

## Agenda

### Planning and Strategy Committee

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

**Monday 7 March 2016**

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](http://www.manly.nsw.gov.au)



# Seating Arrangements for Meetings

Executive Manager   Minute Taker   General Manager   **Chairperson  
Clr Adele Heasman**   Deputy General Manager   Deputy General Manager

Clr Cathy Griffin

Clr Hugh Burns

Clr Barbara Aird

**Deputy Chairperson** Clr Alan Le Surf

**Mayor** Jean Hay AM

Clr Candy Bingham

**Chairperson** Clr Adele Heasman

Clr James Griffin

Press

Public  
Addresses

## Public Gallery

**Chairperson:** Clr Adele Heasman  
**Deputy Chairperson:** Clr Alan Le Surf

## TABLE OF CONTENTS

| Item  | Page No. |
|---|----------|
| <b>APOLOGIES AND LEAVE OF ABSENCE</b>   |          |
| <b>DECLARATIONS OF INTEREST</b>   |          |
| <b>ITEMS FOR BRIEF MENTION</b>  |          |
| <b>Item For Brief Mention Report No. 3</b>  |          |
| Items For Brief Mention.....  | 2        |
| <b>REPORTS OF COMMITTEES</b>  |          |
| <b>Report Of Committees Report No. 3</b>  |          |
| Minutes for Notation by Council - Special Purpose Advisory Committee without recommendations of a significant nature.....   | 3        |
| <b>PUBLIC ADDRESSES</b>   |          |
| <b>ENVIRONMENTAL SERVICES DIVISION</b>  |          |
| <b>Environmental Services Division Report No. 3</b>   |          |
| Development Applications for the month of February.....   | 4        |
| <b>Environmental Services Division Report No. 4</b>   |          |
| List of LEC Appeals relating to DAs .....   | 12       |
| <b>HUMAN SERVICES AND FACILITIES DIVISION</b>   |          |
| <b>Human Services And Facilities Division Report No. 2</b>  |          |
| Review of Council's Notification of Civic Works.....  | 13       |
| <b>CORPORATE SERVICES DIVISION</b>  |          |
| <b>Corporate Services Division Report No. 2</b>   |          |
| 2016 National General Assembly of Local Government .....  | 14       |
| <b>Corporate Services Division Report No. 3</b>   |          |
| Second Quarterly Report / Delivery Program and Budget .....   | 15       |
| <b>CLOSED COMMITTEE ITEMS</b>   |          |
| <b>CONFIDENTIAL COMMITTEE OF THE WHOLE</b>  |          |
| <b>Civic and Urban Services Division Report No. 1</b>   |          |
| Tenders for supply Sportsfields Mowing and Maintenance T2015/14   |          |
| <i>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.</i> |          |

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

TO: Planning and Strategy Committee - 7 March 2016  
 REPORT: Item For Brief Mention Report No. 3  
 SUBJECT: Items For Brief Mention  
 FILE NO: MC/16/10920

# 1. Tabled Documents

| Date      | Author   | Précis   |
|-----------|--|--|
| 4 Feb 16  | Brett Whitworth<br>Acting Executive Director Regions<br>Planning & Environment<br>NSW Government   | Response NSW Planning & Environment on behalf of Hon Rob Stokes MP regarding the Zoning of Land Adjoining Manly Pool Manly Vale                        |
| 4 Feb 16  | Anthony Perrau<br>Executive Director<br>Asset Management<br>NSW Department of Education –<br>Asset Management Directorate                        | Response from NSW Education on behalf of Hon Adrian Piccoli MP, Minister for Education regarding the proposed development at Manly Vale Public School. |
| 15 Feb 16 | Terry McSweeney<br>Principal Manager, Ministerial &<br>Government Services<br>Transport for NSW<br>NSW Government                                | Response from Transport for NSW on behalf of the Minister for Roads regarding accessible parking spaces near Centrelink, Brookvale.                    |
| 15 Feb 16 | Sean O'Connell<br>Chief of Staff<br>The Hon Niall Blair MLC<br>Minister for Primary Industries<br>Minister for Lands and Water<br>NSW Government | Acknowledgement of letter regarding Manly Vale Public School, which is being forwarded onto the Minister of Education.                                 |
| 19 Feb 16 | Stephen Murray<br>Acting Executive Director<br>Regions Planning & Environment<br>NSW Government  | Reply on behalf of the Minister regarding the proposed expansion of Manly Vale Public School.  |
| 1 Mar 16  | Mike Baird<br>State Member for Manly   | Response from the Minister, The Hon Stuart Robert MP regarding parking at Centrelink, Brookvale.   |

## RECOMMENDATION

1. That the IFBM report be received and noted.

## ATTACHMENTS

There are no attachments for this report.

PS07032016IBM\_1.DOCX

\*\*\*\*\* End of Item For Brief Mention Report No. 3 \*\*\*\*\*



**TO:** Planning and Strategy Committee - 7 March 2016  
**REPORT:** Report Of Committees Report No. 3  
**SUBJECT:** Minutes for Notation by Council - Special Purpose Advisory Committee without recommendations of a significant nature.  
**FILE NO:** MC/16/24459

---

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

1. Sports Facilities Advisory Committee - 5 February 2016
2. Meals on Wheels Advisory Committee - 10 February 2016

### **RECOMMENDATION**

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

1. Sports Facilities Advisory Committee - 5 February 2016
2. Meals on Wheels Advisory Committee - 10 February 2016

### **ATTACHMENTS**

There are no attachments for this report.

PS07032016RC\_1.DOCX

\*\*\*\*\* End of Report Of Committees Report No. 3 \*\*\*\*\*

**TO:** Planning and Strategy Committee - 7 March 2016  
**REPORT:** Environmental Services Division Report No. 3  
**SUBJECT:** Development Applications for the month of February  
**FILE NO:** MC/16/10926

## SUMMARY

Development Applications being processed during February 2016.

## REPORT

The following applications are with the Town Planners for assessment:

| DA# | Year | Site                                  | Proposal   |
|-----|------|---------------------------------------|--|
| 684 | 1999 | 9-15 Central Avenue                   | Section 96 Modification - Part 6   |
| 43  | 2006 | 56 Alexander Street                   | Section 96 Modification - Part 2   |
| 273 | 2006 | 1 Beatty Street                       | Section 96 Modification - Part 7   |
| 343 | 2007 | 16 Ocean Road                         | Section 96 Modification - Part 3   |
| 384 | 2009 | 31 Victoria Parade                    | Section 96 Modification - Part 4   |
| 233 | 2010 | 13 Allenby Street                     | Section 96 Modification - Part 2   |
| 254 | 2010 | 6 Montauban Avenue                    | Section 96 Modification - Part 3   |
| 375 | 2010 | 116 Griffiths Street                  | Section 96 Modification - Part 4   |
| 126 | 2011 | 4 West Street                         | Section 96 Modification - Part 4   |
| 171 | 2011 | 72 Fairlight Street                   | Section 96 modification - Part 2   |
| 52  | 2012 | 31 Vista Avenue                       | Section 96 Modification - Part 3   |
| 147 | 2012 | 9 Carlton Street                      | Section 96 Modification - Part 2   |
| 181 | 2012 | 69 Pittwater Road                     | Section 96 Modification - Part 2   |
| 191 | 2012 | 82 The Corso                          | Section 96 Modification - Part 3   |
| 234 | 2012 | 92 The Corso                          | Section 96 Modification - Part 7   |
| 235 | 2012 | 106 North Steyne                      | Section 96 Modification - Part 3   |
| 66  | 2013 | 63 Griffiths Street                   | Section 96 Modification - Part 3   |
| 85  | 2014 | 110-112 The Corso                     | Section 96 Modification - Part 2   |
| 203 | 2014 | 121 Bower Street                      | Section 96 Modification - Part 2   |
| 223 | 2014 | 16 Spring Cove Avenue                 | Section 96 Modification - Part 2   |
| 246 | 2014 | 64 Alexander Street                   | Section 96 Modification - Part 3   |
| 79  | 2015 | 354-358 Sydney Road                   | Section 96 Modification - Part 2   |
| 139 | 2015 | 553-559 Sydney Road & 42 Ethel Street | Section 96 Modification - Part 2   |
| 152 | 2015 | 6 Ocean Road                          | Section 96 Modification - Part 2   |
| 153 | 2015 | 6 Cecil Street                        | Section 96 Modification - Part 2   |
| 167 | 2015 | 22 Victoria Parade                    | Demolition of existing structures, construction of three (3) storey hotel with thirty-six (36) rooms, basement car parking with twenty-two (22) spaces and landscaping – Manly Lodge |
| 176 | 2015 | 47 Beatty Street                      | Alterations and additions to an existing dwelling house including attached secondary dwelling, addition of new garage, decks, swimming pool, new driveway and landscaping            |

## Environmental Services Division Report No. 3 (Cont'd)

| DA# | Year | Site                   | Proposal   |
|-----|------|------------------------|--|
| 218 | 2015 | 151 Darley Road        | Torrens Title Subdivision into three (3) lots - St Patrick's Estate  |
| 230 | 2015 | 21 Belgrave Street     | Alterations and additions to existing Telstra building including Construction of a new Five (5) level shop top housing development containing retail, commercial uses to part of the building , Twenty five (25) residential units, three (3) level basement car parking for Thirty (30) spaces, Stratum Subdivision, two designated on-street spaces at Whistler Street and landscaping works |
| 231 | 2015 | 139 Seaforth Crescent  | Alterations and additions to an existing dwelling house including first floor addition, new rear lower ground floor and ground floor addition, enlargement of existing front garage, new rear ground floor deck, new roof and landscaping  |
| 238 | 2015 | 9 Fairlight Street     | Alterations and additions to existing dwelling including addition of new attic, loft and new carport with reconfiguration of internal areas  |
| 243 | 2015 | 17 Addison Road        | Alterations and additions to existing dwelling house including first floor addition, demolition of rear sunroom, replacement of existing garage, new rear balcony with pergola, new front fence with gate, demolition and relocation of rear waterfront access stairs with deck within the foreshore building line   |
| 249 | 2015 | 36 Collingwood Street  | Alterations and additions to an existing dwelling house including a new first floor addition and internal modification to existing ground floor  |
| 261 | 2015 | 2 Spring Cove Avenue   | Construction of a new two (2) storey dwelling house with double garage, in-ground swimming pool and landscaping  |
| 264 | 2015 | 42 Tabalum Road        | Alterations and additions to an existing dwelling house including front, rear and side extensions  |
| 269 | 2015 | 77 Bower Street        | Construction of a new three (3) storey dwelling house, with double garage, internal lift, swimming pool and landscaping  |
| 277 | 2015 | 13 Ogilivy Road        | Alterations and additions to an existing dwelling house including first floor addition, demolition of carport and out building, new double carport, two storey out building and landscaping  |
| 280 | 2015 | 113B Seaforth Crescent | Demolition of front fence, gate and stairs, construction of a double hard stand car parking area, access stairs and inclinator   |
| 282 | 2015 | 243 Pittwater Road     | Demolition of an existing outbuilding and carport - Harris Farm Markets  |
| 283 | 2015 | 243 Pittwater Road     | Extension of an existing awning - Harris Farm  |
| 285 | 2015 | 243 Pittwater Road     | Installation of signage and solar panels -Harris Farm Markets  |

## Environmental Services Division Report No. 3 (Cont'd)

| DA# | Year | Site                   | Proposal  |
|-----|------|------------------------|---|
| 286 | 2015 | 33 Curban Street       | Alterations and additions to an existing dwelling house including construction of a rear in-ground swimming pool, deck and landscaping  |
| 291 | 2015 | 48 Birkely Road        | Alterations and additions to an existing dwelling including the construction of a new rear detached 2 storey secondary dwelling including ground floor garage   |
| 292 | 2015 | 173B Seaforth Crescent | Demolition of existing structures, construction of a new three (3) storey dwelling house including double garage ,internal lift, decks and landscaping works  |
| 294 | 2015 | 10 Carlton Street      | Alterations and additions to an existing dwelling house including raising the existing house, construction of a new double garage and covered outdoor area underneath, new driveway and new internal and external stairs  |
| 298 | 2015 | 11 Ogilivy Road        | Alterations and additions to an existing dwelling including demolition of existing deck, driveway and garage, construction of a new elevated driveway and garage, front first floor extension with new terrace and vergola, new deck, external stairs and landscaping                       |
| 300 | 2015 | 42 North Steyne        | Installation of a new barbeque fit-out and associated exhaust system  |
| 301 | 2015 | 17 Seaforth Crescent   | Alterations and additions to an existing dwelling including fourth level addition, new lower ground floor terrace, internal modifications, second floor balcony extension, new internal and external stairs, new driveway, installation of internal lift and modifications to existing roof |
| 303 | 2015 | 14 Kareema Street      | Construction of a new two (2) storey dwelling with double garage  |
| 304 | 2015 | 42 Grandview Grove     | Alterations and additions to the existing dwelling including addition of deck at front changes to doors, windows, alterations to the entry porch, stairs and patio area at rear at ground floor level, and rebuild existing balcony at rear first floor level.                              |
| 312 | 2015 | 46 Frenchs Forest Road | Alterations and additions to an existing dwelling house including extension of existing front single carport to a double carport, new rear deck, new stairs, new bi-fold doors, new windows and new front fence   |
| 313 | 2015 | 27 Tabalum Road        | Alterations and additions to an existing dwelling house including ground floor internal modifications, first floor addition, new rear in-ground swimming pool, new rear decks and front double garage extension   |
| 314 | 2015 | 71 Lauderdale Avenue   | Alterations and additions to an existing dwelling house including a new rear in-ground swimming pool, new rear deck, new garage, roof and landscaping   |

## Environmental Services Division Report No. 3 (Cont'd)

| DA# | Year | Site                  | Proposal  |
|-----|------|-----------------------|---|
| 315 | 2015 | 36 Beatty Street      | Alterations and additions to the existing dwelling including second floor addition, additions to ground and first floor level, modification of windows, new internal lift, roof and landscaping works                     |
| 317 | 2015 | 37 The Corso          | Removal of existing signage and addition of illuminated under awning sign   |
| 318 | 2015 | 10 Bruce Avenue       | Demolition of existing Residential Flat Building and construction of a new three (3) storey dwelling house with double garage, swimming pool and landscaping  |
| 1   | 2016 | 167 Pittwater Road    | Change of use to a funeral home and office premises including internal fit-out, changes to windows, doors and signage – White Lady Funerals   |
| 2   | 2016 | 23 Addison Road       | Alterations and additions to an existing Residential Flat Building including the demolition of existing gables, construction of new metal roofing and louvres, replacement of existing windows, doors and balustrades     |
| 3   | 2016 | 22 Woods Parade       | Alterations and additions to an existing Residential Flat Building including enclosure of existing first floor balcony with void area, addition of windows at first floor level and roof changes – Unit 2                 |
| 4   | 2016 | 8 Herbert Street      | Alterations and additions to an existing dwelling house including new first floor addition, additions to existing lower ground floor and ground floor levels, new deck, window changes, new swimming pool and landscaping |
| 5   | 2016 | 25-29 Victoria Parade | Alterations and additions to an existing Residential Flat Building including the installation of two (2) new windows on the second floor – Unit 9   |
| 6   | 2016 | 6 Wattle Avenue       | Alterations and additions to an existing dwelling house including new swimming pool, new rear deck, new retaining wall, new windows and landscaping   |
| 7   | 2016 | 95 West Esplanade     | Alterations and additions to an existing Residential Flat Building including the addition of three (3) new vergolas on roof top terrace - Unit 501  |
| 9   | 2016 | 63 Bungalow Avenue    | Construction of new swimming pool, spa at rear with new cabana and landscaping  |
| 11  | 2016 | 50 Radio Avenue       | Alterations and additions to an existing dwelling house including rear two (2) storey addition with terrace and new carport   |
| 12  | 2016 | 17 Griffiths Street   | Alterations and additions to an existing dwelling house including a first floor rear addition   |
| 13  | 2016 | 39 Boyle Street       | Alterations and additions to an existing dwelling house including a two (2) storey rear addition, new carport, swimming pool and landscaping  |

## Environmental Services Division Report No. 3 (Cont'd)

| DA# | Year | Site                    | Proposal  |
|-----|------|-------------------------|---|
| 15  | 2016 | 19 Griffiths Street     | Alterations and additions to an existing dwelling house including a first floor rear addition, demolition of the existing garage, new plunge pool, pool store room and landscaping  |
| 16  | 2016 | 15 Smith Street         | Alterations and additions to an existing semi-detached dwelling including a first floor addition with a deck and ground floor rear extension  |
| 17  | 2016 | 7 Fairlight Street      | Alterations and additions to an existing Residential Flat Building including second floor addition with balcony and internal alterations – Unit 3   |
| 18  | 2016 | 112 Frenchs Forest Road | Alterations and additions to an existing dwelling house including a first floor addition, a new roof to the existing rear deck, new carport on existing hardstand, changes to windows and doors                                 |
| 19  | 2016 | 15 Cliff Street         | Alterations and additions to an existing Residential Flat Building including the demolition and replacement external access stairs on the eastern side of the property  |
| 20  | 2016 | 43A Ellery Parade       | Alterations and additions to an existing dwelling house including installation of a wood fire place on the ground floor and flue  |
| 21  | 2016 | 20A Ernest Street       | Construction of a two (2) storey dwelling house with a double garage, swimming pool, deck, driveway, tree removal and landscaping   |
| 22  | 2016 | 4 Battle Boulevard      | Construction of an inclinor with support foundations and associated landings and walkway  |
| 23  | 2016 | 39 East Esplanade       | Alterations and additions to the existing restaurant including addition of external deck and pergola, new entry doors, new bi-fold doors, new green wall, addition of thirty-four (34) seats and internal alterations - Garfish |
| 24  | 2016 | 55 Baranbali Avenue     | Alterations and additions to an existing dwelling house including ground and first floor front extension, demolition of existing carport, construction of a single garage and new driveway                                      |
| 25  | 2016 | 7 Lewis Street          | Alterations and additions to an existing dwelling house including three (3) storey rear extension, excavation, decks, balcony, new double garage, internal alterations, swimming pool, front fence and landscaping.             |
| 26  | 2016 | 5 Golf Parade           | Alterations and additions to an existing dwelling house including the construction of a double garage and extension of the rear patio with pergola  |
| 27  | 2016 | 47 Sydney Road          | Change of use to a clothing and homeware shop, shop fitout and signage – Esmeralda Thomson – also known as 20 Whistler Street, Manly  |

## Environmental Services Division Report No. 3 (Cont'd)

| DA# | Year | Site                  | Proposal   |
|-----|------|-----------------------|--|
| 28  | 2016 | 21 Griffiths Street   | Alterations and additions to an existing dwelling house including first floor addition, new access stairs, plunge pool with pergola, landscaping, carport, front and rear ground floor additions   |
| 29  | 2016 | 39 Pacific Parade     | Partial demolition of rear of the existing dwelling house, garage and concrete slabs, construction of rear addition and retaining walls  |
| 30  | 2016 | 35 Prince Edward Road | Alterations and additions to an existing dwelling house including a new double carport with driveway, replacement of an existing front pergola, rear deck with a pergola and access stairs   |
| 31  | 2016 | 15 Pacific Parade     | Alterations and additions to an existing semi-detached dwelling including new hard stand parking space with driveway, new storage area with doors, front fence and new stairs  |
| 34  | 2016 | 82-84 Bower Street    | Alterations and additions to an existing semi-detached dwelling including new upper level internal reconfiguration and new roof, reconstruction of the existing ground floor entry, partial demolition of rear of dwelling, new plunge pool, terrace, new double garage and landscaping - No 84 Bower Street, Manly only |

## Significant Development Applications:

| DA# | Year | Site                   | Proposal  |
|-----|------|------------------------|---|
| 230 | 2015 | 21 Belgrave Street     | Alterations and additions to existing Telstra building including Construction of a new Five (5) level shop top housing development containing retail, commercial uses to part of the building, Twenty five (25) residential units, three (3) level basement car parking for Thirty (30) spaces, Stratum Subdivision, two designated on-street spaces at Whistler Street and landscaping works |
| 261 | 2015 | 2 Spring Cove Avenue   | Construction of a new two (2) storey dwelling house with double garage, in-ground swimming pool and landscaping   |
| 269 | 2015 | 77 Bower Street        | Construction of a new three (3) storey dwelling house, with double garage, internal lift, swimming pool and landscaping   |
| 292 | 2015 | 173B Seaforth Crescent | Demolition of existing structures, construction of a new three (3) storey dwelling house including double garage, internal lift, decks and landscaping works  |
| 318 | 2015 | 10 Bruce Avenue        | Demolition of existing Residential Flat Building and construction of a new three (3) storey dwelling house with double garage, swimming pool and landscaping  |
| 1   | 2016 | 167 Pittwater Road     | Change of use to a funeral home and office premises including internal fit-out, changes to windows, doors and signage – White Lady Funerals   |

## Environmental Services Division Report No. 3 (Cont'd)

|    |      |                   |   |
|----|------|-------------------|---|
| 23 | 2016 | 39 East Esplanade | Alterations and additions to the existing restaurant including addition of external deck and pergola, new entry doors, new bi-fold doors, new green wall, addition of thirty-four (34) seats and internal alterations - Garfish |
|----|------|-------------------|---|

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

|         |                                     |   |
|---------|-------------------------------------|---|
| 19/2014 | 18 Raglan St, MANLY 2095            | LEC - Section 96 to Modify approved Demolition of existing structures and construction of a three (3) storey Mixed Use development containing a funeral home, five (5) residential apartments and eleven (11) car parking spaces - involving the deletion of condition no's 2(b) in regard to use of roof as terrace, 6(a) in regard to level internal access, 6(b) requiring sliding door to adaptable unit 3, 7(b) in regard to locating letterboxes in foyer, 7(c) requiring front entrance to include automatic door, 40 to amend awning height, 61 requiring face brickwork to walls within 600mm of side boundaries and the addition of a vergola to northern facing balconies – Part 4 |
| 94/2011 | 3A Dalwood Av, SEAFORTH 2092        | Section 96 to modify approved Alterations and additions to an existing dwelling including a new floor addition and new pool fencing – involving additions on the ground and first floor – Part 3  |
| 28/2016 | 21 Griffiths Street, FAIRLIGHT 2094 | Alterations and additions to an existing dwelling house including first floor addition, new access stairs, plunge pool with pergola, landscaping, carport, front and rear ground floor additions  |
| 12/2015 | 33 Quinton Road, MANLY 2095         | Section 96 to modify approved Alterations and additions to an existing semi- detached dwelling house including rear ground floor addition, first floor addition, new panel lift carport door, pergola and front gate – involving rear extension to the approved first floor addition – Part 2   |
| 32/2016 | 13 Pacific Parade, MANLY 2095       | Alterations and additions to an existing semi-detached dwelling including new hard stand parking space with driveway, new storage area with doors, front fence and new stairs   |
| 33/2016 | 49 Pacific Parade, MANLY 2095       | Alterations and additions to an existing dwelling house including new hard stand parking space with driveway and retaining wall   |

The following applications were presented to the Manly Independent Assessment Panel on 18 February 2016.

| DA#       | Site              | Proposal   | Determination by MIAP |
|-----------|-------------------|--|-----------------------|
| 3754/1990 | 7-9 Marine Parade | Section 96 Modification - Part 2   | Refused               |
| 132/2015  | 402 Sydney Road   | Alterations and additions to an existing building including changes to the existing ground floor commercial level, addition of new shop top housing at rear with ground floor commercial, two (2) storeys above comprising of four (4) residential units, tree removal, stairs and landscaping | Approved              |



## Environmental Services Division Report No. 3 (Cont'd)

| DA#      | Site                | Proposal   | Determination by MIAP |
|----------|---------------------|--|-----------------------|
| 184/2015 | 103 Pittwater Road  | Alterations and additions to an existing dwelling house including first floor addition with external metal stairs and establishment of use as an attached secondary dwelling   | Approved              |
| 221/2015 | 169 Pittwater Road  | Alterations and additions to an existing Shop Top housing development including demolition of existing garage and in ground swimming pool , construction of new storey rear addition and loft addition, internal alterations, new carparking for 5 (five) cars and One (1) loading bay area and Strata Subdivision | Approved              |
| 232/2015 | 67 Birkley Road     | Alterations and additions to an existing dwelling house including new rear secondary dwelling and rear garage, new rear ground floor addition and new front carport.   | Approved              |
| 233/2015 | 91 Gurney Crescent  | Alterations and additions to an existing dwelling including additions at first and second floor levels, internal alterations to existing ground and first floor level  | Approved              |
| 236/2015 | 323-325 Sydney Road | Demolition of an existing structures, construction of a four (4) storey Residential Flat Building containing fifteen (15) units including five (5) affordable rental units, eleven (11) car parking spaces) with basement carpark, decks and landscaping   | Refused               |
| 250/2015 | 19 Gordon Street    | Demolition of existing structures with tree removal, construction of a new two (2) storey dwelling ,double garage, driveway, swimming pool and landscaping   | Approved              |
| 289/2015 | 22 Central Avenue   | Installation of a wall in an existing shop to create two (2) separate tenancies, change of use to an Indoor Recreational Facility, fitout, signage hours of operation being Monday to Friday from 5.00am to 8.00pm and Saturday from 7.00am to 10.00am – Shop 2 - F45 Training                                     | Approved              |

**RECOMMENDATION**

THAT the report be received and noted.

**ATTACHMENTS**

There are no attachments for this report.

PS07032016ESD\_1.DOCX

\*\*\*\*\* End of Environmental Services Division Report No. 3 \*\*\*\*\*

**TO:** Planning and Strategy Committee - 7 March 2016  
**REPORT:** Environmental Services Division Report No. 4  
**SUBJECT:** List of LEC Appeals relating to DAs  
**FILE NO:** MC/16/10929

---

## SUMMARY

A list of appeals relating to Development Applications currently listed with the Land and Environment Court

## REPORT

The following matters are listed with the Land and Environment Court:

| DA#        | LEC Reference         | House #       | Address                    | Date lodged | Firm         | Status                        |
|------------|-----------------------|---------------|----------------------------|-------------|--------------|-------------------------------|
| DA154/2015 | Class 1<br>10830/2015 | 52-56         | Darley Road                | 17/09/2015  | HWL Ebsworth | Hearing on<br>9&10/03/2016    |
| DA103/2015 | Class 1<br>10950/2015 | 38            | Beatrice Street            | 23/10/2015  | Marsdens     | Directions on<br>01/03/2016   |
| DA236/2015 | Class 1<br>11166/2015 | 323-325       | Sydney Road                | 11/12/2015  | Marsdens     | Directions on<br>01/03/2016   |
| DA243/2014 | Class 1<br>10797/2015 | 138-139<br>30 | North Steyne Bonner Avenue | 09/09/2015  | Pikes        | Awaiting Judgment             |
| DA233/2014 | Class 1<br>10607/2015 | 38            | Frenchs Forest Road        | 10/07/2015  | Marsdens     | Discontinued on<br>25/02/2016 |

## RECOMMENDATION

THAT the report be received and noted.

## ATTACHMENTS

There are no attachments for this report.

PS07032016ESD\_2.DOCX

\*\*\*\*\* End of Environmental Services Division Report No. 4 \*\*\*\*\*

**TO:** Planning and Strategy Committee - 7 March 2016  
**REPORT:** Human Services And Facilities Division Report No. 2  
**SUBJECT:** Review of Council's Notification of Civic Works  
**FILE NO:** MC/16/26559

---

## **SUMMARY**

This report examines the notification and communication process for civic works in Rialto Lane and acknowledges that notification to some residents was inadequate.

Letterboxing of courtesy notices is now a part of standard operating procedures for civic works.

## **REPORT**

In advance of the works commencing, a project board was installed in September 2015 to give public notice of the project. Preliminary work in the Lane commenced in late October and work was adjourned in December for the official public holiday period.

Following the official holiday period, substantive pavement work in the lane commenced in January but at a time when some of the directly affected may have still been away on leave.

Given the lane was needed to be closed in parts or in whole for granite paving, impact on vehicular access was unavoidable, which was why impact amelioration measures were discussed face-to-face with principal stakeholder affected by the project. Unfortunately, that communication did not reach all stakeholders, particularly some of the impacted residents of the Peninsula Apartments.

Council's normal practice for giving prior courtesy notice to adjacent residents on the commencement and timing of work is by letterboxing. However, in the case of the works in question, although a project board was installed well in advance of the works, and face-to-face discussions were also held concerning alternative access and parking arrangements for affected residents, the usual letterboxing did not occur until the work had already commenced. As a consequence, some members of the public are not satisfied with the notification and communication process in this instance.

Discussions with staff involved in civic works have reinforced the importance of letterboxing as a formal means to informing affected properties of council works commencing regardless of the use of onsite project boards or face-to-face discussions with stakeholders.

## **RECOMMENDATION**

That the report be received and noted.

## **ATTACHMENTS**

There are no attachments for this report.

PS07032016HSFU\_1.DOCX

\*\*\*\*\* End of Human Services And Facilities Division Report No. 2 \*\*\*\*\*

**TO:** Planning and Strategy Committee - 7 March 2016  
**REPORT:** Corporate Services Division Report No. 2  
**SUBJECT:** 2016 National General Assembly of Local Government  
**FILE NO:** MC/16/24140

---

## **SUMMARY**

Advice has been received from the Australian Local Government Association (ALGA) that the 2016 National General Assembly of Local Government (the Assembly) will be held at the National Convention Centre in Canberra from 19 – 22 June 2016.

The purpose of this report is to call for Motions to be submitted on behalf of Manly Council to the Assembly.

## **REPORT**

The theme for this year's Assembly is *'Partners in an Innovative and Prosperous Australia'*.

To assist in developing motions the ALGA has prepared a discussion paper which is available at the ALGA web page [www.alga.asn.au](http://www.alga.asn.au)

Councillors are invited to submit draft Motions which may then be submitted to ALGA for consideration for inclusion.

Draft motions should be submitted in the format outlined in the discussion paper to the General Manager via email by 25 March 2016.

## **RECOMMENDATION**

That the report be received and noted.

## **ATTACHMENTS**

There are no attachments for this report

PS07032016CSD\_1.DOCX

\*\*\*\*\* End of Corporate Services Division Report No. 2 \*\*\*\*\*

**TO:** Planning and Strategy Committee - 7 March 2016  
**REPORT:** Corporate Services Division Report No. 3  
**SUBJECT:** Second Quarterly Report / Delivery Program and Budget  
**FILE NO:** MC/16/9260

---

## SUMMARY

This report provides the second 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 October to 31 December 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 31 December 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 December 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 31 December 2015.

Some of the key Delivery Program highlights for the 2nd quarter are as follows:

**Corporate Services Division Report No. 3 (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 swimming season, and late spring/summer months. Highlights in the cultural area include the Arts Festival in September/October, the Christmas Choral Concert held this year in the Corso to the delight of thousands in the community, and the New Year's Eve Fireworks again delighted families on the Manly Cove & harbour beachfront.

**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; and the substantial progression of the Andrew Boy Charlton Swim Centre re-development. Maintenance and improvements to our community infrastructure took place through footpath audits and capital works programs, Hop Skip Jump 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, especially during busy summer months, and events programs to assist visitors and locals.

**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 31 December 2015 for the second 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. 3 (Cont'd)**

The following is a summary of Council's adopted Cash Budget for 2015/2016 and revised Budget Estimates as at 31 December 2015:

|                         | <b>Original<br/>Budget</b> | <b>Revised<br/>Budget<br/>30 September 2015</b> | <b>Revised<br/>Budget<br/>30 December 2015</b> |
|-------------------------|----------------------------|---|--|
| Operating Income        | \$82,590,347               | \$82,842,093                                    | \$82,711,018                                   |
| Capital Income          | \$53,889,770               | \$54,539,770                                    | \$55,039,770                                   |
| Total Income            | \$136,480,117              | \$137,381,863                                   | \$137,750,788                                  |
| Operating Expenditure   | \$75,179,874               | \$75,508,421                                    | \$75,874,350                                   |
| Capital Expenditure     | \$61,804,677               | \$62,549,377                                    | \$62,510,937                                   |
| Total Expenditure       | \$136,984,551              | \$138,057,798                                   | \$138,385,287                                  |
| Net Surplus / (Deficit) | (\$504,434)                | (\$675,935)                                     | (\$634,499)                                    |

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.

On an accrual basis the Quarterly Budget Review Statement forecasts a quarterly surplus of \$25,000. The full annual financial statement Net operating Result forecast is \$6.969 million and Net Operating Result before Capital Income is forecast \$5.915 million.

**RECOMMENDATION**

That:

1. The second 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 31 December 2015, including the revised estimates and recommended variations contained within the report, be adopted.

**ATTACHMENTS**

|              |  |          |
|--------------|--|----------|
| <b>AT- 1</b> | Delivery Program Second Quarter Matrix | 22 Pages |
| <b>AT- 2</b> | KPI Graphs Quarterly Report            | 12 Pages |
| <b>AT- 3</b> | Quartely Budget Review                 | 14 Pages |

PS07032016CSD\_2.DOCX

\*\*\*\*\* End of Corporate Services Division Report No. 3 \*\*\*\*\*

# ATTACHMENT 1

## Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Delivery Program Second Quarter Matrix

| A. SOCIAL  |   |  |  |  | October to December 2015 Quarter Progress |                       |
|--|---|--|--|--|---|-----------------------|
| Goals  | Strategy  | Four Year Plan   | One Year Plan  | KPI  | Responsible Lead Division                 | % Complete / Progress |
| 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.  | HSF                                       | 50%                   |
|  |   |  | 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.  | HSF                                       | 50%                   |
|  |   |  | 1.1.1.3 Provision of drug and alcohol free under 18 events.  | Number of events held.<br>Number of young people attending.  | HSF                                       | 50%                   |
|  | 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<br>Implemented to improve community safety.  | HSF                                       | 50%                   |
| 2 Promote healthy and active Manly community.  | 2.1 Promote safe swimming facilities and beaches in Manly.  | 2.1.1 Providing professional lifeguard services Manly Ocean Beach to ensure public swimming safety, and public risk management.  | 2.1.1.1 Provision of Ocean Beach Professional Lifeguard services: Develop remote signage plan for implementation. Improved means of communicating 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.  | HSF                                       | 50%                   |
|  |   |  | Administration of user's licenses and monitoring.  | Annual update of lifeguard proficiencies. Plan Developed and signage in place. CALD pamphlets printed and distributed. Lifeguard Services Manual and Professional Lifeguard Services Policy updated. | HSF                                       | 50%                   |
|  |   | 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 Charlton 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.  | HSF                                       | 50%                   |
|  |   |  |  | Safety record of nil drowning.   | HSF                                       | 50%                   |
|  |   |  |  | Annual update of lifeguard proficiencies.  | HSF                                       | 50%                   |



**Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Delivery Program Second Quarter Matrix**

Page 19

# ATTACHMENT 1

## Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Delivery Program Second Quarter Matrix

| A. SOCIAL | Goals | Strategy | Four Year Plan | One Year Plan  | KPI  | Responsible Lead Division | October to December 2015 Quarter Progress |  |
|-----------|-------|----------|----------------|--|--|---------------------------|---|--|
|           |       |          |                |  |  |                           | % Complete / Progress                     | Comment on KPI   |
|           |       |          |                | 3.1.1.2<br>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.<br>Number of proposed approved actions from LM Graham Reserve Masterplan implemented.<br>Full cost recovery for lighting usage from user groups achieved.<br>Percentage completion of new skate facility. | CUS                       | 50%                                       | Keirle Park number one field and LM Graham Reserve re surfacing carried out. Upgrade of sms lighting system and re programming of system carried out. All sports fields maintenance has been rationalised into one tender in line with current budget allowance. Resurfacing of Seaforth Oval worn areas carried out. Review of the Keirle Park dressing sheds and storage areas carried out. Proposal for Bantry bay oval drainage improvements from Seaforth Raiders Rugby reviewed. |
|           |       |          |                | 3.1.1.3<br>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                       | 50%                                       | There were: 1321 Hall Bookings, 1367 Oval/Outdoor Bookings, 19 Filming approvals   |
|           |       |          |                | 3.1.1.4<br>Manage the use of public space in the Manly CBD Corso, including licenses, entertainment, charity approvals, and banner placements.   | Number of licences issued and events approved.   | HSF                       | 50%                                       | There were 5 charity events undertaken in the quarter.   |
|           |       |          |                | 3.1.1.5<br>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.<br>Number of defects carried out.<br>Number of defects identified and repaired.   | CUS                       | 50%                                       | There were: 3 monthly audits carried out and with defects identified, there were several repairs undertaken. Goal post repairs and replacement schedule currently in progress.   |
|           |       |          |                | 3.1.1.6<br>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                                   | The draft plans for Digby and Kayak storage have been endorsed by the public Domain Committee and by Little Manly Precinct. The following has commenced:<br>planning of the proposed works is progressing with a project team appointed, a cost estimate plan prepared, works to commence in March 2016.   |
|           |       |          |                | 3.1.1.7<br>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:<br>Stage 1 completed:<br>Stage 2 preferred Masterplan completed by 30 June 2016.  | CUS                       | 50%                                       | Interim works requested by the precinct has been carried out.  |

# ATTACHMENT 1

## Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Delivery Program Second Quarter Matrix

| A. SOCIAL  |   |                |       |  | October to December 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 Maintain community, open space and sports facilities. |                |       | 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. | LUS  | 50%                   | The following works have commenced:<br>1. Consultant Royal Haskoning engaged to synthesise technical reviews of commissioned technical coastal hazards/risks report and ecosystem health and pressures to Manly Ocean Beach and Cabbage Tree Bay study area.<br>2. Draft technical assessment of existing foreshore cliff lines and seawalls has been completed and comments provided.<br>3. Draft technical assessment of Manly Ocean Beach and Cabbage Tree Bay Ecosystem Health has been completed and comments provided.   |  |
|  |   |                |       |  |   |  |                       |  |  |
|  |   |                |       | 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                   | 50%  | Planning of the proposed works is progressing with a project team appointed, a cost estimate plan prepared, works to commence in March 2016.                             |
|  |   |                | 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                   | 50%  | 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.<br><br>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.<br><br>Percentage of project completed.                              | LUS/CUS               | 50%  | Rationalised vegetation control schedule into the contract mowing schedule. Arboretum complete   |
|  |   |                |       | 3.1.3.2  | Maintain civic gardens, and cultural heritage. Implementation of public spaces programs.  | CUS  |                       | Refurbishment of Ocean Beach Gardens, South Steyne to Raglan street.<br>Remove the old Gilbert park fountain and replaced with Memorial plaque. Solar lighting trial Lagoon Park in progress. Installation of Bubbler at Sandy Bay Road, Manly West Park & LM Graham reserve.<br>Installation of planter boxes with pollied colour installed in Sydney Road.<br>Kangaroo street refurbish soft landscaping. Harbourview Daycare centre refurbish garden areas. Sandy Bay Road garden beds refurbishment. Landscaping of the Sandy Bay seawall gardens. Refurbishment of the Sealforth Plaza gardens and planter boxes. |  |

# Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Delivery Program Second Quarter Matrix

| A. SOCIAL |  |                |   |  | October to December 2015 Quarter Progress   |  |                |   |   |
|-----------|--|----------------|---|--|---|--|----------------|---|---|
| Goals     | Strategy   | Four Year Plan | One Year Plan   | KPI  | Responsible Lead Division   | % Complete / Progress  | Comment on KPI |   |   |
|           |  |                | 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  | 50%            | Trees were maintained as per plan. Site visits with Precinct. Interim tree Canopy works carried out, removal of dead trees, refurbishment of gardens within the park. Rectification of irrigation system malfunctions. Newly planted Norfolk Island Pine on Ocean beach maintained in accordance with Plan. 4 New Pine replacement street plantings completed.  |   |
|           |  |                | 3.1.3.4   | Implement funded proposed actions from the Street Tree Management Policy & Strategy.   | Street Tree Management Plan document to be adopted.   | CUS  | 50%            | Drift Plan Completed, public exhibition until the end of February. Next Stage assess public submissions.  |   |
|           |  |                | 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 contract outcomes completed.<br>Cycles per year completed per contract.<br>Scheduled mowing cycles completed as per contract.<br>Number of funded actions from tree strategy completed.<br>Contract renewal in a timely fashion.        | CUS  | 50%            | Second cycle completed.<br>All mowing cycles completed. Second cycle completed.<br>All mowing cycles completed.<br>Tree contract rollover completed.<br>Rates reviewed.<br>High volume of dead tree removals this quarter aged trees.<br>Tested the market with mowing services Request for Quotations completed and reviewed, current contractors engaged until June 2016 for further review and tender in July.<br>Tree contract rollover completed.<br>Rates reviewed. |   |
|           |  |                | 3.1.3.6   | Explore business case for undertaking more tree work services in-house (eg small tree works under 5m in height) including staff training required to expand tree maintenance services. Review services unit rates to improve services.                             | Volume of requests / tasks completed over time.   | CUS  | 50%            | 29 internal tree related jobs completed this quarter, by internal crew.   |   |
| 3.2       | Provide improved community development initiatives and programs. | 3.2.1          | Provide community development programs that build social capital of target groups, including community surveys, and improvements in communications. | 3.2.1.1  | Provision of formal and informal programs to cater for community interests including arts and culture based activities.<br><br>Widen the breadth of reach to community development programs to reflect target groups across youth and young families. | Numbers of people attending new and existing community development programs.                     | HSF            | 50%   | Two Seniors Opal Card information sessions were held with 80 seniors attending. Also refer to 5.2.1.4.  |
| 4         | Create a more culturally vibrant Manly.                          | 4.1            | Provide high quality library services and cultural information facilities.  | 4.1.1  | Continued development of the provision of Library and Information Services, especially: on line services, Shorelink network, specialist local studies, strategic partnerships, new technology, upgrading building services.                           | Number of Manly Library visitors, circulation numbers, and database & electronic resource usage. | HSF            | 50%   | Kids Art Adventures at MAGAM, various Youth activities and programs held in Library.<br><br>Visitation statistics:<br>Visitors 99,867 (closed 8 days )<br>Loans 81,025<br>e-resources 2175<br>Children & YA programmes 72 ; |



# ATTACHMENT 1

## Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Delivery Program Second Quarter Matrix

A. SOCIAL

October to December 2015 Quarter Progress

| Goals  | Strategy  | Four Year Plan   | One Year Plan  | KPI  | Responsible Lead Division | % Complete / Progress | Comment on KPI   |
|--|---|--|--|--|---------------------------|-----------------------|--|
| 5. Facilitate services that support the social and welfare needs of the Manly community. | 4.2 Strengthen the social capital and bonds within key Manly neighbourhoods with its special international communities. | 4.1.2 Maintenance of facilities and provision of services at the Manly Art Gallery and Museum, such as Manly Arts Festival, public arts program, fund raising, maintaining best practice standards, gallery shop management, collect artworks, and variety of public programs. | 4.1.2.1 Continued provision of Manly Art Gallery and Museum (MAGAM) services, including maintenance of collection, touring exhibitions management, support MAGAM society, support Manly Arts Festival.<br><br>Design and implement plans for improved spatial arrangements providing for storage entry presence, administrative offices, public amenities and a kiosk and merchandise space. | Number of visitors to exhibitions and programs, and the amount of retail income received including entry for Major Exhibitions, merchandise and external exhibition fees.<br><br>New facilities developed.   | HSF                       | 50%                   | Visitation statistics:<br>Visitors 23,119<br>Programmes 52<br>Retail \$24,719<br><br>Public toilets installed in MAGAM.  |
|  |   | 4.2.1 Development of place making and neighbourhood development community development initiatives.   | 4.2.1.1 Coordination of Meet Your Street program.  | Number of Meet Your Street activities.   | HSF                       | 50%                   | 19 x Meet Your Street parties.   |
|  |   | 4.2.2 Engage in cultural exchanges with other Councils and government organisations nationally and internationally.  | 4.2.2.1 Manage a program of family friendly interactive events to enliven community spaces at various locations across Manly LGA.  | Number of events undertaken.   | HSF                       | 50%                   | There were a number of events undertaken in the quarter:<br>8 x Council; 12x External;<br>19 x Fundraising.  |
|  |   |  | 4.2.2.2 Council participation in sister city & cultural exchange support programs.   | Number of initiatives/programs undertaken.   | GMU                       | 50%                   | Ongoing participation in Sister City and Cultural Exchange programs.   |
|  |   | 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                       | 50%                   | 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.<br>Percentage of project completed.   | HSF                       | 50%                   | Ivanhoe Park Preschool operated at 94% capacity.<br>Kangaroo St Preschool operated at 95% capacity.<br>Harbour View LDC operated at 95% capacity.<br>Roundhouse LDC operated at 98% capacity.<br>Roundhouse and Harbour View Long Day Care Centres- Meeting National Quality Standard<br>100% of project completed- amalgamation of Kangaroo Street and Ivanhoe Park Preschools. DA lodged and approved. |
|  |   | 5.1.2 Continue programs and services for youth, including youth strategy.  | 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 implementation of youth strategy action plan.  | HSF                       | 50%                   | There were 38 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                       | 50%                   | There were 60 individual counselling sessions, and 3 programs undertaken in the quarter.   |
|  |   | 5.2.1 Continued programs and support for Aged, Disability, ATSI & CALD groups and community development, including Club Friday, information and referral services to CALD and ATSI communities, support  | 5.2.1.1 Maintain a GL@M program and activities for GLTBQ young people.   | Number of attendees.   | HSF                       | 50%                   | 66 attendees participated in the GLAM program in the quarter   |
|  |   |  |  |  |                           |                       |  |
|  |   | % Complete / Progress  |  | Comment on KPI   |                           |                       |  |
|  |   | 50%  |  | Visitation statistics:<br>Visitors 23,119<br>Programmes 52<br>Retail \$24,719<br><br>Public toilets installed in MAGAM.  |                           |                       |  |
|  |   | 50%  |  | 19 x Meet Your Street parties.   |                           |                       |  |
|  |   | 50%  |  | There were a number of events undertaken in the quarter:<br>8 x Council; 12x External;<br>19 x Fundraising.  |                           |                       |  |
|  |   | 50%  |  | Ongoing participation in Sister City and Cultural Exchange programs.   |                           |                       |  |
|  |   | 50%  |  | 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.   |                           |                       |  |
|  |   | 50%  |  | Ivanhoe Park Preschool operated at 94% capacity.<br>Kangaroo St Preschool operated at 95% capacity.<br>Harbour View LDC operated at 95% capacity.<br>Roundhouse LDC operated at 98% capacity.<br>Roundhouse and Harbour View Long Day Care Centres- Meeting National Quality Standard<br>100% of project completed- amalgamation of Kangaroo Street and Ivanhoe Park Preschools. DA lodged and approved. |                           |                       |  |
|  |   | 50%  |  | There were 38 activities and programs implemented as part of the Youth Strategy Action Plan in the quarter.  |                           |                       |  |
|  |   | 50%  |  | There were 60 individual counselling sessions, and 3 programs undertaken in the quarter.   |                           |                       |  |
|  |   | 50%  |  | 66 attendees participated in the GLAM program in the quarter   |                           |                       |  |

**Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Delivery Program Second Quarter Matrix**

Page 24

# Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Delivery Program Second Quarter Matrix

| B. ECONOMIC |  |  |   |  |                           | October to December 2015 Quarter Progress |   |
|-------------|--|--|---|--|---------------------------|---|---|
| Goals       | Strategy   | Four Year Plan   | One Year Plan   | KPI  | Responsible Lead Division | % Complete / Progress                     | Comment on KPI  |
| 1           | 1.1 Facilitate a diversified Manly economy that caters for locals and visitors alike       | 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 spaces under the Manly2015 Masterplan.  | Number of CBD laneways and streets activated.  | GMU                       | 50%                                       | Continued improvements: Raglan Street completion; Sydney Road completed work for pavements between central Avenue and Raglan Street during the quarter. Planning next stages.   |
|             |  | 1.1.2 Continue developing partnerships with local and regional stakeholders.   | 1.1.1.2 Development of partnerships with local stakeholders.  | Number of partnerships developed.  | GMU                       | 50%                                       | Ongoing partnerships with Chamber of Commerce, Hello Manly and other stakeholders regarding local and CBD initiatives.  |
| 2           | 2.1 Develop a Manly tourism management strategy  | 2.1.1 Develop Manly tourism strategy to review the impact of tourism on Manly.   | 2.1.1.1 Review data and preparation of draft Tourism Plan and draft following survey of key stakeholders.   | Completion of Plan: Number of recommended actions implemented.                                     | HSF                       | 50%                                       | Working with SHOROC councils and Stafford Group consultants to prepare a Visitor Economy Opportunities paper.   |
|             | 2.2 Promote Manly as a visitor destination, and provide local tourism and visitor services | 2.2.1 Manage Manly's Visitor Information Centre (VIC).   | 2.2.1.1 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                  | 50%                                       | Hello Manly (previously the VIC) continuing operations. Traffic counters have been replaced. Total visitors in the quarter was 55,869.  |
|             |  | 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%                                       | Original upgrade completed. Sub-Licence subsequently issued for coffee bar and work on minor alteration to premises commenced, funded by Licensee.  |
|             |  | 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                       | 50%                                       | Continuing to work with local businesses and Chamber of Commerce with events (e.g. Arts Festival, Vibe, Jazz), public domains improvements, etc.  |
|             | 2.3 Deliver events and activities to entertain, educate and involve Manly's community      | 2.3.1 Continued delivery of Council local events services and programming.   | 2.3.1.1 Programs and events delivered within approved budget.   | Number of events, audience numbers and number of sponsorships attained.                            | HSF                       | 50%                                       | During the quarter, there were 5 events including Jazz Festival, Remembrance Day, Swim Centre Tour, Christmas Choral Concert and New Year's Eve. In addition there were 2 x Citizenship ceremonies  |
|             |  | 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                       | 50%                                       | Festivals and events reviewed after each event to identify areas for improvement for the following year.  |
| 3           | 3.1 Engage with stakeholders to deliver sustainable transport options in Manly.            | 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.<br>B) Undertake audit program of all traffic signs, road markings and facilities, from audits develop program of maintenance works.<br>C) Develop road safety campaigns to target issues raised by crash analysis and black spot program.<br>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%<br>b) 50%<br>c) 60%<br>d) 30%      | a) Design and consultation complete for LATM program projects. Contractors engaged and 90% funds committed.<br>b) School signs, road marking & parking space markings audited were refreshed in October 2015.<br>c) Motor cycle safety week for October ran as scheduled.<br>Child restraint checks for November ran as scheduled.<br>Graduated Licence Scheme workshops ran as scheduled.<br>d) Federal black spot funded project to install pedestrian refuge on West Esplanade concept design completed. |
|             |  | 3.1.2 Administer the resident permit parking schemes   | 3.1.2.1 Trial of electronic permit parking system.  | Successful implementation of online application and payment system for all permit parking systems. | CSS                       | 75%                                       | System implementation ready for internal testing, additional administrative hardware being procured and stickers being designed.  |



# ATTACHMENT 1

## Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Delivery Program Second Quarter Matrix

| B. ECONOMIC   |   |  |   |   |                           | October to December 2015 Quarter Progress  |   |
|---|---|--|---|---|---------------------------|--|---|
| Goals   | Strategy  | Four Year Plan   | One Year Plan   | KPI   | Responsible Lead Division | % Complete / Progress  | Comment on KPI  |
| 4 Maintain key amenities and physical infrastructure to acceptable service standards. This to include the implementation of the Manly2015 Masterplan. | 4.1 Manage infrastructure and assets to ensure financial sustainability and meet community needs including the construction of:<br>i) a new Manly Swim Centre complex<br>ii) Manly2015 Masterplan facility and landscape projects, which include:<br>• The construction of a new carpark beneath Manly Oval.<br>• Construction of a new Manly Library and community facilities on the site currently occupied by the existing Manly Library.<br>• Whistler Street carpark to be demolished and replaced by new buildings of mixed use.<br>• Removing non local and through traffic from the Manly village, and<br>The redevelopment of streetscapes in the Manly CBD including Short Street, Raglan Street and Market Lane. | 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                       | 50%  | Manly Council continues working with its SHOROC neighbours and NSW agencies regarding implementation of the Bus Rapid plans, and infrastructure improvements for regional transport. The Northern Metropolitan Council of Mayors is currently pending outcomes from the NSW Government regarding the Tri For Future reform processes. |
|   |   | 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                       | 50%  | Sponsorship package developed. 100% compliance RMS Audit Hop Skip Bus services continue to be well patronized by residents and visitors throughout the quarter. YTD Passengers 175,029. YTD Donations \$7,015.  |
|   |   | 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                       | 50%  | Program developed and being implemented via capital program.  |
|   |   | 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:<br>a) Roads;<br>b) Footpath;<br>c) Drainage (Pipe, Pit, GPT) using CCTV;<br>d) Buildings; and<br>e) Parks and Recreations.   | 100% implementation of works program as per Asset Management Strategy, and on time and within budget.   | CUS & GMU                 | a) 35%<br>b) 60%<br>c) 20%<br>d)<br>e)   | <b>Roads</b><br>Lauderdale Avenue, Ellery Parade (rock stabilisation works), Bower Street (rock stabilisation works).<br><b>Drainage</b><br>Rialto Lane pit reconstruction, Belgoviah Golf Club drainage improvement works.<br><b>Footpath</b><br>Manly Road, New Street, Carlton Street, Darley Road, Marshall Street.               |
|   |   | 4.1.2 Major Infrastructure Projects Planned, Designed and delivered including:<br>1. New Manly Swim Centre and associated projects to be finished in 2016;<br>2. Seaforth Community Hub (former Seaforth Tale site) tenanted;<br>3. Redevelopment of former Baby Health Centre site (nr Raglan and Pittwater Road);<br>4. Manly2015 Masterplan; and<br>5. Streetscape improvement projects including Raglan St and Sydney Rd | 4.1.2.1 Construction of re-developed Manly "Boy" Charlton Swim Centre and construction of Water Pole Facility if funding is obtained.<br>2. Seaforth Community Hub (former Seaforth Tale site) leased, and DA progressed as per lease requirements.<br>3. Aboriginal Heritage Office accommodated in the former Baby Health Centre site (nr Raglan and Pittwater Road) in March 2014.<br>4. Council to progress with the detailed planning and construction phases of Manly2015 including:<br>- The construction of the new carpark beneath Manly Oval.<br>- 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.<br>- Village Centre and Manly Library components be progressed in accordance with the Manly2015 Masterplan.<br>- 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<br>2. Projects progressed and delivered on time and to budget and desired specification.<br>3. Projects endorsed to proceed by Council.<br>4. Aboriginal Heritage Office in use. | GMU                       | 1. Andrew Boy Charlton Swim Centre 60% Complete.<br>2. Raglan St 90% complete.<br>3. Sydney Rd 30% complete.<br>4. Manly Oval Development to commence Feb 2016.<br>5. Seaforth Tale - Bupa construction commenced. | Sydney Road Upgrade endorsed to proceed to Council in Feb 2015.   |
|   |   | 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:<br>(a) incorporate green fuel reductions (carbon footprint reduction strategy);<br>(b) undertake a fleet rationalisation/ usage; and<br>(c) undertake a biodiesel review.  | Fleet policy review to reduce carbon footprint, rationalise fleet and complete biodiesel review.  | CUS                       | 50%  | a) Green fuel - purchase small hybrid diesel cars in fleet, minimise reliance on unleaded fuel.<br>b) fleet rationalisation / usage review. Fleet reviewed and plant sold as surplus.<br>c) Biodiesel - no longer used  |



# ATTACHMENT 1

## Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Delivery Program Second Quarter Matrix

| October to December 2015 Quarter Progress  |  |  |  |   | Progress                  |                       | Comment on KPI   |  |
|--|--|--|--|---|---------------------------|-----------------------|--|--|
| Goals  | Strategy   | Four Year Plan   | One Year Plan  | KPI   | Responsible Lead Division | % Complete / Progress |  |  |
| 4 Maintain key amenities and physical infrastructure to acceptable service standards. This includes the implementation of the 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:<br>(a) Chair a meeting with combat agencies every four months;<br>(b) conduct an audit of all listed evacuation centres;<br>(c) review and update Emergency Risk Management Study;<br>(d) identify vulnerable facilities;<br>(e) list all major infrastructure;<br>(f) review and update Community Context section of the current DISPLAN and ERM study;<br>(g) identify current local sub and supporting plans which relate to Manly;<br>(h) create new Emergency Plan EM (no longer called DISPLAN) part 1 administrative document;<br>(i) new EM Plan template Part 2 - Community Context and Risk; and<br>(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                       | 75%                   | Working with Warringah and Pittwater Council LEMO's to prepare new EM 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 Undertake regular maintenance and upgrading of buildings and facilities and as identified in its capital works program, and<br>(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                       | 50%                   | 100% of CRM's completed within required timeframes.<br>Condition Audit Inspections: North Harbour toilets external access upgraded and brought into compliance. Summary Reports complete - 40<br>External Condition Audit Reports - 87<br>During the period, there were: 1321 Hall Bookings, and 1387 Oval/Outdoor Bookings. |  |
|  |  | 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                       | 50%                   | Properties leased or positively reviewed over the past quarter included 360 Sydney Road and 34 Stuart Street.  |  |
|  |  | 4.3.3 Manage acquisition and divestment of property in accordance with statutory requirements.   | 4.3.3.1 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                       | 50%                   | No acquisition or divestment of property this quarter.   |  |
|  |  | 4.3.4 Providing public parking facilities within the Manly LGA and managing and improving usage across Council's four public car parking facilities. | 4.3.4.1 Manage, operate and maintain Council's four parking facilities at Whistler St, Pacific Waves building, Peninsula building, Manly National building.<br>(b) Review rates regularly to assess usability, and<br>(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                       | 50%                   | Council continues to operate all car parks and metered parking facilities. Casual Parkers: \$472,116YTD. Pre-Paid Parkers: \$472,116YTD. Parking meters was \$1,313,195 YTD. Total Paying Users: 153,693 Total Non-Paying Users: 631,573   |  |

# Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Delivery Program Second Quarter Matrix

| October to December 2015 Quarter Progress |  |                |  |  |
|---|--|----------------|--|--|
| Goals                                     | Strategy   | Four Year Plan | One Year Plan  | KPI  |
| 1.1.1.1                                   | Promote the protection of the environment as the key to a sustainable future and undertake projects in partnership with the community that protect, preserve and manage them for future generations.   | 1.1.1.1.1      | Administration of statutory environmental reports, environmental levy budget, annual and community reporting.  | Percentage completion of reports and budget.   |
| 1.1.1.2                                   | Undertake Biodiversity Management Programs that protect native species, habitats and populations, and implement Manly Flora and Fauna study.   | 1.1.1.2.1      | 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.  |
| 1.1.1.3                                   | Coastal Zone Management Planning and Aquatic Reserve Management projects funded and implemented.   | 1.1.1.3.1      | Coastal Zone Management Planning and Aquatic Reserve Management projects funded and implemented.   | Number of projects and actions funded and implemented.   |
| 1.1.1.4                                   | Catchment Water Recycling and Savings Projects implemented.  | 1.1.1.4.1      | Catchment Water Recycling and Savings Projects implemented.  | Number of Council alternate water sourcing schemes & grants received (rainwater, stormwater, groundwater). |
| 1.1.1.5                                   | Manly Lagoon Catchment - Estuary Health Projects implemented.  | 1.1.1.5.1      | Manly Lagoon Catchment - Estuary Health Projects implemented.  | Number of projects commenced and completed.  |
| 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. | 1.1.1.6.1      | 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.  |
| 1.1.1.7                                   | Catchment wide Water Sensitive Urban Design & Pollution Reduction Projects   | 1.1.1.7.1      | Catchment wide Water Sensitive Urban Design & Pollution Reduction Projects   | Number of projects commenced and completed.  |
| 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.   |
| 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.   |
| 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.  |
| 1.1.5                                     | The provision of environmental education, advocacy, information, awareness raising, environmental and community partnerships through the Manly Environment Centre (MEC).   | 1.1.5.1        | Update Manly Council Education for Sustainability Strategy and projects undertaken to reflect best practice in education for sustainability.   | Number of programs / events per quarter.   |
| 1.1.5.2                                   | 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.  | 1.1.5.2.1      | 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.   |

## C. ENVIRONMENT

| Goals   | Strategy   | Four Year Plan | One Year Plan  | KPI  | Responsible Lead Division | % Complete / Progress | Comment on KPI  |
|---------|--|----------------|--|--|---------------------------|-----------------------|---|
| 1.1.1.1 | Promote the protection of the environment as the key to a sustainable future and undertake projects in partnership with the community that protect, preserve and manage them for future generations.   | 1.1.1.1.1      | Administration of statutory environmental reports, environmental levy budget, annual and community reporting.  | Percentage completion of reports and budget.   | LUS                       | 50%                   | Environment Levy Bids Received for 2016/17 budget drafted. 2015/16 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.   | 1.1.1.2.1      | 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                       | 50%                   | Funds allocated to Management Plans targeting threatened species and endangered populations including Grey Headed Flying Fox, Little Penguins, Long-nosed Bandicoots and seahorses. Application made to fund the development of a Biodiversity Strategy for the LGA with matching funds to be sourced from the Environment Levy |
| 1.1.1.3 | Coastal Zone Management Planning and Aquatic Reserve Management projects funded and implemented.   | 1.1.1.3.1      | Coastal Zone Management Planning and Aquatic Reserve Management projects funded and implemented.   | Number of projects and actions funded and implemented.   | LUS                       | 50%                   | Progress review of actions of all CZMPs completed. Estuary Hazards Risks & Management Options Assessment for Clontarf/Bantry Bay in Draft. Estuary Health Assessment of Clontarf/Bantry Bay in Draft & under review.  |
| 1.1.1.4 | Catchment Water Recycling and Savings Projects implemented.  | 1.1.1.4.1      | Catchment Water Recycling and Savings Projects implemented.  | Number of Council alternate water sourcing schemes & grants received (rainwater, stormwater, groundwater). | LUS                       | 50%                   | Alternate water sourcing schemes implemented and new projects under investigation. Roundhouse Childcare Centre rainwater tank and raingarden being progressed.  |
| 1.1.1.5 | Manly Lagoon Catchment - Estuary Health Projects implemented.  | 1.1.1.5.1      | Manly Lagoon Catchment - Estuary Health Projects implemented.  | Number of projects commenced and completed.  | LUS                       | 50%                   | Sediment Interception Basin - Manly West Park and associated landscaping works complete. 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. | 1.1.1.6.1      | 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                       | 50%                   | Manly Lagoon Flood Risk Management Study and Plan being progressed. Manly Lagoon Flood Risk Management Study, Northern Beaches Regional Flood Warning and Rain Gauge upgrades complete and website upgrades ongoing. Flood and Storm public workshop and historical photo exhibition education programs continuing.             |
| 1.1.1.7 | Catchment wide Water Sensitive Urban Design & Pollution Reduction Projects   | 1.1.1.7.1      | Catchment wide Water Sensitive Urban Design & Pollution Reduction Projects   | Number of projects commenced and completed.  | LUS                       | 50%                   | Roundhouse Childcare Centre raingarden and raingarden progressing. Manly Plan stormwater detention project progressing including the installation of a GPT (30%). Investigating other sites for WSUD. Internal WSUD capacity building workshops complete.   |
| 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%                   | No Bush Regeneration Works or Bushcare volunteer work occurred during the reporting period. Quotations sought to undertake Manly Scenic Walkway track works at Beatrice St entrance section. 50% Rabbit Control completed comprising of control at Little Manly Point, Tania Park, and Seaford Oval.                            |
| 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                       | 50%                   | 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                       | 50%                   | 28 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.  |
| 1.1.5   | The provision of environmental education, advocacy, information, awareness raising, environmental and community partnerships through the Manly Environment Centre (MEC).   | 1.1.5.1        | 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                       | 50%                   | Update of Draft EFS document currently in progress with internal staff and ongoing  |
| 1.1.5.2 | 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.  | 1.1.5.2.1      | 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                       | 50%                   | 7 Funded projects and services provided: Friends of Cabbage Tree Bay Volunteers Program; Ocean Care Day; Cabbage Tree Bay/Marine Park Launch; Video Conferencing Hub; Sydney Water Odour Forum; Biodiversity Communications Project; MEC Volunteer Christmas Party.   |

# Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Delivery Program Second Quarter Matrix

| C. ENVIRONMENT   |   |  |   | October to December 2015 Quarter Progress   |                           |  |   |
|--|---|--|---|---|---------------------------|--|---|
| Goals  | Strategy  | Four Year Plan   | One Year Plan   | KPI   | Responsible Lead Division | % Complete / Progress  | Comment on KPI  |
| 2 Create liveable neighbourhoods through the provision of 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 NGOs, capacity building in the community, support and developing public education programs.   | Number of programs, events developed and implemented.   | LUS                       | 50%  | 10 Programs, events developed and implemented: Friends of Cabbage Tree Bay Volunteers Program; Video Conferencing, Ocean Care Day, MEC Volunteer Christmas Party, Sydney Water Odour Forum; Cabbage Tree Bay/Marine Park Launch; Cash for Containers - Boomerang Alliance; Marine Parks Campaign - NCC; TWS; NPA; AMCS; Greenpeace; IFAW; WWF; ACF; NSW Fisheries Regulatory Signage for Cabbage Tree Bay; Biodiversity Communications Project. |
|  |   |  | 1.1.5.3 Continue to increase and promote volunteer and internship programs.   | Number of volunteer hours per quarter.  | LUS                       | 50%  | 2131 Volunteer Hours Oct - Dec 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                       | 50%  | 50 000 + at events. Ocean Care Day; Cabbage Tree Bay/Sydney Marine Park Launch; Cash for Containers - Boomerang Alliance; MEC Video Conferencing to schools has already attracted wide interest including country schools and has unlimited potential. Partners include Australian Museum, Sydney Opera House, Historic Houses Trust NSW, CSIRO and DART; Sydney Maritime Museum.   |
|  |   |  | 2.1.1.1 Compliance with NSW planning legislation, including provision and preparation of Environmental Planning Instruments (EPIs), and Environmental Use Planning and development plans (LEP, DCPs, etc.).   | Gazetted of Amending LEPs, and DCPs finalised to meet local & community planning requirements and of council submissions to various legislation changes and planning reforms. | LUS                       | 50%  | LEP Amendment 8 published this quarter, in accordance with Gateway Determination and within Dept's timelines. DCP Amendment 7 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                       | 50%  | Expert and accurate strategic planning advice given promptly, on time and within deadlines given to Senior Management and Council working groups/preoncts.  |
|  |   |  | 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 SKEP 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 and sent to Council for consideration. Reported to Council & Community consultation. Gateway determination processed. 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                   | 75% (Street Tree Masterplan)<br>25% (Ivanhoe Park Masterplan)<br>65% (LM Graham Reserve) | Street Trees Master plan draft completion is 30 November 2015.<br><br>Ivanhoe Park Landscape Master plan Coral trees were removed from site, canopy pruning carried out to open up areas, and understory vegetation removed.<br><br>LM Graham Reserve Master plan, Practice cricket nets installation completed, access path Kenneth to Balgownie road completed, additional seating, bubbler completed.  |
|  |   |  | 2.1.1.8 Heritage Planning by providing a strategic approach for many built, natural, Aboriginal, maritime, parks and gardens and moveable heritage, including: review and management of the Sydney Harbour Bridge and 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.  | LUS                       | 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. Application submitted for further Heritage grants.  |



# Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Delivery Program Second Quarter Matrix

| C. ENVIRONMENT                                   |  |  |   |  |                           |  | October to December 2015 Quarter Progress   |  |
|--|--|--|---|--|---------------------------|--|---|--|
| Goals  | Strategy   | Four Year Plan   | One Year Plan   | KPI  | Responsible Lead Division | % Complete / Progress  | Comment on KPI  |  |
| 3. Maintain public health and building standards | 3.1. Deliver and enhance environmental regulation services to protect natural environment  | 2.1.2. Provision of design and specifications for Council architectural and landscape projects as required, including design of streetscape plantings & playgrounds.   | 2.1.2.1. Provision of designs, plans and specifications for urban public domain and community infrastructure improvement projects as required.  | Percentage of design program completed.  | LUS                       | 50%  | Designs for public works is ongoing. Key highlights in the period include: Art Gallery and Museum refurbishment DA approved Construction certificate drawings in progress. Toilet component design, constructed and documented (as per DA).<br>-Kangaroo St playground design, documented and constructed.<br>-Commenced & lodged DA for Kangaroo St. & Harbourview Childcare Centre<br>-Schematic designs for Harbourview Childcare Centre enlargement<br>-Little Manly Community Park dinghy and kayak facility design development & drawings completed<br>- Manly Oval Stormwater Detention Proposal design documented, and under construction (via Part 5 of EP& Act) |  |
|  |  | 2.1.3. Maintaining Corporate Geographic Information System (GIS) and Land Information Systems (LIS) services.  | 2.1.3.1. Ensure that the GIS is available to staff to assist Council business and customer service functions. Complete a comprehensive list of existing databases and datasets, and identify additional data required, including mapping geodiversity elements. | Number of GIS enquiries completed. List of existing databases and additional data compiled.                    | LUS                       | 50%  | Working closely with TI enabled the production of the online 149 hybrid system. Further data cleansing has been completed this quarter to ensure accuracy for all corporate users. Working on the upgrade of the GIS system this quarter.   |  |
|  |  | 2.1.4. Provision of development services, control & assessment services that achieve a balanced outcome that protect the public interest and residents whilst maintaining the quality of the natural and built environments. | 2.1.4.1. Assessment and review of all development applications received by Council in accordance with State legislation, Planning Instruments, current Council plans and policies.  | Number of DA assessed per staff per annum.   | LUS                       | 50%  | Three hundred and three (303) Development Applications determined between 1 July - 31 Dec 2015. Four (4) full time staff. Consultants engaged during 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                       | 50%  | Pre-lodgment meetings encouraged. Duty planner available daily to respond to council 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                       | 50%  | 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                       | 50%  | 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                       | 50%  | Seven (7) appeals lodged between 1 July - 20 October 2015.  |  |
|  |  | 3.1.1. Council regulation of development in accordance with sound and consistent local planning controls.  | 3.1.1.1. Review and Determine Complying Development Applications  | Percentage of applications to be determined within 20 days of receipt.   | LUS                       | 50%  | 4 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                       | 50%  | 6 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                       | 50%  | 136 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                       | 50%  | 12 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                       | 50%  | 59 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  | 50%                       | 7 privately owned swimming pools inspected in first quarter.                               |   |  |
|  | 3.1.2. Continued Council regulation of Environmental Health Services in accordance with the local, state and national legislation. | 3.1.2.1. Conduct regular compliance inspections of food premises   | Number of premises inspected per quarter.   | LUS  | 50%                       | 88 inspections carried out in first quarter.   |   |  |
|  |  | 3.1.2.2. Undertake investigations in relation to food poisoning complaints   | Number of complaints inspected per quarter.   | LUS  | 50%                       | 6 food poisoning complaints inspected in first quarter.                                    |   |  |
|  |  | 3.1.2.3. Conduct four (4) food handling seminars   | The conducting of seminars per quarter.   | LUS  | 50%                       | 2 food handling seminars completed in first quarter.                                       |   |  |
|  |  | 3.1.2.4. Conduct regular compliance inspections of public health premises such as cooling towers, skin penetration, boarding houses, hairdressing salons   | Number of premises inspected annually.  | LUS  | 50%                       | 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  | 50%                       | 50 public health complaints investigated in first quarter.                                 |   |  |
|  |  | 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 January 2016.   |   |  |

**Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Delivery Program Second Quarter Matrix**

| C. ENVIRONMENT   |  |  |   |   | October to December 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 Many area | 4.1 Work in partnership with key stakeholders to improve Many's ability to adapt and respond to climate change   | 4.1.1 Implement mitigation and adaptation measures identified in Councils' Carbon Emissions Reduction Plan (CERP) and Climate Change Adaptation Action Plan. | 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 emissions reduction actions implemented.  | LUS                                       | 50%                   | Council continues implementation of the Corporate Carbon Emissions Reduction Project to meet Councils 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 efficiency lighting at the Many Centre also completed project for the Draft Climate Change Risk and Adaptation Action Plan. |
| 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  | 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 within 24 hours; no noise complaints arising within 24 hours, if notified after 11:00am. | LUS                                       | 50%                   | Services delivered on time and within budget. Service standards observed.   |
|  | 5.1.2 Cleaning public places, facilities, parklands, beaches, road reserves and stormwater catchments.   | 5.1.2.1  | 5.1.2.1 Continued provision of the following services: beach cleaning, street sweeping, public toilet cleaning, facilities cleaning, reserve cleaning, and public place cleaning.   | Deliver scheduled services within budget, and in accordance with WH&S requirements: less than >5 complaints/month for each service; and service standards met.  | LUS                                       | 50%                   | 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.   | 5.1.3.1  | 5.1.3.1 Delivery of community and environmental partnerships to residents, schools, businesses, visitors and 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. | Number of funded initiatives completed.   | LUS                                       | 50%                   | AWT trial commenced in January - anticipated diversion >80% of the garbage stream. Qualitative research conducted into residents views on Council's waste services. Mud strategy furthered through the development of welcome packs for new residents. Initiated schools program. Plastic Free July event. Rebranded litterguards. Workshops promoting sustainable living held. Review of waste strategy. DCP review.   |
|  | 5.1.4 Pursue partnerships to facilitate regional and SHOROC-wide common  | 5.1.4.1  | 5.1.4.1 Introduce a green waste collection bin to all residents.  | Audit existing bin stock.   | LUS                                       | 50%                   | Stocktake completed quarterly. System audit in place  |

# ATTACHMENT 1

## Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Delivery Program Second Quarter Matrix

| D. GOVERNANCE  |  |   |  | October to December 2015 Quarter Progress   |                           |                       |
|--|--|---|--|---|---------------------------|-----------------------|
| Goals  | Strategy   | Four Year Plan  | One Year Plan  | KPI   | Responsible Lead Director | % Complete / Progress |
| 1.1 Maintain public confidence in Councils through 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                       | 50%                   |
|  |  | 1.1.2 Ensure that Council has access to and use of quality legal professional advice.       | 1.1.1.2 Report on governance systems implemented, policies and procedures reviewed, and updates/revisions made.  | Report on actions implemented.  | GMU                       | 50%                   |
|  |  | 1.1.3 Managing Council's Integrated Strategic Planning framework and reporting systems.     | 1.1.1.3 Establish and maintain Council's Compliance Framework.   | Compliance system implemented and maintained.   | GMU                       | 50%                   |
|  |  |   | 1.1.1.4 Monitor effectiveness of organisational systems in detecting fraudulent, dishonest and unethical behaviour.  | Number of incidences detected.  | GMU                       | 50%                   |
|  |  |   | 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                       | 50%                   |
|  |  |   | 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                       | 50%                   |
|  |  |   | 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                       | 50%                   |
|  |  | 1.1.4 Continued provision of support services to Councils.                                  | 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                       | 50%                   |
|  |  | 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                       | 50%                   |
|  |  | 1.1.6 Manage Council's records in accordance with the State Records requirements.           | 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                       | 50%                   |
|  |  | 1.1.7 Provide network and technical infrastructure for Council's operational needs          | 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. | Minutes 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                       | 50%                   |
|  |  |   | 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                       | 50%                   |
|  |  |   | 1.1.7.2 Manage Council's e-business transaction portals and opportunities.   | Numbers of transactions relating to e business trend increases.   | GMU                       | Ongoing               |
|  |  | 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                 | 50%                   |
|  |  |   | 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                       | 50%                   |
| 1.2 Maintain public confidence in Councils through transparent and fair decision-making (continued from previous page) | 1.2 Maintaining quality customer services and dispute resolution processes                       |   |  |   |                           |                       |



# Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Delivery Program Second Quarter Matrix

| Goals   | Strategy   | Four Year Plan   | One Year Plan   | KPI   | Responsible Lead Director | October to December 2015 Quarter Progress |  |
|---|--|--|---|---|---------------------------|---|--|
|   |  |  |   |   |                           | % Complete / Progress                     | Comment on KPI   |
| 1.3 Inform and engage with the local community through corporate communication and encourage participation in Council activities.                           | 1.3.1 Communications management, including developing and enhance the Manly Companion Animals Register in accordance with legislative requirements. Strategy 2012-2015   | 1.3.1.1 Identify and report on new media opportunities to engage with Council's public.  | 1.2.1.3 Provide awareness raising activities/training on Council's complaint management processes.  | Report to GM quarterly on awareness / training activities undertaken.   | LUS                       | 50%                                       | There were 4 activities undertaken during period.  |
|   |  |  | 1.2.1.4 Maintain Companion Animals Register in accordance with legislative requirements.  | Maintain and update register.   | LUS                       | 50%                                       | 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                       | 100%                                      | The communications strategy has been implemented. A new strategy based on council's priorities is being drafted on a project basis.  |
|   |  |  | 1.3.1.2 Identify and report on new media opportunities to engage with Council's public.   | Number of new media opportunities identified and implemented as appropriate.  | GMU                       | 80%                                       | Council's weekly eNews bulletin is an effective channel to engage with council's public. Subscriber database is 12,100 (approx 50 new subscribers per week and very low rates of opt out). Open and click through rates are high. Council's website (35%) proving effectiveness. Council continues to seek new media opportunities in the (free) digital space such as on it's WIFI landing page and social media and is currently reported in up to 130 print media articles monthly. |
|   |  |  | 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                       | 50%                                       | Council continues to review, update and refresh it's brands to the community, including the Surf City and Manly Vibe brands, as required.  |
| 1.4 Identify and manage risks to Council, minimise Council's risk exposure. Minimise loss to Council by proactive claims management and pursuing recoveries | 1.4.1 Completion of Enterprise Risk Register and Council's risk exposure avoidance. Completion of HH recovery and Lehmann's alternative dispute resolution process. Reduction in number and quantum of claims. | 1.4.1.1 Continue process of establishing enterprise risk register. Identification of opportunities. Promote minimisation of risk throughout Council. Complete Risk Management Action Plan. | 1.3.1.4 Continue to update Council's Corporate Style and corporate material   | The percentage of corporate materials reflecting refreshed style adopted in 2012.   | GMU                       | 100%                                      | Council's corporate brand has been refreshed with inclusions such as Surf City and Manly Vibe. 100% of council's communications material with strict guidelines managed from comms team.   |
|   |  |  | 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 agreed timeframes. Additional cost savings and efficiencies gained with traditional print advertising at record low spend per annum.  |
|   |  |  | 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 :<br>- Around 100 mentions<br>- Up to 20 media enquiries<br>- Approx 5 media releases<br>Additionally, the Manly Daily report on most stories published in council's eNews weekly, proving its effectiveness.  |
|   |  |  | 1.4.1.1 Continue process of establishing enterprise risk register. Identification of opportunities. Promote minimisation of risk throughout Council. Complete Risk Management Action Plan.            | Complete up date of Council's Risk Management Plan, ensure all risks are identified and managed. Ensure all insurance coverage in place to decrease as far as possible, Council exposure. Reduction in number or quantum of claims. | GMU                       | Ongoing                                   | Presentation to RM Committee completed. Climate Adaptation Plan completed and sent to insurer. There were 32 claims in the December quarter of which 10 were motor vehicle claims. In the same quarter in 2014, there were 22 claims of which 8 were motor vehicle claims.   |
|   |  |  | 1.5.1.1 Ensure compliance with LG Award 2014, recognise excellent work performance by staff and encourage staff to take leave during peak periods. Opportunities for skill and knowledge acquisition. | Report to the General Manager by 31 December 2015 on indicators of organisational health e.g. Voluntary staff turnover, staff absenteeism, staff leave days taken etc.  | CSS                       | Ongoing                                   | All benchmarks being met positively at this time.  |
| 1.5 Maintain public confidence in Council's decision-making (continued from previous page)  | 1.5.1 Develop incentives to attract and retain skilled employees.  | 1.5.1.1 Develop incentives to attract and retain skilled employees.  | 1.5.2.1 Award compliance.   | Minimum of eight meetings are conducted per annum.  | CSS                       | Ongoing                                   | Benchmark being met.   |
|   |  |  | 1.5.2.2 Provide employees with a voice on workplace matters.  | Attract greater numbers of younger applicants for positions where possible and in accordance with the merit principle.  | CSS                       | Ongoing                                   | Benchmark being met.   |
|   |  |  | 1.5.2.3 Increase representation of young persons within workforce.  | Production of a report by July 2015 of a training calendar schedule with all training conducted and planned with associated budget.   | CSS                       | Ongoing                                   | Recruitment average age has dropped marginally.  |
|   |  |  | 1.5.4 Manage Corporate Training Program.  |   | CSS                       | 100%                                      | Corporate Training Plan completed.   |
|   |  |  | 1.5.5.1 Create of Corporate and individual training and development plans that meet the needs of employees and Council.   |   | CSS                       |   |  |

# Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Delivery Program Second Quarter Matrix

| D. GOVERNANCE |   |   |  |  | October to December 2015 Quarter Progress |                       |   |
|---------------|---|---|--|--|---|-----------------------|---|
| Goals         | Strategy  | Four Year Plan  | One Year Plan  | KPI  | Responsible Lead Director                 | % Complete / Progress | Comment on KPI  |
| 1.5           | 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.   | 1.6.1.1 Conduct WH&S audit program of work sites.  | 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. | CSS                                       | Ongoing               | Reported incidents up but injuries down.  |
|               |   | 1.6.2 Provide a Work/Life Balance Program.  | 1.6.2.1 Implement, maintain and monitor for continuous improvement purposes the staff care program.  | Increase in the numbers of employee usage of staff care program using 2014-2015 as the benchmark.  | CSS                                       | Ongoing               | Staff care program expanding.   |
|               |   | 1.6.3 Support injured workers to return to pre-injury duties.   | 1.6.3.1 Effectively and efficiently manage and monitor the rehabilitation of injured workers.  | Reduction in time taken for injured workers to return to full fitness using calendar year 2014 as the benchmark.   | CSS                                       | Ongoing               | On target to achieve benchmark.   |
|               |   | 1.7.1 Strategies implemented to improve representation of EEO target groups.  | 1.7.1.1 Monitor representation by EEO categories.  | Improvement in representation of those with a CALD /EEO Target Group background using 2014-2015 as the benchmark.  | CSS                                       | Ongoing               | On target to achieve benchmark.   |
|               |   |   | 1.7.1.2 Learning opportunities provided to EEO categories.   | Reduction in the proportion of staff from diverse backgrounds attending training using calendar year 2014 as the benchmark.  | CSS                                       | Ongoing               | On target to achieve benchmark.   |
| 2             | Work in partnership with the community  | 2.1 Strategic development and involvement of community panel to assist with community input to decision making.                       | 2.1.1 Community Panel working with Council staff as required and informing Council's Community Strategic Plan.   | Type and nature of engagement undertaken   | 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. |
|               |   | 2.2 Service of Council's Special Purpose Advisory Committees and Working Groups.  | 2.2.1 Continuing to service Special Purpose Advisory Committees and Working Groups.  | Special Advisory Purpose Committees and Working Groups provided with timely Agendas and Minutes. Reports to Council on Minutes and Items for Brief Meeting.  | CSS                                       | 50%                   | Benchmarks for reporting met and resolution schedules maintained for all committees.  |
|               |   | 2.3 Enhance the Precinct Community Forum engagement.  | 2.3.1 Continued support by Council of Precincts.   | Meeting of active precincts and meetings held (per quarter).   | LUS                                       | 50%                   | All active Community Precinct Committees met on schedule during the reporting period  |
| 3             | Efficient use of Council's resources  | 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                                       | 50%                   | 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                                       | 50%                   | 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                                       | 50%                   | 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                                       | 50%                   | 2nd instalment collected 30/11/15.  |
|               |   |   | 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                                       | 50%                   | Key Licences/leases in progress over the quarter included: Clontarf Marina, Balgowlah Golf Club, Balgowlah RSL Club, Hotel Airspace, Beach Licenses.  |
|               |   |   | 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 Ensure responsible financial management and governance through an Internal Audit program.                                       | 3.1.2.1 Continue to facilitate Internal Audit function.  | Audit and Risk Committee meets quarterly. Annual Internal Audit Program devised. Outcomes reported to Council.   | CSS                                       | 50%                   | Internal Audits finalised over 2015 include:<br>- Accounts Payable<br>- Community Properties<br>- Cash Handling<br>- Accounts Payable   |
|               |   | 4.1.1 Review cost savings and resource sharing through regional procurement initiatives.  | 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                                       | 50%                   | Several regional & joint tenders in progress this quarter.  |
| 4             | Advocate to State and Federal Governments   | 4.1.2 Working with SHOROC in lobbying for improvements and funding for transport, health, social services and environmental projects. | 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 & LUS                                 | 50%                   | 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.  |

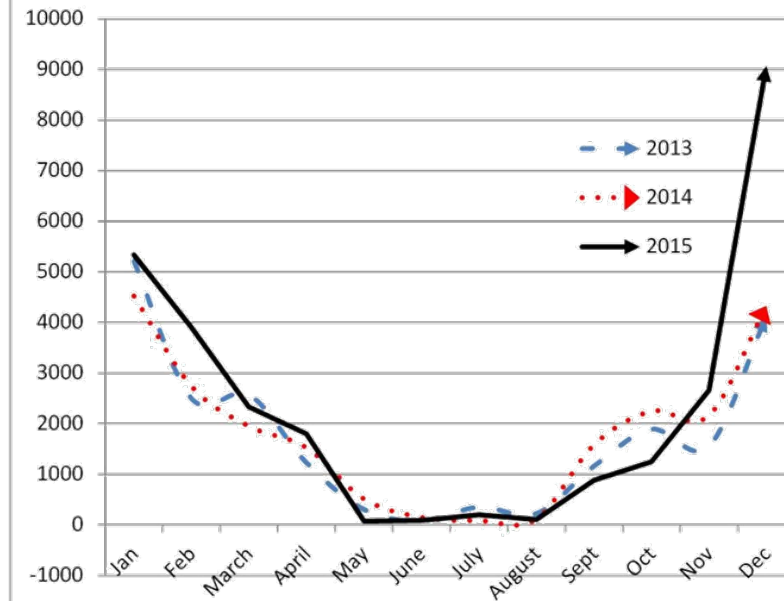


## ATTACHMENT 2

### Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - KPI Graphs Quarterly Report

#### SOCIAL 2.1.1

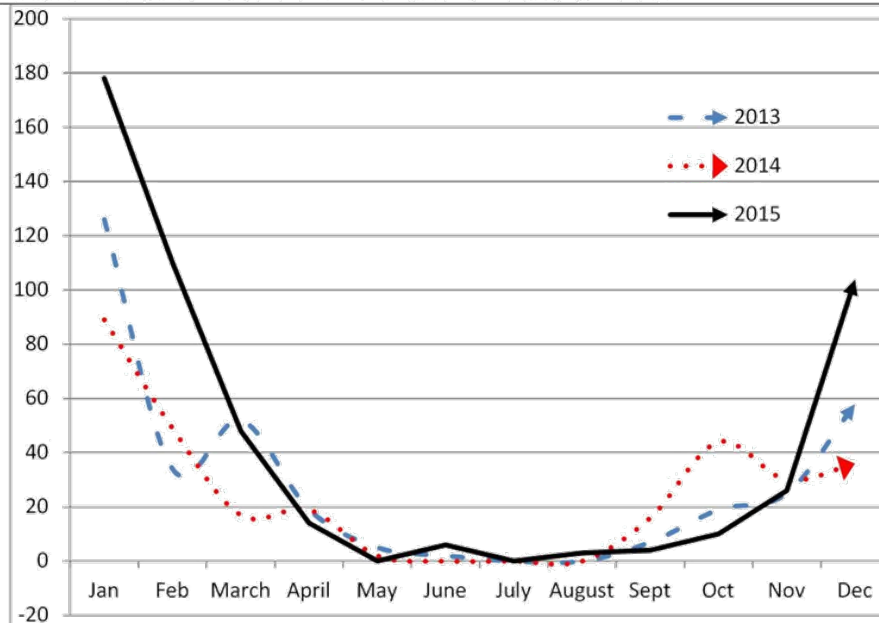
##### Beach services – number of preventative actions to December 2015



COMMENT: There were 12,978 preventative beach services for the December quarter 2015, and this was up by 4232 actions (48% higher) recorded in the previous December 2014 quarter.

#### SOCIAL 2.1.1

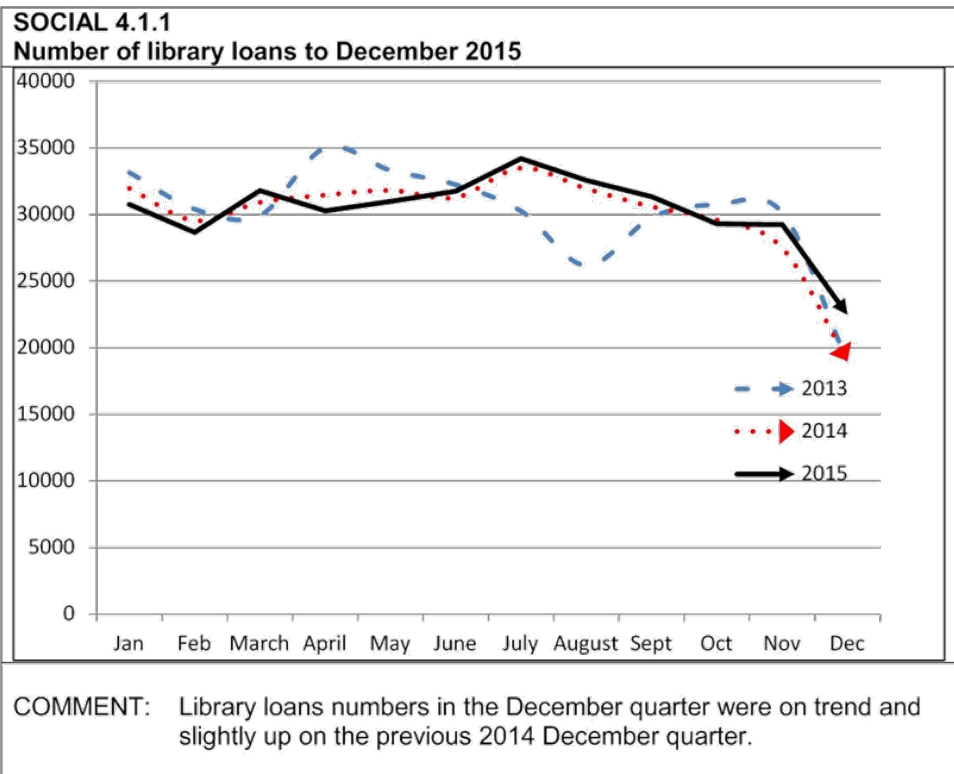
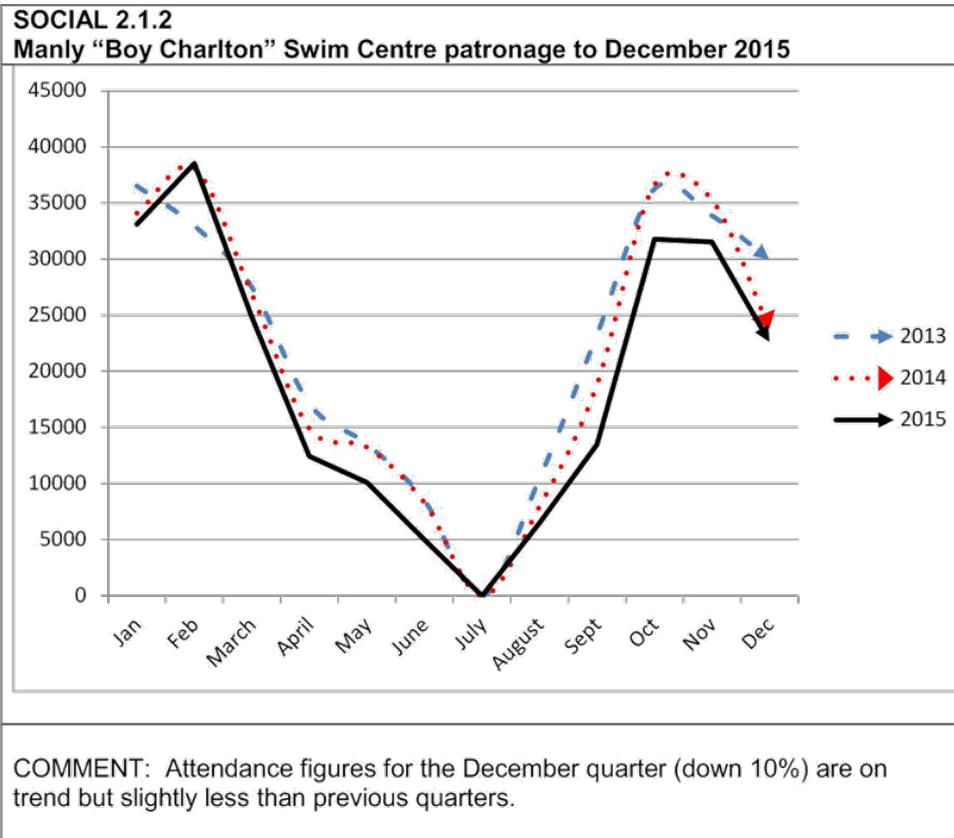
##### Beach services – number of rescues to December 2015



COMMENT: Beach rescues during the December 2015 quarter are higher (by 30 rescues, or 27%) than previous December 2014 quarter.

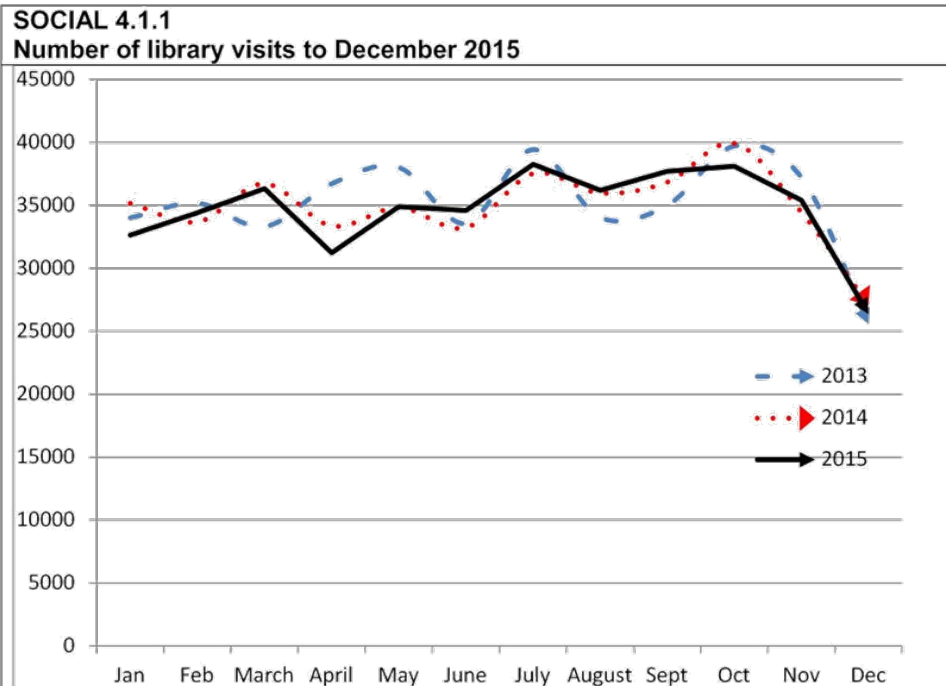
## ATTACHMENT 2

### Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - KPI Graphs Quarterly Report

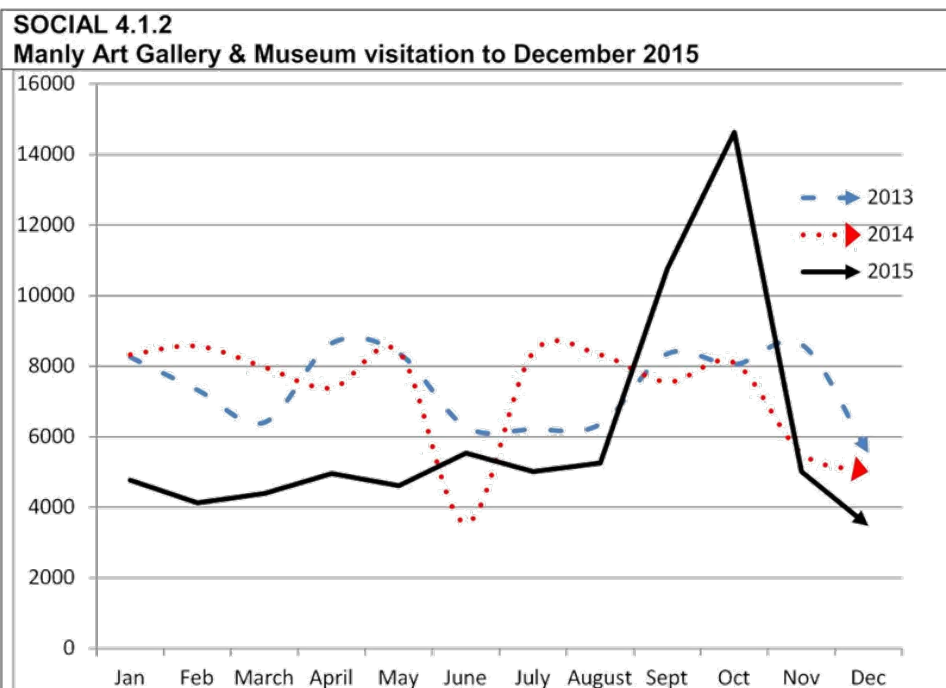


## ATTACHMENT 2

### Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - KPI Graphs Quarterly Report



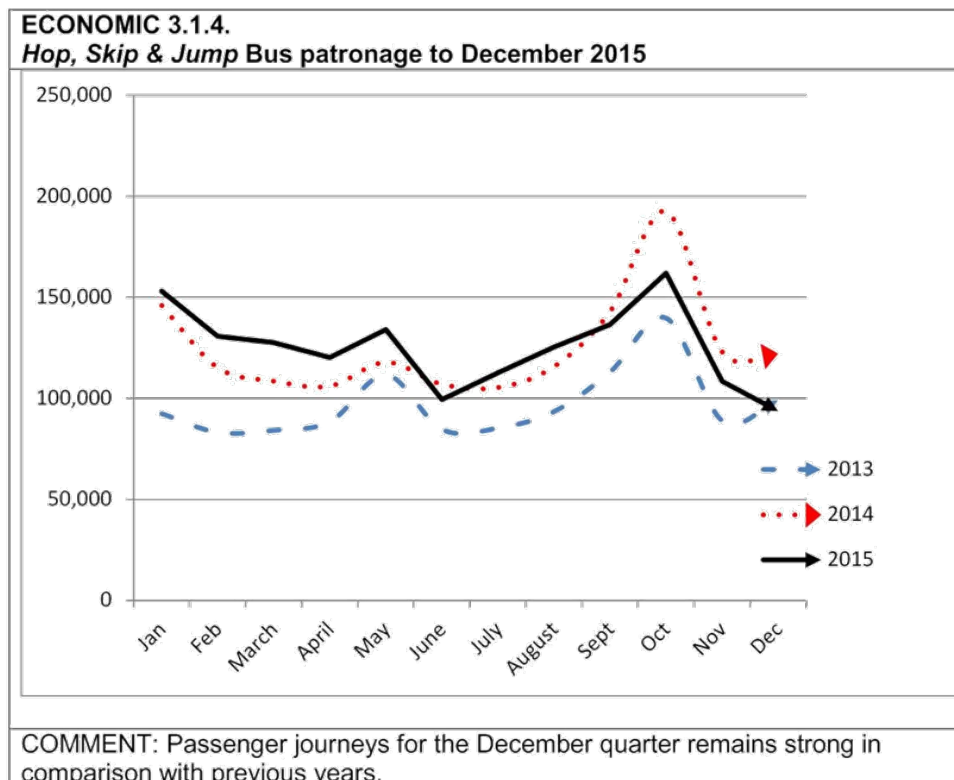
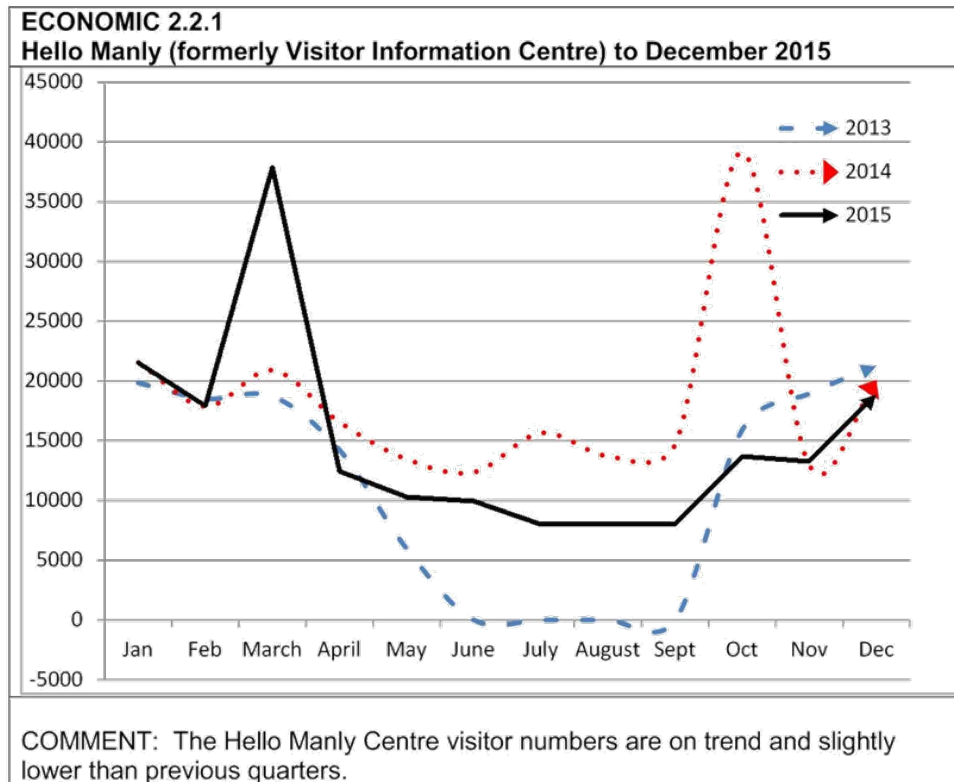
COMMENT: The visitation figures for the Library for the December quarter was on trend with previous quarters.



COMMENT: Visitor numbers to the MAGM in the December quarter 2015 were 24% higher due to the Arts Festival with its various displays and exhibitions.

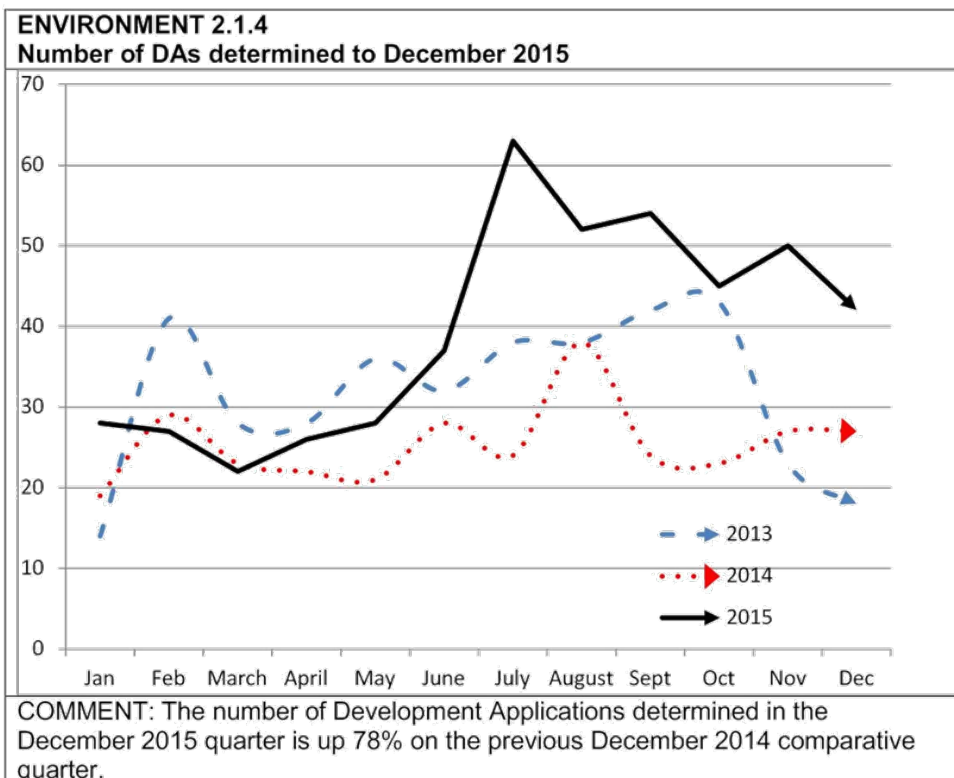
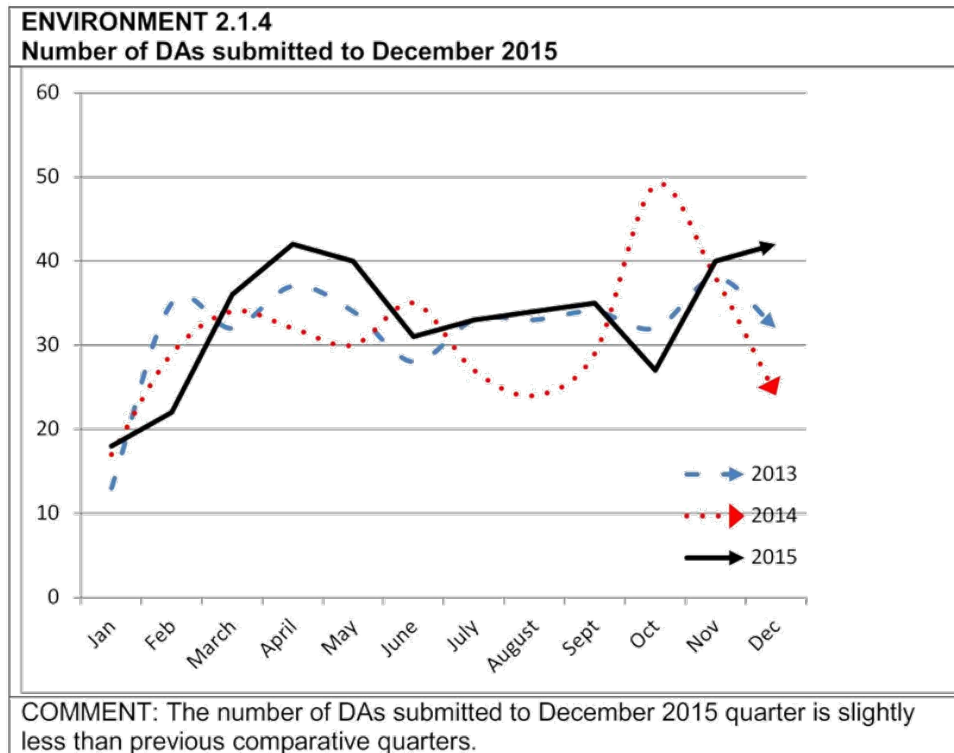
## ATTACHMENT 2

### Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - KPI Graphs Quarterly Report



## ATTACHMENT 2

### Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - KPI Graphs Quarterly Report

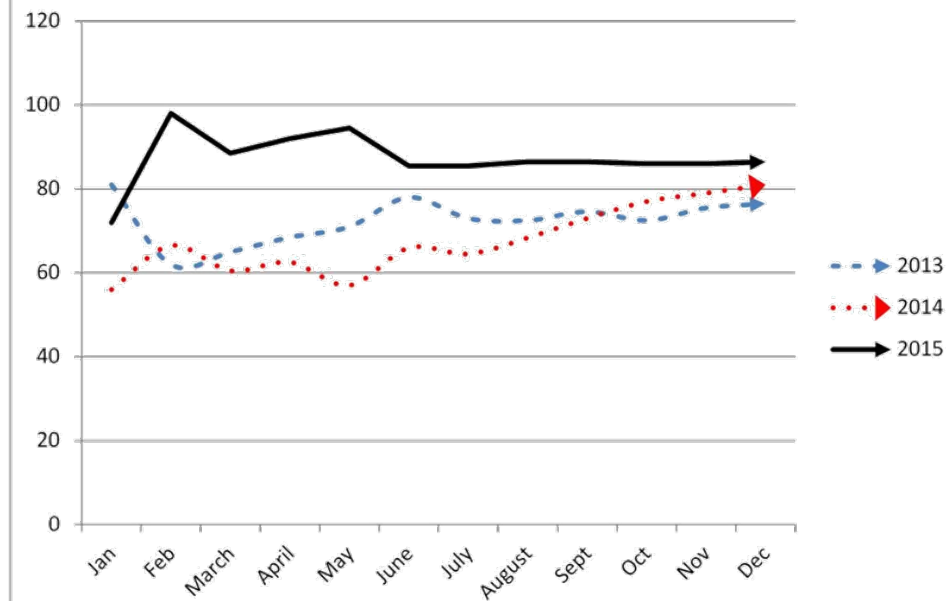


## ATTACHMENT 2

### Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - KPI Graphs Quarterly Report

#### ENVIRONMENT 2.1.4

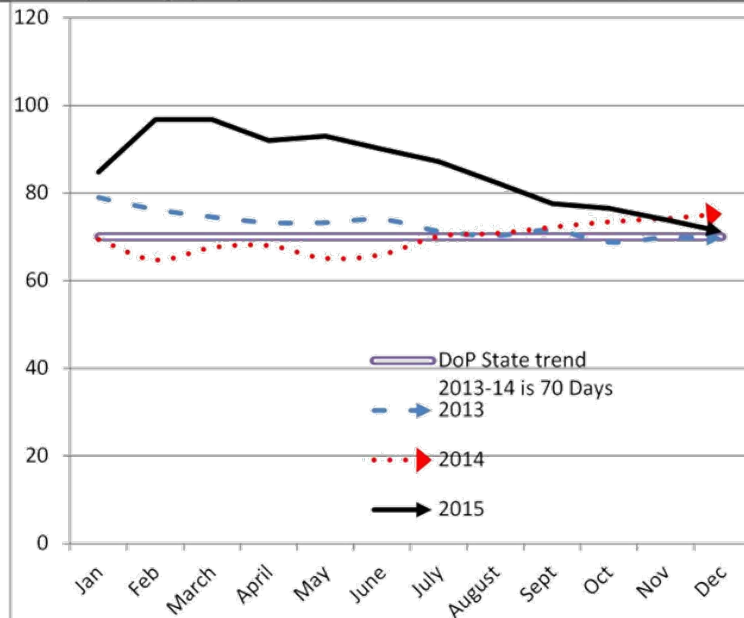
##### Year To Date Median days turnaround time of a DA to December 2015



COMMENT: The median turnaround time for DAs in the December 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 December 2015



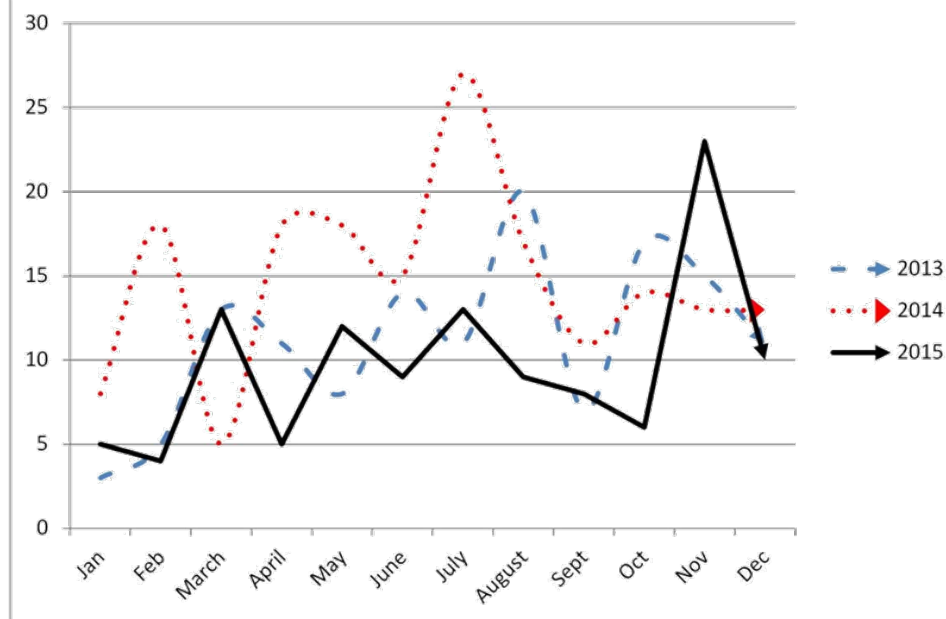
COMMENT: Average turnaround times for DA for the December quarter 2015 was higher than the statewide average.

## ATTACHMENT 2

### Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - KPI Graphs Quarterly Report

#### ENVIRONMENT 3.1.2

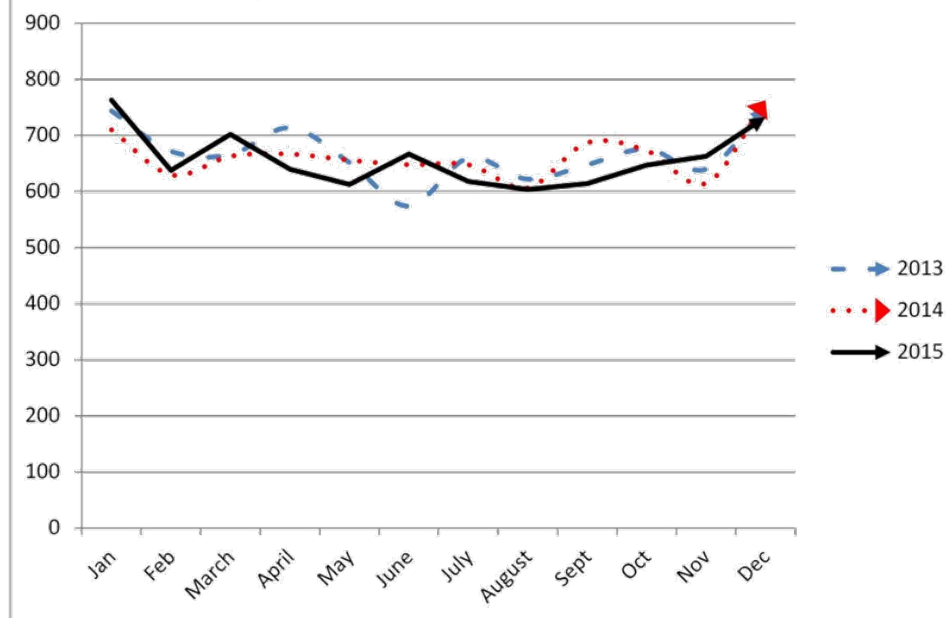
**Number of regulatory and compliance Notices and Orders issued to December 2015**



COMMENT: The total number of notices & orders served to December 2015 was on trend with the 2014 December quarter.

#### ENVIRONMENT 5.1.1

**Tonnes of domestic garbage collected to December 2015**

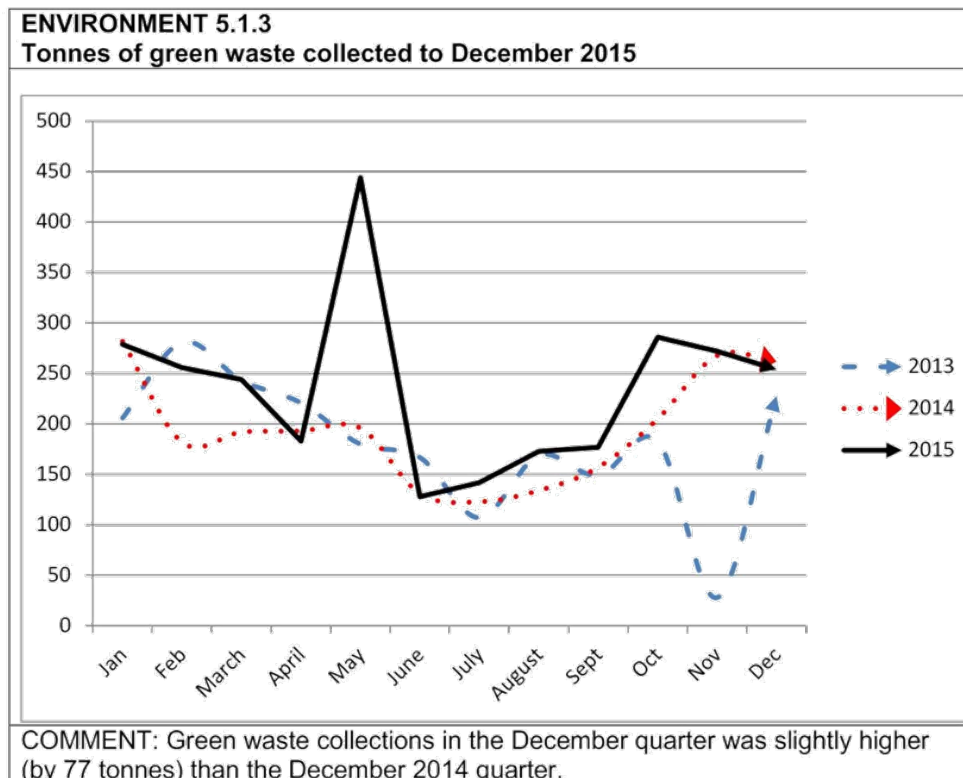
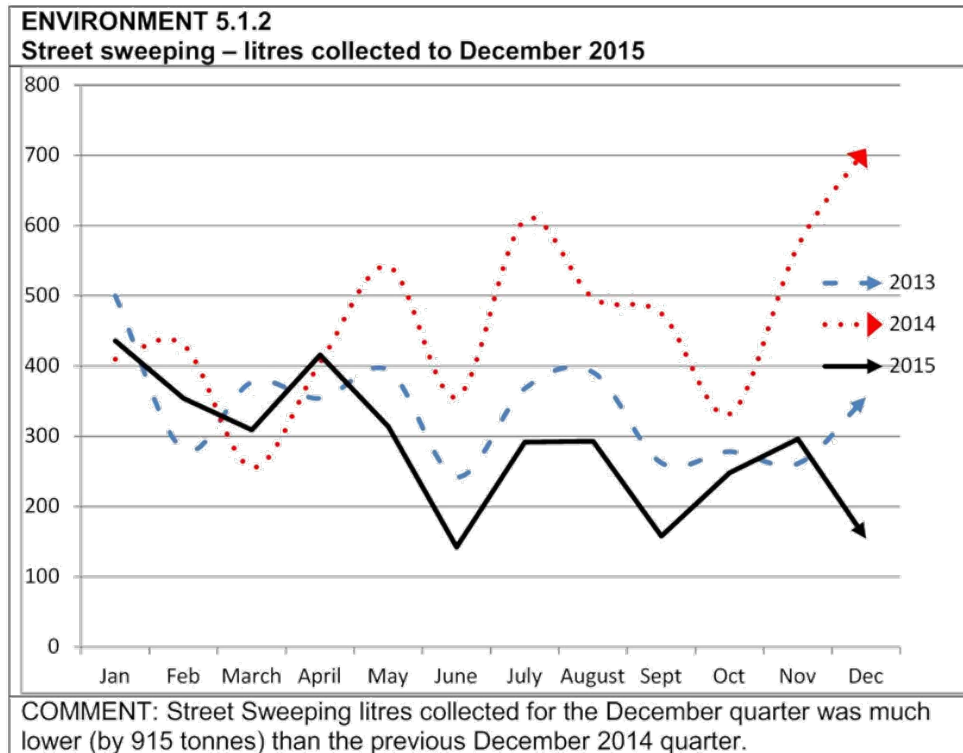


COMMENT: Domestic garbage collections in the December quarter were on trend with the 2014 December comparative quarter.



## ATTACHMENT 2

### Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - KPI Graphs Quarterly Report



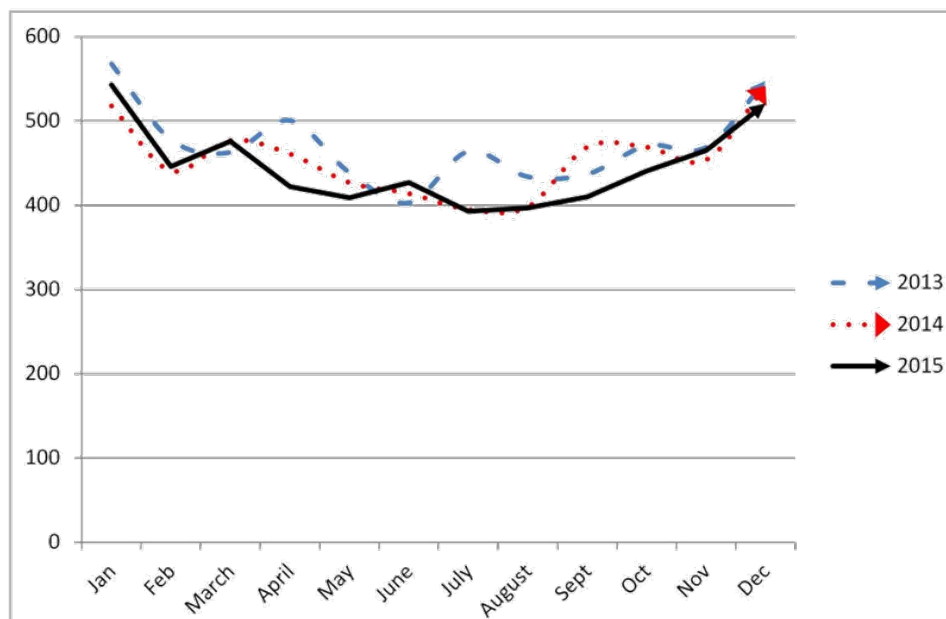


## ATTACHMENT 2

### Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - KPI Graphs Quarterly Report

#### ENVIRONMENT 5.1.3

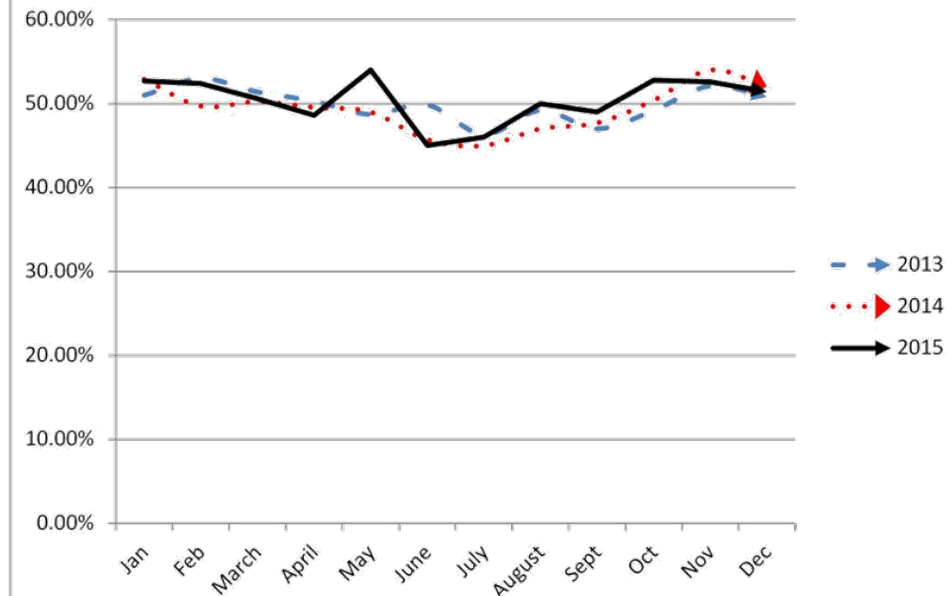
##### Tonnes of domestic recycling collected to December 2015



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

#### ENVIRONMENT 5.1.3

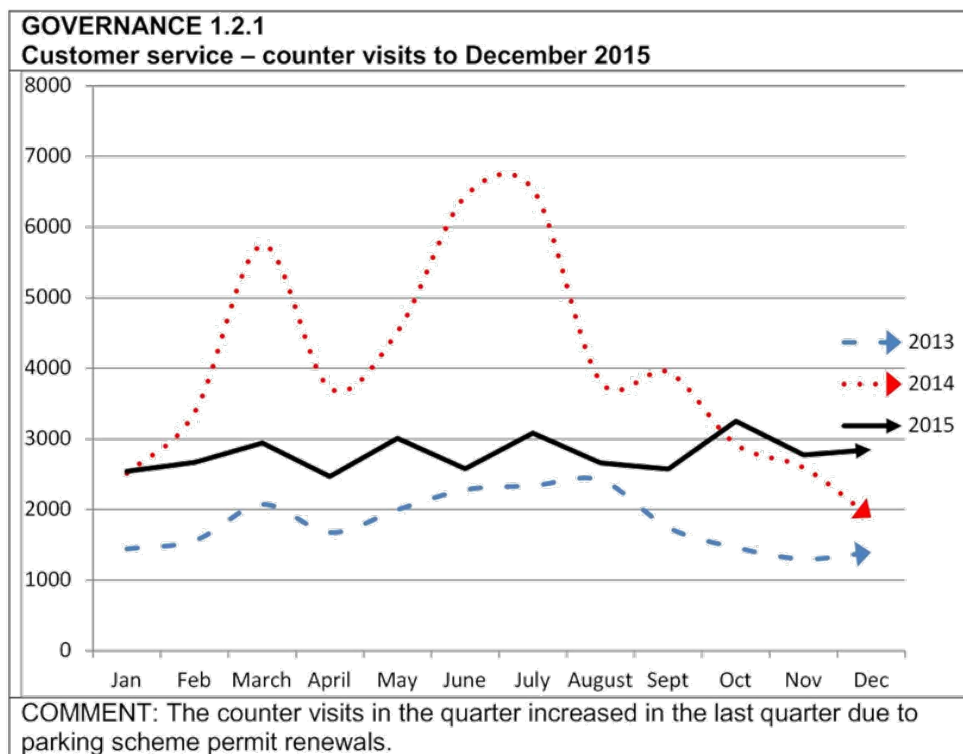
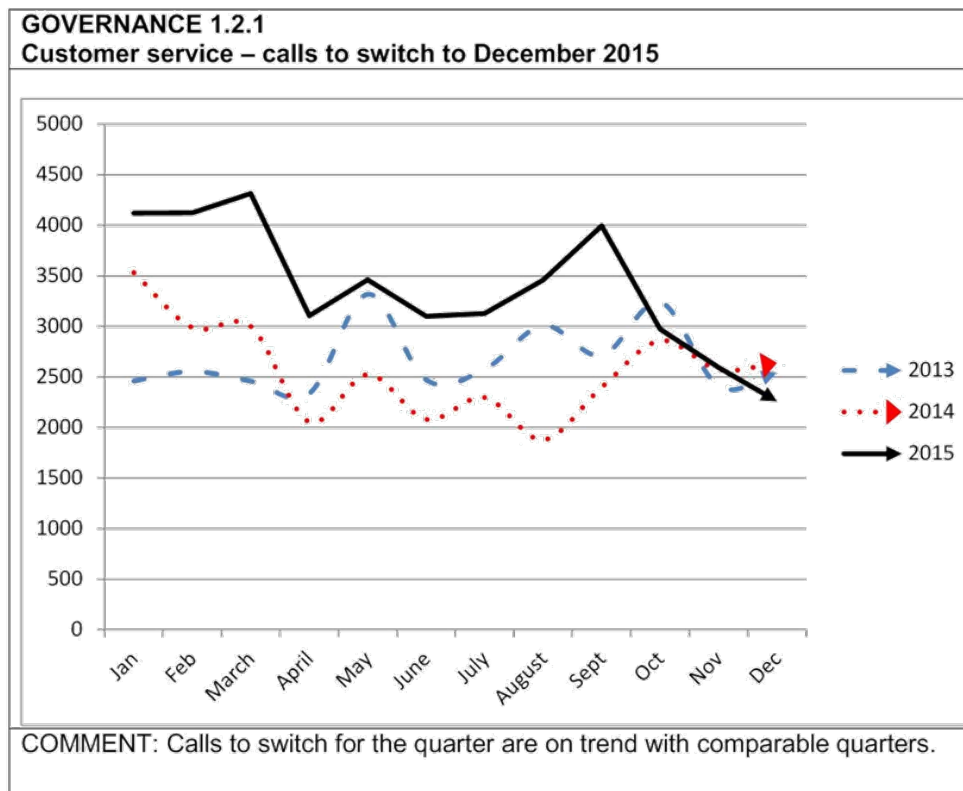
##### Landfill diversion rate to December 2015



COMMENT: Diversion rates (at 51%) for the December 2015 quarter are on trend with previous comparative quarters.

## ATTACHMENT 2

### Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - KPI Graphs Quarterly Report

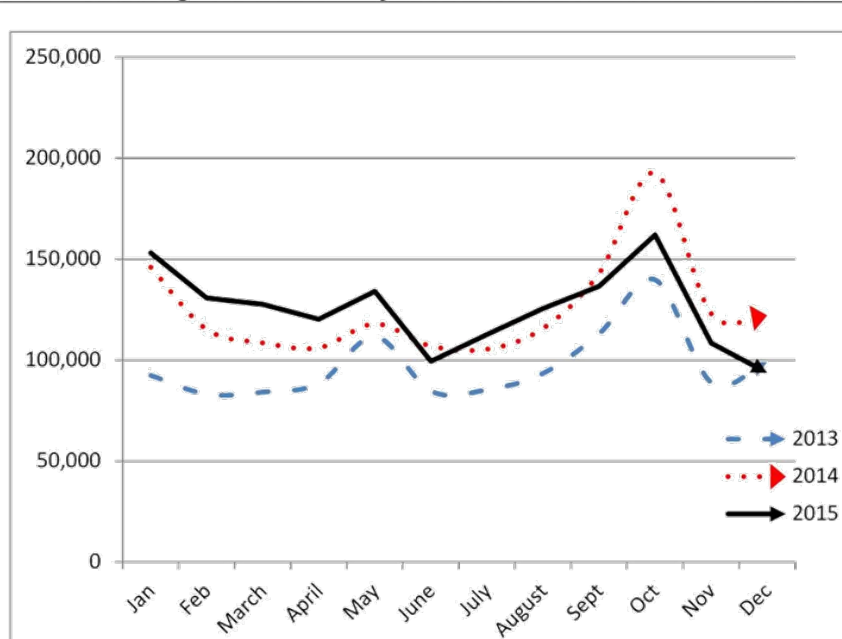


## ATTACHMENT 2

### Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - KPI Graphs Quarterly Report

#### GOVERNANCE 1.3.1

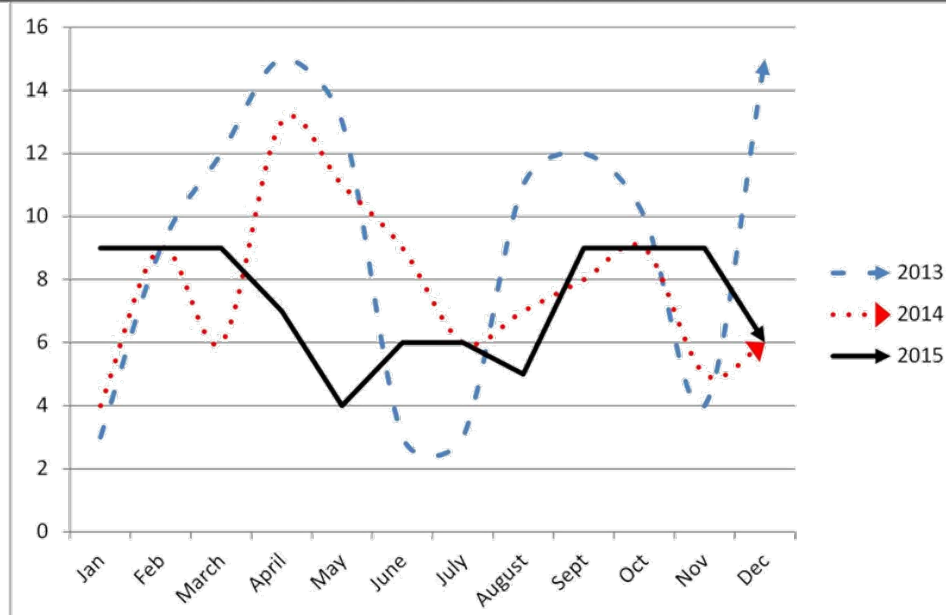
##### Number of Page Views of Manly Council Website to December 2015



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

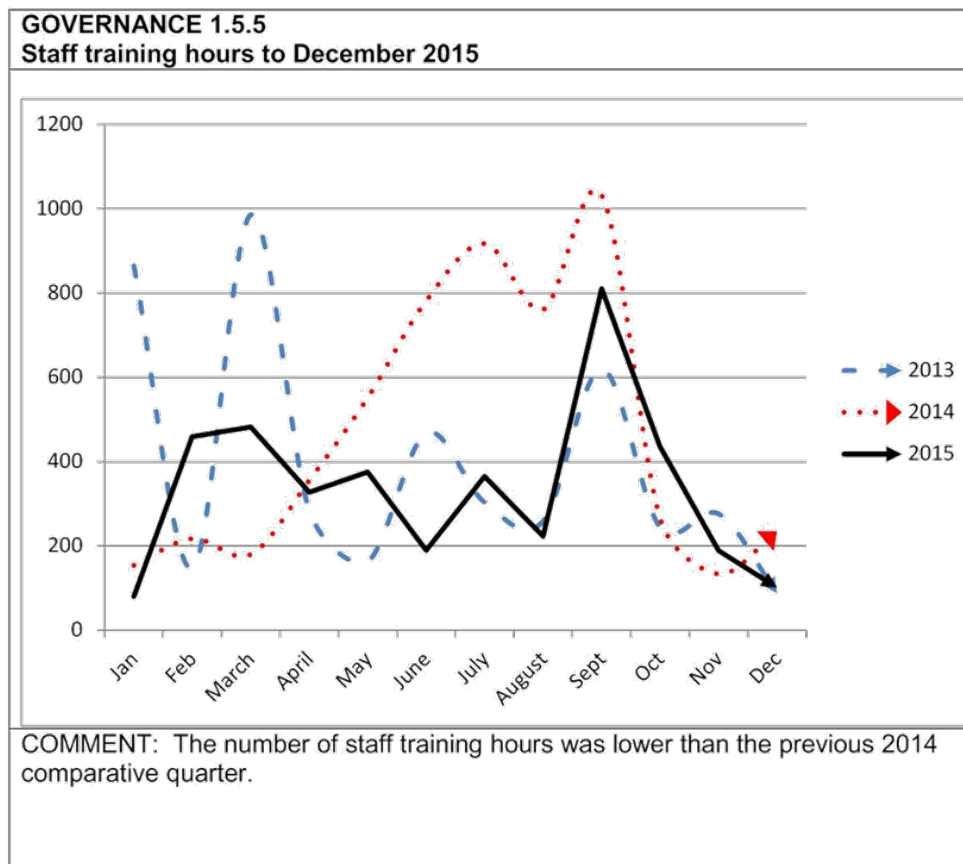
##### Number of media releases issued to December 2015



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

## ATTACHMENT 2

### Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - KPI Graphs Quarterly Report



---

**Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Quarterly Budget Review**


---

|  |   |             |
|--|---|-------------|
| Manly Council  | <b>Quarterly Budget Review Statement</b><br>for the period 01/10/15 to 31/12/15 |             |
| <b>Table of Contents</b>   |   | <b>page</b> |
| 1. Responsible Accounting Officer's Statement  |   | 1           |
| 2. Income & Expenses Budget Review Statement<br>- Variation Details                                |   | 2<br>3      |
| 3. Capital Budget Review Statement<br>- Variation Details<br>- Capital Expenditure Project Summary |   | 4<br>5<br>6 |
| 4. Cash & Investments Budget Review Statement<br>- Variation Details                               |   | 7<br>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. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Quarterly Budget Review**

---

Manly Council

**Quarterly Budget Review Statement**  
for the period 01/10/15 to 31/12/15

**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 31/12/15 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:**

26-Feb-16

# Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Quarterly Budget Review

## Quarterly Budget Review Statement for the period 01/10/15 to 31/12/15

### Manly Council Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2015

#### Income & Expenses - General Fund

| (\$000's)  | Original<br>Budget<br>2015/16 | Approved Changes      |              |             | Revised<br>Budget<br>2015/16 | Variations<br>for this<br>Dec Qtr | Notes | Projected<br>Year End<br>Result | Actual<br>YTD<br>figures |
|--|-------------------------------|-----------------------|--------------|-------------|------------------------------|-----------------------------------|-------|---------------------------------|--------------------------|
|  |                               | Other than<br>by QBRs | Sep<br>QBRs  | Dec<br>QBRs |                              |                                   |       |                                 |                          |
| <b>Income</b>  |                               |                       |              |             |                              |                                   |       |                                 |                          |
| Rates and Annual Charges                               | 40,135                        |                       | -            |             | 40,135                       | -                                 |       | 40,135                          | 40,125                   |
| User Charges and Fees                                  | 15,082                        |                       | 36           |             | 15,118                       | 341                               | 1     | 15,458                          | 8,647                    |
| Interest and Investment Revenues                       | 1,195                         |                       | -            |             | 1,195                        | -                                 |       | 1,195                           | 652                      |
| Other Revenues   | 6,198                         |                       | 50           |             | 6,248                        | 600                               | 2     | 5,648                           | 2,957                    |
| Grants & Contributions - Operating                     | 4,953                         |                       | 21           |             | 4,974                        | 50                                | 3     | 5,024                           | 3,269                    |
| Grants & Contributions - Capital                       | 454                           |                       | -            |             | 454                          | 600                               | 4     | 1,054                           | 492                      |
| Net gain from disposal of assets                       | -                             |                       | -            |             | -                            | -                                 |       | -                               | -                        |
| Share of Interests in Joint Ventures                   | -                             |                       | -            |             | -                            | -                                 |       | -                               | -                        |
| <b>Total Income from Continuing Operations</b>         | <b>68,017</b>                 | <b>-</b>              | <b>107</b>   | <b>-</b>    | <b>68,124</b>                | <b>391</b>                        |       | <b>68,514</b>                   | <b>56,142</b>            |
| <b>Expenses</b>  |                               |                       |              |             |                              |                                   |       |                                 |                          |
| Employee Costs   | 30,393                        |                       | 36           |             | 30,429                       | -                                 |       | 30,429                          | 15,259                   |
| Borrowing Costs  | 2,435                         |                       | -            |             | 2,435                        | -                                 |       | 2,435                           | 488                      |
| Materials & Contracts                                  | 12,561                        |                       | 292          |             | 12,853                       | 53                                | 5     | 12,906                          | 6,643                    |
| Depreciation   | 8,541                         |                       | -            |             | 8,541                        | -                                 |       | 8,541                           | 4,619                    |
| Legal Costs  | 627                           |                       | -            |             | 627                          | 200                               | 6     | 827                             | 552                      |
| Consultants  | 349                           |                       | -            |             | 349                          | 113                               | 7     | 462                             | 439                      |
| Other Expenses   | 5,945                         |                       | -            |             | 5,945                        | -                                 |       | 5,945                           | 3,229                    |
| Interest & Investment Losses                           | -                             |                       | -            |             | -                            | -                                 |       | -                               | -                        |
| Net Loss from disposal of assets                       | -                             |                       | -            |             | -                            | -                                 |       | -                               | -                        |
| Share of interests in Joint Ventures                   | -                             |                       | -            |             | -                            | -                                 |       | -                               | -                        |
| <b>Total Expenses from Continuing Operations</b>       | <b>60,851</b>                 | <b>-</b>              | <b>328</b>   | <b>-</b>    | <b>61,179</b>                | <b>366</b>                        |       | <b>61,545</b>                   | <b>31,229</b>            |
| <b>Net Operating Result from Continuing Operations</b> | <b>7,166</b>                  | <b>-</b>              | <b>(221)</b> | <b>-</b>    | <b>6,945</b>                 | <b>25</b>                         |       | <b>6,969</b>                    | <b>24,913</b>            |
| Discontinued Operations - Surplus/(Deficit)            | -                             |                       |              |             | -                            | -                                 |       | -                               | -                        |
| <b>Net Operating Result from All Operations</b>        | <b>7,166</b>                  | <b>-</b>              | <b>(221)</b> | <b>-</b>    | <b>6,945</b>                 | <b>25</b>                         |       | <b>6,969</b>                    | <b>24,913</b>            |
| <b>Net Operating Result before Capital Items</b>       | <b>6,712</b>                  | <b>-</b>              | <b>(221)</b> | <b>-</b>    | <b>6,491</b>                 | <b>(575)</b>                      |       | <b>5,915</b>                    | <b>24,421</b>            |

---

**Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Quartely Budget Review**


---

**Quarterly Budget Review Statement**  
 for the period 01/10/15 to 31/12/15

Manly Council

**Income & Expenses Budget Review Statement**  
**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

**Notes Details****INCOME**

|   |   |           |                |
|---|---|-----------|----------------|
| 1 | Recognition of income increase from special events                      |           | 27,300         |
| 1 | Recognition of income increase from development applications            | \$        | 43,500         |
| 1 | Recognition of income decrease from pool inspection fees                | -\$       | 30,000         |
| 1 | Recognition of income increase from parking fees                        | \$        | 300,000        |
| 2 | Recognition of income decrease from parking fines                       | -\$       | 600,000        |
| 3 | Recognition of grant income for Little Manly Boat Storage               | \$        | 50,000         |
| 4 | Recognition of income increase from Section 94 Development Contribution | \$        | 600,000        |
|   |   | <b>\$</b> | <b>390,800</b> |

**EXPENDITURE**

|   |   |           |                |
|---|---|-----------|----------------|
| 5 | Transfer budget from previous year unspent grant reserve for Adapt Roads Pilot project                | \$        | 53,000         |
| 5 | Transfer budget from previous year unspent grant reserve for Estuary Health Assessment                | \$        | 25,200         |
| 5 | Transfer budget from operating to capital to fund Roundhouse Childcare rainwater tank and plant boxes | -\$       | 6,600          |
| 5 | Transfer budget from operating to capital to fund Harbourview Childcare oven replacement              | -\$       | 4,000          |
| 5 | Transfer budget from capital to operating to fund Art Gallery insurance expense                       | \$        | 19,000         |
| 5 | Increase budget for special events expense  | \$        | 86,300         |
| 5 | Transfer budget from operating to capital to fund works in parks and gardens                          | -\$       | 20,000         |
| 5 | Budget saving from parking fines processing cost  | -\$       | 100,000        |
| 6 | Increase budget for legal cost  | \$        | 200,000        |
| 7 | Increase budget for general consultants cost  | \$        | 113,000        |
|   |   | <b>\$</b> | <b>365,900</b> |

**NET VARIATION****\$ 24,900**



# Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Quarterly Budget Review

## Quarterly Budget Review Statement for the period 01/10/15 to 31/12/15

### Manly Council Capital Budget Review Statement Budget review for the quarter ended 31 December 2015 Capital Budget - General Fund

| (\$000's)                                      | Original<br>Budget<br>2015/16 | Approved Changes      |             |             | Revised<br>Budget<br>2015/16 | Variations<br>for this<br>Dec Qtr | Notes<br>Year End<br>Result | Actual<br>YTD<br>figures |
|--|-------------------------------|-----------------------|-------------|-------------|------------------------------|-----------------------------------|-----------------------------|--------------------------|
|  |                               | Other than<br>by QBRs | Sep<br>QBRs | Dec<br>QBRs |                              |                                   |                             |                          |
| <b>Capital Expenditure</b>                     |                               |                       |             |             |                              |                                   |                             |                          |
| New Assets                                     |                               |                       |             |             |                              |                                   |                             |                          |
| - Land & Buildings                             | -                             |                       | 60          |             | 60                           | -                                 | 60                          | 92                       |
| - Other Structure                              | 28,185                        |                       | -           |             | 28,185                       | -                                 | 28,185                      | 7,650                    |
| - Storm Water                                  | 3,350                         |                       | -           |             | 3,350                        | -                                 | 3,350                       | 7                        |
| Renewal Assets (Replacement)                   |                               |                       |             |             |                              |                                   |                             |                          |
| - Plant & Equipment                            | 4,730                         |                       | 3           |             | 4,733                        | -                                 | 4,733                       | 1,094                    |
| - Furniture & Fittings                         | 6                             |                       | -           |             | 6                            | -                                 | 6                           | 3                        |
| - Office Equipment                             | 396                           |                       | -           |             | 396                          | -                                 | 396                         | 251                      |
| - Land Improvements - Depreciable              | 1,155                         |                       | 15          |             | 1,170                        | 20                                | 1,190                       | 978                      |
| - Land Improvements - Tree                     | 70                            |                       | -           |             | 70                           | -                                 | 70                          | 4                        |
| - Land & Buildings                             | 1,281                         |                       | -           |             | 1,281                        | 511                               | 1,792                       | 177                      |
| - Roads, Bridges, Footpaths                    | 7,641                         |                       | 450         |             | 8,091                        | -                                 | 8,091                       | 2,543                    |
| - Storm Water                                  | 562                           |                       | -           |             | 562                          | -                                 | 562                         | 12                       |
| - Other Structures                             | 635                           |                       | 216         |             | 851                          | 50                                | 901                         | 211                      |
| - Library Books                                | 212                           |                       | -           |             | 212                          | -                                 | 212                         | 74                       |
| - Art Works & Other Heritage                   | 34                            |                       | -           |             | 34                           | (19)                              | 15                          | -                        |
| <b>Total Capital Expenditure</b>               | <b>48,256</b>                 | <b>-</b>              | <b>745</b>  | <b>-</b>    | <b>49,001</b>                | <b>562</b>                        | <b>49,563</b>               | <b>13,096</b>            |
| <b>Capital Funding</b>                         |                               |                       |             |             |                              |                                   |                             |                          |
| Rates & Other United Funding                   |                               |                       |             |             |                              |                                   |                             |                          |
| Rates - (Special Rates / Infrastructure Levy)  | 3,788                         |                       | 95          |             | 3,883                        | 12                                | 3,895                       | 1,790                    |
| Storm Water Levy                               | 7,641                         |                       | -           |             | 7,641                        | -                                 | 7,641                       | 2,543                    |
| Capital Grants & Contributions                 | 562                           |                       | -           |             | 562                          | -                                 | 562                         | 12                       |
| Reserves:                                      | 3,350                         |                       | -           |             | 3,350                        | -                                 | 3,350                       | 7                        |
| - External Restrictions/Reserves               | -                             |                       | 650         |             | 650                          | 50                                | 700                         | -                        |
| - Internal Restrictions/Reserves               | 28,185                        |                       | -           |             | 28,185                       | 500                               | 28,685                      | 7,650                    |
| New Loans                                      | -                             |                       | -           |             | -                            | -                                 | -                           | -                        |
| Receipts from Sale of Assets                   | -                             |                       | -           |             | -                            | -                                 | -                           | -                        |
| - Plant & Equipment                            | 4,730                         |                       | -           |             | 4,730                        | -                                 | 4,730                       | 1,094                    |
| - Land & Buildings                             | -                             |                       | -           |             | -                            | -                                 | -                           | -                        |
| <b>Total Capital Funding</b>                   | <b>48,256</b>                 | <b>-</b>              | <b>745</b>  | <b>-</b>    | <b>49,001</b>                | <b>562</b>                        | <b>49,563</b>               | <b>13,096</b>            |
| <b>Net Capital Funding - Surplus/(Deficit)</b> | <b>-</b>                      | <b>-</b>              | <b>-</b>    | <b>-</b>    | <b>-</b>                     | <b>-</b>                          | <b>-</b>                    | <b>-</b>                 |

---

**Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Quartely Budget Review**


---

**Quarterly Budget Review Statement**  
for the period 01/10/15 to 31/12/15

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 | Transfer budget from operating to capital to fund works in parks and garden                           |     |                |
| 2 | Transfer budget from operating to capital to fund Roundhouse Childcare rainwater tank and plant boxes | \$  | 20,000         |
| 2 | Transfer budget from Reserves to fund the fitouts at Seaforth TAFE                                    | \$  | 6,600          |
| 2 | Transfer budget from operating to capital to fund Harbourview Childcare oven replacement              | \$  | 500,000        |
| 3 | Increase budget for Little Manly Boat Storage funding from grant                                      | \$  | 4,000          |
| 4 | Transfer budget from capital to operating to fund Art Gallery insurance expense                       | \$  | 50,000         |
|   |   | -\$ | 19,000         |
|   |   | \$  | <b>561,600</b> |

**CAPITAL FUNDING**

|   |   |    |                |
|---|---|----|----------------|
| 5 | Capital funding from Rates & Other United Funding for works at Childcare Centres, Parks & Gardens and Art Gallery | \$ | 11,600         |
| 6 | Capital funding from Grant Reserves to fund Little Manly Boat Storage   | \$ | 50,000         |
| 7 | Transfer budget from internal Reserves to fund the fitouts at Seaforth TAFE                                       | \$ | 500,000        |
|   |   | \$ | <b>561,600</b> |

**NET VARIATION**

\$ -

# Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Quarterly Budget Review

## Quarterly Budget Review Statement for the period 01/10/15 to 31/12/15

### Manly Council Capital Expenditure Project Summary

Budget review for the quarter ended 31 December 2015

#### Capital Budget - General Fund

| (\$000's)                                      | Original<br>Budget<br>2015/16 | Approved Changes      |             |             | Revised<br>Budget<br>2015/16 | Variations<br>for this<br>Dec Qtr | Projected<br>Year End<br>Result | Actual<br>YTD<br>figures |
|--|-------------------------------|-----------------------|-------------|-------------|------------------------------|-----------------------------------|---------------------------------|--------------------------|
|  |                               | Other than<br>by QBRs | Sep<br>QBRs | Dec<br>QBRs |                              |                                   |                                 |                          |
| <b>Capital Expenditure</b>                     |                               |                       |             |             |                              |                                   |                                 |                          |
| New Assets                                     |                               |                       |             |             |                              |                                   |                                 |                          |
| - Land & Buildings                             | -                             |                       | 60          |             | 60                           | -                                 | 60                              | 92                       |
| - New Aquatic Centre                           | 11,185                        |                       | -           |             | 11,185                       | -                                 | 11,185                          | 7,654                    |
| - Manly Oval Car Park - Manly 2015             | 17,000                        |                       | -           |             | 17,000                       | -                                 | 17,000                          | -                        |
| - Detention Tank                               | 3,350                         |                       | -           |             | 3,350                        | -                                 | 3,350                           | 6                        |
| Renewal Assets (Replacement)                   |                               |                       |             |             |                              |                                   |                                 |                          |
| - IT Systems - Infrastructure & Software       | 370                           |                       | -           |             | 370                          | -                                 | 370                             | 251                      |
| - Equipment & Furniture Purchases              | 65                            |                       | 3           |             | 68                           | -                                 | 68                              | 103                      |
| - Building Works                               | 1,211                         |                       | -           |             | 1,211                        | 511                               | 1,722                           | 169                      |
| - Library Books, Periodical & Equipment        | 253                           |                       | -           |             | 253                          | -                                 | 253                             | 81                       |
| - Art Gallery Collections                      | 34                            |                       | -           |             | 34                           | (19)                              | 15                              | -                        |
| - Swim Centre Plant & Equipment                | 2,600                         |                       | -           |             | 2,600                        | -                                 | 2,600                           | 485                      |
| - LM Graham Reserve - Upgrade                  | 1,000                         |                       | -           |             | 1,000                        | -                                 | 1,000                           | 847                      |
| - Parks & Reserves                             | 225                           |                       | 15          |             | 240                          | 20                                | 260                             | 154                      |
| - Cemetery                                     | 15                            |                       |             |             | 15                           | -                                 | 15                              | 7                        |
| - Netted & Rock Pools Upgrade                  | 120                           |                       | 200         |             | 320                          | -                                 | 320                             | 164                      |
| - Plant & Fleet Replacement                    | 2,050                         |                       | -           |             | 2,050                        | -                                 | 2,050                           | 478                      |
| - Roads Infrastructure                         | 926                           |                       | (200)       |             | 726                          | -                                 | 726                             | 460                      |
| - Manly 2015 Public Domains                    | 4,300                         |                       | -           |             | 4,300                        | -                                 | 4,300                           | 1,240                    |
| - Ancillary Infrastructure Works               | 2,115                         |                       | -           |             | 2,115                        | 50                                | 2,165                           | 525                      |
| - Footpath Construction                        | 300                           |                       | 650         |             | 950                          | -                                 | 950                             | 318                      |
| - Parking Facilities Upgrade                   | 500                           |                       | 16          |             | 516                          | -                                 | 516                             | 23                       |
| - Waste Services Equipments                    | 5                             |                       | -           |             | 5                            | -                                 | 5                               | 20                       |
| - Drainage & Stormwater Assets                 | 562                           |                       | -           |             | 562                          | -                                 | 562                             | 12                       |
| - Public Amenities - New/Renewal               | 70                            |                       | -           |             | 70                           | -                                 | 70                              | 7                        |
| <b>Net Capital Funding - Surplus/(Deficit)</b> | <b>48,256</b>                 | <b>-</b>              | <b>745</b>  | <b>-</b>    | <b>49,001</b>                | <b>562</b>                        | <b>49,563</b>                   | <b>13,096</b>            |

# Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Quarterly Budget Review

## Quarterly Budget Review Statement for the period 01/10/15 to 31/12/15

### Manly Council Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 December 2015  
Cash & Investments - General Fund

| (\$000's)  | Opening<br>Balance<br>2015/16 | Approved Changes      |              |             | Revised<br>Budget<br>2015/16 | Variations<br>for this<br>Dec Qtr | Notes | Projected<br>Year End<br>Result | Actual<br>YTD<br>figures |
|--|-------------------------------|-----------------------|--------------|-------------|------------------------------|-----------------------------------|-------|---------------------------------|--------------------------|
|  |                               | Other than<br>by QBRs | Sep<br>QBRs  | Dec<br>QBRs |                              |                                   |       |                                 |                          |
| <b>Externally Restricted <sup>(1)</sup></b>                  |                               |                       |              |             |                              |                                   |       |                                 |                          |
| Developer Contributions - General                            | 7,454                         |                       | (650)        |             | 6,804                        |                                   |       | 6,804                           | 6,804                    |
| Specific Purpose Unexpended Grants                           | 916                           |                       | (145)        |             | 771                          | (78)                              | 1     | 693                             | 693                      |
| Other  | 846                           |                       |              |             | 846                          | -                                 |       | 846                             | 846                      |
| <b>Total Externally Restricted</b>                           | <b>9,216</b>                  | <b>-</b>              | <b>(795)</b> | <b>-</b>    | <b>8,421</b>                 | <b>(78)</b>                       |       | <b>8,343</b>                    | <b>8,343</b>             |
| (1) Funds that must be spent for a specific purpose          |                               |                       |              |             |                              |                                   |       |                                 |                          |
| <b>Internally Restricted <sup>(2)</sup></b>                  |                               |                       |              |             |                              |                                   |       |                                 |                          |
| Plant & Vehicle Replacement                                  | 603                           |                       |              |             | 603                          | -                                 |       | 603                             | 603                      |
| Infrastructure Replacement                                   | 6,312                         |                       |              |             | 6,312                        | (500)                             | 2     | 5,812                           | 5,812                    |
| Employees Leave Entitlement                                  | 1,528                         |                       |              |             | 1,528                        | -                                 |       | 1,528                           | 1,528                    |
| Deposits, Retentions & Bonds                                 | 1,877                         |                       |              |             | 1,877                        | -                                 |       | 1,877                           | 1,877                    |
| Balgowlah Area Improvements                                  | 600                           |                       |              |             | 600                          | -                                 |       | 600                             | 600                      |
| Depot Redevelopment  | 152                           |                       |              |             | 152                          | -                                 |       | 152                             | 152                      |
| Environment Levy   | 958                           |                       |              |             | 958                          | -                                 |       | 958                             | 958                      |
| Manly Wharf Forecourt  | 50                            |                       |              |             | 50                           | -                                 |       | 50                              | 50                       |
| Meals on Wheels  | 236                           |                       |              |             | 236                          | -                                 |       | 236                             | 236                      |
| Shelly Beach Improvements                                    | 9                             |                       |              |             | 9                            | -                                 |       | 9                               | 9                        |
| Unexpended Loans   | 18,067                        |                       |              |             | 18,067                       | -                                 |       | 18,067                          | 18,067                   |
| <b>Total Internally Restricted</b>                           | <b>30,392</b>                 | <b>-</b>              | <b>-</b>     | <b>-</b>    | <b>30,392</b>                | <b>(500)</b>                      |       | <b>29,892</b>                   | <b>29,892</b>            |
| (2) Funds that Council has earmarked for a specific purpose  |                               |                       |              |             |                              |                                   |       |                                 |                          |
| <b>Unrestricted (available after the above Restrictions)</b> | <b>-</b>                      | <b>-</b>              | <b>795</b>   | <b>-</b>    | <b>795</b>                   | <b>-</b>                          |       | <b>795</b>                      | <b>123</b>               |
| <b>Total Cash &amp; Investments</b>                          | <b>39,608</b>                 | <b>-</b>              | <b>-</b>     | <b>-</b>    | <b>39,608</b>                | <b>(578)</b>                      |       | <b>39,030</b>                   | <b>38,358</b>            |

---

**Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Quartely Budget Review**


---

Manly Council

**Quarterly Budget Review Statement**  
for the period 01/10/15 to 31/12/15

**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 previous year unspent grant reserve for Adapt Roads Pilot Project | -\$        | 53,000         |
| 1                    | Transfer budget from previous year unspent grant reserve for Estuary Health Assessment | -\$        | 25,200         |
| 2                    | Transfer budget from Reserves to fund the fiouts at Seaforth TAFE                      | -\$        | 500,000        |
| <b>NET VARIATION</b> |  | <b>-\$</b> | <b>578,200</b> |

**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 December Investment Portfolio report shows that Council has a total Investment of \$38,369,582 comprising a Cash at Bank balance of \$2,612,556 and Investment Holdings of \$35,757,026 managed directly.

The Cash at Bank & Investment figure included in the Cash & Investment Statement has been reconciled to Council's general ledger on 12/01/16 with a balance of \$38.4 million.



# Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Quartely Budget Review

Manly Council

**Quarterly Budget Review Statement**  
for the period 01/10/15 to 31/12/15

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

Budget review for the quarter ended 31 December 2015

| (\$'000's) | Original Budget<br>15/16 | Actuals<br>Prior Periods<br>14/15 13/14 |
|------------|--------------------------|---|
|------------|--------------------------|---|

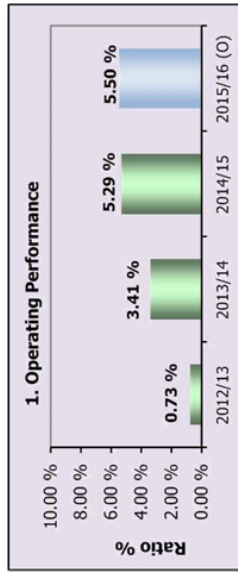
NSW Local Government Industry Key Performance Indicators (OLG):

### 1. Operating Performance

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

|        |        |        |
|--------|--------|--------|
| 5.50 % | 5.29 % | 3.41 % |
|--------|--------|--------|

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

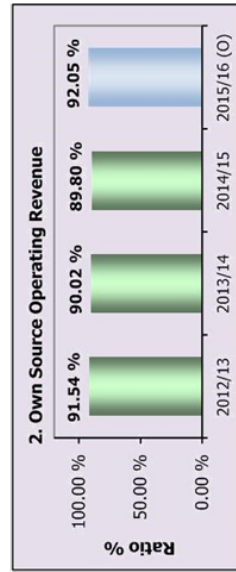


### 2. Own Source Operating Revenue

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

|         |         |         |
|---------|---------|---------|
| 92.05 % | 89.80 % | 90.02 % |
|---------|---------|---------|

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

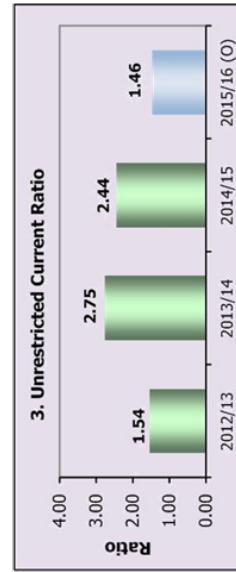


### 3. Unrestricted Current Ratio

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

|      |      |      |
|------|------|------|
| 1.46 | 2.44 | 2.75 |
|------|------|------|

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. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Quartely Budget Review

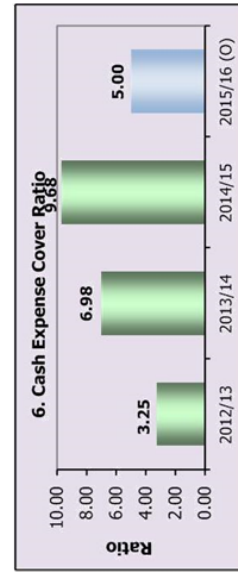
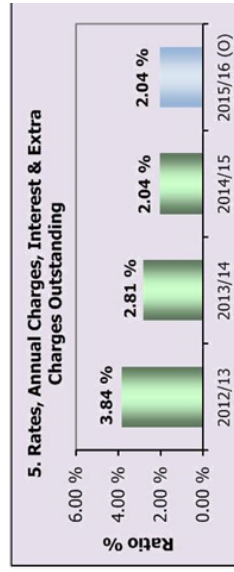
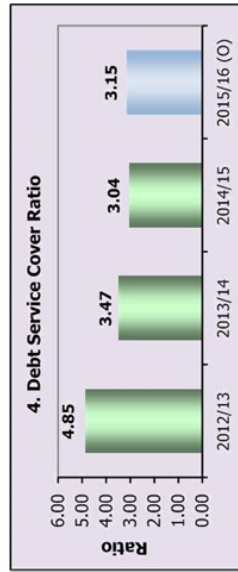
Manly Council

## Quarterly Budget Review Statement for the period 01/10/15 to 31/12/15

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

Budget review for the quarter ended 31 December 2015

| (\$000's)  | Original<br>Budget<br>15/16 | Actuals<br>Prior Periods<br>14/15 13/14 |
|--|-----------------------------|---|
| NSW Local Government Industry Key Performance Indicators (OLG):  |                             |   |
| <b>4. Debt Service Cover Ratio</b>   |                             |   |
| Operating Result before Interest & Dep. exp (EBITDA)<br>Principal Repayments + Borrowing Interest Costs                                      | 3.15                        | 3.04 3.47                               |
| This ratio measures the availability of operating cash to service debt including interest, principal and lease payments.                     |                             |   |
| <b>5. Rates, Annual Charges, Interest &amp; Extra Charges Outstanding</b>  |                             |   |
| Rates, Annual & Extra Charges Outstanding<br>Rates, Annual & Extra Charges Collectible   | 2.04 %                      | 2.04 % 2.81 %                           |
| To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.                    |                             |   |
| <b>6. Cash Expense Cover Ratio</b>   |                             |   |
| Current Year's Cash & Cash Equivalents (incl. Term Deposits)<br>Operating & financing activities Cash Flow payments                          | 5.00                        | 9.68 6.98                               |
| 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. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Quartely Budget Review

Manly Council

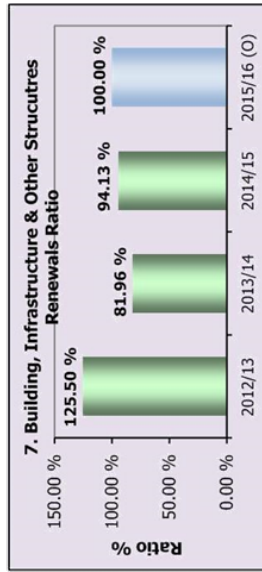
**Quarterly Budget Review Statement**  
for the period 01/10/15 to 31/12/15

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

Budget review for the quarter ended 31 December 2015

| (\$000's)  | Original Budget 15/16 | Actuals Prior Periods 14/15 13/14 |
|--|-----------------------|-----------------------------------|
| NSW Local Government Infrastructure Asset Performance Indicators (OLG):                              |                       |                                   |
| <b>7. Building, Infrastructure &amp; Other Structures Renewals Ratio</b>                             |                       |                                   |
| Asset Renewals (Building, Infrastructure & Other Structures) Depreciation, Amortisation & Impairment | 100 %                 | 94.13 % 81.96 %                   |

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

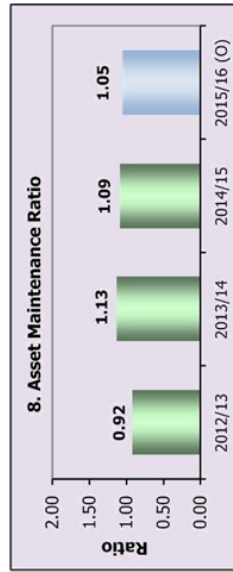
1.05

1.09

1.13

1.05

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

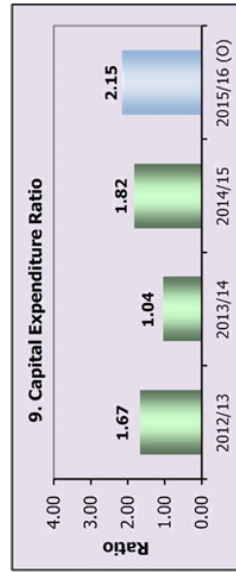
2.15

1.82

1.04

2.15

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.



# Corporate Services Division Report No. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Quartely Budget Review

## Quarterly Budget Review Statement for the period 01/10/15 to 31/12/15

Manly Council

### Contracts Budget Review Statement

Budget review for the quarter ended 31 December 2015

**Contracts Listing** - contracts entered into during the quarter

| Contractor                              | Contract detail & purpose                                     | Contract Value | Start Date | Finish Date    | Budgeted (Y/N) |
|---|---|----------------|------------|----------------|----------------|
| ITS Pipetech Pty Ltd                    | Relining stormwater pipe at 17 Addison Road                   | 60,720.01      | 06/10/2015 | under progress | Y              |
| The Trustee for Polite Enterprises      | Supply 6 Automated Hydraulic Bollards for Sydney Road upgrade | 119,636.38     | 19/10/2015 | under progress | Y              |
| Hope Diving Services (Australia) Pty    | Little Manly Tidal Pool shark bars repairs                    | 135,909.11     | 05/11/2015 | under progress | Y              |
| Mercedes-Benz Australia/Pacific Pty Ltd | Supply Council a Fuso Rosa Bus                                | 117,137.33     | 10/11/2015 | 03/02/2016     | Y              |
| Waterway Constructions Pty Ltd          | Clarence Street timber foot bridge repairs                    | 76,651.01      | 10/11/2015 | under progress | Y              |
| Advanced Computing Solutions Pty Ltd    | Cisco Nexus networking equipments & licenses                  | 71,198.20      | 01/12/2015 | 10/12/2015     | 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. 3.DOC - Second Quarterly Report / Delivery Program and Budget - Quartely Budget Review**


---

**Quarterly Budget Review Statement**  
 for the period 01/10/15 to 31/12/15

Manly Council

**Consultancy & Legal Expenses Budget Review Statement**

Consultancy &amp; Legal Expenses Overview

| Expense       | YTD Expenditure<br>(Actual Dollars) | Budgeted<br>(Y/N) |
|---------------|-------------------------------------|-------------------|
| Consultancies | \$ 439,000.00                       | Y                 |
| Legal Fees    | \$ 552,000.00                       | 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.