



northern  
beaches  
council

# AGENDA

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

**Tuesday 18 October 2022**

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

**Ray Brownlee PSM**  
**Chief Executive Officer**

## OUR VISION

*Delivering the highest quality service valued and trusted by our community*

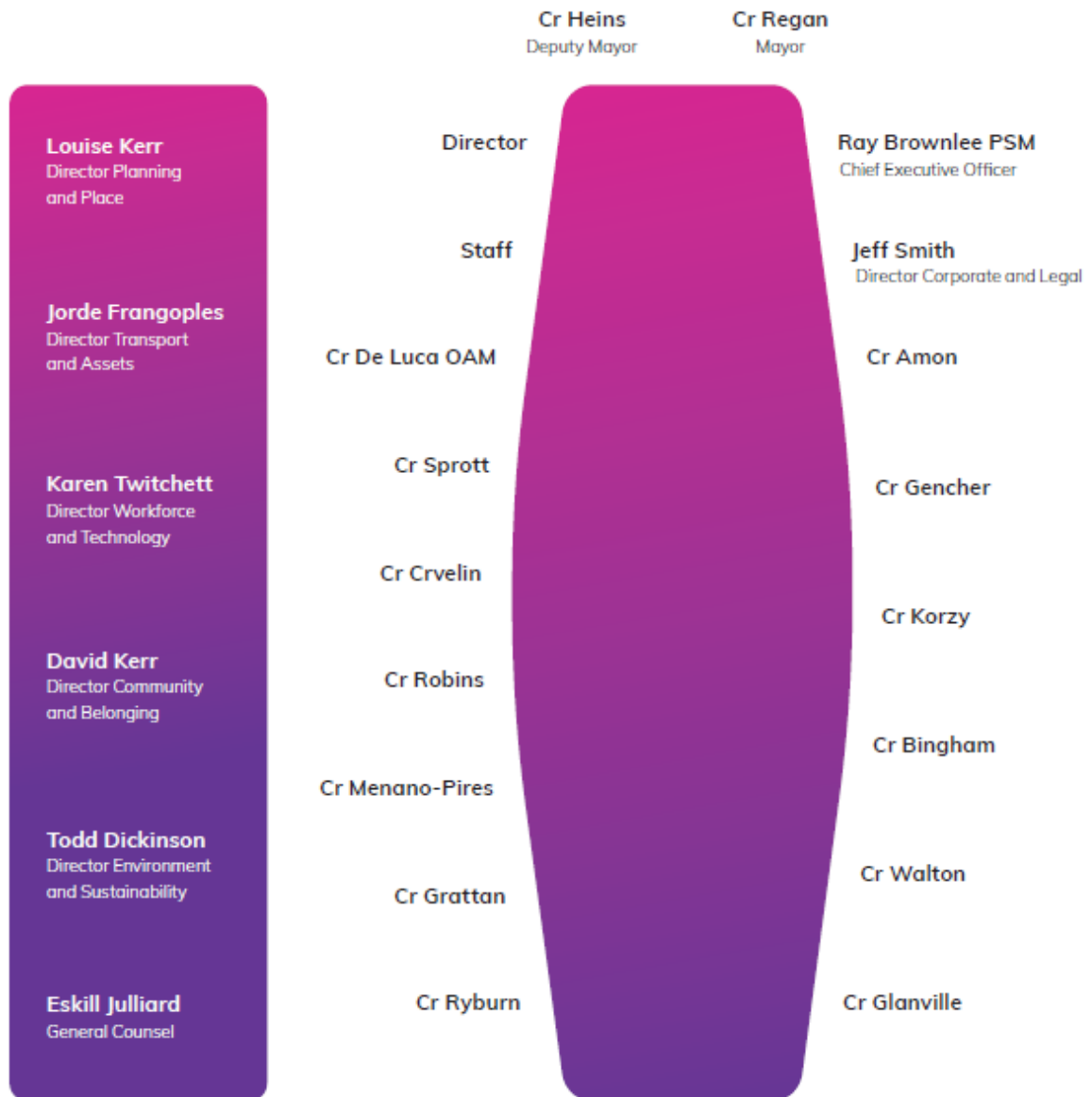
## OUR VALUES

*Trust Teamwork Respect Integrity Service Leadership*

## OUR OBLIGATIONS

*I swear/solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of the Northern Beaches and the Northern Beaches Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgement.*

## Council Chambers Seating Plan



Public Gallery

**Agenda for an Ordinary Meeting of Council  
to be held on Tuesday 18 October 2022  
at the Civic Centre, Dee Why  
Commencing at 6:00pm**

<b>1.0</b>	<b>ACKNOWLEDGEMENT OF COUNTRY</b>	
<b>2.0</b>	<b>APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE AND REMOTE ATTENDANCE</b>	
<b>3.0</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS</b>	
3.1	Minutes of Ordinary Council Meeting held 27 September 2022	
<b>4.0</b>	<b>DISCLOSURES OF INTEREST</b>	
<b>5.0</b>	<b>PUBLIC FORUM AND PUBLIC ADDRESS</b>	
<b>6.0</b>	<b>ITEMS RESOLVED BY EXCEPTION</b>	
<b>7.0</b>	<b>MAYORAL MINUTES</b>	
	Nil	
<b>8.0</b>	<b>CHIEF EXECUTIVE OFFICER'S DIVISION REPORTS</b>	
	Nil	
<b>9.0</b>	<b>CORPORATE AND LEGAL DIVISION REPORTS .....</b>	<b>9</b>
9.1	Future New Year's Eve Events on the Northern Beaches.....	9
9.2	Local Government Elections 2024.....	17
9.3	Tabling of Designated Persons Returns 2021/22.....	20
9.4	2021/22 Financial Statements .....	22
9.5	Public Exhibition of the Revised Procurement and Contracts Policy .....	28
<b>10.0</b>	<b>COMMUNITY AND BELONGING DIVISION REPORTS.....</b>	<b>40</b>
10.1	Community Grants Program 2022/23 .....	40
<b>11.0</b>	<b>ENVIRONMENT AND SUSTAINABILITY DIVISION REPORTS .....</b>	<b>49</b>
11.1	2022/23 Environmental Grants Program - Funding Recommendations .....	49
11.2	Annual Electricity Charges .....	58

11.3	Minutes of the Northern Beaches Bush Fire Management Committee held 7 June 2022 .....	60
<b>12.0</b>	<b>PLANNING AND PLACE DIVISION REPORTS</b>	
	Nil	
<b>13.0</b>	<b>TRANSPORT AND ASSETS DIVISION REPORTS.....</b>	<b>67</b>
13.1	Response to Notice of Motion No 1/2022 - Warringah Aquatic Centre Precinct Plan.....	67
13.2	Outcome of Community Engagement - Surf Life Saving Clubs Lease Renewals .....	79
13.3	Response to Notice of Motion 40/2021 - Walking Trail for Wakehurst Parkway .....	85
<b>14.0</b>	<b>WORKFORCE AND TECHNOLOGY DIVISION REPORTS .....</b>	<b>90</b>
14.1	Annual Report 2021/22 .....	90
14.2	Council Apprenticeships Strategy and Targets Update.....	92
<b>15.0</b>	<b>NOTICES OF MOTION .....</b>	<b>99</b>
15.1	Notice of Motion No 34/2022 - Conservation Zone Review – Public Exhibition Period.....	99
15.2	Notice of Motion No 35/2022 - Harmful Chemicals .....	100
<b>16.0</b>	<b>QUESTIONS WITH NOTICE.....</b>	<b>103</b>
16.1	Question With Notice No 15/2022 - Dee Why Lagoon Wildlife Refuge Plan of Management .....	103
16.2	Question With Notice No 16/2022 - Amenities at Freshwater .....	104
16.3	Question With Notice No 17/2022 - Update on Northern Beaches Coast Walk.....	105
16.4	Question With Notice 18/2022 - Northern Beaches Indoor Sports Centre Site, Warriewood .....	106
<b>17.0</b>	<b>RESPONSES TO QUESTIONS WITH NOTICE</b>	
	Nil	
<b>18.0</b>	<b>MATTERS PROPOSED TO TAKE PLACE IN CLOSED SESSION .....</b>	<b>107</b>
18.1	RFT 2022/061 - Parks & Recreation Mowing Services Tender Outcome	
18.2	RFT 2022/147 - Queenscliff Headland Ramp Design and Construct	
18.3	RFT 2022/111 - Design and Construct of Tyagarah Bridge Renewal	
18.4	RFT 2022/091 - Shelly Beach Public Amenities Renewal - Construction Services	

## **19.0 REPORT OF RESOLUTIONS PASSED IN CLOSED SESSION**

## 1.0 ACKNOWLEDGEMENT OF COUNTRY

---

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

---

## 2.0 APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE AND REMOTE ATTENDANCE

---

In accordance with Part 6 of the Code of Meeting Practice, Council will consider apologies, requests for leave of absence, and requests to attend meetings remotely via audio-visual link.

---

## 3.0 CONFIRMATION OF MINUTES

### 3.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 27 SEPTEMBER 2022

---

#### RECOMMENDATION

That the minutes of the Ordinary Council Meeting held 27 September 2022, copies of which were previously circulated, be confirmed as a true and correct record of the proceedings of that meeting.

---

## 4.0 DISCLOSURES OF INTEREST

---

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

A Councillor who has a **pecuniary interest** in any matter with which Council is concerned, and who is present at a meeting of Council at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.

The Councillor must not be present at, or in sight of, the meeting:

- a. at any time during which the matter is being considered or discussed, or
- b. at any time during which Council is voting on any question in relation to the matter.

A Councillor who has a **significant non-pecuniary** conflict of interest in a matter under consideration at a Council meeting, must manage the conflict of interest as if they had a pecuniary interest in the matter.

---

A Councillor who determines that they have a non-pecuniary conflict of interest in a matter that is **not significant** and does not require further action, when disclosing the interest must also explain why the conflict is not significant and does not require further action in the circumstances.

As required by Council's Code of Conduct and the Information and Privacy Commission's Information Access Guideline 1, returns made by designated persons are routinely tabled at Council meetings and published on Council's website.

---

## 5.0 PUBLIC FORUM AND PUBLIC ADDRESS

---

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

---

## 6.0 ITEMS RESOLVED BY EXCEPTION

---

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

---



## 9.0 CORPORATE AND LEGAL DIVISION REPORTS

ITEM 9.1	FUTURE NEW YEAR'S EVE EVENTS ON THE NORTHERN BEACHES
REPORTING MANAGER	EXECUTIVE MANAGER COMMUNITY ENGAGEMENT AND COMMUNICATIONS
TRIM FILE REF	2022/462358
ATTACHMENTS	1 <a href="#">Carbon Emission Offset Program for the 2022 New Year's Eve Events – Options</a>

---

### SUMMARY

---

#### PURPOSE

To report back to Council details of the proposed carbon emission offset program for New Year's Eve fireworks on the Northern Beaches and identify an operational budget to fund an annual New Year's Eve fireworks display at Lionel Watts for 2022.

#### EXECUTIVE SUMMARY

At the 22 March 2022 ordinary meeting Council resolved:

*"That:*

- 1. Council note the findings of the investigation into alternative options for New Year's Eve including the use of drones and/or laser light shows.*
- 2. Council supports the continued delivery of the New Year's Eve fireworks events at Dee Why, Manly Cove and Bayview for 2022.*
- 3. A report be brought back to Council outlining the proposed carbon emission offset program for New Year's Eve fireworks on the Northern Beaches, outlining options and identifying funding requirements by August 2022.*
- 4. Council staff identify an operational budget to fund a firework display at Lionel Watts for 2022 New Year's Eve."*

Northern Beaches Council has committed to delivering and supporting firework displays at Dee Why Beach, Manly Cove and Bayview in 2022 and Councillors have been provided with a briefing on alternative options for New Year's Eve including the use of drones and/or laser light shows.

This report addresses points 3 and 4 of the Resolution.

#### Proposed carbon emission offset program.

To help minimise the impacts of Council's fireworks events and to progress work towards Council's net zero emission commitments, staff have investigated options for offsetting the carbon emissions associated with the New Year's Fireworks event. These options include:

- Offsetting carbon emissions from the fireworks display only.
- Offsetting carbon emissions for the New Year's Eve fireworks event (including the fireworks display) – but not seeking Climate Active certification.
- Climate Active certified carbon neutral New Year's Eve fireworks event.

This report outlines the benefits and costs of each option.

**Lionel Watts fireworks**

Operational budget to cover the cost of \$36,650 to deliver the Lionel Watts fireworks in 2022 has been identified in the New Year's Eve Budget 2022/23 from savings made through the procurement of competitive quotes and services across all the New Year's Eve event sites.

---

**RECOMMENDATION OF DIRECTOR CORPORATE AND LEGAL**

That Council:

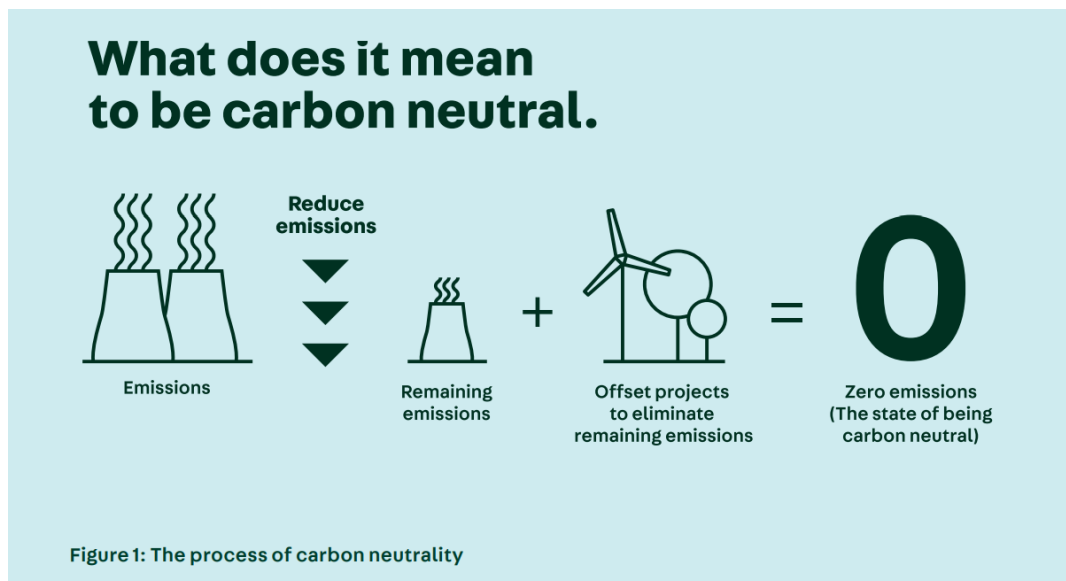
1. Implement an offsets carbon emissions program associated with the fireworks displays across Council nominated event sites.
  2. Fund the carbon emissions program from the Corporate Sustainability Budget.
  3. Deliver an annual fireworks event at Lionel Watts in 2022, and subsequent years, with funding of \$36,650 to be allocated from the Events & Partnerships annual operational budget.
  4. Give the Chief Executive Officer delegation to approve all necessary contracts associated with implementing the program and the annual firework event.
-

## REPORT

### BACKGROUND

The Federal Government's Climate Active Carbon Neutral Standard is the recognised Australian standard for carbon neutral certification in Australia. It provides a framework that underpins the certification and provides formal guidance and tools for quantifying emissions and purchasing offsets.

Carbon neutral means reducing emissions where possible and compensating for the remainder through purchasing carbon offsets to achieve net zero overall emissions (refer Figure 1).



Council is working towards our commitment of net zero carbon emissions (carbon neutrality) in our operations by 2045 and has focussed on reducing carbon emissions associated with our electricity, fuel, and gas consumption. Staff are now investigating additional carbon emission sources associated with Council's activities including events such as the New Year's Eve fireworks. Understanding these carbon emissions will help Council work towards achieving Climate Active Carbon Neutral Certification for our organisation.

Council has committed to delivering and/or supporting New Year's Eve fireworks events for 2022 at Dee Why Beach, Lionel Watts Reserve Belrose, Bayview and Manly Cove.

These events have carbon emissions associated with the firework displays as well as the events themselves including carbon emissions from waste, attendee travel, and use of electricity. Offsetting our carbon emissions from these events demonstrates our commitment to taking action on climate change in accordance with our climate emergency declaration and commitments in our adopted Environment & Climate Change Strategy.

### Options

Council staff have investigated 3 options for offsetting carbon emissions for the 2022 New Year's Eve (NYE) fireworks on the Northern Beaches. These options are:

1. Offsetting carbon emissions from the fireworks display only
2. Offsetting carbon emissions for the NYE fireworks event (including the fireworks display) – but not seeking Climate Active certification
3. Climate Active certified carbon neutral NYE fireworks event.

Benefits and costs of each option are summarised below in Table 1 below and further information can be found in Appendix 1.

**TABLE 1: Summary of options for proposed carbon emission offset program for the 2022 NYE firework events.**

	<b>Option 1 – Offsetting carbon emissions from the fireworks display only</b>	<b>Option 2 – Offsetting carbon emissions for the NYE fireworks event (including the fireworks display) – but not seeking Climate Active Certification</b>	<b>Option 3 - Climate Active Certified Carbon Neutral NYE fireworks event</b>
<b>Cost</b>	~\$1,700 ± 20%	~\$8,000 ± 20%	~\$9,500 ± 20%
<b>Staff Resourcing</b>	10 hours	30 hours	40 hours
<b>Timing</b>	Short lead time ~1 month	Moderate lead time ~ 2 months	Moderate lead time ~ 3 months
<b>Outcomes</b>	The fireworks display will be carbon neutral.	The NYE fireworks event will be carbon neutral but will not be certified by a recognised authority.	The NYE fireworks event is a Climate Active carbon neutral certified event.
<b>Benefits</b>	Offsets carbon emissions associated with the fireworks display.	Offsets carbon emissions associated with the fireworks display and the associated NYE events.  Demonstrates a commitment to environmental sustainability.	Offsets carbon emissions associated with the fireworks display and the associated NYE events.  Uses the recognised Climate Active Carbon Neutral Events Standard.  Enhances Council's reputation as a leader in environmental sustainability.  Demonstrates Council's commitment to take action on climate change in accordance with our climate emergency declaration and commitments in our adopted Environment & Climate Change Strategy.
<b>Risks</b>	Reputational risk for not considering carbon emissions associated with entire NYE event.	Reputational risk due to potential challenges surrounding integrity of carbon neutral claims.	Additional resources required and creates potential expectation for certification of future events.

## CONSULTATION

Council staff have consulted the City of Sydney and the Climate Active Team to understand different options for offsetting carbon emissions from NYE firework events on the Northern Beaches including processes involved, opportunities for promotion, timing, costs and other resources required. Staff have also reviewed carbon neutral certification obtained by other Local Government organisations for similar events.

**TIMING**

At this stage, October 2022, there is not sufficient time (3 months) to deliver Option 3: Climate Active certified carbon neutral, NYE fireworks event.

There is sufficient time to implement Option 1 or 2 for offsetting carbon emissions from the fireworks display only and / or offsetting carbon emissions for the NYE fireworks event (including the fireworks display).

**LINK TO STRATEGY**

This report relates to the Community Strategic Plan Outcome of:

- Environmental sustainability - Goal 4 Our community is supported in the transition towards net zero emissions and a local circular economy
- Environmental sustainability - Goal 6 Our Council is recognised as a leader in environmental sustainability
- Good governance - Goal 20 Our Council is proactive, and efficiently and effectively responds to, and delivers on, the evolving needs of the community

This Report relates to the goals of the Northern Beaches Events Strategy 2018-2023:

- Goal 6: Continuously work to demonstrate and promote environmental sustainability in event delivery and theming.

This Report also relates to the Environment and Climate Change Strategy Commitment: Net zero emissions by 2045.

**FINANCIAL CONSIDERATIONS**

It is estimated to cost between \$1,700 and \$9,500  $\pm$  20% to deliver the options presented for offsetting carbon emissions from the New Year's Eve fireworks and or event for 2022 on the Northern Beaches.

If Option 1 is endorsed for implementation at a cost of \$1,700  $\pm$  20%, the funds can be allocated from the Corporate Sustainability Budget.

Operational budget to cover the cost of \$36,650 to deliver the Lionel Watts fireworks in 2022 has been identified in the New Year's Eve Budget 2022/23 from savings made through the procurement of competitive quotes and services across all the New Year's Eve event sites.

**SOCIAL CONSIDERATIONS**

Offsetting carbon emissions from New Year's Eve Fireworks has associated social and cultural benefits. The offsets are derived from projects that can deliver opportunities such as local employment, capacity building, improved health and education and access to clean and affordable energy.

**ENVIRONMENTAL CONSIDERATIONS**

Offsetting carbon emissions from the NYE firework events helps Council to reduce operational carbon emissions and deliver against net zero commitments in our adopted Environment and Climate Change Strategy. It also demonstrates Council's commitment to leadership in environmental sustainability and taking action on climate change in accordance with our climate emergency declaration.

Additionally, offsets are derived from projects that can provide additional environmental benefits including increased biodiversity, maintaining habitat for native animal and plant species, improved local air and water quality, avoiding vegetation clearance, re-establishing vegetation on previously cleared areas, and improved environmental management.

If the decision is to conduct a fireworks event at Lionel Watts, it will be supported by an environmental assessment and the obligation to assess impacts under Part 5 of the EPAA is ongoing, consistent with the assessments undertaken across all fireworks sites.

#### **GOVERNANCE AND RISK CONSIDERATIONS**

All procurement will be undertaken in accordance with Council's Procurement Policy and adopted procurement processes.

**Carbon emission offset program for the 2022 New Year's Eve events – Options**

Council staff have investigated three options for offsetting carbon emissions for the 2022 New Year's Eve (NYE) fireworks on the Northern Beaches. These options are:

- 1) Offsetting carbon emissions from the fireworks display only
- 2) Offsetting carbon emissions for the NYE fireworks event (including the fireworks display)
- 3) Climate Active certified carbon neutral NYE fireworks event.

**Option 1. Offsetting carbon emissions from fireworks only.**

- Requires completion of a greenhouse gas (GHG) assessment of carbon emissions from fireworks display by a suitably qualified consultant involving collation of data on fireworks type and amount.
- Requires carbon offsets to be purchased
- Enables Council to claim that the carbon emissions from the firework display will be offset.
- Requires minimal staff resourcing for procurement of GHG assessment and offsets.
- Estimated total cost of GHG assessment and offsets ~ **\$1,700** ± 20% (i.e. GHG assessment ~\$1.2K and ~\$500 for offsets\*)

**Option 2. Offsetting carbon emissions from the New Year's Eve Event**

- Requires pre-event GHG assessment of emissions from the fireworks event by a suitably qualified consultant involving collation of data on fireworks as above, as well as other NYE event details including expected number of people, energy consumption on site, mode of travel of attendees to and from event, waste and catering.
- Requires offsets to be purchased in accordance with the GHG assessment estimates prior to the event in order to claim the event is carbon neutral.
- Requires post-event GHG assessment by consultant using actual data and recalculation of offsets.
- Purchase of additional carbon offsets may be required following post event validation.

- Enables Council to claim the entire NYE event as carbon neutral.
- Requires moderate staff resourcing for data compilation (Events Team), procurement of GHG assessments and offsets (Environment Team).
- Estimated total cost of GHG assessments and offsets ~ **\$8,000** ± 20% (i.e. GHG assessments ~\$4-5K and ~\$4,000 for offsets\*\*)

**Option 3. Climate Active Carbon Neutral Certified NYE Event (with Climate Active)**

- Requires registration of the event with Climate Active (~10 weeks lead time prior to event)
- Requires preparation of pre-event report including technical GHG gas assessment by registered Climate Active consultant and pre-event public disclosure statement including details of eligible carbon offsets.
- Requires approved offsets to be purchased and retired in accordance with GHG assessment estimates prior to the event.
- Pre-event report submitted to Climate Active for certification.
- Climate Active certification trademark able to be used to promote carbon neutral claims once initial certification is provided. Assistance provided by Climate Active team to promote certification and carbon neutral commitment.
- Requires preparation of post-event report including post event GHG assessment and post event public disclosure statement.
- Requires 'true up' to ensure sufficient offsets are purchased to cover actual emissions generated. Note any additional offsets purchased can be banked for an event in the following year.
- Requires moderate staff resourcing for data compilation (Events team), procurement of greenhouse gas assessments and offsets, preparation of public disclosure statement (Environment Team).
- Estimated total cost of Climate Active certified carbon neutral event ~ \$9,500 ± 20% (i.e. \$4-5K for technical GHG assessments, \$1,500 for Climate Active certification fees and ~\$4,000 offsets\*\*\*)



<b>ITEM 9.2</b>	<b>LOCAL GOVERNMENT ELECTIONS 2024</b>
<b>REPORTING MANAGER</b>	<b>EXECUTIVE MANAGER GOVERNANCE AND RISK</b>
<b>TRIM FILE REF</b>	<b>2022/575388</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

---

**BRIEF REPORT**

---

**PURPOSE**

To seek Council endorsement for the process to conduct the 2024 Local Government election in accordance with section 296AA of the *Local Government Act 1993* (the Act) and in accordance with section 224 of the *Local Government Act 1993* (the Act) to determine the number of councillors for the following term of Council.

**REPORT**

Section 296AA of the Act provides that at least 18 months before the next ordinary election of councillors for a council, the council must resolve:

- (a) to enter into an arrangement with the Electoral Commissioner, by contract or otherwise, for the Electoral Commissioner to administer elections of the council (as provided by section 296), or
- (b) that the elections of the council are to be administered by an electoral services provider engaged by the council.

A resolution referred to in (b) above must include the following information:

- (a) whether the general manager has identified an electoral services provider to be engaged for the next ordinary election of councillors and, if so, the name of that provider,
- (b) any other information required by the regulations.

Accordingly, Council must pass an appropriate resolution no later than 18 months (ie 14 March 2023) before the next ordinary election (scheduled for 14 September 2024).

**Option One – Engaging NSW Electoral Commission (NSWEC) - recommended**

The NSWEC is the government owned provider of election services. In addition to the State Government elections, it administers the majority of Local Government elections on behalf of councils. For the 2021 Local Government elections 97% of councils chose to engage the services of the NSWEC despite having the option to outsource their elections to a third party.

The NSWEC has advised it will be in a position to provide councils with its service cost estimate by mid-January 2023. Should Council wish to select this option, a suitable resolution must be made and the NSWEC advised by 14 March 2023 (being 18 months prior to the election on 14 September 2024).

**Option Two – Seeking Alternative Electoral Services Providers**

In order to engage an alternative provider a competitive tender process is required in accordance with section 55 of the Act. It is noted that section 55 does not apply to a contract with the Electoral Commissioner for the Electoral Commissioner to administer the council's elections, council polls and constitutional referendums. Within 6 months after the election, a council that has engaged an election services provider must also submit a report on the conduct of the election to the Minister

for Local Government in accordance with section 393A(2) of the Local Government (General) Regulation 2021.

Despite the option for the use of alternative providers being available to councils since 2012, it appears there has been little change to the competitive market for these services with one main alternative to the NSWEC - the Australian Election Company.

Publicly available information shows the Australian Election Company administered the 2021 Local Government elections on behalf of Penrith Council at a cost of \$1,127,041 (46,740 voters enrolled with a 70.9% voter turnout) and Fairfield Council at a cost of \$1,193,408 (128,691 voters enrolled with a result of 81.9% voter turnout). These costs are in addition to Council resources provided to support the election.

### **Recommendation**

Option One – Engaging NSW Electoral Commission (NSWEC) is recommended due to:

- Its capacity and experience in conducting local government elections. The NSWEC has conducted the election process on behalf of Northern Beaches Council previously.
- Northern Beaches Council experiencing a voter turnout rate at its 2021 election administered by the NSWEC of 83.9% of a potential 183,478 voters enrolled.
- The NSWEC would be responsible for all risk management issues related to conducting the election.

### **Number of Councillors**

Under section 224(2) of the Act, the Council must determine the number of councillors for the following term of office not less than 12 months before the next ordinary election. A council must have at least 5 and not more than 15 councillors (one of whom is the mayor). If the council proposes to change the number of councillors, it must, before determining the number, obtain approval for the change at a constitutional referendum.

It is not seen as the role of Council staff to recommend any changes to the number of Councillors.

Accordingly, the staff recommendation is to maintain the status quo in respect to Councillor numbers.

### **Polls and Referendum**

A council may take a poll of electors for its information and guidance on any matter. A constitutional referendum is a poll covering certain matters, which if carried by a majority of votes cast, binds the council until changed by a subsequent constitutional referendum. A council poll or constitutional referendum may be taken on any Saturday, including the Saturday of an ordinary election.

Provision has been made for this in the proposed recommendation in the event the Council resolves, at a later stage, to undertake a poll or constitutional referendum at the next Local Government Election.

### **LINK TO COUNCIL STRATEGY**

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

## FINANCIAL CONSIDERATIONS

The 2021 local government election as run by the NSWEC cost Northern Beaches Council \$1,370,535. The NSWEC will advise of an estimated cost of running the 2024 Local Government Election in January 2023. Funding will be allocated and available within Council's operational budget to cover the costs of engaging the NSWEC in the 2023/24 budget.

## ENVIRONMENTAL CONSIDERATIONS

There are no environmental considerations in relation to this report.

## SOCIAL CONSIDERATIONS

There are no social considerations in relation to this report.

## GOVERNANCE AND RISK CONSIDERATIONS

It is considered of the options available to conduct the 2024 local government election for Northern Beaches Council, the engagement of the NSWEC would be the lowest risk, and most independent and transparent option available.

---

## RECOMMENDATION OF DIRECTOR CORPORATE AND LEGAL

That Council:

1. In accordance with section 224 of the *Local Government Act 1993*, determine the number of councillors for the following term of Council be 15.
  2. Enter into an arrangement with the Electoral Commissioner, by contract or otherwise, for the Electoral Commissioner to administer elections of the council as provided by section 296 of the *Local Government Act 1993*.
  3. Enter into an arrangement with the Electoral Commissioner, by contract or otherwise, to administer all council polls of the Council pursuant to sections 18 and 296 of the *Local Government Act 1993*.
  4. Enter into an arrangement with the Electoral Commissioner, by contract or otherwise, to administer all constitutional referendum of the Council, pursuant to sections 18 and 296 of the *Local Government Act 1993*.
  5. Delegate authority to the Chief Executive Officer to do all things necessary to give effect to this resolution including entering into negotiations and arrangements with the Electoral Commissioner.
-

<b>ITEM 9.3</b>	<b>TABLING OF DESIGNATED PERSONS RETURNS 2021/22</b>
<b>REPORTING MANAGER</b>	<b>EXECUTIVE MANAGER GOVERNANCE AND RISK</b>
<b>TRIM FILE REF</b>	<b>2022/584148</b>
<b>ATTACHMENTS</b>	<b>1 <a href="#">⇒</a> FY22/23 Designated Positions List (Included In Attachments Booklet)</b>

---

## BRIEF REPORT

---

### PURPOSE

To table the designated persons disclosures of interest returns lodged under the provisions of clause 4.21 of the Northern Beaches Code of Conduct for the 2021/22 financial year and adopt the list of designated persons positions for the 2022/23 financial year.

### REPORT

Council's Code of Conduct (the Code) requires councillors and designated persons to make and lodge a return disclosing their interests within 3 months of becoming a councillor or designated person (first return), within 3 months of 30 June each year (annual return) or as they become aware of an interest throughout the year (change return).

These returns are collected in a register of returns and in accordance with clauses 4.25 and 4.26 of the Code, annual returns are to be tabled at the first meeting of Council following the last day of lodgment which is 30 September, and first or change returns are to be tabled at the next meeting after the return is lodged. This report therefore seeks to table the following returns:

Annual returns:	All councillors (15)
	3 external Audit Risk & Improvement Committee (ARIC) members – one member, Mark McCoy has not yet submitted at date of publish
	218 staff in roles defined as designated persons

Nine staff members who are required to complete an annual return are currently on parental leave, long term sick or extended leave and will be followed up to complete their annual return.

In addition to being publicly available on request, these returns will also be published on Council's website as soon as practicable in line with guidelines released by the Information and Privacy Commission (IPC) in September 2019 recommending the proactive release of all designated persons returns. A public interest test was conducted in accordance with sections 6(1) and 13 of the *Government Information (Public Access) Act 2009* and approved by the Chief Executive Officer. The test determined an overriding public interest against the disclosure of councillors' and designated persons' residential addresses and as such a general redaction of all residential street addresses will be applied to all forms plus any further redactions that were requested and approved under the provisions of the *Privacy and Personal Information Protection Act 1998*.

The list of roles defined as designated persons is reviewed annually by the Chief Executive Team and the 2022/23 list is presented to Council for adoption (Attachment 1).

**LINK TO COUNCIL STRATEGY**

This report relates to the Community Strategic Plan Outcome of:

- Good Governance - Goal 19: Our Council is transparent and trusted to make decisions that reflect the values of the community.

**FINANCIAL CONSIDERATIONS**

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

**ENVIRONMENTAL CONSIDERATIONS**

There are no environmental impacts in relation to the tabling of designated persons returns.

**SOCIAL CONSIDERATIONS**

The designated persons returns are tabled at Council and are publicly available as a register in accordance with clause 1(2)(a) of Schedule 1 of the Government Information (Public Access) Regulation 2018.

**GOVERNANCE AND RISK CONSIDERATIONS**

The collection, tabling and public release of the designated persons annual returns are a statutory requirement of Council as outlined through the Council's Code of Conduct. Section 440AAB of the Act requires a register of returns to be kept by the Chief Executive Officer and requires the tabling of returns of interest in accordance with the Council's Code of Conduct.

Council's Code of Conduct is adapted from the Office of Local Government's Model Code of Conduct in accordance with the Local Government (General) Regulation 2021. Council's Risk Appetite Statement, adopted on 24 September 2019, affirms that Council has zero tolerance towards breaches of the Code of Conduct and Council therefore has measures in place to ensure full compliance with the requirement to submit and table returns of interest in accordance with its Code. When returns are not lodged in accordance with the Code of Conduct, this may be considered a breach of Council's Code of Conduct.

---

**RECOMMENDATION OF DIRECTOR CORPORATE AND LEGAL**

That Council:

1. Note the designated persons disclosure of interest returns for the period 1 July 2021 to 30 June 2022, as tabled in accordance with clause 4.25 of Council's Code of Conduct.
  2. Adopt the list of positions for designated persons for the period 1 July 2022 to 30 June 2023 in accordance with clause 4.8 of the Code of Conduct.
-

<b>ITEM 9.4</b>	<b>2021/22 FINANCIAL STATEMENTS</b>
<b>REPORTING MANAGER</b>	<b>CHIEF FINANCIAL OFFICER</b>
<b>TRIM FILE REF</b>	<b>2022/577836</b>
<b>ATTACHMENTS</b>	<b>1 <a href="#">⇒</a> 2021/22 Financial Statements Including Auditor's Reports (Included In Attachments Booklet)</b>

---

## SUMMARY

---

### PURPOSE

To present Council's audited Financial Statements, together with the Auditor's Reports in accordance with Section 419(1) of the *Local Government Act 1993* (the Act).

### EXECUTIVE SUMMARY

At Council's meeting on 27 September 2022, Council referred the draft Financial Statements for the financial year ended 30 June 2022 to Council's auditor for audit. The Audit Office of NSW have conducted this audit and provided their Auditor's Reports, which are now contained within the attached final 2021/22 Financial Statements.

The Auditor's Reports state Council's accounting records have been maintained and the Financial Statements have been presented in accordance with the Act and present fairly the financial position and performance of the Council in accordance with Australian Accounting Standards.

Public notice was provided to the community that the 2021/22 Financial Statements will be presented to Council at the meeting of 18 October 2022. Submissions on the Auditor's Reports and the audited Financial Statements close on 25 October 2022, seven days after this Council Meeting in accordance with the Act. Any submissions will be referred to the auditor in accordance with the Act.

The Council's Net Operating Result for the 2021/22 financial year was a \$61.6 million surplus and a \$17.7 million surplus when excluding grants and contributions received for capital expenditure purposes. The Council delivered a capital works expenditure program of \$76.9 million and repaid \$5.0 million in loans.

Council has met all financial and asset performance benchmarks set by the Office of Local Government in the 2021/22 financial year.

The Financial Statements are also an attachment to the Annual Report, which is subject to a separate report within this meeting agenda.

---

### RECOMMENDATION OF DIRECTOR CORPORATE AND LEGAL

That, in accordance with section 419(1) of the *Local Government Act 1993*, the audited Financial Statements and the Auditor's Reports for the 2021/22 financial year are hereby received.

---

---

## REPORT

---

### BACKGROUND

#### **Audit**

At Council's meeting on 27 September 2022, Council resolved, in part, that the Annual Financial Statements for the year ended 30 June 2022 be referred to the Council's auditor for audit and, upon receipt of the Auditor's Reports, public notice be given and the audited Financial Statements and Auditor's Reports be presented at the next available Council Meeting.

Following the 27 September 2022 Council Meeting, the Audit Office of NSW finalised an audit of the 2021/22 Financial Statements and provided their Independent Auditor's Reports and their Report on the Conduct of Audit, which are now contained within the attached final 2021/22 Financial Statements (Attachment 1 to this report).

#### **Auditor's Report on the General Purpose Financial Statements**

The auditor expressed an unmodified opinion on the Financial Statements, stating in their opinion:

- The Council's accounting records have been kept in accordance with the requirements of the Act, Chapter 13, Part 3, Division 2.
- The financial statements:
  - have been prepared, in all material respects, in accordance with the requirements of this Division
  - are consistent with the Council's accounting records
  - present fairly, in all material respects, the financial position of the Council as at 30 June 2022, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards.
- All information relevant to the conduct of the audit has been obtained.
- No material deficiencies in the accounting records or financial report have come to light during the audit.

#### **Public Notice**

A public notification of the date of the Council Meeting for presentation of the audited Financial Statements was placed on Council's website on Friday 7 October 2022. These audited Financial Statements have been available for public inspection at Council's customer service centres at Avalon, Dee Why, Manly and Mona Vale and at the library branches at Dee Why, Forestville, Glen Street in Belrose, Manly, Mona Vale and Warringah Mall in Brookvale and by viewing on Council's website since 7 October 2022.

In accordance with Section 420 of the Act, submissions must be in writing and lodged with Council within 7 days after the public meeting at which these Statements are presented. Therefore, submissions on the Auditor's Reports and the audited Financial Statements will close on 25 October 2022. Any submissions will be referred to the auditor in accordance with the Act.

#### **2021/22 Result**

The draft net operating result for the year ended 30 June 2022 was reported to the Council on 27 September 2022. These results have since been confirmed following the completion of the audit.



The principal features of the Financial Statements for the year ended 30 June 2022 are as follows:

**Income Statement for the year ended 30 June 2022**

Total income from continuing operations	\$408.1m
Total expenses from continuing operations	\$346.4m
<b>Net operating result for the year</b>	<b>\$61.6m</b>
<b>Net operating result for the year before capital grants and contributions</b>	<b>\$17.7m</b>

**Capital Expenditure for the year ended 30 June 2022**

New capital works	\$44.2m
Capital renewal works	\$32.7m
Non-cash asset dedications	\$0.0m
<b>Total capital expenditure</b>	<b>\$76.9m</b>

**Financial Position as at 30 June 2022**

Total assets	\$5,421.0m
Total liabilities	\$184.5m
<b>Net assets</b>	<b>\$5,236.5m</b>

**Performance Indicators\***

**Financial performance indicators**

Operating performance	4.53%	✓
Own source operating revenue ratio	82.52%	✓
Unrestricted current ratio	1.90x	✓
Debt service cover ratio	7.25x	✓
Rates and annual charges outstanding percentage	3.63%	✓
Cash expense cover ratio	5.59 months	✓

**Infrastructure asset performance indicators**

Buildings and infrastructure renewals ratio	112.67%	✓
Infrastructure backlog ratio	1.53%	✓
Asset maintenance ratio	100.55%	✓
Cost to bring assets to agreed service level	1.26%	n/a

✓ indicates performance indicator has achieved the OLG benchmark.

\*The Office of Local Government (OLG) sets benchmarks for all indicators, with the exception of the 'Cost to bring assets to agreed service level'.

**Operating Result from Continuing Operations – 2021/22 compared to 2020/21**

The Operating Result from Continuing Operations for the 2021/22 financial year is \$61.6 million surplus (2020/21 \$0.1 million). The primary differences between the two financial years being:

- **2021 Whistler Street Car Park settlement:** In the 2020/21 financial year the dispute between Built Athas and Northern Beaches Council relating to the development of Manly Council's Whistler Street Car Park was resolved by the parties, without admission of liability

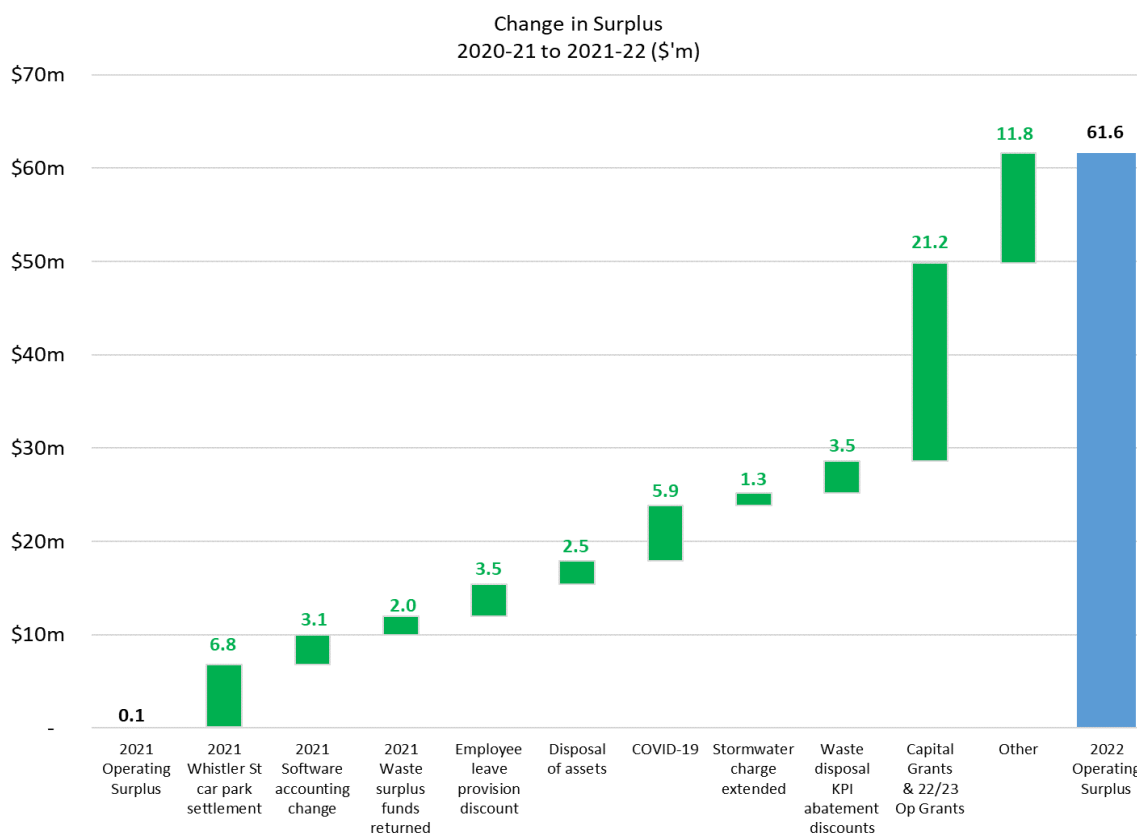


by any party, on terms that Council pay to Built Athas \$6,750,000 in full and final settlement of all matters in dispute.

- **2021 Software accounting change:** An International Financial Reporting Standards Interpretations Committee (IFRIC) decision changed the way the implementation of 'software as a service' is accounted for, resulting in additional operating expenses of \$3.1 million in the 2020/21 financial year.
- **2021 Waste surplus funds returned:** Income from domestic waste charges increased by \$2.7 million (4.5%) in 2021/22 primarily due to the increase in the charge (from \$446 to \$466). The 2020/21 charge was lower to enable the release of \$2.0 million in surplus funds from the waste reserve.
- **Employee leave provision discount:** The remeasurement of the employee leave entitlements provision resulted in a \$3.5 million reduction in employee costs due to rising Commonwealth bond rates.
- **Disposal of assets:** In 2021/22, the disposal of assets resulted in a net gain of \$1.0 million compared with a loss of \$1.6 million in 2020/21. The loss on the replacement of infrastructure assets was \$1.2 million lower in 2021/22. The gain on the disposal of property was \$1.1 million higher due to the compulsory acquisition of land in Mona Vale by Transport for NSW.
- **COVID-19:** COVID-19 significantly impacted 2020/21 and 2021/22 as a result of closed services and less demand for other services along with community support costs. However, some services have recovered stronger than expected, especially in the last quarter of 2021/22. The cost of the pandemic in 2020/21 (excl interest) was \$17.9 million versus \$12.0 million in 2021/22.
- **Stormwater charge extended:** The stormwater charge was extended across the Northern Beaches following the rates harmonisation process, resulting in a \$1.3 million increase in this income to a total of \$2.2 million. These funds are primarily utilised on capital expenditure on stormwater network improvements.
- **Waste disposal KPI abatement discounts:** Waste disposal expenditure decreased \$3.5 million in 2021/22 primarily due to KPI abatement discounts received.
- **Grants and contributions:** Capital grants and contributions increased by \$17.4 million in 2021/22. This included \$7.3 million in additional developer contributions (primarily for Warriewood Valley) and the utilisation of merger and stimulus funds on large projects including \$4.7 million on Safer Schools Infrastructure and \$5.4 million on Mona Vale and Long Reef Surf Clubs.

Operating grants were \$7.7 million higher in 2021/22. This included the early receipt of the 2022/23 Financial Assistance Grant - \$2.2 million and the Emergency Services contribution - \$1.6 million.

## Change in surplus (incl. capital grants and contributions) 2020/21 to 2021/22 (\$'m)



## Statement of Cash Flows and Financial Position

Cash balances have increased from \$147.2 million to \$157.9 million principally due to the early receipt of a number of 2023 grants including the Financial Assistance Grant (\$2.2 million) and the Emergency Services Levy (\$1.6 million), two large contributions to the Warriewood Development Contribution Plan (\$6.5 million) and a confidential insurance settlement.

External restrictions relating to cash (\$41.5 million) mainly include development contributions funds. The internal restrictions (\$80.2 million) primarily related to employee leave entitlements, deposits, retentions and bonds, the future remediation of the Kimbriki landfill site and various tied grants.

Loans have reduced from \$22.3 million to \$17.3 million.

## CONSULTATION

Council's external auditors have conducted audit procedures during the year and at year end.

Council's Audit, Risk and Improvement Committee was provided with a draft of the Financial Statements for the year ended 30 June 2022 at a meeting on 13 September 2022 for their assessment and advice. The Committee advised the Council that the draft Financial Statements are suitable for referral to Council's external auditors, The Audit Office of New South Wales. Recommendations from the Audit, Risk and Improvement Committee were incorporated into the draft Financial Statements prior to presenting to Council for referral to Audit.

A public notification of the date of the Council Meeting for presentation of the audited Financial Statements was placed on Council's website on Friday 7 October 2022. These audited Financial Statements have been available for public inspection at Council's customer service centres at Avalon, Dee Why, Manly and Mona Vale and at the library branches at Dee Why, Forestville, Glen

Street in Belrose, Manly, Mona Vale and Warringah Mall in Brookvale and by viewing on Council's website since 7 October 2022. They are now presented to Council in accordance with Section 419(1) of the Act.

Submissions on the Auditor's Reports and the audited Financial Statements close on 25 October 2022, 7 days after this Council Meeting in accordance with the Act. Any submissions will be referred to the auditor.

## **TIMING**

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

## **LINK TO STRATEGY**

This report relates to the Community Strategic Plan Outcome of:

- Good governance - Goal 19 Our Council is transparent and trusted to make decisions that reflect the values of the community

## **FINANCIAL CONSIDERATIONS**

The attached statements fairly present Council's operating result and financial position for the financial year 1 July 2021 to 30 June 2022 and accord with relevant accounting records.

Council's Net Operating Result for the 2021/22 financial year was a surplus of \$61.6 million (2020/21: \$0.1 million surplus) and the Net Operating Result before Capital Grants and Contributions was a surplus of \$17.7 million (2020/21: \$26.5 million deficit).

COVID-19 costs continued to impact Council as a result of closed services and less demand for other services along with community support costs. The net cost to Council of the COVID-19 pandemic to 30 June 2022 was \$41.1 million, of which \$12.0 million relates to the 2021/22 financial year. Council met the benchmark on all financial and asset performance ratios and working capital is sufficient to meet the Council's operating requirements.

However, the impact of the pandemic on the financial result for the year was offset by several favourable items including a confidential insurance settlement, waste disposal KPI abatement discounts, remeasurement of leave entitlements along with a number of grants and contributions.

The preparation, compilation and audit of Council's Financial Statements have been provided for in Council's annual budget.

## **SOCIAL CONSIDERATIONS**

There are no significant social considerations relating to this report.

## **ENVIRONMENTAL CONSIDERATIONS**

There are no significant environmental considerations relating to this report.

## **GOVERNANCE AND RISK CONSIDERATIONS**

The draft Financial Statements for the year ended 30 June 2022 were considered by the Audit, Risk and Improvement Committee for presentation to Council. The Financial Statements have been prepared in accordance with Australian Accounting Standards and Australian Accounting Interpretations, the *Local Government Act* (1993) (NSW) and Regulations, and the Local Government Code of Accounting Practice and Financial Reporting.

<b>ITEM 9.5</b>	<b>PUBLIC EXHIBITION OF THE REVISED PROCUREMENT AND CONTRACTS POLICY</b>
<b>REPORTING MANAGER</b>	<b>CHIEF FINANCIAL OFFICER</b>
<b>TRIM FILE REF</b>	<b>2022/617938</b>
<b>ATTACHMENTS</b>	<b>1 <a href="#">Revised Procurement and Contracts Policy</a></b>

## PURPOSE

To seek Council's endorsement to publicly exhibit the revised Procurement and Contracts Policy.

## EXECUTIVE SUMMARY

The current Procurement Policy is due for review and as part of this review the opportunity has been taken to make several changes to strengthen the Policy, encompass legislative changes and incorporate recent modern slavery requirements.

The revised Procurement and Contracts Policy (the Policy) provides the structure and direction to ensure that goods, services and works procured by Council are the result of transparent, objective, time and cost-effective decision making. It provides an overview of the principles that must be followed by all Council officers and representatives when undertaking the procurement of goods, services and works and in managing associated contracts.

Details of the changes covering the following items is provided in the body of the report:

- Renaming the policy from Procurement Policy to Procurement and Contracts Policy
- Enhancing the Policy principle relating to a Robust Procurement Framework by using the Plan, Source, Manage approach
- Strengthening the Policy principle of Environmental Sustainability
- The inclusion of a principle for Modern Slavery and Ethical Sourcing
- The inclusion of a principle for Emergencies
- The addition of the principles for, Accountability, Risk Analysis and Management, Record Keeping and Purchase Orders
- Creating a separate principle for Expenditure Thresholds.

The Policy supports the delivery of Council's Community Strategic Plan and embraces Council's responsibility for sustainable procurement to contribute to ensuring the environmental, social and economic sustainability of our community at a local and broader level. Consistent application of the Policy will also ensure compliance with the tendering requirements under section 55 of the *Local Government Act 1993* (NSW) and the *Local Government (General) Regulation 2021* (NSW).

---

## RECOMMENDATION OF DIRECTOR CORPORATE AND LEGAL

That:

1. Council place the revised Procurement and Contracts Policy on public exhibition for a minimum of 28 days.
  2. The outcome of the public exhibition of the revised Procurement and Contracts Policy be reported to Council.
-

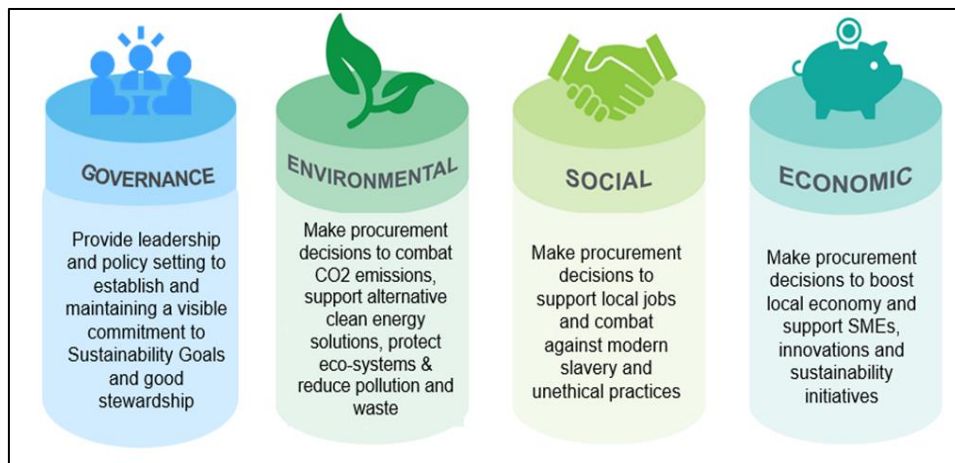
## REPORT

### BACKGROUND

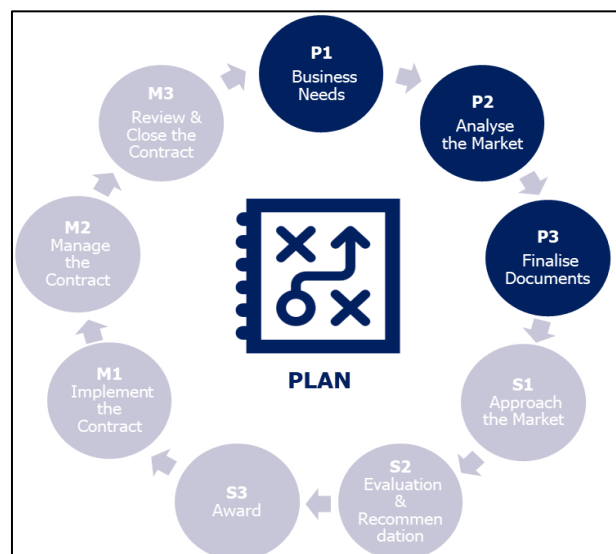
The current Procurement Policy is due for review and as part of this review the opportunity has been taken to make several changes to strengthen the Policy and to encompass legislative changes and incorporate recent modern slavery requirements.

A summary of the changes is listed below:

- Renaming the policy from Procurement Policy to Procurement and Contracts Policy in recognition of the need to ensure the principles of the Policy are applied to all stages of the procurement cycle including contract management.
- Strengthen the Policy to provide governance to support the delivery of Council's Community Strategic Plan, embracing our responsibility for sustainable procurement to contribute to ensuring the environmental, social, and economic sustainability of our community at a local and broader level.



- Enhancing the Policy principle of a Robust Procurement Framework using the Plan, Source, Manage approach to provide a structured guide to processes at each stage of the procurement. The Plan and Manage stages are as critical as Sourcing in creating and delivering value, and appropriate time and resources should be allocated to these activities.



- Strengthening the principle of Environmental Sustainability:

- **Environmental Sustainability** – considerably more detail has been added with reference to the Sustainable Procurement Standard ISO 20400 to strengthen the clause dealing with Environmental Sustainability which currently states:

“Council will promote high-quality environmental standards and responsibility and make procurement decisions which aim to reduce resource consumption, biodiversity depletion and environmental impact where possible. The entire life cycle of goods and services are to be considered, taking environmental risks and benefits into account whilst avoiding unnecessary consumption - for example inputs of natural resources, energy and water in the manufacture, use and disposal of goods”

The proposed Policy now states:

“Council’s procurement activities will enhance both our corporate and overall community’s environmental, social and economic performance, helping to increase the resilience of our community and our natural and built environments to adapt to the impacts of climate change. They will support the delivery of adopted targets and actions in relevant sustainability strategies and action plans including the Environment and Climate Change Strategy.

We will pursue innovative partnerships in delivering best practice and leadership in sustainable procurement and align our processes to the international standard ISO 20400 Sustainable Procurement. Sustainability risks and opportunities will be considered throughout the entire lifecycle of goods, services and works procured through the delivery of Councils services, including, across our supply chains.

Council staff undertaking procurement activities will:

- Collaborate with key stakeholders to support innovation and stimulate demand for sustainable goods, services and works.
- Work with suppliers to enhance their capability to address/mitigate sustainability risks in the supply chain .
- Prioritise products and materials to support the circular economy that:
  - are designed to be kept in use for as long as possible to avoid unnecessary purchasing
  - can be, in order of preference, reused, repaired, or recycled at the end of each service life
  - have previously been, in order of preference, used or repaired, or contain recycled material content (preferably from Australia)
  - have no or minimal packaging, or where this is not possible, packaging that contains a high percentage of recycled material
  - avoid the use of single use plastics wherever possible.
- Prioritise products, services and works that:
  - conserve energy and water
  - minimise or avoid pollution, including greenhouse gas emissions



- have low or no toxicity to human health and ecosystems
  - avoid impacts on biodiversity and habitats.
- Monitor purchased products and services to ensure that the sustainability goals are met.
- Consider the potential impacts of climate change risk and how the procured item may minimise these risks whilst enhancing corporate and community resilience.
- The addition of the following principles:
  - **Accountability** – emphasising Council commitment to ensuring accountability and transparency in its procurement activities and identifying that Council officers are responsible for the actions and decisions that they take in relation to procurement and for the resulting outcomes.
  - **Risk Analysis and Management** – Added in recognition that risk analysis and management is essential in ensuring that procurement processes and resultant contracts are successful and identifying that the consideration of risk should be managed in accordance with Council's Enterprise Risk and Opportunity Management Framework.
  - **Record Keeping** – added to clearly articulate that Council officers must ensure appropriate documents and records are maintained for all procurement activities.
  - **Modern Slavery and Ethical Sourcing** – Incorporation of new legislative requirements as part of the Policy and the implementation of a Modern Slavery Framework.

In April 2022, Office of Local Government released Circular 22-09 detailing Council's obligations under the *Modern Slavery Act 2018* (NSW) (the Act).

<https://legislation.nsw.gov.au/view/html/inforce/current/act-2018-030#sec .5>

From 1 July 2022, Councils are required to take reasonable steps to ensure that goods and services procured by and for the council are not the product of modern slavery within the meaning of the Act.

Commencing from the 2022/23 financial year, Council will be required to publish in its annual report:

- a statement of the action taken by the Council in relation to any issue raised by the Anti-slavery Commissioner during the year concerning the operations of the council and identified by the Commissioner as being a significant issue
- a statement of steps taken to ensure that goods and services procured by and for the council during the year were not the product of modern slavery within the meaning of the *Modern Slavery Act 2018* (NSW).

An update on the requirements of the Act and actions to be taken was provided to Audit Risk & Improvement Committee on 13 September 2022.

- **Purchase Orders** – Inclusion of detailed requirements for the use of purchase orders by the adding the following to the revised Policy:

#### Purchase Orders

Suppliers must not be engaged without first being issued with a valid Purchase Order. Purchase Orders are required to be in place prior to receipt of an invoice for payment, except in exceptional circumstances if approved by a manager with appropriate

delegation. Invoices issued by Contracted Suppliers must have a valid Council Purchase Order reference number that is referenced on their invoice, or it may not be paid.

- **Emergencies** – In recognition of the need to be able to respond to an increasing incidence of genuine emergencies the following has been added to the revised Policy.

#### Emergencies

From time-to-time there may be a need to purchase goods or services due to an emergency whereby the requirements of this Policy cannot be applied. Procurement activities required to manage emergency incidents are also exempt from the tendering requirements of the *Local Government Act*.

An emergency incident is any event that:

- significantly threatens the commercial position or operability of Northern Beaches Council; and/or
  - endangers, or threatens to endanger, the safety or health of persons or animals within the Northern Beaches LGA, and/or
  - destroys or damages, or threatens to destroy or damage, property or the environment within the Northern Beaches LGA.
  - the exemptions only apply in cases of genuine emergency and not to remedy poor planning. Authorisation for emergency procurement must only be given under appropriate financial delegation.
- Creating a separate heading for Expenditure Thresholds to place greater emphasis on the processes to be followed for different levels of expenditure and the operation of financial delegations

## CONSULTATION

A review of Procurement Policies from other Councils was undertaken for consistency across the sector.

The community consultation process for the exhibition of the revised Policy will include information on a 'Your Say' project web page and an online submission form. Exhibition of the revised Policy will be promoted through email alerts and reminders in Council News.

## LINK TO STRATEGY

This report relates to the Community Strategic Plan Outcomes of:

- Good Governance - Goal 19: Our Council is transparent and trusted to make decisions that reflect the values of the community.
- Environment Sustainability - Goal 4: Our Council is recognised as a community leader in environment sustainability.

## FINANCIAL CONSIDERATIONS

The proposed Procurement and Contract Policy is a key compliance policy which provides comprehensive guidelines for Council's staff and management to ensure best practice procurement management and that appropriate fiscal responsibility is exercised.



## **SOCIAL CONSIDERATIONS**

The Policy will support Council in making procurement decisions to support the local economy and combat modern slavery and unethical practices. It acknowledges that certain circumstances may present opportunities to generate social value through the procurement processes, these opportunities will be pursued where applicable to generate positive outcomes and benefits for the people and communities that Council serves.

## **ENVIRONMENTAL CONSIDERATIONS**

The revised Policy will contribute to ensuring the environmental, social, and economic sustainability of our community at a local and broader level. It contains more detail on Environmental Sustainability and includes reference the Sustainable Procurement Standard ISO 20400 which will be used as a basis for the improvement of Councils procurement processes and templates going forward. Council is engaged in the NSW Government's Sustainability Advantage program. We are currently positioned at Silver Status in this program and are progressing towards Gold Status. One of the key parts of achieving Gold Status includes sustainable procurement, and the policy amendments proposed support this approach.

## **GOVERNANCE AND RISK CONSIDERATIONS**

Procurement activities can pose a risk to Council if not undertaken within a robust framework. The revised Procurement and Contract Policy provides the overarching direction for Northern Beaches Council to achieve value for money from its procurement whilst being fair, ethical and transparent and complying with the relevant provisions of the *Local Government Act, 1993* (NSW).

## Council Policy

### Procurement and Contracts

#### Policy Statement

This policy provides the framework for Northern Beaches Council to achieve value for money from its procurement whilst being fair, ethical and transparent.

It provides an overview of the principles that must be followed by all Council Officers and representatives when undertaking the procurement of goods, services and works and in managing associated contracts.

The policy provides governance to support the delivery of Council's Community Strategic Plan, embracing our responsibility for sustainable procurement to contribute to ensuring the environmental, social, and economic sustainability of our community at a local and broader level.



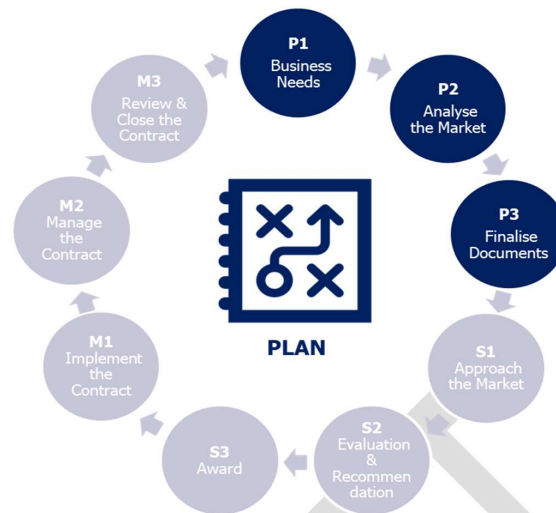
#### Principles

The following principles will apply to all procurement activities:

##### A Robust Procurement Framework

Application of Council's Procurement and Contract Management Framework and use of the supporting templates will ensure best practice and compliance with legislative requirements and Council officers **MUST** work within the framework. This, in turn, will provide the best chance of reaching a successful procurement outcome, achieve value for money, mitigate risks and establish appropriate contract management standards.

The Framework uses the *Plan, Source, Manage* approach to provide a structured guide to processes at each stage of the procurement. The Plan and Manage stages are as critical as Sourcing in creating and delivering value, and appropriate time and resources should be allocated to these activities.



Processes and guidance are balanced with the risk and value of projects, procurements, and contracts. Complex projects with a high risk and high value, require careful planning and stringent peer review of documentation prior to any approach to the market. Conversely, for low risk, low value simple procurement requirements, there is greater flexibility to minimise indirect administrative costs and improve efficiency.

#### Value for Money

Obtaining value for money in delivering the best outcomes for our community is the overarching requirement for procurement at the Northern Beaches Council. Value for money is not necessarily the lowest price; it includes consideration of many factors including quality, performance history, whole of life costing - including the cost of environmentally responsible disposal at end of life, timely delivery, risk and WHS requirements.

#### Probity

Procurement processes are established to ensure that suppliers are provided equal opportunity to contract with Council in the provision of works, goods and services.

Council procurement involves the expenditure of public funds for community benefit and is governed by strict considerations of probity, transparency and accountability to ensure that the decision-making processes withstands public scrutiny. All staff MUST adhere to high standards of probity, uphold high standards of integrity and fairness and undertake their duties in accordance with Council's Statement of Business Ethics and Code of Conduct. All conflicts of interest MUST be declared and recorded.

Council officers MUST maintain the integrity and security of confidential information in their possession, or for which they are responsible. In addition to general obligations relating to the use of Council information, Council officers MUST only access confidential information that they have been authorised to access and only do so for the purposes of exercising official functions and only release confidential information authorised to do so. Refer to the Council's Code of Conduct for further information.

#### Accountability

Council is committed to ensuring accountability and transparency in its procurement activities. Accountability means that Council officers are responsible for the actions and decisions that they take in relation to procurement and for the resulting outcomes. Council officers MUST be able to demonstrate, in a manner that can withstand scrutiny, the basis of all decisions.

### Compliance

Council has a legislative requirement under the *Local Government Act 1993* (NSW) (the Act) to tender for works, goods and services where expenditure for the life of the contract is greater than \$250,000 (including GST) or \$500,000 (including GST) in a declared emergency situation. Procurement is also undertaken in accordance with the Tendering Guidelines for NSW Local Government.

### Risk Analysis and Management

Risk analysis and management is essential to ensure that procurement processes and resultant contracts are successful. By adopting a 'what-if' mind-set it allows for the identification and assessment of the risks and allocation of relevant resources to monitor, control and minimise or overcome the impact. Consideration of risk should be managed in accordance with Council's Enterprise Risk and Opportunity Management Framework.

### Record Keeping

Complete records provide evidence of actions and decisions and represent a vital asset to support Councils daily functions and operations. Council officers MUST ensure appropriate documents and records are maintained for all procurement activities.

### Environmental Sustainability

Council's procurement activities will enhance both our corporate and overall community's environmental, social and economic performance, helping to increase the resilience of our community and our natural and built environments to adapt to the impacts of climate change. They will support the delivery of adopted targets and actions in relevant sustainability strategies and action plans including the Environment and Climate Change Strategy.

We will pursue innovative partnerships in delivering best practice and leadership in sustainable procurement and align our processes to the international standard ISO 20400 Sustainable Procurement. Sustainability risks and opportunities will be considered throughout the entire lifecycle of goods, services and works procured through the delivery of Councils services, including, across our supply chains.

Council staff undertaking procurement activities will:

- Collaborate with key stakeholders to support innovation and stimulate demand for sustainable goods, services and works.
- Work with suppliers to enhance their capability to address/mitigate sustainability risks in the supply chain.
- Prioritise products and materials to support the circular economy that:
  - are designed to be kept in use for as long as possible to avoid unnecessary purchasing
  - can be, in order of preference, reused, repaired, or recycled at the end of each service life
  - have previously been, in order of preference, used or repaired, or contain recycled material content (preferably from Australia)
  - have no or minimal packaging, or where this is not possible, packaging that contains a high percentage of recycled material
  - avoid the use of single use plastics wherever possible
- Prioritise products, services and works that:
  - conserve energy and water
  - minimise or avoid pollution, including greenhouse gas emissions
  - have low or no toxicity to human health and ecosystems
  - avoid impacts on biodiversity and habitats

- Monitor purchased products and services to ensure that the sustainability goals are met
- Consider the potential impacts of climate change risk and how the procured item may minimise these risks whilst enhancing corporate and community resilience

#### Modern Slavery and Ethical Sourcing

Council is committed to ethical sourcing and to consider, identify and manage modern slavery risks within its supply chain. Ethical sourcing means sourcing products in a responsible and sustainable way, from organisations who treat workers fairly and equally, while minimising their impact on the wider environment and society. Application of Council's Modern Slavery Framework and support by all staff of the steps being taken will ensure compliance with the Modern Slavery Act 2018 (NSW).

The Modern Slavery Framework adopts a risk-based approach. Certain expenditure categories, products and country of origin, as identified by the Global Slavery Index, have higher modern slavery risks and as such will have more stringent controls applied.

#### Social Sustainability and Local Supplier Engagement

Council commits to assisting local businesses in working with Council and will ensure that its processes are transparent and do not disadvantage them. Certain circumstances may present opportunities to generate social value through the procurement processes, these opportunities will be pursued where applicable to generate positive outcomes and benefits for the people and communities that Council serves.

#### Expenditure Thresholds

Financial thresholds define the procurement processes for different levels of expenditure. Processes to be followed for values below the \$250,000 tender threshold prescribed in the Act are detailed in operational guidelines and the Procurement Manual.

Financial Delegations define the levels of authority that specified staff have to approve contracts and payments. Prior to the commencement of any procurement process:

- Funds must exist within an approved budget; and
- The appropriate financial delegate must be aware of and support the procurement.

#### Purchase Orders

Suppliers MUST not be engaged without first being issued with a valid Purchase Order. Purchase Orders are required to be in place prior to receipt of an invoice for payment, except in exceptional circumstances if approved by a manager with appropriate delegation. Invoices issued by Contracted Suppliers must have a valid Council Purchase Order reference number that is referenced on their invoice, or it may not be paid.

#### Emergencies

From time-to-time there may be a need to purchase goods or services due to an emergency whereby the requirements of this Policy cannot be applied. Procurement activities required to manage emergency incidents are also exempt from the tendering requirements of the Local Government Act.

An emergency incident is any event that:

- significantly threatens the commercial position or operability of Northern Beaches Council; and/or
- endangers, or threatens to endanger, the safety or health of persons or animals within the Northern Beaches LGA, and/or
- destroys or damages, or threatens to destroy or damage, property or the environment within the Northern Beaches LGA.

The exemptions only apply in cases of genuine emergency and not to remedy poor planning. Authorisation for emergency procurement MUST only be given under appropriate financial delegation.

#### Breach of Policy

Failure to comply with the policy may result in disciplinary or legal action. The Independent Commission Against Corruption (ICAC) has been established to protect the public interest, prevent breaches of public trust and guide the conduct of public officials. Council has an obligation to report serious matters to the ICAC and/or Police which potentially could result in civil or criminal proceedings.

The word 'MUST' is used throughout this Policy to describe key principles against which Council may be audited and non-compliance identified.

#### **Scope & Application**

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

The Policy commences from when Council has identified a need for procurement and continues through to the award, delivery, management and closing of the contract.

#### **References and related documents**

- Section 55 Local Government Act 1993 (NSW)
- Part 7 Local Government (General) Regulation 2021 (NSW)
- DLG Tendering Guidelines for NSW Local Government
- Northern Beaches Council Procurement and Contract Management Framework
- Northern Beaches Council Code of Conduct
- Northern Beaches Council Statement of Business Ethics
- Modern Slavery Act 2018 (NSW)
- Northern Beaches Council Modern Slavery Framework
- Northern Beaches Council Modern Slavery Statement 2022
- Environment and Climate Change Strategy
- Northern Beaches Council Enterprise Risk and Opportunity Management Framework 2020
- ISO 20400 – Sustainable Procurement

#### **Definitions**

*The Act:* Section 55 Local Government Act 1993 (NSW)

*Regulations:* Part 7 Local Government (General) Regulation 2021 (NSW)

*Probity:* Ethical behaviour that upholds the values of honesty and integrity and ensures impartiality, accountability and transparency

*Procurement:* the overarching business function of acquiring goods and services; the end-to-end process of identification, sourcing, market engagement, evaluation, contract award, contract management and review.

*Goods and Services:* where Goods and Services are referred to in this policy, it is also applicable for Works, Consultancies and Lease agreements.

*Modern Slavery:* includes any conduct constituting a modern slavery offence and any conduct involving the use of any form of slavery, servitude or forced labour to exploit children or other persons taking place in the supply chains of organisations.

**Responsible Officer**

Manager Procurement

**Review Date**

October 2025

**Revision History**

Revision	Date	Change	TRIM Ref
1	25/07/2017	Policy adopted by Council with no changes following exhibition	2017/124289
2	16/01/2020	Policy edited to update the tender threshold from \$150,000 to \$250,000 following legislative change	2020/029016
3	18/10/2022	Policy review including edits to include Modern Slavery and Sustainability requirements and to align terminology with the NSW Standard Procurement Framework (developed by ArcBlue).	2022/375175



## 10.0 COMMUNITY AND BELONGING DIVISION REPORTS

<b>ITEM 10.1</b>	<b>COMMUNITY GRANTS PROGRAM 2022/23</b>
<b>REPORTING MANAGER</b>	<b>EXECUTIVE MANAGER COMMUNITY, ARTS AND CULTURE</b>
<b>TRIM FILE REF</b>	<b>2022/569535</b>
<b>ATTACHMENTS</b>	<p>1 <a href="#">⇒ Arts and Creativity Grants - Funding Recommendations (Included In Attachments Booklet)</a></p> <p>2 <a href="#">⇒ Community Development Grants - Funding Recommendations (Included In Attachments Booklet)</a></p>

### SUMMARY

#### PURPOSE

To seek approval to allocate funding under Council's Community Grants Program 2022/23.

#### EXECUTIVE SUMMARY

The Community Grants Program 2022/23 allocates \$240,000 in grants of up to \$10,000 towards eligible individuals and organisations to support projects and initiatives in Arts and Creativity and Community Development grants streams. These grants deliver direct benefit to local people and communities of the Northern Beaches Local Government Area.

The Community Grants Program 2022/23 has been developed in accordance with the adopted Community Grants and Partnerships Policy and the Guidelines for the Arts and Creativity and Community Development grants streams.

Council received the following applications to each grant stream:

Grant Stream	Applications Received	Eligible Applications	Eligible Applications Amount Requested	Amount Available
Arts and Creativity	52	43	\$261,153.15	\$240,000.00
Community Development	58	53	\$466,518.24	
<b>TOTAL</b>	<b>110</b>	<b>96</b>	<b>\$727,761.39</b>	

The number of applications recommended for funding are shown below:

Grant Stream	Applications Recommended for Funding	Full Funding	Partial Funding	Amount Recommended (ex GST)
Arts and Creativity	16	15	1	\$84,441.40
Community Development	22	18	4	\$155,558.60
<b>TOTAL</b>				<b>\$240,000.00</b>



A summary of successful applications, including a brief project description and assessment feedback, are detailed in Attachment 1 - Arts and Creativity Grants 2022/23 and Attachment 2 - Community Development Grants 2022/23.

The delivery date for funded projects is from 1 November 2022 to 31 December 2023. Once successful applications have been approved, unsuccessful applicants will be notified with the opportunity provided to receive feedback on their application.

---

**RECOMMENDATION OF DIRECTOR COMMUNITY AND BELONGING**

1. That Council, pursuant to Section 356 of the *Local Government Act 1993*, approves the allocation of \$240,000 (excluding GST) under the 2022/23 Community Grants Program as outlined in Attachments 1 and 2, comprising:
    - A. \$84,441.40 in respect of the Arts and Creativity grants stream (Attachment 1).
    - B. \$155,558.60 in respect of the Community Development grants stream (Attachment 2).
-

---

## REPORT

---

### BACKGROUND

The Northern Beaches Council Community Grants Program commenced in 2018/19. The Community Grants Program provides grants of up to \$10,000 to eligible individuals and organisations to support projects and initiatives that deliver direct benefit to local people, and communities of the Northern Beaches Local Government Area.

Funding priorities have been determined from Council's *Better Together* Social Sustainability Strategy 2021-2040 and Arts & Creativity Strategy. These grant streams continue to be competitive, with 38 of 96 eligible applications recommended to receive funding.

Each funding stream in the Community Grants Program 2022/23 is detailed individually in the following report.

#### 1. Arts and Creativity Grants

The Arts and Creativity grants stream, now in its third year, continues to realise the vision of the Arts and Creativity Strategy, *Connected through Creativity 2029*. The grants provide vital support for the arts sector, ensuring a vibrant, connected and engaged community.

The grants program addresses key community priorities identified in the Strategy including to:

1. Foster innovation and contribute to the growth of the local arts and creative sector through collaboration and partnerships
2. Connect with and celebrate Aboriginal and Torres Strait Islander heritage and cultures
3. Develop the skills of local creative professionals and arts workers across all arts disciplines
4. Increase access and community participation in arts, culture, and creativity
5. Animate public spaces with creative initiatives, including in unexpected and unique urban environments
6. Tell diverse stories authentic to the Northern Beaches.

Applications from eligible individuals and organisations were required to address the program objectives and meet the following assessment criteria:

1. Rationale and Impact
  - Demonstrated need for the project/initiative and how outcomes will be measured
2. Excellence and Innovation
  - Excellence in arts and creative practice and demonstrated history of the delivery of arts and creative projects
3. Connection and Collaboration
  - Will enhance community connection to the arts and creativity in the public domain (physical or digital space)
  - Creative collaborations across disciplines and industries, new networks, and partnerships.
4. Viability
  - Capacity to deliver a well-planned project, including applicant experience and skills
  - Realistic budget with detailed income and expenditure, and capacity to manage funds

- Realistic and achievable timeline
- Evidence of appropriate cultural permissions/ adherence to relevant cultural protocols (e.g., for use of Aboriginal and Torres Strait Islander stories or content that is not your own)
- Evidence of appropriate consultation for any permissions required.

There are 16 applications recommended for funding, with 15 projects recommended to receive the full amount requested and 1 to receive partial funding, as detailed in the following table:

Applicant	Project Title	Recommended Funding (ex GST)
Boardman, Amber Marie	Community MFA Salon Series	\$9,000.00
Booth, Michael (trading as "The Sydney Actors Playhouse")	The Manly Bookshop Film Project	\$5,000.00
Castles, Belinda Clare	Walking Sydney: Writers in a Changing City	\$3,250.00
Dureau, Susan Grace	The Soundscape Project	\$5,000.00
Garritano-Provencher, Sandra	"Beyond the Sea" —A Jazz and Art Soirée	\$5,000.00
Laver, Nancy Elizabeth	Northern Beaches Soundscapes	\$2,000.00
Makinnoize Media Pty Ltd (trading as "Plushtown Studios")	Bands over Brookvale	\$10,000.00
Manly Theatre Group Incorporated	Acting and Scriptwriting Workshops	\$2,202.40
Morgan, Frances	The listening station	\$10,000.00
Nicholson, J.A & Verity, F.C	Art W**k Podcast	\$2,994.00
O'Connell, Emily Therese (trading as "Anywhere Else Films")	On the Side (Short Film)	\$5,000.00
Papalia, Jayne	Community open studio project	\$8,245.00
Shapter, Zena Rose Miranda Merrifield	Northern Beaches Writer's Competition	\$2,450.00
Stafford, Katie	Woodworking for Women	\$5,000.00
Sydney Chamber Music Festival Incorporated	Sydney Chamber Music Festival presents REVIVAL	\$4,300.00
Wren, Lachlan	Open Mics on the Northern Beaches	\$5,000.00
<b>TOTAL</b>		<b>\$84,441.40</b>

Note: See Attachment 1 for further detail on each of these projects.

## 2. Community Development Grants

Community Development grants are an important part of Council's role supporting the social services sector, with a particular focus on the most vulnerable in our community. This program aligns with the adopted Social Sustainability Policy, which outlines Council's role in community services:

*Northern Beaches Council acts principally as a facilitator and enabler of social sustainability in order to build the capacity and resilience of the community to achieve individual and collective wellbeing. Community development activities are carried out in collaboration with individuals and service providers, including community groups, charitable organisations, government and non-government agencies and neighbouring Councils.*

As Council has limited direct service provision, the Community Development Grants are an important program that contributes to the wellbeing of Northern Beaches residents.

In this grant stream, applications from eligible individuals and organisations were required to address the following assessment criteria:

1. Has a clear rationale with identified community need
2. Addresses at least one of the targeted actions under the two priority areas
3. Addresses at least one of the project outcomes including how this will be measured
4. Demonstrates use of community development principles
5. Demonstrates value for money with a detailed income and expenditure for how the funds will be used.

## 3. Funding Priorities

Funding priorities were derived from the *Better Together* Social Sustainability Strategy 2021-2040 and focused on projects that address the targeted actions under the following two priorities:

1. Building community connections:
  - Deliver programs that reduce social isolation in the community and increase connections and wellbeing
  - Collaborate with the community to address barriers for some members of the community in accessing and participating in sport, health and wellbeing programs
  - Strengthen community connections for priority populations including:
    - Aboriginal and Torres Strait Islanders
    - Cultural and linguistically diverse communities (CALD)
    - LGBT community
    - Older people (60+)
    - People with disability.
2. Domestic and family violence:
  - Strengthen community safety to eliminate domestic and family violence
  - Deliver programs that build capacity and address issues for people experiencing domestic and family violence
  - Improve access to key referral services and resources.

22 applications are recommended for funding, with 18 projects recommended to receive the full amount requested and 4 to receive partial funding, as shown in the following table.

Applicant	Project Title	Recommended Funding (ex GST)
Artability (Sponsored by Northern Beaches Creative Leisure and Learning Incorporated)	Artability, Accessible Community Creative Arts Program	\$3,000.00
Business Education Network Incorporated (trading as Youth Up Front)	Nuu E Tasi	\$10,000.00
Bridge Housing Limited	Community Voice for Narrabeena	\$5,600.00
Easylink Community Services Limited	Easylink to Wellness	\$7,952.60
Forest Computer Pals for Seniors Incorporated	Re-establish membership base	\$3,000.00
Girls on Fire Incorporated	Rainbow Community Fire and Resilience Program for LGBTIQ+ youth (14-25)	\$5,000.00
Horizons Family Law Centre Limited	Free Family Law and Domestic Violence Legal Advice Clinic	\$6,500.00
Lifeline Northern Beaches Incorporated	The Northern Beaches Domestic Violence Response Innovation (NBDVRI): Counselling for victim survivors	\$9,852.00
Manly Warringah Women's Resource Centre Ltd (trading as Women and Children First)	The Dandelion Project - Play Therapy	\$5,000.00
Men's Kitchen Association Limited	Recipe Book 2023 Edition	\$2,760.20
Mentoring Men Limited.	Mentoring Men: Reducing Social Isolation Through Volunteering	\$5,330.00
Northern Beaches Multicultural Communities Incorporated	Brazilian Community Playgroup and Mums Wellness	\$9,064.00
Northern Beaches Women's Shelter Incorporated	The Northern Beaches Domestic Violence Response Innovation (in partnership with other providers)	\$10,000.00
One Eighty Avalon Incorporated	Open Up Northern Beaches: Peer Support groups for youth mental health	\$10,000.00
One Meal It Makes A Difference Incorporated	FEMAS - Family Eats, Meals and Support - Food Relief for Families Escaping DFV	\$10,000.00
Police Citizens Youth Clubs NSW Limited	PCYC Waves of Wellness	\$7,025.00
Sunnyfield	Community Access	\$1,750.00

Applicant	Project Title	Recommended Funding (ex GST)
Taldumande Youth Services Incorporated	Beach Reach	\$10,000.00
The Association of Drug Referral Centres Limited (trading as Sydney Drug Education and Counselling Centre)	Adolescent Violence Toward Parents Pilot Program	\$10,000.00
The Burdekin Association Incorporated	Burdekin Wellbeing Adventure for young people	\$10,000.00
The Shepherd Centre – For Deaf Children	Hear For You – a life-changing group mentoring program for deaf children in the Northern Beaches area.	\$3,724.80
The Warrior Woman Foundation Limited	The Young Warrior Woman Program 2023	\$10,000.00
<b>TOTAL</b>		<b>\$155,558.60</b>

Note: See Attachment 2 for further detail on each of these projects.

## CONSULTATION

The Community Grants Program 2022/23 was open for applications from 29 June until 8 August 2022.

Online webinars were recorded and made available for all applicants on the Council website and staff provided additional personal assistance and guidance to applicants, where requested.

Program information and guidelines were advertised and promoted widely throughout the community, including information and emails to relevant grant, network and group distribution lists, Council's website and several broad and targeted social media platforms.

In addition to the promotion of the overarching Grants program, a specific approach was taken to develop a targeted promotional campaign for the Arts and Creativity Grants to reach a diverse arts audience and ensure information was widely shared. This included advertising on sector specific online platforms and a strong targeted presence on social media. New community members from across diverse art forms have begun engaging with Council that have not previously seen the relevance before, with a growing awareness that Council has the capacity to support them.

## ASSESSMENT PANELS

Council staff conducted eligibility checks on all applications received prior to progressing to assessment by the Assessment Panels. Each stream convened separate assessment panels consisting of experts in each area with a balance of two internal and two external assessors.

The Arts and Creativity Assessment Panel comprised of:

- One Aboriginal-identified member, with expertise in arts and culture
- One local resident of the Northern Beaches with expertise in arts and culture
- Two representatives from Council's Arts and Culture team.

The Community Development Assessment Panel comprised of:

- Two representatives from Council's Community Development and Social Planning teams
- Two community representatives with expertise in community development and services.

Assessment Panel members undertook individual online assessments and submitted a score for each application against the Assessment Criteria, resulting in a priority ranking. The Assessment Panels met in person to discuss the priority ranking and reach consensus on the projects recommended for funding. The Manager, Community Development was present for the meeting of the Community Development Assessment Panel to provide any further advice as a non-voting member to assist the assessment panel with their recommendations.

### **TIMING**

The Community Grants Program 2022/23 was open for applications from 29 June until 8 August 2022.

Program funding will be distributed as soon as practicable following Council approval. Grant funded projects are to be completed by 31 December 2023 and acquitted by 31 January 2024.

### **LINK TO STRATEGY**

This report relates to the Community Strategic Plan Outcome of:

- Community and Belonging - Goal 10: Our community is stimulated through a diverse range of cultural and creative activities and events
- Community and Belonging - Goal 11: Our community feels safe and supported
- Community and Belonging - Goal 12: Our community is friendly and supportive.

It aligns with the priorities of the Better Together Social Sustainability Strategy 2021-40:

- Strategic Direction 1: A Safe Community
- Strategic Direction 2: An Inclusive Community
- Strategic Direction 3: A Connected Community.

It aligns with the Arts and Creativity Strategy: Connected through Creativity 2029:

- Outcome 1: Inspiring Places & Spaces
- Outcome 2: Innovative & Creative Industries
- Outcome 3: Engaged Community.

### **FINANCIAL CONSIDERATIONS**

The Community Grants Program 2022/23 has an allocation of \$240,000 in the adopted operational budget. All recommended grant amounts are exclusive of goods and services tax (GST) Eligible applications requested a total sum of \$727,761,39 across the two streams. Community members were selected and paid \$400 through an expression of interest process to assist staff and provide significant experience and expertise in the grant review process.

### **SOCIAL CONSIDERATIONS**

The Community Grants Program 2022/23 has been developed to enable the community to facilitate the delivery of community development and arts and creativity projects across the Northern Beaches.

The funding of these grants will have a significant positive impact on our local community. While it is difficult to quantify the precise social and economic value of grant funding, it is clear that Council's resourcing of local individuals, community groups, services and organisations enables them to achieve community and creative outcomes that far exceeds Council's capacity to achieve these outcomes alone.

The projects supported by the Arts and Creativity grants will contribute to achieving the goals set out in the Arts and Creativity Strategy. These goals are to increase participation and engagement in creativity by our diverse communities, enable the sustainability of the local creative sector, and encourage a vibrant, creative culture authentic to the Northern Beaches.

The Community Grants Program aligns with the strategic direction of the Social Sustainability Policy, focusing on Council's role as facilitator and enabler of local groups, services, and organisations.

### **ENVIRONMENTAL CONSIDERATIONS**

Several of these projects will promote care for the environment and have a positive impact on the local environment.

### **GOVERNANCE AND RISK CONSIDERATIONS**

The Community Grants Program 2022/23 is in accordance with Section 356, Chapter 12, Part 1, of the *Local Government Act 1993*.

Applications are assessed against pre-defined and advertised criteria and follow a clear and transparent process to ensure equity. The program was widely advertised, and external, independent community members were part of the assessment process.

The Community Grants Program 2022/23 is in accordance with the adopted Community Grants and Partnerships Policy.



## 11.0 ENVIRONMENT AND SUSTAINABILITY DIVISION REPORTS

ITEM 11.1	2022/23 ENVIRONMENTAL GRANTS PROGRAM - FUNDING RECOMMENDATIONS
REPORTING MANAGER	EXECUTIVE MANAGER ENVIRONMENT AND CLIMATE CHANGE
TRIM FILE REF	2022/566135
ATTACHMENTS	1 <a href="#">2022/23 Environmental Grants Program - Application Overview</a>

---

### SUMMARY

---

#### PURPOSE

To seek approval to allocate funding under Council's 2022/23 Environmental Grants Program.

#### EXECUTIVE SUMMARY

The 2022/23 Environmental Grants Program (the Program) provides grants of up to \$5,000 to eligible individuals and organisations to support projects and initiatives that deliver direct benefit to the environment of the Northern Beaches Local Government Area.

The Program provides funding support to applicants across three broad categories:

- Restoration and protection projects that support bushland and biodiversity, coastal and estuarine environments and natural creeks and waterways,
- Resource efficiency and sustainability projects,
- Sustainability education and community engagement.

Applications opened on 29 June 2022 and closed on 8 August 2022 with 22 applications received of which 19 proceeded to assessment (one was ineligible, one was a duplicate and one was withdrawn).

An Assessment Panel comprising staff and community representatives undertook a thorough evaluation of applications. Individual assessments were combined and ranked, and a review process was undertaken to confirm panel recommendations.

The Panel have recommended 11 applications for funding, 10 of which are for the full amount of funding requested, and one that is recommended for partial funding. Eight applications that were eligible and are not recommended for funding either did not meet the criteria, or scored less than the recommended projects noting that the available funding has been fully allocated.

Successful applications, including a brief project description and assessment feedback, are provided in detail in Attachment 1. Once successful applications have been approved, the unsuccessful applicants will be notified.

The delivery date for the successful projects is 31 December 2023.

---

#### RECOMMENDATION OF DIRECTOR ENVIRONMENT AND SUSTAINABILITY

That pursuant to Section 356 of the *Local Government Act 1993*, Council approve the allocation of \$50,000 (ex GST) under the 2022/23 Environmental Grants Program as recommended by the Assessment Panel and set out in Attachment 1.

---

---

## REPORT

---

### BACKGROUND

The Northern Beaches Council Environmental Grants Program was established in 2020/21 to support the community to deliver the aspirations and commitments in the Council adopted *Protect. Create. Live – Northern Beaches Environment and Climate Change Strategy*.

The 2022/23 Environmental Grants Program [Guidelines](#) were published on Council's website, and sets out the details of the program, relevant criteria, priorities and requirements.

The Program covers 3 different categories:

1. Restoration and protection projects that support:
  - a. bushland and biodiversity
  - b. coastal and estuarine environments
  - c. natural creeks and waterways.
2. Resource efficiency and sustainability projects, including climate change initiatives, environmental resilience projects, and projects that support energy efficiency and carbon emission reductions, water savings and re-use, and waste reduction and recycling.
3. Sustainability education and community engagement across all areas.

The priority areas for funding in the 2022/23 Program are:

- Protection of the natural environment
- Climate change mitigation and adaptation
- A reduction in resource consumption such as water or energy or a reduction in waste generation
- An increase in sustainable behaviours in the community
- Alignment with the commitments and aspirations in Council's *Protect. Create. Live – Northern Beaches Environment and Climate Change Strategy*.

### Assessment process

The 2022/23 Environmental Grants Program accepted applications from 29 June 2022 until 8 August 2022. A total of 22 applications were received of which 19 proceeded to assessment (1 was ineligible, 1 was a duplicate and 1 was withdrawn).

The Environmental Grants Assessment Panel comprised of 2 representatives from Council's Environment and Climate Change Unit, and 2 community representatives selected via an EOI process.

Applications were assessed against the following criteria:

#### Essential criteria:

1. Demonstrates a clear rationale for the initiative with key deliverables stated that address at least one of the funding priority areas
2. Demonstrates a positive environmental impact in the short and long-term including how this will be measured and maintained

3. Capacity and demonstrated ability of the individual or organisation to manage a well-planned project
4. A realistic budget with all income and expenditure identified.

Highly regarded criteria:

1. Evidence of partnerships with other organisations
2. Applications that address more than one category and/or priority
3. Experimental, innovative ideas and approaches
4. Longevity of the project benefits.

Assessment Panel members undertook individual online assessments via SmartyGrants and submitted a score for each application against the Assessment Criteria, resulting in a priority ranking. The Assessment Panel met to discuss the priority ranking and reach consensus on the projects recommended for funding.

Following the recommendation of the Environmental Grants Assessment Panel, the final allocations were reviewed and endorsed by the Executive Manager Environment and Climate Change for presentation to Council.

**Proposed funding allocations**

As shown in the table below, there are 11 applications recommended for funding with 10 projects recommended for full funding and 1 for partial funding.

Eight applications that were eligible and are not recommended for funding either did not meet the criteria or scored less than the recommended projects noting that all available funding has been fully allocated.

Applicant	Project Title	Recommended Funding (ex GST)
Australian Conservation Foundation Incorporated	NBACF Community Nest Box Project 2022/23	\$4,500
Avalon Beach Surf Lifesaving Club Inc	Net Zero Surf Club 2023	\$5,000
Eco Adventure Crew Incorporated	Reimagining Waste - Hands-on recycling workshop	\$4,659
Lifeline Northern Beaches Incorporated	Altered State Fashion Project	\$3,941
Northern Beaches Clean Up Crew Incorporated	Tackle Dee Why Lagoon	\$5,000
Northside Enterprise Incorporated	Bushlink restoration and protection of Flora Ritchie Reserve.	\$5,000
Northside Enterprise Incorporated	Bushlink preservation of Long Reef Coastal Walk / Griffith Park	\$5,000

Applicant	Project Title	Recommended Funding (ex GST)
Northside Enterprise Incorporated	Bushlink protection of Dee Why Wildlife Refuge	\$5,000
North Steyne Surf Lifesaving Club Inc	Solar panels for North Steyne SLSC	\$4,950
The Catholic Parish of Frenchs Forest	Stage Two Kierans Creek Bank Stabilisation and Restoration	\$1,950
Warriewood Surf Life Saving Club Incorporated	Warriewood Solar Project 2022	\$5,000

## CONSULTATION

Program information and guidelines were advertised and promoted widely throughout the community, including information and emails to relevant grant, network and group distribution lists, Council's website, and several broad and targeted social media platforms. Council staff provided additional personal assistance and guidance to applicants, where requested.

## TIMING

Funding will be distributed as soon as practicable following Council approval. Grant funded projects are to be completed by 31 December 2023 and acquitted by 31 January 2024.

## LINK TO STRATEGY

This report relates to the Community Strategic Plan Outcomes of:

- Protection of the environment - Goal 1 Our bushland, coast and waterways are protected for their intrinsic value
- Protection of the environment - Goal 2 Our environment is resilient to natural hazards and climate change
- Protection of the environment - Goal 3 Our community is well-supported in protecting and enhancing the environment to ensure safe and sustainable use
- Environmental sustainability - Goal 6 Our Council is recognised as a leader in environmental sustainability

## FINANCIAL CONSIDERATIONS

Funding of \$50,000 to support the Environmental Grants Program is included in the 22/23 Operational budget. Eligible applications requested a total sum of \$83,550 and the recommended total funding is \$50,000. Community members were selected and paid \$400 through an expression of interest process to assist staff and provide significant experience and expertise in the grant review process.

## SOCIAL CONSIDERATIONS

The 2022/23 Environmental Grants Program has been developed to enable the community to facilitate the delivery of environmental initiatives across the Northern Beaches. The funding of these grants will have a positive impact on our local community. While it is difficult to quantify the precise social and economic value of grant funding, Council's resourcing of local individuals, community groups, services and organisations enables them to achieve community and environmental outcomes that far exceeds Council's capacity to achieve these outcomes alone. Successful applications represent a broad spectrum of the community and include individuals and community groups.

## ENVIRONMENTAL CONSIDERATIONS

The projects supported by the Environmental Grants Program will contribute to achieving the goals (aspirations and commitments) set out in the Council adopted *Protect.Create.Live Northern Beaches Environment and Climate Change Strategy* and the Protection of the Environment and the Environmental Sustainability outcomes within *Shape 2028 – The Northern Beaches Community Strategic Plan*.

## GOVERNANCE AND RISK CONSIDERATIONS

Submissions to the Expression of Interest (EOI) for community panel members were assessed in accordance with the Appointment of Committee Members Policy, and the Assessment Panel itself operated in accordance with the Environmental Grants Assessment Panel 2022 Terms of Reference.

All Panel members reviewed the list of applicants for potential Conflicts of Interest and made declarations via Council's Disclosures App.

The 2022/23 Environmental Grants Program is being implemented in accordance with the Community Grants and Partnerships Policy, and section 356 of the *Local Government Act 1993*. Applications have been assessed against pre-defined and advertised criteria and follow a clear and transparent process to ensure equity.

### 2022/23 Environmental Grants Program – Applicant Overview

Council received twenty-two (22) applications for the Environmental Grants Program with nineteen (19) applications proceeding to assessment (one application being ineligible, one a duplicate and one withdrawn). The 19 applications requested a total of \$83,550. The Environmental Grants Program had the following assessment criteria:

**Essential criteria:**

1. Demonstrates a clear rationale for the initiative with key deliverables stated that address at least one of the funding priority areas,
2. Demonstrates a positive environmental impact in the short and long-term including how this will be measured and maintained,
3. Capacity and demonstrated ability of the individual or organisation to manage a well-planned project,
4. A realistic budget with all income and expenditure identified.

**Highly regarded criteria:**

1. Evidence of partnerships with other organisations,
2. Applications that address more than one category and/or priority,
3. Experimental, innovative ideas and approaches,
4. Longevity of the project benefits.

**Projects recommended for funding**

Following the assessment of the nineteen (19) applications, the Panel recommends eleven (11) for grant funding totalling \$50,000. This includes ten (10) projects for full funding and one (1) project for partial funding. The following table details the projects recommended for funding. All these projects met the criteria and scored the highest in the combined assessment scores. Comments in the following table reflect where they scored highest against the criteria.

Applicant	Project	Request ex GST	Recommendation ex GST	Comments	Project description
Australian Conservation Foundation Incorporated	NBACF Community Nest Box Project 2022/23	\$4,500	\$4,500	Demonstrates a clear rationale for the initiative with key deliverables stated that address at least one of the funding priority areas. Capacity and demonstrated ability of the individual or organisation to manage a well-planned project.	Construction of 50-80 nest boxes with the assistance of local community groups using recycled Australian Hardwood. The nest boxes will be installed in reserves and will be regularly monitored.

Applicant	Project	Request ex GST	Recommendation ex GST	Comments	Project description
Avalon Beach Surf Lifesaving Club Inc	Net Zero Surf Club 2023	\$5,000	\$5,000	Demonstrates a positive environmental impact in the short and long-term including how this will be measured and maintained. Capacity and demonstrated ability of the individual or organisation to manage a well-planned project.	This project is part of a 3-year plan to create a Net Zero Surf Club. This grant is for year 3 to deliver solar batteries and investigate a virtual power plant (VPP).
Eco Adventure Crew Incorporated	Reimagining Waste – Hands-on recycling workshop	\$4,659	\$4,659	Demonstrates a clear rationale for the initiative with key deliverables stated that address at least one of the funding priority areas. Demonstrates a positive environmental impact in the short and long-term including how this will be measured and maintained. Experimental, innovative ideas and approaches.	To build upon existing clean-up programs and empower people to engage with solutions. The program will collect plastic waste from the clean-ups and local businesses and demonstrate how this can be converted into other products.
Lifeline Northern Beaches Incorporated	Altered State Fashion Project	\$5,000	\$3,941	Demonstrates a clear rationale for the initiative with key deliverables stated that address at least one of the funding priority areas how this will be measured and maintained. Capacity and demonstrated ability of the individual or organisation to manage a well-planned project. A realistic budget with all income and expenditure identified. Evidence of partnerships with other organisations.	Altered State is an added value service that Lifeline Northern Beaches have implemented to transfer unwanted and unsold items from its 10 retail stores to sellable goods to raise money for Lifeline. The aim of this project is to increase the transfer of those items and increase the delivery of those reusable items by funding the purchase of 3 sewing machines that can stitch hard materials such as denim and increase the capacity of the program.
Northern Beaches Clean Up Crew Incorporated	Tackle Dee Why Lagoon	\$5,000	\$5,000	Capacity and demonstrated ability of the individual or organisation to manage a well-planned project. A realistic budget with all income and expenditure identified. Evidence of partnerships with other organisations. Applications that address more than one category and/or priority.	The Northern Beaches Clean Up Crew will run 13 rubbish clean ups of Dee Why Lagoon, including education of the program through their social media channels, develop a stronger community and contribute to science through collection of data.

Applicant	Project	Request ex GST	Recommendation ex GST	Comments	Project description
Northside Enterprise Incorporated	Bushlink restoration and protection of Flora Ritchie Reserve	\$5,000	\$5,000	Demonstrates a clear rationale for the initiative with key deliverables stated that address at least one of the funding priority areas. Capacity and demonstrated ability of the individual or organisation to manage a well-planned project. A realistic budget with all income and expenditure identified.	The project will employ people with a disability to undertake bush regeneration at Flora Ritchie Reserve, Curl Curl to remove litter and reduce the density of weeds of national significance.
Northside Enterprise Incorporated	Bushlink Preservation of Long Reef Coastal Walk/Griffith Park	\$5,000	\$5,000	Demonstrates a clear rationale for the initiative with key deliverables stated that address at least one of the funding priority areas. Capacity and demonstrated ability of the individual or organisation to manage a well-planned project. A realistic budget with all income and expenditure identified.	The project will employ people with a disability to undertake bush regeneration at Long Reef Coastal Walk/Griffith Park to remove litter and reduce the density of weeds of national significance.
Northside Enterprise Incorporated	Bushlink Protection of Dee Why Wildlife Refuge	\$5,000	\$5,000	Demonstrates a clear rationale for the initiative with key deliverables stated that address at least one of the funding priority areas. Capacity and demonstrated ability of the individual or organisation to manage a well-planned project. A realistic budget with all income and expenditure identified.	The project will employ people with a disability to undertake bush regeneration at Dee Why Wildlife Refuge to remove litter and reduce the density of weeds of national significance.
North Steyne Surf Lifesaving Club Inc	Solar panels for North Steyne SLSC	\$4,950	\$4,950	Demonstrates a positive environmental impact in the short and long-term including how this will be measured and maintained. Capacity and demonstrated ability of the individual or organisation to manage a well-planned project. A realistic budget with all income and expenditure identified.	Installation of solar panels on the roof of the North Steyne SLSC to provide clean electricity to the Club and community users at little ongoing cost.
The Catholic Parish of Frenchs Forest	Stage Two Kierans Creek Bank Stabilisation and Restoration	\$1,950	\$1,950	Capacity and demonstrated ability of the individual or organisation to manage a well-planned project. A realistic budget with all income and expenditure identified.	Stage 2 of the Kierans Creek Bank Stabilisation and Restoration involving removal of invasive species, bank stabilisation and bush regeneration.



Applicant	Project	Request ex GST	Recommendation ex GST	Comments	Project description
Warriewood Surf Life Saving Club Incorporated	Warriewood Solar Project 2022	\$5,000	\$5,000	Demonstrates a clear rationale for the initiative with key deliverables stated that address at least one of the funding priority areas. Demonstrates a positive environmental impact in the short and long-term including how this will be measured and maintained. A realistic budget with all income and expenditure identified.	Installation of solar panels on the roof of the Warriewood SLSC to reduce emissions, generate electricity from renewable resources and educate the club members and community.

<b>ITEM 11.2</b>	<b>ANNUAL ELECTRICITY CHARGES</b>
<b>REPORTING MANAGER</b>	<b>EXECUTIVE MANAGER ENVIRONMENT AND CLIMATE CHANGE</b>
<b>TRIM FILE REF</b>	<b>2022/554648</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

---

**BRIEF REPORT**

---

**PURPOSE**

To advise Council of the annual electricity charges it has incurred over the 2021/22 financial year.

**REPORT**

At its meeting of 23 July 2019, Council resolved (in part) that:

- *Staff report to Council each year for noting its annual electricity charges year on year.*

In accordance with this resolution, the annual electricity charges for the 2020/21 and 2021/22 financial year are provided below.

As reported to the 26 October 2021 meeting, during the 2020/2021 financial year Council spent:

- \$2,712,190 on electricity across its large and small sites
- \$2,614,778 in streetlighting electricity and maintenance comprising:
  - \$1,237,406 for electricity usage
  - \$1,377,372 for maintenance costs.

By comparison, Council during the 2021/2022 financial year has spent:

- \$2,390,500 on electricity across its large and small sites
- \$2,443,761 on streetlighting electricity and maintenance comprising:
  - \$1,035,536 for electricity usage
  - \$1,408,224 for maintenance costs.

Items that have impacted the price for and usage of electricity over these 2 financial years include:

- In January 2021 Council commenced the 100% renewable electricity Power Purchase Agreement (PPA), therefore only 6 months of 2020/21 saw this reduced price for large sites electricity. This contract was in place for the full period of 2021/22.
- The response to COVID-19 resulted in reduced visitation and working from the office, including for a long period within the 2021/22 financial year. This resulted in reduced consumption of electricity and lower electricity expenditure. Council's utility bill data management consultant advised that this was a trend they saw across many Councils.
- Reduced consumption has resulted from several energy efficiency upgrades at various sites and the continued implementation of Ausgrid's Accelerated Residential Streetlight replacement project.

**LINK TO COUNCIL STRATEGY**

This report relates to the Community Strategic Plan Outcomes of:

Environmental sustainability - Goal 4 Our community is supported in the transition towards net zero emissions and a local circular economy

Good governance - Goal 19 Our Council is transparent and trusted to make decisions that reflect the values of the community

**FINANCIAL CONSIDERATIONS**

The Long-Term Financial Plan in 2021 included \$5.58M of annual expenditure for large sites, small sites, streetlighting electricity and streetlighting maintenance. The total expenditure for the same items for 2021/2022, was \$4.83M, representing a significant annual saving. This result has been used to inform Council's current Long-Term Financial Plan which captures these savings moving forward, allowing for expenditure on other Council services.

**ENVIRONMENTAL CONSIDERATIONS**

With the 100% Renewable Power Purchase Agreement (PPA) being in place for the full period of 2021/2022, overall corporate carbon emissions were reduced by ~20,000 tonnes.

**SOCIAL CONSIDERATIONS**

The source of the Large-scale Generation Certificates as part of the 100% Renewable Electricity PPA is the Iberdrola-owned Bodangora Wind Farm. This wind farm is located in regional NSW and therefore is supporting the NSW regional economy and renewable electricity entering the grid. The wind farm also provides community funding through:

- The Bodangora Wind Farm Community Fund for a minimum of \$50,000 each year. This program funds local initiatives and local not-for-profit organisations that deliver social or environment projects or services to residents in the community. This arrangement is in place for at least the first 25 years of the operation of the wind farm, until 2044.
- The Bodangora Wind Farm Community Enhancement Fund which contributes \$17,000 each year to sponsor local events.

**GOVERNANCE AND RISK CONSIDERATIONS**

There are no known governance or risk considerations associated with this report.

The annual electricity costs have been reported to Council for noting for the past three years. It is proposed that this information be provided to Council, in the future, through a briefing note rather than a Council report.

---

**RECOMMENDATION OF DIRECTOR ENVIRONMENT AND SUSTAINABILITY**

That Council:

1. Note the information contained in this report.
  2. Receive future information on Annual Electricity Costs via a briefing note.
-

<b>ITEM 11.3</b>	<b>MINUTES OF THE NORTHERN BEACHES BUSH FIRE MANAGEMENT COMMITTEE HELD 7 JUNE 2022</b>
<b>REPORTING MANAGER</b>	<b>EXECUTIVE MANAGER ENVIRONMENT AND CLIMATE CHANGE</b>
<b>TRIM FILE REF</b>	<b>2022/603647</b>
<b>ATTACHMENTS</b>	<b>1 <a href="#">Minutes of the Bush Fire Management Committee Meeting held 7 June 2022</a></b>

---

## BRIEF REPORT

---

### PURPOSE

To report the Minutes of the Northern Beaches Bush Fire Management Committee (BFMC) meeting held on 7 June 2022.

### REPORT

The Northern Beaches BFMC area comprises of 23,525 hectares, of which Council has care, control and management of approximately 13% of the land. The remainder of the area is managed by NSW National Parks and Wildlife Service (NPWS) (46%), private tenure (36%), or by other government agencies (5%).

Under the *Rural Fires Act 1997* land owners are responsible for managing bush fire risk on their land. The BFMC consists of a range of agencies and stakeholders such as the fire authorities, land management agencies and community organisations. The BFMC is responsible for coordinating bush fire management across the Local Government Area and Council actively participates in the Committee and sub-committees. BFMC meetings are held quarterly.

An Ordinary Meeting of the BFMC was held on 7 June 2022, the Minutes of which were adopted at the BFMC meeting held on 6 September 2022. A copy of the Minutes are attached to this report (Attachment 1).

Matters discussed at the meeting relevant to Council included the following:

- Acceptance of Minutes and Correspondence In/Out
- 2021-22 and 2022-23 Hazard Reduction Programs
- 2021-22 Manual (APZ) Hazard Reductions
- Bush Fire Risk Management Plan (BFRMP)
- Northern Beaches BFMC – Ignition Prevention Plan
- Fire Trails / Fire Access and Fire Trail (FAFT) Plan
- Update on the Section 52 Operations Plan
- General Business

**LINK TO COUNCIL STRATEGY**

Council's participation in the BFMC and ensuing bush fire management throughout the Northern Beaches meets requirements of the Bush Fire Management Policy 2021 in addition to the following outcomes in the Community Strategic Plan:

- Protection of the Environment - Goal 1: Our bushland, coast and waterways are protected to ensure safe and sustainable use for present and future generations.
- Protection of the Environment - Goal 2: Our environment and community are resilient to natural hazards and climate change.

**FINANCIAL CONSIDERATIONS**

Funding to support bush fire management is included in existing operational budgets and supported by NSW Rural Fire Service (RFS) grants annually.

**ENVIRONMENTAL CONSIDERATIONS**

Council staff work with RFS, Fire & Rescue NSW (FRNSW) and contractors to manage environmental risks associated with fire management works such as fire trail preparation, Asset Protection Zone works on Council lands, and prescribed burns. Bush Fire Hazard Reduction Certificates, Reviews of Environmental Factors or approvals under other legislative pathways are undertaken for specific sites as required. Council is working with BFMC partners to encourage and undertake ecological/low intensity Hazard Reduction burns within the LGA.

**SOCIAL CONSIDERATIONS**

The BFMC provides valuable information and advice relating to risk and safety of the community to support their resilience. It includes participation and engagement with a number of key state agency stakeholders. Council works with the fire agencies through this Committee to facilitate community preparedness before and during the bush fire season.

**GOVERNANCE AND RISK CONSIDERATIONS**

The BFMC is conducted in accordance with the governance arrangements outlined in the *Rural Fires Act 1997*.

---

**RECOMMENDATION OF DIRECTOR ENVIRONMENT AND SUSTAINABILITY**

That Council note the Minutes of the Northern Beaches Bush Fire Management Committee Meeting held on 7 June 2022.

---

## Minutes Northern Beaches BUSH FIRE MANAGEMENT COMMITTEE MINUTES

<b>Meeting:</b>	002/2022
<b>Convened by:</b>	Councillor Sue Heins – Northern Beaches Council
<b>Location:</b>	Northern Beaches Fire Control Centre and Online – Teams Meeting
<b>Date and time:</b>	Tuesday, 7 June 2022 1000hrs
<b>Minutes by:</b>	Emma Cameron - RFS

**Table 1: Attendance Record**

Members (alternate)	Organisation	Present	Apology	Absent
Chris Munro	Northern Beaches Council	X		
Nick Skelton	Nature Conservation Council	Online		
Guy Baddock	NSW RFS – Executive Officer	X		
Dave Richards	NSW Police	Online		
Patrick Sharkey	NSW Police		X	
Peter Jensen	Sydney Harbour Federation Trust	X		
Scott Crosweller	NSW Rural Fire Service	X		
Warren Cree	NSW Rural Fire Service	X		
Kel McNamara	Fire & Rescue NSW	Online		
Jonathan Mallin	Ausgrid			X
Archie Broadley	Crown Lands	Online		
Luke Freeman	Sydney Water			X
Paul Gamosh	Sydney Water	X		
Cr Dave Walton	Northern Beaches Council		X	
Cr Sue Heins	Northern Beaches Council	X		
Chad Weston	National Parks & Wildlife		X	

Observers / Support	Organisation	Present	Apology	Absent
Gary Hansen	NSW Rural Fire Service		X	
BFO East	Fire & Rescue NSW			X
Guy Munro	Ausgrid	Online		
Bryan Germain	NSW Rural Fire Service	Online		
Ben Albers	NSW Rural Fire Service	Online		
Matt Horwood	Northern Beaches Council	X		
Ben Fallowfield	Northern Beaches Council	Online		
Chris Buckley	Northern Beaches Council	Online		
Yianni Mentis	Northern Beaches Council		X	
Steve Chapple	National Parks & Wildlife	Online		
Rod Clarke	National Parks & Wildlife	Online		
Leigh Nolan	National Parks & Wildlife	Online		
Luke McSweeney	National Parks & Wildlife	Online		
Scott Molenaar	NSW Rural Fire Service	X		
Mick Morris	Water Police		X	
Todd Dickinson	Northern Beaches Council		X	
George Sheppard	NSW Rural Fire Service	X		
Judy Lambert	Nature Conservation Council	Online		
Kristina Rydzeski		Online		
Jeremy Smith		Online		
Antony Parrello	Planning NSW	Online		

**Table 2: Documents Referred to in the Meeting**

Document title	Author	Date
Minutes of the 1 March 2022 BFMC	G Sheppard	24-5-22
Final Northern Beaches 2021/22 HR Report	G Sheppard	7-6-22
Northern Beaches 2022/23 HR Report - Approved	G Sheppard	7-6-22
NSW DPE – OSL Progress Report & Map	NSW DPE	7-6-22
NBC – Bush Fire Activity Report	Northern Beaches Council	7-6-22
NSW RFS – Greater Sydney Area Command Progress Report	NSW RFS - GSA	7-6-22
Northern Beaches approved FAFT Plan	BFCC	24-5-22

## Minutes

Item 1	Welcome	Chair
--------	---------	-------

Item 2	Apologies	Chair
--------	-----------	-------

As above

Item 3	Acceptance of Minutes	Chair
--------	-----------------------	-------

- Minutes of BFMC Meeting – 1 March 2022

Moved: Scott Crosweller (RFS)      Seconded: Peter Jensen (SHFT)      Carried

Item 4	Matters Arising	Chair
--------	-----------------	-------

As listed in the agenda items – Nil mentioned

Item 5	Correspondence In	Chair
--------	-------------------	-------

As listed in the agenda items

- 12-5-22 – Approved 10-5-22 – FAFT Plan – NB BFMC
- 12-5-22 – FAFT Approval 10-5-22 Letter – NB BFMC

No questions

Item 6	Correspondence Out	Chair
--------	--------------------	-------

As listed in the agenda items

- 24-5-22 – Agenda for the BFMC - 7 June 2022
- 24-5-22 – Draft Minutes of the BFMC – 1 March 2022
- 24-5-22 – Update of HR Program 2021/22
- 24-5-22 – NB BFMC – Sub-committee – Draft 2022/23 HR Program
- 24-5-22 – Approved 10-5-22 – FAFT Plan – NB BFMC
- 24-5-22 – FAFT Approval 10-5-22 Letter – NB BFMC

No questions



**Item 7      2021-22 Hazard Reduction Program      Each Agency**

- Update provided by George Sheppard NSW RFS. 18 hazard reductions completed, 515.7 hectares burnt, protecting 1267 homes, 6 accommodation faculties and 7 schools/retirement villages

**Item 8      2022-23 Hazard Reduction Program      Each Agency**

- 2022/23 Draft Hazard Reduction Program Tabled
- Motion: That the Committee endorse the Draft HR program for 2022/23
- Moved: Scott Crossweller (RFS)      Seconded: Peter Jensen (SHFT)      Carried

**Item 9      2021/22 Manual (APZ) Hazard Reductions**

- Agency Reports (attached) submitted by
  - o Northern Beaches Council
  - o NSW DPE-OSL
- Funding claims by Land Manages to be submitted ASAP
- Proposed BFRMP Works required to be entered into 'Guardian' ASAP for 2022/23

**Item 10      Bush Fire Risk Management Plan (BFRMP)**

- Updated on preparation of plan for public exhibition, report attached from NSW RFS – Greater Sydney Area
- Update on Fire/HR history and 5 year HR plan required
- Update on IMZ & fact sheet – no progress at this stage
- BFMC Proposed BFRMP Works Schedule for 2022/23
- Executive Officer will reach out to Area for an update

**Item 11      Northern Beaches BFMC – Ignition Prevention Plan**

- Nil feedback to the Executive Officer at this stage
- Plan to table a draft IPP at the September 2022 BFMC

**Item 12      Fire Trails / FAFT Plan**

- Steve Chapple discussed that the current FAFT trail maps need amendments. EO said that a subcommittee needs to be formed to discuss amendments and minor changes can be endorsed by BFCC without having to go through BFMC but any significant changes need to be endorsed by the BFMC before implementing. Doing sections rather than here, there and everywhere.
- Archie – difference between significant change and minor change needs to be discussed at a BFMC based on risk

Motion: Subcommittee for FAFT to be created

Carried (anyone who spoke is automatically on the committee, as per Chairperson)

#### Item 13 Update on the Section 52 Operations Plan

- Contact list to be sent with the minutes for agencies to update the S52 Operations Plan

#### Item 14 General Business

- i) Sydney Harbour Federation Trust – Eligibility of others to be members of the BFMC. To be looked at by EO and invitations sent as required. RFS GSA have been assisting other BFMC's and offered connection to other parties
- ii) RFS – Neighbourhood Safe Place program. Asking Agencies to let RFS know if any of their signs need replacing. This program is 6-7 years old. Some agencies might not even know this program exists. It's clear this program is in need of a review. APZ's need to be reviewed around these programs as well.
- iii) RFS – CPP (Community Protection Plan) – Ingleside is getting a new CPP following discussions with residents. Another location is Tumble Valley
- iv) Sydney Water – Paul Gamosh (First time in attendance and will be ongoing) – Provided verbal report and offered his details as the contact going forward. Find historical report to send to Paul so he can send through a written quarterly report.
- v) RFS – access issues with Ausgrid sites. Ralston Avenue Belrose is a particular problem. Guy Munro from Ausgrid says the matter has been resolved. Going forward, send a marked up map with photos and what is required and contact person.
- vi) Create a standing item to acknowledge agency reports received

**Meeting Closed 1106hrs**

**Next Meeting:** 6 September 2022 commencing at 1000hrs

## 13.0 TRANSPORT AND ASSETS DIVISION REPORTS

<b>ITEM 13.1</b>	<b>RESPONSE TO NOTICE OF MOTION NO 1/2022 - WARRINGAH AQUATIC CENTRE PRECINCT PLAN</b>
<b>REPORTING MANAGER</b>	<b>EXECUTIVE MANAGER RECREATION BUSINESS</b>
<b>TRIM FILE REF</b>	<b>2022/373442</b>
<b>ATTACHMENTS</b>	<p>1 ➡ Otium Planning Group Report - Warringah Aquatic Centre Master Plan (Included In Attachments Booklet)</p> <p>2 ➡ Warringah Aquatic Centre Peer Review - RMP &amp; Associates (Included In Attachments Booklet)</p>

---

### SUMMARY

---

#### PURPOSE

To provide the information requested by Council at its Ordinary Meeting on 22 February 2022 in relation to Notice of Motion 1/2022 – Warringah Aquatic Centre Precinct Plan.

#### EXECUTIVE SUMMARY

The Warringah Aquatic Centre (WAC) was opened in 1979 and other than some minor improvements to the outdoor area it has remained unchanged since opening.

With new trends and higher community expectations of Aquatic facilities, the current facility has many limitations in meeting expectations and the ability to compete with more modern facilities. An upgrade of the WAC, depending on the scale and elements, will alleviate many of these limitations to meet community expectations well into the future.

WAC has had several Precinct plans in the past with the Otium Planning Group providing the most recent plan in 2018 (Attachment 1). The 2018 plan recommended to redevelop the facility to include a gym, a specific program pool and water slides whilst maintaining the 50 metre pool.

A number of new trends which have developed since this report could be incorporated, including an indoor 25 x 33 metre pool, a water park and a play centre café as these options may provide the best long-term outcome for the community.

As part of a broader leisure facility mix, including a 3 court multi use indoor stadium could result in reduced staffing costs, reduced operational costs and potentially improved energy rates compared to stand alone facilities. Currently all multi-disciplined sports stadiums within the LGA are highly utilised during peak times with many operators turning away teams due to space availability. The Frenchs Forest 2041 Place Strategy addresses some of these issues with a plan to include a 2 court stadium and the new Frenchs Forest High school to include 1 indoor and 6 outdoor courts in their future design.

There are a number of challenges that will need to be overcome to achieve an upgrade of WAC including possible decontamination if expanding the current site, obtaining Crown Land approval for an increased footprint, the structural condition of the building, potential impact on the baseball fields and the capital costs funding. These challenges along with the site constraints of only being able to expand to the east of the current site due to Duffy's Forest being classified as an Endangered Ecological Community, which is located on the southern and western side of the WAC. These constraints will need to be considered in planning of any future development of the site.

As new facilities continue to be developed across Sydney and community expectations increase, the current facility will struggle to attract or maintain its clientele and visitation and financial performance will continue to suffer.

An upgrade of Warringah Aquatic Centre (WAC) will provide the community with a modern leisure facility that will become a community destination and meeting point for a range of physical and socialising needs. Incorporating a range of modern and unique facility elements will contribute to an improved financial performance and meet community expectations now and for future generations.

Based on Otium Planning Groups building estimates and current Aquatic projects construction budgets within the Sydney area, the redevelopment costs for Warringah Aquatic Centre would be in the vicinity of \$60 to \$90 million dollars. None of the options presented have been professionally costed and detailed costings will need to be produced for further consideration.

---

#### **RECOMMENDATION OF DIRECTOR TRANSPORT AND ASSETS**

That Council note the information provided in this report and Councillors are provided with a further briefing.

---

---

## REPORT

---

### BACKGROUND

At its Ordinary Meeting on 22 February 2022, Council resolved

*“That Council prepare a high level concept report on a Draft Precinct Plan, to be presented to Council within 3 months, for the Warringah Aquatic Centre Precinct, including, but not limited to:*

- 1. Upgrade /refurbishment of existing facilities.*
- 2. An integrated multi discipline indoor sports centre.*
- 3. Potential health and environmental considerations.”*

This report outlines the information requested above.

### History

The Warringah Aquatic Centre (WAC) was opened in 1979 and at that time it was hailed as the largest indoor – outdoor public swimming pool complex in Australia. The facility has largely remained unchanged since it was first opened and is an ageing facility with increasing maintenance costs and the filtration systems need upgrading.

The facility was designed to hold large swimming carnivals which restricts the WAC facility mix in a current environment where contemporary aquatic and leisure facilities are being designed to cater for a variety of multi-use activities.

As new facilities continue to be developed across Sydney and community expectations increase, the facility will struggle to attract and maintain its clientele and visitation and financial performance will continue to suffer.

### Limitations on Current Facility

The current facility has a number of limitations which do not allow the facility to maintain efficient operations, limit participation numbers and reduce the opportunity to increase financial performance.

- The 50 metre indoor pool is one body of water with one set temperature and one filtration system. This pool can be split into two 25 metre pools via a movable boom which assists in increasing the number of programs able to be operated at the one time. The temperature needs to be set at 27 degrees to satisfy the range of users. However, this temperature is too cold for Learn to Swim participants and the facility struggles to compete in attracting and maintaining the younger swimmers and expanding their program. Furthermore, being one body of water means that any ‘contamination incidents’ require the closure of the entire 50 metre pool whilst the pool is filtered and cleaned as per Health Department guidelines resulting in further loss of income and potential refunds.
- The outdoor 25 metre pool is split into 4 lanes with minimal depth across the length of the pool which limits the unusable space for programs and is not ideal for lap swimming. It is heated via solar and gas and as there is no gas line into the facility it requires gas delivery to a holding tank which increases the gas costs significantly. Previous investigation into covering this pool with a structure to use it for Learn to Swim has proven cost prohibitive with pay back periods longer than the life of the structure.
- The kiosk area of the facility is poorly located not allowing for much passing traffic which reducing secondary spend opportunities.

- The filtration systems require an upgrade to both plant and pipe work to ensure water quality is maintained to current Health Department minimum standards. These works will be required within the next five years to ensure ongoing operation of the facility.
- The air quality of the indoor facilities also requires upgrading to ensure compliance and to maintain a comfortable atmosphere. The air handling system requires a major upgrade to ensure compliance standards are maintained and upgrade works are currently scheduled to commence in September 2022.
- The change room facilities have become outdated and have suffered with heavy wear and tear on all finishes. The change room will need to be resurfaced within the next few years to maintain a standard of customer expectation.
- The general structure of the facility also requires a reasonable amount of maintenance including replacing emergency doors throughout the facility, replacing balustrades, maintaining the indoor grandstand seating, replacing storage doors and roof repairs.

### Site Constraints

Future development of the WAC outside of the current footprint will require further investigation due to the many constraints identified.

- The facility is located on Crown Land and any expansion outside the current footprint will need Crown Lands approval.
- The facility cannot expand to the west or south of its current footprint due to Duffy's Forest being classified as an Endangered Ecological Community located on the southern and western side of the WAC. Any expansion to the east will require removal of mature trees.
- The adjoining Baseball fields are well utilised and cannot currently be relocated within the LGA therefore limiting the expansion to the east.
- The Baseball fields and the possible expansion area to the east of the WAC is on land that were previously an uncontrolled landfill site.
- Manly Andrew Boy Charlton Aquatic Centre was redeveloped in 2016 and is in direct competition with WAC. Redeveloping the WAC may spread the current clientele between facilities and affect the sustainability of both sites.
- A Multi-disciplined Sports Centre has been included as part of The Frenchs Forest 2041 Place Strategy which if implemented would also be in direct competition with the WAC.

### Previous Warringah Aquatic Centre (WAC) Master Plans

The WAC has undertaken several reviews of its future facility needs over the past 25 years, the most recent in 2018 by Otium Planning Group with RMP & Associates providing a Peer review of the 2018 Warringah Aquatic Centre Master Plan, Attachment 2. These reports are mostly still relevant in regards to facility mix recommendations however building cost within the report will be outdated.

The Otium Planning Group report of 2018 presented 4 options to Council for consideration.

- A do nothing option - Resulting in increased maintenance costs and ongoing operational losses for the foreseeable future.
- Option 1 - Redevelop WAC to contemporary standard at a cost in 2018 of \$72 million for a full demolition and \$54 million for utilising the current structure and incorporating it into a new facility. Featuring a Café, Gym, fitness class area, specific program pool, water

adventure area, wellness centre, crèche and water slides whilst maintaining the 50 metre Indoor pool and dive pool. This option increased the footprint of the facility to the east and north of the current facility but did not encroach on the current Baseball field.

- Option 2 - Redevelop WAC including multi-purpose indoor courts at a cost in 2018 of \$82 million for a full demolition and \$68 million for utilising the current structure and incorporating it into a new facility. Featuring 3 Sports Courts, a car park and all the features listed above. This option increased the footprint of the facility to the east and north and removed a baseball diamond at the north west corner of the park.
- Option 3 - Retain and re-life current facility mix and layout at a cost in 2018 of \$36 million which included replacement of the roof. Featuring a Café, specific program pool, crèche and water slides whilst maintaining the 50 metre indoor pool and dive pool. This option maintained the facilities current footprint.

It should be noted that “utilising the current structure and incorporating it into a new facility” carries significant project risk and operational risk if the existing aged infrastructure being the 50 metre pool shell remains in place, the 50 metre pool would not be covered by warranty. Filtration upgrades to the 50 metre pool was also not included in the costings.

Financial modelling was completed by Otium Planning Group for all the options above. A comparative analysis of all redevelopment options and the do nothing option is summarised in the table below:

	Do Nothing	Option 1	Option 2	Option 3
Facility Description	No change (2016/17 performance)	Redevelop WAC to contemporary standard	Redevelop WAC, including <u>multi-purpose indoor courts</u>	Retain and re-life current facility mix and layout
Visitation	301,304	1,070,432	1,152,352	399,229
Cost Estimate (Roof Replace)	\$3,412,900 (over 10 years)	\$54,124,336	\$67,739,892	\$35,583,280
Cost Estimate (Demolish WAC)	Not costed	\$71,977,083	\$82,383,083	Not costed
Total Income	\$2,425,474	\$9,287,142	\$9,960,288	\$3,923,005
Total Expenditure	\$2,987,290	\$7,905,448	\$8,083,562	\$3,773,288
Net Surplus/ Deficit	<b>-\$561,816</b>	\$1,381,694	\$1,876,727	\$149,717
Surplus/ Cost per Visit	<b>-\$1.86</b>	\$1.29	\$1.63	\$0.38

Of the 4 concept options prepared, Option 2 provides the highest usage and best operating return to Council at the highest capital costs; Option 3 provides a breakeven operating result at the lowest capital cost and Option 1 being Otium Planning Groups recommended option, provides a reasonable operating result at a medium to high capital cost.

A peer review of the 2018 Warringah Aquatic Centre Master Plan felt that the visitation rates and subsequently financial performance projections may be optimistic. Comparing visitations and



operating results of Manly Andrew Boy Charlton Aquatic Centre and similar facilities within Sydney as per the options proposed above, it is felt that the visitation rates and financial performance may be over optimistic for all options including the do-nothing option.

Option 3 is considered very optimistic given that there is no Health and Fitness facility included in this option as Health and Fitness sites return 125% to 180% of expenditure and generally subsidise the Aquatic element of the facility. Very few stand-alone Aquatic facilities achieve an operating surplus with the CERM<sup>1</sup> benchmark being a deficit of \$1.06 per visit.

Best practice would suggest that the facility would need to be designed to maximise operating hours, maximise activity, minimise circulation space for efficiency and sustain a universal mix of uses that have compatibility. There are four areas of activity that successfully co-locate in sustainable aquatic centres – Leisure and Adventure, Fitness and Education, Hospitality and Health and Fitness. A well-designed mix of these uses will attract the community, serve its need and contribute to the overall success.

#### Key elements of successful facilities.

Aquatic facilities have developed significantly over the past decade, a 25 metre and 50 metre standard pool no longer meets community expectations. Aquatic facilities have developed into mini 'theme' parks to attract patrons and obtain the lucrative casual market. Water play areas with 'beach' entries, wave pools, water slides, water discovery areas and water features have been utilised to attract patrons and extend their visit which in turn increases secondary spend.

An increase in casual visits then feeds into all programs, memberships and sporting options, increasing facility usage and financial performance.

Before these elements can be considered the core facility mix must be in place to ensure the optimum outcome for all.

Successful Leisure Facilities combine a number of core elements which have been identified as the following:

- Program Pool

A dedicated program pool of approximately 15 metre x 25 metre heated to 32 degrees will enable the Learn to Swim program to grow and service the increasing number of older users who require a warmer environment. Utilising this space during off peak times for hydrotherapy and general play will open new markets to the facility.

- Gym and fitness classes

Gym and fitness classes have become the 'boom' of the Leisure industry and the most profitable area of the facility. The message of a healthy lifestyle and exercise has been promoted extensively by various groups and has made a significant positive impact on the industry. Modern designed cardio equipment and weight machines have become more technology savvy with users able to track health related goals while using the equipment. The aerobic style classes have continued to remain popular with new 'dance' style and stretch classes (Pilates / Yoga) increasing in popularity.

To ensure that the facility attracts a large membership base, facilities must offer plenty of equipment so that patrons can see that they will be able to utilise equipment even during peak periods. This will ensure that the membership is able to continue to grow and satisfy the community for many years to come.

---

<sup>1</sup> Customer Experience Research Metric (CERM) performance indicators, a performance measurement organisation that produce national benchmarks for the Aquatic industry, with comparisons across 90 facilities throughout Australia.



- Crèche

The crèche area is a key area of the facility as it enables parents to have their children professionally cared for whilst using the facility. Offering a crèche can significantly boost the membership base as it allows parents to exercise and have some time to themselves. This area can also be utilised for programs when not in use as a crèche such as karate, children's holiday programs and study groups.

- Indoor Pool

An indoor pool is a necessity to allow all year round usage irrespective of weather. The indoor pool allows for numerous programs and community usage. WAC currently has an indoor 50 metre pool which is rare in Sydney with most indoor pools being 25 metre. Maintaining the 50 metre indoor pool and dive pool should be considered given that the structure to date does not have any structural issues and allows for various configurations and a range of unique user groups. However, there is a risk that the structure may deteriorate or be hiding structural deficiencies and should be structurally assessed before final plans are confirmed.

### Industry Trends

With the hindsight of a further four years since the Warringah Aquatic Centre Master Plan 2018 was completed, several new trends have emerged and should be considered in future development to increase usage and financial performance of the facility.

- Indoor Deep Water Pool 12 lanes x 25m

The concept of a 12 lane pool allows for an international standard Water Polo field which can be utilised by Water Polo participants during the traditionally facility quiet times from 6.30pm to 9.30pm. This will increase the usage of the facility by maximising operating hours and maximising activity options. During higher demand periods, a central curtain will enable the pool to be split into a number of configurations enabling junior water polo games alongside either another junior water polo game or squad training, lap swimming or water polo training.

Outside these hours the pool will be utilised for lap swimming, squad training, higher level learn to swim participants, deep water aquarobics and swimming carnivals.

- Water Park

A water discovery park would provide the facility with a unique attraction aimed at the younger market but utilised by all. This area will have a minimal water depth and involve interactive water play, water slides and water play equipment. This will ensure the facility attracts patrons from beyond its LGA and maintain community expectation. With a minimal water depth, operating costs are also reduced.

- Play Centre Café

A Play Centre Café is an indoor play centre that offers a café with an indoor playground, role playing opportunities and sensory exploration for toddlers through to 11 years old. There is a good synergy with the target market for learn to swim and gym members. This café can service the dedicated space and with a good design will be able to service the remainder of the facility.

Incorporating some or all the above trends will provide the facility with unique attractions that will increase the facility visitation and financial performance, combining this with the traditional programs of the facility such as the learn to swim and fitness programs will result in a successful community facility.

### Indoor Multi disciplined Sports Centre

A combined sports centre has the potential to provide a major leisure destination for the community. The opportunity to consolidate indoor courts at WAC could be financially viable in terms of management and operations and enable users of one program to feed into other programs all within the one structure. This can result in increased activity at the venue and improved financial performance.

Despite the influx of single court facilities as a result of the recent Federal Government's Building the Education Revolution program, the experience of many sporting groups is that there remains a shortage of available indoor court hours. Single court facilities are less efficient in running competitions (where multi-court facilities are preferred) and there is intense competition for access to indoor courts during peak times in many areas. Discussion with some operators has indicated that they are turning teams away due to space availability at peak times.

Generally, stadiums with less than 3 to 4 courts have a lower income generating capacity and lower likelihood of being financially viable. Facilities that are designed and operated to be "multi-use" are generally operated at higher levels of usage capacity and financial performance than single sport/specialist facilities. With this in mind, it is imperative to ensure that the stadium is able to be utilised for a number of sports, operating a number of after school activities, casual activities and able to hold major events and functions to ensure its ongoing viability.

Several challenges are associated with placing a three or four court stadium on the current WAC site. A 3 court stadium would require approximately 3,200m<sup>2</sup> of land space and a 4 court stadium approximately 4000m<sup>2</sup>. With the constraints of the WAC site, incorporating this sized structure would require the loss of at least 1 baseball diamond dependent on the final design and may require disturbance of the previous landfill site. The capital cost of incorporating indoor courts into a Warringah Aquatic Centre redevelopment would be approximately \$3 million per court dependent on storage, amenities requirements, final flooring options and standard of finishes.

A 2 court stadium built on the site could overcome the loss of a baseball diamond if built on the Northern part of the site which would include the current outdoor area of Warringah Aquatic Centre. This would require approximately 2,500m<sup>2</sup> of land space and may reduce the opportunity for further aquatic development of the site. There would still be a range of economies of scale including reduced staffing costs compared to a stand-alone facility, cross marketing opportunities and income generation that may add to the facilities bottom line. The ability to hold major events and functions would be limited which may affect its ongoing viability. This option may reduce the aquatic options for the current outdoor pool area.

### Cost of New /upgraded Facilities

Examples of Centres currently under construction in Sydney or recently completed including the facility mix are listed below. Please note these are budgeted costs and final construction costs may be higher once the projects are completed.

#### Parramatta Aquatic Centre - Under Construction in 2022 – 88.6 Million

- 50m, 10-lane heated outdoor pool with shaded seating
- 25m, 8-lane heated indoor recreational pool
- dedicated, heated indoor Learn to Swim pool
- indoor splash play area
- range of indoor and outdoor change rooms and facilities
- multipurpose community rooms
- sauna, steam and spa facilities

- fitness centre, including a modern gym and program rooms
- modern café
- 197 parking spaces.

**Waves Aquatic Centre – Hills Council – Under Construction in 2022 - 55 Million**

- 50 m, 10 Lane heated outdoor Pool (Retained and refurbished)
- 25m, Learn to Swim Pool combined with family leisure pool
- 20m, warm water Pool
- Gymnasium
- Group fitness Room
- Multi-purpose rooms
- Crèche
- Modern café
- sauna, steam and spa facilities
- Swim Club clubhouse
- Indoor splash play area
- Underground car park for 79 spaces

**Ashfield Aquatic Centre- Inner West Council- Completed 2020 – 45.7 Million**

- 50 m, 8 Lane heated outdoor Pool (retained and refurbished)
- 25m, 4 lane indoor Pool with recreational play area attached
- Small indoor toddler pool
- 25m, 12 lane outdoor adjustable depth pool
- Small outdoor toddler pool
- sauna, steam and spa facilities
- Gymnasium
- Group fitness room
- Multi-purpose rooms
- Crèche
- Modern café

It should be noted that there are minimal demolition costs associated with the above projects which would need to be considered in any future WAC redevelopment. Commercial construction costs rose 7.5% in 2022 and will need to be factored into funding requirements.

**Upgrade /refurbishment of existing facilities.**

Since the 2018 WAC Master plan by Otium Planning Group, there are alternative options available to council in 2022 which should be considered in conjunction with the site restrictions.

A combination of Otium Planning Groups 2018 proposal being option 1 and 3 with implementation of some new trends could provide Council with the best outcome for future development. The recommendations to follow will provide a good mix of leisure and adventure, fitness and education,

hospitality and health and fitness, whilst achieving the smallest footprint and redeveloping the current site to remain relevant for the next generation.

**Within current footprint: (Option A)**

- Maintain the 50 metre pool and dive pool and upgrade the filtration systems.
- Remove upper level concrete seating on the western side of the facility and install a gym with all modern equipment including change rooms.
- Remove the storage, stairs and staff areas on the western side under the proposed gym and install a program pool in the undercroft.
- Install a group fitness room and crèche in the current northern outdoor area directly attached to the facility and close to the gym facility.
- Install water slides, water play and water adventure areas throughout the northern outdoor area of the facility. (Removing the current outdoor pool).
- Upgrade disability access to the first level.

**Outside the current footprint but maintaining the baseball fields: (Option B)**

- All elements of Option A above plus.
- Install an indoor pool 12 lanes x 25m deep water pool on the eastern side of the facility between the existing facility and the baseball field by removing the current crèche facility.
- Install a play centre café on the eastern side of the facility with the ability to service the whole facility.

**Outside the current footprint and removing one baseball diamond: (Option C)**

- All elements of option A and B above plus install a 3 court multi-disciplined sports centre.

Based on Otium Planning groups 2018 building estimates, current Aquatic projects construction budgets and current building costs; the approximate cost of upgrading WAC to include some or all of the above recommendations would be between \$60 - \$90 million dependent on element inclusions, amount of demolition, quality of finishes, contamination issues, community consultation and final plans.

**Financial performance**

While some centres may have capacity to return an operational surplus, they show minimal return on capital investment. The table below outlines the total floor space and construction costs compared to actual or anticipated financial return for the sites below.

Facility	Income	Expenditure	Operating Profit / (Loss)	Land Size Approximately	Construction Cost
Ashfield Aquatic Centre	\$6,000,000	\$5,600,000	\$400,000	8,650m <sup>2</sup>	\$45.7 Million (2021)
Parramatta Aquatic Centre	\$6,000,000 Anticipated	\$5,500,000 Anticipated	\$500,000 Anticipated	10,000m <sup>2</sup>	\$88.6 Million (2022) Anticipated
Waves Aquatic Centre	\$5,500,000	\$5,100,000	\$400,000	11,000m <sup>2</sup>	\$55 Million

	Anticipated	Anticipated	Anticipated		(2022) Anticipated
Ryde Aquatic Centre (Includes 2 Multi-disciplined sports courts but no gym facility)	\$6,000,000	\$5,650,000	\$350,000	10,000m2	\$28 Million (1999)

The operating result of a redeveloped WAC will be dependent on the elements included in the final design. Based on similar facilities as per the above table, conservative anticipated usage and anticipated land size of a redeveloped WAC the following operating results for each option as detailed above can be estimated as per the table below.

Facility	Income	Expenditure	Operating Profit / (Loss)	Land Size Approximately	Construction Cost Approximately
WAC Option A	\$5,400,000	\$5,050,000	\$350,000	9,175m2	\$60-70 Million
WAC Option B	\$6,100,000	\$5,550,000	\$550,000	10,500m2	\$70-80 Million
WAC Option C	\$6,450,000	\$5,800,000	\$650,000	12,000m2	\$80-90 Million

## LINK TO STRATEGY

This report relates to the Community Strategic Plan Outcome of:

- Housing, places and spaces - Goal 12 Our community has access to spaces that enable healthy and active living and allow for a broad range of creative, sporting and recreational opportunities to be enjoyed

## FINANCIAL CONSIDERATIONS

The estimate for the upgrading Warringah Aquatic Centre is between \$60 - 90 million dollars dependent on the elements included within the final plans. Sources for capital funding has not been identified within this report.

## SOCIAL CONSIDERATIONS

Health and fitness play a vital part in the physical well-being of the Northern Beaches community and also the social fabric of the community. Upgrading WAC to modern contemporary standards will provide users both physical and social opportunities to participate and connect with the Northern Beaches community.

## ENVIRONMENTAL CONSIDERATIONS

The possible expansion area to the east of the WAC was previously an uncontrolled landfill site. It's not proposed to expand to the west or south of its current footprint due to Duffy's Forest Vegetation being classified as an Endangered Ecological Community. Any extensions to the east and north will involve the removal of mature trees.

**GOVERNANCE AND RISK CONSIDERATIONS**

There are several risks associated with the potential redevelopment. Aquatic reserve was previously a landfill waste site. However, contaminants of concern have not be found within the current footprint of the WAC. Refurbishing the 50 metre pool and dive pool carries significant risk as the aging infrastructure remains in place and will not be covered by warranty. Structural assessment of the 50 metre pool and dive pool will be required before final plans and detailed capital budgets can be determined.

<b>ITEM 13.2</b>	<b>OUTCOME OF COMMUNITY ENGAGEMENT - SURF LIFE SAVING CLUBS LEASE RENEWALS</b>
<b>REPORTING MANAGER</b>	<b>EXECUTIVE MANAGER PROPERTY</b>
<b>TRIM FILE REF</b>	<b>2022/621090</b>
<b>ATTACHMENTS</b>	1 <a href="#">Community and Stakeholder Engagement Report - Surf Life Saving Club Lease Renewals (Included In Attachments Booklet)</a>

---

## SUMMARY

---

### PURPOSE

To report on the submissions received from the public exhibition of the proposed lease renewals for 16 of the 21 Surf Life Saving Clubs (SLSCs) on the Northern Beaches and to seek Council approval to grant leases for a twenty year term. Additionally, to seek Council approval under section 70(2)(d) of the Crown Land Management Regulation 2018 to grant leases for a 20 year term to those SLSCs located wholly or part on Crown Land with the consent of the Minister administering the *Crown Land Management Act*.

### EXECUTIVE SUMMARY

Council has been working with 16 of the SLSCs based on the Northern Beaches to provide surety of tenure over the coming 20 years. Our proposal is to offer the surf clubs new 20 year lease terms, backdated as commencing 1 July 2022.

Forty submissions were received during the public exhibition of the proposed leases, the overwhelming majority of which indicated a strong level of support for the proposed leases. None of the submissions received opposed any of the proposed leases, however, there were some queries received around environmental management and access to SLSC facilities by the community. These matters have been addressed in the attached Community Engagement Report and in the Consultation section of this report.

Noting the outcome of the public exhibition, it is recommended that Council approve the granting of the leases as proposed.

The *Local Government Act 1993* (LG Act) provides that a council must not grant a lease in respect of community land for a period exceeding 5 years except with the Minister's consent, if a person makes a submission by way of objection to the proposal. Bungan Beach SLSC, North Narrabeen SLSC, Warriewood SLSC, South Narrabeen SLSC, North Steyne SLSC, Mona Vale SLSC and Whale Beach SLSC are located on Council-owned community land. Queenscliff SLSC is also partly located on Council-owned community land. As no objections to the proposed leases for these SLSCs have been received and the proposed lease term is less than 21 years, Council may grant the proposed leases to Bungan Beach SLSC, North Narrabeen SLSC, Warriewood SLSC, South Narrabeen SLSC, North Steyne SLSC, Mona Vale SLSC, Whale Beach SLSC and Queenscliff SLSC (insofar as it is located on Council-owned community land), without the need for the Minister's consent.

The *Crown Land Management Act 2016* (CLM Act) and *Crown Land Management Regulation 2018* (CLM Regulation) apply to SLSC leases that are located on Crown land. Prior to the adoption of a Plan of Management (POM) for Crown land in respect of which Council is the land manager, Council can grant leases, in certain circumstances, as set out in clause 70(2)(a)-(f) of the CLM Regulation. This is a transitional arrangement which 'turns off' the usual limitations on leasing and licensing in section 3.22 of the CLM Act. As no POM under the CLM Act has been adopted for the relevant land, it is recommended that Council apply to the Minister for Lands and Water for consent



to grant, pursuant to clause 70(2)(d) of the *Crown Land Management Regulation 2018*, leases to the following Surf Life Saving Clubs located partly or wholly on Crown Land, with each lease having a term of 20 years to Bilgola SLSC, Collaroy SLSC, Queenscliff SLSC (insofar as it is located on Crown land), North Palm Beach SLSC, North Curl Curl SLSC, Freshwater SLSC, South Curl Curl SLSC, Newport SLSC and Long Reef SLSC.

---

## RECOMMENDATION OF DIRECTOR TRANSPORT AND ASSETS

That Council:

1. Note that it has considered all submissions received in respect of the public exhibition of the proposed Surf Life Saving Club leases referred to in items 2 and 3 below and that:
  - A. Community feedback relating to proposed leases was overwhelmingly positive
  - B. No submissions were received opposing the proposed lease renewals.
2. Pursuant to the *Local Government Act 1993*, grant leases to the following Surf Life Saving Clubs located partly or wholly on Council-owned community land, with each lease having a term of 20 years:
  - A. Bungan Beach Surf Life Saving Club Inc.
  - B. Mona Vale Surf Life Saving Club Inc.
  - C. North Narrabeen Surf Life Saving Club Inc.
  - D. North Steyne Surf Life Saving Club Inc.
  - E. South Narrabeen Surf Life Saving Club Inc.
  - F. Warriewood Surf Life Saving Club Inc.
  - G. Whale Beach Surf Life Saving Club Inc.
  - H. Queenscliff Surf Life Saving Club (insofar as it is located on Council-owned community land and subject to Items 3 and 4 below).
3. Apply to the Minister for Lands and Water for consent to grant, pursuant to clause 70(2)(d) of the *Crown Land Management Regulation 2018*, leases to the following Surf Life Saving Clubs located partly or wholly on Crown Land, with each lease having a term of 20 years:
  - C. Bilgola Surf Life Saving Club Inc.
  - D. Collaroy Surf Life Saving Club Inc.
  - E. Freshwater Surf Life Saving Club
  - F. Long Reef Surf Life Saving Club Inc.
  - G. Newport Surf Life Saving Club Inc.
  - H. North Curl Curl Surf Life Saving Club
  - I. North Palm Beach Surf Life Saving Club Inc.
  - J. South Curl Curl Surf Life Saving Club Inc.
  - K. Queenscliff Surf Life Saving Club (insofar as it is located on Crown land).
4. Subject to the consent of the Minister for Lands and Water, approve the granting of the proposed leases noted in Item 3.
5. Delegate authority to the Chief Executive Officer to execute all necessary documentation to give effect to this resolution.



---

## REPORT

---

### BACKGROUND

There are 21 Surf Life Saving Clubs (SLSCs) from Manly to North Palm Beach that each provide a valuable community service to the Northern Beaches. We have been working with 16 of these clubs to provide tenure over the coming 20 years. It is proposed to offer these clubs new 20 year leases, commencing 1 July 2022, except for Long Reef SLSC which will have a commencement date in line with the occupancy certificate date for the building currently under construction.

There are five surf life saving clubs on the Northern Beaches that do not have proposed new leases. Palm Beach Surf Life Saving Club is on private land and does not require a lease from Council in order to continue their occupation of their clubhouse. Manly Life Saving Club's current lease expires on 13 February 2025 and consideration for a new and improved lifesaving facility is on Council's future works program. Narrabeen, Avalon and Dee Why all have significant term remaining on their existing leases and do not need to be considered for renewal at this stage.

The *Local Government Act 1993* (LG Act) provides that a council must not grant a lease in respect of community land for a period exceeding 5 years except with the Minister's consent, if a person makes a submission by way of objection to the proposal. Bungan Beach SLSC, North Narrabeen SLSC, Warriewood SLSC, South Narrabeen SLSC, North Steyne SLSC, Mona Vale SLSC and Whale Beach SLSC are located on Council-owned community land. Queenscliff SLSC is also partly located on Council-owned community land. As no objections to the proposed leases for these SLSCs have been received and the proposed lease term is less than 21 years, Council may grant the proposed leases to Bungan Beach SLSC, North Narrabeen SLSC, Warriewood SLSC, South Narrabeen SLSC, North Steyne SLSC, Mona Vale SLSC, Whale Beach SLSC and Queenscliff SLSC (insofar as it is located on Council-owned land), without the need for the Minister's consent.

The *Crown Land Management Act 2016* (CLM Act) and *Crown Land Management Regulation 2018* (CLM Regulation) apply to SLSC leases that are located on Crown land. The Department of Planning and Environment's *Council Crown Land Managers Fact sheet, 2022* includes a summary to the following effect:

- Under the CLM Act, Council Crown land managers must generally manage Crown land under the provisions of the LG Act. This function includes granting leases and licences. Council CLMs must develop Plans of Management (POMs) for Crown reserves classified as community land. POMs are required before there is any change in the nature and use of the Crown reserve. Section 44 of the LG Act provides that "*pending the adoption of a plan of management for community land, the nature and use of the land must not be changed*". Under the LG Act (section 46), leases and licences can be granted on land that is classified as community land in accordance with that section and that includes where there is express authorisation in an adopted POM.
- Prior to the adoption of a POM for dedicated or reserved Crown land, Council land managers can grant leases and licences, in certain circumstances, as set out in clause 70(2)(a)-(f) of the CLM Regulation. The limitations relating to leasing and licensing in section 3.22 of the CLM Act are in effect 'turned off' if the proposed lease or licence falls within the circumstances set out in clause 70(2)(a)-(f) of the CLM Regulation. As this is a transitional measure, the circumstances are generally limited to leases or licences for existing purposes or for which the Minister provides consent. Unless a proposed lease or licence complies with the provisions of clause 70(2) of the CLM Regulation, Council land managers will need to have an adopted POM that complies with the requirements of the LG Act and authorises the granting of leases and licences, before entering into a lease or a licence over a Crown reserve.

- Where clause 70(2) of the CLM Regulation applies, the provisions of the LG Act relating to leasing and licensing referred to in section 3.22 of the CLM Act will not apply. For example, clause 47 of the LG Act will not apply and a Council CLM is not required to give public notice of the proposed lease or licence nor obtain the consent of the Minister administering the LG Act in the event of an objection.
- Although clause 70(2)(a)-(f) of the CLM Regulation provides that the Council land manager is exempt from the operation of section 3.22 of the CLM Act in respect of the granting of leases or licences, section 3.22 applies in other respects. Therefore, Council land managers must manage the land as if it were community land under the LG Act except when granting leases or licences under clause 70(2)(a)-(f) of the CLM Regulation.
- Relevantly, clause 70 no longer applies after Council adopts its first POM for the land for the purposes of section 3.23 of the CLM Act.

No POM for the relevant land occupied by the SLSCs has been adopted for the purpose of the CLM Act. It is considered that Council may, under clause 70(2)(d) of the CLM Regulation, grant the proposed leases to Bilgola SLSC, Collaroy SLSC, Queenscliff SLSC (insofar as it is located on Crown land), North Palm Beach SLSC, North Curl Curl SLSC, Freshwater SLSC, South Curl Curl SLSC, Newport SLSC and Long Reef SLSC with the consent of the Minister administering the CLM Act.

## CONSULTATION

Council's intention to enter into new leases was made available for public comment from 14 July 2022 until 14 August 2022 via Council's Your Say project page.

The feedback collected during consultation indicated strong support for the proposed lease renewals, with the vast majority of comments supportive of the proposed SLSC leases given the invaluable service these organisations provide to the community.

There were no respondents objecting to the proposal although there were some queries received around environmental management and access by the community.

A thematic summary of feedback received is presented below.

Theme	Issues, change requests and other considerations raised	Council's response
General support of the initiative	The overwhelming majority of responses were supportive of the SLSC lease renewals. Comments made mention of the invaluable service these organisations provide to the community.	Council values the services and community interaction that SLS Clubs provide and have prepared a consistent fair lease template for 16 of the Northern Beaches SLSC.
Environmental / Waste Management Concerns	Clubs should be held responsible for the waste generated kiosks located with the surf club buildings.  SLSCs should be required to adhere to Council's single use plastic policy.	Council agrees that the organisations (SLSCs and sub-tenants) and individuals that use the surf club facilities should be held responsible for the appropriate disposal of waste generated. Council has included responsibilities in the lease documents regarding the disposal of rubbish, keeping the premises clean and adherence to Council Policies. Club's must use their best

Theme	Issues, change requests and other considerations raised	Council's response
		endeavours to comply with Council's "Single use plastic policy" as well as its "Waste minimisation for functions and events policy".
Lease term	Suggestions that lease term should be longer than 20 years.	The applicable legislation limits the maximum terms of the proposed leases. A lease term of 20 years is considered appropriate for SLSCs to provide the certainty required for day to day operations and to facilitate capital investment in the buildings.
Community accessibility	<p>Club facilities should be made more accessible to members of the general public i.e. non-members.</p> <p>Use by clubs at peak times (e.g. Saturday Morning Nippers) can create issues with parking for the rest of the community.</p> <p>Surf cams located within surf club premises should be made available to members of the public free of charge.</p>	<p>Due to health and safety responsibilities and operational requirements, it is not practical to allow access to all areas of the SLSCs by members of the general public. Many clubs offer associate memberships for those community members that would like to be involved without patrolling. Many clubs also have cafés and restaurants with these areas accessible to all members of the community.</p> <p>Council acknowledges that beach parking can be challenging and takes steps to manage demand such as implementation of time restricted parking, and encouraging beachgoers to walk, ride a bicycle or use public transport where possible. The benefits of community participation in Nippers and other similar recreational pursuits are immeasurable in the benefit they provide to the community's health and wellbeing.</p> <p>Council understands that the provisions of SLS services and ongoing maintenance of SLS buildings and facilities requires substantial funds. Council support SLS clubs in their fundraising efforts and deriving income from their premises to support their operations. This income may be generated from venue hire, operation of food and beverage outlets or from license agreements to operators of surf cams. The SLS club's themselves do not provide the surf cams. These are third party organisations under an agreement with the clubs.</p>

**TIMING**

Due to COVID and other extenuating circumstances, discussions with the clubs around lease terms took longer than anticipated, hence the commencement dates of the agreements are 1 July 2022 being the commencement date previously agreed between the parties. The clubs are operating under holding over arrangements.

**LINK TO STRATEGY**

This report relates to the Community Strategic Plan Outcome of:

- Good governance – Goal 19 Our Council is transparent and trusted to make decisions that reflect the values of the community
- Good governance – Goal 20 Our Council is proactive, and efficiently and effectively responds to, and delivers on, the evolving needs of the community

**FINANCIAL CONSIDERATIONS**

The draft SLSC leases are based on a subsidised rent model which is similar to the charges currently in place for these clubs and recognises the value that surf life saving clubs make to the community. This subsidised rental will be included in future operational budgets.

**SOCIAL CONSIDERATIONS**

The SLSCs based on the Northern Beaches provide a highly valuable community service to the community. Providing these clubs with surety of tenure over the coming 20 years allows them to plan for their ongoing, long-term operation and make capital investment in their Council owned facilities, allowing them to maintain and improve the services offered to the community.

**ENVIRONMENTAL CONSIDERATIONS**

Council has included responsibilities in the lease documents regarding the disposal of rubbish, keeping the premises clean and adherence to Council Policies. Club's must use their best endeavours to comply with Council's "Single use plastic policy" as well as its "Waste minimisation for functions and events policy".

**GOVERNANCE AND RISK CONSIDERATIONS**

The process undertaken in respect of the proposed leases and the terms of the proposed leases are in accordance with the relevant legislation including the LG Act and the CLM Act.

<b>ITEM 13.3</b>	<b>RESPONSE TO NOTICE OF MOTION 40/2021 - WALKING TRAIL FOR WAKEHURST PARKWAY</b>
<b>REPORTING MANAGER</b>	<b>EXECUTIVE MANAGER PARKS AND RECREATION</b>
<b>TRIM FILE REF</b>	<b>2022/627386</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

---

### SUMMARY

---

#### PURPOSE

To provide a response to Notice of Motion 40/2021 – Walking Trail for Wakehurst Parkway.

#### EXECUTIVE SUMMARY

At its meeting on the 26 October 2021 Council resolved the following Notice of Motion 40/2021:

1. *Staff review walking and cycling trails between Frenchs Forest and Narrabeen Lagoon to determine whether connections could be created between the new proposed town centre at Frenchs Forest and the very popular Narrabeen Lagoon trail.*
2. *A report be brought back to Council within six months on the above review including potential links with any Wakehurst Parkway flood mitigation works.*

Three options have been subject to careful desktop analysis by a multi-disciplinary internal team including Environment and Climate Change, Parks and Recreation, Transport and Civil Infrastructure and Strategic and Place Planning. The 3 options can be summarised as follows:

1. Wakehurst Parkway corridor
2. South Creek Corridor
3. Garigal National Park.

Option 3 was not considered for further investigation as it would require the formalisation of the unauthorised mountain bike trail from the end of the Slippery Dip Trail in Garigal National Park to Deep Creek Reserve and this trail would not be traversable for someone with only reasonable fitness or competency.

Option 1 and 2 were subject to further analysis. Option 2 is the preferred alignment based on both environmental and financial feasibility.

---

#### RECOMMENDATION OF DIRECTOR TRANSPORT AND ASSETS

That Council Note:

1. The contents of the report.
  2. That option 2 is Council's preferred route as its incorporated in the adopted Bike plan as a Tier 1 connection and is likely to attract grant funding.
-

## REPORT

### BACKGROUND

Council teams including Parks and Recreation, Environment and Climate Change, Strategic and Place Planning and Transport and Civil Infrastructure have investigated the proposal to provide a connection from the new Frenchs Forest Town Centre to Narrabeen Lagoon Trail. Several options have been considered and are outlined in the table below. The key criteria for developing the options was the route must traverse public land and not involve land acquisition.

**Table 1: Options & route description**

Option	Description
1 – Wakehurst Parkway corridor	<ol style="list-style-type: none"> <li>1. Frenchs Forest Rd West</li> <li>2. Cobb St</li> <li>3. Epping Drive</li> <li>4. Carnarvon Drive</li> <li>5. Peppercorn Park</li> <li>6. Wakehurst Parkway Reserve No 2</li> <li>7. Spicer Rd</li> <li>8. Unmade Crown Rd</li> <li>9. Middle Creek Reserve No 2</li> <li>10. Middle Creek Reserve No 1</li> </ol>
2 – South Creek Corridor	<ol style="list-style-type: none"> <li>1. James Wheeler Reserve (constructed)</li> <li>2. South Creek Reserve (constructed)</li> <li>3. Wabash Reserve</li> <li>4. Tyagarah Reserve</li> <li>5. Lidwina Place Reserve</li> <li>6. Willandra Rd (partially constructed)</li> <li>7. Warringah Rd (partially constructed)</li> <li>8. Frenchs Forest Rd West</li> <li>9. Frenchs Forest Rd East</li> </ol>
Option 3 – Garigal National Park	<ol style="list-style-type: none"> <li>1. Frenchs Forest Rd West</li> <li>2. Cobb St</li> <li>3. Epping Drive</li> <li>4. Carnarvon Drive</li> <li>5. Peppercorn Park</li> <li>6. Wakehurst Parkway Reserve No 2</li> <li>7. Spicer Rd</li> </ol>



	<ul style="list-style-type: none"> <li>8. Oxford Wall Rd West</li> <li>9. Morgan Rd</li> <li>10. Slippery Dip Trail (Garigal National Park)</li> <li>11. Unauthorised mountain bike trail</li> <li>12. Deep Creek Reserve</li> </ul>
--	--

Option 3 was not considered viable as it is the most indirect and relies upon unauthorised mountain bike trails to traverse the steep valley wall into Deep Creek Reserve. The steepness of this valley wall is not readily traversed by most people of average fitness and capability and therefore is not considered appropriate.

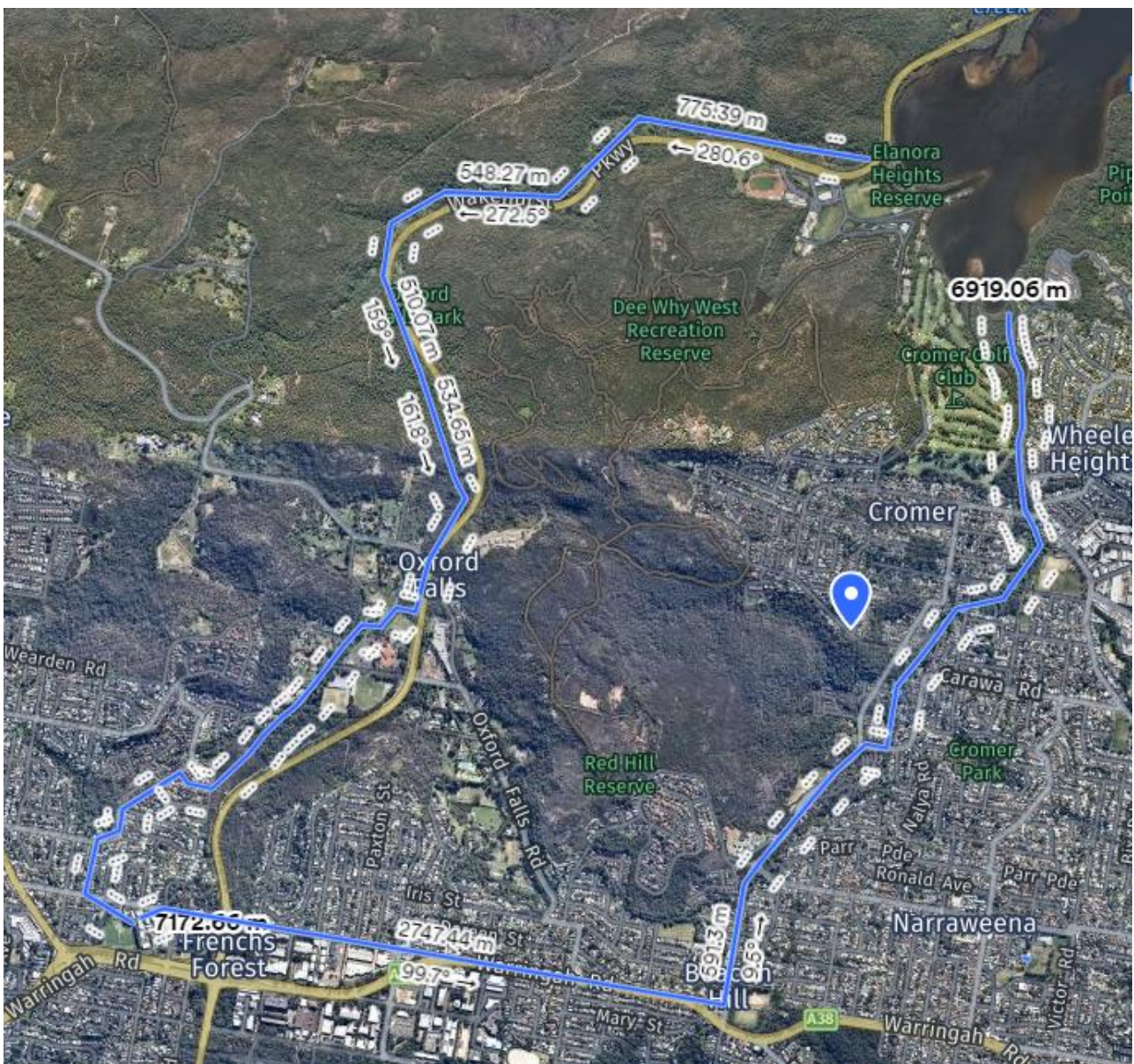


Figure 1: General alignments of Option 1 and 2

The following general characteristics apply to the two options looked at:

**Option 1 – Wakehurst Parkway corridor**

- 7.12-kilometre mix of road reserve, unmade road reserve, crown land and crown land under Council Care Control & Management
- Mixture of concrete paths, bush trails, bridges, and boardwalks
- Some sections could make use of potential stormwater works
- Approximately 300 metres constructed
- Hundreds of trees will require removal
- Cost estimate, without any design work, approximately \$9 - \$12 million

**Option 2 – South Creek Corridor**

- 6.92 kilometre mix of road reserve and community land
- Mixture of concrete paths, boardwalks and new bridges
- Approximately 4 kilometres constructed
- Approximately 10 trees require removal
- Cost estimate, without any design work, approximately \$3 - \$4 million

The 2 options have a number of advantages and disadvantages as outlined below:

**Table 2: Advantages and disadvantages of Option 1**

Advantages	Disadvantages
More scenic than option 2	Runs through areas of Endangered Ecological Communities and threatened species habitat
Less road crossings than option 2	Estimated cost \$9-12 million
Can make some use of proposed stormwater mitigation works but only for short distance	Very high loss of trees and vegetation

**Table 3: Advantages and disadvantages of Option 2**

Advantages	Disadvantages
More than half already constructed	More road crossings than option 1
Uses South Creek corridor which is already identified in adopted Bike Plan as Tier 1 connection, can attract Grant funding.	Less scenic than option 1
Minimal disturbance to vegetation and low tree loss	Estimated cost \$3-4 million

Based on the above the preferred route for connecting Frenchs Forest Town Centre and Narrabeen Lagoon Trail is via Option 2 – South Creek Corridor.

**CONSULTATION**

No external consultation has been undertaken in the preparation of this report.



**TIMING**

There is currently no timing associated with this report. Should any capital works progress, funds would need to be allocated through future capital works budget programs

**LINK TO STRATEGY**

This report relates to the Community Strategic Plan Outcome of:

- Protection of the environment - Goal 3 Our community is well-supported in protecting and enhancing the environment to ensure safe and sustainable use
- Community and belonging - Goal 9 Our community is inclusive and connected
- Transport, technology and connectivity - Goal 17 Our community can safely and efficiently travel within and beyond the Northern Beaches

**FINANCIAL CONSIDERATIONS**

To implement this project grant funding will be required.

**SOCIAL CONSIDERATIONS**

The provision of active transport corridors promotes a modal shift in transport on Northern Beaches and reduces the reliance on cars benefitting the environment, promoting greater health and fitness and providing more connected communities.

**ENVIRONMENTAL CONSIDERATIONS**

Option 1 would have significant environmental impact through the removal of native vegetation, introduction of structures in proximity of water courses and need to have wide construction corridors for site access, notwithstanding that some of the alignment would have synergies with the proposed stormwater mitigation works.

Option 2 will have only low impact as much of the alignment is already constructed and the remaining corridor is for the most part cleared and used as an informal path already.

**GOVERNANCE AND RISK CONSIDERATIONS**

Only a high-level desktop analysis of the proposed the proposed options has been carried out. To provide greater accuracy in costing the project and confirming the feasibility, more detailed investigation and the development of designs would be required.

## 14.0 WORKFORCE AND TECHNOLOGY DIVISION REPORTS

ITEM 14.1	ANNUAL REPORT 2021/22
REPORTING MANAGER	EXECUTIVE MANAGER STRATEGY AND PERFORMANCE
TRIM FILE REF	2022/498324
ATTACHMENTS	1 <a href="#">⇒ Annual Report 2021/22 (Included In Attachments Booklet)</a>

---

### BRIEF REPORT

---

#### PURPOSE

To present the 2021/22 Annual Report.

#### REPORT

The Annual Report 2021/22 details Council's achievements towards the objectives and performance targets contained in the Operational Plan 2021/22. The document also includes Council's statutory returns that provide legislative information under the *Local Government Act 1993* and other acts and regulations. The Financial Statements form an attachment to the Annual Report.

The Annual Report 2021/22 describes a year of significant challenges including the continuation of the pandemic and accompanying restrictions, as well as a series of unprecedented rain events that severely tested our community's resilience. Council adapted services and programs in response (in many cases online or virtually) to support the Northern Beaches community, along with providing financial support via rates relief, removal of outdoor dining fees, direct grants and much more.

Council delivered \$76.9m in capital works this year. Highlights included the completion of the new Mona Vale Surf Club project with state-of-the-art facilities, new public amenities in Apex Park Mona Vale, the award-winning transformation of the Currawong cottages and upgrades to 67 sections of road resurfacing, spanning 13 km at a cost of \$7.84m.

This year Council continued its commitment to act on climate change and the creation of a net zero carbon future. To date we have exceeded our 2040 target, slashing emissions by about 80% well ahead of schedule.

Council continued with its strategic focus, adopting the *Better Together 2040 Social Sustainability Strategy* along with the *Northern Beaches Resilience Strategy – Withstand. Adapt. Thrive*. The annual report also outlines our achievements in the second year of implementing the Towards 2040 Local Strategic Planning Statement and the fifth year of the Disability Inclusion Action Plan.

We consulted with the community on issues of importance with engagement on over 130 projects including *Planning Our Sustainable Future* – Discussion Paper, Frenchs Forest Town Centre Development Control Plan, Wakehurst Parkway Flood Mitigation, Trails and connectivity at Manly Dam, and Curl Curl to Freshwater and Ivanhoe Park Masterplan.

In addition, Council was recognised for its industry leadership receiving over 40 awards, demonstrating the depth and capability of our workforce.

#### LINK TO COUNCIL STRATEGY

This report relates to the Community Strategic Plan Outcome of:

- Good Governance - Goal 19: Our Council is transparent and trusted to make decisions that reflect the values of the community.

**FINANCIAL CONSIDERATIONS**

The recommendation of this report poses no financial impact on Council.

**ENVIRONMENTAL CONSIDERATIONS**

The recommendation of this report poses no environmental impacts.

**SOCIAL CONSIDERATIONS**

The recommendation of this report poses no social impacts.

**GOVERNANCE AND RISK CONSIDERATIONS**

The Annual Report records Council's achievements against objectives and performance targets set out in the Operational Plan 2021/22, as well as Council's financial position. It has been prepared in accordance with the *Local Government Act 1993* (the Act) and the Local Government (General) Regulations 2005, Circular No 22-28 of September 2022 and other relevant legislation and guidelines.

The Annual Financial Statements and Audit Reports for the year ended 30 June 2022 also form part of the Annual Report. The Financial Statements is subject to a separate report within this meeting agenda.

The Annual Report must be submitted to the Minister for Local Government by 30 November 2022.

---

**RECOMMENDATION OF DIRECTOR WORKFORCE AND TECHNOLOGY**

That:

1. Council note the Annual Report 2021/22.
  2. A copy of the Annual Report 2021/22 be posted on Council's website and provided to the Minister for Local Government.
-

<b>ITEM 14.2</b>	<b>COUNCIL APPRENTICESHIPS STRATEGY AND TARGETS UPDATE</b>
<b>REPORTING MANAGER</b>	<b>EXECUTIVE MANAGER HUMAN RESOURCES</b>
<b>TRIM FILE REF</b>	<b>2022/544314</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

---

**SUMMARY**

---

**PURPOSE**

To provide the information requested by Council at its Ordinary Meeting on 26 July 2022 in relation to Notice of Motion 24/2022 – Council Apprenticeships Strategy and Targets.

**EXECUTIVE SUMMARY**

Since its formation the Northern Beaches Council has demonstrated its commitment to provide a range of entry level training pathways to employment. The traineeship pathway has been the most effective pathway in delivering outcomes for the participants and for the organisation to date.

Council partners with a group training organisation (GTO) to deliver the traineeship pathway (June 2019 Council accepted the tender of Hunter Valley Training Company Pty Ltd for RFT 2019/007 – Services for Provision of a Traineeship Program). The GTO employs the trainees and Council hosts them. Any available government funding offsets the costs payable to the GTO for wages, course costs, and administration. The contract with the GTO allows 25 trainees and apprentices to be hosted at any one time. All associated trainee costs are funded from operational budgets and managers are responsible to determine their resourcing requirements including the suitability of hosting a trainee/s.

Currently only 11 out of the 25 trainee positions are filled. Despite repeated recruitment attempts it continues to be difficult to attract trainees to work for Council in the current employment market. There is ongoing internal demand to support this pathway which has resulted in the successful employment of trainees following completion.

Council has identified that it can satisfy the scope of works and learning requirements of up to 9 apprenticeships in the Transport and Asset Division in the period 2022/23 to 27/28. Funding will be reallocated from the salaries budget to engage 4 apprentices this financial year, and additional funding will need to be allocated to engage the additional 5 apprentices in the 23/24 financial year. Five out of the 9 apprenticeships attract government funding with the total costs to Council of the proposed four-year apprenticeship program forecast to be \$1.162m over this period.

Upon cessation of the contract with the GTO in August 2023 management will reassess trainee and apprentice numbers and requirements in line with the Workforce Management Strategy 2022-2026, the further development of the Youth Employment Action Plan, and any available government funding.

This report responds to the matters raised in the notice of motion.

---

**RECOMMENDATION OF DIRECTOR WORKFORCE AND TECHNOLOGY**

That Council:

1. Support the expansion of the entry level pathways to include 9 apprenticeship opportunities over the period 2022/23 to 27/28.
  2. Note the youth employment action plan in development as part of the Workforce Management Strategy 2022 – 2026.
  3. Note the additional budget to be allocated in 23/24 to enable the program expansion.
-

---

## REPORT

---

### BACKGROUND

At its Ordinary Meeting on 26 July 2022, following consideration of Notice of Motion 24/2022, Council resolved (224/22):

*That staff provide a report to Council within three months, addressing the following:*

- 1. Identify any existing formal strategies, informal practices, or targets already in place promoting hiring of higher apprentices, apprentices and trainees by Council.*
- 2. If such targets or strategies exist, whether they are currently being met, and if not, reasons why.*
- 3. If there are any teams/operations within Council that currently have staff with appropriate trade skills able to train a higher apprentice or apprentice in that trade.*
- 4. If there are any teams/operations within Council that are currently outsourced, but if brought in house would then have staff with appropriate trade skills able to train a higher apprentice or apprentice in that trade.*
- 5. If there are barriers to Council hiring more higher apprentices and apprentices/trainees, and how might those barriers be overcome.*
- 6. If no targets exist, what would be an achievable target for higher apprentices and apprentices hired by Council each year.*
- 7. If Council imposes any KPIs on its trade contractors relating to whether those contractors hire higher apprentices and apprentices, and if it is feasible for Council to impose such a KPI, what would a reasonable KPI be.*
- 8. If, when requesting tenders from contractors for trade work, does Council ask tenderers to provide any information about whether they hire higher apprentices and apprentices, and what weight is given to this information. If not, could it be feasible to require this information be provided by tenderers moving forward.*
- 9. Identify any state or federal incentives or grants which Council could apply for to offset the costs of hiring higher apprentices and apprentices.*

### INTRODUCTION

Council is committed to providing entry level pathways through work experience, work placements, traineeships, apprenticeships, and internships. Since amalgamation Council has provided 55 opportunities for placements across these learning pathways. The traineeship pathway has historically been the best fit for Council based on both the nature of the work required to be done by Council, and the ability to provide quality learning experiences for the participating trainees. All of the current 11 trainees live in the local government area and 9 are within the 15–24-year age bracket.

### Current Situation

Internships are advertised and recruited through merit selection processes, work experience and work placement students are hosted on short-term placements upon request, and Council hosts trainees employed through the Group Training Organisation (GTO).

All Vocational Education and Training (VET) qualifications for trainees and apprentices are to be completed through an RTO certified to issue nationally recognised qualifications and approved by the Australian Skills Quality Authority (ASQA). The current contract with our GTO expires in August 2023 and allows for up to 25 trainees or apprentices to be engaged at any one time. Since the

2019 commencement of this contract Council has hosted 27 trainees of which 72%<sup>2</sup> have successfully completed a qualification in either Childcare, Property, Finance, Youth and Community Development, Bushcare and Biodiversity, Traffic and Transport, Information Technology and Library Services.

There are currently 11 trainees hosted in a placement across Council. Six of these trainees are placed in Children's Services where they are relied on to fulfil ratio requirements. While the demand for trainees is high within Council (especially in Children Services), we are unable to attract interest in the current employment market to fill the remaining places.

Traineeship opportunities primarily attract younger participants in 15-24 youth age bracket. The population and employment demographics in our local government area indicate youth labour force participation is high and unemployment rates are low in this age bracket. This may account for the lower demand for employment intervention in this age bracket:

- Labour force participation in Northern Beaches is 64% compared to greater Sydney participation rates of 56.9% (7.1% better).
- Unemployment rate is 8.1% or 1,407 people, and only 2% or 342 of these young people were reported as looking for full-time work. In greater Sydney the equivalent unemployment rate is 13.3% with 4.6% looking for full-time work<sup>3</sup>.

In the interests of diversity, equity, and inclusion the selection of the trainees is based on merit as stipulated in the *Local Government Act 1993*, the age and location of residence are not barriers to employment.

The costs associated with trainees include the course cost, the wage, and the provider administration fee. Council does not presently have a separate trainee/apprenticeship budget. The costs are budgeted by the relevant business unit. Costs vary depending on the qualification being undertaken and the age of the student. Government funding is given to the GTO and is passed on to Council in the form of credit, with Council being invoiced for the difference between the funding and the cost. For example, an average Childcare trainee (Certificate III – Early Childhood Education and Care) less current funding, costs council approximately \$58,500 for the 18-month traineeship period).

---

<sup>2</sup> This is higher than the current National Completion Industry Average of 55.7%.

<sup>3</sup> .idcommunity Demographic Resources (profile.id.com.au) – based on Census 2016 which is the most current data available

## PROPOSED APPRENTICESHIP PATHWAYS

Council's ability to engage apprentices is based on its capacity to offer the scope of works and learning opportunities required to complete the specified apprenticeship. For some apprenticeship types, Council must also ensure the supervisor holds the same or higher qualification to support the learning outcomes of the apprentice/s.

Council has identified that it can satisfy the scope of works and learning requirements of the following apprenticeship opportunities in Transport and Asset Division:

Apprenticeship Type	Business Unit	Target Recommended 2022/23	Target Recommended 23/24	Funding Source
Certificate III in Parks and Gardens	Parks and Gardens	nil	1	Funding required
Cert III in Landscape Construction	Parks and Gardens	nil	2	Funding required
Certificate III in Civil Construction (Civil Construction General)	Transport & Civil Infrastructure	4	nil	Redirected salaries budget
Certificate III - automotive, heavy commercial vehicle (mechanical technology)	Community Transport, Parking & Fleet	nil	2	Funding required

The target number of apprentices recommended is based on:

- the scope of work required to meet competency requirements
- supervisors holding the required qualifications
- the ratio of supervisors to apprentices
- potential impact on customers and need to balance productivity with increased supervisory work
- available budget
- capacity of Learning and Development team (2 FTE) to take on additional contract management.

Council has identified that it would experience issues with meeting 3<sup>rd</sup> and 4<sup>th</sup> year competency requirements for plumbers, carpenters, electricians. There may also be some restrictions for automotive, heavy commercial vehicle (mechanical technology) apprenticeships however it is anticipated that this can be supplemented by additional learning opportunities supported by the learning provider.

The consultation process did not identify business demand or opportunities to proceed with higher apprenticeship opportunities at this time (diploma or advanced diploma).

## GOVERNMENT INCENTIVES AND GRANTS

From 1 July 2022, eligible employers that hire a new Australian apprentice undertaking training in a qualification and occupation on the Australian Apprenticeships Priority List can apply for a Priority Wage Subsidy of 10 per cent of wages for the first and second year of the apprenticeship (up to \$1,500 per quarter) and 5 per cent of wages for third year (up to \$750 per quarter).



With the exception of the 4 Certificate III - Civil Construction apprenticeships, the apprenticeships noted in the above table are on the priority list so the Priority Wage Subsidy would apply.

In addition, Council may also apply for the Elsa Dixon Aboriginal Employment Grant (EDAEG) to develop and support Aboriginal people through the creation of employment and training opportunities in the public service agencies and local government authorities.

## **PROCUREMENT CONSIDERATIONS**

Council does not currently ask tenderers to provide information related to the hiring of apprentices. Where relevant, trade tenderers could be asked if they engage apprentices and if so, how many. Each assessment panel may determine whether this information could be used by Council for information or be included as a weighted selection criteria noting that it may negatively impact small local tenders and impact the cost of service.

## **INSOURCING SERVICE CONSIDERATIONS**

If Council were to consider insourcing services for the purposes of job creation it could consider electrical, plumbing, and general building related services. Management would need to fully investigate this option including consideration of increases in service delivery costs, assessment of whether an adequate scope of work would be available to achieve competency across the full apprenticeship (even if insourced Council work primarily offers repetitive and maintenance tasks rather than build and construct work), balance service productivity with learning/supervisory requirements, assess attractiveness of Council as an employer of apprentices, and consider Council's ability to retain apprentices post qualification.

The process of reviewing services, presented to Councillors in 2020 considered outsourcing and insourcing options.

## **CONSULTATION**

Business managers have been engaged to identify apprenticeship opportunities and the GTO has provided information and advice.

## **TIMING**

Four apprenticeships to commence in in 2022/23 financial year and remaining five to commence in 23/24.

## **LINK TO STRATEGY+**

This report relates to the Community Strategic Plan Outcome of:

- Vibrant local economy - Goal 14 Our economy provides opportunities that match the skills and needs of the population

## **FINANCIAL CONSIDERATIONS**

Funding to support the existing traineeships program is included in the 2022/23 operational budget. Additional funding to offer apprenticeships is not in the budget and would need to be identified.

## **SOCIAL CONSIDERATIONS**

The Trainee Program provides an opportunity for 25 youth/residents on the Northern Beaches to gain exposure to Council operations, as well as be provided time and opportunity to achieve a qualification. This supports Council's goal to be an employer of choice.

**ENVIRONMENTAL CONSIDERATIONS**

There are no environmental impacts relating to this report.

**GOVERNANCE AND RISK CONSIDERATIONS**

The Northern Beaches Council would need to develop capabilities in delivering and supporting apprentices relying on the motivation of existing qualified staff to offer a learning experience and build a supportive learning environment. The scope of work to deliver full apprenticeships to be progressively assessed and Council's attractiveness as an employer of choice for apprenticeships to be tested.

## 15.0 NOTICES OF MOTION

<b>ITEM 15.1</b>	<b>NOTICE OF MOTION NO 34/2022 - CONSERVATION ZONE REVIEW – PUBLIC EXHIBITION PERIOD</b>
<b>TRIM FILE REF</b>	<b>2022/621008</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

Submitted by: Councillor Rory Amon

---

### MOTION

That Council extend the public consultation period in respect of the Conservation Zone Review to Friday, 2 December 2022.

---

### BACKGROUND FROM COUNCILLOR RORY AMON

The Conservation Zones Review has a significant impact upon Pittwater ward and many other certain areas.

The Review documents are extensive. Residents are seeking more time to consider the material and make a submission in relation to the Review.

The intended effect of this motion is that Council staff might commence processing submissions from 30 October 2022 but also to ensure that residents have the comfort of knowing they may continue to make submissions up until 2 December 2022. It is further noted that Council staff have already undertaken to consider submissions from now until the ending of the formal exhibition period of the draft LEP in mid-2023.

<b>ITEM 15.2</b>	<b>NOTICE OF MOTION NO 35/2022 - HARMFUL CHEMICALS</b>
<b>TRIM FILE REF</b>	<b>2022/636953</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

Submitted by: Councillor Kristyn Glanville

## **MOTION**

That:

1. Council uses best endeavours to phase out by April 2023 all use of Second-Generation Anticoagulant Rodenticides (SGARs) by Council's employees, contractors, and tenants on land owned or managed by Council.
2. The Chief Executive Officer is to provide a briefing to Councillors in May 2023 regarding:
  - A. An update as to whether the phase out has been completed
  - B. If incomplete, why the phase out is incomplete
  - C. Recommendations as to how the phase out might be completed in a timely manner.
3. Council delegate responsibility to the Chief Executive Officer to negotiate an appropriate contractual term in future agreements with its contractors and tenants, which obliges them not to use SGARs on land owned or managed by Council.
4. The Chief Executive Officer provide a report back to Council in May 2023 on the following:
  - A. Identifying what types of chemicals are used by Council or its contractors on Council owned or managed land for the following activities:
    - I. Herbicides
    - II. Fungicides
    - III. Pesticides / Insecticides
    - IV. Rodenticides
    - V. Chemical management of vertebrate animals.
  - B. Adopting a precautionary principle approach, whether any chemicals currently used should be phased out (either temporarily or permanently) due to their potential impacts on human health or the environment, or current lack of scientific certainty as to their safety.
  - C. Recommendations as to implementing such a phase out.

## **BACKGROUND FROM COUNCILLOR KRISTYN GLANVILLE**

### ***Rodenticides***

The campaign to raise awareness about the harmful ecological impacts of Second-generation Anticoagulant Rodenticides (SGARs) is being driven by leading bird conservation organisations including Birdlife Australia. SGARs include brodifacoum, bromadiolone, difenacoum, difethialone, and flocoumafen.

SGARs are used by Councils to control rodents in council-managed buildings and spaces. SGARs work by causing internal bleeding, but when rats and mice eat baits poisoned with SGARs, they become poisonous themselves. SGARs can unintentionally poison and kill native wildlife like owls, eagles, magpies, and quolls, that are higher order predators and scavengers. Poisoned rodents may also be accidentally consumed by family pets such as cats and dogs. A lethal dose can be ingested in a single feeding, and SGARs are slower to break down than first generation anticoagulants, hence posing a higher risk of secondary poisoning to non-target animals.

For this reason, SGARs are heavily regulated or banned in Europe and North America. The Australian Pesticides and Veterinary Medicines Authority (APVMA) has commenced a reconsideration of anticoagulant rodenticide approvals and registrations to reassess the potential risks associated with the use of these products and consider whether labels carry adequate instructions to protect the health and safety of people, animals, and the environment. This review is underway.

Studies in Australia have found harmful, and often fatal levels of SGARs in dead birds of prey, including Southern Boobies, Wedge-tailed Eagles, and Powerful Owls, for example see (1).

Alternatives to use of SGARs include:

- Non-poison pest control, like snap traps
- “Natural” alternatives: These usually use salt to dehydrate rodents until they die.
- First Generation rodenticides with Active Constituents like Warfarin and Coumatetralyl. FGARs break down in rodents quicker than second generation anticoagulant rodenticides, so there is less chance of secondary poisoning occurring in non-target animals if they eat rodents poisoned with a FGAR.

Council currently undertakes rodent control programs in various locations, which includes both SGARs and first-generation anticoagulant rodenticides, in addition to other measures such as nest removal, clean-up of bin enclosures to avoid attracting rodents, etc. As such, phase out of SGARs would still allow council staff and contractors sufficient options for managing rodents.

### ***Vertebrate baiting program***

Other pest animals such as rabbits and foxes are managed by the Council's Invasive Species Team through Council's Vertebrate Pest Control Program. This includes use of 1080 baits and fumigation of nests or dens, amongst other measures including traps. 1080 baits have the potential to inadvertently poison domestic pets.

### ***Pesticides and herbicides***

A number of chemicals which are used to control weeds and pests are banned or significantly restricted overseas, which are still available for sale and use in Australia. While some contain labelling to assist users in more safely using those substances, this requires users to follow those labels consistently, which can be unrealistic when users are under time pressures or unaware of the impacts/risks.

Examples of such substances which are legal for use in Australia, but are suspected to cause unintended harm to human health or the environment include:

- Glyphosate – The World Health Organization’s cancer research arm, the International Agency for Research on Cancer (IARC), concluded that glyphosate is “probably carcinogenic to humans”. This has prompted the EU to review its safety, Germany to phase it out by 2024, and Vietnam has opted to ban its use.
- Neonicotinoids – These substances may inadvertently kill off-target insects, including bees which are critical to pollination and ecosystem health. A review is currently being undertaken

by APVMA concerning these substances, and a consumer campaign has lead to these chemicals being voluntarily withdrawn for sale by Bunnings.

- Mancozeb – This fungicide is believed to be an endocrine disruptor and toxic to reproduction. Use of the chemical ended in the EU in January 2021.
- Carbaryl – This insecticide is a cholinesterase inhibitor and is classified as a likely human carcinogen by the United States Environmental Protection Agency. In Europe it is heavily restricted and must carry a warning.
- Metaldehyde – This insecticide has been banned in the UK due to concerns for wildlife coming in contact with the pellets, as well as concerns by water authorities over drinking water quality as the chemical is difficult to remove through treatment.
- Spinetoram - an insecticide that is being phased out in the EU by June 2024.
- Beta cyfluthrin – an insecticide that was phased out in the EU in 2020 due to impacts on off-target insects and wildlife.

#### Sources

- (1) <https://pubmed.ncbi.nlm.nih.gov/29936157/>
- (2) <https://www.theguardian.com/australia-news/2022/oct/02/gardeners-beware-household-chemicals-banned-overseas-are-still-used-in-australia>
- (3) <https://www.actforbirds.org/talk-to-your-council-about-sgars>

## 16.0 QUESTIONS WITH NOTICE

<b>ITEM 16.1</b>	<b>QUESTION WITH NOTICE NO 15/2022 - DEE WHY LAGOON WILDLIFE REFUGE PLAN OF MANAGEMENT</b>
<b>TRIM FILE REF</b>	<b>2022/630834</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

Submitted by: Councillor Kristyn Glanville

### QUESTION

With respect to the Dee Why Lagoon Wildlife Refuge Plan of Management:

1. What is the status of each action item described as “high priority”, in particular:
  - A. Whether that item has been implemented/completed?
  - B. Whether that item is in the process of being implemented?
  - C. Whether that item has not been completed, and if so, reason why it has not been completed?
  - D. Whether there are any items that cannot be implemented as proposed, and reason why it cannot be implemented?
2. For the action items described as “medium” and “low” priority:
  - A. How many items have been completed?
  - B. How many items are expected to be completed in the current Council term?
  - C. How many items are viewed as no longer relevant or necessary?

<b>ITEM 16.2</b>	<b>QUESTION WITH NOTICE NO 16/2022 - AMENITIES AT FRESHWATER</b>
<b>TRIM FILE REF</b>	<b>2022/631164</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

Submitted by: Councillor Kristyn Glanville

#### **QUESTION**

1. Regarding the proposed relocation of the public bathrooms currently located at Freshwater Surf Life Saving Club; in what financial year will Council carry out those works?
2. Regarding the proposed upgrade of the public bathrooms currently located adjacent to the Pocket Park (behind 31 Lawrence St); in what financial year will Council carry out those works?



<b>ITEM 16.3</b>	<b>QUESTION WITH NOTICE NO 17/2022 - UPDATE ON NORTHERN BEACHES COAST WALK</b>
<b>TRIM FILE REF</b>	<b>2022/635567</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

Submitted by: Councillor Rory Amon

#### **QUESTION**

Could Council officers please:

1. Provide a detailed update as to progress on the Northern Beaches Coast Walk and, in particular, the Newport to Avalon section.
2. Provide a timeline of next steps from now until the anticipated completion of the Northern Beaches Coast Walk.

<b>ITEM 16.4</b>	<b>QUESTION WITH NOTICE 18/2022 - NORTHERN BEACHES INDOOR SPORTS CENTRE SITE, WARRIEWOOD</b>
<b>TRIM FILE REF</b>	<b>2022/637867</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

Submitted by: Councillor Rory Amon

#### **QUESTION**

Could staff please advise what correspondence and communications Council has had with the NSW Department of Education or other State Government bodies, since the start of 2022 regarding the redevelopment of the North Narrabeen Public School site and/or Narrabeen Sports High and the impacts this may have on the Northern Beaches Indoor Sports Centre leased area and car park.

Please provide a summary and a copy of any correspondence between Council and State Government bodies regarding these matters since the start of 2022.

## 18.0 MATTERS PROPOSED TO TAKE PLACE IN CLOSED SESSION

---

### RECOMMENDATION

That:

1. In accordance with the requirements of section 10A of the Local Government Act 1993 as addressed below, Council resolve to close the meeting to the public to consider and discuss:
    - A. Item 18.1 RFT 2022/061 - Parks & Recreation Mowing Services Tender Outcome on the basis that it involves the receipt and discussion of commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it [10A(2)(d(i)) Local Government Act 1993].

This report discusses/provides advice concerning commercial tenders. On balance, the public interest in preserving the confidentiality of the information about the matter outweighs the public interest in maintaining openness and transparency in Council decision-making because the disclosure of this information would result in the release of commercial in confidence information.
    - B. Item 18.2 RFT 2022/147 - Queenscliff Headland Ramp Design and Construct on the basis that it involves the receipt and discussion of commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it [10A(2)(d(i)) Local Government Act 1993].

This report discusses/provides advice concerning commercial tenders. On balance, the public interest in preserving the confidentiality of the information about the matter outweighs the public interest in maintaining openness and transparency in Council decision-making because the disclosure of this information would result in the release of commercial in confidence information.
    - C. Item 18.3 RFT 2022/111 - Design and Construct of Tyagarah Bridge Renewal on the basis that it involves the receipt and discussion of commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it [10A(2)(d(i)) Local Government Act 1993].

This report discusses/provides advice concerning commercial tenders. On balance, the public interest in preserving the confidentiality of the information about the matter outweighs the public interest in maintaining openness and transparency in Council decision-making because the disclosure of this information would result in the release of commercial in confidence information.
    - D. Item 18.4 RFT 2022/091 - Shelly Beach Public Amenities Renewal - Construction Services on the basis that it involves the receipt and discussion of commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it [10A(2)(d(i)) Local Government Act 1993].

This report discusses/provides advice concerning commercial tenders. On balance, the public interest in preserving the confidentiality of the information about the matter outweighs the public interest in maintaining openness and transparency in Council decision-making because the disclosure of this information would result in the release of commercial in confidence information.
  2. The resolutions made by the Council in Closed Session be made public after the conclusion of the Closed Session and such resolutions be recorded in the Minutes of the Council Meeting.
-

## **19.0 REPORT OF RESOLUTIONS PASSED IN CLOSED SESSION**

---

In accordance with Part 15 of the Code of Meeting Practice, resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson as soon as practicable. The resolution must be recorded in the publicly available minutes of the meeting.

---





northern  
beaches  
council

