



Agenda

Planning and Strategy Committee

Notice is hereby given that a Planning and Strategy Committee of Council will be held at Council Chambers, 1 Belgrave Street, Manly, on:

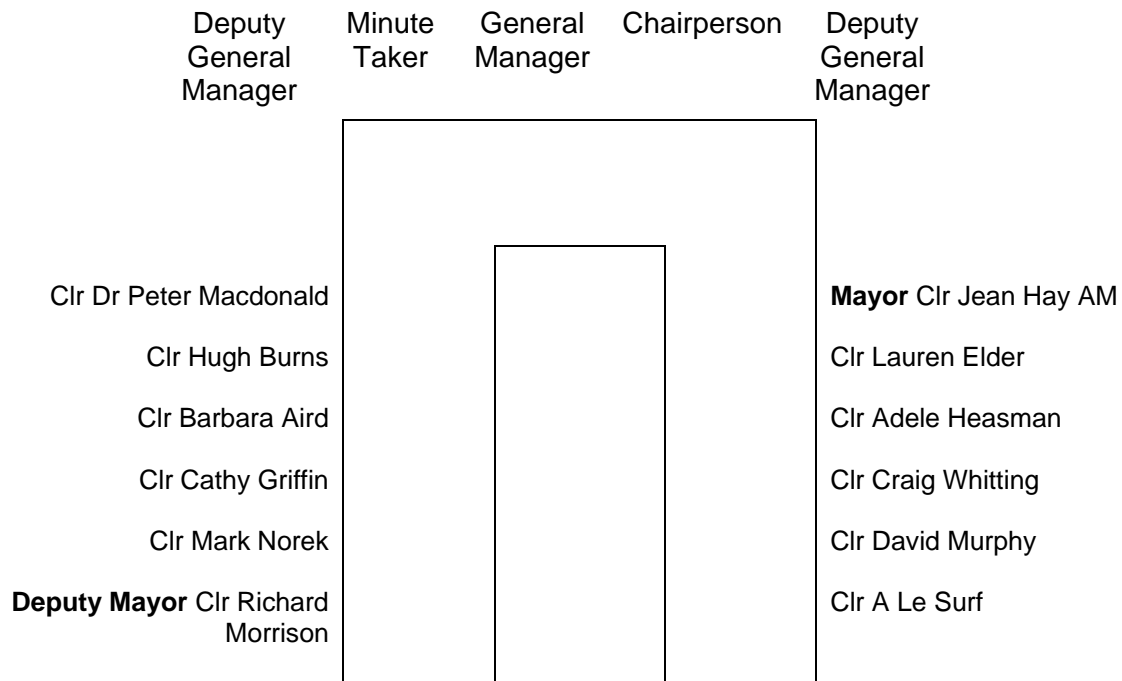
Monday 2 May 2011

Commencing at 7:30 PM for the purpose of considering items included on the Agenda.

Persons in the gallery are advised that the proceedings of the meeting are being taped for the purpose of ensuring the accuracy of the Minutes. However, under the Local Government Act 1993, no other tape recording is permitted without the authority of the Council or Committee. Tape recording includes a video camera and any electronic device capable of recording speech.

*Copies of business papers are available at the Customer Services Counter at Manly Council, Manly Library and Seaforth Library and are available on Council's website:
www.manly.nsw.gov.au*

Seating Arrangements for Meetings



Press

Public
Addresses

Public Gallery

Chairperson: Councillor Alan Le Surf
Deputy Chairperson: Councillor Adele Heasman

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MATTERS OF URGENCY

(In accordance with Clause 241 of the Local Government (General) Regulations, 2005)

CLOSED COMMITTEE ITEMS

******* END OF AGENDA *******

TO: Planning and Strategy Committee - 2 May 2011
REPORT: Item For Brief Mention Report No. 6
SUBJECT: Items for Brief Mention Report
FILE NO:

1. Documents to be tabled:

Date	Author	Subject
1/4/2011	Murray Kear AFSM State Emergency Services (SES)	Annual Report - Report tabled at meeting
20/4/2011	Tony Abbott, Leader of the Opposition	Constitutional recognition of local government.
1/5/2011	Mike Baird, Member for Manly	Public lighting costs.

RECOMMENDATION

1. That the information be received and noted.

ATTACHMENTS

AT- 1	Incoming ltr from State Emergency Services with Annual Report	1 Page	Circulated Separately
AT- 2	Incoming ltr from Mike Baird, Member for Manly	1 Page	Circulated Separately
AT- 3	Incoming ltr from Tony Abbott, Leader of the Opposition	1 Page	Circulated Separately

PS020511IBM_1

***** End of Item For Brief Mention Report No. 6 *****

TO: Planning and Strategy Committee - 2 May 2011
REPORT: Report Of Committees Report No. 15
SUBJECT: Minutes for adoption by Council - Special Purpose Committees - without recommendations of a substantial nature.
FILE NO:

The minutes of the following Special Purpose Committee meetings are tabled at this meeting.

- i) Meals on Wheels Committee – 9 March 2011
- ii) Sister Cities Committee – 23 March 2011
- iii) Manly Arts Festival Working Group – 23 March 2011
- iv) Manly Tramway Loop Feasibility Working Group – 30 March 2011
- v) Sustainable Economic Development and Tourism Committee – 7 April 2011

RECOMMENDATION

That the minutes of the following Special Purpose Committee meetings are tabled at this meeting.

- i) Meals on Wheels Committee – 9 March 2011
- ii) Sister Cities Committee – 23 March 2011
- iii) Manly Arts Festival Working Group – 23 March 2011
- iv) Manly Tramway Loop Feasibility Working Group – 30 March 2011
- v) Sustainable Economic Development and Tourism Committee – 7 April 2011

ATTACHMENTS

There are no attachments for this report.

PS020511RC_2

***** End of Report Of Committees Report No. 15 *****

TO: Planning and Strategy Committee - 2 May 2011
REPORT: Report Of Committees Report No. 16
SUBJECT: Minutes for adoption by Council - Sports Facilities Committee - 1 April 2011
FILE NO:

These reports were dealt with at the Sports Facilities Committee meeting of 1 April 2011 and were listed as a Recommendation in those minutes. These items are hereby submitted to the Planning and Strategy Meeting, together with the minutes for formal adoption by Council.

1. ITEM 5 Report - LM Graham Masterplan

The LM Graham Landscape Masterplan was endorsed by Council on the 7th February 2011, the plan outlines future changes and improvements to the reserve. The implementation of the project will need to be staged in order to fund the improvements.

Budget bids have been lodged for the following items in for the next financial year:

- Portable site screen replacements.
- Removal of old fencing infrastructure.
- Demolition of the old toilet block on the northern side.

A copy of the adopted Landscape Masterplan was tabled at the meeting for discussion.

Currently Council has received \$120,000 from the MWP Sporting Union, and these funds have been quarantined for the LM Graham development. The Open Space Coordinator reported that two grant applications were being prepared for the Masterplan project, both grants can be matched on a dollar for dollar basis.

2. ITEM 6 Report - Priorities for the Next Financial Year

This item was deferred from the November and February meetings pending further discussion on LM Grahams Reserve Landscape Masterplan priorities. The Committee is requested to look at the current priorities list and suggest items that could be prioritized for the 2011/12 financial year. Please note that some of the target dates may have changed because of previous priorities.

Objective or project	Description	Target
All Fields General		
Field Levelling	Levelling of uneven fields	2011/12
Facilities improvements	Toilets, canteens, seating, fences infrastructure	2012
Replacement of mini soccer goal posts	Replace timber poles with alloy. Type of goal post needs to be determined by clubs before any purchase	2 x sets of new posts purchased Tania & Manly West 2011
Blackout periods for maintenance	Designated times for maintenance. Clubs to re confirm such dates with Council in March 2011	2011/12
Practice cricket nets restorations	Replace or repair any damaged nets at Sports field locations	2011/12
Improvements for other	Look at other sporting needs	2011 /12

Report Of Committees Report No. 16 (Cont'd)

sports		
Possible storage areas for other sports	Improve storage areas for all sports	2011 to 14
Environmental improvements	Improving Sports fields environmental footprint	2011-2012
Bantry Bay		
New Club House Bantry Bay Oval	\$100,000 Community partnerships Grant	2011/12
Manly West	Further topdressing to bring up levels	2011/12
Grahams Reserve		
LM Grahams Reserve POM roll out	Actioning of projects from the completed master plan	2011/12
Grahams reserve cricket nets	Relocate to new position with new nets	2011/12
Site screens Grahams Reserve	Look at mobile site screens	2011/12 Budget bid
Remove internal fence Grahams Reserve	Remove fence to allow manipulation of fields	2010/11 Budget Bid
Reclamation of Suwarrow Street	Reclaim Suwarrow Street into open space	2012/13
Practice wall Grahams Reserve	Install practice wall for ball sports	2011/12
Seaforth Oval	No items listed	
Keirle Park		
Ambulance entry areas Keirle Park	Restoration of the entry areas to allow better ambulance access.	Pending
Street skate Keirle Park	Replacement of the smallest skate ramp construction	Pending Budget Bids x4
Manly Oval		
Manly Oval irrigation improvements	Replace old infrastructure and sprinklers	2013
Score board Manly Oval	Electronic score board	2013
P/A System	Installation of P/A system at main club house area	Pending
Balgowlah Oval		
Balgowlah Oval lighting improvements	Possible green lighting project	2012
Balgowlah Oval	Drainage eastern side improvements to outfield	2013
Re sizing of Balgowlah Oval	Possibilities for using field areas more efficiently	2013
Tania Park	No Items listed	

RECOMMENDATION

That the minutes of the Sports Facilities Committee meeting on 1 April 2011 be adopted including the following items:

1. ITEM 5 Report – LM Graham Masterplan

That the Committee notes the report and supports Council's efforts to attract additional funding for the project.

Report Of Committees Report No. 16 (Cont'd)**2. ITEM 6 Report - Priorities for the Next Financial Year**

That the Committee recommends to the General Manager, that the following selected projects be supported in the new financial year for the period 2011/12.

ATTACHMENTS

There are no attachments for this report.

PS020511RC_4

***** End of Report Of Committees Report No. 16 *****

TO: Planning and Strategy Committee - 2 May 2011
REPORT: Report Of Committees Report No. 17
SUBJECT: Minutes for adoption by Council - Harbour Foreshores and Coastline Management Committee - 5 April 2011.
FILE NO:

This report was dealt with at the Harbour Foreshores and Coastline Management Committee meeting of 5 April 2011 and was listed as a Recommendation in those minutes. The item is hereby submitted to the Planning and Strategy Meeting, together with the minutes for formal adoption by Council.

ITEM 3 MATTERS ARISING - Possible use of sand from CBD area for beach nourishment

At the last meeting, it was mentioned that the whole CBD area may have sand deposit which could be used on the beach. A procedure/policy should be developed and endorsed. The following recommendations were made at that meeting.

RECOMMENDATION

That the minutes of the Harbour Foreshores and Coastline Management Committee meeting on 5 April 2011 be adopted including the following items:

ITEM 3 MATTERS ARISING - Possible use of sand from CBD area for beach nourishment

- a) Develop a policy/approach paper for use of sand for possible sand nourishment.
- b) Investigate extent and quality of sand in the CBD area.
- c) Consider inclusion of a condition in DAs from CBD where major excavations are involved to have prior discussion on excavation schedule for Council to assess possible opportunity for sand extraction and beach nourishment.

ATTACHMENTS

There are no attachments for this report.

PS020511RC_1

***** End of Report Of Committees Report No. 17 *****

TO: Planning and Strategy Committee - 2 May 2011
REPORT: Report Of Committees Report No. 18
SUBJECT: Minutes for adoption by Council - Playground Committee meeting - 10 March 2011.
FILE NO:

This report was dealt with at the Playground Committee meeting of 10 March and was listed as a Recommendation in those minutes. The item is hereby submitted to the Planning and Strategy Meeting, together with the minutes for formal adoption by Council.

ITEM 4 Report : Lagoon Park Playground Discussion and Planning

The Committee discussed the report submitted by the Parks Manager, and reviewed the draft designs proposed by Council's landscape architect and Parks Officer.

The Open Space Coordinator updated the Committee on funding for the project; the Greenspace Grant for \$75,000 and the Community Building Partnership Program for \$100,000 were both successful. This additional funding has allowed more elements in the playground to be changed from the original base design concept.

The Committee expressed its thanks to Council staff involved in the preparation of the funding grants for the Lagoon Playground Project.

The residents in Cameron Avenue at a recent site meeting agreed with all the changes to the playground requesting some changes as per the minutes.

RECOMMENDATION

That the minutes of the Playground Committee meeting on 10 March 2011 be adopted including the following items:

ITEM 4 Report : Lagoon Park Playground Discussion and Planning

The Committee recommends to the General Manager and Council that the recommendation of the report be approved.

The Committee recommend to the General Manager and Council that the additional recommendations in the minutes be approved.

ATTACHMENTS

There are no attachments for this report.

PS020511RC_3

***** End of Report Of Committees Report No. 18 *****

TO: Planning and Strategy Committee - 2 May 2011
REPORT: Corporate Services Division Report No. 11
SUBJECT: Review of Council's Investment Policy
FILE NO:

SUMMARY

To review Council's Investment Policy to ensure that it complies with the Local Government Act (1993), the Local Government Investment Policy Guidelines, and maximises returns on Council's investments.

REPORT

The purpose is to review Councils Investment Policy to ensure that it complies with the Local Government Act (1993) and Regulations, other Legislation and Division of Local Government Investment Policy Guidelines, in addition to maximising returns on Councils funds.

Background

Changes to legislation and Ministerial Orders governing investments necessitates that Council periodically review and if necessary update its Investment Policy.

Although Council's Investment Policy was last updated prior to 2003, Council's investments are regularly reviewed to ensure they comply with Council policy, current legislation and the Division of Local Government investment guidelines.

Council at an extra-ordinary meeting on 27 August 2007 (Minute No. 132/07) resolved, inter-alia, that:

“... and for new investments to be placed in cash (or equivalent) term deposits, government bonds and capital guaranteed deposits.”

A report was made to Council in March 2008 to review the existing Investment policy with a recommendation to adopt the draft Investment Policy. Council resolved to defer the draft Investment Policy (Minute No. 35/08).

The Division of Local Government released a revised *Investment Policy Guidelines* in May 2010. There was also a revised Ministers Investment Order issued in January 2011.

Report

Council generally has between \$13 to \$16 million under investment. Investment earnings form a significant source of revenue for Council and it is important that Council maximise these earnings

All investments are required to be made in accordance with:

- Local Government Act 1993 – Sections 412 and 625;
- Local Government Act 1993 – Ministers Investment Order dated 12 January 2011;
- Local Government Circular 10-11 (25 May 2010) – Division of Local Government – Investment Policy Guidelines;
- Local Government (General) Regulation 2005 – Clause 212

Corporate Services Division Report No. 11 (Cont'd)

- The Trustee Amendment (Discretionary Investments) Act 1997 – Sections 14A(2), 14C(1)&(2).
- Local Government Code of Accounting Practice and Financial Reporting.

The main changes to the Ministerial Investment Order requirements relating to investment of council funds include:

- Removal of investments with specific credit ratings (removed in August 2008, was to be reviewed after 31 December 2009);
- Transitional arrangements regarding existing investments (i.e. grandfathering provisions);
- Removal of the ability to invest in mortgage of land;
- Removal of the purchase of land for investment purposes;
- Removal of ability to make a deposit with the Local Government Financial Services Pty Ltd;

The Ministers Investment Order signed on 12 January 2011, provides that a Council may only invest in the following forms of investment:

- (a) Any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
- (b) Any debentures or securities issued by a council;
- (c) Interest bearing deposits with, or any debentures or bonds issued by, an approved deposit taking institution, excluding subordinated debt obligations;
- (d) Any bill of exchange which has a maturity date of not more than 200 days;
- (e) A deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation.

Following the release of the Division of Local Government Investment Policy Guidelines (May 2010) and the Ministers Investment Order (January 2011), Council's Investment Policy has been reviewed, and is recommended to Council for adoption.

RECOMMENDATION

THAT

1. Council give public notice of its intention to adopt the attached draft *Investment Policy* in accordance with the requirements of section 705 of the Local Government Act, 1993.
2. The draft Policy be placed on public exhibition for a period of 28 days inviting submissions, in accordance with the Act;
3. At the conclusion of the exhibition period the draft Manly Investment Policy be adopted, subject to there being no submissions made.

ATTACHMENTS

AT- 1 DLG Circular 1 Page
AT- 2 Manly Investment Policy 6 Pages

PS020511CSD_1

***** End of Corporate Services Division Report No. 11 *****



Circular No. 11-01
Date 17 February 2011
Doc ID. A232163

Contact Finance Policy Section
02 4428 4100
dlg@dlg.nsw.gov.au

REVISED MINISTERIAL INVESTMENT ORDER

A revised Investment Order pursuant to section 625 of the *Local Government Act 1993* has been issued. The Minister for Local Government signed the revised Order on 12 January 2011 and it was published in the NSW Government Gazette on 11 February 2011. It replaces the Order dated 31 July 2008. The revised Order is attached to this circular.

Changes to the Investment Order include:

- the removal of the ability to invest in the mortgage of land (part (c) of the Investment Order dated 31 July 2008)
- the removal of the ability to make a deposit with the Local Government Financial Services Pty Ltd (part (f) of the order dated 31 July 2008)
- the addition of "Key Considerations" in the revised Investment Order, which includes a comment that a council's General Manager, or any other staff, with delegated authority by a council to invest in funds on behalf of the council must do so in accordance with the council's adopted investment policy.

Councils are reminded that on 25 May 2010 the Division of Local Government issued Investment Policy Guidelines (Circular to Councils 10-11 refers). It is expected that all councils will by now have adopted an Investment Policy in accordance with the Guidelines.

Ross Woodward
Chief Executive, Local Government
A Division of the Department of Premier and Cabinet

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Manly Council



Investment Policy

Draft April 2011

Corporate Services Division Report No. 11 - Review of Council's Investment Policy
Manly Investment Policy



Investment Policy

Policy No. I.20

Policy Title Investment Policy

Citation

This policy is in accordance with the requirements of the Local Government Act 1993 and the Division of Local Government Investment Guidelines, and may be cited as the Manly Council "Investment Policy".

Aim of the Policy is to provide guidelines for the management of Council's cash investments.

Policy Objectives

- To undertake investment of surplus funds after assessing credit risk and diversification limits.
- To maximise earnings from authorised investments and ensure the security of Council funds.

Authority for Investment

All investments are to be made in accordance with:

- Local Government Act 1993 – Sections 412 and 625;
- Local Government Act 1993 – Ministers Investment Order dated 12 January 2011 (or as subsequently issued);
- Local Government Circular 10-11 (25 May 2010) – Division of Local Government – Investment Policy Guidelines;
- Local Government (General) Regulation 2005 – Clause 212
- The Trustee Amendment (Discretionary Investments) Act 1997 – Sections 14A(2), 14C(1)&(2).
- Local Government Code of Accounting Practice and Financial Reporting.

Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the Local Government Act 1993.

The General Manager may in turn delegate day to day management of Council's investment portfolio to the Responsible Accounting Officer or Senior Staff, subject to regular reviews.

Corporate Services Division Report No. 11 - Review of Council's Investment Policy
Manly Investment Policy



Investment Policy

The investment portfolio will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public money, officers are to manage Council's investment portfolio to safeguard the portfolio in accordance with this Investment Policy.

Authorised Investments

All investments must be denominated in Australian Dollars. Investments are limited to those allowed by the most current Ministers Investment Order that has been issued by the NSW Minister for Local Government.

Authorised investments include:

- (a) Any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
- (b) Any debentures or securities issued by a council;
- (c) Interest bearing deposits with, or any debentures or bonds, issued by an authorised deposit taking institution, but excluding subordinated debt obligations;
- (d) Any bill of exchange which has a maturity date of not more than 200 days;
- (e) A deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation.

Investment Policy Guidelines

When investing funds, consideration must be given to councils known cash requirements, and limits with each issuer, after allowing for administrative and banking costs.

Council's investments should be placed in an appropriate mixture of short term (< 365 days), medium term (1-3 years) and long term (> 3 years) categories, according to Council's funding requirements and risk profile at the time of placing each investment.

Asset Class and Ratings

All direct investments are to be invested according to the following requirements:

- The portfolio holdings must meet the Asset Class and Issue Credit Rating requirements as detailed below;
- The amount of investment with any one financial institution should not exceed the percentages of average annual funds invested, so that single entity exposure is limited (however, prudence must be considered at all times with respect to this limit);
- If any investments are downgraded such that they no longer fall within these investment policy guidelines, they will be divested as soon as practical, subject to market considerations;
- All securities should have an active secondary market.

ATTACHMENT 2

Corporate Services Division Report No. 11 - Review of Council's Investment Policy Manly Investment Policy



Investment Policy

Long Term Rating (Investments maturing in over 12 months)	Short Term Credit Rating (Investments maturing in less than 12 months)	Forms of Investment	Maximum % of Total Investments	Maximum Exposure to One Financial Institution
AAA Category	A1+	All forms as per legislation	100%	40%
AA Category	A1	All forms as per legislation	90%	30%
A Category	A2	All forms as per legislation	80%	20%
BBB Category	A3	Deposits, debentures or bonds with Authorised Deposit taking Institutions as per legislation	30%	10%
Unrated	Unrated	Deposits, debentures or bonds with Authorised Deposit taking Institutions as per legislation	30%	5%

"ADI" refers to Approved Deposit Taking Institutions, as authorised by the Australian Prudential and Regulatory Authority (APRA)

Term to Maturity

The investment portfolio is to be invested with the following term to maturity limits.

Overall Portfolio Term to Maturity Limits	
	Maximum
Portfolio % < 1 Year	100%
Portfolio % > 1 Year < 3 Years	70%
Portfolio % > 3 Years < 5 Years	30%
Portfolio % > 5 Years	10%
Individual Investment Maturity limits	
Authorised Investments as per legislation	Maximum 5 Years

Performance Measurement

The performance of the investment portfolio will be reported to Council monthly, in accordance with the requirements of the Local Government Act 1993. The monthly report should contain a comparison of the performance of the portfolio, benchmarked to the BBSW (90 day) Bank Bill Index.

The monthly report will provide details of the investment portfolio in terms of performance, portfolio balances, investment face value, current market value, and net returns compared to

ATTACHMENT 2

Corporate Services Division Report No. 11 - Review of Council's Investment Policy Manly Investment Policy



Investment Policy

industry benchmarks. The report should also advise the interest income for the month, and any other relevant information as required by Council.

Performance Benchmarks

Investment	Monthly Performance Benchmark
Cash	11 AM Cash Rate
Direct Investment / Fixed Interest	90 day average BBSW Bank Bill Index Maximum return identified at time of Investment

Safe Custody Arrangements

Council's investments must be held in either Manly Council's name or held via an acceptable safe custody arrangement with Council as the beneficial owner. A statement is to be provided by the safe custody provider at each month end, verifying the holdings by Council. There must also be a comprehensive and transparent audit trail of investments placed, with appropriate internal controls over Council's investment portfolio.

Variation to Policy

The General Manager or his delegated representative is authorised to approve variations to this policy if the investment is to Council's advantage and/or due to revised legislation.

All changes to this Policy are to be reported to Council within 28 days.

This Policy is to be reviewed at least every two (2) years.

Policy History

Minute No	Date of Issue	Action	Author	Checked by
	27/04/2011	Draft	DGM PPI	

Corporate Services Division Report No. 11 - Review of Council's Investment Policy

Manly Investment Policy



Investment Policy

LOCAL GOVERNMENT ACT 1993 – INVESTMENT ORDER

(Relating to investments by councils)

I, the Hon. Barbara Perry MP, Minister for Local Government, in pursuance of section 625(2) of the *Local Government Act 1993* and with the approval of the Treasurer, do, by this my Order, notify for the purposes of section 625 of that Act that a council or county council may only invest money (on the basis that all investments must be denominated in Australian Dollars) in the following forms of investment:

- (a) any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
- (b) any debentures or securities issued by a council (within the meaning of the *Local Government Act 1993* (NSW));
- (c) interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (as defined in the *Banking Act 1959* (Cwth)), but excluding subordinated debt obligations;
- (d) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority;
- (e) a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation;

All investment instruments (excluding short term discount instruments) referred to above include both principal and investment income.

Transitional Arrangements

- (i) Subject to paragraph (ii) nothing in this Order affects any investment made before the date of this Order which was made in compliance with the previous Ministerial Orders, and such investments are taken to be in compliance with this Order.
- (ii) Paragraph (i) only applies to those investments made before the date of this Order and does not apply to any restructuring or switching of investments or any re-investment of proceeds received on disposal or maturity of such investments, which for the avoidance of doubt must comply with this Order.

Key Considerations

An investment is not in a form of investment notified by this order unless it also complies with an investment policy of council adopted by a resolution of council.

All councils should by resolution adopt an investment policy that is consistent with this Order and any guidelines issued by the Chief Executive (Local Government), Department of Premier and Cabinet, from time to time.

The General Manager, or any other staff member, with delegated authority by a council to invest funds on behalf of a council must do so in accordance with the council's adopted investment policy.

Councils have a fiduciary responsibility when investing. Councils should exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.

When exercising the power of investment councils should consider, but not be limited by, the risk of capital or income loss or depreciation, the likely income return and the timing of income return, the length of the term of the proposed investment, the liquidity and marketability of the proposed investment, the likelihood of inflation affecting the value of the proposed investment and the costs (including commissions, fees, charges and duties payable) of making the proposed investment.

Dated this 12th day of January 2011


Hon BARBARA PERRY MP
Minister for Local Government

TO: Planning and Strategy Committee - 2 May 2011
REPORT: Corporate Services Division Report No. 12
SUBJECT: Draft Asset Disposal Policy
FILE NO:

SUMMARY

A draft Assets Disposal policy has been developed to provide a clear and transparent, systematic and accountable method for the disposal of surplus assets, excluding real property.

REPORT

From time to time Council has a need to dispose of assets which may be surplus to Council's requirements.

Reasons for disposal include:

- Obsolescence.
- Non-compliance with occupational health and safety standards.
- No use expected in the foreseeable future.
- No usage in the previous 12 months (Stores Stock items).
- Optimum time to maximise return.
- Discovery of hazardous chemicals or materials present in the asset.
- Uneconomical to repair.

An Assets Disposal Policy has been developed to provide a systematic and accountable method for the disposal of surplus assets, and to ensure a process which is transparent. The policy excludes the disposal of real property. Disposal of Council real property is always subject to a report to Council.

Assets to which this policy would apply include:

- Motor vehicles, trucks and major plant
- Minor plant and equipment
- Computer equipment
- Obsolete stock items
- Furniture and office equipment
- Library books, etc.

RECOMMENDATION

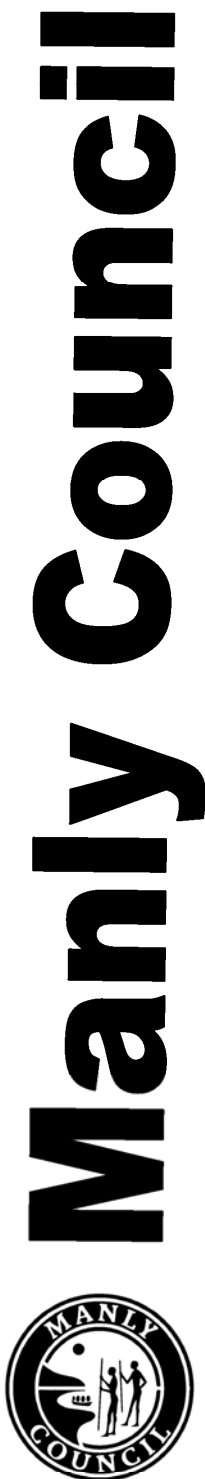
THAT

1. Council give public notice of its intention to adopt the attached draft *Assets Disposal Policy* in accordance with the requirements of section 705 of the Local Government Act, 1993.
2. The draft Policy be placed on public exhibition for a period of 28 days inviting submissions, in accordance with the Act;
3. At the conclusion of the exhibition period the draft Asset Disposal Policy be adopted, subject to there being no submissions made.

ATTACHMENTS

AT- 1 Draft Asset Disposal Policy 8 Pages
PS020511CSD_2

***** End of Corporate Services Division Report No. 12 *****



DRAFT
ASSET DISPOSAL POLICY

April 2011

ATTACHMENT 1

Corporate Services Division Report No. 12 - Draft Asset Disposal Policy

Draft Asset Disposal Policy

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Corporate Services Division Report No. 12 - Draft Asset Disposal Policy
Draft Asset Disposal Policy

POLICY No.

POLICY TITLE

DRAFT ASSET DISPOSAL POLICY

1. POLICY STATEMENT

Council assets will be disposed of in a responsible and accountable manner.

2. OBJECTIVE

To provide a systematic and accountable method for the disposal of surplus assets, excluding real property, and to ensure the process is transparent and complies with Council's Code of Conduct, particularly with respect to conflict of interest.

3. DEFINITIONS

In this policy:

"Asset" means any asset item recorded in Council's Asset Register.

"Beyond economical repair" means a classification given to an asset where that asset requires repairs likely to be more expensive than its replacement value.

"Motor vehicle" means a passenger sedan or station wagon, motor cycle or commercial motor vehicle including vans, utilities, buses and trucks.

4. EXCLUSION

In this policy "asset" does not include real property (ie. land and buildings).

5. RELEVANT LEGISLATION

Local Government Act 1993
Local government (General) Regulation (2005)

6. RELATED POLICIES

- Code of Conduct
- Tendering Policy

7. DECISION TO DISPOSE

a) Delegated Authority

With respect to the disposal of assets, the General Manager has delegated authority to:

Corporate Services Division Report No. 12 - Draft Asset Disposal Policy
Draft Asset Disposal Policy

- approve disposal of assets under the control of the Delegate that are surplus to requirements

b) Disposal rules

At all times, surplus assets or materials should be disposed of in a way that maximises returns whilst ensuring open and effective competition. This will be through the publicly competitive process of public auction.

Prior to disposal, a reasonable effort is to be made to ensure no other Council Division has a need for the asset. Items of historical or cultural significance should be given special regard and any dangerous goods disposed of only in an authorised manner.

No warranty is to be offered on assets sold.

c) Conflict of Interest

The officer responsible for the disposal of any Council asset and the relevant Divisional Manager must ensure that no conflict of interest occurs in or as a result of the asset disposal process, and must disclose any actual or perceived conflict of interest that may arise in the performance of their duties.

d) Reasons for disposal

A decision to dispose of an asset may be based on one or more of the following:

- Obsolescence.
- Non-compliance with occupational health and safety standards.
- No use expected in the foreseeable future.
- No usage in the previous 12 months (Stores Stock items).
- Optimum time to maximise return.
- Discovery of hazardous chemicals or materials present in the asset.
- Uneconomical to repair.

e) Preparing assets for sale

A check must be carried out to ensure assets do not contain:

- Additional items not intended for sale
- Confidential documents (records, files, papers)
- Documents on Council letterhead or which may be used for fraudulent purposes
- Software (which could lead to a breach of licence or contain confidential data)
- Hazardous materials.

As much as is practical, any "Manly Council" identifying mark or logo should be removed or obliterated. Spare parts held for a particular item should be disposed of in one parcel with the asset.

Corporate Services Division Report No. 12 - Draft Asset Disposal Policy
Draft Asset Disposal Policy

8. ASSET DISPOSAL METHODS

a) Methods of disposal of assets

The principal methods of disposal of assets are:

- (i) Auction (for items of significant value a reserve price will be agreed to between the relevant officer and the auctioneer prior to the auction)
- (ii) dumping – assets of no or little value only
- (iii) donation to a registered charity or community organisation.

b) Sale to staff/Councillors

As a general principle, sale of assets to staff is **NOT** to occur outside of a public process. The Independent Commission Against Corruption (ICAC) recommends that invitations to bid for the purchase of any surplus Council assets should not be limited to staff or to elected officials. Members of the public must also be allowed to compete for the purchase.

However, it is recognised that there will be individual instances where sale to a staff member may be the most practical or fair and reasonable manner of disposal. In these instances, authority for disposal will rest with the General Manager. All decisions and the reasons for the decisions must be documented.

c) Donations to Community Groups/Charities

(Note: this method of disposal may not be used for asset with an estimated value of more than \$2,000).

Scrap materials salvaged from works eg. pavers etc. which are unsuitable for new Council projects may be "donated" to charities/sporting bodies with the authority of the General Manager.

Donations of other old assets may only be made with the authority of the General Manager and only after exploring all avenues for recouping a fair value for the Council. Council should only consider donations in response to a formal written request.

d) Destruction of assets classified as beyond economical repair

Where an asset is classified as beyond economical repair the asset must be destroyed, with the destruction being witnessed by another responsible officer nominated by the responsible Divisional Manager.

e) Sale of Information Technology (IT)/computer equipment

All information technology/computer equipment intended for disposal is to be approved by the Chief Information Officer. All Manly Council data and software applications is to be removed from any hard drives as well as external asset tags and labels connecting a machine to Manly Council.

Corporate Services Division Report No. 12 - Draft Asset Disposal Policy
Draft Asset Disposal Policy

The Chief Information Officer will arrange for the disposal of equipment in accordance with this policy.

f) Sale of motor vehicles

Motor vehicles are to be sold via auction. Any asset disposed of by auction is required to be auctioned by a State Government Contracted Auctioneer.

g) Sale of office furniture

The furniture is to be sold by public auction.

h) Sale of major assets

Where assets of significant value (being more than \$150,000) are to be sold, the sale is to be by either public auction or tender.

9. ASSET DISPOSAL PROCEDURES

Condition for the disposal of assets

Where possible, assets must be disposed of by public auction, using a State Government Contracted Auctioneer.

Disposal Process

- a. The Divisional Manager of the relevant area identifies assets that are in excess of Council requirements and are suitable for disposal.
- b. The Divisional Manager of the relevant area arranges disposal of the assets by public auction, given the asset type and the parameters set down in this policy.
- c. If no-one offers to purchase the asset at a public auction and the asset is of no or little value, the asset will be disposed of by dumping in the manner described above. If no-one offers to purchase the asset at a public auction and the asset is of significant value the relevant Divisional Manager will determine how to best dispose of the asset in order to maximise the return to Council whilst ensuring open and effective competition. For accountability and audit reasons, the basis of the decision must be documented.
- d. Complete "Disposal of Minor Assets" Form. (Attachment 1).
- e. The Divisional Manager from the relevant area (with appropriate delegated authority) approves the disposition of a particular asset and signs the "Asset Disposal Form".
- f. Form to be countersigned by the General Manager. General Manager to also sign and approval in cases of sales to staff/Councillors or donations to charities/community groups.
- g. Form to be forwarded to Finance Branch and Civic & Urban Services for adjustment of Asset Register.

ATTACHMENT 1

Corporate Services Division Report No. 12 - Draft Asset Disposal Policy Draft Asset Disposal Policy

Documents required in support of disposal of minor assets

- Copy of receipt or other proof of disposal from the contracted auctioneer, the licensed scrap dealer or the tip site.
- Letter acknowledging receipt of asset from recipient.

10. POLICY HISTORY

Minute No	Date of Issue	Action	Author	Checked by
	Dec 2010	Policy Drafted	Manager Financial Services	DGM-PPI
	28 April 2011	Policy reviewed	Manager Financial Services	DGM-PPI

ATTACHMENT 1

Corporate Services Division Report No. 12 - Draft Asset Disposal Policy Draft Asset Disposal Policy



Attachment 1

MANLY COUNCIL

DISPOSAL OF MINOR ASSETS FORM

Approval is sought to dispose of the following:

Qty	Asset ID No.	Description	Net book Value (WDV)	Estimated cost of disposal	Estimated Market Value

Reasons for Disposal

☐

Obsolete

☐

Other (provide details)

Proposed Method of Disposal

☐

Auction

☐

Other (provide details)

Signature: Date:

Approval

The above disposal is approved/not approved.

Signature: Date:

Disposal

The above disposal is approved/not approved.

I,, certify that the above goods were disposed of on

Date: \$ received on disposal: \$

Receipt No.: Date:

Signature: Date:

Asset Registers

Finance Asset Register updated on Date:

Asset Register updated on Date:

Signature: Date:

UPON COMPLETION THIS FORM MUST BE SCANNED AND SAVED IN COUNCIL EDM SYSTEM
NOT: ENSURE YOU ATTACH SUPPORTING DOCUMENTATION WHERE APPROPRIATE.

TO: Planning and Strategy Committee - 2 May 2011
REPORT: Corporate Services Division Report No. 13
SUBJECT: Loan Borrowings and Overdraft Draft Policy
FILE NO:

SUMMARY

A draft *Loan Borrowing and Overdraft Policy* has been developed which sets out the requirements in regards to loan borrowing, both internal and external, and the use of an overdraft facility.

REPORT

A draft *Loan Borrowing and Overdraft Policy* has been developed which sets out the requirements in regards to loan borrowing, both internal and external, and the use of an overdraft facility, and is recommended to Council for adoption.

The purpose of the Policy is to ensure that all borrowings are in accordance with the relevant legislative provisions; to minimise the cost of borrowings; and to meet industry best practice in respect to the organisations Debt Service Ratio.

RECOMMENDATION

THAT

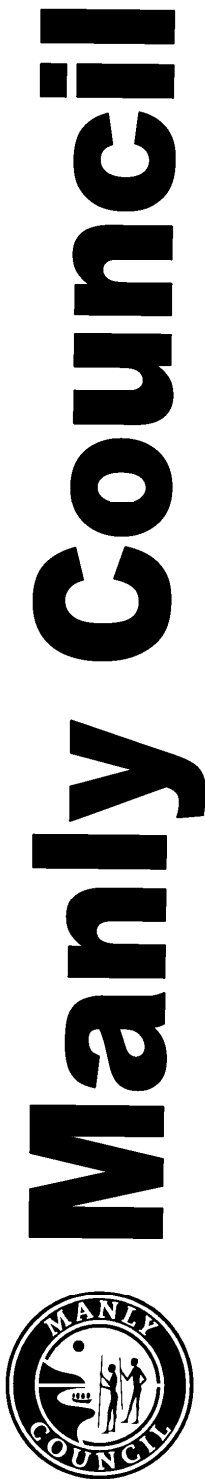
1. Council give public notice of its intention to adopt the attached draft *Loan Borrowing and Overdraft Policy* in accordance with the requirements of section 705 of the Local Government Act, 1993;
2. The draft Policy be placed on public exhibition for a period of 28 days inviting submissions, in accordance with the Act;
3. At the conclusion of the exhibition period the draft *Loan Borrowing and Overdraft Policy* be adopted, subject to there being no submissions made.

ATTACHMENTS

AT- 1 Draft Loan Borrowing and Overdraft Policy 5 Pages

PS020511CSD_3

***** End of Corporate Services Division Report No. 13 *****



Draft Loan Borrowing and Overdraft Policy

April 2011

ATTACHMENT 1

Corporate Services Division Report No. 13 - Loan Borrowings and Overdraft Draft Policy Draft Loan Borrowing and Overdraft Policy



Draft Loan Borrowing and Overdraft Policy

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Corporate Services Division Report No. 13 - Loan Borrowings and Overdraft Draft Policy
Draft Loan Borrowing and Overdraft Policy



Draft Loan Borrowing and Overdraft Policy

POLICY No.

POLICY TITLE

DRAFT LOAN BORROWING AND OVERDRAFT POLICY

1. Objective

To ensure that all borrowings are in accordance with the relevant legislative provisions. To minimise the cost of borrowings. To meet industry best practice in respect to the organisations Debt Service Ratio.

2. Definition

Borrowings are funds that Council may obtain from external and internal sources, either by overdraft or loan or by any other mean approved by the Minister.

Council may borrow at any time for any purpose allowed under the Local Government Act 1993. Prior to 2007/2008, Ministerial approval was required for any proposed borrowings. This is no longer necessary, however the Minister may impose limitations or restrictions on borrowings.

Council is required to complete the Division of Local Government "requested borrowing" return detailing the projects to be funded for any borrowings.

3. Link to Community Strategic Plan

Any borrowings shall be considered as a mechanism to assist in achieving the strategic objectives of the Council as linked to the adopted Community Strategic Plan.

4. Loans

In considering the need for new loans, the following criteria will be analysed:

- Loans will only be used as a last resort to finance capital
- Any proposed borrowing amount must be included in the Council's Revenue Policy.
- Current and estimated future revenues. Generally loans should only be raised for the acquisition or construction of capital assets.
- Strategic planning for the future of the Council covering short, medium and long term.
- Inter-generational equity considerations in terms of the ratepayers who benefit from the expenditure and therefore on a user pays basis, who should pay for the costs associated with such expenditure.
- Current and future funding needs for both operating and capital expenditures.

Corporate Services Division Report No. 13 - Loan Borrowings and Overdraft Draft Policy
Draft Loan Borrowing and Overdraft Policy



Draft Loan Borrowing and Overdraft Policy

- Potential movements in interest rates and associated debt service costs.
- Ensure where possible that the structure of the borrowing is appropriate for the nature of the asset being funded
- Any other strategic imperative that is linked to revenue and expenditure capacities.

5. Loan Terms

The repayment period of a loan should not exceed the useful life of the asset being created, but in all cases shall not be for a period in excess of 20 years.

6. Borrowing Redemption

When surplus funds exist, the decision to repay borrowings shall be made based on the facts available at the time giving due regard to minimising the overall cost to the organisation.

Loans will only be paid out early if there is significant financial benefit to Council.

7. Debt Service Ratio – Financial Sustainability

The Debt Service Ratio (DSR) is the measure of level of debt servicing costs as a percentage of total revenue from ordinary activities. The DSR indicates the ability to service debt and the risk associated with debt and interest commitments.

A key indicator for measuring the sustainability of local councils provides for a DSR of less than 10%

8. Internal Borrowings – Externally Restricted Funds

Internal loans from externally restricted funds do not need to be included in the DLG's "requested borrowing" return. However, internal loans from externally restricted funds must have Ministerial approval before the internal loan can be drawn. Section 410(3) states:

Money that is not yet required for the purpose for which it was received may be lent (by way of internal loan) for use by the council for any other purpose if and only if, its use for that other purpose is approved by the Minister.

9. Internal Borrowings – Internally Restricted Funds

The use of internally restricted funds is not considered to be an internal loan by the DLG. The use of internally restricted cash for a purpose that is different from its original purpose requires a rescission of a previous Council resolution. (Section 372 states the process that must be followed in rescinding a resolution of Council).

ATTACHMENT 1

Corporate Services Division Report No. 13 - Loan Borrowings and Overdraft Draft Policy Draft Loan Borrowing and Overdraft Policy



Draft Loan Borrowing and Overdraft Policy

10. Overdraft

Council has an overdraft facility established with the Commonwealth Bank.

The overdraft facility is only used for short term unavoidable and essential cash flow purposes only.

11. Policy History

Minute No	Date of Issue	Action	Author	Checked by
n/a	8 December 2010	First Draft prepared	Revenue Accountant	Manager Financial Services
n/a	28 April 2011	Reviewed	Manager Financial Services	DGM-PPI

TO: Planning and Strategy Committee - 2 May 2011
REPORT: Corporate Services Division Report No. 14
SUBJECT: Policy Register – Periodic Review
FILE NO:

SUMMARY

This is a report on the periodic review of the Policy Register.

REPORT

Policies in the Policy Register were recently reviewed by divisional managers for legislative changes, currency, duplication and consistency.

There are 180 policies listed in the Register, of these, 34 were created and added to the Register since 2004.

Schedule 1 lists all the policies that are currently in the Policy Register, and Schedule 2 lists policies that are recommended for revocation. The reasons for recommendation are provided in the final column.

RECOMMENDATION

That Council:

1. Revoke policies listed in Schedule 2, and
2. Subject to 1 above, reaffirm all other existing policies.

ATTACHMENTS

AT- 1 Schedule 1 - Policies currently in the Register 6 Pages
AT- 2 Schedule 2 - Policies recommended for revocation 1 Page
The Policy Register will be tabled at the meeting.

PS020511CSD_4

***** End of Corporate Services Division Report No. 14 *****

Corporate Services Division Report No. 14 - Policy Register – Periodic Review
Schedule 1 - Policies currently in the Register

Schedule 1 - Policies Currently in the Register

* Policy added since 2004

Ref	Description
A5.	Access to Information Policy
A10.	Accounts - Available Working Capital
A20.	Advertisements not permitted on the Corso in some circumstances
A30.	Advertising on Public Land
A40.	A-Frame Signs and Merchandise Offered for Sale
A50.	Armoured Vehicles – Provision of Parking
A60.	Awards - Manly Civic Design
B10.	Banners - Display of Banners within Council controlled properties and Reserves
B20.	Beach Management
B30.	Beaches And Reserves - Commercial Filming - Conditions And Charges
B40.	Blasting Permits
B60.	Boat Building in Residential Areas
B80.	Builders' Rubbish Containers
B90.	Development Applications
C06.	Carbon Neutral
C10.	Caretakers - Residential Caretakers in Council Buildings
C15.	Child Protection Policy
C20.	Circuses - The Operation of Circuses with Exotic Animals in Manly
C30.	Circus - Limitation on Performances
C40.	Clean Air - Complaints
C50.	Clearing Of Shrubs and Undergrowth
C60.	Closed Circuit Television Protocol - Administration Building
C70.	Closed Circuit Television Protocol - Car Parks
C80.	Clubs and/or Organisations - Remission of Rates
C90.	Committees - Appointment of Councillors
C100.	Committees - Section 355 Committees - Audit Fees
C106	Community Engagement
C108.	Community Gardens
C110.	Community Groups - Financial Assistance
C120.	Complaints Management Policy
C125.	Compliance and Enforcement Policy

Corporate Services Division Report No. 14 - Policy Register – Periodic Review
Schedule 1 - Policies currently in the Register

Schedule 1 - Policies Currently in the Register

* Policy added since 2004

Ref	Description
C130.	Consultation - Community Consultation Protocol
C150.	Corner Plays – Acquisition of
C160.	Corner Plays - Council to meet costs
C170.	Corner Plays - Notification on Certificates
C180.	Corporate Image
C190.	Council and Committee Meetings - Length of Meetings
C220.	Council Meetings - Availability of Agenda Papers to Public
C230.	Council Chamber - Seating Arrangements
C250.	Council Letterhead - exceptions under certain circumstances
C260.	Councillors - Committee Membership not appointed by Council
C270.	Councillors - Personal Accident Insurance - Authorisation to attend Function
C280.	Councillors - Reports from Council Officers
C290.	Councillor's Room - Stocking of Liquor Cupboard.
C300.	Cultural Policy
C320.	Charter of Political Reform
D10.	Debt Recovery - Warrants of Commitment - Authorisation of
D20.	Development Application Approval - limit on stormwater discharge
D30.	Development Application - Fees For Heritage Buildings
D50.	Development Control Plan - Foreshore setback - Residential Zone
D70.	Dogs - Urban Dog Management
D80.	Dinghies - Storage of Dinghies on Council Foreshores
D90.	Donations - Items of Park Furniture
D100.	Drainage Easements - Construction Over
E05.	Eggs Policy - Use of Non-Caged Hen
E10.	Election Campaigning - Federal, State and Local Government Elections
E20.	Elections – Poll of Electors to be held in conjunction with Ordinary and Extraordinary Elections of Council
E30.	Environmental Levy Component of Rate - Increase in Annual Contribution
E40.	Ethical Charter - Sustainability
F10.	Financial Assistance to Cultural Groups
F20.	Financial Reporting - Measures Of Council Liquidity
F30.	Footpath Trading

Corporate Services Division Report No. 14 - Policy Register – Periodic Review
Schedule 1 - Policies currently in the Register

Schedule 1 - Policies Currently in the Register

* Policy added since 2004

Ref	Description
G10.	Garbage Charges - Surf Clubs, Scout And Guide Halls In Council Reserves
G20.	Garbage Containerisation Service - Size Of Containers
G25.	Gathering Information
G30.	Graffiti Management Policy
G32.	Graffiti Reward Policy
H10.	Hire Boat Operations - Beaches and Reserves
H20.	Hoardings -Placing Of Hoardings at Construction or Demolition Sites
H30.	Honorary Rangers
I10.	Insurance - Premsure - Elected Representatives
I15.	Independent Assessment Panel
L05.	Late Night Venues 2005 Development Control Plan
L10.	Leases - Council Property - Maintenance Of By Lessee/Licensee
L20.	Leases - Council Property - Payment of Rates and Charges By Lessee
L30.	Library - Borrowers Policy
L40.	Library - Commercial Sponsorship Of Library Activities
L50.	Library - Statement on Freedom of Collection, Access, Use and Librarian's Role
L60.	Library - Local History
M10.	Manly Art Gallery and Museum - Acquisitions and Exhibitions Policy
M20.	Manly Art Gallery and Museum - Free Admission for Children on Organised Tours
M30.	Manly Art Gallery and Museum - Collection on Local History
M40.	Manly Art Gallery and Museum - Presentation of Painting Purchased from funds raised by Former Ladies Auxiliary
M50.	Manly Art Gallery and Museum - Support For Local Artists
M60.	Manly Art Gallery & Museum - Waiving Of Fees
M61.	Manly After Midnight Policy
M63.	MIAP Protocol for Councillors
N10.	Neighbourhood Watch And Safety House Scheme
M65.	Mayor and Councillor's Remuneration Fees
N20.	Noise Complaints - General
N30.	Noise Complaints - Dogs
N40.	Nuclear Weapons - Abolition and World Peace

Corporate Services Division Report No. 14 - Policy Register – Periodic Review
Schedule 1 - Policies currently in the Register

Schedule 1 - Policies Currently in the Register

* Policy added since 2004

Ref	Description
N50.	Notification to Precincts, Codes of Conduct and Meeting Practice, via Council News - Manly Daily for submissions in accordance with the Act and Council's policies.
O6.	Outdoor Dining Areas
O10.	Overgrowth of Vegetation
P10.	Pamphlets & Leaflets - Distribution on Public Roads and in Shopping Centres
P20.	Parking - Policy - Manly Central Business District
P30.	Parking - Issuing of Designated Parking Permits
P35.	Parking Permits - Manly Life Saving Club Inc. and Manly Community Centre
P40.	Parking - Provision for Designated Parking Spaces for Armoured Vehicles
P50.	Parks and Reserves - Use of by Junior Sports
P55	Performance Management Policy
P51.	Payment of Expenses & Provision of Facilities to Mayor & Councillors
P60.	Poll of Electors to be held in conjunction with Ordinary and Extraordinary Elections of Council
P70.	Precinct Community Forums previously known as Precinct Committees
P80.	Pricing Policy Goods & Services
P90.	Printing and Stationery - Use of Recycled Paper
P100.	Property Acquisition Reserve Fund
P110.	Prosecutions - withdrawal of
P130.	Public Liability Insurance
P140	Public Sculpture Policy
P150	Purchasing & Tendering Policy and Guidelines
R5.	Rainwater Tanks
R10.	Rates - Pensioners - Accrual of Rates and Charges and Writing off Interest
R20.	Reconciliation between Indigenous and Non-Indigenous Australians
R25.	Records Management Policy
R28.	Recruitment & Selection Policy
R30.	Recycling - Events and Promotions
R40.	Reserves - Exclusive Use for Private Functions
R50.	Reserves - Outdoor Furniture - Dedication
R60.	Revenue Policy
R70.	Road Reserves - Outdoor Eating Areas - Licensing of

Corporate Services Division Report No. 14 - Policy Register – Periodic Review
Schedule 1 - Policies currently in the Register

Schedule 1 - Policies Currently in the Register

* Policy added since 2004

Ref	Description
R80.	Road Reserve - Lease for Parking as a Development Application Condition
R90.	Road Reserve Leases - Adjacent and Conjoining Parent Lot
R100.	Road Reserves – Driveways
R110.	Road Reserve Nature Strips
R120.	Road Reserve Leases/Consents - Formula for Determination of Annual Rental/ Occupation Payment (the "Fee")
* S.5	Saturated and Trans Fat Reduction Policy
* S10.	Seawalls - Construction and Replacement
* S15.	Section 94 Contributions Plan
S20.	Senior Citizens Centre
S30.	Shopping Trolleys - Impoundment
S40.	Signs - Council Projects - Displaying of
S50.	Signs - Direction
S70.	Signs - A-Frame signs and Merchandise Offered for Sale
S80.	Signs - Public Telephones
S100.	Sister Cities - Policy on Visits to Council by Overseas Tourists
S105.	Siting of Microwave Base Stations Manly
S110.	Skateboards & Bicycles on The Corso - Control of
S120.	Skateboards, Bicycles and Rollerskates on the Ocean Beach walkway
S130.	Smoking - Council owned Buildings
S135.	Smoke Free Zones in Manly
S140.	Solar Hot Water Installations (Development Application)
S150.	Special Events (Road Closures) Traffic and Transport Management Plan
S160.	Sponsorship - Council Activities and Events
S170.	Sport and Recreation Facilities in Manly - Guiding Principles
S180.	Stalls - Constituent interviewing by Local Members
S190.	Stormwater Control
S200.	Strata Subdivision - New and Old Buildings - Carparking
S210.	Strata Subdivision - Old Buildings
* S215.	Sustainable Investment Policy
S230.	Swimming Centre, Manly - Complimentary Season Passes to elite athletes
S240.	Swimming Pools - Fencing of

Corporate Services Division Report No. 14 - Policy Register – Periodic Review
Schedule 1 - Policies currently in the Register

Schedule 1 - Policies Currently in the Register

* Policy added since 2004

Ref	Description
S250.	Swimming Pools (Private) - Leaking
S260.	Sydney Water
* T10.	Telecommunications and Radio Communications Development Control Plan
* T20.	Applications from Telecommunications or Radio communications Providers for Infrastructure
T30.	Tenders - Lobbying Of Councillors
* T40.	The Corso Development Control Plan
T50.	Tourism Policy
T60.	Trading Activities - Hawking & Vending on Public Reserves, Road & Public Places
T70.	Tree Preservation Order
T80.	Trees - Lopping For Electricity Transmission Lines
* T85.	Trees – Significant Tree Policy
T90.	Trees - Lopping for Views
T100.	Trees - Removal of "Ficus" Varieties
T110.	Trees - Ringbarking, Poisoning, Root Damage
* T115.	Triple Bottom Line Reporting
U10.	Unemployment Relief Schemes
V10.	Vehicular Crossings and Layback Openings
V20.	Vehicle Crossing Construction - Colour of Concrete
V30.	Vehicle Crossings - Maintenance of Unpaved Crossings
V40.	Vehicle Crossings/Driveways - Non Standard
V50.	Vehicle Crossings - Payment for Pavement of Road Shoulders
V60.	Vehicle Crossings to Private Property - Temporary Construction in Asphalt - Payment by Owners
V70.	Vehicle Crossings - Use of Uni-Pave Concrete Blocks
W10.	Warringah Freeway and Public Transport - Manly Warringah
W20.	Waste Minimisation - Functions and Events in Manly
W30.	Water Courses - Piping Of
W40.	Wentworth Street Redevelopment - Access to The Corso Properties

ATTACHMENT 2

Corporate Services Division Report No. 14 - Policy Register – Periodic Review

Schedule 2 - Policies recommended for Revocation

REF	Description	Reasons/ Replaced by
A10	Accounts - Available Working Capital	Local Government Accounting Standards
A50	Armoured Vehicles – (Non) Provision of Parking	Lapsed Policy
B30	Beaches And Reserves - Commercial Filming - Conditions And Charges	Legislation on filming in public places
B40	Blasting Permits	Strictly controlled by legislation
B60	Boat Building in Residential Areas	Manly LEP and DCPs
B90	Development Applications	EP&A Act and REP, SEPPs
C10	Caretakers - Residential Caretakers in Council Buildings	Security Contractors
C80	Clubs and/or Organisations - Remission of Rates	The Revenue Policy
C90	Committees - Appointment of Councillors	Local Government Act and Code of Meeting Practice
C100	Committees - Section 355 Committees - Audit Fees	Conducted as part of Council's annual program
C130	Consultation - Community Consultation Protocol	Community Engagement Policy
C160	Corner Splays - Council to meet costs	EP&A Act - s79c heads of consideration
C170	Corner Splays - Notification on Certificates	EP&A Act
C190	Council and Committee Meetings - Length of Meetings	Code of Meeting Practice
C250	Council Letterhead - exceptions under certain circumstances	Co-use of Official Crest and Logo of entity
C260	Councillors - Committee Membership not appointed by Council	Code of Meeting Practice
C270	Councillors - Personal Accident Insurance - Authorisation to attend Function	Councillor's Expense and Facilities Policy
C290	Councillor's Room - Stocking of Liquor Cupboard	Councillor's Expense and Facilities Policy
D20	Development Application Approval	EP&A Act (ref: Development Assessment Policy 2011)
D50	Development Control Plan - Residential Zone	Matter already captured in DCPs
G10	Garbage Charges - Surf Clubs, Scout And Guide Halls In Council Reserves	The Revenue Policy
G20	Garbage Containerisation Service - Size Of Containers	Introduction of SULO bins
I10	Insurance - Premsure - Elected Representatives	Premsure no longer exists
I15	Independent Assessment Panel	MIAP
M40	Manly Art Gallery and Museum - Former Ladies Auxiliary	Lapsed Policy
M60	Manly Art Gallery & Museum - Waiving Of Fees	Free Admission introduced in 2007
N10	Neighbourhood Watch And Safety House Scheme	Schemes under external auspice have been discontinued
P30	Parking - Issuing of Designated Parking Permits	Incorporated in Annual Fees and Charges
P35	Parking Permits - Manly Life Saving Club Inc. and Manly Community Centre	Replaced by self admin Permit Parking Scheme
P40	Parking - Provision for Designated Parking Spaces for Armoured Vehicles	Australian Road Rules and Roads Act (NSW)
P50	Parks and Reserves - Use of by Junior Sports	Allocation of fields is managed by the Sporting Union
P60	Poll of Electors to be held with Ordinary and Extraordinary Elections of Council	Replaced by Policy E20
S120	Skateboards, Bicycles and Roller-skates on the Ocean Beach walkway	Lapsed Policy as a result of Ocean Beach upgrade works
S130	Smoking - Council owned Buildings	Legislation
S140	Solar Hot Water Installations (Development Application)	Exempt Development
S260	Sydney Water	Sydney Water Partnership
T40	The Corso Development Control Plan	DCPs are instruments made under the EP&A Act
W40	Wentworth Street Redevelopment - Access to The Corso Properties	Lapsed Policy - development completed

TO: Planning and Strategy Committee - 2 May 2011
REPORT: Environmental Services Division Report No. 8
SUBJECT: Public Toilet Facilities - Implications of extending hours of operation
FILE NO:

SUMMARY

Report on implications of extending hours of operation of public toilet facilities.

REPORT

On 14 February 2011 Council resolved among other things:

That Council:

1. Bring back a detailed report on the operational hours of the toilets, likely costs of operating for longer hours and implications if the hours are extended.
2. To include a rated system relative to high medium and low visitor attractiveness ,use and signage

Council currently services public toilets at 29 locations across the municipality (see attached plan) Thirteen of these are considered to be in the CBD area with the remaining sixteen in outlying areas. Locations and ratings high, medium and low for use, attractiveness and signage are as attachments:-

Locking and unlocking

With the exception of three CBD toilets at weekends, all toilets are unlocked between 4 am and 6am and closed between 8pm and 10pm (a typical time specific schedule is attached).

Three CBD toilets are kept open for 24 hours on Friday and Saturday nights, to cater for use after 10 pm. These are Ocean Beach (old VIC), Whistler Street car park and Gilbert Park. After a recent request from the Community Safety Committee the Ocean Beach toilets are also now being left open 24 hours on Sunday night.

Implications of extending hours of operation

Security and Maintenance

Should any additional cleaning be required after 10 pm there are issues of security for cleaners at this time of night that needed to be address in terms of Council's OHS obligations.

Cleaning crews cannot operate in late night hours without the support of security personnel irrespective of location, but particularly at locations with a known history of anti-social behavior.

As it is now, our cleaners have regularly reported abuse, theft of equipment, and threats whilst performing their duties in "normal" times. These situations would escalate at late night hours.

Council's Facilities Manager also reports that the incidents of vandalism and graffiti were significantly greater when toilets previously remained open all night resulting in vandalism and toilet facilities made unserviceable for long periods, which is not only an inconvenience to the public, it was also at a significant reputational cost to the Council because of the constant criticism of Council in the media for frequently closed facilities caused by vandalism.

Environmental Services Division Report No. 8 (Cont'd)

When toilets were previously left unsecured overnight, it caused constant worries for cleaners and maintenance staff because they have to deal with the never ending vicious cycle of vandalism and repairs on the one hand, and the angry public on the other. Further to this were the insidious incidents of anti-social activities that used to occur in some facilities, which was also risk to the community.

Under the present regime of operating hours, Council still incurs an annual graffiti removal cost of more than \$10,000 and \$75,000 in vandalism related repairs. From previous experience, these costs will escalate 2 to 4 folds if toilet facilities were left unsecured overnight or even just till later times. On top of these issues are reputational costs and inconvenience factors, all of which should, in the public interest, be taken into account in deciding on this matter.

Cleaning and maintenance costs

All public toilets are currently cleaned once early in the morning, then at least once in midmorning, and once in midafternoon.

The thirteen CBD toilets are treated with extra cleaning between the months of September to March with a minimum of two to three additional cleans in the morning and the same in the afternoon, as well as on demand, equating to almost having a permanent crew servicing just the CBD toilets in the busy summer months

The estimate to provide an increased level of service to what is now provided by Council is \$70K per toilet facility. Therefore, the additional cost for the 3 CBD facilities alone will be \$210K over and above the annual total toilet cleaning budget of \$385K. Adding to that is the cost of security which is not insignificant at \$300 per night per location.

The Facilities Manager and the Cleansing Manager recommended that the current cleaning regime, hours of operation, and budgetary provision for maintenance and upgrades of public toilets be kept unchanged.

In terms of signage, a review by this report has identified the need to deploy a more consistent approach in the use of pictograms across the municipality, which will be rolled out over the next 2 months.

RECOMMENDATION

That the report be received and noted.

ATTACHMENTS

AT- 1	Ratings	2 Pages
AT- 2	Map	1 Page
AT- 3	Daily Worksheet	1 Page
AT- 4	Public Toilet Schedule	7 Pages

PS020511ESD_2

***** End of Environmental Services Division Report No. 8 *****

ATTACHMENT 1

Environmental Services Division Report No. 8 - Public Toilet Facilities - Implications of extending hours of operation Ratings

Public Toilet Facilities -Report on implications of extending hours of operation - Ratings attachment

<u>Location</u>	<u>Use</u>	<u>Attractiveness</u>	<u>Signage</u>
1 . Balgowlah Oval	Low	Medium	Medium
2 . Manly West	Low	High	Medium
3. Condamine Street	Low	High	Medium
4. Manly Oval	Medium	Medium	Low
5. Bareena Park	Low	Low	Low
6. Bantry Bay Oval	Low	Low	Low
7. North Harbour Reserve	Medium	Medium	Low
8. Fairlight Pool	Medium	Low	High
9. Clontarf Reserve	High	Medium	Medium
10. LM Graham reserve	Low	Low	Medium
11. Kempbridge Avenue Exeloo	Medium	High	Medium
12. Seaforth Oval	Medium	High	Medium
13. Kierle Park	Low	Medium	Medium
14. Tania Park	Medium	Medium	Medium
15. Forty Baskets Reserve	Medium	High	Medium
16. Cameron Avenue	High	Low	High
17. Queenscliff Surf Club	High	Medium	High
18. North Steyne	High	Medium	High
19. Ocean Beach	High	Medium	High
20. Manly Surf Club	High	Medium	High
21. Marine Parade	High	Medium	High
22. Shelly Beach	High	Medium	High
23. Little Manly Beach	High	Medium	High
24. Whistler Street car park	High	Medium	High
25. Manly Library	High	Medium	High

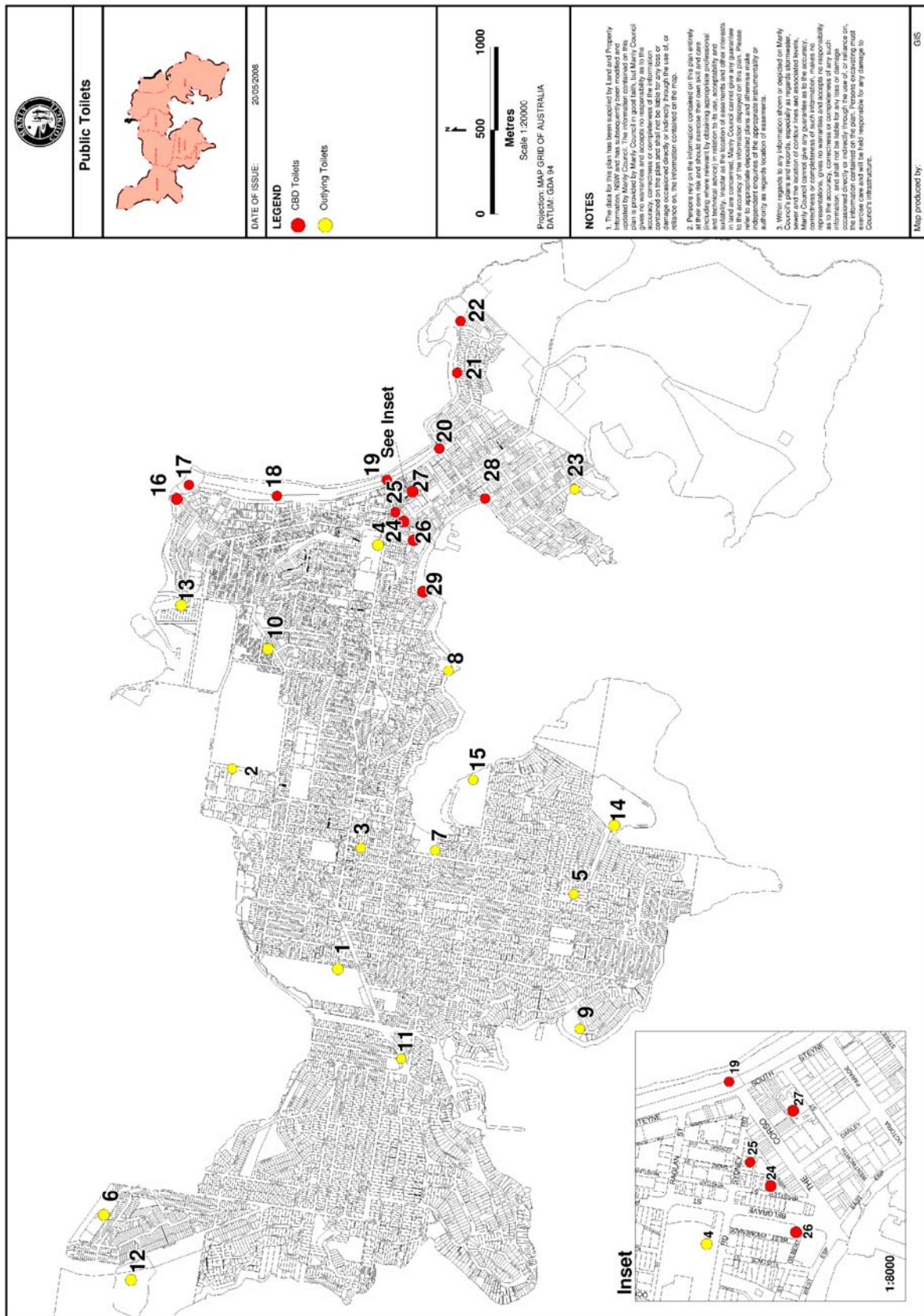
ATTACHMENT 1

Environmental Services Division Report No. 8 - Public Toilet Facilities - Implications of extending hours of operation Ratings

26. Gilbert Park Exeloo	High	Low	High
27. Rialto Square	High	Low	High
28. East Esplanade	Medium	Medium	High
29. West Esplanade	High	Medium	High

ATTACHMENT 2

Environmental Services Division Report No. 8 - Public Toilet Facilities - Implications of extending hours of operation Map



ATTACHMENT 3

Environmental Services Division Report No. 8 - Public Toilet Facilities - Implications of extending hours of operation Daily Worksheet

Manly Council

Locking and Unlocking Toilets

Daily Work Sheet – To be submitted following morning




























Date: 28 February 2011		Cleaners Name: Sung Lee		
Toilet Facility		Time Unlocked	Time Locked	Comments/Issues
Order	Toilet Facility			
1	24. Whistler Street Carpark	05:59	21:50	
2	16. Cameron Avenue	04:12	21:22	
3	17. Queenscliff Surf Club	04:14	21:24	
4	18. North Steyne	04:19	21:27	
5	19. Ocean Beach	04:25	21:47	
6	27. Rialto Square	04:27	21:44	
7	20. Manly Surfclub	04:31	21:30	
8	22. Shelly Beach	04:40	21:36	
9	21. Marine Parade	04:35	21:40	
10	28. East Esplanade	04:50	20:22	
11	23. Little Manly Beach	04:45	20:20	
12	4. Manly Oval (Public only)	08:00	20:14	
13	26. Gilbert Park	05:57	20:16	
14	29. West Esplanade	04:55	20:26	
15	8. Fairlight Pool	05:01	20:33	
16	3. Condamine Street	05:06	20:38	
17	7. North Harbour Reserve	05:08	20:41	
18	15. Forty Baskets Reserve	05:13	20:47	
19	14. Tania Park	05:13	20:53	
20	5. Bareena Park	05:25	20:55	
21	9. Clontarf Reserve	05:26	20:59	
22	22. Balgowlah Oval	05:55	21:16	
23	11. Kempbridge Ethel Street Exeloo	05:48	21:14	
24	6. Bantry Bay Oval	05:38	21:10	
25	12. Seaforth Oval	05:36	21:07	
26	2. Manly West	04:00	20:04	
27	LM Graham Reserve	04:04	20:07	
28	13. Kerlie Park	04:08	20:11	
29	26. Manly Library	Not required		

Name: Sung Lee

Date: 28 February 2011

ATTACHMENT 4

Environmental Services Division Report No. 8 - Public Toilet Facilities - Implications of extending hours of operation Public Toilet Schedule

PUBLIC TOILET SCHEDULE										
No.	Location	Notes	M	URN	FM	Usage	Hours of Operation	Location Shot External	Interior Shot Recent	Previous
1	Depot (Toilets/Wash bay)	Depot Facility	6	4	5	4	N/A			
2	Manly West	(Facility Demolished - Area restored)	2		2	5				
3	LM Grahams Res	(maintenance only, incl LM Grahams Reserve - Master Plan)	4		4	3	4am - 10pm			
4	Kenneth Rd	(Facility Closed - Planned demolition)				4				
5	Keirle Park	Internal Refurbishment required	1	1	4	3	4am - 10pm			
6	Cameron Ave	Internal Refurbishment required (minor works completed - painting etc)	1		1	1	4am - 10pm			
7	Queenscliff Surf Club	Refurbishment Works completed - 2008/09	4	1	4	2	4am - 10pm			
8a	Nth Steyne Downstairs	Refurbishment Works completed - 2009/10	1		1	2	4am - 10pm			
8b	Nth Steyne Upstairs	Refurbishment Works completed - 2009/10	3	1	6	2	4am - 10pm			
9	VIC Ocean Beach	Refurbishment Works completed - 2008/09	6	1	12	2	4am - 10pm - Plus 24hrs Fri / Sat/Sun			































ATTACHMENT 4

Environmental Services Division Report No. 8 - Public Toilet Facilities - Implications of extending hours of operation Public Toilet Schedule

PUBLIC TOILET SCHEDULE										
No.	Location	Notes	M	URN	FM	Usage	Hours of Operation	Location Shot External	Interior Shot Recent	Previous
10	Manly Surf Club	Internal Refurbishment required	2	1	3	2	4am - 10pm			
11	Marine Pde	Refurbishment Works completed - 2010/11	1	1	1	2	4am - 10pm			
12	Shelly Beach	Refurbishment Works completed - 2010/11	1	1	3	2	4am - 10pm			
13	Little Manly	Internal Refurbishment required (minor works completed - painting etc)	1	1	2	2	4am - 10pm			
14	East Esplanade	Refurbishment Works completed - 2010/11	1	1	1	4	4am - 10pm			
15	Rialto Square	Internal Refurbishment required (external painting completed)	5	4	6	1	4am - 10pm - Plus Key Holder access			
16	Manly Library	Internal Refurbishment required (external painting completed)	2	1	3	4	Library Hours			
17	Market Lane Exelco	Relocated (to Condamine St)				1	N/A			
18	Whistler St Car Park	Internal Refurbishment required (minor)	1	1	2	1	4am - 10pm - Plus 24hrs Fri / Sat			
19	Manly Oval	Internal Refurbishment required				3	4am - 10pm			

ATTACHMENT 4

Environmental Services Division Report No. 8 - Public Toilet Facilities - Implications of extending hours of operation Public Toilet Schedule




















PUBLIC TOILET SCHEDULE										
No.	Location	Notes	M	URN	FM	Usage	Hours of Operation	Location Shot External	Interior Shot Recent	Previous
20	Gilbert Park	Internal Refurbishment required (programmed 2010/11)					4am - 10pm - Plus 24hrs Fri / Sat			
21	West Esplanade	Refurbishment Works completed - 2010/11	4	2	10		4am - 10pm			
22	Fairlight Pool	Refurbishment and extension required (include sewer upgrade)	1		1		4am - 10pm			
23	Condamine St Exeloo	Internal Refurbishment required					4am - 10pm			
24	Nth Harbour Reserve	Refurbishment Works completed - 2009/10	2		1		4am - 10pm			
25	Forty Baskets Reserve	Refurbishment Works completed - 2008/09	1	1	2		4am - 10pm			
26	Tania Park	Internal Refurbishment required	2		3		4am - 10pm			
27	Bareena Park	Internal Refurbishment required	1	1	2		4am - 10pm			
28	Clontarf Reserve	Internal Refurbishment required, and minor external upgrades	2	2	4		4am - 10pm			
29	Sandy Bay Rd	(Facility Closed - Planned demolition)	1		1		N/A			

Environmental Services Division Report No. 8 - Public Toilet Facilities - Implications of extending hours of operation
Public Toilet Schedule

PUBLIC TOILET SCHEDULE





















Environmental Services Division Report No. 8 - Public Toilet Facilities - Implications of extending hours of operation
Public Toilet Schedule

PUBLIC TOILETS

1 <u>Market Lane</u> Market Lane , Manly - Ground floor Manly Library Library Hours	 
2 <u>Rialto Square</u> Wentworth Street , Manly - Peninsula Car Park Open Sunrise to Sunset - 7 days	 
3 <u>Manly Wharf</u> Wharf Centre Management	
4 <u>Lagoon Park</u> North Steyne - Cameron Ave, Manly Open Sunrise to Sunset - 7 days	 
5 <u>Queenscliff Surf Pavilion</u> North Steyne, Manly Open Sunrise to Sunset - 7 days	 
6 <u>South Steyne Surf Pavilion</u> South Steyne, Manly Open Sunrise to Sunset - 7 days	 
7 <u>Marine Parade</u> Bower Lane , Manly - Fairy Bower Pool Open Sunrise to Sunset - 7 days	
8 <u>Shelly Beach</u> Bower Street, Manly Open Sunrise to Sunset - 7 days	  
9 <u>East Esplanade</u> East Esplanade , Manly - opp Ashburner Street Open Sunrise to Sunset - 7 days	 
10 <u>Fairlight Pool</u> Fairlight Cres, Fairlight Open Sunrise to Sunset - 7 days	 













ATTACHMENT 4

Environmental Services Division Report No. 8 - Public Toilet Facilities - Implications of extending hours of operation Public Toilet Schedule

11 <u>Kempbridge Avenue</u> - Sydney Road, Seaforth Open Sunrise to Sunset - 7 days		
12 <u>Clontarf Reserve</u> Holmes Ave, Clontarf Open Sunrise to Sunset - 7 days		
13 <u>Keirle Park</u> Pittwater Road , Manly - opp Eurobin Avenue Open Sunrise to Sunset - 7 days		
14 <u>Tania Park</u> Bareena Drive, Balgowlah Heights Open Sunrise to Sunset - 7 days		
15 <u>Whistler Street Car Park</u> Whistler Street , Manly - Basement level Open Sunrise to Sunset - 7 days		
16 <u>Gilbert Park</u> Gilbert Avenue - Belgrave Street, Manly Open Sunrise to Sunset - 7 days		
17 <u>Ocean Beach</u> North Steyne, Manly - opp The Corso Open Sunrise to Sunset - 7 days		
18 <u>West Esplanade</u> West Esplanade, Manly - behind Art Gallery Open Sunrise to Sunset - 7 days		
19 <u>Little Manly Beach</u> Stuart Street, Manly - opp Marshall Street Open Sunrise to Sunset - 7 days		
20 <u>North Steyne Surf Pavilion</u> North steyne, Manly Open Sunrise to Sunset - 7 days		
21 <u>Balgowlah Shopping Centre</u> Condamine St, Balgowlah - Carpark		

ATTACHMENT 4

Environmental Services Division Report No. 8 - Public Toilet Facilities - Implications of extending hours of operation Public Toilet Schedule

Open Sunrise to Sunset - 7 days			
22 <u>Balgowlah Oval</u> Pickworth Ave, Balgowlah Open Sunrise to Sunset - 7 days			
23 <u>North Harbour Reserve</u> Condamine St, Balgowlah Open Sunrise to Sunset - 7 days			
24 <u>Forty Baskets Beach</u> off Beatty St, Balgowlah Heights Open Sunrise to Sunset - 7 days			
25 <u>Bareena Park - Tennis Courts</u> Vista Ave, Balgowlah Heights Open Sunrise to Sunset - 7 days			
26 <u>Seaforth Oval</u> Wakehurst Parkway, Seaforth Open Sunrise to Sunset - 7 days			
27 <u>Bantry Reserve</u> Judith Street, North Balgowlah Open Sunrise to Sunset - 7 days			
28 <u>LM Graham Reserve</u> Balgowlah Road, Balgowlah - opp Daintrey Street Open Sunrise to Sunset - 7 days			

TO: Planning and Strategy Committee - 2 May 2011
REPORT: Environmental Services Division Report No. 9
SUBJECT: Development Applications Being Processed During May 2011
FILE NO:

SUMMARY

Development Applications being processed during May 2011.

REPORT

The following applications are with the Town Planners for assessment.

387	2003	69 The Corso	Section 96 Modification
551	2003	18 Amiens Road	Section 96 Modification
507	2005	31 Boyle Street	Section 96 Modification
424	2006	168 Woodlands Street	Section 96 Modification
186	2007	9 Bolingbroke Parade	Section 96 Modification
411	2007	85 Seaforth Crescent	Section 96 Modification
421	2007	Manly Golf Club - Kenneth Road	Section 96 Modification
184	2008	63 Kangaroo Street	Section 96 Modification
295	2008	3 Laura Street	Section 96 Modification
398	2008	55 Pittwater Road	Section 96 Modification
463	2008	75 The Corso	Section 96 Modification
24	2009	7 Marine Parade	Alterations & Additions to mixed use building
49	2009	61 Collingwood Street	Section 96 Modification
180	2009	Manly Wharf	Hugos extended outdoor seating
192	2009	9 Kanangra Crescent	Section 96 Modification
258	2009	258 Sydney Road	Section 96 Modification
376	2009	8 Boronia Lane	Section 96 modification
401	2009	31 Ellery Parade	Section 96 modification
11	2010	44 Alma Avenue	Partial demolition, Alterations and Additions, pool, cabana and landscaping
61	2010	44-46 Seaforth Crescent	Alterations and Additions
64	2010	3 Rignold Street	Alterations and Additions
67	2010	31 Seaforth Crescent	Demolition of existing, new 4 level dwelling
107	2010	17-29 Roseberry Street	Section 96 Modification
111	2010	74 Lauderdale Avenue	Section 96 Modification
153	2010	89 Addison Road	Section 96 Modification
162	2010	27 Daintrey Street	Alterations and additions
189	2010	1 Jellicoe Street	Section 96 Modification
200	2010	14 Ellery Parade	Alterations and additions
216	2010	13 Harbour Street	Section 82A Review
235	2010	40 Alma Street	Alterations and Additions
264	2010	10 Addison Road	Section 96 Modification
267	2010	36 Malvern Avenue	Alterations and additions
311	2010	69 Castle Circuit	Section 96 Modification

Environmental Services Division Report No. 9 (Cont'd)

312	2010	32 Fromelles Avenue	Partial demolition and new 2 storey dwelling
314	2010	42 Pacific Parade	Hardstand and new driveway
321	2010	31 Ocean Road	Alterations and additions
329	2010	11A Monash Crescent	Alterations and additions to existing dwelling
336	2010	555 Sydney Road	Strata Subdivision into 5 lots
337	2010	1 Griffiths Street	Alterations and additions
345	2010	7 Laurence Street	Demolition of existing and new Part 2 and Part 3
347	2010	46 East Esplanade	Establish use for Shops 1&2 as a restaurant and Shop 3 as bar/cafe
352	2010	39 Hill Street	Alterations and additions
360	2010	46 Malvern Avenue	Alterations and additions
371	2010	62 Woodland Street	Sections 96 modification
374	2010	3 Tutus Street	Demolition and new 3 storey dwelling
376	2010	17 Cove Avenue	Alterations and additions to Manly Waters private hospital
380	2010	21 Dalwood Avenue	Sections 96 modification
381	2010	49 Seaforth Crescent	Alterations and additions
382	2010	18 Ellery parade	Alterations and additions
387	2010	4 Karingal Street	Alterations and additions
388	2010	39 Peacock Street	Partial demolition of existing and new 2 storey dwelling
393	2010	13 Barrabooka Street	Alterations and Additions
396	2010	16 New Street	Demolition of existing and new 2 storey dwelling
399	2010	155 Condamine Street	Alterations and additions
401	2010	35 Arthur Street	Alterations and additions
402	2010	38 Bungalow Avenue	Alterations and additions
404	2010	28 Ellery Parade	Demolition and new 2 storey dwelling
407	2010	8 Thornton Street	Alterations and additions
410	2010	20 Magarra Place	Demolition of existing and new RFB
413	2010	11 Birkley Road	Alterations and additions
414	2010	69 Peronne Avenue	Demolition and new 2 storey dwelling
415	2010	43 The Crescent	Strata Subdivision of RFB
416	2010	3 Alleny Street	Demolition and new 2 storey dwelling
424	2010	34 Wanganella Street	Pool, deck, amphitheatre and landscaping
426	2010	3 Oyama Avenue	Demolition & new 4 storey RFB
3	2011	15 East Esplanade	Enclosure of balcony in RFB
5	2011	11 Gordon Street	Alterations and additions
7	2011	18 Smith Street	Alterations and additions
8	2011	27 Eurobin Avenue	Alterations and additions
9	2011	13 Lister Avenue	Alterations and additions
10	2011	59 North Steyne	Alterations and additions to RFB
12	2011	47 Golf parade	Alterations and additions
14	2011	26 Castle Circuit	Alterations and additions
17	2011	10 Seaforth Crescent	Alterations and additions
19	2011	4 Allenby Street	Alterations and additions
20	2011	20 Adelaide Street	Alterations and additions

Environmental Services Division Report No. 9 (Cont'd)

22	2011	11 Cutler Road	Alterations and additions
23	2011	6 Fairlight Crescent	Alterations and additions
24	2011	46 Darley Road	Alterations and additions
26	2011	25 Jackson Street	Demolition and new multi dwelling
32	2011	41A Castle Circuit	New elevated detached double garage
38	2011	19 Macmillan Street	Alterations and additions
43	2011	3 Judith Street	Alterations and additions
46	2011	44 Griffiths Street	Boundary adjustment
49	2011	73 Ellery Parade	Land subdivision of One (1) lot into two (2) lots
51	2011	33 Gordon Street	Demolition and new 2 storey dwelling
52	2011	95 Seaforth Crescent	Alterations and additions
53	2011	42 Lodge Street	Alterations and additions
55	2011	Manly Wharf	Shop 10 to common seating area
57	2011	9 Mossgiel Street	Alterations and additions
58	2011	1 Eustace Street	Consolidation of Lot 1 and adjacent common property
60	2011	539 Sydney Road	Advertising Structures - Signage
61	2011	22 Baringa Avenue	Alterations and additions
63	2011	48 Golf Parade	Demolition and new 2 x 2 dwelling
65	2011	58 North Steyne	Change of use to Gymnasium
66	2011	30 Lodge Street	Alterations and additions including carport
68	2011	248 Sydney Road	Alterations and additions
69	2011	41 Gordon Street	Boundary realignment between 36 Peronne & 41 Gordon Street
71	2011	81 Boyle Street	2 Lot Strata Subdivision

The following applications are with Lodgment & Quality Assurance for advertising, notification and referral to relevant parties.

291/2007 85 New Street, CLONTARF 2093
Section 96 to modify approved Alterations and additions to dwelling including double garage to replace existing carport

122/2010 Wharves and Jetties, MANLY 2095
Section 82A Review of Determination of refused Security fencing and gates to existing jetty and deck

64/2011 23 Beatrice Street, CLONTARF 2093
Demolition of existing structures, construction of a Residential Flat Building containing eighteen (18) dwellings of Affordable and other housing, two (2) levels of basement car parking with twenty-seven(27) spaces, swimming pools, plant rooms and landscaping

343/2006 63 Lauderdale Avenue, FAIRLIGHT 2094
Section 96 to modify approved Alterations to an existing residential dwelling to provide basement rooms, extended balcony and new double garage with turntable access

70/2011 10 Oyama Avenue, MANLY 2095
Alterations and additions to an existing dwelling including rear addition, front addition, first floor extension, balcony, terraces, swimming pool and landscaping

220/2007 14 Camera Street, MANLY 2095
Section 96 to modify approved Demolition of existing garage and alterations and additions to an existing dwelling incorporating excavation for a garage, terrace, swimming pool, fencing and landscaping

Environmental Services Division Report No. 9 (Cont'd)

72/2011 16 Birkley Road, MANLY 2095

Alterations and additions to an existing dwelling including rear addition, double garage, terrace, deck and landscaping

73/2011 113 Condamine Street, BALGOWLAH 2093

Alterations and additions to an existing Residential Flat Building including rear addition, internal alterations, hardstand car space, driveway, patio and landscaping

74/2011 12 Herbert Street, MANLY 2095

Alterations and additions to an existing dwelling including front fence, gate, carport and rear deck

77/2011 14 Linkmead Avenue, CLONTARF 2093

Alterations and additions to an existing dwelling including front addition, vergolas (pergolas) to the rear, deck extension and internal alterations

79/2011 38 The Corso, MANLY 2095

Change of use to a refreshment room (Japanese Sushi Train), fitout and signage

80/2011 2 Montauban Avenue, SEAFORTH 2092

Alterations and additions to an existing dwelling including rear addition, deck, retaining walls and terrace

81/2011 76 Birkley Road, MANLY 2095

Alterations and additions to an existing dwelling including swimming pool, deck and landscaping

82/2011 4 Wanganella Street, BALGOWLAH 2093

Alterations and additions to an existing dwelling including swimming pool, shed, rear addition to the ground floor and first floor

201/2007 20 Sandy Bay Road, CLONTARF 2093

Section 96 to modify approved Alterations and additions to the existing dwelling house including new balconies and infill of lower ground floor

83/2011 91 West Street, BALGOWLAH 2093

Alterations and additions to an existing dwelling including a new first floor addition

84/2011 25 Acacia Road, SEAFORTH 2092

Construction of a new two (2) storey dwelling

85/2011 23 Kempbridge Avenue, SEAFORTH 2092

Alterations and additions to an existing dwelling including conversion of an existing garage to entry and laundry, erection of a new carport at the front and landscaping

86/2011 17 Kareema Street, BALGOWLAH 2093

Alterations and additions to an existing dwelling including a new first floor addition to the rear, conversion of the existing carport to a garage and a new carport

212/2010 69 Fairlight Street, FAIRLIGHT 2094

Section 96 to modify approved Alterations and additions to an existing dwelling including new first floor addition and decks

87/2011 2 Belgrave Street, MANLY 2095

Redevelopment of the Manly Police Station – Refurbishment of the existing two (2) storey heritage building and construction of a new six (6) storey and basement addition at the rear

88/2011 112 Sydney Road, FAIRLIGHT 2094

Four (4) Strata Subdivision of the proposed Townhouse Development(DA: 343/2010)

Environmental Services Division Report No. 9 (Cont'd)

89/2011 5A Raglan Street, MANLY 2095

Change of use from an office to a Cafe (Refreshment Room) and fitout

90/2011 2C Edgecliffe Esplanade, SEAFORTH 2092

Construction of an in ground swimming pool, a deck and a privacy screen

91/2011 75 The Corso, MANLY 2095

Internal alterations to an existing beer garden including new pergola, new decking, sliding doors, ramp of people with disabilities and acoustic panels to walls – The Steyne Hotel Manly

92/2011 11 Wentworth Street, MANLY 2095

Re-allocation of car parking spaces between Lots 163, 164 and 165 in Strata Plan 63767

93/2011 138 Addison Road, MANLY 2095

Internal alterations to Unit 2 and conversion of east and south facing windows of the dining area to sliding doors

94/2011 3A Dalwood Avenue, SEAFORTH 2092

Alterations and additions to an existing dwelling including a new floor addition and new pool fencing

382/2008 27 Fromelles Avenue, SEAFORTH 2092

Section 96 to modify approved Alterations and additions to the existing dwelling including first floor addition, extensions, swimming pool and landscape

95/2011 53 Pittwater Road, MANLY 2095

Two (2) Lot Stratum Subdivision of approved Mixed Use Development (DA: 398/2008)

97/2011 59 The Corso, MANLY 2095

Internal fit out of commercial premises

98/2011 5 New Street, BALGOWLAH 2093

Alterations and additions to existing dwelling including ground floor and first floor addition, second floor addition with attic and bathroom, swimming pool and landscaping

99/2011 25 Kitchener Street, BALGOWLAH 2093

Torrens title subdivision of one (1) lot into two (2) lots

96/2011 53 East Esplanade, MANLY 2095

Replacement of existing roller door with glass doors and changes to operating hours

100/2011 22 Roseberry Street, BALGOWLAH 2093

Demolition of all existing structures and erection of a two (2) storey warehouse (Bulky goods) development including rooftop carparking

Manly Independent Assessment Panel

The following applications were presented to MIAP on 21 April 2011.

DA#	Site	Proposal
392/10	40 Rignold Avenue & 2 Boronia Lane, Seaforth	Demolition of existing buildings and new two (2) two (2) storey dwelling houses each with four (4) car garage, decks, pool and landscaping.
368/10	65 Peronne Avenue, Clontarf	Demolition of existing and construction of part two (2), part three (3) storey dwelling with hardstand area and decks.

Environmental Services Division Report No. 9 (Cont'd)

280/10	37 Peronne Avenue, Clontarf	Alterations and additions to an existing dwelling including a second floor addition and decks
297/10	65 Woodland Street, Balgowlah	Partial demolition and construction of new two (2) storey dwelling with basement double garage, swimming pool and landscaping.
400/10	42 Daintrey Street, Fairlight	Alterations and additions to an existing dwelling including rear extension, double garage and deck
367/10	46 Victoria Parade, Manly	Demolition of existing and construction of seven (7) storey RFB containing eleven (11) units with two (2) levels of basement card parking, decks and landscaping.

RECOMMENDATION

THAT the information be noted.

ATTACHMENTS

There are no attachments for this report.

PS020511ESD_3

***** End of Environmental Services Division Report No. 9 *****

TO: Planning and Strategy Committee - 2 May 2011
REPORT: Environmental Services Division Report No. 10
SUBJECT: List of Appeals Relating to Development Applications during May 2011.
FILE NO:

SUMMARY

LIST OF APPEALS RELATING TO DEVELOPMENT APPLICATIONS DURING MAY 2011.

REPORT

DA#	LEC #	House #	Address	Date Appeal Lodged	Solicitor	Current Status
25/09	Class 1 10420/10 S56A Appeal	Bathers Pavilion	West Esplanade	22/12/10	Pikes	Appeal Upheld
13/10	Class 1 10584/10	46-48	North Steyne	27/07/10	HWL	Judgement Reserved
238/02	Class 1 11046/10		Manly Wharf Hotel	22/12/10	HWL	Hearing 11/5/11
213/10	Class 1 11056/10	62	Alexander Street	23/12/10	Pikes	Awaiting Court Directive
149/08	Class 1 10014/11	2	West Promenade	11/01/11	Pikes	Callover 29/03/11
393/10	Class 1 10060/11	13	Barrabooka Street	24/01/11	Pikes	Judgement Reserved
392/10	Class 1 10229/11	40 & 40A	Rignold Street	16/03/11	HWL	S34 Conference 10/05/11

RECOMMENDATION

THAT the information be noted.

ATTACHMENTS

There are no attachments for this report.

PS020511ESD_5

***** End of Environmental Services Division Report No. 10 *****

TO: Planning and Strategy Committee - 2 May 2011
REPORT: Human Services And Facilities Division Report No. 4
SUBJECT: Draft Manly Crime Prevention Plan 2011-2013
FILE NO:

SUMMARY

The draft Manly Crime Prevention Plan 2011 - 2013 was reported to Council at the Planning & Strategy Committee meeting of 7 March 2011, and following adoption of the draft plan it was placed on public exhibition until 18 April 2011.

Following the 28 day exhibition period, consultation of key stakeholders, the draft Manly Crime Prevention Plan 2011-2013 and Supporting Documentation is presented to Council for adoption as the Manly Crime Prevention Plan 2011-2013.

It is recommended that after adoption by Council, the Manly Crime Prevention Plan 2011-2013 be forwarded to the NSW Attorney General for endorsement.

REPORT

The draft Manly Crime Prevention Plan 2011-2013 has been developed by Council in consultation with the Community Safety Committee and key stakeholders. The draft Plan was presented to Council at the Planning & Strategy Committee meeting of 7 March 2011, and placed on public exhibition until 18 April 2011.

A public notice was placed in Council News in the Manly Daily on Saturday 19 March, and letters inviting submissions on the draft Plan were sent to:

- 90 liquor licensees in the Manly LGA
- By letter and email to the Chair of the Manly Liquor Accord with request to distribute to all licensees by email
- Key Council staff
- 25 Local services and agencies, Precinct Community Forums, Chamber of Commerce and Mainstreet
- 40 schools, clubs, churches, surf clubs, scout associations, and RSL's

The draft Plan was made available for viewing at Council's customer service counter, at the 1st floor of Manly Library and also on Council's website.

Submissions received

No submissions have been received by Council for consideration for the draft Manly Crime Prevention Plan 2011-2013.

In accordance with Part 4, Division 3, Sections 39-42 of The Children (Protection and Parental Responsibility) Act 1997 No 78, the Manly Crime Prevention Plan can now be presented to the NSW Attorney General for endorsement as a Safer Community Compact.

Council may be considered eligible to apply for grant funding from the NSW Justice and Attorney General's Department to implement key strategies within the Action Plan. Council is required to report six-monthly to the NSW Justice and Attorney General's Department on implementation and success.

RECOMMENDATION

1. That Council adopts the draft Manly Crime Prevention Plan 2011-2013 and Supporting Documentation to target alcohol-related non-domestic violence related assaults
2. That Council follows the provisions within The Children (Protection and Parental Responsibility) Act 1997 No 78 to submit the Manly Crime Prevention Plan 2011-2013 to the NSW Attorney General for endorsement as a safer community compact.

ATTACHMENTS

There are no attachments for this report.

The Draft Manly Crime Prevention Plan 2011-2013 will be Tabled at the Meeting.

PS020511HSFU_1

***** End of Human Services And Facilities Division Report No. 4 *****