

# QUARTERLY REPORT - BUSINESS ACTIONS

## Protection of the Environment

**Key:**  Complete  Progressing  Behind Schedule  Delayed

### OPERATIONAL PROJECTS



**Deliver programs to protect, preserve and manage bushland and biodiversity to benefit future generations.** - Executive Manager Natural Environment & Climate Change

Bushland management includes contractor bush regeneration, bushland maintenance works and response to customer requests relating to bushland areas. During this period the Bushland and Bush Regeneration teams completed a project to assess fuel hazards in Asset Protection Zones coming into fire season. Significant preparation works for hazard reduction burns have been undertaken on numerous sites. In total, 13 hazard reduction burns were successfully completed in Council reserves. Hazard reduction burns on other prepared sites have had to be postponed by fire authorities due to extremely dry weather.

Biodiversity management involved pest plant and animal control programs, operational management including responding to customer requests, assessment of development applications and strategic programs. During this period substantial progress has been made in the assessment of 148 development applications. The Cat Tracker Project was launched and monthly bird surveys are also being undertaken at Curl Curl Lagoon in coordination with staff and volunteers to develop an understanding of riparian vegetation as habitat.



**Deliver programs to protect, preserve and manage our coasts, estuaries and waterways to benefit future generations** - Executive Manager Natural Environment & Climate Change

Council undertakes an extensive program to protect, preserve and manage our coast and waterways.

A significant water pollution incident occurred at Endeavour Drive, Beacon Hill, resulting in death of aquatic life and vegetation. Council staff have undertaken clean up operations with advice from the NSW Environment Protection Authority.

A number of actions to improve the understanding and condition of our estuarine environments were delivered this period. The estuary monitoring program (which commenced in 2013/14, providing long term data to assist with decision making and management of the coastal lagoons), began for 2017/18 as an expanded program to include Middle Harbour and Pittwater.

Bush regeneration activities continued for coastal dunes, creeks and lagoon riparian areas, as well as groundwater monitoring and bird surveys, and removal of litter from Curl Curl and Dee Why lagoons.

Council continued to work with the Department of Industry and residents to allow coastal protection works on Crown Land at Collaroy-Narrabeen Beach to be approved.



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**Natural hazard management planning, mitigation works, warning systems and awareness campaigns - Executive Manager Natural Environment & Climate Change**

Council undertakes natural hazard management planning, mitigation works, warning systems and awareness campaigns. These programs encompass flood, coastal, bushfire, geotechnical and creek bank erosion natural hazards.

Council continues to monitor cliff instability at its coastal headlands. Recent actions include prioritising works to be done in accordance with the annual assessments of Long Reef, Dee Why, Curl Curl, Freshwater and Queenscliff Headlands as well as drone and high rope inspections at Fairy Bower walk between Manly and Shelly Beach.

The flood program is on schedule with the Manly to Seaforth Flood Study and Manly Lagoon Floodplain Risk Management Study and Plan currently being finalised for public exhibition.



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**Deliver targeted environmental sustainability engagement and education to assist in protection of the natural environment - Executive Manager Natural Environment & Climate Change**

The Coastal Environment Centre (CEC) was kept busy this quarter. Newport school students presented their wildlife habitat project to CEC staff, parents and the local community with over 130 students participating. A Green Collective Garden Tour was also facilitated in conjunction with Kimbriki Resource Recovery Centre and Health NSW, with 13 schools participating across the Northern Beaches.

The Manly Environment Centre hosted the 24th annual Ocean Care Day this quarter, with the theme 'Make our Sea Plastic Free'. Over 35 volunteers contributed scores of hours to make the event happen and attracted approximately 10,000 attendees.

To thank our volunteers for their wonderful contributions, a Christmas party was held in December at the Manly Art Gallery.

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## CAPITAL PROJECTS

### Coastal Protection Works



#### **Collaroy-Narrabeen coastal protection works - Executive Manager Natural Environment & Climate Change**

To deliver Collaroy Narrabeen coastal protection works in a coordinated and integrated manner, Council is undertaking a number of actions to ensure the construction of protection works on public land is coordinated with the works to occur on private property.

The construction of works on public land has been delayed while issues relating to the use of Crown land for private works are resolved and applications for private works are approved. The project is currently financially behind schedule due to these delays.



#### **Fairy Bower sea wall Project - Executive Manager Natural Environment & Climate Change**

The preliminary investigations for the sea wall upgrade options at Fairy Bower are being finalised. Emergency response activities are also being investigated for implementation prior to the sea wall upgrade being completed. The project involves multiple stakeholders including Sydney Water, NSW Department of Primary Industries (Fisheries) and the Office of Environment and Heritage. Consultation with these stakeholders is continuing.

### Stormwater Program



#### **Manly Oval Stormwater Upgrade - Executive Manager Capital Projects**

Engineering studies are underway to confirm if the works are required



#### **Planned stormwater new works program - Executive Manager Natural Environment & Climate Change**

The Planned Stormwater New Works Program provides upgrades and improvements to the existing Stormwater Network, in order to reduce incidences of flooding. Council is in the process of undertaking a significant data gathering and investigations phase. This is helping to allocate resources to the higher risk assets and those which will result in the greatest benefit. CCTV and survey was undertaken on a number of sites.

The current program includes works at Kuyora Place, North Narrabeen, The Crown of Newport Reserve and various minor works improvements. Design and investigation works are continuing for delivery late in 2017 /18.



#### **Warriewood Valley Creekline works - Executive Manager Natural Environment & Climate Change**

Staff from a number of Council departments are working together to better coordinate and streamline water management in Warriewood Valley. This is especially in regard to how creek management works are timed, coordinated and delivered with development activity. Council is also currently working with a number of developers to explore opportunities to deliver these works in an efficient and timely manner. Construction of Councils assets will be delayed until private works are completed.

## Stormwater Program



### **Planned stormwater renewal program - Executive Manager Natural Environment & Climate Change**

The 'Planned Stormwater Renewal' Works Program provides for the Renewal of the existing Stormwater Network to assist in maintaining the network condition and reduce flooding. Council is in the process of undertaking a significant data gathering and investigations phase. This is helping to allocate resources to the higher risk assets and those which will result in the greatest benefit.

Investigations are being undertaken across the Northern Beaches to better understand the condition of significant and critical assets. This information will be used with the existing data to define a stormwater renewal program. A consolidated program for pipe relining will then be undertaken, commencing in early 2018.

Renewal works are also being planned for major culverts under Jackson Road, Warriewood. This work is expected to be completed mid 2018. Hydraulic analysis and other investigations are being undertaken on the stormwater network at Fairy Bower and South Manly Beach to determine any necessary works to be included along with required pipe repairs.



### **Reactive stormwater renewals program - Executive Manager Natural Environment & Climate Change**

The 'Reactive Stormwater Renewal' Works Program provides for the minor renewal works to the existing Stormwater Network to assist in maintaining the network condition and reduce flooding. Significant effort is being undertaken by Council's stormwater engineers to investigate a number of stormwater related issues in an effort to determine effective solutions. The works associated with these issues will be undertaken in the coming months.

Projects that are moving into the construction phase include Elvina Avenue, Newport, Cottage Point outlet and Tatiara Avenue, Narrabeen. 'Patch Lining" will also soon be undertaken at Sunset Place, Frenchs Forest.



### **Gross Pollutant Traps - renewals - Executive Manager Natural Environment & Climate Change**

This program enables minor renewals for Gross Pollutant Traps to be undertaken. The gross pollutant traps work to trap litter, floating pollutants and sediment from Council's stormwater assets, and prevent them from entering our creeks, waterways and beaches. The works undertaken to renew these traps is important in ensuring they continue to protect our local water quality and wildlife. Council is currently assessing the condition and risk of its GPT network and works will be completed later in 2017/18.

## Bushland Program



### **New community nursery - North Curl Curl Community Centre - Executive Manager Natural Environment & Climate Change**

The project team has been working to develop the draft concept design for the Community Nursery at Curl Curl. The draft concept design will be circulated for community consultation in late February/March noting that the community has been consulted and feedback sought on the design for the whole site including the skate park, community garden, nature play area and community nursery.

## Rural Fire Service Program



### **Rural Fire Service Buildings Works Program - Executive Manager Property**

This program of works focuses on upgrades and minor refurbishments to Northern Beaches RFS buildings.

# Environmental Sustainability

**Key:**  Complete  Progressing  Behind Schedule  Delayed

## OPERATIONAL PROJECTS



**Align domestic waste and recycling services across the new Council area consistent with selected resource recovery infrastructure - Executive Manager Waste Management & Cleansing**

A position paper and Council briefing paper has been completed.  
Tender specification and contract documents to facilitate service alignment underway with tender expected to be called in early 2018.



**Develop a Northern Beaches Waste Strategy - Executive Manager Waste Management & Cleansing**

Project is scheduled to start in January

## CAPITAL PROJECTS

### Kimbriki Improvements



#### **Kimbriki Road, Terrey Hills - new access road - Executive Manager Capital Projects**

Expect to call tender for construction in early 2018



#### **Kimbriki new excavator - Executive Manager Waste Management & Cleansing**

The plant acquisition will not be proceeding



#### **Kimbriki high level drain - Executive Manager Waste Management & Cleansing**

The design phase has commenced but the project is currently on hold pending resolution of the Area 4A landfill cell project.



#### **Kimbriki western bund wall on Area 3B - Executive Manager Waste Management & Cleansing**

Scheduled works continue on the construction of the western bund wall in accordance with Kimbriki Environmental Enterprises (KEE) landfill cell construction program.



#### **Kimbriki landfill cell development Area 4A - Executive Manager Waste Management & Cleansing**

Kimbriki Environmental Enterprises propose to submit a new DA rather than a Section 96. With lead times this project will not be ready to commence until 2018/2019.



#### **Kimbriki Leachate Treatment Plant - Executive Manager Waste Management & Cleansing**

Detailed design component of the works is being completed and work expected to commence on site in late January.



#### **Kimbriki Gas Capture System - Executive Manager Waste Management & Cleansing**

The installation of a second series of horizontal trenches to capture landfill gas in the current landfill cell was completed in December 2017.



#### **Kimbriki vehicles - Executive Manager Waste Management & Cleansing**

Fleet replacement as per fleet management plan



#### **Kimbriki renewal program - Executive Manager Waste Management & Cleansing**

A range of projects were undertaken to maintain and renew the site infrastructure including:

- Improvements to the leachate management system through the installation of additional pumps and pipework
- Improvements to the access ramp to manage traffic movements in and out of the active landfill cell



#### **Kimbriki other - Executive Manager Waste Management & Cleansing**

IT equipment purchased to replace existing assets that had reached the end of their useful life.

### Energy Savings Initiatives

## Energy Savings Initiatives



### **Energy saving initiatives works program (SRV) - Executive Manager Natural Environment & Climate Change**

This project is to deliver energy savings initiatives in the former Pittwater LGA. During this period the project managers continued work on preparing documentation to deliver the energy savings projects and are also investigating the energy efficiency upgrade potential for sportsfield lighting. This project is expected to be completed by the end of the financial year but is behind schedule due to phasing issues.



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### **Energy saving initiatives works program (revolving energy fund) - Executive Manager Natural Environment & Climate Change**

During this period the evaluation of the proposals to design and supply the lighting upgrades for two Manly car parks was completed. This was slightly behind schedule due to the need to re-issue the request for quotation documentation. It is anticipated that this supplier will be appointed during the next reporting period and installation will occur later in the financial year. Preparation of project documentation for solar panel installation on Council assets is being developed. These projects are expected to be completed by the end of the financial year but are currently behind schedule due to phasing issues.

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## Places for People

**Key:**  Complete  Progressing  Behind Schedule  Delayed

### OPERATIONAL PROJECTS

#### **Implement the Ingleside Land Release project - Executive Manager Strategic & Place Planning**

A successful 'Ingleside Sustainability Forum' was held in December. The forum was well attended and good discussion was held regarding sustainability initiatives for the future Ingleside Precinct.

The draft Traffic & Transport report as well as the draft Noise and Vibration report was received and comments were provided. However, there have been delays experienced by the consultants finalizing the Water Cycle Management report and the Bio-Certification Assessment and Strategy reports. These reports are expected to be received in early 2018.

#### **Implement the Northern Beaches Hospital Precinct Structure Plan - Executive Manager Strategic & Place Planning**

The Hospital Precinct Structure Plan was endorsed by Council on 1 August 2017. Investigations and discussions are underway regarding the Aquatic Reserve Masterplan. This has included active investigations regarding the proposal to redevelop the Warringah Aquatic Centre and re-locate Frenchs Forest High School to the Aquatic Reserve site.

#### **Complete the Pittwater Waterway Strategy - Executive Manager Strategic & Place Planning**

The Draft Strategy is currently under review as per the work plan schedule and within allocated time frames.

The first meeting of the Internal Working Group has been delayed until completion of the internal review phase and has been rescheduled for late January/ February 2018. The Work Plan has been revised to reflect the new date and time frame.

#### **Review the Manly Wharf Master Plan - Executive Manager Strategic & Place Planning**

Work has begun to establish a working party.

#### **Implement the Affordable Housing Policy - Executive Manager Strategic & Place Planning**

The Department of Planning and Environment has given notice of consultation on proposed inclusion of Northern Beaches Council in SEPP 70.

A review of proposed guidelines for Northern Beaches Council Affordable Housing Program has commenced.

#### **Complete the Brookvale Structure Plan - Executive Manager Strategic & Place Planning**

The Brookvale Structure Plan came off exhibition on 20 November 2017. Council staff are currently reviewing submissions.

#### **Commence a review of Land Use Strategy for the Northern Beaches - Executive Manager Strategic & Place Planning**

Will not commence Strategy until release of final North District Plan by Greater Sydney Commission.



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**Implement the actions of the adopted District Plan - Executive Manager Strategic & Place Planning**

The draft North District Plan was released by the Greater Sydney Commission in October 2017. A submission on the Plan was adopted by Council in December 2017 and subsequently provided to the Greater Sydney Commission. This project will commence on the publication of the final North District Plan expected in early 2018.



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**Review the Manly Section 94 Plan - Executive Manager Strategic & Place Planning**

Administrative changes to the Manly Section 94 Plan completed 9 September 2017 and available on Council's website.



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**Review and update the Warringah Section 94A Plan - Executive Manager Strategic & Place Planning**

The draft Dee Why S94 Plan has been prepared. Internal review of draft Plan has commenced with Section 94 Committee and Section 94 Working Group.

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## CAPITAL PROJECTS

### Public Amenities Improvements



#### **Collaroy Beach - new accessible public amenities and ramp upgrades - Executive Manager Parks & Recreation**

The construction contract for the new public amenities and accessible ramp at Collaroy Beach has been awarded and work is expected to start in February 2018 with works scheduled for completion in June 2018.



#### **Public amenities works program - Executive Manager Property**

This program of works sees the refurbishment of North Harbour Public Amenities, including the construction of an accessible amenity within the footprint of the existing building. This work is due for completion in 2018.



#### **Manly Dam - public amenities works - Executive Manager Property**

This project sees the refurbishment of the public amenities adjacent to the playground at Manly Dam to provide improved facilities to users of the recreation area. The refurbished amenities building will consist of improved male, female and accessible amenities as well as change rooms and showers.



#### **Nolans Reserve - sports amenities works - Executive Manager Property**

This project sees the replacement of the two run down existing sports amenities buildings in Nolan's Reserve with a new building adjacent to the pedestrian track. The DA for the works has been approved and the tender will be advertised in early 2018 with an expected commencement of works in late 2018.



#### **Cromer Park - sports amenities west works - Executive Manager Property**

This project sees the refurbishment of the sporting amenities adjacent to the sports fields at Cromer to provide improved facilities to users of the recreation area. The refurbished amenities building will consist of improved male, female and accessible amenities as well as change rooms and showers. The construction works are currently out for public tender.



#### **Church Point - public amenities works - Executive Manager Property**

This project sees the renewal of the existing male and female public amenities. Given the proposed purchase of the Pasadena site and the need for the development of a Master Plan these works have been forecast into a future year's capital works program.



#### **North Narrabeen Rock Pool - public amenities works - Executive Manager Property**

This project sees the renewal of the existing male and female public amenities, the construction of an accessible amenity within the existing footprint and refurbishment of the swimming club on the top level at North Narrabeen Rock Pool. Extended community consultation currently being reviewed prior to finalising design and subsequent tender release.



#### **Marine Parade, Manly public amenity building - Executive Manager Capital Projects**

The new amenities building is complete

### Playgrounds Improvements

## Playgrounds Improvements



### **Berry Reserve Inclusive Playground Upgrade - Executive Manager Parks & Recreation**

The final design for Berry Reserve has been completed and consultation on the landscape elements for playground will commence in late January 2018. Custom inclusive play equipment has been procured and work is expected to commence in late March 2018.



### **Allambie Oval Upgrades - new playground, multi-use court and pathway - Executive Manager Parks & Recreation**

Work has commenced on the development of a concept plan for Allambie Heights Oval. The concept plan is expected to be publicly exhibited in March 2018 with work to commence in July 2018.



### **Parkes Road, Collaroy - playground and pathway lighting - Executive Manager Parks & Recreation**

Project is scheduled to start in January



### **Connecting all Through Play - Inclusive Play - Executive Manager Capital Projects**

Detailed design of Manly Dam Trail, Manly Dam Playground and Lionel Watts Playground all progressing well.

Further design work required with a view to tender and then commence works for all three late 2017/18 financial year.

Original program to commence in March has been revised to May/June 2018



### **Playgrounds - new and upgrades - Executive Manager Parks & Recreation**

Playground upgrades include the installation of a shade sail for Village Park, Mona Vale and upgrading the playground at Quarrie Reserve, North Manly from a local playground to a neighbourhood playground. Both projects are on schedule to be completed by May 2018.



### **Connecting Communities - Pilot Project Local Parks - Executive Manager Capital Projects**

Playgrounds at Lindrum, Maple, Pusan, Wentworth and Windrush Reserves completed.



### **Playground renewal program - Executive Manager Parks & Recreation**

Work has commenced on the renewal of Crescent Reserve Playground. Work is expected to commence soon on the renewal of 8 local playgrounds in Mona Vale, Elanora Heights and Bayview. Final concept plans for Tania Park and Berry Reserve are due for completion in January 2018.

## Sportsgrounds Improvements



### **Connecting all Through Play - Active Play - Executive Manager Capital Projects**

Works progressing at a number of Sporting facilities and expected to commence at South Narrabeen SLSC

Other works at SLSC have been rephased to 2018/19 to enable final consultation and approvals to be obtained



### **Sportsgrounds - new and upgrades - Executive Manager Parks & Recreation**

The Jackson Road car park project is progressing although it is behind schedule. Practical completion has been issued for the Seaforth Oval irrigation project.

## Sportsgrounds Improvements



### **Sports Club capital assistance program - Executive Manager Parks & Recreation**

The draft program guidelines have been developed and is proposed to be launched in February 2018, post school holidays.



### **Lionel Watts Oval Frenchs Forest - synthetic sportsfield design and preparatory works - Executive Manager Parks & Recreation**

Work is progressing well on this project. The concept design has been finalised and included in the Glen Street Open Space Masterplan that was approved by Council for public exhibition. Work is scheduled from September 2018 until March 2019.



### **Forestville War Memorial Playing Fields - netball court upgrade - Executive Manager Parks & Recreation**

Council is currently reconsidering the business case and scope for this project following higher than expected costs for the project.



### **Cromer Park Field 2 - synthetic sportsfield - Executive Manager Parks & Recreation**

Construction is progressing well and work is expected to be completed in March 2018.



### **Youth play space - new - Executive Manager Parks & Recreation**

This project is commencing on schedule and a contract has been awarded to design and construct a skate park at Terrey Hills. Work is expected to commence in late January and be completed by late March 2018.



### **Sportsfield renewal program - Executive Manager Parks & Recreation**

The tender for the sportsfield lighting renewal of St Matthews Farm, North Narrabeen Reserve, Tristram Reserve, Old Reub Hudson Oval and LM Graham Reserve has been awarded. Work is expected to commence in early February 2018 and completion is expected in April 2018.

Planned cricket net renewals have been delayed due to contractual issues, which have now been resolved. Work will commence January 2018 to be completed March 2018.



### **Sport buildings works program - Executive Manager Property**

This program of works sees the replacement of the existing scoreboard at Brookvale Oval, including upgrade to the existing housing structure.



### **Warriewood Rugby Park Clubhouse - sports amenities works - Executive Manager Property**

This project sees the delivery of a replacement sports amenities building at Pittwater Rugby Park. The concept design has been out to community consultation, which has now closed, with this feedback currently being reviewed by the project team.

## Foreshore and Building Improvements



### **Narrabeen Beach Viewing Tower - Executive Manager Property**

This project sees the construction of a new lifeguard hut at Narrabeen Beach.

The hut is currently being utilised by the lifeguards, however the roof structure is yet to be completed. The hut is expected to be fully complete by June 2018.



### **Dinghy Storage - New - Executive Manager Property**

Project is scheduled to start in February

## Foreshore and Building Improvements



### Foreshores - new and upgrades - Executive Manager Parks & Recreation

Avalon Beach and Paradise Beach upgrades have been completed. Council has received significant praise from the general community for both projects.



### Foreshores renewal program - Executive Manager Parks & Recreation

The East Esplanade Landscape Plan has been adopted and work will commence on the implementation in February 2018. The renewal of the George Street Avalon seawall will commence in February 2018 with completion expected in early May 2018.



### Rockpool renewal program - Executive Manager Parks & Recreation

The tender for Collaroy Rockpool renewal will be released in January with work due for commencement in May 2018. A substantial proportion of the budget will be reforecast into the 2018/2019 financial year to match the revised program.

Work is substantially complete on the Fairy Bower rockpool renewal. A final application of lime wash has been rescheduled to January due to sea conditions.

Work continues on the development of a compliant design for the renewal of lighting at Mona Vale Rockpool.



### Beach buildings works program - Executive Manager Property

This project sees improvements to several beach buildings including South Curl Curl SLSC Public Amenities and minor works at Collaroy SLSC.



### Mona Vale Surf Life Savings Club - design works - Executive Manager Property

This project aims to deliver a new Surf Life Saving Club building at Mona Vale. Significant consultation has taken place on the design and scope of the project, with a preliminary concept currently being reviewed by key stakeholders.



### Swim Club buildings works program - Executive Manager Property

The budget will be utilised for design investigations for the redevelopment of various swim club buildings.



### Dinghy Storage - replacement of racks - Executive Manager Property

Project works to improve Council's dinghy storage racks have been completed at Regatta Reserve, with other works on track to be completed this year.



### Manly Beach Controls Office and Viewing Platform - Executive Manager Property

This project involves the construction of a shade structure for the Manly Beach Viewing Platform - the design has been completed and off-site fabrication has commenced.



### Tidal Pools refurbishment - Executive Manager Property

This program focuses on the renewal of the communities tidal pools. Minor works have already been completed to renew pools impacted by storm damage with further renewal works to be completed by the end of the financial year.



### Marine Parade, Manly upgrade - Executive Manager Capital Projects

Works are planned to be carried out in the last quarter of the financial year in order to avoid the high visitation rates in the area over summer.



### Beach equipment renewals - Executive Manager Parks & Recreation

This project is complete. All equipment has been delivered and is operational.

## Foreshore and Building Improvements



### Beach Accessibility Renewals - Executive Manager Parks & Recreation

Project is scheduled to start in January



### Long Reef Surf Lifesaving Club Renewal - Executive Manager Property

This project envisages the construction of a new Surf Life Saving Club, public amenities and cafe at Long Reef within the existing footprint. The project is on schedule, with Stage One of community consultation completed, four working group meetings having been held and a preliminary concept design developed.

## Reserves and Parks Improvements



### Reserves - new and upgrades - Executive Manager Parks & Recreation

Council has awarded the tender for the Lagoon Reserve lighting project and is expected to undertake construction in April 2018.



### Warriewood Valley - public space and recreation - Executive Manager Parks & Recreation

Project is scheduled to start in January



### Walter Gors Reserve and Shared Walkway Dee Why Parade - Executive Manager Capital Projects

Landscaping works completed in December.



### Reserves renewal program - Executive Manager Parks & Recreation

The renewal of paving around 52 palms at Manly Corso has been completed and irrigation has also been renewed. A contractor has been engaged to install a fence to formalise the new trial off leash dog area at Avalon. Local residents have been informed and no negative responses have been received.



### Recreational trails renewal program - Executive Manager Parks & Recreation

Work has been completed on the Shell Cove to Fisher Bay walking trail renewal. Works are continuing on renewing the Nature Trail at Manly Dam with work expected to continue throughout the financial year.

## Aquatic Centre Improvements



### Warringah Aquatic Centre - accessibility works - Executive Manager Property

This project involves making accessibility improvements for Council's aquatic centres. Council has recently purchased two Aquachairs (wheelchairs for swimming pool use) for use at Manly Andrew Boy Charlton Aquatic Centre.



### Warringah Aquatic Centre Renewals - Executive Manager Property

This program of works is focused on renewing the Warringah Aquatic Centre's plant and infrastructure. This years program has seen the heat exchange unit upgraded, new dive blocks installed and speakers installed for the outdoor area.



### Manly Aquatic Centre Renewals - Executive Manager Property

Pool plant room Stage 1 upgrade works have been completed.

In addition, new dosing pumps have been installed for the indoor pool plant room.

## Cemetery Works

## Cemetery Works



### **Cemetery works program - Executive Manager Property**

An initial concept design for Mona Vale Cemetery upgrade works has been completed and the project has moved to the detailed design stage.

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## Community and Belonging

**Key:**  Complete  Progressing  Behind Schedule  Delayed

### OPERATIONAL PROJECTS



**Investigate options to relocate the Youth and Family Counselling Service to enhance access for the Northern Beaches community - Executive Manager Community, Arts & Culture**

Consideration to relocate the service will be undertaken in consultation with the Department of Family & Community Services pending the outcomes of the Targeted Early Intervention reform. Consultation period to commence in July 2018.



**Implement a single Community Centre booking system for the Northern Beaches - Executive Manager Community, Arts & Culture**

The implementation of a single community centre booking system has been selected as a Phase 2 Transition Project, scheduled to commence January 2018.



**Review and harmonise fees for Council's 41 community centres - Executive Manager Community, Arts & Culture**

A review of all fees for Council's 41 community centres has commenced. The new fee structure will commence January 2019.



**Deliver an entrepreneur conference for young people on the Northern Beaches - Executive Manager Community, Arts & Culture**

Program was planned for August, however low enrolment numbers necessitated the event being rescheduled for early 2018.



**Undertaken Ingleside Land Release community development planning - Executive Manager Community, Arts & Culture**

Research into community development requirements for the land release has commenced.



**Review opportunities to expand the Manly Meals on Wheels service - Executive Manager Community, Arts & Culture**

A new service 'Lunch with a Friend' was due to commence in December 2017, however, this has been deferred due to the busy Christmas period for the service and its volunteers. Lunch with a Friend involves volunteers visiting clients in their home and having lunch with them to assist with reducing social isolation. Lunch with a Friend will commence in Early 2018.

A new service brochure has been designed and distributed to local GP's, pharmacies, community centres and libraries.



**Support for one Northern Beaches Club grants committee to assist licenced clubs with providing grants to local organisations - Executive Manager Community, Arts & Culture**

ClubGrants Committee met in December and project is proceeding to schedule.

**Establishment of an expert access panel - Executive Manager Community, Arts & Culture**

This is a project from the Disability Inclusion Action Plan (DIAP) to deliver an expert access panel to support future planning and decision making. Once the current review of all committees has been completed an Inclusive Access Panel will be formed.

**Develop an online disability inclusion and access information hub - Executive Manager Community, Arts & Culture**

Council will promote an information hub on the new website. The information hub will provide practical information on inclusion and access across the Northern Beaches, including accessible transportation options, location of accessible playgrounds and precincts, disability services, promotion of events and employment opportunities, links to other resources and supports.

**Development of a Community Safety issues paper in consultation with key stakeholders. - Executive Manager Community, Arts & Culture**

Planning for the development of a Community Safety issues paper is yet to commence. Key stakeholders will be the participants of the Community Safety Advisory Committee which is yet to be formed.

**Development of a Creative Strategy - Executive Manager Community Engagement & Communications**

A project plan is under development.

**Trial place making activations in identified village and town centres - Executive Manager Community Engagement & Communications**

Place Activation outcomes will be identified as part of auditing process of town and village centres. Team trained in auditing skills for centres and auditing toolkit developed for use overall.

**Undertake a strategic review of the annual program of events - Executive Manager Community Engagement & Communications**

The draft Northern Beaches Events Strategy is currently on exhibition.

The strategy will ensure outcomes are maximised, opportunities are explored and that there is a clear pathway to identifying, attracting and supporting events. Submissions can be made up to 11 February 2018.

**Develop accessibility and inclusion guidelines and toolkit for Council events - Executive Manager Community Engagement & Communications**

The accessibility review is currently underway.

**Cater for children from diverse and socio-disadvantaged backgrounds in our long day care, occasional care, vacation care, family day care and pre-school - Executive Manager Children's Services**

In December, Children's Services supported 16 children and families with additional needs across early childhood services and four children attending Vacation Care. Nineteen children with additional needs have been approved for Inclusion Development Funding. Government funding supported seven children from families at risk or facing difficult circumstances to receive early childhood education and care, while child care fees for eight children are paid for by other organisations while parents work, study or attend training.



## **Meet National Quality Framework standards in providing service to children - Executive Manager Children's Services**

### **National Quality Framework updates**

- Educators are in the process of reviewing their annual risk assessments including, emergency evacuation, routine excursions, visitors and pets
- Harbour View Children's centre's application for the 2018 Early Learning Languages Australia (ELLA) program has been successful
- The whole Centre enjoyed visits from Jennibe -an indigenous incursion
- The older children enjoyed a visit from Ditto's - an Educational program, which specialises in providing personal safety education programs for children. They also participated in the PALS Social Skills program, which teaches children constructive ways to solve problems that arise in social situations

### **Community and Service Achievements**

- Belrose Children's Centre was featured in the Manly Daily to inform the community about the Early Learning Stem App program our preschool is going to be starting in 2018
- Families celebrated the end of year with discos and parties
- Families and members of the community were invited to afternoon tea to celebrate Pre-school Graduations for children going to school in 2018
- Belrose Children's Centre had a visit from Kym's Reptiles. The children learnt about different reptiles in our community and how to respect them in their environments
- The pre-school children from Narrabeen Children's Centre visited Furlough House for the final time this year. They had morning tea with residents and performed Christmas songs for them
- Children attended Narrabeen Lakes Primary School for a school orientation visit as part of the transition to school program. They participated in classroom activities and purchased morning tea from the canteen, with money they had raised early in the month
- Narrabeen Children's Centre had a Christmas Wishing Tree - where families took a tag from the tree with a child's name and age and then returned with a present. These gifts were then donated to a local Women's refuge
- The Roundhouse Children's Centre celebrated the regular volunteers who helped at the centre all year

### **Upgrades to Children's Services**

- Harbour View Children's centre is re-locating to North Harbour at the end of December while renovations take place
- The Roundhouse Children's Centre had their garden beds topped up with new soil and plants making our outdoor environment more aesthetically pleasing.



## **Amalgamate pre-schools to Kangaroo Street centre from Ivanhoe Park - Executive Manager Children's Services**

The Kangaroo Street renovations will take place in 2019. The expanded scope of the project will require no children are operating on the site during the project. This has resulted in the project commencing in January 2019 and the children will be relocated to Ivanhoe Park and North Harbour during the renovations.



## **Promote all library services at all the public library branches - Executive Manager Library Services**

All the public libraries have consistent promotions about the library services on offer on the TV screens, posters and flyers as well as the library website.

This is now a business as usual function.

**Review library opening hours across all the public libraries - Executive Manager Library Services**

The team is compiling a report based on the customer survey, door count information and loan information. The first report draft will be completed by mid February and the report is scheduled to be presented to Council at the end of March.

**Continue to support and promote the provision of community library services - Executive Manager Library Services**

In order to improve and increase support of the community libraries along with their connection to the public libraries, recruitment of a Community Librarian commenced in January 2018.

The Community Librarian will develop a strategic plan to promote, support and develop community libraries. This will include delivering projects developed by the public libraries in partnership with the community library network.

**Implement a single on-line booking system for all library events and programs held at the public libraries - Executive Manager Library Services**

An on-line booking system for all library events and programs called Eventbrite has been implemented. Customers will be able to book all library events and programs through Eventbrite.

**Review customer services processes and practices in all the public library branches - Executive Manager Library Services**

Work groups established to review the library customer service practices continue to prioritise the processes for improvement which will be addressed progressively in the new year.

**Operate Glen Street Library as part of the Glen Street Cultural Hub - Executive Manager Library Services**

In order to operate the library as part of the Glen Street cultural hub, a meeting has been scheduled in January between the library and theatre staff.

**Implement an on-line customer suggestion process across all the public libraries - Executive Manager Library Services**

The online customer suggestion process is currently operational through the library website. Work continues on ensuring all library staff know how to assist customers to use the system as required.

**Implement a single library card to access all library services across the Northern Beaches public libraries - Executive Manager Library Services**

The design for the single library card will feature the new Council brand.

The new cards are expected to be available in May 2018 to coincide with the launch of the new Northern Beaches library management system.



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**Establish a single library management system for customers to access all library loanable items across the Northern Beaches public libraries - Executive Manager Library Services**

The overall status of the Library Management System project is on track for implementation by June 2018.

Deadlines for the extraction of data from the three existing systems, data evaluation, data analysis and data conversion were met through the month to enable a system to be established for training and testing.

Over the coming month, the project team will focus on activities in relation to training roll out, change management, communications, stakeholder management, operating policies and procedures as well as managing project dependencies.



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**Develop and implement a process to book use of the beach FreeWheeler - Executive Manager Parks & Recreation**

Project on track for completion in time frames. Form now in use and planning underway for transfer of booking process to Reserve Bookings team. Pool chair has been added to the form for booking via the same process.



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**Establishment of inclusion conditions in funding agreements - Executive Manager Transformation & Performance**

Initial scoping work of the project undertaken.

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## CAPITAL PROJECTS

### Library Upgrades



#### **New library technology - Executive Manager Library Services**

The assessment of ageing library technology identified the need to reconsider the customer feedback mechanism. An improved solution has been approved and will move into production in January 2018 for release to customers by the end of February 2018.



#### **Mona Vale Library - new works - Executive Manager Property**

This program of works sees the refurbishment of the existing Mona Vale Library to improve the functionality of the space, and meet the identified needs of the community and staff.

A request for quotation for design consultancy is currently being advertised.



#### **New library books - Executive Manager Library Services**

The purchase of new library books and library material is on schedule.



#### **Mona Vale Library - upgrades - Executive Manager Property**

This program of works sees the refurbishment of the existing Mona Vale Library to improve the functionality of the space, and meet the identified needs of the community and staff.

A design brief is currently being prepared in consultation with library staff to obtain quotations to carry out the required works.



#### **Replacement of library books - Executive Manager Library Services**

Eaudio books accounted for the largest expenditure during the month of December at 34%, eBooks accounted for 28%, followed by Adult Fiction at 19%. The remaining 19% was spent across library's collection.

### Cultural Improvements



#### **Public art purchases - Executive Manager Community, Arts & Culture**

The "Oceanides" sculpture at Fairy Bower pool, dubbed the 'Sea Nymphs' by locals, was reinstalled following a huge fundraising effort by the community and supported by Northern Beaches Council.



#### **Gallery Art Work Purchases - Executive Manager Community, Arts & Culture**

A Herbert Badham painting was purchased at auction in Melbourne on 29 November, 2017.



#### **New creative art space - northern end of the Northern Beaches local government area - Executive Manager Property**

Project is in the early stages of identifying a suitable location for a new creative arts space in the northern part of the Northern Beaches.



#### **New public art installations - Executive Manager Community, Arts & Culture**

Project is progressing with the first meeting of the Working Group for the Public Art Trail held on 13 December 2017.

## Cultural Improvements



### **Manly Art Gallery and Museum - accessibility investigations - Executive Manager Property**

This project focuses on the refurbishment of the Manly Art Gallery. This is a two year project with this year's deliverables including the preparation of a masterplan for the site, project scoping and design works



### **Glen Street Theatre renewal works - Executive Manager Property**

This budget provides for ongoing minor upgrades to Glen Street theatre and is being used this year to install upgraded audio equipment.

## Community Centre Upgrades



### **Warriewood Valley New Community Centre - Executive Manager Capital Projects**

This project involves the design and construction of a new Warriewood Valley Community Centre.

Preliminary feasibility and investigation work has commenced.

Detailed designs and construction due in 2018/19



### **Community buildings works program - Executive Manager Property**

This program of works focuses on the renewal of Council's community buildings including Community Centres and Youth Centres. This years program has seen improvement works completed at the Nelson Heather Centre, the Seaforth Village Community Centre and YoYo's.



### **Community centres minor works program - Executive Manager Property**

This program delivers a range of minor refurbishments within Council's various Community Buildings.



### **Beacon Hill Community Centre and Youth Club - building works - Executive Manager Property**

This project sees a major refurbishment of the Beacon Hill Community Centre and Youth Club to meet the needs of local users of the site. This project has already unsuccessfully been to tender, and will now be bundled in the tender with the Nolan Reserve Amenities and North Harbour Reserve Amenities project in January 2018 with the intent of getting a more competitive price.



### **Avalon Community Centre - building works - Executive Manager Property**

This project sees the repair of the steel roof including additional protective measures to extend the life of the building. Stage 1 of this project has been completed with Stage 2 commencing in 2018.

## Child Care Buildings



### **Children's Centres works program - Executive Manager Property**

This project saw the upgrade of the playground at Brookvale Children's Centre.



### **Harbourview Preschool / Community Centre - building works - Executive Manager Property**

This project sees the modification of the existing HarbourView Childrens' Centre to bring to an appropriate level of service while also allowing for improved layout and supervision. The construction tender has closed and the evaluation of the preferred tenderer is underway

# Vibrant Local Economy

**Key:**  Complete  Progressing  Behind Schedule  Delayed

## OPERATIONAL PROJECTS



### **Host and/or support business events and networks across the region - Executive Manager Community Engagement & Communications**

Council has joined the Committee for Economic Development Australia (CEDA) to help build relationships with industry, State and Federal Governments to address local economic development issues.



### **Work with local communities and businesses to identify ways to improve town centres - Executive Manager Community Engagement & Communications**

Place Co-ordinators building relationships and contacts in town and village centres. Internal Council liaison with business units for the co-ordinated delivery of projects in the centres and the team is providing assistance with communication strategies engaging with the community and business.



### **Develop policies and issue papers with appropriate actions to promote the regions economy - Executive Manager Community Engagement & Communications**

Preliminary research will commenced in January 2018 on the visitor survey which is being conducted at Palm Beach and Manly. This data will be used to support the development of a regional Destination Management Plan.



### **Finalise the Manly Destination Management Plan and commence a similar Plan for the whole region - Executive Manager Community Engagement & Communications**

Draft Manly Destination Management Plan (DMP) is being finalised following review by Council staff and the Manly Business Chamber. Visitor Survey proposed for summer period to inform a Northern Beaches DMP.



### **Coordination of Meet Your Street program - Executive Manager Community Engagement & Communications**

Eighteen Meet Your Street events were held in December, which brings the total delivered in 2017 to 19. One final event has been scheduled for February 2018, which will be the last for the 2017/18 financial year as budget has been expended.

## CAPITAL PROJECTS

### Town Centre and Village Upgrades



#### **Dee Why Town Centre - Redman Road Plaza East - Stage 1 - Executive Manager Capital Projects**

Project Completed



#### **Dee Why Town Centre - Design - Executive Manager Capital Projects**

Detailed design and tender documentation for Howard Ave and Oaks Ave is being finalised for tender. Construction along Pittwater Rd (west) from Redman Rd to Sturdee Ave due to commence in February 2018.



#### **Dee Why Town Centre - Construction - Phase 1 - Executive Manager Capital Projects**

Construction along Pittwater Rd (west) from Redman Rd to Sturdee Ave due to commence in February 2018.

Detailed design and tender documentation for Howard Ave and Oaks Ave is being finalised for tender. Construction works expected to commence this financial year and be completed in 2018/19



#### **Balgoolah Plaza - Executive Manager Capital Projects**

Paving, landscaping and plaza lighting works have been completed.



#### **Manly Laneways - Executive Manager Capital Projects**

Whistler St, Central Ave and Short St completed. Whistler Street Car park upgrade works to commence in 2018. Streetscape works will continue in Manly CBD starting with works in March along Belgrade St.



#### **Place Making Infrastructure (Enliven) - Executive Manager Community Engagement & Communications**

Capital work projects from the Place Making Infrastructure (Enliven) 2017/18 budget, will be identified as part of place audit assessments.

# Transport, Infrastructure and Connectivity

**Key:**  Complete  Progressing  Behind Schedule  Delayed

## OPERATIONAL PROJECTS



**Undertake a review and detailed assessment of the location of bus stops for the Hop Skip Jump Bus Service to improve travel times, reliability and support safety at bus stops - Executive Manager Community, Arts & Culture**

The Hop Skip Jump Bus Service (HSJ) operates seven days per week over four different routes. Buses operate on a hail and ride basis and in busier locations and where parking pressures are high HSJ bus stops have been established to allow the buses to pull over close and parallel to the kerb to pick up and set down passengers. On parts of the routes the HSJ buses share use of State Transit bus stops.



**Commence the development of a Northern Beaches Bike Plan identifying key strategies and programs to encourage bike riding throughout the area - Executive Manager Transport & Civil Infrastructure**

The Bike Plan has been deferred to 2018/19.



**Commence the development of a Northern Beaches Pedestrian Access and Mobility Plan (PAMP) to ensure accessibility throughout the Northern Beaches - Executive Manager Transport & Civil Infrastructure**

The development of a Northern Beaches Walking Plan has commenced with community consultation open until 4 March 2018.



**Develop and deliver active travel projects in accordance with the Active Travel Strategy including the development of walking and cycle networks. - Executive Manager Transport & Civil Infrastructure**

The Northern Beaches Council Transport Strategy will encompass active travel. The Strategy is under development.

In addition the delivery of active travel projects are underway across the Northern Beaches.



**Continue to work with State Government on the role out of the B-line Service on the Northern Beaches - Executive Manager Transport & Civil Infrastructure**

B-line services have commenced.  
The connectivity works delivered by Council are proceeding according to schedule.  
The final infrastructure will be delivered next financial year.



**Commence a review of accessible parking provision - Executive Manager Transport & Civil Infrastructure**

The development of a Parking Strategy will consider the provision of accessible parking.

## CAPITAL PROJECTS

### Active Travel – Cycleways and Footpaths



#### **Footpaths new - Executive Manager Transport & Civil Infrastructure**

Construction of the Pine and Shackel Ave, Brookvale footpaths are in progress and close to completion. Quotations are currently being sought from external contractors for a further four footpaths and construction will commence in early 2018.



#### **Bike plan implementation - new works - Executive Manager Transport & Civil Infrastructure**

The bike plan implementation program is on schedule with design of a shared path at Blackbutts Rd French Forest currently in progress.



#### **Connecting Communities - Footpaths Programs - Executive Manager Capital Projects**

Consultation continues on a number of sites for coastal walkway.

Works commenced at Palm Beach Walkway

Works completed at Surf Reserve Curl Curl.



#### **Connecting Communities - Cycleways Program - Executive Manager Capital Projects**

Shared paths completed in Brookvale, Manly Vale, Dee Why west, Collaroy, Narrabeen, Mona Vale and Beacon Hill.

On road cycleways in the following areas have been completed Avalon to Palm Beach, Brookvale, Cromer, Dee Why to Long Reef and Warriewood Beach.

Currently constructing shared paths in the Warriewood Valley precinct.



#### **Warriewood Valley - pedestrian and cycleway network - Executive Manager Parks & Recreation**

The construction of a crushed rock path from Jackson Road to the Angus Gordon Boardwalk will be carried out in May 2018 per the approved Review of Environmental Factors to avoid impacts on the local bat population.

The Brands Lane bridge has been deferred to 2018 to allow for greater certainty around timing of surrounding developments and the impact of those on the project.



#### **Narrabeen Lagoon Trail - aquatic boardwalk - Executive Manager Parks & Recreation**

Detailed design and the review of environmental factors are both progressing well for this project. Council is likely to issue a tender in February 2018 for this project. It is anticipated that work will commence in Winter 2018.



#### **Little Manly Boardwalk - Executive Manager Parks & Recreation**

Council has resolved to defer the project following the outcome of the community engagement phase of the project. The project will be considered as part of the Little Manly Masterplan project.



#### **Footpath renewal - Executive Manager Transport & Civil Infrastructure**

Footpath renewals in the Manly ward are in progress. Scope verification of remaining wards is in progress.

### Road and Related Infrastructure Upgrades

## Road and Related Infrastructure Upgrades



### **New traffic facilities - Executive Manager Transport & Civil Infrastructure**

The McCarrs Creek Road traffic calming concept design endorsed by the Traffic Committee and revised concept design submitted to the RMS for comment. Further progress made with design development of other traffic facilities projects.



### **Scotland Island roads and drainage improvements - Executive Manager Transport & Civil Infrastructure**

Project is scheduled to start in January



### **Warriewood Valley - new bridge MacPherson Street - Executive Manager Transport & Civil Infrastructure**

MacPherson Street was reopened to traffic on 15 December 2017. The project is tracking well with final asphaltting and landscaping works to continue in January 2018.



### **Warriewood Valley - traffic and transport infrastructure - Executive Manager Transport & Civil Infrastructure**

The Warriewood Valley traffic and transport infrastructure package is on schedule. Construction of the Garden St, Warriewood parking bays are due to commence in late January.



### **Parking station and meters infrastructure - Executive Manager Transport & Civil Infrastructure**

This project is for parking station and parking meter infrastructure.

A project manager has been assigned and is assisting parking operations with this Capital Works Program.



### **Church Point - new carpark - Executive Manager Transport & Civil Infrastructure**

Construction of the new car park structure is in progress, structural works are progressing well with the upper car park deck construction complete. Works are due to progress on the car park ramp structures in January. Works are on track for completion in March 2018.



### **Bus stop renewal - Executive Manager Transport & Civil Infrastructure**

Community consultation is in progress for the Palm Beach Heritage Bus shelter. A request for quotation has been issued for all other bus stop renewals with quotations due for submission in January.



### **Car park renewal - Executive Manager Transport & Civil Infrastructure**

Scoping and preparation of design are on schedule for remaining car park renewals. Abbott Road, Curl Curl concept design was accepted at the December Traffic Committee meeting.



### **Kerb and gutter renewal - Executive Manager Transport & Civil Infrastructure**

The kerb and gutter renewal works are in progress with an internal Construction and Maintenance crew undertaking the works. Works are continuing across the Manly and Pittwater Wards.



### **Retaining wall renewal - Executive Manager Transport & Civil Infrastructure**

Tender documents have been drafted for The Esplanade, Narrabeen retaining wall and the RFT will be released in January. An RFQ has been issued for the Battle Blvd Seaforth retaining wall with quotations due for submission in January.

## Road and Related Infrastructure Upgrades



### Road resheeting program - Executive Manager Transport & Civil Infrastructure

The road resheeting RFQ process has been finalised and a successful contractor appointed to undertake the program of works. Resheeting works are expected to commence in early 2018.



### Bridge renewal - Executive Manager Transport & Civil Infrastructure

Project is scheduled to start in January

## Wharf Upgrades



### Church Point - wharf extension - Executive Manager Transport & Civil Infrastructure

Stakeholder and RMS consultation is still in progress. Environmental approvals are being finalised. The RFT documentation has been drafted and is due for release in January 2018.



### Currawong Wharf - access works - Executive Manager Property

This project looks to renew and upgrade the Currawong Wharf to meet accessibility and other functional requirements. The project is contingent on funding being provided by the Roads and Maritime Service and is on hold pending the provision of that funding.



### Mackerel Beach Wharf - access works - Executive Manager Property

This project aims to fully renew the Mackerel Beach Wharf to modern standards and to the needs of the community. Currently this project requires co-funding from the Roads and Maritime Service which is not currently available and as such is on hold until these funds become available.



### Wharves works program - Executive Manager Property

The renewal works are planned to be used in the urgent renewal works required at Cargo Wharf, Church Point.



### Rowland Reserve Boating Facilities Renewal - Executive Manager Property

This project aims to improve the access and quality of boating facilities in Rowland Reserve. A new wash down bay and gross pollutant trap have been completed, with parking bays concreted and ramp tops re-asphalted. Works are also progressing well to have the new pontoons in place this year.

# Good Governance

**Key:**  Complete  Progressing  Behind Schedule  Delayed

## OPERATIONAL PROJECTS



**Research the user experience of systems and processes - Executive Manager Customer Service**

This project is incorporated into other projects (OneCRM, LMS, call centre, front counters and forms) which are all progressing. An interim call centre at Mona Vale has included adjustable height desks, dual screens and dual headsets for enhanced usability.



**Preparation of the Long Term Financial Plan 2018-2028 - Chief Financial Officer**

The Long Term Financial Plan will commence once the 2018/19 budget template closes on 5 January 2018 and is presented to Executive Leadership Team on 11 January 2018.



**Review Councils light fleet policy - reduction in vehicles, fuel and emissions - Executive Manager Transport & Civil Infrastructure**

Council is continuing to standardise vehicles which will support a reduction in fuel consumption and emissions.



**Review and implementation of templates for procurement across the Northern Beaches Council in accordance with provisions of the Local Government (General) Regulation - Chief Financial Officer**

All procurement templates have undergone an initial review and are available to staff on the intranet. Further review is being undertaken by key stakeholders through the Capital Works Procurement review project on an ongoing basis.



**Review and update tendering documentation guidelines to ensure procurement processes are inclusive and accessible - Chief Financial Officer**

Project not to start until March 2018



**Develop an effective Internal Audit Plan and conduct audits accordingly and ensure an effective Audit, Risk and Improvement Committee - Executive Manager Governance & Risk**

Internal audit and probity audit activity underway in accordance with the Internal Audit Plan. Further internal audits under discussion, pending finalisation of scope.

The Audit, Risk and Improvement Committee met on 13 December 2017 for an extraordinary meeting to endorse the Financial Statements for the period 13 May 2016 to 30 June 2017 for presentation to Council and lodgment with the Audit Office of NSW by 31 December 2017.



**Ensure Local Government elections are conducted as required in conjunction with the NSW Electoral Commission - Executive Manager Governance & Risk**

The local government elections were held on 9 September 2017 and 15 councilors were elected to represent the Northern Beaches Council.

The NSW Electoral Commission ran the election with Council providing support which included the preparation of the non-residential electoral roll, statutory advertising and additional community awareness advertising about the election, running candidate information sessions, and the appropriate direction of queries relating to the election and voting. All legislative regulations, procedures and requirements were met to ensure a fair and equitable election.



**Implement an induction program for elected representatives and committee members and provide ongoing training and development programs - Executive Manager Governance & Risk**

The Project is on track. The Committees framework was adopted by Council on 28 November 2017, and the Draft Policy for Appointment of Community and Stakeholder Representatives to Committees is out on public exhibition until 4 February 2018. Online applications for the Strategic Reference Groups are open until 4 February 2018, and a web page consisting of the Charter, Terms of Reference, and the online nomination forms has been established.



**Implement an Enterprise Risk Management Framework based on best practice and Australia Standards - Executive Manager Governance & Risk**

Implementation of Enterprise Risk Management Framework remains behind schedule



**Ensure effective business continuity processes are in place incorporating a Business Continuity Plan - Executive Manager Governance & Risk**

The Consultant has been appointed and the first workshop was held with Executive Managers to identify Council's critical business functions. The second Business Continuity workshop with the Executive Manager is scheduled for 3 February 2018.



**Relevant Codes and Policies developed and reviewed to meet legislation and/or organisational requirements. Including staff training and awareness raising - Executive Manager Governance & Risk**

Project is scheduled to start in February



**Review the accessibility and inclusiveness of Council meetings - Executive Manager Governance & Risk**

Investigation continues into closed captioning for the council meetings webcasts and recordings.



**Ensure that a complaint management framework including training and awareness activities, is developed and implemented to meet organisational need, best practice and Australian Standards - Head of Integrity & Complaints**

The Office of Integrity and Complaints Resolution (OICR) recruitment drive was finalised in December.

With the team established, a Business Partner model has been agreed with the team and will be introduced to the organisation in January.

The model will be similar in operation to the Human Resources Business Partner model, providing internal stakeholders with a dedicated consultant who understands their business and can more precisely deliver complaints management expertise and advice.

During December, the Head Of Integrity delivered an introductory presentation to a number of key stakeholders across the organisation to build awareness of the formation of the OICR and provide some guidelines for how our people will be working with each business unit in the management of complaints.



**Preparation of the Workforce Management Plan 2018-2028 - Executive Manager Human Resources**

Work has commenced on populating the draft Workforce Plan and the project team will continue to work in line with the agreed timetable of milestones.

**Develop guidelines for inclusive recruitment and workplace practices - Executive Manager Human Resources**

The Recruitment and Selection Policy has been finalised and will be launched to the business in the New Year following CET final endorsement.

The suite of documents and forms that relate to Council recruitment and selection process (Reference Check templates, Interview Guide template, interview panel requirements and recruitment process roles & responsibilities etc.) have been reviewed and updated to be re-launched to the organisation in line with the launch of the Recruitment and Selection Policy.

**Develop disability awareness education and training for staff - Executive Manager Human Resources**

Methods of delivering Disability Awareness Training within the business are currently under investigation.

**Preparation of the Asset Management Strategy - Executive Manager Property**

A project schedule for the Asset Management Strategy has been prepared, and the first draft of the Asset Management Strategy is due to be delivered mid February 2018. The project is on schedule to be delivered.

**Preparation of Asset Management Plans for all asset classes - Executive Manager Property**

Project is scheduled to start in February

**Preparation of the Northern Beaches Community Strategic Plan (SHAPE 2028) - Executive Manager Transformation & Performance**

The exhibition of the draft Community Strategic Plan closed on 12 November. Over 30 submissions were received.

**Preparation of Delivery Program 2018-2021 - Executive Manager Transformation & Performance**

A workshop was held with Councillors to establish their priorities over the next three years and also to brief them on the findings of the community engagement on the Delivery Program. CET also endorsed in principle the development of a Delivery Program based on key services.

**Preparation of the Operational Plan 2018/19 - Executive Manager Transformation & Performance**

Project is scheduled to start in January

## CAPITAL PROJECTS

### IT Improvements



#### IT Infrastructure - new works - Chief Information Officer

Additional infrastructure needs will be assessed given the amount of infrastructure consolidation currently underway.



#### IT Software - new works - Chief Information Officer

All projects associated with the purchase and implementation of IT software are currently on track to be acquitted this financial year.



#### New IT Systems - Chief Information Officer

Northern Beaches Council went live as scheduled with a single property & rating system on Dec 11. The project is in Post Go-Live support phase.



#### IT Infrastructure - replacements - Chief Information Officer

End user computing replacements are on hold pending the introduction of a single Northern Beaches Council operating system.

### Civic Building and Compliance Works



#### Operational buildings works program - Executive Manager Property

This project has involved concrete repair works to the Civic Centre in Dee Why, a replacement air conditioning system for Manly Town Hall and fit out works to the Manly Soldiers Memorial Building.



#### Disability Access (DDA) Compliance Works - Executive Manager Property

The funds have been expended on DDA compliance works to council buildings to improve accessibility.



#### Building Code of Australia (BCA) compliance works - Executive Manager Property

These funds have been expended undertaking BCA compliance works to council buildings.



#### Council Chambers renewal program - Executive Manager Property

All works have now been completed with the exception of the re-installation of Warringah former Mayor's honours board.

### Plant and Fleet



#### Major plant replacement program - Executive Manager Transport & Civil Infrastructure

On target



#### Light fleet replacement program - Executive Manager Transport & Civil Infrastructure

On target

# Participation and Partnerships

**Key:**  Complete  Progressing  Behind Schedule  Delayed

## OPERATIONAL PROJECTS



**Launch a new Northern Beaches Council website and content management system - Executive Manager Community Engagement & Communications**

This project is 100% complete and now requires ongoing maintenance.



**Continue to implement the Northern Beaches Council identity - Executive Manager Community Engagement & Communications**

Studio have been working on a campaign for Summer which includes flags at all possible locations to raise brand awareness and provide advertising for a string of events happening in the Northern Beaches over summer. The events have included, Christmas, NYE and Australia Day. Studio is reviewing it's internal service model and seeking feedback through a survey.



**Continue to develop the signage style guide and rollout across Council assets - Executive Manager Community Engagement & Communications**

Work is progressing on finalising the Signage Style Guide and anticipate a revised completion date in February 2018.

V1.1 of the Brand Style Guide is complete and the team have been working with it for over a month now.



**Conduct a document and media accessibility audit - Executive Manager Community Engagement & Communications**

Web Content Accessibility Guidelines accessibility audit review completed with positive results and 100% compliance achieved.



**Develop and integrate inclusion participation guidelines into Council's community engagement framework - Executive Manager Community Engagement & Communications**

Broader consultation will be conducted with internal project team to better understand who are the disability and disadvantaged groups they work with and how it might be best captured in future engagement processes including the framework. Early round internal consultation will be conducted in Feb/Mar 2018



**Build networks with key contacts regarding the best way to engage people with disability - Executive Manager Community Engagement & Communications**

Broader consultation will be conducted with key disability and disadvantaged groups following an internal review (early 2018).



**Integrate accessibility and inclusion considerations into early stage project planning - Executive Manager Community Engagement & Communications**

Broader consultation will be conducted with internal project team to better understand who are the disability and disadvantaged groups they work with and how it might be best captured in future engagement processes including the framework. Early round internal consultation will be conducted in Feb/Mar 2018.