

MEETING AGENDA

Notice is hereby given that an Ordinary Meeting of Council will be held at the Civic Centre, Dee Why on

Tuesday 27 August 2013

Beginning at 6:00pm for the purpose of considering and determining matters included in this agenda.



John Warburton
Acting General Manager

OUR VISION

A vibrant community, improving our quality of life by living and working in balance with our special bush and beach environment

OUR VALUES

Respect

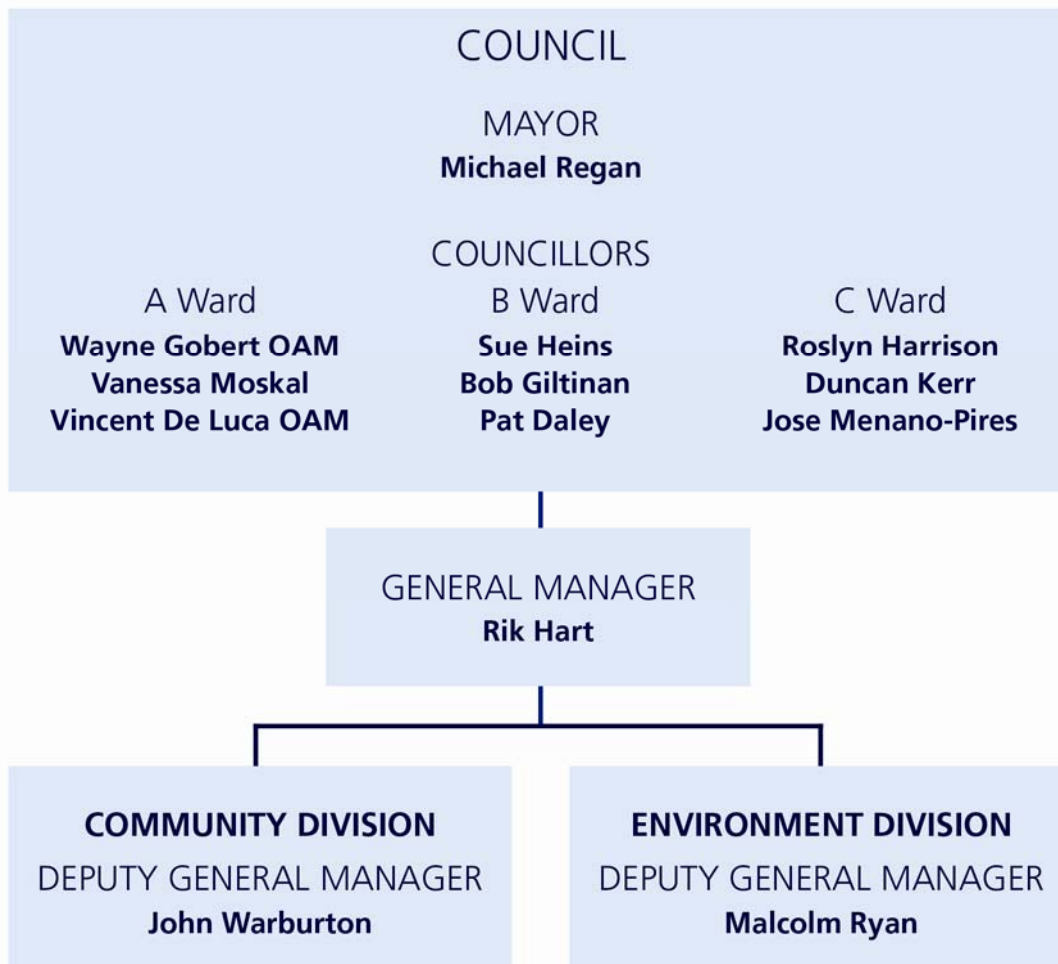
Integrity

Teamwork

Excellence

Responsibility

ORGANISATIONAL STRUCTURE



**Agenda for an Ordinary Meeting of Council
to be held on Tuesday 27 August 2013
at the Civic Centre, Dee Why
Commencing at 6:00pm**

ACKNOWLEDGEMENT OF COUNTRY

1.0 APOLOGIES

2.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

2.1 Minutes of Ordinary Meeting of Council held 6 August 2013

3.0 DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

4.0 PUBLIC FORUM

5.0 MAYORAL MINUTES

Nil

REPORTS TO COUNCIL MEETING

6.0 GENERAL MANAGER'S REPORTS..... 3

6.1 Councillor Reports from Municipal Association of Victoria (MAV) Conference –
Future of Local Government National Summit and the Making Cities Liveable
and Sustainable Transformation Joint Conference 3

6.2 Monthly Funds Management Report July 2013..... 5

6.3 Audited General Purpose and Special Purpose Financial Statements for the
Year Ended 30 June 2013 and Auditors Reports 13

7.0 COMMUNITY DIVISION REPORTS 17

7.1 Cultural Activation: Mural Wall Addressing Reoccurring Graffiti Issue 17

7.2 Internal Audit Annual Report 2011-2012 25

7.3 Parking Permit Policy (CS-PL 01)
(Report not available at time of publishing and will be circulated prior to the
meeting)

8.0 ENVIRONMENT DIVISION REPORTS..... 27

8.1 Coast and Ports Conference 2013 27

8.2 Reporting of the Companion Animals Community Committee Meeting Minutes 29

8.3 Annual Report 2012-2013 35

8.4 Heritage Street Trees, Soldiers Avenue, Freshwater 39

8.5 "Local Government Structural Change - Options Analysis" Study 45

8.6 Adoption of Proposed Additional Fees 2013 - 2014 65

8.7 Planning Proposal for 20-24 Tralee Avenue, Killarney Heights..... 71

8.8	Local Government Infrastructure Audit: Warringah Councils Position in Relation to Other Councils	75
8.9	Draft Manly Warringah War Memorial Park Plan of Management	83
8.10	Walter Gors Park Ideas Competition	91
8.11	New 24 hour Alcohol Prohibited Areas in Warringah.....	95
8.12	Improving Opportunities for Local Bushland Projects.....	99
8.13	Adoption of the Dee Why South Catchment Flood Study.....	103
8.14	Adoption of the Animal Management Policy	111
8.15	Reporting Variations to Development Standards - State Environmental Planning Policy No. 1 - Development Standards and Clause 4.6 of WLEP	127
8.16	Adoption of Street Tree Planting Policy	131
8.17	Reimbursement of Cromer 1 Lease Fees Paid by the Manly Warringah Football Association During the 2012 Cromer Park Upgrade.....	141
8.18	Strategic Reference Group Review - Stage Two - Adoption of Revised Strategic Reference Group Guidelines and Charters	143
8.19	Amendments to Community Committee Guidelines and Community Committee Recruitment 2013	171
9.0	NOTICES OF RESCISSION	
	Nil	
10.0	NOTICES OF MOTION	181
10.1	Notice of Motion No 19/2013 - Feasibility of Running Regular Training Sessions for Dog Owners	181
10.2	Notice of Motion No 20/2013 - Production Costs for Councillor Requests	183
11.0	QUESTIONS ON NOTICE.....	185
11.1	Question On Notice No 15/2013 - Mayor's Use of Council Credit Card while in Europe	185
11.2	Question On Notice No 16/2013 - Mayor's use of Council Credit Card while Overseas June/July 2013	187
11.3	Question On Notice No 17/2013 - Warringah Council Logo Expenditure.....	189
12.0	RESPONSES TO QUESTIONS ON NOTICE	191
12.1	Response to Question On Notice No 12/2013 - Father Chris Riley Youth Off the Streets Proposal for Youth Services in the Actual Dee Why Town Centre.....	191
12.2	Response to Question On Notice No 13/2013 - Community Consultation on PCYC.....	193
12.3	Response to Question On Notice No 14/2013 - Use of Council General Manager's Credit Card While in Europe	195
13.0	CONFIDENTIAL MATTERS – CLOSED SESSION.....	197
13.1	RFT 2013/048 - Provision of Legal Services	
13.2	RFT 2013/027 - SHOROC - Supply and Delivery of Linemarking and Signposting	

13.3 RFT 2013/032 - Restoration Works to Pumpwell - Queenscliff Rockpool

13.4 RFT 2013/049 - Major Works for Brookvale Children's Centre

14.0 REPORT OF RESOLUTIONS PASSED IN CLOSED SESSION

2.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

2.1 MINUTES OF ORDINARY MEETING OF COUNCIL HELD 6 AUGUST 2013

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held 6 August 2013, copies of which were previously circulated to all Councillors, be confirmed as a true and correct record of the proceedings of that meeting.

6.0 GENERAL MANAGER'S REPORTS

ITEM 6.1	COUNCILLOR REPORTS FROM MUNICIPAL ASSOCIATION OF VICTORIA (MAV) CONFERENCE – FUTURE OF LOCAL GOVERNMENT NATIONAL SUMMIT AND THE MAKING CITIES LIVEABLE AND SUSTAINABLE TRANSFORMATION JOINT CONFERENCE
REPORTING MANAGER	GENERAL MANAGER
TRIM FILE REF	2013/234048
ATTACHMENTS	<ol style="list-style-type: none">1 Cr Harrison Conference Report - 2013 Municipal Association of Victoria (MAV) Conference – Future of Local Government National Summit (Included In Attachments Booklet)2 Cr Harrison Conference Report - Making Cities Liveable and Sustainable Transformation Joint Conference 2013 (Included In Attachments Booklet)

REPORT

PURPOSE

To present Councillor Harrison's reports following her attendance at the 2013 Municipal Association of Victoria (MAV) Conference – Future of Local Government National Summit held in Melbourne from 22-23 May 2013 and the Making Cities Liveable and Sustainable Transformation Joint Conference also held in Melbourne from 17-19 June 2013.

REPORT

In accordance with Policy GOV-PL 120 Policy for Payment and Re-imbursement of Expenses Incurred by, and Provision of Facilities to, the Mayor, Deputy Mayor and Councillors, Item 14, bullet point eight (as follows):

***“14. What Conferences May be Attended** - After returning from an approved conference, Councillors shall submit a written report to a full meeting of the Council on the aspects of the conference relevant to Council business and/or the local community.”*

Councillor Harrison has submitted her report regarding this conference, which can be found as an attachment to this report.

FINANCIAL IMPACT

Nil

POLICY IMPACT

This is in accordance with GOV-PL 120 Policy for Payment and Re-imbursement of Expenses Incurred by, and Provision of Facilities to, the Mayor, Deputy Mayor and Councillors.

RECOMMENDATION OF GENERAL MANAGER

That the reports by Councillor Harrison regarding the 2013 Municipal Association of Victoria (MAV) Conference – Future of Local Government National Summit and the Making Cities

Liveable and Sustainable Transformation Joint Conference 2013 be noted.

ITEM 6.2	MONTHLY FUNDS MANAGEMENT REPORT JULY 2013
REPORTING MANAGER	CHIEF FINANCIAL OFFICER
TRIM FILE REF	2013/236743
ATTACHMENTS	1 Application of Funds Invested 2 Councils Holdings as at 31 July 2013 3 Investment Portfolio at a Glance 4 Monthly Investment Income vs. Budget 5 Economic Notes

REPORT

PURPOSE

To report the balance of investments held at 31 July 2013.

CERTIFICATION – RESPONSIBLE ACCOUNTING OFFICER

I hereby certify that the investments listed in the attached report have been made in accordance with Section 625 of the Local Government Act 1993, clause 212 of the Local Government General Regulation 2005 and Council's Investments Policy number FIN-PL-215.

REPORT

The following attachments are provided as part of the Report.

1. Application of Funds Invested (Attachment 1)
2. Council's Holdings as at 31 July 2013 (Attachment 2)
3. Investment Portfolio at a Glance (Attachment 3)
4. Monthly Investment Income vs. Budget (Attachment 4)
5. Economic Notes (Attachment 5)

CHANGE TO INVESTMENT ADVISORS

Oakvale Capital Limited ("Oakvale") has been providing investment advisory services to Council under an Agreement dated 19 December 2011. Council was formally advised on 18 July 2013 that from 31 July 2013, Oakvale would no longer be in a position to provide services to its Asset Consulting clients.

In order to minimise any disruption to its clients, Oakvale advised Council that Prudential Investment Services Corp Pty Ltd ("Prudential") would be offering the services currently provided to Council by Oakvale. Prudential is an independent advisor company established by two former Oakvale executives Brian Lamarre and Erik Gates, both of whom has had significant experience in providing investment advisory services to Warringah Council and both having a strong knowledge of the specific portfolio and investment approach adopted by Council.

It was concluded that it would be appropriate as an interim arrangement for Council to appoint Prudential to provide Portfolio Advisory, Investment Management and Month end Reporting Services from 1 August 2013. It is proposed that Council will organise for the appropriate actions to be taken to enable the Investment Advisory Services to be put to Tender within approximately six months.

FINANCIAL IMPACT

The actual investment income to 31 July 2013 is \$289,097 which compares favourably to the budgeted income of \$288,000 a variance of \$1,097.

POLICY IMPACT

The investment strategy was reviewed by our former Investment Advisors Oakvale Capital, in January 2013. They confirmed that Council continues to maintain a prudent investment strategy and is well placed for the balance of the 2013/14 financial year and indeed beyond.

Performance over the 2013/14 financial year to date (July 2013) is strong having exceeded the benchmark, 4.36%pa vs 3.02%pa. Council has been proactive in sourcing opportunities in the market whilst investing prudently and managing its cash flows.

RECOMMENDATION OF GENERAL MANAGER

That the:

- A. Report indicating Council's Funds Management position be noted.
 - B. Certificate of the Responsible Accounting Officer be noted and the report adopted.
-

Application of Investment Funds	Description	Value (\$)
Restricted Funds:		
Externally Restricted	Section 94 Old Plan	25,851,871
	Section 94A Plan Contributions	4,918,294
	Domestic Waste & Unexpended Grants	3,366,315
Internally Restricted Reserves	Held to ensure sufficient funds are available to meet future commitments or specific objectives. Employee Leave Entitlements, Bonds & Guarantees, Compulsory Open Space Land Acquisitions, & Insurance. 8,714,256	
Unrestricted Funds	Funds Allocated to meet Current Budgeted Expenditure	35,655,834
Total		78,506,570

There has been a decrease in the investments held of \$4,101,457, which is in line with budgeted movements at this time of year.

Reconciliation of Cash Book

Description	Value (\$)
Council's Cash Book balance	614,230
Kimbriki Bank balance	2,616,635

Investments Funds Report - As at 31-Jul-13

Maturity date	Face Value	Current Yield	Borrower	Standard & Poor's Rating	Current Value
Floating Rate Note Investment Group					
23-Apr-14	1,000,000	3.7408	Deutsche Bank AG London Sub Notes	BBB+	993,178
	1,000,000				993,178
Mortgage Backed Securities Investment Group					
Weighted Avg Life *	Face Value				
22-Aug-22	1,800,335	3.2400	Emerald Series 2006-1 Class A	AAA	1,287,624
	1,800,335				1,287,624
Term Investment Group					
6-Aug-13	1,000,000	4.4700	ING Bank (Australia) Limited	A-1	1,000,000
13-Aug-13	1,000,000	5.0000	Bendigo and Adelaide Bank Limited	A-2	1,000,000
13-Aug-13	1,000,000	4.3700	ING Bank (Australia) Limited	A-1	1,000,000
19-Aug-13	1,000,000	4.4000	Members Equity Bank Melbourne	A-2	1,000,000
26-Aug-13	2,000,000	4.3800	ING Bank (Australia) Limited	A-1	2,000,000
26-Aug-13	1,000,000	4.3500	ING Bank (Australia) Limited	A-1	1,000,000
29-Aug-13	1,000,000	4.7000	National Australia Bank Limited	A-1+	1,000,000
6-Sep-13	2,000,000	4.3500	ING Bank (Australia) Limited	A-1	2,000,000
11-Sep-13	2,000,000	4.3900	ING Bank (Australia) Limited	A-1	2,000,000
20-Sep-13	1,000,000	4.3400	National Australia Bank Limited	A-1+	1,000,000
23-Sep-13	2,000,000	4.3000	Bank of Queensland	A-2	2,000,000
2-Oct-13	1,000,000	4.4000	Bank of Queensland	A-2	1,000,000
2-Oct-13	1,000,000	4.4000	Members Equity Bank Melbourne	A-2	1,000,000
10-Oct-13	1,000,000	4.1000	National Australia Bank Limited	A-1+	1,000,000
14-Oct-13	1,000,000	4.3000	Bank of Queensland	A-2	1,000,000
23-Oct-13	1,000,000	4.7000	National Australia Bank Limited	A-1+	1,000,000
29-Oct-13	1,000,000	4.4100	ING Bank (Australia) Limited	A-1	1,000,000
30-Oct-13	1,000,000	4.3000	Bank of Queensland	A-2	1,000,000
8-Nov-13	1,000,000	4.3000	Members Equity Bank Melbourne	A-2	1,000,000
13-Nov-13	2,000,000	4.2500	Members Equity Bank Melbourne	A-2	2,000,000
26-Nov-13	1,000,000	4.7200	National Australia Bank Limited	A-1+	1,000,000
29-Nov-13	2,000,000	4.6900	National Australia Bank Limited	A-1+	2,000,000
3-Dec-13	1,000,000	4.2500	Members Equity Bank Melbourne	A-2	1,000,000
6-Dec-13	2,000,000	4.2600	National Australia Bank Limited	A-1+	2,000,000
11-Dec-13	2,000,000	4.3500	ING Bank (Australia) Limited	A-1	2,000,000
12-Dec-13	1,000,000	4.2000	Members Equity Bank Melbourne	A-2	1,000,000
18-Dec-13	1,000,000	4.0000	National Australia Bank Limited	A-1+	1,000,000
6-Jan-14	2,000,000	4.3000	Rural Bank Limited	A-2	2,000,000
13-Jan-14	1,000,000	4.2300	ING Bank (Australia) Limited	A-1	1,000,000
21-Jan-14	1,000,000	4.4000	Bendigo and Adelaide Bank Limited	A-2	1,000,000
23-Jan-14	1,000,000	4.0000	Bendigo and Adelaide Bank Limited	A-2	1,000,000
31-Jan-14	1,000,000	4.0700	National Australia Bank Limited	A-1+	1,000,000
5-Feb-14	1,000,000	4.3000	Rural Bank Limited	A-2	1,000,000
14-Feb-14	2,000,000	4.3000	Members Equity Bank Melbourne	A-2	2,000,000
26-Feb-14	1,000,000	4.3500	Members Equity Bank Melbourne	A-2	1,000,000
26-Feb-14	1,000,000	4.3500	Credit Union Australia	A-2	1,000,000
6-Mar-14	2,000,000	4.2500	National Australia Bank Limited	A-1+	2,000,000
11-Mar-14	1,000,000	4.3100	ING Bank (Australia) Limited	A-1	1,000,000
11-Mar-14	1,000,000	4.3500	Credit Union Australia	A-2	1,000,000
15-Apr-14	1,000,000	4.0700	National Australia Bank Limited	A-1+	1,000,000
6-May-14	1,000,000	4.2500	Rural Bank Limited	A-2	1,000,000
30-May-14	1,000,000	4.2000	Bank of Queensland	A-2	1,000,000
5-Jun-14	1,000,000	4.2000	Rural Bank Limited	A-2	1,000,000
5-Jun-14	1,000,000	4.0900	National Australia Bank Limited	A-1+	1,000,000
15-Jul-14	1,000,000	4.0800	National Australia Bank Limited	A-1+	1,000,000
25-Nov-14	2,000,000	5.7000	National Australia Bank Ltd - Govt Business	AA-	2,000,000
	58,000,000				58,000,000
Term Investment Group & Cash Deposit Account					
Rollover Date	Face Value	Current Rate	Borrower	Rating	
Cash Account	6,551,416	3.3000	CBA (Business Saver)	A-1+	6,551,416
28-Dec-13	1,000,000	3.8450	CBA Term Deposit Kimbriki 35810609 (1)	AA-	1,000,000
16-Dec-13	1,000,000	3.7050	CBA Term Deposit Kimbriki 35810609 (2)	AA-	1,000,000
14-Jul-14	7,402,118	4.0000	WBC Term Deposit Kimbriki 11-1208	AA-	7,402,118
4-Aug-13	2,272,234	4.2600	WBC Term Deposit Kimbriki 11-4185	AA-	2,272,234
	18,225,768				18,225,768
	79,026,103			Closing Balance:	78,506,570

* Weighted Average Life is the anticipated date of repayment of Council's full principal in mortgage backed securities based upon the expected repayment of a critical balance of underlying mortgages. It is calculated by professional actuaries and its use is market convention for securities such as these. Council's investment policy recognises Weighted Average life dates as appropriate maturity dates for these securities

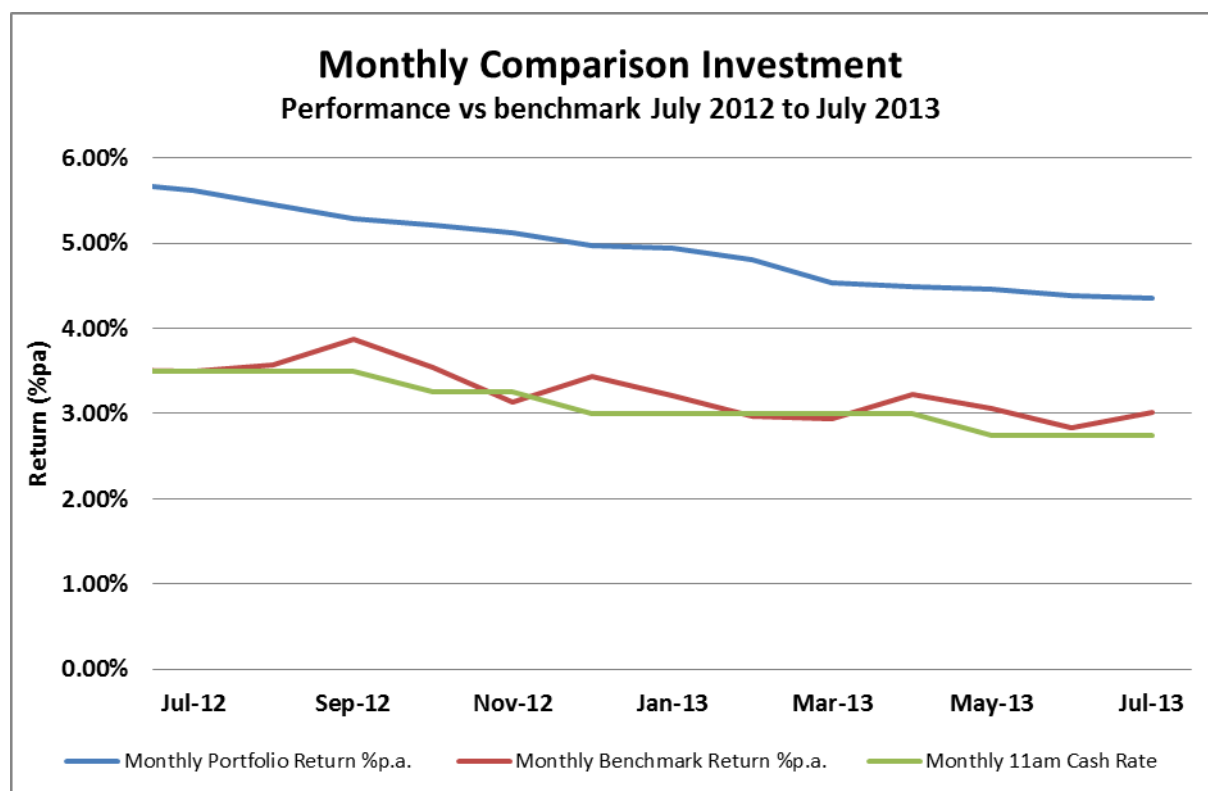
Portfolio Performance vs. 90 day Bank Bill Index over 12 month period.	✓	Council's investment performance did exceed benchmark.
Monthly Income vs. Budget	✓	Council's income from investments did exceed monthly budget.
Investment Policy Compliance		
Legislative Requirements	✓	Fully compliant
Portfolio Credit Rating Limit	✓	Fully compliant
Institutional Exposure Limits	✓	Fully compliant
Term to Maturity Limits	✓	Fully compliant

Investment Performance vs. Benchmark

	Investment Portfolio Return (%pa)*	Benchmark: UBS 90d Bank Bill Index	Benchmark: 11am Cash Rate **
1 Month	4.36% 3.02%		2.75%
3 Months	4.40% 2.98%		2.75%
6 Months	4.50% 3.01%		2.88%
FYTD	4.36% 3.02%		2.75%
12 Months	4.84% 3.24%		3.06%

* Excludes cash holdings (i.e. bank account, loan offset T/Ds, and Cash Fund)

** This benchmark relates to Cash Fund holdings

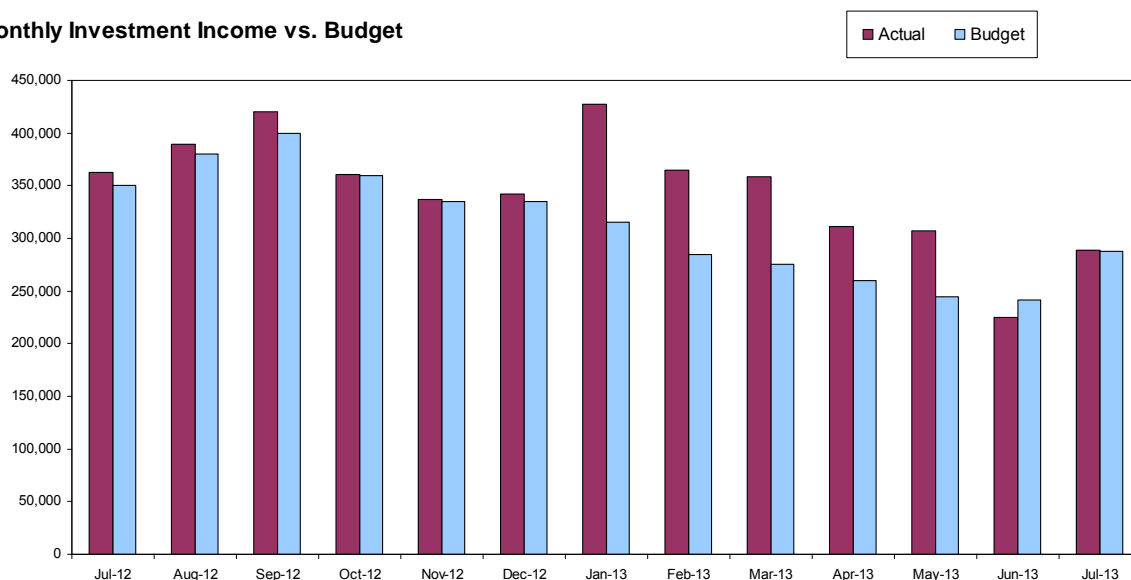


Monthly Investment Income* vs. Budget

	\$ July 13	\$ Year to Date
Investment Income	288,297	288,297
Adjustment for Fair Value	801	801
Total Investment Income	289,097	289,097
Budgeted Income	288,000	288,000

*Includes all cash and investment holdings

Monthly Investment Income vs. Budget



In July we have reflected a fair value increase of \$801 in accordance with AASB 139 Financial Instruments: Recognition and Measurement. It is Council's intention to hold these investments to maturity and as such no gain of principal will occur in these circumstances. These investments could have been classified as Held-to-maturity investments upon initial recognition under AASB 139 in which case no fair value adjustment would be required through profit or loss. When these investments reach maturity any fair value adjustment which has been taken up will be written back to the Profit and Loss Account.

Economic Notes

Global

- Detroit, once the US' fourth largest city, filed for bankruptcy as it struggled to meet its generous pension and health care liabilities. Courts will now decide who will bear the costs of the bankruptcy - a decision that will affect municipal bondholders, the insurers that guarantee these bonds, public sector workers, and American taxpayers.
- In a sign that the Eurozone economy may be recovering, manufacturing expanded for the first time in 18 months while unemployment fell for the first time in two years. The European Central Bank reiterated that interest rates would stay low until economic data significantly improved.
- Chinese growth slowed to 7.5% in Q2, largely in line with market expectations. The government reiterated that they would take measures to ensure that growth remained above 7%.
- Japanese consumer prices rose the most since 2008, suggesting that the country's fiscal and monetary stimulus programmes were having its desired effects of stoking inflation to increase economic growth.

Domestic issues:

- Retail sales continued to disappoint with zero growth in June against market expectations of a 0.4% rise. The annual pace of growth fell to 1.1%.
- Unemployment increased to 5.7%, its highest level since August 2009. Part time jobs rose 14,800, while full time jobs fell 4,400 after a fall of 6,800 in May. The rate of part-time employment growth (2.8%) well exceeds full-time jobs growth (0.8%).

Interest rates:

- After "taking [into] account...recent information on prices and activity", the RBA cut the official cash rate by 25 basis points to 2.50% at its August meeting. The RBA advised that it would "continue to assess the outlook and adjust policy as needed to foster sustainable growth in demand and inflation outcomes consistent with the inflation target over time."

Investment Portfolio Commentary

Council's investment portfolio posted a return in July of 4.36%pa versus the bank bill index benchmark return of 3.02%pa.

With the 25bp rate cut in August and another 25bp of cuts factored in by the end of the year (which would take the RBA cash rate to 2.25%), term deposit rates above 4%pa are becoming increasingly rare. Therefore, as Council's existing term deposits mature reinvestment will likely be in lower yielding options. However, it is expected that Council can continue to achieve above benchmark returns with prudent investment selection for its short and long term holdings.

ITEM 6.3	AUDITED GENERAL PURPOSE AND SPECIAL PURPOSE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013 AND AUDITORS REPORTS
REPORTING MANAGER	CHIEF FINANCIAL OFFICER
TRIM FILE REF	2013/237326
ATTACHMENTS	1 2013 Audited Financial Statements (Included In Attachments Booklet)

EXECUTIVE SUMMARY

PURPOSE

To receive Council's audited 2012/2013 Financial Statements in accordance with Section 419 (1) of the Local Government Act 1993 ("the Act").

SUMMARY

At Council's meeting on 6 August 2013, Council referred its 2012/2013 General and Special Purpose Financial Statements for the year ended 30 June 2013 to Council's Auditor for audit. The auditor's reports were subsequently received by Council and have been attached to the General Purpose and Special Purpose Financial Statements in accordance with Section 417(1) of the Act.

The audited Financial Statements and a copy of the Auditor's Reports have been available for public inspection at Council's Civic Centre and libraries at Dee Why, Forestville, Belrose and Warringah Mall and by viewing on Council's website since 10 August 2013 and are now presented to Council for adoption in accordance with Section 419(1) of the Act.

The Council is required to submit the auditor's report to a public meeting during the public exhibition period. Submissions on the auditor's report or the audited Financial Statements close on 28 August 2013. The audited Financial Statements are attached as a separated booklet.

FINANCIAL IMPACT

The cost of the audit of Council's Financial Statements and the public advertising has been allocated in the current budget.

POLICY IMPACT

Nil

RECOMMENDATION OF GENERAL MANAGER

- A. In accordance with Section 419 (1) if the Local Government Act 1993, the audited Financial Statements and the Auditor's Reports for 2012/2013 are hereby received and noted.
 - B. A further report be presented to Council on 24 September 2013 detailing any submissions received in respect of Council's audited Financial Statements if applicable.
-

REPORT

BACKGROUND

At Council's meeting on 6 August 2012, Council resolved:

That the recommendations listed below and contained in the Minutes, be adopted:

- A. The Annual Financial Statements for the year ended 30 June 2013 be adopted by the Council.
- B. That the Mayor, Cr Menano-Pires as the nominated Councillor, the General Manager and Chief Financial Officer be authorised to sign the necessary Financial Statements.
- C. That the Annual Financial Statements for the year ended 30 June 2013 be referred to the Council's Auditor for audit.
- D. That the Council hereby delegate to the General Manager authority, upon receipt of the Auditor's report by the Council, to:
 - i) Forward a copy to the Division of Local Government and the Australian Bureau of Statistics.
 - ii) Arrange for the public notice of the Council Meeting for presentation to the public, in the required format to be placed in the Manly Daily.
 - iii) Arrange for the Council's audited financial statements and a copy of the Auditor's Reports to be made available for public inspection on Council's web page and in printed format at the Council's Civic Centre and Libraries at Belrose, Dee Why, Forestville and Warringah Mall.
 - iv) List the audited financial statements and Auditor's Reports on the Agenda for the next available Council meeting for presentation to the public, which allows for the 7 days public notice requirement.

The Auditor's reports were subsequently received by Council and have been attached to the General Purpose and Special Purpose Financial Statements in accordance with Section 417 (1) of the Act.

The draft operating result for the year ended 30 June 2013 of \$14.823 million was reported to the Council on 6 August 2013. This result has since been confirmed following the completion of the audit.

To assess the appropriateness or otherwise of Council's available working capital, it is necessary to review the level of restrictions placed against the use of Council's current assets. The notes to the financial statements indicate clearly where restrictions exist, and the effect of the restrictions is summarised as follows:

	\$'000
Working Capital as per Accounts	71,275
Add: Payables & Provision not expected to be realised in the next 12 months included above	10,055
	81,330
Add: Budget expected to be realised in the next 12 months	
- Borrowings	261
- Employees Leave Entitlements	5,041
- Self Insurance Claims	540
- Carbon Tax	31
- Deposits Retentions and Bonds	1,515
Adjusted Working Capital	88,718
Less: Externally Restricted Assets	(30,570)
Less: Internally Restricted Assets	(8,498)
Available Working Capital	\$49,650

From this analysis it can be seen that at 30 June 2013 Council has sufficient working capital after the restrictions placed on those assets. This level of liquidity is adequate to fund day to day operations and, after considering the application of funds to the 2012/13 year and the need to maintain a minimum level of liquidity, provide a buffer against unforeseen costs, such as unexpected retirements of long serving staff, urgent restoration works for flood damage or bushfires.

Attached, as a separate booklet, are the audited financial statements and includes:

- Auditor's report dated 7 August 2013 on the form and content of the General Purpose Financial Statements;
- Auditor's report dated 7 August 2013 on the conduct of the audit;
- Auditor's report dated 7 August 2013 on Council's declared business activities in terms of reporting required by National Competition Policy.

CONSULTATION

As required by Section 418 of the Act, Council must give seven (7) days public notice for the meeting at which it presents the Audited Financial Statements and Auditor's Report. The public notice appeared in the Manly Daily on Saturday, 10 August 2013. Section 420 of the Act requires that all submissions in respect of the Audited Financial Statements must be in writing and must be lodged with the Council within seven (7) days after this meeting. Copies of all submissions received must be referred to Council's Auditor.

TIMING

The timing of the public presentation is determined by the Act and should occur by 5 December each year.

FINANCIAL IMPACT

The cost of the audit of Council's Financial Statements and the public advertising has been allocated in the current budget.

POLICY IMPACT

Nil

7.0 COMMUNITY DIVISION REPORTS

ITEM 7.1	CULTURAL ACTIVATION: MURAL WALL ADDRESSING REOCCURRING GRAFFITI ISSUE
REPORTING MANAGER	GROUP MANAGER COMMUNITY SERVICES
TRIM FILE REF	2013/219892
ATTACHMENTS	1 Photographs of William Street Building Incorporating Concepts

EXECUTIVE SUMMARY

PURPOSE

To respond to the Notice of Motion No 14/2013 - Cultural Activation: Mural Wall Addressing Reoccurring Graffiti Issue.

SUMMARY

Council resolved on 25 May 2013:

That:

- A. *Council prepares a report into the feasibility of using the graffitied-ridden wall as a mural wall painted by local artists, as located on the private property at 2-4 William Street Brookvale, situated opposite Warringah Mall.*
- B. *As part of this report, Council begins discussions with the owners of the property to gain permission and support*
- C. *This report explores the potential for community collaboration. Exploring sponsorships and contributions by local businesses and artist groups, with the perspective of Council effectively co-ordinating and initiating a 'community-blitz' on a reoccurring issue.*

FINANCIAL IMPACT

There is currently no funding allocation in this year's budget for this additional project.

There may be some sponsorship opportunities from other organisations should the project proceed. However this can be limited due to the inability to place major sponsor logos etc on the finished product, but there may be other media opportunities. This option can be investigated further if the project proceeds.

POLICY IMPACT

Nil

RECOMMENDATION OF DEPUTY GENERAL MANAGER COMMUNITY

That Council proceed with Option 1 - creating a Mural on the top level of the building and consider allocating up to \$7000 in the first quarter budget review to fund this project.

REPORT

BACKGROUND

The building at 2-4 Williams Street, Brookvale has been the target of significant illegal graffiti over many years, making it a considerable eyesore for the high number of people driving along Pittwater Road or waiting for buses at the major bus stop at Warringah Mall. (See Fig 1)

There is a block of land adjacent to the William Street property which has been vacant for some time with no building on it. This allows the visual exposure from the Pittwater Road frontage. These sites are owned by different groups and currently there are no DA's in for development on either of these locations.

The Williams Street building is privately owned by several people/entities who have, at considerable expense, recently cleaned off the old graffiti. This appears to have maintained a graffiti free condition for some time. (Fig 2)

Council staff have met with some of the owners of the building on a couple of occasions. They have indicated their support and enthusiasm regarding the idea of an activating art work on the building and understand the value of such an artwork not only enlivening the area but as a deterrent to future vandalism.

We have been informed that the owners are currently in the process of placing a fence around parts of the property, upgrading fire stair security and placing video camera surveillance to further improve the security of the building. The security fencing should be completed in the next couple of months.

Unfortunately, they don't see themselves contributing financially to an art project at this time, as they have spent significant amounts in graffiti removal and subsequent security features to keep vandals out.

It would be wise to wait until the building is properly secured from further vandalism before any artwork goes up, if the decision is to proceed. The areas that have been most targeted by illegal graffiti in the past have been the upper story verandah and the ground level windows. The proposed new security features should prevent access to the top verandah, and the fence prevents the ground level tagging. The building itself is not a very attractive one even with the graffiti removed. (Fig 1 & 2)

The building frontage is considerable with the building being approximately 40 metres wide and 16 metres high on the western (Pittwater Rd) elevation.

- The positive feedback on the mural initiative between Brookfields and Warringah Council for the Dee Why Bus Stop is noted.

CONSULTATION

Staff have consulted with the building owners and members of the Youth Services Team that specialise in Urban Art and two options have been considered practical.

These being to paint a mural on the top level verandah (front and sides) or to 'skin' the building in mesh or vinyl banners to cover a more substantial part of the building.

Option 1 - Creating a Mural on the top level of the building.

Mural

Scale - The verandah wall measures;

West side, facing Warringah Mall is 40m x 4m (160sqm)

South on William St side is 25m x 4m (100sqm)

North side, with fire escape, is 5m x 4m (20sqm)

From below this area looks unsafe to work on as it appears as a window ledge, however a site visit revealed that this in fact a proper balcony with a surrounding brick wall, and so is a safe area to work. A bold art piece can be created using aerosol/brush/roller paint that covers these 3 expanses.

Council has casual staff that can carry out this type of work (Dee Why bus stop being an example). In addition, local artists and young people can be incorporated into the project. This approach might be reduced further by just painting the western wall which is the most exposed, cutting the area to around 160sqm. (Fig 5)

Estimated cost, including casual staff hours and materials is around \$7000.

It would not be practical or safe to paint the whole building as this would involve considerable scaffolding and the windows and carpark areas could not be painted leaving large gaps in any artwork.

Option 2 - Skin/Wrap front of building facing Pittwater Road

This involves placing a printed material over a large area, often done when major building renovations are being carried out to cover the scaffold, but can also be used as a more permanent art display. Two materials are available, mesh and vinyl. The mesh (shade cloth type) is see through and would allow light into the windows of the building. Vinyl is not perforated and significant spaces would need to be incorporated to allow light through. Both of these products can have colours and designs printed on them, with vinyl being the cheaper option. (See Fig 3 & 4) Both require considerable installation costs including external scaffold or framing to the building to hold the weight of the mesh as well as to distance it from the walls and windows, which may also then require an engineer's review to ensure the building is capable of holding this structure.

Mesh - Estimated cost for entire front of the building (16 x 48mtr) printed mesh is \$17,000, but with installation costs may be as high as \$60-70,000. (Fig 6)

Vinyl Banners - More reasonably priced to print and can be cut into a variety of shapes to match the facade, but again it is attached to the building using an aluminium frame with roping that must be bolted into the building. Will require a lot of drilling into the private property and scaffolding to erect and/or abseilers. The final result will appear disjointed as these banners are opaque so can't sit over windows which take up a major part of the wall, giving only partial coverage.

There can also be a combination of the above ideas – e.g. a painted mural on the verandah with the bottom section of the building being 'skinned' in a matching design or colour scheme.

Should the project proceed any design would not be of a commercial or advertising nature and so should not require a DA. Community consultation would be integral to any design or feature.

Should the Council resolve for either of the projects to proceed there are artists on staff who can carry out the work ASAP pending design work and community consultation.

Option 3 – Do Nothing

The building is privately owned and not Council's responsibility. It is now clean and more secure from further illegal graffiti.

The building is due to have security fencing installed around the perimeter around August 2013. This should discourage any future illegal tagging on the ground level. The upper levels seem to have been successfully secured with recently installed security upgrades.

FINANCIAL IMPACT

There is currently no funding allocation in this year's budget for this additional project therefore the Council will be required to allocate additional funding through the first quarter budget review.

POLICY IMPACT

Nil

ATTACHMENTS

Figure 1. Building prior to major cleaning and paint out. (Image Google Earth)



Figure 2. Buildings current state – July 2013. Illegal graffiti removed from upper and ground floors. A new security fence is to be erected around the base of the building preventing ground floor access and tagging.



Figure 3 & 4. Examples of building 'Skinning' – mesh (top) and vinyl (bottom)



Source - www.mediaabseiling.com/services



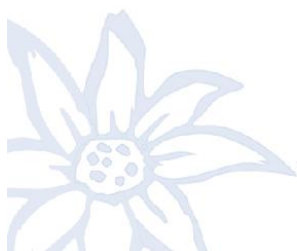
Source - <http://www.telegraph.co.uk>



Figure 5 – Top Floor Mural concept



Figure 6 – Building Wrap Concept – significant scaffold is required to attach the mesh screening.



ITEM 7.2	INTERNAL AUDIT ANNUAL REPORT 2011-2012
REPORTING MANAGER	GROUP MANAGER BUSINESS & ENTERPRISE RISK
TRIM FILE REF	2013/155260
ATTACHMENTS	1 Internal Audit - Annual Report 2011-2012 (Included In Attachments Booklet)

REPORT

PURPOSE

The purpose of the Internal Audit Annual report is to summarise the Internal Audit activity over the period 1 July 2011 to 30 June 2012 and to include an overall opinion on Council's risk management, control and governance arrangements.

SUMMARY

In 2011-2012, Internal Audit at Warringah Council successfully completed a range of audits to ensure that management practices and governance continues to be strong. In 2011-2012, eight audits were undertaken. A further two audits commenced but had not reached completion by 30 June. Three of the eight audits were unscheduled. Additional governance and better practice work was also undertaken.

The Audit and Risk Committee chair has commended Council for its well resourced and managed Internal Audit function.

FINANCIAL IMPACT

All costs associated with undertaking the 2011-2012 program of audits was fully funded from within the Internal Audit operational budget.

POLICY IMPACT

Nil

RECOMMENDATION OF DEPUTY GENERAL MANAGER COMMUNITY

That Council note the Internal Audit Annual Report 2011-2012.

REPORT

BACKGROUND

In 2011-2012, Internal Audit at Warringah Council has successfully completed a range of audits to ensure that management practices and governance continues to be strong. In 2011-2012, eight audits were undertaken. A further two audits commenced but had not reached completion by 30 June. Three of the eight audits were unscheduled.

The audits contained 107 recommendations for improvement. 15% of these are considered a 'high' priority for implementation, and a further 65% are considered a 'moderate' priority.

Generally, the audits found that:

- Overall, Council is compliant with legislation and policy, although there were some specific opportunities for improvement identified;
- There is a need to continue strengthening effective internal controls as well as systems and processes generally; and there is a need for more consistent and effective documentation of procedures and processes.

In 2011-2012, the Warringah Council Internal Audit Manual was produced and it forms the basis of Council's Internal Audit framework and Council's Business and Enterprise Risk group prepared and approved Council's Enterprise Risk Management Framework. In adopting this approach to consistently identify and manage risks across the business, Council can take advantage of the Internal Audit function to review any perceived weaknesses and to strengthen controls and processes.

The Audit and Risk Committee chair has made the following conclusions about Internal Audit at Warringah:

Since 2006, internal audit has not only reduced the waste of ratepayers' funds, it has helped to improve the quality of management in virtually every area of council operation.

My independent colleague, John Gordon, and I are pleased to be able to assure Warringah stakeholders that internal audit is appropriately resourced, well managed and respected by senior management and that Warringah is a leader in the field amongst NSW councils.

FINANCIAL IMPACT

All costs associated with undertaking the 2011-2012 program of audits was fully funded from within the Internal Audit operational budget.

POLICY IMPACT

Nil

8.0 ENVIRONMENT DIVISION REPORTS

ITEM 8.1	COAST AND PORTS CONFERENCE 2013
REPORTING MANAGER	DEPUTY GENERAL MANAGER ENVIRONMENT
TRIM FILE REF	2013/237277
ATTACHMENTS	1 Coasts and Ports 2013 Program (Included In Attachments Booklet)

EXECUTIVE SUMMARY

PURPOSE

To determine Councillor attendance at the Coast and Ports Conference 2013 being held in Manly between 11-13 September 2013.

SUMMARY

The Coasts and Ports Conference series is a forum for professionals to meet and discuss issues extending across all disciplines related to coasts and ports. The Conference theme "acclimatising" recognises that our coasts are dynamic and that human development requires close understanding of coastal processes irrespective of any longer term climate variability. The theme further reflects policies, planning and research that are taking place for effective Climate Change adaptation, including real life examples of design in consideration of expected Sea Level Rise on our coasts and ports.

FINANCIAL IMPACT

Funds are available in the 2013/2014 budget for councillor attendance at the Coast and Ports Conference 2013. Overall cost of attendance including conference registration and travel is estimated at approximately \$1,475 per person (note, as the conference is being held locally, no accommodation is required).

POLICY IMPACT

Attendance at the conference and payment of expenses accords with Council's Policy GOV-PL 120, payment and Reimbursement of Expenses Incurred by, and Provision of Facilities to the Mayor, Deputy Mayor and Councillors.

RECOMMENDATION OF DEPUTY GENERAL MANAGER ENVIRONMENT

That Council authorises Councillor Moskal to attend the Coast and Ports Conference, being held in Manly from 11-13 September 2013.

REPORT

BACKGROUND

The Coasts and Ports Conference series is a forum for professionals to meet and discuss issues extending across all disciplines related to coasts and ports. The Conference theme "acclimatising" recognises that our coasts are dynamic and that human development requires close understanding of coastal processes irrespective of any longer term climate variability. The theme further reflects policies, planning and research that are taking place for effective Climate Change adaptation, including real life examples of design in consideration of expected Sea Level Rise on our coasts and ports.

Coasts & Ports 2013 will bring together engineers, planners, scientists and researchers to focus on the technological, scientific, policy, planning and design issues related to our diverse and developing coasts.

Speakers include:

Stefan Aarninkhof

*Senior Engineer Hydronamic, Royal Boskalis Westminster N.V.
Program Manager, EcoShape, The Netherlands*

Jan Brooke

Jan Brooke Environmental Consultant Ltd, United Kingdom

Dr. Rob Stokes MP

*Parliamentary Secretary for Renewable Energy
Member for Pittwater, NSW*

TIMING

The Coast and Ports Conference 2013 is to be held from 11-13 September, 2013.

POLICY IMPACT

Attendance at the conference and payment of expenses accords with Council's Policy GOV-PL 120, payment and Reimbursement of Expenses Incurred by, and Provision of Facilities to the Mayor, Deputy Mayor and Councillors.

FINANCIAL IMPACT

Funds are available in the 2013/2014 budget for councillor attendance at the conference. The cost of the attendance per person is expected to be approximately \$2175.

This includes:

Registration fee (includes all sessions, social functions and x1 field trip)	\$1275
Travel via car (approximately 60 kms return over 3 days)	\$50
Out-of-pocket expenses (including some meals)	\$150
Total	\$1,475

ITEM 8.2	REPORTING OF THE COMPANION ANIMALS COMMUNITY COMMITTEE MEETING MINUTES
REPORTING MANAGER	DEPUTY GENERAL MANAGER ENVIRONMENT
TRIM FILE REF	2013/225503
ATTACHMENTS	1 Draft Minutes Companion Animals Community Committee Meeting held 13 May 2013

REPORT

PURPOSE

To report to Council, the Draft Minutes of the Companion Animals Community Committee meeting held on 13 May 2013.

SUMMARY

The Companion Animals Community Committee previously reported its minutes to the Community and Culture Strategic Reference Group which were then in turn reported to Council. In October 2012 Council resolved not to extend the term of the C&C SRG until August 2013:

"That:

- A The term of all Strategic Reference Groups and Community Committees, with the exception of the Community and Culture Strategic Reference Group and the Sister Cities Community Committee be extended until August 2013.*
- B Staff work with the current members of the Community and Culture Strategic Reference Group on a model for this Group going forward and that a report be brought back to Council in mid 2013 with a recommendation for the future of this group."*

As such the Draft Minutes of the Companion Animals Community Committee will be submitted directly to Council for noting until a recommendation from the working party is made on the future of the Community and Culture Strategic Reference Group.

FINANCIAL IMPACT

Nil

POLICY IMPACT

Nil

RECOMMENDATION OF DEPUTY GENERAL MANAGER ENVIRONMENT

That the Draft Minutes of the Companion Animals Community Committee meeting held on 13 May 2013 be noted.



Minutes

Warringah Companion Animals Community Committee

Held on Monday 13th May 2013

In the Flannel Flower Room, Warringah Council Chambers, Dee Why

Attendance:

Cr Roslyn Harrison
Cr Pat Daley
Ms Joanna Teo
Ms Darien Northcote (Sec)
Dr Peter Prendergast (Chair)
Ms Toni Barnes

Guests:

Michael Davies
Mr Peter Robinson
Ms Zoe Cregan
Ms Kath Mckenzie

Apologies:

Ms Michelle Read Zorn
Ms Lesley Nalbandian
Ms Grazia Pecoraro
Ms Lorna Miller

Meeting opened at 6.30pm.

- 1 Apologies: as above.
2. Housekeeping:
 - 2.1 Chair welcomed all, with a special welcome to the visitors.
 - 2.2 Acceptance of minutes of the last meeting: Roslyn, Peter.
 - 2.3 No Business arising.
- 3 Zoe Cregan and Kath Mckenzie introduced themselves. Kath is Council's Events Manager and Zoe is the Dogs' Big Day Out Coordinator. It is estimated that about 4000 people and their dogs attend each year. Although the day is a huge success Zoe is happy to identify opportunities for improvement and would like to come up with something that differentiates Warringah from other council days; something to get publicity.

Discussion/suggestions:

- roles animals play in the community,
- tick poisoning, Lymes' disease
- Snake man

- blood tests on dogs to determine the group (use as donors in surgery)
 - most obedient dog in Warringah' competition
 - Bands
 - Look at exploring the concept of a joint councils approach.
- 4 Draft paper on 'Keeping Animals in Warringah':
- No limit given for number of horses allowed to be kept on larger, non-residential blocks;
 - Environmental damage due to waste? Peter Robinson to speak to Environment section to see if they are aware of any issues.
- 5 Enclosing off-leash area at Currie Road Forestville:
- Require funds to be able to put in fencing
 - Roslyn to write back to enquirer to say it would be part of a long-term strategic view
 - Can another small area for small dogs be possibly added at FF Showground?
- 6 Dog exercise park audit:
- What dog parks do we have and how well utilised are they?
 - How many dogs use the different areas?
 - What times are they open – dogs on or off leash?
 - People picking up excrement?
 - Where in Warringah are the 'dangerous dogs'?
 - Committee needs a map of the suburbs showing the parks and the numbers of dogs in the area.
- 7 Updates:
- 7.1 'Keeping Animals in Warringah' paper will be before Council at the end of May.
- 8 Any other business:
- Pat will move, at the next meeting of Council, to have a joint council approach to Dogs Day Out, each council doing their own day but to have a joint approach to the papers (Manly Daily, Peninsula Living and Pittwater Life) and to possible sponsors; also, to bring an education focus to the days.
 - We need to make a more strategic approach to an education program for all pets –
 - perhaps 'Pet Points' in Manly Daily,

- something in with the rates notices,
- something via school children.
- The latest version of the dog brochure has just been published.
- Pat Daley put in apologies for next meeting.

Meeting closed at 8.05 pm.

ITEM 8.3	ANNUAL REPORT 2012-2013
REPORTING MANAGER	GROUP MANAGER STRATEGIC PLANNING
TRIM FILE REF	2013/211174
ATTACHMENTS	1 Warringah Annual Report 2013 Part A - Section 1-5 (Included In Attachments Booklet) 2 Warringah Annual Report 2013 Part B - Section 6 (Included In Attachments Booklet) 3 Performance Against Planned Activities 2012-2013 (Included In Attachments Booklet)

EXECUTIVE SUMMARY

PURPOSE

To present the Annual Report 2012–2013.

SUMMARY

Council is required to prepare an Annual Report on its achievements against objectives and performance targets set out in the Strategic Community Plan 2012. The Annual Report 2012-2013 (Attachment 1 included in Attachments Booklet) details Council's financial position as well as achievements over the last 12 months to 30 June 2012 in delivering on actions in the document. It has been prepared in accordance with the *Local Government Act 1993* and the *Local Government (General) Regulations 2005*.

The Audited General Purpose and Special Purpose Financial Statements for the Year Ended 30 June 2013 is at Section 6 of the Annual Report 2012 -2013. The Audited Statements are also separately reported to Council at Item 8.3.

The Annual Report, including the audited financial statements, will be submitted to the Department of Premier and Cabinet – Division of Local Government by 29 November 2013.

FINANCIAL IMPACT

Nil

POLICY IMPACT

Nil

RECOMMENDATION OF DEPUTY GENERAL MANAGER ENVIRONMENT

That the Annual Report 2012-2013 be noted.

REPORT

BACKGROUND

The Local Government Act 1993 (The Act) and *The Local Government (General) Regulations 2005 (The Regulation)* require Council to provide progress reports and an Annual Report on the implementation of the Strategic Community Plan 2012. The requirements are:

Progress Report

- The General Manager to report at least every six months on the principal activities (16 key services) (s404(6) of The Act); and
- Council's responsible Accounting Officer to report quarterly a budget review statement (cl203(1) of The Regulation)

Annual Report

- The Council must prepare within five months of the end of the financial year an Annual Report on its achievements against objectives and performance targets set out in the Strategic Community Plan (s428 of The Act)
- The content of the Annual Report is detailed at cl217 of The Regulation

The Annual Report 2012-2013 has been produced shortly after year end, as such a separate progress report on the June Quarterly Budget Review Statements has not been produced.

The Audited General Purpose and Special Purpose Financial Statements for the Year Ended 30 June 2013 (Audited Statements) is at Section 6 of the Annual Report 2012-2013. The Audited Statements are also separately reported to Council at Item 8.3.

The Annual Report 2012-2013, including the Audited Statements, will be submitted to the Department of Premier and Cabinet – Division of Local Government by 29 November 2013.

Navigating the Annual Report

The Annual Report 2012-2013 details our achievements over the 12 months to 30 June 2013 in delivering on the Strategic Community Plan 2012.

During the year the Strategic Community Plan 2012 required the performance of 150 actions. Our progress in achieving the actions can be viewed at Section 3 of the Annual Report 2012-2013 where they are aligned to the five Community Outcomes:

- Living Environment: A community that values the natural environment protecting its health and diversity
- Living Communities: A vibrant and diverse community supported by innovative services and effective communication with Council
- Living Spaces: Safe outdoor spaces that are well maintained, accessible, sympathetic to the environment and meet the needs of the community
- Living Enterprises: A strong local economy that provides employment and training opportunities
- Living Organisation: An innovative and flexible organisation with strong leadership

Progress was monitored quarterly on the actions through the Quarterly Budget and Business Review Statement and 84% of actions were completed or on schedule and 16% were behind schedule as at 30 June 2013.

Attachment 2 contains the actions behind schedule including the reason for the delay. The key reasons include resources being diverted to higher priority projects, weather delays, awaiting advice from external stakeholders, and reviews to service areas. Of the projects behind schedule most have commenced and will be completed in 2013-2014.

A snapshot of the performance of our 16 key services is provided in Section 4, Service Highlights. It shows the performance of these key services against key performance indicators as well as detailing notable activities undertaken during the financial year.

Section 5, Statutory Returns, provides detailed responses to requirements relating to the following Acts and Regulations:

- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *Government Information (Public Access) Act 2009*
- *Environmental Planning and Assessment Act 1979*

While the Annual Report 2012-2013 has been produced in a more timely fashion, not all measures in the report have been updated as some data is not available until later in the year. These are:

- Water quality – Beaches
- Local Government Area Electricity Consumption
- Local Government Area Water Consumption
- Road Safety

TIMING

The Annual Report 2012–2013 needs to be submitted to the Department of Premier and Cabinet, Division of Local Government, by 29 November 2013.

FINANCIAL IMPACT

Nil

POLICY IMPACT

Nil

ITEM 8.4	HERITAGE STREET TREES, SOLDIERS AVENUE, FRESHWATER
REPORTING MANAGER	GROUP MANAGER STRATEGIC PLANNING
TRIM FILE REF	2013/222329
ATTACHMENTS	NIL

EXECUTIVE SUMMARY

PURPOSE

To report on investigations into whether the heritage street trees and associated plaques in Soldiers Avenue Freshwater, should be nominated for State heritage listing.

SUMMARY

The street trees in Soldiers Avenue Freshwater are listed as a local heritage item. As part of the recent Warringah Heritage Study Review, a nomination was made to have these trees listed as a State heritage item. The recommendation to Council, in March 2013, was that these trees did not meet the threshold for State heritage listing. However, representations at this Council meeting were made by Mr Peter Harley, Friends of Freshwater Inc. and as a result, Council resolved, in part to:-

“E. Investigate listing and provide a report back to Council in relation to Soldiers Avenue street trees and associated plaques to be included as a State Heritage Item.”

Further investigations have confirmed that the street trees and plaques do not meet the criteria for a State Heritage nomination and therefore, it is recommended that no further action be taken to prepare a State heritage nomination. Notwithstanding this, Council is supportive of efforts to protect and enhance this heritage item. As part of this Council is willing to consult with the local community to reinstate the war memorial status of these trees, a key aspect of which is the reinstatement of plaques and memorials.

The restoration of this memorial avenue of trees would benefit more from the preparation of a Conservation Management Plan, which would detail what needs to be done in both the short and longer term to preserve this heritage item. It is recommended that Council undertake this work in the 2013/2014 financial year.

FINANCIAL IMPACT

The cost of preparing a Conservation Management Plan is estimated to be in the order of \$5000-\$10,000. This cost can be accommodated within the existing budget allocation. There is a potential for there to be on-going costs associated with future management of the heritage listing. These costs, along with potential funding sources and the future timing of improvements, would need to be considered in the preparation of the Conservation Management Plan.

POLICY IMPACT

Nil

RECOMMENDATION OF DEPUTY GENERAL MANAGER ENVIRONMENT

That:

A. No action be taken to prepare a State heritage nomination for the heritage street trees in

Soldiers Avenue Freshwater;

- B. Council prepare a Conservation Management Plan for this heritage item;
 - C. Consultation with the Friends of Freshwater Inc, the Soldiers Avenue of Honour Action Group and residents of Soldiers Avenue, be undertaken as part of preparation of this Conservation Management Plan.
-

REPORT

BACKGROUND

The street trees in Soldiers Avenue Freshwater are listed as a local heritage item, being Item I75 in Schedule 5 – Heritage Conservation of Warringah Local Environmental Plan 2011. The Warringah Heritage Inventory identifies these trees as being:-

“Socially significant as plantings undertaken by the local community to commemorate those who had died in WW1. Aesthetically a visually dominant planting with important streetscape qualities.”

As part of the recent Warringah Heritage Study Review, a nomination was received from a local group called the “Soldiers Avenue of Honour Action Group”, affiliated with the Friends of Freshwater Inc., which requested that these trees be considered for State heritage listing.

This nomination was assessed by a heritage landscape specialist as part of the Warringah Heritage Study Review process and the recommendation was that the trees did not meet the criteria for listing as a State heritage item. It was recommended, however, that the existing local heritage listing be expanded to include the plaques and memorials.

This recommendation was put to Council at its meeting on 26 March 2013. At this meeting representations were made by Mr Peter Harley, convenor of the Soldiers Avenue of Honour Action Group, asking for Council to nominate these trees for State heritage listing. As a result, Council resolved, in part:-

“E. Investigate listing and provide a report back to Council in relation to Soldiers Avenue street trees and associated plaques to be included as a State Heritage Item.”

The purpose of this report is to detail the investigations into this proposal and to recommend a way forward.

INVESTIGATIONS

Warringah Heritage Study Review

In response to the nomination in May 2011 from the Soldiers Avenue of Honour Action Group, Council appointed Noel Ruting of LandArc Pty Ltd, the heritage landscape specialist on the Warringah Heritage Panel, to review the nomination for State heritage listing and determine whether it could be supported.

Detailed investigations were undertaken, including consultation with relevant officers of the NSW State Heritage Office, along with website review and review of previous reports and investigations. The conclusion was that these street trees were of local heritage significance and could not be supported as being of State heritage significance.

By researching the history of these trees, Mr Ruting concluded that only 2 trees were actually planted in 1922 -1923. A review of 1938 and 1943 images showed no evidence of an avenue of trees at this time. On this basis it was concluded that the majority of trees, and the “avenue of trees” was planted post WWII and not post WWI as previously thought. This would make the avenue less rare – as it is WWI commemorative avenue plantings which are rare, rather than WWII commemorative plantings.

This does not mean that the avenue of trees is not of heritage significance, just that it is of local significance and not State heritage significance.

On this basis, Mr Ruting could not support the proposal to nominate these street trees for State heritage listing and that was the recommendation which was put to Council.

Heritage Branch – Office of Environment and Heritage

In response to a Ministerial request, the issue of possible State heritage listing of these street trees was investigated by officers of the Heritage Branch of the Office of Environment and Planning in November 2011. While this was not a State listing nomination, research was undertaken, which was later made available to Council as part of its work on the Warringah Heritage Study Review. At the time, the Heritage Branch considered that there might be grounds for State significance because of rarity, but that its significance had been impacted upon in several ways.

Since that time, Mr Ruting, in considering the State listing request as part of the Warringah Heritage Study Review, consulted with officers from the NSW Heritage Branch. They agreed with his conclusion that the “avenue of trees” was post WWII, and therefore not as rare as previously thought.

In addition, the NSW Heritage Branch has adopted priority themes for the consideration of State heritage nominations. The current priority themes have not been announced. As World War I & II was a priority theme for 2009 – 2010, it is unlikely to be included in the current priority themes. This means that even if a State nomination is submitted for these street trees, it may not be considered as a priority and may not be assessed for some time. The Heritage Office has recently advised that it is getting harder for an item to attain State listing – with the threshold for State significance being raised in the last few years.

Based on this, it is considered that a nomination for State heritage listing of the Soldiers Avenue street trees is unlikely to be supported and also unlikely to be determined in the near future.

Local Community Groups

The local community group involved is the Friends of Freshwater Inc. It is understood that this group is affiliated with the Soldiers Avenue of Honour Action Group, which was specifically formed to assist in preparing and reinstating Soldiers Avenue as a memorial avenue of honour for the 100 year anniversary of Anzac Day in 2015.

This local group has been proactive in liaising with the State Member, the Hon Mike Baird and other relevant authorities to prepare the street for this Anzac Day Centenary. Undergrounding of the electricity cables is a major issue and would have a significant impact upon the health of the heritage listed street trees. Undergrounding of the high voltage cables is programmed for that part of Soldiers Avenue west of Oliver Street and it is understood that this should occur within the next 12 months. It is also understood that discussions are underway with Ausgrid and Council in relation to the possible undergrounding of the high voltage cables in that part of Soldiers Avenue east of Oliver Street.

The Friends of Freshwater Inc. have also organised the preparation of a detailed tree audit, prepared by Urban Forestry Australia (April 2013). This study provides invaluable information on each of the individual heritage listed trees the Soldiers Avenue. This study identified 66 trees, the majority of which are Brush Box trees (*Lophostemon confertus*). Of these 5 are Camphor Laurel trees (*Cinnamomum camphora*). The Study also identifies which trees still have a plaque or memorial attached.

The Friends of Freshwater Inc. are of the opinion that this avenue of trees should be nominated for State heritage. All evidence before Council is that such a nomination would not be successful. As any person or group is able to submit a State heritage nomination, the Friends of Freshwater Inc. may choose to submit a nomination themselves.

CONCLUSIONS

Specialist heritage advice provided to Council on this issue concludes that a nomination for State heritage listing could not be sustained and if submitted would be unlikely to be successful and unlikely to be considered in the short term.

This avenue of street trees is of local heritage significance and this is recognised by the current heritage listing within Warringah Local Environmental Plan 2011. This current listing is proposed to

be expanded to ensure that any plaques and memorials are also included as an integral part of the listing and its identified heritage significance.

Plans to reinstate the plaques which were removed and to reinstate the street as a dedicated war memorial avenue of trees are supported, as this is consistent with the identified heritage significance of these street trees. Such action would reinforce the heritage significance of these street trees.

Undergrounding of high voltage power lines in Soldiers Avenue would have a positive contribution on the local heritage significance of these trees, allowing some regeneration of the canopy to occur.

Preparation of a Conservation Management Plan for this heritage item would be a more effective way of managing the future of these street trees and would be of more direct benefit than obtaining State heritage listing status.

A Conservation Management Plan would set guidelines for the future management of these trees, including day to day management as well as long term issues such as provision of appropriate replacement planting for when the existing trees reach the end of their natural life. A Conservation Management Plan would bring together all historical information about the street trees and could also set out an ongoing program for enhancement works. It would also act as a supporting document for re-instatement of the street as a war memorial.

It is therefore recommended that rather than preparing a nomination for State heritage listing, Council should engage a heritage consultant to prepare a Conservation Management Plan for these Soldiers Avenue heritage street trees. The estimated cost of preparing a Conservation Management Plan would be in the order of \$5000-\$10,000.

CONSULTATION

This request for State heritage listing resulted from a call for nominations in 2011 as part of the Warringah Heritage Study Review process.

Consultation with the Friends of Freshwater Inc., the Soldiers Avenue of Honour Action Group and the residents of Soldiers Avenue, would be part of the preparation of a Conservation Management Plan. Consultation would also need to be undertaken with other divisions of Council, responsible for maintaining the trees, footpaths and roadway.

TIMING

A Conservation Management Plan can be prepared within the 2013/2014 financial year.

FINANCIAL IMPACT

The cost of preparing a Conservation Management Plan is estimated to be in the order of \$5000-\$10,000. This cost can be accommodated within the existing budget allocation. There is a potential for there to be on-going costs associated with future management of the heritage listing. These costs, along with potential funding sources and the future timing of improvements, would need to be considered in the preparation of the Conservation Management Plan.

POLICY IMPACT

Nil

ITEM 8.5	"LOCAL GOVERNMENT STRUCTURAL CHANGE - OPTIONS ANALYSIS" STUDY
REPORTING MANAGER	GROUP MANAGER STRATEGIC PLANNING
TRIM FILE REF	2013/215088
ATTACHMENTS	1 Response by Council to Submissions - Draft Report - Local Government Structural Change Option Analysis 2 Response by SGS to Critique by Mosman Mayor

EXECUTIVE SUMMARY

PURPOSE

To consider submissions and finalise the Study on 'Local Government Structural Change – Options Analysis' dated July 2013.

SUMMARY

Council resolved at its meeting of 25 June 2013 to place on exhibition the draft Study 'Local Government Structural Change – Options Analysis' by SGS Economics and Planning. The Study provides a cost-benefit analysis of various models for reforming local government within the region, including non-financial dimensions such as strategic capacity, local identity and representation.

Four submissions were received. Comments relate to the technical nature of the Study, making it difficult for the community to understand. Some wanted more information on how options may affect residents, local control and transitional arrangements. Others questioned the robustness of the financial analysis and findings. The submissions, including an assessment of issues is at Attachment 1. Attachment 2 is a response to a recent critique of the draft Study by the Mayor of Mosman.

The Study is a high-level analysis based on reasonable assumptions and publicly-available data on each council. In finalising the Study the following changes are supported in response to submissions:

1. Scope of Work (page 6): Include statements on the nature of the Study, the public exhibition by Council and responses provided by SGS to the submissions
2. Service level costs (Section 6): Provide a clearer explanation for the community on the justifications and assumptions surrounding the use of service levels and costing
3. Econometric model (page 59): Elaborate on sensitivity testing and confidence levels used
4. Council borrowings (page 62): Update the borrowing figures for other councils

The Study provides a good starting point for future discussions with the community and neighbouring councils about how to best govern the region. It can be further refined as the issues are fully explored with interested councils.

FINANCIAL IMPACT

Nil

POLICY IMPACT

The Study will help inform the ongoing debate on local government reform.

RECOMMENDATION OF DEPUTY GENERAL MANAGER ENVIRONMENT

That

- A. Community submissions on 'Local Government Structural Change – Options Analysis ' be noted and the following amendments be made to the draft report:
1. Scope of Work (page 6): Include statements on the nature of the Study, the public exhibition by Council and responses provided by SGS to the submissions
 2. Service level costs (Section 6): Provide a clearer explanation for the community on the justifications and assumptions surrounding the use of service levels and costing
 3. Econometric model (page 59): Elaborate on sensitivity testing and confidence levels used
 4. Council borrowings (page 62): Update the borrowing figures for other councils
- B. The final Study be provided to:
1. The Independent Local Government Review Panel
 2. General Managers of Mosman, Manly, Pittwater, Ku-ring-gai, Hornsby and Randwick Councils
 3. Local Members of NSW Parliament
 4. The Minister for Local Government
 5. Chief Executive of the Division of Local Government
- C. The General Manager write to the General Managers of Pittwater and Manly Council's inviting them and their Chief Financial Officers to participate in further analysis and sharing of data related to this report. Any such meeting(s) to be independently facilitated with a primary purpose being the evaluation of the accuracy of the SGS report in regard to rating and financial information for all Council's.
-

REPORT

BACKGROUND

Council resolved at its meeting of 23 April 2013 to commission an independent Study that examines reform models for councils, to highlight both the pros and cons of various models for governing the region.

The draft Study, by SGS Economics and Planning, was presented at the Council meeting of 25 June, where Council resolved to place it on exhibition for public comment. SGS produced a similar study for Randwick Council in January 2013 to consider options in its region.

DRAFT STUDY

Options

The Study was designed as an independent, high-level strategic and financial assessment of the potential options for structural change in our region. Compatibility of the councils is profiled for their key attributes and functional aspects - such as population, demographics, area, revenue, rates and variations in service levels and costs. – using publicly-available information.

The options examined include:

- **Option 1:** the base case of continuing the current council boundaries.
- **Option 2:** Amalgamate Manly, Pittwater and Warringah Councils (the preferred option of the Independent Local Government Review Panel - ILGRPanel).
- **Option 3:** Amalgamate Manly, Mosman, Pittwater and Warringah Councils (SHOROC area).
- **Option 4:** Create a sub-regional council aligning with the State government's planning region, by amalgamating Ku-ring-gai, Hornsby, Manly, Pittwater and Warringah Councils.

Local representation would be improved in the larger councils (Options 2, 3 and 4) by the introduction of Local Boards or other structures. The impact of these Local Boards on costs and local democracy is factored into the financial analysis and multi-criteria analysis.

Financial and services analysis

A range of financial indicators from each council's Long Term Financial Plan and the TCorp report were used to forecast financial performance over the next 10 years. Asset renewal and debt repayment are also factored in; infrastructure status indicators are based on TCorp assessments.

The financial analysis aimed to quantify any economies of scale, and the projected savings in service costs and rates for each amalgamation option. The Study found that six population-related services are most likely to achieve economies of scale in a larger council, such as recreation, culture and administration. Costs for senior staff, such as General Managers, would be significantly reduced, producing savings for the community, while lower costs for Local Boards are added.

Each option was tested against three scenarios in a discounted cash flow framework, resulting in a range of cost savings across the options. For instance, assuming 'average' efficiencies Option 2 would save around \$375 million over 10 years, with Options 3 and 4 potentially realising even higher savings over \$500 million and over \$730 million. As a high-level analysis, a number of assumptions are made – for instance, achieving the potential costs savings over a 10-year period would require a focused implementation process and ongoing effective management and systems. It also assumes that no savings would be made in the transitional phase of the first three years.

Assessment of Preferred Option

Each option was analysed against the essential elements for effective local government, weighting them to determine a preferred option. Financial and non-financial matters were considered eg. local representation and service provision.

Local representation is given a higher weighting than any other element, reflecting its high importance to the community. The multi-criteria analysis shows that local amalgamations (Options 2 and 3) score much better than the status quo or going to a large subregional council:

Option 1: Base case	score 27
Option 2: Manly-Warringah-Pittwater	score 35.5
Option 3: Manly-Mosman-Warringah-Pittwater	score 37.5
Option 4: Ku-ring-gai-Hornsby-Manly-Pittwater-Warringah	score 28

The Study concludes that both Options 2 and 3 rate highly as preferred options. They would provide good service levels and financial sustainability; retain local identity, representation and community of interest; and build on the strength of current relationships between our councils.

CONSULTATION

The draft Study was placed on public exhibition for 30 days from 1 to 31 July 2013, with hard copies available in all Council libraries and the Civic Centre.

The Study was available online and promoted by these means:

- Manly Daily Warringah news
- Council's website and the Your Say Warringah webpage on Local Government Reform
- Direct emails to 3,700 registered community members on Your Say Warringah
- Direct emails to all Strategic Reference Group members
- Copies with accompanying letters to:
 - General Managers of the following Councils: Mosman, Manly, Pittwater, Ku-ring-gai, Hornsby, Randwick
 - Local Members of NSW Parliament
 - Minister for Local Government
 - Chief Executive of the Division of Local Government

ONLINE ACTIVITY

During the exhibition period 238 copies of the draft SGS Study were downloaded from the Your Say Warringah page on Local Government Reform. Judging by the number of site visits and total downloads of other documents there is still wide spread interest in the reform topic.

SUBMISSIONS

The online submission form asked two questions.

1. Are there matters that should be considered in finalising the report?

2. What do you think of the preliminary findings?

Four submissions were received, three from Warringah residents and one from Pittwater. The submissions, including an assessment of issues are included at Attachment 1. SGS, the authors of the Study were invited to respond to issues relating to the methodology or data used.

The main points arising from the submissions were:

- Difficulty for non-economists to understand the study. Improve readability by a shorter study focused on the findings with the technical analysis in an appendix

- Perceptions that it is not fully independent, as Warringah commissioned the study
- Questions relating to data and methodology and scepticism that the quoted savings are achievable
- Need to better address community concerns eg. local control and representation, debt disparity, rates reduction
- Support for amalgamation but need additional information on possible transitional arrangements
- Not convinced that amalgamated councils can cater to local needs
- Good starting point but more detail needed eg. rates distribution (not just average rates), clarity on rates and revenue per voter across council areas, multi-criteria assessment, transitional costs

ANALYSIS OF SUBMISSIONS

The comments reflect the diversity of interests in the community – some focussing on outcomes for residents and local needs, while others have a strong financial focus and expect much greater detail beyond what most readers could follow. The document is a technical study and it is appropriate that evidence supporting the findings remain in the body of the report. If broader community engagement is to be undertaken a community focused document would need to be developed.

The Study is a high level strategic review. It relied on publicly-available data on each council and reasonable assumptions. This included assumptions about service levels, transition costs etc which were all factored into the financial model used in the study. Some of the issues raised in the submissions are matters beyond this high level strategic review and would be pursued if there is interest from neighbouring councils to share information and examine what is best for the region.

The ILGRPanel continues to release further work on the reforms, for instance on community governance structures for local representation and control, such as Local Boards. This ongoing work will help both State and local government sectors to further develop models and involve their communities in developing options for the future.

In response to the submissions, the following changes are recommended to finalise the Study:

- Scope of Work (page 6): Include a statement on the public exhibition conducted by the Council, with SGS providing a technical response to the comments received. It should also emphasise that being a high-level scoping of future options, it makes a number of technical assumptions and uses publicly-available information on each council. While it accounts for variations between councils, it was not intended as a detailed study of each council, and uses assumptions and parameters appropriate for the task. It was also not intended as a discussion or position paper for the community, nor to examine in detail an implementation phase
- Service level costs (Section 6): provide a clearer explanation for the community on the justifications and assumptions surrounding the use of service levels and costing
- Econometric model (page 59): elaborate on sensitivity testing and confidence levels used
- Council borrowings (page 62): update the borrowing figures for other councils

FEEDBACK FROM NEIGHBOURING COUNCILS

Our neighbouring councils did not make a submission on the Study. However, the Mayor of Mosman, Councillor Peter Abelson, referenced the draft Study in a presentation during July on the Economics of Local Government. This critiqued a number of analyses including TCorp, ILGRPanel and Warringah's options analysis by SGS. The key criticisms of the SGS Study were:

- The lack of distinction between expenditure (total cost) and unit cost

- Differences in service levels
- Inconsistent use of accounting data

These issues were considered by SGS, and in response detailed comments are provided at Attachment 2. No change to the final Study is recommended.

NEXT STEPS

The final Study will be provided to neighbouring Councils, the Minister for Local Government, Local Members of NSW Parliament, Chief Executive of the Division of Local Government, and the Independent Local Government Review Panel.

The Study provides a good starting point for future discussions with the community and neighbouring councils about how to best govern the region. It can be further refined as the issues are fully explored with interested councils.

Given there are also many views relating to the efficiency and effectiveness of shared services there is an opportunity for Pittwater and Manly Councils to come together with Warringah in further evaluating the SGS report. It is proposed that a working group be established with General Managers and Chief Financial Officers that is aimed at analysing the SGS data and seeking to clarify any points of disagreement or concern from each Council. It is noted that Pittwater Council have also commissioned a report that makes findings in relation to the benefits of local government reform. By collating data and looking for consistency and addressing points of difference, there may be opportunities to create mutual benefits for the communities of the northern beaches.

Further to this work it is also noted that further analysis may need to be undertaken on the efficiency and effectiveness of the SHOROC cost savings and efficiency program. At this time Warringah has been unable to verify the savings that have been claimed to have been achieved on its behalf by SHOROC. A recent report on the effectiveness of Regional Organisation of Councils (ROCs) was produced by Alex Gooding (former WSROC Executive Officer) and it concluded that the benefits for a large council being part of a smaller ROC were unlikely to be as high as the same large council being part of a larger ROC. In the case of Warringah, it represents 53% of the SHOROC region and as such provides a large proportion of the economies of scale for Mosman (10.5%), Pittwater (21.5%) and Manly (15%) potentially at some cost to its own communities. It may be appropriate to commence these discussions with the General Managers and Chief Financial Officers group that is recommended above.

TIMING

The draft Study has been released at a time when the State Government's Destination 2036 reforms are being fully developed – with the release of discussion papers from the ILGRPanel and LGA Taskforce in April 2013 and other recent research papers. Warringah recently provided comprehensive submissions to these bodies on 28 June 2013 and is active in discussions with neighbouring councils and SHOROC. The Minister for Local Government is expected to receive final reports from the ILGRPanel and Taskforce this financial year.

FINANCIAL IMPACT

Nil

POLICY IMPACT

There is no direct impact on policy. The Study will help inform the ongoing debate on local government reform.

RESPONSE TO SUBMISSIONS RECEIVED ON THE DRAFT SGS STUDY
'Local Government Structural Change – Options Analysis' – July 2013

1. Are there matters that should be considered in finalising the report?	Comment
<p>The report is fairly unfriendly for non economists to easily digest.</p> <p>The supposed saving of \$374m over 10 years seems either optimistic or suggests that savings should also be able to be found in the option one financials.</p>	<p>Council: It is a technical study, and as such it is important that the supporting evidence has been included in the report.</p> <p>Each option in the study was consistently assessed on the same parameters and assumptions.</p>
<p>Whilst the report is being touted in the media as being 'independent', it has however been commissioned by Warringah Council - whose Mayor has been forthright in publicly stating that he is in favour of amalgamation. So, notwithstanding any probity report accompanying this document, it will be perceived by the general public as spin-doctoring. Therefore the credibility of commissioning this report is not worth the paper it's written on.</p>	<p>Council: Noted. The study's assumptions, data sources, methodology result in conservative estimates. The fact that only publicly-available data has been used emphasises the transparency of this analysis.</p>
<p>The council have already included output from this report in its submission to the Review Panel. Has the Council reviewed the report in detail before including output in the submission?. The council should not accept or use the report until it has satisfied itself that the conclusions made can be justified from their more detailed knowledge.</p>	<p>Council: Council has reviewed the Study.</p>
<p>Errors of facts - Table 6 and 7 there are different figures for population in the Council</p>	<p>SGS: The population figures included in table 6 are directly sourced from the TCorp reports.</p> <p>As already noted in the footnote of the table 6, these population figures are estimated resident population (ERP) published by ABS at the time when the TCorp reports were prepared for each council.</p> <p>It was also noted in the SGS Study that these population estimates from the TCorp report are not as up-to-date as the population numbers reported in Table 7, which are the updated ERP estimates sourced from ABS at the time when the SGS draft Study was prepared.</p> <p>The population projections in the Executive Summary, on the other hand, are sourced from Bureau of Transport Statistics (BTS). The 2011 figures included in the BTS projections are projected from the 2006 ERP and therefore are different to the 2011 ABS ERP for these Local Government Areas (LGAs).</p> <p>As the 2011 ERP from ABS were the most reliable population estimates at the time when the SGS draft Study was prepared, the population figures in table 7 were used consistently throughout the financial analysis. The BTS population projections were used to ascertain the rate of population growth over the next 10 years.</p> <p>Council: notes the reason different ERP figures are used in the Study.</p>

1. Are there matters that should be considered in finalising the report?	Comment
<p>Errors of facts - Figures reported as borrowings (page 62) are wrong for all councils except Warringah. The figures reported are total liabilities so whole section needs to be recalculated.</p>	<p>SGS: SGS has reviewed the borrowing figures in table 18 of the SGS draft Study. They are total liabilities of relevant councils except Warringah. This discrepancy is because the Warringah's borrowing figure was provided by Warringah Council, while the other figures were sourced by SGS using the published financial statements.</p> <p>There is the opportunity to update the borrowing figures for other councils in the final Study. This will result in a higher surplus after the asset renewal top-ups and repayment of debts reported in table 20.</p> <p>Council: recommends that the borrowing figure in the Study be updated.</p>
<p>Justification of methodology</p> <p>The econometric model (page 51) is based on total cost including depreciation which is not a cash cost and any reduction in depreciation does not generate cash to spend. The model should be redone on cash costs.</p> <p>The use of the 75% confidence level (which by definition fails to capture even the model's prediction on one out of every four occasions) rather than the usual 90% or 95 % confidence level need to be justified</p>	<p>SGS: SGS agrees that depreciation is not a cash item. However, as depreciation is included as part of the operating expenditure, the reduction in depreciation would lead to a higher operating surplus, which can be used by council for various purposes, such as funding the capital expenditure or reducing infrastructure backlog. Therefore, we have considered depreciation as a relevant item for understanding the additional surplus likely to be generated by the amalgamation.</p> <p>As described on page 59 of the draft Study, scenarios 2 and 3 of the financial analysis use the average per capita service expenditure and upper limit of 75% confidence interval, estimated using the econometric model. These estimates from the econometric model have simply been used to test the likely variations in expenditure savings (i.e. sensitivity testing).</p> <p>It is important to note that scenario 1 is used in the financial analysis as the central scenario, which represents the amalgamated council broadly adopting levels of service, systems and processes in place at Warringah Council.</p> <p>Although a 90 or 95% confidence interval would capture most of the variations in per capita expenditure from the regression line, the upper bound of the 90 or 95% confidence interval would represent a rather extreme scenario, which is not very likely to happen.</p> <p>For that reason, we have chosen the upper limit of 75% confidence interval under scenario 3 to represent a more likely scenario. Further, it is worth noting that this upper limit exceeds the per capita service expenditure of all councils with a population of more than 80,000, whilst the amalgamated council under various options considered in the SGS study will have a population of at least 250,000.</p> <p>In line with the conservative approach of the Study, the lower bound of this confidence interval (which would result in higher expenditure savings) is not used in the SGS study.</p> <p>There is the opportunity to elaborate on how this sensitivity testing has occurred in the final Study.</p> <p>Council: recommends that additional information on sensitivity-testing be provided in the final report.</p>

1. Are there matters that should be considered in finalising the report?	Comment
<p>Justification of methodology</p> <p>All the calculation and savings (pages 57-79) are based on Warringah Council service levels (and cost associated) as being acceptable to all residents. Variation in cost may not just be a function of population but also service level required (for example Warringah council say \$5,000 per km is required to be spent to keep roads at a satisfactory level while Pittwater say over \$13,000 per km is required. This difference could well reflect a higher service level not a cost saving).</p> <p>Numerous other examples can be given in libraries, parks and gardens where there are huge discrepancies in the costs per capita and therefore maybe a higher and more costly level of service is required by some communities. Every time savings are quoted the service assumption must be mentioned otherwise the figures can be misleading.</p> <p>The cost savings include depreciation of an estimated \$100 million over the period which is 20-30% of the savings. This saving is not a cash item and make accounts look better but generates no more cash for infrastructure renewal. Therefore sections on infrastructure backlog removal and debt reduction need to be reworked.</p>	<p>SGS: Economies of scale refer to conditions under which an increase in output (the quantity of goods and services produced) results in a reduction in per unit costs (average costs). These conditions arise where the production of goods or services includes large fixed costs, so that as output increases, the unit costs decline, because the fixed costs of production are spread over a larger base.</p> <p>In the SGS draft Study, the level of production (output) is proxied by resident population. However, we acknowledge that this is not always a perfect proxy for the level of council services provided. This is because the mix of services delivered may differ from council to council. In addition, some expenditure items may be more closely aligned with other factors such as open space areas and road networks, as mentioned in the submission. In a similar vein, Dollery et al (2008) argue that councils' level of production will also be affected by their 'non-discretionary' environment, their service quality and inter-council variation in service provision.</p> <p>Nevertheless, we believe that resident population is a reasonable proxy for Local Government output for two reasons. Firstly, in many cases, the quantity of council services is largely a function of population. Secondly, in most councils, rate capping is likely to limit the discretion of councils to 'embellish' their service offering on a per-capita basis. For these reasons, the size of the population serviced by a council will be the most important determinant of their level of services provided, making it a reasonable proxy for this high-level analysis.</p> <p>In the draft Study, where it has been able to identify a higher service level in a particular council area (from review of community plans and assessment of relationship of population to expenditure), the current level of expenditure has been retained in the amalgamated option to reflect this potential higher service level.</p> <p>Data from any detailed service planning (including service costs and service level) from study area Councils has not been available for this high level analysis, and publicly available information has been used. While many Councils may not have this data for many service areas, any that was made available could be included in future more detailed development of the preferred option. This may be something that a grouping of Councils may want to pursue as a more detailed project if further work was undertaken.</p> <p>It is proposed to note the above justifications/ assumptions in the final Study.</p> <p>Council: notes the SGS response above.</p>
<p>Justification of methodology:</p> <p>A realism check on the savings would also reveal an apparent problem. Given that the SHOROC council seek competitive costs as a group on many outsourced items the savings cannot be in those items. Where are savings actually coming from? The savings projected after depreciation must be in labour and if so require savings greater than 40% of</p>	<p>SGS: It is important to note that the potential expenditure savings estimated in the SGS study are to be achieved through a voluntary process, and be achieved over a period of 10 years. A significant proportion of the staff cost savings would also come from the rationalisation of senior management costs.</p> <p>Council: notes the comment and the SGS response above.</p>

1. Are there matters that should be considered in finalising the report?	Comment
labour costs of Pittwater, Manly and Mosman combined. Is this realistic?	
<p>Justification of methodology:</p> <p>Councillor and Mayor Salaries. It is assumed in SGS paper that these do not change from current Warringah costs but in the Warringah submission to Panel Warringah Council argue for fulltime salaries so if this is the case these additional costs must be built into SGS model of savings</p>	<p>SGS:: The governance arrangements proposed for each option would include a local council with 10 local councillors including Mayor, supplemented by the establishment of local boards to retain the opportunities for local participation in decision making within the framework of the larger local council organisation. This arrangement was agreed with Council project control group as the governance assumptions for the preparation of the draft Study. Therefore, full time salaries have not been modelled. The cost of each local board is estimated to be around \$156,000 per annum, which has been included over the 10 year period in addition to Warringah's current governance cost.</p> <p>Council notes that these assumptions are included in the study and its analysis, as laid out on pages 34 and 36.</p>
<p>Conclusions drawn in the report:</p> <p>There are a number of conclusions drawn from the high level data that could be open to question if the underlying data is reviewed. An example is in the infrastructure area where underlying data shows Warringah determine the replacement value of their roads at \$525,000 per kilometre, Pittwater at \$703,000 per kilometre and Manly at \$1,416,000 per kilometre. These differences and differences in depreciation per kilometre are also hard to understand. These with the maintenance data mentioned above, make one question whether the comparisons which conclude asset management of one council is better than another is comparing apples with apples. Examples of service levels and conclusions on cost structures comparisons are mentioned above.</p>	<p>SGS: Data from any detailed service planning (including service costs and service level) from study area Councils has not been available for this high level analysis. For that reason, publicly available information has been used, given the high level nature of this study.</p> <p>SGS acknowledge that there is a further scope to examine the underlying drivers for variation in service expenditure between the councils. However, this would best be done involving consulting with the study area councils, which can be included in a more detailed analysis but falls outside the scope of this desktop-based study.</p> <p>Council: supports the SGS response above.</p>
2. What do you think of the preliminary findings?	Comment
I'm not convinced that bigger LGAs will equate to better outcomes as the needs of all the LGAs listed are different.	Council: Noted

2. What do you think of the preliminary findings?	Comment
<p>Its difficult to accept the findings with any accuracy since the report itself states –</p> <p>'Achieving potential costs savings in any amalgamated option would require effective implementation of an amalgamation plan focused on achieving the cost savings, and ongoing quality management and systems.'</p> <p>These are complex issues that cannot be assumed to simply occur without significant effort and cost.</p> <p>The report also fails to mention any of the costs associated of merging together disparate business processes, systems and infrastructure. This deliberate omission seems to indicate that this 'independent' report was commissioned for political purposes.</p>	<p>SGS: A transition period of three years has been built into the financial model. It is assumed that there would be no cost-savings during this transition period. Any costs associated with transition to a larger council are assumed to be offset by any savings generated in this initial three year period. This is based on an SGS case study with a previously amalgamated LGA, which investigated their processes for amalgamation.</p> <p>Council: Note that the transition costs have been built into the financial model.</p>
<p>Section on Average Rates is meaningless and infers rates will not increase. It does not investigate the distribution of rates as it is likely with amalgamations rates in higher values council areas will increase and others decrease.</p>	<p>SGS: The purpose of the Average Rates section is to determine the average residential and business rates within the amalgamated council area under each option, in comparison to the current rates in Warringah. The financial analysis also assumes that there would be no change in the total rate income.</p> <p>Council supports the SGS response.</p>
<p>Section on Multi Criteria Assessment needs more input as both weighting and scoring are open to question</p>	<p>SGS: The Multi Criteria Assessment has been completed by SGS independently, following discussion with Council project controls group of the likely criteria and based on the information that has been developed in this study.</p> <p>However, it will be important that community consultation occur to confirm (and modify) the criteria and the relative weighting of the various criteria that would be used for decision making. A wider representative stakeholder group (for example study area councils or representative stakeholders) to rate the options against the criteria would also be a strengthening of the option assessment process and could occur at part of future stages of more detailed analysis. The decision on weightings and criteria for decision making and identification of a preferred option is one that should best be made by affected communities.</p> <p>The SGS assessment has been provided as a framework to start this discussion and changes to weightings and criteria may change the preferred option.</p> <p>Council: The Multi Criteria Assessment weightings can be refined in discussions with interested councils and their community.</p>

2. What do you think of the preliminary findings?	Comment
It would be great to make findings in the report a bit more concentrated and 'sharper' with majority of detailed analysis moved to appendix. It's a bit hard to flick all pages in one go.	Council: Noted. It is a technical study and as such it is important that the evidence is retained in the report. In engaging the community more broadly, the information will need to be presented in an easy to read format.
The findings don't give a clear understanding why rates and total revenue per voter are different in each council and who will 'win' and will 'lose' in amalgamation	SGS: The purpose of the Average Rates section is to determine the average residential and business rates within the amalgamated council area under each option, in comparison to the current rates in Warringah. The financial analysis also assumes that there would be no change in the total rate income. Council supports the SGS response.
Overall, quite good first attempt with interesting facts and many things for future consideration.	Council: Noted

www.sgsep.com.au

TABLE OF CONTENTS

Background	2
Use of resident population as a proxy for output	2
Use of per capita expenditure as a proxy for average unit cost	2
Use of public financial report data	2
To account for differences in service levels, the SGS analysis retains some service category expenditures as unchanged post amalgamation	3
The use of the lead council's expenditure structure is a conservative estimate of the expenditure savings	4
Savings modelled using the SGS econometric model (Scenarios 2 and 3) are sensitivity tests	4
The SGS study does not only focus on the financial dimension of amalgamation	4
SGS does not argue that bigger is always better	5

Background

This paper outlines responses to criticisms of the draft SGS report - *Local Government Structural Change Options Analysis* (prepared for Warringah Council); in a recent seminar presentation. This draft SGS Report has been exhibited by Warringah Council to get feedback, and the final report will address submissions and issues that are received.

The key criticisms of the study are as follows:

- Lack of distinction between expenditure (total cost) and unit cost
- The differences in services levels between Councils are not accounted for in the analysis
- Use of inconsistent accounting data.

The responses below provide clarifications, elaborations and responses to the above criticisms.

Use of resident population as a proxy for output

Economies of scale refer to conditions under which an increase in output (the quantity of goods and services produced) results in a reduction in per unit costs (average costs). These conditions arise where the production of goods or services includes large fixed costs, so that as output increases, the unit costs decline, because the fixed costs of production are spread over a larger base.

In the SGS study, the level of production (output) is proxied by resident population. However, we acknowledge that this is not always a perfect proxy for the level of council services provided. This is because the mix of services delivered may differ from council to council. In addition, some expenditure items may be more closely aligned with other factors such as open space areas and road networks. In a similar vein, Dollery *et al* (2008)¹ argue that councils' level of production will also be affected by their 'non-discretionary' environment, their service quality and inter-council variation in service provision.

Nevertheless, we believe that resident population is a reasonable proxy for Local Government output for two reasons. Firstly, in many cases, the quantity of council services is largely a function of population. Secondly, in most councils, rate capping is likely to limit the discretion of councils to 'embellish' their service offering on a per-capita basis. For these reasons, the size of the population serviced by a council will be the most important determinant of their level of services provided, making it a reasonable proxy for this high-level analysis.

Data from any detailed service planning (including service costs and service level) from study area Councils has not been available for this high level analysis, and publicly available information has been used. While many Councils may not have this data for many service areas, any that was made available could be included in future more detailed development of the preferred option.

Use of per capita expenditure as a proxy for average unit cost

We acknowledge that expenditure (or total cost) = output × per unit costs. Because we use the resident population as a proxy for output, the per-capita expenditure used in the SGS study can be seen as a proxy for average unit costs².

Use of public financial report data

We acknowledge that there may be inconsistencies in methods adopted by councils in preparing their financial reports and therefore some per-capita expenditure used may be not comparable across all

¹ Dollery B, Byrnes, J and Crase, L 2008, 'Australian local government amalgamation: A conceptual analysis population size and scale economies in municipal service provision', *Australasian Journal of Regional Studies*, 14(2): 167-175.

² Total expenditure = output × per unit costs, and Total expenditure = population × per capita costs. Since the quantity of services provided by councils is in many cases a function of population (as argued above), per unit costs are approximately equal to per capita costs.

councils. However, given the high-level nature of this study and the lack of other available data, publicly available council expenditure by service area is used in this study.

To account for differences in service levels, the SGS analysis retains some service category expenditures as unchanged post amalgamation

Local Governments provide a basket of services such as local roads, community services, drainage and waste collection. The degree to which they are characterised by economies of scale varies. The primary source of this variation is the extent to which costs of provision are fixed. Services areas that have large fixed costs offer greater opportunities for economies of scale.

Examples of local government services that are likely to be subject to scale efficiencies include governance, general administration and to a lesser degree recreation and culture. In principle, as local government gets larger, the fixed costs of providing these services are spread over a large population, thereby lowering the average per capita expenditure.

The key criticism of the study appears to be that SGS does not take into account differences in service levels across councils. This is not the case. The current per capita service costs of each council are assumed to remain unchanged (i.e. no change to total service expenditure) in a amalgamated council for the following five (out of 11) service functions: Health, Community services and education, Housing and community amenities, Mining, manufacturing and construction, and Economic Affairs (see page 58).

The table below shows that certain service categories would not generate any expenditure savings under amalgamation, implying unchanged service expenditure.

TABLE 1. POST AMALGAMATION EXPENDITURE SAVINGS (\$ THOUSANDS) 2011/12

Cost-savings by service area (\$ thousands)	Option 1	Option 2	Option 3	Option 4
Governance (excl. local boards)	\$0	\$2,621	\$3,635	\$4,838
Local boards	\$0	-\$624	-\$780	-\$1,404
Administration	\$0	\$5,533	\$4,631	-\$28,677
Public order and safety	\$0	\$8,560	\$9,486	\$10,983
Health	\$0	\$0	\$0	\$0
Environment	\$0	\$14,123	\$19,985	\$24,775
Community services and education	\$0	\$0	\$0	\$0
Housing and community amenities	\$0	\$0	\$0	\$0
Recreation and culture	\$0	\$5,427	\$8,746	\$3,842
Mining, manufacturing and construction	\$0	\$0	\$0	\$0
Transport and communication	\$0	\$8,119	\$12,878	\$25,957
Economic Affairs	\$0	\$0	\$0	\$0
Total cost savings (\$ thousands)	\$0	\$43,760	\$58,580	\$40,314

Source: SGS, Local Government Structural Change - Options Analysis (draft), 2013.

This clearly demonstrates that the SGS study has attempted to account for variations in service levels across councils. Given that the study is high-level, we are unable to identify the unique service provision elements (through disaggregating the expenditure relating to the Mosman art gallery from 'recreation and culture' to leave that expenditure amount unchanged). We acknowledge that any unique service elements (such as the art gallery) would need to remain unchanged and thereby implying no expenditure savings for unique elements. However, these unique elements are likely to represent a small proportion of council's expenditure and therefore keeping their expenditure unchanged would have a marginal impact on the overall expenditure savings.

Overall, we suggest that there would be potential for financial savings in some service areas shown in Table 1, if the amalgamated council broadly adopts the expenditure structure, processes and systems currently in place in Warringah.

Nevertheless, a thorough granular analysis of unique service provisions elements would result in a better estimate of expenditure savings due to economies of scale. This could be completed in the development

of a preferred option, as this would require extensive input from staff at each Council considering amalgamation.

The use of the lead council's expenditure structure is a conservative estimate of the expenditure savings

The SGS study uses Warringah Council's expenditure structure assuming that other councils will move to this cost-structure over a 3 year transitional period post amalgamation. This assumes that councils joining the amalgamated council will adopt Warringah's processes and systems; which, in effect, is the assumed underlying transmission mechanism for the realisation of economies of scale. Combined with unchanged levels of service provision for five categories, the use of Warringah's per capita expenditure (implying the transition to Warringah's cost structure and systems) is a conservative estimate of the scale economies that can be realised.

One could argue that the choice of the lead council is arbitrary and it is acknowledged that are different options to implement an amalgamation, and some systems currently in other Councils may be identified for particular services. However, despite Warringah's lower per capita service expenditure, the most recent community satisfaction surveys show Warringah had achieved a consistently similar (if not higher) rating in most service areas compared to some of the counterparts in the SHOROC region. This indicates that Warringah is a suitable option as the lead council for any amalgamation and to elicit efficiencies via its better systems and processes.

Savings modelled using the SGS econometric model (Scenarios 2 and 3) are sensitivity tests

SGS acknowledges that there is a certain amount of uncertainty associated with savings that can be generated by amalgamation. It is plausible that structural issues (e.g. inability to transition to Warringah's systems, historical asset provision due to area specific idiosyncrasies) may result in lower savings. The econometric model estimate (which predicts the mean level of per capita expenditure for the amalgamated council), and its 75% upper confidence interval are simply used to test the upper and lower bounds of savings due to amalgamation. For the conservative reason, the lower bound of the confidence interval (which would result in higher expenditure savings) is not used in the SGS study.

The SGS study does not only focus on the financial dimension of amalgamation

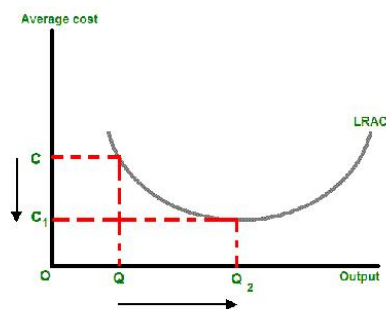
Amalgamations should not be conducted merely with the aim of financial benefit and the SGS report makes this clear with the wider analysis. Needs and characteristics of the residents must be considered. The SGS study addresses this non-financial dimension and conducts detailed qualitative analyses of local representation, service provision, communities of interest and local identity, strategic capacity, journey to work patterns, household travel patterns, and strategic planning consideration in order to account for the degree of homogeneity across the LGAs considered under each option in this study.

Financial and non-financial dimensions are brought together in a simple multi-criteria framework. We acknowledge that the criteria weights are likely to be subjective and vary between Councils and communities (and Warringah Council is seeking community feedback through exhibition of the draft report), but such a trade-off is necessary as part of any decision making process.

SGS does not argue that bigger is always better

Even where the likelihood for economies of scale is high (i.e. high fixed costs), it is likely that such efficiency gains will only be achieved up to a certain threshold. Beyond this point, the returns to increasing scale are likely to be constant; or even diminishing (that is, unit cost may actually increase as scale expands – the region in past Q_2 in the figure below).

FIGURE 1. ECONOMIES OF SCALE



SGS acknowledges this limitation in its modelling by choosing a natural log function in the econometric model that tapers off at higher population levels.

The Economics of Local Government

**With special reference to recent reports by:
The NSW Treasury Corporation and
The Independent Local Government Review Panel**

Peter Abelson
Applied Economics P/L
Mayor, Mosman Council

July 2013

Issues with Warringah analysis

- Costs here are total cost = expenditure.
- Expenditure = $Q \times UC$ = quantity of services \times unit costs
- Total cost may vary with Q or UC.
- Does Warringah:
 - run a regional art gallery - NO,
 - run a free bus service around the municipality - NO,
 - clean its major beaches twice a week throughout the year - NO,
 - Sweep car parks twice a week – NO,
 - provide meals twice a week at Council to 60-70 senior citizens – NO
- SGS analysis is flawed because it treats expenditure as unit cost rather than total cost and ignores large differences in service levels. (It is also based on dubious accounting data).
- Similar comments apply to the SGS February 2013 report for Randwick.

ITEM 8.6	ADOPTION OF PROPOSED ADDITIONAL FEES 2013 - 2014
REPORTING MANAGER	GROUP MANAGER STRATEGIC PLANNING
TRIM FILE REF	2013/227732
ATTACHMENTS	1 Additional Fees and Charges 2013-2014

REPORT

PURPOSE

To adopt proposed Additional Fees and Charges 2013 – 2014 in light of the submissions received.

BACKGROUND

At the meeting of 25 June 2013, Council resolved to exhibit the draft fees for movie nights at the Warringah Aquatic Centre, hire of facilities at Warringah Recreation Centre, extra venue hire space for community meetings, pre-lodgement meeting for stormwater drainage and inter-library loans. The draft fees at Attachment 1 were advertised in the Manly Daily on 29 June 2013, exhibited at Civic Centre, Council libraries and online until 29 July 2013.

There was one submission. It commented on how families are struggling with cost increases across the board and these increases impact on their ability to participate in community life, especially single mothers. Council is aware of the pressures families are under and where possible minimises fee increases. The cost to Council of delivering services to the community is increasing, electricity, labour and the cost of other consumables continues to rise. If these increases are not passed on the quality of services Council provides to the community would need to be adjusted.

Council has adopted a Pricing Policy to provide equity in the setting of fees. It recognises that the capacity of some community members to pay for services is limited and provides for partial cost recovery to support participation. The fees exhibited included rates for concession, not for profit, profit and market rates where appropriate.

The proposed fees for hiring the new facilities/rooms, are consistent with what we charge for space at other community centres. While the proposed fees for movie nights at the Warringah Aquatic Centre, facilities at Warringah Recreation Centre, pre-lodgement meeting for stormwater drainage and inter-library loans reflects market rates.

FINANCIAL IMPACT

The increase has been budgeted for in the Budget 2013 – 2014.

POLICY IMPACT

Nil

RECOMMENDATION OF DEPUTY GENERAL MANAGER ENVIRONMENT

That the proposed Additional Fees and Charges 2013 – 2014 be adopted.

Additional Fees and Charges 2013-2014 for Exhibition

Warringah Aquatic Centre

Fee Type: 04. Warringah Aquatic Centre - Movie Nights
Fee Type: 04. Warringah Aquatic Centre - Movie Nights
Purpose: Charge to attend Warringah Aquatic Centre's movie nights
Target Users: Public
Comments

Fee Description	12/13 fee	13/14 fee	GST status	Reason for Change	unit
Movie Night	-	8.00	GST Inclusive	new fee	per ticket

Community Centres [NB need to renumber existing 26. Storage Hire to 27. Storage Hire]

Fee Type: 26. Community Centres - Griffith Park Sports Facility
Purpose: To provide community meeting space in the Collaroy/Long Reef area.
Target Users: General public
Comments: This a new facility, primary user group is the Collaroy Cougars Rugby Club

Fee Description	12/13 fee	13/14 fee	GST status	Reason for Change	unit
Community Room - Concession	-	10.00	GST Inclusive	new fee	per hour
Community Room - Not for Profit	-	15.00	GST Inclusive	new fee	per hour
Community Room - Profit	-	20.00	GST Inclusive	new fee	per hour

Community Centres

Fee Type: 08. Community Centres - Collaroy Swim Club
Purpose: To provide community space for meetings, exercise or recreational purposes and small social functions in the Collaroy area.
Target Users: General public
Comments: This space has been renovated and is now available to the wider community outside the Collaroy Mens and Womens Swim Club's usage.

Fee Description	12/13 fee	13/14 fee	GST status	Reason for Change	unit
Collaroy Beach Community Centre - Concession	-	10.00	GST Inclusive	new fee	per hour
Collaroy Beach Community Centre - Not for Profit	-	17.50	GST Inclusive	new fee	per hour
Collaroy Beach Community Centre - Profit	-	25.00	GST Inclusive	new fee	per hour
Collaroy Beach Community Centre - Function	-	50.00	GST Inclusive	new fee	per hour

Additional Fees and Charges 2013-2014 for Exhibition

Community Centres

Fee Type: 10. Community Centres - Curl Curl Sports Centre
Purpose: To provide community space in the Curl Curl area
Target Users: General public
Comments: This centre is primarily used by Manly Warringah Netball Association, but is available for a range of uses by the community outside of their usual hours.

Fee Description	12/13 fee	13/14 fee	GST status	Reason for Change	unit
Curl Curl Sports Centre - Function	-	40.00	GST Inclusive	new fee	per hour

Information and Libraries

Fee Type: 03. Libraries
Purpose: Library Fees
Target Users: Library users
Comments:

Fee Description	12/13 fee	13/14 fee	GST status	Reason for Change	unit
Hire of Warringah Mall Multi-Function room Not for profit					
Semester hourly rate	-	16.00	GST Inclusive	new fee	per hour
Inter library loan	-	2.50	GST Inclusive	new fee	per item

06. Pre-Lodgement Meetings

Fee Type: 06. Pre-Lodgement Meetings
Purpose: To recover those costs borne by Council when staff are engaged in pre-lodgement consultation with applicants for all proposals and applications.
Target Users: General Public
Comments:

Fee Description	12/13 fee	13/14 fee	GST status	Reason for Change	unit
(c) Pre-lodgment meeting relating to stormwater drainage	-	350.00	GST Inclusive	new fee	each

Additional Fees and Charges 2013-2014 for Exhibition

Warringah Recreation Centre

Fee Type: 01. Warringah Recreation Centre

Purpose: Fees and charges applicable to those using Council's multi-sports facility

Target Users: General Public

Comments: * Discounts apply for off-peak usage. ** Discounts apply for block bookings. *** Key deposits are required for equipment hire (racquets, balls)

Fee Description	12/13 fee	13/14 fee	GST status	Reason for Change	unit
(a) Tennis (Maximum Fees)					
(a-01) Casual Court Hire (07:00 am to 05:00 pm)*	-	20.00	GST Inclusive	new fee (Market rate)	per hour
(a-02) Casual Court Hire (05:00 pm to 09:00 pm)	-	24.00	GST Inclusive	new fee (Market rate)	per hour
(a-03) Casual Court Hire (weekends)	-	24.00	GST Inclusive	new fee (Market rate)	per hour
(a-04) Permanent Court Hire (07:00 am to 05:00 pm)**	-	18.00	GST Inclusive	new fee (Market rate)	per hour
(a-05) Permanent Court Hire (05:00 am to 09:00 pm)**	-	22.00	GST Inclusive	new fee (Market rate)	per hour
(a-06) School group coaching - per person (includes court hire)	-	5.00	GST Inclusive	new fee (Market rate)	per hour
(a-07) School group - per court (court hire only)	-	20.00	GST Inclusive	new fee (Market rate)	per hour
(a-08) Private Coaching (includes court hire. Minimum 10 p	-	70.00	GST Inclusive	new fee (Market rate)	per hour
(a-09) Racquet hire***	-	5.00	GST Inclusive	new fee (Market rate)	per hire
(b) Futsal					
(b-01) Casual Court Hire (07:00 am to 05:00 pm)*	-	50.00	GST Inclusive	new fee (Market rate)	per hour
(b-02) Casual Court Hire (05:00 pm to 09:00 pm)	-	65.00	GST Inclusive	new fee (Market rate)	per hour
(b-03) Casual Court Hire (weekends)	-	65.00	GST Inclusive	new fee (Market rate)	per hour
(b-04) Permanent Court Hire (07:00 am to 05:00 pm)**	-	45.00	GST Inclusive	new fee (Market rate)	per hour
(b-05) Permanent Court Hire (05:00 am to 09:00 pm)**	-	50.00	GST Inclusive	new fee (Market rate)	per hour
(b-06) Ball hire***	-	2.00	GST Inclusive	new fee (Market rate)	per hire
(c) Squash					
(c-01) Casual Court Hire (07:00 am to 05:00 pm)*	-	17.00	GST Inclusive	new fee (Market rate)	per half hour
(c-02) Casual Court Hire (07:00 am to 05:00 pm)*	-	30.00	GST Inclusive	new fee (Market rate)	per hour
(c-03) Casual Court Hire (05:00 pm to 09:00 pm)	-	20.00	GST Inclusive	new fee (Market rate)	per half hour
(c-04) Casual Court Hire (05:00 pm to 09:00 pm)	-	35.00	GST Inclusive	new fee (Market rate)	per hour
(c-05) Casual Court Hire (weekends)	-	17.00	GST Inclusive	new fee (Market rate)	per half hour
(c-06) Casual Court Hire (weekends)	-	30.00	GST Inclusive	new fee (Market rate)	per hour

Additional Fees and Charges 2013-2014 for Exhibition

(c-07) Permanent Court Hire (07:00 am to 05:00 pm)**	-	30.00	GST Inclusive new fee (Market rate) per hour
(c-08) Permanent Court Hire (05:00 am to 09:00 pm)**	-	35.00	GST Inclusive new fee (Market rate) per hour
(c-09) School group - per child	-	8.00	GST Inclusive new fee (Market rate) per hour
(c-10) Coaching rate (includes court hire)	-	70.00	GST Inclusive new fee (Market rate) per hour
(c-11) Racquet hire***	-	5.00	GST Inclusive new fee (Market rate) per hire

ITEM 8.7	PLANNING PROPOSAL FOR 20-24 TRALEE AVENUE, KILLARNEY HEIGHTS
REPORTING MANAGER	DEPUTY GENERAL MANAGER ENVIRONMENT
TRIM FILE REF	2013/233769
ATTACHMENTS	1 Planning Proposal Report (Included In Attachments Booklet) 2 Minutes of the Warringah Development Assessment Panel meeting held 26 June 2013 (Included In Attachments Booklet)

EXECUTIVE SUMMARY

NOTE: This item was deferred by resolution from the Council Meeting of 6 August 2013

PURPOSE

To report the results of the preliminary public exhibition and to recommend proceeding with the Planning Proposal for 20 -24 Tralee Ave, Killarney Heights.

SUMMARY

On 29 November 2012, Council received a Planning Proposal to rezone 20 -24 Tralee Avenue Killarney Heights (known as the Killarney Heights Tennis Centre) from RE2 - Private Recreation to R2 - Low Density Residential. The rezoning would permit the future subdivision and development of housing. In order to guide the future subdivision of the site, the Planning Proposal for 20 -24 Tralee Ave, Killarney Heights also seeks to impose a minimum subdivision lot size control of 600sqm.

The Planning Proposal for 20 -24 Tralee Ave, Killarney Heights was publicly exhibited from 17 December 2012 to 18 January 2013. In order to notify the surrounding locality, 222 letters were sent to nearby land owners and occupiers.

Council received 106 submissions which consisted of 94 letters of objection and 12 letters of support. Many of the objections identified the loss of the tennis facility and the impact upon the significance of the heritage conservation area as key considerations. Comments received throughout public exhibition phase have been addressed in Appendix 4 of the attached Planning Proposal Report.

The Planning Proposal for 20 -24 Tralee Ave, Killarney Heights was reported to the Warringah Development Assessment Panel (WDAP) meeting held on 26 June 2013. The WDAP concluded that the Planning Proposal for 20 -24 Tralee Ave, Killarney Heights should be supported by Council.

It is recommended that Council support the proposal to rezone 20-24 Tralee Avenue Killarney and forward the required documentation to the Department of Planning and Infrastructure (DoPI) seeking a Gateway Determination.

FINANCIAL IMPACT

The preparation of the Planning Proposal for 20 -24 Tralee Ave, Killarney Heights has been funded by the fees established in Council's fees and charges schedule 2012 – 2013.

POLICY IMPACT

The Planning Proposal for 20 -24 Tralee Ave, Killarney Heights seeks to amend the Warringah Local Environmental Plan 2011 (WLEP 2011).

RECOMMENDATION OF DEPUTY GENERAL MANAGER ENVIRONMENT

That Council

- A. Support the proposal to amend the WLEP 2011 to rezone Lot 1 in DP 879900, 20 -24 Tralee Ave, Killarney Heights from RE2 - Private Recreation to R2 -Low Density Residential;
 - B. Send the Planning Proposal for 20 -24 Tralee Ave, Killarney Heights to the Department of Planning and Infrastructure for Gateway Determination;
 - C. Upon receipt of the Department of Planning and Infrastructure Gateway Determination, and in accordance with any conditions contained, consult with government authorities and publicly exhibit the Planning Proposal for 20 -24 Tralee Ave, Killarney Heights.
-

REPORT

BACKGROUND

On 29 November 2012, Council received a Planning Proposal for 20 -24 Tralee Ave, Killarney Heights to amend the WLEP 2011 to rezone the Killarney Heights Tennis Centre from RE2-Private Recreation to R2 -Low Density Residential.

PURPOSE

The purpose of the rezoning is to permit the future subdivision and development of housing. In order to guide the future density of development, a minimum subdivision lot size control of 600sqm is also being proposed. The site measures a total of 2617 square metres and as such it is expected that any future subdivision would result in a yield of four lots.

CONSULTATION

Council publicly exhibited the Planning Proposal for 20 -24 Tralee Ave, Killarney Heights from 17 December 2012 to 18 January 2013. In order to notify the surrounding locality, 222 letters were sent to nearby land owners and occupiers.

Council received 106 submissions which consisted of 94 letters of objection and 12 letters of support. A summary of the keys concerns raised in the submissions are outlined below:

Loss of Recreation Facilities

An assessment of the local area concluded that there is sufficient land available within the local area and throughout the Warringah Local Government Area to meet the demand for recreational pursuits. Therefore the refusal of the application based on the loss of this private recreation facility is not supported. A detailed assessment in this regard has been provided within the attached Planning Proposal for 20 -24 Tralee Ave, Killarney Heights.

Heritage

A number of public submissions expressed concern that the redevelopment of the tennis courts will impact upon the heritage significance of the area. Three specialist heritage consultants have concluded that while the Killarney Heights Village Centre does represent a level of heritage value, the removal of the tennis courts will not significantly impact upon the heritage significance of the conservation area.

The heritage consultant findings are contained within the attached Planning Proposal Report.

Warringah Development Assessment Panel (WDAP)

The Planning Proposal for 20 -24 Tralee Ave, Killarney Heights was referred to the WDAP meeting held 26 June 2013. WDAP considered that residential development could be accommodated on the site without unreasonably impacting upon the character of the heritage conservation area and that the future development of housing would be considered compatible with the existing low density residential character of the neighbourhood.

WDAP concurred with the recommendation to proceed with the Planning Proposal for 20 -24 Tralee Ave, Killarney Heights. A copy of the WDAP minutes is enclosed as Attachment 2.

Assessment summary

The rezoning of the site to R2- Low Density Residential is deemed appropriate due to the following factors:

- The site is within an established urban area and is within proximity to a range of existing services and facilities

- The site can be developed in a manner sympathetic to the existing character of the locality
- The site is free from natural hazards such as flooding, bushfire and landslip
- The site is located within walking distance to public transport facilities on Starkey Street, Killarney Heights
- The proposed minimum lot size control of 600 square metres will ensure future development is of an appropriate density
- Future development will ensure the efficient use of existing services and infrastructure
- Future subdivision and residential development will be subject to separate development applications where specific issues of access, bulk, scale, urban design and privacy will be addressed.

FINANCIAL IMPACT

The preparation of the Planning Proposal for 20 -24 Tralee Ave, Killarney Heights has been funded by the fees established in Council's schedule of fees and charges 2012 - 2013.

POLICY IMPACT

The Planning Proposal for 20 -24 Tralee Ave, Killarney Heights seeks to amend the Warringah Local Environmental Plan 2011 (WLEP 2011).

CONCLUSION

In summary, the comments raised in submissions do not warrant any amendments to the Planning Proposal for 20 -24 Tralee Ave, Killarney Heights as exhibited. It is recommended that Council support the Planning Proposal for 20 -24 Tralee Ave, Killarney Heights and seek Gateway Determination from the DoPI.

ITEM 8.8	LOCAL GOVERNMENT INFRASTRUCTURE AUDIT: WARRINGAH COUNCILS POSITION IN RELATION TO OTHER COUNCILS
REPORTING MANAGER	GROUP MANAGER ROADS TRAFFIC & WASTE
TRIM FILE REF	2013/214849
ATTACHMENTS	1 Roads AMP Summary (Included In Attachments Booklet) 2 Buildings AMP Summary (Included In Attachments Booklet) 3 Stormwater AMP Summary (Included In Attachments Booklet) 4 Parks AMP Summary (Included In Attachments Booklet) 5 Asset Management Policy (Included In Attachments Booklet) 6 Asset Management Strategy 2013-2023 (Included In Attachments Booklet)

EXECUTIVE SUMMARY

PURPOSE

To inform Council of Warringah's position in relation to other Councils following publication of the *Local Government Infrastructure Audit* in June 2013.

SUMMARY

In June 2013, the NSW Division of Local Government, Department of Premier and Cabinet (DLG), published a report titled *Local Government Infrastructure Audit*. The report comprises a council-by-council audit of the local government infrastructure backlog. The report revealed that "there is large local government infrastructure backlog in NSW and some councils face real and significant challenges in terms of maintaining and renewing the infrastructure that is critical to their communities and the NSW economy".

A recent review by NSW Treasury (TCorp) rated Warringah's financial position as sound and the TCorp Assessment Outlook for Warringah was Positive. The DLG's assessment of Council's Infrastructure Management was Very Strong.

Warringah's performance in its management of infrastructure can be seen in a positive light. The refinement of our Asset Management Plans this financial year will allow us the opportunity to explore our levels of service to ensure financial sustainability. Consultation with our Strategic Reference Groups (SRG) and our community will be an important element of this work.

FINANCIAL IMPACT

The revision of Asset Management Plans is included in the 2013/2014 budget.

POLICY IMPACT

There is no impact on our existing Asset Management Policy.

RECOMMENDATION OF DEPUTY GENERAL MANAGER ENVIRONMENT

That Council

-
- A. Recognises our strong performance and sustainability in infrastructure renewals.
 - B. Recognises the importance of establishing sustainable levels of service when trying to meet community expectations.
 - C. Consult with the SRGs prior to the development of the new Asset Management Plans being prepared in 2013/2014 with a particular focus on defining levels of service.
-

REPORT

BACKGROUND

In August 2011, a forum was held for all NSW councils designed to establish a long term strategic blueprint for the local government sector. One of the most pressing challenges identified at the Destination 2036 forum was the capacity of councils to provide and maintain infrastructure assets.

This Local Government Infrastructure Audit (*the Audit*) confirms there is a large local government infrastructure backlog in NSW and some councils face real and significant challenges in terms of maintaining and renewing the infrastructure that is critical to their communities and the NSW economy. The audit has also found that many of those councils with substantial backlogs are also struggling financially.

DISCUSSION

The introduction of the NSW Government's Integrated Planning and Reporting (IP&R) and the Fair Value of assets, together with an increased focus on sustainability has lead to significant improvements in asset management planning within NSW. The Local Government Act 1993 (the Act) was amended in 2010 to include the IP&R framework.

The IP&R system emphasises that strong and sustainable local government requires sound planning processes to ensure that the community's assets are managed efficiently and effectively. Asset management planning should have a service delivery focus and the assets provided should be appropriate to meet the needs of the community, as set out in the community strategic plan.

Warringah has been working towards improved asset management practices and reporting for some time and most recently with the development and implementation of Enterprise Asset Management Systems, Asset Management Plans (Summary Documents attached) and the recently Council adopted Asset Management Policy and Strategy (attached).

One important element of asset management is the management of risks associated with a large infrastructure base providing essential services to the community. The risks to be managed can either be strategic or operational in nature. The greatest strategic risk is whether a council is financially sustainable and therefore able to provide the services desired by the community within council's financial capacity. In order to achieve this, good decisions must be based on accurate and realistic asset management information.

The key objectives of the DLG Audit were to:

1. Provide information in relation to the infrastructure backlog in NSW
2. Assess the reliability of the information provided by councils to determine the backlog
3. Identify trends in infrastructure needs by area and asset type
4. Identify current infrastructure risk exposure.

Of the 152 NSW Councils, Warringah was one of five Councils to receive a 'Very Strong' infrastructure rating. The other four Councils included Leichhardt, Randwick, Gunnedah and Tumbarumba. Warringah was the only NSW Council to receive both a Very Strong infrastructure rating as well as a positive T-Corp Assessment Outlook.

This is reflective of the effort Council staff have expended in developing our asset inventories, asset management plans, strategies and policies. It also indicates the careful financial planning and management that has put Council in a sound position.

Infrastructure Backlog

The terminology, “infrastructure backlog”, refers to Council assets that have fallen below what is considered to be a satisfactory condition. That is, the value of the asset renewals that are yet to be funded to bring assets up to the intended level of service.

This means that the work required to ensure an asset is able to continue to provide the same level of service, has not been carried out at a particular reporting date (usually the end of the financial year).

A backlog may result from:

1. a **lack of maintenance** that causes the asset to fall below the agreed level of service and requires earlier capital renewal - the cost difference between when the renewal would have occurred to when it occurred is the backlog cost, and/or
2. **capital renewal** not occurring when programmed.

The Audit is constrained to these two circumstances and, as such, only applies to existing assets. It does not include infrastructure needs that are currently unmet, for example, provision of a new footpath to an existing population centre that does not currently have access to the footpath network.

Within NSW, the infrastructure backlog has been assessed as the estimated cost to “bring the assets back to a satisfactory standard” (referred to as BTS).

In order to more accurately assess whether the backlog problem has in fact been increasing in magnitude over recent years, the Audit needed to standardised the data due to the varying size of regions and their infrastructure asset holdings. This was done by calculating BTS as a percentage of the WDV of assets (% BTS to WDV). In Special Schedule 7 (SS7), Councils report the cost to bring assets rated as being in Poor and Fair condition up to Satisfactory. It is not possible to compare these costs between Councils because of the difference in the value of assets in these condition categories. Expressing the BTS as a proportion of asset value (WDV) allowed the DLG to compare results between councils.

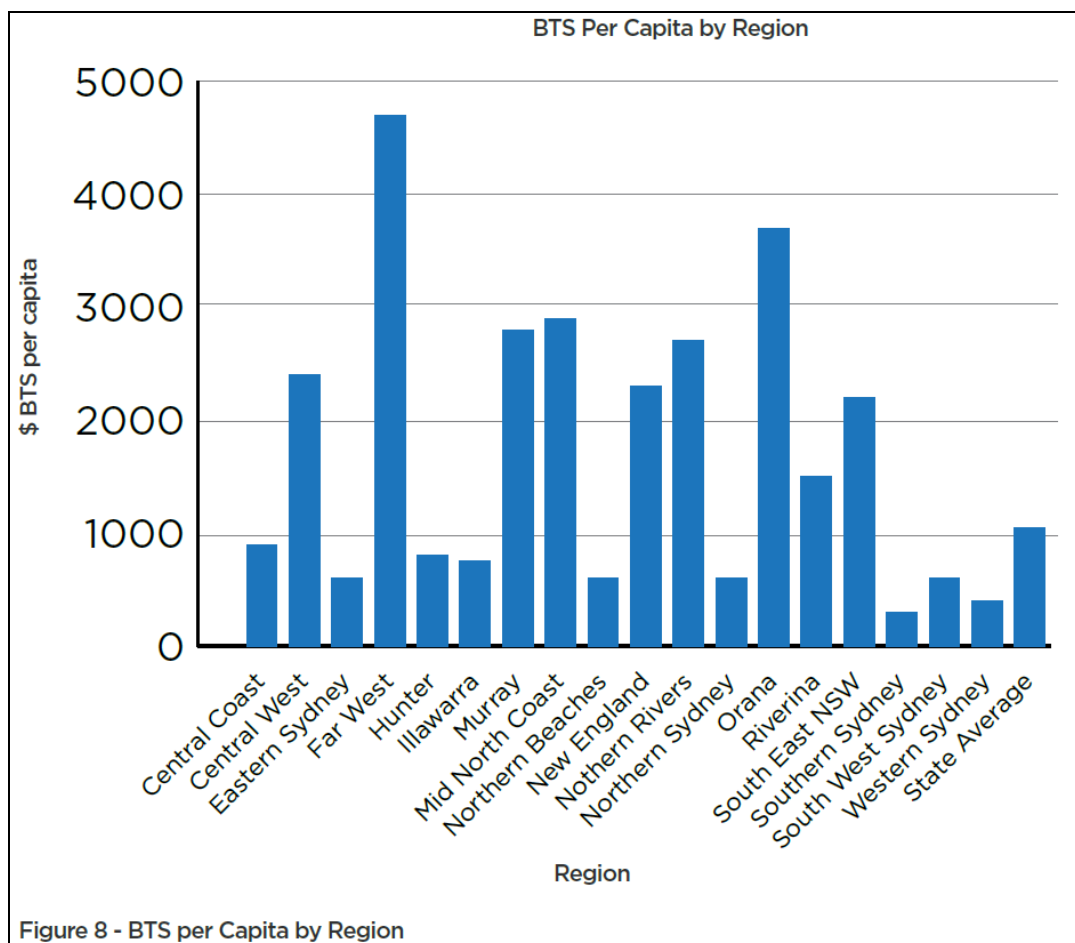
The Audit used figures reported in Special Schedule 7 (SS7) in Council’s Annual Reports to identify the infrastructure backlog for NSW and NSW Regions. The cost to address the NSW Council backlog (\$7.4 billion) equates to approximately \$1,000 per head of NSW population. Warringah’s backlog equates to \$122.80 per capita. In comparison, other Shoroc Councils are shown in the following table and subsequent graph.

Council	2012 Backlog (Cost to Bring to Satisfactory Standard – BTS*) - \$/Capita	Roads % of BTS*: WDV*
Warringah 122.80		1.11
Northern Beaches	465.49	5.53
NSW	1013.63	12.17
Source:		Appendix 7B Calculated from 2012 SS7 & Appendix 7A

* BTS – Bring to Satisfactory condition

* WDV – Written Down Value

A small backlog is not considered unusual as the renewal program for Roads is based on optimised decision making and modelling systems. There are circumstances where the renewal of a specific section of road is delayed in favour of undertaking other road works in a coordinated fashion or precinct based. This may mean that a condition level for some roads may drop slightly to below standard however, they are still maintained for the intended use.



Condition of Major Asset Classes

The current condition of NSW Council assets varies considerably between asset classes and from region to region despite the decreasing backlog to WDV of assets

The largest backlog exists in NSW road assets with a State average of 12% of WDV. Warringah's asset backlog is shown in the following table.

Region		Roads	Buildings	Drainage
Warringah BTS	⁺ \$'000			
	% of WDV*	1.1%	4.7%	2.8%
Northern Beaches	% of WDV*	5.5%	10.2%	11.1%
NSW	% of WDV*	12.2%	10.5%	7.1%
Source: ⁺ DLG 1A-Table 2		Calculated from 2012 SS7		Calculated from 2012 SS7

⁺ BTS – Bring to Satisfactory condition

* WDV – Written Down Value

Annual Asset Maintenance

Council infrastructure assets need to be maintained at a certain level or in a specific condition, in order for council to provide the necessary and desired services to its community. For example, the condition of regional roads must be safe for the type and volume of traffic, stormwater drainage must be structurally sound and free from obstructions/ debris.

It is evident from the current state of infrastructure assets in NSW and the variance between what Councils estimate as being required for maintenance and what they actually spend on maintenance, that Councils are not adequately maintaining their infrastructure assets. The required annual maintenance is what should be spent to maintain assets in a satisfactory standard.

A review of Councils' annual financial statements clearly shows that the majority of Councils is consistently underspending on annual infrastructure asset maintenance when compared to the estimates reported for required annual maintenance.

On average, over the past four years, Councils have funded only 74% of the total estimated required annual maintenance. This shortfall in funding has been an ongoing trend over a number of years and would appear to have contributed to the deterioration of Council assets and the overall infrastructure backlog.

The cost of maintenance of an asset generally increases exponentially when planned and cyclic maintenance is not carried out. Inadequate maintenance may also result in a shortened useful life of the asset and the need for earlier than planned renewal.

The Audit has compared the actual annual maintenance expenditure to that estimated as necessary to maintain assets in their current state. Councils have estimated that they should be spending approximately 4.1% of the value of the roads in maintenance. They are actually spending less than 2%.

The State's average per capita cost for 2012 actual maintenance expense on total infrastructure assets was calculated to be \$159 per capita, with rates ranging from \$69 to \$504 across the regions. Our calculations indicate Warringah is currently spending approximately \$31 per capita to maintain our infrastructure. It is considerably less than other Shoroc Councils and the NSW average. However, it may also indicate that Councils in a sound financial position, like Warringah, are undertaking the required renewal work thus reducing both the need for, and the cost of, maintenance. It may also indicate the impact of innovation and systems development that Council has implemented across the organisation, for example, Enterprise Asset Management Systems, eServices and reporting.

Alternatively, it may also reflect the current level of service being delivered by maintenance is not as high as other Councils.

Whilst our Community Survey suggests a reasonable level of satisfaction with our services, establishing levels of service for infrastructure for our community and its willingness to accept and fund these levels is critical. The revision of our Asset Management Plans will consider the levels of service and, in consultation with the community, may see a need to increase the current levels being provided. It is proposed that the SRGs be consulted regarding the establishment of service levels prior to getting further community feedback.

Asset Maintenance Funding Trends

The Audit also compared total maintenance expenditure to total operating expenses over four years to gain an understanding of maintenance funding trends (Table 7). While total expenditure has increased each year, the amount expended on maintenance has not increased to the same degree. This indicates that the amount allocated to maintenance has not increased in line with the increases for other expenses.

Table 7 – Total Maintenance Expenditure to Total Operating Expense

Maintenance to Total Operating Expenditure	2008/09 (\$000's)	2009/10 (\$000's)	2010/11 (\$000's)	2011/12 (\$000's)	% increase 2008/09 to 2011/12
Total Expenses	8,184,292	8,510,293	9,485,239	9,733,548	18.93%
Total Actual Maintenance	1,063,994	1,089,288	1,152,474	1,164,306	9.43%
Total Maintenance (excl water supply & sewer network)	846,886	870,270	946,724	968,597	14.37%

Whilst the above trends suggest councils have not increased maintenance expenditure on assets at the same rate as other operating expenses, it is important to note that Warringah continued to increase its Actual Annual Maintenance expenditure for 2012/2013 financial year enabling it to fully meet its Required Annual Maintenance. Significant increases in maintenance expenditure have been avoided through efficiency gains and minor methodology changes in some maintenance activities. This has allowed us to achieve our current level of service in maintaining our assets.

Further, the required level of maintenance depends on the level of renewals. If renewals are not occurring when required then the level of maintenance would be expected to increase. By ensuring that renewals are undertaken when required, we are minimising higher levels of unnecessary maintenance reflecting the importance Warringah places on its Asset Management Plans

Future Infrastructure Requirements

The key findings of the Audit Report include:

- It is more likely that some Councils will continue to have some level of backlog
- Based on historical performance it is clear that some Councils will continue to underfund maintenance projections
- There are a number of funding strategies that may help Councils to reduce their backlog and/or to prevent the backlog increasing such as:
 - Borrowings (especially for Councils with low or no debt)
 - Local Infrastructure Renewal Scheme
 - Special Rate Variation
 - Grants from other levels of Government
- Councils may need to use a combination of these strategies together with a review of the services provided by Councils and the level of those services
- How Councils manage the assets that are considered to be in a poor or unserviceable condition is important to the community.

CONSULTATION

Other Group Managers for assets groups (Roads, Parks, Stormwater and Buildings), Finance and Strategy, have been consulted in the preparation of this report.

FINANCIAL IMPACT

The revision of Asset Management Plans is included in the 2013/2014 budget.

POLICY IMPACT

There is no impact on our existing Asset Management Policy

ITEM 8.9	DRAFT MANLY WARRINGAH WAR MEMORIAL PARK PLAN OF MANAGEMENT
REPORTING MANAGER	GROUP MANAGER PARKS RESERVES & FORESHORES
TRIM FILE REF	2012/402706
ATTACHMENTS	1 Draft Manly Warringah War Memorial Park Plan of Management (Included In Attachments Booklet)

EXECUTIVE SUMMARY

PURPOSE

To seek Council approval to publicly exhibit the Draft Manly Warringah War Memorial Park Plan of Management.

SUMMARY

Manly Warringah War Memorial Park, also known as Manly Dam, comprises 377 hectares of Crown Reserves, managed by Warringah Council under the provisions of the *Crown Lands Act 1989*. Council worked closely with NSW Department of Primary Industries (DPI) and the community to develop the Draft Manly Warringah War Memorial Park Plan of Management (the "Draft Plan").

Community engagement has contributed to the Draft Plan, including focus group meetings, exhibition of an *Issues and Directions Discussion Paper* and community workshops involving stakeholder groups to discuss concerns, constraints and management options.

A values-based approach to land planning and management has been used in this Draft Plan. Management actions have been developed to protect and enhance the Park's values, in line with current community expectations and consistent with the purposes for which the area was reserved.

In accordance with the requirements of the *Crown Lands Act 1989*, and to continue the community consultation and engagement process, the Draft Plan (Attachment Booklet) is recommended for a public exhibition period of 42 days.

If exhibition is approved, Council will request that the DPI place the Draft Plan in the NSW Government Gazette at the same time as Council's community engagement and public exhibition. It is expected that DPI approval will be received in time to exhibit in October and November 2013.

FINANCIAL IMPACT

The cost of the public exhibition of the Draft Plan will be met from the 2013/14 budget.

The final adopted Plan of Management will provide direction for future Council operational and capital budgets for Manly Dam.

POLICY IMPACT

The Draft Plan of Management has been prepared in accordance with the *Crown Lands Act 1989*, *Crown Lands Regulation 2006*, the *Reserve Trust Handbook (LPMA, 2007)* and other relevant legislation, policies, operating management standards and planning instruments (see Section 2 of the Draft Plan for a full list of inclusions) which are relevant to the management of the Manly Warringah War Memorial Park.

The consultation and public exhibition process for the Draft Plan conforms to Council's community consultation framework and cl. 34 of the *Crown Lands Regulation 2006*.

RECOMMENDATION OF DEPUTY GENERAL MANAGER ENVIRONMENT

That Council publicly exhibit the Draft Manly Warringah War Memorial Park Plan of Management for a period of 42 days following NSW Department of Primary Industries approval. The outcomes arising from the exhibition of the Plan will be the subject of a future Council report.

REPORT

BACKGROUND

Manly Warringah War Memorial Park (the Park), also commonly known as Manly Dam, is an area of Crown Land reserved for the purposes of “public recreation”. It is managed by the Manly Warringah War Memorial Park (R68892) Reserve Trust, as appointed by the Minister for Lands in August 1997. Warringah Council manages the affairs of the Trust, under the provisions of the *Crown Lands Act 1989*, and is also responsible for the Park’s day-to-day management on behalf of the Trust.

The Park area that is the subject of this Draft Plan of Management (the Draft Plan) covers approximately 377 hectares, as 33 individual land parcels comprising the majority of Crown Reserve 68892 and part of Crown Reserve 83492 and several unmade Crown road reserves.

The Park is located among the suburbs of Manly Vale, North Balgowlah, Allambie Heights and Frenchs Forest. It features an extensive area of typical Sydney sandstone bushland surrounding the 30 hectare sheltered freshwater waterbody retained behind the historic Manly Dam.

The area is a significant recreational and environmental asset. It is highly valued by the local community as a recreation venue, conservation area, scenic asset and for its water catchment roles. Picnics, water sports and walking are common recreation pursuits and the Park is a popular venue for mountain biking and waterskiing.

This Plan of Management aims to provide a clear, concise and practical framework for the Park’s future management. A value-based approach to land planning and management has been used. Management actions have been developed to protect and enhance the Park’s values, address any issues that may threaten these values and ensure that the Park is managed in line with current community expectations and consistent with the purposes for which the area was reserved.

A number of guiding principles of management have been identified for the Park. To implement these principles, and achieve the management objectives identified for both the Park as a whole and individual management zones, a set of prioritised management actions have been set out in the Draft Plan. The management actions address the following areas:

- Biodiversity, Catchment and Landscape
- Cultural Heritage
- Visitor Use, Recreation and Enjoyment
- Environmental Management
- Park Management and Administration

The Draft Plan of Management, once approved by Council and NSW Department of Primary Industries (DPI), is intended to replace an earlier Plan of Management prepared in 1998.

Council received consent from NSW DPI (formerly the Land and Property Management Authority - LPMA) to prepare a draft Plan of Management. Council engaged Gondwana Consulting Pty Ltd to prepare the Draft Plan. The process has involved community engagement and a close working relationship with NSW DPI. The Draft Plan has now been finalised and is ready for public exhibition. NSW DPI has been notified of Council’s intention to seek their permission to place the Draft Plan on public exhibition at the same time as NSW DPI place the Draft Plan in the NSW Government Gazette. Council will await further advice from NSW DPI before proceeding with the public exhibition.

CONSULTATION

The preparation process for Plans of Management of Crown Lands is set out in the Crown Lands Act 1989, the Crown Lands Regulation 2006 and the Trust Handbook (LPMA, 2007). The following table outlines how Council has complied with this process.

Statutory requirement	Status	Comments
Trust requests and receives permission from Minister to prepare Draft Plan of Management, or is directed to prepare Plan of Management by the Minister.	Completed.	Correspondence received from NSW DPI (then LPMA) on 6 October 2010 approving Council to prepare a Plan of Management for the Manly Warringah War Memorial Park.
Preparation of project brief for Plan of Management	Completed	Gondwana Consulting Pty Ltd engaged to prepare the Plan of Management for Council.
Preparation of Draft Plan of Management	Completed	The first Draft Plan was submitted to NSW DPI in May 2011, with staff working closely with consultants and DPI to finalise the document. Edits were made to update the document given the time that has passed. Final version of the Draft Plan submitted to NSW DPI in July 2013.
Draft Plan of Management is exhibited to the public for a period of 42 days as directed by the Minister	Pending	NSW DPI have confirmed receiving the final Draft Plan. The purpose of this report is to seek Council's approval to exhibit the Draft Plan in accordance with <i>the Crown Lands Act 1989</i> . Approval will then be sought from the NSW DPI to publicly exhibit at the same time as the NSW Government Gazettal. It is expected that approval will be received in time to exhibit in October 2013 and November 2013.
Report to be submitted to Council, with a summary of submissions received and any changes made to the Draft Plan of Management, seeking formal adoption	Pending	Forecast for December 2013.
The Minister either adopts the Plan of Management, amends Draft then adopts Plan of Management or takes no action.	Pending	Forecast for February 2014.

Development of the Draft Plan of Management

The main stages in the preparation of the Draft Plan of Management are outlined below.

Community Consultation- Phase 1

A Community Consultation Plan was developed to support the preparation of this Plan of Management. The initial community consultation identified a range of values for the Park, including inherent or underlying values and the usage values ascribed by the community. The

Community Consultation Report on Values was prepared at the conclusion of the initial round of consultation.

An *Issues and Directions Discussion Paper* was subsequently developed and released.

Community Consultation- Phase 2

A facilitated Community Workshop was held following the release of the Discussion Paper. The Workshop was by invitation, to ensure a balanced representation of key stakeholders. A total of 55 key stakeholders attended the workshop. The *Summary of Community Workshop* document was prepared.

A total of 262 submissions were received on the *Issues and Directions Discussion Paper*. The submissions analysis report- *Report Summary of Community Submissions on the Manly Dam Issues and Directions Discussion Paper* – was prepared.

Draft Plan of Management

Following the Second Phase of community consultation, the initial Draft Plan was prepared (Attachment Booklet).

A values-based approach to land planning and management has been used. Management actions have been developed to protect and enhance the Park's values, address any issues that may threaten these values and ensure that the Park is managed in line with current community expectations – and consistent with the purposes for which the area was reserved.

A number of guiding principles of management have been identified for the Park. To implement these principles, and achieve the management objectives identified for both the Park as a whole and individual management zones, a set of prioritised management actions have been set out in the Draft Plan.

Key Management Actions

Some of the key management actions from the Draft Plan include:

Biodiversity, Catchment and Landscape

- Bushland regeneration, revegetation and weed control to continue to improve flora, vegetation communities and habitat, supported by active stormwater and bushfire management measures
- Undertake or facilitate targeted surveys of threatened or significant fauna and flora species
- Continue pest species monitoring and control, targeting foxes, rabbits and feral cats

Cultural Heritage

- Active management and continued liaison with the Aboriginal Heritage Office to protect Aboriginal heritage sites
- Improve landscaping and presentation of the existing War Memorial Remembrance Point
- Facilitate continued use of the Park for remembrance ceremonies events in keeping with the Park's established low key setting

Visitor Use, Recreation and Enjoyment

- Continue to maintain a network of safe and sustainably managed tracks of differing standards.
- Permit mountain biking.

- Clearly mark approved mountain bike and shared use tracks with behavioural and safety messages including “code of conduct” and safety warnings.
- Undertake priority works to improve safety and environmental conditions along tracks.
- Established designated waterskiing and powerboat zone to remain.
- Share the entire waterbody with other recreational users by allowing times on 3 weekdays and Saturdays as standard times for powerboats.
- Review the annual licence/agreement with the Manly Warringah Water Ski Club on use and management of the designated waterskiing and powerboating zone.
- Refurbish or rebuild the existing amenity blocks, improving accessibility and functionality.
- Redesign and upgrade the Park’s main entrance to improve traffic safety.
- Upgrade, rationalise, formalise or re-align other entry points to the Park.

Environmental Management

- Identify sources of off-Park pollutants and undertake or encourage water quality improvement measures.
- Continue to monitor water quality, including algal levels and faecal coliform and manage dam wall impellor to reduce algal levels.
- Co-operate with other dam users to maintain dam water levels for effective flood mitigation.
- Negotiate an environmental management plan when renewing lease of the Warringah Golf Course.
- Continue to implement key directions of the Park’s Fire Management Plan (2006).

Park Management and Administration

- Continue an on-site team presence.
- Manage risk management issues associated with recreational use of the Park.
- Introduction of pay and display parking.
- Encourage and support “Friends of the Park” or similar volunteer activities.

Community Consultation – Phase 3 – Public Exhibition

The exhibition of the Draft Plan is the third stage of community consultation. Once approval has been received from NSW Department of Primary Industries, the public will be notified of the exhibition of the Draft Plan by the NSW Government Gazette and by Council in media including the Manly Daily, Your Say Warringah webpages and notices in the Park itself. Council, as the Reserve Trust Manager, must consider comments from the community and NSW DPI into account before finalising and adopting the Draft Plan. Council may then request that the Minister for NSW DPI adopt the Plan.

TIMING

Council will write to the DPI seeking approval to put the Draft Plan on Public Exhibition, should it be approved by Council. The Draft Plan is then proposed to be placed on public exhibition for a period of not less than 28 days, with 42 days being recommended, to obtain community and stakeholder comment (anticipated to be October and November 2013). Once submissions have been considered, the final Plan will be submitted to Council for adoption (anticipated to be December

2013). Once the Plan is adopted by Council the Plan will be submitted for NSW DPI Ministerial approval and adoption (anticipated to be February 2014).

POLICY IMPACT

The Draft Plan of Management has been prepared in accordance with the Crown Lands Act 1989, Crown Lands Regulation 2006, the Reserve Trust Handbook (LPMA, 2007) and other relevant legislation, policies, operating management standards and planning instruments (see Section 2 of the Draft Plan for a full list of inclusions) which are relevant to the management of the Manly Warringah War Memorial Park.

The consultation and public exhibition process for the Draft Plan conforms to Council's community consultation framework and cl. 34 of the Crown Lands Regulation 2006.

FINANCIAL IMPACT

The cost of the public exhibition of the Draft Plan will be met from the 2013/14 budget.

The final adopted Plan of Management will provide direction for future Council operational and capital budgets for Manly Dam.

ITEM 8.10	WALTER GORS PARK IDEAS COMPETITION
REPORTING MANAGER	GROUP MANAGER PARKS RESERVES & FORESHORES
TRIM FILE REF	2013/225950
ATTACHMENTS	NIL

EXECUTIVE SUMMARY

PURPOSE

To gain Council approval to hold a public ideas competition for Walter Gors Park with a prize pool of \$7,500 to be funded from the Dee Why Town Centre – Parking and Community Facility 2013/14 Budget

SUMMARY

Walter Gors Park comprises six land parcels. This includes open space known as Walter Gors Park and five other land parcels holding community buildings. The buildings are currently used by a number of community programs. The park area is planned to be redeveloped in the 2015/16. As part of a public consultation on the future use of the area it is proposed to hold a competition to generate design ideas for the improvement of the park. The best ideas could then be used as input into a formal design process completed by design professionals.

It is proposed that the competition will:

- Require a submission of one display board no greater than A1 supported by a power point presentation of up to five slides with a one page supporting document describing the proposal.
- Be limited to residents of Warringah
- Be open for a period of 20 weeks to accommodate TAFE/School and university terms.
- Have a judging panel composed of Council staff

FINANCIAL IMPACT

The competition will have a prize pool of \$7,500 to be distributed evenly to the best five judged entries.

POLICY IMPACT

Nil

RECOMMENDATION OF DEPUTY GENERAL MANAGER ENVIRONMENT

That Council endorse a public ideas competition for Walter Gors Park with a prize pool of \$7,500 to be funded from the Dee Why Town Centre – Parking and Community Facility 2013/14 Budget.

REPORT

BACKGROUND

At the Council meeting of 27 November 2012 it was requested:

- A. That a scoping report be prepared in relation to holding a public design competition for Walter Gors Park, and that the report include:
 - a. Identification of a budget for a prize to be awarded to the design that wins the competition from current operational and capital budgets.
 - b. Identification of how the winning design will be implemented.
- B. That this report be presented at the earliest opportunity for consideration by Councillors in the New Year.

Walter Gors Park comprises six land parcels. This includes open space known as Walter Gors Park and five other land parcels. The table below provides an overview of this land and current use.

Table 1: Overview of the Use of Walter Gors Park				
Land Address	Classification	Assets	Use / Users	Comments
30 Howard Ave	Community Land	Community Building	Manly Warringah Pittwater Community Transport group	Use managed by Community Services
32 Howard Ave	Community Land	Community Building	Cubby House Toy Library	Building managed by Buildings, Property & Spatial Information
32 A Howard Ave	Community Land	Community Building	Dee Why Early Childhood Health Centre	Building managed by Buildings, Property & Spatial Information
34 Howard Ave	Community Land	Community Building	Dee Why Senior Citizens Centre	Use managed by Community Services
34 A Howard Ave	Community Land	Community Building	Single Mums Support Lighthouse group & Manly Community Centre Multicultural Service	Use managed by Community Services
40 Howard Ave	Community Land	Walter Gors Park. Infrastructure; lit paved walkway, double swing. Variety of trees & other vegetation.	Informal use. Pedestrian thoroughfare between Howard Ave & Dee Why Parade	Managed by Parks Reserves & Foreshores. Alcohol free zone 24/7.

In a September 2004 Dee Why Town Centre Master Plan report it was proposed that Walter Gors Park be enlarged and developed with large shade trees for family recreation and a children's playground.

Any works to enhance the public space at Walters Gors Park are dependent on:

- A. The future of the existing buildings on the current site. As indicated in Table 1, several community agencies operate from the Council buildings in Walter Gors Park. The current plan is to relocate these services to enable the buildings to be demolished.
- B. The completion of current studies on Flood Management in the Dee Why South Catchment Area. The initial flood study has recently been completed and a Floodplain Risk Management Study, will soon commence. The Floodplain Risk Management Study will identify management options to help mitigate the risk of flooding in the catchment and may have impact on the Water Gors area.

There is uncertainty about when these issues will be finalised. Under these circumstances the most appropriate form of competition would be to generate design ideas for the improvement of the park as part of a public consultation on the future use of the area. The best ideas could then be used as input into a formal design process completed by design professionals.

A competition brief will need to be developed that clearly identifies the competition objectives, conditions of entry and submission assessment criteria. At this stage it is anticipated that the competition will :

- Require a submission of one display board no greater than A1 supported by a power point presentation of up to five slides with a supporting one page document describing the proposal.
- Be limited to residents of Warringah.
- Be open for a period of 20 weeks to accommodate TAFE/School and university terms.
- Have a prize pool of \$7,500 to be distributed evenly to the best five judged entries.
- Have a judging panel composed of Council staff and one independent landscape architect.

CONSULTATION

The competition will be part of a wider consultation process for the future use of Walter Gors Park.

TIMING

The proposed program is:

Development of the project brief	Sep/Oct 2013
Competition Advertised	Nov 2013
Competition End	April 2014
Judging Period/Winner Announced	May 2014

FINANCIAL IMPACT

It is proposed that the Competition will have a prize pool of \$7,500.

POLICY IMPACT

Nil

ITEM 8.11	NEW 24 HOUR ALCOHOL PROHIBITED AREAS IN WARRINGAH
REPORTING MANAGER	GROUP MANAGER DEVELOPMENT AND COMPLIANCE SERVICES
TRIM FILE REF	2013/215284
ATTACHMENTS	1 Proposed 24 Hour Alcohol Prohibited Areas - Narrabeen Lagoon - Council 27 August 2013 (Included In Attachments Booklet)

EXECUTIVE SUMMARY

PURPOSE

To seek Council's approval to publicly exhibit New 24 hour Alcohol Prohibited Areas in Narrabeen as proposed in Attachment 1 of this report.

SUMMARY

Alcohol Prohibited Areas (APAs) and Alcohol Free Zones (AFZs) are a way Council can assist NSW Police in managing anti-social behaviour related to alcohol consumption. Council approved the establishment of AFZs, (applying to roads, car parks and footpaths) and APAs, (applying to other public places, such as parks, reserves and beaches) on 26 June 2012.

In the areas where APAs apply, alcohol consumption is prohibited between 10pm and 8am. In response to a history of anti-social behaviour and safety issues, a 24 hour APA was approved for Walter Gors Park, Dee Why and Queenscliff Headland.

Over a number of years Council has received reports from local residents about anti-social behaviour related to alcohol consumption in several park areas of Narrabeen Lagoon Reserve. It is proposed to establish two areas in this reserve as 24 hour APAs. By establishing and sign posting these areas as 24 hour APAs, Council sets a visible and proactive deterrent to antisocial behaviour related to inappropriate alcohol consumption. This may also assist NSW Police when responding to community concerns.

This report seeks Council's approval to publicly exhibit the proposed new 24 hour Alcohol Prohibited Areas in Narrabeen as proposed in Attachment 1 of this report.

FINANCIAL IMPACT

Advertising relating to the public exhibition and establishment of new 24 hour APAs will cost in the order of \$1,000 and new signage \$4,000. These costs can be met from the current 2013/14 budget.

RECOMMENDATION OF DEPUTY GENERAL MANAGER ENVIRONMENT

That Council publicly exhibit the New 24 hour Alcohol Prohibited Areas in Narrabeen for a period of 30 days.

REPORT

BACKGROUND

Alcohol Free Zones (AFZs) and Alcohol Prohibited Areas (APAs) are ways Council can assist the NSW Police in managing anti-social behaviour related to alcohol consumption.

The *Local Government Act 1993* provides two primary methods for councils to manage the consumption of alcohol in public places:

- A council may establish an AFZ (ss. 644-646) on a road, footpath or public carpark. An AFZ may be in force for a period of up to four years, or for a special event.
- Where a council has the control and management of parks or reserves, it may establish an APA in these areas to prohibit the consumption of alcohol, and/or other activities (s.632). APAs may be applied 24 hours a day or limited hours in duration.

Within Warringah, NSW Police are responsible for enforcing APAs and AFZs. Approval for establishing an APA or an AFZ must be given by the Local Area Commander of Police.

On 26 June 2012 Council approved the establishment of APAs and AFZs across Warringah. Details are available on Council's website. APAs apply in all public parks, reserves and beaches in Warringah and in these locations the consumption of alcohol is prohibited from 10pm until 8am. In response to a history of anti-social behaviour and safety issues, 24 hour APAs were approved for two specific locations - Walter Gors Park, Dee Why and Queenscliff Headland.

Over a number of years, Council has received reports from local residents about anti-social behaviour related to alcohol consumption in Narrabeen Lagoon Reserve between Loftus and Wellington Street and in the park area at the end of Lagoon Street, Narrabeen. Residents have reported that alcohol consumption is a contributing factor to unacceptable behaviour including; offensive language, urinating in public and confrontations between park users.

Changing the current 10pm to 8am APA to a 24 hour APA is a mechanism that may assist in managing anti-social behaviour by setting a visible and proactive deterrent to inappropriate alcohol consumption and assisting NSW Police when responding to community concerns.

PROPOSAL

New 24 hour Alcohol Prohibited Areas in the Narrabeen area

It is proposed to establish new 24 hour Alcohol Prohibited Areas (APAs) in the Narrabeen area as outlined in Attachment 1. Blue areas indicate current 24 hour Alcohol Free Zones (AFZs). Red areas indicate the locations in which the Alcohol Prohibited Areas are proposed to change from 10am to 8pm to 24 hours.

Green spots indicate where APA signage may be located.

No other changes to any other Warringah APAs or AFZs are being considered at this stage.

TIMING

If approved by Council, a public exhibition period for 30 days will be undertaken, as required under the *Local Government Act 1993*.

As outlined in the Ministerial Guidelines on Alcohol Free Zones, that also guide the establishment of APAs, Council will write to the Local Area Commander Police, and liquor licensees which border on the proposed APAs. As a minimum, notices will be placed in the Manly Daily, on Council's website, placed on exhibition at the Civic Centre and notifications will be sent out via email to those on our community engagement register.

Following the collation and analysis of submissions, a final recommendation will be made to Council regarding establishing new APAs in the Warringah Local Government Area.

APAs are not required to have a start or end date but would be in place as soon as practical following any approval by the Local Area Commander.

FINANCIAL IMPACT

Advertising relating to the public exhibition and establishment of new 24 hour APAs will cost in the order of \$1,000 and new signage \$4,000. These costs can be met from the current 2013/14 budget.

ITEM 8.12	IMPROVING OPPORTUNITES FOR LOCAL BUSHLAND PROJECTS
REPORTING MANAGER	GROUP MANAGER NATURAL ENVIRONMENT
TRIM FILE REF	2013/172382
ATTACHMENTS	NIL

EXECUTIVE SUMMARY

PURPOSE

The purpose of this report is to respond to Council's resolution of the 23 April 2013 meeting regarding the options available for Council to fund community requests for bushland management and improvement works.

SUMMARY

Council manages a range of bushland management works, including bush regeneration, pest species management, weed management and an existing local bushland program (the Warringah Friends of the Bush volunteer program). In addition to these works, Council receives many community requests each year to undertake works that sit outside of Council's current programs and available resources. Often these requests are located in relatively high profile sites with potential social and amenity benefits, but which are not of high conservation significance.

This report concludes that additional local bushland projects could be resourced, however an additional allocation of funding would be required, and clear guidelines established around the allocation and administration of the funding as outlined below.

The projects/requests could be funded on a first come first serve basis, or on a merit based selection process, capped to the available funding. It would be important to determine whether the funding would be given directly to groups for use on their local projects, or whether Council contractors would be funded to undertake the works on behalf of the local group. This would depend on the circumstances of each site (including WHS issues) and the skills of the group who wish to undertake the works. Finally, the lifecycle of each project would need to be considered so that Council does not inherit a site it cannot maintain into the future.

FINANCIAL IMPACT

If Council determines that the program should proceed, it is suggested that an additional \$50,000 be provided from a rate increase. Consideration should also be given to ongoing funding to match community expectations that the areas will be maintained.

POLICY IMPACT

No. PL 011 Grants and Sponsorship Policy.

RECOMMENDATION OF DEPUTY GENERAL MANAGER ENVIRONMENT

That Council:

- A. Consider providing an increased level of funding for local bushland projects as part of the upcoming IPART application
 - B. Implement the proposal as outlined in Options 2/B and 2/C if the application is successful.
-

REPORT

BACKGROUND

Warringah Council has a responsibility to maintain the ecological value of our bushland and must prioritise management works throughout the entire local government area. Council currently manages a local bushland program in the Warringah Friends of the Bush volunteer program. This program supports approximately 250 volunteers working at 38 sites. In addition to this Council uses contractors to undertake bush regeneration, pest species control and weed management at approximately 75 sites, totally 300ha. These programs run at capacity and cannot support additional works without reducing the level of service.

Council receives a range of community requests each year to support and resource additional bushland management projects. These can be one-off requests, or are requests that come from established community groups (including Friends of the Bush groups), wanting to improve the quality of their local environment. These requests include, weed management, pest species management, additional contractor assistance at volunteer sites, signage, and wildlife protection measures on roads (signage, fences, etc).

As our current programs run at capacity, the feasibility of servicing the additional requests is dictated by reviewing Council's existing priorities.

Council uses a range of criteria to assess these requests, including:

- Friends of the Bush Volunteer Program Code of Practice – including meeting the priorities of Council's strategies, meeting the requirements of Council's Bushland Policy (Warringah, 2008), and the availability of volunteers;
- The conservation significance of the reserve. This is determined using the draft Warringah Biodiversity Conservation Study;
- The 'resilience' of the site. This refers to the ability of an area to recover and respond to the work being undertaken;
- The likely effectiveness of the works; and
- The capacity to maintain the works undertaken, so that they have a lasting effect.

Historically, reasons for not supporting previous community requests for bushland management works have included:

- The sites being heavily degraded such that complete landscape reconstruction and revegetation is required with ongoing maintenance requirements that represent a prohibitive cost to Council's current bushland program.
- In instances where weeds that are present on heavily degraded sites are the only available habitat for native fauna such as small birds.
- Where geographic features of the site such as steep slopes and cliffs make it unsafe for people to work on or near

Community support for bushland management works is often greatest at high profile locations, irrespective of conservation value. Council staff recognise the importance of supporting works in high profile areas and in providing opportunities for the community to be involved in bushland management. In fact, Council already provides a range of options for participation by the community, including the Warringah Friends of the Bush program, a range of bushland educational events (including Hilltop to Headland) and participation in community committees.

However, there are benefits of expanding this program to include works in high profile locations and encouraging further community interest in bushland areas. These include;

- Fostering 'pride in place' and acknowledging residents who take the time to be involved in their environment;
- Leading by example and managing environmental issues in high profile areas;
- Providing learning and training opportunities for community members;
- Improving communication between Council and the community;
- Health benefits for participants associated with increased physical activity; and
- Promoting a sense of community, and relationships between neighbours.

Given these advantages, staff have considered a number of options that could be used to improve opportunities for local bushland projects. There are two separate areas for consideration, firstly determining how the funding should be allocated, and secondly regarding who should undertake administration of the works.

Allocation

Should Council resolve to allocate additional funding, options for determining which local projects receive funding are:

1. That requests/applications are received by Council staff and addressed on a 'first-in first-served' basis each financial year. This option is not recommended as it removes the opportunity for merit based consideration of proposals, with a potential decrease in transparency.
2. That requests/applications are considered on a merit basis in accordance with Council Policy No. PL 011 Grants and Sponsorship Policy. The Policy provides the framework for an equitable, open and orderly process for providing assistance to the community. It allows for greater accessibility to funding and ensures transparency around the provision of financial assistance across Warringah. A specific set of selection criteria will need to be developed including consideration of the lifecycle of each project so that Council does not inherit a site it cannot maintain into the future. As well as the grant funding itself, there will be an additional cost to Council for administration of the SmartyGrants online tool.

Option 2 is recommended however will require an amendment to the Policy to include a community grant section for bushland management and improvement works. It is further recommended that there be an upper limit of \$10,000 funding per project.

Administration

Irrespective of which funding allocation mechanism is used, there are a number of factors that must be managed, in particular Council's WHS obligations. The options for undertaking and managing the onground activities are:

- A. That the organisation/individual applying for the grant undertakes the works themselves, without supervision of Council. The advantage of this option is that it fosters 'pride in place', provides learning and training opportunities for community members, and promotes a sense of community, and relationships between neighbours. However, this option is not recommended as it raises a range of WHS considerations regarding use of tools, chemicals, and work practices that led to the updating of the Friends of the Bush volunteer code of practice.

- B. That the organisation/individual applying for the grant uses appropriately qualified and experienced contractors to undertake the works. As with Option A, there is advantage in this option for its benefit to the community. However it is not highly recommended for individuals or small groups as it involves monitoring of contractor work practices including WHS and insurance requirements. Following Council's recent Workcover audit, it is clear that this would put a significant burden on the organisation/individual. However it may be feasible for a larger organisation (e.g. large charity).
- C. That the selected project be passed to Council for implementation. This approach can leverage off existing contracts which will minimise the impact on staff resources. This approach will provide access to pre-approved contractors, effective WHS and insurance monitoring systems. This option is recommended from a practical basis, but loses a number of the community benefits that the grant seeks to achieve.

It is recommended that Option B be used for large organisations only, and that Option C be used for smaller groups and individual requests.

Whichever administration methodology is selected, in the interests of appropriate and transparent financial practices, a formal acquittal process must be undertaken to account for grant expenditure. It is further recommended that the eligibility criteria from the Grants and Sponsorship Policy be applied.

CONCLUSION

Council's current operational programs associated with bush regeneration, bushland volunteers and community requests, are operating at capacity. Based on existing priorities some requests for bushland management programs at lower priority sites are not able to be resourced. In order to resource community requests at lower priority sites, Council would need to allocate additional levels of funding so that we can continue to manage our critical environmental assets.

Should Council decide to allocate additional funding towards this proposal, staff recommend that allocation of funding be determined using Option 2, on a merit basis in accordance with Council Policy No. PL 011 Grants and Sponsorship Policy. Staff further recommend that administration of the grant be managed through either Option B (for a large organisation capable of managing their WHS obligations) or C (delivered by Council on behalf of the applying organisation/individual).

CONSULTATION

Nil

FINANCIAL IMPACT

If Council determines that the program should proceed, it is suggested that an additional \$50,000 be provided from a rate increase. Consideration should also be given to ongoing funding to match community expectations that the areas will be maintained.

POLICY IMPACT

If Council determines that the program should proceed, it is recommended that a detailed procedure be adopted regarding governance, potentially requiring amendment to Council Policy No. PL 011 Grants and Sponsorship Policy.

ITEM 8.13	ADOPTION OF THE DEE WHY SOUTH CATCHMENT FLOOD STUDY
REPORTING MANAGER	GROUP MANAGER NATURAL ENVIRONMENT
TRIM FILE REF	2013/216997
ATTACHMENTS	1 Stage 3: Flood Study Report for the Dee Why South Catchment Flood Study - 27 June 2013 (Included In Attachments Booklet)

EXECUTIVE SUMMARY

PURPOSE

To seek adoption of the Dee Why South Catchment Flood Study.

SUMMARY

The NSW Government Flood Prone Land Policy outlines a three stage Floodplain Management Process for Councils to follow. This Flood Study represents the first stage in the management of flood prone land for the Dee Why South Catchment. The Flood Study stage comprises a technical investigation of flood behaviour under existing and future conditions.

The Flood Study has shown that approximately 3100 properties are affected by the 1 in 100 year flood planning level. The study found that this area is a flash-flood environment, meaning that there is limited warning between when a storm starts, to when flood levels impact on nearby roads and properties. The Dee Why CBD in particular is an area of high flood hazard, which is significant due to the high amount of pedestrian activity and vehicle movements.

During the community consultation period from 30 May to 19 June 2013, letters and information brochures were sent to approximately 7000 home owners and residents (approximately 4600 properties), 3 public information sessions were held, information was displayed at the Civic Centre and each of Council's libraries. Updates were also made to Council's website and a total of 2201 site 'visits' by 1008 individual 'visitors' occurred, and there were 3138 page views with 391 document downloads. A total of 3 submissions were received during the public exhibition period relating to development controls and options for managing flood risk.

The next stage of the process is the Floodplain Risk Management Study and Plan, which will investigate risk management measures and provide recommendations to reduce flood hazard.

FINANCIAL IMPACT

Nil

POLICY IMPACT

The Flood Study has been prepared in accordance with the NSW Floodplain Development Manual (2005).

RECOMMENDATION OF DEPUTY GENERAL MANAGER ENVIRONMENT

That Council:

A. Adopt the Stage 3: Flood Study Report for Dee Why South Catchment Flood Study (27

June 2013).

- B. Amend relevant Section 149(2) planning certificates for properties identified in the Flood Study as being lower than the Probable Maximum Flood (PMF) level.
-

REPORT

BACKGROUND

1. NSW Government's Flood Prone Land Policy and Council's Obligations

Under the NSW Government's Flood Prone Land Policy, the management of flood affected land is the responsibility of local government. The State Government subsidises the preparation and implementation of flood studies and plans, and provides specialist technical advice to assist Councils to undertake their floodplain management responsibilities.

The NSW Government's Flood Prone Land Policy provides:

- a framework to ensure the sustainable use of floodplain environments;
- solutions to flooding problems; and
- a means of ensuring new development is compatible with the flood hazard.

The Flood Prone Land Policy provides for technical and financial support by the State Government through five (5) recommended sequential stages. These are described below.

NSW Government Flood Prone Land Policy recommended steps	Council has complied with the Policy as follows:
1. Formation of a committee: forum for discussing technical, social, economic and environmental issues.	<p>The Dee Why South Catchment Flood Study Working Group has been formed to advise and oversee the completion of the Flood Study.</p> <p>Membership consists of representatives of the Office of Environment & Heritage (OEH), the State Emergency Service (SES), Warringah Chamber of Commerce, Warringah Councillors, Environmental Group and Community Members.</p>
2. Flood Study: determines the nature and extent of the flood problem and is publicly exhibited upon completion.	<p>The Flood Study has involved the following:</p> <ul style="list-style-type: none"> ▪ Compilation of all available flood related data for the study, i.e. surveys, previous drainage investigations etc. ▪ Community surveys in the catchment to obtain historical information describing overland flows and community opinion regarding drainage in the catchment. ▪ Identification of flood extents from the creeks and the stormwater drainage infrastructure for various flood events. ▪ Assessment of the impacts of climate change on flooding in the Dee Why South Catchment Flood Study. ▪ Public Exhibition to allow the community to provide feedback on the report. <p>The Flood Study Report is now finalised and is recommended for adoption.</p>
3. Floodplain Risk Management Study: evaluates management options for the	This is the next phase to be undertaken by Council and is planned to commence in the

NSW Government Flood Prone Land Policy recommended steps	Council has complied with the Policy as follows:
floodplain in respect of both existing and proposed development and is publicly exhibited upon completion.	2013/14 financial year.
4. Floodplain Risk Management Plan: involves preparation of a formal plan to guide Council's management of the floodplain, using information from the flood study and floodplain risk management study, and formal adoption by Council after a period of public exhibition.	It is proposed that this be run in conjunction with the Floodplain Risk Management Study and is planned to commence in the 2013/14 financial year.
5. Implementation of the Plan: construction of any recommended flood mitigation works to protect existing development, and the use of Local Environmental Plans to ensure that new development is compatible with the flood hazard.	The plan will be implemented according to Council resources.

2. History of the Dee Why South Catchment Flood Study

Numerous flood investigations have been undertaken for the Dee Why Central Business District (CBD) area, with a focus on resolving isolated flooding problems in specific areas of the catchment. This is the first formal Flood Study, in accordance with the NSW Floodplain Development Manual (NSW Government, 2005), to be undertaken for the whole catchment.

This Flood Study will inform the Floodplain Risk Management Study and Plan to be prepared during 2013/14. It also helps to ensure that Warringah Council is fulfilling its responsibility in regards to the formal floodplain risk management process outlined in the NSW Flood Prone Land Policy.

Warringah Council commissioned Cardno Pty Ltd to undertake the Flood Study and it was prepared during 2012/13. Two thirds of the funding for the study was provided by the NSW Government under its Floodplain Management Program, which is administered by the NSW Office of Environment & Heritage (OEH). The remaining third was funded by Council.

3. The Dee Why South Catchment Flood Study

3.1 Catchment Description

The study area is a sub-catchment of the greater Dee Why Lagoon catchment. This entire catchment consists of the Dee Why South Catchment, and the Dee Why Lagoon North sub-catchment, which includes parts of the Cromer, Dee Why and Narraweena suburbs.

The Dee Why South Catchment is bordered by McIntosh Road to the north, Waratah Parade to the west, and May Road to the south. The catchment area is approximately 268 hectares and is characterised by largely residential development with the CBD located in its lower reaches. This catchment includes parts of the suburbs of Dee Why and Narraweena.

Dee Why Town Centre is situated at the confluence of three drainage lines, with a relatively large upstream catchment draining to Dee Why Lagoon. Dee Why has developed from low density residential development in the 1940s to a commercial and retail area, and potentially including high rise residential development in the future. A map of the Study Area is shown in Figure 1.



Figure 1: Dee Why South Catchment Study Area

Historically, the drainage lines have been upgraded to cater for flows based on catchment characteristics at the time of development. A number of these developments incorporate piped or covered channels to convey flood flows underground without designated overland flow paths. As the upstream catchments have become more developed, the additional areas of hard surfaces have increased the flows experienced at the drainage confluence in Dee Why.

3.2 Historical Flooding

Council's records indicate that flooding has occurred in the catchment in the past. The historic photographs available for the major flood events that occurred in 1947, 1953 and 1954 show both the CBD and outer catchment area affected by significant flows. Unfortunately there is no technical data associated with these events, so it could not be used to calibrate the model, or to rate the size of the flood events. However, the photographs indicate that major storms have potential to create hazardous flooding conditions along the major flow paths within the catchment, with significant depth of flood water and rapid flow.

3.3 Model Development

Computer models are the most accurate, cost-effective and efficient tools to assess a catchment's flood behaviour. Traditionally, for the purpose of the Flood Study, a hydrological model and a hydraulic model are developed. For this study, the 'rainfall-on-grid' approach was used. In this approach rainfall is applied directly to every grid cell of the model to mimic storm events.

3.4 Model Results

The models were used to derive design flood conditions within the Dee Why South Catchment. Rainfall depths are based on engineering standards and Bureau of Meteorology data. Simulations included the Probable Maximum Flood (statistically the largest flood that could occur), 1 in 1000 year, 1 in 200, 1 in 100, 1 in 20, 1 in 10, 1 in 5 and 1 in 1 year flood events.

The model results have been presented in a detailed flood mapping series for the catchment. The flood data presented include design flood depths and velocities. Analysis of areas of key flood risk in the catchment was also undertaken.

Figure 2 shows the flood depths for the 1 in 100 year event in the Dee Why South Catchment (in technical terms it is called the 1% AEP event meaning there is a 1% chance that this size event could occur in any given year).

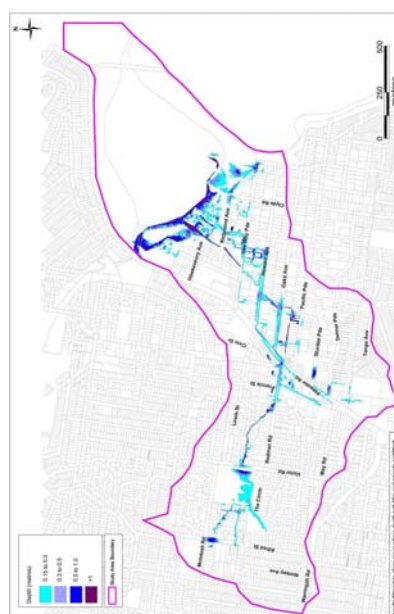


Figure 2: Dee Why South Catchment 1 in 100 year flood depth

3.5 Climate Change

The impacts of future climate change are likely to lead to a wide range of responses in coastal catchments such as the Dee Why South Catchment. The impacts of climate change have been investigated in this flood study to ensure they are considered in future decision making, but have not been included within proposed flood planning levels.

The key potential influences on flood behaviour incorporated in the assessment include:

- Increases in rainfall intensity for flood producing events; and
- Higher initial lagoon water levels due to sea level rise.

3.6 Conclusions

A summary of the key findings of the Flood Study is provided below, with particular reference to some of the important considerations for future floodplain risk management in the catchment:

- The results show that generally the main flowpath starts from several branches at Alfred Street to Beverley Job Park. Flows in the open channel at Victor Road and Redman Road combine with other flows at the intersection of Redman Road and Pittwater Road. Overland flows are then conveyed along several roads and properties to Dee Why Lagoon as well as in the open channels between Pacific Parade / Oaks Avenue and downstream of Dee Why Parade. Ponding at low points in these roads is modelled, with some depths in the range of 0.5 to 1.0m. Some roads show scattered inundation up to 0.3m such as Alfred Street (near McIntosh Road), Redman Road, and Howard Avenue as well as on the Victor Road side of Beverley Job Park.
- The Dee Why CBD is an area of high pedestrian activity and vehicle movement which is shown to have “high hazard” flooding. In a 1 in 100 year flood event high hazard flooding conditions exist along the open channels, on roads, and some properties, particularly on Redman Road, Pittwater Road, Oaks Avenue and Howard Avenue. Flooding in these areas could have implications for traffic movement.
- The time that elapses from the start of rainfall to flooding occurring in the catchment is an important consideration for safety and appropriate action. Dee Why South Catchment is a ‘flash-flood’ type environment meaning that there is limited time between the start of a storm event to high flood levels on roads and properties. Specifically, in the 1% AEP 90 minute storm, the time to peak at two locations (from rainfall first occurring) is:
 - o Pittwater Road at Redman Road – approximately 30 minutes to a peak depth about 0.5m;
 - o Oaks Avenue near the open channel – approximately 35 minutes to a peak depth of about 0.3m.
- High hazard flooding is shown in a PMF event with some roads having a flood depth greater than 1m and velocity greater than 2 metres per second. Overall, the PMF results show that the catchment comprises a series of trapped low points with insufficient piped drainage capacity or dedicated flowpaths.
- Changes to climate conditions are expected to lead to higher sea levels and more intense rainfall. Results show that higher water levels in Dee Why Lagoon have an impact on peak flood levels near the Lagoon, however it does not result in an increase to flood levels on private property in the Dee Why South Catchment as ground elevations are generally higher. Increases in rainfall intensity showed a rise in flood levels across the catchment, particularly in trapped low points such as on Sturdee Parade and Alfred Street.

3.7 Section 149 Planning Certificates

When a property is considered to be subject to flood related development controls, it is reflected on the property’s Section 149 (2) Planning Certificate in accordance with the Environmental Planning & Assessment Act 1979. Following adoption, amendments to the Section 149 certificates of flood affected properties will be made.

Following adoption of the Flood Study Section 149(2) certificates will be amended to advise property owners of the relevant flood related development controls that apply. Approximately 3100 properties are below the Flood Planning Level, resulting in Section 149(2) certificates being

amended to indicate that residential flood related development controls apply to their property. Approximately 1500 properties are above the Flood Planning Level but are identified as being tagged by the Probable Maximum Flood extent, resulting in Section 149(2) certificates being amended to indicate that flood related development controls will apply (for non-residential development). These home owners and residents were sent information as part of the Public Exhibition and were provided with an opportunity to provide feedback, either in person at community information sessions, or in writing via a formal submission.

3.8 Flood Insurance

Insurance is recognised as a concern for property owners in relation to flooding. Insurance companies identify flood prone land as a result of undertaking their own flood studies, analysis and flood mapping exercises, as well as using data from studies conducted by Local Government. This information is being used by individual insurance companies to assess the hazard and risk, and to then set premiums for flood insurance.

The method of setting policies and premiums is conducted on an individual company basis, which leads to some difference with premiums and flood liability across many properties under different insurance companies. These calculations are outside Council's control.

Council's primary responsibility is to manage the risk to life and property. Flood Studies conducted by Council are publicly available, and may be used by insurance companies to refine insurance company flood profiles, potentially excluding properties that would otherwise be included through more risk averse calculations.

3.9 Consultation and Timing

As per Council resolution 109/13, public exhibition of the Dee Why South Catchment Flood Study took place from 30 May to 19 June 2013. Opportunities for the community to participate in the review of the document included the following:

- A letter and brochure was sent to approximately 7000 home owners and residents within the extent of the Probable Maximum Flood and Flood Planning Level (approximately 4600 properties), inviting them to comment on the report
- Posting of the draft report on the Your Say Page, with a link from Council's web site
- Community Engagement email to interested residents and groups
- Reports available in Customer Service foyer of the Civic Centre, and all Council libraries
- An advertisement in the Council Notices section of 'The Manly Daily'
- Three Public information sessions

Over the lifetime of the project the webpage received 2201 site 'visits' by 1008 individual 'visitors', and there were 3138 page views with 391 document downloads in total.

A total of 3 submissions were received during the public exhibition period.

These submissions principally related to ensuring that appropriate flood related development controls were applied for future development. Flood related development controls were applied as soon as the Public Exhibition commenced, as this was considered the best available information for land use planning. The other issue raised by the community related to options to manage the flood risk. This will be addressed in the Dee Why South Catchment Floodplain Risk Management Study and Plan, which will commence following Council's adoption of the Flood Study.

Following adoption of this Flood Study, Council will commence the Floodplain Risk Management Study which will investigate ways to reduce the flood risk in the Dee Why South Catchment, through appropriate land use planning, evacuation procedures, community education and flood mitigation works.

FINANCIAL IMPACT

Nil

POLICY IMPACT

The Flood Study has been prepared in accordance with the NSW Floodplain Development Manual (2005).

ITEM 8.14	ADOPTION OF THE ANIMAL MANAGEMENT POLICY
REPORTING MANAGER	GROUP MANAGER DEVELOPMENT AND COMPLIANCE SERVICES
TRIM FILE REF	2013/110953
ATTACHMENTS	1 Keeping of Animals Policy 2013 2 Summary of Submissions

EXECUTIVE SUMMARY

PURPOSE

To seek adoption of the new Policy and to provide to Council the results, including analysis of all submissions, from the exhibition of the “draft Policy for Keeping of Animals in Warringah”.

SUMMARY

At its meeting of 11 December 2012 Council resolved:

- “A. That the draft policy for Keeping Animals in Warringah be placed on public exhibition for a minimum of 30 days”.*

The “draft policy for Keeping of Animals in Warringah” was publicly exhibited from 14 December 2012 to 2 April 2013. It was available for comment for this extended time due to the summer holiday period and the sensitive nature of the policy.

30 submissions regarding the draft Policy, including submissions from the Cat Protection Society Kennel & Dog Training Clubs, Companion Animal Community Committee and Resident Association Groups, were received during the exhibition period. There was a mix of support and objection to the policy. All submissions were reviewed and, as a result, the draft Policy underwent several amendments, including renaming the policy to the “Animal Management Policy”. The draft Policy is provided to this report as Attachment 1.

FINANCIAL IMPACT

Nil

POLICY IMPACT

Combines three current policies into one. ENV-PL 310, ENV-PL 315, ENV-PL 320.

RECOMMENDATION OF DEPUTY GENERAL MANAGER ENVIRONMENT

That:

- A. Council adopt the “Animal Management Policy” as amended in response to the submissions received; and
 - B. Policies ENV-PL 310 - Dog Control, Free-Run Areas, ENV-PL 315 - Companion Animal Numbers in Residential Areas (Res 2A) and ENV-PL 320 - Keeping Non-companion Animals on Residential Areas be rescinded.
-

REPORT

BACKGROUND

Council currently has three policies relating to the keeping of animals.

1. Dog Control, Free-Run Areas ENV-PL 310
2. Companion Animal Numbers in Residential Areas (Res 2A) ENV-PL 315
3. Keeping Non-companion Animals on Residential Areas ENV-PL 320

The draft 'Animal Management Policy' consolidates these policies into one document. The draft Policy considers legislation changes, and expands on the type of animals being kept domestically and covers both rural and residential areas.

The draft Policy was reported to Council on 11 December 2012 and it was resolved that:

- "A. That the draft policy for Keeping Animals in Warringah be placed on public exhibition for a minimum of 30 days".*

Due to the timing of the exhibition commencing at the start of the summer holiday period and due to the sensitive nature of the policy, it was decided to extend the exhibition period. (14 December 2013 to 2 April 2013).

CONSULTATION

During the exhibition period, advertisements were placed in the Manly Daily on 4 January 2013 and 16 March 2013. A copy of the report and draft Policy was also placed in all Council libraries and at Council's offices and the documents were available on Council's website.

In addition, notification was also sent to organisations such as Animal Welfare League, Cat Protection Society and Dog Training Clubs that operate within Warringah and also to Warringah's Companion Animals Community Committee.

Internal consultation was also conducted with Council's Natural Environment Unit and Parks Reserves and Foreshores

SUBMISSIONS

30 submissions were received regarding the draft Policy, including submissions from the Cat Protection Society, Kennel & Dog Training Clubs, Companion Animal Community Committee and Resident Association Groups. There was a mix of support and objection to the policy. The main objection was the restriction of number of dogs by size/weight. All submissions were reviewed and a brief summary of the submissions is provided in Attachment 2. As a result of the submissions, the draft Policy has been amended.

CHANGES TO DRAFT POLICY AS A RESULT OF SUBMISSIONS

As a result of consultation, the following amendments have been made to the draft policy:

- The policy was renamed 'Animal Management Policy' to assist the community in more easily accessing the policy and to more accurately describe its purpose.
- Removal of categories limiting number of dogs by size/weight as this was the major objection in the submissions received. 11 of the 28 submissions objected to this matter. (Administration of these restrictions would be problematic).
- Revert the maximum number of dogs recommended to be kept back to three as was previously in Policy ENV-PL 315.

- Amendments to the process for seeking variations to the policy. Removal of the requirement for specific details required to enable a more flexible approach towards making variations.
- Inclusion of an advisory note in the policy informing that dogs must be on lead in all public areas, except for unleashed areas specified in appendix 2 of the Policy.
- Improved description for 'dog waste' to avoid confusion and increase dog owner responsibility.
- Removal of the advisory notes regarding floors of poultry houses.
- Changing 'Body Corporate' to 'Owners Corporation' as the correct reference.
- Addition of Warringah Council, *Generic Bushland Reserves Plan of Management* (2009) as a reference.
- Inclusion of an additional advisory note for the keeping of horses to prevent pollution, weed growth and nutrient run off.
- Include the playing surface of Brookvale Park as a prohibited area for dogs, to reflect the current restriction.

POLICY IMPACT

The Animal Management Policy combines three current policies into one. ENV-PL 310, ENV-PL 315, ENV-PL 320

The proposed amended policy (with changes highlighted) is included in Attachment 1.

Changes proposed to the exhibited policy are indicated by underlined text for additions and strikethrough for deletions.

FINANCIAL IMPACT

Nil



Warringah Council Policy

Policy No. Number XXXX

Animal Management Policy

1 Purpose of Policy

To provide information on the keeping of animals within Warringah to:

- a) ensure residents' amenity is not impacted adversely by the keeping of animals
- b) safeguard wildlife and the environment
- c) promote responsible animal ownership

2 Principles

The principles by which Council will control and regulate the number of animals kept on premises are primarily in accordance with the *Local Government Act 1993* and *Companion Animals Act 1998*.

The Policy aims to:

- Inform the community of legal restrictions and acceptable limits which apply to keeping certain animals for domestic purposes.
- Provide guidance and advice to people on keeping animals within Warringah.
- Provide advice on where animals are restricted or prohibited within Warringah.
- To establish acceptable standards for the keeping of animals.
- Define criteris for unleashed dog exercise areas.

3 Policy Requirements

3.1 Keeping of Animals

Animal numbers should ~~not exceed certain number and~~ be kept in accordance with the requirements detailed in **Appendix One**.

Animals should be kept in a manner which does not:

- Create unclean or unhealthy conditions for people or animals
- Attract or provide a harbourage for vermin
- Create offensive noise or odours
- Cause a dust or drainage nuisance
- Create waste disposal problems or pollution problems
- Create an unreasonable annoyance to neighbouring residents or fear for safety
- Cause nuisance due to proliferation of flies, lice, fleas or other parasites.
- Cause harm to wildlife

Suitable shelter should be provided for all animals. The animals should be contained to prevent escape, and in some cases predation, by suitable fencing or caging depending on the species.

Certain animal shelters and facilities should not be erected or located without the prior approval of the Council. Residents should ~~refer to consult with the current~~ the Warringah Local Environment Plan and *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* to determine which structures require development approval.



Policy No. Number

Notes:

- 1) Where a dwelling is owned within a Strata Plan, it will be necessary for the rules of the Body Corporate Owners Corporation to be examined for requirements relevant to the keeping of animals. Council does not enforce property by laws.
- 2) Development Consent is required to be obtained from Council for a commercial activity involving the keeping of animals.

3.2 Unleashed Dog Exercise Areas

Under the *Companion Animals Act 1998* Council is required to provide at least one area designated for unleashed dog exercise at all times.

Before designating an area as an unleashed exercise area Council must:

- ensure the use of that area does not compromise the environment with particular reference to threatened species;
- undertake appropriate consultation with current users and stakeholders to ensure there is no conflict with these groups; and
- adequately signpost all unleashed dog exercise areas.

Users of the unleashed dog exercise areas must:

- ensure their dog is under supervision and effective control of a person age 16 or above; and
- remove any dog faeces (poo) and waste produced by their dog(s) and dispose of in a waste bin.

Council may allocate areas on either a permanent basis or restricted time basis.

Council may terminate the use of any area as an unleashed exercise area where deemed appropriate.

Approved unleashed dog exercise areas are listed in **Appendix 2**

3.3 Prohibited Areas

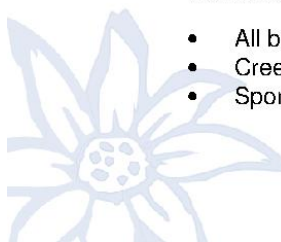
Cats are prohibited from all Wildlife Protection Areas within Warringah (**Appendix 3**).

Dogs are prohibited from:

- All beaches and rock pools
- Creeks and Lagoons (unless signposted otherwise)
- Schools, preschools and childcare centres
- Within 10 metres of children's playgrounds
- Within 10 metres of food preparation areas (except on a public thoroughfare).
- Dee Why Lagoon Wildlife Refuge Area
- Long Reef Aquatic Reserve
- Deep Creek Reserve, Narrabeen (Wildlife Protection Area)
- Wildlife Protection Areas adjacent to the Narrabeen Lagoon Trail
- Middle Creek Reserve (Bushland portions)
- Wildlife Protection Areas adjacent to Middle Creek and Wakehurst Parkway
- The playing surface of Brookvale Park.

Horses and other livestock are prohibited from:

- All beaches
- Creeks (with exception of the Bridle Trail in Terrey Hills) and Lagoons
- Sporting fields



Policy No. Number

- Bushland Reserves (with exception of the Bridle Trail in Terrey Hills and JJ Hills Melbourne Memorial Reserve)

3.4 Dogs in Outdoor Dining Areas

Under the *Companion Animals Act 1998*, since 2010, dogs are allowed in outdoor dining areas of cafes and restaurants under the following conditions:

- Consent of café or restaurant owner
- The area must not be enclosed and must be able to be entered by the public without passing through an enclosed area
- Dogs must be on a leash at all times
- Dogs must be on the ground at all times
- Dogs may be provided with drink but not food
- Dangerous and restricted dogs are prohibited

3.5 Animals Prohibited within Residential Areas

The following animals are not permitted to be kept in residential areas due to likely impact on health and amenity:

- Roosters
- Pigs
- Goats
- Sheep
- Horses (blocks less than 1000m²)
- Cattle

3.6 Variation to the Policy

Variations to this policy may be sought by making written representation to Warringah Council. Any proposal for a variation will be considered on a case by case basis. And must provide the following information as a minimum:

- ~~Size of the property~~
 - ~~Site plan showing location where animals will be kept and any proposed structures~~
 - ~~Type of animal~~
 - ~~Number of animals~~
 - ~~Owners consent~~
 - ~~Likely impact of the animals on the environment and amenity of the area~~
- ~~Written support from neighbouring properties would also be beneficial~~

3.7 Compliance

The compliance of this Policy will be managed under appropriate legislation and in line with the Compliance and Enforcement Policy PDS-PL 120.

4 Authorisation

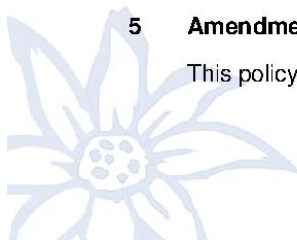
This Policy was adopted by Council on [insert date].

It is effective from [insert date].

It is due for review on [insert date].

5 Amendments

This policy replaces



Policy No. Number

- a) ENV-PL 310 - Dog Control, Free-Run Areas
- b) ENV-PL 315 - Companion Animal Numbers in Residential Areas (Res 2a)
- c) ENV-PL 320 - Keeping non-companion animals on residential premises

6 Who is responsible for implementing this Policy?

Group Manager, Development Assessment and Compliance

7 Document owner

Deputy General Manager, Environment

8 Related Council Policies

- a) Compliance and Enforcement Policy PDS-PL 120
- b) Enterprise Risk Management Framework Policy PL 700

9 Legislation and references

- a) *Local Government Act 1993*
- b) *Companion Animals Act 1998*
- c) *Protection of the Environment Operations Act 1997*
- d) Department of Primary Industry, *Code of Practice for Keeping Birds* (1996)
www.dpi.nsw.gov.au/agriculture/livestock/animal-welfare/codes/aw-code-4
- e) Department of Primary Industry, *Beekeeping Code of Practice for NSW* (2009)
www.dpi.nsw.gov.au/__data/assets/pdf_file/0004/270679/Beekeeping-code-of-practice-for-NSW.pdf
- f) Reptile keepers licence information
www.environment.nsw.gov.au/wildlifelicences/ReptileKeepersLicence.htm
- g) Warringah Local Environment Plan 2011
www.warringah.nsw.gov.au/plan_dev/LEP2011.aspx
- h) *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*
www.planning.nsw.gov.au/planning_reforms/p/sepp_exempt_and_complying_development_2008.pdf
- i) Warringah Council, *Generic Bushland Reserves Plan of Management* (2009)

10 Definitions

Residential zones – R2 and R3 in the Warringah Environment Plan 2011

Rural zones – category RU4 in the Warringah Environment Plan 2011

RHDV – Rabbit Haemorrhagic Disease Virus

Wildlife Protection Area – specifically declared land which allows Council to control domestic animals (cats and dogs) in accordance with the *Companion Animals Act 1998*



Policy No. Number

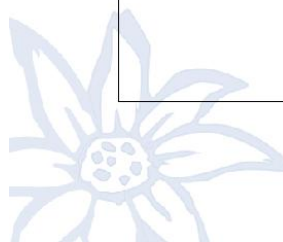
Appendix One

Requirements for keeping animals in Warringah Local Government Area

Animal Species	Maximum Number Recommended	Minimum Distance*	Applicable Regulations and Other Advisory Matters
Poultry, domestic and guinea fowl	10	4.5 metres 30 metres	Keeping of poultry must not create a nuisance or be dangerous or injurious to health. Poultry yards must be kept clean and free of offensive odours. Must be at least 3m from boundary. Council may insist on keeping of poultry at a greater distance in particular cases.
Poultry, other than fowls, including peafowl and other pheasants	10	30 metres	Poultry yards must be enclosed to prevent escape. Yards must be kept free from mice and rats. If located on bush fire prone land and is less than 5m from a dwelling they must be constructed of non-combustible material.
Geese, ducks and Turkeys	2		In residential areas must be located in a rear yard, be no more than 15m ² in area and not be higher than 3m above ground level. Metal components of housing must be of low reflective material.
	Roosters are not permitted in residential zones		In rural areas be no more than 50m ² in area and no more than 7m above ground level.
	Rural properties: As appropriate to size of property		
Dogs (excluding dogs under 6 months of age)	Residential properties: <u>3</u> Dogs in excess of 25 kilograms – 2 dogs Dogs between 11 and 25 kilograms – 3 dogs Dogs less than 11 kilograms – 4 dogs 2 dogs less than 11 kilograms or 1 dog otherwise with written permission of the body corporate Units and townhouses Rural properties: As appropriate to size of property	Appropriate distance to avoid nuisance to adjoining premises. Dog kennels must be at least 450mm from a boundary fence.	Dogs should be kept in numbers and breeds appropriate to the size of the property. Dogs owners must be responsible for ensuring that yards are kept in healthy condition and faeces is suitably disposed of at all times. <u>Dogs are prohibited at all locations specified in Section 3.3 of this Policy. Dogs must be on lead in all other public areas, except for unleashed areas specified in Appendix 2.</u> Owners should remain aware any noise nuisance created by barking dogs as they are subject to noise restrictions under the <i>Protection of the Environment and Operations Act 1997</i> and also the <i>Companion Animals Act 1998</i> . The <i>Companion Animals Act 1998</i> requires all dogs to be micro chipped by 12 weeks of age and registered at 6 months of age. Dogs must wear a collar with tag displaying the dogs name and the owners phone number. Council encourages all dog owners to desex their pet.

Policy No. Number

Animal Species	Maximum Number Recommended	Minimum Distance*	Applicable Regulations and Other Advisory Matters
Cats (excluding cats under six months of age)	3	Appropriate distance to avoid nuisance to adjoining premises	<p>Cats should be kept in numbers and breeds appropriate to the size of the property.</p> <p>Council encourages owners to keep their cat inside particularly at night.</p> <p>The <i>Companion Animals Act 1998</i> requires all cats born after 1 July 1999 to be microchipped by 12 weeks of age and registered at 6 months of age.</p> <p>Cats born prior to 1 July 1999 should wear a collar with tag displaying the cats name and the owners phone number.</p> <p>Council encourages all cat owners to desex their pet.</p>
Horses and Cattle	<p>Rural properties – as appropriate to size of property</p> <p>Residential properties – 1 horse with a minimum property size of 1000m².</p> <p>Cattle not permitted in residential zones.</p>	9 metres	<p><i>Local Government (General) Regulation 2005</i> applies. A greater separation distance may be required by resolution of Council in each particular case.</p> <p>Fencing must be strong and durable to prevent escape.</p> <p>Stables and sheds must be hard paved and graded to drain.</p> <p><u>To prevent pollution, weed growth and nutrient run off, waste products must be effectively managed and not drain to natural water courses or stormwater drains.</u></p> <p>Any structure is subject to any relevant planning approval.</p>
Rabbits	Appropriate to location and breed. Care should be taken to prevent excessive breeding (e.g. desex your rabbit)	<u>Appropriate distance to avoid nuisance to adjoining premises</u>	<p>A licence is not required to keep domestic rabbits in NSW. It remains illegal to keep wild rabbits in captivity without the approval of the Rural Lands Protection Board.</p> <p>Rabbits must be kept in a rabbit-proof enclosure and are not permitted to be 'free-range'.</p> <p>Rabbits must not be released, abandoned or left in any situation, which would allow them to roam outside of their enclosure.</p> <p>Rabbit enclosures should be fly meshed to prevent spread of Myxomatosis and Rabbit Haemorrhagic Disease Virus (RHDV)</p> <p>Council recommends vaccination of pet rabbits against RHDV</p> <p>Rabbits must not be vaccinated with the fibroma (myxomatosis) vaccine. It is illegal to possess fibroma vaccine.</p> <p>Rabbit farming is not permitted without approval and must comply with NSW Department of Primary Industries guidelines.</p>

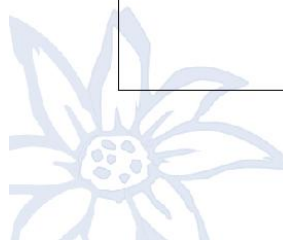


Policy No. Number

Animal Species	Maximum Number Recommended	Minimum Distance*	Applicable Regulations and Other Advisory Matters
Sheep and Goats	Rural properties – as appropriate to size of property Residential properties – nil	10 metres	Goats and sheep are not permitted to be kept on residential properties. These animals are not to be slaughtered at the properties where they are kept.
Pigs	Rural properties – as appropriate to size of property Residential properties – not permitted in residential zones	60 metres	<i>Local Government (General) Regulation 2005</i> applies. The keeping of pigs is not permitted in residential areas. This applies to all breeds of pigs, including miniature pigs.
Reptiles and Frogs	As appropriate in the circumstances with the appropriate licenses.	Appropriate distance to avoid nuisance to adjoining premises.	All lizards, snakes, frogs and turtles are protected under the <i>National Parks and Wildlife Act 1974</i> and it is against the law to take them from the wild. You can get a licence from the National Parks and Wildlife Service to keep captive-bred reptiles and frogs as pets. All species must be adequately housed to prevent escape. Owners should remain aware any noise nuisance created by captive frogs (males) as they are subject to noise restrictions under the <i>Protection of the Environment and Operations Act 1997</i> .
Birds other than cockatoos and domestic pigeons	Appropriate to location and breed and with appropriate licenses for native birds	Appropriate distance to avoid nuisance to adjoining premises.	Compliance with the NSW Animal Welfare Code of Practice No. 4 – Keeping and Trading of Birds is required. Aviaries must have an impervious floor and be constructed or installed so that roofwater is disposed of without causing a nuisance to adjoining owners. There must not be more than two aviaries per property. If located on bush fire prone land and is less than 5m from a dwelling they must be constructed of non-combustible material. In residential properties aviaries must not have a floor area of more than 10m ² , be located in the rear yard at least 900mm for each side and rear boundary, not be higher than 2.4m, metal components must be low reflective, factory pre-coloured materials. In rural areas they must not have a floor area of more than 30m ² , not higher than 3m, be at least 20m from the road boundary and 5m from each other lot boundary.
Cockatoos (including Corellas)	2	Appropriate distance to avoid nuisance to adjoining	Cockatoos and corellas are generally not appropriate as domestic pets as they often present a significant noise nuisance. Appropriate enrichment and training should be provided to

Policy No. Number

Animal Species	Maximum Number Recommended	Minimum Distance*	Applicable Regulations and Other Advisory Matters
		premises.	<p>minimise noise.</p> <p>Owners should remain aware any noise nuisance created by the cockatoos as they are subject to noise restrictions under the <i>Protection of the Environment and Operations Act 1997</i></p> <p>Conditions for aviaries applies as per above.</p>
Domestic Pigeons	<p>10 pairs – Non registered owners</p> <p>60 pairs – registered racing pigeon owners</p> <p>Keeping of pigeons is not permitted in medium and high density residential developments</p>	4.5 metres	<p>Construction of a pigeon loft will require Council approval with plans detailing ventilation, waterproofing and drainage. Cladding on the loft should be unobtrusive in colour.</p> <p>Lofts should be kept clean and insect free. No feathers or droppings to escape from subject land.</p> <p>Open lofts are not permitted.</p> <p>Food must be stored in vermin proof containers.</p> <p>Owners should remain aware any noise nuisance created by the pigeons as they are subject to noise restrictions under the <i>Protection of the Environment and Operations Act 1997</i></p>
Ferrets	2	Appropriate distance to avoid nuisance to adjoining premises.	The keeping of ferrets is not recommended. However where proper care, including secure caging, the keeping of ferrets may be undertaken provided no nuisance is created. Cages must be adequate to prevent escape.
Pet rats, mice and guinea pigs	4 of each variety	Not applicable	<p>Rats and mice are to be kept indoors only in appropriate cages which are to be kept odour free. Care should be taken to prevent excessive breeding and release into the environment.</p> <p>Guinea Pigs kept outside need to be in secure enclosure to prevent escape and also protect from dogs and foxes.</p>
Bees	<p>Residential areas - 2 hives.</p> <p>Rural properties – as appropriate to the size of property</p>	Flight paths must be a minimum of 2 m above neighbouring properties.	<p>Hives should not be located in view of the public.</p> <p>Hives should not be located within the vicinity of schools, childcare centres, hospitals or other public facilities.</p> <p>Registration must be undertaken with the NSW Department of Primary Industries.</p> <p>Beekeepers must comply with the Beekeeping Code of Practice for NSW produced by NSW Department of Primary Industries.</p>
Fish	As appropriate in the circumstances	Appropriate distance to avoid nuisance to adjoining	<p>Unwanted pet fish must not be released into waterways.</p> <p>Aquarium weed must not enter waterways.</p>



Policy No. Number

Animal Species	Maximum Number Recommended	Minimum Distance*	Applicable Regulations and Other Advisory Matters
		premises.	

* Note: **Maximum distances** - The distances indicated in the third column of the above table are to be measured in metres from the animal yard or enclosure to the nearest dwelling, public hall, school, hospital, shop or premises used for the manufacture, preparation, sale or storage of food.



Policy No. Number

Appendix two – Unleashed Dog Exercise Areas

Beverly Job Park (part of), Narraweena
Curl Curl Lagoon, Curl Curl - swimming area (lagoon water may be contaminated; the effects on dog health are unknown)
Currie Road, Forestville - just prior to Forestville Park
Flora and Ritchie Roberts Reserve, Griffin Road, Curl Curl
Frenchs Forest Showground, Blackbutts Road
Griffith Park, Anzac Avenue, Collaroy
Hinkler Park, Pittwater Road, Queenscliff
John Fisher Park (part), Adams Street, Curl Curl
Truman Reserve, Cromer

Off-leash Exercise Areas – Restricted Times

Allambie Heights Oval: 12am-7am daily
Beacon Hill Oval: 11pm-8.30am weekdays; 11pm-7.30am weekends
Karl Brown Oval, Terrey Hills: 12am-8.30am daily
Melwood Oval, Forestville: 10pm-8am weekdays; 10pm-7am weekends



Policy No. Number

Appendix Three – Wildlife Protection Areas

Allenby Park, Allambie Heights
Anembo Reserve, Duffys Forest
Anzac Avenue Reserve, Collaroy Plateau
Dee Why Headland / Escarpment
Dee Why Lagoon Wildlife Refuge, Dee Why (dogs prohibited)
Deep Creek Reserve, Narrabeen (dogs prohibited)
Forestville Park, Forestville
Gold Grove Reserve, Beacon Hill
Grace Avenue Reserve, Frenchs Forest
Jamieson Park, Narrabeen
Lincoln Reserve, Collaroy Plateau
Long Reef Headland, Collaroy
Long Reef Aquatic Reserve (dogs prohibited)
Manly Warringah War Memorial Park/Manly Dam (special conditions apply)
Middle Creek Reserve, Narrabeen (dogs prohibited in bushland portions)
Narrabeen Lagoon Multi-use Trail (Middle Creek to Deep Creek)
Red Hill Reserve, Beacon Hill
Stony Range Flora Reserve, Dee Why
Towradgi Reserve, Narrabeena



Summary of submissions to draft Keeping of Animals in Warringah Policy

Response No.	Main Issue(s)
1	Objection to number of dogs by size
2	Suggest maximum number of cats be increased to 4
3	Objection to number of dogs by size Objection to limiting number of dogs No comment about registered breeders or people who foster dogs Request to clarify area for Deep Creek Reserve as this is adjacent to Deep Creek Dog Training Reserve (on other side of the creek)
4	Objection to number of dogs by size
5	Objection to number of dogs by size and promote responsible dog ownership
6	Objection to number of dogs by size
7	Suggest limit number of dogs by breed & temperament not size & promote responsible dog ownership
8	Objection to number of dogs by size
9	Objection to number of dogs by size
10	Objection to limiting number of dogs
11	Objection to limiting number of dogs
12	Suggest limit number of dogs by breed not weight
13	Objection to limiting number of dogs and limiting them by size
14	Suggest use stronger word than "encourage" for keeping cats in at night and on their own properties and that this may be controlled by penalty. Suggest to include wording regarding dogs must be on leash Suggest that JJ Hills be reopened for off leash dog exercise area
15	Objection to limiting number of dogs and suggest a licence scheme for persons that wish to have more dogs than detailed in Policy
16	Satisfied with requirements for poultry Objection regarding excessive number of dogs and cats Suggest dog kennels be 2-3 metres from boundary Suggest size of property for horses is too small and should be increased
17	Satisfied with Policy
18	Change Body Corporate to Owners Corporation
19	Suggest that rabbits should be desexed Suggest dog owners be made to be more responsible regrading dividing fences
20	Suggest Council only enforce number of pets if there is a complaint Suggest that there be a off leash area dedicated for small dogs and puppies
21	Objection to limiting number of dogs and limiting them by size
22	Suggest to include wording regarding dogs must be on leash and that premises where dogs are kept there must be fences
23	Objection regarding requirements for keeping chickens, 3 metres from boundary is to prohibiting and suggest concrete floor not be required.
24	Suggested reordering the tables by alternative categories and providing greater flexibility for keeping of poultry
25	Support for Councils efforts in dog control and suggest that Anti barking collars should be compulsory
26	Suggest more clear rules around horses in bushland reserves
27	Suggest that requirements for keeping cats should be the same as requirements for keeping dogs
28	Objection to restriction of dog numbers by size/weight and recommended reverting back to recommending three dogs.
29	Suggestion to include information on responsibility for management of manure disposal and the associated weed issues & prevent noise from roosters
30	Suggestion that number of horses in acreage be limited to stop damage from run off into bush

ITEM 8.15	REPORTING VARIATIONS TO DEVELOPMENT STANDARDS - STATE ENVIRONMENTAL PLANNING POLICY NO. 1 - DEVELOPMENT STANDARDS AND CLAUSE 4.6 OF WLEP
REPORTING MANAGER	DEPUTY GENERAL MANAGER ENVIRONMENT
TRIM FILE REF	2013/233113
ATTACHMENTS	NIL

EXECUTIVE SUMMARY

PURPOSE

To meet Department of Planning and Infrastructure requirements by reporting to Council consents containing variations to Principal Development Standards.

SUMMARY

Principal Development Standards are contained within Council's WLEP 2011 (i.e. height of buildings and minimum subdivision lot size) and within State Environmental Planning Policies. When a Principal Development Standard is varied, Council must record and report to the Department of Planning and Infrastructure the approved variations. The list of variations must also be reported to Council to provide transparency and accountability to the community.

The following list details the variations to Principal Development Standards approved from 1 April 2013 to 30 June 2013 inclusive. All reports with detailed assessments of the supported variations can be viewed on Council's webpage.

FINANCIAL IMPACT

Nil

POLICY IMPACT

Nil

RECOMMENDATION OF DEPUTY GENERAL MANAGER ENVIRONMENT

That this report be noted.

REPORT

BACKGROUND

The applicant must provide a written request for variation to Principal Development Standard with their development application. If the standard is contained in a SEPP, the request must be in accordance with criteria contained within *SEPP1 – Development Standards*.

If the standard is contained with WLEP 2011, (either height of building or minimum subdivision size), the request must be in accordance with criteria contained within *clause 4.6 – Exceptions to Development Standards* of WLEP 2011.

Reporting

Council is required to report to NSW Department of Planning and Infrastructure all variations to Principal Development Standards. These variations are also required to be reported to Council to ensure transparency and accountability of decision making. This reporting is done on a quarterly basis. Details of the assessment and justification of each application can be found in the individual DA reports which are available to the public on Council's webpage.

SEPP 1 Variations Granted

No SEPP 1 variations were granted between 1 April to 30 June 2013 inclusive.

Clause 4.6 Variations Granted

The following applications had a Clause 4.6 variation granted between 1 April to 30 June 2013 inclusive.

App. No.	Address	Proposal	Clause 4.6 Development St&ard	% of variation	Determined by
Mod2013/0039	10-12 Dale St, Brookvale	Commercial/Retail/Office	4.3 Height of buildings	19%	Delegated Authority
DA2013/0396	16 Rayner Ave, Narraweena	Residential – Alterations & additions	4.3 Height of buildings	12.35%	Delegated Authority
DA2013/0400	2 Monash Pde, Dee Why	Residential - Alterations & additions	4.3 Height of buildings	60%	Delegated Authority
DA2012/1536	2 Eric St, Freshwater	Residential - Alterations & additions	4.3 Height of buildings	4.10%	ADP
DA2013/0155	33 Clarke St, Narraweena	Residential - Alterations & additions	4.2 A Minimum subdivision lot size for strata subdivision of residential or tourist & visitor accommodation in certain zones	Existing	Delegated Authority
DA2013/0227	10 Dalley St, Queenscliff	Residential - Alterations & additions	4.3 Height of buildings	4.20%	Delegated Authority
DA2013/0607	34 Dawes Rd, Belrose	Residential - Single new detached dwelling	4.3 Height of buildings	8.50%	Delegated Authority
DA2013/0380	8 Boromi Way, Cromer	Residential - Single new detached dwelling	4.1 Minimum subdivision lot size &	6.5% & 23.50%	Delegated Authority

			4.3 Height of buildings		
DA2013/0245	301 Condamine St, Manly Vale	Residential - New multi unit	4.3 Height of buildings	2.70%	Delegated Authority
DA2012/1509	24,26,28 Beach St, Curl Curl	Community facility	4.3 Height of buildings	32%	JRPP
DA2013/0084	64 Brighton St, Freshwater	Subdivision only	4.1 Minimum subdivision lot size	0.50%	Delegated Authority
DA2013/0232	469 Condamine St, Allambie Heights	Subdivision only	4.1 Minimum subdivision lot size	64.65%	Delegated Authority
DA2013/0352	278 Alfred St, Cromer	Subdivision only	4.1 Minimum subdivision lot size	5.80%	Delegated Authority
DA2013/0319	61 Westmoreland Ave, Collaroy	Other	4.3 Height of buildings	28%	Delegated Authority

ITEM 8.16	ADOPTION OF STREET TREE PLANTING POLICY
REPORTING MANAGER	GROUP MANAGER PARKS RESERVES & FORESHORES
TRIM FILE REF	2013/233566
ATTACHMENTS	1 Street Tree Planting Policy 2 Street Tree Policy - Summary of Submissions

EXECUTIVE SUMMARY

PURPOSE

To seek adoption of the new Policy and to provide to Council the results, including analysis of all submissions, from the exhibition of the draft Street Tree Planting Policy.

SUMMARY

At its meeting of 25 June 2013 Council resolved:

“A. That the draft Street Tree Planting Policy ENV-PL 416 be placed on public exhibition for a minimum of 28 days and the results reported back to Council”.

The draft Street Tree Planting Policy was publicly exhibited from 29 June 2013 to 29 July 2013.

Thirteen(13) submissions regarding the draft Policy were received during the exhibition period. There was a majority of support for the policy with numerous suggestions relating to species selection. All submissions were reviewed and as a result, the draft Policy has had several minor amendments. The draft Policy is provided to this report as Attachment 1.

FINANCIAL IMPACT

Nil

POLICY IMPACT

The amended Policy is included in Attachment 1. There are no impacts on other policies.

RECOMMENDATION OF DEPUTY GENERAL MANAGER ENVIRONMENT

That Council adopt the Street Tree Planting Policy as amended in response to the submissions received.

REPORT

BACKGROUND

The purpose of this Policy is to guide Council in the planting of street trees on Council owned land in line with best practice and also provide and maintain the most cost effective management of street trees over the longer term.

The Policy outlines that Council will carry out street planting in a planned and integrated way, ensuring the most suitable trees for each location. There is also a commitment that Council will inform and consult with the community about new planting proposals.

CONSULTATION

During the exhibition period, advertisements were placed in the Manly Daily on 29 June 2013. A copy of the report and draft Policy was also placed in all Council libraries and at Council's offices and the documents were available on Council's website.

Thirteen(13) submissions regarding the draft Policy were received during the exhibition period. The main focus appeared to be surrounding species selection. All submissions were reviewed and a brief summary of the submissions is provided in Attachment 2.

As a result of consultation, the following minor amendments have been made to the draft policy:

- Street tree planting will be carried out in a planned and integrated manner ***taking care to consider broader social and environmental issues***, ensuring the most suitable species for a location while preserving and enhancing the existing character of Warringah Streets (refer - Street Tree Planting Guidelines);
- Council will avoid the use of unacceptable and high risk species, including;
 - Some Fruit Trees *(refer to definition below)
 - Trees listed as Warringah Council environmental or noxious weeds
 - Trees linked to a known health issue
 - Poor performers (refer to definition below)
 - Trees that ***are likely to*** cause damage to infrastructure

Fruit Trees* refer to trees that can bear fruit. This includes fruits for human consumption e.g. apple, pear, stone fruits including mangoes, avocados, loquat and any tree whose fruit drop could present a *significant*** health and safety risk.

TIMING

Nil

FINANCIAL IMPACT

Nil

POLICY IMPACT

The proposed amended policy is included in Attachment 1.

Changes proposed to the exhibited policy are indicated by underlined and yellow highlighted text for additions and strikethrough for deletions.



Warringah Council Policy

Policy No. PL 416

Street Tree Planting Policy

1 Purpose of Policy

The purpose of this policy is to establish a framework to guide the systematic and planned planting of street trees to enhance the streetscapes and environment of the Warringah Council local government area while providing for the most cost effective management of street trees over the longer term.

2 Policy statement

Council will manage street tree planting in Warringah in accordance with this Policy and the associated plans, policies and strategies.

2.1 Aims

The Street Tree Planting Policy aims to;

- Provide guiding principles for new street tree planting across Warringah;
- Enhance the natural environment through street tree plantings
- Provide consistency in the management of street tree planting;
- Preserve and enhance the existing character of Warringah streets through a rigorous approach to tree selection and planting techniques;

2.2 Desired outcomes

- Create a distinctive and aesthetically pleasing street environment through tree planting.
- Provide a realistic future street tree planting program;
- Provide a list of appropriate trees for planting as well as a breakdown based on location;
- Install and maintain street trees to an agreed standard using best practice.
- Recognise and enhance the role that street trees have in habitat connectivity, particularly in key wildlife corridors.

3 Principles

This policy is intended to provide high level information and guidance for Council staff, contractors, developers and members of the community on the planting of street trees.

3.1 This policy will consider and inform the current broader guidelines "Warringah Design Guidelines – Public Spaces (STR-PR-350)".

3.2 Tree Specification, Selection and Planting

The current Street Tree Planting Guidelines (part of the "Warringah Design Guidelines") will be reviewed and updated to provide a consistent approach to future street tree planting. These guidelines include a list of preferred species based on specific individual location constraints.



Policy No. PL 416

The following principles apply to the selection and planting of street trees;

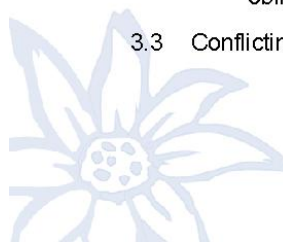
- Street tree planting will be carried out in a planned and integrated manner **taking care to consider broader social, and environmental issues**, ensuring the most suitable species for a location while preserving and enhancing the existing character of Warringah Streets (refer - Street Tree Planting Guidelines);
- Council will avoid the use of unacceptable and high risk species, including;
 - Some Fruit Trees (refer to definition below)
 - Trees listed as Warringah Council environmental or noxious weeds
 - Trees linked to a known health issue
 - Poor performers (refer to definition below)
 - Trees that can be **likely** to cause damage to infrastructure
- Council will utilise Indigenous species where appropriate. These species may not be appropriate in some locations i.e. in circumstances where altered nature strip soils are known to influence the successful establishment of particular species or species known to be commonly affected by summer branch drop in high risk zones.
- Council will implement procedures for protection of existing and future tree stock by;
 - using quality nursery stock and proven installation techniques
- Council will use published risk management procedures and practices as part of its tree planting (location) assessments, including;
 - Assessing risk zones, involving
 - Risk to services (all underground and overhead services)
 - Risk to infrastructure (e.g. footpaths, kerbs, road pavements and driveways)
 - Risk to traffic and potential targets

Refer to the "Trees and Tree Root Management Best Practice Manual" (reference below).

The revised Street Tree Planting Guidelines will specify the stakeholders who will be consulted as part of the above assessments.

- Development application assessments will ensure that proposed tree selection for replacement is compatible with Street Tree Planting Guidelines and the existing streetscape.
- Council will ensure that appropriate species diversity is obtained in its street tree replanting programs to reduce the likelihood of catastrophic loss of trees in Warringah.
- Council will inform and consult with the community about new planting proposals.
- Council will consider and assess resident requests for street tree planting. However, Council can remove trees that have been planted without Council consent.
- Council will prioritise the sequence of its planting across Warringah based on its budget allocations and the requirements to renew or increase canopy cover.
- Council will consider the use of volunteer groups undertaking street tree planting only where it can ensure a safe and efficient service and where Council can fulfil its legal obligations.

3.3 Conflicting Policies



Policy No. PL 416

The "Warringah Design Guidelines – Public Spaces" (reference below) will be informed by and include reference to this Street Tree Planting Policy and Guidelines.

3.4 Rescinding Policies

A policy can only be rescinded by a formal resolution of Council.

3.5 Owners and Responsible Officers

A policy owner is the General Manager.

The person responsible for implementing this policy is the Manager, Asset Management Parks Reserves and Foreshores.

3.6 Timing of Review

This policy is not driven by specific legislative requirements and thus will be reviewed within four (4) years of the adoption of this latest amendment.

4. Who is responsible for implementing this policy?

This policy will be implemented by the Parks Reserves and Foreshores ('PRF').

5. Document owner

Deputy General Manager, Environment.

6. References

Definitions

The Warringah Public Tree Management Plan is being developed by PRF to control the life cycle management of all public trees in the Warringah local government area, including street trees.

Street Tree Planting Guidelines (including nominated species to be used for replacement) are currently available on the web site but will be reviewed and enhance to document Warringah best practice for future tree planting.

Fruit Trees refer to trees that can bear fruit. This includes fruits for human consumption e.g. apple, pear, stone fruits including mangoes, avocados, loquat and any tree whose fruit drop could present a **significant** health and safety risk.

Poor performers are trees with significant pest and disease susceptibility or trees that have a record of responding poorly to local conditions.

Summer Branch Drop: An unpredictable phenomenon involving the failure of apparently sound branches during calm summer or autumn weather.

Legislation

There is no specific legislation that addresses the issue of Street Tree Planting. The Roads Act (1993) and the NSW Electricity Supply Act (1995) permit the removal or trimming of trees on roads to protect infrastructure. These Acts will be referenced in the Tree Management Policy.

Council

This policy supports Good Governance and Asset Management Practices under Council's Strategic Community Plan and the relevant Tree Management Plan.

Other

Warringah Design Guidelines – Public Space (STR-PR-350, May 2003)

Policy No. PL 416

Trees and Tree Root Management Best Practice Manual – Version 2, May 2003 (last edited July 2011) - Statewide

Noxious Weeds Act (1993) and the Noxious Weeds Amendment Act (2005)

Warringah Council environmental weed list -

<http://www.warringah.nsw.gov.au/environment/documents/EnvironmentalWeedList.pdf>

Street Openings Conference (http://www.streetsopening.com.au/SOC_Guide_2009.pdf)

Section 6.7 refers to impact of street trees on public utility services.

7. Review

This policy is to be reviewed within four (4) years of its last amendment.

8. Document History

1.0: ENV-PL 416

November 2006

DRAFT



TRIM FILE REF	SUMMARY OF ISSUES RAISED	ASSESSMENT AND RECOMMENDATION
1 2013/197501	<ul style="list-style-type: none"> Lacks detail with regard to dealing with "catastrophic loss of trees in Warringah" Satisfied that Policy recognises use of indigenous species Feels that 100% endemic species should be used Suggest community involvement and encouragement of volunteers 	<ul style="list-style-type: none"> Detail associated policy would normally be dealt with in a strategy document. Recommend addressing this issue as part of strategy documentation. 100% use of endemic species would not be realistic in every case. Site conditions and constraints vary for every location. Existing Policy principles provide opportunity for the planting of native species after appropriate assessment. Community involvement and encouragement of volunteers has been addressed in Policy. Policy adequately provides for this issue.
2 2013/197501	<ul style="list-style-type: none"> Recommended adding principle "Broader social, environmental and economic issues will be given consideration when planting trees" Amend reference to fruit tree to read avoid use of "Fruit trees in locations that may cause health and safety risks from dropping fruit". 	<ul style="list-style-type: none"> These issues have not been noted in Policy. Recommend minor amendment as follows: Street tree planting will be carried out in a planned and integrated manner taking care to consider broader social, and environmental issues, ensuring the most suitable species for a location while preserving and enhancing the existing character of Warringah Streets (refer - Street Tree Planting Guidelines) The principle that refers to fruit trees does not prevent the planting of all fruit trees. It simply intends to recognise the need to avoid the use of high risk species that could present liability issues for council. Policy provides flexibility in decision making and currently provides for the planting of low risk species.
3 2013/211630	<ul style="list-style-type: none"> Recommended species with a preference for natives. Mentioned a need to eradicate Liquidambar Discussed hazard management of very old trees Recommended undergrounding overhead services. 	<ul style="list-style-type: none"> Policy adequately addresses selecting the most appropriate species for a location. Policy adequately deals with this aspect. Eradication of Liquidambar trees would be considered a strategy issue which would normally be dealt with as part of strategy documentation. Policy adequately deals with this indirectly through selecting the most appropriate species for a location. Hazard management of very old trees is not related to street tree planting principles and is managed at an operational level. This issue would be more relevant to inclusion in an overall Tree Management Policy. Undergrounding of services would be considered a strategy for increasing planting opportunity. This issue would be more suited to address in strategy

TRIM FILE REF	SUMMARY OF ISSUES RAISED	ASSESSMENT AND RECOMMENDATION
		documentation.
4 2013/211626	<ul style="list-style-type: none"> Discussed avoiding particular species 	<ul style="list-style-type: none"> A number of the species to avoid have been already recognised by Council. Detail regarding appropriate replacement is adequately covered in Policy.
5 2013/215037	<ul style="list-style-type: none"> Raised issues regarding the location and selection of species 	<ul style="list-style-type: none"> These issues currently addressed in Policy.
6 2013/215005	<ul style="list-style-type: none"> Raised enforcement issues relating to unauthorised planting Raised issues with species selection Requested an opt out clause for planting Requested 3 year review period 	<ul style="list-style-type: none"> Enforcement regarding unauthorised planting is currently recognised in the Policy. Species selection and diversity adequately addresses issues raised by correspondent. The issue to plant or not to plant would be addressed through consultation. The Policy currently deals adequately with community consultation.
7 2013/214627	<ul style="list-style-type: none"> Raised concerns regarding tree selection under powerlines Preference to underground power ahead of planting 	<ul style="list-style-type: none"> Selecting the right tree for the location has been addressed in the Policy. Policy adequately addresses this issue. Undergrounding of services would be considered a strategy for increasing planting opportunity. This issue would be more suited to address in strategy documentation.
8 2013/215720	<ul style="list-style-type: none"> Recommended alternatives to reducing impacts on existing street trees through undergrounding and installation of Aerial Bundled Cable (ABC) 	<ul style="list-style-type: none"> This issue is more relevant to existing street trees and would be more appropriately considered in an overall Tree Management Policy. The Policy adequately addresses species selection based on site constraints.
9 2013/104255 2013/112373 2013/161073 2013/215326	<ul style="list-style-type: none"> Raised concerns that there is no strategy documentation for street tree planting Raised concerns regarding people being able to veto planting through consultation 	<ul style="list-style-type: none"> Concerns regarding no strategy are acknowledged. Policy development is the first stage of this process. Strategic issues can be dealt with following Policy development. With regard to people being able to veto planting, it is widely recognised that unless community engagement and involvement is encouraged planting mortality is high. Having a planting Policy that does not consider all opinions would be exclusive and likely to result in the failure of projects involving individuals that do

TRIM FILE REF	SUMMARY OF ISSUES RAISED	ASSESSMENT AND RECOMMENDATION
	<ul style="list-style-type: none"> • Raised strategic issues in relation to canopy targets, stocking levels and succession planning not being included • Shade issues • Contemplate providing vouchers to residents for planting 	<p>not want trees in front of their house. At this stage the Policy adequately provides for all relevant stakeholders</p> <ul style="list-style-type: none"> • The remaining issues raised by the correspondent would be more suited to discussion in a strategy document. At this stage the Policy addresses these matters indirectly at a higher level.
10	2013/221218 <ul style="list-style-type: none"> • Request to reword reference in Principles to fruit trees be reworded to read "Council will not support the planting of fruit trees on street verges unless it can be demonstrated in writing by the resident(s) that the health and safety risks from dropping fruit are low". 	<ul style="list-style-type: none"> • The principle that refers to fruit trees does not prevent the planting of all fruit trees. It simply intends to recognise the need to avoid the use of high risk species that could present liability issues for council. Policy provides flexibility in decision making and currently provides for the planting of low risk species. After consultation with insurance, David De Villiers, it was felt that the current wording provides for the planting of fruit trees and reduces the risk of potential liability through decision making by Council rather than the resident.
11	2013/221259 <ul style="list-style-type: none"> • Provided comments on submission by David Bell from an insurance perspective; recommending Policy remain as is on this issue. • Suggested minor wording changes in the definition for Fruit trees and 	<ul style="list-style-type: none"> • As above • Make minor amendments to principle as outlined below <ul style="list-style-type: none"> • Council will avoid the use of unacceptable and high risk species, including; <ul style="list-style-type: none"> ◦ Some Fruit Trees (refer to definition below) ◦ Trees listed as Warringah Council environmental or noxious weeds ◦ Trees linked to a known health issue ◦ Poor performers (refer to definition below) ◦ Trees that can likely cause damage to infrastructure <p>Fruit Trees refer to trees that can bear fruit. This includes fruits for human consumption e.g. apple, pear, stone fruits including mangoes, avocados, loquat and any tree whose fruit drop could present a significant health and safety risk.</p>
12	2013/216587 <ul style="list-style-type: none"> • Acknowledged the need for more street tree planting and requested 	<ul style="list-style-type: none"> • These comments whilst positive did not require any amendments to Policy.

TRIM FILE REF	SUMMARY OF ISSUES RAISED	ASSESSMENT AND RECOMMENDATION
13	<p>2013/223822</p> <p>planting in Brookvale</p> <ul style="list-style-type: none"> • Raised issues with mortality of street tree planting • Raised the need for community consultation and ownership in successful planting programmes • Recognised the need for suitable and diverse plantings • Made general comments on the benefits of trees 	<ul style="list-style-type: none"> • The maintenance and follow up care associated with planting mortality are recognised and whilst important are primarily funding related. • The Policy currently addresses community consultation and engagement, suitable planting and species diversity

ITEM 8.17	REIMBURSEMENT OF CROMER 1 LEASE FEES PAID BY THE MANLY WARRINGAH FOOTBALL ASSOCIATION DURING THE 2012 CROMER PARK UPGRADE
REPORTING MANAGER	GROUP MANAGER PARKS RESERVES & FORESHORES
TRIM FILE REF	2013/234352
ATTACHMENTS	NIL

REPORT

PURPOSE

To consider the Manly Warringah Football Association's request for reimbursement of the Cromer Park lease fees paid to Council for the period between January 2012 and June 2012, in which there was no access to Cromer Park due to Council's upgrade works.

REPORT

Council leases part of Cromer Park, the sports field known as Cromer 1, to the Manly Warringah Football Association (MWFA) and charges a monthly fee.

In 2012, Council completed a significant upgrade of Cromer 1, which included installation of a synthetic playing surface. Cromer 1 was closed from January 2012 to June 2012, whilst the upgrade works were being undertaken. During this time the MWFA was not able to access Cromer 1 and Council continued to charge monthly fees.

On 21 June 2012 the MWFA requested reimbursement of the Cromer 1 fees they had paid to Council for the period in which they could not access Cromer 1. Council replied and indicated that rent relief for the period 9 January 2012 to 15 June 2012 would be considered.

For the period 9 January 2012 to 15 June 2012 Council billed the MWFA \$9,774.50 (inc GST) in fees for the lease of Cromer 1. MWFA paid this amount. As the MWFA could not access Cromer 1 during this time it is recommended that Council reimburse the MWFA the \$9,774.50 (inc GST) paid to Council.

The Building, Property and Spatial Information Group (BPSI) manages the Cromer 1 lease and will coordinate the method for any reimbursement.

FINANCIAL IMPACT

If approved there will be a reduction in income received of \$9,774.50 (inc GST).

RECOMMENDATION OF DEPUTY GENERAL MANAGER ENVIRONMENT

That Council reimburse the Manly Warringah Football Association the \$9,774.50 (inc GST) they paid to Council for the lease of Cromer 1 for the period 9 January 2012 to 15 June 2012.

ITEM 8.18	STRATEGIC REFERENCE GROUP REVIEW - STAGE TWO - ADOPTION OF REVISED STRATEGIC REFERENCE GROUP GUIDELINES AND CHARTERS
REPORTING MANAGER	DEPUTY GENERAL MANAGER ENVIRONMENT
TRIM FILE REF	2013/234426
ATTACHMENTS	1 Draft Guidelines - Strategic Reference Groups 2 Draft Charter - Strategic Reference Group No 1 3 Draft Charter - Strategic Reference Group No 2 4 Draft Charter - Strategic Reference Group No 3 5 Draft Charter - Strategic Reference Group No 4 6 Strategic Reference Group Ground Rules

EXECUTIVE SUMMARY

PURPOSE

To report the results of the Business Improvement Initiative in relation to the Strategic Reference Group (SRG) review and seek adoption of the proposed SRG Guidelines and Charters.

SUMMARY

SRGs were established by Council in March 2010 with meetings commencing in November 2010. The SRGs were a new method of community engagement for Warringah Council and together with the revised Community Committees (CCs) made up the Community Engagement Framework. As with all new initiatives a review process was established and an initial review of the framework was carried out in August 2012.

This review recommended changes to the structure of the SRGs and CCs including reducing the length of meetings to two hours, minor changes to the Guidelines and Charters and administrative changes to enhance the workings of the SRGs and CCs, their effectiveness and the relationships with each other.

The major recommendation of the review was to extend the term of both the SRGs and the Community Committees for 12 months until August 2013 prior to spilling membership and carrying out recruitment. This allowed time for a Business Improvement Initiative (Initiative) that was already underway to be carried out and make recommendations to improve the effectiveness of the SRGs for the future.

This report presents the results of the Initiative, including the process undertaken, solutions implemented so far, and seeks the adoption of a revised format of SRGs that have been aligned to the Community Strategic Plan and the commencement of recruitment for the SRG members to the four new SRGs.

Other changes of note include:

FINANCIAL IMPACT

The cost of advertising SRG and CC recruitment has been factored into the 2013/14 financial year budget.

POLICY IMPACT

Once adopted the proposed SRG Guidelines and Charters will take effect and supersede the existing documents. The recruitment process is in line with Council's Policy and procedures, particularly relating to the Appointment of Community & Other Stakeholder Representatives Policy - Council Committees.

RECOMMENDATION OF DEPUTY GENERAL MANAGER ENVIRONMENT

That Council:

- A. Adopts the revised Strategic Reference Groups Guidelines and Charters
 - B. Notes the end of the current terms of the Strategic Reference Groups and thanks members for their input
 - C. Supports the commencement of recruitment and selection of new members in accordance with Council policy and that the outcome be reported to a future Council Meeting.
-

REPORT

BACKGROUND

The Strategic Engagement Framework comprising the Strategic Reference Groups (SRGs) and Community Committees (CCs) was adopted by Council resolution on 23 March 2010 with meetings starting in November 2010. A part of that resolution was a decision *"That implementation of the Strategic Committee Framework be subject to a review twelve (12) months following the first meetings of the Strategic Reference Groups."*

This initial review was undertaken in 2012, with a report to Council on 28 August 2012, recommending a number of changes to the SRG Guidelines and Charters and CC Guidelines. The major decision was that:

"The term of all Strategic Reference Groups and Community Committees with the exception of the Community and Culture Strategic Reference Group and Sister Cities Community Committee be extended until August 2013."

The decision to extend the current membership was to allow the Business Improvement Initiative (Initiative), looking to improve the effectiveness of the SRGs, which was underway at the time to be completed and to provide continuity within the membership of the groups during the development of the Community Strategic Plan and whilst Local Government Elections took place. This allowed newly elected councillors to join established teams which would assist them in finding their feet within the groups and have members with good knowledge of the issues facing these groups.

The three SRGs whose terms were extended, Environmental Sustainability, Infrastructure and Development and Recreation and Open Space have continued to meet bi-monthly in the past 12 months and the Community Committees have been meeting accordingly.

The Community and Culture SRG was disbanded on 28 August 2012 and since this time Councillors and Council staff have been working together on a way forward for the Community and Culture SRG. These ideas have been incorporated into the proposed recommendations.

Business Improvement Initiative

Warringah Council has adopted a Business Excellence Framework and an integral part of the framework is Business Improvement utilising Lean Six Sigma Methodology. The second stage of the SRG review has been carried out using this methodology.

The problem - DEFINE

In the first stage of the review over 60% of SRG members responded that they were *'undecided if their contributions are making a difference'*. This was quite a substantial amount of members not feeling that the time they committed to Warringah Council's SRG was making a difference – this alone was sufficient reason to undertake the Initiative before these engaged community members became disengaged.

Staff involved with supporting the SRGs were also surveyed to establish their satisfaction with the current process and they responded with an average rating of 2.7 out of 5.

With neither SRG members feeling they made difference nor staff feeling satisfied with the current process there was an opportunity to review the status quo and make recommendations for the future. As such these two critical factors became the focus of the Initiative and what the outcomes would look to address.

Statistics – How do we MEASURE This?

The second stage in the DMAIC process is Measure and it is essential to try and establish the root cause of a problem. The initial review collated information through surveys and workshops with SRG members and was incorporated into the Measure stage. A summary of the key feedback provided from SRG members is below:

- Lack of appropriate items or too many items listed on agendas
- Ineffective chairing of meetings
- Meetings not keeping to time and not all items presented being relevant
- Agenda items not reflecting the strategic nature of the Strategic Reference Groups
- Considerable staff time and effort being expended in setting up the Strategic Reference Group meetings and agendas
- Strategic Reference Group members feeling their recommendations not being considered appropriately by Council.

Further information was sought and a review of the history of the SRGs was completed, the key findings being that:

- 12% of agenda items were actually strategic with the rest operational or tactical
- 60% of agenda items were for information only
- 15% of agenda items sought input/opinions from SRG members
- Around 50% of the outcomes from agenda items were actions for staff to carry out.

The data collected demonstrated that there was a discord between the strategic direction/goal of the SRGs and the agenda items for the meetings and that the outcomes sought very little advice or input from the SRG members and that overall the meetings were not run effectively.

Reviewing the Information - Analyse

During the Analyse stage in the process a workshop is held to look at all the data collected and to identify solutions to address the issues identified and aim to improve the critical factors for each project.

The Project Improvement Team (PIT) identified that SRGs added value to Council through providing input at the beginning of project ideas and providing feedback and endorsement to the latter end of strategic projects.

With this as the goal the PIT reviewed and generated a number of solutions to address the range of issues with the aim of improving the two critical factors of staff satisfaction and SRG members feeling that their input made a difference. The following six key solutions were identified:

- *Induct* the newly elected Councillors
- *Establish* senior staff contacts to liaise with SRGs for the best outcomes
- *Define* the roles and responsibilities to create greater understanding between members and staff
- *Develop* 'ground rules' to make the meetings more effective
- *Plan* the agenda items for the next 12 months to keep focus in the right areas
- *Revise* the Charters and Guidelines to better reflect the direction of the SRGs.

Implementing the Solutions – Improve

Following the Analyse workshop the Initiative moved into the Improve stage where the solutions are implemented, some of these have been completed already and endorsed by the SRGs and the final solution – Review SRG Guidelines and Charters has now been drafted and presented to Council for adoption.

1 Induct the new councillors

The 2012 September Local Government Elections saw a large number of new Councillors at Warringah Council and a large changeover of Councillor members on the SRGs. The newly elected Councillors were taken through an induction process for the SRGs and CCs as part of the induction program for Councillors following the Local Government Elections that took place in September 2012. The induction provided all Councillors with a greater insight and understanding of the role of the SRGs, their chairing duties and general information in relation to the meetings, how they should run, and the expectations of members.

2 Establish senior staff contacts to liaise with SRGs for the best outcomes

To ensure the effectiveness of the SRGs the relationship between SRG members, Councillor members, the chairperson and staff need to be established. It was decided that each SRG should have one Liaison Officer as the central person to contact should they need any information. The Liaison Officer would work closely with the chairperson in ensuring the meeting agendas are relevant and sufficient time is allocated to cover each agenda item.

3 Define the roles and responsibilities to create greater understanding between members and staff.

Many people are involved within the SRG process and a detailed list of roles and their responsibilities would be beneficial to provide clear guidance to all individuals, including community, Councillor members, the Chairperson and staff so that they understood their role within the SRG. The Governance team at Council has an oversight role of all of these groups, which includes agenda preparation, dissemination, and minute taking at the regular SRG meetings, as well as general information dissemination as required. The Roles and Responsibilities were developed, reviewed by SRG members and adopted in April 2013.

4 Develop 'ground rules' to make the meetings more effective

The SRG Ground Rules were developed to address the feedback from members and their concerns in relation to meetings running over time, personal interests getting on the agenda, members dominating the meeting and keeping to agenda topics. The SRG Ground Rules now provide the parameters in relation to how the meetings would run and the behaviour that is expected of members. The Ground Rules were developed, reviewed by SRG members and adopted in April 2013. The Ground Rules can be seen in attachment 6.

5. Plan the agenda items for the next 12 months to keep focus in the right areas

In order to avoid the SRG agendas being too overcrowded and filled with non-strategic items it was agreed to create a forward schedule for the agenda. The forward schedule would be compiled by Council staff who map out strategic projects and upcoming issues facing Warringah to be discussed at the relevant SRGs going forward. The forward schedule would allow staff and SRG members to be prepared for the upcoming discussions and also for complex issues to be scheduled consecutively so that members are educated sufficiently over time to be able to have discussions and make recommendations.

To accommodate the feedback to include more informal workshop style discussions the agendas have been separated to allow two workshop discussions of 45 minutes each as well as the formal requirements of the SRGs, confirmation of previous minutes, review of CC minutes as well as receive updates from staff on existing projects. This was developed to ensure that SRG members

had greater participation opportunities as per the International Association for Public Participation model which is incorporated in the Community Engagement Framework (matrix and policy) adopted by Warringah Council.

IAP2 PUBLIC PARTICIPATION SPECTRUM				
INCREASING LEVEL OF PUBLIC IMPACT				
INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Public Participation Goal:	Public Participation Goal:	Public Participation Goal:	Public Participation Goal:	Public Participation Goal:
To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.

This solution is aimed at directly addressing the critical issue of SRG members feeling that they make a difference. Moving them up the participation spectrum to involve and collaborate through workshop discussions will increase their input from the previous practice of providing information only agenda items which would only be 'inform', the first step on the spectrum.

A set of internal business rules has also been developed which further detailed that:

- The agenda will include items that will be determined by the Community Engagement Matrix and Policy as this is used at the planning stages of all major projects or service reviews.
- The forward schedule will allow for staff to discuss issues that cross a number of SRGs and schedule joint meetings if necessary.
- The forward schedule would initially be developed by staff, then reviewed and endorsed by SRG members to ensure they feel that they own the agenda.
- The agenda layout will include agenda items to be scheduled consecutively (i.e. presentation of background, workshop discussion then feedback on discussions) in order to build knowledge and awareness of any issue and allow SRG members to be able to make recommendations and have valid input in relation to the subjects discussed.

6. *Revise the Charters and Guidelines to better reflect the direction of the SRGs*

The final solution from the Initiative was a review of the SRG Charters and Guidelines. The original four SRGs were not aligned directly to any of the Key Service areas of Council which caused some confusion internally in relation to what projects should be taken to which SRG and resulted in the SRGs not having a clear direction or specific objectives.

In late 2012 to early 2013 the Community Strategic Plan (CSP) for 2013-2016 was developed by staff with extensive consultation with the community including workshops with the SRGs. The CSP identifies the outcomes for the local area and are divided into six outcome areas. It was considered that in order to be more effective the SRGs should be realigned with the key outcomes of the CSP which is the focus of all projects and activities carried out by Warringah Council.

The proposed SRG format is as follows:

SRG Outcome	Area	Outcomes
No 1	Vibrant Community Our community is enhanced in its cultural life, connections and wellbeing - catering for all generations and needs	1.1 We have the services to promote and deliver health and wellbeing
		1.2 We are safe and protected at home and in public, and we respect each other and the area
		1.3 We support and care for all our community members and provide opportunities to connect and belong
		1.4 We value our heritage and cultural diversity, celebrating together and fostering creativity
	Working Together' Our community actively participates in decision-making; Our leadership and management is responsive, building effective partnerships and planning for the future	6.1 We are effectively represented, can provide our opinion, and contribute to decisions that impact Warringah
		6.2 We trust our politicians and public officers and they demonstrate leadership, transparency, accountability and deliver effective services
		6.3 We participate in effective partnerships and collaboration for now and the future
No 2	Lifestyle and Recreation Our lifestyle is enriched through sport and recreation and outdoor enjoyment in an attractive setting	2.1 We have access to a diverse range of recreational facilities that meet the needs of the community and sporting groups
		2.2 We access attractive parks and natural areas that encourage and support a safe healthy lifestyle
		2.3 We have inviting public spaces that are clean, green and well designed
No 3	Healthy Environment Our natural environment is healthy and well-protected and we strive for a sustainable future	3.1 We value the health of our beaches, foreshores and waterways as natural habitats and for our enjoyment
		3.2 We protect and sustain our diverse bushland as valuable habitats, and provide for a variety of wildlife to flourish and migrate
		3.3 We strive to live and work more sustainably to reduce our ecological footprint
		3.4 We effectively plan for and respond to natural hazards and climate change in a sustainable way
No 4	Connected Transport Our transport connections effectively allow us to get around for living, working and learning within and outside Warringah	4.1 We have an effective interconnected public transport system that is safe, efficient and affordable
		4.2 We use a well-designed and functioning road network, and an available range of travel options
		4.3 We can conveniently access parking near transport hubs and close to urban centres
		4.4 We can safely and conveniently walk or ride around Warringah
	Liveable Neighbourhoods Our growing community's diverse needs are met for living, working and learning in an attractive urban environment	5.1 We have attractive and functional urban and commercial centres that adapt to the needs of residents and business
		5.2 We encourage and support a diversity of businesses that provide a range of services and employment opportunities
		5.3 We offer a variety of housing choice that meets the needs of our community and complements local neighbourhoods and the Warringah lifestyle
		5.4 We have access to a range of local educational and training opportunities that complements the local economy

It is noted that the proposed SRGs have only been identified by a number so far and not given official names. This is so that the new members of the SRG when recruited can decide on the name of their group themselves. It is anticipated that this will create additional ownership of the SRG by the members.

Summary of changes to SRG Charters

The SRG Charters have been simplified with the terms of reference for each group being to “consider, review, contribute to and participate in discussions regarding the current major projects and future directions of Warringah to achieve the long term Community Strategic Plan outcome/s” followed by the details for the CSP outcomes specific to each group.

The only variance to this model is for the No 1 SRG which includes the CSP outcome of Vibrant Community and as such has incorporated the recommendations from staff and Councillors who have been working to review the disbanded Community and Culture SRG and improve its effectiveness moving forward. The recommendations made were that the number of community representatives should be increased to ten (10) members with eight (8) coming from community organisations and two (2) members from the Warringah Youth Advisory Committee. There was also further detail regarding what topics could be considered by the SRG to assist with ensuring the scope of the SRG was not too wide.

Summary of changes to SRG Guidelines

In addition to the proposed alignment to the CSP Outcomes a number of additional changes have been made to the SRG Guidelines:

- Removal of requirement for equal representation of Wards to ensure that the most suitable/experienced community representations are selected irrespective of where they live within Warringah.
- Formal adoption of the staggered term for Councillors and community members. The four (4) year term for Councillors will commence directly after the Local Government Elections and the four (4) year term for community members will commence 12 months later.
- Community members can serve on SRGs for two terms (consecutive or otherwise)
- All SRG meetings will be held on the same night to assist with facilitating joint discussions/meetings and that councillor membership on each SRG will be two (2)
- Clarification regarding “community” for SRG members as being “ie neighbours, friends, family, colleagues, group members etc”
- The offer of Chairperson training to encourage good meeting practice to both the Chairperson and Deputy Chairperson
- The meetings are now divided into two parts formal and informal/ workshop style. The formal part of the meeting will consist of items including the adoption (and discussion) of the previous minutes, reviewing any strategic items raised from the CC minutes (including their adoption) and any updates on key projects. The informal parts of the meetings are to consist of workshop style sessions in which strategic topics as agreed with the groups and Council officers will be discussed in a less formal setting.

CONSULTATION

Consultation has taken place throughout the Initiative with both internal stakeholders comprising the Executive Management Team, Group Managers, SRG Liaison Officers and the Governance team as well as all Councillors and SRG members. Regular updates were provided to SRG members at the meetings with numerous opportunities to provide input throughout the Initiative.

Current members of all groups will be notified of the recruitment process to be undertaken and forwarded new application forms should they wish to re-apply.

TIMING

A full recruitment process will be undertaken following adoption of this report, estimated to be completed by late September with the first meeting of the new SRGs being held in late October 2013.

FINANCIAL IMPACT

The cost of advertising SRG and CC recruitment has been factored into the 2013/14 financial year budget.

POLICY IMPACT

Once adopted the proposed SRG Guidelines and Charters will take effect and supersede the existing documents. The recruitment process is in line with Council's Policy and procedures, particularly relating to the Appointment of Community and Other Stakeholder Representatives Policy - Council Committees.



Guidelines for Strategic Reference Groups

INTRODUCTION

Warringah Council created Strategic Reference Groups in March 2010 to provide community representatives with an opportunity to participate in the discussions and decisions regarding the future direction of Warringah. Warringah Council is committed to community engagement and the Strategic Reference Groups are a key element within the Community Engagement Framework. They work alongside a number of Community Committees, regional bodies, community-based groups, residents, other stakeholders and working groups as part of a comprehensive engagement planning process.

2013 saw the adoption of the Community Strategic Plan, Warringah's plan for 2013-2016, identifying key outcomes and objectives for the local area. The outcomes and objectives were the result of extensive community consultation including workshops with the Strategic Reference Groups and have been validated by the community as the focus for the Warringah area over the next 10 years. With the development of these long term visions there was an opportunity to realign the Strategic Reference Groups with the key outcomes and objectives and to provide the parameters and direction for the Groups considerations over the next 4 years.

There are six (6) Community Strategic Plan outcomes and these have been combined to create the following four (4) Strategic Reference Groups:

SRG	Outcome	Objectives
No 1	Vibrant Community Our community is enhanced in its cultural life, connections and wellbeing - catering for all generations and needs	1.1 We have the services to promote and deliver health and wellbeing
		1.2 We are safe and protected at home and in public, and we respect each other and the area
		1.3 We support and care for all our community members and provide opportunities to connect and belong
		1.4 We value our heritage and cultural diversity, celebrating together and fostering creativity
No 2	Working Together Our community actively participates in decision-making; Our leadership and management is responsive, building effective partnerships and planning for the future	6.1 We are effectively represented, can provide our opinion, and contribute to decisions that impact Warringah
		6.2 We trust our politicians and public officers and they demonstrate leadership, transparency, accountability and deliver effective services
		6.3 We participate in effective partnerships and collaboration for now and the future
No 3	Lifestyle and Recreation Our lifestyle is enriched through sport and recreation and outdoor enjoyment in an attractive setting	2.1 We have access to a diverse range of recreational facilities that meet the needs of the community and sporting groups
		2.2 We access attractive parks and natural areas that encourage and support a safe healthy lifestyle
		2.3 We have inviting public spaces that are clean, green and well designed
	Healthy Environment Our natural environment is healthy and well-protected and we strive for a sustainable future	3.1 We value the health of our beaches, foreshores and waterways as natural habitats and for our enjoyment
		3.2 We protect and sustain our diverse bushland as valuable habitats, and provide for a variety of wildlife to flourish and migrate
		3.3 We strive to live and work more sustainably to reduce our ecological footprint
		3.4 We effectively plan for and respond to natural hazards and climate change in a sustainable way

Guidelines – Strategic Reference Groups

No 4	Connected Transport Our transport connections effectively allow us to get around for living, working and learning within and outside Warringah	4.1 We have an effective interconnected public transport system that is safe, efficient and affordable
		4.2 We use a well-designed and functioning road network, and an available range of travel options
		4.3 We can conveniently access parking near transport hubs and close to urban centres
		4.4 We can safely and conveniently walk or ride around Warringah
	Liveable Neighbourhoods Our growing community's diverse needs are met for living, working and learning in an attractive urban environment	5.1 We have attractive and functional urban and commercial centres that adapt to the needs of residents and business
		5.2 We encourage and support a diversity of businesses that provide a range of services and employment opportunities
		5.3 We offer a variety of housing choice that meets the needs of our community and complements local neighbourhoods and the Warringah lifestyle
		5.4 We have access to a range of local educational and training opportunities that complements the local economy

Once a Strategic Reference Group is formally established by Council, and its members are appointed, all members are required to observe and adhere to these guidelines.

This document provides members with guidance on the responsibilities of Strategic Reference Groups in Warringah and is divided into the following sections:

1. **Purpose, Objectives & Scope**
2. **Membership, Roles & Responsibilities**
3. **Strategic Reference Group Operations**
4. **Council's Values**
5. **Evaluation, Reporting & Accountability**
6. **Relationships**
7. **Code of Conduct Obligations**

Members of Strategic Reference Groups who require clarification on any matter included in these guidelines should contact Warringah Council's Governance Team on 9942-2444.



Guidelines for Strategic Reference Groups

1 Purpose, Objectives & Scope

1.1 Purpose

Strategic Reference Groups provide interested community members and other stakeholders with meaningful opportunities to contribute to and participate in the Council decision making process and helping shape Council plans, policy and practice.

1.2 Objectives

Strategic Reference Groups are established by Warringah Council to:

- Provide a structured approach to the ongoing involvement of community members in Council affairs and the democratic process
- Contribute to and complement other elements of Council's broader engagement framework in accordance with its Community Engagement Principles
- Harness the views and expertise of the wider community
- Provide participation opportunities (based on the International Association for Public Participation Spectrum*) for community members:
 - To be informed about and consulted on the key strategic projects affecting Warringah and the local government area
 - To be involved with and have the ability to collaborate with staff and councillors on strategic issues to assist in achieving the long term goals of Warringah and the local government area
- Provide opportunities for community members to have a deeper level of understanding of Council's processes and facilitate greater understanding between Council and the community
- Consider the strategic issues of Community Committees established by Council

(*) International Association for Public Participation Spectrum

IAP2 PUBLIC PARTICIPATION SPECTRUM

INCREASING LEVEL OF PUBLIC IMPACT				
INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Public Participation Goal:	Public Participation Goal:	Public Participation Goal:	Public Participation Goal:	Public Participation Goal:
To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.

Guidelines – Strategic Reference Groups

1.3 Scope

Each Strategic Reference Group operates according to these Guidelines and to the relevant Charter attached to these Guidelines.

The Guidelines and the Charters for Strategic Reference Groups are adopted by resolution of Council and may be amended by Council from time to time.

The Charters for the Community and Culture, Environmental Sustainability, Infrastructure and Development and Recreation and Open Space Strategic Reference Groups were adopted on 23 March 2010 and were superseded by the current Charters for:

No 1 Strategic Reference Group – 27 August 2013

No 2 Strategic Reference Group – 27 August 2013

No 3 Strategic Reference Group – 27 August 2013

No 4 Strategic Reference Group – 27 August 2013

1.4 Term

The term for the Strategic Reference Groups is four (4) years commencing:

- For councillors after a general election.
- For community and other members 12 months after a general election of councillors.

All councillor memberships will cease at the time of the general election and new councillors should be appointed to Strategic Reference Groups at the first Council Meeting following the general election.

To assist with maintaining effectiveness and the continuity of knowledge within the groups the terms of councillors and community members have been staggered. The aim is for established members to provide assistance to incoming councillors after the general election and 12 months later, reciprocally from councillors to incoming community members.

Notwithstanding the above, councillor members cease to hold office at the general election of councillors and all community representatives cease to hold office twelve months after the general election of councillors. Council may also otherwise resolve to dissolve a Strategic Reference Group or release individual members at any time.

1.5 Establishment & Dissolution of Strategic Reference Groups

Strategic Reference Groups are established by resolution of Council. The Strategic Reference Groups referred to in these Guidelines were established by Warringah Council at its meeting of ?? August 2013. Council may dissolve a Strategic Reference Group at any time.

1.6 Limitation of Powers

Strategic Reference Groups report directly to the elected Council – they do not have the authority to instruct staff, spend Council funds or to make decisions on Council's behalf, but they are entitled to provide reports and recommendations to Council.

Strategic Reference Groups do not have Council functions delegated to them under the *NSW Local Government Act 1993*. Council retains the authority to make final determinations on matters including those considered by Strategic Reference Groups.

2 Membership, Roles & Responsibilities

Membership of each Strategic Reference Groups will, unless otherwise determined by Council and reflected in the relevant Charter will comprise of up to two (2) councillors, including the Chairperson (and, where resolved, the Deputy Chairperson) and up to ten (10) community representatives.

Non-voting experts or stakeholders may be appointed to Strategic Reference Groups as detailed in the relevant Charter.

The appointment of community representatives will be in accordance with Council's Policy PL-755 Appointment of Community & Other Stakeholder Representatives - Council Committees.

Guidelines – Strategic Reference Groups**2.1 Eligibility**

All councillors are eligible for membership of one (1) Strategic Reference Group.

Community representatives must reside within, or otherwise have a strong affiliation with, the Warringah local government area. They must be able to demonstrate a high level of interest, experience and/or expertise relevant to the Strategic Reference Group's Charter.

An individual may only serve as a community representative on one (1) Strategic Reference Group at a time and can only serve for two (2) terms, consecutive or otherwise.

Non-voting experts or stakeholders of the Strategic Reference Group must possess such skills, expertise, experience or special affiliation as detailed in the relevant Charter.

2.2 Selection

Council will advertise seeking nominations for community representation on Strategic Reference Groups. The selection of members will be undertaken in accordance with Council policy PL-755 Appointment of Community & Other Stakeholder Representatives Policy - Council Committees

2.3 Induction & training

All members of Strategic Reference Groups will be required to undertake a course of induction within 6 months of appointment. The General Manager will be responsible for determining the nature and delivery of induction to members, as well as any other training considered necessary.

2.4 Replacement of Members

Where a vacancy becomes available on a Strategic Reference Group, that vacancy may be filled:

- In the case of a councillor member, by resolution of Council appointing a new councillor member to the Group
- In the case of a community representative, by the same selection process applied to members following reconstitution of Strategic Reference Groups 12 months after each general election of Councillors.

2.5 Responsibilities of Members

All members:

- Are required to observe and adhere to these guidelines.
- Have an obligation to objectively consider and actively participate in Group deliberations.
- Must abide by Council's Values of Respect, Integrity, Teamwork, Excellence and Responsibility (see Item 4 for full details) as well as other obligations that apply both legally and ethically as contributors to Council decision making.
- Must ensure that they are aware of their obligations under Council's 'Code of Conduct Standards for Community & Other Representatives – Council Advisory Committees'
- Must maintain confidentiality where appropriate.
- Should make an effort to attend as many meetings as possible, make a positive contribution on behalf of the Warringah community and actively engage members of the community about Group deliberations.
- Commit to reading all information contained within the business papers for each meeting.
- Be aware that they do not, by virtue of membership of a Strategic Reference Group, have the authority to make representations to the media on Council's behalf.
- Be mindful that they have a responsibility to represent not only their views but also that of their 'community' ie neighbours, friends, family, colleagues, group members etc' to present an unbiased point of view in discussions.

Guidelines – Strategic Reference Groups

- Should share the work of the Strategic Reference Group with their 'community' ie neighbours, friends, family, colleagues, group members.

2.6 Responsibilities of Council

Council will:

- Resource meetings of Strategic Reference Groups and ensure the efficient carriage of functions related to their operation.
- Acknowledge the value of the Strategic Reference Groups and their members and give genuine consideration to the direction, input and feedback provided by those Groups.
- Ensure that the Strategic Reference Groups are aware of how their advice and recommendations have been considered in a timely manner.
- Provide only the necessary information within the business papers for each meeting. References for further reading can be provided.
- Provide a Liaison Officer as the central point of contact for members and the Chairperson.

3 Strategic Reference Group Operations

3.1 Notice of Meetings & Agenda Distribution

Notice of meetings of Strategic Reference Groups is to be provided to members by Council officers not less than five (5) days prior to the meeting and wherever possible distributed electronically. This should also be made available to the public on Council's website not less than three (3) days prior to the meeting.

The meeting notice is to include an Agenda listing each item of business to be dealt with at the meeting. This Agenda is to be prepared by Council officers in consultation with the Chairperson of each Strategic Reference Group.

Where a member of a Strategic Reference Group would like a matter included on the next meeting Agenda, this matter is to be referred by the member to the relevant Chairperson for consideration of whether it meets the strategic focus of the group then referral to Council officers no less than three (3) weeks prior to the meeting.

3.2 Frequency, Timing & Duration of Meetings

Strategic Reference Groups are held every 2 months and are scheduled on the second Tuesday in August, October, December, April, June. February's meetings will be held on the third Wednesday of February as there are two Council Meetings held in February.

All four (4) Strategic Reference Group meetings will be held on the same evening and where appropriate joint meetings will be held where there are opportunities for joint discussions and/or updates on matters of common interest.

Unless otherwise determined by a majority of members, meetings of Strategic Reference Groups will commence at 6.30pm. Meetings are to be no longer than (2) hours in length, unless the closing time is extended by a majority decision by up to thirty (30) minutes. Any business not dealt with at the close of a meeting is to be carried forward to the next meeting of the Strategic Reference Group.

3.3 Attendance at Meetings

3.3.1 Members

All members are expected to attend Strategic Reference Group meetings or otherwise tender their apologies in advance of the meeting to either the Chairperson or the Council officer responsible for coordinating meetings of the Group.

3.3.2 Staff

The General Manager, Deputy General Managers and Liaison Officers are entitled to attend meetings of the Strategic Reference Groups and will also ensure that appropriate Council officers are in attendance.

Guidelines – Strategic Reference Groups

3.3.3 Observers

Councillors and members of the public who are not members of a Strategic Reference Group may attend meetings of the Group as observers. In their capacity as observers they are not entitled to participate in discussions unless invited by the Chairperson or to vote on matters discussed at the meeting. Generally, participation by observers will be limited to representations of no more than three (3) minutes unless otherwise determined by the Strategic Reference Group. Observers may not table documents that have not been included in the Agenda for a meeting unless permitted by the Chair.

3.4 Conduct of Meetings

The Chairperson directs the progress of all Strategic Reference Group meetings. Subject to any determination by the Chairperson, each item is to be dealt with in the order in which it appears on the Agenda.

Meetings will be structured as to allow both the formal tasks required at each meeting to be carried out and an opportunity for members to participate in discussions and provide their opinions in a workshop format.

The meetings will be split into two sections:

Formal - Inform/Consult IAP2 Participation Level

- Confirmation of minutes of previous meeting,
- Review of Community Committee minutes
- Council staff providing updates to the members on the key projects that relate to the Community Strategic Plan's outcomes for each Group.

Informal/ Workshop Style - Involve/Collaborate IAP2 Participation Level

Council staff will bring topics and issues to the Groups to be workshopped with the aim of members providing direction, a position statement or solutions.

3.5 Meeting Ground Rules

- Preparation is key to a successful meeting – arrive with pre reading completed and be familiar with all agenda items
- Start and finish the meeting on time
- Keep focus on the purpose and goals of SRG
- Keep to agenda items & times
- Keep personal issues out of the meeting
- Use a parking lot to record complex or off topic ideas for later
- Respect and value the idea and contributions of everyone
 - Be open minded
 - Be patient with each others
 - No such thing as silly question or idea
 - One speaker at a time & speak through the Chair
- Meetings happen 'in the room'
- Be 'present'
 - Phones off
 - Active listening
 - Follow agenda
- Have fun and use humour where appropriate

Guidelines – Strategic Reference Groups**3.6 Chairperson**

The Chairperson of each Strategic Reference Group is to be a councillor appointed by resolution of Council at the same meeting that Councillor membership of Strategic Reference Groups is determined. Council can also resolve to elect another councillor as Deputy Chairperson for each Strategic Reference Group.

The Chairperson directs the progress of all Group meetings in particular:

- Facilitates the smooth operation of meetings
- Ensures the Strategic Reference Group operates efficiently and appropriately in accordance with its Charter and these Guidelines
- Acts as a central point of contact and spokesperson for the Strategic Reference Group

In the event that the Chairperson is unable to be present at a meeting of a Strategic Reference Group, the Deputy Chairperson will carry out the duties of Chairperson at that meeting.

To encourage good meeting practice the Chairperson and Deputy Chairperson will be offered Chairperson training.

3.7 Quorum

A quorum for any meeting of a Strategic Reference Group will comprise a majority of voting members of the Group [including at least one Councillor] excluding any vacant positions.

In the event that a quorum is not present fifteen (15) minutes after the scheduled commencement time for a meeting, members may remain to discuss matters, but cannot make any formal decisions other than to determine the date, time and place of the next meeting.

No member should be absent for more than two (2) consecutive meetings of a Strategic Reference Group without first seeking, and being granted, leave by the relevant Group. If a member is not in attendance for two (2) consecutive meetings without being granted leave, their membership of the Strategic Reference Group will be re-evaluated by the Governance team in conjunction with the Chairperson.

3.8 Voting

Strategic Reference Group meetings should have the intention of reaching consensus and a commitment to consensus decision making. It will be at the discretion of the Chairperson when a matter is to be put to the vote. In such circumstances voting is to be by way of a show of hands. For a vote to be carried the matter must be supported by a majority of members present, with the Chairperson having a casting vote in the event the vote is tied.

Councillor Members, Community Members and all Other Members so determined by the Charters of relevant Strategic Reference Groups will be entitled to one vote at meetings of Strategic Reference Groups.

3.9 Minutes

Minutes will be maintained for all Strategic Reference Group meetings and notes will be taken from workshops.

Draft Minutes will be circulated for information and comment by members prior to posting on Council's website and referral to Council where they may be accompanied by comments from Council officers in relation to impact on policy, finance or delivery of the Strategic Community Plan. Any determinations made by Council in relation to the Minutes will be communicated to the Group. The draft Minutes will also be formally confirmed at a subsequent meeting of the Strategic Reference Group.

3.10 Working Groups

Strategic Reference Groups may from time to time establish, or be requested to establish, working groups of members in relation to specific issues. These working groups will report to the relevant Strategic Reference Group and, through their minutes, subsequently to Council.

Guidelines – Strategic Reference Groups

Resourcing

Meetings of Strategic Reference Groups will be held in venues provided by Warringah Council. Council officers will be responsible for the preparation and distribution of Agendas and Minutes, and for recording of Minutes at Group Meetings. Light refreshments will be provided by Council to members prior to meetings.

4 Council's Values

All members of Strategic Reference Groups, and all attendees at meetings of the Groups, are expected to observe Warringah Council's adopted Values. They are:

Respect *Treat others with kindness and courtesy. Communicate openly, honestly and in a timely manner. Acknowledge the values, ideas and contributions of others*

Integrity *Deliver on commitments. Act fairly and ethically. Apply sound judgement and common sense. Be consistent in decisions and actions. Act lawfully in all dealings*

Teamwork *Value all members and their contributions. Share knowledge and skills with others. Work together with initiative and enthusiasm. Acknowledge contributions and celebrate success*

Excellence *Welcome, encourage and support new ideas and initiative. Encourage continuous improvement, learning and evaluation. Lead by example. Use resources productively. Encourage flexibility.*

Responsibility *Focus on agreed priorities and meet obligations. Be accountable for actions and outcomes. Be proactive in learning and development. Strive for best possible performance*

5 Evaluation, Reporting & Accountability

At the end of each Council term the Chairperson must report to Council on the overall contribution of the Strategic Reference Group. Reporting is to be undertaken in accordance with the standard reporting template provided by Council.

6 Relationships

The Minutes of all Strategic Reference Groups are to be posted on Council's website and Groups are to explore opportunities for joint discussions and/or working groups on matters of common interest.

Strategic Reference Groups are required to receive Minutes from Community Committees, as outlined in their respective Charters, and consider and make recommendations to Council regarding any of the strategic issues highlighted in those minutes.

7 Code of Conduct Obligations

All members of Strategic Reference Groups are to acknowledge and abide by their responsibilities under the Council's Code of Conduct Standards for Community & Other Representatives – Council Advisory Committees.



CHARTER

Strategic Reference Group No 1

1 Establishment

This Strategic Reference Group was formally constituted by Warringah Council on 27 August 2013.

2 Terms of Reference

The focus for Strategic Reference Group No 1 is to consider, review, contribute to and participate in discussions regarding the current major projects and future directions of Warringah to achieve the following long term Community Strategic Plan outcomes:

Vibrant Community	Our community is enhanced in its cultural life, connections and wellbeing - catering for all generations and needs	1.1 We have the services to promote and deliver health and wellbeing
		1.2 We are safe and protected at home and in public, and we respect each other and the area
		1.3 We support and care for all our community members and provide opportunities to connect and belong
		1.4 We value our heritage and cultural diversity, celebrating together and fostering creativity
Working Together	Our community actively participates in decision-making; Our leadership and management is responsive, building effective partnerships and planning for the future	6.1 We are effectively represented, can provide our opinion, and contribute to decisions that impact Warringah
		6.2 We trust our politicians and public officers and they demonstrate leadership, transparency, accountability and deliver effective services
		6.3 We participate in effective partnerships and collaboration for now and the future

In particular consideration should be given to:

- Community events, celebrating achievements and collaboration (ie Senior's Week, Youth Week, Children's Week, Australia Day celebrations, NYE celebrations, International Day of Disability, Carers Week, Volunteer Week etc)
- Community services, facilities & information (ie PCYC, Glen Street Cultural Hub, WAC, Childcare Centres, Community Centres/Space, Community Information, Social Media, Volunteers and Access issues in public places – Collaroy All abilities precinct etc)
- Creative arts and expression (ie Cultural Plan, Glen Street Cultural Hub, Community Art space, public art and entertainment etc)

Charter – Strategic Reference Group – No 1

- Cultural diversity and lifestyle (Inclusive of Pacific Islander, Tibetan and Indigenous communities, representation of new migrants to the LGA)
- Volunteering (ie encouragement of volunteering within Warringah)

The No 1 Strategic Reference Group is to operate in accordance with both this Charter and Council's *Guidelines for Strategic Reference Groups*.

3 Membership

Membership of this Strategic Reference Group will comprise:

Councillors – Two (2) Councillors, including the Chairperson (and, where resolved, the Deputy Chairperson)

Community – Up to ten (10) members consisting of:

- Up to eight (8) community representatives from community organisations working with the community in Warringah, with a maximum of two (2) representatives from any one group.
- Two (2) members of the Warringah Youth Advisory Committee representing young people in Warringah.

NOTE : Community representatives (non-members) may be seconded to the Strategic Reference Group, for a specific period working under the direction of the Group investigating specific issues.

4 Liaison Officer

Deputy General Manager Community

Group Manager Community Services

5 Community Committee Links

Companion Animals

Heritage

6 Charter Amendments

Amendments to this Charter may only be made by resolution of Council.



CHARTER

Strategic Reference Group No 2

1 Establishment

This Strategic Reference Group was formally constituted by Warringah Council on 27 August 2013.

2 Terms of Reference

The focus for Strategic Reference Group No 1 is to consider, review, contribute to and participate in discussions regarding the current major projects and future directions of Warringah to achieve the following long term Community Strategic Plan outcomes

Lifestyle and Recreation	Our lifestyle is enriched through sport and recreation and outdoor enjoyment in an attractive setting	2.1 We have access to a diverse range of recreational facilities that meet the needs of the community and sporting groups
		2.2 We access attractive parks and natural areas that encourage and support a safe healthy lifestyle
		2.3 We have inviting public spaces that are clean, green and well designed

The No 2 Strategic Reference Group is to operate in accordance with both this Charter and Council's *Guidelines for Strategic Reference Groups*.

3 Membership

Membership of this Strategic Reference Group will comprise:

Councillors – Two (2) Councillors, including the Chairperson (and, where resolved, the Deputy Chairperson)

Community – Nine (9) community members

Other – Up to two (2) other (non-voting) experts or stakeholders, as recommended to Council by the Strategic Reference Group.

4 Liaison Officer

Deputy General Manager Environment

Group Manager Parks, Reserves & Foreshores

5 Community Committee Links

Brookvale Park

Forestville RSL War Memorial Playing Fields

John Fisher Park

Stony Range Botanic Garden

Charter – Strategic Reference Group – No 2

6 Charter Amendments

Amendments to this Charter may only be made by resolution of Council.



CHARTER

Strategic Reference Group No 3

1 Establishment

This Strategic Reference Group was formally constituted by Warringah Council on 27 August 2013.

2 Terms of Reference

The focus for Strategic Reference Group No 3 is to consider, review, contribute to and participate in discussions regarding the current major projects and future directions of Warringah to achieve the following long term Community Strategic Plan outcomes:

Healthy Environment	Our natural environment is healthy and well-protected and we strive for a sustainable future	3.1 We value the health of our beaches, foreshores and waterways as natural habitats and for our enjoyment
		3.2 We protect and sustain our diverse bushland as valuable habitats, and provide for a variety of wildlife to flourish and migrate
		3.3 We strive to live and work more sustainably to reduce our ecological footprint
		3.4 We effectively plan for and respond to natural hazards and climate change in a sustainable way

The No 3 Strategic Reference Group is to operate in accordance with both this Charter and Council's *Guidelines for Strategic Reference Groups*.

3 Membership

Membership of this Strategic Reference Group will comprise:

Councillors – Two (2) Councillors, including the Chairperson (and, where resolved, the Deputy Chairperson)

Community – Nine (9) community members

Other – Up to two (2) other (non-voting) experts or stakeholders, as recommended to Council by the Strategic Reference Group

4 Liaison Officer

Deputy General Manager Environment

Group Manager Natural Environment

5 Community Committee Links

Dee Why & Curl Curl Lagoon

Warringah Coastal

Charter – Strategic Reference Group – No 3

6 Charter Amendments

Amendments to this Charter may only be made by resolution of Council.



CHARTER

Strategic Reference Group No 4

1 Establishment

This Strategic Reference Group was formally constituted by Warringah Council on 27 August 2013.

2 Terms of Reference

The focus for Strategic Reference Group No 4 is to consider, review, contribute to and participate in discussions regarding the current major projects and future directions of Warringah to achieve the following long term Community Strategic Plan outcomes:

Connected Transport	Our transport connections effectively allow us to get around for living, working and learning within and outside Warringah	4.1 We have an effective interconnected public transport system that is safe, efficient and affordable
		4.2 We use a well-designed and functioning road network, and an available range of travel options
		4.3 We can conveniently access parking near transport hubs and close to urban centres
		4.4 We can safely and conveniently walk or ride around Warringah
Liveable Neighbourhoods	Our growing community's diverse needs are met for living, working and learning in an attractive urban environment	5.1 We have attractive and functional urban and commercial centres that adapt to the needs of residents and business
		5.2 We encourage and support a diversity of businesses that provide a range of services and employment opportunities
		5.3 We offer a variety of housing choice that meets the needs of our community and complements local neighbourhoods and the Warringah lifestyle
		5.4 We have access to a range of local educational and training opportunities that complements the local economy

The No 4 Strategic Reference Group is to operate in accordance with both this Charter and Council's *Guidelines for Strategic Reference Groups*.

3 Membership

Membership of this Strategic Reference Group will comprise:

Councillors – Two (2) Councillors, including the Chairperson (and, where resolved, the Deputy Chairperson)

Community – Nine (9) community members

Charter – Strategic Reference Group – No 4

Other – Up to two (2) other (non-voting) experts or stakeholders, as recommended to Council by the Strategic Reference Group

4 Liaison Officer

Deputy General Manager Environment

Group Manager Roads, Traffic and Waste

5 Community Committee Links

Beacon Hill War Memorial Hall

Curl Curl Sports Centre

Curl Curl Youth & Community Centre

Harbord Literary Institute

6 Charter Amendments

Amendments to this Charter may only be made by resolution of Council.

SRG Meeting Ground Rules

1. Preparation is key to a successful meeting – arrive with pre-reading completed and be familiar with all agenda items
2. Start and finish the meeting on time
3. Keep focus on the purpose and goals of SRG
4. Keep to agenda items & times
5. Keep personal issues out of the meeting
6. Use a parking lot to record complex or off topic ideas for later
7. Respect and value the idea and contributions of everyone
 - Be open minded
 - Be patient with each others
 - No such thing as silly question or idea
 - One speaker at a time & speak through the Chair
8. Meetings happen ‘in the room’
9. Be ‘present’
 - Phones off
 - Active listening
 - Follow agenda
10. Have fun and use humour where appropriate



ITEM 8.19	AMENDMENTS TO COMMUNITY COMMITTEE GUIDELINES AND COMMUNITY COMMITTEE RECRUITMENT 2013
REPORTING MANAGER	DEPUTY GENERAL MANAGER ENVIRONMENT
TRIM FILE REF	2013/244016
ATTACHMENTS	1 Community Committees - Updated Guidelines - 27 August 2013

REPORT

PURPOSE

To seek adoption of the revised Community Committee guidelines and to seek Council's support to commence recruitment.

REPORT

Stage two of the Strategic Reference Group (SRG) review is being presented to Council tonight, and the Community Committees (CCs) represent an important part of the Strategic Engagement Framework that comprises both of these groups. The initial review was completed in August 2012 and recommended minor changes to the CC Guidelines and administrative changes to improve the effectiveness of the CCs. The term of the CCs as well as that of the SRGs was extended until August 2013 prior to spilling membership and carrying out a full recruitment process.

Since the initial review in 2012, a further review of the SRGs has been undertaken, utilising Council's Business Excellence Framework and the Lean Six Sigma Process Improvement Methodology which resulted in some revisions to the SRG Guidelines and Charters with the four SRGs being renamed and aligned to the Community Strategic Guidelines. The CC Guidelines have been amended to reflect the revised SRG Guidelines and an addition regarding quorum to assist the CCs to run efficiently.

Feedback was also received during the last CC term that where a CC Charter specifies membership should include a representative from a specific organisation or group that the organisation/group should have the ability to change that member without a formal recruitment process and resolution of Council. It is not anticipated that membership should change on a regular basis but where someone may leave an organisation then the organisation themselves would be able to nominate a replacement member and notify Council of the change.

Summary of changes to CC Guidelines

- Formal adoption of the staggered term for Councillors and community members. The initial two (2) year term for Councillors will commence directly after the Local Government Elections and the four (4) year term for community members will commence 12 months later.
- Community members can serve on CCs for two terms (consecutive or otherwise).
- Where a member of a CC represents an organisation as specified in the CC charter, this member may be replaced/ changed, with the agreement of the organisation through official notification to Council, without going through the formal Community Committee member application process and a resolution of Council.
- Minor wording changes so the document reads in plain English with no change to the intent.

As the recruitment process is about to take place, any further changes will occur after this process has taken place, and in consultation with the CC members.

At this stage, it is proposed to recommend that those CCs that do not achieve quorum after the August/ September 2013 round of recruitment (and did not in the last round of recruitment that took place in 2010) be disbanded, and Council only continue with those CCs that achieve quorum and can be constituted by Council.

Current members of all groups will be notified of the recruitment process to be undertaken and forwarded new application forms should they wish to re-apply. Council will be following a formal recruitment process according to the Appointment of Community and Other Stakeholder Representatives Policy - Council Committees with details being published from late August/ early September.

FINANCIAL IMPACT

The cost of advertising SRG and CC recruitment has been factored into the 2013/14 financial year budget.

POLICY IMPACT

Once adopted the proposed CC Guidelines will take effect and supersede the existing documents. The recruitment process is in line with Council's Policy and procedures, particularly relating to the Appointment of Community and Other Stakeholder Representatives Policy - Council Committees.

RECOMMENDATION OF DEPUTY GENERAL MANAGER ENVIRONMENT

That Council:

- A. Adopts the amended Community Committee Guidelines
 - B. Notes the end of the current term of the Community Committees and thanks members for their input
 - C. Supports the commencement of recruitment and selection of new members to the following Community Committees in accordance with Council Policy in conjunction with the Strategic Reference Group Recruitment taking place in August/ September 2013 and that the outcome be reported to a future Council Meeting:
 - a. Active Travel
 - b. Beacon Hill War Memorial
 - c. Brookvale Park
 - d. Companion Animals
 - e. Cultural
 - f. Curl Curl Sports Centre
 - g. Curl Curl Youth Centre
 - h. Dee Why and Curl Curl Lagoon
 - i. Forest Community Arts Centre and Forestville Memorial Hall/ Senior Citizens
 - j. Forestville War Memorial
 - k. Harbord Literary Institute
 - l. Heritage
 - m. John Fisher Park
 - n. Lionel Watts Sports and Community Centre
 - o. North Balgowlah Community Centre
 - p. Oxford Falls Peace Park
 - q. Stony Range
 - r. Terrey Hills Community, Senior and Youth Centre
 - s. Tramshed Arts and Community Centre
 - t. Warringah Coastal
 - u. Wyatt Park Tennis Centre
 - D. Formally disbands those Community Committees that do not achieve quorum through the recruitment process taking place in August/ September 2013 for a second time and that this be reported to a future Council Meeting.
-



Guidelines for Community Committees

INTRODUCTION

Council values the contribution of community representatives on Warringah's Community Committees.

The Community Committees work alongside Warringah's four Strategic Reference Groups, regional bodies, community-based groups, residents and other stakeholders and working groups to assist Council in its ongoing planning and decision-making processes.

This document provides a guideline on the responsibilities of Community Committees in Warringah. An updated listing of the Community Committees is attached.

Once a Community Committee is formally established by Council, and once its members are appointed, all members are required to observe and adhere to these guidelines.

These guidelines are divided into the following sections:

- 1 Purpose, Objectives & Scope**
- 2 Membership, Roles & Responsibilities**
- 3 Community Committee Operations**
- 4 Council's Values**
- 5 Evaluation, Reporting & Accountability**
- 6 Relationships**
- 7 Code of Conduct Obligations**

Members of Community Committees who require clarification on any matter included in these guidelines should contact Warringah Council's Governance Team on 9942-2444.



Guidelines for Community Committees

1 Purpose, Objectives & Scope

Purpose

Community Committees provide advice and other support to Council relation to issues, initiatives and community assets referred to in their Charters. They provide interested residents with meaningful opportunities to play an active role in contributing to Council decision making and helping shape Council plans, policy and practice.

Objectives

Community Committees are established by Warringah Council to:

- Harness the views, enthusiasm and expertise of the wider community
- Assist Council in its understanding of, and approach to, specific or localised issues, initiatives or community assets
- Provide a structured approach to the ongoing involvement of community members in Council affairs and the democratic process
- Contribute to and complement other elements of Council's broader engagement framework in accordance with its community engagement principles
- Build capacity to ensure the community is well informed and can contribute to Council's Strategic Community Plan, having regard to the broader planning context in which Council operates
- Act in an advisory capacity to Council through its Strategic Reference Groups and other community consultation processes.

Scope & Limitation of Powers

The scope of each Community Committee is detailed in its Charter. Community Committees report to relevant Strategic Reference Groups established by Council – they do not have the authority to instruct staff or to make decisions on Council's behalf.

Community Committees do not have Council functions delegated to them under the *NSW Local Government Act 1993*. Council retains the authority to make final determinations on any matters considered by Strategic Reference Groups and/or Community Committees.

Establishment & Dissolution of Community Committees

Community Committees are established by resolution of Council.

The Community Committees referred to in these Guidelines were established by Warringah Council at its meeting of 23 March 2010, or at subsequent meetings of Council referred to in the Guidelines.

Council may dissolve a Community Committee at any time.

To assist with maintaining effectiveness and the continuity of knowledge within the groups the terms of councillors and community members have been staggered. The aim is for established members to provide assistance to incoming Councillors after the general election and 12 months later, reciprocally from Councillors to incoming community members.

Community Committee Charters

Each Community Committee operates according to these Guidelines and to the relevant Charter attached to these Guidelines. Charters for Community Committees are adopted by resolution of Council and may also be amended by Council from time to time.

2 Membership, Roles & Responsibilities

Membership of each Community Committee will comprise:

Councillors – Up to three (3) Councillors may be appointed by Council resolution to each Community Committee. Councillor members will be determined at the same Council meeting as the election of Deputy Mayor, or as necessary in the event of one or more vacancies.

Any interested Councillor who is not an appointed Committee member may also attend meetings of Community Committees to hear and/or contribute to (but not vote on) Committee discussions.

Community & Other – Membership of Community Committees by community representatives and other experts/stakeholders will be in accordance with the membership provisions of individual Community Committee Charters.

Members of the public who are not members of a Community Committee may attend meetings of the Committee as observers. In their capacity as observers they are not entitled to participate in discussions unless invited by the Chair or to vote on matters discussed at the meeting.

Where members of the Community Committee represent a formal known community or sporting group, this member may be replaced/ changed, with the agreement of the community/ sporting group that the person represents (this must be put to Council in writing).

Voting rights of Community Committee members are also detailed in the relevant Charter.

Eligibility

All Councillors are eligible for membership of one or more Community Committees.

Community representatives and other members of Community Committees must possess such skills, expertise, experience or special affiliation as detailed in the relevant Charter.

An individual may serve as a community representative on more than one (1) Community Committee at a time and can only serve for two (2) terms, consecutive or otherwise.

Tenure

Councillors shall be appointed to a Community Committee for a period of up to two (2) years.

Unless otherwise provided for in the relevant Charter, community representatives and other members of Community Committees shall be appointed for a period of up to four (4) years.

Notwithstanding the above, all Councillor members of Community Committees cease to hold office at the general election of Councillors and all other members 12 months after the general election of Councillors. Council may also otherwise resolve to dissolve a Community Committee or release individual members at any time.

Selection

Council will advertise seeking nominations for community representation on Community Committees.

The selection of members will be undertaken in accordance with Council policy PL-755 Appointment of Community & Other Stakeholder Representatives Policy - Council Committees.

Induction & training

All members of Community Committees will be required to undertake a course of induction within 6 months of appointment. The General Manager will be responsible for determining the nature and delivery of induction to members, as well as any other training considered necessary.

Replacement of Members

Where a vacancy becomes available on a Community Committee, that vacancy may be filled:

- In the case of a Councillor member, by resolution of Council appointing a new Councillor member to the Committee
- In the case of a community representative or other member, by the same selection process applied to members following reconstitution of Community Committees 12 months after each general election of Councillors.

Responsibilities of Members

All members of Community Committees should make an effort to attend as many Committee meetings as possible, and actively participate in Committee discussions.

All members must abide by Council's values.

All members must ensure that they are aware of their obligations under Council's Code of Conduct and maintain confidentiality where appropriate.

Members of Community Committees do not, by virtue of such membership, have the authority to make representations to the media on Council's behalf.

Community Committees are self administering and, as such, members are collectively responsible for preparation of meeting agendas, meeting conduct and minute preparation.

Responsibilities of Council

Council will acknowledge the value of Community Committees and their members and ensure that appropriate processes and systems are in place to enable effective reporting by Community Committees to Strategic Reference Groups, and for communication of feedback from Strategic Reference Groups.

Council will provide necessary resources to Community Committees including meeting venues, stationery allocation and standard templates to facilitate smooth operation of Committee meetings.

Council officers may attend meetings of Community Committees to provide information to members and/or to engage members in relation to specific issues or projects.

3 Community Committee Operations

Meetings of Community Committees are to be conducted according to the standard procedures outlined in these Guidelines and otherwise according to the principles of good meeting practice.

Notice of Meetings & Agenda Distribution

Notice of meetings of Community Committees should be provided to members not less than seven (7) days prior to the meeting. Wherever possible, the meeting notice and Agenda should be distributed electronically.

The meeting notice is to include an Agenda listing each item of business to be dealt with at the meeting. This Agenda is to be prepared by the Secretary of each Community Committee in consultation with the Committee Chairperson. From time to time Council officers may request that the Chairperson/Secretary include certain matters on the Agenda.

Meeting notices and Agendas should be prepared in accordance with templates provided by Council.

Conduct of Meetings

The Chairperson directs the progress of all Community Committee meetings. Subject to any determination by the Chairperson, each item of is to be dealt with in the order in which it appears on the Agenda.

Attendance at Meetings

All members are expected to attend meetings Community Committees or otherwise tender their apologies to either the Committee Chairperson or Secretary.

No member should be absent for more than two (2) consecutive meetings of a Community Committee without first seeking, and being granted, leave by the relevant Committee. If a member is not in attendance for two (2) or more meetings without being granted leave, their membership will be re-evaluated.

Council officers may be invited to attend Community Committee meetings to discuss, present or report on specific issues. Council officers may also request that they attend a future meeting of a Committee in relation to a particular matter of interest to the Committee and Council.

Any interested Councillor who is not an appointed Committee member may also attend meetings of Community Committees to hear and/or contribute to (but not vote on) Committee discussions.

Members of the public who are not members of a Community Committee may attend meetings of the Committee as observers. In their capacity as observers they are not entitled to participate in discussions unless invited by the Chair or to vote on matters discussed at the meeting.

Frequency, Timing & Duration of Meetings

Community Committees should meet at least quarterly, preferably at times that complement the schedule of Strategic Reference Group meetings and/or any specific purpose outlined in relevant Committee Charters.

Meetings are to be held at a time agreed to by a majority of members and should be no longer than (3) hours in length.

Chairperson & Secretary

The position of Committee Chairperson is to be determined annually (or otherwise as necessary) by a majority of Committee Members.

The position of Committee Secretary is also to be determined annually (or otherwise as necessary) by a majority of members.

The Chairperson is responsible for:

- facilitating the smooth operation of meetings
- ensuring the Committee operates efficiently and appropriately in accordance with its Charter and these Guidelines
- being a central point of contact and spokesperson for the Committee

The Secretary is responsible for:

- coordinating Committee meetings, including distribution of meeting notices and Agendas
- ensuring accurate meeting Minutes are prepared and forwarded for consideration by the relevant Strategic Reference Group of Council
- otherwise assisting communication with and between Committee members

Quorum and Voting

A quorum for any meeting of a Community Committee will comprise a majority of voting members of the Committee. In the event that a quorum is not present fifteen (15) minutes after the scheduled commencement time for a meeting, members may remain to discuss matters, but cannot make any formal decisions other than to determine the date, time and place of the next meeting.

No member should be absent for more than two (2) consecutive meetings of a Community Committee without first seeking, and being granted, leave by the relevant Committee. If a member is not in attendance for two (2) or more meetings without being granted leave, their membership will be re-evaluated.

Voting rights for all Councillor, community and other members of Community Committees will be in accordance with the respective Charters of individual Committees.

Community Committee meetings should have the intention of reaching consensus and a commitment to consensus decision making. It will be at the discretion of the Chairperson when a matter is to be put to the vote. In such circumstances voting is to be by way of a show of hands. For a vote to be carried the matter must be supported by a majority of members present, with the Chairperson having a casting vote in the event the vote is tied.

Minutes

Minutes must be maintained for all Community Committee meetings. Minutes are to be prepared in accordance with standard templates provided by Council.

Draft Minutes should be circulated for information and comment by members prior to referral to the relevant Strategic Reference Group of Council.

Minutes should also be formally confirmed at a subsequent meeting of the Community Committee.

Working Groups

Community Committees may from time to time establish, or be requested to establish, working groups of members in relation to specific issues or projects. These working groups should report to the relevant Community Committee and/or establish other working/reporting relationships appropriate to the group's activities.

Resourcing

Community Committees are self administering and, as such, members are collectively responsible for preparation of meeting agendas, meeting conduct and minute preparation.

Council will provide necessary resources to Community Committees including meeting venues, stationery allocation and standard templates to facilitate smooth operation of Committee meetings.

Council officers may attend meetings of Community Committees to provide information to members and/or to engage members in relation to specific issues or projects.

4 Council's Values

All members of Community Committees, and all attendees at meetings of the Groups, are expected to observe Warringah Council's adopted Values. They are:

Respect *Treat others with kindness and courtesy. Communicate openly, honestly and in a timely manner. Acknowledge the values, ideas and contributions of others.*

Integrity *Deliver on commitments. Act fairly and ethically. Apply sound judgement and common sense. Be consistent in decisions and actions. Act lawfully in all dealings.*

Teamwork *Value all members and their contributions. Share knowledge and skills with others. Work together with initiative and enthusiasm. Acknowledge contributions and celebrate success.*

Excellence *Welcome, encourage and support new ideas and initiative. Encourage continuous improvement, learning and evaluation. Lead by example. Use resources productively. Encourage flexibility.*

Responsibility *Focus on agreed priorities and meet obligations. Be accountable for actions and outcomes. Be proactive in learning and development. Strive for best possible performance.*

5 Evaluation, Reporting & Accountability

All Community Committees are required to provide Council, at least annually, with a report outlining key outcomes for the Committee over the period. At the end of each Council term the Chairperson must report to Council on the overall contribution of the Community Committee.

Reporting is to be undertaken in accordance with the reporting template provided by Council.

6 Relationships

Community Committees are required to submit their Minutes to Council for consideration at the next available meeting of the relevant Strategic Reference Group.

The Minutes of all Community Committees will be posted on Council's website for the information of residents. Committees may consider linkages and opportunities for liaison with other Community Committees.

7 Code of Conduct Obligations

All members of Community Committees are to acknowledge and abide by their responsibilities under the Council's Code of Conduct Standards for Community & Other Representatives – Council Advisory Committees.

10.0 NOTICES OF MOTION

ITEM 10.1	NOTICE OF MOTION NO 19/2013 - FEASIBILITY OF RUNNING REGULAR TRAINING SESSIONS FOR DOG OWNERS
TRIM FILE REF	2013/243628
ATTACHMENTS	NIL

Submitted by: Councillor Pat Daley

MOTION

That a report be prepared within 6 months for staff to investigate the feasibility of running regular training sessions for dog owners in appropriate parks across the Warringah Local Government Area. These sessions to focus on how to manage and control dogs.

It is suggested that the Companion Animal Community Committee, Council's Marketing and Communication Team, and Council Rangers together with other relevant staff be involved in this process. It is also suggested that appropriate external stockholders be consulted.

FUNDING SOURCE

I have been advised by staff that this motion can be carried out within current operational budget.

BACKGROUND FROM COUNCILLOR PAT DALEY

This is designed to build upon the good work already being done with pet education by Warringah Council. An example of this is the Dogs Big Day out event.

Council has excellent publications and information regarding dog ownership and management and this information needs to be more widely promoted and used.

ITEM 10.2	NOTICE OF MOTION NO 20/2013 - PRODUCTION COSTS FOR COUNCILLOR REQUESTS
TRIM FILE REF	2013/244062
ATTACHMENTS	NIL

Submitted by: Councillor Jose Menano-Pires

MOTION

That this Council:

- A. Includes an estimated cost and staff time spent in the compilation and production of outstanding and future Councillor requests as a component of the requests;
- B. Itemises the costs, staff time, the name of the originating Councillor and the total cost in a Report to Council every six months;
- C. The six monthly report also include:
 - I. the number of Council Meetings (including Extraordinary Meetings) held/ number attended;
 - II. total number of briefings held/ number attended.

FUNDING SOURCE

I have been advised by staff that this motion can be carried out within current operational budget.

11.0 QUESTIONS ON NOTICE

ITEM 11.1	QUESTION ON NOTICE NO 15/2013 - MAYOR'S USE OF COUNCIL CREDIT CARD WHILE IN EUROPE
TRIM FILE REF	2013/238270
ATTACHMENTS	NIL

Submitted by: Councillor Vincent De Luca OAM

QUESTION

What were the total charges, if any, incurred on the Mayor's Warringah Council credit card while in Europe between 7-26 November 2012?

ITEM 11.2**QUESTION ON NOTICE NO 16/2013 - MAYOR'S USE OF
COUNCIL CREDIT CARD WHILE OVERSEAS JUNE/JULY 2013****TRIM FILE REF****2013/238289****ATTACHMENTS****NIL**

Submitted by: Councillor Vincent De Luca OAM

QUESTION

What were the total charges, if any, incurred on the Warringah Council credit card while the Mayor was overseas during late June and July 2013?

ITEM 11.3	QUESTION ON NOTICE NO 17/2013 - WARRINGAH COUNCIL LOGO EXPENDITURE
TRIM FILE REF	2013/238292
ATTACHMENTS	NIL

Submitted by: Councillor Vincent De Luca OAM

QUESTION

In view of no community consultation prior to Warringah Council staff expending funds and resources to change the Warringah Council logo and the comments of Mr Ralph Schubert at the last Council meeting, will the General Manager explain why he thought it appropriate to pursue the change of logo in the absence of community consultation?

12.0 RESPONSES TO QUESTIONS ON NOTICE

ITEM 12.1	RESPONSE TO QUESTION ON NOTICE NO 12/2013 - FATHER CHRIS RILEY YOUTH OFF THE STREETS PROPOSAL FOR YOUTH SERVICES IN THE ACTUAL DEE WHY TOWN CENTRE
TRIM FILE REF	2013/233401
ATTACHMENTS	NIL

Submitted by: Councillor Vincent De Luca OAM

QUESTION

In view of the Mayor and Mr John Warburton's advice at the last Council meeting that Youth of Off the Streets did not put in writing that it did not wish to proceed with youth services in the actual Dee Why Town Centre and that Youth Off the Streets have advised it did wish to, could Council please advise on what date Youth Off the Streets allegedly advised Council it was not interested in providing services?

RESPONSE

Contained within this question is the assertion that Father Chris Riley's Youth off the Streets had previously advised council that it wished to develop a Youth Service in Dee Why. This is incorrect. Youth Off the Streets has never formally or informally advised council that it wished to proceed with any youth services of any description in Dee Why or anywhere on the Northern Beaches. In a meeting May 2012 with Warringah, Pittwater and Manly council staff and political representatives, Father Chris Riley verbally indicated that he did not believe that the resources of his organisation were best utilised on the Northern Beaches when his primary client base was in areas of greater socioeconomic need. Father Riley based this on a Need Analysis Study of Northern Beaches Youth conducted by his organisation. At no time during this discussion was the possibility of Youth Off the Streets providing services in Dee Why mentioned.

ITEM 12.2	RESPONSE TO QUESTION ON NOTICE NO 13/2013 - COMMUNITY CONSULTATION ON PCYC
TRIM FILE REF	2013/233406
ATTACHMENTS	NIL

Submitted by: Councillor Vincent De Luca OAM

QUESTION

Noting Mr John Warburton's advice at the last Council meeting that there was no community consultation, particularly with local residents surrounding The Kingsway car park at Dee Why prior to the September 2012 Council election as to the location of the PCYC, why did Council staff use Council resources to draw up plans to make an application to the PCYC for funding in June 2012?

RESPONSE

Council has been collecting S94 funds for the purpose of the provision of carparking in Dee Why for over a decade. The Kingsway carpark, prior to the most recently approved Plan of Management was classified as community land with carparking as an allowable use. Preparations and design work began in 2007 to expend the S94 contributions for carparking. Two locations were identified which were suitable, Mooramba Road carpark and the Kingsway carpark. The Kingsway was deemed preferable because of its larger capacity and the ability to deliver more parking at a much more efficient cost per space. During carpark design, in response to research work being conducted as part of council's recreation strategy it was established that Warringah has a large unmet need for indoor sporting and recreation facilities. Preliminary feasibility suggested that it would be viable and cost effective to place indoor sporting and recreational facilities on top of the proposed carpark. In 2008, as part of the exhibition for the Dee Why Town Centre Masterplan and the development of the Civic Centre site, plans for a carpark and indoor sports and recreation centre were consulted extensively with the community. So whilst council did not consult with the community prior to September in relation to a PCYC, it did consult with the community in relation to a proposal for a multi level carpark and indoor sports and recreation centre. As a result of this engagement, analysis and design was done to further the concept of an indoor recreation centre on the site. This received wide publication including major stories in the Manly Daily. Council resolved on 26 June 2012 a capital works allocation of approximately \$20m for the construction of the Dee Why Town Centre parking and community facility.

Council's Social Plan (2008) and Recreation Strategy (2008) include strategic goals that council work in partnership with community organisations such as the PCYC to provide a greater range of entertainment, recreation and cultural services and facilities which addresses the needs of a diverse range of young people. In 2012 Council supported Pittwater Council in its application to have a PCYC on the Northern Beaches. Once it was announced that Pittwater had been unsuccessful in its bid, council was informed that there was a very small window of opportunity where it could apply for a grant to have a PCYC on the Kingsway site pursuant to these strategies. Warringah Council submitted an application using only in house staff time. This application would not be committing council to additional expense if it was successful in gaining a PCYC as funds had already been allocated for the Kingsway carpark and recreational facility. Indeed, being able to secure the not for profit PCYC as the operator for the recreational centre represents a significant saving to council as PCYC's were only allocated as part of a state government grant program. In this case the PCYC grant included \$250k in funding and the provision of a Centre Manager and two full time serving police officers to run the facility at no cost to council.

Council's application included letters of support from the following:

- Superintendent Cruickshank – Northern Beaches and Manly LAC (Acting)

- Brad Hazzard MP - Member for Wakehurst
- Mike Baird MP – Member for Manly
- Jonathan O’Dea MP – Member for Davidson
- Rob Stokes MP – Member for Pittwater
- Cr Harvey Rose – Mayor of Pittwater
- Cr Jean Hay – Mayor of Manly
- Peninsula Youth Services Inc
- Pacific & Maori Work on the Streets Group
- Northern Beaches Business Education Network (NBBEN)
- YWCA NSW (Big Brothers Big Sister Program)
- NSW Health, Northern Sydney Local Health District Health Promotions Unit
- The Burdekin Youth Housing Association
- CentreCare, Broken Bay
- John Lind – Youth Volunteer
- The Beach School (SSP Behavioural School)
- Manly Drug Education And Counselling Centre (MDECC)
- Relationships Australia

On 24 July 2012 Council resolved to commence the process for a new plan of management for the Kingsway Carpark site pursuant to the multilevel carpark and sporting recreational concept. The council report clearly envisaged the possibility of a PCYC on the site.

On 14 August 2013 the Premier of NSW announced that Warringah had been successful in its grant application. The state government press release stated, “Warringah Council’s plan for a PCYC for the youth of the Northern Beaches is a gold medal proposal”, said Premier Barry O’Farrell at Dee Why today.

”I am delighted to be here in Dee Why to personally see the site of the “soon to be” PCYC and to tell Mayor Michael Regan that the Council has been successful in its application for a grant of \$250,000.00 from the NSW Government.

“The Council’s application showed Warringah Council has a clear, achievable plan to deliver a PCYC that will serve the whole Peninsula and it deserves to be supported,” said the Premier.

ITEM 12.3	RESPONSE TO QUESTION ON NOTICE NO 14/2013 - USE OF COUNCIL GENERAL MANAGER'S CREDIT CARD WHILE IN EUROPE
TRIM FILE REF	2013/233409
ATTACHMENTS	NIL

Submitted by: Councillor Vincent De Luca OAM

QUESTION

What were the total charges, if any, on the General Manager's council credit card while in Europe between 7-26 November 2012?

RESPONSE

0

13.0 CONFIDENTIAL MATTERS – CLOSED SESSION

RECOMMENDATION

- A. That, on the grounds and for the reasons stated below, the Council resolve into Closed Session to receive and consider the items identified as Confidential and listed on this Agenda as:

- Item 13.1 RFT 2013/048 - Provision of Legal Services
- Item 13.2 RFT 2013/027 - SHOROC - Supply and Delivery of Linemarking and Signposting
- Item 13.3 RFT 2013/032 - Restoration Works to Pumpwell - Queenscliff Rockpool
- Item 13.4 RFT 2013/049 - Major Works for Brookvale Children's Centre

Matters to be Discussed During Closed Session - Section 10D

- Item 13.1 RFT 2013/048 - Provision of Legal Services
- Item 13.2 RFT 2013/027 - SHOROC - Supply and Delivery of Linemarking and Signposting
- Item 13.3 RFT 2013/032 - Restoration Works to Pumpwell - Queenscliff Rockpool
- Item 13.4 RFT 2013/049 - Major Works for Brookvale Children's Centre

Grounds on which Matter Should be Considered in Closed Session – Section 10A(2)

- Item 13.1 10A(2)(c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business
10A(2)(d(i)) commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it
10A(2)(d(ii)) commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the council
- Item 13.2 10A(2)(d(i)) commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it
- Item 13.3 10A(2)(d(i)) commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it
- Item 13.4 10A(2)(d(i)) commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it

Reason Why Matters are being considered in Closed Session – Section 10B

To preserve the relevant confidentiality, privilege or security of such information.

- B. That pursuant to Section 10A Subsections 2 & 3 and 10B of the Local Government Act 1993 (as amended), the press and public be excluded from the proceedings of the Council in Closed Session on the basis that the items to be considered are of a confidential nature.
 - C. That the closure of that part of the meeting for the receipt or discussion of the nominated item or information relating thereto is necessary to preserve the relevant confidentiality, privilege or security of such information.
 - D. That the Minutes and Business Papers including any reports, correspondence, documentation or information relating to such matter be treated as Confidential and be withheld from access by the press and public, until such time as the reason for confidentiality has passed or become irrelevant because these documents relate to a matter specified in section 10A(2).
-

-
- E. That the resolutions made by the Council in Closed Session be made public after the conclusion of the Closed Session and such resolutions be recorded in the Minutes of the Council Meeting.
-

