

ADMINISTRATOR'S MINUTES BOOKLET

Notice is hereby given that an Ordinary Meeting of Council will be held at Manly Chambers on

Tuesday 27 June 2017

Beginning at 6.30pm for the purpose of considering and determining matters included in this agenda.



Mark Ferguson
Chief Executive Officer

Issued: 27/06/2017

OUR VALUES

Trust

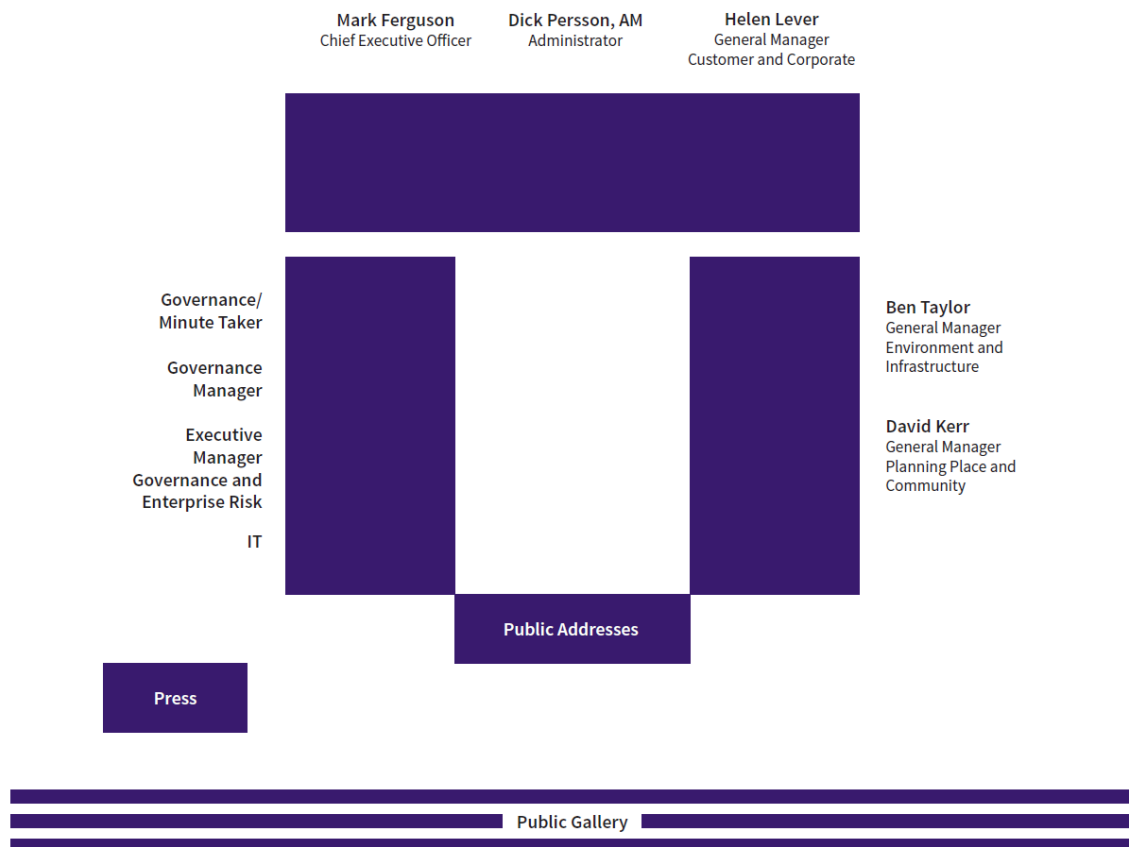
Teamwork

Respect

Integrity

Service

Leadership



**Administrator's Minutes Booklet for an Ordinary Meeting of Council
to be held on Tuesday 27 June 2017
at Manly Chambers
Commencing at 6.30pm**

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5.0 ADMINISTRATOR'S MINUTES

ITEM 5.2	ADMINISTRATOR'S MINUTE NO 07/2017 - LITTLE MANLY
TRIM FILE REF	2017/202546
ATTACHMENTS	NIL

BACKGROUND

During my current term as Administrator, I have had the opportunity to meet with residents and staff as well as attend a number of site meetings to discuss the future use of the public reserve located at the beachfront on Little Manly Beach.

Earlier this year the Council completed an upgrade to Little Manly Reserve with better gardens, connections and dinghy racks. The reserve is separated on land by a private residential property, but access between the two areas of the reserve can only be achieved by walking along the beach which isn't accessible to people with poor mobility or the road which is a much longer route and not desirable. A number of stakeholders have been advocating for a contiguous link on the beach side to link the two parts of the reserve without walking on the beach or road.

In understanding the issue, I have considered a number of factors including the need to improve the amenity and public use of the area as well as the impact of the buildings that are adjacent to the foreshore.

There have been a number of attempts by the former Manly Council to find a solution to this complex matter given that there is a private residence situated in the middle of the sections of the reserve, both of which front the beach and divide the public open spaces of the Little Manly foreshore.

I believe the best solution is to create a harbourside accessible link between the two sections of the reserve by building a boardwalk in front of the residence to connect the public spaces as well as providing an accessible link for the Manly Scenic Walkway. Council would need to set the boardwalk at a suitable level to consider the amenity and privacy of the private residence and would work closely with the owners to ensure this.

Further to this, I believe Council should look closely at the usage of the buildings owned by Council to make the most of these important assets and enhance the entire public space area. Proposals that should be considered include the incorporation of a public café into 40 Stuart Street and community use for 34 Stuart Street such as the creation of an indigenous culture and education centre.

To this end, I propose Council develop a Masterplan for the area and conduct extensive community engagement. In preparing the Masterplan, staff will also take into account all the previous plans, concepts and feedback from the community as well as the amenity of the owner of the private residence.

This is a unique and very popular area and I have been convinced that we need to not only maximise its accessibility for use by the community and visitors to the area but develop a long term plan that will secure the future of this public asset.

RECOMMENDATION

That Council:

- A. Build a boardwalk along the beachfront between 36 and 40 Stuart Street, Manly connecting the two public spaces known as Little Manly Reserve with work commencing in 2017/18.
- B. Develop a Masterplan for the entire Little Manly Reserve area to ensure maximum

accessibility and the future use of this public asset, including consideration of the incorporation of a public café into 40 Stuart St and community use for 34 Stuart Street such as the creation of an indigenous culture and education centre.

- C. Ensure funding for the project and the development of the Masterplan are available within the budget for 2017-2018.
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Dick Persson
ADMINISTRATOR

**ITEM 5.3 ADMINISTRATOR'S MINUTE NO 08/2017 - SINGLE USE
 PLASTICS**

TRIM FILE REF 2017/197403

ATTACHMENTS 1 [↓](#) Draft Single Use Plastics Policy

BACKGROUND

Recent media coverage has highlighted the dramatic harmful impact of single-use plastic items. I believe Council needs to take a leadership role not only in advocating for legislative change but lead by example in influencing and enabling responsible consumption practices in the community.

I would first like to acknowledge that there have been some significant efforts undertaken already by residents, local businesses and environmental groups and they are to be commended for their ongoing efforts.

There have also been some admirable efforts made over many years by our former councils to create awareness and educate the community which I think also is worth noting.

After being approached by members of the community and representatives of Council's Implementation Advisory Group who shared my concerns, I recently wrote to our local State Members seeking their support in legislating to ban single use plastic bags in New South Wales and also undertook to review our own Council practices within the organisation.

Council staff have been working hard identifying a wide range of initiatives to reduce single-use plastics within our own organisation.

As a result, I propose that Council launch a multifaceted campaign to dramatically reduce single-use plastics on the Northern Beaches, including lobbying for legislative regulatory change, cutting use by Council, and supporting local businesses and the community to change behaviours.

A central element is the attached draft Single Use Plastics Policy which will assist in creating a greater awareness and encouraging behaviour away from single use attitudes. It will apply to Council, its employees, agents, lessees and contractor activities within and impacting on the Northern Beaches local government area.

Council will continue to lobbying State and Federal members on this important issue, reviewing its own practices as well as present information and events to the community on this important issue.

I'll be calling on the major supermarkets and local businesses to join us in banning the plastic bag from the Northern Beaches.

While Council is responsible for reducing litter in our environment through our waste collection and management, it is not enough. As the largest employer on the Northern Beaches I believe we can work with our own 1800 employees to make a further difference to reducing the massive amount of plastic waste ending up in our waterways, oceans and bushland each year and I therefore put forward the draft Single Use.

RECOMMENDATION

That Council:

- A. Commence a campaign to seek to eliminate single-use plastics on the Northern Beaches, including lobbying for change, dramatically cutting use by Council, and supporting local businesses and the community to change behaviours.
 - B. Call on the NSW Government to ban the single-use plastic bag from the supermarkets in
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the Northern Beaches.

- C. Call on major supermarkets and local businesses to take up the initiative voluntarily in banning the plastic bag from the Northern Beaches.
 - D Place the draft Single Use Plastics Policy on public exhibition for 28 days and report back following close of the public exhibition period.
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Dick Persson
ADMINISTRATOR

Council Policy

Single Use Plastics

Policy Statement

Council to take a leadership role in the elimination of Single Use Plastics, advocating for legislative change, and influencing and enabling responsible consumption practices.

Principles

The foundation for this policy is based on significant evidence that:

- Plastic pollution is a major cause of global environmental degradation and species decline.
- The pollution and greenhouse gas emissions associated with Single Use Plastic use place an inequitable burden on future generations.
- The production of plastics relies on non-renewable resources.
- Plastic pollution persists in the environment and has detrimental effects on human health.

Implementation

Northern Beaches Council will implement the policy according to the following mechanisms:

- Implementing responsible procurement practices and influencing supply chains.
- Lobbying all levels of government to drive policy change and ban plastic bags.
- Providing leadership in the community through policy and practice.
- Influencing the business and retail community to provide products and services that do not rely on Single Use Plastics.
- Building capacity within the community for change in social practices, via:
 - Promoting alternatives to single use plastic.
 - Researching and developing strategies to enable the community to live without Single Use Plastics.

Scope and application

This policy applies to Council, its employees, agents, lessees and contractors activities within and impacting on the Northern Beaches local government area.

References and related documents

List of legislative references, supporting documents and reading material.

- Local Government Act, 1993
- Protection of the Environment Operations Act, 1997
- Waste Avoidance and Resource Recovery Act, 2007
- NBC Draft Event Waste Management Guidelines and Application Form
- NBC Draft Events Waste Management Policy

Definitions

"Single Use Plastics" include any disposable plastic and polystyrene items such as straws, balloons, bags, sachets, cutlery and food and drink packaging designed to be used once and then discarded

Responsible Officer

Executive Manager Waste Management and Cleansing

Review Date

At least every two years (next review June 2019) or as required. Any recognised change to relevant legislation will activate an immediate review of this policy to ensure it remains current and aligned to best practice.

Revision History

Revision	Date	Change	HPE CM Ref
1	27/6/2017	First draft Single Use Plastics Policy for Northern Beaches Council	
2			

ITEM 5.4 ADMINISTRATOR'S MINUTE NO 09/2017 - ESTABLISHMENT OF NEW PROGRAMS FUNDED FROM MERGER SAVINGS FUND

TRIM FILE REF 2017/199106

ATTACHMENTS 1 [↓](#) Summary of Merger Savings Fund Projects

BACKGROUND

I am pleased to announce funding for new programs that support arts and culture, youth, environmental sustainability and community events on the Northern Beaches.

At the Council meeting 3 May 2017, I foreshadowed my intention of allocating funds to programs that support community wellbeing and environmental sustainability through an Administrator's Minute and announced two specific projects under the proposed Arts and Cultural Program (for a creative art space in Avalon or Newport as well as for public art in key locations). At the same meeting, I resolved to seek feedback from the community on the proposed programs and projects by publicly exhibiting the Administrator's Minute along with the draft Operational Plan 2017/18.

I have considered the 15 submissions received from community members and note that the majority were in support of the proposed initiative. The Council Report on Adoption of the Operational Plan 2017/18 provides further detail on the submissions.

The programs will be funded through Council's Merger Savings Fund which was established through Council Resolution on 7 July 2016 (033/16) for the purpose of setting aside savings from the merger of the three Councils (Manly, Warringah and Pittwater) to provide an on-going pool of money for projects that directly benefit the community. The new programs and initiatives are a direct result of efficiency savings achieved through the merger. These new cultural and environmental programs will not exhaust the Merger Savings Fund; there is scope for the new Council to address other areas of priority to the community.

The recommended programs and projects below will ensure that significant dividend is delivered to the community every year from the efficiencies achieved through the merger of the three Councils and will contribute to the community's vision of creating a *safe, inclusive and connected community that lives in balance with our extraordinary coastal and bushland environment* (draft Community Strategic Plan 2017 - 2028). An overview of the allocated projects is provided in the Summary of Merger Savings Fund Projects at Attachment 1 to this report. These will be subject to detailed project scoping and planning by Council staff upon inception of each project.

RECOMMENDATION

That Council:

A. Allocate funds from the Merger Savings Fund to the following programs and projects:

a. **Arts and Cultural Program:**

- i. Creative Art Space at the northern end of the Northern Beaches local government area (e.g. Avalon or Newport) - \$1 million in 2017/18
- ii. Public Art in key locations (e.g. coastal walkway) with commissions from local artists where possible - \$500,000 per year for four years commencing in 2017/18

b. **Youth Program:**

- i. PCYC in Dee Why: six major annual youth events and activities - \$200,000 per

year for four years commencing 2017/18

- ii. Youth Wellbeing Hub in the northern part of the local government area (e.g. Mona Vale): seed funding (e.g. rental assistance) for establishment of a space for hosting youth outreach services - \$90,000 per year for two years commencing 2017/18 with an intent to secure long term external funding beyond the seed funding term
- iii. Youth Friendly Spaces: development of youth inclusive spaces which will enhance existing sites (e.g. skate parks) or support the development of new sites (e.g. multi-purpose courts, handball, parkour, graffiti walls, play maze, giant slides, ropes and wall ball) - \$200,000 per year for four years commencing in 2017/18 with works at Lionel Watts in the first year and specific projects to be identified and scoped towards the end of 2017/18

c. **Environment Program**

- i. Community Nursery at Curl Curl Community Hub - \$200,000 for initial establishment in 2017/18 plus \$10,000 per year for ongoing maintenance in three subsequent years (2018/19; 2019/20; 2020/21)
- ii. Tick Research to enable Council to better manage risks to public health resulting from prevalence and exposure to ticks. As per Council Resolution 82/17 from Council meeting 30 May 2017: \$25,000 per year for three years commencing 2017/18
- iii. Single Use Plastics reduction program where a dedicated resource (new staff member) will work with local businesses to reduce reliance on single use plastics – \$100,000 per year for two years commencing 2017/18

d. **Community Events Program**

- i. Northern Beaches community event and implementation of priority recommendations from the strategic review of the annual events program currently underway. The project will assist in the development of a new event that showcases the Northern Beaches and celebrates this unique place - \$150,000 in 2017/18 and \$200,000 in 2018/19 when the event will be delivered
- ii. Mona Vale Skate Park global amateur street skateboarding qualifying series on 21 – 23 July 2017 - \$2,100 for hire fees and waste management services

- B. Amend the Operational Plan and Budget 2017/18 to reflect the allocation of funds to the projects listed in Recommendation A above
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Dick Persson
ADMINISTRATOR

Summary Of Programs And Projects

Administrator Minute No 09/2017 - Establishment Of New Programs Funded From Merger Savings Fund

The overall aim is to improve community wellbeing and promote environmental sustainability in line with the community's draft vision of '*a safe, inclusive and connected community that lives in balance with our extraordinary coastal and bushland environment*' (draft Community Strategic Plan 2017-2028).

The identification of programs and projects is based on a broad level analysis of community needs and interests. The results of the recent extensive engagement for the Community Strategic Plan (CSP) have been particularly valuable in this analysis, as it was based on a broad scope of engagement across the whole local government area (LGA) and captured a diversity of views across different locations and demographics. More than 2,000 people participated in developing a vision and identifying long term priorities for the region (with the last stage of engagement taking place in March – April 2017).

The engagement identified environmental sustainability, arts, culture and community events as being important and urgent aspects of community wellbeing. The wellbeing of young people was of particular concern to the community, especially in terms of creating opportunities for young people to socialise. These identified needs are not exclusive and other identified priorities will be dealt with outside of the Merger Savings Fund purposes.

The draft Community Strategic Plan 2017 – 2028 and full details of the community engagement can be found in the report to Council for the 27 June 2017 meeting.

ARTS AND CULTURAL PROGRAM

1. Creative Art Space

In recognising the importance of art and creative opportunities to the wellbeing of the community, this project draws on the success and lessons learnt from the Creative Space in Curl Curl in establishing a similar creative space in the northern part of the LGA. This part of the LGA is home to a large and growing local artist and creative network and there is a strong local community interest in the arts. At present there is no dedicated local community space to get together for creative purposes or to exhibit or perform. The project will establish a Creative Art Space, most likely in the Avalon or Newport area that will support the local arts and creative community. Budgeted at \$1 million (for 2017/18), expected community outcomes include enhanced opportunities for creative expression and opportunities for the community to get together in informal and nurturing ways.

2. Public Art

This project is in response to an identified need for more 'colour and vibrancy' in our neighbourhoods and along walkways and is supported by research which has established a strong correlation between public art and wellbeing. The project will deliver public art in key locations (e.g. coastal walkway) with commissions from local artists where possible. The budget is \$500,000 per year for four years commencing in 2017/18. Outcomes from the project include a strengthened sense of place and belonging through artistic interpretation.

YOUTH PROGRAM:

3. PCYC in Dee Why: six major annual youth events and activities

Non-school activities are an important avenue for young people to develop social skills and build networks and are particularly important for vulnerable young people. With the unveiling the new youth facility in Dee Why in late June 2017, Council will work with PCYC to offer all young people (and especially young people at risk) a range of activities to build skills and confidence (such as sports, arts, culture and mentoring activities). The day to day operation and running costs of the facility will be PCYC's responsibility. Council will have access to the facility six times per year and this project will provide the funding to host events or activities at these times.

This project will increase opportunities for young people to get together and will simultaneously promote the PCYC as a safe and inclusive place for young people to 'hang out' and enjoy sporting and recreational activities on an ongoing basis. The budget is \$200,000 per year for four years commencing 2017/18. Expected outcomes from the project include a strengthened sense of belonging and social cohesion among young people.

4. Youth Wellbeing Hub

Young people are experiencing increasingly high level of stress and pressure. Recent research from Mission Australia (2016) shows that one in four young people are living with a mental disorder. Around one in five respondents (approximately 20,000) in the 2016 survey were either 'extremely concerned' or 'very concerned' about depression and family conflict. More than 44% reported high stress levels.

This project will provide seed funding (e.g. rental assistance) for establishment of a space for hosting youth outreach services that can provide holistic support and counseling services for all young people (not just those people diagnosed with an illness). There are currently no such services in the northern part of the LGA (e.g. Mona Vale) and existing school counseling services are heavily booked. With a budget of \$90,000 per year for two years commencing 2017/18, the project will meet an urgent need for help for young people through a partnership approach with professional service providers. It is the intention to secure long term external funding beyond the term of this project.

5. Youth Friendly Spaces

Provision of safe and vibrant spaces for people to get together are vital to the wellbeing of a community, and is especially important for young people for whom being with peers is an integral part of growing up. While the availability and quality of youth friendly spaces have improved over the past five to ten years, there is still unmet demand for welcoming spaces that cater for young people.

With a budget of \$200,000 per year for four years commencing in 2017/18, this project will include the enhancement of existing sites (e.g. skate parks) and support the development of new sites (e.g. multi-purpose courts, handball, parkour, graffiti walls, play maze, giant slides, ropes and wall ball). Works at Lionel Watts have been scheduled for 2017/18 and further specific projects (to the value of \$200,000 per year) will be identified and scoped towards the end of the 2017/18 financial year.

ENVIRONMENT PROGRAM

6. Community Nursery at Curl Curl Community Hub

This project meets environmental, financial and social needs: the nursery will grow and contribute more than 30,000 plants to the local area at a substantial saving to Council. It will also provide an accessible and engaging education space for the community and offer extensive and accessible volunteering opportunities for all abilities and ages.

The existing community nursery site at Manly Dam is not able to meet Council's demand for plants. With a budget of \$200,000 for initial establishment in 2017/18 plus \$10,000 per year for ongoing maintenance in three subsequent years (2018/19; 2019/20; 2020/21), this project will deliver a centrally located community nursery that will deliver plants for bushcare, all Council events, workshops and functions resulting in substantial and sustainable savings for Council assisting with smaller satellite sites including Manly Dam.

7. Tick Research

The prevalence and severity of reported tick bites has increased substantially in the past decade and tick borne diseases such as tick anaphylaxis, tick typhus or spotted fever, tick paralysis, Lyme-like disease and mammalian meat allergy have a profound impact on public health on the Northern Beaches. For example, Australia and the United States of America reportedly have the highest incidence of the tick borne mammalian meat allergy in the world, and 70% of Australian cases are found on the Northern Beaches.

There is currently no hard scientific evidence explaining the increase in number of reported tick bites and their impact on community health. This project will establish a partnership with a university to conduct scientific research that can explain why tick numbers may be increasing and what the primary hosts are in order to identify how best to manage exposure to ticks and minimise risks to public health. At its meeting 30 May 2017, Council allocated a budget of \$25,000 per year over three years to this project, commencing 2017/18.

8. Single Use Plastics reduction

This project is in response to a call from the community for Council to show leadership in terms of reducing the use of single use plastics and is also consistent with the draft Policy Waste Minimisation for Functions and Events recommended for adoption by Council at its meeting 27 June 2017.

Plastic pollution is a major cause of global environmental degradation and species decline and the pollution and greenhouse gas emissions associated with single use plastics place an inequitable burden on future generations. The project will enable Council to employ a specialist who will drive change both within Council and externally (lobbying and working with the community and businesses) to reduce reliance on single use plastics. The project is budgeted at \$100,000 per year for two years commencing 2017/18. Outcomes from this project include: promotion of responsible procurement practices and influencing supply chain internally and within the business community; lobbying all levels of government to drive policy change and ban plastic bags; influencing the business and retail community to provide products and services that do not rely on single use plastics; and building capacity within the community for change in social practices.

COMMUNITY EVENTS PROGRAM

9. Northern Beaches community events

A strategic review of the annual community events program is currently being undertaken and will result in identification of recommendations for strengthening social cohesion and wellbeing on the Northern Beaches through delivery of innovative community events.

Large scaled events that bring the community together from across the whole LGA and demographics can contribute to social cohesion and create a sense of pride and belonging to the area. This project will implement priority recommendations from the strategic review of the annual events program. It is expected that this will include a major community event that showcases cultural diversity and environmental sustainability in new and exciting ways. The project is budgeted at \$150,000 in 2017/18 and \$200,000 in 2018/19 when the event will be delivered.

10. Mona Vale Skate Park – ‘Damn Am Australia Skateboard contest’

This project has a small budget but delivers excellent value for money as it is delivered in partnership with an external provider. In partnership with an external service provider, the project will provide an opportunity for local skaters to see an elite amateur skate contest. The global amateur street skateboarding qualifying series will take place at Mona Vale Skate Park on 21 – 23 July 2017. With a very small budget of \$2,100 for hire fees and waste management services (in the 2017/18 financial year), the project offers young people and families an exciting and fun-filled day out.

NORTHERN BEACHES COUNCIL

