

Agenda

Ordinary Meeting

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

Monday 9 November 2015

Commencing at 7.30pm for the purpose of considering items included on the Agenda.

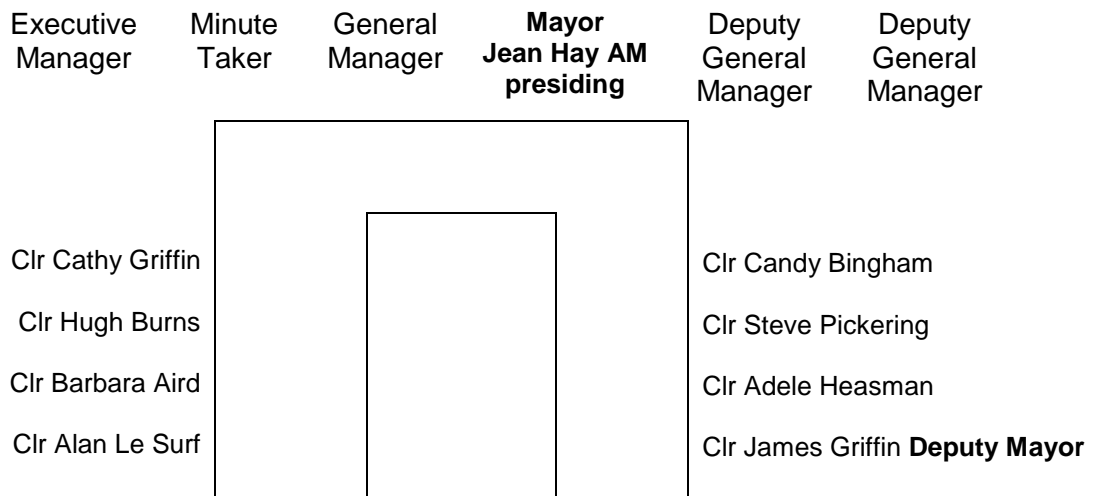
Persons in the gallery are advised that the proceedings of the meeting are being taped for the purpose of ensuring the accuracy of the Minutes. However, under the Local Government Act 1993, no other tape recording is permitted without the authority of the Council or Committee. Tape recording includes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

Copies of business papers are available at the Customer Service Counters at Manly Council, Manly Library and Seaforth Library and are available on Council's website:

www.manly.nsw.gov.au



Seating Arrangements for Meetings



Press

Public
Addresses

Public Gallery

Chairperson: The Mayor, Clr Jean Hay AM
Deputy Chairperson: Clr James Griffin

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(In accordance with Clause 66 in Council's Code of Meeting Practice, the Public Forum is for a maximum of fifteen (15) minutes for <i>matters that are not listed on the Agenda</i> . A total of five (5) people may address Council for a maximum of three (3) minutes each.)	
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QUESTIONS WITHOUT NOTICE

MATTERS OF URGENCY

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

CLOSED SESSION

CONFIDENTIAL COMMITTEE OF THE WHOLE

Civic and Urban Services Division Report No. 8

SHOROC T04/15 – Provision of Road Construction Services and Materials

It is recommended that the Council resolve into closed session with the press and public excluded to allow consideration of this item, as provided for under Section 10A(2) (d) of the Local Government Act, 1993, on the grounds that the report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the council; or (iii) reveal a trade secret.

TO: Ordinary Meeting - 9 November 2015
REPORT: Notice of Motion Report No. 46
SUBJECT: Review Commercial Dog Walking Policy
FILE NO: MC/15/137866

Councillor Candy Bingham will move that:

1. A review be undertaken of Council's current Commercial Dog Walking Policy, and public areas available for use by dog walkers, both commercial and owners.
2. A public position be resolved in relation to the future use of LM Graham Reserve by dogs, as the area becomes more active with sporting commitments, following consultation with the relevant stakeholder groups.
3. A report be brought back to Council.

BACKGROUND

Recently Manly Council enforced Commercial Dog Walking Permits limiting the access of public spaces by commercial dog walkers to three locations (Manly Lagoon Reserve, Seaforth Oval and Tania Park), with each permit allowing only two visits to the same one location daily.

Resident dog owners, and the group Manly Dogs, which represents hundreds of dog owners in Manly, have raised concerns that dog owners had not been consulted about this change, and that the policy was causing major concerns to local dog owners who use these services.

RECOMMENDATION

That the Notice of Motion be submitted for consideration.

ATTACHMENTS

There are no attachments for this report.

OM09112015NM_1.DOC

***** End of Notice of Motion Report No. 46 *****

TO: Ordinary Meeting - 9 November 2015
REPORT: Notice of Motion Report No. 47
SUBJECT: Composting Toilet for Little Manly Reserve
FILE NO: MC/15/137870

Councillor Candy Bingham will move that:

The General Manager prepare a report investigating the option of providing Eco Composting Toilets at Little Manly Reserve where the need for public toilets has been identified.

BACKGROUND

Little Manly residents and visitors have requested that public toilet facilities be provided at Little Manly Reserve (old gas works site) for some years, however in the past this has proven difficult due to the lack of a sewer connection to the area.

Eco Composting Toilets are an environmentally-friendly and cost effective option for such difficult sites.

The system is odour-free with low maintenance. It works to increase microbial activity and to dry waste so that it can break down into usable compost and soil.

Such systems have been used effectively for many years in public parks in country towns, for example.

Attractive designs re available which would suit the reserve environment.

RECOMMENDATION

That the Notice of Motion be submitted for consideration.

ATTACHMENTS

AT- 1 Composting Toilet 1 Page

OM09112015NM_2.DOC

***** End of Notice of Motion Report No. 47 *****

ATTACHMENT 1

Notice of Motion Report No. 47.DOC - Composting Toilet for Little Manly Reserve Composting Toilet



TO: Ordinary Meeting - 9 November 2015
REPORT: Notice of Motion Report No. 48
SUBJECT: Residential Parking Permits
FILE NO: MC/15/137879

Councillor Hugh Burns will move:

That the General Manager, for the purpose of enforcement, be requested to use his statutory discretion to extend the period of expiry of a residential parking permit by one month following its date of expiry.

BACKGROUND

As Council is aware, following the introduction two years ago of a self-administered digital designated permit system, Council will soon introduce a similar self-administered digital permit system to replace the current paper based permits. The new system will feature auto renewal which will greatly assist residents when their residential parking permit falls due.

Until the digital permit system is deployed for use, I would like Council to request the General Manager to afford residents the benefit of a period up to one month to validate/revalidate their expired paper-based permits because it is not unusual for even the most diligent of citizens to sometimes forget to pay a bill or renew a license by its due date.

RECOMMENDATION

That the Notice of Motion be submitted for consideration.

ATTACHMENTS

There are no attachments for this report.

OM09112015NM_4.DOC

***** End of Notice of Motion Report No. 48 *****

TO: Ordinary Meeting - 9 November 2015
REPORT: Notice of Motion Report No. 49
SUBJECT: Refurbishment of Fairy Bower Pool
FILE NO: MC/15/137883

Councillor Hugh Burns will move:

1. That in the short term Council :
 - a. Drain the Fairy Bower pool (at suitable tides) and machine remove all loose concrete from the bottom and re-concrete the bottom as required to once again restore a smooth inner surface as the same approximate sloping level and height as the existing bottom.
 - b. Similarly repair the edges and tops of the walkways around the pool so they are also smooth to walk on for swimmers with bare feet and have no rough sections.
2. For next year's Council budget fully prepare a project and budget submission to restore the pools appearance by fully pressure and mechanical cleaning the interior and walkways to enable repainting it to return it to its former glory.

BACKGROUND

A long standing local resident pool user together with Cllr Burns and Council senior and trade staff recently had the opportunity to meet to review the present condition of the Fairy Bower pool located adjacent the Marine Parade walkway, when it was recently drained for cleaning.

In summary it was noted that the bottom of the pool at the Bower Lane end was in very poor condition with large chunks of concrete lifting and some rough sections of access walkway on the marine parade side and Bower Lane end side.

About 8 years ago there were previous plans to give the pool a make-over to modernise and update the structure, but these did not meet with the approval of local residents who were concerned that the pool would lose its heritage "old world" charm.

However, due to its declining state of repair, the decision to postpone any major repair works to maintain its appearance and condition now needs to be reviewed to bring the pool up to standard while maintaining its historic look.

As an example pictured below is a similar but fully maintained rock pool near Bondi Beach. From close examination of the interior the pool on Marine Parade it was originally similarly painted and with restoration of the concrete/rock bottom and sides/walkways it could be restored to a similar very attractive heritage appearance.

RECOMMENDATION

That the Notice of Motion be submitted for consideration.

ATTACHMENTS

AT- 1 Picture of Pool 1 Page

OM09112015NM_5.DOC

***** End of Notice of Motion Report No. 49 *****

ATTACHMENT 1

Notice of Motion Report No. 49.DOC - Refurbishment of Fairy Bower Pool Picture of Pool



TO: Ordinary Meeting - 9 November 2015
REPORT: Notice of Motion Report No. 50
SUBJECT: State Council Amalgamation Campaign Response
FILE NO: MC/15/137886

Councillor Hugh Burns will move:

That Council conducts a public information campaign to counter the government mis-information campaign, highlighting the principal concerns about the proposed amalgamation outcomes from the resident's perspective, raising questions about the motivation behind the changes and outlines concerns about the process previously and currently being followed by the government.

BACKGROUND

Currently the NSW Liberal State Government is running a public propaganda campaign that seeks to undermine the existing local council structure and is promoting their plans to possibly force many NSW local councils to amalgamate.

It is also considered by many that the criteria used to assess councils uses arbitrary targets driven by the desired outcome, could be open to procedural and legal question, overstates the financial savings and does not consider the loss of democratic representation and access to local councillors that amalgamation will bring.

RECOMMENDATION

That the Notice of Motion be submitted for consideration.

ATTACHMENTS

There are no attachments for this report.

OM09112015NM_6.DOC

***** End of Notice of Motion Report No. 50 *****

TO: Ordinary Meeting - 9 November 2015
REPORT: Item For Brief Mention Report No. 16
SUBJECT: Items For Brief Mention
FILE NO: MC/15/134811

1. Notices of Motion status report.

The following Notices of Motion are currently in progress.

Res No.	Meeting Date	Subject	Resolution	Status
128/15	14 Sep	Notice of Motion Report No. 39 - Completion of Manly Plaza, Short Street	The General Manager prepares a report to Council setting out when the Manly Plaza is expected to be completed and works outstanding	Awaiting for the holding of an AGM by Manly National.
123/15	14 Sep	Notice of Motion Report No. 37 - Smoke Free Zone – Market Place & Market Lane	That the General Manager prepare a report investigating the possibility of Market Place & Market Lane becoming a designated "Smoke-Free Zone".	Report will be presented to a December Meeting of Council.
93/15	13 July	Notice of Motion 32 – Clearing of Former Tramway Reservation from Terminus to Manly road for a Public Walking Track	Council sufficiently clear the former tramway line right-of-way from the Spit Terminus near Manly Road to enable the public to walk and inspect the route, including interpretive signage.	Being progressed by two Special Purpose Committees.
55/15	11 May	Notice of Motion No. 19 – Community Art Project	Report on developing and supporting a Manly Community Art Project.	Draft paper completed and recommendations received for discussion of options.
25/15	9 Mar	Notice of Motion No. 13 - Digitisation of Manly Council Minutes/ Agendas	Council to progressively digitise its Council Meeting papers between 1960 and 2004.	Project expected to be delivered before the end of the year.

2. Tabled Documents

Date	Author	Subject
30 Oct 15	Tim Hurst Acting Chief Executive	50% discount registration fee for desexed animals sold by an eligible pound or shelter
3 Nov 15	Mike Baird MP	Reply to Council's letter concerning Circular Quay upgrade.
4 Nov 15	Kerry Doyle, PSM Chief Executive – NSW Heart Foundation	2015 Heart Foundation Local Government Awards booklet

RECOMMENDATION

- That the Items For Brief Mention Reports be received and noted.

ATTACHMENTS

There are no attachments for this report.

OM09112015IBM_1.DOC

***** End of Item For Brief Mention Report No. 16 *****

TO: Ordinary Meeting - 9 November 2015
REPORT: Report Of Committees Report No. 29
SUBJECT: Minutes for notation by Council - Special Purpose Advisory Committee without recommendations of a significant nature.
FILE NO: MC/15/137265

That the following Special Purpose Advisory Committee minutes are tabled at the meeting, for formal notation.

1. Harbour Foreshores & Coastline Management Advisory Committee – 8 September 2015
2. Sports & Recreations Faculties Advisory Committee – 2 October 2015
3. Audit & Risk Advisory Committee – 6 October
4. Community Safety & Place Management Advisory Committee – 8 October 2015
5. Sustainable Transport Advisory Committee – 8 October 2015
6. Manly Local Traffic Committee – 12 October 2015
7. Community Environment Advisory Committee – 14 October 2015
8. Human Services & Social Planning Advisory Committee – 27 October 2015

RECOMMENDATION

That the minutes of the following Special Purpose Advisory Committee meetings be noted.

1. Harbour Foreshores & Coastline Management Advisory Committee – 8 September 2015
2. Sports & Recreations Faculties Advisory Committee – 2 October 2015
3. Audit & Risk Advisory Committee – 6 October
4. Community Safety & Place Management Advisory Committee – 8 October 2015
5. Sustainable Transport Advisory Committee – 8 October 2015
6. Manly Local Traffic Committee – 12 October 2015
7. Community Environment Advisory Committee – 14 October 2015
8. Human Services & Social Planning Advisory Committee – 27 October 2015

ATTACHMENTS

There are no attachments for this report.

OM09112015RC_1.DOC

***** End of Report Of Committees Report No. 29 *****

TO: Ordinary Meeting - 9 November 2015
REPORT: General Managers Division Report No. 11
SUBJECT: Period Summary Report – Code of Conduct
FILE NO: MC/15/138954

SUMMARY

Under the Model Code of Conduct Procedures and Council's Complaint Management Policy (C120), a report is to be provided to Council on a range of complaints statistics within three months of the end of September each year. This report has been completed to fulfil these requirements.

REPORT

This report is provided to meet the reporting requirements contained in both the Model Code Procedures and Council's Complaint Policy and is for the period 1 September 2014 to 31 August 2015.

During the period 1 September 2014 until 31 August 2015, Council received 2 complaints under the Code of Conduct, as outlined below in the report template provided by the OLG:

Model Code Procedures Reference 12.1:

1a. The total number of code of conduct complaints made about Councillors and the General Manager under the code of conduct	1
The number of code of conduct complaints referred to a conduct reviewer	0
The number of code of conduct complaints investigated by a conduct reviewer	0
The number of code of conduct complaints investigated by a conduct review committee	0
The total cost of dealing with code of conduct complaints made about councillors and the general manager including staff costs	\$0

Model Code Procedures Reference 6.10:

2a. The number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage	0
2b. The number of those complaints finalised by any of the following recommendations:	0
To take no action	0
To resolve the complaint by alternative and appropriate strategies	1
To refer the matter back to the general manager or the Mayor, for resolution by alternative and appropriate strategies	0
To refer the matter to another agency or body such as, but not limited to, the ICAC, the NSW Ombudsman, the Division or the Police	0
To investigate the matter	0
To recommend that the complaints coordinator convene a conduct review committee to investigate the matter	0

General Managers Division Report No. 11 (Cont'd)

A total of 540 complaints were handled under Council's Complaint Management process. The statistical information is as follows:

Category	Number
DA, Compliance	105
Maintenance requests	82
Public places	29
Traffic	44
Processes	163
Other	149
TOTAL	540

Additionally, 96 people took the time to write to Council to compliment or show their appreciation for work conducted or service/s received.

RECOMMENDATION

That Council receive and note this report.

ATTACHMENTS

There are no attachments for this report

OM09112015GMO_1.DOC

***** End of General Managers Division Report No. 11 *****

TO: Ordinary Meeting - 9 November 2015
REPORT: Corporate Services Division Report No. 20
SUBJECT: Report on Council Investments as at October 2015
FILE NO: MC/15/5244

SUMMARY

In accordance with clause 212 of the Local Government (General) Regulation 2005, a report setting out the details of money invested must be presented to Council on a monthly basis.

The report must also include certification as to whether or not the Investments have been made in accordance with the Act, the Regulations and Council's Investment Policy.

REPORT

Council is required to report on a monthly basis, all invested funds which have been made in accordance with the Local Government Act 1993, The Local Government (General) Regulation 2005, and Council's Investment Policy.

Attached is the report of the bank balances and investment performance for **October 2015**.

Legislative & Policy Implications

Manly Council Investment Policy
Section 625 Local Government Act 1993
Clause 212 Local Government (General) Regulation 2005
DLG Circular 11-01 – Ministerial Investment Order dated 12 January 2011
DLG Circular 10-11 – Investment Policy Guidelines

Certification – Responsible Accounting Officer

I hereby certify that the investments listed in the attached reports have been made in accordance with Section 625 of the Local Government Act 1993, clause 212 of the Local Government (General) Regulation 2005 and Council's Investment Policy.

Investment Performance

The Investment Report shows that Council has total Investments of \$43,120,624 comprising a Commonwealth Bank Balance of \$884,471 and Investment Holdings of \$42,236,153 directly managed.

Investments overall performed above the 90 day average Bank Bill Swap Rate (BBSW) for the month providing a return of 2.91% (*Council Benchmark = 2.15% - benchmark is 90 day average BBSW*).

Movements in Investments for the Month of October 2015

Corporate Services Division Report No. 20 (Cont'd)

Investments Made

<u>Issuer</u>	<u>Particulars</u>	<u>Face Value</u>
Bank of Queensland	Term Deposit	\$1,000,000
Bankwest	Term Deposit	\$1,000,000
Westpac	Term Deposit	\$1,000,000

Investments Matured

<u>Issuer</u>	<u>Particulars</u>	<u>Face Value</u>	<u>Redeemed Value</u>
ME Bank	Term Deposit	\$1,000,000	\$1,000,000
ME Bank	Term Deposit	\$1,000,000	\$1,000,000
Westpac	Term Deposit	\$1,000,000	\$1,000,000
Westpac	Term Deposit	\$1,000,000	\$1,000,000
Emu Note - Dresdner Bank	Term Deposit	\$500,000	\$500,000

RECOMMENDATION

That: the statement of Bank Balances and Investment Holdings as at 31 October 2015 be received and noted.

ATTACHMENTS

AT- 1 Investment Report 4 Pages

OM09112015CSD_3.DOC

***** End of Corporate Services Division Report No. 20 *****

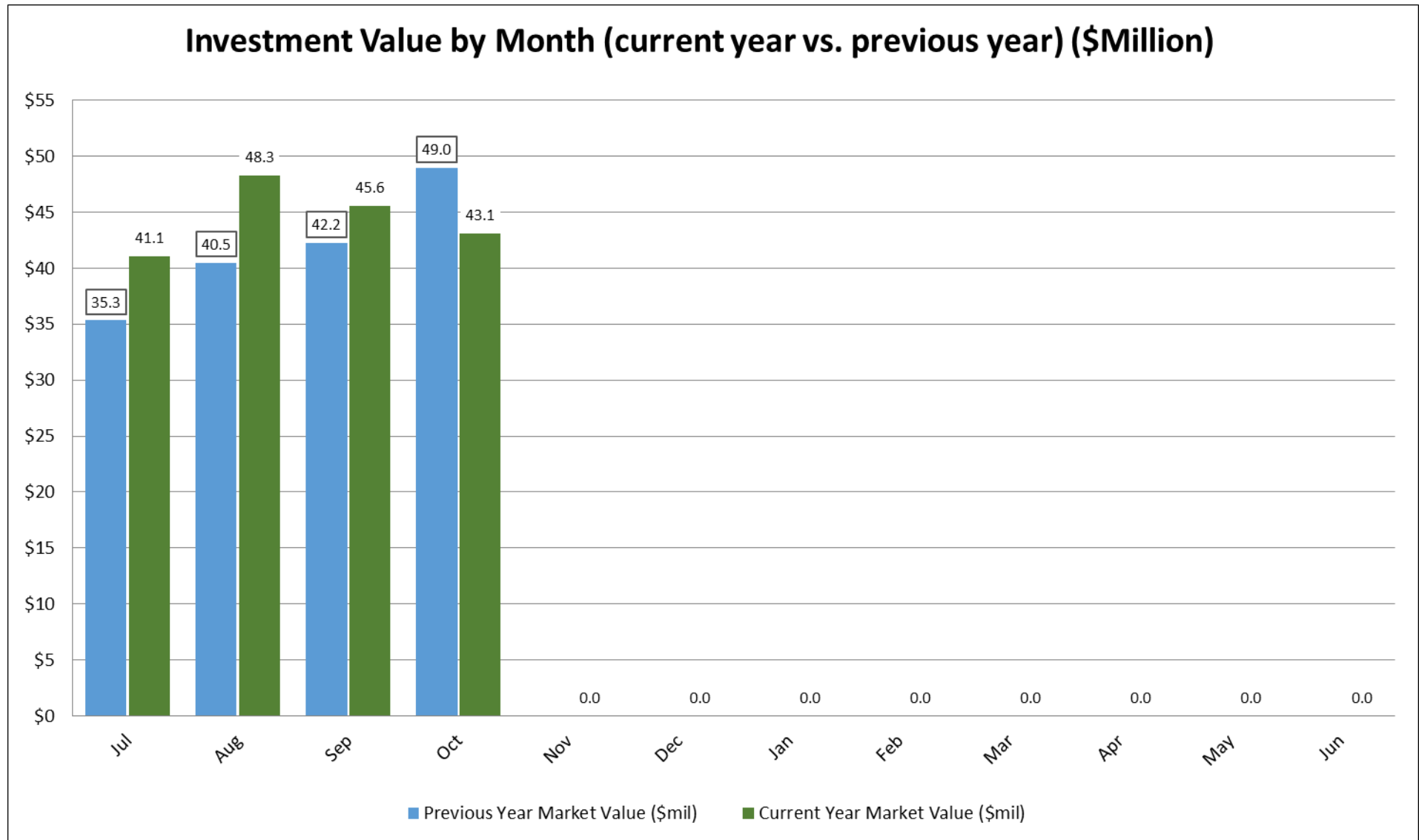
ATTACHMENT 1

Corporate Services Division Report No. 20.DOC - Report on Council Investments as at October 2015 Investment Report

MANLY COUNCIL INVESTMENT PORTFOLIO as at 31 October 2015									Interest	
	Form of Investment	Investment \$	Market Value \$	Percentage of Portfolio	S & P Rating	Date Invested	Call/Maturity Date	Interest Rate	YTD	Oct 2015
Directly Managed Funds										
Trading Account										
CBA	Cash Trading Account	884,471	884,471	2.05%	AA-	.	.	0.3% ⁽²⁾	11,185	1,927
Others										
CBA	At Call	2,140,766	2,140,766	4.96%	AA-	At Call	At Call	1.80%	24,780	4,911
AMP	At Call	3,078,374	3,078,374	7.14%	A+	At Call	At Call	2.55%	27,790	6,667
Macquarie Bank	At Call	61,801	61,801	0.14%	A	At Call	At Call	1.90%	394	100
AMP	TD	1,000,000	1,000,000	2.32%	A+	04/08/2015	02/02/2016	2.90%	6,992	2,463
AMP	TD	1,000,000	1,000,000	2.32%	A+	04/08/2015	02/02/2016	2.90%	6,992	2,463
Bank of Queensland	TD	1,000,000	1,000,000	2.32%	A-	17/08/2015	15/02/2016	2.85%	5,856	2,421
Bank of Queensland	TD	1,000,000	1,000,000	2.32%	A-	17/08/2015	15/02/2016	2.85%	5,856	2,421
Bank of Queensland	TD	1,000,000	1,000,000	2.32%	A-	02/06/2015	30/11/2015	2.95%	9,941	2,505
Bank of Queensland	TD	1,000,000	1,000,000	2.32%	A-	02/06/2015	30/11/2015	2.95%	9,941	2,505
Bank of Queensland	TD	1,000,000	1,000,000	2.32%	A-	08/10/2015	07/04/2016	2.95%	1,859	1,859
Bankwest	TD	1,000,000	1,000,000	2.32%	AA-	01/06/2015	30/11/2015	2.90%	9,773	2,463
Bankwest	TD	1,000,000	1,000,000	2.32%	AA-	01/06/2015	30/11/2015	2.90%	9,773	2,463
Bankwest	TD	1,000,000	1,000,000	2.32%	AA-	04/06/2015	01/12/2015	2.90%	9,773	2,463
Bankwest	TD	1,000,000	1,000,000	2.32%	AA-	07/07/2015	07/01/2016	2.90%	9,216	2,463
Bankwest	TD	1,000,000	1,000,000	2.32%	AA-	07/10/2015	06/04/2016	2.85%	1,874	1,874
Bendigo and Adelaide Bank	TD	235,335	235,335	0.55%	A-	06/08/2015	09/08/2016	2.85%	1,580	570
CBA	TD	1,000,000	1,000,000	2.32%	AA-	26/08/2015	22/02/2016	2.76%	4,991	2,344
CBA	TD	1,000,000	1,000,000	2.32%	AA-	05/08/2015	01/02/2016	2.79%	6,650	2,370
CBA	TD	1,000,000	1,000,000	2.32%	AA-	05/08/2015	01/02/2016	2.79%	6,650	2,370
CBA	TD	1,000,000	1,000,000	2.32%	AA-	31/08/2015	29/12/2015	2.85%	4,763	2,421
CBA	TD	1,000,000	1,000,000	2.32%	AA-	31/08/2015	29/12/2015	2.85%	4,763	2,421
CBA	TD	1,000,000	1,000,000	2.32%	AA-	03/09/2015	01/02/2016	2.84%	4,513	2,412
CBA	TD	1,000,000	1,000,000	2.32%	AA-	03/09/2015	01/02/2016	2.84%	4,513	2,412
ME Bank	TD	1,000,000	1,000,000	2.32%	A2	24/08/2015	22/02/2016	2.80%	5,216	2,378
ME Bank	TD	1,000,000	1,000,000	2.32%	A2	24/08/2015	22/02/2016	2.80%	5,216	2,378
National Bank	TD	1,000,000	1,000,000	2.32%	AA-	24/08/2015	22/02/2016	2.90%	5,403	2,463
National Bank	TD	1,000,000	1,000,000	2.32%	AA-	24/08/2015	22/02/2016	2.90%	5,403	2,463
National Bank	TD	1,000,000	1,000,000	2.32%	AA-	26/08/2015	22/02/2016	2.88%	5,208	2,446
National Bank	TD	1,000,000	1,000,000	2.32%	AA-	31/08/2015	29/02/2016	2.88%	4,813	2,446
National Bank	TD	1,000,000	1,000,000	2.32%	AA-	04/08/2015	02/02/2016	2.90%	6,992	2,463
National Bank	TD	1,000,000	1,000,000	2.32%	AA-	04/06/2015	04/12/2015	2.93%	9,874	2,488
National Bank	TD	1,000,000	1,000,000	2.32%	AA-	07/07/2015	07/01/2016	3.00%	9,534	2,548
National Bank	TD	719,877	719,877	1.67%	A+	07/07/2015	07/07/2016	3.00%	6,863	1,834
Rural Bank	TD	1,000,000	1,000,000	2.32%	A-	03/09/2015	02/03/2016	2.85%	4,529	2,421
Suncorp Bank	TD	1,000,000	1,000,000	2.32%	A+	25/05/2015	23/11/2015	2.90%	9,773	2,463
Suncorp Bank	TD	1,000,000	1,000,000	2.32%	A+	26/05/2015	23/11/2015	2.90%	9,773	2,463
Suncorp Bank	TD	1,000,000	1,000,000	2.32%	A+	03/06/2015	30/11/2015	2.95%	9,941	2,505
Suncorp Bank	TD	1,000,000	1,000,000	2.32%	A+	27/08/2015	26/02/2016	2.84%	5,058	2,412
Suncorp Bank	TD	1,000,000	1,000,000	2.32%	A+	31/08/2015	29/02/2016	2.85%	4,763	2,421
Westpac	TD	1,000,000	1,000,000	2.32%	AA-	07/10/2015	07/04/2016	2.84%	1,867	1,867
Westpac	TD	1,000,000	1,000,000	2.32%	AA-	04/08/2015	04/11/2015	2.80%	6,751	2,378
	Total	42,236,153	42,236,153	97.95%						
Total Directly Managed Funds		43,120,624	43,120,624	100%						
Retired Investments									108,573	2,202
TOTAL PORTFOLIO		43,120,624	43,120,624	100%				2.91%	415,967	104,325
BENCHMARK⁽¹⁾									2.15%	
Notes:										
1 Benchmark is 90 day BBSW as at 31 October 2015										
2 CBA Trading account not included in the monthly portfolio return calculation										
3 Market Value as at 31 October 2015										

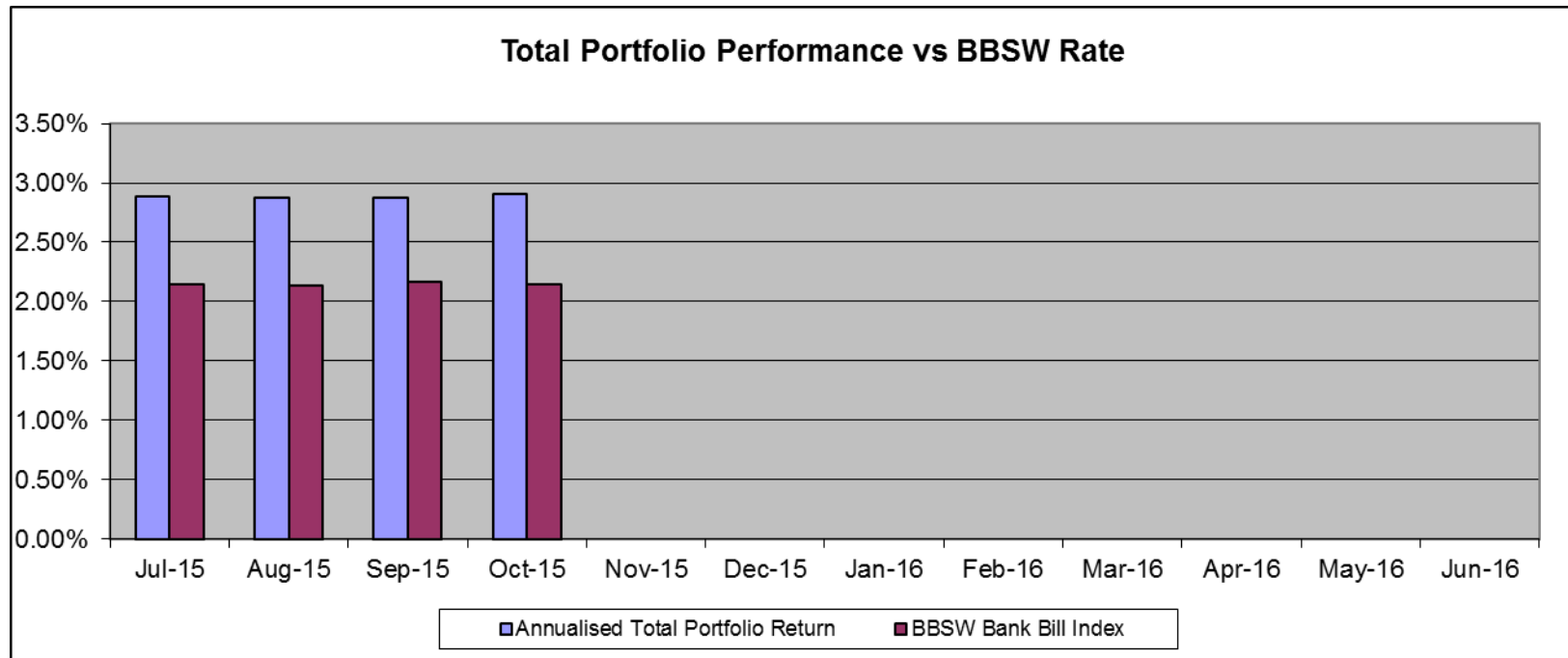
ATTACHMENT 1

Corporate Services Division Report No. 20.DOC - Report on Council Investments as at October 2015 Investment Report

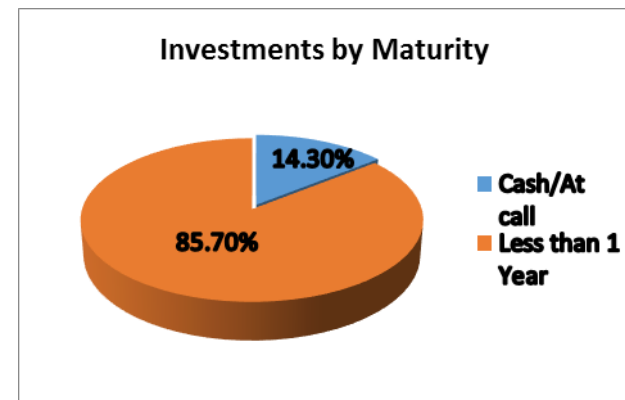


ATTACHMENT 1

Corporate Services Division Report No. 20.DOC - Report on Council Investments as at October 2015 Investment Report

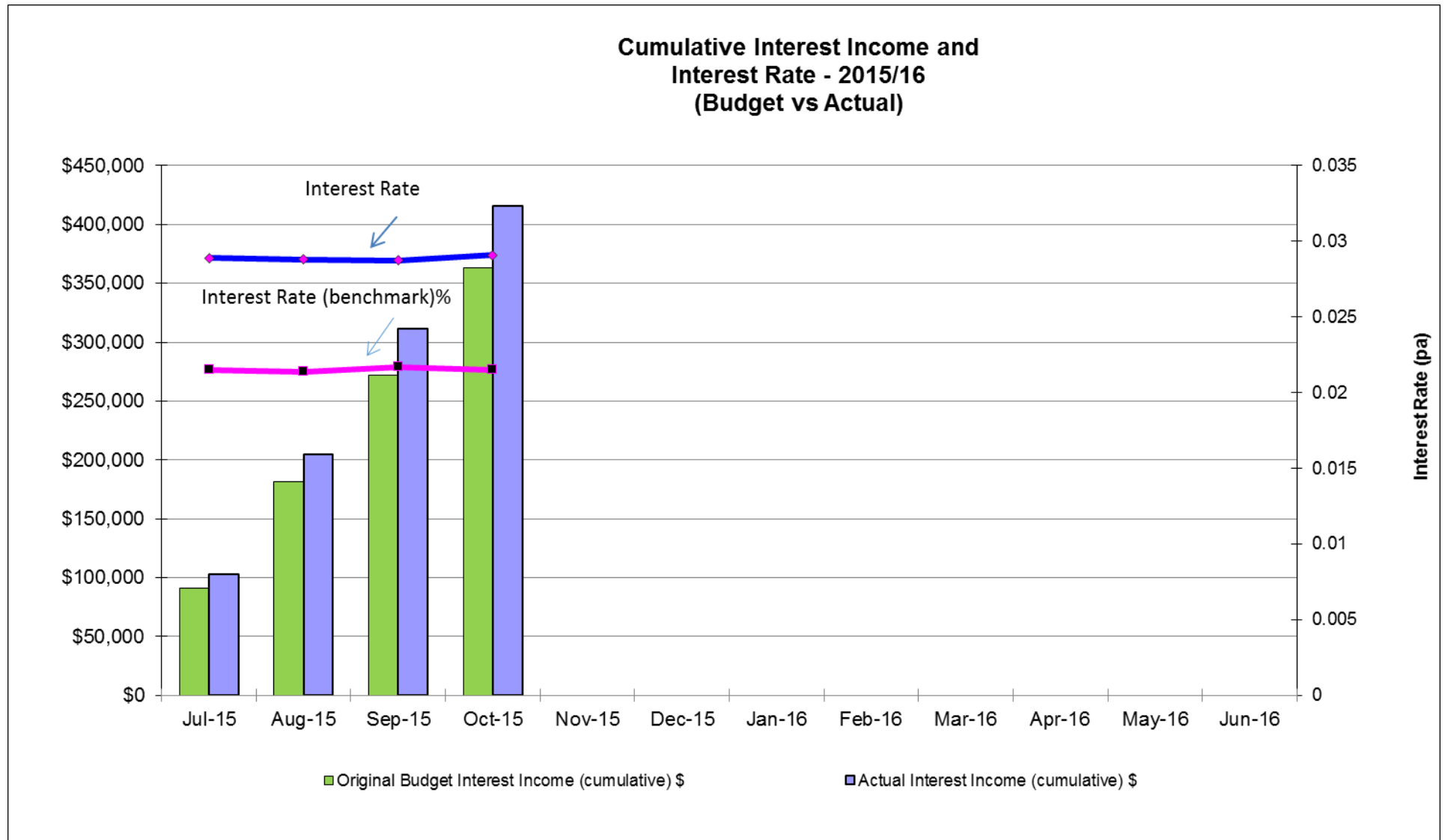


Summary by Credit Rating		No.
AA-	55.72%	23
A+	25.04%	9
A-	14.46%	7
A	0.14%	1
A2	4.64%	2
	100.00%	42



ATTACHMENT 1

Corporate Services Division Report No. 20.DOC - Report on Council Investments as at October 2015 Investment Report



TO: Ordinary Meeting - 9 November 2015
REPORT: Corporate Services Division Report No. 21
SUBJECT: First Quarter Report (1 July to 30 September 2015) - Progress with Four Year Delivery Program 2013 - 2017, Operational Plan 2015-16 and Budget 2015-16
FILE NO: MC/15/136409

SUMMARY

This report provides the first progress report for Council's One Year Operational Plan 2015-16 forming the third year of the Delivery Program 2013-2017 and the period 1 July to 30 September 2015, in accordance with the requirements of section 404(5) of the *Local Government Act, 1993*.

Attached is a detailed matrix and graphs showing Council's progress in this period.

Quarterly Financial Review Reports for the quarter ending 30 September 2015 are also discussed and detailed in the Attachments.

REPORT

Section 404(5) of the *Local Government Act, 1993*, requires the General Manager to ensure that regular progress reports are provided to the council "with respect to the principal activities detailed in its Delivery Program. Progress reports must be provided at least every 6 months".

In June 2015, Council adopted the Community Strategic Plan Beyond 2025 and its various components, including the Four Year Delivery Program 2013-2017 readjusted for the One Year Operational Plan 2015-16.

The Delivery Program establishes the principal activities to be undertaken by Council to implement the strategies established by the Community Strategic Plan Beyond 2025 within the resources available under the Resourcing Strategy. This cascades downwards to the various actions that are articulated in the Operational Plan 2015-16 that are reported to Council on a quarterly basis (September 2015, December 2015 and March 2016) and annual basis for the year ending 30 June 2016 (via the Annual Report).

Contained within the Delivery Program are the four main strategic directions undertaken by Council that provide a focus for the development of key goals and strategies arising from the adoption of the Community Strategic Plan. These are:

1. Social Priorities
2. Economic Priorities
3. Environmental Priorities
4. Governance Priorities

The attached spreadsheet (see Attachment 1) shows progress on the various Delivery Program strategies and actions for the July to September 2015 quarter, and is circulated under separate cover, along with trend data on the key performance indicators. The graphs (at Attachment 2), display monthly trend data for 2015, and the 2014 and 2013 calendar years for comparative purposes, and are also circulated under separate cover.

This Report provides for the requirement of statutory reporting on the Council's four Strategic directions in the Delivery Program for the period ending 30 September 2015.

Some of the key Delivery Program highlights for the 1st quarter are as follows:

Corporate Services Division Report No. 21 (Cont'd)

Social priorities – Council continues working to improve community safety, providing services library, information and a variety of cultural services. This includes programs relating to late night transport education, youth and children's services, meals on wheels, library events and services, citizenship and special needs specific programming. The professional lifeguard service continues to provide safe swimming with various preventative measures undertaken on Manly Ocean Beach during the start of the swimming season, and warmer spring months. Highlights in the cultural area include the Arts Festival starting in September.

Economic priorities – Key projects have progressed relating to the Manly CBD Revitalisation project in terms of streetscape improvements in Sydney Road and Raglan Street completion. Maintenance and improvements to our community infrastructure took place through footpath audits and capital works programs, HopSkipJump community bus network, and car parking facilities. Collaboration with the Manly Chamber of commerce continued through the operation of the Manly Mainstreet program and the Hello Manly site at Manly Wharf.

Governance priorities – continuous progress is being made with improvements to Council's governance and reporting systems, policies and procedures. Improvements in digital and electronic systems for customer services and transactions such as rates and parking permits continue. Computer system upgrades continue to improve internal operations, productivity and efficiency. At the same time, strategic organisational development initiatives focusing on Work Health & Safety, performance partnering, training and the Investors in People program benefit staff outcomes. Council continues working with its regional stakeholders through SHOROC to improve resources for the local area and Northern Beaches region through savings and enhancements to waste, transport, and health.

QUARTERLY FINANCIAL REPORT

This Financial Report for the period ending 30 September 2015 for the first quarter 2015/2016 Financial Year has been prepared in accordance with the Clause 203(2) of the Local Government (General) Regulation, 2005. The Division of Local Government has also issued guidelines to Councils regarding the requirements for the Quarterly Budget Review Statements (QBRS) reporting.

The QBRS are now required to be presented on an accrual basis, and include the following Statements:

1. Budget Review Statement by the Responsible Accounting Officer on Council's financial position
2. Income and Expenses Budget Review Statement (with recommended variations)
3. Capital Budget Review Statement
4. Cash and Investments Statement
5. Key Performance Indicators
6. Summary of Contracts entered into during the Quarter
7. Consultancy and Legal Expenses Statement

Council's Budget as presented to Council has been prepared on a "Cash" basis, while the 4 Year Delivery Plan Budget and LTFP adopted by Council in June 2015 with the Community Strategic Plan is prepared on an "Accruals" basis.

Corporate Services Division Report No. 21 (Cont'd)

The following is a summary of Council's adopted Cash Budget for 2015/2016 and revised Budget Estimates as at 30 September 2015:

	Original Budget	Revised Budget
Operating Income	\$82,590,347	\$82,842,093
Capital Income	\$53,889,770	\$54,539,770
Total Income	\$136,480,117	\$137,381,863
Operating Expenditure	\$75,179,874	\$75,508,421
Capital Expenditure	\$61,804,677	\$62,549,377
Total Expenditure	\$136,984,551	\$138,057,798
Net Surplus / (Deficit)	(\$504,434)	(\$675,935)

The Statements (listed above) setting out details of the variations to the Budget for the financial year ended 30 June 2016 are attached as Attachment 3.

The September 2015 quarter budget review reports a minor increase of \$171,000 to the original cash budget deficit for the financial year of \$675,935. The original deficit (\$504,434) is due to the Court's decision on the Stuart Street properties. On an accrual basis the Quarterly Budget Review Statement forecasts a quarterly deficit of \$221,000. The full annual financial statement Net operating Result forecast is \$6.491 million and Net Operating Result before Capital Income is forecast \$6.037 million.

RECOMMENDATION**THAT:**

1. The first quarterly report for the 2015-16 Operational Plan and progress report with the third year of Council's Delivery Program 2013-2017 be received and noted; and
2. The Financial Statement for the quarter ended 30 September 2015, including the revised estimates and recommended variations contained within the report, be adopted.

ATTACHMENTS

AT- 1	Delivery Program First Quarter Matrix	17 Pages
AT- 2	KPI Graphs Quarterly Report	12 Pages
AT- 3	Quarterly Budget Review September	14 Pages

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***** End of Corporate Services Division Report No. 21 *****

ATTACHMENT 1

Corporate Services Division Report No. 21.DOC - First Quarter Report (1 July to 30 September 2015) - Progress with Four Year Delivery Program 2013 - 2017, Operational Plan 2015-16 and Budget 2015-16 Delivery Program First Quarter Matrix

July to September 2015 Quarter Progress					
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Comment on KPI
1 Improve Manly's community safety outcomes in relation to late night Manly's culture.	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 Review outcomes of 2011-2013 Crime Prevention Plan in consultation with key stakeholders and the Community Safety & Place Management Advisory Committee with view to developing a renewed Community Safety plan.	Actions completed from Community Safety workplan.	All external funding sources acquitted and finalised as at 30/6/15. Sustainability of achievements and future planning being considered. Manly Crime Prevention Plan recipient of International Local Government award.
			1.1.1.2 Address culture of drinking by promotion of non-drinking activities. Seek funding.	Participation levels, satisfaction surveys, and cost-benefit analysis for events completed.	Stop the supply campaign 2015 launched including busback advertising, bottle bags & posters distributed to all bottle shops, high social media reach. Year 12 late night briefings conducted at 3 local high schools.
			1.1.1.3 Provision of drug and alcohol free under 18 events.	Number of events held. Number of young people attending.	During the quarter, there were 6 events held, and the number of attendees was 637.
	1.2 Work with the community stakeholders to ensure Manly is a safe place.	1.2.1 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 people.	1.2.1.1 Research and development of community safety needs and actions in consultation with the Community Safety & Place Management Advisory Committee.	Number of audits completed of late night activities and committee actions implemented to improve community safety.	The late night radio project activity is being monitored. Additional radios were purchased for Police use. Late night parking for workers being investigated. Review of late night planning controls.
	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: Develop remote signage plan for implementing 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.	Beach services recorded 1185 preventable actions, and 7 beach rescues during the July to September quarterly period.
2 Promote healthy and active Manly community.				Annual update of lifeguard proficiencies. CALD pamphlets printed and distributed. Operations Manual and Professional Lifeguard Services Policy updated.	During the period, life guard training and assessments were completed, and operations and induction manuals issued.
		2.1.2 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. Development and delivery of ABC Aquatic centre, for community access in 2016	2.1.2.1 Operation of the Manly Swim Centre in accordance with Public Health regulations, operating plan and budget requirements. Andrew Boy Chanton Centre re-development has commenced with planned opening in late 2016 and providing a wider range of indoor sporting, swimming and healthy lifestyle programs and activities.	Number of visitors to Manly Swim Centre. Centre operating within budget. Numbers by program type.	There were 19 980 visits to the Manly Swim Centre during the period. The first quarter income (YTD) was \$287 000 (operating at 20% of budget). In terms of programs: Aqua Fitness had 150 participants, and Active Ageing had 25 participants.
				Safety record of nil drowning. Annual update of lifeguard proficiencies.	During the period, there were no non-compliant issues reported; and staff qualifications are being monitored.
					There were no drownings during the period.
					All Life Guard updates tracked ongoing. Precise Note 15 Audit completed, Royal Life Facility Audit completed.

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Corporate Services Division Report No. 21.DOC - First Quarter Report (1 July to 30 September 2015) - Progress with Four Year Delivery Program 2013 - 2017, Operational Plan 2015-16 and Budget 2015-16

Delivery Program First Quarter Matrix

July to September 2015 Quarter Progress						
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress
2 Promote healthy and active Manly community. Continued	2.2 Promote healthy and active living programs.	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 Provision of a broad range of sporting programs and activities.	Number of programs and activities provided.	HSF	25%
				Number of programs and activities provided.	HSF	25%
				Audit of smoke free area signage completed bi-annually.	GMU	25%
				Number of programs and activities implemented.	HSF	25%
				Number of scheduled projects completed.	CUS	25%
2.3 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	Compliance rate with safety standards as verified by audit.	CUS	25%
				Upgrades and maintenance completed to schedule and budget.	CUS	25%

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Corporate Services Division Report No. 21.DOC - First Quarter Report (1 July to 30 September 2015) - Progress with Four Year Delivery Program 2013 - 2017, Operational Plan 2015-16 and Budget 2015-16

Delivery Program First Quarter Matrix

A. SOCIAL								July to September 2015 Quarter Progress	
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.	3.1.1 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 actions implemented from strategy. Amount of external funding obtained to support strategies.	CUS	25%	During the quarter, the concept plans for Werona Reserve and Tanja Park were completed, and no external funding was received.		
			3.1.1.2 Utilise capital funds or available grant funding to improve existing infrastructure and facilities. Develop projects in line with Recreational Strategy and asset management principles; Rationalise sports fields maintenance cost; Progress SMS lighting System cost recovery program. In accordance with the Youth Strategy, commence the upgrading of the Skate facility at Keirle Park as external funds become available.	Number of approved sports fields capital improvements completed. Number of proposed approved actions from LM Graham Reserve Masterplan implemented. Full cost recovery for lighting usage from user groups achieved. Percentage completion of new skate facility.	CUS	25%	During the quarter, there were 2 grant applications lodged for Keirle Park skate ramp; Sealforth Oval turf renovation works were completed; LM Graham Reserve turf works, change of season completed; LM Graham landscaping, path, bubbler, access gates and seating completed. SMS lighting. Review of lighting cost, pass onto users full cost recovery.		
			3.1.1.3 Manage filming approvals, event approvals, community centre bookings and reserve bookings.	Number of bookings taken per type of facility; filming/wedding approvals granted each year.	CSS	25%	There were: 1409 Hall Bookings, 1385 Oval/Outdoor Bookings, 15 Filming approvals		
			3.1.1.4 Manage the use of public space in the Manly CBD Corso, including licences, entertainment, charity approvals, and banner placements.	Number of licences issued and events approved.	HSF	25%	There were 5 charity events undertaken in the 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.	Projects delivered within agreed budget, timeline and quality. Number of audits carried out Number of defects identified and repaired.	CUS	25%	There were: 3 monthly audits carried and with defects identified, there were 20 repairs undertaken.		
			3.1.1.6 Little Manly Beach Community Park - continue to apply for grant funding for the preparation of a Landscape Plan. Implement improvements as funding permits.	Percentage completion of project.	CUS	Ongoing	Little Manly: landscaping of land at 36 Stuart Street completed, with new boundary fence and turfing of the additional area. Little Manly Reserve continues to be maintained. A masterplan for the area has yet to be prepared and is subject to funding availability. The draft plans for Dinghy and Kayak storage have been referred to Public Domains Committee and to Little Manly Precinct Community forum in November. Council awaits responses, and will progress to the next stage as soon as comments are received and addressed.		
			3.1.1.7 Masterplan for Ivanhoe botanic gardens and park - draft Masterplan meetings, design brief, site analysis, schematic draft Masterplan, presentation to Council and stakeholders.	Percentage completion of draft Masterplan; Stage 1 completed; Stage 2 preferred Masterplan completed by 30 June 2016.	CUS	25%	Ivanhoe Park Works include: coral trees removed & Tree canopy pruning carried out. As well, the removal of some understory plantings was undertaken.		
			3.1.1.8 Manly Ocean Beach Coastal Zone Management Plan prepared incorporating sub-plans for the areas of Marine Parade, Shelly Beach and Cabbage Tree Bay Aquatic Reserve, and an Emergency Action Plan for coastal erosion and Cabbage Tree Bay Management Plan.	Percentage completed of Plan.	LUS	25%	The consultant is engaged and project underway during the quarter.		
			3.1.1.9 Feasibility Study prepared to investigate innovative beach furniture, lockers and solar showers to accommodate wider sporting groups.	Percentage of Feasibility Study and recommendations completed, and reported to Public Domains Committee.	LUS	25%	Beach furniture to accommodate wider sporting groups completed at South Steyne. Council's efforts for beach lockers to be provided remain unsuccessful, due to lack of respondents. Solar systems installed into three surf clubs for internal uses.		

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Delivery Program First Quarter Matrix

A. SOCIAL		July to September 2015 Quarter Progress				
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	Comment on KPI
3 Maintain and support connected Manly neighbourhoods & amenities.	3.1 Maintain community, open space and sports facilities.	3.1.2 Look at options to improve watering systems to achieve future water savings in open and public spaces.	Develop a strategy to reduce water usage.	Reduction in water usage (KL per annum). Improvements to target major reserves for measurable and optimal rates in use of town and bore water.	LUS	Review of current public showers and efficiency carried out last year. Programming replacements of showers has occurred with four replacements completed in the quarter.
		3.1.3 Manage Manly public spaces, including gardens and streetscapes by improving civic amenity, plantings, maintaining trees and cultural heritage.	Review current methods of maintenance to reduce costs and maintain service levels in-line with budget allocations. Prepare site and plant species selected for Street Trees in an Arboretum in Manly West Park.	Number of improvements that have been made to reduce cost of maintenance. Percentage of project completed.	LUS/CUS	Arboretum completed. Review regional activities and TRIMs to improve efficiencies of service.
		3.1.3.2	Maintain civic gardens, and cultural heritage. Implementation of public spaces programs.	Number of works carried out and defects fixed.	CUS	Ivanhoe Park • Refurbishment and replanting of Cenotaph garden beds • Refurbishment and replanting of bubbler garden bed • Canopy and vegetation thinning West Esplanade • Refurbishment and replanting of bus shelter garden beds Raglan Street • Assistance with street tree planting as part on Manly 2015 Whistler Street • Paving under bench adjacent to carpark Lagoon Park Playground • Replanting of existing garden beds L.M. Grahams Reserve • Landscaping and planting adjacent to new path Shelly Beach Reserve • Turfing at top of refurbished stairs between reserve and carpark • Replanting of existing berm gardens Woodland Street • Vegetation removal and landscaping outside 88 Woodland Street
		3.1.3.3	Implement the following programs and projects: Ivanhoe Park Landscape Masterplan for botanic gardens; Maintain trees as per Council's Norfolk Island Conservation Management plan.	Percentage of project completed.	CUS	New planting of 19 trees being natural to standard.
		3.1.3.4	Implement funded proposed actions from the Street Tree Management Policy & Strategy.	Street Tree Management Plan document to be adopted.	CUS	Draft completion end of October.
		3.1.3.5	Manage all internal and external maintenance (trees & mowing) contracts. Continue Tree Maintenance Cyclic Works program. Implement funded actions from endorsed tree strategy. Maintain mowing service levels, review and consider in house service opportunities.	Percentage of project completed. Percentage of contract outcomes completed. Cycles per year completed per contract. Scheduled mowing cycles completed as per contract. Number of funded actions from tree strategy completed. Contract renewal in a timely fashion.	CUS	Second cycle completed. All mowing cycles completed. Tree contract rollover completed. Rates reviewed.

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Delivery Program First Quarter Matrix

July to September 2015 Quarter Progress					
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division
4	3.2	3.2.1	3.1.3.6	Volume of requests / tasks completed over time.	CUS
				80 internal tree related jobs completed this quarter.	
				25%	
				Two Seniors Opal Card Information sessions were held with 80 seniors attending. Also refer to 5.2.1.4.	
4	4.1	4.1.1	4.1.1.1	Number of people attending new and existing community development programs.	HSF
				Number of consultation events and projects completed.	HSF
				Number of Manly Library visitors, circulation numbers, and database & electronic resource usage.	HSF
				Visitation statistics: Visitors 112,204; Loans 96,114; e-resources 779; Children & YA programmes 76;	
4	4.1	4.1.2	4.1.2.1	Number of visitors to exhibitions and programs, and the amount of retail income received including entry for Major Exhibitions, merchandise and external exhibition fees.	HSF
				New facilities developed.	
				Plans approved	
				There are 11 applications pending for this quarter.	
4	4.2	4.2.1	4.2.1.1	Number of Meet Your Street activities.	HSF
				Number of events undertaken.	HSF
				There were a number of events undertaken in the quarter: 5x Council ; 8x External, 5x fundraising.	
				25%	
4	4.2	4.2.2	4.2.2.2	Number of initiatives/programs undertaken.	GMU
				Ongoing participation in Sister City and Cultural Exchange programs: 25 students from local high schools participated in the 25th Exchange Program with Odawara, Japan in July / August.	
				25%	

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Delivery Program First Quarter Matrix

July to September 2015 Quarter Progress						
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	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 run through Council environmental and other services, such as Libraries and Art Gallery.	Number of programs conducted.	HSF	Green & Groovy art adventures held monthly in Library, Young adult book club, baby bounce and rhyme, toddler time, outreach story telling at long day care centre and preschools were also undertaken.
			5.1.1.2 Continue children's services delivery for long day care, occasional care and preschool. Amalgamate preschools to Kangaroo Street centre from Ivanhoe Park.	Occupancy rates and service accreditations achieved. Percentage of project completed.	HSF	Ivanhoe Park Preschool operating at 93% capacity. Kangaroo St Preschool operating at 89% capacity. Harbour View LDC operating at 95% capacity. Roundhouse LDC operating at 98% capacity. Roundhouse and Harbour View Long Day Care Centres- Meeting National Quality Standard
			5.1.2.1 Continued youth services, recreation and leisure programs delivery across a range of venues as supported by Manly Youth Council and per adopted Youth Strategy.	Number of activities and programs implemented as part of the Youth Strategy Action Plan in the quarter.	HSF	There were 47 activities and programs implemented as part of the Youth Strategy Action Plan in the quarter.
			5.1.2.2 Provision of Adolescent and Family Counselling.	Utilisation rates and number of activities.	HSF	There were 60 individual counselling sessions, and 3 programs undertaken in the quarter.
		5.2 Facilitate community support services, programs and events for targeted groups.	5.2.1 Continued programs and support for Aged, Disability, ATSI & CALD groups and community development, including Outbox Friday, information and referral services to CALD and ATSI communities, support Northern Sydney Community Development program, Gay and Lesbian at Manly social support group, Mental Health Advocacy, homelessness support and action plan.	Number of attendees.	HSF	There were 39 attendees in programs.
			5.2.1.1 Maintain a GL@M program and activities for GLTBO young people.	Number of referrals.	HSF	There were 52 referrals during the quarter.
			5.2.1.2 Develop and update information guides and brochures for seniors, CALD communities and PWD.	Information developed and distributed.	HSF	The Manly Warringah Pitwater 2014-15 Seniors Directory has been distributed widely in the community. The new 2016-15 edition is currently being updated for release early next year.
			5.2.1.3 Operation of Manly Seniors Centre to provide a range of social & recreational activities.	Number of activities provided.	HSF	Manly Club for Seniors continues to provide a range of activities at Manly Seniors Centre including lawn bowls, table tennis, dancing, games, art & singing to ensure healthy ageing and social inclusion. Healthy Lifestyle classes and Computer Pals also run at the Centre, and Community restaurants are held on Fridays for the frail aged.
			5.2.1.4 Continued operations of Meals on Wheels: Community restaurant, shopping & recreational excursions for seniors; operation of Club Friday recreation program for PWD; and operation of Community Visitors Scheme program with Commonwealth Department of Social Services.	Utilisation rates: meet targets for volunteer visits as per agreement with Department of Social Services.	HSF	MoW continues to provide meals and social inclusion opportunities to the elderly including shopping trips & recreation trips fortnightly. The service runs Community Restaurants at 3 locations: weekly at Manly Seniors Centre and St Matthews Church, The Corso, and monthly at Sealorth Pavilion. MoWs delivered 4,991 services from July to September.
			5.2.1.5 Administration of club grants and Community Cultural grants.	Number of successful grants awarded.	HSF	The Community Visitors Scheme continues to operate with 6 current clients.
			5.2.1.6 Promotion and support of the International Day for People with a Disability.	Number of annual activities.	HSF	The Club Friday service was transitioned to Catholic Care in late June 2015.
			5.2.1.7			Ongoing

ATTACHMENT 1

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Delivery Program First Quarter Matrix

B. ECONOMIC				July to September 2015 Quarter Progress		
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress
1	Facilitate a diversified Manly 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 including planning and construction of Raglan Street and Sydney Road, also for planning for develop design of remaining street scapes under the Manly2015 Masterplan.	GMU	25%
2	Promote tourism as an important part of the local economy	1.1.2 Continue developing partnerships with local and regional stakeholders.	1.1.2 Development of partnerships with local stakeholders.	Number of CBD laneways and streets activated.	GMU	25%
	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 Review data and preparation of draft Tourism Plan and draft following survey of key stakeholders.	Completion of Plan; Number of recommended actions implemented.	HSF	25%
	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 Continued support for the delivery of services at Hello Manly to meet the needs of visitors and tourists.	Visitor numbers provided on monthly basis	HSF/ GMU	25%
		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 and rebranding to Hello Manly undertaken in partnership with local stakeholders.	Premises upgraded and managed as per agreement with Council	HSF/ GMU	20%
		2.2.3 Work in partnership with Destination NSW and local businesses.	2.2.3.1 The continued development of partnerships to benefit local community and businesses with key tourism stakeholders.	Number of partnerships developed.	HSF	25%
3	Improve traffic, parking and sustainable transport options in Manly.	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.	Number of events, audience numbers and number of sponsorships attained.	HSF	25%
		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	15%
	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) Undertake audit program of all traffic signs, road markings and facilities, from audits develop program of maintenance works. 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.	Number of tasks implemented by Council following Traffic Committee recommendations.	CUS	a) 50% b) 25% c) 10% d) 30%
				Successful implementation of online application and payment system for all permit parking systems.	CSS	75%

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Delivery Program First Quarter Matrix

B. ECONOMIC				July to September 2015 Quarter Progress		
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress
		3.1.3 Working with SHOROC and other agencies to deliver improved regional transport networks.	3.1.3.1 Implementation of SHOROC regional directions and participate in the Northern Metropolitan Council of Mayors.	Number of SHOROC initiatives undertaken.	GMU	25%
		3.1.4 Continuation of community bus network via Operation of free bus service "Hop, 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	25%
		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 programs completed. Participation rates per program.	CUS	25%
4.1 Maintain key amenities and physical infrastructure to acceptable service standards. This includes the implementation of the 2015 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 buildings 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 schedule. Establish service levels for required works based on available funding to meet community expectation.	4.1.1.1 Undertake program as per Asset Management Plan for all assets under council control: a) Footpath; b) Roadside; c) Drainage (Pipe, Pit, GPT) using CCTV; d) Buildings; and e) Parks and Recreations.	100% implementation of works program as per Asset Management Strategy, and on time and within budget.	CUS & GMU	a) 35% b) 60% c) 20% d) 20% e) 20%
		4.1.2 Major Infrastructure Projects Planned, Designed and delivered including: 1. New Manly Swim Centre and associated projects to be finished in 2016; 2. Sealforth Community Hub (former Sealforth Tale site) tenanted; 3. Redevelopment of former Baby Health Centre site (cnr Raglan and Pittwater Road); 4. Manly2015 Masterplan; and 5. Streetscape improvement projects including Raglan St and Sydney Rd	4.1.2.1 1. Construction of re-developed Manly "Boy" Charlton Swim Centre and construction of Water Polo Facility if funding is obtained. 2. Sealforth Community Hub (former Sealforth Tale site) leased, and DA progressed as per lessee requirements. 3. Aboriginal Heritage Office accommodated in the former Baby Health Centre site (cnr Raglan and Pittwater Road) in March 2014. 4. Council to progress with the detailed planning and construction phases of Manly 2015 including: - The construction of the new carpark beneath Manly Oval. - Progress Request For Proposal process for Whistler Street carpark site for a mixed development and for the design, construction and operation of Manly oval carpark. - Village Centre and Manly Library components be progressed in accordance with the Manly2015 Masterplan. - The redevelopment and urban design improvements for streetscapes be progressed in accordance with the Manly2015 Masterplan, as funds become available.	1. Number of projects complete. 2. Projects progressed and delivered on time and to budget and desired specification. 3. Projects endorsed to proceed by Council. 4. Aboriginal Heritage office in use.	GMU	1. Andrew Boy Charlton Swim Centre 60% complete. 2. Raglan St 90% complete. 3. Sydney Rd 30% complete. 4. Manly Oval Detention Tank to commence Feb 2016. 5. Sealforth Tale - Bupa construction commenced.
		4.1.3 Manage Civic Plant and Equipment purchasing policy to meet operational needs.	4.1.3.1 Review Civic Plant and Equipment Fleet Purchasing Policy to: (a) incorporate green fuel reductions (carbon footprint reduction strategy); (b) undertake a fleet rationalisation/ usage; and (c) undertake a biodiesel review.	Fleet policy review to reduce carbon footprint, rationalise fleet and complete biodiesel review.	CUS	25%
						Sydney Road Upgrade endorsed to proceed to Council in Feb 2015.
						Fleet review and rationalisation ongoing, redundant plant have been sold. Bio-diesel review ongoing.

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Delivery Program First Quarter Matrix

B. ECONOMIC					July to September 2015 Quarter Progress	
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	Comment on KPI
4 Maintain key amenities and physical infrastructure to acceptable service standards. This to include the implementation in phase of Manly 2015 Masterplan.	4.2 Develop emergency plans to protect community infrastructure	4.2.1 Meet the requirements of NSW Ministry for Police & Emergency Services pursuant to the State Emergency and Rescue Management Act	4.2.1.1 Pursuant to the NSW Government Ministry for Police & Emergency Services the combined Councils (Manly, Warringah & Pittwater) Local Emergency Management Committee LEMC are required to (a) Chair a meeting with combat agencies every four months; (b) conduct an audit of all listed evacuation centres; (c) review and update Emergency Risk Management Study; (d) identify vulnerable facilities; (e) list all major infrastructure; (f) review and update Community Context section of the current DISPLAN and ERM study; (g) identify current local sub and supporting plans which relate to Manly; (h) create new Emergency Plan EM (no longer called DISPLAN) part 1 administrative document; (i) new EM Plan template Part 2 - Community Context and Risk; and (j) New EM Plan Part 3 Consequences Management Plans. Work closely with the nominated LEOCON and REMO.	Address all items set by NSW Government Ministry for Police & Emergency Services within the timeframes set.	CUS	Working with Warringah and Pittwater Councils to prepare and co-ordinate the required plans.
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 and as identified in its capital works program; and (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.	CUS	100% of CRM's completed within required timeframes. Condition Audit Inspections: 28 x summary audits 8 complete condition audits.
		4.3.2 Maximise return to Council by appropriate utilisation of Community facilities and properties.	4.3.2.1 Maximise public hire of Council facilities.	Number of facility hires	CSS	During the period, there were: 1409 Hall Bookings, and 1385 Oval/Outdoor Bookings.
			4.3.2.2 Manage Council's property portfolio to maximise access to the facilities by the public and where appropriate maximize the return on Council's assets.	Percentage of facilities accessible to the public. Percentage of properties rented at market (commercial) or community rates.	CSS	Properties leased or positively reviewed over the past quarter include Ivanhoe Hotel (airspace lease), Clonrys Restaurant, Clontarf Marina and a few minor items.
		4.3.3 Manage acquisition and divestment of property in accordance with statutory requirements.	4.3.3.1 Manage acquisition and divestment of property in accordance with Council policy and planning frameworks (adopted documents) and in accordance with statutory requirements.	Percentage of property transactions checked for compliance with statutory requirements.	CSS	A recent internal audit on community property indicated that this KPI is consistently met.
		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 (a) Manage, operate and maintain Council's four parking facilities at Whistler St; Pacific Waves building; Peninsula building; Manly National building; (b) Review rates regularly to assess usability; and (c) Management of Council's parking meters at the Ocean Beach Front.	Review and report on car parking usage statistics by car park; Report on street parking (revenue received from meters). Report monthly and quarterly.	LUS	Council continues to operate all car parks and meters parking facilities. Total Parked \$778,929 YTD. Pre-Paid Parked \$344,074 YTD. Parking meters \$347,776 YTD. Total Paying Users: 55,181. Total Non-Paying Users: 249,949.

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Delivery Program First Quarter Matrix

C. ENVIRONMENT					July to September 2015 Quarter Progress		
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 undertaken 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 reports, environmental levy budget, annual and community reporting.	Percentage completion of reports and budget.	LUS	25%	Environment Levy Funds allocated and associated projects in Biodiversity, Water Cycle Management, Lagoon Conservation & Remediation, Coastal Management and Education for Sustainability are running to budget and within timeframes.
			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.	LUS	25%	Funds allocated to Management Plans targeting threatened species and endangered populations including Grey Headed Flying Fox, Little Penguins, Long-nosed Bandicoots and seahorses.
			1.1.1.3 Coastal Zone Management Planning and Aquatic Reserve Management projects funded and implemented.	Number of projects and actions funded and implemented.	LUS	25%	Progress review of actions of all CZMPs completed. Estuary Hazards Risks & Management Options Assessment for Clontarf/Bantry Bay ongoing. 12 months of water quality testing for Estuary Health Assessment of Clontarf/Bantry Bay completed.
			1.1.1.4 Catchment Water Recycling and Savings Projects implemented.	Number of Council alternate water sourcing schemes & grants received (rainwater, stormwater, groundwater).	LUS	25%	Alternate water sourcing schemes implemented and new projects under investigation. Roundwater rainwater tank being progressed.
			1.1.1.5 Manly Lagoon Catchment - Estuary Health Projects implemented.	Number of projects commenced and completed.	LUS	25%	Sediment Basin Manly West Park completed. Environmental levy budget bid submitted for future works (ongoing).
			1.1.1.6 Catchment Flood Risk Management projects undertaken including Manly LGA Flood Study and Manly Lagoon 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	25%	Manly Lagoon Flood Risk Management Study and Plan Commenced. Modelling being conducted in Manly LGA Flood Study. Northern Beaches Water Level and Rain Gauge upgrades completed and website upgrades ongoing. Flood and Storm public workshop and historical photo exhibition education programs developing.
			1.1.1.7 Catchment wide Water Sensitive Urban Design & Pollution Reduction Projects	Number of projects commenced and completed.	LUS	25%	Roundhouse rain garden progressing. Manly 2015 stormwater detention project progressing including the installation of a GPT (30%). Investigating other sites for WSUD. Internal WSUD capacity building workshops continuing.
		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 on Manly Scenic Walkway, rabbit control programs, volunteers, bushfire reduction works, and education strategy.	Number of funded projects completed and implemented.	CUS	25%	Bush Regeneration Program 25% completed. Tania Park / Nollans Bush Noxious Weed Control Program 100% complete. Bushfire Fuel Reduction 25% complete. Bushcare volunteer program 25% implementation of program.
		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.	LUS	25%	Council continues to work with SHOROC in parallel with the Shaping our Future Regional Strategy.
		1.1.4 Continued Community & Environmental Partnerships.	1.1.4.1 Continued Environmental Programs and Partnerships targeting schools, businesses, Council staff and community.	Number of programs developed and implemented.	LUS	25%	20 successful community education engagement events completed in the reporting period through the DIG Manly Program with targeted programs for schools and teachers, businesses and local residents centred around sustainable living.
			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.	LUS	25%	Update of draft document currently in progress and ongoing
		1.1.5 The provision of environmental education, advocacy, information, awareness raising, environmental and community partnerships through the operation of the Manly Environment Centre (MEC).	1.1.5.1 Promote awareness of Manly Environment Centre and Council's successful projects. Continued management of "shopfront" for the purpose of information exchange, education and outreach, advocacy, research, events, activities and special projects; intern and volunteer engagement.	Number of funded projects and services provided.	LUS	25%	4 funded projects and services provided: Gurling Festival Weaving Bridges Project 2015; Biodiversity Communications Project; Friends of Cabbage Tree Bay Volunteers Program; Video Conferencing Hub.

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C. ENVIRONMENT				July to September 2015 Quarter Progress			
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.	1.1.5.2 Continued Council environmental partnerships with NCO's, capacity building in the community, support and developing public education programs.	Number of programs, events developed and implemented.	LUS	25%	9 Programs, events developed and Implemented: Gurrigal Festival Weaving Bridges Project 2015; Australian Museum Science Week Festival; Biodiversity Communications Project; Friends of Cabbage Tree Bay Volunteers Program; Video Conferencing; NCC - Our Land, Our Water, Our Future Campaign - Renewable Energy Efficiency Forum; Cash for Containers - Boomerang Alliance; Marine Parks Campaign - NCC; TWS; NPA; AMCS; Greenpeace; IFAW; WWF; ACF; NSW Fisheries Regulatory Signage for Cabbage Tree Bay.
			1.1.5.3 Continue to increase and promote volunteer and internship programs.	Number of volunteer hours per quarter.	LUS	25%	2,048 Volunteer Hours July-Sept 2015. Continued demand/ interest both local and global.
			1.1.5.4 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 events.	LUS	25%	5,000+ at events. MEC working with NCC Campaign - Our Land, Our Water, Our Future - Renewable Energy Efficiency Forum; Cash for Containers - Boomerang Alliance; MEC Video Conferencing to schools has already attracted wide interest including country schools and has unlimited potential and Gurrigal Festival Weaving Bridges Project 2015.
			2.1.1.1 Compliance with NSW planning legislation, including provision and preparation of Environmental Planning Instruments (EPis), Strategic Land Use Planning advice and development plans (LEP, DCPs, etc.).	Gazetial of Amending LEPs, and DCPs finalised to meet local & community planning requirements. Number of council submissions to various legislation changes and planning reforms.	LUS	25%	LEP Amendment 6, 8 and 9 all published this quarter, in accordance with Gateway Determination and within Dept's timeframes. DCP Amendment 5 and 6 published during this quarter, within Council's deadlines.
			2.1.1.2 Provide strategic planning advice as required internally or externally.	Number of planning advices or submissions provided within timelines.	LUS	25%	Expert and accurate strategic planning advice given promptly, on time and within deadlines given to Senior Management and Council working groups/precincts.
			2.1.1.3 Maintenance and review of delivery of s149 planning certificates.	Certificates delivered within 3-5 days of applications being submitted to Council.	LUS	Ongoing	Introduction of new online hybrid 149 system to increase efficiency of process. 100% of all 149s delivered within timeframe.
			2.1.1.4 Participation and advice as part of the Foreshore Advisory Committee (per SREP 2005 - Sydney Harbour) and advice to Council's Development Assessment Branch.	Percentage of advice provided as required within timelines.	LUS	Ongoing	Attend meetings of the Foreshore Advisory committee, as and when requested, and provide comments. Comment on applications submitted to Maritime Services.
			2.1.1.5 Completion of non statutory actions as approved by Council e.g. Strategic plans, coastline plans and heritage plans.	Reporting non statutory actions undertaken per quarter.	LUS	Ongoing	Four detailed studies relating to planning proposals completed on time and to Council satisfaction. Resulted in positive outcome for Manly LGA. No other studies/plans produced this quarter.
			2.1.1.6 Develop and Implement Masterplans for major projects as required.	Actions implemented from adopted Masterplans.	LUS	Ongoing	Provided support/ strategic advice and Part 5 assessments for the successful implementation of Manly2015.
			2.1.1.7 Progress implementation of Plans of Management and associated Landscape Masterplans as required.	Percentage of priority actions implemented.	LUS/CUS	Ongoing	Street Trees Master plan draft completion is 30 November 2015.
						75% (Street Tree Masterplan) 25% (Ivanhoe Park Masterplan) 65% (LM Graham Reserve)	Ivanhoe Park Landscape Master plan Coral trees were removed from site, canopy pruning carried out to open up areas, and understory vegetation removed. LM Graham Reserve Master plan, Practice cricket nets installation completed, access path Kenneth to Balgownie road completed, additional seating, bubbler completed.

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Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress	July to September 2015 Quarter Progress
		2.1.2	2.1.1.8	Heritage Planning by providing a strategic approach for Manly built, natural, Aboriginal, maritime, parks and gardens and moveable heritage, including: 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.	Percentage of heritage advices, programs and grants provided on time to meet statutory requirements.	Ongoing	Professional heritage advice provided on a continual basis. Expert advice given on time to all internal and external stakeholders. All DA referrals answered within DA deadlines. Successful management of the grants programme this quarter.
		2.1.2	2.1.2.1	Provision of design and specifications for Council architectural and landscape projects as required, including design landscape paintings & playgrounds.	Provision of design program completed.	LUS	Designs for public works is ongoing. Key highlights in the period include:-Art Gallery and Museum refurbishment DA lodged. -Kangaroo St playground design signoff -Commenced DA for Kangaroo St Childcare Centre based on approved plan -Schematic designs for Harbourview Childcare Centre enlargement -Little Manly Community Park dinghy and kayak facility design option -Whistler St carpark bin store facility designed.
		2.1.3	2.1.3.1	Maintaining Corporate Geographic Information System (GIS) and Land Information Systems (LIS) services.	Number of GIS enquiries completed. List of existing databases and additional data compiled.	LUS	GIS systems have included improvements to the system, and working closely with IT to enable the production of the online 149 hybrid system. Extensive data cleansing has been completed this quarter to ensure accuracy for all corporate users.
		2.1.4	2.1.4.1	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.	Assessment and review of all development applications received by Council in accordance with State legislation, Planning Instruments, current Council plans and policies.	LUS	194 Development Application's assessed between 1 July - 20 October 2015. Five full time staff. Consultants engaged in peak periods.
			2.1.4.2	Promote appropriate development in accordance with legislation, Council Policies and Plans, and provide advice to customers (applicants, property owners, residents) relating to development.	Provision of advice within 14 days.	LUS	Pre-logged meetings encouraged. Duty planner available daily to respond to counter and telephone enquiries and carry out DA Check-in.
			2.1.4.3	Prepare introduction for the new Planning Act.	Staff trained for new legislation.	LUS	Staff have attended various in-house and external training sessions.
			2.1.4.4	Provide training to assessing planners in order to implement changes in legislation.	Number of staff attending training.	LUS	Staff have attended various in-house and external training sessions.
			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.	Percentage of determinations subject of appeal to Land and Environment Court. Percentage of appeals dismissed.	LUS	4 appeals lodged between 1 July - 20 October 2015.
3	Maintain public health and building standards	3.1.1	3.1.1.1	Council regulation of development in accordance with sound and consistent local planning controls.	Percentage of applications to be determined within 20 days of receipt.	LUS	5 applications determined within 20 days of receipt.
			3.1.1.2	Review and Determine Construction Certificate Applications	Percentage of Applications to be assessed within 10 days of receipt.	LUS	3 applications determined within 10 days of receipt.
			3.1.1.3	Provide comments for Development Application proposals	Percentage of comments to be provided within 10 days of notification to staff.	LUS	78 comments provided within 10 days.
			3.1.1.4	Undertake Critical Stage Inspections	Percentage of critical stage inspections to be completed within 48 hours of request.	LUS	19 critical stage inspections completed within 48 hours.
			3.1.1.5	Compliance Investigations in relation to illegal building works and non-compliance with consents	Number of complaints inspected per quarter.	LUS	67 requests relating to illegal building works / non-compliance with development consent.
			3.1.1.6	Undertake inspections of privately owned swimming pools	Number of premises inspected annually.	LUS	5 privately owned swimming pools inspected in first quarter.
			3.1.2.1	Conduct regular compliance inspections of food premises	Number of premises inspected per quarter.	LUS	75 inspections carried out in first quarter.
		3.1.2	3.1.2.2	Undertake investigations in relation to food poisoning complaints	Number of complaints inspected per quarter.	LUS	7 food poisoning complaints inspected in first quarter.
			3.1.2.3	Conduct four (4) food handling seminars	The conducting of seminars per quarter.	LUS	2 food handling seminars completed in first quarter.
			3.1.2.4	Conduct regular compliance inspections of public health premises such as food handling, skin penetration, boarding houses, hairdressing salons.	Number of premises inspected annually.	LUS	All skin penetration inspections completed. All hair dressing salon inspections completed.
			3.1.2.5	Investigate Environmental Health complaints such as noise, odour and pollution complaints.	Number of complaints inspected per quarter.	LUS	44 public health complaints investigated in first quarter.

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C. ENVIRONMENT				July to September 2015 Quarter Progress			
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress	Comment on KPI
4 Facilitate reduction in greenhouse gas emissions in the Manly area	4.1 Work in partnership with key stakeholders to improve Manly's ability to adapt and respond to climate change	4.1.1 Implement mitigation and adaptation measures identified in Council's Carbon Emissions Reduction Plan (CERP) and Climate Change Adaptation Action Plan.	3.1.2.6 Conduct Public Swimming Pool Inspections	Number of Inspections undertaken in November and February each year.	LUS	0%	To be commenced in January 2016.
			3.1.2.7 Conduct Ocean Beach Testing	The number of inspections undertaken in November and February each year.	LUS	0%	To be commenced in December 2015.
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 Responsive, reliable and responsible domestic waste collection services	4.1.1.1 Implement priority actions to address climate change adaptation and carbon emissions reduction for Council and the Community.	The number of priority climate change adaptation and carbon emission reduction actions implemented.	LUS	25%	Council continues implementation of the Carbon Emissions Reduction Project to meet Council's target of 25% emission reduction from the 2008/09 level by 2020. Actions include: preparation of a draft Energy Efficiency Management Plan to target Council's top 10 energy consuming sites; installation of cogeneration plant as part of the Swim centre re-development and installation of energy efficient lighting in the new Council offices; completion of the draft Climate Change Risk and Adaptation Action Plan. Actions progressed include commencement of the Manly Lagoon Flood Risk Management Study and Plan, progression of the Manly LGA Flood Study and receipt of State Government Grant to implement Council's proposed Building Resilience to Climate Change Program.
			5.1.1.1 Continued provision of domestic waste collection services.	Application of industry standards for services. 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.	LUS	25%	Services delivered on time and within budget. Service standards observed.
			5.1.2 Cleaning public places, facilities, parklands, beaches, road reserves and stormwater catchments.	Continued provision of the following services: beach cleaning, street sweeping, public toilet cleaning, facilities cleaning, reserve cleaning, and public place cleaning.	LUS	25%	Services delivered on time and within budget. Service standards observed.
			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.	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, nappy initiative, multi unit dwelling strategy, public place bin upgrades, review zero waste strategy, side loader - launch of new service.	LUS	25%	Qualitative research conducted into residents views on Council's waste services. Mud strategy furthered through the development of welcome guides for new residents, initiated schools program, Plastic Free July event, Rebranded litterguards. Fermentation and repairing small appliances workshops held.
			5.1.4 Pursue partnerships to facilitate regional and SHOROC-wide common waste collection systems.	Introduce a green waste collection bin to all residents.	LUS	25%	Bin stock auditing in hand.

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D. GOVERNANCE				July to September 2015 Quarter Progress		
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress
1.1 Maintain public confidence in Council's transparent and fair decision-making.	1.1.1 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 Relevant Codes and Policies reviewed as 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	25%
			1.1.1.2 Report on governance systems implemented, policies and procedures reviewed, and updates/revisions made.	Report on actions implemented.	GMU	25%
			1.1.1.3 Establish and maintain Council's Compliance Framework.	Compliance system implemented and maintained.	GMU	
			1.1.1.4 Monitor effectiveness of organisational systems in detecting fraudulent, dishonest and unethical behaviour.	Number of incidences detected.	GMU	25%
		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	25%
		1.1.3 Managing Council's Integrated Strategic Planning framework and reporting systems.	1.1.3.1 Manage IPR and Office of Local Government statutory reporting requirements.	Provide reports & plans as required by IPR legislation and on time.	GMU	25%
			1.1.3.2 Progress Council's Fit for Future submission in accordance with Office of Local Government's requirements.	Provide reports & plans as required by Office of Local Government.	GMU	25%
		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 (As close to COB Thursday as possible).	CSS	25%
		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 timeframe.	CSS	25%
			1.1.5.2 General promotion of Council services and activities.	Produce and publish Council Business Papers and Minutes on Thursday prior to following each meeting of Council.	CSS	25%
		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 in TRIM including ongoing support and training in Council's records platform.	Percentage of records captured in TRIM and staff user rates. Review and improve container architecture/ hierarchy, overall user standards and quality of work within TRIM system.	CSS	25%
		1.1.7 Provide rework and technical infrastructure for Council's operational needs	1.1.7.1 Implementation of TI strategy in support of the various functions and services across Council.	Percentage of downtime of core technology and infrastructure per quarter.	CSS	25%
			1.1.7.2 Manage Council's e-business transaction portals and opportunities.	Numbers of transactions relating to e business trend increase.	GMU	Ongoing

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D. GOVERNANCE					July to September 2015 Quarter Progress		
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.	1.2.1.1 Provision of quality customer services over the counter and on-line.	Number of customer transactions, and number of complaints per month, and Annual Customer Service satisfaction survey completed and reported.	CSS / GMU	25%	Customer Service - 17,278 transactions. Complaints - 185 received
			1.2.1.2 Maintain Council's Complaint Framework.	Percentage of customer complaints received, actioned satisfactorily within Complaint Management Policy and Charter service standard.	GMU	25%	There were 97% complaints received during period responded to within Policy and Standard limits.
			1.2.1.3 Provide awareness raising activities/training on Council's complaint management processes.	Report to GM quarterly on awareness / training activities undertaken.	GMU	25%	There were 6 activities undertaken during period.
			1.2.1.4 Maintain Companion Animals Register in accordance with legislative requirements.	Maintain and update register.	LUS	25%	The Companion Animals Register is up to date.
			1.3.1.1 Continue implementation of Communications Strategy 2012 -2015	Plan implemented and review undertaken.	GMU	25%	The communications strategy is being implemented.
	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	25%	eNews database is 12,100 (approx 50 new per week and very low rates of unsubscribe).
			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 2015-16 reporting year.	GMU	10%	The revised brand direction is required for the Surf City and Manly Vibe brands.
			1.3.1.4 Continue to update Council's Corporate Style and corporate material	The percentage of corporate materials reflecting refreshed styled adopted in 2012.	GMU	25%	The re-brand completed in 2012 has been fully adopted and due for a refresh in 2015/16.
			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	Ongoing	Internal customer satisfaction levels are high, and all jobs completed within required timeframes. Additional cost savings and efficiencies gained as Manly Daily advertising is at record lows.
			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	Media items per month : - Around 100 mentions - Up to 20 media enquiries - Approx 5 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 HH recovery and Leitman's alternative dispute resolution process. Reduction in number and quantum of claims.	1.4.1.1 Continue process of establishing enterprise risk management. Proactive in-house management of under excess claims. Identification of recovery opportunities. Promote minimisation of risk throughout Council. Complete Risk Management Action Plan.	Complete up date of Council's Risk Management Plan, and report funds recovered to Risk Management Committee. Ensure all insurance coverage in place to decrease as far as possible. Council exposure. Reduction in number or quantum of claims.	GMU	Ongoing	Report to go to RM Committee on 23/10/2015. Insurance policies all in place. There were 24 claims in the quarter of which 5 were motor vehicle claims. In the same quarter last year there were 29 claims of which 10 were motor vehicle claims.

ATTACHMENT 1

Corporate Services Division Report No. 21.DOC - First Quarter Report (1 July to 30 September 2015) - Progress with Four Year Delivery Program 2013 - 2017, Operational Plan 2015-16 and Budget 2015-16

Delivery Program First Quarter Matrix

D. GOVERNANCE					July to September 2015 Quarter Progress		
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)	1.5 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 Ensure compliance with LG Award 2014, recognise excellent work performance by staff and encourage individual career development via facilitating opportunities for skill and knowledge acquisition. 1.5.2.1 Conduct eight Joint Consultative Meetings per annum. 1.5.3.1 Award compliance. 1.5.4.4 Recruitment and selection process to bear in mind relative years of experience of applicants where all other criteria are equal with all selection decisions to be in accordance with the merit principle. 1.5.5.1 Creation of Corporate and individual training and development plans that meet the needs of employees and Council. 1.6.1.1 Conduct WH&S audit program of work sites.	Report to the General Manager by 31 December 2015 on indicators of organisational health e.g. Voluntary staff turnover rate ≤15%; Average sick leave days taken <3days. Exit interview feedback etc. Minimum of eight meetings are conducted per annum. ≤ 12 wage grievances (per annum) Attract greater numbers of younger applicants for positions where possible and in accordance with the merit principle. Production of a report by July 2015 of a training calendar schedule with all training conducted and planned with associated budget.	CSS	Ongoing	All benchmarks being met positively at this time.
					CSS	Ongoing	Benchmark being met.
					CSS	Ongoing	Benchmark being met.
					CSS	Ongoing	Recruitment average age has dropped marginally.
					CSS	100%	Corporate Training Plan completed.
	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. 1.7.1 Strategies implemented to improve representation of EEO target groups.	1.6.2.1 Implement, maintain and monitor for continuous improvement purposes the staff care program. 1.6.3.1 Effectively and efficiently manage and monitor the rehabilitation of injured workers. 1.7.1.1 Monitor representation by EEO categories. 1.7.1.2 Learning opportunities provided to EEO categories.	All workplaces inspected during 2015-2016. Reduction in the reported number of WH&S incidents, and injury claims and overall reduction in average Lost Time Injury rates with calendar year 2014 as the benchmark. Increase in the numbers of employee usage of staff care program using 2014-2015 as the benchmark. Reduction in time taken for injured workers to return to full fitness using calendar year 2014 as the benchmark. Improvement in representation of those with a CALD / EEO Target Group background using 2014-2015 as the benchmark. Increase in the proportion of staff from diverse backgrounds attending training using calendar year 2014 as the benchmark.	CSS	Ongoing	Reported incidents up but injuries down.
					CSS	Ongoing	Staff care program expanding.
					CSS	Ongoing	On target to achieve benchmark.
					CSS	Ongoing	On target to achieve benchmark.
					CSS	Ongoing	On target to achieve benchmark.
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. 2.1.2 Service of Council's Special Purpose Advisory Committees and Working Groups. 2.1.3 Enhance the Precinct Community Forum system, including more strategic engagement.	2.1.1.1 Community Panel working with Council staff as required and informing Council's Community Strategic Plan. 2.1.2.1 Continuing to service Special Purpose Advisory Committees and Working Groups. 2.1.3.1 Continued support by Council of Precincts.	Community engagement undertaken during 2013 to confirm Community Strategic Plan key strategies and Council's 2013-2017 Delivery Plan as required under the Integrated Planning and Reporting guidelines and Local Government Act. Special Advisory Purpose Committees and Working Groups provided with timely Agendas and Minutes. Reports to Council on Minutes and Items for Brief Mention. Number of active precincts and meetings held (per quarter).	Strategy	Ongoing	Community engagement undertaken during 2013 to confirm Community Strategic Plan key strategies and Council's 2013-2017 Delivery Plan as required under the Integrated Planning and Reporting guidelines and Local Government Act.
					CSS	25%	KPI have been met consistently.
					LUS	25%	All above precincts met on schedule during quarter.

ATTACHMENT 1

Corporate Services Division Report No. 21.DOC - First Quarter Report (1 July to 30 September 2015) - Progress with Four Year Delivery Program 2013 - 2017, Operational Plan 2015-16 and Budget 2015-16

Delivery Program First Quarter Matrix

D. GOVERNANCE					July to September 2015 Quarter Progress		
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress	Comment on KPI
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.	CSS	25%	Monthly Investment Reports provided as per OLG Statutory requirements.
			3.1.1.2 Annual Financial Reports and Auditors Reports delivered to Office of Local Government and Bureau of Statistics.	Report quarterly. User Charges & Fees to be set comparable with market pricing.	CSS	25%	Over the Quarter the Annual General Purpose Financial Statements for the Year Ended 30 June 2015 were referred to Audit.
			3.1.1.3 Ensure compliance with Council's taxation obligations.	Annual audit of Council's finances.	CSS	25%	Audit undertaken by Council's external auditors Hill Rogers Spencer Steer. Delivered 25/9/15.
			3.1.1.4 Ensure the levying and collection of property rating income and maintain Council's property database.	Compare movement in Rates and Annual Charges from previous year.	CSS	25%	1st instalment collected 31/8/15.
			3.1.1.5 Renew expiring leases and licences in a timely fashion.	Continue to improve lease / licence tracking instruments, along with maintenance schedules for Council's property portfolio.	CSS	25%	Key Licenses/Leases in progress over the quarter included: Clontarf Marina, Balgowlah Golf Club, Balgowlah RSL Club, Hotel Airspace, Beach Licenses.
4 Advocate to State and Federal Governments	4.1 Lobby for more resources and funding of public programs and projects in Manly and regionally	3.1.2 Ensure responsible financial management and governance through an Internal Audit program.	3.1.1.6 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.	CSS	Ongoing	Incorporated in 2015-16 Budget & CSP.
			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.	CSS	25%	Internal Audits finalised over 2015 include: - Work Health & Safety - Community Properties - Cash Handling - Accounts Payable
			4.1.1.1 Participate with other Councils, including the new Northern Metropolitan Council of Mayors (or similar) via NSROC and SHOROC, to pursue potential cost savings via joint procurement services, shared services or other business improvement strategies.	Savings continue to be realised through participation in SHOROC procurement opportunities as they arise	CSS	25%	Several regional & joint tenders in progress this quarter.
			4.1.2.1 Refine strategies in working with SHOROC Executive, and assist with those being pursued through the new Northern Metropolitan Council of Mayors, or similar regional organisation.	Achievements reported through SHOROC initiatives.	CSS	25%	SHOROC Board meeting minutes detail achievements in terms of transport initiatives, working with state agencies and environmental projects and indicate SHOROC KPIs are being met.

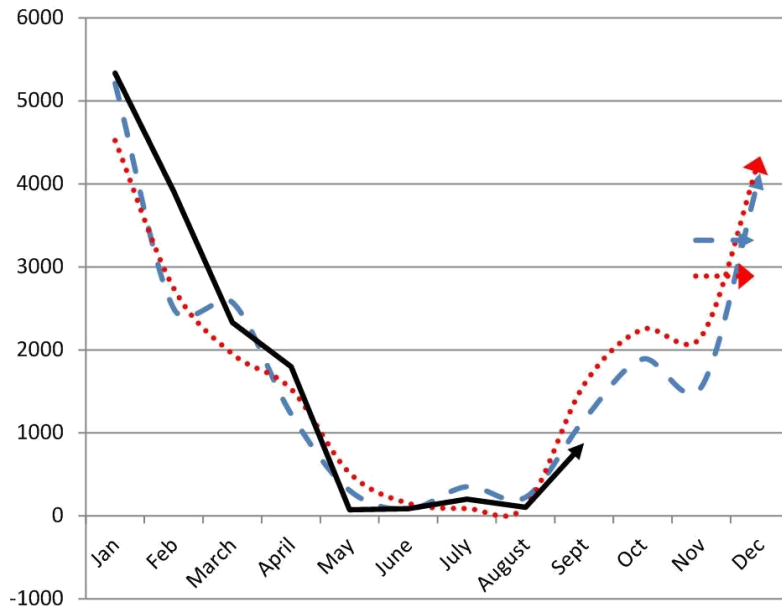
ATTACHMENT 2

Corporate Services Division Report No. 21.DOC - First Quarter Report (1 July to 30 September 2015) - Progress with Four Year Delivery Program 2013 - 2017, Operational Plan 2015-16 and Budget 2015-16

KPI Graphs Quarterly Report

SOCIAL 2.1.1

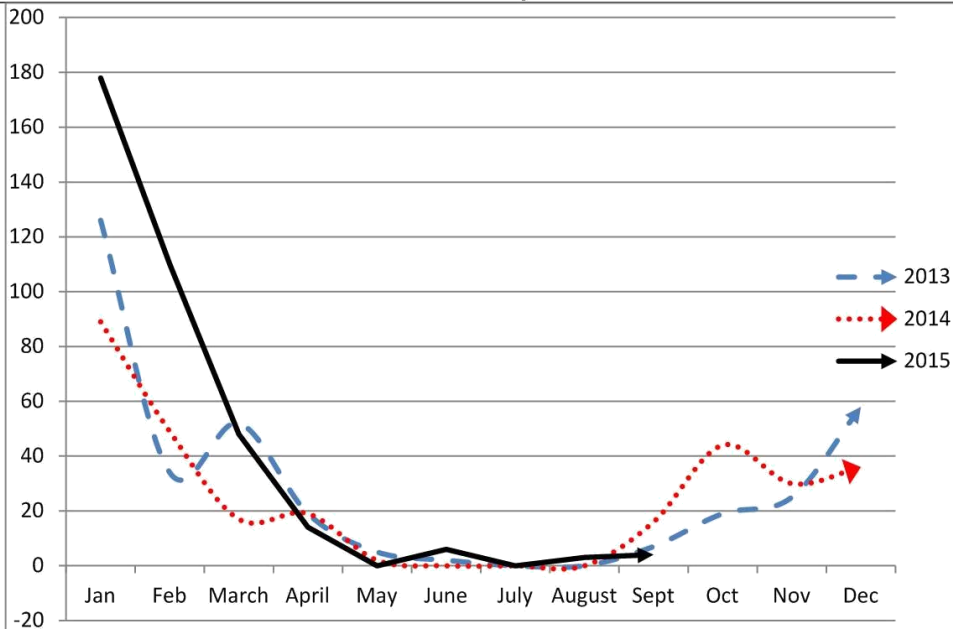
Beach services – number of preventative actions to September 2015



COMMENT: The number of preventative beach services for the September quarter 2015 was slightly less than the previous September 2014 quarters.

SOCIAL 2.1.1

Beach services – number of rescues to September 2015



COMMENT: Beach rescues during the September 2015 quarter are slightly lower than previous comparative 2014 quarter.

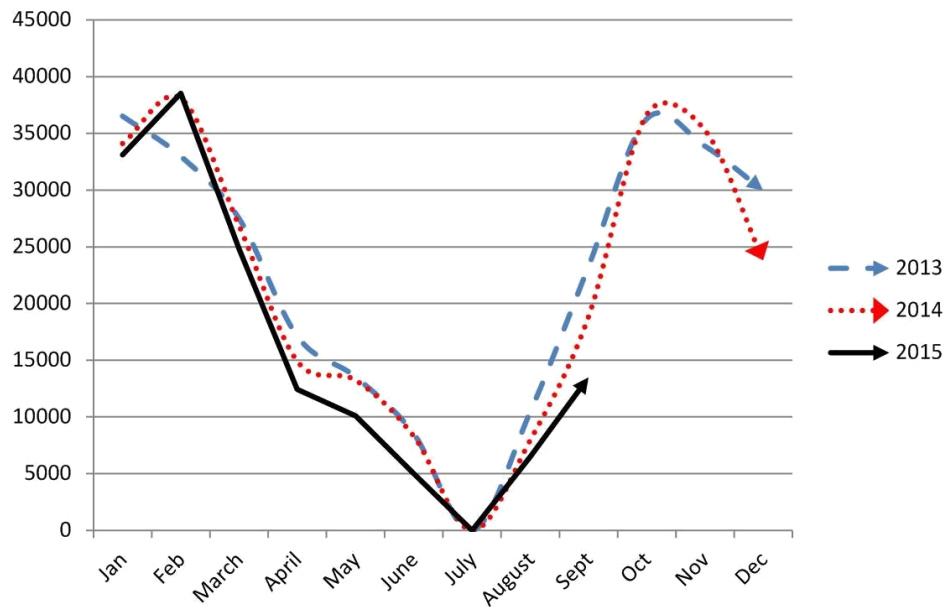
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KPI Graphs Quarterly Report

SOCIAL 2.1.2

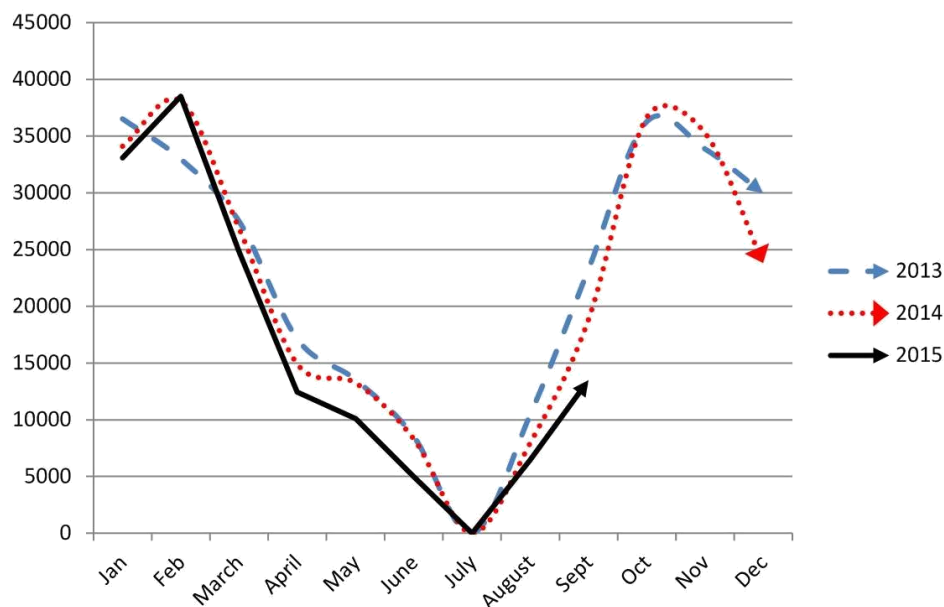
Manly "Boy Charlton" Swim Centre patronage to September 2015



COMMENT: Attendance figures for the September quarter are slightly less than previous comparative quarters due to the winter period.

SOCIAL 4.1.1

Number of library loans to September 2015



COMMENT: Library loans numbers in the September quarter were slightly less than previous comparative quarters.

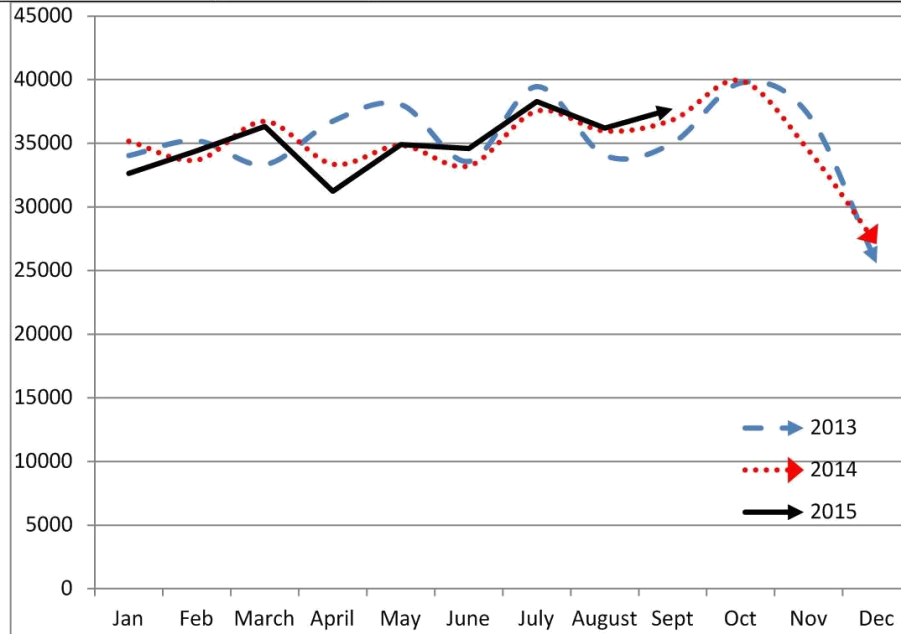
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KPI Graphs Quarterly Report

SOCIAL 4.1.1

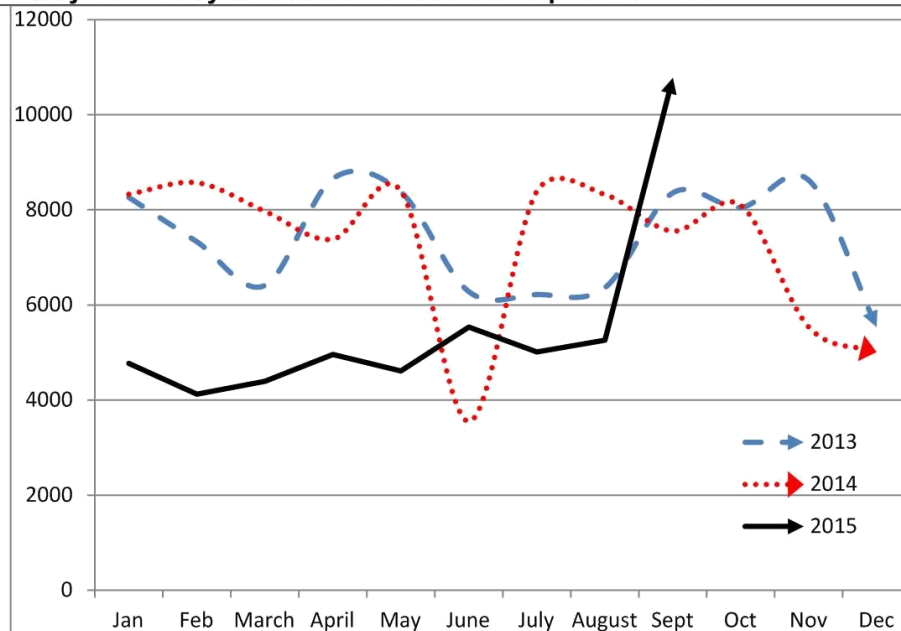
Number of library visits to September 2015



COMMENT: The visitation figures for the Library for the September quarter (112,204) was slightly higher than the 2014 comparative quarters (110,362).

SOCIAL 4.1.2

Manly Art Gallery & Museum visitation to September 2015



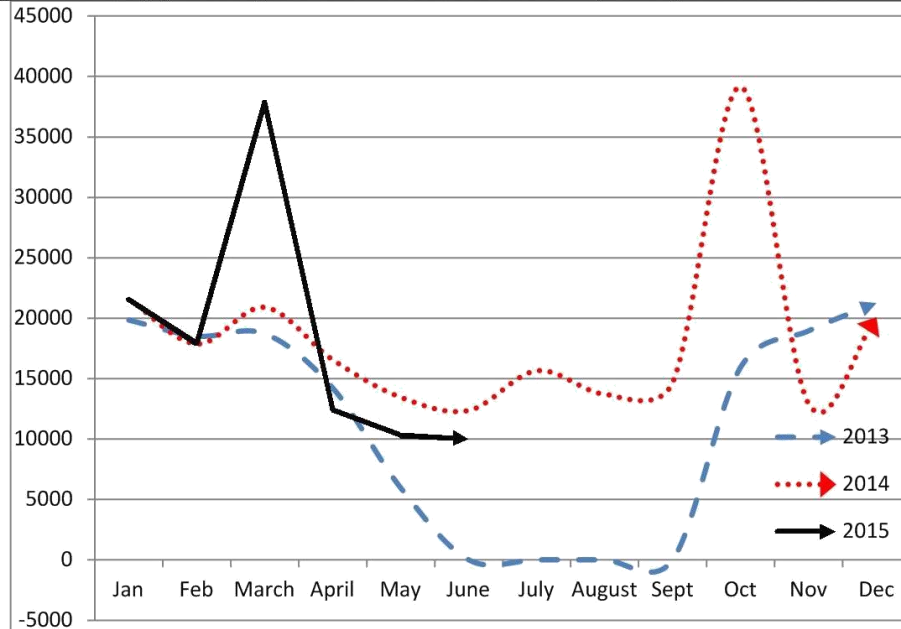
COMMENT: Visitor numbers to the MAGM in September 2015 (21,052) showed the popularity of the Arts Festival with its various displays and exhibitions.

ATTACHMENT 2

Corporate Services Division Report No. 21.DOC - First Quarter Report (1 July to 30 September 2015) - Progress with Four Year Delivery Program 2013 - 2017, Operational Plan 2015-16 and Budget 2015-16 KPI Graphs Quarterly Report

ECONOMIC 2.2.1

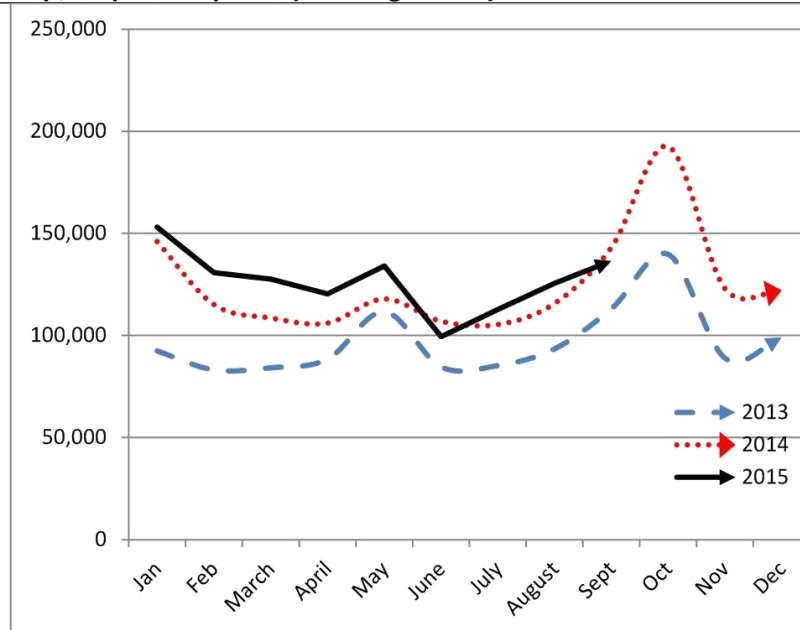
Hello Manly (formerly Visitor Information Centre) to September 2015



COMMENT: The Hello Manly Centre was not record visitor numbers during the September 2015 quarter as the counters were being repaired.

ECONOMIC 3.1.4.

Hop, Skip & Jump Bus patronage to September 2015



COMMENT: Passenger journeys for the September quarter remains strong in comparison with previous years.

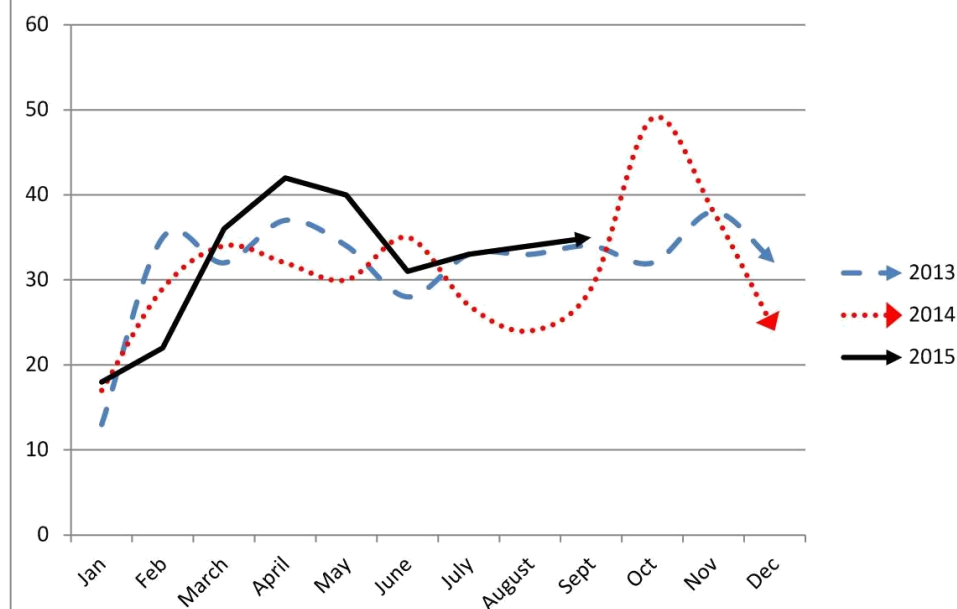
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KPI Graphs Quarterly Report

ENVIRONMENT 2.1.4

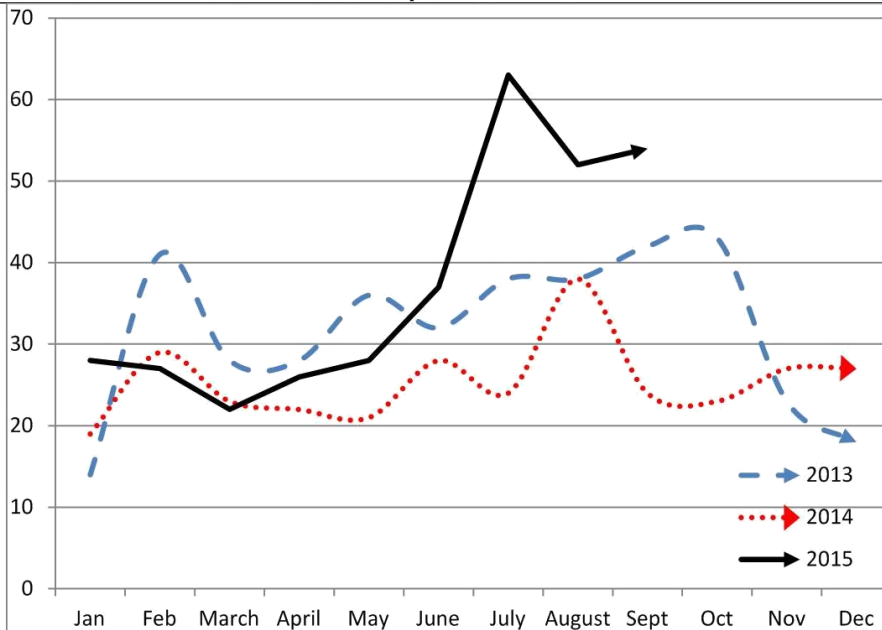
Number of DAs submitted to September 2015



COMMENT: The number of DAs submitted to September 2015 quarter is higher than 2014 and on trend with 2013 September quarter.

ENVIRONMENT 2.1.4

Number of DAs determined to September 2015



COMMENT: The number of Development Applications determined in the September 2015 quarter is much higher than the previous comparative quarters reflecting an increase in developments requiring consent.

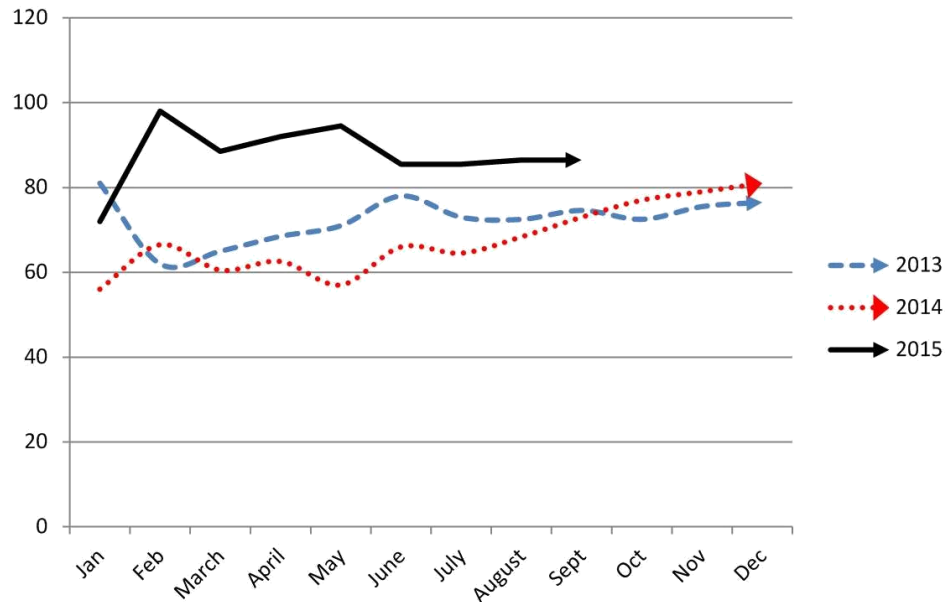
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KPI Graphs Quarterly Report

ENVIRONMENT 2.1.4

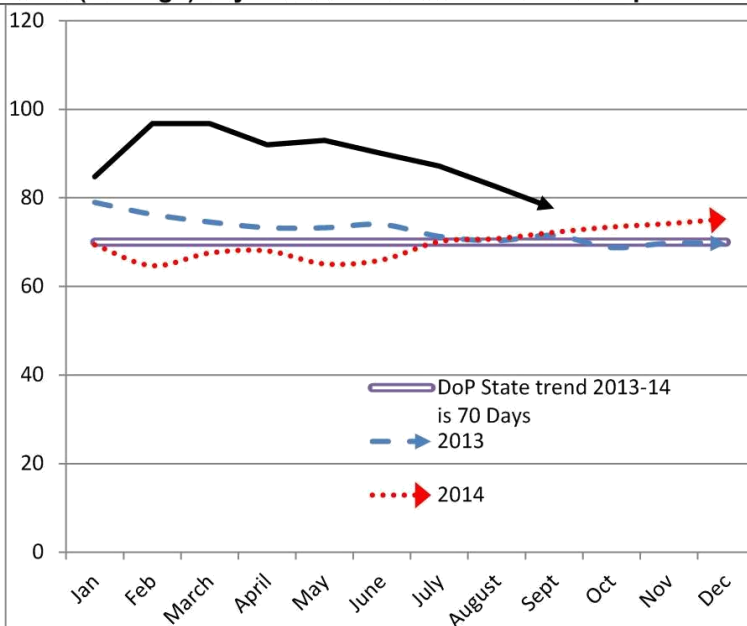
Year To Date Median days turnaround time of a DA to September 2015



COMMENT: The median turnaround time for DAs in the September 2015 quarter is higher than comparative quarters due to the complexity of the determinations and applications.

ENVIRONMENT 2.1.4

Mean (Average) days turnaround time of a DA to September 2015



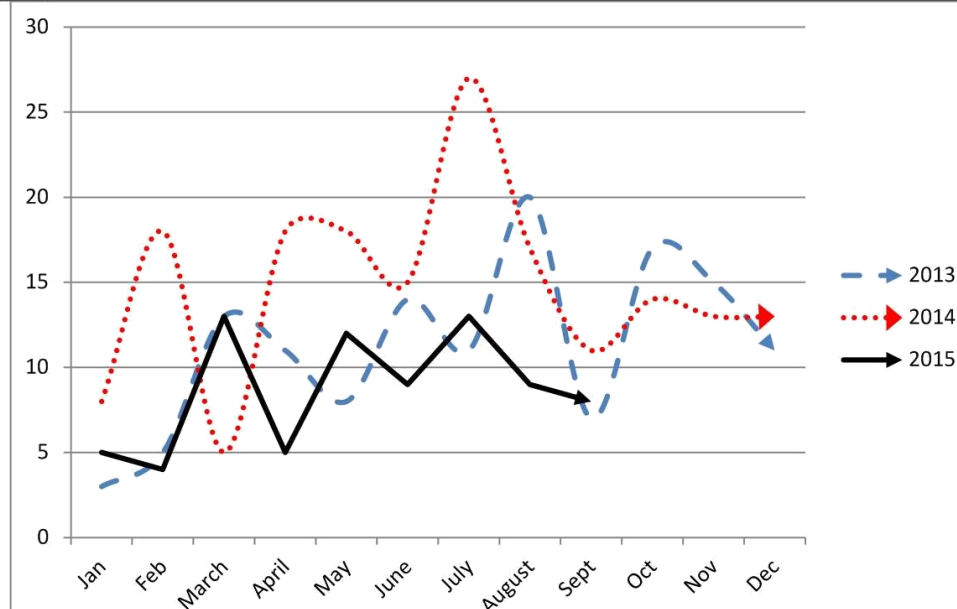
COMMENT: Average turnaround times for DA for the September quarter 2015 was higher than the statewide average.

ATTACHMENT 2

Corporate Services Division Report No. 21.DOC - First Quarter Report (1 July to 30 September 2015) - Progress with Four Year Delivery Program 2013 - 2017, Operational Plan 2015-16 and Budget 2015-16 KPI Graphs Quarterly Report

ENVIRONMENT 3.1.2

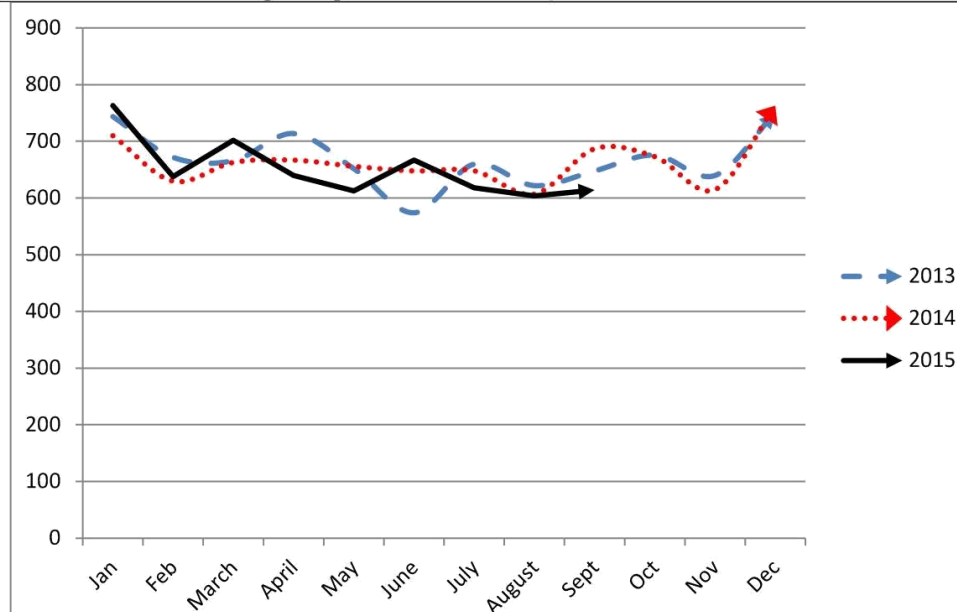
Number of regulatory and compliance Notices and Orders issued to September 2015



COMMENT: The total number of notices & orders served to September 2015 was less than comparative quarters.

ENVIRONMENT 5.1.1

Tonnes of domestic garbage collected to September 2015



COMMENT: Domestic garbage collections in the September quarter were slightly lower with comparative quarters.

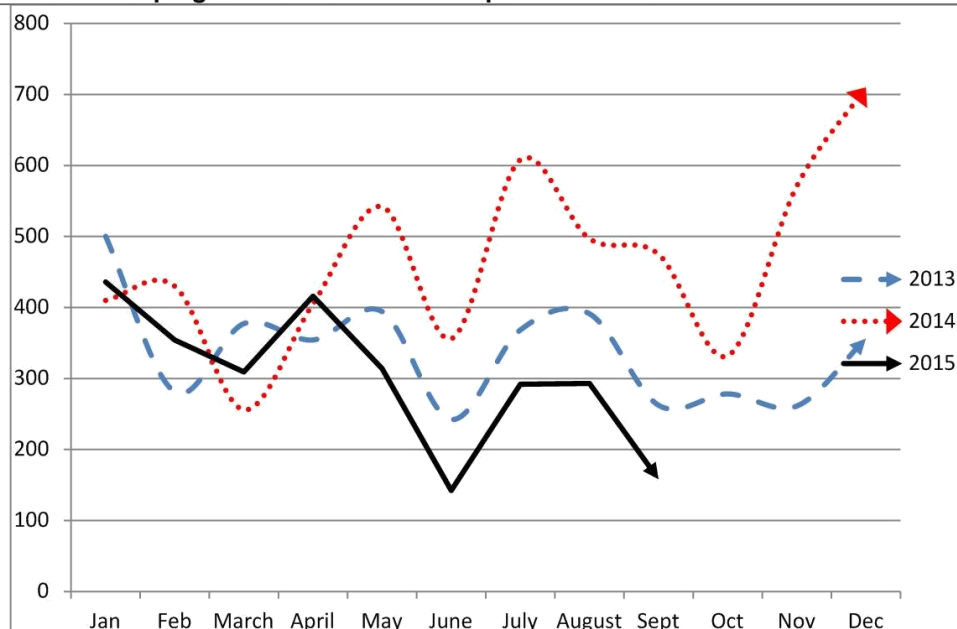
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KPI Graphs Quarterly Report

ENVIRONMENT 5.1.2

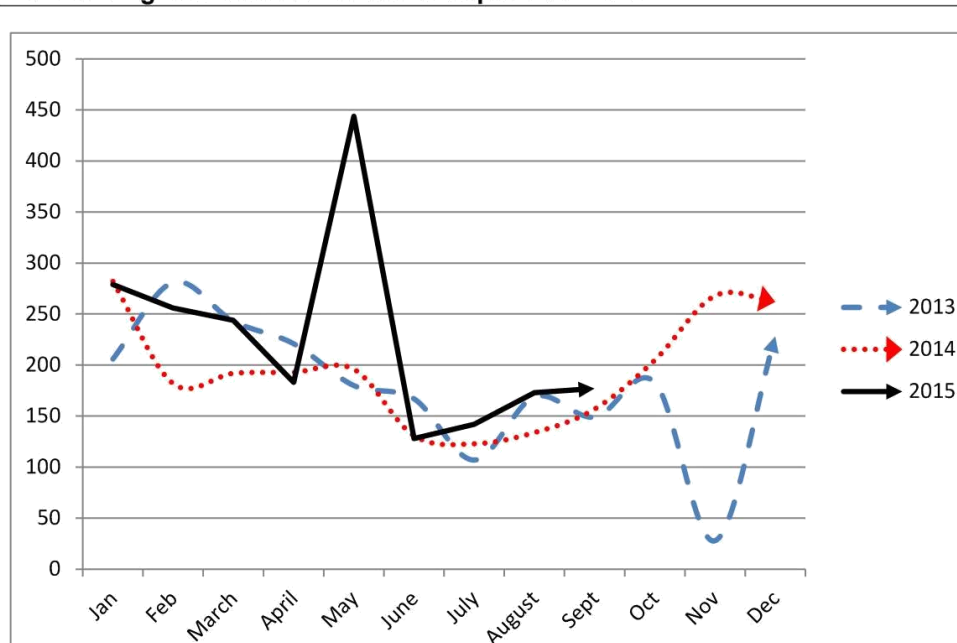
Street sweeping – litres collected to September 2015



COMMENT: Street Sweeping litres collected for the September quarter (743 tonnes) was much lower than the 2014 (1580 tonnes) and 2013 (1021 tonnes) comparative quarters.

ENVIRONMENT 5.1.3

Tonnes of green waste collected to September 2015



COMMENT: Green waste collections in the September quarter was slightly higher than with comparative quarters.

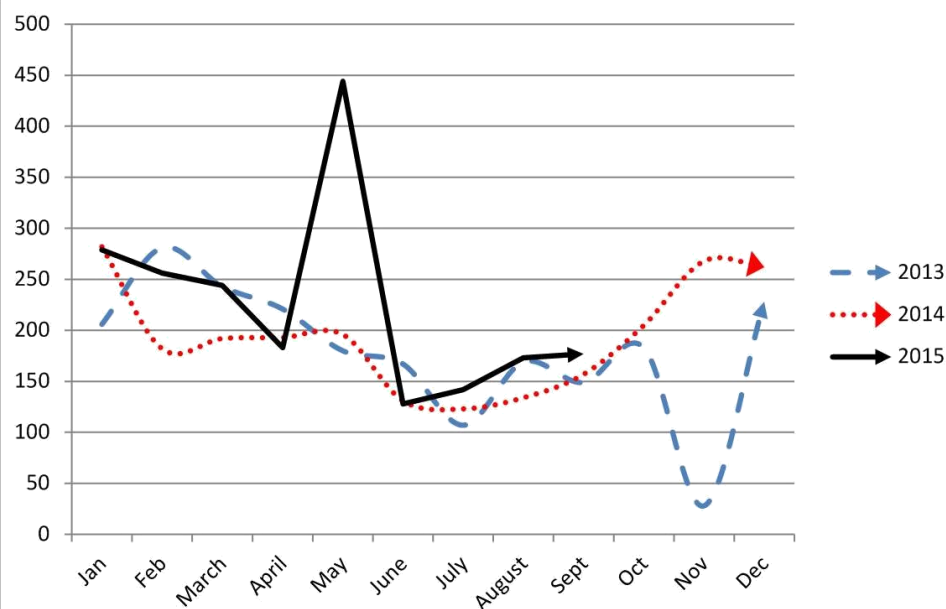
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KPI Graphs Quarterly Report

ENVIRONMENT 5.1.3

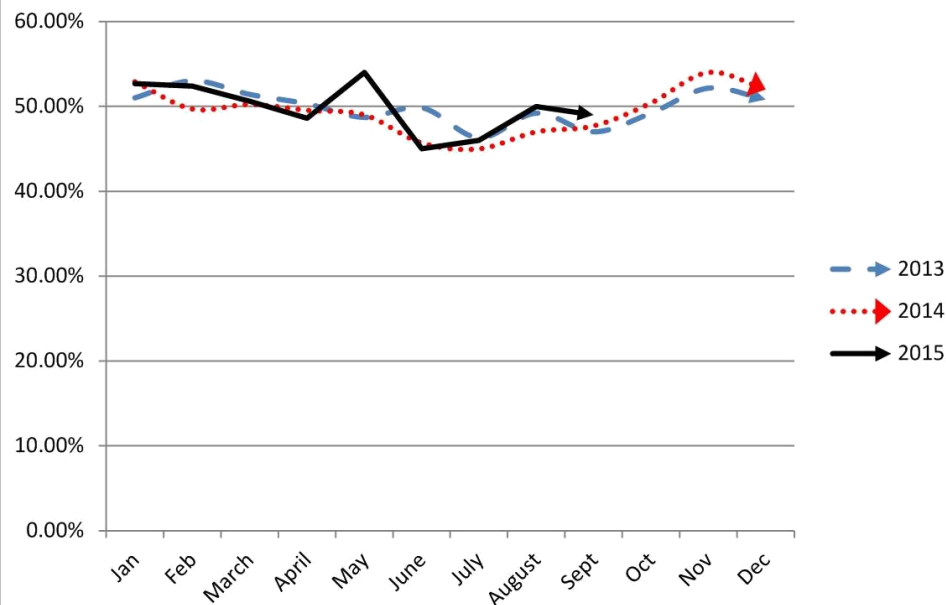
Tonnes of domestic recycling collected to September 2015



COMMENT: Domestic recycling tones for the quarter were on trend with comparative quarters.

ENVIRONMENT 5.1.3

Landfill diversion rate to September 2015



COMMENT: Diversion rates for the quarter are slightly higher (average 48.3%) than previous comparative quarters (46.6%).

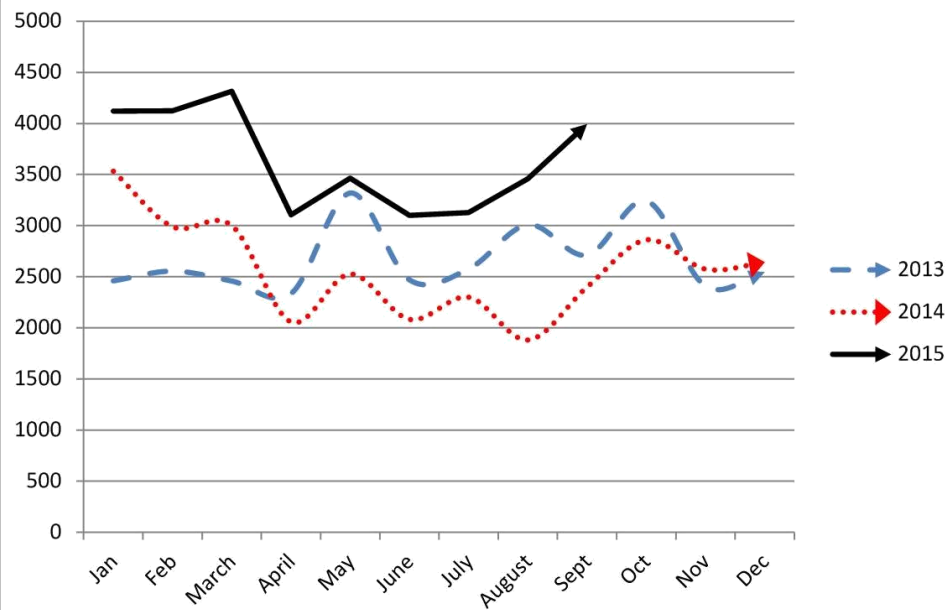
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KPI Graphs Quarterly Report

GOVERNANCE 1.2.1

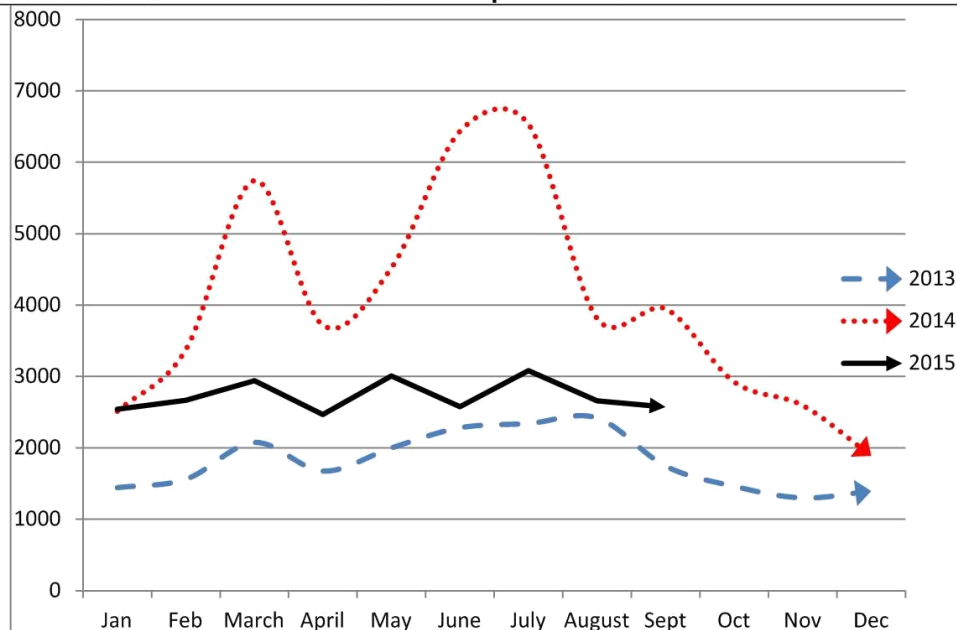
Customer service – calls to switch to September 2015



COMMENT: Calls to switch for the quarter are higher than comparable quarters.

GOVERNANCE 1.2.1

Customer service – counter visits to September 2015



COMMENT: The counter visits in the quarter are less than the comparative 2014 quarter and demonstrate increasing council business on-line.

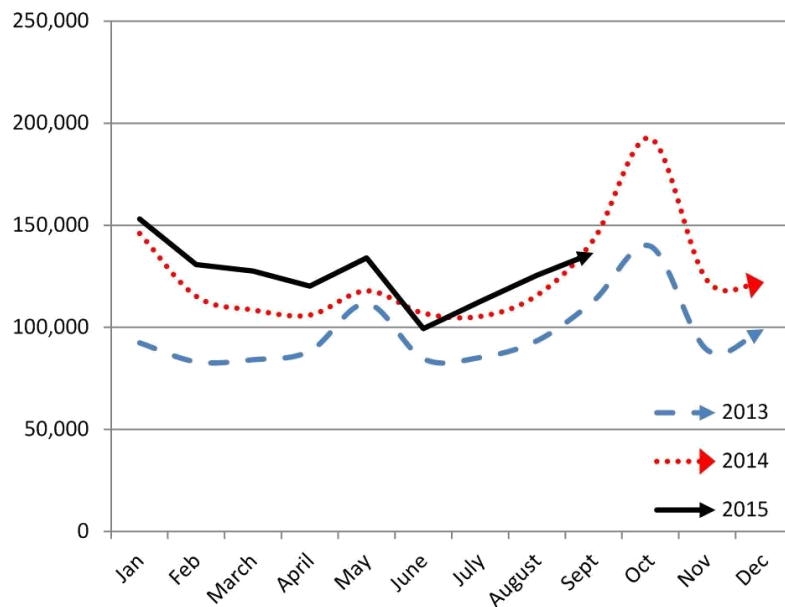
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KPI Graphs Quarterly Report

GOVERNANCE 1.3.1

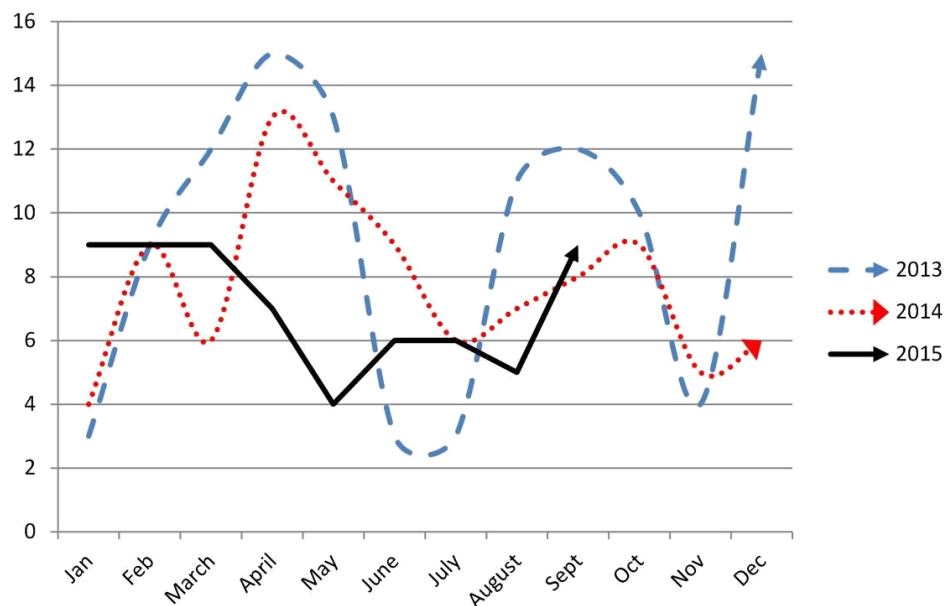
Number of Page Views of Manly Council Website to September 2015



COMMENT: Visits to the website are higher than with previous comparative quarters, showing the importance of the website as a means of Council communications.

GOVERNANCE 1.3.1

Number of media releases issued to September 2015



COMMENT: The number of press releases in the quarter (20) was slightly less than previous 2014 quarter (21).

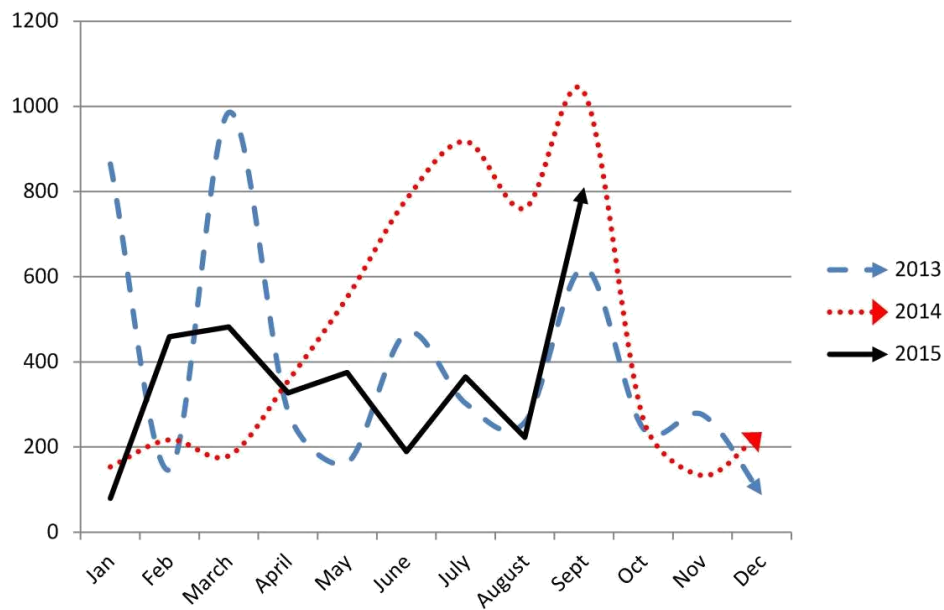
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KPI Graphs Quarterly Report

GOVERNANCE 1.5.5

Staff training hours to September 2015



COMMENT: The number of staff training hours was lower than the previous 2014 comparative quarter.

Corporate Services Division Report No. 21.DOC - First Quarter Report (1 July to 30 September 2015) - Progress with Four Year Delivery Program 2013 - 2017, Operational Plan 2015-16 and Budget 2015-16
Quarterly Budget Review September

Manly Council	Quarterly Budget Review Statement for the period 01/07/15 to 30/09/15
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1. Responsible Accounting Officer's Statement	1
2. Income & Expenses Budget Review Statement - Variation Details	2 3
3. Capital Budget Review Statement - Variation Details - Capital Expenditure Project Summary	4 5 6
4. Cash & Investments Budget Review Statement - Variation Details	7 8
5. Key Performance Indicator (KPI) Budget Review Statement	9
6. Contracts & Other Expenses Budget Review Statement	12
7. Consultancy and Legal Expenses Statement	13

Corporate Services Division Report No. 21.DOC - First Quarter Report (1 July to 30 September 2015) - Progress with Four Year Delivery Program 2013 - 2017, Operational Plan 2015-16 and Budget 2015-16
Quarterly Budget Review September

Manly Council

Quarterly Budget Review Statement
for the period 01/07/15 to 30/09/15

Report by Responsible Accounting Officer

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

It is my opinion that the Quarterly Budget Review Statement for Manly Council for the quarter ended 30/09/15 indicates that Council's projected financial position at 30/06/16 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:



Jenny Nascimento
Responsible Accounting Officer

Date: 30-Oct-15

ATTACHMENT 3

Corporate Services Division Report No. 21.DOC - First Quarter Report (1 July to 30 September 2015) - Progress with Four Year Delivery Program 2013 - 2017, Operational Plan 2015-16 and Budget 2015-16

Quarterly Budget Review September

Quarterly Budget Review Statement for the period 01/07/15 to 30/09/15

Manly Council Income & Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2015

Income & Expenses - General Fund

(\$000's)	Original Budget 2015/16	Approved Changes			Revised Budget 2015/16	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Other than by QBRs	Sep QBRs	Dec QBRs					
Income									
Rates and Annual Charges	40,135				40,135	-		40,135	40,074
User Charges and Fees	15,082				15,082	36	1	15,118	4,631
Interest and Investment Revenues	1,195				1,195	-		1,195	326
Other Revenues	6,198				6,198	50	2	6,248	1,305
Grants & Contributions - Operating	4,953				4,953	21	3	4,974	1,942
Grants & Contributions - Capital	454				454	-		454	336
Net gain from disposal of assets	-				-	-		-	-
Share of Interests in Joint Ventures	-				-	-		-	-
Total Income from Continuing Operations	68,017	-	-	-	68,017	107		68,124	48,614
Expenses									
Employee Costs	30,393				30,393	36	4	30,429	7,333
Borrowing Costs	2,435				2,435	-		2,435	110
Materials & Contracts	12,561				12,561	292	5	12,853	2,991
Depreciation	8,541				8,541	-		8,541	2,328
Legal Costs	627				627	-		627	122
Consultants	349				349	-		349	96
Other Expenses	5,945				5,945	-		5,945	2,126
Interest & Investment Losses	-				-	-		-	-
Net Loss from disposal of assets	-				-	-		-	-
Share of interests in Joint Ventures	-				-	-		-	-
Total Expenses from Continuing Operations	60,851	-	-	-	60,851	328		61,179	15,106
Net Operating Result from Continuing Operations	7,166	-	-	-	7,166	(221)		6,945	33,508
Discontinued Operations - Surplus/(Deficit)	-				-	-		-	-
Net Operating Result from All Operations	7,166	-	-	-	7,166	(221)		6,945	33,508
Net Operating Result before Capital Items	6,712	-	-	-	6,712	(221)		6,491	33,172

ATTACHMENT 3

Corporate Services Division Report No. 21.DOC - First Quarter Report (1 July to 30 September 2015) - Progress with Four Year Delivery Program 2013 - 2017, Operational Plan 2015-16 and Budget 2015-16 Quarterly Budget Review September

Manly Council Quarterly Budget Review Statement for the period 01/07/15 to 30/09/15

Income & Expenses Budget Review Statement Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details			
INCOME				
1	Recognition of income increase from development applications		35,500	
2	Recognition of income increase from merchandise sales at Swimming Centre	\$	50,000	
3	Recognition of grant income for Harbourview preschool program	\$	6,300	
3	Recognition of grant income for Manly Meals on Wheels transition program	\$	15,000	
		\$	106,800	
EXPENDITURE				
4	Transfer budget from previous year unspent grant reserve for Community Visitor Scheme	\$	36,000	
5	Increase budget for digitising council business paper	\$	20,000	
5	Transfer budget from previous year unspent grant reserve for EHC & ECIC Pilot project	\$	13,700	
5	Transfer budget from previous year unspent grant reserve for Long Day Care Staff Professional Development	\$	54,600	
5	Increase budget for Harbourview preschool program funding from grant income	\$	6,300	
5	Increase budget for Manly Meals on Wheels transition program funding from grant income	\$	15,000	
5	Transfer budget from operating to capital to fund Manly Meals on Wheels new air conditioning	\$	3,300	
5	Transfer budget from previous year unspent grant reserve for Community Visitor Scheme	\$	24,000	
5	Increase budget for Swimming Centre stock items for sale	\$	30,000	
5	Transfer budget from operating to capital to fund parks barbecues replacement	\$	15,400	
5	Transfer budget from previous year unspent grant reserve for Noxious Weed & Bush Regeneration	\$	16,600	
5	Transfer budget from operating to capital to fund National Car Park new roller shutter	\$	16,000	
5	Increase budget for street cleaning due to new contract awarded	\$	147,000	
		\$	328,500	
	NET VARIATION	\$	221,700	

ATTACHMENT 3

Corporate Services Division Report No. 21.DOC - First Quarter Report (1 July to 30 September 2015) - Progress with Four Year Delivery Program 2013 - 2017, Operational Plan 2015-16 and Budget 2015-16

Quarterly Budget Review September

Quarterly Budget Review Statement for the period 01/07/15 to 30/09/15

Manly Council Capital Budget Review Statement Budget review for the quarter ended 30 September 2015 Capital Budget - General Fund

	Original Budget 2015/16	Approved Changes			Revised Budget 2015/16	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Other than by QBRs	Sep QBRs	Dec QBRs					
Capital Expenditure									
New Assets									
- Land & Buildings	-				-	60	1	60	42
- Other Structure	28,185				28,185	-		28,185	1,797
- Storm Water	3,350				3,350	-		3,350	2
Renewal Assets (Replacement)									
- Plant & Equipment	4,730				4,730	3	2	4,733	164
- Furniture & Fittings	6				6	-		6	2
- Office Equipment	396				396	-		396	18
- Land Improvements - Depreciable	1,155				1,155	15	3	1,170	878
- Land Improvements - Tree	70				70	-		70	4
- Land & Buildings	1,281				1,281	-		1,281	57
- Roads, Bridges, Footpaths	7,641				7,641	450	4	8,091	835
- Storm Water	562				562	-		562	-
- Other Structures	635				635	216	5	851	13
- Library Books	212				212	-		212	35
- Art Works & Other Heritage	34				34	-		34	-
Total Capital Expenditure	48,256	-	-	-	48,256	745		49,001	3,847
Capital Funding									
Rates & Other United Funding									
Rates - (Special Rates / Infrastructure Levy)	3,788				3,788	95	6	3,883	1,049
Storm Water Levy	7,641				7,641	-		7,641	835
Capital Grants & Contributions	562				562	-		562	-
Reserves:	3,350				3,350	-		3,350	2
- External Restrictions/Reserves	-				-	650	7	650	-
- Internal Restrictions/Reserves	28,185				28,185	-		28,185	1,797
New Loans	-				-	-		-	-
Receipts from Sale of Assets	-				-	-		-	-
- Plant & Equipment	-				-	-		-	-
- Land & Buildings	4,730				4,730	-		4,730	164
Total Capital Funding	48,256	-	-	-	48,256	745		49,001	3,847
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-	-		-	-

ATTACHMENT 3

Corporate Services Division Report No. 21.DOC - First Quarter Report (1 July to 30 September 2015) - Progress with Four Year Delivery Program 2013 - 2017, Operational Plan 2015-16 and Budget 2015-16

Quarterly Budget Review September

Quarterly Budget Review Statement for the period 01/07/15 to 30/09/15

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	Increase budget for property fitout work at 360 Sydney Road		
2	Transfer budget from operating to capital to fund Manly Meals on Wheels new air conditioning	\$	60,000
3	Transfer budget from operating to capital to fund parks barbeques replacement	\$	3,300
4	Transfer budget from Section 94 Reserves to fund Rialto Lane footpath upgrade	\$	15,400
5	Transfer budget from Section 94 Reserves to fund netted pool upgrade at Little Manly and West Esplanade	\$	450,000
5	Transfer budget from operating to capital to fund National Car Park new roller shutter	\$	200,000
		\$	16,000
		\$	744,700

CAPITAL FUNDING

6	Capital funding from Rates & Other United Funding for property, plant & equipment, parks facilities and car park upgrade	\$	94,700
7	Capital funding from Section 94 Reserves to fund Rialto Lane footpath and netted pool upgrade	\$	650,000
		\$	744,700

NET VARIATION

\$ -

ATTACHMENT 3

Corporate Services Division Report No. 21.DOC - First Quarter Report (1 July to 30 September 2015) - Progress with Four Year Delivery Program 2013 - 2017, Operational Plan 2015-16 and Budget 2015-16

Quarterly Budget Review September

Quarterly Budget Review Statement for the period 01/07/15 to 30/09/15

Manly Council Capital Expenditure Project Summary

Budget review for the quarter ended 30 September 2015

Capital Budget - General Fund

(\$'000's)	Original Budget 2015/16	Approved Changes				Revised Budget 2015/16	Variations for this Sep Qtr	Projected Year End Result	Actual YTD figures
		Other than by QBRs	Sep QBRs	Dec QBRs	Mar QBRs				
Capital Expenditure									
New Assets									
- Land & Buildings	-					-	60	60	42
- New Aquatic Centre	11,185					11,185	-	11,185	1,797
- Manly Oval Car Park - Manly 2015	17,000					17,000	-	17,000	-
- Detention Tank	3,350					3,350	-	3,350	2
Renewal Assets (Replacement)									
- IT Systems - Infrastructure & Software	370					370	-	370	18
- Equipment & Furniture Purchases	65					65	3	68	42
- Building Works	1,211					1,211	-	1,211	57
- Library Books, Periodical & Equipment	253					253	-	253	37
- Art Gallery Collections	34					34	-	34	-
- Swim Centre Plant & Equipment	2,600					2,600	-	2,600	-
- LM Graham Reserve - Upgrade	1,000					1,000	-	1,000	820
- Parks & Reserves	225					225	15	240	62
- Cemetery	15					15	-	15	7
- Netted & Rock Pools Upgrade	120					120	200	320	-
- Plant & Fleet Replacement	2,050					2,050	-	2,050	122
- Roads Infrastructure	926					926	(200)	726	47
- Manly 2015 Public Domains	4,300					4,300	-	4,300	415
- Ancillary Infrastructure Works	2,115					2,115	-	2,115	155
- Footpath Construction	300					300	650	950	218
- Parking Facilities Upgrade	500					500	16	516	7
- Waste Services Equipments	5					5	-	5	-
- Drainage & Stormwater Assets	562					562	-	562	-
- Public Amenities - New/Renewal	70					70	-	70	-
Net Capital Funding - Surplus/(Deficit)	48,256	-	-	-	-	48,256	745	49,001	3,847

ATTACHMENT 3

Corporate Services Division Report No. 21.DOC - First Quarter Report (1 July to 30 September 2015) - Progress with Four Year Delivery Program 2013 - 2017, Operational Plan 2015-16 and Budget 2015-16

Quarterly Budget Review September

Quarterly Budget Review Statement for the period 01/07/15 to 30/09/15

Manly Council Cash & Investments Budget Review Statement

Budget review for the quarter ended 30 September 2015

Cash & Investments - General Fund

Opening Balance 2015/16	Approved Changes			Revised Budget 2015/16	Variations for this Sep Qtr	Notes Projected Year End Result	Actual YTD figures
	Other than by QBRs	Sep QBRs	Dec QBRs				
Externally Restricted ⁽¹⁾							
Developer Contributions - General	7,454			7,454	(650)	1	7,004
Specific Purpose Unexpended Grants	916			916	(145)	2	831
Other	846			846	-		846
Total Externally Restricted	9,216	-	-	9,216	(795)		8,681
(1) Funds that must be spent for a specific purpose							
Internally Restricted ⁽²⁾							
Plant & Vehicle Replacement	603			603	-		603
Infrastructure Replacement	6,312			6,312	-		6,312
Employees Leave Entitlement	1,528			1,528	-		1,528
Deposits, Retentions & Bonds	1,877			1,877	-		1,877
Balgowlah Area Improvements	600			600	-		600
Depot Redevelopment	152			152	-		152
Environment Levy	958			958	-		958
Manly Wharf Forecourt	50			50	-		50
Meals on Wheels	236			236	-		236
Shelly Beach Improvements	9			9	-		9
Unexpended Loans	18,067			18,067	-		18,067
Total Internally Restricted	30,392	-	-	30,392	-		30,392
(2) Funds that Council has earmarked for a specific purpose							
Unrestricted (available after the above Restrictions)	-	-	-	-	-		5,261
Total Cash & Investments	39,608	-	-	39,608	(795)		44,334

Corporate Services Division Report No. 21.DOC - First Quarter Report (1 July to 30 September 2015) - Progress with Four Year Delivery Program 2013 - 2017, Operational Plan 2015-16 and Budget 2015-16
Quarterly Budget Review September

Manly Council

Quarterly Budget Review Statement
for the period 01/07/15 to 30/09/15

Cash & Investments Budget Review Statement

Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details		
1	Transfer budget from Section 94 Reserves to fund Rialto Lane footpath upgrade	-\$	450,000
1	Transfer budget from Section 94 Reserves to fund netted pool upgrade at Little Manly and West Esplanade	-\$	200,000
2	Transfer budget from previous year unspent grant reserve for EHC & ECIC Pilot Project	-\$	13,700
2	Transfer budget from previous year unspent grant reserve for Long Day Care Staff Professional Development	-\$	54,600
2	Transfer budget from previous year unspent grant reserve for Community Visitor Scheme	-\$	60,000
2	Transfer budget from previous year unspent grant reserve for Noxious Weed & Bush Regeneration	-\$	16,600
NET VARIATION		-\$	794,900

Cash & 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 September Investment Portfolio report shows that Council has a total Investment of \$45,599,974 comprising a Cash at Bank balance of \$577,280 and Investment Holdings of \$45,022,694 managed directly.

The Cash at Bank & Investment figure included in the Cash & Investment Statement has been reconciled to Council's general ledger on 02/10/15 with a balance of \$44.3 million.

Corporate Services Division Report No. 21.DOC - First Quarter Report (1 July to 30 September 2015) - Progress with Four Year Delivery Program 2013 - 2017, Operational Plan 2015-16 and Budget 2015-16

Quarterly Budget Review September

Quarterly Budget Review Statement
for the period 01/07/15 to 30/09/15

Manly Council

Key Performance Indicators Budget Review Statement - Industry KPI's (OLG)

Budget review for the quarter ended 30 September 2015

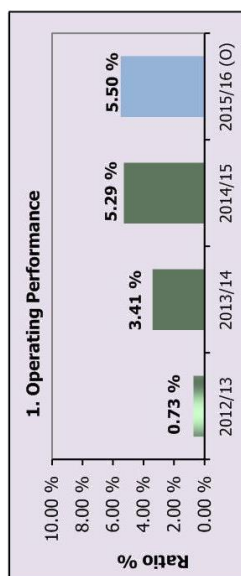
(\$'000's)	Original Budget 15/16	Actuals Prior Periods 14/15 13/14
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NSW Local Government Industry Key Performance Indicators (OLG):

1. Operating Performance

Operating Revenue (excl. Capital) - Operating Expenses
Operating Revenue (excl. Capital Grants & Contributions)

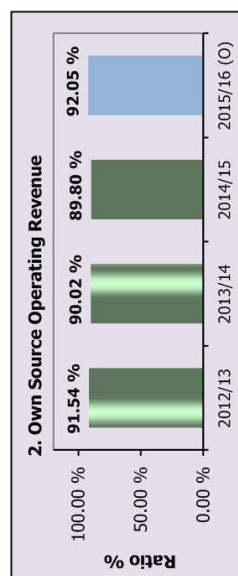
This ratio measures Council's achievement of containing operating expenditure within operating revenue.



2. Own Source Operating Revenue

Operating Revenue (excl. ALL Grants & Contributions)
Total Operating Revenue (incl. Capital Grants & Cont)

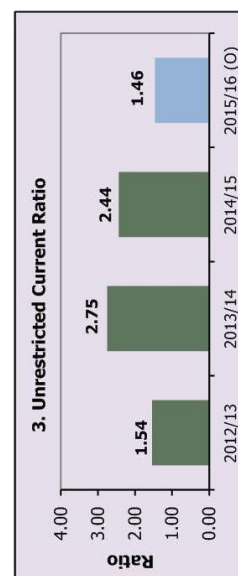
This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants & contributions.



3. Unrestricted Current Ratio

Current Assets less all External Restrictions
Current Liabilities less Specific Purpose Liabilities

To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.



Corporate Services Division Report No. 21.DOC - First Quarter Report (1 July to 30 September 2015) - Progress with Four Year Delivery Program 2013 - 2017, Operational Plan 2015-16 and Budget 2015-16

Quarterly Budget Review September

Quarterly Budget Review Statement
for the period 01/07/15 to 30/09/15

Manly Council

Key Performance Indicators Budget Review Statement - Industry KPI's (OLG)

Budget review for the quarter ended 30 September 2015

(\$000's)	Original Budget 15/16	Actuals Prior Periods 14/15 13/14
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NSW Local Government Industry Key Performance Indicators (OLG):

4. Debt Service Cover Ratio

Operating Result before Interest & Dep. exp (EBITDA)
Principal Repayments + Borrowing Interest Costs

3.15	3.04	3.47
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This ratio measures the availability of operating cash to service debt including interest, principal and lease payments.

5. Rates, Annual Charges, Interest & Extra Charges Outstanding

Rates, Annual & Extra Charges Outstanding
Rates, Annual & Extra Charges Collectible

2.04 %	2.04 %	2.81 %
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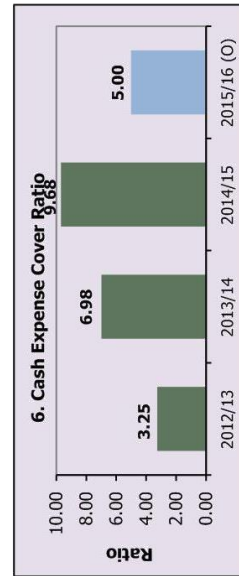
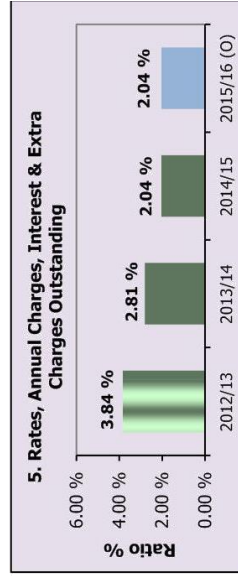
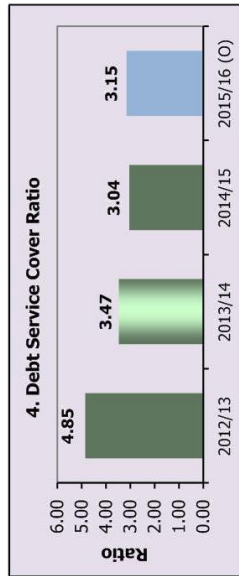
To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.

6. Cash Expense Cover Ratio

Current Year's Cash & Cash Equivalents (incl. Term Deposits)
Operating & financing activities Cash Flow payments

5.00	9.68	6.98
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This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.



Corporate Services Division Report No. 21.DOC - First Quarter Report (1 July to 30 September 2015) - Progress with Four Year Delivery Program 2013 - 2017, Operational Plan 2015-16 and Budget 2015-16

Quarterly Budget Review September

Manly Council

Quarterly Budget Review Statement
for the period 01/07/15 to 30/09/15

Key Performance Indicators Budget Review Statement - Industry KPI's (OLG)

Budget review for the quarter ended 30 September 2015

(\$'000's)	Original Budget 15/16	Actuals Prior Periods 14/15 13/14
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NSW Local Government Infrastructure Asset Performance Indicators (OLG):

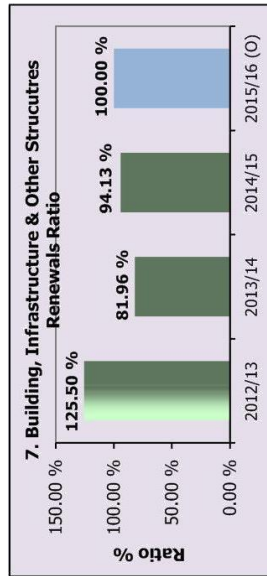
7. Building, Infrastructure & Other Structures Renewals Ratio

Asset Renewals (Building, Infrastructure & Other Structures)

Depreciation, Amortisation & Impairment

100 %	94.13 %	81.96 %
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To assess the rate at which these assets are being renewed relative to the rate at which they are depreciating.



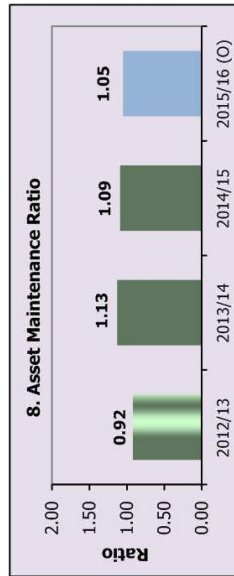
8. Asset Maintenance Ratio

Actual Asset Maintenance

Required Asset Maintenance

1.05	1.09	1.13
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Compares actual vs. required annual asset maintenance. A ratio above 1.0 indicates Council is investing enough funds to stop the Infrastructure Backlog growing.



NSW Local Government Infrastructure Asset Performance Indicators (OLG):

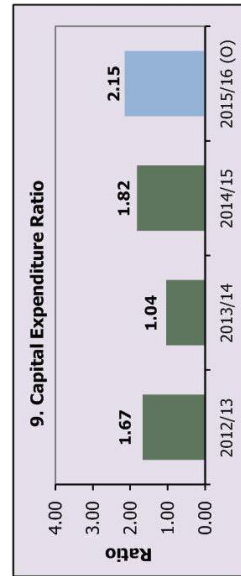
9. Capital Expenditure Ratio

Annual Capital Expenditure

Annual Depreciation

2.15	1.82	1.04
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To assess the extent to which a Council is expanding its asset base thru capital expenditure on both new assets and the replacement and renewal of existing assets.



ATTACHMENT 3

Corporate Services Division Report No. 21.DOC - First Quarter Report (1 July to 30 September 2015) - Progress with Four Year Delivery Program 2013 - 2017, Operational Plan 2015-16 and Budget 2015-16 Quarterly Budget Review September

Quarterly Budget Review Statement for the period 01/07/15 to 30/09/15

Manly Council

Contracts Budget Review Statement

Budget review for the quarter ended 30 September 2015
Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Finish Date	Budgeted (Y/N)
17 Panel Contractors & Reserve Contractors	Minor Capital Works (refer to SHOROC Tender, Council adopted on 1st June 2015)	Unit Rate	01/07/2015	30/06/2017	Y
Allsweeper Hire	Street Sweeping Services for the whole of Manly Local Government area	Confidential	14/09/2015	13/09/2022	Y
Mansour Paving Aust Pty Ltd	Supply & Lay of granite pavers for Sydney Road Upgrade	Confidential	04/08/2015	under progress	Y
T & J Enterprises Aust Pty Ltd	Removal of existing roadway and footpath and an option to supply and install concrete layer for the Sydney Road Upgrade	Confidential	04/08/2015	under progress	Y
Enviro-LCS Pty Ltd	Provision of Hygienic Services	Confidential	01/10/2015	30/09/2017	Y
ACE Contract Cleaning Pty Ltd	Provision of public toilet cleansing services	Confidential	07/09/2015	06/09/2018	Y
Ybern Pty Ltd	Provision of a gateless and ticketless car park system and associated services	Confidential	07/09/2015	under progress	Y
Mack Civil Pty Ltd	Provision of footpath construction at Grahams Reserve	\$ 56,115	01/07/2015	30/09/2015	Y
C M Fallon & R J Fallon	Provide major repair work at West Esplanade tidal pool	\$ 127,200	28/09/2015	under progress	Y

Note

- Contracts listed are those entered into during the quarter with a value greater than \$50,000 and exclude contractors on Council's Preferred Supplier list.
- Contracts for employment are not required to be included.
- 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.
- Refer the confidential contract information to the Minutes of the Council Meeting.

Corporate Services Division Report No. 21.DOC - First Quarter Report (1 July to 30 September 2015) - Progress with Four Year Delivery Program 2013 - 2017, Operational Plan 2015-16 and Budget 2015-16

Quarterly Budget Review September

Quarterly Budget Review Statement
for the period 01/07/15 to 30/09/15

Manly Council

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	\$ 95,930.00	Y
Legal Fees	\$ 122,225.00	Y

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

ATTACHMENT 3

Corporate Services Division Report No. 21.DOC - First Quarter Report (1 July to 30 September 2015) - Progress with Four Year Delivery Program 2013 - 2017, Operational Plan 2015-16 and Budget 2015-16
Quarterly Budget Review September

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