



Attachments

Ordinary Meeting

Notice is hereby given that an Ordinary Meeting of Council will be held at Council Chambers, 1 Belgrave Street, Manly, on:

Monday 12 May 2014

Commencing at 7.30pm 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. 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 Service Counters at Manly Council, Manly Library and Seaforth Library and are available on Council's website:

www.manly.nsw.gov.au

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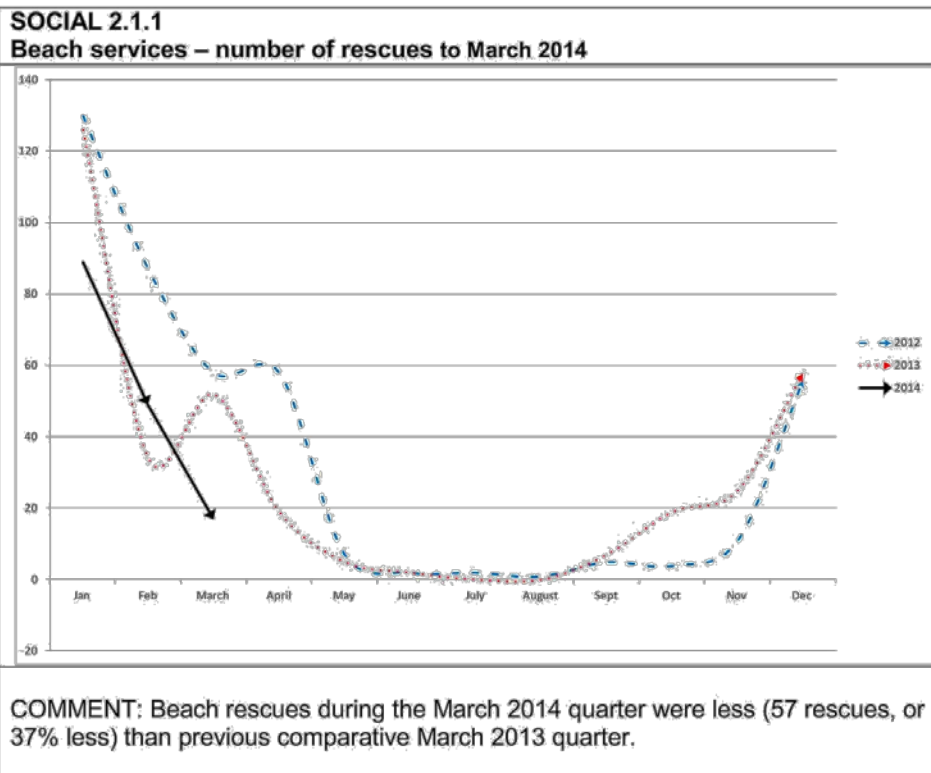
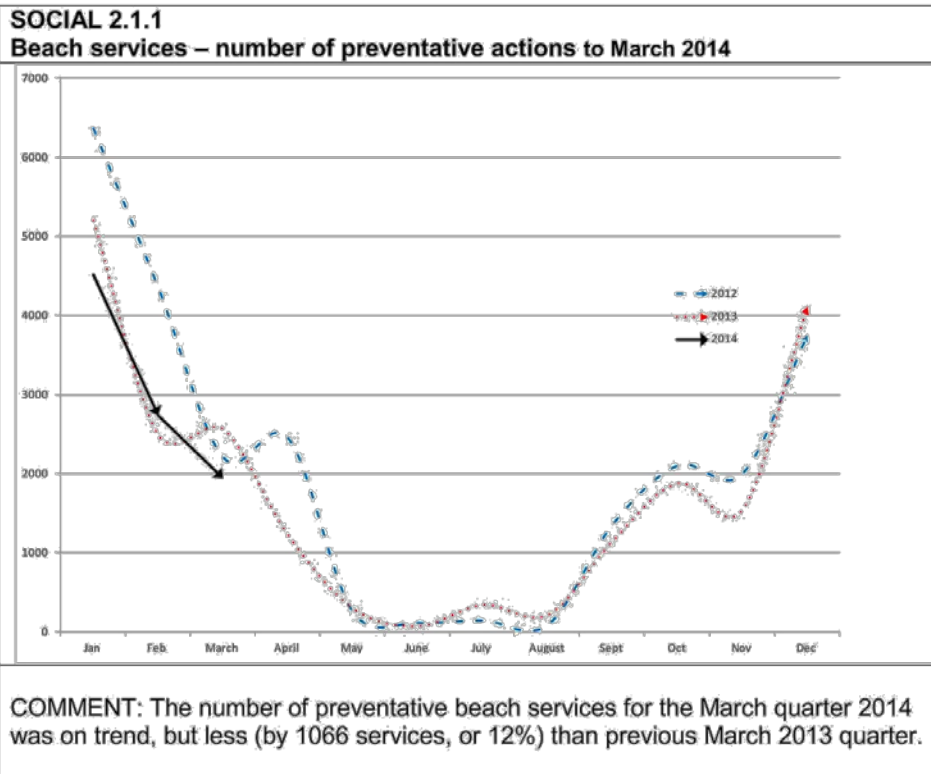
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Corporate Services Division Report No. 9.DOC - Third Quarter Report (1 January to 31 March 2014) – Progress with Four Year Delivery Program 2013-2017, Operational Plan 2013-2014 and Budget 2013-2014

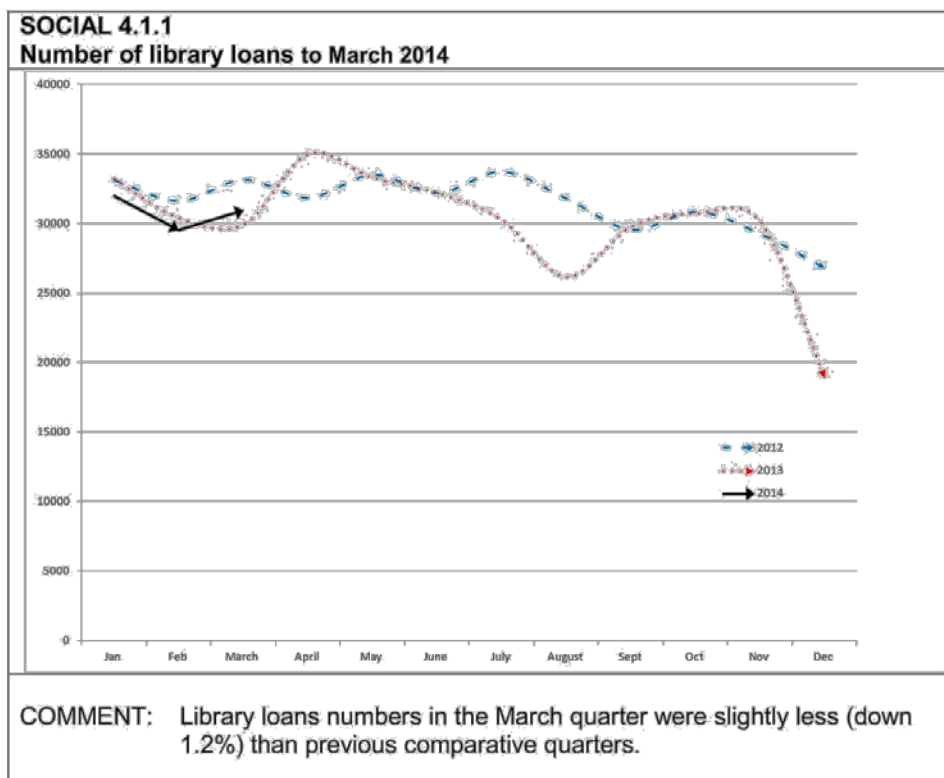
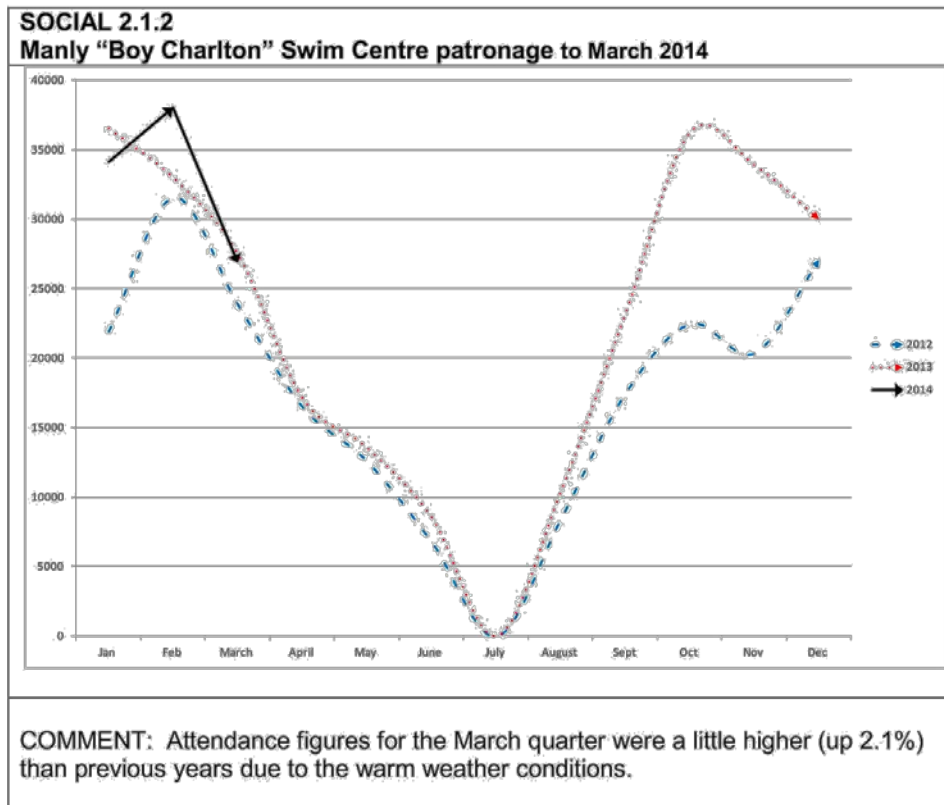
Graphs Quarterly Report



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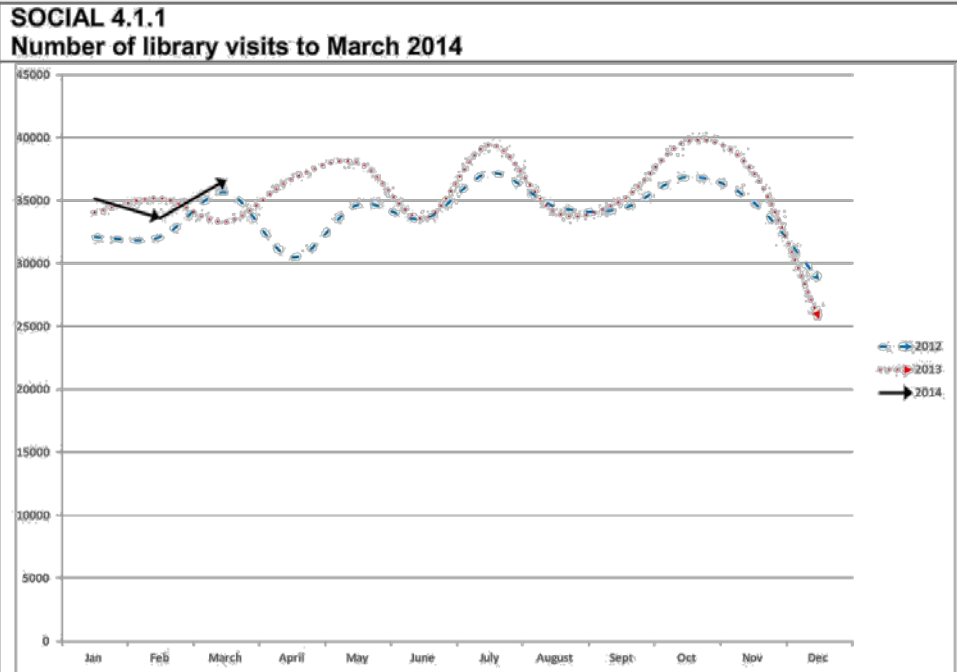
Graphs Quarterly Report



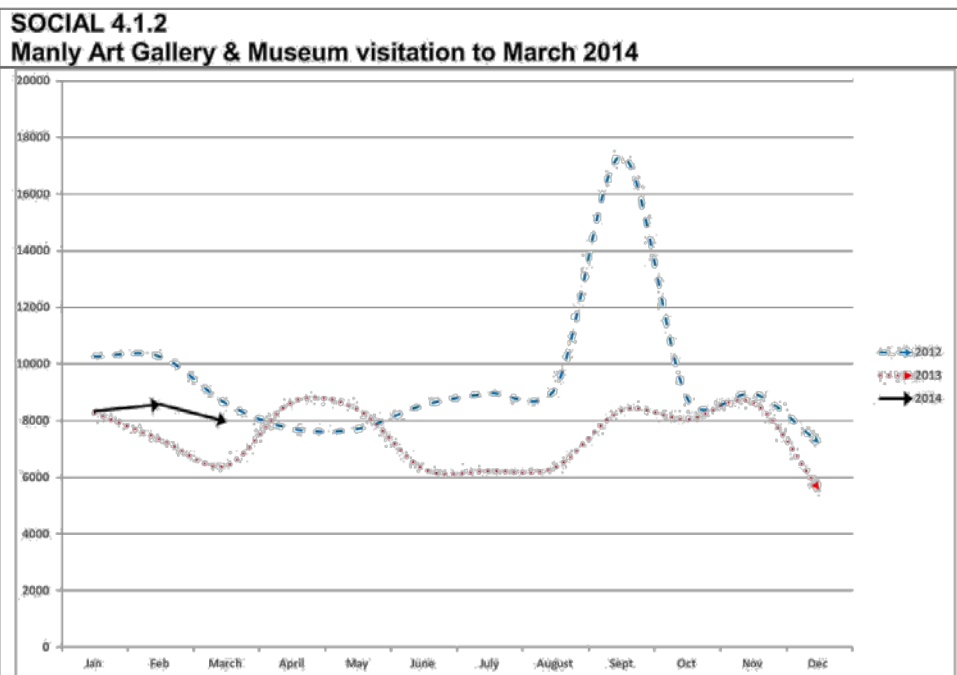
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Graphs Quarterly Report



COMMENT: The visitation figures for the Library for the March quarter were slightly higher (up 2.9%) than previous March 2013 comparative quarter.

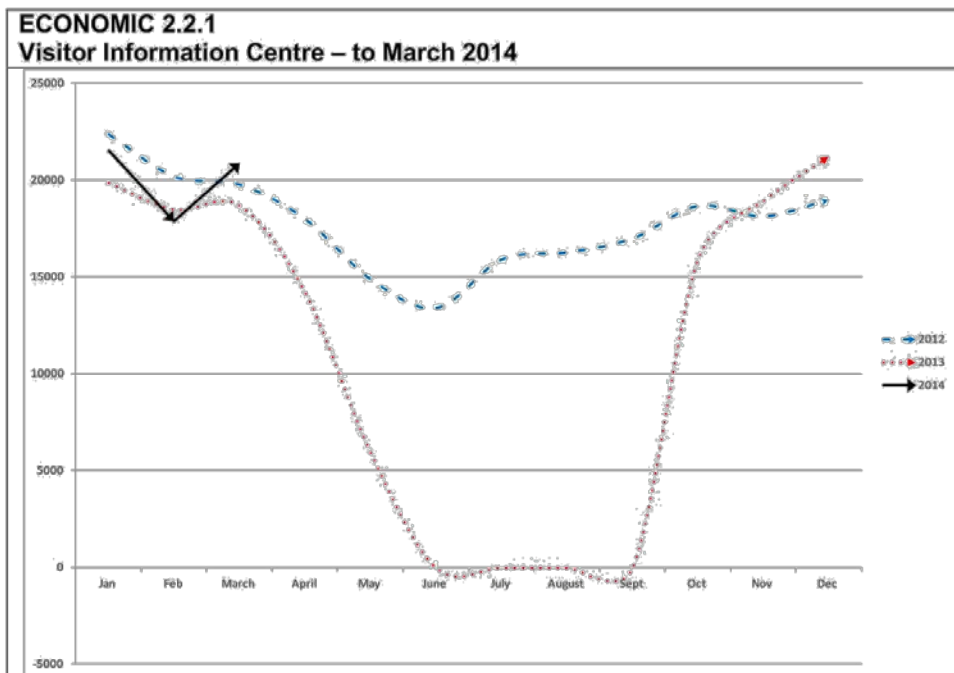


COMMENT: Visitor numbers are slightly higher than previous comparative quarter in 2013 (up by 2872 visitors, or 11.5%).

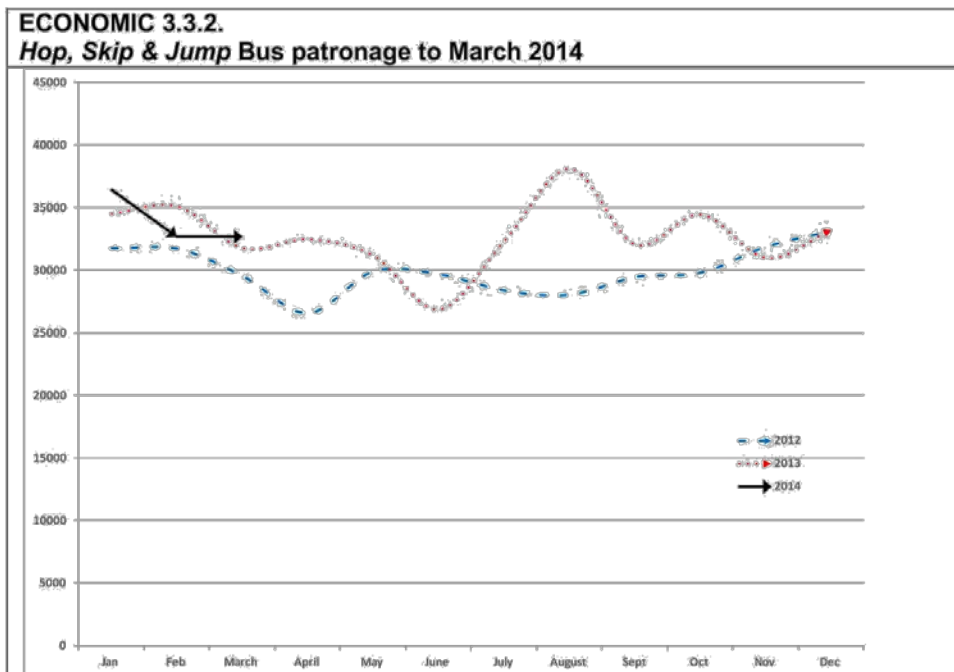
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Graphs Quarterly Report



COMMENT: The Centre under new management from October 2013 onwards shows trends similar to previous comparative quarters, and was up by 3259 visitors (5.4%) compared to the March quarter 2013.

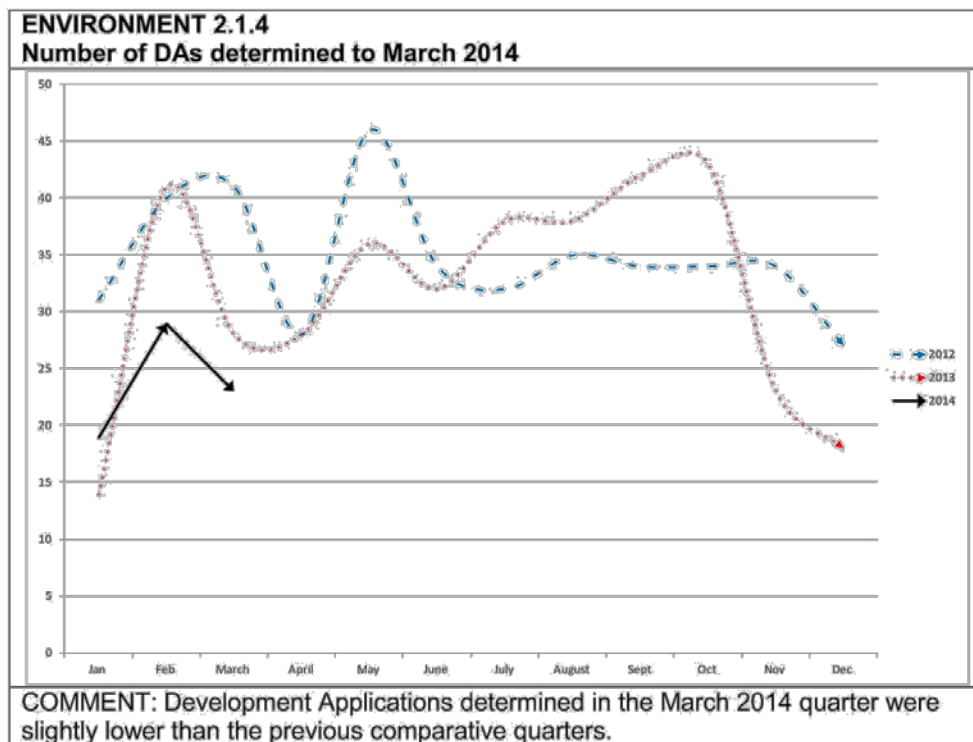
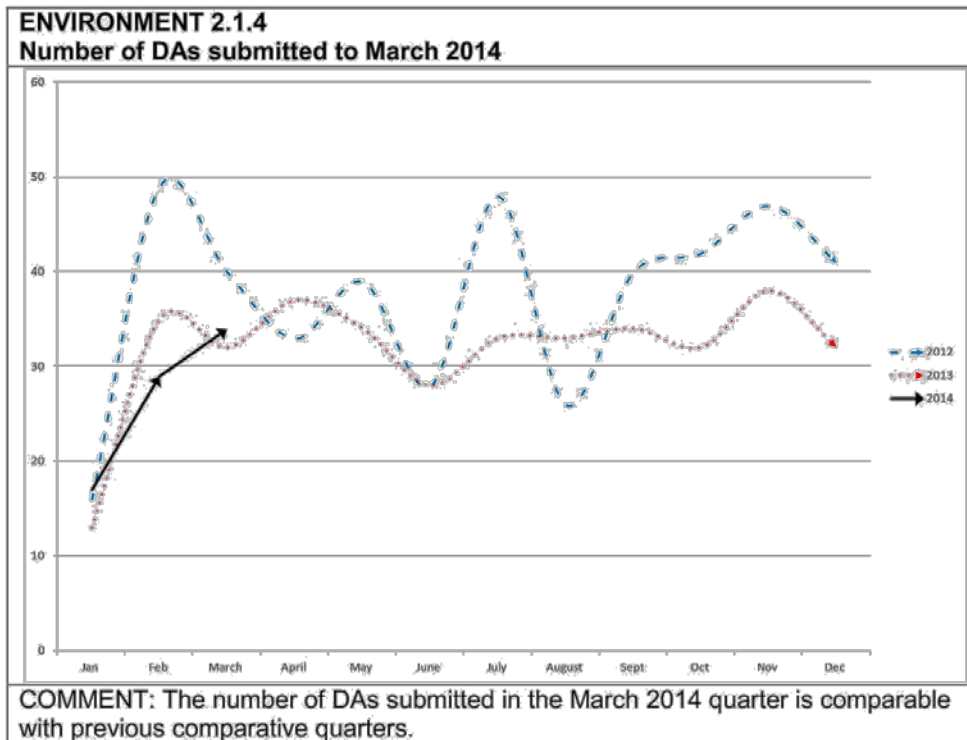


COMMENT: Passenger journeys for the quarter are consistent with previous quarterly trends and demonstrate consistent patronage only slightly higher than previous March 2013 quarter (up by 395 visitors, or 0.4%).

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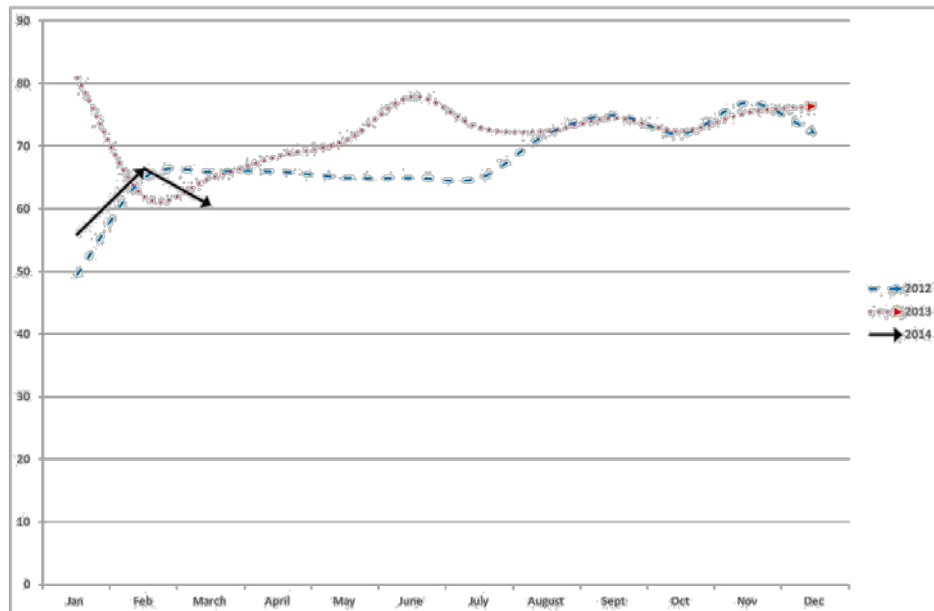
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ENVIRONMENT 2.1.4

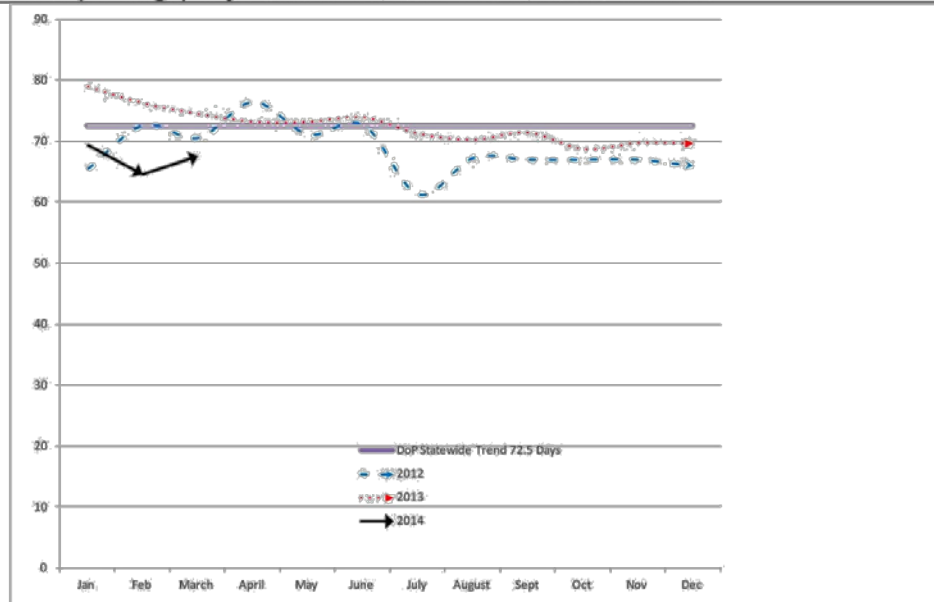
Year To Date Median days turnaround time of a DA to March 2014



COMMENT: The median turnaround time for DA in the March 2014 quarter (61 days) was slightly less than previous comparative quarters.

ENVIRONMENT 2.1.4

Mean (Average) days turnaround time of a DA to March 2014

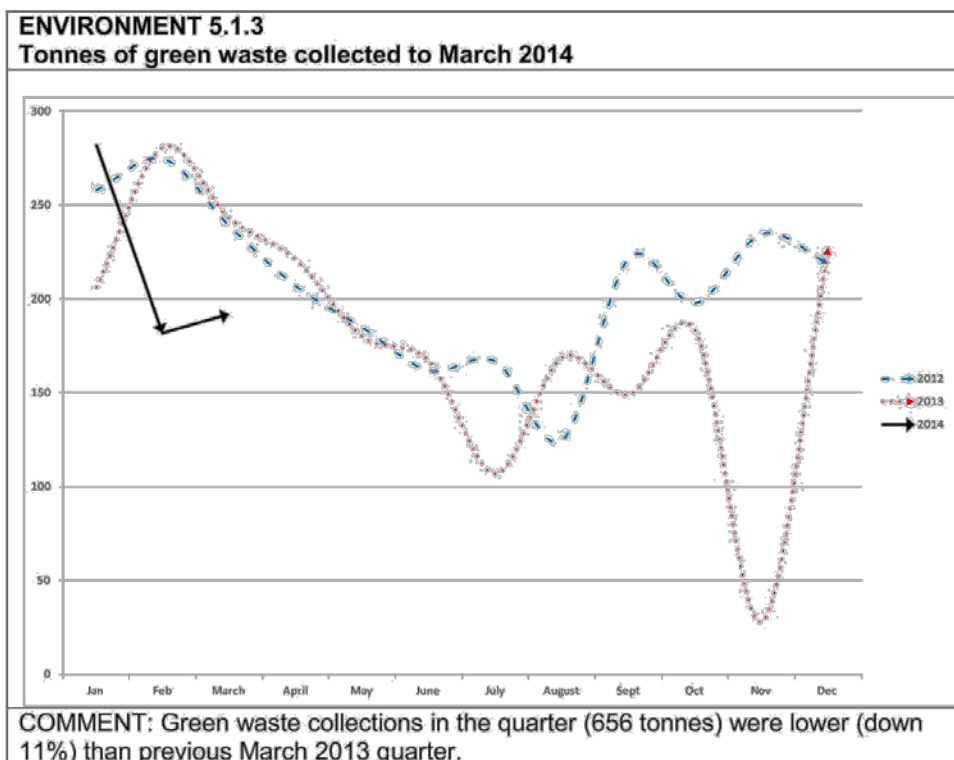
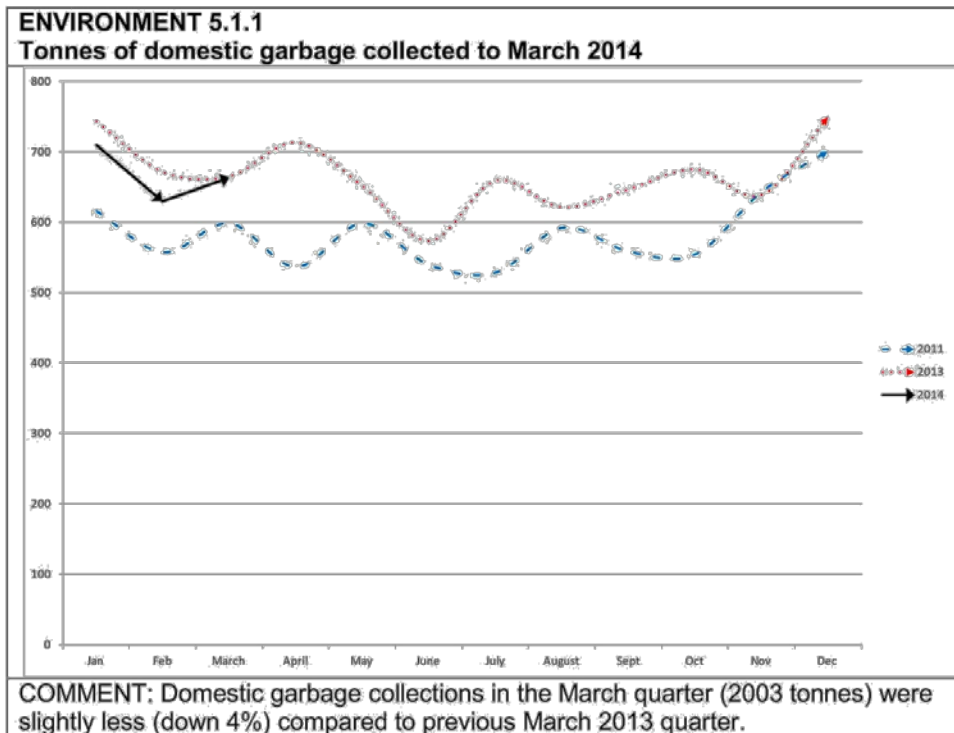


COMMENT: Average turnaround times for DA for the March quarter 2014 (67 days) were slightly lower than the statewide average.

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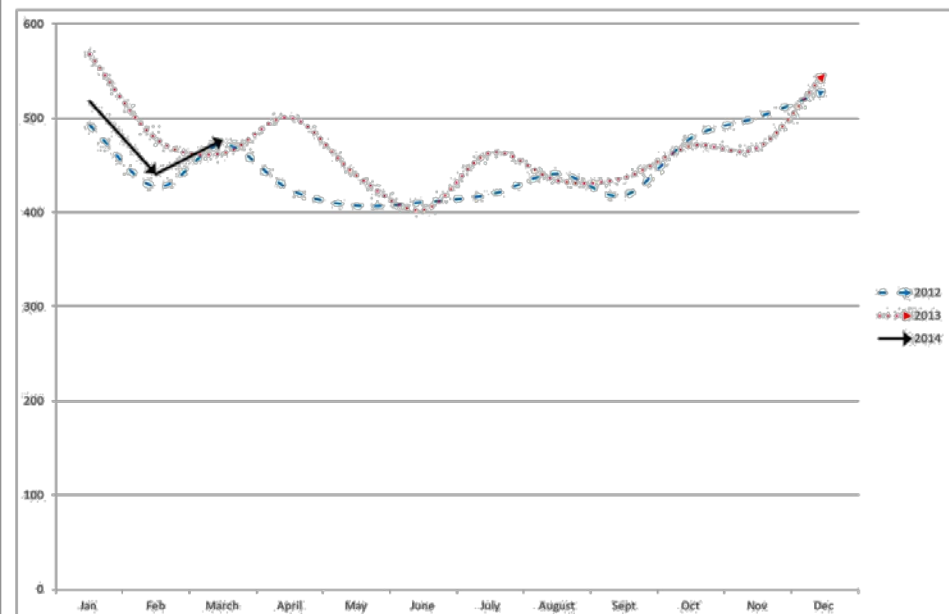
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ENVIRONMENT 5.1.3

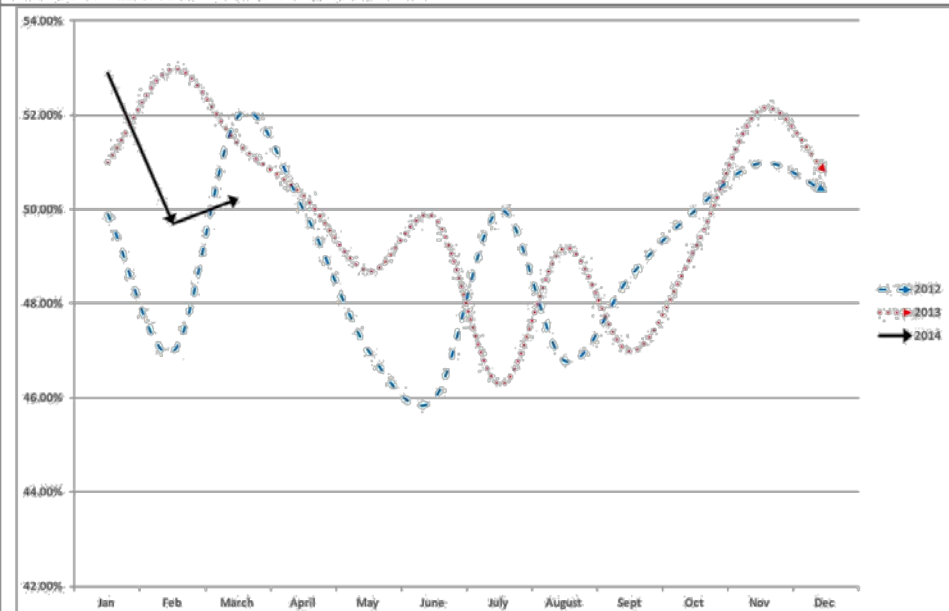
Tonnes of domestic recycling collected to March 2014



COMMENT: Domestic recycling tones for the March 2014 quarter (1436 tonnes) was slightly less than the previous March 2013 quarter.

ENVIRONMENT 5.1.3

Landfill diversion rate to March 2014

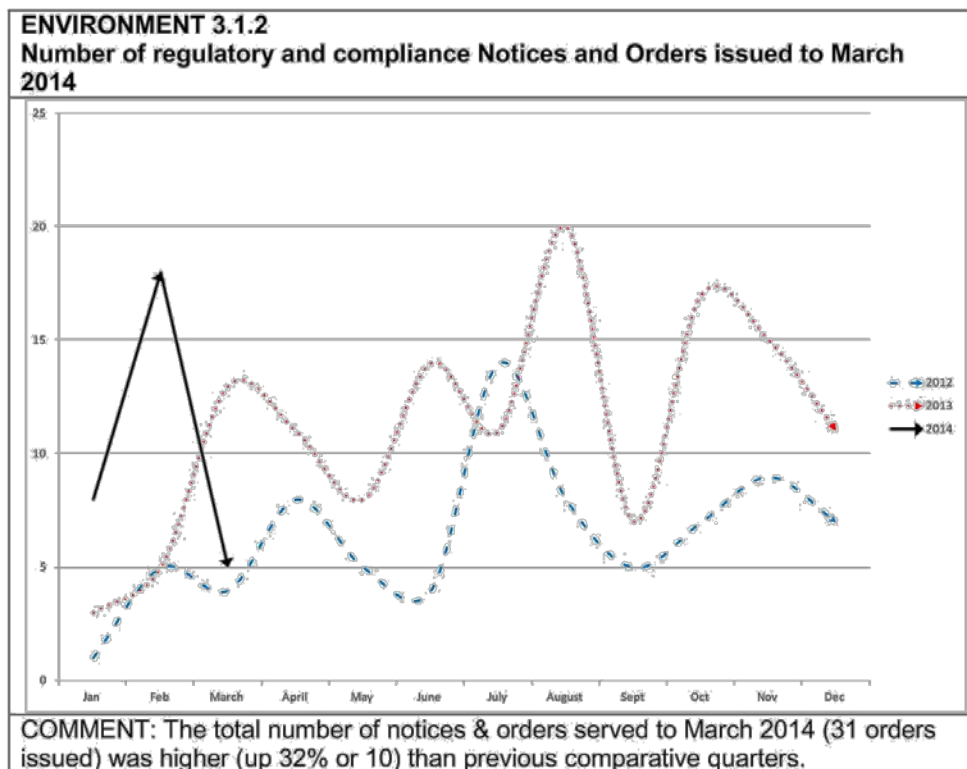
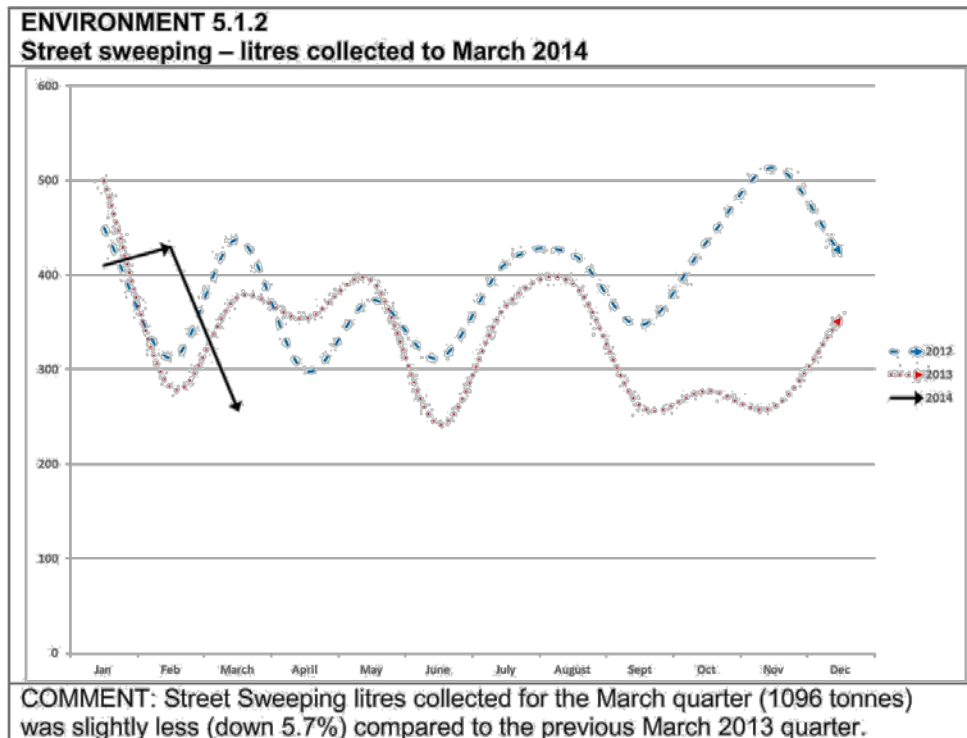


COMMENT: Diversion rates for the quarter (on average 51%) remain similar to previous comparative quarters.

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Graphs Quarterly Report

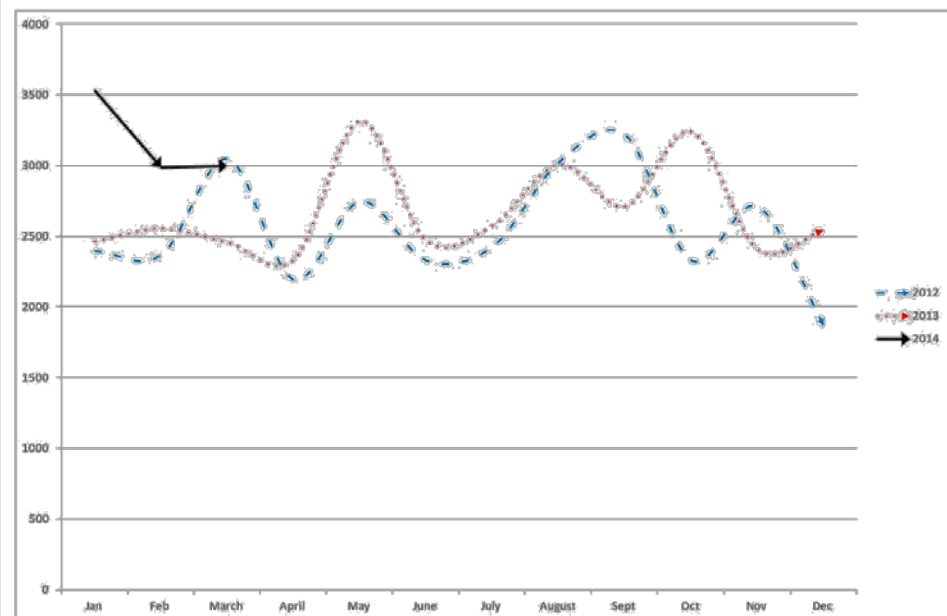


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GOVERNANCE 1.2.1

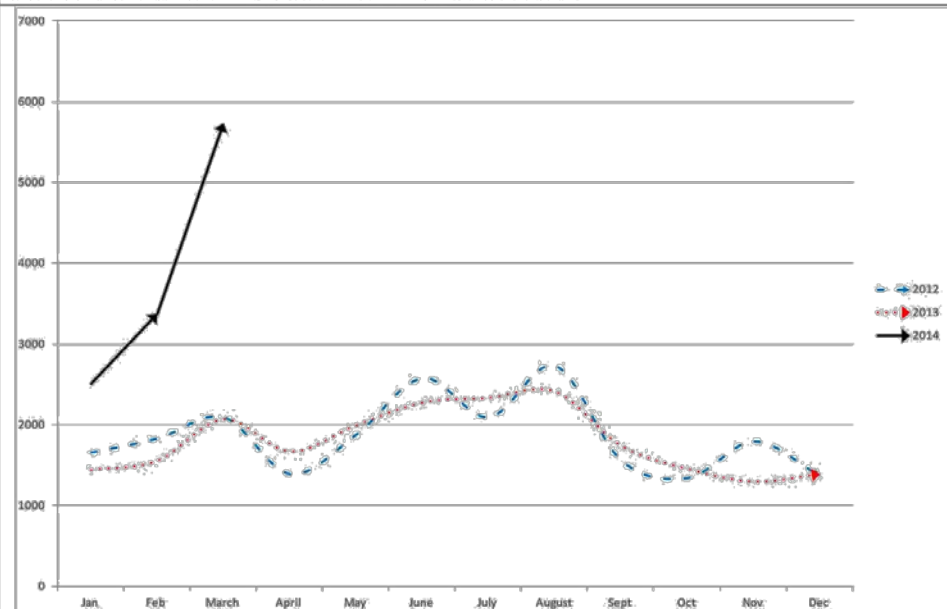
Customer service – calls to switch to March 2014



COMMENT: Calls to switch for the March quarter were higher (up 21%, or 2046 calls) than comparable quarters due to changes to the parking permit system.

GOVERNANCE 1.4.3

Customer service – counter visits to March 2014



COMMENT: The overall increase in customers in the March quarter was almost double (up 56%, or 6,551 visits) compared to previous March 2013 quarter due to changes in parking permit system enquiries.

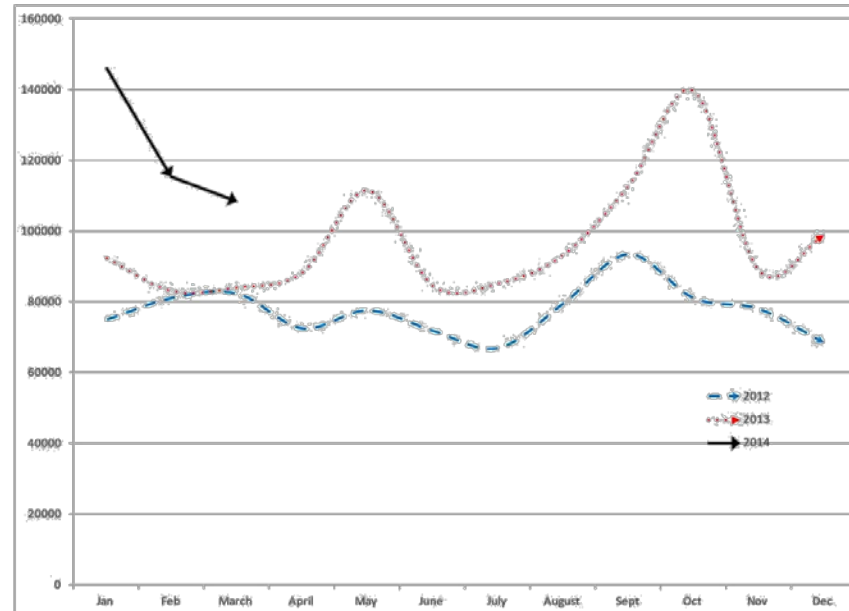
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GOVERNANCE 1.3.1

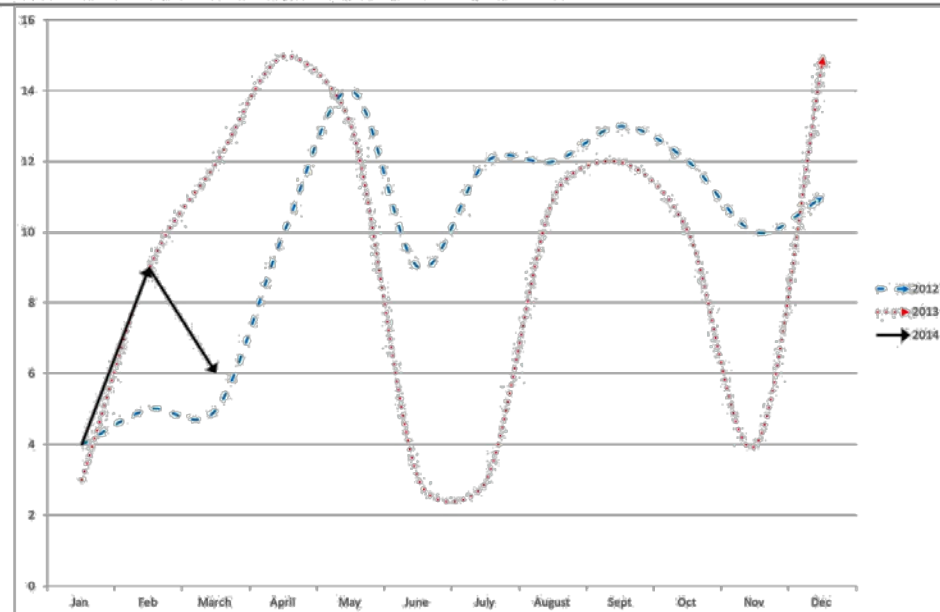
Number of Page Views of Manly Council Website to March 2014



COMMENT: For the March 2014 quarter, visits to the website were up 30% on previous comparative quarters.

GOVERNANCE 1.5.2

Number of media releases issued to March 2014

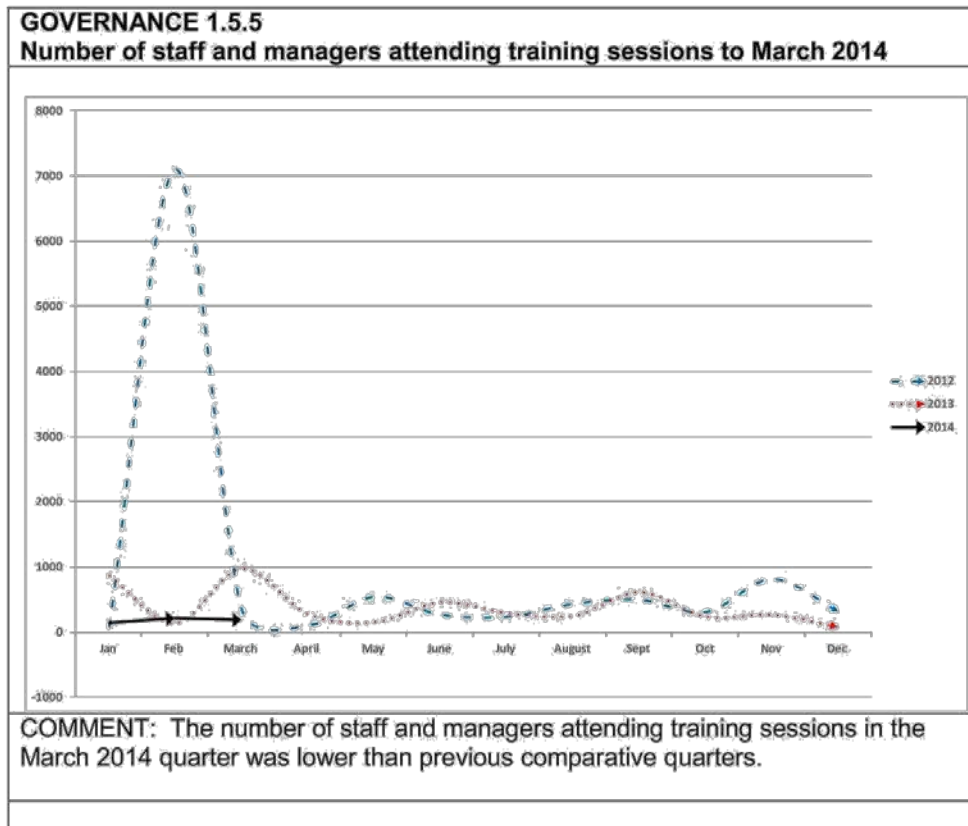


COMMENT: The number of media releases in the March 2014 quarter reflected the various Council activities and events in the period.

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Graphs Quarterly Report



ATTACHMENT 2

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A. SOCIAL							January to March 2014 Quarter	
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress	Comment on KPI	
1	Improve Manly's community safety outcomes in relation to late night Manly's culture.	1.1.1 Work with key stakeholders (NSW Attorney General and NSW Police) to address alcohol culture and crimes.	1.1.1 Implement Manly's Crime Prevention Plan 2011-2013, in particular by developing strategies for late night transport, education, regulation and enforcement, planning and community engagement.	1.1.1.1 Implement Crime Prevention Plan actions in consultation with key stakeholders and the Community Safety Committee.	HSF	75%	Stay Safe! project completed, produced on DVD, uploaded on internet and made available to English speaking schools & TAFE's in Manly. Stay Safe! campaign & parent Workshop completed. North Sydney Taxi Rank site meeting to improve infrastructure undertaken. Reprint of Get Home Safe wallet cards produced.	
			1.1.1.2 Address culture of drinking by promotion of non-drinking activities.	1.1.1.2 Participation levels, satisfaction surveys, and stakeholder analysis for events, completed.	HSF	75%	Market Lane Saturdays pilot evaluated. Proposed to seek funding to implement further due to success with reduction in alcohol related assaults as an outcome.	
			1.1.1.3 Provision of drug and alcohol free under 18 events.	1.1.1.3 Number of events held. Number of young people attending.	HSF	75%	3 events held throughout quarter with total attendance figure of 290	
12	Work with the community stakeholders to ensure Manly is a safe place.	12.1 Implement the approved outcomes from the Late Night Manly Working Group to make night time Manly safer and more attractive to a wider range of	12.1.1 Research and development of community safety needs and actions in consultation with the Community Safety Committee and Late Night Manly Working Group (subcommittee)	12.1.1 Number of audits completed of late night activities and committee actions implemented to improve community safety.	HSF	75%	Market Lane Saturdays evaluated and information presented to Community Safety Committee.	

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		January to March 2014 Quarter			
A. SOCIAL	Goals	Strategy	Four Year Plan	One Year Plan	KPI
2	Promote healthy and active Manly community.	2.1 Promote safe swimming facilities and beaches in Manly.	2.1.1 Providing professional lifeguard services Manly Ocean Beach to ensure public swimming safety, and public risk management.	2.1.1.1 Provision of Ocean Beach Professional Lifeguard services to ensure ongoing compliance with lifeguarding regulations and standards, including beach safety requirements to CALD background beach users. Update Operations Manual & Professional Lifeguard Services Policy.	Number of rescues and number of preventable (safety) actions implemented. Annual update of lifeguarding policies. Plan developed and signage in place. CALD pamphlets printed and distributed. Operations Manual and Professional Lifeguard Services Policy updated.
22	Promote healthy and active living programs.	2.2 Delivery of Aquatic Services and review of services at Manly Swim Centre and the associated equity and access in relation to the wider community users.	2.2.1 Development of health living program and initiatives, as well as through lifestyle activities through committees and local partnerships.	2.2.1.1 Operation of the Manly Swim Centre in accordance with Public Health regulations, operating plan and budget requirements.	Number of visitors to Manly Swim Centre. Nil discuses due to public health issues.
23	Provide safe and age appropriate playgrounds in Manly.	2.3 Ongoing development of Council's Smoke Free Zones education and awareness program.	2.3.1 Continued community development programs focusing on physical, mental and sexual health.	2.3.1.1 Provision of a broad range of sporting programs and activities. 2.3.1.2 Encourage and support commercial opportunities that cater to the health and well being needs of young people. 2.3.1.3 Promotion of Council's and NSW State Govt Smoke Free Areas to the public, including participation on Smoke Free Outdoor Areas Working Party, and implementation of a Council Smoke Free Workplace. 2.3.1.4 Continued seniors support program, such as keeping them well, promoting connections in seniors' lives, volunteering, intergenerational contacts, aerobic activity, lifelong learning.	Number of programs and activities provided. Number of programs and activities provided. Audit of smoke free area signage consolidated bi-annually. Number of programs and activities implemented.
23	Provide safe and age appropriate playgrounds in Manly.	2.3.1 Implementation of 10 year playground strategy. Maintain existing playgrounds through appropriate standards.	2.3.1.1 Implement and service 3S playgrounds to maintain Australian Standard. Manage and work with Playground Committee.	2.3.1.1.1 Number of scheduled projects completed. 2.3.1.1.2 Quarter audits undertaken and number of defects fixed.	Number of scheduled projects completed. Quarter audits undertaken and number of defects fixed.

CUS - Civic Urban Services, LS - Landuse Sustainability, HSF - Human Services Facilities, CS - Corporate Services, GMU - General Manager Unit

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January to March 2014 Quarter							
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete/ Progress	Comment on KPI
3. Maintain and support connected Manly neighbourhoods & amenities.	3.1. Maintain community, open space and sports facilities.	3.1.1. Construct and maintain public open space and recreation facilities to cater to a range of community groups & support changes in future usage needs and is safe and accessible.	3.1.1.1. Implement any approved actions from endorsed recreation strategy. Rationalise existing facilities to project best cost effective maintenance.	Number of approved actions completed. Number of facilities rationalised.	CUS	0%	No projects to be reported this quarter
			3.1.1.2. Utilise capital funds or available grant funding to improve existing infrastructure and facilities. Develop projects to cater for future needs in line with Recreational Strategy and the City of Manly's Strategic Plan. Review and update the LM Graham Reserve Landscape Masterplan. Rationalise sportsfields maintenance cost. Maintain progress SMS lighting System cost recovery program.	Number of approved sportsfields capital improvements completed. Number of proposed approved actions from LM Graham Reserve Landscape Masterplan implemented. Full cost recovery for lighting usage from user groups achieved	CUS	75%	LM Graham Reserve multi purpose court completed. Installation of drainage around dog waste bag). Relocation of bin stations around reserve. Installation of off-leash dog walk area. Installation of new boundary cyclone fence. Installation of new boundary cyclone fence between golf course and Sutherland Street. Installation of 3 concrete slabs for picnic tables. Progression of cricket proposal for practice woods.
			3.1.1.3. Manage firing approvals, event approvals, community centre bookings and reserve bookings.	Number of bookings taken per type of facility. Firing/Meeting approvals granted each year.	CSS	75%	11 approvals for Corps events this quarter: 6x Corps banner bookings
			3.1.1.4. Manage the use of public spaces in the Manly CBD Core, including licenses, entertainment, charity approvals, and banner placements.	Number of licences issued and events approved.	HSF	75%	No activity in this quarter.
			3.1.1.5. Construction and maintenance of facilities that cater to young people in line with community consultation. Maintain standard of surfaces on sports ovals and grass playing fields.	Number of audits carried out. Number of defects fixed.	CUS	75%	12 Audits carried out this quarter. Completed season changeover of sportsgrounds.
			3.1.1.6. Develop a strategy to reduce water usage.	Reduction in water usage (KL per annum).	ES	75%	Ongoing implementation of Council's Water Saving Action Plan. Water leak identification program enacted. LM Graham Stormwater Harvesting Project initiated. Increase in Council water use compared to last year due to drier weather. Establishment of new grass in areas and two significant water leaks occurring.
		3.1.2. Look at options to improve watering systems to achieve future water savings in open and public spaces.				75%	

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January to March 2014 Quarter					Responsible Lead Division	% Complete / Progress	Comment on KPI
Goals	Strategy	Four Year Plan	One Year Plan	KPI			
3. Maintain and support connected Manly neighbourhoods & amenities (continued from previous page)	3.1. Maintain community, open space and sports facilities.	3.1.3. Manage Manly public spaces, including gardens and streetscapes by improving civic amenity, plantings, maintaining trees and cultural heritage.	3.1.3.1. Review current methods of maintenance to reduce costs and ensure service levels in line with budget allocations.	Number of improvements that have been made to reduce costs of maintenance.	ES	75%	Enhanced use of Sydney Water online data to save staff time in identifying water use changes for Council properties. Increased collaboration with Parks management to exchange information and reduce duplication of tasks.
			3.1.3.2. Maintain civic gardens, and cultural heritage. Implementation of public spaces programs.	Number of works carried out and defects fixed.	CUS	75%	Removal of decomposed granite around paths in The Conco. Commencement of the installation of Ag-line around paths for seriation to roots. Two annual displays alternated in planter boxes Town Hall forecourt. Canopy lifting of trees in Sydney Road.
			3.1.3.3. Programs for the following projects are implemented: Ivanhoe Park Landscape Masterplan for botanic gardens; Improve Conco gardens; Develop a signage policy. Upgrade of the Conco Garden; Upgrade of the Conservation Management plan; Upgrade of the Landscape master plan for Jump Rock Stuart Street.	Draft of Landscape Masterplan for Ivanhoe Park completed. Signage policy completed and endorsed by Council. Landscape Masterplan for Conco completed. Draft Landscape Masterplan completed for Jump Rock Stuart Street.	CUS	75%	Ivanhoe Park Masterplan draft reviewed with working group, sent to April Precinct meeting for comment. Mulching of the garden beds surrounding Blanchmont pine trees. Norfolk Island pines and other trees to be removed from to confirm trees that need replacement.
			3.1.3.4. Implement funded proposed actions from the Tree Management Policy & Strategy. Develop a street tree planting program to involve local community in caring for trees.	Number of approved projects completed. Proposed funded street tree planting stages completed. Adopt a Tree program developed.	CUS	75%	Consultant engaged to complete street tree inventory and masterplan in February. Consultation with Precincts carried out and Precinct audits initiated with Precincts.
			3.1.3.5. Manage all internal and external maintenance (trees & mowing) contracts. Continue Tree Maintenance Cycle Works program. Implement funded actions from endorsed tree strategy. Maintain mowing service levels. Look at ways to internalise service to opportunity areas.	2 Cycles per year completed. Scheduled mowing cycles completed as per prescribed intervention levels. How many funded audits from tree strategy completed.	CUS	75%	Second cycle commenced in February, and 2nd completed. Increase in term events carried out with the staff and the expenditure due to storms. Additional works carried out to cyclic works program. All proposed cycles of mowing completed this quarter.
			3.1.3.6. Develop business opportunities to internalise outsourcing services where possible. Small tree works currently carried out in house for trees under 2m in height. Create training opportunities for internal staff to be able to respond tree maintenance services. Continue to Review services unit rates to improve services. Seek opportunities for in-house services if cost effective.	Percentage of works returned in house. Quarterly evaluation of unit rates undertaken. Amount of training carried out.	CUS	75%	Playground inspection training for parks staff to assist in reducing risk from damaged or risky items within playgrounds. Introduction of works order processes for implementation and tracking works.
			3.2.1.1. Provision of formal and informal leisure programs to community interests including arts and culture based activities.	Numbers of people attending new and existing new communication methods implemented.	HSF	75%	GLSMA meets fortnightly and met 6 times. Events organised around youth consultations and also organised a range of events such as the GLSMA Youth Council. Youth Council members met with two youth workshops completed. Over 1500 surveys completed as part of Youth strategy consultation. Methodology for survey completion included: hard copy and online; 5 local schools, 3 outreach sessions, and 6 focus groups with young people and their parents (Aboriginal, Māori, Pacific, and other young people). People encouraged from mainstream schooling, young people with intellectual disabilities, GLSMA young people).
			3.2. Provide improved community development initiatives and programs.	Number of consultation events and projects completed.	HSF	75%	Manly Youth Council continues to meet monthly and develop a range of youth activities. Youth Council members met with two youth workshops completed. Over 1500 surveys completed as part of Youth strategy consultation. Methodology for survey completion included: hard copy and online; 5 local schools, 3 outreach sessions, and 6 focus groups with young people and their parents (Aboriginal, Māori, Pacific, and other young people). People encouraged from mainstream schooling, young people with intellectual disabilities, GLSMA young people).

CUS - Civic Urban Services, LS - Landscape Sustainability, HSF - Human Services Facilities, CS - Corporate Services, GMU - General Manager Unit

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January to March 2014 Quarter									
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress	Comment on KPI		
5. Facilitate services that support the social and welfare needs of the Manly community.	5.1 Facilitate a range of children and youth community support services.	5.1.1 Continued delivery of programs and services for children and families in accordance with community needs.	5.1.1.1 Sharing delivery of existing education programs on through Council environmental and other services, such as Libraries, and Art Gallery.	Number of programs conducted.	HSF	76%	Given and Glory recycled an session 1 session per month		
			5.1.1.2 Continue children's services delivery for long day care, occasional care, family day care and preschool and immunisation clinic	Occupancy rates and service accreditations achieved	HSF	75%	Current utilisation rates are Preschool 120 places, Roundhouse 80 places and Harbour View Child Care Centre increased from 38 to 44 places per day from January 2014. Long day care waiting list is 498 and Preschool is 44 places. Family Day Care services created in September 2013 and operated through Warringah Council.		
			5.1.1.3 Operate and maintain the Immunisation Clinic.	Utilisation rates	HSF	0%	Council no longer operates immunisation clinic and children are referred to health care professionals for vaccination.		
		5.2 Facilitate community support services, programs and events for targeted groups.	5.1.2 Continue programs and services for youth, including youth strategy.	5.1.2.1 Continued Youth Service delivery at Kangaroo Street Youth Centre. Supported by Manly Youth Council. Providing Recreation & Leisure program for youth.	Number of activities	HSF	75%	Services provided for youth at Kangaroo St- GLBM, youth consultations, band nights, etc.	
				5.1.2.2 Provision of Adolescent and Family Counselling.	Utilisation rates and number of activities.	HSF	75%	ATFC continue to provide individual counselling & support to adolescents and their families. Consults with an average of 40 clients per month.	
				5.2.1.1 Maintain a GLBM program and activities for GLTBQ young people.	Number of attendees	HSF	75%	GLBM continues to meet fortnightly and averages 12 attendees.	
			5.2.1.2 Provide information and referral to target groups.	5.2.1.3 Develop and update information guides and brochures for seniors, CALD communities and PWD.	5.2.1.4 Operation of Manly Seniors Centre to provide a range of social & recreational activities.	Information developed and distributed	HSF	76%	Community Development continues to provide information and referral to the general public, community services and other key stakeholders, including at 3 Community Information Stalls at Stockland Balgownie per year. Monthly average of 36 enquiries regarding HACC & other services.
5.2.1.5 Continued operations of Meals on Wheels, Community restaurants, shopping & recreational excursions for seniors; Operation of Club Friday recreation program for PWD.	5.2.1.6 Administration of club grants and Community Cultural grants.	5.2.1.7 Promotion and support of the International Day for People with a Disability.	Number of successful grants awarded	HSF	76%	Manly Club for Seniors continues to provide a range of activities at Manly Seniors Centre including arts and crafts, table tennis, dancing, games & bingo, and social support and social inclusion. Club for Seniors have recently started a monthly walking group. Healthy Lifestyle classes and Computer Pals also run at the Centre.			
			Number of annual activities	HSF	76%	Club Friday operates 47 Friday nights and 2 day trips per year. Provided 2000 hours of services to clients from January to March, including a day trip to Mt Tomah Blue Mtn Botanic Gardens. Meals on Wheels provides 52 meals per day. Shopping trips are held weekly and recreation trips held fortnightly. Community restaurants are held at 3 locations to foster social inclusion.			
						Community & Cultural Grants awarded in October 2013, to be advertised in July for submissions for 2014 grant program. Club Grants for 2014 were advertised in March.			
						100%	Completed 2013 DPWD Event in December 2013. Plans for DPWD discussed at Access Committee and planning to undertake project to highlight good access to businesses for DPWD		

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January to March 2014 Quarter						
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress
1 Facilitate a diversified economy that caters for locals and visitors alike	1.1 Work in partnership with the community to develop strategies to diversify and broaden Manly's economy	1.1.1 Refine strategies to broaden Manly's range of local businesses and services (to cater for both residents and visitors) in Manly CBD.	1.1.1.1 Progress activation of laneways and pedestrian streets.	Number of CBD laneways and streets activated.	GMU	100%
		1.1.2 Continue developing partnerships with local and regional stakeholders.	1.1.1.2 Development of partnerships with local stakeholders.	Number of partnerships developed.	GMU	Ongoing
						Manly Mainstreet Program has taken over responsibility for the day to day operations and management of the Manly Visitor Information Centre. Family Day Care operations covering the Manly LGA have been divested to Warringah Council supporting local working parents.
2 Promote tourism as an important part of the local economy	2.1 Develop a Manly tourism management strategy	2.1.1 Develop Manly tourism strategy to review the impact of tourism on Manly.	2.1.1.1 Review data for preparation of draft Tourism Plan and draft follow-up survey of key stakeholders.	Completion of Plan. Number of recommendations adopted.	HSF	0%
	2.2 Promote Manly as a visitor destination, and provide local tourism and visitor services.	2.2.1 Manage Manly's Visitor Information Centre (VIC).	2.2.1.1 Continue management and delivery of services at the VIC to meet the needs of visitors and tourists.	Visitor numbers at VIC and Visitor Surveys.	HSF	100%
		2.2.2 Review Manly's VIC current and future accommodation needs for purpose and capacity of service business.	2.2.2.1 Review completed	VIC premises upgraded	HSF	100%
		2.2.3 Work in partnership with Destination NSW and local businesses.	2.2.3.1 The conduct of a Manly tourist forum with key tourism stakeholders.	Forum conducted	HSF	Ongoing
	2.3 Deliver events and activities to entertain, educate and involve Manly's community	2.3.1 Continued delivery of Council local events services and programming.	2.3.1.1 Programs and events delivered within approved budget.	Number of events, audience numbers and number of sponsorships obtained.	HSF	75%
		2.3.2 Develop an overall strategy to manage Events Programs.	2.3.2.1 Review existing calendar of festivals and events and report to Council recommendations for the future.	Review of events & report to Council.	HSF	75%
						Each event is reviewed post event and recommendations provided

JS - Chief Urban Services, LS - Landuse Sustainability, HSF - Human Services Facilities, CS - Corporate Services, GMU - General Manager Unit

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Corporate Services Division Report No. 9.DOC - Third Quarter Report (1 January to 31 March 2014) – Progress with Four Year Delivery Program 2013-2017, Operational Plan 2013-2014 and Budget 2013-2014 Matrix

January to March 2014 Quarter						
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress
3 Improve traffic, parking and sustainable transport options in Manly:	3.1 Engage with stakeholders to deliver sustainable transport options.	3.1.1 Improvements in the Local Area Traffic Management (LATM), by completion of various LATM schemes in the Manly LGA.	3.1.1.1 (A) Develop and implement a program of Local Area Transport Management projects. (B) Sign and Line audits 50% complete - works to be scheduled for 4th Quarter. (C) Develop road safety campaigns to target issues raised by crash analysis and black spot program. (D) Identify and develop road safety measures to improve road safety at accident hot spots.	Percentage of works implemented by Council following Traffic Committee recommendations.	CUS	A) 100% B) 100% C) 70% D) 100%
		3.1.2 Administer the resident permit parking schemes	3.1.2.1 Trial of electronic permit parking system.	Successful implementation of on-line application and payment system for all permit parking systems.	CUS	System is live 1000 successful applications received by end of December reporting period
		3.1.3 Working with SHOROC and other agencies to deliver improved regional transport networks.	3.1.3.1 Implementation of SHOROC regional directions.	Number of SHOROC initiatives undertaken.	CUS	SHOROC reports the Minister for Transport has not committed to finalising a SHOROC plan for the region. SHOROC has completed a SHOROC plan for the region in conjunction with SHOROC by the end of 2013. It is understood the plan will include all of SHOROC's major priorities. An update on the project will be provided in the next reporting period. • Transport for NSW has commenced detailed planning for major road and intersection upgrades surrounding the planned hospital site in Francis Forest, in line with SHOROC's proposal, and for Wakehurst Parkway to provide food-free hospital • The 2013-14 NSW Budget includes \$5.5 million for planning and the NSW Treasurer has stated further funding will be allocated in the next budget for construction of the regional upgrades. • The NSW Government allocated \$2 million for a Northern Beaches Bus Rapid Transit (BRT) pre-feasibility study with the report released in July 2012. The investigation found several options for a BRT are feasible for the region. Find out more on this option • Transport for NSW is now developing a plan for a BRT system across the region over the coming years for discussion with SHOROC. This includes plans for both the Warringah Road corridor from DeeWhy to Chelwood and Pyllewood/Millinery Road corridor from DeeWhy to the OCP. • Northern Beaches Local Council is also engaged with the private sector to identify if this project can be accelerated and SHOROC will shortly meet with NSW and the Treasurer to discuss options.
		3.1.4 Continuation of community bus network via Operation of free bus service '1stop, Skip and Jump'.	3.1.4.1 Community bus network improvements by continuous improvements in services and operations.	Usage of Hop Skip Jump Bus service reported.	LUS	Ongoing YTD Usage - 206,976. YTD Donations \$13,476.60
		3.1.5 Work with key stakeholders to improve road and cycle safety	3.1.5.1 Implement Council's Five Year Road Safety Strategic Action Plan, pedestrian and cycle audits	Number of accidents reported in the Manly area. Number of practical safety actions and initiatives implemented.	CUS	No accident black spots identified in 2013. Crash statistics reviewed on an annual basis for funding in the following year.

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January to March 2014 Quarter							
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress	Comment on KPI
4. Maintain key amenities and infrastructure to acceptable service standards. This to include the implementation in phase of Manly2015 Masterplan.	4.1 Manage infrastructure and assets to ensure financial sustainability and meet community needs including the construction of: i) a new Manly Swim Centre complex ii) Manly2015 Masterplan facility and streetscape projects, which include: • The construction of a new carpark beneath Manly Oval; • Construction of a new Manly Library and community facilities on the site currently occupied by the existing Manly Library; • Whistler Street carpark to be demolished and replaced by new building/s of mixed use; • Removing non local and through traffic from the Manly village; and The redevelopment of streetscapes in the Manly CBD including Short Street, Raglan Street and Market Lane.	4.1.1 Implementation of actions in Asset Management Plan and Policy for Infrastructure & assets. Implementation of approved actions and works program levels for required Establish service levels for funding to meet based on available funding for works based on available expectation.	4.1.1.1 Undertake program as per Asset Management Plan for all assets under control (a) Roads; b) Footpaths; c) Drainage (Pipe, Pit, GRT) using CCTV; d) Buildings; e) Parks and Recreations.	100% implementation of works program as per Asset Management Strategy, and on time and within budget.	CUS	(a) 65% (b) 60% (c) 46% (d) on-going	(a) Below roads projects have been completed including the re-paving road works 1. Lewis Street, Balgowlah Heights 2. Munroes Street, Sleaford 3. Elfray Parade, Sleaford 4. Balgowlah Road, Balgowlah (Condominium St. - Roseberry St) 5. Condor Street, Balgowlah Heights (Valley & Ernest Streets) 6. Condor Street, Balgowlah Heights (Condominium Street) (b) Below footpath projects have been completed. 1. Anselms Road, Clontarf 2. Kitchener Street, Balgowlah 3. Francis Street, Balgowlah 4. Gourney Avenue, Balgowlah Heights. (c) Below drainage related projects have been completed 1. Stormwater Pipe network at Elfray Parade, Sleaford 2. Drainage improvement works at Elfray Parade, Sleaford. 3. Abatement of localised flooding at Rolle Street, Manly. (d) as required for maintenance. (e) as required for maintenance. (f) Progression on stage 2 landscape masterplan implementation. LM Graham Reserve multi purpose court site levelling and base preparations completed for final laser levelling. Re-grassing of the south western corner Sleaford street. Re-planting of native source western and of local for replace old galvanneal trees. Tuffing of golf course areas and centre field Sleaford Oval.
	4.2 Major Infrastructure Projects Planned, Designed and delivered including: 1. New Manly Swim Centre Complex to be finished in 2014/15; 2. Sleaford Community Hub (former Sleaford TAFE site) to be finished; 3. Redevelopment of former Baby Health Centre site (cnr Raglan and Pittwater Road); 4. Manly2015 Masterplan; and 5. Streetscape improvement projects	4.2.1 Major Infrastructure Projects Planned, Designed and delivered including: 1. New Manly Swim Centre 2. Sleaford Community Hub (former Sleaford TAFE site) to be finished in 2014/15; 3. Progress planning and redesign for alternative uses for the former Baby Health Centre site (cnr Raglan and Pittwater Road) 4. Council to progress with the detailed planning and construction phase of Manly2015 including: - Redevelopment of Short Street - Construction of new carpark beneath Manly Oval - Detailed planning of 'triangle site' progressed Incorporating demolition of Whistler Street carpark and re-development of site with a large Library / community facility, enhanced streetscape along Market Lane and buildings along Whistler Street Heritage consistent with Manly2015 5. Short Street streetscape redevelopment – construction completed. 6. Raglan streetscape redesigned construction commenced.	4.2.2.1 Planning, Design and construction commenced on New Manly Swim Centre 4.2.2.2 Sleaford Community Hub (former Sleaford TAFE site) to be finished in 2014/15; 4.2.2.3 Redevelopment of former Baby Health Centre site as well as redevelopment of external public steps and entrance 4.2.2.4 Progress planning and redesign for alternative uses for the former Baby Health Centre site (cnr Raglan and Pittwater Road) 4.2.2.5 Council to progress with the detailed planning and construction phase of Manly2015 including: - Redevelopment of Short Street - Construction of new carpark beneath Manly Oval - Detailed planning of 'triangle site' progressed Incorporating demolition of Whistler Street carpark and re-development of site with a large Library / community facility, enhanced streetscape along Market Lane and buildings along Whistler Street Heritage consistent with Manly2015 4.2.2.6 Short Street streetscape redevelopment – construction completed. 4.2.2.7 Raglan streetscape redesigned construction commenced.	Projects progressed and delivered on time and to budget and desired specification. Projects endorsed to proceed by Council.	GMU	75%	Manly Swim Centre Re-development application was progressed to approval stage over quarter. Negotiations for a long term (major lease) for former Sleaford TAFE site were progressed to final agreement and Sleaford Plaza finished and open to public. Capital Expenditure Review Business case for Manly2015 submitted to Division of Local Government. Short Street Plaza redevelopment of street scape works and amenities commenced.
	4.3 Manage Civic Plant and Equipment purchasing policy to meet operational needs.	4.3.1 Review Civic Plant and Equipment Purchasing Policy to: (a) incorporate green fuel reductions (carbon footprint reduction strategy); (b) undertake a life cycle cost analysis; (c) undertake a lifecycle review.	4.3.1.1 Review Civic Plant and Equipment Purchasing Policy to: (a) incorporate green fuel reductions (carbon footprint reduction strategy); (b) undertake a life cycle cost analysis; (c) undertake a lifecycle review.	Asset policy reviewed to reduce carbon footprint, rationalise fleet and complete biennial review.	CUS	75%	Number of diesel vehicles have been increased and two electric vehicles have been added to fleet. Increase use of Bio Diesel. Fleet rationalisation complete.
	4.2 Develop emergency plans to protect community infrastructure	4.2.1 Preparation and review of Emergency DISPLAN for the Manly area.	4.2.1.1 (a) Review DISPLAN and mitigation strategies. (b) Council to respond in concert with nominated central agencies to ensure that the Manly area is protected from bushfires and flooding. (c) Continue to meet with Commonwealth and State agencies (quarterly per annum) to represent Manly's interests.	Completion of DISPLAN review. Attendance at external committees (quarterly).	CUS	80%	(a) Review is ongoing to accommodate with Tsunami evacuation plan in consultation with the relevant stakeholders such as the Manly Police and SES. b). Ongoing emergency matters (e.g closure of bush-walking tracks during hot weather) are being reviewed and monitored periodically with SES and Police.

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Matrix

January to March 2014 Quarter								
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress	Comment on KPI	
4. Maintain key amenities and physical infrastructure to acceptable service standards (continued from previous page)	4.3. Provide community facilities, assets, and public parking that are accessible, clean, fit and habitable	4.3.1. Maintain Council buildings and facilities to a sustainable and functional standard.	4.3.1.1. (a) Undertake regular maintenance and upgrading of buildings and facilities as per Council's Asset Management strategy and as identified in its capital works program. (b) Upgrading public toilets as per plan and maintenance requirements.	Number of regular site inspections and condition audits completed. 100% Customer requests responded to for Building Maintenance within required timeframes.	CLIS	a) 75% b) 80%	a) Scheduled Maintenance services completed. In accordance with plans / programmes, including Fire Equipment Inspection and Annual Testing b) Public Toilet Upgrades continue, as per Plan c) Council Reserve - continues d) Firefight Refresh - Fire Plans being reviewed, and adjusted for consideration of new equipment e) Little Navy Point - Options being considered for total design / location	
	4.3.2. Maximise return to Council by appropriate utilisation of Community facilities and properties.	4.3.2.1. Provide an online information and booking system for all Council's facilities available for hire and use by the public. B) Maximise public hire of Council facilities. C) Maximise public satisfaction with hire of Council facilities.	4.3.2.1. (a) Provide an online information and booking system for all Council's facilities available for hire and use by the public. B) Maximise public hire of Council facilities. C) Maximise public satisfaction with hire of Council facilities.	a) Online Booking System installed and accessible to the public. Number of facilities hired. C) Number of user surveys conducted.	CS	75%	a) Online Booking System in planning stage b) 2070 facilities bookings processed for the quarter c) No user surveys conducted this quarter	
	4.3.2.2. Manage Council's property portfolio to maximise access to the facilities by the public and where appropriate maximise the return on Council's assets.	4.3.2.2.1. Manage acquisition and divestment of property in accordance with Council policy and planning framework (as adopted) and in accordance with statutory requirements.	4.3.2.2.1. Percentage of facilities accessible to the public. Percentage of properties rented at market (commercial) or community rates.	Percentage of facilities accessible to the public. Percentage of properties rented at market (commercial) or community rates.	CS	On-going	Council are actively managing the property portfolio via trading instruments to ensure all assets are realised in a timely manner. Market valuation reports are obtained to provide evidence of value for negotiations of appropriate lease / license fees to apply.	
	4.3.3. Manage acquisition and divestment of property in accordance with statutory requirements.	4.3.3.1. Manage, operate and maintain Council's four parking facilities at Whistler St, Pacific Waves building, Peninsula building, Mary's National building. (c) Management of Council's parking spaces at the Ocean Beach Front.	4.3.3.1. Review and report on car parking usage statistics by car park. Report on street parking (revenue received from meters). Report monthly and quarterly.	Percentage of property transactions checked for compliance with statutory requirements.	CS	On-going	No activity in this quarter.	
	4.3.4. Providing public parking facilities within the Manly LGA and managing and improving usage across Council's four public car parking facilities.	4.3.4.1. Manage, operate and maintain Council's four parking facilities at Whistler St, Pacific Waves building, Peninsula building, Mary's National building. (c) Management of Council's parking spaces at the Ocean Beach Front.	4.3.4.1. Review and report on car parking usage statistics by car park. Report on street parking (revenue received from meters). Report monthly and quarterly.	LUS	On-going	Monthly, quarterly reports completed within nominated timeframe. Carspace YTD \$2,710,454. Revenue YTD \$1,538,655		

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C. ENVIRONMENT					January to March 2014 Quarter		
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress	Comment on KPI
1.1 Protect and conserve natural heritage, bushlands, waterways and biodiversity	1.1 Promote the protection of the environment as the key to a sustainable future and undertake projects in partnership with the community that protect, preserve and manage them for future generations.	1.1.1 Implementation of funded environmental and natural resource projects.	1.1.1.1 Administration of statutory environmental impacts, environmental levy output, annual and community reporting.	Percentage completion of reports and budget.	LS	75%	Programs on target adopted by Environment Committee to be completed by July 2014.
			1.1.1.2 Undertake Biodiversity Management Programs that protect native species, habitats and populations, and implement Manly Flora and Fauna study.	Number of programs funded. Percentage of study completed.	LS	20%	Study commenced.
			1.1.1.3 Coastal Zone Management Planning and Aquatic Reserve Management projects funded and implemented.	Number of projects and actions funded and implemented	LS	30%	Projects funded and commenced by end of year.
			1.1.1.4 Catchment Water Recycling and Savings Projects implemented.	Number of Council alternate water sourcing schemes & grants received (rainwater, stormwater, groundwater)	LUS	60%	LGA Gosheim Stormwater Harvesting Design Commenced. Merely 2015 water reuse grant awarded.
			1.1.1.5 Manly Lagoon Catchment - Estuary Health Projects implemented.	Number of projects commenced and completed	LUS	75%	Lower catchment sediment basin design progressing. Upper catchment sediment removal project finalised for this reporting period.
			1.1.1.6 Catchment Flood Risk Management projects undertaken including Manly LGA Flood Study and Risk Management Study and Plan, Manly Lagoon Flood Study and Risk Management Study and Plan, Northern Beaches Regional Flood Warning and Rain Gauge Instrumentation Upgrade, and Regional Council and SES Flood and Storm Education Program.	Number of projects commenced and completed.	LUS	70%	Merly Lagoon Flood Study Adopted. All other projects progressing.
			1.1.1.7 Catchment Water Sensitive Urban Design & Pollution Reduction Projects, including Little Manly Point - Gosheim Road, Site Origin Design and EPR T1, Net, Beaches and Stormwater Quality Design Initiatives, Cleaning, Development of New WSLD & Pollution Reduction Projects; Removal of Accumulated Sediment at Key Locations in Burnt Bridge Creek Upstream of Manly Lagoon; Dry Weather Sewer Leak Identification & Rectification Program.	Number of projects commenced and completed.	LUS	76%	Ongoing maintenance and management conducted on schedule. Sediment removal projects progressing
		1.1.2 Bushland management, restoration works and maintenance on Council lands.	1.1.2.1 Implementation of annual bushland works program and projects including noxious weed control programs, upgrading bushland in Manly, Scone Valley, rabbit and fox control, volunteer, bushfire reduction refuges, and education strategy.	Number of funded projects completed and implemented.	CUS	75%	Third cycle of Bushcare program completed. The North Harbour Bushcare groups required more time in 2013/14 than in previous years. The new work with supervision provided quarterly. Third cycle of Bush Regeneration program completed. Rabbit control program undertaken involving the release of Calid virus. Walking track works planning for Shelly Beach and Fisher Bay completed with works scheduled to be undertaken in the final quarter.
		1.1.3 Working with SHOROC on regional sustainability projects as required.	1.1.3.1 Implement priority actions from the SHOROC Regional Strategy - Shaping our Future	Number of actions implemented.	LS	75%	Attending SHOROC meetings, programs being implemented.
		1.1.4 Continued Community & Environmental Partnerships.	1.1.4.1 Continued Community & Environmental Partnerships targeting schools, businesses, Council staff and community	Number of programs developed and implemented.	LS	75%	Community events held: Go Active to Work Day, Senior Citizens Centre Community Garden, Schools Curriculum Workshop & Visit of a series of business Savings Workshops held.
			1.1.4.2 Update Manly Council Education for Sustainability Strategy and projects undertaken to reflect best practice in education for sustainability.	Number of programs / events per quarter.	LS	75%	Update of draft document in progress.

CLUS - Civic Urban Services, LS - Landuse Sustainability, HSF - Human Services Facilities, CS - Corporate Services, GMU - General Manager Unit

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C. ENVIRONMENT						January to March 2014 Quarter	
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress	Comment on KPI
1 Protect and conserve natural heritage, bushlands, waterways and biodiversity (continued)	1.1 Promote the protection of the environment as the key to a sustainable future and undertake projects in partnership with the community that protect, preserve and manage them for future generations. (continued)	1.1.3 The provision of environmental education, advocacy, information, awareness raising, environmental and community partnerships through the operation of the Manly Environment Centre (MEC).	1.1.3.1 Promote awareness of Manly Environment Centre and Council's successful projects. Continued management of "Shrimpout" for the purpose of information exchange, education and outreach; advocacy, research, events, activities and special projects; intern and volunteer engagement.		LS	75%	6 Funded projects and services provided: Biodiversity Communications Project - mapping is complete; Friends of Cabbage Tree Bay; World Wetland Day Walk; National Wetlands Journal Feb 2014 to Dec 2014; Friends of Redoubt Conservation leased MEC Community success stories on Manly's Little Penguins, Manly Lagoon and Burnt Bridge Creek restoration; MEC Eco Awards; High profile promotion of Manly's Penguin Wardens through publication and sale of "Little Penguins of Manly" book through all good book stores.
			1.1.3.2 Relocation of MEC achieved.	MEC relocated.	LS	10%	Relocation deferred.
			1.1.3.3 Continued Council environmental partnerships with NGO's, capacity building in the community, support and developing public education programs.	Number of programs, events developed and implemented	LS	75%	5 Programs, events developed and Implemented; Video Conferencing; Biodiversity Communications Project; Friends of Cabbage Tree Bay; World Wetlands Day Walk; MEC Eco Awards. Briefing to EPA and OEH conservationists; communication staff re Manly's Little Penguins.
			1.1.3.4 Continue to increase and promote volunteer and internship programs.	Number of volunteer hours per quarter:	LS	75%	1827 Volunteer hours
			1.1.3.5 Continue working together with local and national stakeholders in climate change issues and events addressing key issues.	Number of attendees at events, and number of working on science week events.	LS	75%	10 000 + at events including Earth Hour. MEC Video Conferencing to schools has been very successful.

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C. ENVIRONMENT			January to March 2014 Quarter					
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress	Comment on KPI	
2 Create liveable neighbourhoods with more affordable housing choices	2.1 Work in partnership with the community to better plan new and existing development of the built and natural environment	2.1.1 Refining & improving local character and built environment through the provision of Council strategic planning services.	2.1.1.1 Compliance with NSW planning legislation, including provisions and preparation of Environmental Planning Instruments (EPIs), Strategic Land Use Planning advice and development plans (LEP, DCPs, etc)	2.1.1.1.1	LS	75%	LEP and DCP finalised. Amendments to MLEP & MDCP ongoing.	
			2.1.1.2 Provide strategic planning advice as required internally or externally.	2.1.1.2.1	LS	75%	All advice provided within timelines.	
			2.1.1.3 Maintenance and review of delivery of section 149 planning certificates	2.1.1.3.1	LS	75%	Certificates delivered within 3-5 days of applications being submitted to Council.	
			2.1.1.4 Participation and advice as part of the Parramatta Advisory Committee (per SREP 2005 - Sydney Harbour) and advice to Council's Development Assessment Branch.	2.1.1.4.1	LS	75%	Percentage of advice provided as required within timelines.	
			2.1.1.5 Completion of non-statutory actions as approved by Council e.g. Strategic plans, coastline plans and heritage plans.	2.1.1.5.1	LS	50%	Reporting non-statutory actions undertaken per quarter.	
			2.1.1.6 Develop and implement Masterplans for major projects as required.	2.1.1.6.1	LS	75%	Actions implemented from adopted Masterplans	
			2.1.1.7 Progress implementation of Plans of Management and associated Landscape Masterplans as required.	2.1.1.7.1	LS/ODS	75%	Plans completed on time. Draft Ivanhoe Park Masterplan completed for referral to working party and precinct. Plans prepared and reviewed as required. On-going.	
			2.1.1.8 Heritage Planning by providing a strategic approach for newly built, natural, Aboriginal, maritime, parks and gardens and historic precincts. Review and update existing heritage inventory sheets, support for the Aboriginal Heritage Office, Management of Council's Local Heritage grants program, Development of education and communication programs for locals and visitors.	2.1.1.8.1	LS	75%	Percentage of heritage advice, programs and grants provided on time to meet statutory requirements.	
		2.1.2 Provision of design and specifications for Council architectural and landscape projects as required, including design of streetscape plantings & playgrounds.	2.1.2.1 Provision of designs, plans and specifications to for urban public domain and community infrastructure improvement projects as required.	2.1.2.1.1	CUS		Percentage of design program completed	
			2.1.3 Maintaining Corporate Geographic Information System (GIS) and Land Information Systems (LIS) services.	2.1.3.1 Ensure that the GIS is available to staff to assist Council business and community. Review and update existing comprehensive list of existing databases and datasets, and identify additional data required, including mapping geodiversity elements.	2.1.3.1.1	LS	75%	Number of GIS enquiries completed. List of business and community databases and additional data compiled.
				2.1.3.2 Assessment and review of all development applications received by Council in accordance with State legislation, Planning Instruments, current Council plans and policies.	2.1.3.2.1	LS	75%	Number of DA assessed per staff per annum.
				2.1.3.3 Promote appropriate development in accordance with legislation, Council Policies and Plans, and provide services to business (business, property owners, residents) relating to development.	2.1.3.3.1	LS	75%	Provision of advice within 14 days.
			2.1.4 Provision of development services, control & assessment services that achieve a balanced outcome that protect the public interest and residents whilst maintaining the quality of the natural and built environments.	2.1.4.3 Update systems and implement New Manly Local Environmental Plan and Development Control Plan.	2.1.4.3.1	LS	75%	Systems updated.
				2.1.4.4 Provide training to assessing planners in order to implement changes in legislation and implement the New Manly Local Environmental Plan.	2.1.4.4.1	LS	75%	Number of staff attending training.
				2.1.4.5 Provide feedback to Council's Strategic Planning section on development control trends and any measures necessary to ensure the environment is enhanced/maintained.	2.1.4.5.1	LS	75%	Percentage of determinations subject of appeal to Land and Environment Court. Percentage of appeals dismissed, enhanced/maintained.

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C. ENVIRONMENT				January to March 2014 Quarter		
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress
3 Maintain public health and building standards	3.1 Deliver and enhance environmental regulation services to protect natural environment	3.1.1 Council regulation of development in accordance with sound and consistent local planning controls.	3.1.1.1 Review and Determine Complying Development Applications 3.1.1.2 Review and Determine Construction Certificate Applications 3.1.1.3 Provide comments for Development Application proposals 3.1.1.4 Undertake Critical Stage Inspections 3.1.1.5 Compliance investigations in relation to illegal building works and non-compliance with covenants 3.1.1.9 Undertake inspections of privately owned swimming pools	Percentage of applications to be determined within 10 days of receipt Percentage of applications to be assessed within 10 days of receipt Percentage of comments to be provided within 10 days of notification to staff Percentage of critical stage inspections to be completed within 48 hours of request Percentage of requests resulting in health and safety in the investigation within 48 hours Standard requests to be investigated within 14 days of receipt Number of premises inspected annually	LS	5 applications determined within 10 days of receipt 5 applications determined within 10 days of receipt 58 comments provided within 10 days of receipt 11 critical stage inspections completed within 48 hours 61 requests relating to illegal building works / non-compliance with development consent
4 Facilitate reduction in greenhouse gas emissions in the Many area	4.1 Work in partnership with key stakeholders to improve Many's ability to adapt and respond to climate change	4.1.1 Continued Council regulation of Environmental Health Services in accordance with the local, state and national legislation.	4.1.1.1 Conduct regular compliance inspections of food premises 4.1.1.2 Undertake investigations in relation to food poisoning complaints 4.1.1.3 Conduct four (4) food handling seminars 4.1.1.4 Conduct regular compliance inspections of public health premises such as cooling towers, skin penetration, boarding houses, hairdressing salons 4.1.1.5 Undertake investigations in relation to public health complaints 4.1.1.6 Investigate Environmental Health complaints such as noise, odour, pollution complaints 4.1.1.7 Conduct Public Swimming Pool Inspections 4.1.1.8 Conduct Ocean Beach Testing 4.1.1.9 Implement priority actions to address climate change adaptation and carbon emissions reduction for Council and the Community	Number of premises inspected per quarter Number of complaints inspected per quarter The conducting of seminars per quarter Number of premises inspected annually Number of complaints inspected per quarter Number of complaints inspected per quarter Number of inspections undertaken in November and February each year The number of inspections undertaken in November and February each year The number of priority climate change adaptation and carbon emission reduction actions implemented	LS	23 privately owned swimming pools inspected in first quarter 21 inspections carried out in third quarter 6 food poisoning complaints inspected in third quarter 1 food handling seminars completed in third quarter 7 cooling tower inspections carried out All skin penetration inspections complete 3 public health complaints investigated in second quarter 61 environmental health complaints investigated in third quarter All public swimming pool inspections complete for year To be continued in February 2014 Projects implemented and completed. Solar panels installed at former Seaford Tails site; carbon emission reduction programs in ongoing, and DIG Many Program undertaken.
5 Promote responsible waste management	5.1 Work in partnership with the community to minimise waste & undertake public cleansing programs, and influence key decision makers in State and Federal Agencies to assist with funding and policy initiatives.	5.1.1 Responsible, reliable and responsible domestic waste collection services	5.1.1.1 Continued provision of domestic waste collection services Introduction of Side Loader service	Side load collection service commencement date 20 May 2013 in accordance with WH&S requirements, and following industry standards; less than 5 missed services/month; less than 3 service complaints/month; no noise complaints arising from early starts; Service complaints rectified same day if notified before 11.00am and within 24 hours if notified after 11.00am.	LS	Side load service commenced. Service meets established Industry Standard KPIs. Online booked general clean up service commenced 1 January 2014 and has generally been well received by the community. eWaste collection held.
		5.1.2 Cleaning public places, facilities, parklands, beaches, road reserves and stormwater catchments.	5.1.2.1 Continued provision of the following services: beach cleaning, street sweeping, public toilet cleaning, facilities cleaning, reserve cleaning, and public places cleaning	Deliver scheduled services within budget, and in accordance with WH&S requirements; less than > 5 complaints/ month for each service; and services complaints rectified within 24 hours.	LS	Scheduled services delivered within budget and on time. Service meets established KPIs
		5.1.3 Delivery of waste avoidance and resource recovery programs in order to achieve a reduction in tonnages of waste to landfill and to increase diversion rates.	5.1.3.1 Delivery of community and environmental partnerships to residents, schools, businesses, visitors and industry that promote and facilitate waste avoidance, reuse and recycling. Specifically including: LitterGuards, Love Food hate Waste, Happy Initiative, Multi Unit Dwelling Strategy, Public Place Bin upgrades, Review Zero Waste Strategy, Side Loader - launch of new service.	Number of funded initiatives completed.	LS	Litter Guard Program relaunched. Love Food Hate Waste program underway with local high schools being targeted for 2014. Zero Waste Strategy review underway. Environmental Partnership Review Committee review complete. MUD Strategy review commenced. Overarching Communication strategy commenced
		5.1.4 Pursue partnerships to facilitate regional and SHOROC-wide common waste collection systems.	5.1.4.1 Introduce a green waste collection bin to all residents.	Audit existing bin stock. Review cost of introducing standard collection system	LS	Internal Bin Auditing Process complete.

CUS - Civic Urban Services, LS - Landuse Sustainability, MSF - Human Services Facilities, CS - Corporate Services, GMU - General Manager Unit

ATTACHMENT 2

Corporate Services Division Report No. 9.DOC - Third Quarter Report (1 January to 31 March 2014) – Progress with Four Year Delivery Program 2013-2017, Operational Plan 2013-2014 and Budget 2013-2014 Matrix

January to March 2014 Quarter							
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress	Comment on KPI
1.1 Maintain public confidence in Council's transparent and fair decision-making	1.1 Meeting statutory obligations through compliant internal controls, policies and procedures	1.1.1 Develop and apply effective governance systems to meet legal and ethical obligations.	1.1.1.1 Review relevant Codes and Policies on a per review schedule and required by changes to legislation, including staff training and awareness raising.	100% of policies reviewed and compliant with legislation. Number of training activities undertaken (per quarter).	GMU	85%	Review of policies completed. Report submitted to March 2014 Council meeting.
			1.1.1.2 Report on governance systems implemented, policies and procedures reviewed, and updates/revisions made.	Report on actions implemented.	GMU	25%	To be completed after review of policies.
			1.1.1.3 Implement an electronic legislative compliance system	Compliance system implemented.	GMU	25%	Implementation to be completed following policy review. Awaiting information from provider on when electronic system will be available.
			1.1.1.4 Monitor effectiveness of organisational systems in detecting fraudulent, dishonest and unethical behaviour.	Number of incidences detected.	GMU	100%	0 incidences detected.
		1.1.2 Ensure that Council has access to and use of quality legal professional advice.	1.1.2.1 Maintain a register of professional legal advisers. Review the quality, timeliness and value for money of advice for Council.	Register is maintained, accurate and up-to-date.	GMU	100%	Register is maintained, accurate and up to date.
		1.1.3 Managing Council's Integrated Strategic Planning framework and reporting systems.	1.1.3.1 Manage PIR reporting requirements	Provide reports & plans as required by PIR legislation.	GMU	75%	Quarterly Report (January to March 2014) provided to Council as required.
		1.1.4 Continued provision of support services to Councilors.	1.1.4.1 Production of Business Papers and Councilor information packages as required. Continued management of Councilors corporate diary.	Production of Business Papers/Councilor information packages to meet business requirements (cob Thursdays).	CS	Ongoing	Full compliance with this KPI business papers produced and Councilor packs distributed according to deadline.
		1.1.5 Continue access by the community to Council reports and information.	1.1.5.1 Manage Council meetings, including servicing Council chambers and meeting areas.	Action items arising out of Council meetings carried out within agreed timeframes.	CS	Ongoing	All items tracked and reviewed weekly
			1.1.5.2 General promotion of Council services and activities.	Production and public availability of Business Papers and Minutes by close of business Thursday prior to following each meeting of Council.	CS	Ongoing	Information on business papers posted to web on time and Council website updated on an ongoing basis reflecting latest key initiatives, projects and news.
		1.1.6 Manage Council's records in accordance with the State Records requirements.	1.1.6.1 Continue to maintain comprehensive records systems for Council's records TRIM including ongoing support and training in Council's records policies.	Percentage of records captured in TRIM and staff user rates.	CS	75%	Council implemented automated State Records disposal appraisals for all electronic records from Dec 2013.
		1.1.7 Provide network and technical infrastructure for Council's operational needs.	1.1.7.1 Management and implementation of Council's technology and infrastructure needs, including GIS integrated systems.	Percentage of down-time of core technology and infrastructure per quarter.	CS	75%	5 unscheduled outages to services in the last quarter. 1 downtime of core services documented in MC1449639
			1.1.7.2 Manage Council's e-business transaction portals and opportunities	Number of new opportunities for business integration identified, coded and reported to Executive.	GMU	60%	Successful operation of 3 online services for waste, parking and electronic rates

CLS - Civic Urban Services, LS - Landuse Sustainability, HSF - Human Services Facilities, CS - Corporate Services, GMU - General Manager Unit

ATTACHMENT 2

Corporate Services Division Report No. 9.DOC - Third Quarter Report (1 January to 31 March 2014) – Progress with Four Year Delivery Program 2013-2017, Operational Plan 2013-2014 and Budget 2013-2014 Matrix

D. GOVERNANCE						January to March 2014 Quarter	
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress	Comment on KPI
1. Maintain public confidence in Council's transparent and fair decision-making (continued from previous page)	1.2 Maintaining quality customer services and dispute resolution processes	1.2.1 Provide high quality customer service at Council's facilities.	1.2.1 Provision of quality customer services over the counter and online.		CS	Ongoing	Total customers served 15,091. Solicitor Calls taken 9222 between 1st January and 31st March 2014. 308 complaints received during the quarter. The numbers are higher than normal due to the implementation of the digital designated parking scheme and issues relating to this scheme.
			1.2.1.2 Maintain Council's Complaint process including Policy and Procedures.	Percentage of customer complaints received, actioned satisfactorily within Charter service standard.	GMU	100%	All complaints received addressed within service standards.
			1.2.1.3 Provide awareness raising activities / relevant training on Council's complaint management processes.	Report to GM quarterly on awareness / training activities undertaken.	GMU	75%	Awareness raising activities around Induction Training, inclusion in various other training sessions and workplace team meetings.
			1.2.1.4 Maintain Complaints Annual Register.	Maintain and update register.	CS	Ongoing	Register maintained daily to appropriate standard.
			1.3.1.1 Continue implementation of Communications Strategy 2012 - 2015.	Plan implemented and review undertaken.	GMU	70%	Council continues to implement Communications Strategy, Procedures and Action Plan 2012-2015
	1.3 Inform and engage with the local community through corporate publications, print and social media and encourage participation in Council activities.	1.3.1 Communications management, including developing and enhance the Manly Council brand in the public space, graphic design, and media liaison.	1.3.1.2 Identify and report on new media opportunities to engage with Council's public.	Number of new media opportunities identified and implemented as appropriate.	GMU	80%	New media opportunities: - YouTube Videos: Manly/2015 6,642 Swim Centre 822/Views - Manly/2015 Digital Ticker News Local (Manly Daily online) - Video embedded in News Local (Manly Daily online) - Video in Manly Customer Service reception - Online news stories on Council's website - Network Ten 30sec news spots for Litterbugs video - Identified training opportunities with staff on digital - Network Ten Wake Up Manly Vice Sponsorship - Online services campaign promoting online business - Email newsletter goes out monthly to 2650 subscribers - Network 10 30 sec advertisement for Manly FWS
			1.3.1.3 Develop a brand strategy for the Manly Council brand to increase awareness of the activities which Council undertakes	The completion and development of an effective brand strategy for Manly Council, ready for implementation in 2014 reporting year.	GMU	75%	Council continues to implement Communications Strategy, Procedures and Action Plan 2012-2015
			1.3.1.4 Continue to update Council's Corporate Style and corporate material	The percentage of corporate materials reflecting refreshed style adopted in 2012.	GMU	80%	Corporate material, style guidelines, Surf City logos and corporate material updated 2012-13. Internal corporate material still to be updated such as fax template, and 149 certificate, etc.
			1.3.1.5 Provide an internal graphic design and print management process to enhance the quality of Council's publications through a cost effective service delivery model.	Percentage of jobs completed on time and to budget (target 80% level of satisfaction)	GMU	80%	Internal billing for Graphic Design Services introduced 1 November 2013. Communications is the official service provider for Council's graphic design needs. The purpose of internal billing is to monitor cost controls and increase divisional accountability for work. Monthly billing to-date averages less than \$5,000. Target billing for next Quarter to be greater than \$5,000.
			1.3.1.6 Promote Council activities and services and assist in the promotion of Council's objectives	Number of items appearing in media, and media inquiries.	GMU	ongoing	Average media items per month: - 106 mentions / clippings - 21 media enquiries - 13 media releases For this Quarter: - 397 mentions - 81 media enquiries - 32 media releases
	1.4 Identify and manage risks to Council, take appropriate action to eliminate or minimise Council's risk exposure. Minimise loss to Council by proactive claims management and pursuing recoveries.	1.4.1 Completion of Enterprise Risk Management for whole of Council. Increase awareness to risk or risk avoidance. Completion of H1H recovery and let man's alternative dispute resolution process. Reduction in number and quantum of claims.	1.4.1.1 Finalise climate change adaptation plan. Continue process of establishing enterprise risk management. Proactive in-house management of under access claims. Identification of recovery opportunities. Promote minimisation of risk throughout Council. Complete Risk Management Action Plan.	Completion of Climate Change Action Plan (CCAP). Completion of risk rating in Council's risk register. Ensure all insurance coverage in place to decrease as far as possible, Council exposure. Reduction in number or quantum of claims.	GMU	ongoing	Environmental Services consolidated the data from various studies and made it compliant with the prescribed methodology for the Climate Change Action Plan. Half-day workshop with relevant Council Managers held in February data section being finalised. There remain some issues with the new JRS risk register, but it is hoped to commence the update with Managers in April. There were 23 claims made against Council in the quarter, as against 4 in the same quarter in 2013.

CUS - Civic Urban Services, LS - Landuse Sustainability, HSF - Human Services Facilities, CS - Corporate Services, GMU - General Manager Unit

ATTACHMENT 2

Corporate Services Division Report No. 9.DOC - Third Quarter Report (1 January to 31 March 2014) – Progress with Four Year Delivery Program 2013-2017, Operational Plan 2013-2014 and Budget 2013-2014

January to March 2014 Quarter							
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress	Comment on KPI
1.1 Maintain public confidence in Council's transparent and fair decision-making (continued from previous page)	1.5 Ensure Council's workforce is recruited, trained, managed and rewarded fairly and equitably	1.5.1 Develop incentives to attract and retain skilled employees. 1.5.2 Provide employees with a voice on workplace matters. 1.5.3 Operation of Salary Administration System. 1.5.4 Increase representation of young persons within workforce. 1.5.5 Manage Corporate Training Program.	1.5.1.1 Develop a more comprehensive remuneration and benefit policy.	Report to the General Manager by the 1 October 2013 on the results of the Bi-Annual Staff Survey, and the Staff Turnover Audit. Cost of staff and above employees will be 20% for 2013 and above employees will be 20% for 2014.	CS	75%	Staff turnover rate less than 20% as per target. Climate survey results reported to GM
			1.5.2.1 Conduct eight joint Consultative Meetings per annum.	Minimum of eight meetings are conducted per annum.	CS	75%	8 meetings achieved.
			1.5.3.1 Award compliance.	1.72 wage grievances (per annum)	CS	75%	3 official wage grievances received and settled.
			1.5.4.4 Develop and award graduate, trainee and apprenticeship positions where possible and in accordance with the merit principle.	Increased proportion of young people in roles (difficult to fill) and in areas of the workforce spread to help contribute to solving workforce issues.	CS	75%	Merit principle applied and where appropriate 'young' people employed. Imbalances being addressed in a positive fashion.
			1.5.5.1 Individual training and development plans that meet the needs of employees and Council.	Production of a report by July 2014 of a training calendar schedule with all training conducted and planned with associated budget.	CS	80%	Individual and corporate training being conducted to meet stakeholders needs.
1.6 Provide a workplace that ensures the health, safety and well-being of employees, workers & volunteers		1.6.1 Monitor work practices & identify strategies to minimise WH&S risk. 1.6.2 Provide a Work/Life Balance Program. 1.6.3 Support injured workers to return to pre-injury duties.	1.6.1.1 Conduct WH&S audit program of work sites.	Reduction in the reported number of WH&S incidents, and injury claims and overall reduction in Lost Time Injuries.	CS	75%	Trend towards decreasing incidents, claims and LTIs evidenced.
			1.6.2.1 Implement staff wellbeing work/life balance program.	Numbers of employee usage of work/life balance (flexi time) increased year 1 and year 2 (years 2-4).	CS	100%	Health fair, skin cancer checks, EAP, flextime and RDO systems working well with excellent participation rates by staff.
1.7 Workplace diversity is valued and embraced		1.7.1 Strategies implemented to improve representation of EEO target groups.	1.7.1.1 Manage the rehabilitation of injured workers.	Reduction in time taken for injured workers to return to full fitness.	CS	100%	Enhanced and proactive case management being undertaken that is reducing LTIs by about 10% to date
			1.7.1.1.1 Monitor representation by EEO categories.	Improvement in representation in diversity amongst the workforce.	CS	80%	Merit principle being applied with small increase in CALD representation.
			1.7.1.1.2 Learning opportunities provided to EEO categories.	Increase in the proportion of staff from diverse backgrounds.	CS	80%	On target to be achieved by the end date of the CSP.

US - Civic Urban Services, US - Land Use Sustainability, HSF - Human Services Facilities, CS - Corporate Services, GMU - General Manager Unit

ATTACHMENT 2

Corporate Services Division Report No. 9.DOC - Third Quarter Report (1 January to 31 March 2014) – Progress with Four Year Delivery Program 2013-2017, Operational Plan 2013-2014 and Budget 2013-2014

D. GOVERNANCE							January to March 2014 Quarter	
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress	Comment on KPI	
2 Work in partnership with the community	2.1 Undertake community engagement activities to work with the community	2.1.1 Strategic development and involvement of community panel to assist with community input to decision making.	2.1.1.1 Community invest sessions with Council staff and informing Council's Community Strategic Plan	Annual Community Panel survey undertaken.	Strategy	Ongoing	Community Panel survey last undertaken as part of the CSP Beyond 2021 review in February to April 2013. Consultation results reviewed in 2014 as part of the preparation of the 2014-15 Operational Plan, and found to be still valid.	
		2.1.2 Service of Council's Special Purpose Advisory Committees and Working Groups.	2.1.2.1 Continuing to service Special Purpose Advisory Committees and Working Groups.	Special Advisory Purpose Committees and Working Groups provided with timely Agendas and Minutes. Reports to Council on Minutes, and Items for Brief Mention.	CS	ongoing	Ongoing & reports to Council from minutes.	
		2.1.3 Enhance the Precinct Community Forum system, including more strategic engagement.	2.1.3.1 Continued support by Council of Precincts.	Number of active precincts and meetings held (per quarter).	LS	75%	Precinct Meetings Completed. Precinct Executive meetings continuing with focus group meetings on Street Tree Management & Manly 2015 continuing.	
3 Efficiently use of Council's resources	3.1 Deliver clear and concise financial and management reporting	3.1.1 Provide transparent and accountable financial information and reporting.	3.1.1.1 Council's investments reported to Council confirming compliance with investment policies.	Monthly investment reports provided to Council.	CS	75%	Investment reported monthly per DLG & Statutory Requirements.	
			3.1.1.2 Annual Financial Reports and Auditors Reports delivered to Division of Local Government and Bureau of Statistics.	Report quarterly. User Charges & Fees to be set comparable with market pricing.	CS	100%	Delivered 31/07/13	
4 Advocate to State and Federal Governments	4.1 Lobby for more resources and funding of public programs and projects in Manly and regionally	4.1.1 Pursue cost savings and resource sharing through regional procurement initiatives.	4.1.1.1 Participate with SHOROC Procurement Group.	Savings achieved through SHOROC procurement actions (\$ saved per annum)	CS	Ongoing	SHOROC reports member councils currently spend \$18.8M through joint procurement arrangements which represents 20% of the combined materials and contracts spend of the region. Joint procurement arrangements achieve savings for councils through increased buyer power and economies of scale. These joint tender processes regularly identify discounts in the order of 5%-10% offered by suppliers for multi-council contracts across a range of goods and services.	
			4.1.2 Working with SHOROC in lobbying for improvements and funding for transport, health, social services and environmental projects.	Achievements reported through SHOROC initiatives.	CS	Ongoing	The SHOROC member councils continue to work with local, state and federal agencies to ensure the needs of Northern Sydney, Western Sydney, Murrumbidgee and Merriam Councils are met. Regional priorities and actions being progressed relate to: 1. Improve access to healthcare 2. Better transport access to the Northern Beaches 3. Encourage the development of more affordable housing options and improve local amenity 4. Improve support services for the young and ageing 5. Protect the natural environment See Link: http://shoroc.com/	
				3.1.1.3 Ensure compliance with Council's taxation obligations.	Annual audit of Council's finances.	CS	100%	Delivered 16/10/13
				3.1.1.4 Annual Financial Reports and Auditors Reports delivered to Division of Local Government and Bureau of Statistics.	Annual report to NSW DLG.	CS	100%	Delivered 17/10/13
				3.1.1.5 Compare Council's performance in property rating, income and maintain Council's property database.	Compare performance in Rating and Annual Charges from previous year.	CS	75%	First instalment collected by 01/09/13 Second collected 30/11/2013, third collected by 28/02/14.
				3.1.1.6 Review expiring leases and licences in a timely fashion.	Exception report on number of leases and licences not renewed within 60 days of expiration. (Trends over time)	CS	Ongoing	All leases and licences reviewed and tracked on a routine basis by Administration team and manager.
				3.1.1.7 Develop Long Term Financial Plan that supports investment in infrastructure.	Long Term Financial Plan developed to support current and future infrastructure needs and adopted by Council as part of the Community Strategic Plan.	CS	75%	Incorporated in 2013-14 budget; to be reviewed as part of the 2014-15 Operational Plan and Budget and is reviewed quarterly.
	3.1.2 Ensure responsible financial management and governance through an Internal Audit program.	3.1.2.1 Continue to facilitate Internal Audit function.	Audit and Risk Committee meets quarterly. Annual Internal Audit Program devised. Outcomes reported to Council.	CS	Ongoing	Internal Audit and Risk Committee is scheduled to meet four times this year. Agreed audit program with other participating Councils is being pursued and is reported on each meeting.		

CLUS - Civic Urban Services, LS - Landuse Sustainability, HSF - Human Services Facilities, CS - Corporate Services, GMU - General Manager Unit

Corporate Services Division Report No. 9.DOC - Third Quarter Report (1 January to 31 March 2014) – Progress with Four Year Delivery Program 2013-2017, Operational Plan 2013-2014 and Budget 2013-2014

Financial Report

Quarterly Budget Review Statement
for the period 01/01/14 to 31/03/14

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Corporate Services Division Report No. 9.DOC - Third Quarter Report (1 January to 31 March 2014) – Progress with Four Year Delivery Program 2013-2017, Operational Plan 2013-2014 and Budget 2013-2014
Financial Report

Quarterly Budget Review Statement
for the period 01/01/14 to 31/03/14

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulation 2005.

It is my opinion that the Quarterly Budget Review Statement for the period 01/01/14 to 31/03/14 indicates that Council's projected financial position at 30 June 2014 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

This assessment is supported by Council's auditors Hills Roger Spencer Steer who described Council's financial position as satisfactory at 30 June 2013, having regard to its available working capital, unrestricted current ratio and debt servicing.

Signed :



Sabrina Zhang, Senior Management Accountant
Responsible Accounting Officer
Manly Council

Date: 8/05/2014

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ATTACHMENT 3

Corporate Services Division Report No. 9.DOC - Third Quarter Report (1 January to 31 March 2014) – Progress with Four Year Delivery Program 2013-2017, Operational Plan 2013-2014 and Budget 2013-2014 Financial Report

Quarterly Budget Review Statement for the period 01/01/14 to 31/03/14

Manly Council

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 March 2014

(\$000's)	Original Budget 2013/14	Approved Changes		Revised Budget 2013/14	Variations for this Mar Qtr	Notes	Projected Year End Result	Actual YTD figures
		Other than by a QBR	Sep QBR	Dec QBR				
Income								
Rates and Annual Charges	36,825						36,825	36,898
User Charges and Fees	12,330				238	1	12,568	11,081
Interest and Investment Revenues	1,023		(100)				923	871
Other Revenues	6,200			206	(250)	2	6,156	4,371
Grants & Contributions - Operating	4,132				28	3	4,160	2,334
Grants & Contributions - Capital	430			41			470	2,293
Net gain from disposal of assets	-						-	-
Share of interests in Joint Ventures	-						-	-
Total Income from Continuing Operations	60,940	-	(100)	247	16		61,102	57,848
Expenses								
Employee Costs	29,784			(176)			29,608	22,151
Borrowing Costs	1,366						1,366	897
Materials & Contracts	12,284		76	170	(40)	4	12,490	9,277
Depreciation	8,800						8,800	6,600
Legal Costs	520			200			720	738
Consultants	683			40	22	5	745	738
Other Expenses	5,795						5,795	4,649
Interest & Investment Losses	-						-	-
Net Loss from disposal of assets	-						-	-
Share of interests in Joint Ventures	-						-	-
Total Expenses from Continuing Operations	59,232	-	76	234	(18)		59,524	45,050
Net Operating Result from Continuing Operations	1,708	-	(176)	13	34		1,578	12,798
Discontinued Operations								
Net Operating Result from All Operations	1,708	-	(176)	13	34		1,578	12,798
Net Operating Result before Capital Items	1,278	-	(176)	(28)	34		1,108	10,505

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ATTACHMENT 3

Corporate Services Division Report No. 9.DOC - Third Quarter Report (1 January to 31 March 2014) – Progress with Four Year Delivery Program 2013-2017, Operational Plan 2013-2014 and Budget 2013-2014 Financial Report

Quarterly Budget Review Statement for the period 01/01/14 to 31/03/14

Manly Council

Income & Expenses Budget Review Statement Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

INCOME

1	Reduce fee subsidy from Roundhouse Centre due to fundraising committee no long operating	-\$	28,000
1	Increase income from development certificates	\$	25,000
1	Increase income from environmental protection notices	\$	6,000
1	Increase income from car parks and street parking	\$	235,000
2	Reduce income from parking fines	-\$	300,000
2	Increase sundry income from corporate planning	\$	50,000
3	Increase grant income for child care centres	\$	27,583
		\$	15,583

EXPENDITURE

4	Transfer budget from maintenance to fund capital road work and netted pool upgrade	-\$	40,000
5	Increase budget for rental market assessment report consultant fee	\$	21,500
		-\$	18,500

NET VARIATION

-\$ 34,083

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ATTACHMENT 3

Corporate Services Division Report No. 9.DOC - Third Quarter Report (1 January to 31 March 2014) – Progress with Four Year Delivery Program 2013-2017, Operational Plan 2013-2014 and Budget 2013-2014 Financial Report

Manly Council											Quarterly Budget Review Statement for the period 01/01/14 to 31/03/14																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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ATTACHMENT 3

Corporate Services Division Report No. 9.DOC - Third Quarter Report (1 January to 31 March 2014) – Progress with Four Year Delivery Program 2013-2017, Operational Plan 2013-2014 and Budget 2013-2014 Financial Report

Quarterly Budget Review Statement for the period 01/01/14 to 31/03/14

Manly Council

Capital Budget Review Statement Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

CAPITAL EXPENDITURE

- 1 Defer Manly Oval Carpark project
- 2 Public toilet construction
- 3 Transfer budget from maintenance to capital road work
- 4 Save budget from drainage construction to fund netted pool upgrade
- 5 Transfer budget from maintenance to fund netted pools upgrade

-\$ 17,000,000
-\$ 160,000
\$ 25,000
-\$ 10,000
\$ 25,000
-\$ 17,120,000

CAPITAL FUNDING

- 6 Save budget from drainage construction to fund netted pool upgrade
- 7 Reduce Section 94 reserve funding due to public toilet construction deferred
- 8 Reduced unexpected loan reserve due to Manly Oval Carpark project deferred

-\$ 10,000
-\$ 160,000
-\$ 17,000,000
-\$ 17,170,000

NET VARIATION

\$ 50,000

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Corporate Services Division Report No. 9.DOC - Third Quarter Report (1 January to 31 March 2014) – Progress with Four Year Delivery Program 2013-2017, Operational Plan 2013-2014 and Budget 2013-2014 Financial Report

Manly Council										Quarterly Budget Review Statement for the period 01/01/14 to 31/03/14		
Capital Expenditure Summary												
Budget review for the quarter ended 31 March 2014												
(\$'000's)		Original Budget 2013/14	Approved Changes		Revised Budget 2013/14	Variations for this Mar Qtr	Notes	Projected Year End Result	Actual YTD figures			
			Other than by a QBR	Sep QBR						Dec QBR		
	IT Systems - Infrastructure & Software	360			360			360	188			
	Furniture & Equipment Purchases	40			40			40	25			
	Building New / Renewal Works	300			556			556	380			
	Seaforth TAFE Building & Site	1,000			1,000			1,000	303			
	Land Improvement Program	10			10			10	16			
	Library Books & Periodicals	237			237			237	150			
	Library Equipments Upgrade	41		91	132			132	2			
	Art Gallery Collections	34			34			34	7			
	Swim Centre Plant & Equipment	12			12			12	29			
	Swim Centre Baby & Toddlers Pool	45			45			45	21			
	New Aquatic Centre	15,150			15,150			15,150	727			
	LM Graham Reserve - Masterplan Upgrade	200			200			200	107			
	Parks & Reserves - New/Renewal	198			198			198	37			
	Manly Cemetery - Conservation & Improvements	25			25			25	15			
	Beach Control	25			25			25	-			
	Netted Pools Upgrade	120			120	25		145	94			
	Regulatory Compliance Infrastructure & Equipments	60			60			60	104			
	Plant & Fleet Replacement	2,098			2,098			2,098	443			
	Roads Infrastructure - New/Renewal	568			568	25		593	349			
	Ancillary Infrastructure Works	1,087			1,087			1,087	206			
	Short Street Upgrade	-			-			-	644			
	Footpath Construction - New/Renewal	150			150			150	93			
	Parking Meters Upgrade	50			50			50	-			
	Car Park Facilities Upgrade	115			115			115	81			
	Manly Oval Car Park - Manly 2015	17,000			17,000	(17,000)		-	37			
	Garbage & Recycling Equipemnts	-			-			-	67			
	Drainage Construction - New/Renewal	185			185	(10)		175	135			
	Stormwater Management - New/Renewal	377			377			377	-			
	Detention Tank - Manly 2015	3,350			3,350			3,350	-			
	Public Amenities - New/Renewal	310			310	(160)		150	71			
Total Capital Expenditure		43,146	-	91	43,493	(17,120)		26,373	4,332			

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ATTACHMENT 3

Corporate Services Division Report No. 9.DOC - Third Quarter Report (1 January to 31 March 2014) – Progress with Four Year Delivery Program 2013-2017, Operational Plan 2013-2014 and Budget 2013-2014 Financial Report

Quarterly Budget Review Statement for the period 01/01/14 to 31/03/14

Manly Council Cash & Investments Budget Review Statement Budget review for the quarter ended 31 March 2014

(\$000's)	Closing Balance 2012/13	Original Budget 2013/14	Approved Changes		Revised Budget 2013/14	Variations for this Mar Qtr	Notes	Projected Year End Result	Actual YTD figures
			Other than by a QBRs	Sep QBRs					
Externally Restricted ⁽¹⁾									
Developer Contributions - General	4,008	4,878			4,828			4,828	4,828
Specific Purpose Unexpended Grants	1,329	980		(167)	773			773	773
Domestic Waste Management	-	720			-			-	-
Total Externally Restricted	6,057	6,578	-	(167)	6,321	-		6,321	6,321
⁽¹⁾ Funds that must be spent for a specific purpose									
Internally Restricted ⁽²⁾									
Plant & Vehicle Replacement	1,198	-			-			-	-
Infrastructure Replacement	2,600	1,903			1,903			1,903	1,903
Employees Leave Entitlement	1,528	1,328			1,328			1,328	1,328
Deposits, Retentions & Bonds	1,797	1,588			1,588			1,588	1,588
Balgovlah Area Improvements	442	280			280			280	280
Depot Redevelopment	152	152			152			152	152
Environment Levy	277	122			122			122	122
Manly Wharf Forecourt	50	50			50			50	50
Manly Youth Council	268	349			349			349	349
Meals on Wheels					-			-	-
Rates Infrastructure	9	9			9			9	9
Shelly Beach Improvements	72	573			573			573	14,237
Unexpended Loans					-			-	-
Total Internally Restricted	8,393	6,360	-	-	6,360	-		6,360	20,024
⁽²⁾ Funds that Council has earmarked for a specific purpose									
Unrestricted (ie. available after the above Restrictions)	1,442	1,405	-	167	1,662	-		1,752	7,510
Total Cash & Investments	15,892	14,343	-	-	14,343	-		14,343	33,855

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**Corporate Services Division Report No. 9.DOC - Third Quarter Report (1 January to 31 March 2014) – Progress with Four Year Delivery Program 2013-2017, Operational Plan 2013-2014 and Budget 2013-2014
Financial Report**

Quarterly Budget Review Statement
for the period 01/01/14 to 31/03/14

Manly Council

Cash & Investments Budget Review Statement

Budget Variations being recommended include the following material items:

Notes Details

NIL

NET VARIATION

\$

-

Comment on Cash & Investments Position

Investments

Investments have been invested in accordance with Council's Investment Policy and Section 625 of the Local Government Act 1993 and also the DLG Circular 11-01 - Ministerial Investment Order dated 12 January 2011.

Council's Investment Portfolio report for the month of 31 March 2014 shows a total market value of cash and investments held as at 31 March 2014 of \$33,854,549.

Cash

The value of Cash at Bank which has been included in the Council's Investment Portfolio Report for March totals \$997,582.

Cash at Bank General Ledger has been reconciled to Council's physical Bank Statements. The date of completion of this bank reconciliation is 07 April 2014.

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Corporate Services Division Report No. 9.DOC - Third Quarter Report (1 January to 31 March 2014) – Progress with Four Year Delivery Program 2013-2017, Operational Plan 2013-2014 and Budget 2013-2014 Financial Report

Quarterly Budget Review Statement for the period 01/01/14 to 31/03/14

Manly Council

Key Performance Indicators Budget Review Statement

Budget review for the quarter ended 31 March 2014

The Council monitors the following Key Performance Indicators:

1. Unrestricted Current Ratio

Current Assets less all External Restrictions

Current Liabilities less Specific Purpose Liabilities

2. Debt Service Ratio

Debt Service Cost

Income from Continuing Operations excluding Capital Items & Specific Purpose Grants/Contributions

3. Rates & Annual Charges Outstanding Ratio

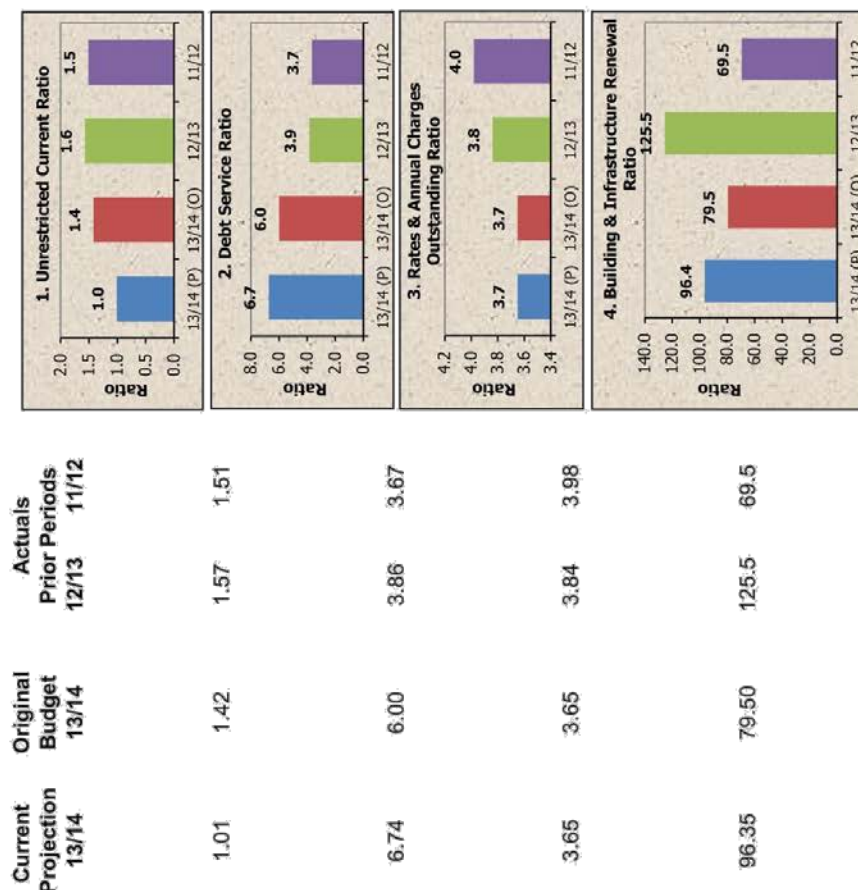
Rates & Annual Charges

Income from Continuing Operations

4. Building & Infrastructure Renewal Ratio

Annual Renewals (Building & Infrastructure)

Depreciation, Amortisation & Impairment (Building & Infrastructure Assets)



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ATTACHMENT 3

Corporate Services Division Report No. 9.DOC - Third Quarter Report (1 January to 31 March 2014) – Progress with Four Year Delivery Program 2013-2017, Operational Plan 2013-2014 and Budget 2013-2014 Financial Report

Manly Council		Quarterly Budget Review Statement for the period 01/01/14 to 31/03/14				
Contracts Budget Review Statement						
Budget review for the quarter ended 31 March 2014						
Part A - Contracts Listing - contracts entered into during the quarter with a value greater than \$50,000						
Contractor	Contract detail & purpose	Contract Value	Start Date	Finish Date	Budgeted (Y/N)	
Clarrie Williams Plumbing	Supply of Plumbing, Drainage & Gas Fitting Services	Schedule of Rates	01/04/2014	31/03/2017	Y	
Skilled Plumbing Drainage & Gas Fitting	Supply of Plumbing, Drainage & Gas Fitting Services	Schedule of Rates	01/04/2014	31/03/2017	Y	
MT Plumbing	Supply of Plumbing, Drainage & Gas Fitting Services	Schedule of Rates	01/04/2014	31/03/2017	Y	
Rees Electrical Pty Ltd	Supply of Electrical Services	Schedule of Rates	01/04/2014	31/03/2017	Y	
Chris Lee Electrical Pty Ltd	Supply of Electrical Services	Schedule of Rates	01/04/2014	31/03/2017	Y	
CBD Mechanical Electrical	Supply of Electrical Services	Schedule of Rates	01/04/2014	31/03/2017	Y	
PG Mithieux & A Mithieux T/A Australian Bushland Construction	Upgrade of section of Manly Scenic Walkway track between Sandy Bay & Fisher Bay Clontarf (Stage 3)	\$ 99,563.20	09/01/2014	In progress	Y	
Mercedes-Benz Australia/Pacific Pty Ltd	Please supply & deliver to council depot Fusso Canter 918 - 2013 with Tipping Body Model - FEX91HR4SFAD	\$ 77,785.40	13/02/2014	In progress	Y	
Mercedes-Benz Australia/Pacific Pty Ltd	Please supply & deliver to council depot Fusso Canter 515 - 2013 with Tipping Body Model - FEA21CR3SFAC	\$ 58,235.10	13/02/2014	In progress	Y	
Mercedes-Benz Australia/Pacific Pty Ltd	Please supply & deliver to council depot Fusso Canter 815 -2013 with Tipping Body Model - FEC71ER4SFAC	\$ 74,318.20	13/02/2014	In progress	Y	
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Corporate Services Division Report No. 9.DOC - Third Quarter Report (1 January to 31 March 2014) – Progress with Four Year Delivery Program 2013-2017, Operational Plan 2013-2014 and Budget 2013-2014

Financial Report

Quarterly Budget Review Statement
for the period 01/01/14 to 31/03/14

Manly Council

Contracts Budget Review Statement
Comments & Explanations relating to Contractors Listing

Note	Details
1	Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
2	Contracts for employment are not required to be included.
3	All contracts listed have been provided for within current budget allocations. If additional funding is required this will be reported in the following Quarter Budget Review.

Corporate Services Division Report No. 9.DOC - Third Quarter Report (1 January to 31 March 2014) – Progress with Four Year Delivery Program 2013-2017, Operational Plan 2013-2014 and Budget 2013-2014

Financial Report

Manly Council		Quarterly Budget Review Statement for the period 01/01/14 to 31/03/14	
Consultancy & Legal Expenses Budget Review Statement			
Consultancy & Legal Expenses Overview			
Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)	
Consultancies	\$ 738,377	Y	
Legal Fees	\$ 737,905	Y	

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