

PART 2 – PAYMENT OF EXPENSES

GENERAL PROVISIONS

- **Payment of expenses generally**

- **ALLOWANCES AND EXPENSES**

- No provision will be made for the payment of an allowance in the nature of a general expense allowance.

- **REIMBURSEMENTS AND RECONCILIATION OF EXPENSES**

- This policy only authorises payment or reimbursement of actual expenses incurred by Councillors in carrying out their civic duties. It is not appropriate or lawful to pay a general allowance unrelated to actual expenses incurred or designed to supplement Councillors' annual fees payable under the Local Government Act 1993.

- **PAYMENT IN ADVANCE**

- Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars and training away from home. Councillors may also request an advanced payment for the cost of any other service or facility covered by this policy. However, Councillors must fully reconcile all expenses against the costs of the advance when they return within 10 days of the close of the conference, seminar or training etc.

- **Establishment of monetary limits and standards**

- This policy identifies and publishes monetary limits and standards applicable to the payment of various expenses to Councillors. This allows members of the public to know the expected cost of providing services to Councillors and to make comment during the public consultation phase of making or amending the policy. It also avoids situations where Councillors incur costs that are unforeseen or considered unreasonable by other Councillors and the public.

- **Spouse and partner expenses**

- Where the attendee is accompanied by his or her spouse/partner to a conference, seminar or training course, the Council will not reimburse any expenses incurred by the spouse/partner.
(OM14.02.05)

- **Payment of annual Councillor fee into a complying superannuation fund**

- "In accordance with the Australian Taxation Office Interpretive Decision 2007/205, Council may enter into an agreement with a Councillor under which the Councillor agrees to forgo all or part of their annual Councillor fee in exchange for the Council making contributions to a complying superannuation fund on their behalf. Requests to enter into such an agreement must be in writing and contributions to a complying superannuation fund will not be made retrospectively".*

- (OM04.02.08)**

- **Procedure for processing of expenses incurred**

- Claim forms will be supplied by the Executive Assistant to Mayor and Councillors on a quarterly basis (forms may be supplied monthly upon request).
 - Forms must be submitted to the Principal Officer, Administration, for checking and approval.
 - All original supporting documents should be attached.
 - Claims must be made within 3 months of the expense being incurred.

- (OM03.12.12)**

- **Dispute resolution**

In the event of a Councillor disagreeing with a decision of the Principal Officer, Administration regarding a claim lodged, the Councillor may seek a review of the decision by the General Manager. Such a review must be sought within 20 working days of the claim being rejected. (OM03.12.12)

SPECIFIC EXPENSES FOR MAYORS AND COUNCILLORS

- **Attendance at seminars and conferences**

In this part Conference means conferences, seminars, congresses, forums, workshops, courses, meetings, deputations, information and training sessions, events, etc. related to the industry of local government.

- WHO MAY ATTEND CONFERENCES:

Councillors may be nominated to attend conferences by:

- ✓ the Council, by resolution duly taken;
- ✓ the Mayor and General Manager acting within his/her delegated authority.

In addition the Mayor may nominate a substitute Councillor in his or her absence to attend functions within the Council area or general Sydney Metropolitan Area on those occasions where the Mayor is unable to be in attendance.

- WHAT CONFERENCES MAY BE ATTENDED:

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

- ✓ Local Government Association (LGA) and Australian Local Government Association (ALGA) Conferences.
- ✓ Special "one-off" conferences called or sponsored by the LGA and/or ALGA on important issues.
- ✓ Annual conferences of the major Professions in Local Government.
- ✓ Australian Sister Cities Conferences.
- ✓ Regional Organisation of Councils Conferences.
- ✓ Annual Coastal Conference.
- ✓ Conferences, which further training and development efforts of the Council and of Councillors, or which relate to or impact upon the Council's functions.
- ✓ Any Meetings or Conferences of organisations or bodies on which a Councillor of the Council may be elected, or appointed to be, a delegate or member of the Council or the L.G.A.

- REGISTRATION:

The Council will pay all normal registration costs which are charged by organisers, including the costs of related official luncheons, dinners and tours which are relevant to the interests of the Council or assist Councillors to discharge the functions of their civic office.

- CATEGORIES OF PAYMENT OR REIMBURSEMENT:

Travel:

All reasonable travel costs will be met by the Council. Where appropriate, travel will be provided by air (economy class). Depending upon the circumstances, it may be more appropriate for travel to be undertaken by car or train.

Councillors using private vehicles will be paid the kilometre allowance at the then current rate set by the appropriate Local Government Industrial Award from time to time, but subject to any such payment not exceeding economy class air fares to and from the particular destination.

Costs of vehicle hire and/or taxi fares which are reasonably incurred while attending conferences will be reimbursed by the Council.

Payment or reimbursement of travel expenses incurred or to be incurred shall be subject to the requirements that:

- (a) travel expenses relate to travel that is on Council business;
- (b) the travel is undertaken with all due expedition, and by the shortest practicable route;
- (c) any time occupied or travel incurred in other than Council business is not included in the calculation of expenses to be paid; and
- (d) the claim is made not later than three (3) months after the expenses were incurred, and upon copies of all relevant dockets, receipts and the like being attached to a written claim for payment/reimbursement.

Accommodation:

Reasonable accommodation costs (including meals), including the night before and/or after the conference where this is necessary, will be met by the Council.

Out-of-Pocket Expenses:

Reasonable out-of-pocket or incidental expenses will be reimbursed upon the presentation of official receipts and the completion of the necessary claim forms for costs associated with attending the conference, seminars or training courses, excluding expenses of a normal private nature. Incidental expenses are taken to include items such as:

- (i) refreshments;
- (ii) telephone, internet or facsimile charges;
- (iii) laundry and dry cleaning;
- (iv) taxi fares and parking fees;
- (v) newspapers.

In addition, the cost of meals not included in the registration fees for conferences or similar functions may be reimbursed after reconciliation up to a daily limit of \$100.

Conference Reporting:

Following attendance at a Conference authorised under this Policy, the relevant Councillor/s is required to submit a report of approximately one page in length to the community via the Council's Agenda papers on the outcomes of the Conference, with particular emphasis as to any outcomes affecting Pittwater. **(OM13.12.04)**

- **Training and educational expenses**

Provision is made in the Council's budget for training and educational expenses incurred by Councillors. These expenses support and encourage an active learning process and skills development in addition to attending seminars and conferences related to Council functions. Payment of these expenses must be directly related to the Councillors civic functions and responsibilities.

- **Local travel arrangements and expenses**

Mayor and Councillors:

1. Councillors may claim kilometre allowance for use of private vehicles when used to travel (including return) between their place of residence within Pittwater* and:
 - (a) to attend Council or Committee meetings and appointments involving Council business;
 - (b) inspections within the Council's area undertaken in compliance with a resolution of the Council;
 - (c) attending public meetings convened by Council.
 - (d) *attending a local event, dinners/luncheon or meeting by any local sporting, charitable or community organisation after receiving an official invitation as a Councillor to attend or as a result of a request to attend on behalf of the Mayor. (OM01.12.2014)*

Note: The official invitation addressed to you as a Councillor must accompany any claim for reimbursement of travel as identified in section 1 (d) above.

The maximum allowance payable for any one travel event shall be capped at \$100.00.

**Councillors whose place of residence is outside the Pittwater Local Government area, may claim a kilometre allowance for use of private vehicles under this clause, as follows:*

- (a) *from the nearest road boundary of the Pittwater Local Government area, to the location of the meeting, appointment, inspection etc held within the Pittwater area;*
- (b) *for meetings, appointments etc held outside the Pittwater Local Government area, the maximum kilometre claim per meeting, appointment etc shall be 60 kilometres (including return).*

Kilometre rates for such travel will be paid at the rate set by the appropriate Local Government Industrial Award, as at the date of travel.

Payment is subject to a formal claim form being lodged not later than three (3) months after the travel occurred. **(OM14.04.2003)**

2. Councillors may claim reimbursement for Public Transport fares to and from official Council meetings/ functions/offices and taxi fares for meetings that conclude after 8.30pm. **(OM09.08.04)**

- TRAVEL OUTSIDE THE LGA INCLUDING INTERSTATE TRAVEL

Interstate Travel:

The prior approval of the elected Council is required for interstate travel on Council business. The application for approval should include full details of the travel, including itinerary, costs and reasons for the travel.

Overseas Travel:

Councillors should avoid international visits unless direct and tangible benefits can be established for the Council and the local community.

Overseas travel must be approved by a meeting of the full Council prior to a Councillor undertaking a trip. Travel must be approved on an individual trip basis. Council will not allow the retrospective reimbursement of overseas travel expenses unless prior authorisation of the travel has been obtained. Travel proposals shall be included in the Council business papers.

After returning from overseas, Councillors, must provide a detailed written account to Council on the aspects of the trip relevant to Council business and/or the local community.

Details of overseas travel must also be included in the Council's Annual Report.

- TELEPHONE COSTS AND EXPENSES

- The cost of telephone rental and all calls associated with duties as a Councillor at each Councillors principal place of residence will be paid for by council subject to a maximum reimbursement of \$250/month and such calls being identified on the Councillor's telephone account **(OM14.02.05)**.
- Reimbursement of all mobile telephone calls associated with their duties as a councillor will be made subject to a maximum reimbursement of \$200/month or 50% of the contract cap fee per month and such calls being identified on the Councillor's mobile telephone account. **(OM15.12.08)**.

- INTERNET

The Council will provide Internet access/broadband communication line / wireless connection at each Councillor's principal place of residence upon request. The use of the Internet shall be in accordance with the Council's email guidelines and protocols on the use of email and Internet facilities.

- CARE AND OTHER RELATED EXPENSES

The Council will provide for reimbursement of reasonable dependent care expenses incurred as a result of undertaking official scheduled Council inspections and attending ordinary meetings of Council. The maximum entitlement for such expenses is \$2,400.00 per annum per Councillor **(OM15.12.08)**

- INSURANCE EXPENSES AND OBLIGATIONS

Councillors are to receive the benefit of insurance cover for:

(a) Personal injury

Personal injury whilst ever on Council business, worldwide covering bodily injury caused by accidental, violent, external and visible means up to a sub-limit for death of \$500,000. Such insurance shall also cover permanent disablement, temporary total disability and temporary partial disability. The cover includes medical expenses not covered by Medicare or any private health fund. Full details of Council's personal accident insurance are set out in Council's Insurance Policy. **(OM15.12.2008)**

(b) Professional Indemnity

For matters arising out of Councillors' performance of civic duties or exercise of their functions as Councillors, provided the performance or exercise of the relevant civic duty or function is in the opinion of Council, bona fide and/or proper. This provision is subject to any limitations or conditions as set out in the Council's policy of insurance.

(c) Public Liability

For matters arising out of Councillors' performance of civic duties or exercise of their functions as Councillors, subject to any limitations or conditions as set out in the Council's policy of insurance. **(OM17.10.94)**

- LEGAL EXPENSES AND OBLIGATIONS

In the event of:

1. An enquiry, investigation or hearing by any of:

- The Independent Commission Against Corruption;
- The Office of the Ombudsman;
- Department of Local Government;
- The Police;
- The Director of Public Prosecutions; or
- The Local Government Pecuniary Interest Tribunal;
- Other legally constituted investigatory bodies having proper jurisdiction.

into the conduct of a Councillor, or

2. Legal proceedings being taken against a Councillor, arising out of or in connection with the Councillor's performance of his or her civic duties or exercise of his or her functions as a Councillor, Council shall determine whether or not it will reimburse such Councillor, prior to the commencement of the enquiry, investigation, hearing or proceeding, for 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 amount of such reimbursement shall be reduced by the amount of any moneys that may be or are recouped by the Councillor on any basis, and
- (b) the Councillor's performance or exercise of the civic duty or function was in the opinion of Council bona fide and/or proper, and
- (c) the amount of such reimbursement be limited to the extent that only fees charged at a rate equivalent to the hourly rate then being charged by Council's Solicitors will be paid, i.e. any portion of the expenses representing any hourly charge rate higher than the hourly charge rate of Council's Solicitors will not be reimbursed.
- (d) Any payment for reimbursement of any legal expenses properly incurred is subject to the approval of the Governance Committee and the Council prior to payment.
- (e) The Council may at its discretion, set a limit to the total amount of reimbursement it is prepared to approve in respect of any enquiry, investigation, hearing or proceedings being taken against a Councillor(s). **(OM15.12.08)**

PART 3 – PROVISION OF FACILITIES

GENERAL PROVISIONS

Unless otherwise provided, 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 Sections 248-254 inclusive of the Local Government Act.

The Councillors, including the Mayor and Deputy Mayor, to assist them in carrying out the duties of their office, are if they request such, entitled to receive the benefit of the following facilities, without reduction (unless otherwise stated) of the fees payable under Section 248 of the Act:-

PROVISION OF FACILITIES AND EQUIPMENT FOR COUNCILLORS

The Council will provide the following facilities to all Councillors for Council related business purposes only:

- Furnished Councillors office;
- One only dedicated parking space at Council's Warriewood offices.
- Typing of official correspondence; including supply of Dictaphone if required. **(OM21.06.04)**
- Postage of official correspondence – all mail is to be directed through the Council's own mailing system. Reimbursement of expenses will only be made where expenses can be verified;
- Meals on evenings of Council and Principal Committee Meetings and Briefings;
- Secretarial service including typing, photocopying, printing and postage for the following purposes:-
 - (a) Initiating correspondence to, and answering correspondence received from, residents/ratepayers, Members of Parliament, Government Departments, statutory authorities/bodies, other local authorities, other Councillors, local government related bodies and organisations, the media or the general public in relation to the business of the Council or local government;
 - (b) Replying to invitations to attend functions/gatherings received in their capacity as a Councillor;
 - (c) Communications to Councillors and Council's staff on official business; provided that under no circumstances will the Council permit the facilities provided to be used for the initiation or issue of circular type letters or election material/ letters.
- Personal Computer at place of residence (laptop, PC or equivalent) which shall include Internet access / Broadband communication line / wireless connection; **(OM21.06.04)**
- Access to a printer at place of residence; **(OM09.08.04)**
- Four (4) shelf bookcase;
- Four (4) drawer filing cabinet;
- Telephone answering machine/facsimile machine in place of residence; **(OM21.06.04)**
- Councillor business cards.
- Christmas cards subject to a maximum of \$50 per annum **(OM25.11.96)**.
- Mobile phone and hands free car kit **(OM15.12.08)**.
- I-Pad with mobile internet access **(OM06.12.10)**.

PRIVATE USE OF EQUIPMENT AND FACILITIES

Councillors must use Council resources ethically, effectively, efficiently and carefully in the course of their public and civic duties, and must not use them for private purposes.

Councillors must be scrupulous in the use of Council property including intellectual property, official services and facilities and should not permit their misuse by any other person or body.

Councillors must avoid any action or situation which could create the impression that Council property, official services or public facilities are being improperly used for their own private benefit or gain.

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 and other information that could give the impression that it is official Council material must not be used for these purposes.

PROVISION OF ADDITIONAL EQUIPMENT AND FACILITIES FOR MAYOR

The Mayor shall, in carrying out the duties of that office, be entitled to receive the benefit of the following additional equipment and facilities without reduction of the fees payable under Section 248 and/or 249 of the Act.

- Suitable furnished office accommodation within Council's Warriewood offices.
- A dedicated car parking space at Council's Warriewood offices.
- A mobile telephone, including all charges for calls, etc. associated therewith, subject to a maximum reimbursement of \$200/month. **(OM14.02.05)**

PART 4 – OTHER MATTERS

ACQUISITION AND RETURNING OF FACILITIES AND EQUIPMENT BY COUNCILLORS

Councillors must return all equipment and other facilities to the Council after the completion of their term of office, extended leave of absence or at the cessation of their civic duties.

The Council will consider the sale of such items to the Councillor at the cessation of their civic duties at an agreed fair market price or written down value. The General Manager is authorised to approve all such requests.

PAYMENT OF COUNCILLOR FEES INTO A COMPLYING SUPERANNUATION FUND

In accordance with the Australian Taxation Office Interpretive Decision 2007/205, Council may enter into an agreement with a Councillor under which the Councillor agrees to forgo all or part of their annual Councillor fee in exchange for the Council making contributions to a complying superannuation fund on their behalf. Requests to enter into such an agreement must be in writing and contributions to a complying superannuation fund will not be made retrospectively. **(OM07.04.08)**

STATUS OF THE POLICY

This policy is current and is scheduled for further review in September 2015.

C11.3	Report on Conference Attendance - 2nd Affordable Housing Summit - Cr Ferguson and Cr Townsend
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Meeting: Leading and Learning Committee

Date: 21 September 2015

COMMUNITY STRATEGIC PLAN STRATEGY: Corporate Management

COMMUNITY STRATEGIC PLAN OBJECTIVE:

- To provide leadership through ethical, accountable and legislative decision-making processes
- To ensure local democratic representation
- To engage proactively with the community in a way that is consistent, appropriate and effective
- To ensure effective and cooperative management by providing equitable and transparent business processes
- To facilitate timely, legible and accurate information to the public
- To ensure Council's future financial sustainability
- To foster shared resourcing through regional partnerships

DELIVERY PROGRAM ACTION:

- Leading an Effective and Collaborative Council and Enhancing our Working & Learning
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1.0 EXECUTIVE SUMMARY

SUMMARY

Council's Policy No 145 – Policy for the Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors – provides that following attendance at a Conference authorised under this Policy the relevant Councillor is required to submit a report of approximately one page in length to the community via the Council's Agenda papers on the outcomes of the Conference, with particular emphasis as to any outcomes affecting Pittwater.

Councillor Ferguson's report on behalf of Councillor Townsend following their attendance at the 2nd Annual Housing Affordability Development Summit held in Sydney on 27 and 28 July 2015 is attached (refer **Attachment 1**) for Council's information.

2.0 RECOMMENDATION

That the information provided in the report be noted.

3.0 BACKGROUND

3.1 PURPOSE

To advise Council of Councillor Ferguson's report on behalf of Councillor Townsend following their attendance at the 2nd Annual Housing Affordability Development Summit held in Sydney on 27 and 28 July 2015.

3.2 BACKGROUND

Council's Policy No 145 – Policy for the Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors provides that:

'Conference Reporting:

Following attendance at a Conference authorised under this Policy, the relevant Councillor is required to submit a report of approximately one page in length to the community via the Council's Agenda papers on the outcomes of the Conference, with particular emphasis as to any outcomes affecting Pittwater.'

On 12 March 2015, under delegated authority, the Mayor and General Manager approved Councillor Ferguson and Councillor Townsend's attendance at the 2nd Annual Housing Affordability Development Summit

Councillor Ferguson's report on behalf of Councillor Townsend is attached.

3.3 POLICY IMPLICATIONS

- Policy No 145 – Policy for the Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors.

3.4 RELATED LEGISLATION

Local Government Act 1993

3.5 FINANCIAL ISSUES

3.5.1 Budget

- Sufficient monies were available in the current budget for Cr Ferguson's and Cr Townsend's attendance.

3.5.2 Resources Implications

- Nil implications

4.0 KEY ISSUES

This report is in response to Council's Policy 145 – Policy for the Payment of Expenses and Provision of Facilities to the Mayor and Councillors – Conference Reporting.

5.0 ATTACHMENTS / TABLED DOCUMENTS

Attachment 1 - Councillor Ferguson's report on behalf of Councillor Townsend following their attendance at the 2nd Annual Housing Affordability Development Summit held in Sydney on 27 and 28 July 2015.

6.0 SUSTAINABILITY ASSESSMENT

No sustainability assessment is required for this report.

Report prepared by
Kim Reading, Executive Assistant to Mayor & Councillors

Warwick Lawrence
MANAGER, ADMINISTRATION & GOVERNANCE

**2ND ANNUAL AFFORDABLE HOUSING DEVELOPMENT SUMMIT
27-28 JULY 2015 SYDNEY**

I attended the 2nd Annual Affordable Housing Development Summit on 27-28 July, along with Cr Townsend. It was a two-day forum bringing together key stakeholders from government, housing providers and private industry to evaluate key challenges and opportunities for affordable housing development policies and strategies.

The summit looked at opportunities and challenges for housing development practices and policies in Australia. What is working, what has worked in the past and what can be done differently in the future, to ensure greater success.

With the exorbitant growth in housing prices, rent and supply of affordable housing, we need leadership and partnership between all levels of government, community housing providers and the private sector.

The summit had many inspiring speakers, one of which was Janice Abbott, Chief Executive Officer, Atira (Canada) who spoke about her 20 years in the housing and welfare industry. Jane spoke about Container Housing projects, Development Project Collaborations, Social Purpose Businesses and Employment Strategies for people who are marginalised. I was saddened to hear that the growing demographic in those that find themselves homeless are middle aged women. They have forgone super payments by coming out of the workforce to raise children and after divorce, don't have enough funds to live on.

We engaged in Panel discussions on:

Past, present and future challenges and opportunities in partnerships

- Roles of government, developers and housing providers in kick starting and delivering affordable housing
- Assessing how partnerships across various sectors have supported affordable housing initiatives
- Understanding drivers, expectations and goals of both sides – how can we strike a realistic balance?
- Attracting and sustaining partnership investment – where do future opportunities lie?
- Examining new forms of partnerships between the Government, community housing sector, financiers and developers

Future directions and opportunities in affordable housing policy

- Analysing state-based affordability challenges, and strategies from various states aimed at advancing affordable housing
- Proven best practice strategies nation-wide and its impact on housing, and how we replicate these successes
- Examining current and emerging best-practice funding models, housing programmes and planning strategies
- Future steps – examining new models required to preserve and increase social and affordable housing

I found the conference interesting and thought provoking and a realisation that anyone at any-time could be rendered homeless through circumstance. It was good to listen to the wide diversity of industry specialists on nearly all aspects of housing developments.

Cr Kylie Ferguson
Deputy Mayor

C11.4	Minutes of the Avalon to Palm Beach Floodplain Risk Management Study & Plan Working Group 3 September 2015 Meeting Report
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Meeting: Leading and Learning Committee

Date: 21 September 2015

COMMUNITY STRATEGIC PLAN STRATEGY: Disaster, Emergency & Risk Management

COMMUNITY STRATEGIC PLAN OBJECTIVE:

- To promote a well-informed community and that the Council knows how to effectively respond to disaster and emergency situations before during and after
- To work effectively with all emergency and utility agencies to improve emergency response
- To adhere to best practice risk management principles to facilitate more effective decision-making
- To increase community awareness on effective risk management
- To incorporate risk management in all business activities
- To plan for risks due to natural and manmade hazards

DELIVERY PROGRAM ACTION:

- Develop and implement programs to increase resilience to flood and coastal storms
 - Develop, review and implement flood and coastal storm risk studies and plans in accordance with NSW Government guidelines
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1.0 EXECUTIVE SUMMARY

1.1 SUMMARY

1. The working Group has been formed to provide advice in the preparation of the Avalon to Palm Beach Floodplain Risk Management Study and Plan.
 2. The Draft Working Paper 3 has been completed for the Flood Risk Management Study and Plan.
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2.0 RECOMMENDATION

That the information on the Minutes of the Avalon to Palm Beach Floodplain Risk Management Study & Plan Working Group be noted.

3.0 BACKGROUND

3.1 PURPOSE

To consider the draft minutes of the Avalon to Palm Beach Floodplain Risk Management Study & Plan (FRMS&P) Working Group meeting held at the Avalon Annexe on 03 September 2015 (refer **Attachment 1**).

3.2 BACKGROUND

- The Avalon to Palm Beach Floodplain Risk Management Study and Plan (FRMS&P) Working Group is a forum that assists Pittwater Council in the preparation, development and implementation of floodplain management plans for all flood prone properties between Bilgola Beach to the South to Palm Beach in the North. The Working Group is administered by Pittwater Council.
- The formation of the Floodplain Working group by Council is the first formal step in the Floodplain Management Process, as outlines in the NSW Governments Floodplain Development Manual.
- The primary function of this working group is to be an advisory body to Council on matters concerning the development, implementation and review of the Avalon to Palm Beach Floodplain Risk Management Study and Plan. The working group meetings provide a forum for the discussions between Council staff, local residents, interested groups and government authorities on technical, social, economic, environmental and cultural issues.

3.3 POLICY IMPLICATIONS

NIL

3.4 RELATED LEGISLATION

NSW Government Flood Prone Land Policy and Floodplain Development Manual (2005).

3.5 FINANCIAL ISSUES

3.5.1 Budget

NIL

3.5.2 Resources Implications

NIL

4.0 KEY ISSUES

Pittwater Council is continuing the next stages of the Floodplain Management Process with the Avalon to Palm Beach Floodplain Risk Management Study and Plan to identify possible flood mitigation and management options for the study area.

The study area covers the suburbs of Bilgola Beach, Bilgola Plateau, Clareville, Avalon Beach, Whale Beach and Palm Beach. This floodplain Risk Management Study and Plan will follow on from the 2013 Careel Creek Catchment Flood Study (WMA Water) and the 2013 Overland Flow Mapping and Flood Study (Cardno) for the study area.

NSW Public Works (Manly Hydraulics Laboratory), a company specialising in flooding and floodplain risk management, is currently undertaking the study.

Under the NSW Government Flood Prone Land Policy, management of flood prone land is primarily the responsibility of councils. The Floodplain Management Process that councils follow in order to identify, understand and manage flood risk is outlined below:

- The Flood Study (completed) defines the nature and extent of the flood problem.
- The Floodplain Risk Management Study (current stage) assesses management options with respect to existing and proposed development.
- The Floodplain Risk management Plan (current stage) provides Council with a management plan for the floodplain, and is often undertaken in conjunction with the Floodplain Risk Management Study.

- Implementation of the Plan involves enacting the recommendations of the Floodplain Risk Management Plan to mitigate flood risks to life and property.

Community consultation is an important component of the Avalon to Palm Beach Floodplain Risk Management Study and Plan. The local knowledge of residents and business operators personal experiences of flooding are an important source of information.

There are a number of ways Council is engaging with the owners of flood prone land in the study area:

- Through an online questionnaire. The questionnaire greatly assists in collating people's knowledge and experience about previous flooding history and existing flood problem areas.
- A Community Working Group has been formed from self-nominated community representations.
- A website has been established to keep the community informed on the study progress.

Avalon to Palm Beach FRMS&P Update – A verbal update by MHL (NSW Public Works) was provided on the progress of the Floodplain Risk Management Study and Plan

5.0 ATTACHMENTS / TABLED DOCUMENTS

Attachment 1: Draft minutes of the Avalon to Palm Beach Floodplain Risk Management Study & Plan Working Group Meeting on 03 September 2015

6.0 SUSTAINABILITY ASSESSMENT

A sustainability Assessment is not required for Minutes of Meetings

Report prepared by
Melanie Schwecke, A/Principal Officer – Floodplain Management

Jennifer Pang
MANAGER, CATCHMENT MANAGEMENT & CLIMATE CHANGE



DRAFT Minutes

Avalon to Palm Beach Floodplain Risk Management Study and Plan Working Group

Held in Avalon Annexe, Avalon Recreation Centre,
Old Barrenjoey Road on

03 September 2015

Meeting commenced at 4:00 pm

AVALON TO PALM BEACH FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN COMMUNITY WORKING GROUP	
Established	5 May 2014
Function	To enable community participation during the preparation of the Avalon to Palm Beach Floodplain Risk Management Study and Plan in accordance with the NSW Government's Floodplain Development Manual (2005).
Composition/Membership for each Community Working Group: Notes: Tenure of membership of community representatives is up to the completion of the Floodplain Risk Management Study & Plan.	One (1) Councillor (who shall be Chairperson of Community Working Group) plus one (1) alternative councillor. All Councillors are invited to attend. Up to five (5) community representatives who reside or work within the flood-affected areas identified by the Careel Creek Catchment Flood Study (WMAwater, July 2013) or the Pittwater Overland Flow Mapping and Flood Study (Cardno, October 2013). Up to four (4) stakeholder representatives including: <ul style="list-style-type: none"> Up to three (3) representatives from Pittwater community groups, subject to the group's inclusion on Councils "Register of Community Groups"; Local industry representatives; Interested observers are invited to attend.
Advisors:	State Government representatives as required, including: <ul style="list-style-type: none"> Office of Environment and Heritage State Emergency Service (representing State Headquarters, Region Controller and Local Controller) Department of Primary Industries (Catchments & Lands) Sydney Water Department of Planning & Infrastructure.
Council Officers:	Manager, Catchment Management and Climate Change (or nominee) Manager, Urban Infrastructure (or nominee)
Quorum:	Five (5) members provided one is a Councillor, two Community representatives and one NSW Government representative.
Reporting Procedures:	To be reported to Council as required.
Responsible Business Unit:	Catchment Management and Climate Change
Meetings:	At least twice during the preparation of the Floodplain Risk Management Study & Plan.
Council Members Appointed:	Cr McTaggart (delegate) Cr Grace (alternative delegate)

Members of the Working Group namely

Pittwater Council Members

Cr Alex McTaggart (Chairperson)
Cr Bob Grace (Delegate)

Citizen Representatives

Roger Alsop
Allen Telling
Stuart Davidson
Vince Nicholson

Stakeholder Representatives

John Warburton (Palm Beach – Whale Beach Residents Association)
Stephen Branch (Avalon Beach Village Chamber of Commerce inc)
Kerry Mc Ewan (Barrenjoey High School)
Spiro Daher (Narrabeen Lagoon Floodplain Risk Management Working Group Member)

State Government Representatives

NSW Office of Environment and Heritage (OEH)
State Emergency Service – Warringah/Pittwater Unit
State Emergency Service – Sydney Northern Region
Sydney Water
Roads and Maritime Services

and the following Council Advisors

Manager, Catchment Management and Climate Change
Principal Officer – Floodplain Management

are requested to be in attendance.

Copies to:

Director – Urban & Environment Assets – Chris Hunt
A/Manager – Urban Infrastructure – Paul Reid
Risk Officer – Marnie VanDyk
EA to General Manager - Fiona Garrity
EA to Mayor and Councillors – Kim Reading

All other Councillors are free to attend as Observers, and are invited to do so and to engage in discussion

Attendance:

Pittwater Council Members

Cr Alex McTaggart (Chair)

Citizen Representatives & Stakeholder Representatives

Roger Alsop
Allen Telling
Spiro Daher
John Warburton

State Government Representatives

Greg Davis (Office of Environment and Heritage)
Wayne Lyne (NSW SES – Warringah/Pittwater Unit)

And the following Council Advisors

Dr Melanie Schwecke (A/Principal Officer – Floodplain Management)
Jennifer Pang (Manager, Catchment Management & Climate Change)

In attendance

Bronson McPherson – Consultant – MHL/ NSW Public Works
Stephen Yeo (Flood Risk Management Specialist – sub-consultant for NSW Public Works)

1.0 APOLOGIES

Vince Nicholson
Stephen Branch (Avalon Beach Village Chamber of Commerce inc)
Allison Flaxman – NSW SES (Sydney Northern Region)
Daniel Cunningham (Sydney Water)

2.0 DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

NIL

3.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Confirmation of the minutes from the working group meeting held on the 05 March 2015:

Moved by Spiro Daher

Seconded by Roger Alsop

4.0 MATTERS ARISING FROM PREVIOUS MEETING

NIL

5.0 COMMITTEE BUSINESS

5.1 AVALON TO PALM BEACH FRMS&P

A verbal update along with presentation was given by Bronson McPherson (MHL – NSW Public Works) and Stephen Yeo. This presentation is provided in Attachment 1.

General questions:

Question: What source are the hazard curves from? – Response: The hazard curves utilised form part of Australian Emergency Management Handbook 7: Managing the floodplain: Best practice in flood risk management in Australia by Attorney, general's Department (Commonwealth Government), 2014.

WORKING GROUP RECOMMENDATION

- The working group note the information presented by MHL – NSW Public Works.

6.0 GENERAL BUSINESS

For noting: Pittwater Council will be running workshops with aged care providers and childcare providers over the next 6 months with Warringah and Manly Councils as part of the Northern Beaches Flood and Coast Education strategy. The workshops will be targeting all hazards and from part of an MPES grant.

6.0 NEXT MEETING

The Chair thanked everyone for their participation in this very effective forum and requested that the next meeting be scheduled for Thursday 12 November 2015 from 4pm to 6pm at Avalon Recreation Centre – Room 4 (Upstairs)

There being no further business the meeting concluded at 5.45pm.

ATTACHMENT 1



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A division of the Department of Finance & Services

**Avalon to Palm Beach Floodplain Risk Management Study
and Plan Working Group**

Bronson McPherson – Project Manager
Stephen Yeo – FRM specialist

3 September 2015



Overview of Presentation

- Study Milestones
- Defining the problem: risk to life
- Evaluating FRM measures: potential management options
- Next Steps




Image: 2008 Flood Careel Creek, Source: Pittwater Council

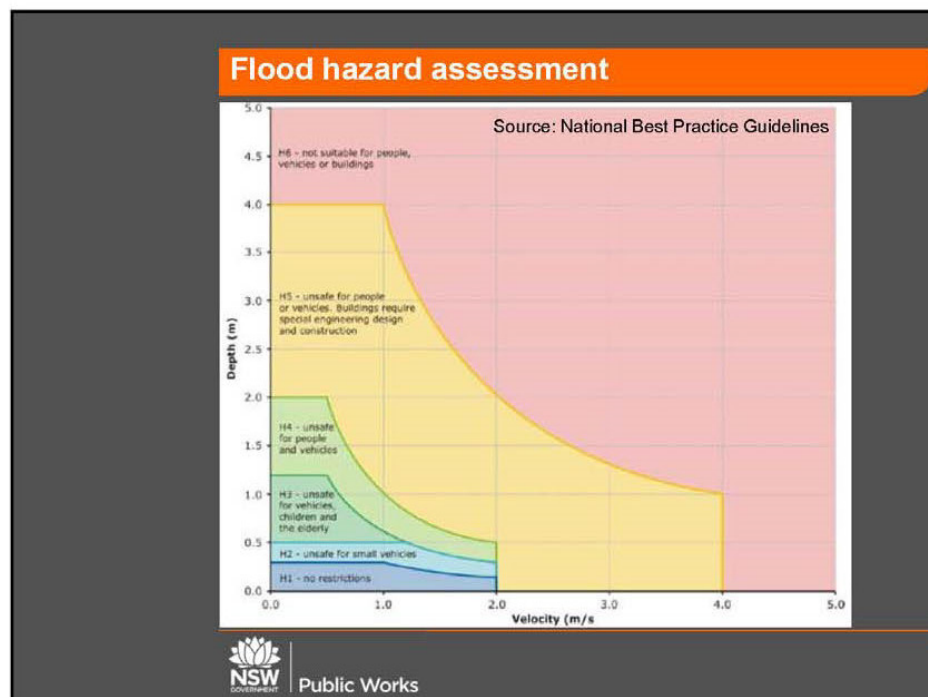
NSW
GOVERNMENT | **Public Works**

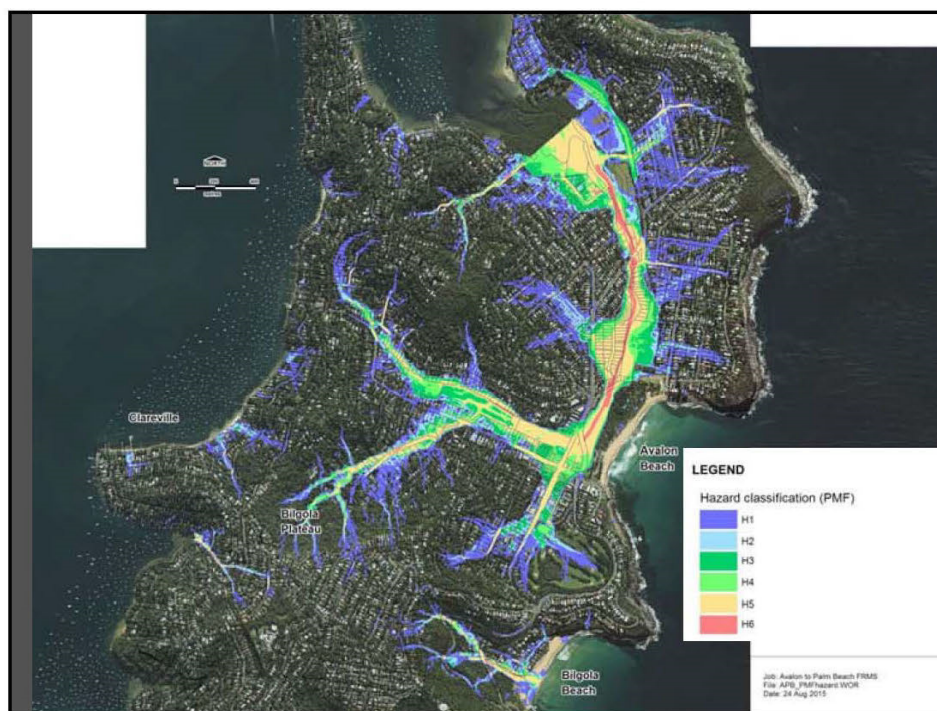
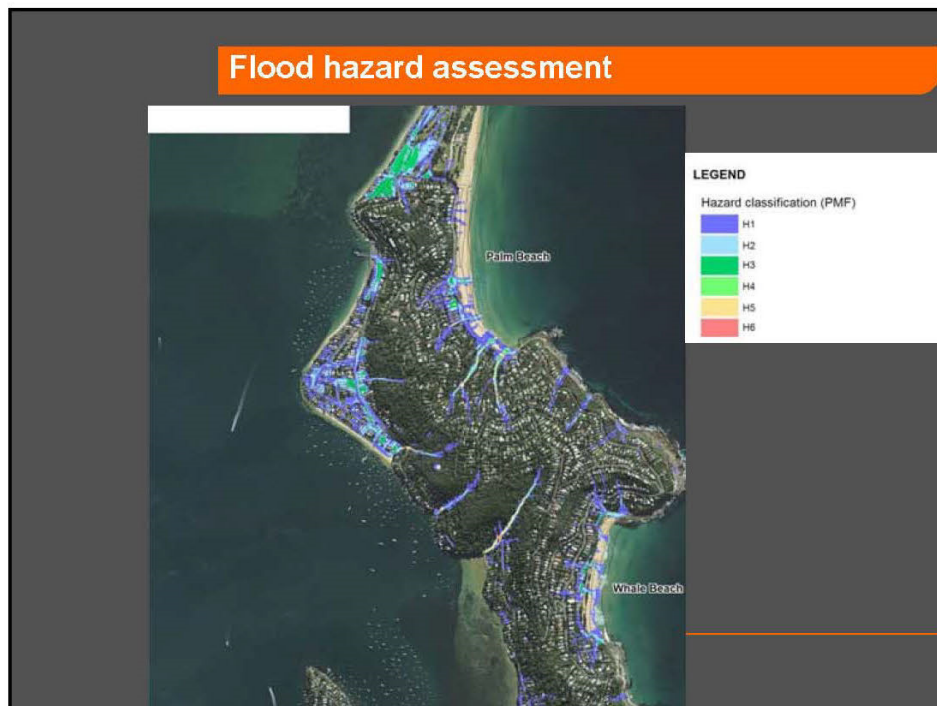
Study Milestones

- Review Information - **complete**
- Flood Model update - **complete**
- Initial Community Consultation - **complete**
- Flood Damage Assessment - **complete**
- Emergency Response - **complete**
- Assess Floodplain Management Options - **in progress**
- Flood Risk Management Study and Plan
- Public Exhibition
- Council Adoption

Image: 2008 Flood 2yr to 5yr ARI
Source: Pittwater Council


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Flood Life Hazard Categories

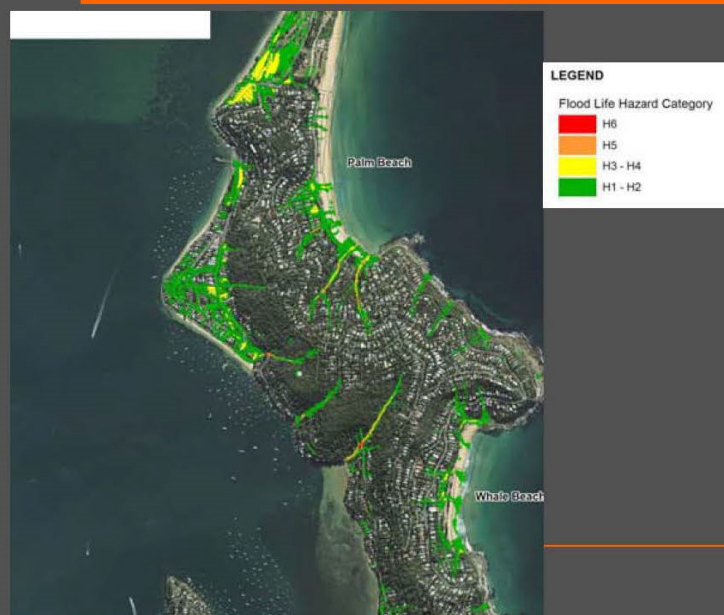
Adopted Emergency Response	Flood Life Hazard Category			
	H1 - H2	H3 - H4	H5	H6
Evacuation	Green	Yellow	Yellow	Yellow
Shelter-in-Place	Green	Yellow	Yellow	Orange

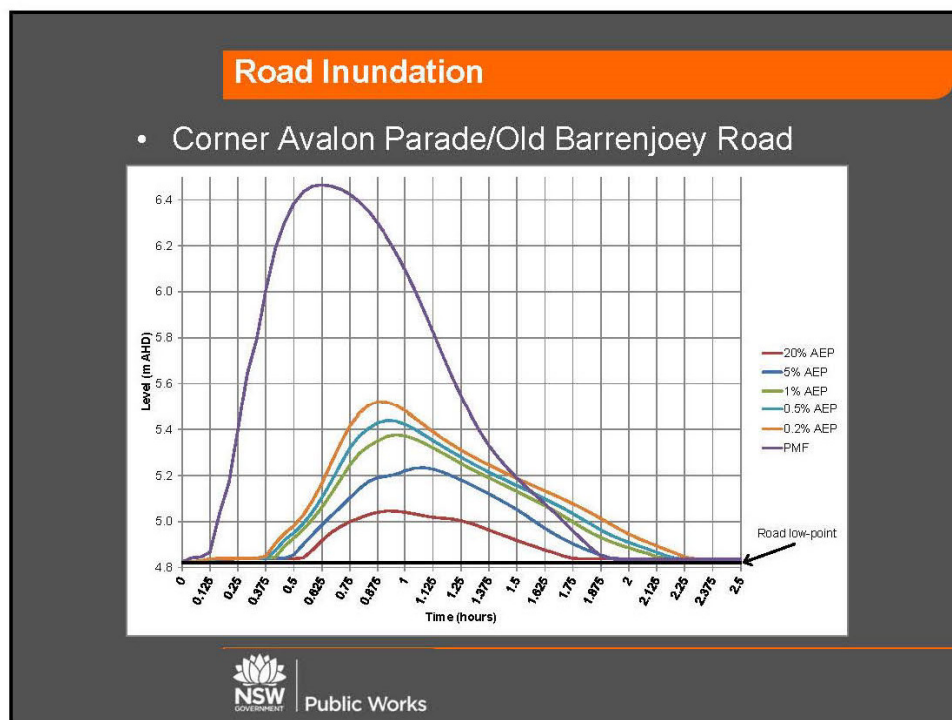
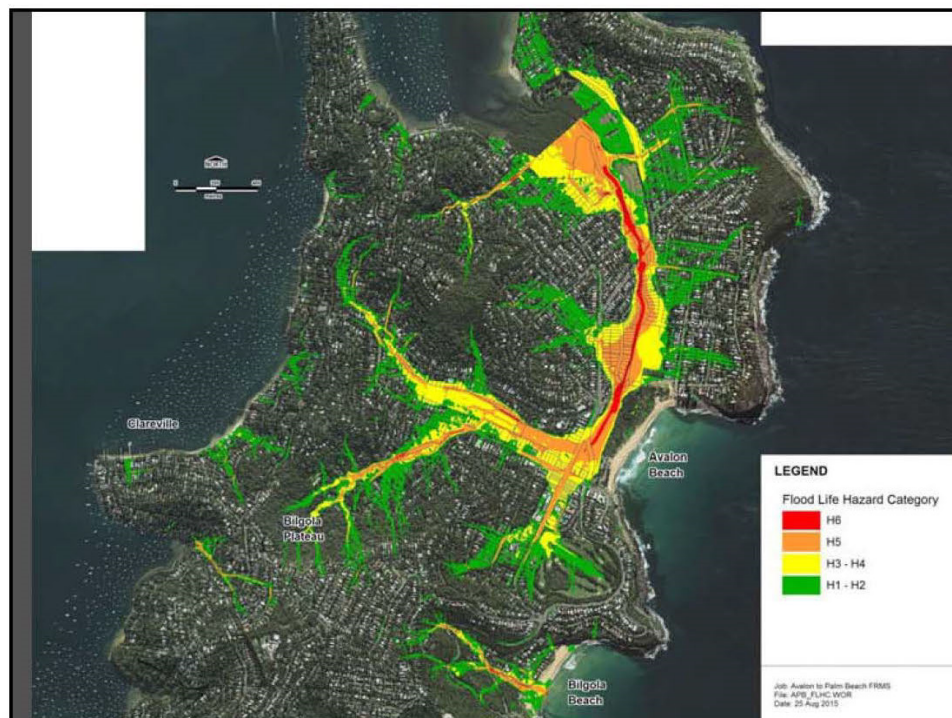
Where, Green = Acceptable risk, flood emergency response planning policy does not apply;
 Yellow = Tolerable risk, flood emergency response planning policy applies for all development; and,
 Orange = Unacceptable risk, no development should be permitted in these areas due to severe flood



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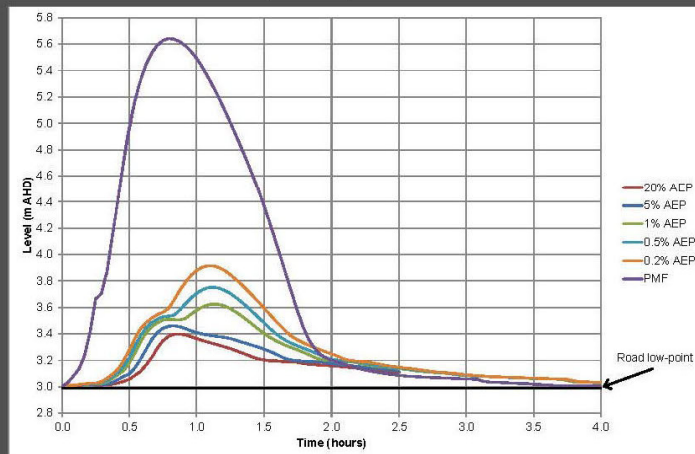
Draft Flood Life Hazard Categories





Road Inundation

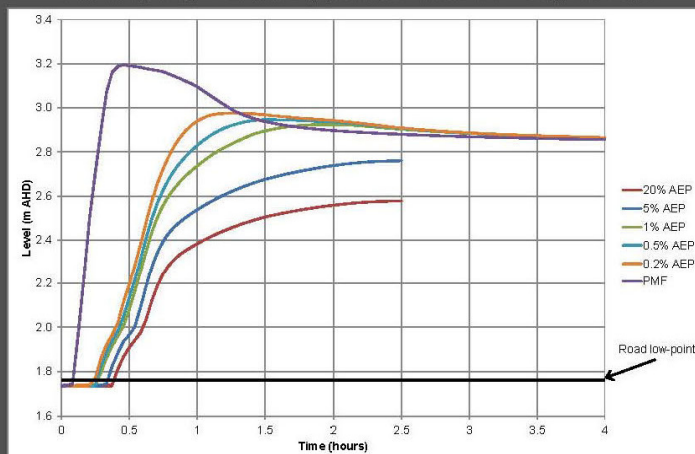
- Elaine Avenue (south)



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Road Inundation

- Barrenjoey Road opposite Careel Bay Ovals



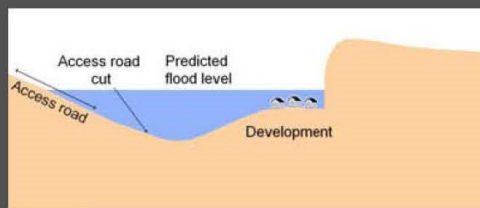
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Evacuation constraints

- Low Flood Island

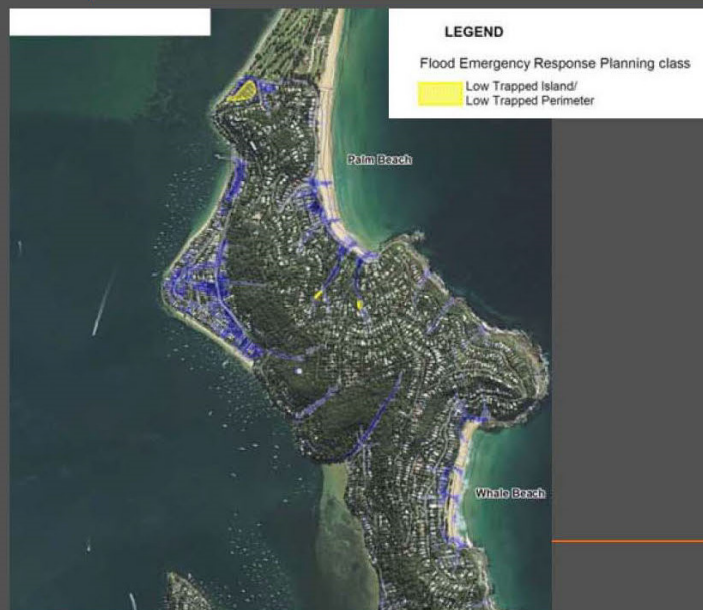


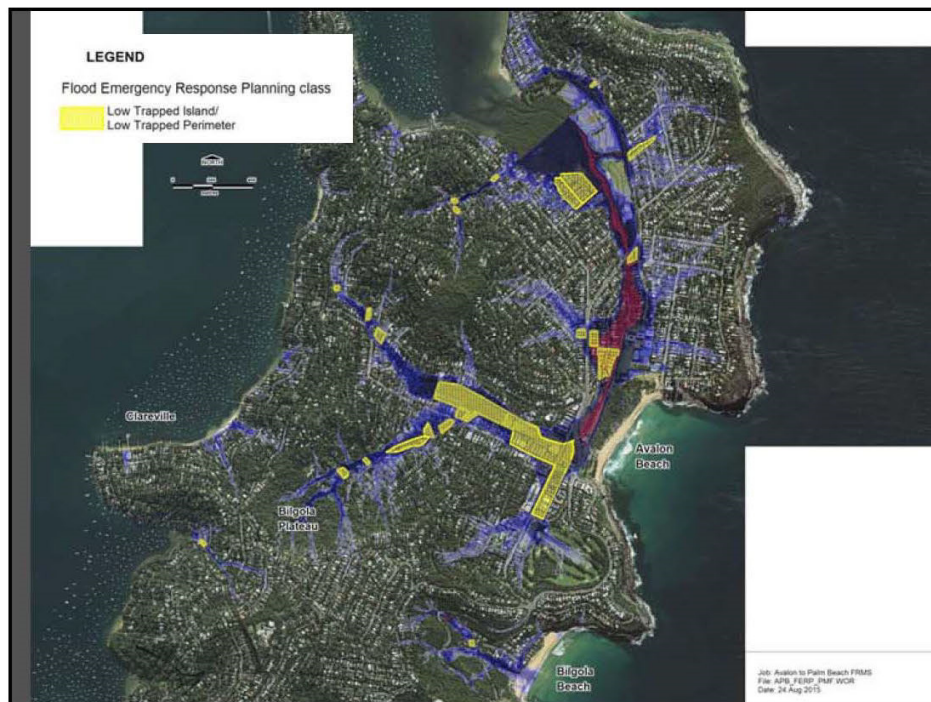
- Low Trapped Perimeter



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Evacuation constraints





Risk assessment: overall

Likelihood level		Consequence level				
		Insignificant d < 0.0	Minor d = 0.0–0.1m	Moderate d = 0.1–0.5m	Major d = 0.5–1.0m	Catastrophic d > 1.0m
PMF	Very rare	Low	Low	Low	Low	Medium
0.2% AEP	Unlikely	Low	Low	Medium	Medium	High
1% AEP	Possible	Low	Low	Medium	High	High
5% AEP	Likely	Low	Medium	High	High	Extreme
20% AEP	Almost certain	Medium	Medium	High	Extreme	Extreme

Likelihood level		Consequence level				
		Insignificant d < 0.0	Minor d = 0.0–0.1m	Moderate d = 0.1–0.5m	Major d = 0.5–1.0m	Catastrophic d > 1.0m
PMF	Very rare	408	211	228	51	59
0.2% AEP	Unlikely	420	125	101	7	1
1% AEP	Possible	320	96	65	2	0
5% AEP	Likely	230	71	37	1	0
20% AEP	Almost certain	140	30	27	0	0



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Risk assessment: key locations

- Ruskin Rowe



Risk assessment: key locations

- Ruskin Rowe

Factor	Risk
Likelihood/consequence of building inundation	Medium
Population directly at risk	Low
Warning time	High
Evacuation constraints	High
Shelter-in-place constraints	Medium
Population characteristics	Low
Flood experience	High
OVERALL	Low

Risk assessment: key locations

- Pittwater Palms retirement village



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Risk assessment: key locations

- Pittwater Palms retirement village

Factor	Risk
Likelihood/consequence of building inundation	High
Population directly at risk	High
Warning time	High
Evacuation constraints	High
Shelter-in-place constraints	Low
Population characteristics	High
Flood experience	High
OVERALL	High



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Risk assessment: key locations

- Avalon commercial district



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Risk assessment: key locations

- Avalon commercial district

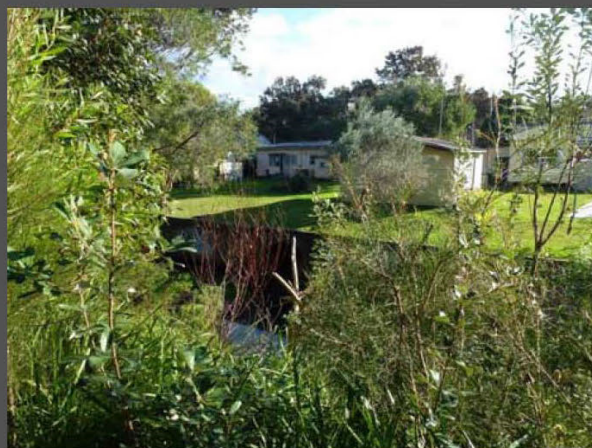
Factor	Risk
Likelihood/consequence of building inundation	High
Population directly at risk	High
Warning time	High
Evacuation constraints	High
Shelter-in-place constraints	Medium
Population characteristics	High
Flood experience	High
OVERALL	High



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Risk assessment: key locations

- Elaine Avenue



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Risk assessment: key locations

- Elaine Avenue

Factor	Risk
Likelihood/consequence of building inundation	Medium
Population directly at risk	Medium
Warning time	Medium
Evacuation constraints	High
Shelter-in-place constraints	High
Population characteristics	Low
Flood experience	High
OVERALL	Medium-High



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Risk assessment: key locations

- Albert Road to Barrenjoey Road flowpath



Risk assessment: key locations

- Albert Road to Barrenjoey Road flowpath

Factor	Risk
Likelihood/consequence of building inundation	High
Population directly at risk	Low
Warning time	High
Evacuation constraints	High
Shelter-in-place constraints	Low
Population characteristics	Medium
Flood experience	High
OVERALL	Medium

Risk assessment: key locations

- Therry Street



Risk assessment: key locations

- Therry Street

Factor	Risk
Likelihood/consequence of building inundation	High
Population directly at risk	Low
Warning time	High
Evacuation constraints	High
Shelter-in-place constraints	Low
Population characteristics	Low
Flood experience	High
OVERALL	Medium

Risk assessment: key locations

- Bilgola Beach carparks



Risk assessment: key locations

- Bilgola Beach carparks

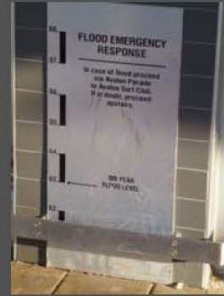
Factor	Risk
Likelihood/consequence of building inundation	n/a
Population directly at risk	Medium
Warning time	High
Evacuation constraints	Low? (OER)
Shelter-in-place constraints	High
Population characteristics	High
Flood experience	High
OVERALL	Medium

Floodplain Risk Management Options

Modify Property



Modify People's Response



Modify the flood



Assess Floodplain Management Options

- Identification of all potential management options – **complete**
- Preliminary assessment of options – **complete**
- Identification of 10 preferred management options **complete**
- Detailed assessment of options
 - Multi-criteria (benefit/cost etc.)
- Recommendations and prioritization > FRM Plan



Image: 1976 flood event
Source: Avalon Beach Historical Society



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Identification of Preliminary Options

Identification of potential management options through:

- Community input
 - Community survey
 - Working Group
- Pittwater Council recommendations
- Public Works team engineering judgement considering:
 - 1% AEP flood hazard (i.e. high hazard areas given priority)
 - Potential for over floor flooding (particularly in smaller events)
 - Flood Damages
 - Existing drainage capacity
 - Flow behaviour and availability of open space for storage
 - Risk to Life
- Recommendations from previous study (Careel Creek FRM Plan 2002)



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Identification of Flood Modification Options

Modify Response

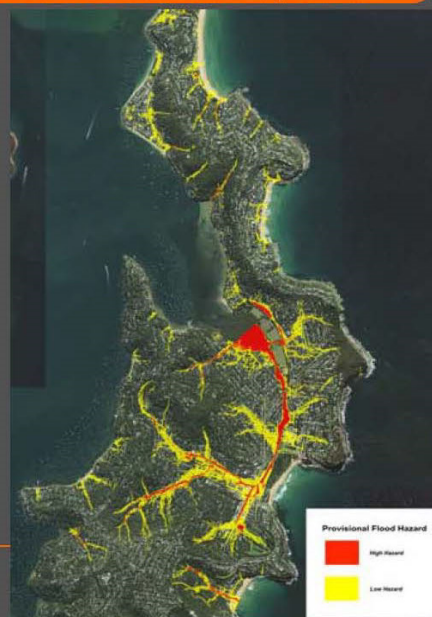
- Flood Warning for Avalon CBD
- Flood Emergency Response Plan template for Commercial Sector
- Flood-proofing brochures

Modify the Property

- Voluntary House Purchase Scheme
- Voluntary House Raising Scheme
- Install flood compatible fencing on properties within the floodplain
- Implement updated flood risk management DCP



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Identification of Flood Modification Options

Modify the Flood

- Basins and Reserves

- Detention Basin in Catalpa Reserve
- Jamieson Park Detention Basin upgrade
- Detention Basin in Toongarrie Reserve
- Toongarrie Reserve swale
- Detention Basin in Angophora Reserve upstream of Ruskin Rowe
- Augmentation of Golf Course basin



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Identification of Flood Modification Options

Modify the Flood

- Drainage

- Improved drainage from Barrenjoey Road through Careel Bay Oval, North Avalon
- Drainage upgrades between Albert Road, Burrawong Road and Barrenjoey Road
- Therry Street drainage upgrades
- Drainage upgrades between North Avalon Road, Tasman Road and Catalina Crescent
- Careel Creek Flood Off-take Pipe



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Identification of Flood Modification Options

Modify the Flood - other

- Raise footbridge / pipe crossing of lower Careel Creek
- Careel Creek Dredging & clearing of the lower reaches of Careel Creek from the Careel Bay
- Careel Creek vegetation review
- Debris Control US of key structures e.g. US of Ruskin Rowe
- Bilgola Beach open channel enlargement & erosion control



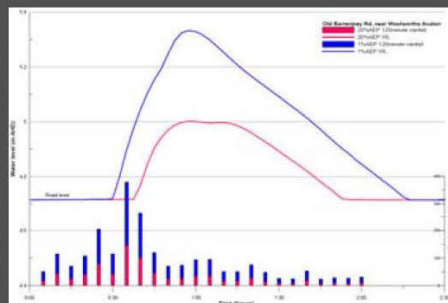
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Criteria for Assessment of preliminary options

Item	Score				
	1	2	3	4	5
	Negative		Neutral		Positive
Impact on Flood Behaviour (Hydraulic Hazard)	Significant increase in hydraulic hazard	Some increase in hydraulic hazard	Neutral	Some decrease in hydraulic hazard	Significant decrease in hydraulic hazard
Number of Properties Benefited	>2 properties negatively impacted	1-2 negatively impacted	0	1-2	>2
Technical Feasibility	Significant issues (unproven, high risks)	Some issues (complex, some difficulty)	Minor issues	Negligible issues	No issues (proven, well established, no risks)
Economic Merit (benefit/cost ratio)	Very low (0-0.5)	Low (0.5-0.8)	Neutral (0.8-1.2)	High (1.2-2.0)	Very high (>2)
Financial Feasibility (funding, Government assistance & grants)	Very unlikely to receive funding	Unlikely to receive funding	Neutral	Likely to receive funding	Very likely to receive funding
Environmental and Ecological Benefits	Significant disbenefits	Some disbenefits	Neutral	Some benefits	Significant benefits
Impact on Risk to Life	Significant increase in risk to life	Some increase in risk to life	Neutral	Some decrease in risk to life	Significant decrease in risk to life
Impacts on SES	Significant disbenefit to SES	Some disbenefit to SES	Neutral	Some benefit to SES	Significant benefit to SES
Long-term Performance (design life & climate change)	Very low	Low	Neutral	High	Very high
Legislative & Permissibility Requirements (incl. political & administrative issues)	Significant issues affecting implementation	Some issues affecting implementation	Minor issues affecting implementation	Negligible issues affecting implementation	No issues affecting implementation
Social Impact / Community Acceptance	Majority against, minimal support	Some against	Neutral	Some for	Majority for, few opposed

Preliminary Assessment Examples

Flood Warning for Avalon CBD



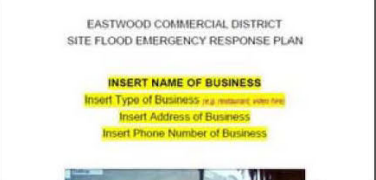
Option / Criteria	Impact on Flood Behaviour (Hydraulic Hazard)	Number of Properties Benefited	Technical Feasibility	Economic Merit (benefit/cost ratio)	Financial Feasibility	Environmental and Ecological Benefits	Impact on Risk to Life	Impacts on SES	Long-term Performance	Legislative & Permissibility Requirements	Social Impact / Community Acceptance
Flood Warning for Avalon CBD	3	3	4	5	5	3	5	5	4	4	4
	No effect	No reduction in bldgs flooded	Minor technical issues e.g. secure site for gauges	Typically good return for low cost where maintained	Will need to check with Flood Warning Consultative Committee	No effect	Can indicate when flooding of carparks imminent	Early warning may assist emergency services to deploy resources	Needs to be maintained	Coordination Council, Bureau, SES	Community likely to support


Preliminary Assessment Examples

Voluntary House Raising Scheme

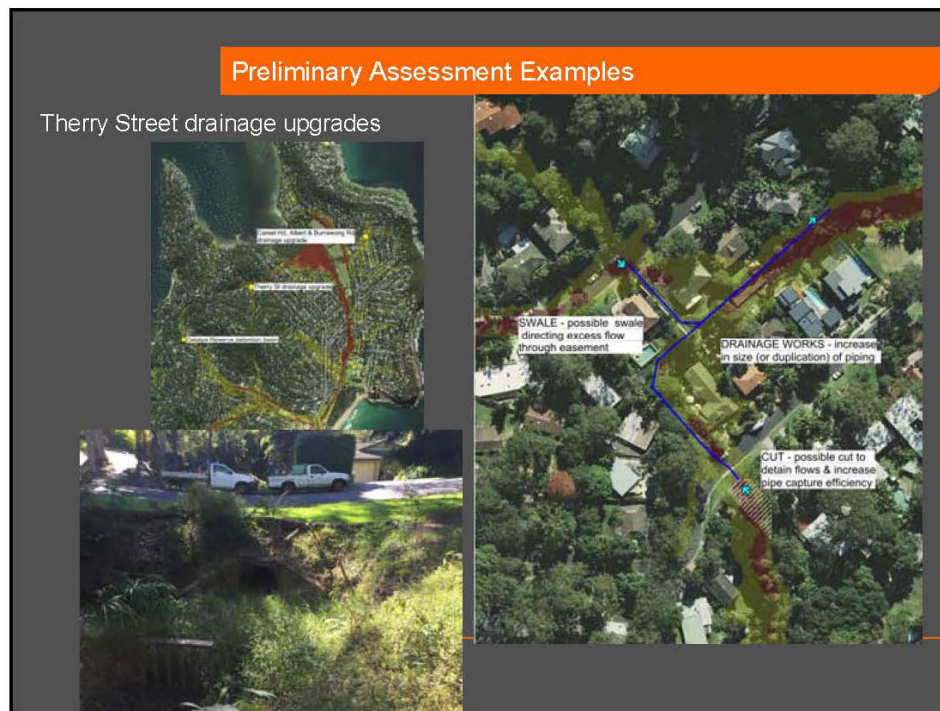


Option / Criteria	Impact on Flood Behaviour	Number of Properties Benefited	Technical Feasibility	Economic Merit	Financial Feasibility	Environmental and Ecological	Impact on Risk to Life	Impacts on SES	Long-term Performance	Legislative	Social Impact / Community
Voluntary House Raising Scheme	3	5	2	3	3	3	4	3	4	2	3
	Potential very localised effects on flood behaviour	Depending on number raised	Depending on house structure and integrity	Often reasonably good BCRs	Potential for offering subsidy to promote participation in scheme	No effect	May facilitate shelter-in-place; flood height range to PMF not excessive	Given flash flood context, could obviate need for SES rescue	May include SLR in floor level design	May need to consider maximum heights in DCP	Community often indifferent

Preliminary Assessment Examples											
Flood Emergency Response Plan template for Commercial Sector											
Option / Criteria	Impact on Flood Behaviour	Number of Properties Benefited	Technical Feasibility	Economic Merit	Financial Feasibility	Environmental and Ecological	Impact on Risk to Life	Impacts on SES	Long-term Performance	Legislative	Social Impact / Community
Flood Emergency Response Plan template for Commercial Sector	3	3	5	5	5	3	4	4	4	5	4
	No effect	No reduction in bldgs flooded	Straight-forward	Good value where there's a mechanism to require proprietors to complete it e.g. change of use	Low cost	No effect	As proprietors complete the template, they better understand the risk and may be free to focus on life-saving activities	If proprietors are able to reduce their own losses, the emergency services may be free to focus on life-saving activities	May need to be adapted as risk changes	Chamber of Commerce may assist to promote	Chamber of Commerce likely to support a simple template

Preliminary Assessment Examples											
Detention basin in Catalpa Reserve											
Option / Criteria	Impact on Flood Behaviour	Number of Properties Benefited	Technical Feasibility	Economic Merit	Financial Feasibility	Environmental and Ecological	Impact on Risk to Life	Impacts on SES	Long-term Performance	Legislative	Social Impact / Community
Detention Basin in Catalpa Reserve	4	4	4	3	4	2	3	3	4	3	4
	Some reduction in DS hazard	Minimum 2 properties, potentially more	Relatively straightforward works	Estimated ~1	Relatively low cost, reasonable chance of funding	Likely removal of some trees	Potential benefits DS & disbenefits in basin footprint	Potential benefits DS properties & disbenefits monitoring basin	Good design life, robust to climate change	Minor	Community likely to support





Modify the Response and Property											
Option/Criteria	Impact on Flood Behaviour (Hydraulic Hazard)	Number of Properties Benefited	Technical Feasibility	Economic Merit (benefit/cost ratio)	Financial Feasibility (funding, Government assistance & grants)	Environmental and Ecological Benefits	Impact on Risk to Life	Impacts on SES	Long-term Performance (design life & climate change)	Legislative & Permissibility Requirements (incl. political & administrative issues)	Social Impact / Community Acceptance
Flood Education	3	3	5	5	5	3	5	5	4	4	4
Flood Warning for Avalon CBD	3	3	4	5	5	3	5	5	4	4	4
Flood Emergency Response Plan template for Commercial Sector	3	3	5	5	5	3	4	4	4	5	4
Implement updated flood risk management DCP	3	3	5	5	5	3	5	4	5	4	2
Flood-proofing brochures	3	3	5	5	5	3	3	3	4	5	4
Voluntary House Raising Scheme	3	5	2	3	3	3	4	3	4	2	3
Voluntary House Purchase Scheme	3	4	4	1	1	3	4	4	5	3	2
Install flood compatible fencing on properties within the floodplain	3	3	4	2	2	3	3	3	3	3	2

Modify the Flood – Basins and Reserves											
Option/Criteria	Impact on Flood Behaviour (Hydraulic Hazard)	Number of Properties Benefited	Technical Feasibility	Economic Merit (benefit/cost ratio)	Financial Feasibility (funding, Government assistance & grants)	Environmental and Ecological Benefits	Impact on Risk to Life	Impacts on SES	Long-term Performance (design life & climate change)	Legislative & Permissibility Requirements (incl. political & administrative issues)	Social Impact / Community Acceptance
Detention Basin in Catalpa Reserve	4	4	4	3	4	2	3	3	4	3	4
Jamieson Park Detention Basin upgrade	4	4	3	2	4	3	3	3	4	3	4
Detention Basin in Toongarrie Reserve	4	4	2	3	3	2	3	3	4	2	4
Augmentation of Golf Course basin	4	3	3	3	3	3	3	3	4	2	3
Toongarrie Reserve swale	3	3	3	2	3	3	3	3	4	3	3
Detention Basin in Angophora Reserve upstream of Ruskin Rowe	4	3	2	2	3	2	3	3	4	2	2

Modify the Flood - Drainage											
Option/Criteria	Impact on Flood Behaviour (Hydraulic Hazard)	Number of Properties Benefited	Technical Feasibility	Economic Merit (benefit/cost ratio)	Financial Feasibility (funding, Government assistance & grants)	Environmental and Ecological Benefits	Impact on Risk to Life	Impacts on SES	Long-term Performance (design life & climate change)	Legislative & Permissibility Requirements (incl. political & administrative issues)	Social Impact / Community Acceptance
Improved drainage from Barrenjoey Road through Careel Bay Oval, North Avalon	4	4	4	3	4	2	4	3	2	2	3
Therry Street drainage upgrades	4	4	3	2	3	3	3	3	4	3	4
Drainage upgrades between Albert Road, Burrawong Road and Barrenjoey Road	4	4	2	3	3	3	4	3	3	2	3
Drainage upgrades between North Avalon Road, Tasman Road and Catalina Crescent;	3	4	2	3	3	3	3	3	4	2	3
Careel Creek Flood Off-take Pipe	5	5	1	3	2	1	4	3	2	1	1

Modify the Flood - other											
Option/Criteria	Impact on Flood Behaviour (Hydraulic Hazard)	Number of Properties Benefited	Technical Feasibility	Economic Merit (benefit:cost ratio)	Financial Feasibility (funding, Government assistance & grants)	Environmental and Ecological Benefits	Impact on Risk to Life	Impacts on SES	Long-term Performance (design life & climate change)	Legislative & Permissibility Requirements (incl. political & administrative issues)	Social Impact / Community Acceptance
Debris Control US of key structures e.g. US of Ruskin Rowe	3	3	4	3	4	3	4	3	4	3	3
Regular checking and clearing of large tree stems from Careel Creek bed	4	3	4	3	3	2	3	3	3	2	4
Raise footbridge / pipe crossing of lower Careel Creek	4	3	4	2	3	3	3	3	3	2	3
Flood compatible riparian vegetation along Careel Creek	3	3	4	3	3	3	3	3	2	2	3
Improve flushing of lower Careel Creek to address odours	3	3	2	2	1	3	3	3	4	3	5
Dredging & clearing of the lower reaches of Careel Creek	4	4	2	2	3	1	3	3	2	1	3
Bilgola Beach open channel enlargement & erosion control	3	3	2	2	3	2	3	3	3	2	3
Widening of Careel Creek "bottlenecks"	3	3	2	2	3	2	3	3	3	2	2

Detailed Assessment of Floodplain Management Options

Recommended for detailed assessment

- Flood Education (e.g. signage)
- Improved drainage from Barrenjoey Road through Careel Bay Oval, North Avalon
- Drainage upgrades between Albert Road, Burrawong Road and Barrenjoey Road
- Therry Street drainage upgrades
- Detention Basin in Catalpa Reserve
- Jamieson Park Detention Basin upgrade
- Detention Basin in Toongarrie Reserve
- Debris Control US of key structures e.g. US of Ruskin Rowe
- Flood Warning for Avalon CBD
- Flood Emergency Response Plan template for Commercial Sector

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Detailed Assessment of Floodplain Management Options											
Option/Criteria	Impact on Flood Behaviour	Number of Properties Benefited	Technical Feasibility	Economic Merit	Financial Feasibility	Environmental and Ecological	Impact on Risk to Life	Impacts on SES	Long-term Performance	Legislative	Social Impact / Community
Flood Education	3	3	5	5	5	3	5	5	4	4	4
Flood Warning for Avalon CBD	3	3	4	5	5	3	5	5	4	4	4
Flood Emergency Response Plan template for Commercial Sector	3	3	5	5	5	3	4	4	4	5	4
Implement updated flood risk management DCP	3	3	5	5	5	3	5	4	5	4	2
Flood-proofing brochures	3	3	5	5	5	3	3	3	4	5	4
Detention Basin in Catalpa Reserve	4	4	4	3	4	2	3	3	4	3	4
Jamieson Park Detention Basin upgrade	4	4	3	2	4	3	3	3	4	3	4
Debris Control US of key structures	3	3	4	3	4	3	4	3	4	3	3
Improved drainage from Barrenjoey Road through Careel Bay Oval, North Avalon	4	4	4	3	4	2	4	3	2	2	3
Therry Street drainage upgrades	4	4	3	2	3	3	3	3	4	3	4
Drainage upgrades Albert Road, Burrawong Road and Barrenjoey Road	4	4	2	3	3	3	4	3	3	2	3
Detention Basin in Toongahrie Reserve	4	4	2	3	3	2	3	3	4	2	4

Next Steps

Flood mitigation options – September / October 2015


Flood Risk Management study – November 2015

Flood Risk Management Plan– January 2016

Public Exhibition – February / March 2016

Prepare final Floodplain Risk Management Study and Draft Plan for Council approval – May 2016

Image: 2009 Flood - Careel Creek Culvert. Source: PTHwater Council



Ideas / comments from the committee



Public Works

C11.5	Minutes of the Leading and Learning Reference Group Meeting held on 26 August 2015
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Meeting: Leading & Learning Committee

Date: 21 September 2015

COMMUNITY STRATEGIC PLAN STRATEGY: Corporate Management

COMMUNITY STRATEGIC PLAN OBJECTIVE:

- To provide leadership through ethical, accountable and legislative decision-making processes
- To ensure local democratic representation
- To engage proactively with the community in a way that is consistent, appropriate and effective

DELIVERY PROGRAM ACTION:

- Maintain and Service Council's Range of Committees
-

1.0 EXECUTIVE SUMMARY

1.1 SUMMARY

The 26 August 2015 Meeting of the Leading & Learning Reference Group considered the following discussion topics:

- The Audit & Risk Committee and the Internal Audit Function
 - Review and Public Exhibition of the Climate Change Policy No. 176
 - Storm Experiences and Communication
 - Reference Group Priorities Workshop
 - 2015 Submission – A R Bluett Memorial Award
-

2.0 RECOMMENDATION

1. That Council note the Minutes of the Leading & Learning Reference Group Meeting held on 26 August 2015 that relate to the discussion on:

- *The Audit & Risk Committee and the Internal Audit Function*
- *Review and Public Exhibition of the Climate Change Policy No. 176*
- *Storm Experiences and Communication*
- *Reference Group Priorities Workshop*
- *Business Arising: 2015 Submission – A R Bluett Memorial Award*

2. That Council note the following reference points from that meeting:

2.1 Review and Public Exhibition of the Climate Change Policy No. 176

- *That the revised Climate Change Policy No. 176 and the revised Climate Action Plan Framework currently on public exhibition be noted by the Leading & Learning Reference Group.*
- *That Pittwater Council proactively introduce incentives / initiatives for its residents to mitigate climate change.*

2.2 2015 Submission – The A R Bluett Memorial Award

- *That staff be congratulated on the quality of the submission document.*

2.3 Storm Experiences and Communication

- *That Council staff be congratulated on their rapid response during the recent storms, for both assistance on the ground and communication throughout the event.*
- *That Council consider a longterm strategy in regard to the safety and viability of street trees, including the assessment and safe removal of vulnerable trees where appropriate.*

3.0 BACKGROUND

3.1 PURPOSE

To present to Council for consideration, the Minutes of Leading and Learning Reference Group Meeting held on 26 August 2015 (refer **Attachment 1**).

3.2 BACKGROUND

The Leading and Learning Reference Group was established by Council to consider matters involving goals and initiatives contained in the key directions 3 & 5 of Council's Strategic Plan – Leading and Learning.

The strategic objectives within the associated key direction are:

- Corporate Management Strategy
- Disaster, Risk and Emergency Management Strategy
- Community Education and Learning Strategy

To fulfil its role, the Leading and Learning Reference Group provides:

- a link between Council and the community which enhances communication about the strategic direction of Council initiatives
- input from Council and the community (historical, social and environmental) when considering possible solutions
- consideration of implications from strategic initiatives and their likely impact on the local community; and feedback to Council on behalf of the community

3.3 POLICY IMPLICATIONS

Nil

3.4 RELATED LEGISLATION

Nil

3.5 FINANCIAL ISSUES

3.5.1 Budget

Nil

4.0 KEY ISSUES

- Enterprise Risk Management
- Local Government Reform Update
- Review of Reference Groups
- Review of Leading and Learning Reference Group Reference Points

5.0 ATTACHMENTS

Attachment 1 – Minutes of the Leading and Learning Reference Group Meeting held on 26 August 2015.

6.0 SUSTAINABILITY ASSESSMENT

A sustainability assessment is not required for Minutes of Meetings.

Report prepared by

Chris Hunt
DIRECTOR, URBAN & ENVIRONMENTAL INFRASTRUCTURE

MINUTES

Leading & Learning Reference Group

held at the Coastal Environment Centre, Lake Park Road, North
Narrabeen on

26 August 2015

Commencing at 4:01pm

Attendance:

Members of the Committee:

Cr Sue Young, Chairperson

The following community representatives:

Mr Frank Adshead, Mona Vale Residents Association
Ms Suzanne Atteridge, Pittwater Resident Representative
Mr Gavin Butler, Newport Residents Association
Mr Neil Evers, Aboriginal Support Group
Mr David Hegarty, Scotland Island Residents Association
Mr Gareth Jones, Avalon Palm Beach Chamber of Commerce
Mr Anthony Robinson, Sustainability Pittwater
Mr David Shields, Bayview Church Point Residents Association
Mr Geoff Sheppard, Clareville and Bilgola Plateau Residents Association
Mr Andrew Tiede, Anglers Action Group (Sydney Northside)

The following Council Advisors:

Mr Chris Hunt, Director, Urban & Environmental Assets
Ms Jennifer Pang, Manager, Catchment Management & Climate Change
Ms Melanie Thomas, Climate Change Adaptation Officer
Ms Anne-Maree Newbery, Principal Officer Strategic Planning
Mr Warwick Lawrence, Manager, Administration & Governance
Mr Anthony Robinson, Internal Auditor
Mr David Bremner, Community Engagement Officer
Ms Pamela Tasker, Administration Officer/Minute Secretary

Observers:

Mr Peter Middleton, Newport Residents Association

LEADING & LEARNING REFERENCE GROUP

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1.0 Apologies

Notes

1. The following apologies were received and accepted by the members and leave of absence was granted from the Leading & Learning Reference Group Meeting held on 27 May 2015:
 - Ms Sandra Blamey, Pittwater Resident Representative
 - Mr Graeme Jessup, Sustainability Pittwater
 - Mr Tony Tenney, Clareville and Bilgola Plateau Residents Association
 - Mr Jim Boyce, Manly Warringah and Pittwater Historical Society
 - Mr Gary Grocott, Pittwater Resident Representative
2. Mr Anthony Robinson attended as the alternative delegate on behalf of Sustainability Pittwater.
3. Mr Geoff Sheppard attended as the alternative delegate on behalf of Clareville and Bilgola Plateau Residents Association
4. Mr Peter Middleton, Newport Residents Association, attended as an Observer.
5. Mr Joseph Mills, Pittwater Resident Representative, has tendered his resignation from the Leading & Learning Reference Group due to family commitments. Mr Mills' resignation is further addressed under Business Arising Item 5.2.

2.0 Declarations of Pecuniary and Non-Pecuniary Conflict of Interest

Nil.

3.0 Confirmation of Minutes

REFERENCE GROUP RECOMMENDATION

That the Minutes of the Leading & Learning Reference Group Meeting held on 27 May 2015, copies of which were circulated to all Reference Group Members, be and are hereby confirmed as a true and accurate record of the proceedings of that meeting.

(Mr Gavin Butler / Mr David Shields)

4.0 Discussion Topics

Note:

Due to time considerations the Chair requested that Mr Robinson's presentation on the Audit & Risk Committee and the Internal Audit Function be heard first.

LL4.2 The Audit & Risk Committee and the Internal Audit Function

Proceedings in Brief

Mr Anthony Robinson, Internal Auditor, addressed the meeting on this item. A copy of the PowerPoint presentation has been provided by Mr Robinson and is at Appendix 1.

Discussion Points

Q: Are you responsible for identifying risks relating to Council investments?

A: Financial risks are considered one of the highest risks and I will conduct internal audits to ensure best practices. It is not possible to cover every eventuality but typical audit tests look at whether the financial information is accurate and complete. Of course a thorough audit of the annual financial accounts is conducted by Council's external auditors (Hill Rogers Spencer Steer).

Q: Do you get involved before any investment decisions are made?

A: Audits look at historical information. However, there are protocols in place which guide investment decisions and strict accounting standards are followed by the Finance Department.

Q: What processes do you use to identify the highest areas of risk to Council?

A: I work closely with Council's Risk Officer. A risk register has been developed within each business unit and is used as a living document, being constantly updated. I also look at Council's Strategic Risk Register which identifies those risks which may potentially hinder the achievement of objectives set out in Council's Strategic Plan. My role involves meeting with Directors and Business Unit Managers to ascertain their areas of highest concern. All this feeds into the Audit Planning process which prioritises areas for audit.

Q: Do you feel confident you will be able to effectively perform such a massive job?

A: It is possible to be effective as long as you prioritise your time properly. If at some stage we feel we aren't achieving sufficient coverage we will consider additional resources but this is something that has to be considered in consultation with the Audit & Risk Committee and in terms of Council budget.

Q: How do your three year plan and your annual plan differ?

A: The three year plan is strategic as it identifies the timing of audits taking into account know future activities / projects / strategies. The annual audit plan identifies audits of highest priority.

Q: What sort of risks require auditing in other areas of Council such as the Assets Register?

A: There are many different types of audits performed. I do financial audits looking at Council's use of resources or the effectiveness of financial management and reporting. I do compliance audits on Council procedures, probity audits where required. I need to be cautious about conducting audits in those areas where I lack the specific expertise required. Council will appoint a specialist auditor in such cases.

Q: Do you think there is currently an over reliance on risk registers in Business Units?

A: The identification of risks on each register rests primarily with the Risk Officer and Business Unit Manager. Being new to Council I'm not sure yet whether there is an under or over reliance on risks identified on the register. Hopefully I will be able to better judge this after a year.

- The Chair advised that the Enterprise Risk Management (ERM) Policy was endorsed at the Council Meeting on 2 February 2015. A copy of the report and policy document is available via the following link:

http://www.pittwater.nsw.gov.au/council/meetings/council_meetings/council_meetings/2015/2_feb_-_council_meeting

- An Enterprise Risk Management Plan has just been introduced right across the organisation and will be embedded in every area. This is still a work in progress but Council considers the ERM implementation one of our highest priorities.

Q: What is the ERM Plan implementation process?

A: Council has sought external expertise and has also appointed a Risk Management Officer. ERM is incorporated into planning frameworks, strategy documents, policies and procedures. It requires operational staff to chart priorities and levels of risk on every project. The levels of risk consider financial exposure to Council as well as other potential risks to Council, staff and our Pittwater community.

Q: Does each risk have a review date and is it monitored for ongoing relevance?

A: Recommendations flow from risk profiling and feed back into the register. It is a good tool; it puts us on notice and leads to better practice. We are about to implement software which will assist with the administration of the ERM Plan in regard to Insurance, OH&S, etc. It also leads to indirect benefits, for instance being able to produce documentation attesting to our good ERM practices when renewing insurance policies can lead to a reduction in premiums.

- Audits become much more important if we are putting a lot of reliance on the risks identified on the registers.

Q: To what depth are audits conducted, eg: ensuring operating procedures are in place?

A: Generally I will firstly discuss procedures and clarify how things work with staff and I will read through any documentation. I will then have them perform the tasks so that I can observe if practice accords with procedure.

Q: Do you think your audits drill down to whether or not Council procedures are achieving what they are in place to achieve? Are they adequate to do the job? Are they the right methods – are they working?

A: Good point. Part of any auditing process would be the identification of procedures in place and the adequacy of the design of controls. An audit takes into account risks and whether the controls in place mitigate sufficiently mitigate those risks. If considered adequate, we then test the control to make sure it works effectively in practice. So we are not just ticking boxes but thinking the processes through and testing design and practice.

Policies which fall within the expertise of the Audit & Risk Committee are being submitted for their comments prior to public exhibition. An example of how this has assisted Council is the Property Management Policy currently on public exhibition. The Committee recommended the attachment of flowcharts which has greatly improved transparency on property management procedures. The draft Policy is available on Council's website via the following link:-

http://www.pittwater.nsw.gov.au/council/documents/documents_on_ex

Q: Are the various audit functions a statutory requirement or is this an initiative of Council?
A: They are not a statutory requirement but are considered established best practice. A lot of councils that don't have these measures in place really should. Some councils outsource their internal audit.

Q: Have you compared Pittwater Council's risk exposure compared to other organisations?

A: With Fit for the Future reform measures currently underway this is not the best time to make decisions regarding the expansion of the risk and internal audit functions. That would be a consideration after the Fit for the Future decision around restructuring has been made.

- Mr Hunt advised that the implementation of audit and risk management protocols across Council has been very much a team effort. Staff at every level were being encouraged to take a proactive approach in relation to risk identification and mitigation and all of Council was committed to supporting the Internal Auditor's recommendations.
- The Chair advised that the Minutes of the Audit & Risk Committee Meeting were on the Agenda for the next Council Meeting. The Agenda for that meeting (on 7 September) will be available on the website at noon on Thursday, 3 September, via the following link:

<http://www.pittwater.nsw.gov.au/council/meetings>

Reference Points:

- *The members acknowledged the presentation provided by Mr Robinson.*
- *The members thanked Mr Robinson for his in depth presentation.*

Note:

Mr Robinson and Mr Lawrence left the meeting at 4.48pm.

LL4.1 Review and Public Exhibition of the Climate Change Policy No. 176

Proceedings in Brief

Ms Melanie Thomas, Climate Change Adaptation Officer, addressed the meeting on this item. A copy of the PowerPoint presentation provided by Ms Thomas is at Appendix 2.

Discussion Points

Q: What are the leading issues around mitigation?

A: Mitigation sits in a different Business Unit: Natural Environment & Education. Ms Rebecca Jones (Principal Officer – Sustainability) put in a lot of groundwork with providers of alternative energies and other initiatives, but she is no longer with Council. Catchment Management & Climate Change are concentrating on the Adaptation aspect.

Q: I see in the Executive Summary that the “*inappropriate*” section on Philosophy was removed. It didn't seem to be that bad. What was the reasoning behind this?

A: ‘Philosophy’ did not fit into Pittwater Council's format. Also it was not considered to be appropriate in a policy document.

Q: How does this plan fit into the matrix of City/State/Nation? Are we working in silos?

A: International bodies are starting to work together on mitigation to achieve reductions in worldwide global emissions. Locally, Pittwater is addressing GHG emission reductions by undertaking initiatives to communicate available renewable energy options to resident and has established GHG emission reduction and renewable energy targets. We are seeing our power bills drop due to the introduction of alternative energy sources.

A major State Government initiative is on public transport. The Northern Beaches Bus Rapid Transport (BRT) proposes changes to road infrastructure and public transport that will encourage people to leave the car at home.

There is a great deal of work to be done either directly, in regional partnerships or in collaboration with all levels of Government. Adaptation planning is critical for coastal infrastructure: Pittwater's playing fields lie next to creeks and many roads are low lying, so will certainly be subject to increased flooding. In terms of Pittwater's natural environment mangroves have no room to retreat due to waterside development and beach erosion is already evident in some more vulnerable locations.

Mr Chris Hunt advised that Council initiatives already in place include:

- There is a requirement for a Development Officer to consider climate change when assessing a development application.
- Minimum floor levels have been mandated for some time. As old dwellings have been replaced by new they have been built higher, so over time flooding risks are mitigated.
- Flood mitigation measures and wave / tidal inundation zones identified and considered in terms of development approvals.
- Road levels are being increased, particularly in land release areas where S94 contributions help offset the cost to Council.

For more information of mitigation measures, the Coastal Zone Management Plan and to access floodplain maps, please see the link below to Council's website: Natural Hazards. *Flooding and Foreshore and Coastal Impacts* are of particular relevance to this discussion.

http://www.pittwater.nsw.gov.au/property/natural_hazards

Q: What benchmark level of warming has Pittwater Council adopted?

A: Pittwater Council has adopted the former NSW State Government benchmarks and we are waiting on further direction resulting from the coastal reforms. We will continually review the various independent studies on whether the formal benchmarks are adequate. The NSW State Government has promised a specialised liaison group to inform councils but that is not in place yet.

Q: Is there a case for the coastal councils to act as a body lobbying Government for greater action?

A: The Sydney Coastal Councils Group is already quite active and there are always opportunities through Local Government and other Conferences to raise issues. ALGA identifies climate change as one of their top 5 priorities and they are lobbying government across all levels.

Sydney Coastal Councils Group:

<http://www.sydneycoastalcouncils.com.au/Projects>

Australian Local Government Association:

<http://alga.asn.au/?ID=210&Menu=44,419>

One of the major problems with coastal management is how quickly things change. Ideally the NSW Government would establish a statewide approach so that all coastal councils would establish common parameters, but many NSW coastal councils opted to adopt their own local parameters and benchmarks.

Q: What are we aiming for?

A:

- To reduce GHG emissions from Council operations by 1% annually, year-on-year, from 2008/2009 levels.
- To reduce GHG emissions from Council operations by 15% on 2008/2009 levels by 2025.
- To generate 20% of Council's electricity locally, from renewable energy sources, by 2025.

Community targets have been discussed but measuring emissions becomes very complex and Council resourcing levels too expensive. We just don't have the capacity to measure accurately.

Q: The planet is currently in a (roughly) 50,000 year geological epoch but we have only been taking accurate measurements on climate for the last 100 years or so. Statistically we are only at first sampling point. Is a lack of action due to a lack of data?

A: Group Members responded that whether we are in a natural cycle or the warming is a man-made problem is irrelevant. Even if the current changes are only a normal 1:100 year event the overall trend is clearly identified. It is happening and we have to take action. River pollution was cited as an example of how redressing problems even though the outcome was an unknown was of critical importance. Those rivers cleaned up are now healthy waterways, whereas others which suffered a total lack of remedial action have resulted in waterways beyond recovery in some instances.

Ms Thomas and Ms Pang asked that members please refer to the reports produced by the Intergovernmental Panel on Climate Change (IPCC). This is the international scientific body that reviews and assesses the most recent scientific technical and socio-economic information produced worldwide relevant to the understanding of climate change.

IPCC:

<http://www.ipcc.ch/>

Reference Points:

- *That the revised Climate Change Policy No. 176 and the revised Climate Action Plan Framework currently on public exhibition be noted by the Leading & Learning Reference Group.*
- *That Pittwater Council proactively introduce incentives / initiatives for its residents to mitigate climate change.*
- *That the group thanks Ms Thomas and Ms Pang for the report and presentation.*

Note:

Ms Pang left the meeting at 5.50pm.

LL4.3 Storm Experiences and Communication

Proceedings in Brief

Mr David Bremner, Community Engagement Officer, addressed the meeting on this item seeking input from members about their experiences during the April storm event in terms of any feedback about how Council communicated with residents during and after the event.

Discussion Points

- Council's response to the storms was seen to be very proactive by the community. Community organisations including resident associations appreciated the email communication which enabled them to be proactive with getting information through to their own communities.
- Members offered their congratulations to Council staff who responded very quickly to calls for assistance from the community. Assistance during and after the event has been a tremendous effort by Council staff.
- Emergency Services such as the Police and SES took a lead role as the situation worsened with Pittwater Council in a supporting role.
- Council called on experts wherever possible for undertaking urgent specialised tasks.
- The cost of the storm clean up to Council was \$2.5 million and Council has applied for recovery funding from the NSW State Government.
- Members own preparedness for future events for their homes and businesses was discussed, for example who has a Home Emergency Plan? Who has a Business Continuity Plan?

Scotland Island Feedback:

- The short term clean up response was fantastic however there remains issues on Scotland Island access track.
- Ongoing clearing of downed trees, etc.
- Some residents missed out on the additional vegetation collection yesterday as there was a delay after the storm and then it happened very quickly without the best notice.
- There is still a backlog of vegetation that needs to be cleared.

Mr Hunt advised that he would enquire as to why there were problems with the storm damage Clean Up advice/collection and whether the next scheduled vegetation clean up could be expanded to accommodate additional collection.

Q: There are a lot of good feelings across Pittwater on how Council and Emergency Services handled the event, but has the Council considered mass SMS to residents?

A: Council has previously considered SMS alerts although there is a significant cost involved and currently no budget allocation to meet this. There are also commercial SMS based weather event alert systems that residents could sign up to, but these wouldn't necessarily be useful for Council to communicate with residents after events, for example about clean up activities. Facebook and Twitter continue to be key communication channels for Council in day-to-day business and during events.

SHOROC is involved in a grant funded project with rainfall gauges stationed across the northern beaches. The Early Warning Network draws on this information, given that flash flooding is of particular concern in this area (see website link below).

<http://www.ewn.com.au/>

Reference Points:

- *That Council staff be congratulated on their rapid response during the recent storms, both assistance on the ground and communication throughout the event.*
- *That Council consider a longterm strategy in regard to the safety and viability of street trees, including the assessment and safe removal of vulnerable trees where appropriate.*

LL4.4 Reference Group Priorities Workshop

Proceedings in Brief

Mr Bremner advised that he would devise a brief e-survey which would be emailed to members. The aim of the e-survey was to focus on those areas within the Community Strategic Plan which were of particular relevance to the Natural Environment Reference Group and for members to identify what they would like to see brought forward as future agenda items.

5.0 Business Arising

5.1 2015 Submission – The A R Bluett Memorial Award

The annual A R Bluett Memorial Award is “*the greatest accolade a Council can achieve*”. Pittwater Council won the award in 2002 and was a finalist in 2013. We have just been named as a finalist once again for 2014-2015. The winner will be announced at the NSW Local Government Annual Conference in October.

Reference Points:

- *That staff be congratulated on the quality of the submission document.*

5.2 Resignation of Mr Joseph Mills

Mr Joseph Mills, Pittwater Resident Representative, has tendered his resignation from the Leading & Learning Reference Group due to family commitments.

Reference Points:

- *The Chair requested that a letter of thanks be sent to Mr Mills for his participation on the Leading & Learning Reference Group.*
- *The Chair requested that a replacement delegate be appointed from the Reference Group Membership Waiting List.*

5.3 Documents on Public Exhibition

Mr Hunt reminded members of the following documents currently on Public Exhibition and available on the Pittwater website:

- Property Management Policy
- Climate Change Policy
- Pittwater Waterways Review
- Engagement Summary from Imagine Mona Vale
- Tourism Issues Paper

Link to website:

http://www.pittwater.nsw.gov.au/council/documents/documents_on_ex

6.0 Next Meeting

The next meeting of the Leading & Learning Reference Group is scheduled to be held at 4.00pm on Wednesday 25 November 2015.

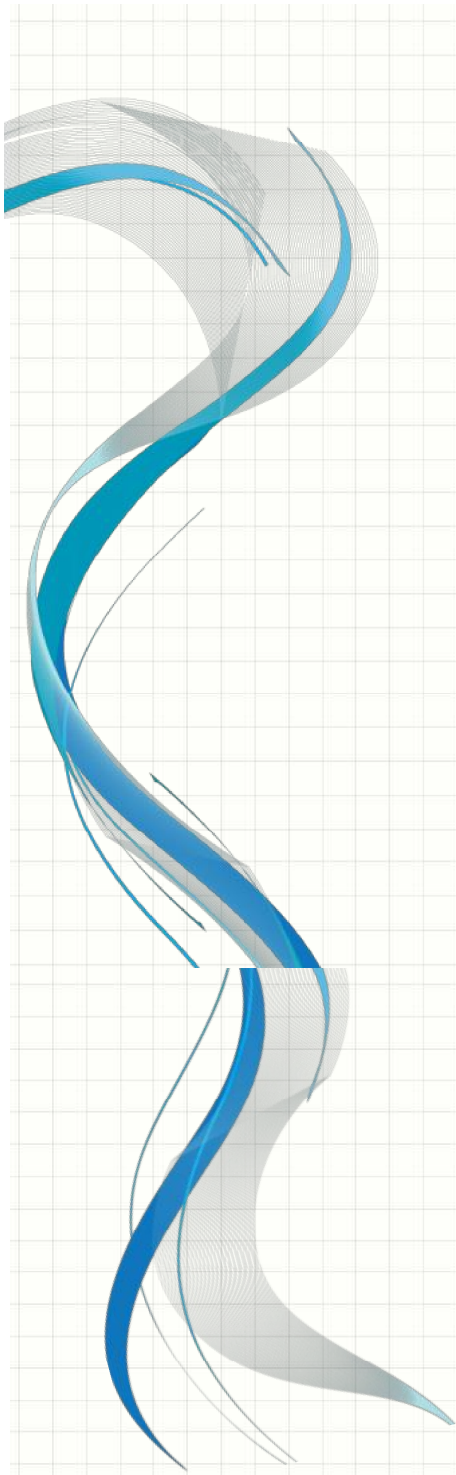
**THERE BEING NO FURTHER BUSINESS THE
LEADING & LEARNING REFERENCE GROUP MEETING
CONCLUDED AT 6.18PM ON WEDNESDAY 26 AUGUST 2015**



AUDIT & RISK COMMITTEE & INTERNAL AUDIT AT PITTWATER COUNCIL

Anthony Robinson, Internal Auditor
Leading & Learning Reference Group
26 August 2015

Overview of Presentation



Audit & Risk Committee

- Objective
- Composition and tenure
- Role and responsibilities
- Reporting and administrative arrangements

Internal Audit

- Objective
- Role and authority
- Objectivity, independence and organisational status
- Scope of work
- Internal audit methodology



AUDIT & RISK COMMITTEE

Objective



To provide independent assurance and assistance to Pittwater Council on risk management, control, governance and external accountability responsibilities