



WARRINGAH  
COUNCIL

# ATTACHMENT BOOKLET

**ORDINARY COUNCIL MEETING**

**TUESDAY 15 DECEMBER 2015**





## TABLE OF CONTENTS

Item No	Subject	
<b>6.1</b>	<b>MINUTES OF THE SHOROC INCORPORATED BOARD MEETING HELD 25 NOVEMBER 2015</b>	
	Attachment : Minutes of the SHOROC Inc Board Meeting held 25 November 2015 .....	3
<b>6.2</b>	<b>MINUTES OF THE SHOROC INC ANNUAL GENERAL MEETING HELD 25 NOVEMBER 2015</b>	
	Attachment : Minutes of the SHOROC Inc Annual General Meeting held 25 November 2015.....	24
<b>8.2</b>	<b>MINUTES OF THE MANLY LAGOON CATCHMENT COORDINATING COMMITTEE MEETING HELD 30 JULY 2015</b>	
	Attachment : Manly Lagoon Catchment Coordinating Committee Minutes of meeting 20150730 - Revised following amendments.....	27
<b>8.3</b>	<b>ADOPTION OF WATER MANAGEMENT POLICY</b>	
	Attachment 1: Water Management Policy.....	55
	Attachment 2: Building Over and Adjacent to Constructed Council Drainage Systems and Easements Policy PAS-PL 130 .....	79
	Attachment 3: On-site Stormwater Detention Rainwater Reuse Policy PAS-PL 100 .....	88
	Attachment 4: Removal of Private Trees Threatening Council Stormwater Pipes ENV-PL 415.....	94
	Attachment 5: Stormwater Drainage Policy ENV-PL 410.....	96
	Attachment 6: Stormwater Drainage from Low Level Properties PDS-POL 136 .....	99
	Attachment 7: Water Sensitive Urban Design Policy - STR-PL 820.....	108
	Attachment 8: Water Sensitive Warringah Strategic Plan .....	111
<b>8.7</b>	<b>BUSH FIRE PRONE LAND MAP REVIEW EXHIBITION RESULTS</b>	
	Attachment 1: Council Report dated 23 June 2015 Public Exhibition of the Draft Warringah Bush Fire Prone Land Map .....	131
	Attachment 2: Submission Summary.....	136
	Attachment 3: Updated Draft Warringah Bush Fire Prone Land Map 2015.....	138
	Attachment 4: Updated Draft Bush Fire Prone Land and Buffer Modifications Map .....	139
<b>8.9</b>	<b>ANNUAL REVIEW OF GOV-PL 120 - PAYMENT AND REIMBURSEMENT OF EXPENSES INCURRED BY, AND PROVISION OF FACILITIES TO, THE MAYOR, DEPUTY MAYOR AND COUNCILLORS</b>	
	Attachment : Payment and Reimbursement of Expenses Incurred by, and Provision of Facilities to, the Mayor, Deputy Mayor and Councillors.....	140
<b>8.10</b>	<b>MINUTES OF STRATEGIC REFERENCE GROUPS</b>	
	Attachment 1: Draft Minutes of the Vibrant Connected Communities SRG Meeting held on 17 November 2015 .....	164
	Attachment 2: Draft Minutes of the A Connected Environment SRG Meeting held on 17 November 2015 .....	169

Attachment 3:	Draft Minutes of the Environment, Conservation and Overall Sustainability Strategic Reference Group meeting held 18 November 2015.....	183
Attachment 4:	Draft Minutes Open Space and Recreation SRG Meeting held 18 November 2015 .....	189



# SHOROC INCORPORATED

## BOARD MEETING MINUTES

Wednesday 25 November 2015, 1.30-3.30pm

SHOROC Boardroom 33/42-46 Wattle Road, Brookvale



### Board Members

Cr Peter Abelson	Mayor of Mosman, SHOROC President
Cr Jean Hay AM	Mayor of Manly, SHOROC Vice-President
Cr Jacqueline Townsend	Mayor of Pittwater
Cr Michael Regan	Mayor of Warringah
Di Lawrence	A/General Manager Mosman Council
Mark Ferguson	General Manager Pittwater Council, SHOROC Treasurer
Stephen Clements	Deputy General Manager Manly Council
Rik Hart	General Manager Warringah Council

### In attendance

Ben Taylor	Executive Director SHOROC
Jacqui Fishpool	Communications and Office Manager SHOROC

## Item 1 Welcome and apologies

Cr Peter Abelson chaired the meeting and welcomed those attending. Apologies were received from Veronica Lee and Henry Wong.

## Item 2 Minutes and review of actions arising

### 2.1 Minutes of 2 September 2015 Board meeting and review of actions arising

The minutes of the 2 September 2015 meeting are available on request.

A brief report on the actions arising from the 2 September 2015 Board meeting is available on request.

---

#### RESOLUTION

The SHOROC Board:

- Adopted the minutes of the 2 September 2015 meeting.
- Received and noted the report on the actions arising from the 2 September 2015 Board meeting.

*Moved Cr Jean Hay/seconded Cr Michael Regan*

*Carried unanimously*

---

## Procedural motion

---

Cr Regan moved a procedural motion to adopt the following items – 3.4, 3.5, 4.1, 4.2, 4.3, 4.4, 4.5 and 4.6 by exception. *Moved Cr Michael Regan /seconded Cr Jacqueline Townsend*  
*Carried unanimously*

---

## Item 3 Items for decision and discussion

### 3.1 Briefing: Visitor economy opportunities paper

---

**REGIONAL PRIORITY** Grow the local economy and key business sectors to facilitate increased local employment and containment.

**SHOROC ACTION** Projects to increase local expenditure to support local employment & business

---

#### **SUMMARY**

Briefing on visitor economy opportunities paper and proposed next steps.

#### **REPORT**

##### **Background**

The SHOROC Board at its 20 May 2015 meeting endorsed the SHOROC Economic Development Working Group's planned priorities for 2015-16 for implementation.

This included preparation of a visitor economy opportunities paper with the objective of identifying opportunities to enhance the visitor economy and its contribution to the region, leverage existing strengths and encourage innovation in the short, medium and longer term. The paper has been developed to:

- Provide an overview of the regional visitor economy currently including key data, plans and programs
- Review and identify key assets, strengths and barriers with regard to the visitor economy
- Consider the unique environment as well as community values and needs
- Identify and prioritise regional and local opportunities to enhance the visitor economy and its contribution to the region, leverage existing strengths and encourage innovation in the short, medium and longer term.
- Inform development of a future regional destination management strategy

The SHOROC Visitor Economy Opportunities Paper is available on request.

The Stafford Group developed the paper on behalf of SHOROC and the Economic Development Working Group. To develop the paper it consulted with key stakeholders within council and the community identified by Working Group members, reviewed council, business and NSW Government plans and strategies and applied its expertise to provide recommendations on the way forward for this region.

The Economic Development Working Group has reviewed the draft paper, provided feedback and recommends the attached paper to the Board for notation. The Working Group also recommends it be tasked with development of an implementation plan for the next steps proposed in the paper.

The Stafford Group has been invited to the Board meeting to provide a briefing on the paper and opportunities identified.

---

#### **RESOLUTION**

The SHOROC Board:

- Received and noted the visitor economy opportunities paper and the significant opportunities it identifies to enhance the visitor economy of the region.
- Endorsed the need to enhance the regional visitor economy as a priority for this region.
- Requested the SHOROC Economic Development Working Group develop an implementation plan for the next steps proposed in the visitor economy opportunities paper and report back to the Board in early 2016.
- Requested the Working Group explore within the quick wins category tourism infrastructure opportunities particularly in regards to accommodation.

*Moved Cr Jean Hay/seconded Cr Jacqueline Townsend*  
*Carried unanimously*

---

### 3.2 SHOROC Executive Director

---

<b>REGIONAL PRIORITY</b>	Strengthen regional model to improve capacity and to respond to NSW Government local government and planning reform agenda
<b>SHOROC ACTION</b>	Adequately resource organisation and support staff through professional development

---

#### **SUMMARY**

Resignation of Mr Ben Taylor and the appointment of a new Executive Director for SHOROC.

#### **REPORT**

After six years in the role, Mr Ben Taylor has resigned from the role of SHOROC Executive Director. Mr Taylor's last day with SHOROC will be 27 November 2015.

Under the SHOROC Constitution GMAC is responsible for staffing matters within organisational resources. In order to seek to ensure continuity in the role and due to the current environment, GMAC has commenced recruitment of a new Executive Director, initially as a temporary appointment to 30 June 2016.

Mark Ferguson provided a verbal update for the Board by GMAC.

---

#### **RESOLUTION**

The SHOROC Board:

- Noted the update on the resignation of Mr Ben Taylor and the recruitment for a new Executive Director for SHOROC in order to seek to ensure continuity in the role due to the current environment.
- Noted that Mr Dominic Johnson has been appointed as the new Executive Director commencing 30 November 2015 to 30 June 2016.

*Moved Cr Jean Hay /seconded Cr Jacqueline Townsend*  
*Carried unanimously*

---

### 3.3 Scenario planning and SHOROC's future

---

<b>REGIONAL PRIORITY</b>	Strengthen regional model to improve capacity and to respond to NSW Government local government and planning reform agenda.
<b>SHOROC ACTION</b>	Proactively contribute to the Fit for the Future process including identifying and advancing most effective model of regional collaboration for strategic capacity in response to its outcomes, and supporting councils as requested.

---

#### **EXECUTIVE SUMMARY**

The SHOROC Board, GMAC and Executive Director have a responsibility to SHOROC Inc. and its staff, member councils and the region to have plans in place in order to respond and/or adapt to major issues impacting on the organisation. Two current NSW Government initiatives have a major impact:

- Fit for the Future and the potential for council amalgamations
- The Greater Sydney Commission and changes to strategic planning for Sydney

While the outcomes of Fit for the Future are not yet known, the role of the Board is to consider scenarios and determine an appropriate strategy for the organisation. There are two main scenarios:

- No change or very minimal change to council boundaries
- Council mergers, voluntary or otherwise, resulting in fewer councils for the region

This report explores options and scenarios developed with NSROC to inform deliberations. The NSROC Board is scheduled to consider this issue at its 12 November meeting. A verbal update will be provided.

---

It is considered the strategy in the best interests of the region and members is that of least impact, that increases efficiency and effectiveness, ensures regional projects are maintained through the council merger process, and does not 'lock in' the future form of regional collaboration.

Should mergers proceed, this strategy would involve forming a new interim regional organisation of councils for northern Sydney by joining SHOROC and NSROC to:

- Ensure through the merger transition there is a continued and effective focus on current regional priorities and projects particularly district planning as well as transport
- Input into the transition considerations to determine the future of regional collaboration
- Appropriately manage SHOROC staff in a time of change
- Manage costs through the transition process, with no additional budget impact for 2015-16 and a likely reduced contribution for 2016-17

SHOROC and NSROC developed Terms of Reference for a proposed Northern Sydney Council of Mayors, approved by meeting of Mayors and GMs of northern Sydney 11 June 2014 (available on request).

---

### **RESOLUTION**

The SHOROC Board resolved:

- To retain the status quo and operation of SHOROC in the immediate term and subject to further review.
- To continue to partner with NSROC and strengthen collaboration of councils.
- Following the announcement by the State Govt on Fit for the Future, the Board can call Extraordinary General Meeting to discuss outcomes and implications of this decision.

*Moved Cr Jacqueline Townsend/seconded Cr Jean Hay*

*For: Cr Jacqueline Townsend, Cr Jean Hay, Cr Peter Abelson, Cr Michael Regan, Mark Ferguson, Di Lawrence, Stephen Clements*

*Against: Rik Hart*

*Carried*

---

## REPORT

### Issue

The SHOROC Board, GMAC and Executive Director have a responsibility to SHOROC Inc. and its staff, member councils and the region to have plans in place in order to respond and/or adapt to major issues impacting on the organisation.

Two current NSW Government initiatives potentially have a major impact:

- Fit for the Future and the potential for council amalgamations
- The Greater Sydney Commission and changes to strategic planning for Sydney

While the final outcomes of Fit for the Future are not yet known, the role of the Board is to consider potential scenarios and determine an appropriate strategy for the organisation.

The issues for this organisation and members include:

- The impacts of any council amalgamations on the future of SHOROC, as well as NSROC
- The optimal structure to influence the Greater Sydney Commission and district planning
- Ensuring through any merger transition there is a continued effective focus on regional priorities and projects particularly district planning and the Greater Sydney Commission as well as transport infrastructure planning
- Determining the future role and form of regional collaboration
- Appropriately managing SHOROC staff in a time of change
- Managing costs through any transition process

The SHOROC 2015-16 Operational Plan approved by the Board in May 2015 sets out two key actions:

- *Proactively contribute to the Fit for the Future process including identifying and advancing most effective model of regional collaboration for strategic capacity in response to its outcomes, and supporting councils as requested*
- *Strengthen collaboration of northern Sydney councils including convening with NSROC ongoing meetings of the Mayors and GMs of northern Sydney and leading consideration of alternative governance models to match NSW planning subregion.*

To assist deliberations the SHOROC ED has been considering potential options in conjunction with staff and the NSROC Executive Director and these are reported below.

### Analysis

#### Greater Sydney Commission in a time of potentially changing councils

Legislation has now been introduced to Parliament to enact the Greater Sydney Commission (GSC), to be responsible for metropolitan planning including district planning.

The meeting of Mayors and GMs of councils of northern Sydney on 19 March 2015 endorsed a proposed model for the GSC and how it works with councils in the northern Sydney district (SHOROC plus NSROC regions) based on a 'Council of Mayors'.

However the NSW Government is not legislating this 'Council of Mayors' or 'Local Government Advisory Committee' model to work with the GSC on district planning. The Minister stated this would be up to each district to work out and strongly commended the SHOROC/NSROC model.

Over the coming year the GSC will seek to finalise and then implement a district plan for northern Sydney. This plan will set out the future housing and employment growth together with infrastructure plans for the district to 2031.

It will be vital over the coming year at a minimum to have a strong and effective council-led regional model in place to coordinate planning and advocacy on major regional issues.

This role is even more important as there is no formal statutory relationship between the GSC, the District Commissioner and councils apart from the selection of the District Commissioner.

*Fit for the Future scenarios*

There are two main scenarios for the SHOROC region and northern Sydney:

- No change or very minimal change to council boundaries
- Council mergers, voluntary or otherwise, resulting in fewer councils for the region

If there is no or very little change, then the focus should be to put in place an effective framework that enables strong and collaborative council involvement in developing and implementing the northern Sydney district plan.

If there are to be council mergers, then potential scenarios suggest:

- Fewer councils for the SHOROC region, with one or two councils for the northern beaches, and Mosman merging with one or more councils from the SHOROC or NSROC regions
- Fewer councils for the NSROC region also

The key issues from a regional perspective are:

- The transition process:
  - Ensuring there is a continued effective focus on regional priorities and projects particularly district planning and the Greater Sydney Commission as well as transport infrastructure planning, i.e. they don't 'fall through the cracks'
  - The best scale and form of regional organisations for the transition period
  - Appropriately managing SHOROC staff in a time of change
  - Managing costs through the transition process
- For the new councils:
  - Determining the future role and form of regional collaboration for the new councils, when in place
  - Maintaining regional corporate knowledge for the new councils

*Existing collaboration and synergies between SHOROC and NSROC*

The SHOROC Board has resolved that it continues to support the formation of a Northern Sydney Council of Mayors. However in 2014 the formal formation of this group was put on hold due to uncertainty created by the *Fit for the Future* process. In the interim the Mayors and GMs of the 11 councils of northern Sydney continue to meet regularly convened by SHOROC and NSROC.

SHOROC and NSROC developed Terms of Reference for this proposed Northern Sydney Council of Mayors, approved by meeting of Mayors & GMs of northern Sydney 11 June 2014 (available on request).

A key action in the 2015-16 SHOROC Operational Plan is to '*Strengthen collaboration of northern Sydney councils including convening ongoing meetings of the Mayors and GMs of northern Sydney and leading consideration of alternative governance models to match NSW planning subregion*'.

SHOROC and NSROC already have a strong partnership and clear synergies, including:

- Regular meetings of Mayors and GMs of councils of northern Sydney
- Joint submissions and correspondence on district planning and the Greater Sydney Commission
- Collaboratively coordinating district planning
- Resource recovery strategy projects and knowledge and information sharing through professional officers for planning, waste and other issues
- Regional joint procurement service
- Agreed future priorities for collaboration including land and infrastructure planning, economic development planning, affordable housing, advocacy and intergovernmental relations in infrastructure and reforms

These close synergies together with the NSW Government's creation of the northern Sydney district for planning and other government services corresponding to the combined SHOROC and NSROC regions suggests there would be significant benefit in even closer collaboration or merging whether council amalgamations proceed or not.



The NSROC Board is scheduled to consider this issue at its 12 November 2015 meeting. A verbal update will be provided.

### **Options and proposed way forward**

#### *When is the right time to determine the way forward?*

At this point in time, the options for the Board include:

- Postpone any decision until the NSW Government determines if councils are to merge
- Agree a strategy to be implemented, should council mergers proceed
- Immediately propose a merger of SHOROC and NSROC, irrespective of council mergers

It is considered the Board should determine a strategy to be implemented, should council mergers proceed. This would enable the most appropriate course of action to be agreed now under either *Fit for the Future* scenario, and SHOROC to respond immediately once a decision is made.

Postponing a decision may lead to future issues as decision-making could be difficult or impractical as mergers could impact on Board members' availability and could even mean the Board composition changes or is uncertain.

To immediately propose a SHOROC and NSROC merger may not be supported by SHOROC or NSROC members due to current uncertainty.

#### *What are the options?*

Potential strategies, should council mergers proceed, include:

- Continuing SHOROC based on current role and function until the mergers are complete
- Winding up the SHOROC administration and leaving it up to future councils to determine the role and any form of regional collaboration
- Merging SHOROC and NSROC to form an interim regional organisation of councils for northern Sydney to manage regional projects through the transition period, with the future form of regional collaboration determined through the transition and by the new councils
- Inviting other neighbouring councils to join SHOROC to expand its geographic scale
- Forming a new Joint Organisation for northern Sydney

It is considered the strategy in the best interests of the region and members is that of least impact, that increases efficiency and effectiveness, ensures regional projects are maintained through the council merger process, and does not 'lock in' the future form of regional collaboration.

This strategy would involve merging SHOROC and NSROC to form an interim regional organisation of councils for northern Sydney to:

- Ensure that through the merger transition process there is a continued and effective focus on current regional priorities and projects particularly district planning and the GSC as well as transport infrastructure planning
- Input into the merger transition considerations in order to determine the future form of regional collaboration for northern Sydney
- Appropriately manage SHOROC staff in a time of change
- Maintaining regional corporate knowledge for the new councils
- Manage costs through the transition process, with no additional budget impact for 2015-16 and a likely reduced contribution for 2016-17

#### *Proposed strategy*

It is considered the most appropriate strategy should a decision be made to merge councils is to:

1. Form a single organisation of councils for northern Sydney based on the Terms of Reference of the proposed Northern Sydney Council of Mayors by joining SHOROC and NSROC, aiming to commence in early 2016.

2. Operate the new organisation for the remainder of the 2015-16 financial year based on continuing the planned SHOROC and NSROC priorities, projects and budgets.
3. Develop a business plan for the single regional organisation for 2016-17 to maintain functions as efficiently as possible
4. Complete interim merger of business plans, staff and budgets by 1 July 2016
5. Determine the future form of regional collaboration once the new councils are in place.

If there is no or very minimal change to council boundaries, it is considered the most appropriate strategy is to:

1. Retain status quo in the immediate term and also reaffirm the priority is the formation of a single organisation being the Northern Sydney Council of Mayors
2. Continue to partner with NSROC and strengthen collaboration of councils
3. Consider jointly with NSROC in early 2016 the pros and cons of forming a single regional organisation of councils for northern Sydney to feed into business planning for 2016-17.

The first step would be to approach NSROC to seek to collaboratively agree a plan in response to Fit for the Future based on this strategy and then to implement as required.

#### The practicalities and costs

Should a merger be determined the best course of action, under the SHOROC and NSROC constitutions, a resolution of the Board passed at a special general meeting would be required.

The timing of any action is critical. It is considered a suitable strategy should be agreed prior to any decisions by the NSW Government regarding council mergers as any such decision may have a significant impact on the membership of the SHOROC and/or NSROC Boards.

As such, if agreed, a special general meeting would need to be arranged prior to the end of 2015. The planned joint meeting of Mayors and GMs of councils of northern Sydney on 19 November 2015 or 10 December 2015 could be used for such purpose.

SHOROC is fully funded by councils for the 2015-16 financial year.

If a merger was agreed with NSROC, it is envisaged this would mean:

- No additional cost in 2015-16
- Reduced contributions in 2016-17, to be agreed in a Business Plan developed and then approved by the new Board.
- That any future funding would be decided as part of the determination of the future form of regional collaboration once new councils are in place in late 2016.

In regard to staffing, SHOROC has four staff. The Executive Director and Office & Comms Manager are funded predominantly from council contributions. The Executive Director is contracted to April 2018. The Office & Comms Manager is permanently employed. The Regional Waste Coordinator is 100% grant funded to July 2017 and is contracted to this date. The Regional Procurement Manager is self-funding from contract commissions and is contracted to July 2016. Any transition to a newly merged organisation or alternative decision by the Board would need to consider the cost implications of impacts on staff.

#### **Consistency with SHOROC Corporate Plan and policies**

Consistent with objective 5: Continue to improve our regional capacity to partner with other levels of government. Consistent with the following actions:

- 10.1 Strengthen collaboration of northern Sydney councils including convening ongoing meetings of the Mayors and GMs of northern Sydney and leading consideration of alternative governance models to match NSW planning subregion.
- 10.2 Proactively contribute to the Fit for the Future process including identifying and advancing most effective model of regional collaboration for strategic capacity in response to its outcomes, and supporting councils as requested
- 10.3 Continue to review and adapt SHOROC governance, membership, size and operational policies



### 3.4 December Leaders' Forum with NSW MPs

---

<b>REGIONAL PRIORITY</b>	Improve working partnerships with NSW and Cwlth MPs and Executives and increase representation on inter-agency working parties
<b>SHOROC ACTION</b>	Convene regular Leaders' Forums of the Board with NSW and Commonwealth MPs to progress regional priorities

---

#### **SUMMARY**

Proposed agenda for upcoming SHOROC Leaders' Forum with local NSW MPs.

#### **REPORT**

As part of SHOROC's intergovernmental relations role, regular meetings are arranged between the Board and local NSW and Commonwealth MPs to discuss key infrastructure funding and other regional issues.

The next SHOROC Leaders' Forum with local NSW MPs is scheduled for 14 December 2015. Attending are The Hon. Mike Baird MP, The Hon. Jillian Skinner MP, The Hon. Brad Hazzard MP, The Hon. Rob Stokes MP and The Hon. Jonathan O'Dea MP.

Proposed agenda items are:

- Major regional priorities for year ahead
  - Public transport and roads
  - Greater Sydney Commission and District planning
- Other topical issues
  - Tourism and economic development
  - Health and hospitals
  - Belrose Mountain Bike Park concept (requested again by Mr O'Dea)
- Looking forward: Fit for the Future
  - SHOROC
  - Local government reform

It is proposed the agendas for these meetings be finalised by the Executive based on the regional priorities identified in SHOROC's Corporate Plan. NSW Members will also be contacted with the agenda to provide an opportunity for inclusion of additional items.

---

#### **RESOLUTION**

The SHOROC Board:

- Endorsed the proposed agenda items for the 14 December 2015 SHOROC Leaders' Forum with local NSW MPs for finalisation by the Executive.

*Moved by exception Cr Michael Regan/seconded Cr Jacqueline Townsend*

*Carried unanimously*

---

### 3.5 Administrative matters

---

<b>REGIONAL PRIORITY</b>	Efficient and effective operation. Continue high operational standards and reporting
<b>SHOROC ACTION</b>	Coordinate and provide secretariat for SHOROC Board and GMAC Prepare annual report, including annual independent audit of accounts, and continue appropriate quarterly financial reporting

---

#### **SUMMARY**

Report on administrative matters including AGM, Annual Report, 2014/15 final independent audit report and 2015/16 first quarterly financial report.

#### **REPORT**

**Annual General Meeting**

The AGM will follow directly on from the 25 November 2015 Board meeting and will also serve as the annual end of year Christmas function. The Board, councillors, MPs and senior council staff are invited.

The agenda includes:

1. Welcome and apologies
2. Minutes of previous meeting
3. Presentation by the President of the SHOROC 2014/15 Annual Report
4. Briefing by SHOROC Executive Director on major projects
5. Election of office bearers – President, Vice President, Treasurer
6. Refreshments

**SHOROC 2014-15 Annual Report**

The SHOROC 2015 Annual Report will be presented at the AGM (available on request). Due to the Board meeting and AGM being held on the same day the, draft report was endorsed by GMAC and then circulated to the Board for out-of-session consideration prior to finalisation.

**2014-15 Final Independent Audit Report and tax status assessment**

The audited financial report 2014-2015 is available on request. The statements include a net surplus this financial year of \$4,070.

SHOROC Inc. is required to self-assess its income tax status as income tax exempt or taxable. SHOROC's Executive Director has self-assessed SHOROC Incorporated's income tax status against criteria provided by the ATO and considers it meets the criteria to be classified as income tax exempt. It is a requirement of the Australian Taxation Office that the self-assessment review (available on request) is approved by the Board.

**Quarterly financial report**

The first quarterly financial report for 2015-16 including the end of year forecast as at 30 September 2015 is available on request.

---

**RESOLUTION**

The SHOROC Board:

- Approved the agenda for the 2015 AGM.
- Endorsed the SHOROC 2014-15 Annual Report and 2014-15 Independent Audit Report.
- Approved the self-assessment of income tax status and authorise the Executive Director to sign the Income tax status review worksheet for self-assessing non-profit organisations on behalf of the Board.
- Endorsed the September 2015 financial report.

*Moved by exception Cr Michael Regan/seconded Cr Jacqueline Townsend*

*Carried unanimously*

---

**Item 4      Items largely for information****4.1 Transport infrastructure and planning**

---

<b>REGIONAL PRIORITY</b>	Modal shift to faster and more reliable public transport together with less congested roads. Funding allocated and construction commenced on major agreed priority public transport and road upgrades.
<b>SHOROC ACTION</b>	Advocate for priority public transport and road infrastructure and work with the NSW Government and councils to plan and progress timely implementation Convene Regional Transport Planning & Management Group Promote public and active transport to encourage modal shift

---

**SUMMARY**

Update on implementation of major transport upgrades across the region, the intergovernmental partnership framework now in operation, and key projects.

## **REPORT**

### **Background**

The NSW Government's Northern Beaches Transport Action Plan (NBTAP) is a five-year \$644 million program of works to implement the package of transport infrastructure upgrades developed collectively by the councils through SHOROC as the *Shaping Our Future* strategy in 2011.

The 2015-16 NSW Budget allocated \$93.6 million for these transport projects, including:

- \$42.1 million for Northern Beaches Bus Rapid Transit
- \$42 million for the Warringah Road/Northern Beaches Hospital road upgrades (to be supplemented by additional \$78 million from Restart NSW in 2015-16 pending final business case approval)
- \$4.5 million for Mona Vale Road upgrade planning
- \$5 million for Beaches Link tunnel planning (existing allocation Restart NSW)

The current priorities for transport planning and advocacy as endorsed by the Board are:

- Effective and efficient implementation of all elements of the Northern Beaches Transport Action Plan within the committed timeframes and consistent with the objectives and priorities of councils.
- Fast tracked implementation of Bus Rapid Transit for the critical Dee Why-Chatswood link.
- Finalise planning, identify a suitable funding mechanism and begin delivery of the tunnel linking Northern Beaches with the Warringah Freeway.
- Strongly encourage a modal shift to public and active transport.

### **Intergovernmental partnership framework for implementation established and operational**

A strong intergovernmental partnership framework for implementation of the NBTAP has been established by SHOROC and is now in operation. It includes:

- Intergovernmental Coordination Committee of the Minister, MPs, Mayors and SHOROC
- Intergovernmental Working Group of senior staff from TfNSW, RMS government agencies and councils, chaired by SHOROC's ED (meets every month to two months)
- SHOROC ED's appointment as a member of the internal TfNSW NBBRT Project Control Group (meets monthly)
- Specific and more detailed work on individual projects with responsible councils

At the time of circulation of these papers a meeting of the Intergovernmental Coordination Committee of the Minister, MPs and Mayors was scheduled for 19 November 2015.

### **Update on implementation**

#### **Northern Beaches BRT – or 'B-line'**

The NSW Government announced further details on the Northern Beaches BRT – or 'B-Line' as it has been branded – on 9 November 2015. Details can be found on the new dedicated website [www.b-line.transport.nsw.gov.au](http://www.b-line.transport.nsw.gov.au). The full service is planned to be operational by late 2017.

The next steps include a series of further announcements seeking public comment on specific elements including the commuter car parks and transport interchanges, followed by on-road works in early 2016.

The goal of SHOROC in advocating for this BRT since 2009 is to provide a fast and reliable public transport system that encourages a modal shift. The planned 'B-line' has the potential to achieve this but success will rely on effective implementation and focussing the effort on real time savings as well as strong promotion.

#### **Warringah Road public transport**

The SHOROC Board at its September meeting reaffirmed SHOROC's support for a Warringah Rd BRT and agreed to seek clarification from the NSW Government's as to its position given recent media reports. The SHOROC President has written to the Minister.

It is understood that TfNSW as part of its review of the regional bus network is planning for express/limited stop services for this corridor. This is a positive first step as it will provide a significant improvement on the current service and build patronage for the route, however it is considered SHOROC and councils should continue to firmly advocate that a future BRT should be a priority for this route.

#### **Northern Beaches Hospital precinct road and intersection upgrades**

Stage 1 road works are due to commence on 16 November 2015.

The Stage 2 (underpass) EIS submissions report will be submitted to the Minister for Planning imminently. The submissions report includes proposed changes in response to SHOROC, Warringah and other comments including further bus-priority works which could enable a future BRT on this route.

#### **Northern Beaches Link (tunnel)**

In announcing the 'B-line', The Hon. Mike Baird MP stated that the feasibility studies and strategic business case for the proposed Northern Beaches Link would be completed early in 2016.

#### **Mona Vale Road upgrades**

A Review of Environmental Factors has been released and SHOROC provided a submission focussed on supporting Mona Vale Road to be upgraded to a divided dual-lane carriageway for its full length through to Mona Vale, prepared in consultation with Pittwater Council staff.

#### **Wakehurst Parkway upgrades**

It is noted that RMS and Transport for NSW have been silent on these proposed upgrades in recent months.

#### **IPART fare review**

SHOROC provided a [submission to the IPART on its review of the Opal fare structures](#). IPART invited SHOROC to participate in its consultation roundtable on this issue and Cr Townsend attended on SHOROC's behalf. IPART's proposed fares will be released for public comment in December before the final determination on maximum fares is delivered to the NSW Government in March 2016.

---

### **RESOLUTION**

The SHOROC Board:

- Noted the strong intergovernmental partnership framework for implementation of the Northern Beaches Transport Action Plan established by SHOROC and now in operation
- Agreed that arising from the Intergovernmental Coordination Committee of the Minister, MPs and Mayors scheduled for 19 November 2015:
  - The President write to the Minister for Transport to follow up on the meeting, including the following points:
    - Thank the Minister for arranging the meeting and confirm our understanding that the next meeting of this group will be held in early 2016
    - Confirm the SHOROC objective for the B-line is a faster, more reliable and modern service that ultimately attracts people out of their cars and results in a modal shift and less congested roads.
    - Reaffirm the strong support for the B-line and the majority of what is proposed to achieve the time savings and modal shift required.
    - Provide the following comments in regard to specific proposals:
      - Highlight concerns with any proposed loss of parking along the route and request that any such proposals are discussed in detail with councils, that potential offset parking is identified, and that any proposals are the subject of community consultation

- Continue to support BRT from Dee Why to Chatswood and the introduction in the coming year of express limited stop commuter services on this route
- Support the introduction of express limited stop commuter services between Mona Vale and Macquarie Park for the 500 daily commuters on this route.
- Oppose the removal of the widening of the Narrabeen Bridge to six lanes from the Northern Beaches Transport Action Plan scope of works and request that this project be further reviewed based on regional traffic impacts and future population growth in conjunction with SHOROC and councils
- Request that TfNSW engage with SHOROC and councils in early 2016 to discuss in detail the feasibility studies or strategic business case for the Beaches Link
  - To support the close working relationship between SHOROC, council and NSW Government officials to deliver the Northern Beaches Transport Action Plan and projects
    - Agreed copies of the letter be provided to all local NSW MPs.
- Noted the updates on implementation of the 'B-line', Warringah Road public transport, Northern Beaches Hospital precinct road and intersection upgrades and Mona Vale Road upgrades, Northern Beaches Link (tunnel), Wakehurst Parkway upgrades and IPART fare review.
- *Moved by exception Cr Michael Regan/seconded Cr Jacqueline Townsend*  
*Carried unanimously*

## **4.2 District planning & Greater Sydney Commission**

<b>REGIONAL PRIORITY</b>	Housing growth & choice: Facilitate appropriate growth in housing including a range of housing choice
<b>SHOROC ACTION</b>	Subregional planning, including coordinating North Subregion Local Government Advisory Committee and Working Group to develop Northern Sydney Subregional Plan with the NSW Government

### **SUMMARY**

Update on the Greater Sydney Commission and district planning.

### **REPORT**

#### **Greater Sydney Commission**

The NSW Government has introduced the Greater Sydney Commission Bill 2015 into Parliament (available at [www.parliament.nsw.gov.au/prod/parlament/nswbills.nsf/0/69B90B4960628BB0CA257EE40018D0A9](http://www.parliament.nsw.gov.au/prod/parlament/nswbills.nsf/0/69B90B4960628BB0CA257EE40018D0A9)). At the time of circulation of these paper it was moving through the Parliamentary process.

The Bill is consistent with advice from the Minister to SHOROC and the meetings of Mayors and GMs of councils of northern Sydney.

The Commission is to be made up of a Chief Commissioner, three Commissioners (Environment, Economic and Social), six District Commissioners, nominated by councils, and three key government heads: Planning, Transport and Treasury. The government is recruiting these Commissioners as well as a CEO to manage the small administration.

It includes a Finance and Governance Committee, Strategic Planning Committee and an Infrastructure Delivery Committee and is enabled to create further committees and subcommittees.

Its principle objectives are:

- to lead metropolitan planning for the Greater Sydney Region

- to promote orderly development in the Greater Sydney Region, integrating social, economic and environmental considerations with regard to the principles of ecologically sustainable development contained in section 6 (2) of the Protection of the Environment Administration Act 1991
- to promote the alignment of Government infrastructure decision-making with land use planning
- to promote the supply of housing, including affordable housing
- to encourage development that is resilient and takes into account natural hazards
- to support ongoing improvement in productivity, liveability and environmental quality.

The Bill also enables the establishment of Sydney planning panels, to take on the functions of the JRPP. It is to consist of five members: three members appointed by the Minister, one of whom is to be a District Commissioner (also Chair of the Panel), and two nominees of an applicable council.

#### Comment

The Bill outlines a role and function for the Commission largely as expected. It does not legislate a formal role for local government in developing the district plans through what was previously referred to as a Local Government Advisory Committee.

This emphasises the need for the northern Sydney district to have a strong structure in place to coordinate the district planning and implementation through the model jointly put forward by SHOROC and NSROC, being a Committee of the Mayors of northern Sydney attended by the District Commissioner and a working group of council planning directors.

Councils have also raised the issue of S20, which enables the Commission to direct councils to allow the Commission to have access to, and take copies of, any documents held by the council that are relevant to the functions of the Commission, and also to provide the Commission with such staff and facilities, or such other assistance, as may be required to assist the Commission in exercising its functions.

This has the potential to create a resourcing issue for councils and also may create a privacy issue.

#### **District planning**

The Minister for Planning when meeting with the Mayors and GMs of councils of northern Sydney committed to meeting with representatives of the councils collectively to go through the draft district plan before Cabinet consideration. The Minister's Office has advised the Minister remains committed to this approach but that the draft plans are not yet in a form ready for discussion.

The Board at its 2 September 2015 meeting considered correspondence from the Department in response to a letter from SHOROC which identified concerns with the Department's planning process to date and proposed next steps. The Board resolved:

- The President write to the Minister to express disappointment in the lack of collaboration of the Department in district planning, and to reaffirm the Minister's personal commitment to meeting collectively with representatives of councils of northern Sydney to go through the detail of the draft district plan before consideration by Cabinet.

The President has written to the Minister however no response has been received to date.

The Department of Planning and Environment's Deputy Secretary Liz Develin recently briefed a combined SHOROC/NSROC GMAC meeting to provide an update on the district planning.

DPE has just recommenced the technical working groups of council officers to continue work on the northern Sydney district plan.

It is understood the Department's intention is to hand over the work to date on the district plan to the Commission, once formed, to then determine the next steps including consultation likely in 2016.

---

#### **RESOLUTION**

The SHOROC Board:



- Noted the update on the Greater Sydney Commission and district planning.
- Noted that the Greater Sydney Commission Bill 2015 does not legislate a formal role for local government in developing the district plans through what was previously referred to as a Local Government Advisory Committee.
- Endorsed the need for the northern Sydney district to have a strong structure in place to coordinate the district planning and implementation through the model jointly put forward by SHOROC and NSROC, being a Committee of the Mayors of northern Sydney attended by the District Commissioner and a working group of council planning directors, coordinated by the ROCs.
- Noted that once the Commission is formed it is likely to move forward with the district planning process, including council and community consultation in 2016 when it may be that councils are focussed on implementing the *Fit for the Future* outcomes.

*Moved by exception Cr Michael Regan/seconded Cr Jacqueline Townsend*  
*Carried unanimously*

---

### **4.3 Meetings of northern Sydney councils**

---

<b>REGIONAL PRIORITY</b>	Strengthen regional model to improve capacity and to respond to NSW Government local government and planning reform agenda.
<b>SHOROC ACTION</b>	Strengthen collaboration of northern Sydney councils including convening ongoing meetings of the Mayors and GMs of northern Sydney and leading consideration of alternative governance models to match NSW planning subregion.

---

#### **SUMMARY**

Update on the meetings of councils of northern Sydney and proposed Northern Sydney Council of Mayors.

#### **REPORT**

The SHOROC Board has resolved that it continues to support the proposed formation of a Northern Sydney Council of Mayors.

A key action in the 2015-16 SHOROC Operational Plan is to '*Strengthen collaboration of northern Sydney councils including convening ongoing meetings of the Mayors and GMs of northern Sydney and leading consideration of alternative governance models to match NSW planning subregion*'.

The formation of the proposed Northern Sydney Council of Mayors has been put on hold due to the Fit for the Future process. In the interim the Mayors and GMs of the 11 councils of northern Sydney continue to meet on a regular basis convened by SHOROC and NSROC.

The most recent meeting was held on 8 October 2015. The meeting minutes are available on request. Issues considered included:

- Greater Sydney Commission District Commissioner
- Proposal from Sydney Metropolitan Mayors Association
- Accountability of District Commissioner to work with councils

The next meeting is scheduled for 10 December 2015. Proposed agenda items for discussion include:

- SHOROC and NSROC next steps
- Greater Sydney Commission
- District Planning
- Other collaborative matters

The agenda will be finalised by the SHOROC and NSROC Presidents.

---

**RESOLUTION**

The SHOROC Board:

- Noted the minutes of the 8 October 2015 meeting of councils of northern Sydney.
- Noted the planned agenda items for the 10 December 2015 meeting of councils of northern Sydney.

*Moved by exception Cr Michael Regan/seconded Cr Jacqueline Townsend*

*Carried unanimously*

---

**4.4 New NSW State Plan**

---

<b>REGIONAL PRIORITY</b>	Improve coordinated regional planning and integration of regional priorities with NSW & Cwlth plans and policies
<b>SHOROC ACTION</b>	Partner with the NSW Govt in development of regional plans and policies including updated Regional Action Plan and Subregional Plan.

---

**SUMMARY**

Release of the new NSW State Plan, alignment with SHOROC regional priorities and intention to feed into future corporate planning.

**REPORT**

The NSW Government has announced its State Priorities, effectively the new State Plan (available on request). It includes 30 "State Priorities" including 12 "Premier Priorities".

To note is the strong alignment with the priorities SHOROC and our partner councils have identified for this region, including the identification of the Northern Beaches BRT and Northern Beaches Hospital as two of the top ten infrastructure priorities for the Premier.

The Premier's priorities are:

- Creating jobs
- Building infrastructure
- Reducing domestic violence
- Improving service levels in hospital
- Tackling childhood obesity
- Improving education results
- Protecting our kids
- Reducing youth homelessness
- Driving public sector diversity
- Keeping our environment clean
- Faster housing approvals
- Improving government services

The State priorities are:

- Strong budget and economy
- Building infrastructure
- Protecting the vulnerable
- Better services
- Safer communities

This plan presents opportunities for this region and councils to build on the success in advocating and partnering with the NSW Government to date for other priority issues.

It is intended that this plan be a topic of discussion at the February Board meeting, to then feed into planning for the priorities for the year ahead.

---

**RESOLUTION**

---



---

The SHOROC Board:

- Noted the update on the NSW State Priorities and alignment with SHOROC regional priorities.
- Noted that these priorities are intended to be a topic of discussion at the February Board meeting, to then feed into planning for the priorities for the year ahead.

*Moved by exception Cr Michael Regan/seconded Cr Jacqueline Townsend*

*Carried unanimously*

---

## 4.5 Regional procurement service update

---

<b>REGIONAL PRIORITY</b>	Provide services to support enhanced capacity and sustainability of councils
<b>SHOROC ACTION</b>	Provide joint procurement and business improvement services for councils of northern Sydney

---

### SUMMARY

Update on SHOROC centralised procurement and contract management service and joint tenders.

### REPORT

SHOROC provides a centralised procurement and contract management service for councils across northern Sydney managed by Mr Adrian Harley Regional Procurement Manager. This service was established in July 2014 as part of the Business Improvement Program for councils. It is overseen by the SHOROC Business Improvement Program Working Group and funded by participating councils.

Mr Harley identifies joint tender opportunities, conducts the tender process on behalf of councils and manages the joint contracts. This is a flexible service so councils can choose to participate depending on individual business needs. The single tender process, single contract and centralised contract management service increases buying power to help reduce costs, remove duplication and reduce the costs of business.

### Current situation

The service includes twelve joint contracts with a total estimated value of \$18.5M annually, including:

- Road construction services and materials (re-tendered, to commence December 2015)
- Rates notices and parking permits
- Fire testing and maintenance
- Off-site record storage
- Ready mixed concrete (commenced in 2014)
- Line marking and sign posting (commenced in 2014)
- Cash collection services (commenced in 2014)
- Stormwater inspections, cleaning and maintenance (commenced in 2014)
- Minor capital works (commenced 2015)
- Hygienic Services (commenced 2015)
- Security Services (to commence January 2016)
- Supply & Fitting of Tyres (to commence January 2016)

Councils participating in the program since commencement in July 2014 include:

- Manly
- Mosman
- Pittwater
- Hornsby
- Hunters Hill
- Lane Cove
- Ku-ring-gai
- Ryde
- Willoughby

**Next steps**

There are plans in place for three further tenders in the coming six months and four potential tenders are being explored. Mr Harley is also currently working with SHOROC and NSROC councils in quarterly procurement workshops to identify a regional procurement plan for councils across northern Sydney which will be implemented over the coming years.

---

**RESOLUTION**

The SHOROC Board:

- Received and noted the update on SHOROC centralised procurement and contract management service and joint tenders.

*Moved by exception Cr Michael Regan/seconded Cr Jacqueline Townsend*

*Carried unanimously*

---

## 4.6 Brief updates

Brief updates on advocacy, projects and other Board resolutions listed below for information.

Issue	Corporate project/ resolution	Status/update
<b>Building Professionals Act 2005 review</b>	Board resolution 2 September 2015	Board agreed SHOROC seek to prepare a joint submission on the draft report for the Building Professionals Act review.  The submission was completed and approved by GMAC out of session. It is available at <a href="http://shoroc.com/press-publications/transport-submissions-and-reports/">shoroc.com/press-publications/transport-submissions-and-reports/</a>
<b>Too Good To Waste regional resource recovery strategy</b>	8.1 Implement <i>Too Good To Waste</i> strategy	Implementation of the Regional Waste Strategy Too Good To Waste continues.  SHOROC has received a \$201,106 grant to undertake 200 free business waste assessments. This grant is delivering the <i>Recycling at Work</i> project across the region, starting in Pittwater.  The new eight council branded OzHarvest van is now on the road and is collecting surplus food from local businesses to give to charity.  The <i>You can recycle more than you think</i> campaign is currently running, focused on getting the remaining recyclables out of household garbage bins.
<b>Kimbriki Sub-Committee of the SHOROC Board</b>	8.2 Provide secretariat for Kimbriki Sub-Committee	The Sub-Committee met on Wednesday 16 September. The minutes are available on request. At the meeting the Sub-Committee resolved to recommend to the SHOROC Board that it write to the NSW EPA seeking information on the environmental impacts of end of life disposal of synthetic turf. GMAC advises that this recommendation is outside of the Committee's Terms of Reference.  The next meeting is on Wednesday 9 December.

### **RESOLUTION**

The SHOROC Board:

- Noted the update brief updates on advocacy, projects and other Board resolutions listed for information.
- Noted the implementation of the *Too Good to Waste* strategy, including the *Recycling at Work*, *OzHarvest* and *You can recycle more than you think* projects.
- Received and noted the minutes of the Kimbriki Sub-Committee of the SHOROC Board.
- Agreed that the Kimbriki Sub-Committee recommendation that SHOROC write to the NSW EPA seeking information on the environmental impacts of end of life disposal of synthetic turf is outside of the Committee's Terms of Reference.
- Requested the Sub-Committee to review and note its Terms of Reference as the first item on the agenda for the next meeting.

*Moved by exception Cr Michael Regan/seconded Cr Jacqueline Townsend*

*Carried unanimously*

## Item 5 Additional matters raised by councils

### 5.1 Planning an active northern Sydney – Pittwater Council

---

<b>REGIONAL PRIORITY</b>	Improve coordinated regional planning and integration of regional priorities with NSW & Commonwealth plans and policies
<b>SHOROC ACTION</b>	Promote public and active transport to encourage modal shift as well as regional road safety initiatives Partner with the NSW Govt in development of regional plans and strategies

---

#### **SUMMARY**

An update on the WSROC and Premier's Council for Active Living "Planning an active Western Sydney" forum, and a proposal that SHOROC approach NSROC and the regular meeting of Mayors and GMs of northern Sydney with a view to arranging a similar forum for the northern Sydney district.

#### **REPORT**

WSROC together with the NSW Premier's Council for Active Living (PCAL) recently held "Planning an active Western Sydney", a forum aimed at creating more walkable and liveable local communities.

The flyer (available on request) stated that creation of healthier, more supportive environments for active living provides planning, transport and health professionals with the opportunity to be positive and proactive and help address the health of local communities.

It promoted the use of the Integrated Planning and Reporting (IP&R) framework as the principal planning and reporting tool for NSW local councils that could address active living issues such as increasing walking can be addressed at all levels.

Cr Townsend has requested the Board consider SHOROC approaching NSROC and the regular meeting of Mayors and GMs of northern Sydney with a view to arranging a similar forum for the northern Sydney district.

This proposal is consistent with the SHOROC Operational Plan actions:

- 1.3 Promote public and active transport to encourage modal shift as well as regional road safety initiatives
- 12.1 Partner with the NSW Govt in development of regional plans and policies including updated Regional Action Plan and Subregional Plan

---

#### **RESOLUTION**

The SHOROC Board:

- Agreed SHOROC supports the planning of an active northern Sydney region
- Agreed to seek the support of NSROC to approach PCAL with a view to hold a similar forum to that held by WSROC.

*Moved Cr Peter Abelson/seconded Cr Jean Hay*  
*Carried unanimously*

---

## **Item 6      General business**

Cr Jacqueline Townsend thanked Ben Taylor for his work as SHOROC Executive Director over the past six years. Cr Townsend said Ben Taylor had made a valuable contribution to SHOROC and making it 'best practice' for regional collaboration.

## **Item 7      Confirm time and date of next meeting**

Next ordinary meeting: 24 February 2016 2015, 3-5pm at the SHOROC Offices.

## SHOROC ANNUAL GENERAL MEETING

**4-5pm 25 November 2015**

**Long Reef Golf Club, Anzac Avenue Collaroy**



### MINUTES

#### Board Members Present

Cr Jacqueline Townsend	Mayor of Pittwater
Cr Jean Hay AM	Mayor of Manly, SHOROC Vice President
Cr Michel Regan	Mayor of Warringah
Cr Peter Abelson	Mayor of Mosman, SHOROC President
Rik Hart	General Manager Warringah Council
Di Lawrence	A/General Manager Mosman Council,
Henry Wong	General Manager Manly Council
Mark Ferguson	General Manager Pittwater Council, SHOROC Treasurer

#### SHOROC staff in attendance

Ben Taylor	Executive Director SHOROC
Jacqui Fishpool	Communications and Office Manager SHOROC
Liz Quinlan	Regional Waste Coordinator
Adrian Harley	Regional Procurement Manager

#### Item 1 Welcome and apologies

Cr Peter Abelson Mayor of Mosman and SHOROC President chaired the meeting and welcomed all present including councillors and staff from our four partner councils.

Apologies were received from Premier NSW The Hon. Mike Baird MP, The Hon Bronwyn Bishop MP, Mr Jonathan O'Dea and Ms Veronica Lee.

#### Item 2 Minutes of previous meeting

---

##### **RESOLUTION**

The Board resolved:

- To adopt the Minutes of the Annual General Meeting held 26 November 2014.

*Moved by Cr Jacqueline Townsend/seconded by Cr Jean Hay*

*Carried unanimously*

---

## **Item 3 SHOROC 2014-15 Annual Report and Financial Report**

### **3.1 Address by the President and presentation of Annual Report**

Cr Abelson made a brief address as SHOROC President for the past term.

Cr Abelson said that even though it has been a challenging year for local government, SHOROC has continued to deliver great outcomes for our councils and this region. We have built and consolidated strong partnerships to ensure councils have a central role in implementing the major regional infrastructure projects. With over \$770M allocated to the region for transport and health services as a result of regional advocacy in recent years, we are now working closely with the state to make the most of this investment.

The partnership with the NSW Government is a major achievement of SHOROC with a model of council and state government collaboration that has delivered great outcomes for the region. Other areas of success include SHOROC's joint procurement service which now centrally manages seven contracts worth \$18.5M annually which are used by 10 councils across northern Sydney.

Cr Abelson also mentioned winning Planning Institute of Australia President's Award for Planning Excellence, the highest award for planning excellence in NSW that demonstrates the collective achievements SHOROC and its councils have made for the region and LGNSW Excellence in Communications Award for *Too Good to Waste* as highlights for the year.

Cr Abelson thanked State and Federal MPs for their commitment to addressing the infrastructure needs of our area and for working closely with SHOROC to improve the region as well as Board members, councillors, council staff and the team at SHOROC who made outstanding contributions to achieve the results as outlined in the annual report.

There's likely to be changes on the horizon for local government and whatever changes are ahead, councils will need to continue to work together to be even more strategic and regionally-minded and build on the momentum and results the SHOROC councils have worked so hard to achieve.

Cr Abelson presented the Annual Report on the activities of SHOROC for the year ending 30 June 2015 is available on request.

An independent audit is required of SHOROC's financial reports under the Associations Incorporation Act 2009.

Mr Mark Ferguson as Treasurer presented the audited financial report from the independent auditor Jaques Stanmore (available on request). Mr Ferguson highlighted that the report showed a 20% increase in income and organisational turnover and that this was coupled with reduced council contributions on previous years as significant additional income was generated through service provision and grants. The statements include a net surplus this financial year of \$4,070.

---

#### **RESOLUTION**

The Board resolved:

- To receive and adopt the Annual Report on the activities of SHOROC for the year ending 30 June 2015.
- To receive and adopt the audited financial reports for the period ending 30 June 2015.

*Moved by Cr Jean Hay/seconded by Cr Jacqueline Townsend  
Carried unanimously*

---

### **3.2 Briefing on major projects: Executive Director**

The Executive Director provided a brief update on major projects as outlined in the Annual Report.

### **Item 4 Election of Office Bearers**

SHOROC's Executive Director acted as Returning Officer and declared all positions vacant.

#### **4.1 Election of President**

Nominations were called for the position of President. Cr Peter Abelson nominated Cr Jean Hay as President. The nomination was seconded by Cr Jacqueline Townsend. There were no other nominations and Cr Hay accepted the nomination. The returning officer duly announced Cr Jean Hay Mayor of Manly SHOROC President for the ensuing term.

#### **4.2 Election of Vice President**

Nominations were called for the position of Vice-President. Cr Jean Hay nominated Cr Michael Regan as Vice-President. The nomination was seconded by Cr Peter Abelson. There were no other nominations and Cr Regan accepted the nomination. The returning officer duly announced Cr Michael Regan Mayor of Warringah SHOROC Vice-President for the ensuing term.

#### **4.3 Election of Treasurer**

Nominations were called for the position of Treasurer. Cr Michael Regan nominated Mark Ferguson General Manager Pittwater Council as Treasurer. The nomination was seconded by Rik Hart. There were no other nominations and Mark Ferguson accepted the nomination. The returning officer announced Mark Ferguson Treasurer for the ensuing term.

### **Item 5 President's closing remarks**

Cr Jean Hay thanked Cr Abelson for work as President in what has been a challenging year. Cr Hay thanked Ben Taylor for his work as ED and the staff of SHOROC.

Cr Hay thanked fellow Mayors and Board members for election and congratulated the President and Executive from this year for an outstanding job. Cr Hay said there were challenging times, though whatever the outcomes, will continue to work together to do the best for our region and our areas.

### ***Meeting close & refreshments***





## MINUTES OF MEETING

### Manly Lagoon Catchment Coordinating Committee

**HELD THURSDAY 30<sup>th</sup> July 2015**

*NOTE: All minutes are subject to confirmation at a subsequent Council or Planning and Strategy Committee meeting.*

#### **PRESENT:**

##### **Citizen Members:**

Clr Hugh Burns  
Clr Candy Bingham  
Dr Judy Lambert  
Clr Sue Heins  
Dr Helen Wilkins  
Mr Mark Roberts  
Mr Tom Hazell  
Mr Malcolm Fisher  
Mr Michael Bradbery

Manly Council (Chairperson)  
Manly Council  
Manly Community Representative  
Warringah Council  
Warringah Community Representative  
Warringah Community Representative  
Proxy for the State Member for Manly  
Save Manly Dam Catchment Committee  
Manly, Balgowlah, Wakehurst, Warringah Golf Courses

##### **State Government Representatives:**

Mr Stan Rees  
Mr Wayne Lyne

Dept. of Trade and Investment - Crown Lands  
Warringah/Pittwater SES Unit

##### **Manly Staff Representatives:**

Mrs Christina Femia  
Mr Patrick Stuart

Water Cycle Management Team Leader  
Catchments Project Officer

##### **Warringah Staff Representatives:**

Mr Adrian Turnbull  
Ms Jodie Crawford  
Mr Jason Ruszczyk

Coast and Waterways Manager  
Senior Environment Officer - Catchment  
Environment Officer – Catchment

##### **Observers** (all observers present may not be listed)

Mr Ray Moran  
Mr Paul Hoskinson  
Ms Anne Sharp

#### **TO THE MAYOR AND COUNCILLORS OF THE COUNCILS**

The **Manly Lagoon Catchment Coordination Committee (MLCCC)** met on 30<sup>th</sup> July, 2015, to consider the matters referred to it and now provides the following advice to Manly and Warringah Councils.

**OPEN**      The meeting commenced at 17:02hrs.

**ACTION**

**ITEM 1 APOLOGIES AND LEAVE OF ABSENCE**

Apologies were received from the following members:

- Mr Terrence Murphy (Manly Community Representative)
- Mr Frank Gleason (Warringah Community Representative)
- Cllr, Mayor Jean Hay AM (Manly Council)
- Cllr, Mayor Michael Regan (Warringah Council)
- Mr Norm Nikolich (Sydney Water)
- Mrs Chantelle Hoare (Manly Chamber of Commerce)
- Mr Eduard McPeake (Environmental Programs Manager)
- Mr Tony Pinelli (Sydney Northern Region SES)
- Mr Gus Pelosi (NSW Office of Environment and Heritage)
- Mr Todd Dickinson (Group Manager Natural Environment)

**ITEM 2 DECLARATION OF INTEREST**

No declarations of interest were received from Committee members or attendees.

**ITEM 3 Confirmation of Minutes**

The Minutes of the Committee meeting held 30<sup>th</sup> April 2015 are confirmed.

Moved: Mr Tom Hazell

Seconded: Dr Judy Lambert

**ITEM 4 Report - Innovative Research within Manly Lagoon**

*Submitted by Warringah Council*

Mr Stan Rees arrived at 17:05. Mrs Christina Femia arrived at 17:10.

Mr Adrian Turnbull provided a presentation on upcoming works to rehabilitate a section of Brookvale Creek adjacent to Warringah Golf Course, and scientific research being conducted within Manly Lagoon.

The scientific research consists of an Honours project involving Warringah Council, the University of Western Sydney (School of Health and Science) and the NSW Office of Environment and Heritage. The study aims to determine whether oysters can be used to restore water quality and enhance biodiversity of eutrophic lagoons.

Refer to Attachment 2: Presentation Slides – Works and Research within Manly Lagoon and its Catchment.

**Recommendation**

The information be received and noted.

**ITEM 5 Report - Manly Lagoon Floodplain Risk Management Study and Plan**

*Submitted by Warringah Council*

Mr Adrian Turnbull provided an update on the Manly Lagoon Floodplain Risk Management Study. It is progressing with floor level survey estimates and flood damage assessments continuing. Model data compatibility issues have slowed the progress of the Study, however this is not expected to impact the timeframe for delivering the final Floodplain Risk Management Study and Plan.

**Recommendation**

That the information be received and noted and the project management staff and/or consultant is invited to attend future Committee Meetings.

**Warringah  
Council**

**ITEM 6 Report – Manly West Park Sediment Basin**  
*Submitted by Manly Council*

Mrs Christina Femia provided an update on the Sediment Basin, constructed in lower Burnt Bridge Creek, upstream of Manly Golf Course. The sediment basin was constructed using sheet piling and bracing. The excavation of sediment within the sheet piling walls will take place when a response to the funding variation request is received from OEH Grants Unit.

**Recommendation**

That the information be received and noted.

**ITEM 7 General Business**

**Discuss the need for a new Manly Lagoon Integrated Catchment Management Strategy (ICMS)**

*Submitted by Dr Judy Lambert*

The opportunity for an updated or new ICMS and/or Action Matrix was discussed. The ICMS was produced in 2004, and the Action Matrix was reviewed and presented to the committee in 2006, 2010 and 2012.

It was anticipated that the technical staff from Manly and Warringah Councils meet to assess and review the 2004 ICMS. That from this, an updated report, based on the original template/matrix format be produced, with this being based on the 2012 report (noting earlier matrices may need to be checked to recover appropriate detail missing from the later reports). The report should contain a "closed" item list, an "open" item list with notes as required and "ongoing process" list. The intention is to overlay the current management plan activities on the ICMS action list.

**Recommendation**

That the technical staff assess and review the 2004 ICMS action matrices and produce an updated action matrix report.

**Manly and  
Warringah  
Councils**

That the information be received and noted.

**Discuss restoration of Manly Creek from Mermaid Pool to Condamine Street. Has Warringah Council moved towards obtaining a State Government grant**

*Submitted by Mr Mark Roberts*

The priority of a restoration project of Manly Creek was discussed. Possible grants for restoration/rehabilitation projects in the Catchment, which are available to any organisation, community group or individual, were discussed. With currently available resources Warringah Council staff explained that they give a higher priority to high risk sites.

The web-links for the Sydney Coastal Councils Group (SCCG) funding guide and Australian Government Green Army Webpage are:  
[www.sydneycostalcouncils.com.au/funding\\_guide](http://www.sydneycostalcouncils.com.au/funding_guide)  
[www.environment.gov.au/land/green-army](http://www.environment.gov.au/land/green-army)

The matter was anticipated to be brought back to the next MLCCC meeting with possible avenues for suitable grant applications identified.

The possibility of forming a working group to pursue the matter was raised by some members of the committee.

It was observed that the preparation of the above mentioned ICMS review would provide a holistic view of the catchment and what needs to be done. Agreed actions had previously been included in 5 year plans.

The chair expressed the view that in preparation for seeking suitable grant funding that a broad scoping of the required remediation works should be carried out.

#### **Recommendation**

That the published grants list compiled by the Sydney Coastal Councils Group and the Green Army be consulted to ascertain suitable avenues for grant applications for this remediation project.

That Bushlink (disabilities group) would also be approached to ascertain whether some aspects of the project would fit with that group's interests and capabilities.

That the information be received and noted.

#### **Update on the items raised in the last meeting regarding Manly Lagoon Flooding and the SES response**

*Submitted by Mr Tom Hazell*

Mr Jason Ruszczyk left the room at 18:10.

The April 2015 flood event of Manly Lagoon was discussed. Mr Wayne Lynne provided information on the flood event and emergency response on behalf of the NSW SES.

#### **Recommendation**

That a report is to be provided to the next MLCCC meeting (or as soon as available) on what has been learnt from analysis of the April 2015 flood event.

That the information be received and noted.

#### **Threats to Manly Warringah Memorial Park (Manly Dam) bushland and as a consequence, threats to the Manly Lagoon Catchment**

*Submitted by Mr Malcolm Fisher*

Mr Mark Roberts left at 18:35. Mr Jason Ruszczyk returned to the room at 18:40.

All  
MLCCC  
members

Dr Helen  
Wilkins

SES

The following sites were discussed:

- a) Potential sale of Sydney Water land at Seaforth.
- b) Potential lease of land by Warringah Council at Aquatic Reserve.
- c) Potential development into bushland to increase size of Manly Vale School.

It was noted Warringah Council are the trustees of the Crown Land at the Aquatic Reserve. Warringah council are currently undertaking an environmental assessment on the potential parcel of land to ascertain environmental constraints as regards to the possible leasing of this land.

The expansion proposal of Manly Vale Public School, as published, has the potential to adversely affect the nationally heritage significant war memorial park and lagoon catchment areas (the land proposed to be used for the expansion is part of a heritage conservation area listed on the Register of the National Estate). It currently has highest status for vegetation conservation in the Warringah Council area.

The proposal is considered to be in an inappropriate location given environmental sensitivity of the land, the high bush fire risk of a Category 1 Bushfire Area and limited road access. Additionally any development adjacent such bushland with need to utilize the highest standards of materials in fire-resistant construction to reduce the APZ and avoid excessive clearing.

Warringah Council representatives noted they held data on the flora and fauna within the subject area which may be of assistance in preparing this letter that is recommended below.

#### **Recommendation**

A letter is sent to Sydney Water on behalf of the MLCCC requesting the Sydney Water owned land, previously proposed for sale at Seaforth, be returned to Manly Warringah War Memorial Park. This is due to its importance to environmental health of the catchment and native vegetation within the land parcels, which are surrounded on three sides by the Park. That Sydney Water also be asked to identify any other land around the War Memorial Park precinct potentially surplus to their current operational needs. The letter shall be cc'd to Premier Mike Baird.

**Manly  
Council**

That a letter be sent to the Director General of the Department of Education and Communities on behalf of the MLCCC to express strong concern about the proposed expansion of the Manly Vale Public School into environmentally sensitive bushland and that the committee is of the view that the alternative option of consolidating a higher density development on the existing site should be actively pursued by the Department.

**Manly  
Council**

That the information be received and noted.

#### **Update be provided from Manly Council on Addiscombe Road Contaminated Site Monitoring**

*Submitted by Mr Tom Hazell*

Mr Patrick Stuart provided an update on plans to undertake groundwater sampling for the 1<sup>st</sup> part of the Volunteer Management



Plan and the allocation of funding from Manly Council's 2015/16 Environment Levy.

**Recommendation**

That the information be received.

**Crown Land Owned Lots Adjacent to Mermaid Pool**

*Submitted by Mr Stan Rees*

The management and zoning of the Crown Land owned lots were briefly discussed.

**Recommendation**

That Crown Lands take whatever steps are within their power to reserve the land for environmental management.

**Crown  
Lands**

That the information be received.

**Use of Manly Dam Storage to Prevent Flooding of Manly Lagoon**

*Submitted by Mr Ray Moran*

Mr Tom Hazell left at 19:20.

Mr Adrian Turnbull explained some of the reasons for the agreed water level of 34.1m AHD being maintained in Manly Dam, as adopted within the Manly Lagoon Floodplain Management Plan (1997), including the maintenance of the health of sensitive wetlands.

It was noted that real time water level data can be publicly accessed at: [www.mhl.nsw.gov.au/users/NBFloodWarning/](http://www.mhl.nsw.gov.au/users/NBFloodWarning/)

**Recommendation**

That the information be received.

**ITEM 8 NEXT MEETING DATE:**

**Date:** Thursday 29<sup>th</sup> October 2015

**Time:** 5pm

**Venue:** Manly Council Chambers

Following the 29<sup>th</sup> October 2015 meeting, subsequent meetings are proposed for 4<sup>th</sup> February 2016 and 28<sup>th</sup> April 2016.

Note: Sydney Water update for July 2015 for the MLCCC is attached as Attachment 3.

Meeting closed at 19:30hrs

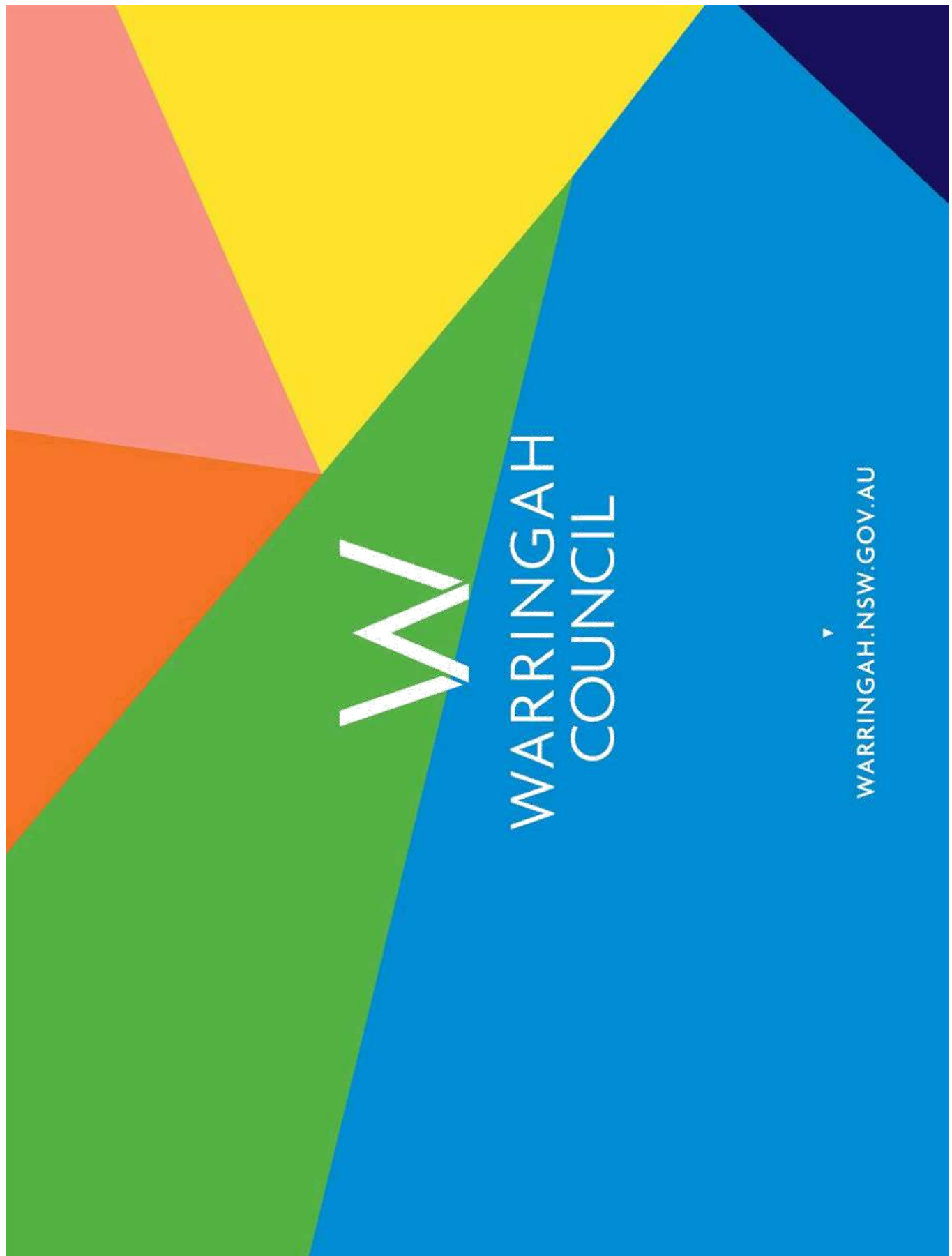
**Attachment 1 – Indicative Map showing the extent of Manly Lagoon Catchment.**

The catchment draining to Manly Lagoon is approximately 18 square kilometres, and includes the suburbs of Balgowlah, North Balgowlah, Allambie Heights, Manly Vale, North Manly, Queenscliff, or parts thereof, as well as Manly Dam, four Golf Courses, and Warringah Mall.



**Attachment 2 - Presentation Slides – Works and Research within Manly Lagoon  
and its Catchment.**







# Works and research within Manly Lagoon and its Catchment

Presented by:  
Adrian Turnbull  
Coast & Waterways Manager  
Natural Environment  
30 June 2015



WARRINGAH.NSW.GOV.AU



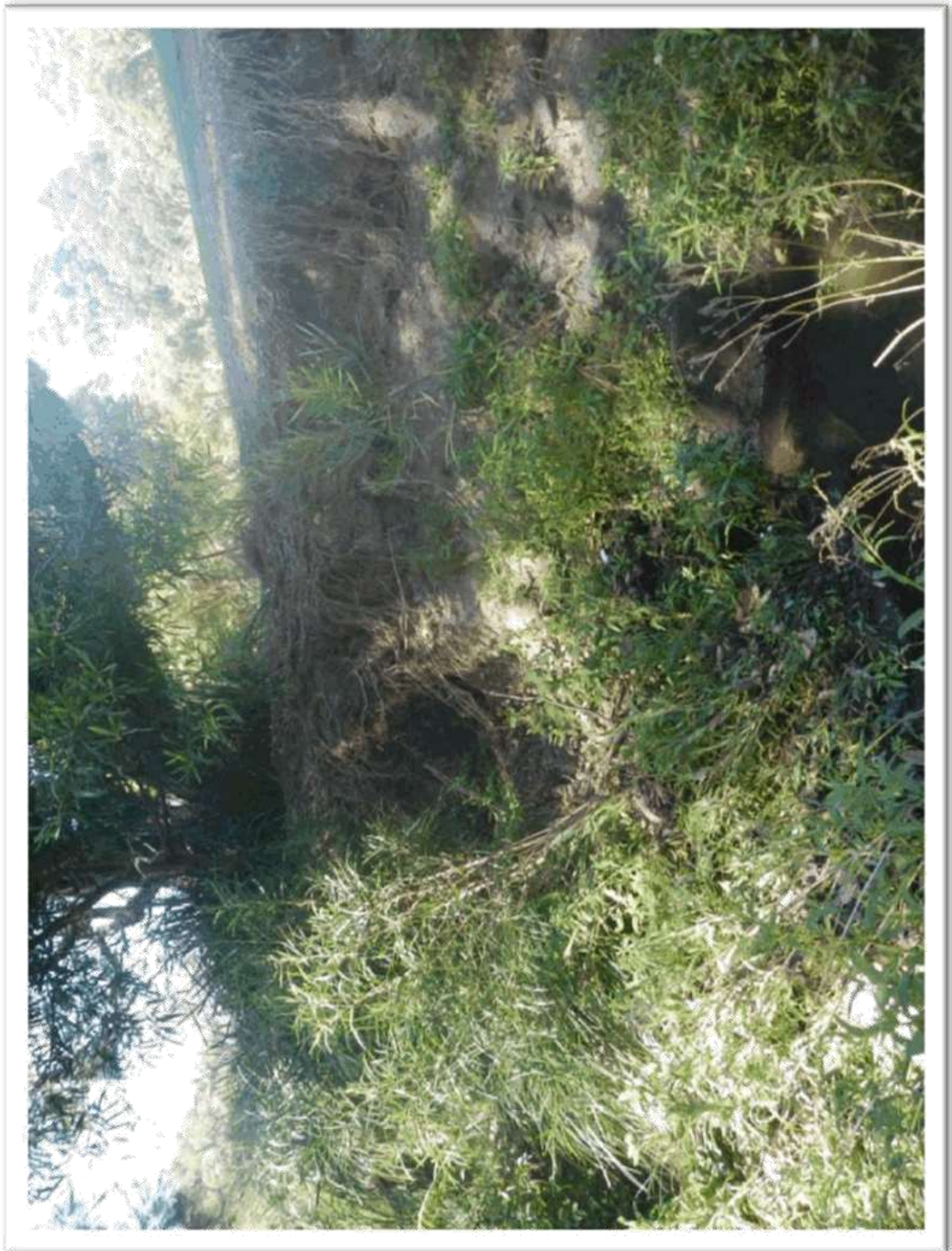
# Brookvale Creek Restoration





W

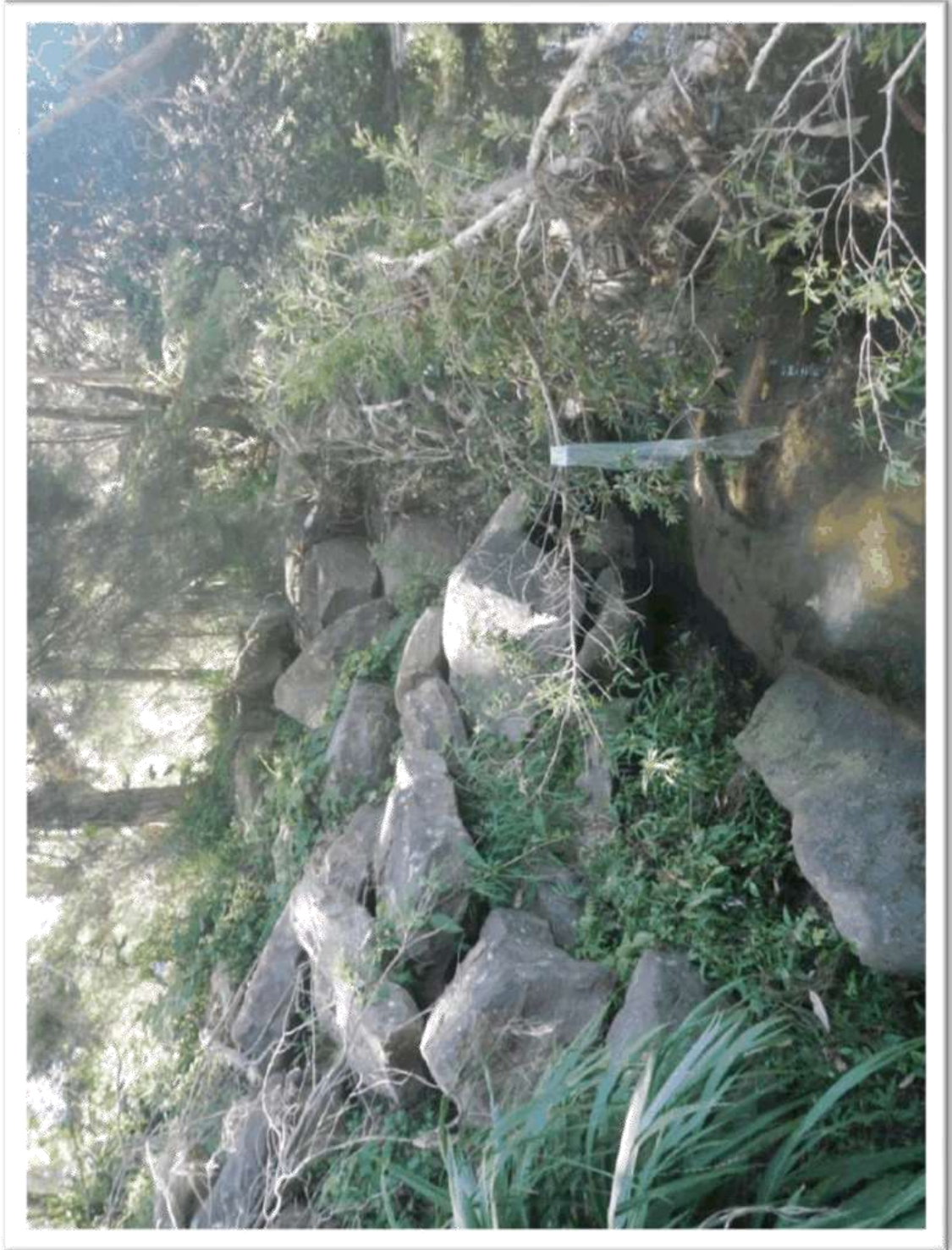
## Brookvale Creek Restoration



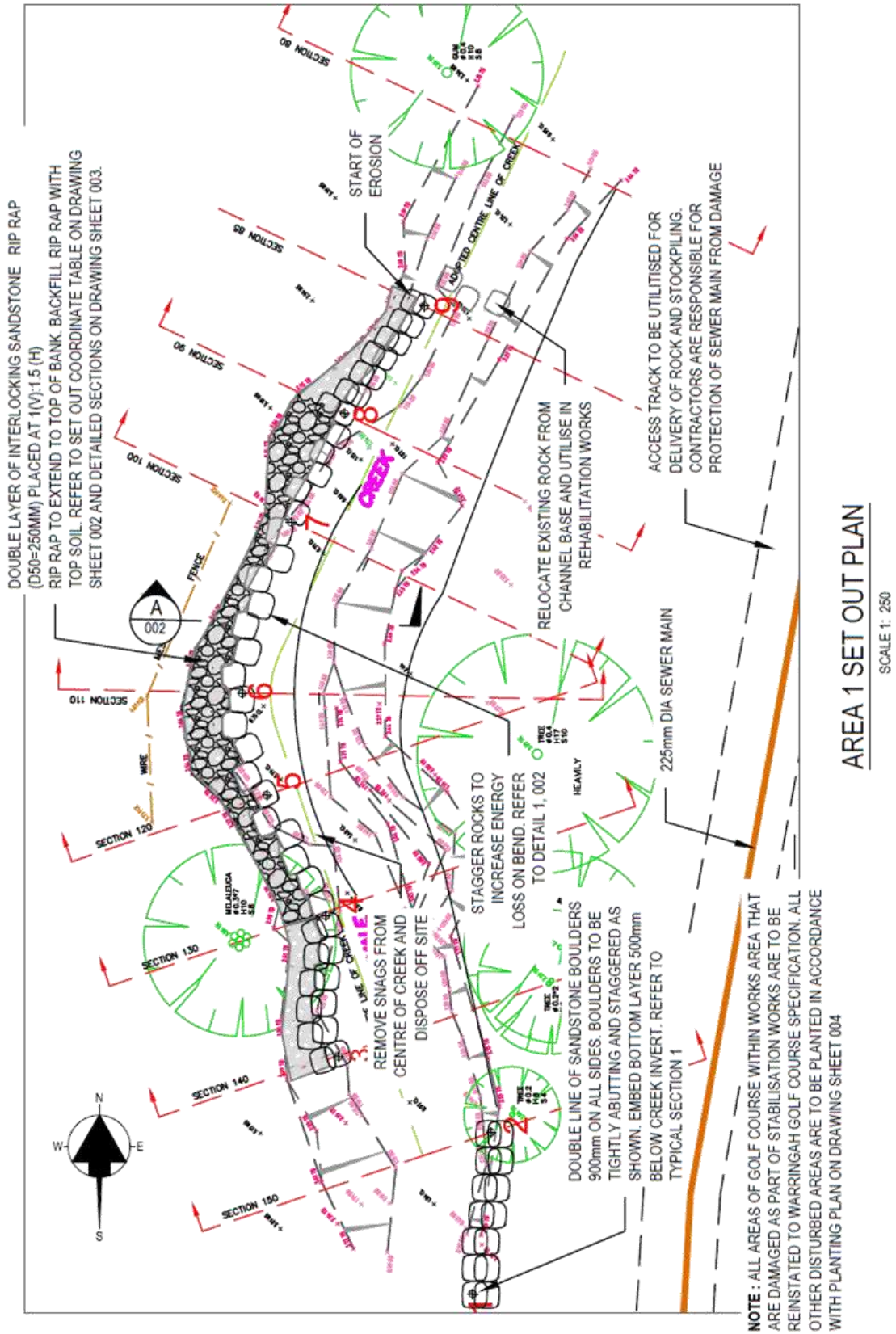


W

## Brookvale Creek Restoration

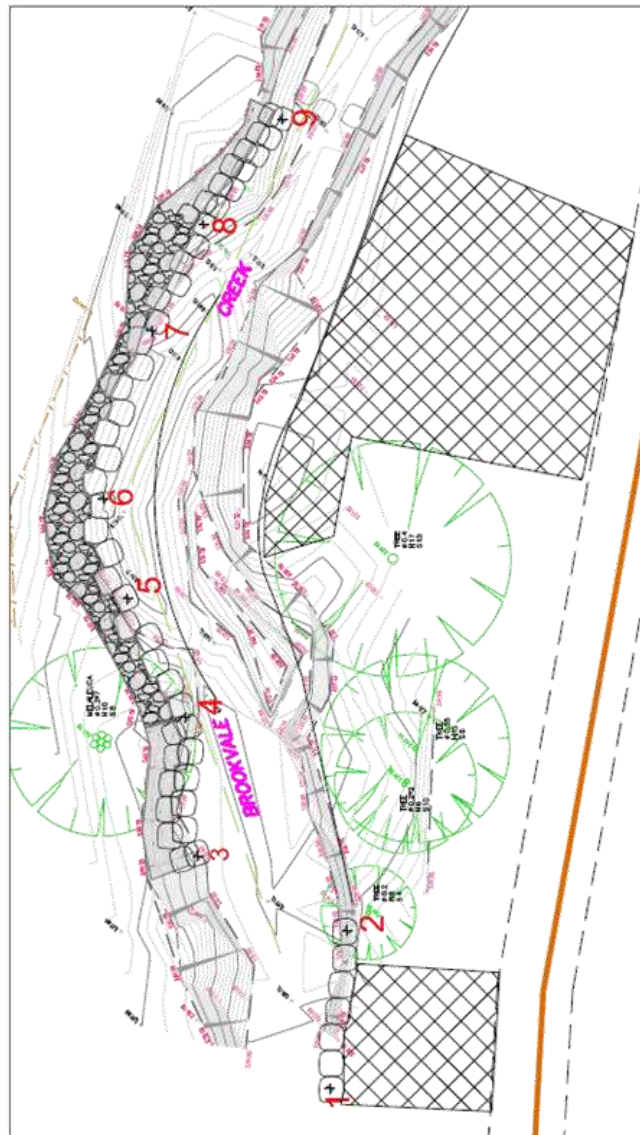


# Brookvale Creek Restoration





# Brookvale Creek Restoration



**AREA 1 PLANTING PLAN**  
 SCALE 1: 200

**AREA 1 PLANTING PLAN\***

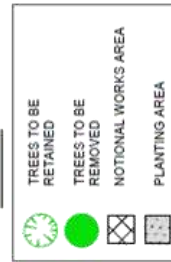
Species name	Common name	Density of Planting (plants per m2)	Number of plants
Impatiata cylindrica	Blady Grass	4	180
Lomandra longifolia	Mat-rush	1	45
Leptospermum laevigatum	Coastal Tea-tree	0.25	11
Melaleuca ericifolia	Swamp Paperbark	0.25	11
Banksia serrata	Old Man Banksia	0.25	11

Notional works area

190 m2

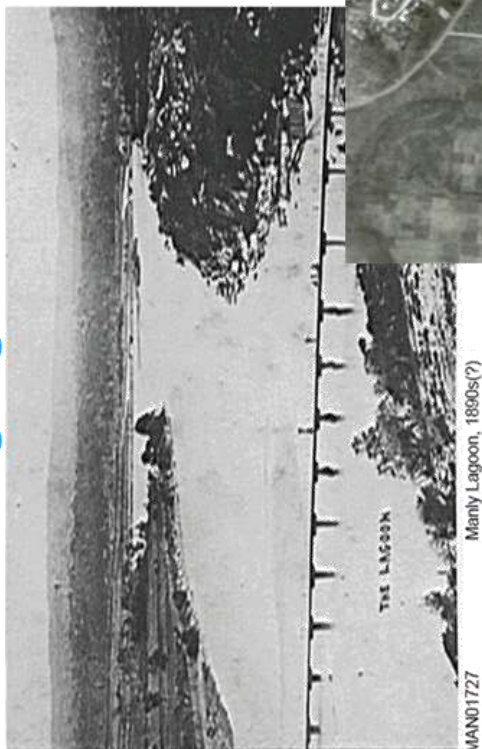
\* PLANT NUMBERS REQUIRED FOR THE NOTIONAL WORKS AREA ARE NOT INCLUDED IN PLANT NUMBERS ABOVE.

## LEGEND



NOTE: ALL AREAS OF GOLF COURSE WITHIN WORKS AREA THAT ARE DAMAGED AS PART OF STABILISATION WORKS ARE TO BE REINSTATED TO WARRINGAH GOLF COURSE SPECIFICATION. ALL OTHER DISTURBED AREAS ARE TO BE PLANTED IN ACCORDANCE WITH SPECIES MIX ABOVE. THE NOTIONAL WORKS AREA IS SHOWN FOR THE PURPOSES OF PRICING THE WORKS.

# Manly Lagoon – The good the bad and the challenging!





## From the Integrated Catchment Management Strategy



### **A commitment and desire to achieve the following outcomes for the catchment:**

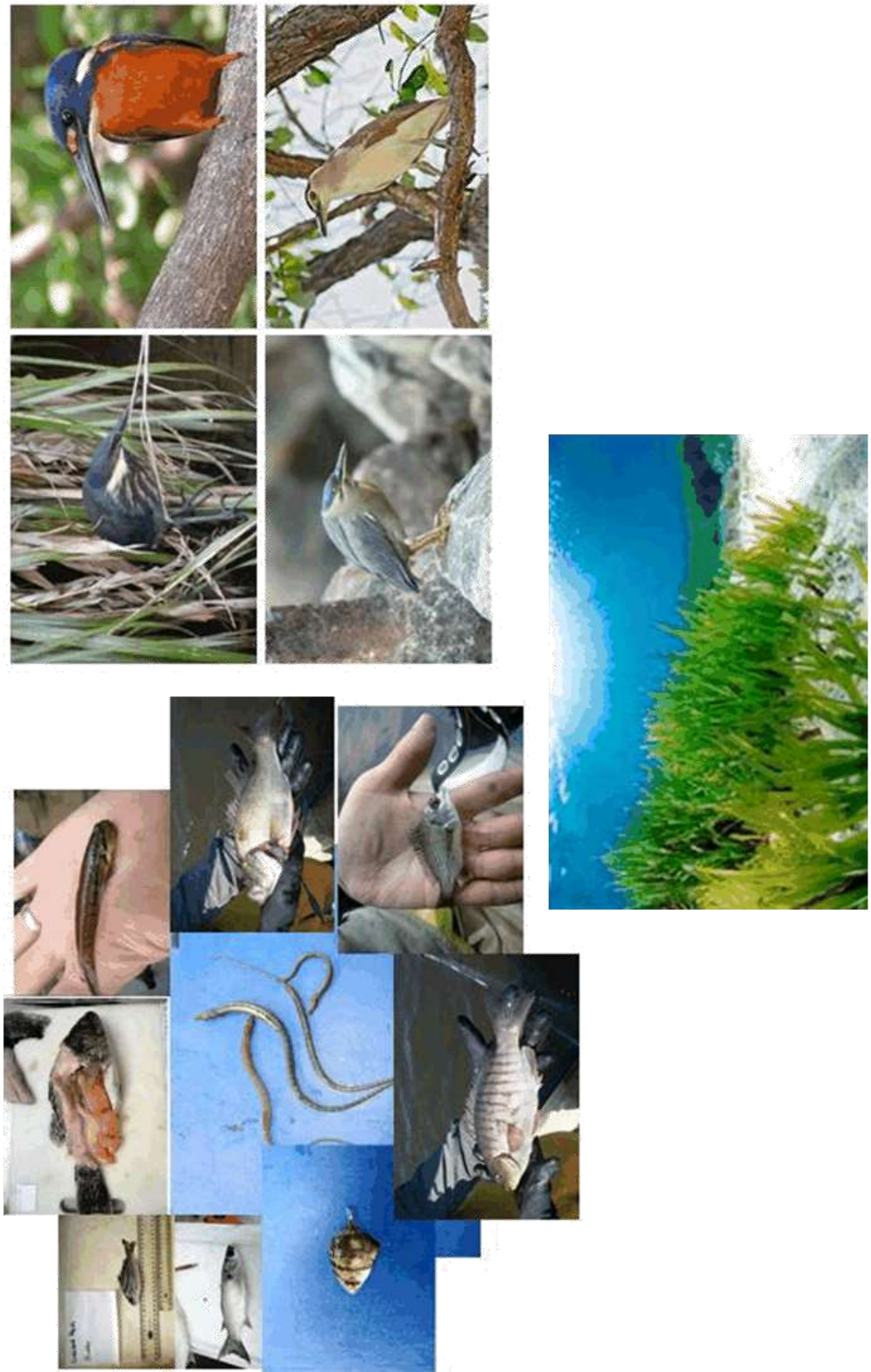
- aquatic ecosystem and associated wildlife protection throughout the catchment;
- secondary recreational contact (canoeing and paddling) in feeder waterways; and
- primary recreational contact (swimming) in the Lagoon itself.

### **The Five Year Action Plan would aim to overcome the key limitations of the current approach through:**

- improved evaluation of current and planned activities;
- enhanced investment in the catchment to address priority issues of diffuse pollution, high velocity stormwater flows and sewage exfiltration, infiltration and overflows;
- advanced understanding of the causes of pollution and the decline in catchment values; and
- an improved appreciation and the development of better means to engage and galvanise community involvement and support.

## The Good – Great Biodiversity

## Amazing considering the pressures from urbanisation





## The Bad

90 years of massive catchment land use change



Huge stormwater connectivity



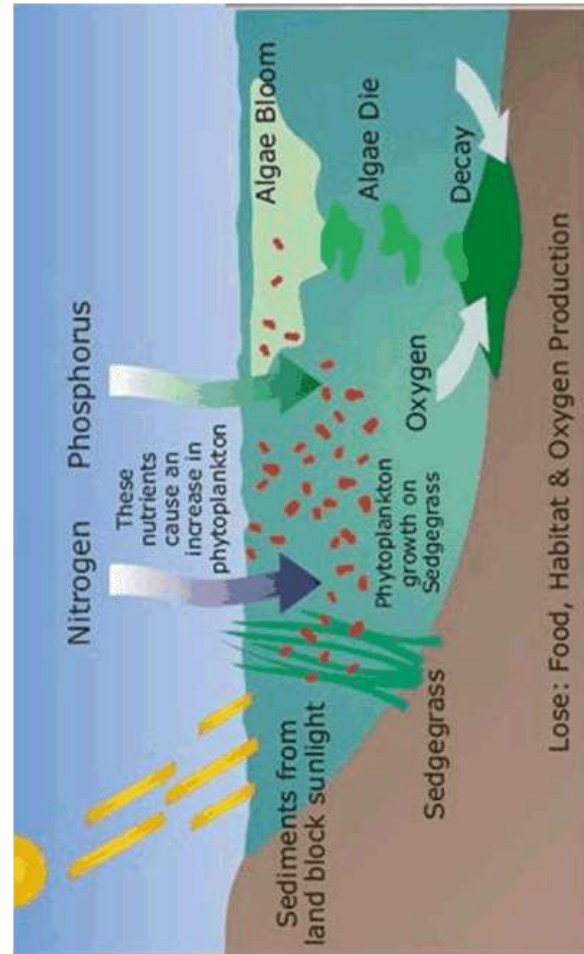
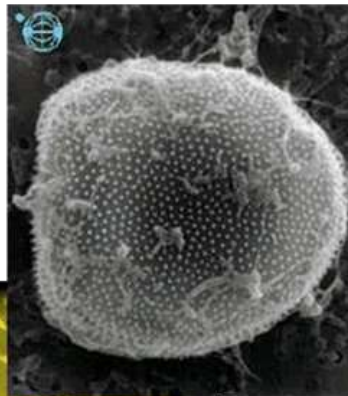
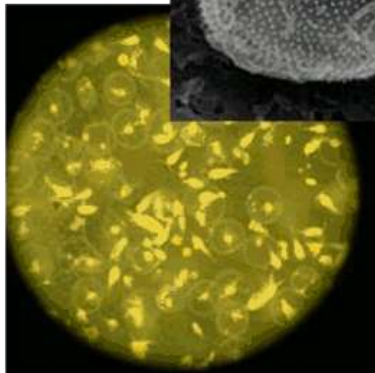
Historic legacies



A lot of food for the algae to eat!



## The Challenging – Too Much Algae .....Way too Much !





# Manly Lagoon ecological function



## WARRINGAH COUNCIL ESTUARY HEALTH REPORT CARD 2013/14

Narrabeen Lagoon  
 Dee Why Lagoon  
 Curl Curl Lagoon  
 Manly Lagoon

WARRINGAH.NSW.GOV.AU

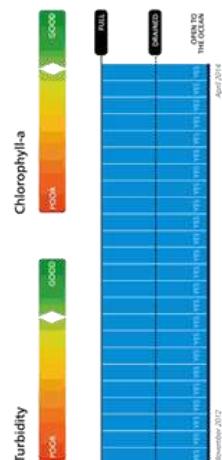


### 2013/14 REPORT CARD RESULTS

#### NARRABEEN LAGOON



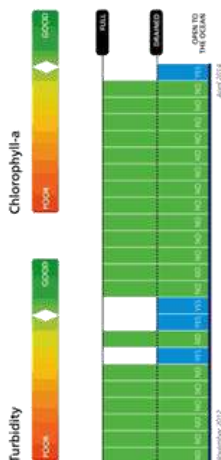
Narrabeen Lagoon showed similar characteristics as 2012. 13 with turbidity and chlorophyll a levels again lower than the 2011-12 year. Water clarity and chlorophyll a were good throughout most of the sampling season which is consistent with a drier summer, meaning less fine sediment and nutrients were delivered to the system by stormwater. A bloom of the green macro algae, Microdictum was recorded in the lagoon at the beginning of summer. This is a natural occurrence in coastal lagoons throughout NSW and is due to the warmer weather and weather conditions, which are perfect 100% natural conditions to support algae growth.



#### DEE WHY LAGOON



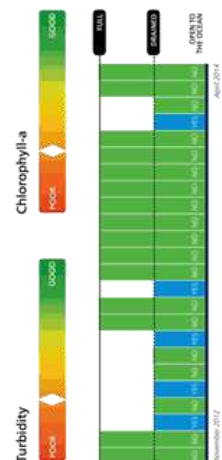
Dee Why Lagoon was very clear and showed surprisingly low chlorophyll a levels throughout the sampling year, considering how heavily urbanised the catchment is. It was also very clear in the summer of 2013-14, a year which was very dry and had very little rainfall over summer. A bloom of tiny Erythra jellyfish was recorded during sampling in April, and a great variety of birds have been seen this year in the Wildlife Refuge.



#### CURL CURL LAGOON



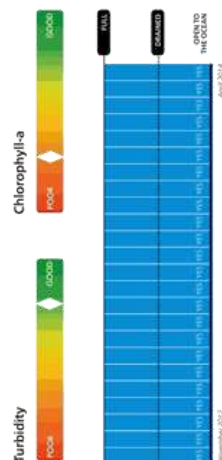
The ecological health of Curl Curl Lagoon improved this year moving from the ranking of E to a ranking of D. This was due to a combination of factors including the drier weather and the lagoon was full of microscopic crustaceans which were happily grazing on the algae, meaning that some things are working on an ecological level in the lagoon. This is great news for a lagoon with a long history of environmental degradation. Due to the dry year, the lagoon did not open as much as it did the previous year, which also means it did not receive as much nutrient input from stormwater. Stormwater is very efficient at delivering sediment, nutrients and pollution into our waterways.



#### MANLY LAGOON



Manly Lagoon ranked a C again this year, which is a good result for such a highly modified lagoon. The dry summer saw less fine sediments entering the lagoon so water clarity was very good! Clarity was measured at almost 2 metres deep in the main body of the lagoon on some days. Increased water clarity allows for more light penetration to the bottom of the lagoon, which is good for the growth of seagrass and other bottom dwelling organisms. The repeated high chlorophyll-a levels reflect this growth and also indicate high nutrient concentrations in the lagoon.



## Why is this a problem?

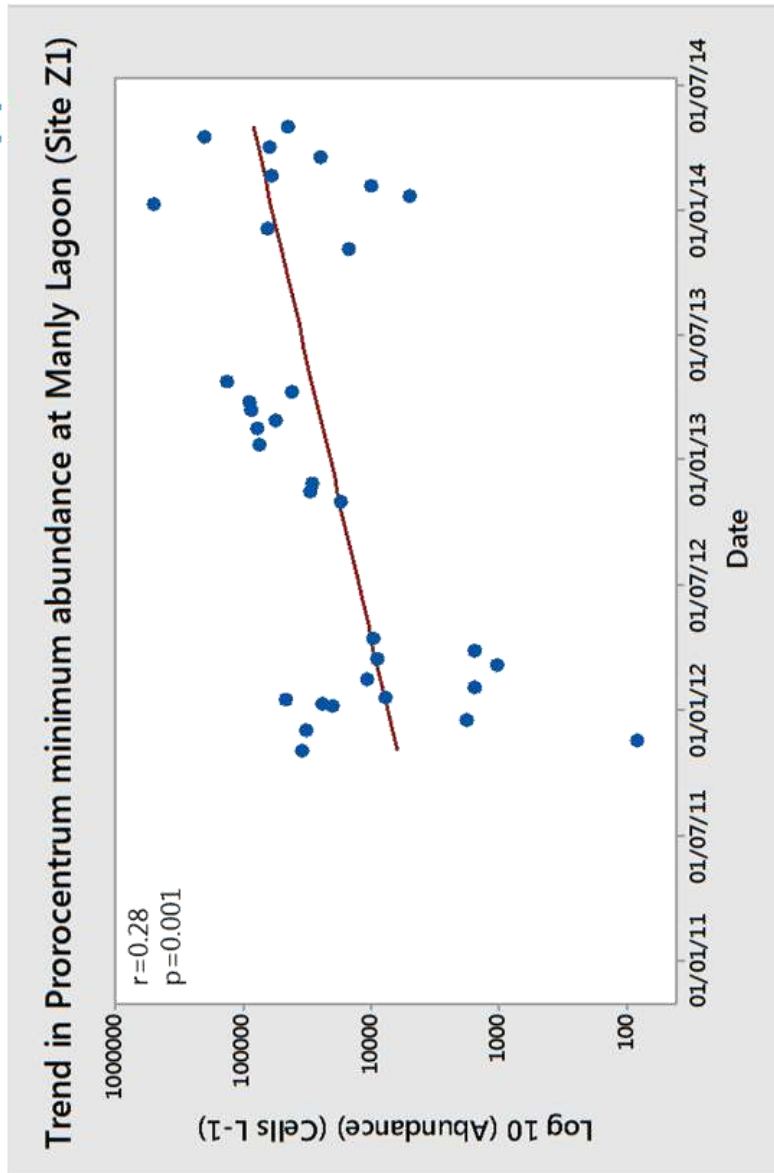
Its concentrations are increasing.

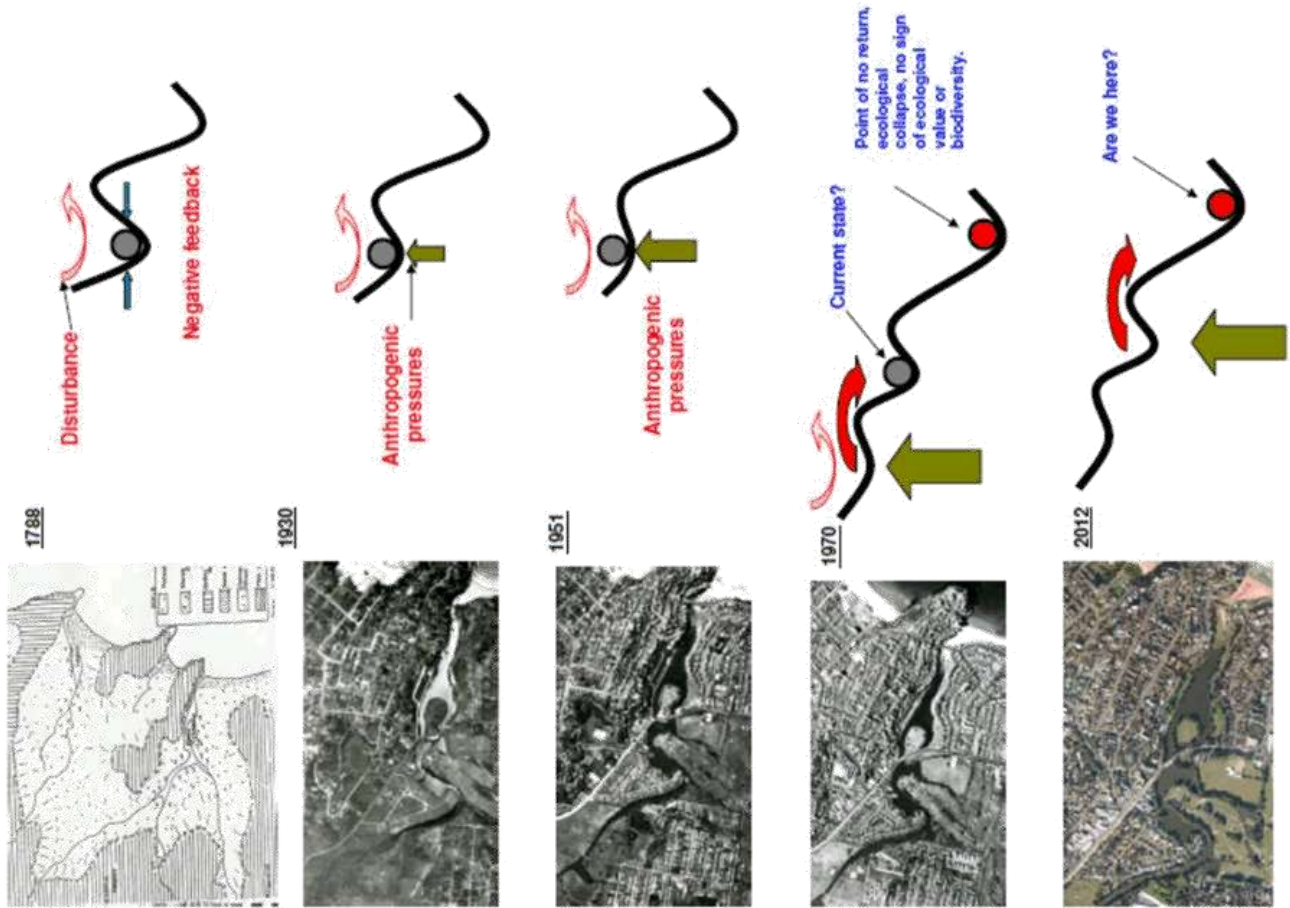
Composition is being dominated by HABs (harmful algal bloom species).

It can lead to a collapse in ecological function.



W





## What we want to avoid

Increases in the amount of algae we have in the system



Dramatic losses in ecological function and value

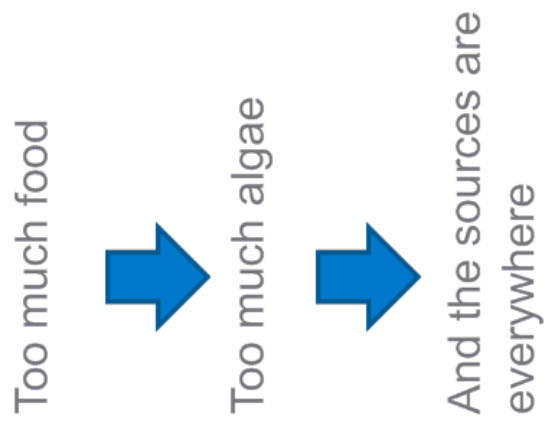


Fish kills, turbid waters, loss of seagrass



Loss of aesthetic and social value

What's the cause and what are we going to do about it?





# Research partnerships to improve ecological health





## Filtering out the waste: Can oysters reduce eutrophication of Australia's estuaries?

Alyce Sliff 17516743

Supervisors: Prof. Pauline Ross<sup>1</sup>, Drs Victoria Cole<sup>2</sup> and Peter Scanes<sup>3</sup> and Jason Ruzsitsky<sup>3</sup>  
<sup>1</sup>School of Health and Science, <sup>2</sup>University of Western Sydney, <sup>3</sup>Office of Environment and Heritage, <sup>4</sup>Warringah Council

### Background

Eutrophication is a major issue of coastal waterways, caused by excess nutrients. Excess nutrients lead to phytoplankton blooms, which have adverse effects on both biodiversity and human health. Oysters are filter feeders that can remove nutrients from the water column, and therefore, oyster reefs have been proposed as a natural method of reducing eutrophication of estuaries. Nutrient and water quality also affect the feeding, growth, recruitment and survival of oysters. As well as improving water quality, oysters play important roles as ecosystem engineers & enhance the biodiversity in marine ecosystems.

What we don't know is whether oysters will survive in some highly eutrophic coastal waterways.

### Aim

To determine whether oysters can survive & be used to restore water quality & enhance biodiversity of eutrophic and intermittently closed and open estuaries.

### Hypothesis

If oysters are suitable for reef restoration then they will survive, remove nutrients & enhance biodiversity in eutrophic estuaries.

### Study Sites

Each of the estuaries which will be sampled are located as indicated on the map of the Manly Lagoon Catchment (Map 1). Three ICOLLS selected:

- Manly Lagoon - highly eutrophic
- Avoca Lagoon - control
- Terrigal Lagoon - control

### Experimental Design

The design will include:

- 3 sections of each ICOLL
- 2 sites in each section
- 10 replicates of settlement plates (10 x 30 cm) with 6 - 10 oysters of each size (10 - 150 mm) attached to each plate
- 10 - 15 oysters attached to each plate

The settlement plates containing oysters will be attached to wooden stakes & driven into the estuaries (Photos 1 & 2).

### Methods

- Deploy settlement plates with adult Sydney Rock Oysters (*Saccostrea glomerata*) and monitor survival and growth
- Measure filtration rates of oysters (Photo 3)
- Collect water samples to perform nutrient analysis (P, N, Si, OH)
- Determine associated biodiversity settlement from scores (Photos 4 & 5)

### Data Analysis

- ANOVA
- PERMANOVA
- Development of a predictive model - how many oysters are needed to restore eutrophic ICOLLS

### Predicted Results

Figure 3: Predicted results of oyster filtration rates over time (Photo 3). The predicted results show that oyster filtration rates will increase over time, leading to a reduction in nutrient levels in the water column.

### Significance

Oysters are important to industry, they are vital components of many marine systems, creating and providing habitat complexity and refuge for a variety of different organisms. Oysters can mitigate symptoms of eutrophication and control harmful phytoplankton blooms. This study will provide important knowledge of management of oysters as ecosystem engineers and could improve conservation efforts for estuaries. It will provide valuable insight into whether oyster reefs can be restored in areas where management options are limited.













WARRINGAH.NSW.GOV.AU

### **Attachment 3 - Update from Sydney Water - July 2015**



#### **Sydney Water update – July 2015**

##### **North Head Wastewater Treatment Plant (WWTP)**

Sydney Water is continuing work at North Head WWTP to help manage odour. This includes replacing the Northern Suburbs Ocean Outfall Sewer (NSOOS) scrubber with bio-trickling filters (BTFs). The scrubber treats air from the NSOOS and underground screenings area of the plant.

The BTFs are currently being tested and in August, small quantities of air from the NSOOS will start to be introduced to the system. The quantities of air will be increased as the BTFs reach their optimal capacity.

Work is also underway to install an extra waste gas burner at the plant. We are currently installing additional pipes and connections into the system. The new waste gas burner will be delivered later in the year.

##### **Narrabeen Wastewater Submain**

Sydney Water's contractor, Monadelphous Water Infrastructure is repairing a large wastewater pipe known as the Narrabeen Submain. Repairs have been completed in North Manly, Collaroy, Cromer, North Curl Curl and Brookvale. Repair work in Manly Vale and Balgowlah is still progressing.

Close to 3.9 kilometres of pipe is being repaired and the maintenance holes are up to 33 metres deep. This work will improve the wastewater system and involves:

- cleaning and preparing internal concrete surfaces
- removing and disposing of silt, debris and asbestos
- installing a structural liner inside the pipe
- building new maintenance holes.

Asbestos was successfully removed from a section of pipe in Balgowlah. The final part of the work in Manly Vale and Balgowlah is now expected to be completed by late October 2015, weather permitting. The completion date has been extended due to wet weather, high wastewater flows in the pipe and extra work to remove an obstruction found in the pipe.

Affected stakeholders and residents have been consulted throughout our work. Controls are in place to minimise impacts on residents and businesses.

Work is mostly done at night when wastewater flows in the pipe are at their lowest level. Work hours are generally from Sunday to Friday night, between 10 pm and 8 am. Deliveries and some minor work are done during the day between 7 am and 5 pm, Monday to Friday.

For more information visit [sydneywater.com.au](http://sydneywater.com.au) under Current projects.

**Managing wastewater (sewer) overflows in wet weather**

We are currently developing a proposal to change the way the wastewater (sewer) system is regulated in wet weather by the NSW Environment Protection Authority (EPA).

We are seeking input from customers, councils, community and environment groups to help develop our proposal.

Please find attached a fact sheet for more information on how to contribute to the development of the proposal.

James Montgomery from Warringah Council and Tom Hazell have been attending the workshops.

We are happy to arrange for the project team to brief the Committee.



## **Water Management Policy**



## Table of Contents

---

<b>1 Purpose of the Policy</b>	<b>4</b>
<b>2 Principles</b>	<b>4</b>
<b>3 Development to Which this Policy Applies</b>	<b>4</b>
3.1 Identifying Planning Controls Which Apply	5
<b>4 General Requirements</b>	<b>7</b>
4.0 Standard of Design, Construction & Installation	7
<b>5 Disposal of Stormwater</b>	<b>7</b>
5.1 General	7
5.2 Street & Trunk Drainage	8
5.3 Discharge to Roads & Maritime Services Drainage System	8
5.4 Properties Unable to Connect to a Council Stormwater Drainage System or Easement	8
5.5 Stormwater Entering Properties from Upstream Lots	8
<b>6 Building Over or Adjacent to Council Drainage Systems and Easements</b>	<b>9</b>
<b>7 Sustainable Water Management and Onsite Sewage Management Systems</b>	<b>9</b>
7.1 Water Conservation & Reuse	9
7.1.1 Water Efficiency	9
7.1.2 Rainwater Tanks	9
7.2 On-site Sewage Management	10
7.2.1 New Systems	10
7.2.2 Existing Systems	11
<b>8 Protecting Our Environment</b>	<b>12</b>
8.1 Stormwater Quality	12
8.1.1 Stormwater Quality Requirements	12
8.1.2 Standards of Design	14
8.1.3 Demonstrating Compliance	14
8.1.4 Operation and Maintenance Plan	14
8.2 Groundwater Management	15
8.3 Erosion, Sediment and Pollution Controls	16

8.4 Stormwater Discharge to Watercourse or Open Channel	16
<b>9 Flood Risk Management</b>	<b>17</b>
9.1 Onsite Stormwater Detention	17
9.2 Identifying Flood Risk	18
9.2.1 Climate Change	18
9.2.2 Planning Certificates	18
9.2.3 Provision of Data to the Public	18
9.2.4 Development on Flood Prone Land	18
9.3 Overland Flow	19
9.3.1 Identifying Overland Flows	19
9.3.2 Development on Land Subject to Overland Flows	19
9.3.3 Subdivisions on Lots Affected by Overland Flow	19
9.3.4 Piping Overland Flows	19
<b>10 Compliance</b>	<b>19</b>
10.1 Audit of Water Management Requirements	20
10.2 Complaints Relating to Private Property	20
10.3 Removal of Private Trees Threatening Council Stormwater Pipes	20
<b>11 Amendments</b>	<b>20</b>
<b>12 Authorisation</b>	<b>20</b>
<b>13 Who is Responsible for Implementing this Policy?</b>	<b>21</b>
<b>14 Document Owner</b>	<b>21</b>
<b>15 Related Policies</b>	<b>21</b>
<b>16 G Legislation and References</b>	<b>21</b>
<b>17 Definitions</b>	<b>22</b>

## 1 Purpose of the Policy

This Policy provides the requirements for the effective management of stormwater, rainwater, groundwater and wastewater within the Warringah local government area.

## 2 Principles

The Water Management Policy aims to:

- Minimise the risk to public health and safety
- Reduce the risk to life and property from flooding
- Manage and minimise stormwater overland flow, nuisance flooding and groundwater related damage to properties
- Protect and improve the ecological condition of our beaches, lagoons, waterways, wetlands and surrounding bushland
- Encourage the reuse of water and alternative water sources
- Integrate water sensitive urban design measures into the built form to maximise amenity
- Protect Council stormwater drainage assets during development works and to ensure Council's drainage rights are not compromised
- Align development controls with the objectives of the Water Sensitive Warringah Strategic Plan and Environmental Sustainability Strategy.

## 3 Development to Which this Policy Applies

This Policy applies to All development in the Warringah Local Government Area subject to Part 4 of the *Environmental Planning & Assessment Act 1979* including Development Applications, Exempt and Complying Development.

This Policy shall be read in conjunction with the Warringah Local Environmental Plan, Warringah Development Control Plan 2011 and other documentation as referred to within this policy.



### 3.1 Identifying Planning Controls Which Apply

To identify which planning controls apply to the development, applicants must refer to both Table 1 and Table 2.

Table 1 identifies sections that apply to particular development type, and Table 2 identifies sections which apply based on the site and development characteristics (one or more may apply).

**Table 1 – Development Types**

Development Types		Sections which Apply					
		Section 4.0 – Standard of Design, Construction & Installation	Section 5 – Disposal of Stormwater	Section 7.1 – Water Conservation & Reuse	Section 8.1 – Stormwater Quality	Section 8.3 – Erosion, Sediment and Pollution Controls	Section 9.1 – Onsite Stormwater Detention
Single Lot Residential Development		✓	✓	✓		✓	✓
Residential Flat Buildings or Multi- residential dwelling houses	Development with a site area less than 1000m <sup>2</sup>	✓	✓	✓		✓	✓
	Development with a site area greater than 1000m <sup>2</sup>	✓	✓	✓	✓	✓	✓
Commercial or Mixed Use or Industrial	Development with a site area less than 1000m <sup>2</sup>	✓	✓	✓		✓	✓
	Development with a site area greater than 1000m <sup>2</sup>	✓	✓	✓	✓	✓	✓
Subdivision	Subdivision resulting in the creation of:  two (2) lots where the total post- development impervious area of the new lots exceeds 40%.	✓	✓	✓	✓	✓	✓
	Subdivision resulting in the creation of:  • three (3) lots or more.	✓	✓	✓	✓	✓	✓

**Table 2 – Site/Development Characteristics (more than one requirement may apply)**

Site/Development Characteristics		Sections which Apply							
		Section 6 – Building Over or Adjacent to Council Drainage Systems and Easements	Section 7.2 – On-site Sewage Management	Section 8.1 – Stormwater Quality	Section 8.2 – Groundwater Management	Section 9 – Flood Risk Management	Section 9.1 – Onsite Stormwater Detention	Section 9.3 – Overland Flow	Section 10.3 – Removal of Private Trees Threatening Council Stormwater Pipes
Increased hard surfaces	Development where the total existing and proposed impervious areas exceeds 40% of the site area						✓		
	Development proposing an increase in impervious area of more than 20%			✓					
Near a Council stormwater system	All development containing or adjacent to Council stormwater infrastructure Refer to Council's Stormwater Planning Maps	✓							✓
Groundwater	All development intercepting groundwater				✓				
No Sewer	Any property not connected to the Sydney Water sewerage network or which utilises an onsite wastewater management system		✓						
Flooding or Overland flow	All development located on Flood Prone Land Refer to Section 140 Planning Certificates or Council's Flood Maps:- <ul style="list-style-type: none"><li>High Flood Risk Planning Precinct</li><li>Medium Flood Risk Planning Precinct</li><li>Low Flood Risk Planning Precinct</li></ul>					✓			
	All development on land affected by overland flows. Refer to Council's Stormwater Planning Maps							✓	

Water Management Policy

Effective Date

Version 1

Page 6 of 24

## 4 General Requirements

### 4.0 Standard of Design, Construction & Installation

All works are to be designed, constructed and installed in accordance with the following:

- [Auspec1 Design Manual](#)
- [Minor works specification](#)
- *Local Government Act 1993*
- *Roads Act 1993*
- Plumbing Code of Australia
- [Water by Design Technical Guidelines](#)
- Relevant Australian Standards
- Warringah Local Environmental Plan 2000
- [Environment & Health Protection Guidelines for Onsite Sewage Management for Single Households](#)
- [Interim NSW Guidelines for Management of Private Recycled Water Schemes](#)
- Warringah Local Environmental Plan 2011
- Warringah Development Control Plan 2011
- Technical Specifications where specified
- Water Sensitive Warringah Strategic Plan
- Water Sensitive Warringah Technical Paper

## 5 Disposal of Stormwater

### 5.1 General

- (a) Stormwater drainage for all properties must be by gravity means. Mechanical methods of stormwater disposal (e.g. pump-out systems) will only be permitted for draining sub-surface flows from underground areas and basement car parks in commercial or residential flat buildings.
- (b) Diverting flows from one catchment (or sub-catchment) to another catchment (or sub-catchment) will not be permitted. Properties must drain in the direction of their natural catchment.
- (c) Drainage easements obtained through downstream properties for piping flows to a drainage system, at the applicant's expense, are strongly encouraged.
- (d) All drainage structures are to be designed to be visually unobtrusive and sympathetic with the proposed development and the surrounding environment *i.e. water sensitive urban design*.
- (e) *Disposal of stormwater must not unreasonably impact on the downstream environment.*
- (f) Piping the property drainage system across a public road is not permitted. Consideration will be given to extending Council's system across the public road to facilitate disposal of stormwater from the property at the applicant's expense.
- (g) Stormwater drainage works must be approved by Council under the provisions of the *Roads Act 1993* and *Local Government Act 1993*.
- (h) Inability to comply with the requirements of this policy may result in Development Consent not being granted.

## 5.2 Street & Trunk Drainage

- (a) Street and trunk drainage is to be designed and constructed so as to:
  - i. provide convenience and safety for pedestrians and traffic during storm events,
  - ii. minimise damage to private and public buildings, and
  - iii. minimise risks to life and property by overland flow during major storm events.
- (b) Street and trunk drainage must comply with the following specifications:
  - i. [Auspec1 Design Manual](#)
  - ii. [Minor works specification](#)

## 5.3 Discharge to Roads & Maritime Services Drainage System

Where stormwater is to be discharged to the street gutter or underground drainage system of a road that is under the control of the Roads & Maritime Services (RMS), Council will refer the Development Application to the RMS for review.

## 5.4 Properties Unable to Connect to a Council Stormwater Drainage System or Easement

- (a) Any property that is unable to connect to a Council stormwater drainage system, such as land falling naturally away from a Council stormwater drainage system, is required to comply with Council's Stormwater Drainage from Low Level Properties Technical Specification.
- (b) Developments proposing to discharge stormwater to a watercourse or open channel must comply with the requirements of section 8.4 - Stormwater Discharge to Watercourse or Open Channel.
- (c) Where an inter-allotment drainage easement is to be created, a letter of agreement to the creation of the easement from all the affected property owners shall accompany the development application. This is to demonstrate to Council that a suitable easement/s can be obtained. The letter/s shall be accompanied with a plan of the location of the proposed easement/s also signed by all the affected property owners. The letter/s is/are not to contain any conditions that may preclude the creation of the easement.

## 5.5 Stormwater Entering Properties from Upstream Lots

- (a) Runoff currently entering the site from upstream properties should not be obstructed from flowing onto the site nor redirected so as to increase the quantity or concentration of surface runoff entering adjoining properties.
- (b) When a retaining wall is to be constructed across an overland flow path any intercepted flow must be contained within the property where the retaining wall is required and this flow connected to the site drainage system.
- (c) Where the overland flow rates are significant, the requirements of section 9.3 – Overland Flow will need to be satisfied.

## 6 Building Over or Adjacent to Council Drainage Systems and Easements

Council drainage systems may be located within private property. To determine if the property is burdened or is adjacent to a public drainage system, refer to [Council's Stormwater Planning Map](#).

- (a) All development on land containing or adjacent to or proposing to reconstruct/relocate a public drainage system, must comply with Council's Building Over or Adjacent to Constructed Council Drainage Systems and Easements technical specifications.

**Note:**

This does not apply to land with natural (unconstructed) drainage systems and watercourses. In these instances, section 8.4 - Stormwater Discharge to Watercourse or Open Channel and 5.4 - *Properties Unable to Connect to a Council Stormwater Drainage System* and Council's [Protection of Waterways and Riparian Land Policy](#).

## 7 Sustainable Water Management and Onsite Sewage Management Systems

### 7.1 Water Conservation & Reuse

#### 7.1.1 Water Efficiency

- (a) Buildings that are not affected by BASIX that are installing any water use fittings must demonstrate compliance with the minimum standards defined by the Water Efficiency Labelling and Standards (WELS) Scheme. Minimum WELS rated fittings include:

- i. 4 star dual-flush toilets
- ii. 3 star showerheads
- iii. 4 star taps (for all taps other than bath outlets and garden taps)
- iv. 3 star urinals
- v. 3.5 star washing machines
- vi. 4 star dishwashers.

- (b) Cooling towers must:

- i. Connect a conductivity meter to ensure optimum circulation before discharge.
- ii. Include a water meter connected to a building energy and water metering system to monitor water usage
- iii. Employ alternative water sources for cooling towers where practical.

#### 7.1.2 Rainwater Tanks

Rainwater tanks which are connected for internal use (toilet flushing & washing machine) and external reuse (garden irrigation) are encouraged for all developments.

- (a) Rainwater tanks shall comply with the following:

- i. Be fitted with a first-flush device that causes initial rainwater run-off to bypass the tank and must drain to a landscaped area. The first flush device will not be permitted to connect to the stormwater system
- ii. Have a sign affixed to the tank stating the contents is rainwater



- iii. Be constructed or installed in a manner that prevents mosquitoes breeding, such as the use of mesh to protect inlets and overflows
  - iv. Have its overflow connected to an existing stormwater drainage system that does not discharge to an adjoining property, or cause a nuisance to adjoining owners
  - v. Pumping equipment must be housed in a soundproof enclosure
  - vi. Where the rainwater tank is interconnected to a reticulated water supply, it must be installed in accordance with Plumbing Code of Australia, particularly backflow/cross connection prevention requirements.
- (b) If OSD is required for residential development, Council may permit the volume of rainwater reuse to be credited against the calculated OSD storage volume as determined by Council's Onsite Stormwater Detention Technical Specification, provided the rainwater tank is connected for internal reuse.

## 7.2 On-site Sewage Management

Warringah Council is the regulatory authority for on-site sewage management systems under the *Local Government Act 1993*.

All systems must be installed and operated in order to:

- (a) Prevent the spread of disease by micro-organisms
- (b) Prevent the spread of foul odours
- (c) Prevent contamination of water
- (d) Prevent degradation of soil and vegetation
- (e) Discourage insects and vermin
- (f) Encourage the re-use of resources (including nutrients, organic matter and water)
- (g) Minimise any adverse impacts on the amenity of the land on which it is installed or constructed and other land in the vicinity of that land

The owners of the property are responsible for the correct operation and functioning of the onsite wastewater management system. Penalty Infringement Notice and Orders can be issued for systems that do not comply with the approval to operate or cause water pollution.

### 7.2.1 New Systems

- (a) An '[Approval to Install an On-site Sewage Management System](#)' must be obtained prior to the installation or modification of any system as required by the *Local Government Act 1993*. The applicant must submit all information as detailed in the application form.
- (b) All systems must be designed, installed and operated in accordance with:
  - i. *Local Government Act 1993*
  - ii. [Environment & Health Protection Guidelines for Onsite Sewage Management for Single Households](#)
  - iii. [Interim NSW Guidelines for Management of Private Recycled Water Schemes](#)

- iv. AS1547
  - v. Plumbing Code of Australia
  - vi. The manufacturer's specifications, and
  - vii. Any conditions of approval from Council.
- (c) Water use fittings must demonstrate compliance with the minimum standards defined by the Water Efficiency Labelling and Standards (WELS) Scheme. Minimum WELS rated fittings include:
- i. 4 star dual-flush toilets
  - ii. 3 star showerheads
  - iii. 4 star taps (for all taps other than bath outlets and garden taps)
  - iv. 3 star urinals
  - v. 3.5 star washing machines
  - vi. 4 star dishwashers.
- (d) A certificate from a licenced plumber may be required by the Principal Certifying Authority prior to the release of the Occupation Certificate.
- (e) Should 'Approval to Install' be granted, the applicant must then obtain an '[Approval to Operate an On-site Sewage Management System](#)', prior to commissioning of the system. At this time, a risk category will be assigned to the approval which will determine the period of approval.
- (f) The use of pump-out style systems is not the preferred outcome for sewage management and should be proposed only after other on-site disposal systems have been determined as unsatisfactory.

#### 7.2.2 Existing Systems

- (a) All onsite systems must hold a current '[Approval to Operate an On-site Sewage Management System](#)', as required by the *Local Government Act 1993*.
- (b) An Approval to Operate will be assigned a risk category which will determine the period of approval.
- (c) All Aerated Wastewater Treatment Systems (AWTS) must be inspected by an appropriately qualified servicing agent every three months or as specified by the systems NSW Health conditions of accreditation. All costs are at the householders expense. A report must be prepared for each inspection with a copy forwarded to Council. Any faults identified at this inspection must be repaired promptly.
- (d) For modifications of an existing system an '[Approval to Install an On-site Sewage Management System](#)' must be obtained in addition to the satisfying the requirements outlined in 7.2.1.
- (e) All systems will be subject to inspection by Council on a frequency determined by risk. The inspection will identify any Environmental or Public Health issues and where necessary take action to have these matters rectified.
- (f) The destruction, removal or reuse of an on-site sewage management system shall be undertaken in accordance with the NSW Health Advisory Note 3 dated May 2006



["Destruction, Removal or Reuse Of Septic Tanks, Collection Wells, Aerated Wastewater Treatment Systems and other Sewage Management Facility Vessels".](#)

## 8 Protecting Our Environment

This policy aims to protect and improve the health of Warringah's waterways through the appropriate planning, design and operation of stormwater treatments measures for urban development. The outcomes Council seeks include:

- i. The integration of water sensitive urban design measures in new developments to address stormwater and floodplain management issues
- ii. Improve the quality of stormwater from urban development
- iii. Mimic natural stormwater flows by minimising impervious areas, reusing rainwater and stormwater and providing treatment measures that replicate the natural water cycle
- iv. Preserve, restore and enhance riparian corridors as natural systems

### 8.1 Stormwater Quality

Stormwater treatment measures are required to ensure the development does not impact on the receiving waters. The stormwater quality requirements are generally aligned with the catchment classifications as detailed in the Warringah Creek Management Study.

#### 8.1.1 Stormwater Quality Requirements

To determine which stormwater requirements apply to the site use the table below to identify the land type.

Land Type	Table Which Applies
Undeveloped land <sup>i</sup> within a Group A & B Catchment <sup>ii</sup>	Table 3 – Stormwater Quality Objectives
Land within the riparian buffer of a Coastal Upland Swamp in the Sydney Basin Bioregion Endangered Ecological Community <sup>iii</sup>	
All other land not identified above	Table 4 – General Stormwater Quality Requirements

**Notes:**

- i. Refer to the Definition section at the end of this Policy for definitions for "Undeveloped Land".
- ii. Catchment Boundaries & Groupings are identified in the [Warringah Creek Management Study](#)
- iii. To determine if the development is within the riparian buffer of the above noted Endangered Ecological Community, refer to the following: [Section 149 Planning Certificate](#), [Protection of Waterways and Riparian Land Policy](#), [Waterways and Riparian Map](#) and [Threatened and High Conservation Habitat Map](#).

**Table 3 – Stormwater Quality Objectives**

Criteria	Objectives
<b>Stormwater Quality</b>	Stormwater quality discharging from the development shall not impact the receiving waters. Reference shall be made to local data if available, including the Warringah Creek Management Study and the Australian and New Zealand Guidelines for Fresh and Marine Water Quality (ANZECC), or other widely accepted guidelines.
<b>Sediment</b>	Disturbance to stream and wetland sediments is to be minimised by regulated discharge of stormwater and dissipation of flows at discharge locations. Runoff from the development must be retained at natural discharge rates and sediments controlled at the source.
<b>Hydrology</b>	<p>Stormwater flow is to mimic natural conditions and ensure a dispersed pattern of flow, avoiding centralised or concentrated discharge points into the wetland or waterway.</p> <p>Natural flow regimes must be retained. The reduction or increase in flows, alteration in seasonality of flows, changes to the frequency, duration, magnitude, timing, predictability and variability of flow events, altering surface and subsurface water levels and changing the rate of rise or fall of water levels must be avoided.</p>

**Table 4 – General Stormwater Quality Requirements**

Pollutant	Performance Requirements
<b>Total Phosphorous</b>	<u>65% reduction in the post development mean annual load<sup>1</sup></u>
<b>Total Nitrogen</b>	<u>45% reduction in the post development mean annual load<sup>1</sup></u>
<b>Total Suspended Solids</b>	<u>85% reduction in the post development mean annual load<sup>1</sup></u>
<b>Gross Pollutants</b>	90% reduction in the post development mean annual load (for pollutants greater than 5mm in diameter)
<b>pH</b>	6.5 - 8.5
<b>Hydrology</b>	<u>The post-development peak discharge must not exceed the pre-development peak discharge for flows up to the 2 year ARI</u>

**Note:**

<sup>1</sup>The percentage reduction in the post development mean annual loads are relative to the loads from the proposed development without treatment applied.

#### 8.1.2 Standards of Design

- (a) All stormwater treatment measures must be designed in accordance with the requirements of this Policy and the [Water by Design Technical Guidelines](#), and modified for local conditions as appropriate.
- (b) Stormwater treatment measures must be sited on private land. Council will not accept the ownership or maintenance responsibilities of any stormwater treatment devices.
- (c) For alterations and additions and the like, the stormwater quality requirements only apply to the new works.
- (d) Stormwater treatment measures must not be sited within riparian zones or within remnant vegetation.
- (e) Stormwater treatment measures must be kept offline and adequate erosion and sediment controls shall be implemented on site until the site has been fully stabilised. Refer to section 0 for further details for erosion and sediment controls.
- (f) All stormwater treatment measures must be sited in an area which is easily and safely accessible (e.g. road side) and have wet weather access.
- (g) Stormwater treatment measures with a permanent water body must be completely fenced to the standard as required by the *Swimming Pools Act 1992* and associated Australian Standards.
- (h) A positive covenant and Restriction As to User must be registered on the title for the stormwater treatment measures to ensure regular maintenance and reliable operation.

#### 8.1.3 Demonstrating Compliance

- (a) To demonstrate compliance with the relevant stormwater performance requirements, a model preferably through the Model for Urban Stormwater Improvement Conceptualisation (MUSIC), or an equivalent, widely accepted model or methodology must be provided.

Should MUSIC be used, modelling shall be undertaken in accordance with draft NSW Water Sensitive Urban Design Guidelines unless alternative modelling parameters are justified on the basis of local studies. Details of the modelling of those elements, parameters and assumptions used, and all data files must be provided to the Certifying Authority as required by the conditions of consent for the development application.

- (b) The applicant is to engage the services of a qualified Civil Engineer, who has membership to the Institution of Engineers Australia, National Professional Engineers Register (NPER-3) to ensure the development complies with the relevant stormwater quality requirements outlined above.

#### 8.1.4 Operation and Maintenance Plan

An Operation and Maintenance Plan is to be prepared to ensure proposed stormwater quality measures remain effective. For Community Title developments, the Plan is to be included in the Community Management Statement.

The Plan must contain the following:

- a) Maintenance schedule of all stormwater quality treatment devices

- b) Maintenance requirements for establishment period
- c) Routine maintenance requirements
- d) Funding arrangements for the maintenance of all stormwater quality treatment devices
- e) Identification of maintenance and management responsibilities
- f) Vegetation species list associated with each type of vegetated stormwater treatment device
- g) Inspection and maintenance record and reporting
- h) Waste management and disposal
- i) Traffic control (if required)
- j) Maintenance and emergency contact information
- k) Renewal, decommissioning and replacement timelines and activities of all stormwater quality treatment devices
- l) Work Health and Safety requirements
- m) Record keeping

## 8.2 Groundwater Management

- (a) The groundwater regime is to be maintained as close as possible to pre-development conditions and shall not adversely impact on receiving waters and groundwater dependant ecosystems.
- (b) Developments intercepting the water table are classified as Integrated Development and will require concurrence from the NSW Office of Water under the *Water Management Act 2000*.
- (c) Groundwater discharged to the stormwater system shall comply with the discharge requirements detailed in section 8.3 – Erosion, Sediment and Pollution Controls and any relevant legislation.
- (d) Records of all water discharges and monitoring results are to be documented and kept on site. Copies of all records shall be provided to the appropriate regulatory authority upon request.
- (e) Groundwater must be discharged to the nearest stormwater pit in accordance with Council's [Auspec1 Design Manual](#). Discharge to the kerb and gutter will not be accepted.
- (f) Construction techniques, where possible, shall eliminate the need for dewatering i.e. a tanked construction.
- (g) Where below-ground structures are in close proximity to each other (typically less than 3 metres) there shall be no allowance provided for natural flow of groundwater through these narrow corridors, unless adequate justification from a suitably qualified engineer is provided.
- (h) Provision must be made for groundwater flows in the design of perimeter or through drainage system.



### 8.3 Erosion, Sediment and Pollution Controls

- (a) Erosion and sediment controls are to be designed, constructed and installed in accordance with [Landcom's Managing Urban Stormwater: Soil and Construction Manual](#) (2004) and maintained until the site is fully stabilised to prevent pollution of the receiving environment.
- (b) Council will require the submission of the following plans with the development application:
- An **Erosion and Sediment Control Plan** (ESCP) for all development which involves the disturbance of up to 2500m<sup>2</sup> of land.
  - A **Soil and Water Management Plan** (SWMP) for all development which involves the disturbance of more than 2500m<sup>2</sup> of land. A SWMP must be prepared by a suitably qualified Civil Engineer, who has membership to the Institution of Engineers Australia, National Professional Engineers Register (NPER-3).
- (c) The design storm event for the stability of erosion, sediment and pollution control structures is to be taken as the 10-year ARI time of concentration storm event, unless as specified by Council.
- (d) Water to be discharged must be tested and, if required, treated to ensure it meets the water quality criteria and that pollution of the receiving waters does not occur.

Before water can be discharged to the receiving environment, the following criteria must be met, unless subject to an Environmental Protection Licence or site specific criteria.

Parameter	Criterion	Method	Time Prior to Discharge
<b>Oil and grease</b>	No visible	Visual inspection	<1 hour
<b>pH</b>	6.5- 8.5	Probe/meter	<1 hour
<b>Total Suspended Solids</b>	<50mg/L	Meter/grab sample	<1 hour

- (e) Records of all water discharges and monitoring results are to be documented and kept on site. Copies of all records shall be provided to the appropriate regulatory authority upon request.
- (f) All chemicals and hazardous substances must be stored and handled in accordance with relevant State and Federal requirements. This includes providing mandatory spillage containment areas (i.e. bunding) to prevent chemicals entering the stormwater system and storage above the Flood Planning Level if located on flood prone land.

### 8.4 Stormwater Discharge to Watercourse or Open Channel

- (a) Direct discharge to a watercourse is to be avoided. Other alternatives should be considered as detailed in Council's Stormwater Drainage from Low Level Properties Technical Specification.
- (b) The creation of a discharge point within a watercourse is a Controlled Activity under the *Water Management Act 2000* and will require approval from the NSW Office of Water unless exemptions apply (refer to Schedule 5 of the Regulations).
- (c) Only a single discharge point to the watercourse or open channel from the development will be permitted.

- (a) The outlet structure must comply with [Guidelines for Outlet Structures](#) prepared by the NSW Office of Water and Council's [Protection of Waterways and Riparian Land Policy](#) for additional requirements.

## 9 Flood Risk Management

Council is responsible for managing flood risk in the Warringah Local Government Area (LGA). This policy is intended to complement the roles of other Government agencies that provide technical and financial assistance in the development and implementation of flood risk and management plans as well as emergency response.

The following principles will guide Warringah Council in the management of flood risk in accordance with the process outlined in the NSW Government Floodplain Development Manual (2005).

### 9.1 Onsite Stormwater Detention

Onsite Stormwater Detention (OSD) collects stormwater and stores it temporarily before releasing it slowly into the drainage system in order to minimise the impacts from flooding.

- (a) OSD is required for the following developments:
- single residential dwellings where the total existing and proposed impervious areas exceed 40% of the total site area (OSD will not be required for alterations and additions or where the total site area is 450m<sup>2</sup> or less)
  - new residential flat buildings/multi-residential unit dwellings
  - commercial developments
  - industrial developments
  - subdivisions resulting in the creation of three (3) lots or more
  - subdivisions resulting in the creation of two (2) lots or more, OSD will be required where the post developed impervious area of the new lots exceed 40% of the site area of the new lots. This requirement also applies to newly created lots with existing dwellings to be retained
  - Alterations and additions to existing residential flat buildings/multi-residential unit dwellings, commercial developments and industrial developments, OSD is applicable to the extent of the new works only.
- (b) Development requiring OSD must comply with Council's On-site Stormwater Detention Technical Specification.
- (c) A positive covenant and Restriction As to User must be registered on the title for the OSD system to ensure regular maintenance and operation.
- (d) Council will not permit the use of "Drainage Cell" type products for on-site detention storage as access for maintenance or removal of silt/debris is limited.
- (e) Council will allow the volume of rainwater reuse in single residential dwellings to be credited against the calculated OSD storage volume as determined by Council's Onsite Stormwater Detention Technical Specification.



## 9.2 Identifying Flood Risk

Council will develop and implement a flood program to identify and manage flood risk in the Warringah LGA. Prioritisation of activities within the flood program is based on the potential exposure of an area to flood risk, tying in with strategic priorities, as well as availability and quality of existing studies. Council will identify the extent of inundation and the flood behaviour of lagoons, creeks, estuaries and overland flow paths in Flood Studies.

Flood studies and associated plans will be undertaken in accordance with the NSW Government Floodplain Development Manual 2005 and will be updated as required depending on their current and ongoing suitability for use.

All Flood investigations and management plans undertaken by Council will incorporate appropriate community consultation in accordance with Council's Community Engagement Policy and Framework.

### 9.2.1 Climate Change

The impact of climate change on flood behaviour will be investigated in all Council flood investigations. Council will consider sea level rise projections and changes in rainfall and storm surge intensity and frequency, in accordance with latest guidelines and best available information for climate change.

### 9.2.2 Planning Certificates

Council issues Planning Certificates under section 149 of the *Environmental Planning and Assessment Act 1979* which specify such prescribed matters relating to the land as outlined in Schedule 4 of the Regulations, including "Flood related development controls information".

Council has a statutory responsibility to update Planning Certificates as any new or updated flood data becomes available subsequent to the approval from the Council.

The recommendation to Council to update Planning Certificates should be made in the same report as the recommendation to adopt the draft Final Flood Study.

### 9.2.3 Provision of Data to the Public

- a) A Flood Information Report is available from Council (refer Council's fees and charges).
- b) Council will provide the 1% AEP, FPL and PMF levels for a specific property where available.
- c) Flood level information may be subject to change in the future
- d) For large-scale developments, or developments in key flood areas, applicants may be requested to use Council's hydraulic model to assess the impacts. This would be applicable only for a development which is likely to cause a change in the flood regime or requires confirmation that it will create no impact on flooding for neighbouring properties. Hydraulic models are available from Council (refer Council's fees and charges) and recipients will be required to complete the appropriate Data Use Agreement.

### 9.2.4 Development on Flood Prone Land

- a) All development on land identified as being flood prone or subject to overland flows must comply with the requirements of:
  - Section 6.3 - Flood Planning of the Warringah Local Environmental Plan 2011, and

- Section E11 – Flood Prone Land of the Development Control Plan 2011
  - Clause 47 of the Warringah Local Environmental Plan 2000.
- b) A Flood Risk Assessment Report prepared in accordance with Council's [Guidelines for Preparing a Flood Risk Assessment Report](#) is required for any development within land identified as 'flood affected land' meaning land below the Flood Planning Level or the Probably Maximum Flood level if vulnerable development is proposed.

### 9.3 Overland Flow

Overland flow differs from mainstream flooding from creeks or lagoons as they are usually generated from surface run off and overflows from kerbs and smaller pipes, to more serious overland flows involving exceedance in the capacity of major trunk drainage systems.

#### 9.3.1 Identifying Overland Flows

To determine if the subject property is affected by overland flow, a Civil Engineer who is currently registered on the National Professional Engineers Register (NPER), should be engaged to investigate and verify whether the subject property is affected by overland flows during a 1 in 100 ARI event. [Council's Stormwater Planning Maps](#) may assist identifying Council drainage in the vicinity of the property.

#### 9.3.2 Development on Land Subject to Overland Flows

- a) For development on properties subject to overland flow that has not been identified as being flood affected must comply with flood related development controls, in particular the Warringah Local Environment Plan 2011, Warringah Development Control Plan 2011 or Warringah Local Environmental Plan 2000, as appropriate.
- b) Overland flow paths designed to contain a 1 in 100 year ARI storm flow are to be provided over all pipelines that are not designed to cater for this flow. The design of the overland flow path must consider the velocity-depth hazard.
- c) Overland flow paths are to be kept free of obstruction and must not be landscaped with loose material that could be removed during a storm event, such as wood chip or pine bark.

#### 9.3.3 Subdivisions on Lots Affected by Overland Flow

Proposed land subdivisions of lots affected by overland flow will not be approved unless the applicant can demonstrate that future development can comply with the requirements of the Warringah Local Environment Plan 2011, Development Control Plan 2011 or Warringah Local Environmental Plan 2000, as appropriate.

#### 9.3.4 Piping Overland Flows

Developments proposing the collection and piping of overland flow through the subject property will generally not be permitted. Where an existing Council pipeline is to be diverted and/or upgraded, the design is to be in accordance with section 6 - Building Over or Adjacent to Council Drainage Systems and Easements.

## 10 Compliance

Council will apply the [Compliance and Enforcement Policy PL 120](#) for the investigation of alleged unlawful activity, and any enforcement action required in relation to unlawful activity, within the Warringah local government area for which Council is the appropriate regulatory authority.

### 10.1 Audit of Water Management Requirements

Council may undertake audits of developments to ensure the requirements of this Policy and the development consent are met at all times. For any non-compliances identified, Council will apply the provisions of the [Compliance and Enforcement Policy PL 120](#).

### 10.2 Complaints Relating to Private Property

Complaints relating to stormwater from private property are only investigated by Council:

- a) after the parties has exhausted reasonable attempts to resolve the matter with each other
- b) when there is sufficient evidence that the water has caused, or is likely to cause significant soil erosion or physical damage to a building or land.

Council will not take action, when:

- a) water flow problems are caused by natural ground seepage
- b) water flows naturally onto the property from a higher property (or properties)
- c) water flows from a defective or blocked private inter-allotment drainage easement of which the complainant is a part. Private inter-allotment easements are the responsibility of all property owners who are burdened by and/or benefited by the easement
- d) water overflows from a swimming pool due to rainfall.

### 10.3 Removal of Private Trees Threatening Council Stormwater Pipes

- a) To protect Council's stormwater pipes from blockage or structural damage by trees on private land, landowners may be required by Council to remove any tree adjacent to the pipes when it is apparent that the tree's root system has, or is likely to, penetrate the pipeline joints. If the owner refuses to do this after reasonable notification from Council, the owner is to bear the cost of any future maintenance work on the pipeline due to tree root damage.
- b) Removal of private trees threatening Council stormwater pipes are to be conducted according to the following principles:
  - Identification of tree roots within the pipe system, by means of CCTV or visual inspection
  - Removal of root obstruction will be conducted only by the following means:
    - i. unobtrusive removal of tree root mass with no physical interference to the pipe
    - ii. excavation of the tree root mass at pipe location with minimal site disturbance
    - iii. full excavation and replacement of pipe section in accordance with [Auspec1 Design Manual](#).
- c) Tree removal will be at owner's expense.

## 11 Amendments

Nil

## 12 Authorisation

XX XXX 2015

### 13 Who is Responsible for Implementing this Policy?

Group Manager Natural Environment

### 14 Document Owner

Deputy General Manager Environment

### 15 Related Policies

- a) Compliance & Enforcement Policy PL 120
- b) Risk Assessment Framework PL 700
- c) Protection of Waterways and Riparian Land Policy PL 740

### 16 G Legislation and References

- a) *Conveyancing Act 1919*
- b) *Environmental Planning and Assessment Act 1979*
- c) *Environmental Planning and Assessment Amendment (Building Sustainability Index: BASIX) Regulation 2004*
- d) *Environment Protection and Biodiversity Conservation Act 1999*
- e) *Fisheries Management Act 1994*
- f) [Guidelines for Outlet Structures](#) prepared by the NSW Office of Water.
- g) *Local Government Act 1993*
- h) MWH, 2004, [Warringah Creek Management Study](#)
- i) *Protection of the Environment Operations Act 1997*
- j) *State Environmental Planning Policy 25 Building and Sustainability Index: BASIX 2004*
- k) *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*
- l) *State Environmental Planning Policy No. 71 - Coastal Protection*
- m) *Threatened Species Conservation Act 1995*
- n) *Water Management Act 2000*
- o) [Water by Design Technical Guidelines](#)
- p) Warringah Local Environment Plan 2000
- q) Warringah Local Environment Plan 2011
- r) Warringah Development Control Plan 2011



- s) Warringah Council, [Waterways and Riparian Map](#)
- t) Warringah Council, [Protection of Waterways and Riparian Land Policy](#)
- u) Warringah Council, Building Over or Adjacent to Constructed Council Drainage Systems and Easements Technical Specifications
- v) Warringah Council, Stormwater Drainage from Low Level Properties Technical Specification
- w) Warringah Council, Onsite Stormwater Detention Technical Specification
- x) Warringah Council [Compliance and Enforcement Policy PL 120](#)
- y) Warringah Council, Water Sensitive Warringah Strategic Plan
- z) Warringah Council, Water Sensitive Warringah Technical Paper

## 17 Definitions

**Average Exceedance Probability (AEP)** has the same meaning as defined in the Floodplain Development Manual.

**Average Recurrence Interval (ARI)** means the average or expected value of the period between exceedences of a given rainfall event or discharge.

**Catchment** means an area of land, bound by hills, mountains and the like from which all runoff water flows to the same low point. A catchment may possess more than one sub-catchment. Catchment Boundaries & Categories are identified in the [Warringah Creek Management Study](#) and on [Council's Stormwater Planning Maps](#).

**Downstream catchment** means the direct sub-catchment a low level property would drain to via gravity.

**Development** has the same meaning as defined in the *Environmental Planning and Assessment Act 1979*.

**Development application** has the same meaning as defined in the *Environmental Planning and Assessment Act 1979*.

**Drainage** has the same meaning as defined in the Plumbing Code of Australia which means any sanitary drainage, liquid trade waste drainage or stormwater drainage system.

**Endangered Ecological Communities** has the same meaning as defined in the *Threatened Species Conservation Act 1995*.

**Exempt and Complying Development** means any development undertaken under the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.

**Existing development** means any development prior to authorisation of this policy.

**Flood** has the same meaning as defined in the Warringah Development Control Plan 2011.

**Floodplain** has the same meaning as defined in the Warringah Development Control Plan 2011.

**Flood Planning Level (FPL)** has the same meaning as defined in the Warringah Development Control Plan 2011.



**Flood Prone Land** has the same meaning as defined in the Warringah Development Control Plan 2011.

**Flood Risk** has the same meaning as defined in the Floodplain Development Manual.

**Flood Storage** has the same meaning as defined in the Floodplain Development Manual.

**Habitable Room** has the same meaning as defined in the Floodplain Development Manual.

**High Hazard** has the same meaning as defined in the Floodplain Development Manual.

**Impervious area** refers to land covered by impervious surfaces such as buildings, paving, asphalt, tiles, and the like, which limits or prevents infiltration of water.

**Infrastructure Development** means any development undertaken under the State Environmental Planning Policy (Infrastructure) 2007.

**Integrated Development** has the same meaning as defined in the *Environmental Planning and Assessment Act 1979*.

**Inter-allotment drainage easement** has the same meaning as an Easement to drain water as referred to in the *Conveyancing Act 1919*. An easement usually identified on the Certificate of Title issued by the NSW Land and Property Information.

**Inundation** is the experience of getting wet by any source of water including but not limited to fluvial, tidal, oceanic, overland flows, stormwater.

**Low Level Properties** means a property that has the ground level which is lower than the roadway fronting the property.

**New development** means any development being designed or constructed after the authorisation of this Policy.

**Onsite stormwater detention system** means is a stormwater drainage device to control the amount of stormwater discharge to a specified rate. The device is to be constructed on the subject property. Refer to Council's Onsite Stormwater Detention Technical Specification and Onsite Stormwater Detention (OSD) checklist for more information.

**Onsite Wastewater Management System** has the same meaning as Sewage Management Facility as defined in the *Local Government (General) Regulation 2005*.

**Overland Flow** means inundation by excess rainfall runoff, flowing across land before it enters a principal watercourse. Includes sloping areas where overland flows develop along alternative paths once system capacity is exceeded. Land is considered to be flood affected if flow depth is greater than 0.3m, or in the case of high hazard, if flow depth is greater than 0.15m.

**Pollution** has the same meaning as defined in the *Protection of the Environment Operations Act 1997*.

**Probable Maximum Flood (PMF)** has the same meaning as defined in the Warringah Development Control Plan 2011.

**Receiving waters** means a waterway/s into which water discharges from a development.

**Remnant vegetation** has the same meaning as defined in the Warringah Development Control Plan 2011.

**Residential flat development** has the same meaning as defined in the State Environmental Planning Policy No 65 - Design Quality of Residential Flat Development.

**Riparian land** has the same meaning as defined in Council's Protection of the Waterways and Riparian Land Policy.

**Riparian zone** has the same meaning as defined in Council's Protection of the Waterways and Riparian Land Policy.

**Sewage** has the same meaning as defined in the *Local Government (General) Regulation 2005*.

**Single Lot Residential Development** has the same meaning as "dwelling house" as defined in the Warringah Local Environmental Plan 2011.

**Site Area** has the same meaning as the Warringah Local Environmental Plan 2011

**Stormwater** is rain water that flows over the surface of the land as run-off, rather than seeping into the soil.

**Undeveloped land** means land:-

- a) that has not been subject to prior development, or
- b) is in a state of nature, or
- c) with an impervious area of less than 10%.

**Vulnerable Development** has the same meaning as defined in the Warringah Development Control Plan 2011.

**Watercourse** has the same meaning as defined in Council's Protection of the Waterways and Riparian Land Policy.

**Waterway** has the same meaning as defined in Council's Protection of the Waterways and Riparian Land Policy.

**Wastewater** has the same meaning as Sewage as defined in the *Local Government Act 1993*.

**PAS-PL 130**

---

## **Building Over or Adjacent to Constructed Council Drainage Systems and Easements Policy**

---

### **1. The purpose of this policy is**

To ensure that Council's costs and liabilities are minimised when constructing, replacing, maintaining or obtaining emergency access to constructed public drainage systems located within private property.

### **2. Policy statement**

This policy does not apply to natural (unconstructed) drainage systems and watercourses.

When a Development application is lodged on land that is burdened by a Council stormwater drainage system and or easement the principles outlined below are implemented.

### **3. Principles**

The policy is to be implemented according to the following guidelines.

#### **3.1 Environmental Considerations**

In addition to a technical assessment under this policy, any proposal for building over or adjacent to a constructed drainage system will be subject to an environmental assessment in accordance with Council's Local Environmental Plan of the merits or impacts of the proposal. Compliance with the technical requirements of this policy is not to be taken as implying that Council approval will be issued.

#### **3.2 Easements requirements for Council Drainage Systems**

Council will acquire drainage easements over constructed public drainage systems within private property, wherever possible.

When a development application is submitted and the property contains a Council drainage system not burdened by a drainage easement, development consent shall be conditional upon the property owner agreeing to grant Council a drainage easement. All costs including legal and surveying associated with the creation of the easement are to be borne by the applicant.

Where a developer/property owner obtains Council approval to reconstruct and/or relocate any existing constructed public drainage system within the subject site,



## **PAS-PL 130**

the developer/property owner shall create drainage easements in favour of Council, to suit the relocated/reconstructed drainage system.

All costs associated with the reconstruction and / or relocation of Council's drainage system are to be borne by the applicant. This also includes hydrological and hydraulic studies and design plans prepared by a Civil Engineer registered on the National Professionals Engineers Register (NPER).

### **3.3 Hydraulic Design Requirements**

Council's piped or underground drainage system is to cater for all storms up to and including the 1 in 20 year Annual Exceedance Probability (AEP). If the existing drainage system is not designed for the 1 in 20 year AEP then the drainage system will need to be upgraded by the applicant/developer to the 1 in 20 year AEP capacity. The upgrading of Council's drainage system will be required prior to commencement of building works or during the building construction. The required upgrading of Council drainage system may be within the site and or along the street frontage(s) located within the road reserve.

An overland flowpath through the property is to be provided for all storms in excess of the 1 in 20 year AEP, up to and including the 1 in 100 year AEP. The width of any drainage easement shall be governed by the extent of the predicted 1 in 100 year AEP flowpath and also minimum easement width requirements listed below. Where an overland flowpath cannot be provided for all storms up to and including the 1 in 100 year AEP through the property, the piped or underground drainage system is to be upgraded to accommodate the 1 in 100 year AEP flows.

Hydraulic design plans and an accompanying report detailing the Council drainage system upgrade are to be prepared by a Civil Engineer registered on the NPER. The Hydraulic design plans are to be submitted with the Development Application. Hydrological and Hydraulic technical guidelines as specified in Council's Engineering Design Specification -AUSPEC ONE are to be used in the preparation of the Hydraulic design plans and report.

Upstream and downstream impacts are to be considered and minimised to prevent increases in hydraulic flows and water surface levels. All habitable floor areas are to have a 500mm freeboard above the 1 in 100 year AEP water surface level. Basement entry levels, garages, ventilation openings and other potential water entry points are to have a minimum of 500mm freeboard above the 1 in 100 year AEP water surface level.

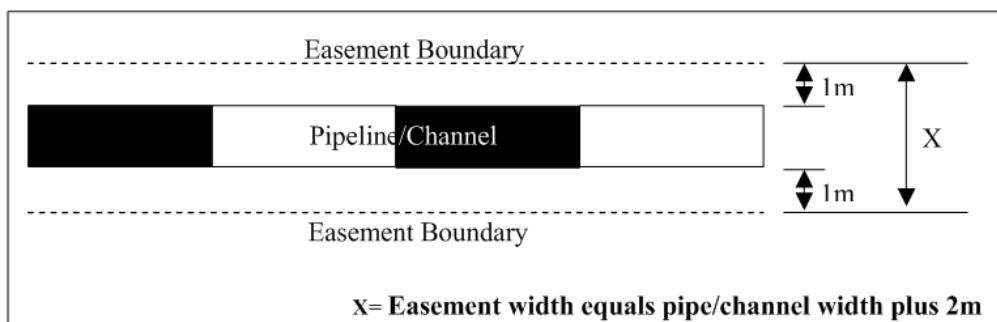
### **3.4 Minimum Easement Width Requirements**

The width of any drainage easement is controlled by the minimum practical width necessary for standard machinery to carry out reconstruction of the public drainage system to current standards and Occupational Health and Safety requirements. For this reason, the minimum width of any drainage easement shall be 3.0 metres.



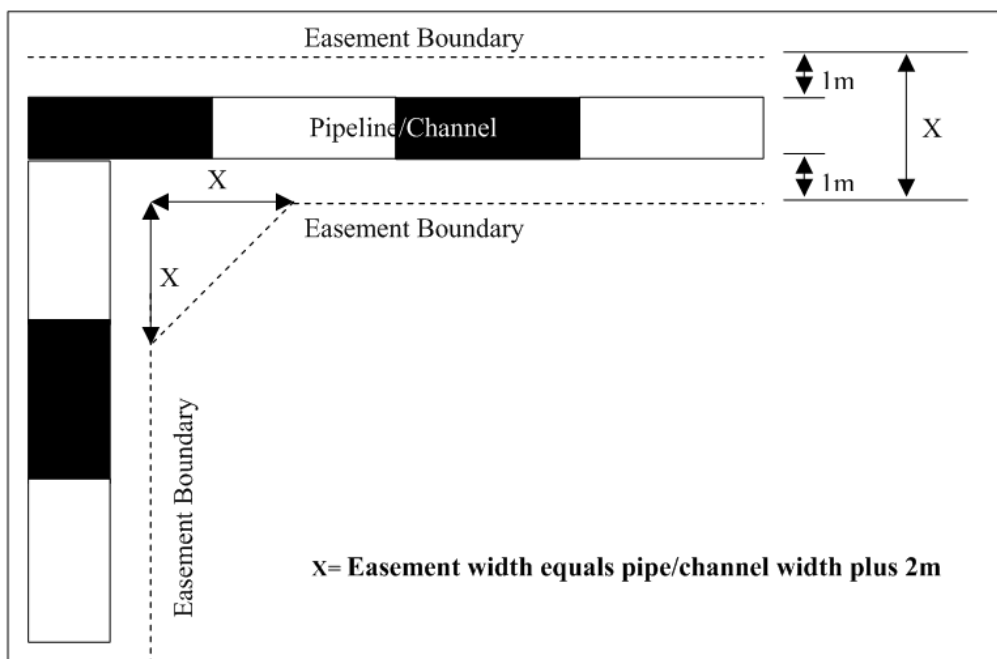
## PAS-PL 130

For pipes/channels having a width greater than 1.0 meter, the drainage easement shall have a minimum width equal to the external width of the pipe/channel plus 2 metres, rounded to the next 0.1 meter (See Figure 1 below).



**Figure 1 - Drainage Easement Width (Straight)**

If bends occur in the Council drainage system then the minimum easement width shall be increased as detailed in Figure 2 below.



**Figure 2 - Drainage Easement Width (Bend)**



**PAS-PL 130****3.5 Permanent Structures over Council's Drainage system**

The construction of buildings or other permanent structures over constructed public drainage systems is not favoured, and will generally not be approved by Council. However, in certain cases consideration may be given to a development proposal which can satisfy the minimum requirements for construction and maintenance access and also comprehensively demonstrate that objectives of this policy will be met. In these cases it will also be necessary to demonstrate that the site cannot be reasonably developed without building over, or by relocating Council's drainage system.

Filling over Council's drainage systems may be permitted, subject to the approval of Council's technical staff with supporting hydraulic studies prepared by a Civil Engineer registered on the NPER.

The hydraulic study is to demonstrate that there are no adverse effects including diversion of overland flow paths and flooding of upstream and downstream properties.

**Note:**

**Construction of buildings or other permanent structures under constructed public drainage systems is not permitted.**

Council may permit structures over constructed public drainage systems which are lightweight and easily demountable or removable such as carports and car stand areas. A Positive Covenant in favour of Council will need be created on the title, requiring any costs related to dismantling, removal, and subsequent re-assembling, re-installation, re-instatement of the above structures to be borne by the property owner.

Fences are to be not be built over Councils drainage system as they impede the overland flow path, unless it can be demonstrated that there are sufficient openings to cater for the overland flow and also prevent the potential for debris blockages. Fences must designed to be able to be readily dismantled. All costs associated with the removal and restatement of the fences is to be borne by the applicant.

**3.5.1 Minimum Requirements for Construction and Maintenance Access**

Council may give a property owner approval to build a permanent structure over an existing Council drainage system where the structure provides adequate access for Council to reconstruct and maintain the drainage system. Council will not approve a structure over a public drainage system which will result in Council incurring additional costs by having to use specialised equipment or construction techniques.



## PAS-PL 130

### a) Dimensional Requirements

Council's dimensional requirements for access are governed by the minimum horizontal and vertical clearances necessary for standard machinery to gain access to, and undertake construction and maintenance of public drainage systems. These clearances include:

- i) The vertical height from the surface level over the public drainage system to the underside of the overlying structure. This is generally governed by the vertical swept path of backhoes, excavators and cranes and must take into account clearances necessary to load and unload standard trucks. The minimum vertical height shall be 5.0 metres.
- ii) The horizontal distance between permanent obstructions along the line of the public drainage system. This is generally governed by turning circles and horizontal swept paths of backhoes, excavators and cranes and must take into account the limited maneuverability capabilities of these standard machines. The horizontal clearance shall be the minimum of 3.0 metres or the pipe /channel diameter plus 2 metres.

The vertical and horizontal clearances through the structure for access to the Council drainage system is governed by the travelling height, width and turning radius of standard construction machinery, and must take into account the size of loaded vehicles required to deliver construction materials or equipment. The minimum vertical clearance shall be 3.5 metres and the horizontal clearance shall be 3.5 metres on straight section with increases provided as necessary on vertical and horizontal curves. A right of carriageway in favour of Council will need to be created over the access way prior to occupation of the building.

#### Note:

**The above dimensional values are minimums only. The required clearances will vary according to the size of the Council drainage system and are subject to the discretion of Council's technical staff.**

### b) Structural Provisions

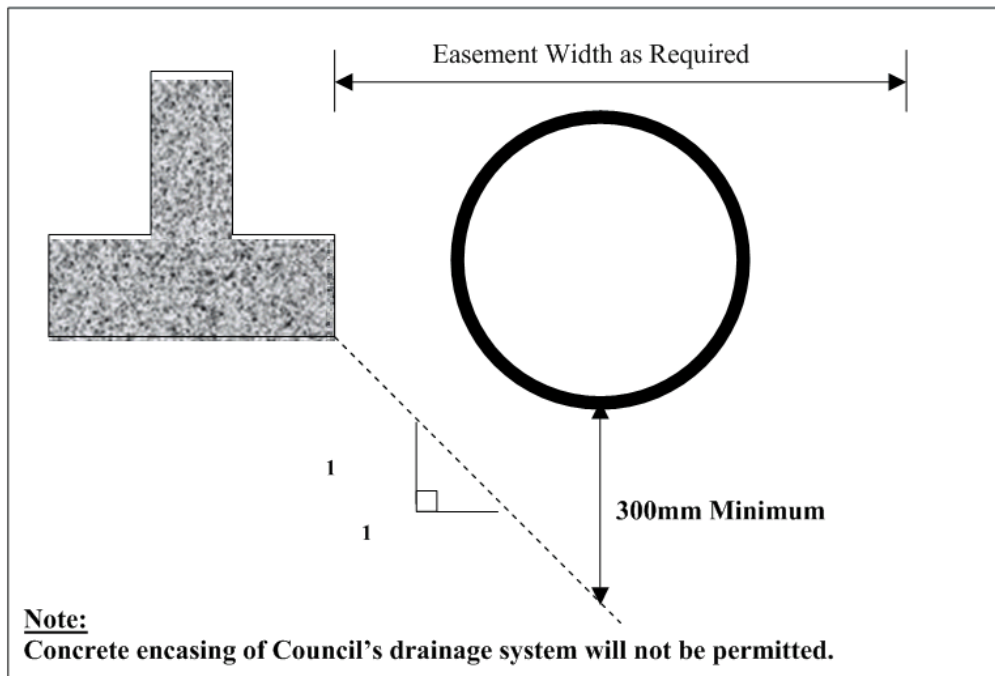
The pavement over which Council will obtain access to the public drainage system shall be designed and constructed in accordance with relevant Australian standards so as to sustain the loadings which would be imposed by Council's construction vehicles.

Any pavement constructed on the surface over the Council drainage system shall include construction joints along each longitudinal edge of the easement over the drainage system, in order to facilitate Council's access to the drainage system. Where pavement consists of structurally reinforced concrete, the pavement within the drainage easement shall consist of suitably sized removable panels, designed as simply supported suspended slabs and include lifting eyes.



## PAS-PL 130

Footings of any building located over or adjacent to an easement or constructed public drainage system are to be a minimum of 300mm below the invert of the public drainage system and may rise by 300mm for each 300mm removed there from. (See Figure 3 below)



**Figure 3 - Footing Placement in Relation to Pipe**

**c) Right of Access by Council**

Provision is to be made to ensure that Council has uninhibited legal right of access through the overlying structure to the Council drainage system.

To ensure that Council has uninhibited access through the overlying structure, for emergency purposes, gates or doors cannot be installed along the path of access, between the public road and the Council drainage system.

To ensure that Council has legal right of access through the overlying structure, a Right of Carriageway is required to be granted to Council over the full length and width of the access, between the public road and the public drainage system. The Right of Carriageway shall be created to facilitate the minimum dimensions required by Paragraph 3.4.1.

**4. Amendments**

Nil

**5. Authorisation**

This Policy was authorised by Council on 28 February 2006.



## PAS-PL 130

---

The Policy is due for review on 28 February 2008.



**PAS-PL 130****6. Who is responsible for implementing this policy?**

Team Leader Development Engineering

**7. Document owner**

Director, Planning and Assessment Services

**8. Legislation and references**

Council's standard engineering design specification Auspec 1.

Council's Stormwater Drainage Policy ENV-PL 410.

**PAS-PL 100**

---

## **On-site Stormwater Detention Rainwater Re-use Policy for Alterations and Additions and new Single Residential Dwellings**

---

### **1. The purpose of this policy is**

To allow rainwater re-use to offset the volume of storage required by Council's "On-site Stormwater Detention Technical Specification", without compromising the OSD system's contribution to stormwater management.

### **2. Policy statement**

On-site Stormwater Detention is required for all new houses where the total impervious area exceeds a certain percentage. With the implementation of the SEPP Building and Sustainability Index Basix 2004, which requires water saving commitments for alterations and additions and new single house development applications. It is proposed to credit the use of rainwater storage determined by Basix against the calculated On-site detention volume as calculated by Council's "On-site Stormwater Detention Technical Specification".

Rainwater re-use can be used for non-potable applications such as watering the garden, irrigation, clothes washing and toilet flushing.

### **3. Principles**

#### **3.1 Basix certificate requirements.**

BASIX is an on-line web based design tool developed by the Department of Planning and Infrastructure in conjunction with other government agencies and public utility authorities to reduce water and energy consumption for all new housing construction.

On the 1<sup>st</sup> of July 2004 Basix commitments were required for all new Development Applications for single dwelling homes, reducing water and energy consumption. This was extended to alterations and additions to single residential dwellings in July 2006.

Basix ensures each new dwelling reduces water consumption by 40% compared with the average home.

Compliance with this target is demonstrated through the completion of a BASIX assessment and the issuing of a **BASIX Certificate**.

The BASIX on line assessment requires information about the proposed development, such as dwelling size, floor area, landscaped area and services.



## PAS-PL 100

The proposal is scored against the potential to use less mains water (potable water), than an average home. By installing rainwater re-use facilities to be used for flushing of toilets and watering of gardens etc.

To obtain a BASIX certificate, development applications complete an on line assessment using the BASIX tool and enter certain site parameters for the proposed development. A BASIX certificate can be obtained at [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au).

### 3.2 Rainwater re-use and On-site Stormwater Detention (OSD).

Council encourages the re-use of rainwater and where OSD is required as part of a development, Council will allow the volume of rainwater re-use to be credited against the calculated OSD storage volume as determined by Council's On-site Stormwater Detention Technical Specification.

**\*\*REVISED OSD VOLUME = Determined OSD volume (Council Specification) – BASIX certificate storage volume.**

**\*\* Revised OSD Volume to be a minimum of 50% of determined OSD volume (Council OSD Specification)**

The maximum storage volume as determined by the BASIX tool will be credited against the calculated OSD volume. **Additional storage beyond the determined BASIX volume will not be credited.**

**To achieve a full credit against the determined OSD volume rainwater re-use must be used for flushing of toilets as a minimum.**

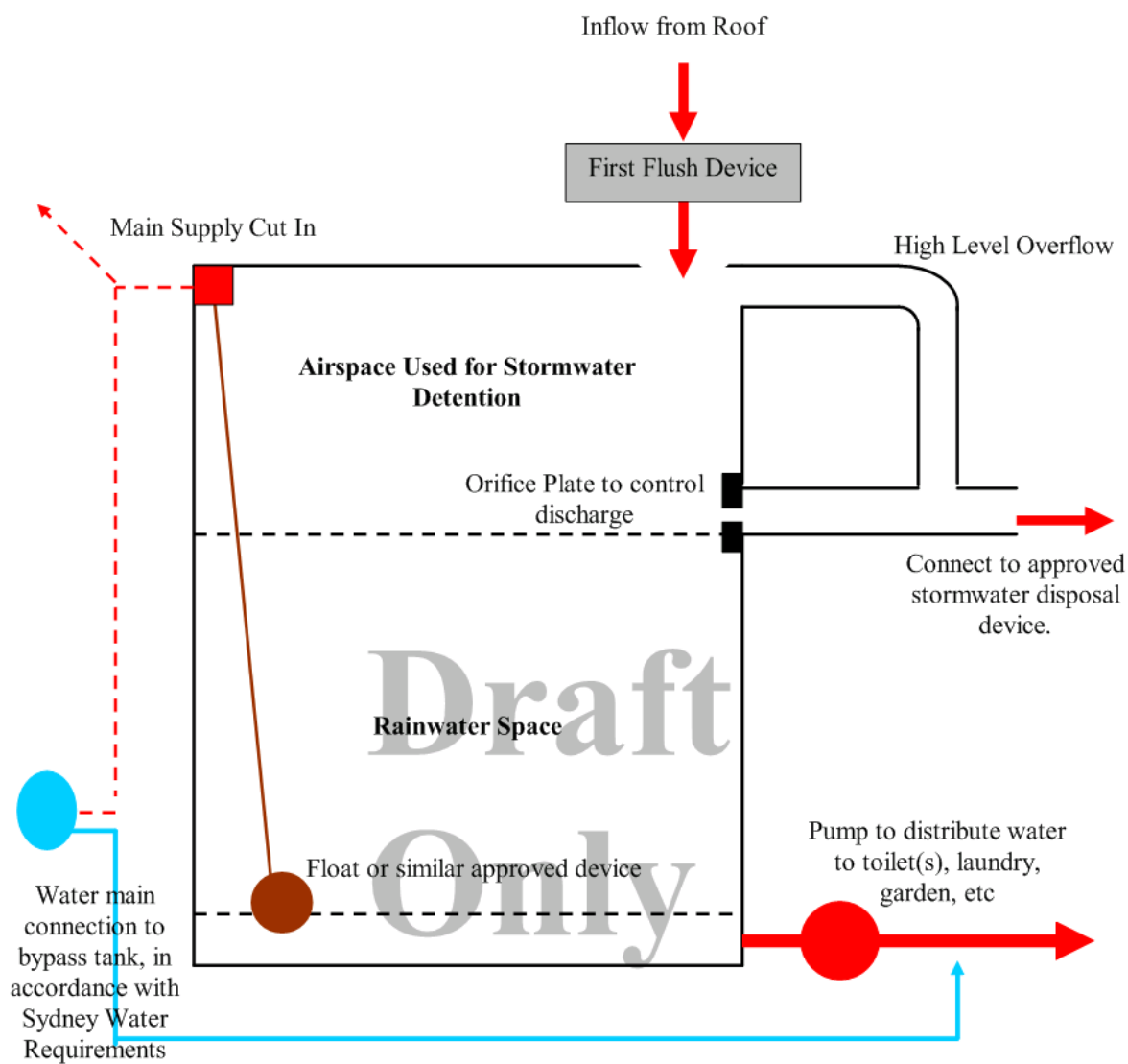
The stored rainwater can be used for non-potable usage such as watering of gardens, toilet flushing, washing cars, clothes washing etc. Combining OSD and rainwater re-use water in one tank is permitted. The tank can either be located above or below the ground, with typically the bottom of the tank being used for re-use whilst the top is used for OSD storage. Engineering details are to be submitted together with the drainage plans at the lodgement of the Development Application. Details are also to include to water re-use system including tank location and hydraulics plan.

A dual purpose OSD / rainwater re-use tank that collects only roof water from the roof may allow the majority of stormwater runoff from the site to be uncontrolled.

The design must ensure at least 50% of the site is routed through the OSD system.

**The calculated permissible site discharge (PSD) is not to be adjusted as determined by the OSD Technical specification.**

### 3.3 Typical Combined Rainwater/ On-site Stormwater Detention Tank



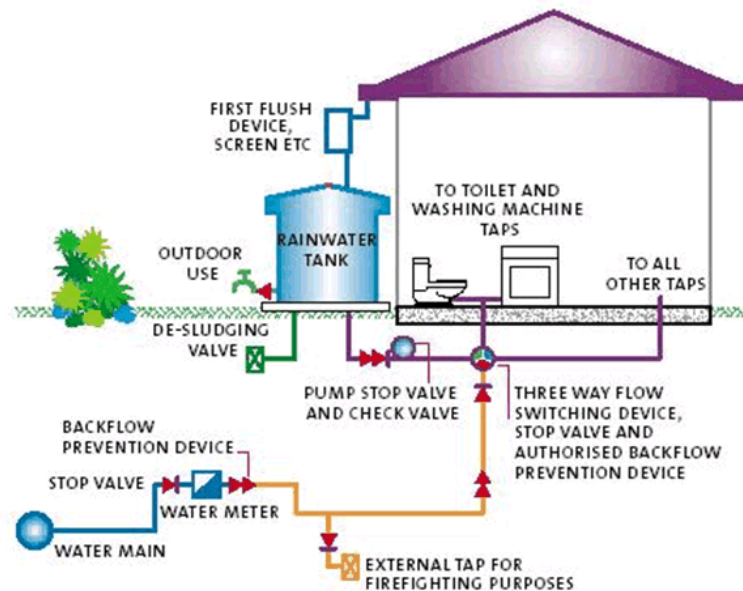


Diagram obtained from brochure 'Installing a Rainwater Tank' by Sydney Water.

### 3.4 Greywater re-use

**In addition to rainwater reuse for non-potable sources re-use of domestic grey water may be considered.** Grey water is not to be credited against the calculated OSD volume.

Grey water is by definition wastewater from showers, baths, hand basins laundry tubs and washing machines. It does not include wastewater from toilets, kitchen sinks and dishwashers. This is called **Blackwater**.

#### 3.4.1 Greywater re-use systems

##### - Greywater diversion devices (GDD)

Diversion devices allow the redirection of household grey water through plumbing fixtures that to sub-surface irrigation systems. The grey water can be directed back to the sewer when not required in the garden or during wet weather. The devices can either be gravity fed or rely on a pump and surge tank set up, which regulates the flows.

A greywater diversion device must be installed in accordance with the most recent edition of **NSW Health's Greywater reuse in sewerred single domestic premises**.

##### - Domestic greywater treatment systems (DGTS)



**PAS-PL 100**

Domestic grey water treatment systems collect, store and treat greywater to a quality that is acceptable for direct uses onto the surface of the garden. The treatment process involves, the settling of solids, anaerobic digestion, aeration, and chemical treatment.

The DGTS must either by:

- 1) A greywater system device accredited by NSW Health in accordance with the DGTS Accreditation Guideline,
- 2) An aerated wastewater treatment system (AWTS) accredited by NSW Health in accordance with the NSW Healths AWTS guidelines or,
- 3) A facility that is purpose designed for a particular premise and approved in accordance with the Local Government (Approvals) Regulation 1999.

**4. Amendments**

Amended march 2007, to add Basix requirements for alterations and additions.

**5. Authorisation**

This Policy was adopted on 22 November 2005

It was last amended on 27 July 2007.

**6. Who is responsible for implementing this policy?**

Team Leader Development Engineering

**7. Document owner**

Director, Planning and Assessment Services

**8. File number**

EDMS: Policy Register

**9. Legislation and references**

- Environmental Planning and Assessment Amendment (Building Sustainability Index: BASIX) Regulation 2004
- Environmental Planning and Assessment Act 1979 No 203
- SEPP 25 Building and Sustainability Index Basix 2004

**9.1 Definitions**



## PAS-PL 100

---

None.

**ENV-PL 415**

---

## **Removal of private trees threatening Council stormwater pipes**

---

### **1. The purpose of this policy is**

To protect Warringah Council's stormwater pipes from blockage or structural damage by trees on private land.

### **2. Policy statement**

Landowners are to remove any tree adjacent to the pipes when it is apparent that the tree's root system has, or is likely to, penetrate the pipeline joints. If the owner refuses to do this, he/she is to bear the cost of any future maintenance work on the pipeline due to tree root damage.

This policy will be implemented by Warringah Council and in consultation with appropriate service divisions.

### **3. Principles**

Removal of private trees threatening Council stormwater pipes will be conducted according to the following principles:

- 3.1 Identification of tree roots within the pipe system, by means of videoing or visual inspection.
- 3.2 Removal of root obstruction will be conducted only by the following means:
  - a) unobtrusive removal of tree root mass with no physical interference to the pipe
  - b) excavation of the tree root mass at pipe location with minimal site disturbance
  - c) full excavation and replacement of pipe section, conducted under Warringah Council's guidelines and recommendations for Stormwater Construction
- 3.3 Tree removal will be at owner's expense.

### **4. Amendments**

ENV-PL 415 Removal of private trees threatening Council stormwater lines supersedes policy number 4.3.01.

This report was amended on 7 August 2006.

**ENV-PL 415****5. Authorisation**

The removal of private trees threatening Council stormwater lines policy was authorised by Council on 14/8/1984.

This policy is due for review on 31 December 2003.

**6. Who is responsible for implementing this policy?**

Manager Assets

**7. Document owner**

Director, Customer and Community Services.

**8. File number**

170.003.002

**9. Legislation and references**

-

**9.1 Definitions**

None.

**ENV-PL 410**

---

## **Stormwater Drainage Policy**

---

### **1. The purpose of this policy is**

to protect life and property during major floods, reduce inconvenience during minor floods, protect the quality of receiving waters and lift public awareness.

### **2. Policy statement**

Council aims to provide protection from stormwater drainage problems by implementing a series of controls as outlined in the principles below.

### **3. Principles**

The Stormwater Drainage policy is to be implemented according to the following guidelines:

#### **3.1 To protect life and property during major floods:**

to maintain surface flowpaths on all land to protect the urban environment from the effects of stormwater flows, especially those flows resulting from major (infrequent) storm events.

Surface flow shall be controlled so as to negate (or reduce to an acceptable frequency) the possibility of flooding buildings (houses, factories, shops, hospitals etc) and/or danger to life at any location (pathways, roads, lanes, parks, building forecourts, plazas etc) by utilising:

- natural or existing routes
- road reserves as controlled extreme event floodways
- parkland adjacent to major and minor, intermittent and perennial watercourses as floodways
- parkland for the storage of flood flows where appropriate as flood mitigation basins
- the removal of flood affected development from floodways and the prohibition of further development in floodways
- the creation and maintenance of flood paths within development by careful attention to site levels
- fixing floor levels for all development to reduce the risk of flood damage





- augmenting the pipe/channel network where the other measures cannot be implemented.

### 3.2 To reduce inconvenience during minor floods

Pipe/channel systems should be used to minimise or negate disruptions and/or danger to both pedestrian and vehicular traffic that may be caused by uncontrolled surface stormwater flows resulting from frequent storm events.

The principal function of the urban pipe/channel drainage system is to maintain the viability of the transport infrastructure and NOT flood control. The pipe/channel drainage system should only be considered as a flood control measure when it is proposed and analysed as part of the surface drainage for major floods detailed in (1).

The pipe/channel drainage system may comprise:

- natural creeks and watercourses
- open earth and concrete lined channels
- underground pipelines and box culverts
- on-site stormwater detention systems.

### 3.3 To protect the quality of receiving waters:

The quality of receiving waters are to be protected and enhanced by the provision of water quality control devices and public education.

Water quality control devices include:

- mini wetlands
- trash racks
- gross pollutant traps (GPT)
- water quality control ponds.

These devices will be constructed to:

- remove paper
- bottles
- grass
- other trash, silt floatables including oils, deleterious chemicals and excessive nutrients from stormwater flow.

**ENV-PL 410****3.4 Public awareness:**

The public will be informed of the contents and implications of Council's Stormwater Drainage policy and will be encouraged to protect themselves from flooding.

Guidelines and procedures will be prepared and distributed by Council to ensure as far as possible the objectives of this policy are achieved.

**4. Amendments**

ENV-PL410 Stormwater Drainage Policy supersedes Policy "Stormwater Drainage" implemented in 1992.

**5. Authorisation**

This policy was authorised by Council in 1992.

This policy is due for review in 31 December 2003.

**6. Who is responsible for implementing this policy?**

Service Unit Manager, Environmental Management.

**7. Document owner**

Environmental Management.

**8. File number****9. Legislation and references****9.1 Definitions**

None.



## Warringah Council Policy

### Policy No. PDS – POL 136

## Stormwater Drainage from Low Level Properties

---

### 1 Purpose of Policy

To manage overland flow, nuisance flooding and groundwater related damage caused by low level properties to adjacent downstream properties during storm events.

To manage the impact of stormwater runoff on Council's stormwater drainage infrastructure as a result of any Development on a low level property and ensure low level properties drain to their natural downstream catchment.

To provide guidance for owners of properties when submitting a Development Application to determine the appropriate drainage system where the property falls (naturally) away from the street.

The policy applies to all developments and land use.

### 2 Principles

This policy applies to all types of developments and land uses where these properties fall naturally away from the street. The requirement for stormwater disposal is dependent on the type of proposed development or proposed land use for the property.

For Zone R2 Low Density Residential Dwelling Houses, the property owner or developer is required to manage stormwater drainage according to the sequence of steps as outlined in sections 2.1 and 2.2 of the Policy

For all land use excluding Zone R2 Low Density Residential Dwelling Houses, the property owner or developer is required to manage stormwater drainage in accordance with section 2.3 of the Policy.

Council is to be satisfied that all avenues of the first or preceding step have been exhaustively investigated and considers these avenues to be impractical or unviable, prior to consenting the property owner or developer to progress to the next step.

#### 2.1 Zone R2 Low Density Residential Dwelling House (for alteration and additions to existing dwelling houses) where an onsite stormwater detention is not required

A Development Application for a Zone R2 Low Density Residential Dwelling House where an On-site stormwater detention system is not required for the low level property, will require stormwater disposal from the site in accordance with the following steps:

##### STEP 1

Connection of stormwater to the existing stormwater disposal system will be permitted under the following circumstances:

- i. Connection into an inter-allotment stormwater pipeline or Council's stormwater pipeline subject to the drainage pipeline having sufficient capacity

Policy No.

- and the property owner having formal drainage easement(s) created over the above pipeline within the downstream property(s) or,
- ii. Existing drainage system was previously approved by Council and,
- iii. There are no valid objections of overland flow and groundwater related damage and the associated inconvenience from downstream property owners.

#### STEP 2

Where the means of disposal in Step 1 are not available, the use of an on-site absorption system will be permitted subject to the following:

- i. The on site absorption system is designed by a suitably experienced and qualified civil engineer and,
- ii. The on site absorption system will not have an adverse impact upon adjoining and/or downstream properties by the direction or concentration of stormwater on those properties and,
- iii. Soil absorption characteristics and other physical constraints indicate the on site absorption system is appropriate for the property (see Attachment 2 – On site Absorption Design Guidelines)
- iv. The on-site absorption system shall require the creation of a Positive Covenant and Restriction on Use of Land over the system.

#### STEP 3

Where the means of disposal in Steps 1 and 2 are not available, stormwater disposal from the site shall be via a gravity fed pipeline. This will require an easement to drain stormwater to Council's drainage infrastructure through the downstream property(s).

The property owner is to approach the adjoining downstream property owner(s) to request an easement be granted for the purpose of draining stormwater to Council's drainage system (See sample letter, Attachment 1). If the property owner is unable to attain any written responses from the adjacent downstream property owner, the property owner is to then enclose a Statutory Declaration stating that the above.

#### STEP 4

Where the means of disposal in Steps 1, 2 and 3 are not available, the use of level spreader will be permitted subject to the following circumstances:

- i. The level spreader will have minimal impact on the upon adjoining bushland reserves and parks by the direction and flow of stormwater on the above reserves and park and,
- ii. Soil absorption characteristics and other physical constraints indicate the on site absorption system is not appropriate for the property (see Attachment 2 – On site Absorption Design Guidelines) and,
- iii. Compliance with any requirements of the affected downstream property owners, and
- iv. The level spreader shall require the creation of a Positive Covenant and Restriction on Use of Land over the system.



Policy No.

#### STEP 5

Council may, at its discretion, consider other methods of stormwater disposal only if all of the abovementioned methods have been exhaustively investigated and were considered not appropriate for this development.

**Note :** If no other method of stormwater disposal is feasible, the Development Consent may be refused.

### **2.2 Zone R2 Low Density Residential Dwelling House (for all new dwelling houses or alteration and additions to existing dwelling houses) where on - site stormwater detention is required**

A Development Application for a Zone R2 Low Density Residential Dwelling House where an On-site stormwater detention System is required will require stormwater disposal from the site to be in accordance with the following steps:

#### STEP 1

Option 1 – Connection of stormwater to an existing Council stormwater drainage line located within the subject site, subject to the drainage line having sufficient capacity.

OR

Option 2 – Connection of stormwater to an existing inter-allotment drainage easement and pipeline subject to the property owner demonstrating the inter-allotment pipeline has sufficient capacity and the property owner having a formal drainage easement(s) created over the inter-allotment pipeline within the downstream property(s).

#### STEP 2

Where the means of disposal in Step 1 is not available, Option 1 – Stormwater disposal from the site is to be via a new gravity fed pipeline. This will require an easement to drain stormwater to Council's drainage infrastructure through the downstream property(s).

The property owner is to approach the adjoining downstream property owner(s) to request an easement be granted for the purpose of draining stormwater to Council's drainage system (See sample letter, Attachment 1). If the property owner is unable to attain any written responses from the adjacent downstream property owner, the property owner is to then enclose a Statutory Declaration stating the above.

OR

Where the means of disposal in Step 1 is not available, Option 2 – Council will accept the use of an on-site absorption system subject to the following:

- i. The on-site absorption system will not have an adverse impact upon adjoining and/or downstream properties by the direction or concentration of stormwater on those properties and,
- ii. Soil absorption characteristics and other physical constraints indicate the on site absorption system is appropriate for the property (see Attachment 2 – On-site Absorption Design Guidelines), and
- iii. The on-site absorption system shall require the creation of a Positive Covenant and Restriction on Use of Land over the system.





Policy No.

### STEP 3

Where the means of disposal in Steps 1 and 2 are not available, Option 1 – The use of a charged line to drain roof runoff to the kerb and gutter system fronting the site will be acceptable provided:

- i. Stormwater is discharged into the same catchment (or sub-catchment), in comparison to stormwater being discharged to follow the natural fall of the land to the rear of the subject site, and
- ii. The property owner demonstrating that the kerb and gutter system including any low level driveways fronting the street has sufficient capacity to cater for the 1 in 100 year ARI storm event from roof runoffs from all applicable properties fronting the same road, and
- iii. On-site absorption system will be required to collect stormwater from impervious areas of the development that cannot drain by gravity to the kerb and gutter system (see Attachment 2 – On site Absorption Design Guidelines), and
- iv. The on-site absorption system shall require the creation of a Positive Covenant and Restriction on Use of Land over the system.

OR

Option 2 – The use of a level spreader to discharge stormwater will be acceptable to Council subject to the following :

Stormwater flows from the whole site are to be restricted to the 1 in 5 year ARI “state of nature” storm event, for all storm events up to and including the 1 in 100 year ARI storm event. This system will require the provision of an on-site stormwater detention system.

Council may, at its discretion, consider other methods of stormwater disposal only if all of the abovementioned methods have been exhaustively investigated and were considered not appropriate for this development.

**Note : If no other method of stormwater disposal is feasible, the Development Consent may be refused.**

### **2.3 All Land use excluding Zone R2 Low Density Residential Dwelling Houses**

A Development Application for land use other than Zone R2 Low Density Residential Dwelling Houses, i.e., Subdivision Developments, Commercial Developments, Industrial Development and Mixed Commercial/Industrial/Residential will require stormwater disposal via a gravity fed pipeline where these properties fall naturally away from the street.

This will require an easement to drain stormwater to Council’s drainage infrastructure through the downstream property.

An application under Section 88K of the Conveyancing Act 1919 can be made to allow the Court to consider making an order to impose an easement over land if the easement is reasonably necessary for the effective use or development of other land that will have the benefit of the easement.

Council may, at its discretion, consider other methods of stormwater disposal only if all of the abovementioned methods have been exhaustively investigated and were considered not appropriate for this development.

**Note : If no other method of stormwater disposal is feasible, the Development Consent may be refused.**



Policy No.

## **2.4 Pump-out systems**

Council will only permit pump-out systems for draining sub-surface seepage flows from under-ground areas, such as basement garages where the seepage flows are minor and intermittent. The pump-out discharge line is only to be connected to a Council stormwater gully pit and not to the kerb and gutter.

The use of sump and pump-out systems for the disposal of stormwater flows are only to be used for the drainage of surface flows from basement vehicle entry driveways.

Council will not accept stormwater disposal to the public road fronting the low level property by employing pump-out systems because of the following reasons:

- i. Potential failure of the pump-out system and consequent stormwater related damage to property and adjacent properties, and
- ii. Diverting flows from one catchment (or sub-catchment) to another catchment (or sub-catchment) burdened that catchment (or sub-catchment) with additional stormwater flows that may cause nuisance flooding or exasperate existing flooding problems.

The public road drainage system fronting the low level property was not designed to adequately cope with the additional stormwater flows from these pump-out systems or charged drainage lines.

## **3 Authorisation**

This Policy was adopted by Council on 27 October 2009.

It is effective from 27 October 2009.

It is due for review 27 October 2014.

## **4 Amendments**

N/A.

## **5 Who is responsible for implementing this Policy?**

Team Leader - Development Engineering

## **6 Document owner**

Director - Planning and Development Services

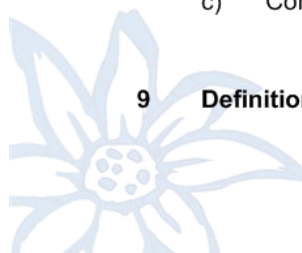
## **7 Related Council Policies**

Stormwater Drainage Policy ENV – PL410

## **8 Legislation and references**

- a) Local Government Act 1993, Section 124 Order Number 12
- b) Sydney Coastal Councils Group groundwater management handbook
- c) Conveyancing Act 1919-Section 88K.

## **9 Definitions**



Policy No.

- a) Zone R2 Low Density Residential Dwelling Houses – land use as referred to in the Draft Warringah Local Environment Plan 2009
- b) Low Level Property – a property that has the ground level which is lower than the roadway fronting the property.
- c) Level spreader – a device that allows for the even distribution of flows across the land.
- d) Downstream catchment – the direct sub-catchment a low level property would drain to via gravity.
- e) State of nature – the undeveloped condition of a property, that is, the property is grassed or turfed
- f) On-site stormwater detention system – a stormwater drainage device to control the amount of stormwater discharge to a specified rate. The device is to be constructed on the subject property. Refer to Council's On-site Stormwater Detention Technical Specification and On-site Stormwater Detention (OSD) checklist for more information.



Policy No.

Attachment 1

Dear .....

I/we .....  
are proposing to redevelop our property at .....

Before we can proceed with this proposal Council has advised us that we have two options for the drainage of stormwater, the first, which is Council's preferred method, is to obtain a drainage easement to convey the stormwater runoff from our property to the nearest public stormwater drainage infrastructure or Council approved discharge point, being .....

This will require you to grant me/us a drainage easement through your property with all legal and survey costs for the creation of the easement being borne by us, together with any consideration for the use of your property as determined by an independent valuation or agreement. (Attach independent valuation or agreement to this form)

The other alternative is to install an underground absorption system or level spreader (if appropriate for this site) to spread and disperse the stormwater flow. As the runoff and seepage from this system may flow towards your property because of the slope of the land, the best solution would be to have a drainage system that will convey our stormwater via an inter-allotment drainage pipe to .....

You are advised that if Council determines that the only way for the drainage of stormwater is via an easement through your property, I/we may have to use Section 88K of the Conveyancing Act 1919 to request the Supreme Court to grant me/us the drainage easement. This will probably result in legal expenses and time spent for both you and I/us.

Could you please indicate your position regarding this matter so that we can advise Council to enable our application to progress.

YES I/we are willing to grant you a drainage easement.

.....

Name Address

NO I/we are not willing to grant you a drainage easement.

.....

Name Address



Policy No.

Attachment 2

**WARRINGAH COUNCIL STORMWATER ON-SITE ABSORPTION DESIGN GUIDELINE**

1. A consulting geotechnical engineer must submit a geotechnical report providing the following details (where applicable) for the proposed location of the absorption/dispersal trench:
  - Depth to rock
  - Depth to the water table
  - Measured infiltration rate (in litres/square metres/second)
  - Infiltration rate that can be maintained in the long term
  - Minimum distance any infiltration system should be located clear of property boundaries
  - Whether the use of infiltration is likely to cause seepage problems to the proposed structure or to any adjoining properties
  - The use of any waterproofing to protect underground areas
  - Any special requirements for the design of walls or footings on the siteThe above information must be submitted to Council to determine whether any absorption system is permitted for the site.
2. The absorption pit is to be designed for an Average Recurrence Interval (ARI) storm of 50 years using DRAINS computer software based on the infiltration rate that can be maintained in the long term. An overflow mechanism in the form of a level spreader must be provided for all storms greater than the 50 year ARI storm, up to and including the 100 year ARI storm. The overflow mechanism is required to minimise overland flow disturbance to the lower property.
3. The roof guttering and downpipe system should be designed to collect the 50 year ARI design rainfall and pipe it to the absorption system, or alternatively provide for surface collection of guttering overflows into the absorption system.
4. A site plan showing the location of absorption pit(s) relative to fences and to the buildings on-site and on neighbouring properties must be provided. The pipe layout with sizes and grades is also to be shown. Drainage calculations must be submitted with the plans.
5. Where a high water table is encountered and a gravel filled trench design is proposed, the base of the trench should be at least 500mm above the water table to accommodate fluctuations of the groundwater.
6. When considering available storage volumes for the storage design methods, a maximum of 20% voids in the base aggregate may be used. Volumes in the end pits and the Everglas Trench systems may also be used.
7. The absorption pit should not be located within three metres of the side or rear boundary, or three metres from any on-site building or neighbouring buildings.





Policy No.

Attachment 3

#### **WARRINGAH COUNCIL STORMWATER LEVEL SPREADER DESIGN GUIDELINE**

1. Level spreader is to be designed by a suitably qualified and experienced Civil Engineer, who has Membership to the Institution of Engineers Australia.
2. Stormwater flows from the whole site are to be restricted for all storm events up to and including the 1 in 100 year ARI storm event. This system will require the provision of an on-site stormwater detention system.
3. Total discharge including bypass flows and controlled flows through the level spreader must not exceed the 1 in 5 year ARI state of nature storm event.
4. The level spreader should not be located within three metres of the side or rear boundary, or three metres from any on-site building or neighbouring buildings.
5. The level spreader ideally is to be located as far as possible from the downstream boundary.
6. Level spreader must not directly or indirectly, result in the concentration and increase of surface flows downstream of the property.



**STR-PL 820**

---

## Water Sensitive Urban Design

---

### 1. The purpose of this policy is

- To establish Council's commitment to sustainable water management and demonstrable Council's Corporate Commitments to sustainable development.
- To improve the ecological condition of urban streams, catchments and receiving waters by addressing water as a resource and managing the total water cycle in a more sustainable manner.
- To improve the way development is carried out in Warringah by promoting more sustainable, economic and practical management of the total water cycle.

### 2. Policy statement

Stormwater management has historically focussed on directing water away from properties and managing pollution, flooding and erosion problems within the drainage system. It is now widely recognised that rainwater should be used within buildings and delivered to the environment in a more sustainable fashion, replicating natural water cycles. The advantages of sustainable water management extend beyond the environmental benefits of improved receiving water quality, reduced quantity of storm flows and reduced demand on the reticulated water supply. Development, construction and maintenance costs can be reduced with an integrated series of water management techniques that utilise water as an asset rather than a nuisance. A combination of recreational, habitat and flood mitigation benefits can be gained from the same piece of land while improving the amenity of the land to the community. The practice of sustainable water management is usually referred to as water sensitive urban design or integrated water cycle management.

### 3. Principles

- Council will actively develop and implement planning controls and guidelines that support integrated water cycle management for Council's operations and for the community consistent with the principles of ecologically sustainable development
- Council will employ the principles of integrated water cycle management in the development and management of Council and community assets
- Council will actively promote the benefits of integrated water cycle management
- Council will work in partnership with agencies and organisations in the pursuit of integrated water cycle management

**STR-PL 820****4. Amendments**

This Policy is to be reviewed during the 2006 – 2007 Management Plan cycle.

**5. Authorisation****6. Who is responsible for implementing this policy?**

The responsibility for implementing this policy is with the General Manager.  
People who have responsibilities under this policy are:

Executive Team  
Service Unit Managers

**7. Document owner**

Manager Policy and Planning

**8. Dataworks Registration Link**

Water Sensitive Urban Design  
Water Conservation  
Policy Register for Council

**9. Legislation and References****9.1 Definitions**

Water Sensitive Urban Design: Water sensitive urban design (WSUD) or integrated water cycle management, seeks to ensure that development is carefully designed, constructed and maintained so as to minimise impacts on the natural water cycle. It is part of the contemporary trend towards more 'sustainable' solutions that protect the environment. Water sensitive urban design can help counteract many of the negative impacts of urban development on the natural water cycle. By utilising appropriate measures in the design and operation of development, it is possible to:

- maintain and restore natural water balance
- reduce flood risk in urban areas
- reduce erosion of waterways, slopes and banks
- improve water quality in streams and groundwater
- make more efficient use of water resources
- reduce the cost of providing and maintaining water infrastructure
- protect and restore aquatic and riparian ecosystems and habitats



## STR-PL 820

- protect the scenic, landscape and recreational values of streams and beaches.

Further information on WSUD can be found within the Data Works subjects listed in the File reference.

### 9.2 Legislation

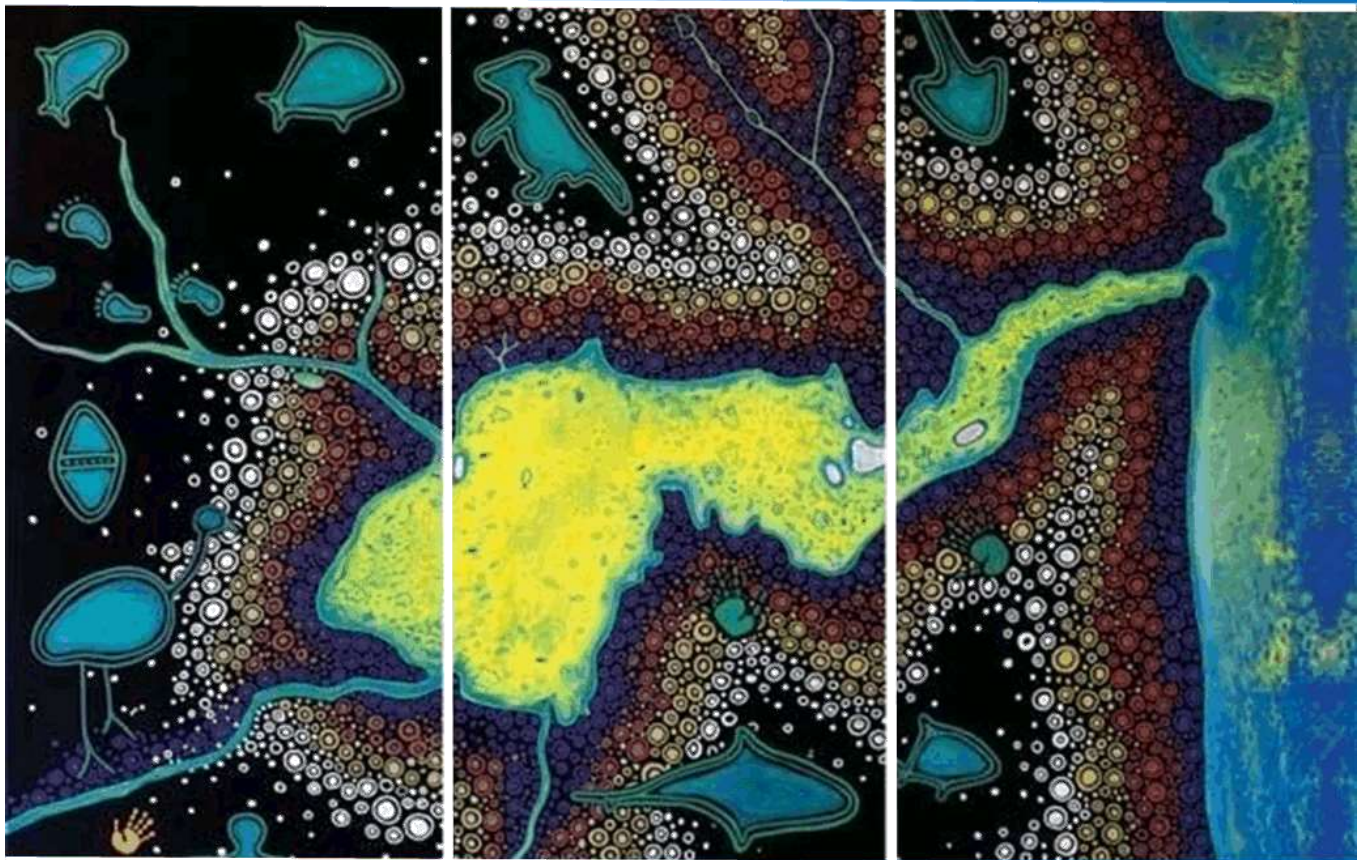
- Local Government Act – Section 7 (e) and Section 89 (1) (c)

### 9.3 References

1. Water Sensitive Urban Design in the Sydney Region (2002) '*Model Draft Council Report*' unpublished.
2. May, C.W and Horner, R.R (undated) '*The Limitations of Mitigation-Based Stormwater Management in the Pacific Northwest and the Potential of a Conservation Strategy based on Low-Impact Development Principles*'. As presented in Water Sensitive Urban Design in the Sydney Region Seminar November 21 2002.
3. Boubli, D (2002) '*A Case Study in Delivering Water Sensitive Urban Design*'. As presented in Water Sensitive Urban Design in the Sydney Region Seminar November 21 2002.
4. Water Sensitive Urban Design in Warringah: Summary Report (2002) prepared by Montgomery Watson Harza. Unpublished.
5. Water Sensitive Resource Kit for the Sydney Region (2003). Published by the Upper Parramatta River Catchment Management Trust on behalf of the WSUD in the Sydney Region Project.



# Water Sensitive Warringah Strategic Plan







### Authorship & Acknowledgements

The Water Sensitive Warringah Strategic Plan was authored by Adrian Turnbull and Ben Fallowfield of the Natural Environment Unit, Warringah Council.

Warringah Council has benefited from active participation in the Cities as Water Supply Catchments and the CRC for Water Sensitive Cities research programs, as well as membership of the Regional Water Cycle Management Working Group, and the Sydney Coastal Councils Group.

Additional acknowledgement is made for support and contributions by Warringah Council staff including (but not limited to) Todd Dickinson, Gareth Curtis, Jodie Crawford, Jason Ruszczyk, Jacqui Grove, David Bell, James Brisebois, Sue Jacobs, Jean Thuez, Scot Hedge, Dominic Chung, Dean McNatty, Leonie Netting, Ciaran Murphy and Michelle Johnston.

Purpose: This Strategy is an internal document to guide Council's approach to water management across Warringah and should be read in conjunction with the Water Sensitive Warringah Technical Paper.

Cover Image - Narrabeen Lagoon, Jessica Birk, courtesy of the Coastal Environment Centre.

# Content

<b>The Vision of a Water Sensitive Warringah</b>	<b>4</b>
<i>Objectives</i>	5
<i>Focus Areas</i>	5
<b>Introduction</b>	<b>6</b>
<b>Future Challenges</b>	<b>7</b>
<i>Population Growth</i>	7
<i>Climate Change</i>	8
<i>Legacy Issues</i>	8
<i>Moving Forward</i>	8
<b>What is a Water Sensitive City?</b>	<b>9</b>
<i>Integrated Water Cycle Management</i>	11
<i>Water Sensitive Urban Design</i>	12
<b>Pathway to a Water Sensitive Warringah</b>	<b>14</b>
<i>Community Strategic Plan 2023 – Our Vision</i>	15
<i>Environmental Sustainability Strategy</i>	16
<i>Asset Management Strategy 2013 - 2023</i>	16
<b>Implementation</b>	<b>17</b>
<b>References</b>	<b>20</b>







## The Vision of a Water Sensitive Warringah

*Our goal is to harness the potential of alternative water sources, increase resilience in times of drought, improve waterway health and amenity, reduce urban temperatures, and promote the “liveability” of Warringah’s urban areas.*





## Objectives

The Water Sensitive Warringah Strategic Plan seeks to:

- Improve water security through conservation, demand management and alternative water sources
- Maintain and enhance waterway function and indigenous biodiversity
- Minimise flood risk and damage
- Reduce urban heat island effects
- Enable adaptive, integrated and sustainable management of the total water cycle
- Improve amenity and “liveability” of Warringah’s urban areas
- Engage, inspire and motivate the community to protect and conserve our environment.

## Focus Areas

This plan focuses on a number of key areas in order to realise the objectives:

- Strengthened Policy and governance frameworks
- Effective community engagement to enable change
- Support robust research and industry partnerships
- Capacity building to develop skills, knowledge and resilience
- Promotion of sustainable water management practices
- Advancement of “green” infrastructure.



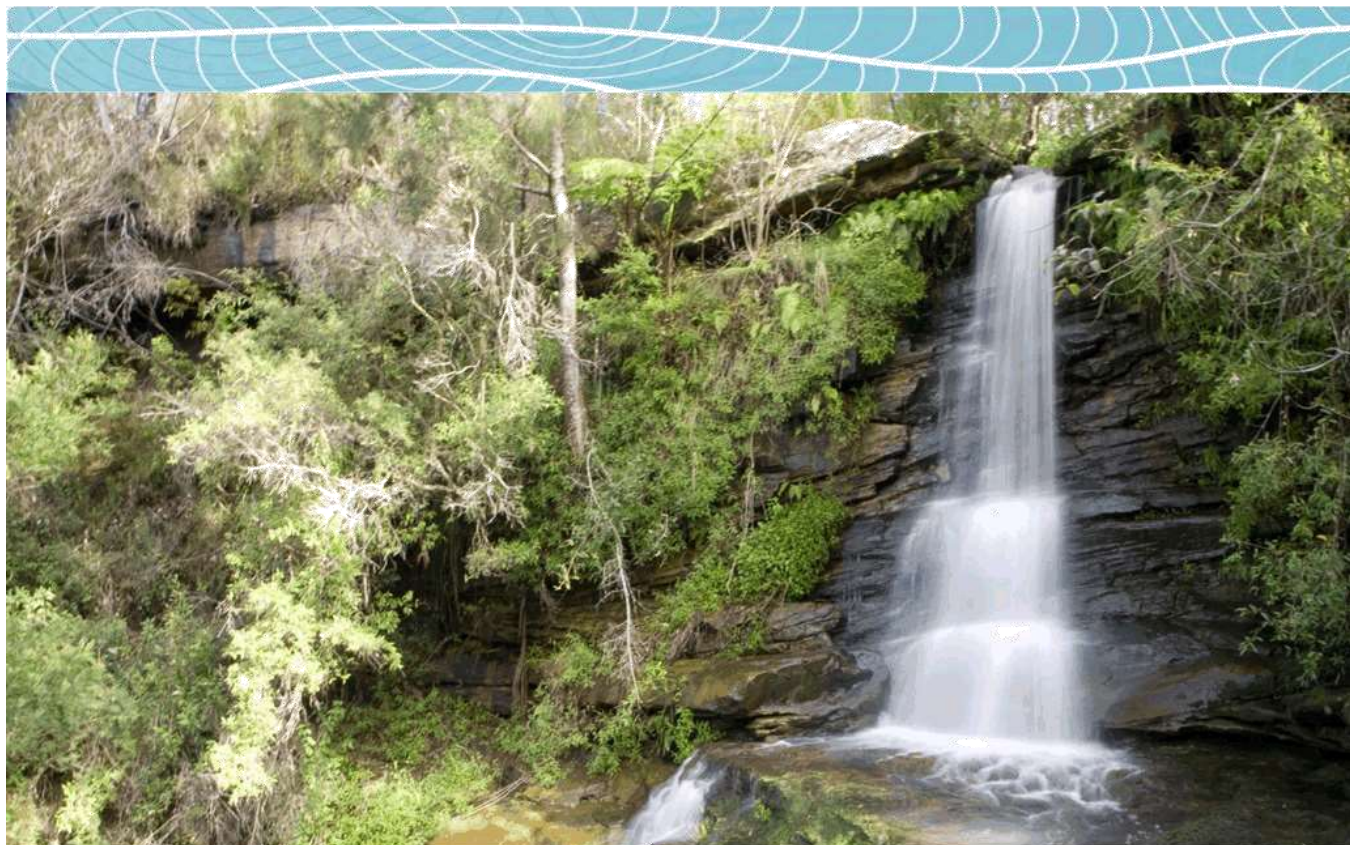
## Introduction

The way we manage urban water influences almost every aspect of our environment and quality of life. Water is an essential element of placemaking: it provides cultural and spiritual connection, defines the identity of a locality, provides significant economic value, improves community health and wellbeing while supporting vital habitat for native plants and animals.

The traditional owners of the land acknowledged, respected and highly valued the water resources of the area, a sentiment the Warringah community continue to hold close to this day. Our coastline and beaches are rated as the best part of the local environment, and water quality is considered the most important environmental issue for Warringah residents<sup>1</sup>. Management of our waterways and lagoons is a key service area that only just meets community satisfaction levels<sup>2</sup>.

The impacts of future population growth and climate change are a significant challenge that we need to start addressing now. This Plan is fundamentally about strengthening Council's policies and decision making processes in order to realise the outcomes and aspirations of our community, maintaining Warringah as a healthy, vibrant and desirable location. The path to becoming a Water Sensitive Warringah may be challenging but absolutely necessary to maintain our quality of life.





## Future Challenges

Building resilience to the impacts of climate change, and in particular ensuring secure water supplies, the safe conveyance of flood waters and the ecological protection of water environments, is an emerging challenge as we seek to minimise the impact of Warringah's growing urban communities on already stressed water resources.

### **Population Growth**

Warringah's projected population is expected to grow by 31,000 people to an estimated 179,000 by 2031 – a 21% increase.

As the population grows there will be increased stress on existing urban zones, and our remaining natural areas will come under more pressure to be developed for housing. Impacts on our natural environment include:

- Decline in catchment water quality and resultant flow on effects on aquatic and terrestrial ecology, receiving waters and recreational assets
- Increased erosion of private and public lands due to the changes in catchment hydrology
- Increased risk of flooding as a result of amplified levels and velocities of stormwater
- Elevated urban heat island effects, particularly in areas containing vulnerable populations
- Loss of native vegetation and increased weed infestation



### ***Climate Change***

Climate change, although a global issue, will impact on our community particularly due to our coastal location with significant low lying areas that are prone to flooding and inundation. Extreme weather events pose risks such as flooding and bushfires that directly impact on the wellbeing of our community, as well as more insidious changes to Warringah's ecology from prolonged fluctuations in temperature and rainfall.

Many of the impacts of climate change are shared with population growth, therefore solutions have the potential to address both causes.

The fundamental impacts of climate change that this plan seeks to address include:

- Water supply and security - Ensure the security of water supplies and the social equity issues related to the increased cost and availability of water
- Urban heat - manage the health and wellbeing risks associated with rising temperatures and urban heat retention
- Storm events - flood risk and property damage including erosion of private and public lands due to increased intensity and frequency of storms
- Rising sea levels – changes to the shape and ecology of Warringah's lagoons, increased influence on the water table including groundwater reserves

### ***Legacy Issues***

While seeking to manage these future impacts, we are still dealing with the consequences of past decision making. Contamination from earlier activities is an all too common issue, and it is often our lagoons and waterways that feel the worst effects. Inappropriate land filling practices, legal (and illegal) dumping of waste, contaminating land uses ranging from dry cleaners, heavy industry, petrol stations, automotive repair stations and chemical producers continue to impact on our local environment, and may even contaminate our groundwater.

Council is a large user of groundwater to irrigate our parks, ovals and reserves. Should our groundwater resources become either compromised due to contamination or unviable due to unavailability, there is a direct financial impact to supplement this supply with potable water. These costs are expected to increase substantially into the future when water availability becomes further strained during drought conditions, and as demand increases due to population growth. Council and the community must look to invest in alternative supply options to offset these ongoing costs and supply issues.

### ***Moving Forward***

In order to maintain our high quality of life into the future, it is essential that we embrace a 'Water Sensitive Warringah' mindset which maximises the integration of urban planning with the management, protection and conservation of our water resources. This will involve moving beyond the traditional water supply approach, and establishes diverse, safe and reliable water resources, incorporating effective stormwater and groundwater management, and protecting the unique waterways and lifestyle of Warringah.

*"The vision and concepts of the Water Sensitive City are emerging directly in city-shaping policies"<sup>3</sup>*







## What is a Water Sensitive City?

Urban communities are a highly complex web of socio-physical systems that are continually evolving. The strength of any community is determined by its ability to balance the needs of the built, economic, social and natural environments. Effective water management is a foundation for each of these factors, and a key influence on the quality of life of the community.

The idea of a Water Sensitive City was first coined by the Australian Government's National Water Initiative and further refined by the Cooperative Research Centre (CRC) for Water Sensitive Cities as the framework to drive "liveability" through intelligent management of water. A Water Sensitive City connects the urban water cycle in ways that: provide water security through efficient use of diverse water resources; enhance and protect the health of watercourses and wetlands; mitigate flood risk and damage; reduce urban heat island effects and create public spaces that harvest, clean and recycle water.

The CRC for Water Sensitive Cities, of which Warringah Council is a foundation partner, explores the various water management states in which cities can exist (Figure 1). These states are directly influenced by drivers starting with basic rights of access to and security of water supply, expanding to public health and flood protection, and evolving to address intergenerational equity and resilience to climate change.

Technical solutions and community willpower are often the limiting factors in the transition to higher states. Significant commitment, research and investment from the community and all levels of government is required to overcome these challenges, in order to preserve and enhance our lifestyles and environment into the future.

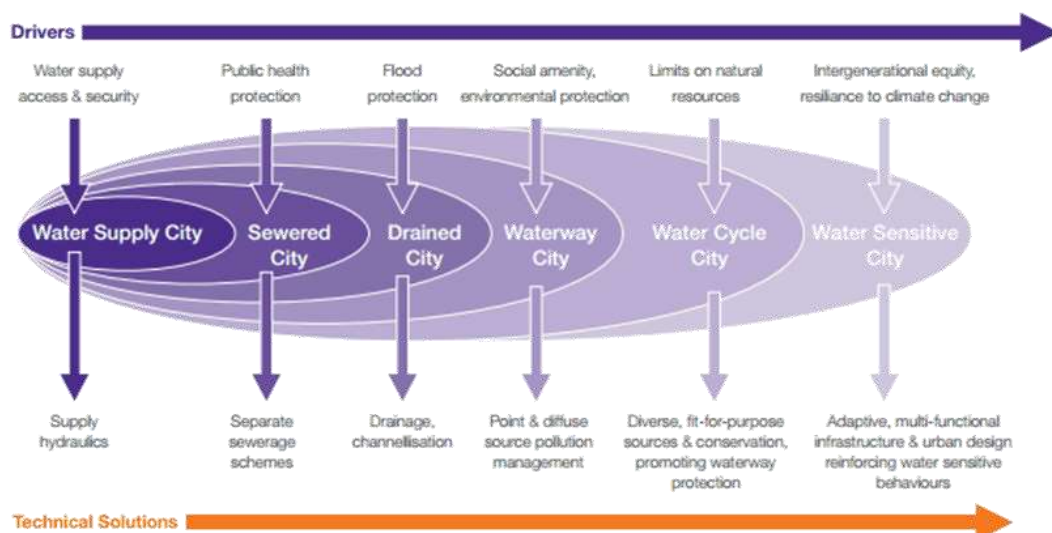


Figure 1: Relationship between city States and Societal Urban Water Needs (adapted from Brown et al, 2008<sup>4</sup>)

Three key principles set the foundations for this vision of a Water Sensitive City<sup>5</sup>:

#### Cities as Water Supply Catchments

- Infrastructure is a mix of centralised systems (potable mains water from outside the catchment), and decentralised and distributed systems (often referred to as Integrated Water Cycle Management). Water quality matches the intended water use; e.g., rainwater is used for flushing toilets, and stormwater for irrigating ovals etc.
- Water sources include rainwater, stormwater, wastewater, desalinated water, and groundwater.

#### Cities Providing Ecosystem Services

- The built environment functions to complement and support the function of the natural environment through Water Sensitive Urban Design.
- Stormwater is harvested, treated for use, and cleaned before entering waterways, e.g. by rain gardens and wetlands.
- Infrastructure is designed for more infiltration and evaporation, improving microclimates, helping reduce effects of local flooding, e.g. vegetated roofs and permeable paving.
- The movement, distribution, and quality of water are managed so it mimics the natural water cycle.
- Urban waterways are rehabilitated to support local biodiversity and influence microclimate.

#### Cities Comprising Water Sensitive Communities

- The community is actively involved in the decision making process and is self-motivated to undertake sustainable water actions.
- Citizens, businesses, community and government organisations promote and maintain an ecologically sustainable lifestyle.
- Water planners and managers of public and private land are skilled at managing urban water sustainably.
- Local, state and national government policies strengthen inter-government collaboration and public/private engagement.



The delivery mechanisms of a Water Sensitive City encompass both Integrated Water Cycle Management (IWCM) and Water Sensitive Urban Design (WSUD).

### ***Integrated Water Cycle Management***

IWCM refers to the collective management of all water sources in the urban environment including water supply, sewerage, groundwater and stormwater. This is a whole-of-lifecycle approach empowers government and the community to effectively manage valuable and sometimes scarce water resources.

Figure 2 shows the complex relationships and interactions of a range of alternative water sources available in the urban environment. Within the Sydney metropolitan area, the function of potable water supply and sewerage infrastructure is provided by Sydney Water, while waterways and groundwater are generally governed by the Office of Water. Warringah Council is not proposing to change these responsibilities, but seeks to facilitate future planning that enables long term water security and healthy ecosystems by supporting alternative water supply and management options.

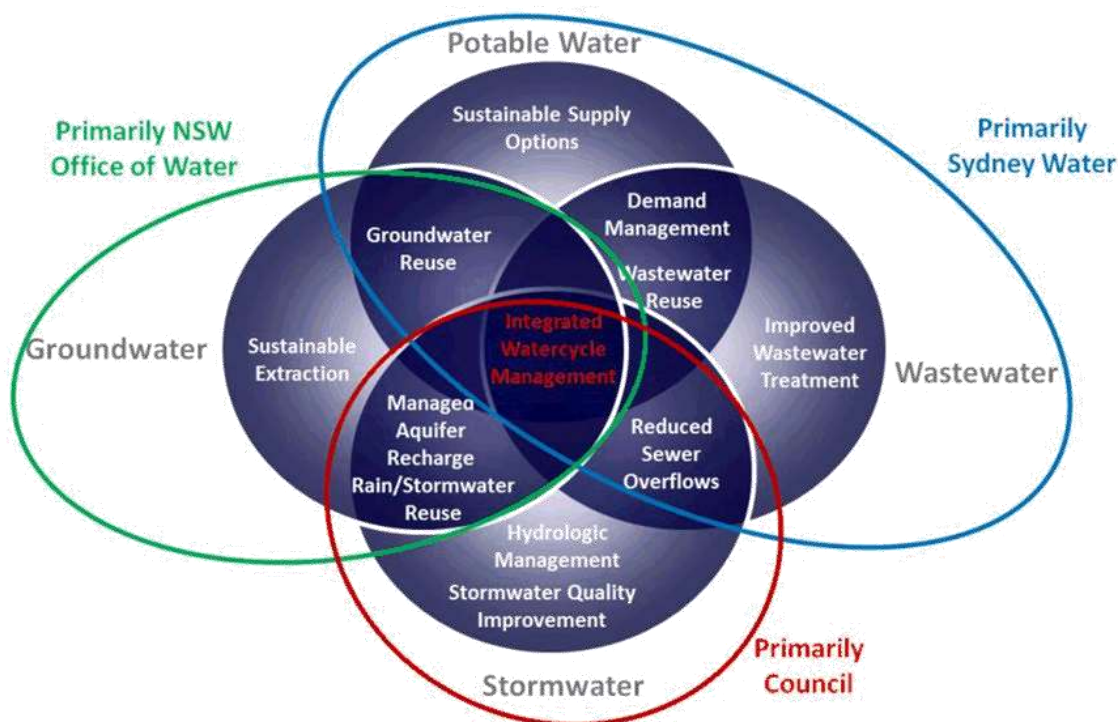


Figure 2: Integrated Water Cycle Management (adapted from Hoban & Wong, 2006<sup>6</sup>)



### Water Sensitive Urban Design

WSUD is a holistic approach to the planning and design of urban development which aims to minimise the impacts on the natural water cycle and protect the health of aquatic ecosystems.

Water sensitive urban design provides a proven approach to ameliorate the impact of urbanisation on the water cycle, and is underpinned by the following principles:

- protecting and enhancing the natural aspects of Warringah's receiving environments
- treating urban stormwater to best practice standards for reuse and/or discharge to receiving waters
- reducing potable water demand through water efficiency, stormwater harvesting and wastewater reuse
- minimising wastewater generation and treating wastewater so it can be reused
- integrating vegetated stormwater treatment and harvesting systems into the landscape, so as to provide increased biodiversity, amenity and micro-climate benefits which can reduce the heat island effect, and
- providing green infrastructure and green links.<sup>7</sup>

Figure 3 represents how the urban environment has changed the landscape, atmosphere and hydrology, and how stormwater harvesting and water sensitive urban design can help restore a more natural and comfortable environment.

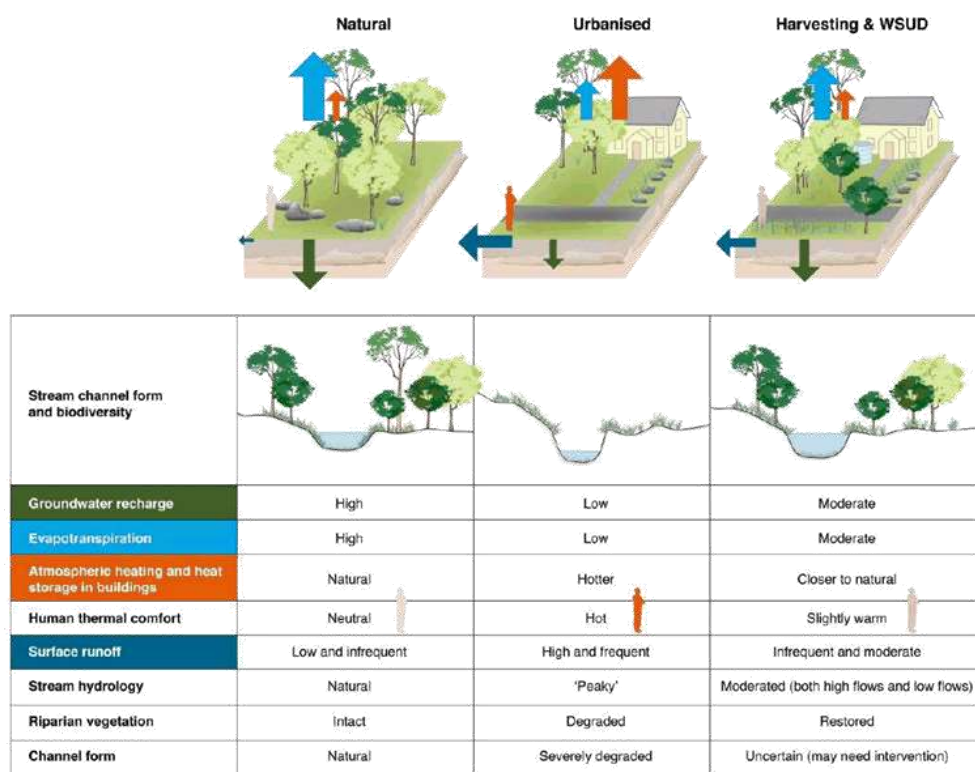


Figure 3: Urban impacts and the benefits of water management<sup>8</sup>.

The fundamental principle of water sensitive urban design is its integration with the urban environment. Figure 4 illustrates some easily implemented measures available within the urban environment to treat and reuse stormwater, which provide improved amenity and built urban form through functional landscapes – “liveable” communities.

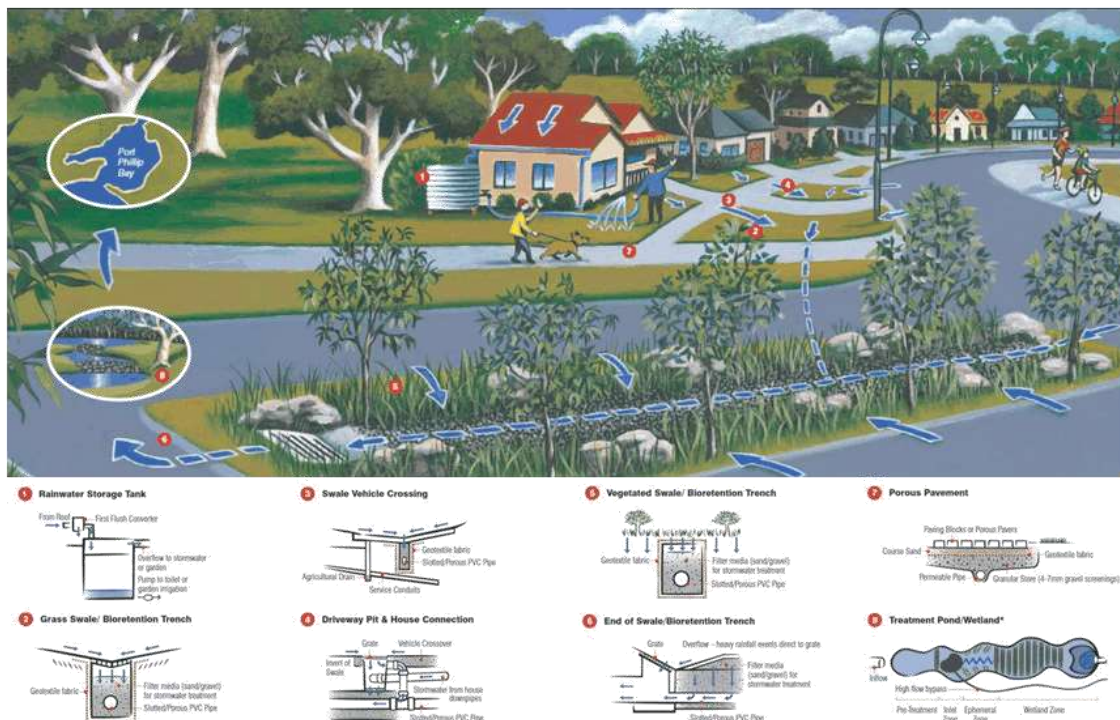


Figure 4: WSUD in the Urban Landscape (Source: [Melbourne Water](#))

*Changes in the movement of water through the landscape and into the atmosphere underlie many of the impacts of urbanisation, and can be restored through stormwater harvesting to support ecosystem services”<sup>9</sup>*





## Pathway to a Water Sensitive Warringah

The delivery this vision must be underpinned by a water cycle aware community and organisation. This Plan is founded on developing a culture of ownership, knowledge, awareness, appreciation and innovation, while instilling a sense of responsibility within all levels of the organisation and community.

Figure 5 illustrates the how the Water Sensitive Warringah Strategic Plan is aligned with Council's guiding documents including the Warringah Community Strategic Plan, Environmental Sustainability Strategy, Asset Management Plans and Policies.



Figure 5: Relationship of this plan to Council's guiding governance structures

## **Community Strategic Plan 2023 – Our Vision**

***“A vibrant, caring community, thriving in a unique beach and bush environment, supporting a balance of lifestyle, business and recreation.”***

Recognising and addressing strong community sentiments, the Community Strategic Plan 2023<sup>10</sup> sets out the long term aspirations for Warringah and our residents. It reflects where we want to be in eight years, and is the key reference point for decision making during this period. The plan was prepared by Council on behalf of Warringah’s residents, business and land owners, Councillors and community groups, and with regard to State and Regional policy direction.

Key Community Outcomes relevant to the Water Sensitive Warringah Strategic Plan include:

### **A Healthy Environment:**

- 3.1 We value the health of our beaches, foreshores and waterways as natural habitats and for our enjoyment
- 3.2 We protect and sustain our diverse bushland as valuable habitats, and provide for a variety of wildlife to thrive and migrate
- 3.3 We strive to live and work more sustainably to reduce our environmental footprint
- 3.4 We effectively plan for and respond to natural hazards and climate change in a sustainable way



### **Lifestyle and Recreation**

- 2.2 We have access to attractive parks and natural areas that encourage and support a safe healthy lifestyle
- 2.3 We have inviting public spaces that are clean, green and well designed

### **A Vibrant Community**

- 1.1 We have the services to promote and deliver health and wellbeing



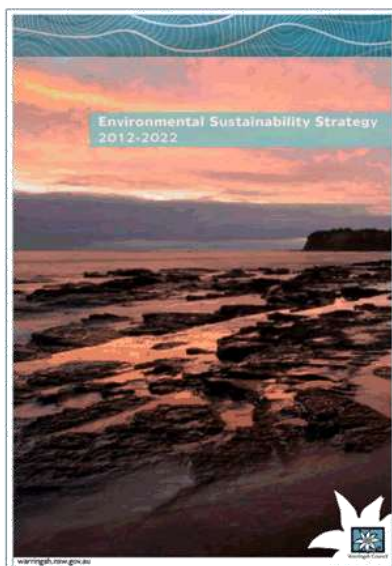




#### **Liveable Neighbourhoods**

- 5.1 We have attractive and functional urban and commercial centres that adapt to the needs of residents and business
- 5.3 We offer a variety of housing choices that meet the needs of our community and complements local neighbourhoods and the Warringah lifestyle

#### **Environmental Sustainability Strategy**



The intent of the Community Strategic Plan is further supported by Warringah's Environmental Sustainability Strategy<sup>11</sup>, which sets a long-term direction for how best to balance growth with the environmental, economic and social values of the Warringah community. The Strategy aspires to *"maintain and enhance waterway function and maintain and enhance locally indigenous biodiversity"*.

This Plan responds to the Environmental Sustainability Strategy by providing a clear pathway to realise the desired outcomes and aspirations.

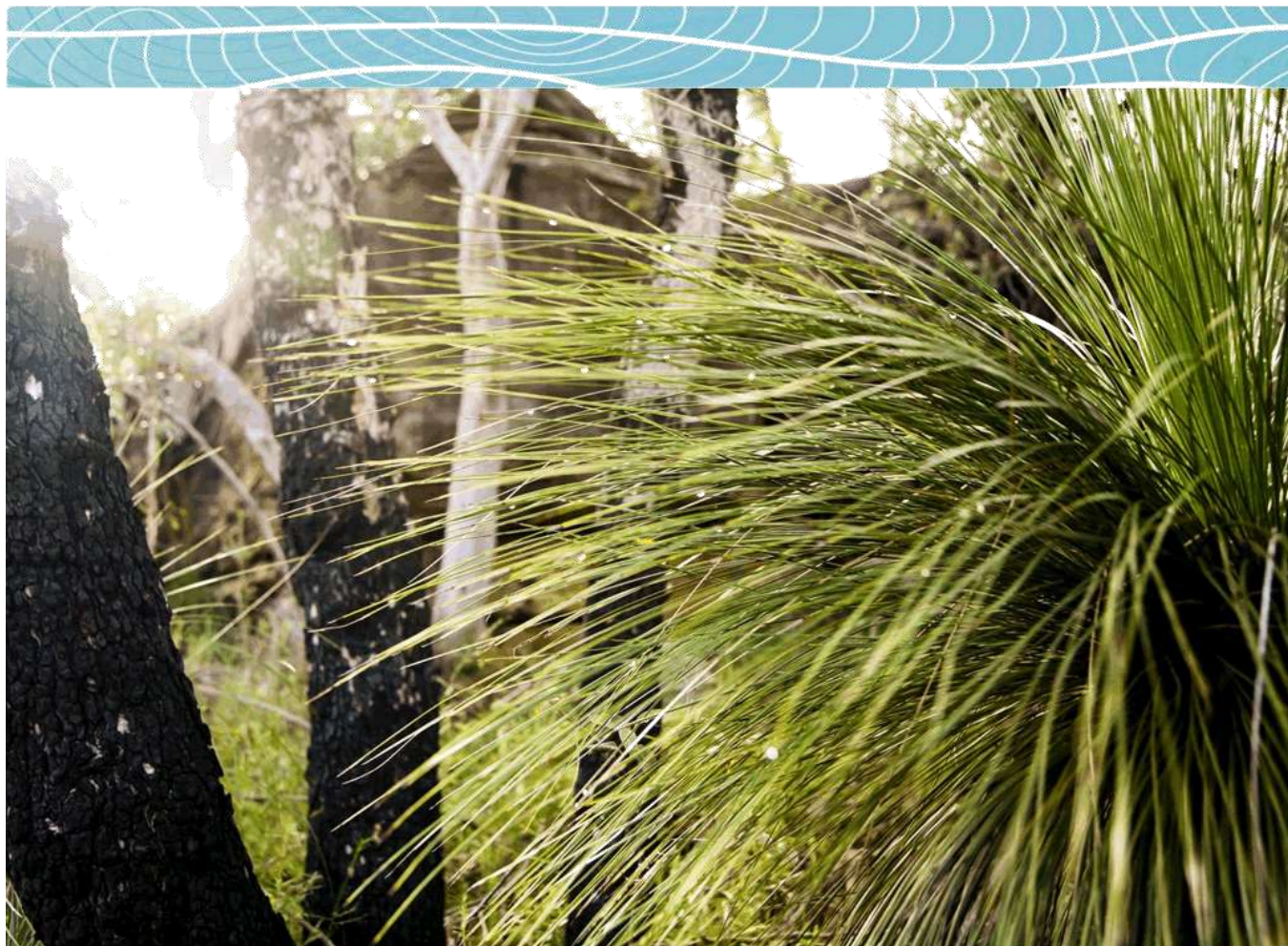
#### **Asset Management Strategy 2013 - 2023**



The Warringah Asset Management Strategy articulates how Council will manage its assets now and into the future by providing objectives, actions for improvement, timeframes and responsibilities. This holistic approach to asset management provides greater certainty and limits Council's exposure to financial risk and asset failure by planning for the future.

The actions outlined in the Water Sensitive Warringah Strategic Plan will link into Asset Management Plans that are prepared for specific service areas including Roads, Parks and Reserves, Buildings, Stormwater and Natural Areas.





## Implementation

The following actions have been identified in order to realise the objectives of the Strategic Plan to continue the transition to a Water Sensitive Warringah:

### Policy and Governance

- Embed and improve sustainable water management outcomes into Council's planning controls.
- Establish planning controls that enable sustainable water management outcomes and innovation.
- Embed the responsibility of water management with all asset owners.
- Integrate the outcomes of this plan within the natural and stormwater asset management plans.

### Community Engagement

- Run an incentives/outreach program for existing developments to increase the uptake of sustainable water actions.
- Utilise the Community-Based Education & Involvement (CBEI) framework in Council's environmental education initiatives.
- Involvement in Council's environmental education initiatives such as Hilltop to Headland and other Green Events and external initiatives such as World Water Day, World Wetlands Day etc.



- Provide technical assistance to residential and business sector to improve water management practices.
- Regularly undertake the Environmental Perception Survey to identify community sentiment towards water management themes.

#### **Research and Partnerships**

- Develop effective partnerships with education and research bodies to improve understanding of aquatic ecosystems and water cycle management.
- Apply and adapt research outcomes to ensure local context and applicability. Embed these findings within Council's core functions and guiding documents.
- Enhance understanding of aquatic biodiversity, birds, pest species and recreational usage of waterways and integrate ecological monitoring with other condition monitoring programs, such as water quality.
- Evaluate climate risks, adaptive capacity and mitigation opportunities for waterways.

#### **Capacity Building**

- Continue to support capacity building frameworks in order to create resilience and commitment within the organisation.
- Support learning of Council officers involved in the assessment, design, construction and maintenance of WSUD elements.
- Establish a mentoring program of Council design staff/project managers from concept design to detailed design of WSUD projects. This mentoring would involve consultants and other local government practitioners to ensure best management practices are being achieved.
- Provide training to Council staff in order to ensure adequacy of designs and compliance with Council's development controls.

#### **Demand and Conservation Management**

- Facilitate the implementation of water saving actions across Council.
- Investigate the feasibility of implementing a real-time water use monitoring system across Council's highest water using facilities.
- Embed the responsibility of water use with all asset owners.

#### **Groundwater Management**

- Improve Council's understanding of groundwater characterisation, and allow detection of impacts from groundwater use.
- Implement planning controls that aim to protect groundwater systems and improve surface water interactions.
- Seek opportunities to supplant groundwater usage with stormwater harvesting schemes, particularly at Council's open spaces.

#### **Stormwater Management**

- Ensure the feasibility of WSUD is considered in all Council's open space projects in accordance with the Warringah Design Guidelines.
- Ensure Council's development controls are periodically updated to reflect best practice management.
- Conduct periodic audits of stormwater quality devices to ensure assets are performing to standard.
- Seek opportunities to implement stormwater harvesting schemes, particularly at Council's open spaces.

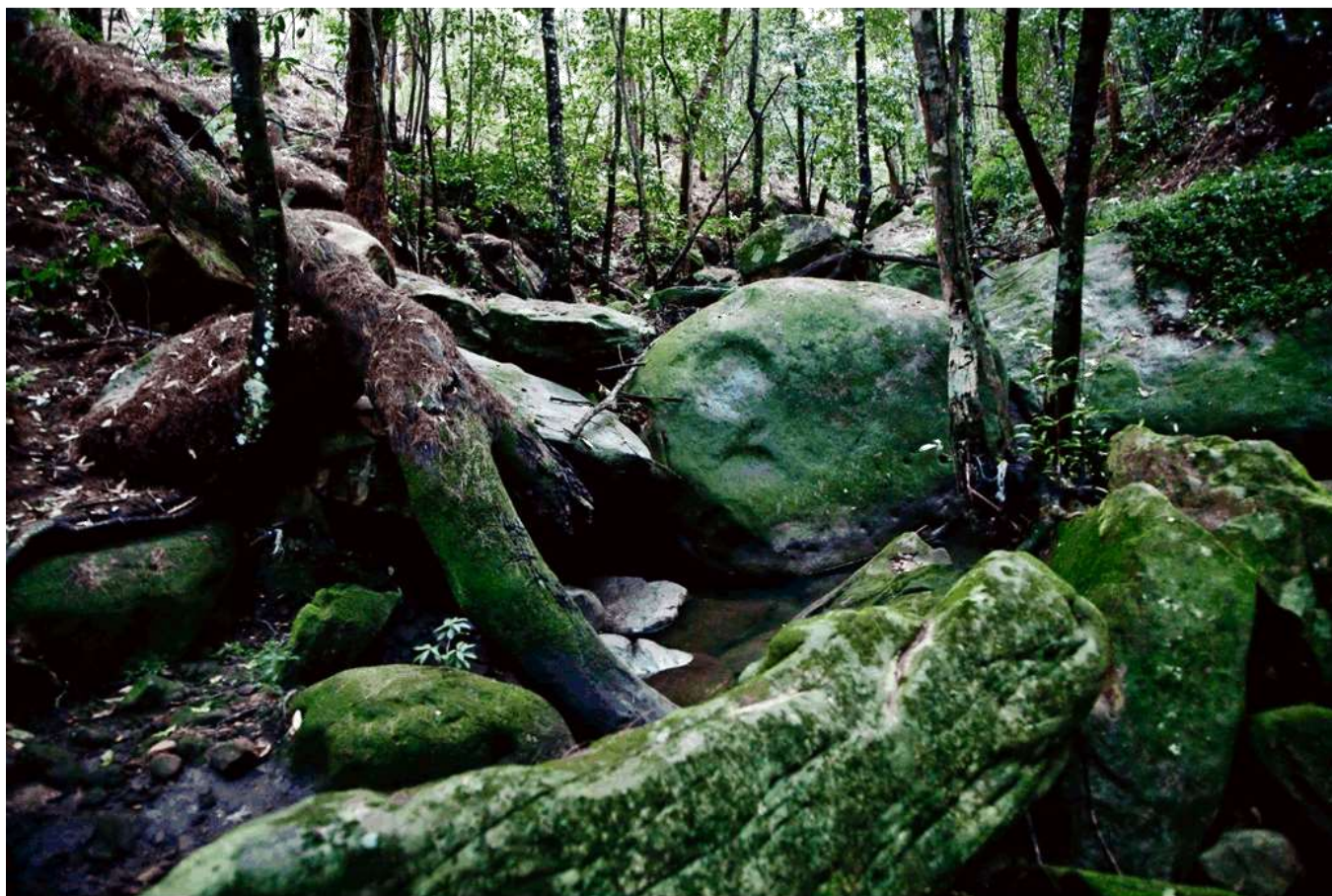


### Rainwater

- Run an incentives/outreach program for existing developments to increase the uptake of rainwater tanks.
- Educate existing rainwater users to ensure their systems are operating efficiently and effectively.
- Ensure rainwater tanks are considered for Council's building upgrades/replacement.
- Run an education program to inform the community on the multiple benefits of using rainwater.

### Wastewater Management

- Investigate the feasibility of utilising alternative sources including wastewater through sewer mining activities.
- Support Council's Onsite Wastewater Strategy to ensure the management of wastewater systems on environmentally sensitive land.
- Support Sydney Water's Sewerfix Program to reduce sewer overflows in our catchments particularly during wet weather.







## References

---

<sup>1</sup> Warringah Environmental Perception Survey, 2014

<sup>2</sup> Warringah Council Community Survey, (2013), Available at <http://www.warringah.nsw.gov.au/sites/default/files/documents/general-information/annual-community-surveys/final-report-web-version-community-satisfaction-survey-2013.pdf>

<sup>3</sup> Stormwater Management in a Water Sensitive City; Cities as Water Supply Catchments; March 2012, p5

<sup>4</sup> Brown, R. R., 2008, Local Institutional Development and Organizational Change for Advancing Sustainable Urban Water Futures, *Environmental Management*, vol 41, issue 2, pp. 221-233.

<sup>5</sup> Wong, T.H.F. and Brown, R.R. (2009) *The Water Sensitive City: Principles for Practice*, *Water Science and Technology*, 60(3):673-682.

<sup>6</sup> Hoban, A., and Wong, T.H.F., (2006) "WSUD resilience to Climate Change", 1st international Hydropolis Conference, Perth WA, October 2006

<sup>7</sup> Warringah Integrated Water Cycle Management Framework 2010, Equatica, Sydney, December 2010, p4

<sup>8</sup> Stormwater Management in a Water Sensitive City; Cities as Water Supply Catchments; March 2012, p38

<sup>9</sup> Stormwater Management in a Water Sensitive City; Cities as Water Supply Catchments; March 2012, p37

<sup>10</sup> Warringah Community Strategic Plan 2023. Available at <https://eservices1.warringah.nsw.gov.au/ePlanning/live/Public/XC.Community/Default.aspx>

<sup>11</sup> Warringah Environmental Sustainability Strategy (2012). Available at <http://www.warringah.nsw.gov.au/sites/default/files/documents/general-information/environmental-sustainability-strategy/environmentalsustainabilitystrategy2012.pdf>



<b>ITEM 8.6</b>	<b>PUBLIC EXHIBITION OF THE DRAFT WARRINGAH BUSH FIRE PRONE LAND MAP</b>
<b>REPORTING MANAGER</b>	<b>DEPUTY GENERAL MANAGER ENVIRONMENT</b>
<b>TRIM FILE REF</b>	<b>2015/138748</b>
<b>ATTACHMENTS</b>	<b>1 Guide For Bush Fire Prone Land Mapping (2014) (Included In Attachments Booklet)</b> <b>2 Draft Warringah Bush Fire Prone Land Map 2015 (Included In Attachments Booklet)</b> <b>3 Draft Bush Fire Prone Land and Buffer Modifications Map (Included In Attachments Booklet)</b>

---

#### EXECUTIVE SUMMARY

---

##### PURPOSE

To seek Council's approval to exhibit the Draft Warringah Bush Fire Prone Land Map 2015.

##### SUMMARY

Warringah Bush Fire Prone Land Map 2010 (current map) was certified in November 2010 by the Commissioner of the Rural Fire Service (RFS), following consultation with Council and the community. The map identifies land that is at risk from bush fire attack and acts as a trigger for consideration of planning and development controls for affected land. The Environmental Planning and Assessment Act 1979 requires the map to be reviewed, with new maps prepared, every five years.

Council, in partnership with the NSW Rural Fire Service (RFS) has prepared a draft Warringah Bush Fire Prone Land Map 2015 (draft map) for the Warringah Local Government Area to replace the current map. The process for creation of the draft map is provided by the RFS's Guide for Bush Fire Prone Land Mapping (2014).

Public exhibition of the draft map will inform affected residents of proposed changes as well as allow Council and the RFS to engage with the public regarding the risks of bush fires.

##### FINANCIAL IMPACT

Nil

##### POLICY IMPACT

Nil

---

#### RECOMMENDATION OF DEPUTY GENERAL MANAGER ENVIRONMENT

That Council place the draft Warringah Bush Fire Prone Land Map 2015 and supporting documentation on public exhibition for a period of at least 28 days.

---

## **REPORT**

### **BACKGROUND**

In August 2002, the Rural Fires and Environmental Assessment Legislation Amendment Act 2002 (Amendment Act) came into effect. The Amendment Act amended both the Environmental Planning and Assessment Act 1979 (EP&A Act) and the Rural Fires Act 1997. The purpose was to ensure the protection of people, property and the environment against bush fires.

The Amendment Act requires councils to submit a Bush Fire Prone Land Map (BFPLM) for certification by the Commissioner of the NSW Rural Fire Service (RFS). The Amendment Act also requires a review of the map every 5 years. Council's Warringah Bush Fire Prone Land Map 2010 (current map) was certified in November 2010, prompting the need for this review.

The purpose of a BFPLM is to identify land that is at risk from bush fire attack (Bush Fire Prone Area). It also acts as a legislative trigger for additional planning and development controls on Bush Fire Prone Land. Development on this land must comply with the requirements of RFS's Planning for Bushfire Protection (2006). This document outlines the required bush fire protection measures required for development in a Bush Fire Prone Area, such as Asset Protection Zones and emergency access. A BFPLM is also used to give effect to the Building Code of Australia's Australian Standard AS 3959-2009 'Construction of Buildings in Bush Fire Prone Areas'.

The EP&A Act also requires the information contained in a BFPLM to be made available to the public. Section 146 of the EP&A Act requires councils to make BFPLMs available for public inspection during normal office hours. Section 149 of the EP&A Act requires Council to identify if a parcel of land is located in a Bush Fire Prone Area. Council communicates this information through a Section 149 Certificate. The public access to BFPLMs allows owners, potential owners and other interested parties to be aware of the level of risk associated with a property.

### **Methodology**

The draft Warringah Bush Fire Prone Land Map 2015 (draft map) has been prepared according to the specifications of the RFS's Guide for Bush Fire Prone Land Mapping 2014 (Guide). The Guide defines the type and quality of vegetation that is included on BFPLMs and the methodology for preparation and has been provided at Attachment 1. The review was comprised of an analysis of satellite photography, site visits and historical research, following the Guide's methodology.

It is noted that the methodology for classifying Vegetation Category 1 and Category 2 was amended from the previous version of the document in 2006. The result has been a classification system that takes vegetation type, size and structure into account when assessing a vegetated area. Table 1 describes the requirements for each Vegetation Category.

**Table 1: Vegetation Category Type Definitions**

<b>Category</b>	<b>Vegetation Types</b>	<b>Size of Vegetated Area</b>	<b>Remnant and Short Fire Run Inclusions</b>
<b>Vegetation Category 1</b>	Forest, woodlands, heaths (tall and short), forested wetlands and timber plantations	Greater than 1 hectare Or Less than 1 hectare, if within 100 metres of Category 1, or 30 metres of Category 2	Combined area of 2.5 hectares, if areas are within 30 metres of each other
<b>Vegetation Category 2</b>	Grassland, freshwater wetlands, semi-arid woodlands, arid shrublands and	Greater than 1 hectare Or Less than 1 hectare, if within 100 metres of Category 1, or 30	Areas less than 100 metres from Category 1 Vegetation or 30 metres from Category 2

	rainforests	metres or Category 2	Vegetation
--	-------------	----------------------	------------

The Guide also identifies several areas that are excluded from the BFPLM. These areas are exempt from Vegetation Category 1 or 2 classifications:

- i. Single areas of vegetation less than 1 hectare in area and greater than 100 metres separation from other areas of Category 1 or Category 2 vegetation;
- ii. Multiple areas of vegetation less than 0.25 hectares in area and not within 30 metres of each other;
- iii. Strips of vegetation less than 20 metres in width, regardless of length and not within 20 metres of other areas of Category 1 or Category 2 vegetation;
- iv. Areas of "Managed grassland" including grassland on, but not limited to, grazing land, recreational areas, commercial/industrial land, residential land, airports/airstrips, maintained public reserves and parklands, commercial nurseries and the like;
- v. Areas of managed gardens and lawns within curtilage of buildings;
- vi. Non-vegetated areas, including waterways, roads, footpaths, buildings and rocky outcrops.
- vii. Managed botanical gardens;
- viii. Agricultural lands used for annual and/or perennial cropping, orchard, market gardens, nurseries and the like are excluded;
- ix. Mangroves.

A Bush Fire Prone Vegetation Buffer is then applied around the area identified as Vegetation Category 1 or 2. The buffer is 100 metres for Vegetation Category 1 and 30 metres for Vegetation Category 2. This buffer represents land that would be at risk from bush fire attack, with research showing that 85% of house loss due to bush fire occurs within 100 metres from bushland.

The resulting draft map has been provided at Attachment 2.

#### **Proposed Changes**

A comparison map between the current map and draft map has been provided at Attachment 3. The comparison map shows land that has been added or removed as part of the review process. Changes can be grouped into three categories:

- *Minor boundary adjustments:* Updates to satellite imagery have allowed Council to review the border of Vegetation Category 1 and 2 land on the current map. This review has identified small changes resulting from development, clearing or revegetation.
- *Large Vegetation Removals:* Certain parcels of land are categorised as Bush Fire Prone Area, although they have been cleared and/or developed. This includes the future site of the Northern Beaches Hospital, as well as subdivisions built in the last five years. These sites have been removed from the draft map.
- *Exemption Removals:* Council has identified a number of areas of vegetation that are excluded from being mapped as Bush Fire Prone Area. This is due to changes made with the release of the 2014 Guide. Council has approached the RFS regarding the proposed exemptions and has received support.

#### **Results of Initial Review**

The draft map has identified 10,933 hectares of Bush Fire Prone Area and includes 11,047 properties across Warringah. It is noted that if any portion of a property is included as a Bush Fire Prone Area, the entire property is classified as bush fire prone



Table 2 summarises the differences between the current map and draft map. Table 3 summarises the changes that were made as a result of the initial review.

**Table 2: Summary of Differences between Warringah Bush Fire Prone Land Map 2010 and Draft Warringah Bush Fire Prone Land Map 2015**

	<b>Bush Fire Prone Land (ha)</b>	<b>Total number of bush fire prone properties</b>
<b>Warringah Bush Fire Prone Land Map 2010</b>	11,025	11,851
<b>Draft Warringah Bush Fire Prone Land Map 2015</b>	10,933	11,047
<b>Net Difference</b>	-92	-804

**Table 3: Summary of proposed changes to Warringah Bush Fire Prone Land Map 2010**

	<b>Bush Fire Prone Land (ha)</b>	<b>Bush fire prone properties</b>
<b>Additions to Map</b>	8	2
<b>Removals from Map</b>	100	806

#### **Development Controls**

As noted above, development on properties that are located in a Bush Fire Prone Area is subject to additional development and planning controls. This includes compliance with Planning for Bushfire Protection (2006), Building Code of Australia as well as documentation in Section 149 certificates.

In addition to these controls, the RFS's 10/50 Vegetation Clearing Entitlement Area is triggered by inclusion in a Bush Fire Prone Area. The Entitlement Area is governed by the RFS and allows clearing of land in specific circumstances. Currently, the Entitlement Area is aligned to land designated as a Bush Fire Prone Area.

The controls above are currently in effect on the 11851 properties in a Bush Fire Prone Area on the current map. Pending certification of the draft map, the additional controls will no longer apply to the 806 properties proposed to be removed from the Bush Fire Prone Area. Given the nature of the 2 properties proposed to be added to the map (a substation and an access road), the additional controls are unlikely to significantly impact development potential.

#### **CONSULTATION**

Public exhibition of the draft Warringah Bush Fire Prone Land Map 2015 is necessary to ensure members of the community are aware of the risks of bush fire prone areas. A public exhibition period of 28 days is proposed, targeting community members affected by changes in the draft map. In addition, a campaign targeted to community members in unchanged areas will educate them regarding bush fire risks.

Exhibition is proposed to begin in July 2015. Consultation methods will include:

- Letters sent to owners and residents of land on Warringah Bush Fire Prone Land Map 2015 and those affected by proposed changes
- Displays in the Customer Service foyer of the Civic Centre
- Advertisements in The Manly Daily
- Public information and education sessions with the RFS

**NEXT STEPS**

Submissions received during the exhibition period will be assessed by Council and RFS staff. Submissions that recommend land to be removed or added to the draft map will be prioritised for site visits and possible amending of the BFPLM. An amended BFPLM and submission summary will be presented back to Council by October 2015 for adoption.

The adopted map will be forwarded to the NSW RFS Commissioner for certification. Following certification, Section 149 Certificates will be amended to reflect the change and publically available maps will be updated.

**FINANCIAL IMPACT**

Nil

**POLICY IMPACT**

Nil

## Submission Summary

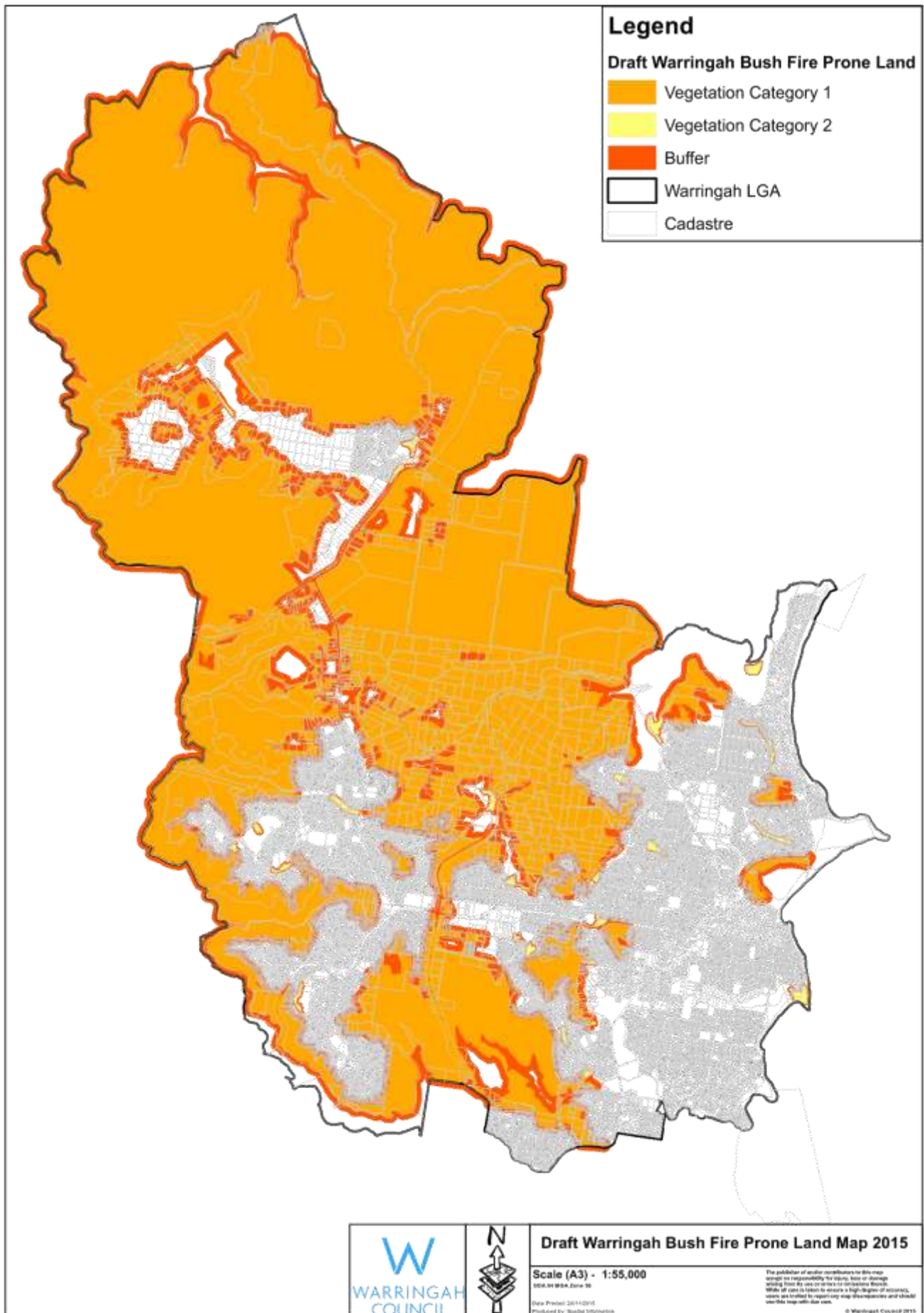
### Bush Fire Prone Land Map Review (2015)

The following is a summary of the submissions received during the exhibition of the draft Warringah Bush Fire Prone Land Map 2015, and Council's response. In total, 32 submissions were received.

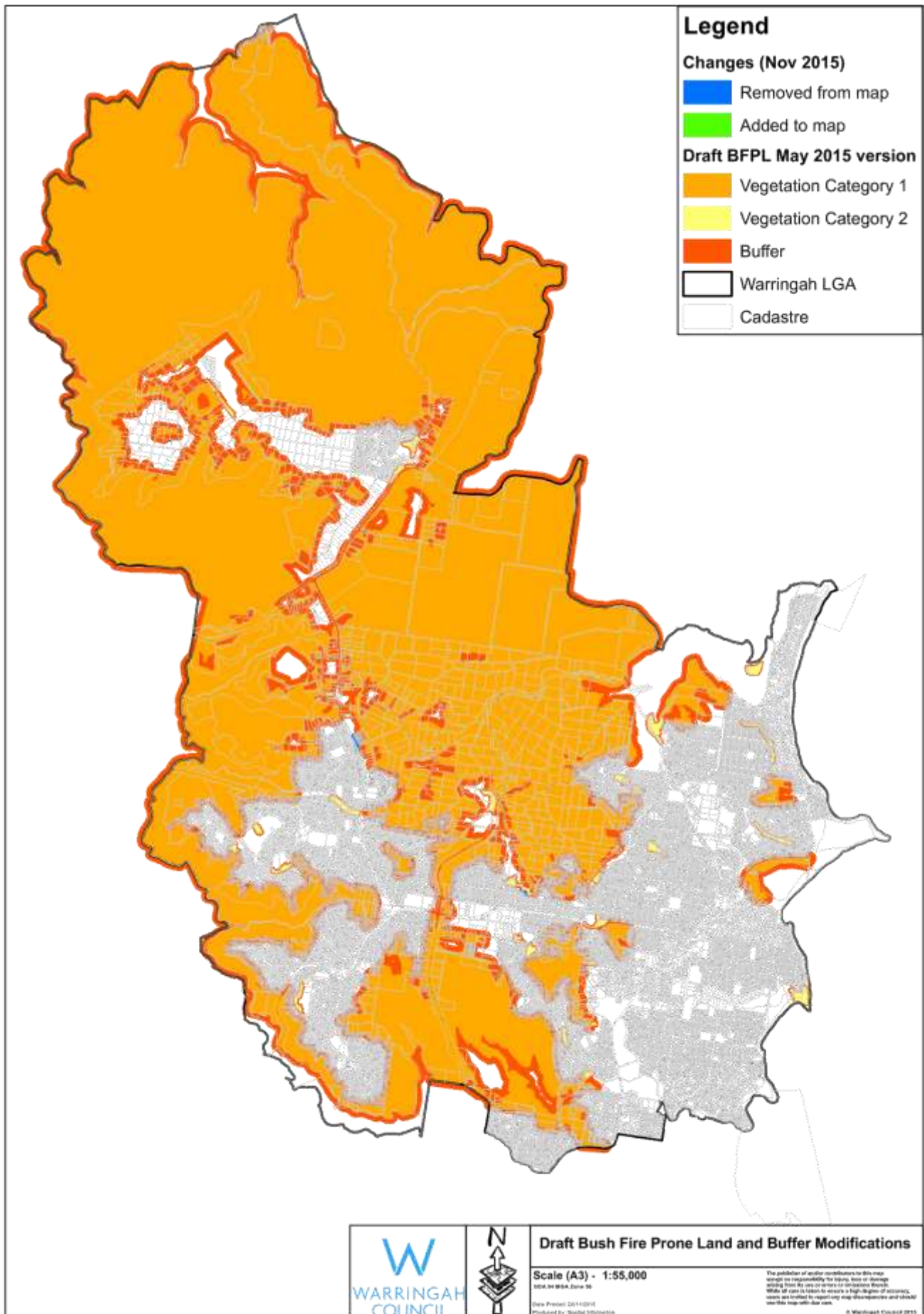
Submission Type	Location	Times Raised	Council Response
Requests for land management	Multiple	7	Land management (e.g. clearing and maintenance of land) is not a consideration of the Bush Fire Prone Land Map Review.  However, requests for land management have been forwarded on to the appropriate Council and Rural Fire Service departments.
Requests for general information	Multiple	6	Responses were provided (e.g. confirmation of classification of land).
Removal of land	Northwest of Iris St and Oxford Falls Valley Road, Beacon Hill	1	Council has undertaken a review of aerial photography and performed a site visit.  Developed land and fragment vegetation has been recommended for removal from the draft Map.
	Southern end Oxford Falls Valley Road, Beacon Hill	1	Council has undertaken a review of aerial photography and performed a site visit.  The area is consistent with RFS Guidelines. It is not recommended that the area be removed from the draft Map.
	Lot 760 DP 734944, Lincoln Avenue, Collaroy.	3	Council has undertaken a review of aerial photography and performed a site visit.  The area is consistent with RFS Guidelines. It is not recommended that the area be removed from the draft Map.
	22 Homestead Avenue, Collaroy	1	Council has undertaken a review of aerial photography.  The area is consistent with RFS Guidelines. It is not recommended that the area be removed from the draft Map.
	Adjacent to 64 Nandi Avenue, Frenchs Forest	1	Council has undertaken a review of aerial photography and performed a site visit.  The cleared grassed portion of the land has been recommended for removal from the draft Map.
	West of Rangers Retreat Road and Yarraman Avenue, Frenchs Forest	1	Council has undertaken a review of aerial photography and performed a site visit.  The cleared grassed portion of the land has been recommended for removal from the draft Map.
	Southwest of Drumcliff Avenue and Killarney Drive, Killarney Heights	1	Council has undertaken a review of aerial photography and performed a site visit.  The cleared grassed portion of the land has been recommended for removal from the draft Map.

Removal of land	Public reserve west of 95 Sorlie Road, Frenchs Forest	1	<p>Council has undertaken a review of aerial photography and performed a site visit.</p> <p>The area is consistent with RFS Guidelines. It is not recommended that the area be removed from the draft Map.</p>
	Macfarlane Reserve, Davidson	1	<p>Council has undertaken a review of aerial photography and performed a site visit.</p> <p>The cleared grassed portion of the land has been recommended for removal from the draft Map.</p>
	Land on and adjacent to 10 to 26 Wyatt Avenue, Belrose	2	<p>Council has undertaken a review of aerial photography and performed a site visit.</p> <p>The cleared land / vegetation not meeting the RFS Guidelines for width have been recommended for removal from the draft Map.</p>
	Land on and adjacent to 181 Forest Way, Belrose	1	<p>Council has undertaken a review of aerial photography and performed a site visit.</p> <p>The vegetation buffer on Lots 30 and 2, Forest Way, Belrose does not meet the RFS Guidelines for width and has been recommended for removal from the draft Map</p> <p>A portion of the road reserve used for access to 181 Forest Way is recommended for removal from the draft Map due to segmentation of vegetation.</p> <p>Council is currently reviewing the clearing 181 Forest Way. The Rural Fire Service does not recommend any change to the current bush fire prone mapping until Council has resolved this issue.</p>
	Land on 6 Killawarra Road, Ku-Ring-Gai Chase	1	<p>Council has undertaken a review of aerial photography.</p> <p>The cleared and developed area is recommended for removal from the draft Map</p>
	Public reserve adjacent to 54 Binalong Avenue, Allambie Heights	1	<p>Council has undertaken a review of aerial photography.</p> <p>The area is consistent with RFS Guidelines. It is not recommended that the area be removed from the draft Map.</p>
	Remove buffer from 33 Jamieson Parade, Collaroy	1	<p>Buffer may not be reduced. Mapping of associated vegetation is consistent with RFS Guidelines.</p>
	Land on 22 Boromi Way, Cromer	1	<p>Council has undertaken a review of aerial photography.</p> <p>The cleared and developed area is recommended for removal from the draft Map</p>
	Remove buffer from 4 Tobruk Avenue, Allambie Heights	1	<p>Buffer may not be reduced. Mapping of associated vegetation is consistent with RFS Guidelines.</p>





Document Path: G:\GIS\ArcMap\Docs\Planning\Bushfire\Vegetation\_Phase1 2015\Bushfire\Vegetation\_Nov2015.mxd



Document Path: G:\GIS\ArcMap\Docs\Planning\Bushfire\Vegetation\_Phase1 2015\Bushfire\Vegetation\_Nov2015.mxd



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

***Issue No 16  
February 2015***

***GOV PL 120***



## **POLICY GOV PL 120**

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

#### **1 Purpose of Policy/OMS**

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

#### **2 Principles**

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

See attachment for further principles.

#### **3 Authorisation**

This Policy was adopted by Council on 10 February 2015.

It is effective from 10 February 2015.

It is due for review in February 2016.

#### **4 Amendments**

This Policy was last amended on 25 November 2014.

#### **5 Who is responsible for implementing this Policy/OMS?**

Deputy General Manager Environment

#### **6 Document owner**

General Manager

#### **7 Related Council Documents**

Nil

#### **8 Legislation and references**

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



## **TABLE OF CONTENTS**

Introduction .....	1
Part 1 – Preliminary .....	1
1. Citation .....	1
2. Policy Objectives .....	1
3. Commencement .....	1
4. General Provisions .....	2
5. No Deduction From Section 248 & 249 Fees .....	3
6. Claiming of Expenses .....	3
Part 2 – Annual Fees – Mayor, Deputy Mayor and Councillors .....	3
7. Fees Payable to Councillors .....	3
8. Fees Payable to The Mayor .....	3
9. Fees Payable to The Deputy Mayor .....	3
Part 3 – Payment of Expenses for, and Reimbursement of Expenses and Provision of Facilities for Mayor, Deputy Mayor and Councillors .....	3
10. Mayor .....	3
11. Councillors (Including The Mayor and Deputy Mayor) .....	4
Part 4 – Travel Costs – Use of Mayor’s and Councillors’ Private Vehicles .....	7
12. Mayor & Councillors .....	7
Part 5 – Conferences Held in Australia .....	8
13. Who May Attend Conferences .....	8
14. What Conferences May Be Attended .....	8
15. Conference Costs .....	9
16. Conference Costs - Payment In Advance .....	10
17. Conference Costs – Mayor’s And Councillors’/Delegates’ Accompanying Person .....	10
Part 6 – Conferences Overseas .....	11
18. Attendance At Overseas Conferences .....	11
Part 7 – Legal Assistance for Mayor and Councillors .....	11
19. Legal and Representation Costs - Enquiries, Investigations, Hearings, etc. ....	11
Part 8 – Insurances and Health Maintenance and Assessment Programs .....	12
20. Insurance – Mayor and Councillors .....	12
21. Health and Wellbeing Services .....	13
22. Care and other related expenses .....	13
23. Training and Conference Budget Including Travel and Accommodation .....	13
27. Reporting .....	14
<b>APPENDIX A</b> .....	15
Provision & Use of a Mayoral Vehicle .....	15
1. Introduction .....	15
2. Policy statement .....	15

3.	Principles .....	15
3.1	Use of Vehicle .....	15
3.2	Restrictions on Use of Vehicle .....	15
3.3	Conditions of Use of Mayoral Vehicle .....	16
4.	Definitions .....	16
<b>APPENDIX B .....</b>		<b>17</b>
1.1	Provisions under the Local Government Act 1993 .....	17
1.1.1	General policy-making requirements .....	17
1.1.2	Policy development, review and submission requirements .....	17
1.1.3	The role of a councillor .....	18
1.1.4	Other requirements .....	18
1.2	Provisions under the Local Government (General) Regulation 2005 .....	19
1.3	Other NSW Government policy provisions .....	20
1.3.1	Division of Local Government Guidelines .....	20
1.3.2	Circulars to Councils .....	20
1.3.3	The Model Code of Conduct for Local Councils in NSW (DLG) .....	20
1.3.4	Councillor Induction and Professional Development Guide (DLG) .....	20
1.3.5	No Excuse for Misuse, preventing the misuse of council resources (ICAC) .....	20

**WARRINGAH COUNCIL**

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

**Introduction**

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

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

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

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

**Part 1 – Preliminary**

**1. Citation**

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

**2. Policy Objectives**

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

**3. Commencement**

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

It was amended on:

- Issue No 2 - 27 February 1996, 5 & 12 March 1996, with effect as from 13 March 1996
- Issue No 3 - 24 February 1998 with effect as from 26 May 1998 (cl 5.8)
- Issue No 4 - 26 October 1999 with effect as from 1 February 2000 (cl 5.7, 5.8, 6.1)
- Issue No 5 - 26 June 2001 (cl 15)

- Issue No 6 - 3 December 2002 (cl 4.1, 10, 11, 5.5)
- Issue No 7 - 17 December 2002 (cl 4.7, 5.2, 5.3(a), 5.6, 5.8 (c))
- Issue No. 8 – 28 February 2006 (Appendix A, Clause 3.1)
- Issue No. 9 – 22 April 2008
- Issue No 10 - 25 November 2008
- Issue No 11 - 10 February 2009 (cl 18.2 and 10.14)
- Issue No 12 - 23 November 2010 (cl 11.12.1, 11.12.2, 12.3, 12.5 and 15)
- Issue No 13 – 22 November 2011 (cl 11.8, 11.12.2 and 23)
- Issue No 14 – 11 December 2012 (cl 4, 10.1, 11.8, 11.9, 11.12, 24, 25, 26 and 27)
- Issue No 15 – 26 November 2013 (cls 4, 10.1(a)i, 11.17, 12.2, 12.5, 13.1, 14, 15.6 and 23)
- Issue No 16 – February 2015 (cls 10.1(a)i, 10.3, 11, 11.3 and 12.2)

#### 4. General Provisions

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

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

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

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

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

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

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

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

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

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



**5. No Deduction From Section 248 & 249 Fees**

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

**6. Claiming of Expenses**

Reimbursement of expenses will be paid monthly in arrears and must be claimed within 3 months of being incurred by the Mayor or a Councillor. Any claim must be submitted on the approved form and must include receipts and tax invoices relating to the claim.

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

**Part 2 – Annual Fees – Mayor, Deputy Mayor and Councillors**

**7. Fees Payable to Councillors**

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

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

**8. Fees Payable to The Mayor**

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

**9. Fees Payable to The Deputy Mayor**

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

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

**10. Mayor**

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

## 10.1 Transport

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

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

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

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

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

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

10.4 **Office and reception** refreshments.

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

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

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

## 11. Councillors (Including The Mayor and Deputy Mayor)

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

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

11.2 **Administrative support** will be provided by staff within the Office of the Mayor to Councillors. Such support is restricted to the provision of advice in relation to official functions and meetings including sending appointments, providing assistance with Councillor

expenses, claims applications and bookings for attendance at seminars and conferences. Staff will also provide assistance with photocopying but restricted to small requests that relate to Council business, functions and meetings.

- 11.3 **Stationery Package**, with an annual limit for the Mayor of \$1,000 and an annual limit for Councillors of \$500 such package to comprise business cards, letterheads, envelopes, with compliments slips, Christmas cards (up to 300 cards for the Mayor and up to 150 cards for a Councillor and includes unlimited e-versions of the selected card), postage stamps and diary.
- 11.4 **Food and refreshments** on evenings associated with Council and Council Committee meetings, and approved Council functions.
- 11.5 **Name badge**, and Council approved corporate accessories on election to office or when the design of these items varies, and ***protective clothing and equipment required for civic duty on election to office.***
- 11.6 **Councillor's vehicle** - Access to a suitable vehicle or vehicles (if available) provided by the Council for use on official duties connected with the office of Councillor. If approved by the General Manager, the Councillors may be issued with a cab charge card. Cab charge cards are for use on Council business only, and when a Council vehicle is not reasonably available to provide such transport, or the provision of a vehicle would not be economical in the circumstances. ***Any traffic or parking fine incurred while traveling in private or council vehicles on Council business is the responsibility of the Councillor or the driver incurring the fine.***
- 11.7 **Furniture and/or equipment** for location or installation at their place of residence, as follows:
  - 11.7.1 – **Bookcase**; standard issue four (4) shelf
  - 11.7.2 – **Filing cabinet**; up to four (4) drawer
  - 11.7.3 – **Printer/Facsimile/Copier** for use on Council business only, subject to the following conditions:
    - (a) The Council shall:
      - (i) Meet the capital cost of acquisition of the equipment.
      - (ii) Meet the initial cost of installation of the equipment in the residence of the Councillor, including one (1) additional extension point for an existing line or one (1) separate point for a dedicated line where a Councillor chooses such under Clause 10.7.
      - (iii) Meet the cost of any maintenance/servicing of the equipment including any service call charge.
      - (iv) Be responsible for the cost of all consumables of the equipment including x5 reams of paper per annum and up to x2 black ink cartridges and x1 set of colour ink cartridges per annum.
    - (b) The Councillor shall be responsible for the good care and proper use of such equipment and to promptly report any faults, malfunctions or needs for service/repair to the Council.
    - (c) The Councillors' telephone and facsimile numbers are to be made available to the public.
- 11.8. **Domestic Telephone Service** - Where a Councillor elects such the Council will provide for installation of a telephone service, in the name of the Councillor, for use in relation to official functions and duties of Councillor, Mayor and Deputy Mayor, to allow for the connection of equipment provided under Clause 10.6.3.
- 11.9. A **laptop computer** and modem or an iPad or equivalent tablet, to enable Internet access and emailing and processing of correspondence and access to Council business papers, minutes, policies and other Council records and an iTunes or Gmail account allowing access to iTunes or Google Play and credit for applications to the value of \$40 in the first year and \$20 each year thereafter.



- 11.10 **Internet Services** Internet access charges relating to the performance of a Councillor's civic duties will be paid by Council, up to a maximum of \$70 per month, per Councillor. Where a Councillor exceeds this amount, the difference between the maximum amount payable and the charges will need to be covered by the Councillor. Where Council is reimbursing a service already installed, Councillors will only be able to claim up to the maximum of \$70 per month.
- 11.11 **All equipment and furniture** provided under Clause 11.7 shall always remain in the possession of the Councillor during his/her term of office, and shall remain the property of the Council returned to the Council in good operational order and condition upon ceasing to be an elected member of the Council (subject to Clause 10.11).
- 11.12 **Where a Councillor ceases to hold Civic Office**, he/she may purchase the equipment at an amount determined by an independent valuation.
- 11.13 **Telephone Reimbursements:**
- Reimbursement of the following telephone accounts, as nominated by the Councillor, on the following basis:
- 11.13.1 – **Standard Domestic Service**
- (a) *Councillors existing standard domestic service where no separate service is provided under Clause 11.8:* Rental, local call charges and the cost of any mobile and STD call charges related to Council business to a maximum of \$70 per month.
  - (b) *Domestic Service provided under Clause 11.8:* Rental, local call charges and the cost of any mobile and STD call charges related to Council business to a maximum of \$70 per month.
- 11.13.2 – **Mobile telephone Service**
- (a) *Councillors' own mobile telephone:* Where Councillors already have a mobile telephone and wish to retain it for use in their civic duties, the Council will cover the service fee and reimburse the Councillor for the cost of all charges against that service, associated with their role as a Councillor, to a maximum of \$150 per month; or alternatively
  - (b) *Council provided Mobile telephone:* The Council will provide a mobile telephone to any Councillor who requests it. The account will be in the name of the Councillor. The Council will cover the service fee and reimburse the Councillor for the costs of all charges against that service, associated with their role as a Councillor, to a maximum of \$150 per month.
- Provided in respect of both clauses 11.13.1 and 11.13.2 that:
- all telephone numbers in respect of which a claim is made are made available to the public, and
  - claims for reimbursements shall be made no later than six (6) months after the account is due for payment. Claims made for reimbursement lodged after this date shall not be paid.
- 11.14 **Parking exemption sticker** for a nominated vehicle owned by the Councillor enabling exemption from parking fees at any car parks within the Warringah Council area where exemption for residents apply.
- 11.15 **Councillor Parking** – Councillors will be provided with parking permits to park within Council's restricted operational parking spaces.
- 11.16 **Glen Street Theatre complimentary tickets** – Each calendar year all Councillors and the Mayor will receive 2 non-transferable complimentary tickets to each opening night at Glen Street Theatre subscription season productions.
- 11.17 All office/communication equipment and facilities provided under this policy will be of a standard essential to the conduct of business in a contemporary business environment.



11.18 Expenses within Clause 11 shall not exceed \$7,000 per Councillor in any given year, with the exception of an election year, where new Councillors will receive all new equipment at once, and this limit will be increased to \$10,000 as a result of new equipment expenditure.

#### **Part 4 – Travel Costs – Use of Mayor’s and Councillors’ Private Vehicles**

##### **12. Mayor & Councillors**

12.1 The Mayor, where he or she elects to use his or her private vehicle and Councillors, subject to their private vehicle being currently registered and covered by Compulsory Third Party Insurance, may claim a kilometre allowance for use of private vehicles when used by the most direct route to travel between their place of residence within Warringah local government area, and return, to:

- (a) attend meetings of the Council, Committees, Sub Committees, Working Parties, Taskforce, Forums or the like, as a Councillor or delegate of the Council; to attend any briefing, community consultation, appointments and engagements associated with the business of the Council, and attend to the transaction of Council business at the Civic Centre;
- (b) attend inspections or business within or outside the Council area undertaken in accordance with a resolution of the Council;
- (c) attend public meetings and civic functions convened by the Council or other community meetings where the Councillor has been invited to attend;
- (d) attend any conference as defined in the policy, where use of the private vehicle is authorised by the Mayor.

Provided that the Council shall not meet any claim for travel or costs associated with attendance at fund raising activities or rallies held by registered political parties or groups.

12.2 Kilometre rates for such travel will be paid at the rate set by the Local Government (State) Award, as at the date of travel. Such rate shall be deemed to cover and include any claims for accidental damage or repairs to the Mayor or Councillor’s own vehicle, and any loss of no claim bonus and any excess not covered by any insurance.

The current claimable rate for kilometres is \$0.68c per km for cars under 2.5L and \$0.78c per km for cars over 2.5L.

12.3 Payment is subject to a formal monthly claim on the prescribed claim form being lodged by the Mayor or Councillor, and such claim must be made no later than six (6) months after the travel occurred. Claims lodged for travel occurring more than six (6) months after the claim is lodged shall not be paid.

12.4 Where the Mayor provides his/her own form of transport under clause 8.1(a) (ii) the General Manager may approve of the payment of the minimum car allowance in accordance with the Local Government (State) Award in lieu of a kilometre allowance.

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

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

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

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

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

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

## **Part 5 – Conferences Held in Australia**

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

### **13. Who May Attend Conferences**

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

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

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

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

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

### **14. What Conferences May Be Attended**

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

- Local Government NSW (LGNSW), Local Government Women's Association (LGWA), and Australian Local Government Association (ALGA) Conferences.
- Special "one-off" conferences called or sponsored by, or for, the LGNSW, LGWA, LGMA, and ALGA on important issues.
- Annual conferences of the Local Government Managers Association (LGMA) and the major Professions in Local Government.
- Australian Sister Cities Conference.
- Regional Organisation of Councils Conferences.
- Conferences, which further training and development efforts of the Council and of Councillors, or which relate to or impact upon the Council's functions.
- Meetings or Conferences of Organisations or Bodies to which a Councillor of the Council has been elected, or appointed as a delegate or member of the Council, or LGNSW, LGWA, or ALGA.

- After returning from an approved conference, Councillors shall submit a written report to a full meeting of the Council on the aspects of the conference relevant to Council business and/or the local community.

## 15. Conference Costs

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

### 15.1 Registration

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

### 15.2 Accommodation

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

### 15.3 Travel

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

### 15.4 Out-of-Pocket Expenses

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

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

Where requested by a Councillor, consideration will be given to the provision of an advance payment of up to \$200 to cover anticipated out-of-pocket expenses. Following attendance at

a conference (and no more than 3 months after the conference concludes) the advance payment must be fully reconciled with receipts for costs associated with (a) – (e) above.

**15.5 Frequent Flyer and Loyalty Points**

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

**15.6 When a Councillor Spends over Their Allocated Budget**

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

Councillors will be requested to reimburse any overspend; either by that Councillor authorising Council to withhold any overspend from their Councillor fees (this must be in writing) or through direct payment/ reimbursement to Council through customer service. Any overspend should be reimbursed within three (3) months of incurring it.

**16. Conference Costs - Payment In Advance**

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

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

- 17.1 Where the Mayor or Councillor is accompanied at a conference all costs for, or incurred by, the accompanying person, including travel, any additional accommodation costs, breakfast, meals, registration and/or participation in any conference programs, are to be borne by the Mayor/Councillor/accompanying person and not by the Council. Council may by resolution, and in exceptional circumstances, pay the expenses of a spouse/partner/carer while travelling on Council business. Exceptional circumstances would only be where the Councillor is prevented by health reasons from travelling alone.
- 17.2 Accompanying person's registration, or accompanying person's program fees, are to be paid to the conference organiser, etc. and paid at time of registration. The Council is prepared to receive such registration and payments and to forward them on to the conference organiser, etc. with any Council delegates' registration.
- 17.3 Where the Council meets, on account, any expenditure or cost on behalf of an accompanying person attending a conference, such expenditure must be repaid to the Council by the Councillor/accompanying person within seven (7) days of being invoiced for such expenditure following the conclusion of the conference.



## **Part 6 – Conferences Overseas**

### **18. Attendance At Overseas Conferences**

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

## **Part 7 – Legal Assistance for Mayor and Councillors**

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

In the event of:

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

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

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

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

Provided that:

- (a) the subject of the inquiry, investigation or hearing arises from the performance in good faith of a Councillor's functions under the Act, and the matter before the investigative or review body has proceeded past any investigative phase to a formal investigation or review;
- (b) In the case of a conduct complaint made against a councillor, legal costs may only be made available where the matter has been referred by the General Manager to the Conduct Review Committee/Conduct Reviewer to make formal inquiries into the matter;

- (c) in the case of pecuniary interest or misbehaviour matters, legal costs may only be made available where a formal investigation has been commenced by the Division of Local Government;
- (d) the amount of any reimbursement of legal expenses shall be reduced by the amount of any moneys that may be or are recouped by the Mayor or Councillor on any basis;
- (e) that the enquiry investigation, hearing or proceeding results in a finding substantially favourable to the Mayor or Councillor.
- (f) where an outcome of an action or investigation against the Mayor or Councillor is substantially unfavourable to that Councillor any legal expenses must be reimbursed by the Councillor.

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

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

## Part 8 – Insurances and Health Maintenance and Assessment Programs

### 20. Insurance – Mayor and Councillors

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

#### 20.1 Personal Accident

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

#### 20.2 Professional Indemnity/Public Liability

##### (a) General Liability

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

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

##### (b) Professional Indemnity

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

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

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

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

## **21. Health and Wellbeing Services**

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

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

## **22. Care and other related expenses**

- 22.1 Reimbursement of the cost of carer arrangements, including childcare expenses and the care of the elderly, disabled and/or sick immediate family expenses and the care of the elderly, disabled and/or sick immediate family members of councillors, to allow councillors to undertake their council business obligations. Reimbursement, less any government subsidy will be subject to the production of receipts, attached to the approved form and will be at a maximum of \$2000 per annum.
- 22.2 Reimbursement of the cost of carer arrangements will require evidence that the carer nominated is accredited by the appropriate government department and any claim must be submitted on the approved form and must include receipts and tax invoices relating to the claim.

## **23. Training and Conference Budget Including Travel and Accommodation**

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

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

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

The only exceptions to this limit will be as follows:

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

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

## **24. Attendance at Council Functions**

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

## **25. Gifts and Benefits**

A councillor must not:

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

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

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

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

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

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

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

## **26. Public Meetings**

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

## **27. Reporting**

Council shall report separately, on an annual basis, on

- The total cost of expenses and the provision of facilities for the mayor and all councillors, as well as:
- The cost of phone calls including mobiles, home located landlines, facsimile and internet services
- Spouse/partner/accompanying person expenses
- Conference and seminar expenses
- Training and skill development expenses
- Interstate travel expenses
- Overseas travel expenses
- Care and other related expenses
- The cost of the provision, including rental, of dedicated office equipment allocated to councillors on a personal basis such as; laptops, mobile phones, telephones and facsimile machines and internet installed in the councillors homes. This item does not include the costs of using this equipment, such as calls.
- The provision of facilities and equipment where such provision is above what would normally be required for the day to day running of the council.



## **APPENDIX A**

### **Provision & Use of a Mayoral Vehicle**

#### **1. Introduction**

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

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

#### **2. Policy statement**

##### **2.1 The Council will:**

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

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

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

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

#### **3. Principles**

##### **3.1 Use of Vehicle**

A vehicle is made available for use by the Mayor:

- To attend any function, activity or engagement whether associated with local government or not, both within and outside the Warringah Council area, at any time and on any day, in the official capacity of Mayor.
- At any time or day to attend any meetings, inspections, sites or appointments within Warringah as Mayor, with residents, ratepayers or people associated with Council business.
- For occasional or full personal or private use. Where private or personal use is on an occasional basis, the Mayoral Allowance will be reduced on a per kilometre basis, by the rate set by the Local Government (State) Award, and in accordance with a log submitted by the Mayor on a monthly basis. Where full private or personal use is chosen, the Mayoral Allowance will be reduced, in accordance with the Light Vehicle Allocation and Private Use Car Scheme Management Policy, MGT – PL 105 (Clause 2.1 – Contract Staff – TPR Calculation).
- For travel within Warringah for any Council related purpose or function.

##### **3.2 Restrictions on Use of Vehicle**

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

- (a) The vehicle shall only be driven by a properly licensed person, being:
- The Mayor, or
  - Council employee, or

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

### 3.3 Conditions of Use of Mayoral Vehicle

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

## 4. Definitions

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

## **APPENDIX B**

### **1.1 Provisions under the Local Government Act 1993**

#### **1.1.1 General policy-making requirements**

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

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

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

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

#### **1.1.2 Policy development, review and submission requirements**

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

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

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

- (a) *a copy of the policy or amendment together with details of all submissions received in accordance with subsection (1), and*
  - (b) *a statement setting out, for each submission, the council's response to the submission and the reasons for the council's response, and*
  - (c) *a copy of the notice given under subsection (1).*
- (5) *A council must comply with this section when proposing to adopt a policy each year in accordance with section 252 (1) even if the council proposes to adopt a policy that is the same as its existing policy.*

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

### 1.1.3 The role of a councillor

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

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

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

### 1.1.4 Other requirements

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

Section 23A makes provision for the Director General of the former Department of Local Government to prepare, adopt or vary guidelines that relate to the exercise by a council of any of its functions. It also requires that a council must take the relevant guidelines into consideration before exercising any of its functions.



## 1.2 Provisions under the Local Government (General) Regulation 2005

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

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

- (1) *For the purposes of section 428 (2) (r) of the Act, an annual report of a council is to include the following information:*
- details (including the purpose) of overseas visits undertaken during the year by councillors, council staff or other persons while representing the council (including visits sponsored by other organisations),*
- (a1) *details of the total cost during the year of the payment of the expenses of, and the provision of facilities to, councillors in relation to their civic functions (as paid by the council, reimbursed to the councillor or reconciled with the councillor), including separate details on the total cost of each of the following:*
- (i) *the provision during the year of dedicated office equipment allocated to councillors on a personal basis, such as laptop computers, mobile telephones and landline telephones and facsimile machines installed in councillors' homes (including equipment and line rental costs and internet access costs but not including call costs),*
  - (ii) *telephone calls made by councillors, including calls made from mobile telephones provided by the council and from landline telephones and facsimile services installed in councillors' homes,*
  - (iii) *the attendance of councillors at conferences and seminars,*
  - (iv) *the training of councillors and the provision of skill development for councillors,*
  - (v) *interstate visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,*
  - (vi) *overseas visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,*
  - (vii) *the expenses of any spouse, partner or other person who accompanied a councillor in the performance of his or her civic functions, being expenses payable in accordance with the Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for Local Councils in NSW prepared by the Director-General from time to time,*
  - (viii) *expenses involved in the provision of care for a child of, or an immediate family member of, a councillor, to allow the councillor to undertake his or her civic functions.*

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

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

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

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

### 1.3 Other NSW Government policy provisions

#### 1.3.1 Division of Local Government Guidelines

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

#### 1.3.2 Circulars to Councils

The policy must take into account the following Circulars.

Circular 08/24 *Misuse of council resources.*

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

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

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

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

##### **Use of council resources (pp 23-24)**

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

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

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

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

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

#### 1.3.4 Councillor Induction and Professional Development Guide (DLG)

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

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

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



# MINUTES

## VIBRANT CONNECTED COMMUNITIES STRATEGIC REFERENCE GROUP MEETING

held in the Flannel Flower Room, Civic Centre on

**TUESDAY 17 NOVEMBER 2015**



WARRINGAH.NSW.GOV.AU

**Minutes of the Vibrant Connected Communities Strategic Reference  
Group Meeting****held on Tuesday 17 November 2015****in the Flannel Flower Room, Civic Centre****Commencing at 7:00pm****ATTENDANCE:****Members**

Councillor Roslyn Harrison	(Chairperson)
Councillor Vanessa Moskal	(Deputy Chairperson)
James Boyce	
Penny Philpott	
Sharon Austin	
Susan Watson	
Christine Simpson	
Jennifer Fisher	

**Council Officers**

Rik Hart	General Manager
Ruth Robins	Group Manager Community Services
Ximena Von Oven	Administration Officer - Governance

**JOINT STRATEGIC REFERENCE GROUP MEETING**

*NOTE The ACE and VCC SRGs had a joint meeting in the Flannel Flower and Banksia Rooms to (1) receive a briefing for Items 5.1 – NSW Local Government Reform – Council Amalgamations & 5.2 – Nominations for Advisory Group for the Local Planning Strategy and to participate in a workshop for Item 6.1 – Affordable Housing Discussion Paper and Action Plan.*

**5.0 COUNCIL UPDATES****5.2 NOMINATIONS FOR ADVISORY GROUP FOR THE LOCAL PLANNING STRATEGY –  
DAVID KERR****DISCUSSION**

David Kerr, Manager Strategic Planning provided an overview regarding the Local Planning Strategy. The Local Planning Strategy will focus on different areas like open space, housing and employment.

SRG members were invited to nominate themselves for membership of the Advisory Group for the Local Planning Strategy and contact the SRG Liaison Officers if interested.



**DECISION**

That VCC SRG members nominate themselves for membership of the Advisory Group for the Local Planning Strategy.

**5.1 NSW LOCAL GOVERNMENT REFORM - COUNCIL AMALGAMATIONS – RIK HART****DISCUSSION**

Rik Hart, General Manager provided an update in relation to Fit for the Future.

*NOTE Cr Moskal arrived to the meeting at 7:20pm*

**DECISION**

That the assessment of Warringah's Fit for the Future Proposal and approaches to Manly and Pittwater Councils to voluntarily merge be noted.

**6.0 STRATEGIC WORKSHOPS****6.1 AFFORDABLE HOUSING DISCUSSION PAPER AND ACTION PLAN – NEIL COCKS & DEB KEMPE****DISCUSSION**

Neil Cocks, Sustainable Urban Planning Manager and Deb Kemp, Economic Development Coordinator provided a presentation in relation to the Affordable Housing Discussion Paper and Action Plan.

The following points were discussed:

- Housing Rental Stress
- Definition of Housing Supply
- Affordable Housing Methodology (state and federal level)
- Priority Actions
- Next Steps

SRG members were invited to provide their input with regards to the following questions:

- What could be the key focus for and Affordable Housing Policy?
- How to raise awareness of Housing Affordability in the country?
- Who should we be consulting with?

Members noted that a main priority should be to highlight ways to engage with the community.

SRG members requested that Council staff report back at the February 2016 SRG meeting.

Cr Harrison thanked Neil Cocks and Deb Kempe for their presentation.

## DECISION

That the Vibrant Connected Communities SRG members discuss and provide feedback the Affordable Housing Discussion Paper and Action Plan.

Ruth Robins noted to the group that the *Warringah Creative Space* recently won the 2015 national Parks and Leisure Inc 'Awards of Excellence':

**NOTE** *The formal meeting was opened at 8:10 pm after this discussion.*

## 1.0 APOLOGIES

Darcy Munce, Kate Jackson, Su Young Lee & John Warburton

## 2.0 DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

Nil

## 3.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### 3.1 MINUTES OF VIBRANT CONNECTED COMMUNITIES STRATEGIC REFERENCE GROUP HELD 6 OCTOBER 2015

*Cr Moskal / Ms Watson*

## DECISION

That the Minutes of the Vibrant Connected Communities Strategic Reference Group held 6 October 2015, copies of which were previously circulated to all Members, are hereby confirmed as a true and correct record of the proceedings of that meeting.

## 4.0 COMMUNITY COMMITTEES MINUTES

Nil

### 6.2 WARRINGAH'S CALENDAR OF COMMUNITY EVENTS - KATH MCKENZIE - 60 MINS

## DISCUSSION

Kath McKenzie, Events Manager provided an update with regards to Warringah's Events (Warringah Art Prize 2015 & Brookvale Show 2015). The following topics were discussed:

### Warringah Art Prize 2015

- Objective
- Statistics about entries
- Event Surveys

Brookvale Show 2015

- What was on offer on the Brookvale Show?
- Objective and Vision of the Show
- Survey Feedback

SRG members suggested that the Brookvale Show Event should be held bi-annual. They also highlighted that a Cultural Event should be organised for the community.

**DECISION**

The Vibrant Connected Community SRG note the presentation on Councils planned events activities and provide input for consideration regarding future events.

*The meeting concluded at 9:30 pm*

This is the final page of the Minutes comprising 5 pages  
numbered 1 to 5 of the Vibrant Connected Communities Strategic Reference Group  
meeting held on Tuesday 17 November 2015 and confirmed on



# MINUTES

## A CONNECTED ENVIRONMENT STRATEGIC REFERENCE GROUP MEETING

held in the Walamai Room, Civic Centre on

**TUESDAY 17 NOVEMBER 2015**



**Minutes of the A Connected Environment  
Strategic Reference Group Meeting  
held on Tuesday 17 November 2015  
in the Walamai Room, Civic Centre  
Commencing at 7:10pm**

**ATTENDANCE:**

**Members**

Councillor Sue Heins	(Chairperson)
Councillor Jose Menano-Pires	(Deputy Chairperson)
Councillor Michael Regan	
Ann Sharp	
Chelsea Leung	
Glen Hugo	
Dr Helen Wilkins	
Michael Moulds	
Michael Syme	
Les Irwig	
Sandra Wilson	
Gordon Lang	(Non-voting stakeholder)

**Council Officers**

Rik Hart	General Manager
Boris Bolgoff	Group Manager Roads, Traffic and Waste
David Kerr	Group Manager, Strategic Planning
David Bell	Senior Strategic Planner
Neil Cocks	Sustainable Urban Planning Manager
Katie Kirwan	Administration Officer - Governance (Minutes)

**NOTE:** *The order of business was changed to allow members of the ACE and VCC SRGs to receive joint presentations on Item 5.1 – NSW Local Government Reform, Item 5.2 – Nominations for Advisory Group for the Local Planning Strategy and Item 6.1 – Affordable Housing Options Paper*

## **5.2 NOMINATIONS FOR ADVISORY GROUP FOR THE LOCAL PLANNING STRATEGY – DAVID KERR**

### **DISCUSSION**

David Kerr, Group Manager Strategic Planning introduced himself and asked members to consider if they would like to become a member of an advisory group for the Local Planning Strategy. He advised that the initial stage would need commitment to three to four meetings and it would be a 6 to 12 month program.

Interested members are to email the liaison officer and/or Governance.

### **DECISION**

That interested A Connected Environment SRG members nominate themselves for membership of the Advisory Group for the Local Planning Strategy.

## **5.1 NSW LOCAL GOVERNMENT REFORM - COUNCIL AMALGAMATIONS – RIK HART**

### **DISCUSSION**

Rik Hart updated members on the Council resolution of the extraordinary Council meeting. Warringah Council maintains support for One Northern Beaches Council amidst talks of a split Warringah option. If members have a view that they wish to express, please utilise the following links to let the Premier and the Minister for Local Government know.

<https://www.nsw.gov.au/your-government/contact-premier-new-south-wales>

Premier Mike Baird, Member for Manly [manly@parliament.nsw.gov.au](mailto:manly@parliament.nsw.gov.au)

Paul Toole, Local Government Minister [paul.toole@parliament.nsw.gov.au](mailto:paul.toole@parliament.nsw.gov.au)

**NOTE:** *Councillor Moskal joined the meeting at 7:20pm*

**ACTION:** K Kirwan to email links to members.

**NOTE:** *Mayor Regan and Councillor Menano-Pires joined the meeting at 7:35pm*

### **DECISION**

That the A Connected Environment SRG note the assessment of Warringah's Fit for the Future Proposal and approaches to Manly and Pittwater Councils to voluntarily merge.

## 6.0 STRATEGIC WORKSHOPS

### 6.1 AFFORDABLE HOUSING DISCUSSION PAPER AND ACTION PLAN - NEIL COCKS

#### DISCUSSION

Neil Cocks, Sustainable Urban Planning Manager and Deb Kemp, Economic Development Coordinator provided a presentation in relation to the Affordable Housing Discussion Paper and Action Plan.

The following points were discussed:

- Housing Rental Stress
- Definition of Housing Supply
- Affordable Housing Methodology (state and federal level)
- Priority Actions
- Next Steps

SRG members were invited to provide their input with regards to the following questions:

- What could be the key focus for an Affordable Housing Policy?
- How to raise awareness of Housing Affordability in the country?
- Who should we be consulting with?

Members noted that a main priority should be to highlight ways to engage with the community.

The notes from the Workshop are attached (Attachment 1).

SRG members requested that Council staff report back at the February 2016 SRG meeting.

Councillor Harrison thanked Neil Cocks and Deb Kempe for their presentation.

#### DECISION

That the A Connected Environment SRG members discuss and provide feedback the Affordable Housing Discussion Paper and Action Plan.

NOTE: Mayor Regan left the meeting at 8:10pm

## 1.0 APOLOGIES

Rob Southam and Andrew McAnulty.

## 2.0 DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

Nil

### **3.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

#### **3.1 MINUTES OF A CONNECTED ENVIRONMENT STRATEGIC REFERENCE GROUP HELD 6 OCTOBER 2015**

*G Hugo / M Syme*

That the Minutes of the A Connected Environment Strategic Reference Group held 6 October 2015, copies of which were previously circulated to all Members, are hereby confirmed as a true and correct record of the proceedings of that meeting.

### **4.0 COMMUNITY COMMITTEES MINUTES**

#### **4.1 REPORTING OF COMMUNITY COMMITTEE MINUTES**

##### **DECISION**

That the A Connected Environment SRG note the Minutes of the Affordable Housing Community Committee meeting held on 22 October 2015.

### **5.0 COUNCIL UPDATES**

#### **5.3 REVIEW OF WARRINGAH BIKE PLAN - UPDATE ON PROGRESS - DAVID BELL**

##### **DISCUSSION**

David Bell, Senior Strategic Planner provided members with an update on the Bike Plan Review which began in July 2015. The focus of the review is cycling as a mode of transport for commuting and recreation. The Review can be accessed at <http://yoursaywarringah.com.au/bike-plan-review-2015>

D Bell discussed the launch of an on-line map using a software tool called Social PinPoint which enables community members to make comments and suggest ideas for improvements directly onto a map of the Warringah LGA. This map went live one week ago and has received 18 comments to date.

G Hugo suggested that the map should include Manly and Pittwater as cyclists don't differentiate between LGA boundaries when they are cycling.

Members discussed the use of the Narrabeen Trail and how popular it is.

Dr Wilkins queried the accessibility of this map for people who cannot speak English. B Bolgoff advised that he will discuss a strategy for dealing with this issue with D Bell.

D Bell advised he will be running some workshops during December and the intent is to report back to the SRG in the new year with a further update. He advised the tool will be available until February 2016 and asked members to please look at it and provide their feedback.

##### **DECISION**

That the A Connected Environment SRG note the Review of Warringah Bike Plan – Update on



Progress.

#### 5.4 LIAISON OFFICER UPDATE AND A YEAR IN REVIEW - BORIS BOLGOFF

##### DISCUSSION

B Bolgoff provided the following Liaison Officer Update:

##### Footpaths

Council will receive additional funding for infrastructure at the Collaroy and Narrabeen precinct areas. A report will go to Council next week to advise we can now enter into a Deed of Agreement. Transport for NSW are in communication about what is in our Bike Plan and PAMP.

##### Narrabeen Bridge Widening

This may not have a benefit cost that Transport for NSW can support. Regarding the budget for the bridge widening, an alternative option of a drop in pedestrian bridge would cost approximately \$2.5m. This would be a two stage design process and would allow for the bridge to be built at a later date. Members agreed that Council should push for the 6 lane bridge as it is a must for the northern beaches for access to the peninsula.

##### B Line

B Bolgoff spoke to a Powerpoint presentation (Attachment 2) and encouraged members to view the website <http://b-line.transport.nsw.gov.au/>

**ACTION:** KK to send the presentation to members.

B Bolgoff presented 'A Year in Review' to members.

Mr Bolgoff advised that he receives very valuable information and advice from members. He said he uses members' input where possible to achieve better results for the community. He has received feedback from Campbell Pfeiffer, Group Manager Buildings, Property and Spatial Information and Peter Robinson, Group Manager Strategic Planning, on how feedback from this SRG has benefitted their projects as well.

Members queried what the future is for SRGs in light of the prospect of amalgamation. Mr Bolgoff advised that it will be business as usual until a decision is made. Members echoed how disappointing it would be if the SRG framework was disbanded.

B Bolgoff asked members to provide a comment to describe their experience of the SRG in 2015:

All members provided positive comments on the meeting, how it is run and the information provided.

Councillor Heins: Invited members to the Mayor's Christmas party on 10 December. Invitations will be circulated shortly.

##### DECISION

That the A Connected Environment SRG note their value in the contributions to Councils projects and initiatives.

## 7.0 GENERAL BUSINESS

### 7.1 SRG PORTAL – KATIE KIRWAN

#### DISCUSSION

K Kirwan demonstrated the SRG Portal to members and advised that usernames and passwords will be emailed to all members. Members can access agenda, minutes, presentations, as well as other relevant documents such as the SRG charters through the portal.

**ACTION:** K Kirwan to circulate portal usernames and passwords, and the user guidebook.

**ACTION:** K Kirwan to circulate 2016 meeting dates shortly.

*The meeting concluded at 9:10pm*

This is the final page of the Minutes comprising 7 pages  
numbered 1 to 7 of the A Connected Environment Strategic Reference Group  
meeting held on Tuesday 17 November 2015 and confirmed on

**Affordable Housing Workshop with the 'Vibrant Community' and 'A Connected Environment' SRGs 17 November 2015**

Members of the two SRGs were asked to provide feedback on 3 key questions regarding how to consult with the community on Affordable Housing and the focus of the Policy.

The issues raised by SRG members are presented below:

**Who should be consulted?**

1. Consult with school groups (School P&Cs)
2. People saving for a deposit
3. Environmental groups – protection of bushland assets and open space is important
4. Police workers
5. Unions – i.e. representing public servants and emergency workers
6. Youths who are forced to leave area due to the high cost of living
7. TAFE students
8. Job Fairs
9. Key worker staff
10. Retirees who live in large houses and may want to rent out rooms or subdivide land
11. The community of all levels should be consulted (not just social)
12. People accessing financial stress assistance organisations

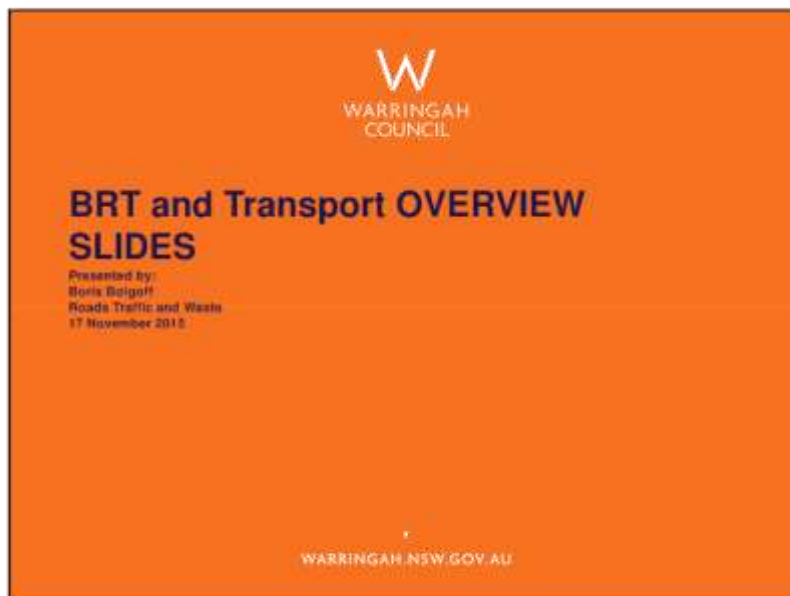
**How to raise awareness of Housing Affordability issues in the community?**

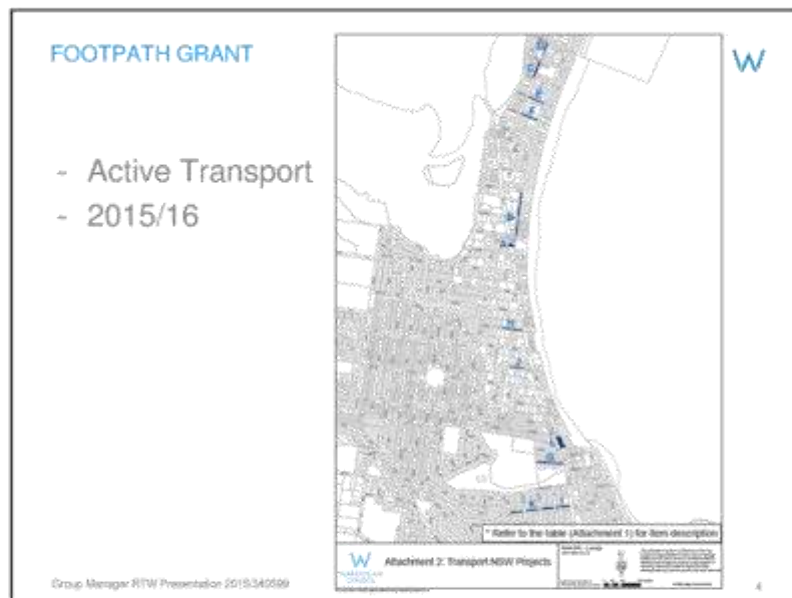
1. Engage a cross section of residents via pop up/ on-site consultation (similar to Fit for the Future consultation)
2. Educate the wider community about the impact for key workers of long travel times – i.e. tired nurses, police and teachers
3. Educate about the link between key workers and affordability
4. Education on the difference between affordable and social housing
5. Talk about who are the users of Affordable Housing
6. Use social media (Twitter, Facebook, council website) to promote projects that work
7. Feed stories to Manly Daily of families experiencing rental stress
8. Start discussions in high schools about affordable housing
9. Develop partnerships with support agencies (such as Link, Evolve, Department of Housing) to distribute the message

**What should be the focus of an Affordable Housing Policy?**

1. Establish a policy of using a fee/fund from new developments to put aside for affordable housing
2. Allow small scale medium density (i.e. villas and townhouses) in all low density zones, subject to a proportion being retained as affordable rental housing
3. Review development standards to identify unnecessary impediments to redevelopment
4. Be wary of the "fast-track" DA approval approach, if equals community suspicion and backlash
5. Not for Profit agency to own and manage the affordable housing to ensure that it is available for 'key workers'
6. Not for Profit Affordable Housing providers are the way of the (Liberal Government) future
7. A mixed model integrating affordable and key worker housing with owner/full rent residents
8. A spread of housing across housing areas needs to be considered
9. Accountable housing/accommodation services
10. Timing of supply is critical. More supply in an escalating market does little. But supply in a stagnant housing market can be effective in reducing price.
11. Look at empty-nesters as a potential source of land and increased occupancy
12. Encourage dual occupancy/secondary dwellings with many people living in large houses. These houses could be divided allowing current owners to stay in their homes and providing availability of a property at a cheaper price for a second family
13. Replace stamp duty with land tax and spread the load
14. Encourage housing that suits changing needs (generate movement)
15. Don't allow overseas purchasing on local, State and Federal levels
16. Affordable Housing is for a majority of the population and should be in a majority of areas, not quarantine to small areas
17. State Government planning changes regarding Affordable Housing
18. Shared ownership is an option but not dual occupancy which increases land values and housing costs
19. Non-urban land is not suitable for Affordable Housing which should be located near to services
20. Non-urban land is best excluded for environmental and sustainable reasons
21. Establish long term affordable rental packages
22. Key worker housing should be a focus
23. Using State or Council land for affordable housing diminishes land assets available for public uses
24. Provision of social infrastructure (e.g. schools) is required
25. Define "housing diversity" as not just "small" homes but equals choice and variety e.g. terrace houses, garage lofts









Attachment 2 - BRT and Transport Overview





## Attachment 2 - BRT and Transport Overview





# MINUTES

## ECOS STRATEGIC REFERENCE GROUP MEETING

held in the Flannel Flower Room, Civic Centre on

**WEDNESDAY 18 NOVEMBER 2015**



WARRINGAH.NSW.GOV.AU

**Minutes of the ECOS Strategic Reference Group Meeting  
held on Wednesday 18 November 2015  
in the Flannel Flower Room, Civic Centre  
Commencing at 6:10pm**

**ATTENDANCE:**

**Members**

Councillor Vanessa Moskal	(Chairperson)
Councillor Roslyn Harrison	(Deputy Chairperson)
Dr Alan Jones	
Gail Phillips	
Michael Houston	
Sian Waythe	
Tom Hazell	
Toni Wilson	

**Council Officers**

Todd Dickinson	Group Manager Natural Environment
Mary Watt	Systems & Sustainability Manager
Leonie Netting	Senior Environment Officer - Systems
Ximena Von Oven	Administration Officer - Governance

**NOTE**     *The OSR and ECOS SRGs had a joint meeting in the Flannel Flower and Banksia Rooms to receive a briefing for Items 5.1 – NSW Local Government Reform – Council Amalgamations & 5.2 – Nominations for Advisory Group for the Local Planning Strategy*

## **5.0 COUNCIL UPDATES**

### **5.1 NSW LOCAL GOVERNMENT REFORM - COUNCIL AMALGAMATIONS**

**DISCUSSION**

Cr Regan updated members on the Council resolution of the extraordinary Council Meeting on 17 November. Warringah Council maintains support for one Northern Beaches Council amidst talks of a split Warringah option. If members have a view that they wish to express, the following links should be utilised to let the Premier and the Minister for Local Government know:

Premier Mike Baird, Member for Manly, <https://www.nsw.gov.au/your-government/contact-premier-new-south-wales>

Paul Toole, Local Government Minister, [paul.toole@parliament.nsw.gov.au](mailto:paul.toole@parliament.nsw.gov.au)

Cr Regan thanked members for their input on this matter, and advised he expects a decision to be made in December.

**DECISION**

That the assessment of Warringah's Fit for the Future Proposal and approaches to Manly and Pittwater Councils to voluntarily merge be noted.

**5.2 NOMINATIONS FOR ADVISORY GROUP FOR THE LOCAL PLANNING STRATEGY****DISCUSSION**

David Kerr, Group Manager for Strategic Planning introduced himself and asked members to consider if they would like to become part of an advisory group for the Local Planning Strategy. He advised that the initial stage would need commitment to three to four meetings, and that it would be a 12 to 18 month program.

Interested members are to email the Liaison Officer and/or Governance staff. He further advised there are two drop in sessions in relation to the Brookvale Structure Plan and encouraged members to participate. Cr Regan discussed difficulties of developing residential areas in Brookvale as they're required to coexist with businesses. There also needs to be a focus on affordable housing, and ideas for parking.

**DECISION**

That ECOS SRG members nominate themselves for membership of the Advisory Group for the Local Planning Strategy.

*NOTE The formal meeting was opened at 6:26 pm after this discussion.*

**1.0 APOLOGIES**

Cameron Little & Michelle Sheather

**2.0 DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST**

Nil

**3.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS****3.1 MINUTES OF ECOS STRATEGIC REFERENCE GROUP HELD 7 OCTOBER 2015**

*Ms Phillips / Cr Harrison*

That the Minutes of the ECOS Strategic Reference Group held 7 October 2015, copies of which were previously circulated to all Members, are hereby confirmed as a true and correct record of the proceedings of that meeting.

**4.0 COMMUNITY COMMITTEES MINUTES****4.1 REPORTING OF COMMUNITY COMMITTEE MINUTES - TODD DICKINSON****DISCUSSION**

T Dickinson reviewed the Draft Minutes of the Dee Why and Curl Curl Lagoon Community



Committee highlighting the following items:

- Update on Dee Why South Catchment Floodplain Risk Management Study
- Update on insect concerns (caterpillar/insect attack)
- Potential impact of Dee Why Town Centre redevelopment on Dee Why Lagoon
- Interaction of Bush Regeneration Contractors and Friends of the Bush Volunteers
- Potential for a Community Garden (near old Dee Why RSL/North Curl Curl Bowling Club)
- Removal of native trees from Lagoon areas
- 10/50 Vegetation Clearing Code
- Vine removal from Dee Why Lagoon Wildlife Refuge

#### **DECISION**

That the Draft Minutes of the Dee Why and Curl Curl Lagoon Community Committee meeting held 12 August 2015 be noted.

#### **5.3 LIAISON OFFICER UPDATES - TODD DICKINSON**

##### **DISCUSSION**

T Dickinson provided an update on key activities of interest to the members outlined below:

- Dee Why Town Centre Works - A community engagement information session has been recently held. Positive feedback has been received with regards to the event.
- Narrabeen Lagoon Trail & State Park update – The construction of the replacement boatshed for the Sydney Academy of Sport has been finalised.
- Hospital Site and Associated Works – Project is proceeding as expected, and Council continues to work with RMS on appropriate mitigation strategies (e.g. offsets).
- Coastal Zone Management Plan & local coastal erosion issues – Council staff recently attended the 24<sup>th</sup> Coastal Conference. The Hon. Rob Stokes provided updates to the reforms to Coastal Zone Management in NSW, highlighting that new Coastal Management Legislation, a new combined Coastal SEPP and a new Coastal Management Manual are being released for consultation. Council's Coastal Zone Management Plan has been gazetted. It is the first Coastal Zone Management Plan to be certified for an erosion hot spot in NSW. SRG feedback was invaluable during the development of the Coastal Zone Management Plan.
- Hilltop to Headland activities – The Hilltop to Headland – Power to Save Business Event will be held 1 December 2015. This event is a forum where local businesses can learn from industry experts on how to save money by reducing waste and energy costs. It will feature a presentation by Todd Sampson
- Awards – The Narrabeen Lagoon Trail has received the Green Globes Award in the Built Environment Sustainability Infrastructure category and the Institute of Public Works Engineers Australia award in the Environmental Enhancement Project category.
- Water Management Policy – Currently on public exhibition. Will be reported back at the

December Council Meeting

## DECISION

That the ECOS Strategic Reference Group members note the updates on key projects and activities of interest.

## 5.4 A YEAR IN REVIEW - TODD DICKINSON

### DISCUSSION

T Dickinson provided an overview of the ECOS SRG achievements for 2015. The following points were discussed:

- Asset Management Plans for Storm Water and Natural areas
- Warringah Council Environmental Programs
- District Park Plan of Management
- Coastal Zone Management Plan for Collaroy – Narrabeen Beach/ Fisherman's Beach
- Long Reef to Freshwater coastal management planning
- Dee Why Town Centre upgrades
- Water Management Policy
- Improving Sustainability in Warringah
- Review of Community Consultation Practices
- Fit for the Future
- Warringah Citizen Science Project Development
- Future of Waste Management on the Northern Beaches
- Dogs on Long Reef Headland / Beach
- Land Use Planning in Riparian Areas
- Hospital structure plan and local planning strategy
- Macquarie University Partnership

**NOTE** *T Dickinson, Cr Moskal and Cr Harrison thanked the ECOS SRG members for their contribution, valuable suggestions, enthusiasm, strong attendance, passion & comments provided. She also highlighted the well informed background that the members have and the fresh perspective that they bring to the ECOS SRG meetings. Natural Environment Unit (NEU) staff were also thanked for their hard work and excellent presentations provided during the year.*

### DECISION

That the ECOS SRG:

- A. Acknowledge their contributions and successes in 2015.
- B. Discuss what has worked well for the SRG in 2015 and any future improvements.

## **6.0 STRATEGIC WORKSHOPS**

### **6.1 NATURAL AREAS PLAN - LEVEL OF SERVICE DISCUSSION – MARY WATT & LEONIE NETTING**

#### **DISCUSSION**

Mary Watt and Leonie Netting provided a presentation in relation to the development of the Natural Areas Asset Plan

Warringah Council is preparing a Natural Areas Asset Plan (NAP) to better manage our vast range of natural assets. The NAP will include natural assets and associated built structures on land under our care, control and management.

A key component of the asset management process is to determine the community's expected levels of services in the management of our natural assets.

The Levels of Service relate to the asset conditions that the community expect Warringah Council to maintain. Condition ratings were provided in terms of ecology, amenity and safety. SRG members provided feedback on condition definition, however feedback was mainly sought in terms of amenity.

Members suggested that erosion, litter, pollution, neglected areas, graffiti and fit for purpose criteria should also be considered when scoring amenity. It was highlighted that the word "appropriate accessibility" should also be considered when defining the term "amenity"

In relation to safety, it was highlighted that Warringah Council has an overall enterprise risk management framework and corporate standards with regards to safety. Consequently the NAP is not proposing to change the definition as they relate to safety.

#### **DECISION**

That the ECOS SRG assist in defining a level of service target for bushland, under Council's care, control and management to support the development of the NAAP.

*The meeting concluded at 8:05pm*

This is the final page of the Minutes comprising 6 pages  
numbered 1 to 6 of the ECOS Strategic Reference Group  
meeting held on Wednesday 18 November 2015 and confirmed on Wednesday 17 February 2016



# MINUTES

## OPEN SPACE AND RECREATION STRATEGIC REFERENCE GROUP MEETING

held in the Guringai Room, Civic Centre on

**WEDNESDAY 18 NOVEMBER 2015**



**Minutes of the Open Space and Recreation  
Strategic Reference Group Meeting  
held on Wednesday 18 November 2015  
in the Guringai Room, Civic Centre  
Commencing at 6:10pm**

**ATTENDANCE:**

**Members**

Councillor Michael Regan	(Chairperson)
Antony Pecar	
Dr Conny Harris	
Jane Hauser	
Julie Whitfield	
Lata Wilkinson	
Patrick Wong	
Paul Smith	

**Council Officers**

Michael Keelan	Group Manager Roads, Parks Reserves and Foreshores
Katie Kirwan	Administration Officer – Governance (Minutes)
Damian Ham	Recreation Management Manager
Christine Deaner	Senior Recreational Planner
David Kerr	Group Manager, Strategic Planning
David Bell	Senior Strategic Planner

**NOTE:** *The order of business was changed to allow members of the OSR and ECOS SRGs to receive joint presentations on Item 5.1 – NSW Local Government Reform and Item 5.2 – Nominations for Advisory Group for the Local Planning Strategy.*

## **5.1 NSW LOCAL GOVERNMENT REFORM - COUNCIL AMALGAMATIONS – MAYOR REGAN**

### **DISCUSSION**

Mayor Regan updated members on the Council resolution of the extraordinary Council meeting on 17 November. Warringah Council maintains support for One Northern Beaches Council amidst talks of a split Warringah option. If members have a view that they wish to express, please utilise the following links to let the Premier and the Minister for Local Government know.

<https://www.nsw.gov.au/your-government/contact-premier-new-south-wales>

Premier Mike Baird, Member for Manly [manly@parliament.nsw.gov.au](mailto:manly@parliament.nsw.gov.au)

Paul Toole, Local Government Minister [paul.toole@parliament.nsw.gov.au](mailto:paul.toole@parliament.nsw.gov.au)

Mayor Regan thanked members for their ongoing support of Warringah and their input on this matter and advised he expects a decision to be made in December.

**ACTION:** K Kirwan to email links to members.

### **DECISION**

That the Open Space and Recreation SRG note Warringah's Fit for the Future approach and proposal of Manly and Pittwater Councils to split Warringah.

## **5.2 NOMINATIONS FOR ADVISORY GROUP FOR THE LOCAL PLANNING STRATEGY – DAVID KERR**

### **DISCUSSION**

David Kerr, Group Manager for Strategic Planning introduced himself and asked members to consider if they would like to become part of an advisory group for the Local Planning Strategy. He advised that this would need commitment to three to four meetings in this initial stages, and it would be 8 - 12 month program.

Interested members are to email the liaison officer and/or Governance.

D Kerr also advised there are two drop in sessions in relation to the Brookvale Structure Plan on 21 and 23 November 2015 and encouraged members to participate. Mayor Regan discussed the difficulties of developing residential areas in Brookvale as they are required to coexist with businesses. Mayor Regan also noted the need to focus on affordable housing, as well as ideas on the problem of parking.

### **DECISION**

That interested Open Space and Recreation SRG members nominate themselves for membership of the Advisory Group for the Local Planning Strategy.

## **1.0 APOLOGIES**

Councillor Menano-Pires, Councillor Kerr and David Morrissey.

## **2.0 DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST**

Nil

## **3.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

### **3.1 MINUTES OF OPEN SPACE AND RECREATION STRATEGIC REFERENCE GROUP HELD 7 OCTOBER 2015**

*Cr Regan / P Smith*

That the Minutes of the Open Space and Recreation Strategic Reference Group held on 7 October 2015, copies of which were previously circulated to all Members, are hereby confirmed as a true and correct record of the proceedings of that meeting.

## **4.0 COMMUNITY COMMITTEES MINUTES**

Nil

## **5.0 COUNCIL UPDATES**

### **5.3 LIAISON OFFICER'S UPDATE - DAMIAN HAM**

#### **DISCUSSION**

Damian Ham provided an update on the following projects:

- PCYC. J Hauser queried when the advisory group for the PCYC is likely to be set up. D Ham will advise.
- Walter Gors Park: Design matters are still being finalised. Plan to start construction early in the new year.
- Grant Panel. The three projects funded through the 2015/16 Sporting Groups Capital Assistance Program are nearing completion. New cricket nets have been installed at Harbord Park and new fencing has been installed at the Collaroy tennis court complex at Griffith Park and the netball court lighting upgrades at John Fisher Park are complete. D Ham thanked the Netball Association for their involvement on the netball project.
- It was noted that Optus want to install telecommunication infrastructure on a pole on the fields at John Fisher Park. P Wong enquired about funding arrangements that Council has with private providers that have telecommunication facilities located on Warringah's sportsgrounds, and who receives this income
- Spirit of Play: Open Space Strategy is going to the Council Meeting next week for endorsement.

**ACTION:** D Ham to find out when the advisory group for the PCYC is likely to be established.

**ACTION:** D Ham to find out who received income from telecommunications infrastructure.

**DECISION**

That the Open Space and Recreation SRG members note the Liaison Officer updates and refer to Council's online project information about the status of capital works projects, key initiatives and financials.

**5.4 REVIEW OF WARRINGAH BIKE PLAN - UPDATE ON PROGRESS - DAVID BELL****DISCUSSION**

David Bell, Senior Strategic Planner provided members with an update on the Bike Plan Review which began in July. The focus of the review is cycling as a mode of transport for commuting and recreation. The Review can be accessed at <http://yoursaywarringah.com.au/bike-plan-review-2015>

D Bell discussed the launch of an on-line map using a software tool called Social PinPoint which enables community members to make comments and suggest ideas for improvements directly onto a map of the Warringah LGA. This map went live a week ago and has received 18 comments to date.

Members discussed the possibility of including existing tracks. D Bell is aware of some existing easements and will explore the possibility of utilising these.

D Bell advised he will be running some workshops next month and the intent is to report back to the SRG in the new year with a further update. He advised the tool will be available until February 2016 and asked members to please look at it and provide their feedback.

**DECISION**

That the Open Space and Recreation SRG note the Review of Warringah Bike Plan – Update on Progress.

**5.5 A YEAR IN REVIEW - DAMIAN HAM****DISCUSSION**

D Ham presented a Year in Review – an overview of the SRG achievements and activities for 2015 and asked members to answer the following questions:

1. What have the SRG enjoyed ?
  2. What could we do better ?
  3. What would they like to see as agenda items?
- T Pecar stated that he's really enjoyed the meetings this year and feels they've improved and all members agreed.
  - J Whitfield suggested that workshop items should be early on the agenda so members have more energy to participate.
  - No meetings to be held on the same night as the State of Origin games.



- Agenda Items for next year:
  - Fit for the Future
  - Dee Why Town Centre
  - Northern Beaches Hospital Precinct
  - Forward Capital Works Program
  - Brookvale Structure Plan
  - Sportsground Plan of Management
  - Key policy reviews
  - Warringah Aquatic Centre

There was discussion around what would happen with the SRGs if we amalgamate, and whether other councils have SRG or something similar that would could be combined with the SRGs. Members noted that it would be difficult in first instance but it would create some good opportunities.

C Harris raised councillor and community representation on committees, in particular the Kimbriki *advisory committee*, and discussed benefits of having community committee representatives for transparency.

Mayor Regan updated members on progress around the hospital. He noted that feedback from the State Government's Transport for NSW has improved since the appointment of new staff on this project and noted the Minister of Transport has a strong interest and genuine commitment to it. C Harris voiced her concern about the area being comparable to Chatswood with a vast amount of space wasted on car parking and roads, without having adequate infrastructure in place.

Members to email K Kirwan if they have any other suggestions for other agenda items.

## DECISION

That the Open Space and Recreation SRG members participate in a discussion about what has worked well in 2015, future improvements and agenda items and workshops for 2016.

## 6.0 STRATEGIC WORKSHOPS

### 6.1 REVIEW OF SPORTSGROUNDS PLAN OF MANAGEMENT - CHRISTINE DEANER

#### DISCUSSION

Christine Deaner, Senior Recreational Services Planner, discussed the Review of Sportsground Plan of Management. She discussed the objectives of the project and asked members to provide responses to a list of questions she handed out (see attachment 1).

Members discussed issues around amenities and facilities. Mayor Regan noted that storage is an issue and modular storage and modular buildings may be a more efficient option.

There was discussion around organisations being able to arrange for necessary works to sports ground infrastructure to be carried out themselves. P Wong queried why this is so difficult. Mayor Regan discussed the Council's requirements for transparency and the requirement to go through a formal procurement process.

J Whitfield advised that Willoughby are part of a pilot scheme for templates for generic plans of management and wondered whether it would be something Warringah would consider being part of. C Deaner to investigate and comment.

J Whitfield raised the challenges with the popularity of synthetic sports fields and managing the impacts on nearby residents.

**ACTION:** Members to review the questions (Attachment 1) and send their feedback to K Kirwan.

**ACTION:** C Deaner to investigate and comment on pilot scheme for generic plans of management.

#### **DECISION**

That the Open Space and Recreation Strategic Reference Group participate in a discussion about the review of the Sportsgrounds Plan of Management (2007).

## **7.0 GENERAL BUSINESS**

### **7.1 MAYORS END OF YEAR RECEPTION AND 2016 MEETING DATES**

#### **DISCUSSION**

Mayor Regan invited members to his end of year reception at the Warringah Creative Space on 10 December 2015.

SRG 2016 meeting dates are to be finalised.

**ACTION:** K Kirwan to circulate 2016 meeting dates shortly.

The meeting concluded at 7:58pm

This is the final page of the Minutes comprising 7 pages  
numbered 1 to 7 of the Open Space and Recreation Strategic Reference Group  
meeting held on Wednesday 18 November 2015 and confirmed on

Attachment 1 - Item 6.1 - Review of Sportsground Plan of Management

## Open Space and Recreation Strategic Reference Group Meeting- 18 November 2015

### Item 6.1 Review of Sportsgrounds Plan of Management

#### Questions for the Strategic Reference Group:

**1. Which issues in the list below should be considered for the review? (Please circle)**

The Sportsgrounds Plan of Management (2007) included some 17 management issues that had been identified by users. Those issues included:

1. Council's management of sportsgrounds
2. Maintenance of sportsgrounds
3. Drainage and irrigation
4. Facilities maintenance and design standards
5. Subsidence and poor field condition
6. Wet weather management
7. Associated facilities (Community and Ancillary)
8. Availability and allocation of sportsgrounds
9. Managing the different users
10. Impacts on local residents
11. Dog exercising on sportsgrounds
12. Information signs and the need for improved communication
13. Leases and licences for fields and buildings
14. Sportsgrounds as open space
15. Special events, reserve hire and non-sporting uses
16. Consulting the community
17. Opportunities for improved future provision

**2. What additional issues could be considered for the review?**

**3. What are the key issues for sportsgrounds in Warringah?**

Thank you for your input. Should you wish to add anything following the meeting, please don't hesitate to email our Governance Team.