



WARRINGAH
COUNCIL

ATTACHMENT BOOKLET

ORDINARY COUNCIL MEETING

TUESDAY 16 FEBRUARY 2016



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QUARTERLY BUDGET REVIEW STATEMENT

December 2015

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WARRINGAH
COUNCIL

31 December 2015 Quarterly Report - General Manager's Message

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005.

It is my opinion that the Quarterly Budget Review Statement for Warringah Council for the six months ended 31 December 2015 indicates that Council's projected financial position at 30 June 2016 will be satisfactory, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

David Walsh
Responsible Accounting Officer, Warringah Council

Income Statement

	YTD					
	YTD	Approved	YTD	Annual	Approved	Current
	Actuals	Forecast	Variance	Budget	Forecast	Forecast
	\$	\$	\$	\$	\$	\$
Income from Continuing Operations						
Rates and Annual Charges	100,919,171	100,812,562	106,609	100,817,062	100,817,062	100,917,062
User Charges & Fees	23,593,283	21,936,033	1,657,250	43,722,312	43,348,482	43,559,466
Investment Fees and Revenues	1,521,789	1,396,809	124,980	2,508,394	2,508,394	2,583,394
Other Revenues	5,930,241	5,777,704	152,538	11,299,563	11,319,666	11,400,354
Grants and Contributions - Operating Purposes	5,053,281	5,143,282	(90,001)	8,001,649	8,141,847	7,635,007
Grants and Contributions - Capital Purposes	4,491,682	3,267,357	1,224,325	4,037,869	4,902,865	7,144,120
Gains on disposal of Assets	7,339,368	7,312,993	26,375	9,293,225	9,323,225	7,442,993
Total Income from Continuing Operations	148,848,815	145,646,740	3,202,075	179,680,074	180,361,541	180,682,397
Expenses from Continuing Operations						
Employee Benefits & Costs	(33,370,328)	(33,166,029)	(204,299)	(64,150,403)	(64,225,267)	(64,238,346)
Borrowing Costs	(525,161)	(681,063)	155,901	(1,362,127)	(1,362,127)	(1,207,098)
Materials and Contracts	(29,051,249)	(29,234,548)	183,298	(59,323,694)	(59,089,986)	(59,560,487)
Depreciation and Amortisation	(7,651,516)	(7,674,862)	23,346	(16,034,300)	(16,034,300)	(16,034,300)
Other Expenses	(12,163,667)	(11,450,138)	(713,529)	(21,134,407)	(21,184,032)	(20,906,338)
Internal Charges	-	-	-	(0)	(0)	(0)
Overhead Allocation	-	-	-	-	-	-
Total Expenses from Continuing Operations	(82,761,921)	(82,206,639)	(555,282)	(162,004,931)	(161,895,713)	(161,946,569)
Total Surplus (Deficit) from Continuing Operations	66,086,893	63,440,101	2,646,793	17,675,143	18,465,828	18,735,828
Surplus / (Deficit) Before Capital Grants & Contribution	61,595,212	60,172,744	1,422,468	13,637,274	13,562,963	11,591,708
Total Surplus (Deficit) from Continuing Operations	66,086,893	63,440,101	2,646,793	17,675,143	18,465,828	18,735,828
Rates and Charges yet to be allocated to Services	(34,311,118)	(34,311,118)	-			
Surplus/ (Deficit) from Continuing Operations	31,775,776	29,128,983	2,646,793			
Surplus/ (Deficit) before Capital Grants and Contributions	27,284,094	25,861,626	1,422,468			

The above Income Statement shows Council's consolidated financial result for the six months ended 31 December 2015.

The result for the six months ended 31 December 2015 shows some variations between budgeted and actual results. Comments have been provided by responsible budget managers and the forecasts have been amended where necessary. The reports for the 17 services included in the Delivery Program 2015-2019 are each provided separately.

Forecast Changes

These overall movements are detailed in the table below:

	Annual Budget \$	Approved Forecast \$	Variance \$	Current Forecast \$	Variance \$
Total Income from Continuing Operations	179,680,074	180,361,541	(681,467)	180,682,397	320,856
Total Expenses from Continuing Operations	(162,004,931)	(161,895,713)	(109,218)	(161,946,569)	(50,856)
Total Surplus (Deficit) from Continuing Operations	17,675,143	18,465,828	(790,685)	18,735,828	270,000
Surplus/ (Deficit) before Capital Grants and Contributions	13,637,274	13,562,963	74,311	11,591,708	(1,971,255)

The Surplus from Continuing Operations which includes Capital Grants and Contributions is forecast to increase by \$270,000 to \$18,735,828.

The significant changes which result in an increase of \$320,856 in the forecast Income from Continuing Operations are as follows:

- Rates and Annual Charges are forecast to increase by \$100,000 due to additional rates from supplementary valuations
- User Charges & Fees are forecast to increase by \$210,985. This principally relates to an increase in Development Assessments of \$225,715 for fees in relation to the Dee Why CBD development and an increase in Children's Services of \$216,842 largely relating to the Belrose Long Day Care centre. These have been offset by a decrease in Warringah Aquatic Centre of \$144,065 due to a change in the service delivery model for squads, a decrease in Road and Traffic for road restorations income of \$70,405 due to reduced public utility restorations, a decrease within Natural Environment of \$12,596 and a decrease of \$4,506 within Community Services
- Investment Fees and Revenues are forecast to increase by \$75,000 additional investment income.
- Other Revenues are forecast to increase by \$80,688. This is principally due to an increase within Corporate Support of \$120,000 for legal fees recovered and an increase of \$22,500 in Parks, Reserves and Foreshores for Sporting Club leases offset by a decrease of \$61,812 within Waste Services relating to a reduction in the levy rebate from the Department of Environment and Conservation.
- Grants & Contributions – Operating Purposes have been forecast to decrease by \$506,840. This principally relates to a decrease in Natural Environment of \$521,850 largely due to the deferral to 2016/17 of a grant for the Narrabeen Lagoon entrance clearance and a decrease in Children's Services of \$10,000 in salary grants for Inclusion Support Child Care. These decreases have been partially offset by an increase in Parks, Reserves & Foreshores of \$12,010 due to additional maintenance contributions, an increase in Warringah Aquatic Centre of \$8,000 for the Active Aging grant provided by the Aquatic Recreation Institute and an increase in Community Services of \$5,000 due to a private contribution received for arts and cultural services.
- Grants & Contributions – Capital Purposes have been forecast to increase by \$2,241,255. Corporate Support has been forecast to increase by \$1,535,000 due to additional s94A developer contributions of \$1,500,000, a grant of \$20,000 for the Manly Warringah Womens Resource Centre and a \$15,000 contribution from Tennis Australia for the Warringah Recreation Centre. Roads & Traffic has been forecast to increase by \$665,260 relating to additional Roads and Maritime Services grants and Parks, Reserves & Foreshores has been increased by \$40,995 due to a \$25,000 grant from Community Building Partnerships for playground renewal works and a contribution of \$15,995 from the Stony Range Regional Botanic Garden Community Committee for works at Stony Range.
- Gains on the Disposal of Assets have been forecast to decrease by \$1,880,232 within Corporate Support reflecting the amount that was received in the 2014/15 financial year, which was earlier than originally anticipated, for the sale of the Kiah site.

The significant changes which result in an increase of \$50,856 in the forecast Expenses from Continuing Operations are as follows:

- Employee Benefits & Oncosts are forecast to increase by \$13,078. This principally relates to an increase within Children's Services of \$103,222 due to additional staffing at the Belrose Long Day Care Centre, an increase of \$20,110 within Strategic Planning for an extra day of part-time maternity cover and additional casual staff requirements due to vacancies in Parks, Reserves and Foreshores of \$6,747. These increases have been partially offset by a reduction of \$100,000 within Good Governance due to staff vacancies within the Internal Ombudsman Office and decrease within Roads & Traffic of \$17,000 due to a staff member transitioning to retirement.
- Borrowing Costs are forecast to decrease by \$155,029 due to the deferral of the drawdown of the loan for the construction of the Kimbriki road.
- Materials and Contracts have been forecast to increase by \$470,501. Roads and Traffic has been forecast to increase by \$405,448 for additional stormwater works. Strategic Planning has been increased by \$163,400 principally due to the Dee Why Town Centre and Brookvale Structure Plan. Waste has been increased by \$97,402 for vegetation bin replacement costs. Good Governance is forecast to increase by \$60,000 for agency personnel within the Internal Ombudsman's Office due to vacancies noted above. Corporate Support has been increased by \$16,750 principally due to additional agency personnel within Marketing & Communications, Children's Services has been increased by \$47,605 for additional costs associated with the Belrose Long Day Care Centre and Library Services have been increased by \$11,000 for software and maintenance costs. These increases have been partially offset by a reduction of \$156,242 for tree management within Parks, Reserves and Foreshores, reduced floodplain works costs of \$151,850 within Natural Environment due to the deferral of the Narrabeen Lagoon Entrance Clearance and a reduction in Community Services of \$23,012 relating to cleaning costs.
- Other Expenses are forecast to decrease by \$277,694. Roads and Traffic has been forecast to decrease by \$253,000 due to a reduction in street lighting electricity costs and Compliance has been forecast to decrease by \$100,190 due to a reduction in the contribution payable to Fire and Rescue NSW. These decreases have been partially offset by an increase in Corporate Support of \$26,977 principally due to insurance costs, an increase in Strategic Planning of \$30,000 relating to the Dee Why Town Centre and Brookvale Structure Plan, an increase in Natural Environment of \$16,360 principally due to an increase in the contribution to the State Emergency Service and an increase in Good Governance of \$2,150.

The Surplus from Continuing Operations before Capital Grants and Contributions for the full financial year is forecast to decrease by \$1,971,255 to \$11,591,708. This principally relates to the reduction in the gain on Sale of Assets reflecting the amount that was received in the 2014/15 financial year, which was earlier than originally anticipated, for the sale of the Kiah site.

Capital Works

Expenditure on Capital Works for the six months ended 31 December 2015 totalled \$17,177,728.

	YTD Actuals \$	YTD Approved Forecast \$	Variance \$
Total Capital Expenditure	17,177,728	26,218,089	9,040,361

Changes to the forecast details which are included in the individual reports of each of the Services are shown below.

	Annual Budget \$	Approved Forecast \$	Variance \$	Current Forecast \$	Variance \$
Total Capital Expenditure	58,436,395	64,895,421	(6,459,026)	57,409,653	7,485,769

Description	\$
Changes by Council Resolution	
Changes by Council Resolution during the first quarter:	(2,004,670)
Changes by Council Resolution in the September QBRS:	(4,454,256)
Changes by Council Resolution during the second quarter:	0
Total Changes	(6,458,926)
Changes identified in the Proposed Forecast	
Rolled overs to 2016/17 capital works program:	0
Construction of Kimbriki Road	2,813,291
Dee Why Town Centre - Kingsway parking & community facility	7,000,000
IT Software - Renewals	115,000
Pittwater Road Widening and signal adjustments	447,975
Brought forward from 2016/17 capital works program:	0
Oaks Avenue Stormwater Drainage	(1,188,422)
Works funded by additional Grants & Contributions:	0
Bike Plan Implementation	(161,700)
Dee Why - Design & Construction - Traffic and Streetscape	(38,200)
Dee Why Rockpool Shade Structure	(25,000)
Footpath New	(483,560)
Manly Dam and Stony Range Works Program	(15,995)
Renewal Playground Improvement Program	(25,000)
Renewal works-SportingClub Buildings	(15,000)
Tramshed - Toilet, Kitchen, BCA and DDA renewals	(20,000)
Other:	0
Kimbriki - Weighbridge Development	(900,000)
Parks - Minor Renewals	90,000
Parks Major Works Program	(90,000)
Renewal works-Community Buildings	(17,620)
Other Forecast Changes Total	7,485,769
Total Net Changes identified in the Proposed Forecast	7,485,769

Description	\$
Total Net Changes	1,026,842

Statement of Financial Position

Budget 30-June 2016 \$'000		Actual 31-Dec 2015 \$'000	Actual 30-June 2015 \$'000
ASSETS			
Current Assets			
6,411	Cash & Cash Equivalents	1,159	5,988
57,702	Investments	98,416	77,382
7,548	Receivables	50,970	9,351
78	Inventories	2,355	889
1,253	Other	1,277	979
7,429	Non Current Assets Classified as "held for sale"	7,468	8,149
80,421	Total Current Assets	161,646	102,738
Non-Current Assets			
1,800	Investments	1,104	1,158
519	Receivables	497	565
2,509,156	Infrastructure, Property, Plant & Equipment	2,822,543	2,814,488
0	Investments Accounted for using the equity method	0	0
1,800	Investment Property	1,825	1,825
2,595	Intangible Assets	3,560	3,403
2,515,870	Total Non-Current Assets	2,829,528	2,821,439
2,596,291	TOTAL ASSETS	2,991,174	2,924,177
LIABILITIES			
Current Liabilities			
17,704	Payables	21,288	19,791
1,543	Borrowings	1	3
13,135	Provisions	13,543	13,394
32,382	Total Current Liabilities	34,832	33,188
Non-Current Liabilities			
0	Payables	0	0
9,728	Borrowings	2	2
19,244	Provisions	20,538	20,040
28,972	Total Non-Current Liabilities	20,539	20,042
61,354	TOTAL LIABILITIES	55,371	53,230
2,534,937	Net Assets	2,935,803	2,870,947
EQUITY			
2,379,340	Retained Earnings	2,434,003	2,369,146
144,312	Revaluation Reserves	492,192	492,193
2,523,652	Total Council Equity Interest	2,926,195	2,861,339
11,285	Minority Equity Interest	9,608	9,608
2,534,937	TOTAL EQUITY	2,935,803	2,870,947

Cash Flow

Budget 30-June 2016 \$'000	Actual 31-Dec 2015 \$'000	Actual 30-June 2015 \$'000
Cash Flows from Operating Activities		
Receipts:		
100,817 Rates & Annual Charges	59,004	96,409
43,722 User Charges & Fees	23,889	40,666
2,508 Interest & Investment Revenue Received	1,522	3,490
12,040 Grants & Contributions	9,545	19,437
0 Deposits & Retentions Received	1,468	2,091
11,300 Other	5,930	10,961
Payments:		
(64,064) Employee Benefits & On-Costs	(33,370)	(61,451)
(59,324) Materials & Contracts	(25,486)	(57,255)
0 Borrowing Costs	(525)	(29)
0 Deposits & Retentions Received	0	(1,242)
(21,096) Other	(12,164)	(19,493)
25,903 Net Cash provided (or used in) Operating Activities	29,813	33,584
Cash Flows from Investing Activities		
Receipts:		
0 Sale of Investment Securities	48,500	127,495
1,870 Sale of Infrastructure, Property, Plant & Equipment	586	1,427
9,969 Sale of Non-current assets classified as "held for resale"	0	2,000
Payments:		
0 Purchase of Investment Securities	(66,500)	(129,924)
(58,436) Purchase of Infrastructure, Property, Plant & Equipment	(17,178)	(34,649)
0 Purchase of Intangibles	(157)	(808)
(46,597) Net Cash provided (or used in) Investing Activities	(34,749)	(34,459)
Cash Flows from Financing Activities		
Receipts:		
4,785 Proceeds from Borrowings & Advances	0	0
Payments:		
(1,248) Repayment of Borrowings & Advances	(2)	0
0 Repayment of Finance Lease Liabilities	0	(8)
(692) Dividends Paid to Minority Interests	0	(394)
2,845 Net Cash provided (or used in) Investing Activities	(2)	(402)
(17,849) Net Increase/(Decrease) in Cash & Cash Equipments	(4,938)	(1,277)
0 Net Increase/(Decrease) in Investing Activities	21,089	(7,445)
83,762 plus: Cash & Cash Investments at beginning of the year	84,528	93,250
65,913 Cash & Investment - end of the year	100,679	84,528

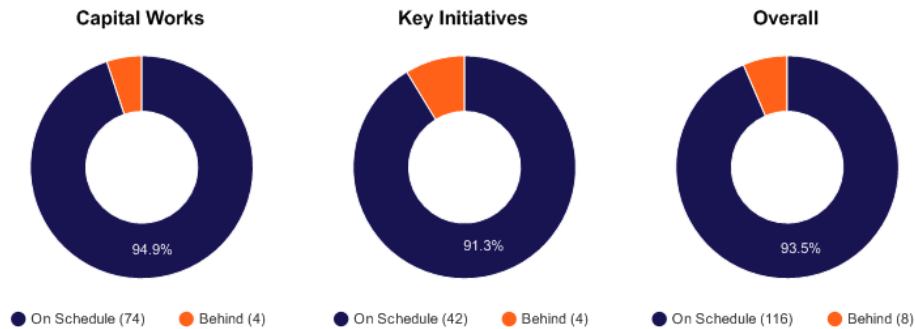
Capital Budget Statement

Budget 30-June 2016 \$'000	Actual 31-Dec 2015 \$'000	Actual 30-June 2015 \$'000
Capital Funding		
0 Rates & Other Untied Funding	0	0
26,976 Working Capital	3,414	2,696
17,350 Depreciation	5,706	15,941
1,838 Capital Grants & Contributions	2,005	3,829
0 External Restrictions	0	0
4,566 S94	4,021	5,589
3,014 S94A	764	3,647
0 Internal Restrictions	0	0
0 Loan	0	0
2,822 Other	0	1,020
0 Income From Sale Of Assets	0	0
0 Plant And Equipment	1,268	2,293
1,870 Land And Buildings	0	0
0 Other	0	0
58,436 Total Capital Funding	17,178	35,014
Capital Expenditure		
7,968 Plant & Equipment	2,100	4,192
612 Office Equipment	185	536
0 Furniture & Fittings	0	0
0 Operational Land	0	0
0 Community Land	0	2,000
1,410 Land Improvements	1,234	3,619
30,229 Buildings	7,763	7,727
4,413 Other Structures	1,112	7,230
8,964 Roads, Bridges & Footpaths	3,025	5,952
4,272 Stormwater Drainage	1,472	3,261
568 Library Books	287	497
0 Other Assets	0	0
58,436 Total Capital Expenditure	17,178	35,014









Cash & Investments Statement

Budget		Actual	Actual
30-June		31-Dec	30-June
2016		2015	2015
\$'000		\$'000	\$'000
65,913	Total Cash and Investment	100,679	84,528
Represented by:			
Externally restricted			
15,536	Developer Contributions	19,577	21,886
19	Specific Purpose Unexpended Grants	332	357
6,668	Domestic Waste Management	5,815	5,815
22,223	Total Externally restricted	25,724	28,058
Internally Restricted			
4,451	Deposits, Retentions & Bonds	5,299	5,299
2,578	Employee Leave Entitlement	2,644	2,644
630	Insurance Reserve	926	926
0	Compulsory Open Space Acquisition Reserve	0	0
266	Other	266	266
7,925	Total Internally Restricted	9,135	9,135
30,148	Total Restricted Cash	34,859	37,193
35,765	Total Unrestricted/ Available Cash	65,820	47,335

Overall Progress Capital Works and Key Initiatives



Projects Behind Schedule

Capital Works	
	Building Code of Australia (BCA) Compliance Works
	Funds from this project have been allocated to the Tramshed Community and Arts Centre project where the necessary Disability Access Compliance works are required - this project is tracking in line with the expenditure and timeline of the main project
	Disability Access (DDA) Compliance Works
	Funds from this project have been allocated to the Tramshed Community and Arts Centre project where the necessary Disability Access Compliance works are required - this project is tracking in line with the expenditure and timeline of the main project
	Tramshed Arts and Community Centre, Narrabeen - Building Works
	This project, which sees the revitalisation of the Tramshed Arts and Community Centre to deliver more usable spaces and refresh the existing facilities in line with customer expectations, is behind schedule. The initial request for tender during October 2015 was unsuccessful with no submissions received - a second request for tender was also unsuccessful and Council resolved in December 2015 for staff to negotiate with builders for this to proceed. The year to date forecast is significantly higher than actual expenditure due to the inability to source a preferred tenderer.
	Waste Landfill - Access Roads
	Council has been in consultation with Kimbriki Environmental Enterprises and it has been resolved to put the design work on hold. Details on the models of delivery of this project are being reviewed by Council and Kimbriki Environmental Enterprises.
Key Initiatives	
	Enable online bookings for Parks Reserves and Foreshore venues
	Enabling online bookings for Parks Reserves and Foreshores venues will not be delivered in 2015/16. At the 24 November 2015 Council meeting it was resolved to review business requirements and investigate a Facilities and Bookings system solution in the next 12 to 18 months.
	Review Library opening hours
	Progress on this objective is under threat and is unlikely to now be completed by the end of the financial year. Progress is dependent on the outcome of Council amalgamations due to the possible effect of an altered arrangement of the existing Warringah libraries.
	Review of Sportsground Plan of Management
	The Sportsground Plan of Management review has been placed on hold as the sportsgrounds will potentially be in different councils in the future. Resources for this review are to be reallocated to other sport and recreation planning projects.
	Review the Community Strategic Plan 2023

This project is not due to start until April 2016. As a result of the NSW Government's merger proposal in for Warringah Council this project will not commence this financial year.

Certification Services

Service Area Financial Results

Service Area Income and Expenditure Budget, Actual Expenditure, and Forecast

Description	Year To Date Actuals \$	Year To Date Budget \$	YTD Variance \$	Annual Original Budget \$	Annual Revised Budget \$	Annual Current Forecast
INCOME FROM CONTINUING OPERATIONS						
Rates and Annual Charges	713,920	713,920	0	1,355,513	1,355,513	1,355,513
User Charges & Fees	415,705	486,542	(70,837)	978,512	978,512	978,512
Other Revenues	39,565	47,731	(8,166)	95,500	95,500	95,500
Total Income from Continuing Operations	1,169,189	1,248,192	(79,003)	2,429,526	2,429,526	2,429,526
EXPENSES FROM CONTINUING OPERATIONS						
Employee Benefits & Oncosts	(685,184)	(864,945)	179,761	(1,668,243)	(1,668,243)	(1,668,243)
Materials and Contracts	(78,515)	(31,575)	(46,940)	(63,100)	(63,100)	(63,100)
Other Expenses	(8,893)	(8,037)	(856)	(16,054)	(16,054)	(16,054)
Internal Charges	(62,755)	(71,974)	9,220	(138,808)	(138,808)	(138,808)
Overhead Allocation	(271,661)	(271,661)	0	(543,321)	(543,321)	(543,321)
Total Expenses from Continuing Operations	(1,107,007)	(1,248,192)	141,185	(2,429,526)	(2,429,526)	(2,429,526)
Total Surplus (Deficit) from Continuing Operations	62,183	0	62,183	0	0	0

Year to Date Actuals and Annual Forecast

The Total Surplus from Continuing Operations of \$62,183 is higher than forecast at the end of the December quarter. This is the result of lower than expected expenses and lower than anticipated income.

Total Income from Continuing Operations of \$1,169,189 is lower than forecast by \$79,003. This is partly due to delays in payment of fees, as well as a result of fewer food premises failing inspections because of improved risk profiling of premises. This has resulted in lower than anticipated User Charges & Fees of \$70,837.

Total Expenses from Continuing Operations of \$1,107,007 are lower than forecast by \$141,185. This is principally the result of lower Employee Benefits & Oncosts of \$179,761 related to staff vacancies. Materials and Contracts are \$46,940 higher than forecast as a result of engaging contract staff to fill these vacancies.

Although Income and Expenses are trending lower than forecast, at this time there is no change anticipated in the Total Result from Continuing Operations for the full financial year.

Key Highlights

Building Certification and Fire Safety

The team maintained delivery of quality certification and fire services despite a number of key vacancies across the team.

The team has worked to significantly reduce the number of Building Certificates over 90 days from 35 at the beginning of April to 9 by the end of the December.

The team has also focused efforts on reviewing and managing current fire safety orders, and improving annual fire safety statement processes.

Work has also been carried out by the team to support the introduction of online lodgement for private certificates, which will commence late January 2016.

Proactive Environmental Health

The team continued to deliver its food safety inspection program completing 96% of mandatory inspections falling due in this period with an additional 28 premises achieving a scores on doors star rating.

Particular focus was given this quarter to education of temporary food stall operators, to improve food safety standards at the various food markets and events held across Warringah.

Warringah also hosted the State Food Industry Forum meeting at the end of November, with many local food businesses in attendance, disseminating updates and information on food safety matters, including scores on doors and food allergens.

Food Safety Calendars were posted to all food businesses at the end of December providing them with monthly food safety and hygiene messages throughout the year.

Compliance Services

Service Area Financial Results

Service Area Income and Expenditure Budget, Actual Expenditure, and Forecast

Description	Year To Date Actuals \$	Year To Date Budget \$	YTD Variance \$	Annual Original Budget \$	Annual Revised Budget \$	Annual Current Forecast
INCOME FROM CONTINUING OPERATIONS						
Rates and Annual Charges	2,621,545	2,621,545	0	3,806,904	3,806,904	3,806,904
User Charges & Fees	809,134	624,587	184,547	1,371,029	1,371,029	1,371,029
Other Revenues	1,132,371	1,487,125	(354,754)	3,007,000	3,007,000	3,007,000
Total Income from Continuing Operations	4,563,051	4,733,258	(170,207)	8,184,933	8,184,933	8,184,933
EXPENSES FROM CONTINUING OPERATIONS						
Employee Benefits & Oncosts	(1,530,324)	(1,477,282)	(53,042)	(2,846,782)	(2,846,782)	(2,846,782)
Materials and Contracts	(214,847)	(352,471)	137,624	(683,793)	(683,793)	(683,793)
Other Expenses	(1,718,343)	(1,783,272)	64,929	(2,426,472)	(2,426,472)	(2,326,283)
Internal Charges	(173,660)	(176,122)	2,462	(339,663)	(339,663)	(339,663)
Overhead Allocation	(944,111)	(944,111)	0	(1,888,222)	(1,888,222)	(1,888,222)
Total Expenses from Continuing Operations	(4,581,285)	(4,733,258)	151,973	(8,184,933)	(8,184,933)	(8,084,743)
Total Surplus (Deficit) from Continuing Operations	(18,234)	0	(18,234)	0	0	100,190

Year to Date Actuals and Annual Forecast

The Total Deficit from Continuing Operations of \$18,234 is higher than forecast at the end of the December quarter. This is the result of lower than expected expenses and lower than anticipated income.

Total Income from Continuing Operations of \$4,563,051 is lower than forecast by \$170,207. User Fees and Charges are \$184,547 higher than forecast as a result of increased pay and display parking revenue. Other Revenues are \$354,754 lower than forecast due to lower than expected parking penalty infringements.

Total Expenses from Continuing Operations of \$4,581,285 are lower than forecast by \$151,973. Employee Benefits & Oncosts are \$53,042 higher than expected as a result of minimal staff vacancies. Materials and Contracts are \$137,624 lower than forecast due to lower contract payments related to lower penalty infringements, as well as timing issues related to these payments. Other Expenses are \$64,929 lower than expected as a result of lower Emergency Management levies.

For the full financial year a Total Surplus from Continuing Operations of \$100,190 is now anticipated. This reflects the lower than expected Emergency Management levies mentioned above. Although income and expenses are generally trending lower than anticipated no further change in the yearly forecast is anticipated at this point in time. This will be re-assessed during the third quarter.

Key Highlights

Environmental Investigations

Environmental Investigations has responded to community requests relating to public health breaches, unhealthy conditions, pollution incidents (air, noise, water and land), offensive odour, drainage matters, waste-water systems and animal management.

In this quarter, 219 community requests regarding pollution (air, noise, land and water) were completed. Additionally, 121 community requests regarding asbestos, septic systems, overgrown vegetation and unhealthy conditions were completed and 49 community requests regarding private drainage issues were completed.

Regulatory Compliance

Regulatory Compliance has continued to respond to community requests for assistance with parking enforcement, dumped rubbish, companion animals, unauthorised works, advertising structures (including on trailers), pollution incidents and various after-hours matters. In addition to customer requests, Rangers are continually conducting proactive dog patrols of our reserves, and patrolling Warringah identifying issues that require Council's attention.

Building Investigations

Building Investigations has continued to respond to community requests relating to unauthorised building work and land uses. In this quarter 291 community requests regarding alleged unauthorised building works and/or land uses were received and commenced action.

Children's Services

Service Area Financial Results

Service Area Income and Expenditure Budget, Actual Expenditure, and Forecast

Description	Year To Date Actuals \$	Year To Date Budget \$	YTD Variance \$	Annual Original Budget \$	Annual Revised Budget \$	Annual Current Forecast
INCOME FROM CONTINUING OPERATIONS						
Rates and Annual Charges	1,084,936	1,084,936	0	2,099,296	2,099,296	2,099,296
User Charges & Fees	3,751,613	3,745,699	5,914	7,441,038	7,487,209	7,704,050
Other Revenues	13,422	4,375	9,047	9,500	8,375	8,375
Grants and Contributions - Operating Purposes	253,319	266,236	(12,917)	471,731	444,366	434,366
Total Income from Continuing Operations	5,103,290	5,101,246	2,044	10,021,565	10,039,246	10,246,087
EXPENSES FROM CONTINUING OPERATIONS						
Employee Benefits & Oncosts	(3,422,737)	(3,469,129)	46,392	(6,646,849)	(6,721,957)	(6,825,179)
Materials and Contracts	(691,556)	(755,098)	63,542	(1,603,942)	(1,563,432)	(1,611,036)
Other Expenses	(43,439)	(53,792)	10,353	(111,748)	(111,942)	(111,942)
Internal Charges	(59,182)	(65,945)	6,763	(144,463)	(127,352)	(138,367)
Overhead Allocation	(757,282)	(757,282)	0	(1,514,564)	(1,514,564)	(1,514,564)
Total Expenses from Continuing Operations	(4,974,196)	(5,101,246)	127,050	(10,021,565)	(10,039,246)	(10,201,087)
Total Surplus (Deficit) from Continuing Operations	129,094	(0)	129,094	(0)	(0)	45,000

Year to Date Actuals and Annual Forecast

The Total Surplus from Continuing Operations of \$129,094 is higher than forecast at the end of the December quarter. This is predominantly the result of lower than expected expenses.

Total Income from Continuing Operations of \$5,103,290 is generally tracking in line with forecast.

Total Expenses from Continuing Operations of \$4,974,196 are \$127,050 lower than anticipated. Employee Benefits and Oncosts are \$46,392 lower than forecast due to staff vacancies. Materials and Contracts are \$63,542 lower than forecast due to timing differences of planned works and lower cleaning contract costs. Lower Other Expenses of \$10,353 are principally the result of timing of advertising expenditure.

For the full financial year a surplus of \$45,000 is now anticipated. User Charges and Fees are forecast to increase by \$216,841 to reflect the additional places at the Belrose Long Day Care Centre. Grants and Contributions - Operating Purposes are forecast to decrease by \$10,000 due to fewer numbers of children accessing additional needs support funding. An additional \$103,222 is now anticipated in Employee Benefits and Oncosts, an additional \$47,604 in Materials and Contracts and an additional \$11,015 in Internal Charges. These increases are the result of the above mentioned additional places at the Belrose Centre.

Key Highlights

Transition to school

A number of activities and events have been undertaken in the long day care centres to support and equip children and their families with the transition to school in 2016. These included information evenings for families, the completion of individual NSW Transition to School Developmental Statements for each child, specific child focused experiences such as school and library visits as well as graduation events.

Working with Macquarie University on a research project

All our Children's Centres recently took part in the first comprehensive Australian study on how child care educators and infants communicate. The study is being conducted by Macquarie University and aims to help develop a better understanding of and ways to support infant language development. Warringah was chosen to participate based on the calibre of our centres and staff.

Connecting with the local community

We have continued to engage with our local communities enabling children to develop connections beyond the education and care setting; building children's understanding of how our society works and the shared values that underpin it. Children have been involved in local excursions to parks and reserves, participated in and contributed to community events such as Wesley Taylor Village Intergenerational Art Exhibition, planting saplings at the Forestville RSL War Memorial tribute and undertaken visits to the Salvation Army Aged Care Facility building to build connections with the elderly.

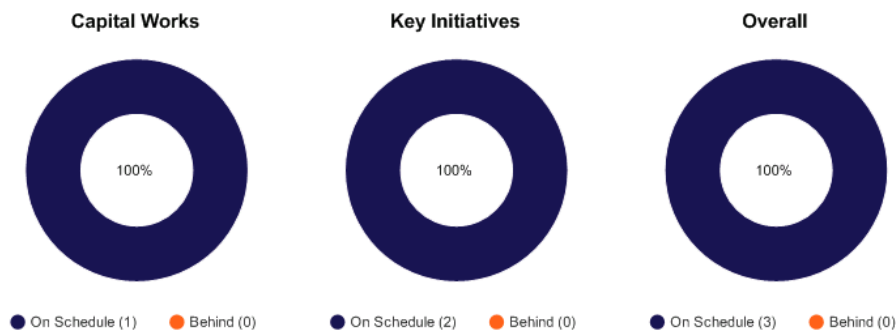
National Quality Framework

Allambie Vacation Care participated in an Assessment and Rating visit by the Department of Education and Communities achieving an overall rating of 'Meeting National Quality Standard' in the seven Quality Areas assessed. The Service is proud to report an 'Exceeding National Quality Standard' in two areas - Staffing Arrangements and Relationships with Children.

Service facility upgrades

Minor renewal and facility upgrades have been undertaken at a number of the long day care services, including the installation of kitchenettes, upgrading of outdoor lighting, installation of vertical gardens and service painting.

Overall Progress Capital Works and Key Initiatives



Service Area Programs

Key: → On track ✓ Completed ✗ Not proceeding ⚠ Will not be delivered by 30 June

Program - Quality Care

	Capital Works	Year To Date Actuals	Year To Date Budget	Annual Original Budget	Annual Revised Budget
→	Children's Centres Works Program	\$23,045	\$22,500	\$45,000	\$45,000
	The project delivers minor capital renewal works to Council's child care centres. The works that have been successfully completed to date relate to minor bathroom improvements at the Brookvale Children's Centre.				
	Total Capital Expenditure	\$23,045	\$22,500	\$45,000	\$45,000
	Key Initiatives				
→	Children's Services - adhere to the National Quality Framework standards				

National Quality Framework updates

- The Centres held graduation events for children leaving to attend school in 2016 and children were supported in their transition to school by participating in Lunchbox week, restful yoga, quiet table activities and having Transition to School Statements completed
- A Narrabeen family donated a Stingless Beehive and the children have shown great interest in watching the bees come and go from the hive as they pollinate the local plants, supporting sustainability
- Developmental summaries have been completed for children not going to school
- A new Vacation care program is being trialled for children starting school in 2016 at Cromer for two weeks during the January holiday period

Community and Service Achievements

- The children at Narrabeen participated in Wesley Taylor Village Intergenerational Art Exhibition to promote meaningful relationships between the younger and older generations
- Brookvale Pre-school children visited Brookvale Public School where they spent time in the library and playground, preparing them for school
- Preschoolers at Dee Why participated in excursions to the Salvation Army Aged Care Facility which connected the children and the elderly and the children sang songs, read books and shared playdough with residents
- Preschoolers also traveled by community bus to Stony Creek to explore Dee Why's native flora and learn about our history.

Upgrades to Children's Services

- Belrose Children's Centre are currently undergoing renovations with the whole centre being painted and new kitchenettes
- Narrabeen had an outdoor light installed to assist with access at night into the newly completed bin enclosure
- Dee Why playground had a large fixed structure removed and the children and staff have been delighted with the feeling of space this has generated



Children's Services - cater for children from diverse and socio-disadvantaged backgrounds

Children's Services continued to support eight children with additional needs and government funding made it possible to resource additional staff to assist five of these children in participating in the early childhood education programs

Community Services

Service Area Financial Results

Service Area Income and Expenditure Budget, Actual Expenditure, and Forecast

Description	Year To Date Actuals \$	Year To Date Budget \$	YTD Variance \$	Annual Original Budget \$	Annual Revised Budget \$	Annual Current Forecast
INCOME FROM CONTINUING OPERATIONS						
Rates and Annual Charges	2,599,738	2,599,738	0	5,210,996	5,210,996	5,210,996
User Charges & Fees	619,629	563,609	56,019	1,117,913	1,117,913	1,113,406
Other Revenues	42,612	20,166	22,446	69,471	69,471	69,471
Grants and Contributions - Operating Purposes	71,199	67,150	4,049	132,950	132,950	137,950
Grants and Contributions - Capital Purposes	138,182	20,000	118,182	0	20,000	20,000
Total Income from Continuing Operations	3,471,358	3,270,663	200,696	6,531,329	6,551,329	6,551,823
EXPENSES FROM CONTINUING OPERATIONS						
Employee Benefits & Oncosts	(1,667,126)	(1,509,069)	(158,057)	(3,195,576)	(3,195,576)	(3,195,576)
Materials and Contracts	(256,563)	(416,907)	160,344	(888,826)	(885,327)	(862,314)
Depreciation and Amortisation	(188,166)	(188,166)	0	(373,267)	(373,267)	(373,267)
Other Expenses	(258,467)	(251,355)	(7,112)	(289,572)	(289,572)	(289,572)
Internal Charges	(63,006)	(57,151)	(5,856)	(111,557)	(111,557)	(100,557)
Overhead Allocation	(836,265)	(836,265)	0	(1,672,531)	(1,672,531)	(1,672,531)
Total Expenses from Continuing Operations	(3,269,594)	(3,258,913)	(10,681)	(6,531,329)	(6,527,829)	(6,493,817)
Total Surplus (Deficit) from Continuing Operations	201,764	11,750	190,014	0	23,500	58,006

Year to Date Actuals and Annual Forecast

The Total Surplus from Continuing Operations of \$201,764 is higher than forecast at the end of December. This is the result of higher than expected income and lower than anticipated expenses.

Total Income from Continuing Operation of \$3,471,358 is higher than forecast by \$200,696. This is partly due to the increase in hire of Community Centres which has resulted in higher than anticipated User Charges & Fees.

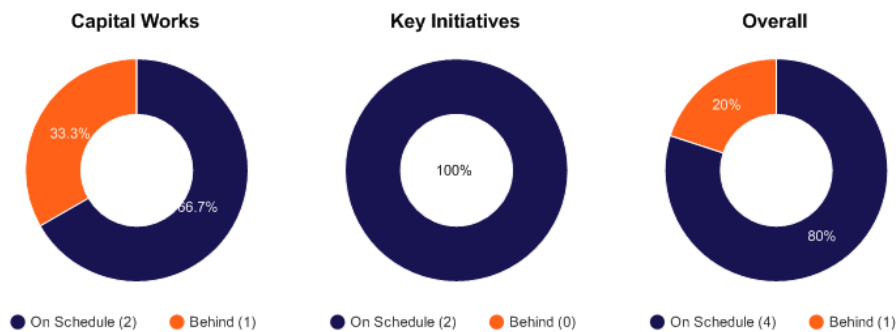
Other Revenues are higher than forecast by \$22,446 due to the early License Fee payment from the Manly Surf School.

Grants and Contributions of \$209,381 is higher than forecast by \$122,231 due to the receipt of the second installment of \$120,000 of a grant Council was successful in obtaining from the NSW Department of Trade and Investment.

Total Expenses from Continuing Operations of \$3,269,594 are \$10,681 higher than anticipated. This largely relates to a timing difference in Annual Leave within the Beach Services Budget of \$158,057 related to the rolling roster for Lifeguards offset by Materials and Contracts which are lower than forecast by \$160,344 due to timing differences of planned works and lower cleaning contract costs.

For the full financial year the Surplus from Continuing Operations of \$58,006 is now anticipated reflecting a decrease in Materials and Contracts of \$23,444 as a result of lower cleaning costs of \$5,824 and \$17,620 for works on Community Centres.

Overall Progress Capital Works and Key Initiatives



Service Area Programs

Key: → On track ✓ Completed ✗ Not proceeding ! Will not be delivered by 30 June

Program - Beach Management and Safety

Capital Works	Year To Date Actuals	Year To Date Budget	Annual Original Budget	Annual Revised Budget
→ Beach Services Equipment - Replacements	\$37,378	\$47,000	\$87,000	\$87,000
In December a replacement jet ski trailer was delivered and the selection completed for the replacement of the three jet skis planned for delivery in March of 2016.				
Total Capital Expenditure	\$37,378	\$47,000	\$87,000	\$87,000

Key Initiatives
✓ Manage our beaches to maintain their amenity and safety
Further training and certification sessions were held for the remainder of our Lifeguards.
Patrolling the rest of Warringah's beaches commenced for the summer season with the assistance on weekends and public holidays of Surf Life Saving Australia volunteers.

Program - Community Connections

Capital Works	Year To Date Actuals	Year To Date Budget	Annual Original Budget	Annual Revised Budget
! Tramshed Arts and Community Centre, Narrabeen - Building Works	\$60,218	\$149,897	\$1,332,306	\$1,360,177
This project, which sees the revitalisation of the Tramshed Arts and Community Centre to deliver more usable spaces and refresh the existing facilities in line with customer expectations, is behind schedule. The initial request for tender during October 2015 was unsuccessful with no submissions received - a second request for tender was also unsuccessful and Council resolved in December 2015 for staff to negotiate with builders for this to proceed. The year to date forecast is significantly higher than actual expenditure due to the inability to source a preferred tenderer.				
Total Capital Expenditure	\$60,218	\$149,897	\$1,332,306	\$1,360,177

Program - Cultural Vitality and Creativity

Key Initiatives
→ Deliver community activities and celebrations

The highlight of our youth activities for December was the very successful ArtDecko exhibition at the Creative Space. Over the exhibition period 1100 visitors viewed the 134 skate decks, 104 designed by young people and 30 decks designed by guest artists. During this week young people attended a Street Art Workshop facilitated by Goya Torres, a Girls Art Workshop, an Acoustic Night, a Trucker Cap Workshop. In addition a mini-skate ramp was used at the Creative Space for demonstration's as well as free use.

With this years theme being 'Use of information and our Libraries' over 35 students representing our six local High Schools attended our annual Youth Forum held at our Civic Centre. Students were also given a tour of the PCYC construction site and information on PCYC activities and programs.

The KALOF Youth App continues to build numbers of downloads with consistent school visits promoting this project.


We rescheduled the Creative Made Market at the Creative Space after our first try was postponed due to bad weather. We went from an outdoor market to an indoor market. This change didn't deter the enthusiasm of the 26 stall holders and the 350 visitors that attended. Feedback showed that the stall holders were thrilled and the community loved the engagement with many visitors coming to the space for the first time. A great variety of arts and crafts were available along with a charity gift wrapping stall volunteered by two of our Councillors.

We also participated in the Dee Why Christmas Market where over 200 children had a great time creating Christmas themed plasticine creatures and decorations.

The Narrabeen Blocks Project was completed with 22 local artists coming together on one day to paint 50 concrete blocks on the Narrabeen beach front.

We held two successful events to celebrate International Day of People with Disability. In partnership with the Cerebral Palsy Alliance we organised a wonderfully successful Flash Mob at Warringah Mall and over 41 people attended the Club All In dance at the Collaroy Club.

Program - Social Inclusion and Independence

	Capital Works	Year To Date Actuals	Year To Date Budget	Annual Original Budget	Annual Revised Budget
	Bringa Women's Refuge Centre Renewal	\$454,999	\$604,911	\$80,000	\$604,911
	Construction works that provide improved and more refuge accommodation for the Manly Warringah Women's Resource Centre are complete. Practical completion has been issued with only minor defects remaining to be rectified, which will be carried out in January 2016.				
	Total Capital Expenditure	\$454,999	\$604,911	\$80,000	\$604,911

Cultural Events

Service Area Financial Results

Service Area Income and Expenditure Budget, Actual Expenditure, and Forecast

Description	Year To Date Actuals \$	Year To Date Budget \$	YTD Variance \$	Annual Original Budget \$	Annual Revised Budget \$	Annual Current Forecast
INCOME FROM CONTINUING OPERATIONS						
Rates and Annual Charges	603,148	603,148	0	1,263,873	1,263,873	1,263,873
User Charges & Fees	9,783	2,045	7,738	2,045	2,045	2,045
Other Revenues	37,991	25,000	12,991	52,000	45,000	45,000
Total Income from Continuing Operations	650,922	630,193	20,729	1,317,918	1,310,918	1,310,918
EXPENSES FROM CONTINUING OPERATIONS						
Employee Benefits & Oncosts	(242,443)	(258,843)	16,400	(515,431)	(515,431)	(515,431)
Materials and Contracts	(184,747)	(168,200)	(16,547)	(405,000)	(405,000)	(405,000)
Other Expenses	(37,301)	(53,474)	16,174	(84,841)	(84,841)	(84,841)
Internal Charges	(3,104)	(3,335)	231	(19,965)	(12,965)	(12,965)
Overhead Allocation	(146,340)	(146,340)	0	(292,681)	(292,681)	(292,681)
Total Expenses from Continuing Operations	(613,935)	(630,193)	16,258	(1,317,918)	(1,310,918)	(1,310,918)
Total Surplus (Deficit) from Continuing Operations	36,986	0	36,986	0	0	0

Year to Date Actuals and Annual Forecast

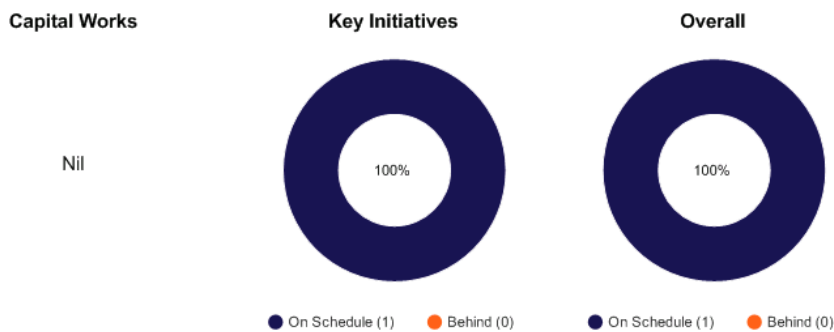
The Total Surplus from Continuing Operations for December 2015 is \$36,986 higher than YTD Forecast, and this is principally due to higher than anticipated income and lower than anticipated expenses.

User Charges & Fees are \$7,738 higher than forecast due to changes in the registration fee and the format of the Warringah Art Prize event. Other Revenues are \$12,991 higher than forecast due to seeking new revenue opportunities for the Brookvale Show event, and from additional income from the Christmas by the Beach event.

Employee Benefits & Costs are \$16,400 below forecast due to a staff vacancy. Expenses in Materials and Contracts and Other Expenses offset one another.

For the full financial year there is no anticipated change in the Total Surplus from Continuing Operations.

Overall Progress Capital Works and Key Initiatives



Service Area Programs

Key: → On track ✓ Completed ✗ Not proceeding ⚠ Will not be delivered by 30 June

Program - Community Festivals

Key Initiatives	
→	Deliver community activities and celebrations During December, the Events service delivered a number of major events - Christmas by the Beach and the New Year's Eve Fireworks at Dee Why Beach. Both of these successful and popular events attracted record size crowds. Events staff also provided support and assistance for a number of other Council events and projects - the Power to Save Forum, and the opening of the Hotshots Tennis courts at the Warringah Recreation Centre. Further, Events have been very busy in their preparations for the suite of upcoming Australia Day activities.

Development Assessment

Service Area Financial Results

Service Area Income and Expenditure Budget, Actual Expenditure, and Forecast

Description	Year To Date Actuals \$	Year To Date Budget \$	YTD Variance \$	Annual Original Budget \$	Annual Revised Budget \$	Annual Current Forecast
INCOME FROM CONTINUING OPERATIONS						
Rates and Annual Charges	1,515,864	1,515,864	0	3,119,714	3,119,714	3,119,714
User Charges & Fees	1,614,357	1,220,349	394,008	2,223,307	2,233,307	2,459,022
Total Income from Continuing Operations	3,130,221	2,736,213	394,008	5,343,021	5,353,021	5,578,736
EXPENSES FROM CONTINUING OPERATIONS						
Employee Benefits & Oncosts	(1,715,412)	(1,610,369)	(105,043)	(3,097,188)	(3,108,688)	(3,108,688)
Materials and Contracts	(89,624)	(88,882)	(742)	(182,330)	(180,830)	(180,830)
Other Expenses	(63,544)	(48,868)	(14,676)	(97,717)	(97,717)	(97,717)
Internal Charges	(145,644)	(145,629)	(14)	(280,857)	(280,857)	(280,857)
Overhead Allocation	(842,465)	(842,465)	0	(1,684,929)	(1,684,929)	(1,684,929)
Total Expenses from Continuing Operations	(2,856,688)	(2,736,213)	(120,475)	(5,343,021)	(5,353,021)	(5,353,021)
Total Surplus (Deficit) from Continuing Operations	273,533	(0)	273,533	(0)	(0)	225,715

Year to Date Actuals and Annual Forecast

The Total Surplus from Continuing Operations of \$273,533 is higher than forecast at the end of the December quarter. This is the result of higher than expected income and higher than expected expenditure.

Total Income from Continuing Operations of \$3,130,221 is higher than forecast by \$394,008. This is due to higher than anticipated income from development related fees.

Total Expenses from Continuing Operations of \$2,856,688 are higher than forecast by \$120,475. This is principally the result of higher Employee Benefits & Oncosts of \$105,043 related to the increased volume of development related applications.

For the full financial year a Total Surplus from Continuing Operations of \$225,715 is forecast. This is to reflect the higher trends in development related income.

Key Highlights

Development Applications

430 applications were received this quarter, including modifications and review of determinations. A total of 398 applications were determined over the same period. The number of applications remains above forecast and demonstrates the strength of the property market.

The average processing time for all applications over this quarter was 55 days, which is consistent with the previous quarter.

The majority of applications were determined under delegation by our staff. The Warringah Development Assessment Panel (WDAP), the Joint Regional Planning Panel (JRPP) and the Land and Environment Court determined less than 1% of applications.

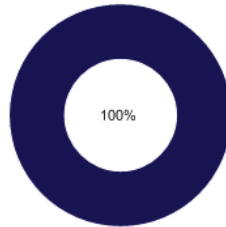
The value of submitted Development Applications this quarter was \$325 million, slightly down from the previous quarters \$404 million.

Overall Progress Capital Works and Key Initiatives

Capital Works

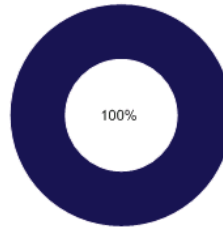
Nil

Key Initiatives



● On Schedule (1) ● Behind (0)

Overall



● On Schedule (1) ● Behind (0)

Service Area Programs

Key: → On track ✓ Completed ✗ Not proceeding ! Will not be delivered by 30 June

Program - Development Assessment

	Key Initiatives
→	Deliver online functionality for lodgement of development applications
	Work and testing on the new system is continuing. Phase 1, electronic lodgement of Development Applications for Trees is expected to be operational by June 2016

Glen Street Theatre

Service Area Financial Results

Service Area Income and Expenditure Budget, Actual Expenditure, and Forecast

Description	Year To Date Actuals \$	Year To Date Budget \$	YTD Variance \$	Annual Original Budget \$	Annual Revised Budget \$	Annual Current Forecast
INCOME FROM CONTINUING OPERATIONS						
Rates and Annual Charges	646,741	646,741	0	1,365,087	1,365,087	1,365,087
User Charges & Fees	529,396	710,533	(181,137)	1,292,887	1,251,633	1,251,633
Investment Fees and Revenues	2,664	0	2,664	0	0	0
Other Revenues	224,651	197,328	27,323	434,280	404,008	404,008
Grants and Contributions - Operating Purposes	326	0	326	0	0	0
Total Income from Continuing Operations	1,403,778	1,554,602	(150,824)	3,092,254	3,020,728	3,020,728
EXPENSES FROM CONTINUING OPERATIONS						
Employee Benefits & Oncosts	(656,261)	(534,831)	(121,430)	(1,031,532)	(1,031,532)	(1,031,532)
Materials and Contracts	(501,699)	(506,724)	5,025	(1,036,448)	(964,922)	(964,922)
Depreciation and Amortisation	(54,280)	(54,280)	0	(107,670)	(107,670)	(107,670)
Other Expenses	(59,386)	(67,310)	7,924	(134,623)	(134,623)	(134,623)
Internal Charges	(13,039)	(13,059)	20	(25,185)	(25,185)	(25,185)
Overhead Allocation	(378,398)	(378,398)	0	(756,796)	(756,796)	(756,796)
Total Expenses from Continuing Operations	(1,663,063)	(1,554,602)	(108,461)	(3,092,254)	(3,020,728)	(3,020,728)
Total Surplus (Deficit) from Continuing Operations	(259,285)	(0)	(259,285)	0	(0)	(0)

Year to Date Actuals and Annual Forecast

The total deficit from Continuing Operations of \$259,285 at the end of December is higher than anticipated.

Total income from Continuing Operations of \$1,403,778 is \$150,824 lower than anticipated due to poor ticket sales for TaikOz, Thank you for Being a Friend and The Divine Miss Bette Christmas Special. Other Revenues are up by \$27,323 due to steady bar sales during the annual ballet season which partially offsets the deficit on User Charges and Fees.

Total Expenditure from Continuing Operations is \$108,461 higher than anticipated due to a restructure of the Operations Department due to outsourcing of Food and Beverage operations which impacts on Employee Benefits and Oncosts. Materials and Contracts are slightly under budget as are Other Expenses.

The 2016 Subscription Season begins in January so it is anticipated there will be no change in the annual surplus/(deficit) from Continuing Operations at this point in time.

Key Highlights

Main Stage

This quarter saw the presentation of the ever popular cult hit THE WHARF REVUE, celebrating fifteen years. The production achieved capacity audiences of 100% and was thoroughly enjoyed by all who attended. The recent change of Liberal Prime Minister added to the allure of the production.

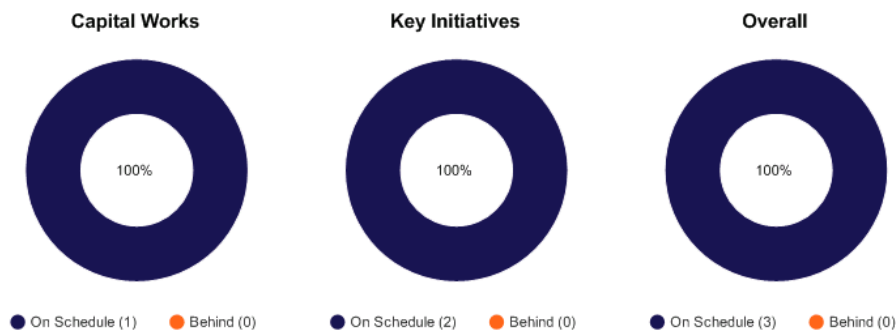
Music at the Glen

THE DIVINE MISS BETTE CHRISTMAS SPECIAL ran for two performances in early December. Catherine Alcorn gave an excellent performance but it seems the Christmas audience wants tradition and a good "sing-a-long".

Commercial and Community Hirers

The annual ballet season went extremely smoothly this quarter and reached 98% capacity. Each year logistics are streamlined to make the process more efficient for the schools and the audience as well as the performers.

Overall Progress Capital Works and Key Initiatives



Service Area Programs

Key: → On track ✓ Completed ✗ Not proceeding ⚠ Will not be delivered by 30 June

Program - Cultural Hub

	Capital Works	Year To Date Actuals	Year To Date Budget	Annual Original Budget	Annual Revised Budget
→	Glen Street Theatre Revitalisation Stage 2	\$306,048	\$222,957	\$2,898,831	\$2,942,339
	This project, which incorporates a new library in to the Glen Street Theatre site, is on track with the development consent being received in November 2015 and Council approving a the preferred builder at the December 2015 Council meeting. During this time work has continued to refine the plans with the project marginally ahead of budget. The project is slightly ahead of budget due to the acceleration of the clearing works adjacent to the existing Sorlies Bistro, but remains on track for completion of the new library within the Cultural Hub by early 2017.				
	Total Capital Expenditure	\$306,048	\$222,957	\$2,898,831	\$2,942,339

	Key Initiatives
→	Develop day to day management plan for operation of Glen Street Cultural Hub
	Stage 2 of the Glen Street Cultural Hub commences in February 2016 with the building of the new library. Project Control Group meetings continue to progress well with active communication and ideas for the integration of services, branding and opening celebrations for 2017.
→	Promote and engage new audiences with the Glen Street Cultural Hub
	The annual Marketing Plan for Glen Street continues to be implemented on target. Processing of 2016 subscription season tickets is completed and as each new subscription arrives it is processed immediately. The 2016 season commences on Tuesday 19 January 2016.

Information and Library Services

Service Area Financial Results

Service Area Income and Expenditure Budget, Actual Expenditure, and Forecast

Description	Year To Date Actuals \$	Year To Date Budget \$	YTD Variance \$	Annual Original Budget \$	Annual Revised Budget \$	Annual Current Forecast
INCOME FROM CONTINUING OPERATIONS						
Rates and Annual Charges	3,022,425	3,022,425	0	6,099,348	6,099,348	6,099,348
User Charges & Fees	64,038	54,962	9,076	181,935	76,451	76,451
Other Revenues	59,164	50,590	8,574	68,559	117,559	117,559
Grants and Contributions - Operating Purposes	0	0	0	93,380	93,380	93,380
Grants and Contributions - Capital Purposes	0	284,086	(284,086)	284,086	284,086	284,086
Total Income from Continuing Operations	3,145,628	3,412,064	(266,436)	6,727,307	6,670,823	6,670,823
EXPENSES FROM CONTINUING OPERATIONS						
Employee Benefits & Oncosts	(1,890,228)	(1,864,368)	(25,860)	(3,705,104)	(3,648,620)	(3,648,620)
Materials and Contracts	(210,314)	(293,265)	82,951	(539,955)	(543,455)	(554,455)
Depreciation and Amortisation	(323,686)	(323,686)	0	(642,091)	(642,091)	(642,091)
Other Expenses	(61,110)	(92,463)	31,353	(162,187)	(162,187)	(162,187)
Internal Charges	(27,132)	(29,287)	2,155	(56,481)	(56,481)	(56,481)
Overhead Allocation	(810,744)	(810,744)	0	(1,621,489)	(1,621,489)	(1,621,489)
Total Expenses from Continuing Operations	(3,323,214)	(3,413,814)	90,599	(6,727,307)	(6,674,323)	(6,685,323)
Total Surplus (Deficit) from Continuing Operations	(177,587)	(1,750)	(175,837)	(0)	(3,500)	(14,500)

Year to Date Actuals and Annual Forecast

The Total Deficit from Continuing Operations for December is \$175,837 higher than anticipated. This is principally due to timing differences associated with the receipt of a capital grant of \$284,086 which had been expected to be received..

This timing difference for the capital grant has impacted on the Total Income from Continuing Operations, which is \$266,436 less than anticipated. Notwithstanding this, User Charges and Fees as well as Other Revenues are tracking well above budget.

Total Expenses from Continuing Operations is \$90,599 less than anticipated, and this is primarily due to timing differences in the payment of invoices for library materials and contracts, as well as the delay in paying a community grant to the Terrey Hills Community Library in Other Expenses.

The Materials and Contracts budget has been increased slightly by \$11,000 to cover additional technology upgrades across the service. This increase is offset by savings in the Information and Technology budget in the Corporate Support service. No other changes are recommended for the Annual Forecast at this time.

Key Highlights

Customer Satisfaction

The overall customer satisfaction rate remains steady from the previous quarter at 88% of customers being satisfied or very satisfied with the library service which includes the assistance provided by staff and with the selection of items available for loan.

Membership

Total memberships increased this quarter by 601 to 89,351. The campaigns to reconnect with lapsed members and attract new members through email and outreach promotions of new and existing library services continued. Overall through the quarter there were 1,549 new memberships.

The continued effort to reach new members has resulted in exceeding the strategic objective to have 1000 new members by the 2017/18 financial year.

One of the objectives in the Library Strategy is to have 60% local area membership by July 2019. This objective is on track with a slight increase from last quarter to 50.4% which equates to 70,959 local members.

Loans and Visits

The popularity of the eBook and eAudio collections continued to increase with 18,676 eLoans over the last quarter which was a 1.2% increase from the previous quarter. Conversely, the loans of the physical items experienced seasonal fluctuations due to library closures over the Christmas period.

Total visits to the library service dipped by 8% this quarter possibly due to the holiday closures. Warringah Mall Library continuing to be our most visited library with 63,000 visitors over the quarter.

The number of visits to our website was 56,450 which is also a decline by 9% from the previous quarter.

The Library Facebook page on the Library website continues to grow and is now up by 37 to 454 'Likes' at the end of the quarter.

Service Developments

Work on revamping the customer service areas of the Dee Why Library continued through the quarter with the Self Check facilities now installed and the concierge service established during busy periods to improve the service experience for all customers.

Progress on the new Belrose Library project to be housed at Glen Street is on track to agreed timelines with the building Contract awarded. It is expected that building will start in February 2016.

The savings made from the change in how the library purchases and supplies books through the service have enabled the recruitment of a Home Library Service Coordinator to expand the service. The savings will also be applied to the recruitment of a Digital Coordinator and Volunteer Coordinator in line with the library's strategic objectives.

To continue to improve our services to the community, the 10 second daily customer satisfaction 'Pulse Check' introduced in September resulted in 300 responses. The highlights being a 10% increase, equating to 73% of customers rating Service Quality in branch higher than average and 77% rating Ease of using Library Services higher than average.

Programs and Events

This quarter the service delivered 10 different programs made up of 158 sessions including Halloween Party, eAudio Made Easy and HSC Lock In.

5,283 members of the community participated in Warringah Council Library programs which has been the highest level of participation over the calendar year.

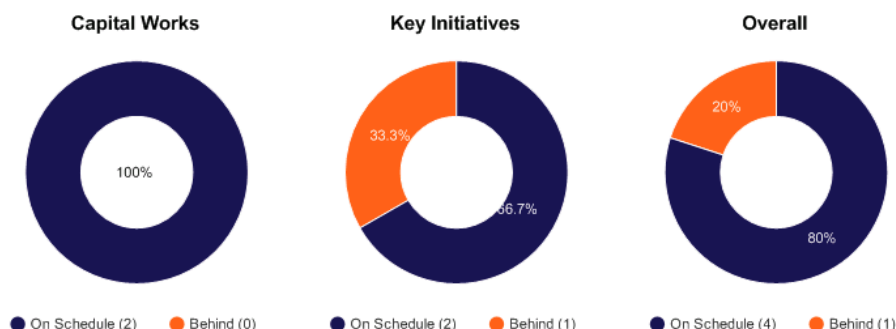
A focus on Youth during the month of October for HSC studies saw the highest Youth participation rate for the calendar year. In addition, an array of programs for Adults during November saw the second highest Adult participation rate for the calendar year. Children's participation was the lowest for the calendar year, but still makes up 58% of the total participation due to the high demand for BIBS and Storytime sessions.

A new evaluation score for programs (Net Promoters) was established this quarter to gauge levels of customer

satisfaction by asking customers whether they would recommend the programs to family and friends. This quarter, 95% of customers stated they would recommend the library programs to their friends and families. This new score for programs will be continued.

92% of program participants rated the programs as being Good or Very Good. 89% rated the presenters as being Good or Very Good. 84% of people attending the programs were library members with 64% finding information about the programs through word of mouth and from in-library promotions.

Overall Progress Capital Works and Key Initiatives



Service Area Programs

Key: → On track ✓ Completed ✗ Not proceeding ⚠ Will not be delivered by 30 June

Program - Community Space and Learning

	Capital Works	Year To Date Actuals	Year To Date Budget	Annual Original Budget	Annual Revised Budget
→	Books - Replacements	\$287,498	\$284,086	\$568,172	\$568,172
<p>There is a slight variance in Year To Date Actual's versus Year To Date Forecast due to increased spend in December to compensate for suppliers closing for the Christmas period.</p> <p>Overall, Adult Fiction and Adult Non Fiction account for the largest expenditure at 30% of the budget allocation followed by DVD's and CD's at 9%, Newspapers and magazines at 12% and Junior Fiction and Junior Non Fiction 7%. The remaining 42% was spent across Picture Books, Family History, Talking Books, Bookclub, eAudio, eBook and Young Adult materials.</p> <p>Improvements continue to be made to book processing workflows and reporting to reduce errors and processing times.</p>					
→	New Library Technology	\$637	\$13,340	\$65,000	\$65,000
<p>The Library Technology budget is slightly behind in spend due to a delay in processing an invoice payment to meet the quarterly Forecast. The payment was made in December but was not processed in time to be reflected against budget at quarter end.</p>					
	Total Capital Expenditure	\$288,135	\$297,426	\$633,172	\$633,172
Key Initiatives					
→	Implement the Library Strategic Plan				

Achievements in the implementation of the Library Strategic Plan over the past month included:

- Finalising the survey of community interest about holding an Ideas Jam with over 90% of respondents stating it was an activity they would support over a period of 2 hours
- Seeking confirmation about the use of an on-line translation tool for the library website so that it can be read in most languages
- Installation of cordless phones in each library branch to assist in responding to customer calls whilst being available to walk-in customers
- Continuing to develop the concierge service for library patrons along with the self-check- out facilities and 10 second Pulse Check feedback tool
- Continuing to increase the number of local residents who are members of the library which is currently at 50.4%
- Incorporating library membership into staff induction packs
- Inducting nine more volunteers into the service
- Increasing library memberships by 77 members by taking the library out to the community
- Completing the installation of a new system to manage images for the Local Studies Unit
- Organising technology training for customers, and
- Drafting a Library Newsletter for customers; to be sent once the technology issues are resolved.



Review Library opening hours

Progress on this objective is under threat and is unlikely to now be completed by the end of the financial year. Progress is dependent on the outcome of Council amalgamations due to the possible effect of an altered arrangement of the existing Warringah libraries.



Set up of new Library at Glen Street Community Hub

Contractor to build the library awarded and the project remains on track to agreed timelines.

Kimbriki Environmental Enterprises

Service Area Financial Results

Service Area Income and Expenditure Budget, Actual Expenditure, and Forecast

Description	Year To Date Actuals \$	Year To Date Budget \$	YTD Variance \$	Annual Original Budget \$	Annual Revised Budget \$	Annual Current Forecast
INCOME FROM CONTINUING OPERATIONS						
User Charges & Fees	15,750,822	14,615,189	1,135,633	29,500,223	29,500,223	29,500,223
Investment Fees and Revenues	204,048	159,000	45,048	276,000	276,000	276,000
Other Revenues	1,913,191	1,611,755	301,436	3,228,352	3,228,352	3,228,352
Total Income from Continuing Operations	17,868,062	16,385,944	1,482,118	33,004,575	33,004,575	33,004,575
EXPENSES FROM CONTINUING OPERATIONS						
Employee Benefits & Oncosts	(1,951,738)	(2,018,846)	67,108	(4,080,066)	(4,080,066)	(4,080,066)
Borrowing Costs	(524,292)	(525,826)	1,534	(1,051,654)	(1,051,654)	(1,051,654)
Materials and Contracts	(7,053,679)	(6,272,011)	(781,668)	(12,418,733)	(12,418,733)	(12,418,733)
Depreciation and Amortisation	(253,066)	(276,398)	23,332	(640,292)	(640,292)	(640,292)
Other Expenses	(6,774,142)	(5,675,302)	(1,098,840)	(11,462,122)	(11,462,122)	(11,462,122)
Total Expenses from Continuing Operations	(16,556,918)	(14,768,383)	(1,788,535)	(29,652,867)	(29,652,867)	(29,652,867)
Total Surplus (Deficit) from Continuing Operations	1,311,144	1,617,561	(306,417)	3,351,708	3,351,708	3,351,708

Year to Date Actuals and Annual Forecast

The surplus for the year to date in December 2015 was impacted by the recognition of cover material used from the Cover Material Stockpile. The surplus is approximately \$300,000 behind the forecast.

Income from user fees continues to exceed our forecast due to greater than expected volumes in both the demolition and greenwaste categories. This is combined with strong increases in mixed waste and metal tonnages.

Other revenues are stronger due to higher than anticipated recovery of materials resulting in higher EPA Levy recovery.

Expenses From Continuing Operations are higher overall, principally due to the impact of increased volumes.

Borrowing Costs and Depreciation and Amortisation are broadly on target.

Employee Costs are tracking close to budget.

Materials and Contractor Costs are higher due to increased volumes of high processing cost items (in particular, vegetation) and the expense of additional cover materials being utilised on site.

Other Costs are higher relating to an increased EPA Levy total which is higher due to the greater volumes of mixed waste being received.

A re-forecast to the budget will be performed at the March 2016 Quarter.

Overall Progress Capital Works and Key Initiatives







Service Area Programs

Key: → On track ✓ Completed ✗ Not proceeding ! Will not be delivered by 30 June

Program - Site Improvements

	Capital Works	Year To Date Actuals	Year To Date Budget	Annual Original Budget	Annual Revised Budget
!	Waste Landfill - Access Roads	\$33,408	\$17,500	\$2,821,959	\$2,846,699
Council has been in consultation with Kimbriki Environmental Enterprises and it has been resolved to put the design work on hold. Details on the models of delivery of this project are being reviewed by Council and Kimbriki Environmental Enterprises.					
→	Waste Landfill - Cell Development Works Area 3B	\$45,326	\$1,570,916	\$3,141,831	\$3,963,949
A site master plan has been developed which shows the size, shape and location of all future landfilling operations for the life of the site. The development of engineered landfill cells is intended to ensure that the site can be used to its fullest capacity whilst minimising the potential for pollution.					
Construction of cell 3B, the next cell to be landfilled, is continuing and the works are on track to be completed and the cell operational by July 2016. Planning and design works have commenced for the development of the cell in Area 4A. Bulk earthworks are nearing completion. Procurement and approvals activities for lining works have commenced.					
→	Waste Landfill - Cell Development Works Area 4A	\$0	\$75,000	\$150,000	\$190,300
Planning and design works have commenced for the development of the next cell located in area 4A of the site.					
→	Waste Landfill - Fixtures and Equipment	\$7,289	\$25,000	\$50,000	\$170,000
Replacement of minor office equipment is on track with the purchase of two additional computers to serve as backups for the weighbridges.					
→	Waste Landfill - Gas Capture System	\$80,475	\$37,500	\$75,000	\$75,000
The landfill gas capture system, designed to reduce greenhouse gas emissions and odours, was successfully completed and was operational in January 2014. The system is being progressively expanded as part of landfilling operations. In December 2015, 1,416 tonnes of CO ₂ e were destroyed, an increase of 40% from December 2014. This expansion will continue progressively for the life of the site to ensure effective management of emissions. Investigations into generating power from this landfill gas have commenced.					
Kimbriki has entered into a new four year agreement to continue to hire the gas flare and maintain the gas field with Run Energy. System expansions are being conducted jointly by KEE and Run Energy.					
→	Waste Landfill - Leachate Treatment Plant	\$11,679	\$550,000	\$1,100,000	\$1,269,176

	<p>The reinjection system to aid in safely disposing leachate on site continues to be expanded as the site is being developed with the installation of three new injection wells completed. Work has begun on the next stage of the project to allow for the further treatment of leachate followed by discharge to sewer.</p> <p>The risk of delays to approvals for the sewer discharge works are significant given they involve several key stakeholders including Sydney Water and RMS. The Mona Vale Road upgrades may also impact the proposed designs. It is expected that this phase will be completed by January 2017.</p>				
	Waste Landfill - Office and Amenities	\$407,032	\$1,025,000	\$2,050,000	\$2,759,894
	<p>In order to allow for new infrastructure works on the site including the site access road and to replace the existing buildings which are reaching the end of their working life Kimbriki is constructing a new Administration building. Kimbriki have completed the enabling works and are entering into a contract with a construction company to commence the building works. Construction is expected to be completed by the end of August 2016.</p>				
	Waste Landfill - Other	\$109,436	\$317,348	\$170,000	\$702,348
	<p>The purchase of other minor assets required to run the facility, such as leachate pumps, hardware and software associated with weighbridges, administration and security, site are on track. No purchases of minor assets were made during December 2015.</p>				
	Waste Landfill - Resource Recovery Facility	\$120,533	\$1,329,750	\$2,659,500	\$2,643,000
	<p>The Landfill Resource Recovery Facility is an exciting new development at Kimbriki which includes separate, covered drop off stations for residents and small vehicles with recycling or mixed waste as well as a processing Facility that will recover steel, timber, cardboard, bricks and tile and vegetation currently being landfilled as mixed waste. Supported by grants from the NSW Environment Protection Authority, design works are underway and construction is set to commence in 2015/16. As at the end of December the detailed design has been prepared and the DA pre-lodgement booked.</p>				
	Waste Landfill - Vehicles	\$25,819	\$32,500	\$65,000	\$65,000
	<p>Vehicle replacement program is on track.</p>				
	Total Capital Expenditure	\$840,997	\$4,980,514	\$12,283,290	\$14,685,366

Natural Environment Services

Service Area Financial Results

Service Area Income and Expenditure Budget, Actual Expenditure, and Forecast

Description	Year To Date Actuals \$	Year To Date Budget \$	YTD Variance \$	Annual Original Budget \$	Annual Revised Budget \$	Annual Current Forecast
INCOME FROM CONTINUING OPERATIONS						
Rates and Annual Charges	6,041,190	6,041,190	(0)	11,952,765	11,952,765	11,952,765
User Charges & Fees	20,467	26,797	(6,330)	45,148	51,885	39,289
Other Revenues	0	0	0	0	0	0
Grants and Contributions - Operating Purposes	197,649	197,866	(217)	968,083	1,135,646	613,796
Total Income from Continuing Operations	6,259,305	6,265,852	(6,547)	12,965,996	13,140,296	12,605,850
EXPENSES FROM CONTINUING OPERATIONS						
Employee Benefits & Oncosts	(1,444,226)	(1,357,092)	(87,133)	(2,675,062)	(2,688,802)	(2,688,802)
Materials and Contracts	(1,065,592)	(1,109,468)	43,876	(3,175,240)	(3,335,802)	(3,183,952)
Depreciation and Amortisation	(1,900,614)	(1,900,614)	0	(3,770,239)	(3,770,239)	(3,770,239)
Other Expenses	(479,874)	(463,913)	(15,961)	(651,044)	(651,044)	(667,412)
Internal Charges	(650,138)	(650,562)	424	(1,126,004)	(1,126,004)	(1,449,452)
Overhead Allocation	(784,203)	(784,203)	0	(1,568,406)	(1,568,406)	(1,568,406)
Total Expenses from Continuing Operations	(6,324,647)	(6,265,853)	(58,794)	(12,965,995)	(13,140,296)	(13,328,263)
Total Surplus (Deficit) from Continuing Operations	(65,342)	(0)	(65,341)	1	(0)	(722,413)

Year to Date Actuals and Annual Forecast

The Deficit from Continuing Operations of \$65,342 at December 2015 is higher than forecast due to higher than anticipated expenditure and slightly lower than anticipated income.

Income from Continuing Operations is lower than forecast by \$6,547. User Charges and Fees are \$6,330 lower than forecast due to lower than anticipated car scheme income.

Expenses from Continuing Operations are higher than forecast by \$58,794. Employee Benefits and Oncosts are \$87,133 higher than forecast because of lower than expected staff vacancies. Materials and Contracts expenditure is \$43,876 lower than forecast principally due to phasing issues with a number of contracts. Other Expenses are \$15,961 higher than forecast due to higher than expected emergency services levies for the NSW State Emergency Service.

The total Deficit from Continuing Operations for the full financial year will increase at the December quarterly review to accommodate additional expenses for stormwater maintenance, slightly higher emergency services levies and the deferral to 2016/17 of a large grant for the Narrabeen Lagoon entrance clearance. This is partly offset by a reduction in Materials and Contracts associated with reforecasting of a number of projects for the full financial year.

Key Highlights

Coastal Zone Management Plan

The Coastal Zone Management Plan (CZMP) for Collaroy-Narrabeen Beach and Fishermans Beach was certified by the NSW Minister for Planning as being prepared in accordance with the requirements of the Coastal Protection Act. Notification of the CZMP's certification appeared in the NSW Government Gazette on 6 November 2015.

Warringah Council was the first on the New South Wales open coast to have their CZMP certified by the Minister. Now that the Plan is certified Council will commence implementation including the development of guidelines for seawall construction.

Bushland and Biodiversity Works

Both bush regeneration and Friends of the Bush programs are continuing as scheduled, with all contracts progressing in major bushland reserves. The Friends of the Bush Christmas Party was held at Nolan Reserve in December, celebrating the hard work and outstanding results during the year by the volunteers.

On-ground rabbit control continued across 18 council-managed reserves, with over seventy rabbits culled.

Fox baiting at Manly Dam, Middle Creek and Red Hill was completed with baits taken from at least two of those locations.

Keeping our Lagoons Clean

A number of rubbish removal activities were undertaken in Dee Why and Curl Curl Lagoons this period, with over 30 cubic metres of litter removed from the aquatic ecosystem. Typical litter items removed include bottles and cans, plastic wrappers, straws, food packaging and bigger items such as car tyres and furniture.

A further two voluntary clean ups of Dee Why Lagoon were held in November, one by the Australian Marine Science Association, and the other by Council Officers, resulting in another two truckloads of rubbish removed.

Creek Management

Creek bank stabilisation works at Brookvale Creek alongside Warringah Golf Course were completed in November 2015. These works were designed to stabilise approximately 35 metres of severely eroding banks at Brookvale Creek.

Sustainability Highlights

The first ever business focused Hilltop to Headland event, "Power to Save", was delivered this period. With over 150 attendees hearing inspiring words by Todd Sampson, television personality and co-creator of the Earth Hour initiative, the event proved a great opportunity for businesses to share their sustainability journeys and plan their next steps to improve their bottom line through green thinking. 100 attendees provided feedback at the event with all of them rating the experience Good to Excellent. Almost 100% of respondents reported the event gave them a better understanding of how their business can be more sustainable.

Supporting this event, the Smart Sustainable Business Website went live with tips and advice for local businesses to improve their efficiencies and in turn improve their bottom line.

The biodiversity focused Warringah Citizen Science Project commenced this period, working with Year 9 Information Technology students at St. Lukes School. The students have been engaged to workshop interactive webpage content.

Council Partnerships - Grants and Studies

Council received a \$25,000 grant from Sydney Coastal Council's Group - Sydney's Salty Communities grant program that will be used for bushland management and community engagement at Dee Why Lagoon Wildlife Refuge.

The Creek Monitoring, Evaluating and Reporting (MER) project was undertaken by Office of Environment and Heritage (OEH) on behalf of Council at 23 locations in Warringah, with results to be culminated in a final report used to effectively manage creeks.

A pilot study commenced in partnership with University of Western Sydney and the NSW Office of Environment and Heritage, focussing on Manly Lagoon to investigate the effectiveness of Sydney Rock Oysters to remove nutrients from a heavily urbanised lagoon environment. The ground-breaking research results are eagerly anticipated and will provide insight into urban lagoon management.

Overall Progress Capital Works and Key Initiatives



Service Area Programs

Key: → On track ✓ Completed ✗ Not proceeding ⚠ Will not be delivered by 30 June

Program - Biodiversity and Bushland Management

Key Initiatives	
→	Biodiversity Management Biodiversity management involves a wide range of projects, including pest plant and animal control programs, operational management and other strategic biodiversity projects. Council's pest plant and animal management programs have continued with planning for new control programs in early 2016. Council Officers gave a career pathways presentation to students at the Royal Zoological Society of NSW's 2015 Career Expo. Planning and preparation has commenced for a project funded by a Salty Communities grant from the Sydney Coastal Council's Group. The project will focus on bushland management and community engagement in the Dee Why Lagoon Wildlife Refuge.
→	Bushland Management Bushland management involves a wide range of projects, including contractor and volunteer bush regeneration, reactive operational management and other strategic environmental projects. Both our bush regeneration and Friends of the Bush programs are continuing as scheduled, with all contracts underway in major bushland reserves. The successful Friends of the Bush Christmas Party was held at Nolan Reserve in December. The event was attended by Mayor Michael Regan, Councillor Sue Heins and over 90 volunteers, to celebrate the hard work and outstanding results achieved by the volunteers during 2015. Over 22 reactive customer requests for maintenance of bushland areas were received during December, with 13 being actioned and closed and the remaining being resolved on a priority basis.

Program - Coast and Waterways

Key Initiatives	
→	Coastal Management This program includes a range of actions that assist in the management and protection of Warringah's beaches and headlands. A draft report into the Cliff Slope Risk Assessments of Queenscliff, Dee Why and Long Reef Headlands has been received and is currently under review. Bush regeneration activities are continuing to be delivered on schedule at a number of coastal locations in Warringah including within sand dunes at Curl Curl and on the Dee Why Escarpment.



Waterway Management

This program contains actions to manage and protect Warringah's creeks and lagoons.

The detailed design contract for bank stabilisation works in Oxford Creek, adjacent to Oxford Falls Road, is progressing.

Three permanent signs were installed at key entrances to Dee Why Lagoon Wildlife Refuge, communicating the location of walking tracks, dog exclusion areas and dog on-leash areas.

Sampling rounds 3 and 4 of the Lagoon Monitoring, Evaluation and Reporting (MER) project have been completed.

Narrabeen Lagoon entrance naturally closed, and planning is underway for a major entrance clearance project to be delivered in mid-2016, in partnership with Pittwater Council and the Office of Environment and Heritage. This project will remove a large amount of naturally accumulated sand from the lagoon entrance, keeping the entrance open for an extended period of time and reducing flood risk.

Bush regeneration is continuing on schedule at Brookvale, Dee Why and Greendale creeks, as well as Dee Why, Curl Curl and Manly Lagoons.

Program - Education for Sustainability

Key Initiatives



Community Sustainability Activities


The first ever business focused Hilltop to Headland event, "Power to Save", was delivered this month. With over 150 attendees hearing inspiring words by Todd Sampson, television personality and co-creator of the Earth Hour initiative, the event proved a great opportunity for businesses to share their sustainability journeys and plan their next steps to improve their bottom line through green thinking. Almost 100% of respondents reported the event gave them a better understanding of how their business can be more sustainable.


To support businesses in their next steps, Council is hosting an Energy Management Basics Course to be held in March 2016.

Program - Natural Area Recreation




	Capital Works	Year To Date Actuals	Year To Date Budget	Annual Original Budget	Annual Revised Budget
	Narrabeen Lagoon Trail	\$232,610	\$461,895	\$279,000	\$461,895
	<p>The Narrabeen Lagoon Trail was completed and opened to the public in February 2015. The next stage of the project involves the creation of a new public reserve on the Narrabeen Lagoon foreshore. In order to accommodate the new reserve, the Sydney Academy of Sport and Recreation's school boating activities have been relocated to the nearby peninsula.</p> <p>The construction of the new boat sheds on the peninsula was completed on 13 October 2015. The demolition of the existing northern Academy boatshed has been delayed awaiting vacation of the premises and contractor lead times. Additional signage has been installed and minor adjustments made to temporary fencing around the existing boat sheds to separate Academy visitors and trail users.</p> <p>Works are expected to recommence in January and will include the northern boatshed demolition and the creation of a new public reserve at this site. The works are expected to be fully completed in February 2016.</p>				
	Total Capital Expenditure	\$232,610	\$461,895	\$279,000	\$461,895

Program - Natural Hazard Management


	Capital Works	Year To Date Actuals	Year To Date Budget	Annual Original Budget	Annual Revised Budget
	Beacon Hill and Davidson Rural Fire Service - Building Works	\$63,014	\$100,000	\$100,000	\$100,000
	This project, which sees the re-roofing of the Davidson and Beacon Hill RFS Brigade buildings is behind schedule. The re-roofing works to Davidson RFS have been successfully completed and the works to the Beacon Hill RFS are partially complete, with a variation required to replace a further section of the roof due for completion in January 2016.				
	Total Capital Expenditure	\$63,014	\$100,000	\$100,000	\$100,000

	Key Initiatives
	Natural hazard management planning, mitigation works, warning systems and awareness campaigns
	<p>Council manages risks to the community from coastal, flooding and bush fire hazards.</p> <p>Works continue to resolve erosion issues at South Narrabeen Beach, with over 5000 cubic meters of sand secured from a nearby building site and placed onto the beach.</p> <p>High risk bushland areas behind private properties have had access improved and bush fire fuel removed through our fire management access zone maintenance contracts. One hazard reduction burn of 0.95 hectares was undertaken by the Rural Fire Service on Council managed property at Frenchs Forest.</p> <p>The Draft Stages Three and Four Interim Reports for the Narrabeen Lagoon Floodplain Risk Management Study and Plan have been delivered and are being reviewed by Council Officers from Warringah and Pittwater Councils. Similarly, the Manly Lagoon Floodplain Risk Management Study and Plan Stage 1 Report is currently being reviewed by Officers from both Manly and Warringah Councils.</p> <p>The draft Review of Environmental Factors for the Narrabeen Lagoon Entrance Clearance operation has been delivered with review comments provided back to the consultant. The final Review of Environmental Factors is expected by the end of January.</p> <p>All flood projects are being managed by Warringah Council in conjunction with neighbouring Councils, and with the support of the NSW Office of Environment and Heritage.</p>


Program - Stormwater Assets

	Capital Works	Year To Date Actuals	Year To Date Budget	Annual Original Budget	Annual Revised Budget
	Oaks Avenue, Dee Why - Stormwater Drainage	\$121,966	\$34,628	\$0	\$34,628
	The closed tender responses received in November 2015 for Dee Why Stormwater Drainage Upgrade Works have been evaluated. The recommended tenderer has been approved by Council's General Manager and the contract documents are currently being reviewed. Contract award and commencement of the project is expected in January 2016. Planned Renewal funding will be brought forward from 2016/17 to meet expected project costs as part of the December Quarterly Review process.				
	Planned Stormwater Works Program	\$1,039,978	\$1,279,756	\$3,393,139	\$3,860,439
	Planned Stormwater works continue to progress with the Raffo Lane project completed; Clarke/Ramsey /Carrington Parade design development is ongoing, CCTV investigation were completed in December; Allambie Rd, Allambie Heights and of Pittwater Rd/ Goodwin St Narrabeen design development ongoing. Planned stormwater works program has been reforecast down and partially reallocated to Oaks Avenue Stormwater works.				
	Reactive Stormwater Works Program	\$289,923	\$379,526	\$600,000	\$719,352

Several projects are in the design and planning phase, including investigating options to resolve localised flooding in the Allambie Heights area. Proposed works at Campbell Parade, Manly Vale are to be reassessed in order to reduce construction costs. Ada Avenue, Brookvale stage two pipe repairs are complete. Works for the annual pipe relining and patch repairs contract are now complete. Quotations are currently being called for Villiers Place, Cromer. Works in Forestville Avenue, Forestville and Abbott Road, North Curl Curl. The budget expenditure is below the forecast expenditure due to delays in invoicing in December and phasing issues which will be rectified in January.

	Storm Damage - Oxford Falls Road	\$20,002	\$44,070	\$0	\$323,570
Council has received 50% complete designs for the stabilisation structures for the storm damage at Oxford Falls Road, and these are currently being reviewed by Council Officers. Due to the site constraints, the design consultant is required to undertake extra modelling to ensure that there are no inadvertent impacts on the opposite creek bank and downstream environments, resulting in a delay in the delivery of this project.					
Total Capital Expenditure		\$1,471,869	\$1,737,980	\$3,993,139	\$4,937,989

Key Initiatives

	Stormwater Asset Management
The stormwater asset 'critical & high risk assets GIS model' has now been developed and is currently being validated. This involves a desktop and field assessment of the outputs and also refinement of the category weightings (which is ongoing). This approach will now be utilised to carry out a desktop criticality assessment of safety barriers around open stormwater assets.	

Parks, Reserves and Foreshores

Service Area Financial Results

Service Area Income and Expenditure Budget, Actual Expenditure, and Forecast

Description	Year To Date Actuals \$	Year To Date Budget \$	YTD Variance \$	Annual Original Budget \$	Annual Revised Budget \$	Annual Current Forecast
INCOME FROM CONTINUING OPERATIONS						
Rates and Annual Charges	6,165,864	6,165,864	(0)	11,876,126	11,876,126	11,876,126
User Charges & Fees	431,709	432,560	(851)	744,804	744,803	744,803
Other Revenues	24,900	12,396	12,504	22,400	22,400	44,900
Grants and Contributions - Operating Purposes	16,556	12,707	3,849	25,415	25,415	37,425
Grants and Contributions - Capital Purposes	120,995	195,000	(74,005)	90,000	195,000	235,995
Total Income from Continuing Operations	6,760,025	6,818,528	(58,503)	12,758,744	12,863,743	12,939,249
EXPENSES FROM CONTINUING OPERATIONS						
Employee Benefits & Oncosts	(2,230,441)	(2,142,626)	(87,815)	(4,062,041)	(4,078,041)	(4,084,788)
Materials and Contracts	(2,947,266)	(3,177,159)	229,893	(5,822,210)	(5,806,210)	(5,649,968)
Other Expenses	(74,368)	(57,727)	(16,641)	(112,645)	(112,645)	(112,645)
Internal Charges	(274,169)	(274,578)	409	(533,972)	(533,972)	(533,972)
Overhead Allocation	(1,113,938)	(1,113,938)	0	(2,227,876)	(2,227,876)	(2,227,876)
Total Expenses from Continuing Operations	(6,640,181)	(6,766,028)	125,847	(12,758,743)	(12,758,743)	(12,609,249)
Total Surplus (Deficit) from Continuing Operations	119,844	52,500	67,344	0	105,000	330,000

Year to Date Actuals and Annual Forecast

The Total Surplus from Continuing Operations at the end of the December quarter is \$67,344 higher than anticipated. This is due to lower than anticipated income and lower than anticipated expenses.

Total Income from Continuing Operations is \$58,503 lower than anticipated. This is principally due to less than forecast Grants and Contributions – Capital Purposes income of \$74,005. A \$90,000 Greenspace Grant was expected to be received in full however will only be paid as work is completed. This was partly offset by Council receiving a \$15,995 contribution for works at Stony Range. Other Revenues are \$12,504 higher than anticipated due to the early receipt of maintenance income for the Cromer Synthetic playing surface.

Total Expenses from Continuing Operations are \$125,847 lower than forecast. Employee Benefits and On Costs are \$87,815 higher than anticipated due to additional casual labour required for rockpool cleaning and minimal staff vacancies. Materials and Contracts are \$229,893 lower than forecast as a result of significantly fewer than expected requests for works on public trees, lower than forecast expenditure on reserves and sports field maintenance and on reactive vegetation maintenance, as well as timing of other minor projects. Other Expenses are \$16,641 higher than anticipated principally due to an insurance claim early this financial year.

For the full financial year the Total Surplus from Continuing Operations is forecast to increase by \$225,000 to \$330,000. Other Revenues are expected to increase by \$22,500 due to an increase in contributions from sports groups for requested additional work. An unexpected contribution has been received for the upgrades to the baseball diamond at Aquatic Reserve resulting in an increase in the forecast for Grants and Contributions – Operating Purposes. Capital Grants are also forecast to increase due to a \$25,000 grant from the NSW Cancer Council for shade at the Dee Why rock pool, and the abovementioned contribution for works at Stony Range. Materials and Contracts are forecast to decrease by \$156,242 as a result of lower expenditure on street trees.

Key Highlights

Warringah's Open Space Strategy was adopted at the 24 November 2015 Council meeting. This strategy guides the management and development of Warringah's open spaces into the future. Opportunities for new and improved recreation facilities are included that cater for all ages, interests and abilities. Facilities include: fitness equipment for all ages; improvement to trails; new and improved youth spaces, including skateparks, basketball hoops and parkour; picnic areas for large groups and families; a review of off-leash dog areas; new playgrounds; new green spaces; the integration of art, culture and heritage into open spaces; and design and landscaping sympathetic to the environment.

Council adopted the Urban Forest Policy in December 2015. The purpose of this policy is to establish a principle based framework to guide a planned, systematic and integrated approach to managing Warringah's urban forest which will improve the natural and built environment. The policy applies to all land uses in the Warringah local government area, excluding national parks. Work will commence on the Urban Forest Strategy in July 2016.

The John Fisher Park Netball court lighting upgrade has been completed. A total of 12 poles and all aerial cabling have been removed and all lighting on the hard netball courts is at the appropriate Australian Standards. This project was jointly funded by the Manly Warringah Netball Association and Council through the Sporting Groups Capital Assistance program.

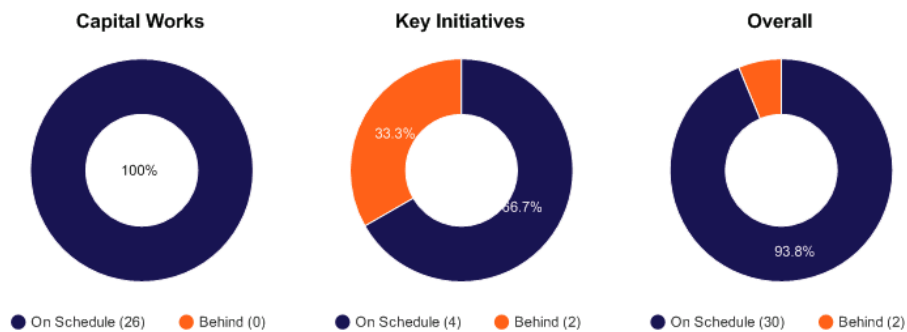
New way-finding and information signs were installed at Manly Dam mountain bike trail in October 2015.

Returfing works at Brookvale Oval were completed in December 2015, the field is establishing well.

Community engagement has concluded on the amended Animal Management Policy. The Policy will be presented to Council for adoption at its February 2016 meeting. The amendments will facilitate the development of a new off leash dog park at Forestville Playing Fields proposed to commence in March 2016.

Over 4,800 annual school bookings were assessed and approved in December 2015 ready for the 2016 year.

Overall Progress Capital Works and Key Initiatives












Service Area Programs

Key: → On track ✓ Completed ✗ Not proceeding ⚠ Will not be delivered by 30 June

Program - Foreshores

	Capital Works	Year To Date Actuals	Year To Date Budget	Annual Original Budget	Annual Revised Budget
✓	Birdwood Park, Narrabeen - New Works	\$9,740	\$11,340	\$100,000	\$11,340
	The construction of the car park and foreshore upgrade will be undertaken in July 2016 after the rescheduled entrance clearance works for Narrabeen Lagoon are completed. The budget was adjusted at first quarterly review. No further work will take place this financial year.				
→	Collaroy Rockpool Works	\$0	\$0	\$50,000	\$50,000
	Preliminary investigations and consultation have commenced for renewal of the Collaroy rock pool. A request for quotation for a design consultant will be issued early in 2016.				
→	Fishermans Beach Seawall	\$23,680	\$40,000	\$0	\$550,000
	This project is currently progressing on schedule. Council has received the draft of the designs from the design consultant and will issue a tender for construction in January 2016. It is anticipated that construction will commence in April 2016. The variation in expenditure is due to budget phasing and will not affect the year end result.				
✓	Foreshore Works Program	\$82,193	\$70,000	\$70,000	\$70,000
	The new path that provides access from the car park to South Curl Curl Surf Life Saving Club has been completed. Expenditure exceeded forecast due to the requirement to import additional soil to the site to replace excavated material that had to be removed from site.				
✓	Parking Meter Renewals	\$20,010	\$20,660	\$20,660	\$20,660
	The contactless Credit Card payment system in Council's ticket meters has been installed. The system is switched on and the project was complete in August 2015.				
→	South Curl Curl Beach Sea Wall Works	\$9,620	\$50,000	\$0	\$580,000
	This project is currently progressing on schedule. Council has received the final draft designs from the design consultant and will issue a tender for construction in January 2016. It is anticipated that construction will commence in April 2016. The variation in expenditure is due to budget phasing and will not affect the year end result.				
	Total Capital Expenditure	\$145,243	\$192,000	\$240,660	\$1,282,000

Program - Parks and Reserves

	Capital Works	Year To Date Actuals	Year To Date Budget	Annual Original Budget	Annual Revised Budget
	Berry Reserve and Jamieson Park, Narrabeen - New Works	\$0	\$0	\$120,000	\$120,000
	Council has nearly completed the design packages for the upgrade of the Jameison Park car park and picnic area and is currently engaging with stakeholders to finalise the designs. Work is expected to commence in February 2016.				
	Collaroy Beach - Reserve Works	\$128,638	\$99,566	\$700,000	\$700,000
	The Collaroy Beach Reserve renewal project is on schedule. Council resolved at the Council meeting on 15 December 2015 to accept a tender to undertake the Stage 2 upgrade. Construction is scheduled to commence in February 2016 and conclude in April 2016 prior to Anzac Day.				
	Manly Dam and Stony Range Works Program	\$108,373	\$95,000	\$100,000	\$100,000
	The masterplan for the Manly Dam picnic areas was completed in November 2015. This plan outlines the direction and scale of future capital works at Manly Dam. Five key elements have been identified: the entry area, a regional playground, pathway connections between picnic areas and landscape embellishment. Council engaged key stakeholders on the masterplan in November 2015 and all key stakeholders are very satisfied with how the masterplan has conceptualised actions from the adopted Manly Warringah War Memorial Park Plan of Management.				
	Parks Major Works Program	\$147,459	\$80,000	\$185,000	\$202,500
	Design has commenced on replacing the set of stairs adjacent to the Long Reef bus stop. It is anticipated that a Request for Quotation will be released in February 2016 to undertake this work. Council has also investigated different options to reinforce the abutments of the bridge between Nolan Reserve and Passmore Reserve. Council will finalise the scope in January 2016 and commence works on this project in February 2016. Additional budget will be transferred from Parks Minor renewals in the next financial review.				
	Parks Minor Works Program	\$144,340	\$181,683	\$251,721	\$262,545
	Quotations for the design for renewals works at Freshwater beach have been sought. Council plans to engage the community on this project in February 2016. The underspend in this budget is due to a portion of works budgeted in the wrong action which will be rectified at second quarter review.				
	Recreational Trails Works Program	\$87,281	\$73,421	\$81,750	\$114,296
	Council is currently investigating the Aboriginal heritage of certain sections of the trail between Ararat Reserve and Forestville Park and this has delayed completing the Review of Environmental Factors. This situation is expected to be resolved in January 2016.				
	Walter Gors Reserve New Works and Dee Why Parade Shared Walkway	\$148,995	\$184,212	\$1,582,252	\$1,592,643
	The Walter Gors Reserve Upgrade project is progressing on schedule. The final Review of Environmental Factors, detailed design and specifications have been received and contract documentation has been prepared. The variation in expenditure is due to a budget phasing issue and will not affect the year end result. The tender for the construction phase of the project will be released in January 2016. Demolition of the exiting cottages will commence in January 2016 with principal construction to commence in May 2016.				
	Total Capital Expenditure	\$765,087	\$713,881	\$3,020,723	\$3,091,983
Key Initiatives					
	Develop an integrated open space strategy				
	The Open Space Strategy Project Steering Committee held its final meeting in December 2015 and adopted the End Project Report which stated that the strategy was delivered according to the project plan.				
	Enable online bookings for Parks Reserves and Foreshore venues				

Enabling online bookings for Parks Reserves and Foreshores venues will not be delivered in 2015/16. At the 24 November 2015 Council meeting it was resolved to review business requirements and investigate a Facilities and Bookings system solution in the next 12 to 18 months.



Review District Park Plan of Management






The District Park Plan of Management 2015 is now available on Council's website. This project is complete.



Program - Playgrounds

	Capital Works	Year To Date Actuals	Year To Date Budget	Annual Original Budget	Annual Revised Budget
	Playground Works Program	\$67,224	\$102,106	\$400,000	\$400,000
Preliminary design work has commenced on number of playgrounds in this year's program. Design and tender packages will be finalised by January 2016 for construction by the end of June 2016. Council has been successful in gaining \$25,000 in grant funding to increase the scope of works to improve landscaping at Wingara Reserve, Belrose. Expenditure has been slightly delayed while waiting on grant decision.					
	Total Capital Expenditure	\$67,224	\$102,106	\$400,000	\$400,000


Program - Sports and Recreation

	Capital Works	Year To Date Actuals	Year To Date Budget	Annual Original Budget	Annual Revised Budget
	Floodlighting Works Program	\$29,850	\$31,000	\$68,500	\$31,000
This project was to design sportsfield lighting at Lionel Watts Reserve. A land survey has been completed. The remaining design elements of this project will now be prepared with the Lionel Watts Reserve sportsfield renewal project, there is adequate funding for this purpose in the Sportsfields Major Works Program. As a result the remaining budget for this project will be transferred through the first quarterly review to the Recreational Trails Works Program to fund the higher than expected costs for new signs for the Manly Dam mountain bike trail and to the Parks Major Works Program to fund the Nolan Bridge abutment armouring project.					
	Forestville Sportsfields - Synthetic Surface and Ancillary Works	\$688,966	\$654,831	\$736,428	\$748,758
Community engagement has concluded on the amended Animal Management Policy. The amendments are proposed to facilitate the development of a new off leash dog park at Forestville Playing Fields. It is expected that the Policy will be presented to Council for adoption at its February 2016 meeting. If approved development of the off leash dog park will commence in March 2016.					
	Forestville Sportsfields - Synthetic Surface and Ancillary Works - New	\$0	\$0	\$1,010,500	\$0
Practical completion of Forestville synthetic playing fields was achieved 24 July 2015.					
	Griffith Park, Collaroy - New Irrigation Works	\$40,707	\$50,000	\$50,000	\$50,000
The installation of new irrigation at Griffith Park is complete. Surplus funding in this project will be used to improve water services within Griffith Park.					
	John Fisher Park Netball Lighting Upgrade	\$208,990	\$210,100	\$0	\$210,100
Works substantially completed with lighting installation fully installed, commissioned and operational as of 30 October 2015. Site demobilization, provision of manuals and final cleanup to be completed by mid December 2015.					
	Sporting Club Buildings Works Program	\$35,774	\$25,000	\$105,000	\$105,000

This program delivers renewal of Council's Sporting Club Buildings. Works completed to date include minor security improvement to the St Matthews Farm Sports Amenities building as well as the completion of the Northern Beaches' first purpose-built Hot Shots tennis courts for youth tennis at the Warringah Recreation Centre.					
	Sports Club Capital Assistance Program	\$48,379	\$80,547	\$233,000	\$80,547
In December 2015 the construction of four new cricket nets at Harbord Park and new tennis court fencing at the Collaroy Tennis Centre, Griffith Park was completed. Expenditure is lower than expected as Council has not received the required documentation from the relevant sports groups program, so funds have not been distributed. It is expected that all program funds will be distributed in January 2016.					
	Sportsfields Major Works Program	\$0	\$0	\$50,000	\$50,000
A Request for Quotation for construction documentation for lighting, landscaping and field renewal for Lionel Watts sports ground has been evaluated. The irrigation design has been finalised and a Request for Quotation has been issued for a construction contractor to supply and install a new concrete tank and pipe works.					
	Sportsfields Minor Works Program	\$185,883	\$183,000	\$320,676	\$320,676
This works program includes the spring sportsfield renovation program which is complete. Remaining works for this program in 2015/2016 include the autumn renovation program, access and drainage works at Aquatic Reserve and hard surfacing the corners of the BMX track at JJ Melbourne Hills.					
	St Matthews Farm Reserve, Cromer - Skate Park Design	\$0	\$0	\$47,000	\$47,000
The design of a new youth precinct including a skate area at the St Matthews Farm Reserve has commenced. Council has continued discussion with stakeholders and skating design companies to determine best approach to gaining input from potential users.					
	Swim Club Buildings Works Program	\$39,515	\$31,000	\$100,000	\$100,000
This project, which sees the renewal of the Queenscliff Swim Club roofing and exterior areas, is progressing well with the contractor for the roofing renewal component having completed the works ahead of schedule. The remainder of the works including the decking are now progressing through the costing stage with construction scheduled to begin in March 2016.					
Total Capital Expenditure		\$1,278,064	\$1,265,478	\$2,721,104	\$1,743,081

	Key Initiatives
	Review Council's recreational space strategies including Sports in Warringah and Recreation Strategy
	As a result of reviewing Warringah's recreational space strategies the Open Space Strategy was developed and delivered during 2015. Council is currently reviewing other recreation strategies to allocate resources to priority works.
	Review of Sportsground Plan of Management
	The Sportsground Plan of Management review has been placed on hold as the sportsgrounds will potentially be in different councils in the future. Resources for this review are to be reallocated to other sport and recreation planning projects.

Program - Street Trees

	Capital Works	Year To Date Actuals	Year To Date Budget	Annual Original Budget	Annual Revised Budget
	Condamine Street Planting	\$10,470	\$30,000	\$30,000	\$30,000
Council has resolved to use the budget for this project to install hanging baskets from the light poles along Condamine Street. This work will be undertaken by June 2015. The variation in expenditure has been due to delays in finalizing the concept but will not impact on the year end result.					

	Total Capital Expenditure	\$10,470	\$30,000	\$30,000	\$30,000
	Key Initiatives				
	Develop Urban Forest Strategy				
	Council adopted the Urban Forest Policy in December 2015. Work will commence on the Urban Forest Strategy in July 2016.				

Roads and Traffic

Service Area Financial Results

Service Area Income and Expenditure Budget, Actual Expenditure, and Forecast

Description	Year To Date Actuals \$	Year To Date Budget \$	YTD Variance \$	Annual Original Budget \$	Annual Revised Budget \$	Annual Current Forecast
INCOME FROM CONTINUING OPERATIONS						
Rates and Annual Charges	6,271,781	6,271,781	0	13,535,690	13,535,690	13,535,690
User Charges & Fees	324,088	295,125	28,963	990,492	700,492	630,087
Other Revenues	235,583	231,028	4,555	537,057	537,057	537,057
Grants and Contributions - Operating Purposes	1,151,076	1,149,635	1,442	2,061,825	2,061,825	2,061,825
Grants and Contributions - Capital Purposes	1,850,779	1,668,273	182,506	1,463,783	2,203,779	2,869,039
Total Income from Continuing Operations	9,833,308	9,615,842	217,466	18,588,847	19,038,843	19,633,698
EXPENSES FROM CONTINUING OPERATIONS						
Employee Benefits & Oncosts	(2,424,279)	(2,325,024)	(99,255)	(4,476,184)	(4,476,184)	(4,459,184)
Materials and Contracts	(2,055,379)	(2,198,660)	143,281	(4,543,485)	(4,253,485)	(4,658,933)
Depreciation and Amortisation	(2,104,722)	(2,104,722)	0	(4,175,129)	(4,175,129)	(4,175,129)
Other Expenses	(1,126,204)	(1,310,343)	184,139	(2,622,714)	(2,622,714)	(2,369,714)
Internal Charges	(58,714)	(59,619)	905	(276,385)	(276,385)	47,063
Overhead Allocation	(1,247,475)	(1,247,475)	0	(2,494,950)	(2,494,950)	(2,494,950)
Total Expenses from Continuing Operations	(9,016,774)	(9,245,844)	229,070	(18,588,846)	(18,298,846)	(18,110,846)
Total Surplus (Deficit) from Continuing Operations	816,534	369,998	446,535	0	739,997	1,522,852

Year to Date Actuals and Annual Forecast

The Total Surplus from Continuing Operations of \$816,534 at the end of the December quarter is \$446,535 higher than forecast. This is due to higher than forecast income and lower than anticipated expenditure.

Total Income from Continuing Operations of \$9,833,308 is higher than forecast by \$217,466. User Charges and Fees are \$28,963 higher than anticipated principally due to increased numbers of traffic applications, partly offset by reduced income from road restorations from public utilities. Grants and Contributions - Capital Purposes are \$182,506 higher than forecast as the grant from the Roads to Recovery Program was received earlier than expected because the road re-sheeting program was ahead of schedule.

Total Expenses from Continuing Operations of \$9,016,774 are \$229,070 lower than forecast. Employee Benefits and Oncosts are \$99,255 higher than expected due to no staff vacancies. Materials and Contracts are \$143,281 lower than anticipated due to lower expenditure in waste tipping fees from the public place cleansing program and a reduced number of road restorations from public utilities. Lower Other Expenses of \$184,139 are principally the result of savings in electricity costs from street lighting.

For the full financial year, the Total Surplus from Continuing Operations is forecast to increase by \$782,855 to \$1,522,852. User Charges and Fees are anticipated to decrease by \$70,405 to reflect the abovementioned downward trend in road restoration income. An increase of \$665,260 in Grants and Contributions - Capital Purposes is forecast as a result of Council obtaining a grant for \$645,260 from Transport for New South Wales (TfNSW) for new infrastructure including footpaths, traffic signals and bike lanterns and a grant of \$20,000 from the Roads and Maritime Service for design of the Howard Avenue Shared Pathway. Employee Benefits and Oncosts are forecast to decrease by \$17,000 which reflects a change in the role of a position which is now partly funded by the Capital Works Budget. An increase of \$405,448 in Materials and Contracts expenditure is forecast primarily in relation to increase stormwater maintenance works. Other Expenses are forecast to decrease by

\$253,000 as a result of savings in electricity costs from street lighting. Internal Charges are forecast to decrease by \$229,322 as a result of increased internal income for additional stormwater maintenance works.

Key Highlights

Footpath and Cycleway

Public consultation on the 2015-2016 bike plan works was undertaken and reported to the Warringah Traffic Committee in October and contractors have now been selected to undertake the work. The shared path along Prince Charles Road in Frenchs Forest was completed in December 2015.

New footpath works were completed in Collaroy Plateau, Manly Vale, Dee Why, Wheeler Heights, Brookvale, and North Curl Curl. The progress of this project and details of the streets where these works have been completed is available on the Roads and Traffic Delivery Progress page at www.warringah.nsw.gov.au

Roads, Traffic and Streetscaping

Kerb and gutter repairs were completed in the following locations:

- Badcoe Road, Cromer
- Tepko Road, Terrey Hills
- Melwood Avenue, Forestville
- Graylind Close, Collaroy
- Carter Road, Brookvale
- Clarke Street, Narrabeen

Repair and resurfacing was completed at the following locations along with line marking of all the newly resurfaced roads:

- Badcoe Road, Cromer from Truman Avenue to house No. 24
- Allambie Road, Allambie Heights from Kirra Road (N) to Monserra Road
- Allambie Road, Allambie Heights from Rodborough Road to Aquatic Drive
- Willandra Road, Beacon Hill from McIntosh Road to Alkira Circuit

The Dee Why Town Centre project has progressed from a concept stage to detailed concept designs that have been developed from the Masterplan, Traffic Modelling and Place Making / Public Art designs. Consultants have commenced the detailed design of Redman Road Plaza and Walter Gors Park. Detailed traffic modelling of the traffic scheme is nearing completion following which detailed design of the wider town centre can commence.

The Warringah Traffic Committee meetings were held in October and December 2015 and considered 34 report items on traffic and road safety matters.

The ever-popular Road Safety Calendar was prepared and printed. Promotion activities for distribution of the calendar continued right through until December when a media release was published in the Manly Daily.

Overall Progress Capital Works and Key Initiatives



Service Area Programs

Key: → On track ✓ Completed ✗ Not proceeding ⚠ Will not be delivered by 30 June

Program - Footpaths and Cycleways

	Capital Works	Year To Date Actuals	Year To Date Budget	Annual Original Budget	Annual Revised Budget
→	Bike Plan Implementation Program	\$5,765	\$18,550	\$100,000	\$100,000
	<p>The shared path along Prince Charles Road in Frenchs Forest was completed.</p> <p>Construction work on the shared path along Campbell Parade in Manly Vale which was scheduled for December has been delayed until January 2016. This slight delay will affect expenditure phasing in December however overall delivery of the project will still be achieved within the required timeframes and budget.</p> <p>As part of its Active Transport Program and the Northern Beaches Bus Rapid Transport Program, TfNSW has also provided additional grant funding (\$161,700) to install bike lanterns at Ocean Street Narrabeen at Pittwater Road to improve and assist cyclists in crossing Pittwater Rd.</p>				
→	Footpath Program - New Works	\$269,722	\$258,000	\$450,000	\$450,000

Council funded new footpath construction projects under Capital Works Program to improve pedestrian access have been 60% completed.


Footpath works are complete in

- Plateau Road, Collaroy Plateau
- Edgecliffe Boulevard, Collaroy Plateau (Stage 2)
- Kenneth Road, Manly Vale
- Ilikai Place, Dee Why
- Grevillea Street, Collaroy Plateau
- Berith Street, Wheeler Heights
- Carter Road, Brookvale
- Tango Avenue, Dee Why
- Abbott Road, North Curl Curl and
- Roger Street, Brookvale.




Council has been successful in obtaining a grant for \$373,560 from Transport for New South Wales (TfNSW) for new footpaths under the Northern Beaches Bus Rapid Transit Active Transport Program. This funding will allow construction of footpaths in the following locations.

- Ocean Street, Narrabeen
- Lagoon Street, Narrabeen
- Albemarle Street, Narrabeen
- Wellington Street, Narrabeen
- Homestead Avenue, Collaroy
- Stuart Street, Collaroy
- Ocean Grove, Collaroy
- Frazer Street, Collaroy

TfNSW has also provided grant funding (\$110,000) to prepare a detailed design of the traffic signals in Collaroy to improve the vehicular access to the Surf Club carpark and assist pedestrians in crossing Pittwater Rd at within the all abilities precinct.





	Footpath Replacement Program	\$37,662	\$80,000	\$300,000	\$300,000
The footpath renewal program is in progress however it is slightly behind schedule due to obtaining approvals from public utility providers and availability of contractors. The design for the renewal of the stairs in Crown Road, Freshwater is in progress after obtaining Sydney Water approvals last month. Renewal of the pathway between Crown Road and Queenscliff Road will commence in February.					
Total Capital Expenditure		\$313,149	\$356,550	\$850,000	\$850,000

Program - Roads, Traffic and Streetscaping

	Capital Works	Year To Date Actuals	Year To Date Budget	Annual Original Budget	Annual Revised Budget
	Bus Stop Works Program	\$8,309	\$33,000	\$52,000	\$54,273
Work at 13 bus stop locations has been delayed due to contractor availability. Works are now scheduled to commence in January 2016. Installation of a seat & bus stop slab was completed at 54 Plateau Road, Collaroy as part of footpath works.					
	Car Park Works Program	\$1,974	\$70,000	\$140,000	\$140,000
Patching repairs to Forestville Library Car Park was completed.					
The installation of bollards at Tralee Avenue Carpark in Killarney Heights has been issued to our contractor. Work will be completed in January, 2016.					
A list of car park locations was issued to the contractor for a rejuvenation treatment. These locations include Dee Why Beach, Long Reef Beach, and McKillop Park in Freshwater. Works will commence in March 2016, due to availability of contractor and to avoid the peak usage time of these car parks.					
	Dee Why Town Centre - Design of New Traffic Facilities and Streetscape	\$115,313	\$301,269	\$739,678	\$797,280

The Dee Why project has progressed from a concept stage to detailed concept designs that have been developed from the Masterplan, Traffic Modelling and Place Making / Public Art designs. Public exhibition for the new Walter Gors Park and Redman Road Plaza was reported to Council in August 2015 and approval was obtained to proceed to detailed design for the construction of Redman Road Plaza and Walter Gors Park. The project is slightly behind schedule due to delays in obtaining Roads and Maritime Services (RMS) approval for traffic changes. However, the design is expected to be completed by the end of the financial year and detailed traffic modelling for the RMS is nearing completion. Consultants have commenced the detailed design of Redman Road Plaza.

The budget allocation will be increased as part of the December review by \$38,200 as a result increased design costs for Redman Road Plaza and miscellaneous costs for public consultation/information.

	Kerb and Gutter Works Program	\$116,282	\$105,000	\$115,000	\$115,000
<p>Kerb and gutter renewal program is complete. It was completed ahead of schedule due to early contractor availability.</p> <p>Kerb and gutter repairs are complete in</p> <ul style="list-style-type: none"> • Neridah Avenue, Belrose • Hakea Avenue, Davidson • Pringle Avenue, Belrose • Prahara Avenue, Frenchs Forest • Tepko Road, Terrey Hills • Melwood Avenue, Forestville • Starkey Road, Killarney Heights • Badcoe Road, Cromer • Richmond Avenue, Dee Why • Creer Place, Narrabeena • Mortain Avenue, Allambie Heights • Albert Street, Freshwater • Graylind Close, Collaroy • Carter Road, Brookvale • Clarke Street, Narrabeen 					
	Pittwater Road, Dee Why - Widening and Signal Adjustments	\$0	\$0	\$447,975	\$447,975
Scheduled to start 01/06/2016					
	Retaining Wall Works Program	\$3,880	\$53,000	\$106,000	\$106,000
Rock cutting and embankment slope stability improvement works will be carried out at Oliver Street, Queenscliff and Myoora Road, Terrey Hills (stage 1 works) in 2015/16. These works are running slightly behind schedule due to a longer than anticipated procurement process in obtaining a specialised contractor. Work is scheduled to commence in March 2016.					
	Road Resheeting Program	\$2,392,282	\$2,940,250	\$3,649,818	\$4,387,541

Repair and resurfacing of the following roads has been completed:

- Oxford Falls Road, Beacon Hill from Ellis Road to Iris Street.
- Thuddungra Road, Duffys Forest from Booralie Road to Joalah Road.
- Neridah Avenue, Belrose from Ralston Avenue to Curragundi Avenue.
- Cornish Road, Beacon Hill from Warringah Road to Willandra Road
- Haigh Avenue, Belrose from Elm Avenue to House No.34
- Victor Road, Dee Why from May Road roundabout to house No.58
- Hakea Avenue including roundabout, Davidson from Kambora Avenue to Blackbutts Road
- Prahara Avenue and Sorlie Road, Frenchs Forest from John Oxley Drive (East) to Sorlie Road
- Sorlie Road, Frenchs Forest from Prahara Avenue to Kens Road
- Laitoki Road, Terrey Hills from Cooyong Road to No. 26
- Rose Avenue, Wheeler Heights from Berith Street to Veterans Parade
- Pringle Avenue, Belrose from Creek to Haigh Avenue
- Pringle Avenue, Belrose from Knightsbridge Avenue to Lynette Place
- Fletcher Place, Davidson from Stone Parade to the cul-de-sac
- Stone Parade, Davidson from house No. 38 to house No. 46
- Sir Thomas Mitchell Drive, Davidson from Stone Parade to house No. 109
- Pavilion Street, Queenscliff from Queenscliff Road (W) to Bridge Street
- Starkey Street, Killarney Heights from house No.130 to the end (Westmeath Avenue)
- Allambie Road, Allambie Heights from Kirra Road (N) to Monserra Road
- Allambie Road, Allambie Heights from Rodborough Road to Aquatic Drive
- Willandra Road, Beacon Hill from McIntosh Road to Alkira Circuit
- Badcoe Road, Cromer from Truman Avenue to house No. 24

Line marking of all the newly resurfaced road was completed.

Selection of the contractor to undertake reconstruction of Challenger Drive, Belrose is in progress.

	Traffic Works Program	\$52,147	\$55,000	\$200,000	\$200,000
Engineering works for the raised threshold and traffic islands in Richmond Avenue at Dee Why were completed. Reconstruction of kerb and gutter work was completed at the intersection of Libya Crescent and Kirra Road in Allambie Heights.					
	Total Capital Expenditure	\$2,690,186	\$3,557,519	\$5,450,471	\$6,248,069

Key Initiatives

	Road Safety Education Program
Council's Road Safety Officer delivered a Drink Driving Campaign called "Plan B" in December. Over 30,000 bottle bags with the "Plan B" message were delivered to bottle shops, along with 15,000 "Plan B" coasters and other materials to local pubs and clubs. A "Plan B" banner was placed along Pittwater Road and two paid advertisements featured in the Manly Daily on 12 and 16 December.	
Promotion of the ever-popular Road Safety Calendar continued in December with a media release published in the Manly Daily on 11 December 2015.	

Strategic Planning

Service Area Financial Results

Service Area Income and Expenditure Budget, Actual Expenditure, and Forecast

Description	Year To Date Actuals \$	Year To Date Budget \$	YTD Variance \$	Annual Original Budget \$	Annual Revised Budget \$	Annual Current Forecast
INCOME FROM CONTINUING OPERATIONS						
Rates and Annual Charges	2,120,560	2,120,560	0	3,767,476	3,767,476	3,767,476
User Charges & Fees	267,449	285,942	(18,492)	570,930	570,930	570,930
Other Revenues	31,600	0	31,600	0	0	0
Grants and Contributions - Operating Purposes	0	51,150	(51,150)	51,150	51,150	51,150
Total Income from Continuing Operations	2,419,610	2,457,652	(38,042)	4,389,556	4,389,556	4,389,556
EXPENSES FROM CONTINUING OPERATIONS						
Employee Benefits & Oncosts	(1,086,654)	(1,105,490)	18,836	(2,132,099)	(2,132,099)	(2,152,208)
Materials and Contracts	(433,056)	(407,527)	(25,529)	(616,929)	(616,929)	(780,329)
Other Expenses	(381,111)	(371,278)	(9,833)	(497,556)	(497,556)	(527,556)
Internal Charges	(70,388)	(71,371)	982	(139,001)	(139,001)	(139,001)
Overhead Allocation	(501,986)	(501,986)	0	(1,003,972)	(1,003,972)	(1,003,972)
Total Expenses from Continuing Operations	(2,473,195)	(2,457,652)	(15,543)	(4,389,557)	(4,389,557)	(4,603,066)
Total Surplus (Deficit) from Continuing Operations	(53,585)	(0)	(53,585)	(0)	(0)	(213,510)

Year to Date Actuals and Annual Forecast

The total Deficit from Continuing Operations at the end of the December quarter is \$53,585 higher than forecast. This is the result of lower than anticipated income and higher than forecast expenses.

Total Income from Continuing Operations of \$2,419,610 is lower than forecast by \$38,042. This is partly due to fewer than expected planning proposals being submitted and slightly lower than anticipated Section 149 certificate applications, which has resulted in lower than forecast User Charges and Fees. Other Revenues are \$31,600 higher than anticipated due to reimbursement of costs from State agencies in association with the Northern Beaches Hospital Structure Plan. Grants and Contributions – Operating Purposes are lower than forecast as Council is yet to receive an expected grant of \$51,150 due to delays in the Northern Beaches Hospital structure plan project that are beyond Council's control.

Total Expenses from Continuing Operations of \$2,473,195 are \$15,543 higher than anticipated primarily due to higher than forecast Materials and Contracts expenses, offset in part by lower than anticipated Employee Benefits and Oncosts. Employee Benefits and Oncosts are lower than forecast due to vacant positions. Materials and Contracts are higher than forecast by \$25,529 due to additional contract labour engaged to fill these staff vacancies.

For the full financial year a Total Deficit from Continuing Operations of \$213,510 is now forecast. Employee Benefits and OnCosts may increase to support additional staffing due to a returning maternity role. An increase of \$163,400 in Materials and Contracts is forecast to accommodate additional expenses related to the Dee Why Town Centre and Brookvale Structure Plan.

Key Highlights

Northern Beaches Hospital Precinct Structure Plan

The Structure Plan preparation was delayed due to further input required from the State Government on transport and road infrastructure required to support any proposed growth. The project is due to re-commence early in 2016.

Warringah Local Planning Strategy

Work commenced on the Local Planning Strategy to deliver growth in population and employment in Warringah over the next 20 years. The project is currently under review.

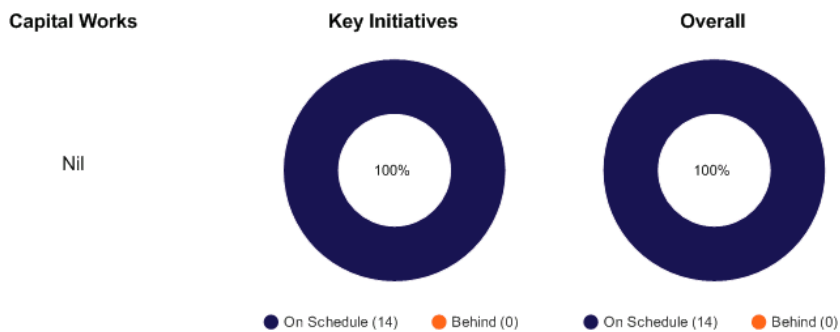
Brookvale Structure Plan

Work has commenced on the Structure Plan for Brookvale. Community Engagement sessions including three drop-in meetings that were well attended by community representatives have been conducted.

Economic Development

The Business Survey completed in July was presented to the wider business community. The "Power to Save" business sustainability event was successfully held with over 250 local businesses participating and creating new connections.

Overall Progress Capital Works and Key Initiatives



Service Area Programs

Key: → On track ✓ Completed ✗ Not proceeding ! Will not be delivered by 30 June

Program - Economic Development

Key Initiatives	
→	Support the Northern Beaches Business Awards
	Scheduled to start on 04/04/2016
→	Support the Warringah Business Expo
	Scheduled to start on 25/01/2016
✓	Warringah business survey
	The Business Survey was completed in July.
	Analysis of results is being undertaken with the Economic Development Community Committee to determine future actions

Program - Land and Urban Planning

Key Initiatives	
→	Amend the planning controls to deliver the Dee Why Town Centre vision
	Council officers are in the process of finalising the response to a series of matters raised by the Department of Planning with respect to the Gateway determination for this Planning Proposal. It is anticipated that the matter will be sent for a gateway determination in January 2016
→	Develop a new Section 94A development contributions plan and works program
	Warringah Development Contributions Plan 2015 commenced on 1 July 2015. Council has commenced its budgetary process for the 2016/17 year, including preliminary identification of projects seeking Section 94/94A funding. The 2016/17 plan will be developed taking into account these projects and Community Strategic Plan priorities and exhibited to the Warringah community in early 2016.
→	Develop Warringah's local planning strategy to achieve the NSW government's housing and jobs targets for Warringah
	Warringah Local Planning Strategy has been placed on hold pending the outcomes of the Northern Beaches Hospital Structure Plan and Brookvale Structure Plan.
→	Evaluate planning proposals lodged by external parties

One new planning proposal was submitted to Council in December 2015. The proposal relates to land at 632-634 Warringah Road, Forestville (BP service station and vacant lot) and involves adding additional permissible uses to the land, namely "service station" and "neighbourhood shop".

Other planning proposals which continue to be assessed by council, include:

- Ralston Avenue Planning Proposal - A Gateway determination was issued on 28 January 2015. State Agency consultation is under way. Public consultation will be undertaken once the applicant responds to the issues raised by State Agencies.
- Wyndora Avenue Planning Proposal - The proposal received Gateway approval from the Department of Planning and Environment and is currently on public exhibition. Submissions close 1 February 2016
- Howard Ave, Dee Why, Site B (Meriton) Planning Proposal - A Gateway determination was issued on 28 January 2015. Following public consultation Council resolved to support an amended proposal at its September 2015 meeting. The Department of Planning has been requested to confirm that Council can proceed to make the plan.
- Dee Why Town Centre Masterplan Vision Planning Proposal - an amended application for Gateway Determination is being prepared and will be submitted to the Department Of Planning and Environment in early 2016.



Implement the findings of the Council carparks review

Work has commenced on a review of further Council carparks at Darley/Starkey St Forestville, Mooramba Rd Dee Why, Winbourne Rd Brookvale and Oliver St Freshwater to determine whether they should be rezoned, and re-classified from "community" to "operational" land. Community consultation will be undertaken regarding this review. At its October meeting, Council resolved to add an additional allotment to the planning proposal to rezone the Darley Street carpark in Forestville. The amended planning proposal will be submitted to the Department of Planning and Environment for "gateway" approval prior to public consultation in early 2016.



Respond to the development of the new planning act

The proposed new Planning Act was abandoned by the State Government in 2014.



Update of the Warringah Development Control Plan to maintain currency with related planning strategies

A "housekeeping" review of the Warringah Development Control Plan has commenced with the aim of ensuring that it is consistent with Council's current planning strategies and the policies of the NSW Department of Planning and Environment. Investigations of identified issues are continuing and a report will be prepared for Council's consideration in early 2016 prior to public consultation on the proposed changes. The review will be undertaken in conjunction with a similar "housekeeping" review of the Warringah LEP 2011.



Work with the NSW government to deliver a Structure Plan for the precinct surrounding the new Northern Beaches Hospital at Frenchs Forest

The Northern Beaches Hospital Transport Study is currently being prepared by external consultants on behalf of Council and the NSW Government.



Work with the NSW government to implement Bus Rapid Transit on the Northern Beaches

Council is continuing to work with state agencies to deliver bus transport improvements in and around the proposed Northern Beaches Hospital at Frenchs Forest and the Bus Rapid Transit project along Pittwater Road. A proposed Voluntary planning agreement to dedicate land (Meriton) to Council for a proposed bus rapid transit station on Pittwater Road is currently on exhibition. Submissions close 25 January 2016.

Program - Sustainability Planning

Key Initiatives



Report on outcomes from the Environment and Transport Sustainability Strategies

An electricity data logger was installed at the Creative Space building in December 2015 as the first step in the Council project to take the building off the NSW electricity grid. This will provide data necessary for a procurement process for a solar/battery storage project.

Communication materials on Council sustainability initiatives prepared for the "Power to Save" community event held on 1 December 2015. These materials will also be progressively uploaded to Council's website to update and complement update existing content.

Planning has commenced for the evaluation of the Dee Why Car Share Pilot program. This will commence once a full year of data on use of the car share pods is available (expected by February).



Update the Energy and Water Savings Action Plan

The carbon emissions reduction action plan has been endorsed by Council's management group which will deliver targets by 2020. Council continues to monitor its energy and water consumption and business units are currently developing additional actions to address these targets.

Water savings actions will be integrated into the Warringah Water Sensitive Strategic Plan.

Information on current energy and water consumption was presented at Council's "Power to Save" community event held on 1 December 2015

Warringah Aquatic Centre

Service Area Financial Results

Service Area Income and Expenditure Budget, Actual Expenditure, and Forecast

Description	Year To Date Actuals \$	Year To Date Budget \$	YTD Variance \$	Annual Original Budget \$	Annual Revised Budget \$	Annual Current Forecast
INCOME FROM CONTINUING OPERATIONS						
Rates and Annual Charges	1,013,986	1,013,986	0	1,848,859	1,848,859	1,848,859
User Charges & Fees	1,080,002	1,206,456	(126,454)	2,526,433	2,526,433	2,382,369
Other Revenues	106,840	109,702	(2,862)	207,714	207,714	207,714
Grants and Contributions - Operating Purposes	8,000	0	8,000	0	0	8,000
Total Income from Continuing Operations	2,208,827	2,330,144	(121,317)	4,583,006	4,583,006	4,446,941
EXPENSES FROM CONTINUING OPERATIONS						
Employee Benefits & Oncosts	(1,142,604)	(1,135,351)	(7,253)	(2,194,008)	(2,194,008)	(2,194,008)
Materials and Contracts	(243,332)	(294,250)	50,917	(591,752)	(591,752)	(591,752)
Depreciation and Amortisation	(166,942)	(166,942)	0	(331,159)	(331,159)	(331,159)
Other Expenses	(134,643)	(196,382)	61,739	(392,768)	(392,768)	(392,768)
Internal Charges	(17,679)	(18,448)	769	(35,777)	(35,777)	(35,777)
Overhead Allocation	(518,771)	(518,771)	0	(1,037,542)	(1,037,542)	(1,037,542)
Total Expenses from Continuing Operations	(2,223,971)	(2,330,144)	106,173	(4,583,006)	(4,583,006)	(4,583,006)
Total Surplus (Deficit) from Continuing Operations	(15,144)	(0)	(15,144)	(0)	(0)	(136,065)

Year to Date Actuals and Annual Forecast

A deficit from Continuing Operations of \$15,144 has been incurred to the end of December. This is a result of lower than anticipated income which has been substantially offset by lower than anticipated expenses.

Income from Continuing Operations is lower than forecast by \$121,317. This is a result of lower attendances and a change in the service delivery model for squads. The benefits of this change are expected to be realised over the balance of the financial year as the new squad program develops. Income from Recreation and Learn-to-Swim programs is tracking lower than budget but is offset by income from Schools being higher than anticipated.

Expenses from Continuing Operations are lower than forecast by \$106,173 principally as a result of timing differences in Employee Costs, Materials and Contracts and Other Expenses.

For the full financial year income from learn-to-swim has been reforecast and the extent of the changes to our squad program will be closely monitored to determine the full impact on the Result from Continuing Operations.

Key Highlights

A new squad coach arrives

Warringah Aquatic Centre is committed to providing space for competitive swimming and the development of talent. Big Blue Swimming have appointed a new head coach to deliver squad coaching at the Centre. Tim Lane has been coaching at Notre Dame University in the United States of America and returns to Australia and Warringah Aquatic Centre to provide industry leading coaching. Tim and the Big Blue team will deliver squad coaching to all ages and abilities and will cover all types of swimmers including open water, triathletes, adults, masters and water polo players.

Carnivals

Carnivals are always a feature at Warringah Aquatic Centre. This year Warringah Amateur Swimming Association held its carnival in December as did John the Baptist and St Kierans schools. These carnivals were a success and were the perfect opportunity to put our new starter gun and flashing lights to the test and prepare for six weeks of school carnivals in quarter three.

Overall Progress Capital Works and Key Initiatives



Service Area Programs

Key: → On track ✓ Completed ✗ Not proceeding ⚠ Will not be delivered by 30 June

Program - Recreation and Wellness

	Capital Works	Year To Date Actuals	Year To Date Budget	Annual Original Budget	Annual Revised Budget
→	Plant and Equipment Replacement, and Building Works	\$40,154	\$29,000	\$429,000	\$429,000
<p>This program of works includes the renewal of the building and associated plant and equipment at the Warringah Aquatic Centre. The minor works completed to date ahead of forecast relate to renewal works for the outdoor 25m pool that will ensure the outdoor pool is heated to appropriate temperatures for swimmers to enjoy through the summer season.</p> <p>Landscaping works have also commenced which include some tree planting and preparation for new terraces, pathways and play areas.</p>					
	Total Capital Expenditure	\$40,154	\$29,000	\$429,000	\$429,000

Waste Services

Service Area Financial Results

Service Area Income and Expenditure Budget, Actual Expenditure, and Forecast

Description	Year To Date Actuals \$	Year To Date Budget \$	YTD Variance \$	Annual Original Budget \$	Annual Revised Budget \$	Annual Current Forecast
INCOME FROM CONTINUING OPERATIONS						
Rates and Annual Charges	23,566,065	23,582,936	(16,871)	23,705,969	23,705,969	23,705,969
User Charges & Fees	269,993	260,841	9,152	559,802	559,802	559,802
Investment Fees and Revenues	23,588	25,585	(1,997)	51,170	51,170	51,170
Other Revenues	335,598	396,512	(60,914)	396,512	396,512	334,700
Grants and Contributions - Operating Purposes	259,903	292,773	(32,870)	292,773	292,773	292,773
Total Income from Continuing Operations	24,455,146	24,558,647	(103,501)	25,006,226	25,006,226	24,944,414
EXPENSES FROM CONTINUING OPERATIONS						
Employee Benefits & Oncosts	(354,530)	(349,734)	(4,796)	(645,558)	(660,558)	(660,558)
Materials and Contracts	(11,023,702)	(10,849,830)	(173,872)	(22,055,867)	(22,133,175)	(22,230,577)
Other Expenses	(8,393)	(17,190)	8,797	(48,378)	(41,378)	(41,378)
Internal Charges	(647,582)	(646,536)	(1,047)	(1,277,257)	(1,284,257)	(1,284,257)
Overhead Allocation	(138,608)	(138,608)	0	(277,217)	(277,217)	(277,217)
Total Expenses from Continuing Operations	(12,172,815)	(12,001,898)	(170,917)	(24,304,276)	(24,396,584)	(24,493,986)
Total Surplus (Deficit) from Continuing Operations	12,282,331	12,556,749	(274,418)	701,949	609,641	450,427

Year to Date Actuals and Annual Forecast

The Total Surplus from Continuing Operations of \$12,282,331 at the end of the December quarter is \$274,418 lower than anticipated. This is due to lower than forecast income and higher than anticipated expenses.

Total Income from Continuing Operations of \$24,455,146 is lower than forecast by \$103,501. This is principally due to lower than expected Other Revenues of \$60,914 relating to a reduced Department of Environment and Conservation Levy Rebate. Grants and Contributions - Operating Purposes are \$32,000 lower than forecast as a result of less pensioner subsidies.

Total Expenses from Continuing Operations of \$12,172,815 are higher than forecast by \$170,917. This is primarily the result of higher Materials and Contracts expenditure of \$173,872 relating to the Waste Less Recycle More project and the extension of the vegetation bin replacement program.

The Total Surplus from Continuing Operations for the full financial year is forecast to decrease by \$159,214 to \$450,427. Other Revenues are anticipated to decrease by \$61,812 as a result of the abovementioned reduced levy income. An increase in Materials and Contracts expenditure of \$97,402 is forecast to reflect additional contract services relating to the Waste Less Recycle More project.

Key Highlights

This quarter the highlight was the Warringah Loves Recycling Competition. Over 1,765 people watched the film, 921 went to the online competition and in total 502 people completed the quiz. The level of interaction and positive feedback indicated excellent community engagement.

There were 7 presentations and workshops reaching 394 people. This included:

- Two reuse workshops: Redefine Your Style, in which the 54 participants learnt how to make the most of their existing clothes and accessories.
- One workshop on waste and recycling, delivered to 15 TAFE Settlement Course students.
- One presentation, on our award winning Oceans of Waste project, given at the NSW Environmental Education Conference to an audience of 50.
- Three interactive presentations given to 275 Cromer High students, focusing on recycling, litter and marine health.

The "Sort it Out" Campaign to encourage the sorting of recyclable products within the home continued the quarter with 192 requests for recycling bags following the three advertisements that were placed to promote the campaign. Many recycling bags were requested at events.

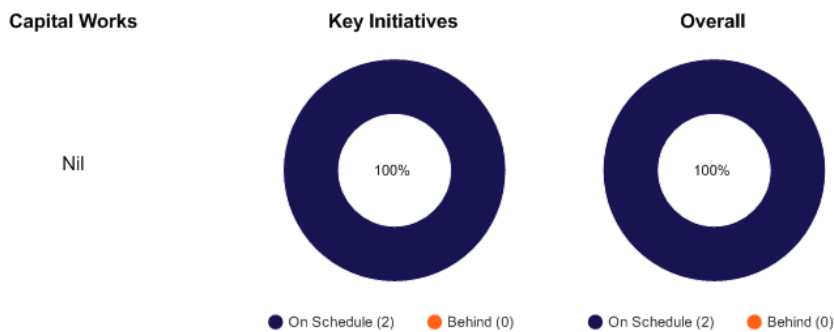
The Waste and Recycling Calendar for Jan-June 2016 was completed and distributed to all households with a reminder not to blow, sweep or hose grass, leaves or anything else into gutters or drains.

Waste Education resources were provided to 26 preschools, aged services, 15 residents and the Council Social Club.

The "Ready Set Grow" schools program had its end of year celebrations with participating schools each giving a presentation on the goals achieved this year.

Bright and attractive displays and activities were also organised for Warringah's major events: Creative Made Market and Christmas by the Beach; focusing on sustainable low waste gifts and waste reduction commitments. Lovely cards, with images of the Waste to Art Exhibition pieces, were prizes for participation in activities.

Overall Progress Capital Works and Key Initiatives



Service Area Programs

Key: → On track ✓ Completed ✗ Not proceeding ! Will not be delivered by 30 June

Program - Waste and Cleansing

Key Initiatives	
→	Review the domestic waste and recycling service in preparation for the implementation of waste processing facilities at Kimbriki This project is dependent on the completion of a tender for waste processing facilities at Kimbriki. It will commence once the outcome of that tender process is known.
→	Waste Education Program The Warringah Loves Recycling Competition was finalised with over 1,765 people engaged. Twenty two of our residents won a prize including an Electric Bike and iPad. The campaign highlighted sorting out recycling in the home, picking up litter and closing the loop with products made from recycled materials. There were seven presentations/workshops that reached 394 people. The Sort it Out Campaign continued with 192 requests for recycling bags, three advertisements were placed to promote the campaign of sorting out recycling within the home and many were requested at events. The Waste and Recycling Calendar for Jan-June 2016 was completed and distributed to all households with a reminder not to put garden waste down the street drains. Waste Education participated in Warringah's major events: Creative Made Market and Christmas by the Beach.

Corporate Services

Service Area Financial Results

Service Area Income and Expenditure Budget, Actual Expenditure, and Forecast

Description	Year To Date Actuals \$	Year To Date Budget \$	YTD Variance \$	Annual Original Budget \$	Annual Revised Budget \$	Annual Current Forecast
INCOME FROM CONTINUING OPERATIONS						
Rates and Annual Charges	43,331,064	43,207,585	123,479	8,900,967	8,900,967	9,000,967
User Charges & Fees	460,001	461,154	(1,153)	711,581	711,581	711,581
Investment Fees and Revenues	1,291,489	1,212,224	79,265	2,181,224	2,181,224	2,256,224
Other Revenues	3,101,883	2,891,154	210,729	5,786,582	5,796,082	5,916,082
Grants and Contributions - Operating Purposes	737,421	745,000	(7,579)	750,000	750,000	750,000
Grants and Contributions - Capital Purposes	2,381,726	1,099,998	1,281,728	2,200,000	2,200,000	3,735,000
Gains on disposal of Assets	7,339,368	7,312,993	26,375	9,293,225	9,323,225	7,442,993
Total Income from Continuing Operations	58,642,952	56,930,108	1,712,844	29,823,579	29,863,079	29,812,847
EXPENSES FROM CONTINUING OPERATIONS						
Employee Benefits & Oncosts	(10,161,362)	(10,263,855)	102,493	(19,477,475)	(19,477,475)	(19,477,475)
Borrowing Costs	(869)	(155,237)	154,367	(310,473)	(310,473)	(155,444)
Materials and Contracts	(4,591,502)	(5,086,964)	495,462	(10,518,119)	(10,466,076)	(10,482,827)
Depreciation and Amortisation	(2,660,039)	(2,660,054)	15	(5,994,453)	(5,994,453)	(5,994,453)
Other Expenses	(2,090,857)	(2,017,642)	(73,214)	(4,031,689)	(4,088,121)	(4,115,098)
Internal Charges	2,280,959	2,299,761	(18,803)	4,555,763	4,538,652	4,538,667
Overhead Allocation	9,787,175	9,787,175	0	19,574,350	19,574,350	19,574,350
Total Expenses from Continuing Operations	(7,436,495)	(8,096,815)	660,320	(16,202,095)	(16,223,596)	(16,112,279)
Total Surplus (Deficit) from Continuing Operations	51,206,457	48,833,293	2,373,164	13,621,484	13,639,483	13,700,568

Year to Date Actuals and Annual Forecast

The Surplus from Continuing Operations at the end of December of \$51,206,457 is \$2,373,164 higher than anticipated. This is due to both higher than anticipated income and lower than anticipated expenses.

Income from Continuing Operations is \$1,712,844 higher than anticipated. Rates income is \$123,479 higher than anticipated due principally to additional rates revenue from supplementary valuations received since 1 July. Investment Fees and Revenues are \$79,265 higher than anticipated and reflects the strong portfolio performance to date. Other Revenues are \$210,729 higher largely due to additional leasing income and legal fees recovered. Grants and Contributions - Capital Purposes are \$1,281,728 higher principally due to s94A contributions.

Expenses from Continuing Operations is \$660,320 lower than anticipated. Employee Benefits and Oncosts are \$103,493 lower than anticipated largely due to the timing of paid parental leave payments. Borrowing Costs are \$154,367 lower than anticipated largely due to the deferral of the drawdown of the loan associated with the construction of the Kimbriki access road. Material & Contracts are \$495,462 lower than anticipated due to lower than anticipated principally due to the timing of various expenses including building maintenance and legal fees as well as lower than anticipated expenditure in relation to petrol for motor vehicles. Other

Expenses and Internal Charges are higher than anticipated due to timing.

The full year Surplus from Continuing Operations has been forecast to increase by \$61,085.

Total Income from Continuing Operations has been forecast to decrease by \$50,232. Rates and Annual Charges are forecast to increase by \$100,000 due to additional supplementary valuations. Investment Fees and Revenue has been forecast to increase by \$75,000 reflecting the stronger than anticipated portfolio performance. Other Revenues has been forecast to increase by \$120,000 due to additional legal fees recovered. and Grants and Contributions Capital Purposes has been forecast to increase by \$1,535,000 due to the additional s94A Contributions of \$1,500,000 and contributions of \$20,000 for the Manly Warringah Women's Refuge and \$15,000 for the Warringah Recreation Centre. These have been offset by a reduction in Gains on Disposal of Asset of \$1,880,232 reflecting the amount that was received in the 2014/15 financial year, which was earlier than originally anticipated, for the sale of the Kiah Site.

Total Expenses from Continuing Operations has been forecast to decrease by \$111,317. Borrowing Costs have been forecast to decrease by \$155,029 due to the deferral of the drawdown of the loan noted above. Materials and Contract has been forecast to increase by \$16,751 principally due to additional agency personnel costs within Marketing and Communications, Other Expenses and Internal Charges have been forecast to increase by \$26,961 principally due to motor vehicle insurance costs.

Key Highlights

Council staff continued to work through the ongoing dispute with the Manly Warringah Sea Eagles. The dispute centred around the Sea Eagles non-payment of their rent for use of Brookvale Oval for the 2015 NRL season, with a settlement figure finally agreed by both parties in December 2015.

In October, November and December minor renewal and refreshing work continued on Council's public toilets. These works involve painting, lighting replacement and fixtures renewal and will continue throughout the year. Additionally, temporary toilets and increased cleaning frequencies have been put in place at the highest use beaches to ensure the toilets meet the increased summer needs.

Several improvements and developments have continued to progress Council's practices in relation to Business Continuity, Enterprise Risk Management and Business Improvement.

A number of continuous improvement initiatives have continued to progress - specifically in relation to our child protection practices, our approach to incident management, our use of trade service panel contracts, our community information database. Considerable effort has been placed on documenting the organisation's core processes, and our specialist Six Sigma training process improvement specialists have been instrumental in achieving this.

Considerable work has been undertaken to document our Enterprise Risk Management framework and overall approach, and across the entire organisation much work has been happening to mitigate our key strategic risks.

In November, our senior managers reviewed and re-evaluated our key strategic risks. With the professional assistance of our internal auditors (Ernst & Young) and external auditors (Hill Rogers Spencer Steer), we have reduced the overall risk profile for the majority of our strategic risks. Not surprisingly, the bulk of the discussions centered around the State Government's local government reform program.

The development of our bespoke Business Continuity and Incident Management framework continued, and was also the subject of an internal audit which assessed its effectiveness. The audit found overall that the framework is very robust and fit for purpose.

Customer Service Support Centre

The Customer Service Centre continues to deliver a high quality service to the community. This quarter the Centre achieved:

1. first contact resolution rate of 99%, exceeding our target of 90%
2. an overall error rate 1%, exceeding our target of <3%.

Community Database

The Community Database Improvement Program continues to be a priority, and to date over 268,878 records have been updated.

Online Request a Service

The Request a Service online facility for the October – December quarter was 1,131 online submissions, representing 11% of total customer requests received. This time last year, Request a Service online represented 8%. This online facility continues to be as a convenient method for the customer and action of online requests by staff remains within 1 working day turnaround.

Customer Satisfaction and Feedback Survey

For the October - December quarter, the online Customer Satisfaction Survey received 1,106 responses which represents 33% of our customers providing valuable feedback on our service. Our overall approval rating remains high at 78%. Customers cite; ease of contact; staff knowledge and timely service as key positive indicators. Customers cite; ease of contact; staff knowledge and timely service as key positive indicators.

Pulse Survey

We conducted our bi-annual employee Pulse Survey in October. Staff satisfaction has increased to a high of 84%, up from 79% in 2013. The mean score for staff feeling valued is at 81%. Positive comment themes related to 'a great place to work'; 'culture', 'feeling valued'; and being 'informed and supported'. The majority of open comments for improvement were prefaced with positive remarks.

Workplace Health and Safety

We have continued to work on improving our Work Health and Safety Management System and align our procedures to the new National Audit Criteria in preparation for our WorkCover Audit in June 2016.

Leadership Program

We continued to roll-out our Corporate Leadership Development Program. The group that started the program this year continue to provide very positive feedback. Maintenance days were also conducted to reinforce learnings.

Preparing our People for Change

To support our staff through the period of uncertainty with the local government reform agenda we have rolled out several development programs including resilience, career transition and professional profiling to equip them for change whilst still delivering high service to the community. To date 417 staff have attended the programs and we have received positive feedback that staff feel supported and value the courses provided.

Overall Progress Capital Works and Key Initiatives



Service Area Programs

Key: → On track ✓ Completed ✗ Not proceeding ! Will not be delivered by 30 June



Program - Community Buildings

	Capital Works	Year To Date Actuals	Year To Date Budget	Annual Original Budget	Annual Revised Budget
→	Beach Buildings Works Program	\$47,567	\$100,000	\$200,000	\$200,000
	This program of works focuses on renewing Council's beach buildings. In this year's program minor works are planned at both the South Curl Curl Surf Life Saving Club and Swim Club as well as renewal works to the Long Reef Surf Life Saving Club. The minor renewal works to the South Curl Curl SLSC toilets and the South Curl Curl Swim Club balustrade were successfully completed September 2015. Expenditure is behind year to date forecast due to the concrete cancer repair works at the Long Reef SLSC being re-scheduled for March 2016 after the summer season.				
→	Community Buildings Works Program	\$61,214	\$69,139	\$136,500	\$115,639
	This program of works aims to deliver minor renew works to Council's many Community buildings. The first tranche of works completed includes painting of meeting rooms at the Forest Community Arts Centre, rubber softfall to the outdoor area at Collaroy Plateau Community Centre and the supply and installation of acoustic panels at the North Curl Curl Youth and Community Centre. The program is slightly behind year to date forecast expenditure due to re-timing of some works at the Curl Curl Youth & Community Centre, but this is not anticipated to impact full year position.				
→	Library Buildings Works Program	\$51,637	\$60,000	\$100,000	\$100,000
	This main focus of this works program, which continues on from works in the 2014/15 capital program, involves the refurbishment of the Dee Why library customer interface. These works are progressing well and, while slightly behind budget, are on track to be successfully delivered this year.				
	Total Capital Expenditure	\$160,418	\$229,139	\$436,500	\$415,639





Program - Council Property Portfolio

	Capital Works	Year To Date Actuals	Year To Date Budget	Annual Original Budget	Annual Revised Budget
!	Building Code of Australia (BCA) Compliance Works	\$1,000	\$25,500	\$100,000	\$100,000
	Funds from this project have been allocated to the Tramshed Community and Arts Centre project where the necessary Disability Access Compliance works are required - this project is tracking in line with the expenditure and timeline of the main project				
→	Dee Why Town Centre - Parking and Community Facility	\$6,417,504	\$9,367,549	\$18,896,993	\$20,338,799

This project, which delivers 348 car parks across three levels of car parking as well as a Police Citizens Youth Club and community spaces, is progressing strongly through construction. The excavation is completed and the structural concrete works to the car park are approximately 95% complete. The project is behind budget and schedule due to roof steel fabrication design complexities that are currently being worked on by all parties.







	Disability Access (DDA) Compliance Works	\$5,741	\$30,241	\$55,000	\$55,000
Funds from this project have been allocated to the Tramshed Community and Arts Centre project where the necessary Disability Access Compliance works are required - this project is tracking in line with the expenditure and timeline of the main project					
	Operational Buildings Works Program	\$0	\$0	\$75,000	\$18,000
This project delivers renewal to Councils operational buildings and is currently behind schedule. The budget for this program of works has been reduced by Council resolution due to additional funds required to complete the Manly Warringah Womens' Refuge project, with any funds remaining to be returned to this program at the end of that project.					
These remaining funds are allocated to the outdoor reading area at the Dee Why Library which has also received an \$18,000 grant application under the Stronger Communities Program.					
	Total Capital Expenditure	\$6,424,245	\$9,423,290	\$19,126,993	\$20,511,799

Program - Public Amenity Improvements


	Capital Works	Year To Date Actuals	Year To Date Budget	Annual Original Budget	Annual Revised Budget
	Berry Reserve, Narrabeen - Public Amenities Works	\$12,392	\$0	\$850,000	\$850,000
This project involves the renewal of the existing public amenities at Berry Reserve including the refurbishment of the tram to sit adjacent to the renewed Tramshed Arts and Community Building. Upgrades to the stand alone public amenities at Berry Reserve are currently being specified with works planned to start in April 2016.					
The refurbishment of the tram is underway with works due for completion in April 2016.					
	Beverly Job Park, Narrabeena - Public Amenities Works	\$0	\$0	\$210,000	\$210,000
The program of works sees the amenities currently used by the Narrabeena Junior Rugby League Football Club at Beverly Job Park updated to publicly accessible amenities. This involves the refurbishment of the existing amenities and the construction of a new accessible amenity adjacent to the existing building. The design stage is currently underway with construction scheduled to start in early 2016 and be completed by June 2016.					
	Nolans Reserve, North Manly - Public Amenities Works	\$0	\$10,552	\$42,206	\$42,206
The District Park Plan of Management was approved at the Council meeting of 25 August 2015. The project is slightly behind schedule, however consultation has commenced with user groups for the amenities building at the southern end of Nolan Reserve.					
	Public Amenities Works Program	\$14,860	\$26,000	\$50,000	\$50,000
This program of works involves the renewal of Council's many public toilets. The planned renewal in this year's program involves the refurbishment of the Devitt Street public amenities in Narrabeen. This work is progressing through design and is scheduled to be completed May 2016					
	Total Capital Expenditure	\$27,252	\$36,552	\$1,152,206	\$1,152,206

Program - Service Support and Improvement

	Capital Works	Year To Date Actuals	Year To Date Budget	Annual Original Budget	Annual Revised Budget
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	IT Infrastructure - New Works	\$106,478	\$91,500	\$60,000	\$100,000
<p>The program of IT Infrastructure New Works is progressing as planned as follows:</p> <ul style="list-style-type: none"> • Installation of additional data storage in the production data centre was completed in October 2015 • New IT hardware items have been acquired which includes 3 Notebooks, 9 PC monitors and 1 PC Workstation • Acquisition and installation of a next generation firewall (Palo Alto) is in progress and due for completion in January 2016. <p>There is a slight over spend in the Year To Date Actuals which is due to the purchase of the new hardware items.</p>					
	IT Infrastructure - Replacements	\$60,955	\$68,795	\$180,000	\$158,795
<p>The program of IT Infrastructure Replacements is progressing as planned as follows.</p> <ul style="list-style-type: none"> • The replacement of the blade servers in the production data centre which was carried forward from 2014/15 was completed in September 2015. • The replacement of Notebooks and PCs is in progress and on schedule • Replacement of the network switches for the Libraries was completed in November 2015 • Replacement of Network cabling for Dee Why Library is scheduled to start mid April 2016. <p>The Year To Date Actuals are ahead of forecast due to additional costs for completion of the replacement blade servers in the production data centre.</p>					
	IT Software - New Works	\$17,411	\$18,000	\$100,000	\$118,000
<p>The program of IT Software New Works is progressing as planned as follows:</p> <ul style="list-style-type: none"> • Implementation of new software licences to assist with financial integration and reporting was completed in October 2015 • Implementation of new Identity Management software is under review due to the announcement of Council amalgamations by the NSW State Government. 					
	IT Software - Upgrades and Replacements	\$0	\$0	\$207,000	\$207,000
<p>The program of Software Upgrades and Replacements works is currently on track and progressing as follows:</p> <ul style="list-style-type: none"> • A project to review and improve Council's Workplace Health & Safety (WHS) forms has continued from last year. Development of the forms has been completed with User Acceptance Testing (UAT) planned for January 2016. • The Tender Evaluation Report for the Supply and Implementation of a Facilities and Events Bookings system was adopted by Council on 28 October 2014. The report rejected all tender submissions and recommended further negotiation with two providers. The results of the negotiations were reported to Council in November 2015 and recommended not to proceed with either solution at this time. The project has been postponed for 12-18 months. <p>The full year forecast has been reduced to \$92,000, with \$115,000 moved to future year's budgets for the Facilities and Events Bookings System.</p>					
	Light Fleet Replacement Program	\$1,002,010	\$1,066,667	\$1,600,000	\$1,600,000
<p>In December no vehicles were disposed of with five passenger vehicles being delivered, as only four vehicles were invoiced in December the expenditure on Light Fleet Replacement was lower than forecast. To the 31st December thirty three cars have been delivered and commissioned of a planned program to replace 58 vehicles and in the same period thirty five vehicles have been de-commissioned and sold at auction.</p>					
	Plant Replacement Program	\$265,916	\$412,533	\$700,000	\$700,000
<p>This month three commercial vehicles were delivered and commissioned into the fleet, also the selection process for a replacement beach cleaning tractor was completed and an order raised with delivery expected in March 2016.</p> <p>A condition audit of the light trucks in Waste Services was conducted with two trucks requiring replacement due to age and condition.</p>					

Total Capital Expenditure	\$1,452,771	\$1,657,495	\$2,847,000	\$2,883,795
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Key Initiatives	
	Digitisation of Council's paper-based records <p>As at 1 July 2015, Council had 4,000 boxes of hard-copy records stored either off-site with Recall Management (1,000 boxes) or at Council's Depot at Cromer (3,000 boxes). Phase 5 of the digitisation project for FY 15/16 is to reduce this to 2,000 boxes (0 boxes at Recall Management and 2,000 boxes at Cromer) by 30 June 2016.</p> <p>As at 31 December 2015, the following progress has been made:</p> <ul style="list-style-type: none"> • 1,000 boxes remain at Recall Management • 191 out of 560 boxes have been digitised into Council's electronic document and records management system (EDRMS).

Good Governance

Service Area Financial Results

Service Area Income and Expenditure Budget, Actual Expenditure, and Forecast

Description	Year To Date Actuals \$	Year To Date Budget \$	YTD Variance \$	Annual Original Budget \$	Annual Revised Budget \$	Annual Current Forecast
INCOME FROM CONTINUING OPERATIONS						
Rates and Annual Charges	(399,655)	(399,655)	0	908,481	908,481	908,481
User Charges & Fees	4,070	6,250	(2,180)	12,054	12,054	12,054
Grants and Contributions - Operating Purposes	2,357,834	2,360,765	(2,932)	3,154,342	3,154,342	3,154,342
Total Income from Continuing Operations	1,962,248	1,967,360	(5,112)	4,074,877	4,074,877	4,074,877
EXPENSES FROM CONTINUING OPERATIONS						
Employee Benefits & Oncosts	(764,779)	(879,174)	114,395	(1,701,206)	(1,701,206)	(1,601,206)
Materials and Contracts	(245,902)	(288,164)	42,262	(725,786)	(725,786)	(785,786)
Other Expenses	(212,724)	(288,949)	76,225	(607,641)	(607,641)	(609,791)
Internal Charges	(14,767)	(16,146)	1,379	(50,389)	(50,389)	(50,389)
Overhead Allocation	(494,927)	(494,927)	0	(989,855)	(989,855)	(989,855)
Total Expenses from Continuing Operations	(1,733,099)	(1,967,360)	234,261	(4,074,877)	(4,074,877)	(4,037,027)
Total Surplus (Deficit) from Continuing Operations	229,149	(0)	229,149	(0)	(0)	37,850

Year to Date Actuals and Annual Forecast

The Surplus from Continuing Operations at the end of December is \$229,149 which is \$229,149 higher than anticipated. This is due to lower than anticipated expenses slightly offset by lower than anticipated income.

Income from Continuing Operations is \$5,112 lower than anticipated.

Expenses from Continuing Operations are \$234,261 lower than anticipated. This is principally due to lower Employee Benefits & Oncosts of \$114,395 as a result of vacancies within the Internal Ombudsman Office and lower Materials and Contracts of \$42,262 and lower Other Expenses of \$76,225 due to timing.

For the full financial year a Surplus from Continuing Operations of \$37,850 is now anticipated. This represents changes in the Office of the Internal Ombudsman reflecting a decrease in Employee Benefits and Oncosts of \$100,000 for the reasons noted above, partially offset by higher Materials and Contracts of \$60,000 to allow for the utilization of external contractors to deal with investigations and an increase in Other Expenses of \$2,150.

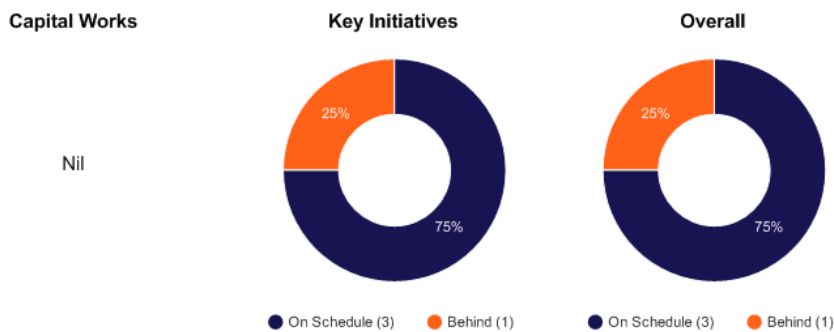
Key Highlights

The Audit and Risk Committee met in November, and among other topics, they reviewed and endorsed the Business Continuity audit report and the draft Fraud and Corruption Prevention Plan.

Internal Audit has continued to conduct audits - and those in progress are reviewing our processes, practices and system of internal controls in relation to Recruitment and to Procuring and Managing Contracts. It is anticipated that these audits will be tabled at the next Audit and Risk Committee meeting in February 2016.

The independent members of the Audit and Risk Committee joined senior management in a workshop to review and re-evaluate our strategic risks. The workshop included considerable discussion about the State Government's local government reform program, and also identified that we have progressively improved the overall risk profile of several of our strategic risks - due to the hard work of staff, and the professional and practical support provided by our internal auditors (Ernst & Young) and our external auditors (Hill Rogers Spencer Steer).

Overall Progress Capital Works and Key Initiatives



Service Area Programs

Key: → On track ✓ Completed ✗ Not proceeding ⚠ Will not be delivered by 30 June

Program - Corporate Planning and Reporting

Key Initiatives	
→	Develop a four year rolling Delivery Program and Operational Plan Scheduled to start on 01/02/2016
→	Prepare the End of Term Report for the outgoing Council Scheduled to start on 25/04/2016
→	Respond to the NSW government's local government reform agenda On 18 December the Government released the proposed council boundary changes across NSW. The proposal involves creating two new councils on the Northern Beaches where the northern part of Warringah would form a new council with Pittwater and the southern part would form a council with Manly and Mosman. The Government will commence a review and public consultation on the proposal in January 2016.
✗	Review the Community Strategic Plan 2023 This project is not due to start until April 2016. As a result of the NSW Government's merger proposal in for Warringah Council this project will not commence this financial year.

Budget review for the quarter ended - 31 December 2015
Consolidated Income and Expenses Budget Review Statement

	Changes Already Approved			Recommended changes for		
	Original Budget (000's)	By Council (000's)	Approved Forecast (000's)	Council Resolution (000's)	Current Forecast (000's)	Actual YTD (000's)
Income from Continuing Operations						
Rates and Annual Charges	100,817	(0)	100,817	100	100,917	100,919
User Charges & Fees	43,722	(374)	43,348	211	43,559	23,593
Investment Fees and Revenues	2,508	0	2,508	75	2,583	1,522
Other Revenues	11,300	20	11,320	81	11,400	5,930
Grants and Contributions - Operating Purposes	8,002	140	8,142	(507)	7,635	5,053
Grants and Contributions - Capital Purposes	4,038	865	4,903	2,241	7,144	4,492
Gains on disposal of Assets	9,293	30	9,323	(1,880)	7,443	7,339
Total Income from Continuing Operations	179,680	681	180,362	321	180,682	148,849
Expenses from Continuing Operations						
Employee Benefits & Costs	(64,150)	(75)	(64,225)	(13)	(64,238)	(33,370)
Borrowing Costs	(1,362)	0	(1,362)	155	(1,207)	(525)
Materials and Contracts	(59,324)	234	(59,090)	(471)	(59,560)	(29,051)
Depreciation and Amortisation	(16,034)	0	(16,034)	0	(16,034)	(7,652)
Other Expenses	(21,134)	(50)	(21,184)	278	(20,906)	(12,164)
Internal Charges	(0)	0	(0)	0	(0)	0
Overhead Allocation	0	0	0	0	0	0
Total Expenses from Continuing Operations	(162,005)	109	(161,896)	(51)	(161,947)	(82,762)
Total Surplus (Deficit) from Continuing Operations	17,675	791	18,466	270	18,736	66,087

Budget review for the quarter ended - 31 December 2015
Income and Expenses Budget Review Statement by Service

	Changes Already Approved			Recommended changes for		
	Original Budget (000's)	By Council (000's)	Approved Forecast (000's)	Council Resolution (000's)	Current Forecast (000's)	Actual YTD (000's)
Income						
CERTIFICATION	2,430	0	2,430	0	2,430	1,169
CHILDREN'S SERVICES	10,022	18	10,039	207	10,246	5,103
COMMUNITY SERVICES	6,531	20	6,551	0	6,552	3,471
COMPLIANCE	8,185	0	8,185	0	8,185	4,563
CORPORATE SUPPORT	29,824	40	29,863	(50)	29,813	58,643
CULTURAL EVENTS	1,318	(7)	1,311	0	1,311	651
DEVELOPMENT ASSESSMENT	5,343	10	5,353	226	5,579	3,130
GLEN STREET THEATRE	3,092	(72)	3,021	0	3,021	1,404
GOOD GOVERNANCE	4,075	(0)	4,075	0	4,075	1,962
INFORMATION & LIBRARY	6,727	(56)	6,671	0	6,671	3,146
KIMBRIKI ENVIRONMENTAL ENTERPRISES	33,005	0	33,005	0	33,005	17,868
NATURAL ENVIRONMENT	12,966	174	13,140	(534)	12,606	6,259
PARKS, RESERVES & FORESHORES	12,759	105	12,864	76	12,939	6,760
ROADS & TRAFFIC	18,589	450	19,039	595	19,634	9,833
STRATEGIC PLANNING	4,390	0	4,390	0	4,390	2,420
WARRINGAH AQUATIC CENTRE	4,583	0	4,583	(136)	4,447	2,209
WASTE	25,006	0	25,006	(62)	24,944	24,455
INTER SERVICE ELIMINATIONS	(9,163)	0	(9,163)	0	(9,163)	(4,198)
Total Income	179,680	681	180,362	321	180,682	148,849
Expenses						
CERTIFICATION	(2,430)	0	(2,430)	0	(2,430)	(1,107)
CHILDREN'S SERVICES	(10,022)	(18)	(10,039)	(162)	(10,201)	(4,974)
COMMUNITY SERVICES	(6,531)	3	(6,528)	34	(6,494)	(3,270)
COMPLIANCE	(8,185)	0	(8,185)	100	(8,085)	(4,581)
CORPORATE SUPPORT	(16,202)	(22)	(16,224)	111	(16,112)	(7,436)
CULTURAL EVENTS	(1,318)	7	(1,311)	0	(1,311)	(614)
DEVELOPMENT ASSESSMENT	(5,343)	(10)	(5,353)	0	(5,353)	(2,857)
GLEN STREET THEATRE	(3,092)	72	(3,021)	0	(3,021)	(1,663)
GOOD GOVERNANCE	(4,075)	0	(4,075)	38	(4,037)	(1,733)
INFORMATION & LIBRARY	(6,727)	53	(6,674)	(11)	(6,685)	(3,323)
KIMBRIKI ENVIRONMENTAL ENTERPRISES	(29,653)	0	(29,653)	0	(29,653)	(16,557)
NATURAL ENVIRONMENT	(12,966)	(174)	(13,140)	(188)	(13,328)	(6,325)
PARKS, RESERVES & FORESHORES	(12,759)	0	(12,759)	149	(12,609)	(6,640)
ROADS & TRAFFIC	(18,589)	290	(18,299)	188	(18,111)	(9,017)
STRATEGIC PLANNING	(4,390)	0	(4,390)	(214)	(4,603)	(2,473)
WARRINGAH AQUATIC CENTRE	(4,583)	0	(4,583)	0	(4,583)	(2,224)
WASTE	(24,304)	(92)	(24,397)	(97)	(24,494)	(12,173)
INTER SERVICE ELIMINATIONS	9,163	0	9,163	0	9,163	4,205
Total Expenses	(162,005)	109	(161,896)	(51)	(161,947)	(82,762)
Total Surplus (Deficit) from Continuing Operations	17,675	791	18,466	270	18,736	66,087

Budget review for the quarter ended - 31 December 2015

Capital Budget Statement						
	Changes Already Approved		Recommended changes for			
	Original Budget (000's)	By Council (000's)	Approved Forecast (000's)	Council Resolution (000's)	Current Forecast (000's)	Actual YTD (000's)
Capital Funding						
Rates & Other Untied Funding	0	0	0	0	0	0
Working Capital	26,976	2,255	29,231	(6,075)	23,156	3,414
Depreciation	17,350	5,041	22,391	(1,690)	20,701	5,706
Capital Grants & Contributions	1,838	865	2,703	741	3,444	2,005
External Restrictions	0	0	0	0	0	0
S94	4,566	1,707	6,273	(448)	5,825	4,021
S94A	3,014	(1,049)	1,965	18	1,983	764
Internal Restrictions	0	0	0	0	0	0
Loan	0	0	0	0	0	0
Other	2,822	(2,822)	0	0	0	0
Income From Sale Of Assets	0	0	0	0	0	0
Plant And Equipment	0	2,332	2,332	(32)	2,300	1,268
Land And Buildings	1,870	(1,870)	0	0	0	0
Other	0	0	0	0	0	0
Total Capital Funding	58,436	6,459	64,895	(7,486)	57,410	17,178
Capital Expenditure						
Plant & Equipment	7,968	4,444	12,412	925	13,337	2,100
Office Equipment	612	37	649	(115)	534	185
Furniture & Fittings	0	0	0	0	0	0
Operational Land	0	0	0	0	0	0
Community Land	0	0	0	0	0	0
Land Improvements	1,410	1,668	3,078	0	3,078	1,234
Buildings	30,229	(378)	29,851	(6,947)	22,903	7,763
Other Structures	4,413	(798)	3,615	41	3,656	1,112
Roads, Bridges & Footpaths	8,964	820	9,784	(2,578)	7,207	3,025
Stormwater Drainage	4,272	666	4,938	1,188	6,126	1,472
Library Books	568	0	568	0	568	287
Other Assets	0	0	0	0	0	0
Total Capital Funding	58,436	6,459	64,895	(7,486)	57,410	17,178

Budget review for the quarter ended - 31 December 2015

Cash & Investments						
	Changes Already Approved		Recommended changes for		Current Forecast	Actual YTD
	Original Budget (000's)	By Council (000's)	Approved Forecast (000's)	Council Resolution (000's)		
Total Cash and Investments	65,913	5,549	71,462	(430)	71,032	100,679
Represented by:						
Externally restricted						
Developer Contributions	15,536	(7,298)	8,238	(430)	7,808	19,577
Specific Purpose Unexpended Grants	19	0	19	0	19	332
Domestic Waste Management	6,668	0	6,668	0	6,668	5,815
Total Externally restricted	22,223	(7,298)	14,925	(430)	14,496	25,724
Internally Restricted						
Deposits, Retentions & Bonds	4,451	(1,451)	3,000	0	3,000	5,299
Employee Leave Entitlement	2,578	(223)	2,355	0	2,355	2,644
Insurance Reserve	630	789	1,419	0	1,419	926
Compulsory Open Space Acquisition Reserve	0	0	0	0	0	0
Other	266	2,634	2,900	0	2,900	266
Total Internally Restricted	7,925	1,749	9,674	0	9,674	9,135
Total Restricted Cash	30,148	(5,549)	24,599	(430)	24,170	34,859
Total Unrestricted/ Available Cash	35,765	11,097	46,862	0	46,862	65,820

Financial Performance Indicators

CASH / LIQUIDITY POSITION

Indicator # 1 - Cash / Liquidity Position - after accounting for external reserves

Indicator Title:	Unrestricted Current Ratio		
Indicator Definition:	$\frac{\text{Current Assets less Externally Restricted Current Assets}}{\text{Current Liabilities less Specific Purpose Current Liabilities}}$		
Indicator / Local Government Benchmark:	Greater than 2:1 Between 1:1 and 2:1 Less than 1:1 Successive years > 10:1		
	Actual 30-Jun 2015	Actual 31-Dec 2015	Budget 30-Jun 2016
	3.43	6.38	2.39

Commentary:

Council's liquidity is more than satisfactory. Council can easily pay its debts as they fall due. The high ratio at the end of the second quarter reflects the rates and annual charges having been raised for the full financial year.

OPERATING RESULT

Indicator # 2 - Operating Result - using trend analysis

Indicator Title:	Result from Continuing Operations before Capital Grants & Contributions		
Indicator Definition:	Result from ordinary operations before the receipt of Capital Grants and Contributions ie. Operating Result after depreciation		
Indicator / Local Government Benchmark:	Greater than 2:1 successive surpluses Surplus Deficit		
	Actual 30-Jun 2015	Actual 31-Dec 2015	Budget 30-Jun 2016
	\$'000	\$'000	\$'000
	7,788	27,284	13,637

Commentary:

Council is forecasting a surplus from Continuing Operations before Capital Grants & Contributions for the year ending 30 June 2016.

ASSET RENEWAL EXPENDITURE

Indicator # 3 - Asset Renewal Expenditure

Indicator Title: Asset Renewal Ratio

Indicator Definition: Capital Renewal Capacity - amount of funds spent on renewing assets (as opposed to maintaining them) = Capital Expenditure on Existing Assets/Annual Depreciation

Indicator / Local Government

Benchmark:
1 to 1
Less than 1:1

Actual 30-Jun 2015	Actual 31-Dec 2015	Budget 30-Jun 2016
1.31	1.16	1.49

Commentary:

At the end of the second quarter Council has achieved a positive Asset Renewal Ratio for the full financial year.

Budget review for the quarter ended - 31 December 2015

Budget Review Contracts

Contractor	Contract Detail & Purpose	Contract Value	Commencement Date	Duration of Contract	Budgeted (Y/N)
AFMR Pty Ltd T/A Solo Services Group	Provision of Cleaning Services for Warringah Council	\$50,510	02/11/2015	30/11/2017	Y
AFMR Pty Ltd T/A Solo Services Group	Provision fo Cleaning Services for Warringah Council	\$55,016	02/11/2015	30/10/2017	Y
Cardno (NSW) Pty Ltd	2016 Narrabeen Lagoon Entrance Clearance Operation Review of	\$54,000	09/11/2015	07/08/2015	Y
Marsupial Landscapes Pty Ltd	Community and Child Care Centre Landscape Maintenance	\$266,146	01/10/2015	18/10/2020	Y
Mesite Motors NRMA Motor All Truck Mechanics	Mechanical Services for Passenger and Light Commercial vehicle	\$400,000	04/12/2015	10/08/2020	Y

Budget review for the quarter ended - 31 December 2015

Consultancy and Legal Expenses

Expense	Expenditure YTD \$	Budgeted (Y/N)
Consultancies	51,953	Y
Legal Fees	507,916	Y



***Policy for Payment and Reimbursement of Expenses
Incurred by, and Provision of Facilities to,
The Mayor, Deputy Mayor and Councillors***

***Issue No 17
February 2016***

GOV PL 120



POLICY GOV PL 120

Payment and Reimbursement of Expenses Incurred by, and Provision of Facilities to, The Mayor, Deputy Mayor and Councillors

1 Purpose of Error! Unknown document property name.

This policy is made under the Local Government Act 1993 (the Act) including Sections 252 to 254A. The Act requires that the Council must adopt a policy concerning the payment of expenses incurred by, and the provision of facilities to, the Mayor, the Deputy Mayor and other Councillors.

2 Principles

- To provide for the fair and equitable payment and reimbursement of certain expenses not considered to be included in the annual fees payable under Sections 248 – 254A of the Local Government Act, where such expenses are incurred by the Mayor, Deputy Mayor and Councillors in discharging the functions of civic office.
- To provide adequate facilities for use by the Mayor, Deputy Mayor and Councillors to enable them to discharge the functions of civic office.

See attachment for further principles.

3 Authorisation

This Policy was adopted by Council on 10 February 2015.

It is effective from 10 February 2015.

It is due for review in February 2016.

4 Amendments

This Policy was last amended on 25 November 2014.

5 Who is responsible for implementing this Error! Unknown document property name.?

Deputy General Manager Environment

6 Document owner

General Manager

7 Related Council Documents

Nil

8 Legislation and references

- a) Local Government Act 1993
- b) Local Government (General) Regulation 2005
- c) Division of Local Government, Department of Premier and Cabinet – Guidelines for the Payment of Expenses and the Provision of Facilities for Mayors and Councillors in NSW – October 2009.

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WARRINGAH COUNCIL**POLICY FOR PAYMENT AND REIMBURSEMENT OF EXPENSES INCURRED BY, AND
PROVISION OF FACILITIES TO,
THE MAYOR, DEPUTY MAYOR AND COUNCILLORS****Introduction**

This policy is made under the Local Government Act 1993 (the Act) including Sections 252 to 254A. The Act requires that the Council must adopt a policy concerning the payment of expenses incurred by, and the provision of facilities to, the Mayor, the Deputy Mayor and other Councillors. In the event of Administration, application of this policy is also relevant to Council Administrators.

Section 428 (2) (f) of the Act requires the Council to include in its Annual report:

- The total amount of money expended during the year on Mayoral fees and Councillor fees
- The Council's policy on the provision of facilities for use by Councillors and the payment of Councillor's expenses
- A statement as to the total amount of money expended during the year on the provision of such facilities and the payment of such expenses

Section 12 of the Act provides that the public is entitled to inspect the Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, Councillors free of charge, and may obtain a copy, either free of charge or on payment of reasonable copying charges.

Part 1 – Preliminary**1. Citation**

This policy is in accordance with the requirements of the Local Government Act 1993 and may be cited as the "Policy - Payment and Reimbursement of Expenses Incurred by, and Provision of Facilities to, The Mayor, Deputy Mayor and Councillors."

2. Policy Objectives

- To provide for the fair and equitable payment and reimbursement of certain expenses not considered to be included in the annual fees payable under Sections 248 – 254A of the Local Government Act, where such expenses are incurred by the Mayor, Deputy Mayor and Councillors in discharging the functions of civic office.
- To provide adequate facilities for use by the Mayor, Deputy Mayor and Councillors to enable them to discharge the functions of civic office.

3. Commencement

This policy was adopted by Council resolution of 21 June 1994 and commenced on 22 June 1994, (Issue No 1).

It was amended on:

- Issue No 2 - 27 February 1996, 5 & 12 March 1996, with effect as from 13 March 1996
- Issue No 3 - 24 February 1998 with effect as from 26 May 1998 (cl 5.8)

- Issue No 4 - 26 October 1999 with effect as from 1 February 2000 (cl 5.7, 5.8, 6.1)
- Issue No 5 - 26 June 2001 (cl 15)
- Issue No 6 - 3 December 2002 (cl 4.1, 10, 11, 5.5)
- Issue No 7 - 17 December 2002 (cl 4.7, 5.2, 5.3(a), 5.6, 5.8 (c))
- Issue No. 8 – 28 February 2006 (Appendix A, Clause 3.1)
- Issue No. 9 – 22 April 2008
- Issue No 10 - 25 November 2008
- Issue No 11 - 10 February 2009 (cl 18.2 and 10.14)
- Issue No 12 - 23 November 2010 (cl 11.12.1, 11.12.2, 12.3, 12.5 and 15)
- Issue No 13 – 22 November 2011 (cl 11.8, 11.12.2 and 23)
- Issue No 14 – 11 December 2012 (cl 4, 10.1, 11.8, 11.9, 11.12, 24, 25, 26 and 27)
- Issue No 15 – 26 November 2013 (cls 4, 10.1(a)i, 11.17, 12.2, 12.5, 13.1, 14, 15.6 and 23)
- Draft Issue No 16 – 25 November 2014 (cls 10.1(a)(i), 10.3, 11, 11.3 and 12.2)

4. General Provisions

General Expenses: *General Expenses will not be paid to Councillors. Any expenses payable to Councillors are specifically listed in this policy, together with the procedures for payment/ reimbursement.*

Private Benefit: *The facilities provided to Councillors under this policy are made available to assist them in undertaking their civic duties. Accordingly, and unless otherwise provided for in this policy, Councillors should ensure that there is no more than incidental private use of these facilities.*

Political Purposes: *Council facilities, equipment and services provided under this policy are not to be used to produce election material or for any other political purposes.*

Political Fundraising: *The fundraising activities of political parties, including political fundraising events, are considered to be personal interests. Council will not pay expenses or provide facilities to Councillors under this Policy in relation to supporting and/ or attending such activities and events.*

Approvals: *All approvals, requests for, and enquiries in relation to, expenses and facilities under this policy are to be directed in the first instance to Council's Governance Manager. Where appropriate the Governance Manager will consult with the relevant Deputy General Manager regarding application of the policy.*

The Governance Manager will approve travel, stationery, furniture, telephone, internet and out of pocket expenses, as well as any conference expenditure and conference associated expenses, where a conference has been approved either by Council, the Mayor or the General Manager jointly or this Policy.

The Governance Manager will contact any Councillor in the event that they are nearing, or have overspent on any allowable limits (such as training or telephone) and appropriate systems will be put in place to recoup any overspend.

The Deputy General Manager Environment will approve any Councillor expenditure that is not within the Governance Manager's delegations.

Dispute Resolution: *Any disputes in relation to expenses and/ or facilities provided under this policy should be referred in the first instance to the General Manager. The General Manager may then refer to the Office of the Internal Ombudsman for independent review.*

Accessibility: *Where a Councillor has specific needs in relation to accessibility to Council facilities and the functions of civic office, additional assistance may be provided under this policy to ensure equity of access.*

5. No Deduction From Section 248 & 249 Fees

Unless otherwise provided, the payment of, or reimbursement of expenses and the facilities which may be provided to the Mayor, Deputy Mayor and Councillors under this policy, shall be provided without reduction of the annual fees payable to the Mayor and Councillors, as determined by the Council, under Section 248-254A inclusive of the Act.

6. Claiming of Expenses

Reimbursement of expenses will be paid monthly in arrears and must be claimed within six (6) months of being incurred by the Mayor or a Councillor. Any claim must be submitted on the approved form and must include receipts and tax invoices relating to the claim.

Reconciliation of the reimbursement of expenses under this policy will be undertaken on a monthly basis by appropriate Council staff.

Part 2 – Annual Fees – Mayor, Deputy Mayor and Councillors**7. Fees Payable to Councillors**

The Council shall, prior to 30th June each year, set by resolution, the annual fees to be paid, monthly in arrears, to a Councillor for the following year commencing 1st July, provided that such fee shall be within the range for the Council determined annually by the Local Government Remuneration Tribunal. Such payment shall be subject to Section 254A of the Regulations and any specific resolution of the Council under Section 254A.

In accordance with the Australian Taxation Office Interpretive Decision 2007/205 Council may enter into an arrangement with a councillor under which the Councillor agrees to forego all or part of their annual fee in exchange for the Council making contributions to a complying superannuation fund on their behalf. Any request by a Councillor must be in writing and cannot be retrospective.

8. Fees Payable to The Mayor

The Council shall, prior to 30th June each year, set by resolution, the annual fee to be paid to the Mayor for the following year commencing 1st July provided that such fee shall be within the range for the Council determined annually by the Local Government Remuneration Tribunal.

9. Fees Payable to The Deputy Mayor

The Deputy Mayor shall be paid a percentage of the Mayoral Fee calculated under Clause 8, for the periods of time when the Mayor is prevented by absence, illness or otherwise from acting in, or when the Mayor requests the Deputy to act in, the office of Mayor. The amount of the fee so paid to the Deputy Mayor shall be deducted from the Mayor's annual fee and the percentage to be paid will be determined by Council at the election of the Deputy Mayor.

Part 3 – Payment of Expenses for, and Reimbursement of Expenses and Provision of Facilities for Mayor, Deputy Mayor and Councillors**10. Mayor**

The Mayor shall be entitled to receive the benefit of the following facilities, and payment of and reimbursement of expenses, without reduction of the fees payable under Section 248 and/or 249 of the Act:

10.1 Transport

- (a) (i) **Mayoral Vehicle** – for a weekly fee (paid by the Mayor) based on Council's Private Use Car Scheme standard vehicle rate* a suitable and appropriate vehicle, (valued below the current luxury car tax threshold, as determined by the Australian Tax Office), fully maintained, insured and registered by the Council, for use by the Mayor for all official, executive and social duties connected with the Office of Mayor, and private and personal use in accordance with **Appendix A** to this Policy.

* Council's Private Use Car Scheme standard vehicle rate is set at \$103 per week as at 1 July 2014 and is adjusted annually.

(ii) **Car Allowance** – where the Mayor elects to provide his/her own vehicle for all functions related to the Office of Mayor for the Mayoral term and not require the provision of a Council vehicle as in (i) above, the Mayor is entitled to claim payment of a car allowance in accordance with Part 4 of this Policy

- (b) Where the Deputy Mayor, at any time, is required to act in the Office of Mayor in accordance with Section 231 of the Act, the provisions of Part 4 of this Policy apply.

10.2 **Office** accommodation within the Civic Centre, fully furnished.

10.3 **Executive Support Services** – including diary and correspondence management, general administrative and project assistance. All Executive Support services are restricted to Council business, functions, meetings and publications.

10.4 **Office and reception** refreshments.

10.5 **Mobile telephone** for use in relation to official functions and duties of the office of Mayor. The Council will meet the costs of maintenance and all charges against the mobile account. A car kit will be installed in the Council provided Mayoral car, or the Mayors own car as provided in clause 8.1 (a) (ii) above.

10.6 **Corporate Credit Card**, in the name of the Council, if the Mayor so chooses, to facilitate payment of official council business expenses and expenditures provided for under the annual allocation for "discretionary expenditure" for the Office of Mayor. The Corporate Credit Card, shall be limited to A\$5,000, and is to be used in situations where it is not reasonably possible to go through the Council's normal procedures for the ordering and/or payment for goods or services. Ongoing use of the credit card shall be in accordance with the Council's Policy "Use of Council Credit Card and Cab Charge Facilities". Upon completion of the Mayoral term the credit card shall be returned to the General Manager on the date the term ceases.

10.7 **Car Parking** within the Executive area at the Civic Centre exclusively for the use of the Mayor

11. Councillors (Including The Mayor and Deputy Mayor)

To assist the Councillors in carrying out the duties of their civic office and without reduction (unless otherwise stated) of the fees payable under Section 248 of the Act, Councillors are, if they request such, entitled to payment of expenses or reimbursement of the following expenses, and to receive the benefit of the following facilities:

11.1 **Councillors' Office** and **Councillors' Lounge** in the Civic Centre, suitably equipped with telephone, computer terminal, access to Internet and E-mail, facsimile and printer facilities for work directly related to the duties of their office. Councillors will be subject to the requirements of Council's Internet and Email policy where access is through Council's corporate computer system.

- 11.2 **Administrative support** will be provided by staff within the Office of the Mayor to Councillors. Such support is restricted to the provision of advice in relation to official functions and meetings including sending appointments, providing assistance with Councillor expenses, claims applications and bookings for attendance at seminars and conferences. Staff will also provide assistance with photocopying but restricted to small requests that relate to Council business, functions and meetings.
- 11.3 **Stationery Package**, with an annual limit for the Mayor of \$1,000 and an annual limit for Councillors of \$500 such package to comprise business cards, letterheads, envelopes, with compliments slips, Christmas cards (up to 300 cards for the Mayor and up to 150 cards for a Councillor and includes unlimited e-versions of the selected card), postage stamps and diary.
- 11.4 **Food and refreshments** on evenings associated with Council and Council Committee meetings, and approved Council functions.
- 11.5 **Name badge**, and Council approved corporate accessories on election to office or when the design of these items varies, and ***protective clothing and equipment required for civic duty on election to office.***
- 11.6 **Councillor's vehicle** - Access to a suitable vehicle or vehicles (if available) provided by the Council for use on official duties connected with the office of Councillor. If approved by the General Manager, the Councillors may be issued with a cab charge card. Cab charge cards are for use on Council business only, and when a Council vehicle is not reasonably available to provide such transport, or the provision of a vehicle would not be economical in the circumstances. ***Any traffic or parking fine incurred while traveling in private or council vehicles on Council business is the responsibility of the Councillor or the driver incurring the fine.***
- 11.7 **Furniture and/or equipment** for location or installation at their place of residence, as follows:
- 11.7.1 – **Bookcase**; standard issue four (4) shelf
- 11.7.2 – **Filing cabinet**; up to four (4) drawer
- 11.7.3 – **Printer/Facsimile/Copier/** for use on Council business only, subject to the following conditions:
- (a) The Council shall:
 - (i) Meet the capital cost of acquisition of the equipment.
 - (ii) Meet the initial cost of installation of the equipment in the residence of the Councillor, including one (1) additional extension point for an existing line or one (1) separate point for a dedicated line where a Councillor chooses such under Clause 10.7.
 - (iii) Meet the cost of any maintenance/servicing of the equipment including any service call charge.
 - (iv) Be responsible for the cost of all consumables of the equipment including x5 reams of paper per annum and up to x2 black ink cartridges and x1 set of colour ink cartridges per annum.
 - (b) The Councillor shall be responsible for the good care and proper use of such equipment and to promptly report any faults, malfunctions or needs for service/repair to the Council.
 - (c) The Councillors' telephone and facsimile numbers are to be made available to the public.
- 11.8. **Domestic Telephone Service** - Where a Councillor elects such the Council will provide for installation of a telephone service, in the name of the Councillor, for use in relation to official functions and duties of Councillor, Mayor and Deputy Mayor, to allow for the connection of equipment provided under Clause 10.6.3.

- 11.9. A **laptop computer** and modem or an iPad or equivalent tablet, to enable Internet access and emailing and processing of correspondence and access to Council business papers, minutes, policies and other Council records and an iTunes or Gmail account allowing access to iTunes or Google Play and credit for applications to the value of \$40 in the first year and \$20 each year thereafter.
- 11.10 **Internet Services** Internet access charges relating to the performance of a Councillor's civic duties will be paid by Council, up to a maximum of \$70 per month, per Councillor. Where a Councillor exceeds this amount, the difference between the maximum amount payable and the charges will need to be covered by the Councillor. Where Council is reimbursing a service already installed, Councillors will only be able to claim up to the maximum of \$70 per month.
- 11.11 **All equipment and furniture** provided under Clause 11.7 shall always remain in the possession of the Councillor during his/her term of office, and shall remain the property of the Council returned to the Council in good operational order and condition upon ceasing to be an elected member of the Council(subject to Clause 10.11).
- 11.12 **Where a Councillor ceases to hold Civic Office**, he/she may purchase the equipment at an amount determined by an independent valuation.
- 11.13 **Telephone Reimbursements:**
- Reimbursement of the following telephone accounts, as nominated by the Councillor, on the following basis:
- 11.13.1 – **Standard Domestic Service**
- (a) *Councillors existing standard domestic service where no separate service is provided under Clause 11.8:* Rental, local call charges and the cost of any mobile and STD call charges related to Council business to a maximum of \$70 per month.
 - (b) *Domestic Service provided under Clause 11.8:* Rental, local call charges and the cost of any mobile and STD call charges related to Council business to a maximum of \$70 per month.
- 11.13.2 – **Mobile telephone Service**
- (a) *Councillors' own mobile telephone:* Where Councillors already have a mobile telephone and wish to retain it for use in their civic duties, the Council will cover the service fee and reimburse the Councillor for the cost of all charges against that service, associated with their role as a Councillor, to a maximum of \$150 per month; or alternatively
 - (b) *Council provided Mobile telephone:* The Council will provide a mobile telephone to any Councillor who requests it. The account will be in the name of the Councillor. The Council will cover the service fee and reimburse the Councillor for the costs of all charges against that service, associated with their role as a Councillor, to a maximum of \$150 per month.
- Provided in respect of both clauses 11.13.1 and 11.13.2 that:
- all telephone numbers in respect of which a claim is made are made available to the public, and
 - claims for reimbursements shall be made no later than six (6) months after the account is due for payment. Claims made for reimbursement lodged after this date shall not be paid.
- 11.14 **Parking exemption sticker** for a nominated vehicle owned by the Councillor enabling exemption from parking fees at any car parks within the Warringah Council area where exemption for residents apply.

- 11.15 **Councillor Parking** – Councillors will be provided with parking permits to park within Council's restricted operational parking spaces.
- 11.16 **Glen Street Theatre complimentary tickets** – Each calendar year all Councillors and the Mayor will receive 2 non-transferable complimentary tickets to each opening night at Glen Street Theatre subscription season productions.
- 11.17 All office/communication equipment and facilities provided under this policy will be of a standard essential to the conduct of business in a contemporary business environment.
- 11.18 Expenses within Clause 11 shall not exceed \$7,000 per Councillor in any given year, with the exception of an election year, where new Councillors will receive all new equipment at once, and this limit will be increased to \$10,000 as a result of new equipment expenditure.

Part 4 – Travel Costs – Use of Mayor's and Councillors' Private Vehicles

12. Mayor & Councillors

- 12.1 The Mayor, where he or she elects to use his or her private vehicle and Councillors, subject to their private vehicle being currently registered and covered by Compulsory Third Party Insurance, may claim a kilometre allowance for use of private vehicles when used by the most direct route to travel between their place of residence within Warringah local government area, and return, to:
- (a) attend meetings of the Council, Committees, Sub Committees, Working Parties, Taskforce, Forums or the like, as a Councillor or delegate of the Council; to attend any briefing, community consultation, appointments and engagements associated with the business of the Council, and attend to the transaction of Council business at the Civic Centre;
 - (b) attend inspections or business within or outside the Council area undertaken in accordance with a resolution of the Council;
 - (c) attend public meetings and civic functions convened by the Council or other community meetings where the Councillor has been invited to attend;
 - (d) attend any conference as defined in the policy, where use of the private vehicle is authorised by the Mayor.
- Provided that the Council shall not meet any claim for travel or costs associated with attendance at fund raising activities or rallies held by registered political parties or groups.
- 12.2 Kilometre rates for such travel will be paid at the rate set by the Local Government (State) Award, as at the date of travel. Such rate shall be deemed to cover and include any claims for accidental damage or repairs to the Mayor or Councillor's own vehicle, and any loss of no claim bonus and any excess not covered by any insurance.
- The current claimable rate for kilometres is \$0.68c per km for cars under 2.5L and \$0.78c per km for cars over 2.5L.
- 12.3 Payment is subject to a formal monthly claim on the prescribed claim form being lodged by the Mayor or Councillor, and such claim must be made no later than six (6) months after the travel occurred. Claims lodged for travel occurring more than six (6) months after the claim is lodged shall not be paid.
- 12.4 Where the Mayor provides his/her own form of transport under clause 8.1(a) (ii) the General Manager may approve of the payment of the minimum car allowance in accordance with the Local Government (State) Award in lieu of a kilometre allowance.

- 12.5 Where the Mayor and Councillors elect to use public transport or travel by bicycle for Council business, reimbursement of costs may be claimed.

The full cost of fares for public transport associated with Council business (as specified in 12.1) will be reimbursed subject to lodgement of a formal monthly claim. The claim must be made within six (6) months of the travel having occurred. Claims lodged after six (6) months shall not be paid.

Costs associated with bicycle travel for Council business (as specified in clause 12.1) will be reimbursed on a per kilometre basis,

Where a Councillor uses his/her own bicycle for transport whilst undertaking their duties as a Councillor, the following reimbursements will be allowed to provide for reasonable annual maintenance:

Average kilometres per week per annum (based on 48 weeks)	Maintenance allowance per annum
10 or less	\$60
10 to 20	\$160
20 to 30	\$200
Above 30	\$240

The above payment is subject to lodgement of a formal monthly claim. The claim must be made within six (6) months of the travel having occurred. Claims after six (6) months shall not be paid.

Part 5 – Conferences Held in Australia

In this part Conference means any conference, seminar, congress, forum, workshop, course, meeting, deputation, information and training session or event, related to the industry of local government and held within Australia.

13. Who May Attend Conferences

- 13.1 The Mayor and Councillors may be nominated and authorised to attend conferences by:

- (a) The Mayor, acting within any delegated authority during Council recess;
- (b) The Mayor and the General Manager jointly, or, where the applicant is the Mayor, the Deputy Mayor/ one other Councillor and the General Manager jointly*.

* (b) will be subject to the Councillor wishing to attend a conference submitting their request in writing to the Mayor and the General Manager outlining the benefits of their attendance to Council.

- 13.2 By the adoption of this Policy, authority is hereby delegated to the Mayor and the General Manager jointly to nominate and authorise a substitute Councillor to attend any conference in lieu of the Mayor or a nominated and authorised Councillor.

- 13.3 The application for approval shall include full details of the travel, including itinerary, costs and reasons for the travel.

14. What Conferences May Be Attended

The conferences to which this policy applies shall generally be confined to:

- Local Government NSW (LGNSW), Local Government Women's Association (LGWA), and Australian Local Government Association (ALGA) Conferences.

- Special “one-off” conferences called or sponsored by, or for, the LGNSW, LGWA, LGMA, and ALGA on important issues.
- Annual conferences of the Local Government Managers Association (LGMA) and the major Professions in Local Government.
- Australian Sister Cities Conference.
- Regional Organisation of Councils Conferences.
- Conferences, which further training and development efforts of the Council and of Councillors, or which relate to or impact upon the Council's functions.
- Meetings or Conferences of Organisations or Bodies to which a Councillor of the Council has been elected, or appointed as a delegate or member of the Council, or LGNSW, LGWA, or ALGA.
- After returning from an approved conference, Councillors shall submit a written report to a full meeting of the Council on the aspects of the conference relevant to Council business and/or the local community.

15. Conference Costs

The following shall apply to the Mayor and Councillors who are authorised and/or appointed as delegates under this policy to attend Conferences:

15.1 Registration

The Council will pay all normal registration costs for the Mayor or Councillors/delegates which are charged by organisers, including those relating to official luncheons, dinners and tours/inspections which are relevant to the interests of the Council.

15.2 Accommodation

The Council will pay reasonable single accommodation costs for the Mayor or Councillors including the night before and/or after the conference where this is necessary because of travel and/or conference timetables.

15.3 Travel

- (a) The Council will meet all reasonable travel costs for the Mayor, or authorised Councillors or delegates, to and from the conference location and venue. Where appropriate, travel will be provided by air (economy class). Depending upon the location or circumstances, it may be more appropriate for travel to be undertaken by car or train.
- (b) Where trains are used the Council will provide first class travel, including sleeping berths where available.
- (c) Where travel is by motor vehicle it should be undertaken by Council vehicle where available, or by private vehicle subject to prior approval of the Mayor.
- (d) Where the Mayor or a Councillor uses their private vehicle under (c) above, they may claim the “kilometre” allowance at the date of travel as per Clause 6.2, subject to such cost not exceeding economy class air fares to and from the particular destination, and subject further to;
 - (i) the travel is to be undertaken with all due expedition, by the shortest most practical route, to and from the conference
 - (ii) the claim, on the prescribed claim form, must be made not later than six (6) months after the conclusion of the Conference.
- (e) Where hire cars, taxi fares and parking costs are reasonably required and incurred in attending conferences, the cost of such will be reimbursed by the Council to the Councillor upon presentation of a claim and receipt.

15.4 Out-of-Pocket Expenses

Out-of-pocket expenses incurred by the Mayor or a Councillor and associated with attendance at a conference shall be reimbursed to the Mayor or Councillor upon presentation of a claim and receipts for the following:

- (a) any hotel/motel conference related charges associated with the Conference, other than accommodation
- (b) all telephone, internet or facsimile calls related to Council business
- (c) reasonable lunches, dinners and other meals incurred whilst travelling to or from the Conference and other lunches, dinners or meals occurring during the Conference but not included in the conference registration fee
- (d) incidental expenses, e.g. bridge tolls
- (e) any optional activity in a conference program, but excluding any pre or post conference activities.

Where requested by a Councillor, consideration will be given to the provision of an advance payment of up to \$200 to cover anticipated out-of-pocket expenses. Following attendance at a conference (and no more than 3 months after the conference concludes) the advance payment must be fully reconciled with receipts for costs associated with (a) – (e) above.

15.5 Frequent Flyer and Loyalty Points

The Mayor and Councillors shall not be entitled to claim frequent flyer or other loyalty points relating to air travel or other expenses incurred by them under this policy. In circumstances where the Mayor or a Councillor has no option but to incur any expenditure for which loyalty points accrue to his/her personal account, the Mayor or Councillor must surrender the points to the airline or service provider before reimbursement of the expense by the Council.

15.6 When a Councillor Spends over Their Allocated Budget

Where a Councillor spends over their allocated budget they will be required to reimburse Council for this overspend. Councillors will be notified by the Governance Manager in any given month if there has been an overspend related to phone and/ or internet expenses, and any other expenses that council manages where possible. In relation to training and conferences the Governance Manager will advise Councillors when they are nearing their annual limit.

Councillors will be requested to reimburse any overspend; either by that Councillor authorising Council to withhold any overspend from their Councillor fees (this must be in writing) or through direct payment/ reimbursement to Council through customer service. Any overspend should be reimbursed within six (6) months of incurring it.

16. Conference Costs - Payment In Advance

- 16.1 The Council will normally pay registration fees, accommodation costs and airline/train tickets direct to conference organisers/travel agent in advance.

17. Conference Costs – Mayor’s And Councillors’/Delegates’ Accompanying Person

- 17.1 Where the Mayor or Councillor is accompanied at a conference all costs for, or incurred by, the accompanying person, including travel, any additional accommodation costs, breakfast, meals, registration and/or participation in any conference programs, are to be borne by the Mayor/Councillor/accompanying person and not by the Council. Council may by resolution, and in exceptional circumstances, pay the expenses of a spouse/partner/carers while travelling on Council business. Exceptional circumstances would only be where the Councillor is prevented by health reasons from travelling alone.
- 17.2 Accompanying person’s registration, or accompanying person’s program fees, are to be paid to the conference organiser, etc. and paid at time of registration. The Council is prepared to

receive such registration and payments and to forward them on to the conference organiser, etc. with any Council delegates' registration.

- 17.3 Where the Council meets, on account, any expenditure or cost on behalf of an accompanying person attending a conference, such expenditure must be repaid to the Council by the Councillor/accompanying person within seven (7) days of being invoiced for such expenditure following the conclusion of the conference.

Part 6 – Conferences Overseas

18. Attendance At Overseas Conferences

- 18.1 Attendance by the Mayor or a Councillor at any conference, seminar, congress, forum, workshop, course, meeting, deputation, information or training sessions, events, etc. related to the industry of local government which are held overseas, must be authorised prior to departure by specific resolution of the Council and such resolution shall specify and detail the conditions of attendance.
- 18.2 Attendance will only be approved where direct and tangible benefits can be established for the Council and the local community.
- 18.3 Requests for attendance for overseas travel must be submitted by a report to Council, included on the Council agenda (not by mayoral minute) and shall include the names of Councillors nominated to attend, purpose, expected benefits, duration, itinerary and approximate total costs.
- 18.4 After returning from overseas, Councillors attending shall submit to a full meeting of Council a detailed written report on the aspects of the trip relevant to Council business and/or the local community.
- 18.5 Details of overseas travel must be included in Council's annual report, including any details of trips for sister city relationships.

Part 7 – Legal Assistance for Mayor and Councillors

19. Legal and Representation Costs - Enquiries, Investigations, Hearings, etc.

In the event of:

- (1) any enquiry, investigation or hearing by any of:
- the Independent Commission Against Corruption,
 - the Office of the NSW Ombudsman,
 - the Division of Local Government, Department of Premier and Cabinet
 - the NSW Police Force,
 - the Director of Public Prosecutions,
 - the Local Government Pecuniary Interest and Disciplinary Tribunal, or
 - Council's Conduct Review Committee/Reviewer

into the conduct of the Mayor or a Councillor in discharging their civic office duties; or

- (2) legal proceedings being taken against the Mayor or a Councillor, arising out of or in connection with the performance of his or her civic duties or exercise of his or her functions as a Mayor or Councillor

the Council may resolve to reimburse the Mayor or such Councillor for all legal expenses properly and reasonably incurred, given the nature of the enquiry, investigation, hearing or proceeding, on a solicitor/client basis,

Provided that:

- (a) the subject of the inquiry, investigation or hearing arises from the performance in good faith of a Councillor's functions under the Act, and the matter before the investigative or review body has proceeded past any investigative phase to a formal investigation or review;

- (b) In the case of a conduct complaint made against a councillor, legal costs may only be made available where the matter has been referred by the General Manager to the Conduct Review Committee/Conduct Reviewer to make formal inquiries into the matter;
- (c) in the case of pecuniary interest or misbehaviour matters, legal costs may only be made available where a formal investigation has been commenced by the Division of Local Government;
- (d) the amount of any reimbursement of legal expenses shall be reduced by the amount of any moneys that may be or are recouped by the Mayor or Councillor on any basis;
- (e) that the enquiry investigation, hearing or proceeding results in a finding substantially favourable to the Mayor or Councillor.
- (f) where an outcome of an action or investigation against the Mayor or Councillor is substantially unfavourable to that Councillor any legal expenses must be reimbursed by the Councillor.

This policy specifically excludes the payment of legal expenses for the Mayor or Councillors where:

- (a) the Mayor or Councillor initiates a legal action;
- (b) the outcome of an action or investigation against the Mayor or Councillor is substantially unfavourable to that Councillor;
- (c) the Mayor or Councillor seeks advice in respect of possible defamation, or is seeking non-litigious remedy for possible defamation.

Part 8 – Insurances and Health Maintenance and Assessment Programs

20. Insurance – Mayor and Councillors

The Council will insure, or will provide for the insurance of the Mayor and Councillors for:

20.1 Personal Accident

Personal injury whilst ever engaged in or on any Council activity, worldwide covering bodily injury caused by accidental, violent, external and visible means up to a sub-limit for death determined by the Council and also covering permanent disablement, temporary total disability and temporary partial disability. The cover does not include medical expenses as medical expenses cannot be included due to the provisions set down in the Health Act. The Council shall determine the distribution of any benefits arising from such insurance to the Mayor or Councillor or his/her beneficiaries.

20.2 Professional Indemnity/Public Liability

(a) General Liability

To indemnify the insured for all sums they shall become legally liable to pay arising out of:

- (i) death, personal injury or illness or disease to persons;
- (ii) loss or damage to property arising out of the insured's business as a Council.

(b) Professional Indemnity

To indemnify the insured for all sums they shall be legally liable for arising out of any negligent act, error or omissions in the conduct of their activities as Mayor or Councillors and arising out of the insured's business as a Council.

BUT subject to any limitations or conditions set out in the policy of insurance which is, at the direction of the Council, taken out.

20.3 To indemnify each insured person(s) (Mayor/Councillors) for all costs, charges, expenses and defence costs but excluding fines and penalties incurred in relation to any prosecution (criminal or otherwise) of any insured person(s), attendance by any insured person(s) at any official investigation, examination, inquiry or other proceedings ordered or commissioned during the period of insurance by any official body or institution that is empowered to investigate the affairs of the Council by reason of any wrongful act wherever or whenever committed or allegedly committed by the insured person(s) in their capacity as insured person(s), BUT subject to any limitations or conditions set out in the policy of insurance which is, at the direction of the Council.

21. Health and Wellbeing Services

The Mayor and a Councillor, if they requests such, is entitled to be included in a suitable program which provides a range of services designed to promote, maintain or support physical, social and mental wellbeing. Such programs may provide for periodic health assessments, testing and screening and also for regular structured health or fitness programs and regimes.

Under Council's Wellness Program, Council will reimburse up to 50% of fees for club memberships, sports event entry as a competitor, or other specified wellness initiatives (or a combination), to a maximum of \$200 per councillor, per financial year.

22. Care and other related expenses

22.1 Reimbursement of the cost of carer arrangements, including childcare expenses and the care of the elderly, disabled and/or sick immediate family expenses and the care of the elderly, disabled and/or sick immediate family members of councillors, to allow councillors to undertake their council business obligations. Reimbursement, less any government subsidy will be subject to the production of receipts, attached to the approved form and will be at a maximum of \$2000 per annum.

22.2 Reimbursement of the cost of carer arrangements will require evidence that the carer nominated is accredited by the appropriate government department and any claim must be submitted on the approved form and must include receipts and tax invoices relating to the claim.

23. Training and Conference Budget Including Travel and Accommodation

Council will provide training and education for Councillors as is appropriate for effective discharge of the function of civic office, functions and responsibilities.

Such training will be at Council's expense and will be provided in-house or by outside providers as appropriate.

Council will provide up to \$5,000 per Councillor per annum for training, education and conference costs, including any incidental costs associated with Councillor attendance.

The only exceptions to this limit will be as follows:

- a) For the Mayor, who is allowed to attend the Local Government NSW (LGNSW) and the Australian Local Government Association (ALGA) Conferences each year, over and above the allocated \$5,000 per Councillor limit.
- b) For each Councillor who undertakes the Executive Certificate for Elected Members offered by Local Government NSW in conjunction with UTS, the Centre for Local Government and Tafe NSW – within the first 12 months of Civic Office, the cost of the course will be covered over and above the allocated \$5,000 per annum limit.

An individual Councillor may carry over their unspent funds from the previous financial year only.

24. Attendance at Council Functions

Where a Councillor attends a function on behalf of Council (ie. on Council Business), Council will pay for the cost of attendance at that function. Where the attendee is the Mayor, where the Mayor's is invited to bring a guest (to be addressed in the invitation), the guest will also be covered.

25. Gifts and Benefits

A councillor must not:

- seek or accept a bribe or other improper inducement
- by virtue of his or her position, acquire a personal profit or advantage which has a monetary value, other than one of a token value.

A councillor must not seek or accept any payment, gift or benefit intended or likely to influence, or that could be reasonably perceived by an impartial observer as intended or likely to influence a Councillor or staff member to:

- act in a particular way (including making a particular decision)
- fail to act in a particular circumstance
- otherwise deviate from the proper exercise of his or her official duties.

A councillor may accept gifts or benefits of a nominal or token value that do not create a sense of obligation on his or her part or that may not be perceived to be intended or likely to influence him or her in carrying out their public duty.

A councillor must never accept an offer of money, regardless of the amount.

No matter the value, all gifts and benefits must be declared and the appropriate paperwork associated with this is to be completed.

For further information Councillors should consult the Gifts and Benefits Policy (STR-PL 005).

26. Public Meetings

Councillors wishing to conduct community engagement activities in their Ward to create public drop-in sessions are provided advertising support. A budget of up to \$500 per annum is available to each Councillor to cover advertising costs associated with the promotion of these sessions via Council's Warringah Update. Costs can be split by those Ward Councillor attending the sessions. Council signage will also be made available to Councillors. This program will be available up until six months prior to scheduled Local Government Elections.

27. Reporting

Council shall report separately, on an annual basis, on

- The total cost of expenses and the provision of facilities for the mayor and all councillors, as well as:
- The cost of phone calls including mobiles, home located landlines, facsimile and internet services
- Spouse/partner/accompanying person expenses
- Conference and seminar expenses
- Training and skill development expenses

- Interstate travel expenses
- Overseas travel expenses
- Care and other related expenses
- The cost of the provision, including rental, of dedicated office equipment allocated to councillors on a personal basis such as; laptops, mobile phones, telephones and facsimile machines and internet installed in the councillors homes. This item does not include the costs of using this equipment, such as calls.
- The provision of facilities and equipment where such provision is above what would normally be required for the day to day running of the council.

APPENDIX A

Provision & Use of a Mayoral Vehicle

1. Introduction

The Council's adopted Code for the Payment of Expenses & Provision of Facilities for the Mayor and Councillors stipulates that the Council will provide a suitable and appropriate vehicle for use by the Mayor for all official, executive and social duties connected with the office of Mayor and for occasional or full private or personal use.

The Council cannot make a motor vehicle, owned or leased by the Council, available for the exclusive or primary use or disposition of a particular Councillor other than a Mayor.

2. Policy statement

2.1 The Council will:

- provide servicing, maintenance, registration and insurance of a suitable vehicle,
- provide all fuel, which may be charged against fuel card, whilst the vehicle is used for Council business

2.2 The vehicle will be registered and comprehensively insured by Warringah Council.

2.3 A car telephone and special accessories where required, shall be provided, fitted, installed and removed at Council's cost.

2.4 The vehicle shall be available for the exclusive use of the Mayor, subject to the conditions of this Policy.

3. Principles

3.1 Use of Vehicle

A vehicle is made available for use by the Mayor:

- To attend any function, activity or engagement whether associated with local government or not, both within and outside the Warringah Council area, at any time and on any day, in the official capacity of Mayor.
- At any time or day to attend any meetings, inspections, sites or appointments within Warringah as Mayor, with residents, ratepayers or people associated with Council business.
- For occasional or full personal or private use. Where private or personal use is on an occasional basis, the Mayoral Allowance will be reduced on a per kilometre basis, by

the rate set by the Local Government (State) Award, and in accordance with a log submitted by the Mayor on a monthly basis. Where full private or personal use is chosen, the Mayoral Allowance will be reduced, in accordance with the Light Vehicle Allocation and Private Use Car Scheme Management Policy, MGT – PL 105 (Clause 2.1 – Contract Staff – TPR Calculation).

- For travel within Warringah for any Council related purpose or function.

3.2 Restrictions on Use of Vehicle

The following restriction shall apply to the use of the Mayoral vehicle:

- (a) The vehicle shall only be driven by a properly licensed person, being:
 - The Mayor, or
 - Council employee, or
 - a Councillor of Warringah, with the Mayor's consent
 - a member of the Mayor's immediate family, e.g. mother/father/son/daughter/brother/sister, partner/spouse, or
 - a nominated person, so long as the Mayor is a passenger in the car.
- (b) The Mayor shall not use, or allow the vehicle to be used, to compete in any car rally or competition.
- (c) The vehicle is not to be used for any trading undertaking or for any activity where remuneration is received which is not directly related to Council business or activities of the office of Mayor.

3.3 Conditions of Use of Mayoral Vehicle

- (a) The Mayor, if he/she intends to drive the vehicle, must show evidence of a current New South Wales driver's licence of an appropriate class, or equivalent, and be the holder of a licence for the duration of their use of the vehicle. If the Mayor loses his/her licence or is suspended from driving, they must immediately:
 - forfeit use of or access to the Mayoral vehicle, or
 - provide evidence of a properly licensed person who will be the driver of the vehicle whenever used by the Mayor during such period.
- (b) Whenever the Mayor has the control of the vehicle, the Mayor must ensure that it is driven only by a responsible properly licensed person as above.
- (c) If the Mayor drives, or allows another person to drive the vehicle without a current driver's licence, or whilst disqualified for any reason, the Council may withdraw the vehicle from access by the Mayor.
- (d) All traffic fines and penalties incurred by the Mayoral vehicle will be paid by the driver. The Mayor must keep a record of any drivers of the vehicle, other than the Mayor, whom the Mayor permits to drive the vehicle.
- (e) If the Mayor or a properly licensed person, by their action, negates any motor vehicle insurance, that person will be responsible for the payment of costs as a consequence thereof.
- (f) The Mayor always remains responsible for ensuring proper and adequate care and usage of the vehicle at all times including:
 - day to day routine maintenance e.g. fuel, oil, battery, radiator, tyre pressures etc. is carried out at regular intervals,
 - garaging, i.e. if available off-street and under cover,
 - the vehicle is kept in a clean condition, by making it available to Council staff weekly for this purpose,
 - all maintenance/repair issues are reported to Fleet Management without delay,

- that any accident or damage to the vehicle is immediately reported using the appropriate Accident Report Form
- If the Mayor or a properly licensed person, whilst driving the vehicle, is convicted of drink-driving or an offence leading to licence suspension or loss in association with an accident involving the Mayoral vehicle, the Mayor will be required to pay the cost of associated repairs in the event that Council's insurers disclaim responsibilities on the grounds of such conviction, suspension or loss.

4. Definitions

"Nominated person" means the holder of a current NSW driver's licence who is nominated by the Mayor, in writing to the General Manager, as a person who may regularly drive the Mayoral Vehicle whilst the Mayor is a passenger in the vehicle.

APPENDIX B

1.1 Provisions under the Local Government Act 1993

1.1.1 General policy-making requirements

Section 252 of the Local Government Act requires councils to adopt or amend a policy annually for the payment of expenses and the provision of facilities to mayors, deputy mayors and other councillors. Mayors and councillors can only be reimbursed for expenses and provided with facilities in accordance with this policy.

Section 252 also makes provision for a council to reduce the amount payable to mayors and councillors (under sections 248-251 of the Act) by the amount representing any private benefit of a facility provided by the council to them. It also requires that the policy be made under the provisions of this Act, the Regulation and any relevant guidelines issued under section 23A of the Act (these guidelines).

Section 252 (Payment of expenses and provision of facilities) states:

- (1) *Within 5 months after the end of each year, a council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.*
- (2) *The policy may provide for fees payable under this Division to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor.*
- (3) *A council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the deputy mayor (if there is one) or a councillor otherwise than in accordance with a policy under this section.*
- (4) *A council may from time to time amend a policy under this section.*
- (5) *A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.*

1.1.2 Policy development, review and submission requirements

Section 253 of the Act specifies actions that council must undertake before a policy concerning expenses and facilities can be adopted or amended. It requires councils to make and submit their expenses and provision of facilities policies annually to the Division of Local Government.

Section 253 (Public notice of proposed policy or amendments concerning expenses and facilities) states:

- (1) *A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.*
- (2) *Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.*
- (3) *Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.*

- (4) *Within 28 days after adopting a policy or making an amendment to a policy for which public notice is required to be given under this section, a council is to forward to the Director-General:*
- (a) *a copy of the policy or amendment together with details of all submissions received in accordance with subsection (1), and*
 - (b) *a statement setting out, for each submission, the council's response to the submission and the reasons for the council's response, and*
 - (c) *a copy of the notice given under subsection (1).*
- (5) *A council must comply with this section when proposing to adopt a policy each year in accordance with section 252 (1) even if the council proposes to adopt a policy that is the same as its existing policy.*

Section 254 of the Act requires that a part of a council or committee meeting which considers the adopting or amending of such a policy must not be closed to the public.

1.1.3 The role of a councillor

Section 232 of the Local Government Act defines the role of a councillor. It provides that councillors have two distinct roles; as a member of the governing body of the council; and as an elected person. Councils as members of the governing body should work as part of a team to make decisions and policies that guide the activities of the council. The role as an elected person requires councillors to represent the interests of the community and provide leadership. Councillor expenses and facilities policies should facilitate and assist councillors to carry out their role.

Section 232 (What is the role of a councillor?) states:

- (1) *The role of a councillor is, as a member of the governing body of the council:*
- *to direct and control the affairs of the council in accordance with this Act*
 - *to participate in the optimum allocation of the council's resources for the benefit of the area*
 - *to play a key role in the creation and review of the council's policies and objectives and criteria relating to the exercise of the council's regulatory functions*
 - *to review the performance of the council and its delivery of services, and the management plans and revenue policies of the council.*
- (2) *The role of a councillor is, as an elected person:*
- *to represent the interests of the residents and ratepayers*
 - *to provide leadership and guidance to the community*
 - *to facilitate communication between the community and the council.*

1.1.4 Other requirements

Section 12 provides that the public is able to inspect during office hours at the council, and at no charge, the current version and the immediately preceding version of the council's expenses and facilities policy. The public are also entitled to a copy of the policy either free of charge or on payment of a reasonable copying charge.

Section 23A makes provision for the Director General of the former Department of Local Government to prepare, adopt or vary guidelines that relate to the exercise by a council of any of

its functions. It also requires that a council must take the relevant guidelines into consideration before exercising any of its functions.

1.2 Provisions under the Local Government (General) Regulation 2005

Clause 271 of the Regulation requires councils to include detailed information in their annual reports about the payment of expenses and facilities to councillors.

Clause 217 (Additional information for inclusion in annual reports) states in part:

- (1) *For the purposes of section 428 (2) (r) of the Act, an annual report of a council is to include the following information:*

details (including the purpose) of overseas visits undertaken during the year by councillors, council staff or other persons while representing the council (including visits sponsored by other organisations),

- (a1) *details of the total cost during the year of the payment of the expenses of, and the provision of facilities to, councillors in relation to their civic functions (as paid by the council, reimbursed to the councillor or reconciled with the councillor), including separate details on the total cost of each of the following:*

- (i) *the provision during the year of dedicated office equipment allocated to councillors on a personal basis, such as laptop computers, mobile telephones and landline telephones and facsimile machines installed in councillors' homes (including equipment and line rental costs and internet access costs but not including call costs),*
- (ii) *telephone calls made by councillors, including calls made from mobile telephones provided by the council and from landline telephones and facsimile services installed in councillors' homes,*
- (iii) *the attendance of councillors at conferences and seminars,*
- (iv) *the training of councillors and the provision of skill development for councillors,*
- (v) *interstate visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,*
- (vi) *overseas visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,*
- (vii) *the expenses of any spouse, partner or other person who accompanied a councillor in the performance of his or her civic functions, being expenses payable in accordance with the Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for Local Councils in NSW prepared by the Director-General from time to time,*
- (viii) *expenses involved in the provision of care for a child of, or an immediate family member of, a councillor, to allow the councillor to undertake his or her civic functions.*

Clause 403 disallows the payment of a general expense allowance and for a vehicle to be made available for the exclusive use of a councillor other than the mayor.

Clause 403 (Payment of expenses and provision of facilities) states:

A policy under section 252 of the Local Government Act 1993 must not include any provision enabling a council:

- (a) *to pay any councillor an allowance in the nature of a general expense allowance, or*
- (b) *to make a motor vehicle owned or leased by the council available for the exclusive or primary use or disposition of a particular councillor other than a mayor.*

1.3 Other NSW Government policy provisions

1.3.1 Division of Local Government Guidelines

As noted above under section 252(5) of the *Local Government Act 1993* the council expenses policy must comply with these guidelines issued under section 23A of the Act.

1.3.2 Circulars to Councils

The policy must take into account the following Circulars.

Circular 08/24 *Misuse of council resources.*

Circular 08/37 *Council decision making prior to ordinary elections*

As previously stated, these guidelines replace any previous versions of these Guidelines and Circular 04/60 *Policy on payment of facilities to the mayor, deputy mayor and other councillors.*

1.3.3 The Model Code of Conduct for Local Councils in NSW (DLG)

The policy should be consistent with the *Model Code of Conduct for Local Councils in NSW, Department of Local Government – June 2008*. The following parts of the code are particularly relevant to s252 policies:

Use of council resources (pp 23-24)

10.12 You must use council resources ethically, effectively, efficiently and carefully in the course of your official duties, and must not use them for private purposes (except when supplied as part of a contract of employment) unless this use is lawfully authorised and proper payment is made where appropriate.

10.14 You must be scrupulous in your use of council property, including intellectual property, official services and facilities and should not permit their misuse by any other person or body.

10.15 You must avoid any action or situation, which could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.

10.16 The interests of a councillor in their re-election is considered to be a personal interest and as such the reimbursement of travel expenses incurred on election matters is not appropriate. Council letterhead, council crests and other information that could give the impression it is official council material must not be used for these purposes.

10.17 You must not convert any property of the council to your own use unless properly authorised.

1.3.4 Councillor Induction and Professional Development Guide (DLG)

The policy provisions on training and development should integrate with any training and development policy, plan or program developed by the council. The Division has produced a *Councillor Induction and Professional Development Guide* (September 2008) to assist councils to develop these programs.

1.3.5 No Excuse for Misuse, preventing the misuse of council resources (ICAC)

Councils should also be aware of and take account of the Independent Commission Against Corruption (ICAC) publication *No Excuse for Misuse, preventing the misuse of council resources (Guidelines 2)* November 2002. This publication is available on the ICAC website in at www.icac.nsw.gov.au.

Code of Conduct

August-February 20152016

(20165/01)

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Part 1: Introduction

This Code of Conduct for Local Councils in NSW ("the Code of Conduct") is made for the purposes of section 440 of the *Local Government Act 1993* ("the Act"). Section 440 of the Act requires every council to adopt a Code of Conduct that incorporates the provisions of the Model Code. For the purposes of section 440 of the Act, the Model Code of Conduct comprises all parts of this document.

Councillors, administrators, members of staff of Council, independent conduct reviewers, members of council committees including the conduct review committee and delegates of the Council must comply with the applicable provisions of Council's Code of Conduct in carrying out their functions as council officials. It is the personal responsibility of council officials to comply with the standards in the Code and regularly review their personal circumstances with this in mind.

Failure by a councillor to comply with the standards of conduct prescribed under this Code constitutes misconduct for the purposes of the Act. The Act provides for a range of penalties that may be imposed on councillors for misconduct, including suspension or disqualification from civic office.

Failure by a member of staff to comply with Council's Code of Conduct may give rise to disciplinary action.

Part 2: Purpose Of The Code Of Conduct

The Model Code of Conduct published by the Office of Local Government sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation.

The Code is a legal document that all officials are obliged to understand and follow. The Model Code forms the basis of each council's code of conduct.

The Code of Conduct has been developed to assist council officials to:

- Understand the standards of conduct that are expected of them.
- Enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence. (Section 439)
- Act in a way that enhances public confidence in the integrity of local government.

Part 3: General Conduct Obligations

General Conduct

- 3.1 You must not conduct yourself in carrying out your functions in a manner that is likely to bring the Council or holders of civic office into disrepute. Specifically, you must not act in a way that:
- (a) Contravenes the Act, associated regulations, Council's relevant administrative requirements and policies.
 - (b) Is detrimental to the pursuit of the charter of a council.
 - (c) Is improper or unethical.
 - (d) Is an abuse of power or otherwise amounts to misconduct.
 - (e) Causes, comprises or involves intimidation, harassment or verbal abuse.

- (f) Causes, comprises or involves discrimination, disadvantage or adverse treatment in relation to employment.
 - (g) Causes, comprises or involves prejudice in the provision of a service to the community. (Schedule 6A)
- 3.2 You must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions under the Act or any other Act. (Section 439)
- 3.3 You must treat others with respect at all times.

Fairness and Equity

- 3.4 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 3.5 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.

Harassment and Discrimination

- 3.6 You must not harass, discriminate against, or support others who harass and discriminate against colleagues or members of the public. This includes, but is not limited to, harassment and discrimination on the grounds of sex, pregnancy, age, race, responsibilities as a carer, marital status, disability, homosexuality, transgender grounds or if a person has an infectious disease.

Workplace Bullying

- 3.7 You must not engage in behaviour which constitutes workplace bullying.
- 3.8 Workplace bullying is defined as repeated behaviour directed towards another person which is unreasonable and/or unfair. Bullying comprises behaviours that a reasonable person would expect to victimise, harass, humiliate, offend, intimidate, belittle, demean, undermine, or threaten the other person, and which may create a risk to that person's health (physical or mental), safety, or welfare.

Development Decisions

- 3.9 You must ensure that development decisions are properly made and that parties involved in the development process are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the development process.
- 3.10 In making development decisions, you must ensure that no action, statement or communication between yourself and applicants or objectors conveys any suggestion of willingness to provide improper concessions or preferential treatment.

Binding Caucus Votes

- 3.11 You must not participate in binding caucus votes in relation to matters to be considered at a Council or committee meeting.
- 3.12 For the purposes of clause 3.11, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the Council or committee irrespective of the personal views of individual members of the group on the merits of the matter before the Council or committee.
- 3.13 Clause 3.11 does not prohibit councillors from discussing a matter before the Council or committee prior to considering the matter in question at a Council or committee meeting or from voluntarily holding a shared view with other councillors on the merits of a matter.

- 3.14 Clause 3.11 does not apply to a decision to elect the Mayor or Deputy Mayor or to nominate a person to be a member of a Council committee.

Electronic and Social Media

- 3.15 You must not use Council's electronic communications (including, but not limited to the Internet, the email system, mobile phones, text messaging services, and social media access) in any manner which could be construed as disparaging or defamatory of colleagues or Council, or which could bring Council into disrepute.
- 3.16 You must not use any electronic communications or social media facilities, at work or otherwise, to engage in bullying or harassing behaviours towards colleagues or any other person.
- 3.17 You must not use any electronic communications or social media facilities, at work or otherwise, in a manner which identifies you as a Council official and which could be construed as bringing Council into disrepute.

Fraud and Corruption

- 3.18 You must not engage or participate in an act that may constitute fraud or corruption.
- 3.19 For the purpose of this part, fraud and corruption are defined by the Australian Standard for Fraud and Corruption Control (AS8001-2008).
- (a) Fraud is defined as 'dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys 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. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.'
 - (b) Corruption is defined as 'dishonest activity in which a director, executive, manager, employee or contractor of any entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity'.
 - (c) The general nature of corruption, and acts which may constitute corrupt conduct, are defined under sections 7, 8 and 9 of the *Independent Commission Against Corruption Act 1988* (ICAC Act).
- 3.20 You must not ignore or condone any act that you reasonably suspect to constitute fraud or corruption.
- 3.21 Should you have a reasonable belief or suspicion that a fraudulent or corrupt act has been committed, you must disclose this to the Internal Ombudsman or a Nominated Disclosure Officer (NDO) at the earliest opportunity (as detailed further within Council's Public Interest Disclosures Policy).
- 3.22 The General Manager has a statutory obligation, under section 11 of the ICAC Act, to report suspicions of corrupt conduct to the Independent Commission Against Corruption. Therefore, any delegate of the General Manager, that being any employee of Council, is expected to report any reasonable suspicion of fraud or corruption to the General Manager, Legal Counsel or Internal Ombudsman.

Salary Overpayments

- 3.23 If you receive an over payment by Council, and you know or believe that payment to be incorrect, you are expected to take such steps as are reasonable in the circumstances to ensure that the amount is returned in full.

Obligation to report criminal convictions or other factors that may affect your employment or ability to carry out your workplace duties

- 3.24 If, during the course of your employment at Council, you incur a criminal conviction, you are expected to report this to Human Resources at the earliest opportunity, but at the latest, within 10 working days of receiving the conviction.
- 3.25 If your working rights in Australia change during the course of your employment, such that they may impact or influence your continued employment at Council, you are expected to report this to Human Resources within a reasonable timeframe, but at the latest, within 10 working days of the changes being made.
- 3.26 If you are required to operate a vehicle in the course of your employment, you are required to notify your supervisor if your driving licence is no longer valid even if only for any period of time.

Child Protection

- 3.27 For the purpose of this part, the term "child abuse" is defined as "physical and/or emotional harm to a person who is under the age of 18 years", and it typically takes the form of physical, psychological, sexual abuse, maltreatment and/or neglect. Further guidance on child abuse can be found on the NSW Office of Children's Guardian website.
- 3.28 When dealing with a person (staff or customer) who is under the age of 18 years, you must not engage in behaviour which constitutes (or could be perceived to be) child abuse.
- 3.29 You are expected to take all reasonable steps to ensure that a person whom you interact with in your daily work and who is under the age of 18 years is not exposed to child abuse.
- 3.30 For those staff whose role is defined as a "mandatory reporter" under the *Children and Young Persons (Care and Protection) Act 1998*, you are expected to fulfil the requirements of you that are set out therein.
- 3.31 For all staff, whether defined as a "mandatory reporter" or not, you are expected to take all reasonable steps to ensure that you prevent and/or that you report known or suspected instances of child abuse by another staff member to the Internal Ombudsman.
- 3.32 For all staff, specific behaviours and procedures that are expected of you in relation to ensuring appropriate child protection measures in our services are further set out in the Protection of Children and Young People OMS.

Part 4: Conflict Of Interests

- 4.1 A conflict of interests exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty.
- 4.2 You must avoid or appropriately manage any conflict of interests. The onus is on you to identify a conflict of interest and take the appropriate action to manage the conflict in favour of your public duty.
- 4.3 Any conflict of interests must be managed to uphold the probity of Council decision-making. When considering whether or not you have a conflict of interests, it is always important to think about how others would view your situation.
- 4.4 Private interests can be of two types: pecuniary or non-pecuniary.

What is a Pecuniary Interest?

- 4.5 A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. (Section 442)

- 4.6 A person will also be taken to have a pecuniary interest in a matter if that person's spouse or de facto partner or a relative of the person or a partner or employer of the person, or a company or other body of which the person, or a nominee, partner or employer of the person is a member, has a pecuniary interest in the matter. (Section 443)
- 4.7 Pecuniary interests are regulated by Chapter 14, Part 2 of the Act. The Act requires that:
- (a) Councillors and designated persons lodge an initial and an annual written disclosure of interests that could potentially be in conflict with their public or professional duties. (Section 449)
 - (b) Councillors and members of Council committees disclose an interest and the nature of that interest at a meeting, leave the meeting and be out of sight of the meeting and not participate in discussions or voting on the matter. (Section 451)
 - (c) Designated persons immediately declare, in writing, any pecuniary interest. (Section 459)
- 4.8 Where a change of circumstances affects a councillor's or designated person's disclosure of interests throughout a year this should be advised in writing to the Governance Manager as soon as practicable.
- 4.9 Designated persons are defined at section 441 of the Act, and include, but are not limited to, the General Manager and other senior staff of the Council.
- 4.10 Warringah Council has defined a "designated person" as a staff member who is:
- Senior Management (General Manager, Deputy General Manager, Chief Financial Officer, Chief Information Officer, Group Manager, Executive Legal Counsel, Legal Counsel or Internal Ombudsman)
 - Directly involved in the determination of development applications and in exercising delegations in respect to planning proposals and/or rezoning requests
 - Directly involved in enforcement and/or compliance activities
 - Delegated with significant (set threshold, e.g. \$50,000) financial delegations to order / purchase goods and services
 - Able to approve secondary employment
 - Working in the Procurement Group or Warringah Projects Group and regularly involved with contract management
 - Working in the Property Team and involved in the negotiation of leases and licences.
- 4.11 Where you are a member of staff of Council you must disclose in writing to your supervisor or the General Manager, the nature of any pecuniary or conflict of interest you have in a matter you are dealing with as soon as practicable.

What are Non-Pecuniary Interests?

- 4.10 Non-pecuniary interests are private or personal interests the Council official has that do not amount to a pecuniary interest as defined in the Act. These commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.
- 4.11 The political views of a councillor do not constitute a private interest.

Managing Non-Pecuniary Conflicts of Interest

- 4.12 Where you have a non-pecuniary interest that conflicts with your public duty, you must disclose the interest fully and in writing, even if the conflict is not significant. You must do this as soon as practicable.

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- 4.13 If a disclosure is made at a Council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes. This disclosure constitutes disclosure in writing for the purposes of clause 4.12.
- 4.14 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 4.15 As a general rule, a non-pecuniary conflict of interest will be significant where a matter does not raise a pecuniary interest but it involves:
- (a) A relationship between a Council official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse, current or former spouse or partner, de facto or other person living in the same household.
 - (b) Other relationships that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
 - (c) An affiliation between the Council official and an organisation, sporting body, club, corporation or association that is particularly strong.
- 4.16 If you are a Council official, other than a member of staff of Council, and you have disclosed that a significant non-pecuniary conflict of interest exists, you must manage it in one of two ways:
- (a) Remove the source of the conflict, by relinquishing or divesting the interest that creates the conflict, or reallocating the conflicting duties to another Council official.
 - (b) Have no involvement in the matter, by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in section 451(2) of the Act apply.
- 4.17 If you determine that a non-pecuniary conflict of interest is less than significant and does not require further action, you must provide an explanation of why you consider that the conflict does not require further action in the circumstances.
- 4.18 If you are a member of staff of Council, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with your manager.
- 4.19 Despite clause 4.16(b), a councillor who has disclosed that a significant non-pecuniary conflict of interest exists may participate in a decision to delegate Council's decision-making role to Council staff through the General Manager, or appoint another person or body to make the decision in accordance with the law. This applies whether or not council would be deprived of a quorum if one or more councillors were to manage their conflict of interests by not voting on a matter in accordance with clause 4.16(b) above.

Reportable Political Donations

- 4.20 Councillors should note that matters before Council involving political or campaign donors may give rise to a non-pecuniary conflict of interests.
- 4.21 Where a councillor has received or knowingly benefited from a reportable political donation:
- (a) Made by a major political donor in the previous four years, and
 - (b) Where the major political donor has a matter before council, then the councillor must declare a non-pecuniary conflict of interests, disclose the nature of the interest, and manage the conflict of interests in accordance with clause 4.16(b).
- 4.22 For the purposes of this Part:
- (a) A "reportable political donation" is a "reportable political donation" for the purposes of section 86 of the *Election Funding, Expenditure and Disclosures Act 1981*.

- (b) A “major political donor” is a “major political donor” for the purposes of section 84 of the *Election Funding, Expenditure and Disclosures Act 1981*.

- 4.23 Councillors should note that political donations below \$1,000, or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interests. Councillors should determine whether or not such conflicts are significant and take the appropriate action to manage them.
- 4.24 If a councillor has received or knowingly benefited from a reportable political donation of the kind referred to in clause 4.21, that councillor is not prevented from participating in a decision to delegate Council’s decision-making role to Council staff through the General Manager or appointing another person or body to make the decision in accordance with the law (see clause 4.19 above).

Loss of Quorum as a Result of Compliance with this Part

- 4.25 Where a majority of councillors are precluded under this Part from consideration of a matter the Council or committee must resolve to delegate consideration of the matter in question to another person.
- 4.26 Where a majority of councillors are precluded under this Part from consideration of a matter and the matter in question concerns the exercise of a function that may not be delegated under section 377 of the Act, the councillors may apply in writing to the Chief Executive to be exempted from complying with a requirement under this Part relating to the management of a non-pecuniary conflict of interests.
- 4.27 The Chief Executive will only exempt a councillor from complying with a requirement under this Part where:
- (a) Compliance by councillors with a requirement under the Part in relation to a matter will result in the loss of a quorum, and
 - (b) The matter relates to the exercise of a function of the council that may not be delegated under section 377 of the Act.
- 4.28 Where the Chief Executive exempts a councillor from complying with a requirement under this Part, the councillor must still disclose any interests they have in the matter the exemption applies to in accordance with the requirements of this Part.
- 4.29 A councillor, who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non-pecuniary conflict of interests in the matter, is permitted to participate in consideration of the matter, if:
- (a) The matter is a proposal relating to:
 - (i) The making of a principal environmental planning instrument applying to the whole or a significant part of the Council’s area, or
 - (ii) The amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant part of the Council’s area, and
 - (b) [The non-pecuniary conflict of interests arises only because of an interest that a person has in that person’s principal place of residence, and](#)
 - (c) The councillor declares [any](#) the interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part.

Other Business or Employment

- 4.30 If you are a member of staff of Council, on any employment basis, considering outside employment or contract work, whether remunerated or not, that relates to the business of the

Council or that might conflict with your Council duties, you must first notify and obtain the approval of the General Manager in writing. (Section 353)

- 4.31 If you are a full-time member of staff of Council considering outside paid employment of any sort, you must first notify and obtain the approval of the General Manager in writing.
- 4.32 As a member of staff, you must ensure that any outside employment or business you engage in will not:
 - (a) Conflict with your official duties.
 - (b) Involve using confidential information or Council resources obtained through your work with the Council.
 - (c) Require you to work while on Council duty.
 - (d) Discredit or disadvantage the Council.

Personal Dealings With Council

- 4.33 You may have reason to deal with Council in your personal capacity (for example, as a ratepayer, recipient of a Council service or applicant for a consent granted by Council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.

Part 5: Personal Benefit

For the purposes of this section, a reference to a gift or benefit does not include a political donation or contribution to an election fund that is subject to the provisions of the relevant election funding legislation.

Gifts and Benefits

- 5.1 You must avoid situations giving rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to secure favourable treatment from you or from the Council.
- 5.2 You must take all reasonable steps to ensure that your immediate family members do not receive gifts or benefits that give rise to the appearance of being an attempt to secure favourable treatment. Immediate family members ordinarily include parents, spouses, children and siblings.

How are Offers of Gifts and Benefits to be Dealt With?

- 5.3 You must not:
 - (a) Seek or accept a bribe or other improper inducement.
 - (b) Seek gifts or benefits of any kind.
 - (c) Accept any gift or benefit that may create a sense of obligation on your part or may be perceived to be intended or likely to influence you in carrying out your public duty.
 - (d) Accept any gift or benefit of more than token value.
 - (e) Accept an offer of cash or a cash-like gift, regardless of the amount.
- 5.4 For the purposes of clause 5.3(e), a "cash-like gift" includes but is not limited to gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internal credit, memberships or entitlements to discounts.
- 5.5 Warringah Council's first position is to refuse to accept any gifts or benefits that are offered.

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- 5.6 Where you are offered, and refuse, or receive a gift or benefit, irrespective of its value this must be disclosed promptly through completing the Gift and Benefit disclosure form and sent to the Governance Manager for recommended action (refuse, return, keep, share with team or surrender to Council) and recorded in the Gifts Register. Do not use or consume the gift until the Governance Manager recommends an action. Staff should forward the Gift and Benefit disclosure form to their supervisor first who will forward onto the Governance Manager.
- 5.7 Where you receive a gift or benefit of value (more than token value) that cannot reasonably be refused or returned the gift or benefit must be surrendered to Council.

Token Gifts and Benefits

- 5.8 Generally speaking, token gifts and benefits include:
- (a) free or subsidised meals, beverages or refreshments provided in conjunction with:
 - (i) The discussion of official business.
 - (ii) Council work related events such as training, education sessions, workshops.
 - (iii) Conferences.
 - (iv) Council functions or events.
 - (v) Social functions organised by groups, such as Council committees and community organisations.
 - (b) Invitations to and attendance at local social, cultural or sporting events.
 - (c) Gifts of single bottles of reasonably priced alcohol to individual Council officials at end of year functions, public occasions or in recognition of work done (such as providing a lecture/training session/address).
 - (d) Ties, scarves, coasters, tie pins, diaries, chocolates or flowers.
 - (e) Prizes of token value.
- 5.9 To be considered as a token gift or benefit, the item must not exceed \$50 in value.

Gifts and Benefits of Value

- 5.10 Notwithstanding clause 5.8, gifts and benefits that have more than a token value include, but are not limited to:
- tickets to major sporting events (such as state or international cricket matches or matches in other national sporting codes [including the NRL, AFL, FFA, NBL])
 - corporate hospitality at a corporate facility at major sporting events
 - discounted products for personal use
 - the frequent use of facilities such as gyms
 - use of holiday homes
 - free or discounted travel.

Improper and Undue Influence

- 5.11 You must not use your position to influence other Council officials in the performance of their public or professional duties to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other Council officials through the appropriate exercise of their representative functions.

- 5.12 You must not take advantage (or seek to take advantage) of your status or position with or of functions you perform for Council in order to obtain a private benefit for yourself or for any other person or body.

Council Resources

- 5.13 In addition to the requirements of Part 7 of this Code, you must not use Council resources to obtain any personal benefit of a commercial or financial nature, either for yourself or any other party.

Part 6: Relationship Between Council Officials

Obligations of Councillors and Administrators

- 6.1 Each council is a body politic. The councillors or administrator/s are the governing body of the Council. The governing body has the responsibility of directing and controlling the affairs of the Council in accordance with the Act and is responsible for policy determinations, for example, those relating to workforce policy.
- 6.2 Councillors or administrators must not:
- (a) Direct Council staff other than by giving appropriate direction to the General Manager in the performance of Council's functions by way of Council or committee resolution, or by the Mayor or administrator exercising their power under section 226 of the Act (Section 352).
 - (b) In any public or private forum, direct or influence or attempt to direct or influence, any other member of the staff of the Council or a delegate of the Council in the exercise of the functions of the member or delegate (Schedule 6A of the Act).
 - (c) Contact a member of the staff of the Council on Council related business unless in accordance with the policy and procedures governing the interaction of councillors and Council staff that have been authorised by the Council and the General Manager.
 - (d) Contact or issue instructions to any of Council's contractors or tenderers, including Council's legal advisers, unless by the Mayor or administrator or General Manager exercising their power under section 226 of the Act. This does not apply to Council's external auditors or the Chair of Council's audit committee who may be provided with any information by individual councillors reasonably necessary for the external auditor or audit committee to effectively perform their functions.

Obligations of Staff

- 6.3 The General Manager is responsible for the efficient and effective operation of the Council's organisation and for ensuring the implementation of the decisions of the Council without delay.
- 6.4 Members of staff of Council must:
- (a) Give their attention to the business of Council while on duty.
 - (b) Ensure that their work is carried out efficiently, economically and effectively.
 - (c) Carry out lawful directions given by any person having authority to give such directions.
 - (d) Give effect to the lawful decisions, policies, and procedures of the Council, whether or not the staff member agrees with or approves of them.
 - (e) Ensure that any participation in political activities outside the service of the Council does not conflict with the performance of their official duties.

Obligations During Meetings

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- 6.5 You must act in accordance with Council's Code of Meeting Practice, if Council has adopted one, and the Local Government (General) Regulation 2005 during Council and committee meetings.
- 6.6 You must show respect to the chair, other Council officials and any members of the public present during Council and committee meetings or other formal proceedings of the Council.

Inappropriate Interactions

- 6.7 You must not engage in any of the following inappropriate interactions:
- (a) Councillors and administrators approaching staff and staff organisations, for example unions and associations, to discuss individual or operational staff matters other than broader workforce policy issues.
 - (b) Council staff approaching councillors and administrators to discuss individual or operational staff matters other than broader workforce policy issues.
 - (c) Council staff refusing to give information that is available to other councillors to a particular councillor.
 - (d) Councillors and administrators who have lodged a development application with Council, discussing the matter with council staff in staff-only areas of the Council.
 - (e) Councillors and administrators being overbearing or threatening to Council staff.
 - (f) Councillors and administrators making personal attacks on Council staff in a public forum.
 - (g) Councillors and administrators directing or pressuring Council staff in the performance of their work, or recommendations they should make.
 - (h) Council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community.
 - (i) Council staff meeting with applicants or objectors alone AND outside office hours to discuss development applications or proposals.
 - (j) Councillors attending on-site inspection meetings with lawyers and/or consultants engaged by Council associated with current or proposed legal proceedings unless permitted to do so by council's General Manager or, in the case of the Mayor or administrator, exercising their power under section 226 of the Act.
 - (k) Councillors and administrators approaching Council staff outside the Council building or outside hours of work to discuss Council business.

Part 7: Access To Information And Council Resources

Councillor and Administrator Access to Information

- 7.1 The General Manager and Public Officer are responsible for ensuring that members of the public, councillors and administrators can gain access to the documents available under the *Government Information (Public Access) Act 2009*.
- 7.2 The General Manager must provide councillors and administrators with information sufficient to enable them to carry out their civic office functions.
- 7.3 Members of staff of Council must provide full and timely information to councillors and administrators sufficient to enable them to carry out their civic office functions and in accordance with Council procedures.

7.4 Members of staff of Council who provide any information to a particular councillor in the performance of their civic duties must also make it available to any other councillor who requests it and in accordance with Council procedures.

7.5 Councillors and administrators who have a private (as distinct from civic) interest in a document of Council have the same rights of access as any member of the public.

Councillors and Administrators to Properly Examine and Consider Information

7.6 Councillors and administrators must properly examine and consider all the information provided to them relating to matters that they are dealing with to enable them to make a decision on the matter in accordance with Council's charter.

Refusal of Access to Documents

7.7 Where the General Manager and Public Officer determine to refuse access to a document sought by a councillor or administrator they must act reasonably. In reaching this decision they must take into account whether or not the document sought is required for the councillor or administrator to perform their civic duty (see clause 7.2). The General Manager or public officer must state the reasons for the decision if access is refused.

Use of Certain Council information

7.8 In regard to information obtained in your capacity as a Council official, you must:

- (a) Only access Council information needed for Council business.
- (b) Not use that Council information for private purposes.
- (c) Not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have by virtue of your office or position with Council.
- (d) Only release council information in accordance with established Council policies and procedures and in compliance with relevant legislation.

Use and Security of Confidential Information

7.9 You must maintain the integrity and security of confidential documents or information in your possession, or for which you are responsible.

7.10 In addition to your general obligations relating to the use of Council information, you must:

- (a) Protect confidential information.
- (b) Only release confidential information if you have authority to do so.
- (c) Only use confidential information for the purpose it is intended to be used.
- (d) Not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person.
- (e) Not use confidential information with the intention to cause harm or detriment to your Council or any other person or body.
- (f) Not disclose any information discussed during a confidential session of a Council meeting.

Personal Information

7.11 When dealing with personal information you must comply with:

- (a) the *Privacy and Personal Information Protection Act 1998*.
- (b) the *Health Records and Information Privacy Act 2002*.

- (c) the *State Records Act 1998*.
- (d) the *Government Information (Public Access) Act 2009*.
- (e) Council's privacy management plan (OMS045 – Privacy Management).
- (f) the Privacy Code of Practice for Local Government.

Use of Council Resources

- 7.12 You must use Council resources ethically, effectively, efficiently and carefully in the course of your official duties, and must not use them for private purposes (except when supplied as part of a contract of employment) unless this use is lawfully authorised or is considered reasonable personal use, and proper payment is made where appropriate.
- 7.13 Union delegates and consultative committee members may have reasonable access to Council resources for the purposes of carrying out their industrial responsibilities, including but not limited to:
 - (a) The representation of members with respect to disciplinary matters.
 - (b) The representation of employees with respect to grievances and disputes.
 - (c) Functions associated with the role of the local consultative committee.
- 7.14 You must be scrupulous in your use of Council property, including intellectual property, official services and facilities, and must not permit their misuse by any other person or body.
- 7.15 You must avoid any action or situation that could create the appearance that Council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- 7.16 You must not use Council resources, property or facilities for the purpose of assisting your election campaign or the election campaign of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- 7.17 You must not use Council letterhead, Council crests and other information that could give the appearance it is official council material for:
 - (a) The purpose of assisting your election campaign or the election campaign of others, or
 - (b) For other non-official purposes.
- 7.18 You must not convert any property of the Council to your own use unless properly authorised.
- 7.19 You must not use Council's computer or electronic resources (including, but not limited to the Internet, the email system, mobile phones, text messaging services, and social media access) to search for, access, download, print, distribute or communicate any material of an offensive, obscene, discriminatory, pornographic, threatening, abusive or defamatory nature.
- 7.20 You must not use Council's electronic communications (including, but not limited to the Internet, the email system, mobile phones, text messaging services, and social media access) in any manner which could be construed as disparaging or defamatory of colleagues or Council, or which could bring Council into disrepute.

Councillor Access to Council Buildings

- 7.21 Councillors and administrators are entitled to have access to the Council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of Council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the General Manager.

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- 7.22 Councillors and administrators must not enter staff-only areas of Council buildings without the approval of the General Manager (or delegate) or as provided in the procedures governing the interaction of councillors and Council staff.
- 7.23 Councillors and administrators must ensure that when they are within a staff area they avoid giving rise to the appearance that they may improperly influence Council staff decisions.

Part 8: Maintaining The Integrity Of This Code

- 8.1 You must not conduct yourself in a manner that is likely to undermine confidence in the integrity of this Code or its administration.

Complaints made for an Improper Purpose

- 8.2 You must not make a complaint or cause a complaint to be made under this Code for an improper purpose.
- 8.3 For the purposes of clause 8.2, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:
- (a) To intimidate or harass another Council official.
 - (b) To damage another Council official's reputation.
 - (c) To obtain a political advantage.
 - (d) To influence a Council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions.
 - (e) To influence the Council in the exercise of its functions or to prevent or disrupt the exercise of those functions.
 - (f) To avoid disciplinary action under this Code.
 - (g) To take reprisal action against a person for making a complaint under this code except as may be otherwise specifically permitted under this Code.
 - (h) To take reprisal action against a person for exercising a function prescribed under the procedures for the administration of this code except as may be otherwise specifically permitted under this Code.
 - (i) To prevent or disrupt the effective administration of this Code.

Detrimental Action

- 8.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made under this Code except as may be otherwise specifically permitted under this Code.
- 8.5 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under this Code except as may be otherwise specifically permitted under this Code.
- 8.6 For the purposes of clauses 8.4 and 8.5 detrimental action is an action causing, comprising or involving any of the following:
- (a) Injury, damage or loss.
 - (b) Intimidation or harassment.
 - (c) Discrimination, disadvantage or adverse treatment in relation to employment.

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- (d) Dismissal from, or prejudice in, employment.
- (e) Disciplinary proceedings.

Compliance with Requirements Under this Code

- 8.7 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under this Code.
- 8.8 You must comply with a reasonable and lawful request made by a person exercising a function under this Code.
- 8.9 You must comply with a practice ruling made by the Office of Local Government.
- 8.10 Where you are a councillor or the General Manager, you must comply with any Council resolution requiring you to take action as a result of a breach of this Code.

Disclosure of Information About the Consideration of a Matter Under This Code

- 8.11 You must report breaches of this Code in accordance with the reporting requirements under this Code.
- 8.12 You must not make allegations of suspected breaches of this Code at Council meetings or in other public forums.
- 8.13 You must not disclose information about the consideration of a matter under this Code except for the purposes of seeking legal advice unless the disclosure is otherwise permitted under this Code.

Complaints Alleging a Breach of this Part (Part 8)

- 8.14 Complaints alleging a breach of this Part (Part 8) by a councillor, the General Manager or an administrator are to be made to the Office of Local Government.
- 8.15 Complaints alleging a breach of this Part by other council officials (including all staff except the General Manager) are to be made to the Internal Ombudsman.

Complaints Generally Alleging a Breach

- 8.16 The Complaints Coordinator for Council is the Internal Ombudsman (or, as delegated, an Assistant Internal Ombudsman, or the Executive Legal Counsel).
- 8.17 Complaints alleging a breach of this Code (other than Part 8) by a councillor, the General Manager or an administrator, are to be referred to the Complaints Coordinator for appropriate handling through the Conduct Reviewer process.
- 8.18 Complaints alleging any breach of this Code by other Council officials (including all staff except the General Manager) are to be referred to the Internal Ombudsman (and/or delegate).
- 8.19 The responsibility for investigating any alleged breaches of this Code by other Council officials (including all staff except the General Manager) rests with the Internal Ombudsman (and/or delegate).

Part 9: Definitions

In the Model Code of Conduct the following definitions apply:

the Act	the <i>Local Government Act 1993</i>
act of disorder	see the definition in clause 256 of the <i>Local Government (General) Regulation 2005</i>
administrator	an administrator of a council appointed under the Act other than an administrator appointed under section 66
Chief Executive	Chief Executive of the Office of Local Government, Department of Premier and Cabinet
colleagues	includes all council officials
Committee	a council committee
conflict of interests	a conflict of interests exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty
council committee	a committee established by resolution of council
"council committee member"	a person other than a councillor or member of staff of a council who is a member of a council committee
council official	includes councillors, members of staff of council, administrators, council committee members, conduct reviewers and delegates of council
councillor	a person elected or appointed to civic office and includes a Mayor
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
designated person	see the definition in section 441 of the Act
development decisions	Includes any Planning Proposal, Voluntary Planning Agreement or application made under Part 4 of the <i>Environmental Planning and Assessment Act 1979</i>
election campaign	includes council, State and Federal election campaigns
personal information	information or an opinion about a person whose identity is apparent, or can be ascertained from the information or opinion
the Regulation	the <i>Local Government (General) Regulation 2005</i>

The term "you" used in the Model Code of Conduct refers to council officials.

The phrase "this Code" used in the Model Code of Conduct refers also to the procedures for the administration of the Model Code of Conduct prescribed under the *Local Government (General) Regulation 2005*.

2015/296804

1 Purpose of Policy

- To provide information on the keeping of animals within Warringah to:
 - a) ensure residents' amenity is not impacted adversely by the keeping of animals
 - b) safeguard wildlife and the environment
 - c) promote responsible animal ownership

2 Principles

- The principles by which Council will control and regulate the number of animals kept on premises are primarily in accordance with the *Local Government Act 1993* and *Companion Animals Act 1998*.
- The Policy aims to:
 - Inform the community of legal restrictions and acceptable limits which apply to keeping certain animals for domestic purposes.
 - Provide guidance and advice to people on keeping animals within Warringah.
 - Provide advice on where animals are restricted or prohibited within Warringah.
 - To establish acceptable standards for the keeping of animals.
 - Define criteria for unleashed dog exercise areas.

3 Policy Requirements

3.1 Keeping of Animals

Animal numbers should be kept in accordance with the requirements detailed in **Appendix One**.

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 problems or pollution problems
- Create an unreasonable annoyance to neighbouring residents or fear for safety
- Cause nuisance due to proliferation of flies, lice, fleas or other parasites.
- Cause harm to wildlife

Suitable shelter should be provided for all animals. The animals should be contained to prevent escape, and in some cases predation, by suitable fencing or caging depending on the species.

Certain animal shelters and facilities should not be erected or located without the prior approval of the Council. Residents should refer to the Warringah Local Environment Plan and *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* to determine which structures require development approval.

Notes:

- 1) Where a dwelling is owned within a Strata Plan, it will be necessary for the rules of the Owners Corporation to be examined for requirements relevant to the keeping of animals. Council does not enforce property by laws.
- 2) Development Consent is required to be obtained from Council for a commercial activity involving the keeping of animals.

3.2 Unleashed Dog Exercise Areas

Under the *Companion Animals Act 1998* Council is required to provide at least one area designated for unleashed dog exercise at all times.

Before designating an area as an unleashed exercise area Council must:

- ensure the use of that area does not compromise the environment with particular reference to threatened species;
- undertake appropriate consultation with current users and stakeholders to ensure there is no conflict with these groups; and
- adequately signpost all unleashed dog exercise areas.

Users of the unleashed dog exercise areas must:

- ensure their dog is under supervision and effective control of a person age 16 or above; and
- remove any dog faeces (poo) and waste produced by their dog(s) and dispose of in a waste bin.

Council may allocate areas on either a permanent basis or restricted time basis.

Council may terminate the use of any area as an unleashed exercise area where deemed appropriate.

Approved unleashed dog exercise areas are listed in **Appendix 2**.

3.3 Prohibited Areas

Cats are prohibited from all Wildlife Protection Areas within Warringah (**Appendix 3**).

Dogs are prohibited from:

- All beaches and rockpools
- Creeks and Lagoons (unless signposted otherwise)
- Schools, preschools and childcare centres
- Within 10 metres of children's playgrounds
- Within 10 metres of food preparation areas (except on a public thoroughfare).
- Dee Why Lagoon Wildlife Refuge Area
- Long Reef Aquatic Reserve
- Deep Creek Reserve, Narrabeen (Wildlife Protection Area)
- Wildlife Protection Areas adjacent to the Narrabeen Lagoon Trail
- Middle Creek Reserve (Bushland portions)
- Wildlife Protection Areas adjacent to Middle Creek and Wakehurst Parkway
- The playing surface of Brookvale Park.
- [The playing surface of the synthetic sportsfield at Cromer Park field one](#)
- [The playing surface of the synthetic sportsfields at Forestville Memorial Playing Fields \(Melwood Oval\)](#)

Horses and other livestock are prohibited from:

- All beaches
- Creeks (with exception of the Bridle Trail in Terrey Hills) and Lagoons
- Sporting fields
- Bushland Reserves (with exception of the Bridle Trail in Terrey Hills and JJ Hills Melbourne Memorial Reserve)

3.4 Dogs in Outdoor Dining Areas

Under the *Companion Animals Act 1998*, since 2010, dogs are allowed in outdoor dining areas of cafes and restaurants under the following conditions:

- Consent of café or restaurant owner
- The area must not be enclosed and must be able to be entered by the public without passing through an enclosed area
- Dogs must be on a leash at all times
- Dogs must be on the ground at all times
- Dogs may be provided with drink but not food
- Dangerous and restricted dogs are prohibited

3.5 Animals Prohibited within Residential Areas

The following animals are not permitted to be kept in residential areas due to likely impact on health and amenity:

- Roosters
- Pigs
- Goats
- Sheep
- Horses (blocks less than 1000m²)
- Cattle

3.6 Variation to the Policy

Variations to this policy may be sought by making written representation to Warringah Council. Any proposal for a variation will be considered on a case by case basis.

3.7 Compliance

The compliance of this Policy will be managed under appropriate legislation and in line with the Compliance and Enforcement Policy PDS-PL 120.

4 Authorisation

- ~~This Policy was adopted by Council on 27 August 2013~~
- ~~It is effective from 28 August 2013~~
- ~~It is due for review on 28 August 2017~~

5 Amendments

This policy replaces

- a) ENV-PL 310 - Dog Control, Free-Run Areas
- b) ENV-PL 315 - Companion Animal Numbers in Residential Areas (Res 2a)
- c) ENV-PL 320 - Keeping non-companion animals on residential premises

6 Who is responsible for implementing this Policy?

- Group Manager Parks Reserves and Foreshores
- Group Manager Development Compliance Services

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7 Document owner

- Deputy General Manager, Environment
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8 Related Council Policies

- a) Compliance and Enforcement Policy PDS-PL 120
- b) Enterprise Risk Management Framework Policy PL 700

9 Legislation and references

- a) *Local Government Act 1993*
- b) *Companion Animals Act 1998*
- c) *Protection of the Environment Operations Act 1997*
- d) Department of Primary Industry, *Code of Practice for Keeping Birds* (1996)
www.dpi.nsw.gov.au/agriculture/livestock/animal-welfare/codes/aw-code-4
- e) Department of Primary Industry, *Beekeeping Code of Practice for NSW* (2009)
www.dpi.nsw.gov.au/__data/assets/pdf_file/0004/270679/Beekeeping-code-of-practice-for-NSW.pdf
- f) Reptile keepers licence information
www.environment.nsw.gov.au/wildlifelicences/ReptileKeepersLicence.htm
- g) Warringah Local Environment Plan 2011
www.warringah.nsw.gov.au/plan_dev/LEP2011.aspx
- h) *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*
www.planning.nsw.gov.au/planning_reforms/p/sepp_exempt_and_complying_development_2008.pdf
- i) Warringah Council, *Generic Bushland Reserves Plan of Management* (2009)

10 Definitions

- Residential zones – R2 and R3 in the Warringah Environment Plan 2011
- Rural zones – category RU4 in the Warringah Environment Plan 2011
- RHDV – Rabbit Haemorrhagic Disease Virus
- Wildlife Protection Area – specifically declared land which allows Council to control domestic animals (cats and dogs) in accordance with the *Companion Animals Act 1998*

- **Appendix One**
- **Requirements for keeping animals in Warringah Local Government Area**

* Note: **Minimum distances** - 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, shop or premises used for the manufacture, preparation, sale or storage of food.

Animal Species	Maximum Number Recommended	Minimum Distance*	Applicable Regulations and Other Advisory Matters
<ul style="list-style-type: none"> • Poultry, domestic and guinea fowl • Poultry, other than fowls, including peafowl and other pheasants • Geese, ducks and Turkeys 	<ul style="list-style-type: none"> • Residential Properties • 10 • 10 • 2 • Roosters are not permitted in residential zones • Rural properties: <ul style="list-style-type: none"> • As appropriate to size of property 	<ul style="list-style-type: none"> • 4.5 metres • 30 metres • 30 metres 	<ul style="list-style-type: none"> • Keeping of poultry must not create a nuisance or be dangerous or injurious to health. Poultry yards must be kept clean and free of offensive odours. • Must be at least 3m from boundary. Council may insist on keeping of poultry at a greater distance in particular cases. • Poultry yards must be enclosed to prevent escape. • Yards must be kept free from mice and rats. • If located on bush fire prone land and is less than 5m from a dwelling they must be constructed of non-combustible material. • In residential areas must be located in a rear yard, be no more than 15m² in area and not be higher than 3m above ground level. Metal components of housing must be of low reflective material. • In rural areas be no more than 50m² in area and no more than 7m above ground level.
<ul style="list-style-type: none"> • Dogs (excluding dogs under 6 months of age) 	<ul style="list-style-type: none"> • Residential properties: • 3 • Rural properties: • As appropriate to size of property 	<ul style="list-style-type: none"> • Appropriate distance to avoid nuisance to adjoining premises. • Dog kennels must be at least 450mm from a boundary fence. 	<ul style="list-style-type: none"> • Dogs should be kept in numbers and breeds appropriate to the size of the property. • Dogs owners must be responsible for ensuring that yards are kept in healthy condition and faeces is suitably disposed of at all times. • Dog are prohibited at all locations specified in Section 3.3 of this Policy. Dogs must be on lead in all other public areas, except for unleashed areas specified in Appendix 2. • Owners should remain aware any noise nuisance created by barking dogs as they are subject to noise restrictions under the <i>Protection of the Environment and Operations Act 1997</i> and also the <i>Companion Animals Act 1998</i>. • The <i>Companion Animals Act 1998</i> requires all dogs to be micro chipped by 12

• Animal Species	• Maximum Number Recommended	• Minimum Distance*	• Applicable Regulations and Other Advisory Matters
			<p>weeks of age and registered at 6 months of age.</p> <ul style="list-style-type: none"> Dogs must wear a collar with tag displaying the dog's name and the owner's phone number. Council encourages all dog owners to desex their pet.
<ul style="list-style-type: none"> Cats (excluding cats under six months of age) 	<ul style="list-style-type: none"> 3 	<ul style="list-style-type: none"> Appropriate distance to avoid nuisance to adjoining premises 	<ul style="list-style-type: none"> Cats should be kept in numbers and breeds appropriate to the size of the property. Council encourages owners to keep their cat inside particularly at night. The <i>Companion Animals Act 1998</i> requires all cats born after 1 July 1999 to be micro chipped by 12 weeks of age and registered at 6 months of age. Cats born prior to 1 July 1999 should wear a collar with tag displaying the cats name and the owner's phone number. Council encourages all cat owners to de-sex their pet.
<ul style="list-style-type: none"> Horses and Cattle 	<ul style="list-style-type: none"> Rural properties – as appropriate to size of property Residential properties – 1 horse with a minimum property size of 1000m². Cattle not permitted in residential zones. 	<ul style="list-style-type: none"> 9 metres 	<ul style="list-style-type: none"> <i>Local Government (General) Regulation 2005</i> 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. To prevent pollution, weed growth and nutrient run off, waste products must be effectively managed and not drain to natural water courses or stormwater drains. Any structure is subject to any relevant planning approval.
<ul style="list-style-type: none"> Rabbits 	<ul style="list-style-type: none"> Appropriate to location and breed. Care should be taken to prevent excessive breeding (e.g. desex your rabbit) 	<ul style="list-style-type: none"> Appropriate distance to avoid nuisance to adjoining premises •—— 	<p>A licence is not required to keep domestic rabbits in NSW. It remains illegal to keep wild rabbits in captivity without the approval of the Rural Lands Protection Board.</p> <p>Rabbits must be kept in a rabbit-proof enclosure and are not permitted to be 'free-range'.</p> <p>Rabbits must not be released, abandoned or left in any situation, which would allow them to roam outside of their enclosure.</p> <p>Rabbit enclosures should be fly meshed to prevent spread of Myxomatosis and Rabbit</p>

• Animal Species	• Maximum Number Recommended	• Minimum Distance*	• Applicable Regulations and Other Advisory Matters
			<p>Haemorrhagic Disease Virus (RHDV)</p> <p>Council recommends vaccination of pet rabbits against RHDV</p> <p>Rabbits must not be vaccinated with the fibroma (myxomatosis) vaccine. It is illegal to possess fibroma vaccine.</p> <p>Rabbit farming is not permitted without approval and must comply with NSW Department of Primary Industries guidelines.</p>
• Sheep and Goats	<ul style="list-style-type: none"> • Rural properties – as appropriate to size of property • Residential properties – nil 	• 10 metres	<ul style="list-style-type: none"> • Goats and sheep are not permitted to be kept on residential properties. • These animals are not to be slaughtered at the properties where they are kept.
• Pigs	<ul style="list-style-type: none"> • Rural properties – as appropriate to size of property • Residential properties – not permitted in residential zones 	• 60 metres	<ul style="list-style-type: none"> • <i>Local Government (General) Regulation 2005</i> applies. The keeping of pigs is not permitted in residential areas. This applies to all breeds of pigs, including miniature pigs.
• Reptiles and Frogs	• As appropriate in the circumstances with the appropriate licenses.	<ul style="list-style-type: none"> • Appropriate distance to avoid nuisance to adjoining premises. • 	<p>All lizards, snakes, frogs and turtles are protected under the <i>National Parks and Wildlife Act 1974</i> and it is against the law to take them from the wild. You can get a licence from the National Parks and Wildlife Service to keep captive-bred reptiles and frogs as pets.</p> <p>All species must be adequately housed to prevent escape.</p> <ul style="list-style-type: none"> • Owners should remain aware any noise nuisance created by captive frogs (males) as they are subject to noise restrictions under the <i>Protection of the Environment and Operations Act 1997</i>.
• Birds other than cockatoos and domestic pigeons	• Appropriate to location and breed and with appropriate licenses for native birds	<ul style="list-style-type: none"> • Appropriate distance to avoid nuisance to adjoining premises. • 	<ul style="list-style-type: none"> • Compliance with the NSW Animal Welfare Code of Practice No. 4 – Keeping and Trading of Birds is required. • Aviaries must have an impervious floor and be constructed or installed so that roofwater is disposed of without causing a nuisance to adjoining owners. There must not be more than two aviaries per property. • If located on bush fire prone land and is less than 5m from a dwelling they must be constructed of non-combustible material.

• Animal Species	• Maximum Number Recommended	• Minimum Distance*	• Applicable Regulations and Other Advisory Matters
			<ul style="list-style-type: none"> In residential properties aviaries must not have a floor area of more than 10m², be located in the rear yard at least 900mm for each side and rear boundary, not be higher than 2.4m, metal components must be low reflective, factory pre-coloured materials. In rural areas they must not have a floor area of more than 30m², not higher than 3m, be at least 20m from the road boundary and 5m from each other lot boundary.
• Cockatoos (including Corellas)	• 2	<ul style="list-style-type: none"> Appropriate distance to avoid nuisance to adjoining premises. 	<ul style="list-style-type: none"> Cockatoos and corellas are generally not appropriate as domestic pets as they often present a significant noise nuisance. Appropriate enrichment and training should be provided to minimise noise. Owners should remain aware any noise nuisance created by the cockatoos as they are subject to noise restrictions under the <i>Protection of the Environment and Operations Act 1997</i> Conditions for aviaries applies as per above.
• Domestic Pigeons	<ul style="list-style-type: none"> 10 pairs – Non registered owners 60 pairs – registered racing pigeon owners Keeping of pigeons is not permitted in medium and high density residential developments 	• 4.5 metres	<ul style="list-style-type: none"> Construction of a pigeon loft will require Council approval with plans detailing ventilation, waterproofing and drainage. Cladding on the loft should be unobtrusive in colour. Lofts should be kept clean and insect free. No feathers or droppings to escape from subject land. Open lofts are not permitted. Food must be stored in vermin proof containers. Owners should remain aware any noise nuisance created by the pigeons as they are subject to noise restrictions under the <i>Protection of the Environment and Operations Act 1997</i>
• Ferrets	• 2	<ul style="list-style-type: none"> Appropriate distance to avoid nuisance to adjoining premises. 	<ul style="list-style-type: none"> The keeping of ferrets is not recommended. However where proper care, including secure caging, the keeping of ferrets may be undertaken provided no nuisance is created. Cages must be adequate to prevent escape.
• Pet rats, mice and guinea pigs	• 4 of each variety	• Not applicable	<ul style="list-style-type: none"> 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.

• Animal Species	• Maximum Number Recommended	• Minimum Distance*	• Applicable Regulations and Other Advisory Matters
			<ul style="list-style-type: none"> Guinea Pigs kept outside need to be in secure enclosure to prevent escape and also protect from dogs and foxes.
<ul style="list-style-type: none"> Bees 	<ul style="list-style-type: none"> Residential areas - 2 hives. Rural properties – as appropriate to the size of property 	<ul style="list-style-type: none"> Flight paths must be a minimum of 2 m above neighbouring properties. 	<ul style="list-style-type: none"> Hives should not be located in view of the public. Hives should not be located within the vicinity of schools, childcare centres, hospitals or other public facilities. Registration must be undertaken with the NSW Department of Primary Industries. Beekeepers must comply with the Beekeeping Code of Practice for NSW produced by NSW Department of Primary Industries.
<ul style="list-style-type: none"> Fish 	<ul style="list-style-type: none"> As appropriate in the circumstances 	<ul style="list-style-type: none"> Appropriate distance to avoid nuisance to adjoining premises. 	<ul style="list-style-type: none"> Unwanted pet fish must not be released into waterways. Aquarium weed must not enter waterways.

* Note: **Minimum distances** - 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, shop or premises used for the manufacture, preparation, sale or storage of food.

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Appendix two – Unleashed Dog Exercise Areas

Beverly Job Park (part), Narraweena

Curl Curl Lagoon, Curl Curl - swimming area (lagoon water may be contaminated; the effects on dog health are unknown)

Currie Road, Forestville - just prior to Forestville Park

Flora and Ritchie Roberts Reserve, Griffin Road, Curl Curl

[Forestville Memorial Playing Fields \(part\)](#)

Frenchs Forest Showground, Blackbutts Road

Griffith Park ([part](#)), Anzac Avenue, Collaroy

<http://www.warringah.nsw.gov.au/services/documents/curlcurl2.pdf>

Hinkler Park, Pittwater Road, Queenscliff

John Fisher Park (part), Adams Street, Curl Curl

Truman Reserve, Cromer

Off-leash Exercise Areas – Restricted Times

Allambie Heights Oval: 12am-7am daily

Beacon Hill Oval: 11pm-8.30am weekdays; 11pm-7.30am weekends

Karl Brown Oval, Terrey Hills: 12am-8.30am daily

[Melwood oval \(natural turf field\), Forestville Memorial Playing Fields, 10pm-8am weekdays and 10pm-7am weekends](#)

~~[Melwood Oval, Forestville: 10pm-8am weekdays; 10pm-7am weekends](#)~~

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- **Appendix Three – Wildlife Protection Areas**

Allenby Park, Allambie Heights

Anembo Reserve, Duffys Forest

Anzac Avenue Reserve, Collaroy Plateau

Dee Why Headland / Escarpment

Dee Why Lagoon Wildlife Refuge, Dee Why (dogs prohibited)

Deep Creek Reserve, Narrabeen (dogs prohibited)

Forestville Park, Forestville

Golden Grove Reserve, Beacon Hill

Grace Avenue Reserve, Frenchs Forest

Jamieson Park, Narrabeen

Lincoln Reserve, Collaroy Plateau

Long Reef Headland, Collaroy

Long Reef Aquatic Reserve (dogs prohibited)

Manly Warringah War Memorial Park/Manly Dam (special conditions apply)

Middle Creek Reserve, Narrabeen (dogs prohibited in bushland portions)

Narrabeen Lagoon Multi-use Trail (Middle Creek to Deep Creek)

- Red Hill Reserve, Beacon Hill
- Stony Range Flora Reserve, Dee Why
- Towradgi Reserve, Narrabeen



MINUTES

NARRABEEN LAGOON FLOODPLAIN RISK MANAGEMENT WORKING GROUP

HELD ON THURSDAY, 15 OCTOBER 2015

**TODD DICKINSON
GROUP MANAGER NATURAL ENVIRONMENT**

VOTING MEMBERS

Michael Regan	Mayor – Warringah Council
Wayne Gobert	Councillor – Warringah Council
Vanessa Moskal	Councillor – Warringah Council
Jacqueline Townsend	Mayor – Pittwater Council
Kay Millar	Councillor – Pittwater Council
Selena Griffith	Councillor – Pittwater Council
Iain McGuire	Warringah Community Representative
Paul Hackney	Warringah Community Representative
Spiro Georges Daher	Pittwater Community Representative
Phillip Oswald	Pittwater Community Representative

NON VOTING MEMBERS

State Government Representatives

Stan Rees	NSW Department of Trade and Investment (Crown Lands)
Greg Davis	Office of Environment and Heritage
Lee De Gail	A/Area Manager - NSW National Parks & Wildlife Service
Brendan Barrett	Centre Manager - Sydney Academy of Sport and Recreation
Marcel Green	Snr Environmental Assessments Officer - Fisheries
Daniel Cunningham	Sydney Water
Santina Camroux	Department of Planning and Environment
Lily Wu	Project Development Officer - NSW Roads & Maritime Services
Allison Flaxman	Region Controller - NSW State Emergency Service
Alex Dwyer	Planning Officer - NSW State Emergency Service
Wayne Lyne	Local Controller – Warringah Pittwater SES

Stakeholder Representatives

Stephen Baldwin	Friends of Narrabeen Lagoon Catchment Inc
Joy Gough	Narrabeen Lakes Sailing Club
Michael Gleeson	North Narrabeen Coalition

COUNCIL STAFF

Warringah Council

Todd Dickinson	Group Manager Natural Environment
John Heptonstall	A/ Stormwater and Floodplain Manager
Valerie Tulk	Specialist Floodplain Engineer
Duncan Howley	Floodplain Management Officer
Denise Regan	Minutes

Pittwater Council

Jennifer Pang	Manager Catchment Management and Climate Change
Melanie Schwecke	Principal Officer - Floodplain Management

**Minutes for a Meeting of the Narrabeen Lagoon Floodplain Risk
Management Working Group
held on Thursday, 15 October, 2015
in the Guringai Room, Civic Centre, Dee Why at 5:30pm**

ACKNOWLEDGEMENT OF COUNTRY

- 1 PRESENT** – Cr Vanessa Moskal, Cr Kay Millar, Paul Hackney, Spiro Daher, Phillip Oswald, Gus Pelosi (for Greg Davis), Lily Wu, Allison Flaxman, John Heptonstall, Valerie Tulk, Melanie Schwecke

IN ATTENDANCE: Daniel Wood, Cardno; Angus Gordon, Technical Observer; Denise Regan, Minutes

APOLOGIES – Todd Dickinson, Cr Selena Griffith, Joy Gough, Cr Jacqui Townsend, Ian McGuire, Wayne Lyne

APOLOGIES MOVED BY CR MOSKAL SECONDER – MR DAHER

- 2 DECLARATIONS OF PECUNIARY INTEREST**
NIL

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

- 3.1** Confirmation of the minutes of the Narrabeen Lagoon Floodplain Risk Management Working Group meeting held on 6 August, 2015.

MOVED AS CORRECT - CR MOSKAL AND SECONDED MS TULK

4 MATTERS ARISING FROM PREVIOUS MEETING

Mr Paul Hackney asked questions regarding the Stage 2 Interim Report:

1. The damage curves are based on damage data from 1990, which is quite old. He thought we should be using more current data.

Response: Mr Wood, from Cardno, advised that these figures should be used as a base line as this is the best information available. Numbers are used only as a guideline or reference point. The point was noted but no alternative solution was known.

2. Various properties would not be able to be evacuated in time. Mr Hackney asked if Warringah Council and Pittwater Council will make any changes to the land use in future for these areas.

Response: The meeting was advised that Pittwater Council has a Risk to Life policy to cover these events and this policy has been in place since May this year. Warringah Council is currently considering changes to its Development Control Plan with respect to sheltering in place, but it was noted that the evacuation issue is not as severe within the Warringah part of the catchment as it is in the Pittwater part.

5 GENERAL BUSINESS

5.1 Narrabeen Lagoon Floodplain Risk Management Study and Plan

It was noted that the Stage 2 Interim Report of the Narrabeen Lagoon Floodplain Risk Management Study has been completed and uploaded to the project website at <https://extranet.cardno.com/narrabeenlagoonfrmsp/SitePages/Home.aspx>.

It was reiterated that the stages of this Study and Plan were:

- Stage 1: Data collection, review and community consultation
- Stage 2: Risk Assessment and Emergency Management
- Stage 3: Entrance Management
- Stage 4: Assessment of Preferred Options
- Stage 5: Draft Floodplain Risk Management Study, including Public Exhibition
- Stage 6: Completion of Floodplain Risk Management Study and Draft Plan, including Public Exhibition

Mr Daniel Wood from Cardno gave a presentation on Stages 3 and 4 of the project, which are currently underway (Attachment 1).

Mr Angus Gordon offered technical information regarding the potential entrance management options. In relation to the entrance bedrock removal option, he commented that this would lower the general water level and expose large areas of seagrasses. Also, removal of the bedrock in the entrance could worsen flooding from storm surge.

Mr Gordon also commented on the entrance clearance option, with regular removal of sand on both sides of the Ocean St bridge. The main problem with this option is that as soon as this area is cleared, the sand starts to build up again. However if clearance was not undertaken, the flood tide delta would continue to build up and encroach into the mid central basin. Too much sand behind the berm would make it very difficult to open the entrance (either mechanically or naturally during a flood).

Water quality was raised as a vital aspect of Lagoon health and wellbeing as well as flooding concerns.

The option of gates was questioned and the response was that the problem with gates is that they get clogged with sand and become dysfunctional. It was agreed that a sluice type operation might work.

The option for the widening of the Ocean St bridge also generated much discussion. Mr Wood explained how the bridge is acting as a control, ie it is restricting the flow of floodwater. The sand delta formed upstream of the bridge is visible in aerial photos. Mr Gordon commented that it had been identified many years ago that there was a head loss through the bridge, but that the bridge had originally been built this way because causeways are cheaper to build than bridges. He agreed that a wider opening under the bridge would reduce the velocity of flow, and cause less sand to be brought through.

It was requested that the studies mentioned by Mr Gordon be made available to the consultant, and reflected in the minutes. Many documents have been provided to the consultant as part of this project, including the following:

- 1) Narrabeen Lagoon Investigation of a Permanent Entrance, Report 211, Coastal Engineering Branch Public Works – (1977)
- 2) Narrabeen Lagoon Entrance Study, Report MHL 552, Public Works Department NSW, (1989)
- 3) Narrabeen Lagoon Flood Study, Public Works Department NSW, Report 86009 (1990)

- 4) Narrabeen Lagoon Entrance Sand Fluidisation Scheme Pilot Study, Report MHL596, (1991)

A question was raised as to whether widening the upper reaches of Narrabeen Creek had been thought of. The response was that it is being investigated, in conjunction with the upgrade of the culvert at Ponderosa Pde. The existing culvert is not large enough to take all of the flow in a large flood, with excess flow leaving the creek and flowing down Macpherson St. Upgrading the culvert would re-direct flood water back into the creek and could potentially make flooding in the creek just downstream worse if the creek in this area was not widened.

Options near the Narrabeen RSL were discussed. These options have limitations as the land is owned by the RSL Club. It is understood that the Club no longer uses the bowling greens so there is some potential to move forward with these options. It was noted that the houses at the end of Eungai Place are flooded by the waterfall behind them, with Cr Millar requesting that this issue be documented in the study.

Other potential options were presented and discussed. These options are shown in Cardno's presentation (Attachment 1).

Underground car parks were discussed, with it being noted that they have proved to be death traps during recent flooding in France. Pittwater Council requires that driveway crests for basement car parks are set at the Probable Maximum Flood level if in a flood way or classified as vulnerable development, and Flood Planning Level for all other types of development. Warringah Council requires that they are at the Flood Planning Level.

Cardno presented for review a draft Multi-Criteria Assessment Scoring Sheet, which will be used during Stage 4 for the assessment of each of the various flood mitigation options. Feedback was sought from working group members on its wording and weighting setup.

The Chair questioned what was the most important aspect with this study and it was agreed by the group that it should be "Risk to Life". It was also agreed that the weighting should be based on giving the best outcome for the catchment, rather than what may be feasible.

Members of the Working Group were asked to fill in the weightings of the criteria in order of preference from 1 to 13 and to return the form to Denise Regan.

ACTION: Members to please return the form with weightings to Denise by the end of next week (23 October 2015)

- 6 **WHAT NEXT:** Cardno are aiming to have the next interim report at draft stage by the end of November, and to complete it by Christmas. The Chair enquired about community consultation, and the response was that the draft Floodplain Risk Management Study will go on Public Exhibition after seeking approval at the Council meeting in February. Workshops will be held during the public exhibition.

It was agreed that a communication strategy will be followed to inform the community about this study and the Public Exhibition.

- 7 **NEXT MEETING:** This will be scheduled for 3 December at 5pm.

There being no further business the meeting closed at 7:13pm



Narrabeen Lagoon Flood Risk Management Study and Plan – Stage 3 and 4

Daniel Wood

Stages of the Project

This project consists of the following stages:

- Stage 1 – Data Collection, Review and Community Consultation;
 - Gain an understanding of the problem
- Stage 2 – Risk Assessment and Emergency Management;
 - Determine worst affected areas, current emergency procedures
- Stage 3 – Entrance Management
 - Review current process, investigate alternatives
- Stage 4 – Assessment of Preferred Options
 - Structural Options (culverts levees etc.)
 - Non-Structural Options (education, planning policy updates etc.)
- Stage 5 – Draft Floodplain Risk Management Study
- Stage 6 – Completion of Floodplain Risk Management Study and Draft Plan

Draft Stage 2 Report submitted.

Progress Update

Stage 2 is finalised and on the website for information purposes.

Stage 3 and 4 are currently underway with preliminary outcomes available.

Stage 3 Focuses on Entrance Management Options:

- Review of current entrance management strategy
- Discussion of potential alternative entrance management strategies
- Review and determination of potential reactive mechanical opening options
- Discussion on findings and impacts of options assessed.

Stage 4 Focuses on the assessment of Mitigation Options

- Review existing options previously developed
- Develop new options / investigate potential opportunities
- Model Preferred Mitigation Options
- Analyse Results, cost options
- Undertake Cost Benefit
- Undertake MCA
- Discussion on Findings, presentation of potential mitigation solutions

Nature of Flooding

The Narrabeen Lagoon catchment has two distinct mechanisms of flooding:

- Flooding from the lagoon itself
- Flooding from the creeks entering the lagoon

Both flood scenarios affect property and both require individual consideration.

Primary impacts throughout the catchment are due to "Flash Flooding". A flood event is considered flash if there is less than 6 hours of warning associated with the flood event, preventing an organised response



Current Entrance Management Policy

Lagoon Entrance Management is comprised of two main activities:

- **Mechanical Openings** - the opening of the lagoon entrance berm with a back hoe or excavator to release water to the ocean to reduce lagoon water levels and prevent flooding of properties. This is a short term management option.
- **Entrance Clearance Operations** - periodic clearing the entrance of Narrabeen Lagoon of large volumes of marine sand that accumulate in the Lagoon entrance over time. This is a long term management option.

Mechanical Opening Trigger Levels:

Trigger Water Level	Trigger Condition	Action
1.0 m AHD	Rising water levels and closed entrance	Notify management that opening is likely in 24-48hrs
1.0-1.3 m AHD	Potential damage to foreshore vegetation and inundation of foreshore reserves	Decision to mechanically open the lagoon is made and notifications sent
>1.3 m AHD	Rain has fallen and or rain is forecast	Mechanical Opening

Entrance Management Options

Option	Details	Benefit	Constraints
Bed-Rock Removal	<p>This would involve removal of the underlying bed-rock at the Lagoon entrance, which presently acts as a limiter for entrance scour during flood events.</p> <p>The bed-rock would need to be bed blasted out, or sawn using rock cutters.</p> <p>The intention being that once the bed-rock is removed, the entrance will be allowed to scour to a greater extent during a flood, thereby increasing ocean connectivity and reducing flood levels.</p>	May reduce 1%AEP level in the vicinity of the entrance by ~0.1m.	<p>Likely to be expensive.</p> <p>Would involve a lengthy EIS or REF process.</p>
Dredging East of the Entrance bridge / Pump Sand from East of Entrance Bridge to Outside the entrance	<p>This would involve dredging or pumping the significant flood tide delta shoals in between the lagoon entrance and the entrance bridge.</p> <p>Dredging of these shoals would facilitate entrance an earlier and breakout occurring sooner</p>	May result in entrance breakout occurring earlier (~ an hour or so), thereby reducing flood levels around the entrance bridge by ~0.1m.	<p>Dredging is a non-permanent solution. The entrance shoals will begin to form immediately after dredging, and hence the impact will be reduced unless dredging is undertaken shortly before flooding.</p> <p>Pumping of the sand may alter the shoreline breaks along the coastline, likely to be expensive and Would involve a lengthy EIS</p>
Dredging West of the Entrance bridge	<p>Dredging flood tide delta shoals west of the entrance bridge – to be tested in conjunction with the Bridge extension option.</p> <p>The principle being the removal of the bridge abutments in conjunction with the dredging of the floodtide delta will reduce the constriction around the entrance bridge and locally reduce flood levels.</p>	May reduce 1%AEP level in the vicinity of the entrance bridge by ~0.1m.	<p>Non-permanent solution. The entrance shoals will begin to form immediately after dredging, albeit they will take longer to form than the shoals to the east of the bridge.</p>

Reactive Mechanical Openings

Why are we looking at it?

Reactive mechanical openings precipitate the lagoon breakout earlier than what would have occurred naturally. They may enable the water level within the lagoon to be maintained at a higher normal water level, increasing the opportunity for recreational activities

What are the benefits?

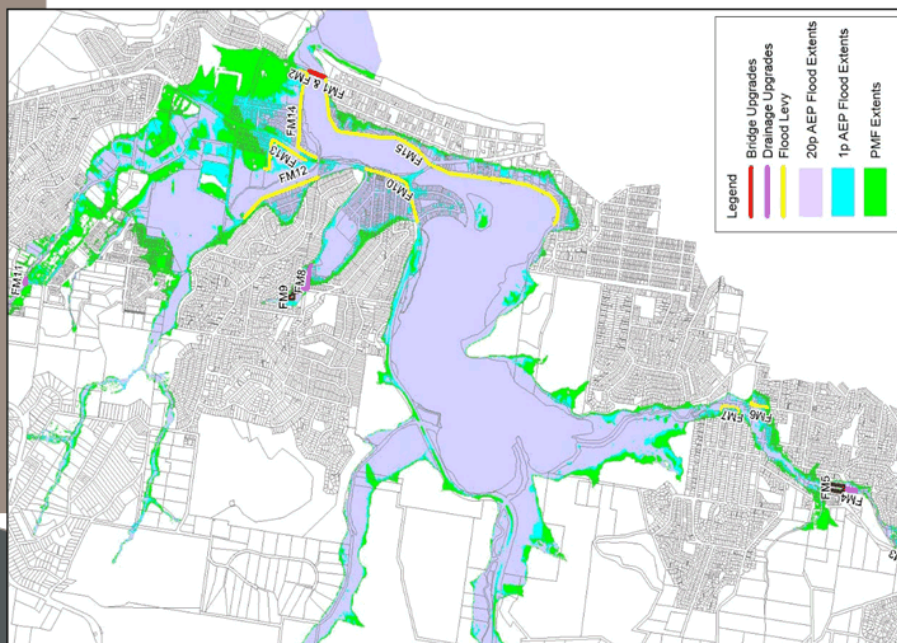
Reactive mechanical openings allow the lagoon entrance to breakout earlier, and therefore allow the lagoon to drain before lake flood levels can reach critical levels.

What are the risks?

There are safety risks involved, not only in the use of heavy machinery to open the entrance, but also the strong currents through the lagoon entrance can be hazardous as the lagoon drains.

The opening may also occur too late to sufficiently drain the lagoon in the event of high rainfall – as a result higher peak flood levels may eventuate
Draining the lagoons can also result in water quality issues on Narrabeen Beach for a short time after the entrance breakout. Therefore the Council's policy is to close the beach to the public for 24 hrs after breakout.

Flood Modification Measures



ID	Option Name
Regional Options	
FM1	Extension of the Existing Ocean Street Bridge to Edge of Lagoon
FM2	Construction of Draw Bridge for Ocean Street Extended to Edge of Lagoon
Local Options	
FM3	South Creek - Alkira Circuit Drainage Upgrade
FM4	South Creek - Willandra Road Reserve Lowering
FM5	South Creek - Willandra Road Channel Vegetation Clearing and Drainage Upgrade
FM6	South Creek - Waroon Road Levee
FM7	South Creek - Wabash Avenue Levee
FM8	Nareen Creek - Tatiara By-pass Overland Flowpath
FM9	Nareen Creek - Basin at Narrabeen RSL, Pipe Diversion along Tatiara Cres and Nareen Parade
FM10	Nareen Creek - Pittwater Road & Wakehurst Parkway Raising / Levee
FM11	Warriewood Valley - Ponderosa Parade Drainage Upgrade
FM12	Warriewood Valley - Garden Street Levee
FM13	Warriewood Valley - Narrabeen Sports High Levee
FM14	Warriewood Valley - Lakeside Levee
FM15	Narrabeen Lagoon - East Bank Levee

FM1 and FM2

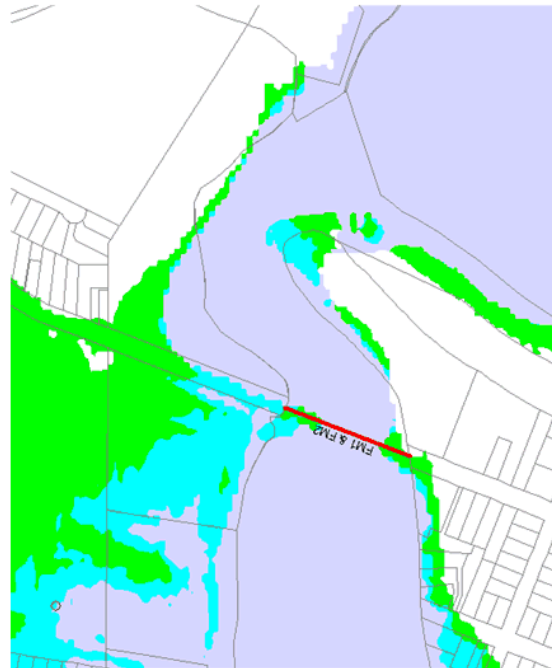
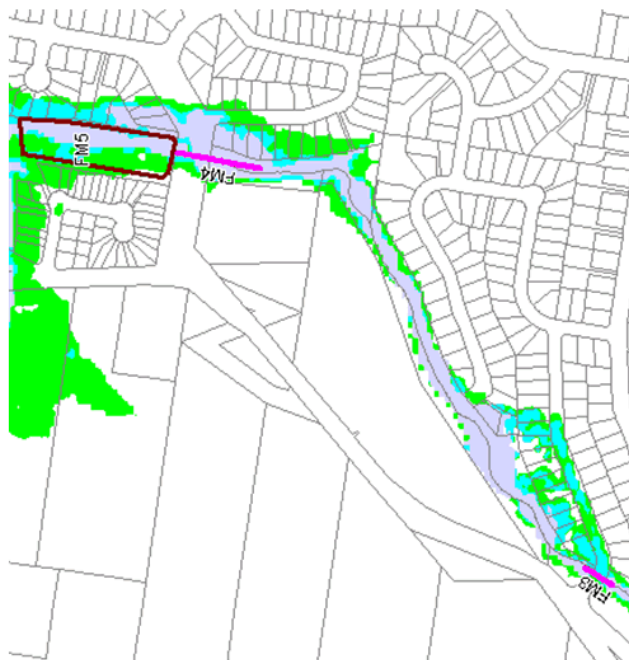


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Cardno
Shaping the Future

ID	Option Name	Option Details / Objective	Constraints
FM1	Extension of the Existing Ocean Street Bridge to Edge of Lagoon	The existing northern embankment of the Ocean Street bridge encroaches into the lagoon a distance of 42 metres. In the existing 1% AEP scenario there is a 0.1 - 0.2 metre water level difference upstream to downstream of Ocean Street which suggests that the bridge acts a significant constriction of flow. If the bridge was extended to the north and the embankment removed, the additional flowpath width has the potential to lower flood levels in the northern portion of the Lagoon including Nareen Creek, Lakeside, and Warriewood Valley.	The location of the bridge embankment is within an area of ASS Class 1 / 3, as well as an area where 4 threatened species have been identified. In addition the scale of works involved would be expensive, and during construction a key regional road will be inaccessible. The feasibility of the extension of the bridge would require a review of the existing structure.
FM2	Construction of Draw Bridge for Ocean Street Extended to Edge of Lagoon	The replacement of the existing Ocean Street road bridge with a raising draw bridge that is extended to the northern edge of the Lagoon. Similar to FM1, this option aims to lower water levels upstream of the bridge by extending the bridge span, but by also removing the bridge deck as a flow obstruction during flooding through the draw bridge. Unlike FM1, the feasibility of the option is not reliant on the existing bridge structure.	The location of the bridge embankment is within an area of ASS Class 1 / 3, as well as an area where 4 threatened species have been identified. In addition the scale of works involved would be expensive, and during construction a key regional road will be inaccessible. Ongoing costs for the operation of the draw bridge.

FM3, FM4 and FM5

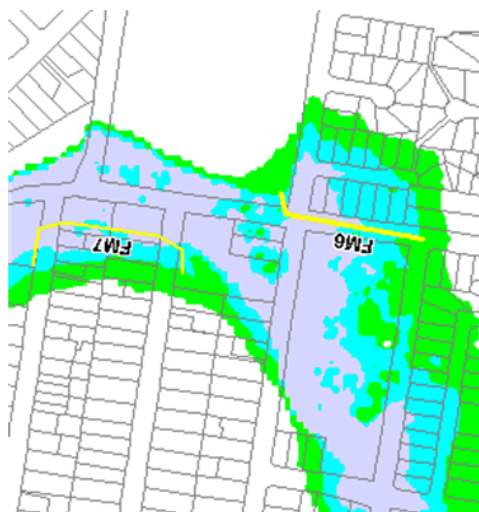
ID	Option Name	Option Details / Objective	Constraints
FM3	South Creek - Alkira Circuit Drainage Upgrade	<ul style="list-style-type: none"> Upgrading of the current culvert network (three 1350mm pipes and one 1500mm pipe) under the low-lying Alkira Circuit crossing to convey the 1% AEP event. Aim to cease overland flow being diverted from the road surface into residential properties downstream. Potential Road Raising 	<ul style="list-style-type: none"> Limited cover available for increases in culvert height. It is not known what services run under Alkira Circuit. Removal of existing pipe network and replacement could be expensive, and during construction the local road will be inaccessible.
FM4	South Creek - Willandra Road Reserve Lowering	<ul style="list-style-type: none"> The public reserve on the western bank downstream of Willandra Road is elevated (~12m AHD), while the east bank which has flood affected residential properties is lower (~11m AHD). Lowering of west bank may alleviate flooding of neighbouring residential properties to the east. Increase the size of the two 3.0mW x 1.55mH BC conveying flow under Willandra Road, to improve conveyance 	<ul style="list-style-type: none"> Limited cover available for increases in culvert height. This section of creekline is River Flat Eucalypt Forest, an identified threatened ecological community. Depth to bedrock is unknown for this area meaning channel lowering could be difficult if shallow bedrock is encountered. In addition the scale of works involved would be expensive, and during construction a key local road will be inaccessible.
FM5	South Creek - Willandra Road Channel Vegetation Clearing and Drainage Upgrade	<ul style="list-style-type: none"> The existing channel on both the upstream and downstream side of Willandra Road is heavily vegetated with both native and introduced trees and plants. Vegetation acts as an obstruction to flow Increase the size of the two 3.0mW x 1.55mH BC conveying flow under Willandra Road, to improve conveyance 	<ul style="list-style-type: none"> Limited cover available for increases in culvert height. This section of creekline is River Flat Eucalypt Forest, an identified threatened ecological community. Scale of works involved would be expensive, and during construction a key local road will be inaccessible.



Additional Notes on Willandra Road:
During the site visit it was noted that upstream of the culverts the stream is in good condition and given the quality of vegetation this should not be removed

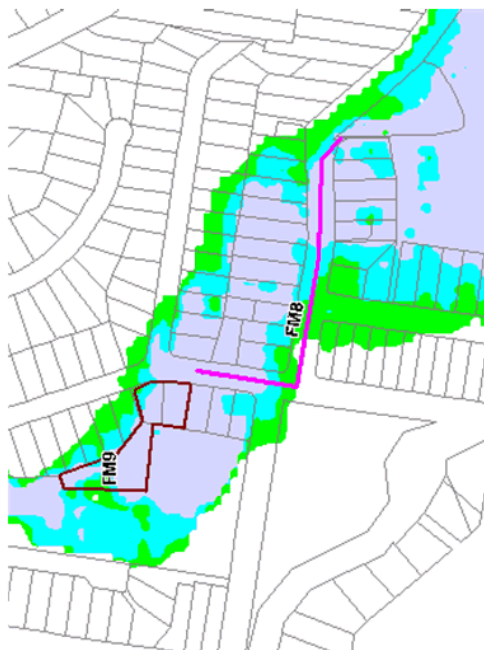
FM6 and FM7

ID	Option Name	Option Details / Objective	Constraints
FM6	South Creek - Waroon Road Levee	<ul style="list-style-type: none"> Area affected in the 20% AEP event A levee could be constructed along this strip to protect the residential properties from flooding to the 1% AEP level. The works would require a levee up to a height of 1.4m above the existing bank height, and 150m in length. 	<ul style="list-style-type: none"> This section of creekline is River Flat Eucalypt Forest, an identified threatened ecological community. Located in ASS Class 3 area meaning disturbance of existing soils will require treatment. Scale of works involved could be expensive in the sourcing of fill materials and the construction of the levee.
FM7	South Creek - Wabash Avenue Levee	<ul style="list-style-type: none"> Area affected in the 20% AEP event A levee can be constructed to encompass both the flood affected properties and the two cul-de-sac road reserves protecting the entire neighborhood from flooding to the 1% AEP event. Requires a levee up to a height of 1.7m above the existing bank height, and 210m in length 	<ul style="list-style-type: none"> This section of creekline is River Flat Eucalypt Forest, an identified threatened ecological community. Located in ASS Class 3 area meaning disturbance of existing soils will require treatment. Scale of works involved could be expensive in the sourcing of fill materials and the construction of the levee.



Additional Benefits.

During the site inspection it was identified that the majority of the threatened ecological communities were away from the edges of the vegetated areas. It may be possible during the development of the flood protection options to restore the region to its natural ecosystem, improving the quality of vegetation present and opening the area up to be a positive area for neighbouring residents



FM11 – Ponderosa Road

ID	Option Name	Option Details / Objective	Constraints
FM11	Warriewood Valley - Ponderosa Parade Drainage Upgrade	<p>Flooding of Narrabeen Creek in upper Warriewood Valley is generally contained within channel up to 1% AEP event until reaching low lying Ponderosa Parade.</p> <p>Capacity is exceeded in the 5% AEP event and overtops into the road reserve with overland flow through a number of large residential developments downstream to the south.</p> <p>Upgrading of the current culvert network from the current 20% AEP capacity to convey the 1% AEP event and contain flows within Narrabeen Creek channel is proposed</p>	Limited cover available for increases in culvert height. It is not known what services run under Ponderosa Parade. Removal of existing pipe network and replacement could be expensive, and during construction the local road will be inaccessible. No ASS constraints (ASS Class 5) or ecological concerns.



Lagoon Levee Options (FM10, FM12, FM13, FM14, FM15)

ID	Option Name	Option Details / Objective	Constraints
FM10	Nareen Creek - Pittwater Road & Wakehurst Parkway Raising / Levee	<ul style="list-style-type: none"> Flooding of area of low-lying residential and commercial areas of North Narrabeen west of Pittwater Road in events greater than the 20% AEP event. Flooding is caused predominantly by Lagoon backwaters, but there is also a secondary form of flooding from Nareen Creek upstream. Wakehurst Parkway would need to be raised up approx. 1m and Pittwater Road raised approx. 0.6 metres. A flood gate would be required at the Nareen Creek outlet to limit backwaters through the outlet. 	<ul style="list-style-type: none"> ASS Class 2 / 3 in this area meaning removed soils will likely require treatment. Two key regional roads would be out of service during construction and Cost of fill sourcing and road design and construction would be significant. These roads are NSW RMS assets meaning the road upgrades would need to be conducted by the State Government.
FM12	Warriewood Valley - Garden Street Levee	<ul style="list-style-type: none"> Significant flooding of large area of low-lying residential and commercial areas to the west of Garden Street in the 20% AEP event and greater. Flooding in this lower floodplain is caused predominantly by Lagoon backwaters, but there is also a secondary form of flooding from Mullet Creek to the east. Construction of levee on the eastern side of Garden Street in Progress Park to the west of Mullet Creek. Would require raising about 1.5 - 1.7 metres 	<ul style="list-style-type: none"> ASS Class 2 / 3 in this area meaning disturbed soils will likely require treatment. There is a section of Swamp Oak Floodplain Forest immediately adjacent to Garden Street which is considered a threatened ecological community. There is a risk of overland flow from the local catchment being trapped behind levee. There is only 25 metres from Mullet Creek channel top of banks to edge of road reserve available for levee.
FM13 and FM14	Warriewood Valley - Narrabeen Sports High Levee	<ul style="list-style-type: none"> On the east side of Mullet Creek, there is a low lying area of residential properties and schools surrounding Pittwater Road, which are flood affected in the 20% AEP event. A 0.5 - 0.8 metre high levee bank is proposed to be extended along the Pittwater Road frontage of Narrabeen Sports High and along the frontage to Namona Street. The Lakeside Levee also to be assessed to protect from Narrabeen Lagoon flooding to the south. 	<ul style="list-style-type: none"> ASS Class 2 / 3 in this area meaning disturbed soils will likely require treatment. There is a risk of overland flow from the local catchment being trapped behind levee. Will be predominantly constructed on school land requiring agreement and likely acquisition costs.
FM15	Narrabeen Lagoon - East Bank Levee	<ul style="list-style-type: none"> The entire eastern bank of Narrabeen Lagoon, from Mactier Street to the south, to Malcolm Street north is low lying and flood affected as frequently as the 20% AEP event. This covers a 2.4 km long stretch of residential / commercial and industrial properties of the suburb of Narrabeen. The levee would need to be up to 1.0 - 2.0 metres over a significant length 	<ul style="list-style-type: none"> ASS Class 2 / 3 in this area meaning disturbed soils will likely require treatment. There is a small area of Swamp Oak Floodplain Forest along this bank which is identified as a threatened ecological community, and one area of identified threatened fauna species. There is a risk of overland flow from the local catchment being trapped behind levee. The majority of the levees length will need to be constructed on private land requiring their agreement and likely acquisition costs.



Non Structural / Property Modification Options

In addition to the structural options that have been developed, the FRMSP is also investigating several non structural / property modification measures.

Options include:

- Community awareness programs
- Voluntary purchase of flood affected properties
- Planning policy revisions
- Land swap
- Flood warning system modifications
- Flood warning signage
- Flood proofing guidelines
- House raising

These options are harder to quantify – require the development of a multi criteria analysis to enable fair assessment

Multi Criteria Analysis

Enables a comparative assessment of options that may not produce a positive cost benefit (as the benefits may not be quantifiable in a dollar value)

Does not provide a "right" answer as to the right option to implement rather provides a transparent scoring system so the merits and detriments of each option can be identified on a even playing field.

Requires input from stakeholders within the study area to ensure a robust and relevant scoring criteria is established

An MCA table has been provided for discussion and input.

Preliminary Outcomes (In Progress....)



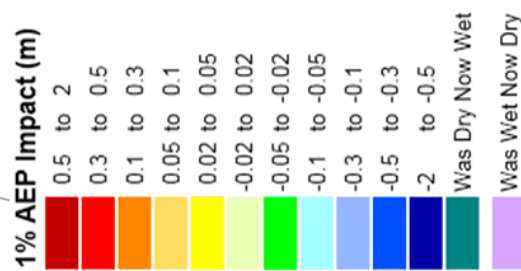
Preliminary Outcomes (In Progress....)



Preliminary Outcomes (In Progress....)



Preliminary Outcomes (In Progress....)



Levee Outcomes:

Preliminary results indicate that due to the large volumes of storage available within the lagoon all levee options that have been developed result in minimal impact to the levels within the lagoon

FM5

Preliminary Outcomes (In Progress....)

Entrance Management Options:

Entrance management options are currently still being modelled.

Preliminary outputs suggest reductions in peak water levels of between 100 mm to 200 mm



MINUTES

NARRABEEN LAGOON FLOODPLAIN RISK MANAGEMENT WORKING GROUP

HELD ON THURSDAY, 3 DECEMBER 2015

**TODD DICKINSON
GROUP MANAGER NATURAL ENVIRONMENT**

VOTING MEMBERS

Michael Regan	Mayor – Warringah Council
Wayne Gobert	Councillor – Warringah Council
Vanessa Moskal	Councillor – Warringah Council
Jacqueline Townsend	Mayor – Pittwater Council
Kay Millar	Councillor – Pittwater Council
Selena Griffith	Councillor – Pittwater Council
Iain McGuire	Warringah Community Representative
Paul Hackney	Warringah Community Representative
Spiro Georges Daher	Pittwater Community Representative
Phillip Oswald	Pittwater Community Representative

NON VOTING MEMBERS

State Government Representatives

Stan Rees	NSW Department of Trade and Investment (Crown Lands)
Greg Davis	Office of Environment and Heritage
Lee De Gail	A/Area Manager - NSW National Parks & Wildlife Service
Brendan Barrett	Centre Manager - Sydney Academy of Sport and Recreation
Marcel Green	Snr Environmental Assessments Officer - Fisheries
Daniel Cunningham	Sydney Water
Santina Camroux	Department of Planning and Environment
Lily Wu	Project Development Officer - NSW Roads & Maritime Services
Allison Flaxman	Region Controller - NSW State Emergency Service
Alex Dwyer	Planning Officer - NSW State Emergency Service
Wayne Lyne	Local Controller – Warringah Pittwater SES

Stakeholder Representatives

Stephen Baldwin	Friends of Narrabeen Lagoon Catchment Inc
Joy Gough	Narrabeen Lakes Sailing Club
Michael Gleeson	North Narrabeen Coalition

COUNCIL STAFF

Warringah Council

Todd Dickinson	Group Manager Natural Environment
John Heptonstall	A/ Stormwater and Floodplain Manager
Valerie Tulk	Specialist Floodplain Engineer
Duncan Howley	Floodplain Management Officer
Denise Regan	Minutes

Pittwater Council

Ben Taylor	Deputy General Manager, Urban & Environmental Assets Division
Jennifer Pang	Manager Catchment Management and Climate Change
Melanie Schwecke	Principal Officer - Floodplain Management

**Minutes for a Meeting of the Narrabeen Lagoon Floodplain Risk
Management Working Group
held on Thursday, 3 December, 2015
in the Guringai Room, Civic Centre, Dee Why at 5:00pm**

ACKNOWLEDGEMENT OF COUNTRY

- 1 PRESENT:** Cr Vanessa Moskal, Cr Kay Millar, Spiro Daher, Phillip Oswald, Stephen Baldwin, Michael Gleeson, Todd Dickinson, Jennifer Pang, John Heptonstall, Valerie Tulk, Melanie Schwecke

IN ATTENDANCE: Daniel Wood, Cardno; Angus Gordon, Technical Observer

APOLOGIES: Greg Davis, Lily Wu, Cr Jacqui Townsend, Cr Michael Regan, Cr Selena Griffith, Marcel Green, Joy Gough, Ian McGuire, Wayne Lyne, Paul Hackney, Allison Flaxman

APOLOGIES MOVED BY CR MOSKAL AND SECONDED BY CR MILLAR

2 DECLARATIONS OF PECUNIARY INTEREST

Cr Moskal advised the meeting that a declaration of pecuniary interest for living in the catchment was not necessary, but should anyone wish to do so, it would avoid any potential complication in the future. Cr Kay Millar, John Heptonstall, Phil Oswald and Angus Gordon advised that they live in the catchment.

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

- 3.1** Confirmation of the minutes of the Narrabeen Lagoon Floodplain Risk Management Working Group meeting held on 15 October, 2015.

MOVED AS CORRECT BY CR MOSKAL AND SECONDED BY CR MILLAR

4 MATTERS ARISING FROM PREVIOUS MEETING

NIL

5 GENERAL BUSINESS

5.1 Narrabeen Lagoon Floodplain Risk Management Study and Plan

Mr Daniel Wood from Cardno gave a presentation (refer Attachment 1) on Stage 4 of the project. Options were scored in accordance with the multi-criteria analysis matrix, which was discussed at the previous meeting for members to provide feedback. Economic, social and environmental aspects were weighted equally. Table 1 shows the ranking of the various options, and Figure 1 shows the location of the structural options. Further details are included in Attachment 1.

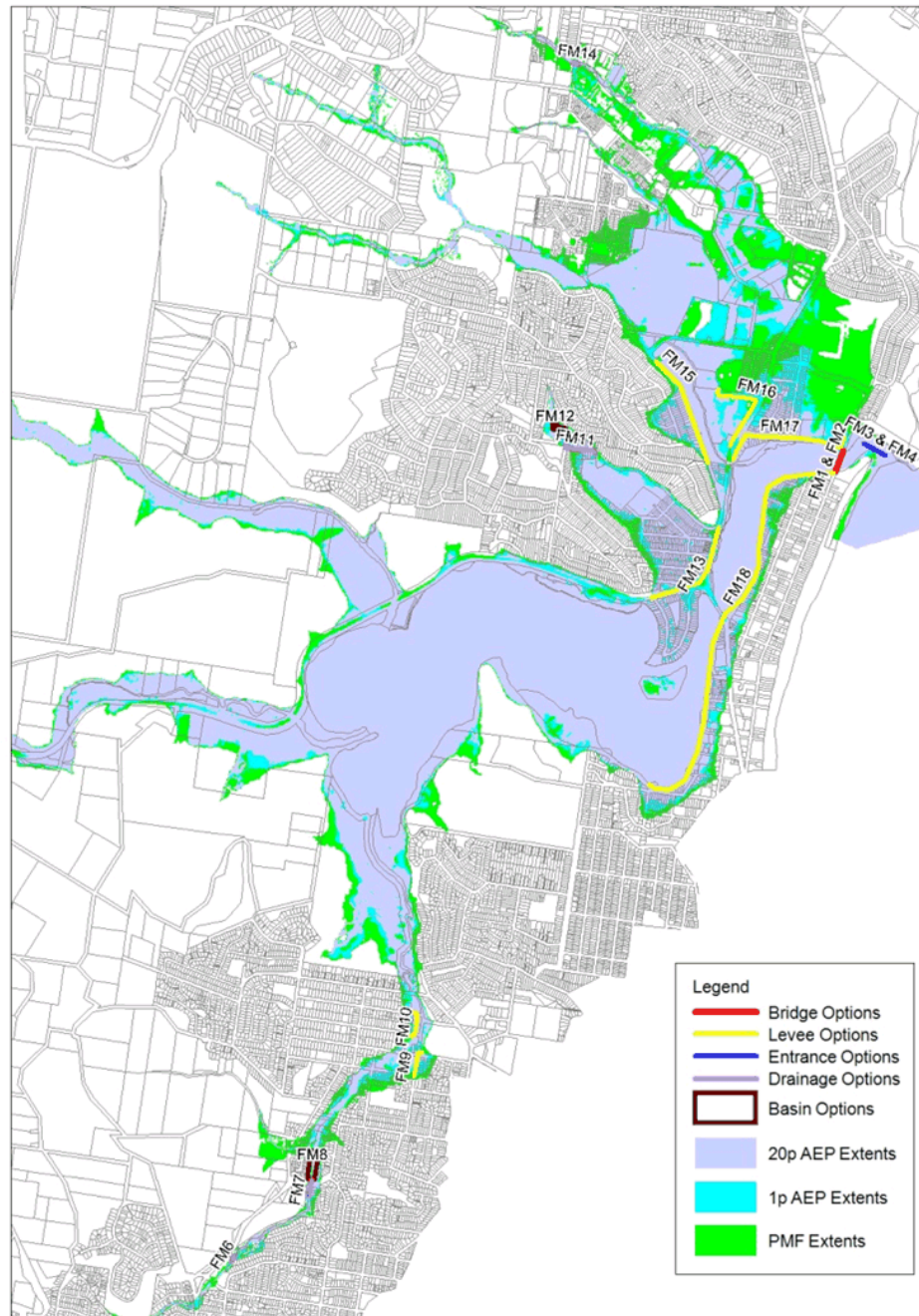
Table 1 – Ranking of options based on multi-criteria analysis

Option	Description	Rank (Overall)	Rank (Structural)	Rank (Non Structural)
FM9	Waroon Road Levee	1	1	
FM10	Wabash Avenue levee	1	1	
FM4	Extraction of entrance shoals downstream of the entrance bridge	3	3	
FM14	Ponderosa Parade drainage upgrade	4	4	
FM6	Alkira Circuit drainage upgrade	5	5	
EM1	Local Evacuation Measures	6		1
EM2	Public awareness and education	6		1
EM3	School education programs	8		3
EM4	Flood markers and signage	9		4
FPL1	Flood Planning Level revision	10		5
FM1	Ocean Street bridge extension	11	6	
FM2	Construction of a draw bridge (or bridge with a deck higher than the PMF)	11	6	
FM12	Basin at Narrabeen RSL, pipe diversion along Tatiara Cres and Nareen Pde to open channel	13	8	
FM4a	Dry earth sand winning with beach cut and cover pipeline	14	9	
FM11	Tatiara by-pass overland flowpath	15	10	
FM15	Garden St levee	16	11	
FM16,17	Pittwater Road levee bank and lakeside levee	16	11	
FM18	East bank levee	16	11	
FM7	Willandra Rd Reserve culvert upgrade and lowering/detention basin	19	14	
FM8	Willandra Rd culvert upgrade and vegetation removal	19	14	
FM3	Entrance bed rock removal	21	16	
FM5	Ocean Street bridge extension and upstream shoal dredging	22	17	
FM13	Pittwater Rd and Wakehurst Parkway raising/levee	23	18	

Cr Millar requested clarification on the option of widening the Ocean St bridge. She was advised that this involved removing the embankment on the north side, to make the bridge longer and the opening underneath wider. Modelling had identified a drop in water level at the bridge location, so Cardno investigated to identify the reason why. They confirmed that it was the opening width, rather than deck height or shoaling, which was acting as the control. Mr Gordon commented that historically, using causeways to shorten the length of the actual bridge was common practice, in order to reduce the cost of construction. It is the same situation with the Pittwater Rd bridge, where the northern causeway in particular is quite long. Mr Oswald has an aerial photo of the previous timber bridge at Ocean St, which was longer and had no causeways. A wider opening under the bridge would reduce the velocity of flow, and cause less sand to be brought through, which should in turn reduce the size of the sand delta upstream of the bridge.

Mr Wood advised how the option of removing some of the bedrock in the entrance did not achieve any significant benefit in the 1 in 100 year flood. It was discussed how this area would fill in with sand, possibly to a lower level than the existing. A lower berm would result in a lower water level in the lagoon, which in turn would expose large areas of seagrasses, cause problems with acid sulphate soils, affect the surf zone, and worsen flooding from storm surge.

Figure 1 – Location of structural management options



The "dry earth sand winning with beach cut and cover pipeline" option modelled involves the installation of permanent infrastructure to continuously pump sand through a pipe buried along the beach. The assessment has been undertaken for a 50 year period and takes into account replacement of the pumps every 25 years. A variety of sand extraction methods and examples in use were mentioned, including hopper systems, mini jet pumps and floating pontoons. These sorts of sand extraction methods would all have issues with maintenance costs, aesthetics and safety in a popular recreation area, risk of damage from storm surge and vandalism, and they would be more and more at risk with worsening climate change.

Several levees were modelled, some around the lagoon perimeter and some up the creek. Mr Wood explained that one of the major costs with some of these levees was the acquisition of private land, and that it was difficult to estimate the cost of this. The levees at Waroon Rd and Wabash Ave were viewed favourably due to the potential environmental benefits which could also be achieved within the creekline vegetation, whilst themselves being located outside of the existing high quality vegetation.

It was noted that levees do not need to be large, earthen mounds, but simply something which provides a suitable crest level. They can sometimes be so inconspicuous that the general community does not even realise that they are functioning as a levee, eg the Avalon Community Centre. In other cases, they can be made as artwork features, eg in Launceston.

Cr Millar commented that it was important that the information provided to the community in the Public Exhibition be simple to understand, whilst still portraying enough detail for the community to understand and visualise what each of the options actually entails. For instance, photos of pipeline pumping infrastructure and example of where they are already being used would be very useful. She praised the way in which NLFRMWG members had been able to have input into the brochure and survey distributed in the early stages of the project, and requested that this happen again for consultation material used in the Public Exhibition. Mr Baldwin suggested that members could also help with other matters for the Public Exhibition.

- 6 WHAT NEXT:** The Interim Report for Stage 4 should be uploaded to the project website by the end of December. The Draft Floodplain Risk Management Study should be finalised in early 2016, after which it will go on Public Exhibition.

- 7 NEXT MEETING:** TBA

There being no further business the meeting closed at 6:42pm



Narrabeen Lagoon Flood Risk Management Study and Plan – Stage 4 Update, Flood Management Options

Daniel Wood

Scope of the Project

The Narrabeen Lagoon Flood Risk Management Study and Plan (FRMSP) is stage four and five of the NSW Floodplain Management Process. The NSW Floodplain Management process progresses through 6 steps in an iterative process:

1. Formation of a Floodplain Management Committee
2. Data Collection
3. Flood Study
4. Floodplain Risk Management Study
5. Floodplain Risk Management Plan
6. Implementation of the Floodplain Risk Management Plan

This project addresses aspects of Step 4 and 5 above.

Study Area



Stages of the Project

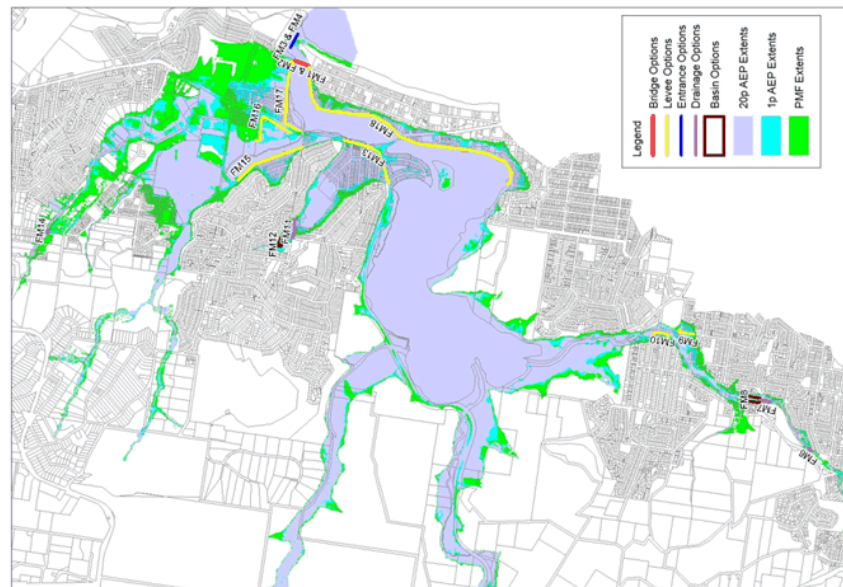
This project consists of the following stages:

- Stage 1 – Data Collection, Review and Community Consultation;
 - Gain an understanding of the problem
- Stage 2 – Risk Assessment and Emergency Management;
 - Determine worst affected areas, current emergency procedures
- Stage 3 – Entrance Management
 - Review current process, investigate alternatives
- Stage 4 – Assessment of Preferred Options
 - Structural Options (culverts levees etc.)
 - Non-Structural Options (education, planning policy updates etc.)
- Stage 5 – Draft Floodplain Risk Management Study
- Stage 6 – Completion of Floodplain Risk Management Study and Draft Plan

Currently in stage 4 of the project.

Management Options - Structural

Option No.	Description
FM1	Ocean Street Bridge Extension
FM2	Construction of a draw bridge Extended to Edge of Lagoon
FM3	Entrance Bed Rock Removal
FM4	Extraction of entrance shoals downstream of the entrance bridge
FM4a	Dry Earth Sand Winning with Beach Cut and Cover Pipeline
FM5	Ocean Street Bridge Extension & Downstream Shoal Dredging
FM6	Alkira Circuit Drainage Upgrade
FM7	Willandra Road Reserve Culvert Upgrade and Lowering / Detention Basin
FM8	Willandra Road Culvert Upgrade and Vegetation Removal
FM9	Waroon Road Levee
FM10	Wabash Avenue Levee
FM11	Tatiara By-pass Overland Flowpath
FM12	Basin at Narrabeen RSL, Pipe Diversion along Tatiara Cres and Nareen Parade to Open Channel
FM13	Pittwater Road & Wakehurst Parkway Raising / Levee
FM14	Ponderosa Parade Drainage Upgrade
FM15	Garden Street Levee
FM16 and FM17	Pittwater Road Levee Bank and Lakeside Levee
FM18	East Bank Levee



Management Options – Non-structural

Option No.	Description
EM1	Local Evacuation Measures
EM2	Public awareness and education
EM3	School Education Programs
EM4	Flood Markers and Signage
PM1	House raising;
PM2	Voluntary purchase;
PM3	Land swap; and,
PM4	Council Redevelopment

Emergency Management Options, especially awareness measures seen as a good opportunity, good groundwork already in the municipality (Get Ready, Northern Beaches Flood and Coastal Storms Education Strategy)

All Property Management Options were considered to be unfeasible – cost of property is too high or general construction techniques not suited to structural modification (units, slab on ground etc cannot be raised)

Management Options – Structural Results, Annual Average Damages

Average Annual Damage (AAD) is calculated using a probability approach based on the flood damages calculated for each design event.

The AAD value attempts to quantify the flood damage that a floodplain would receive on average during a single year.

Option No.	Description	Reduction in Damages for 100 years ARI	Total Reduction in AAD
FM1	Ocean Street Bridge Extension	\$937,000	\$251,000
FM2	Construction of a draw bridge Extended to Edge of Lagoon	\$1,186,000	\$257,000
FM3	Entrance Bed Rock Removal	\$3,018,000	\$709,000
FM4	Extraction of entrance shoals downstream of the entrance bridge	\$3,114,000	\$1,547,000
FM4a	Dry Earth Sand Winning with Beach Cut and Cover Pipeline	\$3,114,000	\$1,547,000
FM5	Ocean Street Bridge Extension & Upstream Shoal Dredging	\$937,000	\$251,000
FM6	Alkira Circuit Drainage Upgrade	\$277,000	\$28,000
FM7	Willandra Road Reserve Culvert Upgrade and Lowering / Detention Basin	\$77,000	\$8,000
FM8	Willandra Road Culvert Upgrade and Vegetation Removal	\$155,000	\$17,000
FM9	Waroon Road Levee	\$448,000	\$58,000
FM10	Wabash Avenue Levee	\$261,000	\$45,000
FM11	Tatiara By-pass Overland Flowpath	\$360,000	\$105,000
FM12	Basin at Narrabeen RSL, Pipe Diversion along Tatiara Cres and Nareen Parade to Open Channel	\$447,000	\$196,000
FM13	Pittwater Road & Wakehurst Parkway Raising / Levee	-\$168,000	-\$862,000
FM14	Ponderosa Parade Drainage Upgrade	\$410,000	\$62,000
FM15	Garden Street Levee	\$2,782,000	\$726,000
FM16 and FM17	Pittwater Road Levee Bank and Lakeside Levee	\$2,519,000	\$937,000
FM18	East Bank Levee	\$9,659,000	\$1,865,000

Cost – Benefit Analysis

A way to try and measure the lifespan total value of a structural options is a benefit-cost ratio (B/C) assessment, which is based on the net present worth (NPW) of the benefits (reduction in AAD) and the costs (of implementation), adopting a 7% discount rate and an implementation period of 50 years

Option No.	Description	B/C Ratio	Economic Ranking
FM1	Ocean Street Bridge Extension	0.59	10
FM2	Construction of a draw bridge Extended to Edge of Lagoon	0.02	17
FM3	Entrance Bed Rock Removal	0.54	12
FM4	Extraction of entrance shoals downstream of the entrance bridge	2.47	2
FM4a	Dry Earth Sand Winning with Beach Cut and Cover Pipeline	2.09	3
FM5	Ocean Street Bridge Extension & Upstream Shoal Dredging	0.16	14
FM6	Alkira Circuit Drainage Upgrade	0.58	11
FM7	Willandra Road Reserve Culvert Upgrade and Lowering / Detention Basin	0.03	16
FM8	Willandra Road Culvert Upgrade and Vegetation Removal	0.07	15
FM9	Waroon Road Levee	3.93	1
FM10	Wabash Avenue Levee	1.70	4
FM11	Tatiara By-pass Overland Flowpath	0.63	8
FM12	Basin at Narrabeen RSL, Pipe Diversion along Tatiara Cres and Nareen Parade to Open Channel	0.70	7
FM13	Pittwater Road & Wakehurst Parkway Raising / Levee	-0.82	18
FM14	Ponderosa Parade Drainage Upgrade	1.12	5
FM15	Garden Street Levee	0.47	13
FM16 and FM17	Pittwater Road Levee Bank and Lakeside Levee	0.60	9
FM18	East Bank Levee	1.08	6

Multi Criteria Analysis

Category	Criteria	Description of Criteria Assessment	Score				
			-2	-1	0	1	2
Economic	Benefit Cost Ratio	The cost effectiveness of the scheme, i.e. the tangible return on investment	0 to 0.2	0.2 to 1	1	1 to 1.5	>1.5
	Capital and Operating Costs	Consideration of the initial capital costs and ongoing operation costs to Council	Extreme	High	Medium	Low	Very Low
	Reduction in Risk to Property	Based on reduction in AAD, it establishes the tangible benefit of an option	>\$10 million Major increase in AAD (>\$20,000)	\$2 million - \$10 million Slight increase in AAD (<\$20,000)	\$500,000 - \$2,000,000 No Improvement	\$200,000 - \$500,000 Slight decrease in AAD (<\$20,000)	< \$200,000 Major decrease in AAD (>\$20,000)
	Feasibility	Establishes the feasibility of options based on constructability, and bureaucratic difficulties such as land acquisition and agreements with external agencies	Very unlikely to be feasible	Unlikely to be feasible	May or may not be feasible	Likely to be feasible	Very likely to be feasible
	Protection of Vulnerable Development and Critical Infrastructure	Assesses the flood risk implications for existing vulnerable developments and critical infrastructure in the floodplain (as identified in Section 5.4.5)	High negative impact	Slight negative impact	No impact	Some benefit	Considerable benefit
Social	Reduction in Risk to Life in PMF	The impact on risk to life for the most extreme flood event, which is the design event for emergency response	Widespread or significant increase in risk to life	Localise or slight increase in risk to life	No change in risk to life	Localised or slight reduction of risk to life	Widespread or significant reduction of risk to life
	Reduction in Risk to Life in 1% AEP event	The impact on risk to life for the flood planning event, which is the design event for most structural options	Widespread or significant increase in risk to life	Localise or slight increase in risk to life	No change in risk to life	Localised or slight reduction of risk to life	Widespread or significant reduction of risk to life
	Reduction in Social Disruption	Social disruption of flooding has been based on reduction in road overtopping, with emphasis on regional roads, and access roads for isolated communities (as outlined in Section 7.5)	Major increase in social disruption (road overtopping increased by >0.2m)	Slight increase in social disruption (road overtopping increased by <0.2m)	No change to social disruption	Slight reduction of social disruption (road overtopping reduced by <0.2m)	Major reduction of social disruption (road overtopping reduced by >0.2m)
	Community Support	Guided by option ranking outcomes from the community questionnaire (Table 4.1)	Very unlikely to be supported	Unlikely to be supported	Neutral	Likely to be supported	Very likely to be supported
	Compatible with Policies and Plans	The compatibility with both Warringham Council's and Pittwater Council's policies and plans	Amendment required to either Council's current policies or plans	Slightly incompatible with Council's current policies or plans	Slightly incompatible with Council's current policies or plans	Compatible with both Council's policies and plans	In line with and supported by Council's current policies or plans
Environment	Compatibility with Surface Water Quality Objectives	Impacts to quality of catchment inflows or reduction in water exchange with ocean and freshwater inputs	High negative impact	Slight negative impact	No impact	Some benefit	Considerable benefit
	Fauna/Flora Impact	Likely impacts on Threatened Ecological Communities and Threatened Species based on recorded locations identified in Section 2.5	High negative impact	Slight negative impact	No impact	Some benefit	Considerable benefit
	Acid Sulfate Soils	The likely disturbance of the range of classes of Acid Sulfate Soils as identified in Section 2.4.3, with emphasis on earthworks, particularly excavation.	Any work within Class 1 ASS area. Any excavation work within Class 2. Excavation >1m within Class 3. Excavation >2m within Class 4.	Surface works within Class 2 ASS. Excavation <1m or surface works within Class 3. Excavation <2m or surface works within Class 4.	Works not within areas identified as PASS	N/A	N/A

shaping the future

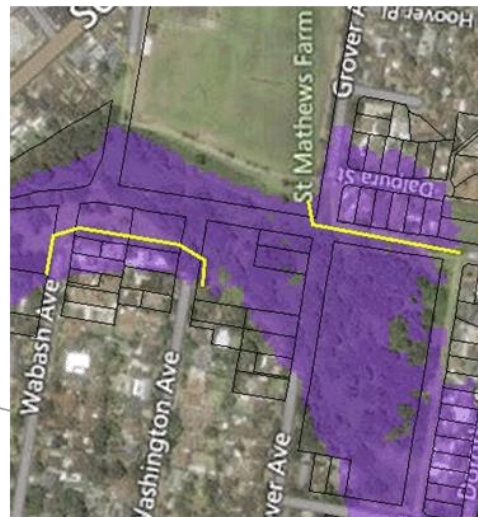
Multi Criteria Analysis – Results

All sections of MCA weighted evenly, non structural and structural should be considered independently as the scoring system does not fully lend itself to this kind of comparison

Option No.	Description	Total Score	Overall Rank	Rank (Structural / Non Structural)
FM9	Waroon Road Levee	3.07	1	S-1
FM10	Wabash Avenue Levee	3.07	1	S-1
FM4	Extraction of entrance shoals downstream of the entrance bridge	3.00	3	S-3
FM14	Ponderosa Parade Drainage Upgrade	2.80	4	S-4
FM6	Alkira Circuit Drainage Upgrade	2.60	5	S-5
EM1	Local Evacuation Measures	2.00	6	NS-1
EM2	Public awareness and education	2.00	6	NS-1
EM3	School Education Programs	1.60	8	NS-3
EM4	Flood Markers and Signage	1.40	9	NS-4
FPL1	Flood Planning Level Revision	1.00	10	NS-5
FM1	Ocean Street Bridge Extension	0.93	11	S-6
FM2	Construction of a draw bridge Extended to Edge of Lagoon	0.93	11	S-6
FM12	Basin at Narrabeen RSL, Pipe Diversion along Tatiara Cres and Nareen Parade to Open Channel	0.87	13	S-8
FM4a	Dry Earth Sand Winning with Beach Cut and Cover Pipeline	0.73	14	S-9
FM11	Tatiara By-pass Overland Flowpath	0.67	15	S-10
FM15	Garden Street Levee	0.27	16	S-11
FM16 and FM17	Pittwater Road Levee Bank and Lakeside Levee	0.27	16	S-11
FM18	East Bank Levee	0.27	16	S-11
FM7	Willandra Road Reserve Culvert Upgrade and Lowering / Detention Basin	0.13	19	S-14
FM8	Willandra Road Culvert Upgrade and Vegetation Removal	0.13	19	S-14
FM3	Entrance Bed Rock Removal	0.00	21	S-16
FM5	Ocean Street Bridge Extension & Upstream Shoal Dredging	-0.27	22	S-17
FM13	Pittwater Road & Wakehurst Parkway Raising / Levee	-2.60	23	S-18

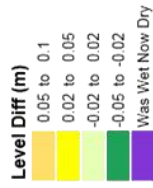
Top 4 Structural Options

FM9 and FM10 Waroon Road Levee and Wabash Avenue Levees

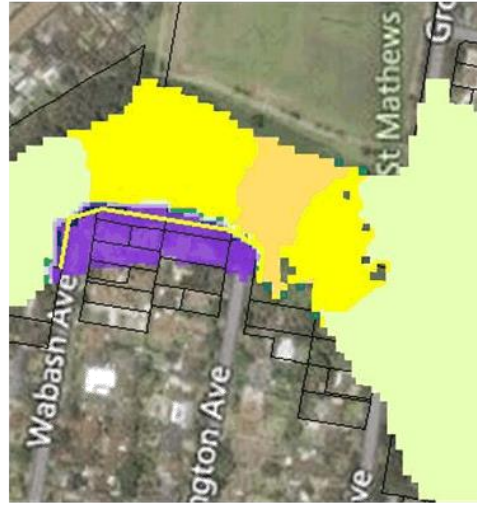


Existing 1% AEP Extent

Impacts contained to channel – construct on easement and introduced vegetation



FM10 1% AEP Difference



FM9 1% AEP Difference



Top 4 Structural Options Cont

Existing Entrance Management Practice

The current entrance management practice (FM4) and Dry Earth Sand Winning with Beach Cut and Cover Pipeline (FM4a) based on a pure Cost – Benefit analysis show very similar order of magnitude of benefits. However, due the strong community support for the current option and the low community support for the pipeline, once the Multi Criteria Assessment is undertaken the current practice is highlighted as the preferred option.



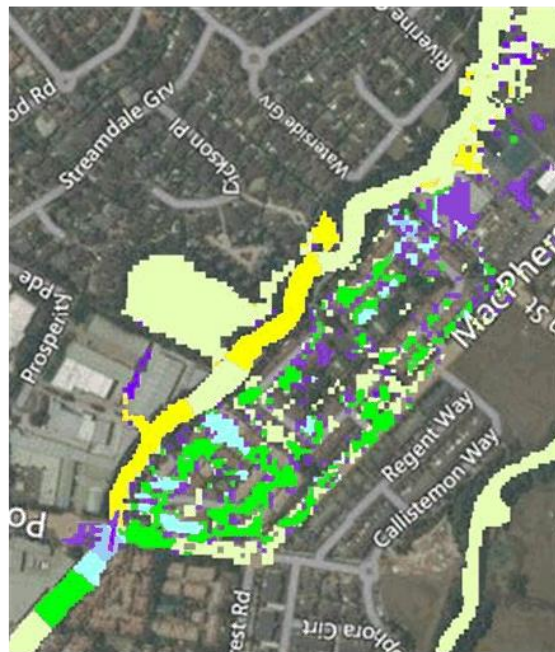
Top 4 Structural Options Cont

Ponderosa Road

This option greatly reduces affected properties in the 20% and 1% AEP.

Due to the relatively high cost – benefit combined with the improved safety of the road crossing this option is considered highly feasible.

Level Diff (m)
0.05 to 0.1
0.02 to 0.05
-0.02 to 0.02
-0.05 to -0.02
Was Wet Now Dry



Moving Forward...

Provision of Stage 3 and 4 reports by years end for upload to the web.

Begin the community consultation phase of the project to obtain feedback on the options and the outcomes of the assessment.

Happy Holidays!!!



SYDNEY COASTAL COUNCILS GROUP Inc.
MINUTES FOR THE ORDINARY MEETING
HELD ON SATURDAY 12 DECEMBER, 2015
HOSTED BY THE CITY OF SYDNEY AT THEIR CHAMBERS
TOWN HALL, SYDNEY
12.00 PM

FG4-15 Minutes

IN ATTENDANCE

Cr. Brian Troy	Botany Bay Council
Cr. Irene Doutney	City of Sydney Council
Cr. Frank Breen	Leichhardt Council
Cr. Cathy Griffin	Manly Council
Cr. Barbara Aird	Manly Council
Cr. Tom Sherlock	Mosman Council
Mr. Peter Massey	North Sydney Council
Cr. Selena Griffith	Pittwater Council
Mr. Paul Hardie	Pittwater Council
Mr. David Dekel	Rockdale Council
Cr. Sue Heins	Warringah Council
Cr. Leon Goltsman	Waverley Council
Cr. Bill Mouroukas	Waverley Council
Cr. Lynne Saville	Willoughby Council
Cr. Wendy Norton	Willoughby Council
Cr. Greg Levenston	Woollahra Council
Dr. Judy Lambert AM	Honorary Member
Mr. George Cotis	Honorary Member
Mr. Phil Colman	Honorary Member
Emeritus Professor Bruce Thom AM	Honorary Member
Mr. Geoff Withycombe	SCCG (EO)
Ms. Belinda Atkins	SCCG (MPP)
Ms. Fiona Shadbolt	SCCG (PM-BR)
The Hon. Dr Rob Stokes MP	Minister for Planning (Speaker)

ITEM 1 - OPENING

1.1 OPENING AND ACKNOWLEDGEMENT OF COUNTRY

The meeting opened at 12.30pm.

The Acting Chairperson, Cr. Lynne Saville opened the meeting providing an acknowledgement of country and welcomed the Minister, The Hon. Dr. Rob Stokes MP and delegates.

1.2 ATTENDANCE AND APOLOGIES

The following apologies were noted:

Cr. Mark Castle	Botany Bay Council
Cr. Linda Scott	City of Sydney Council
Mr. Peter Coad	Hornsby Council
Cr. Geoff Stevenson	Randwick Council
Cr. Peter Towell	Sutherland Council
Cr. Vanessa Moskal	Warringah Council
Cr. Sally Betts	Waverley Council

Councils not represented at the meeting
Hornsby, Randwick, Sutherland

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1.3 DECLARATION OF PECUNIARY INTERESTS

No declarations were made.

RESOLUTIONS

- | | |
|-----|---|
| 1.1 | That apologies be received and noted. |
| 1.2 | That notification of pecuniary interests be received. |

ITEM 2 - GUEST PRESENTATION

THE HON. Dr ROB STOKES MP, NSW MINISTER FOR PLANNING

The Acting Chairperson, Cr. Lynne Saville welcomed and introduced the Minister.

Minister Stokes thanked the SCCG for substantial advocacy regarding the improved protection for our coasts. There has been much change in community attitudes and the SCCG has made a demonstrable contribution for more than 25 years focusing on water issues and coastal management more generally including working actively with Government regarding coastal reforms.

The Minister reviewed previous coastal legislation and policy that has lasted for 30 years noting how these have now become outdated. Dealing with legacy of development decisions the Minister noted we are now facing consequences of those decisions and there is a clear need to bring laws up to date with new ways of thinking.

Decisions should be based on future character of the community so there is a need for strategic planning focus and for the community not to be reactive. The Government is therefore proposing to provide new coastal reforms right now so they will last for another 30 years. Resources and support will be updated over time to continue to provide advice to Councils (toolkit).

Minister Stokes provided a detailed summary of the reforms including:

- Change of name for the new Bill
- The four new coastal areas
- The new Coastal Management SEPP
- Links to Integrated Planning and Reporting framework

The Minister finally thanked members of the Coastal Expert Panel including Prof Bruce Thom for the work they have done in providing advice and support.

Questions from delegates addressed issues including:

- Coastal Reforms and links to Council LEPs
- Funding and resourcing coastal management activities
- Representation on the Coastal Council
- Offshore aggregate mining for beach nourishment purposes
- All Coastal zone management areas (4) applying to Sydney Harbour and Botany Bay including 'Vulnerability' and Wetlands / Littoral rainforest
- Regional planning, priority precincts, Urban Growth NSW, Sydney Planning committee and the Greater Sydney Commission.

RESOLUTION

- | | |
|-----|--|
| 2.1 | The Hon Dr Rob Stokes MP be thanked for his attendance and presentation. |
|-----|--|

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ITEM 3 ADMINISTRATIVE MATTERS

3.1 CONFIRMATION OF MINUTES

3.1 (a) *Minutes from the Annual General Meeting of 19 September 2015*

3.1 (b) *Minutes from the Executive Committee Meeting of 10 September 2015*

3.1 (c) *Minutes from the Technical Committee Meeting of 8 October 2015*

3.2 BUSINESS ARISING (from the Annual General Meeting of 19 September 2015)

Actions arising from the Annual General Meeting of the SCCG held on 19 September 2015 were reviewed. Progress against actions are reported in Attachment A3.2 of the business papers.

3.3 CORRESPONDENCE REPORT

Correspondence sent and received since the last meeting was reported at Attachment A3.3 of the business papers and circulated in hard copy at the meeting.

RESOLUTIONS

R3.1.a	That the Minutes of the Annual General Meeting of 19 September 2015 hosted by Mosman Council be confirmed.	(Griffin / Griffith)	Carried
R3.1.b	That the Minutes of the Executive Committee Meeting of 10 September 2015 be received and noted.	(Goltsman / Levenston)	Carried
R3.1.c	That the Minutes of the Technical Committee Meeting hosted by Warringah Council on 8 October be received and noted.	(Dekel / Massey)	Carried
R3.2	Representatives consider, discuss and make any necessary recommendations and resolutions relating to Business Arising.	(Troy/Griffin)	Carried
R3.3	That the circulated "sent" and "received" correspondence be received and noted.	(Norton / Griffith)	Carried

ITEM 4 – MEMBER COUNCIL ROUNDTABLE

Due to a lack of time this item was deferred until the next meeting.

ITEM 5 QUARTERLY ACTIVITIES REPORT (JUNE–AUGUST 2015)

5.1 COLLABORATION

The MPP noted the update on 'Collaboration' provided in the business papers including meetings, committees, presentations and partnerships. The MPP provided a brief review of key additional Collaboration activities.

SCCG – Sydney Water Partnership – water assets data exchange

The SCCG has been actively working with Sydney Water on a more streamlined, consistent and integrated approach to exchanging water infrastructure related data across Sydney Water and member councils. Over the last three months, the Group has been working with Sydney Water to

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determine the logistics for exchanging the data and develop an associated 'Data Sharing and Mutual Confidentiality Agreement'. This has now been finalised and member councils are working with Sydney Water to swap all related water asset information.

Specifically, Sydney Water will provide SCCG Member Councils with all of their geospatial asset information including wastewater, water, stormwater and land information. In return, Member Councils will provide Sydney Water with stormwater geospatial asset data, including data relating to Stormwater Quality Improvement Devices, water treatment systems and water recycling and reuse schemes. The Emergency Information Coordination Unit (EICU) of the NSW Government's Land and Property Information division has agreed to facilitate the data exchange between Sydney Water and SCCG Member Councils.

Thus far ten of the fifteen member councils have signed the data sharing agreement.

Flying Fox Management

A meeting was hosted by the SCCG on 18 November with OEH, SCCG, and member Councils including Manly, North Sydney, Pittwater, Rockdale, Sutherland and Warringah as a result of the SCCG correspondence to OEH relating the 2015 Flying Fox Camp Management Policy.

Key areas of focus for the meeting centred around specific points of interest including: a) Effectiveness of dispersal activities and alternative management actions; b) Regional management approaches; c) Community engagement and education; d) Research and monitoring; e) Funding.

The primary resolution from the meeting was agreement on the implementation of a regional forum in 2016.

EPA Letter Pollution Notifications

A letter was sent to the Chair and CEO of the NSW EPA, on 28 October 2015, regarding member Councils concerns on the issue of pollution incidents. The correspondence highlighted the lack of communication, advice, information sharing, clarity and consistency around the roles and responsibilities of local and state government agencies with respect to pollution response, notification and signage. The letter requested the assistance of the EPA in convening an interagency meeting comprising representatives from SCCG, EPA, Local government NSW, NSW Health, NSW Office of Water, Sydney water and RMS.

A response letter was received from the Chair and CEO of the EPA stating that he personally is supportive of the initiative and that the EPA would support the convening of an interagency meeting. A meeting will be convened in early 2016.

SCCG Summerama Program

The Summerama Program will be held again during January 2016. The theme for the 2016 Summerama Program is water pollution. The Summerama Program will be launched on 15 December with media releases and the opening of the photo competition.

Activities are organised and delivered by participating Councils, while SCCG coordinates the program and promotional campaign. This collaborative approach means that resources can be shared across Councils and promotions gain broader reach, while individual activities are tailored to the local area and community.

5.2 CAPACITY BUILDING

Items taken as read.

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5.3 ADVOCACY

Recent SCCG advocacy was reviewed

Submissions:

- Draft NSW Invasive Species Plan – September 2015
- Inquiry into management of sharks in NSW waters – October 2015
- LLS Draft State Strategic Plan and Draft Greater Sydney Local Strategic Plan

Activities:

- NSW Coastal Reforms
 - Review of SCCG process to preparing regional submissions (<26 Feb)
 - Engagement of legal advice (with LGNSW) and CBA expertise (pro-bono UTAS)
 - 2nd Workshop of the SCCG Coastal Reforms advisory Committee – 16 December)

5.4 RESEARCH

Delegates referred to the report in the business papers providing details of recent SCCG research activities including:

- Determining of member council expenditure of the April storms
- Coastal Vulnerability to Multiple Inundation Sources (COVERMAR) 2.1: Watsons Bay
- Australian Climate Change Adaptation Research Network for Settlements and Infrastructure Network Advisory Panel (NAP)
- Australian Climate Change Adaptation Research Network for Social, Economic and Institutional Dimensions Network
- Estimating coastal values using multi-criteria and valuation methods (successful \$150K Grant Application with CSIRO and Eurobodalla Council)

RESOLUTIONS

- | | |
|-----|--|
| 5.1 | That the Secretariat's update on key activities be received and noted. |
| 5.2 | Delegates consider and discuss items including the NSW Coastal Management Reforms (Breen / Dekel)
Carried |

ITEM 6 DISCUSSION ITEMS

6.1 SYDNEY WATER PARTNERSHIP - FINAL DRAFT MOU FOR CONSIDERATION OF SIGN OFF

Since the last meeting the Secretariat has been working on the draft Memorandum of Understanding (MoU) with Sydney Water. A final draft MOU is now available for consideration of sign off. This MOU has been developed over several months in consultation with various sections of Sydney Water.

The MOU is intended to establish a framework for the parties to work collaboratively to advance Integrated Water Management (**IWM**) and build on the history that the parties share.

SCCG and Sydney Water share a vision to facilitate a collaborative approach to IWM and enhance Sydney's urban water, sewerage and stormwater network to optimise environmental, social and economic outcomes. This MOU sets out a framework to advance this vision.

The MOU is comprised of the 'MOU' and the 'Schedule'. The Schedule describes the proposed key outcomes for the parties participating in this MOU (**Key Outcomes**) and the activities to be undertaken by the parties to facilitate achieving the objectives. This is described as those "key Outcomes" which have been agreed on as a focus area over a five year period from 2016 – 2021,

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as well as "Priority Activities" that will be progressed (as far as possible) within a twelve month period. It is anticipated that the scope of this MOU will evolve as the relationship matures.

RESOLUTIONS

- | | |
|----------|--|
| R6.1 (a) | The report be received and considered. |
| R6.1 (b) | The SCCG endorse the sign off of the MOU between the SCCG and the Sydney Water |
| R6.1 (c) | The Executive Officer be authorised to sign the MOU on behalf of the SCCG. |

(Goltmans / Troy)
Carried

6.2 SCCG SEWAGE OVERFLOWS AND ASSOCIATED CONTAMINATION OF STORMWATER CAMPAIGN STAGE 1 - LITERATURE REVIEW AND ISSUES PAPER

Documents attached to business papers email and via web links below

- 1) [Literature Review - Sewage overflows management in the Sydney coastal region – December 2015](#)
- 2) [Draft Issues Paper - Sewage overflows management in the Sydney Region - December 2015.](#)

The EO provided a brief background on development of the Draft Issues Paper. The Secretariat engaged a Volunteer Research Officer – Alexandra Moors to undertake a literature review and develop an Issues Paper on the management of sewage overflows in the Sydney coastal region.

Interviews were also conducted with Sydney Water, the EPA, Total Environment Centre and Manly Environment Centre to examine different perspectives on the issue. A review of international best practice, historical trends and research papers has been undertaken to prepare a Literature Review to identify future options to reduce and mitigate the impacts of sewage overflows outlined in the Issues Paper.

Full Group comments and feedback was requested on the Draft Issues paper, to focus on identifying gaps, the draft options identified and ranking those options. It is hoped to have a draft Integrated Water Management Advocacy Plan in March/April for review.

RESOLUTION

- | | |
|----------|--|
| R6.2 (a) | The report be received and considered. |
| R6.2 (b) | The Literature review be received and noted. |
| R6.2 (c) | The Draft Issues Paper be discussed and circulated to members for consultation. |
| R6.2 (d) | Delegates provide comment on the issues paper by the end of February (26 Feb) |
| R6.2 (e) | The Secretariat prepare a Draft Integrated Water Management Advocacy Plan for review. (March/April 2016 – pending) |

(Dekel / Breen)
Carried

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6.3 MEMBER COUNCIL FEEDBACK SESSION

The MPP noted that the SCCG has traditionally asked member Council delegates to complete a detailed annual member Council survey at the December Full Group and Technical Committee meetings. However, to better align with the Strategic Plan 2015-2019 and to coincide with financial year reporting, it has been determined that the annual member council survey will now be completed by Member Councils at the June 2016 Full Group meeting and July 2016 Technical Committee Meeting. Results for this will be reported and actioned at the September AGM as a component of the annual reporting process and annual implementation assessment of the SCCG Strategic Plan Actions Plan.

In the interim, Delegates were asked to participate in a feedback session. Delegates were requested to work in groups of 2-3 ensuring both ocean and estuarine councils were represented within each group.

Questions included:

1. How can the SCCG better support your Council
2. Full Group Meetings – suggestions for improvements
3. Risk, threats and opportunities for potential Council amalgamations (positioning of the SCCG)
4. Any further feedback can be written on post it notes and placed in the suggestion box available on the day

RESOLUTION

R6.3 (a) Delegates participate in the feedback session.

R6.3 (b) Further feedback be provided on post-it notes and placed in the suggestions box.

ITEM 7 FINANCES

FINANCIAL STATEMENTS 1 JULY 2015 – 3- SEPTEMBER 2015

RESOLUTION

R7 That the Financial Statements for period 1 July 2015 to 30 September 2015 be received and adopted

(Goltsman / Dekel)
Carried

ITEM 8 GENERAL BUSINESS

2016 MEETING DATES / NEXT MEETING

Date	Location
• Saturday 19 March 2016 at 12 noon	(Leichhardt Council – pending)
• Saturday 18 June 2016 at 12 noon	(City of Sydney)
• Saturday 17 September (AGM) 2016 at 12 noon	(Member Council)
• Saturday 10 December 2016 at 12 noon	(City of Sydney)

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RESOLUTION

R8a	The proposed SCCG Full group meeting dates for 2016 be approved.
R8b	Leichhardt Council host the next SCCG Full Group Meeting to be held on 19 March 2016 (pending confirmation).
R8c	Delegates suggest additional agenda items including presentations for the next SCCG meeting to be held on 19 March 2016.
R8d	A letter of thanks be sent to Minister Stokes MP for his attendance at the meeting. (Goltmans / Breen) Carried

ITEM 9 EXTERNAL REPORTS (for information only)

9.1 BEACHWATCH REPORT (AUG-OCT 2015)

9.2 GREATER SYDNEY LOCAL LAND SERVICES UPDATE

The meeting closed at 4.05pm.

Confirmation of Minutes:
/ /

