

ATTACHMENT BOOKLET

ORDINARY COUNCIL MEETING

TUESDAY 22 OCTOBER 2019

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LGA Entry Marker Design and Engagement Summary

August 2019

Introduction and Background

As part of embedding the Northern Beaches identity, Council is working towards installing three Entry Markers at Mona Vale Road, Belrose, Roseville Bridge and Spit Bridge. (Attachment 1 details the creation of the Northern Beaches Identity)

The Markers are subject to concurrence with RMS requirements and will be submitted to Traffic Committee for formal approval once the recommended design has been finalised.

The costs for design, fabrication and installation are funded from the New Council Implementation Fund (NCIF). The allocated funds are restricted to use for Entry Markers and cannot be allocated towards other operational or capital works projects.

As part of the project planning, the Partnership and Participation SRG was involved in determining the engagement approach. This was discussed at their meetings in September 2018 and May 2019 (refer Attachment 2)

Engagement Approach

Community Engagement: The engagement approach had been determined by the Partnership and Participation SRG at their meetings in September 2018 and May 2019. All SRG members, including Councillors, invited to participate in a special SRG Workshop. The participants of the workshop then formed a working group for subsequent workshops and communications. Four of the six SRG groups were represented.

Subject Matter Experts (staff): The following teams were involved including: Design Studio, Traffic and Roads Management, Parks and Reserves (Landscape Design & Maintenance), Urban Design, Arts & Culture, Sign Shop and Tourism. In addition we have the expertise provided by the contractors from Singleton Moore Signs

Engagement with local Aboriginal Groups: Council is working on establishing an Aboriginal communities group for the Northern Beaches. This group has met several times in the past few months.

Whilst early days, the group was presented with some options for acknowledgment. At this stage the draft acknowledgment wording for the Markers is: *"Recognising Traditional Custodians"*. If the wording changes in the future Council have committed to updating the text on the Markers as required.

SRG Workshop 1 – 25 July 2019

On 25 July 2019 a special SRG workshop was organised to gain input to the design of the LGA Entry Markers. All SRG members and Councillors were invited to participate.

In total 9 participants, including 3 Councillors, attended the session.

The project background and scope was explained including the special considerations (refer Attachment 5).

The Contractors Singleton Moore Signs (SMS) explained the 3 initial concept designs and the materials used. There was open discussion on each design. Each participant completed feedback on each concept and nominated a preference.



The SRG feedback was consolidated, along with Specialist input, and a number of revised designs were produced. Attachment 3 includes the detailed feedback from Workshop 1.

Workshop Suggestion	Response
Make the logo larger	The size of the logo was increased to maximum size within the overall design and style guidelines
Make the acknowledgment text larger	The acknowledgment text has also been increased and aligned to meet style guidelines.
Concept design 2 would look better with curved edges	Design concept 2 was amended to reflect SRG input to soften the edges. This resulted in a design that was progressed to final variation stages.
Use corten rather than the faux timber	Corten was considered across all designs. The technical restrictions required to create the frame shape for 2 and 3 ruled this out. Corten as the base for Concept 2 was carried forward in the final variation evaluation.
Have different colours at each site	The adopted Council main colour palette was explored for design concept 2 variations. To embrace unity across the Northern Beaches, and simplify maintenance and replacement process, the same colour design is recommended across all 3 locations. The selected aqua colour was the preferred choice.

In addition to the above suggestions, many other design variations were drafted and considered by the design teams and subject matter experts

The answers to the comments from workshop 1 were addressed during workshop 2.

The modified Concept Design 2, based on SRG input, was selected as the recommended shape.

A number of variations in material and colours were considered and presented at the second SRG workshop.

SRG Workshop 2 – 19 August 2019

A follow up workshop was organised for the 9 initial workshop participants on the 19 August. Five of the original group attended and the remaining 4 were contacted separately. The SRG workshop reviewed the 5 variations of the recommended design detailed below.



The discussion covered a wide range of questions and feedback. These are detailed in the table below. Attachment 4 includes the detailed results.

Comment	Response
Shape	The final design concept 2 and subsequent variations were based on feedback from the SRG working group and subject matter experts.
Colour Choice. Different at each location	At the suggestion of the SRG working group a range of materials and colour choices were considered. However based on adopted brand guidelines, expert input and SRG feedback – the aqua colour was the preferred choice. To embrace unity across the Northern Beaches, and simplify maintenance and replacement process, the same colour design is recommended across all 3 locations.
Technical design	The technical design, materials and construction will be determined by the SMS engineering team to ensure the structure meets RMS requirements including safety and frangibility.
Rear of sign	The SRG working group discussed options for the rear of the sign including “Thank you for visiting, alternate design, logo, council URL etc. Given that the rear of the sign will only be visible at the Spit Bridge location and the suggestions were generally not supported by the working group, the recommendation is to leave plain.
If the marker is damaged – how long will the replacement take?	The repair will depending on the damage however a replacement Marker is likely to take 4-6 weeks for replacement. The Markers will be listed as a Roads Asset and will be maintained by that team.

Comment	Response
Won't the white panel attract graffiti?	The painted surfaces will be treated with an anti-graffiti coating making it easier to remove. Reporting and removal of graffiti is an ongoing maintenance activity. In addition the landscaping surrounding the Markers may detract graffiti along with the prominent and visible locations. Cameras may be considered if required.
Many signs in Belrose seem to turn green. How will council clean / maintain the Marker?	The Marker will be treated with an anti-graffiti coating this also prevents mould and protects the surface. The Marker will be included on the asset register and a maintenance schedule determined for cleaning.
Aboriginal Acknowledgement	The acknowledgement statement is being discussed by the various local Aboriginal communities. This is a complex topic given the history on the Northern Beaches. At this stage a simple generic statement is being recommended. However this can be updated at a later stage if required.
Can we light the marker?	We are considering soft glow LED illumination of the logo elements. Lighting is subject to RMS and Traffic Committee input. At this stage given site constraints we are proposing main power connections at two locations, Spit and Roseville Bridges, and solar power at the Mona Vale Road site.
Should we include the words "welcome"	There was lengthy discussion on this topic with differing views ie purpose, position, locals vs tourists etc. The SRG felt that the words were implicit and not required on the marker. In addition the words are rarely used in metropolitan areas but more prevalent in Country towns.
What size footing will it have? How high can it be?	The footing will be determined by the engineering team to meet RMS requirements and will be concrete with frangible attachments. The maximum recommended height is 150mm.
What type of landscaping will there be?	The draft landscape designs are shown on the design images. The exact landscaping will be tailored to the site and likely to be more formal at the Spit bridge. Council's landscape team are working with SMS and RMS to coordinate an approach. The plants will be low lying natives to minimise maintenance and avoid impact on the Marker.
Is the frame hollow and open? Can animals get stuck inside?	The Marker frame is hollow inside to ensure safety requirements are met, however the frame is sealed. Animals will not be able to enter inside the structure.
The black won't stand out at night/ in shade	The main black upper panel was replaced with white as suggested. The bottom panel was a choice between corten and black powder coated metal. After lengthy discussion the majority of the working group selected the black panel as the preferred choice. One comment stated that 'in the dark / shade the white upper panel will look like its floating – which is great'.
Can we streamline the sub frame?	SMS have taken on board this suggestion to streamline the inner sub frame.

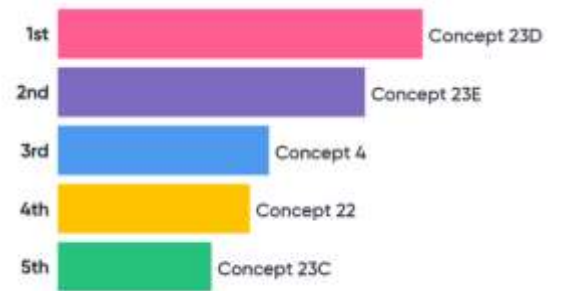
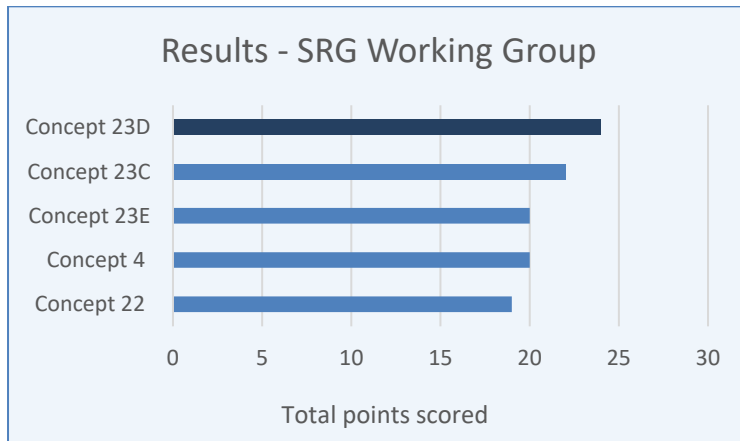
Results:

The participants were asked to rank the 5 designs and the results are shown below:

Results from Online Survey after the workshop:

Online results completed at the Workshop

Please rank your preferred design choice (using Menti.com)



Final Design (draft landscaping concept)



Next Steps - Revised Timeline

Milestone	Date
Open Tender	30 Mar – 30 April 2019
Council endorsed Tenderer	28 May 2019
Phase 1 – Refine designs, engage & final design	July – Sept 2019
SRG workshop/s (inc Councillors)	July / Aug 2019
Council Approval of final design	24 September 2019
Traffic Committee approval	1 October 2019
Phase 2 - Fabricate	Oct - Nov 2019 (TBC)
Phase 3 - Install	Dec 2019 (TBC)

Attachment 1: Background – Creating the Northern Beaches Identity

- Created in 2017 in collaboration with our community
- [Creating the Identity together](#) (video)
- 2000+ community members involved
- Key input from the Implementation Advisory Group (IAG) and Local Representative Committees (LRCs)
- The consultation process
 - Targeted community workshops & interviews - ie youth, Businesses, IAG and LRC and indigenous representatives
 - Community Advisory Panel and Staff Ambassador Group
 - Manly Daily advertisements inviting residents to partake in the process
 - Online survey to test and refine creative elements
 - Pop ups at Manly Food and Wine Festival, Warriewood Markets, Frenchs Forest Organic Markets, Avalon Village and Dee Why.

Attachment 2 – SRG Engagement Approach Input

Feedback from Participation and Partnerships SRG (Sept 2018)

Comment	Response
What about Wharves?	The Wharves will be phase 2 along with Place and Suburb markers.
How will we acknowledge Traditional Owners?	We will work with the local community to determine suitable acknowledgment. This is complex in our area
Comments on Community Engagement approach	<ul style="list-style-type: none"> • Mixed views on level of community input: Community already input on the brand – not interested, others will love to know about it, huge impact • Community should be asked for feedback not just choose an option • Anyone could join an SRG, the SRGs should be involved in the process • Why do we need to consult – they are replacements • Just do it
Why are staff involved in the design?	The RFT needs to be assessed. The scope needs to meet a range of criteria that needs Specialist input.
Design:	Everyone has a different view – will be hard to get everyone to agree. Do something that people are going resonate with
Funding	Make community fully aware of where the money has come from
Will they look like the coast walk signage and tie in?	No, they are separate design process that needs to meet many mandatory RMS requirements.

Feedback from Participation and Partnerships SRG (May 2019)

A project update was provided including internal specialist working group and an update on the tender procurement process. The appointment of a successful tenderer will be determined at the May 2019 Council meeting.

The members were asked for feedback on the engagement timeline, workshop outline, criteria for assessing designs and attendees.

It was agreed that all SRG members, including Councillors, would be invited to a special workshop in July. The group suggested that only one evening workshop would be necessary.

Attachment 3 – SRG Design Workshop 1 Feedback

Design 1 Comments		
Like	Change	General
The curves	The angular line at the top is distracting, it takes the eye away from the logo	The material is overused - I would like to see powder coated steel and one of our colours and a coloured logo
The cleanliness. The fact that is appears to address the considerable structural constraints	The lack of "welcoming" colour. Too rigidly perpendicular (which is addressed in designs 2 & 3) Any sub wording is unreadable.	Should be just "welcome" and why not bookend with the culture & heritage "hand" and happiness (lips) elements.
The curved metal.	larger text - Indigenous message	reverse message on white logo on black
Acknowledgment of traditional owners	White logo on black. Will the text be legible?	Unfussy, feels like it fits with the broader contemporary (+ traditional) design elements of infrastructure / housing on the Northern Beaches. Very conservative. Is it too bland? Safe. Not exciting. Does this reflect the beaches values?
Corten profiled slats are interesting but to shape the elevation and section is in my view "trying too hard"	Simplify. Change the curve to an angled line - curve fights continuity of design.	Wording on the back page - idea is inclusion: The people of the Northern Beaches welcome you to this (our) place and acknowledge the traditional owners of this land (just a start)
Cleanliness of the design. Not too complicated. Clarity of the NB logo.	Consider using colour in the slatted areas.	
Corten (rust) look is appealing. Anti-Graffiti technology.	Rectangle is not a natural look.	The welcome message should be welcoming and inclusive.
Clean and bold. The look will change with sun and light.		Whilst I am a supporter of, and understand, the traditional owners message, the region is more than the traditional owners. I do not find the sign particularly welcoming.
Like the aboriginal welcome	Too boxy. Change the black & white to colours eg green @ MV road. Blue @ Spit & purple @ Roseville	Add a farewell on the back - Thank you for visiting.

Design 2 Comments		
Like	Change	General
the logo but much larger	the colour and enlarge the logo. The design is too angular	the angles do not reflect the Northern Beaches
cleanliness. Addresses the considerable constraints more welcoming that design 1 because it is less rigidly perpendicular	like the suggestion of a partial vignette (bottom to top or top to bottom) of a colour on the current black panel.	Should be just "welcome" and why not bookend with the culture & heritage "hand" and happiness (lips) elements.
like the inside aqua coloured area	Curved edges would go with logo. Replace the timber look panel with the same blue.	Agree - explore options ie use of gradients of selected colours.
Acknowledgment of traditional owners. White logo on black.	Remove trim and make the remainder larger. Black logo on white? Better visibility in-situ? Size/ legibility of text.	Looks like a trophy/ award. With some minor design changes this is the strongest option. Has energy. Boldest option. Challenges. It grows on you.
Most elegant design. Frame is unnecessary though. I like the justification from one man that the void created by the frame - shows the country beyond	Base as a material that is "of the earth". I think corten qualifies for this.	Corten is more natural. Just the inside elements are quite strong.
Like the void space, the 2 contracting areas.	Consider using colour other than black behind the logo or in textured area.	Vary the underside colour depending on location. Colours for each area - Blue for spit, Green for Mona Vale Rd etc. This design is my favourite.
The aqua teal colour in the design. Anti-graffiti technology.	Shape looks like a trophy. Not a natural look.	Blue colours?
	It is the angular shape which I do not like.	Looks like a Perspex trophy. Will age.

I like the void space.	Don't like the black. Prefer the blue for spit, green MV road, yellow/ black or something else relevant.	Thank you for visiting on the back.
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Design 3 Comments		
Like	Change	General
This is the most appealing shape due to the curves	the lack of colour. the logo needs to be much larger	possible reverse the b/w ie logo white on black. Slats coloured from the palette
Cleanliness. Addresses the considerable constraints. More welcoming than design 1 and perhaps more than design 2.		Should be just "welcome" and why not bookend with the culture & heritage "hand" and happiness (lips) elements.
Like the acknowledgement. Looks like a sailboat Like that the edges aren't sharp	White logo on black. Looks too much like shutters.	Is the edge sharp?
Simplicity of colours / textures / finishes	white logo on black.	Doesn't feel representative of the Northern Beaches, Biz, resident, visitor, community. Feels like it focuses too much on the nautical aspect. Dated. One dimensional.
I think the graphics are obvious and ubiquitous.	materiality concerns me	is the material durable?
I like the shape of the sign.	The slats look a bit dated. Consider without slats.	
Corten (rust) colour. A bit of a wave shape. Sail shape.		Again. Welcome message needs to be welcoming and inclusive.
The frame loses me. Looks like wood but not. Least liked.	The design would work with the frame outline for the internal for option 2.	
Like the reflection of the sails. Please make worked larger.	don't like the aboriginal words. NB needs to be larger.	Thank you for visiting.

Other discussion items:

- Lengthy discussion re Aboriginal heritage, history, clans and language.
- Discussion re cleaning of Markers ie slats by high pressure hose.
- Mixed views on use of colour. Felt it would date quickly. Not recommended by contractor nor Design team. Referred to the adopted Style Guide.
- Discussion on including thank you for visiting on the back. Not generally supported by group.

Workshop feedback

- Contractors have done a good job with a tight, constraining brief. Well-presented and opportunity for open discussion.
- All good process.

Further Design Variations to be explored:

Amend Design 1:

- white on black
- softer edges / or angular (not mixed)

Amend Design 2:

- round off hard edges of the angles
- change background to black logo on white background
- change lower panel to corten / colour / black
- make logo and words bigger

Amend Design 3:

- graduate the slats width from top to bottom
- change panel from white to black

- change slats to Corten
- smooth edges of top left corner
- Make logo and words bigger

Results from Workshop 1 feedback forms

Design 1	A	B	C	D	E	F	G	H	I	Average
1. The design is timeless	3	5	4	3	2	4	2	4	2	3.22
2. The design is sympathetic with the environment	3	4	4	4	3	3	3	3	3	3.33
3. The overall design reflects the Northern Beaches identity	1	2	3	3	2	2	3	3	2	2.33
4. The logo should be larger within the overall design	5	3	3	1	1	2	4	4	5	3.11
5. This design appeals to me	3	2	4	3	2	3	3	3	2	2.78
Design 2	A	B	C	D	E	F	G	H	I	Average
1. The design is timeless	2	5	4	3	3	4	2	3	3	3.22
2. The design is sympathetic with the environment	2	5	4	2	3	3	2	3	4	3.11
3. The overall design reflects the Northern Beaches identity	2	4	3	1	3	3	2	2	3	2.56
4. The logo should be larger within the overall design	5	3	5	1	2	2	3	4	4	3.22
5. This design appeals to me	1	5	3	2	3	4	2	2	3	2.78
Design 3	A	B	C	D	E	F	G	H	I	Average
1. The design is timeless	2	4	3	2	1	2	3	2	4	2.56
2. The design is sympathetic with the environment	1	5	4	2	1	3	4	4	4	3.11
3. The overall design reflects the Northern Beaches identity	1	4	3	2	2	3	4	3	5	3.00
4. The logo should be larger within the overall design	5	2	4	1	1	2	3	3	3	2.67
5. This design appeals to me	2	5	4	2	1	2	3	2	5	2.89
Show of hands First Preference										
Design 1	1									
Design 2	4.5									
Design 3	3.5									
	9									

Attachment 4 – SRG Design Feedback Workshop 2 and online survey

Design Variations of Concept 2	First	Second	Third	Fourth	Fifth	Total	Average
Concept 4 (View)	5	4	6	4	1	20	2.9
Concept 22 (View)	5	8	0	4	2	19	2.7
Concept 23C (View)	0	12	6	4	0	22	3.1
Concept 23D (View)	20	0	0	2	2	24	3.4
Concept 23E (View)	5	4	9	0	2	20	2.9

Number Pts first = 5, fifth = 1

Comments

1. Fabricated steel RHS sub frame could be simplified. Create a more elegant profile by deleting the "stub" sub frame. As per sketch.
2. I have preferenced the bright metal frame exterior surface with green interior surface because (in situ) this optimises the visibility of the sign shape and impact. The black frame exterior only stands out when viewed in limbo because it is the most stark against a bright, pale background. To make as close as possible assessment of the how the signs will stand out on location, compare the 'WARRINGAH ROAD' mock-ups: the black frame exterior shape loses much of its impact when against a dark foliage background. (Being able to look at the various mock-ups, side-by-side on screen, has been a big help in assessing what will best stand out in practice.)
3. Concept 23D has too much black and I prefer the wood/lighter colour base in the first few options. I don't feel black is a welcoming colour for people seeing this as they come into the area. Please consider changing the blue colour depending on area as previously suggested. eg blue at Spit, green at Mona Vale Rd etc.

Attachment 5 - Design Constraints and Considerations

- Display the Northern Beaches Identity
- In-line with the adopted Brand and Style Guide
- Locations on RMS managed roads, some in high speed areas (60, 70 & 90km/hr)
- Safety requirements – Signs placed close to a State controlled road need to be **frangible**. A structure is frangible if it breaks, distorts, or yields on impact so as to present a minimum hazard.
- Cost – funded from NCIF for this purpose
- Installation - Traffic Management Plan (main road lane closures required)
- Technical requirements – construction, materials, durability
- Site constraints – remote, set back, underground & overhead site analysis, height, location dimensions and space
- Maintenance requirements, environmental impacts and resistant to vandalism/graffiti.
- Structural design & certification for all structural elements ie base slab, plinth/ footings etc.
- Landscaping – remote bush area, ongoing landscape maintenance, in keeping with site

SINGLETON MOORE SIGNS

Northern Beaches Council

Final Design - Preliminary Construction & Landscape Drawings
16th September 2019

Issue 1



Project Manager: Gerard Whelan

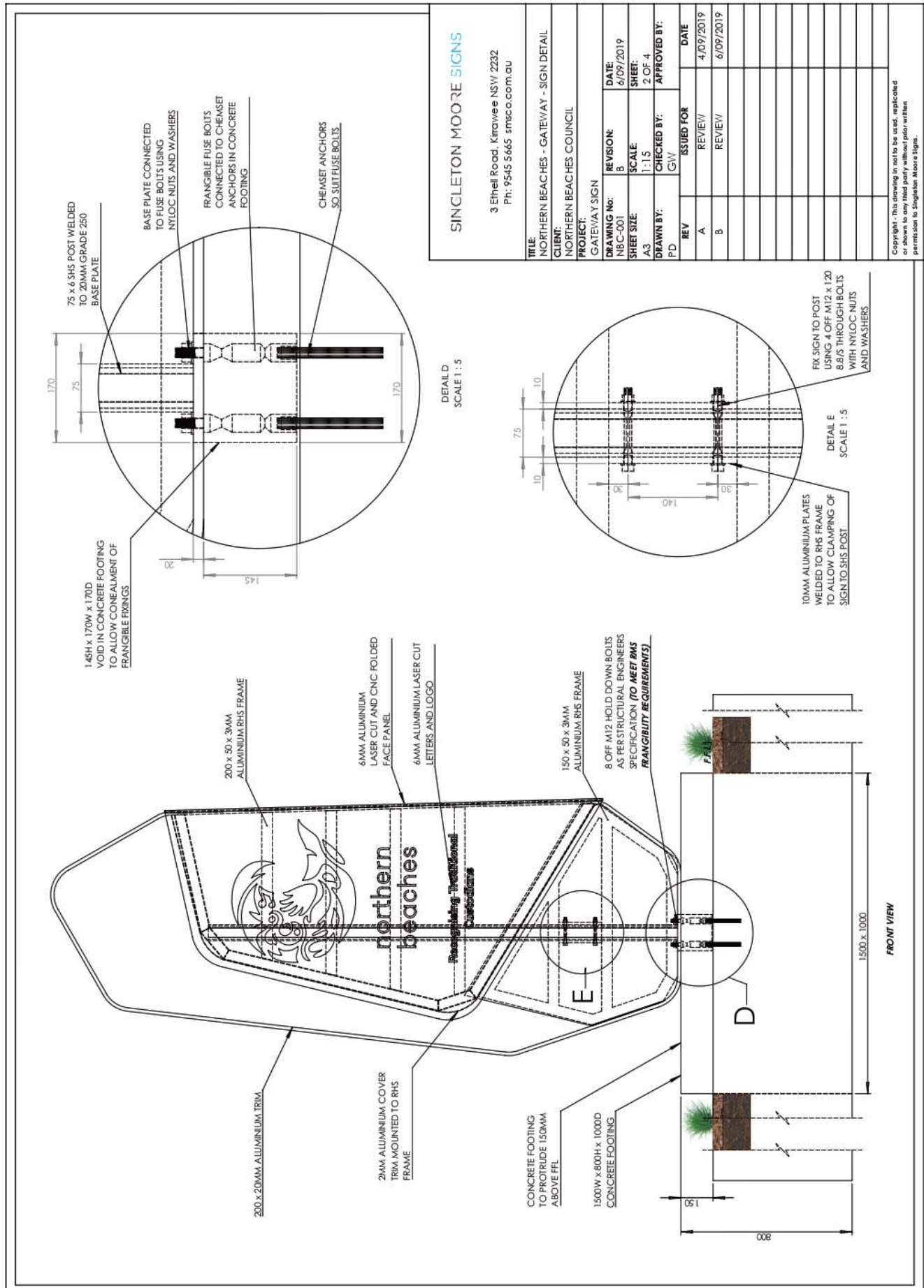


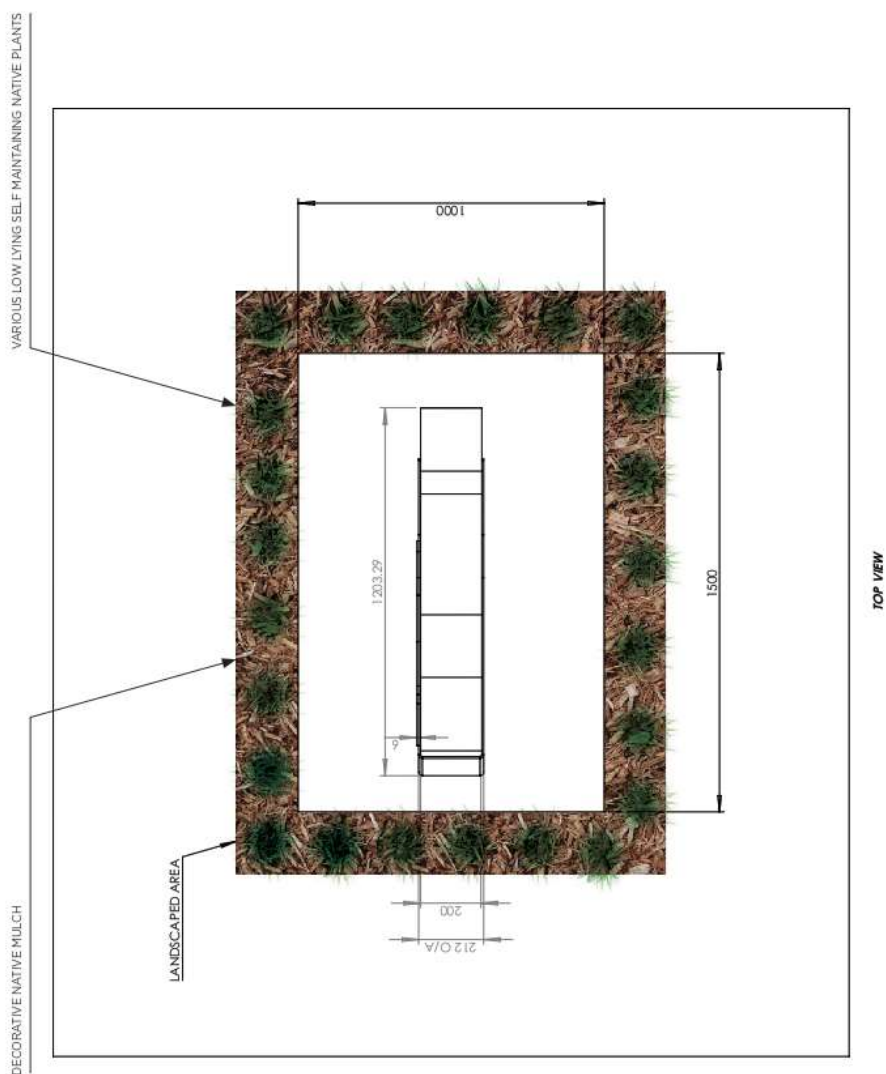
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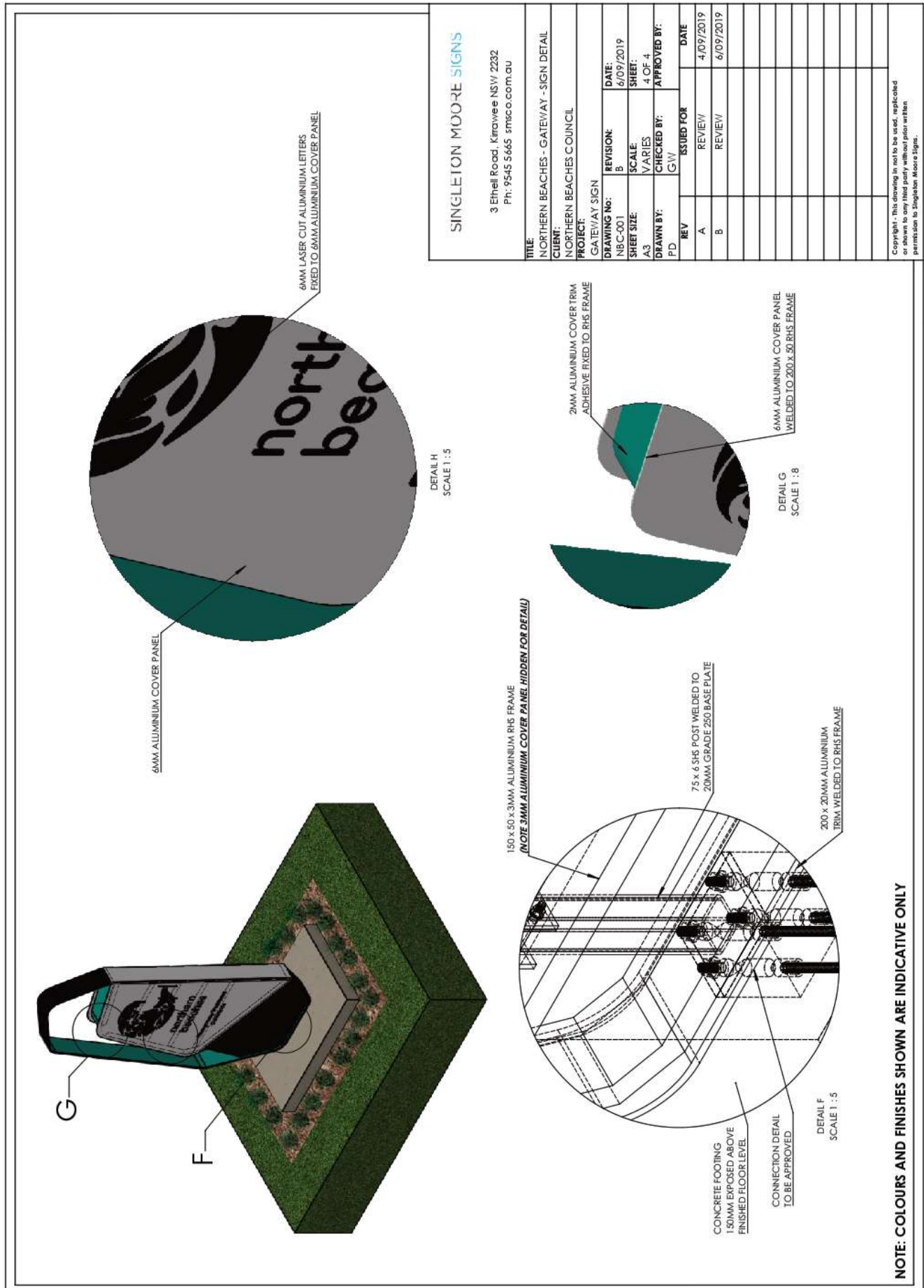


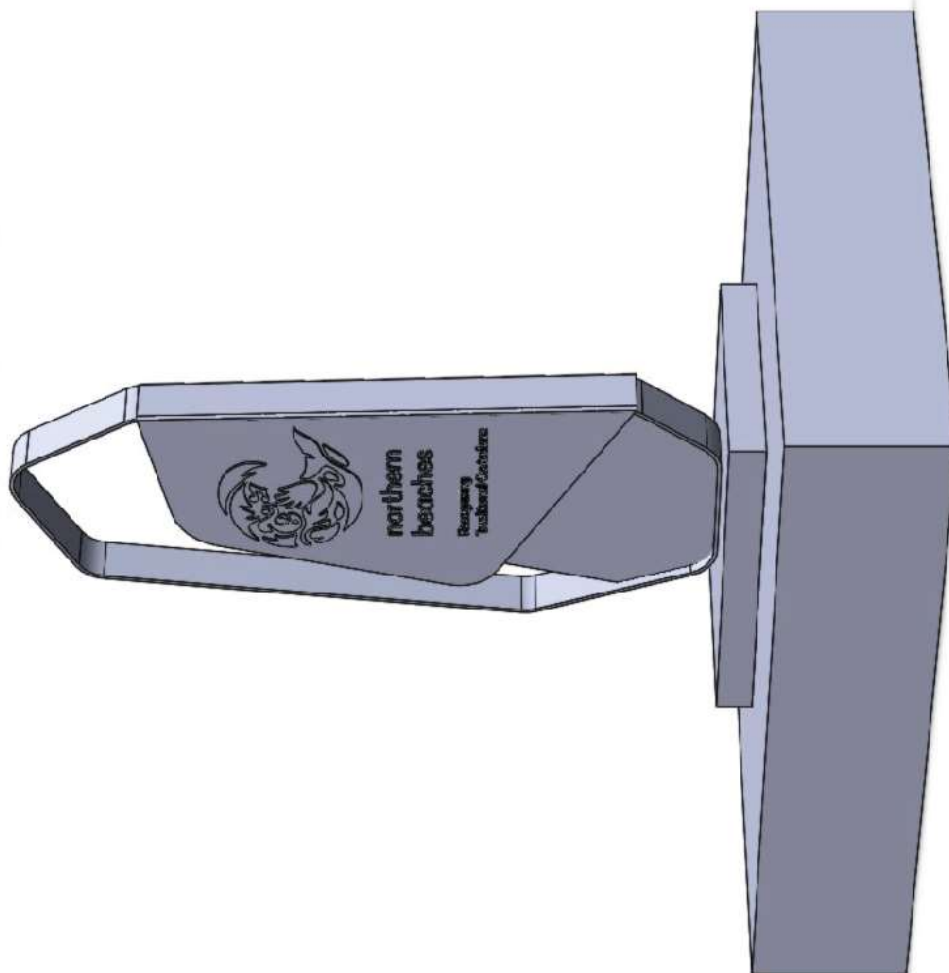
3 Ethell Road Kirrawee





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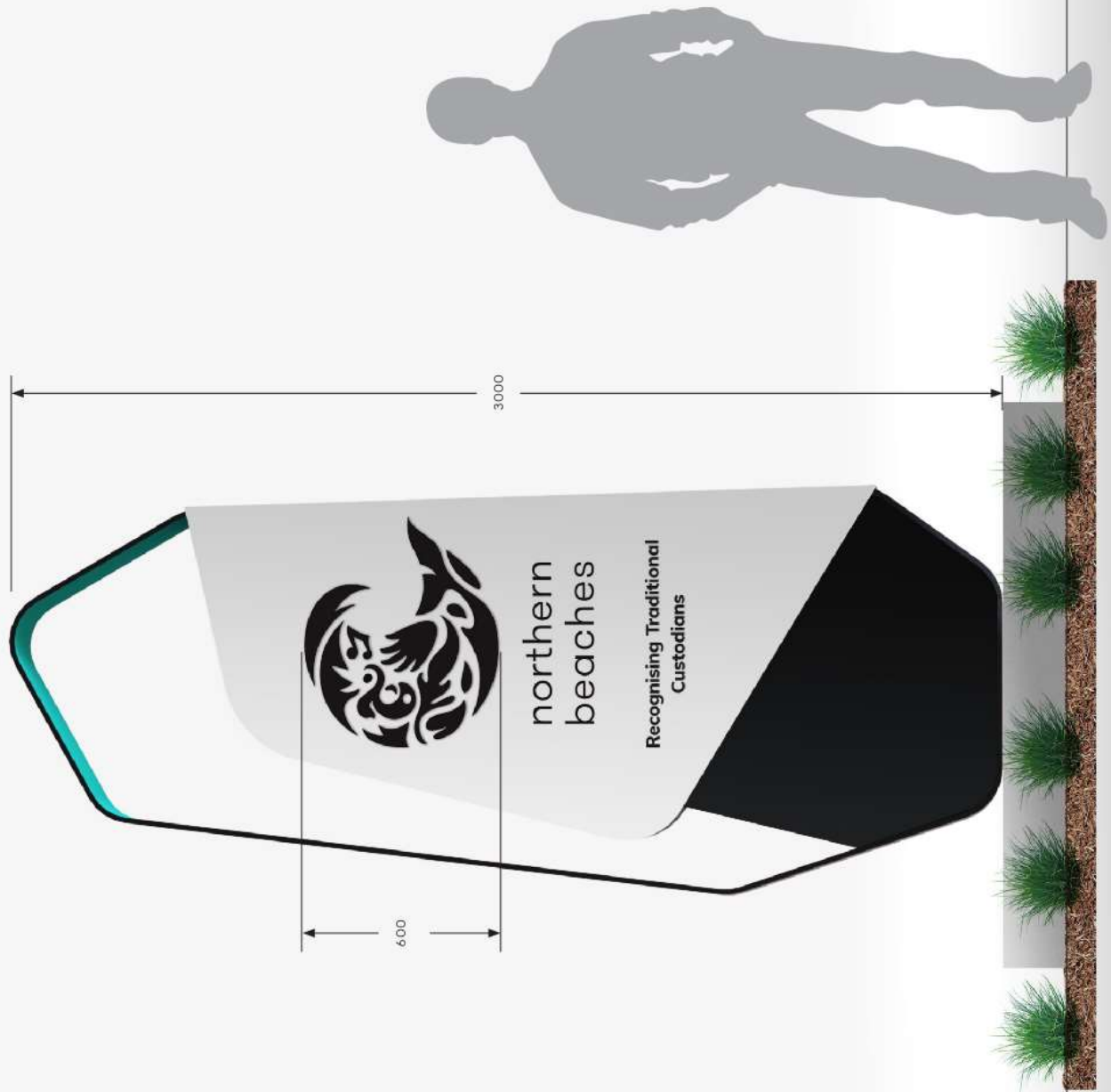


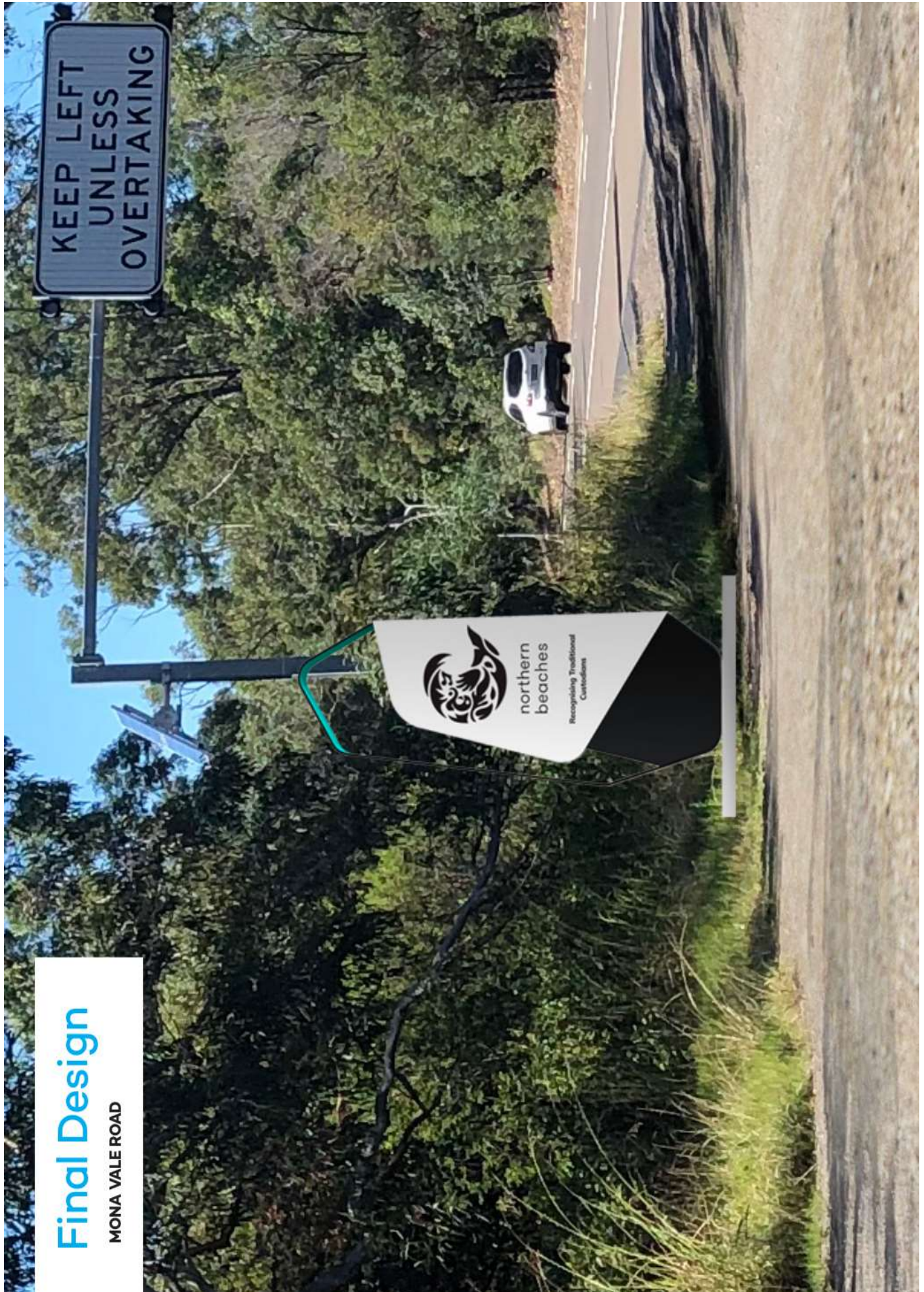
SINGLETON MOORE SIGNS

3 Ethell Road, Kirrawee NSW 2232
Ph: 9545 5665 smsco.com.au

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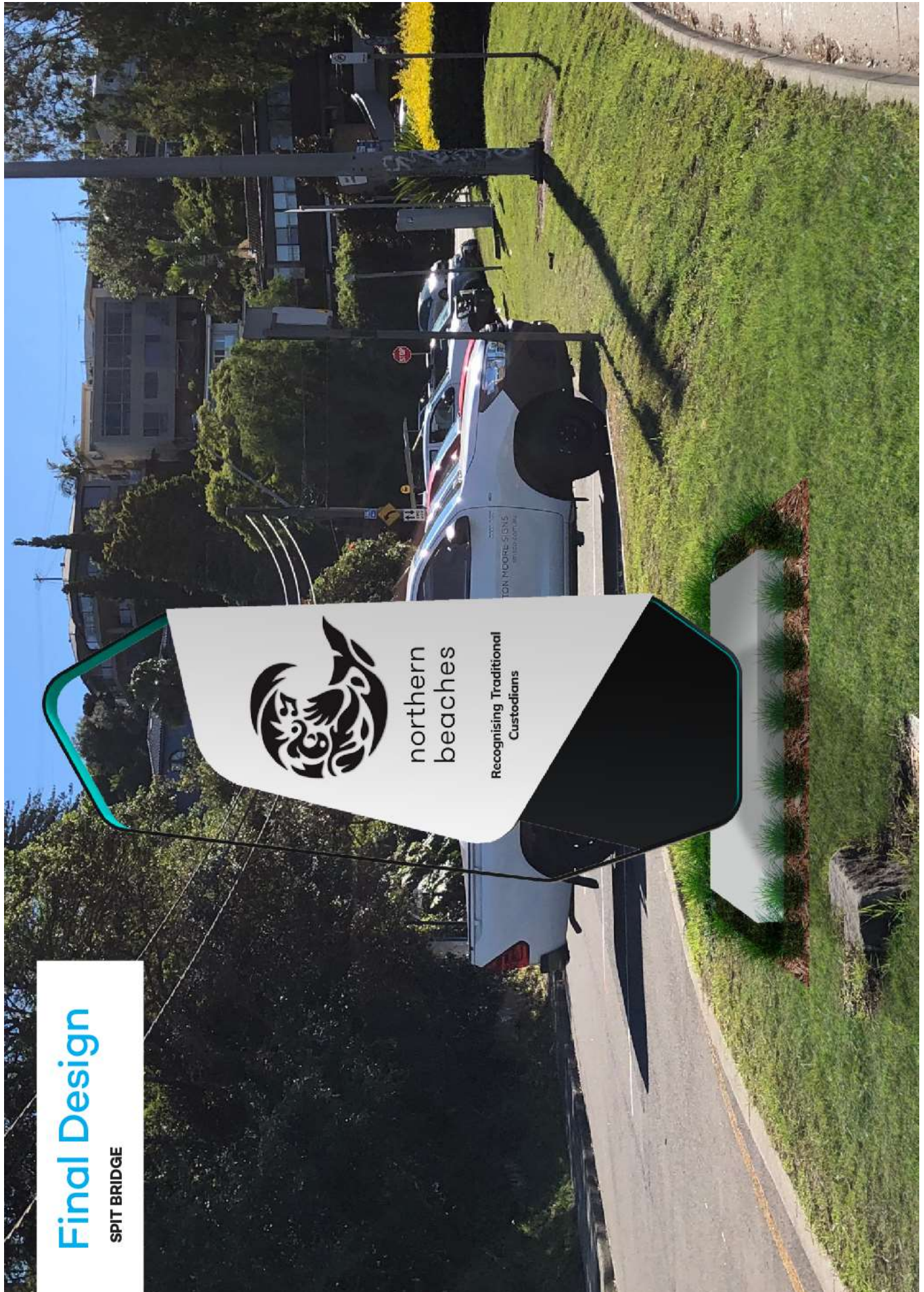
Final Design





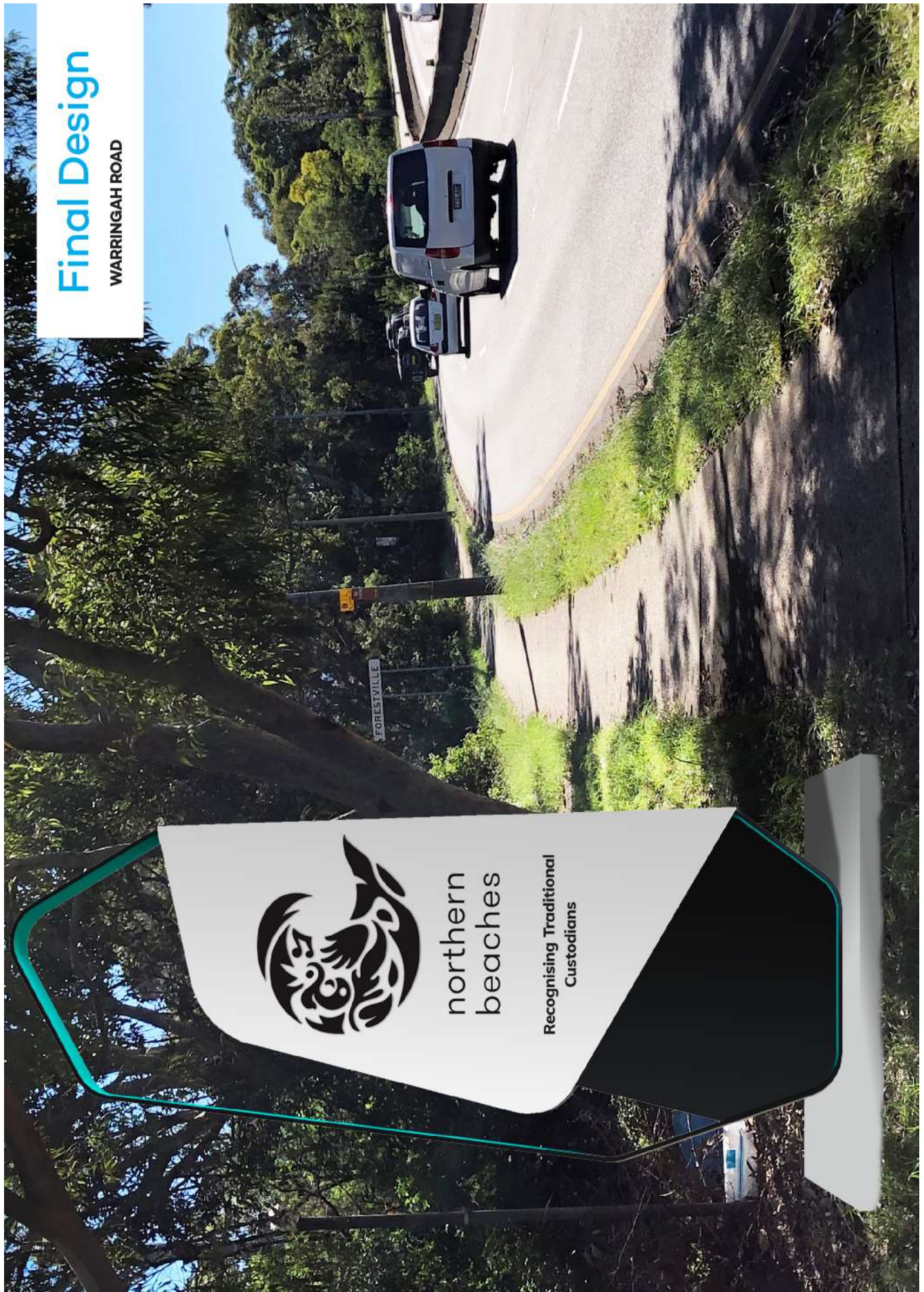
Final Design

MONA VALE ROAD



Final Design

SPIT BRIDGE



General Purpose and Special Purpose Financial Reports

1 July 2018 to 30 June 2019



northern
beaches
council

2019/550940

Annual Financial Statements

Northern Beaches Council

FINANCIAL COMMENTARY 2018/19

INTRODUCTION

This commentary provides the highlights of Council's 2018/19 Financial Statements. The Financial Statements are prepared by Council to provide information in relation to Council's financial performance and position. The Statements are prepared in accordance with Australian Accounting Standards, the NSW Local Government Act 1993, and the NSW Local Government Code of Accounting Practice and Financial Reporting (Update No 27).

The Financial Statements are made up of the following:

- General Purpose Financial Statements – pages 12 to 89
- Special Purpose Financial Statements – pages 90 to 102
- Special Schedules – pages 103 to 108

The General Purpose and Special Purpose Financial Statements are independently audited by the Auditor General, reported to Council, placed on public exhibition and lodged with the Office of Local Government.

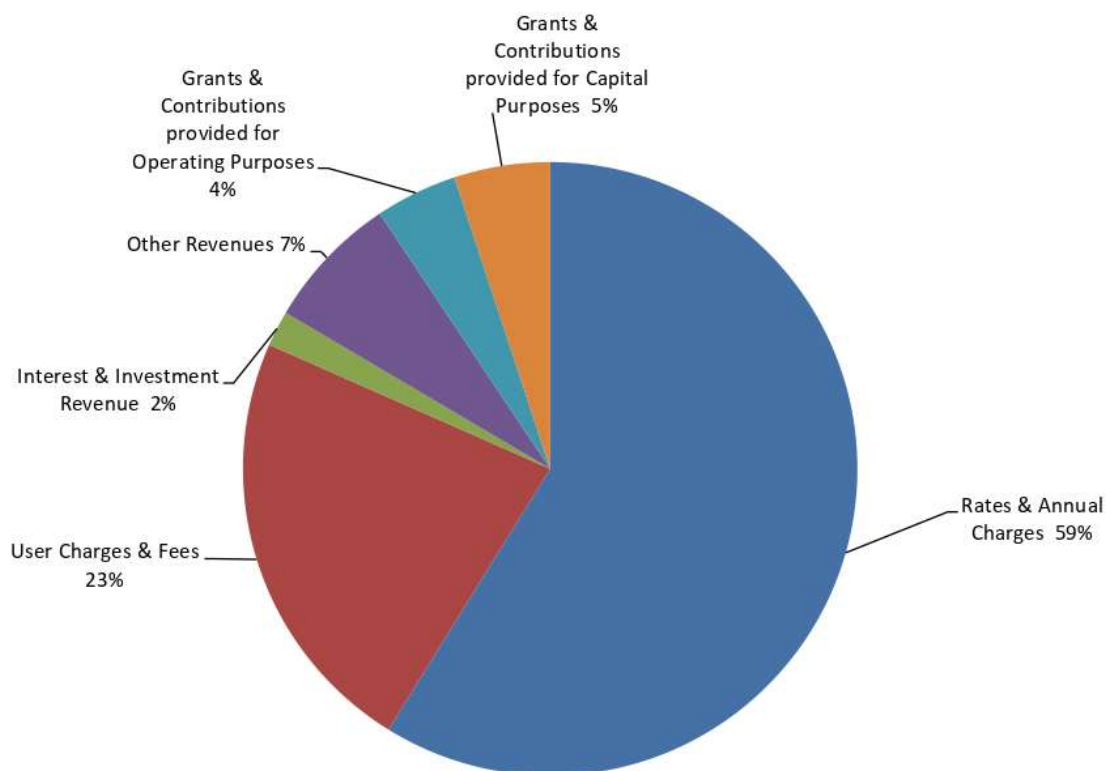
2018/19 SUMMARY RESULTS

• Total Income from Continuing Operations	\$358.9m
• Total Expenses from Continuing Operations	\$330.9m
• Net Operating Surplus for the period	\$28.0m
• Net Operating Surplus for the period before Capital Grants and Contributions	\$9.9m
• New Capital Works	\$35.4m
• Capital Renewal Works	\$62.7m
• Non-cash Asset Dedications	\$4.5m
• Total Capital Expenditure	\$102.5m
• Total Assets	\$5,201.4m
• Total Liabilities	\$155.2m
• Net Assets	\$5,046.2m
• Unrestricted Current Ratio	2.6x
• Debt Service Cover Ratio	6.4x
• Building & Infrastructure Renewals Ratio	139.1%

Annual Financial Statements

Northern Beaches Council

INCOME FROM CONTINUING OPERATIONS



Income Items	30 June 2019
	Actual (\$'000)
Rates & Annual Charges	211,058
User Charges & Fees	81,784
Interest & Investment Revenue	6,696
Other Revenues	25,641
Grants & Contributions provided for Operating Purposes	15,478
Grants & Contributions provided for Capital Purposes	18,111
Net gain from the disposal of assets	176
Total Income from Continuing Operations	358,944

Annual Financial Statements

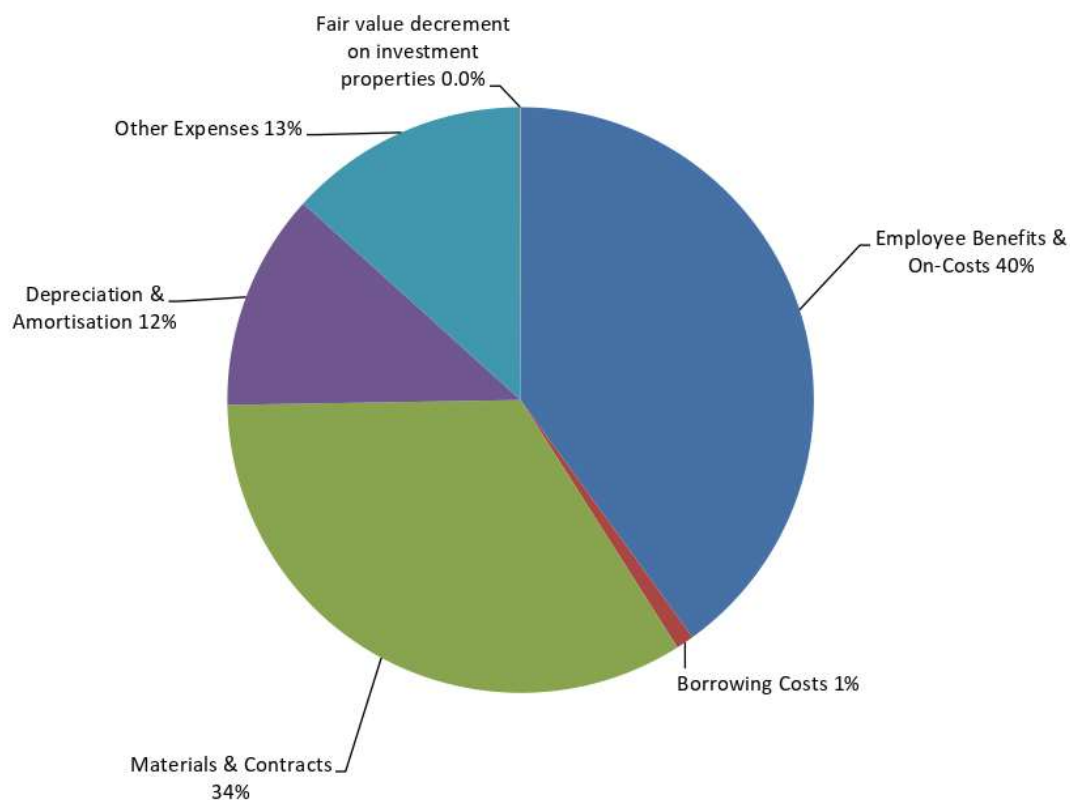
Northern Beaches Council

Year Ended 30 June 2019	Year Ended 30 June 2018	Incr/(Decr)		Details
\$'000	\$'000	\$'000	%	
211,058	211,679	(621)	-0.3%	Rates & annual charges
Rates were \$161.7m and total Annual Charges were \$49.4m. Annual Charges for the period are predominantly represented by domestic waste charges. Income from domestic waste charges reduced by \$4.4m (8%) on the prior year, as efficiencies of the merger resulted in lower costs for the service. This includes a reduction in the domestic waste charge for the former Pittwater and Manly areas, freezing the charge for the former Warringah and issuing credits to customers who opted to move from a 120L waste collection service to the new standard 80L service in the later part of the financial year in preparation for the implementation of the new waste collection contract from 1 July 2019.				
81,784	79,785	1,999	2.5%	User charges & fees
User charges & fees include \$22.2m in fees at the Kimbriki Waste & Recycling Centre, with the balance in fees charged by Council for the services it provides. Major items include Child Care Fees of \$12.2m, Parking Fees of \$13.3m, \$7.2m from the Manly Andrew Boy Charlton and the Warringah Aquatic Centres, \$5.3m in Planning & Building Regulation fees and \$5.7m from the Lakeside Caravan Park. During the year the Council ceased operating a commercial waste business. Lower development activity, reduced property transfers and fewer planning proposals resulted in a reduction in income. This was offset by additional income from parking stations and higher patronage at the Manly Andrew Boy Charlton Aquatic Centre.				
6,696	6,195	501	8.1%	Interest and investment revenue
Interest and investment revenue was higher than the previous financial year as a result of the receipt of round 2 of the Stronger Communities Fund grant (\$21.1m) in Dec 2017 and the timing of capital expenditure. Council's Cash and Investments at the end of the financial year totalled \$195.8m. Council's investment portfolio performed strongly over the financial period returning an average of 2.69%, compared to the bank bill benchmark return of 1.93%.				
25,641	25,331	310	1.2%	Other revenues
Other Revenues included \$2.8m raised through the Kimbriki Waste & Recycling Centre and \$22.8m from Council operations. Major items include \$7.7m in Parking Fines, \$8.5m from property leases and rent, \$1.214m in advertising income, \$0.18m Container Deposit Scheme income and \$1.1m for the non-cash first time recognition of Crown land assets. During the year the Council recovered \$0.1m in insurance claims (compared to \$0.32m in 2017/18). Lower development activity impacted rental income associated with road reserves for construction purposes.				
15,478	14,523	955	6.6%	Grants & contributions provided for operating purposes
Significant items included: - \$0.537m receipt of for the natural disaster funding for damage resulting from the April 2015 East Coast Low - \$0.511m B-Line project contribution towards bus shelters - \$0.349m within Children's Services from the NSW Dept of Ed for legacy funding for long day care and vacation care - \$0.235m Advance payment of the 2019/20 pre-school grants in June 2019				
18,111	53,599	(35,488)	-66%	Grants & contributions provided for capital purposes
Significant items in 2018/19 include: - \$1.573m (non-cash) Recognition of the fair value of land at Belrose TAFE purchased for \$1 - \$1.413m (non-cash) Numerous dedications of land and an amenities building associated with development - \$0.442m (non-cash) Material Public Benefit (MPB) s.7.11 contribution - \$1.250m B-Line Grant for the Dee Why Lagoon and Narrabeen pedestrian bridges from TfNSW - \$0.628m the Regional Road Repair Program - \$0.580m RMS Boating now grant for the Church Point Masterplan Wharf extension - \$0.369m RMS Grants for traffic facilities and bike paths				
By comparison, in 2017/18 the Council received round 2 of the Stronger Communities Fund (\$21.1m), \$6.5 from RMS for B-Line projects and an asset dedication of \$7.3m for the Manly memorial hall.				
176	-	176	n/a	Net gain from the disposal of assets
Gains on disposal of assets were \$0.176m compared to a loss of \$0.4m in 2017/18. This was principally due to income received from the acquisition of Council land adjacent to the Manly Vale Public School development by the Department of Education for \$1.6m (less the asset book value of \$0.432m) and the sale of road reserves at locations including Brookvale, Dee Why, Freshwater, Clontarf and Whale Beach \$1.6m. This was offset by the transfer of 32 parcels of land on the Pittwater Western Foreshore to the National Parks and Wildlife Services at a book cost of \$2.9m.				
358,944	391,112	(32,168)	-8.2%	TOTAL INCOME

Annual Financial Statements

Northern Beaches Council

EXPENSES FROM CONTINUING OPERATIONS



Expense Items	1 July 2018 - 30 June 2019
	Actual (\$'000)
Employee Benefits & On-Costs	132,461
Borrowing Costs	3,277
Materials & Contracts	111,563
Depreciation & Amortisation	39,629
Other Expenses	43,869
Fair value decrement on investment properties	120
Total Expenses from Continuing Operations	330,919

Annual Financial Statements

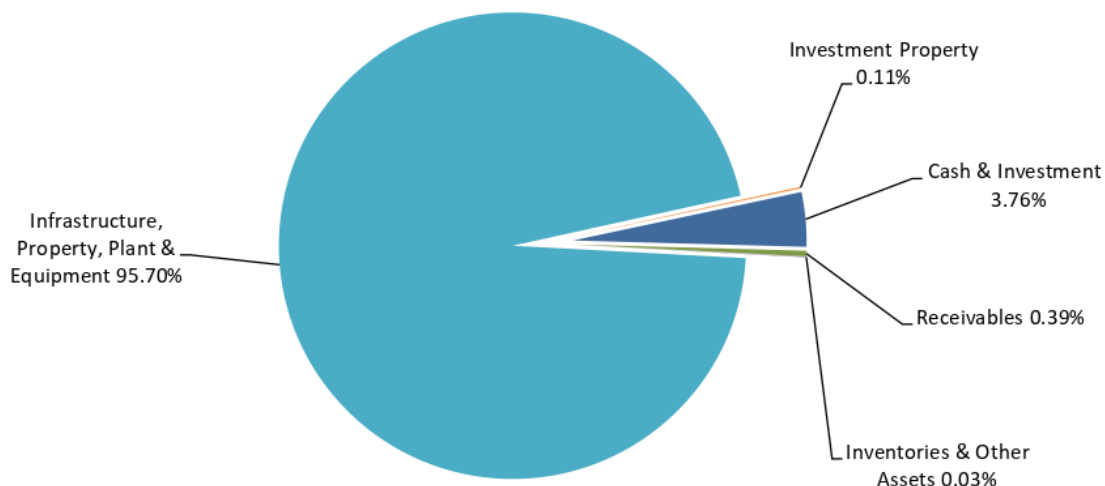
Northern Beaches Council

Year Ended 30 June 2019	Year Ended 30 June 2018	Incr/(Decr)		Details
\$'000	\$'000	\$'000	%	
132,461	124,306	8,155	6.6%	Employee Benefits & On-Costs
Total Employee Benefits & On-Costs were \$132.461m compared to an original budget of \$134.415m and represent 40% of Council's Total Expenses from Continuing Operations. This included a 35% increase (\$3.8m) in employee leave entitlement primarily due to the impact of the falling Commonwealth bond rates which increased the value of future entitlements by \$1.8m.				
3,277	3,478	(201)	-5.8%	Borrowing Costs
Total Borrowing Costs were \$3.277m for the financial period compared to an original budget of \$3.572m. Borrowing Costs consist of interest on loans of \$1.737m and the amortisation of discounts for remediation liabilities for the Kimbriki Waste Landfill \$1.540m. The lower costs in comparison to 2017/18 were principally due to lower interest rates on variable loans.				
111,563	106,680	4,883	4.6%	Materials & Contracts
Total Materials & Contracts were \$111.6m compared to an original budget of \$119m. This included \$11.1m in expenses at the Kimbriki Waste & Recycling Centre and \$100.1m relating to Council's operations. The major items within Council were \$14.862m in waste disposal costs, \$11.417m in waste collection costs and \$9.2m in maintenance & servicing. During the year the clearing of Narrabeen Lagoon was undertaken (\$0.9m).				
39,629	33,919	5,710	16.8%	Depreciation & Amortisation
The revaluation of building assets in 2017/18 resulted in an increase in the depreciation expense for these assets (\$2m). The creation of new assets and renewal of a significant number of assets over the past 12 months also resulted in an adjustment to the depreciation for those existing assets to recognise their condition at their commissioning date.				
43,869	42,185	1,684	4.0%	Other Expenses
Other Expenses were \$43.9m for the financial period. Major items within this include \$7.757m Waste Levy, \$5.381m in electricity & heating, \$5.488m relating to the NSW Government Emergency Services Levy, \$3.021m in insurance costs and \$3.795m for street lighting. The most significant increase during the year was an additional \$1.2m for electricity and heating costs due to higher wholesale prices (28% increase to \$5.381m).				
120	1,685	(1,565)	-92.9%	Fair value decrement on investment properties, Revaluation decrement of IPPE & Net share of interests
Fair value decrement on investment properties was \$0.120m for the financial period representing a reduction in the fair value of Council's three investment properties. There were no revaluation decrements or joint ventures and associates transactions in 2018-19.				
-	390	(390)	-100.0%	Net Losses from the Disposal of Assets
There was no net loss from the disposal of assets in 2018/19. Please refer to the income summary regarding the gain on the disposal of assets achieved in 2018/19.				
330,919	312,643	18,276	5.8%	TOTAL EXPENSES

Annual Financial Statements

Northern Beaches Council

ASSETS



		30 June 2019
Asset Items		Actual
		(\$'000)
Current Assets		
Cash & Cash Equivalents		7,052
Investments		187,917
Receivables		18,972
Inventories		217
Other		1,272
Total Current Assets		215,430
Non Current Assets		
Investments		852
Receivables		1,159
Infrastructure, Property, Plant & Equipment		4,977,788
Investment Property		5,965
Other		175
Total Non Current Assets		4,985,939
TOTAL ASSETS		5,201,369

Annual Financial Statements

Northern Beaches Council

ASSETS

Cash, Cash Equivalents and Investments

Cash, Cash Equivalents and Investments totalled \$195.821m as at 30 June 2019. This represents a decrease of \$22.473m from the 2017/2018 balance. This is principally due to the delivery of capital projects funded through large grants including the Stronger Communities Fund and B-Line grants.

Receivables

Receivables totalled \$20.131m as at 30 June 2019. This was comparable to the 2017/18 balance of \$19.613m.

Inventories

Inventories totalled \$0.217m as at 30 June 2019 and are represented by stores, materials and trading stock. This was comparable to the 2017/18 balance of \$0.203m.

Other Assets

Other Assets are represented by Prepayments which totalled \$1.447m at 30 June 2019. This was comparable to the 2017/18 balance of \$1.375m.

Infrastructure, Property, Plant and Equipment

Infrastructure, Property, Plant and Equipment totalled \$4.978b as at 30 June 2019. This represents an increase of \$70.163m from the 2017/18 balance. During the financial year a full revaluation of transport assets (roads sealed, roads unsealed, bridges, footpaths and other road assets) and parks & recreation assets (other open space/recreational assets, swimming pools and other infrastructure) was undertaken, resulting in a \$12.8m increase in the value of the asset classes. This surplus is held in equity under the heading of IPP&E Revaluation Surplus.

The result was an adjustment to the values as follows:

		Prior to Revaluation \$'000	After Revaluation \$'000	Movement \$'000	%
Transport assets	Gross Carrying Amount	852,203	886,314	34,111	
	Accumulated Depreciation	-82,021	-105,016	-22,995	
	Total carrying value	770,182	781,298	11,116	1.4%
Parks and recreation assets	Gross Carrying Amount	337,889	353,857	15,968	
	Accumulated Depreciation	-34,339	-48,594	-14,255	
	Total carrying value	303,550	305,263	1,713	0.6%
Total		1,073,732	1,086,561	12,829	1.2%

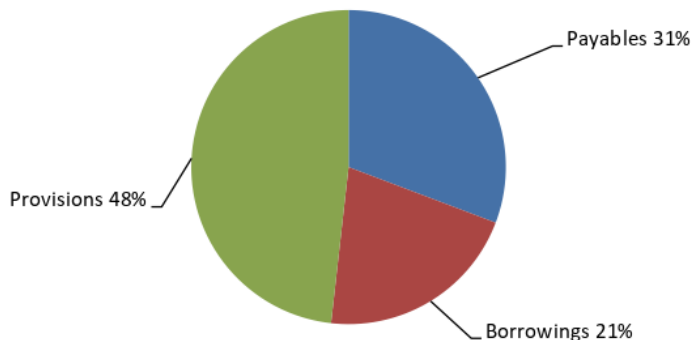
Investment Property

Council's investment properties total \$5.965m as at 30 June 2019. Council holds three investment properties located at Sydney Road Balgowlah, Condamine Street Balgowlah and Pittwater Road Brookvale. A revaluation was undertaken of Council's three investment properties which resulted in a reduction in the total fair value of \$0.120m which was debited to the Income Statement through the Fair Value Decrement on Investment Properties.

Annual Financial Statements

Northern Beaches Council

LIABILITIES



Liability Items	30 June 2019 Actual (\$'000)
Current Liabilities	
Payables	47,732
Borrowings	5,129
Provisions	33,586
Total Current Liabilities	86,447
Non-Current Liabilities	
Borrowings	27,490
Provisions	41,238
Total Non-Current Liabilities	68,728
TOTAL Liabilities	155,175

Payables

Payables totalled \$47.732m at 30 June 2019 which represented an increase of \$6.061m from the 2017/2018 balance, primarily due to a high volume of invoices in the June month due to the timing of capital expenditure projects including the domestic waste bin roll out and works in Dee Why town centre that were not yet due for payment. The principal components of the balance were Accounts Payable and Accrued Expenses of \$25.6m, Payments Received in Advance of \$4m and Deposits and Retentions of \$18m.

Borrowings

Borrowings totalled \$32.619m at 30 June 2019 which represented a decrease of \$4.964 from the 2017/2018 balance of \$37.583m due to the ongoing repayment of existing loans.

Provisions

Provisions totalled \$74.824m at 30 June 2019. This represents an increase of \$6.224m from the 2017/2018 balance and is principally the result of an increase in the Employee Leave Entitlements provision (\$4.3m) which included a \$1.8m increase due to the impact of reducing bond rates.

Annual Financial Statements

Northern Beaches Council

KEY PERFORMANCE INDICATORS

	2019	
Operating Performance	2.89%	✓
Own Source Operating Revenue	90.64%	✓
Unrestricted Current Ratio	2.65x	✓
Debt Service Cover Ratio	6.40x	✓
Rates & Annual Charges Outstanding Percentage	3.67%	✓
Buildings & Infrastructure Renewals Ratio	139.09%	✓
Infrastructure Backlog	1.32%	✓
Asset Maintenance Ratio	115.45%	✓
Cost to bring to agreed service level	1.10%	✓

Operating Performance

This ratio measures Council's achievement of containing operating expenditure within operating revenue. It is important to distinguish that this ratio is focusing on operating performance and hence capital grants and contributions, fair value adjustments and reversal of revaluation decrements are excluded. The benchmark is greater than 0%.

Council's Operating Performance Indicator at 2.89% is above the benchmark of 0%.

Own Source Operating Revenue

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions. Council's financial flexibility improves the higher the level of its own source revenue. The benchmark is greater than 60%.

Council's Own Source Operating Revenue Indicator at 90.64% is well above the benchmark of 60% highlighting Council's financial flexibility.

Unrestricted Current Ratio

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 Cover Ratio

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.

Annual Financial Statements**Northern Beaches Council****Rates and Annual Charges Outstanding**

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 under 5%.

Building and Infrastructure Renewal Ratio

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 above the benchmark of 100% and represents the timing of the completion of projects and the Council's recent investment in the renewal of infrastructure assets.

Infrastructure Backlog Ratio

This ratio shows what proportion the backlog is against the total value of a Council's infrastructure.

Council's Infrastructure Backlog Indicator is 1.32% which is below the benchmark of 2% indicating that Council does not have a comparatively significant infrastructure backlog.

Asset Maintenance Ratio

This ratio compares actual versus required annual asset maintenance. A ratio of above 1.0 indicates that the Council is investing enough funds within the year to stop the infrastructure backlog from growing. The benchmark is greater than 1.0.

Council's Asset Maintenance Ratio of 115.45% indicates that the level of expenditure on the maintenance of infrastructure assets is sufficient to prevent the infrastructure backlog from growing.

Cost to Bring Assets to Agreed Service Level

This ratio indicates the proportion of the gross replacement cost of Council's assets that have reached the intervention level set by Council based on the condition of the asset. This ratio is simply the sum of the outstanding renewal works, valued as the work will be undertaken, compared to the total replacement cost of Council's assets.

This ratio provides a meaningful snapshot of the proportion of outstanding renewal works compared to the total suite of assets that Council has under its care and stewardship. The use of the gross replacement cost as the denominator in this ratio provides a more stable measure over time and is easier for Councils to calculate with greater consistency year to year. Council's ratio of 1.10% indicates the cost to bring assets to agreed service levels are at a financially sustainable level.

Annual Financial Statements

Northern Beaches Council

General purpose financial statements
for the year ended 30 June 2019

Annual Financial Statements

Northern Beaches Council

General purpose financial statements

for the year ended 30 June 2019

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These financial statements are general purpose financial statements of Northern Beaches Council and its controlled entity and are presented in the Australian currency.

Northern Beaches Council is constituted under the Local Government Act 1993 (NSW) and has its principal place of business at:
725 Pittwater Rd
DEE WHY NSW 2099

These financial statements were authorised for issue by the Council on 24 September 2019. Council has the power to amend and reissue the financial statements.

Through the use of the internet, we have ensured that our reporting is timely, complete, and available at minimum cost. All press releases, financial statements, and other information are available on our website: www.northernbeaches.nsw.gov.au.

PRINCIPAL PLACE OF BUSINESS

725 Pittwater Road
Dee Why NSW 2099

OPENING HOURS

Monday to Friday
8.30am - 5.00pm

CONTACT DETAILS

Mailing Address:

DX 9118
Dee Why NSW 2099

Telephone: 02 9942 2111

Facsimile: 02 9971 4522

Internet: www.northernbeaches.nsw.gov.au

Email: council@northernbeaches.nsw.gov.au

OTHER INFORMATION

ABN: 57 284 295 198

AUDITORS

Audit Office of New South Wales

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:

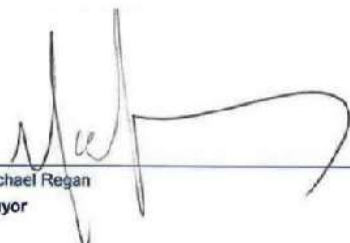
- the Local Government Act 1993 (NSW) (as amended) and the regulations made thereunder
- The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
- The Local Government Code of Accounting Practice and Financial Reporting.

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



Sarah Grattan
Councillor



David Walsh
Responsible Accounting Officer



Ray Brownlee
Chief Executive Officer

Annual Financial Statements

Northern Beaches Council

Income Statement

for the year ended 30 June 2019

Original Unaudited Budget 2019 \$'000	Notes	Year Ended 30 June 2019 \$'000	Year Ended 30 June 2018 \$'000
Income from continuing operations			
Revenue:			
212,226 Rates and annual charges*	3a	211,058	211,679
79,338 User charges and fees*	3b	81,784	79,785
5,748 Interest and investment revenue*	3c	6,696	6,195
25,279 Other revenues*	3d	25,641	25,331
13,177 Grants and contributions provided for operating purposes*	3e,f	15,478	14,523
11,985 Grants and contributions provided for capital purposes	3e,f	18,111	53,599
Other Income:			
765 Net gain from the disposal of assets	5	176	-
348,518 Total income from continuing operations		358,944	391,112
Expenses from continuing operations			
134,415 Employee benefits and on-costs	4a	132,461	124,306
3,572 Borrowing costs	4b	3,277	3,478
110,724 Materials and contracts*	4c	111,563	106,680
35,386 Depreciation and amortisation	4d	39,629	33,919
43,696 Other expenses*	4e	43,869	42,185
- Net loss from the disposal of assets	5	-	390
- Revaluation decrement/impairment of IPPE	4d	-	987
- Fair value decrement on investment properties	10	120	684
- Net share of interests in joint ventures and associates using the equity method	15	-	14
327,793 Total expenses from continuing operations		330,919	312,643
20,724 Operating result from continuing operations		28,025	78,469
Operating Result from discontinued operations		-	-
20,724 Net operating result for the period		28,025	78,469
20,724 Net result for the period		28,025	78,469
Attributable to:			
20,631 - Council		27,893	78,305
93 - Non-controlling Interests		132	164
20,724		28,025	78,469
Net operating result for the period before grants and contributions provided			
8,739 for capital purposes		9,914	24,870

The above Income Statement should be read in conjunction with the accompanying notes

* Items have been re-classified in accordance with the Local Government Code of Accounting Practice.

Annual Financial Statements

Northern Beaches Council

Statement of Comprehensive Income

for the year ended 30 June 2019

		Year Ended 30 June 2019	Year Ended 30 June 2018
	Notes	\$'000	\$'000
Net result for the period - from Income Statement		28,025	78,469
Other Comprehensive Income			
<i>Amounts that will not be reclassified subsequent to operating result</i>			
Gain on revaluation infrastructure property, plant and equipment	9	12,828	158,417
Total other Comprehensive Income for the period		12,828	158,417
Total comprehensive income for the period		40,853	236,886
Attributable to:			
- Council		40,721	236,722
- Non-controlling Interests		132	164

The above Statement of Comprehensive Income should be read in conjunction with the accompanying notes

Annual Financial Statements

Northern Beaches Council

Statement of Financial Position

as at 30 June 2019

	Notes	Actual 2019 \$'000	Actual ¹ 2018 \$'000
ASSETS			
Current assets			
Cash and cash equivalents	6a	7,052	6,037
Investments	6b	187,917	208,886
Receivables	7	18,972	18,379
Inventories	8	217	203
Other	8	1,272	1,268
Non-current assets classified as held for sale		-	-
Total current assets		215,430	234,773
Non-Current Assets			
Investments	6b	852	3,371
Receivables	7	1,159	1,234
Infrastructure, property, plant and equipment	9	4,977,788	4,907,625
Investments accounted for using the equity method	15	-	-
Investment property	10	5,965	6,085
Intangible assets		-	-
Inventories	8	-	-
Other	8	175	107
Total non-current assets		4,985,939	4,918,422
Total Assets		5,201,369	5,153,195
LIABILITIES			
Current liabilities			
Payables	11	47,732	41,671
Borrowings	11	5,129	5,225
Provisions	12	33,586	29,502
Total current liabilities		86,447	76,398
Non-current liabilities			
Payables	11	-	-
Borrowings	11	27,490	32,358
Provisions	12	41,238	39,098
Total non-current liabilities		68,728	71,456
Total Liabilities		155,175	147,854
Net assets		5,046,194	5,005,341
EQUITY			
Accumulated Surplus	13	4,873,907	4,846,014
IPP&E Revaluation Surplus	13	171,245	158,417
Council Interest		5,045,152	5,004,431
Non-controlling equity interest		1,042	910
TOTAL EQUITY		5,046,194	5,005,341

The above Statement of Financial Position should be read in conjunction with the accompanying notes

¹ Comparatives have not been restated when initially applying AASB 9, the comparative information has been prepared under AASB 139 Financial Instruments: Recognition and Measurement

Annual Financial Statements

Northern Beaches Council

Statement of Changes in Equity

for the year ended 30 June 2019

	Actual 2019				
	Accumulated Surplus	IPP&E Revaluation Surplus	Council Equity Interest	Non- controlling Interest	Total Equity
Opening Balance	4,846,014	158,417	5,004,431	910	5,005,341
Restated Opening Balances	4,846,014	158,417	5,004,431	910	5,005,341
Net Operating Result for the year	27,893	-	27,893	132	28,025
Gain (loss) on revaluation of Infrastructure, property, plant and equipment	-	12,828	12,828	-	12,828
Total Comprehensive Income	27,893	12,828	40,721	132	40,853
Closing Balance	4,873,907	171,245	5,045,152	1,042	5,046,194

	Actual 2018 ¹				
	Accumulated Surplus	IPP&E Revaluation Surplus	Council Equity Interest	Non- controlling Interest	Total Equity
Opening Balance	4,767,709	-	4,767,709	746	4,768,455
Restated Opening Balances	4,767,709	-	4,767,709	746	4,768,455
Net Operating Result for the period	78,305	-	78,305	164	78,469
Other Comprehensive Income	-	158,417	158,417	-	158,417
Total Comprehensive Income	78,305	158,417	236,722	164	236,886
Closing Balance	4,846,014	158,417	5,004,431	910	5,005,341

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes

¹ Comparatives have not been restated when initially applying AASB 9, the comparative information has been prepared under AASB 139 *Financial Instruments: Recognition and Measurement*

Annual Financial Statements

Northern Beaches Council

Statement of Cash Flows

for the year ended 30 June 2019

Original Unaudited Budget 2019 \$'000	Notes	Year Ended 30 June 2019 \$'000	Year Ended 30 June 2018 \$'000
Cash flows from operating activities			
Receipts:			
211,702 Rates and annual charges		212,012	210,164
79,144 User charges and fees		84,761	83,928
5,748 Investment revenue and interest		5,965	5,149
25,487 Grants and contributions		30,511	64,453
- Bonds, deposits and retentions received		5,537	5,837
25,279 Other		41,897	39,143
Payments:			
(134,690) Employee benefits and on-costs		(128,097)	(124,863)
(112,724) Materials and contracts		(114,018)	(117,678)
- Borrowing costs		(3,326)	(3,586)
- Bonds, deposits and retentions refunded		(4,967)	(4,990)
(44,501) Other		(55,503)	(52,970)
55,445 Net cash provided from (or used in) operating activities	14(b)	74,772	104,587
Cash flows from investing activities			
Receipts:			
- Sale of investments		313,991	272,929
- Sale of investment property		-	-
2,415 Sale of infrastructure, property, plant & equipment		5,627	3,964
- Sale of non current assets held for resale		-	-
Payments:			
- Purchase of investment securities		(290,480)	(326,531)
(111,283) Purchase of infrastructure, property, plant and equipment		(97,931)	(68,297)
- Other		-	-
(108,868) Net cash provided from (or used in) investing activities		(68,793)	(117,935)
Cash Flows from financing activities			
Receipts:			
- Proceeds from borrowings and advances		-	-
Payments:			
(6,965) Repayment of borrowings and advances		(4,964)	(10,435)
- Finance lease liabilities		-	-
- Dividends Paid to Minority Interests		-	-
(6,965) Net cash provided from (or used in) financing activities		(4,964)	(10,435)
(60,388) Net increase/(decrease) in cash and cash equivalents		1,015	(23,783)
218,285 Cash and cash equivalents at beginning of reporting period		6,037	29,820
157,897 Cash and cash equivalents at end of reporting period	14(a)	7,052	6,037

The above Statement of Cash Flows should be read in conjunction with the accompanying notes

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Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

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Notes to the Financial Statements

for the year ended 30 June 2019

Note 1 Basis of Preparation

These financial statements were authorised for issue by Council on 24 September 2019. Council has the power to amend and reissue these financial statements.

The principal accounting policies adopted in the preparation of these consolidated financial statements are set out below. These policies have been consistently applied to all the periods presented, unless otherwise stated.

These 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. Northern Beaches Council is a not-for-profit entity. The financial statements are presented in Australian dollars and are rounded to the nearest thousand dollars.

(a) New and amended standards adopted by Council

The following new standards were adopted during the year. There was no material impact on reported financial position, performance, or cash flows of the entity, although some additional disclosures have arisen:

- AASB 9 Financial instruments and associated amending standards
- AASB 2013-9 Amendments to Australian Accounting Standards - Conceptual Framework, Materiality and Financial Instruments
- AASB 2014 - 1 Amendments to Australian Accounting Standards
- AASB 2014 - 7 Amendments to Australian Accounting Standards arising from AASB 9
- AASB 2014 - 8 Amendments to Australian Accounting Standards arising from AASB 9
- AASB 2016 - 6 Amendments to Australian Accounting Standards - Applying AASB 9 Financial Instruments with AASB 4 Insurance Contracts
- AASB 2017 - 3 Amendments to Australian Accounting Standards - Clarifications to AASB 4
- AASB 2016 - 5 Amendments to Australian Accounting Standards - Classification and Measurement of Share-based Payment Transactions

(b) Historical cost convention

These financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain financial assets and liabilities and certain classes of infrastructure, property, plant and equipment and investment property.

(c) Significant accounting estimates and judgements

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Council's accounting policies. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on the entity and that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions

Northern Beaches Council makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year include:

- (i) estimated fair values of investment properties - refer Note 10
- (ii) estimated fair values of infrastructure, property, plant and equipment - refer Note 9
- (iii) estimated asset remediation provisions - refer Note 12
- (iv) employee benefit provisions - refer Note 12

Significant judgements in applying the Council's accounting policies

- (i) Impairment of receivables
Council has made a significant judgement about the impairment of a number of its receivables - refer Note 7

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 1 Basis of Preparation (continued)**Monies and other assets received by Council***(a) The Consolidated Fund*

In accordance with the provisions of Section 409(1) of the Local Government Act 1993 (NSW), all money and property received by Council is held in the Council's Consolidated Fund unless it is required to be held in the Council's Trust Fund.

The Consolidated Fund has been included in the financial statements of Council.

Cash and other assets of the following entities have been included as part of the Consolidated Fund:

- general purpose operations
- Kimbriki Environmental Enterprises Pty Limited

(b) The Trust Fund

In accordance with the provisions of Section 411 of the Local Government Act 1993 (NSW) (as amended), a separate and distinct Trust Fund is maintained to account for all money and property received by the Council in trust which must be applied only for the purposes of or in accordance with the trusts relating to those monies. Trust monies and property subject to Council's control have been included in these reports.

Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the taxation authority. In this case it is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables within the statement of financial position are stated inclusive of any applicable GST. The net amount of GST recoverable from or payable to the ATO is included as a current asset or current liability in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities that are recoverable from, or payable to the taxation authority, are presented as operating cash flows.

New accounting standards and interpretations issued but not yet effective

Certain new accounting standards and interpretations have been published that are not mandatory for 30 June 2019. Northern Beaches Council's assessment of the impact of these new standards and interpretations relevant to them is set out on the following pages.

Northern Beaches Council has not applied any pronouncements before their operative date in the annual reporting period beginning 1 July 2018.

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Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 1 Basis of Preparation (continued)

AASB 2014 – 10 Sale or contribution of Assets between an Investor and its Associate or Joint Venture.

AASB2014-10 Sale or Contribution of Assets between an Investor and its Associate or Joint Venture. AASB2015-10 Amendments to Australian Accounting Standards – Effective Date of Amendments to AASB 10 and AASB 128.

AASB 2017-5 Amendments to Australian Accounting Standards – Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections

The amendments address an acknowledged inconsistency between the requirements in AASB10, and those in AASB128 (2011) in dealing with the sale or contribution of assets between an investor and its associate or joint venture. The main consequence of the amendments is that a full gain or loss is recognised when a transaction involves a business (whether it is housed in a subsidiary or not). A partial gain or loss is recognised when a transaction involves assets that do not constitute a business, even if these assets are housed in a subsidiary.

The effective date is annual reporting periods beginning on or after 1 January 2022.

The Council holds an immaterial interest in the Premsure insurance pool, which is currently in wind up. As no sales or contributions with the joint venture are anticipated, this change is not expected to have an impact for Council.

AASB 2015 – 10 Amendments to Australian Accounting Standards – Effective Date of Amendments to AASB 10 and AASB 128.

AASB 2017 – 5 Amendments to Australian Accounting Standards – Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections

The amendments address an acknowledged inconsistency between the requirements in AASB 10 and those in AASB 128 (2011), in dealing with the sale or contribution of assets between an investor and its associate or joint venture.

The main consequence of the amendments is that a full gain or loss is recognised when a transaction involves a business (whether it is housed in a subsidiary or not). A partial gain or loss is recognised when a transaction involves assets that do not constitute a business, even if these assets are housed in a subsidiary.

The effective date is annual reporting periods beginning on or after January 2022.

AASB16 Leases

AASB16 will result in most of the operating leases of an entity being brought onto the Statement of Financial Position. There are limited exceptions relating to short-term leases and low-value assets which may not be brought onto the Statement of Financial Position.

The calculation of the lease liability will take into account appropriate discount rates, assumptions about the lease term, and increases in lease payments. A corresponding right to use assets will be recognised, which will be amortised over the term of the lease.

Rent expense will no longer be shown. The profit and loss impact of the leases will be through amortisation and interest charges.

Whilst the impact of AASB16 has not yet been fully determined, Council is currently reviewing all of the operating leases to assess whether or not a Right of Use Asset exists.

The effective date is annual reporting periods beginning on or after 1 January 2019.

AASB 15 Revenue from contracts with customers and associated amending standards

AASB 15 introduces a five step process for revenue recognition with the core principle of the new standard being for entities to recognise revenue to depict the transfer of goods or services to customers in amounts that reflect the consideration (that is, payment) to which the entity expects to be entitled in exchange for those goods or services.

Accounting policy changes will arise in timing of revenue recognition, treatment of contracts costs and contracts which contain a financing element.

AASB 15 will also result in enhanced disclosures about revenue, provide guidance for transactions that were not previously addressed comprehensively (for example, service revenue and contract modifications) and improve guidance for multiple-element arrangements.

The changes in revenue recognition requirements in AASB 15 may cause changes to the timing and amount of revenue recorded in the financial statements as well as additional disclosures. Council is still reviewing the way that income is measured and recognised to identify whether there will be a material impact arising from this standard.

The effective date is annual reporting periods beginning on or after 1 January 2019

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 1 Basis of Preparation (continued)

AASB 2018 - 4 Amendments to Australian Accounting Standards - Australian Implementation Guidance for Not-for-Profit Public Sector Licensors

This standard provides guidance for public sector entities who issue licences and primarily amends AASB 15 to add requirements and authoritative implementation guidance for application by not-for-profit public sector licensors to transactions involving the issue of licences.

The amendments to AASB 15 include:

- expanding the scope of AASB 15 to include non-contractual licences;
- guidance distinguishing a licence from a tax;
- guidance clarifying the types of licences issued by not-for-profit public sector licensors;
- guidance clarifying the application of the principles in AASB 15 to licences that are not within the scope of other Australian Accounting Standards; and
- providing recognition exemptions for short-term licences and licences issued for a low transaction price.

The amendments to AASB 16 clarify that licences that are in substance leases or contain leases, except licences of intellectual property, fall within the scope of AASB 16.

Council is awaiting further guidance from the Office of Local Government in relation to this amendment. The accounting treatment of these licences will not change at this point in time.

The effective date is annual reporting periods beginning on or after 1 January 2019

AASB 1058 Income of Not-for-Profit Entities

AASB 1058 supersedes all the income recognition requirements relating to Councils, previously in AASB 1004 Contribution. The timing of income recognition depends on whether such a transaction gives rise to a liability or other performance obligation (a promise to transfer a good or service), or a contribution by owners, related to an asset (such as cash or another asset) received by an entity.

AASB 1058 applies when a Council receives volunteer services or enters into other transactions in which the consideration to acquire an asset is significantly less than the fair value of the asset, and where the Council's objective is principally to enable the asset to further the council's objectives. In cases where the Council enters into other transactions, the Council recognises and measures the asset at fair value in accordance with the applicable Australian Accounting Standard (e.g. AASB 116 Property, Plant and Equipment).

Upon initial recognition of the asset, this standard requires Council to consider whether any other financial statement elements (called 'related amounts') should be recognised in accordance with the applicable Accounting Standard, such as:

- (a) contributions by owners
- (b) revenue, or a contract liability arising from a contract with a customer
- (c) a lease liability
- (d) a financial instrument
- (e) a provision

If the transaction is a transfer of a financial asset to enable Council to acquire or construct a recognisable non-financial asset to be controlled by Council (i.e. an in-substance acquisition of a non-financial asset), the Council recognises a liability for the excess of the fair value of the transfer over any related amounts recognised.

Prepaid rates received prior to the beginning of a rating period will now be recognised as a financial liability until the commencement of the rating period.

The effective date is annual reporting periods beginning on or after January 2019.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 1 Basis of Preparation (continued)

AASB 2017 – 1 Amendments to Australian Accounting Standards – Transfers of Investment Property 2014-2016 Cycle and Other Amendments (AASB 1, AASB 128, AASB 140)

This standard makes changes to the following standards:

- AASB 1 - deletes some short-term exemptions for first-time adopters that were available only for reporting periods that have passed and to add exemptions arising from AASB Interpretation 22 *Foreign Currency Transactions and Advance Consideration*;
- AASB 128 - clarify that:
 - (i) a venture capital organisation, or a mutual fund, unit trust and similar entities may elect, at initial recognition, to measure investments in an associate or joint venture at fair value through profit or loss separately for each associate or joint venture; and
 - (ii) an entity that is not an investment entity may elect to retain the fair value measurement applied by its associates and joint ventures that are investment entities when applying the equity method. This choice is available separately for each investment entity associate or joint venture; and
- AASB 140 - reflects the principle that an entity transfers a property to, or from, investment property when, and only when, there is a change in use of the property supported by evidence that a change in use has occurred.

The changes to AASB 1 and AASB 128 will have no impact for Councils.

The effective date is annual reporting periods beginning on or after January 2019.

AASB 2018 – 8 Amendments to Australian Accounting Standards – Right-Of-Use Assets of Not-For-Profit Entities

This Standard amends AASB 1, AASB 16, AASB 117, AASB 1049 and AASB 1058 to provide a temporary option for not-for-profit entities to not apply the fair value initial measurement requirements for right-of-use assets arising under leases with significantly below market terms and conditions, principally to enable the entity to further its objectives (for example, concessionary or peppercorn leases). The Standard requires an entity that elects to apply the option (i.e. measures a class or classes of such right-of-use assets at cost rather than fair value) to include additional disclosures in the financial statements to ensure users understand the effects on the financial position, financial performance and cash flows of the entity arising from these leases.

The effective date is annual reporting periods beginning on or after 1 January 2019.

This standard means that councils will be permitted but not required to fair value their right of use assets relating to peppercorn and other concessionary loans. The Council will continue to measure right-of-use assets at cost, as recommended by the Office of Local Government. As the accounting treatment for peppercorn leases will not change, this change will have no impact on the financial statements, however additional disclosures will be provided in relation to any below market-value leases.

AASB 2018 – 1 Amendments to Australian Accounting Standards – Annual Improvements Cycle 2015 - 2017 Cycle

This standard makes the following amendments to existing standards:

- AASB 3 - clarifies that an entity remeasures its previously held interest in a joint operation when it obtains control of the business
- AASB 11 - clarifies that an entity does not remeasure its previously held interest in a joint operation when it obtains joint control of the business.
- AASB 112 - clarifies that an entity accounts for all income tax consequences of dividend payments according to where the entity originally recognised the past transactions or events that generated the distributable profits and
- AASB 123 - clarifies that an entity treats any borrowing originally made to develop a qualifying asset as part of general borrowings when the asset is ready for its intended use or sale.

The changes are not anticipated to have any impact for Council.

The effective date is annual reporting periods beginning on or after January 2019.

AASB 2017 – 7 Amendments to Australian Accounting Standards – Long term Interests in Associates and Joint Ventures

This standard amends AASB 128 to clarify that an entity is required to account for long-term investments in an associate or joint venture, which in substance for part of the net investment in the associate or joint venture the equity method is not applied, using AASB 9 Financial Instruments before applying the loss allocation and impairment requirements in AASB 128.

The changes are not anticipated to have any impact for Council.

The effective date is annual reporting periods beginning on or after January 2019.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 1 Basis of Preparation (continued)*AASB 1059 - Amendments to Australian Accounting Standards – Service Concession Arrangements - Grantors*

This standard provides guidance for public sector entities (grantors) who have entered into service concession arrangements with private sector operators.

AASB 1059 requires grantors to recognise a service concession asset and, in most cases, a corresponding liability on the statement of financial position. A control approach is used to assess the service concession arrangements in place. On initial recognition the asset is measured at current replacement cost based on AASB 13 Fair Value Measurement and existing assets of the grantors are reclassified at the date of transition. After initial recognition, the grantor accounts for the assets under either AASB 116 Property, Plant and Equipment or AASB 138 Intangible Assets.

The nature of the consideration given to the operator will affect whether the grantor applies either the 'financial liability' or the 'grant of right' model for the recognition of the liability.

The effective date is annual reporting periods beginning on or after 1 January 2020.

The Council has not entered into any service concession arrangements, therefore this change is not anticipated to have any impact for Council.

New accounting standards adopted during the year

During the year, Council adopted all standards which were mandatorily effective for the first time at 30 June 2019. The standards which had an impact on reported position, performance or disclosures have been discussed in Note 13.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 2(a) Functions or activities

Functions/Activities	Income, expenses and assets have been directly attributed to the following functions or activities. Details of these functions or activities are provided in Note 2(b)									
	Income from continuing operations			Expenses from continuing operations			Operating result from continuing operations			Total assets held (current & non-current)
	Actual 2019 \$'000	Actual 2018 \$'000	Actual 2019 \$'000	Actual 2018 \$'000	Actual 2019 \$'000	Actual 2018 \$'000	Actual 2019 \$'000	Actual 2018 \$'000	Actual 2019 \$'000	
Environment and Sustainability	3,085	2,987	35,059	32,317	(31,974)	(29,350)	595	372	810,859	810,349
Waste and Cleansing	49,389	54,092	57,875	57,182	(8,506)	(3,090)	261	263	26,241	23,037
Kimbriki Resource Recovery Centre	25,274	25,221	18,778	18,245	6,498	6,976	-	-	42,892	36,990
Strategic Land Use Planning	1,172	1,435	6,249	5,129	(5,077)	(3,694)	115	91	32,794	36,259
Development Assessment	3,355	3,815	6,635	6,571	(3,280)	(2,956)	-	-	-	-
Environmental Compliance	10,386	10,879	13,109	11,892	(2,723)	(1,013)	-	-	187	-
Parks and Recreation	3,625	2,849	35,648	34,195	(32,023)	(31,346)	620	111	361,366	337,823
Children's Services	13,367	12,766	14,559	13,891	(1,192)	(1,095)	1,160	662	9,096	8,421
Community, Arts and Culture	5,288	4,846	12,757	11,488	(7,468)	(6,842)	904	870	15,930	17,427
Library Services	1,003	1,053	10,323	9,780	(9,320)	(8,727)	708	720	44,091	43,685
Transport, Traffic and Active Travel	23,019	25,193	35,397	30,787	(12,378)	(5,594)	3,345	3,520	823,847	899,086
Economic Development, Events and Engagement	1,120	895	10,243	8,702	(9,123)	(7,807)	-	72	380	459
Property and Facilities	28,143	28,097	42,621	38,757	(14,478)	(10,660)	130	647	2,884,575	2,819,053
Governance and Assurance Services	368	813	11,939	12,226	(11,571)	(11,413)	-	-	-	-
Customer Services	1,093	1,127	3,497	3,329	(2,404)	(2,202)	-	-	-	-
Corporate Support Services	17,396	45,602	18,230	18,168	1,168	27,434	2,445	25,013	149,061	129,706
Total functions & activities	187,063	221,450	330,919	312,629	(143,856)	(91,179)	10,281	32,341	5,201,369	5,153,195
Shares of gains or losses in associates & joint ventures using equity method	-	-	-	14	-	(14)	-	-	-	-
General Purpose Income ¹	171,881	169,662	-	-	171,881	169,662	7,881	7,782	-	-
Operating result for the financial period	358,944	391,112	330,919	312,643	28,025	78,469	18,162	40,123	5,201,369	5,153,195

¹ As reported in the Income Statement

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 2(b) Components of functions or activities

Details relating to the Council's functions / activities as reported in Note 2(a) are as follows:

Environment and Sustainability

This service protects and enhances the natural and built environments by delivering programs which preserve biodiversity, manage natural hazards and improve sustainability and resilience of our community. This includes management of Council's stormwater network.

Waste and Cleansing

This service manages the collection of waste and recyclables from households, cleaning of public places (beaches, parks, streets, centres and graffiti removal), street sweeping and the collection of dumped rubbish.

Kimbriki Resource Recovery Centre

This facility delivers sustainable waste management and recycling services to the community. It recycles 80% of waste received and also provides education on sustainability via the Eco House and garden.

Strategic Land Use Planning

The service prepares strategic plans and policies to sustainably manage growth and development on the Northern Beaches.

Development Assessment

This service assesses Development Applications in line with local and state planning controls. It also provides pre-lodgement meetings to assist applicants in the preparation of their applications.

Environmental Compliance

This service safeguards public health, safety and the natural environment through education, regulation and enforcement. This includes responding to issues relating to illegal land use, noise, water, food safety, parking and companion animal management as well as delivering public health programs.

Parks and Recreation

This service manages open space for sport, recreation and leisure, as well as public trees in streets. This includes developing and maintaining playgrounds, sportsfields, rockpools, golf courses, gardens and parks as well as Manly Dam and Narrabeen Lagoon. It also provides professional lifeguards at 21 beaches.

Children's Services

This service offers high quality professional care for children aged 0-11 years via six long day care centres, five vacation locations, two pre-schools, an occasional care centre and a network of family day carers.

Community, Arts and Culture

This service provides, supports and facilitates programs to build social capital and enhance the health and well-being of individuals and families in the community. It includes the Meals on Wheels service, the Street in Belrose, Manly, Mona Vale and Warringah Mall as well as a Hop, Skip and Jump bus service, programs for aged, people with disability and youth, Community centre bookings and arts and cultural events via a theatre, creative spaces, art gallery and museum.

Library Services

This service provides free access to the library collection as well as space for reading, study and recreation at Dee Why, Forestville, Glen Terrey Hills, Seaforth, Harbord and Book Lovers' Club Northern Beaches in Narrabeen.

Transport, Traffic and Active Travel

This service maintains the road network, car parking areas/stations, footpaths, bus shelters, guard rails, bridges, causeways, retaining walls, pedestrian crossings, roundabouts and cycleways. It also delivers road safety programs to educate the community.

Economic Development, Events and Engagement

This service delivers community events, economic development and tourism initiatives, projects to activate our centres, marketing and promotion and community engagement services.

Property and Facilities

This service manages Council's portfolio of community and civic buildings, including aquatic and recreation centres, holiday accommodation facilities and cemeteries. It also manages leases/licences of property and the cleaning of public toilets.

Governance and Assurance Services

This service supports the elected Council and provides functions including secretarial support for meetings, legal and internal audit services, complaints management, business continuity and risk management services.

Customer Services

This service provides front of house customer service centres for people attending Council in person at Avalon, Dee Why, Manly and Mona Vale as well as a call centre for people contacting Council by phone.

Corporate Support Services

This service supports the organisations to efficiently deliver services to the community by providing financial management, procurement, human resources management, technology and information systems, corporate planning and reporting and project management services to the organisation.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 3 Income from continuing operations

	Year Ended 30 June 2019 \$'000	Year Ended 30 June 2018 \$'000
(a) Rates & annual charges		
Ordinary Rates		
Residential	135,046	131,799
Farmland	14	14
Business	26,304	25,840
Less: Pensioner rebates	(2,014)	(2,108)
Rates levied to ratepayers	159,350	155,545
Pensioner rate subsidies received*	1,043	1,005
Total ordinary rates	160,393	156,550
Special Rates		
Business	1,277	1,291
Total special rates	1,277	1,291
Annual Charges (pursuant to s496, s501 & s611)		
Domestic Waste Management Services	48,923	53,310
Stormwater management services charge	874	874
Section 611 charges	199	197
Pensioner subsidies: Domestic Waste Management*	381	383
Less: Pensioner rebates	(989)	(926)
Total Annual Charges	49,388	53,838
TOTAL RATES & ANNUAL CHARGES	211,058	211,679

Council has used 2016 valuations provided by the NSW Valuer General in calculating its rates

Accounting policy for rates and charges

Rates and annual charges are recognised as revenue when Council obtains control over the assets comprising these receipts.

Pensioner rebates relate to reductions in rates and certain annual charges for eligible pensioners' place of residence in the local government council area that are not subsidised by the NSW Government.

Pensioner rate subsidies are received from the NSW Government to provide a contribution towards the pensioner rebates.

Control over assets acquired from rates and annual charges is obtained at the commencement of the rating year as it is an enforceable debt linked to the rateable property or, where earlier, upon receipt of the rates.

* Items have been re-classified in accordance with the Local Government Code of Accounting Practice.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 3 Income from continuing operations (continued)

	Year Ended 30 June 2019 \$'000	Year Ended 30 June 2018 \$'000
(b) User charges and fees		
User charges (pursuant to s.502)		
Commercial Waste Management Services (non-domestic)	126	493
Total user charges	126	493
Fees		
Advertising Fees	858	837
Animal Registration	142	164
Aquatic Centres*	7,158	6,604
Caravan Park	5,726	5,677
Cemeteries	1,051	724
Child Care	12,198	11,832
Coastal Environmental Centre	230	220
Community Centres	2,127	2,046
Currawong State Park	356	368
Film Permits	118	126
Glen Street Theatre	1,511	1,245
Golf Courses*	1,806	1,739
Kimbriki Waste & Recycling Centre*	22,238	22,375
Leaseback Fees - Council Vehicle	780	786
Libraries	171	186
Parking Areas	13,300	11,802
Sportsfields and Reserves*	1,606	1,672
Planning and Building Regulation	5,328	6,142
Regulatory/ Statutory Fees	831	664
Restoration Charges	1,674	1,556
Road Inspections	450	409
Section 10.7 Certificates (EPA Act)	686	744
Section 603 Certificates (LG Act)	350	380
Other*	963	994
Total fees	81,658	79,292
Total user charges and fees	81,784	79,785

Accounting policy for user charges and fees

User charges and fees are recognised as revenue when the service has been provided.

* Items have been re-classified in accordance with the Local Government Code of Accounting Practice.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 3 Income from continuing operations (continued)

	Year Ended 30 June 2019 \$'000	Year Ended 30 June 2018 \$'000
(c) Interest and investment revenue		
Interest on financial assets measured at amortised cost		
- Overdue Rates & Annual Charges	471	487
- Cash and Investments	6,202	5,677
Fair Value Adjustments		
- Investments at fair value through profit and loss (FVTPL)	23	31
Total interest and investment revenue	6,696	6,195

Accounting policy for interest and investment revenue

Interest income is recognised using the effective interest rate at the date that interest is earned.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 3 Income from continuing operations (continued)

	Year Ended 30 June 2019 \$'000	Year Ended 30 June 2018 \$'000
(d) Other revenues		
Ex Gratia Rates	25	24
Commission & Agency Fees	15	40
Advertising Income	1,214	1,062
First Time Recognition of Asset (non-cash)	1,056	-
Health & Compliance Fines	245	509
Diesel Rebate	81	80
Other Revenues - Kimbriki	2,848	2,716
Insurance claims recoveries	97	320
Legal Fees Recovery - Rates & Charges (Extra Charges)	177	77
Legal Fees Recovery - Other	365	278
Other Fines*	399	698
Parking Fines	7,743	7,904
Recycling Income (Domestic)*	180	-
Rental Income - Investment Properties	319	316
Rental Income - Leased Council Properties	5,156	4,710
Rental Income - Other Council Properties	3,053	3,478
Sale of Stock - Aquatic Centres*	364	376
Sale of Stock - Glen Street*	166	128
Sale of Stock - Golf Courses*	302	286
Income/Sponsorship	55	97
Other Revenues*	1,781	2,232
Total other revenue	25,641	25,331

Accounting policy for other revenue

Council recognises revenue when the amount of revenue can be reliably measured, it is probable that future economic benefits will flow to the Council, and specific criteria have been met for each of the Council's activities as described below. Council bases its estimates on historical results, taking into consideration the type of customer, the type of transaction and the specifics of each arrangement.

- Parking fines are recognised as revenue when received from NSW Revenue.
- Rental income is accounted for on a straight line basis over the lease term.
- Miscellaneous sales are recognised when physical possession has transferred to the customer which is deemed to be the point of transfer of and rewards.
- Other revenue is recorded when the payment is due, the value of the payment is notified, or the payment is received, whichever occurs first.

* Items have been re-classified in accordance with the Local Government Code of Accounting Practice.

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Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 3 Income from continuing operations (continued)

	Operating		Capital	
	Year Ended 30 June 2019 \$'000	Year Ended 30 June 2018 \$'000	Year Ended 30 June 2019 \$'000	Year Ended 30 June 2018 \$'000
(e) Grants				
General purpose (untied)				
Financial Assistance - General Component				
- Relating to current year	2,756	2,716	-	-
- Prepayment received in advance for subsequent year	2,857	2,839	-	-
Financial Assistance - Local Roads Component				
- Relating to current year	1,113	1,091	-	-
- Prepayment received in advance for subsequent year	1,155	1,135	-	-
Total general purpose	7,881	7,781	-	-
Specific purpose (tied)				
Stronger Communities Fund	-	-	-	21,100
Child Care	1,160	913	-	-
Coast & Estuaries	-	59	193	402
Community Care	585	810	-	-
Community Centres	84	82	-	-
Environmental Programs	1,284	499	-	-
Heritage & Cultural	190	141	-	-
Library	207	233	498	486
LIRS Subsidy	559	695	-	-
Noxious Weeds	35	77	-	-
Recreation & Culture	6	-	508	165
Street Lighting	775	759	-	-
Transport (Roads to Recovery)	-	-	782	2,046
Transport (Other Roads & Bridges Funding)	827	615	2,497	3,260
Other	-	-	91	-
Total specific purpose	5,712	4,883	4,569	27,459
Total grants	13,593	12,664	4,569	27,459
Grant revenue is attributable to:				
- Commonwealth Funding	8,224	8,337	1,105	2,046
- State Funding	5,276	4,272	3,464	25,399
- Other	93	55	-	14
	13,593	12,664	4,569	27,459

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 3 Income from continuing operations (continued)

	Operating		Capital	
	Year Ended 30 June 2019 \$'000	Year Ended 30 June 2018 \$'000	Year Ended 30 June 2019 \$'000	Year Ended 30 June 2018 \$'000
(f) Contributions				
Developer contributions:				
(s7.4 and s7.11 - EP&A Act, s64 of the LGA):				
Cash contributions				
- S 7.11 - contributions towards amenities/services	-	-	4,135	5,612
- S 7.12 - fixed development consent levies	-	-	3,855	3,896
- S 7.4 - contributions using planning agreements	-	-	-	1,036
Non-cash contributions				
Other developer contributions	-	-	442	-
Total developer contributions	-	-	8,432	10,544
Other Contributions:				
Cash contributions				
Bushfire Services	769	797	36	329
Recreation & Culture	319	274	582	351
RMS Contributions (Regional/Local, Block Grant)	725	709	1,419	525
Footpath	-	-	79	-
Community Services	-	47	-	6,771
Community Land*	72	32	8	-
Non-cash contributions				
Subdivision dedications (other than by s7.11)	-	-	1,573	-
Other*	-	-	1,413	7,620
Total other contributions	1,885	1,859	5,110	15,596
Total contributions	1,885	1,859	13,542	26,140
Total grants and contributions	15,478	14,523	18,111	53,599

Accounting policy for grants and contributions

Control over grants and contributions is normally obtained upon their receipt (or acquittal) and is valued at the fair value of the granted or contributed asset at the date of transfer.

Where grants or contributions recognised as revenues during the financial year were obtained on condition that they be expended in a particular manner, or used over a particular period, and those conditions were un-discharged at reporting date, the unused grant or contribution is disclosed on the following page.

Council has obligations to provide facilities from contribution revenues levied on developers under the provisions of s7.4, s7.11 and s7.12 of the *Environmental Planning and Assessment Act 1979*.

While Council generally incorporates these amounts as part of a Development Consents Order, such developer contributions are only recognised as income upon receipt by Council, due to the possibility that individual development consents may not be acted upon by the applicant and accordingly would not be payable to Council.

Developer contributions may only be expended for the purposes for which the contributions were required, but the Council may apply contributions according to the priorities established in work schedules.

A liability is recognised in respect of revenue that is reciprocal in nature to the extent that the requisite service has not been provided at reporting date.

* Items have been re-classified in accordance with the Local Government Code of Accounting Practice.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 3 Income from continuing operations (continued)

	Year Ended 30 June 2019 \$'000	Year Ended 30 June 2018 \$'000
(g) Unspent grants and contributions		
Certain grants & contributions are obtained by Council on condition that they be spent in a specified manner:		
Operating Grants		
Operating grants recognised as income in the current period that:		
- have not been spent	912	930
Operating grants recognised in previous reporting periods that have been spent in the current reporting period	(1,764)	(2,966)
Net increase/(decrease) in operating grants held as restricted assets during the current reporting period	(852)	(2,036)
Capital Grants		
Capital grants recognised as income in the current period that:		
- have not been spent	2,042	21,747
Capital grants recognised in previous reporting periods that have been spent in the current reporting period	(10,261)	(4,709)
Net increase/(decrease) in capital grants held as restricted assets during the current reporting period	(8,219)	17,038
Contributions		
Contributions recognised as income in the current period that:		
- have not been spent	9,328	11,431
Contributions recognised in a previous reporting periods that have been spent in the current reporting period	(12,718)	(16,632)
Net increase/(decrease) in contributions held as restricted assets during the current reporting period	(3,390)	(5,201)
Nature of unspent grants and contributions		
Closing balance unspent grants:		
- Stronger Communities Fund	22,303	31,310
- New Council Implementation Fund	881	1,266
- Transport for NSW Bling projects	2,386	1,136
- Other grants	1,558	2,487
Closing balance unspent grants - refer to Note 6c:	27,128	36,199
Closing balance unspent contributions		
- Developer contributions	32,794	36,184
Closing balance unspent grants - refer to Note 22:	32,794	36,184

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 4 Expenses from continuing operations

	Year Ended 30 June 2019 \$'000	Year Ended 30 June 2018 \$'000
(a) Employee Benefits & On-Costs		
Salaries and Wages	106,370	101,203
Employee Termination Costs	1,011	503
Travelling	84	122
Employee Leave Entitlements (ELE)	14,900	11,077
Superannuation	11,697	10,782
Workers' Compensation Insurance	1,008	1,190
Fringe Benefit Tax (FBT)	716	634
Training Costs (other than Salaries & Wages)	1,306	1,452
Recruitment Costs	534	316
Other	1,208	967
Total Employee Costs	138,834	128,246
Less: Capitalised Costs	(6,373)	(3,940)
Total employee costs expensed	132,461	124,306

Accounting policy for employee benefits and on-costs

Employee benefit expenses are recorded when the service has been provided by the employee.

Retirement benefit obligations - All employees of the Council are entitled to benefits on retirement, disability or death. Council contributes to various defined benefit plans and defined contribution plans on behalf of its employees.

Superannuation plans - Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in future payments is available.

Council participates in a defined benefit plan under Local Government Superannuation Scheme, however, sufficient information to account for the plan as a defined benefit is not available and therefore Council accounts for its obligations to defined benefit plans on the same basis as its obligations to defined contribution plans, i.e. as an expense when it becomes payable - refer to Note 17 for more information.

Workers compensation - Council is a self-insurer for workers compensation claims up to \$600,000. Claims above this amount are covered by an external insurance provider. 'Workers compensation insurance' includes all costs associated with self-insurance and the external policy - refer to Note 12 for more information.

	Year Ended 30 June 2019 \$'000	Year Ended 30 June 2018 \$'000
(b) Borrowing Costs		
Interest on Loans	1,737	2,135
Amortisation of Discounts and Premiums		
- Remediation Liabilities	1,540	1,343
Total borrowing costs expensed	3,277	3,478

Accounting policy for borrowing costs

Borrowing costs incurred for the construction of any qualifying asset are capitalised during the period of time that is required to complete and prepare the asset for its intended use or sale. Other borrowing costs are expensed.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 4 Expenses from continuing operations (continued)

	Year Ended 30 June 2019 \$'000	Year Ended 30 June 2018 \$'000
\$ '000		
(c) Materials & contracts		
Raw Materials & Consumables:		
- Maintenance & Servicing*	9,191	8,365
- Minor Equipment	796	1,139
- Plant & Vehicle	2,234	2,736
- Other*	5,333	4,965
Contractor & Consultancy Costs:		
- Agency Personnel	6,999	5,479
- Bush Regeneration	4,028	3,689
- Cleaning	5,193	3,451
- Consultancy	533	1,293
- Coast & Waterways	895	758
- External Roadwork	4,057	2,106
- Garbage Collection	11,417	11,408
- Golf Course & Driving Range*	1,092	1,099
- Kimbriki Waste & Recycling Centre	11,112	11,300
- Land Use Planning*	925	460
- Lifeguard Services	1,164	1,125
- Natural Hazards & Floodplain Management*	1,842	431
- New Council Implementation Fund	284	831
- Parking	918	1,149
- Performance Fees	629	533
- Recycling	5,688	5,821
- NSW Revenue Fine Processing Fees	1,184	1,250
- Sportsfields & Vegetation*	3,022	3,071
- Stormwater	788	793
- Tree Works	3,363	3,839
- Waste Disposal	14,862	14,563
- Other*	10,139	11,310
Remuneration of Auditors: ⁽¹⁾		
- Audit Services	229	264
- Other Services	14	1
Legal Fees:		
- Planning & Development	1,628	1,367
- Other	2,498	2,245
Operating Leases:		
- Printers	285	259
- Other	92	121
Less: Capitalised Costs	(871)	(541)
Total materials and contracts	111,563	106,680

Accounting policy for materials and contracts

Leases in which a significant portion of the risks and rewards of ownership are not transferred to Council as lessee are classified as operating leases. Payments made under operating leases (net of any incentives received from the lessor) are charged to the Income Statement on a straight-line basis over the period of the lease.
Materials and Contracts expenses are recorded on an accruals basis as the Council receives the goods or services.

* Items have been re-classified in accordance with the Local Government Code of Accounting Practice.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 4 Expenses from continuing operations (continued)

1. Auditors' remuneration

Auditors of the Council - NSW Auditor General:

- a. During the period the following fees were paid or payable for services provided by the Auditor-General

(i) Audit and other assurance services	-	-
(ii) Audit and review of financial statements	229	264
Total fees paid or payable to the Auditor-General	229	264

- b. During the period the following fees were paid or payable for services provided by other auditors:

(i) Other non-assurance services	-	-
(ii) Other assurance services	14	1
Total fees paid or payable for non-assurance services	14	1

Total remuneration of auditors	243	265
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Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 4 Expenses from continuing operations (continued)

	Year Ended 30 June 2019 \$'000	Year Ended 30 June 2018 \$'000
(d) Depreciation, Amortisation & Impairment		
Depreciation and amortisation		
Plant and Equipment	4,104	3,574
Office Equipment	2,006	1,504
Furniture & Fittings	42	76
Land Improvements (depreciable)	1,288	1,010
Infrastructure:		
- Buildings	8,239	5,645
- Roads Sealed	7,440	6,537
- Roads Unsealed	13	1
- Roads Other Assets	1,227	1,094
- Bridges	67	65
- Footpaths	878	773
- Stormwater Drainage	6,522	6,483
- Swimming Pools	438	435
- Open space/recreational assets	3,121	2,818
- Other Infrastructure	2,024	1,869
Other Assets:		
- Library Books	1,225	1,040
Tip Asset	995	995
Total depreciation and amortisation	39,629	33,919
Revaluation decrement of IPPE		
Infrastructure:		
- Buildings	-	987
Total impairment costs charged to income statement (IPPE)	-	987
Total depreciation and impairment for IPPE	39,629	34,906

Accounting policy for depreciation, amortisation and impairment expenses

Depreciation and amortisation

Depreciation on other assets is calculated using the straight-line method to allocate their cost, net of their residual values, over their estimated useful life utilising a short-life / long-life methodology. Useful lives are included in Note 9 for IPPE assets.

Depreciation is capitalised where in-house assets have contributed to new assets.

Impairment of non-financial assets

Intangible assets that have an indefinite useful life, or are not yet available for use, are tested annually for impairment, or more frequently if events or changes in circumstances indicate that they might be impaired. Other assets are tested for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use. For the purposes of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash inflows that are largely independent of the cash inflows from other assets or groups of assets (cash-generating units). Non-financial assets that suffered an impairment are reviewed for possible reversal of the impairment at each reporting date. Impairment losses for revalued assets are firstly offset against the amount in the revaluation surplus for the class of asset, with only the excess to be recognised in the Income Statement.

Impairment of financial assets

Council assesses at the end of each reporting period whether there is objective evidence that a financial asset or group of financial assets is impaired. A financial asset or a group of financial assets is impaired and impairment losses are incurred only if there is objective evidence of impairment as a result of one or more events that occurred after the initial recognition of the asset (a 'loss event'), and that loss event (or events) has an impact on the estimated future cash flows of the financial asset or group of financial assets that can be reliably estimated.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 4 Expenses from continuing operations (continued)

	Year Ended 30 June 2019 \$'000	Year Ended 30 June 2018 \$'000
(e) Other Expenses		
Other Expenses for the period include the following:		
Advertising	916	887
Bad & Doubtful Debts	204	162
Bank Charges	865	921
Mayoral Fee	86	63
Councillors' Fees	445	326
Councillors' (include. Mayor) Expenses	133	138
Contributions/levies to other levels of government:		
- Planning Levy	654	639
- Waste Levy	7,757	8,359
- Emergency Services Levy	5,488	5,820
- Other Levies	134	127
Donations, contributions and assistance to other organisations (s356)	1,060	573
Data Services	567	758
Election Expenses	-	1,122
Electricity & Heating	5,381	4,201
Fair Value Adjustment Investment Properties	120	-
Insurance	3,021	2,885
Interest on Bonds & Deposits	110	74
IT Expenses	4,100	3,486
Land Tax	289	286
Management Fees	1,712	1,614
Membership Fees & Subscriptions	781	641
Postage	793	621
Stationery & Printing	1,046	729
Street Lighting	3,795	3,882
Telephone & Communications	1,053	1,063
Valuation Fees	506	522
Other	2,973	2,286
Total other expenses	43,989	42,185

Accounting policy for other expenses

Other expenses are recorded on an accruals basis as the Council receives the goods or services.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 5 Gain or loss from the disposal, replacement and de-recognition of assets

	Year Ended 30 June 2019 \$'000	Year Ended 30 June 2018 \$'000
Property (excl. Investment Property)		
Proceeds from Disposal	3,308	1,515
less: Carrying Amount of Property Assets Sold	(3,285)	(374)
Net gain/(loss) on disposal	23	1,141
Plant & Equipment		
Proceeds from Disposal	2,319	2,442
less: Carrying Amount of P&E Assets Sold	(1,274)	(1,794)
Net gain/(loss) on disposal	1,045	648
Office Equipment & Furniture		
Proceeds from Disposal	-	-
less: Carrying Amount of OE&F Assets Sold	(5)	-
Net gain/(loss) on disposal	(5)	-
Infrastructure		
Proceeds from Disposal	-	7
less: Carrying Amount of Infrastructure Assets Sold	(887)	(723)
Net gain/(loss) on disposal	(887)	(716)
Capital Work in Progress		
Proceeds from Disposal	-	-
less: Carrying Amount of Capital Work in Progress	-	(1,463)
Net gain/(loss) on disposal	-	(1,463)
Investments		
Proceeds from Disposal	313,991	272,929
less: Carrying Amount of Investments Sold	(313,991)	(272,929)
Net gain/(loss) on disposal	-	-
Net gain/(loss) on disposal of assets	176	(390)

Accounting policy for disposal of assets

Gains and losses on disposals are determined by comparing proceeds with carrying amount. These are included in the Income Statement.

The gain or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer and the asset is derecognised.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 6(a) Cash and cash equivalents

	Actual 2019 \$'000	Actual 2018 \$'000
Cash at Bank and on Hand	1,155	894
Deposits at Call	5,897	5,143
Total Cash & Cash Equivalents	7,052	6,037

Accounting policy for cash and cash equivalents

For Statement of Cash Flow presentation purposes, cash and cash equivalents include: cash on hand; deposits held at call with financial institutions; other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value; and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the Statement of Financial Position.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 6(b) Investments

	Actual 2019		Actual 2018	
	Current \$'000	Non-Current \$'000	Current \$'000	Non-Current \$'000
Financial Assets at fair value through:				
Profit and Loss - Held for Trading	-	852	-	871
Debt securities at amortised cost (2019)/held-to-maturity investments (2018)*	187,917	-	208,886	2,500
Total	187,917	852	208,886	3,371
Financial Assets at fair value through Profit and Loss - held for trading:				
- Other long-term financial assets	-	852	-	871
Total	-	852	-	871
Comprising of:				
Mortgage Backed Securities	-	852	-	871
	-	852	-	871
Debt securities at amortised cost (2019)/held to maturity (2018)*				
- Term deposits	187,917	-	208,886	2,500
Total	187,917	-	208,886	2,500

*The financial assets have been classified under AASB 139 in 2018 and AASB 9 in 2019

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 6(b) Investments (continued)

Accounting policy for investments

Accounting policy under AASB 9 - applicable from 1 July 2018

Financial instruments are recognised initially on the date that the Council becomes party to the contractual provisions of the instrument.

On initial recognition, all financial instruments are measured at fair value plus transaction costs (except for instruments measured at fair value through profit or loss where transaction costs are expensed as incurred).

Financial Assets

All recognised financial assets are subsequently measured in their entirety at either amortised cost or fair value, depending on the classification of the financial assets.

Classification

On initial recognition, Council classifies its financial assets into the following categories, those measured at:

- amortised cost
- fair value through profit and loss - FVTPL

Financial assets are not reclassified subsequent to their initial recognition.

Amortised cost

Assets measured at amortised cost are financial assets where:

- the business model is to hold assets to collect contractual cash flows and
- the contractual terms give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding.

The Council's financial assets measured at amortised cost comprise trade and other receivables and cash and cash equivalents in the statement of financial position.

Subsequent to initial recognition, these assets are carried at amortised cost using the effective interest rate method less provision for impairment.

Interest income, impairment and gains or loss on derecognition are recognised in profit or loss.

Financial assets through profit or loss

All financial assets not classified as measured at amortised cost or fair value through other comprehensive income as described above are measured at FVTPL.

Net gains or losses, including any interest or dividend income are recognised in profit or loss.

The Council's financial assets measured at FVTPL comprise investments in NCDs and an investment in a mortgage backed security.

Accounting policy under AASB 139 - applicable for 2018 comparatives only

Classification

Council classifies its investments in the following categories: financial assets at fair value through profit or loss; held-to-maturity investments; and available-for-sale financial assets. The classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition and, in the case of assets classified as held-to-maturity, re-evaluates this designation at each reporting date.

(a) Financial assets at fair value through profit or loss

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short-term. Assets in this category are held at fair value with changes in value taken through profit or loss at each reporting period.

(b) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities that Council's management has the positive intention and ability to hold to maturity. Assets in this category are measured at amortised cost.

Recognition and de-recognition

Regular purchases and sales of investments are recognised on trade date: the date on which Council commits to purchase or sell the asset.

Investments are initially recognised at fair value plus transaction costs for all financial assets not carried at fair value through profit or loss.

Financial assets carried at fair value through profit or loss are initially recognised at fair value and transaction costs are expensed in the Income Statement. Investments are de-recognised when the rights to receive cash flows have expired or have been transferred, and Council has transferred substantially all the risks and rewards of ownership.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

NOTE 6(c) Restricted cash, cash equivalents and investments

	Actual 2019		Actual 2018	
	Current \$'000	Non-Current \$'000	Current \$'000	Non-Current \$'000
Total Cash, Cash Equivalents and Investments	194,969	852	214,923	3,371
External Restrictions (refer below)	71,347	852	91,023	3,371
Internal Restrictions (refer below)	42,453	-	41,615	-
Unrestricted	81,169	-	82,285	-
	194,969	852	214,923	3,371
	2019 restricted cash		2018 restricted cash	
	\$'000		\$'000	
External Restrictions - Included in Liabilities				
Nil				
External Restrictions - Other				
Developer contributions - general (A)		32,794		36,184
Specific purpose unexpended grants (B)		3,944		3,611
Domestic waste management (C)		11,626		21,365
Stormwater management (C)		651		646
RMS contributions (D)		-		12
New council implementation fund (B)		881		1,266
Stronger communities fund (B)		22,303		31,310
External Restrictions - Other		72,199		94,394
Total External Restrictions		72,199		94,394

A Development contributions which are not yet expended for the provision of services and amenities in accordance with contribution plans (refer Note 22).

B Grants which are not yet expended for the purposes for which the grants were obtained

C Domestic Waste Management (DWM) cash surplus from operations is held as a restricted asset to fund future capital expenditure, including bin replacements and process improvements to the Domestic Waste collection business

D RMS contributions which are not yet expended for the provision of services and amenities in accordance with those contributions

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

NOTE 6(c) Restricted cash, cash equivalents and investments (continued)

	2019 restricted cash \$'000	2018 restricted cash \$'000
Internal Restrictions		
Balgowlah area improvements (A)	211	295
Mona Vale Cemetery reserve (B)	4,084	3,683
Deposits, retentions and bonds (C)	13,169	12,599
Employees leave entitlement (D)	6,809	6,181
Environmental levy (former Manly Council) (E)	1,907	1,827
Long Reef SLSC renewal (F)	-	79
Meals on Wheels (G)	270	230
Road Reserve (H)	-	-
Special rates variation (former Pittwater Council) (I)	4,903	4,509
Merger savings fund (J)	8,503	9,596
Tennis liaison trust fund (K)	275	283
Unexpended loans (L)	1,479	1,479
Manly Art Gallery (M)	723	720
Other (N)	120	134
Total Internal Restrictions	42,453	41,615
Total Restrictions	114,652	136,009

- A** Funds received through a special rate are set aside to be used on future capital works in Balgowlah around Sydney Road and Condamine Street.
- B** Any cash surplus from Mona Vale Cemetery operations is held as a restricted asset to fund future perpetual maintenance.
- C** 73% of deposits, retentions and bonds are held as restricted funds.
- D** 20% of the employee leave entitlement provision is set aside to fund extraordinary movements of staff.
- E** Unexpended funds received through the environmental component of the former Manly's rates are set aside to be used to fund various environmental programs around the Manly area.
- F** Monies set aside to fund capital works at Long Reef Surf Lifesaving Club.
- G** Any cash surplus from Meals on Wheels operations is held as a restricted asset to fund future expenses.
- H** In accordance with Section 43 (4) of the Roads Act (NSW) 1993, proceeds from the sale of public roads are set aside for the acquisition of land for public roads, and/or carrying out works on public roads.
- I** Funds received through a special rates variation are set aside to be used on major capital and infrastructure works, environmental projects, community facility improvements and the replacement of ageing infrastructure in the Pittwater area.
- J** Amalgamation savings achieved to 30 June 2018 and set aside to fund various future capital and operational projects.
- K** 70% of rental income from Mona Vale, Careel Bay, Elanora Park and Bayview Tennis Clubs is held as a restricted asset to be expended on future capital works and improvements at the Tennis Clubs.
- L** Balance of loan taken out by Council for a water detention tank at Manly Oval.
- M** Bequest to Council from Theodore Batten to fund future youth art award programs and artwork acquisitions.
- N** - Any cash surplus from the Bible Garden Public Reserve is held as a restricted asset to fund future maintenance at the site.
- Rental income from the Café at Mona Vale Surf Club is held as a restricted asset to fund future maintenance and improvements.
- cash set aside as a contribution towards the future replacement of pipeline and ongoing maintenance to the Scotland Island non potable emergency water supply.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 7 Receivables

	Actual 2019		Actual 2018	
	Current \$'000	Non-Current \$'000	Current \$'000	Non-Current \$'000
Purpose				
Rates and annual charges	6,256	713	6,951	972
Interest and extra charges	656	446	245	262
User charges and fees	6,346	-	6,025	-
Accrued revenues:				
- Interest on Investments	2,334	-	2,221	-
Government Grants & subsidies	1,632	-	1,764	-
Net GST Receivable	2,468	-	1,745	-
Total	19,692	1,159	18,951	1,234
less: Provision for impairment				
User Charges & Fees	(720)	-	(572)	-
Total provision for impairment - receivables	(720)	-	(572)	-
Total net receivables	18,972	1,159	18,379	1,234

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 7 Receivables (continued)

Accounting policy for receivables

Recognition and Measurement

Receivables are included in current assets, except for those with maturities greater than 12 months after the reporting date which are classified as non-current assets.

Receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment. Receivables are generally due for settlement within 30 days.

Cash flows relating to short-term receivables are not discounted if the effect of discounting is immaterial.

Impairment

Accounting policy under AASB 9 applicable from 1 July 2018.

Impairment of financial assets measured at amortised cost is recognised on an expected credit loss (ECL) basis.

When determining whether the credit risk of a financial asset has increased significantly since initial recognition and when estimating ECL, Council considers reasonable and supportable information that is relevant and available without undue cost or effort. This includes both quantitative and qualitative information and analysis based on Council's historical experience and informed credit assessment and including forward looking information.

When considering ECL for rates debtors, Council takes into account that unpaid rates represent a charge against the rateable property that will be recovered when the property is next sold.

For non-rates debtors, Council uses the presumption that an asset which is more than 30 days past due has seen a significant increase in credit risk.

Council uses the presentation that a financial asset is in default when:

- the other party is unlikely to pay its credit obligations to the Council in full, without recourse to the Council to actions such as realising security (if any held); or
- the financial assets (for non-rates debtors) is more than 90 days past due.

Credit losses are measured as the present value of the difference between the cash flows due to the entity in accordance with the contract and the cash flows expected to be received. This is applied using a probability weighted approach.

On initial recognition of the asset, an estimate of the expected credit losses for the next 12 months is recognised. Where the asset has experienced significant increase in credit risk then the lifetime losses are estimated and recognised.

There has been no change in the estimation techniques or significant assumptions made during the current reporting period.

Council writes off a trade receivable when there is information indicating that the debtor is in severe financial difficulty and there is no realistic prospect of recovery, e.g. when the debtor has been placed under liquidation or has entered into bankruptcy proceedings.

None of the receivables that have been written off is subject to enforcement activity.

Where Council renegotiates the terms of receivables due from certain customers, the new expected cash flows are discounted at the original effective interest rate and any resulting difference to the carrying value is recognised in profit or loss.

Accounting policy under AASB 139 - Applicable from 2018 comparatives only

For loans and receivables, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows (excluding future credit losses that have not been incurred) discounted at the financial asset's original effective interest rate. The carrying amount of the asset is reduced and the amount of the loss is recognised in profit or loss.

Collectability of receivables is reviewed on an ongoing basis. Debts which are known to be uncollectible are written off by reducing the carrying amount directly. An allowance account (provision for impairment of receivables) is used when there is objective evidence that Council will not be able to collect all amounts due according to the original terms of the receivables. Significant financial difficulties of the debtor, probability that the debtor will enter bankruptcy or financial reorganisation, and default or delinquency in payments (more than 30 days overdue) are considered indicators that the receivable is impaired. When a receivable for which an impairment allowance had been recognised becomes uncollectable in a subsequent period, it is written off against the allowance account. Subsequent recoveries of amounts previously written off are credited against other expenses in the Income Statement.

Rates and annual charges outstanding are secured against the property.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 8 Inventories & other assets

	Actual 2019		Actual 2018	
	Current \$'000	Non-Current \$'000	Current \$'000	Non-Current \$'000
Inventories				
At cost:				
Stores & materials	109	-	116	-
Trading stock	108	-	87	-
Total inventories	217	-	203	-
Inventories not expected to be realised within the next 12 months	-	-	-	-
Other assets				
Prepayments	1,272	18	1,268	-
Other	-	157	-	107
Total other assets	1,272	175	1,268	107
Total inventories & other assets	1,489	175	1,471	107

Accounting policy for inventories and other assets

Stores, materials and trading stock

Stores, materials and trading stock are stated at the lower of cost and net realisable value. Costs of purchased inventory are determined after deducting rebates and discounts. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements
for the year ended 30 June 2019

NOTE 9 Infrastructure, property, plant & equipment

By asset class	Movements during year										At 30 June 2019	
	At 30 June 2018										Gross Carrying Amount	Net Carrying Amount
	Gross Carrying Amount	Accumulated Depreciation	Net Carrying Amount	Renewals	New Assets	Carrying Value of Disposals	Depreciation	Transfers	Revaluation Increments/(decrements)	Gross Carrying Amount	Accumulated Depreciation	Net Carrying Amount
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Capital Work in Progress	16,239	-	16,239	1,948	20,115	-	-	(16,066)	-	22,236	-	22,236
Plant & Equipment	28,826	15,508	13,318	346	20,577	(1,274)	(4,105)	-	-	44,096	15,233	28,863
Office Equipment	18,417	12,356	6,061	-	2,107	(3)	(2,006)	-	-	20,491	14,332	6,159
Furniture & Fittings	2,046	1,892	154	-	2	(2)	(42)	-	-	2,041	1,929	112
Land:												
- Operational Land	439,669	-	439,669	-	-	-	-	210	-	439,879	-	439,879
- Community Land	1,050,535	-	1,050,535	-	2,015	(3,285)	-	(210)	-	1,049,055	-	1,049,055
- Crown Land	1,027,250	-	1,027,250	-	1,056	-	-	-	-	1,028,306	-	1,028,306
- Land Under Roads	391	-	391	-	1,313	-	-	-	-	1,704	-	1,704
Land Improvements - depreciable	9,969	2,619	7,350	301	3,841	-	(1,288)	-	-	14,110	3,906	10,204
Infrastructure:												
- Buildings	628,794	160,015	468,779	9,397	2,935	(79)	(8,239)	-	-	639,613	166,820	472,793
- Roads Sealed	527,130	45,621	481,509	10,105	1,148	(67)	(7,440)	(860)	(10,385)	524,382	50,372	474,010
- Roads Unsealed	322	34	288	-	169	-	(13)	860	187	1,732	241	1,491
- Bridges	11,633	603	11,030	101	57	(51)	(67)	(2,193)	213	12,451	3,361	9,090
- Footpaths	86,932	10,072	76,860	1,917	6,314	(77)	(878)	-	7,862	104,264	12,266	91,998
- Other Road Assets	206,764	19,648	187,116	1,992	3,725	(135)	(1,227)	-	13,238	243,485	38,776	204,709
- Stormwater Drainage	942,365	143,355	799,010	6,783	1,062	(233)	(6,522)	-	-	949,913	149,813	800,100
- Swimming Pools	28,995	3,047	25,948	1,623	-	-	(438)	-	(4,284)	27,242	4,393	22,849
- Other Open Space/Recreational Assets	119,788	12,371	107,417	2,173	2,778	(14)	(3,121)	(2,453)	4,819	124,625	13,026	111,599
- Other Infrastructure	171,375	15,510	155,865	7,594	3,787	(231)	(2,024)	4,646	1,178	202,062	31,247	170,815
Other Assets:												
- Library Books	14,770	11,401	3,369	-	1,179	-	(1,225)	-	-	15,949	12,626	3,323
- Other	4,535	-	4,535	-	21	-	-	-	-	4,556	-	4,556
- Tip Asset	28,057	3,125	24,932	-	-	-	(995)	-	-	28,057	4,120	23,937
Total	5,364,802	457,177	4,907,625	44,280	74,201	(5,451)	(39,630)	(16,066)	12,828	5,500,249	522,461	4,977,788

Total capital expenditure was \$102.5 million.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements
for the year ended 30 June 2019

NOTE 9 Infrastructure, property, plant & equipment (continued)

By asset class	At 30 June 2017				Movements during year					At 30 June 2018		
	Gross Carrying Amount \$'000	Accumulated Depreciation & Impairment \$'000	Net carrying amount \$'000	Renewals \$'000	New Assets \$'000	Carrying Value of Disposals \$'000	Depreciation and Impairment \$'000	Transfers \$'000	Revaluation Increments/ (decrements) \$'000	Gross Carrying Amount \$'000	Accumulated Depreciation & Impairment \$'000	Net carrying amount \$'000
Capital Work in Progress	28,651	-	28,651	8,450	7,114	(1,463)	-	(26,513)	-	16,239	-	16,239
Plant & Equipment	27,401	14,700	12,701	5,576	91	(1,794)	(3,574)	318	-	28,826	15,508	13,318
Office Equipment	15,920	10,856	5,064	797	1,408	-	(1,504)	296	-	18,417	12,356	6,061
Furniture & Fittings	2,009	1,816	193	7	-	-	(76)	30	-	2,046	1,892	154
Land:												
- Operational Land	280,120	-	280,120	-	-	(58)	-	1,190	158,417	439,669	-	439,669
- Community Land	1,046,268	-	1,046,268	-	6,994	(316)	-	(2,411)	-	1,050,535	-	1,050,535
- Crown Land	1,027,250	-	1,027,250	-	-	-	-	-	-	1,027,250	-	1,027,250
- Land Under Roads	367	-	367	-	20	-	-	4	-	391	-	391
Land Improvements - depreciable	8,492	1,604	6,888	378	-	-	(1,010)	1,094	-	9,969	2,619	7,350
Infrastructure:												
- Buildings	542,366	86,353	456,013	10,249	8,503	(88)	(5,645)	734	(987)	628,794	160,015	468,779
- Roads Sealed	516,602	39,695	476,907	3,516	6,907	(19)	(6,537)	735	-	527,130	45,621	481,509
- Roads Unsealed	1,061	58	1,003	-	-	-	(1)	(714)	-	322	34	288
- Bridges	10,362	538	9,824	10	1,261	-	(65)	-	-	11,633	603	11,030
- Footpaths	78,717	9,706	69,011	972	7,738	(89)	(773)	-	-	86,932	10,072	76,860
- Other Road Assets	203,222	18,716	184,506	1,221	2,584	(71)	(1,094)	(30)	-	206,764	19,648	187,116
- Stormwater Drainage	936,458	137,106	799,352	4,134	2,524	(192)	(6,483)	(325)	-	942,365	143,355	799,010
- Swimming Pools	28,811	2,807	26,004	379	-	-	(435)	-	-	28,995	3,047	25,948
- Other Open Space/Recreational Assets	114,963	10,471	104,492	2,029	4,142	(93)	(2,818)	(335)	-	119,788	12,371	107,417
- Other Infrastructure	161,774	14,290	147,484	3,155	6,419	(171)	(1,869)	847	-	171,375	15,510	155,865
Other Assets:												
- Library Books	13,665	10,361	3,304	958	147	-	(1,040)	-	-	14,770	11,401	3,369
- Other	4,424	-	4,424	11	100	-	-	-	-	4,535	-	4,535
- Tip Asset	11,629	2,129	9,500	16,427	-	-	(995)	-	-	28,057	3,125	24,932
Total	5,060,532	361,206	4,699,326	58,269	55,952	(4,354)	(33,919)	(25,079)	157,430	5,364,802	457,177	4,907,625

Note:

Refer to Note 20 Fair value measurement for information regarding the fair value of I.P.P & E.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

NOTE 9 Infrastructure, property, plant & equipment (continued)

Accounting policy for infrastructure, property, plant and equipment

Infrastructure, property, plant and equipment are held at fair value. Independent comprehensive valuations are performed at least every five years, however the carrying amount of assets is assessed by Council at each reporting date to confirm that it is not materially different from current fair value.

At balance date the following classes of IPP&E were stated at their fair value:

- Operational land (External Valuation).
- Buildings - Specialised/Non Specialised (Internal/External Valuation).
- Plant and equipment (as approximated by depreciated historical cost).
- Road assets - roads, bridges and footpaths (External Valuation)
- Drainage assets - (Internal Valuation)
- Community Land - (Valuer General/Internal Valuation)
- Other structures (External Valuation).
- Other assets (as approximated by depreciated historical cost).

Non-specialised assets with short useful lives are measured at depreciated historical cost as an approximation of fair value. Council has assessed that any difference between fair value and depreciated historical cost is unlikely to be material.

For all asset classes, Council assesses at each reporting date whether there is any indication that a revalued asset's carrying amount may differ materially from that which would be determined if the asset were revalued at the reporting date. If any such indication exists, Council determines the asset's fair value and revalues the asset to that amount. Full revaluations are undertaken for all assets on a 5 year cycle.

Increases in the carrying amounts arising on revaluation are credited to the revaluation surplus within the equity balance. To the extent that the increase reverses a decrease previously recognising profit or loss relating to that asset class, the increase is first recognised as profit or loss. Decreases that reverse previous increases of assets in the same class are first charged against revaluation surplus directly in equity to the extent of the remaining surplus attributable to the class; all other decreases are charged to the Income Statement.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to Council and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the Income Statement during the financial period in which they are incurred.

Land is not depreciated. Depreciation on other assets is calculated using the straight-line method to allocate their cost, net of their residual values, over their estimated useful lives utilising a short-life / long-life methodology. Useful lives are as follows:

Plant & Equipment			Stormwater Drainage		
Office Equipment	4 - 10	years	Drains	60 - 100	years
Office Furniture	10 - 20	years	Transportation Assets		
Vehicles	5 - 8	years	Sealed Roads - Surface	15 - 40	years
Heavy Plant and Road Making Equipment	5 - 8	years	Sealed Roads - Structure	75 - 200	years
Other Plant and Equipment	5 - 15	years	Bridge - Concrete	100	years
Other Equipment			Bridge - Other	100	years
Playground Equipment	5 - 15	years	Road Pavements	50 - 60	years
Benches, seats etc.	10 - 20	years	Kerb, Gutter & Paths	80	years
Park Structures - Masonry	50 - 100	years	Other Assets		
Park Structures - Other Construction	20 - 40	years	Library Books	5 - 15	years
Buildings			Artworks	Indefinite	
Buildings - Masonry	50 - 100	years			
Buildings - Other	20 - 40	years			

The assets' useful lives are reviewed, and adjusted if appropriate, at each reporting date. Gains and losses on disposals are determined by comparing proceeds with carrying amount. These are included in the Income Statement.

Capitalisation Thresholds - All items of infrastructure, property, plant and equipment are capitalised with the exception where the cost of acquisition is as follows:

Office Furniture	<	\$5,000
Office Equipment	<	\$5,000
Other Plant and Equipment	<	\$5,000

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

NOTE 9 Infrastructure, property, plant & equipment (continued)

Land under roads

Land under roads is land under roadways and road reserves including land under footpaths, nature strips and median strips.

Council has elected not to recognise land under roads acquired before 1 July 2008 in accordance with AASB 1051 Land Under Roads. Any land under roads that was recognised before 1 July 2008 was derecognised at 1 July 2008 against the opening balance of retained earnings. Land under roads acquired after 1 July 2008 is recognised in accordance with AASB 116 - Property, Plant and Equipment.

Crown Reserves

Crown Reserves under Council's care and control are recognised as assets of the Council. While ownership of the reserves remains with the Crown, Council retains operational control of the reserves and is responsible for their maintenance and use in accordance with the specific purposes to which the reserves are dedicated.

Improvements on Crown Reserves are also recorded as assets, while maintenance costs incurred by Council and revenues relating to the reserves are recognised with Council's Income Statement.

Rural Fire Service assets

Under section 119 of the Rural Fires Act 1997, 'all fire fighting equipment purchased or constructed wholly or from money to the credit of the Fund is to be vested in the Council of the area for or on behalf of which the fire fighting equipment has been purchased or constructed'. Until such time as discussions on this matter have concluded and the legislation changed, Council will exclude these assets including plant and vehicles and depreciation charges within the financial statements.

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Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 10 Investment properties

	Actual 2019 \$'000	Actual 2018 \$'000
At Fair value		
Opening Balance at 1 July	6,085	2,080
Net gain (loss) from fair value adjustment	(120)	(684)
Transfer (to) from inventories and owner occupied property	-	4,689
Closing Balance at 30 June	5,965	6,085
(a) Amounts recognised in profit and loss for investment property		
Rental income	319	316
Outgoings recovered	2	1
Net gain (loss) from fair value adjustment	(120)	(684)
Direct operating expenses from property that generated rental income	(26)	(24)
	175	(391)
(b) Leasing Arrangements - Council as lessor		
The investment properties are leased to tenants under long term operating leases with rentals payable monthly. Minimum lease payments receivable on leases of investment properties are as follows.		
Minimum lease payments under non-cancellable operating leases of investment properties not recognised in the financial statements are receivable as follows:		
Within 1 year	277	282
Later than 1 year but less than 5 years	333	171
Later than 5 years	120	-
Total Minimum Lease Payments Receivable	730	453

Accounting policy for investment property

Investment property, principally comprising buildings, that are held for long-term rental yields and are not occupied by the Council. Investment property is carried at fair value, which is based on active market prices, adjusted, if necessary, for any difference in the nature, location or condition of the specific asset. Changes in fair values are recorded in the Income Statement as part of other income.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

NOTE 11 Payables and borrowings

	Actual 2019		Actual 2018	
	Current \$'000	Non-Current \$'000	Current \$'000	Non-Current \$'000
Payables				
Goods & services	9,214	-	499	-
Accrued expenses:				
- Borrowings	306	-	355	-
- Wages and salaries	519	-	338	-
- Other	15,525	-	17,726	-
Deposits & retentions	18,036	-	17,466	-
Government departments and agencies	106	-	-	-
Other Payables	54	-	786	-
Total Payables	43,760	-	37,170	-
Income received in advance				
Payments received in advance	3,972	-	4,501	-
Total income received in advance	3,972	-	4,501	-
Borrowings				
Loans - Secured ⁽¹⁾	5,129	27,490	5,225	32,358
Total Borrowings	5,129	27,490	5,225	32,358
Total payables and borrowings	52,861	27,490	46,896	32,358

Notes:

⁽¹⁾Loans are secured over the income of Council

	Actual 2019		Actual 2018	
	Current \$'000	Non-Current \$'000	Current \$'000	Non-Current \$'000
(a) Current payables not expected to be settled within the next 12 months				
Deposits & Retentions	10,429	-	11,735	-
Total	10,429	-	11,735	-

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Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

NOTE 11 Payables and borrowings (continued)

(b) Changes in liabilities arising from financing activities

	2018 \$'000	Cash Flows \$'000	Non-cash changes \$'000			2019 \$'000
			Acquisition	Fair value changes	Other non- cash movement	
Loans:						
- secured	37,583	(4,964)	-	-	-	32,619
Total liabilities from financing activities	37,583	(4,964)	-	-	-	32,619

	2017 \$'000	Cash Flows \$'000	Non-cash changes \$'000			2018 \$'000
			Acquisition	Fair value changes	Other non- cash movement	
Loans:						
- secured	48,018	(10,435)	-	-	-	37,583
Total liabilities from financing activities	48,018	(10,435)	-	-	-	37,583

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

NOTE 11 Payables and borrowings (continued)

(c) Financing arrangements

	Actual 2019 \$'000	Actual 2018 \$'000
Total facilities		
The amount of total financing facilities available to Council at the reporting date is:		
- Bank overdraft facility	500	1,000
- Corporate credit cards	150	150
	650	1,150
Drawn facilities		
The amount of financing facilities drawn down at the reporting date is:		
- Bank overdraft facility	-	-
- Corporate credit cards	35	30
	35	30
The bank overdraft facility may be drawn at any time and may be terminated by the bank without notice.		
Undrawn facilities		
The amount of undrawn financing facilities available to Council at the reporting date is:		
- Bank overdraft facility	500	1,000
- Corporate credit cards	115	120
	615	1,120

Breaches and defaults

During the current year and prior year, there were no defaults or breaches on any of the loans

Security over loans

Loans are secured over the income of Council

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

NOTE 11 Payables and borrowings (continued)

Accounting policy for payables and borrowings

Council measures all financial liabilities initially at fair value less transaction costs, subsequently financial liabilities are measured at amortised cost using the effective interest rate method.

The financial liabilities of Council comprise trade payables, bank and other loans and finance lease liabilities.

Payables

These amounts represent liabilities for goods and services provided to Council prior to the end of the financial year that are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

Borrowings

Borrowings are initially recognised at fair value, net of transaction costs incurred. Borrowings are subsequently measured at amortised cost. Any difference between the proceeds (net of transaction costs) and the redemption amount is recognised in the Income Statement over the period of the borrowings using the effective-interest method. Fees paid on the establishment of loan facilities are recognised as transaction costs of the loan to the extent that it is probable that some or all of the facility will be drawn down. In this case, the fee is deferred until the drawdown occurs. To the extent that there is no evidence that it is probable that some or all of the facility will be drawn down, the fee is capitalised as a prepayment for liquidity services and amortised over the period of the facility to which it relates.

Borrowings are removed from the Statement of Financial Position when the obligation specified in the contract is discharged, cancelled or expired. The difference between the carrying amount of a financial liability that has been extinguished or transferred to another party and the consideration paid, including any non-cash assets transferred or liabilities assumed, is recognised in other income or finance cost.

Borrowings are classified as current liabilities unless Council has an unconditional right to defer settlement of the liability for at least 12 months after the reporting date.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

NOTE 12 Provisions

	Actual 2019		Actual 2018	
	Current \$'000	Non-Current \$'000	Current \$'000	Non-Current \$'000
Provisions				
Employee benefit provisions				
Annual Leave	10,086	-	10,006	-
Sick Leave	411	-	387	-
Long Service Leave	22,379	2,169	18,451	1,895
Other Leave	132	-	155	-
Gratuities	9	-	8	-
Total - Aggregate employee benefits	33,017	2,169	29,007	1,895
Other Provisions				
Self Insurance - Workers Compensation	569	1,324	495	998
Asset Remediation	-	37,745	-	36,205
Total Provisions	33,586	41,238	29,502	39,098
Current Provisions not expected to be settled within the next 12 months	19,833	-	16,227	-

The movement in each class of provision (excluding those relating to employee benefits) is presented in the table below.

(a) Description of and movement in provisions

	Self Insurance ^a \$'000	Asset Remediation ^b \$'000
At beginning of year	1,493	36,205
Amounts used	(409)	-
Additional Provisions	809	1,540
TOTAL	1,893	37,745

- a. Self Insurance Provisions represent both (i) Claims incurred but not reported and (ii) Claims reported and estimated as a result of Council being a self insurer for Workers Compensation Claims. Public Liability and Professional Indemnity claims are expensed as they meet the recognition criteria set out in AASB 137 Provisions, Contingent Liabilities and Contingent Assets.

Specific uncertainties relating to the final costs and the assumptions made in determining Provisions for Self Insurance include:

- Claims Escalation of 2.200% - 2.500% per annum and Bond Yields of 0.760% - 2.201% per annum over a 12 year period;
- All monetary amounts for past Workers Compensation Claims were indexed to bring them to "standardised" values at June 2019;
- Workers Compensation Claim payments projected into the future by the adopted actuarial model are in standardised values as at June 2019;

The last actuarial assessment of Workers Compensation claims was undertaken in July 2019 and was performed by David A Zaman Pty Ltd, Director David Zaman, BSc, FIA, FIAA, MBA.

- b. Asset Remediation Provisions represent the Present Value estimate of future costs Council will incur in order to remove, restore and remediate assets and/or activities as a result of past operations. Council is required by law to restore the present tip site at Kimbriki to passive open space at the end of its useful life. The projected cost of this restoration is \$145.8 million based on a Landfill Closure and Post Closure Management Evaluation of Costs Report and has been discounted to its present value at 4.26% per annum being the risk-free cost of borrowing to Council. An Evaluation of Costs for Landfill Closure and Post Closure Management was prepared by Mockinya Consulting in June 2018.

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Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

NOTE 12 Provisions (continued)

Accounting policy for provisions

Provisions are recognised when Council has a present legal or constructive obligation as a result of past events, it is probable that an outflow of resources will be required to settle the obligation, and the amount has been reliably estimated.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the present obligation at the reporting date. The discount rate used to determine the present value reflects current market assessments of the time value of money and the risks specific to the liability. The increase in the provision due to the passage of time is recognised as interest expense.

Employee Benefits

Short-term obligations

Liabilities for wages and salaries (including non-monetary benefits, annual leave and accumulating sick leave expected to be wholly settled within 12 months after the end of the period in which the employees render the related service) are recognised in respect of employees' services up to the end of the reporting period and are measured at the amounts expected to be paid when the liabilities are settled. The liability for annual leave and accumulating sick leave is recognised in the provision for employee benefits. All other short-term employee benefit obligations are presented as payables.

Other long-term employee benefit obligations

The liability for long-service leave and annual leave that is not expected to be wholly settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures, and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

On-costs

The employee benefit provisions include the aggregate on-cost liabilities that will arise when payment of current employee benefits is made in future periods.

These amounts include superannuation, payroll tax and workers compensation expenses which will be payable upon the future payment of certain leave liabilities which employees are entitled to at the reporting period.

The obligations are presented as current liabilities in the Statement of Financial Position if the Council does not have an unconditional right to defer settlement for at least 12 months after the reporting date, regardless of when the actual settlement is expected to occur.

Self-insurance

Council has decided to self-insure for workers compensation for claims up to \$600,000. Claims above \$600,000 are covered by an external insurance provider. A provision for self-insurance has been made to recognise outstanding claims.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

NOTE 12 Provisions (continued)

Accounting policy for provisions (continued)

Asset Remediation - Provisions for close down and restoration and for environmental clean up costs

Restoration

Close down and restoration costs include the dismantling and demolition of infrastructure and the removal of residual materials and remediation of disturbed areas. Estimated close down and restoration costs are provided for in the accounting period when the obligation arising from the related disturbance occurs, whether this occurs during the development or during the operation phase, based on the net present value of estimated future costs. Provisions for close down and restoration costs do not include any additional obligations which are expected to arise from future disturbance. The costs are estimated on the basis of a closure plan. The cost estimates are calculated annually during the life of the operation to reflect known developments, e.g. updated cost estimates and revisions to the estimated lives of operations, and are subject to formal review at regular intervals.

Close down and restoration costs are a normal consequence of tip operations, and the majority of close down and restoration expenditure is incurred at the end of the life of the operations. Although the ultimate cost to be incurred is uncertain, Council estimates the respective costs based on feasibility and engineering studies using current restoration standards and techniques.

Other movements in the provisions for close down and restoration costs, including those resulting from new disturbance, updated cost estimates, changes to the estimated lives of operations and revisions to discount rates are capitalised within property, plant and equipment. These costs are then depreciated over the lives of the assets to which they relate.

Rehabilitation

Where rehabilitation is conducted systematically over the life of the operation, rather than at the time of closure, provision is made for the estimated outstanding continuous rehabilitation work at each reporting date and the cost is charged to the income statement.

Provision is made for the estimated present value of the costs of environmental clean up obligations outstanding at the reporting date. These costs are charged to the income statement. Movements in the environmental clean up provisions are presented as an operating cost, except for the unwinding of the discount which is shown as a borrowing cost. Remediation procedures generally commence soon after the time the damage, remediation process and estimated remediation costs become known, but may continue for many years depending on the nature of the disturbance and the remediation techniques.

As noted above, the ultimate cost of environmental remediation is uncertain and cost estimates can vary in response to many factors including changes to the relevant legal requirements, the emergence of new restoration techniques or experience at other locations. The expected timing of expenditure can also change, for example in response to changes in waste production rates. As a result there could be significant adjustments to the provision for close down and restoration and environmental clean up, which would affect future financial results.

Other movements in the provisions for close-down and restoration costs, including those resulting from new disturbance, updated cost estimates, changes to the estimated lives of operations, and revisions to discount rates, are capitalised within property, plant and equipment. These costs are then depreciated over the lives of the assets to which they relate.

Close-down and restoration costs are a normal consequence of tip operations, and the majority of close-down and restoration expenditure is incurred at the end of the life of the operations. Although the ultimate cost to be incurred is uncertain, Council estimates the respective costs based on feasibility and engineering studies using current restoration standards and techniques.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 13 Accumulated surplus, revaluation surplus, changes in accounting policies, and accounting estimates

(a) Nature and Purpose of Revaluation Surplus

Infrastructure, Property, Plant & Equipment Revaluation Surplus

The infrastructure, property, plant & equipment revaluation surplus is used to record increments and decrements in the revaluation of non-current assets.

	Actual 2019 \$'000	Actual 2018 \$'000
Notes		
Accumulated Surplus		
Movements in Accumulated Surplus were as follows:		
Balance at beginning of period	4,846,014	4,767,709
Net Result for the period	27,893	78,305
Balance at end of period	4,873,907	4,846,014
Infrastructure, Property, Plant & Equipment Revaluation Surplus:		
Balance at beginning of period	158,417	-
Gain / (loss) on revaluation 9	12,828	158,417
Total	171,245	158,417

(b) Changes in accounting policy due to adoption of new Accounting Standards

During the year, Council adopted a number of new accounting standards. The impact of the adoption and associated transition disclosures are shown below.

Council has adopted AASB 9 *Financial Instruments* for the first time in the current year with a date of initial adoption of 1 July 2017.

As part of the adoption of AASB 9, The Council adopted consequential amendments to other accounting standards arising from the issue of AASB 9 as follows:

- AASB 101 *Presentation of Financial Statements* requires the impairment of financial assets to be presented in a separate line item in the Income Statement. In prior year, this information was presented as part of other expenses.
- AASB 7 *Financial Instruments: Disclosures* requires amended disclosures due to changes arising from AASB 9, these disclosures have been provided for the current year.

The key changes to Council's accounting policy and the impact on these financial statements from applying AASB 9 are described below.

Changes in accounting policies resulting from the adoption of AASB 9 have been applied retrospectively except the Council has not restated any amounts relating to classification and measurement requirements including impairment which have been applied from 1 July 2018.

Classification of financial assets

The financial assets of Council have been reclassified into one of the following categories on adoption of AASB 9 based on primarily the business model in which a financial asset is managed and its contractual cash flow characteristics:

- Measured at amortised cost
- Fair value through profit or loss

Impairment of financial assets

The incurred loss model from AASB 139 has been replaced with an expected credit loss model in AASB 9 for assets measured at amortised cost. This has resulted in the earlier recognition of credit loss (bad debt provisions).

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 13 Accumulated surplus, revaluation surplus, changes in accounting policies and accounting estimates (continued)

Classification of financial assets and financial liabilities

The table below illustrates the classification and measurement of financial assets and liabilities under AASB 9 and AASB 139 at 1 July 2018.

Financial assets	Classification under AASB 139	FVTPL	Classification under AASB 9	Carrying Amount under AASB 139 \$'000	Reclassification \$'000	Re- measurements \$'000	Carrying Amount under AASB 9 \$'000
Debt securities			FVTPL	871	-	-	871
Cash and cash equivalents	Loans and receivables		Amortised Cost	6,037	-	-	6,037
Term deposits (i)	Held to maturity		Amortised Cost	211,386	-	-	211,386
Total financial assets under AASB 9 at 1 July 2018				218,294	-	-	218,294
Financial liabilities	Classification under AASB 139		Classification under AASB 9	Carrying Amount under AASB 139 \$'000	Reclassification \$'000	Re- measurements \$'000	Carrying Amount under AASB 9 \$'000
Secured bank loans	Other financial liabilities		Other financial liabilities	37,583	-	-	37,583
Trade Payables	Other financial liabilities		Other financial liabilities	499	-	-	499
Other Payables	Other financial liabilities		Other financial liabilities	36,671	-	-	36,671
Total financial liabilities under AASB 9 at 1 July 2018				74,753	-	-	74,753

Notes to table above:

- i. Reclassification from 'held to maturity' to amortised cost

Term deposits that would previously have been classified as 'held to maturity' are now classified at 'amortised costs'. Council intends to hold the assets to maturity to collect contractual cash flows and these cash flows consist solely of payments of principal and interest on the principal amount outstanding. There was no difference between the previous carrying amount and the revised carrying amount of these assets.

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Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 13 Accumulated surplus, revaluation surplus, changes in accounting policies and accounting estimates (continued)**(c) Changes in accounting policy - voluntary change**

No voluntary changes in accounting policy have been undertaken during the year.

(d) Changes in accounting estimates

No accounting estimates have been amended during the year.

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Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 14 Statement of cash flows information

	Notes	Actual 2019 \$'000	Actual 2018 \$'000
(a) Reconciliation of Cash Assets			
Total Cash & Cash Equivalent Assets	6a	7,052	6,037
Balances as per Statement of Cash Flows		7,052	6,037
(b) Reconciliation of Net Operating Result to Cash provided from Operating Activities			
Net Operating Result from Income Statement		28,025	78,469
Add:			
Depreciation and Amortisation		39,629	33,919
Revaluation Decrement		-	987
Decrease in Other Current Assets		-	135
Decrease in Receivables		-	555
Decrease in Equity Share in Joint Venture		-	14
Increase in Payables		8,715	-
Increase in Provision for Impairment of receivables		148	189
Increase in Provision for Leave Entitlements		4,284	-
Increase in Other Provisions		1,940	509
Loss on Disposal of Assets		-	390
Fair Value Adjustments to Investment Property		120	684
		82,861	115,851
Less:			
Increase in Other Current Assets		(72)	-
Increase in Receivables		(666)	-
Increase in Inventories		(14)	(11)
Decrease in Payables		-	(319)
Decrease in Accrued Interest Payable		(49)	(108)
Decrease in Other Accrued Expenses Payable		(2,020)	(2,334)
Decrease in Other Current Liabilities		(585)	(426)
Decrease in Leave Entitlements		-	(415)
Non Cash Contributions		(4,484)	(7,620)
Gain on Disposal of Assets		(176)	-
Fair Value Adjustments to Financial Assets through Profit and Loss		(23)	(31)
Net Cash provided from (or used in) operating activities from Statement of Cash Flows		74,772	104,587
(c) Non-Cash Investing & Financing Activities			
Non Cash Contributions - Land and Buildings		4,484	7,620
		4,484	7,620

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 15 Interests in other entities

Interests in subsidiary

(a) Composition of the Group

	Principal place of business	Percentage % Owned 2019	Percentage % Owned 2018
Subsidiary			
Kimbriki Environmental Enterprises Pty Limited	Kimbriki Road, Ingleside, NSW	96.16%	96.16%

The percentage ownership interest held is equivalent to the percentage voting rights.

The financial position and performance Kimbriki Environmental Enterprises Pty Ltd is for the financial period ended 30 June 2019.

Controlled entities with ownership interest of 50% or less

Council does not have any subsidiaries with an ownership interest of less than 50%.

(b) Significant restrictions relating to subsidiary

Council is the majority shareholder in Kimbriki Environmental Enterprises Pty Limited (Company). The Company commenced operating its waste and recycling business on 1 July 2009 with a lease over the Council owned site for a period of 25 years. The one minority shareholder in the Company is Mosman Council.

The Shareholder Agreement requires that a Super Majority Consent of Shareholders (majority shareholder plus one other shareholder) is required for the following decisions:

- any decision of the company to require the Councils to subscribe for further Shares to fund the continuing operation of the Company.
- any decision of the shareholders in relation to any of the following matters:
 - any lease of the Kimbriki Facility from Northern Beaches Council;
 - any call offer in favour of Northern Beaches Council to purchase the Kimbriki Residential Properties (assuming the Company acquires them); and
 - any Collection Contract between the Company and Northern Beaches Council.

Further, an Extraordinary Majority Consent of Shareholders (majority shareholder plus two other shareholders) is required for any decision relating to:

- Constitution amendment: any amendment to the constitution documents of the Company;
- Liquidation: the liquidation of winding up of the Company;
- Capital reorganisation: any reorganisation, reclassification, reconstruction, consolidation or subdivision of the capital of the Company, including any buyback or redemption of Shares, or the creation of any different class of marketable securities in the capital of the Company;
- Significant investments: any agreement by the Company to purchase any asset, make any investment or otherwise commit to a project with a value in a single case, or any number of cases with the same vendor or other contracting party (or person associated with them) in any year with an aggregate value exceeding \$2,500,000;
- Bonus issue: the issue of any bonus shares in the capital of the Company; and
- Share offers: any issue of marketable securities in the capital of the Company, except where this agreement expressly permits otherwise.

Northern Beaches Council now holds the shares of the former Manly, Pittwater and Warringah Councils and for the purposes of the Shareholder Agreement is taken to hold the position of majority shareholder and two other shareholders.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 15 Interests in other entities (continued)

(c) Subsidiary with material Non-Controlling Interests (NCI)

	Kimbriki Environmental Enterprises Pty Limited 30 June 2019	Kimbriki Environmental Enterprises Pty Limited 30 June 2018
% Ownership held by NCI	3.84%	3.84%
	\$'000	\$'000
Profit/(Loss) allocated to NCI	132	164
Accumulated NCI of subsidiary	1,088	956
Summarised statement of financial position		
Current assets	22,271	19,264
Non-current assets	20,662	17,726
Current liabilities	5,863	5,430
Non-current liabilities	8,726	6,657
Net assets	28,344	24,903
Summarised statement of profit and loss and other comprehensive income		
Revenue	35,410	35,400
Profit/(Loss)	3,442	4,262
Total Comprehensive Income	3,442	4,262
Summarised statement of cash flows		
Cash flows from operating activities	8,148	6,546
Cash flows from investing activities	(4,604)	(3,562)
Net increase / (decrease) in cash and cash equivalents	3,544	2,984

Accounting policy for subsidiary

Subsidiaries are all entities (including structured entities) over which the Council has control. Control is established when the Council is exposed to, or has rights to variable returns from, its involvement with the entity and has the ability to affect those returns through its power to direct the relevant activities of the entity.

These consolidated financial statements include the financial position and performance of controlled entities from the date on which control is obtained until the date that control is lost. Intragroup assets, liabilities, equity, income, expenses and cash flows relating to transactions between entities in the consolidated entity have been eliminated in full for the purpose of these financial statements. Appropriate adjustments have been made to a controlled entity's financial position, performance and cash flows where the accounting policies used by that entity were different from those adopted by the consolidated entity. All controlled entities have a June financial year end.

Annual Financial Statements

Notes to the Financial Statements

Notes to the Financial Statements

for the year ended 30 June 2019

Note 15 Interests in other entities (continued)

(d) Consequences of changes in a Council's ownership interest in a subsidiary that do not result in a loss of control

Disposal of ownership interest

Council did not dispose of any ownership interest in a subsidiary during the period.

Acquisition of ownership interest

Council did not acquire additional ownership interest in a subsidiary during the period.

Associates and joint ventures

Council remains a member of the Premsure Insurance Pool but holds an immaterial interest in the Joint Venture.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 16 Commitments

	Actual 2019 \$'000	Actual 2018 \$'000
(a) Capital Commitments (exclusive of GST)		
Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:		
- Land & Buildings	4,110	616
- Plant & Equipment	1,759	1,210
- Infrastructure	10,649	8,832
Total	16,518	10,658

Description of Commitments

Contractual commitments for capital works currently being undertaken

(b) Non-cancellable Operating Lease Commitments

Commitments under non-cancellable operating leases at the reporting date but not recognised in the financial statements are payable as follows:

- Not later than one year	149	248
- Later than one year and not later than five years	312	288
- Later than five years	62	-
Total	523	536

Description of Leases

-Information Technology Equipment
-Electric Vehicles
-Solar Panels - Kimbriki

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 17 Contingencies

The following assets and liabilities do not qualify for recognition in the Balance Sheet, but their knowledge and disclosure is considered relevant to the users of Council's Financial Statements.

Contingent Liabilities

1. Guarantees

(i) Superannuation

Defined Benefit Superannuation Contribution Plans

Council is party to an Industry Defined Benefit Plan under the Local Government Superannuation Scheme, named The Local Government Superannuation Scheme – Pool B (the Scheme) which is a defined benefit plan that has been deemed to be a "multi-employer fund" for purposes of AASB119 Employee Benefits. Sufficient information is not available to account for the Scheme as a defined benefit plan in accordance with AASB119 because the assets to the Scheme are pooled together for all Councils. Further information is provided under d) below.

a) Description of the funding arrangements, including the method used to determine Council's rate of contributions and any minimum funding requirements.

Pooled Employers are required to pay standard employer contributions and additional lump sum contributions to the Fund. The standard employer contributions were determined using the new entrant rate method under which a contribution rate sufficient to fund the total benefits over the working life-time of a typical new entrant is calculated. The current standard employer contribution rates are 1.9 times employee contributions.

The additional lump sum contribution for each Pooled Employer is a share of the total additional contributions of \$40.0 million per annum from 1 July 2018 for 3 years to 30 June 2021, apportioned according to each employer's share of the accrued liabilities as at 30 June 2018. These additional lump sum contributions are used to fund the deficit of assets to accrued liabilities as at 30 June 2018. The adequacy of contributions is assessed at each triennial actuarial investigation and monitored annually between triennials.

b) Description of the extent to which Council can be liable to the plan for other entities' obligations under the terms and conditions of the multi-employer plan.

Each sponsoring employer is exposed to the actuarial risks associated with current and former employees of other sponsoring employers and hence shares in the associated gains and losses.

However, there is no relief under the Fund's trust deed for employers to walk away from their defined benefit obligations. Under limited circumstances, an employer may withdraw from the plan when there are no active members, on full payment of outstanding additional contributions. There is no provision for allocation of any surplus which may be present at the date of withdrawal of the entity.

c) Description of any agreed allocation of a deficit or surplus on:

- i) Wind-up of the plan
There are no specific provisions under the Fund's trust deed dealing with deficits or surplus on wind-up.
- ii) Council's withdrawal from the plan
There is no provision for allocation of any surplus which may be present at the date of withdrawal of an employer.

d) Additional information under paragraph 34 of AASB119

- i) The plan is a defined benefit plan
- ii) The reasons why sufficient information is not available to enable the Council to account for the plan as a defined benefit plan is as follows:
 1. Assets are not segregated within the sub-group according to the employees of each sponsoring employer;
 2. The contribution rates have been the same for all sponsoring employers. That is, contribution rates have not varied for each sponsoring employer according to the experience relating to the employees of that sponsoring employer;
 3. Benefits for employees of all sponsoring employers are determined according to the same formulae and without regard to the sponsoring employer; and
 4. The same actuarial assumptions are currently used in respect of the employees of each sponsoring employer.

Given the factors set out above, each sponsoring employer is exposed to the actuarial risks associated with current and former employees of other sponsoring employers and hence shares in the associated gains and losses (to the extent that they are not borne by members). As such we do not believe that there is sufficient reliable information to allow each sponsoring employer to account for its proportionate share of the defined benefit obligation, sub-group assets and costs associated with the sub-group in the same way as it would for a single employer sponsored defined benefit plan.
- iii) The expected contributions of fee plan for the next annual reporting period are \$1,733,401.

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 17 Contingencies (continued)

- iv) Information about any deficit or surplus in the plan that may affect the amount of future contributions, including the basis used to determine that deficit or surplus and the implications, if any, for the entity.

The estimated employer reserves financial position for the Pooled Employers at 30 June 2019 is:

Employer reserves only*	\$millions	Asset Coverage
Assets	1,798.70	
Past Service Liabilities	1,784.20	100.80%
Vested Benefits	1,792.00	100.40%

*excluding member accounts and reserves in both assets and liabilities

The key economic long term assumptions used to calculate the present value of accrued benefits are:

Investment return	5.75% per annum
Salary inflation*	3.5% per annum
Increase in CPI	2.5% per annum

*Plus promotional increases

The contribution requirements may vary from the current rates if the overall sub-group experience is not in line with the actuarial assumptions in determining the funding program; however, any adjustment to the funding program would be the same for all sponsoring employers in the Pooled Employers group.

- v) An indication of the level of participation of Council in the plan compared with other participating entities.

Council's additional lump sum contribution per annum of \$1,004,000 as a percentage of the total additional lump sum contributions for all Pooled Employers (of \$40m each year from 1 July 2018 to 30 June 2021) is 2.51% which provides an indication of the level of participation of Council compared with other employers in the Pooled Employer subgroup.

(ii) Statewide Limited

Council is a member of Statewide Mutual, a mutual pool scheme providing liability insurance to Local Government. Membership includes the potential to share in either the net assets or liabilities of the fund depending on its past performance. Council's share of the Net Assets or Liabilities reflects Council's contributions to the pool and the result of insurance claims within each of the Fund Years. The future realisation and finalisation of claims incurred but not reported to 30 June this year may result in future liabilities or benefits as a result of past events that Council will be required to fund or share in respectively.

(iii) Workers Compensation

Council has decided to self-insure for workers compensation for claims up to \$600,000. Claims above \$600,000 are covered by an external insurance provider. Council provides bank guarantees to the value of \$1,711,000 to secure its self-insurance licence for workers compensation. The guarantee is provided to the State Insurance Regulatory Authority.

(iv) Other Guarantees

Kimbriki Environmental Enterprises Pty Ltd has provided a Bank Guarantee in the amount of \$1,000,000 to the Environmental Protection Authority as a condition to the granting of a licence to operate a dry waste facility. The amount may be drawn down by the authority if licence conditions are not met. It is not expected that this amount will be drawn down.

Kimbriki Environmental Enterprises Pty Ltd has provided a Bank Guarantee in the amount of \$250,000 to Ku-Ring-Gai Council as a security for contract for acceptance of vegetation waste. It is not expected that this amount will be drawn down.

Kimbriki Environmental Enterprises Pty Ltd has provided a Bank Guarantee in the amount of \$190,000 to Sydney Water Corporation as a bonding for works for adjustment/deviation of a Sydney Water sewer main.

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Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 17 Contingencies (continued)

2. Other Liabilities

(i) Third Party Claims

The Council is involved from time to time in various claims incidental to the ordinary course of business including claims for damages relating to its services. Council believes that it is appropriately covered for all claims through its Insurance Coverage and does not expect any material liabilities to eventuate.

(ii) S7.11 and S7.12 Plans

Council has significant obligations to provide Section 7.11 and Section 7.12 infrastructure. It is possible that funds contributed may be less than the cost of this infrastructure requiring Council to borrow or use general revenue to fund the difference. (Refer Note 22).

(iii) Legal Expenses

Council, the Sydney North Planning Panel and the Northern Beaches Local Planning Panel are ordinarily the planning consent authorities for the Northern Beaches local government area under the Environmental Planning & Assessment Act 1979. Pursuant to that Act, certain persons dissatisfied by a planning decision of the Council or the panels may appeal to the Land & Environment Court. In relation to a determination by a panel, Council is to be the respondent to the appeal but is subject to the control and direction of the panel in connection with the conduct of the appeal. The Act also provides an entitlement for any person to commence proceedings to remedy or restrain a breach of the Act in civil enforcement and judicial review proceedings. It is the Court's normal practice in Class 1 proceedings that parties bear their own legal costs. In class 4 (or judicial review) proceedings, costs usually follow the event.

At 30 June 2019, Council was party to 33 Class 1 appeals and 4 Class 4 appeals in the Land & Environment Court. All known costs have been recognised, however the amount of further costs cannot be known until the appeals are determined.

Council is involved in other litigation (including civil liability proceedings and Local Court prosecutions). Whilst these matters are unlikely to cost Council in excess of \$100,000 individually (subject to the comments below), the amount of further costs cannot be known until these proceedings are concluded.

(iv) Potential Land Acquisitions due to Planning Restrictions imposed by Council

Council has classified a number of privately owned land parcels as Local Open Space or Environmental Conservation. As a result, where notified in writing by the various owners, Council may be required to purchase these land parcels. At the reporting date, reliable estimates as to the value of any potential liability (and subsequent land asset) from such potential acquisitions have not been possible.

(v) Other

At the first meeting of Northern Beaches Council on 19 May 2016, the Administrator undertook to review the Manly Oval project and the Whistler Street project in light of community concerns. At the meeting on 23 August 2016, Council resolved to terminate the Development Deed with Built Development (Manly) Pty Ltd (Built) and Athas Holdings Pty Ltd (Athas). On 15 November 2016, Council provided notice of termination of the Development Deed for the Whistler Street project to Built and Athas. On 25 November 2016, Built and Athas provided to Council a notice under the Development Deed disputing the validity of the termination. Council entered into negotiations with Built and Athas regarding the Whistler Street project and the disputed termination under a Negotiations Deed. These negotiations were without prejudice. The negotiations came to an end without agreement, and Built and Athas provided Council with a letter dated 25 May 2017 terminating the Negotiations Deed effective on or about 25 June 2017. On 26 October 2017, Built and Athas lodged a claim in the Supreme Court of NSW for loss of profit, interest (pursuant to section 100 of the Civil Procedure Act 2005 (NSW)), costs, interest on costs and such further or other orders as the Court thinks fit.

Following Council's List Response to the claim being filed and served, the plaintiffs have filed and served an Amended Commercial List Statement to which Council has served a response. There has followed a series of interlocutory procedures and an adverse order against Council in relation to the interlocutory proceedings in which the Court struck out paragraphs of Council's Commercial List Response. However, Council appealed the decision to strike out paragraphs of Council's Commercial List Response and the costs order. Council was successful in its appeal and the plaintiffs were ordered to pay Council's costs of the strike out application and the appeal. The plaintiffs have served their evidence in chief and have filed and served a Further Amended Commercial List Statement (FACLS). Council has filed its Commercial List Response to the FACLS. Council will continue to defend the claim.

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Notes to the Financial Statements

for the year ended 30 June 2019

Note 17 Contingencies (continued)

Contingent Assets

(i) Infringement Notices/Fines

Fines and Penalty Income, the result of Council issuing Infringement Notices is followed up and collected by the Infringement Processing Bureau. Councils Revenue Recognition policy for such income is to account for it as revenue on receipt. Accordingly, at Year End, there is a potential asset due to Council not recognising issued but unpaid Infringement Notices.

Due to the limited information available on the status, value and duration of outstanding Notices, Council is unable to determine the value of outstanding income.

(ii) Building Commencements

There is still building activity that may have commenced without proper approval and payment of appropriate fees. However, investigations into unlawful works will address these in part, and where a Building Information Certificate is sought, all relevant fees are required to be paid that would have been due if works had been commenced lawfully, including construction certificates and development assessment fees.

(iii) Premeasure Insurance Pool

At 30 June 2019, Council disclosed its continuing membership of the Premeasure Insurance Pool on Note 15, noting it holds an immaterial interest in the Joint Venture. It is known that some funds are held by the Pool and that they will be distributed to members upon closure of the Pool. Accordingly, at year end there is a potential asset of Council in the amount of the distribution from the Pool. However, there is no reliable basis upon which Council is able to determine the value of this potential asset.

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Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 18 Financial risk management

Risk Management

Council's activities expose it to a variety of financial risks including (i) price risk, (ii) credit risk, (iii) liquidity risk and (iv) interest rate risk. Council's overall risk management program focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of Council.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by Council's Finance Unit under policies approved by the Council.

The fair value of receivables, loans, investments and financial liabilities approximates the carrying value.

Council's objective is to maximise its return on cash & investments whilst maintaining an adequate level of liquidity and preserving capital. Council's Financial Unit manages its cash and investments portfolio with the assistance of independent advisers. Council has an investment policy which complies with the Local Government Act & Ministerial Investment Order 625. The policy is regularly reviewed by Council and a monthly investment report is provided to Council setting out the make-up and performance of the portfolio as required by local government regulations.

The risks associated with the instruments held are:

- Price risk – the risk that the capital value of investments may fluctuate due to changes in market prices, whether these changes are caused by factors specific to individual financial instruments or their issuers, or factors affecting similar instruments traded in a market.
- Interest rate risk – the risk that movements in interest rates could affect returns.
- Liquidity risk – the risk that Council will not be able to pay its debts as and when they fall due.
- Credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument resulting in a financial loss to Council.

Council manages these risks by diversifying its portfolio and only purchasing investments with high credit ratings or capital guarantees. Council also seeks advice from its independent advisers before placing any cash and investments.

(a) Market risk - price risk and interest rate risk

The impact on result for the year and equity of a reasonably possible movement in the price of investments held and interest rates is shown below. The reasonably possible movements were determined based on historical movements and economic conditions in place at the reporting date.

	2019	2018
	\$'000	\$'000
Impact of a 10% ⁽¹⁾ movement in price of Investments		
- Equity	85	87
- Income Statement ⁽²⁾	85	87
Impact of a 1% ⁽¹⁾ movement in Interest Rates on Cash and Investments		
- Equity	1,950	2,174
- Income Statement ⁽²⁾	1,950	2,174

Notes:

⁽¹⁾ Sensitivity percentages based on management's expectation of future possible market movements. (Price movements calculated on investments subject to fair value adjustments. Interest rate movements calculated on cash, cash equivalents and FRNs.)

Recent market volatility has seen larger market movements for certain types of investments.

⁽²⁾ Maximum impact.

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Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 18 Financial risk management (continued)

(b) Credit risk

Council's major receivables comprise Rates & Annual Charges and User Charges & Fees. The major risk associated with these receivables is credit risk - the risk that debts due and payable to Council may not be repaid. Council manages this risk by monitoring outstanding debt and employing stringent debt recovery policies.

Credit risk on Rates and Annual Charges is minimised by the ability of Council to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue Rates & Annual Charges which further encourages payment.

There are no significant concentrations of credit risk. The level of outstanding receivables is reported to Council quarterly and benchmarks are set and monitored for acceptable collection performance.

Council makes suitable provision for doubtful receivables as required, and carries out credit checks on material non-rate debtors.

There are no material receivables that have been subject to a re-negotiation of repayment terms.

The profile of the Council's credit risk at reporting date was:

	Not Yet Due		Overdue Debts				Total
	\$'000	< 1 year \$'000	1-2 years \$'000	2-5 years \$'000	> 5 years \$'000	\$'000	
Rates and Annual Charges							
2019	-	4,161	418	1,352	1,038		6,969
2018	-	740	5,762	757	664		7,923

Receivables - non- rates and annual charges

Council applies the simplified approach for non-rates and annual charges debtors to providing for expected credit losses prescribed by AASB 9, which permits the use of the lifetime expected loss provision. To measure the expected credit losses, non-rates and annual charges debtors have been grouped based on shared credit risk characteristics and the days past due.

The loss allowance provision as at 30 June 2019 is determined as follows, the expected credit losses incorporate forward looking information.

		Not Yet Due		Overdue Debts				Total
		\$'000	< 30 days \$'000	30-60 days \$'000	60-90 days \$'000	> 90 days \$'000	\$'000	
2019	Gross carrying amount	10,877	483	194	258	2,070		13,882
	Expected loss rate (%)	0.35%	0.41%	5.67%	4.65%	31.74%		
	ECL provision	38	2	11	12	657		720

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Northern Beaches Council

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for the year ended 30 June 2019

Note 18 Financial risk management (continued)

(c) Liquidity risk

Payables & Borrowings are both subject to liquidity risk - the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. Council manages this risk by monitoring its cash flow requirements and liquidity levels and by maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities can be drawn down in extenuating circumstances.

Borrowings are also subject to interest rate risk – the risk that movements in interest rates could adversely affect funding costs. Council manages this risk by borrowing long term and fixing the interest rate on a 4 year renewal basis. The Finance Unit regularly reviews interest rate movements to determine if it would be advantageous to refinance or renegotiate part or all of the loan portfolio.

The timing of cash flows presented in the table below to settle financial liabilities reflects the earliest contractual settlement dates. The timing of expected outflows is not expected to be materially different from contracted cash flows.

	Due Within 1 Year	Due Between 1 and 5 Years	Due after 5 Years	Total Contractual Cash Flows	Carrying Values
\$'000					
At 30 June 2019					
Payables	43,656	-	-	43,656	43,656
Borrowings	5,129	18,221	9,269	32,619	32,619
Total Financial Liabilities	48,785	18,221	9,269	76,275	76,275

	Due Within 1 Year	Due Between 1 and 5 Years	Due after 5 Years	Total Contractual Cash Flows	Carrying Values
\$'000					
At 30 June 2018					
Payables	37,170	-	-	37,170	37,170
Borrowings	5,214	19,711	12,658	37,583	37,583
Total Financial Liabilities	42,384	19,711	12,658	74,753	74,753

The following interest rates were applicable to Council's borrowings at balance date:

	30 June 2019		30 June 2018	
	Weighted Average Interest Rate	Balance \$'000	Weighted Average Interest Rate	Balance \$'000
Overdraft	-	-	-	-
Bank Loans - Fixed	5.3%	23,419	5.3%	27,537
- Variable ⁽¹⁾	3.0%	9,200	3.7%	10,046
		32,619		37,583

⁽¹⁾ The interest rate risk applicable to variable rate bank loans is not considered significant.

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Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 19 Material budget variations

Council's original budget was adopted by Council on 26 June 2018 and is not required to be audited. The original projections on which the budget was based have been affected by a number of factors. These include state and federal government decisions, including new grant programs, changing economic activity, the weather, and by decisions made by the Council.

While these general purpose financial statements include the original budget adopted by Council, the Local Government Act requires Council to review its financial budget on a quarterly basis so it is able to manage the various variation between actuals and budget that invariably occur during the year.

Material variations of more than 10% between original budget and actual results are explained below.

Revenues

1 Investment Fees and Revenues

Original Budget	Actuals	Variance		Variance	
\$'000	\$'000	\$'000			%
5,748	6,696	948			16%

The increase was due to higher than anticipated investment balances as a result primarily of the receipt of additional grants and contributions for both capital and operational purposes and the timing of capital expenditure.

2 Grants and Contributions provided for operating purposes

Original Budget	Actuals	Variance		Variance	
\$'000	\$'000	\$'000			%
13,177	15,478	2,301			17%

Council budgets conservatively for operating grants in order to avoid reliance on unsecured funding.

Significant increases included:

- \$0.537m for the natural disaster funding for damage resulting from the April 2015 East Coast Low
- \$0.511m for the B-Line project contribution towards bus shelters
- \$0.349m within Children's Services as the NSW Department of Education advised that the Legacy funding for long day care and vacation care would continue until June 2019 pending an external review of the funding
- \$0.235m advance payment of the 2019-20 pre-school grants in June 2019

3 Grants and Contributions provided for capital purposes

Original Budget	Actuals	Variance		Variance	
\$'000	\$'000	\$'000			%
11,985	18,111	6,126			51%

Council budgets conservatively for capital grants in order to avoid reliance on unsecured funding.

Significant increases included:

- \$1.573m (non-cash) recognition of the fair value of land at Belrose TAFE purchased for \$1
- \$1.413m (non-cash) for numerous dedications of land and an amenities building associated with development
- \$1.250m B-Line Grant for the Dee Why Lagoon and Narrabeen pedestrian bridges from TfNSW
- \$0.628m for the Regional Road Repair Program
- \$0.580m RMS 'Boating now' grant for the Church Point Masterplan Wharf extension
- \$0.369m RMS grants for traffic facilities and bike paths

4 Gains on Disposal of Assets

Original Budget	Actuals	Variance		Variance	
\$'000	\$'000	\$'000			%
765	176	-589			-77%

Council takes the conservative position to not budget for a gain or loss on sale of assets with the exception of planned plant and equipment sales.

The variance was principally due to the transfer of 32 parcels of land on the Pittwater Western Foreshore to the National Parks and Wildlife Services at a book cost of \$2.9m. Significant sales included the acquisition of Council land adjacent to Manly Vale Public School by the Department of Education for \$1.6m (less the asset book value of \$0.432m) and the sale of road reserves at locations including Brookvale, Dee Why, Freshwater, Clontarf and Whale Beach for \$1.6m.

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Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 19 Material budget variations (continued)

Expenses

1 Depreciation

Original Budget	Actuals	Variance			
\$'000	\$'000	\$'000	\$'000	Variance	12%
35,386	39,629	4,243			

The revaluation of building assets resulted in an increase in the depreciation expense for these assets (\$2m). The creation of new assets and the renewal of a significant number of assets over the past twelve months also resulted in an adjustment to the depreciation for those existing assets to recognise their condition at their point of commissioning.

2 Fair value decrement on investment properties

Original Budget	Actuals	Variance			
\$'000	\$'000	\$'000	\$'000	Variance	n/a
0	120	120			

Due to the unpredictability of this adjustment, and its non-cash impact, Council does not budget for a gain on fair value for investment properties.

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Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 20 Fair value measurement

Council measures the following assets and liabilities at fair value on a recurring basis.

- Infrastructure and property
- Investment property
- Financial assets

During the reporting period Council will measure non-current assets classified as held for sale at fair value on a non-recurring basis if their carrying amount is higher than their fair value and therefore the assets need to be written down to fair value. They are measured at the lower of their carrying amount and fair value less costs to sell. During the current reporting period, there were no assets measured at fair value on a non-recurring basis.

Fair value hierarchy

AASB 13 *Fair Value Measurement* requires all assets and liabilities measured at fair value to be assigned to a level in the fair value hierarchy as follows:

Level 1	Unadjusted quoted prices in active markets for identical assets or liabilities that the Council can access at the measurement date.
Level 2	Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.
Level 3	Unobservable inputs for the asset or liability.

The table below shows the assigned level for each asset and liability held at fair value by Council

	Note	Level 2 Significant observable inputs \$'000		Level 3 Significant unobservable inputs \$'000		Total \$'000	
		2019	2018	2019	2018	2019	2018
Recurring fair value measurements							
Financial assets							
Investments							
- At fair value through profit or loss	6	852	871			852	871
Investment Properties							
Commercial Office and Retail	11	5,965	6,085			5,965	6,085
Infrastructure, property, plant and equipment							
Plant & Equipment	10			28,863	13,318	28,863	13,318
Office Equipment	10			6,159	6,061	6,159	6,061
Furniture & Fittings	10			112	154	112	154
Operational Land	10	439,879	439,669			439,879	439,669
Community Land	10			1,049,055	2,077,785	1,049,055	2,077,785
Crown Land	10			1,028,306		1,028,306	
Land Under Roads	10			1,704	391	1,704	391
Land Improvements - Depreciable	10			10,204	7,350	10,204	7,350
Buildings	10			472,793	468,779	472,793	468,779
Roads Sealed	10			474,010	481,509	474,010	481,509
Roads Unsealed	10			1,491	288	1,491	288
Other Road Assets	10			204,709	187,116	204,709	187,116
Bridges	10			9,090	11,030	9,090	11,030
Footpaths	10			91,998	76,860	91,998	76,860
Drainage Infrastructure	10			800,100	799,010	800,100	799,010
Swimming Pools	10			22,849	25,948	22,849	25,948
Other Open Space/Recreational Assets	10			111,599	107,417	111,599	107,417
Other Infrastructure	10			170,815	155,865	170,815	155,865
Library Books	10			3,323	3,369	3,323	3,369
Other	10			4,556	4,535	4,556	4,535
Tip Asset	10			23,937	24,932	23,937	24,932
Total		446,696	446,625	4,515,673	4,451,717	4,962,369	4,898,342

Note that capital WIP is not included above since it is carried at cost.

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Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 20 Fair value measurement (continued)

Valuation Techniques

Level 3 Measurements

The following table summarises the quantitative information relating to the significant unobservable inputs used in deriving the various Level 3 asset class fair values.

	Fair value (30/6/19) \$'000	Valuation Techniques	Unobservable inputs
Infrastructure and Property			
Community Land	1,049,055	Land values obtained from the NSW Valuer-General	VG value (price per square metre)
Crown Land	1,028,306	Land values obtained from the NSW Valuer-General	VG value (price per square metre)
Land Under Roads	1,704	Average municipal rate, determined by the NSW Valuer-General, after applying 90% discount to reflect restricted nature of asset	VG value (price per square metre)
Land Improvements - Depreciable	10,204	Replacement cost used to approximate fair value	Asset condition and remaining useful life
Buildings	472,793	Replacement cost used to approximate fair value	Asset condition and remaining useful life
Roads Sealed	474,010	Unit rates per m2 and length	Asset condition and remaining useful life
Roads Unsealed	1,491	Unit rates per m2 and length	Asset condition and remaining useful life
Roads Other Assets	204,709	Unit rates per m2 and length	Asset condition and remaining useful life
Bridges	9,090	Replacement cost used to approximate fair value	Asset condition and remaining useful life
Footpaths	91,998	Unit rates per m2 and length	Asset condition and remaining useful life
Drainage Infrastructure	800,100	Unit rates per m2 and length	Asset condition and remaining useful life
Swimming Pools	22,849	Replacement cost used to approximate fair value	Asset condition and remaining useful life
Other Open Space/Recreational Assets	111,599	Replacement cost used to approximate fair value	Asset condition and remaining useful life
Other Infrastructure	170,815	Replacement cost used to approximate fair value	Asset condition and remaining useful life

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Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 20 Fair value measurement (continued)

Reconciliation of Movements

A reconciliation of the movements in recurring fair value measurements allocated to Level 3 of the hierarchy is provided below:

	2019 \$'000	2018 \$'000
Balance at 1 July	4,399,348	4,355,369
Recognised in profit or loss - realised	(864)	(1,840)
Purchases	72,186	80,569
Sales	(3,308)	(1,154)
Depreciation	(31,257)	(26,730)
Other Movements	(210)	(5,879)
Revaluations	12,828	(987)
Balance as at 30 June	4,448,723	4,399,348

There are no transfers identified in the table above.

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Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 21 Related party disclosures

Key management personnel

Key management personnel (KMP) of the Council are those persons having the authority and responsibility for planning, directing and controlling the activities of the Council, directly or indirectly.

The aggregate amount of KMP compensation included in the Income Statement is:

	Year Ended 30 June 2019 \$'000	Year Ended 30 June 2018 \$'000
Compensation		
Short-term benefits	2,410	2,168
Post-employment benefits	142	102
Other long-term benefits	60	55
Termination benefits	511	408
Total	3,122	2,733

Other transactions with KMP and their related parties

Council has determined that transactions at arm's length between KMP and Council as part of KMP using Council services (e.g. access to library or a Council swimming pool by KMP) will not be disclosed.

Nature of the transaction	Amount of the transactions during the year	Outstanding balances including commitments at year end	Terms and conditions	Provisions for impairment of receivables related to the amount of outstanding balances
2019	\$'000	\$'000		\$'000
Community Grants & Contributions ¹	9	-	-	-
Lease Income ²	3	-	-	-
Novated Leases ³	15	-	-	-

2018

Community Grants ¹	5	-	-	-
Lease Income ²	3	-	Payable monthly in advance	-
Purchase of IT equipment ⁴	1	-	-	-
Funding of Building works for RFS ⁵	230	-	-	-

¹ Council has provided funding to Manly Warringah Women's Resource Centre, a not-for-profit service which has a member of Council's KMP on the board

² Manly Warringah Women's Resource Centre leases a building from Council. A member of Council's KMP is on the board

³ Council has entered into novated lease agreements for KMP and their family. These costs are recovered through payroll deductions.

⁴ A KMP member purchased some minor IT equipment from Council

⁵ Council provided funding for works to Davidson RFS building. A Council KMP member is President of the brigade

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Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 21 Related party disclosures (continued)

Other related parties

Type of related party	Nature of the transaction	Amount of the transactions during the year	Outstanding balances including commitments at year end	Terms and conditions
2019		\$'000	\$'000	
Subsidiary - Kimbriki Environmental Enterprises Pty Limited	Tipping Fees	9,711	637	-
Subsidiary - Kimbriki Environmental Enterprises Pty Limited	Lease Income	2,885	-	Payable monthly on the 1st of each month
Subsidiary - Kimbriki Environmental Enterprises Pty Limited	Other Income	9	5	-

2018

Subsidiary - Kimbriki Environmental Enterprises Pty Limited	Tipping Fees	9,964	666	-
Subsidiary - Kimbriki Environmental Enterprises Pty Limited	Lease Revenue	2,984	-	Payable monthly on the 1st of each month
Subsidiary - Kimbriki Environmental Enterprises Pty Limited	Other Income	21	-	-

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Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 22 Statement of developer contributions

(a) Summary of developer contributions

Purpose	Opening Balance	Contributions received during the year		Interest earned during year	Expended during year	Internal borrowings during the year	Held as Restricted Asset	Cumulative Internal borrowings (to)/from
		Cash	Non Cash					
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Community facilities	7,045	495	-	108	(855)	-	6,793	-
Drainage	5,625	524	442	72	(461)	-	6,202	-
Environmental programs (incl. drainage)	1,360	374	-	42	-	-	1,776	-
Library and recreation	(348)	-	-	-	-	-	(348)	-
Open space	11,997	1,723	-	254	(8,273)	-	5,701	-
Parking	2,021	-	-	56	-	-	2,077	-
Roads	(5,559)	526	-	(66)	(665)	-	(5,764)	-
Streetscape/transport	2,602	301	-	74	-	-	2,977	-
Traffic facilities	600	57	-	16	(40)	-	633	-
Other	(146)	135	-	3	(317)	-	(325)	-
S7.11 Contributions - under a Plan	25,197	4,135	442	559	(10,611)	-	19,722	-
S7.12 Levies - under a Plan	9,932	3,855	-	308	(2,107)	-	11,988	-
Total Revenue Under Plans	35,129	7,990	442	867	(12,718)	-	31,710	-
S7.11 not under Plans	136	-	-	-	-	-	136	-
S7.4 Planning Agreements	1,040	-	-	29	-	-	1,069	-
Total Contributions	36,305	7,990	442	896	(12,718)	-	32,915	-
Less: Land	(121)	-	-	-	-	-	(121)	-
Total Cash Contributions	36,184	7,990	442	896	(12,718)	-	32,794	-

(b) Contributions - Under a plan

S7.11 Contributions - Under a plan

Former Manly Council - Residential (2005 plan)

Purpose	Opening Balance	Contributions received during the year		Interest earned during year	Expended during year	Internal borrowings during the year	Held as Restricted Asset	Cumulative Internal borrowings (to)/from
		Cash	Non Cash					
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Traffic facilities	470	36	-	13	-	-	519	-
Open space	610	374	-	39	(291)	-	732	-
Community facilities	(1,251)	64	-	-	(360)	-	(1,547)	-
Streetscape/transport	1,784	163	-	51	-	-	1,998	-
Environmental programs (incl. drainage)	422	243	-	14	-	-	679	-
Total	2,035	880	-	117	(651)	-	2,381	-

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Northern Beaches Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 22 Statement of developer contributions (continued)

(b) Contributions - Under a plan (continued)

Former Manly Council - Manly Precinct/Commercial (2005 plan)

Purpose	Opening Balance	Contributions received during the year		Interest earned during year	Expended during year	Internal borrowings during the year	Held as Restricted Asset	Cumulative Internal borrowings (to)/from
		Cash	Non Cash					
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Traffic facilities	84	21	-	2	-	-	107	-
Community facilities	(70)	24	-	-	-	-	(46)	-
Streetscape/transport	5	138	-	1	-	-	144	-
Environmental programs (incl. drainage)	636	131	-	19	-	-	786	-
Total	655	314	-	22	-	-	991	-

Former Manly Council - Other Precincts (2005 plan)

Purpose	Opening Balance	Contributions received during the year		Interest earned during year	Expended during year	Internal borrowings during the year	Held as Restricted Asset	Cumulative Internal borrowings (to)/from
		Cash	Non Cash					
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Traffic facilities	7	-	-	-	-	-	7	-
Community facilities	(69)	-	-	-	-	-	(69)	-
Streetscape/transport	813	-	-	22	-	-	835	-
Environmental programs (incl. drainage)	276	-	-	8	-	-	284	-
Total	1,027	-	-	30	-	-	1,057	-

Former Manly Council - Parking (2005 plan)

Purpose	Opening Balance	Contributions received during the year		Interest earned during year	Expended during year	Internal borrowings during the year	Held as Restricted Asset	Cumulative Internal borrowings (to)/from
		Cash	Non Cash					
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Parking	1,905	-	-	53	-	-	1,958	-
Total	1,905	-	-	53	-	-	1,958	-

Former Manly Council - Manly Precinct (1999 plan)

Purpose	Opening Balance	Contributions received during the year		Interest earned during year	Expended during year	Internal borrowings during the year	Held as Restricted Asset	Cumulative Internal borrowings (to)/from
		Cash	Non Cash					
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Open space	251	-	-	7	-	-	258	-
Library and recreation	19	-	-	-	-	-	19	-
Total	270	-	-	7	-	-	277	-

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 22 Statement of developer contributions (continued)

(b) Contributions - Under a plan (continued)

Former Manly Council - Other Precincts (1999 plan)

Purpose	Opening Balance	Contributions received during the year		Interest earned during year	Expended during year	Internal borrowings during the year	Held as Restricted Asset	Cumulative Internal borrowings (to)/from
		Cash	Non Cash					
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Open Space	324	-	-	12	-	-	336	-
Library and recreation	(367)	-	-	-	-	-	(367)	-
Total	(43)	-	-	12	-	-	(31)	-

Former Manly Council - Parking (1999 plan)

Purpose	Opening Balance	Contributions received during the year		Interest earned during year	Expended during year	Internal borrowings during the year	Held as Restricted Asset	Cumulative Internal borrowings (to)/from
		Cash	Non Cash					
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Parking	116	-	-	3	-	-	119	-
Total	116	-	-	3	-	-	119	-

Former Manly Council - Tourist Developments (2005 plan)

Purpose	Opening Balance	Contributions received during the year		Interest earned during year	Expended during year	Internal borrowings during the year	Held as Restricted Asset	Cumulative Internal borrowings (to)/from
		Cash	Non Cash					
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Open space	29	-	-	1	-	-	30	-
Environmental programs (incl. drainage)	26	-	-	1	-	-	27	-
Total	55	-	-	2	-	-	57	-

Former Pittwater Council - Contribution Plan Number 2 - Open space, bushland and recreation

Purpose	Opening Balance	Contributions received during the year		Interest earned during year	Expended during year	Internal borrowings during the year	Held as Restricted Asset	Cumulative Internal borrowings (to)/from
		Cash	Non Cash					
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Open space	-	100	-	-	(27)	-	73	-
Total	-	100	-	-	(27)	-	73	-

Former Pittwater Council - Contribution Plan Number 3 - Public library services

Purpose	Opening Balance	Contributions received during the year		Interest earned during year	Expended during year	Internal borrowings during the year	Held as Restricted Asset	Cumulative Internal borrowings (to)/from
		Cash	Non Cash					
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Community facilities	263	24	-	6	(158)	-	135	-
Total	263	24	-	6	(158)	-	135	-

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 22 Statement of developer contributions (continued)

(b) Contributions - Under a plan (continued)

Former Pittwater Council - Contribution Plan Number 4 to 10 & 15 - Warriewood Valley and material public works

Purpose	Opening Balance	Contributions received during the year		Interest earned during year	Expended during year	Internal borrowings during the year	Held as Restricted Asset	Cumulative Internal borrowings (to)/from
		Cash	Non Cash					
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Drainage	5,625	524	442	72	(461)	-	6,202	-
Roads	(5,559)	526	-	(66)	(665)	-	(5,764)	-
Open space	3,408	1,249	-	50	(435)	-	4,272	-
Community facilities	8,137	343	-	101	(261)	-	8,320	-
Other	(441)	66	-	(5)	(27)	-	(407)	-
Total	11,170	2,708	442	152	(1,849)	-	12,623	-

Former Pittwater Council - Contribution Plan Number 18 - Community service facilities

Purpose	Opening Balance	Contributions received during the year		Interest earned during year	Expended during year	Internal borrowings during the year	Held as Restricted Asset	Cumulative Internal borrowings (to)/from
		Cash	Non Cash					
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Community facilities	35	40	-	1	(76)	-	-	-
Total	35	40	-	1	(76)	-	-	-

Former Pittwater Council - Contribution Plan Number 19 - Village streetscape

Purpose	Opening Balance	Contributions received during the year		Interest earned during year	Expended during year	Internal borrowings during the year	Held as Restricted Asset	Cumulative Internal borrowings (to)/from
		Cash	Non Cash					
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Other	295	69	-	8	(290)	-	82	-
Total	295	69	-	8	(290)	-	82	-

Former Warringah Council - 2001 plan

Purpose	Opening Balance	Contributions received during the year		Interest earned during year	Expended during year	Internal borrowings during the year	Held as Restricted Asset	Cumulative Internal borrowings (to)/from
		Cash	Non Cash					
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Traffic Facilities	39	-	-	1	(40)	-	-	-
Open Space	7,375	-	-	145	(7,520)	-	-	-
Total	7,414	-	-	146	(7,560)	-	-	-

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 22 Statement of developer contributions (continued)

S7.12 Contributions - Under a Plan

Former Warringah Council - s7.12 contribution plan

Purpose	Opening Balance	Contributions received during the year		Interest earned during year	Expended during year	Internal borrowings during the year	Held as Restricted Asset	Cumulative Internal borrowings (to)/from
		Cash	Non Cash					
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Other	9,932	3,855	-	308	(2,107)	-	11,988	-
Total	9,932	3,855	-	308	(2,107)	-	11,988	-

(c) Contributions - not under a plan

Former Manly Council

Purpose	Opening Balance	Contributions received during the year		Interest earned during year	Expended during year	Internal borrowings during the year	Held as Restricted Asset	Cumulative Internal borrowings (to)/from
		Cash	Non Cash					
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Other	15	-	-	-	-	-	15	-
Total	15	-	-	-	-	-	15	-

Former Warringah Council

Purpose	Opening Balance	Contributions received during the year		Interest earned during year	Expended during year	Internal borrowings during the year	Held as Restricted Asset	Cumulative Internal borrowings (to)/from
		Cash	Non Cash					
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Land	121	-	-	-	-	-	121	-
Total	121	-	-	-	-	-	121	-

(d) S7.4 Contributions - Planning Agreements

Purpose	Opening Balance	Contributions received during the year		Interest earned during year	Expended during year	Internal borrowings during the year	Held as Restricted Asset	Cumulative Internal borrowings (to)/from
		Cash	Non Cash					
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Other	1,040	-	-	29	-	-	1,069	-
Total	1,040	-	-	29	-	-	1,069	-

Annual Financial Statements

Northern Beaches Council

Notes to the Financial Statements

for the year ended 30 June 2019

NOTE 23 Statement of performance measures - consolidated results

\$ '000	Amounts		Benchmark	
	2019 \$'000	2019 Indicators	2018 Indicators	
1. Operating Performance				
Total continuing operating revenue ¹ excluding capital grants and contributions less operating expenses ²	9,835	2.89%	7.97%	>0
Total continuing operating revenue ¹ excluding capital grants and contributions	340,810			
2. Own Source Operating Revenue				
Total continuing operating revenue ¹ excluding all grants and contributions	325,154	90.64%	82.58%	>60%
Total continuing operating revenue ¹ inclusive of capital grants and contributions	358,744			
3. Unrestricted Current Ratio				
Current assets less all external restrictions	142,914	2.65x	3.09x	>1.5x
Current liabilities less specific purpose liabilities	53,948			
4. Debt Service Cover Ratio				
Operating Results ¹ before capital excluding interest and depreciation/impairment/amortisation	52,741	6.40x	4.62x	>2x
Principal repayments (from the statement of cash flows) plus borrowing interest costs (from the income statement)	8,241			
5. Rates and Annual Charges Outstanding Percentage				
Rates and Annual Charges Outstanding	8,071	3.67%	3.85%	<5%
Rates and Annual Charges Collectable	220,136			
6. Cash Expense Cover Ratio				
Current period's cash and cash equivalents + term deposits	194,969	7.53 months	8.59 months	>3 months
Payments from cash flow of operating and financing activities	25,909			

Note:

¹ Excludes fair value adjustments, reversal of revaluation decrements, net gain on sale of assets and net share of interests in joint ventures and associates

² Excludes impairment/revaluation decrements, net loss on sales of assets, and net loss on share of interests in joint ventures and associates



INDEPENDENT AUDITOR'S REPORT

Report on the general purpose financial statements

Northern Beaches Council

To the Councillors of the Northern Beaches Council

Opinion

I have audited the accompanying financial statements of Northern Beaches Council (the Council), which comprise the Income Statement and Statement of Comprehensive Income for the year ended 30 June 2019, the Statement of Financial Position as at 30 June 2019, the Statement of Changes in Equity and Statement of Cash Flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by Councillors and Management.

In my opinion:

- the Council's accounting records have been kept in accordance with the requirements of the *Local Government Act 1993*, Chapter 13, Part 3, Division 2 (the Division)
- the financial statements:
 - have been presented, in all material respects, in accordance with the requirements of this Division
 - are consistent with the Council's accounting records
 - present fairly, in all material respects, the financial position of the Council as at 30 June 2019, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards
- all information relevant to the conduct of the audit has been obtained
- no material deficiencies in the accounting records or financial statements have come to light during the audit.

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Statements' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of councils
- precluding the Auditor-General from providing non-audit services.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Other Information

The Council's annual report for the year ended 30 June 2019 includes other information in addition to the financial statements and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the special purpose financial statements and Special Schedules.

My opinion on the financial statements does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the special purpose financial statements and Special Schedule - Permissible income for general rates.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Financial Statements

The Councillors are responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards and the *Local Government Act 1993*, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting except where the Council will be dissolved or amalgamated by an Act of Parliament, or otherwise cease operations.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to:


- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial statements.

A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar4.pdf. The description forms part of my auditor's report.

My opinion does not provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- on the Original Budget information included in the Income Statement, Statement of Cash Flows, and Note 19 Material budget variations
- on the Special Schedules. A separate opinion has been provided on Special Schedule - Permissible income for general rates
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented
- about any other information which may have been hyperlinked to/from the financial statements.



Karen Taylor
Director, Financial Audit Services

Delegate of the Auditor-General for New South Wales

25 September 2019
SYDNEY



Mayor
Northern Beaches Council
PO BOX 82
MANLY NSW 1655

25 September 2019

Dear Mayor

**Report on the Conduct of the Audit
for the year ended 30 June 2019
Northern Beaches Council**

I have audited the general purpose financial statements (GPFS) of the Northern Beaches Council (the Council) for the year ended 30 June 2019 as required by section 415 of the *Local Government Act 1993* (the Act).

I expressed an unmodified opinion on the Council's GPFS.

This Report on the Conduct of the Audit (the Report) for the Council for the year ended 30 June 2019 is issued in accordance with section 417 of the Act. This Report should be read in conjunction with my audit opinion on the GPFS issued under section 417(2) of the Act.

INCOME STATEMENT

Operating result

	2019	2018	Variance
	\$m	\$m	%
Rates and annual charges revenue	211.1	211.7	0.3
Grants and contributions revenue	33.6	68.1	50.7
Operating result for the year	28.0	78.5	64.3
Net operating result before capital grants and contributions	9.9	24.9	60.2

Rates and annual charges revenue (\$211.1 million) decreased by \$0.6 million (0.3 per cent) in 2018–19. This was mainly due to reduction in domestic waste annual charges for former Manly and Pittwater areas offset by rate peg increases in ordinary rates.

Grants and contributions revenue (\$33.6 million) decreased by \$34.5 million (50.7 per cent) in 2018–19 due to 2017–18 included \$21.1million in Stronger Communities Fund.

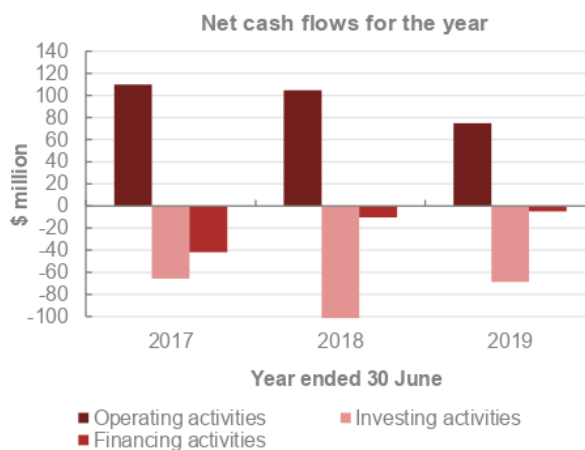
Council's operating result (\$28.0 million including the effect of depreciation and amortisation expense of \$39.6 million) was \$50.5 million lower than the 2017–18 result. This was due to \$35.5 million decrease in capital grants and general increases in other expenses and the reduction in the domestic waste annual charge. This year's result is more normalised compared to the first two years of the merged councils.

The net operating result before capital grants and contributions (\$9.9 million) was \$15.0 million lower than the 2017–18 result due to reasons described above.

STATEMENT OF CASH FLOWS

Cash balances have declined as grants received on merger are spent on new infrastructure.

Net cash used in investing and financing activities reduced in the current year.



FINANCIAL POSITION

Cash and investments

Cash and investments	2019	2018	Commentary
	\$m	\$m	
External restrictions	72.2	94.4	Externally restricted balances include Stronger Communities Fund, developer contributions and domestic waste management charges.
Internal restrictions	42.4	41.6	
Unrestricted	81.2	82.3	
Cash and investments	195.8	218.3	Balances are internally restricted due to Council policy or decisions for forward plans including works program. Unrestricted balances provide liquidity for day-to-day operations.

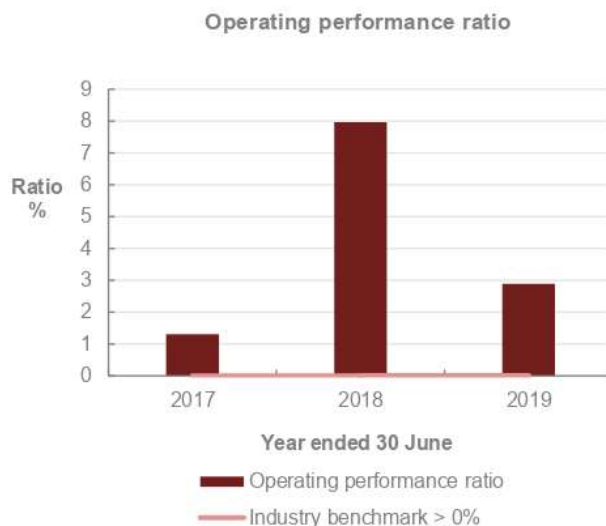
PERFORMANCE

The definition of each ratio analysed below are included in Note 25 (a) of the Council's audited general purpose financial statements.

Operating performance ratio

Council continues to exceed the benchmark. The decrease in the current year is mainly due to one off Stronger Community Fund grants in the 2017-18.

The 'operating performance ratio' measures how well council contained operating expenditure within operating revenue (excluding capital grants and contributions, fair value adjustments, and reversal of revaluation decrements). The benchmark set by the Office of Local Government (OLG) is greater than zero per cent.



Own source operating revenue ratio

Council continues to exceed the benchmark and is not reliant on grants and contributions.

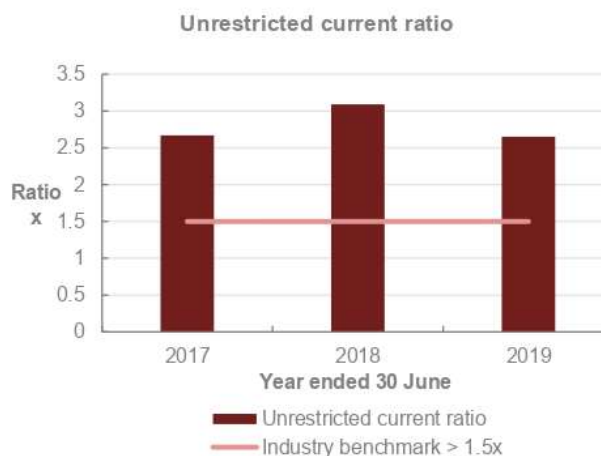
The 'own source operating revenue ratio' measures council's fiscal flexibility and the degree to which it relies on external funding sources such as operating grants and contributions. The benchmark set by OLG is greater than 60 per cent.



Unrestricted current ratio

Council continues to exceed the benchmark. The decrease is mainly due to increased spending on infrastructure projects reducing cash and current investment balances.

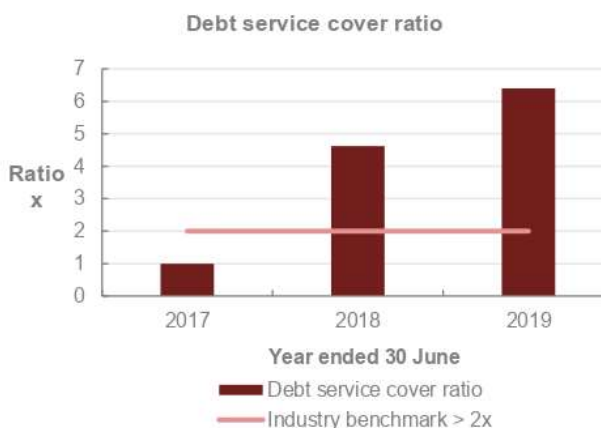
The 'unrestricted current ratio' is specific to local government and represents council's ability to meet its short-term obligations as they fall due. The benchmark set by OLG is greater than 1.5 times.



Debt service cover ratio

Council has consistently improved this ratio by repaying borrowings to reduce the outstanding balance, \$32.6 million at 30 June 2019 (\$37.6 million at 30 June 2018).

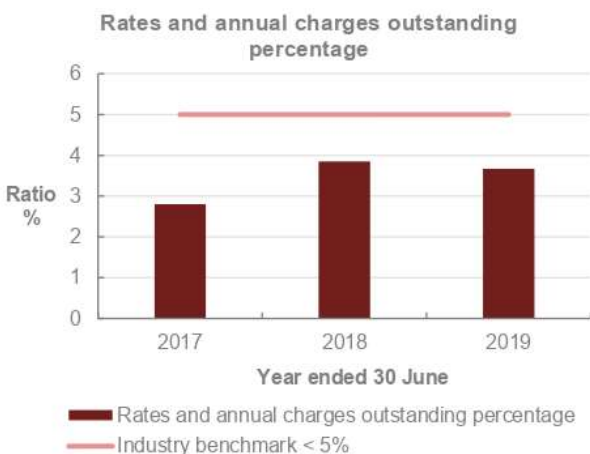
The 'debt service cover ratio' measures the operating cash to service debt including interest, principal and lease payments. The benchmark set by OLG is greater than two times.



Rates and annual charges outstanding percentage

Performance better than benchmark and remains relatively consistent with the prior year.

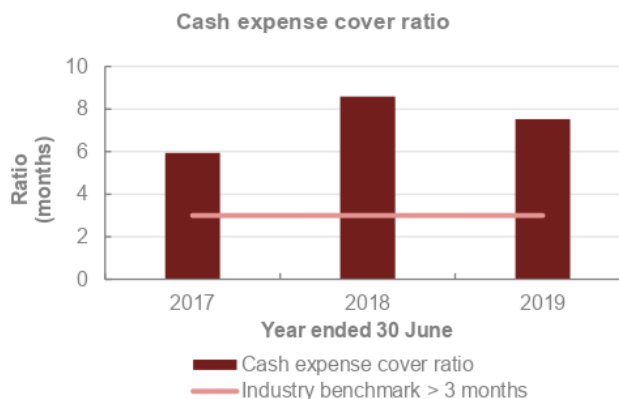
The 'rates and annual charges outstanding ratio' assesses the impact of uncollected rates and annual charges on council's liquidity and the adequacy of debt recovery efforts. The benchmark set by OLG is less than 5 per cent for metro councils.



Cash expense cover ratio

Council continues to exceed the benchmark despite increased spending on new infrastructure in the current year.

This liquidity ratio indicates the number of months the council can continue paying for its immediate expenses without additional cash inflow. The benchmark set by OLG is greater than three months.



Infrastructure, property, plant and equipment renewals

Council's performance is as follows:

- asset renewals were \$44.3 million in 2018–19 compared to \$58.3 million in the prior year, \$10.1 million relating to road renewals
- the unaudited infrastructure renewals ratio was 139.1 per cent compared to 99.8 per cent in the prior year (benchmark set by OLG is 100)
- during 2018–19, \$74.2 million was spent on new assets across most asset classes.

OTHER MATTERS

New accounting standards implemented

Application period	Overview
AASB 9 'Financial Instruments' and revised AASB 7 'Financial Instruments: Disclosures'	
For the year ended 30 June 2019	<p>AASB 9 replaces AASB 139 'Financial Instruments: Recognition and Measurement' and changes the way financial instruments are treated for financial reporting.</p> <p>Key changes include:</p> <ul style="list-style-type: none"> • a simplified model for classifying and measuring financial assets • a new method for calculating impairment • a new type of hedge accounting that more closely aligns with risk management. <p>The revised AASB 7 includes new disclosures as a result of AASB 9.</p> <p>Council's disclosure of the impact of adopting AASB 9 is disclosed in Note 13.</p>

Legislative compliance

My audit procedures did not identify any instances of non-compliance with legislative requirements or a material deficiency in the Council's accounting records or financial statements. The Council's:

- accounting records were maintained in a manner and form to allow the GPFS to be prepared and effectively audited
- staff provided all accounting records and information relevant to the audit.



Karen Taylor
Director, Financial Audit Services

Delegate of the Auditor-General for New South Wales

Annual Financial Statements

Northern Beaches Council

Special purpose financial statements
for the year ended 30 June 2019

Annual Financial Statements

Northern Beaches Council

Special purpose financial statements

for the year ended 30 June 2019

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Background

The Special Purpose Financial Statements have been prepared for the use by both Council and the Office of Local Government in fulfilling their requirements under National Competition Policy.

The principle of competitive neutrality is based on the concept of a "level playing field" between persons/entities competing in a market particularly between private and public sector competitors. Essentially, the principle is that government businesses, whether Commonwealth, State or Local, should operate without net competitive advantages over other businesses as a result of their public ownership.

For Council, the principle of competitive neutrality and public reporting applies only to declared business activities. These include (a) those activities classified by the Australian Bureau of Statistics as business activities being water supply, sewerage services, abattoirs, gas production and reticulation and (b) those activities with a turnover of over \$2 million that Council has formally declared as a Business Activity (defined as Category 1 activities).

In preparing these financial reports for Council's self classified Category 1 businesses and ABS defined activities, councils must (a) adopt a corporatisation model and (b) apply full cost attribution including tax equivalent regime payments & debt guarantee fees (where the business benefits from councils borrowing position by comparison with commercial rates).

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:

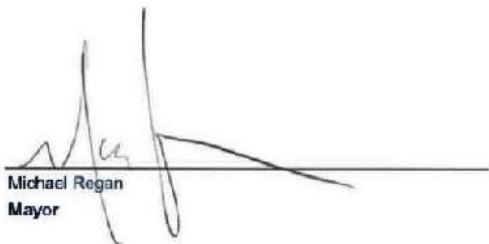
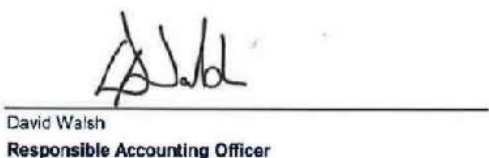
- the NSW Government Policy Statement *"Application of National Competition Policy to Local Government"*
- Division of Local Government Guidelines *"Pricing & Costing for Council Businesses - A Guide to Competitive Neutrality"*
- the Local Government Code of Accounting Practice and Financial Reporting.

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
Sarah Grattan
Councillor
David Walsh
Responsible Accounting Officer
Ray Brownlee
Chief Executive Officer

Annual Financial Statements

Northern Beaches Council

Income Statement of Council's Other Business Activities

for the year ended 30 June 2019

	Children Services	Children Services	Kimbriki Environment Enterprises	Kimbriki Environment Enterprises
	Year Ended 30 June 2019	Year Ended 30 June 2018	Year Ended 30 June 2019	Year Ended 30 June 2018
	\$'000	\$'000	\$'000	\$'000
Income from continuing operations				
Access charges	12,198	11,832	-	-
User charges	-	-	-	-
Fees	-	-	31,685	31,978
Interest	-	-	415	146
Grants and contributions provided for non capital purposes ¹	1,160	662	-	-
Profit from the sale of assets	-	-	4	-
Other income	9	22	3,306	3,276
Total income from continuing operations	13,367	12,516	35,410	35,400
Expenses from continuing operations				
Employee benefits and on-costs	10,690	10,177	4,823	5,207
Borrowing costs	-	-	-	-
Materials and contracts	2,526	2,326	11,115	10,672
Depreciation, amortisation and impairment	124	111	1,672	1,268
Loss on sale of assets	-	-	-	47
Other expenses ²	1,192	1,297	14,358	13,944
Revaluation decrement of IPPE	91	1,150	-	-
Total expenses from continuing operations	14,623	15,061	31,968	31,138
Surplus (deficit) from continuing operations before capital amounts	(1,256)	(2,545)	3,442	4,262
Grants and contributions provided for capital purposes	-	-	-	-
Surplus (deficit) from continuing operations after capital amounts	(1,256)	(2,545)	3,442	4,262
Surplus (deficit) from discontinued operations	-	-	-	-
Surplus/(deficit) from all operations before tax	(1,256)	(2,545)	3,442	4,262
Less: Corporate Taxation Equivalent (27.5%)* [based on result before capital]	-	-	(947)	(1,279)
Surplus/(deficit) after tax	(1,256)	(2,545)	2,495	2,983
Opening accumulated surplus	8,025	8,569	24,903	20,641
Adjustments for amounts unpaid	-	-	-	-
Add/Less: Allocation Adjustments Related to IPPE	863	717	-	-
Add/Less: Allocation Adjustments Related to Borrowings, Inventory, Liabilities and Receivables	(62)	-	-	-
Corporate taxation equivalent	-	-	947	1,279
Add:				
- Contribution to operations (excl asset reval & dep'n)	1,041	1,284	-	-
Less:				
- TER dividend paid	-	-	-	-
- Surplus dividend paid	-	-	-	-
Closing accumulated surplus	8,611	8,025	28,345	24,903
Return on Capital %	-14.2%	-31.0%	16.7%	24.0%
Subsidy from Council - If surplus is less than rate of return on IPPE @ 1.38%	1,378	2,658	-	-

* 2017-18 Corporate Taxation Equivalent was 30%

¹ 2018-19 includes an early payment of \$235k for the 2019-20 preschool funding contribution

² 2017-18 has been restated to include corporate overheads for Children Services (\$932k)

Annual Financial Statements

Northern Beaches Council

Income Statement of Council's Other Business Activities

for the year ended 30 June 2019

	Glen Street Theatre Year Ended 30 June 2019 \$'000	Glen Street Theatre Year Ended 30 June 2018 \$'000	Certification Year Ended 30 June 2019 \$'000	Certification Year Ended 30 June 2018 \$'000
Income from continuing operations				
Access charges	-	-	-	-
User charges	-	-	-	-
Fees	1,511	1,277	1,149	1,072
Interest	-	-	-	-
Grants and contributions provided for non capital purposes	-	-	-	-
Profit from the sale of assets	-	-	-	-
Other income	492	367	112	308
Total income from continuing operations	2,003	1,644	1,261	1,380
Expenses from continuing operations				
Employee benefits and on-costs	1,029	1,219	1,878	1,458
Borrowing costs	-	-	-	-
Materials and contracts	979	791	331	83
Depreciation, amortisation and impairment	86	96	-	-
Loss on sale of assets	-	-	-	-
Other expenses ¹	378	375	382	404
Revaluation decrement of IPPE	-	1,752	-	-
Total expenses from continuing operations	2,472	4,233	2,591	1,945
Surplus/(deficit) from continuing operations before capital amounts	(469)	(2,589)	(1,330)	(565)
Grants and contributions provided for capital purposes	-	-	-	-
Surplus/(deficit) from continuing operations after capital amounts	(469)	(2,589)	(1,330)	(565)
Surplus (deficit) from discontinued operations	-	-	-	-
Surplus/(deficit) from all operations before tax	(469)	(2,589)	(1,330)	(565)
Less: Corporate Taxation Equivalent (27.5%)* [based on result before capital]	-	-	-	-
Surplus/(deficit) after tax	(469)	(2,589)	(1,330)	(565)
Opening accumulated surplus	7,790	9,605	-	-
Adjustments for amounts unpaid	-	-	-	-
Add/Less: Allocation Adjustments Related to IPPE	43	33	-	-
Add/Less: Allocation Adjustments Related to Borrowings, Inventory, Liabilities and Receivables	(141)	-	-	-
Corporate taxation equivalent	-	-	-	-
Add:				
- Contribution to operations (excl asset reval & dep'n)	383	741	1,330	565
Less:				
- TER dividend paid	-	-	-	-
- Surplus dividend paid (excl asset reval & dep'n)	-	-	-	-
Closing accumulated surplus	7,606	7,790	-	-
Return on Capital %	-5.6%	-30.7%	n/a	n/a
Subsidy from Council - If surplus is less than rate of return on IPPE @ 1.38%	585	2,705	n/a	n/a

* 2017-18 Corporate Taxation Equivalent was 30%

¹ 2017-18 has been restated to include corporate overheads for Glen Street (\$133k) and Certification (\$104k)

Annual Financial Statements

Northern Beaches Council

Income Statement of Council's Other Business Activities

for the year ended 30 June 2019

	Aquatic Centres	Aquatic Centres	Parking Stations	Parking Stations
	Year Ended	Year Ended	Year Ended	Year Ended
	30 June 2019	30 June 2018	30 June 2019	30 June 2018
	\$'000	\$'000	\$'000	\$'000
Income from continuing operations				
Access charges	7,157	6,668	-	-
User charges	-	-	4,868	4,121
Fees	-	-	-	-
Interest	-	-	-	-
Grants and contributions provided for non capital purposes	1	-	-	-
Profit from the sale of assets	-	-	-	-
Other income	436	445	-	-
Total income from continuing operations	7,594	7,113	4,868	4,121
Expenses from continuing operations				
Employee benefits and on-costs	5,505	4,785	529	534
Borrowing costs ¹	438	521	197	-
Materials and contracts	1,355	1,332	472	655
Depreciation, amortisation and impairment	1,516	617	371	139
Loss on sale of assets	-	-	-	-
Other expenses ²	2,009	1,763	802	896
Revaluation decrement of IPPE	1,247	-	-	-
Total expenses from continuing operations	12,070	9,018	2,371	2,224
Surplus (deficit) from continuing operations before capital amounts	(4,476)	(1,905)	2,497	1,897
Grants and contributions provided for capital purposes	-	-	-	-
Surplus (deficit) from continuing operations after capital amounts	(4,476)	(1,905)	2,497	1,897
Surplus (deficit) from discontinued operations	-	-	-	-
Surplus/(deficit) from all operations before tax	(4,476)	(1,905)	2,497	1,897
Less: Corporate Taxation Equivalent (27.5%)* [based on result before capital]	-	-	(687)	(569)
Surplus/(deficit) after tax	(4,476)	(1,905)	1,810	1,328
Opening accumulated surplus	38,910	37,661	6,317	5,656
Adjustments for amounts unpaid	-	-	-	-
Add/Less: Allocation Adjustments Related to IPPE	298	366	886	230
Add/Less: Allocation Adjustments Related to Borrowings, Inventory, Liabilities and Receivables	1,478	1,500	589	570
Corporate taxation equivalent	-	-	687	569
Add:				
- Contribution to operations (excl asset reval & dep'n)	1,713	1,288	-	-
Less:				
- TER dividend paid	-	-	-	-
- Surplus dividend paid (excl asset reval & dep'n)	-	-	(2,868)	(2,036)
Closing accumulated surplus	37,923	38,910	7,421	6,317
Return on Capital %	-9.2%	-4.4%	7.3%	6.1%
Subsidy from Council - If surplus is less than rate of return on IPPE @ 1.38%	5,647	3,193	-	-

* 2017-18 Corporate Taxation Equivalent was 30%

¹ 2017-18 has been restated to include borrowing costs for the Manly Andrew Boy Charlton Aquatic Centre (\$521k)

² 2017-18 has been restated to include corporate overheads for Aquatic Centres (\$448k) and Parking Stations (\$244k)

Annual Financial Statements

Northern Beaches Council

Income Statement of Council's Other Business Activities

for the year ended 30 June 2019

	Sydney Lakeside Caravan Park	Sydney Lakeside Caravan Park
	Year Ended 30 June 2019	Year Ended 30 June 2018
	\$'000	\$'000
Income from continuing operations		
Access charges	-	-
User charges	5,728	5,821
Fees	-	-
Interest	-	-
Grants and contributions provided for non capital purposes	-	-
Profit from the sale of assets	-	-
Other income	1,121	993
Total income from continuing operations	6,849	6,814
Expenses from continuing operations		
Employee benefits and on-costs	-	-
Borrowing costs	114	135
Materials and contracts	962	851
Depreciation, amortisation and impairment	141	181
Loss on sale of assets	-	-
Other expenses	2,037	2,020
Revaluation decrement of IPPE	-	4,372
Total expenses from continuing operations	3,254	7,559
Surplus (deficit) from continuing operations before capital amounts	3,595	(745)
Grants and contributions provided for capital purposes	-	-
Surplus (deficit) from continuing operations after capital amounts	3,595	(745)
Surplus (deficit) from discontinued operations	-	-
Surplus/(deficit) from all operations before tax	3,595	(745)
Less: Corporate Taxation Equivalent (27.5%)* (based on result before capital)	(989)	-
Surplus/(deficit) after tax	2,606	(745)
Opening accumulated surplus	15,594	19,471
Adjustments for amounts unpaid	-	-
Add/Less: Allocation Adjustments Related to IPPE	311	74
Add/Less: Allocation Adjustments Related to Borrowings, Inventory, Payables and Receivables	254	602
Corporate taxation equivalent	989	-
Add:		
- Contribution to operations (excl asset reval & dep'n)	-	-
Less:		
- TER dividend paid	-	-
- Surplus dividend paid (excl asset reval & dep'n)	(3,736)	(3,808)
Closing accumulated surplus	16,018	15,594
Return on Capital %	18.9%	-4.8%
Subsidy from Council - If surplus is less than rate of return on IPPE @ 1.38%	-	1,132

Annual Financial Statements

Northern Beaches Council

Statement of Financial Position of Council's Other Business Activities

as at 30 June 2019

	Actual 2019 Children Services Category 1 \$'000	Actual 2018 Children Services Category 1 \$'000	Actual 2019 Kimbriki Environment Enterprises Category 1 \$'000	Actual 2018 Kimbriki Environment Enterprises Category 1 \$'000
ASSETS				
Current Assets				
Cash and cash equivalents	-	-	2,246	2,633
Investments	-	-	18,297	14,366
Receivables ¹	152	145	1,725	2,263
Inventories	-	-	2	2
Other	-	-	-	-
Non-current assets classified as held for sale	-	-	-	-
Total Current Assets	152	145	22,271	19,264
Non-Current Assets				
Investments	-	-	-	-
Receivables	-	-	-	-
Inventories	-	-	-	-
Infrastructure, property, plant and equipment	8,861	8,213	20,660	17,726
Investments accounted for using equity method	-	-	-	-
Investment property	-	-	-	-
Other	-	-	-	-
Total Non-Current Assets	8,861	8,213	20,660	17,726
Total Assets	9,013	8,358	42,931	36,990
LIABILITIES				
Current Liabilities				
Payables ¹	402	333	4,830	4,307
Income received in advance	-	-	-	-
Borrowings	-	-	-	-
Provisions	-	-	1,032	1,123
Total Current Liabilities	402	333	5,861	5,430
Non-Current Liabilities				
Payables	-	-	8,615	6,552
Borrowings	-	-	-	-
Provisions	-	-	111	105
Other Liabilities	-	-	-	-
Total Non-Current Liabilities	-	-	8,725	6,657
Total Liabilities	402	333	14,586	12,087
Net Assets	8,611	8,025	28,345	24,903
EQUITY				
Accumulated surplus ¹	8,611	8,025	28,345	24,903
IPP&E revaluation surplus	-	-	-	-
Council equity interest	8,611	8,025	28,345	24,903
Minority equity interest	-	-	-	-
Total Equity	8,611	8,025	28,345	24,903

¹ 2017-18 has been restated to include receivables (\$145k) and payables (\$333k) for Children's Services

Annual Financial Statements

Northern Beaches Council

Statement of Financial Position of Council's Other Business Activities

as at 30 June 2019

	Actual 2019 Glen Street Theatre Category 1 \$'000	Actual 2018 Glen Street Theatre Category 1 \$'000	Actual 2019 Certification Category 2 \$'000	Actual 2018 Certification Category 2 \$'000
ASSETS				
Current Assets				
Cash and cash equivalents	-	-	-	-
Investments	-	-	-	-
Receivables	-	-	-	-
Inventories ¹	10	10	-	-
Other	-	-	-	-
Non-current assets classified as held for sale	-	-	-	-
Total Current Assets	10	10	-	-
Non-Current Assets				
Investments	-	-	-	-
Receivables	-	-	-	-
Inventories	-	-	-	-
Infrastructure, property, plant and equipment	8,379	8,422	-	-
Investments accounted for using equity method	-	-	-	-
Investment property	-	-	-	-
Other	-	-	-	-
Total Non-Current Assets	8,379	8,422	-	-
Total Assets	8,389	8,432	-	-
LIABILITIES				
Current Liabilities				
Payables ¹	1	1	-	-
Income received in advance ¹	782	641	-	-
Borrowings	-	-	-	-
Provisions	-	-	-	-
Total Current Liabilities	783	642	-	-
Non-Current Liabilities				
Payables	-	-	-	-
Borrowings	-	-	-	-
Provisions	-	-	-	-
Other Liabilities	-	-	-	-
Total Non-Current Liabilities	-	-	-	-
Total Liabilities	783	642	-	-
Net Assets	7,606	7,790	-	-
EQUITY				
Accumulated surplus ¹	7,606	7,790	-	-
IPP&E revaluation surplus	-	-	-	-
Council equity interest	7,606	7,790	-	-
Minority equity interest	-	-	-	-
Total Equity	7,606	7,790	-	-

¹ 2017-18 has been restated to include inventory (\$10k), payables (\$1k), income received in advance (\$641k) for Glen Street

Annual Financial Statements

Northern Beaches Council

Statement of Financial Position of Council's Other Business Activities

as at 30 June 2019

	Actual 2019	Actual 2018	Actual 2019	Actual 2018
	Aquatic Centres	Aquatic Centres	Parking Stations	Parking Stations
	Category 1	Category 1	Category 1	Category 1
	\$'000	\$'000	\$'000	\$'000
ASSETS				
Current Assets				
Cash and cash equivalents	-	-	-	-
Investments	-	-	-	-
Receivables ¹	5	51	-	-
Inventories ¹	41	17	-	-
Other	-	-	-	-
Non-current assets classified as held for sale	-	-	-	-
Total Current Assets	46	68	-	-
Non-Current Assets				
Investments	-	-	-	-
Receivables	-	-	-	-
Inventories	-	-	-	-
Infrastructure, property, plant and equipment	53,139	55,604	31,643	31,128
Investments accounted for using equity method	-	-	-	-
Investment property	-	-	-	-
Other	-	-	-	-
Total Non-Current Assets	53,139	55,604	31,643	31,128
Total Assets	53,185	55,672	31,643	31,128
LIABILITIES				
Current Liabilities				
Payables	-	-	-	-
Income received in advance ¹	73	64	-	-
Borrowings ²	1,500	1,500	610	589
Provisions	-	-	-	-
Total Current Liabilities	1,573	1,564	610	589
Non-Current Liabilities				
Payables	-	-	-	-
Borrowings ²	5,250	6,750	4,187	4,797
Provisions	-	-	-	-
Other Liabilities	-	-	-	-
Total Non-Current Liabilities	5,250	6,750	4,187	4,797
Total Liabilities	6,823	8,314	4,797	5,386
Net Assets	46,362	47,358	26,846	25,742
EQUITY				
Accumulated surplus ^{1,2}	37,923	38,846	7,421	6,317
IPP&E revaluation surplus	8,512	8,512	19,425	19,425
Council equity interest	46,435	47,358	26,846	25,742
Minority equity interest	-	-	-	-
Total Equity	46,435	47,358	26,846	25,742

¹ 2017-18 has been restated to include receivables (\$51k), inventory (\$17k) and income received in advance (\$64k) for Aquatic Centres

² 2017-18 has been restated for borrowings for Aquatic Centres (Manly Andrew Boy Charlton Aquatic Centre - current \$1,500 and non-current \$6,750) and for Parking Stations (Church Point Parking Station - current \$610k and non-current \$4,187)

Annual Financial Statements

Northern Beaches Council

Statement of Financial Position of Council's Other Business Activities

as at 30 June 2019

	Actual 2019 Sydney Lakeside Caravan Park Category 1 \$'000	Actual 2018 Sydney Lakeside Caravan Park Category 1 \$'000
ASSETS		
Current Assets		
Cash and cash equivalents	-	-
Investments	-	-
Receivables	-	-
Inventories	-	-
Other	-	-
Non-current assets classified as held for sale	-	-
Total Current Assets	-	-
Non-Current Assets		
Investments	-	-
Receivables	-	-
Inventories	-	-
Infrastructure, property, plant and equipment	18,408	18,238
Investments accounted for using equity method	-	-
Investment property	-	-
Other	-	-
Total Non-Current Assets	18,408	18,238
Total Assets	18,408	18,238
LIABILITIES		
Current Liabilities		
Payables	247	117
Income received in advance ¹	377	363
Borrowings	420	398
Provisions	-	-
Total Current Liabilities	1,044	878
Non-Current Liabilities		
Payables	-	-
Borrowings	1,346	1,766
Provisions	-	-
Other Liabilities	-	-
Total Non-Current Liabilities	1,346	1,766
Total Liabilities	2,390	2,644
Net Assets	16,018	15,594
EQUITY		
Accumulated surplus	16,018	15,594
IPP&E revaluation surplus	-	-
Council equity interest	16,018	15,594
Minority equity interest	-	-
Total Equity	16,018	15,594

¹ 2017-18 has been restated to include income received in advance (\$363k) for Sydney Lakeside Caravan Park

Annual Financial Statements

Northern Beaches Council

Notes to the Special Purpose Financial Statements

for the year ended 30 June 2019

Note 1 Significant accounting policies

A statement summarising the supplemental accounting policies adopted in the preparation of the Special Purpose Financial Statements (SPFS) for National Competition Policy reporting purposes follows:

These financial statements are SPFS prepared for use by Council and the Office of Local Government. For the purposes of these statements, the Council is a non-reporting not-for-profit entity.

The figures presented in these special purpose financial statements have been prepared in accordance with the recognition and measurement criteria of relevant Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board and Australian Accounting Interpretation.

The disclosures in these special purpose financial statements have been prepared in accordance with the Local Government Act 1993 (NSW), the Local Government (General) Regulation 2005 and the Local Government Code of Accounting Practice and Financial Reporting.

The statements are prepared on an accruals basis, they are based on historic costs and do not take into account changing money values, or except where specifically stated, fair values of non-current assets. Certain taxes and other costs, appropriately described have been imputed for the purposes of the National Competition Policy.

The Statement of Financial Position includes notional assets/ liabilities receivable from/payable to Council's general fund. These balances reflect a notional intra-entity funding arrangement with the declared business activities.

National Competition Policy

Council has adopted the principle of 'competitive neutrality' in its business activities as part of the national competition policy which is being applied throughout Australia at all levels of government. The framework for its application is set out in the June 1996 Government Policy statement on the 'Application of National Competition Policy to Local Government'. The 'Pricing & Costing for Council Businesses A Guide to Competitive Neutrality' issued by the Office of Local Government in July 1997 has also been adopted.

The pricing and costing guidelines outline the process for identifying and allocating costs to activities and provide a standard for disclosure requirements. These disclosures are reflected in Council's pricing and/or financial reporting systems and include taxation equivalents, Council subsidies, and returns on investments (rate of return and dividends paid).

Declared Business Activities

In accordance with *Pricing & Costing for Council Businesses - A Guide to Competitive Neutrality*, Council has declared that the following are to be considered as business activities:

Category 1

(where gross operating turnover is over \$2 million)

Children's Services - Child Care, Pre-school and Long Day Care

Kimbriki Environmental Enterprises Pty Limited - Waste landfill and resource recovery management

Glen Street Theatre - Council's local theatre

Parking Stations - Whistler Street, Manly National, Manly Pacific, Peninsula Parking Station, PCYC in Dee Why, Church Point

Aquatic Centres - Manly Andrew "Boy" Charlton Swim Centre and Warringah Aquatic Centre

Sydney Lakeside Caravan Park - Permanent and short stay caravan park accommodation

Category 2

(where gross operating turnover is less than \$2 million)

Certification - Construction Certificate Certification activity of the Urban Development Approval Service (part of Council's Local Approval Service Unit)

Monetary Amounts

Amounts shown in the financial statements are in Australian currency and rounded to the nearest one thousand dollars.

Annual Financial Statements

Northern Beaches Council

Notes to the Special Purpose Financial Statements

for the year ended 30 June 2019

Note 1 Significant accounting policies (continued)

(i) Taxation Equivalent Charges

Council is liable to pay various taxes and financial duties. Where this is the case, they are disclosed as a cost of operations just like all other costs. However, where Council does not pay some taxes which are generally paid by private sector businesses, such as income tax, these equivalent tax payments have been applied to all Council nominated business activities and are reflected in the SPFS. For the purposes of disclosing comparative information relevant to the private sector equivalent, the following taxation equivalents have been applied to all Council nominated business activities (this does not include Council's non-business activities):

Corporate Income Tax Rate – 27.5%

Land Tax – The first \$629,000 of combined land values attracts 0%. From \$629,001 to \$3,846,000 the rate is 1.6% + \$100. For the remaining combined land value that exceeds \$3,846,000, a premium marginal rate of 2.0% applies.

Payroll Tax – 5.45% on the value of taxable salaries and wages in excess of \$750,000.

Income Tax

An income tax equivalent has been applied on the profits of the business activities. Whilst income tax is not a specific cost for the purpose of pricing a good or service, it needs to be taken into account of in terms of assessing the rate of return required on capital invested. Accordingly, the return on capital invested is set at a pre-tax level (gain/(loss) from ordinary activities before capital amounts) as would be applied by a private sector competitor – that is, it should include a provision equivalent to the corporate income tax rate, currently 27.5%.

Income Tax is only applied where a gain from ordinary activities before capital amounts has been achieved.

Since the taxation equivalent is notional - that is, it is payable to the "Council" as the owner of business operations, it represents an internal payment and has no effect on the operations of the Council.

Accordingly, there is no need for disclosure of internal charges in the SPFS. The rate applied of 27.5% is the equivalent company tax rate prevalent as at reporting date. No adjustments have been made for variations that have occurred during the year.

Local Government Rates & Charges

A calculation of the equivalent rates and charges on all Category 1 businesses has been applied to all assets owned or exclusively used by the business activity.

Loan & Debt Guarantee Fees

The debt guarantee fee is designed to ensure that Council business activities face "true" commercial borrowing costs in line with private sector competitors. In order to calculate a debt guarantee fee, Council has determined what the differential borrowing rate would have been between the commercial rate and the Council's borrowing rate for its business activities. There is currently no difference in the borrowing rates.

(ii) Subsidies

Government policy requires that subsidies provided to customers, and the funding of those subsidies, must be explicitly disclosed. Subsidies occur where Council provides services on a less than cost recovery basis. This option is exercised on a range of services in order for Council to meet its community service obligations. The overall effect of subsidies is contained within the Income Statement of Business Activities.

(iii) Return on Investments (Rate of Return)

The NCP policy statement requires that Councils with Category 1 businesses "would be expected to generate a return on capital funds employed that is comparable to rates of return for private businesses operating in a similar field". Funds are subsequently available for meeting commitments or financing future investment strategies. The rate of return is disclosed for each of Council's business activities on the Income Statement.

(iv) Dividends

Council is not required to pay dividends to either itself as owner of a range of businesses or to any external entities.

(v) Change in Accounting Policy

Council has amended its approach to accounting for business activities to include corporate overheads, borrowing costs and borrowings, receivables, inventory, payables and income received in advance for all business activities. Previously these items were not considered to be owned by the business activity. The impact of this change is noted within the footnotes of each statement.



INDEPENDENT AUDITOR'S REPORT

Report on the special purpose financial statements

Northern Beaches Council

To the Councillors of the Northern Beaches Council

Opinion

I have audited the accompanying special purpose financial statements (the financial statements) of Northern Beaches Council's (the Council) declared business activities, which comprise the Income Statement of each declared business activity for the year ended 30 June 2019, the Statement of Financial Position of each declared business activity as at 30 June 2019, Note 1 Significant accounting policies for the business activities declared by Council, and the Statement by Councillors and Management.

The declared business activities of the Council are:

- Children Services
- Kimbriki Environment Enterprises
- Glen Street Theatre
- Certification
- Aquatic Centres
- Parking Stations
- Sydney Lakeside Caravan Park.

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Council's declared business activities as at 30 June 2019, and its financial performance for the year then ended, in accordance with the Australian Accounting Standards described in Note 1 and the Local Government Code of Accounting Practice and Financial Reporting – update number 27 (LG Code).

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Statements' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as the auditor of councils
- precluding the Auditor-General from providing non-audit services.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Emphasis of Matter - Basis of Accounting

Without modifying my opinion, I draw attention to Note 1 to the financial statements which describes the basis of accounting. The financial statements have been prepared for the purpose of fulfilling the Council's financial reporting responsibilities under the LG Code. As a result, the financial statements may not be suitable for another purpose.

Other Information

The Council's annual report for the year ended 30 June 2019 includes other information in addition to the financial statements and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the general purpose financial statements and Special Schedules.

My opinion on the financial statements does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the general purpose financial statements and Special Schedule 'Permissible income for general rates'.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Financial Statements

The Councillors are responsible for the preparation and fair presentation of the financial statements and for determining that the accounting policies, described in Note 1 to the financial statements, are appropriate to meet the requirements in the LG Code. The Councillors' responsibility also includes such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless it is not appropriate to do so.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to:

- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial statements.

A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar4.pdf. The description forms part of my auditor's report.

My opinion does not provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented
- about any other information which may have been hyperlinked to/from the financial statements.



Karen Taylor
Director, Financial Audit Services

Delegate of the Auditor-General for New South Wales

25 September 2019
SYDNEY

Annual Financial Statements

Northern Beaches Council

Special Schedules
for the year ended 30 June 2019

Annual Financial Statements

Northern Beaches Council**Special Schedules**

for the year ended 30 June 2019

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¹ Special Schedule is not audited

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Northern Beaches Council

Special Schedules

for the year ended 30 June 2019

Permissible income for general rates

	2019/20				2018/19			
	Former Manly Council \$'000	Former Pittwater Council \$'000	Former Warringah Council \$'000	Northern Beaches Council \$'000	Former Manly Council \$'000	Former Pittwater Council \$'000	Former Warringah Council \$'000	Northern Beaches Council \$'000
Notional general income calculation⁽¹⁾								
Last year notional income yield	30,088	41,983	91,476	163,547	29,441	40,987	89,067	159,495
Plus/minus adjustments ⁽²⁾	(64)	20	31	(13)	(29)	62	353	386
Notional general income	30,024	42,003	91,507	163,534	29,412	41,049	89,420	159,881
Permissible income calculation								
Special variation ⁽³⁾	-	-	-	-	-	-	-	-
OR Rate peg	2.7%	2.7%	2.7%	2.7%	2.3%	2.3%	2.3%	2.3%
OR Crown land adjustment incl. rate peg	-	-	-	-	-	-	-	-
Less expiring special variations amount	-	-	-	-	-	-	-	-
Plus special variation amount	-	-	-	-	-	-	-	-
OR plus rate peg amount	811	1,134	2,470	4,415	676	944	2,057	3,677
OR plus crown land adjustment and rate peg amount	-	-	-	-	-	-	-	-
Sub-total	30,835	43,137	93,977	167,949	30,088	41,993	91,477	163,558
Plus or minus last year's carry forward total	1	(14)	16	3	1	2	-	3
Less valuation objections claimed in previous year	-	(10)	(15)	(25)	-	(36)	-	(36)
Sub-total	1	(24)	1	(22)	1	(34)	-	(33)
Total permissible income	30,836	43,113	93,978	167,927	30,089	41,959	91,477	163,525
Less notional income yield	30,835	43,103	93,962	167,900	30,088	41,983	91,476	163,547
Catch up or (excess) result	1	10	16	27	1	(24)	1	(22)
Plus income lost due to valuation objections claimed ⁽⁴⁾	-	-	-	-	-	10	15	25
Less unused catch up ⁽⁵⁾	1	-	-	1	-	-	-	-
Carry forward to next year ⁽⁶⁾	-	10	16	26	1	(14)	16	3

%
%
%

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Permissible income for general rates (continued)

Notes

- ¹ The 'notional general income' will not reconcile with rate income in the financial statements in the corresponding year. The statements exclude intra-entity transactions and are reported on an accrual accounting basis, which includes amounts that relate to prior years' rates income.
- ² Adjustments account for changes in the number of assessments and any increase or decrease in land value occurring during the year. The adjustments are called 'supplementary valuations' as defined in the Valuation of Land Act 1916 (NSW).
- ³ The 'special variation percentage' is inclusive of the rate peg percentage and where applicable, the Crown land adjustment.
- ⁴ Valuation objections are unexpected changes in land values as a result of land owners successfully objecting to the land value issued by the Valuer-General. Councils can claim the value of the income lost due to valuation objections in any single year.
- ⁵ Unused catch-up amounts will be deducted if they are not caught up within two years. Usually, councils will have a nominal carry-forward figure. These amounts can be adjusted for when setting the rates in a future year.
- ⁶ Carry-forward amounts which are in excess (an amount that exceeds the permissible income) require Ministerial approval by order published in the NSW Government Gazette in accordance with section 512 of the Act.

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Report on infrastructure assets

Asset Class	Asset Category	Estimated cost to bring assets to a satisfactory standard \$'000	Estimated cost to bring assets to the agreed level of service set by Council ¹ \$'000	2018/19 Required annual maintenance \$'000	2018/19 Actual maintenance \$'000	Net carrying amount \$'000	Gross Replacement Cost (GRC) \$'000	Asset condition as % of gross replacement cost				
								1	2	3	4	5
Buildings		6,660	6,660	7,571	9,632	472,793	639,613	42.5%	46.4%	9.9%	1.1%	0.0%
		6,660	6,660	7,571	9,632	472,793	639,613	42.5%	46.4%	9.9%	1.1%	0.0%
Roads	Roads - Sealed	10,084	10,084	6,884	9,658	474,010	524,382	47.8%	36.4%	12.4%	3.1%	0.3%
	Roads - Unsealed	6	6	116	28	1,491	1,732	20.7%	66.8%	6.9%	5.7%	0.0%
	Bridges	-	-	65	7	9,090	12,451	19.7%	79.6%	0.7%	0.0%	0.0%
	Footpaths	696	696	1,709	2,183	91,998	104,264	28.3%	52.9%	17.6%	1.1%	0.1%
	Other Road Assets	3,463	3,463	2,591	2,843	204,709	243,485	4.7%	66.3%	26.4%	2.1%	0.5%
		14,249	14,249	11,365	14,719	781,298	886,314	33.3%	47.2%	16.7%	2.5%	0.3%
Other Infrastructure		2,788	2,788	5,013	4,899	170,815	202,062	13.3%	61.9%	22.6%	1.9%	0.3%
		2,788	2,788	5,013	4,899	170,815	202,062	13.3%	61.9%	22.6%	1.9%	0.3%
Stormwater Drainage		6,450	6,450	3,293	2,846	800,100	949,913	6.3%	67.6%	22.1%	3.3%	0.7%
		6,450	6,450	3,293	2,846	800,100	949,913	6.3%	67.6%	22.1%	3.3%	0.7%
Open Space/Recreational Assets	Swimming Pools	275	275	1,954	1,449	22,849	27,242	27.2%	32.9%	37.8%	1.9%	0.0%
	Other	652	652	4,489	5,345	111,599	124,625	29.8%	57.2%	12.0%	0.7%	0.2%
		927	927	6,443	6,794	134,448	151,867	29.3%	52.8%	16.6%	0.9%	0.1%
Total Classes	Total - All Assets	31,074	31,074	33,685	38,890	2,359,454	2,829,769	24.6%	55.3%	17.4%	2.3%	0.4%

Infrastructure Asset Condition Assessment		
Level	Condition	Description
1	Excellent	No work required (normal maintenance)
2	Good	Only minor maintenance work required
3	Average	Maintenance work required
4	Poor	Renewal required
5	Very Poor	Urgent renewal/upgrading required

¹ Estimated cost to bring assets to the agreed level of service set by Council represents the sum of outstanding renewal works, valued as the work will be undertaken. Council will make future budgeting decisions in relation to these outstanding works with those decisions likely to be priorities in Council's forward plans based on social, economic, and environmental factors, including risk to the community. As the agreed service levels are yet to be determined in consultation with the community, the estimated cost to bring to a satisfactory standard has been used. Satisfactory standard is defined within the technical ratings outlined in the Asset Management Plans for each asset class.

Annual Financial Statements

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Report on infrastructure assets

Infrastructure asset performance indicators – consolidated

	2019 \$'000	Current Year indicators	2018	Benchmark
1. Building and infrastructure renewals ratio				
Asset renewals (renewals only for Infrastructure Assets)	41,685	139.09%	99.79%	>100%
Depreciation, amortisation and impairment	29,969			
2. Infrastructure backlog ratio				
Estimated cost to bring assets to a satisfactory standard	31,074	1.32%	0.51%	<2%
Net carrying amount of infrastructure assets	2,359,454			
3. Asset maintenance ratio				
Actual asset maintenance	38,890	115.45%	116.98%	>100%
Required asset maintenance	33,685			
4. Cost to bring assets to agreed service level				
Estimated cost to bring to an agreed level of service set by Council	31,074	1.10%	0.44%	
Gross replacement cost	2,829,769			



INDEPENDENT AUDITOR'S REPORT

Special Schedule - Permissible income for general rates

Northern Beaches Council

To the Councillors of Northern Beaches Council

Opinion

I have audited the accompanying Special Schedule – Permissible income for general rates (the Schedule) of Northern Beaches Council (the Council) for the year ending 30 June 2020.

In my opinion, the Schedule is prepared, in all material respects in accordance with the requirements of the Local Government Code of Accounting Practice and Financial Reporting – update number 27 (LG Code), and is in accordance with the books and records of the Council.

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Schedule' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of councils
- precluding the Auditor-General from providing non-audit services.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Emphasis of Matter - Basis of Accounting

Without modifying my opinion, I draw attention to the special purpose framework used to prepare the Schedule. The Schedule has been prepared for the purpose of fulfilling the Council's reporting obligations under the LG Code. As a result, the Schedule may not be suitable for another purpose.

Other Information

The Council's annual report for the year ended 30 June 2019 includes other information in addition to the Schedule and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the general purpose financial statements, special purpose financial statements and Special Schedule 'Report on infrastructure assets as at 30 June 2019'.

My opinion on the Schedule does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the general purpose financial statements and the special purpose financial statements.

In connection with my audit of the Schedule, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the Schedule or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Schedule

The Councillors are responsible for the preparation of the Schedule in accordance with the LG Code. The Councillors' responsibility also includes such internal control as the Councillors determine is necessary to enable the preparation of the Schedule that is free from material misstatement, whether due to fraud or error.

In preparing the Schedule, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless it is not appropriate to do so.

Auditor's Responsibilities for the Audit of the Schedule

My objectives are to:

- obtain reasonable assurance whether the Schedule as a whole is free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the Schedule.

A description of my responsibilities for the audit of the Schedule is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar8.pdf. The description forms part of my auditor's report.

My opinion does not provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- about the security and controls over the electronic publication of the audited Schedule on any website where it may be presented
- about any other information which may have been hyperlinked to/from the Schedule.



Karen Taylor
Director, Financial Audit Services

Delegate of the Auditor-General for New South Wales

25 September 2019
SYDNEY

DESIGNATED PERSONS POSITIONS FOR 2019/20

Designated Person Position	Business Unit
Chief Executive Officer	Office of the CEO
Executive Manager Community Engagement & Communications	Office of the CEO
Manager, Communications	Office of the CEO
Manager, Community Engagement	Office of the CEO
Head, Events & Partnerships	Office of the CEO
Head, Events & Partnerships	Office of the CEO
Manager, Place & Economic Development	Office of the CEO
Manager, Studio Production	Office of the CEO
Head, Events & Partnerships	Office of the CEO
Media & Content Coordinator	Office of the CEO
Digital Lead	Office of the CEO
Senior Community Engagement Specialist	Office of the CEO
Team Leader, Events	Office of the CEO
Team Leader, Economic Development & Tourism	Office of the CEO
Visitor Services Coordinator	Office of the CEO
Studio Production Coordinator	Office of the CEO
Executive Officer	Office of the CEO
Policy & Liaison Officer	Office of the CEO
Director Corporate & Legal	Corporate and Legal
Chief Financial Officer	Finance
Deputy CFO Transactional Accounting	Finance
Manager Procurement	Finance
Executive Manager Financial Planning & Systems	Financial Planning & Systems
General Counsel	Office of General Counsel
Legal Counsel	Office of General Counsel
Head of Integrity & Complaints	Integrity & Complaints Resolution
Senior Complaints Coordinator	Integrity & Complaints Resolution
Executive Manager Governance & Risk	Governance and Risk
Manager Governance	Governance and Risk

Manager Insurance & Risk	Governance and Risk
Head of Internal Audit	Governance and Risk
Coordinator Councillor Services	Governance and Risk
Councillor Support Officer	Governance and Risk
Director Workforce & Technology	Workforce & Technology
Specialist Stakeholder Engagement	Workforce & Technology
Executive Manager Human Resources	Human Resources
Manager HR Systems and Business Operations	Human Resources
Senior HR Business Partner	Human Resources
Manager Talent & Learning & Development	Human Resources
Manager WHS & Workers Compensation	Human Resources
Chief Information Officer	Information & Digital Technology
Manager Information Management	Information & Digital Technology
Manager Infrastructure	Information & Digital Technology
Manager IT Projects & Improvement	Information & Digital Technology
Manager Service Delivery	Information & Digital Technology
Manager Spatial Information	Information & Digital Technology
Manager Systems Development & Support	Information & Digital Technology
Executive Manager Strategy, Performance and Improvement	Strategy & Performance
Manager Corporate Strategy	Strategy & Performance
Manager, Organisational Performance	Strategy & Performance
Director Planning & Place	Planning & Place
Executive Manager Strategic & Place Planning	Strategic & Place Planning
Aboriginal Heritage Manager	Strategic & Place Planning
Manager, Strategic & Place Planning	Strategic & Place Planning
Aboriginal Heritage Officer	Strategic & Place Planning
Education Officer	Strategic & Place Planning
Planner	Strategic & Place Planning
Principal Planner	Strategic & Place Planning
Heritage Advisor	Strategic & Place Planning
Heritage Planner	Strategic & Place Planning
Principal Development Infrastructure Officer	Strategic & Place Planning

Senior Urban Designer	Strategic & Place Planning
Urban Designer	Strategic & Place Planning
Executive Manager Development Assessment	Development Assessment
Manager, Business Systems & Administration	Development Assessment
Manager, Development Assessments	Development Assessment
Student Planner	Development Assessment
Planner	Development Assessment
Principal Planner	Development Assessment
Planning Enquiry Officer	Development Assessment
Executive Manager Environmental Compliance	Environmental Compliance
Manager, Building Control	Environmental Compliance
Manager, Business Support	Environmental Compliance
Manager, Environmental Health	Environmental Compliance
Manager, Rangers	Environmental Compliance
Manager, Regulatory Support	Environmental Compliance
Team Leader Building Control	Environmental Compliance
Business & Administration Coordinator	Environmental Compliance
Team Leader Environmental Health	Environmental Compliance
Ranger Coordinator	Environmental Compliance
Senior Compliance Officer	Environmental Compliance
Building Control Officer	Environmental Compliance
Building Surveyor	Environmental Compliance
Senior Building Surveyor	Environmental Compliance
Swimming Pool Certifier	Environmental Compliance
Environmental Health Officer	Environmental Compliance
Coordinator Enforcement Training & Operations	Environmental Compliance
Ranger	Environmental Compliance
Trainee Ranger	Environmental Compliance
Animal Management Officer	Environmental Compliance
Ranger Coordinator	Environmental Compliance
Parking Officer	Environmental Compliance
Director Transport & Assets	Transport & Assets

Executive Manager Property	Property
Manager, Asset Strategy, Planning & Performance	Property
Manager, Building Assets - Planning, Design & Delivery	Property
Manager, Facilities Management & Services	Property
Manager, Property, Commercial & Tourist Assets	Property
Team Leader, Property	Property
Team Leader, Land Dealings	Property
Senior Project Officer	Property
Project Officer	Property
Property & Building Projects	Property
Principal Architectural Designer	Property
Contracts Administration Officer	Property
Dispatch Administration Officer	Property
Senior Property Officer	Property
Property Officer	Property
Administration Officer	Property
Finance Officer - Property	Property
Principal Planner	Property
Land Dealings Officer	Property
Commercial Property Officer	Property
Contractor - Facilities Operations Manager	Property
Executive Manager Transport & Civil Infrastructure	Transport & Civil Infrastructure
Manager Business Operations	Transport & Civil Infrastructure
Manager Construction & Maintenance	Transport & Civil Infrastructure
Manager Community Transport & Parking Operations	Transport & Civil Infrastructure
Manager Plant Fleet & Stores	Transport & Civil Infrastructure
Manager Transport &	Transport & Civil Infrastructure
Civil Infrastructure Assets	Transport & Civil Infrastructure
Manager Transport Network	Transport & Civil Infrastructure
Plant Coordinator	Transport & Civil Infrastructure
Signage Coordinator	Transport & Civil Infrastructure
Project coordinator, Plant, Fleet, & Stores	Transport & Civil Infrastructure

Fleet Coordinator	Transport & Civil Infrastructure
Engineer Strategic Assets	Transport & Civil Infrastructure
Asset Management Specialist	Transport & Civil Infrastructure
Civil Technical Assistant	Transport & Civil Infrastructure
Senior Engineer	Transport & Civil Infrastructure
Project Leader Asset Management	Transport & Civil Infrastructure
Traffic Engineer	Transport & Civil Infrastructure
Engineer	Transport & Civil Infrastructure
Senior Pay & Display Officer	Transport & Civil Infrastructure
Administration Officer	Transport & Civil Infrastructure
Executive Manager Parks & Recreation	Parks & Recreation
Manager Beach Safety	Parks & Recreation
Manager Business Operations	Parks & Recreation
Manager Open Space & Recreation	Parks & Recreation
Manager Park Assets – Planning Design & Delivery	Parks & Recreation
Manager Parks Operations	Parks & Recreation
Manager Tree Services	Parks & Recreation
Coordinator Parks	Parks & Recreation
Senior Tree Management Officer	Parks & Recreation
Open Space Sport & Recreation	Parks & Recreation
Park Ranger	Parks & Recreation
Senior Ranger Manly Warringah War Memorial Park	Parks & Recreation
Landscape Advisor	Parks & Recreation
Tree Assessment Officer	Parks & Recreation
Senior Asset Officer	Parks & Recreation
Asset Officer	Parks & Recreation
Parks Coordinator	Parks & Recreation
Parks Supervisor	Parks & Recreation
Executive Manager Recreation Business	Recreation Business
Manly Andrew Boy Charlton Manager	Recreation Business
Manager Warringah Aquatic Centre	Recreation Business
Executive Manager Capital Works	Capital Works

Manager Engineering & Delivery	Capital Works
Manager Major Building Projects	Capital Works
Manager Major Infrastructure Projects	Capital Works
Senior Design & Surveyor	Capital Works
Community Liaison Officer	Capital Works
Engineer - Design	Capital Works
Principal Engineer	Capital Works
Engineer – Projects	Capital Works
Senior Engineer - Projects	Capital Works
Project Officer	Capital Works
Project Officer- Capital Projects	Capital Works
Infrastructure Funding Officer	Capital Works
Senior Project Officer - Capital Projects	Capital Works
Director Environment & Sustainability	Environment & Sustainability
Executive Manager Environment & Climate Change	Environment & Climate Change
Manager, Bushland & Biodiversity	Environment & Climate Change
Manager, Coast & Catchments	Environment & Climate Change
Manager, Development, Engineering & Certification	Environment & Climate Change
Manager, Environment Resilience & Climate Change	Environment & Climate Change
Manager, Greener Communities	Environment & Climate Change
Manager, Stormwater & Floodplain Engineering	Environment & Climate Change
Team Leader, Biodiversity & Planning	Environment & Climate Change
Team Leader, Stormwater Design & Delivery	Environment & Climate Change
Team Leader, Stormwater Operations & Planning	Environment & Climate Change
Team Leader, Floodplain Planning & Response	Environment & Climate Change
Assistant Engineer	Environment & Climate Change
Assistant Engineer	Environment & Climate Change
Development Engineer	Environment & Climate Change
Senior Development Engineer	Environment & Climate Change
Senior Development Engineer	Environment & Climate Change
Principal Engineer - Major Developments	Environment & Climate Change
Engineering Assistant	Environment & Climate Change

Engineer - Specialist Development/Drainage	Environment & Climate Change
Executive Manager Waste Management & Cleansing	Waste Management & Cleansing
Manager, Cleansing Services	Waste Management & Cleansing
Manager, Waste Services	Waste Management & Cleansing
Coordinator, Contract Services (contractor)	Waste Management & Cleansing
Coordinator, Waste Operations (on secondment)	Waste Management & Cleansing
Coordinator, Waste Education	Waste Management & Cleansing
Area Cleansing Supervisor, South	Waste Management & Cleansing
Area Cleansing Supervisor, Central	Waste Management & Cleansing
Area Cleansing Supervisor, North	Waste Management & Cleansing
Director Community & Belonging	Community & Belonging
Executive Manager Customer Services	Customer Service
Customer Service Manager	Customer Service
Executive Manager Community, Arts & Culture	Community, Arts & Culture
Manager Arts and Culture	Community, Arts & Culture
Manager Community Centres	Community, Arts & Culture
Manager Social Planning & Services	Community, Arts & Culture
Director Glen Street Theatre	Community, Arts & Culture
Director Manly Art Gallery & Museum	Community, Arts & Culture
Manager Community Development	Community, Arts & Culture
Executive Manager Library Services	Library Services
Branch Manager	Library Services
Business Support Coordinator	Library Services
Service Capability Manager	Library Services
Service Development Manager	Library Services
Manager Service Improvement	Library Services
Executive Manager Children's Services	Children's Services
Manager Early Learning Centres	Children's Services
Manager Family Day Care	Children's Services
Members of Planning Panels	Independent/external
Members of the Audit Risk and Improvement Committee	Independent/external



Council Policy

Fraud and Corruption Control

Policy Statement

The purpose of this policy is to articulate Council's commitment to maintaining trust and building advocacy with the community and its stakeholders through a robust and vigilant fraud and corruption prevention approach.

The Northern Beaches community expects public officials to deliver services with integrity and in the best interests of the public. Fraudulent and corrupt conduct by a public official can result in significant resource costs to Council. It also puts at risk the reputation of all staff, Councillors and delegates and undermines trust with the community.

Accordingly, Northern Beaches Council has a zero-tolerance position on any fraudulent or corrupt behaviour and will act swiftly and decisively through relevant policies, legal or legislative mechanisms to deal with those who engage in, attempt to obscure or in any way participate in or encourage this behaviour.

Council is committed to establishing a framework to prevent fraud and corruption, proactively monitor, maintain and build awareness of its fraud and corruption prevention controls and strategies.

Principles

1. That Council implements a fraud and corruption control plan which is aligned to:
 - a. the NSW Independent Commission Against Corruption Act 1988
 - b. which follows leading practice guidelines for the establishment and maintenance of a Fraud Control Framework set out in the NSW Audit Office's Fraud Control Improvement Kit 2015.
2. That Council will make available the resources to fund the successful implementation of the fraud and corruption control plan
3. That Council reports fraud and corruption statistics to relevant stakeholders.

Scope and Application

This policy applies to all council officials, ie:

- all council staff and councillors
- permanent employees, whether full-time or part-time
- temporary or casual employees
- all contractors working for or on behalf of Council
- employees of contractors providing services to or on behalf of Council
- other people who perform council official functions, including volunteers and committee and panel members.

References and related documents

- Independent Commission Against Corruption Act 1988 NSW

- Local Government Act 1993 NSW
- NSW Audit Office Fraud Control Policy (August 2018)
- NSW Audit Office's Fraud Control Improvement Kit (February 2015)
- Northern Beaches Council Code of Conduct
- Northern Beaches Council Public Interest Disclosure Internal Reporting Policy
- Northern Beaches Code of Conduct
- Council values.

Definitions

Contractors: Individuals or entities who perform a task or provide a service to or on behalf of Council, whether or not they are bound by a written contract to do so

Council: Northern Beaches Council

Corrupt conduct: This policy uses the same definition as stated in the Independent Commission Against Corruption Act 1988 NSW.

Fraud: Deliberate and premeditated activity which involves the use of deception to gain advantage and/or obtain a financial benefit to the detriment of the Council

Public official: a public official is taken to be a public official as defined under the Independent Commission Against Corruption Act 1988 NSW and includes an employee (including contractors, temporary and casual staff) of Northern Beaches Council, any individual that undertakes an official public function on behalf of Northern Beaches Council, and Council committee members.

Responsible Officer

Executive Manager Governance and Risk

Review Date

Two years from the date the policy is adopted

Version

Version	Date	Change	TRIM Ref
1	TBC	TBC (Council adoption following public exhibition)	2019/032490

NORTHERN BEACHES COUNCIL

**DRAFT FRAUD AND CORRUPTION CONTROL
PLAN**

Document ownership and control

The Corporate and Legal division is responsible for the development and implementation of the Fraud and Corruption Control Plan (the plan).

This plan is an internal document which applies to all Northern Beaches Council (Council) officials.

Foreword

I am pleased to present Northern Beaches Council's Fraud and Corruption Control Plan which sets out how Council prevents, detects and responds to concerns about fraud and corruption.

The plan demonstrates Council's commitment to complying with applicable local and state government Acts and standards and guidelines stipulated in the NSW Audit Office's Fraud Control Improvement Kit. Council will achieve this through implementing a robust and vigilant fraud and corruption risk management environment which is continually reviewed and improved.

The NSW community expects public officials to deliver services with integrity and in the best interests of the public and that public monies are spent for their intended purposes, information is secured, and assets and resources are used appropriately to protect the interests and reputation of Council.

Fraudulent and corrupt conduct by a public official can result in significant resource costs to Council. It also puts at risk the reputation of all staff, councillors and delegates and undermines trust within the community. Incidents of fraud and corruption have the potential to undermine our ability to achieve our objectives, impact our reputation and our ethical organisational culture.

Accordingly, Northern Beaches Council has a zero-tolerance position on any fraudulent or corrupt behaviour and will act swiftly and decisively through relevant codes, policies or legal mechanisms to deal with those who engage in, attempt to obscure, or in any way participate in, or encourage this behaviour.

Council is committed to implementing this plan to establish a framework that defines management and council official responsibilities and facilitates robust practices for effective prevention, detection, and response to fraud and corruption within Council.

This plan applies to all public officials of Council and they are expected to immediately report any suspected fraud or corruption via Council processes. Additionally, external oversight agencies are able to take reports of wrongdoing at local councils for disclosures of corrupt conduct, maladministration, government information contravention, and serious and substantial waste of public funds. Guidelines for reporting fraud and corruption to Council have been published on Council's internet and intranet.

I look forward to your ongoing commitment to upholding Council's values and ensuring that the fraud and corruption is not tolerated at Northern Beaches Council.

Ray Brownlee PSM

Chief Executive Officer

Northern Beaches Council

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Glossary

Term	Description
ARIC	Audit, Risk and Improvement Committee
CEO	Chief Executive Officer
CET	Council's Chief Executive Team, comprising the divisional directors and the CEO
Code of Conduct	Northern Beaches Council Code of Conduct
Code of Conduct complaint	A complaint that shows or tends to show conduct on the part of a Council Official in connection with their role as a Council Official or the exercise of their functions as a Council Official that would constitute a breach of the standards prescribed under the Code of Conduct.
Conduct Review Panel	Panel comprised of independent and qualified persons with knowledge of investigation processes and understanding of local government.
Council	Northern Beaches Council
Council values	Council's values consist of: <ul style="list-style-type: none"> • Trust - because being open brings out our best • Teamwork - because working together delivers • Respect - because valuing everyone is how we make a difference • Integrity - because we are proud of doing what we say • Service - because we care as custodians for the community • Leadership - because everyone has a leading role
Councillor	An elected member of Council.
Council official	All Councillors, employees, contract staff, volunteers, committee and panel members, and people who perform council official functions whose conduct and activities could be investigated by an investigating authority.
Council third parties	Contractors (including external service providers) working for or on behalf of Council, employees of contractors providing services to Council and community members.
ELT	Council's Executive Leadership Team, comprising the CET and the Executive Managers
Enterprise Risk and Opportunity Management Framework	Council's overall risk management framework, which provides the basis for identifying fraud and corruption risks of Council and the associated controls to determine the inherent and residual risk ratings for each of these risks. The Risk Appetite Statement adopted by Council is part of the Enterprise Risk and Opportunity Management Framework.
Executive Managers	Senior Management position reporting to a Director and responsible for business units.
Fraud and Corruption Risk Assessment	The process to identify the potential fraud and corruption risks of Council and the associated controls to determine the inherent and residual risk ratings for each of these risks.

Term	Description
Fraud and Corruption Policy	Council policy that sets out the arrangements for the overall position on the management of the risks and any instances of fraud and/or corruption within Council.
Fraud and Corruption Risk Register	A register capturing the outcome from a fraud and corruption risk assessment including: a description of the fraud and corruption risks, the controls implemented by Council to mitigate these risks, the inherent and residual risk rating for each, and recommendations for improvement opportunities.
ICAC	NSW Independent Commission Against Corruption
Maladministration	An act or omission of a serious nature that is contrary to law, unreasonable, unjust, oppressive or improperly discriminatory and based wholly or partly on improper motives
Nominated Disclosures Officer	Nominated Disclosure Officers are responsible for receiving, forwarding and or acting upon disclosures in accordance with Council's PID Internal Reporting Policy.
Protected disclosure or PID	A Public Interest Disclosure (PID) is a report of serious wrongdoing that involves corrupt conduct, maladministration, serious and substantial waste of public money, government information contravention or local government pecuniary interest contravention and which satisfies, and is made in accordance with, the requirements of the Public Interest Disclosure Act.
PID Act	Public Interest Disclosure Act 1994 (NSW)
Public official	A public official (as defined within the Independent Commission Against Corruption Act 1988 NSW) includes: (a) a public service employee (b) a member of Parliament (c) any other individual having public official functions (d) an individual in the service of the Crown (e) an individual engaged by a public authority.
Serious and substantial waste of public funds	The uneconomical, inefficient or ineffective use of resources, authorised or unauthorised, which results in a loss of public funds or resources.

1 Introduction

1.1 Fraud and corruption against government entities

Incidents of fraud and corruption are a threat which affects all government entities in all areas of their operation. The risk of fraud or corrupt conduct may be internal (committed by a council official) or external (committed by Council's third parties).

Fraudulent and corrupt conduct against Council is a criminal offence which impacts directly on our community. It reduces the funds available for delivering public services and undermines the integrity of the public's confidence in Council.

Fraud threats are increasingly complex. Increased provision of online services has created new threats. Further, organised criminals are actively seeking to infiltrate government entities to access government information and are committing fraud to fund other illegal activities.

1.2 Application

The Northern Beaches community must be able to trust and expect that those subject to this plan will not abuse their office or position and will fulfil their responsibilities to protect the prudent use of public money and property.

This plan applies to all council officials and Council third parties.

1.3 Objectives of this fraud and corruption control plan

The primary objective of the plan is to protect resources, including information, and safeguard the integrity and reputation of Council.

The plan supports Council's Fraud and Corruption Control Policy and sets out the arrangements for the overall management of the risks and any instances of fraud and/or corruption.

The purpose of the plan is to:

- provide an overview of the governance arrangements within Council relating to fraud and corruption control
- outline key fraud and corruption risk areas relevant to Council
- raise awareness of fraud and corruption risks, and thereby influence the culture of Council to encourage employees to be vigilant in responding to them
- communicate Council's expectation of management, employees, consultants/contractors, industry stakeholders and service providers to assist prevent and detect fraud and corruption
- document fraud and corruption prevention, detection and response initiatives adopted by Council to manage fraud and corruption.

1.4 Legislative and policy requirements

Incidents of fraud and corruption are criminal offences under relevant state and federal legislation that may attract a range of criminal, civil, administrative and disciplinary penalties.

In addition to statutory offences, all incidents of fraud and corruption are breaches of Council's Code of Conduct. Any council official found to have engaged in incidents of fraudulent or corrupt conduct will be investigated and substantiated findings will result in disciplinary procedures being initiated which may result in loss of employment at Council.

This plan has been designed to reflect current Acts and standards (refer to **Appendix A**) and integrate with Council's codes, policies and procedure documents (refer to **Appendix B**).

This plan is based on Council's risk assessment of fraud and corruption which is conducted biennially to identify the specific fraud and corruption risks of Council. The plan outlines the fraud and corruption categories of controls that help to mitigate these risks.

This plan will be updated after any significant changes identified in the periodic fraud and corruption risk assessments, to ensure that the fraud and corruption control strategies and measures remain relevant. Amendments to this plan will be made as appropriate to ensure that it accurately reflects Council's capability and commitment to fraud and corruption control.

1.5 Defining fraud

Fraud is defined by Australian Standard AS8001 – 2008 as:

Dishonest activity causing actual or potential financial loss to any person or entity including theft of monies or other property by employees or persons external to the entity and where deception is used at the time immediately before or immediately following the activity.

The benefit obtained is not restricted to a monetary or material benefit, and may be tangible or intangible. A benefit may be obtained by a Council official or Council third party rather than, or in addition to, the perpetrator of the fraud.

Refer to **Appendix C** for examples of fraud.

1.6 Defining corruption

Corrupt conduct, as defined in the Independent Commission Against Corruption Act 1988 NSW (ICAC Act), is deliberate or intentional wrongdoing, not negligence or a mistake. It has to involve or affect a NSW public official or public sector organisation.

While it can take many forms, corrupt conduct occurs when:

- a public official improperly uses, or tries to improperly use, the knowledge, power or resources of their position for personal gain or the advantage of others
- a public official dishonestly exercises his or her official functions, or improperly exercises his or her official functions in a partial manner, breaches public trust or misuses information or material acquired during the course of his or her official functions
- a member of the public influences, or tries to influence, a public official to use his or her position in a way that affects the probity of the public official's exercise of functions
- a member of the public engages in conduct that could involve one of the matters

set out in section 8(2A) of the ICAC Act where such conduct impairs, or could impair, public confidence in public administration.

Refer to **Appendix C** for examples of corruption.

1.7 Council's attitude to fraud and corruption

Council has a zero-tolerance attitude to fraud and corruption which is affirmed through Council's adopted Risk Appetite Statement. This does not mean that all fraud and corruption can be avoided. In practice, zero-tolerance means that Council will:

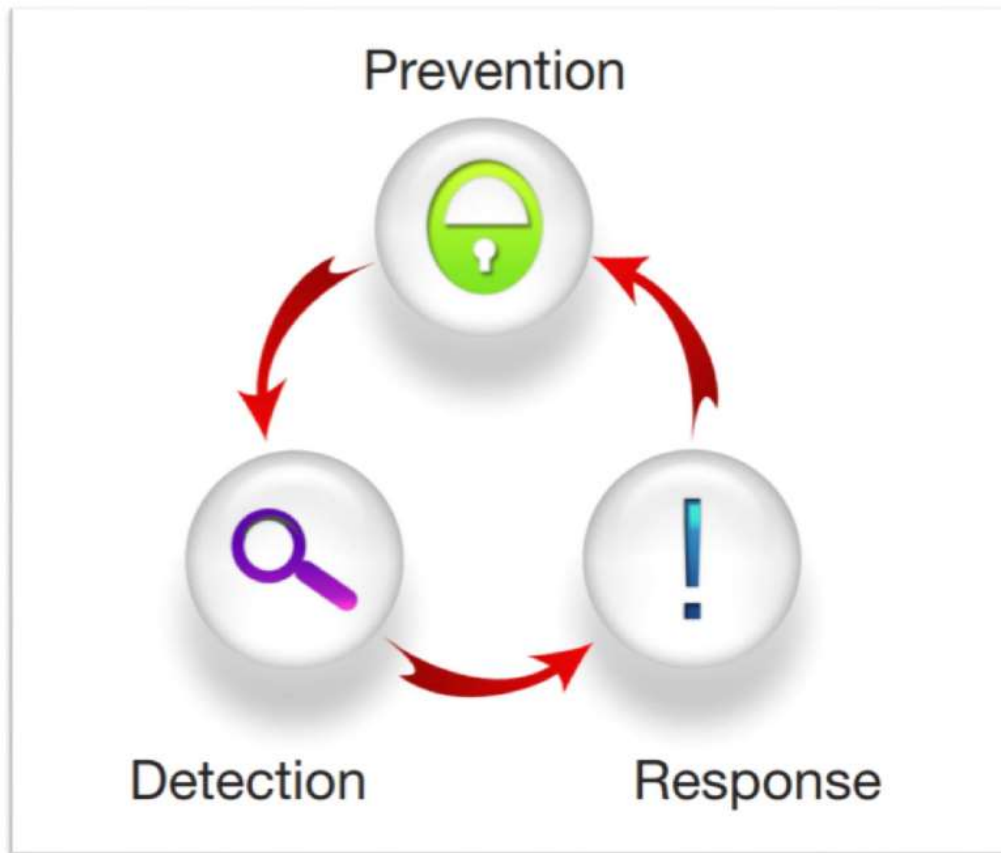
- maintain an effective fraud and corruption risk management environment to minimise and mitigate risks of fraud and corruption, which includes promoting an ethical culture
- promptly assess all suspected or discovered incidents of fraud and corruption to determine their nature and extent
- investigate and respond to all matters of fraud or corruption
- apply appropriate administrative or contractual penalties, including termination of engagement
- seek prosecution against offenders for fraudulent and corruption activities where Council deems appropriate, including referral to the Independent Commission Against Corruption (ICAC) or NSW Police
- take reasonable measures to recover losses caused by illegal activity
- implement systemic changes to reduce the likelihood of recurrence.

2 Fraud and Corruption Control Environment

Council's fraud and corruption Control environment is based on [Standards Australia's Fraud and Corruption Control Standard AS8001-2008](#) and the ten key attributes of fraud control contained in the [Audit Office of NSW's Fraud Control Improvement Kit: Managing your fraud control obligations \(2015\)](#).

The Standard views fraud and corruption control as a holistic concept involving implementation and continuous monitoring across three key themes:

- **Fraud and corruption prevention** - strategies designed to prevent fraud and corruption from occurring in the first instance or to mitigate the effect of potential fraud
- **Fraud and corruption detection** - strategies to discover fraud and corruption as soon as possible after it has occurred.
- **Fraud and corruption response** - the systems and processes that assist an entity to respond appropriately to an alleged fraud and corruption incident when it is detected.



Audit Office of NSW: Fraud Control Improvement Kit (2015)

Within these three themes sit the NSW Audit Office Kit's ten attributes:

1. Leadership
2. Ethical framework
3. Responsibility structures
4. Fraud control policy
5. Prevention systems
6. Fraud awareness
7. Third party management systems
8. Notification systems
9. Detection systems
10. Investigation systems.

Monitoring and review of fraud and corruption controls, alongside reporting and evaluation of their effectiveness is key to providing assurance that legislative responsibilities are being met. This also promotes accountability by providing information which demonstrates compliance with specific fraud and corruption control strategies.

Management oversight through sound governance arrangements ensures that each strategy does not operate in isolation and that interdependencies are effectively identified and managed appropriately.

Council's executive promotes proper use and management of public resources, to achieve Council's purposes and ensure financial sustainability. Council maintains an enterprise risk and opportunity management framework to oversight and manage risk and a system of internal controls to minimise potential for fraud and corruption incidents.

2.1 Key fraud and corruption risks facing Council

Table 1 below provides a summary of the key fraud and corruption risks facing Council. This is not an exhaustive list. Details of Council's fraud and corruption risks are included in Council's fraud and corruption functional risk register.

Table 1: Overview of Fraud and Corruption Risks

Risk category	Description	Risk attributes
Corruption		
Conflicts of interest	A conflict of interest occurs when an employee or agent – someone who is authorised to act on behalf of a principal – has an undisclosed personal or economic interest in a matter which could influence his or her professional role.	<ul style="list-style-type: none"> • Extent and value of supplier relationships / contracts • Extent of recruitment activities / staff turnover • Presence of decentralised procurement and recruitment systems.
Bribery, illegal gratuities, economic extortion	<p>Bribery is offering, promising, giving, accepting or soliciting an advantage as an inducement for an action which is illegal or unethical.</p> <p>Illegal gratuities are items of value given to reward a decision after it has been made. They do not necessarily involve intent.</p> <p>Extortion is the obtaining of property from another, with the other party's consent, induced by wrongful use of actual or threatened force or fear.</p>	<ul style="list-style-type: none"> • Number of staff • Number of supplier and contractor relationships.
Asset misappropriation		
Theft of cash	A scheme in which an employee steals or misuses the employing organisation's resources.	<ul style="list-style-type: none"> • Use of petty cash • Turnover of cash.
Inventory and all other assets	A scheme in which an employee steals or misuses the employing organisation's resources.	<ul style="list-style-type: none"> • Nature of assets (data, inventory, fixed assets).
Fraudulent disbursements	A scheme in which an employee causes their employer to issue a fraudulent payment for fictitious goods or services, or reimbursement of fraudulent expenses.	<ul style="list-style-type: none"> • Volume and value of supplier transactions • Volume and value of expense transactions.
Financial statement fraud		

Net worth / net income under-statements / overstatements	A scheme in which an employee intentionally causes a misstatement or omission of material information in the organisation's financial reports.	<ul style="list-style-type: none"> • Change in management, high turnover of executive members. • Significant pressure from stakeholders to reduce costs and improve financial results. • Financial position of the organisation.
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3 Governance

Realisation of fraud and corruption risks in a number of high-profile government programs has highlighted the need for strong leadership to support effective risk management practice and culture. Poor leadership can lead to a culture of complacency or give rise to situations where fraud and corruption incidents are only addressed after they emerge. Organisational commitment is required to ensure effective implementation of the fraud and corruption plan.

Council's Chief Executive Officer (CEO) has ultimate responsibility for Council's fraud and corruption risk management environment and endorses and supports effective risk management, practice and culture and the control activities and objectives outlined in this plan. The CEO has responsibility for approving, adopting and reviewing the plan.

While overall responsibility for the plan rests with the CEO, effective implementation of the plan is dependent on the active participation of all who are subject to its guidelines. This includes use of the risk based approach for fraud and corruption control, compliance with the internal control systems and extends to the correct procedures for reporting instances of suspected fraud and corruption.

3.1 Responsibilities for fraud and corruption control

Appropriate governance structures are critical to the effective operation of fraud and corruption control. Implementing an effective control environment for fraud and corruption prevention is a practical demonstration that Council is serious about its commitment to ethical practice.

Table 2: Summary of responsibilities across Council for fraud and corruption

Role	Responsibility
Mayor and Councillors	<p>The Mayor and Councillors are responsible for:</p> <ul style="list-style-type: none"> • leading and developing a culture of ethical behaviour • overseeing and promoting Council's overall approach to fraud and corruption control • approving and adopting fraud and corruption control policies and procedures

CEO	<p>The CEO has the primary responsibility for the prevention and detection of fraud and corruption, and for the governance of Council. This involves a commitment to creating and maintaining a culture of honesty and ethical behaviour. The CEO is responsible for ensuring that appropriate resources are dedicated to fraud and corruption control in proportion to the size and risk profile of the organisation. This includes allocating a budget and assigning specific responsibilities. The CEO is also the chair of the fraud and corruption control committee.</p> <p>The CEO is responsible for:</p> <ul style="list-style-type: none"> • demonstrating leadership and commitment to fraud control and prevention by endorsing and promoting the plan and associated tools and procedures • approving, adopting and reviewing the plan • Council's compliance with relevant legislation and regulation • ensuring those subject to the plan are aware of their responsibilities under the plan and the consequences of fraud and corruption • ensuring effective internal controls and risk assessment and management systems are in place • ensuring identified fraud and corruption risks are fully addressed • approving and monitoring systems of control and accountability for Council • receiving reports on suspected cases of fraud and corruption and approving any further action plans or activities relating to the handling of matters • reporting instances of suspected fraud and corruption to ICAC in accordance with the ICAC Act and where appropriate to the NSW Police.
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Chief Executive Team (CET)	<p>The CET as part of the executive management team with the CEO, has a leadership role in developing and promoting an ethical culture, and shares responsibility for prevention and detection of fraud and corruption, governance of the Council and risk management. Directors are responsible for ensuring that specific and ongoing training is provided for staff primarily engaged in fraud and corruption control activities and staff working in high risk fraud and corruption areas.</p> <p>The CET considers strategic issues impacting their respective divisions, including any ongoing or emerging fraud and corruption risks, and monitors performance in delivering outcomes.</p>
Executive Leadership Team (ELT)	<p>The ELT is responsible for:</p> <ul style="list-style-type: none"> • championing the fraud control plan and procedures and promoting and sustaining ethical behaviour and culture • ensuring implementation of the Plan and compliance with relevant codes, legislation and Council's policies and procedures relating to their area • ensuring risk management internal control systems are operating effectively • ensuring employees are aware of the Plan and their responsibilities as part of the Plan • identifying risks and developing appropriate internal risk mitigation control systems • considering new and emerging risks on a regular basis and where necessary adjusting systems for control of these risks • ensuring employees understand the purpose of and comply with internal controls • reporting suspected fraud and corruption through the appropriate channels.
Corporate and Legal	<p>A dedicated team within the Corporate and Legal division has responsibility for developing, implementing, and maintaining the plan.</p> <p>Corporate and Legal also has the responsible team which provides Code of Conduct training at new starter inductions and conducts workshops for Councillors and staff.</p>

All council officials	<p>All council officials are responsible for:</p> <ul style="list-style-type: none">• fulfilling their responsibilities under the plan• conducting themselves and performing their duties in accordance with the principles of the Code of Conduct and Council's values• complying with Council's internal control systems, policies and procedures• reporting suspected fraud and corruption through the appropriate channels.
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3.2 Fraud and corruption committee

Council's Fraud and Corruption Committee is responsible for implementing the fraud and corruption control plan and overseeing Council's fraud and corruption risk management environment. It provides advice to Council's Audit and Risk Improvement Committee (ARIC). The committee's terms of reference are at **Appendix F**.

Table 3: Committees responsible for overseeing fraud and corruption risk management

Role	Responsibility
Fraud and Corruption Committee	<p>The committee is established to:</p> <ul style="list-style-type: none"> • oversee management of fraud and corruption complaints • monitor and review Council's fraud and corruption risk register • report quarterly to the ARIC on the status of fraud and corruption complaints management • advise the ARIC on improvements to fraud and corruption control arising out of issues raised and recommendations made through the investigation of fraud and corruption complaints, and management of risks relating to fraud and corruption. <p>The Fraud and Corruption Committee comprises:</p> <ul style="list-style-type: none"> • The CEO or delegate (Chair) • Disclosure officers • Complaints Coordinator • Head of Corporate and Legal's fraud and corruption team • Representatives of relevant business areas (i.e. legal, procurement, finance, human resources, IT)
Audit, Risk and Improvement Committee (ARIC)	<p>The ARIC provides independent assurance and assistance to Council on risk management, compliance, control, governance, internal audit, fraud control, strategic plan implementation, organisational performance and improvement, and external accountability responsibilities.</p> <p>The Committee ensures, assesses and advises whether there are adequate and effective systems of internal control in place throughout Council and assists in the implementation of the internal and external audit plans. The Committee also provides information to Council for the purpose of improving Council's performance of its functions.</p>

3.3 Individual compliance with policies and procedures

Council requires council officials to evidence their commitment to acceptable standards of ethical behaviour by acknowledging completion of annual Code of Conduct training.

Council officials are required to declare actual, potential or perceived conflicts of interests and these are recorded at business unit level and in a central register held by the Governance and Risk team. This also occurs throughout the recruitment process. Councillors and designated persons (as defined by clause 4.8 of the Code of Conduct) must routinely submit written returns of interests which are tabled at Council meetings and publicly available as open access information.

Council officials are required to declare any secondary or private employment which is assessed by the council official's line manager prior to a decision to approve or decline the request which, if approved is reviewed annually to ensure currency and relevance.

4 Fraud and Corruption Prevention

Fraud and corruption prevention strategies provide the most cost-effective method of controlling fraud and corruption within Council. Key elements of Council's fraud and corruption prevention strategies include:

- promoting and demonstrating ethical leadership and culture
- Code of Conduct and policies/procedures that promote ethical behaviour and provide sanctions for unethical behaviour
- conducting biennial fraud and corruption risk assessments
- effective prevention systems (internal controls)
- ongoing education and training, particularly to address the potential for individuals to be influenced by bias and rationalisation
- ongoing fraud and corruption awareness among employees, suppliers, and service providers
- vendor due diligence.

Driving a culture of integrity and ethical conduct relies on strong leadership from the Council and managers at all levels to integrate fraud and corruption controls as part of their teams' day-to-day activities. This leadership is necessary to ensure all those subject to this plan are enabled and empowered to take steps to prevent and report fraudulent or corrupt conduct.

The Chief Executive Team is accountable for implementing the plan and embedding fraud and corruption control accountabilities into the business plans and performance agreements of management. Managers will cascade these accountabilities to their units' work plans and staff performance plans.

4.1 Ethical leadership and culture

Strong leadership and an ethical culture which promotes and demonstrates awareness of fraud and corruption risks and effective actions to address them helps protect against fraud and corruption.

Council reinforces its fraud and corruption control message to its staff and service providers through a range of internal measures which include:

- Council and senior management endorsement and role modelling of ethical behaviour
- publishing and promoting Council's policies and procedures on Council's intranet external website managerial accountabilities for conducting fraud and corruption

risk assessments to raise staff awareness of fraud and corruption risks and control

- fraud and corruption awareness training on induction and then at regular intervals
- encouraging staff to report fraud and corruption risk related concerns or issues
- implementing procedures and processes that include preventive and detection controls within business activities to manage fraud and corruption risks
- communicating investigation outcomes to demonstrate that incidences of fraud are treated seriously and appropriately dealt with
- applying the Enterprise Risk and Opportunity Management Framework to adopt risk-based decision making processes.

4.2 Fraud and Corruption Risk Assessments

The NSW Audit Office Fraud Control Improvement Kit states that a 'fraud risk assessment should be conducted when there is a substantial change in the function, structure or activities of an organisation and at least every two years.'

Council is committed to preventing instances of fraud and corruption by undertaking a fraud and corruption risk assessment process at least every two years, to identify the potential fraud and corruption risks across Council, the controls in place to mitigate these risks and to assess the inherent and residual risk rating of each of these risks.

4.3 Prevention systems (internal controls)

This plan does not seek to describe every fraud and corruption prevention system across Council. Management relies on a mix of controls to manage internal and external fraud and corruption risks.

Internal controls implemented by Council include:

- financial delegations of authority
- Conflict of interest management
- segregation of duties
- budgetary controls (eg. periodic reviews by finance etc.)
- financial reconciliations (eg. including accounting statements, bank accounts, credit card transactions etc.)
- transaction reviews (eg. expense reviews, procurement etc.)
- reviews of physical asset inventories
- system access reviews
- IT system controls including appropriate cyber security controls (e.g. limited user access controls, monitoring of specific data sets, monitoring of email usage, restricted USB use etc.)
- procurement procedure and sign-off processes
- vendor due diligence
- pre-employment screening.

Further details of the controls associated with Council-wide fraud and corruption risks are described in the fraud and corruption risk register.

Council undertakes routine monitoring and testing of controls in conjunction with

internal and external audit activities described below, to ensure the ongoing effectiveness of internal controls.

4.4 Fraud and corruption training

Code of Conduct

Council's Code of Conduct eLearning course is reviewed every 12 months to ensure currency and alignment with the Code of Conduct and the plan.

Induction programs raise awareness of Council's position on behaviours, prompt individuals to question their understanding of ethical behaviour and potential biases, and provide information on relevant resources. Annual Code of Conduct refresher training is mandatory.

Council also ensures external committee and panel members are given an induction seminar to outline their Code of Conduct obligations.

Procurement

In addition to the education and awareness programs delivered to staff, specific annual training is provided to staff across all divisions who deal with third parties to ensure transactions meet Council's procurement and conduct standards.

Council's Procurement business unit conducts in-depth procurement training and self- assessments and routinely conducts high-level procurement fundamentals training at employee inductions.

For a further description of training provided to council officials refer to **Appendix D**.

4.5 Fraud and corruption awareness

Staff and contractors

Policies and procedures available to staff on Council's intranet outline staff obligations with respect to ethical behaviour and procedures to support them in managing risk when conducting their activities. These policies are detailed at **Appendix B**.

A dedicated team within the Corporate and Legal division partners with business units across Council, conducting regular workshops to further raise awareness of fraud and corruption issues, including managing conflicts of interest. This team supports staff and Councillors to understand their ethical behaviour obligations, the specific areas of risk where vigilance is required and the consequences of fraudulent and corrupt conduct. If Council has identified areas that may be of concern, workshops are tailored for specific business units.

Suppliers and third parties

The incidence of fraud and corruption can be reduced through education of customers, suppliers and the community about acceptable standards of behaviour expected of Council staff, and of the customers, suppliers and community members that interact with Council. As expectations about standards of behaviour can differ, it is important that Council outlines its expectations to external parties with whom it interacts.

The standards of behaviour expected by Council in business relationships with external parties are outlined in the Statement of Business Ethics. Additional resources include Council's [Procurement Policy](#), Procurement Strategy, Procurement Thresholds and Contract Variation Business Rules.

5 Detection and reporting

Council recognises that no organisation is impervious to incidents of fraud and corruption, however fraudulent and corrupt conduct can be detected through robust internal control systems and mechanisms for recognising deviations from standards. Council has a system of internal controls in place including routine checks of activities, processes, controls and transactions to identify irregularities.

5.1 Reporting Fraud and Corruption

All council officials are subject to the plan and are expected to immediately report any suspected fraud or corruption.

Council's internal reporting process outlines the complaints policy and ongoing education awareness programs. It promotes immediate reporting of instances of fraud or corruption to line managers in the first instance. Where a disclosure is made to one of Council's nominated disclosure officers and it meets the criteria of a public interest disclosure, the discloser is protected from reprisal by Council via the Code of Conduct and the protections afforded by the *NSW Public Interest Disclosure Act 1994*.

The community, through the complaints process is also enabled to report instances of suspected wrongdoing by council officials in line with the complaints management policy.

External agencies such as the Office of Local Government, the NSW Ombudsman and ICAC can take reports from council officials and members of the community about five categories of wrongdoing at local councils. These are disclosures of corrupt conduct, maladministration, government information contravention, and serious and substantial waste of public funds.

Internal and external guidelines for reporting fraud and corruption to Council are published on Council's internet and intranet sites (refer **Appendix E**).

A confidential register of complaints, including alleged fraud and corrupt conduct is maintained by the Corporate and Legal division, and monitored by the Fraud and Corruption Control Committee. The committee provides a report on fraud and corruption to the ARIC. Council policies also identify the nature of suspected fraud and corruption which require reporting to the NSW Police and the Independent Commission Against Corruption, and other external agencies. External notification takes place as required in light of the above legal and policy requirements.

5.2 Public Information and Disclosures Act

Council's [Public Interest Disclosures process](#) provides a mechanism to protect those reporting wrongdoing. If a public official makes a disclosure to a nominated Disclosure Officer, protection may be provided under the Public Interest Disclosures Act 1994 (NSW) (PID Act). Should a person report behaviour that meets the criteria of the PID Act, Council undertakes to protect them from associated reprisal or detrimental action.

The PID Act lists a number of investigating authorities in NSW that can receive reports of wrongdoing and the categories of wrongdoing each authority can deal with. Refer to **Appendix E**.

5.3 Internal Audit

Internal audits provide advice and guidance on the design and effectiveness of internal controls established by management, including those to prevent and detect fraud and corruption. Additionally, internal audit can assist management to develop fraud and corruption prevention and monitoring strategies.

Council's internal audit function undertakes proactive audits that provide an independent and objective review and advisory mechanism to:

- provide assurance that the financial and operational controls designed to manage Council's risk objectives are operating in an efficient, effective and ethical manner
- assist management in improving Council's business performance.

Internal audit activity, including the status of implementation of internal audit recommendations by management, is reported to the CEO and ARIC.

The internal audit program is responsible for providing recommendations to Council in respect of controls aimed to prevent, detect and respond to fraudulent and corrupt conduct including assigning individuals or business units with timeframes for response. All fraud and corruption related findings are communicated to the Fraud and Corruption Committee, the CEO and ARIC.

5.4 External Audit

Council is subject to annual performance and financial audits through the Audit Office of NSW, as mandated under the Public Finance and Audit Act 1983 NSW.

External audits undertaken by the NSW Audit Office or its nominated provider assist prevention and detection of fraud and corruption by implementing auditing procedures to:

- detect material misstatements resulting from misappropriation of assets or fraudulent financial reporting
- report to Parliament on the performance of entities administering government programs.

Additionally, the NSW Audit Office or its nominated provider is responsible for assessing key aspects of an entity's fraud control arrangements to effectively prevent, detect and respond to fraud.

6 Response

Despite Council's implementation of prevention mechanisms for detecting fraud and corruption, it is conceivable that incidents of fraud and corruption will occur. Effective response demonstrates that Council takes its responsibilities seriously in line with its zero tolerance approach to fraud and corruption and its commitment to the Code of Conduct.

Council's response to allegations includes assessment to determine the validity of allegations, and where fraud and corruption is substantiated, investigation, disciplinary action and restitution. Where disclosers have provided their details, they will receive feedback, to the extent possible, on Council's response to the issue.

6.1 External referral

External agencies such as the Office of Local Government, the NSW Ombudsman and ICAC can take reports from Council Officials and members of the community of wrongdoing at local councils. These agencies may refer reports to Council to investigate, or they may investigate themselves.

Council cooperates with these agencies to investigate reports of wrongdoing and implement any recommendations made to improve its fraud and corruption controls.

The CEO has a responsibility under section 11 of the Independent Commission

Against Corruption Act 1988 NSW to report to ICAC any matter that is suspected on reasonable grounds to concern, or may concern, corrupt conduct.

6.2 Investigation

Council is committed to providing the resources required to ensure that instances of suspected fraud or corrupt conduct are thoroughly investigated and reported.

All investigations undertaken by the Council will adhere to the following principles:

- confidentiality
- procedural fairness
- impartiality and independence.

Internally investigated matters

Where a matter can be internally investigated, Council complaint consultants will conduct fraud and corruption investigations in line with the relevant legislation.

Council will ensure its complaint consultants commit to continuing professional development so that they are aware of current fraud and corruption trends and issues. Ongoing formal training courses will be provided to maintain their knowledge of current better practice.

Conduct Review Panel

If the matter is determined to be a Code of Conduct complaint in accordance with the procedures for administration of the Code of Conduct.

Externally investigated matters

In addition to external agencies investigating reports about Council according to their own criteria, if the complexity or sensitivity of a matter is considered beyond the scope of Council's internal staff or where the qualifications or experience of Council's Conduct Review Panel is inadequate, Council will procure the services of suitably qualified independent investigators.

6.3 Response action

Should an allegation of fraud and corruption be substantiated, Council commits to taking action commensurate with the severity of the circumstances.

Disciplinary proceedings

Disciplinary action will be taken in accordance with the Local Government Act 1993, Council's Code of Conduct, and/or other Human Resources policies, guidelines and requirements.

Referral to relevant authorities

Under section 462 of the Local Government Act 1993 NSW, the CEO may refer a complaint for investigation to an authority, including the:

- NSW Ombudsman
- Independent Commission Against Corruption
- NSW Police.

Where the CEO reasonably believes that a council official has committed a criminal

offence, the matter will be referred to NSW Police.

Debt recoveries

Council has a formal process for deciding upon recovery actions including assessing the costs of recovery against the expected value of the recovery and the deterrent value of recovery action.

It is the expectation of Council that line managers are responsible for fraud and corruption control by allocating any unrecoverable losses suffered to the business unit or department concerned.

Insurance

Council's insurance policy may provide cover where there is a financial loss sustained through fraudulent or corrupt activity.

Council will review insurance cover annually to ensure the fraud risks facing Council are adequately covered.

Appendix A – List of relevant Acts and Standards

Relevant Acts and Standards:

- Independent Commission Against Corruption Act 1998 (NSW)
- Local Government Act 1993 (NSW)
- Ombudsman Act 1974 (NSW)
- Public Finance and Audit Act 1983 NSW
- Public Interest Disclosure Act 1994 (NSW)
- NSW Audit Office's Fraud Control Improvement Kit 2015
- Australian Standard AS8001-2008 Fraud and Corruption Control

Appendix B – List of Northern Beaches Council Policies and Procedures

Council Document	Document Owner
Recruitment and Selection Operational Policy	Executive Manager – Human Resources
Access to Information Policy	Chief Information Officer
Australian Copyright Act Compliance – Libraries	Executive Manager - Library Services
Cash Handling & Receipting Guidelines & Operating Procedures	Executive Manager - Customer Service
Code of Conduct	Chief Executive Officer
Code of Conduct – Administration Procedures	Director, Corporate & Legal
Code of Meeting Practice	Executive Manager - Governance & Risk
Community Strategic Plan	
Complaints Management Policy	Director, Corporate & Legal
Compliance and Enforcement Guidelines	Director Planning & Place
Councillor Expenses and Facilities Policy	Director, Corporate & Legal
Daily Cash Reconciliation Instruction – Aquatic Centres	Executive Manager - Recreation Business
Delegations of Authority	Chief Executive Officer
Development Control Plans (DCP)	
Enterprise Risk and Opportunity Management Framework	Executive Manager - Governance & Risk
Enterprise Risk Management Policy	Executive Manager - Governance & Risk
Flexible Working Hours Policy and Guidelines	Executive Manager – Human Resources

Council Document	Document Owner
Legislative Compliance Policy	Executive Manager – Human Resources
Local Environment Plans (LEPs)	
Management of conflicts of interest (Development Assessments) – Guide for consistence	Executive Manager - Development Assessment
Privacy Policy	Chief Information Officer
Procurement Manual	Manager Procurement
Procurement Policy	Manager Procurement
Procurement Strategy	Manager Procurement
Procurement Thresholds	Manager Procurement
Public Interest Disclosures (PID) Internal Reporting Policy	Chief Executive Officer
Records Management Policy	Chief Information Officer
Related Parties Disclosure Operational Policy	Chief Financial Officer
Risk and Opportunity Assessment Guidelines	Executive Manager - Governance & Risk
Secondary Employment Policy	Executive Manager - Human Resources
Statement of Business Ethics	Director, Corporate & Legal Services
Voluntary Redundancy and Redeployment Protocols	Executive Manager - Human Resources
WHSE Incident Management	Manager WHS & WC
Work Health and Safety Policy	Manager WHS & WC
Work from Home Policy and Agreement	Executive Manager – Human Resources

Appendix C – Examples of fraud and corruption

Common types of internal fraud include:

- theft or misuse of tangible assets (cash, stationery, smart phones, tablets, computer and computer-related software) by employees
- entitlements (e.g. expenses, leave, travel allowances or attendance records)
- theft or misuse of intellectual property or other confidential information (including funding proposals, procurement information, personal records)
- release or use of misleading information for the purposes of deceiving, misleading or to hide wrongdoing
- false invoicing
- credit card and other payments fraud
- receiving bribes or improper payments
- misuse of position by employees to gain some form of financial or non-financial benefit (corruption).

Examples of external fraud include:

- theft or misuse of tangible assets such as plant / equipment
- false reporting on the expenditure of funding and falsifying funding applications to receive payments from government programs that they are knowingly not eligible for
- falsifying data in relation to participants engaged in funded activities
- external service providers making claims for services that were not provided, converting funded assets to personal use or misappropriating cash payments for personal use.

Waste can take many forms, for example:

- misappropriation or misuse of public property
- purchase of unnecessary or inappropriate goods and services
- incurring costs which might otherwise have been avoided
- programs not achieving their objectives and therefore the costs being clearly ineffective and inefficient.

Waste can result from such things as:

- the absence of appropriate safeguards to prevent the theft or misuse of public property
- purchasing procedures and practices which fail to ensure that goods and services are necessary and adequate for their intended purpose
- purchasing practices where the lowest price is not obtained for comparable goods or services.

Appendix D – Council fraud and corruption training schedule

Training name	Topics	Audience	Occurrence
<i>Code of conduct</i>	<p>The eLearning covers:</p> <ul style="list-style-type: none"> • Why we have a Code • Who the Code applies to • The consequences of misconduct • The behaviours that comply with the Code • Managing conflicts of Interest • Gifts and Benefits • Use of Council Information • Misconduct • Public Interest Disclosures • Bullying and Harassment 	All staff	<p>Council wide rollout 2018-2019</p> <p>All new staff on induction</p> <p>All new external committee members at induction</p> <p>Annual refresher</p>
Procurement in Local Government training	<p>The training covers:</p> <ul style="list-style-type: none"> • procurement awareness • probity in procurement • corruption prevention in procurement and contract management • procurement for local government, and • fundamentals of contract law. 	Council Officials that deal with third party vendors	Annually

Appendix E – Reporting Fraud and Corruption

A staff member who suspects that fraudulent activity is occurring should observe the following steps:

1. **Note observations:**
 - do not jump to conclusions
 - carefully observe and note the suspected conduct
 - document your own actions
 - keep any documents as possible evidence and do not alter them, eg. by marking, and ensure they are stored securely.
2. **Report concerns:**
 - to your line manager or a Disclosure Officer who is available to provide advice on a confidential basis.
3. **Inform only those who need to know:**
 - to prevent possible destruction of evidence by those involved in the fraud
 - as protection against any pressure from those at the centre of the allegations.
4. **Maintain confidentiality:**
 - to protect the rights of a person suspected of fraudulent activity who may in fact be innocent.

A report of wrongdoing can be made in writing or verbally:

- to your line supervisor or manager
- to a Disclosure Officer – as listed on the [Public Interest Disclosure intranet page](#)
- via the online [Staff and Service Complaint Form](#)

Additionally, the following external agencies are able to provide advice or take reports of wrongdoing at Local Councils:

Independent Commission Against Corruption (ICAC) – about alleged corruption

(ICAC) Telephone: 1800 463 909
Address: GPO Box 500, Sydney NSW 2001
Email: icac@icac.nsw.gov.au

Office of Local Government – about serious and substantial waste

Telephone: (02) 4428 4100
Email: olg@olg.gov.au

NSW Ombudsman – about alleged maladministration

Telephone: (02) 9286 1000
Email: nswombo@ombo.nsw.gov.au

Information and Privacy Commission NSW – about alleged information breaches

Telephone: 1800 472 679
Email: ipcinfo@ipc.nsw.gov.au

Appendix F - Fraud and Corruption Committee Terms of Reference



Fraud and Corruption Committee

Terms of Reference

1. NAME

Fraud and Corruption Committee

2. DEFINITIONS

Act means the *Local Government Act 1993* (NSW).

Code of Conduct means Council's code of conduct, adapted from the model code of conduct prescribed for the purposes of section 440 of the Act.

Committee means the Fraud and Corruption Committee.

ARIC means Council's Audit and Risk Improvement Committee.

3. PURPOSE

The committee is established to:

- oversee management of fraud and corruption complaints
- monitor and review Council's fraud and corruption risk register
- report quarterly to the Audit and Risk Improvement Committee (ARIC) on the status of fraud and corruption complaints management
- advise the ARIC on improvements to fraud and corruption control arising out of issues raised and recommendations made through the investigation of fraud and corruption complaints, and management of risks relating to fraud and corruption.

4. MEMBERSHIP

Membership of the Committee comprises of up to 6 members comprising:

- the CEO or delegate (Chair)
- Disclosures Coordinator
- Complaints Manager
- Head of Corporate and Legal's fraud and corruption control team
- Representatives of relevant business units as appropriate and as determined by the Chair.

5. TERM OF OFFICE

The Term of Office of a member of the Committee is ongoing, except for representatives of business units invited to the committee for particular periods as determined by the Chair.

6. SUPPORT PROVIDED

A member of Corporate and Legal's fraud and corruption control team will co-ordinate the management of fraud and corruption complaints, liaise with and provide administrative support to committee members, and carry out such other functions as are determined by the committee .

Corporate and Legal's fraud and corruption control team is responsible for managing the committee and will be the main point of contact for members on committee related matters. Specialist staff in related areas will be available to provide expertise.

7. FUNCTIONS AND RESPONSIBILITIES

- a) The committee is required to review fraud and corruption complaints referred to it by the Head of Corporate and Legal's fraud and corruption control team, via the complaints register.
- b) The committee must assess whether the process of managing and responding to fraud and

corruption complaints is adequate and appropriate, in the context of the requirements of the Acts, standards and policies referred to in Council's Fraud and Corruption Control Plan.

- c) The committee will advise the ARIC on improvements to fraud and corruption control arising out of issues raised and recommendations made through the investigation of fraud and corruption complaints, and the management of risks relating to fraud and corruption.

8 TIMETABLE FOR MEETINGS

- a) The committee is to meet at least quarterly, prior to meetings of the Audit and Risk Improvement Committee (ARIC) so that the committee can provide a report to the ARIC on the status of fraud and corruption issues and reports.
- b) A meeting will be limited to a maximum of two (2) hours duration unless the committee resolves to extend the meeting to a particular time or until the completion of business.
- c) The schedule of meeting dates and venues will be provided to the members in advance and an agenda will be provided prior to meeting.
- d) Extraordinary meetings may be called at the discretion of the Chair or by two other members.

9 ATTENDANCE AT MEETINGS

- a) All members are expected to attend the meetings, or otherwise tender their apologies to either the Chair or committee secretariat.
- b) Where the committee is discussing a complaint which may be about a member of the committee, the committee may meet without that member in attendance (this includes a complaint which may be about the CEO).

10 MEETING PRACTICES AND PROCEDURES

- a) The committee secretariat (supplied by the Complaints Manager) will ensure that each meeting is properly recorded in minutes.
- b) The committee has no delegations but is required to provide a report or recommendations to the ARIC.
- c) The quorum for each meeting will be one half plus the Chair (or delegate). If a quorum is not present within 30 minutes within the commencement time of the meeting, it will become an informal meeting with no recommendations or decisions made.
- d) The CEO is the Chair of the committee or their nominated delegate.
- e) If the Chair cannot attend a meeting (see 9b above) the committee may nominate another member to chair the meeting.
- f) The Chair directs the progress of the committee meeting. Subject to any determination by the Chair, each item is to be dealt with in the order in which it appears on the agenda.
- g) The Chair's role is to facilitate the conduct of the meetings and ensure the committee focuses on its primary goal and objectives.
- h) This committee is advisory in purpose and should have the intention of reaching consensus when endorsing items and recommendations. It has no authority to make decisions on behalf of Council.

11 CONDUCT AT MEETINGS

- a) Members shall act in a professional and ethical manner with the information they obtain.

- b) Members must respect each other and work together to create an open and trusting atmosphere. The group requires openness and honesty in order to function well and members should feel free to express their opinions and views without fear of recrimination.
- c) Conflicts of Interest: members will be requested to disclose any conflicts of interest.
- d) Confidentiality and Privacy: Members may have contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

12. COUNCIL VALUES

All members of the committee are expected to observe Northern Beaches Council Values outlined below:

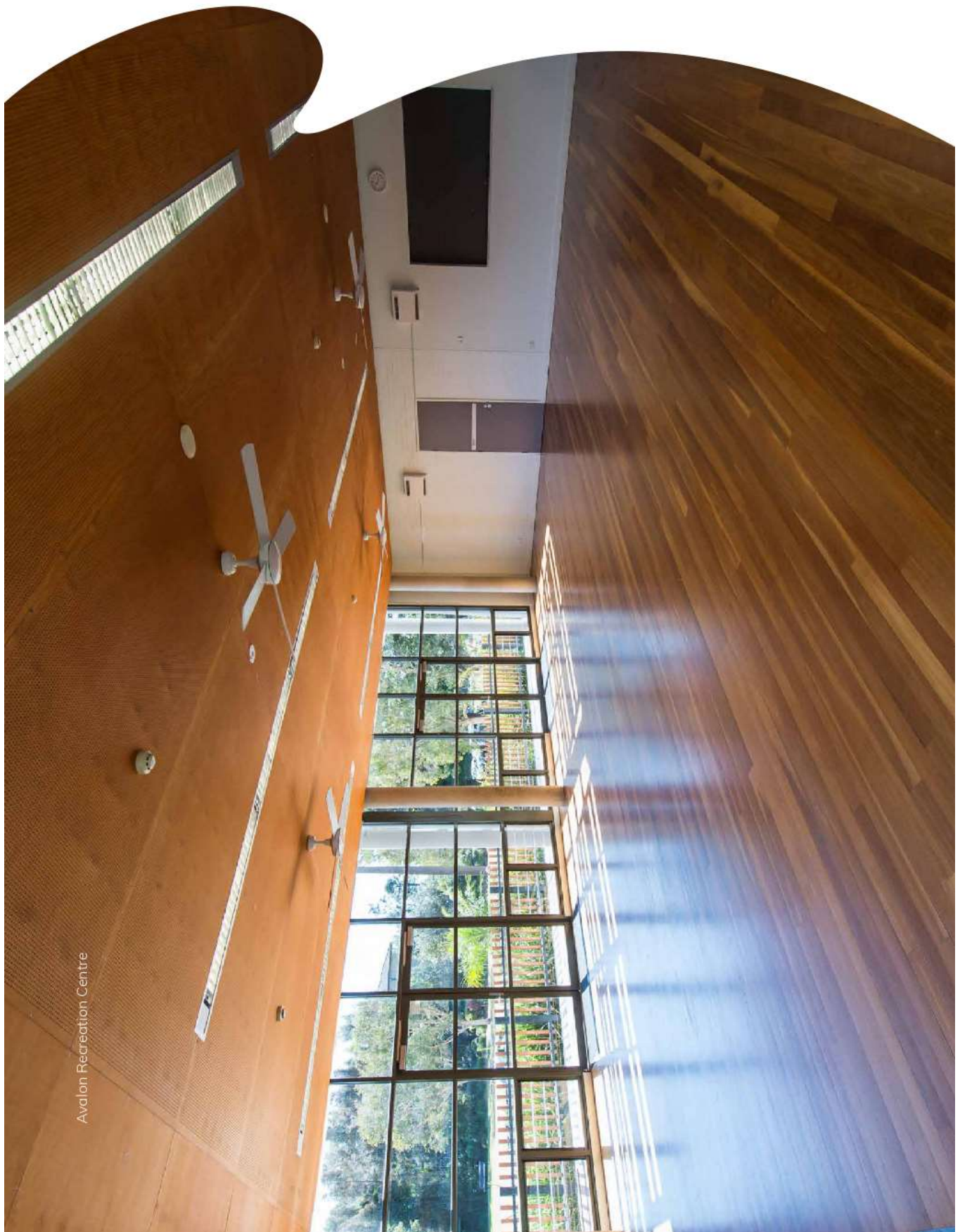
- **Trust:** Because being open brings out our best.
- **Integrity:** Because we are proud to doing what we say.
- **Teamwork:** Because working together delivers.
- **Service:** Because we care as custodians for the community.
- **Respect:** Because valuing everyone is how we make a difference.
- **Leadership:** Because everyone has a leading role.

13. NEXT REVIEW DATE

- These Terms of Reference will be reviewed with the Fraud and Corruption Control Policy and Plan every two (2) years.



Northern Beaches Community Centres Strategy (Draft)



Avalon Recreation Centre

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Document prepared in consultation with TAP CONSULTING.
PO BOX 1714, Capdlaba, QLD 4157

We acknowledge the traditional owners of this land and elders past and present. We recognise Aboriginal people as the original custodians of the Northern Beaches.



Message from the Mayor

Our community centres bring people together, creating connections and helping to build a stronger Northern Beaches community.



We are proud to provide 37 community centres across our local area and our vision for all our centres is for safe, welcoming, inclusive, accessible and affordable public spaces for the whole community.

With so many activities and programs available at our centres including art classes, exercise classes, youth and senior programs as well as a space for community support meetings, early education for special needs children and private functions, there is always a high demand.

The community centres also provide meeting places that address social isolation for some members of our community and encourage opportunities for healthy and creative activities.

I want to thank our local community who helped shape the 20-year Community Centre Strategy.

We have listened to what you believed was working and where there were gaps. We have also heard what you want to see in the future and this Strategy captures your valuable feedback. It will now serve as Council's management framework for our community centres across the Northern Beaches.

I look forward to seeing you in one of our centres soon.



Michael Regan, Mayor

1. Summary

The Northern Beaches Community Centres Strategy (the Strategy) outlines our vision for a network of multipurpose centres that are attractive and vibrant spaces for our community. At the core of this is accessibility, with good connections to public transport and affordable rates for hire. Council is committed to delivering inclusive community centres that embrace diversity and are available and inviting to all ages, cultures and abilities.

The Strategy brings together information from various key sources to investigate the current state, identify opportunities and challenges, and outline key future directions for the community centres on the Northern Beaches. A comprehensive literature review, demographic analysis, and a full assessment of all existing community centres was undertaken. A benchmark analysis also identified the current and future gaps in the provision of community centre floor space on the Northern Beaches. To ensure that the directions meet community needs and expectations,

stakeholders were asked for their feedback using surveys, interviews and focus groups to investigate their perception of current and future needs and priorities.

The Strategy has identified gaps in the availability of community centre space now and in the future throughout the Local Government Area (LGA).

The Strategy highlights a need for the provision of multipurpose community centres, particularly at a district/sub-regional level, with a focus on the co-location and integration of services and facilities,

for improved accessibility and social participation. Strategic Directions include major refurbishments and the provision of new multipurpose community centres as part of a holistic network of centres that work together to meet a range of community needs across the Northern Beaches.

The Strategy also identifies opportunities, such as working closely with organisations that lease Council owned buildings to close the gap in provision of multipurpose space across the area.



2. Vision Statement

Northern Beaches Council Community Centres are safe, welcoming, inclusive, accessible and affordable public spaces for the whole community. They are vibrant modern facilities that support and enable programs that provide diverse opportunities for a rich social and cultural life, encouraging good health, social interaction, creativity and learning.



2.1. What is a Community Centre?

For this Strategy, community centres are indoor spaces hired by the community for regular or one-off events and activities. These spaces are multi-use, multi-purpose and accessible to the public. They provide spaces for social, creative, educational and recreational activities and health and/or support services for the community.

Council manages other facilities that are available for hire but are not multipurpose in nature and not included in this Strategy. This includes the Creative Space, Curl Curl, meeting rooms in libraries and sports club buildings.

2.2. Why do we need a Strategy?

The Community Centre Strategy for the Northern Beaches is a strategic document intended to inform and assist the planning and provision of community centres. The Strategy will:

- clearly articulate the value that community centres bring to community cohesion, connections and wellbeing
- provide an evidence-based framework and guide for the future planning, provision and investment in Council owned community centres over the next 20 years
- enable Council to set priorities and recommendations for future community centre development based on strong evidence and analysis that can support business cases
- provide a strong basis from which to advocate/lobby state and federal governments for funding and grants
- position Council to pursue collaborative partnerships with other levels of government, the private sector and community groups
- enable Council to maximise the benefits from its existing investments in community infrastructure assets
- provide a consistent organisation wide approach, which will result in closer integration of service planning, capital works programming and asset management
- inform Council's planning policies (e.g. Local Strategic Planning Statement and Local Environmental plans) for future development and better service delivery within the LGA.



North Balgowlagh Community Centre

2.3. Strategic Context

State Context

The New South Wales government introduced the Greater Sydney Region Plan:

A Metropolis of Three Cities in 2018 to set a 40-year vision for Greater Sydney. The plan aligns land use, transport and infrastructure planning to reshape Greater Sydney as three connected cities.

District Plans, including a North District Plan, will manage and guide implementation of this vision over the next 20 years.

Northern Beaches Local Context

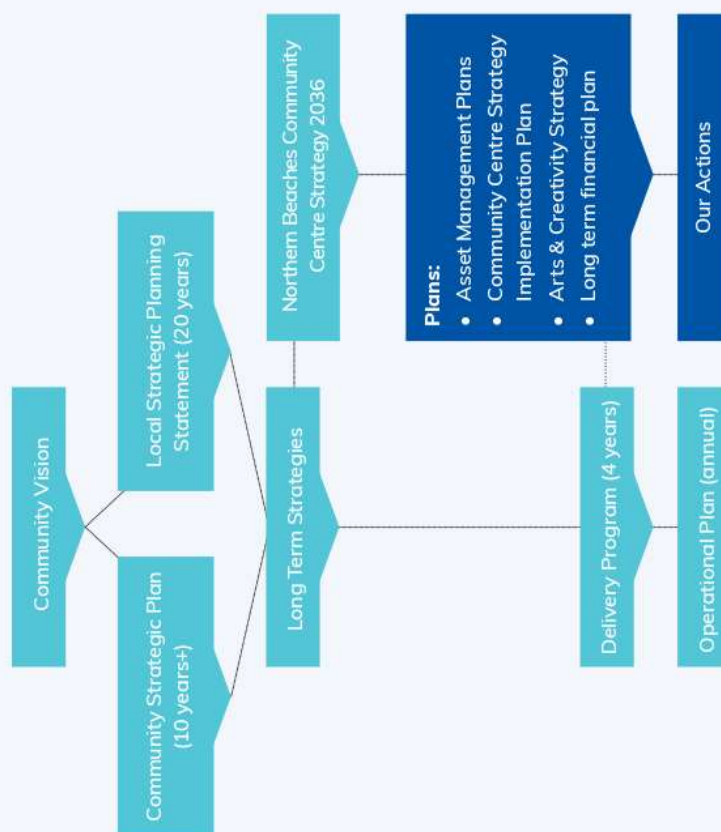
The North District Plan informs Northern Beaches Council Local Strategic Planning Statements and Local Environmental Plans, the assessment of planning proposals as well as community strategic plans and policies. Northern Beaches Council has released its Community Strategic Plan (CSP) – Shape 2018 – providing the overarching strategic direction for Council and the community for the next ten years.

The community centre vision is aligned with the CSP strategic community outcomes:

Places for people – We aspire to create welcoming, accessible and affordable private and public places that foster good health and social interaction

Community and Belonging – We aspire to care for everyone in the community, making sure that people feel safe, supported, included and have diverse opportunities for a rich cultural and social life.

Northern Beaches Council - Plan Structure



Ethos Urban, Frenchs Forest Social Infrastructure Study, Northern Beaches Council, 2019:

“ Northern Beaches Council plays a key role in providing social infrastructure to support and sustain liveability, community health, wellbeing and participation. Community facilities....provide places and spaces for people to meet, connect, create and learn. They also provide an important touchpoint for Council to connect with the community through the delivery of services and amenities.”



3. Background

Cities worldwide, including large local government areas (LGA) such as the Northern Beaches, are in a process of transformation as they adapt to increasing globalisation and changing economic conditions.

The Northern Beaches community is changing with new development earmarked for the peninsula (Dee Why, Brookvale and Frenchs Forest) driven by growth and demographic change. As a community, we are still coming to terms with what these global trends mean for the local community, and how to plan most effectively for emerging community needs in a diverse and changing environment. The level of growth and change will have a direct impact on the community's needs and expectations for services and facilities now and into the future.

Council owns a large number of buildings (including the 37 community centres) across the Northern Beaches, which it has acquired and built at various times over the past century.

The former Councils built the majority of the centres prior to amalgamation (Warringah, Manly and Pittwater) in response to the needs of and in conjunction with community groups. There are significant variances in the condition of centres. Some of these buildings are no longer able to respond to contemporary needs, activities, and population changes due to the increasing level of maintenance required.

3.1. The Value of Community Centres

Community Centres on the Northern Beaches contribute to the wellbeing of the community.

Community centres provide space for activities that support social connectedness, reduce loneliness and increase physical activity. These activities result in improved general health, mental health, personal and social well-being for all in the community. The variety of opportunities include group activities, social support, public meetings, health and wellbeing classes, private family functions, education, sport, art and many other activities. The community centres are increasingly of value to all in the community as the demographic profiles change; we become an increasingly older population and as more housing becomes medium to high density.

On the Northern Beaches people from all socio-economic levels value community space in their local and wider community. An example of this is senior's participating in social, health and learning activities, as possibly the largest demographic age group who attend community centre activities.

The outcomes of seniors' involvement in community centre activities include improved mental and physical wellbeing, reducing social isolation, and providing opportunities for friendship and support following retirement.

Cultural groups have a need for community space to hold celebrations specific to their family and cultural needs. A common request from some of the Northern Beaches cultural groups is for large and affordable venues in central locations to hold their unique events. These events are crucial to maintaining the social and cultural fabric of their community.

As people are increasingly living in medium to high-density accommodation, there is an increased need for space to hold family celebrations, especially children's parties as an affordable indoor/outdoor option.



Community centres reflect history, heritage and cultural stories of the Northern Beaches

On the Northern Beaches, each individual community centre has its own unique origin and history, reflecting the cultural heritage arising from community needs and societal changes of the area.

These stories and history are highly valued by the community, particularly long-term users of the Centres. To these residents, these are not just buildings, they are places that they feel connected to.

Highly valued stories that relate to the centres include:

- The Harbord Literary Institute is a heritage building, opening in 1918. Its origins are as a 'Literary Institute' and as a place for locals to meet and socialise. Today it continues to operate as a well-loved community centre and still has a community library and a community kindergarten along with many other uses.
- Oxford Falls Peace Park was up until 1984 a 'one teacher school house' later becoming a consecrated 'Peace Park' in commemoration of the Hiroshima/Nagasaki atom bombs.
- The Tramshed Arts & Community Centre was so named after the tram line. Narrabeen was the 'terminus' from 1913 to 1939 where the trams finished and turned around for the return journey, with the heritage Tram shelter still in use as a bus stop today.
- Manly Seniors Centre houses the Manly Seniors Club, who celebrated their 60th anniversary in 2018. Today it is a multi-use community centre, with the Senior's still a large and active Club.
- The Avalon Annexe was an unused scout hall, converted into a community hall, as additional space needed adjacent to the Avalon Recreation Centre.
- Seaforth Village Community Centre is part of the original Seaforth TAFE building and was renovated for community use as part of a bigger project for aged care, opening in 2017.
- Ted Blackwood Centre was purchased for \$1 from the Narrabeen RSL. It was cut into three pieces to be transported by road to its current location.
- Collaroy Swim Club Community Centre was the original room used by the Collaroy Men's and Women's Swimming Clubs, established in 1945. The Collaroy Swimming Club is still an active club and part of this multi-use space.

4. How was the Community Centre Strategy Developed?

The Strategy investigates the current state and plans for the future of community centres. The Community Centre Strategy brings together critical information from the following primary sources of data developed for this project:

- Benchmarking analysis, in terms of floor space (Gross Floor Area) available for multi-purpose community centres and current and future gaps
- Consultation Summary Report, incorporating results of the survey of regular hirers, public survey and telephone survey, internal Council interviews and community focus groups.

The consultation engaged both internal (Council) and external stakeholders, and their feedback formed the vision, principles and desired outcomes for community centres. The engagement helped identify current capacity, demand, and subsequent gaps in community centre provision, by examining stakeholder perceptions of future needs and priorities. The engagement took place between August and October 2018, and involved 649 stakeholders.

Community Survey:

- Telephone survey capturing wider community input (407)
- Regular hirers survey (110)
- Wider community survey, through YourSay Northern Beaches Council (85)

External consultation included workshops and interviews with key demographic groups:

- Family and children
- Seniors and people with disability
- Multicultural
- Indigenous
- Youth Advisory Group
- Community and Belonging Strategic Reference Group

Verification workshops were held with the Community and Belonging Strategic Reference Group and internal business units from Council.

Five community information stalls were held at key areas, to engage with as many in the wider community as possible.



5. Our Current State

5.1. Who are we?

The estimated resident population of the Northern Beaches Council area is projected to grow from around 265,468 people in 2016, to about 297,958, an increase of 32,490 by 2036 (SGS Economics and Planning, 2019).

Community infrastructure needs to adapt as the community grows and demographic profiles and social trends change. Population growth will have implications on the type, location and delivery of future community centres across the region. In addition to filling any existing gaps in community centre provision, future models of delivery such as co-location, expansion and/or consolidation of existing community centres will need to respond to the changing demographic needs. The growth in population will put pressure on existing centres to provide sufficient spaces for the existing population, and points to the need to expand the community centre network in the future, to respond to existing and changing demographic characteristics.

Snapshot of our community and key social trends	Implications for community centres
A growing population	There will be increased demand for multipurpose community facilities that are accessible and connected through physically and locational access and geographical and technological connectivity
An increasingly ageing population	Community facilities need to be accessible to all, balancing the needs of older residents with the broader community
A family orientated community, with a high proportion of families with children now and into the future	Spaces and places to gather, hold family functions, birthday parties and activities are becoming more important, especially for families with young children
Becoming more diverse, but less multi-cultural than Greater Sydney	As the community becomes more diverse, it is important that the centres are accommodating to differing cultural groups, who often require such venues for larger cultural events.
A socially advantaged area, with small pockets of disadvantage	Regardless of socio economic status, community centres are vital for reducing social isolation and enhancing social connectedness and interaction for all in the community
Relatively self-contained economy within the majority of people employed locally	High self containment means that residents are more likely to utilise social infrastructure within the LGA
Major infrastructure delivery for a more connected place, with the B Line and proposed East West bus route.	The location of community centres needs to be within close proximity to regular transport routes, with the increasing number of people using public transport



Northern Beaches Community Centre Strategy (Draft) 17

5.2. Existing Community Centres

5.2.1. Council Managed Centres

There are 37 Council owned and managed multi-use community centres on the Northern Beaches (refer to Appendix B for a list of facilities):

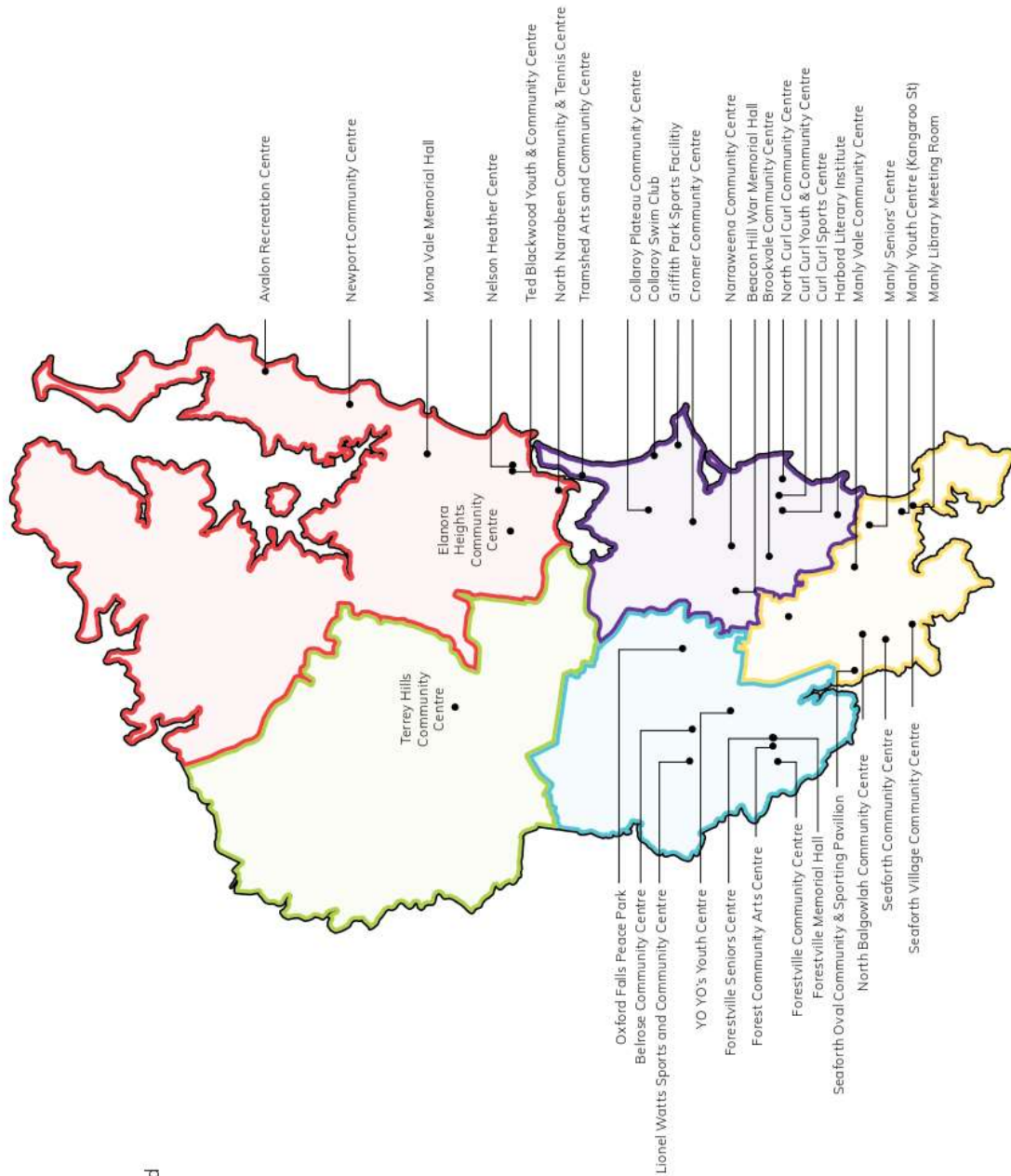
- six larger community centres that service one or more planning areas
- thirty-one smaller local centres that service the local immediate community.

The spaces are multi-use, multi-purpose and accessible to the public, and provide spaces for social, creative, educational and recreational activities and health and/or support services for the community.

The centres vary in age, condition and size, with the majority built in the 1960's and 1970's. They are located along the coast from Manly to Avalon, and reaching westwards from Allambie to Forestville and Terrey Hills. The majority have just one hall, with a few having a number of spaces in the one complex, such as Cromer Community Centre, Tramshed Arts & Community Centre and Avalon Recreation Centre.

Some spaces are more suitable for indoor sport, dance and exercise activities or for art classes. Others have an attached, enclosed play area and are in demand for playgroups and children's parties.

Figure 1. Existing Council managed
community centres



5.2.2. Non-Council Managed Centres

Northern Beaches Council owns several community facilities managed and directly hired out by other providers; including surf club pavilions, scout and guide halls, swim clubs and bowling clubs (refer to Appendix C for a list of facilities).

Anecdotal evidence suggests that there are often difficulties for the broader community to access these facilities due to lease arrangements and high use by the key user groups. However, this does provide great opportunity for increased community centre space

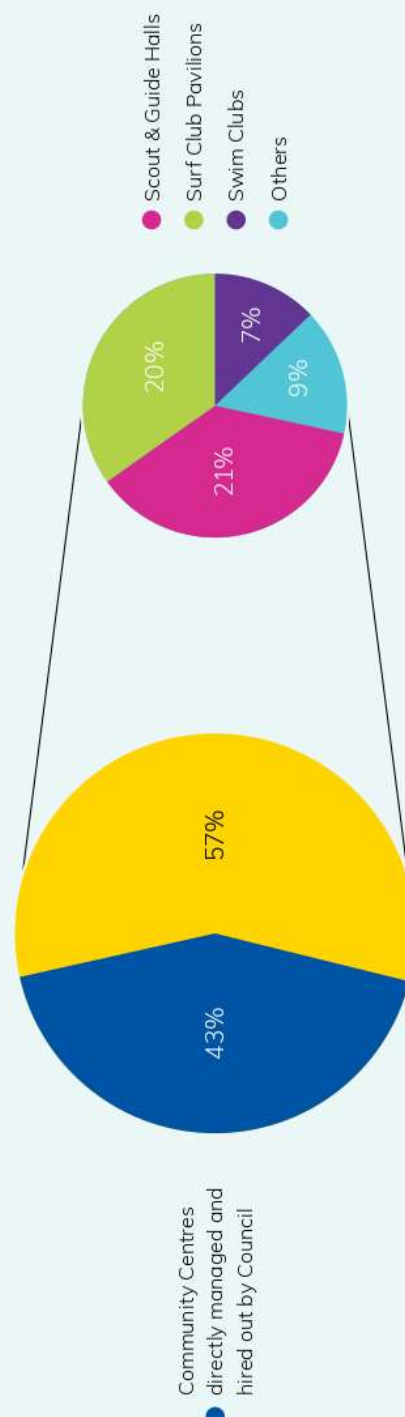
and further investigation is required to review this portfolio of facilities, including developing leasing and management frameworks to maximise floor space available for the community.

There are many other community spaces on the Northern Beaches that are not Council owned. These include school halls, churches and other private venues. It is important to note that these facilities have a role to play in servicing the community. Again, there are some challenges

to accessing these non-Council facilities, including cost and willingness of providers to allow access during peak times. New school halls built under the Federal Government's Nation Building Economic Stimulus have a policy requirement to make school facilities available for use by the community outside school hours. A report by NSW Audit Office (2017) found that sharing facilities is not consistent. Department of Education is currently implementing strategies to improve access to these facilities.

Figure 2. Existing Council owned community facilities, showing approximately 57% of the facilities (in yellow) are not directly hired out by Council.

Council Owned Community Facilities



6. Needs Analysis

A needs analysis identifies the gaps and challenges of the existing community centres in the Northern Beaches LGA.

6.1. What you told us

- Community centres need to be well located, near or on public transport and near a central hub such as shopping centres and library
- the centres need to be welcoming and modern
- they need to be accessible and available to all, and cater to all needs in the community
- the community want the centres to be affordable, clean and well maintained, quality facilities
- flexible spaces that can be used for a variety of purposes to suit different needs
- well designed facilities that have equitable use

6.2. Benchmark Assessment of Community Centre Space

This Strategy utilises floor space as the method for determining benchmark assessment. There are no consistent accepted benchmarks for community centres in Australia. Due to this inconsistency, we have applied two benchmarking methodologies to the current and future provision of community space. It should also be noted that in each of these a 'weighting' of available Gross Floor Area (GFA) has been calculated at our current centres, as groups such as pre-schools exclusively use some centres for a certain amount of time.

Recent studies have established guidelines for community centre provision, based on research comparisons from other LGAs. Recent work undertaken for the Frenchs Forest Precinct found that approximately 80sqm per 1,000 people is considered a suitable benchmark. This benchmark has also been used by eight similar LGAs - Playford, Penrith, Blacktown, Hills Shire, Liverpool, Maitland, Ku-ring-gai, Camden - and included council facilities only.

Using this benchmark:

- The total GFA of community centre space (Council managed) for multi-use in the Northern Beaches LGA is 14,266sqm which equates to 53.7 square metres per 1,000 people (based on a 2016 population of 265,468).
- Based on existing and anticipated population growth, there are community centre shortfall/gaps for each local planning area (refer to Appendix D for full detail):
- existing shortfall/gap in community centre space that is Council managed is 6,971 sqm.
- by 2036, the shortfall/gap in community centre space that is Council managed will be 9,571sqm.

Another method of benchmarking that is often used is the identification of the number of facilities that are required by population size:

Category	Target provision	Guide for floorspace	Target Northern Beaches provision 2036	Current Northern Beaches provision
Integrated multi-purpose facility	Minimum 1 per approx. 20,000-30,000 residents	Minimum floorspace 2,000 sq metres, increasing with the size of catchment population	10	1
Local community facilities	3 to 4 per approx. 20,000 to 30,000 residents	250 – 500 sq metres per facility	30 - 40	36

Based on the benchmark tool used above, the main gap is in the provision of integrated multipurpose facilities with floor space of 2,000 or more square metres. Whilst this gap is large when using this tool, it must be recognised that the Northern Beaches has five facilities that are between 700 and 1200 sq meters in floor space that may address some of the gap in provision. These have been categorised as District facilities in the Network approach, section 7.2.

The two different benchmark methodologies have identified similar gaps in floor space provision across the Northern Beaches. Both identify a lack of large integrated multipurpose community facilities.

When developing strategies and action plans to address this gap, it is important to recognise that benchmarks are not a one size fits all tool. They are a guiding tool and should be only one aspect of the decision making process.

Other relevant considerations in determining community needs are:

- the Northern Beaches geographically large area, with uneven population distribution across catchments
- population density and geographical barriers such as major roads and large bushland areas
- the quality and utilisation of community centres, with the condition and fit for purpose of each facility a major determinant of demand and ability to meet future needs



“ (We need) a place which is available to all people and provide a range of functions, for the wider community ”

“ ... Community Centres need to be near public transport drop off and pick up points so people can access them easily. ”

“ (We need) something that is there for anyone to use rather than a specific purpose. (It) needs to be welcoming to everyone, be accessible, have the right equipment and be able to cater to everyone's needs. ”

“ ... most people don't know how to book (a community centre) or don't realise they can book until they hear word of mouth or actually attend an event. ”

“ In general when I go to community centres, facilities need updating, (and to be) more modern. ”

“ (Community centres need to be) located near a central hub and easily accessible ”

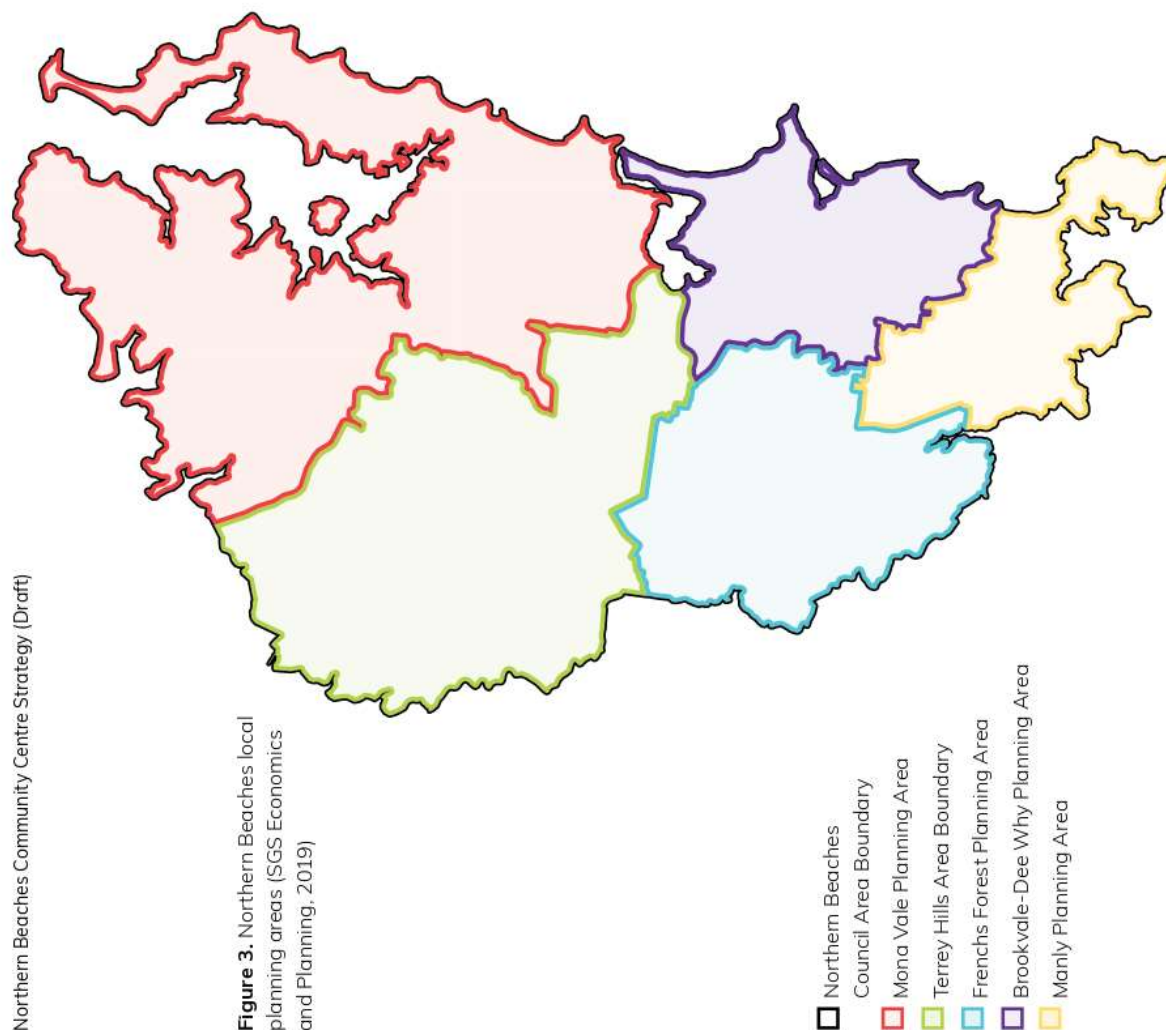
6.3. Local Planning Areas

In order to determine demand now and into the future, local planning areas have been used that align with Council's broader strategic planning. There are five local planning areas on the Northern Beaches:

- Brookvale-Dee Why
- Frenchs Forest
- Manly
- Mona Vale
- Terrey Hills

These five local planning areas differ in terms of scale and offerings. The local planning areas are illustrated in Figure 1, with Frenchs Forest planned to be a 'health and education precinct' and Manly, Mona Vale and Brookvale-Dee Why as 'strategic centres'. The Northern Beaches LGA also includes nine local centres – Avalon, Newport, Warriewood, Narrabeen, Belrose, Forestville, Manly Vale, Balgowlah and Freshwater – and 52 neighbourhood or smaller neighbourhood centres, including Seaforth, Narrabeena, Collaroy, Allambie Heights and Palm Beach. This hierarchy of local planning areas is reflected in the strategic direction for community centres.

Each planning area has been assessed against current and future socio-demographic trends, benchmarking, current service provision and future demand.



Mona Vale serves people living in the northern end of the peninsula, with lower population density. It is well connected via the B-Line, which provides access to the south, towards the City, but access to and from other areas in the north and west is limited.

Terrey Hills has an ageing population with low growth projections. It is isolated geographically from the rest of the LGA with limited transport options.

Frenchs Forest is centrally located and will transition into a health and education precinct as the Frenchs Forest Hospital Structure Plan is implemented over the next 20 years.

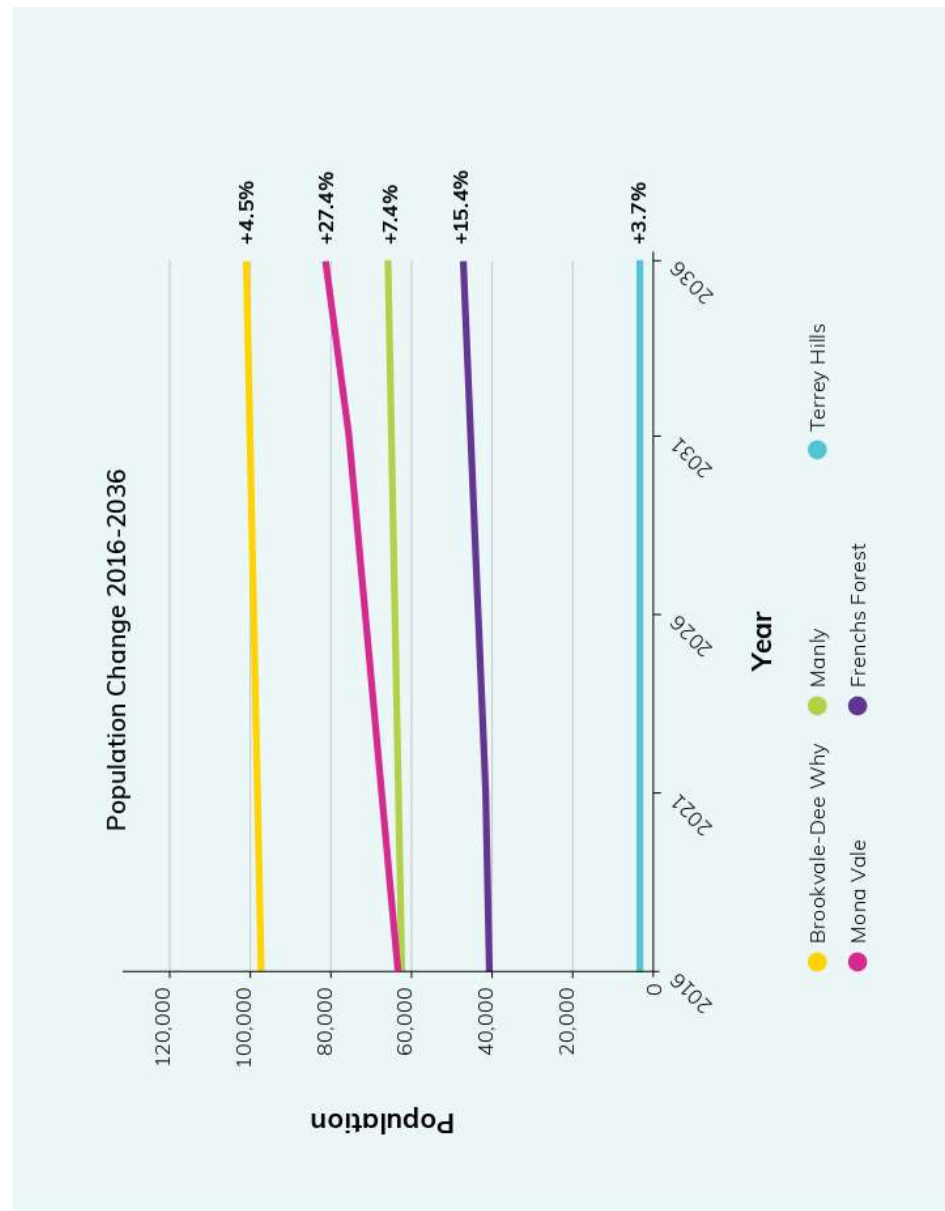
Brookvale-Dee Why is the largest local planning area by population size. It is the largest employment precinct in the Northern Beaches, with good access to other strategic centres in the LGA.

Manly is the most compact centre within the Northern Beaches, with good connections to Sydney CBD via ferry.

Figure 4. Population change in the Northern Beaches local planning areas from 2016 to 2036 (SGS Economics and Planning, 2019).

The planning areas of Mona Vale (27.4%) and Frenchs Forest (15.4%) are expected to be the focal point for the majority of population growth over the next 20 years (SGS Economics and Planning, 2019).

The existing community centres provided by Council in these areas are presented in the next section.





6.4 Opportunities

Northern Beaches Council is at the forefront of community centre planning and provision. In terms of the delivery of community centres and spaces, Council has a number of opportunities:

- as a **planning authority** Council can encourage the provision of community centres through policy development, needs assessment and strategic planning (such as this Strategy). Council can further set direction as a regulator through its Planning Scheme and seek financial and in-kind contributions from other levels of government, private sector and other stakeholders towards community centre development
- as a **land and building owner**, Council has the potential to develop or use their holdings for community centres as well as designate land for community purposes
- as an **advocate** to other levels of government for the delivery of facilities required by the community
- as a **facilitator/active partner** to coordinate integrated delivery of community centres and spaces within the Northern Beaches LGA. This includes facilitating access to other non-council managed facilities
- to **collaborate** with other stakeholders such as private sector and state government to plan and/or deliver community centres in partnerships.

6.5 Key Challenges

- small and fragmented facilities** - The existing network comprises a large number of small and fragmented facilities. Thirty one out of the 37 are considered local centres with just one or two rooms/hall. These are used as 'halls for hire' with some dominated by one or two user groups. Some of these facilities are well utilised, although they reach capacity quickly and have limited availability for new or additional users. When considered collectively, building, operating and maintaining these smaller community facilities requires significant financial and human resources. As the community grows and becomes more diverse, it is no longer feasible to invest in single purpose community facilities that are unable to cater to a variety of community needs
- lack of enough community floor space** - There is a gap in the availability of community centre space in the Brookvale-Dee Why, Manly, Mona Vale and Frenchs Forest Planning Areas
- lack of regional and district/sub-regional level community centres** - The Northern Beaches Council community centre network lacks 'higher order' community centres to service a city-wide or major district catchment. There is no regional centre and only six out of the 37 are considered district centres (refer Appendix B for a list of local and district centres). This places additional pressure on lower order community centres to fulfil some of this function (e.g. large space for big events/gatherings). Consultation also identified this gap
- limited co-location and integration** - There is a lack of multipurpose community centres that operate as true 'community hubs', a place where a variety of activities can occur and where a wide range of community needs can be met in both formal and informal ways. Council has traditionally favoured a 'hall for hire' approach to providing community spaces, where co-location and/or integration is difficult to achieve. This presents missed opportunities for social interaction and relationship building, service integration, collaboration, and land use and building efficiencies
- poor location** - Some of Council's community centres are poorly located (e.g. residential areas, isolated areas with limited public transport access), which has negatively affected the overall viability of the centre in terms of utilisation and activation
- lack of community awareness about community centres and services available** - Many of the community centres and programs on the Northern Beaches are unknown by the broader community. There is a lack of community awareness about community centres/programs on offer
- ageing assets** - Council has an ageing stock of community centres that requires modernisation to meet contemporary needs and expectations. Common issues identified through the community consultation included: lack of modern technology, lack of disability access, poor signage and uninviting, dated facilities.

Quotes taken from the project's consultation process

- “ Some of the centres are ageing
- toilets, kitchen facilities need
upgrading. ”
- “ Often the heating or air con
wasn't working, or the ceiling
vent made a racket, which
was an issue with a meditation
group. ”
- “ Manly library or surfclubs could
become a hub of activity rather
than mostly vacant underutilised
spaces in really prime locations. ”
- “ The meeting room is not a very
enlightening space. ”
- “ Surfclubs - also underutilised
and could offer a more diverse
range of health and recreation
services that support the
population and facilitate
interaction and community
building - fitness, education,
training, co-working, innovation
& creative workshops. ”
- “ ... access to information of
what is available at each place.
E.g. an e-community hub or
something - it is hard to know
what is on offer unless you walk
past and see a sign up for yoga
or something. ”

7. Our Strategic Framework

This section presents our strategic framework for the planning, provision and management of community centres. It outlines the guiding principles for improvements to the centres and a best practise model of service delivery for a successful integrated network of community centres in convenient locations on the Northern Beaches.



7.1. Guiding Principles

Northern Beaches Council provides community centres that are:

1. Multi-purpose, flexible in form, function and management, the centres are available for a range of social, recreation, community and cultural services, activities and programs
2. Designed and planned through active engagement with the community to understand changing demographics and social trends in relation to current needs and future demands for new facilities and upgrades
3. Centrally located within strategic centres in visually prominent and accessible locations that are close to public transport, enhancing community identity and improving community cohesion and connection.
4. Co-located and integrated with other community uses and facilities
5. Designed to be welcoming and safe environments that reflect local character and are sustainable

6. Innovative and inspiring places that support community wellbeing with the provision of high quality spaces for the community to connect, create, learn and socialise
7. Accessible and inclusive places that have universal access and cater for multiple users and people of all ages, cultures and abilities
8. Managed and planned through collaboration and shared use arrangements between Council, government agencies, community groups and other stakeholders
9. Supported by good governance and centre management practices that are financially sustainable and at quality and cost standards that are acceptable to the community
10. Marketed to improve community awareness and access to information about community centres – locations, availability and programs

“ Location is important and also the people that run it have to be good at what they do. ”

“ (What makes a great community centre is) being accessible for all ages and abilities with a wide variety of activities and information on the area. ”

“ (We need) something central and accessible to the greater community, meaning it is of low cost, well maintained and available when you need it. ”

7.2. A Network Approach

A network approach considers community centres as part of a holistic network of centres that work together to meet a range of community needs across a LGA. Benefits of a network approach include:

- integrated, strategic approach that allows flexibility to adapt to changing needs overtime
- allows facilities to provide a different range of offerings, with the option for each facility to include unique, specialist services or amenities
- duplication of services, programs, spaces and amenities can be avoided, therefore, representing a more economically sustainable approach

Adopting a network approach means that when Council is considering a new centre, or substantial changes to an existing centre, it will consider how the facility can be designed, located and managed to contribute to the full complement of community centres across the Northern Beaches to meet the demand for local, district and regional needs.

A network approach relies on community centres to be classified within a hierarchy, recognising that each centre offers a different scale, servicing varying sized catchments in terms of the area and number of people serviced.

For the hierarchy of community centres in Northern Beaches refer to Appendix B.

Table 1. Hierarchy of Community Centres

Hierarchy	Definition	Population Catchment (Minimum)	Typical GFA (Minimum)	Location Requirements
Regional	Large order infrastructure that services the whole LGA. They are often destination generators due to high quality amenity, which act as an attractor.	100,000	2,000sqm	<ul style="list-style-type: none"> Located within Strategic Centres & Precincts Co-located with other facilities & services Close proximity to public transport and other modes of transport
District/ Sub-regional	Services two or more planning areas and are multipurpose in nature offering a range of programs, services and activities to the broader community. These spaces are often programmed with the presence of an on-site manager to oversee place activation and may provide a central and accessible community meeting and activity space, catering for larger scale events and activities that cannot be accommodated in more localised centres.	20,000	1,000sqm	<ul style="list-style-type: none"> Located in close proximity to local activity centres Co-located with other facilities & services. Close proximity to public transport and other modes of transport
Local/ Neighbourhood	Services the immediate local community and provides meeting and gathering spaces for community groups on a casual basis e.g. dance class, birthday parties. Spaces are generally smaller in nature and standalone (such as a community hall). They generally do not have staff on site.	1,000	150sqm	<ul style="list-style-type: none"> Located in close proximity to local activity centres and other uses. Close proximity to public transport and other modes of transport

7.3. Delivery Model

Council will implement a multipurpose, flexible community centre network. Governments and communities are increasingly realising the benefits of co-locating and integrating services and facilities as it attracts a range of users, and encourages social connection within the community. It also provides the residents with the opportunities to carry out different tasks and meet a variety of needs in a single location, reducing the need for multiple trips, and contributes to providing more accessible and sustainable environments.

This concept is an efficient, effective and sustainable model.

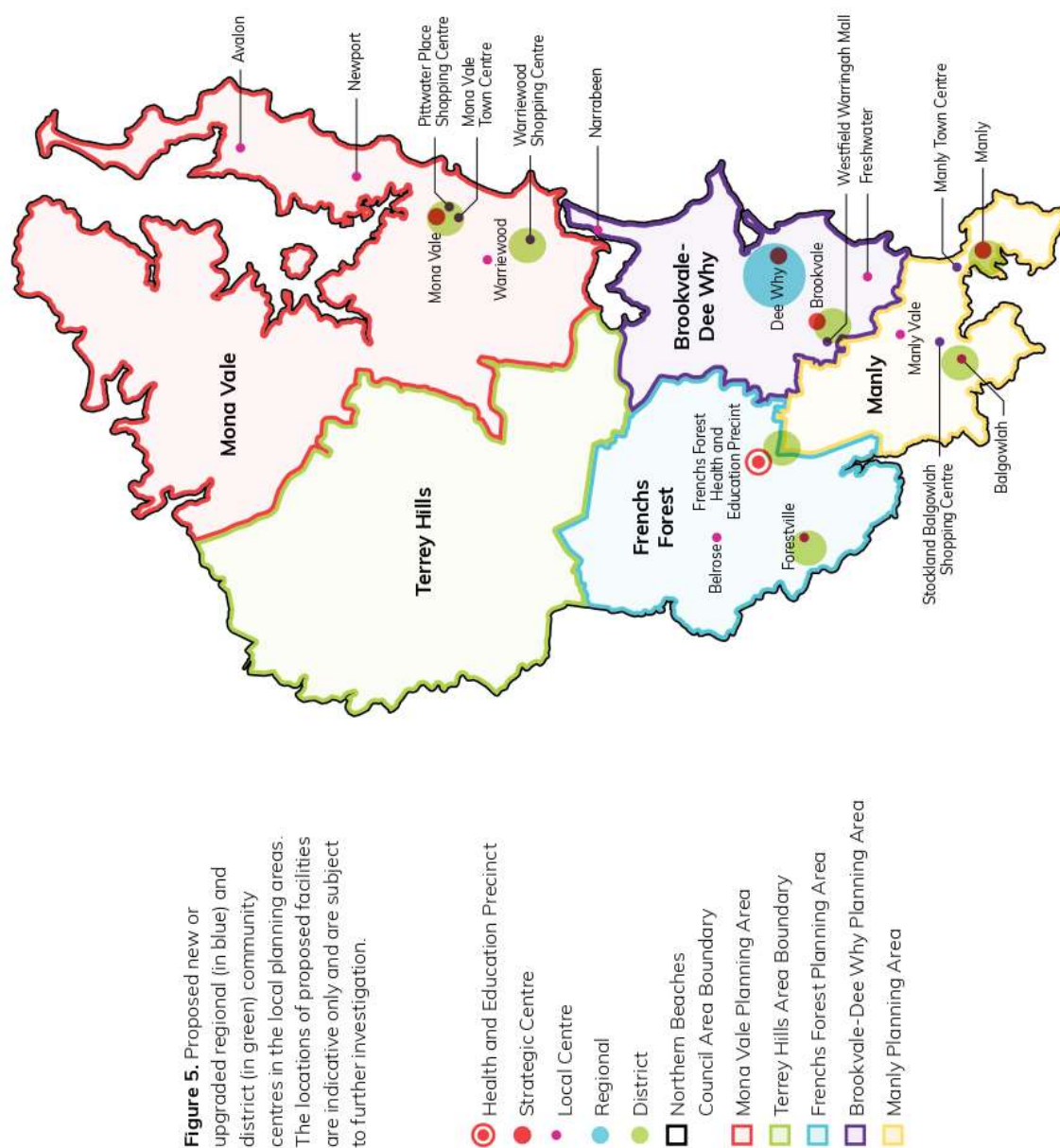


8. Our Strategic Directions

In response to the identified gaps and challenges, informed by guiding principles and best practise models of delivery, the following strategies are proposed for a strong community centre service for the Northern Beaches:

Strategy 1	Improve utilisation rates of existing centres
Strategy 2	Maximise fair and equitable access to existing centres.
Strategy 3	Implement 'community hubs', with the co-location and integration of existing and future community centres in areas that are accessed by the community.
Strategy 4	Investigate the potential for a Regional Community Centre within the Local Government Area
Strategy 5	Increase the number of District/Sub-regional community centres through a detailed asset management plan
Strategy 6	Develop a community centre marketing strategy
Strategy 7	Create inviting, accessible and welcoming community centres
Strategy 8	Investigate management models for non-Council managed and/or owned facilities to maximise floor space available to the community

Strategies 4 and 5 are shown on the map adjacent.



8.1. Brookvale-Dee Why Planning Area

The Brookvale-Dee Why Planning Area spans from Queenscliff to North Narrabeen and includes the suburbs of Freshwater, North Manly, Brookvale, Dee Why, Cromer, Narrabeena, Beacon Hill, Collaroy, Collaroy Plateau, Curl Curl and Narrabeen.

Key socio-demographic trends:

- **large population concentration with modest growth expected into the future:**
Brookvale-Dee Why is the largest planning area by population size and this will continue into the future. Population growth in this planning area will be low given that much of the residential development has already taken place and growth will be largely due to intensification of density around major precincts.
- **small proportion of Older Adults:**
With only 15% of the population aged 65 years and over (in 2016).
- **one of the youngest and most culturally diverse population on the Northern Beaches:**
- **Brookvale-Dee Why has a young population,** with 16,005 people or 17% of the population aged 5 to 20 years (Source: SGS Economics and Planning, 2019).
- **Brookvale-Dee Why is multi-cultural,** with 53% of residents have either one or both parents born overseas (Source: ABS Census 2016, TableBuilder).
- **the largest number of Group and Lone Person Households on the Northern Beaches:** Group and Lone Person Households account for 7% and 25% of all households in Brookvale-Dee Why (in 2016).
- **good accessibility:** Brookvale-Dee Why is the only local planning area that connects to all strategic centres (Manly, Mona Vale and Frenchs Forest) within 30 minutes, providing an ideal opportunity for the location of regional services in this area. It also has good connectivity to local centres within the Northern Beaches.



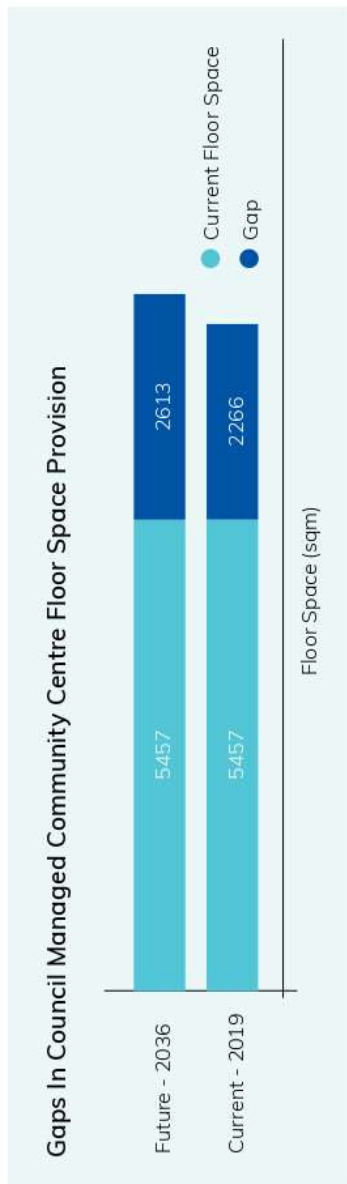
Table 2. Council Managed Facilities in Brookvale-Dee Why Planning Area

Hierarchy/Size	Capacity (People)	Multi-use area (sqm) weighted against GFA
Regional		
Nil	0	0
District		
Beacon Hill War Memorial Hall	250	868.3
Cromer Community Centre	600	818.9
Tramshed Arts & Community Centre	365	711.9
Local		
Brookvale Community Centre	90	195.1
Collaroy Plateau Youth & Community Centre	200	341.2
Collaroy Swim Club Community Centre	50	100.8
Curl Curl Sports Centre	125	165.1
Curl Curl Youth & Community Centre	250	757.4
Griffith Park Sports Facility	25	66.8
Harbord Literary Institute	100	211.3
Narraweena Community Centre	180	498.5
North Curl Curl Community Centre	150	361.6
PCYC*	700	360
Grand Total		5456.9

*Council owns the PCYC at Dee Why, which is leased and managed by the PCYC. The Centre includes a community room (360sqm) that can be divided up into 3 rooms, included in this analysis.

8.1. Brookvale-Dee Why Planning Area (continued)

Benchmark Analysis



Findings

- The Brookvale-Dee Why Planning Area is well-provisioned with the number of community centres, yet lacking in floor space.
- There is a current and future gap, requiring a regional facility due to the high housing density and population
- The quality of centres is mixed, with the smaller centres requiring upgrades
- Many district and local centres are not in the right location or with limited suitable space available. One such centre is Brookvale Community Centre, which is small, disjointed and not co-located.
- Centres in ideal locations, such as the Tramshed Arts & Community Centre at Narrabeen, are very well utilised with limited space for growth.
- Despite a large floor print, the PCYC does not meet a number of needs for general community centre hire due to its focus on youth, recreation and sporting activities.
- Community groups needs such as seniors, community support groups and cultural groups require space in the centre of Dee Why and Brookvale with accessible transport and flat walking distances from the heavily populated areas.
- As a major industrial area, Brookvale is lacking in multi purpose space.

Strategic Directions

- Investigate options (feasibility and business case) to provide for more community space in the planning area of Brookvale-Dee Why to meet current and future gaps (approximately 2,700sqm). Investigation to be particularly focused on the potential plan for the provision of a Regional Level community facility, given the shortfall of community space in the local planning area, its high population density and good connectivity to other local planning areas through public transport infrastructure.
- Explore opportunities to lease space within Dee Why CBD to meet community needs as an interim option.
- Major refurbishment at Beacon Hill War Memorial Hall to address maintenance and accessibility (currently underway).
- Investigate options for a district facility in Brookvale, to replace the existing Brookvale Community Centre.

8.2. Frenchs Forest Planning Area

The Frenchs Forest Planning Area covers the most western part of the LGA, including Oxford Falls, Forestville, Killarney Heights, Frenchs Forest, Belrose and Davidson

Key socio-demographic trends:

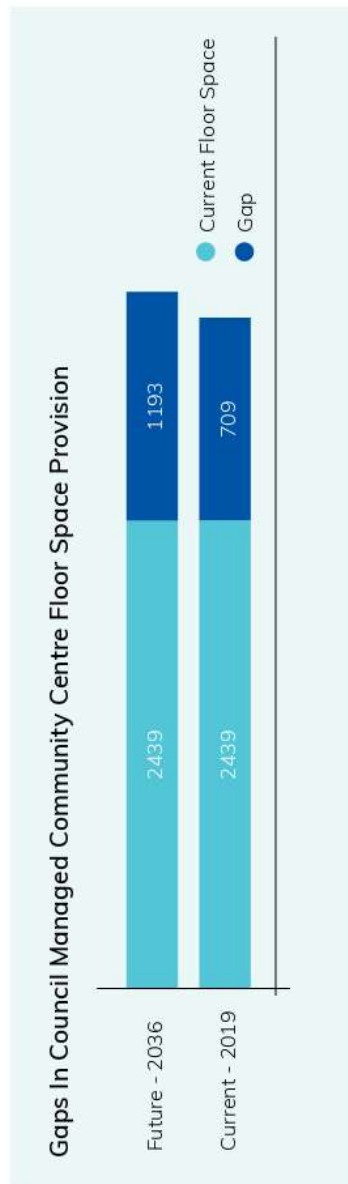
- **Frenchs Forest will see high population growth in the near future:** In 2016, Frenchs Forest had a population of 39,360 people, which was an increase of 2.84% from 2011. By 2036, Frenchs Forest will have 45,409 people
- **an ageing population:** With 19% of the population aged 65 years and over (in 2016), which is expected to grow in the future
- **a family orientated area, with the highest proportion of Couples with Children on the Northern Beaches:** accounting for 49% of all households in the planning area (in 2016)
- **smaller population densities compared to Brookvale-Dee Why and Manly local planning areas:** With separate houses accounting for 87% of dwellings (in 2016).
- **good future accessibility;** with plans for the East West Rapid Transport link from Dee Why to Chatswood providing good access to Frenchs Forest and Forestville..

Table 3. Council Managed Facilities in Frenchs Forest Planning Area

Hierarchy/Type	Capacity (people)	Multituse Area (sqm) weighted' against GFA
Regional		
Nil	0	0
District		
Nil	0	0
Local		
Belrose Community Centre	100	13.0
Forest Community Arts Centre	165	552.9
Forestville Senior Citizens Centre	235	341.0
Forestville Memorial Hall	430	766.9
Forestville Youth Centre	200	380.0
Lionel Watts Sports & Community Centre	100	131.3
Oxford Falls Peace Park	50	55.8
YOYO's - Forest Youth Centre	150	198.7
Grand Total		2439.5

8.2. Frenchs Forest Planning Area (continued)

Benchmark Analysis



Findings

- The Frenchs Forest Planning Area is well provisioned with the number of community centres, yet lacking in floor space and adequate condition of the centres
- There is a current and future gap in provision, requiring regional and district size facilities due to the anticipated increase in housing, density and population in Frenchs Forest
- The current provision of centres is clustered in Forestville and Belrose, with limited space available in the largest populated suburb of Frenchs Forest
- There are opportunities to integrate community centres in Forestville with other amenities, near transport and other community facilities, such as retail outlets and clubs to provide 'community hubs'.

Strategic Direction

- Identify opportunities to provide district/sub-regional community space at the hospital precinct to meet existing and future gaps in community space for this Planning Area.
- Look at partnership opportunities with other service providers who will be located in the precinct to provide an integrated hub.
- More specifically, the Frenchs Forest Hospital Precinct Structure Plan identifies an approximately 8,500m² area of land for a new neighbourhood centre in proximity to the new town centre, adjacent to open space, low density residential properties and opposite the new hospital.
- Develop a masterplan for the local facilities in Forestville, on the site of the Forestville Memorial Hall, to plan for a regional sized integrated community centre.
- Investigate the site of the Forestville Community Centre as a co-located community hub, considering the future use of the adjacent Guide and Scout Halls on this site.

Note: The Frenchs Forest community centre gap analysis was done irrespective of the Frenchs Forest Planned Precinct, which is expected to have an additional 9592 people living in the area by the end of phase 3. Based on a benchmark of 80sqm per 1000 people, up to 1891sqm of multipurpose community floor space will be required, in addition to the gaps identified in this Strategy, to service the population in the area.

8.3. Manly Planning Area

Key socio-demographic trends:

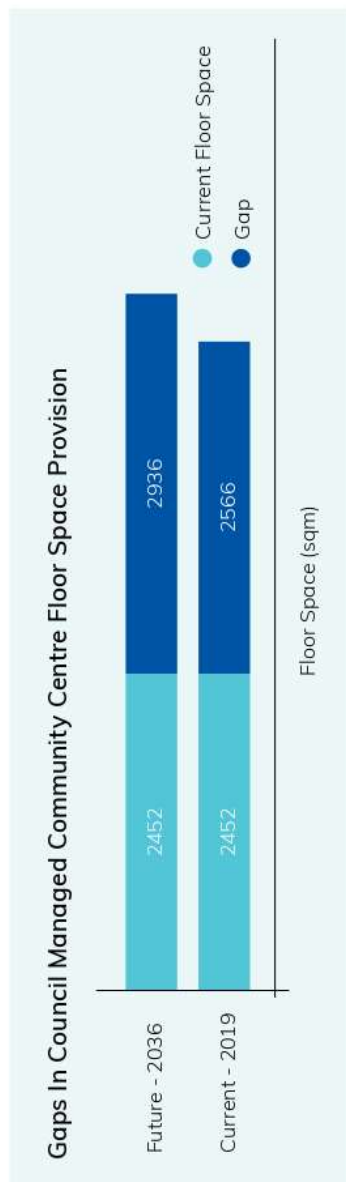
- **Manly will see modest population growth over the coming years:** In 2016, the population of Manly was 62,483 people and by 2036 it will grow to around 67,108 people, an increase of 7.4% or about 4,625 people. When compared to the other planning areas, the growth is the third lowest
- **smallest proportion of Older Adults on the Northern Beaches:** With only 14% of the population aged 65 years and over (in 2016)
- **large number of Group Households:** Along with Brookvale-Dee Why, it has the largest concentration of Group Households on the Northern Beaches, accounting for 7% (or 1,458) of all dwellings in Manly (in 2016).

Table 4. Council Managed Facilities in Manly Planning Area

Hierarchy/Size	Capacity (People)	Multituse Area (sqm) weighted' against GFA
Regional		
Nil	0	0
District		
Nil	0	0
Local		
Allambie Heights Public Hall	50	142.9
Manly Library Ground Floor Meeting Room	40	92.2
Manly Seniors Centre	230	248.0
Manly Vale Community Centre	200	308.0
Manly Youth Centre	225	418.0
North Balgowlah Community Centre	120	348.1
Seaforth Community & Sporting Pavilion	80	138.5
Seaforth Community Centre	200	202.7
Seaforth Village Community Centre	90	553.8
Grand Total		2433.1

8.3. Manly Planning Area (continued)

Benchmark Analysis



Findings

- The Manly Planning Area is lacking in the number of community centres and lacking in floor space
- A number of the centres are small and inadequate to meet community demand for multipurpose community space
- There is a current and future gap, requiring a regional and a district size facility due to the high housing density and population
- There are opportunities to further integrate with other Council facilities in Manly
- There is a lack of community centre space in the highly dense shopping precinct of Balgowlah. This location has good access to transport, and close to other services and amenities. Currently there is no Council managed community space in Balgowlah available to hire.

Strategic Direction

- Investigate options (feasibility and business case) to provide for more community space in the planning area of Manly to meet current and future gaps (approximately 3,000sqm).
- Major renovation of Manly Youth Centre (underway) will increase floor space available by early 2020.
- Undertake a master plan for the Seaforth Community Centre to create a multipurpose facility.
- Investigate Council owned properties in the Balgowlah town centre as options for community space

8.4. Mona Vale Planning Area

The Mona Vale Planning Area consists of the suburbs of Warriewood, Elanora Heights, Mona Vale, Cottage Point, Bayview, Newport, Bilgola Plateau, Avalon, Palm Beach and Scotland Island.

Key socio-demographic trends :

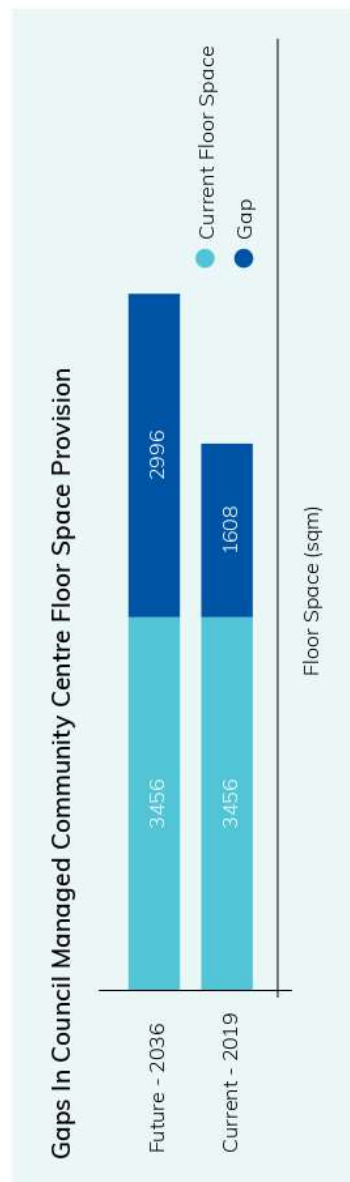
- **Mona Vale will see the largest proportional population growth in the near future:** In 2016, Mona Vale had an estimated population of 63,304, an increase of 2849 people from 2011, or 4.71% over the five year period.
The population of Mona Vale is projected to increase to 80,645 people by 2036, representing a 27.4% growth over the total period or an additional 17,341 people
- **the highest proportion of older adults (aged 65 and over) live in Mona Vale:** Mona Vale has the highest proportion of older adults of all planning areas, with this age group contributing to 20% of its population in 2016
- **a family-oriented community:** With a large proportion of couples with children accounting for 40% (or 8,052) of households (in 2016).

Table 5. Council Managed Facilities in Mona Vale Planning Area

Hierarchy/Size	Capacity (People)	Multi-use area (sqm) weighted' against GFA
Regional		
Nil	0	0
District		
Avalon Recreation Centre	660	1223.3
Nelson Heather Centre	190	510.0
Newport Community Centre	240	469.5
Local		
Elanora Heights Community Centre	110	70.6
Mona Vale Memorial Hall	275	416.3
North Narrabeen Community & Tennis Centre	185	327.3
Ted Blackwood Youth & Community Centre	280	439.0
Grand Total		3456.0

8.4. Mona Vale Planning Area (continued)

Benchmark Analysis



Findings

- The Mona Vale Planning Area is well provisioned with the number of community centres, yet lacking in floor space
- There is a current and future gap, requiring another district size facility due to the geographical distance that would make it difficult for residents to access facilities in other planning areas
- The centres are generally in good condition, with the exception of Warriewood and Elanora Heights, with relatively new facilities in Newport and Avalon meeting community demand for high quality multipurpose space.
- Avalon Recreation Centre is an example of an integrated community facility. It includes a community centre, community library, youth services, Council's customer service counter and is well located for public transport, parking and adjacent to the shopping precinct and open space.
- There are opportunities to further integrate the existing community centres with other cultural facilities in Mona Vale and Warriewood

Strategic Direction

- The current Nelson Heather site is nominated for a future Warriewood Valley Community Centre, with planning commenced for a 2000sqm facility. The provision of the new Warriewood Valley Community Centre will partly fill the future gap of community centre floor space, as identified in the benchmark analysis.
- Undertake a master plan of the Mona Vale precinct to explore opportunities to develop a district/sub-regional community centre, in conjunction with the cultural facilities (Library and proposed creative space) and open space on the site.

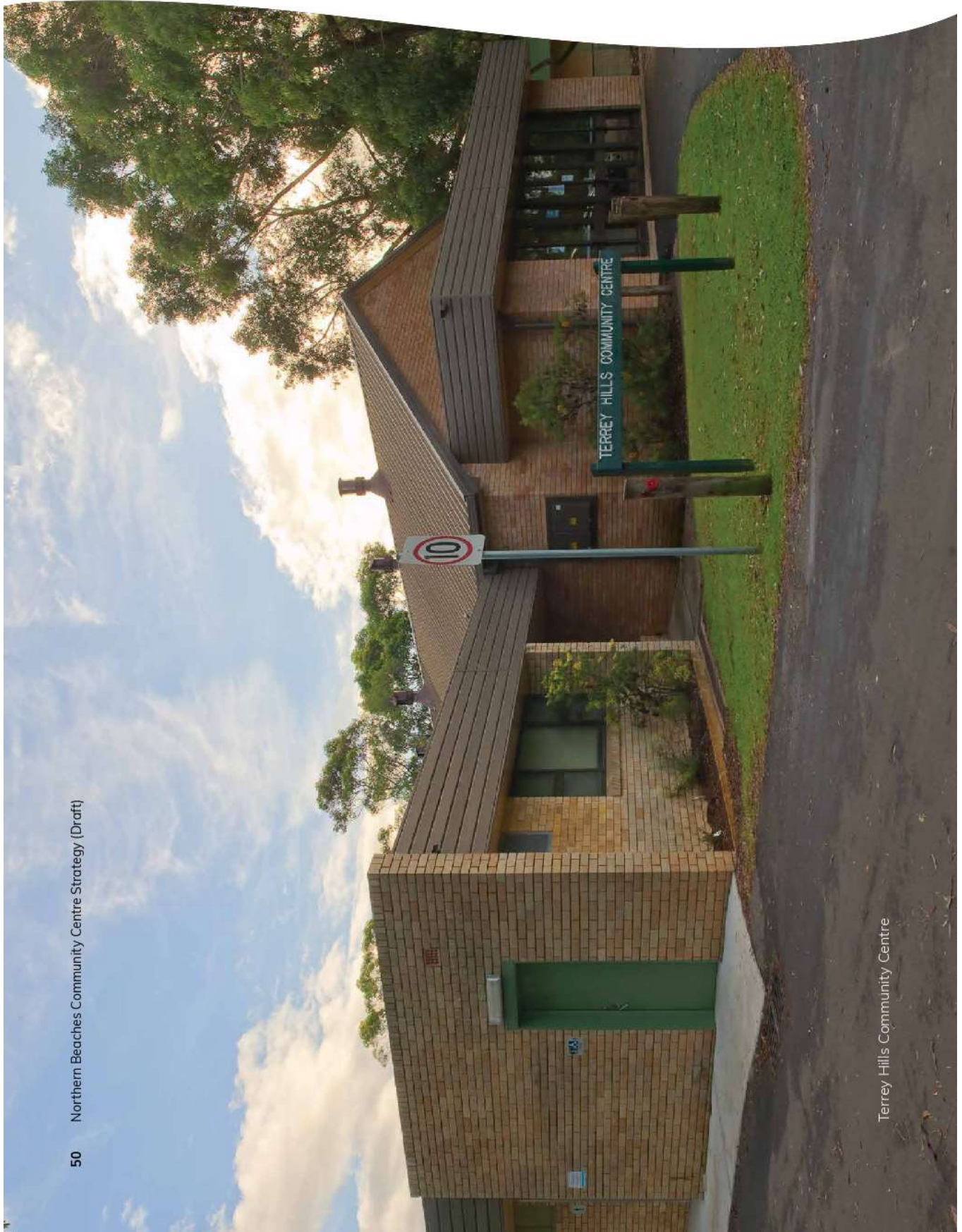
8.5. Terrey Hills Planning Area

The Terrey Hills Planning Area encompasses a large amount of National Park, is the most rural planning area and covers the suburbs of Ingleside and Terrey Hills.

- **Terrey Hills is expected to see low population growth over the next 20 years:** In 2016 Terrey Hills had a population of 3,786 people, an increase of 87 people from 2011 (or 2.35% over five years). Low population growth is expected to continue for Terrey Hills by 2036
- **a family-oriented area:** With around half of the households made of couples with children (in 2016)
- **a large proportion of older adults, which is expected to grow:** With 19% of the population aged 65 years or over in 2016.

Table 6. Council Managed Facilities in Terrey Hills

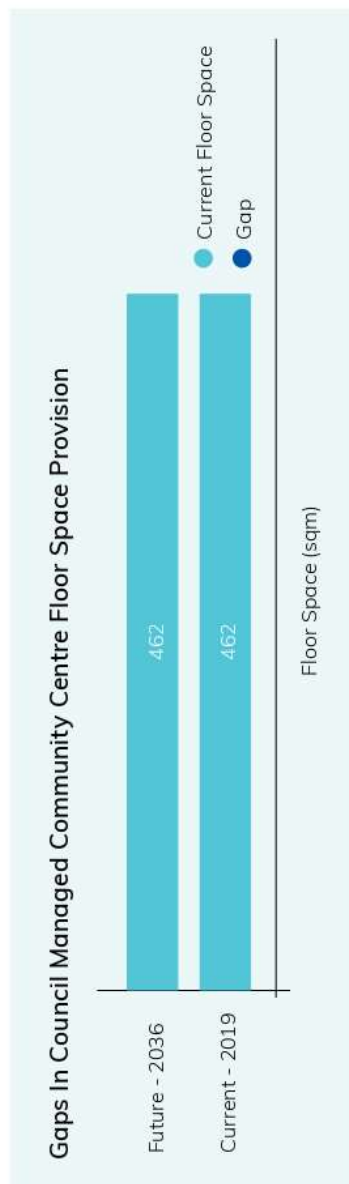
Hierarchy/Size	Capacity (People)	Multi-use area (sqm) weighted' against GFA
Regional		
Nil	0	0
District		
Nil	0	0
Local		
Terrey Hills Community Centre	150	461.6
Grand Total		461.6



Terrey Hills Community Centre

8.5. Terrey Hills Planning Area (continued)

Benchmark Analysis



Findings

Terrey Hills is the only local planning area with a current and future over supply of around 150sqm of Council managed community centres.

Strategic Direction

- Maintain and upgrade centre as part of the Community Centres Network.



9. Implementation Strategies and Action Plan

The Community Centre Strategy will be implemented through:

- Asset Management Plans
- Long term Capital Works Program and financial management plans
- Local Strategic Planning Statement, Local Environment Plan and Development Control Plans
- Voluntary Planning Agreements
- Leasing/licensing arrangements of other Council owned facilities.
- Capital Grants Programs NSW Government, Sport and Recreation Facility Grants Programs

The strategic framework and responses (7 & 8), along with key actions, will inform Council's decision making over the next 10-20 years.

Informed by best practice and evidence-based research, these strategic directions influence our current and future state. The framework will deliver a more sustainable, modern and flexible community centre service that welcomes and supports community activities now and into the future, contributing to community connections, cohesion and wellbeing.

The Strategy will be reviewed every five years, in line with changes in demographics and community needs. Actions in line with the strategic directions will be included in Council's Delivery Program and annual operational plans and reported through the Annual Report and end of term Reporting.



Forest Community Arts Centre

10. Appendices

10.1. Appendix A

Table 7. Population Change, 2016 – 2036⁴

Population	2016	2021	2026	2031	2036	Change no. 2016-2036	Change % 2016-2036
Manly	62,483	63,374	64,207	65,616	67,108	4,625	7.4%
Mona Vale	63,304	66,542	70,621	75,219	80,64	17,341	27.39%
Brookvale-Dee Why	96,535	97,809	98,911	99,810	100,871	4,336	4.49%
Frenchs Forest	39,360	39,880	41,345	43,345	45,409	6,049	15.37%
Terrey Hills	3,786	3,861	3,894	3,906	3,924	138	3.6%
TOTAL NB	265,468	271,486	278,976	287,901	297,958	32,490	12.24%

Source: SGS Economics and Planning, 2019

⁴ Demographic data is based on the ABS ERP for 2011-2016 data, and TPA ERP (POPD + PNPD) for 2021-2036.

10.2. Appendix B

Table below shows the Gross Floor Area (GFA) of Council managed community centres. In order to represent a realistic GFA provision of Council managed community centres a weighted factor has been applied if the facility is considered to not be available to the entire community due to exclusivity or time constraints

Table 8. List of Existing Council Managed Centres

ID	Community Centre	Planning Area	Hierarchy	Main area capacity	GFA (sqm)	% available for multi-use	GFA available for multiuse
CC3	Beacon Hill War Memorial Hall	Brookvale-Dee Why	Local	250	914	95%	868.3
CC5	Brookvale Community Centre	Brookvale-Dee Why	Local	40	260.1	75%	195.1
CC6	Collaroy Plateau Youth & Community Centre	Brookvale-Dee Why	Local	200	341.2	100%	341.2
CC7	Collaroy Swim Club Community Centre	Brookvale-Dee Why	Local	50	106.1	95%	100.8
CC8	Cromer Community Centre	Brookvale-Dee Why	District	600	1169.8	70%	818.9
CC9	Curl Curl Sports Centre	Brookvale-Dee Why	Local	125	173.8	95%	165.1
CC10	Curl Curl Youth & Community Centre	Brookvale-Dee Why	Local	250	841.6	90%	757.4
CC15	Griffith Park Sports Facility	Brookvale-Dee Why	Local	25	89.1	75%	66.8
CC16	Harbord Literary Institute	Brookvale-Dee Why	Local	100	301.8	70%	211.3
CC23	Narraweena Community Centre	Brookvale-Dee Why	Local	180	498.5	100%	498.5
CC27	North Curl Curl Community Centre	Brookvale-Dee Why	Local	150	361.6	100%	361.6
CC35	Tramshed Arts & Community Centre	Brookvale-Dee Why	District	365	711.9	100%	711.9
CC4	Belrose Community Centre	Frenchs Forest	Local	100	28.8	45%	12.3
CC12a	Forest Community Arts Centre	Frenchs Forest	Local	165	552.9	100%	552.9
CC12b	Forestville Senior Citizens Centre	Frenchs Forest	Local	235	426.2	80%	341

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ID	Community Centre	Planning Area	Hierarchy	Main area capacity	GFA (sqm)	% available for multi-use	GFA available for multiuse
CC13	Forestville Memorial Hall	Frenchs Forest	Local	430	766.9	100%	766.9
CC14	Forestville Community Centre	Frenchs Forest	Local	200	422.2	90%	380
CC17	Lionel Watts Sports & Community Centre	Frenchs Forest	Local	100	164.1	80%	131.28
CC29	Oxford Falls Peace Park	Frenchs Forest	Local	50	55.8	100%	55.8
CC36	YOYO's - Forest Youth Centre	Frenchs Forest	Local	150	198.7	100%	198.7
CC1	Allambie Heights Public Hall	Manly	Local	50	142.9	100%	142.9
CC18	Manly Library Meeting Room	Manly	Local	40	92.2	100%	92.2
CC19	Manly Seniors Centre	Manly	Local	230	495.9	50%	248
CC20	Manly Vale Community Centre	Manly	Local	200	410.6	75%	308
CC21	Manly Youth Centre	Manly	Local	225	418	100%	418
CC26	North Balgowlah Community Centre	Manly	Local	120	348.1	100%	348.1
CC30	Seaforth Community & Sporting Pavilion	Manly	Local	80	197.9	70%	138.5
CC31	Seaforth Community Centre	Manly	Local	200	675.7	30%	202.7
CC32	Seaforth Village Community Centre	Manly	Local	90	553.8	100%	553.8
CC2	Avalon Recreation Centre	Mona Vale	District	660	1223.3	100%	1223.3
CC11	Elanora Heights Community Centre	Mona Vale	Local	110	176.4	40%	70.6
CC22	Mona Vale Memorial Hall	Mona Vale	Local	275	416.3	100%	416.3
CC24	Nelson Heather Centre	Mona Vale	Local	190	510	100%	510
CC25	Newport Community Centre	Mona Vale	Local	240	586.9	80%	469.52
CC28	North Narrabeen Community & Tennis Centre	Mona Vale	Local	185	385.1	85%	327.3
CC33	Ted Blackwood Youth & Community Centre	Mona Vale	Local	280	439	100%	439
CC34	Terrey Hills Community Centre	Terrey Hills	Local	150	461.6	100%	461.6
Total					15918.8*		13906.1**

*When including PCYC, the total GFA is 16278.8 **When including PCYC, the total GFA available for multipurpose is 14266.1

10.3. Appendix C

Table 9. List of other buildings owned by Council, managed through leases/licenses and currently not in the community centre network

Community Centre	Address	Planning Area
● Cromer/Dee Why Scout Hall	17 Arthur St, Dee Why	Brookvale-Dee Why
● 1st Collaroy Plateau Scout Hall	37 Goodwin St, Narrabeen	Brookvale-Dee Why
● 1st/2nd Harbord Scout Hall	43 Stirgess Ave, Curl Curl	Brookvale-Dee Why
● North Narrabeen Swim Club	Narrabeen Park Parade, North Narrabeen	Brookvale-Dee Why
● Freshwater Surf Club	Kooloora Avenue, Freshwater	Brookvale-Dee Why
● South Curl Curl Surf Club	Carrington Parade, Curl Curl	Brookvale-Dee Why
● North Curl Curl Surf Club	Griffin Rd, North Curl Curl	Brookvale-Dee Why
● Dee Why Surf Club	The Strand, Dee Why Beach	Brookvale-Dee Why
● Long Reef Surf Club	Off Pittwater Rd, Long Reef Beach, Collaroy, 2097	Brookvale-Dee Why
● Brookvale Oval – Presidents Lounge & Heritage Lounge	Pittwater Rd, Brookvale	Brookvale-Dee Why
● Collaroy Surf Club	Pittwater Rd, Collaroy	Brookvale-Dee Why
● South Narrabeen Surf Club	1200 Pittwater Rd, Narrabeen	Brookvale-Dee Why
● Narrabeen Surf Club	"Lions Park" ~ Cnr Albert Street & Ocean Street	Brookvale-Dee Why
● North Narrabeen Surf Club	2 Malcolm St, Narrabeen	Brookvale-Dee Why
● Stony Range Meeting Room	810 Pittwater Rd, Dee Why (this is managed by Council by the reserves bookings team)	Brookvale-Dee Why

Community Centre	Address	Planning Area
● Freshwater Swim Club	4 Lumsdaine Drive, Freshwater	Brookvale-Dee Why
● South Curl Curl Swim Club	South Curl Curl Beach	Brookvale-Dee Why
● North Curl Curl Swim Club	North Curl Curl Beach	Brookvale-Dee Why
● Dee Why Swim Club	Dee Why Beach	Brookvale-Dee Why
● Beacon Hill Scout & Guide Hall	Beacon Hill Reserve, Willandra Rd, Beacon Hill (behind Beacon Hill cc)	Brookvale-Dee Why
● 1st Elanora Heights Scout Hall	Bilarong Reserve, Wakehurst Parkway (upgrade in 2020, and will become a multi-use centre managed by Council's community centre team, outside of the Scouts leased times.)	Frenchs Forest
● Belrose Scout Hall	33 Maitland Street, Davidson	Frenchs Forest
● Davidson Scout Hall	33 Maitland St, Davidson	Frenchs Forest
● Frenchs Forest Scout Hall	7 Utyana Pl, Frenchs Forest	Frenchs Forest
● 1st Forestville Scout Hall	Forestville Ave, Forestville	Frenchs Forest
● Forestville Guide Hall	Forestville Ave, Forestville NSW	Frenchs Forest
● 1st Fairlight/Manly Scout Hall	Park Ave, Manly	Manly
● Queenscliff Swim Club	North Steyne (Road), Queenscliff	Manly
● Balgowlah Scout Hall	Pickworth Avenue, Balgowlah	Manly
● Avalon Beach SLSC	558A Barrenjoey Road, Avalon Beach	Mona Vale
● Scotland Island Community Centre	Robertson Road, Scotland Island	Mona Vale
● Bayview Scout Hall	Bayview Park, Pittwater Road, Bayview	Mona Vale
● Newport Scout Hall	Barrenjoey Rd, Newport	Mona Vale
● Newport SLSC	394 Barrenjoey Rd, Newport	Mona Vale
● Mona Vale SLSC	Surfview Rd, Mona Vale	Mona Vale
● Kitchener Park Sports Centre	1610 Pittwater Rd, Mona Vale	Mona Vale

Community Centre	Address	Planning Area
● 1st Bayview Scout Hall	Bayview Park, Pittwater Rd, Bayview	Mona Vale
● Mona Vale Scout Hall	LOT 101 Barrenjoey Rd, Mona Vale	Mona Vale
● Mona Vale Guides Hall	Same as Scout Hall	Mona Vale
● Elanora Guides	43 Elanora Rd, Elanora Heights	Mona Vale
● Warriewood Surf Club	Narrabeen Park Parade, Warriewood	Mona Vale
● Mona Vale Surf Club	Surfview Rd, Mona Vale	Mona Vale
● Bungan Beach Surf Club	97 Myala Rd, Newport	Mona Vale
● Newport Surf Club	394 Barrenjoey Rd, Newport	Mona Vale
● Bilgola Surf Club	Bilgola Plateau	Mona Vale
● Avalon Surf Club	558A Barrenjoey Rd, Avalon Beach	Mona Vale
● Whale Beach Surf Club	227 Whale Beach Rd, Whale Beach	Mona Vale
● North Palm Beach Surf Club	Beach Rd, Palm Beach	Mona Vale
● Terrey Hills Scout Hall	Beltana Avenue via Oval Car Park, Terrey Hills	Terrey Hills

- Scout & Guide Halls
- Surf Club Pavilions
- Swim Clubs
- Others

10.4. Appendix D

Based on existing and anticipated population growth (refer Table 7) the following tables show the Council managed community centre shortfall/gaps for each planning area.

Table 10. Benchmark assessment of Community Centre shortfall/gap 2019

Shortfall/Gap 2019

Planning Area	2016 population	Recommended Floor Area @ 80sqm/1000	Council Managed Community Centre GFA (Floor space available for multiuse activities)	GAP
Brookvale-Dee Why	96535	7723	5457	-2266
Frenchs Forest	39360	3149	2439.5	-710
Manly	62483	4999	2452	-2,547
Mona Vale	63304	5064	3456.0	-1608
Terrey Hills	3786	303	462	159
TOTAL NB	265468	21237	14266	-6971

Table 11. Benchmark Assessment of Community Centre Shortfall/Gap 2036

Shortfall/Gap 2036		Council Managed		
Planning Area	2036 population	Recommended Floor Area @ 80sqm/1000	Community Centre GFA (Floor space available for multiuse activities)	GAP
Brookvale-Dee Why	100871	8070	5457	-2613
Frenchs Forest	454094	3633	2439	-1194
Manly	67108	5369	2452	-2917
Mona Vale	80645	6452	3456	-2996
Terrey Hills	3924	314	462	148
TOTAL NB	297958	23837	14266	-9571

Table 12. Existing Council Managed Community Centre Provision (GFA)

Planning Area	GFA (Total Floor space) sqm	GFA (Floor space available for multi-use activities) sqm	Population 2016	Existing Rate of Provision (sqm/1000 population)
Brookvale-Dee Why	6129.5	5456.9	96535	56.5
Frenchs Forest	2615.6	2439.5	39360	62
Manly	3335	2452.14	62483	39.2
Mona Vale	3737	3456.015	63304	54.6
Terrey Hills	461.6	461.6	3786	121.91
Total Council facilities	16278.8	14266.1	265468	53.7

Source: Northern Beaches Council, TAP Consulting, 2019

Community Centres Policy

Policy Statement

Northern Beaches Council Community Centres are safe, welcoming, inclusive, accessible and affordable public spaces for the whole community. They are vibrant modern facilities that support and enable programs that provide diverse opportunities for a rich social and cultural life, encouraging good health, social interaction, creativity and learning.

Council will manage and maintain community facilities that are responsive to community priorities and support community organisations through the provision of facilities at a subsidised rate, if and when available.

As public trustee and guardian of public and community assets Council will provide access for all members of the community. Council will actively pursue innovative ways to maximise the use of public and community assets. (*Community Development & Services Policy, adopted 25 May 2019*)

Council will provide an equitable and transparent framework for the management of Council's network of community centres. The operational management model will be flexible and adaptable to the changing needs of the community.

Principles

Northern Beaches Council provides community centres that are:

- Multi-purpose, flexible in form, function and management the centres are available for a range of social, recreation, community and cultural services, activities and programs
- Centrally located within strategic centres in visually prominent and accessible locations that are close to public transport
- Co-located and integrated with other community uses and facilities
- Designed to be welcoming and safe environments that are vibrant, inspiring, sustainable and flexible in nature
- Accessible and inclusive places that have universal access and cater for multiple users and people of all ages, cultures and abilities
- Managed and planned through collaboration and shared use arrangements between Council, government agencies, community groups and other stakeholders
- Supported by good governance and centre management practices that are financially sustainable and at quality and cost standards that are acceptable to the community
- Marketed to improve community awareness and access to information about community centres – locations, availability and programs
- Designed in collaboration with the community and consider the needs of all the community in the development of new facilities or upgrades
- Planned for the future in response to changing demographics and future demand
- Fulfil the requirements of the State Government and Council policies in relation to the provision of facilities and assets on community land and Crown Land, and in compliance with legislation.

Scope and application:

Northern Beaches Community Centres are multi-purpose venues for hire. They range from local small halls to larger district centres with multiple rooms and facilities. The centres are to be used for a variety of purposes and are not necessarily purpose built for specific activities.

Council provides community centres to enable organisations and individuals to offer opportunities for the public to experience a wide variety of activities. This includes community support meetings, social and recreational activities, health and well-being classes and indoor sport (where suitable), education, arts and cultural activities for all ages.

The Community Centre Policy provides a clear framework for Council and the local community to maximise the quality and effectiveness of the provision of multi-purpose community centres, contributing to the vision of the Community Strategic Plan (Shape 2028):

'A safe, inclusive and connected community that lives in balance with our extraordinary coastal and bushland environment.'

The implementation of this Policy will be in accordance with the following:

- Council's community centres provide spaces for Northern Beaches residents to hire for a variety of activities and purposes that enhance community life. Centres will be vibrant, accessible and equitably support active and passive recreation.
- All community centres will be accessible - financially, socially, and physically accessible to the whole community, irrespective of age, gender and identity, to participate in social, recreation, cultural, civic, and educational community activities.
- The centres are affordable venues for hire, with a range of fees that support the most vulnerable in the community.
- Priority of allocation is for community groups and activities, not-for-profit groups and organisations.

Community Centres Management Model

The centres will be managed to maximise their current and future usage by a broad range of members of the Northern Beaches community.

Council will review regular hire arrangements on a yearly basis, to allow new and existing hirers to have equitable access to Community Centres. The annual hire process will be managed in accordance with the following:

- Previous and existing hire agreements are not guaranteed to be approved in future years, although past history of use will be taken into consideration.
- When multiple requests for a centre and/or timeslot are made, the following factors will be considered and given priority when Council assesses all applications:
 - Long term historical use
 - Non-profit group or activity over commercial use
 - Capacity to pay for alternative venues
 - Wide community benefit of the activity
 - Alternate space available that may be more suitable for the requested use
 - Nature/suitability of the activity for the space that is being requested

- Fees and charges are reviewed annually as part of the annual budget process. They will be affordable, equitable and consistent across the community centre portfolio.
- All hirers are to contribute to the cost involved in maintaining the centres, and be responsible for set up/pack down and delivery of their programs.
- Concession and discount rates for not-for-profit organisations are available to groups and organisations, where applicable. Financial documentation will be requested to support applications for discounted rates of hire.
- Exclusive use of space within community centres is not supported. Due to historical use and nature of the activity there are currently some exceptions.

References and related documents

Refer to LEPs, planning documents, zoning regulations per centre

Northern Beaches Community Centres Terms & Conditions of Hire:

<https://eservices.northernbeaches.nsw.gov.au/ePlanning/live/Common/Output/LoadGenWebDoc.aspx?id=J83rvL3Vht4%3d>

Northern Beaches Community Strategic Plan – Shape 2028

Northern Beaches Community Development and Services Policy, 25 June 2019.

Northern Beaches Arts & Creativity Strategy 2019 (draft)

Northern Beaches Council Delivery Program 2019 -2023, Operational Plan and Budget 2019/20

Northern Beaches Council Local Strategic Planning Statement, Towards 2040 (under development)

Northern Beaches Council Social Infrastructure Study (under development)

Definitions

community centres are Council owned and managed indoor spaces hired to the community for regular or one-off events and activities. These spaces are multi-use, multi-purpose and accessible to the public. They provide spaces for social, creative, educational and recreational activities and health and/or support services for the community.

Responsible Officer

Executive Manager Community Arts & Culture

Review Date

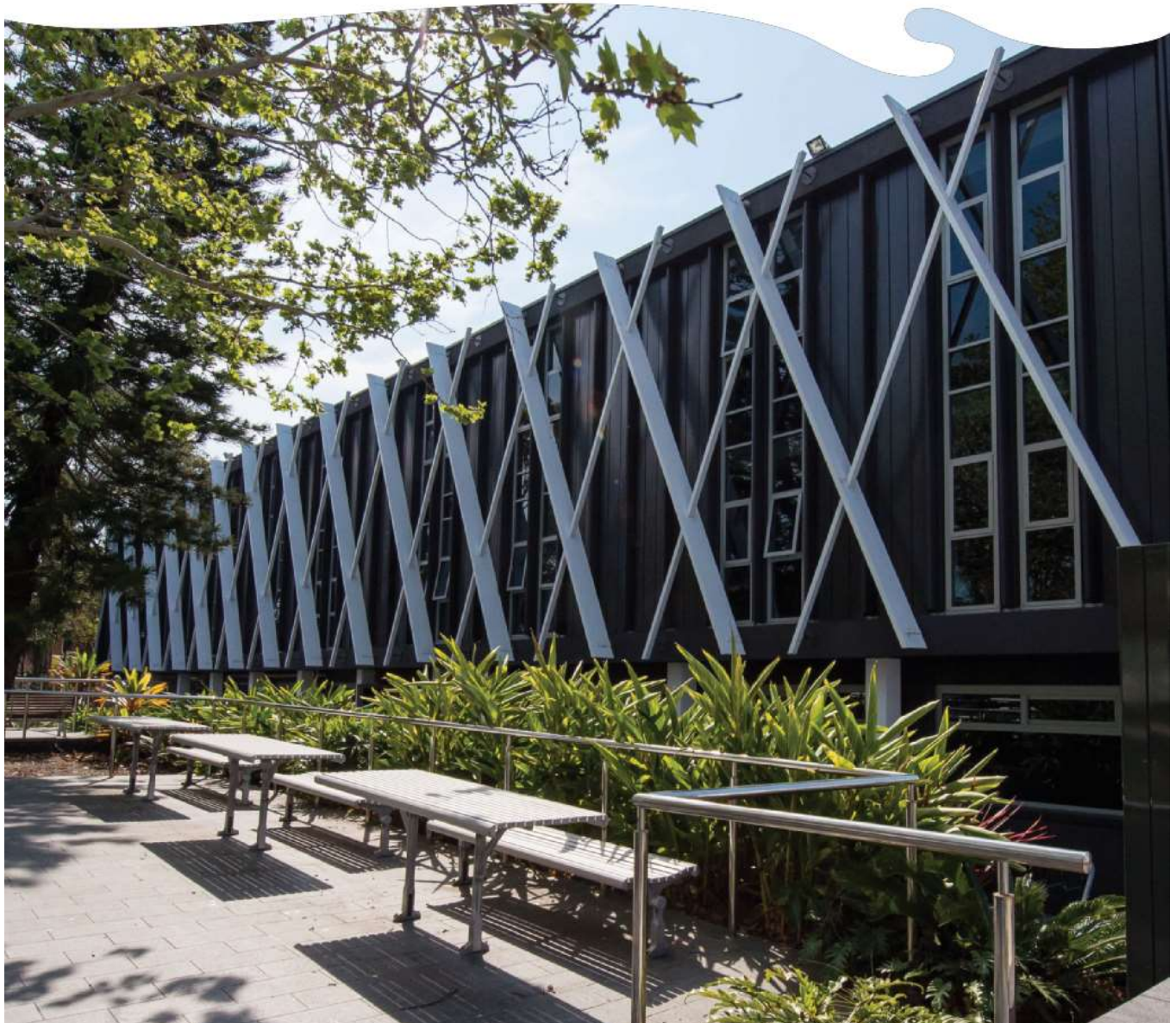
2023 (every 4 years or as required)

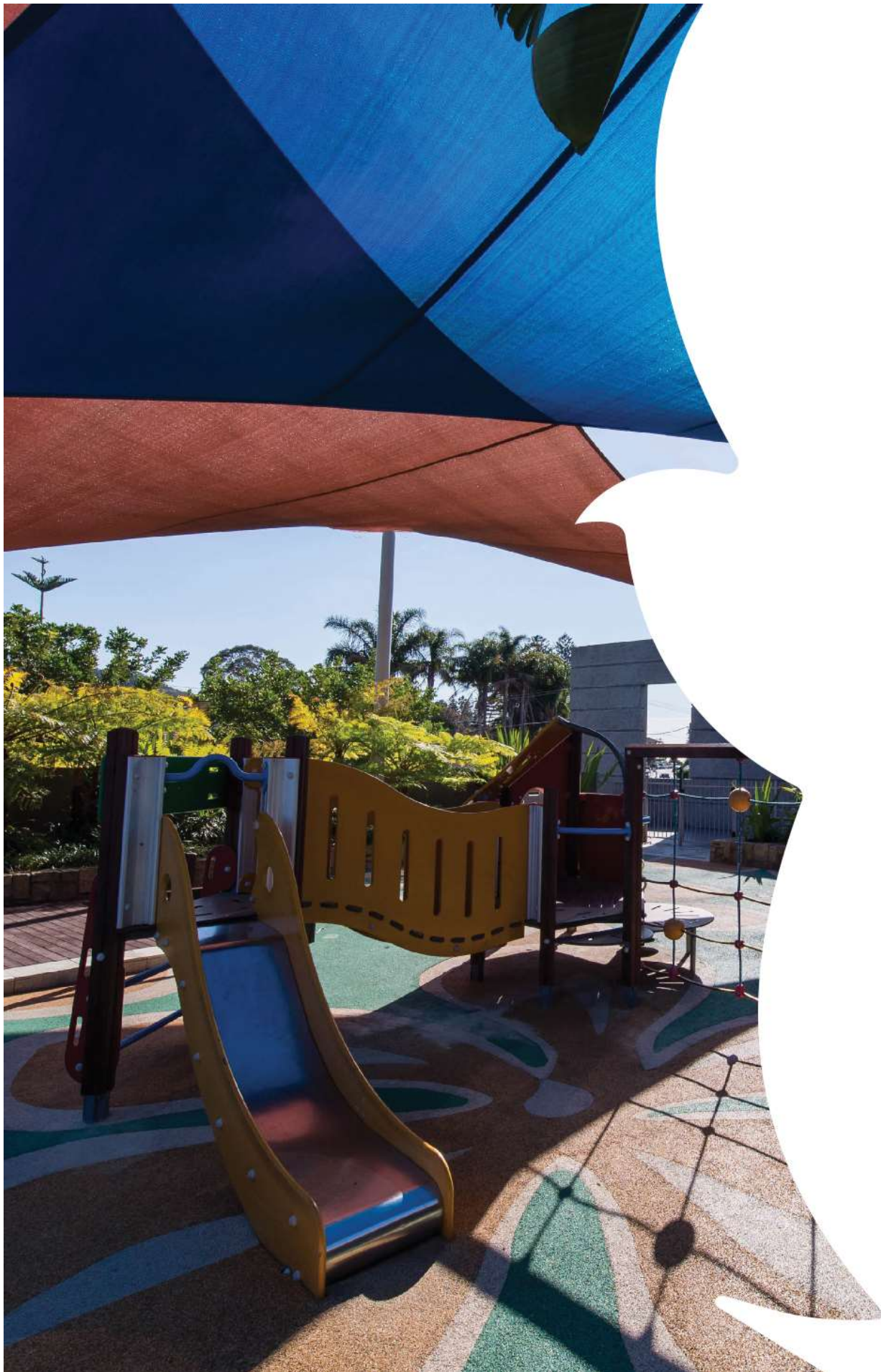
Revision History

Revision	Date	Status	TRIM Ref
1	27/08/2019	First draft Community Centre Policy	2018/176443
2			

Community Centres Strategy

Action Plan





Community Centres Strategy - Action Plan

As outlined in the Community Centres Strategy (Draft), the following actions will assist the planning and delivery of a strong community centre service for the Northern Beaches.

This Action Plan will be reviewed annually.

Strategy 1 – Improve utilisation rates of existing centres

Ensure that facilities are utilised to their optimum potential to meet community needs.

Actions	Timeframe
1.1 Identify opportunities for target groups to utilise the centres, by each Centre.	Short Term
1.2 Develop a technology plan for each Centre, and include in annual operational budgets.	Short Term
1.3 Innovative renewal of existing centres to improve vibrancy and accessibility, included in capital works program.	Short to Long Term

Strategy 2 - Maximise fair and equitable access to existing centres by discouraging exclusive use of community centres

Develop a management framework that will have fair and equitable booking practices.

Actions	Timeframe
2.1 Implement the new organisational booking system.	Short Term
2.2 Review terms and conditions on an annual basis.	Annually
2.3 Review fees and charges on an annual basis.	Annually

Strategy 3 – Update the current Community Centres Policy

The new policy will set clear direction and parameters to ensure the centres are meeting the needs of the community now and into the future.

Actions	Timeframe
3.1 Review and update the existing Council Community Centres Policy.	Short Term

Short Term = one to two years

Medium Term = three to five years

Long Term = five years plus

4 Community Centres Strategy - Action Plan October 2019

Strategy 4 – Identify the location of a regional community centre within the Local Government Area

Investigate the needs and opportunities for a new regional multipurpose community centre that is centrally located with good access to and from other planning areas.

Actions	Timeframe
4.1 Consider the inclusion of a regional community centre in the Dee Why Town Centre or Brookvale retail precinct, through the Local Environmental Plan and Masterplans.	Long Term

Strategy 5 – Increase the number of district/sub-regional community centres to service the Northern Beaches

If utilisation rates at neighbourhood centres are unable to increase due to location and facility limitations, consider disposal of centres to fund the required larger district/sub-regional community centres.

Actions	Timeframe
5.1 Identify opportunities for the development of new district/sub-regional multipurpose community centres in central locations.	Short Term
5.2 Develop Masterplans for new district/sub-regional centres in Brookvale, Forestville, Frenchs Forest, Mona Vale and Manly.	Medium to Long Term

Strategy 6 – Develop a community centre marketing strategy

Increase community understanding of Council community facilities through the development of a consistent marketing strategy for all centres.

Actions	Timeframe
6.1 Develop and implement a marketing strategy for all centres.	Short Term

Strategy 7 – Create inviting, accessible and welcoming community centres

Develop a plan to upgrade and refurbish centres to create inviting, welcoming functional spaces that reflect the community.

Actions	Timeframe
7.1 Development of minimum design standards for community centres.	Short Term
7.2 Develop a program of works for the refurbishment of community centres.	Short Term
7.3 Develop a long-term asset management plan for community centres.	Short Term
7.4 Implement recommendations for each community centre in Council's portfolio (see Attachment 1)	Short to Long Term

Strategy 8 – Investigate management models for non-Council managed and/or owned facilities to maximise floor space available to the community

Actions	Timeframe
8.1 Develop standard leases for community groups in Council owned buildings, including a minimum standard for broad community access, and implement as leases are reviewed over time.	Short to Medium Term
8.2 Initiate discussions with lessees in Council owned buildings to identify opportunities for improved community access.	Short to Medium Term
8.3 Continue to work with the Department of Education on joint use opportunities for school halls and facilities.	Ongoing
8.4 Identify suitable facilities owned privately for opportunities for community access. e.g. Church halls.	Short to Medium Term

Identified actions for existing Community Centres

Council has 41 community centres in its portfolio with the draft Strategy focusing on 37, as detailed in the list below. The four excluded from the study are two surf club pavilions (part of a separate study), Creative Space (this space is managed by the Arts & Culture team for exhibitions and studio space only), and Collaroy Plateau Progress Hall (is not a multi-use centre, with a preschool the only hirer).

These actions below should be read in conjunction with the Strategic Directions for each planning area in the Community Centres Strategy (draft). This will provide a complete picture of future directions and actions in each area across the Northern Beaches. These actions were developed in consultation with internal and external stakeholders.



ID	Community Centre	Actions
Brookvale - Dee Why Planning Area		
CC3	Beacon Hill War Memorial Hall	<p>Short Term: Major refurbishment to address maintenance and accessibility upgrades (currently underway, to be completed by late 2019).</p> <p>Medium to Long Term: Undertake a masterplan for the site to look at opportunities for redevelopment to increase space, especially for indoor sport hall demand, incorporating storage for sports groups, amenities and scout hall.</p> <p>Long Term: Maintain centre as part of the Community Centres network.</p>
CC5	Brookvale Community Centre	<p>Short Term: Undertake investigation for a replacement facility as part of the Brookvale Precinct Master Plan.</p> <p>Short to Medium Term: Maintain facility and transfer/sale of asset once replacement facility is provided for.</p> <p>Medium to Long Term: Replacement facility in more central location.</p>
CC6	Collaroy Plateau Youth & Community Centre	<p>Short to Medium Term: Minor maintenance to address roof repairs to upstairs hall (completed in October 2019).</p> <p>Medium Term: Upgrade upstairs hall, address accessibility, landscaping and exterior improvements needed.</p> <p>Long Term: Maintain centre as part of the Community Centres network.</p>
CC7	Collaroy Swim Club Community Centre	<p>Short Term: General maintenance as required.</p> <p>Medium to Long Term: Maintain centre as part of the Community Centres network.</p>
CC8	Cromer Community Centre	<p>Short to Medium Term: Refurbishments to address modernisation, minor maintenance and access issues. Upgrade courtyard bathrooms and accessibility.</p> <p>Long Term: Maintain centre as part of the Community Centres network and promote as district/community centre.</p>
CC9	Curl Curl Sports Centre	<p>Short Term: Upgrades to windows to improve airflow and cooling. Targeted marketing and promotion to increase utilisation.</p> <p>Short to Medium Term: Refurbishment to address maintenance issues.</p> <p>Long Term: Maintain centre as part of the Community Centres network.</p>

8 Community Centres Strategy - Action Plan October 2019

ID	Community Centre	Actions
CC10	Curl Curl Youth & Community Centre	<p>Short Term: Lighting upgrade completed in October 2019. General maintenance and improvements as required.</p> <p>Medium to Long Term: Maintain centre as part of the Community Centres network.</p>
CC15	Griffith Park Sports Facility	<p>Short to Medium Term: Targeted marketing and promotion to increase utilisation.</p> <p>Long Term: Maintain centre as part of the Community Centres network.</p>
CC16	Harbord Literary Institute	<p>Short and Medium Term: Playground upgrade, soft fall replacement and drainage to be addressed. Investigate heating and cooling.</p> <p>Long Term: Maintain centre as part of the Community Centres network.</p>
CC23	Narraweena Community Centre	<p>Short to Medium Term: Modernisation of the building exteriors and landscaping.</p> <p>Long Term: Maintain centre as part of the Community Centres network.</p>
CC27	North Curl Curl Community Centre	<p>Short Term: Improvements to facility as per the Concept Plan for North Curl Curl Community Centre 2016. Design for the skate park is occurring in 2019/20 financial year.</p> <p>Medium Term: Investigate the feasibility of extending or reconfiguring the building to enable multiple groups to use the building, and to cater for the growing demand for community space (as per the Concept Plan for North Curl Curl Community Centre 2016). Increase accessibility to the building, parking and toilet facilities. External accessible toilets are also required for reserve user groups (Community Garden and Nursery volunteers, skate park and other reserve users.) Parking upgrade is essential for all user groups at this well utilised site.</p> <p>Long Term: Maintain centre as part of the Community Centres network and promote as a district/sub-regional community centre.</p>
CC35	Tramshed Arts & Community Centre	<p>Short and Medium Term: Maintain centre as part of the Community Centres Network. Investigate storage improvements.</p> <p>Long Term: Council to consider building a second storey on top of the Tramshed hall section, with accessibility via the existing lift to Lakeview Hall.</p>

ID	Community Centre	Actions
Frenchs Forest Planning Area		
CC4	Belrose Community Centre	<p>Short to Medium Term: Look at opportunities to undertake refurbishment internally to increase space, improve storage, and improve internal and external appearance.</p> <p>Long Term: Maintain centre as part of the Community Centres network.</p>
CC12	Forest Community Arts Centre	<p>Short to Medium Term: Internal and external modernisation and improvement of whole building, including signage upgrade. Internal office reconfiguration to be completed in October 2019. Investigate window installation in the hallway side of the office.</p> <p>Long Term: Maintain centre as part of the Community Centres network.</p>
CC13	Forestville Memorial Hall & Senior Citizens Centre	<p>Short Term: Minor refurbishments to address maintenance issues and modernisation.</p> <p>Medium Term: Investigate opportunities to upgrade and improve the utilisation of the Forestville Memorial Hall and Seniors Centre through a masterplan to create a multipurpose district facility. The investigation to look at options for additional space in the current facility to be more flexible and expand the space.</p> <p>Long Term: Maintain centre as part of the Community Centres network and promote as district/sub-regional community centre. Explore concept for this site to be redeveloped as a major integrated community hub.</p>
CC14	Forestville Community Centre	<p>Short Term: General maintenance as required.</p> <p>Medium Term: Investigate the integration of the three community buildings (including the former Guide Hall and current Scout Hall) on the site and increase usage by improving external connections and synergies with the activities undertaken on the site.</p> <p>Long Term: Maintain centre as part of the Community Centres network.</p>
CC17	Lionel Watts Sports & Community Centre	<p>Short and Medium Term: Targeted marketing and promotion to increase utilisation and improve storage. Kitchen upgrade.</p> <p>Long Term: Maintain centre as part of the Community Centres network.</p>

10 Community Centres Strategy - Action Plan October 2019

ID	Community Centre	Actions
Frenchs Forest Planning Area Continued		
CC29	Oxford Falls Peace Park	<p>Short Term: Targeted marketing and promotion to increase utilisation during weekdays.</p> <p>Medium Term: Address bush toilet, upgrade facilities, storage and access.</p> <p>Long Term: Maintain centre as part of the Community Centres network.</p>
CC36	YOYO's - Forest Youth Centre	<p>Short to Medium Term: Maintain until transfer/sale of asset if replacement facility is provided in new Frenchs Forest Town Centre redevelopment.</p> <p>Long Term: Replacement facility in a new multipurpose centre located in Frenchs Forest Town Centre as part of the Community Centre network.</p>
Manly Planning Area		
CC1	Allambie Heights Public Hall	<p>Short to Medium Term: Upgrade bathroom facilities, address accessibility, playground upgrade required. Improve lighting for better visibility and access at night.</p> <p>Long Term: Maintain centre as part of the Community Centres network.</p>
CC18	Manly Library Ground Floor Meeting Room	<p>Short to Medium Term: Minor renovations required, improve storage and address outdoor night lighting.</p> <p>Long Term: Use the space for library programming and activities once a district/sub-regional multipurpose centre located in central Manly is developed as part of the Community Centre network.</p>
CC19	Manly Seniors Centre	<p>Short Term: Continue with minor upgrades, kitchen upgrade essential.</p> <p>Medium to Long Term: Bathroom and accessibility upgrades. Further investigate parking issues and future use of the unused land beside the centre to the north.</p> <p>Long Term: Maintain centre as part of the Community Centres network.</p>
CC20	Manly Vale Community Centre	<p>Short to Medium Term: Access and modernisation improvements around kitchens, bathrooms and outdoor space between the two halls.</p> <p>Long Term: Maintain centre as part of the Community Centres network.</p>

ID	Community Centre	Actions
Manly Planning Area Continued		
CC21	Manly Youth Centre	<p>Short Term: Major renovation to increase usage (currently underway, to be finished late in 2019).</p> <p>Medium to Long Term: Maintain centre as part of the Community Centres network.</p>
CC26	North Balgowlah Community Centre	<p>Short Term: Undertake minor refurbishment to address current maintenance issues and modernisation. Playground and bathroom improvements.</p> <p>Medium to Long Term: Consider consolidation with Seaforth Community Centre (CC31) due to site unsuitability. It is surrounded by close neighbours restricting the use of the halls and has limited parking in close proximity. If remaining in Community Centre network, upgrade the playground, toilets and access.</p>
CC30	Seaforth Community & Sporting Pavilion	<p>Short Term: Targeted marketing and promotion to increase utilisation, address acoustic issue.</p> <p>Medium to Long Term: Maintain centre as part of the Community Centres network.</p>
CC31	Seaforth Community Centre	<p>Short Term: Undertake minor refurbishment to address current maintenance issues. Kitchen, vinyl flooring and bathroom upgrade completed in 2019. Address heating of the hall.</p> <p>Medium to Long Term: Undertake investigation into its potential to create a multipurpose district facility. The investigation to look at options for the current facility to be more flexible with expanded space, see North Balgowlah Community Centre (CC26). Major upgrade required.</p> <p>Maintain centre as part of the Community Centres network.</p>
CC32	Seaforth Village Community Centre	<p>Short Term: Targeted marketing and promotion to increase utilisation, investigate innovative uses.</p> <p>Medium to Long Term: Maintain centre as part of the Community Centres network.</p>

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ID	Community Centre	Actions
Mona Vale Planning Area		
CC2	Avalon Recreation Centre	<p>Short to Medium Term: Improve acoustics, storage and update exhibition and other equipment.</p> <p>Long Term: Maintain centre as part of Community Centres network.</p>
CC11	Elanora Heights Community Centre	<p>Short to Medium Term: Minor refurbishment to address the lack of storage and other issues for multi-use needs. Look at opportunities in the centre to increase space to include additional rooms e.g. staff room for pre-school. Bathroom and access upgrades.</p> <p>Long Term: Maintain centre as part of Community Centres network.</p>
CC22	Mona Vale Memorial Hall	<p>Short Term: Refurbishment of internal layout to maximise use of former council chambers, install air-conditioning, improve signage and increase storage. Planning has commenced in 2019/20 financial year.</p> <p>Medium Term: Undertake a master plan of the precinct to explore opportunities to develop facility as a district/sub-regional cultural and community hub in conjunction with the proposed Mona Vale Arts Space and Mona Vale Library.</p> <p>Long Term: Maintain centre as part of the Community Centres Network and investigate opportunities for upgrade to a district/sub-regional community centre.</p>
CC24	Nelson Heather Centre	<p>Short Term: Planned replacement with the new district Warriewood Valley Community Centre on same site. Staff will work with the user groups to relocate them to alternate centres during the building of the new Warriewood Valley Community Centre.</p> <p>Medium to Long Term: New facility to be a multipurpose community hub within the Community Centre network.</p>
CC25	Newport Community Centre	<p>Short and Medium Term: When childcare lease expires in 2023, refit the large office area to a meeting room space to meet the current and future needs of the community. Address storage requirements for the multi-use hirers at this centre.</p> <p>Long Term: Maintain centre as part of the Community Centres network.</p>

ID	Community Centre	Actions
Mona Vale Planning Area Continued		
CC28	North Narrabeen Community & Tennis Centre	<p>Short to Medium Term: Modernise and upgrade hall and toilets (Stage removed and new storage added to the Main Hall in 2019.) Address sound and acoustics between the halls. Work with the Community Kindergarten on a kitchen upgrade of the Middle Hall. Investigate storage improvements for the Kindergarten's 'pack away' requirements that will benefit all user groups.</p> <p>Long Term: Maintain centre as part of the Community Centres network.</p>
CC33	Ted Blackwood Youth & Community Centre	<p>Short and Medium Term: Upgrade toilets, kitchen, storage and stage area.</p> <p>Long Term: Maintain centre as part of the Community Centres network.</p>
Terrey Hills Planning Area		
CC34	Terrey Hills Community Centre	<p>Short to Medium Term: Look at opportunities to increase utilisation of centre. Toilets, kitchen and meeting room upgrade.</p> <p>Long Term: Maintain centre as part of the Community Centres network.</p>





Northern Beaches Council | October 2018

NORTHERN BEACHES COMMUNITY CENTRE STRATEGY

DRAFT Consultation Summary Report



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Consultation Summary Report DRAFT

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1.0 Introduction

1.1 Project Background

Northern Beaches Council are working with TAP Consulting to prepare a Community Centre Strategy for the Northern Beaches Council area.

1.1.1 Project Aim and Purpose

The purpose of this study is as follows:

- Provide an evidence-based framework and guide for the future planning, provision and investment in council owned community centres over the next 20 years;
- Enable the council to set priorities and recommendations for future community centres development based on strong evidence and analysis that can support a business case;
- Provide a strong basis from which to advocate/lobby state and federal governments for funding, grants etc
- Position council to pursue collaborative partnerships with other levels of government, the private sector and community groups for community infrastructure planning and provision;
- Enable council to maximise the benefits from its existing investments in community infrastructure assets; and
- Produce a consistent and equitable organisation-wide approach, which will result in closer integration of service planning, capital works programming and asset management.

1.1.2 Project Method

The Project consists of 3 key stages:

STAGE 1: PROJECT SETUP AND BASELINE REVIEW

- Task 1.1 Inception Meeting
- Task 1.2 Review of Existing Information
- Task 1.3 Social Trends Analysis
- Task 1.4 Case Study Analysis
- Task 1.5 Site Visit & Audit of Community Centres
- Task 1.6 Examine Current Levels of Services for each Centre
- Task 1.7 Establish Principles for Community Centre Outcomes
- Task 1.8 Baseline Report & Progress Meeting

STAGE 2: CONSULTATION

- Task 2.1 Consultation Plan
- Task 2.2 Pop-up Event & Public Display
- Task 2.3 Broad Community Survey
- Task 2.4 Focus groups & Face to Face Interviews (internal & external)
- Task 2.5 Workshops
- Task 2.6 Current Hirer's Survey
- Task 2.7 Summary Consultation Report & Progress Meeting

STAGE 3: COMMUNITY CENTRE STRATEGY DEVELOPMENT

- Task 3.1 Opportunities Assessment & Mapping of Future Needs
- Task 3.2 Prepare Draft Community Centres Strategy
- Task 3.3 Second Iteration of Draft Strategy
- Task 3.4 Draft Strategy Exhibition
- Task 3.3 Finalise Strategy

This consultation summary delivers the project's Task 2.7, and encapsulates findings from the various consultation tasks of Stage 2.

1.2 Importance of Consultation

TAP Consulting recognises the importance of engaging with a wide range of stakeholders and sees genuine stakeholder engagement as an important way to build relationships among potential project partners. Engagement, done properly, can enable a deeper understanding of a project through information sharing and discussion. Important benefits of a comprehensive approach to stakeholder engagement include:

- Increased credibility/accountability by demonstrating Council's willingness to collaborate with stakeholders in the preparation of the Strategy;
- Involving broader stakeholders can satisfy expectations and demand for involvement;
- Avenues are opened for stakeholders to raise issues incorporating local knowledge, expertise and ideas; and
- Relationships are established with key stakeholder groups that can benefit current and future project activity.

1.3 Consultation Objectives, Method & Timeframes

The project involved consultation with both internal and external stakeholders for the purposes of obtaining information required for the Northern Beaches Community Centre Strategy. Consultation with key stakeholders is an important part of this study, as it will help to:

- Inform key Project outputs;
- Engender a greater level of stakeholder ownership of the study outcomes;
- Facilitate 'opportunity spotting' in terms of possible partnerships and investment actions; and
- Demonstrate Council's willingness to collaborate with stakeholders.

For the current Project, the overall objectives of the consultation process were to:

- Obtain information and data for consideration in the study;
- Establish vision/principles and desired outcomes for community centre delivery;
- Identify current capacity of, demand for, and subsequent gaps in community centre provision; and
- Examine stakeholder perceptions of future needs and priorities.

The consultation phase took place between August and October 2018, and involved the team consulting with a total of 649 stakeholders:

- Council officers (17)
- Focus Groups (27 + 3 interviews = 30)
- User Survey (110)
- Public Survey – online (85)
- Telephone Survey (407)

Table 1. Stakeholder Groups, Method of Consultation and Timing

CONSULTATION PROGRAM		
Tuesday 21 Aug	<u>INTERNAL COUNCIL MEETINGS</u> Arts, Youth & Community Development: 11:30am – 12:30pm Libraries: 1-2pm Booking Officers: 1-4pm	
Wednesday 22 Aug	<u>INTERNAL COUNCIL MEETINGS</u> Planning: 8:30am – 9:30am Property & Assets: 11.00am – 12.00pm Children's Services: 1.00pm – 2.00pm	6.00pm – 8:00pm Focus Group 1 (1hr) Community & Belonging Strategic Reference Group Location: Manly Town Hall Council Chambers Facilitator: Thao, Christie

CONSULTATION PROGRAM			
Tuesday 28 Aug – 28 Sep	Public Survey General community User Survey Regular hires and users		
Wednesday 19 Sep – 25 Sep	Telephone Survey General community Regular hires and users		
Thursday 20 Sep	Popup Event 1 3.00pm – 6.00pm Location: Mona Vale (out the front of Library) Facilitator: Christie, Caroline, Jessica		
Friday 21 Sep	Popup Event 2 9.00am – 11.00am Location: Dee Why Markets (Woolworths) Facilitator: Christie, Caroline, Jessica	Popup Event 3 2.00pm – 4.00pm Location: Stockland Balgowlah Facilitator: Christie, Caroline, Jessica	
Saturday 22 Sep	Popup Event 4 9:00am – 11:00am Location: Forestville Shops Facilitator: Christie, Caroline, Jessica	Popup Event 5 12:00pm – 2:00pm Location: Tramshed Cafe Facilitator: Christie, Caroline, Jessica	
Monday 24 Sep	Focus Group 2 9.30am – 11.00am Seniors & People with Disability Location: Narraweena CC, West Hall Facilitator: Thao, Christie	Focus Group 3 11.30am – 1.00pm Family & Children Location: TBC Location: Narraweena CC, West Hall Facilitator: Thao, Christie	
Tuesday 25 Sep	Focus Group 4 9.30am – 10.30am Multicultural Location: Narraweena CC, West Hall Facilitator: Thao, Christie	Focus Group 5 11.00am – 12.00pm Indigenous Location: Narraweena CC, West Hall Facilitator: Thao, Christie	
Monday 8 Oct	Focus Group 6 6.00pm – 7.00am Youth Advisory Group Location: Dee Why Civic Centre Facilitator: Thao, Christie		
13 or 14 Nov	Verification Workshop Time TBC Internal – Staff Location: TBC Facilitator: TBC	Verification Workshop Time TBC SRG (Extraordinary) Location: TBC Facilitator: TBC	

1.4 Limitations

Whilst every effort was made to ensure all members of the community had an opportunity to participate in the consultation process for this study, it should be noted that not everyone wished to contribute. Two focused groups were cancelled due to low rsvp numbers. However, follow-up interviews were conducted with those organisations that were originally invited to the focus group.

1.5 Objectives of this Report

The purpose of this report (Consultation Summary) is to provide a summary of the information and key findings that arose out of the consultation process. This report forms part of a series of supporting documents for the Community Centre Strategy study.

It should be noted that the findings of this consultation report will be used to inform recommendations as a result of the Community Centre Strategy study.

1.0

2.0 Internal Interviews

2.1 Purpose and Method

Interviews were undertaken with council's internal service departments including:

- Arts and cultural services;
- Youth services;
- Community development services;
- Library services;
- Booking services;
- Strategic planning services;
- Property asset services; and
- Children's services.

The purpose of the interviews was to:

- Establish an understanding of community centre needs (such as gaps, challenges) as seen through council's own service provision for the wider community and key groups.
- Explore synergies between service groups with regard to the strategic planning and efficient use of community centres.
- Confirm and obtain any new perceptions of current and future community centre provision requirements.
- Explore key opportunities for responding to community centre need and aspirations, including multi-use and resource sharing.
- Identify key issues affecting accessibility, staffing, management, funding, etc.
- Identify expectations of council and perceived role in community centre provision, in relation to local organisations and community groups.
- Explore the modifications that could be made to buildings to enhance their fitness for purpose and utilisation.

2.2 Key Findings

The following provides a summary of key findings as a result of the interviews with internal council officers. Appendix A provides the questionnaire and Appendix B a summary of the meeting notes.

2.2.1 Current and Emerging Trends

Growing demand for a range of activities and programs

The interviews identified a range of unmet needs and growing demand for a range of activities, services and programs in the Northern Beaches which included the following:

- Large events are difficult to accommodate due to issues such as fees, noise etc
- Cultural groups (e.g. Tibetan largest community in Dee Why and they want a temple) that are looking for large venue to hold annual gatherings.
- Space for local band nights is limited due to noise issues (currently YoYos, Mona Vale Memorial Hall, Manly Youth Centre are considered for youth band nights).
- A youth hub.
- Increase in requirements for technology e.g. Wi-Fi, projectors.
- Increased demand for spaces for yoga/ meditation.
- Increased demand for indoor sports (in particular basketball).
- Continued need for spaces to accommodate kids' parties (noting many booking requests have apartment/ unit addresses).
- Services for more vulnerable families is emerging need in the context of children's services. For example, children from different cultural groups (Brazilian population growing, French, Tibetan) are helped through multi-lingual carers.

Implications of councils LEP on community centres

It was advised that council is currently reviewing its Local Environment Plan (LEP) and preparing its Local Strategic Planning Statement (LSPS) which will have implications for the Community Centre Strategy. There is an opportunity for the LSPS to consider the recommendations of the Community Centre Strategy E.g. Community Centres Strategy can be given statutory weight through the LSPS.

The role of other council assets (surf lifesaving clubs, scouts and guide halls) and non-council assets

It is recognised that there are other community spaces, beyond councils 41 community centres that can be used for community purpose. These spaces include, current scouts and guide halls as well as surf lifesaving clubs and school halls. At the time of this report it was advised that current work was being undertaken through Property Services around lease arrangements with surf lifesaving clubs to determine general community access. Under this arrangement, surf lifesaving clubs are required to determine the percentage of overall community use which will be determined on a case by case basis.

In relation to scouts and guide halls, it was commented that little is known about leasing activities within these facilities. Although it was suggested that these halls do have occasional use for kids dance etc.

It was commented that primary schools are disallowing access to their community halls for other users due to the school using the halls for their Outside of School Hours Care (OSHC) programs.

There is opportunity for council to have a more active role in facilitating access to other non-council community space.

Ongoing role of council provided childcare services

Council is a provider of children's services and run family day care program, vacation care and childcare. Local governments are shown to be leading provider of quality childcare. Council has a waiting list for children's services which at present is at 103% utilisation.

2.2.2 Challenges and Barriers

Locations of some community centres in the Northern Beaches is not ideal

Through the interviews it was commented that the locations of some community centres on the Northern Beaches are not well located. Examples were provided where some centres are located in residential areas which prohibits certain uses as well as opportunities for expansion. Other centres are located in isolated locations with limited transport access.

Need for community space in Dee Why and other locations.

A common emerging theme is the need for community space in Dee Why. It was commented that support groups are looking for space in Dee Why as a result of the closure of community space in the past. The newly developed PCYC, which is located just outside of Dee Why, was intended to meet the needs for community space in this location, however it was suggested that the PCYC is at capacity and there are issues with PCYC policy around registration and anonymous groups.

In addition to Dee Why, Pittwater was also identified as an area that is in need of more community space. It was anecdotally noted from current awareness of growing family demographics and low number of existing community spaces.

Ingleside and French Forest were also highlighted as areas that will have a need for more community space due to expected population growth.

Lack of awareness of community centres in the Northern Beaches

Comments were consistently made that some in the community may not know about community centres and what they are used for. The lack of awareness of community centres was indicated as a possible reason for why some are underutilised.

Some community centres are dated and need modernisation

It was acknowledged that many of council's current community centres are dated and requires modernisation. Old and dated centres can be a deterrent for users. Areas for improvements included making the centres more attractive and inviting as well as improving legibility (signage) at some centres.

Lack of clarity on terminology around 'community centres'

There was a common theme around the lack of clarity with the terminology used when referring to community centres. It was acknowledged by some that most of council current community centres are 'halls for hire' and are not community centres (space for multiuse, with service providers and other activation) in a true sense. It was suggested that the promotion around community centres needed to be clear on the terminology.

Variations with fees and hire charge rate

Community centres rates for exhibition uses are more expensive than Creative Space. The other issue is availability of community centres for desired duration (e.g. 2 or so weeks for an exhibition) which makes it difficult for a shared space with other/regular users of the space. Other variations noted included:

- Accessible art space – creative space hirer rates are cheaper than community space rates.
- Library meeting space fees vary to community centre rates.

2.2.3 Opportunities & Potential Responses

Opportunity for integration with councils Library facilities and community centres

Some community centres are co-located with library facilities (e.g. manly library, Forestville) and it was commented that there is opportunity for further integration. Opportunities were seen in the following areas:

- Library programming (e.g. U3A, conversation time, story time, reading groups) is not always compatible e.g. issues with noise etc and challenges with limited space. Where these conflicts are known, running programs in alternative locations (such as a community centre) could be a solution.

- Library meeting spaces could be integrated as part of 'council spaces for hire' booking system with other community centres.
- Libraries may run events that might make use of community centre space.

Whilst the opportunities for integration was seen as a positive there were some challenges that were raised and would require further consideration:

- Library is seen as drop in, whereas community centres are not.
- Expectations around free drop-in spaces and paid user spaces.
- Branding of libraries and potential for this to be diluted if library services are running at other centres.

Opportunities around leasing community space rather than building new spaces

Leasing of space instead of building new facilities is an opportunity to respond to need (e.g. Manly has limited community centre spaces for hire, but high real estate prices prohibit acquisition/construction of new facility) that was identified through the interviews.

Opportunities around asset rationalisation/consolidation/repurposing

Asset rationalisation, consolidation and repurposing was identified as an opportunity to meet needs however would need to be assessed on a case by case basis and supported by rigorous business case to show efficiencies.

Proactively promoting community centres and looking at active programming

It was commented that community centre services currently operate in a reactive environment where staff generally respond to requests for community centres space. There is opportunity for community centre staff to be more proactive in campaigning for use/users, to improve use efficiency and hirer attraction at centres that are currently underutilised. It was also suggested that having staff on site (e.g. once a month) at some of the larger centres would assist with activation and programming.

Marketing and promotion strategy

Marketing and promotions of council's community centre was seen as a key priority. Suggestions made in relation to how council can better promote its centres are as follows:

- **Whole of council booking system** – which includes all hireable space. Suggestions for 'one-card' that can be used for all council fees and charges. Booking system would benefit from photos, prices, availability all in one location.
- **Improvements to web-site** – website needs to include information on current availability as well as list of activities for different centres – noting that this would require regular updating to keep current. The suggestion was made that the onus should be put back on the hirer to

input their information on the website. There is an existing database access through council website however it was noted that it might be dated.

- **Annual community centre day** – invite people from the local community ‘to get to know their community centre’ to raise awareness and promote programs and activities on offer at the centre.
- **Internal integration** – using council bus services to drop people off at community centres as a way to increase usage.

Modernisation of centres

As noted previously, many of council’s community centres are dated and requires modernisation to encourage usage. Suggestions included:

- **Technology** – making sure centres are equipped with Wi-Fi, projector, IT.
- **Basic supplies** – cups/saucers etc would be useful and would mean people did not have to bring their own. However, it was acknowledged that there are issues with supplying basic supplies in relation to theft/damage etc that would need to be resolved.
- **Vibe** – making sure that there is a good ‘vibe’ at each centre which would increase appeal and attractions.
- **Signage** – better signage is needed at some centres (Nelson Heather, Avalon annex).
- **All abilities access** – making sure that all centres are accessible for people with a disability.

Develop criteria for priority access to community centres

There was a suggestion that council needs to have a clear criterion, in line with council objectives, for priority access to council’s community facilities. This is in response to perceived views from some in the community that certain groups have ‘more’ access than others.

2.2.4 What Makes a Good Community Centre?

All stakeholders were asked their views on what makes a good community centre. There was a wide range of responses that have been summarised into the following overarching themes.

Amenity and visual appeal

- Natural light e.g. skylights
- Welcoming entrance
- Comfortable
- Atmosphere = people, marketing

- Great kitchen
- Modern
- Utility: furnishings
- Storage

Well designed

- Outdoor and indoor/outdoor flow
- Well-designed

Programming and activation of space

- Staff on site promotes safety, awareness, understand local community needs and are able to report to council on any issues
- Programmed space e.g. community groups/ services

Location and accessibility

- Locational alignment (e.g. schools close by)
- Good location
- Easy to access: location and key access

Safe and well maintained

- Well-maintained
- Maintained (floorings, furnishings etc.)
- Cleanliness – inviting, fresh
- Low maintenance
- Secure

Multipurpose and flexible space

- Childcare services are also wanting multi-purpose functions of community centres
- Flexible spaces
- Flexible/ operable walls furniture etc.
- Multi-purpose for all community
- Multi-purpose, flexible spaces promotes diverse group
- Flexibility for hirers
- Flexible and versatile

3.0 Focus Groups

3.1 Purpose and Method

Based on the existing schedule of stakeholder groups in-depth focus group engagements were planned and conducted—a non-intrusive yet interactive discussion that encourages all participants to contribute. The aim of this process was to gather rich descriptive data about the current use and perceptions of community centres as well as its strengths, weaknesses and possible future challenges from the perspective of stakeholders.

The focus group sessions were used to:

- Establish an understanding of community centre needs (such as gaps, challenges) from the perspective of the wider community and of vulnerable groups.
- Undertake a visioning exercise to establish common aspirations and agreement on principles.
- Confirm and obtain any new perceptions of current and future community centre provision requirements.
- Explore key opportunities for responding to community centre need and aspirations, including multi-use and resource sharing.
- Identify key issues affecting accessibility, staffing, management, funding, etc.
- Identify expectations of Council and perceived role in community centre provision, in relation with local organisations and community groups.
- Explore the modifications that could be made to buildings to enhance their fitness for purpose and utilisation.

The project's Consultation Plan intended to undertake six (6) different focus workshops with identified interest groups (refer to Table 2):

- Community and belonging strategic reference group
- Seniors and people with disability
- Family and children
- Multicultural
- Indigenous
- Youth advisory group

Table 2. Focus Group Sessions

Focus Group Sessions		
Wednesday 22 Aug	Focus Group 1 6.00pm – 8:00pm Community & Belonging Strategic Reference Group Location: Manly Town Hall Council Chambers Facilitator: TBC	
Monday 24 Sep	Focus Group 2 9.30am– 11.00am Seniors & People with Disability Location: Narraweena CC, West Hall Facilitator: Thao, Christie	Focus Group 3 11.30am – 1.00pm Family & Children Location: Narraweena CC, West Hall Facilitator: Thao, Christie
Tuesday 25 Sep	Focus Group 4[^] 9.30am – 10.30am Multicultural Location: Narraweena CC, West Hall Facilitator: Thao, Christie	Focus Group 5[^] 11.00am – 12.00pm Indigenous Location: Narraweena CC, West Hall Facilitator: Thao, Christie
Monday 8 Oct	Focus Group 6 6.00pm – 7.00am Youth Advisory Group Location: Dee Why Civic Centre Facilitator: Thao, Christie	

[^] Session cancelled due to lack of numbers

However, there were insufficient responses to the invitation to participate from two interest groups (multicultural and indigenous) and these planned workshops were not undertaken. Alternatively, the team undertook to contact invitees from these groups directly (where details were available), and subsequently the following one-on-one engagements took place:

- 24 September 2018 – meeting with John Kelly from Community Northern Beaches providing insights on behalf of community service providers and representing multicultural, seniors and family interests (original invitee was CNB's Multicultural Service Manager, included to represent on the multicultural focus group, and on leave at the time of planned workshop and subsequent meeting).
- 28 September 2018 – teleconference with Susan Moylan-Coombs founder of Northern Beaches Gai-mariagal Festival and invited as representative of indigenous interests in the community.
- 02 October 2018 – teleconference with Anna Budo from Community Care Northern Beaches and contact was sought specifically for the organisation's work with indigenous communities, however Anna's insights gave representation of multi-cultural, seniors and family interests more prominently.

From the focus group workshops that were undertaken, a summary of the discussion activities undertaken and responses provided by the groups are provided in the following sections.

3.2 Activity 1 – “5 stickers”: Preferred Community Centre Model

In this activity participants were asked to broaden their thinking on council’s community spaces and to consider the value of the space in context to its surrounds. The Project scope includes only community centres that are part of council’s “hall for hire” network; but it is valuable to think about how the spaces might better perform, contribute to other identified needs or integrate with other community uses. The exercise explored the different groups’ preferences with regard to contemporary models of community centres – based on real-world examples – and also indications of each groups’ perceived needs. It also sought to provide some clarity around what is termed a “community centre” in respect of this Project.

The question was put to the different groups on a poster, such that they were able to each allocate their five stickers according to their preferences (Refer to Figure 1).

Figure 1. Activity Poster 1

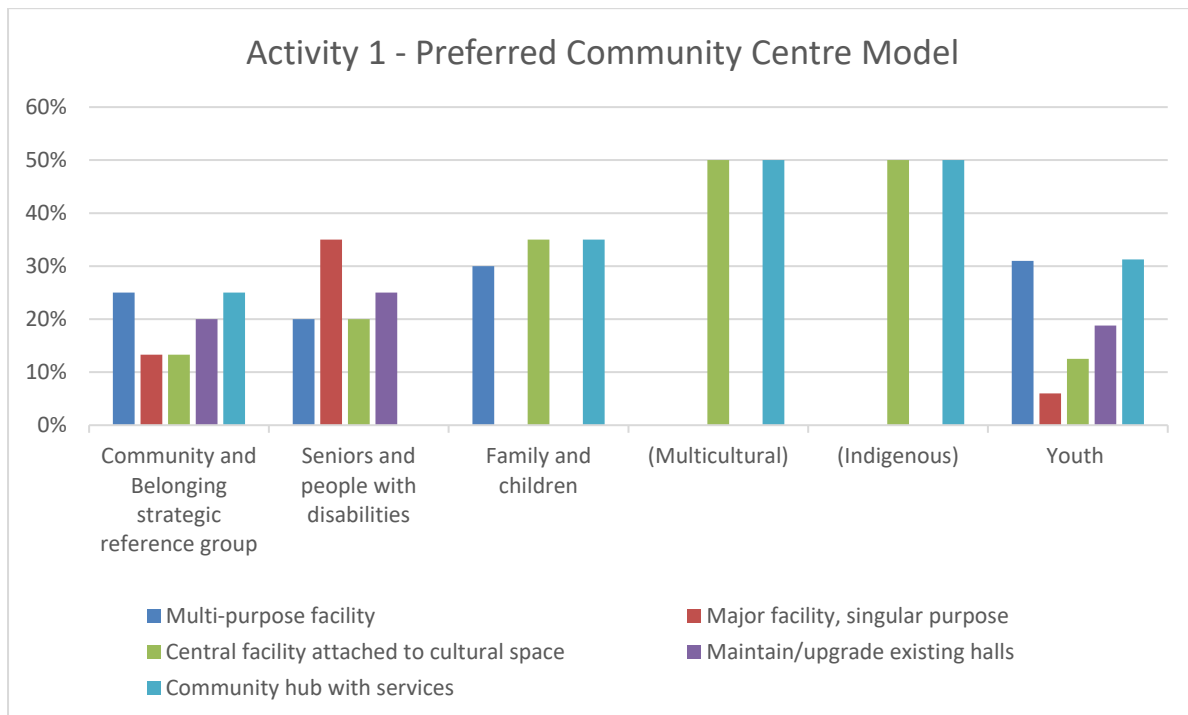


How would you allocate your 5 sticker budget?

 Multi-purpose facilities combining social, recreational, educational and cultural aspects of all community	 Major facility for performance and arts (single purpose but high demand)	 Large central facility to accommodate social services/ offices & casual hire spaces, attached to cultural facility	 Maintain/upgrade public halls for casual hire for community groups, clubs and private events	 Community Hub/lease accommodation for social services or recreational clubs (co-location)
				

The results from the different groups is shown in the graph below and Appendix D shows each individual group preference.

Figure 2. Activity Poster 1 – Results



While the workshops with the multicultural and indigenous focus groups were ultimately not facilitated (see discussion in previous section), one-on-one interviews with some of the invitees returned particular responses as to “community centre” models that would be a priority for use by these groups. These responses have been included in the graph above although are titled differently, to highlight this variation of an individual response as opposed to the intended group vote.

It is noted that the first focus group was invited to vote on six different models, but other focus groups (in workshop) voted only on the first five models. It was determined by the project team that the sixth model was not distinct enough in form (and had minimal votes with the first group) and was dropped for the subsequent running of this activity.

The activity highlighted multi-purpose facility, central facility and community hub with services as the top 3 preferred community centre models.

3.3 Activity 2 – Priorities

In Activity 2 the working group were asked to identify and shortlist three most important and relevant responses to the following matters:

- Current and emerging trends
- Strengths and opportunities
- Challenges and barriers
- Potential responses

From each shortlist participants were asked to then choose the one most important response. The following comments are made in summary of the **priorities** identified by the four different focus groups in the workshops, as well as **priorities** identified through the alternative one-on-one interviews undertaken in lieu of the multicultural and indigenous focus group workshops.

A complete record of responses from each group is provided in Appendix E.

3.3.1 Current and Emerging Trends

Focus Group 1 – Community and belonging SRG	Focus Group 2 – Seniors and people with disability
<ul style="list-style-type: none"> • Demand is perceived to be increasing • Cost to hire/ affordability is current issue • Attention to universal access for all (families, elderly, people with a disability) • Expectation to provide for niche users (e.g. studio space) 	<ul style="list-style-type: none"> • NDIS <ul style="list-style-type: none"> ◦ Increasing demand/ smaller budgets ◦ Financially challenging environment ◦ Does not cover overheads, making it harder to stay in expensive areas • A great need in our organisation is for increased parking for participants. Current area shared by croquet club and used by public e.g. shoppers, dog walkers, footballers for parking. Often very few spaces left for seniors <p><u>Additional comments from phone interview:</u></p> <ul style="list-style-type: none"> • Growth in compassionate communities • Growth in social isolation • Opportunities to enable connections are needed • Retirement age increasing and this working generation not visiting elderly kin as frequently
Focus Group 3 – Family and children	Interviews – Multicultural
<ul style="list-style-type: none"> • Increase in domestic violence • Families in distress (financial, homelessness) • Increasing number of families 	<ul style="list-style-type: none"> • Expiring lease for Community Northern Beaches (CNB) and new accommodation for office, drop-in facilities, service providers and existing hirer's of CNB community space
Interviews – Indigenous	Focus Group 6 – Youth advisory group
<ul style="list-style-type: none"> • Noticeable increase in consultation opportunities with Council works is seen as positive 	<ul style="list-style-type: none"> • Not enough diversity in activities/ held events in centres (too much dance)

	<ul style="list-style-type: none"> • Social support services – 1 stop shop • Places for kids to stay if they feel unsafe staying at home • Young people don't go to drop in – we need to be creative
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3.3.2 Strengths and Opportunities

Focus Group 1 – Community and belonging SRG	Focus Group 2 – Seniors and people with disability
<ul style="list-style-type: none"> • Bringing people together and offsetting social isolation • Accessibility and affordability are key • Valued asset – with many centres meeting needs of large demand and increasing population • Integration with other uses and invite/welcome engagement 	<ul style="list-style-type: none"> • Good location, central and easy to get to, public transport • Good for community centres: accessible, good storage, different spaces (indoor/ outdoor/ playground etc.), not on main road • Good centres/ spaces give our kids the ability to have structure and security which makes them comfortable and gives them more freedom and ability to express themselves and enjoy their time with us. Achieving goals and have fun. • Without the Manly Seniors Centre, we would not exist; Centre custom built by Rotary for Seniors 60 years ago. <p><u>Additional comments from phone interview:</u></p> <ul style="list-style-type: none"> • “Dying to know” event as example of sharing information with the community and ageing population (very popular when held elsewhere) • Also “community tables” for drop in
Focus Group 3 – Family and children	Interviews – Multicultural
<ul style="list-style-type: none"> • Amount of available space • Places available to the community- i.e. taking the service to the community • Variety of space sizes to use 	<ul style="list-style-type: none"> • CNB provides significant service to disadvantaged sectors of the community including CALD, indigenous, seniors, families and people escaping domestic violence, homeless etc.
Interviews – Indigenous	Focus Group 6 – Youth advisory group
<ul style="list-style-type: none"> • Shared trauma eased through sharing culture, outreach for all community • E.g. Rabra Nange -healing circles/event (Feb) <ul style="list-style-type: none"> ○ Primary health ○ Cultural practices ○ Mental HS money to support ○ Social emotional well being • Shared cultural events valuable to broader community e.g. Tibetan and indigenous cultures 	<ul style="list-style-type: none"> • Diverse spaces across beaches • Affordable, diverse, accessible via public transport, safe vibes • PCYC multipurpose facility sport and community • Being mobile – go to skate parks, parks etc.

<ul style="list-style-type: none"> Indigenous cultural activities prefer outdoor locations – outdoor activities have higher value Cultural importance for outdoor spaces with amenity facilities 	
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3.3.3 Challenges and Barriers

Focus Group 1 – Community and belonging SRG	Focus Group 2 – Seniors and people with disability
<ul style="list-style-type: none"> Costs are contentious to many (e.g. not for profit community groups) Lack of awareness of availability or even existence of centres Accessibility (prams, wheelchairs etc.) Perceived risk of Council monopoly on 'space for hire' Restricted availability Transport options are not always available 	<ul style="list-style-type: none"> Accessibility Cost Public knowledge of what is available Storage Availability <p><u>Additional comments from phone interview:</u></p> <ul style="list-style-type: none"> Care workers for aged and disability find working/ commuting to work in Northern Beaches a challenge
Focus Group 3 – Family and children	Interviews – Multicultural
<ul style="list-style-type: none"> Access to specific locations Having all the facilities consistent – knowing where to go for certain services Availability Specific hall spaces booked up quickly 	<ul style="list-style-type: none"> Information does not reach all people – needs different formats for different groups E.g. CALD groups Warringah Mall space is offered for free to CCNB (NFP) whereas Brookvale fee is costly While for some events cost is validated, it is easier to then use an RSL hall as options are offered for catering, cleaning, equipment/ sound etc.; conditions of hire are not complex High demand for community service networks Existing hire of CNB community centre spaces is significant revenue stream for organisation however is seen as competition for Council's own community centre hire
Interviews – Indigenous	Focus Group 6 – Youth advisory group
<ul style="list-style-type: none"> Fees can be out of reach – even if subsidised Indigenous community should have right to use public land for free Indigenous community is paying for reconciliation despite huge social disadvantage 	<ul style="list-style-type: none"> Visibility – knowing about their existence and goings-on Lack of knowledge about what the space is, what it's for, what it offers and how to book Need purpose to go to community centre

	<ul style="list-style-type: none"> No exclusive use spaces for young people
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3.3.4 Potential Responses

Focus Group 1 – Community and belonging SRG	Focus Group 2 – Seniors and people with disability
<ul style="list-style-type: none"> Lower costs to be more reasonable (e.g. could be considered through fee subsidies or community grants) Easy to use database and booking system Improve resources and equipment (modernise) Alternative spaces could be promoted (schools, scout halls, surf clubs) Targeted programming to improve social benefit (e.g. promote mental health, performance activities etc.) 	<ul style="list-style-type: none"> Better promotion of centres Accessible We would like to revert to having “set-up” and “pack up” time for our activities as [previously] allowed by Manly Council – activities are now 30 minutes shorter <p><u>Additional comments from phone interview:</u></p> <ul style="list-style-type: none"> Community centre needs to be: Accessible Dementia friendly Legible signage Communication of activities Drop in facility Opening hours that appeal to all cross sections of community CCNB want to do a Wellness expo once/ month for all community Highlight intergenerational activities Celebrate ‘one-off’ event “weeks” e.g. Carer’s Week etc. Community hub: intergenerational/ café/ community garden/ dog park/ accessible (public transport + car parking)
Focus Group 3 – Family and children	Interviews – Multicultural
<ul style="list-style-type: none"> None [community centres] in Dee Why, our main location Opportunity to have fees waived for certain events/ usage Online availability booking system 	<ul style="list-style-type: none"> Information in different formats to reach different and diverse groups Men’s shed or community shed studio/ workshop space Community hub for co-location of service providers and CNB offices e.g. at Raglan Street site
Interviews – Indigenous	Focus Group 6 – Youth advisory group
<ul style="list-style-type: none"> Tramshed allows indoor/outdoor Scout hall Narrabeen Lake -would be good E.g. Stoney range botanic gardens – a safe place and caters for: women with children activities indoor and outdoor all in safe area long term connections 	<ul style="list-style-type: none"> Increase transport from venues Services teaching kids/teams life skills: Cooking Buying cheap food Budgeting (finances) Health Resumes etc.

<ul style="list-style-type: none"> • kids can explore • Community event- reconciliation bringing people together, social cohesion • Cultural museum space, healing centre e.g. at Manly hospital site • Monthly access to a place e.g. Peace Park at Oxford Falls for community gatherings • Waiver fees • Council could work in conjunction • provide in kind support • it would make council look good 	<ul style="list-style-type: none"> • If young people want to “connect”, give them a space • Better access
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3.4 Activity 3 – Visions and Aspirations

3.4.1 Keywords

The last activity involved asking stakeholders to provide their visions and aspirations through keywords or statements. Prompts for keywords were provided to the groups loosely grouped according to different aspects to the context of community centres:

- Asset management
- Placemaking
- Recreation
- People
- Programming
- Utility

The top five keywords from each group are listed below.

Focus Group 1 – Community and belonging SRG	Focus Group 2 – Seniors and people with disability
Inclusive and all access Vibrant Accessible and connected Multipurpose Affordable	Inclusive Accessible Diverse Indoor/ outdoor/ recreation/ playground Financially viable
Focus Group 3 – Family and children	Focus Group 6 – Youth advisory group
Safe Community Flexible/ multipurpose	Sustainable Multipurpose Accessible

Inclusive/ use by all/ diverse people	Safe Inclusive and diverse
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As the interviews undertaken in lieu of the focus groups for indigenous and multicultural interests were not structured to ask this question directly, a response is not recorded here for these groups.

3.4.2 Vision Statements

A reflection on the keywords also invited the groups to elaborate on the keywords to create a vision statement.

Focus Group 1 – Community and belonging SRG	Focus Group 2 – Seniors and people with disability
<p>Asset management</p> <ul style="list-style-type: none"> • Easily accessible for all community and non-profit groups • I would like a community centre that is inclusive and welcoming, affordable and easy to access • To provide reasonable cost spaces for all user • To manage access fairly for all users <p>People</p> <ul style="list-style-type: none"> • Resourceful staff able to problem solve community enquiries • Multi-use for a range of users • Community centres should be available to all sectors of the community <p>Placemaking</p> <ul style="list-style-type: none"> • A place to gather for the whole community • Need to adapt to open the spaces up for all to be a part of • Community centres should provide spaces that are inclusive of all, multifunctional, attractive and safe <p>Programming</p> <ul style="list-style-type: none"> • Community centres should emphasise connectivity and aim to promote social and cultural activities <p>Utility</p> <ul style="list-style-type: none"> • Exciting innovating resources and equipment • Multipurpose adaptable diverse spaces and facilities • Interesting and vibrant spaces • Spaces with a purpose/ usable facility for arts/ music groups • Targeted centres that cater for pottery, youth • To provide a safe environment at the venue 	<p>Asset management</p> <ul style="list-style-type: none"> • Partnership with Council • Have exclusive use of Manly Seniors Centre <p>People</p> <ul style="list-style-type: none"> • People with disability included in their community (not just the community centre) <p>Utility</p> <ul style="list-style-type: none"> • Fun spaces • Diverse – indoor and outdoor space, playgrounds etc. • Accessible, bathrooms, minimal stairs • Have sufficient parking
Focus Group 3 – Family and children	Focus Group 6 – Youth advisory group
Asset management	Asset management

<ul style="list-style-type: none"> • Community support to move forward • Council support to local charities <p>People</p> <ul style="list-style-type: none"> • Inclusive communities – meeting community need <p>Placemaking</p> <ul style="list-style-type: none"> • A place where the community can meet and feel safe • Places where all the community can use <p>Utility</p> <ul style="list-style-type: none"> • Unique and accessible space for all • Flexible space utilities for families • Safe, multipurpose, accessible to all 	<ul style="list-style-type: none"> • Include young people in the development and planning of community centres • Co-location and shared space for organisations to support young people <p>People</p> <ul style="list-style-type: none"> • Inclusive to all ages and genders • Multipurpose i.e. useable to all people for different activities • A place where kids of all socioeconomic statuses can access services • Diversity and multipurpose space for all community groups • To provide an inclusive and connected space for communities <p>Placemaking</p> <ul style="list-style-type: none"> • Showcase the Northern Beaches 'identity' i.e. history etc. <p>Programming</p> <ul style="list-style-type: none"> • Somewhere that provides useful educational services • Culturally diverse with services for migrants who have English as a 2nd language <p>Utility</p> <ul style="list-style-type: none"> • Combination of indoor and outdoor for recreational use – reflection of the Northern Beaches and the youth's use of outdoor (i.e. park/ beach/ etc.) • Safety and accessibility to increase confidence in the use • Re-vamped with some renovation work [to make] more enticing • Sustainable including environment and social spheres • To promote an environment that is accessible and safe
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A complete record of keywords and vision statements from each group is provided in Appendix F.

3.5 Key Findings

Generally, the focus groups and interested parties' express similar aspirations to recognise the high value of community centres for all people in the Northern Beaches community. Specifically, these values were identified that community space for hire is to be:

- Inclusive of all
- Accessible to all
- Multipurpose
- Safe

Feedback from the focus groups has identified the following priority considerations, for drafting a community centres strategy:

- Gaps in provision of community centres in Manly and Dee Why.
- There is a lack of awareness of where community centres are, what they can be used for.
- Accessibility priorities are two-fold: easy access by public transport and adequate car parking
- Persisting concerns with focus groups (in particular not-for-profit organisations and seniors) about the cost to hire community centres being too high.
- Many not-for-profit organisations are seeking accommodation (office space, event spaces, weekly/monthly standing bookings).
- Continued requests for exclusive use of community centres for community kindergarten, seniors, youth.
- Update and modernise centres, including provision of audio-visual equipment and wi-fi.
- Partial curation of programs to improve efficiency of use and awareness of what activities are being run.
- Increasing population growth is putting demand on many community services and community centres can be have a pivotal role in responding to demands.
- Current issues with finding suitable availability for some potential hirers.
- Opportunities for sharing cultural knowledge through community centres – intergenerational, multicultural, indigenous.
- Good indoor/ outdoor flow is important for many different groups: families, indigenous, youth, children.
- Co-location and integration with other uses is seen as an advantage to improving the use and useability of community centres.
- Council support is called on to assist many organisations in the community work they do.

4.0 On-line Public Survey

4.1 Purpose and Method

A public survey was created and made publicly available on Council's Your Say webpages. The survey was active for 30 days (from 28 August 2018 to 28 September 2018) and was promoted through a series of five (5) pop-up events in public spaces around the Northern Beaches from 20 to 22 September.

The purpose of the survey was to ascertain data on issues, needs and aspirations for community centres based on the community's use or knowledge. It assists in developing an understanding of:

- Perceptions of the strengths of existing community centres;
- Perceptions of problems, unmet needs and gaps in existing centres;
- Possible challenges and issues for community centre provision in future contexts; and
- Aspirations for the delivery of community centres in Northern Beaches.

The survey questions are provided in Appendix G.

4.2 Participation

A total of 85 people participated in the online survey.

- Just over a quarter of respondents were aged between 35 and 44 and just under a quarter were aged between 65 and 74 years of age; with the other half of respondent ages spread across all other age groups.
- Approximately two thirds of respondents were female and one third male.

4.3 Key Findings

The following provides a summary of key findings as a result of the public survey.

- The majority (88%) of people surveyed were aware of Council managed community centres although not all of those have used a Council managed community centre (only 83% of people surveyed).
- Approximately two out of five people surveyed thought improvements or changes to use were necessary, with two out of five people seeing no need for changes (1 out five people had no opinion).

- The following table shows the top responses as to the level of importance (of low, medium or high importance) assigned by participants to different features of a community centre:

High importance	Medium importance	Low importance
Disability access	Air conditioning & heating	Storage
Close to public transport	Kitchen facilities	
Adequate parking	Located with other services or amenities	
Well maintained	Technology (projectors, wifi, phone chargers)	
Clean		

- Participants **currently participate in or plan to undertake** in the future the following activities:
 - Sport and recreation – 65% (now 37% + in the future 28%)
 - Community learning – 59% (now 15% + in the future 44%)
 - Arts and cultural activities – 68% (now 12% + in the future 56%)
 - Health and well-being activities – 73% (now 16% + in the future 57%)
 - Activities for seniors or people with disability – 48% (now 13% + in the future 35%) – It is noted that 52% of respondents did not expect or plan to undertake activities for seniors or people with disability in the future
- Participants were asked whether they noticed any **changes in the community that may impact on future requirements for community centres** and the most common responses were:
 - Ageing population
 - Increasing population and residential densities
 - More young families and need for child care, after-school care activities
 - More cars and less car parking
 - Cost of living and activities in the Northern Beaches
 - More awareness of community values such as social connectivity, environment, mindfulness and balancing all needs
 - Need for effective public transport services for changing population needs
 - Concerns expressed about future of bridge club activities
 - Some comments were also made about specific areas including needs for growth areas such as Dee Why and Warriewood.
- Participants were asked **what they think makes a great community centre** and the most common responses were that a great community centre:
 - Is inclusive and accessible to all
 - Connects the community
 - Is easy to access via public transport or has enough car parking

- Is easy to book/ hire
- Has a variety of activities on offer
- Can be hired at reasonable cost
- Has good staff
- Is clean
- Has equipment and technology to maximise use and convenience
- Is well-lit
- Is well-advertised and has legible signage for use and orientation
- Has outdoor areas
- Many compliments were made by respondents with regard to Council's existing community centres
- Participants were asked what they would do with **unlimited funding to spend on community centres** and some of their responses were:
 - More arts and cultural classes
 - More centres
 - Integrate venue hire with other facilities (e.g. cafés, office accommodation, studios, sports clubs, libraries etc.)
 - Upgrade/modernise existing centres and make inviting, attractive and environmentally sustainable
 - Improve indoor/outdoor flow
 - More spaces and activities for carers as response to needs of ageing population
 - More recreation and youth spaces
 - Warriewood Community Centre should be built
 - Improve accessibility
 - Programming of activities for different needs (elderly, children, youth, artists etc.)
 - Provide a space for kindergarten activities
 - Provide First Nations Healing Centre
- Participants expressed the need to **improve awareness of Council's different community centres** with responses on how they would advertise community centres including:
 - Social media
 - Local papers
 - Council web-site
 - Radio
 - Via community organisations (clubs, sports groups, etc)
 - Functional booking system (e.g. with availability and activity lists, 'How to book' guidelines etc.)
 - Door drops
 - Via libraries
 - Signage on buildings or banners at venues

- Council events
- Large banners and posters
- Staff newsletter
- Flyers in shopping centres
- In community education brochures
- Through rates notices
- Email (e.g. subscription service)
- Noticeboards
- Awareness campaigns (e.g. community centre open days showcasing facilities and activities)
- Mothers' groups
- Through schools (e.g. present directly to students, advertise through school committees etc.)
- More pop-up sessions in shopping centres
- Text/ SMS alerts
- In local parks
- Mayoral newsletters

1.0

5.0 Telephone Public Survey

5.1 Purpose and Method

In this phase of the engagement, an independent telephone survey was administered to supplement other consultation methods for the Northern Beaches Community Centre Strategy project. The telephone survey was conducted by Jetty Research and sought to measure current awareness and use of community centres and, among users, satisfaction with and suggestions for improvements. This was to be conducted via a statistically representative telephone survey of 400 adult residents.

Specifically, the telephone survey sought to:

- Provide a random and representative component to the wider Community Centre consultation process
- Measure awareness and usage of community centres within each local area (unprompted and/or prompted)
- For non-users, understand reasons for non-use and/or barriers to use
- For users, gather feedback on existing facilities/suggestions for improvement
- Gather concerns about any aspects of existing facilities
- Understand possible demand for future use/s
- Explore vision for community facilities, and what makes a great community centre
- See how results for points 2-7 differ by factors such as age, gender, region and user/non-user

The following method and sampling were used for the telephone survey:

- The survey instrument (i.e., questionnaire) was created collaboratively between Jetty Research and TAP Consulting based on the above objectives. (See Appendix 1 of Jetty Report for the final survey instrument).
- Numbers for the residential (fixed line + mobile) telephone survey were sourced from SamplePages, a respected supplier of random valid residential and mobile phone numbers to the market and social research industry.
- The telephone survey was conducted from September 19th to 25th inclusive. Calls were made from 3.30-8pm weekdays, and midday to 5pm on Saturday. Respondents were rung up to five times at different times of the afternoon and evening. Respondents were screened to ensure they were aged 18 and were not councillors or permanent Council employees.
- There were no age and gender quotas applied, other than seeking a robust mix of ages and genders across the LGA. We did however aim for quotas of 100 each in the former Pittwater and Manly LGA's (denoted hereafter as "North" and "South") and 200 in the Warringah LGA (denoted hereafter as "central").

For more information on survey methodology, sampling error and sample characteristics, see pages 7-9. For more detailed information on the demographic breakdown of survey respondents, see pages 10-11 of Appendix H.

5.2 Participation

The telephone survey was conducted among households across the Northern Beaches LGA between September 19th and 25th 2018 inclusive. The final sample size was n=407.

For a random telephone sample of 407 adult residents among the adult population of the Northern Beaches Council LGA, random sampling error is +/- 4.9% at the 95% confidence level.

5.3 Key Findings

The following provides key findings from the telephone survey (refer to Appendix H for full report).

- Some **71% of respondents claimed awareness or one of more Council-managed community centres** in the Northern Beaches. Most recalled was the Mona Vale Memorial Hall (15% naming this venue unprompted) followed by the Avalon Recreation Centre (12%), Manly Seniors Centre (11%), Newport Community Centre (9%) and Forestville Memorial Hall and Senior Centre (9%).
- Just **over one in five respondents (21%) had used a local community centre or hall** for hire in the past 12 months. The Avalon Recreation Centre had the highest level of use, followed by the Mona Vale Memorial Hall and the Forest Community Arts Centre (with 16%, 11% and 8% respectively having used them in the past 12 months).
- At a total level, the community centres in the Northern Beaches **rated high in convenience (89%)** rating convenience as 4 or 5 out of 5 in agreement by those who had used them in the past 12 months), **accessibility (88%)**, **acceptability of the internal appearance (83%)** and **flexibility of the area (75%)**.
- **Satisfaction with community centres and halls overall was high**, with indoor/outdoor flow, cleaning, indoor lighting, disability access, paths and steps and toilets all achieved positive results (63% or more rating these aspects as a 4 or 5 out of 5 in satisfaction). Parking received the highest proportion of dissatisfaction with 19% rating centres (cumulatively) as a 1 or 2 out of 5.
- Satisfaction results by venue highlighted some potential areas for improvement by venue including:
 - Mona Vale Memorial Hall: consider improving parking, heating and cooling and ramps and lifts
 - North Curl Curl Community Centre: disability access

- Nelson Heather Centre: wi-fi
 - Curl Curl Youth and Community Centre: toilets, kitchen, ramps and lifts, paths and steps and indoor lighting
 - Manly Library meeting room: toilets
 - Manly Seniors Centre: toilets
- The main reason for **not visiting was not having a reason to visit** (93%).
- Should residents have a reason to visit, **being clean, well maintained, easily accessible and providing adequate parking were the most important aspects** sought (with 91%, 86%, 76% and 76% rating each as being of high importance when considering hiring one for an event or activity). **Storage, co-located with other services and amenities and good technology were more likely to be of low importance** (as rated by 57%, 40% and 27% respectively).
- In terms of possible activities, **64% of respondents either already did health and wellbeing activities or expressed an interest in doing so. Sport and recreation was also a popular option (51%), as was arts and cultural activities (49%).**
- Manly Daily, social media, posters at libraries or community centres and Council's website were the preferred ways for Council to promote community centres (by 60%, 35%, 24% and 24% respectively). As one would expect, older residents preferred the Manly daily and younger residents social media.

6.0 Regular Hirer Survey

6.1 Purpose and Method

The purpose of the regular hirer survey (refer to Appendix I) was to consult with current hirers of community centre spaces, and to document the nature and utilisation of each facility. The survey was sent to all hirers on council's register of regular hirers list.

6.2 Participation

Table 3 identifies the number of respondents that completed the survey by community centre. As can be seen a total of 110 regular hirers completed the survey.

Table 3. Survey Response Rate by Community Centre

Community Centre	Responses	
	No.	%
Allambie Heights Community Centre	1	0.9%
Avalon Recreation Centre	12	10.9%
Beacon Hill War Memorial Hall	1	0.9%
Belrose Community Centre	1	0.9%
Brookvale Community Centre	5	4.5%
Collaroy Plateau Youth & Community Centre	2	1.8%
Collaroy Swim Club	4	3.6%
Cromer Community Centre	6	5.5%
Curl Curl Sports Centre	4	3.6%
Curl Curl Youth & Community Centre	2	1.8%
Elanora Heights Community Centre	2	1.8%
Forest Community Arts Centre	11	10.0%
Forestville Memorial Hall & Senior Citizens Centre	11	10.0%
Forestville Youth Centre	1	0.9%
Griffith Park Sports Facility	3	2.7%
Harbord Literary institute	1	0.9%
Lionel Watts Sports & Community Centre	2	1.8%
Manly Library Meeting Room	3	2.7%
Manly Seniors Centre	2	1.8%
Manly Vale Community Centre	3	2.7%
Manly Youth Centre	2	1.8%
Mona Vale Memorial Hall	3	2.7%
Narrabeena Community Centre	1	0.9%
Nelson Heather Centre	3	2.7%
Newport Community Centre	3	2.7%
North Balgowlah Community Centre	2	1.8%
North Curl Curl Community Centre	4	3.6%
North Narrabeen Community Centre	5	4.5%

<i>Community Centre</i>	<i>Responses</i>	
	<i>No.</i>	<i>%</i>
<i>North Steyne Surf Pavilion</i>	2	1.8%
<i>Oxford Falls Peace Park</i>	0	0.0%
<i>Queenscliff Surf Pavilion</i>	0	0.0%
<i>Seaforth Community & Sporting Pavilion</i>	2	1.8%
<i>Seaforth Community Centre</i>	2	1.8%
<i>Seaforth Village Community Centre</i>	0	0.0%
<i>Ted Blackwood Youth & Community Centre</i>	3	2.7%
<i>Terrey Hills Community Centre</i>	1	0.9%
<i>Tramshed Arts and Community Centre</i>	0	0.0%
<i>Yoyo's Youth Centre</i>	0	0.0%
<i>TOTAL</i>	110	100.0%

It should be noted that whilst there were 110 respondents who participated in the overall survey, not every respondent answered every question. The following provides a summary of the response rate:

- Over one third of responses came from hirers of just four (4) community centres:
 - Avalon Recreation Centre (10.9% of total responses or 12 respondents)
 - Forest Community Arts Centre (10% of total responses or 11 respondents)
 - Forestville Memorial Hall & Senior Citizens Centre (10% of total responses or 11 respondents)
 - Cromer Community Centre (5.5% of total responses or 6 respondents)
- The remainder community centres had a response rate of less than 5% of total responses (or 5 or less responders).
- Seven centres had only one (0.9%) regular hirer survey completed:
 - Allambie Heights Community Centre
 - Beacon Hill War Memorial Hall
 - Belrose Community Centre
 - Forestville Youth Centre
 - Harbord Literary institute
 - Narraweena Community Centre
 - Terrey Hills Community Centre
- No regular hirer surveys were completed for five (5) of the centres:
 - Oxford Falls Peace Park
 - Queenscliff Surf Pavilion
 - Seaforth Village Community Centre
 - Tramshed Arts and Community Centre
 - Yoyo's Youth Centre

6.3 Key Findings

6.3.1 Major Features

Respondents were asked to **rate (1 to 5 with 1 being strongly disagree and 5 being strongly agree)** **certain features** of community centres that they have used. Features included, convenience, accessibility, future needs, quantity of storage, functionality, adaptability, maintenance, external and internal appearance and signage. Responses were then averaged out to provide an overall average score for each feature (refer to Figure 3 and Figure 4). Key findings include:

- Centres that received **low scores for convenience** included, Cromer Community Centre, Manly Vale Community Centre, North Narrabeen Community Centre, North Steyne Surf Pavilion and Seaforth Community Centre.
- Centres that received **low scores for accessibility** included, North Steyne Surf Pavilion and Seaforth Community & Sporting Pavilion.
- Centres that received **low scores for meeting future needs** included, Elanora Heights Community Centre, Manly Youth Centre, North Steyne Surf Pavilion and Seaforth Community & Sporting Pavilion.
- Centres that received **low scores in relation to sufficient storage** included, Belrose Community Centre, Elanora Heights Community Centre and North Steyne Surf Pavilion.
- Centres that received **low scores for functionality of furniture** included Manly Youth Centre and North Steyne Surf Pavilion.
- Centres that received **low scores for adaptability** included North Steyne Surf Pavilion, North Narrabeen Community Centre and Manly Vale Community Centre.
- Centres that received **low scores for maintenance** included Belrose Community Centre, Harbord Literary Institute, North Steyne Surf Pavilion, Seaforth Community Centre and Terrey Hills Community Centre.
- Centres that received **low scores for external appearance** included Beacon Hill War Memorial Hall, Belrose Community Centre, Manly Youth Centre, North Balgowlah Community Centre, North Steyne Surf Pavilion, Seaforth Community & Sporting Pavilion and Seaforth Community Centre.
- Centres that received **low scores for internal appearance** included Belrose Community Centre, Manly Youth Centre, North Steyne Surf Pavilion, Seaforth Community & Sporting Pavilion and Ted Blackwood Youth & Community Centre.
- Centres that received **low scores for signage** included Allambie Heights Community Centre, Beacon Hill War Memorial Hall, Forestville Youth Centre, Seaforth Community & Sporting Pavilion, Seaforth Community Centre and Terrey Hills Community Centre.

Figure 3. Community Centre Features, Average Scores

Community Centres	Convenience	Accessibility	Future needs	Quantity of storage	Functionality of furniture
Allambie Heights Community Centre	4.0	4.0	4.0	5.0	5.0
Avalon Recreation Centre	5.0	4.4	4.0	3.3	4.1
Beacon Hill War Memorial Hall	4.0	3.0	4.0	0.0	3.0
Belrose Community Centre	5.0	5.0	5.0	1.0	3.0
Brookvale Community Centre	4.6	4.4	4.6	3.4	3.4
Collaroy Plateau Youth & Community Centre	4.5	4.5	3.5	4.0	4.5
Collaroy Swim Club	5.0	4.0	3.5	4.0	3.8
Cromer Community Centre	3.7	3.8	4.2	3.7	3.5
Curl Curl Sports Centre	4.5	4.8	4.8	5.0	3.8
Curl Curl Youth & Community Centre	4.0	4.5	4.5	4.0	4.5
Elanora Heights Community Centre	4.5	3.5	2.0	1.5	3.0
Forest Community Arts Centre	4.7	3.8	4.4	3.1	4.1
Forestville Memorial Hall & Senior Citizens Centre	4.5	4.0	4.6	3.9	4.0
Forestville Youth Centre	4.0	4.0	4.0	4.0	2.0
Griffith Park Sports Facility	5.0	4.0	3.3	4.3	4.3
Harbord Literary Institute	4.0	4.0	4.0	3.0	5.0
Lionel Watts Sports & Community Centre	4.5	4.0	4.0	4.0	2.0
Manly Library Meeting Room	5.0	4.7	4.7	1.7	4.3
Manly Seniors Centre	5.0	5.0	5.0	5.0	5.0
Manly Vale Community Centre	3.3	3.3	3.3	4.0	3.3
Manly Youth Centre	5.0	4.0	1.5	4.0	0.5
Mona Vale Memorial Hall	4.7	3.3	4.0	3.7	4.0
Narrabeena Community Centre	5.0	5.0	5.0	5.0	5.0
Nelson Heather Centre	4.7	4.3	4.0	4.0	4.3
Newport Community Centre	5.0	5.0	5.0	4.3	4.3
North Balgowlah Community Centre	5.0	4.0	4.5	4.5	5.0
North Curl Curl Community Centre	4.0	4.0	4.5	3.5	3.3
North Narrabeen Community Centre	3.6	3.0	3.0	3.6	3.4
North Steyne Surf Pavillion	3.5	2.0	2.0	1.0	1.0
Oxford Falls Peace Park	NR	NR	NR	NR	NR
Queenscliff Surf Pavillion	NR	NR	NR	NR	NR
Seaforth Community & Sporting Pavillion	4.0	2.5	1.5	4.5	4.0
Seaforth Community Centre	3.5	3.5	4.5	3.0	4.0
Seaforth Village Community Centre	NR	NR	NR	NR	NR
Ted Blackwood Youth & Community Centre	5.0	4.7	5.0	4.0	4.3
Terrey Hills Community Centre	4.0	4.0	5.0	4.0	4.0
Tramshed Arts and Community Centre	NR	NR	NR	NR	NR
Yoyo's Youth Centre	NR	NR	NR	NR	NR

Figure 4. Community Centre Features, Average Scores

Community Centres	Adaptability	Maintenance	External Appearance	Internal Appearance	Signage
Allambie Heights Community Centre	4.0	5.0	5.0	4.0	2.0
Avalon Recreation Centre	4.0	3.8	4.5	4.2	4.1
Beacon Hill War Memorial Hall	4.0	3.0	2.0	4.0	2.0
Belrose Community Centre	4.0	2.0	2.0	2.0	4.0
Brookvale Community Centre	3.6	3.8	3.6	4.0	3.2
Collaroy Plateau Youth & Community Centre	4.5	3.5	4.0	4.0	3.0
Collaroy Swim Club	4.0	4.0	4.5	4.5	2.5
Cromer Community Centre	3.8	4.2	3.8	3.5	3.3
Curl Curl Sports Centre	5.0	4.0	4.0	4.3	4.3
Curl Curl Youth & Community Centre	4.5	4.0	4.0	4.0	4.0
Elanora Heights Community Centre	4.0	4.5	4.0	3.5	4.0
Forest Community Arts Centre	3.8	3.8	4.1	3.8	3.7
Forestville Memorial Hall & Senior Citizens Centre	4.0	3.7	3.7	3.6	3.0
Forestville Youth Centre	5.0	5.0	4.0	4.0	1.0
Griffith Park Sports Facility	3.3	3.3	4.7	3.7	4.0
Harbord Literary Institute	3.0	2.0	4.0	3.0	4.0
Lionel Watts Sports & Community Centre	4.5	2.5	4.0	4.0	3.5
Manly Library Meeting Room	4.7	4.0	4.3	4.3	4.0
Manly Seniors Centre	5.0	4.5	4.5	4.5	4.5
Manly Vale Community Centre	2.7	3.0	3.7	3.3	3.0
Manly Youth Centre	4.5	3.0	1.5	1.5	2.5
Mona Vale Memorial Hall	4.7	4.0	3.7	3.3	3.0
Narraweena Community Centre	5.0	5.0	4.0	4.0	5.0
Nelson Heather Centre	4.7	3.3	4.0	3.3	2.7
Newport Community Centre	5.0	3.7	4.7	3.7	3.7
North Balgowlah Community Centre	3.5	3.0	2.5	3.0	2.5
North Curl Curl Community Centre	4.3	3.5	3.5	3.5	3.0
North Narrabeen Community Centre	2.6	3.2	3.4	3.2	2.8
North Steyne Surf Pavillion	1.0	1.0	2.0	1.0	3.0
Oxford Falls Peace Park	NR	NR	NR	NR	NR
Queenscliff Surf Pavillion	NR	NR	NR	NR	NR
Seaforth Community & Sporting Pavillion	3.0	2.5	2.5	1.5	2.0
Seaforth Community Centre	4.5	2.0	2.5	3.0	2.0
Seaforth Village Community Centre	NR	NR	NR	NR	NR
Ted Blackwood Youth & Community Centre	4.7	3.3	2.7	2.0	3.7
Terrey Hills Community Centre	3.0	2.0	4.0	4.0	2.0
Tramshed Arts and Community Centre	NR	NR	NR	NR	NR
Yoyo's Youth Centre	NR	NR	NR	NR	NR

1.1.1

6.3.2 Satisfaction

Respondents were asked to **rate their satisfaction with the existing features** of the current centre they use. Generally, respondents indicated that they are very satisfied or satisfied with elements of the community centres they use. Areas where low satisfaction levels were noted across the centres included, WIFI, outdoor lighting and ramps & lifts. The following observations can be made in relation to satisfaction:

- **Toilets** – low satisfaction was noted for the following centres:
 - Brookvale Community Centre
 - Manly Seniors Centre
 - Manly Vale Community Centre
 - North Steyne Surf Pavilion
 - Seaforth Community & Sporting Pavilion
 - Seaforth Community Centre
- **Kitchen** – low satisfaction was noted for the following centres:
 - Mona Vale Memorial Hall
 - Seaforth Community & Sporting Pavilion
- **Parking** – low satisfaction was noted for the following centres:
 - Belrose Community Centre
 - Manly Seniors Centre
 - Griffith Park Sports Facility
 - North Steyne Surf Pavilion
- **Heating & Cooling** – low satisfaction was noted for the following centres:
 - Beacon Hill War Memorial Hall
 - Griffith Park Sports Facility
 - Harbord Literary Institute
 - Manly Youth Centre
 - North Narrabeen Community Centre
 - North Steyne Surf Pavilion
 - Seaforth Community & Sporting Pavilion
 - Seaforth Community Centre
- **Ramps & Lifts** – low satisfaction was noted for the following centres:
 - Griffith Park Sports Facility
 - Manly Vale Community Centre
 - Mona Vale Memorial Hall
 - North Balgowlah Community Centre
 - North Steyne Surf Pavilion

- **Paths & Steps** – low satisfaction was noted for the following centres:
 - Beacon Hill War Memorial Hall
 - Mona Vale Memorial Hall
 - North Steyne Surf Pavilion
- **Outdoor Lighting** – low satisfaction was noted for the following centres:
 - Collaroy Swim Club
 - Manly Library Meeting Room
 - Griffith Park Sports Facility
- **Indoor Lighting** – low satisfaction was noted for the following centres:
 - Allambie Heights Community Centre
 - North Steyne Surf Pavilion
- **WIFI** – low satisfaction was noted for most centres except for:
 - Avalon Recreation Centre
 - Belrose Community Centre
 - Collaroy Swim Club
 - Harbord Literary institute
 - Manly Seniors Centre
 - Nelson Heather Centre
 - North Curl Curl Community Centre
- **Cleaning** – low satisfaction was noted for for the following centres:
 - Griffith Park Sports Facility
 - Lionel Watts Sports & Community Centre
 - North Steyne Surf Pavilion
- **Indoor/Outdoor Flow** – low satisfaction was noted for the following centres:
 - Curl Curl Sports Centre
 - Mona Vale Memorial Hall
 - North Steyne Surf Pavilion
- **Disability Access** – low satisfaction was noted for the following centres:
 - Mona Vale Memorial Hall
 - North Steyne Surf Pavilion

Figure 5. Community Centre Satisfaction, Average Scores

Community Centres	Toilets	Kitchen	Parking	Heating and cooling	Ramps and lifts	Paths and steps	Outdoor lighting	Indoor lighting	Wifi	Cleaning	Indoor/outdoor flow	Disability access
Allambie Heights Community Centre	5.0	0.0	3.0	4.0	0.0	5.0	2.0	2.0	0.0	3.0	2.0	0.0
Avalon Recreation Centre	4.4	2.8	3.5	3.7	3.3	4.4	3.2	4.3	2.4	3.7	2.6	2.6
Beacon Hill War Memorial Hall	5.0	0.0	4.0	2.0	2.0	2.0	0.0	4.0	0.0	2.0	2.0	2.0
Belrose Community Centre	3.0	2.0	2.0	4.0	4.0	4.0	2.0	4.0	3.0	2.0	3.0	4.0
Brookvale Community Centre	2.6	4.4	4.0	3.6	3.6	3.6	3.0	4.0	1.0	3.0	4.0	2.2
Collaroy Plateau Youth & Community Centre	4.5	4.0	5.0	3.0	2.5	3.5	2.5	4.0	1.5	3.0	4.0	3.0
Collaroy Swim Club	5.0	4.0	2.8	3.3	2.0	4.5	1.0	3.3	3.3	3.8	2.8	2.3
Cromer Community Centre	3.2	3.5	4.2	3.7	2.2	3.5	2.3	4.2	1.3	4.0	4.0	3.0
Curl Curl Sports Centre	3.3	4.8	4.8	2.5	5.0	5.0	3.0	4.8	0.8	3.0	1.0	3.8
Curl Curl Youth & Community Centre	5.0	5.0	5.0	4.5	5.0	5.0	0.0	5.0	0.0	4.5	2.5	2.5
Elanora Heights Community Centre	3.0	3.0	4.0	4.5	4.0	3.0	3.5	4.5	0.0	2.0	2.5	4.5
Forest Community Arts Centre	3.9	3.3	3.3	3.5	3.5	3.7	2.5	4.4	1.2	3.6	2.6	3.4
Forestville Memorial Hall & Senior Citizens Centre	4.3	3.6	2.8	3.7	3.7	4.1	3.1	3.5	1.4	3.5	3.0	3.5
Forestville Youth Centre	4.0	5.0	5.0	3.0	5.0	5.0	0.0	0.0	0.0	3.0	0.0	0.0
Griffith Park Sports Facility	3.7	2.3	2.3	2.0	1.7	3.3	1.7	3.3	0.0	1.7	2.0	3.3
Harbord Literary Institute	4.0	5.0	3.0	2.0	5.0	5.0	5.0	5.0	3.0	2.0	4.0	5.0
Lionel Watts Sports & Community Centre	5.0	3.5	4.0	2.5	5.0	5.0	0.0	5.0	0.0	1.5	2.5	5.0
Manly Library Meeting Room	3.0	2.3	4.0	4.7	4.3	2.7	1.0	4.7	0.7	3.3	4.0	4.3
Manly Seniors Centre	2.0	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
Manly Vale Community Centre	2.7	3.7	2.7	3.7	1.3	2.7	3.3	4.3	0.0	2.7	2.3	3.7
Manly Youth Centre	3.0	2.5	4.5	1.5	2.0	3.5	4.0	3.0	0.5	2.5	3.0	2.0
Mona Vale Memorial Hall	3.0	1.3	3.3	3.0	1.3	2.0	3.0	3.0	0.7	2.0	1.3	1.7
Narraweena Community Centre	4.0	4.0	5.0	4.0	0.0	4.0	4.0	5.0	0.0	2.0	4.0	4.0
Nelson Heather Centre	2.0	2.7	3.7	2.7	0.0	2.7	2.7	4.3	2.7	2.0	3.7	4.3
Newport Community Centre	4.3	1.7	4.3	3.3	0.0	4.7	3.3	5.0	0.3	3.0	1.7	3.3
North Balgowlah Community Centre	3.0	4.0	3.5	3.5	1.0	3.0	2.5	3.5	1.5	3.0	5.0	0.5
North Curl Curl Community Centre	4.5	4.5	5.0	4.0	3.5	3.8	4.0	4.5	3.3	4.3	4.5	4.0
North Narrabeen Community Centre	3.2	3.8	2.6	2.2	2.6	3.6	2.4	3.8	1.4	2.6	3.6	2.6
North Steyne Surf Pavillion	2.0	2.5	1.0	1.0	1.0	1.0	2.0	1.0	1.0	1.0	1.0	1.0
Oxford Falls Peace Park	NR	NR	NR	NR	NR	NR	NR	NR	NR	NR	NR	NR
Queenscliff Surf Pavillion	NR	NR	NR	NR	NR	NR	NR	NR	NR	NR	NR	NR
Seaforth Community & Sporting Pavillion	2.0	1.0	4.5	2.0	2.5	4.0	3.5	4.5	0.5	4.0	2.0	2.0
Seaforth Community Centre	2.0	0.0	3.5	2.0	0.0	4.0	2.0	4.5	0.0	3.0	4.5	0.0
Seaforth Village Community Centre	NR	NR	NR	NR	NR	NR	NR	NR	NR	NR	NR	NR
Ted Blackwood Youth & Community Centre	3.3	4.0	3.0	2.7	3.3	4.7	2.7	3.7	1.7	3.0	3.3	3.0
Terrey Hills Community Centre	3.0	3.0	5.0	3.0	0.0	0.0	0.0	3.0	0.0	2.0	3.0	4.0
Tramshed Arts and Community Centre	NR	NR	NR	NR	NR	NR	NR	NR	NR	NR	NR	NR
Yoyo's Youth Centre	NR	NR	NR	NR	NR	NR	NR	NR	NR	NR	NR	NR

1.1.1

6.3.3 Opportunities & Challenges

Respondents were asked what **opportunities and challenges** they saw for the community centres they use. The table below summarises the opportunities and challenges that were noted for each community centre.

Table 4. Opportunities and Challenges for Community Centres

ID	Community Centre	What opportunities do you see for this centre?	What challenges do you see for this centre?	Other Comments
1	Allambie Heights Community Centre	<ul style="list-style-type: none"> it has been a great space to hold yoga, and would not be possible without the heaters you have installed. 	<ul style="list-style-type: none"> In the evening it is difficult to find and to know where you enter because the lighting and signage are not easy to see in the dark 	<ul style="list-style-type: none"> Put a dimmer switch on the indoor lighting please
2	Avalon Recreation Centre	<ul style="list-style-type: none"> it is a great facility for the public. very versatile, can be used for lots of different activities. A community hub Expand facilities to attract more hirers Many Well placed for future Community needs great arts hub, 	<ul style="list-style-type: none"> important to keep the centre in good condition and keep up all repairs, which is being done as far as i know. Noise Keeping the rental rate affordable for the local community. Being run by new council, making changes when it has been run smoothly for many years Costs for the general public to hire We have an amazing discount for our Seniors Group which we really appreciate parking for events as parking in avalon is difficult Parking could be better, but it is not linked to the Centre. In general, in Avalon, parking is becoming a problem (especially if need to have a car parked for a few hours). No wifi. Noise between rooms and from outside Room 4 could have blinds to block out the hot summer sun. The brochure area is untidy. Competitors remove flyers 	<ul style="list-style-type: none"> I think Avalon Rec Centre is a great centre. Wifi is really bad (well...inexistent which is a problem when teaching). You haven't mentioned the staff! They are very important and the staff at Avalon Recreation Centre, Nelson Heather and Newport Recreation Centre are all very well run. I really appreciate both the centres and the extremely caring, helpful and professional staff that maintain them. Keep up the good work! Get better cleaners Blinds for Room 4 Being more lenient with billing period for permanent hire's Keep the hiring as it is! Many staff have left due to changes and soon hirers will leave if there are too many changes yes, as a hirer who has been hiring for more than 20 years, i would like to comment on proposed billing system, ie pay up front, this is very difficult especially in January at the start of the year , as

ID	Community Centre	What opportunities do you see for this centre?	What challenges do you see for this centre?	Other Comments
				<p>hirers usually haven't worked since dec , and getting parents to pay upfront in January is extremely difficult , payments by week 3 is achievable .</p> <ul style="list-style-type: none"> Also it would be good to have a more detailed survey about hirers concerns, new charges for storage, the booking system, and payment system !!!! how these can be improved and be more user friendly, ways council can help promote activities etc .Would be really good to have a meeting in each centre with centre manager to discuss all the changes and listen to concerns . This survey is way to broad !!!!! Again. From Avalon Meeting Room there is no wifi which means that I can use technology during my classes. Would be amazing if I could All fitness and movement classes/activities to be held in the Annexe as it is away from the main building and it has air-conditioning plus great storage
3	Beacon Hill War Memorial Hall			
4	Belrose Community Centre	<ul style="list-style-type: none"> redevelop to include meeting room functionality to allow for multiple smaller group to use the centre at the same time. 	<ul style="list-style-type: none"> More groups using the centre around the local sporting clubs that have regular access requirements and this is being eaten into. 	<ul style="list-style-type: none"> The community centre could do with a renovation to modernise it and make it more usable for all relevant community group
5	Brookvale Community Centre	<ul style="list-style-type: none"> Its OK but there is room for improvement Essential in its proximity to transport. meeting group activities 	<ul style="list-style-type: none"> Having three rental spaces in the same building its confusing for some users. The centre's car park only for 4 cars, it needs more parking. One hall has no disable access Threat of demolition and non-replacement with the plans for the 'new improved' Brookvale redevelopment. 	<ul style="list-style-type: none"> It would be good if all the halls had access to the backyard, with emphasis in the priority use being given to the South hall Not really, Other than perhaps brighter lighting and larger signage. Improve the toilets functionality

ID	Community Centre	What opportunities do you see for this centre?	What challenges do you see for this centre?	Other Comments
			<ul style="list-style-type: none"> No tables for meetings Toilet facilities are neither signed, private or practical for combined male female usage. 	
6	Collaroy Plateau Youth & Community Centre	<ul style="list-style-type: none"> Its always in great condition and can be used for lots of different activities with easy supervision It's well used and well liked 	<ul style="list-style-type: none"> Lack of disabled access is an issue. The roof leaks, although attempts have been made to fix this. Ventilation is not great 	
7	Collaroy Swim Club	<ul style="list-style-type: none"> Perfect for Arts and Crafts. Lovely natural light. I can see myself hiring this venue for a long time. Makes a wonderful art room Option to switch on/off light next to screen independent of remaining light. This would be beneficial when using a projector. 	<ul style="list-style-type: none"> The parking. When parking was extended at the Collaroy SLSC from 3? 4? hours, to 12hours to accommodate the B1-B2 commuters, it became FULL of commuters from early in the morning to late in the evening. <p>This means hall hirers, all activity participants (my students), even surfers, mothers with children going to the play park etc....all miss out on parking next to the intended destination.</p> <p>Even personally, I need to leave 1 hour early, and wait for someone to leave then PERHAPS I might get a car spot near the Hall, having to carry all the gear in from a distance is so annoying and unnecessary.</p> <p>It seems really stupid to have 12P on that SLSC area, when there is a giant carpark up the road that is NOT next to the slsc, children's play park, or community hall. Surely commuters can use that one, and people that want to use the park, beach and surf club etc, can have one small carpark to use. Commuters dominate this carpark. I watch dozens of cars go in and out, mostly mothers with children, every week, miss out. Silly decision. I hope it gets reversed.</p>	<ul style="list-style-type: none"> Yes....reduce the parking in the SLSC carpark to 4P instead of 12P. It gets very hot in summer, despite all the windows. The sun pours in, even with blinds it's very hot. The fans are ok, but not very efficient. I understand it's hard to have air con, when hirer's might leave it on. But that would be marvellous. Heaters - I can't figure out how to turn them on. The fans keep going on instead. Perhaps a 'how to', for hirers to work the odd switches might be good. I use this space at night and would recommend a night light be installed at the entrance as it is completely dark when I leave and lock up. Parking amendments. Suggest instructions how to use heater/fan combinations.

ID	Community Centre	What opportunities do you see for this centre?	What challenges do you see for this centre?	Other Comments
			<p>I love the B1 B2 but this carpark should be for beach slsc and park users, and the big carpark for commuters.</p> <ul style="list-style-type: none"> Better parking. commuters take up the whole surf club area. 	
8	Cromer Community Centre	<ul style="list-style-type: none"> Better access to toilets and signage. The Centre is great for us as is. Continued support for our group and the community. I love it's multi-functionality Improvement to women's toilet e.g. hook to hold door back. Improved lighting for night time groups 	<ul style="list-style-type: none"> Fitting everyone in! Especially as there is overflow to Cromer from Beacon Hill. Its very crowded and noisy for our meeting with the pre-school. BUT the location and parking is excellent. Over booking on a sat.arvo when meeting is being held from 2-4 pm. Most days and evenings I witness very close accidents from people leaving the centre due to the boats, trailers, advertising trailers and vans parked outside on the road. You cannot see to turn out of the Centre drive, Very scary!! Age 	<ul style="list-style-type: none"> Make it safe for the exit return home please!!
9	Curl Curl Sports Centre	<ul style="list-style-type: none"> Heating and Cooling would be great! No additional opportunities as the center is utilized a lot as it is the clubhouse of Manly Warringah Netball Association. 	<ul style="list-style-type: none"> The upstairs section of the building needs to be refurbished as the roof leaks when there is heavy rain. This area also needs some form of cooling as it is very hot during the summer months. For some reason the WiFi is very poor in the center So hot in Summer, if weather is over 28deg the hall is virtually unusable 	<ul style="list-style-type: none"> Get cleaners that actually are accountable. They come to clean the toilets at the Netball courts and they actually leave their car running as they are 5 mins tops! They need to be better maintained!
10	Curl Curl Youth & Community Centre	<ul style="list-style-type: none"> maybe expanding to two courts Use for different sports, playgroups etc 		<ul style="list-style-type: none"> better lighting We are happy with the facilities

ID	Community Centre	What opportunities do you see for this centre?	What challenges do you see for this centre?	Other Comments
11	Elanora Heights Community Centre	<ul style="list-style-type: none"> Creation of conditions which permit wider community use. Upgrades to the kitchen and male/female bathrooms would be a welcome addition - dishwasher, new bathroom amenities, etc. With relation to our hire, Elanora Heights Community Preschool has potential to continue growing and providing high quality early childhood education and care for children and their families, as well as, community access to local support services via our preschool, however, our future is uncertain whilst sharing this space with recreational users that continue to compromise our ability to adhere with government regulations and also, pose ongoing work, health and safety risks within the centre with relation to children being onsite 5 days per week. 	<ul style="list-style-type: none"> Main floor storage of chairs, tables etc. There have been ongoing challenges within this centre for several years with relation to an inappropriate match in hirers; in that, recreational activities carried out each week within the centre during evenings and school holidays severely clashes with the preschool operating within the centre 5 days per week under strict regulations and legislation (set out by the department of education). We currently employ a team of ten professional staff members and educate over 80 children and families each week within this centre, and it is very unfortunate that the nature of this shared hire continues to compromise our requirements to provide appropriate educational facilities for young children and families in the community; as well as, our ability to maintain a consistent environment for children, families and staff and more importantly ensure work, health and safety standards and legislative requirements are met. The preschool is required to undertake a full pack away of the preschool to accommodate other users which heavily impacts on our rating and assessment (Department of Education) and our ability to consistently and confidently comply with and maintain national regulations, early childhood curriculum standards and work, health and safety legislation and policies. The centre currently has inadequate and unsafe storage facilities and lacks adequate space in terms of being able to provide staff room facilities for employees working within the centre from Monday to Friday and a meeting room 	<ul style="list-style-type: none"> A more transparent online booking system. I love the little Centre and it is great for my Artability Program and Art students

ID	Community Centre	What opportunities do you see for this centre?	What challenges do you see for this centre?	Other Comments
			<p>for families in a quiet confidential space.</p> <ul style="list-style-type: none"> Specific challenges within the centre include, recreational users frequently using preschool equipment and resources, storing and leaving heavy/dangerous equipment around the centre/within unlocked (accessible to children) storerooms (e.g. sharp objects/stanley knives/nails/glass, flammable paints/cleaning products/pesticides, unsafe storage of set designs, heavy duty ropes and goods, council clean up items, etc). As the main hirers of the centre (5 days per week) for the past 52 years, our preschool has attempted to work with other hirers in a respectful and compromising manner, however, this has become increasingly difficult of late as we feel that there is an imbalance of power/intimidation that compromises the wellbeing of preschool staff, therefore, we now communicate solely via council. 	
12	Forest Community Arts Centre	<ul style="list-style-type: none"> Wonderful Community Appeal Great for Arts and other Classes Exhibitions good to promote the Centre Great Forest Community Library with excellent staff Good Access for Local Community Group Good centre, but council needs to be more amenable, flexible and supportive of hirers It is currently suitable for art activities as well as training and meetings. This is a good use of the ART centre, in my opinion the centre is well utilised and it should maintain its role in the Forest Art Community Performance space 	<ul style="list-style-type: none"> Repairing broken electronic door in a timely manner Ensuring the air conditioning is working properly during summer time As above ... council has turned the centre into merely a rental/hiring facility instead of a Community Arts Centre Keeping fees down parking is an issue as we are 6 hour hirers and parking times are restricted. immediate access to unload heavy items, bags of clay etc would be good as some of us are somewhat elderly Keeping equipment up to date The only improvement I can think of is to create an area where attendants can share 	<ul style="list-style-type: none"> What about a permit to allow all day hirers to park without shuffling cars and in any event we could still be booked as i understand it, if we move around the parking area. Pity that council seems to have at least partially withdrawn from supporting the annual art show. Council (warringah) has previously been very supportive of the arts. Hiring the area for show setup!!!! give me a break, that is mean. Is it just about return on asset???. have had another experience with a room made available to our Council sponsored book club at Warringah mall library. Council sneakily did not renew us so that they could make a profitable hiring to a

ID	Community Centre	What opportunities do you see for this centre?	What challenges do you see for this centre?	Other Comments
			<p>morning tea or lunch, perhaps adjacent to the kitchenet or as an extension of it.</p> <ul style="list-style-type: none"> organising adequate parking for hirers. At present it is impossible to attend a class and park legally. Parking 	<p>commercial enterprise. It was explained that the room was after all a public space or some such. I guess a book club sponsored by the library does not qualify to meet in a library???? I wonder who is responsible for these attitudes? Otherwise staff are unfailingly polite and helpful. Opinions expressed are personal and do not represent my group.</p> <ul style="list-style-type: none"> The library could keep more resource for the activities operating in the centre ie. international ceramic and art magazines I would like to respectfully ask for a commendation to be written in the service records of the centre managers, Ms Michelle West and Ms Kathy Colling for their outstanding professional, courteous and timely service. reconsider charging art teachers for annual exhibition of students work. Fees for this should be waived This survey doesn't include administrative staff who at Forestville community art centre are great
13	Forestville Memorial Hall & Senior Citizens Centre	<ul style="list-style-type: none"> Definitely could be used for events on weekends It would be great if it was air-conditioned and you could dim the lighting Community classes it is a great facility as it is - it is the cleaners that let it down That the current access to parking be changed. The entry near est the lights should be marked entry only. The other one near the Bus stop should be Exit only. 	<ul style="list-style-type: none"> Location very close to main road parking issue especially if two functions on at the same time Maintenance and aging cleaning!!!! Keeping it safe for all users 	<ul style="list-style-type: none"> instructions re hot water tap in kitchen placed on the wall The lights in senior Citz Hall should be more varied. They are very bright and some classes don't need all lights on so bright. the facility is wonderful it is disappointing that the cleaning lets it down. Perhaps more Patrols to check the two centre's safer. It would become a great centre if it was

ID	Community Centre	What opportunities do you see for this centre?	What challenges do you see for this centre?	Other Comments
				air-conditioned and you could dim the lighting. <ul style="list-style-type: none"> Letting commuters park
14	Forestville Youth Centre	<ul style="list-style-type: none"> Improve the signage when accessing from Melwood Ave. 	<ul style="list-style-type: none"> School Holidays impact our usage. The tables are all stacked on one trolley, too heavy for a 90 YO to push about. 	<ul style="list-style-type: none"> Looking for a similar community centre in the Manly, Curl Curl, Brookvale area
15	Griffith Park Sports Facility	<ul style="list-style-type: none"> I can see myself holding small classes here. Good for groups, discussions, art classes etc. It's great for smaller sized activities, and hiring fee should always reflect this. Need attractive small rooms, not just big halls with unwelcoming small rooms attached. I love that this is standing alone. It's called a community centre but it's really only a hiring space - the rents are becoming prohibitive. Sedentary groups, reading, art, etc, older people. Makes a great room for 'sitting'. 	<ul style="list-style-type: none"> 1. It's often full of dirt. Understand it's a football field but there is no front mat that can remove dirt or mud from shoes. Previous users don't seem to sweep. unattractive. Garbage bins usually have lots of garbage in them on arrival. Also, unattractive. 2. The kitchen is full of ants. Great kitchen, but often messy and benches dirty. It's a shame the urn was not replaced. I'm lucky council immediately brought in a regular kettle. But too small for my class. I had to buy an extra to use. Kitchen needs a boiler. Often looks unclean. 3. THE PARKING!! again, since the council made this a 12-hour carpark, for B1B2 use, it's always full unless I get there an hour early and sit waiting for an hour. But not full with commuters, with GOLFERS. If parking was reduced to 4 hours the golfers wouldn't be able to park there. (takes longer than 4 hours) (but neither would I as I hire for around 7 hours.) I wish I had some sort of sticker allowing me to park in a spot. Again, like Collaroy Swim, it's very irritating that the hirer, and the users, of the community hall, can't park in the carpark. Not ever. I feel that Long Reef Golfers, who have a giant carpark of their own, should park elsewhere and hirers and users of the hall be 	<ul style="list-style-type: none"> One golfer parks IN the entry to the carpark every week, blocking half of it off. Ranger never comes around to book him. A zip boil would be wonderful. Parking - already said. But I wish I could have a 'hirer's sticker or something. Please don't make all the carparks next to all the community centres 12 hours. It sort of defeats the purpose of community, when the community can't park there as it's full of commuters who are all day in the city. A moratorium on Fees for a couple of years. Costs are going up and wages are stagnant 4 places taken by disabled parking (2 places and 2 blocked off) is too many for a 10-place carpark. 40% of people are not disabled.

ID	Community Centre	What opportunities do you see for this centre?	What challenges do you see for this centre?	Other Comments
			<p>allowed to park next to it. Recently the disabled section was enlarged from 1 spot (in a 10 place carpark) to 3 spots (actually 2 spots with a space in the middle) This means 3 out of the 10 places are always empty. Again, this seems very silly to me. Is 30% of the population disabled?</p> <ul style="list-style-type: none"> • The centre needs to contact more with the community perhaps advertising would help - other than a brochure there isn't any advertising for the general public. • Bathroom needs extractor. • Kitchen requires ant/pest eradication. • Carpark Parking is taken up entirely by Long Reef golf Club players. • Whiteboard does not belong to council. • Room is often dirty, and bins often used and full from previous users, which is unpleasant when I arrive. 	
16	Harbord Literary institute	<ul style="list-style-type: none"> • With a lowered ceiling, overhead fans and heaters that are not noisy, the Institute could be a greater asset to the community. 	<ul style="list-style-type: none"> • Carpeted area is often dirty. A carpeted area is useful for kindy and other hirers but could new carpet be installed with regular electro dry cleaning?(dries quickly) • Pressed metal ceiling means no insulation. (see above) • Cleaners need to step up 	<ul style="list-style-type: none"> • We are grateful for this reasonably priced venue and suggest that a few dollars more to the hourly rates to address heating and cooling issues may be acceptable to hirers if council can put aside heritage objections.
17	Lionel Watts Sports & Community Centre	<ul style="list-style-type: none"> • A dish washer would be very useful. 	<ul style="list-style-type: none"> • Some hirers do not leave facility clean • Independent cleaners need to be more frequent 	<ul style="list-style-type: none"> • U3A uses 7 community centres and I have not enough spare time to fill in a survey for each centre
18	Manly Library Meeting Room	<ul style="list-style-type: none"> • More opportunities for our service to use it more frequently rather than once per week. 	<ul style="list-style-type: none"> • Moving the days, we use when we have a constant morning permanently booked. Other organisations seem to just take our spot if something is on & we are required to telephone 18 people about this cancellation. 	<ul style="list-style-type: none"> • The toilet amenities do not allow for space for prams if a mother needs to use the toilet or older individuals with walking frames.

ID	Community Centre	What opportunities do you see for this centre?	What challenges do you see for this centre?	Other Comments
19	Manly Seniors Centre			<ul style="list-style-type: none"> I would like to see the hourly fee come down. Teaching yoga is tricky sometimes if only get a few turn up and you just cover cost of hall hire. Little harder to make a living. I would like to see the price come down for hiring the hall for yoga classes please
20	Manly Vale Community Centre		<ul style="list-style-type: none"> Only 1 toilet - not enough when hosting evens with 50 + people The challenges for us are the inability to leave our carpet mats and furniture in the hall during the week. Any use of the designated playground for the preschool would detrimentally destroy its quality and suitability for our pre-schoolers. The cleaning of the hall is minimal and needs to be addressed. 	<ul style="list-style-type: none"> For our particular purposes having white walls is a disadvantage. Can the walls be painted a different colour? Sole use during school term weeks would enable us to provide a more inviting environment for the children and families.
21	Manly Youth Centre	<ul style="list-style-type: none"> This centre is full of natural light and the location is great! I could see it being used for church and other community events throughout the week (even potentially shows, etc.). 	<ul style="list-style-type: none"> May pose some accessibility issues for those in wheelchairs, and not a lot of locked storage options. Additionally, for a church, it does not offer other decent-sized rooms for kids or youth. 	<ul style="list-style-type: none"> It would be great to have some extra rooms for youth or kid services (for church use). Additionally, extra power outlets would be ideal!
22	Mona Vale Memorial Hall	<ul style="list-style-type: none"> Well located and can be used for many different activities. Ramps on both sides of the entry 	<ul style="list-style-type: none"> Parking is becoming an increasing problem, particularly in the mornings. The toilets are the main problem for the centre. when the hall is in use the general public can access the toilets and therefore they get very dirty and vandalised. 	<ul style="list-style-type: none"> somehow get more security to deter vandalism of the toilet areas.
23	Narraweena Community Centre			
24	Nelson Heather Centre	<ul style="list-style-type: none"> It needs pulling down 	<ul style="list-style-type: none"> It is run down; the building is actually moving as it was built on a tip Safety issues - sinking floor in one room, makes for accessibility problems for people 	<ul style="list-style-type: none"> whoever has the cleaning contract is not doing a good enough job for the amount of people that use the Nelson Heather Centre, the cleaning is not up to scratch

ID	Community Centre	What opportunities do you see for this centre?	What challenges do you see for this centre?	Other Comments
			<ul style="list-style-type: none"> in wheelchairs. Cooking facilities not kept in good working order. Lack of cleaning supervision particularly in kitchen areas where refrigerators and cupboards are not cleaned regularly. Parking is a challenge in the mornings due to Jazzercise across the road and then Sport on Fridays for the local schools. Signage to the entrances could be improved as it is a little complicated to know which door to use. 	
25	Newport Community Centre	<ul style="list-style-type: none"> A great facility for the community. Can be and is used for lots of different purposes. Great future for extra courses if rooms are available limited to non-school holidays at the present time 	<ul style="list-style-type: none"> All good as long as the centre is kept in good condition and clean Maintaining cleanliness Limited space to develop further. Parking is a problem as The Bowling Club take limited space for afternoon activities 	<ul style="list-style-type: none"> the cleaners should clean the windows more frequently. Could you consider changing the tables they are difficult to move for older people
26	North Balgowlah Community Centre	<ul style="list-style-type: none"> Lots of children around to utilise activities. Near a growing school community and affluent families. Elderly looking for a place to connect. We hire craft room one night a week, so not sure how well venue used. Could advertise on sites like Nabo availability for parties etc. 	<ul style="list-style-type: none"> It's in need of an update/refresh Cannot foresee any except keeping Centre well used. 	<ul style="list-style-type: none"> The cleaning is inconsistent sometimes terrible, sometimes average and sometimes good. Mostly reverts to bad. North Balgowlah could do with some updating/maintenance, fresh coat of paint in the art room and solving the dirt/no grass issue in the art room outdoor space,
27	North Curl Curl Community Centre	<ul style="list-style-type: none"> It is a great Community resource Clearer signage (easily confused with other Council Community Centres in Abbott Road 	<ul style="list-style-type: none"> Maintenance It is not possible to darken it enough for showing PowerPoint, etc. Needs blinds on all windows. It is a major hassle (and OH&S issue) to have to move all of the tables to set up to view the projection screen (and move them back at the end) 	

ID	Community Centre	What opportunities do you see for this centre?	What challenges do you see for this centre?	Other Comments
28	North Narrabeen Community Centre	<ul style="list-style-type: none"> Better and cleaner bathrooms. Pathways around the back of the centre to be cleared of objects obstructing path. Needs some kind of heating We operate the Narrabeen Community Kindergarten out of this centre. This is a not for profit organisation that provides early childhood education for the community. The organisation would like exclusive access to the 2 halls - middle and small halls, leaving the Main Hall to the dance classes. As the dance classes already have extensive access to the Main Hall, our committee sees it as a very reasonable request to secure exclusive use of these other 2 halls. The NCK is very highly regarded in the community for providing high quality education to the children in our community. Families feel very strongly about the preschool not having to pack up the room every day for very small dance classes, who could be accessing the many other halls in the area. Great community centre to offer services to people in the Narrabeen/Collaroy area. It has a great variety of groups offering services. It needs an overhaul. Very dated and old. Not sure if the stage in the hall is put to good use? Would be great to have an outdoor play area we could use for Playgroup. 	<ul style="list-style-type: none"> Dirty floors not cleaned often enough. Parking is limited Some upgrading of facilities – kitchen Cleaning has been a longstanding issue as the standard is very poor. As it is now a contract company, there are many different people cleaning. There is therefore no consistency. Originally, when there was a regular cleaner employed, the standard of cleaning was excellent. Sound passes too easily between rooms. It can be difficult to run a meditation class in the middle hall when there is a children's party in the main hall. The sound travels straight through the walls. Mould, cleanliness. 	<ul style="list-style-type: none"> It can be difficult for newcomers to find the correct entrance to rooms. The entrance needs clear signage telling people where to find the hall they are looking for.
29	North Steyne Surf Pavillion	<ul style="list-style-type: none"> An upgrade of the internal space would make it more conducive for future hire. As it is now I have been told there is to be renovation, but the door to the outside looking over the beach has been barred for 2 years. There is no airflow and the windows are almost impossible to open. The lighting is harsh and the floors are always dirty. The toilets smell and people from the club who have keys or use the gym below walk through without any concern for 	<ul style="list-style-type: none"> Parking, lack of disability entrance, lighting, floor, toilets, cleaning, windows, doors, unsafe entrance. Lack of warmth and cool. No airflow. People entering while class is running. Access, lighting, floor, privacy, parking issues, no storage, lack of air flow, no access to outdoor terrace or air flow from open doors for last 2 years. It is in desperate need for an upgrade. Currently in very poor condition. 	<ul style="list-style-type: none"> North Steyne Surf Club is an iconic building but has not moved into the 21st Century. Renovations have not made it conducive to running classes as I have done there for 18 years. Interruptions from club members and general public is always a problem when teaching as when doors are open for air flow people feel free to just walk in and look around. There needs to be a change to the interior lay out of the

ID	Community Centre	What opportunities do you see for this centre?	What challenges do you see for this centre?	Other Comments
		<p>who is using it or running a class. I have rented there for 18 years and as I love the location I stay but would love to see a very big upgrade</p> <ul style="list-style-type: none"> Location is excellent but the lack of upgrade makes it a poor to see opportunities for the future other than short rental times of an hour at a time 		<p>space to be rented.</p> <ul style="list-style-type: none"> I have rented the North Steyne facility since 2000 and at one stage 7 times per week, which became too expensive for my small business to maintain. As much as I love the view of the beach I have not enjoyed the sandy, dirty floor, the lack of clean toilets, the continued intrusion of club members, the lack of privacy and the 'no empathy' attitude by the previous council when it came to major disturbances to me being able to run my classes. EG.piles of timber being stored taking 1/2 to 2/3 of floor space, but continued full rental charge! I would love to see an upgrade and the work I was told was going to be done actually done. I am happy that my 18 years of campaigning for equal rents across the Northern Beaches has finally occurred, making these facilities more accessible for hire, but this facility certainly does not offer the upgraded options that many other clubs on the Northern Beaches offer for the same or less hourly rental rate.
30	Oxford Falls Peace Park			
31	Queenscliff Surf Pavillion			
32	Seaforth Community & Sporting Pavillion	<ul style="list-style-type: none"> Need a new floor surface, old floor is very, very hard for sport, is like concrete. Needs floorboards. Also, Basketball lines are wrongly marked, the basketball hoops are too low and substandard. 	<ul style="list-style-type: none"> Outdoor area very unusable a tiny sand pit and bark covering ground has no appeal and safety checks unable to be done as the covering is not appropriate for a play area for children. Could do with softball and some outdoor equipment it could look so good like Jaf Fenwick at Seaforth. 	<ul style="list-style-type: none"> Basketball facilities are lacking. In short basketball is exploding as sport, junior registrations are up and will continue to grow. growth is because of fantastic NBA players and marketing but also due to increased information regarding concussions and injuries from contact sports. Would be prudent for the council

ID	Community Centre	What opportunities do you see for this centre?	What challenges do you see for this centre?	Other Comments
				<p>to forward plan for continued growth with regard to both indoor and outdoor facilities</p> <ul style="list-style-type: none"> Really needs bathrooms and kitchen updated.
33	Seaforth Community Centre	<ul style="list-style-type: none"> The opportunity for the local community to come together for various activities There are good opportunities if there was a heating system for the hall. 	<ul style="list-style-type: none"> The need to keep the Centre a clean, safe place. No heating!! Please install heating similar to Cromer Community Centre. These heaters can be set to a timer so that no one will leave the heater on overnight. 	<ul style="list-style-type: none"> I have stressed cleaning, at the Centre, over the past few months the hall especially toilets and storage area has been left filthy. The toilets, storage room doors all need to be painted, ie stripped back and painted not painted over old paint which peels off very quickly and looks ugly. The rubbish receptacle outside the hall always has rubbish left on the ground not inside the locked rubbish bin as it should, the animals always have a wonderful rummage and leave scattered rubbish everywhere. Obviously, someone doesn't have a key. Parking - there are several caravans and trailers parked in the allocated spaces for the Centre so people using the Centre have to park further away. Please install heaters.
34	Seaforth Village Community Centre			
35	Ted Blackwood Youth & Community Centre	<ul style="list-style-type: none"> Continued use for community. Great hall for exercise/dance and for large meetings etc. The venue is situated in an ideal central area for accessibility to the local community, with plenty of room to renovate and extend the community centre hall as it is often too small and there are very few halls on the Peninsula of this size or larger. Kitchen facilities could be used 	<ul style="list-style-type: none"> The building is old. Bathrooms need an update, Inside needs a repaint and sprucing up. Side doors continue to be a challenge to lock securely. It needs a desperate update. There is NO heating at all so it can be like a freezer in winter. Reverse cycle air conditioning would help the oven temperatures in summer, especially while physical activity is taking place. 	<ul style="list-style-type: none"> It would be a sad day for the centre should planned demolition occur. It is needed in addition to planned new Warriewood Community Centre. More facilities, not less needed for increasing population in area. Hall is a bit dim inside/outside at night during winter. Extra parking would be helpful. A large signboard at front of building displaying activities which take place in the centre would be useful and

ID	Community Centre	What opportunities do you see for this centre?	What challenges do you see for this centre?	Other Comments
			<ul style="list-style-type: none"> Also, rear access would save people walking in to the front of classes or meetings, especially when they are late. Ideally a foyer area like other halls would be of great benefit, so people are not left waiting outside in the rain or hot temperatures, or like I have to allow them in to classes and they are constantly walking up and down in the middle of my classes, which are very distracting for the children. Limited use due to decor. 	<p>informative to the public.</p> <ul style="list-style-type: none"> I hire 7 different community centres just to conduct my weekly afternoon/night/weekend classes as all centres are just about full to capacity of a weekday afternoon and evening. Plus, I need a size comparable to Ted Blackwood and that can be a very difficult task. Another huge difficulty for Ted Blackwood is the use of our toilet facilities by the people training outside on the netball and soccer fields. Every afternoon they just walk straight through our classes thinking it is their right to use our hired toilet facilities when they have their own toilets outside. They say their coaches do not have the keys to open the toilets on the fields?
36	Terrey Hills Community Centre			
37	Tramshed Arts and Community Centre			
38	Yoyo's Youth Centre			

6.3.4 What Makes a Great Community Centre?

Respondents were asked *“What makes a great community centre”*. There were a range of comments provided with common themes including accessibility & location, multipurpose & flexible, affordable, amenity & design, programming & activation, cleanliness, upkeep & safety, management & operation and community. All comments made are listed below.

Accessibility & Location

“Accessible, clean, big enough for a wide range of uses and well managed”

“Access in the main shopping area”

“Accessibility, good transport, parking, disable access, and a light and bright”

“Proximity to transport, facilities and being positioned in an Hi-Vis situation”.

“Accessible place”

“Location”

“Location, natural light (for art), large room”

“Accessibility, affordability, diversity of usage. The ability of the centre to adapt to user groups needs”.

“location and parking and adjacent to children's play area”

“Good access, suitability for different events, good parking and location near public transport”

“Accessibility to the local Community Groups”

“Availability”

“Accessibility functionality staff”

“Accessibility for the community”

“Lovely location”

“Easy access”

“Our families enjoy the location next to the community garden”

“An accessible area with welcoming facilities and affordable rates, suitable for passive and light active recreation/learning opportunities”

“Easy access, easy parking, attractive environment, cleanliness, airflow, privacy, lighting, clean toilets, shower facilities”.

“Location. Atmosphere on inside of centre needs to be bright and inviting. Cleanliness must be of high standard. Centre storerooms need to be kept tidy”.

“Accessibility and an up to date centre that caters for all groups in the local community to offer opportunities to connect and integrate for good physical and mental wellbeing”.

Multipurpose & Flexible

"A large flexible space that allows for multiple use as well as good kitchen/bar facilities to cater for all event types. Fair and equal use by all resident sporting clubs."

"Multipurpose - different activities"

"The ability to accommodate a variety of activities and interests"

"A centre which is flexible & available to everyone"

Affordability

"Affordable hire fees"

"Affordable hire, clean facilities, a variety of activities"

"It wouldn't matter how gorgeous it is, if it was too expensive no one would hire it."

"accessibility, affordable rent and lightweight furniture"

"Pricing and accessibility. quality of facilities"

"Making it affordable for community use"

"Reasonable hire rates, and the ability for local small (e.g. after school activities) business and groups who are like minded to meet for their activity, knowing premises are clean, grounds safe etc."

"Also. I LOVE that the prices aren't to crazy."

Amenity & Design

"Easy parking"

"LIGHT tables/furniture, Affordable price"

"Good and enough toilets "

"Heating/ Cooling for activities and being kept clean. Especially clean toilet facilities"

"Kitchen, WITH A SINK, bathroom and table storage all right there in the ONE place (not in different areas up halls. Unfussy".

"Windows. Light. Space. Enough tables, central location and plenty of parking close by for hirers and users".

"Being used, a bit of colour and good facilities"

"Pleasant surroundings, well maintained interior and exterior, good relationships amongst hirers".

"It should be comfortable in all weather conditions"

"A big and practical kitchen and an adjacent place to enjoy a meal"

"A place that 'feels good' when you enter it when it's empty."

"Natural light"

"Plenty of tables and chairs"

"A fully functional kitchen"

"Light, plenty of furniture"

"Plenty of close by parking"

"Easily accessible, good kitchen and adequate blackout for windows so that daytime use for powerpoint and DVDs can be viewed well"

"Accessibility"

"Good natural light"

"Location and parking options"

"Users friendly, open and welcoming. Also, a community member should be able to find information there and be able to participate in an activity of interest".

"Outdoor space, natural lighting, good heating/cooling"

"A welcoming place. Cleanliness. Good and ambient lighting. No interruptions when running a class. Clean toilets. Easy accessibility. Parking. Good lighting. Heating and cool. Storage facilities for users. Privacy when running a class".

"Good indoor-outdoor flow. Clean bathrooms and kitchen and well maintained".

"An airy, light, clean, safe space where various activities can be held. Good Parking access"

"A hall that does not freeze during winter and has adequate heating"

"Atmosphere, central location, and welcoming décor".

Programming & activation

"Variety of uses"

"Activities, services and resources to build and strengthen educational, social and community networks within the local and surrounding areas".

"Varied group of Programs on Offer"

"Variety of activities"

"Variety of activities"

"Facilities available to cater to a variety of services for community groups"

Cleanliness, Upkeep & Safety

"Cleanliness"

"Clean and safe i.e. not slippery floors"

"Well-kept maintenance of facilities"

"The upkeep"

"A clean one"

"Useful spaces. Good lighting. Clean toilets. Full kitchen. Clear, VISIBLE cleaning instructions for hirers".

"Somewhere that is clean, easily accessible for all people, bright, handles weather extremes well and is adaptable to the needs of every event"

"A caring safe environment for the community to come together for different functions, that needs to be clean and easy accessible for everyone young and old"

"A safe, clean, presentable space for the community to participate in group activities. It should where possible be inclusive i.e. low rates/no rates for elderly and disabled groups and accessible for all".

"Maintenance"

Management & Operation

"Personal contact with the management"

"A good community Centre management, access to that person, flexibility"

"Friendly and professional council staff who are available to assist hirers in person, who help facilitate activities"

"The co-ordinator to be available more often especially when things go wrong"

"The behind the scenes management to be well structured and funded so that bookings, cleaning, maintenance etc is continued without interruption to activities in the centre".

"Professional and engaging staff"

"A good Council that is supportive of the users of the centre"

"Good booking Office & communication"

"Parking and a clean and well operating centre"

"Communication with coordinators"

Community

"The community"

"Involvement with the community. Council seems to have lost site of the great opportunity for it to create goodwill in the community, by allowing a once a year availability to hold a combined activity such as an exhibition in the facility free of charge. This would make the council look so good in the eyes of the public and at very little cost"

7.0 Appendix A – Internal Interview Questions

Council Interview Guide – Arts, Youth & Community Development

Current Trends

1. How does your business area interact with community centres?
2. What current trend/issues are impacting on the Arts, Youth & Community Development Sector that will influence the way community centres are provided and used? *E.g. unmet needs, emerging groups, funding etc?*

Challenges & Opportunities

3. Have you heard about, or observed any barriers experienced by community members in accessing/using community centres?
4. What else do you think the community needs from its community centres?

Potential Responses & Priorities

5. Do you have any suggestions for improving our Community Centres? *E.g. governance and models of delivery*
6. What makes a good community centre? *e.g. multipurpose*
7. What is your business area priorities in the Northern Beaches Community in relation to community centres?

Council Interview Guide – Booking Officers

Current Trends

1. How does your business area interact with community centres?
2. What current trend/issues are impacting on your business area that will influence the way community centres are provided and used?

Challenges & Opportunities

3. Have you heard about, or observed any barriers experienced by community members in accessing/using community centres?
4. What else do you think the community needs from its community centres?
5. Which are the centres that are highly booked and why?
6. Which are the centres that are not well used and why?

Potential Responses & Priorities

7. Do you have any suggestions for improving our Community Centres?
8. What makes a good community centre?
9. What is your business area priorities in the Northern Beaches Community in relation to community centres?

Council Interview Guide – Planning

Strategic Planning

1. From a strategic planning point of view what are some of the emerging trends that may impact on community centre provision and use?
2. How has community centres needs been planned for in new growth areas and major developments?

3. What is the preferred delivery model/principles for community centres in new growth areas?
4. Have the changes to Section 94 local infrastructure contributions (particularly for social infrastructure) impacted on how community facilities are delivered?
5. What aspects of the Community Centre Strategy should be considered to assist in long term strategic planning?

Council Interview Guide – Property & Assets

General

1. Is there a central database on all community centres for the Northern Beaches that has information on year built, remaining useful life, expenditure (maintenance etc), replacement cost, overall condition rating etc?
2. How does your business area interact with community centres?
3. What current trend/issues are impacting on your business area that will influence the way community centres are provided and used? *E.g. funding, compliance, sustainability etc*
4. How are scouts and guide halls currently planned and managed?
5. From a resource/asset point of view, where can efficiencies be made? *E.g. asset rationalisation*

Potential Responses & Priorities

6. Do you have any suggestions for improving our Community Centres?
7. What makes a good community centre?
8. What is your business area priorities in the Northern Beaches Community in relation to community centres?

Council Interview Guide – Children's Services

1. How does your business area interact with community centres?
2. What current trend/issues are impacting on the Children's Services Sector that will influence the way community centres are provided and used? *E.g. changing regulation, preference for private services etc?*

Challenges & Opportunities

3. Have you heard about, or observed any barriers experienced by community members in accessing/using community centres?
4. What else do you think the community needs from its community centres?

Potential Responses & Priorities

5. Do you have any suggestions for improving our Community Centres?
6. What makes a good community centre?
7. What is your business area priorities in the Northern Beaches Community in relation to community centres?

8.0 Appendix B – Summary of Interviews

Current and Emerging Trends

Service groups: Arts and cultural services; Youth services; Community development services

- Accessibility
- Locations are not efficient
- Booking issues – often asked about regular accommodation booking (e.g. one day/ week) for some community service providers e.g.:
 - Community Northern Beaches – networking many support services
 - Gig buddies (Sydney)
- Co-location would benefit
- Fees for accommodation

Unmet need:

- Community hub in Dee Why would seem most accessible. PCYC was supposed to meet the needs of Dee Why however PCYC is at capacity.
- Other user groups
- Local band nights (currently YoYos, Mona Vale Memorial Hall, Manly Youth Centre are considered for youth band nights)
- Avalon Youth Hub: co-location for youth services identifies that new space is on its wish list

Service group: Library services

- Library is seen as drop in; community centres are not
- Terminology “community centre” confuses identity/ purpose of community centre (e.g. does it reference a “hall for hire”, drop in hub etc.)
- Alambie old library attached
- Libraries may run events that might make use of community centre space however this may not help to build the library brand if held at other locations
- Noted this could be better supported with a stronger library brand
- Library programming (e.g. U3A, conversation time, story time, reading groups) is required to work in with community activities where co-located – not always compatible
- Warringah Mall library experiences conflicts with noise from kids’ uses
- Other library users include knitters, hot deskers and expectation that quiet, free space is available at libraries
- More integration between library spaces and community centre spaces supported although needs to consider use conflicts, as well as expectations around free drop-in spaces and paid user spaces

- Interaction between library and surrounding uses at Forestville is low
- Cross promotion is welcome and possible
- Library meeting spaces: fees vary to community centre rates (e.g. not for profit hourly rate is \$25 (library) vs \$15 (community centre))
- Library meeting spaces could be integrated with as part of "Council spaces for hire" booking system with other community centres
- Booking system would benefit from photos, prices, availability all in one stop shop
- Community library are mostly run by volunteers however volunteers are declining and existing volunteers are ageing and the role of Community Library Officer is to support volunteers moving forward to ensure community libraries stay open

Service group: Booking services

- Playgroups are dropping off in offset to both parents now going to work
- Increase in requirements for technology e.g. Wi-Fi, projectors
- Increased demand for spaces for yoga/ meditation
- Increased demand for indoor sports (in particular basketball)
- Unmet need for years
- Need new/ other facilities
- Storage/ curated storage
- Continued need for kids' parties (noting many booking requests have apartment/ unit addresses)
- Large events difficult to accommodate: issues such as fees, noise etc
- Primary schools are disallowing access for other users due to using the hall for their OSHC programs
- Support groups in Dee Why looking for space

Service group: Strategic planning services

- Currently undertaking LEP review and District Plan
- North District Plan requires Local Strategic Planning Statement (LSPS) (20-year planning horizon) considering following aspects:
 - Priorities
 - Actions
 - Monitoring and reporting
- Community Centres Strategy would be good to have input into LSPS e.g. for priorities
- Request for data (e.g. benchmarks?) from Community Centres Strategy baseline reporting to be provided to Strategic Planning to inform LEP Review/ LSPS

Catchments

- Strategic planning prefers suburbs as catchment base
- Wards are not preferred (despite ward map being used in Community Strategic Plan)
- Centre catchments considered a relevant catchment reference (Dee Why, Frenchs Forest,

Manly)

- Centre hierarchy will be important with local order (community) centres playing an important role in relating to people/ local catchments
- Strategic planning is moving towards use of centre catchments
- Suggestions from Councillors is that ward catchments are not uniquely preferred

Growth areas

- State growth model is different to Forecast iD
- State growth projections are what are used by Strategic Planning
- TA notes that State growth projections do not go down to small enough statistical level for purpose of community infrastructure planning

Service group: Property asset services

- Property services keep condition reports as well as reports on:
 - Renewal planning
 - Replacement costs
 - Maintenance costs
 - Life expectancy
- Property services assess prioritisation on 'fit for purpose' test as much as condition reporting
- One asset renewal project programmed per budget year
- Property Services is also required to engage with community groups
- DDA and building codes are required for each renewal
- Can't buy from Section 94 (recent changes)
- Council as facilitator/ administrator for access to all available spaces including schools, surf life-saving clubs, scout/ guide halls

Other Council assets

- Surf life-saving clubs are required to now use lease template in accordance with Crown Lands Act
- Principles of terms have been presented to clubs
- Can determine a percentage of overall appropriate for community use
- Determined on a club by club basis
- 18 SLSC are counted within Council property assets
- How are scouts and guide halls currently planned and managed?
- Scout clubs and tennis clubs (for example) are on \$1/ year leases
- Scout clubs occasionally used (e.g. for kids dance classes) but unknown leasing activity (?)

Service group: Children's services

How does your business area interact with community centres?

- Family daycare, childcare
- Belrose Community Centre (Frenchs Forest) – next door to Belrose Childcare Centre; Manly Vale – family day care for play sessions; Naraweena; Curl Curl

- Vacation care run out of five difference community centres
- What current trend/issues are impacting on the Children's Services Sector that will influence the way community centres are provided and used? E.g. changing regulation, preference for private services etc?**
- No exclusive use e.g. Terry Hills is used exclusively
 - Services for more vulnerable families is emerging need
 - Local governments are shown to be leading provider of quality childcare. Council has a waiting list for children's services - 103% utilisation
 - Work on a Children services strategy for Northern Beaches Council is planned to be started within the next 12 months
 - A need for more community space in Pittwater area is anecdotally noted from current awareness of growing family demographics and low number of existing spaces
 - Potentially also need in Ingleside and Frenchs Forest for community centres
 - In general childcare may have experienced a glut in provision of childcare spaces but believed this to be calibrated now
 - Future Children Services Strategy may identify more trends

Challenges and Barriers

Service groups: Arts and cultural services; Youth services; Community development services

Arts and cultural services:

- Exhibition spaces (northern artists network)
- \$1M for new exhibition space
- Anecdotal evidence suggests real need, not just perceived need
- Curl Curl Creative Space is full

General

- Comment was made that some in the community may not know about community centres and what they are used for
- Avalon Youth Hub: co-location for youth services identifies that new space is on its wish list
- Cultural groups (e.g. Tibetan largest community in Dee Why and they want a temple) that are looking for large venue to hold annual gatherings. Cultural groups currently use Yoyos, reserves are very common, Cromer Community Centre, Mount Mackellar High School
- Dedicated space for arts and culture – not exclusive to any user but exclusive to arts.

Service group: Library services

- Library is seen as drop in; community centres are not
- Library currently runs story time and rhyme time which is very popular however is unable to cater for kindergarten wanting to bring 20+ kids along.

What else do you think the community needs from its community centres?

- Booking system would benefit from photos, prices, availability all in one stop shop
- There is a perception that community centres are under-utilised and could be opportunity for more efficient programming (perhaps incorporating library activities)
- Potential for spaces for noisy activities such as music practise, band practise away from noise sensitive residential uses

Service group: Booking services

- Public liability insurance is often a challenge for some users (when required)
- Unsuitable flooring e.g. for sports users, tap dancers, badminton
- Overall maintenance and cleaning
- Parking – duration and number of spaces available
- Isolated locations are detrimental to centres (e.g. North Balgowlah, Seaforth Pavilion, Oxford Falls)
- Lack of awareness of centre locations and potential to hire
- PCYC registration requirement is a barrier for some groups who wish to remain anonymous (e.g. AA meetings)

Improvements needed?

- Attractiveness/ inviting/ legibility improvements
- Terminology and clarity around purpose
- Council services could be made available at centres once a month
- Community centre services to be more proactive in campaigning for use/ users, to improve use efficiency / hirer attraction

Which are the centres that are highly booked and why?

Community Centre	Reason
Forestville Youth Centre	Good size, light, bright, good parking, mirrors, great kitchen
North Curl Curl	Well-known, nice, well-located, big, lots of facilities, light natural, great parking, indoor/ outdoor flow, good kitchen, has lots of regular users
Manly Seniors	Bright, good parking, good location, well-known, nice feel, heavily used by seniors
Avalon Recreation Centre	Bright, light, library, customer service, early childhood, hall, well-located, good parking, beautiful outlook, well used
Harbord Literary Institute	Indoor/ outdoor flow, diverse groups, huge demand for children's parties, only centre in the area
Nelson Heather	Big, lots of parking, open, flat, on main road (location), well-known, services present (meals on wheels), historic significance
Curl Curl Youth Tramshed	Indoor sports, popular because of indoor sport component Amazing location, well-known, playground, visible

Which are the centres that are not well used and why?

Community Centre	Reason
------------------	--------

Oxford Peace Falls (weekdays)	Bad parking, enviro-toilets, small space, inaccessible storage, location is isolated
Manly Youth	Old, not nice
Seaforth Village	New space, activation person – one off event wasn't successful, parking issues
North Curl Curl Sports	Netball dominated, less accessible, alarm is an issue, and toilets outside, lift is dodgy
Brookvale West	Shoebox room
Terry Hills	In residential area, isolated
Elanora	Storage and user group curation> can be resolved
Service group: Strategic planning services	
<ul style="list-style-type: none"> Confusion of “centre” purpose/ function 	
Dee Why Master Plan	
<ul style="list-style-type: none"> Earlier versions note requirements for community centres on central car park site (2004) Current master plan notes a civic precinct with possible land uses including community centre Notes building will be listed on State heritage register Ingleside: green star accreditation is being sought and will need to meet minimum requirements for social infrastructure 	
Service group: Property asset services	
<ul style="list-style-type: none"> Property services not yet suitably informed on need to understand objectives for efficiencies Depends on fit for purpose (use is critical) Asset rationalisation/ consolidation is good Repurposing is supported Leasing of space instead of new facility is an opportunity to respond to need (e.g. Manly has limited community centre spaces for hire, but high real estate prices prohibit acquisition/ construction of new facility) Property services are currently tenanting property that was recently acquired by Council as Reserve Trustees of Crown land Northern Creative Space will have teaching rooms for hire 	
Service group: Children's services	
<ul style="list-style-type: none"> A need for more community space in Pittwater area is anecdotally noted from current awareness of growing family demographics and low number of existing spaces Potentially also need in Ingleside and Frenchs Forest for community centres 	

Potential Responses

Service groups: Arts and cultural services; Youth services; Community development services

Youth services

- Technology (e.g. projector)
- Furniture
- Signage (particularly bad are Nelson Heather and Avalon Annex)
- Cups and saucers/ dishwashers

Arts and cultural services

- Vibe is variable > impacts on attraction of a space to users
- Community centres rates for "exhibition" uses are more expensive than (for example) Creative Space and availability for desired duration (e.g. 2 or so weeks for an exhibition) is difficult for a shared space especially with other/ regular users of any space
- Accessible art space – creative space hirer rates are cheaper than community space rates.

Aged & Disability

- Annual community centre day – invite people from the local community "to get to know their community centre" to raise awareness and promote programs and activities on offer at the centre.
- Making sure that all centres are accessible for people with a disability

General

- Making sure that there is quality information supported by photos of community centres on the website and importantly showing what is available and what is not.
- A lot of kids' parties emphasises value of local places for hire
- Use of Seaforth hub as discussed
- Annual "Come meet your community centre" suggested

Service group: Library services

- Variable and inconsistent in quality (e.g. Pittwater Hall)
- Whole of council booking system which includes all hireable space. Suggestions for 'one-card' that can be used for all council fees and charges
- Priority: Online payment systems

Service group: Booking services

- Look at capacity in sports clubs (surf clubs, tennis clubs, churches, scout halls etc.)
- Locations are key
- Access to Council officers needs to be more streamlined
- Arts courses should be programmed for more open public attendance and regularity
- Could be supplemented with bus services to relevant centres
- Would support art teachers, public access, and social isolation
- Marketing and Promotion strategy for community centres (need to show/share what is on offer)
- Web-site interaction improved; current availability as well as list of activities for different centres made available online – noting that this would require regular updating to keep current. The suggestion was made that the onus should be put back on the hirer to input their information on the website. There is an existing database access through council website however it was noted that it might be dated.
- Internal integration e.g. using council bus services to drop people off at community centres as a way to increase usage
- Active programming of community centres - in the past council has been mostly reactive to community need (e.g. we wait for people to call us looking for a space) and there needs to be a shift in active programming of community centres especially the ones that are underutilised
- Vision: booking officers are leaders in the community in facilitating, promoting good quality, modern assets and services.

Service group: Strategic planning services

- Community Centres Strategy can be given statutory weight through the LSPS
- A list that summarises inputs being sought for LEP review will be relevant to inputs from the future community centre strategy
- Check on zoning of community centres and whether zones play a role with respect to land use planning

Service group: Property asset services

- Location better considered
- Ease of access e.g. key technology, bookings
- Availability: information on occupancy and improvements to occupancy efficiency
- Community hubs in town centres
- Blockers are tied to planning mechanisms and capital deficit occurs
- There needs to be criteria for determining who gets priority access to council's community centres
- Question made by KW regarding Council appetite to sell and acquire as "renewal" option?
 - A: As long business case is supportive

Service group: Children's services

- Accessible storage
- Fencing is important for use by child services
- Heating/ cooling is not effective
- Acoustic insulation/ performance is not effective

Priorities

- North Harbour (old bowling green) asset has been made available for temporary use while other centre is renovated
- Provision of spaces currently at capacity
- Children with additional needs – some increase is expected/ seen
- A presence at Pittwater would be helpful
- Newport facility could be good and highly utilised by children's services
- Other services are referred to by Children's services
- Women's refuge needing childcare
- Paediatricians
- Children from different cultural groups (Brazilian population growing, French, Tibetan) are helped through multi-lingual carers
- Frenchs Forest new multipurpose central hub

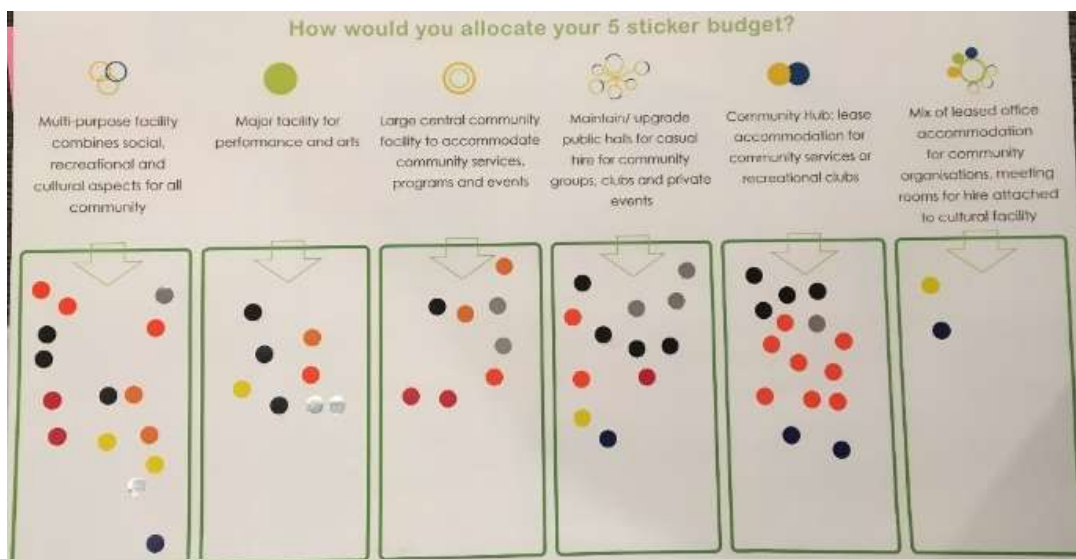
9.0 Appendix C – Focus Group Participants

No.	Name	Organisation	Position	Focus group
1	Cr Candy Bingham (Chair)	Northern Beaches Council		Strategic Reference Group – Community & Belonging
2	Cr Penny Philpott	Northern Beaches Council		Strategic Reference Group – Community & Belonging
3	Cr Kylie Ferguson	Northern Beaches Council		Strategic Reference Group – Community & Belonging
4	Cr Sarah Grattan	Northern Beaches Council		Strategic Reference Group – Community & Belonging
5	Tamzin Lee	Community Representative		Strategic Reference Group – Community & Belonging
6	Roslyn Marsh	Avalon Preservation Association		Strategic Reference Group – Community & Belonging
7	Simon Moriaty			Strategic Reference Group – Community & Belonging
8	Samuel Wilkins	Community Representative		Strategic Reference Group – Community & Belonging
9	Maria-Elena Chidzey	Community Northern Beaches Inc. (CNB)		Strategic Reference Group – Community & Belonging
10	Cathy Hockey	Community Representative		Strategic Reference Group – Community & Belonging
11	Margaret Shonk			Strategic Reference Group – Community & Belonging
12	Susan Watson	Easylink Community Transport		Strategic Reference Group – Community & Belonging
13	Judy Rice	Manly club for seniors	Secretary	Seniors and people with disability
14	Erin Sherley	NBI (Northern Beaches Interchange)	Support worker CSR	Seniors and people with disability
15	James Spanos	NBI (Northern Beaches Interchange)	Coordinator	Seniors and people with disability
16	David Trundle	NBI (Northern Beaches Interchange)	Operations manger	Seniors and people with disability
17	Victoria Gillings	SMS Lighthouse	Support worker	Family and children
18	Josie Parata	SMS Lighthouse	CEO	Family and children
19	Michelle Povah	Catholic Care DBB	Coordinator	Family and children
20	Nicci Rowe	Catholic Care DBB	Manager Family Centre	Family and children
21	Madison Furness	Youth Advisory Group	-	Youth

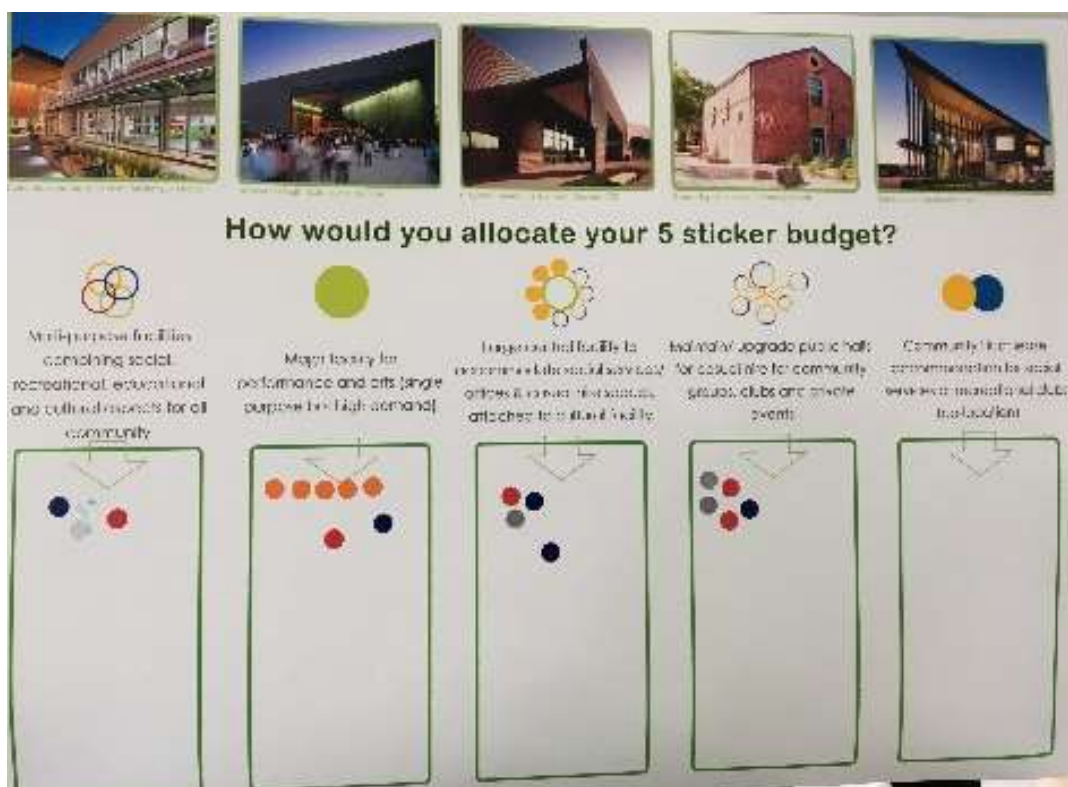
No.	Name	Organisation	Position	Focus group
22	Kena Mallender	Youth Advisory Group	-	Youth
23	Lucie Malone	Youth Advisory Group	-	Youth
24	Charlotte McLoughlin	Youth Advisory Group	-	Youth
25	Tanya Preston	Burdekin/ Avalon Youth Hub	-	Youth
26	Sophie Valentine	Youth Advisory Group	-	Youth
27	Justin Burke	Northern Beaches Council	Youth development officer	Youth

10.0 Appendix D – Focus Group Activity 1 – 5 Stickers

Focus Group 1 – Community and Belonging SRG



Focus Group 2 – Seniors and People with Disability



Focus Group 3 – Family and Children’s



Focus Group 6 – Youth Advisory Group



11.0 Appendix E – Focus Group Activity 2 – Top 3

Current/Emerging Trends

- What current trend/issues are impacting on your organisation/sector?
- What are the needs and gaps in your organisation/sector?
- What impact will there be on your organisation/sector with a potential increase in population of over 300,000 people by 2036.

Focus Group 1- Community and belonging SRG

Priorities

- More demand for affordable community space to rent
- Need to open to all niche, sectors, groups
- Increasing demand
- Loneliness and isolation are increasing
- Growing population including families and older population
- Lack of affordable studio space to create and exhibit
- Lack of funding
- Decrease in venues due to regulations, cost, development
- Space, staff numbers
- NDIS increase need to provide community access programs for people with disability
- Cost of hire

Other

- Pottery (cultural events)
- Lack of volunteers
- National Disability Insurance Scheme (NDIS)
- Workforce to service people with disability
- Funding changes
- Demands on services

Focus Group 2- Seniors and people with disability

Priorities

- NDIS
 - Increasing demand/ smaller budgets
 - Financially challenging environment
 - Does not cover overheads, making it harder to stay in expensive areas
- A great need in our organisation is for increased parking for participants. Current area shared by croquet club and used by public e.g. shoppers, dog walkers, footballers for parking. Often very few spaces left for seniors

Other

- Less group recreation programs on the northern beaches
- Increase in demand but no increase in supply
- Great increase in demand
- Increase in aged people in Northern Beaches
- Older people more involved and active than previous generations – they need something to do
- The impact will be for greater demand of activities and recreation activities by the older residents
- (Gaps) Group recreation, organisations are pulling out of expensive areas
- (Gaps) Accommodation

Focus Group 3- Family and children

Priorities

- Increase in domestic violence
- Families in distress (financial, homelessness)
- Increasing number of families

Other

- Increase in CALD [Culturally and linguistically diverse] families
- Domestic violence: increase in awareness
- Drug and alcohol issues with young people and parents
- Domestic violence increasing – family violence
- Young people perpetrating against family members
- Whole family support e.g. grandparents/ dads
- Higher amount of mental health [issues] and drug use

<ul style="list-style-type: none"> • Flexibility and volunteers • Lack of spaces for live music events that are cost effective and able to be used for this purpose • Lack of suitable facilities for young musicians to rehearse, perform • Capacity to hold enough people • Older population • Cost • Promotion and inclusion • Ceramics • Lack of moveable space • Increasing population • Incidences of people with mental illness is increasing • People need more services to help them feel connected 	<ul style="list-style-type: none"> • Increasing population = more accommodation needed, more accessible activities and school holiday care needed; more group recreation for people with disabilities • Increasing demand due to population growth 	
<p>Interviews - Multicultural</p> <p>Priorities</p> <ul style="list-style-type: none"> • 	<p>Interviews - Indigenous</p> <ul style="list-style-type: none"> • Noticeable increase in consultation opportunities with Council works is seen as positive • 	<p>Focus Group 6- Youth advisory group</p> <p>Priorities</p> <ul style="list-style-type: none"> • Not enough diversity in activities/ held events in centres (too much dance) • Social support services – 1 stop shop • Places for kids to stay if they feel unsafe staying at home • YPs don't go to drop in – we need to be creative <p>Other</p> <ul style="list-style-type: none"> • Transport and access • Close to B Line • Music venues keep e.g. MYC, YoYos, PCYC • Educational workshops across all areas and demographics: <ul style="list-style-type: none"> ○ Queer ○ Health ○ Life skills ○ Info on schools

		<ul style="list-style-type: none"> Youth mental and physical health services needed (free)
Strengths and Opportunities <ul style="list-style-type: none"> How important are community centres to your organisation? Why? What do you like most about the centres in the Northern Beaches? What makes a good community centre? 		
Focus Group 1- Community and belonging SRG <p>Priorities</p> <ul style="list-style-type: none"> Plenty of demand Lots of them Providing resources that individually couldn't afford Needs to be in proximity to transport services or shops/ food Accessibility and affordability Accessible, welcoming, decrease costs Increase the number of possible ways for social interaction Brings people together and can act as a hub to break down social isolation Good facilities, generally good condition of centres Very – we access for sporting groups, social nights, provide outings regardless of weather Increasing population <p>Other</p> <ul style="list-style-type: none"> Bringing community together Size/ ambience/ good staff (resourcing) That we can find one that is available Covered outdoor area, accessible toilets and access indoors Clean, decent kitchen and access to kitchen equipment 	Focus Group 2- Seniors and people with disability <p>Priorities</p> <ul style="list-style-type: none"> Good location, central and easy to get to, public transport Good for community centres: accessible, good storage, different spaces (indoor/ outdoor/ playground etc.), not on main road Good centres/ spaces give our kids the ability to have structure and security which makes them comfortable and gives them more freedom and ability to express themselves and enjoy their time with us. Achieving goals and have fun. Without the Manly Seniors Centre we would not exist; Centre custom built by Rotary for Seniors 60 years ago. <p>Other</p> <ul style="list-style-type: none"> Gives us a base to access the community Central position in Manly is great for activities – as [Manly Seniors' Centre] is custom built Good liaison between council and organisation [Manly Club for Seniors] [How important are community centres?] Very – our offices are in community centre, all our activities start and end in the centres Generally accessible and easy for our families to get to 	Focus Group 3- Family and children <p>Priorities</p> <ul style="list-style-type: none"> Amount of available space Places available to the community- i.e. taking the service to the community Variety of space sizes to use <p>Other</p> <ul style="list-style-type: none"> Parking Rooms/ halls Easy to book – nice staff Community centres can be safe places for the community Community centres are flexible spaces and can provide spaces for a lot of different uses Good size hall spaces and majority of kitchens etc. Communications with staff are always well responded to

<ul style="list-style-type: none"> • Not important to us as we are a transport service • Lots of them and different • They are needed to unite the community • Use of available spaces for performances • Central, accessible location of many centres • Central and local to population • Bring more of the community together • Target specific groups in certain areas • Most in great locations • Available for hire • Reasonable landlord • Inclusive of all people increase sense of connectedness and belonging 	<ul style="list-style-type: none"> • Great to have accessible facilities available to use • Storage space 	
<p>Interviews - Multicultural</p> <p>Priorities</p> <ul style="list-style-type: none"> • 	<p>Interviews - Indigenous</p> <p>Priorities</p> <ul style="list-style-type: none"> • Shared trauma eased through sharing culture, outreach for all community • E.g. Rabra Nanage -healing circles/event (Feb) • Primary health • Cultural practices • Mental HS money to support • Social emotional well being • Shared cultural events valuable to broader community e.g. Tibetan and indigenous cultures • Indigenous cultural activities prefer outdoor locations – outdoor activities have higher value • Cultural importance for outdoor spaces with amenity facilities 	<p>Focus Group 6- Youth advisory group</p> <p>Priorities</p> <ul style="list-style-type: none"> • Diverse spaces across beaches • Affordable, diverse, accessible via public transport, safe vibes • PCYC multipurpose facility sport and community • Being mobile – go to skate parks, parks etc. <p>Other</p> <ul style="list-style-type: none"> • “Community centres are not very important to me, [I’m] not interested in what’s going on – the centres themselves are important to have for the community but I don’t use them” • Accessible • Increase in young people coming to Youth hub • Do we need to have a central sound proof space for young people?

Challenges and Barriers

- What are some of the barriers to accessing community centres?

Focus Group 1- Community and belonging SRG

Priorities

- Risk of Council having a monopoly of space for hire
- Expense
- Daggy: lack of interest in some demo's
- Cost, access, transport
- Cost of hiring
- Hire fees, ability of non-profit community groups to cover cost of fees
- Cost
- Accessibility
- Knowing about them
- Full
- Accessibility for prams and wheelchairs
- Lack of information of what is available to people
- Accessible, toilet facilities
- Cost
- Competition from new spaces

Other

- Location/ transport
- Maintenance/ condition
- Disabled access
- Availability
- Transport
- Spaces costs increase demand on services
- More funding for staff time
- Restrictions on the usage of facilities, insurance etc.

Focus Group 2- Seniors and people with disability

Priorities

- Accessibility
- Cost
- Public knowledge of what is available
- Storage
- Availability

Other

- Location and proximity to playgrounds
- Transport and car parks
- Availability to book

Focus Group 3- Family and children

Priorities

- Access to specific locations
- Having all the facilities consistent – knowing where to go for certain services
- Availability
- Specific hall spaces booked up quickly

Other

- Paperwork
- Cost – limited budgets
- Cost – fees are an issue
- Paperwork – a lot involved
- Rental costs for charities
- Applications – paperwork etc. – are lengthy; can it move online?

<ul style="list-style-type: none"> • Spaces are generally uninteresting and unappealing • Pricing for community groups • Noise restrictions e.g. for music or teenage activities • Fire fees still too high for some • Cost to hire – no weekly option? • Management of them • Lack of equipment • Accessibility • Noise issues • Cost • Safety 		
<p>Interviews - Multicultural</p> <p>Priorities</p> <ul style="list-style-type: none"> • 	<p>Interviews - Indigenous</p> <p>Priorities</p> <ul style="list-style-type: none"> • Fees can be out of reach – even if subsidised • Indigenous community should have right to use public land for free • Indigenous community is paying for reconciliation despite huge social disadvantage 	<p>Focus Group 6- Youth advisory group</p> <p>Priorities</p> <ul style="list-style-type: none"> • Visibility – knowing about their existence and goings-on • Lack of knowledge about what the space is, what it's for, what it offers and how to book • Need purpose to go to community centre • No exclusive use spaces for young people <p>Other</p> <ul style="list-style-type: none"> • Social stigma i.e. it's not "cool" to go to a community centre • Public transport • Transport • Do we need to ren... to community spaces • Some buildings look old and rundown • Knowing about purpose- where community centres are • Rental costs for halls/ sports fields • Shared with a baby health centre [conflicting use] • Noise! – shared space

Potential Responses

- Do you have any suggestions for improving our Community Centres?
- How can community centres assist your organisation/sector in meeting needs/gaps?

Focus Group 1- Community and belonging SRG	Focus Group 2- Seniors and people with disability	Focus Group 3- Family and children
<p>Priorities</p> <ul style="list-style-type: none"> • Identify other public space that could be encouraged to offer to public e.g. schools, scouts, surf clubs • Resources/ equipment • A comprehensive and easily accessible and useable database and booking system • Lower cost • Make facilities for performing easily available and easy to use • Provide application process and set criteria (similar to grants) where organisations can apply to have fees waived for 12 months • Provide targeted activities to promote mental health i.e. art therapy support groups • Easy to use (e.g. online) booking system • More affordable/ realistic • Modernisation <p>Other</p> <ul style="list-style-type: none"> • Warm lighting • Chill out zones and sensory areas for good mental health • Modernising centres and adding appeal e.g. artwork for foyer, purposeful spaces • Select few that are targeted to certain groups • Allocate ceramics, youth • Access DAFP 	<p>Priorities</p> <ul style="list-style-type: none"> • Better promotion of centres • Accessible • We would like to revert to having “set-up” and “pack up” time for our activities as [previously] allowed by Manly Council – activities are now 30 minutes shorter <p>Other</p> <ul style="list-style-type: none"> • Better parking 	<p>Priorities</p> <ul style="list-style-type: none"> • None [community centres] in Dee Why, our main location • Opportunity to have fees waived for certain events/ usage • Online availability booking system <p>Other</p> <ul style="list-style-type: none"> • Link in with grants – can apply for room space instead of grant • To upload [paperwork] on-line to book • Upgrading: some facilities involve services that cannot afford it • Easy on-line form liability access • Online applications • Lack of parking at some [centres] • For consistent use the pick up and put away process was annoying - storage

<ul style="list-style-type: none"> • Expansion • Make space accessible for social workers • Provide respite care 		
<p>Interviews - Multicultural</p> <p>Priorities</p> <ul style="list-style-type: none"> • 	<p>Interviews - Indigenous</p> <ul style="list-style-type: none"> • Tramshed allows indoor/outdoor • Scout hall Narrabeen Lake -would be good • E.g. Stoney range botanic gardens – a safe place and caters for: <ul style="list-style-type: none"> ◦ women with children ◦ activities indoor and outdoor all in safe area ◦ long term connections ◦ kids can explore • Community event- reconciliation bringing people together, social cohesion • Cultural museum space, healing centre e.g. at Manly hospital site • Monthly access to a place e.g. Peace Park at Oxford Falls for community gatherings • Waiver fees • Council could work in conjunction <ul style="list-style-type: none"> ◦ provide in kind support ◦ it would make council look good 	<p>Focus Group 6- Youth advisory group</p> <p>Priorities</p> <ul style="list-style-type: none"> • Increase transport from venues • Services teaching kids/ teams life skills: <ul style="list-style-type: none"> ◦ Cooking ◦ Buying cheap food ◦ Budgeting (finances) ◦ Health ◦ Resumes etc. • If young people want to “connect”, give them a space • Better access <p>Other</p> <ul style="list-style-type: none"> • Increased awareness for community about centres and events • Renovations to give new look • Improved public transport across the beaches • More centralised community hubs

12.0

Appendix F – Focus Group Activity 3 – Vision and Aspiration

Keywords

Focus Group 1 – Community and belonging SRG		Focus Group 2 – Seniors and people with disability	Focus Group 3 – Family and children	Focus Group 6 – Youth advisory group
<ul style="list-style-type: none"> • Resourceful • Staff • Resources • Exciting • Innovating • Multipurpose • Adaptable • Diverse • Interesting • Vibrant • Purposeful • Accessible • All access • Affordability • Accessibility • Vibrancy • Inclusive 	<ul style="list-style-type: none"> • Community focuses • Affordable • Inspiring • Contemporary • Vibrant • All access • Specific • Affordable • Included • Safe • Flexible • Accessible • Inclusive • Attractive 	<ul style="list-style-type: none"> • Inclusive • Recreation • Accessible • Diverse • Financially viable • Exclusive [use for seniors] • Parking • Indoor/ outdoor • All accessible playground • Fun and diverse (gardens, playgrounds, interesting <i>(see play for allow)</i>) 	<ul style="list-style-type: none"> • Community • Safe and respected • Use by all • Connected – families + communities • Safe • Inclusive • Multipurpose • Community development • Community need • Flexible • Diverse people • Community engagement 	<ul style="list-style-type: none"> • Recreational • Events • Diverse • Sustainable • Identity • Inclusive • Multipurpose • Accessible • Multipurpose • Visually appealing • Diversity • Safety • Indoor/ outdoor • Sustainable • Re-vamped • Educational • Beneficial

Focus Group 1 – Community and belonging SRG		Focus Group 2 – Seniors and people with disability	Focus Group 3 – Family and children	Focus Group 6 – Youth advisory group
<ul style="list-style-type: none"> • Equitable • Multipurpose • Multi-use • Community 	<p>Multifunctional</p> <ul style="list-style-type: none"> • Safe • Not for profit • Connectivity • Social interactive • Cultural • Sustainable for the community 			<ul style="list-style-type: none"> • Accessible • Creative • Diverse and adaptable • Sustainable • Connectedness • People – vibrant • Inclusive and funky (groovy) • Safe

Statements

Focus Group 1 – Community and belonging SRG

Focus Group 2 – Seniors and people with disability

<ul style="list-style-type: none"> • Resourceful staff able to problem solve community enquiries • Exciting innovating resources and equipment • Multipurpose adaptable diverse spaces and facilities • Interesting and vibrant spaces • Easily accessible for all community and non-profit groups • Spaces with a purpose/ usable facility for arts/ music groups • I would like a community centre that is inclusive and welcoming, affordable and easy to access • A place to gather for the whole community • Multi-use for a range of users • Targeted centres that cater for pottery, youth • Need to adapt to open the spaces up for all to be a part of • To provide a safe environment at the venue • To provide reasonable cost spaces for all user • To manage access fairly for all users • Community centres should provide spaces that are inclusive of all, multifunctional, attractive and safe • Community centres should emphasise connectivity and aim to promote social and cultural activities • Community centres should be available to all sectors of the community 	<ul style="list-style-type: none"> • People with disability included in their community (not just the community centre) • Partnership with Council • Fun spaces • Diverse – indoor and outdoor space, playgrounds etc. • Accessible, bathrooms, minimal stairs • Have exclusive use of Manly Seniors Centre • Have sufficient parking
Focus Group 3 – Family and children	Interviews – Multicultural
<ul style="list-style-type: none"> • A place where the community can meet and feel safe 	<ul style="list-style-type: none"> •

<ul style="list-style-type: none"> • Places where all the community can use • Unique and accessible space for all • Flexible space utilities for families • Inclusive communities – meeting community need • Safe, multipurpose, accessible to all • Community support to move forward • Council support to local charities 	
Interviews – Indigenous	Focus Group 6 – Youth advisory group
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Showcase the Northern Beaches 'identity' i.e. history etc. • Inclusive to all ages and genders • Multipurpose i.e. useable to all people for different activities • Diversity and multipurpose space for all community groups • Safety and accessibility to increase confidence in the use • Combination of indoor and outdoor for recreational use – reflection of the Northern Beaches and the youth's use of outdoor (i.e. park/ beach/ etc.) • Re-vamped with some renovation work [to make] more enticing • Sustainable including environment and social spheres • A place where kids of all socioeconomic statuses can access services • Somewhere that provides useful educational services • Culturally diverse with services for migrants who have English as a

	<p>2nd language</p> <ul style="list-style-type: none"> • To promote an environment that is accessible and safe • To provide an inclusive and connected space for communities • Include young people in the development and planning of community centres • Co-location and shared space for organisations to support young people
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13.0 Appendix G – Public Survey



Community Centre Strategy Public Survey

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Questions marked with a * are required

[Exit Survey](#)

Are you aware of any Council managed community centres?

☐

Yes

☐

No

What facilities are you aware of?

Have you ever attended a community centre or hall for hire?

☐

Yes

☐

No

What facilities have you attended? You can include non-Council facilities.

If you have participated in an activity at a hall for hire, what was the activity?

If you have attended any Council managed community centres, please rate your overall experience.

Satisfaction of Council managed facility

Of the Northern Beaches centres that you have used, are there any that could be improved or used differently?

☐

Yes

☐

No

☐

N/A

If yes, please list the centre and note what requires improving or changing.

How important are the following features of community centres to you as a user or potential hirer?

☐ Very Important
 ☐ Important
 ☐ Somewhat Important
 ☐ Not Important
 ☐ Not Applicable

Low cost	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Air conditioning & heating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disability access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Close to public transport	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate parking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kitchen facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Storage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Well maintained	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clean	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Located with other services or amenities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technology (projectors, wifi, phone chargers)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Do you plan on doing any of the below activities in the future?

	Currently Participating	No	Yes, in the future
Sport & Recreation (E.g. indoor sport, sports club)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Learning (E.g. language or computer classes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arts & Cultural Activities (E.g. crafts, music, dancing, sewing)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health & Well-being Activities (E.g. Yoga, meditation, pilates, tai chi)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Activities for Seniors or People with Disability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Have you noticed any changes in the community that may impact on future requirements for community centres?

<
>

What makes a great community centre? Describe your vision.

<
>

If you had unlimited funding to spend on community centres, how would you spend it to improve or create new centres in the Northern Beaches?

<
>

How would you advertise community centres?

<
>

* What suburb do you live in?

What is your age group?

- ☐ Under 15
- ☐ 15-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐ 55-64
- ☐ 65-74
- ☐ 75-84
- ☐ 85 and over

What is your gender?

- ☐ Male
- ☐ Female
- ☐ Other

Don

14.0 Appendix H – Jetty Research Telephone Survey Report

1.0

15.0 Appendix I – Hirer Survey



Community Centre Strategy Regular Hirer Survey

[Back](#)

Questions marked with a * are required

[Exit Survey](#)

Facility

* Which Community Centre do you hire?

If you hire more than one centre, please complete a different survey for each centre you hire.

Location/Accessibility

Please rate each feature from one to five. One being strongly disagree, and five being strongly agree.

1 Strongly Disagree 2 3 4 5 Strongly Agree

Is the centre convenient? (E.g. the centre is near shops or schools)

Is the centre location accessible? (E.g. good transport options or great parking)

Will the EXISTING centre meet your future needs?

Capacity

Please rate each feature from one to five. One being strongly disagree, and five being strongly agree.

1 Strongly Disagree 2 3 4 5 Strongly Agree

Does the centre currently have enough storage?

Space Flexibility and Adaptability

Please rate each feature from one to five. One being strongly disagree, and five being strongly agree.

1 Strongly Disagree 2 3 4 5 Strongly Agree

Does the furniture meet your needs?

Is your hired area flexible enough to adapt to different activities?

Other Features



Please rate your satisfaction with the EXISTING features of the current centre you hire.



	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied	N/A
Toilets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kitchen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Heating & Cooling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ramps & Lifts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Paths & Steps	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outdoor Lighting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indoor Lighting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wifi	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cleaning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indoor/Outdoor Flow	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disability access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please rate the IMPORTANCE of the following features.

	Not Important	Somewhat Important	Neutral	Important	Very Important	N/A
Toilets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kitchen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Heating & Cooling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ramps & Lifts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Paths & Steps	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outdoor Lighting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indoor Lighting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wifi	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cleaning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indoor/Outdoor Flow	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disability access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Appearance & Amenity

Please rate the following:

	Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
Maintenance is carried out in a timely manner and is of an acceptable standard	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The EXTERNAL appearance/condition of the centre is acceptable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The INTERNAL appearance/condition of the centre is acceptable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

centre is acceptable

Please rate each feature from one to five. One being strongly disagree, and five being strongly agree.

1 Strongly Disagree

2

3

4

5 Strongly Agree

Is the centre's signage clear (E.g.
you know where the entrance is)

General

What opportunities do you see for this centre?

What challenges do you see for this centre?

What makes a great community centre?

Are there any further comments or suggestions you would like to make?

Done

Survey Software Powered by  QuestionPro



Key Themes	Total comments	Community Feedback	Council Response	Changes to Strategy
Outcome 1: Inspiring Places and Spaces				
Spaces	42	<p><i>“Aboriginal residents on the Northern Beaches would like the support from Northern Beaches Council to consider a permanent space, to exhibit artworks & hold workshops in language, culture - traditional & contemporary; arts & crafts such as traditional weaving, boomerang making & carving, music, dance & contemporary arts.”</i></p> <p><i>“The Manly Warringah Choir is a great asset to the Northern Beaches community - there is a need to support it and other music and performance groups by providing a new performance space with good acoustics for rehearsal, teaching and performance.”</i></p> <p><i>“An inclusive, diverse, vibrant, local writers’ centre.”</i></p> <p><i>“We need more public galleries for artists to exhibit their works apart from North Curl Curl & Manly Art Gallery.”</i></p> <p><i>“Ideally support for music venues. With the state government coming down so hard on live music and venues, they really need some help close by.”</i></p> <p><i>“As I writer, I would love to have a quiet space to work, especially as there is so much noisy construction in Manly. Libraries have become a cultural hub which is great but they are noisy. \$60 per hour to hire a ‘quiet’ room at the library is prohibitive. “</i></p> <p><i>“The Northern Beaches has very few art galleries and is significantly behind other councils when it comes to supporting art and creativity.”</i></p> <p><i>“Use of Government owned property (e.g. schools and hospitals) for creative use and/or exhibition spaces as part of implementation of the North District Plan.”</i></p> <p><i>“Love the Tramshed, but would like to see more around the Seaforth/Clontarf area.”</i></p> <p><i>“The idea to create more accessible spaces for artistic expression.”</i></p> <p><i>“It would be a wonderful long term goal to instil this in the beaches especially in the industry area that is Brookvale.”</i></p> <p><i>“Empty space created and repurposed for this use will again, hold life and career opportunities for all creative and life the art scene on the northern beaches.”</i></p> <p><i>“More venues for art exhibition.”</i></p> <ul style="list-style-type: none"> - purpose built performing space - writers rooms, residencies - spaces in economic hubs 	<p>Feedback noted.</p> <p>Council currently offers a range of spaces for a variety of creative activities. There will be two new arts spaces developed in coming years in Avalon and Mona Vale.</p> <p>Council will continue to provide affordable spaces and assess the needs of the community to identify opportunities for new spaces.</p>	<p>Content in this key outcome area has been updated and a new strategy included - <i>Make room for creative expression</i></p>
Creativity in public places	12	<p><i>“We need more creativity in our urban and suburban spaces”</i></p> <p><i>“I’m a local artist too, really appreciate art, and keen to put more colour around”</i></p> <p><i>“The beaches needs more colour”</i></p> <p><i>“Creative nooks could be created outdoors...outdoor plays...outdoor workshops”</i></p>	<p>Feedback noted. Council acknowledges the benefits of creativity in creating more vibrant engaging public spaces. It was also identified in the Coast Walk public art strategy that there is a community desire for temporary activities and ephemeral artworks as well as more permanent work.</p>	<p>Content has been updated and a new strategy included – <i>Infuse public places with creativity</i></p>

Public art	15	<p><i>"Public art, whether it's street art, music or spoken word, creates the sense of community that nothing else can do"</i></p> <p><i>"I would like to see more art in public places and buildings"</i></p> <p><i>"More opportunities for murals"</i></p> <p><i>"To be able to stop, take a few moments to appreciate the beauty in something and connect back to the small things in life that bring us joy"</i></p>	Council acknowledges the importance of public art in all forms in our community.	A number of actions have been included and public art has been highlighted in the Strategy.
Good design	7	<p><i>"It's better to live with good design."</i></p> <p><i>"Consultation with building/ architect experts"</i></p> <p><i>Shady spaces</i></p>	Council engages industry experts such as architects and landscaping designers to advise on projects that require design.	New strategy included - <i>Infuse public places with creativity</i> - supports design excellence of our urban spaces and public realm.
Tourism	7	<p><i>"This is something that is happening in the most important cities in the world, Art and Geographical landmarks and the main source of tourism."</i></p> <p><i>"If there were more arts infrastructure along the whole peninsula - we might be able to encourage more tourism around Pittwater too."</i></p>	Council is currently preparing a Northern Beaches Destination Management Plan that identifies the arts as one of the key pillars.	<p>New strategy included - <i>Celebrate Cultural Heritage</i></p> <p>New actions included that support the growth of a vibrant cultural tourism sector.</p>
Outcome 2: Innovative and Creative Industries				
Support local artists	36	<p><i>"Mentorships to support a thriving community of artists, musicians, writers, performers."</i></p> <p><i>"The Northern Beaches needs to encourage artists to reach their full potential in their area of expertise. It is not good enough that locals have to travel miles to get the support they need."</i></p> <p><i>"Engaging local artists to be part of these projects."</i></p> <p><i>"We just need help to exhibit art work with less charges or only commission."</i></p> <p><i>"Promoting local artists and designers in turn to create a more cultured and inspiring, vibrant place here on the Northern Beaches."</i></p> <p><i>"I would like to see more paid opportunities created for artists..."</i></p> <p><i>"... Mentor through public art processes..."</i></p> <p><i>"...Connecting the creatives and general public..."</i></p>	<p>Council currently supports and facilitates a diversity of professional development activities and programs to help promote, encourage and provide paid opportunities for artists.</p> <p>Our delivery plan will continue to identify the support of artists as an important aspect of how council enables and nurtures creativity in the community.</p>	New strategy included – <i>Enable creative sector vitality</i> to support building capacity of the local creative sector.
Partnerships	5	<p><i>"We as a team at La Creme have been working very hard to build up a creative community over the year and a half that we have been running, and we want to now be able to reach out to more of the communities around the Northern Beaches with the support and backing of our local Council. We have so many collaborative project ideas, ones that would benefit the communities of the Northern Beaches immensely, however, we need the support to get them off the ground and bring them to life."</i></p> <p><i>"Collaborate with local businesses."</i></p> <p><i>"Use existing places more collaboratively..."</i></p> <p><i>"Businesses are key partners in this broader vision..."</i></p>	Council recognises the importance of partnerships to facilitate and enable innovative projects and expand the reach of arts and creative initiatives in the community.	New strategy included - <i>Collaborate to innovate</i> to prioritise working in partnership

Arts practices	11	<p><i>"I would like to see a stronger representation of craft - not just image making, music and performance."</i></p> <p><i>"There is not enough attention to the performing arts. It can't be considered a comprehensive strategy unless the performing arts are more prominence."</i></p> <p><i>"I sing in the Manly Warringah Choir and really appreciate the wonderful benefits of making music with my local community."</i></p> <p><i>"A lot more attention to music education, performance and participation in all areas from preschool to nursing homes."</i></p>	<p>Feedback noted. Council defines the Arts as including all the different genres including music, media, visual arts, performing arts, performance art, crafts, literary arts etc.</p> <p>Review of existing programming will be undertaken to ensure a diverse range of arts is supported in the community.</p>	<p>New actions added to support broader arts opportunities.</p>
Funding	23	<p><i>"It is essential that the Strategy can be used to support the use of funds for local creative endeavours in theatre, music, dance, art and writing."</i></p> <p><i>"More opportunities...the same way scholarships are given to sport."</i></p> <p><i>"We'd love to stay, however it's the Northern Beaches and costs are rising. While we're happy to remain a not for profit space, we can't fund it personally and I'd hate to lose this. Being still there and viable for this long proves the necessity and value of what we created."</i></p> <p><i>"The support from infrastructure and funds from council will only strengthen this and working together with the local groups and creatives is a great way to be in touch with what the community wants."</i></p> <p><i>(Arts) "should receive funding similar to sporting facilities"</i></p> <p><i>"Greater use of existing funding sources...for ATSI"</i></p> <p><i>"Publicised grants...for individuals too"</i></p> <p><i>"Does council have the funding to implement the strategy?"</i></p> <p><i>"Make process of grants and funding less traumatic."</i></p> <p><i>"If more focus and money went into supporting the creative community (like it does for sport)"</i></p>	<p>Feedback noted. Council understands the financial challenges of artists and will continue to provide grants funding opportunities. Council operates a Community, Arts and Culture Grant Program that has provided \$240,000 for local organisations, plus additional funding for community events in 2019-20.</p>	<p>New actions included regarding funding e.g.</p> <ul style="list-style-type: none"> Review of Community Arts and Cultural grants to ensure they are relevant to needs of the artistic community.

Economy and Creative Enterprise	15	<p><i>“Brookvale has slowly become a hotbed of creative talent with Artisan Bakeries, coffee shops and small creative businesses, and it's been exciting to be involved and a part of it.”</i></p> <p><i>“Innovation, collaboration and creativity are a really strong presence in the future of how business and creatives will work together to lift this great community we have.”</i></p> <p><i>“Strategy confuses Arts and Creative Industries. Creative Industries are heavily promoted and supported in countries such as UK....The Arts and culture generally exist in the "not for profit" environment and need totally different support. The report addresses neither in detail and often mixes the 2 concepts, leaving a likely outcome that neither will be excellently supported.”</i></p> <p><i>“Separate commercially focused creative industries policy”</i></p> <p><i>“Invest in industrial zones such as Brookvale/ Cromer.”</i></p> <p><i>“Imagine how much more interesting the area would be...imagine the boost this would create to the economy”</i></p> <p><i>“Creating opportunities to enhance local economy through innovation, awareness, entrepreneurship, tourism.”</i></p> <p><i>“supporting local businesses and the local community to partake or be a spectator of art and creative activities and events”</i></p> <p><i>“initiatives to utilise vacant retail...pop up maker stores...”</i></p>	<p>Feedback noted.</p> <p>The Strategy identifies economic outcomes as one of the key outcome areas arts can have a positive impact. Council acknowledges the value creative hubs and creative enterprise can add to an area and will consider how the planning controls can better support the development of these hubs.</p>	<p>New strategy included - <i>Enable creative sector vitality</i> and <i>Grow thriving arts hubs</i>. Highlighting the important role that creativity, innovation, and arts and culture play in enhancing the local economy and providing employment opportunities.</p>
Environmental sustainability messaging	7	<p><i>“Incentive on art that is aware of recycling materials is also a huge awareness to our community and the future of our beautiful beaches and national parks, fauna and flora.”</i></p>	<p>Sustainability is a strong focus of Northern Beaches Council.</p>	<p>New actions have been included to encourage conversations around important issues such as the environment, including through forums and programming.</p>
Bringing arts into the area	5	<p><i>“I like the action plan to bring prominent arts to area”</i></p> <p><i>“Invite interesting artists from different countries, who might have a new art form to teach”</i></p> <p><i>“Maybe travelling exhibitions... Arts do not exist in a vacuum”</i></p>	<p>Feedback noted. Manly Art Gallery and Museum is a regional gallery and Glen Street Theatre a performing arts centre. Part of the role of these institutions is to bring arts into the area.</p>	<p>No changes have been made to the Strategy but through our facilities Glen Street Theatre and Manly Art Gallery and Museum programming content is sought from a national level.</p>
Festivals and events	6	<p><i>“Think expansion of current arts/music festivals”</i></p> <p><i>“BIGGEST Northern Beaches Art Fair”</i></p>	<p>Feedback noted. A draft Northern Beaches Destination Management Plan is currently under development. This plan will consider how festivals and events can help attract visitors to the area.</p>	<p>Festivals and events have been highlighted in the Strategy and new actions included e.g. review of Manly Arts Festival and Northern Beaches Arts Prize.</p>
Outcome 3: Engaged Communities				

Aboriginal and Torres Strait Islander peoples	11	<p><i>"I would like an over-riding Aboriginal perspective for whole plan. More public art with Aboriginal stories and images from our shared history."</i></p> <p><i>"I was disappointed that Aboriginal perspectives were not foremost. Restorative justice is required to build reconciliation with Australia's Indigenous peoples."</i></p> <p><i>"Greater use of existing funding sources ... for Indigenous languages and arts program, which supports Aboriginal and Torres Strait Islander communities to revive and maintain languages, and to develop and present art, etc."</i></p> <p><i>"I want to see prominent respect for Aboriginal art and an exhibition space for Australian-wide Aboriginal artists."</i></p> <p><i>"Aboriginal residents on the Northern Beaches would like the support from Northern Beaches Council to consider a permanent space, to exhibit artworks & hold workshops in language, culture - traditional & contemporary; arts & crafts such as traditional weaving, boomerang making & carving, music, dance & contemporary arts."</i></p> <p><i>"I particularly liked the vision of Aunty Clare Jackson, to have an aboriginal cultural centre."</i></p>	Feedback noted about lack of acknowledgement of Aboriginal and Torres Strait Islander representation. Council recognises this.	<p>Included acknowledgement of traditional owners in Strategy.</p> <p>The importance of acknowledging and respecting Aboriginal culture has been included throughout the document. New strategy included - <i>Listen and support our Aboriginal communities</i></p>
Young people	6	<p><i>"I feel a genuine focus on diversity as well as initiatives for young and emerging contemporary artists / performers etc. is important, as well as making it more accessible for young people to know what's on and how to get involved."</i></p> <p><i>"It is going to encourage young people to get involve in positive creative activities."</i></p> <p><i>"Teenagers need a place to go hang out, listen to music, get food and socialise"</i></p>	Feedback noted about lack of opportunities for young people. Review of future directions and new actions in consultation with Youth Development team.	<p>New strategy included - <i>Make Creativity Inclusive</i> -to enable everyone in our diverse community to participate in arts and creativity.</p> <p>New actions included to focus attention on creating more opportunities for our young people.</p>
Aged	6	<p><i>"With an aging population, how can the Strategy bring the Senior Citizens and their established organisations that contribute so much to the fabric of our society. Perhaps even collaborate with the newer settlers. What can one teach another?"</i></p>	Feedback noted about creating more opportunities targeted at the 'aged' demographic. Council will continue to incorporate programming and access to seniors and explore ways to expand the reach to an aging population.	<p>New strategy included - <i>Make Creativity Inclusive</i></p> <p>Fostering lifelong creative opportunities to acknowledge importance of continued engagement by older people.</p>
Culturally and Linguistically Diverse	8	<p><i>"It wasn't clear to me whether the Strategy recognises the multicultural nature of our society. It is constantly changing, but it has been multicultural since the beginning of the 20th Century, although not recognised as such."</i></p> <p><i>"Community projects which create space for diverse communities to work collaboratively sharing their stories, their experiences, their culture does amazing things for community cohesion."</i></p>	<p>Feedback noted about the lack of opportunities and support for culturally and linguistically diverse communities.</p> <p>Diversity will be celebrated in creative spaces. Arts and creativity will actively reach out to all demographic and socio economic groups.</p>	New strategy included - <i>Make Creativity Inclusive</i>
Children	6	<p><i>"..the acknowledgement and inclusion of young children 0-5 within its vision, planning and implementation."</i></p> <p><i>"I would like to see a better impact and inclusion of primary school students... more arts opportunities in schools."</i></p> <p><i>"..planned access to art appreciation experiences in Art Galleries and Museums and any other art and creative opportunities."</i></p>	Council will continue to incorporate programming and access for children and explore ways to expand reach to younger audiences.	New strategy included - <i>Make Creativity Inclusive</i>

Health and wellbeing	29	<p><i>...not to say that arts and health or wellbeing aren't important but culture takes on many dimensions including making a contribution to prosperity and to quality of life. To restrict the Strategy to wellbeing and social cohesion is a missed opportunity."</i></p> <p><i>"I'm an artist and understand the importance of art to human development and well-being."</i></p> <p><i>"Art and Creativity equals to healthier lifestyle and innovation within a community"</i></p> <p><i>"...provides the reasons why art and culture is important for our wellbeing and provides the framework for bringing art and culture into all aspects of Council activity."</i></p> <p><i>"I like the way the needs of children, people with mental illness and older people are being considered."</i></p>	<p>Council is committed to providing strategies to create a more connected and healthier community.</p> <p>Health and wellbeing is highlighted in the strategy and utilising arts and creativity to improve social, education and economic outcomes.</p>	<p>The Strategy has been updated to highlight the broad benefits of the arts including; Social, Wellbeing, Education, Economy.</p>
Support for arts in our community	79	<p><i>"Part of Council's function is to support and foster community engagement and enrichment."</i></p> <p><i>"Creativity expressed through the arts is one of the major attributes that defines us as members of a unique human race and which helps us to identify as a community."</i></p> <p><i>"I believe in the power of arts to transform individuals and communities."</i></p> <p><i>"Empirical evidence that shows the strong contributions the arts can make to society – positively contributing to community cohesion, health and wellbeing, education, economy and protecting our natural environment."</i></p> <p><i>"I am really grateful to be a part of such a movement on the beaches. I wish I knew about it earlier, this could potentially changes the lives of thousands of artists on the Northern Beaches"</i></p> <p><i>"As a local tourist operator, my guests want quality cultural experiences without having to travel back to the city."</i></p> <p><i>"It's great to see that the Council recognizes the fact that our lives are 'enriched by creative and cultural experiences' - as stated in the Agenda for the November 2018 meeting to discuss the Arts and Creativity."</i></p> <p><i>"Music & culture are more important to me than sport. Sport is well represented everywhere."</i></p> <p><i>"I like the way the needs of children, people with mental illness and older people are being considered."</i></p> <p><i>"Educate local clubs and businesses, doctors and counsellors on the importance of creativity."</i></p>	<p>Feedback noted. Council acknowledges that providing and contributing to the arts and cultural outcomes in our community has a positive impact on community cohesion and wellbeing.</p> <p>As of 2018-19 Council operates a Community, Arts and Culture Grant Program that provides \$240,000 for local organisations, plus additional funding for community events.</p>	<p>The Strategy builds on and reflects the strong community interest in the arts. Strategies and actions included to embed creativity into the fabric of our community and create a connected, more vibrant Northern Beaches through harnessing the arts.</p>
Promote existing programs and projects/ access to audience	16	<p><i>"Rather than creating artists in residence or museums, we probably need to better promote what we already have."</i></p> <p><i>"I would like to see an improvement for promoting events online i.e. social media"</i></p> <p><i>"Websites - Artists (Musicians , Writers, Actors) of the Northern Beaches"</i></p>	<p>Feedback noted. Council acknowledges that there is opportunity to create marketing that is more effective to better promote arts and cultural activities in the community.</p>	<p>New action included to develop and implement an Arts and Culture communication strategy.</p>
Workshops/ activities	14	<p><i>"Want to know more about services to support aged care for the growth in those living at home to access creative arts at venue workshops or actually utilise a mobile home delivery of recreational activities as would otherwise be delivered in a nursing home"</i></p> <p><i>"I often find myself travelling to the inner west for access to creative activities, workshops, markets and resources. I'd love to see more creativity fostered in communities closer to home!"</i></p> <p><i>"Small groups of children could visit nursing homes"</i></p> <p><i>"More artistic and creative opportunities"</i></p>	<p>Feedback noted.</p>	<p>New strategy included – <i>Make Creativity Inclusive</i> to address needs of our target communities.</p>
Strategy Document				

Suggested changes/ inclusions	13	<p><i>"Not necessarily 'changed' but added to"</i></p> <p><i>"Goals are somewhat fuzzy, but that might be the next step"</i></p> <p><i>"Acknowledgement and inclusion of young children 0-5 within its vision, planning and implementation"</i></p> <p><i>"Not sure if there is anything to change as long as the Arts and Creativity Strategy covers all forms of art"</i></p> <p><i>"I would like to see incorporated in the strategy the process by which the strategy is going to be developed into implementation"</i></p> <p><i>"Live music is important and there needs to be more emphasis on what council can do to support live music venues in the area and encourage more venues to introduce live music and in particular original live music"</i></p> <p><i>"..too full of management speak"</i></p> <p><i>"The use of infographics, and images help to digest a document that is already very immersive"</i></p> <p><i>"More mention of musical expression and participation or performance"</i></p> <p><i>"Promotion of our unique cultural heritage"</i></p> <p><i>"Recognise the multicultural nature of our society"</i></p> <p><i>"Writers centre...take a proactive and leading role"</i></p> <p><i>"Examples of how to support creative projects/ideas"</i></p> <p><i>"Key recommendations...live and local, night-time industries"</i></p> <p><i>"I await for the more detailed report saying what is being constructed and where"</i></p> <p><i>"Let's push the boundaries and be braver"</i></p> <p><i>"The Strategy should reflect the arts, the creative industries and everyday creativity as an anchor for community cultural planning"</i></p>	Feedback noted. Significant revisions to the draft Strategy have been made to address comments received through the public exhibition of the draft Strategy.	<p>Revisions include:</p> <ul style="list-style-type: none"> • Acknowledgement of Country – new content • Summary – edited • Vision – edited • How the strategy works – new content • Arts and creativity context – more detailed content • Our creative community – new content • What you told us – new content • Benefits of arts and creativity - now includes Australian data (instead of mostly UK) • Key Outcome Areas - adjusted • Strategies and actions included • Implementation & Evaluation – edited • Images – replaced to reflect our creative community • Info-graphics revised
Support for the Strategy	50	<p><i>"It is comprehensive, and covers a range of different forms of creative activity, to try to appeal to and involve different sections of the community. Also, it is wonderful at last to have a Council which is interested in more than just beaches and sport"</i></p> <p><i>"I think its great that the Northern beaches Council have already spent so much time and energy to come up with this draft and as an artist and resident of the Northern Beaches I am 100% behind it!"</i></p> <p><i>"I have found there to be a thriving, but dis-jointed arts scene on the Northern Beaches, which is backed by the strategy findings. The creative strategy could be the fostering environment required to develop this arts scene"</i></p> <p><i>"As a creative on the Northern Beaches, I am so excited to see a draft of this nature."</i></p> <p><i>"I think that the visions & outcomes are clearly defined"</i></p> <p><i>"It is well thought through, comprehensive and encompasses the notions of wellbeing, place and space as well as engagement opportunities"</i></p> <p><i>"Based on good solid research, takes a broad view of the arts"</i></p>	Feedback noted. Council acknowledges the time invested and input received from the community during the engagement process.	Building on the Strategy, new actions have been included.
Delivery of the Strategy	4	<p><i>"I would welcome the opportunity for further community discussion in the form of interactive events where we can bring together a group of locals for further response from a broader age demographic"</i></p> <p><i>"More brainstorming ideas of how the strategy can be implemented"</i></p>	Feedback noted. There has been a two-stage engagement process to assist with the development of the Strategy. Feedback from the engagement process has informed changes to the draft Strategy and development of actions.	The Strategy includes actions to implement strategies under each key Outcome Area

Role of council	4	<p><i>"Agree....The acknowledgement that although there is much happening in the community, the Council needs to play a supporting role."</i></p> <p><i>"Practical support not just finance"</i></p> <p><i>"That council is willing to engage with local business and support the arts and creatives"</i></p> <p><i>"Removal from council's agenda"</i></p> <p><i>"There is no mention of an outcome that establishes Council as a leader in advocating for the arts and culture and thereby harnessing resources to deliver the Strategy."</i></p>	A draft Cultural Policy has been developed that articulates the Council's role in cultivating creativity and supporting the growth of arts and culture across the Northern Beaches.	The Strategy has been updated to include role of council and new actions developed to show how council will deliver on outcome areas and achieve goals.
Reference to other planning documents	1	<i>"Ensuring art is considered in various council documents, e.g. LEP, DCP, social plan, etc. will benefit the community."</i>	Noted. Council is currently developing a number of plans, policies and strategies, and will continue to ensure arts and creativity is addressed in appropriate planning documents.	Reference to relevant planning documents has been included and actions added regarding planning controls to address key issues.
Difficulty with feedback form	2		Feedback noted.	No change required.

Connected Through Creativity 2029

Draft Northern Beaches Arts and Creativity Strategy

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Message from the Mayor

On the Northern Beaches, we are fortunate to have a passionate and creative community and it's time we highlight the vital role that arts and culture play across our lives. There's no doubt the arts enrich us as individuals and as a community by contributing to our health and wellbeing as well as our broader education and emotional understanding of people and the things around us.



As our community grows and changes, we must make space for arts and creativity and remember to value our artists and their processes.

We live in unprecedented times that will require innovative approaches to meet the challenges ahead - supporting homegrown creativity and opening up conversations about what is possible is a key part of ensuring our community thrives in the future.

Our aim for the Northern Beaches is that the area is not only recognised for its coastline, natural environment and active lifestyle, but also for its distinct vibrant arts and creative opportunities and unique cultural experiences.

My thanks to the many community members who have supported and contributed to this Strategy, their input has been invaluable.

I am very much looking forward to seeing what we can create together.



Michael Regan
Mayor

Aunty Jenny Thompson, Smoking Ceremony Weaving Bridges Project 2019



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We acknowledge the traditional owners of this land and elders past and present. We recognise Aboriginal people as the original custodians of the Northern Beaches. Aboriginal culture is integral to our understanding of belonging, community and care of the land.

Draft Northern Beaches Arts and Creativity Strategy

Summary

Connected through Creativity 2029 sets out Council's commitment to supporting and growing a vibrant creative culture, authentic to the Northern Beaches. The Strategy presents three key outcomes supported by nine strategies to cultivate creativity, identify opportunities for arts and cultural expression and connect our diverse communities.

The nine strategies each have associated actions. Some of these actions are happening now and some are future commitments.

Council understands that thriving arts and creativity in diverse and inclusive communities will keep our cultural ecosystem strong, producing ideas that will allow us to meet challenges now and into the future.

We recognise that creative communities need creative Councils to understand and support them, and we are committed to exploring new ways of working with the community.

Figure 1
The Strategies three key outcomes supported by nine strategies

To achieve Outcome 1 - Inspiring Places & Spaces. We will:

1. Infuse public places with creativity
2. Make room for creative expression
3. Celebrate cultural heritage

To achieve Outcome 2 - Innovative & Creative Industries. We will:

4. Enable creative sector vitality
5. Collaborate to innovate
6. Grow thriving arts hubs

To achieve Outcome 3 - Engaged Community. We will:

7. Share local stories
8. Listen to and support Aboriginal communities
9. Make creativity inclusive

How the Strategy works

The Strategy provides a framework for future planning, provision and investment in arts and culture over the next decade. It has been developed in consideration of broader Government policy such as NSW Arts and Policy Framework (2015), NSW Government Cultural Infrastructure Action Plan (2018), Create NSW Cultural Infrastructure Plan 2025 and NSW Health and the Arts Framework.

Integrating arts and creativity into Council's planning framework

The Strategy will tie in with Council's other programs and strategies to maximise outcomes for the community. The actions in this Strategy are closely aligned to the Community Strategic Plan Shape 2028 that identifies our community's vision for the Northern Beaches and includes high-level cultural outcomes for the area.

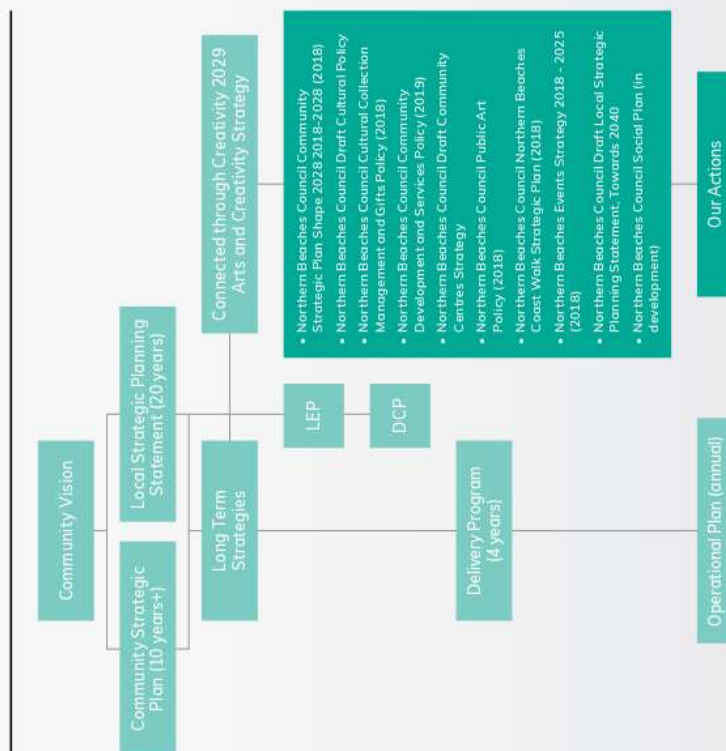
Aim

The Strategy is aimed at helping our people and communities increase participation in their chosen creative life while supporting the growth of sustainable creative industries.

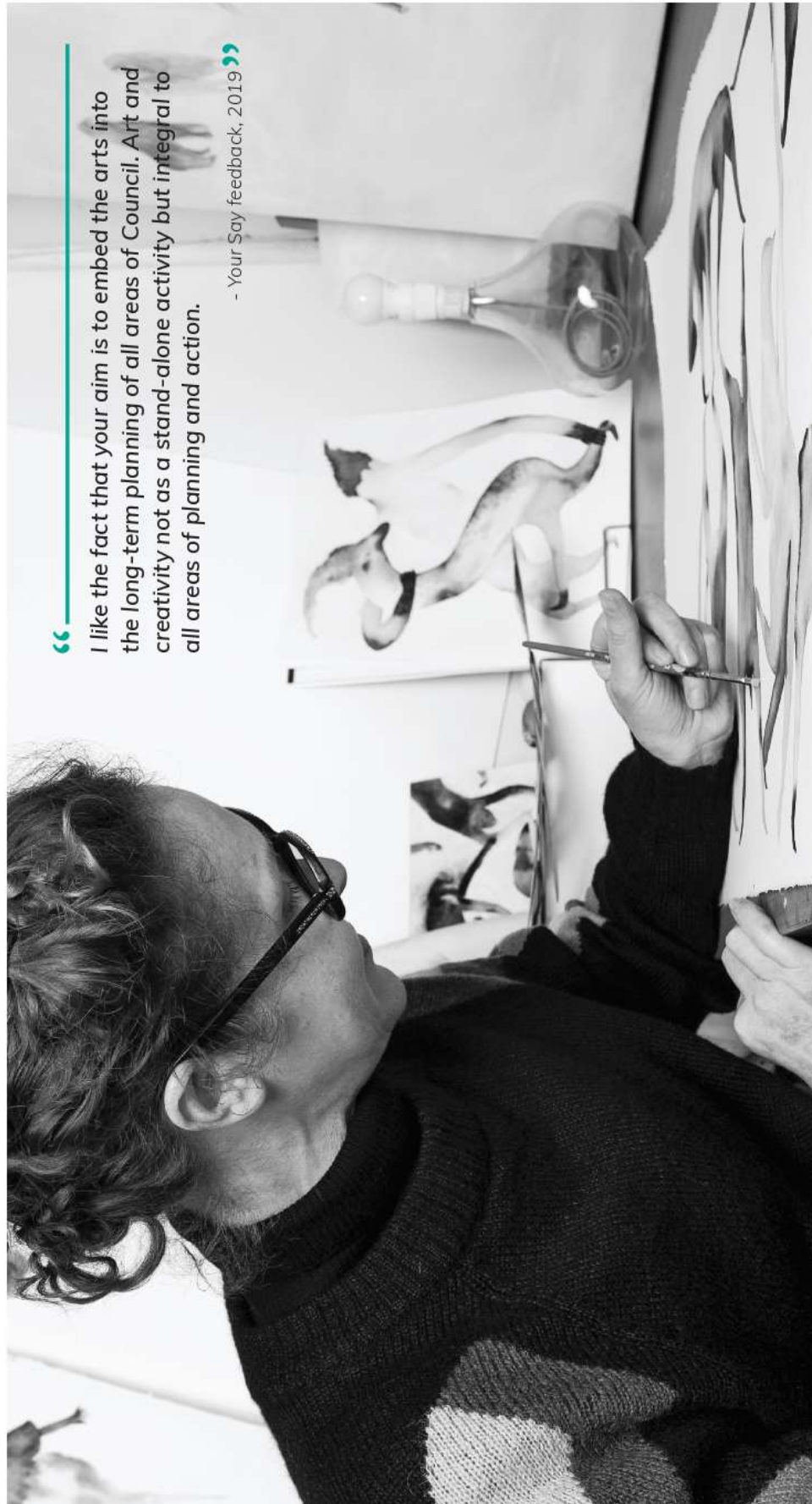
Its actions are about maintaining the area as a place where people are free to express their ideas and connect with the community. The Strategy and actions take care to support grassroots and community culture, nurturing excellence and cultural tourism, and valuing different layers of expression as integral to the whole.

Draft Northern Beaches Arts and Creativity Strategy

Figure 2
Northern Beaches Council - Plan Structure



Emma Kidd, Creative Space resident 2019



Connected through Creativity 2029

What do we mean by arts and creativity?

Council considers art to be the manifestations of culture encompassing visual and performing arts, crafts, fashion and design, film and screen-based works, literature, digital and new media, and hybrid and new forms of creative thinking and expression. It also includes community arts, exhibitions, museums and galleries, and activations in public space.

Culture is considered as an inclusive term incorporating creativity, community, diversity, knowledge, heritage and expressed imagination that creates the way of life unique to the Northern Beaches.

Creative industries include a range of businesses that use creativity and knowledge as their primary source of economic generation.

This may include:

- Aboriginal arts
- Advertising
- Audio-visual
- Craft
- Cultural heritage
- Design, including architecture, fashion and graphic, industrial and interior design
- Radio, film and television
- Makers
- Media and digital media music
- Publishing
- Performing arts
- Visual arts

Arts and creativity

'Arts experiences play an important and growing role in international tourism to Australia. They engage international visitors with the uniqueness, depth and diversity of Australian culture, support local economies and share Australian stories and perspectives with the world'
- International Arts Tourism: Connecting Cultures', Australia Council

There is a wealth of evidence that shows that the arts contribute to making our lives better. The arts both reflect and enhance our culture, connect us together and to something bigger than ourselves, contributing to community cohesion, health and wellbeing, education, the economy, tourism and protection of the natural environment.

Arts and creative expression also connect us to new ideas, spark our imaginations, challenge our attitudes and inspire new ways of thinking. Creativity is the dynamic vitality of all human activity, at the heart of science, business, education and often leisure. Nurturing creativity in children, enabling creative opportunities for young people, and fostering lifelong creative learning ripple through communities and make our futures.

Finding balance and searching for connection is becoming increasingly important to Australians' sense of wellbeing, and the role the arts play is now recognised at a public policy level. The integration of arts into the design and delivery of public health services and messaging, both at federal and state levels, is growing. There is a significant body of evidence that demonstrates how the arts can help build resilience, confidence and communication.

With modern economies increasingly reliant on knowledge and innovation, successful cities are creating the conditions that creatives and knowledge workers seek, such as being distinctive and liveable. Creativity, innovation and the arts drive these conditions and also attract tourism, bringing a flow of economic benefits to business and community in general. We know a broad range of creative and cultural activities encourages a greater diversity of people of all ages to gather in our spaces and places. Music venues, small art galleries, evening classes and sketch-clubs all diversify the night-time economy, encourage people to gather to engage in the local culture and contribute to creating places that are welcoming.

Figure 3
How the Arts impact our lives





Northern Composure, Youth Band Competition

Connected through Creativity 2029

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Deeper Dive

Arts and creativity on the Northern Beaches

Draft Northern Beaches Arts and Creativity Strategy

Our creative community

The Northern Beaches is home to thriving and diverse creative communities across its 254km² of beaches, bushlands, urban and industrial areas and has been a place for cultural practice for tens of thousands of years.

This creativity is embedded in the spirit of place, signalled by its first artists in the area's ancient Aboriginal rock carvings that remind us of a culture of belonging, community and care of the land.

More recently, it has inspired artistic practice along the stunning coastline from Port Jackson to Pittwater from the organic architectural homes around Avalon by Walter Burley Griffin, Alexander Stewart Jolly and Richard Le Plastrier to the iconic Modernist photographs of Manly by Frank Hurley and Max Dupain and paintings of angophora by Archibald Prize winning artist, Arthur Murch. While Peter Rushforth, known as the influential father of Australian ceramics, had his pottery studio overlooking Pittwater.

Artists have been long attracted to this region due to its relative isolation and affordability. Painters Edward Combes and George Penkivil Slade discovered the peninsula in the 1860s and captured the beauty of the landscape for over 20 years. Early twentieth-century artists, Antonio Dattilo-Rubbo, Margaret Preston, Thea Proctor, Will Ashton and Lloyd Rees were instrumental in the establishment of the Manly Art Gallery in 1930.

The area has also been home to writers such as Henry Lawson, who briefly called Manly home at the turn of the twentieth century, as have other writers such as Thomas Keneally, Bruce Beaver, John Flanagan and Liane Moriarty. The high concentration of artists and creatives living here now attests to the peacefulness, unique quality of light and sense of connectedness.

Lifting a ban on day-bathing in 1903, Manly Council laid way for the birth of Australian surf culture that has influenced generations of artists and creatives. After Isabel Letham surfed with Duke Kahanamoku at Freshwater Beach in 1915, her father built a board for her, arguably starting one of the area's oldest continuous creative industries. Over time, beach culture filtered into broader culture and can be heard in the music of artists like Flume and Angus and Julia Stone. Local bands like Lime Cordiale and Ocean Alley cut their teeth through the youth band competition, Northern Exposure, which is still run by Council to this day.

Local music gained international prominence in the seventies and eighties with bands like INXS, with Midnight Oil and their fierce commitment to environmental, social, anti-war and indigenous rights that built audiences in the pubs of the Northern Beaches, going on to influence Australian culture for over 40 years.

With such a rich and layered cultural heritage, remarkable landscape, unique natural spaces, town centres and harmonious community life including aspects of sport, it's no wonder so many tourists and visitors also seek out the Northern Beaches.

Surfboard shaping DJB Surfboards



Draft Northern Beaches Arts and Creativity Strategy

Our Northern Beaches community

Like the rest of Sydney, the population of the Northern Beaches is growing. By current trends, its population of over 250,000 will see an extra 39,000 people calling the Northern Beaches home over the next 20 years. Housing, services and social and economic opportunities will grow and adapt to meet the needs of those who live, work and visit here.

Despite the restrictions in transport and competing land-use pressures, the Northern Beaches has a strong and stable economy valued at \$14.85 billion in 2016.

Unemployment is low and our workers are highly professional and well educated, with over half of our residents also working locally.

In 2016, the five largest ancestries in the Northern Beaches Council area were English, Australian, Irish, Scottish and Italian, with emerging British and Chinese communities. Just over 15% of the community speak a language other than English at home, with Italian and Mandarin the most common.

Our population is ageing and young people are increasingly leaving the area. The Census 2016 showed the proportion of elderly people was relatively large compared to other parts of Sydney, while young people aged 18 to 34 years is significantly lower. Over sixteen hundred young people aged 25 to 34 left the Northern Beaches between 2006 and 2016, likely due to the lack of access to education and lack of affordable housing options.

Young people on the Northern Beaches are acutely aware of and engaged in the world around them. With the groundswell of participation in grass-roots events calling for action on climate change, both locally and globally, the time is right to harness this energy and create space and opportunities for young people to express their ideas and creativity, as they seek self-discovery, identity and belonging.

Participation in arts and culture

Our community strongly supports the arts. The majority of community members actively participate in creative or cultural activities and events, with 96% of residents supportive of the arts and Council's continued role in arts and creativity.

During the last five to 10 years, community interest and participation in the arts has grown on the Northern Beaches. The high level of engagement in the development of the Arts and Creativity Strategy suggests that the arts and creativity are becoming increasingly important in our everyday lives.

Over 15,000 people across the region participate in ensembles, bands and choirs while the Northern Beaches instrumental music festival has 4,000 students and attracts an audience of approximately 10,000 people.

A random telephone survey of over 400 Northern Beaches' residents showed that there was strong interest and high participation in the arts. The top barriers to participation were work and domestic responsibilities, lack of opportunities in a particular type of art, personal choice (e.g. no interest) and lack of information on what is available.

Figure 4

How we got creative over the last 12 months



Our creative sector

Currently, around 8% of our Northern Beaches workforce is employed in cultural or creative occupations.

From the photographic studios in Warriewood to the surfboard shapers in Brookvale, the artist-run initiatives in Seaforth, lapidary and silversmith studios, ceramics groups, glass artists, painters, sculptors, poets, writers, film-makers, screen-printers and musicians, the Northern Beaches is a powerhouse of creative industries.

The evolving and diverse arts and cultural ecology includes artists, creative and cultural workers, volunteers, private and not-for-profit organisations and a plethora of industries, each with their local, regional or international networks, some high-profile while others are emerging and underground. From our community groups, community celebrations and heritage to schools, cafes and beach communities, our local cultural ecology continues to grow.

Creative precincts are emerging organically across the region where there is affordable space. Creative hubs in Brookvale, Seaforth and Avalon are attracting like-minded people and organisations to work and create alongside each other, enabling opportunities for collaboration, experimentation and cross-pollination of ideas and artistic practice. However, the nature of emerging hubs and precincts are generally fragile and require support and nurture to ensure their ongoing viability.

With knowledge and creativity predicted to drive our future economic wellbeing, the arts, culture and creative sector are expected to be a key driver for economic growth in the future. Council needs to work closely with local creative industries, business and government to ensure the development of an agile and sustainable sector, more co-working spaces, start-ups and technology hubs, particularly if our community aspires to be leaders in innovation.

Tep Puangwam



Draft Northern Beaches Arts and Creativity Strategy

Creative places and spaces

The natural beauty of the Northern Beaches has inspired generations of artists and creatives, while well known cultural venues like the Glen Street Theatre, Manly Art Gallery & Museum and the Creative Space continue to attract locals and visitors alike. With more than 175,000 yearly visits to these key cultural facilities, it is clear that being involved with the arts is important for our community.

Arts education facilities

With a long-standing reputation for providing strong ceramics tuition, Northern Beaches Ceramics at Brookvale TAFE has supported emerging ceramicists, while Point Break Drama provides acting studios and C3 College Oxford Falls campus provides creative arts courses. There are also a number of community colleges, individual art teachers and not-for-profit organisations offering arts education throughout the area. Despite this, the closure of Seaford TAFE in the late nineties has contributed to a lack of higher arts education in the area.

Artist run initiatives, studios and co-working spaces

From La Crème Creative 'where good things happen and creative minds meet', Bushwick South and Evergreen Music in the industrial heartland of Brookvale, to artists creating at Kimbriki 'tip' or in the tranquil bushland of Eramboo Artist Environment in Terrey Hills, the Northern Beaches is home to many independent artist groups and studios. Further north, the Pittwater Artist Trail engages the community to walk through their open studio events. More recently newer initiatives have been popping up across the Northern Beaches including Sydney Road Gallery, Art & Soul Collective, Yaw Way, Sydney Art Space and Be Brave Artspace.

Book shops

Local book stores from Manly to Avalon, in addition to selling books, host poetry readings, author talks and stand-up performance.

Cafes, bars and food culture

The Northern beaches has a vibrant and diverse food culture from the beach side eateries, pubs and microbreweries to the growing artisanal food scene and cafes.

Cinemas

The cinemas of Avalon, Collaroy, Brookvale and Warriewood have long screened films.

Community centres and facilities

With 37 Council-run centres, and several offering access to affordable arts facilities, ample opportunities exist for all to unleash their creative potential, or teach others how to. In centrally located Narrabeen, the Trashed Arts and Community Centre includes a fully equipped ceramics studio and teaching space, while the Avalon Annexe is host to popular tap dancing classes and Forestville Community Arts Centre hosts 'Artability' for people with disabilities.

The PCYC at Dee Why and other facilities, such as YoYos at Frenchs Forest, are the location of all ages band nights and the strong annual Northern Composure youth band competition.

Creative industries

Creative industries are dotted all over the Northern Beaches, with the heartland of industrial Brookvale home to printing studios, surfboard shapers, artist studios, fabric designers and recording studios while Mona Vale has a similar industrial vibe and offering.

Film are often on-location around our beautiful bushland, beaches or landmark buildings making the most of the perfect backdrop for blockbuster films and television series.

Creative Space

Providing affordable exhibition and studio space over the last five years, the Creative Space at North Curl Curl has come into its own, drawing local emerging artists to come together, explore and realise creative potential.

Glen Street Theatre

Our most enduring performing arts centre, Glen Street Theatre has been captivating audiences since 1973 through presenting a stellar line-up of theatre productions and concerts from many of Australia's major performing arts companies. Productions have included performances by such celebrated actors as Jonathan Biggins, Jacki Weaver and Barry Otto to name just a few.

“

The National Park has played a huge role in my creative practice and my wellbeing... it's immersive and seductive.

– Susan Milne, Artist Collaboration Milne and Stonehouse”

Legal graffiti walls

Legal walls for graffiti and street art are dotted around the Northern Beaches, providing spaces for creative expression for over twenty years. They can be found at Allambie, Belrose, Collaroy Plateau and Manly Vale for all ages and abilities.

Libraries

Our network of libraries are transforming into dynamic community spaces, and cultural and technology hubs where new ideas sprout and conversations begin. From author talks to poetry workshops and writing prizes, our libraries are places both young and old come to meet, learn, create and relax. Spread across the LGA, our libraries are welcoming spaces that support knowledge sharing, ideas and creativity. Our libraries are also the location of the 'Unplugged' acoustic music competition for our young people.

Figure 5

Snapshot of creative spaces and places



Please note: This map is presents a range of creative places and groups across the Northern Beaches and is not intended to be representative of all creative industries. Please see Outcome 2 actions regarding planned cultural mapping.

Manly Art Gallery & Museum (MAG&M)

Since 1930, Manly Art Gallery & Museum has been presenting leading exhibition programs and providing opportunities for contemporary artists to present, develop their practice and audience. A thriving hub of creativity, that always exceeds expectations, with artist talks, kids workshops and volunteer opportunities, Manly Art Gallery & Museum is the cultural heartbeat of Manly, loved by locals and visitors and respected by its peers.

Performing arts spaces

Providing opportunities for young emerging performing artists to develop their craft, the Star of the Sea Theatre, a premier arts venue in the grounds of Stella Maris College, Manly, has presented a compelling program for the last 15 years. In Elanora Heights, the Elanora Players have staged quality theatre, engaging audiences for over 50 years.

Music venues

The Northern Beaches RSLs have produced some of Australia's best bands, including Midnight Oil. Nearly 50 years later, the Narrabeen and Dee Why RSLs continue to provide places for music while the Mona Vale Music Studios teach over 250 students a year.

Programs and activations

Festivals and events are an important part of our creative expression, bringing economic benefits to businesses across various sectors, particularly tourism. Over 350 events take place across the Northern Beaches every year, including the much-loved and internationally acclaimed Manly Jazz that attracts over 100,000 visitors every Spring long weekend. From New Orleans jazz to Latin, blues and gospel, Manly Jazz has brought our streets alive for over 40 years. The Northern Beaches Art Prize established in 1955 and 26-year-old Express Yourself exhibition provide important platforms for artists and audiences to connect.

“

So I bought this Saxophone in 1979... Around about this time we had returned to Sydney from Perth changed our name to INXS and were playing up and down the Northern Beaches. Our home ground was the Manly Vale Hotel, where you could look down from a fairly high stage on the fights breaking out below.

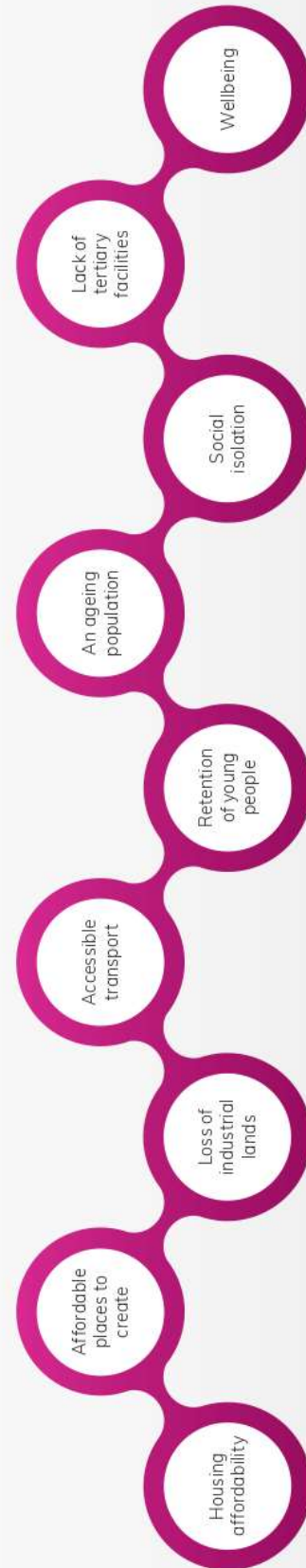
- Kirk Pengilly, INXS, 2017”

Key challenges and issues

As the 'metropolitan century' progresses, Sydney and areas like the Northern Beaches will continue to transform in density, diversity and form. Public spaces, where the human, natural, built and digital worlds meet and contribute to our sense, experience and understanding of community, will experience higher performance expectations.

Globalisation, disruptive technologies, social media, climate change and urbanisation are some of the megatrends that have very real implications for how we live and how we are today and into the future. There are growing community expectations, particularly amongst millennials and Gen Z, for social connection, inclusion and meaningful, authentic art experiences that evoke stimulating ideas and feelings.

Figure 6
Key challenges for the arts and creativity on the Northern Beaches



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United Cinemas, Collaroy



Draft Northern Beaches Arts and Creativity Strategy

What you told us

Throughout May to August 2018, community engagement helped us to understand the current and future needs for the development of a thriving and sustainable arts and creativity eco-system across the local government area.

The engagement strategy included a review of available information from the development of Shape 2028 Community Strategic Plan, review of best practice processes and a series of engagement sessions with community and Council staff to identify priorities and future directions.

Following analysis of the community feedback from over 800 people, a draft Arts and Creativity Strategy was placed on public exhibition from November 2018 to February 2019. In response, Council received considered feedback from over 100 submissions on how the Strategy could be improved.

Summary of feedback:

- Strong desire to help co-create our spaces and enliven the urban landscape with street art, busking, music, colour and creative expressions - big and small - that could spark new thoughts, conversations or identity of place
- The main source of inspiration for creativity was other people; the social aspects of creativity were deemed inseparable for creative production for many people
- The natural environment was of high importance in sparking creativity
- Active participation in the arts was limited by a lack of multi-function creative spaces that incorporating art studios, exhibitions, learning and socialising
- Spaces for performing arts, including music enjoyment and rehearsal, and theatre production, were identified as a major gap with music spaces particularly important to younger people

- Concern about significant changes to the urban environment and that arts and creativity could help create new community identity for Frenchs Forest in the wake of significant changes to its urban landscapes and sense of identity
- Community members predominantly find out about creative opportunities via social media and have called for arts and creativity related information to be more easily accessible via different online platforms.
- Many community members expressed a desire to see a broader diversity in arts offerings across literary, musical, performance/theatre, film production, urban or industrial design initiatives, and visual arts
- Current participation in the arts is high across all demographics, but it could be even higher if existing opportunities and the importance of arts and creativity were better promoted.
- Community members want to initiate and drive arts and creativity programs and need clearer processes, guidance and funding
- Strong understanding in the community generally that the arts are important to individual wellbeing as a way to relieve stress, express ourselves and share our stories.
- Strong community desire for Aboriginal arts and culture to be more visible, and a keenness to learn more about Aboriginal culture and heritage
- The community, as either practitioner, consumer or participant, expressed a strong appreciation of arts, creativity and cultural events as avenues for social bonding and cohesion.
- A concern with the state of our natural environment and interest in the role of the arts to create greater awareness of environmental issues.
- Young people were interested to incorporate discussion of community issues, such as climate change, into cultural events as a platform for engagement.



Mia, Our Stories Youth Art Workshop, Manly Art Gallery & Museum 2019

Connected through Creativity 2029

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Vision

Our community is enriched through the arts and connected through creativity.

Draft Northern Beaches Arts and Creativity Strategy

Outcome 1: Inspiring places and spaces

Environments that connect us to the spirit of place and each other, enriching our communities and sense of belonging.

Place is not simply a destination. For tens of thousands of years,

Aboriginal people have belonged to and taken care of the lands of the Northern Beaches, created community and shared their rich cultural heritage with the generations of migrants, visitors and tourists who have made their way to the area.

Place is defined by the meaning we give it and in turn, it influences how we feel and how we interact. With this knowledge, Council is committed to working collaboratively to protect, preserve, support and enhance our wealth of inspiring places and spaces.

Council is working on exciting new projects including the creative spaces at Avalon and Mona Vale (proposed) and a review of alternate uses for under-utilised space at the Glen Street Theatre. We are also partnering with the Department of Education in the provision of performance spaces as part of new developments at Barrenjoey High School and Mona Vale Public School.

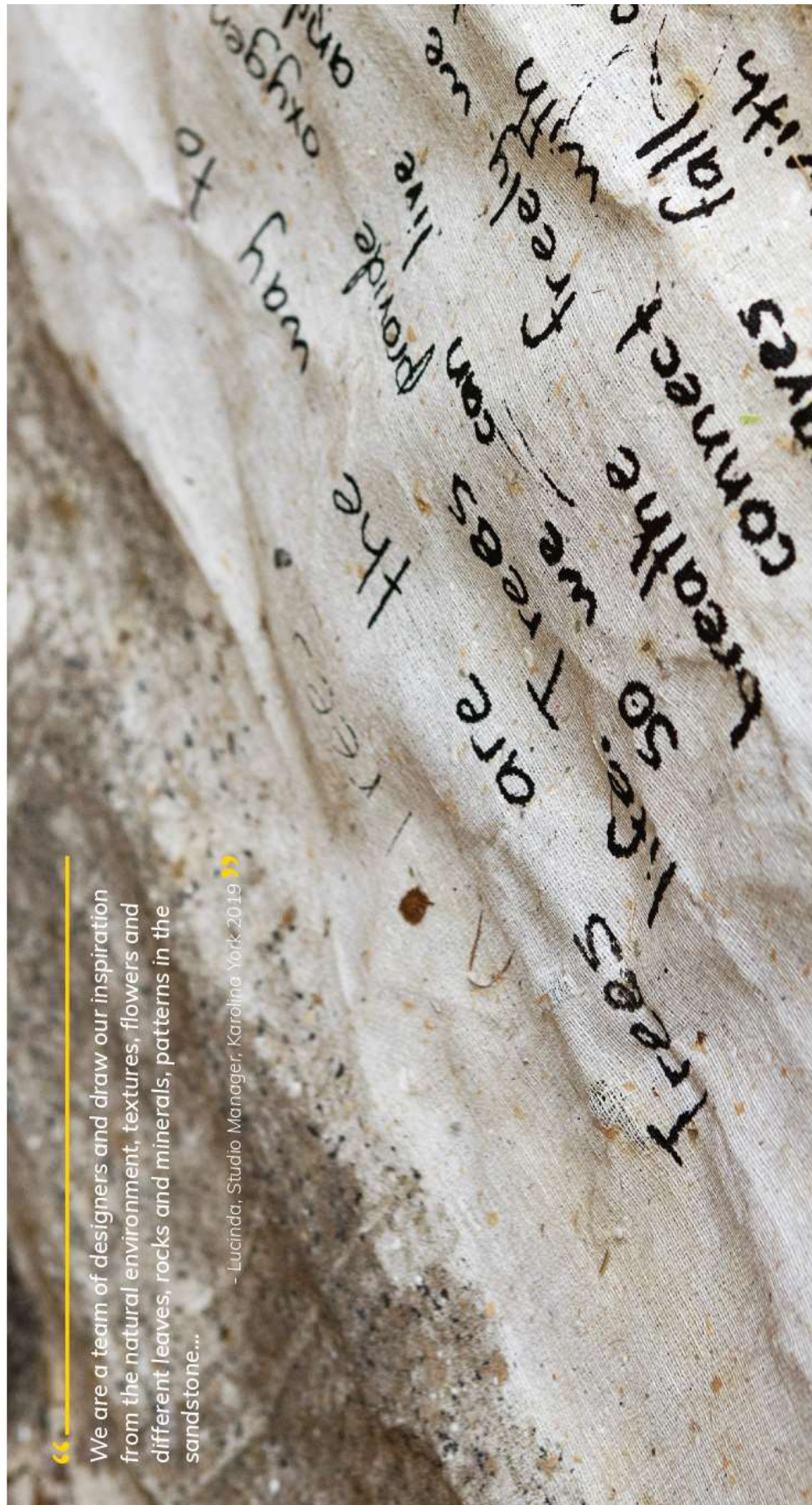
The Coast Walk Public Art Trail is a once in a lifetime opportunity for our community to receive a new collection of art in public places. This includes permanent and temporary work that will reflect our stories such as Aboriginal, environmental and cultural stories. The trail will enhance the Coast Walk as a destination for tourists and visitors, contributing flow-on benefits for our local economy.

We are also rethinking and renewing our approach to strategic land use, urban renewal, and economic, social and environmental planning. Addressing the NSW Government's 20-year direction for metropolitan Sydney through the North District Plan provides us with a great opportunity to ensure there are places and spaces for arts and creativity to flourish amidst a growing and ageing population. Council will collaborate with the NSW Government to enhance all aspects of our urban environments by putting creative and people-centred design at the core of our planning and development processes.

The Local Strategic Planning Statement, Local Environment Plan and development control plans provide an opportunity to strategically integrate creativity to ensure our urban centres and neighbourhoods are great places to gather, more creative and cultural spaces are planned and delivered, and industrial lands are retained for creative industries. Frenchs Forest and Warriewood Valley are examples of new developments where innovative design and cultural infrastructure will be essential to liveability. The proposed revitalisation and urban upgrades in Dee Why, Brookvale, Mona Vale, Avalon and Manly offer opportunities to incorporate the arts and pursue design excellence.

Council understands that ultimately, how we feel in our built places and spaces, welcome or wary, inspired or renewed, is the sum of thoughtful planning, considered function and excellent design. We recognise the need for considered planning to ensure our places and spaces are fit-for-purpose in the future.

Gloria Florez, Eramboo Artist in Residence & Zena Shapter, writer collaboration for Cromer Public School, 2019



Draft Northern Beaches Arts and Creativity Strategy

Manly Jazz Festival, 2018



Connected through Creativity 2029

1. Infuse public places with creativity

Encouraging design excellence and creative expression in the public domain for distinctive communities.

We are currently...

- Engaging creative experts to collaborate in the development of project concepts in parks and open space
- Implementing a new public art policy and commissioning framework for public art, including a Public Art Working Group and Selection Panel
- Developing the Coast Walk Public Art Trail from Manly to Palm Beach
- Piloting new town centre activation projects, such as Market Lane in Manly and Dee Why Plaza live music program
- Developing the Avalon Place Plan, including opportunities for better design of the village centre
- Embedding creative expression in the public domain through art in public places, such as street art and other projects
- Implementing the new Collection Management and Gifts policy across all cultural collections

We will:

- Broaden the scope of art in public places to include temporary works, sensory experiences, immersive events and artwork on hoardings for long-term developments
- Develop a Manly Place Plan that facilitates creative spaces and cultural experiences in the public domain
- Increase understanding of the night-time economy and the role of arts and creativity to grow place vibrancy
- Consider public art in the Local Environment Plan review to reduce barriers to art in public and private development and embed creativity in our built environment
- Review land-use planning processes, policies, and development controls to encourage markets, live music and other cultural activities in our public spaces
- Develop policies for busking and street art, and a priority framework to improve artist access to space
- Develop a public art register to inform asset management

2. Make room for creative expression

Enabling space for artists, makers, hobbyists and dreamers to realise their potential and connect with others.

We are currently...

- Maintaining spaces for presentation, professional development and cultural enjoyment at Manly Art Gallery & Museum and Glen Street Theatre
- Providing affordable access to spaces, including the Northern Beaches Artists' Studios, Creative Space and community centres such as the Tramshed Arts & Community Centre and the Forestville Community Arts Centre
- Partnering with Eramboo Artist Environment and Kimbriki Resource Recovery Centre to provide Artist in Residence Programs
- Creating space for creative expression and music presentation for young people at Dee Why PCYC, our libraries and community centres
- Refurbishing our network of libraries to provide spaces for communities to come together

We will:

- Deliver and operationalise new spaces for creative work through the Creative Art Space North project, including repurposing part of Avalon Golf Clubhouse and Mona Vale Civic Centre
- Build community awareness and use of the Manly Library creative space
- Support the concept of new performing arts venues in the local area
- Investigate options for the hire of affordable rehearsal space at Glen Street Theatre
- Foster a diverse live music culture on the Northern Beaches, including small and large scale events, through a review of planning controls

3. Celebrate cultural heritage

Valuing and preserving our cultural places, inherited cultural objects, buildings and histories.

We are currently...

- Partnering with local Aboriginal community members to deliver projects, such as Weaving Bridges as part of the Gai-maraigal Festival
- Supporting Manly Art Gallery & Museum's role in sharing stories and celebrating cultural heritage, including the development of a beach culture collection
- Digitising the Libraries' Local Studies Archive to make it more accessible to the community

We will:

- Integrate Aboriginal stories, language and heritage into our landscape and programs to increase respect and shared understanding amongst residents and visitors to the Northern Beaches, including the Coast Walk Aboriginal signage project
- Commemorate and celebrate community history through programs and events, and the 90th anniversary of Manly Art Gallery & Museum's opening in 2020
- Implement the Destination Management Plan and, in particular, leverage and promote existing facilities through linking creativity hubs and art trails.
- Make the cultural collections accessible to the community through Council's website and digital technology, including self-guided art trails and an online Manly Art Gallery & Museum collection management system

Outcome 2: Innovative and creative industries

Thriving creative industries, seeding and partnering in new approaches to arts, events and culture to drive the growth of a healthy and agile local economy.

Exploring new collaborative opportunities will be crucial to developing and implementing innovative high-quality programs over the next decade. We know New South Wales' arts, culture and creative sector is the largest in Australia and that it will be a key driver of the state's economic growth, exports and innovation over the next decade. We also know that the Northern Beaches is an important destination for tourism and home to a broad spectrum of creative activity.

There is exciting potential to work with our artists and creative industries to build the area's reputation as a hub for arts and cultural experiences, production and innovation. Fundamental to Council's facilitation of innovative projects will be the creation of new sustainable partnerships across sectors with a range of stakeholders including business, government, arts and the community, valuing our current key partners and fostering new relationships.

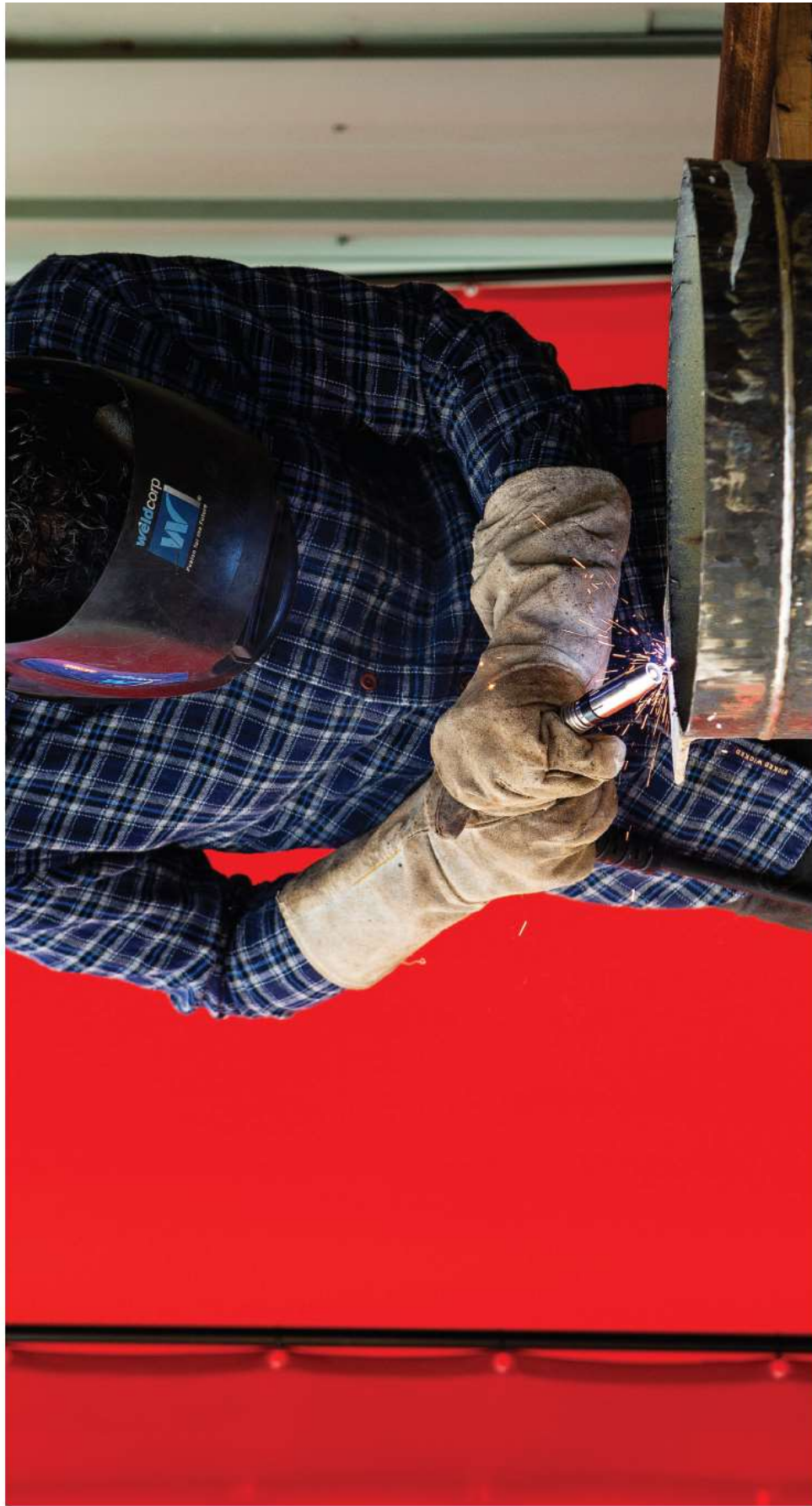
Our area is becoming known for its burgeoning creative opportunities and increased investment in the arts. Strategic partnerships will ensure a thriving arts and culture sector. Done right, support and development programs will draw on the energy of our community to bring more places to life, creating opportunities for production, employment, participation and enjoyment.

Our community has indicated they want more creative and cultural opportunities available on the Northern Beaches and our research indicates that there is a need for more diverse arts opportunities across all creative disciplines. Collectively, we must consider ways to expand opportunities for both emerging and established local artists, and facilitate offerings for creatives and artists visiting the area.

Council will develop programs that build the capacities of the local creative community to lead arts initiatives and cultural activations, independent from Council's larger-scaled productions, exhibitions and events. We will continue to harness the potential of our artists and creatives and work with them to integrate creativity into the fabric of our community. Deepening our understanding of the evolving cultural landscape will ensure we have the knowledge and resources needed to support our creative sector.

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Colin Fraser, Kimbriki Artist in Residence 2018



Draft Northern Beaches Arts and Creativity Strategy



1. Enable creative sector vitality

Supporting innovative ideas and building the capacity of the local creative sector

We are currently...

- Building the capacity of artists and creative professionals through programs such as Creative Toolkit
- Supporting artists and curators through programs such as the Northern Beaches Art Prize, Northern Beaches Artists' Studios, and the Manly Art Gallery & Museum
- Nurturing excellence through the Community, Arts and Culture Grants Program
- Delivering cultural events such as the Manly Jazz Festival, Taste of Manly and World Food markets.

We will:

- Build a deeper understanding of the creative sector through cultural mapping and needs analysis
- Review major Council produced arts events to meet changing community needs, including the Northern Beaches Arts Prize and Manly Arts Festival
- Develop a marketing strategy for cultural tourism and explore the option for local arts and culture initiatives
- Review and expand the Creative Toolkit series to address specific needs in the music community
- Develop partnerships and programs to support emerging artists and writers
- Research opportunities for philanthropic support, sponsorship and grant opportunities
- Review land use planning processes and controls to support a healthy creative sector
- Capitalise on opportunities to adapt spaces to changing social and technological demands, and plan for new technologies to ensure information is being shared quickly and easily

2. Grow thriving arts hubs

Supporting emerging arts hubs to create sustainable communities of interest.

We are currently...

- Integrating arts, culture and creativity into key planning documents such as the Local Strategy Planning Statement
- Supporting emerging arts hubs in areas such as Brookvale, Narrabeen and Seaforth
- Assisting local groups to build creative communities through the Community Arts and Culture Grants
- Delivering regular networking events for creatives to connect and share information, such as Monthly Mixers and Creatives Connect
- Producing Creative News monthly for over 2,000 subscribers

We will...

- Support the development of co-located cultural facilities such as the Glen Street Cultural Hub that includes Glen Street Theatre and Glen St Library, and the proposed co-location of a creative space with the Library at Mona Vale
- Understand and develop the unique offering of each of our cultural facilities, including Manly Art Gallery & Museum, Creative Space and new arts spaces
- Investigate opportunities for collaborative projects and shared use of government-owned properties such as schools and hospitals
- Connect professionals and emerging artists with the community to increase the sharing of art-making processes
- Improve Council's processes and industry relationships to provide agile and adaptable support for arts hubs and creative industry clusters
- Review Council's capital expenditure commitments and identify opportunities for creative and cultural uses of new and repurposed spaces
- Develop strategies to effectively promote the role of community centres in delivering arts and cultural activities
- Establish forums for creatives to come together, consider sector issues and stimulate an ongoing dialogue

3. Collaborate to innovate

Working in partnership across business, government, the arts and creative sector to enable ground-breaking initiatives and programs.

We are currently...

- Supporting new and innovative events through the annual Events Grants Program
- Delivering innovative exhibitions through cross-disciplinary collaborations and partnerships with diverse organisations
- Building new partnerships with childcare centres and primary schools to engage children in creativity

We will:

- Expand the creative and cultural networking opportunities through new programs
- Create partnerships with creatives, local chambers of commerce, business networks and government to explore new cultural tourism opportunities
- Host regular arts and cultural summits for thought leaders to present on current issues, emerging trends and opportunities
- Review Creative News to build an online platform for creatives to connect, collaborate, share information and skills
- Embed collaborative work practices in Council and with stakeholders to increase innovative service delivery outcomes

Outcome 3: Engaged communities

Community connections to place and each other are strengthened through easy access and participation in arts and creative experiences.

Active participation in the arts brings people together. It offers new perspectives and stimulates ideas that foster greater insight, awareness and action. Over the last decade, there has been a steadily growing interest in and awareness of the value of the arts amongst the community for wellbeing, work and enjoyment.

Through engagement, we know our community expects Council to play a stronger role in ensuring the long-term sustainability and viability of arts and culture across the Northern Beaches. Investment in increased arts participation and cultural engagement is an important part of this process and Council will review its programs to improve outcomes in this area.

Fundamental to achieving this outcome is listening to and supporting local Aboriginal communities in self-determination and to share their culture. Our Northern Beaches community has strongly indicated that they want to see Aboriginal heritage and culture receive greater public value, including respect for Aboriginal knowledge and how it can be shared to learn better care of the land and how to live in place.

While we are well connected digitally, we live in a global era of growing social, cultural and political division. The arts provide a common platform for engaging in important issues that are of value and concern to the community, such as climate change and environmental protection. Investing in creativity can produce ideas and innovations to address big issues through local solutions.

Young people are especially keen to actively engage and use creativity to shape the future of our community; they see it as a way to generate mutual understanding and shared meaning as well as a source of education and work.

Arts and creativity programs are becoming more accessible to the community and participation in creative pursuits and cultural entertainment is growing but our community has told us that more opportunities are needed. We will work closely with our community to find ways to make creativity more inclusive for everyone, regardless of age, background, ability or circumstance. Council understands that breaking down barriers, promoting inclusion and creating understanding across diverse groups is fundamental to our future as a cohesive community.

1. Share local stories

Building belonging and community through storytelling of local histories, contemporary life and imagined future.

We are currently...

- Partnering with Office of Environment and Heritage to highlight local heritage site and stories
- Delivering the Human Library project across the Local Government Area
- Delivering a program of exhibitions at Manly Art Gallery & Museum that explore diverse aspects of local life on the Northern Beaches
- Maintaining a collection of local history through Manly Art Gallery & Museum and Library Local Studies collections
- Encouraging conversations about important issues impacting our community, such as climate change, through programs such as the Big Ideas Forum and the Waste to Art Prize
- Delivering creative workshops to primary and secondary students at the Coastal Environment Centre

We will:

- Explore contemporary approaches to engage local communities in the expression of local stories through program review and development across arts, culture and events
- Encourage conversations and public discourse through cultural forums and other opportunities to build our collective cultural knowledge



“ A desire to have more public information about the Aboriginal history and knowledge in these areas - language, place names, culture systems, bush foods & medicines, technology - and present-day community knowledge & activities.

- Aunty Clair Jackson 2019 ”

2. Listen to and support our Aboriginal communities

Building understanding and support for local Aboriginal communities in self-determination.

We are currently...

- Talking regularly with the local Aboriginal stakeholders about an agreed approach to reconciliation and respect for Aboriginal culture and heritage
- Celebrating contemporary Aboriginal creativity and culture through programs such as the Weaving Bridges, Weaving Baskets and the Gai-mariagal Festival
- Supporting the Aboriginal Heritage Office and Keeping Place at Freshwater

We will:

- Work with local Aboriginal communities to establish a reconciliation action plan or treaty for the Northern Beaches
- Finalise and implement the Children's Services reconciliation action plan, including initiatives to share and increase knowledge of Aboriginal culture amongst local children
- Support Aboriginal led creative workshops, education and exhibitions to build community understanding and share knowledge
- Work with local Aboriginal communities to implement art in significant locations that express Aboriginal heritage and meaning

3. Make creativity inclusive

Enabling opportunities for everyone in our diverse community to participate in their chosen cultural life.

We are currently...

- Sharing information about creative opportunities and events through Creative News, social media and Council's website
- Nurturing creativity in children through theatre programs at Glen Street Theatre, art workshops at Manly Art Gallery & Museum, and integrating arts content across our children's' centres and services
- Providing opportunities for young people through programs such as the 24/7 Youth Film Festival, Northern Beaches Young Writers' Competition, Northern Composure Band Competition, Unplugged music event, Acoustic night, Zine Festival, ARTDECKO and the annual Express Yourself exhibition
- Delivering programs to increase participation of older people, such as Music at the Glen, Grandparents Day and Seniors Festival creative program
- Increasing access for people with a disability through programs and services, such as Disability and Club All In

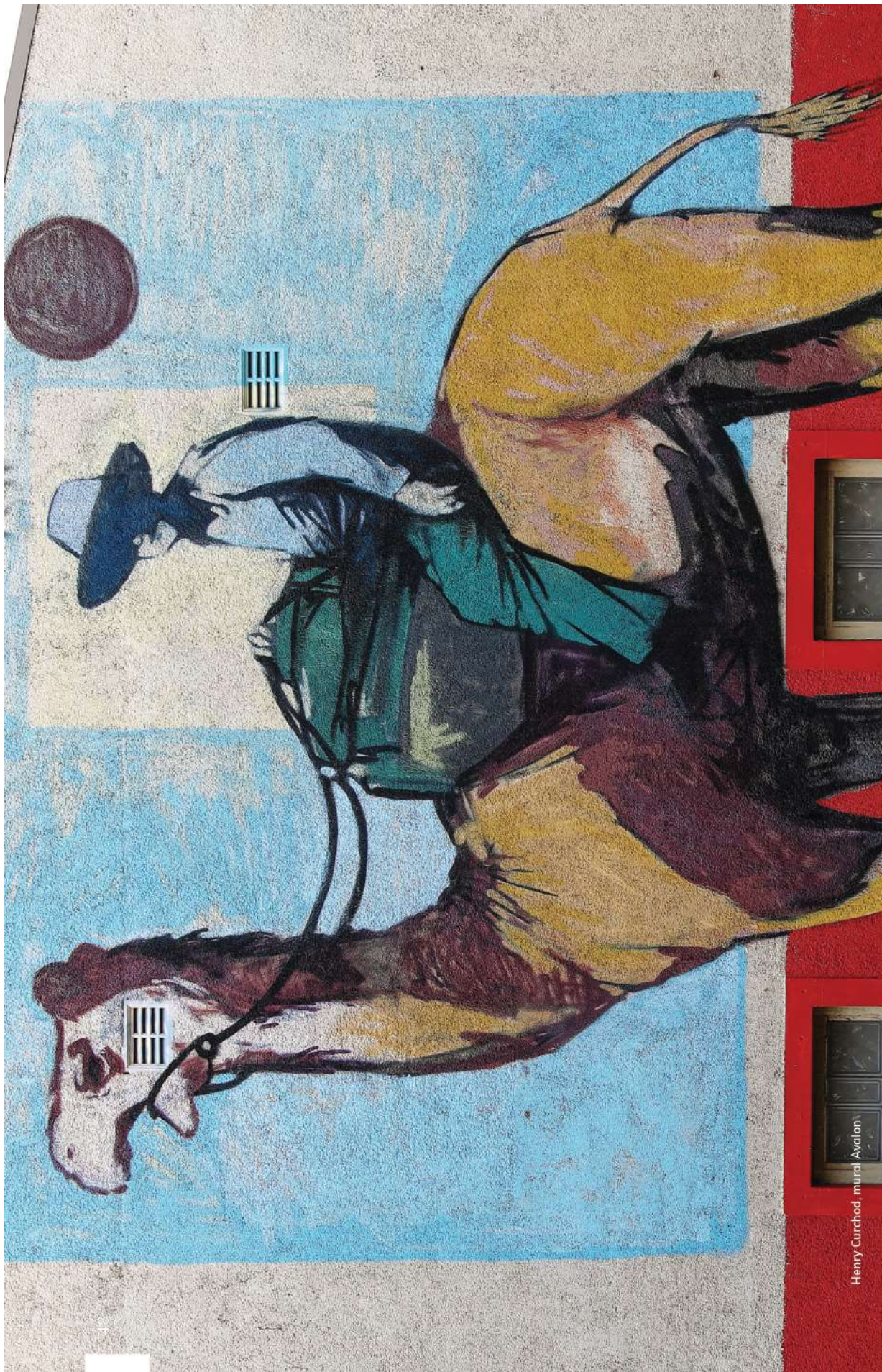
We will:

- Implement a communication strategy to increase awareness of local creative opportunities and events
- Create opportunities for young people to gain easy access to music making and design programs
- Explore opportunities to increase representation of community diversity in the public domain, including people with disabilities, and culturally and linguistically diverse and LGBTIQ communities
- Develop new audiences and expand knowledge sharing to increase participation across arts programs and cultural events
- Build capacity amongst community groups to produce events, including delivering workshops and toolkits
- Diversify mainstage program offering at Glen Street Theatre to increase engagement with younger audiences
- Review the Community Arts and Culture Grants to better support emerging community needs

Youth Advisory Group , PCYC Dee Why



Draft Northern Beaches Arts and Creativity Strategy



Henry Curchod, mural Avalon

Connected through Creativity 2029

49

Keeping on Track

Draft Northern Beaches Arts and Creativity Strategy

Implementation and evaluation

The commitments in this Strategy will be prioritised and included in Council's annual Operational Plan and business plans over the 10-year period of the Strategy.

We will know the aims have been realised when the outcomes listed under each community priority have been delivered. Council will monitor and review our progress by keeping track of outcome indicators through our annual community reporting process and annual performance scorecard to Council.

Outcome indicators

We will use the following outcome indicators to see how we are progressing against each of the strategic areas.

Inspiring places and spaces

- Aboriginal heritage and contemporary culture is more evident in the public domain
- Creative diversity and cultural heritage are visible and supported through arts and cultural programs and grants
- Public art and other creative expressions are visible aspects of our landscape
- Quality design outcomes and creativity are evident in the urban environment
- Town centres are vibrant and socially inclusive and investment in place making is evident
- Cultural institutions, including galleries, studios, theatre and libraries, are actively engaged with the local creatives and community organisations
- Artists and creatives have affordable spaces to create and present
- Mapping and data has been used to inform strategy and tactical plans
- Grants programs reflect the needs of the community
- Use of community centres and libraries is consistent or increasing
- Tourism and visitors are consistent or growing

Innovative and creative industries

- Number of creative industries is stable or growing
- Creative community members report a greater sense of connection and network
- Forums exist for knowledge sharing and innovation
- Talent, innovation and enterprise are showcased and supported through local business partnerships and funding
- Satisfaction with community events is consistent or improving
- Active partnerships with key stakeholders are balanced with direct service delivery
- Increased local opportunities for higher arts and creative education
- Council is more agile in responding to changing sector needs, making policy clearer and processes easier for people to engage with the organisation

Engaged communities

- Aboriginal communities report satisfaction with progress towards self-determination
- Opportunities to express and share Aboriginal cultures through arts and cultural programs and grants are evident
- Our community reports an increased sense of connectedness
- Consistent participation and community satisfaction with arts and cultural programs and events
- Higher participation of children and young people in arts and creative expression
- Higher participation and visibility of people with disabilities
- Higher participation and visibility CALD communities
- Higher participation and visibility of LGBTIQA communities

“

Without an Arts and Creativity Strategy, little can be achieved.

”
Your Say Feedback, 2019”



Council Policy

Water Management for Development Policy

Policy Statement

This policy supports Council's commitment to protecting and enhancing the aquatic and terrestrial natural environment while ensuring protection of public and property across the Northern Beaches. The application of these principles, and corresponding planning controls, will deliver effective integrated management of stormwater, rainwater, groundwater and wastewater.

Principles

- Improve the quality of water discharged to our natural areas to protect the ecological and recreational condition of our, beaches, waterways, riparian areas and bushland.
- Minimise the risk to public health and safety.
- Reduce the risk to life and property from any flooding and groundwater damage.
- A sustainable and holistic catchment wide approach is taken to development, of both private land uses and public facilities, on flood prone land.
- Climate change will inform decisions for future water infrastructure.
- Water sensitive urban design measures will be integrated into the built form to maximise liveability and reduce the impacts of climate change e.g. urban heat island effect and intensified rainfall events.
- Wherever possible, water courses are to be conserved or restored to their natural state.
- Reduce the consumption of potable water by encouraging water efficiency, the reuse of water and use of alternative water sources.
- Protect Council stormwater drainage assets during development works and to ensure Council's drainage rights are not compromised by development activities.

Scope and application

This policy applies to all development in the Northern Beaches Local Government Area (LGA) subject to Part 4 and Part 5 of the Environmental Planning & Assessment Act 1979 including development applications, exempt and complying development; except development within the Warriewood Valley Release Area, which is required to comply with Pittwater 21 Development Control Plan Section C6.

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

Inability to comply with the requirements of this policy may result in Development Consent not being granted.

Responsible Officer

Executive Manager of Environment and Climate Change

Review Date

Version 1 | 22 October 2019 | Water Management for Development Policy | 2019/275257 | Page 1 of 100

INSERT DATE

Revision History

Revision	Date	Status	TRIM Ref
1		First draft Water Management for Development Policy	2019/275257
2			

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1.0 Identifying Planning Controls Which Apply

To identify which planning controls apply to the development, applicants MUST refer to both Table 1 and Table 2.

All works are to be designed, constructed and installed in accordance with the following requirements.

Table 1 – Development Types

Development Types		Sections which Apply					
		Section 3.0 General Requirements	Section 4.1 Stormwater Quality and hydrology	Section 4.3 Erosion, Sediment and Pollution Controls	Section 5.0 Disposal of Stormwater	Section 7.0 Water Conservation	Section 9.0 Onsite Stormwater Management
Single Lot Residential Development		✓		✓	✓	✓	✓
Residential Flat Buildings or Multi- residential dwelling houses	Development with a site area less than 1000m ²	✓		✓	✓	✓	✓
	Development with a site area greater than 1000m ²	✓	✓	✓	✓	✓	✓
Commercial or Mixed Use or Industrial	Development with a site area less than 1000m ²	✓		✓	✓	✓	✓
	Development with a site area greater than 1000m ²	✓	✓	✓	✓	✓	✓
Subdivision	Subdivision resulting in the creation of: two (2) lots where the total post development impervious area of the new lots exceeds 40%.	✓	✓	✓	✓	✓	✓
	Subdivision resulting in the creation of: • three (3) lots or more.	✓	✓	✓	✓	✓	✓

Table 2 – Site/Development Characteristics (more than one requirement may apply)

Site/Development Characteristics		Sections which Apply							
		Section 4.0 Protecting the Environment	Section 4.2 Groundwater Management	Section 6.0 Stormwater Drainage Systems	Section 8.0 Sewage Management	Section 9.0 Onsite Stormwater Management	Section 10.0 Flood Risk Management	11.0 Overland Flow Flooding	Section 12.3 Removal of Private Trees Threatening Council Stormwater Infrastructure
Increased hard surfaces	Development where the total existing and proposed impervious areas exceeds 40% of the site area					✓			
	Development proposing an increase in impervious area of more than 50m²	✓							
Near a Council stormwater system	All development containing or adjacent to Council stormwater infrastructure Refer to Council's Stormwater Planning Maps			✓					✓
Groundwater	All development intercepting groundwater		✓						
No Sewer	Any property not connected to the Sydney Water sewerage network or which utilises an onsite wastewater management system				✓				
Flooding or Overland flow	All development located on Flood Prone Land Refer to Section 10.7 Planning Certificate or Council's Flood Maps:- <ul style="list-style-type: none">• High Flood Risk Planning Precinct• Medium Flood Risk Planning Precinct• Low Flood Risk Planning Precinct						✓		
	All development on land affected by overland flows. Refer to Council's Stormwater Planning Maps							✓	

2.0 Definitions

Explanations for specific terminology used throughout the Policy.

AEP Storm Event - Annual Exceedance Probability, the change of a flood of a given or larger size occurring in any one year, usually expressed as a percentage. For example, if a peak flood discharge of 500m³/s has an AEP of 5%, it means that there is a 5% chance (i.e. broadly 1 in 20 chance) of a 500m³/s or larger event occurring in any one year.

Average Recurrence Interval (ARI) - means the average or expected value of the period between exceedances of a given rainfall event or discharge.

Australian Height Datum (AHD) - a common national surface level datum approximately corresponding to mean sea level.

Bio-retention – a process of treating stormwater. The intention is that pollutants are removed when diverted stormwater flows through dense vegetation overlaying a porous, sand-based filter medium with a drainage pipe at the bottom discharging to the downstream system.

Catchment - means an area of land, bound by hills, mountains and the like from which all runoff water flows to the same low point. A catchment may possess more than one sub-catchment.

Downstream catchment - means the direct sub-catchment a property would drain to via gravity.

Development - has the same meaning as defined in the Environmental Planning and Assessment Act 1979.

Development Application (DA) - has the same meaning as defined in the Environmental Planning and Assessment Act 1979.

Drainage - has the same meaning as defined in the Plumbing Code of Australia, which means any sanitary drainage, liquid trade waste drainage or stormwater drainage system.

Endangered Ecological Communities - has the same meaning as defined in the Threatened Species Conservation Act 1995.

Exempt and Complying Development - means any development undertaken under the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.

Existing development - means any development prior to authorisation of this policy.

Floodways - those areas of the floodplain where a significant discharge of water occurs during floods. They are often aligned with naturally defined channels. Floodways are areas that, even if only partially blocked, would cause a significant redistribution of flood flow, or a significant increase in flood levels.

Flood plain - Areas of land, which is subject to inundation by flood up to, and including the PMF, that is flood prone land.

Flood Planning Level (FPL) - is the combination of flood levels and freeboards selected for setting design floor levels and floodplain risk management purposes, generally defined by the 1% AEP flood level plus 500mm.

Greywater - waste water from showers, baths, hand basins, laundry and washing machines etc.

Impervious area - refers to land covered by impervious surfaces such as buildings, paving, asphalt, tiles, and the like, which limits or prevents infiltration of water.

Infrastructure Development - means any development undertaken under the State Environmental Planning Policy (Infrastructure) 2007.

Integrated Development - has the same meaning as defined in the Environmental Planning and Assessment Act 1979.

Inter-allotment drainage easement - has the same meaning as an Easement to drain water as referred to in the Conveyancing Act 1919. An easement usually identified on the Certificate of Title issued by the NSW Land and Property Information.

Inundation - is the experience being flooded, covered or overspread with water by any source of water including but not limited to fluvial, tidal, oceanic, overland flows, and stormwater.

Low Level Properties - means a property that has the ground level, which is lower than the roadway fronting the property.

New development - means any development being designed or constructed after the authorisation of this Policy.

Onsite stormwater detention system (OSD) - means is a stormwater drainage device to control the amount of stormwater discharge to a specified rate. The device is to be constructed on the subject property.

Onsite Wastewater Management System - has the same meaning as Sewage Management Facility as defined in the Local Government (General) Regulation 2005.

Overland Flow - means inundation by excess rainfall runoff, flowing across land before it enters a principal watercourse. Includes sloping areas where overland flows develop along alternative paths once system capacity is exceeded.

Pollution - has the same meaning as defined in the Protection of the Environment Operations Act 1997.

Permissible Site Discharge (PSD) - the maximum permitted flow exiting the subject property

Potable Water - water that is safe to drink or use for food preparation.

Probable Maximum Flood (PMF) - is the largest flood that could conceivably occur at a particular location, it is usually estimated from probable maximum precipitation. The PMF defines the extent of flood prone land, that is, the floodplain.

Rainwater - water that has fallen as rain and has not collected soluble matter from contact with soil or other materials.

Receiving waters - means a waterway/s into which water discharges from a development.

Riparian land - has the same meaning as defined in Council's Protection of the Waterways and Riparian Land Policy.

Riparian zone - has the same meaning as defined in Council's Protection of the Waterways and Riparian Land Policy.

Sewage - has the same meaning as defined in the Local Government (General) Regulation 2005.

Site Storage Requirements (SSR) - the volume of on-site detention required for the subject property.

Stormwater - water draining off a site from the rain that falls on the roof and land, and everything it carries e.g. soil, organic matter, litter, and pollutants.

Tanked Construction - Involves fully sealing the basement structure to prevent the entry of groundwater. Groundwater surrounding the structure is controlled through the provision of subsoil drainage that allows the water to move around and beyond the structure without significant variations to the pre-existing groundwater regime.

Treatment - any process that improves the quality of water for specific uses or disposal into natural areas. Standards of water quality are defined throughout these guidelines.

Undeveloped Land - means land; that has not been subject to prior development, or is in a state of nature, or with an impervious area of less than 10%

Watercourse - has the same meaning as defined in Council's Protection of the Waterways and Riparian Land Policy.

Water Sensitive Urban Design (WSUD) - is a holistic approach to the planning and design of urban development, which aims to minimise the impacts on the natural water cycle and protect the health of aquatic ecosystems. Water sensitive urban design provides a proven approach to ameliorate the impact of urbanisation on the water cycle, and is underpinned by the following principles:

- protecting and enhancing the natural aspects of the Northern Beaches' receiving environments
- treating urban stormwater to best practice standards for reuse and/or discharge to receiving waters
- reducing potable water demand through water efficiency, stormwater harvesting and wastewater reuse
- minimising wastewater generation and treating wastewater so it can be reused
- integrating vegetated stormwater treatment and harvesting systems into the landscape, so as to provide increased biodiversity, amenity and micro-climate benefits which can reduce the heat island effect
- providing green infrastructure and green links.

Waterway - has the same meaning as defined in Council's Protection of the Waterways and Riparian Land Policy.

Wastewater - any water that has been affected by human use.

3.0 General Requirements

Works are to be designed, constructed and installed in accordance with the following:

- Auspec1 Design Manual
- Minor works specification
- Local Government Act 1993
- Roads Act 1993
- Plumbing Code of Australia
- Relevant Australian Standards
- Environment & Health Protection Guidelines for Onsite Sewage Management for Single Households
- Technical Specifications where specified
- Water Sensitive Warringah Strategic Plan
- Water Sensitive Warringah Technical Paper

4.0 Protecting the Environment

This policy aims to protect and improve the health of the Northern Beaches waterways through the appropriate planning, design and operation of stormwater treatments measures for urban development. The outcomes Council seeks include:

- a) The integration of water sensitive urban design measures in new developments to address stormwater and floodplain management issues
- b) Improvement of the quality of stormwater discharged from urban development
- c) Stormwater flows that mimic natural flows by minimising impervious areas, reusing rainwater and stormwater and providing treatment measures that replicate the natural water cycle
- d) Preservation, restoration and enhancement of riparian corridors as natural systems.

4.1 Stormwater Quality and Hydrology

Stormwater treatment measures are required to ensure the development does not unreasonably impact the downstream environment.

4.1.1 Stormwater Quality Requirements

To determine which stormwater quality requirements apply to the site use Table 3 below to identify the land type.

Table 3 – Site/Development Characteristics (more than one requirement may apply)

Land Type	Controls which apply
Undeveloped land ⁱ within a high quality Catchment ⁱⁱ .	Table 4 – Stormwater Quality Objectives
Land containing or adjoining wetlands, bushland and saltmarsh endangered ecological communities, and land adjacent to estuarine habitat and areas containing seagrass, and land within the riparian buffer of a Coastal Upland Swamp in the Sydney Basin Bioregion Endangered Ecological Community ⁱⁱⁱ	
Land subject to Sydney Regional Environmental Plan (Sydney Harbour Catchment) 2005	Please refer to Sydney Regional Environmental Plan (Sydney Harbour Catchment) 2005 and the RMS' Stormwater disposal into Sydney Harbour
Land that is not identified above that is single lot residential development, residential flat buildings, multi-residential dwelling houses, commercial, mixed use and industrial lots with a site area less than 1000m ² that propose to increase impervious area by more than 50m ² that is not a subdivision	Must install a filtration device that removes organic matter and coarse sediments from stormwater prior to discharge from the land. All stormwater treatment measures must make provision for convenient and safe regular inspection, periodic cleaning, and maintenance.
All other land not identified above	Table 5 – General Stormwater Quality Requirements

Notes:

- i. Refer to the Definitions Section 2.0 in this Policy for definitions for "Undeveloped Land".
- ii. High quality catchments are identified using Map 1

- iii. To determine if the development is within any of the above noted land areas refer to the following: [Section 10.7 Planning Certificate](#), [Protection of Waterways and Riparian Land Policy](#), and [Waterways and Riparian Lands Map](#).

Table 4 – Stormwater Quality Objectives

Criteria	Objectives
Stormwater Quality	Stormwater quality (temperature, salinity, chemical makeup and sediment loads) discharging from the development shall not impact the receiving waters. Reference shall be made to local data if available, including the Warringah Creek Management Study and the Australian and New Zealand Guidelines for Fresh and Marine Water Quality (ANZECC), or other widely accepted guidelines. Stormwater and other drainage shall not be discharged into saltmarsh.
Sediment	Disturbance to stream and wetland sediments is to be minimised by regulated discharge of stormwater and dissipation of flows at discharge locations. Runoff from the development must be retained at natural discharge rates and sediments controlled at the source.
Hydrology	<p>Stormwater and groundwater flow is to mimic natural conditions and ensure a dispersed pattern of flow, avoiding centralised or concentrated discharge points into the wetland or waterway.</p> <p>Natural flow regimes must be retained. The reduction or increase in flows, alteration in seasonality of flows, changes to the frequency, duration, magnitude, timing, predictability and variability of flow events, altering surface and subsurface water levels and changing the rate of rise or fall of water levels must be avoided.</p>

Table 5 – General Stormwater Quality Requirements

Pollutant	Performance Requirements
Total Phosphorous	65% reduction in the post development mean annual load ¹
Total Nitrogen	45% reduction in the post development mean annual load ¹
Total Suspended Solids	85% reduction in the post development mean annual load ¹
Gross Pollutants	90% reduction in the post development mean annual load ¹ (for pollutants greater than 5mm in diameter)
pH	6.5 - 8.5
Hydrology	The post-development peak discharge must not exceed the pre-development peak discharge for flows up to the 50% AEP

¹The percentage reduction in the post development mean annual loads are relative to the loads from the proposed development without treatment applied.

4.1.2 Standards of Design

- a) All stormwater treatment measures must be designed in accordance with the requirements of this Policy and Northern Beaches Council's WSUD and MUSIC Modelling Guidelines (Appendix 1) and modified for local conditions as appropriate.

- b) Stormwater treatment measures must be part of a unified design for the project and contribute to a positive urban design outcome, visually and physically integrated with the adjacent built and natural environment.
- c) Council does not support the use of proprietary devices for pollutant removal if they do not achieve infiltration or the removal of dissolved pollutants. Council may approve the use of proprietary devices where infiltration is not achievable (for instance in clay soils) when evidence is provided that demonstrates the performance of the device in the field.
- d) The substitution of an "equivalent" device for the stormwater treatment measure approved in the development application process must first be approved by the Principal Certifying Authority.
- e) Stormwater treatment measures must be sited on private land. Council will not accept the ownership or maintenance responsibilities of any stormwater treatment devices.
- f) For alterations and additions, and similar developments, the stormwater quality requirements only apply to the new works.
- g) Stormwater treatment measures must not be sited within riparian zones or within remnant vegetation.
- h) Stormwater treatment measures must not be completed, including the installation of filter media and vegetation, prior to two years after the issue of the subdivision certificate or before landform is stabilised in 90 per cent of the area the measures will service, whichever milestone is reached first. A two-year bond will be placed on stormwater treatment measures and will be refunded once the measures have been completed to the satisfaction of the Principal Certifying Authority.
- i) Where stormwater treatment measures are constructed by a developer for handover to a future owner, the stormwater management plan must include asset handover arrangements including:
 - i) proposed maintenance program including activity description and frequency (first 12 months following commissioning of the stormwater treatment measure – please also see section 4.1.4 for ongoing maintenance requirements)
 - ii) plan for education of private owner on legal restrictions, maintenance and management responsibilities OR a checklist for handover to Council. This should include impervious area restrictions for the site to maintain the water balance, the intent of the stormwater treatment measure/s, and modelled pollutant removal rates.
- j) All stormwater treatment measures must be sited in an area which is easily and safely accessible (e.g. road side) and have wet weather access.
- k) Stormwater treatment measures with a permanent water body must be completely fenced to the standard as required by the *Swimming Pools Act 1992* and associated Australian Standards.
- l) A positive covenant and Restriction As to User must be registered on the title for the stormwater treatment measures to ensure regular maintenance and reliable operation. The positive covenant must include a list of all stormwater treatment assets, the operation and maintenance plan for each, and acknowledgement that in the event that the devices are not maintained appropriately, Northern Beaches Council reserves the right to enter the property and carry out appropriate maintenance of the device at the cost of the property owner.

4.1.2.1 Special requirements for Region 3 – Southern Catchments

Special requirements relating to stormwater disposal apply to each zone in Region 3 (Map 3 – Region 3 Zone Map). These requirements are in addition to similar controls listed in Sections 4.1 and 4.3.

4.1.2.1.1 Region 3 Zone 1

Discharge outlets are required to have silt/grease arrestors and trash screens.

4.1.2.1.2 Region 3 Zone 3 and 4

Erosion control shall be provided as follows:

- a) Appropriate scour protection devices installed at the outlet to stormwater conduits
- b) Installation of pollution control devices to control sediment laden overland stormwater flows prior to discharge from the land.

Scour protection devices shall include embankment stabilisation e.g. rock walls, concrete aprons, gabions, turf, jute mesh, energy dissipating units, or other more appropriate erosion control devices approved by Council. Preference is for 'soft engineering' solutions.

Silt traps must be installed in all stormwater pits to contain silt and debris. Silt traps shall be installed at the bottom of pits at a depth of 200mm to capture silts and fines. Weep holes shall be drilled into the base of the pit to ensure that it does not permanently hold water. Where the pit is located over impervious material, subsoil drains will also need to be laid.

4.1.3 Demonstrating Compliance

To demonstrate compliance with the relevant stormwater performance requirements, a model preferably through the Model for Urban Stormwater Improvement Conceptualisation (MUSIC), or an equivalent, widely accepted model or methodology must be provided.

Should MUSIC be used, modelling shall be undertaken in accordance with Northern Beaches Council's WSUD and MUSIC Modelling Guidelines (Appendix 1) unless alternative modelling parameters are justified on the basis of local studies. Details of the modelling of those elements, parameters and assumptions used, and all data files must be provided to the Certifying Authority as required by the conditions of consent for the development application.

The applicant is to engage the services of a qualified Civil Engineer, who has membership to the Institution of Engineers Australia, National Engineering Register (NER) to ensure the development complies with the relevant stormwater quality requirements outlined above.

4.1.4 Operation and Maintenance Plan

An Operation and Maintenance Plan is to be prepared to ensure that stormwater quality measures remain effective in perpetuity. For Community Title developments, the Plan is to be included in the Community Management Statement.

The Plan must contain the following:

- a) Inspection and maintenance schedule of all stormwater treatment measures
- b) Maintenance requirements for establishment period
- c) Routine maintenance requirements
- d) Funding arrangements for the maintenance of all stormwater treatment measures
- e) Identification of maintenance and management responsibilities
- f) Vegetation species list associated with each type of vegetated stormwater treatment measure
- g) Waste management and disposal
- h) Traffic control (if required)
- i) Maintenance and emergency contact information

- j) Renewal, decommissioning and replacement timelines and activities of all stormwater treatment measures (please note that a DA may be required if an alternative stormwater treatment measure is proposed)
- k) Work Health and Safety requirements
- l) Requirements for inspection and maintenance records, noting that these records are required to be maintained and made available to Council upon request.

4.2 Groundwater Management

- a) The groundwater regime is to be maintained as close as possible to pre-development conditions and shall not adversely impact receiving waters and groundwater dependant ecosystems.
- b) Developments intercepting the water table are classified as Integrated Development and will require concurrence from the NSW Natural Resources Access Regulator under the Water Management Act 2000.
- c) A Geotechnical and Hydrogeological Report prepared by an Engineer, who has membership to the Institution of Engineers Australia, National Engineering Register (NER) must be submitted to the Council with the development application.
- d) Groundwater discharged to the stormwater system shall comply with the discharge requirements detailed in Section 4.3 – Erosion, Sediment and Pollution Controls and any relevant legislation.
- e) Records of all water discharges and monitoring results are to be documented and kept on site. Copies of all records shall be provided to the appropriate regulatory authority upon request.
- f) Any concentrated groundwater or seepage flows must be discharged to the nearest Council stormwater system in accordance with Council's Auspec1 Design Manual. Discharge to the kerb and gutter will not be accepted.
- g) Construction techniques, where possible, shall eliminate the need for ongoing management and disposal of groundwater or seepage flows i.e. a tanked construction designed by a suitably qualified Civil Engineer. Un-tanked structures are unlikely to be supported.
- h) Where belowground structures are in close proximity to each other (typically less than 3 metres) there shall be no allowance provided for natural flow of groundwater through these narrow corridors, unless adequate justification from a suitably qualified engineer is provided.
- i) Provision must be made for groundwater flows in the design of perimeter or through drainage system.

4.3 Erosion, Sediment and Pollution Controls

- a) Erosion and sediment controls are to be designed, constructed and installed in accordance with [Managing Urban Stormwater: Soils and construction - Volume 1](#) and maintained until the site is fully stabilised to prevent pollution of the receiving environment.
- b) Environmental safeguards (silt curtains, booms etc.) are to be installed and maintained during construction of in-stream and aquatic works to ensure there is no escape of turbid plumes into the aquatic environment.
- c) Council will require the submission of one of the following plans with the development application:
 - An Erosion and Sediment Control Plan (ESCP) for all development, which involves the disturbance of up to 2500m² of land.

- A Soil and Water Management Plan (SWMP) for all development, which involves the disturbance of more than 2500m² of land. A SWMP must be prepared by a suitably qualified Civil Engineer, who has membership to the Institution of Engineers Australia, National Engineering Register (NER).
- d) The design storm event for the stability of erosion, sediment and pollution control structures is to be taken as the 10% AEP time of concentration storm event, unless as specified by Council.
- e) Water to be discharged must be tested and, if required, treated to ensure it meets the water quality criteria and that pollution of the receiving waters does not occur.

Before water can be discharged to the receiving environment, the following criteria must be met, unless subject to an Environmental Protection Licence or site-specific criteria. Temporary dewatering in an aquifer requires the approval of the Natural Resources Access Regulator.

Parameter	Criterion	Method	Time Prior to Discharge
Oil and grease	No visible	Visual inspection	<1 hour
pH	6.5- 8.5	Probe/meter	<1 hour
Total Suspended Solids	<50mg/L	Meter/grab sample	<1 hour

- f) Records of all water discharges and monitoring results are to be documented and kept on site. Copies of all records shall be provided to the appropriate regulatory authority upon request.
- g) Additional point: Vehicle wash bays must be designed and constructed in a manner that does not allow polluted waters to enter the stormwater drainage system.
- h) All chemicals and hazardous substances must be stored and handled in accordance with relevant State and Federal requirements. This includes providing mandatory spillage containment areas (i.e. bunding) to prevent chemicals entering the stormwater system and storage above the Flood Planning Level if located on flood prone land.

4.4 Stormwater Discharge to Watercourse or Open Channel

- a) Direct discharge to a waterway will only be permitted from land directly adjoining a waterway or coastal area when it can be demonstrated through the Water Management Plan that no other alternatives are available. Other alternatives should be considered as detailed in Section 5.5 of this Policy.
- b) The creation of a discharge point within a watercourse is a Controlled Activity under the *Water Management Act 2000* and will require approval from the NSW Natural Resources Access Regulator unless exemptions apply (refer to Schedule 5 of the Regulations) and must comply with Council's Protection of Waterways and Riparian Land Policy.
- c) Only a single discharge point to the watercourse or open channel from the development will be permitted.
- d) The outlet structure must comply with [Guidelines for Outlet Structures](#) prepared by the NSW Office of Water and Council's Protection of Waterways and Riparian Land Policy for additional requirements.

5.0 Disposal of Stormwater

5.1 General

All works are to be designed, constructed and installed in accordance with the following:

- a) Stormwater drainage for all properties must be by gravity means. Mechanical methods of stormwater disposal (e.g. pump-out systems) will only be permitted for draining sub-surface flows from underground areas and basement car parks where a direct connection to a Council drainage system can be achieved. No pump-out or seepage flows are to be discharged to the kerb.
- b) Diverting flows from one catchment (or sub-catchment) to another catchment (or sub-catchment) will not be permitted. Properties must drain in the direction of their natural catchment.
- c) Private drainage easements obtained through downstream properties for piping flows to a public drainage system, at the applicant's expense, are strongly encouraged. Refer to Section 6.6 for further requirements regarding drainage easements.
- d) All drainage structures are to be designed to be visually unobtrusive and sympathetic with the proposed development and the surrounding environment i.e. water sensitive urban design.
- e) Disposal of stormwater must not unreasonably impact on the downstream environment.
- f) Piping the property drainage system across a public road is not permitted. Consideration will be given to extending Council's system across the public road to facilitate disposal of stormwater from the property at the applicant's expense.
- g) Stormwater drainage works must be approved by Council under the provisions of the Roads Act 1993 and Local Government Act 1993.

5.2 Street & Trunk Drainage

- a) Street and trunk drainage is to be designed and constructed so as to:
 - i) provide convenience and safety for pedestrians and traffic during storm events
 - ii) minimise damage to private and public buildings
 - iii) minimise risks to life and property by overland flow during major storm events.
- b) Street and trunk drainage must comply with the following specifications:
 - i) Auspec1 Design Manual
 - ii) Minor Work Specification

5.3 Discharge to Roads and Maritime Service Drainage Systems

Where stormwater is to be discharged to the street gutter or underground drainage system of a road that is under the control of the Roads & Maritime Services (RMS), Council will refer the development application to the RMS for review.

5.4 Properties Unable to Connect to a Council Stormwater Drainage System or Easement

- a) Any property that is unable to connect to a Council stormwater drainage system, such as land falling naturally away from a Council stormwater drainage system, is required to comply with Section 5.5 of this Policy.

- b) Developments proposing to discharge stormwater to a watercourse or open channel must comply with the requirements of Section 4.4 – Stormwater Discharge to Watercourse or Open Channel.
- c) Where an inter-allotment drainage easement is to be created, a letter of agreement to the creation of the easement from all the affected property owners shall accompany the development application. This is to demonstrate to Council that a suitable easement/s can be obtained. The letter/s shall be accompanied with a plan of the location of the proposed easement/s also signed by all the affected property owners. The letter/s is/are not to contain any conditions that may preclude the creation of the easement.

5.5 Stormwater Drainage from Low Level Properties

The purpose of this section is to:

- a) Manage overland flow, nuisance flooding and groundwater related damage caused by low level properties to adjacent downstream properties during storm events
- b) Manage the impact of stormwater runoff on Council's stormwater drainage infrastructure as a result of any development on a low level property and ensure low level properties drain to their natural downstream catchment
- c) Provide guidance for applicants with a property that naturally falls away from the street, for an appropriate drainage system and lawful point of discharge acceptable to Council.

5.5.1 Alternate Discharge Approach

This applies to all types of developments and land uses where these properties fall naturally away from the street and cannot connect directly to a Council drainage system. The requirement for stormwater disposal is dependent on the type of proposed development or proposed land use for the property.

Council is to be satisfied that all avenues of Stage 1 (Section 5.5.1.1 and 5.5.1.2) have been exhaustively investigated and these avenues considered impractical or unviable, prior to Council consenting to the property owner or developer progressing to the next stage. The same process must be followed as applicants proceed sequentially through the stages before finding an appropriate discharge solution.

OSD is to be provided in accordance with Section 9 of this policy.

5.5.1.1 New Single Dwelling House

For a development where a new single dwelling house (and any ancillary structures such as granny flats) is proposed, stormwater disposal from the site shall be in accordance with the following sections.

5.5.1.1.1 Stage 1 – Inter-Allotment Drainage Easements

Proponents of the development must exhaustively investigate the below options for stormwater drainage:

- a) Connection of stormwater to an existing Council stormwater drainage line located within the subject site, subject to the drainage line having sufficient capacity.
- b) Connection of stormwater to an existing inter-allotment drainage easement and pipeline subject to the property owner demonstrating the inter-allotment pipeline has sufficient capacity and the property owner having a formal drainage easement created over the inter-allotment pipeline within the downstream property. If the existing inter-allotment pipeline does not have sufficient capacity, the capacity of the pipeline will need to be increased to cater for the additional flow.
- c) Creation of a new easement to drain stormwater to Council's drainage infrastructure through the downstream property(s).

Noting there may be difficulties obtaining an easement through multiple properties, the property owner is to ascertain which adjoining downstream property(s) it may be feasible and practical to drain stormwater through, and then approach the owner(s) to request an easement be granted for the purpose of draining stormwater to Council's drainage system (Appendix 2- Sample Letter). If the property owner is unable to attain any written approval from the adjacent downstream property owner(s), the property owner is to then enclose a Statutory Declaration stating the above.

5.5.1.1.2 Stage 2 – Onsite Stormwater Absorption

Where the means of disposal in Stage 1 are not available, the use of an on-site absorption system will be permitted subject to the following:

- a) The on-site absorption system is designed by a suitably experienced and qualified civil engineer
- b) The on-site absorption system will not have an adverse impact upon adjoining and/or downstream properties by the direction or concentration of stormwater on those properties
- c) Soil absorption characteristics and other physical constraints indicate the on-site absorption system is appropriate for the property (refer Appendix 3 – On-site Absorption Design Guidelines).

The on-site absorption system shall require the creation of a Positive Covenant and Restriction on Use of Land over the system.

5.5.1.1.3 Stage 3 – Level Spreader

Where the means of disposal in Stage 1 and Stage 2 are not available, the use of a level spreader will be permitted subject to the following circumstances:

- a) The level spreader will have minimal impact on the upon adjoining property, including public reserves and parks, by the direction and flow of stormwater
- b) Soil absorption characteristics and other physical constraints indicate the on-site absorption system is not appropriate for the property (refer Appendix 3 – On-site Absorption Design Guidelines)
- c) Compliance with any requirements of the affected downstream property owners.

The level spreader shall require the creation of a Positive Covenant and Restriction on Use of Land over the system.

5.5.1.1.4 Stage 4 – Other Methods

Other methods of stormwater disposal may be considered, if all of the abovementioned methods have been exhaustively investigated and were considered not appropriate for this development.

5.5.1.2 Alterations and Additions to a Single Dwelling House and Granny Flats

5.5.1.2.1 Stage 1 – Discharge to an Existing Drainage System

Connection of stormwater to the existing stormwater disposal system will be permitted under the following circumstances:

- a) Connection into an existing inter-allotment stormwater pipeline or Council's stormwater pipeline subject to the drainage pipeline having sufficient capacity and the property owner having formal drainage easement(s) created over the above pipeline within the downstream property(s) or the existing drainage system was previously approved by Council
- b) There are no valid objections of overland flow and groundwater related damage and the associated inconvenience from downstream property owners.

5.5.1.2.2 Stage 2 – Inter-Allotment Drainage Easement

Where the means of disposal in Stage 1 is not available, the creation of a new drainage easement will be required subject to creation of a new easement to drain stormwater to Council's drainage infrastructure through the downstream property(s).

Noting there may be difficulties obtaining an easement through multiple properties, the property owner is to ascertain which adjoining downstream property(s) it may be feasible and practical to drain stormwater through, and then approach the owner(s) to request an easement be granted for the purpose of draining stormwater to Council's drainage system (refer Appendix 2 - Sample Letter). If the property owner is unable to attain any written approval from the adjacent downstream property owner(s), the property owner is to then enclose a Statutory Declaration stating the above.

5.5.1.2.3 Stage 3 – On-Site Stormwater Absorption

Where the means of disposal in Stage 1 and Stage 2 are not available, the use of an on-site absorption system will be permitted subject to the following:

- a) The on-site absorption system is designed by a suitably experienced and qualified civil engineer
- b) The on-site absorption system will not have an adverse impact upon adjoining and/or downstream properties by the direction or concentration of stormwater on those properties
- c) Soil absorption characteristics and other physical constraints indicate the on-site absorption system is appropriate for the property (refer Appendix 3 – On-site Absorption Design Guidelines).

The on-site absorption system shall require the creation of a Positive Covenant and Restriction on Use of Land over the system.

5.5.1.2.4 Stage 4 – Level Spreader

Where the means of disposal in Stages 1, 2 and 3 are not available, the use of level spreader will be permitted subject to the following circumstances:

- a) The level spreader will have minimal impact on the adjoining property, including public reserves and parks, by the direction and flow of stormwater
- b) Soil absorption characteristics and other physical constraints indicate the on-site absorption system is not appropriate for the property (refer Appendix 3 – On-site Absorption Design Guidelines)
- c) Compliance with any requirements of the affected downstream property owners
- d) The level spreader shall require the creation of a Positive Covenant and Restriction on Use of Land over the system to be registered with the New South Wales Land Registry Service.

5.5.1.2.5 Stage 5 – Other Methods

Other methods of stormwater disposal may be considered, if all of the abovementioned methods have been exhaustively investigated and were considered not appropriate for this development.

5.5.1.3 All Other Developments

For all other developments, except dwelling houses and secondary dwellings, that is subdivision developments, commercial developments, industrial development, boarding houses and mixed commercial/industrial/residential, etc. stormwater disposal via a gravity fed pipeline is required where these properties fall naturally away from the street. An easement(s) to drain stormwater to Council's drainage infrastructure through the downstream property(s) is required.

An application under Section 88K of the Conveyancing Act 1919 can be made to allow the Court to consider making an order to impose an easement over land if the easement is reasonably necessary for the effective use or development of other land that will have the benefit of the easement.

Where the above cannot be achieved, the development application will not be supported.

5.6 Stormwater Entering Properties from Upstream Lots

- a) Runoff currently entering the site from upstream properties should not be obstructed from flowing onto the site nor redirected so as to increase the quantity or concentration of surface runoff entering adjoining properties.
- b) When a retaining wall is to be constructed across an overland flow path, any intercepted flow must be contained within the property where the retaining wall is required and this flow connected to the site drainage system.
- c) Where the overland flow rates could pose a risk to life and property, the requirements of Section 11.0 – Overland Flow Flooding will need to be satisfied.

6.0 Stormwater Drainage System

When a development application or application for a Complying Development Certificate is lodged on land that is burdened by or is adjacent to a Council stormwater drainage system and/or easement, the requirements outlined below are to be implemented.

This is to ensure that Council's drainage infrastructure is not damaged and that costs and liabilities are minimised when constructing, replacing, maintaining or obtaining emergency access to constructed public drainage systems located within private property.

Where the drainage system is a natural (unconstructed) drainage system or watercourse, refer to the Protection of Waterways and Riparian Land Policy for further detail.

6.1 Public Drainage Systems

6.1.1 Permanent Structures over Council's Drainage Easements

The construction of buildings or other permanent structures over or under constructed public drainage systems is not permitted.

In certain cases consideration may be given to a development proposal that can satisfy the minimum requirements for construction and maintenance access and comprehensively demonstrate that the objectives of this policy will be met. In these cases, it will also be necessary to demonstrate that the site cannot be reasonably developed without building over, or by relocating Council's drainage system.

Filling over Council's drainage systems may be permitted, subject to the approval of Council's technical staff with supporting hydraulic studies prepared by a Civil Engineer registered on the National Engineering Register (NER).

The hydraulic study is to demonstrate that there are no adverse effects including diversion of overland flow paths and flooding of upstream and downstream properties. Overland flows are not permitted under any structures.

Fences and gates are not to be built over Council's drainage system or within an easement as they impede the overland flow path and restrict maintenance access. These may be permitted if it is demonstrated that there are sufficient openings to cater for the overland flow and prevent the potential for debris blockages. Fences and gates are to be designed to be able to be readily dismantled. All costs associated with the removal and reinstatement of the fences or gates will be borne by the property owner.

6.1.1.1 Minimum Requirements for Construction and Maintenance Access

Council may give a property owner approval to build a permanent structure over an existing Council drainage system where the structure provides adequate access for Council to reconstruct and maintain the drainage system. Council will not approve a structure over a public drainage system, which will result in Council incurring additional costs to maintain or upgrade the drainage system by having to use specialised equipment or construction techniques.

6.1.1.1.1 Dimensional Requirements

Council's dimensional requirements for access are governed by the minimum horizontal and vertical clearances necessary for standard machinery to gain access to, and undertake construction and maintenance of public drainage systems. These clearances include:

- a) The vertical clearance is the distance between the surface level over the public drainage system to the underside of the overlying structure. This is generally governed by the vertical swept path of backhoes, excavators and cranes and must take into account clearances necessary to load and unload standard trucks. The minimum vertical height shall be 5.0 metres.

- b) The horizontal clearance is the distance between permanent obstructions along the line of the public drainage system. This is generally governed by turning circles and horizontal swept paths of backhoes, excavators and cranes and must take into account the limited manoeuvrability capabilities of these standard machines. The horizontal clearance shall be a minimum of 3.0 metres and increase incrementally in accordance with Table 6 – Easement widths (Section 6.1.2.1).

The above dimensional values are minimums only. The required clearances will vary according to the size of the Council drainage system and are subject to the discretion of Council's technical staff.

6.1.1.1.2 Structural Provisions

The pavement over which Council will obtain access to the public drainage system shall be designed and constructed in accordance with relevant Australian standards to sustain the loadings imposed by Council's construction vehicles or equipment. Any pavement constructed on the surface over the Council drainage system shall include construction joints along each longitudinal edge of the easement over the drainage system, in order to facilitate Council's access to the drainage system. Minimum cover over Council's pipelines / culverts is to be 600mm. Where this cannot be achieved, a proposal to modify this will need to be submitted to Council's technical staff for approval.

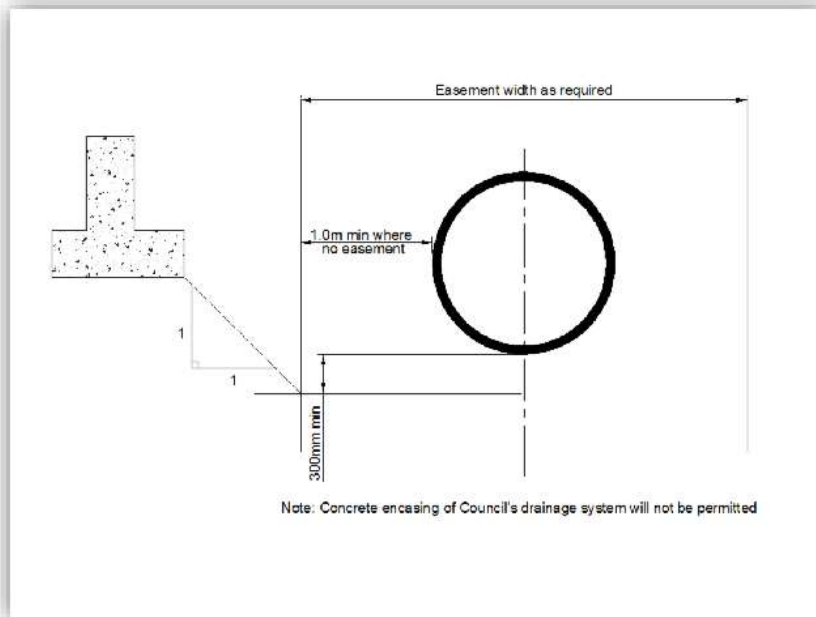
Footings or any structural support elements of any building located adjacent to an easement or constructed public drainage system are to be a minimum of 300mm below the invert of the public drainage system and may rise at 1:1 from the edge of the easement or from 1.0m horizontal clearance if no easement is in place (refer to Figure 1 below).

Any structural supports such as foundations, piers and footings located adjacent to an easement or public drainage system, will only be permitted if they do not impose any load onto the underlying drainage structure, and that the built structure will not be undermined by any future Council maintenance, renewal or upgrade work or overland flows.

Structural support elements are not permitted within the cross sectional area of an open channel or natural watercourse.

Planting of trees or large shrubs, particularly those with extensive root systems, is not permitted over the public drainage system or within an easement, as they damage the system and obstruct overland flows.

Figure 1 - Footing Placement in Relation to Pipe



6.1.2 Easement Requirements for Council Drainage Systems

Where there is no current easement over the public stormwater drainage system within private property, a suitable easement to benefit Council is to be registered on the title of the land as part of the development process. This is required where any proposed development works are within 5.0m of a public drainage system or diversion works are proposed. All costs including legal and surveying associated with the creation of the easement are to be borne by the applicant.

6.1.2.1 Structural Provisions

The width of an easement is set to ensure:

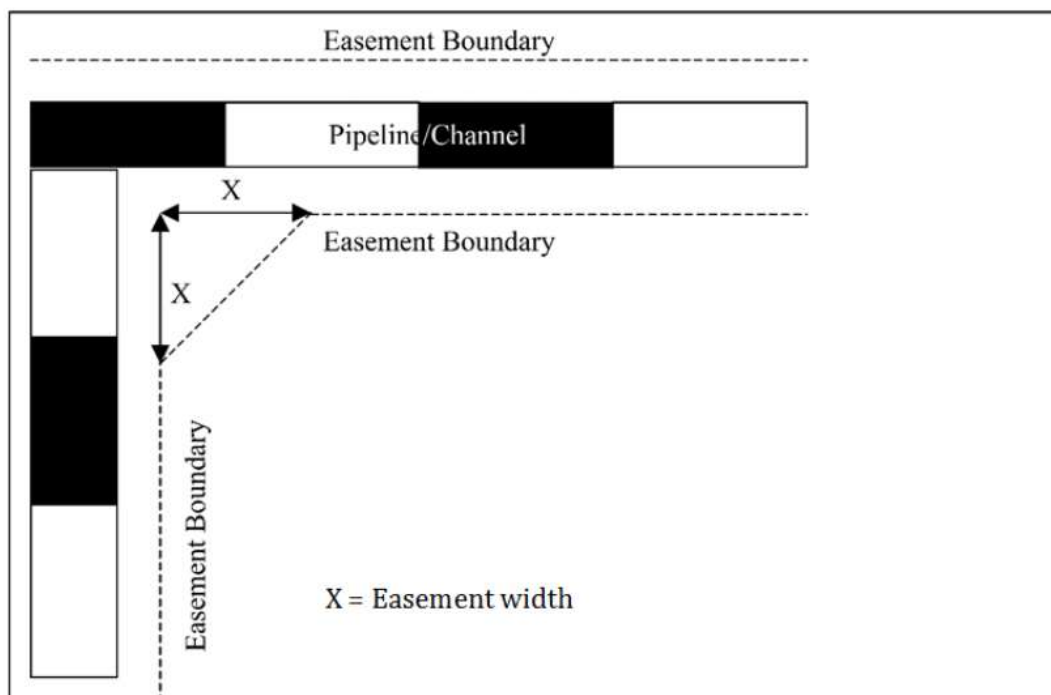
- the integrity of the stormwater drainage systems is maintained
- stormwater flows including overland flow have continuity and are not impeded
- access is available for maintenance, operational and renewal activities of the constructed public drainage system.

All easements are to be located over the centreline of the stormwater drainage system. Where multiple pipes, deep pipes, pits or associated structures are proposed, a wider easement will be required and is to be determined in consultation with Council.

Where pits/headwalls are required, easements shall be 600mm wider than the structure but not less than the minimum width outlined in Table 6 below.

The width of any drainage easement is controlled by the minimum practical width necessary for standard machinery to carry out reconstruction of the public drainage system to current standards and Work Health and Safety requirements. For this reason, the minimum width of any drainage easement must be 3.0 metres. For all pipes, channels, culverts and open drainage systems, Table 6 below outlines the required easement widths. Figure 2 shows the dimensions required for easement splays at change of directions to facilitate turning movements.

Figure 2 - Drainage Easement Width (Bend)



For open stormwater systems, Council may at its discretion require the easement to be supported by a "Restriction on the use of land" to ensure structures are not constructed or the levels altered within the easement.

Table 6 - Easement Widths

Pipe Diameter / Box Culvert width / Open channel width (Diameter) (mm)	Minimum Width of Easement to Drain Water (m)
Diameter less than or equal to 675	3.0
675 < Diameter less than or equal to 900	3.0
900 < Diameter less than or equal to 1200	3.5
1200 < Diameter less than or equal to 1500	4.0
1500 < Diameter less than or equal to 1800	4.5
Diameter > 1800 and box culverts	As required by Council
Natural Watercourse or overland flowpath	As required by Council

6.2 Reconstruction/Relocation of Public Drainage System

Council may consider a proposal to reconstruct or relocate a public drainage system where it can be demonstrated that:

- the diversion is wholly contained within the subject land or Council road reserve
- that the flows are not diverted to an adjoining/alternative catchment
- the hydraulic design requirements as outlined below can be achieved.

Any public stormwater drainage system piped through private land must remain on the land and cannot be diverted into adjoining land without the adjoining owner's consent and Council approval.

Any natural watercourses on the property shall be retained in their natural state wherever possible to carry stormwater flows through the property.

The diversion of natural watercourses is only permissible with a controlled activity approval for the work from the NSW Office of Water and in accordance with the Protection of Waterways and Riparian Land Policy.

Where a former creek system has been piped, Council encourages the replacement of such a system with a restored creek system where appropriate flow carrying capacity can be achieved and there is a sufficient riparian corridor.

Any piped drainage system shall be constructed using the appropriate class of rubber ring joint reinforced concrete pipes and the minimum size of a pipe is to be 375mm diameter.

Where a developer/property owner obtains Council approval to reconstruct and/or relocate any existing constructed public drainage system within the subject site, the developer/property owner shall create drainage easements in favour of Council in accordance with Section 6.1.1.2, to suit the relocated/reconstructed drainage system.

All costs associated with the reconstruction and/or relocation of Council's drainage system are to be borne by the applicant. Hydrological and hydraulic studies and design plans are to be prepared by a Civil Engineer registered on the National Engineering Register (NER) in accordance with Section 6.4.

6.3 Conveyance of Overland Flow

An overland flowpath through the property is to be provided for all storms in excess of the 5% AEP, up to and including the 1% AEP. The width of any easement for overland flow shall be governed by the extent of the predicted 1% AEP flowpath and also minimum easement width requirements listed above.

Where determined necessary, Council will impose conditions of consent on a proposed development to ensure the protection of any overland flow paths. This could include the construction of formalized flowpaths such as flow training walls, openings through fencing and the creation of positive covenants and / or restrictions as to use to be registered on the property title. This is to ensure that overland flowpaths are maintained, unobstructed and not modified without Council consent.

Any proposed development must:

- a) not have an adverse impact on adjoining properties through diversion, concentration or damming of such flows
- b) accommodate the passage of overland flow through the site and where applicable illustrates that the proposed development is designed to withstand damage due to scour, debris or buoyancy forces so that the risk of incidental damage is minimized in flood events up to and including the 1% AEP event
- c) not be sited where flows will create a hazardous situation for future occupants in terms of depth and velocity of flows through the property.

Where overland flows from upstream catchments impact the site, this policy should also be read in conjunction with the requirements under the Flood Prone Land clause of the DCP that applies to the location of the proposed development.

6.4 Hydraulic Design Requirements – Public Drainage

Council's piped or underground drainage system is to cater for all storms up to and including the 5% AEP. If the existing drainage system is not designed for the 5% AEP then the drainage system will need to be upgraded by the applicant/developer to the 5% AEP capacity. The upgrading of Council's drainage system will be required prior to commencement of building works or during the

building construction. The required upgrading of Council drainage system may be within the site and or along the street frontage(s) located within the road reserve.

Hydraulic design plans and an accompanying report detailing the Council drainage system upgrade are to be prepared by a Civil Engineer registered on the NER. The Hydraulic design plans are to be submitted with the development application. Hydrological and Hydraulic technical guidelines as specified in Council's Engineering Design Specification - AUSPEC ONE are to be used in the preparation of the Hydraulic design plans and report.

Upstream and downstream impacts are to be addressed to prevent increases in hydraulic flows and water surface levels. All habitable floor areas are to be set at or above the Flood Planning Level as defined in the DCP that applies to the location of the proposed development. Basement car parking entry levels, ventilation openings and other potential water entry points are also to be set at or above the Flood Planning Level as defined in the DCP that applies to the location of the proposed development.

6.5 Right of Access by Council

Provision is to be made to ensure that Council has uninhibited legal right of access to the Council drainage system. To ensure that Council has uninhibited access through any overlying structure for emergency purposes, locked gates or doors cannot be installed along the path of access between the public road and the Council drainage system.

To ensure that Council has legal right of access, a Right of Carriageway may be required in favour of Council over the full length and width of the access, between the public road and the public drainage system. The Right of Carriageway shall be created to facilitate the minimum dimensions as set out in Sections 6.1.1 and 6.1.2.

6.6 Private Drainage Systems

6.6.1 Private Connection to a Public Drainage System via a private inter-allotment drainage system and easement

Where there is an option between private drainage systems and easements being placed across adjoining private land or adjoining public land, including land owned by Council, Council requires that a private inter-allotment drainage system and easement be placed across the adjoining private land, so as to not burden public land (regardless of whether the land is operational land or community land within the meaning of the Local Government Act 1993) and at the developers cost).

Written consent for the construction of a drainage system and acquisition of an easement is to be obtained from adjoining owners and provided to Council at the time of lodging the development application. Creation of easement(s) will be required to be completed prior to the issue of the Subdivision Certificate. For other uses other than subdivision, where the easement has not been created prior to the issue of consent, then a deferred commencement condition will be applied.

6.6.2 Private Connection to a Public Drainage System via a private inter-allotment drainage system and easement

Where the development has legal access to a public drainage system or a constructed public road (with kerb and gutter) adjacent to the development site, all concentrated stormwater must be discharged directly to that system (no basement pump out systems or seepage flows are to discharge directly to the kerb).

Where stormwater discharge is to be connected to the kerb and gutter of a public roadway, it is not to exceed a discharge rate of 30 litres per second (l/s) in a 1% AEP storm event per property. The number of outlets to the kerb and gutter should be limited to the minimum practically possible (typically one per property). Where discharge exceeds the above values, Council will require that

the site discharge be piped to the nearest Council piped system, channel or natural watercourse, with a minimum 375mm diameter pipe, to Council's standards.

Where an outlet pipe size exceeds 100mm diameter (or insufficient cover exists over the pipe) and flow is to be discharged to the kerb and gutter of a Council roadway, the following is required:

- a) A minimum 600 mm x 600 mm grated converter pit is to be constructed inside the front boundary of the property. (Note: in the case of the main Commercial Centres where downpipes are located on the property boundary, the connection is required to be by direct connection at the base of the downpipe with an overflow system at the head of the downpipe.)
- b) Flows between the converter pit and the kerb and gutter are to be discharged using galvanised steel box-section pipes as follows:
 - 100 diameter outlet pipe - use 1 x 100 mm x 100 mm x 6 mm thick (w x h x t)
 - 150 diameter outlet pipe - use 1 x 200 mm x 100 mm x 6 mm thick
 - 225 diameter outlet pipe - use 2 x 200 mm x 100 mm x 6 mm thick.

Where a stormwater system discharges into a public road reserve that does not contain existing kerb and guttering or into a channel or natural watercourse, an outlet structure is required to be installed to defuse the concentrated stormwater discharge to reduce flow velocities to prevent scour, be safe and be easily maintained. The outlet structure must be designed by a Civil Engineer registered on the National Engineering Register (NER).

Council's preference for a private drainage connection into the public drainage system is at the stormwater pits. However, direct connection into a piped or culvert system for pipes 150mm in diameter or smaller using a factory connection fitting such as the 'Flowcon Connconnect' or approved similar equivalent, may be permitted.

6.6.3 Private Connection to Public Drainage System via Public Reserve

Conveyance of stormwater that is required to traverse a public reserve (other than a public road reserve) in order to gain access to a piped drainage system, natural watercourse, estuary and lagoon may be permitted, but will require the prior approval in writing from the relevant sections of Council or the relevant statutory authority. A private easement will be required to be registered on the land. Should the applicant wish to apply for a private easement on Council land, an application form is to be submitted to Council.

6.6.4 Hydraulic Design Requirements – Private inter-allotment drainage

An 'inter-allotment drainage system' shall be designed to cater for a 5% AEP storm event for subdivisions creating separate lots. It shall be assumed that an appropriate percentage of the lot area is impervious to determine the design flow rate.

For an 'inter-allotment drainage system', the minimum sized pipeline is to be 150mm diameter. The piped drainage is to be constructed from an appropriate class of pipe with watertight and flexible joints.

The design requirements for inter-allotment drainage are defined in Auspec 1.

6.7 Submission of Information

To demonstrate compliance with this Water Management for Development Policy, the following information may be required to be submitted at the following stages of the development application process.

6.7.1 Submission with Development Application

6.7.1.1 Location and Dimension Details

Accurately locate, confirm dimensions including depth, and plot to scale Council's stormwater pipelines and associated infrastructure on the development application site plans that outline the proposal. This should be carried out by a service locating contractor and registered surveyor (evidence of methodology used for locating stormwater system should be provided). It is recommended that a Closed Circuit Television Pre construction Dilapidation Survey be undertaken at the same time.

6.7.1.2 Hydraulic Design & Construction Plans

Where the reconstruction or relocation of a Public Drainage System is proposed, hydraulic design, construction plans and an accompanying report detailing the Council drainage system upgrade are to be prepared by a Civil Engineer registered on the NER. Hydrological and Hydraulic technical guidelines as specified in Council's Engineering Design Specification – Auspec 1 are to be used in the preparation of the Hydraulic design plans and report.

6.7.2 Submission as Required by Conditions of Consent

The following information may be required to be submitted as part of the conditions of the consent.

6.7.2.1 Closed Circuit Television (CCTV) Survey and Report

A CCTV Survey and Report for Council's Stormwater Asset prepared in accordance with Guidelines for CCTV Investigations of Council Stormwater Assets (refer Appendix 5) is required for:

- a) Any development works located within the vicinity of a Council Stormwater Asset on public or private land and may be required as a condition of development consent
- b) Any new stormwater infrastructure that has been constructed as part of a development and will be handed over to Council's care and control.

6.7.2.2 Dilapidation Survey

A Dilapidation Survey for Council Stormwater Assets prepared in accordance with Council's Guideline for Preparing a Dilapidation Survey of Council Stormwater Assets (Appendix 6) is required for:

- a) Any development works located within the vicinity of a Council Stormwater Asset on public or private land and may be required as a condition of development consent.
- b) Any development where a bond amount has been lodged for:
 - i) security against any damage to Council's existing stormwater assets or
 - ii) failure to complete the construction of stormwater drainage works to be handed over to Council's care and control.

This bond will be released based on a review and approval of the pre and post construction dilapidation surveys, engineering certification and Works-As-Executed data.

6.7.2.3 Works-As-Executed Data

Works-as-Executed Data for Council Stormwater Assets prepared in accordance with Council's Guideline for Preparing Works-as-Executed Data for Council Stormwater Assets (Appendix 7) is required for development works which modify Council's stormwater assets or create new

stormwater assets that will be handed over to Council's care and control. Generally, this is imposed as a condition of development consent.

6.7.2.4 Structural Details

All structures are to be located clear of any Council drainage system or easement. Footings of any structure adjacent to an easement or pipeline are to be designed in accordance with this policy. Structural details prepared by a suitably qualified Civil Engineer demonstrating compliance with this policy are to be submitted.

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7.0 Water Conservation

Water is a valuable limited resource and must be sustainably managed to protect the environment, maintain a healthy catchment and to meet current and future demand. Appropriate urban water conservation measures are vital due to the pressures of anticipated population growth and climate change impacts, which will reduce availability and increase demand for natural water resources.

7.1 Water Conservation and Reuse

Council is committed to reducing water consumption within the LGA. All developments must be designed to minimise potable water consumption through water efficiency and appropriate reuse. This includes promotion and adoption of water efficient fittings and appliances and the use of alternate (non-potable) water sources such as rainwater, stormwater and greywater, in accordance with the principles of Water Sensitive Urban Design.

7.1.1 Water Efficiency

- a) The collection of rainwater for non-potable uses that exceeds the BASIX targets is encouraged.
- b) All developments not affected by BASIX must demonstrate water efficiency compliance by installing water use fittings rated at, or above, the following minimum Water Efficiency Labelling and Standards (WELS):
 - i) 4 star dual-flush toilets
 - ii) 3 star showerheads
 - iii) 5 star taps (for all taps other than bath outlets and garden taps)
 - iv) 4 star urinals
 - v) 4.5 star washing machines
 - vi) 4.5 star dishwashers.

7.1.2 Alternate Water Sourcing

Potable water consumption can be significantly reduced through appropriate use of available alternate (non-potable) water sources to meet non-potable demand. Non-potable demand includes toilet and urinal flushing, washing machines, garden irrigation, vehicular washing, ornamental ponds and cooling tower top up.

Alternate water sources include rainwater, greywater and stormwater for non-potable demand is encouraged for all developments.

Where a scheme is proposed:

- a) The Water Management Plan and accompanying assessment reports and documentation shall demonstrate the feasibility of the scheme, and shall include, but not be limited to:
 - i) Description of proposed alternate water uses
 - ii) Results of water balance modelling, including estimates of quantities to be collected and reused
 - iii) A demonstration of compatibility of the proposed scheme with local and regional water management plans or stormwater strategies
 - iv) An Environmental and Health Risk Management Plan with clear identification of public health and safety risks and environmental risk (e.g. the impacts of extraction on environmental flows), and how each risk is to be addressed

- v) The environmental and health risks and/or financial obligations that would be transferred to others (e.g. if the proponent intends to transfer part or all of the scheme to another stakeholder after construction), and legal agreements to formalise arrangements for risk apportionment and recourse in these circumstances of transfer of responsibility
- b) An Operation and Maintenance plan, including a description of the ongoing management arrangements for the scheme and demonstration of adequate on-going funding for operation and maintenance.
- c) The design for a stormwater harvesting and reuse scheme is to be certified by a suitably qualified and experienced Professional Engineer and is to be submitted with the Water Management Plan and any accompanying assessment reports and documentation.

7.1.3 Rainwater Tanks – Non-potable use

Rainwater tanks that are connected for internal use (toilet flushing & washing machine) and external reuse (garden irrigation) are encouraged for all developments.

- a) Rainwater tanks shall comply with the following:
 - i) Be fitted with a first-flush device that causes initial rainwater run-off to bypass the tank and must drain to a landscaped area. The first flush device will not be permitted to connect to the stormwater system
 - ii) Have a sign affixed to the tank stating the contents is rainwater
 - iii) Be constructed or installed in a manner that prevents mosquitoes breeding, such as the use of mesh to protect inlets and overflows
 - iv) Have its overflow connected to an existing stormwater drainage system that does not discharge to an adjoining property, or cause a nuisance to adjoining owners
 - v) Pumping equipment must be housed in a soundproof enclosure.
- b) Cooling towers must:
 - i) Connect a conductivity meter to ensure optimum circulation before discharge.
 - ii) Include a water meter connected to a building energy and water metering system to monitor water usage
 - iii) Employ alternative water sources for cooling towers where practical.

7.2 Rainwater Tanks - Water Supply

Where connection to a Sydney Water main is not able to be provided, rainwater tanks must be provided for potable (i.e. drinking, bathing, cooking, washing etc.) and non-potable (i.e. toilet flushing, watering garden, irrigation, firefighting etc.) uses.

The minimum capacity tank requirements for new dwellings and major additions to existing dwellings, where there is no connection to mains water, must be 45,000 litres of which up to 10,000 litres may be used for non-potable uses and stored in a separate system. The minimum capacity tank requirements for development (other than new dwellings and major additions to existing dwellings) where there is no connection to mains water must be in accordance with relevant Australian Standards.

Variations:

Council may consider a variation where a rainwater tank of this size already exists or a tank of this size is not appropriate and it can be demonstrated that the outcomes of this control are achieved.

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8.0 Sewage Management

8.1 Onsite Sewage Management

Council is committed to managing the local environment and protecting public health. Certain lands within the Northern Beaches LGA do not have access to the Sydney Water Sewerage System and are therefore reliant on providing on-site sewage management systems (OSMS) to treat and dispose of sewage.

Blackwater reuse and on-site treatment may not be approved on lands within 75 metres of a Sydney Water sewer.

8.2 Onsite Sewage Management Systems

Examples of common on-site sewage management systems include: septic tank and absorption trenches, septic tank to pump-out, aerated wastewater treatment systems, composting toilets and chemical toilets.

Northern Beaches Council is the regulatory authority for onsite sewage management systems under the Local Government Act 1993. All systems must be installed and operated in order to:

- a) Prevent the spread of disease by micro-organisms
- b) Prevent the spread of foul odours
- c) Prevent contamination of water
- d) Prevent degradation of soil and vegetation
- e) Discourage insects and vermin
- f) Encourage the re-use of resources (including nutrients, organic matter and water)
- g) Minimise any adverse impacts on the amenity of the land on which it is installed or constructed and other land in the vicinity of that land.

The owners of the property are responsible for the correct operation and functioning of the onsite wastewater management system. Penalty Infringement Notice and Orders can be issued for systems that do not comply with the approval to operate or cause water pollution.

8.3 New Systems

- a) An 'Approval to Install an Onsite Sewage Management System' must be obtained from Council prior to the installation or modification of any system as required by the Local Government Act 1993. The applicant must submit all information as detailed in the application form.
- b) All systems must be designed, installed and operated in accordance with:
 - i) Local Government Act 1993
 - ii) Environment & Health Protection Guidelines for Onsite Sewage Management for Single Households
 - iii) Interim NSW Guidelines for Management of Private Recycled Water Schemes
 - iv) AS1547
 - v) Plumbing Code of Australia
 - vi) The manufacturer's specifications
 - vii) Any conditions of approval from Council.

- c) Water use fittings must be rated at, or higher, the following Water Efficiency Labelling and Standards (WELS) to demonstrate compliance with water efficiency:
- i) 4 star dual-flush toilets
 - ii) 3 star showerheads
 - iii) 5 star taps (for all taps other than bath outlets and garden taps)
 - iv) 4 star urinals
 - v) 4.5 star washing machines
 - vi) 4.5 star dishwashers.
- d) A certificate from a licenced plumber may be required by the Principal Certifying Authority prior to the release of the Occupation Certificate.
- e) Should 'Approval to Install' be granted, the applicant must then obtain from Council an 'Approval to Operate an Onsite Sewage Management System', prior to commissioning of the system. At this time, a risk category will be assigned to the approval which will determine the period of approval.
- f) The use of pump-out style systems is not the preferred outcome for sewage management and should be proposed only after other onsite disposal systems have been determined as unsatisfactory.

8.4 Existing Systems

- a) All onsite systems must hold a current 'Approval to Operate an Onsite Sewage Management System', obtained from Council as required by the Local Government Act 1993.
- b) An Approval to Operate will be assigned a risk category which will determine the period of approval.
- c) All Aerated Wastewater Treatment Systems (AWTS) must be inspected by an appropriately qualified servicing agent every three months or as specified by the systems NSW Health conditions of accreditation. All costs are at the householders expense. A report must be prepared for each inspection with a copy forwarded to Council. Any faults identified at this inspection must be repaired promptly.
- d) For modifications of an existing system an 'Approval to Install an Onsite Sewage Management System' must be obtained in addition to the satisfying the requirements outlined in Section 8.3.
- e) All systems will be subject to inspection by Council on a frequency determined by risk. The inspection will identify any Environmental or Public Health issues and where necessary take action to have these matters rectified.
- f) The destruction, removal or reuse of an onsite sewage management system shall be undertaken in accordance with the NSW Health Advisory Note 3 dated May 2006 "Destruction, Removal or Reuse of Septic Tanks, Collection Wells, Aerated Wastewater Treatment Systems and other Sewage Management Facility Vessels".

8.5 Greywater

Council will only consider approval of on-site treatment, disposal and/or reuse of greywater subject to demonstration of scheme feasibility and compliance with all relevant State and Federal regulatory requirements and the referenced guidelines.

- a) All greywater systems must be capable of effective disposal to a Sydney Water sewer main (for disposal in cases of emergency breakdown/malfunction).

- b) Grey water systems must effectively manage wastewater and effluent to ensure environmental and public health protection.
- c) Water conservation principles are to be applied to minimise potable water use in gardens and other areas of non-contact.
- d) The greywater treatment and reuse system shall have a current NSW Health Accreditation.
- e) All premises must maintain a connection to the Sydney Water centralised sewerage waste disposal system.

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9.0 Onsite Stormwater Management

Council requires the collection and safe disposal of onsite stormwater through a variety of methods outlined within this policy.

9.1 Stormwater Disposal Checklist

To assist Council in determining the disposal requirements for a property, an On-Site Stormwater Management Checklist (Appendix 16) is to be filled out and submitted with the development application.

9.2 Properties within Flood Prone Land

OSD will not be required where the site of the development is located within a Council established 1% AEP flood plain, and that it can be demonstrated that lesser storm events will also flood the site. Otherwise, it will be necessary to provide OSD to control the runoff for the minor storm events.

9.3 Regional Onsite Stormwater Disposal Requirements

Use Map 2 – Stormwater Regions to identify which stormwater disposal controls apply to your property.

9.3.1 Onsite Stormwater Disposal Requirements Region 1 – Northern Catchments

Properties within Region 1 require an OSD facility to be installed where the development results in additional hard (impervious) surface area of greater than 50m² (on a cumulative basis since February 1996).

Rainwater tanks and OSD facilities may also be combined in an integrated system and may be either above or below ground. Should an oversized rainwater tank be used, then 25% of the excess storage volume can be credited towards the OSD tank capacity.

A Region 1 OSD system is to be designed to the storage and discharge requirements detailed in the Table 7 to ensure that the development does not increase stormwater discharge downstream of the land over and above that of the existing stormwater discharge conditions up to the 1% AEP storm event. An experienced and competent designer would need to be engaged to ensure compliance with all of the requirements of this policy. The general requirement of this policy is to ensure that the site's stormwater runoff after any development does not exceed the runoff prior to the development.

Any property that is unable to discharge stormwater into a public drainage system, such as land falling naturally away from a Council stormwater drainage system, the site is required to comply with section 5.5 of this Policy.

Applicants may provide an independent assessment of the water management and OSD requirements through an OSD Assessment Report to be submitted with the Water Management Plan prepared by a suitably qualified and experienced civil Engineer.

To assist in the assessment of WMP's for Region 1, the following rainfall data is provided:

- a) Design rainfall Intensity-Frequency-Duration (IFD) are provided in Appendix 12.
- b) Design rainfall temporal patterns from Australian Rainfall and Runoff - A Guide to Flood Estimation are provided for AEP less than 30 years and greater than 30 years for the Region 1 in Appendix 12.

Table 7 Requirements for Size and Allowable Discharge from On-Site Detention Systems

Additional Hard (Impervious) Surface Area (square metres)	Minimum Capacity of On-Site Detention Tank (Litres)	Discharge Rate Litres/Sec
0 - 50	Nil	Nil
>50 - 75	4,500	2
>75 - 100	6,000	3
>100 - 150	9,000	4
>150 - 200	12,000	6
>200 - 250	15,000	7
>250 - 300	18,000	9
>300 - 400	24,000	12
>400 - 500	30,000	15
>500 - 600	36,000	18
>600 - 700	42,000	21
>700 - 800	48,000	24
>800 - 900	54,000	27
>900 - 1,000	60,000	30
>1,000*	A minimum storage capacity of 60 liters per m ² of additional hard/impervious surface area, and a discharge rate which replicates the discharge from the site were it to be undeveloped.	

*Developments exceeding 1,000 square metres of additional hard (impervious) surface area must also provide with the Water Management Plan, an Integrated Water Management Strategy prepared by a suitably qualified and experienced Water Engineer. The plan must demonstrate that stormwater flows discharged from the site is to be no greater than what would have occurred predevelopment, and that Water Sensitive Urban Design principles have been practically maximised within the proposed development.

9.3.2 Onsite Stormwater Disposal Requirements Region 2 – Central Catchments

Generally, OSD is required for all developments in Region 2 where the total existing and proposed impervious areas exceed 40% of the total site area, irrespective if the site falls naturally to the public road or the site has the benefit of an inter-allotment drainage pipeline.

The above criterion does not apply to residential flat buildings (RFB's), commercial and industrial developments and subdivisions resulting in the creation of three (3) lots or more, as these will require OSD in all cases.

Where subdivisions result in the creation of two (2) or more lots, OSD will be required where the total post developed impervious area of the new lots exceed 40% of the total site area. This requirement also applies to newly created lots with existing dwellings to be retained.

All development applications for single residential dwellings where the total site area is 450m² or less will not require OSD for all sites that fall naturally to the public road. All development applications for alterations and additions for single residential dwellings will not require OSD that fall naturally to the public road.

Where possible, the OSD system must be designed to capture stormwater runoff from the entire existing and proposed roof and paved areas of the site and any other areas that can be physically directed to the system. Where this is not possible, then the majority of hardstand surfaces of the site must be directed to the OSD system. In this regard, only 20% of the hardstand area will be

allowed to bypass the OSD system, that is, a minimum of 80% of the total hardstand must be directed through the OSD system. If there are more than one OSD system(s), then a minimum of 80% of that proportion of the hardstand area must be directed through each OSD system.

9.3.2.1 Rainwater Re-use for Single Residential Development

Council may permit the volume of rainwater reuse to be credited against the calculated OSD storage volume as determined by this specification for single residential dwellings only.

Please note the rainwater reuse system shall be designed in accordance with the AS/NZS 3500 Plumbing and Drainage Part 3 Stormwater.

The maximum storage volume as determined by the BASIX tool will be credited against the calculated OSD volume. Additional storage beyond the determined BASIX volume will not be credited.

The following calculation may be used to determine the revised OSD volume:

- Revised OSD Volume = Determined OSD volume – BASIX certificate storage volume.

Revised OSD Volume to be a minimum of 50% of determined OSD volume.

To achieve a full credit against the determined OSD volume rainwater reuse must be used for flushing of toilets as a minimum, however rainwater can be used for non-potable usage such as watering of gardens, washing cars, clothes washing etc. Combining OSD and rainwater reuse water in one tank is permitted.

The design must ensure at least 50% of the site is routed through the OSD system.

The calculated PSD is not to be adjusted as determined by this Policy.

9.3.2.2 Design Methods

Design of the OSD system shall be undertaken in accordance with one of the following methods:

- "Streamlined Method" for single residential dwellings as set out in Section 9.3.2.3
- "Simplified Method" for all development except single residential development as set out in Section 9.3.2.4
- "Full Computation Method" for all development except single residential development as set out in Section 9.3.2.5.

9.3.2.3 Streamlined Methods

The Streamlined Method involves the use of a Table 8 to size the OSD system and determine the PSD. This method is to be used for all single residential dwelling developments.

Table 8 Minimum Site Storage Required and Maximum Permissible Site Discharge

Types of stormwater disposal	Minimum Site Storage Required	Maximum Permissible Site Discharge for all storms up to and including 1 % AEP design storm
All gravity fed drainage systems connected to Council's drainage system	200 m ³ per Ha	400 l/s per Ha
All drainage systems that require a level spreader	In accordance with Council's "Stormwater Drainage from Low Level Properties" policy	In accordance with Council's "Stormwater Drainage from Low Level Properties" policy

Note: All single residential dwellings will be assessed on the above SSR and PSD requirements.

9.3.2.4 Simplified Methods

The Simplified Method as given in Appendix 13 involves the use of tables to size the OSD system. The whole of the site area must be considered in the calculation of the SSR and the PSD, as predetermined by Council.

It is recommended that the Simplified Method be used only where the site conditions have similar parameters to those given in Appendix 13, in the derivation of the tables.

The Simplified Method can only be used for developments other than single residential developments when the whole of the site can be collected by the OSD system. That is, all runoff from the site is routed through the OSD system prior to discharging to the receiving external drainage system. A maximum of 30 m² of the site area, which cannot be physically drained to the OSD system, is permitted to bypass. However, where more than 30 m² of the site cannot be collected by the OSD system, then the Full Computation Method must be used.

Where there is more than one OSD system on the site, it is possible to calculate the required volume and discharge rate from each OSD system by determining the percentage of the site area draining to each OSD unit and then distributing the total calculated SSR and PSD (calculated from the total site area) to each OSD system.

The Simplified Method cannot be used for sites where its area exceeds 1200 m² in size. The derived tables were not intended for extrapolation.

9.3.2.5 Full Computation Methods

Where the site conditions vary from those given in the Simplified Method (see also Appendix 13) and/or more than 30m² of the site cannot physically drain to the OSD system then the Full Computation Method must be used.

The Full Computation Method can only be used for developments other than single residential developments as set out in Appendix 13. An experienced and competent designer would need to be engaged to ensure compliance with all of the requirements of this Specification. In many cases, this method of analysis may produce the most economical design. The Full Computation Method involves the use of computer models to simulate rainfall and runoff from the site. Refer to Section 9.8.1 for the types of models that can be used.

9.3.2.6 Pre and Post Development Runoff for Full Computation Method

The total site runoff for the 20% AEP and the 1% AEP storm event under existing site conditions (pre-development) must be determined. For the Simplified Method, these values are read from Tables A8-1 or A8-2 (Appendix 8). In the Full Computation Method, these values are calculated. A check of the 5% AEP storm event must also be made when using the Full Computation Method.

The direction of runoff from the site, which has to fall in the same direction of the catchment, must be maintained.

The pre-development stormwater runoff or PSD, both piped and overland from the total site, must be calculated in the Full Computation Method. For all developments, the runoff from the site after development is not to exceed the runoff from the total site prior to the development for all storm durations for the 20% AEP, 5% AEP and a 1% AEP storm event.

For all developments except single residential dwelling developments the PSD is to be calculated on the maximum allowable impervious fraction of 0%. That is, discharge off the site is to be restricted to the “state of nature” condition.

Where alterations and additions are proposed, the PSD is to be calculated on the maximum allowable impervious fraction of 0% for the areas considered for the proposed alterations and additions only. Stormwater detention will be required for the extent of the proposed alterations and additions only.

For all subdivision developments that result in the creation of three (3) lots or more, the OSD system is to be designed for a minimum impervious fraction of 60% for each newly created lot.

The overland flow from the site is not to be concentrated at any single point, where necessary, flows are to be spread evenly across the entire site as uniform overland flow.

The post-development runoff is to be determined based on the post-development impervious area for all storm durations for the 20% AEP, 5% AEP and a 1% AEP storm event. The OSD system(s) must be designed to restrict these flows to the calculated pre-development discharge rates. Hence, the 20% AEP post-development runoff must not exceed the 20% AEP pre-development discharge, the 5% AEP post-development runoff must not exceed the 5% AEP pre-development discharge, and the 1% AEP post-development runoff must not exceed the 1% AEP pre-development discharge.

The total piped flow from the site to a Council drainage pipeline must not exceed the maximum 20% AEP pre-development runoff. The total piped and overland flows from the site must not exceed the 1% AEP pre-development discharge. Where surcharging out of the OSD system is not permitted or possible, for example where the overflows would pass through a downstream property via an easement and where there is no safe overland flowpath available, the OSD system must be designed not to overflow. In this circumstance, the outlet pipe is to be designed for the 1% AEP storm event even though the OSD outflow is to be restricted to the 20% AEP storm event. This is to account for any blockages in the pipe which may cause runoff to overflow out of the OSD system.

9.3.3 Onsite Stormwater Disposal for Region 3 – Southern Catchments

This section applies to all land within the Northern Beaches Council LGA as shown in Region 3 – Stormwater Zone Maps (Refer to Map 3 for each of the stormwater zones).

The aim of this section is to provide more specific, detailed design guidelines for development within the Region 3 stormwater catchment. For zones where additional scour and erosion control is required, refer to Section 4.1.2.1.

To ensure that stormwater drainage pollution and degradation does not occur as a result of any development, the following controls are to be implemented:

- a) The provision of OSD facilities to control the rate of stormwater runoff
- b) The provision of on-site absorption systems to reduce stormwater loading on the receiving drainage system
- c) The installation of appropriate scour and erosion control devices to attenuate flows.

Implementation of any of the above practices is complimentary to the operation of the natural water cycle.

The method of stormwater control to be applied shall depend on the location of the site. The stormwater control requirements for each zone are given in the Appendix 14. In general, the main types of controls available (source and discharge controls) are:

- Region 3 - Zone 1: on-site stormwater detention control
- Region 3 - Zone 2: on-site stormwater retention (absorption)
- Region 3 - Zone 3: scour and erosion control
- Region 3 - Zone 4: combination of on-site stormwater detention and scour/erosion control
- All zones: restricted application – mechanical pump-out and charged systems.

9.3.3.1 Disposal of site runoff

For all discharge points the maximum concentrated stormwater discharge shall be limited to 25l/s at any single point.

Discharge shall not be permitted to 'free-fall' over cliff faces. It must be piped to the lowest point with regard to aesthetics.

9.3.3.2 Requirements for Region 3 – Zone 1 – On-Site Detention

Sites within Zone 1 shall require the installation of OSD facilities to control the rate of runoff from the site due to the development, such that the runoff after development shall be less than the runoff prior to the development. Runoff from the developed site shall be reduced to a quantity with an impervious portion of 35% or less.

Within Zone 1, an OSD system shall be required for all proposed developments, re-developments or new land subdivisions ('greenfields' subdivisions where the condition of the site is currently 'state of nature'), except where:

- a) The development is a one-off extension or an addition, involving an increase in impervious area of less than 50m² and the total existing impervious areas of the site does not exceed 35%
- b) The developed site will have a total impervious percentage or area of no more than 35% or 250m², whichever is the lessor, unless it is a new allotment created from a 'greenfields' subdivision. An OSD system shall be required for any development on 'Greenfields' subdivisions, including those allotments in Boronia Lane North, Boronia Lane South, Boronia Lane West and Castle Circuit, Seaforth that were part of a land release by the State Government
- c) The applicant can demonstrate to Council's satisfaction that the site is currently within a flood-affected zone, and that the application of an OSD system at the subject site would be of no benefit in reducing the adverse flooding impacts
- d) An alternative method of stormwater disposal, such as an absorption system, is used – however the design of the on-site absorption system must be supported by soil data and appropriate calculations (refer to Appendix 3 for guidelines).

Council may require an alternative method of stormwater disposal such as source control (e.g. on-site absorption) or source control used in combination with another form of detention.

9.3.3.2.1 Design objective

The design objective is to ensure that the peak flowrate immediately downstream of the site in development is not increased due to the development. This is achieved by providing adequate storage to compensate. All storm events up to and including the 20% AEP post-development shall be limited to the PSD.

9.3.3.2.2 Critical storm events

The critical storm events, which must be considered, shall be the 20% and 1% AEP.

9.3.3.2.3 Permissible site discharge

Runoff from the site shall be limited to the PSD.

The PSD shall be calculated as the peak 20% AEP storm event for the pre-development site based on the following impervious percentages:

- 0% – applies to all 'greenfields' developments, including allotments in Boronia Lane North, Boronia Lane South, Boronia Lane West and Castle Circuit, Seaforth, which were part of a land release by the State Government
- 35% or 250m² (whichever is the lessor) – if the total existing site impervious area exceeds either of these
- X% if the total existing site impervious area is less than 35% and where X is the percentage of the actual impervious area but less than 250m².

The maximum discharge into the kerb and gutter is 25l/s. This shall be the PSD if the total site's runoff is to be discharged at the kerb.

Note: No more than two outlets at a distance of 15m apart shall be permitted to discharge at any kerb along any one-property frontage.

The maximum discharge velocity to the kerb shall be restricted to 2.0m/s.

The PSD shall be calculated using one of the following methods:

- Design graphs for the relevant residential zone given in Appendix 14
- The Rational Method, in accordance with the Australian Rainfall and Runoff, Volume 1, 1987 or later editions
- The ILSAX program for urban stormwater drainage design and analysis, Version 2.13, April 1993 or later, or the DRAINS program for urban stormwater system design and analysis, Version 2001.1 by Geoffrey O'Loughlin and Bob Stack, April 2001 or later.

The rainfall intensities to be used in the Northern Beaches Council area are given in Appendix 12.

9.3.3.2.4 Site storage requirement

The minimum SSR or the basic volume shall be the volume needed to reduce the runoff from the peak 1% AEP storm event for the developed site back to the PSD or maximum discharge.

The SSR can be determined using one of the following methods:

- Design graphs for the relevant residential zone given in Appendix 14
- ILSAX program – hydrograph model
- DRAINS program – hydrograph model.

Computation methods based on approximate triangular method or the Rational Method is not acceptable.

9.3.3.3 Requirements for Region 3 – Zone 2 – Absorption

On-site stormwater retention (absorption) systems are to be implemented in zone 2.

Absorption systems shall be provided in soft landscape areas such as in garden areas and other vegetated on-ground areas. Wherever possible, on-site absorption is to be provided in hard landscaped areas, under driveways and other paved surfaces. The use of porous pavement (pervious paving) is preferred.

Stormwater collected on the roof and paved areas (all impervious surfaces) are to be directed into the absorption system. A fail safe overflow outlet must be installed to ensure that any overflows will be directed to the street.

In general, absorption systems will be required or permitted if the following applies:

- a) The site is located within zone 2
- b) A geotechnical report, showing at least one (1) bore log at the proposed location of the absorption facility, has been submitted which indicates that the soil has sufficient absorptive characteristics to consider it appropriate, or

Irrespective of whether the site is located within zone 2, the site drains towards the rear, and downstream property owners have indicated that they are not prepared to grant easements to permit the drainage of the property to follow the natural fall of the land
- c) Drainage against the natural grade of the land is not permitted because Council has assessed that the proposed receiving drainage system cannot adequately cope with the additional runoff

All sites within zone 2 must provide for on-site absorption unless the applicant can demonstrate that on-site absorption is not suitable by the submission of relevant evidence from a qualified geotechnical engineer indicating that the soil absorption characteristics and site constraints prevents its application.

Minimum design requirements for the use of absorption systems are given in Appendix 3.

9.3.3.4 Requirements for Region 3 – Zone 3 – Scour Protection

Refer to Section 4.1.2.1.2 for details.

9.3.3.5 Requirements for Region 3 – Zone 4 - On-Site Stormwater Detention Scour and Erosion Control

A combination of on-site stormwater detention and scour/ erosion control shall be required for all sites within zone 4 (See Section 4.1.2.1.2). Sites in this zone are within the Penguin Critical Habitat and Potential Habitat areas and encompasses Manly Point and Little Manly Cove.

OSD shall be required to control all runoff from the site, as a result of any development. Runoff from the developed site shall be reduced to a quantity with an impervious portion of 0%, that is, the 'state of nature' condition.

9.3.3.5.1 Design objective

The design objective is to ensure that the peak flowrate immediately downstream of the site in development is reduced to runoff for a pre-development 'state of nature' situation. This is achieved by providing adequate storage to compensate. All storm events up to and including the 1% AEP post-development shall be limited to the PSD.

The critical storm events, which must be considered, shall be the 20% AEP and 1% AEP.

9.3.3.5.2 Permissible site discharge

Runoff from the site shall be limited to the PSD. The PSD shall be calculated as the peak 20% AEP storm event for the pre-development site based on the following impervious percentages:

- a) 0% – applies to all developments within Zone 4
- b) The maximum discharge shall be 25l/s. This shall be the PSD if the calculated pre-development runoff is greater than 25l/s
- c) The maximum discharge velocity to the kerb shall be limited to 2.0m/s.

The PSD shall be calculated using one of the following methods:

- Design graphs for the relevant residential zone given in the Appendix 14 based on 0% impervious area
- The Rational Method, in accordance with the Australian Rainfall and Runoff, Volume 1, 1987 or later editions, or
- The ILSAX program for urban stormwater drainage design and analysis, Version 2.13, April 1993 or later, or
- The DRAINS program for urban stormwater system design and analysis, Version 2001.1 by Geoffrey O'Loughlin and Bob Stack, April 2001 or later.

The rainfall intensities to be used in the Northern Beaches Council area are given in Appendix 12.

9.4 Drainage to Detention System

Wherever practicable, stormwater runoff from the whole development site shall be controlled through the OSD facility. If not possible, some of the pervious surfaces (grassed or vegetated areas) may be allowed to bypass the system. Stormwater runoff from all new and existing impervious areas must be directed through the OSD system. If this is not achievable, a maximum 30m² of impervious area may be permitted to bypass the system. The total area allowed to bypass the OSD system, which includes pervious and impervious areas, must not be greater than 20% of the total site area. Council may vary this requirement where site topography prohibits reasonable construction.

The total flows exiting the site must be taken into consideration. The total of the runoff bypassing the OSD system and the flows controlled through the OSD system must be no greater than the PSD or maximum discharge.

The discharge from the outlet of the OSD facility shall be controlled by an orifice plate set into the discharge line to control the rate of flow from the system. The required size of orifice plate is set out in Appendix 9. The orifice plate is to be located at the invert of all storage facilities to avoid stagnant water (silt traps will not be permitted).

A high-level outlet to the OSD facility is to be provided to cater for surcharge/overflow during major storm events and/or blockages. Surface flow paths, including the provision of an emergency overflow to cater for blockage of the system must be provided between the OSD facility and the point of stormwater discharge from the land.

All habitable floor levels are to be a minimum of 300mm above and garage floor levels are to be a minimum of 150mm above the maximum design storage water surface level and flow path levels.

The OSD facility may be an underground storage facility, a landscaped storage facility or driveway storage facility if it complies with the following controls:

- a) Underground Storage facility
 - i) Storage tank located underground provided with a maintenance access hatch
 - ii) A stainless or galvanised mesh screen is to be installed a minimum of 300mm from the outlet to prevent blockage of the orifice by debris
 - iii) Discharge orifice plate installed
 - iv) High level outlet for discharge during a major storm event
 - v) Venting of the storage tank to prevent the build-up of gases.
- b) Landscaped OSD storage facility

- i) Storage volumes in landscaping areas shall include an allowance for 20% additional storage for vegetation growth and construction inaccuracies
 - ii) Discharge orifice plate installed
 - iii) A stainless or galvanised mesh screen is to be installed a minimum of 300mm from the outlet to prevent blockage of the orifice by debris
 - iv) High level outlet for discharge during a major storm event
 - v) The desirable minimum surface slope to the discharge outlet is 1.5%, with the absolute minimum being 1.0%
 - vi) Subsoil drainage should be provided in landscaped areas to prevent the ground becoming saturated during prolonged wet weather.
- c) Driveway and car park OSD storage facility
- i) To avoid damage to vehicles, depths of ponding on driveways and car parks is not to exceed 200mm under design conditions
 - ii) Discharge orifice plate installed
 - iii) A stainless or galvanised mesh screen is to be installed a minimum of 300mm from the outlet to prevent blockage of the orifice by debris
 - iv) High level outlet for discharge during a major storm event
 - v) The minimum transverse paving slopes within storage areas to the discharge outlet is 0.7%.

9.5 Hydraulic Grade Line Analysis

If the rate of discharge from the outlet of the OSD system is affected by tailwater conditions from the receiving drainage system, for example, where the invert level of the orifice is lower than the surface level at the point of connection into the existing drainage system, then full hydraulic calculations, will be required. These hydraulic calculations shall include the determination of water surface profiles using hydraulic grade line analysis and/or backwater calculations. The preferred hydrologic model to be used in the analysis, to obtain flowrates, is the ILSAX or DRAINS program. Hydraulic analysis can be performed using hand calculations. However, for more complex analysis in the determination of water surface profiles in creeks or rivers, the use of the HEC-RAS computer program is preferred.

Full hydraulic calculations will be required for all public and major piped systems, or where Council believes that it is necessary to determine the feasibility of the proposal. Full hydraulic calculations shall be required in conjunction with a detailed engineering long-section.

Calculations must be in accordance with current design practices and principles outlined in Australian Rainfall and Runoff (1987 or later editions) and Guidelines, and must be prepared by a suitably qualified and experienced civil engineer.

9.6 Legal Requirements

All OSD systems shall require the creation of a Positive Covenant and Restriction on the Use of Land in favour of Northern Beaches Council on the Title, under Section 88E of the Conveyancing Act 1919 for newly created lots. For existing Titles, a Positive Covenant is to be created by an application to the NSW Land Registry Services using Form 13PC. The Restriction on the Use of Land is to be created using Form 13RPA.

The purpose of the Covenant is to ensure that the registered proprietor takes care, control and maintenance obligations for the OSD system. The Restriction on the Use of Land is to ensure that the system is not altered in any manner, shape or form.

The terms of the instrument must be approved by Council. However, standard terms to be included in the Positive Covenant and the Restriction on the Use of Land are given in available on Council's website within the Permits and Certification - Engineering Specifications section.

[Legal Documents Authorisation Application Form](#)

Positive Covenants and Restriction on the Use of Land must be finalised prior to the issue of the Occupation Certificate.

9.7 Information to be lodged with the Development Application

9.7.1 Minimum Information required for all Single Residential Dwellings

- a) An estimate of the volume of OSD SSR in accordance with Section 9.3.2.3 - Streamlined Method
- b) An estimate of the PSD of OSD required in accordance with Table 8 in Section 9.3.2.3 - Streamlined Method
- c) Details of Council's drainage infrastructure burdening the site together with any calculations of the maximum 1% AEP flow rate for flowpaths and floodways where applicable
- d) Details of the OSD facility which must be located clear of any 1% AEP flow path where applicable
- e) Copies of certificates of title showing the creation of easements to drain water, where applicable
- f) Details of all paved and roof surface areas which must be collected and discharged into the OSD system
- g) A Water Management Plan including the following:
 - i) The development/site boundaries and area
 - ii) Contours and spot levels (which reflect the site grading and extending into adjoining properties)
 - iii) The extent and area of any upstream catchment for external flows entering the site
 - iv) The location and extent of detention storages
 - v) The location and levels of discharge points for the storages
 - vi) The layout of the site, including location of all buildings, roadways and landscaped areas
 - vii) The location and approximate extent of any floodways or flowpaths through the site
 - viii) The location and area of any portion of landscaped area of the site unable to drain to the detention storages
 - ix) Location and levels/invert levels of all surface drainage pits including the silt arrestor pit
 - x) Location of stormwater drainage lines detailing sizes and grades.

9.7.2 Minimum additional information required when lodging a Construction Certificate for single residential dwellings

- a) Structural Details of the OSD tank or any proposed retaining wall for above ground systems as designed by a suitably qualified engineer
- b) All other details are to be in accordance with the sample drawings in Appendix 15 of this policy.

9.7.3 Minimum Information required for all Developments Except Single Residential Dwelling Developments

At the lodgement of the development application, a Water Management Plan (WMP) showing the general layout of the proposed stormwater drainage system including the location(s) and dimensions of the OSD system(s) and water treatment measures must be submitted. The minimum information to be lodged with the development application is to include the following:

- a) Engineering drawings showing all of the existing and proposed stormwater drainage system, including pipe diameters, existing or proposed pits, open drains and points of discharge(s), detention basin(s) (where applicable), control pit(s) and surface flow path(s)
- b) Where a connection is to be made through an easement, a longitudinal section of the pipe through the easement and details at the connection are to be provided
- c) Dimensions and areas of the site including all existing and proposed roof and paved areas are to be included on the stormwater drainage plan(s)
- d) Copies of certificates of title showing the creation of easements to drain water, where applicable
- e) Dimensions (mm) and volume(s) (m^3) of the proposed OSD system(s) or retention system(s) (where applicable)
- f) Size (mm) and shape of the orifice and outlet device at the control pit
- g) Finished floor levels of all existing and proposed structures and existing surface levels to Australian Height Datum (AHD) are to be shown on the drainage plan(s)
- h) Plans, elevations and sections of the OSD system(s) in relation to all existing and proposed buildings and site conditions, finished surface levels and invert levels of all stormwater drainage pipes and structures, centre line level of the outlet pipe and orifice, the maximum design water level in the OSD system, and flood levels (where applicable) of the receiving water
- i) Longitudinal section of all pipe(s) from the OSD basin to the discharge point showing calculated flows, velocities, pipe sizes, type and class, grades, and invert levels of all pipes, all utility services crossings and a hydraulic grade line (where required)
- j) The depth of ponding for the 98.17%, 63.21%, 20%, 5% and 1% AEP storm events, for all above ground storage systems, are to be shown on the drawing(s)
- k) Details of surcharge facilities and overland flow paths are to be shown on the drawing(s)
- l) Details of Council's drainage infrastructure burdening the site together with any calculations of the maximum 1% AEP flow rate for flowpaths and floodways where applicable
- m) Details of the OSD facility which must be located clear of any 1% AEP flow path where applicable
- n) Details of access and maintenance facilities
- o) Structural details of all tanks and pits, and manufacturers' specifications for proprietary items, and for above ground OSD systems, the type of surface finish to be used, are to be referenced or shown on the drawing(s)
- p) All supporting hydrologic and hydraulic computations are to be submitted

- q) Calculations of the times of concentration (T_c minutes) of the existing and developed site are to be submitted
- r) Calculations showing how the 20%, 5% and 1% AEP runoff (in litres per second) were determined for the existing and developed (with and without OSD) site, and the storm duration(s) that corresponds to these values
- s) All designs and calculations submitted to Council for approval must include a copy of all input and output files on USB. Please note that DVD disc and CD-ROM will not be accepted
- t) Summary information regarding the design of the OSD and associated stormwater drainage system in similar format as shown in Appendix 15.

It is the responsibility of the Applicant to provide full details of all relevant services that may conflict with the proposed OSD system(s) and stormwater lines. The exact locations of any crossings or connections are to be shown.

9.8 Drawings

Stormwater drainage drawings are to be submitted at the lodgement of the development application. These drawings are to show all relevant details of the OSD system and associated works as outlined above in Section 9.6 and are to be signed and certified by a suitably qualified and experienced Civil Engineer, who has membership to the Institution of Engineers Australia and National Engineering Register (NER).

Where an underground tank is to be used, the standard drawing detail as given in Appendix 15 of this Specification can be used.

Where an above ground OSD system is to be used, dimensions and levels of the basin must be provided. Sample drawings are given in Appendix 15 of this Specification.

Where partial or staged development of a large site is likely, consideration should be given in locating the OSD system in an area where the entire development can drain to it. The system could be modified as additional development occurs and may be more practical than having numerous smaller systems scattered throughout the site.

9.9 Computer Modelling

The preferred computer modelling programme to determine the volume for SSR and the PSD is ILSAX or DRAINS. Council has chosen the ILSAX model because it is public domain and requires minimal data entry, and is consistent with Council's drainage database. Computation methods based on the approximate triangular method or the rational method is not acceptable.

9.9.1 Design Parameters to be used in the Computer Modelling

Where computer modelling is to be applied, and the ILSAX or DRAINS model is used in the design, the following design parameters are to be adopted:

- a) Soil type = 2.5
- b) Antecedent moisture content, AMC = 3
- c) Infiltration rates: Initial paved = 1 mm, grassed = 5 mm
- d) Storms, as per Australian Rainfall and Runoff (AR&R 1987). All design storm duration for the 20%, 5% and 1% AEP, must be checked. Stacked rainfall patterns to be used in the ILSAX program are given in Appendix 12.
- e) The time of concentration (T_c) can be calculated using the kinematic wave formula from AR&R (1987) p 300, (Appendix 12)

- i) The flow path length, L is the distance from the furthest point of the site to the exit to Council's stormwater drainage system. This length may be modified by the development either by piping, paving or redirecting
 - ii) The surface roughness coefficient, n^* is per AR&R (1987) p 300. For non-paved areas the minimum value of n^* to be used is 0.33
 - iii) The area to be considered in the calculations is the total area of the catchment affected and not just the development site
- f) Stored bypass or surcharge is not to be used. That is, type "0" inlets are not to be used
- g) Supplementary areas are not to be used
- h) Orifice size can be estimated using Appendix 9, or calculated from the formula: $Q = CA\sqrt{2gh}$
The tables are based on a 'C' value of 0.6 for a circular shaped, square edge cut in a flat plate
- i) All areas likely to be paved after completion of the development (e.g. driveways, and courtyards), will be considered as part of the impervious area and included as such in the calculations

The determination of the SSR is to be undertaken by trial and error, using the above constraints.

9.9.2 Stormwater Runoff from Upstream Catchments

Stormwater from upstream catchment must not enter into the OSD system. The design of suitable channels, open drains, pits and pipes, mounding, landscaping or walls may be necessary to divert stormwater from adjacent properties away from the system. However, care must be exercised to ensure that the provision of such diversions within the site does not result in the concentration of stormwater onto adjoining properties. If this cannot be achieved, then the OSD system must be designed to cater for the additional stormwater inflow.

9.9.3 Floor and Ground Levels

All office, storage and habitable floor levels are to be set at a minimum of 300 mm above the maximum design storage water surface or surcharge flow path level, whichever is higher. All factory warehouse and garage floor levels are to be set at a minimum of 150 mm above the maximum design storage water surface and surcharge flow path levels.

Council will not approve detention systems directly under habitable floors. In special circumstances, where approval is granted for enclosed systems, the control/inspection pit must be able to be accessed externally to the building.

The definition of habitable floors includes all living areas, commercial office space, store rooms and show rooms where there is likely damage by water inundation (or condensation) to stored goods and materials.

Enclosed detention storage systems may be permitted under a basement or ground floor car parking area, garage or patio. Under these circumstances, unobstructed external access to the OSD system(s) must be provided at all times. A safe overflow route from the OSD system must also be provided. Access to the OSD system(s) via enclosed structures will not be acceptable.

9.10 Discharge Control Devices

The type of control device which is acceptable to Council is a flat plate with a square edge cut to form the orifice hole. This device is to be mounted in front of an oversized outlet pipe. Other forms of control devices may be acceptable to Council provided adequate supporting calculations can be submitted to demonstrate that it will perform as intended to the requirements of this Specification. All hydraulic control devices are to be non-removable. High early discharge or normal discharge control devices can be used.

It is desirable that these control devices operate under inlet control, that is, a “free outlet” condition exists. However, in exceptional cases where inlet control cannot be achieved, Council, at its discretion, may allow the system to operate under outlet control. Systems which are to operate under outlet control or downstream control will require supporting calculations for determining flows and water levels in the external drainage system for which the OSD system will be connected to. A full range of storm recurrence intervals will need to be considered.

All discharge control devices and pits are to be located externally to all structures and buildings so that 24-hour access to the OSD system is possible and that overflows from the system can be safely directed away.

9.10.1 Orifice Plates

Orifice plates are to be made of a flat sheet of stainless steel plate with minimum dimensions of 200 mm x 200 mm x 3 mm thick. Galvanised steel plates will not be acceptable. The orifice hole is to be cut to the exact dimension as calculated and to be of a uniform circular shape with sharp (not rounded) edges. The centre of the plate is to be cast into the wall or epoxied and securely fixed over the centre of the outlet pipe by the use of at least 4 “Dyna” bolts or similar, one at each corner.

Generally, to minimise blockages, orifice diameters smaller than 50 mm will not be accepted. The invert of the orifice must be at least 50 mm lower than the base of the main tank. Ideally, the level at the base of the tank should match the level of the centre of the orifice. This is to ensure that the tank will not hold water during dry weather.

9.10.2 Trash Screens

A stainless steel or galvanised mesh screen (Maxi-mesh RH3030 or equivalent) with a minimum of 50 times the orifice area shall be provided between the orifice and all inlets. This screen is to protect the orifice from blockages.

For orifices greater than 150 mm in diameter, the area of the screen can be reduced to 20 times the orifice area, if a grid mesh is installed. The screen is to be located at a distance of 1.5 x the diameter of the orifice or 200 mm away from the orifice, whichever is the greater. Where possible, the incoming line is to flow across the face of the mesh.

The screen is to be placed diagonally against the face of the tank wall with a dividing wall on the inside of the tank to shield the end of the screen. Preferably, the screen should completely protect the orifice without the need for a dividing wall by having side panels on both ends of the screen. This could be achieved by welding triangular mesh side panels to the screen.

A lifting handle welded to the top of the mesh would also be required to allow for easy removal of the screen for cleaning purposes. The screen must not be bolted securely to the wall but should also not be easily removed.

9.10.3 Underground Storage Systems

Underground storage systems are accepted as OSD. However, they should not be used where surface storage can be provided. Underground systems should be located in areas where they can be readily accessed for inspections and maintenance. These systems can be constructed from reinforced concrete, prefabricated units or proprietary systems provided they can operate to the requirements of this Specification, can be readily cleaned, and must perform hydraulically as required. The structural adequacy of the system must be checked and certified by a suitably qualified Engineer.

These systems must be watertight if there is the potential for water seepage which may cause damage to adjacent properties or structures. For safety, all maintenance access to underground storage systems must conform to the current Work Health and Safety Bill 2011, Work Health and Safety Regulations 2011 and Australian Standard AS 2865-2009 “Confined spaces”. Venting must be provided where gas build up is likely. A hydrostatic valve must be provided where necessary. Step irons are to be installed where the depth of the tank is greater than 1200 mm.

A high level outlet or grate shall be provided at the discharge control pit to cater for surcharge during major storm events. Access to the discharge control pit must be provided for inspections and maintenance of the silt trap and trash screen.

Underground storage tanks should be located externally to all buildings and structures. The access opening to the pit must be a minimum of 600 mm x 600 mm in dimension and fitted with a removable galvanised steel grate. The grate is to be placed above the outlet and silt trap.

Additional access openings will be required for larger underground storage tanks and high early discharge structures. Underground tanks which exceed 1500mm in length must have a second access point (300 mm x 300 mm minimum dimension) at the extreme corner of the tank to allow regular inspections, flushing of the system and ventilation, where necessary.

Essentially, the system shall be designed to maximise ease of maintenance and ensure safety for the proprietor.

To avoid unpleasant odours and health risks, maintenance of the OSD structure must be carried out on a regular basis. For this reason Council will require a Positive Covenant to be placed on the title of the subject land to emphasise the proprietor's maintenance responsibilities, refer to Section 9.5.

9.10.4 Surface Storage Systems

Surface storage can be provided in either in landscaped and/or driveways and carpark areas. Surface storage areas must be located externally to all buildings and structures.

Where the depth of storage exceeds 300 mm, a Council approved fence must be provided around the perimeter of the storage area.

Surface storage in driveways must not exceed 200 mm. Reference is made to Section 9.10.6.

9.10.5 Storage in Landscaped areas

The ponding depths in landscaped areas for all residential developments must not exceed 300 mm under design conditions. The maximum depth of ponding in all other developments must not exceed 1200 mm. Pool fences must be installed around the landscaped area where the depth of ponding exceeds 300mm. Pool fences must be designed and constructed in accordance with the requirements of the Swimming Pools Act 1992.

Storage which is to be provided in landscaped areas shall include an allowance of an additional 20% volume to compensate for loss of volume due to vegetation growth and construction inaccuracies. The 20% additional volume is to be gained by increasing the surface area of the ponded surface. Increasing the depth of the basin to gain the additional storage will not be approved, as this will alter the designed stage-storage- discharge relationship of the model.

The maximum slope of batters in grassed areas is to be 1 in 4. The minimum surface slope is 1.5%, with the absolute minimum being 1.0%.

Sub-soil drainage must be provided around the outlet to prevent the ground becoming saturated during prolonged wet weather.

Where the storage is to be located in an area where frequent ponding could create maintenance problems or personal inconvenience to property owners, the first 5% of the storage volume must be provided in a pit. The next 15% must be provided in an area able to tolerate frequent inundation, for example, a small underground tank in conjunction with a paved outdoor entertainment area. A check using the ILSAX model to confirm that the 3-month design storm will occupy the first 5% of storage volume and the 63.21% AEP design storm will occupy the first 20% of the storage, will be sufficient. Generally, all grassed/landscaped areas would require the first 5% of the storage to be contained within the pit and the next 15% storage to be in a tolerable, frequently wettable zone. This is to be assessed at the discretion of Council.

The structural adequacy of any retaining walls, including any hydrostatic loads caused by full storage must be checked. The retaining walls are to be constructed as waterproof masonry walls.

9.10.6 Storage in Driveways and Carparks

Carparks and driveways used as storage areas must be located externally to all buildings and structures. To avoid damage to vehicles, depths of ponding on driveways and carparks are not to exceed 200 mm under design conditions. Transverse paving slopes within storage areas must not be less than 0.7%.

If the storage is to be provided in a commonly used area where ponding will cause inconvenience (e.g. carparks), this area should not, on average, flood more than once every three months. This will require approximately the first 5% of the storage to be provided in a non-visual area, e.g. an underground pit.

9.10.7 Compliance

If Council issues the Construction Certificate for the OSD system then, on completion of the Works, the system must be certified by a suitably qualified and experienced Civil Engineer, who has membership to the Institution of Engineers Australia and National Engineering Register (NER), with Works-As-Executed drawings supplied to Council in respect of:

- a) Compliance with the development application.
- b) Intended purpose of the storage structure, that is, the structure has been designed to comply with all relevant Australian Standards and Codes.
- c) The Works have been constructed in accordance with the approved drawings. Where 'approved drawings' are those that bear Council's approval stamp. The Certification shall read "I have carried out all inspections necessary to declare that the work nominated in drawing No.XXX, have been carried out in accordance with the approved plans and specifications, and the conditions of development consent". Such certification shall be signed and dated.
- d) The Works-As-Executed drawings are to be prepared by a Registered Surveyor and submitted to Council, to include all relevant levels, reduced to Australian Height Datum and locations including:
 - i) invert levels
 - ii) surface or pavement levels
 - iii) floor levels including adjacent property floor levels, if required
 - iv) maximum water surface level for 1% AEP storm
 - v) dimensions of basin(s), tank(s), pit(s), etc.
 - vi) locations of basins and distances from building and boundaries
 - vii) storage volume(s) provided
 - viii) size of the Orifice.

If the Applicant chooses to have an Accredited Certifier prepare the Construction Certificate, then certification of the works must be provided by the Accredited Certifier including the submission of Works-As-Executed drawings in respect of the above points a) to d).

A copy of the Works-As-Executed drawings must be lodged for Council's records.

9.10.8 Plaque

At Council's discretion, identification of the OSD system(s) may be required. Identification in the form of a plaque attached near the system and clearly displayed will be required. This would generally be necessary for large basins.

If required, a plaque measuring no less than 400 mm x 200 mm shall be attached permanently and prominently displayed within the vicinity of the OSD system(s). This plaque shall advise the occupants of the property of the existence of the OSD system(s) and that the controlling device must not be tampered with, changed or modified in any manner without prior written consent from Council.

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10.0 Flood Risk Management

Council manages flood prone land in accordance with the Flood Risk Management Process as outlined in the NSW Government Floodplain Development Manual, 2005 with the aim of producing Floodplain Risk Management Plans for the Northern Beaches LGA.

Through strategic and operational outcomes, Council aims to reduce the impact of flooding and reduce private and public losses resulting from floods.

10.1 Flood risk Management Objectives

The specific flood risk management objectives of this Policy are:

- a) To increase public awareness of the hazard and extent of land affected by all potential floods, including floods greater than the 1% AEP flood
- b) To ensure the flood risk associated with development is minimised
- c) To manage the risk to life, damage to property and impacts on the natural environment caused by flooding and inundation by controlling development on flood prone land
- d) To ensure the development is compatible with the flood risk through the application of risk-based controls that take into account social, economic, ecological and design considerations
- e) To ensure that proposed development does not expose existing development to increased risks associated with flooding
- f) To ensure that effective development controls apply so that development is carried out in accordance with these objectives and the requirements of this policy
- g) To ensure that the preparation of flood related information required to be lodged is carried out by suitably qualified professionals with appropriate expertise in the applicable areas of engineering.

10.2 Strategic Flood Risk Management Activities

Council undertakes both strategic and operational actions in the management of the floodplain. At the strategic level, Council undertakes the following actions.

10.2.1 Risk Assessment and Management

Council will identify, map and manage flood prone land in accordance with the Flood Risk Management Process. This involves undertaking Flood Studies, Floodplain Risk Management Studies and Floodplain Risk Management Plans with the aim of adopting and implementing plans for the entire LGA. Recommended floodplain management options will be investigated in detail and implemented in a priority order in accordance with available resources.

10.2.2 Land Use Planning

Council will maintain a framework of Local Environmental Plans and Development Control Plans to provide appropriate flood risk protection measures. The flood related development controls will contain provisions to manage the flood risk to both life and property. Planning proposals seeking to rezone land will be assessed in accordance with the NSW State Government's Ministerial Direction 9.1 – 4.3 Flood Prone Land and must demonstrate that the flood risk to future occupants and structures can be appropriately managed through the available legislative framework.

10.2.3 Combat Agencies

Communication and relationships with relevant combat agencies will be fostered and strengthened through the sharing of flood intelligence, establishment of partnership projects and informing the development of Local Flood Plans and other emergency incident management plans. Strategies for

improvement in incident response and shared incident response methodologies will be implemented where relevant.

10.2.4 Climate Change

The Northern Beaches is expected to be particularly affected by the impacts of climate change. Council recognises the importance of climate change adaptation and will investigate the impacts of climate change in flood risk projects in accordance with the best available data, science and policy. Changes to climate change policy or practice will be implemented on an iterative basis to reflect the current best advice/information.

10.2.5 Community Engagement

Council recognises the importance of community engagement in achieving good governance and well understood and accepted outcomes. Engagement on flood risk projects will be undertaken in accordance with the Northern Beaches Council Community Engagement Policy and Matrix. Public exhibitions of flood studies will be accompanied by opportunities to meet with staff on a personal level to discuss issues. Flood risk awareness through engagement is recognised as a strategic priority.

10.2.6 Flood Monitoring Program

Effective flood warning and response can reduce the impacts of flooding. Council operates a series of flood monitoring stations and a publicly accessible flood warning webpage known as the Northern Beaches Flood Information Network. Council proactively monitors weather and potential flooding conditions. Council will continue to investigate and implement improvements to the flood warning system to better prepare for and respond to flood events.

10.3 Operational Flood Risk Management Activities

At the strategic level, Council undertakes the following actions:

10.3.1 Risk Response

Council undertakes a number of risk response measures to reduce the impacts of flooding. This includes mechanically opening the entrances of Manly, Curl Curl, Dee Why and Narrabeen Lagoons at defined trigger levels. Council also maintains the water level of Manly Dam at 34.1m AHD to provide flood storage during severe storms.

10.3.2 Education

Council in conjunction with the NSW SES will prepare and implement education strategies to build community resilience to flood and coastal storms. Such strategies will improve the capacity of the Northern Beaches community to prepare, respond and recover from major flood and storm events and learn from their experiences to improve future preparedness.

10.3.3 Mitigation Works

Floodplain Risk Management Plans will investigate a range of floodplain management options to reduce the impacts of flooding in individual catchments. This may include property modification options such as development controls, voluntary purchase or voluntary house raising however often a Plan may recommend the delivery of flood mitigation works. Council will investigate and implement mitigation works in accordance with the Floodplain Risk Management Process and priority rankings. Council undertakes the Narrabeen Lagoon Entrance Clearance Works on a 3-5 year schedule to promote an increase in the duration in which Narrabeen Lagoon is open and to reduce the severity of flooding impacts.

10.3.4 Development Applications

Applications for development on flood prone land will be assessed according to the legislative framework of Local Environment Plans, Development Control Plans and any supporting

documentation including policies. Appropriate controls will be applied to ensure that future occupants of the floodplain are not subject to an unacceptable level of flood risk.

10.3.5 Planning Certificates

Question 7A of a Planning Certificate identifies whether flood related development controls apply to individual properties. Following the release of publicly available flood information, the answer to Question 7A will be amended to reflect whether flood related development controls now apply to subject properties. Part (5) Planning Certificates will be amended to reflect when flood studies are in progress but not yet adopted by Council.

10.3.6 Provision of Data to the Public

- a) A Flood Information Report is available from Council (refer Council's fees and charges).
- b) Council will provide the 1% AEP, FPL and PMF levels for a specific property where available.
- c) Flood level information may be subject to change in the future.
- d) For large-scale developments or developments in key flood areas, applicants may be requested to use Council's hydraulic model to assess the impacts. This would be applicable only for a development that is likely to cause a change in the flood regime or requires confirmation that it will create no impact on flooding for neighbouring properties. Hydraulic models are available from Council (refer Council's fees and charges) and recipients will be required to complete the appropriate Data Use Agreement.

11.0 Overland Flow Flooding

Overland flow differs from mainstream flooding from creeks or lagoons as they are usually generated from surface run off and overflows from kerbs and smaller pipes, to more serious overland flows involving exceedance in the capacity of major trunk drainage systems.

11.1 Identifying Overland Flows

To determine if the subject property is affected by overland flow, a Civil Engineer who is currently registered on the National Engineering Register (NER), should be engaged to investigate and verify whether the subject property is affected by overland flows during a 1% AEP even. [Council's Stormwater Planning Maps](#) may assist identifying Council drainage in the vicinity of the property.

11.2 Development on Land Subject to Overland Flows

- a) For development on properties subject to overland flow that has not been identified as being flood affected must comply with flood related development controls in the relevant planning instruments.
- b) Overland flow paths designed to contain a 1% AEP storm flow are to be provided over all pipelines that are not designed to cater for this flow. The design of the overland flow path must consider the velocity-depth hazard.
- c) An overland flow path shall be defined, and not impeded, even where the 1% AEP storm flows can be maintained within the underground-piped drainage system.
- d) Overland flow paths are to be kept free of obstruction and must not be landscaped with loose material that could be removed during a storm event, such as wood chip or pine bark.

11.3 Subdivisions on Lots Affected by Overland Flow

Proposed land subdivisions of lots affected by overland flow will not be approved unless the applicant can demonstrate that future development can comply with the requirements of the relevant planning instruments.

11.4 Piping Overland Flows

Developments proposing the collection and piping of overland flow through the subject property will generally not be permitted. Where an existing Council pipeline is to be diverted and/or upgraded, the design is to be in accordance with Section 6 of this Policy.

12.0 Compliance

Council will apply the [Compliance and Enforcement Policy](#) for the investigation of alleged unlawful activity, and any enforcement action required in relation to unlawful activity, within the Northern Beaches LGA for which Council is the appropriate regulatory authority.

12.1 Audit of Water Management Requirements

Council may undertake audits of developments to ensure the requirements of this Policy and the development consent are met at all times. For any non-compliances identified, Council will apply the provisions of the [Compliance and Enforcement Policy](#).

12.2 Complaints Relating to Private Property

Complaints relating to stormwater from private property are only investigated by Council:

- a) after the parties have exhausted reasonable attempts to resolve the matter with each other
- b) when there is sufficient evidence that the water has caused, or is likely to cause significant soil erosion or physical damage to a building or land.

Council will not take action, when:

- a) water flow problems are caused by natural ground seepage
- b) water flows naturally onto the property from a higher property (or properties)
- c) water flows from a defective or blocked private inter-allotment drainage easement of which the complainant is a part. Private inter-allotment easements are the responsibility of all property owners who are burdened by and/or benefited by the easement
- d) water overflows from a swimming pool due to rainfall.

12.3 Removal of Private Trees Threatening Council Stormwater Pipes

To protect Council's stormwater pipes from blockage or structural damage by trees on private land, landowners may be required by Council to remove any tree adjacent to the pipes when it is apparent that the tree's root system has, or is likely to, penetrate the pipeline joints. If the owner refuses to do this after reasonable notification from Council, the owner is to bear the cost of any future maintenance work on the pipeline due to tree root damage.

Removal of private trees threatening Council stormwater pipes are to be conducted according to the following principles:

- a) Identification of tree roots within the pipe system, by means of CCTV or visual inspection
- b) Removal of root obstruction will be conducted only by the following means:
 - i) unobtrusive removal of tree root mass with no physical interference to the pipe
 - ii) excavation of the tree root mass at pipe location with minimal site disturbance
 - iii) full excavation and replacement of pipe section in accordance with Auspec1 Design Manual.
- c) Where a tree is required to be removed on private property and it is not an exempt species, a Tree Removal and Tree Pruning application must be submitted to Council by the owner of the property.
- d) Tree removal will be at owner's expense.

- e) In circumstances where Council may need to be the applicant for the Tree Removal and Tree Pruning Application, Council will need to obtain the owner's consent and sign off of the application.

References and related documents

- Conveyancing Act 1919
- Environmental Planning and Assessment Act 1979
- Environmental Planning and Assessment Amendment (Building Sustainability Index: BASIX) Regulation 2004
- Local Government Act 1993
- Environment Protection and Biodiversity Conservation Act 1999
- Protection of the Environment Operations Act 1997
- Water Management Act 2000
- Biodiversity Conservation Act 2016
- Northern Beaches Council Compliance and Enforcement Policy 2018
- Water by Design Technical Guidelines
- Warringah Local Environment Plan 2000
- Warringah Local Environment Plan 2011
- Warringah Development Control Plan 2011
- Manly Local Environment Plan 2013
- Manly Development Control Plan 2013
- Pittwater Local Environment Plan 2014
- Pittwater Development Control Plan 2003

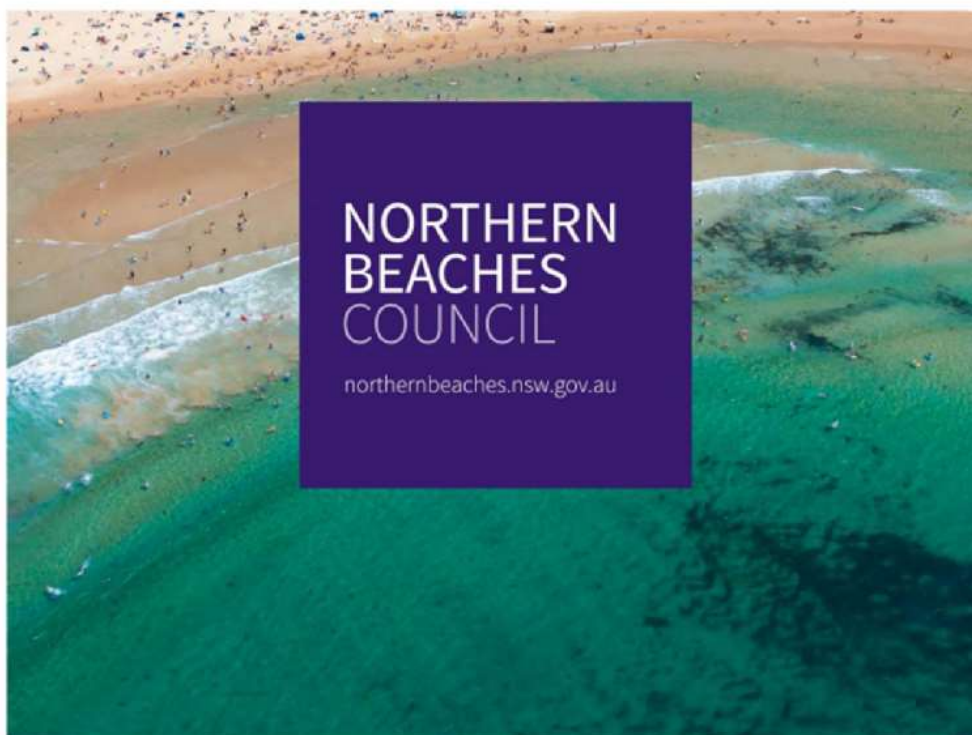
Appendixes

Appendix 1 [Northern Beaches Council WSUD & MUSIC Modelling Guidelines](#)

alluvium

Northern Beaches Council

WSUD & MUSIC Modelling Guidelines



Appendix 2 Sample Easement Letter

Dear

I/we
are proposing to redevelop our property at

Before we can proceed with this proposal Council has advised us that we have two options for the drainage of stormwater. Council's preferred method is to obtain a drainage easement to convey the stormwater runoff from our property to the nearest public stormwater drainage infrastructure or Council approved discharge point,

being

This will require you to grant me/us a drainage easement through your property with all legal and survey costs for the creation of the easement being borne by us, together with any consideration for the use of your property as determined by an independent valuation or agreement. (Attach independent valuation or agreement to this form)

The alternative is to install an underground absorption system or level spreader (if appropriate for this site) to spread and disperse the stormwater flow. As the runoff and seepage from this system may flow towards your property because of the slope of the land, the best solution would be to have a drainage system that will convey our stormwater via an inter-allotment drainage

pipe to

You are advised that if Council determines that the only way to drain stormwater is via an easement through your property, I/we may have to use Section 88K of the Conveyancing Act 1919 to request the Supreme Court to grant me/us the drainage easement. This will probably result in legal expenses and time spent for both you and I/us.

Could you please indicate your position regarding this matter so that we can advise Council to enable our application to progress.

YES I/we are willing to grant you a drainage easement.

.....
Name Address

NO I/we are not willing to grant you a drainage easement.

.....
Name Address

Appendix 3 On-site Absorption Design Guideline

a) A consulting geotechnical engineer must submit a geotechnical report providing the following details (where applicable) for the proposed location of the absorption/dispersal trench:

- i) Depth to rock
- ii) Depth to the water table
- iii) Measured infiltration rate (in litres/square metres/second)
- iv) Infiltration rate that can be maintained in the long term
- v) Minimum distance any infiltration system should be located clear of property boundaries
- vi) Whether the use of infiltration is likely to cause seepage problems to the proposed structure or to any adjoining properties
- vii) The use of any waterproofing to protect underground areas
- viii) Any special requirements for the design of walls or footings on the site.

The above information must be submitted to Council to determine whether any absorption system is permitted for the site.

- b) The absorption pit is to be designed for a 2% AEP storm using DRAINS computer software based on the infiltration rate that can be maintained in the long term. An overflow mechanism in the form of a level spreader must be provided for all storms greater than the 2% AEP storm, up to and including the 1% AEP storm. The overflow mechanism is required to minimise overland flow disturbance to the lower property.
- c) The roof guttering and downpipe system should be designed to collect the 2% AEP design rainfall and pipe it to the absorption system, or alternatively provide for surface collection of guttering overflows into the absorption system.
- d) A site plan showing the location of absorption pit(s) relative to fences and to the buildings on-site and on neighbouring properties must be provided. The pipe layout with sizes and grades is also to be shown. Drainage calculations must be submitted with the plans.
- e) Where a high water table is encountered and a gravel filled trench design is proposed, the base of the trench should be at least 500mm above the water table to accommodate fluctuations of the groundwater.
- f) When considering available storage volumes for the storage design methods, a maximum of 20% voids in the base aggregate may be used. Volumes in the end pits and the Everglas Trench systems may also be used.
- g) The absorption pit should not be located within three metres of the side or rear boundary, or three metres from any on-site building or neighbouring buildings.

Appendix 4 Level Spreader Design Guideline

- a) Level spreader is to be designed by a suitably qualified and experienced Civil Engineer, who has Membership to the Institution of Engineers Australia.
- b) Stormwater flows from the whole site are to be restricted for all storm events up to and including the 1% AEP storm event. This system will require the provision of an on-site stormwater detention system.
- c) Total discharge including bypass flows and controlled flows through the level spreader must not exceed the 20% AEP state of nature storm event.
- d) The level spreader should not be located within three metres of the side or rear boundary, or three metres from any on-site building or neighbouring buildings.
- e) The level spreader ideally is to be located as far as possible from the downstream boundary.
- f) Level spreader must not directly or indirectly, result in the concentration and increase of surface flows downstream of the property.

Appendix 5 - Guidelines for CCTV Investigations of Council Stormwater Assets

This guideline is intended to provide advice to applicants on Closed Circuit Television (CCTV) Investigation of Council Stormwater Assets.

What is a CCTV Report for a Council Stormwater Asset?

A Closed Circuit Television (CCTV) Report for a Council Stormwater Asset consists of internal video footage of the infrastructure (provided as a digital file on USB or through sharing) and a hard copy report which is prepared to enable Council to assess the impacts of development upon Council Stormwater Assets, such as stormwater drainage pipelines. Council uses a CCTV Report for Council's Stormwater Assets to adequately assess potential damage that may have occurred to Council owned and maintained stormwater infrastructure and to assess the construction / condition of any new stormwater infrastructure that will be handed over to Council's care and control as part of a development.

When is a CCTV Report for Council Stormwater Asset Required?

A CCTV Report for Council Stormwater Asset is required for:

- a) Any development works located within the vicinity of a Council Stormwater Asset on public or private land and may be required as a condition of development consent. Generally, a CCTV report is required for stormwater lines longer than 10m in length
- b) Any new stormwater infrastructure that has been constructed as part of a development and will be handed over to Council's care and control.

Technical Requirements of a CCTV Report for Council Stormwater Asset

CCTV reports are to be as follows:

- a) The survey is to be undertaken using a suitably sized tractor mounted CCTV camera for the pipe size to ensure the camera is close to the centre of the pipe
- b) 360 degree panning is required at every pipe joint with inspections also required at lifting holes
- c) The video footage is to be in focus
- d) Each pipe reach report is to have a cover page outlining the "from pit" and "to pit" numbers, pipe diameter, direction of survey, location, and date (Pit numbers to be obtained from Council's Natural Environment Unit or available on Council's webpage – Stormwater Maps)
- e) A new survey is required for each pipe reach
- f) File format to be **mpeg**
- g) The Electronic file name for each pipe reach report should be labelled using the following naming convention:
 - 'Pit number' to 'Pit number'_Date

Example: A survey from Pit no. SPP00001 to SPP00002 carried out on 1 August 2009

Should be named as follows: SPP00001_SPP00002_010809.mpg.

NOTE: Northern Beaches Council has its own pit numbering system. Pits labelled A or B etc. will not be accepted. Pit numbers to be obtained from Council prior to undertaking works.

Other General Requirements of Reporting

All reports are to be professionally prepared and provide details of the author.

For further information contact Council's Environment and Climate Change Unit on
1300 434 434 or via email council@northernbeaches.nsw.gov.au

DRAFT

Appendix 6 - Guideline for Preparing a Dilapidation Survey of Council Stormwater Assets

This guideline is intended to provide advice to applicants on preparing a Dilapidation Survey for Council Stormwater Assets.

What is a Dilapidation Survey for Council Stormwater Assets?

A Dilapidation Survey for Council Stormwater Assets is a document, which is to be prepared to determine the condition of Council's Stormwater Asset both before and after construction. A Closed Circuit Television (CCTV) inspection may be required to determine this condition. This allows Council to determine if there is any damage to Council's stormwater infrastructure caused by development works.

When is a Dilapidation Survey for Council Stormwater Assets Required?

A Dilapidation Survey for Council Stormwater Assets is required for any development works located within the vicinity of a Council Stormwater Asset on public or private land and may be required as a condition of development consent.

The pre-construction Dilapidation Survey of Council's Stormwater Asset must be submitted to Council prior to Construction, or as required by conditions of consent for any stormwater infrastructure that may be impacted upon during construction. This is to clearly identify to Council any existing damage to Council stormwater infrastructure before commencement of the development.

Copies of pre-construction Dilapidation Surveys are to be available on site for inspection until practical completion is reached.

Final post-construction Dilapidation Surveys are to be submitted to Council prior to the release of any bonds. All costs incurred in achieving compliance with these requirements shall be borne by the person entitled to act on a development consent.

Requirements of a Dilapidation Survey for Council Stormwater Assets

Dilapidation Surveys for Council Stormwater Assets are to include the following:

- a) Photographs and written records identifying any damage to Council's stormwater infrastructure prior to construction
- b) Photographs and written records identifying any damage to Council's stormwater infrastructure post construction
- c) Closed Circuit Television (CCTV) footage - provided as a digital file, on USB or through sharing, and hard copy report (pre and post construction) in accordance with Council's guidelines for CCTV requirements.

Other General Requirements of Reporting

All reports must be professionally prepared and provide details of the author.

For further information contact Council's Environment and Climate Change Unit on 1300 434 434 or via email council@northernbeaches.nsw.gov.au

Appendix 7 - Guideline for Preparing Works-as-Executed Data for Council Stormwater Assets

This guideline is intended to provide advice to applicants on Preparing Works-As-Executed Data for Council Stormwater Assets.

What are Works-As-Executed Data for Council Stormwater Assets?

Works-As-Executed Data Requirements for Council Stormwater Assets consists of a Works-As-Executed plan (dwg file), a spreadsheet and a Closed Circuit Television (CCTV) Report (refer to Guideline for CCTV investigations of Council stormwater assets) which is to be prepared to enable Council to update records and note variations to Council Stormwater Assets.

When is Works-As-Executed Data for Council Stormwater Assets Required?

Works-As-Executed Data for Council Stormwater Assets is required following development works which modify Council's stormwater assets or create new stormwater assets that will be handed over to Council's care and control. Generally, this is imposed as a condition of development consent.

Technical Requirements for Works-As-Executed Data for Council Stormwater Assets

The Works-As-Executed Data is to be provided by a Registered Surveyor and should comply with the following:

- a) Level of accuracy:
 - i) X, Y coordinates (Easting; Northing) shall be +/- 0.05m
 - ii) X, Y (Easting; Northing) to GDA 94 Map Grid of Australia Zone 56 (MGA94)
 - iii) reduced level heights shall be +/- 0.01m
 - iv) reduced levels shall be in terms of Australian Height Datum (AHD)
- b) Appropriate formats:
 - i) Spreadsheet (.XLS);
 - ii) WAE electronic plan – Drawing (.DWG AutoCAD 2009 or earlier version)
 - iii) CCTV Report / footage DVD – (.MPEG)
- c) Deliverables:
 - i) One (1) soft copy of both the spreadsheet and plan on CD, one (1) scaled A1 paper copy plan of the Drawing, one (1) soft copy of the CCTV footage on DVD and one (1) paper copy of the CCTV report is to be provided to Council.

The detailed information required within these formats is detailed in Appendices 5-7.

Appendix 8 - SSR and PSD Tables

Table A8-1: SSR and PSD for various site areas with equal to or less than 60% impervious

total area of site	min. size of basin (SSR)	max. Q5 from existing site (PSD from basin)	max. Q100 from existing site	Max. overflow from basin
m ²	m ³	l/s	l/s	l/s
200	5.0	7	13	6
250	6.1	9	16	7
300	7.4	11	19	8
350	8.5	12	22	10
400	9.8	14	25	11
450	11.6	15	28	13
500	13.5	16	30	14
550	15.2	17	33	15
600	17.0	18	36	18
650	18.9	20	39	19
700	20.9	21	41	20
750	22.8	22	43	21
800	24.7	23	45	22
850	26.1	24	47	23
900	28.6	25	49	24
950	29.1	26	51	25
1000	30.5	27	53	26
1050	32.0	29	56	27
1100	33.5	30	58	28
1150	35.1	32	61	29
1200	36.6	33	63	30

Note: Maximum concentrated discharge to kerb and gutter is 20 l/s

650	18.9	20	39	19
700	22.9	20	41	21
750	25.8	20	43	23
800	28.6	20	45	25
850	31.7	20	47	27
900	34.7	20	49	29
950	37.8	20	51	31
1000	40.8	20	53	33
1050	44.2	20	56	36
1100	47.6	20	58	38
1150	50.9	20	61	41
1200	54.3	20	63	43

Table A8-2: SSR and PSD for various site areas with between 60 and 100% impervious

total area of site	min. size of basin (SSR)	max. Q5 from existing site (PSD from basin)	max. Q100 from existing site	Max. overflow from basin
m ²	m ³	l/s	l/s	l/s
200	5.5	7	13	6
250	6.8	9	16	7
300	8.2	11	19	8
350	9.5	12	22	10
400	10.9	14	25	11
450	12.9	15	28	13
500	15.0	16	30	14
550	17.0	17	33	15
600	19.0	18	36	18
650	21.1	20	39	19
700	23.3	21	41	20
750	25.4	22	43	21
800	27.5	23	45	22
850	29.1	24	47	23
900	30.8	25	49	24
950	32.4	26	51	25
1000	34.0	27	53	26
1050	35.7	29	56	27
1100	37.4	30	58	28
1150	39.1	32	61	29
1200	40.8	33	63	30

Note: Maximum concentrated discharge to kerb and gutter is 20 l/s

650	21.1	20	39	19
700	25.1	20	41	21
750	28.0	20	43	23
800	30.8	20	45	25
850	33.9	20	47	27
900	36.9	20	49	29
950	40.0	20	51	31
1000	43.0	20	53	33
1050	46.4	20	56	36
1100	49.8	20	58	38
1150	53.1	20	61	41
1200	56.5	20	63	43

Appendix 9 – Orifice Plate Table (Table 3)

PSD l/s	Depth of tank above centreline of orifice																				
	0.1	0.2	0.3	0.4	0.5	0.6	0.7	0.8	0.9	1.0	1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9	2.0	
2	55	46	42	39	37	35	34	33	32	31	30	30	29	28	28	28	27	27	26	26	Min. 100 mm diameter outlet pipe
3	67	57	51	48	45	43	41	40	39	38	37	36	36	35	34	34	33	33	32	32	
4	78	65	59	55	52	50	48	46	45	44	43	42	41	40	40	39	38	38	37	37	
5	87	73	66	62	58	56	54	52	50	49	48	47	46	45	44	44	43	42	42	41	
6	95	80	72	67	64	61	59	57	55	54	52	51	50	49	48	48	47	46	46	45	
7	103	87	78	73	69	66	63	61	59	58	57	55	54	53	52	51	51	50	49	49	Min. 150 mm diameter outlet pipe
8	110	93	84	78	74	70	68	65	64	62	60	59	58	57	56	55	54	53	53	52	
9	117	98	89	83	78	75	72	69	67	66	64	63	61	60	59	58	58	57	56	55	
10	123	104	94	87	82	79	76	73	71	69	68	66	65	64	63	62	61	60	59	58	
11	129	109	98	91	86	82	79	77	75	73	71	69	68	67	66	65	64	63	62	61	Min. 225 mm diameter outlet pipe
12	135	113	102	95	90	86	83	80	78	76	74	72	71	70	69	67	66	65	65	64	
13	140	118	107	99	94	90	86	83	81	79	77	75	74	73	71	70	69	68	67	66	
14	146	122	111	103	97	93	90	87	84	82	80	78	77	75	74	73	72	71	70	69	
15	151	127	115	107	101	96	93	90	87	85	83	81	79	78	77	75	74	73	72	71	
16	156	131	118	110	104	99	96	93	90	88	85	84	82	80	79	78	77	76	75	74	Min. 300 mm diameter outlet pipe
17	160	135	122	113	107	103	99	96	93	90	88	86	85	83	82	80	79	78	77	76	
18	165	139	125	117	110	106	102	98	95	93	91	89	87	85	84	83	81	80	79	78	
19	170	143	129	120	113	108	104	101	98	95	93	91	89	88	86	85	84	82	81	80	
20	174	146	132	123	116	111	107	104	100	98	96	94	92	90	88	87	86	85	83	82	
21	178	150	136	126	119	114	110	106	103	100	98	96	94	92	91	89	88	87	85	84	Min. 375 mm diameter outlet pipe
22	183	154	139	129	122	117	112	109	105	103	100	98	96	94	93	91	90	89	87	86	
23	187	157	142	132	125	119	115	111	108	105	102	100	98	97	95	93	92	91	89	88	
24	191	160	145	135	128	122	117	113	110	107	105	102	100	99	97	95	94	93	91	90	
25	195	164	148	138	130	124	120	116	112	109	107	105	102	101	99	97	96	94	93	92	
26	198	167	151	140	133	127	122	118	115	112	109	107	105	103	101	99	98	96	95	94	Min. 450 mm diameter outlet pipe
27	202	170	154	143	135	129	124	120	117	114	111	109	107	105	103	101	100	98	97	96	
28	206	173	156	146	138	132	127	122	119	116	113	111	108	106	105	103	101	100	99	97	
29	210	176	159	148	140	134	129	125	121	118	115	113	110	108	107	105	103	102	100	99	
30	214	179	162	151	143	136	131	127	123	120	117	115	112	110	108	107	105	104	102	101	
31	218	182	165	153	145	138	133	129	125	122	119	116	114	112	110	108	107	105	104	102	Min. 525 mm diameter outlet pipe
32	222	185	167	156	147	141	135	131	127	124	121	118	116	114	112	110	108	107	105	104	
33	226	188	170	158	150	143	137	133	129	126	123	120	118	116	114	112	110	108	107	106	
34	230	191	172	160	152	145	140	135	131	128	125	122	120	117	115	113	112	110	109	107	
35	234	194	175	163	154	147	142	137	133	129	126	124	121	119	117	115	113	112	110	109	
36	238	196	177	165	156	149	144	139	135	131	128	125	123	121	119	117	115	113	112	110	Min. 600 mm diameter outlet pipe
37	242	199	180	167	158	151	146	141	137	133	130	127	125	122	120	118	117	115	113	112	
38	246	202	182	170	160	153	148	143	139	135	132	129	126	124	122	120	118	116	115	113	
39	250	204	185	172	163	155	149	145	140	137	133	131	128	126	124	122	120	118	116	115	
40	254	207	187	174	165	157	151	146	142	138	135	132	130	127	125	123	121	120	118	116	
41	258	210	189	176	167	159	153	148	144	140	137	134	131	129	127	125	123	121	119	118	Min. 675 mm diameter outlet pipe
42	262	212	192	178	169	161	155	150	146	142	139	136	133	130	128	126	124	122	121	119	
43	266	215	194	180	171	163	157	152	147	144	140	137	134	132	130	128	126	124	122	121	
44	270	217	196	183	173	165	159	154	149	145	142	139	136	133	131	129	127	125	124	122	
45	274	220	198	185	175	167	161	155	151	147	143	140	138	135	133	131	129	127	125	123	
46	278	222	201	187	177	169	162	157	152	148	145	142	139	136	134	132	130	128	126	125	Min. 750 mm diameter outlet pipe
47	282	224	203	189	178	170	164	159	154	150	147	143	141	138	136	133	131	130	128	126	
48	286	227	205	191	180	172	166	160	156	152	148	145	142	139	137	135	133	131	129	128	
49	290	229	207	193	182	174	168	162	157	153	150	146	143	141	138	136	134	132	131	129	
50	294	231	209	195	184	176	169	164	159	155	151	148	145	142	140	138	136	134	132	130	

Min. 375 mm diameter outlet pipe

Min. 300 mm diameter outlet pipe

For orifice diameters less than 50 mm, a 90 mm diameter plastic pipe may be used as the outlet pipe from the basin.
Discharge allowed to kerb is not to exceed 20 l/s

Flow through the orifice is based on the equation

$$Q = C A \sqrt{(2 g H)} \times 10^3$$

$$d = \sqrt{(4 A / \pi)} \times 10^3$$

Q = the flowrate in litres per second

Where:

C = 0.6 for a circular, square cut edged orifice

H = the depth of ponding from the centreline of the orifice to the upper water surface level in metres

A = the area of the orifice in square metres

g = 9.81 metres per second per second (gravity)

π = 3.1416

d = the diameter of the orifice in millimetres

Appendix 10 – ILSAX Data

ILSAX rainfall files for 3 month year Annual
Recurrence Interval (ARI) storms

3 2 10
3 MONTH, 10 MINUTE ARI
1 2 -1 0 -0.3 0 375 0.3
1 5 2.5 3.0 1 1 0
1
5 10 5 .2 1
1 1 30.5
0
3 MONTH, 15 MINUTE ARI
-1 0 3.0
1
5 15 5 .2 1
1 1 24.0
0
3 MONTH, 20 MINUTE ARI
-1 0 3.0
1
5 20 5 .2 1
1 1 20.0
0
3 MONTH, 25 MINUTE ARI
-1 0 3.0
1
5 25 5 .2 1
1 1 17.4
0
3 MONTH, 30 MINUTE ARI
-1 0 3.0
1
5 30 5 .2 1
1 1 15.3
0
3 MONTH, 45 MINUTE ARI
-1 0 3.0
1
5 45 5 .2 1
1 1 10.8
0
3 MONTH, 1 HOUR ARI
-1 0 3.0
1
5 60 5 .2 1
1 1 7.8
0
3 MONTH, 1.5 HOUR ARI
-1 0 3.0
1
5 90 5 .2 1
1 1 7.0
0
3 MONTH, 2 HOUR ARI

-1 0 3.0
1
5 120 5 .2 1
1 1 5.5
0
3 MONTH, 3 HOUR ARI
-1 0 3.0
1
5 180 15 .2 1
1 1 4.5
0

ILSAX rainfall files for 1 year ARI storms

3 2 10
1 YEAR, 10 MINUTE ARI
1 2 -1 0 -0.3 0 375 0.3
1 5 2.5 3.0 1 1 0
1
5 10 5 .2 1
1 1 80
0
1 YEAR, 15 MINUTE ARI
-1 0 3.0
1
5 15 5 .2 1
1 1 67
0
1 YEAR, 20 MINUTE ARI
-1 0 3.0
1
5 20 5 1 1
1 1 58
0
1 YEAR, 25 MINUTE ARI
-1 0 3.0
1
5 25 5 1 1
1 1 52
0
1 YEAR, 30 MINUTE ARI
-1 0 3.0
1
5 30 5 1 1
1 1 47.4
0
1 YEAR, 45 MINUTE ARI
-1 0 3.0
1
5 45 5 1 1
1 1 38.0
0
1 YEAR, 1 HOUR ARI
-1 0 3.0

1
5 60 5 1 1
1 1 32.4
0
1 YEAR, 1.5 HOUR ARI
-1 0 3.0
1
5 90 5 2 1
1 1 25.7
0
1 YEAR, 2 HOUR ARI
-1 0 3.0
1
5 120 5 2 1
1 1 21.6
0
1 YEAR, 3 HOUR ARI
-1 0 3.0
1
5 180 15 2 1
1 1 17.0
0

ILSAX rainfall files for 5 year ARI storms

3 2 10
5 YEAR, 10 MINUTE ARI
1 2 -1 0 -0.3 0 -100 0.3
1 5 2.5 3.0 1 1 0
1
5 10 5 .2 1
1 5 130
0
5 YEAR, 15 MINUTE ARI
-1 0 3.0
1
5 15 5 .2 1
1 5 110
0
5 YEAR, 20 MINUTE ARI
-1 0 3.0
1
5 20 5 .2 1
1 5 97
0
5 YEAR, 25 MINUTE ARI
-1 0 3.0
1
5 25 5 .2 1
1 5 87
0
5 YEAR, 30 MINUTE ARI
-1 0 3.0
1
5 30 5 .2 1
1 5 80
0

5 YEAR, 45 MINUTE ARI
-1 0 3.0
1
5 45 5 .2 1
1 5 65
0
5 YEAR, 1 HOUR ARI
-1 0 3.0
1
5 60 5 .3 1
1 5 55
0
5 YEAR, 1.5 HOUR ARI
-1 0 3.0
1
5 90 5 .3 1
1 5 44.0
0
5 YEAR, 2 HOUR ARI
-1 0 3.0
1
5 120 5 .3 1
1 5 37.0
0
5 YEAR, 3 HOUR ARI
-1 0 3.0
1
5 180 15 .3 1
1 5 29.1
0

ILSAX rainfall files for 20 year ARI storms

3 2 10
20 YEAR, 10 MINUTE ARI
1 2 -1 0 -0.3 0 375 0.3
1 5 2.5 3.0 1 1 0
1
5 10 5 1 1
1 20 166
0
20 YEAR, 15 MINUTE ARI
-1 0 3.0
1
5 15 5 1 1
1 20 142
0
20 YEAR, 20 MINUTE ARI
-1 0 3.0
1
5 20 5 1 1
1 20 125
0
20 YEAR, 25 MINUTE ARI
-1 0 3.0
1
5 25 5 1 1

1 20 112
0
20 YEAR, 30 MINUTE ARI
-1 0 3.0
1
5 30 5 1 1
1 20 104
0
20 YEAR, 45 MINUTE ARI
-1 0 3.0
1
5 45 5 1 1
1 20 85
0
20 YEAR, 1 HOUR ARI
-1 0 3.0
1
5 60 5 1 1
1 20 73
0
20 YEAR, 1.5 HOUR ARI
-1 0 3.0
1
5 90 5 2 1
1 20 58
0
20 YEAR, 2 HOUR ARI
-1 0 3.0
1
5 120 5 2 1
1 20 49.2
0
20 YEAR, 3 HOUR ARI
-1 0 3.0
1
5 180 15 2 1
1 20 38.7
0

ILSAX rainfall files for 50 year ARI storms

3 2 10
50 YEAR, 10 MINUTE ARI
1 2 -1 0 -0.3 0 375 0.3
1 5 2.5 3.0 1 1 0
1
5 10 5 1 1
1 50 193
0
50 YEAR, 15 MINUTE ARI
-1 0 3.0
1
5 15 5 1 1
1 50 168
0
50 YEAR, 20 MINUTE ARI
-1 0 3.0

1
5 20 5 1 1
1 50 147
0
50 YEAR, 25 MINUTE ARI
-1 0 3.0
1
5 25 5 1 1
1 50 132
0
50 YEAR, 30 MINUTE ARI
-1 0 3.0
1
5 30 5 1 1
1 50 122
0
50 YEAR, 45 MINUTE ARI
-1 0 3.0
1
5 45 5 1 1
1 50 100
0
50 YEAR, 1 HOUR ARI
-1 0 3.0
1
5 60 5 1 1
1 50 86
0
50 YEAR, 1.5 HOUR ARI
-1 0 3.0
1
5 90 5 2 1
1 50 69
0
50 YEAR, 2 HOUR ARI
-1 0 3.0
1
5 120 5 2 1
1 50 58
0
50 YEAR, 3 HOUR ARI
-1 0 3.0
1
5 180 15 2 1
1 50 46.1
0

ILSAX rainfall files for 100 year ARI storms

3 2 10
100 YEAR, 10 MINUTE ARI
1 2 -1 0 -0.3 0 -100 0.3
1 5 2.5 3.0 1 1 0
1
5 10 5 .2* 1
1 100 213
0

100 YEAR, 15 MINUTE ARI
-1 0 3.0
1
5 15 5 .2* 1
1 100 184
0
100 YEAR, 20 MINUTE ARI
-1 0 3.0
1
5 20 5 .2* 1
1 100 163
0
100 YEAR, 25 MINUTE ARI
-1 0 3.0
1
5 25 5 .2* 1
1 100 149
0
100 YEAR, 30 MINUTE ARI
-1 0 3.0
1
5 30 5 .2* 1
1 100 135
0
100 YEAR, 45 MINUTE ARI
-1 0 3.0
1
5 45 5 .2* 1
1 100 112
0
100 YEAR, 1 HOUR ARI
-1 0 3.0
1
5 60 5 .3* 1
1 100 96
0
100 YEAR, 1.5 HOUR ARI
-1 0 3.0
1
5 90 5 .3* 1
1 100 77
0
100 YEAR, 2 HOUR ARI
-1 0 3.0
1
5 120 5 .5* 1
1 100 65
0
100 YEAR, 3 HOUR ARI
-1 0 3.0
1
5 180 15 .5* 1
1 100 52
0

Appendix 11 – Time of Concentration

Table A11-1: Time of concentration for 20% AEP design storm grassed times of flow where $n^* = 0.33$

slope % length (m)	.5	1	2	3	4	5	6	8	10	12	14	16	18	20	25	30
5	6	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
10	10	8	6	5	5	5	5	5	5	5	5	5	5	5	5	5
15	13	10	8	7	6	6	6	5	5	5	5	5	5	5	5	5
20	16	13	10	9	8	7	7	6	6	5	5	5	5	5	5	5
25	19	15	12	10	9	8	8	7	7	6	6	6	6	5	5	5
30	22	17	13	11	10	10	9	8	7	7	6	6	6	6	5	5
35	25	19	15	13	12	11	10	9	8	8	7	7	7	7	6	6
40	27	21	16	14	13	12	11	10	9	9	8	8	8	7	7	6
45	30	23	18	15	14	13	12	11	10	9	9	8	8	8	7	7
50	32	25	19	17	15	14	13	12	11	10	9	9	9	8	8	7
55	35	27	21	18	16	15	14	12	12	11	10	10	9	9	8	8
60	37	28	22	19	17	16	15	13	12	12	11	10	10	10	9	9
65	39	30	23	20	18	17	16	14	13	12	12	11	11	10	10	9

Table A11-2: Time of concentration for 20% AEP design storm concentrated times of flow over driveways, pathways, through pipes, etc. for the remainder of the site where $n^* = 0.012$

slope % length (m)	.5	1	2	3	4	5	6	8	10	12	14	16	18	20	25	30
5	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
10	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
15	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
20	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
25	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
30	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1
35	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1
40	3	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1
45	3	2	2	2	1	1	1	1	1	1	1	1	1	1	1	1
50	3	2	2	2	1	1	1	1	1	1	1	1	1	1	1	1
55	3	3	2	2	2	1	1	1	1	1	1	1	1	1	1	1
60	3	3	2	2	2	2	1	1	1	1	1	1	1	1	1	1
65	4	3	2	2	2	2	2	1	1	1	1	1	1	1	1	1

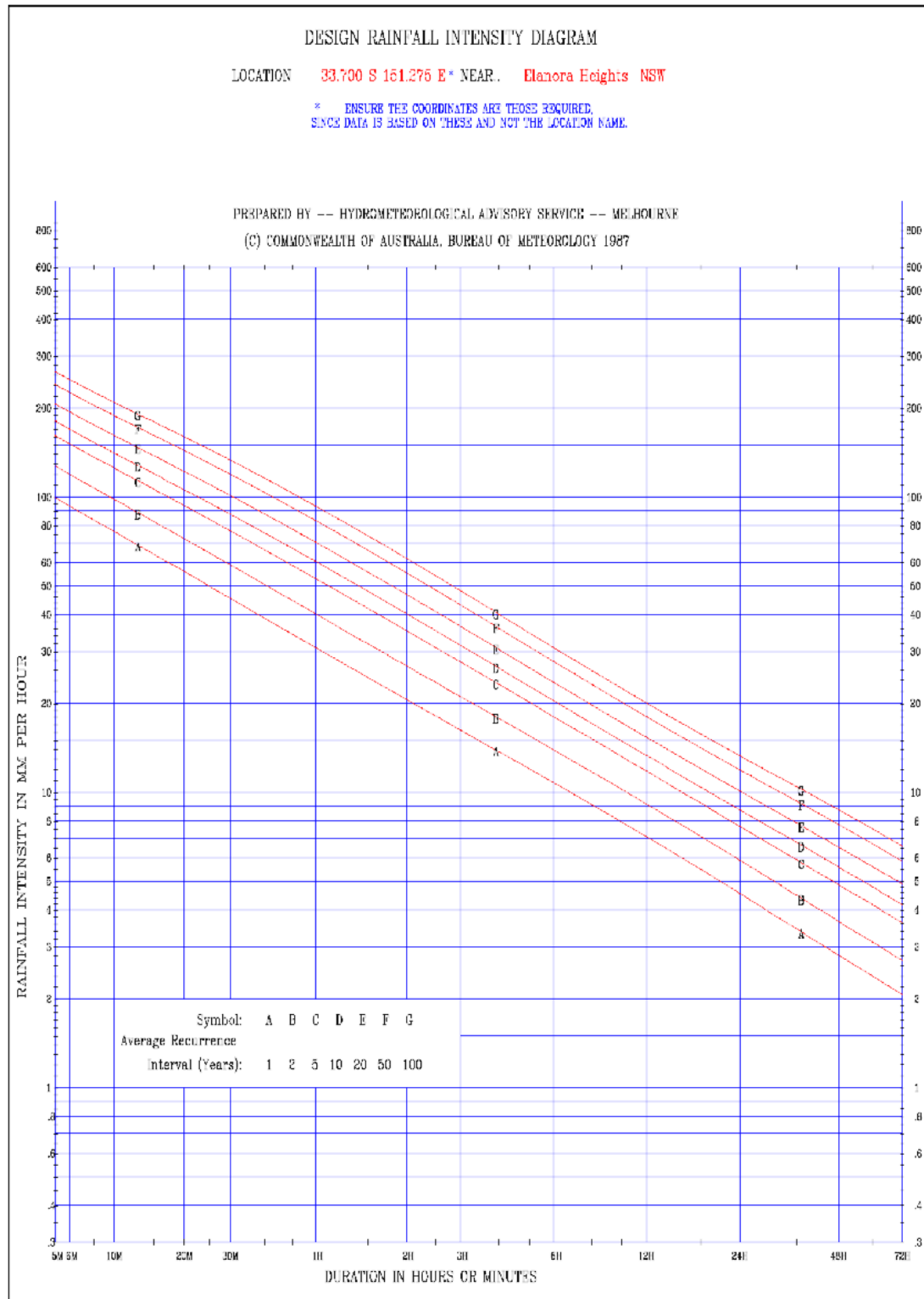
Table A11-3: Time of concentration for 1% AEP design storm grassed times of flow where $n^* = 0.33$

slope % length (m)	.5	1	2	3	4	5	6	8	10	12	14	16	18	20	25	30
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
10	7	6	6	5	5	5	5	5	5	5	5	5	5	5	5	5
15	10	8	7	6	5	5	5	5	5	5	5	5	5	5	5	5
20	13	10	8	7	6	6	5	5	5	5	5	5	5	5	5	5
25	15	12	9	8	8	7	6	6	5	5	5	5	5	5	5	5
30	17	13	10	9	8	8	7	6	6	5	5	5	5	5	5	5
35	19	15	12	10	9	9	8	7	7	6	6	6	5	5	5	5
40	21	16	13	11	10	9	9	8	7	7	6	6	6	6	5	5
45	23	18	14	12	11	10	9	9	8	7	7	7	6	6	6	5
50	25	19	15	13	12	11	10	9	9	8	8	7	7	7	6	6
55	26	21	16	14	13	11	11	10	9	8	8	7	7	7	6	6
60	28	22	17	15	13	12	12	11	10	9	9	8	8	8	7	7
65	30	23	18	16	14	13	12	11	10	9	9	8	8	8	7	7

Table A11-4: Time of concentration for 1% AEP design storm concentrated times of flow over driveways, pathways, through pipes, etc. for the remainder of the site where $n^* = 0.012$

slope % length (m)	.5	1	2	3	4	5	6	8	10	12	14	16	18	20	25	30
5	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
10	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
15	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
20	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
25	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
30	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
35	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
40	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1
45	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1
50	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1
55	3	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1
60	3	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1
65	3	2	2	2	1	1	1	1	1	1	1	1	1	1	1	1

Appendix 12 - Design Rainfall Intensity Table Diagram



Design Rainfall Intensity Table Diagram should be used if the following site conditions apply:

- a) The entire site drains to the front or to the rear of the property and the whole of the site was considered in all of the computations.
- b) The average slope of the site does not exceed 5%.
- c) The width of the site does not exceed 18m.
- d) The existing site impervious area is to be 0% of the total site area.
- e) The post-development impervious area is assumed to be equal to or less than 60% of the site area.
- f) The estimation of the time of concentration for the pre-developed site is to be assumed as grassed for the entire site - refer to Tables A11-1 to A11-4 (Appendix 11).
- g) Discharge from the OSD system must not be affected by any downstream tailwater levels from the receiving drainage system. That is, it must have a 'free outlet'.
- h) The volume of the tank was designed so that:
 - i) The maximum discharge through the orifice is equal to the 20% AEP (or 20 litres per second where concentrated discharge is to the kerb), and
 - ii) The basin surcharged at a rate equal to the difference between the 1% AEP and the 20% AEP (or 20 litres per second where concentrated discharge is to the kerb).
- i) Stormwater runoff for the total site prior to the development during the 1% AEP design stacked storm pattern is equal to the estimated flow after the development.
- j) The two design stacked rainfall patterns were used to determine the 20% AEP and 1% AEP flows. These rainfall patterns are shown in Figure 1.

Note: Where the site constraints vary from the above parameters, it is recommended that the Full Computation Method be used.

Appendix 13 – Simplified Method

The Simplified Method approach is set out below:

- a) The minimum SSR and the maximum PSD values are read from Tables A8-1 or A8-2 (Appendix 8).

Example: Site area = 600 m² and the total post-development impervious percentage is 80%, therefore from Table A8-2 gives PSD = 18 litres per second and SSR = 19.0 m³.

- b) The size of the outlet and orifice is read from Appendix 9.

The top line of the table refers to the maximum depth that the water will pond above the centre of the orifice. Knowing the PSD and depth of ponding, the size of the orifice and the size of the minimum outlet pipe can be obtained.

Example: PSD = 18 litres per second and the design maximum depth of ponding is 0.5 m, gives orifice size of 110 mm diameter with a 225 mm diameter outlet pipe. Outlet pipe size based on the greater of the minimum grade of 1% or 3 times the orifice outlet.

- c) Detention storage volume will be achieved by the use of a properly designed and constructed above ground storage or below ground tank.

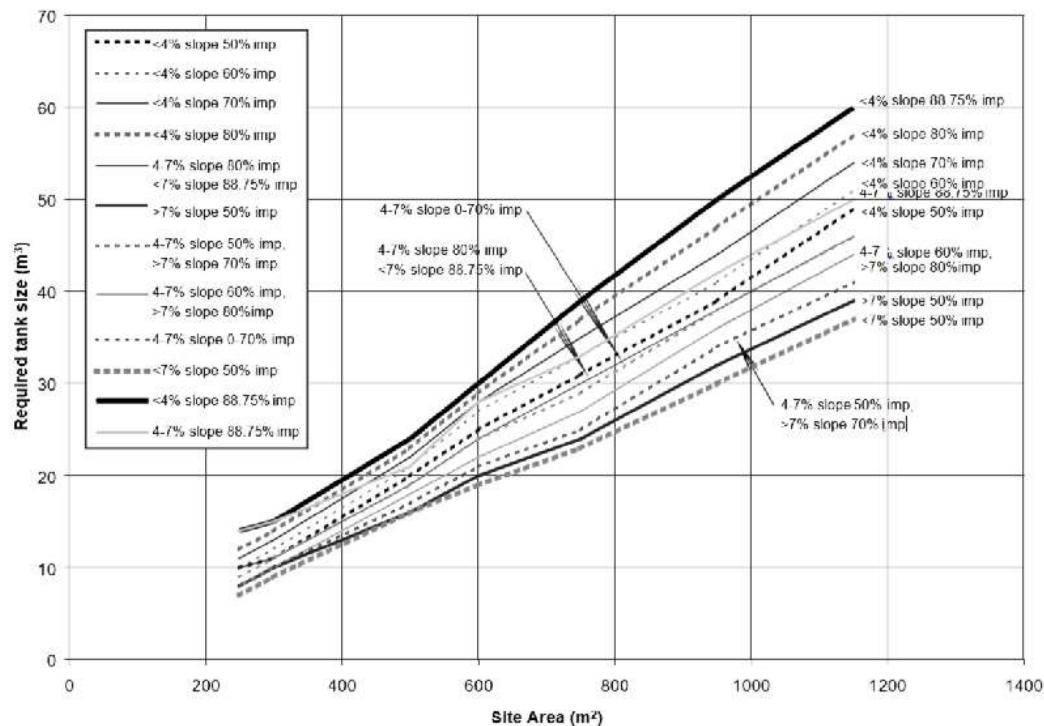
The dimensions of an underground tank will be dependent upon the maximum depth of ponding that the site will allow.

The dimensions of the tank, depth (D) x width (W) x length (L) should be equal to the minimum SSR determined.

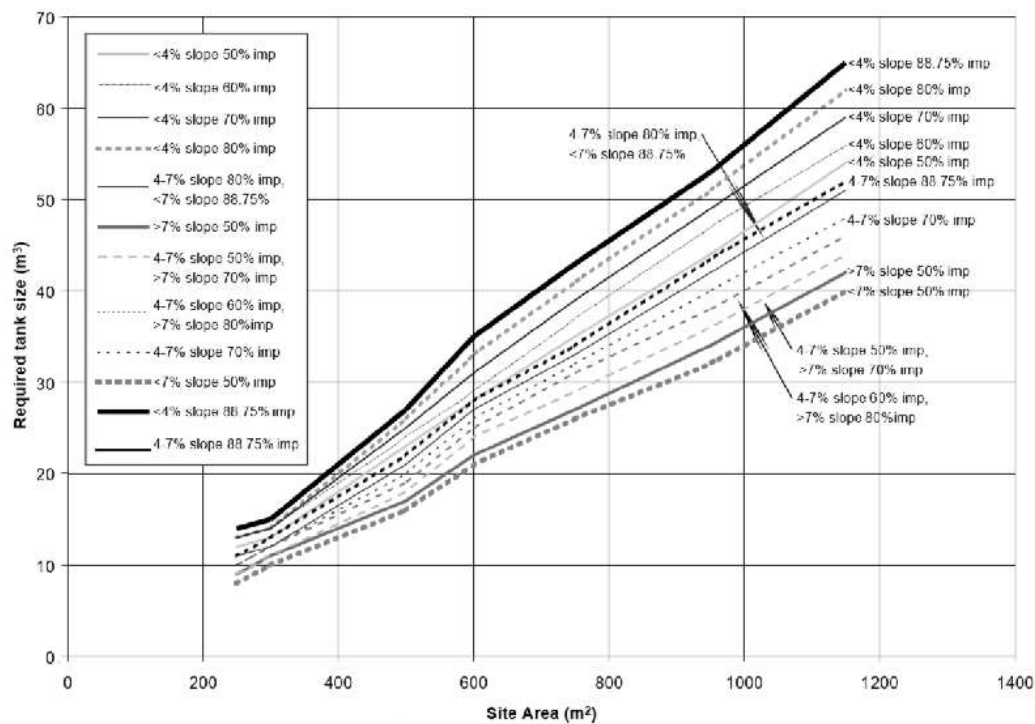
Example: SSR = 19.0 m³ and depth = 0.5 m, Therefore W x L x 0.5 = 19.0 m³ or W x L = 38.0 m²

- d) Values of W and L are independent. However, as the width approaches 3 m or more, the covering slab may become expensive to construct on site and pre-cast commercial tanks may be more economical. A suitably qualified professional Engineer will be required to design the covering slab.
- e) The minimum information required, as set out in Section 3, is to be supplied with the Application to Council.
- f) Design Rainfall Intensity Table Diagram (Appendix 12) applies only to the total area of the site. Dividing the original site area into smaller allotments and then using the tables in Appendix 8, is not acceptable. PSD and SSR values shall be determined on the original lot size, which can be proportioned down to the new allotment size.

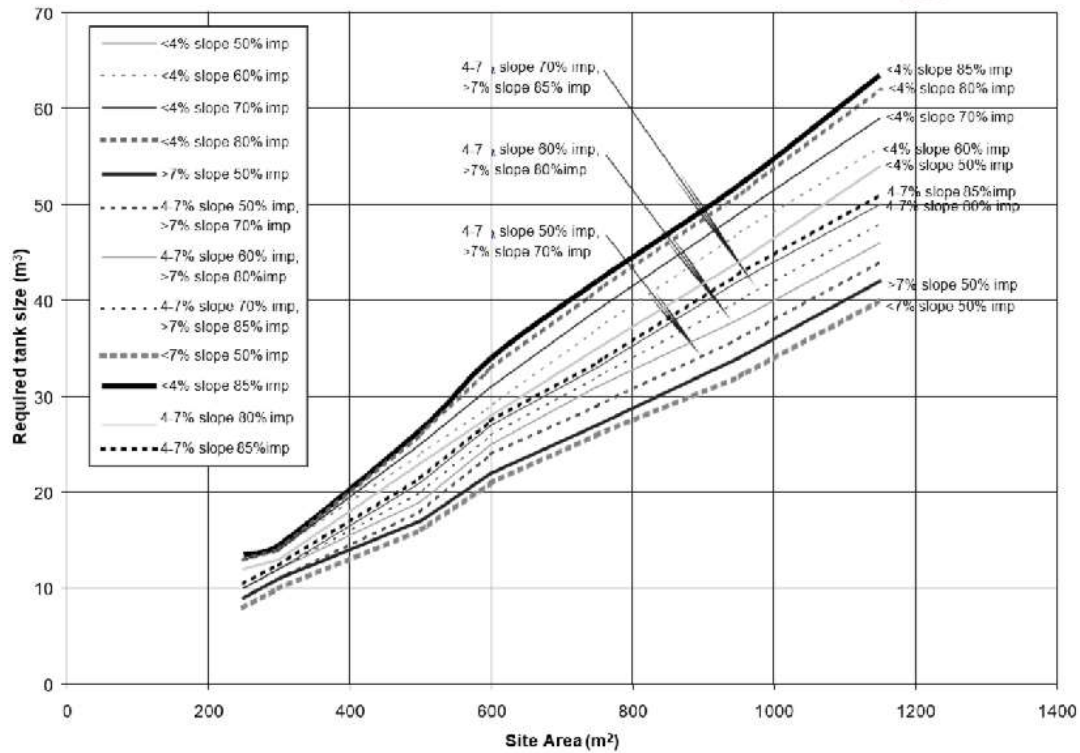
Appendix 14 – Region 3 Design Graphs



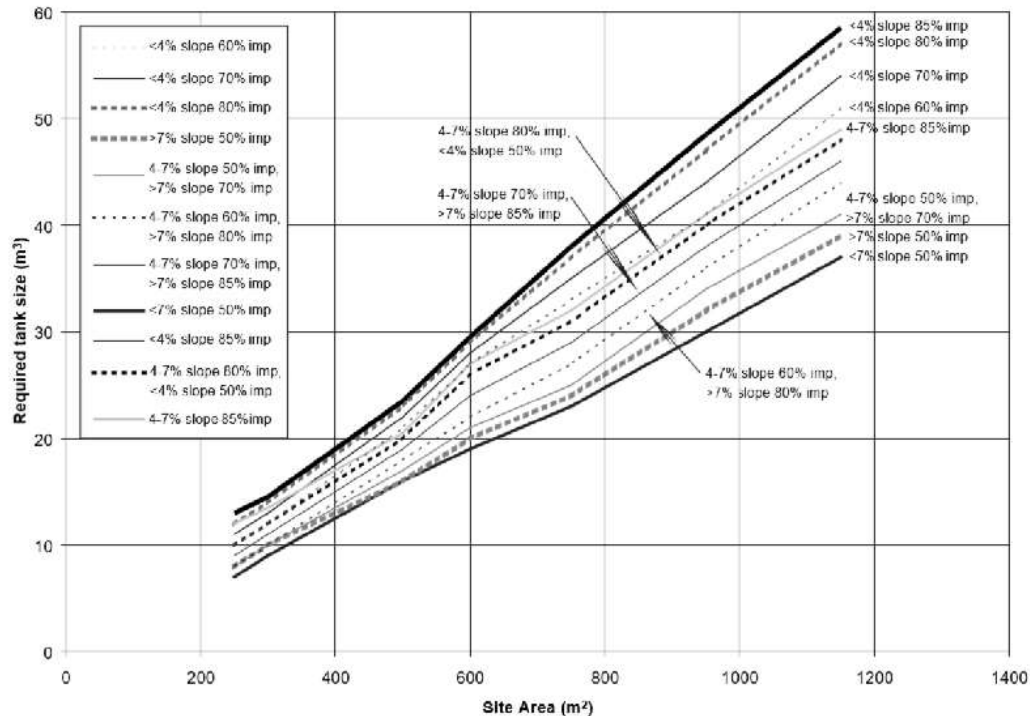
Density subzone 1—35% predeveloped impervious area



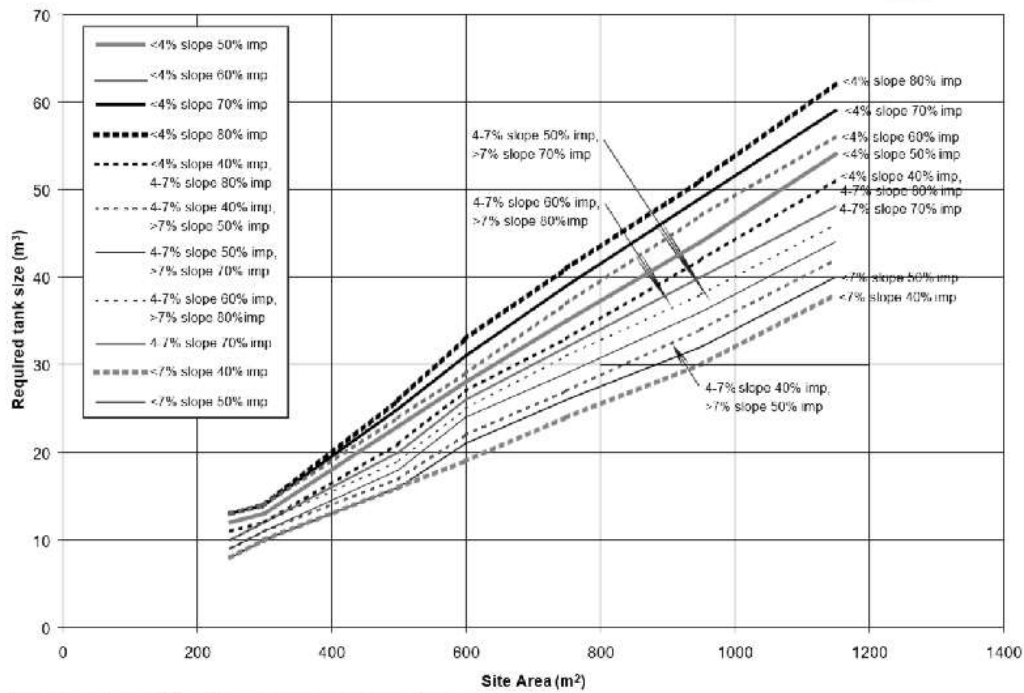
Density subzone 1—0% predeveloped impervious area



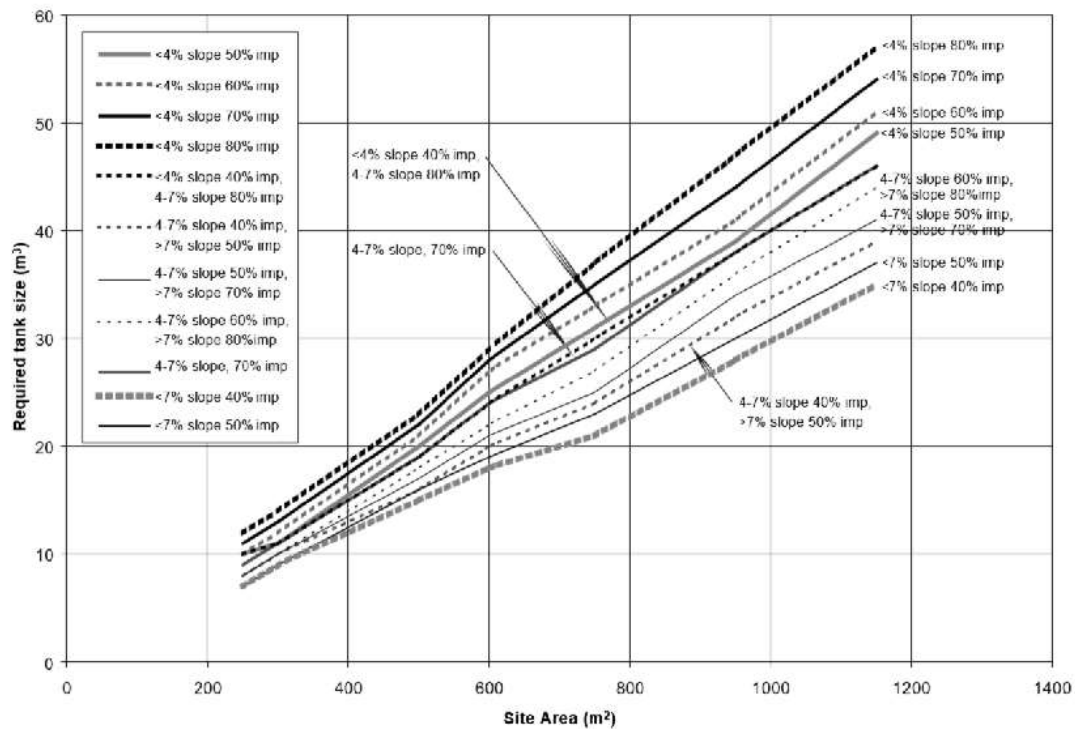
Density subzone 2—0% predeveloped impervious area



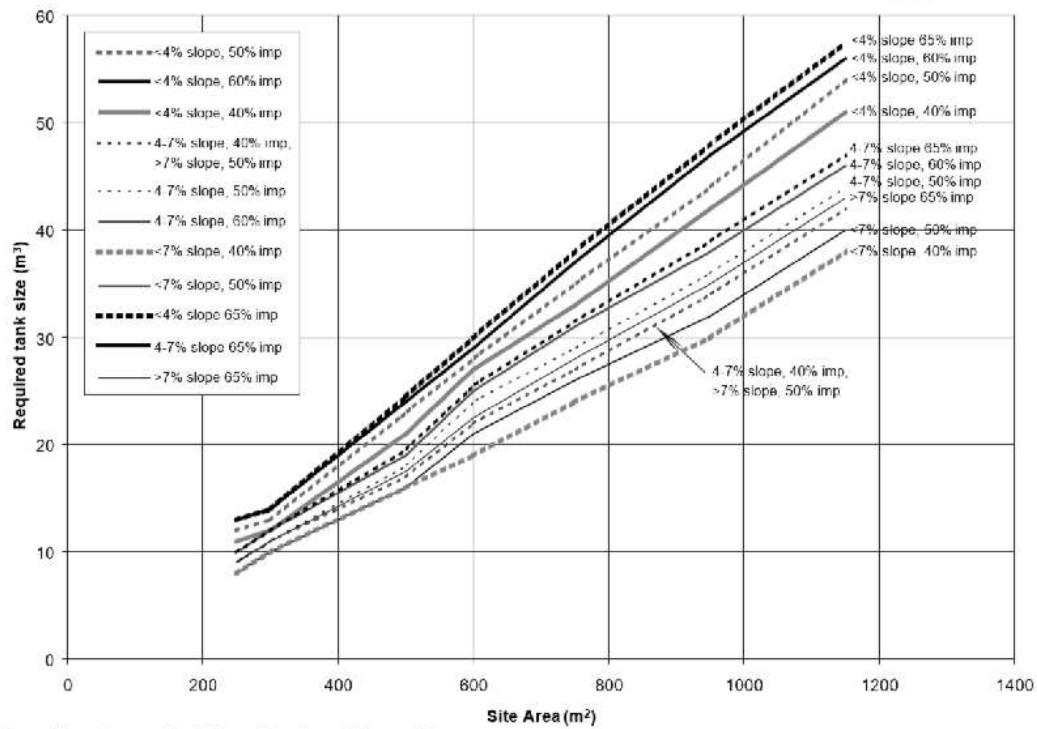
Density subzone 2—35% predeveloped impervious area



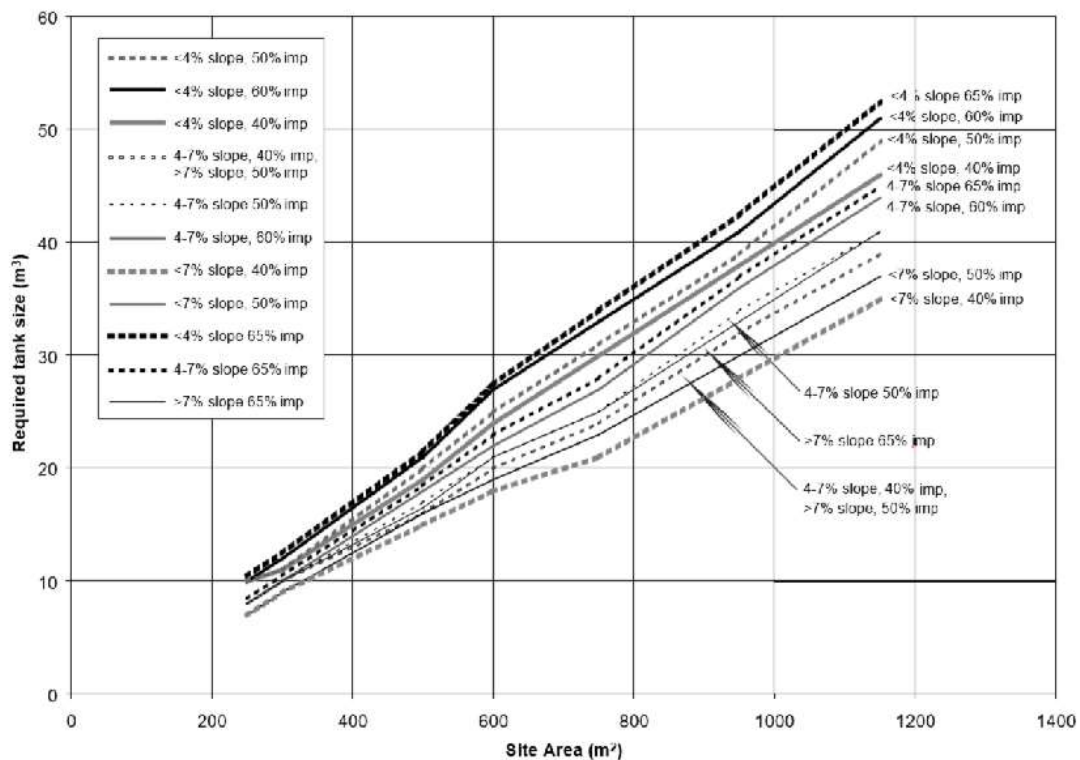
Density subzone 3-6—0% predeveloped impervious area



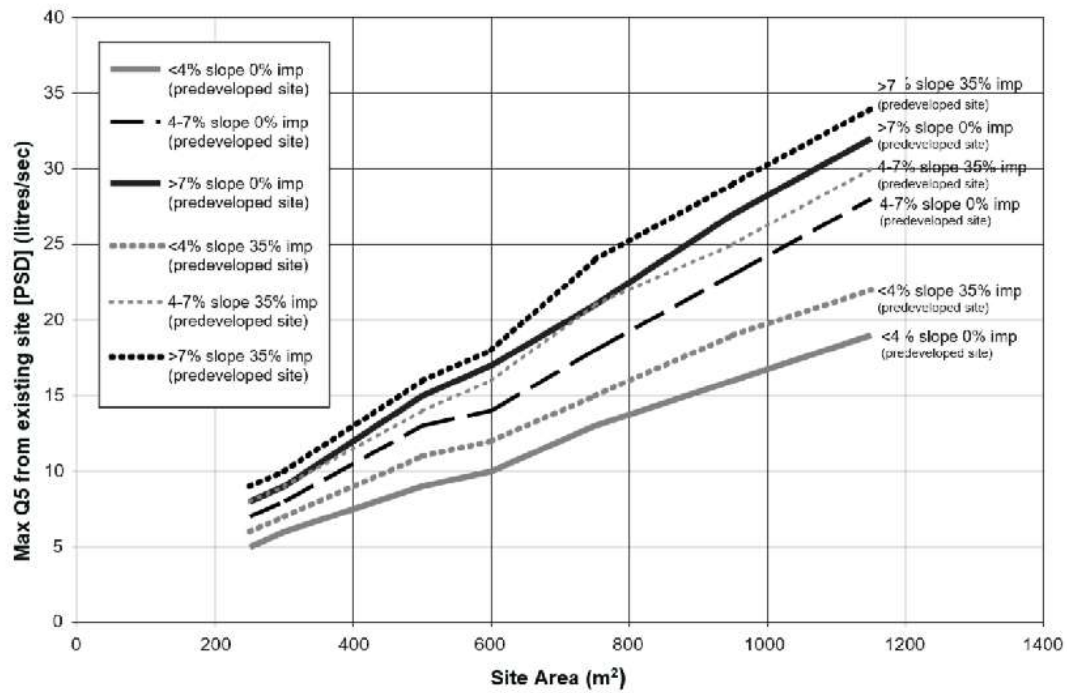
Density subzone 3-6—35% predeveloped impervious area



Density subzone 7—0% predeveloped impervious area

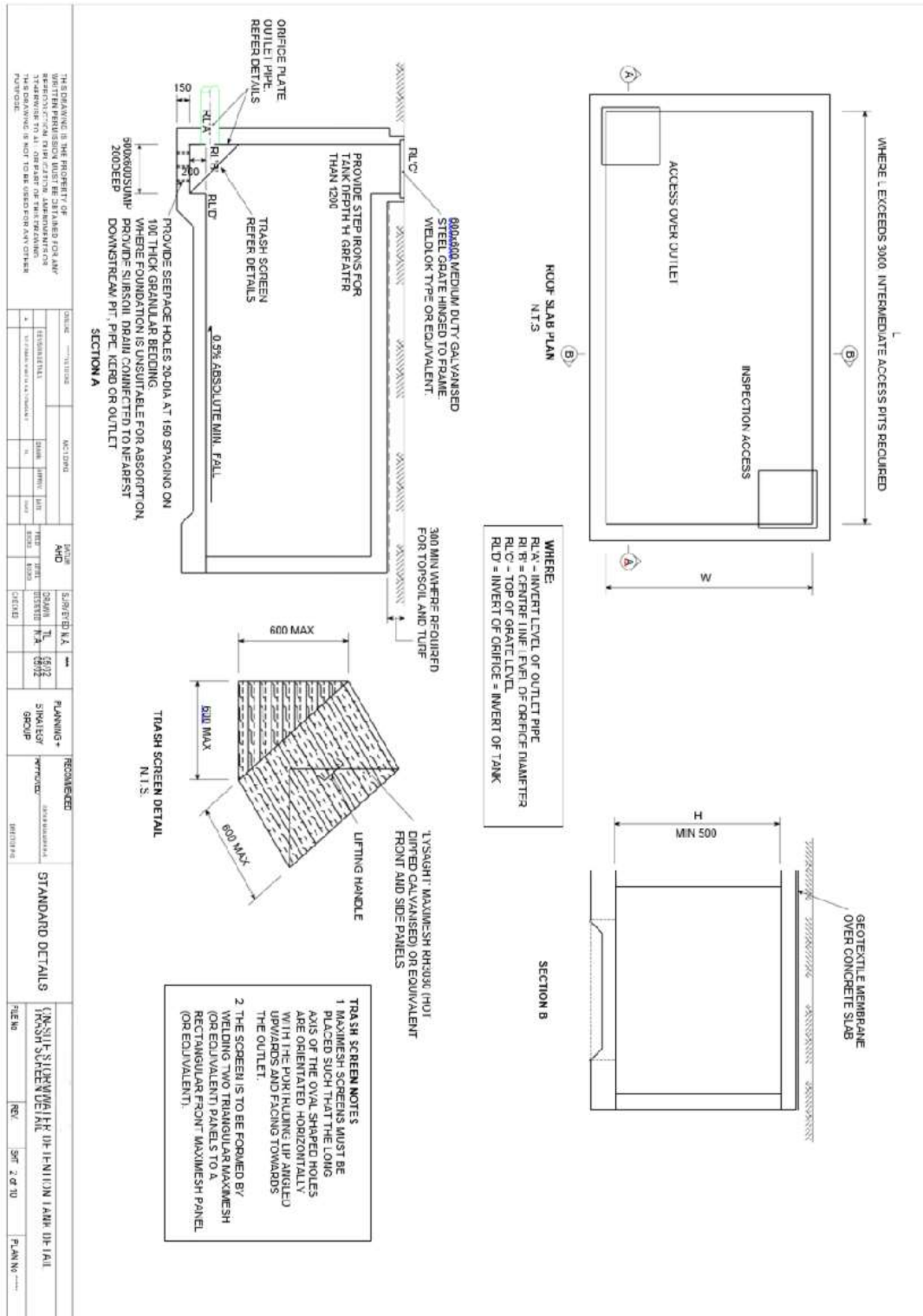


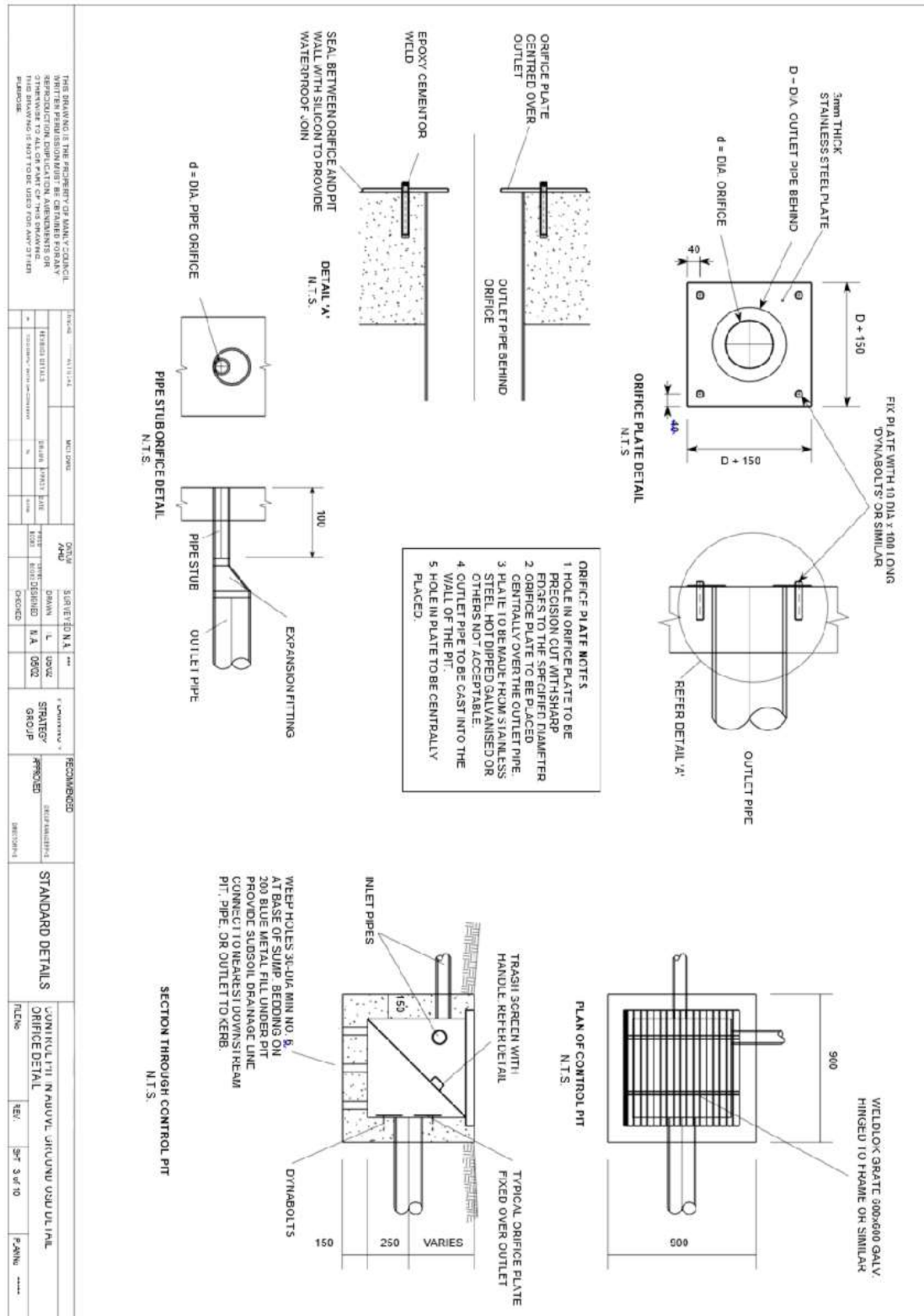
Density subzone 7—35% predeveloped impervious area

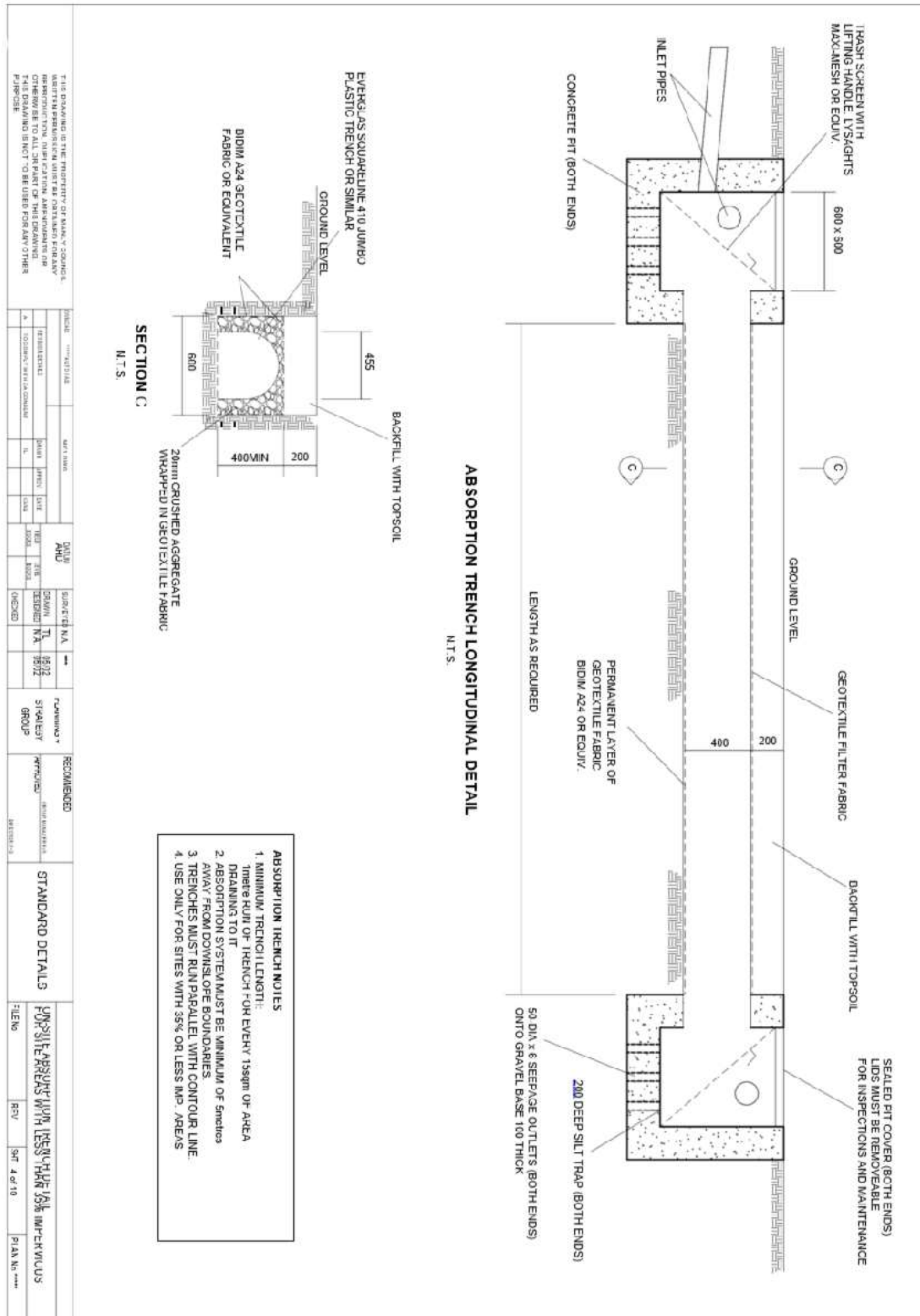


Permissible site discharge

Appendix 15 – Sample Drawings







Appendix 16 – On-site Detention Checklist

This checklist is to be used to determine the on-site stormwater disposal requirement for developments and must be completed and included with the submission of any development application for these works. Please read this form carefully for its notes, guidelines, definition and relevant policies.

For assistance and support, please contact Council's Development Engineering and Certification team on 1300 434 434.

Part 1 Location of the Property			
House Number		Legal Property Description	
Street		Lot	
Suburb		Section	
Postcode		DP	

Part 2 Site Details			
Northern Beaches Stormwater Regions (refer to Map 2 of Northern Beaches Council's Water Management for Development policy)		Total Site Area	
Pre-Development Impervious Area		Post-Development Impervious Area	
Is the site of the development located within an established Flood Prone Land as referred to Council's Local Environmental Plans? If yes, On-site stormwater Detention system (OSD) is not required and please proceed to part 5 of this checklist If no, please proceed to part 3 of this checklist.			Yes <input type="checkbox"/> No <input type="checkbox"/>

Part 3: Northern Beaches Stormwater Regions (refer to Map 2 of Northern Beaches Council's Water Management for Development policy)
If the site of the development located within Region 1, please proceed to the part 4.1 of this checklist
If the site of the development located within Region 2, please proceed to the part 4.2 of this checklist
If the site of the development located within Region 3, please proceed to the part 4.3 of this checklist
If the site of the development located within Region 4, please refer to Council's Warriewood Valley Water Management Specification.

Part 4 Determination of OSD Requirements

Part 4.1 Northern Beaches Stormwater Region 1

Is the additional impervious area of the development more than 50 m² on a cumulative basis since February 1996?

Yes ☐ No ☐

If yes, OSD is required and please refer to section 9.3.1 of Council's Water Management for Development Policy
If no, OSD is not required and please proceed to the part 5 of this checklist

Part 4.2 Northern Beaches Stormwater Region 2

Part 4.2.1 Description of Work

Residential flat building, commercial, industrial, multiple occupancy development and subdivisions resulting in the creation of three lots or more, will require OSD in all case. Please provide a design in accordance with the section 9.3.2 of Council's Water Management for Development Policy.
Any single residential building development, please proceed to part 4.2.2 of this checklist.

Part 4.2.2 Exemption

Is the site area less than 450m²?

Yes ☐ No ☐

Does the site of the development drain directly to the ocean without the need to pass through a drainage control structure such as pipe, bridge, culvert, kerb and gutter or natural drainage system?

Yes ☐ No ☐

Is it an alternation and addition development to the existing dwellings?

Yes ☐ No ☐

If yes to any of the above questions, OSD is not required.
If no to all the above questions, proceed to part 4.2.3

Part 4.2.3 Determination of OSD Requirements

Calculation

a) Site area m² x 0.40 (40%) = m²
b) Post- development impervious area = m²

OSD will not be required when (a) is greater than (b)

Is OSD required for this development (tick one only) Yes ☐ No ☐

If yes, provide a design in accordance with the section 9.3.2 of Council's Water Management for Development Policy.

If no, OSD is not required and please proceed to part 5 of this checklist.

Part 4.3 Northern Beaches Stormwater Region 3	
Part 4.3.1 Stormwater Zone	
In the region, the method of stormwater control to be applied shall depend on the location of the site. Please refer to Map 3 of Northern Beaches Council's Water Management for Development policy.	
If the site of the development located within stormwater zone 1, please proceed to the part 4.3.2 of this checklist	
If the site of the development located within stormwater zone 2, please provide a design in accordance with the section 9.3.3.3 of Council's Water Management for Development Policy.	
If the site of the development located within stormwater zone 3, please provide a design in accordance with the section 9.3.3.4 of Council's Water Management for Development Policy.	
If the site of the development located within stormwater zone 4, please provide a design in accordance with the section 9.3.3.5 of Council's Water Management for Development Policy.	
Part 4.3.2 Determination of OSD requirements in Stormwater Zone 1	
Part 4.3.2.1 For A New Building	
1) Exemption	<p>a) Is the site area less than 400? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>b) Is the post-development impervious area less than 190 m²? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes to both questions, OSD is not required. If no to any of the above questions, please process to calculation</p>
2) Calculation	<p>a) Site area _____ m² x 0.35 = _____ m² + 50 = _____ m²</p> <p>b) Post- development impervious area _____ m²</p> <p>OSD will not be required when (b) is less than 250 m² and (a) is greater than (b) Is OSD required for this development? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, provide a design in accordance with the section 9.3.3.2 of Council's Water Management for Development Policy. If no, OSD is not required and please proceed to part 5.</p>
Part 4.3.2.2 For Alterations and Additions	
If the current impervious area of the site is more than 60% of the site area, OSD will be required. Alternatively, please proceed to the next calculation section.	
1) Calculation	<p>Is the post development impervious area increased by less than 50 m²? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Is the post development impervious area less than 60% of the site area? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes to both questions, OSD is not required. If no to any of the above questions, provide a design in accordance with section 9.3.3.2 of Council's Water Management for Development Policy</p>

Part 5 Disposal of Stormwater

Does the site fall naturally towards the street? Yes ☐ No ☐

If yes, provide a design in accordance with section 5.1 of Council's Water Management for Development Policy.

If no, provide a design in accordance with section 5.5 of Council's Water Management for Development Policy.

Definitions

Designed to help you fill out this application

Site area: This refers to the area of the land bounded by its existing or proposed boundaries.

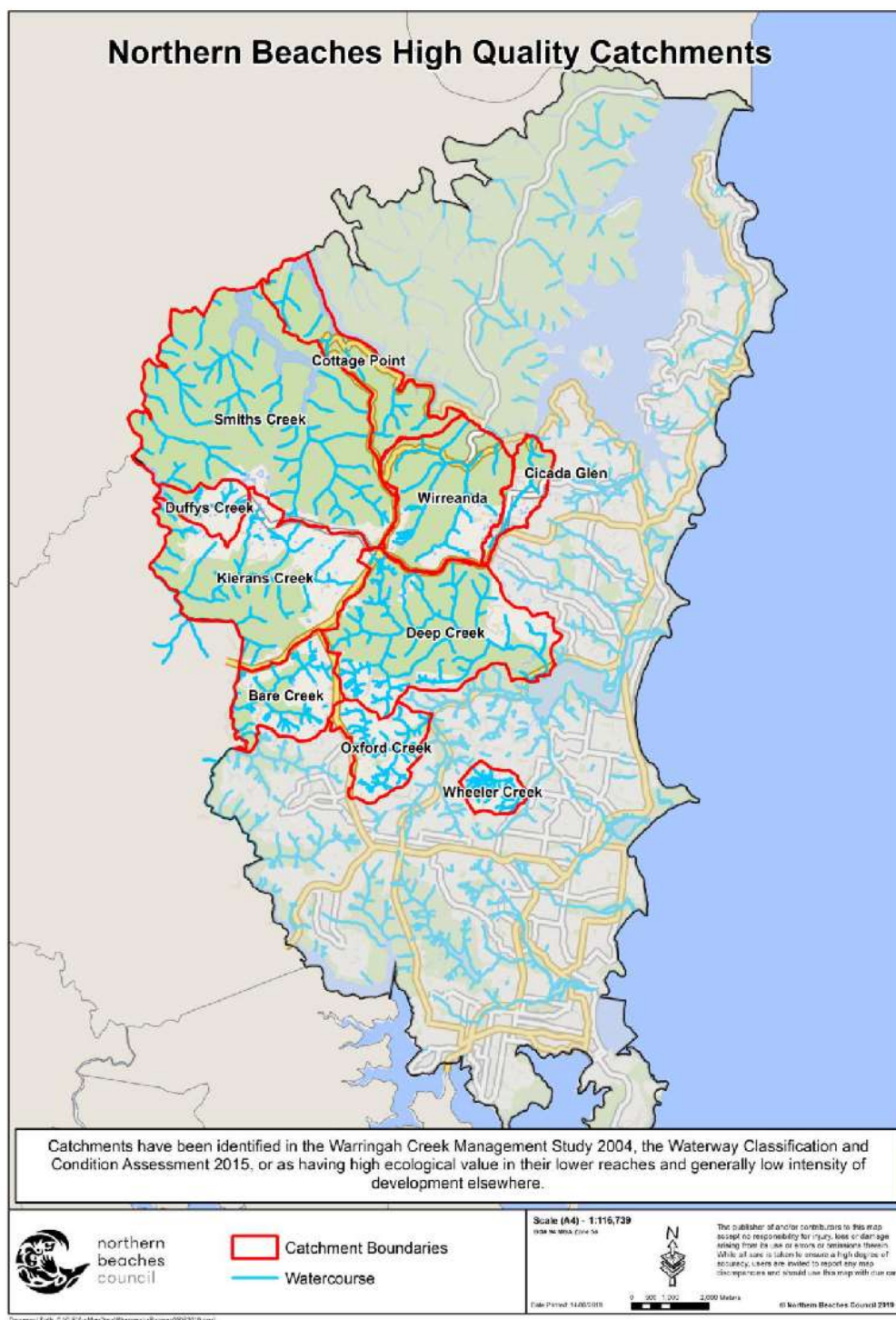
Impervious area: This refers to driveways, parking spaces, pathways, paved areas, hardstand areas, roofed areas, garages and outbuildings.

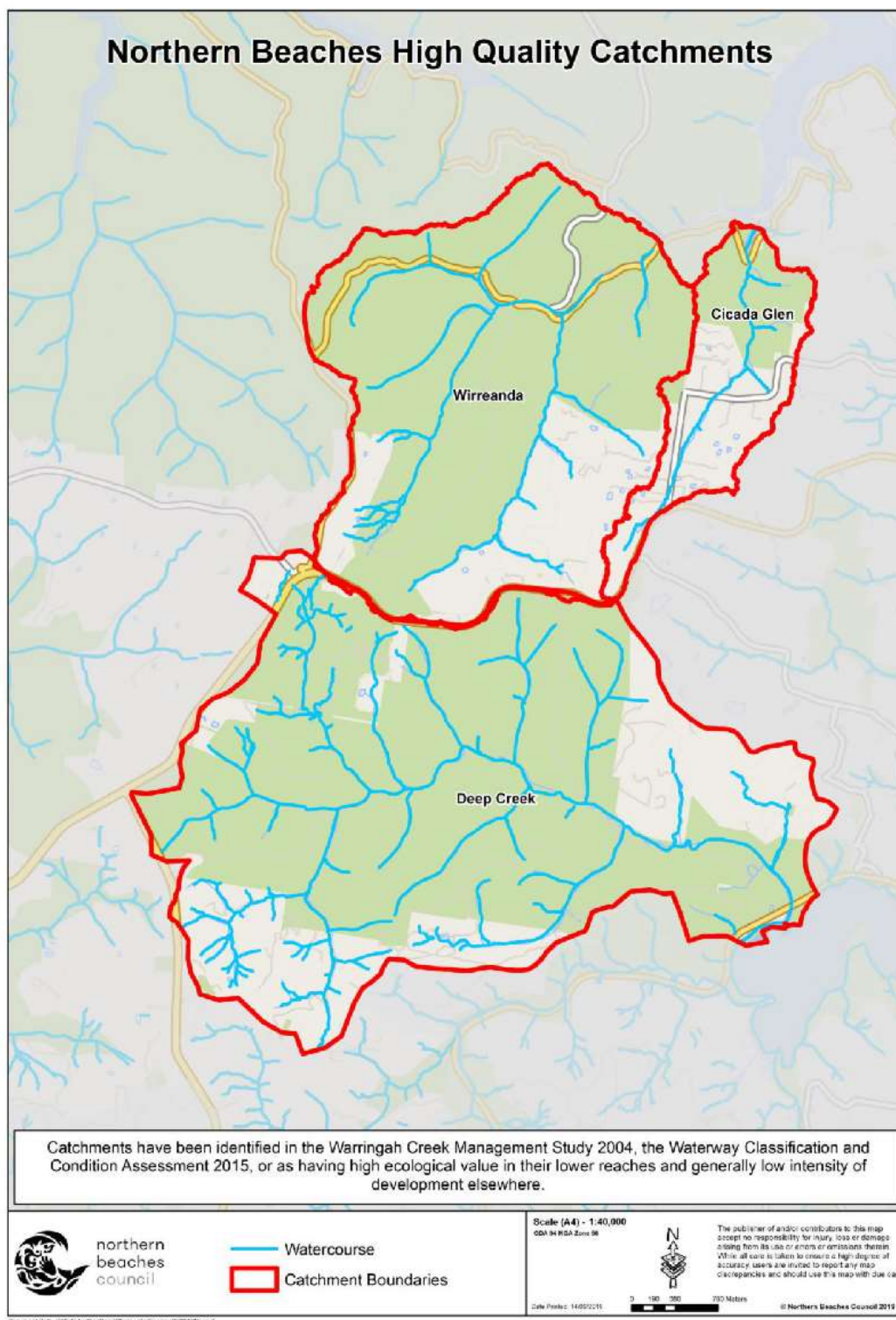
Pre Development Impervious area: This refers all impervious areas of the site before the development.

Post Development Impervious areas: This refers all the impervious areas within the site after the development is completed.

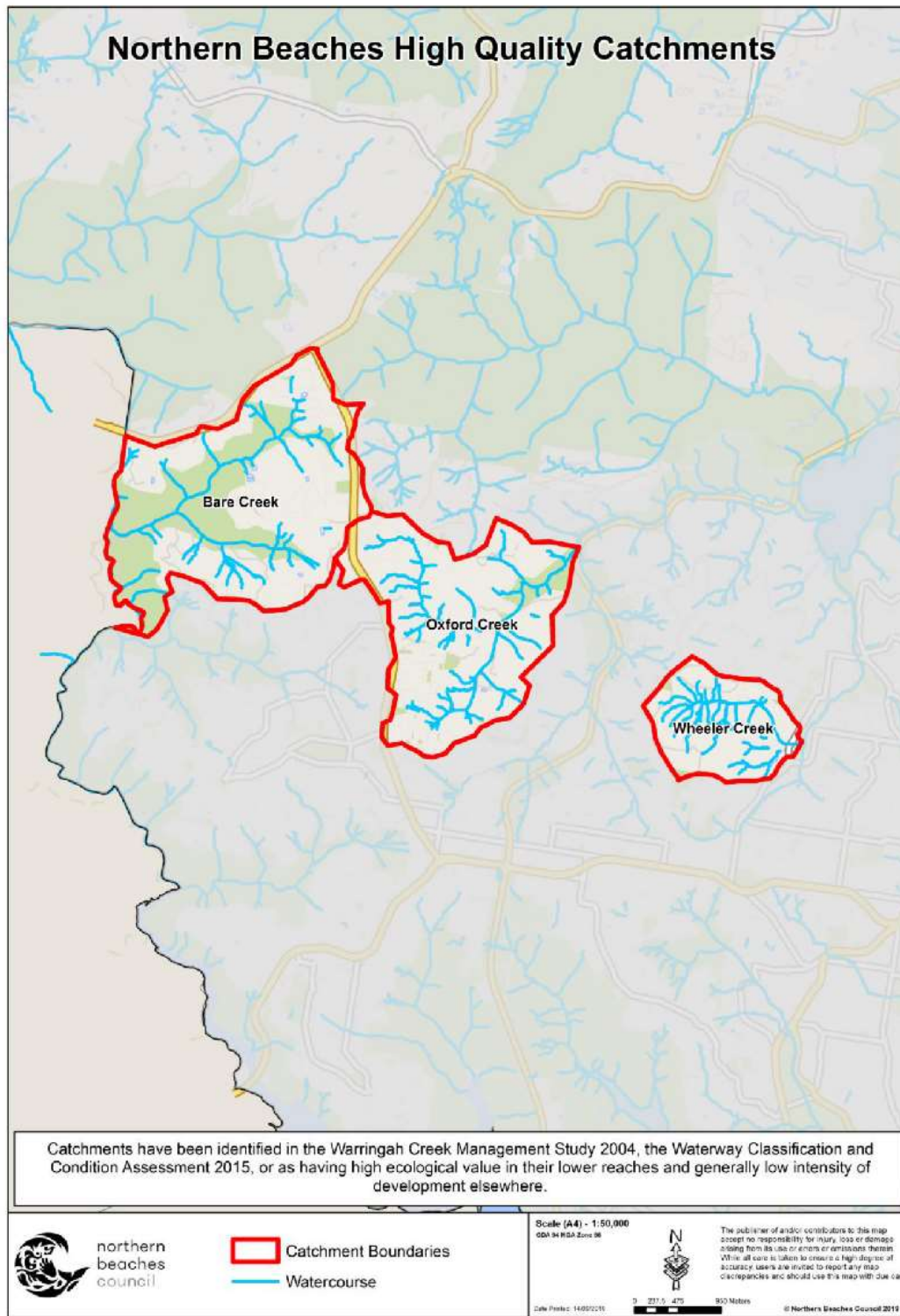
Maps

Map (Set) 1 – Northern Beaches High Quality Catchments

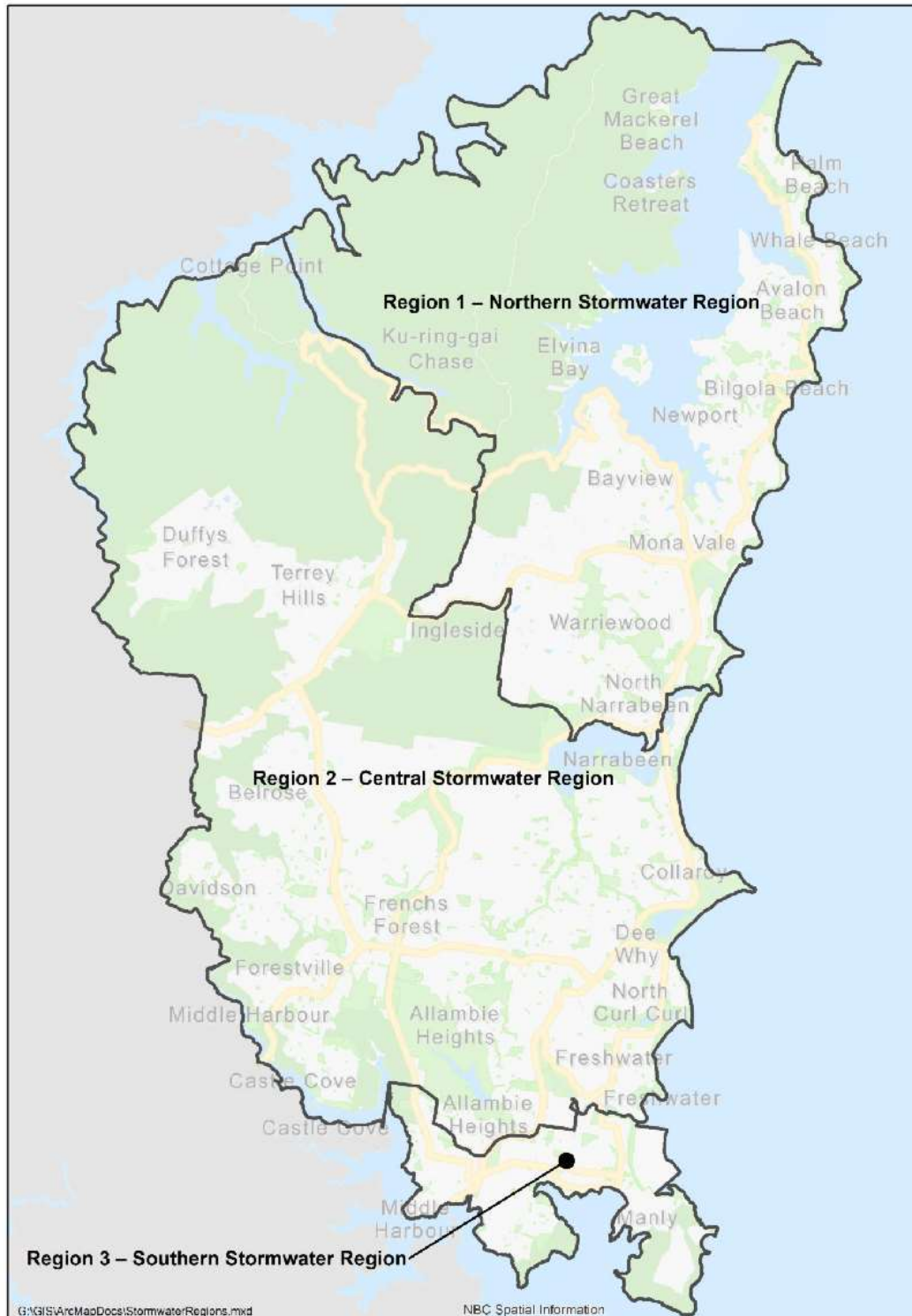




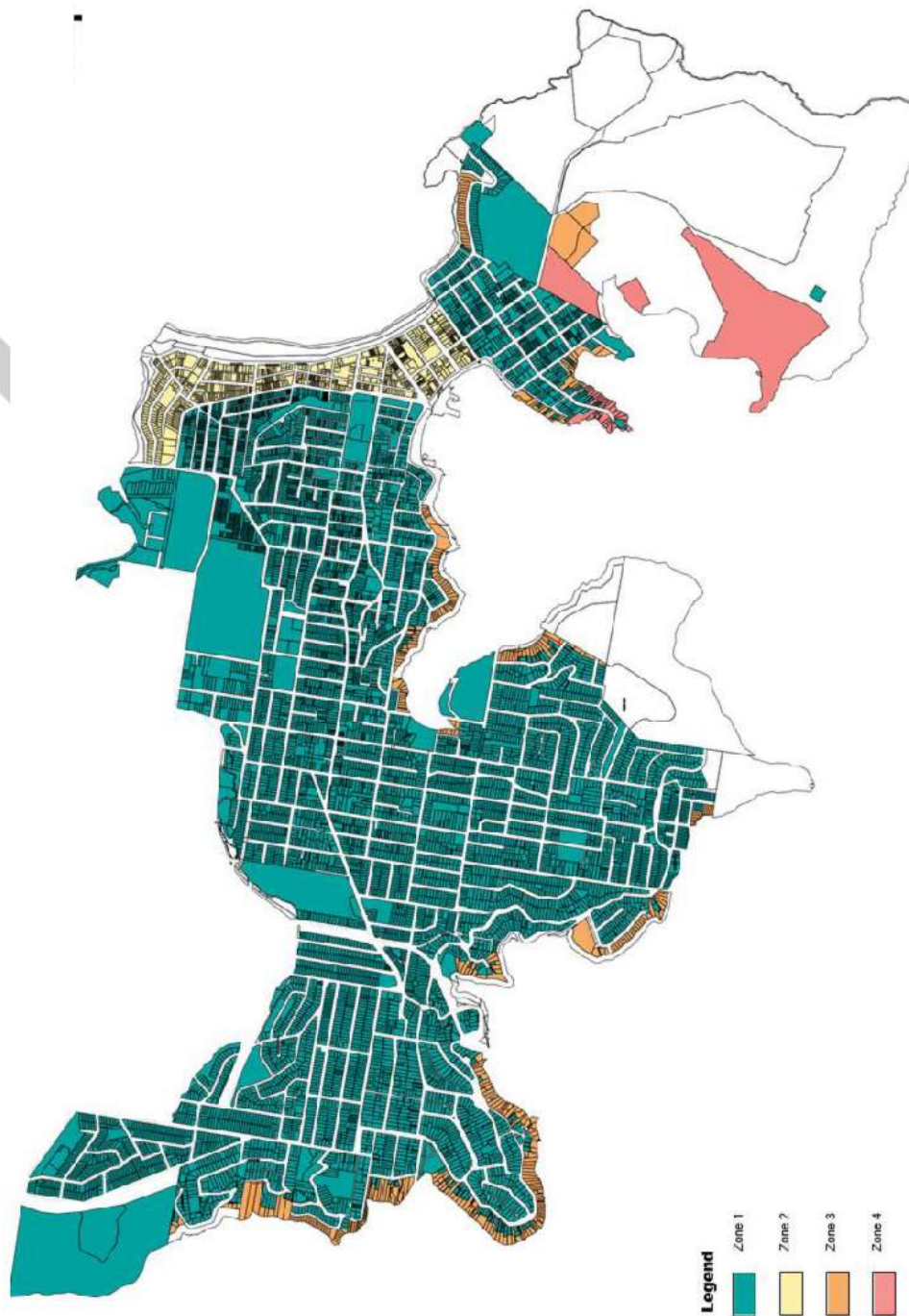




Map 2 – Northern Beaches Stormwater Regions



Map 3 – Region 3 Zone



Attachment 2
Water Management – proposed Development Control Plan and Policy amendments - how they are being addressed

LGA	Control	Instruction	New control/text	Impact
Manly DCP	3.5.8 Water Sensitive Urban Design	DELETE	Incorporated into the Water Management for Development Policy	All elements of the control has been incorporated into the new policy (some elements have been updated for current practice).
Manly DCP	3.7 Stormwater Management	KEEP with amendment	See AMENDMENTS below.	This control will direct developers to the new policy.
Pittwater DCP	B4.8 Freshwater Wetland Endangered Ecological Communities	KEEP with amendment	Replace "Development shall not significantly affect the hydrology, hydraulic or water quality entering Sydney Freshwater Wetlands Endangered Ecological Community." with "Compliance with Council's Water Management for Development Policy is required."	
Pittwater DCP	B4.11 Land adjoining bushland	KEEP with amendment	Replace "Development shall dispose of stormwater, wastewater and other drainage in a manner that will not adversely impact on the adjoining bushland." with "Compliance with Council's Water Management for Development Policy is required."	B4 Controls Existing controls are very repetitive. Changes keep all stormwater - related responses under one control, making it easier for developers to find and respond to them. Reduces risk of stormwater controls being 'missed' by applicants.
Pittwater DCP	B4.13 Freshwater Wetlands (non Endangered Ecological Communities)	KEEP with amendment	Replace "Development shall dispose of stormwater, wastewater and other drainage in a manner that will not adversely impact on wetlands. Development must minimise changes to the following: local surface runoff, groundwater flows and water flow regimes to the wetland; temperature, salinity, chemical makeup and sediment loads; environmental flows; and patterns of inflow. Stormwater is to mimic natural conditions." with	

LGA	Control	Instruction	New control/text	Impact
Pittwater DCP	B4.14 Development in the Vicinity of Wetlands	KEEP with amendment	<p>“Compliance with Council’s Water Management for Development Policy is required.”</p> <p>Replace “Development shall dispose of stormwater, wastewater and other drainage in a manner that will not adversely impact on wetlands. Development must minimise changes to the following: local surface runoff, groundwater flows and water flow regimes to the wetland; temperature, salinity, chemical makeup and sediment loads. Stormwater is to mimic natural conditions.” with “Compliance with Council’s Water Management for Development Policy is required.”</p>	<p>B4 Controls Existing controls are very repetitive. Changes keep all stormwater - related responses under one control, making it easier for developers to find and respond to them. Reduces risk of stormwater controls being ‘missed’ by applicants.</p>
Pittwater DCP	B4.15 Saltmarsh Endangered Ecological Community	KEEP with amendment	<p>Replace “Stormwater, wastewater and other drainage shall not be disposed of into saltmarsh.” with “Compliance with Council’s Water Management for Development Policy is required.”</p>	
Pittwater DCP	B4.16 Seagrass Conservation	KEEP with amendment	<p>Replace “Nutrients release into waterway shall not be increased. Development shall not result in turbidity in the vicinity of seagrass. On-site waste water system systems shall include removal of Phosphorus and Nitrogen to below P 0.05 and N 0.05mg/L.” with “Compliance with Council’s Water Management for Development Policy is required.”</p>	
Pittwater DCP	B4.18 Heathland/Woodland Vegetation	KEEP with amendment	<p>Replace “Water entering heathland from the development shall be free from pollutants and elevated nutrients.” with</p>	

LGA	Control	Instruction	New control/text	Impact
Pittwater DCP	B4.19 Estuarine Habitat	KEEP with amendment	<p>“Compliance with Council’s Water Management for Development Policy is required.”</p> <p>Replace</p> <p>“Development shall dispose of stormwater, wastewater and other drainage in a manner that will not adversely impact on estuarine habitat. Development must minimise changes to the following: local surface runoff, groundwater flows and water flow regimes to the estuarine habitat; temperature, salinity, chemical makeup and sediment loads. Stormwater is to mimic natural conditions.”</p> <p>with</p> <p>“Compliance with Council’s Water Management for Development Policy is required.”</p>	
Pittwater DCP	B4.20 Protection of Estuarine Water Quality	DELETE	Incorporated into the Water Management for Development Policy	Redundant control. All elements are addressed in B4.15, B4.16, B4.19 and the Water Management for Development Policy.
Pittwater DCP	B5.1 Water Management Plan	DELETE	Incorporated into the Water Management for Development Policy	All elements of each control are being incorporated into the new policy (some controls have been updated for current practice).
Pittwater DCP	B5.3 Greywater reuse	DELETE		
Pittwater DCP	B5.4 Stormwater harvesting	DELETE		
Pittwater DCP	B5.6 Rainwater Tanks – Water Supply	DELETE		
Pittwater DCP	B5.7 Stormwater Management - On-Site Stormwater Detention	DELETE		
Pittwater DCP	B5.8 Stormwater Management – Water Quality – Low Density Residential	DELETE		
Pittwater DCP	B5.9 Stormwater Management – Water Quality – Other than Low Density Residential	DELETE		
Pittwater DCP	B5.10 Stormwater Discharge into Public Drainage System	DELETE		
Pittwater DCP	B5.11 Stormwater Discharge into Waterways and Coastal Areas	DELETE		

LGA	Control	Instruction	New control/text	Impact
Pittwater DCP	B5.12 Stormwater Drainage Systems and Natural Watercourses	DELETE	Incorporated into B5.13	Watercourse related elements of B5.12 are duplicated in B5.13. Combining the controls improves comprehension and response. Combining them will also simplify updating controls relating to the riparian and waterways policy (timing TBC).
Pittwater DCP	B5.13 Development on Waterfront Land	KEEP with amendment	Incorporates relevant controls from B5.12. See AMENDMENTS below.	
Pittwater DCP	B5.14 Stormwater Drainage Easements (Public Stormwater Drainage System)	DELETE	Incorporated into the Water Management for Development Policy	This control needs to be deleted, as it requires an easement over all drainage and watercourses in Pittwater, which is a policy Council no longer recommends supporting due to maintenance costs. Easements over Council and inter-allotment drainage is covered in the Water Management for Development Policy.
Pittwater DCP	B5.15 Stormwater	NEW	See AMENDMENTS below.	One new control to replace more than 10 existing DCP controls. Less risk of controls being 'missed' by developers. This control will direct developers to the new policy.
Pittwater DCP	B8.2 Erosion and sediment controls	DELETE	Incorporated into the Water Management for Development Policy	All elements of each control are being incorporated into the new policy with updates for current practice.
Pittwater DCP	Appendix 11 Stormwater Management Technical Data	DELETE	Incorporated into the Water Management for Development Policy	
Warringah DCP 2011	C4 Stormwater	KEEP with amendment	See AMENDMENTS below.	Updates for revised principles and objectives. No change to the control itself.
Warringah DCP 2011	C5 Erosion and Sedimentation	DELETE	Incorporated into the Water Management for Development Policy	This control is being incorporated into the new policy with updates for current practice.

Policies					
Manly	Stormwater Control Policy	RESCIND POLICY			
Manly	Drainage Easements – Construction over Drainage Easements	RESCIND POLICY			
Pittwater	Integrated water cycle management	RESCIND POLICY			
Pittwater	Greywater Reuse In Sewered And Unsewered Domestic Premises	RESCIND POLICY			
Warringah	Water Management Policy	RESCIND POLICY			
Warringah	Flood Risk Management Policy	RESCIND POLICY			
Specifications					
Manly	Specification for Stormwater Drainage	INCORPORATED			
Manly	Specification for On-site Stormwater Management	INCORPORATED			
Warringah	Stormwater Drainage from Low Level Properties Tech Spec	INCORPORATED			
Warringah	Onsite stormwater detention Tech Spec	INCORPORATED			
Warringah	WSUD & MUSIC Modelling Guidelines	INCORPORATED			
			Incorporated into the Water Management for Development Policy		One location for all stormwater related guidelines
			Re-named Northern Beaches Council WSUD & MUSIC Modelling Guidelines		

The following Controls are being retained, as they are place-based or have significant other elements that have not been addressed in the Water Management for Development Policy:

Manly DCP	5.6.1	Rignold St, Seaforth	KEEP
Pittwater DCP	B5.5	Rainwater Tanks – Business, Light Industrial and Other Development	KEEP
Pittwater DCP	C6	Warriewood Valley Land Release Area	KEEP
Pittwater DCP	D1.14	Stormwater infiltration in Avalon 1&2 Dual Occupancy Map	KEEP
Warringah DCP 2011	C5.22	Environmental Sustainability	KEEP
Warringah DCP 2011	E3	Threatened species, populations, ecological communities	KEEP
Warringah DCP 2011	F3 SP1	Sports Centre, Wakehurst Parkway, Narrabeen	KEEP
Warringah DCP 2011	F3 SP1	Facilities for People with a Disability, Allambie Heights	KEEP
Warringah DCP 2011	F4 SP2	Kimbriki Recycling and Waste Disposal Centre	KEEP
Warringah DCP 2011	G3	Belrose Corridor - Watercycle Management	KEEP
Warringah DCP 2011	G4	Warringah Mall - Stormwater Management.	KEEP

AMENDMENTS

Deletions indicated in red font.

New text indicated in blue font.

MANLY DCP**Manly DCP 3.5.8 Water Sensitive Urban Design**

Relevant DCP objectives to be met in relation to this part include:

Objective 1)

To ensure Water Sensitive Urban Design by:

- Potable water conservation;
- Wastewater minimisation;
- Stormwater management.

Note: Water Sensitive Urban Design is an approach that aims to manage the effects of urban development on the urban water cycle by considering the management of potable water, wastewater, groundwater and stormwater elements in an integrated manner.

3.5.8.1 Principles of Water Sensitive Urban Design

Under LEP clause 6.4 Stormwater Management, the principles of Water Sensitive Urban Design to be considered in granting development consent for any development in residential, business and industrial zones are summarised as follows:

- a) protection and enhancement of natural water systems (including creeks, rivers, lakes, wetlands, estuaries, lagoons, groundwater systems) and riparian land;
- b) protection and enhancement of water quality, by improving the quality of stormwater runoff from urban catchments;
- c) minimisation of harmful impacts of urban development by mimicking natural water runoff regimes where possible and appropriate;
- d) integration of vegetated stormwater treatment and harvesting systems into the landscape in a manner that maximise visual and recreational amenity of urban development and also provides water quality benefits;
- e) reduction in potable water demand through water efficiency and rainwater and stormwater harvesting; and
- f) location of water quality and stormwater treatment measures outside riparian land.

3.5.8.2 Water Sensitive Urban Design Targets

- a) Stormwater Quality Management

Note: Urbanisation places pressure on waterways and stormwater systems and can increase pollutants entering receiving environments.

Objective 1) To reduce the pollutant loads reaching downstream receiving waters and environments.

i) For all development, the impervious areas that are directly connected to the stormwater system should be minimised.

ii) For development requiring a Water Sensitive Urban Design Strategy under Council's Administrative Guidelines the following reductions in post development average annual loads of pollutants are required:

- 90 percent reduction in the post development average annual load of Gross Pollutants (greater than 5mm);
- 80 percent reduction in the post development average annual load of Total Suspended Solids;
- 60 percent reduction in the post development average annual load of Total Phosphorus; and
- 45 percent reduction in the post development average annual load of Total Nitrogen.

Notes: The post development annual load should be determined by the applicant and presented to Council in a Water Sensitive Urban Design Strategy, along with a description of the measures used to achieve the reduction target.

Legislated pollution reduction targets are not currently established by the NSW Government but guidance is provided to Councils through the NSW Government Sydney Metropolitan Catchment Management Authority.

See also Landcom Water Sensitive Urban Design Book 1 "Policy" (page 9) Table 1 (Reference www.landcom.com.au/downloads/uploaded/WSUD_Book1_Policy_Draft_0409_6d9c.pdf) for NSW Government established pollution reduction targets for land development. Pollution reduction targets are also described in this Landcom document.

The above stormwater quality controls have been derived through the modelling of numerous combinations of Water Sensitive Urban Design elements and technologies and development types at various locations. They reflect a cost-effective level of stormwater treatment that is considered to be technically feasible in terms of the footprint or land take of measures likely to be required for compliance, and environmental benefits.

b) Water Conservation

Note: Urbanisation results in significant volumes of imported potable water from Warragamba Dam and large volumes of generated waste water discharged to the environment at North Head wastewater treatment plant. Significant financial, social and sustainability benefits exist through local adoption of water conservation measures.

Objective 1) To enhance potable water conservation in developments to provide enhanced sustainability benefits.

i) Buildings that are not affected by Building Sustainability Index (BASIX) that are installing any water use fittings must demonstrate compliance with the minimum standards defined by the Water Efficiency Labelling and Standards Scheme. Minimum ratings recommended under this scheme include:

- 3 star showerheads;
- 3 star urinals;
- 4 star dual-flush toilets; and
- 4 star taps (for all taps other than bath outlets and garden taps).

ii) Water efficient washing machines and dishwashers are to be specified and used wherever possible.

iii) Industrial and commercial developments must supply 80 percent of their non potable demand using non potable sources. This shall include the use of rainwater as the primary source and be supplemented by recycled water only in instances where rainwater cannot meet 80 percent of the demand. Where the 80 percent demand threshold cannot be met, the use of non potable sources shall be maximised and will be considered on a merits basis by Council.

Notes: Examples of non potable demand includes toilet and urinal flushing, washing machines, garden watering (irrigation), vehicular washing, ornamental ponds and cooling tower top up (see Blacktown Council WSUD and Integrated Water Cycle Management DCP). The percentage of proposed roof area directed to a rainwater tank must be maximised to increase the effectiveness and reliability of the reuse system. Water use within public open space (for uses such as irrigation, water features, public amenities etc.) is to be supplied from alternative sources to meet a minimum of 80 percent of the demand and treated to NSW State Government and Commonwealth Government standards (see Interim Reference Guideline for the South East Queensland Concept Design Guidelines for WSUD for Sydney).

c) Groundwater Quality Management

Note: Urbanisation not only places pressure on waterways and stormwater systems but can also impact groundwater quality and dependent ecosystems in Manly.

Objective 1) To protect groundwater resources in accordance with NSW State groundwater policy, enhance groundwater and protect any groundwater dependent ecosystems.

- i) Consideration must be given to this paragraph in relation to all development to which this paragraph applies consistent with the spirit and principles of the NSW State Groundwater Policy and 'The NSW State Groundwater Policy Framework Document'.

Manly DCP 3.7 Stormwater Management

See also paragraph 5.4.3 Flood Effectuated Land, which identifies flood affected land which is subject to Council's Interim Policy and Administration Guidelines for Manly Lagoon.

See also paragraph 3.5.5 Landscaping (Sustainability) & paragraph 3.5.8 Water Sensitive Urban Design.

See also NSW Road and Maritime Services standard requirements for the management of stormwater in relation to development near the foreshore.

See also Council's Stormwater Control Policy Reference S190 under the Manly Policy Register.

Relevant objectives to satisfy relation to this part include the following:

Objective 1) To manage urban stormwater within its natural catchments and within the development site without degrading water quality of the catchments or cause erosion and sedimentation.

Objective 2) To manage construction sites to prevent environmental impacts from stormwater and protect downstream properties from flooding and stormwater inundation.

Objective 3) To promote ground infiltration of stormwater where there will be no negative (environmental) impacts and to encourage on-site stormwater detention, collection and recycling.

Objective 4) To make adequate arrangements for the ongoing maintenance of stormwater facilities.

Note: Development consent must not be granted on residential, business and industrial lands unless Council is satisfied that the matters identified in LEP clause 6.4(3) are satisfied.

The following consideration and requirements apply to the management of stormwater:

- a) In support of the purposes of LEP clause 6.4(3), all developments must comply with Northern Beaches the Council's 'Water Management for Development Stormwater Control Policy' (see Council Policy Reference S190). The standards to achieve the controls contained in the Stormwater Control Policy are provided in Council's "Specification for Onsite Stormwater Management 2003" and "Specification for Stormwater Drainage". Stormwater management measures are to be implemented and maintained in accordance with the Specification for Stormwater Management;
- b) Stormwater disposal systems must provide for natural drainage flows to be maintained;
- c) Pervious surfaces and paving will be used for driveways, pathways and courtyards where practical;
- d) Notwithstanding the prevailing BASIX water conservation targets, the collection of rainwater/run-off for non-potable uses exceeding the target is encouraged; and
- e) A qualified drainage/hydraulic engineer will design all stormwater controls, devices and water storage systems; and
- f) In relation to development in the LEP Zone B6 Enterprise Corridor, Burnt Bridge Creek runs through this land. Land in this locality is also generally low-lying. In this regard stormwater runoff from new developments in these LEP zones must be limited to that currently existing for the site for a 1 in 5 year storm or 40 litres per second whichever is the least, unless the drainage system is demonstrated to be sufficient for unimpeded discharge for a fully developed catchment area. Developers should assess whether their land warrants additional drainage considerations because of its location.

PITTWATER DCP

B4.8 Freshwater Wetland Endangered Ecological Communities**Land to which this control applies**

Land containing or adjoining, Sydney Coastal Estuarine Swamp Forest Complex - P21DCP-BCMDCP026

Uses to which this control applies

Attached dwelling
Boarding house
Business Development
Development ancillary to residential accommodation
Development of a sector, buffer area or development site in a Release Area, including built form and land subdivision (built form does not have to be residential)
Dual occupancy (attached)
Dual occupancy (detached)
Dwelling house
Earthworks
Exhibition home
Group home
Hospital
Hostel
Industrial Development
Jetty
Multi dwelling housing
Other Development
Residential flat building
Rural industry
Rural worker's dwelling
Secondary dwelling
Semi-detached dwelling
Seniors housing
Shop top housing
Subdivision
Subdivision of a sector, buffer area or development site in a Release Area
Water recreation structure

Outcomes

Conservation of intact Sydney Freshwater Wetlands Endangered Ecological Communities. (En)
Regeneration and/or restoration of fragmented and / or degraded Sydney Freshwater Wetlands Endangered Ecological Communities. (En)
Reinstatement of Sydney Freshwater Wetlands Endangered Ecological Communities to link remnants. (En)

Controls

Development shall not have an adverse impact on Sydney Freshwater Wetlands Endangered Ecological Community on Coastal Floodplains.

Development shall restore and/or regeneration Sydney Freshwater Wetlands Endangered Ecological Community on Coastal Floodplains and provide links between remnants.

Development shall be in accordance with any Recovery Plan or priority action statement Recovery Plan.

Development shall not significantly affect the hydrology, hydraulic or water quality entering Sydney Freshwater Wetlands Endangered Ecological Community.

Compliance with Council's Water Management for Development Policy is required.

Development shall not result in a significant onsite loss of canopy cover or a net loss in native canopy trees.

Development shall ensure that at least 80% of any new planting incorporates native vegetation (as per species found on the site or those listed in wetland endangered ecological communities)

Development shall ensure any landscaping works are outside areas of existing Sydney Freshwater Wetlands Endangered Ecological Community and do not include Environmental Weeds.

Fencing, where permitted, shall be passable by native wildlife.

Variations

Council may consider variation to this control:

- for those activities listed in adopted Plans of Management for public reserves.
- where development is proposed on parts of the site identified as not containing Sydney Freshwater Wetlands EEC providing the development does not impact on Sydney Freshwater Wetlands EEC on the site or adjoining properties.
- where a development is proposed in the area of least impact on Sydney Freshwater Wetlands EEC and where there will be no net loss of Sydney Freshwater Wetlands EEC
- where fencing is required to contain domestic animals and that fencing is located on a part of the site that does not impede native fauna from traversing the site.
- in Bushfire Asset Protection Zones - vegetation species need not be native to the site but are to be native to Pittwater.

Information to be included in the Statement of Environmental Effects

An analysis of the proposed development clearly stating the extent of the impact on the natural environment demonstrating that it has been designed to minimise any impact on the Sydney Coastal Estuarine Swamp Forest Complex.

B4.11 Land adjoining bushland

Land to which this control applies

Land adjoining bushland reserves but excluding where this land is covered in other Natural Environment Controls - P21DCP-BCMDCP067

Uses to which this control applies

Attached dwelling
Boarding house
Business Development
Development ancillary to residential accommodation
Dual occupancy (attached)
Dual occupancy (detached)
Dwelling house
Earthworks
Exhibition home
Group home
Hospital
Hostel
Industrial Development
Jetty
Multi dwelling housing
Other Development
Residential flat building
Rural industry
Rural worker's dwelling

Secondary dwelling
Semi-detached dwelling
Seniors housing
Shop top housing
Subdivision
Water recreation structure

Outcomes

To protect bushland from impacts associated with development on adjoining land. (En)
Biodiversity, ecological processes and other bushland values are conserved. (En)

Controls

Development shall not adversely impact on the adjoining reserve.

Development shall ensure that at least 80% of any new planting incorporates native vegetation (as per species found on the site or listed in *Native Plants for Your Garden* available on the Pittwater Council website).

Landscaping works are to be outside areas of bushland and do not include Environmental Weeds.

Development shall dispose of stormwater, wastewater and other drainage in a manner that will not adversely impact on the adjoining bushland.

Compliance with Council's Water Management for Development Policy is required.

Domestic animals will be restricted from entering bushland.

Development shall not result in a significant loss of canopy cover or a net loss in native canopy trees.

Fencing, where permitted, shall be passable to native wildlife.

Variations

Council may consider variation to this control for:

- environmental restoration projects whose sole objective is the restoration and regeneration of bushland.
- those activities listed in adopted Plans of Management for public reserves.
- Where fencing is required to contain domestic animals and that fencing is located on a part of the site that does not impede native fauna from traversing the site.

Advisory Notes

This land may be affected by the provisions of *State Environmental Planning Policy No 19 - Bushland in Urban Areas*.

Information to be included in the Statement of Environmental Effects

An analysis of the proposed development clearly stating the extent of the impact on the natural environment demonstrating that it has been designed to minimise any impact on adjoining bushland.

Technical Reports and Supporting Information

Note A: The Information Required to Be Submitted to address this Control is similar to that required for other Controls relating to the Natural Environment (B4.1 B4.16): Where more than one of these Controls apply, the information to be submitted can be combined into a single set of Plan(s), Document(s) and Report(s) which does not provide duplicated information provided ALL information to be submitted requirements are set out in the various Controls as provided.

(a) Development that disturbs/removes less than 40m² of vegetation, involves no removal of native trees and is not where there is habitat for NPWS Threatened species/populations/communities.

- Nil.

or

(b) Development that may impact/remove up to five native trees, including those within 5m of excavation, fill or changes in soil level.

- A tree survey and Arborist Report indicating location, species, health and size of all trees within 5m of proposed development. Clearly indicating all trees that may be impacted on or removed.
- An 7-part test is to be provided where existing native canopy trees are proposed for removal.
- 7-part tests for any NPWS Listed species/populations/communities.

or

(c) Development that disturbs between 40m² and 500m² of vegetation and/or more than five native trees and/or installation of an on-site waste-water disposal systems.

The following are the minimum requirements, where trees are proposed for removal/modification an Arborist Report is also required.

- Ecological Site Assessment (ESA)
- Biodiversity Impact Assessment (BIA)
- Ecological Sustainability Plan (ESP)\or combined report covering all issues

Minimum requirements of ESA, BIA and ESP - Please contact Council.

or

(d) Development that disturbs more than 500m² of vegetation and/or the subdivision of land.

The following are the minimum requirements where trees are proposed for removal/modification an Arborist Report is also required. Information required for development types (c) and (d) is the same, however the survey intensity required for developments in category (d) is greater minimum requirements given below.

- ESA
- BIA. Survey intensity required increases with area being disturbed.
- ESP
- or combined report covering all issues.

Minimum requirements of ESA, BIA and ESP - Please contact Council

or

(e) Other

If the development does not fall into any of the above categories (ad) this control does not apply except for conditioning,

(a) the planting two canopy trees or appropriate native vegetation and removal/ control of noxious and environmental weeds.

B4.13 Freshwater Wetlands (non Endangered Ecological Communities)

Land to which this control applies

Land containing areas of wetland, other than Sydney Freshwater Wetland EEC - P21DCP-BCMDCP031

Uses to which this control applies

Attached dwelling
Boarding house
Business Development
Development ancillary to residential accommodation
Dual occupancy (attached)
Dual occupancy (detached)
Dwelling house
Earthworks
Exhibition home
Group home
Hospital
Hostel
Industrial Development
Jetty
Multi dwelling housing
Other Development
Residential flat building
Rural industry
Rural worker's dwelling
Secondary dwelling

Semi-detached dwelling
Seniors housing
Shop top housing
Subdivision
Water recreation structure

Outcomes

Wetlands in Pittwater are conserved and enhanced. (En)
The physical, chemical and biological processes of wetlands in Pittwater are improved, maintained or restored. (En)
The social and cultural values of wetland areas are conserved and enhanced. (S)
Biodiversity, ecological processes and other wetland values are conserved. (En)

Controls

Development shall not adversely impact on wetlands.

Development shall restore or regenerate wetlands.

Development shall dispose of stormwater, wastewater and other drainage in a manner that will not adversely impact on wetlands.

Development must minimise changes to the following:

- local surface runoff, groundwater flows and water flow regimes to the wetland;
- temperature, salinity, chemical makeup and sediment loads;
- environmental flows; and
- patterns of inflow.

Stormwater is to mimic natural conditions.

Compliance with Council's Water Management for Development Policy is required.

Existing wildlife corridors are to be maintained and functional habitat links provided wherever possible.

Development shall ensure that at least 80% of any new planting incorporates native vegetation (as per species found on the site or those listed in *Native Plants for your Garden* on Pittwater Council website).

Variations

Provided the outcomes of this control are achieved, Council may consider variation to this control for:

- Environmental restoration projects whose sole objective is the restoration and regeneration of wetlands.
- Development related to education and recreation that are unlikely to affect wetland values and functions.
- Maintenance of existing structures.
- Any activities which form part of an adopted Plan of Management for the subject land.
- Where fencing is required to contain domestic animals and that fencing is located on a part of the site that does not impede native fauna from traversing the site.
- In Bushfire Asset Protection Zones- vegetation species need not be native to the site but are to be native to Pittwater.

Information to be included in the Statement of Environmental Effects

An analysis of the proposed development clearly stating the extent of the impact on the natural environment demonstrating that it has been designed to minimise any impact on wetlands.

Technical Reports and Supporting Information

Note A: The Information Required to Be Submitted to address this Control is similar to that required for other Controls relating to the Natural Environment (B4.1 B4.16): Where more than one of these Controls apply, the information to be submitted can be combined into a single set of Plan(s), Document(s) and Report(s) which does not provide duplicated information provided ALL information to be submitted requirements are set out in the various Controls as provided.

(a) Development that will not alter hydrology, that disturbs/removes less than 25m² of native vegetation and does

not involve removal of native trees, filling, excavation, on-site wastewater disposal or changes in storm-water input or subdivision of land.

- Species list of native plants and noxious, environmental weeds on the site.
- 7-part test for any Threatened species/populations/communities
- Plan showing wetland boundary relative to proposed development.

or

(b) Development that may impact/remove up to two native trees including those within 5m of excavation, fill or changes in soil level and remove/modify 0 - 25m² of native vegetation.

- A tree survey and Arborist Report indicating location, species, health and size of all trees within 5m of proposed development. Clearly indicating all trees that may be impacted on or removed.
- Species list of native plants and noxious, environmental weeds on the site.
- 7-part test for any Threatened species/populations/communities.
- Plan showing wetland boundary relative to proposed development

or

(c) Development that disturbs between 25m² and 500m² of vegetation and/or 39 native trees and/or installation of an on-site waste-water disposal systems and/or subdivision of land.

The following are the minimum requirements, where trees are proposed for removal/modification an Arborist Report is also required.

- Ecological Site Assessment for Wetlands (ESA)
- Biodiversity Impact Assessment for Wetlands (BIA)
- Ecological Sustainability Plan for Wetlands (ESP)
- or combined report covering all issues.

Minimum requirements of ESA, BIA and ESP - Please contact Council.

or

(d) Development that disturbs more than 500m² of vegetation and/or 10 or more native trees and/or change in soil level (filling or excavation) and/or changes in hydrology.

The following are the minimum requirements where trees are proposed for removal/modification an Arborist Report is also required.

- ESA
- BIA. Survey intensity required increases with area being disturbed.
- ESP
- or combined report covering all issues.

Minimum requirements of ESA, BIA, ESP - Please contact Council.

or

(e) Other

If the development does not fall into any of the above categories (ad) this control does not apply except for conditioning,

(a) planting/restoration of appropriate native vegetation and removal/ control of noxious and environmental weeds.

B4.14 Development in the Vicinity of Wetlands

Land to which this control applies

Land adjacent to freshwater wetlands, including Sydney Freshwater Wetland, Swamp Sclerophyll Forest, Swamp Oak Forest. - P21DCP-BCMDP066

Uses to which this control applies

Attached dwelling

Boarding house

Business Development

Development ancillary to residential accommodation

Development of a sector, buffer area or development site in a Release Area, including built form and land subdivision (built form does not have to be residential)

Dual occupancy (attached)

Dual occupancy (detached)

Dwelling house

Earthworks

Exhibition home
Group home
Hospital
Hostel
Industrial Development
Jetty
Multi dwelling housing
Other Development
Residential flat building
Rural industry
Rural worker's dwelling
Secondary dwelling
Semi-detached dwelling
Seniors housing
Shop top housing
Subdivision
Subdivision of a sector, buffer area or development site in a Release Area
Water recreation structure

Outcomes

Development in the catchment of a wetland is to result in wetland conditions being maintained or enhanced (En)
The physical, chemical and biological processes of wetland habitats in Pittwater are improved, maintained or restored. (En)
The social and cultural values of wetland areas are conserved and enhanced (S)
Biodiversity, ecological processes and other wetland values are conserved (En).

Controls

Development in a wetlands catchment shall not adversely impact on the wetlands.

Development shall dispose of stormwater, wastewater and other drainage in a manner that will not adversely impact on wetlands.

Development must minimise changes to the following:

- local surface runoff, groundwater flows and water flow regimes to the wetland;
- temperature, salinity, chemical makeup and sediment loads

Stormwater is to mimic natural conditions.

Compliance with Council's Water Management for Development Policy is required

Development shall provide adequate buffering to wetlands

Existing wildlife corridors are to be maintained and functional habitat links provided wherever possible.

Development shall ensure that at least 60% of any new planting incorporates native vegetation (as per species found on the site or those listed in *Native Plants for your Garden* on Pittwater Council website)

Variations

Provided the outcomes of this control are achieved, Council may consider variation to this control for:

- Environmental restoration projects whose sole objective is the restoration and regeneration of wetlands.
- Development that demonstrates it will not affect wetland values and functions.
- Maintenance of existing structures.

A minimum setback of 10m may be considered for development where there will be no adverse impact on the wetland and there is an adequate zone for wildlife.

Any activities which form part of an adopted Plan of Management for the subject land.

Where fencing is required to contain domestic animals and that fencing is located on a part of the site that does not impede native fauna from traversing the site.

In Bushfire Asset Protection Zones- vegetation species need not be native to the site but are to be native to Pittwater.

Information to be included in the Statement of Environmental Effects

An analysis of the proposed development clearly stating the extent of the impact on the natural environment demonstrating that it has been designed to minimise any impact on wetlands.

Technical Reports and Supporting Information

B4.15 Saltmarsh Endangered Ecological Community

Land to which this control applies

Land containing areas of saltmarsh vegetation - P21DCP-BCMDCP032

Uses to which this control applies

Attached dwelling
Boarding house
Business Development
Development ancillary to residential accommodation
Dual occupancy (attached)
Dual occupancy (detached)
Dwelling house
Earthworks
Exhibition home
Group home
Hospital
Hostel
Industrial Development
Jetty
Multi dwelling housing
Other Development
Residential flat building
Rural industry
Rural worker's dwelling
Secondary dwelling
Semi-detached dwelling
Seniors housing
Shop top housing
Subdivision
Water recreation structure

Outcomes

To conserve and enhance saltmarsh vegetation. (En)

Controls

Development shall retain and enhance saltmarsh vegetation.

Development shall restore and/or regenerate saltmarsh vegetation.

Stormwater, wastewater and other drainage shall not be disposed of into saltmarsh.

Compliance with Council's Water Management for Development Policy is required.

Development shall have an adequate buffer to saltmarsh and foreshore vegetation.

Where mangroves have been shown as invading saltmarsh vegetation, Council may consider mangrove removal (with permission from NSW Department of Primary Industries) for the purposes of restoring or regenerating these habitats.

Any works or activities proposed within the foreshore building line must be consistent with ensuring the long term survival of saltmarsh vegetation.

Variations

Provided the outcomes of this control are achieved, Council may consider variation to this control for environmental restoration projects whose objective is the restoration and regeneration of foreshore vegetation

Advisory Notes

Adequate buffer to saltmarsh depends on the proposed development. Minimum buffers to saltmarsh are the Foreshore Building Line on the landward side, and 50m on the seaward side.

Information to be included in the Statement of Environmental Effects

An analysis of the proposed development clearly stating the extent of the impact on the natural environment demonstrating that it has been designed to minimise any impact on Saltmarsh or other Foreshore Vegetation.

B4.16 Seagrass Conservation

Land to which this control applies

All areas of the Pittwater waterway containing seagrass - P21DCP-BCMDCP033

The Waterways Locality and properties which abut the Pittwater Waterway - P21DCP-D15MDCP751

Uses to which this control applies

Attached dwelling
Boarding house
Business Development
Child care centre
Demolition
Dual occupancy (attached)
Dual occupancy (detached)
Dwelling house
Earthworks
Exhibition home
Group home
Hospital
Hostel
Jetty
Multi dwelling housing
Other Development
Residential flat building
Rural industry
Rural worker's dwelling
Secondary dwelling
Semi-detached dwelling
Seniors housing
Shop top housing
Subdivision
Waste water disposal system
Water recreation structure

Outcomes

The conservation of seagrass beds in Pittwater. (En)

The replacement of lost/damaged seagrass beds. (En)

Controls

Development shall not significantly affect seagrass beds.

Development shall replace seagrass in areas where it has been lost or damaged.

No filling, dredging or other disturbance shall be undertaken within a 50m buffer area of seagrass beds.

Development proposed adjacent to seagrass beds shall incorporate a buffer zone of at least 50 metres between the development and the seagrass beds.

Jetties, ramps, wharves, pontoons and other instream structures shall be designed and constructed in accordance with NSW Department of Primary Industries specifications to maximise light filtration to seafloor. Proponents are advised to consult with the Department of Primary Industries to discuss their existing requirements.

Nutrients release into waterway shall not be increased. Development shall not result in turbidity in the vicinity of seagrass.

On-site waste water system systems shall include removal of Phosphorus and Nitrogen to below P 0.05 and N 0.05mg/L.

Compliance with Council's Water Management for Development Policy is required.

Variations

Development shall not be permitted within a buffer area unless it can be demonstrated that the outcomes of this control can be met.

Provided the outcomes of this control are achieved, Council may consider variation to this control for:

- environmental restoration projects whose objective is the improvement of estuarine water quality; or
- activities within an approved Pittwater Council Plan of Management.

Information to be included in the Statement of Environmental Effects

An analysis of the proposed development clearly stating the extent of the impact on the natural environment demonstrating that it has been designed to minimise any impact on Seagrass.

B4.18 Heathland/Woodland Vegetation**Land to which this control applies**

Land containing of heathland vegetation - P21DCP-BCMDCP035

Uses to which this control applies

Attached dwelling

Boarding house

Business Development

Development ancillary to residential accommodation

Development of a sector, buffer area or development site in a Release Area, including built form and land subdivision (built form is not limited to residential)

Dual occupancy (attached)

Dual occupancy (detached)

Dwelling house

Earthworks

Exhibition home

Group home

Hospital
Hostel
Industrial Development
Jetty
Multi dwelling housing
Other Development
Residential flat building
Rural industry
Rural worker's dwelling
Secondary dwelling
Semi-detached dwelling
Seniors housing
Shop top housing
Subdivision
Subdivision of a sector, buffer area or development site in a Release Area
Water recreation structure

Outcomes

Conservation of intact heathland. (En)
Regeneration and/or restoration of fragmented and / or degraded heathland. (En)
Reinstatement of heathland to link remnants. (En)
Long-term viability of locally native flora and fauna and their habitats in the Pittwater LGA through conservation, enhancement and/or creation of habitats and wildlife corridors. (En)
Long-term sustainability of hanging swamps and other wetlands (En).

Controls

Development shall retain and enhance habitat and wildlife corridors for threatened species, endangered populations, endangered ecological communities and other locally native species.

Development shall not reduce or degrade habitat for locally native species, threatened species, endangered populations or endangered ecological communities.

Wastewater shall receive tertiary treatment and not be discharged directly into heathland.

Water entering heathland from the development shall be free from pollutants and elevated nutrients.

Compliance with Council's Water Management for Development Policy is required.

Caretakers of domestic animals shall prevent them from entering wildlife habitat areas.

Fencing, where permitted, shall allow the safe passage of native wildlife.

Development shall not negatively impact on heathland.

Development shall ensure long-term sustainability of wetlands and must include an appropriate buffer - minimum of 10 metres from wetland edge.

Development shall ensure that at least 80% of any new planting incorporates native vegetation (as per species found on the site or listed in *Native Plants for Your Garden* available on the Pittwater Council website).

Landscaping works are to be outside areas of bushland and do not include environmental weeds.

Variations

Council may consider variation to this control:

- For those activities listed in adopted Plans of Management.
- Where development is proposed on parts of the site identified as not containing a heathland/woodland providing the development does not impact on heathland/woodland on the site or adjoining properties.

- Where a development is proposed in the area of least impact on heathland/woodland/wetlands and loss of native vegetation is minimal.
- Where fencing is required to contain domestic animals and that fencing is located on up to 20% of the site, and does not impede native fauna from traversing the site.

Information to be included in the Statement of Environmental Effects

An analysis of the proposed development clearly stating the extent of the impact on the natural environment demonstrating that it has been designed to minimise any impact on Heathland Vegetation.

Technical Reports and Supporting Information

Note A: The Information Require to Be Submitted to address this Control is similar to that required for other Controls relating to the Natural Environment (B4.1 to B4.22): Where more than one of these Controls apply, the information to be submitted can be combined into a single set of Plan(s), Document(s) and Report(s) which does not provide duplicated information provided ALL information to be submitted requirements are set out in the various Controls as provided.

(a) Development that disturbs/removes less than 40m² of vegetation, does not including tree removal/modification and is where habitat for NPWS Threatened species/populations/communities does not occur on the site.

- Nil

or

(b) Development that may impact/remove up to five native trees, including those within 5m of excavation, fill or changes in soil level.

- A tree survey and Arborist Report indicating location, species, health and size of all trees within 5m of proposed development. Clearly indicating all trees that may be impacted on or removed.
- An 7-part test is to be provided where existing native canopy trees are proposed for removal.
- 7-part tests for any NPWS Listed species/populations/communities.

or

(c) Development that disturbs between 40m² and 500m² of vegetation and/or more than five native trees and/or installation of an on-site waste-water disposal systems.

The following are the minimum requirements, where trees are proposed for removal/modification an Arborist Report is also required.

- Ecological Site Assessment (ESA)
- Biodiversity Impact Assessment (BIA)
- Ecological Sustainability Plan (ESP)
- or combined report covering all issues.

Minimum requirements of ESA, BIA and ESP - Please contact Council.

or

(d) Development that disturbs more than 500m² of vegetation and/or the subdivision of land.

The following are the minimum requirements where trees are proposed for removal/modification an Arborist Report is also required. Information required for development types (c) and (d) is the same, however the survey intensity required for developments in category (d) is greater minimum requirements given below.

- ESA
- BIA. Survey intensity required increases with area being disturbed.
- ESP
- or combined report covering all issues.

Minimum requirements of ESA, BIA and ESP - Please contact Council.

or

(e) Other

If the development does not fall into any of the above categories (ad) this control does not apply except for conditioning,

(a) the planting two canopy trees or appropriate native vegetation and removal/ control of noxious and environmental weeds.

B4.19 Estuarine Habitat

Land to which this control applies

The Waterways Locality and properties which abut the Pittwater Waterway - P21DCP-D15MDCP751
Land adjacent to estuarine wetlands, including Saltmarsh, Seagrass Beds, Mangroves, Estuarine Habitat - P21DCP-
BCMDCP036

Uses to which this control applies

Attached dwelling
Boarding house
Business Development
Development ancillary to residential accommodation
Dual occupancy (attached)
Dual occupancy (detached)
Dwelling house
Earthworks
Exhibition home
Group home
Hospital
Hostel
Industrial Development
Jetty
Multi dwelling housing
Other Development
Residential flat building
Rural industry
Rural worker's dwelling
Secondary dwelling
Semi-detached dwelling
Seniors housing
Shop top housing
Subdivision
Water recreation structure

Outcomes

To protect and enhance the mangroves, saltmarsh, seagrasses, intertidal sand/mud flats and other foreshore habitats that comprise the estuarine habitat of Pittwater. (En)
Development in the catchment of estuarine habitat is to result in estuarine habitat being retained or enhanced with respect to that development. (En)
The physical, chemical and biological processes of estuarine habitats in Pittwater are improved, maintained or restored. (En)
The social and cultural values of estuarine habitats are conserved and enhanced. (S)
Biodiversity, ecological processes and other estuarine habitat values are conserved. (En)

Controls

Development shall not be permitted which could result in the destruction of mangroves or seagrass beds, saltmarsh and other estuarine habitats.

Development in an estuarine habitat catchment shall not adversely impact on the wetlands.

Development shall dispose of stormwater, wastewater and other drainage in a manner that will not adversely impact on estuarine habitat.

Development must minimise changes to the following:

- local surface runoff, groundwater flows and water flow regimes to the estuarine habitat;
- temperature, salinity, chemical makeup and sediment loads

Stormwater is to mimic natural conditions.

Compliance with Council's Water Management for Development Policy is required.

Development shall provide adequate buffering to estuarine habitat.

Existing wildlife corridors are to be maintained and functional habitat links provided wherever possible.

Development shall ensure 80% of the area that is not covered by approved buildings or associated structures, is native vegetation either through retention of existing bushland or planting with locally native plant species (as per species found on the site or those listed in 'Native Plants for your Garden' on Pittwater webpage).

Development within the Pittwater Waterway shall have regard to any adjoining important estuarine habitats at all time, particularly during the construction phase. Any impact upon estuarine habitats within the Pittwater Waterway, particularly mangroves, saltmarsh and seagrass beds, must be minimised.

Adequate compensatory works shall be undertaken where damage to estuarine habitats occurs.

Habitat for locally and migratory birds shall not be reduced or degraded. Development that will result in increased disturbance to migratory wading bird habitat shall not be permitted.

Variations

Development shall not be permitted within a buffer area unless it can be demonstrated that the outcomes of this control can be met.

Provided the outcomes of this control are achieved, Council may consider variation to this control for:

- environmental restoration projects whose objective is the improvement of estuarine water quality and/or estuarine habitats: or
- activities within an approved Pittwater Council Plan of Management.

Information to be included in the Statement of Environmental Effects

An analysis of the proposed development demonstrating that it has been designed to minimise any impact on Estuarine Habitat.

Technical Reports and Supporting Information

A Marine Habitat Survey/Aquatic Ecology report is required for all works below the Mean High Water mark.

B4.20 Protection of Estuarine Water Quality

Land to which this control applies

Land adjacent to estuarine wetlands, including Saltmarsh, Seagrass Beds, Mangroves, Estuarine Habitat - P21DCP-BCMDCP036

Uses to which this control applies

Attached dwelling
Boarding house
Business Development
Development ancillary to residential accommodation
Dual occupancy (attached)
Dual occupancy (detached)
Dwelling house
Earthworks
Exhibition home
Group home
Hospital
Hostel
Industrial Development
Jetty

Multi dwelling housing
Other Development
Residential flat building
Rural industry
Rural worker's dwelling
Secondary dwelling
Semi-detached dwelling
Seniors housing
Shop top housing
Subdivision
Water recreation structure

Outcomes

To ensure that water quality is not adversely affected by pollutants including increased nutrient levels, pathogens, and siltation. (En)

To protect the mangroves, seagrasses, intertidal sand/mud flats and other habitats that comprise the estuarine habitat of Pittwater. (En)

Development in the catchment of estuarine habitat is to result in estuarine habitat being retained or enhanced with respect to that development. (En)

The physical, chemical and biological processes of estuarine habitats in Pittwater are improved, maintained or restored. (En)

The social and cultural values of estuarine habitats are conserved and enhanced. (S)

Biodiversity, ecological processes and other estuarine habitat values are conserved. (En)

Controls

Development shall not have an adverse impact on water quality through pollution including turbidity, siltation or increased nutrients.

Development shall not impact on the existing water circulation within the Pittwater Waterway, its individual embayments or tidal tributaries in a manner that is likely to adversely affect water quality or the physical well being of natural estuarine habitats.

Environmental safeguards (silt curtains, booms etc) are to be used during construction of the proposed works to ensure there is no escape of turbid plumes into the aquatic environment. Turbid plumes caused by runoff, driving of piles, etc. have the potential to smother aquatic vegetation and have a deleterious effect on benthic organisms.

Variations

Council may consider variation to this control for:

- environmental restoration projects whose objective is the improvement of estuarine water quality and/or estuarine habitats; or
- activities within an approved Pittwater Council Plan of Management.

Information to be included in the Statement of Environmental Effects

An analysis of the proposed development demonstrating that it has been designed to minimise any impact on Estuarine Water Quality.

Technical Reports and Supporting Information

A Marine Habitat Survey/Aquatic Ecology report is required for all works below the Mean High Water mark.

B5.1 Water Management Plan

Land to which this control applies

All Land NOT including the Warriewood Valley Locality.

Uses to which this control applies

Attached dwelling
Boarding house
Business Development
Group home
Hospital
Hostel
Industrial Development
Multi dwelling housing
Other Development
Residential flat building
Rural industry
Semi-detached dwelling
Seniors housing
Shop top housing
Subdivision

Outcomes

Effective management of all water and wastewater resources. (En, S)

Protection of receiving environments downstream of all water management systems. (En, S)

Controls

An Integrated Water Management approach must be undertaken on all land subject to development for the effective water management of all water on the site including:

- rainwater
- stormwater
- greywater, and
- wastewater

in accordance with:

- *State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004*
- The Pittwater 21 Development Control Plan (this DCP)
- All relevant legislation

A Water Management Plan is required to be submitted setting out the proposed Integrated Water Management System which may comprise of the following components including (but not limited to):

- Wastewater treatment system
- Greywater Treatment system
- Land Application System (Wastewater and Greywater systems)
- Water Harvesting and Reuse System
- Rainwater Tank (collection from roof area)
- Rainwater Tank "top up" from the Sydney Water potable water supply
- Stormwater tank (collection from ground area)
- Run-off area to each collection system
- On-Site Detention System (OSD) - type, size, location, discharge orifice plate size
- Water Quality Filtration System
- Water Quality System
- Infiltration / Dispersal System
- Site Discharge system to the public drainage system waterways and/or coastal area
- Natural and artificially modified water courses on the land
- Piped Drainage System on the land
- Overland/surface flow paths
- Easements (existing and proposed)
- Site constraints (e.g.: location of services, heritage orders, trees)

The Water Management Plan is to be clearly drafted, of a minimum 1:200 scale, showing the development, surface contours to AHD, all components of the Integrated Water Management System, and the proposed development. The Water Management Plan is to be professionally drafted and capable of being electronically scanned.

The Water Management Plan must clearly nominate the location, the direction of water flow between system elements, and integration of all components in the Water Management System.

The Water Management Plan is also to be accompanied by supporting Assessment Reports and documentation by an appropriately qualified and accredited Professional Engineer, where required, relevant to the proposed Water Management System.

All Water Management System components must be located on private lands except for the discharge line to the public stormwater system.

Variations

Nil

Advisory Notes

The minimum requirements for *State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004* takes precedence over the requirements of this control.

- locations of the system
- schematic direction of water flow into, within, and out of the Integrated Water Management System
- system connectivity between elements of the Integrated Water Management system
- sizes and design/system capacities
- relevant technical descriptions
- proprietary product names (where applicable).
- The connection point(s) of the stormwater management elements to a public drainage system and/or waterways and coastal areas.
- The sewerage connection point, sewer main (and service lines for existing development).
- All existing and proposed easements.
- All site constraints having impact on the Integrated Water Management system

Technical Reports and Supporting Information

Depending on the individual property the Development Application may also need to be accompanied by Consultant Reports eg:

- On-Site Wastewater Management Study (B5.2)
- Environmental and Health Risk Management Plan (for Stormwater Harvesting & Reuse)
- Operation and Maintenance Plan (for Stormwater Harvesting & Reuse)

Please also check to ascertain if any of the following reports are required for your proposal:

1. Geotechnical Engineering Report (for properties as classified within Councils Interim Geotechnical Risk Management Policy),
2. Flood Study,
3. Hazard Report (Bluff/Coastal Erosion, Wave/Tidal Action),
4. Bush Fire Report,
5. Contaminated Land Study,
6. Species/Fauna Impact Study,

B5.3 Greywater reuse

Land to which this control applies

All Land NOT including the Warriewood Valley Locality.

Uses to which this control applies

All Uses

Outcomes

Effective management of grey water treatment systems which maintain disposal to Sydney Water central reticulation system (for disposal in cases of emergency breakdown/malfunction). (En, S)

Effective management of on-site sewage and effluent systems to ensure environmental and public health protection.
(En, S)

Water Conservation (En)

Controls

Blackwater reuse and on-site disposal is not permitted on sewerage lands.

Council will only consider approval of on-site treatment, disposal and/or reuse of greywater subject to demonstration of scheme feasibility and compliance with all relevant State and Federal regulatory requirements and the referenced guidelines.

The greywater treatment and reuse system shall have a current NSW Health Accreditation (where accreditation is necessary).

All premises must maintain a connection to the Sydney Water centralised sewerage waste disposal system.

Variations

Nil

Advisory Notes

References

Environment and Health Protection Guidelines - Onsite Sewage Management for Single Households (Department of Local Government et al. January 1998)

NSW Guidelines for Greywater reuse in Sewered, Single Household Residential Premises (Department of Water and Energy, May 2008)

Interim NSW Guidelines for Management of Private Recycled Water Schemes (Department of Water and Energy, May 2008). This includes the approval to install and approval to operate a private recycled water scheme requirements.

Use of Effluent by Irrigation (Department of Environment and Conservation, October 2004)

National Guidelines for Water Recycling: Managing Health and Environmental Risks (Natural Resource Management Ministerial Council et al. November 2006)

Note: This control does not relate to Greywater Diversion Devices or manual bucketing of greywater.

Information to be shown on the site plan:

- the sewage connection point, sewer main (and service lines for the existing development)
- the proposed location of greywater storage and treatment tanks, greywater irrigation areas and any internal uses with the building/s.

Technical Reports and Supporting Information

1. Single Residential Premises

All applications must be accompanied by a Greywater Management Study prepared by an appropriately qualified wastewater consultant meeting the requirements of the *NSW Guidelines for Greywater Reuse in Sewered, Single Household Residential Premises*, published by the Department of Water & Energy, May 2008.

2. Premises other than Single Residential Premises

All applications must be accompanied by a Greywater Management Study prepared by an appropriately qualified wastewater consultant meeting the requirements of the *Interim Guidelines for the Management of Private Recycled Water Schemes*, published by the Department of Water & Energy, May 2008.

B5.4 Stormwater harvesting**Land to which this control applies**

All Land NOT including the Warriewood Valley Locality.

Uses to which this control applies

Attached dwelling
Boarding house
Business Development
Child care centre
Development ancillary to residential accommodation
Dual occupancy (attached)
Dual occupancy (detached)
Dwelling house
Exhibition home
Group home
Hospital
Hostel
Industrial Development
Multi dwelling housing
Other Development
Residential flat building
Rural industry
Rural worker's dwelling
Semi-detached dwelling
Seniors housing
Shop top housing

Outcomes

Minimise quantity of stormwater runoff.
Minimise surcharge from the existing drainage systems.
Reduce water consumption and waste in new development.
Implement the principles of Water Sensitive Urban Design (En)

Controls

Where development is proposing a stormwater harvesting scheme, it shall be designed to comply with all relevant State and Federal regulatory requirements.

A stormwater management plan describing the design for stormwater harvesting and reuse is required to be submitted setting out effective water management of all water on-site.

The stormwater management plan is required to demonstrate:

- A reduction of water consumption and waste through the provision of re-use devices, conservation practices and recycling runoff.
- Water Sensitive Urban Design principles have been incorporated into the design of drainage, on-site detention, landscaping and orientation of development.
- A reduction of stormwater draining from the development site and facilitating water re-use through the use of rainwater tanks, on-site detention and re-use of greywater .

The design for the stormwater harvesting and reuse scheme is to be certified by a suitably qualified and experienced Professional Engineer and is to be submitted with the Water Management Plan and any accompanying assessment reports and documentation.

The Water Management Plan and accompanying assessment reports and documentation shall demonstrate the feasibility of the scheme.

Variations

Nil

Advisory Notes

Reference

Managing Urban Stormwater: Harvesting and Reuse (Department of Environment and Conservation, 2006)

National Water Quality Strategy - Guidelines for Water Recycling: Managing Health and Environmental Risks (Phase 1) (Natural Resource Management Ministerial Council *et al.*, November 2006)

(Draft) National Water Quality Strategy - Guidelines for Water Recycling: Managing Health and Environmental Risks (Phase 2) - Stormwater Harvesting and Reuse (Natural Resource Management Ministerial Council *et al.*)

Interim NSW Guidelines for Management of Private Recycled Water Schemes (Department of Water and Energy, May 2008)

- A scale plan showing scheme arrangement including locations and description of system components (eg. water treatment capacity, methods, pipe sizes)
- locations of the system components (eg. stormwater extraction and reuse locations, system bypasses)
- schematic direction of water flow into, within, and out of the Integrated Water Management System
- system connectivity between elements of the Integrated Water Management system
- sizes and design/system capacities
- relevant technical descriptions
- proprietary product names (where applicable)
- The connection point(s) of the stormwater management elements to a public drainage system and/or waterways and coastal areas.
- The sewerage connection point, sewer main (and service lines for existing development).
- All existing and proposed easements.
- All site constraints having impact on the Integrated Water Management system

Technical Reports and Supporting Information

The Water Management Plan and accompanying assessment reports and documentation shall demonstrate the feasibility of the scheme, and shall include, but not be limited only to:

- Description of proposed stormwater uses
- Results of water balance modelling, including estimates of stormwater quantities to be extracted and reused
- A demonstration of compatibility of the proposed scheme with local and regional water management plans or stormwater strategies
- An Environmental and Health Risk Management Plan with clear identification of public health and safety risks and environmental risk (eg. the impacts of extraction on environmental flows), and how each risk is to be addressed
- The environmental and health risks and/or financial obligations that would be transferred to others (eg. if the proponent intends to transfer part or all of the scheme to another stakeholder after construction), and legal agreements to formalise arrangements for risk apportionment and recourse in these circumstances of transfer of responsibility
- An Operation and Maintenance plan, including a description of the ongoing management arrangements for the scheme and demonstration of adequate on-going funding for operation and maintenance.

B5.5 Rainwater Tanks - Business, Light Industrial and Other Development

Retain – no change.

B5.6 Rainwater Tanks – Water Supply

Land to which this control applies

Land zoned E3 Environmental Management, RU2 Rural Landscape or R5 Large Lot Residential.

Uses to which this control applies

Dual occupancy (attached)
Dual occupancy (detached)
Dwelling house
Exhibition home
Other Development
Rural industry
Rural worker's dwelling
Secondary dwelling

Outcomes

An alternative safe water supply is provided for properties not connected to a Sydney Water main. (S)

Controls

Where connection to a Sydney Water main is not able to be provided, rainwater tanks must be provided for potable (i.e. drinking, bathing, cooking, washing etc) and non-potable (i.e. toilet flushing, watering garden, irrigation, fire fighting etc) uses.

The minimum capacity tank requirements for new dwellings and major additions to existing dwellings, where there is no connection to mains water, must be 45,000 litres of which up to 10,000 litres may be used for non-potable uses and stored in a separate system.

The minimum capacity tank requirements for development (other than new dwellings and major additions to existing dwellings) where there is no connection to mains water must be in accordance with relevant Australian Standards.

Variations

Council may consider a variation where a rainwater tank of this size already exists or a tank of this size is not appropriate and it can be demonstrated that the outcomes of this control are achieved.

Advisory Notes

In Bushfire Prone Lands, a minimum of 10,000 litres is to be set aside for fire fighting purposes.

References

Guidance on Use of Rainwater Tanks (Enhealth, 2004)

Rainwater Tanks Where a Public Water Supply is Available - Use of. NSW Health Guidelines GL2007_009 (June 2007)

The Plumbing Code of Australia

Destruction, Removal or Reuse of Septic Tanks, Collection Wells, Aerated Wastewater Treatment Systems and Other Sewage Management Facility Vessels. (NSW Department of Health - Advisory No 3, May 2006)

Information to be shown on the Development Drawings

Shall show the location and state the size of proposed water storage tanks together with overflow provision.

B5.7 Stormwater Management - On-Site Stormwater Detention**Land to which this control applies**

Land identified as requiring On-site detention NOT including the Warriewood Valley Locality - P21DCP-BCMDCP043

Uses to which this control applies

Attached dwelling
Boarding house
Business Development
Child care centre
Development ancillary to residential accommodation

Dual occupancy (attached)
Dual occupancy (detached)
Dwelling house
Exhibition home
Group home
Hospital
Hostel
Industrial Development
Multi dwelling housing
Other Development
Residential flat building
Rural industry
Rural worker's dwelling
Secondary dwelling
Semi-detached dwelling
Seniors housing
Shop top housing

Outcomes

Rates of stormwater discharged into receiving environment maintained or reduced. (Ec, S)

Controls

An On-Site Detention (OSD) facility is to be installed where the development results in additional hard (impervious) surface area of greater than 50m² (on a cumulative basis since February 1996) and on land designated through mapping as requiring OSD facility.

OSD facilities are to be designed and installed to temporarily detain stormwater on a site to limit the discharge leaving the property to ensure that the development does not increase stormwater discharge downstream of the land over and above that of the existing stormwater discharge conditions up to the 1% AEP storm event.

All additional roof surface area of the development is to be drained initially to the rainwater tank which is to be fitted with an overflow pipework system connected to the OSD facility.

All additional ground surface hard stand (impervious) areas are to be drained via a stormwater tank/pit to the OSD facility.

Surface stormwater runoff from properties upstream of the land is to be independently managed to that of the additional ground surface stormwater collection and OSD system and is required to bypass the OSD system.

Rainwater tanks and OSD facilities may also be combined in an integrated system and may be either above or below ground. Should an oversized rainwater tank be used, then 25% of the excess storage volume can be credited towards the OSD tank capacity.

The OSD system may be in the form of an underground tank and/or an above ground tank or open area and is to be designed to the storage and discharge requirements detailed in the following table.

REQUIREMENTS FOR SIZE AND ALLOWABLE DISCHARGE FROM ON-SITE DETENTION SYSTEMS

Additional Hard (Impervious) Surface Area (square metres)	Minimum Capacity of On-Site Detention Tank (Litres)	Discharge Rate Litres/Sec
0 - 50	Nil	Nil
>50 - 75	4,500	2
>75 - 100	6,000	3
>100 - 150	9,000	4
>150 - 200	12,000	6
>200 - 250	15,000	7
>250 - 300	18,000	9
>300 - 400	24,000	12

>400 - 500	30,000	15
>500 - 600	36,000	18
>600 - 700	42,000	21
>700 - 800	48,000	24
>800 - 900	54,000	27
>900 - 1,000	60,000	30
>1,000*	A minimum storage capacity of 60 litres per m ² of additional hard/impervious surface area, and a discharge rate which replicates the discharge from the site were it to be undeveloped.	

*Developments exceeding 1,000 square metres of additional hard (impervious) surface area must also provide with the Water Management Plan, an Integrated Water Management Strategy prepared by a suitably qualified and experienced Water Engineer, demonstrating that stormwater flows discharged from the site is to be no greater than what would have occurred predevelopment, and that Water Sensitive Urban Design principles have been practically maximised within the proposed development.

The discharge from the outlet of the OSD facility shall be controlled by an orifice plate set into the discharge line to control the rate of flow from the system. The required size of orifice plate is set out in [Appendix 11 - Stormwater Management Technical Data - Table 1](#).

The orifice plate is to be located at the invert of all storage facilities to avoid stagnant water (silt traps will not be permitted).

A high-level outlet to the OSD facility is to be provided to cater for surcharge/overflow during major storm events and/or blockages.

Surface flow paths, including the provision of an emergency overflow to cater for blockage of the system must be provided between the OSD facility and the point of stormwater discharge from the land.

All habitable floor levels are to be a minimum of 300mm above and garage floor levels are to be a minimum of 150mm above the maximum design storage water surface level and flow path levels.

The OSD facility may be an underground storage facility as follows:

1. Underground Storage facility:
 - Storage tank located underground provided with a maintenance access hatch
 - A stainless or galvanised mesh screen is to be installed a minimum of 300mm from the outlet to prevent blockage of the orifice by debris
 - Discharge orifice plate installed
 - High level outlet for discharge during a major storm event
 - Venting of the storage tank to prevent the build up of gases
2. Landscaped OSD storage facility:
 - Storage volumes in landscaping areas shall include an allowance for 10 percent additional storage for vegetation growth and construction inaccuracies
 - Discharge orifice plate installed
 - A stainless or galvanised mesh screen is to be installed a minimum of 300mm from the outlet to prevent blockage of the orifice by debris
 - High level outlet for discharge during a major storm event
 - The desirable minimum surface slope to the discharge outlet is 1.5 percent, with the absolute minimum being 1.0 percent
 - Subsoil drainage should be provided in landscaped areas to prevent the ground becoming saturated during prolonged wet weather
3. Driveway and car park OSD storage facility:
 - To avoid damage to vehicles, depths of ponding on driveways and car parks is not to exceed 200mm under design conditions
 - Discharge orifice plate installed

- A stainless or galvanised mesh screen is to be installed a minimum of 300mm from the outlet to prevent blockage of the orifice by debris
- High level outlet for discharge during a major storm event
- The minimum transverse paving slopes within storage areas to the discharge outlet is 0.7 percent

OSD systems are structures intended to control site discharges over the entire life of the development.

Variations

Independently Derived OSD Assessment

Applicants may provide an independent assessment of the water management and On-Site Detention requirements through an On-Site Detention Assessment Report to be submitted with the Water Management Plan prepared by a suitably qualified and experienced Water Engineer.

Data for Stormwater Assessment

To assist in the assessment of stormwater design, the following rainfall data is provided:

- i. Design rainfall Intensity-Frequency-Duration (IFD) relationships for various locations within Pittwater Local Government Area (PLGA) are given in Appendix 11 - Stormwater Management Technical Data - Tables 2, 3, 4, 5 and 6.
- ii. Design rainfall temporal patterns from Australian Rainfall and Runoff - A Guide to Flood Estimation are provided for average recurrence intervals (ARI's) less than 30 years and greater than 30 years for the Pittwater Local Government Area in Appendix 11 - Stormwater Management Technical Data - Table 7.

Information to be shown on the Development Drawings

The Integrated Water Management Plan is to show the location, design details, dimensions and discharge details for the on site detention system.

B5.8 Stormwater Management – Water Quality – Low Density Residential

Land to which this control applies

All land in the Pittwater LGA not including the Pittwater waterway or Warriewood Valley land release area - P21DCP-BCMDCP037

Uses to which this control applies

Dual occupancy (attached)
Dual occupancy (detached)
Dwelling house
Exhibition home
Rural worker's dwelling
Secondary dwelling

Outcomes

No increase in pollutants discharged with stormwater into the environment. (En)
Development is compatible with Water Sensitive Urban Design principles. (En)

Controls

The control is applicable when the development results in an additional hard (impervious) area of more than 50 square metres.

Development shall incorporate the installation of the following stormwater quality improvement measures:

- Pre-screening of organic matter (eg leaf litter) prior to the collection of rainwater in the rainwater tank
- A water quality filtration basket or equivalent primary treatment Stormwater Quality Improvement Device (SQID) to collect leaf litter and coarse sediments is to be installed prior to the discharge of stormwater from the land.

All Stormwater Quality Improvement Devices (SQIDs) must make provision for convenient and safe regular inspection, periodic cleaning, and maintenance.

Applicants are also encouraged to apply advanced water quality techniques through primary and secondary treatment techniques to reach and/or exceed the following objectives:

- Primary treatment (eg. physical screening, rapid sedimentation techniques) of stormwater to collect and retain gross pollutants (i.e. litter and organic matter) and coarse sediments (with associated entrained pollutants) prior to the discharge of stormwater from the land.
- Secondary treatment (eg. fine particle sedimentation and filtration techniques) of stormwater to collect and retain medium to fine sediments (with associated entrained pollutants) prior to the discharge of stormwater from the land.

Variations

Nil

Advisory Notes

Examples of SQIDs that provide primary treatment include litter collection baskets, litter racks, gross pollutant traps, and sediment traps. Examples of SQIDs that provide secondary treatment include filter strips, grass swales, extended detention basins, porous pavers, infiltration trenches, infiltration basins and sand filters.

References

Urban Stormwater - Best Practice Environmental Management Guidelines (CSIRO, 1999)

Australian Runoff Quality - A Guide to Water Sensitive Urban Design (Engineers Australia, 2006)

Information to be shown on the Development Drawings

Stormwater plan is to show type(s) of stormwater quality improvement measures, their location and footprint (where applicable), the sequence of stormwater treatment (treatment train) and the directions of stormwater bypass flows.

B5.9 Stormwater Management – Water Quality – Other than Low Density Residential

Land to which this control applies

All land in the Pittwater LGA not including the Pittwater waterway or Warriewood Valley land release area - P21DCP-BCMDCP037

Uses to which this control applies

Attached dwelling
Boarding house
Business Development
Child care centre
Development ancillary to residential accommodation
Group home
Hospital
Hostel
Industrial Development
Multi dwelling housing
Other Development
Residential flat building
Rural industry
Semi-detached dwelling
Seniors housing
Shop top housing

Outcomes

No increase in pollutants discharged with stormwater into the environment. (En)

Development is compatible with Water Sensitive Urban Design principles. (En)

Controls

The control is applicable when the development results in an additional hard (impervious) area of more than 50 square metres.

Land Size up to 1500 sqm

Development shall incorporate stormwater quality improvement measures:

- Pre-screening of organic matter (eg. leaf litter) prior to the collection of rainwater in the rainwater tank.
- A water quality filtration basket or equivalent primary treatment Stormwater Quality Improvement Device (SQID) device to collect leaf litter and coarse sediments is to be installed within the integrated water management system prior to the discharge of stormwater from the land.

All Stormwater Quality Improvement Devices (SQIDs) must make provision for convenient and safe regular inspection, periodic cleaning, and maintenance.

Applicants are also encouraged to apply advanced water quality techniques through primary and secondary treatment techniques to reach and/or exceed the following objectives:

- Further Primary treatment (eg. physical screening, rapid sedimentation techniques) of stormwater to collect and retain gross pollutants (i.e. litter and organic matter) and coarse sediments (with associated entrained pollutants) prior to the discharge of stormwater from the land.

and

- Secondary treatment (eg. fine particle sedimentation and filtration techniques) of stormwater to collect and retain medium to fine sediments (with associated entrained pollutants) prior to the discharge of stormwater from the land.

Land Size greater than 1500 sqm

Development shall incorporate stormwater quality improvement measures (as indicated on Table 1) to undertake (where specified) the following:

- Pre-screening of organic matter (eg. leaf litter) prior to collection of rainwater.
- Primary treatment (eg. physical screening, rapid sedimentation techniques) of stormwater to collect and retain gross pollutants (i.e. litter and organic matter), coarse sediments (with associated entrained pollutants), and oil and grease prior to the discharge of stormwater from the land
- Secondary treatment (eg. fine particle sedimentation and filtration techniques) of stormwater to collect and retain medium to fine sediments (with associated entrained pollutants) prior to the discharge of stormwater from the land
- Tertiary treatment (eg. enhanced sedimentation and filtration, biological uptake, absorption onto sediments) to remove dissolved pollutants (including nutrients and heavy metals) prior to the discharge of stormwater from the land.

Table1: Stormwater Treatment Requirements

LEVEL OF TREATMENT	Pre	Primary	Secondary	Tertiary
DEVELOPMENT TYPE				
Shop top housing	X	X		
Business development	X	X		
Industrial development	X	X		
Subdivision		X	X	X
Tennis court		X		
Multi dwelling housing	X	X	X	
Residential flat building	X	X		
Seniors housing	X	X	X	
Child care centre	X	X	X	
Hospital	X	X	X	
Rural industry	X	X	X	X

Other development	X	X	X	
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Note: X Indicates the minimum level of stormwater pollution treatment required for the development.

All stormwater quality improvement devices (SQIDs) must be compatible with site constraints and the integrated water management system.

All stormwater quality improvement devices must make provision for convenient and safe regular inspection, periodic cleaning, and maintenance.

Certification is to be provided by a suitably qualified and experienced Water Engineer with the Water Management Plan demonstrating that the proposed stormwater quality improvement devices proposed at the site will achieve the Control requirements and all applicable legislation.

Variations

Nil

Advisory Notes

Examples of SQIDs that provide primary treatment include litter collection baskets, litter racks, gross pollutant traps, and sediment traps. Examples of SQIDs that provide secondary treatment include filter strips, grass swales, extended detention basins, porous pavers, infiltration trenches, infiltration basins and sand filters.

Examples of SQIDs that provide tertiary treatment include constructed ponds, constructed wetlands, and chemical treatments.

References:

Urban Stormwater - Best Practice Environmental Management Guidelines (CSIRO 1999)

Australian Runoff Quality - A Guide to Water Sensitive Urban Design (Engineers Australia 2006)

Information to be shown on the Development Drawings

Stormwater plan is to show type(s) of stormwater quality improvement measures, their location and footprint (where applicable), the sequence of stormwater treatment (treatment train) and the directions of any stormwater bypass flows.

Secondary and Tertiary treatment measures shall include design details and dimensions for the treatment system.

B5.10 Stormwater Discharge into Public Drainage System

Land to which this control applies

All land in the Pittwater LGA not including the Pittwater waterway or Warriewood Valley land release area - P21DCP-BCMDCP037

Uses to which this control applies

Attached dwelling
Boarding house
Business Development
Child care centre
Development ancillary to residential accommodation
Dual occupancy (attached)
Dual occupancy (detached)
Dwelling house
Exhibition home
Group home
Hospital
Hostel

Industrial Development
Multi dwelling housing
Other Development
Residential flat building
Rural industry
Rural worker's dwelling
Secondary dwelling
Semi-detached dwelling
Seniors housing
Shop top housing
Subdivision

Outcomes

All new development is to have no adverse environmental impact at the discharge location. (En, S)

Controls

This control applies where stormwater can discharge into the public drainage system.

Direct Connection to the Public Drainage System

Stormwater drainage is to be connected to a public drainage system by gravity means to which it would naturally flow.

Where the development has legal access to a piped drainage system within the development land or adjacent land, a channel or a natural watercourse within the development land or adjacent land, a constructed public road within a road reserve adjacent to the development land (with or without kerbing and guttering), all concentrated stormwater must be discharged directly to that system.

Where stormwater discharge is to be connected to the kerb and gutter of a public roadway, it is not to exceed a discharge rate of 30 litres per second (L/s) in a 1% AEP storm event per property. The number of outlets to the kerb and gutter should be limited to the minimum practically possible (typically one per property). Where discharge exceeds the above values, Council will require that the site discharge be piped to the nearest Council piped drain, channel or natural watercourse, with a minimum 375mm diameter pipe, to Council's standards.

Where an outlet pipe size exceeds 100mm diameter (or insufficient cover exists over the pipe) and flow is to be discharged to the kerb and gutter of a Council roadway, the following is required:

- A minimum 600 mm x 600 mm grated converter pit is to be constructed inside the front boundary of the property. (Note: in the case of the main Commercial Centres where downpipes are located on the property boundary, the connection is required to be by direct connection at the base of the downpipe with an overflow system at the head of the downpipe.)
- Flows between the converter pit and the kerb and gutter are to be discharged using galvanised steel box-section pipes as follows:
 - 100 diameter outlet pipe - use 1 x 100 mm x 100 mm x 6 mm thick (w x h x t)
 - 150 diameter outlet pipe - use 1 x 200 mm x 100 mm x 6 mm thick
 - 225 diameter outlet pipe - use 2 x 200 mm x 100 mm x 6 mm thick

Where a stormwater system discharges into a public road reserve that does not contain an existing kerb and guttering or into a channel or natural water course, an outlet structure is required to be installed and designed to defuse the concentrated stormwater discharge to reduce flow velocities to prevent scour, be safe and be easily maintained.

Connection to Public Drainage System via Inter-allotment Drainage and Easement

Where direct access to a public drainage system (i.e. street kerb and gutter, piped system or open channels and watercourses) is not possible, the installation of inter-allotment drainage system and the acquisition of drainage easements over intervening properties (at the developer's cost) will be required.

Written consent for the piping and acquisition of an easement is to be obtained from adjoining owners and provided to Council at the time of lodging the Development Application. Creation of easement(s) will be required to be completed prior to the issue of the Subdivision Certificate. For other uses other than subdivision, where the easement has not been created prior to the issue of consent, then a deferred commencement condition will be applied.

Connection to Public Drainage System via Public Reserve

Conveyance of stormwater that is required to traverse a public reserve (other than a public road reserve) in order to gain access to a piped drainage system, natural watercourse, estuary and lagoon may be permitted, but will require the prior approval in writing from the Council or the relevant statutory authority and in some instances the creation of a drainage easement.

General

All drainage structures and measures are to be designed to be visually unobtrusive and sympathetic with the environment.

All outlet connections into watercourses, estuary or lagoons shall be designed according to the design principles in *Controlled Activities on Waterfront Land: Guideline for outlet structures on waterfront land* (NSW Office of Water, July 2012).

A Water Management Plan to a minimum scale of 1:200 including survey contours to AHD must demonstrate the feasibility of the proposed drainage system within the site and connection to a public drainage system.

Adequate overflow paths to the public drainage system must be provided to cater for major storm events (up to the 1% AEP storm event) or blockages within the drainage system serving the development.

Variations

Where the development does not have legal access to the public drainage system and is unable to gain adjoining owner's consent on alternative access through drainage easements as required, Council will consider the following on merit:

- An on-site infiltration/dispersion system on suitable land. Land affected by landslip may not be suitable for installation of an on-site infiltration/dispersion system, however, may be acceptable if supported by Geotechnical Risk Assessment stating that on-site disposal achieves the 'Acceptable Level' of risk as defined in the Geotechnical Risk Management Policy for Pittwater.
- Redirection of stormwater flow
- A split system
- An alternative discharge approach

If such a variation is sought it must be accompanied by a supporting report by an appropriately qualified Water Engineer and Geotechnical Engineer (where applicable), outlining the collection, use, reuse and disposal method and demonstrating that it will provide an acceptable standard of safety, will not have any adverse impact on adjoining properties, bushland or public places, and will not adversely impact on the downstream drainage system, downstream bushland or any downstream public places.

Information to be included in the Statement of Environmental Effects

A description of the proposed stormwater discharge method.

B5.11 Stormwater Discharge into Waterways and Coastal Areas

Land to which this control applies

All land adjacent to a river system, foreshore or coastline NOT including the Warriewood Valley Locality - P21DCP-BCMDCP038

Uses to which this control applies

Attached dwelling
Boarding house
Business Development
Child care centre
Development ancillary to residential accommodation
Dual occupancy (attached)
Dual occupancy (detached)
Dwelling house
Exhibition home
Group home
Hospital
Hostel
Industrial Development
Multi dwelling housing
Other Development
Residential flat building
Rural industry
Rural worker's dwelling
Secondary dwelling
Semi-detached dwelling
Seniors housing
Shop top housing
Subdivision

Outcomes

All new development to have no adverse environmental impact at the discharge location. (En, S)

Controls

This control applies where stormwater can legally discharge into a natural waterway, estuary, lagoon or coastal area.

Direct Connection to Waterways and Coastal Areas

The discharge of stormwater into the waterways (including Pittwater, Narrabeen Lagoon and creek systems) or any of its tributary watercourses and coastal areas will only be permitted from land directly adjoining a waterway or coastal area provided that it can demonstrated through the Water Management Plan, that:

- discharge to the public drainage system is not available
- discharge over any bluff or cliff area will not cause slope instability
- the discharge system does not result in cliff/bluff/dune or shoreline erosion, sedimentation or water quality impacts
- the discharge system will minimise the visual/environmental impact of any drainage discharge structure along the foreshore.

Connection to Public Drainage System via Public Reserve

Conveyance of stormwater that is required to traverse a public reserve (other than a public road reserve) in order to gain access to a natural watercourse, estuary and lagoon or coastal area may be permitted, but will require the prior approval in writing by the Council or the relevant statutory authority and in some instances the creation of an easement.

General

Where a stormwater system discharges into a natural watercourse, estuary, lagoon or coastal area, an outlet structure is required to be installed and designed to defuse the concentrated stormwater discharge to reduce flow velocities to prevent scour, be safe and be easily maintained. The outlet structure shall be designed according to the design principles in *Controlled Activities on Waterfront Land: Guideline for outlet structures on waterfront land* (NSW Office of Water, July 2012).

Adequate overflow flowpaths to a natural watercourse, estuary, lagoon or coastal area must be provided to cater for major storm events (up to the 1% AEP storm event) or blockage within the drainage system serving the development.

A Water Management Plan to a minimum scale of 1:200 including survey contours to AHD must demonstrate the feasibility of the proposed drainage system within the site and connection to a natural watercourse, estuary, lagoon or coastal area.

Variations

Nil

Advisory NotesReference:

Controlled Activities on Waterfront Land: Guideline for outlet structures on waterfront land (NSW Office of Water, July 2012).

B5.12 Stormwater Drainage Systems and Natural Watercourses**Land to which this control applies**

All land in the Pittwater LGA not including the Pittwater waterway or Warriewood Valley land release area - P21DCP-BCMDCP037

Uses to which this control applies

Attached dwelling
Boarding house
Business Development
Child care centre
Development ancillary to residential accommodation
Dual occupancy (attached)
Dual occupancy (detached)
Dwelling house
Exhibition home
Group home
Hospital
Hostel
Industrial Development
Multi dwelling housing
Other Development
Residential flat building
Rural industry
Rural worker's dwelling
Secondary dwelling
Semi-detached dwelling
Seniors housing
Shop top housing
Subdivision

Outcomes

The integrity of stormwater drainage systems, easements and natural watercourses are maintained. (En)
Stormwater flows including overland flow have continuity and are not impeded. (En)

ControlsStructures Over and Adjacent to Easements, Piped Drainage System or Natural Watercourses

No encroachments or low lying overhangs of the development are permitted over and/or within easements for

stormwater drainage or over piped drainage systems or over natural water courses.

On a merit basis, Council may allow light, open sided, easily removable structures to be built over drainage easements, piped drainage systems or floodways if it can be demonstrated through a water level and flow assessment that it does not affect the flow of water in overland flow paths.

Structural support elements are not permitted within an easement or within the cross sectional area of an open or natural watercourse.

Structural support elements adjacent to an easement, piped drainage or natural water course located on the development site or on adjacent lands must be founded on a stable foundation a minimum of 300mm below the invert level of the pipe (or as directed by the Structural Engineer) to provide stability to both structure and drainage system particularly during maintenance operations.

Stormwater Drainage Systems

Council approach to the management of the stormwater drainage system is through the Major/Minor concept (as described in *Australian Rainfall and Runoff A Guide to Flood Estimation* (Institution of Engineers Australia, 1998)(AR&R)) for its piped urban drainage design.

The Minor Stormwater Drainage System refers to the underground piped system, which shall be designed to cater for a 5% Annual Exceedance Probability (20 year Annual Recurrence Interval) flood event.

The Major Stormwater Drainage System refers to overland flow paths designed to convey major storm flows when the capacity of the minor system is exceeded.

Major Stormwater Drainage Systems shall be designed to cater for the 1% Annual Exceedance Probability (100 year Annual Recurrence Interval) storm event.

The Minor Stormwater Drainage System may in some instances be required to accommodate higher flow rates if the Major Stormwater Drainage System cannot safely or adequately carry the required flow rate.

Piped stormwater drainage systems can usually be categorised as:

- public stormwater drainage system - this system accepts stormwater discharges from both public and private lands;
- private stormwater drainage system - this system accepts stormwater discharges from private land only. This is commonly referred to as an interallotment drainage system.

Any public stormwater drainage system piped through private land must remain on the land and cannot be diverted into adjoining land without the adjoining owner's permission.

Where the Applicant proposes to pipe the public stormwater drainage system, the minimum sized pipe is to be 375mm diameter. The piped drainage system shall be constructed using the appropriate class of rubber ring joint reinforced concrete pipes

Where overland flows from upstream catchments impact the site, this control should also be read in conjunction with the Flood Category 3 Controls of this DCP.

The design of stormwater systems for the property is to demonstrate through a water level and flow assessment that:

- The proposed development does not have an adverse impact on adjoining properties through diversion, concentration or damming of such flows;
- The proposed development accommodates the passage of overland flow through the site and where applicable illustrates that the proposed development is designed to withstand damage due to scour, debris or buoyancy forces so that the risk of incidental damage is minimised;
- The proposed development is not sited where flows will create a hazardous situation for future occupants in terms of depth and velocity of flows through the property;

- Floor levels within the development are set to comply with the freeboard requirements as set out in Flood Risk Management Policy;
- The proposed development is compatible with any future mitigation strategies to be implemented by Council in terms of such overland flows.

Where determined necessary, Council will impose conditions on a proposed development, to protect overland flow paths. This could include the construction of flowpaths with openings through fencing to protect overland flow paths. An 'interallotment drainage system' shall be designed to cater for a 5% Annual Exceedance Probability (20 year Annual Recurrence Interval) storm event for subdivisions creating separate lots. It shall be assumed that an appropriate percentage of the lot area is impervious to determine the design flow rate.

For developments not specified in this control, an 'inter-allotment drainage system' shall be designed to carry the 5% Annual Exceedance Probability (20 year Annual Recurrence Interval) flow rate for the total site area.

For an 'inter-allotment drainage system', the minimum sized pipeline is to be 150mm diameter. The piped drainage is to be constructed from an appropriate class of pipe with watertight and flexible joints.

Natural Watercourses

Any natural watercourses on the property shall be retained in their natural state wherever possible to carry stormwater flows through the property. Natural water courses cannot be diverted onto adjoining lands.

Any natural watercourses on the land where in a degraded state, must be restored and rehabilitated in accordance with the guidelines for controlled activities under the *Water Management Act 2000*.

Council encourages the replacement of a piped stormwater system with a restored creek system with appropriate flow carrying capacity.

A Water Management Plan is to be submitted demonstrating the feasibility of the proposed natural watercourse works within the site.

Variations

Diversion of Stormwater Systems

Easements and piped drainage system may be diverted around proposed development where it can be demonstrated, through a Water Management Plan, that:

- the diversion is wholly contained within the land,
- that the flows are not diverted to an adjoining/alternative watercourses and
- flow capacities are maintained.

The diversion of natural watercourses is only permissible with a controlled activity approval for the work from the NSW Office of Water.

Any alteration to an easement, piped drainage system or natural watercourse including all legal and consultant costs shall be at the full cost to the applicant.

Overhang of Easement

An overhang, over and/or within an easement will be considered on merit. A minimum vertical clearance to allow appropriate machinery to allow easy access and ample clearances to undertake maintenance replacement operations is required. Alternative construction techniques to allow removal of sections of the building structure by the property owner will also be considered.

Alternative Pipe Materials

Council will consider the use of pipelines made of different materials for a public stormwater drainage system should site conditions not suit concrete pipes (eg. Steeply sloping sites).

Advisory Notes**i. Waterway design is to be in accordance with guidelines such as:**

- *Controlled Activities on Waterfront Land: Guideline for outlet structures on waterfront land* (NSW Office of Water, July 2012).
- *Controlled Activities on Waterfront Land: Guideline for riparian corridors on waterfront land* (NSW Office of Water, July 2012).
- *Controlled Activities on Waterfront Land: Guideline for laying pipes and cables in watercourses on waterfront land* (NSW Office of Water, July 2012).
- *Controlled Activities on Waterfront Land: Guideline for instream works on waterfront land* (NSW Office of Water, July 2012).
- *Controlled Activities on Waterfront Land: Guideline for watercourse crossings on waterfront land* (NSW Office of Water, July 2012).
- *A Rehabilitation Manual for Australian Streams* (CRC for Catchment Hydrology, 1999).
- *Guidelines for Stabilising Waterways* (Standing Committee on Rivers & Catchments Victoria, 1991).
- *Hydraulic Geometry of Brisbane Streams - Guidelines for Natural Channel Design* (I.D. & A. Pty Ltd. 1996)

These guidelines refer to techniques such as the use of 'regime theory' with approaches published by various researchers in the field of fluvial hydraulics (eg. Simons and Alverston, 1963).

ii. Data for Stormwater Assessment

To assist in the assessment of stormwater design, the following rainfall data is provided:

- Design rainfall Intensity-Frequency-Duration (IFD) relationships for various locations within Pittwater Local Government Area (PLGA) are given in Appendix 11 - Stormwater Management Technical Data - Tables 2, 3, 4, 5 and 6.
- Design rainfall temporal patterns from Australian Rainfall and Runoff - A Guide to Flood Estimation are provided for average recurrence intervals (ARI's) less than 30 years and greater than 30 years for the Pittwater Local Government Area in Appendix 11 - Stormwater Management Technical Data - Table 7.

iii. Flood Controls

Reference is also made to Flood Controls of this DCP and Flood Risk Management Policy.

Information to be shown on the Development Drawings

The Integrated Water Management Plan is to show the location, description, design details (including cross sections and long sections of drainage lines and watercourses), dimensions and discharge details for all proposed stormwater system work elements. The location and dimensions of all existing and proposed drainage easements, and easements to be extinguished is also to be shown.

B5.13 Development on Waterfront Land

Land to which this control applies

All land in the Pittwater LGA not including the Pittwater waterway or Warriewood Valley land release area - P21DCP-BCMDCP037

Uses to which this control applies

Attached dwelling

Boarding house

Business Development

Child care centre

Development ancillary to residential accommodation

Dual occupancy (attached)

Dual occupancy (detached)

Dwelling house

Exhibition home

Group home

Hospital

Hostel

Industrial Development

Multi dwelling housing

Other Development

Residential flat building

Rural industry

Rural worker's dwelling

Secondary dwelling

Semi-detached dwelling

Seniors housing

Shop top housing

Subdivision

Outcomes

Protection of waterways and improved riparian health (En)

Stormwater and creek flows are safely managed. (S)

Appropriate setback between waterways and development (En)

Controls

Any waterfront land (as defined in the Water Management Act 2000) on a the property shall be retained in their natural state to: carry stormwater/flood flows, maintain aquifers, retain stability, and provide habitat functions.

Natural or artificially modified water courses cannot be diverted onto adjoining lands, filled, channelised and/or dammed.

Waterfront land in a degraded state, should be restored and rehabilitated.

Development within waterfront land shall incorporate appropriately sized riparian corridor zones into the design based on Controlled Activities on Waterfront Land: Guideline for outlet structures on waterfront land (NSW Office of Water, July 2012).

Development adjoining waterfront land is to be landscaped with local native plants.

Council encourages the replacement of a piped stormwater system where appropriate with a restored **waterway** **watercourse with appropriate flow carrying capacity**, wherever feasible.

The piping or artificial **channelling** of natural watercourses and drainage channels is not permitted.

A Water Management Plan with supporting documentation is to be submitted demonstrating the feasibility of the proposed watercourse works within the site.

Structures Over and Adjacent to Easements, Piped Drainage System or Natural Watercourses

No encroachments or low lying overhangs of the development are permitted over natural water courses. Structural support elements are not permitted within the cross sectional area of a natural watercourse. Structural support elements adjacent to a natural water course located on the development site or on adjacent lands must be founded on a stable foundation to the depth directed by a geotechnical engineer.

Variations

Variations may be considered when an activity or work is permissible with a controlled activity approval from the NSW Office of Water.

Variations will be considered where the activity or work is required to mitigate risk including: landslip; geotechnical risk; flooding; erosion; risk to utilities; and bushfire hazard.

Advisory Notes

Waterway design is to be in accordance with guidelines such as:

Controlled Activities on Waterfront Land: Guideline for instream works on waterfront land (NSW Office of Water, July 2012).

Controlled Activities on Waterfront Land: Guideline for riparian corridors on waterfront land ([Natural Resources Access Regulator May 2018](#) [NSW Office of Water, July 2012](#)).

Controlled Activities on Waterfront Land: Guideline for vegetation management plans on waterfront land (NSW Office of Water, July 2012).

[Natural Channel Design \(Brisbane City Council, 2003\)](#)

[Constructed Waterways in Urban Developments Guidelines \(Melbourne Water Corporation, 2009\).](#)

[A Rehabilitation Manual for Australian Streams \(CRC for Catchment Hydrology, 1999\).](#)

[Guidelines for Stabilising Waterways \(Standing Committee on Rivers & Catchments Victoria \(1991\).](#)

[Hydraulic Geometry of Brisbane Streams - Guidelines for Natural Channel Design \(I.D. & A. Pty Ltd. 1996\)](#)

Estuarine Hazard Controls

Reference is made to Estuarine Hazard Controls in this DCP and Appendix 7 Estuarine Risk Management Policy for Development in Pittwater

Landslip Controls

Reference is made to Landslip Controls in this DCP and Appendix 5 Geotechnical Risk Management Policy for Pittwater

Flood Controls

Reference is also made to Flood Controls of this DCP and Flood Risk Management Policy.

Information to be shown on the Development Drawings

The **Integrated** Water Management Plan is to show the location, description, design details (including cross sections and longsections of drainage lines and watercourses), dimensions and discharge details for all proposed stormwater system work elements. The location and dimensions of all existing and proposed drainage easements, and easements to be extinguished is also to be shown.

B5.14 Stormwater Drainage Easements (Public Stormwater Drainage System)**Land to which this control applies**

All land in the Pittwater LGA not including the Pittwater waterway or Warriewood Valley land release area - P21DCP-BCMDCP037

Uses to which this control applies

Attached dwelling
Boarding house
Business Development
Child care centre
Dual occupancy (attached)
Dual occupancy (detached)
Dwelling house
Exhibition home
Group home
Hospital
Hostel
Industrial Development
Multi dwelling housing
Other Development
Residential flat building
Rural industry
Rural worker's dwelling
Semi-detached dwelling
Seniors housing
Shop top housing
Subdivision

Outcomes

The integrity of stormwater drainage systems and natural watercourses are maintained. (En)

Stormwater flows including overland flow have continuity and are not impeded. (En)

Controls

Easements

Where there is no current easement over the Public Stormwater Drainage System or Natural Watercourse, a suitable easement to benefit the Council will be required to be placed on the title of the land as part of the development process.

For a natural watercourse or open stormwater system the width of an easement shall be defined by the flow rate required to convey the 1% AEP flow plus 1.0m, or the minimum as set out in the Table below.

For a piped drainage system and overland flow path the minimum width of an easement is to be as indicated in the table below.

Easement Widths

Pipe Diameter (D) (mm)	Minimum Width of Easement to Drain Water (m)
D less than or equal to 675	2.5
675 < D less than or equal to 900	3.0
900 < D less than or equal to 1200	3.5
1200 < D less than or equal to 1500	4.0
1500 < D less than or equal to 1800	4.5
D > 1800 and box culverts	As required by Council
Open Stormwater System, Natural Watercourse	Total Width of (1% AEP design flows + 0.3m free board) + 1m (may increase where downstream structures are present) but not less than 2.5m.

Where multiple pipes, deep pipes, pits or associated structures are proposed, a wider easement will be required and is to be determined in consultation with Council.

Where pits/headwalls are required, easements shall be 600mm wider than the structure but not less than the minimum width denoted above.

Variations

The requirement for an easement does not apply on lands owned by the Council or Crown Land where Council has full access rights for maintenance purposes.

B5.15 Stormwater**NEW CONTROL**

All land in the Pittwater LGA not including Warriewood Valley land release area

Objectives

- Improve the quality of water discharged to our natural areas to protect and improve the ecological and recreational condition of our beaches, waterways, riparian areas and bushland;
- Minimise the risk to public health and safety;
- Reduce the risk to life and property from any flooding and groundwater damage;
- Integrate Water Sensitive Urban Design measures in new developments to address stormwater and floodplain management issues, maximise liveability and reduce the impacts of climate change.
- Mimic natural stormwater flows by minimising impervious areas, reusing rainwater and stormwater and providing treatment measures that replicate the natural water cycle
- Reduce the consumption of potable water by encouraging water efficiency, the reuse of water and use of alternative water sources
- Protect Council's stormwater drainage assets during development works and to ensure Council's drainage rights are not compromised by development activities.

Requirements

Stormwater runoff must not cause downstream flooding and must have minimal environmental impact on any receiving stormwater infrastructure, watercourse, stream, lagoon, lake and waterway or the like.

The stormwater drainage systems for all developments are to be designed, installed and maintained in accordance with Council's Water Management for Development Policy.

Exceptions

Refer to Council's Water Management for Development Policy for exceptions.

B8.2 Erosion and sediment controls**Land to which this control applies**

All Land.

Uses to which this control applies

Attached dwelling

Boarding house

Business Development

Child care centre

Demolition

Development ancillary to residential accommodation

Development of a sector, buffer area or development site in a Release Area, including built form and land subdivision (Built form is not limited to residential)

Dual occupancy (attached)

Dual occupancy (detached)

Dwelling house

Earthworks

Exhibition home

Group home

Hospital
Hostel
Industrial Development
Jetty
Multi dwelling housing
Other Development
Residential flat building
Rural industry
Rural worker's dwelling
Secondary dwelling
Semi-detached dwelling
Seniors housing
Shop top housing
Subdivision
Subdivision of a sector, buffer area or development site in a Release Area
Telecommunications facility
Waste water disposal system
Water recreation structure

Outcomes

Waterways, coastal areas, watercourses, drainage systems and the public domain are protected from the transportation of sedimentation from development sites. (En)
Reduction of waste throughout all phases of development. (En)
Public safety is ensured. (S)
Protection of the public domain. (S, En)

Controls***Erosion and Sediment Management***

Erosion and sedimentation prevention measures must be installed on all sites to prevent the migration of sediment off the site into any waterway, drainage systems, public reserves, road reserve or adjoining private lands.

Erosion and sedimentation prevention measures must be installed in accordance with Managing Urban Stormwater: Soils and Construction (Landcom 2004) on the downstream side of any works undertaken on the boundary of the site or on public lands adjoining the site to prevent the migration of sediment off the site into any waterway, drainage systems, public reserves, road reserve or adjoining private lands.

Appropriate devices are to be in place at all times to prevent the migration of sediment off the site.

Variations

Nil

Advisory Notes

For further information refer to [Managing Urban Stormwater: Soils and Construction \(Landcom 2004\)](#).

Appendix 11 Stormwater Management Technical Data

Omit this whole control.

Incorporated into the Water Management for Development Policy

WARRINGAH 2011 DCP

C4 Stormwater

Applies to Land

This control applies to land to which Warringah Local Environmental Plan 2011 applies.

Objectives

Improve the quality of water discharged to our natural areas to protect and improve the ecological and recreational condition of Warringah's beaches, lagoons, waterways, wetlands, riparian areas and surrounding bushland;

To minimise the risk to public health and safety;

To reduce the risk to life and property from any flooding and groundwater damage;

Integrate Water Sensitive Urban Design measures in new developments to address stormwater and floodplain management issues, maximise liveability and reduce the impacts of climate change into the landscape and built form to maximise amenity.

To manage and minimise stormwater overland flow, nuisance flooding and groundwater related damage to properties.

Mimic natural stormwater flows by minimising impervious areas, reusing rainwater and stormwater and providing treatment measures that replicate the natural water cycle

Reduce the consumption of potable water by encouraging water efficiency, the reuse of water and use of alternative water sources

To protect Council's stormwater drainage assets during development works and to ensure Council's drainage rights are not compromised by development activities. To minimise the quantity of stormwater runoff from new development on Council's drainage system.

Requirements

Stormwater runoff must not cause downstream flooding and must have minimal environmental impact on any receiving stormwater infrastructure, watercourse, stream, lagoon, lake and waterway or the like.

The stormwater drainage systems for all developments are to be designed, installed and maintained in accordance with Council's Water Management for Development Policy.

Exceptions

Refer to Council's Water Management for Development Policy for exceptions.

Note

Reference should be made to part G for additional, site specific requirements

C5 Erosion and Sedimentation

Applies to Land

This control applies to land to which Warringah Local Environmental Plan 2011 applies.

Objectives

- To reduce the potential for soil erosion and adverse sedimentation impacts upon the environment.
- To prevent the migration of sediment off the site onto any waterway, drainage systems, public reserves, road reserve, bushland or adjoining private lands.
- To prevent any reduction in water quality downstream of the development site.

Requirements

1. All developments which involve the disturbance of land must install and maintain erosion and sediment controls until the site is fully stabilised.
2. Any erosion and sedimentation is to be managed at the source.
3. Erosion, sediment and pollution controls including water discharge from the site must comply with Council's Water Management Policy.

4. An Erosion and Sediment Control Plan must be prepared in accordance with Landcom's Managing Urban Stormwater: Soil and Construction Manual (2004) for all development which involves the disturbance of up to 2500m² of land.
5. Soil and Water Management Plan must be prepared in accordance with Landcom's Managing Urban Stormwater: Soil and Construction Manual (2004) for all development which involves the disturbance of more than 2500m² of land.

Exceptions

Reference should be made to Part G for additional, site specific requirements.

EXHIBITED AMENDMENTS TO PITTWATER DEVELOPMENT CONTROL PLAN

The proposed amendments to Pittwater DCP include changes at Part B General Controls, particularly in relation to B3 – Hazard Controls and B5 – Water Management (at Part 1 below) and changes to DCP Appendix 6 and Appendix 7 (at Part 2 below).

Note: all new proposed text in red font.

PART 1**DETAILS OF DRAFT PITTWATER DCP AMENDMENTS IN RELATION TO A RANGE OF ENVIRONMENTAL CONTROLS****Part B3 – HAZARD CONTROLS****B3.7 Estuarine Hazard – Low density residential**

Minor updating as follows:

- *Omit reference to 'Flood and Estuarine Levels tool'*
- *Insert cross referencing to 'D15.15 Waterfront Development controls' and 'Appendix 7 Estuarine Risk Management' where required*
- *Replace reference to 'Estuarine Planning Levels' rather than 'Flood Planning Levels' in relation to Estuarine Risk Construction (paragraph B2).*

B3.8 Estuarine Hazard – Medium density residential

Amend as above for B3.7

B3.9 Estuarine Hazard - Business, Light Industrial and Other Development

Amend as above for B3.7

B3.10 Estuarine Hazard – Subdivision

Amend as above for B3.7

Part B5 WATER MANAGEMENT**B5.1 Water Management Plans**

Insert at end of the section an additional cross reference as follows:

In relation to the development of any property that cannot discharge storm water into a public drainage system, such as land falling naturally away from a Council storm water drainage system, the development is required to comply with section 5.10 Stormwater Discharge in to Public Drainage System.

B5.7 Stormwater Management - On-Site Stormwater Detention

Insert at the beginning of this section as follows:

Land to Which this Control Applies

Land identified as requiring On-site detention NOT including the Warriewood Valley Locality. For Warriewood Valley Control see Pittwater 21 DCP Section D16 Warriewood Valley Locality.

Amend controls for On-Site Stormwater Detention as follows:

An On-Site Detention (OSD) facility is to be installed where the development results in additional hard (impervious) surface area of greater than 50m² (on a cumulative basis since February 1996) and on land designated through mapping as requiring OSD facility. However, an OSD facility is not required where the development is to be carried out in the Flood Risk Precinct.

Omit sentence as follows:

'All additional ground surface hard stand (impervious) areas are to be drained via a stormwater tank/pit to the OSD facility.'

Insert at end of the section an additional cross reference as follows:

In relation to the development of any property that cannot discharge stormwater into a public drainage system, such as land falling naturally away from a Council stormwater drainage system, the development is required to comply with section 5.10 Stormwater Discharge in to Public Drainage System.

B5.8 Stormwater Management – Water Quality – Low Density Residential

Omit this whole section

B5.9 Stormwater Management – Water Quality – ~~Other than Low Density Residential~~

Outcomes

Amend title of section as above and Omit one of the listed Outcome as follows: 'No increase in pollutants discharged with storm water into the environment'.

Insert new Outcome as follows: 'Protection and improvement of the ecological condition of beaches, lagoons, waterways, wetlands and surrounding bushland.'

Controls

Insert additional text as follows:

The control is applicable to all new development on lots over 1000sqm except dwelling houses, when the development results in an additional hard (impervious) area of more than 50sqm.

Omit Sections of B5.9 titled as follows:

- 'Land Size up to 1500sqm';
- 'Land Size greater than 1500sqm';
- 'Table1: Stormwater Treatment Requirements'.

Insert additional text as follows:

Stormwater runoff must have a minimal environmental impact on any receiving waters. The stormwater quality requirements that apply are listed in Table 1.

Table 1 – General Stormwater Quality Requirements

Pollutant	Performance Requirements
Total Phosphorous	65% reduction in the post development mean annual load*
Total Nitrogen	45% reduction in the post development mean annual load*
Total Suspended Solids	85% reduction in the post development mean annual load*
Gross Pollutants	90% reduction in the post development mean annual load* (for pollutants greater than 5mm in diameter)

pH	6.5 - 8.5
Hydrology	The post-development peak discharge must not exceed the pre-development peak discharge for flows up to the 2 year ARI

*The percentage reduction in the post development mean annual loads are relative to the loads from the proposed development without treatment applied.

Stormwater treatment measures must be sited on private land. Council will not accept the ownership or maintenance responsibilities of any stormwater treatment measures located on private land.

Stormwater treatment measures must not be sited within riparian zones or where they will impact native vegetation, wildlife or habitat.

Stormwater treatment measures must not be completed, including the installation of filter media and vegetation, before landform is stabilised in 90 per cent of the area the measures will service. Alternatively, stormwater treatment measures must be kept offline and erosion and sediment controls implemented and maintained on site as conditioned under the development consent until the site has been fully stabilised.

All stormwater ~~quality improvement devices~~ **treatment measures** must make provision for convenient and safe regular inspection, periodic cleaning, and maintenance.

A positive covenant and 'Restriction as to User' must be registered on the title for the stormwater treatment measures to ensure regular maintenance and reliable operation.

An Operation and Maintenance Plan is to be prepared to ensure proposed stormwater treatment measures remain effective. For Community Title developments, the Plan is to be included in the Community Management Statement.

The Plan must contain the following:

- Maintenance schedule of all stormwater treatment measures
- Maintenance requirements for establishment period
- Routine maintenance requirements
- Funding arrangements for the maintenance of all stormwater treatment measures
- Identification of maintenance and management responsibilities
- Vegetation species list associated with each type of vegetated stormwater treatment measure
- Inspection and maintenance record and reporting
- Waste management and disposal
- Traffic control (if required)
- Maintenance and emergency contact information
- Renewal, decommissioning and replacement timelines and activities of all stormwater treatment measures
- Work Health and Safety requirements
- Record keeping.

Certification is to be provided by a suitably qualified and experienced Water Engineer with the Water Management Plan demonstrating that the proposed stormwater ~~quality improvement devices~~ **treatment measures** proposed at the site will achieve the Control requirements and the requirements of all applicable legislation.

Variations

Omit the Advisory Note and insert a new variation as follows:

All development not covered by the above that is located in the coastal environment area mapped under the State Environmental Planning Policy (Coastal Management) 2018 will be required to provide water quality treatment. Any new development, and alterations and additions that increase impervious area by greater than 50sqm must install a filtration device that removes organic matter and coarse sediments from stormwater prior to discharge from the land. All stormwater treatment measures must make provision for convenient and safe regular inspection, periodic cleaning, and maintenance.

References

Omit reference to superseded CSIRO publications dated 1999 and insert the addition reference as follows: Healthy Land & Water (2019) Resources, at <https://hlw.org.au/resources/>.

B5.10 Storm Water Discharge into Public Drainage System

Variations

Omit certain considerations of variations where the development does not have legal access to the public drainage system and is unable to gain adjoining owner's consent on alternative access through drainage easements as follows:

- "Redirection of storm water flow"
- "A split system".

B6.1 Access driveways and Works on the Public Road Reserve

Edit provisions for access driveways under section titled 'Access Driveway Profile and Gradient' as follows:

Access Driveways are to be either in plain concrete or a cosmetic finish consisting of concrete, asphaltic concrete or paver construction in dark earthy tones. Cosmetic Access Driveways on a public road reserve are subject to a Deed of Agreement releasing Council in respect to liability and damage to the driveway by any means **not permitted**.

D15.15 Waterfront Development

c) Boatsheds

Insert advisory note to 'section B3 Estuarine Hazard Controls relating to boatsheds'

D15.15 Waterfront Development- Crystal Bay foreshore area

Insert advisory note to 'section B3 Estuarine Hazard Controls relating to boatsheds' and insert a new paragraph as follows: 'The minimum floor level for new boatsheds shall be in accordance with the B3 Estuarine Hazard controls.'

D15.18 Seawalls

Replace reference to 'Sydney Metropolitan Catchment Management Authority' (2009) with 'Office of Environment and Heritage website'.

D15.19 Dredging

Variations

Amend where Council may consider dredging to omit 'private boat purposes' and insert 'navigational reasons'. Insert additional criteria to consider dredging as follows:

'where it can be demonstrated that the environmental risks associated with acid sulfate soils can be minimised by appropriate management measures.'

Also in this section replace reference to 'wave patterns' to 'estuarine processes'

PART 2

DETAILS OF DRAFT AMENDMENTS TO DCP APPENDICES

(AMENDMENT TO POLICY ASSOCIATED WITH AMENDMENT TO THE PITTWATER DCP)

DCP APPENDIX 6 - COASTLINE RISK MANAGEMENT POLICY

In general:

- *all references to 'Pittwater LGA' replaced with either 'Northern Beaches LGA'; 'land to which the Pittwater LEP 2014 applies'; 'land largely within the Pittwater Ward of the Northern Beaches' as appropriate*
- *omit reference to certain guidelines and policies that are superseded or no longer relevant including: 'NSW Government Coastline Management Manual' 1990, 'NSW Government Floodplain Risk Manual' 2001 and 'Coastal Management Strategy Warringah Shire Council' 1985*
- *insert references to the Coastal Management Act, 2016 in lieu of superseded legislation*
- *minor editing including capitalization*
- *updating referencing under the Environmental Planning and Assessment Act 1979*
- *update referencing to Councils website*
- *insert clarification that the Coastline Hazard Map is contained in the Pittwater LEP 2014*
- *clarify at section 7 that measures to reduce risk include coastal protection works*
- *minor cross referencing to other parts of the Appendices for clarity.*

Amend section titled 'Relationship with other Legislation' to insert additional references as follows:

- **Pittwater Local Environmental Plan 2014**
- **State Environmental Planning Policy (Coastal Management) 2018.**

Amend definition of 'Coastal Hazards' to include 'Erosion and inundation of foreshores caused by tidal waters and the action of waves, including the interaction of these waters with catchment flooding.'; to omit 'sand draft'; replace 'entrance stability' with 'coastal lake or watercourse entrance instability' and replace 'cliff instability' with 'coastal cliff or slope instability',

Development Controls

8.1 Coastline (Beach) Hazard area - Residential Development up to 2 Dwellings (single dwelling and dual occupancy)

Amend Paragraph titled 'Development to which this development control applies' to omit certain types of development as follows: 'Multi-unit housing', 'Shop-top housing (residential portion only, Business Development, Light Industrial Development, Land Subdivision, Other Development 'development not included in residential development, business development, light industrial development, or land subdivision'.

8.2 Coastline (Beach) Hazard area - All development other than up to 2 dwellings

Amend Paragraph titled 'Development to which this development control applies' to omit the following types of development 'Dwelling house (new)', 'Detached dual occupancy', 'Dwelling house (alterations & additions)', 'Attached dual occupancy' and 'land subdivision'.

8.2 Coastline (Beach) Hazard area - Land Subdivision

Amend Paragraph titled 'Development to which this development control applies' to omit all land uses except for 'Land Subdivision'

Information to be Submitted – Coastline Risk Management

9.3 Coastal Risk Management Report

Omit statement that a Coastal Risk Management Report is not required in certain circumstances as follows: 'where it is demonstrated that all floor levels, including those of existing components of the development, are at or above the Coastline Planning Level (CPL), or raised to the Coastline Planning Level and/or all development (existing and proposed) is landward of the 100-year Coastline Management Line'.

Omit section in relation to 'Section 149 Certificate Notations' as follows: "Note: These notations were superseded by the introduction of 'current and future risk disclosures' as a requirement of Planning Circular PS 1403 issued 13 November 2014."

DCP APPENDIX 7 – ESTUARINE RISK MANAGEMENT POLICY

In general:

- all references to 'Pittwater LGA' replaced with either 'land to which the Pittwater LEP 2014 applies' or 'the foreshores of the Pittwater estuary' as appropriate
- omit reference to certain guidelines and policies that are superseded or no longer relevant including: NSW Estuary Management Manual, 1992; NSW Government Coastline Management Manual, 1990
- insert references to the *Coastal Management Act 2016* in lieu of superseded legislation
- minor editing including capitalisation
- updating referencing under the Environmental Planning and Assessment Act 1979
- update referencing to Council's website
- replace references to 'Estuarine Affected Properties' with 'Estuarine Hazard Affected Properties'
- replace references to 'Flood and Estuarine Levels Tool on Council's Website' with 'Pittwater Estuary Mapping of Sea Level Rise Impacts Study (2015)'
- replace references to 'Estuarine Planning Level Mapping Pittwater Estuary' (Lawson & Treloar, 2004) with 'Pittwater Estuary Mapping of Sea Level Rise Impacts Study' Cardno, (2015)
- definition of 'freeboard' amended to clarify a free board allowance of 0.3m as adopted.

Insert a new section as follows:

Relationship with other Legislation

This Policy is intended to support the provisions of and should be read in conjunction with:

- Pittwater 21 Development Control Plan
- Pittwater Local Environmental Plan 2014
- State Environmental Planning Policy (Coastal Management) 2018
- *Coastal Management Act 2016*.

Insert at 'Figure 1 - diagrammatic Representation for determining of Estuarine Planning Level' the following:

Foreshore edge treatment types in Figure 1 above should be amended as follows:

1. 1 in 10 natural slope (grassed/sandy gently sloping foreshores)
2. 1 in 5 rocky shorelines (natural rocky foreshore or sloped rip rap)
3. Vertical seawall (e.g. block work or other retaining structure)
4. Mangroves.

Clarify requirements for an Estuarine Risk Management Report as follows:

An Estuarine Risk Management Report should consider development constraints due to estuarine hazard impacts on the land, including an assessment of the degree of inundation, effects of wave action, impacts of waterborne debris, buoyancy effects, and other emergency issues during the design event (100 ARI event). The report should also contain recommendations as to any reasonable and practical measures that can be undertaken to remove foreseeable risk associated with estuarine hazards for the design life of the development.

Insert new section in relation to Forms required to declare and certify

Form 1 – Declaration and Certification made by Coastal Engineer in relation to the Estuarine Risk Management Report prepared in support of a DA:

When is Form 1 to be submitted?

Form 1 is to be submitted with an Estuarine Risk Management Report accompanying a Development Application/Part 5 Assessment. Attach Form 1 to the inside cover of the Estuarine Risk Management Report.

Why is Form 1 necessary?

This form is essential to verify that the author of an Estuarine Risk Management Report is a Coastal Engineer as defined by this Policy or that the report has been technically verified by a Coastal Engineer as defined by this Policy.

Form 2 – Declarations and Certification made by Structural Engineer or Civil Engineer and Coastal Engineer in relation to the design

The purpose of this form is to ensure the Coastal Engineer verifies that the structural and/or civil engineer has correctly interpreted and incorporated the estuarine risk management requirements into their design and that the structural and/or civil engineer has prepared their documents in accordance with the Estuarine Risk Management Report.

When is Form 2 submitted?

This form must be attached with the submission of the structural documentation required for the determination of a Construction Certificate. The applicant must issue a copy of the structural documents and Form 2 to the Coastal Engineer who prepared or technically verified the Estuarine Risk Management Report for the Development Application now requiring a Construction Certificate.

Why is Form 2 necessary?

Form 2 is essential, as it provides evidence to Northern Beaches Council or other certifying authority determining the Construction Certificate that structural documents have been prepared or verified by a structural or civil engineer as defined by this Policy, and that the structural documents have been prepared in accordance with the recommendations given in the Estuarine Risk Management Report for the same development.

FORM NO. 1

To be submitted with Estuarine Risk Management Report

Development Application for _____

Name of Applicant

Address of site _____

Declaration made by a Coastal Engineer as part of an Estuarine Risk Management Report

I, _____ on behalf of _____

(Insert Name)

(Trading or Company Name)

on this the _____

(date)

certify that I am a Coastal Engineer as defined by the Estuarine Risk Management Policy for Development in Pittwater and I am authorised by the above organisation/company to issue this document and to certify that the organisation/company has a current professional indemnity policy of at least \$2 million.

Please mark appropriate box

- ☐ I have prepared the detailed Estuarine Risk Management Report referenced below in accordance with the Estuarine Risk Management Policy for Development in Pittwater
- ☐ I am willing to technically verify that the detailed Estuarine Risk Management Report referenced below has been prepared in accordance with the Estuarine Risk Management Policy for Development in Pittwater
- ☐ I have examined the site and the proposed development/alteration in detail and, as detailed in my report, am of the opinion that the Development Application only involves Minor Development/Alterations or is sited such that a detailed Estuarine Risk Management Report is not required.

Estuarine Risk Management Report Details:

Report Title:

Report Date:

Author:

Documentation which relate to or are relied upon in report preparation:

I am aware that the above Estuarine Risk Management Report, prepared for the above mentioned site is to be submitted in support of a Development Application for this site and will be relied on by Northern Beaches Council as the basis for ensuring that the estuarine risk management aspects of the proposed development have been adequately addressed to achieve an acceptable risk management level for the life of the structure, taken as at least 100 years unless otherwise stated and justified in the Report and that all reasonable and practical measures have been identified to remove foreseeable risk.

Signature

Name

Chartered Professional Status.....

Membership No.

FORM NO. 2

To be submitted with detailed design for Construction Certificate

Development Application for

Name of Applicant

Address of site

Declaration made by Structural or Civil Engineer in relation to the incorporation of estuarine issues into the project design

I, _____ on behalf of _____

(insert name) (trading or company name)

on this the

(date)

certify that I am a Structural or Civil Engineer as defined by the Estuarine Risk Management Policy for Development in Pittwater. I am authorised by the above organisation/company to issue this document and to certify that the organisation/company has a current professional indemnity policy of at least \$2 million. I also certify that I have prepared the below listed structural documents in

accordance with the recommendations given in the Estuarine Risk Management Report for the above development.

Estuarine Risk Management Report Details:

Report Title:

Report Date:

Author:

Structural Documents list:

I am also aware that Northern Beaches Council relies on the assessments covered by the Estuarine Risk Management Policy for Development in Pittwater, including this certification as the basis for ensuring that the estuarine risk management aspects of the proposed development have been adequately addressed to achieve an acceptable risk management level for the life of the structure taken as at least 100 years unless otherwise specified and justified.

(name)

(signature)

Declaration made by Coastal Engineer in relation to Structural Drawings

I prepared and/or technically verified the above mentioned Estuarine Risk Management Report as per Form 1 dated _____ and now certify that I have viewed the above listed structural documents prepared for the same development. I am satisfied that the recommendations given in the Estuarine Risk Management Report have been appropriately taken into account by the structural engineer in the preparation of these structural documents.

I am aware that Northern Beaches Council relies on the processes covered by the Estuarine Risk Management Policy for Development in Pittwater, including this certification as the basis for ensuring that the estuarine risk management aspects of the proposed development have been adequately addressed to achieve an acceptable risk management level for the life of the structure taken as at least 100 years unless otherwise stated and justified in the Estuarine Risk Management Report and that reasonable and practical measures have been identified to remove foreseeable risk.

Signature

Name

Chartered Professional Status.....

Membership No.

REVISED AMENDMENTS TO PITTWATER DEVELOPMENT CONTROL PLAN

The proposed amendments to Pittwater DCP include changes at Part B General Controls, particularly in relation to B3 – Hazard Controls and B5 – Water Management (at Part 1 below) and changes to DCP Appendix 6 and Appendix 7 (at Part 2 below).

Note: all new proposed text in red font.

PART 1**DETAILS OF DRAFT PITTWATER DCP AMENDMENTS IN RELATION TO A RANGE OF ENVIRONMENTAL CONTROLS****Part B3 – HAZARD CONTROLS****B3.7 Estuarine Hazard – Low density residential**

Minor updating as follows:

- *Omit reference to 'Flood and Estuarine Levels tool'*
- *Insert cross referencing to 'D15.15 Waterfront Development controls' and 'Appendix 7 Estuarine Risk Management' where required*
- *Replace reference to 'Estuarine Planning Levels' rather than 'Flood Planning Levels' in relation to Estuarine Risk Construction (paragraph B2).*

B3.8 Estuarine Hazard – Medium density residential

Amend as above for B3.7

B3.9 Estuarine Hazard - Business, Light Industrial and Other Development

Amend as above for B3.7

B3.10 Estuarine Hazard – Subdivision

Amend as above for B3.7

B6.1 Access driveways and Works on the Public Road Reserve

Edit provisions for access driveways under section titled 'Access Driveway Profile and Gradient' as follows:

Access Driveways are to be either in plain concrete or a cosmetic finish consisting of concrete, asphaltic concrete or paver construction in dark earthy tones. Cosmetic Access Driveways on a public road reserve are subject to a Deed of Agreement releasing Council in respect to liability and damage to the driveway by any means **not permitted**.

D15.15 Waterfront Development**c) Boatsheds**

Insert advisory note to 'section B3 Estuarine Hazard Controls relating to boatsheds'

D15.15 Waterfront Development- Crystal Bay foreshore area

Insert advisory note to 'section B3 Estuarine Hazard Controls relating to boatsheds' and insert a new paragraph as follows: 'The minimum floor level for new boatsheds shall be in accordance with the B3 Estuarine Hazard controls.'

D15.18 Seawalls

Replace reference to 'Sydney Metropolitan Catchment Management Authority' (2009) with 'Office of Environment and Heritage website'.

D15.19 Dredging

Variations

Amend where Council may consider dredging to omit 'private boat purposes' and insert 'navigational reasons'. Insert additional criteria to consider dredging as follows:

'where it can be demonstrated that the environmental risks associated with acid sulfate soils can be minimised by appropriate management measures.'

Also in this section replace reference to 'wave patterns' to 'estuarine processes'

PART 2**DETAILS OF DRAFT AMENDMENTS TO DCP APPENDICES****(AMENDMENT TO POLICY ASSOCIATED WITH AMENDMENT TO THE PITTWATER DCP)****DCP APPENDIX 6 - COASTLINE RISK MANAGEMENT POLICY**

In general:

- *all references to 'Pittwater LGA' replaced with either 'Northern Beaches LGA'; 'land to which the Pittwater LEP 2014 applies'; 'land largely within the Pittwater Ward of the Northern Beaches' as appropriate*
- *omit reference to certain guidelines and policies that are superseded or no longer relevant including: 'NSW Government Coastline Management Manual' 1990, 'NSW Government Floodplain Risk Manual' 2001 and 'Coastal Management Strategy Warringah Shire Council' 1985*
- *insert references to the Coastal Management Act, 2016 in lieu of superseded legislation*
- *minor editing including capitalization*
- *updating referencing under the Environmental Planning and Assessment Act 1979*
- *update referencing to Councils website*
- *insert clarification that the Coastline Hazard Map is contained in the Pittwater LEP 2014*
- *clarify at section 7 that measures to reduce risk include coastal protection works*
- *minor cross referencing to other parts of the Appendices for clarity.*

Amend section titled 'Relationship with other Legislation' to insert additional references as follows:

- **Pittwater Local Environmental Plan 2014**
- **State Environmental Planning Policy (Coastal Management) 2018.**

Amend definition of 'Coastal Hazards' to include 'Erosion and inundation of foreshores caused by tidal waters and the action of waves, including the interaction of these waters with catchment flooding.'; to omit 'sand draft'; replace 'entrance stability' with 'coastal lake or watercourse entrance instability' and replace 'cliff instability' with 'coastal cliff or slope instability',

Development Controls**8.1 Coastline (Beach) Hazard area - Residential Development up to 2 Dwellings (single dwelling and dual occupancy)**

Amend Paragraph titled 'Development to which this development control applies' to omit certain types of development as follows: 'Multi-unit housing', 'Shop-top housing (residential portion only, Business Development, Light Industrial Development, Land Subdivision, Other Development 'development not included in residential development, business development, light industrial development, or land subdivision'.

8.2 Coastline (Beach) Hazard area - All development other than up to 2 dwellings

Amend Paragraph titled 'Development to which this development control applies' to omit the following types of development 'Dwelling house (new)', 'Detached dual occupancy', 'Dwelling house (alterations & additions)', 'Attached dual occupancy' and 'land subdivision'.

8.2 Coastline (Beach) Hazard area - Land Subdivision

Amend Paragraph titled 'Development to which this development control applies' to omit all land uses except for 'Land Subdivision'

Information to be Submitted – Coastline Risk Management

9.3 Coastal Risk Management Report

Omit statement that a Coastal Risk Management Report is not required in certain circumstances as follows: 'where it is demonstrated that all floor levels, including those of existing components of the development, are at or above the Coastline Planning Level (CPL), or raised to the Coastline Planning Level and/or all development (existing and proposed) is landward of the 100-year Coastline Management Line'.

Omit section in relation to 'Section 149 Certificate Notations' as follows: "Note: These notations were superseded by the introduction of 'current and future risk disclosures' as a requirement of Planning Circular PS 1403 issued 13 November 2014."

DCP APPENDIX 7 – ESTUARINE RISK MANAGEMENT POLICY

In general:

- all references to 'Pittwater LGA' replaced with either 'land to which the Pittwater LEP 2014 applies' or 'the foreshores of the Pittwater estuary' as appropriate
- omit reference to certain guidelines and policies that are superseded or no longer relevant including: NSW Estuary Management Manual, 1992; NSW Government Coastline Management Manual, 1990
- insert references to the *Coastal Management Act 2016* in lieu of superseded legislation
- minor editing including capitalisation
- updating referencing under the Environmental Planning and Assessment Act 1979
- update referencing to Council's website
- replace references to 'Estuarine Affected Properties' with 'Estuarine Hazard Affected Properties'
- replace references to 'Flood and Estuarine Levels Tool on Council's Website' with 'Pittwater Estuary Mapping of Sea Level Rise Impacts Study (2015)'
- replace references to 'Estuarine Planning Level Mapping Pittwater Estuary' (Lawson & Treloar, 2004) with 'Pittwater Estuary Mapping of Sea Level Rise Impacts Study' Cardno, (2015)
- definition of 'freeboard' amended to clarify a free board allowance of 0.3m as adopted.

Insert a new section as follows:

Relationship with other Legislation

This Policy is intended to support the provisions of and should be read in conjunction with:

- Pittwater 21 Development Control Plan
- Pittwater Local Environmental Plan 2014
- State Environmental Planning Policy (Coastal Management) 2018
- *Coastal Management Act 2016*.

Insert at 'Figure 1 - diagrammatic Representation for determining of Estuarine Planning Level' the following:

Foreshore edge treatment types in Figure 1 above should be amended as follows:

1. 1 in 10 natural slope (grassed/sandy gently sloping foreshores)
2. 1 in 5 rocky shorelines (natural rocky foreshore or sloped rip rap)
3. Vertical seawall (e.g. block work or other retaining structure)
4. Mangroves.

Clarify requirements for an Estuarine Risk Management Report as follows:

An Estuarine Risk Management Report should consider development constraints due to estuarine hazard impacts on the land, including an assessment of the degree of inundation, effects of wave action, impacts of waterborne debris, buoyancy effects, and other emergency issues during the design event (100 ARI event). The report should also contain recommendations as to any reasonable and practical measures that can be undertaken to remove foreseeable risk associated with estuarine hazards for the design life of the development.

Insert new section in relation to Forms required to declare and certify

Form 1 – Declaration and Certification made by Coastal Engineer in relation to the Estuarine Risk Management Report prepared in support of a DA:

When is Form 1 to be submitted?

Form 1 is to be submitted with an Estuarine Risk Management Report accompanying a Development Application/Part 5 Assessment. Attach Form 1 to the inside cover of the Estuarine Risk Management Report.

Why is Form 1 necessary?

This form is essential to verify that the author of an Estuarine Risk Management Report is a Coastal Engineer as defined by this Policy or that the report has been technically verified by a Coastal Engineer as defined by this Policy.

Form 2 – Declarations and Certification made by Structural Engineer or Civil Engineer and Coastal Engineer in relation to the design

The purpose of this form is to ensure the Coastal Engineer verifies that the structural and/or civil engineer has correctly interpreted and incorporated the estuarine risk management requirements into their design and that the structural and/or civil engineer has prepared their documents in accordance with the Estuarine Risk Management Report.

When is Form 2 submitted?

This form must be attached with the submission of the structural documentation required for the determination of a Construction Certificate. The applicant must issue a copy of the structural documents and Form 2 to the Coastal Engineer who prepared or technically verified the Estuarine Risk Management Report for the Development Application now requiring a Construction Certificate.

Why is Form 2 necessary?

Form 2 is essential, as it provides evidence to Northern Beaches Council or other certifying authority determining the Construction Certificate that structural documents have been prepared or verified by a structural or civil engineer as defined by this Policy, and that the structural documents have been prepared in accordance with the recommendations given in the Estuarine Risk Management Report for the same development.

FORM NO. 1

To be submitted with Estuarine Risk Management Report

Development Application for _____

Name of Applicant

Address of site _____

Declaration made by a Coastal Engineer as part of an Estuarine Risk Management Report

I, _____ on behalf of _____

(Insert Name)

(Trading or Company Name)

on this the _____

(date)

certify that I am a Coastal Engineer as defined by the Estuarine Risk Management Policy for Development in Pittwater and I am authorised by the above organisation/company to issue this document and to certify that the organisation/company has a current professional indemnity policy of at least \$2 million.

Please mark appropriate box

- ☐ I have prepared the detailed Estuarine Risk Management Report referenced below in accordance with the Estuarine Risk Management Policy for Development in Pittwater
- ☐ I am willing to technically verify that the detailed Estuarine Risk Management Report referenced below has been prepared in accordance with the Estuarine Risk Management Policy for Development in Pittwater
- ☐ I have examined the site and the proposed development/alteration in detail and, as detailed in my report, am of the opinion that the Development Application only involves Minor Development/Alterations or is sited such that a detailed Estuarine Risk Management Report is not required.

Estuarine Risk Management Report Details:

Report Title:

Report Date:

Author:

Documentation which relate to or are relied upon in report preparation:

I am aware that the above Estuarine Risk Management Report, prepared for the above mentioned site is to be submitted in support of a Development Application for this site and will be relied on by Northern Beaches Council as the basis for ensuring that the estuarine risk management aspects of the proposed development have been adequately addressed to achieve an acceptable risk management level for the life of the structure, taken as at least 100 years unless otherwise stated and justified in the Report and that all reasonable and practical measures have been identified to remove foreseeable risk.

Signature

Name

Chartered Professional Status.....

Membership No.

FORM NO. 2

To be submitted with detailed design for Construction Certificate

Development Application for _____

Name of Applicant

Address of site _____

Declaration made by Structural or Civil Engineer in relation to the incorporation of estuarine issues into the project design

I, _____ on behalf of _____

(insert name) (trading or company name)

on this the _____

(date)

certify that I am a Structural or Civil Engineer as defined by the Estuarine Risk Management Policy for Development in Pittwater. I am authorised by the above organisation/company to issue this document and to certify that the organisation/company has a current professional indemnity policy of at least \$2 million. I also certify that I have prepared the below listed structural documents in

accordance with the recommendations given in the Estuarine Risk Management Report for the above development.

Estuarine Risk Management Report Details:

Report Title:

Report Date:

Author:

Structural Documents list:

I am also aware that Northern Beaches Council relies on the assessments covered by the Estuarine Risk Management Policy for Development in Pittwater, including this certification as the basis for ensuring that the estuarine risk management aspects of the proposed development have been adequately addressed to achieve an acceptable risk management level for the life of the structure taken as at least 100 years unless otherwise specified and justified.

(name)

(signature)

Declaration made by Coastal Engineer in relation to Structural Drawings

I prepared and/or technically verified the above mentioned Estuarine Risk Management Report as per Form 1 dated _____ and now certify that I have viewed the above listed structural documents prepared for the same development. I am satisfied that the recommendations given in the Estuarine Risk Management Report have been appropriately taken into account by the structural engineer in the preparation of these structural documents.

I am aware that Northern Beaches Council relies on the processes covered by the Estuarine Risk Management Policy for Development in Pittwater, including this certification as the basis for ensuring that the estuarine risk management aspects of the proposed development have been adequately addressed to achieve an acceptable risk management level for the life of the structure taken as at least 100 years unless otherwise stated and justified in the Estuarine Risk Management Report and that reasonable and practical measures have been identified to remove foreseeable risk.

Signature

Name

Chartered Professional Status.....

Membership No.

Council Policy

Voluntary Planning Agreements

Policy Statement

This Policy sets out Northern Beaches Council's position relating to voluntary planning agreements (VPAs) under section 7.4 of the *Environmental Planning and Assessment Act 1979*.

The current legal and procedural framework for VPA obligations is set out in Division 7.1 of Part 7 of the Act and Division 1A of Part 4 of the *Environmental Planning and Assessment Regulation 2000*.

A Practice Note *Planning Agreements* (July 2005) was issued by the Department of Infrastructure Planning and Natural Resources for the purposes of clause 25B of the Regulation. While Council is not legally bound to follow the Practice Note, Council will be guided by the Practice Note, including any amendments to the Practice Note or any replacement Practice Note. If there is any inconsistency between the Practice Note and this Policy, then Council will be guided by this Policy.

As at the date of this Policy, the Department of Planning, Industry and Environment had exhibited for comment a new draft VPA Practice Note (exhibited in early 2017), however it is yet to be finalised. Accordingly, this Policy may be amended following finalisation of the draft Practice Note.

This Policy and any outcomes sought through the VPA process will also be undertaken in the context of delivering the vision, goals and outcomes of the Northern Beaches Community Strategic Plan.

Scope and Application

This Policy applies to all VPAs entered into by the Northern Beaches Council, and applies to all land in the Northern Beaches Council local government area (LGA), including any land owned by the Council.

This Policy also applies to land outside of the Northern Beaches Council LGA in case of a joint VPA between Council and another council or planning authority for land outside of the Northern Beaches Council LGA.

Section 7.4 of the Act sets out the circumstances under which a VPA may be entered into. It provides that a '*...planning agreement is a voluntary agreement or other arrangement between a planning authority (or 2 or more planning authorities) and a person (the developer):*

- a) *who has sought a change to an environmental planning instrument, or*
- b) *who has made, or proposes to make, a development application or application for a complying development certificate, or*
- c) *who has entered into an agreement with, or is otherwise associated with, a person to whom paragraph (a) or (b) applies,*

under which the developer is required to dedicate land free of cost, pay a monetary contribution, or provide any other material public benefit, or any combination of them, to be used for or applied towards a public purpose.'

Principles

The guiding principles of this Policy are:

- a) To establish a fair, transparent and accountable framework governing the use and preparation of VPAs by Council.

- b) To enhance the range and extent of public benefits arising from a VPA.
- c) To ensure a consistent approach is undertaken in the negotiation and preparation of all VPAs that is efficient, fair and accountable.
- d) To supplement the application of section 7.11 or section 7.12 of the Act.
- e) To align with Council's corporate and strategic planning context, including Council's Community Strategic Plan, Delivery Plan, Operational Plan, Development Contribution Plans or other Infrastructure Planning Documents.
- f) To ensure greater probity and establish a probity framework for the negotiation, preparation and implementation of VPAs.
- g) To facilitate public participation and to allow the community to gain an understanding of the benefits of appropriate VPAs for the provision of public benefits.

Types of VPA contributions

The contribution negotiated under a VPA could comprise of one or more of the following (to Council):

- a) a monetary contribution,
- b) provision of any material public benefit including (without limitation) public facilities,
- c) dedication of land free of cost, or
- d) a combination of the above,

to be used for or applied towards a public purpose.

Consideration of a VPA offer

Council will ultimately require that a VPA provides a positive planning outcome for the Northern Beaches community. There must be a demonstrable public benefit arising from a VPA and this should be clearly demonstrated in the VPA offer documentation. This information will help Council to consider the VPA offer. However, Council has the discretion not to enter into a VPA for any reason, including if the development contribution is not considered to deliver a sufficient demonstrable public benefit.

In consideration of a VPA offer, the following will be taken into account:

- a) Whether it is acceptable and reasonable to use a VPA.
- b) Whether the offer proposed in a VPA can be achieved via an alternate mechanism such as a condition of development consent.
- c) Whether the VPA meets the requirements of the Act and the Regulation.
- d) Whether the VPA meets the current and future demands created by the development for new public infrastructure, amenities and services.
- e) Whether the VPA aligns with Council's corporate strategic documents.
- f) Whether compensation is required for the loss of, or damage to, a public amenity, service, resource, the natural environment or asset caused by the development through its replacement, substitution, repair or regeneration.
- g) Whether the VPA rectifies an existing deficiency in the provision of public facilities and services on the Northern Beaches.

- h) Whether future recurrent funding related to the proposed public benefit is sustainable.
- i) Whether the public benefit accrues over time.
- j) Whether the VPA is directed towards proper or legitimate planning purposes, ordinarily ascertainable from the statutory planning controls and other adopted planning policies applying to development.
- k) Whether or not there is a nexus between the public benefit and the development application or application for instrument change (note section 7.4(4) of the Act does not require any nexus between the public benefit and the development application or application for instrument change).
- l) Producing outcomes that meet the general values and expectations of the public and protect the overall public interest.
- m) Providing for a reasonable means of achieving the relevant purposes and outcomes and securing the benefits.
- n) Protecting the environment and community against planning harm.
- o) Whether there any relevant circumstances that may operate to preclude Council from entering into the proposed VPA.

Notwithstanding the above, Council is not obliged to enter into a VPA.

In addition, Council will ensure:

- a) All dealings relating to VPAs, including assessment and implementation, will be subject to strict compliance with the Northern Beaches Council Code of Conduct.
- b) That planning decisions will not be bought or sold through VPAs.
- c) That a VPA will not improperly fetter the exercise of its functions under the Act, Regulation or any other act or law.
- d) That VPAs are not used for any purpose other than that contemplated by section 7.4 of the Act.
- e) That undue weight is not given to a VPA in consideration of a development application or application for instrument change.
- f) That the consideration, negotiation and assessment of a proposed VPA will, to the extent reasonably practicable, be separate from the consideration of the planning merits of a development application or an application for instrument change. Council will, consistently with section 4.15 of the Act, take into consideration relevant provisions of a proposed VPA when evaluating a development application.
- g) That the interests of individuals or interest groups will not outweigh the public interest when considering a VPA.
- h) That it will not improperly use its position to extract disproportionate public benefits from developers under VPAs.
- i) That it will not use VPAs as a means to overcome revenue raising or spending prohibitions to which it is subject or for other improper purposes.

Probity

Public probity is important to Council and it will ensure that the consideration of any VPA is fair, transparent and is directed at achieving public benefits in an appropriate manner free of corruption or perception of bias.

In this regard, Council will:

- a) Comply with the requirements of the Act and Regulation in respect of VPAs.
- b) Provide a copy of this Policy to any person who seeks to enter into a VPA with Council.
- c) Ensure all parties operate in accordance with Council's Code of Conduct.
- d) Ensure that Council officers and Councillors understand the circumstances in which VPAs are appropriate.
- e) Ensure that Council officers and Councillors understand their particular role and responsibility, some of which carry the potential for conflicts of interest.
- f) Ensure that the community understands Council's role, including how the VPA operates and how Council will assess VPAs objectively.
- g) Notify VPAs in accordance with the Act and Regulation, to ensure they are open and transparent, and to achieve maximum public awareness of the matters contained in a VPA and the potential benefits of a VPA.
- h) Ensure appropriate delegations and separations of responsibilities in considering development applications or applications for instrument change that involve VPAs. This involves ensuring processes adequately address the level of risk of corruption of a process while at the same time being appropriate to the likely level of risk.
- i) Ensure that modifications to approved development should be subject to the same scrutiny as the original development application and include notification to the Development Contributions Working Group prior to determination.
- j) Take every step to ensure that conflicts of interest are ameliorated to the greatest extent possible. This may include independent assessment by a third party where Council has an interest and not entering into any contractual arrangement which purport to guarantee outcomes that are subject to separate regulatory processes.
- k) Ensure that appropriate probity mechanisms are in place.

The procedures that will be implemented to address these matters may include, but not be limited by, the following:

- a) The Councillors will not be involved in the preparation of the VPA but will ultimately decide whether to accept any VPA offer as part of their duties as Councillors.
- b) The Development Contributions Working Group and Development Contributions Committee will assess a VPA offer on behalf of Council in accordance with this Policy and make appropriate recommendations to Council.
- c) Council will, in all cases, ensure that Council staff with key responsibility for providing advice on development application approvals, approving development applications or ensuring compliance, do not have a role in the assessment of the commercial aspects of the VPA nor on the conditions of the VPA except where advice is required on matters relating to the conditions of consent for a particular proposal.
- d) Council may involve an independent person(s) to facilitate or otherwise participate in the consideration of a VPA offer, particularly where this will lead to a better outcome.

- e) Council will ensure that all discussions with a developer and their consultants relating to a VPA are sufficiently documented.
- f) Council will ensure that Council staff involved in VPA considerations are free from conflicts of interest.
- g) Where Council has a commercial stake in a development that is the subject of a VPA, it will take appropriate steps to ensure that it avoids a conflict of interest between its role as a planning authority and its commercial interest role in the development consistent with the ICAC strategies for managing dual roles in its publication *Corruption Risks in NSW development approval processes: Position Paper (September 2007)*.

How will Council value development contributions under a VPA?

If the public benefit under a VPA offer is the provision of land for a public purpose, Council will seek to value the benefit on the basis of the market value of the land. This market value is to be provided by the developer and independently verified by a registered property valuer.

If the public benefit under a VPA offer is the carrying out of works for a public purpose, Council will generally seek to value the benefit on the basis of the estimated value of the completed works via a cost estimate prepared by an independent quantity surveyor.

In all instances, the costs of the valuation of the benefits are to be at no cost to Council.

It is acknowledged that in some cases the public benefit may be an intangible benefit that can only be assessed in qualitative terms, such as a particular design outcome for a proposed building. In this case, the Council and the developer will negotiate the manner in which the development contribution is to be valued.

Unless otherwise agreed, all benefits under a VPA will be dedicated at no cost to Council and free of any encumbrances, except any permitted encumbrances as agreed by Council. The Council may attribute a value to benefits provided under a VPA, for the purposes of determining the value of the VPA contributions being offered by the developer.

Application of Section 7.11 or Section 7.12 development contributions

A VPA may wholly or partly exclude the application of section 7.11 or section 7.12 to development the subject of the VPA. As a general position, a developer should assume that contributions under these sections will apply to the development. This is a matter which can be negotiated between the Council and the developer having regard to the circumstances of the case.

Where the VPA is made in conjunction with an application for instrument change that is seeking to vary Council's planning controls to improve the land value, then the VPA contributions should relate to the land value uplift sought. In this case whether section 7.11 or section 7.12 development contributions are also proposed to be paid in addition to any VPA contribution will be relevant to any decision by Council to accept a VPA offer.

Where a VPA is proposed to deliver works in kind, material public benefit or land in lieu of section 7.11 or section 7.12 development contributions levied on an existing development consent, then the VPA contribution would in this case be an alternate to the development contributions (either in full or part). An application to modify the consent by deletion or modification of the existing section 7.11 or section 7.12 conditions of consent would also need to be made.

Where certain infrastructure provision or works would normally be required to be provided as part of a development by way of a condition of development consent, then these would be considered to be in addition to any VPA contribution. No reduction in the VPA contribution would be accepted in recognition of works required to be carried out in connection with the proposed development or already required via a condition of consent.

In all other circumstances Council will generally only favourably consider excluding the application of section 7.11 or section 7.12 where the public benefit to be delivered via the VPA contribution exceeds the public benefit to be delivered under a Development Contributions Plan. A VPA cannot exclude the application of sections 7.11 or 7.12 to a particular development, unless the consent authority for the development or the Minister is a party to the planning agreement (section 7.4(3A) of the Act).

Where section 7.11 or section 7.12 is not excluded by a VPA, Council will generally not agree to a provision allowing benefits under the VPA to be taken into consideration in determining a development contribution under section 7.11 or section 7.12.

Modification or discharge of obligations

Council may agree to a provision in a VPA permitting the developer's obligations under the VPA to be modified or discharged in the following circumstances:

- a) The developer's obligations have been fully carried out in accordance with the VPA, or
- b) The development consent to which the VPA relates has lapsed, or
- c) The developer is able to satisfy the Council that good reason exists for some change to the VPA and that the public benefits provided under the modified VPA are appropriate in the circumstances, or
- d) The developer has fully and completely assigned the developer's interest under the VPA in accordance with its terms.

Such a provision will require the modification or revocation of the VPA in accordance with the Act and Regulation.

Assignment and dealings by the developer

Council will not permit the assignment of any or all of the developer's rights or obligations under the VPA, nor will Council permit any dealing in relation to any part or the whole of the land the subject of the VPA unless:

- a) The developer has, at no cost to Council, first procured the execution by the person with whom it is dealing of all necessary documents in favour of Council by which that person agrees to be bound by the VPA as if they were a party to the original VPA, and
- b) If the proposed dealing involves a mortgage, charge or other encumbrance in relation to the party's right, title and interest in the land, such documents provide for a VPA by the person to the effect that they, and any receiver appointed by them, will not enjoy rights greater than those of that party, and
- c) The party is not in breach of the VPA, and
- d) The Council is satisfied that the assignee is capable of complying with the obligations under the VPA.

This does not affect the operation of any of other requirements of the VPA.

Provision of security under a VPA

Council will generally require a VPA to make provision for security to cover the developer's obligation under the VPA. The form of security will generally be an unconditional bank guarantee from an Australian bank in favour of Council to the full value of the developer's obligation under the VPA and on terms otherwise acceptable to Council.

Notations on Certificates under Section 10.7(5) of the Act

Council will generally require a VPA to contain an acknowledgement by the developer that Council will make a notation under section 10.7(5) of the Act about the VPA on any certificate issued under section 10.7(2) of the Act relating to the land the subject of the VPA or any other land.

Registration of VPAs

Council will generally require a VPA to contain a provision requiring the developer to agree to registration of the VPA under the *Real Property Act 1900* at the developer's expense pursuant to section 7.6 of the Act. The developer will be required to provide the Council with the written agreement of each person with an estate or interest in the land in a form sufficient to effect the registration of the VPA at NSW Land Registry Services.

Dispute resolution

Council will require a VPA to provide for mediation of disputes between the parties to the VPA before the parties may exercise any other legal rights in relation to the dispute.

References and Related Documents

- *Environmental Planning and Assessment Act 1979*, particularly Subdivision 2 of Part 7
- *Environmental Planning and Assessment Regulation 2000*, particularly Division 1A of Part 4
- *Real Property Act 1900*
- *Practice Note on Planning Agreements* published by the Department of Infrastructure Planning and Natural Resources (July 2005)
- *Draft Practice Note on Planning Agreements* published by the Department of Planning, Industry and Environment (November 2016)
- Northern Beaches Council Code of Conduct

Definitions

Act means the *Environmental Planning and Assessment Act 1979*,

Council means the Northern Beaches Council,

Developer is a person who has sought a change to an environmental planning instrument (which includes the making, amendment or repeal of an instrument), or who has made or proposes to make a development application, or who has entered into an agreement with or is otherwise associated with such a person,

Development application has the same meaning as in the Act,

Development contribution means the kind of provision made by a developer under a Voluntary Planning Agreement, being a monetary contribution, the dedication of land free of cost or the provision of a material public benefit to be used for or applied towards a public purpose.

Development Contributions Committee means the Northern Beaches Council committee responsible for the preparation, implementation and management of development contributions Plans in the Northern Beaches area, and making recommendations to Council regarding Voluntary Planning Agreements,

Development Contributions Working Group means the Northern Beaches Council group that supports the Development Contributions Committee in the preparation, implementation and management of development contributions plans and Voluntary Planning Agreements in the Northern Beaches area. The Working Group undertakes assessments of offers for a Voluntary Planning Agreement,

Instrument Change means a change to an environmental planning instrument to facilitate a development the subject of a Voluntary Planning Agreement,

Planning obligation means an obligation imposed by a Voluntary Planning Agreement on a developer requiring the developer to make a development contribution,

Practice Note means the Practice Note on Planning Agreements published by the Department of Infrastructure Planning and Natural Resources (July 2005),

Public includes a section of the public,

Public benefit is the benefit enjoyed by the public as a consequence of a development contribution which may be tangible and / or intangible,

Public facilities means public infrastructure, facilities, amenities and services not including water supply or sewerage services,

Regulation means the *Environmental Planning and Assessment Regulation 2000*,

VPA means a Voluntary Planning Agreement.

Responsible Officer

- Executive Manager Strategic & Place Planning
- Executive Manager Development Assessment
- Executive Manager Environment and Climate Change
- Executive Manager Financial Planning & Systems
- Executive Manager Property

Review Date

October 2023

Revision History

Revision	Date	Status	TRIM Ref
1	October 2019	Drafted VPA Policy	2019/483818

Guideline

Voluntary Planning Agreements

1.0 Purpose

This Guideline underpins the Northern Beaches Council Voluntary Planning Agreements Policy (VPA Policy) adopted by Council on **DATE**. This Guideline should be read in conjunction with the VPA Policy.

This Guideline sets out the procedures and requirements relating to all VPAs entered into by the Northern Beaches Council, and applies to all land in the Northern Beaches Council local government area (LGA), including any land owned by the Council.

This Guideline also applies to land outside of the Northern Beaches Council LGA in case of a joint VPA between Council and another council or planning authority for land outside of the Northern Beaches Council LGA.

2.0 Principles

The guiding principles of this Guideline, and related Policy, are:

- a) To establish a fair, transparent and accountable framework governing the use and preparation of VPAs by Council.
- b) To enhance the range and extent of public benefits arising from a VPA.
- c) To ensure a consistent approach is undertaken in the negotiation and preparation of all VPAs that is efficient, fair and accountable.
- d) To align with Council's corporate and strategic planning context, including Council's Community Strategic Plan, Delivery Plan, Operational Plan, Development Contribution Plans or other Infrastructure Planning Documents.
- e) To establish a probity framework for the negotiation, preparation and implementation of VPAs.
- f) To facilitate public participation and to allow the community to gain an understanding of the benefits of appropriate VPAs for the provision of public benefits.

3.0 What is a VPA?

Section 7.4 of the Act sets out the circumstances under which a VPA may be entered into. It provides that a '*...planning agreement is a voluntary agreement or other arrangement between a planning authority (or 2 or more planning authorities) and a person (the developer):*

- a) *who has sought a change to an environmental planning instrument, or*
- b) *who has made, or proposes to make, a development application or application for a complying development certificate, or*
- c) *who has entered into an agreement with, or is otherwise associated with, a person to whom paragraph (a) or (b) applies,*

under which the developer is required to dedicate land free of cost, pay a monetary contribution, or provide any other material public benefit, or any combination of them, to be used for or applied towards a public purpose.

4.0 Requirements of a VPA

Section 7.4(3) of the Act provides the mandatory requirements of a VPA. Council's VPA Policy and Guideline are designed to ensure these requirements are met for every VPA.

The Act does not preclude a VPA containing provisions in addition to the mandatory matters that may be necessary or desirable in particular cases. Council has prepared a template VPA that must form the basis for a VPA and this template is Council's preferred form for a VPA. Please refer to Attachment A.

5.0 Explanatory note

Clause 25E(1) of the Regulation requires that an explanatory note must accompany a VPA that:

- a) summarises the objectives, nature and effect of the proposed VPA, amendment or revocation, and
- b) contains an assessment of the merits of the proposed VPA, an amendment or revocation including the impact (positive or negative) on the public or any relevant section of the public.

Each explanatory note must be prepared jointly by the parties proposing to enter into the VPA.

Council has prepared a template explanatory note. Please refer to Attachment B.

6.0 Preferred process

The preferred process relating to the consideration, notification and entering of VPAs is as follows:

- a) Where a developer proposes a VPA in connection with an application for instrument change or development application, it should indicate to the Council its intention to accompany its application with a VPA offer before making the application. The Council will indicate whether or not it agrees, in principle, to negotiate a VPA with the proponent after an initial consideration of the appropriateness of the VPA offer. Both the developer and the Council must consider who should be the parties to the VPA.

This process will be undertaken by a Responsible Officer in consultation with the Development Contributions Working Group/Development Contributions Committee.

- b) The VPA offer must address each key term required by the VPA Policy and this Guideline. If the VPA offer is considered appropriate, the VPA and agreed explanatory note should be drafted and should accompany the development or instrument change application to Council so that the VPA, explanatory note and application can be exhibited together. The application must clearly record the developer's offer to enter into the VPA if the application is approved.
- c) An assessment of the VPA application will be undertaken by the Development Contributions Working Group on behalf of the Development Contributions Committee.
- d) Following consideration of the draft VPA and explanatory note by the Development Contributions Committee, a recommendation will be made to the Council whether the VPA offer should be supported by Council.
- e) If Council resolves to support the terms in the draft VPA and explanatory note, the proposed draft VPA and explanatory note will be publicly notified and exhibited in accordance with the Act, the Regulation and clause 10.0 below. Any subsequent amendments to the proposed draft VPA and explanatory note will be re-notified if there is a material change.

- f) Following exhibition of the draft VPA, the Committee will consider any post exhibition amendments and make a recommendation to Council who will determine if it wants to accept the draft VPA.
- g) If Council resolves to accept a draft VPA, then it can be entered into.

Demonstrable public benefit Council will ultimately require that a VPA provides a positive planning outcome for the Northern Beaches community. There must be a demonstrable public benefit arising from a VPA and this should be clearly demonstrated in the VPA offer and application documentation. This information will help Council to consider the VPA offer/application.

An outline of potential public benefits is set out in the table at Attachment C however it should be noted that Attachment C is not intended to be exhaustive.

8.0 Implementation plan

In most circumstances, the Council will require an implementation plan. This will be incorporated in the VPA and may include:

- a) The timetable for provision of planning obligations under the VPA.
- b) The design, technical specification and standard of any work required by the VPA to be undertaken by the developer.
- c) The manner in which a work is to be handed over to Council.
- d) The manner in which a material public benefit is to be made available for its public purpose in accordance with the VPA.
- e) A warranty period for work, materials, buildings and any other property that form part of any public benefit. These warranties would generally be for a minimum of 12 months for materials and services such as electrical works and 15 years for structural items.

Council will require a VPA to make provision for payment by the developer of Council's costs of and incidental to preparing and entering into the VPA as well as administering and enforcing the VPA. Cost may include the payment of an independent registered property valuer and/or quantity surveyor to establish the value of the key items of the VPA.

9.0 Pooling of development contributions

Where a proposed VPA provides for a monetary contribution by the developer, the Council may, in accordance with section 7.3 of the Act, pool money paid for different purposes and apply that money progressively for different purposes.

Where a proposed VPA provides for a monetary contribution by the developer, the VPA should provide that money paid under the VPA may be pooled with money paid under other VPAs and applied progressively for the different purposes under those VPAs.

Pooling may be appropriate to allow public benefits, particularly essential infrastructure, to be provided in a fair and equitable way.

10.0 Public notification of a draft VPA

The Act requires that, a draft VPA must be publicly notified and available for public inspection for a minimum period of 28 days. Council may decide to notify a VPA for a longer period at its discretion.

Council will also notify the application to which a draft VPA relates in accordance with relevant environmental planning instruments and the requirements of any gateway determination.

Council will publicly re-notify and make available for public inspection a draft VPA and the application to which it relates if, in Council's opinion, a material change is made to the terms of the draft VPA or the application after it has been previously publicly notified and inspected. Such a change may arise as a consequence of public submissions made in respect of the previous public notification and inspection of the draft VPA or the application, or their formal consideration by Council, or for any other reason.

11.0 Public comment on a draft VPA

All public submissions to a draft VPA will be considered before finalisation of the VPA for execution. Council may also resolve not to proceed with a VPA as a result of matters raised in a public submission or for any other appropriate reason in Council's absolute discretion.

12.0 When is a VPA entered into?

A VPA can be entered into at any time after the VPA is publicly notified in accordance with the Act and Regulation as agreed between the parties after which obligations under the VPA take effect.

Council may also impose conditions of consent requiring compliance with the VPA and the delivery of the relevant VPA contributions at the required time.

Council will usually require a VPA in connection with an application for instrument change to be executed before the Council submits the relevant draft planning instrument change to the Minister to be made, or before Council makes the instrument change under delegation. If the VPA is not executed at an appropriate time, the Council may (or may request the Minister to) not proceed with the instrument change, in accordance with Section 3.35 of the Act.

13.0 Monitoring and review of a VPA

Council will routinely monitor the performance of the developer's obligations under a VPA and report them in accordance with the Act.

Council will require the VPA to contain a provision establishing a mechanism under which the VPA is periodically reviewed with the involvement of all parties. This will include a review of the developer's performance under the VPA and obligations specified in the Implementation Plan.

14.0 Recurrent charges

Where a VPA proposes works or dedication of land and/or building assets, Council may require the developer to provide supporting documentation outlining the lifecycle costs to Council, including operation or ongoing service delivery, as well as likely maintenance and replacement costs. This information will assist Council in determining whether to accept a VPA offer and what contribution towards those recurrent costs should be made by the developer.

All VPAs that involve the provision of public infrastructure through works to be carried out by the Developer should include a reasonable contribution toward ongoing maintenance and replacement costs of the infrastructure. The developer may make monetary contributions towards ongoing maintenance and replacement costs or may offer to maintain infrastructure delivered for a certain period of time after handover.

The amount of any monetary contribution acceptable to Council will depend on the type and value of the works being handed over to Council, whether repair and maintenance works are likely to be needed and the anticipated costs of maintenance and repair works.

If the developer proposes to maintain the works after completion, a bond or bank guarantee will be required by Council to cover the likely maintenance works in the event the developer defaults.

VPAs may also require a developer to make contributions towards other recurrent costs of public facilities such as operational or service provision costs.

15.0 Council's costs of negotiating, entering into, monitoring and enforcing a VPA

The Council will require a VPA to make provision for payment by the developer of the whole of Council's costs of and incidental to negotiating, preparing, advertising and entering into the agreement (including reasonable legal costs in obtaining advice in connection with the VPA) as well as administering and enforcing the agreement. This also applies to any amendment to a VPA.

16.0 Costs associated with delivery of the planning obligations

All costs associated with the delivery of the planning obligations under the VPA are to be borne by the developer.

17.0 References and related documents

- *Environmental Planning and Assessment Act 1979*, particularly Subdivision 2 of Part 7
- *Environmental Planning and Assessment Regulation 2000*, particularly Division 1A of Part 4
- Practice Note on Planning Agreements published by the Department of Infrastructure Planning and Natural Resources (July 2005)
- *Draft Practice Note on Planning Agreements* published by the Department of Planning, Industry and Environment (November 2016)

18.0 Attachments

- A. Voluntary Planning Agreement Template
- B. Explanatory Note Template
- C. Potential Public Benefits

19.0 Definitions

Act means the *Environmental Planning and Assessment Act 1979*,

Council means the Northern Beaches Council,

Developer is a person who has sought a change to an environmental planning instrument (which includes the making, amendment or repeal of an instrument), or who has made or proposes to make a development application, or who has entered into an agreement with or is otherwise associated with such a person,

Development application has the same meaning as in the Act,

Development contribution means the kind of provision made by a developer under a Voluntary Planning Agreement, being a monetary contribution, the dedication of land free of cost or the provision of a material public benefit to be used for or applied towards a public purpose,

Development Contributions Committee means the Northern Beaches Council committee responsible for the preparation, implementation and management of development contributions Plans in the Northern Beaches area, and making recommendations to Council regarding Voluntary Planning Agreements,

Development Contributions Working Group means the Northern Beaches Council group that supports the Development Contributions Committee in the preparation, implementation and management of development contributions plans and Voluntary Planning Agreements in the

Northern Beaches area. The Working Group undertakes assessments of offers for a Voluntary Planning Agreement,

Explanatory note has the same meaning as in the Regulation,

Instrument Change means a change to an environmental planning instrument to facilitate a development the subject of a Voluntary Planning Agreement,

Planning obligation means an obligation imposed by a Voluntary Planning Agreement on a developer requiring the developer to make a development contribution,

Practice Note means the Practice Note on Planning Agreements published by the Department of Infrastructure Planning and Natural Resources (July 2005),

Public includes a section of the public,

Public benefit is the benefit enjoyed by the public as a consequence of a development contribution which may be tangible and / or intangible,

Public facilities means public infrastructure, facilities, amenities and services not including water supply or sewerage services,

Regulation means the *Environmental Planning and Assessment Regulation 2000*,

VPA means a Voluntary Planning Agreement.

20.0 Responsible Officer

- Executive Manager Strategic & Place Planning
- Executive Manager Development Assessment
- Executive Manager Environment & Climate Change
- Executive Manager Financial Planning & Systems
- Executive Manager Property

21.0 Review Date

October 2023

22.0 Revision History

Revision	Date	Change	HPE CM Ref
1	October 2019	Drafted VPA Guideline	2019/489894

Attachment A – Voluntary Planning Agreement Template**Planning Agreement****PARTIES**

The Northern Beaches Council 725 Pittwater Road, Dee Why, New South Wales (Council)

And

of ##, (Developer)

BACKGROUND

(For Development applications)

A. On, ##, the Developer made a Development Application to Council for Development Consent to carry out the Development on the Land.

B. That Development Application was accompanied by an offer by the Developer to enter into this Agreement to make development contributions towards the Public Facilities if that Development consent was granted.

(For changes to Environmental Planning Instruments)

A. On, ##, the Developer made an application to Council for the Instrument Change for the purpose of making a Development Application to Council for Development Consent to carry out the Development on the Land.

B. The Instrument Change application was accompanied by an offer by the Developer to enter into this Agreement to make development contributions towards the Public Facilities that Development Consent was granted.

C. The Instrument Change was published in NSW Government Gazette No. ## on ## and took effect on ##.

D. On, ##, the Developer made a Development Application to Council for Development Consent to carry out the Development on the Land.

OPERATIVE PROVISIONS**1. Planning agreement under the Act**

The Parties agree that this Agreement is a planning agreement governed by Subdivision 2 of Division 7.1 of Part 7 of the Act.

2. Application of this Agreement

(Specify the land to which the Agreement applies and the development to which it applies)

3. Operation of this Agreement

(Specify when the Agreement takes effect and when the Parties must execute the Agreement)

4. Definitions and interpretation

4.1 In this Agreement the following definitions apply:

Act means the *Environmental Planning and Assessment Act 1979*.

Dealing, in relation to the Land, means, without limitation, selling, transferring, assigning, mortgaging, charging, encumbering or otherwise dealing with the Land.

Development means ##.

Development Application has the same meaning as in the Act.

Development Consent has the same meaning as in the Act.

Development Contribution means a monetary contribution, the dedication of land free of cost or the provision of a material public benefit to be used for or applied towards a public purpose.

GST has the same meaning as in the GST Law.

GST Law has the meaning given to that term in *A New Tax System (Goods and Services Tax) Act 1999* (Cth) and any other Act or Regulation relating to the imposition or administration of the GST.

Instrument Change means a change to the ## Local Environmental Plan ##.

Land means Lot ## DP ##, known as ##.

Party means a party to this agreement, including their successors and assigns.

Public Facilities means ##.

Regulation means the *Environmental Planning and Assessment Regulation 2000*.

4.2 In the interpretation of this Agreement, the following provisions apply unless the context otherwise requires:

- a) Headings are inserted for convenience only and do not affect the interpretation of this Agreement.
- b) A reference in this Agreement to a business day means a day other than a Saturday or Sunday on which banks are open for business generally in Sydney.
- c) If the day on which any act, matter or thing is to be done under this Agreement is not a business day, the act, matter or thing must be done on the next business day.
- d) A reference in this Agreement to dollars or \$ means Australian dollars and all amounts payable under this Agreement are payable in Australian dollars.
- e) A reference in this Agreement to any law, legislation or legislative provision includes any statutory modification, amendment or re-enactment, and any subordinate legislation or regulations issued under that legislation or legislative provision.
- f) A reference in this Agreement to any agreement, deed or document is to that agreement, deed or document as amended, novated, supplemented or replaced.
- g) A reference to a clause, part, schedule or attachment is a reference to a clause, part, schedule or attachment of or to this Agreement.
- h) An expression importing a natural person includes any company, trust, partnership, joint venture, association, body corporate or governmental agency.
- i) Where a word or phrase is given a defined meaning, another part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning.
- j) A word which denotes the singular denotes the plural, a word which denotes the plural denotes the singular, and a reference to any gender denotes the other genders.

- k) References to the word 'include' or 'including' are to be construed without limitation.
- l) A reference to this Agreement includes the agreement recorded in this Agreement.
- m) A reference to a party to this Agreement includes a reference to the servants, agents and contractors of the party, and the party's successors and assigns.
- n) Any schedules and attachments form part of this Agreement.

5. Development contributions to be made under this Agreement

SCHEDULE 1 – REFERENCE SCHEDULE

Specify the development contributions to be made under the agreement; when they are to be made; and the manner in which they are to be made.

Item	Name	Description
1	Advanced Payments	
2	Contributions	
3	Dedicated Land	
4	Public Benefits	

6. Application of the development contributions

SCHEDULE 2 – DEVELOPER'S WORK

Specify the times at which, the manner in which and the public purposes for which development contributions are to be applied.

Item of Work	Development Stage	Final Inspection Stage	Relevant Drawing Numbers

7. Application of section 7.11 and section 7.12 of the Act to the development

SCHEDULE 3 – PUBLIC BENEFITS

Public Benefits Offer and development contributions

Table 1 identifies the development contributions payable in respect of the proposal calculated in accordance with the relevant Development Contributions Plan.

Contribution based on a total development cost of \$			
Contributions	Total development cost (as defined in the Development Contribution Plan)	Levy rate	Payable
Section 7.12 Levy			

8. Registration of this Agreement

(Specify whether the Agreement is to be registered as provided for in section 7.6 of the Act)

9. Review of this Agreement

(Specify whether the Agreement is to be registered as provided for in section 7.6 of the Act)

10. Dispute resolution

10.1 Notice of Dispute

If a party claims that a dispute has arisen under this Agreement (Claimant), it must give written notice to the other party (Respondent) stating the matters in dispute and designating as its representative a person to negotiate the dispute (Claim Notice). No party may start court proceedings (except for proceedings seeking interlocutory relief) in respect of a dispute unless it has first complied with this clause 10.

10.2 Response to Notice

Within ten (10) business days of receiving the Claim Notice, the Respondent must notify the Claimant of its representative to negotiate the dispute.

10.3 Negotiation

The nominated representative must:

- a) meet to discuss the matter in good faith within five (5) business days after service by the Respondent of notice of its representative;
- b) use reasonable endeavours to settle or resolve the dispute within 15 business days after they have met.

10.4 Further Notice if Not Settled

If the dispute is not resolved within 15 business days after the nominated representatives have met, either party may give to the other a written notice calling for determination of the dispute (Dispute Notice) by mediation under clause 10.5 or by expert determination under clause 10.6.

10.5 Mediation

If a party gives a Dispute Notice calling for the dispute to be mediated:

- a) the parties must agree to the terms of reference of the mediation within five (5) business days of the receipt of the Dispute Notice (the terms shall include a requirement that the mediation rules of the Institute of Arbitrators and Mediators Australia (NSW Chapter) apply);
- b) the Mediator will be agreed between the parties, or failing agreement within five (5) business days of receipt of the Dispute Notice, either party may request the President of the Institute of Arbitrators and Mediators Australia (NSW Chapter) to appoint a mediator;
- c) the Mediator appointed pursuant to this clause 10.5 must:
 - i. have reasonable qualifications and practical experience in the area of the dispute; and
 - ii. have no interest or duty which conflicts or may conflict with his function as mediator, he being required to fully disclose any such interest or duty before his appointment;

- d) the Mediator shall be required to undertake to keep confidential all matters coming to his knowledge by reason of his appointment and performance of his duties;
- e) the parties must within five (5) business days of receipt of the Dispute Notice notify each other of their representatives who will be involved in the mediation;
- f) the parties agree to be bound by a mediation settlement and may only initiate judicial proceedings in respect of a dispute which is the subject of a mediation settlement for the purpose of enforcing that mediation settlement;
- g) in relation to costs and expenses:
 - i. each party will bear their own professional and expert costs incurred in connection with the mediation; and
 - ii. the costs of the Mediator will be shared equally by the parties unless the Mediator determines a party has engaged in vexatious or unconscionable behaviour in which case the Mediator may require the full costs of the mediation to be borne by that party.

10.6 Expert Determination

If the dispute is not resolved under clause 10.3 or 10.5, the dispute may, by agreement between the parties, both acting reasonably having regard to the nature of the dispute, be resolved by expert determination, in which event:

- a) The dispute must be determined by an independent expert in the relevant field:
 - i. (a) agreed upon and appointed jointly by Council and the Developer; or
 - ii. (b) in the event that no agreement is reached or appointment made within 30 business days, appointed on application of a party by the then current President of the Law Society of New South Wales;
- b) (2) the expert must be appointed in writing and the terms of appointment must not be inconsistent with this clause;
- c) (3) the determination of the dispute by such expert will be made as an expert and not as an arbitrator and will be in writing and contain the reasons for the determination;
- d) (4) the expert will determine the rules for the conduct of the process but must conduct the process in accordance with the rules of natural justice;
- e) (5) each party will bear its own costs in connection with the process and the determination by the expert together with an equal proportion of the expert's fees and costs; and
- f) (6) any determination made by an expert pursuant to this clause is final and binding upon the parties except where the determination is in respect of, or relates to, termination or purported termination of this agreement by any party, in which event the expert is deemed to be giving a non-binding appraisal and any party may commence litigation in relation to the dispute if it has not been resolved within 20 business days of the expert giving his or her decision.

10.7 Litigation

If the dispute is not finally resolved in accordance with this clause 10, either party is at liberty to litigate the dispute.

10.8 Continue to perform obligations

Each party must continue to perform its obligations under this Agreement, notwithstanding the existence of a dispute.

11. Enforcement

- 11.1 Nothing in this Agreement prevents Council from exercising any function under the Act or any other Act or law relating to the enforcement of any aspect of this Agreement (including the breach of this Agreement by the Developer) or any matter to which this Agreement relates.
- 11.2 Until such time as the development contribution has been paid in full the Developer must:
- a) Notify Council in writing of the name and contact details of any Certifying Authority to which it has applied for a Construction Certificate at the same time that such application is made;
 - b) At the time it lodges any application for a construction certificate notify the Certifying Authority in writing of the existence and terms of this Agreement;
 - c) Procure and provide to Council a written acknowledgement from the Certifying Authority addressed to Council confirming that the Certifying Authority will not issue a Construction Certificate until Council provides written confirmation that the development contribution has been paid.
- 11.3 The Developer acknowledges and agrees that Council has a caveatable interest in the Land from the date of Development Consent and shall be entitled to lodge and maintain a caveat on the title to the Land notifying Council's interest created by this Agreement.
- 11.4 The Developer will upon execution of this Agreement deliver to Council a caveat in registrable form with the consent to caveat signed by the Developer notifying Council's interest created by this Agreement together with a cheque in favour of NSW Land Registry Services for the registration fee on the caveat.
- 11.5 Council will provide such written consents and registrable documents to the Developer to enable the Land to be mortgaged provided that the mortgagee acknowledges Council's interest in the Land under this Agreement and agrees to the registration of this Agreement in accordance with its terms.
- 11.6 Upon registration of the Agreement on the title to the Land in accordance with clause 8 or payment of the development contribution to Council or surrender of the Development Consent, the Developer will be entitled to withdrawal of the caveat.

12. Notices

- 12.1 Any notice, consent, information, application or request that must or may be given or made to a Party under this Agreement is only given or made if it is in writing and sent in one of the following ways:
- a) Delivered or posted to that Party at its address set out below.
 - b) Faxed to that Party at its fax number set out below.
 - c) Emailed to that Party at its email address set out below.

Council

Attention: CEO, Northern Beaches Council

Address: PO Box 82 Manly, NSW, 1655

Fax Number: 02 9971 4522

Email: council@northernbeaches.nsw.gov.au

Developer

Attention:

Address:

Fax Number:

Email:

- 12.2 If a Party gives the other Party three (3) business days' notice of a change of its address or fax number, any notice, consent, information, application or request is only given or made by that other Party if it is delivered, posted or faxed to the latest address or fax number.
- 12.3 Any notice, consent, information, application or request is to be treated as given or made at the following time: If it is delivered, when it is left at the relevant address.
- a) If it is sent by post, two (2) business days after it is posted.
 - b) If it is sent by fax, as soon as the sender receives from the sender's fax machine a report of an error free transmission to the correct fax number.
- 12.4 If any notice, consent, information, application or request is delivered, or an error free transmission report in relation to it is received, on a day that is not a business day, or if on a business day, after 5pm on that day in the place of the Party to whom it is sent, it is to be treated as having been given or made at the beginning of the next business day.

Approvals and consent

Except as otherwise set out in this Agreement, and subject to any statutory obligations, a Party may give or withhold an approval or consent to be given under this Agreement in that Party's absolute discretion and subject to any conditions determined by the Party. A Party is not obliged to give its reasons for giving or withholding consent or for giving consent subject to conditions.

13. Assignment and dealings

Until the development contribution is paid in full, the Developer cannot sell, transfer, assign, novate, charge, encumber or otherwise deal with the Land or attempt or purport to do so unless the Developer:

- 14.1 Gives Council no less than ten (10) business days' notice in writing of the proposed sale, transfer, assignment, novation, charge, encumbrance or other dealing with its rights in respect of the Land;
- 14.2 Procures that any buyer, transferee, assignee or novatee promptly executes an Agreement in favour of Council whereby the buyer, transferee, assignee or novatee becomes contractually bound with Council to perform the Developer's obligations under this Agreement;
- 14.3 In the event of a proposed charge, mortgage, encumbrance or other dealing with the Land, provides to Council a bank guarantee unlimited in time from a bank and on terms acceptable to Council to secure the payment of the development contribution.

14. Costs

Council's costs of and incidental to the preparation and execution of this Agreement and any related documents and registration of same shall be borne by the Developer.

15. Entire Agreement

This Agreement contains everything to which the Parties have agreed in relation to the matters it deals with. No Party can rely on an earlier document, or anything said or done by another Party, or by a director, officer, agent or employee of that Party, before this Agreement was executed, except as permitted by law.

16. Further acts

Each Party must promptly execute all documents and do all things that another Party from time to time reasonably requests to affect, perfect or complete this Agreement and all transactions incidental to it.

17. Governing law and jurisdiction

This Agreement is governed by the law of New South Wales. The Parties submit to the nonexclusive jurisdiction of its courts and courts of appeal from them. The Parties will not object to the exercise of jurisdiction by those courts on any basis.

18. Joint and individual liability and benefits

Except as otherwise set out in this Agreement, any agreement, covenant, representation or warranty under this Agreement by 2 or more persons binds them jointly and each of them individually, and any benefit in favour of 2 or more persons is for the benefit of them jointly and each of them individually.

19. No fetter

Nothing in this Agreement shall be construed as requiring Council to do anything that would cause it to be in breach of any of its obligations at law, and without limitation, nothing shall be construed as limiting or fettering in any way the exercise of any statutory discretion or duty.

20. Representations and warranties

The Parties represent and warrant that they have power to enter into this Agreement and comply with their obligations under the Agreement and that entry into this Agreement will not result in the breach of any law.

21. Severability

If a clause or part of a clause of this Agreement can be read in a way that makes it illegal, unenforceable or invalid, but can also be read in a way that makes it legal, enforceable and valid, it must be read in the latter way. If any clause or part of a clause is illegal, unenforceable or invalid, that clause or part is to be treated as removed from this Agreement, but the rest of this Agreement is not affected.

22. Modification

No modification of this Agreement will be of any force or effect unless it is in writing and signed by the Parties to this Agreement.

23. Waiver

The fact that a Party fails to do, or delays in doing, something the Party is entitled to do under this Agreement, does not amount to a waiver of any obligation of, or breach of obligation by, another Party. A waiver by a Party is only effective if it is in writing. A written waiver by a Party

is only effective in relation to the particular obligation or breach in respect of which it is given. It is not to be taken as an implied waiver of any other obligation or breach or as an implied waiver of that obligation or breach in relation to any other occasion.

24. GST

- 25.1 Unless otherwise indicated, all amounts payable by one party to the other party in relation to a supply under this Agreement have been calculated exclusive of any GST which may be imposed on the supply.
- 25.2 If any supply made under this Agreement is, or becomes, subject to GST, the party to whom the supply is made ("**Recipient**") must pay to the party making the supply ("**Supplier**"), as consideration, in addition to any consideration payable or to be provided elsewhere in this Agreement, subject to issuing a Valid Tax Invoice, an additional amount on account of GST, such amount to be calculated by multiplying the consideration by the applicable rate of GST.
- 25.3 Any amount in respect of GST payable under clause 25.2 must be paid to the Supplier immediately on receipt of the Valid Tax Invoice.
- 25.4 If any party is required to reimburse or indemnify the other party for a cost or expense ("**Cost**") incurred by the other party, the amount of that Cost for the purpose of this Agreement is the amount of the Cost incurred, less the amount of any credit for, or refund of, GST, which the party incurring the Cost is entitled to claim in respect of the Cost.
- 25.5 If GST is linked with the abolition or reduction of other taxes and charges, all amounts payable by the Recipient to the Supplier under this Agreement (excluding GST) must be reduced by the same proportion as the actual total costs of the Supplier (excluding GST) are reduced either directly as a result of the abolition or reduction of other taxes and charges payable by the Supplier or indirectly by way of any reduction in prices (excluding GST) charged to the Supplier. Both parties must also comply with relevant provisions of the *Trade Practices Act 1974* (Cth).

Execution

Dated:

Executed as an Agreement:

Note: this explanatory note providing details on this Agreement may not be used to assist in construing this Agreement.

Attachment B – Explanatory Note Template**Explanatory Note**

Proposed draft Planning Agreement

Under section 7.4 of the *Environmental Planning and Assessment Act 1979*

1. Parties
 - ## Northern Beaches Council (Planning Authority)
 - ## (*Planning Authority*)
 - ## (*Developer*)
2. Description of subject land
3. Description of proposed change to environmental planning instrument/development application
4. Summary of objectives, nature and effect of the proposed draft Planning Agreement
5. Timing of delivery of the public community benefit (*Note: Information is to be provided on the timing of delivery of the proposed benefits in relation to the issuing of construction, occupation or subdivision certificates.*)
6. Other Matters

Signed and dated by all Parties

Note: This template has been drafted for a proposed draft planning agreement, but applies equally to a proposed amendment or revocation of a VPA.

Attachment C – Potential Public Benefits

The following is a list of possible requirements that Council may have for planning agreements. This list is not exhaustive and developers are encouraged to discuss with Council these or other requirements that may be included in a planning agreement. Planning agreements may involve monetary contributions, partial or full construction of new facilities, expansion, upgrades, augmentations, embellishments, fit-outs and resourcing of existing facilities or any other public benefit as agreed to by Council.

Infrastructure	<p>Accessibility improvements – accessible parking, kerb ramps, modifications to public buildings or areas</p> <p>Roads – design and construction</p> <p>Open space – parks, public places, embellishment</p> <p>Drainage and storm water controls</p> <p>Traffic measures</p> <p>Transport outcomes</p> <p>Pedestrian and cycleway linkages and footpaths</p> <p>Telecommunication networks</p> <p>Power, water, gas</p> <p>Communications and information technology such as WIFI public space</p> <p>Bridges (vehicular and pedestrian)</p> <p>Flood management / mitigation works</p>
Facilities	<p>Community buildings e.g. meeting rooms, halls, libraries</p> <p>Child care centres</p> <p>Public toilets</p> <p>Youth spaces</p> <p>Public leisure facilities</p> <p>Performance spaces</p> <p>Civic spaces</p> <p>Public car parking areas and commuter parking</p> <p>Bus shelters</p> <p>Family care facilities</p> <p>Sport, recreation and activity centres</p> <p>Business, research and creative industries incubator space and ancillary uses</p> <p>Affordable Housing</p>
Public domain	<p>Paving – paths, streets and open space areas</p>

improvements	<p>Plantings – streets and open space areas</p> <p>Furniture – seats, bins</p> <p>Banners</p> <p>Public art in streets, open space and other public domain space</p> <p>Kerbs and gutters</p> <p>Treatment and/or features in public places</p> <p>Facilities such as kiosk in parks and open spaces</p> <p>Turf</p> <p>Public leisure, sport and recreation facilities</p> <p>Environmental management improvements such as water and energy minimising devices</p> <p>Restoration and management of natural areas including beaches, bushland, creeks and lagoons</p> <p>Water quality devices</p> <p>Water bubblers, lockers and other amenities</p> <p>Signage including suburb identification, way finding, parking, interpretation and information signs for pedestrians, cyclists and vehicular users</p>
Other	<p>Cash contributions</p> <p>Land such as dedications for parks, facilities, pedestrian connectivity and new roads</p> <p>Contributions for the development of community facilities plans and cultural facilities plans</p> <p>Aboriginal site protection</p> <p>Other benefits in line with Council plans and strategies, including plans of management, flood plain management plans, traffic and transport plans, masterplans, development controls plans, local environmental plans and management plans</p> <p>Maintenance / Rehabilitation in perpetuity e.g. pest control and bush regeneration</p> <p>Other public benefits that provide a positive planning outcome for the people of the Northern Beaches and meet the objectives of the Act</p>

Asbestos Management Guideline - 2019



Administrative information

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Review date	
Responsibility for review	Regulatory Support, Environmental Compliance Business Unit

Council disclaimer

This guideline was formulated to be consistent with council's legislative obligations and within the scope of council's powers. This guideline should be read in conjunction with relevant legislation, guidelines and codes of practice. In the case of any discrepancies, the most recent legislation should prevail.

This guideline is based upon the *Model Asbestos Policy for NSW Councils* developed by the Heads of Asbestos Coordination Authorities to promote a consistent Local Government approach to asbestos management across NSW.

This guideline does not constitute legal advice. Individuals will need to independently obtain their own legal advice in relation to their particular circumstances as Council will not accept liability for any losses incurred because of reliance on this guideline.

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1. Introduction

Northern Beaches Council acknowledges the serious health hazard posed by exposure to asbestos.

In Australia, asbestos was gradually phased out of building materials in the 1980s, and the supply and installation of asbestos containing goods has been prohibited since 31 December 2003. Yet legacy asbestos materials still exist in many homes, buildings and other assets and infrastructure. It is estimated that one in three Australian homes contains asbestos. Within the Northern Beaches Council, there are a number of residential and industrial buildings, which may also contain asbestos.

Where material containing asbestos is in a non-friable form (that is, cannot be crushed by hand into a powder), undisturbed and painted or otherwise sealed, it may remain safely in place. However, where asbestos containing material is broken, damaged, disturbed or mishandled, fibres can become loose and airborne posing a risk to health. Breathing in dust containing asbestos fibres can cause asbestosis, lung cancer and mesothelioma.

It is often difficult to identify the presence of asbestos by sight. Where a material cannot be identified or is suspected to be asbestos, it is best to assume that the material is asbestos and take appropriate precautions. Further information about asbestos and the health impacts of asbestos can be found in **Appendix A** and website links to additional information are provided in **Appendix B**.

Council has an important role in minimising exposure to asbestos, as far as is reasonably practicable, for both:

- residents and the public within the Local Government Area (LGA)
- workers (employees and other persons) in council workplaces.

Purpose

This guideline aims to outline:

- the role of council and other organisations in managing asbestos
- council's relevant regulatory powers
- council's approach to dealing with naturally occurring asbestos, sites contaminated by asbestos and emergencies or incidents
- general advice for residents on renovating homes that may contain asbestos
- council's development approval process for developments that may involve asbestos and conditions of consent
- waste management and regulation procedures for asbestos waste in the LGA
- council's approach to managing asbestos containing materials in council workplaces

1.2 Scope

This guideline applies to the entirety of the Northern Beaches Council local government area, and provides information for council workers, the local community and wider public. Part 1 of the guideline includes the sections that are likely to be of most interest to the local community and wider public. Part 2 is information that applies to workers associated with council including employees, contractors, consultants, and volunteers (as defined by the *NSW Work Health and Safety Regulation 2017*). Definitions for key terms used in the guideline are provided in Appendix C and acronyms are listed in Appendix D.

The guideline applies to the management of friable, non-friable (bonded) and naturally occurring asbestos (where applicable) within the LGA.

The guideline outlines Council's commitment and responsibilities in relation to safely managing asbestos and contains general advice. For specific advice, individuals are encouraged to contact council or the appropriate organisation (contact details are listed in Appendix E).

Specific procedures and practical guidance on how to manage risks associated with asbestos and asbestos containing material can be found within:

- *Code of practice on how to manage and control asbestos in the workplace* (catalogue no. WC03560) published by SafeWork NSW.
- *Code of practice on how to safely remove asbestos* (catalogue no. WC03561) published by SafeWork NSW.
- Additional guidance material listed at Appendix B.
- Detailed information on council's procedures and plans may be found in other documents, which are referenced in part 2 under section 18.1.

2. Definitions

Definitions are provided at Appendix C.

3. Roles and responsibilities of council

3.1 Educating residents

Council shall assist residents to access appropriate information and advice on the:

- prohibition on the use and re-use of asbestos containing materials
- requirements in relation to development, land management and waste management
- risks of exposure to asbestos
- safe management of asbestos containing materials
- safe removal and disposal of minor quantities of asbestos containing materials.

Educational information and website links for educational materials can be found in Appendices A and B.

3.2 Managing land

Council is responsible for managing public land under the provisions of the *Local Government Act 1993*. This may include land with naturally occurring asbestos as described in section 5 and land contaminated with asbestos as outlined in section 6.

3.3 Managing waste

Where council is the appropriate regulatory authority, council is responsible for:

- Issuing clean up notices to address illegal storage or disposal of asbestos waste or after an emergency or incident (under the *Protection of the Environment Operations Act 1997*).
- Issuing prevention or clean up notices where asbestos waste has been handled (including stored, transported or disposed of) in an unsatisfactory manner (under the *Protection of the Environment Operations Act 1997*).
- Issuing penalty infringement notices for improper transport of asbestos (under the *Protection of the Environment Operations Act 1997*).
- Applying planning controls to proposals to dispose of asbestos waste on-site, seeking advice from the Environment Protection Authority (EPA) on this matter and making notation on planning certificates (section 149 certificates) where on-site disposal is permitted.
- Operating Kimbriki Resource Recovery Centre that accepts bonded asbestos waste.

Waste facilities that are licensed to accept asbestos waste are listed in Appendix F.

3.4 Regulatory responsibilities

Council has regulatory responsibilities under the following legislation, policies and standards in situations where council is the appropriate regulatory authority or planning authority:

- *Contaminated Land Management Act 1997* (NSW)
- *Environmental Planning and Assessment Act 1979* (NSW)
- *Environmental Planning and Assessment Regulation 2000* (NSW)
- *Local Government Act 1993* (NSW)
- *Protection of the Environment Operations Act 1997* (NSW)
- *Protection of the Environment Operations (General) Regulation 2009* (NSW)
- *Protection of the Environment Operations (Waste) Regulation 2014* (NSW)
- *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*
- *State Environmental Planning Policy No. 55 – Remediation of Land*
- *Demolition work code of practice 2015* (catalogue no. WC03841).

Additional legislation, policies and standards relating to the safe management of asbestos are listed in Appendix G. The situations in which council has a regulatory role in the safe management of asbestos are listed in Table 1.

Table 1: Situations in which council has a regulatory role in managing asbestos

Issue	Council's role	Section of policy
Contaminated land	<ul style="list-style-type: none"> Record known asbestos site contamination on section 149 certificates where practicable and for council workplaces, record on council's asbestos register. Notify stakeholders of land use planning policy requirements relating to contamination. Manage residential asbestos contaminated land that is not declared 'significantly contaminated' under the <i>Contaminated Land Management Act 1997</i> (excluding oversight of removal or remediation work which is the role of SafeWork NSW). 	Section 6
Development assessment	<ul style="list-style-type: none"> Assess development applications for approval under the <i>Environmental Planning and Assessment Act 1979</i>. Set conditions of consent for renovations, alterations, additions, demolitions or other developments requiring consent and which may involve disturbance of asbestos containing materials. Ensure compliance with development conditions. Apply conditions relating to development involving friable and non-friable asbestos material under the relevant legislation and planning codes and as outlined in section 9. 	Section 9
Demolition	<ul style="list-style-type: none"> Approve demolition under the <i>Environmental Planning and Assessment Act 1979</i>. Council certifiers approve development as complying development under the <i>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008</i>. 	Section 9
Emergencies and incidents	<ul style="list-style-type: none"> Regulate the clean up of asbestos waste following emergencies where sites are handed over to the council or a local resident by an emergency service organisation (excluding oversight of licensed removal or remediation work which is the role of SafeWork NSW). Council may consider the need to issue a clean up notice, prevention notice or cost compliance notice under the <i>Protection of the Environment Operations Act 1997</i>. 	Section 7
Naturally occurring asbestos	<ul style="list-style-type: none"> Verify compliance with environmental planning and assessment legislation for development applications that could disturb naturally occurring asbestos. Prepare an asbestos management plan for council workplaces or road works which occur on land containing naturally occurring asbestos. 	Section 5
Residential premises	<ul style="list-style-type: none"> Respond to any public health risks (risks to council workers and wider public) relating to the removal of asbestos containing materials or asbestos work at residential properties that does not involve a business or undertaking. Respond to complaints about unsafe work at a residential property that is undertaken by a resident (not a worker, which is the role of SafeWork NSW). Respond to public health risks posed by derelict properties or asbestos materials in residential settings. 	Section 9
Waste	<ul style="list-style-type: none"> Manage waste facilities in accordance with environmental protection legislation. Respond to illegal storage, illegal dumping and orphan waste. Regulate non-complying transport of asbestos containing materials. 	Section 10

3.5 Responsibilities to workers

Council is committed to fulfilling its responsibilities to workers under the *NSW Work Health and Safety Act 2011* and *NSW Work Health and Safety Regulation 2017* and maintaining a safe work environment through council's:

- general responsibilities
- education, training and information for workers
- health monitoring for workers
- procedures for identifying and managing asbestos containing materials in council premises.

These responsibilities are outlined in part 2.

4. Other stakeholders involved in managing asbestos

Council is committed to working collaboratively with other government agencies and where appropriate, other stakeholders as needed to respond to asbestos issues.

Appendix E notes useful contacts and Appendix H notes agencies involved in managing asbestos. Various asbestos scenarios requiring stakeholders to work together are outlined in Appendix I.

Part 1 – Asbestos in the Local Government Area: Information for the community

5. Naturally occurring asbestos

There is the potential for asbestos to be found as a natural occurring mineral although we are not aware of any such areas within the Northern Beaches Council.

Naturally occurring asbestos only poses a health risk when elevated levels of fibres are released into the air, either by human activities or by natural weathering and these fibres can be inhaled. Information on naturally occurring asbestos, work processes that have the potential to release naturally occurring asbestos fibres into the air and known locations of naturally occurring asbestos in NSW is provided in Appendix A under section 2.1. This information is indicative, and not a complete picture of all naturally occurring asbestos in NSW.

5.1 Responsibilities for naturally occurring asbestos

For naturally occurring asbestos that will remain undisturbed by any work practice, council is the lead regulator.

Where development applications propose activities that may disturb areas of naturally occurring asbestos (such as excavation), any consent or approval should contain conditions requiring: testing to determine if asbestos is present, and the development of an asbestos management plan if the testing reveals naturally occurring asbestos is present. Council will verify compliance with environmental planning and assessment legislation and together with the EPA and SafeWork NSW will coordinate enforcement where non-compliance is suspected.

Where naturally occurring asbestos will be disturbed due to a work process, including roadwork, excavation and remediation work, SafeWork NSW is the lead regulator. Requirements for workplaces are summarised in the *Naturally-occurring asbestos fact sheet* (catalogue no. WC03728) published by SafeWork NSW. Where naturally occurring asbestos is part of a mineral extraction process, the NSW Department of Industry is the lead regulator.

5.2 Managing naturally occurring asbestos

Where naturally occurring asbestos is encountered or suspected, the risk from disturbance of the naturally occurring asbestos should be assessed by an occupational hygienist.

The management of naturally occurring asbestos that stays in its natural state is not prohibited if managed in accordance with an asbestos management plan. Requirements for risk management, asbestos management plans and provisions for workers are outlined in the *Naturally-occurring asbestos fact sheet* (catalogue no. WC03728) published by SafeWork NSW. The SafeWork NSW website provides further information on naturally occurring asbestos and supporting documents on what people can do to avoid contact with naturally occurring asbestos.

5.2.1 Management of naturally occurring asbestos by council

Council will aim to prevent the exposure of workers and the public to any naturally occurring asbestos that is known or discovered in the council workplace.

If naturally occurring asbestos is discovered within the LGA, council will develop risk controls, and an asbestos management plan and provide guidance material as necessary.

6. Contamination of land with asbestos

Background information on contamination of land with asbestos and potential disturbance of asbestos contaminated sites can be found in Appendix A under sections 2 and 3. The nature of asbestos contamination of land can vary significantly and there can be a number of different mechanisms available to address this contamination depending upon its source and extent.

6.1 Responsibilities for contaminated land

Responsibility for cleaning up contaminated land lies with the person responsible for contaminating the land or the relevant landowner.

Council may issue a clean up notice to the occupier of premises at or from which council reasonably suspects that a pollution incident has occurred, or is occurring, requiring asbestos waste to be removed (under part 4.2 of the *Protection of the Environment Operations Act 1997*).

Council may also issue prevention notices (under part 4.3 of the *Protection of the Environment Operations Act 1997*) to ensure good environmental practice. If a person does not comply with a prevention notice given to the person, council employees, agents or contractors may take action to cause compliance with the notice.

Any reasonable costs incurred by council in monitoring or enforcing clean up and prevention notices may be recovered through a compliance cost notice (under part 4.5 of the *Protection of the Environment Operations Act 1997*). Council shall keep records of: tasks undertaken; the hours council employees have spent undertaking those tasks; and expenses incurred.

During site redevelopment council will consider contamination with asbestos containing materials in the same way as other forms of contamination as stipulated by the *Environmental Planning and Assessment Act 1979*. That is, council will apply the general requirements of *State Environmental Planning Policy (SEPP) No. 55 – Remediation of Land and the Managing Land Contamination: Planning Guidelines SEPP 55 – Remediation of Land*.

Council provides information about land contamination on planning certificates (issued under section 149 of the *Environmental Planning and Assessment Act 1979*) as outlined in section 6.2.

For sites that are 'significantly contaminated' and require a major remediation program independent of any rezoning or development applications, the EPA and SafeWork NSW are the lead regulatory authorities as outlined in Appendix A under section 2.4.2.

The management of council workplaces contaminated with asbestos is outlined in section 14.4.

6.2 Finding out if land is contaminated

A person may request from council a planning certificate containing advice on matters including whether council has a policy to restrict the use of land due to risks from contamination. Certificates are issued under section 149(2) of the *Environmental Planning and Assessment Act 1979*.

Factual information relating to past land use and other matters relevant to contamination may also be provided, even when land use is not restricted. When council receives a request for a certificate under section 149(2), it may also inform applicants of any further information available under section 149(5). Council may also use section 149(5) certificates to record other information, particularly anything else of a factual nature about contamination which council deems appropriate (such as details of land history, assessment, testing and remediation).

Council records can only indicate known contaminated sites. Any site may potentially be contaminated.

Council may issue notices to land owners or occupiers requiring information about land it has reason to believe may be contaminated by asbestos using section 192 and section 193 of the *Protection of the Environment Operations Act 1997*.

6.3 Duty to report contaminated land

A person whose activities have contaminated land or a landowner whose land has been contaminated is required to notify the EPA when they become aware of the contamination (under section 60 of the *Contaminated Land Management Act 1997*). Situations where this is required are explained in the document: *Guidelines on the duty to report contamination under the Contaminated Land Management Act 1997*.

The EPA will inform council of contaminated land matters relating to the LGA as required under section 59 of the *Contaminated Land Management Act 1997*.

6.4 Derelict buildings

Concerns regarding potential health risks from derelict properties may be directed to council. Derelict properties include abandoned buildings, fire damaged buildings and otherwise dilapidated buildings. Where derelict properties contain friable asbestos and asbestos is exposed, either from human activities or weathering, this poses a potential risk to public health.

Council may respond to derelict properties that pose a demonstrable public health risk using a range of regulatory tools according to the particular circumstances.

Council may issue a clean up notice or prevention notice and compliance cost notice as noted in section 6.1.

Council may also order a person to demolish or remove a building if the building is so dilapidated as to present harm to its occupants or to persons or property in the neighbourhood (under section 121B 2(c) of the *Environmental Planning and Assessment Act 1979*). An order may require immediate compliance with its terms in circumstances which the person who gives the order believes constitute a serious risk to health or safety or an emergency (under section 121M of the *Environmental Planning and Assessment Act 1979*). If a person fails to comply with the terms of an order, council may act under section 121ZJ of the *Environmental Planning and Assessment Act 1979* to give effect to the terms of the order, including the carrying out of any work required by the order.

If the derelict building is on a site that is a workplace then SafeWork NSW is the lead agency responsible for ensuring that asbestos is removed by appropriately licensed removalists.

7. Responding to emergencies and incidents

Emergencies and incidents such as major collapses, cyclones, explosions, fires, storms, or vandalism can cause damage to buildings or land that contain asbestos. This may include working with state agencies in accordance with the NSW Asbestos Emergency Plan and the Disaster Assistance Guidelines. This can create site contamination issues and potentially expose emergency service workers and the wider public to asbestos. Emergencies or incidents can arise from natural hazards, or from accidental or deliberate human activities including criminal activity.

7.1 Responsibilities in the clean up after an emergency or incident

Council may play a role in ensuring that asbestos containing materials are cleaned up after an emergency or incident. If the emergency or incident occurs at a workplace, SafeWork NSW is the lead agency.

Council may issue a clean up, prevention, cost compliance or penalty infringement notice as outlined in section 3.3 and section 6.1.

Alternatively, council may act under the *Environmental Planning and Assessment Act 1979* as outlined in section 6.4 of this policy.

Council will determine an appropriate response depending on the nature of the situation. This may include to:

- Seek advice from an occupational hygienist on the likely level of risk and appropriate controls required.
- Liaise with or consult the appropriate agencies.
- Inform emergency personnel of any hazards known to council as soon as practicable.
- Follow the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561) published by SafeWork NSW.

-
- Ensure that any council workers attending the site have appropriate training and are wearing appropriate personal protective equipment.
 - Exclude the public from the site.
 - Inform the public of the potential sources of exposure to asbestos, health risks and emergency management response.
 - Minimise the risks posed by any remaining structures (see section 6.4).
 - Address the risks posed by disturbed asbestos containing materials by engaging a licensed removalist (as outlined in section 14.6.2) or issuing a clean up or prevention notice (as outlined in section 6.4) to ensure asbestos containing materials are removed for disposal.
 - Ensure that the site is kept damp, at all times or sprayed with PVA glue, particularly where friable asbestos is present, if considered appropriate (noting that in some instances this may not be appropriate, for example if there are live electrical conductors or if major electrical equipment could be permanently damaged or made dangerous by contact with water).
 - Ensure that asbestos containing materials are disposed of at a facility licensed to accept asbestos waste and sight proof of appropriate disposal through weighbridge dockets or similar documentation.

7.2 Advice to the public regarding clean up after an emergency or incident

During a clean up after an emergency or incident, the possibility of neighbours being exposed to asbestos fibres may be very low if precautions are taken to minimise the release and inhalation of asbestos dust and fibres.

As a precautionary measure, where council is involved in a clean up, council may consider advising those in neighbouring properties to:

- avoid unnecessary outdoor activity and do not put any laundry outside during the clean up
- close all external doors and windows and stay indoors during the clean up
- consider avoiding using air conditioners that introduce air from outside into the home during the clean up
- dispose of any laundry that may have been contaminated with asbestos as asbestos waste after the clean up (advice on disposing of asbestos waste is provided in section 10)
- use a low pressure hose on a spray configuration to remove visible dust from pathways after the clean up
- wipe dusty surfaces with a damp cloth and bag and dispose of the cloth as asbestos waste after the clean up (advice on disposing of asbestos waste is provided in section 10)
- any other measures recommended by an occupational hygienist following assessment of the situation.

8. Council's process for changing land use

Council recognises the need to exercise care when changing zoning for land uses, approving development or excavating land due to the potential to uncover known or unknown asbestos material from previous land uses (for example, where a site has been previously been used as a landfill or for on-site burial of asbestos waste).

State Environmental Planning Policy No. 55 – Remediation of Land states that land must not be developed if it is unsuitable for a proposed use because it is contaminated. If the land is unsuitable, remediation must take place before the land is developed.

Managing sites contaminated with asbestos material is addressed in section 6.

9. Council's process for assessing development

This section applies to development applications assessed under the *Environmental Planning and Assessment Act 1979* and complying development applications assessed under the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* or council's complying codes (see section 9.5.2). This includes alterations and additions to residential development, which may include internal work as well as extensions to the existing main structure, or changes to outbuildings, sheds or garages.

This section also covers renovations that do not require development consent or a complying development certificate. Development consent is not required to maintain an existing structure. For example, the replacement of windows, doors and ceilings may involve the removal of asbestos but is categorised as exempt development under the *Environmental Planning and Assessment Act 1979* and does not require development consent. In these instances, council has an educative role in providing owners and occupiers with advice and information about the identification and safe management of asbestos.

9.1 Responsibilities for approving development

Council is the consent authority for the majority of development applications in the LGA. The Joint Regional Planning Panel (JRPP) is also consent authority for certain local or regional development. Council may have representation on the JRPP.

Council or the JRPP may impose conditions of consent and a waste disposal policy to a development consent to ensure the safe removal of asbestos, where asbestos has been identified or may be reasonably assumed to be present.

Either council or a private certifier may assess a complying development certificate. Where a private certifier is engaged to assess a complying development certificate, the private certifier is responsible for ensuring that the proposed development activities include adequate plans for the safe removal and disposal of asbestos.

This also applies to the demolition of buildings. Certifiers are able to issue a complying development certificate under the Demolition Code of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*. Further information on demolition is provided in section 9.4.

When a private certifier issues a complying development certificate and is appointed as the Principal Certifying Authority for the development it is the certifier's responsibility to follow up to ensure that works including asbestos handling, removal and disposal if present, are carried out appropriately in accordance with the *Environmental Planning and Assessment Regulation 2000* (clause 136E). Compliance is covered in section 9.7.

9.2 Providing advice to home owners, renovators and developers

Council is committed to providing information to minimise the risks from asbestos in the LGA. Information is provided below and in Appendix A. Appendix B lists additional sources of information on how to deal safely with the risks of asbestos and Appendix J lists asbestos containing products that may be found around the home.

The key points are:

- Before any renovation, maintenance or demolition work is carried out, any asbestos or asbestos containing materials should be identified (refer to section 9.3).
- Where a material cannot be identified or it is suspected to be asbestos, it is best to assume that the material is asbestos and take appropriate precautions.
- If asbestos containing materials can be maintained in good condition it is recommended that they be safely contained, left alone and periodically checked to monitor their condition, until demolition or redevelopment.
- If asbestos materials cannot be safely contained, they should be removed as outlined in section 9.4.
- For demolition or redevelopment, any asbestos containing materials should be safely removed and disposed of prior to the work commencing.

Anyone who is undertaking renovations themselves without a contractor is encouraged to refer to Appendices A and B for more information and contact council where they require further advice or clarification. Anyone engaging an asbestos removal contractor may contact SafeWork NSW with any queries as SafeWork NSW regulates asbestos removal by workers (as explained in section 9.4). Contact details for council and SafeWork NSW are provided in Appendix E.

9.3 Identifying asbestos

Information on common places where asbestos is likely to be found in residential, commercial and industrial premises with materials from prior to 2004 on the premises is provided in Appendix A.

A person may apply to council for a planning certificate (called a section 149 certificate) for the relevant land. Council may provide information on a planning certificate including whether council has a policy to restrict the use of land due to risks from asbestos contamination, as outlined in section 6.2.

Council aims to ensure that records are, as far as possible, accurate. In some instances, council may not have up-to-date information about asbestos for a property. Council may be able to provide general advice on the likelihood of asbestos being present on the land based on the age of the buildings or structures on the land. A general guide to the likelihood of asbestos presence based on building age is provided in Appendix A under section 2.2.

The most accurate way to find out if a building or structure contains asbestos is to obtain an asbestos inspection by a person competent in the identification and assessment of asbestos, such as an occupational hygienist (a competent person is defined by the *NSW Work Health and Safety Regulation 2017*). This is highly advisable before undertaking major renovations to buildings constructed, or containing materials from prior to 2004.

Property owners and agents are encouraged to inform any tenants or occupiers of the presence of asbestos and to address any potential asbestos hazards where appropriate.

Property owners who let their properties out are required to identify any asbestos within those properties before any work is carried out (this includes residential properties).

The *Work Health and Safety Regulation 2017* states that the person conducting a business or undertaking in any building constructed before 31 December 2003 must identify if there is any asbestos in the building.

All commercial properties that contain asbestos must have and maintain a current asbestos register and asbestos management plan.

9.4 Removing asbestos, refurbishments and demolitions

9.4.1 Removing asbestos at domestic premises

If development is undertaken by contractors, as is the case with a lot of home renovations, then the work is considered to be at a workplace and is regulated by SafeWork NSW under the *NSW Work Health and Safety Regulation 2017*. This requires that a person conducting a business or undertaking who is to carry out refurbishment or demolition of residential premises must ensure that all asbestos that is likely to be disturbed by the refurbishment or demolition is identified and, so far as reasonably practicable, is removed before the refurbishment or demolition is commenced.

Depending on the nature and quantity of asbestos to be removed, a licence may be required to remove the asbestos. The requirements for licenses are outlined below and summarised in the table in Appendix K. SafeWork NSW is responsible for issuing asbestos licences.

Friable asbestos must only be removed by a licensed removalist with a friable (Class A) asbestos removal licence. Except in the case of the removal of:

- asbestos containing dust associated with the removal of non-friable asbestos, or
- asbestos containing dust that is not associated with the removal of friable or non-friable asbestos and is only a minor contamination (which is when the asbestos contamination is incidental and can be cleaned up in less than one hour).

The removal of more than 10 square metres of non-friable asbestos or asbestos containing material must be carried out by a licensed non-friable (Class B) or a friable (Class A) asbestos removalist.

The removal of asbestos containing dust associated with the removal of more than 10 square metres of non-friable asbestos or asbestos containing material requires a non-friable (Class B) asbestos removal licence or a friable (Class A) asbestos removal licence.

Removal of 10 square metres or less of non-friable asbestos may be undertaken without a licence. However, given the risks involved, council encourages residents to consider engaging a licensed asbestos removal contractor. The cost of asbestos removal by a licensed professional is comparable in price to most licensed tradespeople including electricians, plumbers and tilers.

All asbestos removal should be undertaken in accordance with the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561).

If a residential premise is a workplace, the licensed asbestos removalist must inform the following persons before licensed asbestos removal work is carried out:

- the person who commissioned the work
- a person conducting a business or undertaking at the workplace
- the owner and occupier of the residential premises
- anyone occupying premises in the immediate vicinity of the workplace (as described in section 467 of the *NSW Work Health and Safety Regulation 2017*).

In certain circumstances, a premise may be used for both residential and commercial purposes and is therefore classified as a workplace.

All licensed asbestos removal must be:

- supervised by a supervisor named to SafeWork NSW
- notified to SafeWork NSW at least five days prior to the work commencing. Requirements for the transport and disposal of asbestos waste are covered in section 10.

9.4.2 Removing asbestos at workplaces

The *NSW Work Health and Safety Regulation 2017* specifies requirements for demolition and refurbishment at a workplace with structures or plants constructed or installed before 31 December 2003. SafeWork NSW is the lead agency for regulating the safe management of asbestos at workplaces.

9.4.3 Obtaining approval for demolition

Demolition work is classified as high risk construction work in the *NSW Work Health and Safety Regulation 2017* and demolition licenses are required for some demolition work. The *Demolition work code of practice 2015* provides practical guidance on how to manage the risks associated with the demolition of buildings and structures. In most circumstances demolition of a structure requires development consent or a complying development certificate. Applicants need to enquire to council as to whether and what type of approval is required. Where a development application is required council's standard conditions need to be applied to ensure that asbestos is safely managed. Council's conditions for development consent are referred to in section 9.6.

A wide range of development, including residential, industrial and commercial development, can be approved for demolition as complying development under the Demolition Code of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* and the *Environmental Planning and Assessment Regulation 2000* provides mandatory conditions for complying development certificate applications.

Demolition of development that would be exempt development under the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* is also exempt development and does not require consent. This includes minor structures such as carports, fences, sheds and the like.

9.5 Exempt or complying development

9.5.1 Exempt development

Exempt development does not require any planning or construction approval if it meets the requirements of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*.

This means that there is no ability for council or a private certifier to impose safeguards for the handling of asbestos through conditions of development consent. However, council advises that all asbestos removal work should be carried out in accordance with the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561).

9.5.2 Complying development

The *Environmental Planning and Assessment Regulation 2000* (clause 136E) outlines conditions under which a complying development certificate can be issued for development that involves building work or demolition work and friable or non-friable asbestos.

Applications for complying development certificates must include details of the estimated area (if any) in square metres of friable and/or non-friable asbestos material that will be disturbed, repaired or removed in carrying out the development (under Schedule 1 part 2 of the *Environmental Planning and Assessment Regulation 2000*).

Where more than 10 square metres of non-friable asbestos is to be removed, a contract evidencing the engagement of a licensed asbestos removal contractor is to be provided to the principal certifying authority. The contract must specify the landfill site lawfully able to accept asbestos to which the removed asbestos will be delivered.

If the contract indicates that asbestos will be removed to a specified landfill site, the person having the benefit of the complying development certificate must give the principal certifying authority a copy of a receipt from the operator of the landfill site stating that all the asbestos material referred to in the contract has been received by the operator.

If the work involves less than 10 square metres of non-friable asbestos and is not undertaken by a licensed contractor, it should still be undertaken in a manner that minimises risks as detailed in the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561). In instances where asbestos removal is less than 10 square metres of non-friable asbestos and not from a place of work, then SafeWork NSW would not be the agency responsible for regulating this activity. Concerns or complaints may be directed to council as outlined in section 11.

The *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* outlines the requirements for the applicant to notify their neighbours that works may include asbestos removal.

Further requirements to inform other persons of licensed asbestos removal are described in section 467 of the *NSW Work Health and Safety Regulation 2017* as noted in section 9.4.1 of this guideline.

9.6 Development applications

If a proposed building does not meet the requirements of exempt or complying development then the alternative planning approval pathway is a development application (DA). A DA can only be approved by a local council, the JRPP or, for very large, State-significant development proposals, the State Government. A development application needs to be prepared and it will be assessed in accordance with the requirements of relevant environmental planning instruments and the development standards established by council. Council may undertake a site inspection as part of the DA assessment.

9.6.1 Pre-development application advice regarding asbestos

Council's pre-DA service enables proponents to discuss asbestos-related issues with council prior to lodging a DA, if the issue is raised. Council may inform applicants of this guideline, fact sheets or websites. Generally this may be most relevant to structures erected or modified before the 1980s and any other structure that could be reasonably suspected to contain asbestos including those with building materials from prior to 2004.

9.6.2 Conditions of consent

Council has a number of standard development consent conditions for the management of asbestos which are applied dependant on the circumstances of the development.

9.7 Compliance and enforcement

9.7.1 Responsibilities for compliance and enforcement

The controls rely on information being provided and checked by the principal certifying authority which may be either the local council or a private certifier. A private certifier has powers under the *Environmental Planning and Assessment Act 1979* to issue construction certificates, compliance certificates, complying development certificates, occupation certificates and to carry out mandatory inspections. Councils will not always be the principal certifying authority. When a council is not nominated as the principal certifying authority for a complying development certificate or development application, the council may not have any knowledge of the asbestos matter. Accordingly, coordination of compliance and/or enforcement actions between the council and the private certifier will be required.

Council may take action on any development for which council has issued the development consent, even when not appointed as the principal certifying authority to ensure enforcement. Where council receives a complaint about a development for which council is not the principal certifying authority, council should consider whether council is the appropriate authority to resolve the matter. Complaints that warrant action by councils because of their greater enforcement powers include:

- urgent matters, for example, a danger to the public or a significant breach of the development consent or legislation
- matters that are not preconditions to the issue of the occupation/subdivision certificate.

In relation to naturally occurring asbestos, council is to verify compliance with environmental planning and assessment legislation and together with the EPA and SafeWork NSW is to coordinate enforcement where non-compliance is suspected.

9.7.2 Compliance strategies

Illegal works include:

- works that are undertaken without a required development consent or complying development certificate
- works that are undertaken that do not comply with the conditions of the development consent or complying development certificate.

Where council becomes aware of illegal work involving asbestos or asbestos containing materials, council will notify SafeWork NSW if the site is a workplace.

The *Environmental Planning and Assessment Act 1979* empowers council to issue orders to direct specific work be undertaken to comply with a development consent.

Council may need to issue an order under the *Local Government Act 1993* (section 124) to direct a person to 'do or refrain from doing such things as are specified in the order to ensure that land is, or premises are, placed or kept in a safe or healthy condition.'

Council may also issue a clean up notice or prevention notice under the *Protection of the Environment Operations Act 1997* as outlined in section 6.1 of this guideline.

Council may audit asbestos-related demolition works which council has recently approved by using a legal notice under section 192 of the *Protection of the Environment Operations Act 1997* to require developers to provide information and records regarding disposal of their asbestos waste.

Any regulatory process undertaken will follow the principles of Council's Compliance and Enforcement Policy and associated guidelines.

10. Managing asbestos as a waste

It is illegal to dispose of asbestos waste in domestic garbage bins or to recycle, reuse, bury or illegally dump asbestos waste. Asbestos must not be placed in general waste skip bins, yet there have been instances where asbestos has been illegally placed in skip bins by third parties. Members of the public need to be aware of this hazard and may need to secure their skip bins to prevent a third party from illegally disposing of asbestos in the skip bin.

Asbestos waste (in any form) must only be disposed of at a landfill site that may lawfully receive asbestos waste.

10.1 Responsibilities for asbestos waste management

Council's responsibilities for asbestos waste management are outlined in section 3.3.

The handling and, where appropriate, temporary storage of asbestos waste at worksites is regulated by SafeWork NSW.

The EPA regulates premises that have or require an environment protection licence in accordance with the *Protection of the Environment Operations Act 1997*. A licence is required where more than 5 tonnes of asbestos waste, brought from off-site, is stored at any time. All other sites where asbestos waste is stored, typically those that are non-work sites, are regulated by local councils.

10.2 Handling asbestos waste for disposal

The *Code of practice on how to safely remove asbestos* (catalogue no. WC03561) provides details on waste containment and disposal and controls applicable to all types of asbestos removal (in section 4.8 of the Code).

10.3 Transporting asbestos waste

The following requirements apply to the transport of asbestos waste and non-compliance with these requirements is an offence under clause 78 of the *Protection of the Environment Operations (Waste) Regulation 2014*:

- (a) any part of any vehicle in which the person transports the waste is covered, and leak-proof, during the transportation, and
- (b) if the waste consists of bonded asbestos material-it is securely packaged during the transportation, and
- (c) if the waste consists of friable asbestos material-it is kept in a sealed container during transportation, and
- (d) if the waste consists of asbestos-contaminated soils-it is wetted down.

Asbestos waste that is transported interstate must be tracked in accordance with the *Protection of the Environment Operations (Waste) Regulation 2014*. The transport of asbestos waste in NSW must be recorded from the place of generation to its final destination. The waste tracking system is administered by the EPA. Operators that use the EPA's WasteLocate system will be in compliance with these requirements. Information about EPA's WasteLocate system can be found at: www.epa.nsw.gov.au/wasteregulation/transport-asbestos-tyres.htm

An environment protection licence issued by the EPA is required to transport asbestos waste interstate where any load contains more than 200 kilograms of asbestos waste.

It is an offence to transport waste to a place that cannot lawfully receive that waste, or cause or permit waste to be so transported (under section 143 of the *Protection of the Environment Operations Act 1997*). Penalty notices may be issued for \$7,500 (to individuals) and \$15,000 (to corporations). NSW courts may impose penalties up to \$250,000 (for individuals) and \$1,000,000 (for corporations) found guilty of committing this offence.

10.4 Disposing of asbestos waste at waste facilities

KIMBRIKI RESOURCE RECOVERY CENTRE

Monday - Sunday 7am - 5pm

Kimbriki Road, off Mona Vale Road, Ingleside/Terrey Hills NSW

Website: www.kimbriki.com

Email: kimbriki@kimbriki.com

Vehicle Updates: vehicles@kimbriki.com

Postal: PO Box 196, Terrey Hills NSW 2084

Telephone: 02 9486 3512 or 02 9486 3542

Complaints Line: 02 9450 0561

[Click here for a location map](#)

What you need to know about disposing Asbestos at Kimbriki

Bringing Asbestos to Kimbriki Resource Recovery Centre

Kimbriki accepts **BONDED ASBESTOS material only**. [Special Conditions apply](#)

- All loads of Asbestos must be double-bagged or double-wrapped in 200um heavy duty builders plastic, securely sealed with duct tape.
- Asbestos parcels must not exceed 20kgs.
- Hand-unload ONLY.
- Minimum charges apply. See [Fees and Charges](#)

If the Asbestos tipping conditions are not met, the load will be rejected. Please read full details [here](#).

Friable asbestos products and contaminated soil are NOT accepted.

For more information about Asbestos Safety, [click here](#)

Persons delivering waste to a landfill site must comply with the following requirements:

- a person delivering waste that contains asbestos to a landfill site must inform the landfill occupier of the presence of asbestos when delivering the waste.
- when unloading and disposing of asbestos waste at a landfill site, the waste must be unloaded and disposed of in such a manner as to prevent the generation of dust or the stirring up of dust.

Non-compliance with these requirements is an offence under the *Protection of the Environment Operations (Waste) Regulation 2014* and these offences attract strong penalties.

10.4.1 Situations in which asbestos waste may be rejected from waste facilities

Asbestos waste may be rejected from a waste facility if the waste is:

- not correctly packaged for delivery and disposal (as per sections 10.2 and 10.3)
- not disclosed by the transporter as being asbestos or asbestos containing materials, or
- taken to a waste facility that does not accept asbestos waste.

Where waste is rejected, the waste facility must inform the transporter of the waste of a waste facility to which the waste may be transported, that is, a waste facility at which the waste can be legally accepted (as required by the *Protection of the Environment Operations (Waste) Regulation 2014*).

Individuals may be fined \$7,500 and corporations may be fined \$15,000 under the *Protection of the Environment Operations Act 1997* and *Protection of the Environment Operations (Waste) Regulation 2014* for transporting asbestos waste to a facility that cannot lawfully receive asbestos waste.

10.5 Illegal dumping of asbestos waste

Illegal dumping is the unlawful deposit of waste onto land. That is waste materials dumped, tipped or otherwise deposited onto private or public land where no licence or approval exists to accept such waste. Illegal landfilling, which is waste used as fill material, with or without the consent of the owner or occupier of the land and without the necessary council or EPA approvals, is also considered to be illegal dumping and pollution of land.

Illegal dumping of asbestos waste in public places such as parks, streets or nature strips can attract regulatory action including:

- on the spot fines of up to \$15,000
- prosecution for pollution of land of up to \$1 million for a corporation and \$120,000 for each day the offence continues (under section 142A of the *Protection of the Environment Operations Act 1997*), or
- up to \$1 million, or seven years imprisonment, or both for an individual (under section 119 of the *Protection of the Environment Operations Act 1997*).

The responsibility for cleaning up illegally dumped waste lies with the person or company that deposited the waste. If they cannot be identified the relevant occupier or landowner becomes the responsible party.

Local councils are the appropriate regulatory authority for illegal dumping unless:

- the activity was part of the carrying on of an activity listed in Schedule 1 of the *Protection of the Environment Operations Act 1997*
- the activity was carried out by a public authority or the state, or
- the site is regulated by a different authority such as the Minister for Planning.

A handbook to assist Aboriginal communities to prevent and arrange the clean up of illegal dumping (published by the EPA) is noted in Appendix B.

10.6 Asbestos remaining on-site

The disposal of asbestos on site is not encouraged as it requires an effective ongoing system of long term management to ensure the material does not pose unacceptable risks to future site activities and occupants. For on-site burial of asbestos waste, council will seek advice from the EPA. Council will confirm if on-site disposal is permitted under planning controls whether or not consent is required and will require recording of on-site disposal on the zoning certificate (section 149 certificate).

11. Complaints and investigations

Complaints and inquiries may be directed to council about incidents in public places and private properties. Complaints and inquiries regarding a workplace should be directed to SafeWork NSW. Complaints and inquiries regarding licensed premises under the *Protection of the Environment Operations Act 1997* should be directed to the EPA.

Council will respond to complaints and inquiries regarding:

- council's requirements in relation to development, land management and waste management
- derelict properties
- general asbestos safety issues
- illegal dumping
- safe removal and disposal of minor quantities of asbestos materials
- unsafe work at a residential property conducted by a homeowner or tenant. Complaints about council in relation to asbestos may be directed to the NSW Ombudsman.

Part 2 – Management of asbestos risks within council

12. Rights and responsibilities of workers at the council workplace

12.1 Duties of council workers at the council workplace

12.1.1 The Chief Executive Officer

The CEO has a duty to exercise due diligence to ensure that council complies with the NSW *Work Health and Safety Act 2011* and the NSW *Work Health and Safety Regulation 2017*. This includes taking reasonable steps to ensure that council has and uses appropriate resources and processes to eliminate or minimise risks associated with asbestos.

12.1.2 Workers

Workers have a duty to take reasonable care for their own health and safety and that they do not adversely affect the health and safety of other persons. Accordingly workers:

- must comply with this guideline and any reasonable instruction or procedure relating to health and safety at the workplace
- must use any personal protective equipment provided, in accordance with information, training and reasonable instruction provided so far as the worker is reasonably able
- may cease, or refuse to carry out, work if the worker has a reasonable concern that to carry out the work would expose them, or other persons, to a serious health or safety risk, emanating from an immediate or imminent exposure to a hazard
- should ensure they are using the latest version of all relevant procedures, plans, guidelines and legislation (refer to Appendix G).

Managers are responsible for ensuring workers who report to them have access to this guideline and appropriate information, documentation and training.

12.1.3 Prohibited work activities

Council will not permit the use of the following on asbestos or asbestos containing material:

- high pressured water spray (unless for fire fighting or fire protection purposes), or
- compressed air.

Council will not permit the following to be used on asbestos or asbestos containing material unless the use of the equipment is controlled in accordance with the NSW Work Health and Safety Regulation 2017:

- power tools
- brooms (note brooms are allowed for use on vinyl floor tiles), or
- any other implements that cause the release of airborne asbestos into the atmosphere.

Council will not carry out or direct or allow a worker to carry out work involving asbestos if that work involves manufacturing, supplying, selling, transporting, storing, removing, using, installing, handling, treating, disposing, of or disturbing asbestos or ACM except in prescribed circumstances, as set out in the Northern Beaches Council "Asbestos Risk Management Standard".

While working with asbestos is generally prohibited, the Work Health and Safety Regulation allows work to occur on asbestos in certain circumstances, i.e. asbestos related work, including:

- Sampling and identification
- Maintenance of, or service work on, non- friable asbestos and ACM
- Transport for disposal of asbestos waste
- Demonstrations, education or practical training
- Management of in-situ asbestos

12.2 Responsibilities of council to council workers

12.2.1 Council's general responsibilities

Council has general responsibilities under the NSW *Work Health and Safety Act 2011* and the NSW *Work Health and Safety Regulation 2017*. Accordingly council will:

- not use any asbestos containing materials (unless in accordance with part 8.1 (419) of the NSW *Work Health and Safety Regulation 2017*) and will not cause or permit asbestos waste in any form to be reused or recycled
- ensure that exposure of a person at the workplace to airborne asbestos is eliminated so far as is reasonably practicable
- ensure that the exposure standard for asbestos (defined in Appendix C) is not exceeded in the workplace
- notify SafeWork NSW immediately if persons are likely to be affected by asbestos fibres or if an air monitoring process records respirable asbestos fibre levels above 0.02 fibres/ml of air
- ensure that any contractors engaged to undertake the removal of asbestos for council are appropriately licensed
- consult with workers as required by the *Work Health and Safety Act 2017*.

Council will not import asbestos or asbestos containing material into Australia as prohibited under the *Customs (Prohibited Imports) Regulations 1956*. If plant or other materials are imported from countries where asbestos is not yet prohibited, council shall ensure the plant or materials do not contain asbestos prior to supply or use in the workplace.

12.2.2 Education, training and information for workers

As required by the *NSW Work Health and Safety Act 2011* and *NSW Work Health and Safety Regulation 2017*, council will:

- provide any information, training, instruction or supervision that is necessary to protect all persons at the workplace from risks to their health and safety arising from work carried out as part of the conduct of council business
- ensure workers who council reasonably believes may be involved in asbestos removal work or the carrying out of asbestos-related work in the workplace are trained in the identification, safe handling and suitable control measures for asbestos and asbestos containing material.

Relevant content that any training may cover is outlined in the Code of practice on how to safely remove asbestos (catalogue no. WC03561). Education and training will only be provided by appropriately accredited individuals.

A record of asbestos training undertaken by each worker will be kept until five years after the day the worker ceases to work for council.

A list of workers who have received the appropriate training to respond to asbestos hazards is available from Learning and Development Team

12.2.3 Health monitoring for workers

Council will ensure health monitoring is provided to a worker if they are carrying out licensed asbestos removal work, other ongoing asbestos removal work or asbestos-related work at the workplace for council and are at risk of exposure to asbestos when carrying out the work.

The health monitoring will be consistent with the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561) and meet the requirements of the *NSW Work Health and Safety Regulation 2017*.

Health counselling may be appropriate where a heightened sense of concern exists for individuals possibly exposed to elevated levels of airborne asbestos fibres.

Employees who were exposed to asbestos in the past and if there is a risk to the health of the employee as a result of that exposure, are covered by the *NSW Work Health and Safety Regulation 2017*. Council will ensure these employees are kept on the health monitoring program.

Additional information is available within Section 9.2 Health Monitoring of the "Asbestos Risk Management Standard".

13. Identifying and recording asbestos hazards in the council workplace

This section outlines how council will identify and record asbestos hazards in the workplace. This section does not cover naturally occurring asbestos which is addressed in section 5 or illegal dumping which is addressed in section 10.5.

13.1 Identifying asbestos

Council will ensure, so far as is reasonably practicable, that all asbestos or asbestos containing material at the workplace is identified by a competent person (as defined by the *NSW Work Health and Safety Regulation 2017*). If a material cannot be identified or accessed, it will be assumed to be asbestos. This does not apply if council has reasonable grounds to believe that asbestos or asbestos containing material is not present.

13.1.1 Material sampling

Council may choose to identify asbestos or asbestos containing material by arranging for a sample to be analysed. Where council arranges sampling of asbestos containing material, this will be undertaken by an appropriately trained and competent council worker or a competent person will be contracted to undertake this task. Analysis of the sample must only be carried out by a National Association of Testing Authorities (NATA) accredited laboratory (refer to Appendix E) or a laboratory approved or operated by the regulator.

13.2 Indicating the presence and location of asbestos

Council will clearly indicate the presence and location of any asbestos or asbestos containing material identified or assumed at the workplace. Where it is reasonably practicable to do so, council will indicate the presence and location of the asbestos or asbestos containing material by a label.

13.3 Asbestos register

Council has a Hazardous Materials & Asbestos Register which is located on the intranet and within Trim Folder: C000375 and document number is 2018/339914, entitled "[Hazardous Materials & Asbestos Register](#)".

Council's asbestos register will be maintained to ensure the register lists all identified (or assumed) asbestos in the workplace and information in the register is up to date. The asbestos register will be accessible, reviewed, revised and otherwise managed as mandated by the *NSW Work Health and Safety Regulation 2017*.

Council will ensure that any worker carrying out or intending to carry out work at a council workplace that involves a risk of exposure to airborne asbestos, is given a copy of the asbestos register.

13.4 Suspected asbestos

If a worker suspects there is asbestos in a council workplace, they should inform their manager or supervisor. A competent worker should check the asbestos register for existing asbestos locations and control measures and may need to arrange for an inspection and sampling of the material (refer to section 13.1.1). If it is likely that asbestos or suspected asbestos is present, the asbestos register will be updated and workers will be notified of any newly identified asbestos locations.

Council may need to manage the suspected asbestos as outlined in section 14. If the suspected asbestos has been disturbed and has, or could, become airborne, council may need to respond immediately as outlined in section 15.

14. Managing asbestos-related risks in the council workplace

14.1 Asbestos management plan

Council will prepare an asbestos management plan for dealing with asbestos within the workplace. The asbestos management plan will be accessible, reviewed, revised and otherwise managed as mandated by the *NSW Work Health and Safety Regulation 2017*.

14.2 Asbestos management plan for naturally occurring asbestos

Council is not aware of any naturally occurring asbestos. If naturally occurring asbestos is discovered, a specific asbestos management plan will be prepared in accordance with the *NSW Work Health and Safety Regulation 2017*.

14.3 Management options for asbestos-related risks in the council workplace

Council's asbestos management plan includes decisions and reasons for decisions about the management of asbestos at the workplace.

Options for managing asbestos-related risks include:

- removal of asbestos or asbestos containing materials (preferred wherever reasonably practicable)
- interim control measures: enclosure (only for non-friable asbestos), encapsulation (when the original asbestos bond is still intact) or sealing (where the sealed material is unlikely to be subject to mechanical damage) asbestos containing material, to be implemented along with regular inspections by a competent person
- leaving asbestos containing material in situ (deferring action).

Council may undertake an asbestos risk assessment, in consultation with workers and/or their representatives, in order to inform decision-making. Only competent persons will perform risk assessments or any subsequent reviews or revisions of risk assessments.

For all asbestos work or asbestos-related work, safe work practices will be in place and suitable personal protective equipment will be used.

For further information, please refer to the Northern Beaches Council "Asbestos Risk Management Standard" Trim Number 2018/788647

14.4 Sites contaminated with asbestos that are council workplaces

Where asbestos is identified as contaminating a workplace, the site will be included in council's asbestos register and asbestos management plan.

Council may need to ensure that an exposure assessment is undertaken and that appropriate risk management options are determined and implemented.

For asbestos in soil or aggregate, a suitably qualified occupational hygienist must carry out an assessment if the material in the soil and aggregate is unknown or classified as friable.

Council should engage specialists, who may include asbestos removalists, for all cases except in the case of minor, non-friable contaminations.

Further details on managing land contaminated with asbestos may be found in section 6.

14.5 Demolition or refurbishment of council buildings and assets

Council will ensure that before any demolition or refurbishment of a council structure or plant constructed or installed before 31 December 2003 is undertaken, the asbestos register is reviewed and a copy provided to the business undertaking the demolition or refurbishment. Council will ensure that any asbestos that is likely to be disturbed is identified and, so far as is reasonably practicable removed.

14.6 Removal of asbestos in the council workplace

Removal of asbestos or asbestos containing materials in the council workplace will be undertaken in accordance with the:

- NSW *Work Health and Safety Act 2011*
- NSW *Work Health and Safety Regulation 2017*.

Council may also refer to the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561).

For licensed asbestos removal work, a licensed asbestos removalist must meet the requirements of the NSW *Work Health and Safety Regulation 2017* including the requirements to:

- notify SafeWork NSW at least five days prior to the asbestos removal work commencing. However, in the case of emergency work, such as burst pipes, fires and illegally dumped asbestos, council may request to SafeWork NSW that this five days period be waived
- prepare, supply and keep an asbestos removal control plan
- obtain a copy of the asbestos register for the workplace before carrying out asbestos removal work at the workplace (this does not apply if the asbestos removal work is to be carried out at residential premises, for example cleaning up asbestos that has been illegally dumped at a residential premises)
- inform the person with management or control of the workplace that the licensed asbestos removal work is to be carried out at the workplace
- erect signs and barricades
- limit access to the asbestos removal area
- properly dispose of asbestos waste and dispose of, or treat, contaminated personal protective equipment
- arrange a clearance inspection and clearance certificate.

Where council is informed that asbestos removal work is to be carried out at the workplace, council will inform workers and those in the immediate vicinity of the workplace and limit access to the asbestos removal area as per the NSW *Work Health and Safety Regulation 2017*.

14.6.1 Removal by council employees

Authorised Council Removal Employees

A register of employees authorised by Council to remove or supervise removal of asbestos is maintained by Human Resources, Learning & Development.

Managers shall ensure that before any Council employee undertakes asbestos (or suspected asbestos) removal work they:

- Are appropriately trained in the identification, safe handling and suitable control measures for asbestos and ACM e.g. Asbestos Awareness course
- Have read and understood the relevant risk assessment
- Have read and understood the relevant SHEWMS and signed off (for construction work), or
- Are trained in a Safe Work Procedure for the task (for non-construction work)
- Are adequately supervised e.g. by a worker who has completed the Asbestos Awareness course
- Are provided with appropriate PPE (including RPE) and equipment
- Are provided with the Management Plan and Register

Safe Work Procedure

Managers shall ensure that Council employees authorised to remove or supervise removal of asbestos are trained in a [SHEWMS](#) or [Safe Work Procedure](#) for the removal task. This procedure shall provide step-by-step instructions on how to safely perform the task, including establishment of an exclusion zone and signage, appropriate PPE, equipment and tools, and decontamination.

Refer to Appendix B within the "Asbestos Risk Management Standard"

14.6.2 Removal by contractors

Where council commissions the removal of asbestos at the workplace, council will ensure asbestos removal work is carried out only by a licensed asbestos removalist who is appropriately licensed to carry out the work, unless specified in the NSW *Work Health and Safety Regulation 2017* that a licence is not required.

Where council requires the services of asbestos removalists, council will require the licence details of asbestos removalists prior to engaging their services and will verify the licence details with SafeWork NSW's Certification Unit prior to entering a contract or agreement with the licensed asbestos removalists.

Council is required to ensure that the work is carried out by a competent person who has been trained in the identification and safe handling of, and suitable control measures for, asbestos and asbestos containing material. Council will therefore require a statement in a written contract or agreement with the licensed asbestos removalist that the licensed asbestos removalist who will undertake the work has been adequately trained and is provided with appropriate health monitoring by their employer.

The licensed asbestos removalist is to provide the following documentation prior to carrying out asbestos removal work:

- Asbestos removal control plan
- Public liability certificate of currency
- Workers compensation certificate of currency
- SafeWork NSW confirmation details to carry out the removal work

Council will provide a copy of the asbestos register to the licensed asbestos removalist.

Where council becomes aware of any breaches by licensed asbestos removalists, council will report this to SafeWork NSW.

14.6.3 Clearance inspections and certificates

Where council commissions any licensed asbestos removal work, council will ensure that once the licensed asbestos removal work has been completed, a clearance inspection is carried out and a clearance certificate is issued by an independent licensed asbestos assessor (for Class A asbestos removal work) or an independent competent person (in any other case) before the asbestos removal area is re-occupied.

The friable asbestos clearance certificate will require visual inspection as well as air monitoring of the asbestos removal site. Air monitoring is mandatory for all friable asbestos removal. The air monitoring must be conducted before and during Class A asbestos removal work by an independent licensed asbestos assessor.

The friable asbestos clearance certificate is to state that there was no visible asbestos residue in the area or vicinity of the area where the work was carried out and that the airborne asbestos fibre level was less than 0.01 asbestos fibres/ml.

15. Accidental disturbance of asbestos by workers

In situations where asbestos is accidentally disturbed by council work and has, or could, become airborne, council will act to minimise exposure of workers and the wider public to airborne asbestos.

Accidental asbestos disturbance or unexpected finds may result from asbestos or ACM exposed during excavation, waste illegally dumped in bushland or a public area, or exposure to old fill material buried in the ground.

- Stop works in the vicinity of the asbestos immediately.
- Inform the Supervisor and Manager immediately. Inform necessary workers and others present to clear the area until the hazard has been contained.
- Evacuate the area, establish an exclusion zone using barricades and warning signs to restrict access by other persons.
- Raise a Customer Service CRM if another Council business unit is the asset owner and needs to be involved in the safe removal of asbestos.
- Record the incident in SolvSafety within 12 hours.
- Workers who have or may have been exposed to friable asbestos shall be decontaminated as soon as possible (refer **Appendix B**). Clothing shall be treated as asbestos waste and disposed of in asbestos waste bags with any disposable PPE. Any item that cannot be decontaminated such as socks shall also be disposed of as asbestos waste.
- Workers suspected of being exposed to friable asbestos or ACM should be given information on asbestos exposure, support as needed, and undertake a baseline medical examination as soon as practicable after the exposure.

For additional information, refer to the Northern Beaches Council “Asbestos Risk Management Standard-Section 8”

16. Council’s role in the disposal of asbestos waste

16.1 Responding to illegal dumping

Removal of illegally dumped asbestos material or suspected asbestos material by council employees will be undertaken in accordance with section 14.6.1 or section 14.6.2. For additional information, refer to Section 8 of “Asbestos Risk Management Standard”

Where council commissions the removal of illegally dumped asbestos material or suspected asbestos material, council will ensure this is undertaken in accordance with section 14.6.2.

Where council becomes aware of illegally dumped asbestos material outside of council’s jurisdiction, council will promptly notify the relevant authority.

16.2 Transporting and disposing of asbestos waste

Council will transport and dispose of waste in accordance with the legislation and as outlined in section 10.

16.3 Operating Kimbriki Resource Recovery Centre facility licensed to accept bonded asbestos waste

Waste management facilities must be managed in accordance with the *Protection of the Environment Operations (Waste) Regulation 2014* including clause 80 which specifies that:

- (1) A person disposing of asbestos waste off the site at which it is generated must do so at a landfill site that can lawfully receive the waste.
- (2) When a person delivers asbestos waste to a landfill site, the person must inform the occupier of the landfill site that the waste contains asbestos.
- (3) When a person unloads or disposes of asbestos waste at a landfill site, the person must prevent:
 - (a) any dust being generated from the waste, and
 - (b) any dust in the waste from being stirred up.
- (4) The occupier of a landfill site must ensure that asbestos waste disposed of at the site is covered with virgin excavated natural material or (if expressly authorised by an environment protection licence held by the occupier) other material:
 - (a) initially (at the time of disposal), to a depth of at least 0.15 metre, and
 - (b) at the end of each day's operation, to a depth of at least 0.5 metre, and
 - (c) finally, to a depth of at least 1 metre (in the case of bonded asbestos material or asbestos-contaminated soils) or 3 metres (in the case of friable asbestos material) beneath the final land surface of the landfill site.

16.3.1 Asbestos waste incorrectly presented to Kimbriki Resource Recovery Centre facility

This section applies to situations where asbestos waste is taken to a council waste facility and the waste is:

- not correctly packaged for delivery and disposal (as per sections 9.2 and 9.3)
- not disclosed by the transporter as being asbestos or asbestos containing materials
- taken to a waste facility that does not accept asbestos waste. In these situations, council may record relevant details such as the:
 - contact details of the transporter
 - origin of the asbestos or asbestos containing material
 - amount and type of asbestos or asbestos containing material
 - reasons why the asbestos waste was not properly packaged, disclosed or transported to a waste facility licensed to receive asbestos waste
 - development consent details (if applicable).

Where asbestos waste is not correctly packaged for delivery and disposal, or is not disclosed by the transporter as being asbestos or asbestos containing materials, council may:

- reject the asbestos waste from the facility
- suggest the transporter re-package the load correctly at the facility
- provide a bay for wetting and/or wrapping the asbestos and protective equipment for the transporter e.g. the option to purchase an asbestos waste handling kit (for non-commercial operators with less than 10 square metres of non-friable asbestos)
- provide the transporter with educational material such as SafeWork NSW fact sheets on correct methods for packaging, delivery and disposal of asbestos
- question the transporter about the source of asbestos waste
- issue a clean up notice or prevention notice under the *Protection of the Environment Operations Act 1997*

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- issue a compliance cost notice under the *Protection of the Environment Operations Act 1997*
 - issue a penalty infringement notice for improper transport of asbestos (under the *Protection of the Environment Operations Act 1997*).

Where asbestos waste is taken to a waste facility that does not accept asbestos waste, council may reject the waste. Where waste is rejected, council should complete a rejected loads register (a template is available from SafeWork NSW). Council will also inform the transporter of a waste facility to which the waste may be transported, that is, a waste facility at which the waste can be legally accepted (as required by the *Protection of the Environment Operations (Waste) Regulation 2014*). If council suspects that there is a risk of illegal dumping of the rejected waste, council will inform council's rangers or council's compliance officers. Suitable disposal for loads that are refused entry will remain the responsibility of the transporter and at a later date the transporter will need to demonstrate to council that the waste has been appropriately disposed.

Where asbestos waste is illegally dumped at an unstaffed waste station, management options for council include to:

- undertake surveillance via video cameras to issue fines or deter dumping
- provide targeted education to neighbouring landholders to ensure that they do not allow access to the waste station.

16.4 Recycling facilities

Kimbriki Resource Recovery Centre facility should screen and inspect incoming loads at recycling facilities for the presence of asbestos or asbestos containing materials to minimise asbestos contamination risk.

To prevent contamination of recycled products and to manage situations where contamination has occurred, Kimbriki Resource Recovery Centre facility should adhere to the guide: *Management of asbestos in recycled construction and demolition waste*.

Council may develop procedures to avoid asbestos contaminated material intended for resource recovery if required.

16.5 Re-excavation of landfill sites

The re-excavation of a council landfill site where significant quantities of asbestos waste are deposited is not encouraged and should only be considered with reference to any available records on the nature, distribution and quantities of asbestos waste required under the relevant legislation, and consultation with the Environment Protection Authority (as the appropriate regulatory authority under the *Protection of the Environment Operations Act 1997*).

17. Advice to tenants and prospective buyers of council owned property

Council may provide advisory notes to tenants and prospective buyers of council owned property that is likely to contain asbestos.

Council may request that tenants in council property:

- advise council of any hazards relating to asbestos
- minimise damage to asbestos containing material
- co-operate with council in facilitating any risk management work arranged by council
- act on advice from council to minimise risks from asbestos.

18. Implementing council's asbestos guidelines

18.1 Supporting documents

The implementation of this guideline is supported by Council's adoption of the Asbestos Management Guideline.

Council also has several internal documents and processes that support this Asbestos Management Guideline, including:

- an asbestos register
- complaints handling procedures

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- *risk assessment matrices and a risk controls checklist for asbestos*
 - *employee health monitoring plans*
 - *incident report form*
 - *maintenance and inspection schedules for council owned assets*
 - *risk register (eg RiskMAP)*
 - *safe work method statements/procedures for asbestos handling and removal for council employees*
 - *site maps and GPS coordinates for asbestos in landfill*
 - *site specific safety management plans*
 - *training registers/ records (relevant to identifying, handling and removing of asbestos materials).*
 - *asbestos inquiries and complaints response flowchart and checklist*
 - *asbestos management plan*
 - *conditions of consent*
 - *community education strategy.*

18.2 Communicating the guideline

This is a publicly available guideline which is to be made available via:

- Council's customer service centres
- Council's website www.northernbeaches.nsw.gov.au
- Council's electronic record keeping system (Trim) and intranet.

All employees shall receive information about the guideline at induction.

Any workers (including employees, contractors, consultants and, where relevant, volunteers and members of the public) who are involved in any activity or activities listed in Appendix A under section 3 on behalf of, or for, council shall be provided with access to a copy of this guideline and relevant supporting documents. This includes any workers involved in commencing, arranging, undertaking, regulating, inspecting or supervising a potentially hazardous activity or activities. Managers are responsible for ensuring workers who report to them have access to the guideline and appropriate information, documentation and training in asbestos awareness (as per the NSW *Work Health and Safety Regulation 2017*) prior to planning the activity or activities. Further information about training is noted in section 12.2.2 of this guideline.

Council shall incorporate a statement regarding compliance with this guideline in all relevant contracts and agreements with workers (including employees, contractors, consultants and, where relevant, volunteers and members of the public).

In the case of any substantive revisions to the guideline, the revisions will be approved by the CEO and the CEO will notify all persons who may have cause to undertake, arrange or supervise any activities listed in Appendix A under section 3 on behalf of, or for, council.

18.3 Non-compliance with the guideline

Failure by workers to adhere to the guideline and failure by managers to adequately inform relevant workers of this guideline shall be considered non-compliance with this guideline.

The appropriate supervisor, manager, director, or the CEO, shall take action in the case on non-compliance with the guideline and this may include providing education and training, issuing a verbal or written warning, altering the worker's duties, or in the case of serious breaches, terminating the worker's services. Each case assessed on its merits with the aim of achieving a satisfactory outcome for all parties.

Workers should approach their supervisor or manager if they are experiencing difficulties in understanding or implementing the guideline or if they are concerned that other workers are not complying with the guideline.

19. Variations to this guideline

Council reserves the right to review or vary this guideline. The CEO may allow variations to the guideline for minor issues in individual cases.

Appendices

Appendix A – General information and guidance

1. What is asbestos?

Asbestos is the generic term for a number of naturally occurring, fibrous silicate materials. If asbestos is disturbed it can release dangerous fine particles of dust containing asbestos fibres. Breathing in dust containing elevated levels of asbestos fibres can cause asbestosis, lung cancer and mesothelioma.

There are two major groups of asbestos:

- the serpentine group contains chrysotile, commonly known as white asbestos
- the amphibole group contains amosite (brown asbestos) and crocidolite (blue asbestos) as well as some other less common types (such as tremolite, actinolite and anthophyllite).

Further information about the different types of asbestos can be found in: Environmental Health Standing Committee (enHealth), *Asbestos: A guide for householders and the general public*, Australian Health Protection Principal Committee, Canberra, 2013 (available at: www.health.gov.au/internet/publications/publishing.nsf/Content/asbestos-toc~asbestos-about).

In Australia, in the past asbestos was mined and widely used in the manufacture of a variety of materials. Asbestos was gradually phased out of building materials in the 1980s and the supply and installation of asbestos containing goods has been prohibited in Australia since 31 December 2003.

Asbestos legacy materials still exist in many homes, buildings and other assets. It is estimated that 1 in 3 Australian homes contains building materials with asbestos. Where the material containing asbestos is in a non-friable form (or bonded), undisturbed, and painted or otherwise sealed, it may remain safely in place. However, where the asbestos containing material is broken, damaged or mishandled, fibres can become loose and airborne posing a risk to health. Disturbing or removing asbestos unsafely can create a health hazard.

It is often difficult to identify the presence of asbestos by sight. If you are in doubt, it is best to assume that you are dealing with asbestos and take every precaution. The most accurate way to find out whether a material contains asbestos is to obtain an asbestos inspection by a person competent in the identification and assessment of asbestos such as an occupational hygienist. It can be unsafe for an unqualified person to take a sample of asbestos. Licensed asbestos removalists can be found by using the telephone directory. Council encourages residents to ask the contractor for a copy of their licence prior to engaging them. Residents can then check with SafeWork NSW (phone 13 10 50) to confirm the contractor has the appropriate class of licence for the asbestos removal job.

2. Where is asbestos found?

Asbestos can be found where it occurs naturally and in a variety of materials (from prior to 2004) in residential, commercial and industrial premises and on public and private land.

2.1 Naturally occurring asbestos

Naturally occurring asbestos refers to the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil.

Asbestos is found as a naturally occurring mineral in many areas of NSW. Asbestos may occur in veins within rock formations. [The map provided in Appendix L](#) gives an indication of areas in NSW known to have naturally occurring asbestos. There is the potential for asbestos to be found as a natural occurring mineral although there is no indication of any such area existing within the Northern Beaches LGA.

Work processes that have the potential to inadvertently release naturally occurring asbestos into the air include:

- agriculture
- forestry
- landscaping
- mining
- other excavation or construction activities
- pipe works and telecommunications works
- road construction and road works.

Further information can be found in this guideline under section 5 and in the *Naturally-occurring asbestos fact sheet* (catalogue no. WC03728) published by SafeWork NSW, which provides a photograph of naturally occurring asbestos. The SafeWork NSW website provides further information on naturally occurring asbestos and supporting documents on what people can do to avoid contact with naturally occurring asbestos.

2.2 Residential premises

As a general rule, a house built:

- Before the mid 1980s – is highly likely to contain asbestos containing products.
- Between the mid 1980s and 1990 – is likely to contain asbestos containing products.
- After 1990 – is unlikely to contain asbestos containing products. However, some houses built in the 1990s and early 2000s may have still used asbestos cement materials until the total ban on any activity involving asbestos products became effective from December 2003.

Pipelines installed prior to 1992, particularly black surface coated and grey surface pipes, may contain asbestos.

It is important to note, the most accurate way to find out whether a material contains asbestos is by engaging a licensed asbestos removalist or occupational hygienist to inspect and arrange testing where necessary.

Fibre cement sheeting, commonly known as 'fibro', 'asbestos sheeting' or 'AC sheeting' (asbestos containing sheeting) is the most commonly found legacy asbestos material in residential premises. Other asbestos containing materials were used in 'fibro' houses but also found in brick and timber housing stock from that period. Asbestos materials were sold under a range of commercial names. Some asbestos containing materials found in New South Wales domestic settings are listed in Appendix J.

Common places where asbestos is likely to be found in and around homes include: Outside

- backyard garden sheds, carports, garages and dog kennels
- electrical meter boards
- imitation brick cladding
- lining under eaves
- wall and roof materials (flat, patterned or corrugated asbestos sheeting). Inside
- insulation materials in heaters and stoves
- interior walls and sheeting
- sheet materials in wet areas (bathroom, toilet and laundry walls, ceilings and floors)
- vinyl floor tiles, the backing to cushion vinyl flooring and underlay sheeting for ceramic tiles including kitchen splashback.

Asbestos can also be found in:

- angle mouldings (internal and external)
- board around windows and fireplaces
- brake pads and clutch pads to vehicles
- buried and dumped waste materials
- carpet underlay
- ceilings (ceiling tiles or sprayed coatings or loose in the ceiling cavity and may have moved to wall cavities, cornices and sub-floor areas)
- cement flooring
- external toilets
- fencing
- guttering, downpipes and vent pipes
- inside appliances e.g. irons, whitegoods
- gable ends
- outbuildings
- ridge capping
- swimming pools – reinforcing marble swimming pools
- ventilators – internal and external.

Other places asbestos can be found are listed in Appendix J.

2.3 Commercial and industrial premises

In commercial and industrial premises, asbestos may be found in the abovementioned places and also:

- asbestos rope or fabric in expansion joints (for example exhaust flues) and insulation
- bituminous waterproof membrane on flat roofs
- brake disc pads and brake linings
- cloth, tapes, ropes and gaskets for packing
- electrical switchboards and duct heater units
- fillers and filters
- fire doors
- lagging on pipes such as heater flues
- lift motor rooms
- pipes, casing for water and electrical/ telecommunication services
- rubber, plastics, thermosetting resins, adhesives, paints, coatings, caulking compounds and sealants for thermal, electrical and insulation applications
- structural beams of buildings
- yarns and textiles eg fire blankets.

Other places asbestos can be found are listed in Appendix J.

2.4 Sites contaminated with asbestos

Contamination of soils from asbestos or asbestos containing materials can present a risk in urban and rural environments if the asbestos can give rise to elevated levels of airborne fibres that people can breathe. Whilst buried material may not give rise to airborne asbestos fibres if securely contained, inappropriate disturbance of this waste could give rise to harmful levels of asbestos fibres in air. Activities such as those listed in section 3 of this Appendix have the potential to encounter and disturb asbestos waste or contamination, particularly where the contamination is not known to be present at the site or has not been appropriately considered.

2.4.1 Situations where asbestos contamination may occur

Situations where asbestos contamination may occur include:

- industrial land, e.g., asbestos-cement manufacturing facilities, former power stations, and rail and ship yards, especially workshops and depots
- waste disposal or dumping sites, including sites of illegal dumping e.g., building waste
- sites with infill or burial of asbestos waste from former asbestos mining or manufacture processes
- buildings or structures damaged by fire or storm (particularly likely for those with pre-1980s building materials but also possible for those with materials from prior to 2004)
- land with fill or foundation material of unknown composition
- sites where buildings or structures have been constructed from asbestos containing material or where asbestos may have been used as insulation material, e.g., asbestos roofing, sheds, garages, reservoir roofs, water tanks, boilers and demolition waste has been buried onsite
- sites where buildings or structures have been improperly demolished or renovated, or where relevant documentation is lacking (particularly likely for those with pre-1980s building materials but also those with materials from prior to 2004)
- disused services with asbestos containing piping such as water pipes (including sewage systems, water services and irrigation systems), underground electrical and telephone wires and telecommunications trenches or pits (usually within 1 metre of the surface).

2.4.2 Significantly contaminated land

For sites that are significantly contaminated, the EPA and SafeWork NSW are the lead regulatory authorities. The *Contaminated Land Management Act 1997* applies to significantly contaminated land. In general, significant contamination is usually associated with former asbestos processing facilities or where large quantities of buried friable asbestos waste has been uncovered and is giving rise to measureable levels of asbestos fibres in air. Such sites require regulatory intervention to protect community health where the source of the contamination is not being addressed by the responsible person. The Environment Protection Authority has details of sites that have been nominated as significantly contaminated on its Public Register at: www.epa.nsw.gov.au/clm/publiclist.htm

If land is contaminated but not determined to be 'significant enough to warrant regulation' then the *Contaminated Land Management Act 1997* does not apply. In such cases the provisions within the planning legislation and/or the *Protection of the Environment Operations Act 1997* may be the appropriate mechanism for management of such contamination.

Guidance on assessing land can be found in the document: *Guidelines on the duty to report contamination under the Contaminated Land Management Act 1997*.

3. Potentially hazardous activities

A number of activities could cause asbestos to be inadvertently disturbed and consequently create a health risk.

Before undertaking any of the activities listed below, it should be considered whether asbestos containing materials may be present. If asbestos is present, these activities may be illegal or certain precautions may be required, or an appropriately licensed person may be required to undertake the activity.

Members of the public could inadvertently disturb asbestos through activities including:

- renovations, refurbishments or repairs particularly those involving power tools, boring, breaking, cutting, drilling, grinding, sanding or smashing asbestos containing materials
- sealing, painting, brushing and cleaning asbestos cement products
- demolitions of homes or other structures (dismantling or destruction)
- relocating a house, building or structure
- using compressed air on asbestos containing materials
- water blasting asbestos containing materials
- cleaning gutters on asbestos cement roofs

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- handling asbestos cement conduits or boxes
 - maintenance work such as plumbing and electrical work on or adjacent to asbestos containing materials such as working on electrical mounting boards
 - maintenance or servicing of materials from vehicles, plant or equipment
 - checking, removing or replacing ceiling insulation which contains asbestos. Council could inadvertently

disturb asbestos through activities such as:

- abovementioned activities
- asset and building maintenance
- certifying
- inspections of sites and premises
- transport and disposal of illegally dumped materials
- collection, transport and disposal of incorrectly disposed of materials.

Naturally occurring asbestos and contaminated sites could be inadvertently disturbed during:

- road building
- site and construction work
- other excavation activities
- vehicle movements.

Natural processes can create a risk of exposure to asbestos including:

- extensive fire or storm damage to asbestos cement roofs or building materials
- extensive weathering and etching of unsealed asbestos cement roofs.

In addition, work that intentionally disturbs asbestos, such as sampling or removal, should be conducted by a competent person and in accordance with the relevant codes of practice and legislation.

4. Health hazards

Asbestos fibres can pose a risk to health if airborne, as inhalation is the main way that asbestos enters the body. The World Health Organisation has stated that concentrations of asbestos in drinking water from asbestos cement pipes do not present a hazard to human health.

Breathing in asbestos fibres can cause asbestosis, lung cancer and mesothelioma. The risk of contracting these diseases increases with the number of fibres inhaled and the risk of lung cancer from inhaling asbestos fibres is greatly increased if you smoke. Small fibres are the most dangerous and they are invisible to the naked eye. People who are at most risk are those who have been exposed to high levels of asbestos for a long time. The symptoms of these diseases do not usually appear for some time (about 20 to 30 years) after the first exposure to asbestos.

Asbestosis is the irreversible scarring of lung tissue that can result from the inhalation of substantial amounts of asbestos over a period of years. It results in breathlessness that may lead to disability and, in some case, death.

Lung cancer can be caused by asbestos. Lung cancer is related to the amount of fibre that is breathed in and the risk of lung cancer is greatly increased in those who also smoke tobacco.

Mesothelioma is a cancer of the pleura (outer lung lining) or the peritoneum (the lining of the abdominal cavity). Mesothelioma rarely occurs less than 15 years from first exposure, and most cases occur over 30 years after first exposure. Accordingly, the rates of malignant mesothelioma (an incurable cancer) are expected to rise from the year 2012 to 2020 and are expected to peak in this time.

If asbestos fibres are in a stable material, for example bonded in asbestos-cement sheeting (such as fibro), and these materials are in good condition they pose little health risk. However, where fibro or other non-friable asbestos sheeting is broken, damaged or mishandled, fibres can become loose and airborne posing a risk to health.

Disturbing or removing asbestos containing materials unsafely can create a hazard.

The occupational standard for asbestos is 0.1fibre/ml of air and the environmental standard is 0.01fibre/ml in air.

When someone has potentially been exposed to asbestos, or receives or expects they may receive a diagnosis of an asbestos-related disease, they may experience psychological distress, including anxiety and may be in need of support. Their family and those around them may also be vulnerable to psychological distress.

Appendix B – Further information

Aboriginal communities

Illegal dumping prevention and clean-up. Handbook for Aboriginal communities, 2008 (EPA)
www.epa.nsw.gov.au/illegaldumping/resources.htm

Asbestos contractors

Choosing an asbestos consultant fact sheet (catalogue no. WC04547) (SafeWork NSW)
www.safework.nsw.gov.au/formspublications/publications/Pages/Choosinganasbestosconsultant.aspx

For a listing of asbestos removal contractors in your area, refer to your local telephone directory or the Yellow Pages www.yellowpages.com.au or by contacting the Asbestos Removal Contractors Association NSW (ARCA) www.arcansw.asn.au or by emailing: email@arcansw.asn.au. An asbestos removal contractor's licence can be verified by contacting the SafeWork NSW's Certification Unit on **13 10 50**.

Asbestos waste

Advice about safely disposing of household asbestos waste can be found at:

www.epa.nsw.gov.au/managewaste/house-asbestos.htm

Asbestos waste disposal facility search function on the Asbestos Safety and Eradication Agency website:

www.asbestossafety.gov.au/search-disposal-facilities

Crackdown on Illegal Dumping: A Handbook for Local Government, 2007 (EPA)

www.epa.nsw.gov.au/illegaldumping/resources.htm

Illegally Dumped Asbestos Clean Up Program (IDACUP): Council may become involved in clean up activities of illegally dumped asbestos waste. Where the responsible party is unknown, unavailable, unwilling (despite a legal obligation to do so) or unable to pay for clean up within the timeframe required to avoid or at least minimise harm to the environment or public health, Council may apply for funding under the IDACUP. Information about the IDACUP is available at www.environment.nsw.gov.au/grants/IDACUP.htm

Regional Illegal Dumping (RID) Squads: are regionally based teams that specialise in dealing with illegal dumping. The squads are funded by the EPA and the member local councils who opt to work together and pool resources to tackle illegal dumping.

RIDonline is a statewide illegal dumping database and reporting tool to assist councils and the EPA develop a comprehensive picture of the extent of illegal dumping in NSW. Members of the community can assist by reporting illegal dumping online through the RIDonline App, available for the public to download in February 2016.

For more information on illegal dumping and safely disposing of asbestos waste visit the EPA website: www.epa.nsw.gov.au

Management of asbestos in recycled construction and demolition waste, 2010 (SafeWork NSW)

www.safework.nsw.gov.au/data/assets/pdf_file/0017/18323/asbestos_recycled_construction_demolition_waste_2772.pdf

Contaminated land

Guidelines on the duty to report contamination under the Contaminated Land Management Act 1997, 2015 (EPA).

www.epa.nsw.gov.au/resources/clm/150164-report-land-contamination-guidelines.pdf

Managing land contamination: Planning guidelines SEPP 55 – Remediation of land, 1998 (Department of Planning and Environment and EPA)

www.epa.nsw.gov.au/resources/clm/qu_contam.pdf

Emergency management

Guidance Material: Asbestos and Fire-damaged Buildings, 2015 (EPA)

www.epa.nsw.gov.au/resources/waste/asbestos/150044-asbestos-fire-damaged-buildings.pdf

NSW Asbestos Emergency Plan: The NSW Asbestos Emergency sub plan details the specific arrangements for the coordinated funding and management of asbestos debris during and following a larger scale emergency, being an event that requires a significant and coordinated response, where the presence of asbestos containing material in the community poses a significant risk to public health and safety.

www.emergency.nsw.gov.au/publications/plans/sub-plans/asbestos.html

Environmental risk assessment

Environmental health risk assessment: Guidelines for assessing human health risks from environmental hazards, 2002 (Commonwealth of Australia)

Available via email by contacting the enHealth Secretariat: enHealth.Secretariat@health.gov.au

Health

Asbestos and health risks fact sheet, 2007 (NSW Health)

www.health.nsw.gov.au/environment/factsheets/Pages/asbestos-and-health-risks.aspx

Further advice concerning the health risks of asbestos can be obtained from your local public health unit.

Renovation and development

Asbestos: A guide for householders and the general public, Environmental Health Standing Committee (enHealth), Australian Health Protection Principal Committee, Canberra, 2013 (available at: www.health.gov.au/internet/publications/publishing.nsf/Content/asbestos-toc~asbestos-about).

Asbestos Awareness website (Asbestos Education Committee) www.asbestosawareness.com.au

Choosing and working with a principal certifying authority: A guide for anyone planning to build or subdivide, 2011 (Building Professionals Board)

www.bpb.nsw.gov.au/sites/default/files/public/Finalbuildingapproch.pdf

Practical guidance

Code of practice on how to manage and control asbestos in the workplace (catalogue no. WC03560) published by SafeWork NSW

www.safework.nsw.gov.au/_data/assets/pdf_file/0015/15216/how-to-manage-control-asbestos-workplace-code-of-practice-3560.pdf

Code of practice on how to safely remove asbestos (catalogue no. WC03561) published by SafeWork NSW

www.safework.nsw.gov.au/_data/assets/pdf_file/0016/15217/how-to-safely-remove-asbestos-code-of-practice-3561.pdf

Tenants

Tenants rights Fact sheet 26 Asbestos and lead, 2010 (Tenants NSW) www.tenants.org.au/publish/factsheet-26-asbestos-lead/index.php

Tenants – Housing NSW tenants

Asbestos fact sheet, 2010 (Housing NSW)

www.housing.nsw.gov.au/NR/rdonlyres/F4E1131F-2764-4CB1-BC07-98EB6C594085/0/Asbestos.pdf

Appendix C – Definitions

The terms used in the guideline are defined as below, consistent with the definitions in the:

- *Code of practice on how to manage and control asbestos in the workplace* (catalogue no. WC03560) published by SafeWork NSW
- *Code of practice on how to safely remove asbestos* (catalogue no. WC03561) published by SafeWork NSW
- *Contaminated Land Management Act 1997*
- *Environmental Planning and Assessment Act 1979*
- *Emergency Pollution and Orphan Waste Clean-Up Program Guidelines 2008*
- *Protection of the Environment Operations Act 1997*
- *Waste classification guidelines part 1 classifying waste 2008*
- *NSW Work Health and Safety Act 2011*
- *NSW Work Health and Safety Regulation 2017.*

accredited certifier in relation to matters of a particular kind, means the holder of a certificate of accreditation as an accredited certifier under the *Building Professionals Act 2005* in relation to those matters.

airborne asbestos means any fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable fibres are counted.

asbestos means the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals including the following:

- a. actinolite asbestos
- b. grunerite (or amosite) asbestos (brown)
- c. anthophyllite asbestos
- d. chrysotile asbestos (white)
- e. crocidolite asbestos (blue)
- f. tremolite asbestos
- g. a mixture that contains 1 or more of the minerals referred to in paragraphs (a) to (f).

asbestos containing material (ACM) means any material or thing that, as part of its design, contains asbestos.

asbestos-contaminated dust or debris (ACD) means dust or debris that has settled within a workplace and is, or is assumed to be, contaminated with asbestos.

asbestos-related work means work involving asbestos that is permitted under the *Work Health and Safety Regulation 2017*, other than asbestos removal work.

asbestos removal licence means a Class A asbestos removal licence or a Class B asbestos removal licence.

asbestos removal work means:

- a. work involving the removal of asbestos or asbestos containing material, or
- b. Class A asbestos removal work or Class B asbestos removal work.

asbestos removalist means a person conducting a business or undertaking who carries out asbestos removal work.

asbestos waste means any waste that contains asbestos. This includes asbestos or asbestos containing material removed and disposable items used during asbestos removal work including plastic sheeting and disposable tools.

certifying authority means a person who is authorised by or under section 85A of the *Environmental Planning and Assessment Act 1979* to issue complying development certificates, or is authorised by or under section 109D of the *Environmental Planning and Assessment Act 1979* to issue part 4A certificates.

Class A asbestos removal licence means a licence that authorises the carrying out of Class A asbestos removal work and Class B asbestos removal work by or on behalf of the licence holder.

Class A asbestos removal work means the removal of friable asbestos which must be licensed under clause 485 of the *Work Health and Safety Regulation 2017*. This does not include: the removal of ACD that is associated with the removal of non-friable asbestos, or ACD that is not associated with the removal of friable or non-friable asbestos and is only a minor contamination.

Class B asbestos removal licence means a licence that authorises the carrying out of Class B asbestos removal work by or on behalf of the licence holder.

Class B asbestos removal work means the removal of more than 10 square metres of non-friable asbestos or asbestos containing material work that is required to be licensed under clause 487, but does not include Class A asbestos removal work.

competent person means: a person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds:

- a. a certification in relation to the specified VET course for asbestos assessor work, or
- b. a tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health.

complying development is a fast track, 10 day approval process where a building meets all of the predetermined standards established in either a state or local council planning document. A complying development certificate can be issued by either a local council or an accredited certifier.

complying development certificate

contaminant means any substance that may be harmful to health or safety.

contamination of land means the presence in, on or under the land of a substance at a concentration above the concentration at which the substance is normally present in, on or under (respectively) land in the same locality, being a presence that presents a risk of harm to human health or any other aspect of the environment

control measure, in relation to a risk to health and safety, means a measure to eliminate or minimise the risk.

demolition work means work to demolish or dismantle a structure, or part of a structure that is loadbearing or otherwise related to the physical integrity of the structure, but does not include:

- a. the dismantling of formwork, falsework, or other structures designed or used to provide support, access or containment during construction work, or
- b. the removal of power, light or telecommunication poles.

development means:

- a. the use of land
- b. the subdivision of land
- c. the erection of a building
- d. the carrying out of a work
- e. the demolition of a building or work
- f. any other act, matter or thing referred to in section 26 of the *Environmental Planning and Assessment Act 1979* that is controlled by an environmental planning instrument.

development application means an application for consent under part 4 of the *Environmental Planning and Assessment Act 1979* to carry out development but does not include an application for a complying development certificate.

emergency service organisation includes any of the following:

- a. the Ambulance Service of NSW
- b. Fire and Rescue NSW
- c. the NSW Rural Fire Service
- d. the NSW Police Force
- e. the State Emergency Service
- f. the NSW Volunteer Rescue Association Inc
- g. the NSW Mines Rescue Brigade established under the *Coal Industry Act 2001*
- h. an accredited rescue unit within the meaning of the *State Emergency and Rescue Management Act 1989*.

exempt development means minor development that does not require any planning or construction approval because it is exempt from planning approval.

exposure standard for asbestos is a respirable fibre level of 0.1 fibres/ml of air measured in a person's breathing zone and expressed as a time weighted average fibre concentration calculated over an eight-hour working day and measured over a minimum period of four hours in accordance with the Membrane Filter Method or a method determined by the relevant regulator.

friable asbestos means material that:

- a. is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry
- b. contains asbestos.

health means physical and psychological health.

health monitoring, of a person, means monitoring the person to identify changes in the person's health status because of exposure to certain substances.

independent, in relation to clearance inspections and air monitoring means:

- a. not involved in the removal of the asbestos
- b. not involved in a business or undertaking involved in the removal of the asbestos, in relation to which the inspection or monitoring is conducted.

in situ asbestos means asbestos or asbestos containing material fixed or installed in a structure, equipment or plant, but does not include naturally occurring asbestos.

licence holder means: in the case of an asbestos assessor licence – the person who is licensed:

- a. to carry out air monitoring during Class A asbestos removal work
- b. to carry out clearance inspections of Class A asbestos removal work
- c. to issue clearance certificates in relation to Class A asbestos removal work, or
 - in the case of an asbestos removal licence – the person conducting the business or undertaking to whom the licence is granted, or
 - in the case of a major hazard facility licence – the operator of the major hazard facility to whom the licence is granted or transferred.

licensed asbestos assessor means a person who holds an asbestos assessor licence.

licensed asbestos removalist means a person conducting a business or undertaking who is licensed under the *Work Health and Safety Regulation 2017* to carry out Class A asbestos removal work or Class B asbestos removal work.

licensed asbestos removal work means asbestos removal work for which a Class A asbestos removal licence or Class B asbestos removal licence is required.

NATA means the National Association of Testing Authorities, Australia.

NATA-accredited laboratory means a testing laboratory accredited by NATA, or recognised by NATA either solely or with someone else.

naturally occurring asbestos means the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil.

non-friable asbestos means material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.

Note. Non-friable asbestos may become friable asbestos through deterioration (see definition of friable asbestos).

occupational hygienist means a person with relevant qualifications and experience in asbestos management who is a full member of the Australian Institute of Occupational Hygienists (AIOH).

occupier includes a tenant or other lawful occupant of premises, not being the owner.

officer means an officer as defined in the NSW *Work Health and Safety Act 2011*.

orphan waste means materials that have been placed or disposed of on a premises unlawfully that may have the potential to pose a risk to the environment or public health.

person conducting a business or undertaking a 'person' is defined in laws dealing with interpretation of legislation to include a body corporate (company), unincorporated body or association and a partnership.

personal protective equipment means anything used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment.

respirable asbestos fibre means an asbestos fibre that:

- a. is less than three micrometres wide
- b. more than five micrometres long
- c. has a length to width ratio of more than 3:1.

specified VET course means:

- a. in relation to Class A asbestos removal work – the following VET courses:
 - remove non-friable asbestos
 - remove friable asbestos, or
- b. in relation to Class B asbestos removal work – the VET course Remove non-friable asbestos, or
- c. in relation to the supervision of asbestos removal work – the VET course Supervise asbestos removal, or
- d. in relation to asbestos assessor work – the VET course Conduct asbestos assessment associated with removal.

structure means anything that is constructed, whether fixed or moveable, temporary or permanent, and includes:

- a. buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels)
- b. any component of a structure
- c. part of a structure
- d. volunteer means a person who is acting on a voluntary basis (irrespective of whether the person receives out-of-pocket expenses).

waste includes:

- any substance (whether solid, liquid or gaseous) that is discharged, emitted or deposited in the environment in such volume, constituency or manner as to cause an alteration in the environment, or
- any discarded, rejected, unwanted, surplus or abandoned substance, or
- any otherwise discarded, rejected, unwanted, surplus or abandoned substance intended for sale or for recycling, processing, recovery or purification by a separate operation from that which produced the substance, or
- any process, recycled, re-used or recovered substance produced wholly or partly from waste that is applied to land, or used as fuel, but only in the circumstances prescribed by the regulations, or
- any substance prescribed by the regulations made under the *Protection of the Environment Operations Act 1997* to be waste.

waste facility means any premises used for the storage, treatment, processing, sorting or disposal of waste (except as provided by the regulations).

worker a person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:

- a. an employee, or
- b. a contractor or subcontractor, or
- c. an employee of a contractor or subcontractor, or
- d. an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or
- e. an outworker, or
- f. an apprentice or trainee, or
- g. a student gaining work experience, or
- h. a volunteer, or
- i. a person of a prescribed class.

workplace a workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. Place includes: a vehicle, vessel, aircraft or other mobile structure, and any waters and any installation on land, on the bed of any waters or floating on any waters.

Appendix D – Acronyms

ACD Asbestos Containing Dust (an acronym used in the legislation) ACM Asbestos Containing Material (an acronym used in the legislation)

ARA Appropriate Regulatory Authority (an acronym used in the legislation) DA Development Application

EPA Environment Protection Authority JRPP Joint Regional Planning Panel LGA Local Government Area

NATA National Association of Testing Authorities NSW New South Wales

SEPP State Environmental Planning Policy VET Vocational Education and Training

Appendix E – Relevant contacts

Northern Beaches Council Customer Services are happy to help you!

Phone 1300 434 434 - 24 hours a day, 7 days a week.

Outside Australia +61 2 9970 1111

Council Email council@northernbeaches.nsw.gov.au

Online Customer Service

Our [online customer service](#) makes it easy and convenient for customers to find more information or [report an issue](#) ([Opens in a new window](#)).

If the matter you're reporting is urgent or a hazardous situation endangering people or property, please call Council on 1300 434 434 - 24 hours a day 7 days a week.

Fax 9971 4522

PO Box 82 Manly NSW 1655 Australia

Customer Service Centres

If you prefer to visit in person, we have Customer Service Centres - open Monday to Friday 8.30am to 5pm:

<p>Manly</p> <p>1 Belgrave Street</p> <p>Manly NSW 2095 Australia</p> <p>(map(Opens in a new window))</p>	<p>Mona Vale</p> <p>Village Park, 1 Park Street</p> <p>Mona Vale NSW 2103 Australia</p> <p>(map(Opens in a new window))</p>
<p>Dee Why</p> <p>725 Pittwater Road</p> <p>Dee Why NSW 2099 Australia</p> <p>(map(Opens in a new window))</p>	<p>Avalon Beach</p> <p>59A Old Barrenjoey Road</p> <p>Avalon Beach NSW 2107 Australia</p> <p>(map(Opens in a new window))</p>



Health
Northern Sydney
Local Health District
Northern Sydney Public Health Unit

36-76 Palmerston Road, Hornsby, NSW 2077
Tel (02) 9477 9400 | Fax (02) 9482 1650

NSLHD-PHUHornsby@health.nsw.gov.au

Asbestos-related disease organisations (non-exhaustive)

Asbestos Diseases Foundation Australia Inc

Phone: (02) 9637 8759
Helpline: 1800 006 196
Email: info@adfa.org.au
Website: www.adfa.org.au

Asbestos Diseases Research Institute

Phone: (02) 9767 9800
Email: info@adri.org.au
Website: www.adri.org.au

Australian Institute of Occupational Hygienists Inc.

Phone: (03) 9338 1635
Email: admin@aioh.org.au
Website: www.aioh.org.au

Dust Diseases Authority

Phone: (02) 8223 6600
Toll Free: 1800 550 027
Email: DDAenquiries@icare.nsw.gov.au
Website: www.icare.nsw.gov.au

Environment Protection Authority (EPA)

Phone: (02) 9995 5000
Environment line: 13 15 55
Email: info@epa.nsw.gov.au
Website: www.epa.nsw.gov.au/epa

Licensed Asbestos Contractors

For a listing of asbestos removal contractors in your area, refer to your local telephone directory or the Yellow Pages website: www.yellowpages.com.au or contact:

Asbestos Removal Contractors Association NSW

PO Box Q1882
Queen Victoria Building
NSW 1230
Email: email@arcansw.asn.au
Website: www.arcansw.asn.au

Verification of an asbestos removal contractor's licence can be checked by contacting SafeWork NSW's Certification Unit Phone: **13 10 50**

Civil Contractors Federation (CCF)

Phone: (02) 9009 4000
Email: ccfnsw@ccfnsw.com
Website: www.ccfnsw.com/

Local Government NSW

Phone: (02) 9242 4000
Email: lgnsw@lgnsw.org.au
Website: www.lgnsw.org.au

NSW Ombudsman

Phone: (02) 9286 1000
Toll free (outside Sydney metro): 1800 451 524
Email: nswombo@ombo.nsw.gov.au
Website: www.ombo.nsw.gov.au

Training providers (non-exhaustive)

TAFE NSW

Phone: 131 601
Website: www.tafensw.edu.au

Housing Industry Association (HIA)

Phone: (02) 9978 3333
Website: www.hia.com.au/

Local Government Training Institute

Phone: (02) 4922 2333
Website: www.lgti.com.au

Comet Training

Phone: (02) 9649 5000
Website: www.comet-training.com.au/site

Master Builders Association (MBA)

Phone: (02) 8586 3521
Website: www.masterbuilders.com.au

SafeWork NSW

SafeWork NSW Information Centre Phone: 13 10 50
SafeWork NSW – Asbestos/Demolition Hotline Phone: (02) 8260 5885
Website: www.safework.nsw.gov.au

Appendix F – Waste management facilities that accept asbestos wastes

Waste management facilities that can accept asbestos waste may be operated by council, the State Government or private enterprise. The fees charged by the facility operators for waste received are determined by the facility.

Not all waste management centres accept asbestos waste from the public. Management of asbestos waste requires special precautions such as a separate disposal location away from other general waste and controls to prevent the liberation of asbestos fibres, such as the immediate covering of such waste.

KIMBRIKI RESOURCE RECOVERY CENTRE

Kimbriki accepts **BONDED ASBESTOS material only**. [Special Conditions apply](#)

Monday - Sunday 7am - 5pm

Kimbriki Road, off Mona Vale Road, Ingleside/Terrey Hills NSW

Website: www.kimbriki.com

Email: kimbriki@kimbriki.com

Vehicle Updates: vehicles@kimbriki.com

Postal: PO Box 196, Terrey Hills NSW 2084

Telephone: 02 9486 3512 or 02 9486 3542

Complaints Line: 02 9450 0561

[Click here for a location map](#)

Waste management facilities in other areas that accept asbestos wastes

A list of licensed landfills that may accept asbestos waste from the public is available on the EPA website at: www.epa.nsw.gov.au/managewaste/house-asbestos-land.htm

Some of the landfills may accept non-friable asbestos waste but not friable asbestos waste. Some landfills may not accept large quantities of asbestos waste.

Always contact the landfill before taking asbestos waste to a landfill to find out whether asbestos is accepted and any requirements for delivering asbestos to the landfill. EPA does not endorse any of the landfills listed on the website or guarantee that they will accept asbestos under all circumstances.

Appendix G – Asbestos-related legislation, policies and standards

- *Contaminated Land Management Act 1997*
- *Code of practice on how to manage and control asbestos in the workplace* (catalogue no. WC03560) published by SafeWork NSW
- *Code of practice on how to safely remove asbestos* (catalogue no. WC03561) published by SafeWork NSW
- *Demolition work code of practice 2015*
- *Environmental Planning and Assessment Act 1979*
- *Environmental Planning and Assessment Regulation 2000*
- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *Protection of the Environment Operations (General) Regulation 2009*
- *Protection of the Environment Operations (Waste) Regulation 2014*
- *Protection of the Environment Operations Act 1997*
- *State Environmental Planning Policy No. 55 – Remediation of Land*
- *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*
- *NSW Work Health and Safety Act 2011*
- *NSW Work Health and Safety Regulation 2017*
- *Workers' Compensation (Dust Diseases) Act 1942.*

Appendix H – Agencies roles and responsibilities

NSW organisations

Department of Planning and Environment (DPE)

DPE's primary role in the management of asbestos relates to administration of State Environmental Planning Policies, and the *Environmental Planning and Assessment Act 1979* (and associated Regulation).

Whilst DPE does not have an operational role in the management of asbestos, it has a regulatory function and provides policy support relating to asbestos and development. In assessing proposals for development under the *Environmental Planning and Assessment Act 1979*, consent authorities are required to consider the suitability of the subject land for the proposed development. This includes consideration of the presence of asbestos and its environmental impact.

Where asbestos represents contamination of the land (ie it is present in excess of naturally occurring levels), *State Environmental Planning Policy No. 55 – Remediation of Land* imposes obligations on developers and consent authorities in relation to remediation of the land and the assessment and monitoring of its effectiveness.

The *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* enables exempt and complying development across the state. While this includes demolition and the removal of asbestos, the *Environmental Planning and Assessment Regulation 2000* specifies particular conditions that must be contained in a complying development certificate in relation to the handling and lawful disposal of both friable and non-friable asbestos material under the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*.

Dust Diseases Authority (DDA)

The Dust Diseases Authority provides a system of no fault compensation to people who have developed a dust disease from occupational exposure to dust as a worker in New South Wales and to their dependants. The DDA's statutory function is to administer the *Workers' Compensation (Dust Diseases) Act 1942*. Services include:

- payment of compensation benefits to eligible workers and dependants
- co-ordination and payment of medical and related health care expenses of affected
- medical examination of workers exposed to dust in the workplace
- information and education.

Environment Protection Authority (EPA)

EPA's role is to regulate the classification, storage, transport and disposal of waste in NSW, including asbestos waste. The waste regulatory framework includes the *Protection of the Environment Operations Act 1997* and the *Protection of the Environment Operations (Waste) Regulation 2014*. Clauses 77 through to 81 of the *Protection of the Environment Operations (Waste) Regulation 2014* set out the special requirements relating to the transportation and disposal of asbestos waste.

EPA is the appropriate regulatory authority for activities that require an environment protection licence or are carried out by public authorities such as local councils, the Roads and Maritime Services and Sydney Water. Local councils are the appropriate regulatory authority for activities that are not regulated by the EPA, which typically include building demolition, construction sites, residential properties, commercial sites and small to medium sized industrial facilities.

EPA is responsible for assisting councils in fulfilling their regulatory responsibilities. EPA has developed resources to assist Local Government to regulate asbestos waste incidents and prevent illegal dumping. Website links to these resources are provided in Appendix B.

The EPA maintains the regulatory framework for the remediation of contaminated land (the *Contaminated Land Management Act 1997*) and actively regulates land that is declared to be 'significantly contaminated' under the *Contaminated Land Management Act 1997*.

Heads of Asbestos Coordination Authorities (HACA)

The HACA is chaired by SafeWork NSW with senior officials from:

- Department of Industry
- Department of Planning and Environment
- Dust Diseases Authority
- Environment Protection Authority
- Local Government NSW
- Ministry of Health
- Office of Emergency Management
- Office of Local Government.

The HACA group will improve the management, monitoring and response to asbestos issues in NSW by developing coordinated prevention programs. These programs include a comprehensive public awareness campaign to promote the safe handling of asbestos and help prevent the risk of exposure to asbestos-related diseases in the NSW community. Further information about the HACA can be found on the SafeWork NSW website: www.safework.nsw.gov.au.

Local Government NSW (LGNSW)

Local Government NSW (LGNSW) is the peak body for councils in NSW. LGNSW represents all NSW general-purpose councils, the special-purpose county councils and the NSW Aboriginal Land Council.

LGNSW is a credible, professional organisation facilitating the development of an effective community-based system of Local Government in NSW. LGNSW represents the views of councils to NSW and Australian Governments; provides industrial relations and specialist services to councils; and promotes NSW councils to the community.

In 2012, LGNSW commenced a project funded by SafeWork NSW to assist councils to adopt and implement a model asbestos policy. The project is outlined at: www.lgnsw.org.au

NSW Department of Industry

The NSW Department of Industry, Skills and Regional Development (known as the NSW Department of Industry) leads the state government's contribution to making NSW:

- a fertile place to invest and to produce goods and services, and thereby
- create jobs and opportunities for our citizens

The NSW Department of Industry also has responsibilities for:

- skill formation and development to match industry demand
- partnering with stakeholders in stewardship and sustainable use of the state's natural resources; and
- supporting economic growth in the regions.

Within the Division of Resources & Energy in the Department, the Geological Survey of NSW teams of field geologists, geophysicists, mineral geoscientists and palaeontologists and geospatial specialists produce a range of maps. Geological mapping records the distribution of rock types and location of structures at or near the Earth's surface. The maps have applications to land use assessment, engineering construction, environmental management and natural hazard risk assessment.

The Geological Survey of NSW prepared the state-wide mapping of naturally occurring asbestos (NOA) in NSW for the Heads of Asbestos Coordination Authorities.

NSW Ministry of Health

The NSW Ministry of Health does not have express statutory responsibilities for managing asbestos-related risks and incidents in NSW. The Ministry provides an expert advisory service to other governmental agencies on public health issues. This service may include technical information or assistance to prepare public health information bulletins.

NSW Ombudsman

The NSW Ombudsman is an independent and impartial watchdog body. The NSW Ombudsman is responsible for ensuring that public and private sector agencies and employees within its jurisdiction fulfil their functions appropriately. The NSW Ombudsman assists those agencies and their employees to be aware of their responsibilities to the public, to act reasonably and to comply with the law and best administrative practice.

Office of Fair Trading and the Building Professionals Board (BPB)

NSW Fair Trading safeguards the rights of all consumers and advises business and traders on fair and ethical practice. NSW Fair Trading provides services directly to individuals and businesses to create a fair, safe and equitable marketplace.

NSW Fair Trading is establishing a Loose-Fill Asbestos Implementation Taskforce responsible for overseeing and implementing the NSW Government Voluntary Purchase and Demolition Program for properties containing loose-fill asbestos insulation. The Loose-Fill Asbestos Implementation Taskforce will be in place until work is completed on the purchase and demolition of all properties that choose to participate in the Program.

The Building Professionals Board (BPB) is now part of Fair Trading and oversees building and subdivision certification. The BPB's role involves providing practice advice and educational programs to assist certifying authorities (private and council) in carrying out their role. The BPB certifies and audits both private and council certifiers. Further information about the BPB may be found at: www.bpb.nsw.gov.au

Office of Local Government

The Office of Local Government is responsible for local government across NSW. The Office's organisational purpose is to 'Strengthen Local Government' and its organisational outcome is 'Fit for the future councils leading strong communities'.

The Office has a policy, legislative, investigative and program focus in matters ranging from Local Government finance, infrastructure, governance, performance, collaboration and community engagement. The Office strives to work collaboratively with the Local Government sector and is the key adviser to the NSW Government on Local Government matters.

SafeWork NSW

SafeWork NSW is responsible for the issuing and control of licences that are issued to all asbestos removal and demolition contractors. SafeWork NSW works with the employers, workers and community of NSW to achieve safer and more productive workplaces, and effective recovery, return to work and security for injured workers.

SafeWork NSW administers work health and safety, injury management, return to work and workers compensation laws, and manage the workers compensation system. SafeWork NSW's activities include: health and safety, injuries and claims, licensing for some types of plant operators, registration of some types of plant and factories, training and assessment, medical and healthcare, law and policy.

The SafeWork NSW website provides a wide range of asbestos resources, support networks and links at www.SafeWorkNSW.nsw.gov.au/newlegislation2012/health-and-safety-topics/asbestos/Pages/default.aspx

National organisations

Asbestos Safety and Eradication Agency

The Asbestos Safety and Eradication Agency was established in 2013 to provide a national focus on asbestos issues which go beyond workplace safety to encompass environmental and public health issues. The agency's objective is to eliminate asbestos-related disease in Australia.

The agency has broad functions under its legislation, including:

- reporting on the implementation of the National Strategic Plan on Asbestos Awareness and Management (NSP); reviewing and amending the NSP as required and promoting the NSP
- providing advice to the Minister about asbestos safety
- liaising with all levels of government, agencies or bodies about the implementation of the NSP; as well as asbestos safety in general; and
- commissioning, monitoring and promoting research about asbestos safety.

The agency administers the National Asbestos Exposure Register which was created to record the details of members of the community who may have been exposed to asbestos. Registration forms are online at <https://www.asbestossafety.gov.au/national-asbestos-exposure-register>.

The agency also maintains a national database for asbestos disposal facilities, which members of the public can search to identify their nearest facility that accepts asbestos waste, available online at <https://www.asbestossafety.gov.au/search-disposal-facilities>

Councils interested in finding out more about the agency, updating information listed on the disposal database, or receiving information, flyers or brochures for distribution within the LGA should contact the agency at enquiries@asbestossafety.gov.au.

National Association of Testing Authorities (NATA)

This body has the role of providing accreditation to firms licensed to remove asbestos. NSW (Head Office) and ACT
Phone: (02) 9736 8222

National Toll Free: 1800 621 666 Website: www.nata.asn.au

Environmental Health Committee (enHealth)

The Environmental Health Committee (enHealth) is a subcommittee of the Australian Health Protection Committee (AHPC). enHealth provides health policy advice, implementation of the National Environmental Health Strategy 2007-2012, consultation with key players, and the development and coordination of research, information and practical resources on environmental health matters at a national level.

Website: www.health.gov.au/internet/main/publishing.nsf/content/ohp-environ-enhealth-committee.htm

Safe Work Australia

Safe Work Australia is an Australian Government statutory agency established in 2009, with the primary responsibility of improving work health and safety and workers' compensation arrangements across Australia.

Phone: (02) 6121 5317

Email: info@swa.gov.au

Website: www.safeworkaustralia.gov.au

Appendix I – Scenarios illustrating which agencies lead a response in NSW

The tables show which agencies are responsible for regulating the following scenarios in NSW:

- emergency management
- naturally occurring asbestos
- residential settings
- site contamination
- waste
- workplaces.

Emergency management

Scenario	Lead organisation	Other regulators
Emergency response	Emergency services	Fire and Rescue (Hazmat) SafeWork NSW
Handover to Local council, owner of property or NSW Police – crime scene following a minor incident	Local council NSW Police	
Handover to State Emergency Recovery Controller	State Emergency Recovery Controller	Recovery Committee Local council EPA SafeWork NSW
Handover to Recovery Committee following a significant incident	Recovery Committee (formed by State Emergency Recovery Controller)	Local council EPA SafeWork NSW
Remediation not requiring a licensed removalist	Local council	Principal Certifying Authority SafeWork NSW (workers)
Remediation requiring licensed removal work	SafeWork NSW	Local council Principal Certifying Authority
Clearance Certificate issued by an Asbestos Assessor	SafeWork NSW	Principal Certifying Authority

Naturally occurring asbestos

Scenario	Lead organisation	Other regulators
Naturally occurring but will be disturbed due to a work process including remediation work	SafeWork NSW	Local council EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities)
Naturally occurring asbestos part of a mineral extraction process	NSW Department of Industry	Local council EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities)
Naturally occurring but will remain undisturbed by any work practice	Local council	EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities) SafeWork NSW (workers)
Soil contaminated with asbestos waste and going to be disturbed by a work practice	SafeWork NSW	EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities, declared contaminated land sites)
Soil contaminated with asbestos waste but will remain undisturbed by any work practice	Local council	EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities, declared contaminated land sites) SafeWork NSW (workers on site)
Potential for exposure on public land	EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities)	Local council SafeWork NSW (workers on site)
Soil contaminated with asbestos waste but at a mine site	NSW Department of Industry EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities)	Local council

Residential settings

Scenario	Lead organisation	Other regulators
Safe Management of asbestos including: <ul style="list-style-type: none"> • identification • in situ management • removal requirements • disposal requirements. 	Local council Private Certifiers	SafeWork NSW EPA
Site contaminated due to past uses	Local council	SafeWork NSW EPA
Licensed removal work required	SafeWork NSW	Local council Private Certifiers
Removal does not require a licensed removalist	Local council Private Certifiers	SafeWork NSW (workers)
Transport or waste disposal issues	Local council	EPA
Derelict property with fibro debris	Local council or Multi-agency	Multi-agency

Site contamination

Scenario	Lead organisation	Other regulators
Asbestos illegally dumped	Local council	EPA SafeWork NSW
Site contamination at commercial premises	See Workplaces	
Site contamination at residential premises	See Residential settings	

Waste

Scenario	Lead organisation	Other regulators
Waste temporarily stored on-site	SafeWork NSW (worksites) EPA and Local council (non-worksites)	
Waste transported by vehicle	EPA	SafeWork NSW
Waste disposed of onsite	Council or EPA as illegal dumping or pollution of land if no valid council development consent	Local council (consent required to dispose onsite) (section 149 property certificate and development assessment process)
Waste going to landfill site	EPA (advice)	Local council (if managing licensed landfill)
Waste to be transported interstate	EPA	
Waste for export	Department of Immigration and Border Protection	SafeWork NSW Department of Employment

Workplaces

Scenario	Lead organisation	Other regulators
Asbestos installed/supplied after 2003 (illegally)	SafeWork NSW	
Risks to the health of workers	SafeWork NSW	
Asbestos management and asbestos going to be removed	SafeWork NSW NSW Department of Industry (mine sites)	
Risks to the health of the public from worksites	SafeWork NSW (Risks to workers) Local council (Risks to the wider public) Department of Planning and Infrastructure (part 3A approvals) EPA (<i>Protection of the Environment Operations Act 1997</i> licensed sites)	
Waste stored temporarily on-site at worksites	SafeWork NSW	
Transport or waste disposal issues	EPA	SafeWork NSW Local council
Asbestos contaminated clothing going to a laundry	SafeWork NSW	EPA Local council
Contaminated land not declared under the <i>Contaminated Land Management Act 1997</i>	Local council	EPA
'Significantly contaminated' land declared under the <i>Contaminated Land Management Act 1997</i>	EPA	Local council

Appendix J – Asbestos containing materials

Some asbestos containing materials found in New South Wales domestic settings (non-exhaustive list)

Asbestos containing materials	Approximate supply dates
Cement sheets	Imported goods supplied from 1903 locally made 'fribrolite' from 1917
Cement roofing / lining slates	Imported goods supplied from 1903 locally made 'fribrolite' from 1917
Mouldings and cover strips	Available by 1920s and 1930s
Super-six (corrugated) roofing	Available by 1920s and 1930s – 1985
'Tilex' decorative wall panels	Available by 1920s and 1930s
Pipes and conduit piping	Available by 1920s and 1930s
Motor vehicle brake linings	Available by 1920s and 1930s
Striated sheeting	Available from 1957
'Asbestolux' insulation boards	Available from 1957
'Shadowline' asbestos sheeting for external walls, gable ends and fences	Available from 1958 – 1985
Vinyl floor tiles impregnated with asbestos	Available up until 1960s
Asbestos containing paper backing for linoleum	Available up until 1960s
'Durasbestos' asbestos cement products	Available up until 1960s
'Tilex' marbletone decorative wall panels	Available from early 1960s
'Tilex' weave pattern decorative wall panels	Available from early 1960s
'Hardiflex' sheeting	Available from 1960s – 1981
'Versilux' building board	Available from 1960s – 1982
'Hardiplank' and 'Hardigrain' woodgrain sheeting	Available from mid 1970s – 1981
Loose-fill, fluffy asbestos ceiling insulation	During the 1960s and 1970s, pure loose-fill asbestos was sold as ceiling insulation for residential and commercial premises. A Canberra based company known as 'Mr Fluffy' installed insulation in at least 1,000 homes in the ACT and is also understood to have installed insulation into homes in NSW.
Asbestos rope gaskets for wood heaters. Heater and stove insulation	Dates of supply availability unknown but prior to 31 December 2003
Compressed fibro-cement sheets	Available from 1960s – 1984
Villaboard	Available until 1981
Harditherm	Available until 1984
Highline	Available until 1985
Coverline	Available until 1985
Roofing accessories	Available until 1985
Pressure pipe	Available until 1987

Sources:

NSW Government, 2011, *Asbestos Blueprint: A guide to roles and responsibilities for operational staff of state and local government*.

NSW Taskforce Report: *Loose-Fill Asbestos Insulation in NSW Homes* (2015)

www.fairtrading.nsw.gov.au/biz_res/ftweb/pdfs/Tenants_and_home_owners/Loose_Fill_Abestos_Taskforce_Report.pdf (accessed October, 2015).

Asbestos containing materials that may be found in various settings (non-exhaustive list)

A

Air conditioning duct, in the exterior or interior acoustic and thermal insulation
Arc shields in lift motor rooms or large electrical cabinets
Asbestos-based plastics products as electrical insulates and acid resistant compositions or aircraft seats
Asbestos ceiling tiles
Asbestos cement conduit
Asbestos cement electrical fuse boards
Asbestos cement external roofs and walls
Asbestos cement in the use of form work for pouring concrete
Asbestos cement internal flues and downpipes
Asbestos cement moulded products such as gutters, ridge capping, gas meter covers, cable troughs and covers
Asbestos cement pieces for packing spaces between floor joists and piers
Asbestos cement (underground) pit as used for traffic control wiring, telecommunications cabling etc
Asbestos cement render, plaster, mortar and coursework
Asbestos cement sheet
Asbestos cement sheet behind ceramic tiles
Asbestos cement sheet over exhaust canopies such as ovens and fume cupboards
Asbestos cement sheet internal walls and ceilings
Asbestos cement sheet underlay for vinyl
Asbestos cement storm drain pipes
Asbestos cement water pipes (usually underground)
Asbestos containing laminates, (such as Formica) used where heat resistance is required
Asbestos containing pegboard
Asbestos felts
Asbestos marine board, eg marinate
Asbestos mattresses used for covering hot equipment in power stations
Asbestos paper used variously for insulation, filtering and production of fire resistant laminates
Asbestos roof tiles
Asbestos textiles
Asbestos textile gussets in air conditioning ducting systems
Asbestos yarn
Autoclave/steriliser insulation

B

Bitumen-based water proofing such as malthoid (roofs and floors, also in brickwork)

Bituminous adhesives and sealants

Boiler gaskets

Boiler insulation, slabs and wet mix

Brake disc pads

Brake linings

C

Cable penetration insulation bags (typically Telecom)

Calorifier insulation

Car body filters (uncommon)

Caulking compounds, sealant and adhesives

Ceiling insulation (which may have moved into wall cavities, cornices and sub-floor areas)

Cement render

Chrysotile wicks in kerosene heaters

Clutch faces

Compressed asbestos cement panels for flooring, typically verandas, bathrooms and steps for demountable buildings

Compressed asbestos fibres (CAF) used in brakes and gaskets for plant and automobiles

D

Door seals on ovens

E

Electric heat banks – block insulation

Electric hot water services (normally no asbestos, but some millboard could be present)

Electric light fittings, high wattage, insulation around fitting (and bituminised)

Electrical switchboards see Pitch-based

Exhausts on vehicles

F

Filler in acetylene gas cylinders

Filters: beverage wine filtration

Fire blankets

Fire curtains

Fire door insulation

Fire-rated wall rendering containing asbestos with mortar

Fire-resistant plaster board, typically on ships

Fire-retardant material on steel work supporting reactors on columns in refineries in the chemical industry

Flexible hoses

Floor vinyl sheets

Floor vinyl tiles

Fuse blankets and ceramic fuses in switchboards

G

Galbestos™ roofing materials (decorative coating on metal roof for sound proofing)

Gaskets: chemicals, refineries

Gaskets: general

Gauze mats in laboratories/chemical refineries

Gloves: asbestos

H

Hairdryers: insulation around heating elements

Header (manifold) insulation

I

Insulation blocks

Insulation in ceilings, which may have spread to wall cavities, cornices and sub-floor areas

Insulation in electric reheat units for air conditioner systems

L

Laboratory bench tops

Laboratory fume cupboard panels

Laboratory ovens: wall insulation

Lagged exhaust pipes on emergency power generators

Lagging in penetrations in fireproof walls

Lift shafts: asbestos cement panels lining the shaft at the opening of each floor and asbestos packing around penetrations

Limpet asbestos spray insulation

Locomotives: steam, lagging on boilers, steam lines, steam dome and gaskets

M

Mastik

Millboard between heating unit and wall

Millboard lining of switchboxes

Mortar

P

Packing materials for gauges, valves, etc. can be square packing, rope or loose fibre Packing material on window anchorage points in high-rise buildings

Paint, typically industrial epoxy paints

Penetrations through concrete slabs in high rise buildings

Pipe insulation including moulded sections, water-mix type, rope braid and sheet

Plaster and plaster cornice adhesives

Pipe insulation: moulded sections, water-mix type, rope braid and sheet

Pitch-based (zelemite, ausbestos, lebah) electrical switchboard

R

Refractory linings

Refractory tiles

Rubber articles: extent of usage unknown

S

Sealant between floor slab and wall, usually in boiler rooms, risers or lift shafts

Sealant or mastik on windows

Sealants and mastik in air conditioning ducting joints

Spackle or plasterboard wall jointing compounds

Sprayed insulation: acoustic wall and ceiling

Sprayed insulation: beams and ceiling slabs

Sprayed insulation: fire retardant sprayed on nut internally, for bolts holding external building wall panels

Stoves: old domestic type, wall insulation

T

Tape and rope: lagging and jointing

Tapered ends of pipe lagging, where lagging is not necessarily asbestos

Tilux sheeting in place of ceramic tiles in bathrooms

Trailing cable under lift cabins

Trains: country – guards vans – millboard between heater and wall

Trains – Harris cars – sprayed asbestos between steel shell and laminex

V

Valve and pump insulation

W

Welding rods

Woven asbestos cable sheath

Sources:

Environmental health notes number 2 guidelines for local government on asbestos, 2005 (Victorian Department of Human Services). www.health.vic.gov.au/environment/downloads/hs523_notes2_web.pdf

NSW Taskforce Report: Loose-Fill Asbestos Insulation in NSW Homes (2015)

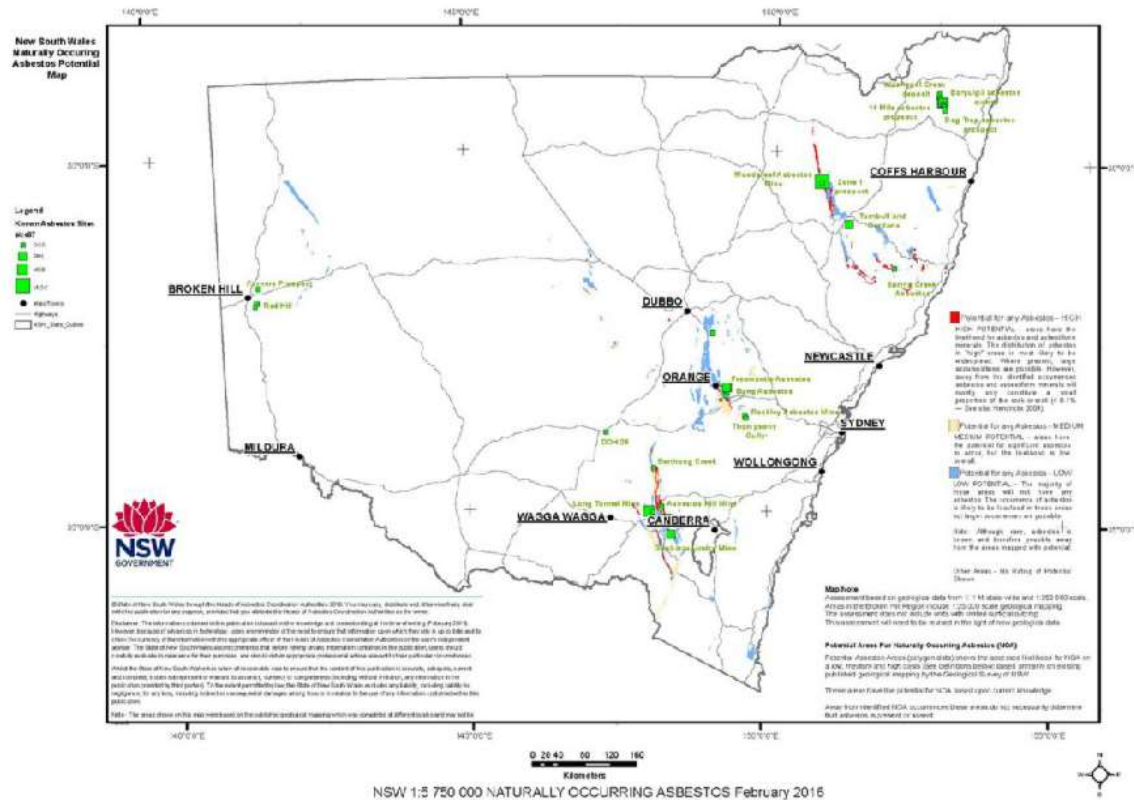
www.fairtrading.nsw.gov.au/biz_res/ftweb/pdfs/Tenants_and_home_owners/Loose_Fill_Abestos_Taskforce_Report.pdf (accessed October, 2015).

Appendix K – Asbestos licences

Type of licence	What asbestos can be removed?
Class A	Can remove any amount or quantity of asbestos or asbestos containing material, including: <ul style="list-style-type: none"> any amount of friable asbestos or asbestos containing material any amount of asbestos containing dust any amount of non-friable asbestos or asbestos containing material.
Class B	Can remove: <ul style="list-style-type: none"> any amount of non-friable asbestos or asbestos containing material Note: A Class B licence is required for removal of more than 10 m² of non-friable asbestos or asbestos containing material but the licence holder can also remove up to 10 m² of non-friable asbestos or asbestos containing material. asbestos containing dust associated with the removal of non-friable asbestos or asbestos containing material. Note: A Class B licence is required for removal of asbestos containing dust associated with the removal of more than 10 m² of non-friable asbestos or asbestos containing material but the licence holder can also remove asbestos containing dust associated with removal of up to 10m² of non-friable asbestos or asbestos containing material.
No licence required	Can remove: <ul style="list-style-type: none"> up to 10 m² of non-friable asbestos or asbestos containing material asbestos containing dust that is: <ul style="list-style-type: none"> associated with the removal of less than 10 m² of non-friable asbestos or asbestos containing material not associated with the removal of friable or non-friable asbestos and is only a minor contamination.

An asbestos removal contractor's licence can be verified by contacting SafeWork NSW's Certification Unit on 13 10 50.

Appendix L – Map







Council Policy

Asbestos Management

Introduction

Northern Beaches Council acknowledges the serious health hazards posed by exposure to asbestos.

In Australia, asbestos was gradually phased out of building materials in the 1980s, and the supply and installation of asbestos containing goods has been prohibited since 31 December 2003. Yet legacy asbestos materials still exist in many homes, buildings and other assets and infrastructure. It is estimated that one in three Australian homes contains asbestos.

Where material containing asbestos is in a non-friable form (that is, cannot be crushed by hand into a powder), undisturbed and painted or otherwise sealed, it may remain safely in place. However, where asbestos containing material is broken, damaged, disturbed or mishandled, fibres can become loose and airborne posing a risk to health. Breathing in dust containing asbestos fibres can cause asbestosis, lung cancer and mesothelioma.

It is often difficult to identify the presence of asbestos by sight. Where a material cannot be identified or is suspected to be asbestos, it is best to assume that the material is asbestos and take appropriate precautions.

Council has an important role in minimising exposure to asbestos, as far as is reasonably practicable, for both:

- residents and the public within the Local Government Area (LGA)
- workers (employees and other persons) in council workplaces.

Policy Statement

To ensure the health, safety & wellbeing of the Northern Beaches community, staff and workers within the local government area with respect to asbestos containing material. This policy focuses on eliminating or minimising the exposure when working with asbestos (including storage, transport and disposal) in accordance with SafeWork NSW requirements. When used in conjunction with the accompanying Asbestos Management Guideline, this policy aims to outline:

- clarify the role of Council and other organisations in managing asbestos;
- specify Council's regulatory powers;
- identify the approach to dealing with naturally occurring asbestos, sites contaminated by asbestos and emergencies or incidents;
- advise residents on the safe renovation homes that may contain asbestos;
- outline the development approval process for developments that may involve asbestos and conditions of consent;
- waste management and regulation procedures for asbestos waste in the LGA; and
- council's approach to managing asbestos containing materials in council workplaces.

Principles

Council is committed to:

1. Functional land management through ensuring appropriate planning controls and conditions of consent within the development approval process for proposals that may involve asbestos
2. Productive waste management (storage, transport and disposal) through regulatory enforcement to ensure compliance with conditions of consent and SafeWork NSW requirements where Council is the regulatory authority
3. Being a responsible employer and manager of land, buildings and assets by effectively identifying and dealing with asbestos. This is achieved by eliminating or minimising exposure, education, training and health monitoring through the implementation of the Northern Beaches Council Asbestos Risk Management Standard (Draft)
4. Providing information and advice to the community about prohibition on the use and re-use of asbestos containing materials; the risks of exposure to asbestos; requirements in relation to development, land management and waste management; and the requirements in relation to the safe management and removal/ disposal of asbestos containing materials
5. Effective management of complaints and investigations and where necessary, an emergency response in accordance with Councils' Compliance and Enforcement Policy.

Scope and application

This policy applies to all land within the jurisdiction of the Northern Beaches Council, and applies to all employees, agents, officers, councillors, committee members, residents, workers and visitors of the Northern Beaches Council.

The policy, along with the Northern Beaches Council Asbestos Management Guideline provides information for the local community and wider public. Definitions for key terms used in the policy are provided in Appendix C of the Asbestos Management Guideline.

The policy applies to friable, non-friable (bonded) and naturally occurring asbestos (where applicable) within the LGA.

The policy outlines Council's commitment and responsibilities in relation to safely managing asbestos and general advice is contained within the Asbestos Management Guideline.

For specific advice, individuals are encouraged to contact Council or the appropriate organisation.

The policy does not provide detail on specific procedures. Practical guidance on how to manage risks associated with asbestos and asbestos containing material can be found in the:

- Code of practice on how to manage and control asbestos in the workplace (catalogue no. WC03560) published by SafeWork NSW;
- Code of practice on how to safely remove asbestos published by SafeWork NSW (catalogue no. WC03561) published by SafeWork NSW; and
- additional guidance material provided within the Asbestos Management Guideline



Regulatory responsibilities

Council has regulatory responsibilities under the following legislation as the appropriate regulatory authority or planning authority:

- Demolition work code of practice 2015 (catalogue no WC03841)
Contaminated Land Management Act 1997;
- Environmental Planning and Assessment Act 1979 and Regulation 2000;
- Local Government Act 1993;
- Protection of the Environment Operations Act 1997 and associated Regulations.
- State Environmental Planning Policy (Exempt and Complying
Development Codes) 2008; and
- State Environmental Planning Policy No. 55 – Remediation of Land.

The situations in which Council has a regulatory role in the safe management of asbestos are in the Asbestos Management Guideline.

Other stakeholders involved in managing asbestos

Council is committed to working collaboratively with other government agencies and where appropriate, other stakeholders as needed to respond to asbestos issues.

Please refer to Council's Asbestos Management Guideline for details of the agencies involved in managing asbestos.

Complaints and investigations

Complaints and inquiries may be directed to Council about incidents in public places and private properties. Complaints and inquiries regarding a workplace should be directed to SafeWork NSW. Complaints and inquiries regarding licensed premises under the *Protection of the Environment Operations Act 1997* should be directed to the NSW EPA.

Council will respond to complaints and inquiries in accordance with its Compliance and Enforcement Policy regarding:

- Development and management of land and waste management;
- derelict properties;
- general asbestos safety enquiries;
- illegal dumping;
- safe removal and disposal of minor quantities of asbestos materials; and

Communicating this policy

This is a publicly available policy, and is to be made available via Council's website:

www.northernbeaches.nsw.gov.au

Council shall incorporate a statement regarding compliance with this policy in all relevant contracts and agreements with workers (including employees, contractors, consultants and, where relevant, volunteers and members of the public).

Variations and revisions

Council reserves the right to review, vary or revoke this policy. The CEO may allow variations to the policy for minor issues in individual cases.

References and related documents

- Contaminated Land Management Act 1997;
- Environmental Planning and Assessment Regulation 2000;
- Environmental Planning and Assessment Act 1979;
- Local Government Act 1993
- Protection of the Environment Operations Act 1997;
- Protection of the Environment Operations (General) Regulation 2009;
- Protection of the Environment Operations (Waste) Regulation 2014;
- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008;
- State Environmental Planning Policy No.55 – Remediation of Land
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017
- Northern Beaches Council Compliance and Enforcement Policy
- Northern Beaches Council Asbestos Risk Management Standard (Draft)
- Northern Beaches Council Asbestos Register
- Northern Beaches Council Asbestos Management Guideline

Responsible Officer

Director Planning & Place

Review Date

Date to be inserted

Revision History

Revision	Date	Status	TRIM Ref
1	28/5/19	First draft policy	2019/559310
2	30.9.2019	For public consultation	



Council Policy

Keeping of Animals

Policy Statement

This policy outlines the requirements for the keeping of animals within the Northern Beaches local government area.

- Section 1 addresses Non-Companion Animals (which are animals other than Cats and Dogs) and;
- Section 2 addresses Companion Animals.

Principles

Northern Beaches Council recognises that the effective management of animals in order to minimise any adverse impacts on the community needs a balanced approach. This policy utilises principles to control and regulate the number of animals kept on premises, primarily in accordance with the requirements of relevant legislation.

This policy aims to:

- Inform the community of the legal restrictions and acceptable limits which apply to keeping certain animals, such as domestic pets or hobby animals.
- Provide advice on any restricted or prohibitions on the keeping of certain animals within the local government area.
- Establish acceptable hygiene standards for the keeping of animals.
- Ensure residential amenity, and the amenity of neighbouring premises is not impacted by the keeping of animals.
- Promote responsible animal ownership.

Section 1 - Non-Companion Animals

1. Policy Requirements

The number of animals that may be kept at a premise should not exceed the number prescribed as appropriate to the kind of animal listed in *Table 1. Requirements*, within page 4 of this Policy.

Animals should be kept in a manner which does not:

- Create unclean or unhealthy conditions for people or animals;
- Attract or provide a harbourage for vermin;
- Create offensive noise or odours;
- Cause a dust or drainage nuisance;
- Create waste disposal or pollution concerns;
- Create an unreasonable annoyance or safety concerns for neighbouring residents;
- Cause nuisance due to proliferation of flies, lice, fleas or other parasites; or
- Cause harm to native wildlife.

The keeping of native animals must be undertaken in accordance with the licencing and other requirements of the *Biodiversity Conservation Act 2016*. Further information can be obtained from NSW National Parks and Wildlife Service.

Keeping of Animals

Suitable shelter(s) should be provided for all animals. Certain species of animals are required to be kept in cages to prevent escape or attack by predators. Generally, other animals are to be securely enclosed with adequate fencing to prevent escape.

Animal owners wishing to erect animal shelters and facilities need to refer to State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 Part 2 Division1 Subdivision 3A - Animal Shelters, 4 - Aviaries, 21 - Fowl and poultry houses and 40 - Fish Ponds for the Specified Development standards

Shelters and facilities not listed in the above codes are classed as a development which would require the submission of a Development Application.

Animals should not be kept at a premises used for the manufacture, preparation, sale or storage of food for human consumption.

1.1 Council's Powers for Control and Regulation of Non Companion Animals

Generally, legislative powers to control and regulate the keeping of animals are provided under Section 124 of the *Local Government Act 1993* and the *Local Government (General) Regulation 2005*. Further compliance and enforcement action may also be taken under the *Protection of the Environment Operations Act 1997* and the *Impounding Act 1993*.

The Council may, where appropriate, issue an Order to:

- prohibit the keeping of various kinds of animals;
- restrict the number of various kinds of animals to be kept at a premises;
- require animals to be kept in a specific manner;
- seek the demolition of animal shelters built without the prior approval of Council;
- require the occupier to do or refrain from doing such things as are specified so as to ensure that land or premises are placed or kept in a safe or healthy condition;
- manage noise nuisance; and
- clean up water pollution.

1.2 Animals Prohibited on properties located within a Residential Zone

The following animals are not permitted to be kept on properties that are located within a residential zone, due to the likely adverse impacts on health and amenity of the occupants at the premises and any neighbouring properties;

- Roosters;
- Goats;
- Sheep;
- Horses;
- Cattle;
- Pigs; and
- All other animals not listed in *Table 1. Requirements*, within page 4 of this Policy.

1.3 Horses and other livestock are prohibited from:

All Beaches, Creeks (with exception of the Bridle Trail in Terrey Hills), Lagoons, Sporting Fields and Bushland Reserves (with exception of the Bridle Trail in Terrey Hills and JJ Hills Melbourne Memorial Reserve).

Although, NSW Police horses and horses involved with a commercial activity that has a prior approval of Council are permitted.

Keeping of Animals

Definitions:

Animal: In this section, includes a mammal, bird, reptile, amphibian or fish. It does not include a human being (as defined by the Prevention of Cruelty to Animals Act)

Residential Zone listed in the following Local Environment Plans are: -

Pittwater Local Environment Plan 2014 are:

E3 Environmental Management
E4 Environmental Living
R2 Low Density Residential.
R3 Medium Density Residential and
R5 Large Lot Residential.

Warringah Local Environmental Plan 2011 are

E3 Environmental Management
E4 Environmental Living
R2 Low density residential,
R3 Medium Density Residential,

Manly Local Environment Plan 2013 are

E3 Environmental Management
E4 Environmental Living
R1 General Residential,
R2 Low Density Residential and
R3 Medium Density Residential

Rural Zones are only listed in the following Local Environment Plans

Pittwater Local Environmental Plan 2014
RU2 Rural Landscape

Warringah Local Environment Plan 2011
RU4 Primary Production Small Lots

Keeping of Animals

TABLE 1 - Requirements

The following table indicates the essential requirements and relevant considerations regarding the keeping of animals.

ANIMAL SPECIES	MAXIMUM NUMBER PERMITTED	MINIMUM DISTANCE (see Note A)	APPLICABLE REGULATIONS AND OTHER ADVISORY MATTERS
Poultry, domestic and guinea fowl	5	4.5 metres from a dwelling on the same site and 15m from any other building	Keeping of poultry must not create a nuisance or be dangerous or injurious to health. Poultry yards must at all times be kept clean and free from offensive odours. Council may require that domestic poultry or guinea fowl be kept at a distance greater than 10 metres in particular cases.
Poultry, other than fowls, including, peafowl and other pheasants	5	30 metres	Poultry yards must be enclosed to prevent escape of animals.
Geese and turkeys	2	30 metres	Yards must be kept free of rats and mice.
	Roosters are not permitted in residential zones.		The base of poultry enclosures must be paved with concrete or mineral asphalt unless situated on clean sand.
	1 Rooster In Rural Zones		
Pigeons	60 pairs – Registered racing pigeon owners 10 pairs – Non registered owners	9 metres	Compliance with the Department of Primary Industries Code of Practice No4 – keeping and trading of birds

Keeping of Animals

ANIMAL SPECIES	MAXIMUM NUMBER	MINIMUM DISTANCE (see Note A)	APPLICABLE REGULATIONS AND OTHER ADVISORY MATTERS
Birds including canaries, budgerigars, quails, finches and parrots	Appropriate to location and breed	Appropriate distance to avoid nuisance to adjoining premises	Compliance with the NSW Animal Welfare Code of Conduct No 4 the Keeping and trading of Birds, including canaries, budgerigars, quails, finches and parrots. (Attachment 1, Appendix 2).
Rabbits	Appropriate to location and breed. Care should be taken to prevent excessive breeding.	3 metres	Must be domestic breed and kept in a cage. One gender must be desexed if housed together. Must not be released into the environment. It is illegal to administer the fibroma (myxomatosis) vaccine in rabbits.
Ferrets and Weasels	4	Appropriate distance to avoid nuisance to adjoining premises	The keeping of ferrets is not recommended; however, where proper care (including appropriate secure cages) is available, the keeping of ferrets may be undertaken provided no nuisance is created. Cages should be adequate to prevent escape. Must be desexed no later than 6 months of age.
Native animals including birds, frogs, snakes, lizards, turtles and mammals	As appropriate in the circumstances with the appropriate licences.	Appropriate distance to avoid nuisance to adjoining premises	Not all native animals can be kept as pets, but some species which have been bred in captivity can be kept. For most native animals, a biodiversity conservation licence is required in accordance with the <i>Biodiversity Conservation Act 2016</i> . Further information can be obtained from NSW National Parks and Wildlife Service.
Pet rats, mice and guinea pigs	4 of each variety	3 metres	Rats and mice are to be kept indoors only in appropriate cages which are to be kept odour free. Care should be taken to prevent excessive breeding and release into the environment. At least one gender desexed if housed together

Keeping of Animals

ANIMAL SPECIES	MAXIMUM NUMBER	MINIMUM DISTANCE (see note A)	APPLICABLE REGULATIONS AND OTHER ADVISORY MATTERS
Sheep, Goats, Llamas and Alpacas including miniature	Rural Zones- As appropriate to size of property Not permitted in Residential Zones	10 metres	These animals are not to be slaughtered at the properties where they are kept. Consideration should be given to any noise created by sheep as they are subject to noise restrictions under Protection of the Environment Operations Act 1997.
Pigs including miniature	Rural Zones – 1 Not permitted in Residential Zones	Pigs or their manure must not be within 60 metres of certain buildings	Local Government (General) Regulation, 2005 applies to pigs. The keeping of pigs is not permitted in residential areas. This applies to all breeds of pigs, including miniature pigs.
Horses and Cattle	Rural Zones - As appropriate to size of property Not permitted in Residential Zones	9 metres	Local Government (General) Regulation, 2005 applies. A greater separation distance may be required by resolution of Council in each particular case. Fencing must be strong and durable to prevent escape. Stables and sheds must be hard paved and graded to drain.
Bees	Maximum 2 hives in Residential Zones Rural Zones – As appropriate to the size of the property	Appropriate distance to avoid nuisance to adjoining premises. Where hives are located within close proximity to schools, childcare centres and other public buildings, stingless varieties of bees are to be used.	Regulated by the Department of Primary Industries. Beekeepers must be registered in NSW and applications are available from the NSW Department of Primary Industries (DPI). Beekeepers should refer to the Beekeeping Code of Practice on the NSW DPI website. Bee flight paths to and from the hive should be kept distant from outdoor areas frequently used by people. Screens may be necessary to raise flight paths. An ample supply of water near the hive is required in summer months.
Fish (external ponds)	Appropriate numbers for the size of the pond and type of fish	Refer to provisions of Subdivision 40 of SEPP Exempt and Complying Development Codes 2008 on size of pond before consent is required	Ponds must be located well clear of drainage easements or flow lines to prevent spread of fish and eggs to creeks during heavy rain

NOTES:

- A The distances indicated in the third column of the above table are to be measured in metres from the animal yard or enclosure to the nearest dwelling, public hall, school, hospital, premises used for the manufacture, preparation, sale or storage of food or any other building listed.
- B The distance specified above may be varied by resolution of the Council and notified in writing to the occupier of the premises in specific cases.

Keeping of Animals

Section 2 – Companion Animals**2. Policy Requirements**

In accordance with the *Companion Animals Act 1998*, Council is required to:

- (a) to promote awareness within its area of the requirements of this Act with respect to the ownership of companion animals, and
- (b) to take such steps as are appropriate to ensure that it is notified or otherwise made aware of the existence of all dangerous, menacing and restricted dogs (including dogs that might reasonably be considered to be the subject of a declaration under Division 1 or 6 of Part 5 of this Act) that are ordinarily kept within its area.

Council will undertake community education, review complaints about the behaviour of a dog or cat, or review applications for the revocation of declarations issued under the *Companion Animals Act 1998*. Relevant officers will be trained to have a comprehensive understanding of the relevant legislation, and in the exercise of functions under the *Companion Animals Act 1998* issued by the NSW Office of Local Government.

Council staff will respect the confidentiality of complainants, and records will be kept of all complaints for future reference and will be referred to if further complaints about the particular dog or cat are received.

2.1 Community Education

Education and awareness is critical to achieving responsible pet ownership and community harmony. Council's Companion Animals Management Officers and Authorised Officers will implement ongoing, effective and community-sensitive education strategies to encourage and reinforce responsible pet ownership.

2.2 Identification and registration of cats and dogs

Cats and dogs must be microchipped and registered from the time the animal is 12 weeks old, or when the animal is first sold (even if it is less than 12 weeks old).

This system helps the Council in returning animals to their owners if the pets are lost, hurt or stolen.

If registration details change, companion animal owners must update their pet's details on the NSW Pet Registry.

2.3 De-sexing

De-sexing helps to reduce aggressive behaviour in animals and helps owners control their cats and dogs. It is preferable that pets be de-sexed unless they are intended for breeding.

De-sexing greatly assists in reducing the number of abandoned companion animals and serves to prevent unnecessary suffering of unwanted animals.

2.4 Lost, seized or surrendered pets

The Council will do everything possible to return a lost pet to its owner, rather than having the animal impounded. Returning a pet safely home, rather than impounding it, is much easier if the animal is microchipped and the registration details are up to date, and if the animal is wearing a tag on its collar with the owner's current contact phone number.

Keeping of Animals

Owners have 14 days to claim impounded microchipped pets or 7 days to claim non microchipped pets, before the animal may be re-homed.

Council is able to accept surrendered pets from owners who no longer wish to have them. However, they will be transferred for re-housing if appropriate with organisations who can accept surrendered pets.

The Council is not authorised to accept animals seized under the *Prevention of Cruelty to Animals Act 1979* (NSW), or seized when there is no-one available to care for the animal. In these circumstances, it is appropriate to contact the Royal Society for the Prevention of Cruelty to Animals or other animal welfare organisations.

2.5 Cat management

Cats must be identified by a form of identification that enables council to ascertain the name of the cat and the address or telephone number of the owner of the cat.

Cats are prohibited from entering wildlife protection areas and food preparation areas. Cats found in prohibited areas may be trapped and removed.

Council encourages cat owners to keep their pets indoors between sunset and sunrise to minimise the opportunity for injury to the animal, to protect wildlife and to reduce instances of nuisance.

2.6 Control of dogs

Dogs must always be under the effective control of their owners with a cord or leash, except when they are let off the leash in designated off-leash areas. A dog is not considered to be under the effective control of a person if that person has more than four dogs under their control.

The Council encourages all dog owners to enrol their dogs in an obedience training course if they feel they are not able to effectively control their dog.

2.6.1 Off leash areas

Council recognises that public spaces to walk or run the dog are very important. Off-leash exercise helps to relieve boredom and reduce incidences of unacceptable nuisance behaviour such as uncontrolled barking. The Council may designate areas to be off-leash at certain times.

To maximise opportunities for off-leash exercising and socialising of dogs, the Council will provide designated off-leash parks with open space areas based on community feedback. Designation of off-leash areas will require approval by the Chief Executive Officer.

Effective, welcoming and informative Signage will be used to designate off-leash parks and open spaces. Dog-tidy stations will be installed and maintained in off-leash parks. Council will routinely sign-post all off-leash areas including, time restrictions where applicable.

Keeping of Animals

2.6.2 Prohibited areas

Dogs are prohibited in the following places (whether or not they are leashed or otherwise controlled):

- (a) **Children's play areas** (meaning any public place, or part of a public place, that is within 10 metres of any playing apparatus provided in that public place or part for the use of children).
- (b) **Food preparation/consumption areas** (meaning any public place, or part of a public place, that is within 10 metres of any apparatus provided in that public place or part for the preparation of food for human consumption or for the consumption of food by humans).
- (c) **Recreation areas where dogs are prohibited** (meaning any public place, or part of a public place, provided or set apart by Council for public recreation or the playing of organised games and in which Council has ordered that dogs are prohibited and in which, or near the boundaries of which, there are conspicuously exhibited by Council at reasonable intervals notices to the effect that dogs are prohibited in or on that public place or part).
- (d) **Public bathing areas where dogs are prohibited** (meaning any public place or any part of a public place that is used for or in conjunction with public bathing or public recreation (including a beach), in which Council has ordered that dogs are prohibited and in which, or near the boundaries of which, there are conspicuously exhibited by Council at reasonable intervals notices to the effect that dogs are prohibited in or on that public place).
- (e) **School grounds** (meaning any property occupied or used for a purpose connected with the conduct of a government school or non- government school under the [Education Act 1990](#), other than any property used for a residence or the curtilage of a residence).
- (f) **Child care centres** (meaning any property occupied or used for a purpose connected with the conduct of an approved education and care service within the meaning of the [Children \(Education and Care Services\) National Law \(NSW\)](#) or the [Children \(Education and Care Services\) Supplementary Provisions Act 2011](#), other than any property used for a residence or the curtilage of a residence).
- (g) **Shopping areas where dogs are prohibited** (meaning a shopping arcade or shopping complex, including any part of it that is used by the public for parking or access to shops, in which or part of which Council has ordered that dogs are prohibited and in which, or near the boundaries of which, there are conspicuously exhibited by Council at reasonable intervals notices to the effect that dogs are prohibited there). This paragraph does not apply to any shop or part of a shop.
- (h) **Wildlife protection areas** (meaning any public place or any part of a public place set apart by Council for the protection of wildlife and in which Council has ordered that dogs are prohibited for the purposes of the protection of wildlife and in which, or near the boundaries of which, there are conspicuously exhibited by Council at reasonable intervals notices to the effect that dogs are prohibited in or on that public place).

Note: A Police dog and a dog that is an assistance animal being used bona fide by a person with a disability are permitted in the above listed areas.

2.6.3 Dog waste

Owners have a legal responsibility to pick up after their dogs.

Council will provide dog tidy stations (including dog litter bags) at off-leash parks and other suitable locations.

Keeping of Animals

Council's Companion Animals Management Officers will work with dog owners in promoting awareness of these responsibilities to encourage owners to clean up after their dogs.

2.6.4 Barking

Persistent barking can be a nuisance for the neighbourhood and a source of community complaints.

To address dog barking the Council will pursue positive and proactive approaches such as:

- Providing community education and targeted training for dog owners.
- Investigating reports of persistently barking dogs and taking appropriate action to work with the owner of the animal to address any nuisance caused by barking.

2.6.5 Nuisance orders

If Council becomes aware of any dog behaviour that may be considered a nuisance, an investigation will be undertaken by the Council's Authorised Officers. Where necessary, a nuisance order may be issued under the *Companion Animals Act 1998* which requires a dog owner to prevent specified behaviour.

A dog will be considered a nuisance if the dog:

- Is habitually at large, or
- Makes a noise, by barking or otherwise, that persistently occurs and interferes with peace and comfort of any person, or
- Repeatedly defecates on others' property, or
- Repeatedly runs at or chases any person, animal or vehicle, or
- Endangers the health of any person or animal or
- Repeatedly causes substantial damage to anything outside of the property on which it is ordinarily kept.

2.7 Menacing or dangerous dogs

The *Companion Animals Act 1998* details the requirements and actions which must be taken if the behaviour of a dog is considered to be menacing or dangerous.

2.7.1 Applications seeking to revoke a declaration that a dog is menacing or dangerous

Once a declaration has been in place for 12 months, the dog owner can apply to Council in writing to revoke the declaration that their dog is menacing or dangerous.

The application needs to be accompanied with a recent report by a qualified Animal Behavioural Specialist addressing the nature of the original attack/s and reasons for the declaration detailing the manner in which the dog has been trained and cared for and managed since the declaration was imposed leading to the change in behaviour.

2.7.2 Determination of Application

Where an application is successful the owner will be notified in writing as soon as possible the declaration has been revoked.

If an application to revoke a declaration is unsuccessful the owner of a Dangerous Dog can under Section 41 (b) of the *Companion Animals Act* appeal to court against a refusal by a council to revoke a declaration that the dog is a Dangerous Dog.

Keeping of Animals

However, an owner of a Menacing Dog under Section 41 (1) of the Companion Animals Act, unlike a Dangerous Dog, no appeal lies to a court against a refusal by a council to revoke a declaration that the dog is a Menacing Dog.

2.8 Restricted dogs

The owner of a restricted dog must comply with a number of control requirements:

- The dog must be de-sexed.
- The dog must not be in the sole charge of someone under 18 years of age.
- Signs must be displayed on the property showing the words "Warning Dangerous Dog".
- The dog must wear a distinctive collar as prescribed by the *Companion Animals Regulation 2018* (NSW).
- While the dog is on the property where it is normally kept, it must be kept in an enclosure that complies with the requirements prescribed by the *Companion Animals Regulation 2018*.
- Whenever the dog is outside its enclosure it must be on a leash and must also be muzzled.

Restricted dogs may also include cross-bred dogs.

A dog owner may request a review of the breed classification applied to their animal. If so, the owner will be asked to provide an independent breed assessment report. This report and any other submissions made by the owner will be considered by qualified personnel in determining whether a reclassification is required.

References and related documents:

- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *Environmental Planning and Assessment Act 1979*
- *Impounding Act*
- *Protection of the Environment Operations Act 1997*
- *Companion Animals Act 1998*
- *Companion Animals Regulation 2018*
- *Biodiversity Conservation Act 2016*.
- *Northern Beaches Council Compliance and Enforcement Policy*
- *Northern Beaches Council Compliance and Enforcement Guidelines*
- *Department of Primary Industry, Code of Practice for Keeping and Trading of Birds*
- *Department of Primary Industry, Bee keeping Code of practice for NSW*
- *Office of Environment and Heritage, Code of Practice for the Private Keeping of Reptiles.*
- *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*
- *Pittwater Local Environment Plan 2014*

Keeping of Animals

- *Warringah Local Environment Plan 2000*
- *Warringah Local Environment Plan 2011*
- *Manly Local Environment Plan 2013*
- *NSW Office of Local Government - Guidelines on the exercise of functions under the Companion Animals Act*

Responsible Officer

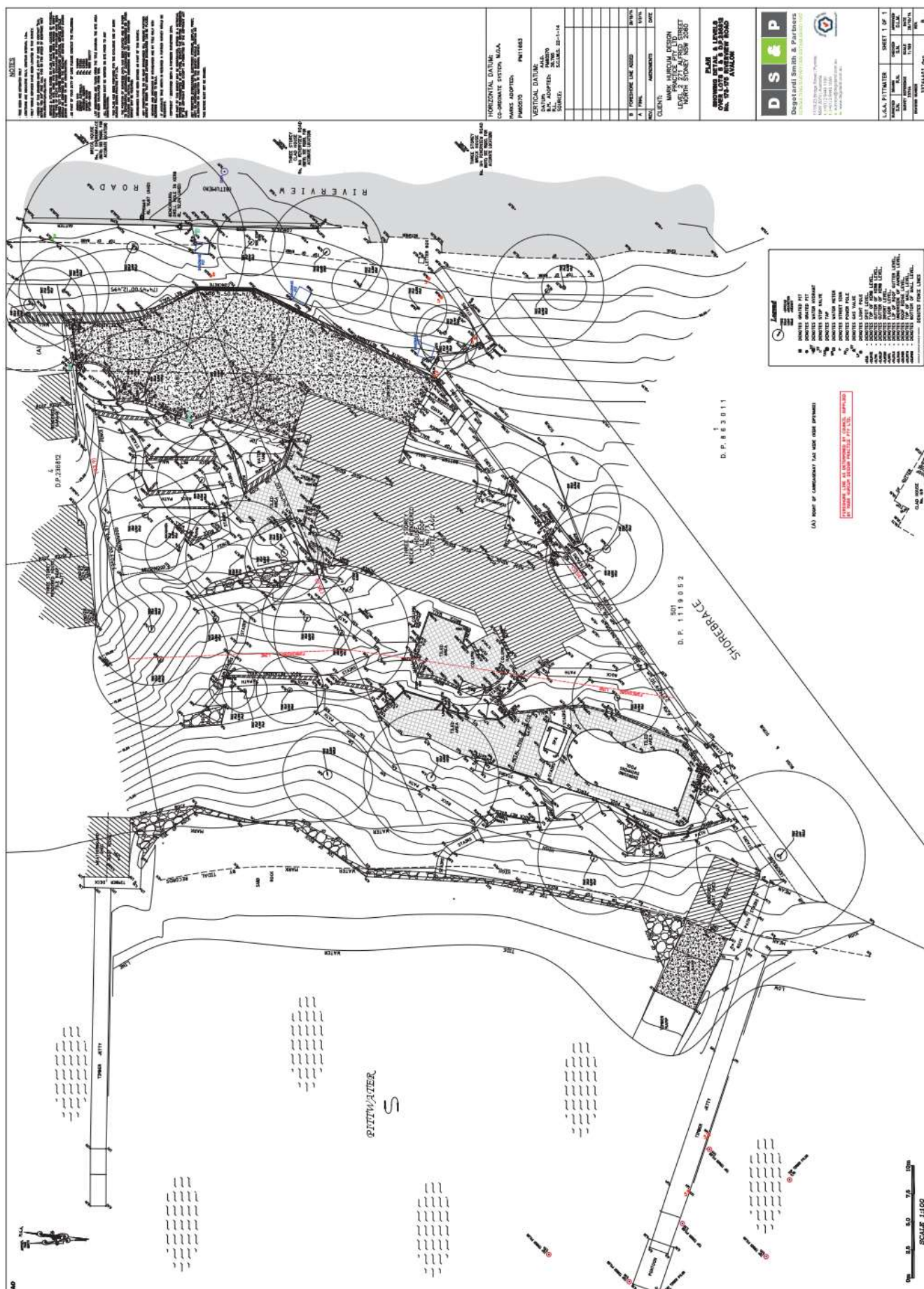
Director Planning and Place

Review Date

At least every four years or as required

Revision History

Revision	Date	Change	TRIM #
1	25.9.2019	For internal consultation	2019/559095
2	30.9.2019	For public consultation	
3			







ATTACHMENT – SITE PHOTO LOG – 173 RIVERVIEW ROAD AVALON BEACH

1. View of Letter box from street



2. View from Street



3. View from street looking south



4. Entry



5. Letterbox



6. Letterbox and stairs



7. Pathway below letter box and retaining wall



8. Pathway below letter box and retaining wall



9. View from below looking up to street level



10. Landscaping under driveway. Council stormwater junction pit in foreground



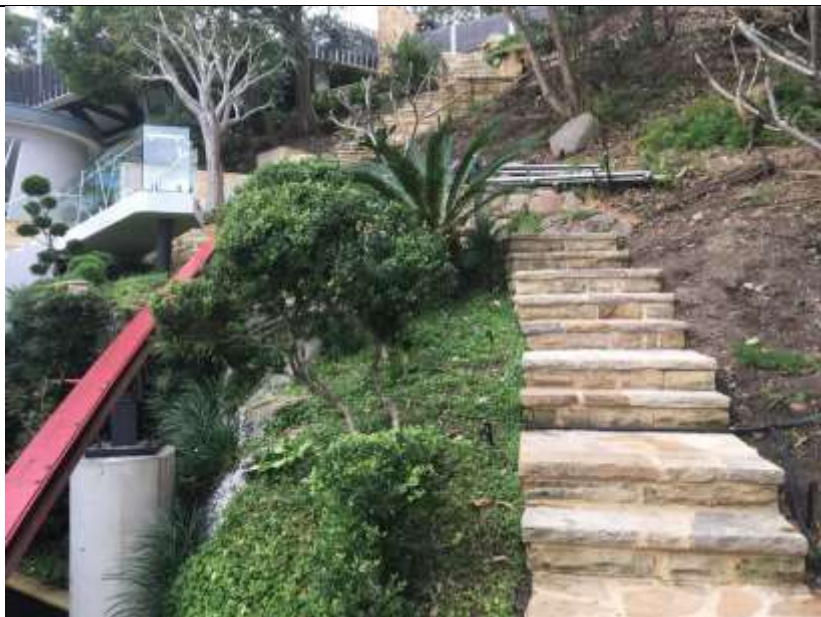
11. Landscaping under driveway



12. Pathway to Shore Brace (left) and house (right) – inclininator parallel to boundary



13. Looking up to street level



14. from top of inclinator looking down – stormwater drain on left



15. Stormwater change and pipe inlet. Fall hazard to left



16. Showing stormwater drain outlet



17. Showing stormwater pit looking up. Fall hazard on right (2.5m)



18. Path ends at inclinator.
Steep climb down to water
to left.



19. Steep climb looking uphill



20. Steep climb through bush
on left. Not inclinator cabin
top left



21. Climb down to beach



22. Steep climb/drop to beach
at low tide. Stormwater
Outlet to left of large
boulder



23. Path and inclinator at boat
house within private
property



24. Steep climb down from path
end



25. Steep climb down from path
end



26. View to water from
inclinor



27. View up from inclinor



28. Other Structures on
Riverview Road (169)



29. Other Structures on
Riverview Road (207)



30. Other Structures on
Riverview Road (209)



parkrun

| parkrun.com.au



Northern Beaches Council

RE: A parkrun for Mona Vale

16 September 2019

Dear Mayor and Councilors,

Curl Curl parkrun (at John Fisher Park) has been successfully running and incrementally growing for the past 6 years. But with ongoing word-of-mouth promotion and ever-increasing community knowledge come the need to expand to accommodate for this ongoing future organic growth.

We believe that without any change we expect numbers at Curl Curl parkrun to reach around 500 participants by early 2020, just last week (7th Sept 2019) we saw over 500 people participate. Whilst the community spirit is amazing and the smiles were everywhere, it is beginning to feel a little crowded with these numbers.

It is this as the main reason we have been searching for new locations on the Northern Beaches for the past couple of years, and we hope with your approval we can get started with Mona Vale Beach parkrun as the next event on our wonderful peninsula.

What is parkrun?

We are a not-for-profit organisation, established to benefit the entire community. Our mission is to make the world a healthier and happier place by providing a free, weekly, timed, volunteer lead 5km event to communities across the world, thereby increasing levels of physical activity, strengthening community connections and aiding the fight against the spread of chronic disease.

There are no winners at parkrun, it is not a race for elite athletes, that is not what it is about. parkrunners will walk, jog, run, spectate, volunteer, chat and meet new people for about an hour every Saturday morning. All are welcome, and most will return to enjoy the event every week.

Presently, parkrun Australia operates 365 weekly parkrun events at locations across the nation, with additional events launching in new communities almost every week. Each Saturday morning approximately 45,000 participants walk, jog or run at a local parkrun. These participants are supported by over 3,500 volunteers who deliver the events. With over 800,000 participants registered in

parkrun

| parkrun.com.au

Australia alone, parkrun has become, without question the largest, most significant, game-changing running community in the country. And it's all free.

**Benefits of parkrun**

The benefits of physical activity are only the tip of the iceberg in terms of parkrun being a health-enabler. Friendship, community cohesion, mutual support, access to open space, skill development and personal and professional empowerment are just some of the reasons why participation in parkrun can lead to improved mental and physical health and happiness. Doctors are starting to prescribe parkrun to help their patients around the country.

In some cases, three generations of a single family come along to start their weekend together in an active and healthy way. Through its promotion of participation, the benefits of being active, and by providing a welcoming, inclusive and positive environment, where all participants are encouraged and valued, parkrun is helping people improve their lives and build communities.

We would greatly appreciate your support in bringing a second event to the Northern Beaches, allowing parkrun to be more easily accessible to more members of our community.

If you have any questions, please don't hesitate to contact myself, Paul Rainbow or Glenn Moore.

Thank you very much for your time, I look forward to hearing from you.

Healthy Regards



Renee Russell

Operations Assistant | parkrun Australia

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Proposal to Northern Beaches Council for the activation of Mona Vale Beach parkrun



Prepared by
Paul Rainbow
Glenn Moore

Sept 2019

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Mona Vale Beach parkrun - Supporting Documentation

Introduction

This document is a formal request to the Northern Beaches Council to support to activation of a second parkrun site on the Northern Beaches.

Currently there is one very successful parkrun site at John Fisher Park in Curl Curl. This site at Curl Curl has been running at 7am every Saturday morning since May 2013 (over 6 years) and was award a Northern Beaches Council Australia Day Award in 2018. Organic growth from an initial average of 50 runners per week in 2013, and now sees weekly numbers close to 500 and still growing.

A second site is therefore is needed, and we are proposing Mona Vale, is the next best fit.



The new Mona Vale course would see runner / walkers start close to the rock pool on Mona Vale Beach heading south along the sand, exiting the beach and traversing along the side of Mona Vale Golf Course to Robert Dunn Park adjacent Mona Vale Hospital. Two loops of the Robert Dunn Park Headland before retracing the route back to the ocean pool.

parkrun Ethos

parkrun is such a simple concept: turn up every Saturday and walk, jog or run 5k. You can also volunteer in numerous different roles too! It doesn't matter how fast you go. It doesn't matter what you're wearing. What matters is taking part.

All events are organised by a group of wonderful, dedicated, local volunteers – our hi-vis heroes!

parkrun is all about inclusiveness and wellbeing. We want as many people as possible to feel part of a real local community brought together by our events, as well as our global parkrun family.

The format of parkrun is simple: register once, print your barcode, then turn up and take part wherever you want, whenever you want.

parkrun Health Outcomes

Evidence suggests that parkrun is attractive to non-runners, with women, older adults and overweight people all well represented. The observed fitness improvements and perceived benefits indicate the effectiveness of parkrun as a cost-effective community-based intervention for improving public health.

Below is an abstract of a peer reviewed scientific paper highlighting the health benefits of parkrun. The lead author of this paper being a Curl Curl parkrun regular.

The full paper can be found at

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5526231/>

Running on a high: parkrun and personal well-being : A. Grunseit et al

Background

Sporting or physical recreation event participation can affect different domains of mental and social well-being if sufficiently frequent, yet previous research has focused mainly on the physical health benefits of single-location or infrequent mass-participation events. We examined overall and domain specific subjective well-being of adult participants of “parkrun”, a weekly, community-based, highly accessible and widespread running event.

Methods

Data were from a national online survey of 865 adult Australian parkrunners. Scores on nine individual measures and the global Personal Well-being Index (PWI) were compared to national, normative data. Regression models tested associations between personal well-being and perceived benefits of parkrun (mental health and connection to community).

Results

Of 100 scores, 28% of means for parkrunners fell outside overall and age and gender subgroups normative ranges. Satisfaction with health was higher for male, those aged over 45 and overall parkrunners; only parkrunners aged 18–24 fell below their age group norm. Satisfaction with life as a whole was positively associated with perceived mental health benefits of parkrun, but not perceived community connection for women, and neither measure for men. PWI was positively associated with perceived community connection for men and with mental health benefit for women.

Conclusions

Australian parkrunners mostly reflect the general population on personal well-being, except report superior satisfaction with physical health. Women’s personal well-being may benefit from parkrun through improved mental health and men’s from community connectedness. parkrun may facilitate positive expression of identity and continuation of healthy habits among athletes, and non-demanding, health enhancing activity and social interaction for non-athletes.

History and Overview of parkrun

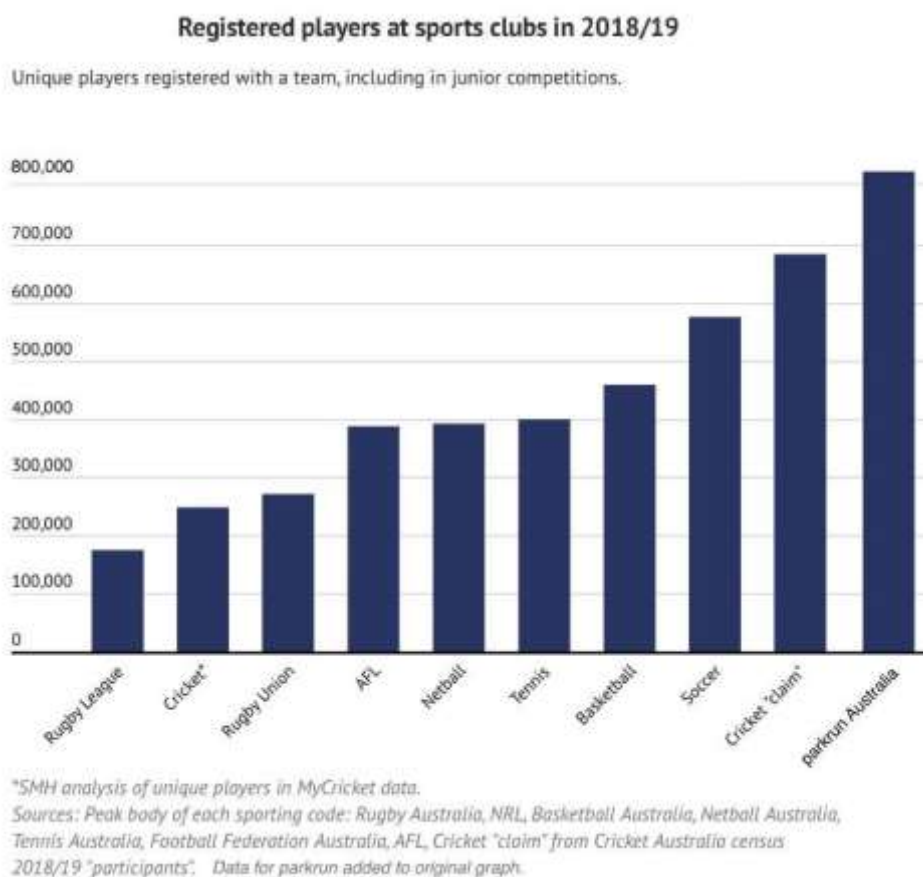
parkrun was founded on 2 October 2004 at Bushy Park in London, England. That first weekend saw a group of 14 runners run 5k and get together for a coffee afterwards.

By 2007, events evolved to other sites in London, Leeds and Brighton. The first international event was created in Zimbabwe.

By 2011 there were 55 new events, with the first events introduced in Australia, South Africa and Poland.

Now in 2019 there are over 1,500 parkrun locations occurring in 21 countries worldwide. In Australia there are now 365 locations, with between 40,000 to 50,000 Aussies participating each week.

The chart below provides input into the popularity of parkrun within Australia (versus other sports) and its ongoing growth. Data from SMH article – July 2019.



History and Overview of Curl Curl parkrun

Curl Curl parkrun is a family friendly community event established by Dee Why resident Kim Joss (and husband Darren Hough) in May 2013. It is a timed 5 km run or walk held at 7am every Saturday at John Fisher Park, Curl Curl. The Curl Curl parkrun is a fun and free event run by the community for everyone in the community.



Unlike traditional running and fitness clubs, it is totally free – both financially and of obligation. There's no winning and losing, if you cross the line first you're the first finisher, if you cross the line 200th you're the 200th finisher. At parkrun if you complete the 5km you're a winner!



You can be young or old, bring your family and your dog, be in a wheelchair, push a pram, sprint, stagger or walk, everyone is as welcome. It doesn't matter how fast you go, or what you're wearing. It's about taking part, whether running, walking or volunteering. The spirit of community and encouragement for all, keeps people of every age, shape and size, coming back week after week.



This year (2019) on average 365 people of all ages have been turning up to run or walk, summer and winter, rain or shine, just before 7am every Saturday morning. This represents 3445, mostly Northern Beaches locals, participating in parkrun at Curl Curl in the past year alone. Whilst since its inception in May 2013 Curl Curl parkrun has seen over 8750 people from the local community participate with 590 of those volunteering to help manage the event.



What does parkrun bring to the community?

Many friendships and social connections have their origins at parkrun, with many Northern Beaches residence gathering at local coffee shops after their run to connect, share their achievements and enjoys each-others company.



The Curl Curl parkrun has become a pivotal social event in many peoples' lives where they can connect with a wide group of people in a non-judgemental environment, feel encouraged to improve their fitness, set themselves goals and enjoy gentle support to achieve them. Often referred to affectionately as their 'parkrun family'.



And lots of traditional families join us too, from kids in prams, to grandparents and even dogs are welcome.



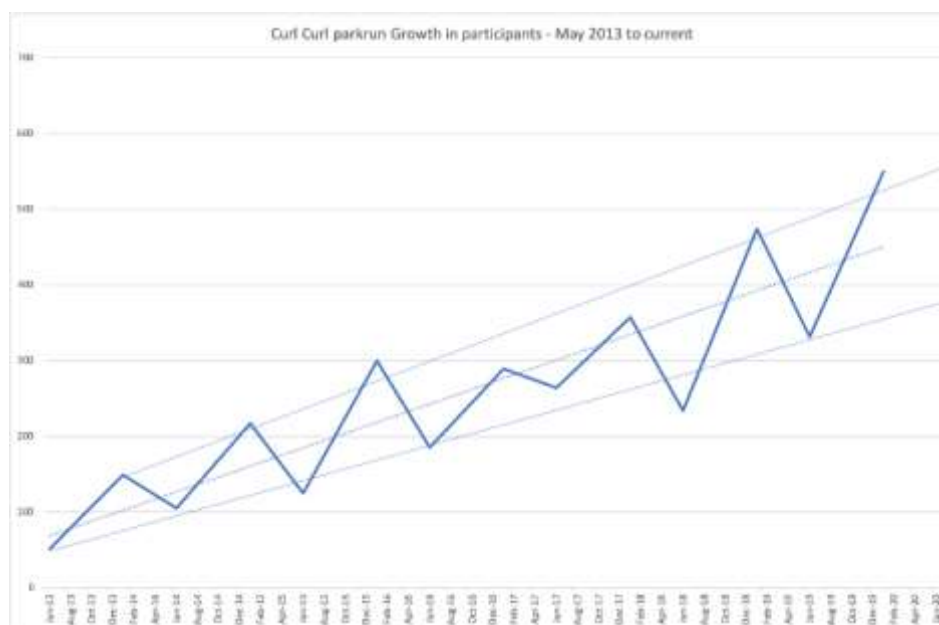
parkrun Curl Curl is all inclusive, by gender and age - see graph

Why the need for a new course?

Curl Curl parkrun (at John Fisher Park) has been successfully running and incrementally growing for the past 6 years. But with ongoing word-of-mouth promotion and ever-increasing community knowledge come the need to expand to accommodate for this ongoing future organic growth.

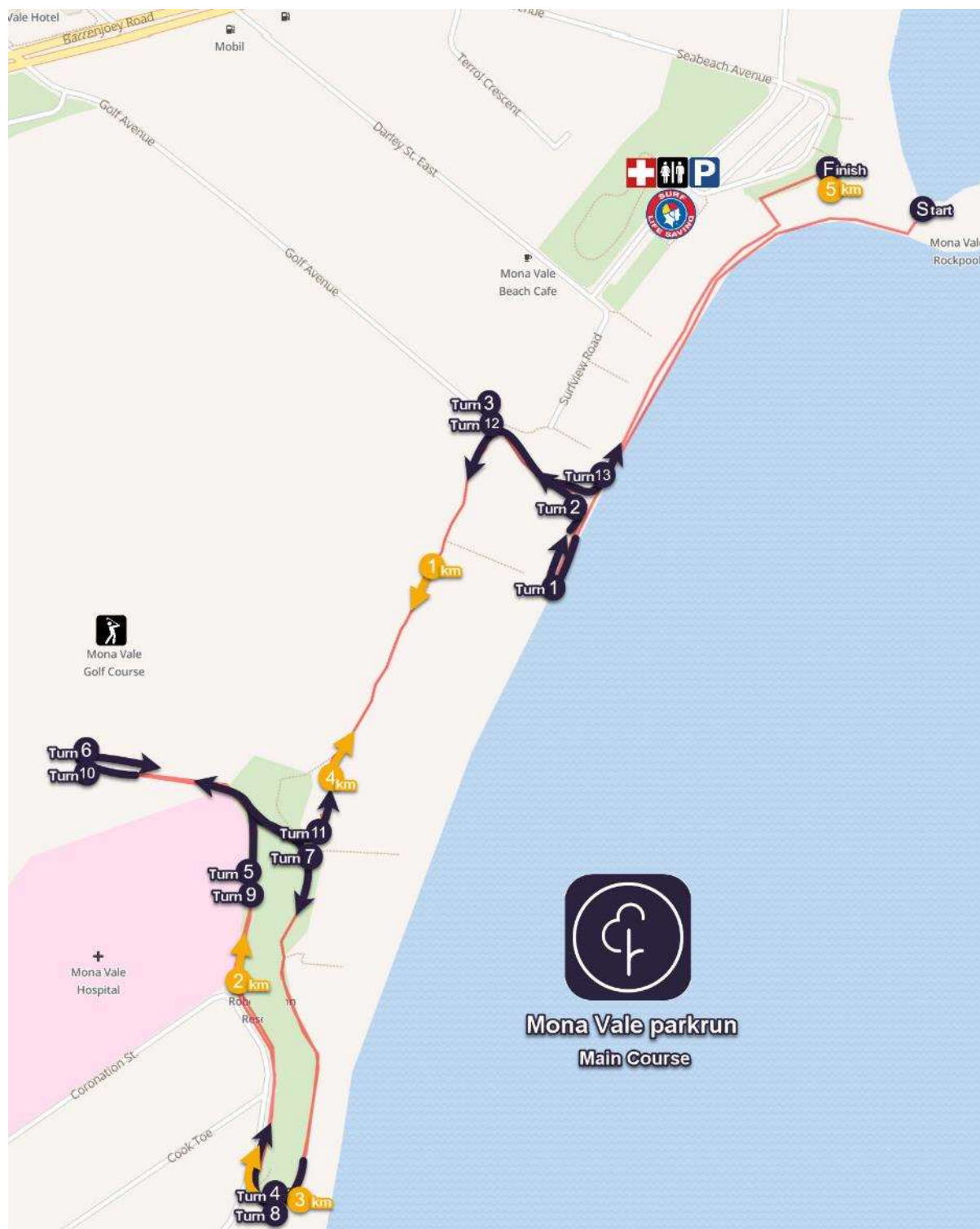


We believe that without any change we expect numbers at Curl Curl parkrun to reach around 600 participants by January 2020, just last week (7th Sept 2019) we saw over 500 people participate. And whilst the community spirit was amazing and the smiles were everywhere, it certainly is beginning to feel crowded with these



Proposed new parkrun Course at Mona Vale Beach

parkrun have very specific rules as to the design and layout of parkrun courses – see **Appendix 2: Course Design – as required by parkrun** for details.



The new Mona Vale Beach course would see:



1. Runner / walkers start close to the rock pool on Mona Vale Beach
2. Heading south along the sand for 600m – spreading the field of runners and walkers
3. Exiting the beach and up the soft sand to the beach access path
4. Traversing along the beach side of Mona Vale Golf Course on the concrete path to Robert Dunn Park adjacent Mona Vale Hospital.
5. Two loops of the Robert Dunn Park Headland



6. Retracing the same route back, past the golf course and back onto the beach.



7. Finishing near the toilet block in front of the carpark at Mona Vale Beach.



8. All parkrunners welcome to attend post run community get-together coffee / breakfast at local cafe.

Risks and Benefits for NBC Community - Mona Vale Beach parkrun

Benefits

Improved Health Outcome both Mentally & Physically for both the Individual & the Community

You don't have to be a proper runner

Many parkrun participants don't even feel comfortable calling themselves runners (despite running every week) because running, and sport more generally, conjures up images of slim, toned, lycra-clad twenty-somethings bounding along the streets without breaking a sweat. Participants at parkrun events come in all shapes and sizes. And contrary to your memories of cross-country running at school, the slower you are, the more encouragement you will receive on your way round the course.

As a result, parkrun seems to attract participants from commonly less active groups such as older adults, women and overweight people. You might not feel comfortable calling yourself a "runner", but you can still be a "parkrunner". In a culture where some fat-shaming exists in gyms and other places of exercise, you might find parkrun refreshingly inclusive.

People will help you to exercise

Research consistently shows how social capital, a measure of the resources that individuals and groups can access through social connections, is one of the most critical factors contributing to health. At parkrun, the whole community of participants benefit from each other's labour (it costs a lot to pay marshals at a road race) and the valuable advice, support and encouragement they provide as you run round (it costs a lot to pay a personal trainer to provide similar expertise and motivation).

This is crucial to why you should get involved with parkrun. Without the "people component", you might as well follow a 5km running route in a public park.

Benefits (continued...)

You will feel connected to your community

Research also suggests that participants enjoy the reciprocity associated with being a volunteer at parkrun and feel a sense of community at the events. This sense can be rare in modern secular life. But social networks have a profound effect on our everyday lives as we rely on each other in so many ways.

Those who live in communities where people don't trust their neighbours or don't engage in community events are less active and less healthy. In contrast, parkrun encourages a sense of appreciation for the place that you live and the people in it. Whether it's through family, friends, colleagues or simply strangers-that-live-nearby, it's good to be connected.

You will feel less worried about your health

With the continuous barrage of disease-related, panic-inducing headlines in the media, it is easy to feel anxious about your health, especially as you reach middle age. Indeed, when so much of our culture focuses on our individuality, it is easy to focus the blame, shame and responsibility for health issues (as well as failures in life in general) on ourselves.

This feels great if you are healthy and successful, but not so great if you are not. Perhaps the brilliance of parkrun lies in its ability to [transcend notions of individuality](#) by encouraging people to help each other out, connect with others around them and embrace diversity.

By avoiding monetary transactions, parkrun instead encourages (and necessitates) *social* transactions which contribute to its culture. It is a culture which makes you feel like you are doing something good for your health – but not doing it alone.

Risks

Not supporting the ongoing growth of parkrun and thus not realising the benefits listed above for even more residence of our wonderful Northern Beaches.

Estimated participation at Mona Vale Beach parkrun

Participation at parkrun is dependent upon several factors - the most critical being:

1. Overall difficult of the course (how hilly and the type of terrain).
2. Distance from other parkruns
3. Start time on a Saturday morning
4. Ability to run with dogs
5. Ability to run with prams / strollers
6. Sense of community - number of years in operation
7. Time of the Year (highest attendance in Jan / Feb – lowest attendance in July / Aug)

Considering these factors, it is estimated that in the first year of operation that the new course at Mona Vale Beach is likely to attract on **average a maximum of 100 participants**.

This number is likely to increase year-on-year due to increased public awareness and the sense of community that parkrun generated over time. However, it is also noted that due to the difficulty of the course and the fact that dogs and prams won't be able to use the course that the Mona Vale Beach parkrun is never likely to attract the numbers seen on a regular basis at Curl Curl parkrun.

With this in mind, and with the assumption of the success of Mona Vale, we would be proposing more parkrun locations on the Northern beaches in the near future.

Appendix

1. Northern Beaches Council Australia Day Award 2018
2. Course Design – as required by parkrun
3. Risk Assessment of Mona Vale parkrun Course
4. Longest Run Outcomes and Survey – Mona Vale parkrun Trial
5. Letter of Support from Darren Gocher, CEO Athletics Australia

Appendix 1: Northern Beaches Council Australia Day Award 2018

The NBC Outstanding Community Service Award was awarded to Curl Curl parkrun in 2018 for its impact on the community.



Appendix 2: Course Design – as required by parkrun

Location

parkruns can be held in all types of parks and sometimes outside of parks too! We have use of town parks, country parks, National parks, beaches, seaside promenades, etc... Teams can make use of what they have, as long as they can get permission for it and it fits the basic criteria.

Safety

At parkrun we take safety extremely seriously and as a result you will need to complete a Risk Assessment for your chosen parkrun course.

There are some things that cannot be included in parkrun courses as they present an unreasonably high risk to the runners and volunteers. Specifically, the following:

Public Highways / Roads - parkrun can never be held on or across a public highway / road.

Car Parks - a parkrun should never run across or through public car parks or their entrances unless they are physically closed to traffic for the entire time that runners may be present at that point.

We do not allow downhill starts or finishes as they significantly increase the chances of falls, trips and accidents at a point of the course where runners and volunteers are in close proximity.

Although in places, and when carefully risk assessed, we do allow our courses to go up steps we do not allow them to go down steps.

However, there are some things which are a greater risk depending on their location on the course. Often a hazard at one point on the course is less risky at another point. You will need to risk assess each of these sections and be clear on how you are going to manage them.

Here is some advice on other health and safety aspects you need to consider...

Footpaths along public highways - If there is a section of your course where you want to run along a footpath beside a public road it is essential that it is not narrow, that there is plenty of room for other users and that there is a wide verge of grass or such like to separate the road and the path. It is important to consider whether or not runners will be lapping other runners along sections like this as this can cause people to step out into the traffic. Where this is a possibility the runners should be informed that anyone running on the road will be disqualified, a marshal should also be positioned appropriately to stop this happening. It is not appropriate for a course to crossroad junctions or access to premises.

The surface of your run route - parkruns are held on all types of surfaces including grass, wood chip, tarmac, forest trail, hardcore. All these are acceptable, but some surfaces may offer different risks in different weather. If you have a choice, what is the most sustainable surface all year around? Are there any potholes, tree roots or steep cambers? You might want to avoid these if you can, but if not, make sure they are in a part of the course which is well marshalled and with good visibility for the

runner. If you are running uphill on potholes it will be safer than running downhill when you are likely to be faster and less controlled.

Open water - If your course is to run close to open water, you need to consider the width of the path, the size of the verge, where the lifesaving equipment is and where you need to place marshals to minimise any risk. There are likely to be other users of the water such as fishermen so it is essential to assess your course for congestion at the time you will be using it.

Permanent obstacles such as gates or stiles - These depend on how far into the run they are. When there is a large crowd at the start, these may cause a bottleneck, however halfway around once the group has spread out, they are less of a problem unless you have a multi lap course. If there is the chance of faster runners overtaking at these points or runners coming from the opposite direction, then they would not be safe. Gates will need to be marshalled and held open.

Bridges, sharp turns and narrowing paths - Often for bridges and sharp turns the surface is important to consider. Is it likely to get very slippery in wet weather? Once again, is the group bunched making it hard to see where you are placing your feet? Are there potholes or tree roots? If the path narrows is there room for other park users? There might be once the runners have spread out but not near the start.

Is there room for other park users? - It is important to consider the needs of other users of the park so as to avoid anger and frustration on both sides. Can runners pass people without forcing them off the path? Is there room at the side of the course to move onto without causing danger? If you have an out-and-back course, is there room for two lines of runners as well as other park users without the danger of head on collision?

Out and back sections - If you intend to have all or part of your route as an 'out and back', it is essential that there is enough room for overtaking other runners as well as space for other park users not to be forced aside. If not the whole route, these sections should be in a part of the route where the runners have spread out also helping to cause less congestion.

Accuracy

Our courses come in all shapes but hopefully not sizes – only 5km! Prior to your first event your course will need to be measured accurately. This should be done either by a parkrun Ambassador with a surveyor's wheel or a friendly certified course measurer.

Appendix 3: Risk Assessment of Mona Vale parkrun Course

Event Name	RA Date (DD/MM/YYYY)	Event Number
Mona Vale parkrun	11/09/2019	0

Health & safety risks to runners, organisers, spectators, and other park users

This Risk Assessment template is for use only with **5km series Aus** events - see http://wiki.parkrun.info/index.php/Risk_Assessment_Templates for other templates.

Weather		Likelihood	Potential impact	Mitigating or planned action
S1.1	Lightning causing danger	Low	High	Run director to postpone or cancel the run.
S1.2	High wind causing possible falling branches/trees	Low	High	Run director to postpone or cancel the run. If run proceeds, at the run briefing remind runners to 1. be careful of trees/branches and 2. that they run at their own risk.
S1.3	High wind causing possible flying debris	Low	High	Run director to postpone or cancel the run. If run proceeds, at the run briefing remind runners to 1. be careful of trees/branches and 2. that they run at their own risk.
S1.4	King Tide or storm surge renders beach section of course impassable	Medium	High	Run director to postpone or cancel the run, or use alternative course.
S1.5	Tsunami Warning	Low	High	Run director to postpone or cancel the run.
S1.6	Extreme heat	Low	High	Run director to postpone or cancel the run. If run proceeds, at run briefing remind runners to 1. protect themselves from the sun and 2. keep hydrated.
Course obstacles		Likelihood	Potential impact	Mitigating or planned action
S2.1	Native wildlife cause danger (Magpies, other birds and animals)	Low	Medium	Include safety advice on website. If native wildlife clearly on the course, delay the event until clear or change the course.
S2.2	Snakes on the course	Low	High	Include safety advice on website. Run Director to include warning in run briefing when conditions make it likely for snakes to be in the area.
S2.3	Bluebottles, non tropical marine stingers or other marine life on course	Medium	Low	Include safety advice on website. Run Director to advise of hazard in run briefing and first aid locations (at start lines and seasonally at lifeguard stations & SLSC).
S2.4	Motor vehicles on course cause danger (eg Surf Life Saving Buggy, Golf Cart/Buggies and golf course maintenance vehicles)	Low	High	Include safety advice on website. Run Director to advise runners during run briefing. Stick to parkrun course and footpaths at all times. Children to be supervised.

S2.5	Runners, spectators, including children, and dogs on the course near the start and finish line	Medium	Medium	Include safety advice on website. Run Director to ask for children to be closely supervised, especially near the start and finish area. Dogs are not allowed on the public beach part of the course.
S2.6	Debris or other items on course (eg branches, flotsam, jetsum and exposed rocks)	Medium	Medium	If required, Run Director to mention in run briefing. Exposed rocks are only likely at the North end of the beach, but are not in direct path of runners.
S2.7	Beach debris, branches and holes in the ground around course and leading to finish.	High	Medium	Run Director to advise runners during starter's briefing. Stick to parkrun course and footpaths at all times. Use cones for major holes and obstacles.
S2.8	Course congestion as a result of excessive participant runners.	Medium	Medium	Run Director to advise runners during run briefing. Runners will be asked to self-seed. Walkers and people with prams will be asked to start at the back and allow faster runners to make their way to the front of the pack. Review risk assessment if participants exceed 200 parkrunners. During the run briefing, runners will be asked to 1. stay left and 2. beware of other park users : this being the case especially on surf carnival days during summer months.
S2.9	Fishing activities on beach blocking course	Low	Low	Advise of potential of hazard in run briefing if beach fishing is sighted. However since it is a Aquatic Reserve there shouldn't be anyone fishing legally.
Other Run Risks		Likelihood	Potential impact	Mitigating or planned action
S3.1	Motor vehicles cause danger in the car park before/after the run	Low	High	Include warnings on website safety page. Stick to parkrun course and footpaths at all times. Children to be supervised.
Runner Risks		Likelihood	Potential impact	Mitigating or planned action
S4.1	Runner has sudden serious health problem (eg heart attack, stroke, asthma attack)	Low	High	Safety advice on website include runners should ensure they are medically fit enough for a 5k run, and to warm up. Event Team to ensure that emergency services called with clear information as soon as possible. Request for specialist help can be made to other runners.
S4.2	Runner has serious injury during run	Low	High	Safety advice on website include runners should ensure they are medically fit enough for a 5k run, and to warm up. Event Team to ensure that emergency services called with clear information as soon as possible. Request for specialist help can be made to other runners.

S4.3	Runner has non serious injured at start/finish or out on course	Medium	Medium	Run Director will ask runners to self-seed. Walkers and people with prams will be asked to start at the back and allow faster runners to make their way to the front of the pack. Run Director to advise runners during run briefing to 1. give way to other park users, 2. be careful of other parkrunners coming in the opposite direction and 3. beware of other park users especially on the hill.
S4.4	Runners fall causing non serious injuries	Medium	Medium	Safety advice on website. Run Director to advise runners during run briefing. Run Director to advise runners during run briefing to 1. give way to other park users, 2. be careful of other parkrunners coming in the opposite direction and 3. beware of other park users especially on the hill. If possible, marshal to stand by any particularly slippery area advising runners to take caution.
S4.5	Runner struck by baby pram etc	Low	Medium	Run Director will ask runners to self-seed. People with prams will be asked to start at the back and allow faster runners to make their way to the front of the pack.
S4.6	Spectator struck by runner	High	Medium	Marshal(s) and/or other runner(s) to advise Run Director of runner and/or spectator who has been injured on the course. During the run briefing, runners will be asked to 1. stay left 2. beware of other park users : this being the case especially on a) surf carnival days during summer months, b) on the hill, c) on the wooden bridge and d) on the boardwalk sections near the finish.
S4.7	Injury to visually impaired athletes	Low	Medium	Visually impaired athletes must run with a guide.
S4.8	Children experiencing difficulties on run	Low	Medium	Website to include safety advice relating to children participating in run. Parents responsible for child participants. Run Director to repeat safety warning during the run briefing: Children under 11 must be accompanied by a parent or guardian.
Additional risks specific to this event		Likelihood	Potential impact	Mitigating or planned action
A1	Flying golf balls from the golf course.	Low	High	Include safety advice on website. Stick to parkrun course and footpaths at all times. Children to be supervised.
A2	Runner deviates from course and falls off/from cliff	Low	High	Include warnings on website safety page. Stick to parkrun course and footpaths at all times. Children to be supervised. There is a distance of 3-5m between the path and the cliff.

A5	Surf Life Saving Equipment (including Rescue Boats & Patrols) cause danger in the near start and finish area before and /or after the run	Low	High	Include warnings on website safety page. Children to be supervised. Communication with the Surf Club to reduce the use of surf equipment prior to this start time. Run director to remind runners during run briefing to always give way to lifeguards and rescue boats. Move Start flags if required.
A6	Runner swims in surf pre or post run	Medium	Medium	Include safety advice on website. Swim between the flags. Children to be supervised.
A8	Runners fall into surf or are knocked into water by waves	Low	Low	Include safety advice on website. Advise of potential of hazard in run briefing on high tides or due to large waves.

Appendix 4: Longest Run Outcomes and Survey – Mona Vale parkrun Trial

Longest Run Sydney 2019

Mona Vale Trial Run #1

The Longest Run is an annual get together where a group of running friends attempt to run 7 x 5km parkrun courses in a day.

This year, 2019, Mona Vale proposed parkrun course was the 5th run of the day – thus most runners had already run 20km before attempting the tough Mona Vale course.

It is this fact that may have influenced some of the responses received via the on-line questionnaire.

Number of runners on the trial run: 70



RESPONSE TO QUESTIONNAIRE

1. Would you like to run this course weekly, if it was your local parkrun?

43 Responses -	21 Yes	(48.8%)
	22 No	(51.2%)

2. If not, why not?

20 Responses in total

9 Responses – Dislike Sand & Hills

- Sand and hill repeats.... need I say more!
- Too hard - and I run wildflower every week.
- Way too hard a run (but the two runs before at Galston and may have impacted my decision!).
- Way too hard to take on every week, but it's good to mix up with other events.
- Too hard! Would do it now and again, and maybe more frequently in winter - good training run to build strength. Still a lot of fun though and well-done Paul and Glenn for all your hard work.
- Beautiful views but too hilly and sandy. Jumping over that seaweed was not fun after a while and the hills were not great!
- I can't see it as a leisurely jog.
- Although the course may be good for those who prefer off trail runs, this course isn't as appealing for your average runner / those training during the week.
- I really like paved (or flat) surfaces to run on. There surely are people out there who do like non-paved surfaces.

6 Responses – Dislike Sand

- I am torn – It's a tough call - not a fan of sand running - unless barefoot, but it is a beautiful course.
- I was very close to saying yes, but I'm more 55% sure I'd do another one instead like Curl Curl, or even Wildflower. Great course with awesome elevation, I'm just not a fan of the sand running. Great to mix it up, but just not my preference. Being from the Blue Mountains and my local parkrun being 'Lawson', I don't run on beach sand much – lol.
- The sand is pretty off-putting, more than the hills. In rain or wind, it wouldn't be fun!
- It was ok, didn't love the sand!
- Not a fan of running on sand!
- Too uneven – for bad ankles.

4 Responses – Too hard to do every week

- I like variety so would come as often as I could but not every week.
- Great work guys! I know it's been a huge challenge to find another course. I would happily run it on occasion but I'm not sure if I would be a weekly regular.
- I would because: the loop of the hill, noting that it would be quite a weather dependant course. Also, on and off the beach twice, if you could do the beach just once it might be better.

- I love it. Whilst it may be tough, the challenge, the beauty and the people would spur me on each week. Love parkrun.

1 Responses – Dislike Hills

- Some Saturdays I feel like going fast or harder on hills, some Saturdays I just want to take it easy. This course would be a challenging experience even if I jogged it!

3. Would you prefer more sand running and one less loop of the “dogs off leash area”?

43 Responses -	12 Yes	(27.9%)
	31 No	(72.1%)

4. Is a “No Dog policy” due to running on the beach an issue?

43 Responses -	3 Yes	(7.0%)
	40 No	(93.0%)

5. Did you have any issues running through / around the “dogs off leash area” (ie: the grass hill that you run twice)?

44 Responses -	9 Yes	(20.5%)
	35 No	(79.5%)

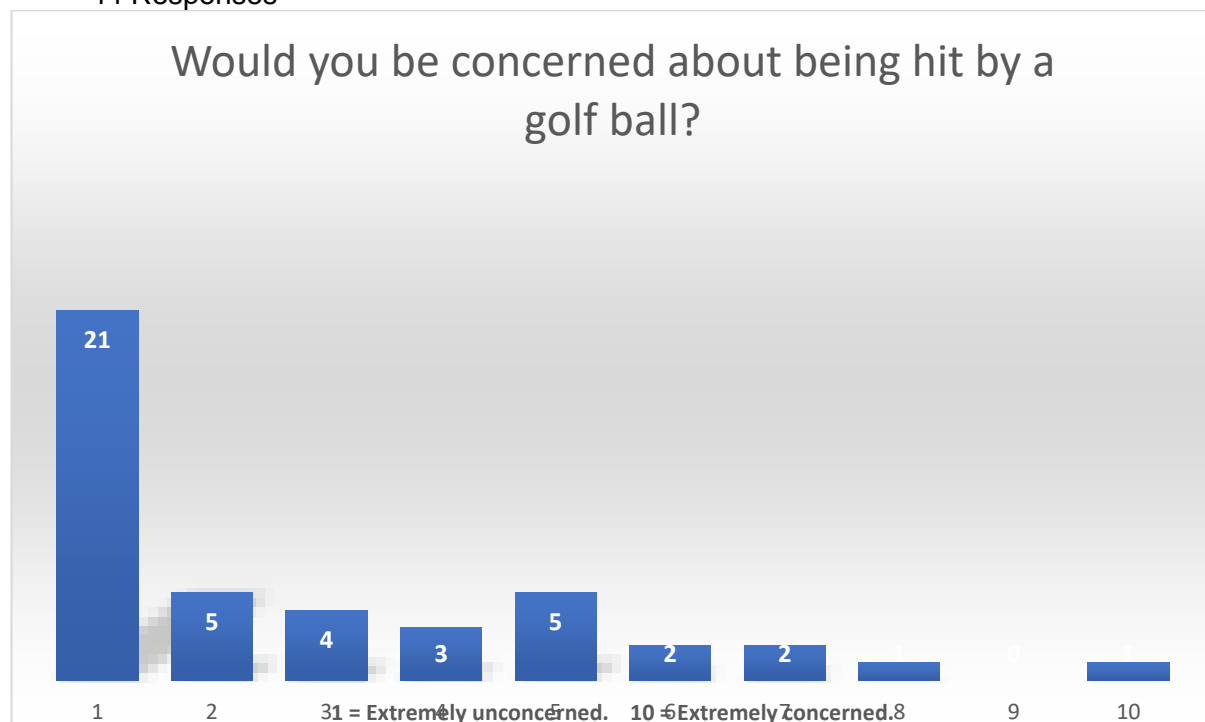
6. Would you be concerned about being harassed by a dog in the “dogs off leash area”?

44 Responses



7. Would you be concerned about being hit by a golf ball?

44 Responses



8. Did you have any concerns about the finish / finishing area?

44 Responses - 8 Yes (18.2%)

36 No (81.8%)

9. Did anyone from the general public approach or speak to you about today's run?

43 Responses - 8 Yes (18.6%)

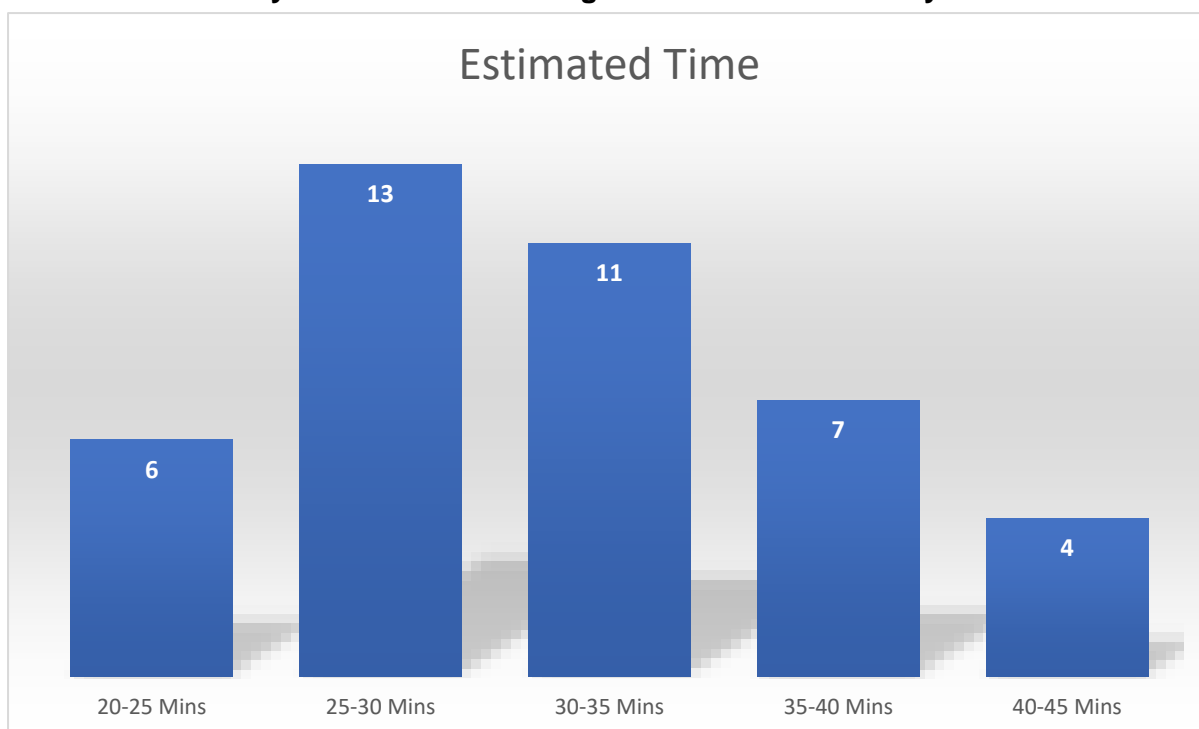
35 No (81.4%)

10. If yes what was said?

6 Responses

- What was going on/was it a run club?
- Go Girl!
- Asked what the event was, explained what it was and about parkrun.
- General enquire about what we were doing.
- Good luck.
- Just asked what we were all doing and I explained the longest run to them.

11. What was you estimated finishing time at Mona Vale today?



12. Is there any other feedback / improvement that you could recommend?

17 Responses in total

6 Responses – Will be good to get another going.

- This course has got something different to offer to parkrun, would be good to see it get up and running.
- I hope you are successful in getting this event up and running. It will be a beautiful addition to the Australian parkrun family. #teammonavale
- Mix cement with sand - voila - path, seriously though thanks, but you are spoiled for parkrun choices on the beaches.
- I think you guys did a great job! Legs had nothing left.
- Genuinely thought it was a fantastic course, lots of fun, great views and varied terrain.
- Loved it...! Need this one on Northern Beaches. Curl Curl runner.

3 Responses – Needs Signage/Volunteers

- Need plenty of volunteers, but with that course I'm sure you would get them.
- Permanent signage would be beneficial. The first part past the beach exit 20m and back again to go towards the golf club seemed to be unclear (start could have just been further back).
- The loop up to the hospital was initially confusing, any possibility of some trees being trimmed and a gravel path? Wet weather could be an issue, running on the grass slope up the hill.

2 Responses – Course Concerns

- Only comment is re grassy hill to top turn around - it slopes quite a lot towards the beach and I felt a little unsure of my footing. Not sure how else you could get to top of hill though. Also, being a little tall - might need to prune a few of the low hanging branches.
- I am a frequent attendee of Parkrun and often take my dog who loves to parkrun! I would be unlikely to make the trip from Manly if there is a no dog policy as many other options available.

5 Responses – Too Hard

- If there are sand running loving people around this will be a hit. Not my cup of tea though and I wouldn't do more than a one off.
- I struggled with the sand running, it would put me off I'm afraid.
- Is there anyway of perhaps running another grass loop and avoiding the sand – lol!
- Lovely environment, but the course was repetitive ...perhaps just run the hill once, and sand once.
- Tough but fun course!

1 Response – Parking Concerns

- Can parkrun get waiver on parking for parkrun running window (1-2 hours)?

Appendix 5: Any other Supporting Information for Mona Vale Beach parkrun

Letter of Support from Darren Gocher, CEO Athletics Australia

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24 April 2019

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To Whom It May Concern:

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I am writing to support the grant application for a second Northern Beaches parkrun.

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As a community based initiative, parkrun has proven its effectiveness in encouraging Australians to be more active by conducting free events across the country that have reached over 600,000 people. parkrun's aim to get the community moving, strongly aligns with Athletics Australia's mission to improve the health of Australians by building and connecting Australian sport's largest and most active participation base.

2

Each week, the Curl Curl parkrun brings together 400-500 people from all parts of the Northern Beaches community, and some from further afield, in an environment of support and camaraderie. The connections made between people at parkrun have many times extended out into other community activities and associations, stimulating wider community involvement by many who have met through their Saturday morning "parkrun family". The supportive parkrun vibe has sometimes given individuals the confidence and positive experience that has enabled them to become involved in other beneficial community activities.

2

parkrun significantly improves the health of our Northern Beaches community and helps fight depression, loneliness, obesity, diabetes and heart disease, but with its success at Curl Curl we need a second site. Hence the need to launch a sister event. The same team that has successfully run Curl Curl parkrun will be instrumental in setting up and running the new event.

2

parkrun is free for everyone, all that is asked is that participants are encouraged to volunteer 3 times a year, thus with starting a new event comes costs for equipment to operate the event (stopwatches, barcode scanners, signage, camera, etc) and for safety in case of an accident (defib and first aid kits). This grant would enable this new event to launch and enable even more Northern Beaches locals access to the tremendous benefits spelt out above.

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Yours sincerely,

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Darren Gocher
CEO, Athletics Australia

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