

# AGENDA

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

**Tuesday 16 October 2018**

Beginning at 6:30pm for the purpose of considering and determining matters included in this agenda.



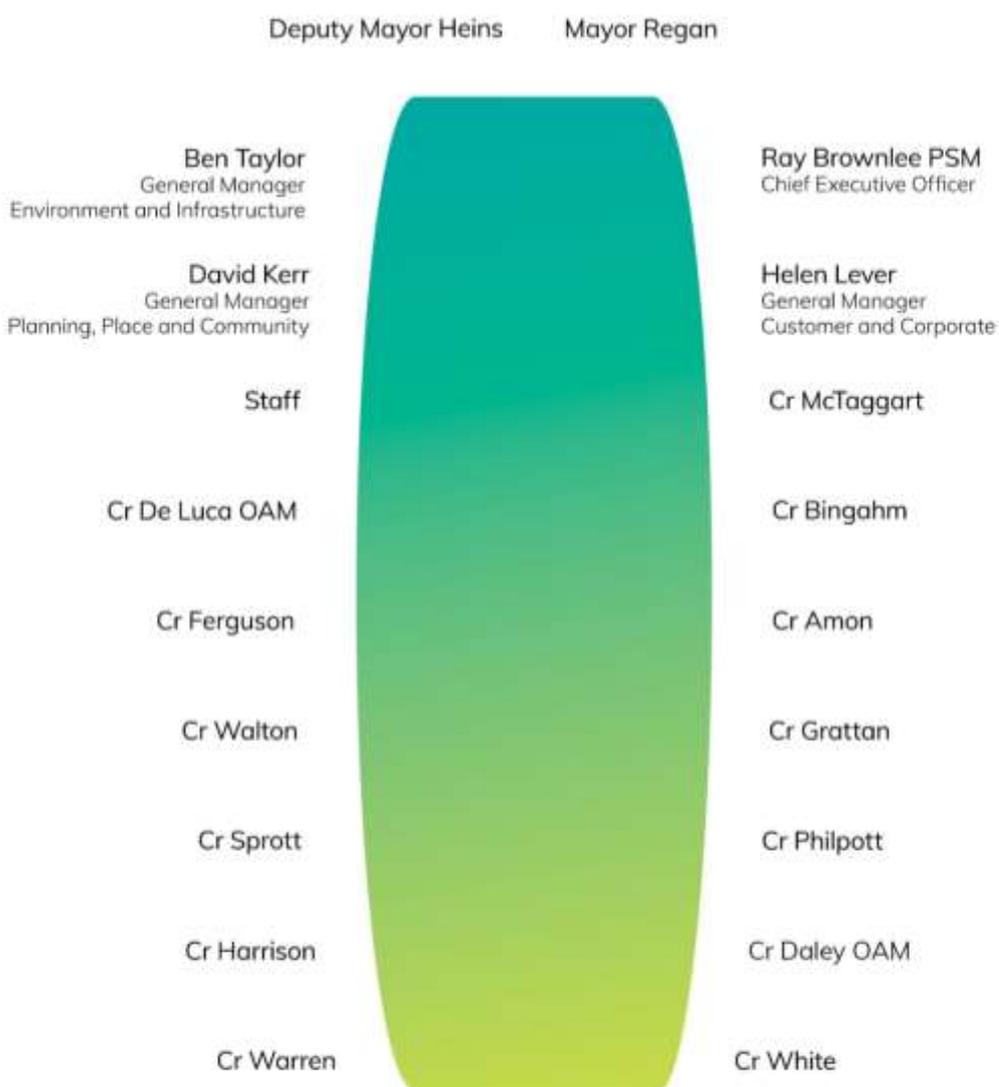
**Ray Brownlee PSM**  
**Chief Executive Officer**

## OUR VISION

*Delivering the highest quality service valued and trusted by our community*

## OUR VALUES

*Trust Teamwork Respect Integrity Service Leadership*



**Agenda for an Ordinary Meeting of Council  
to be held on Tuesday 16 October 2018  
at the Civic Centre, Dee Why  
Commencing at 6:30pm**

<b>1.0</b>	<b>ACKNOWLEDGEMENT OF COUNTRY</b>	
<b>2.0</b>	<b>APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE</b>	
<b>3.0</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS</b>	
3.1	Minutes of Ordinary Council Meeting held 25 September 2018	
<b>4.0</b>	<b>DISCLOSURES OF INTEREST</b>	
<b>5.0</b>	<b>PUBLIC FORUM AND PUBLIC ADDRESS</b>	
<b>6.0</b>	<b>ITEMS RESOLVED BY EXCEPTION</b>	
<b>7.0</b>	<b>MAYORAL MINUTES</b>	
7.1	Mayoral Minute No 10/2018 - Safer Pedestrians in Council Carparks <i>(Report not available at time of publishing and will be circulated prior to the meeting)</i>	
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<b>16.0</b>	<b>REPORT OF RESOLUTIONS PASSED IN CLOSED SESSION</b>	

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## **1.0 ACKNOWLEDGEMENT OF COUNTRY**

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As a sign of respect, Northern Beaches Council acknowledges the traditional custodians of these lands on which we gather and pays respect to Elders past and present.

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## **2.0 APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

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In accordance with Part 6 of the Code of Meeting Practice, apologies must be received and accepted from absent Councillors and a leave of absence from the Council Meeting may be granted.

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## **3.0 CONFIRMATION OF MINUTES**

### **3.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 25 SEPTEMBER 2018**

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#### **RECOMMENDATION**

That the Minutes of the Ordinary Council Meeting held 25 September 2018, copies of which were previously circulated, be confirmed as a true and correct record of the proceedings of that meeting.

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## **4.0 DISCLOSURES OF INTEREST**

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In accordance with Part 17 of the Code of Meeting Practice, all Councillors must disclose and manage any conflicts of interest they may have in matters being considered at the meeting.

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## **5.0 PUBLIC FORUM AND PUBLIC ADDRESS**

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In accordance with Part 5 of the Code of Meeting Practice, residents, ratepayers, applicants or other persons may request to address Council in relation to any one matter related to the general business of Council but not the subject of a report on the agenda (Public Forum) and no more than two matters listed for consideration on the agenda (Public Address).

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## **6.0 ITEMS RESOLVED BY EXCEPTION**

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In accordance with Part 14 of the Code of Meeting Practice, items that are dealt with by exception are items where the recommendations contained in the staff reports in the agenda are adopted without discussion.

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## 8.0 CHIEF EXECUTIVE OFFICER'S DIVISION REPORTS

<b>ITEM 8.1</b>	<b>MONTHLY INVESTMENT REPORT - SEPTEMBER 2018</b>
<b>REPORTING MANAGER</b>	<b>CHIEF FINANCIAL OFFICER</b>
<b>TRIM FILE REF</b>	<b>2018/640155</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

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### EXECUTIVE SUMMARY

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#### PURPOSE

To provide a report setting out details of all money that Council has invested under section 625 of the *Local Government Act, 1993*.

#### SUMMARY

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

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

The Investment Report shows that Council has total cash and investments of \$254,769,836 comprising:

- Trading Accounts           \$3,130,645
- Investments                 \$251,639,191

Performance over the period from 1 July 2018 to date was strong having exceeded the benchmark: 2.64pa vs. 1.85%pa.

#### Certification – Responsible Accounting Officer

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

#### FINANCIAL CONSIDERATIONS

Actual investment income for the period from 1 July 2018 to date was \$1,544,443 compared to budgeted income of \$1,330,750, a positive variance of \$213,693.

#### SOCIAL CONSIDERATIONS

Council's investments are managed in accordance with Council's Investment Policy. Council's Investment Policy requires consideration of social responsibility when making investment decisions.

#### ENVIRONMENTAL CONSIDERATIONS

Council's investments are managed in accordance with Council's Investment Policy. Council's Investment Policy requires consideration of environmental responsibility when making investment decisions.

## **GOVERNANCE AND RISK CONSIDERATIONS**

Council's Investment Policy and Strategy have been reviewed in September 2018 by Council's Investment Advisors Laminar Capital Pty Ltd who confirmed that the current policy "remains consistent with the Ministerial Investment Order and guidelines issued by the Chief Executive (Local Government), Department of Premier and Cabinet" and that they "do not recommend any changes to the list of approved investments or credit limit frameworks." They also stated that "The portfolio remains conservatively placed, well within the investment portfolio limits from a risk and term to maturity perspective."

The Investment Policy will be subject to its annual review by the Audit, Risk and Improvement Committee at their meeting in November 2018.

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## **RECOMMENDATION OF CHIEF EXECUTIVE OFFICER**

That Council receives and notes the Investment Report as at 30 September 2018, including the certification by the Responsible Accounting Officer.

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**REPORT**

**INVESTMENT BALANCES**

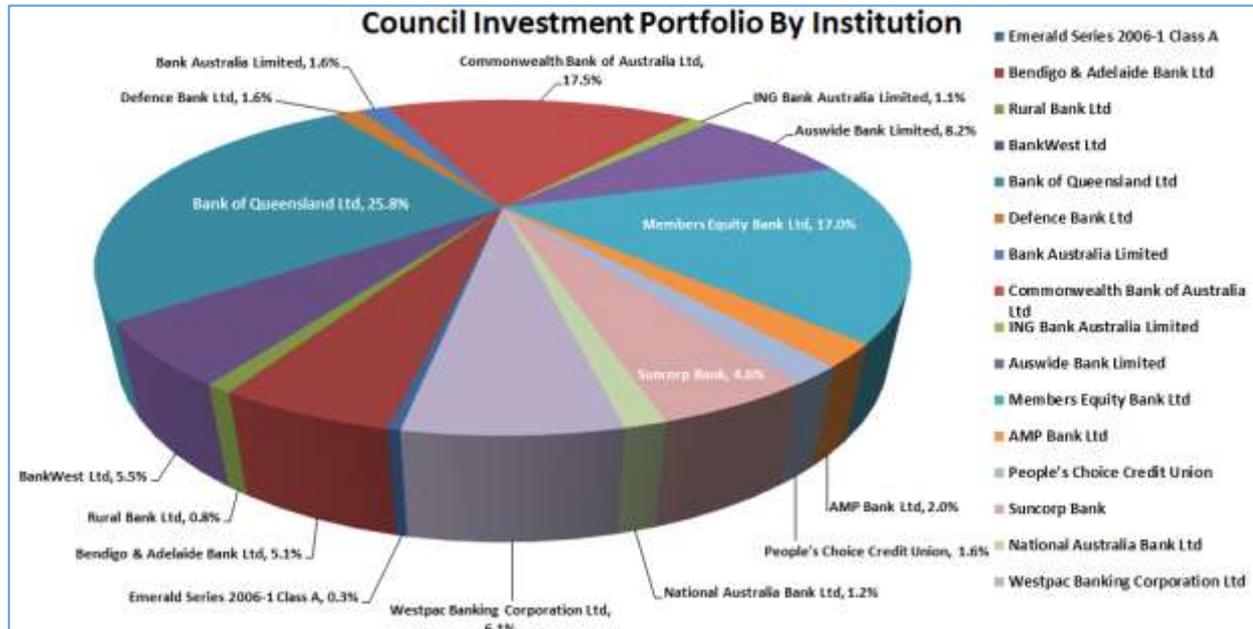
<b>INVESTMENT BALANCES</b>				
As at 30-Sep-2018				
<b>INSTITUTION</b>	<b>RATING</b>	<b>AMOUNT \$</b>	<b>MATURITY DATE</b>	<b>INTEREST RATE</b>
<b>Trading Accounts</b>				
Commonwealth Bank of Australia Ltd	A1+	734,514		1.30%
Commonwealth Bank of Australia Ltd	A1+	63,688		1.30%
Commonwealth Bank of Australia Ltd	A1+	7,319		1.55%
National Australia Bank Ltd	A1+	<u>318,212</u>		1.50%
		<b>1,123,732</b>		
<b>At Call Accounts</b>				
Commonwealth Bank of Australia Ltd	A1+	<u>7,082,331</u>	At Call	1.85%
		<b>7,082,331</b>		
<b>Mortgage Backed Securities</b>				
Emerald Series 2006-1 Class A	AAA	<u>877,292</u>	21-Aug-51	2.408%
		<b>877,292</b>		
<b>Term Deposits</b>				
Members Equity Bank Ltd	A2	1,000,000	02-Oct-18	2.62%
Members Equity Bank Ltd	A2	2,000,000	02-Oct-18	2.63%
Bank of Queensland Ltd	A2	2,000,000	04-Oct-18	2.60%
Auswide Bank Limited	A2	2,000,000	09-Oct-18	2.67%
Members Equity Bank Ltd	A2	2,000,000	09-Oct-18	2.75%
Members Equity Bank Ltd	A2	2,000,000	11-Oct-18	2.62%
Bendigo & Adelaide Bank Ltd	A2	1,000,000	16-Oct-18	2.65%
Bank of Queensland Ltd	A2	2,000,000	16-Oct-18	2.65%
Members Equity Bank Ltd	A2	3,000,000	25-Oct-18	2.60%
Defence Bank Ltd	A2	2,000,000	30-Oct-18	2.75%
Members Equity Bank Ltd	A2	1,000,000	01-Nov-18	2.62%
Members Equity Bank Ltd	A2	2,000,000	01-Nov-18	2.75%
AMP Bank Ltd	A1	3,000,000	06-Nov-18	2.65%
Bendigo & Adelaide Bank Ltd	A2	2,000,000	08-Nov-18	2.60%
Bank of Queensland Ltd	A2	2,000,000	13-Nov-18	2.60%
AMP Bank Ltd	A1	2,000,000	13-Nov-18	2.65%
Auswide Bank Limited	A2	2,000,000	13-Nov-18	2.85%
Bank of Queensland Ltd	A2	2,000,000	15-Nov-18	2.60%
Bank of Queensland Ltd	A2	2,000,000	20-Nov-18	2.70%
Bank of Queensland Ltd	A2	2,000,000	22-Nov-18	2.60%
Bank of Queensland Ltd	A2	1,000,000	27-Nov-18	2.75%
Westpac Banking Corporation Ltd	A1+	1,000,000	04-Dec-18	2.60%
Bank of Queensland Ltd	A2	2,000,000	04-Dec-18	2.75%
Bank of Queensland Ltd	A2	2,000,000	06-Dec-18	2.60%
Auswide Bank Limited	A2	2,000,000	11-Dec-18	2.70%
Auswide Bank Limited	A2	2,000,000	11-Dec-18	2.82%
Bank of Queensland Ltd	A2	2,000,000	18-Dec-18	2.65%
Bank of Queensland Ltd	A2	3,000,000	18-Dec-18	2.75%
Bank of Queensland Ltd	A2	1,000,000	20-Dec-18	2.60%
Bank of Queensland Ltd	A2	2,000,000	03-Jan-19	2.60%

<b>INVESTMENT BALANCES</b>				
As at 30-Sep-2018				
<b>INSTITUTION</b>	<b>RATING</b>	<b>AMOUNT \$</b>	<b>MATURITY DATE</b>	<b>INTEREST RATE</b>
<b>Term Deposits (continued)</b>				
Bank of Queensland Ltd	A2	3,000,000	03-Jan-19	2.75%
Bendigo & Adelaide Bank Ltd	A2	2,000,000	08-Jan-19	2.65%
Members Equity Bank Ltd	A2	2,000,000	08-Jan-19	2.75%
Commonwealth Bank of Australia Ltd	A1+	2,000,000	10-Jan-19	2.62%
Bank of Queensland Ltd	A2	1,000,000	15-Jan-19	2.60%
Westpac Banking Corporation Ltd	A1+	1,000,000	17-Jan-19	2.65%
Commonwealth Bank of Australia Ltd	A1+	2,000,000	22-Jan-19	2.61%
Commonwealth Bank of Australia Ltd	A1+	1,000,000	29-Jan-19	2.74%
Commonwealth Bank of Australia Ltd	A1+	2,000,000	31-Jan-19	2.61%
Commonwealth Bank of Australia Ltd	A1+	1,000,000	01-Feb-19	2.60%
Commonwealth Bank of Australia Ltd	A1+	2,000,000	05-Feb-19	2.61%
Rural Bank Ltd	A2	2,000,000	05-Feb-19	2.77%
BankWest Ltd	A1+	2,000,000	07-Feb-19	2.75%
Members Equity Bank Ltd	A2	2,000,000	12-Feb-19	2.85%
Westpac Banking Corporation Ltd	A1+	2,000,000	14-Feb-19	2.62%
Westpac Banking Corporation Ltd	A1+	2,000,000	19-Feb-19	2.64%
Defence Bank Ltd	A2	2,000,000	21-Feb-19	2.80%
Westpac Banking Corporation Ltd	A1+	2,000,000	26-Feb-19	2.64%
Bank of Queensland Ltd	A2	2,000,000	26-Feb-19	2.75%
Members Equity Bank Ltd	A2	1,000,000	05-Mar-19	2.80%
Westpac Banking Corporation Ltd	A1+	2,000,000	07-Mar-19	2.65%
Auswide Bank Limited	A2	2,000,000	12-Mar-19	2.86%
Auswide Bank Limited	A2	2,000,000	12-Mar-19	2.82%
Suncorp Bank	A1	2,000,000	14-Mar-19	2.75%
Commonwealth Bank of Australia Ltd	A1+	2,000,000	19-Mar-19	2.66%
Bendigo & Adelaide Bank Ltd	A2	1,000,000	19-Mar-19	2.80%
Commonwealth Bank of Australia Ltd	A1+	2,000,000	26-Mar-19	2.77%
Suncorp Bank	A1	3,000,000	28-Mar-19	2.75%
Auswide Bank Limited	A2	3,000,000	02-Apr-19	2.86%
Members Equity Bank Ltd	A2	2,000,000	04-Apr-19	2.80%
Bank of Queensland Ltd	A2	3,000,000	09-Apr-19	2.75%
Suncorp Bank	A1	2,000,000	11-Apr-19	2.75%
Bank of Queensland Ltd	A2	2,000,000	16-Apr-19	2.75%
Commonwealth Bank of Australia Ltd	A1+	2,000,000	23-Apr-19	2.78%
Bank of Queensland Ltd	A2	2,000,000	30-Apr-19	2.75%
Suncorp Bank	A1	2,000,000	30-Apr-19	2.75%
BankWest Ltd	A1+	2,000,000	02-May-19	2.80%
BankWest Ltd	A1+	2,000,000	07-May-19	2.80%
Members Equity Bank Ltd	A2	3,000,000	09-May-19	2.80%
Members Equity Bank Ltd	A2	2,000,000	14-May-19	2.80%
BankWest Ltd	A1+	2,000,000	16-May-19	2.80%
BankWest Ltd	A1+	3,000,000	21-May-19	2.80%
Bank of Queensland Ltd	A2	2,000,000	23-May-19	2.75%
Suncorp Bank	A1	2,000,000	28-May-19	2.75%
People's Choice Credit Union	A2	2,000,000	04-Jun-19	2.90%
BankWest Ltd	A1+	3,000,000	04-Jun-19	2.75%
National Australia Bank Ltd	A1+	2,000,000	06-Jun-19	2.80%
Bank Australia Limited	A2	2,000,000	11-Jun-19	2.90%
Auswide Bank Limited	A2	2,000,000	13-Jun-19	2.80%

<b>INVESTMENT BALANCES</b>				
As at 30-Sep-2018				
INSTITUTION	RATING	AMOUNT \$	MATURITY DATE	INTEREST RATE
<b>Term Deposits (continued)</b>				
Bendigo & Adelaide Bank Ltd	A2	2,000,000	18-Jun-19	2.75%
Bank of Queensland Ltd	A2	3,000,000	20-Jun-19	2.75%
Bank of Queensland Ltd	A2	2,000,000	25-Jun-19	2.75%
Bank of Queensland Ltd	A2	3,000,000	25-Jun-19	2.75%
Bank of Queensland Ltd	A2	2,000,000	27-Jun-19	2.75%
Members Equity Bank Ltd	A2	1,000,000	02-Jul-19	2.80%
Bank Australia Limited	A2	2,000,000	04-Jul-19	2.95%
Bank of Queensland Ltd	A2	2,000,000	09-Jul-19	2.75%
National Australia Bank Ltd	A1+	719,877	11-Jul-19	2.80%
Auswide Bank Limited	A2	2,000,000	16-Jul-19	2.80%
Bank of Queensland Ltd	A2	2,000,000	25-Jul-19	2.75%
Members Equity Bank Ltd	A2	2,000,000	01-Aug-19	2.85%
Members Equity Bank Ltd	A2	2,000,000	06-Aug-19	2.85%
Bank of Queensland Ltd	A2	2,000,000	06-Aug-19	2.75%
Auswide Bank Limited	A2	2,000,000	13-Aug-19	2.85%
Members Equity Bank Ltd	A2	3,000,000	03-Sep-19	2.75%
Members Equity Bank Ltd	A2	2,000,000	05-Sep-19	2.75%
Members Equity Bank Ltd	A2	2,000,000	10-Sep-19	2.75%
Bank of Queensland Ltd	A2	2,000,000	20-Sep-19	2.75%
		<b>194,719,877</b>		
<b>Kimbriki Environmental Enterprises Pty Ltd</b>				
<b>Trading Accounts</b>				
Commonwealth Bank of Australia Ltd	A1+	2,006,913		0.90%
		<b>2,006,913</b>		
<b>At Call Accounts</b>				
Commonwealth Bank of Australia Ltd	A1+	653,457	At Call	1.45%
Commonwealth Bank of Australia Ltd	A1+	640,067	At Call	1.45%
		<b>1,293,524</b>		
<b>Term Deposits</b>				
Commonwealth Bank of Australia Ltd	A1+	2,000,000	21-Oct-18	2.48%
Commonwealth Bank of Australia Ltd	A1+	6,366,168	29-Oct-18	2.65%
Commonwealth Bank of Australia Ltd	A1+	1,000,000	29-Oct-18	2.28%
Commonwealth Bank of Australia Ltd	A1+	1,000,000	30-Oct-18	2.41%
Commonwealth Bank of Australia Ltd	A1+	2,000,000	30-Nov-18	2.53%
Commonwealth Bank of Australia Ltd	A1+	1,000,000	27-Dec-18	2.54%
Commonwealth Bank of Australia Ltd	A1+	1,000,000	16-Jan-19	2.66%
		<b>14,366,168</b>		
<b>New Council Implementation Fund</b>				
<b>Term Deposits</b>				
ING Bank Australia Limited	A1	900,000	21-Mar-19	2.70%
		<b>900,000</b>		

<b>INVESTMENT BALANCES</b>				
As at 30-Sep-2018				
INSTITUTION	RATING	AMOUNT \$	MATURITY DATE	INTEREST RATE
<b>Stronger Communities Fund</b>				
<b>Term Deposits</b>				
Members Equity Bank Ltd	A2	500,000	13-Apr-18	2.75%
Members Equity Bank Ltd	A2	1,000,000	18-Oct-18	2.62%
Members Equity Bank Ltd	A2	900,000	08-Nov-18	2.77%
Commonwealth Bank of Australia Ltd	A1+	2,000,000	18-Dec-18	2.62%
Commonwealth Bank of Australia Ltd	A1+	1,000,000	14-Feb-19	2.60%
Suncorp Bank	A1	750,000	14-Feb-19	2.75%
Bank of Queensland Ltd	A2	650,000	18-Jun-19	2.75%
Members Equity Bank Ltd	A2	2,000,000	23-Jul-19	2.70%
Westpac Banking Corporation Ltd	A1+	500,000	13-Aug-19	2.71%
ING Bank Australia Limited	A1	2,000,000	19-Dec-19	2.90%
		<b>11,300,000</b>		
<b>Stronger Communities Fund Round 2</b>				
<b>Term Deposits</b>				
Westpac Banking Corporation Ltd	A1+	5,100,000	13-Dec-18	2.60%
People's Choice Credit Union	A2	2,000,000	22-Jan-19	2.85%
Bank of Queensland Ltd	A2	3,000,000	05-Mar-19	2.65%
Members Equity Bank Ltd	A2	2,000,000	11-Apr-19	2.85%
Bendigo & Adelaide Bank Ltd	A2	2,000,000	16-May-19	2.75%
Bendigo & Adelaide Bank Ltd	A2	3,000,000	11-Jun-19	2.77%
Bank of Queensland Ltd	A2	2,000,000	18-Jul-19	2.75%
Bank of Queensland Ltd	A2	2,000,000	30-Aug-19	2.75%
		<b>21,100,000</b>		
<b>Total Cash and Investments</b>		<b>254,769,836</b>		

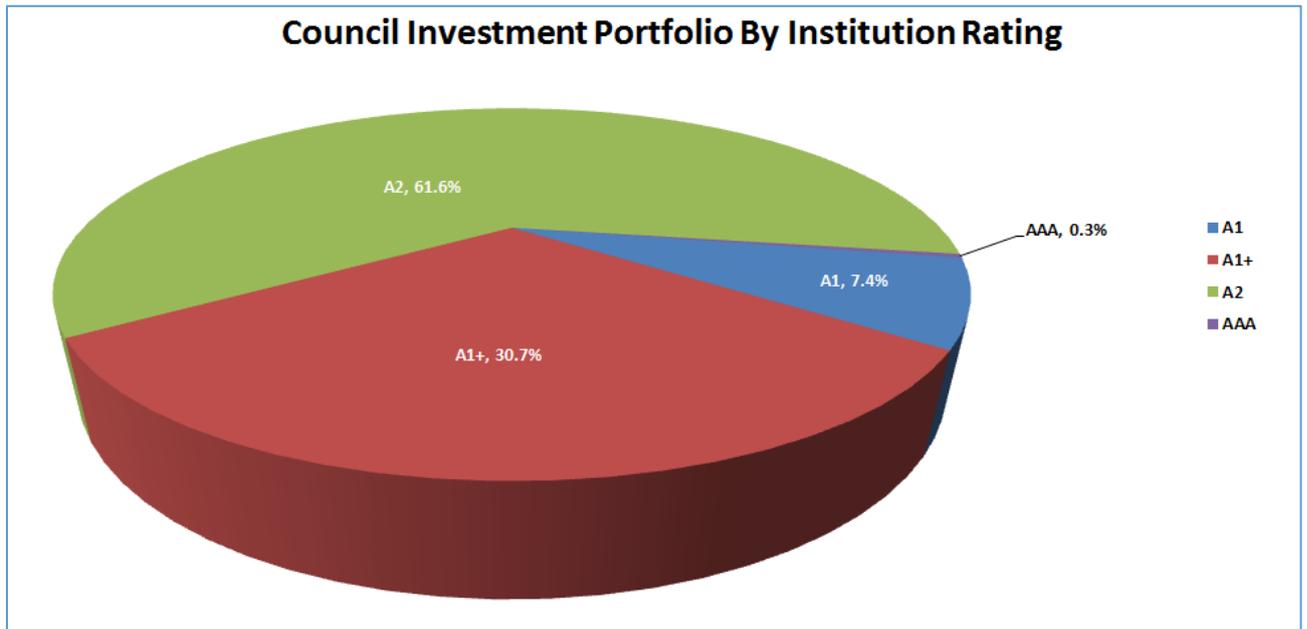
**PORTFOLIO ANALYSIS**



**Institutional Credit Framework – Compliance with Investment Policy Requirements**

Clause 4.2.2 of Council's Investment Policy requires that exposure to an individual institution be restricted by their credit rating so that single entity exposure is limited, as detailed in the table below:

Long Term Rating	Short Term Rating	Maximum %	Portfolio Complies with Policy?
AAA (incl. government guaranteed deposits)			
AA+	A-1+	50%	Yes
AA			
AA-			
A+	A-1	40%	Yes
A			
A-			
BBB+	A-2	30%	Yes
BBB			
BBB-	A-3	10%	Yes
Unrated	Unrated	10%	Yes (\$Nil)



#### Overall Portfolio Credit Framework – Compliance with Investment Policy Requirements

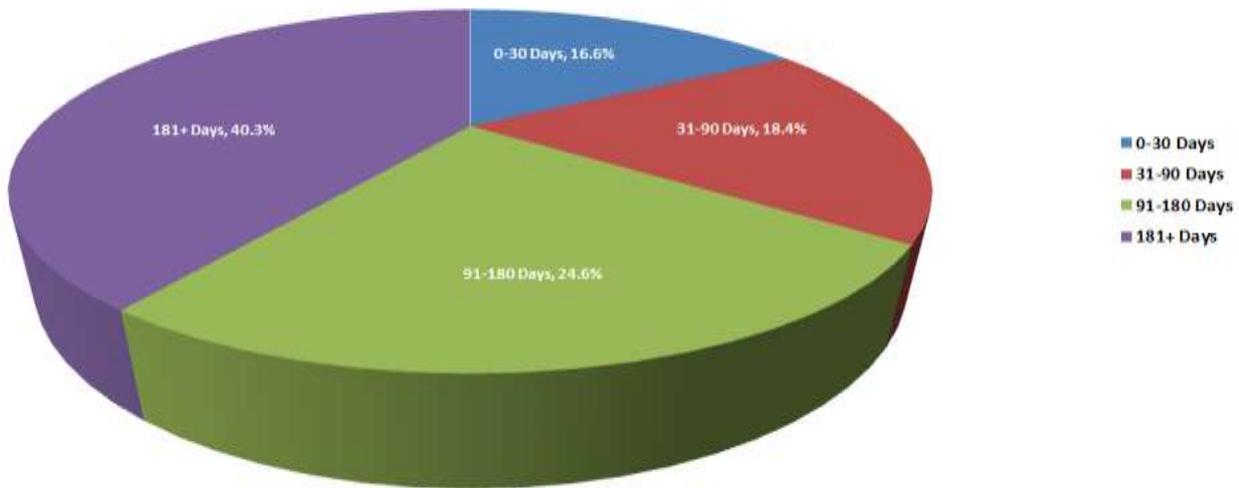
Clause 4.2.1 of Council's Investment Policy requires that the total percentage exposure within the market to any particular credit rating category be limited, as detailed in the table below:

S&P Long Term Rating*	S&P Short Term Rating*	Maximum %	Portfolio Complies with Policy?
AAA (incl. government guaranteed deposits)	A-1+	100%	Yes
AA+			
AA			
AA-			
A+	A-1	100%	Yes
A			
A-			
BBB+	A-2	80%	Yes
BBB			
BBB-	A-3	30%	Yes
Unrated**	Unrated**	20%	Yes (\$Nil)

\* Or Moody's / Fitch equivalents

\*\* Unrated Category is restricted to eligible managed funds such as the NSW Treasury Corporation Hour Glass Facilities

### Council Investment Portfolio By Term to Maturity

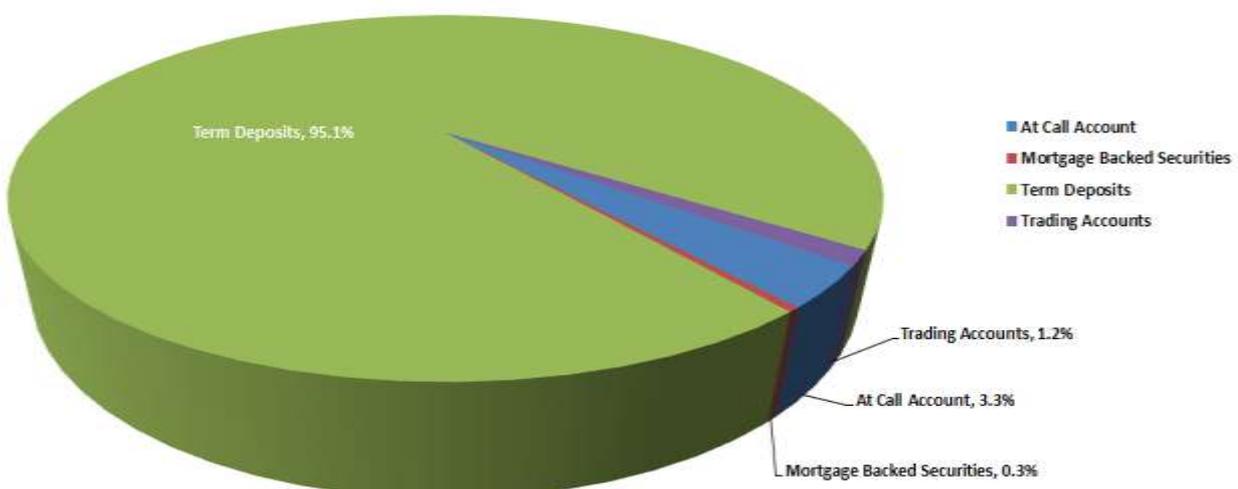


### Term to Maturity Framework – Compliance with Investment Policy Requirements

Clause 4.2.3 of Council's Investment Policy requires Council's investment portfolio is to be invested within the following maturity constraints:

Overall Portfolio Term to Maturity Limits			Portfolio Complies with Policy?
Portfolio % <1 year	Min 40%	Max 100%	Yes
Portfolio % >1 year ≤3 year	Min 0%	Max 60%	Yes
Portfolio % >3 year ≤5 year	Min 0%	Max 30%	Yes

### Council Investment Portfolio By Type of Investment

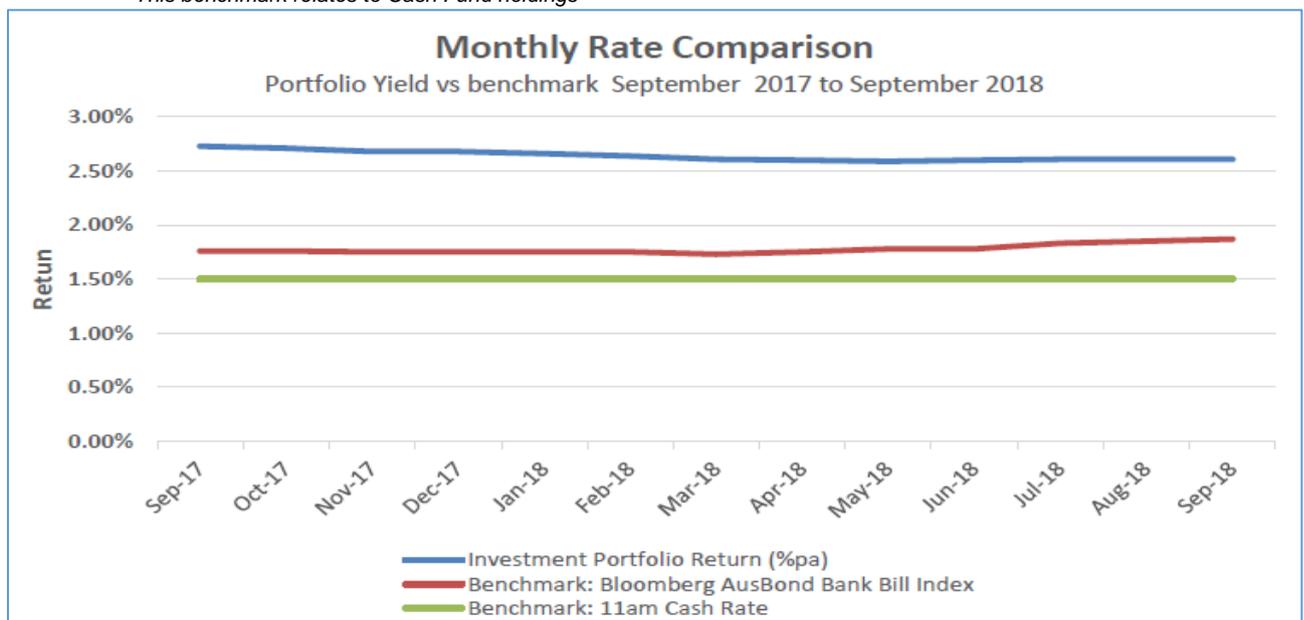


### INVESTMENT PERFORMANCE VS. BENCHMARK

	Investment Portfolio Return (%pa)*	Benchmark: Bloomberg AusBond Bank Bill Index	Benchmark: 11am Cash Rate **
1 Month	2.69%	1.87%	1.50%
3 Months	2.64%	1.85%	1.50%
6 Months	2.62%	1.81%	1.50%
FYTD	2.64%	1.85%	1.50%
12 Months	2.64%	1.78%	1.50%

\* Excludes trading account balances

\*\* This benchmark relates to Cash Fund holdings

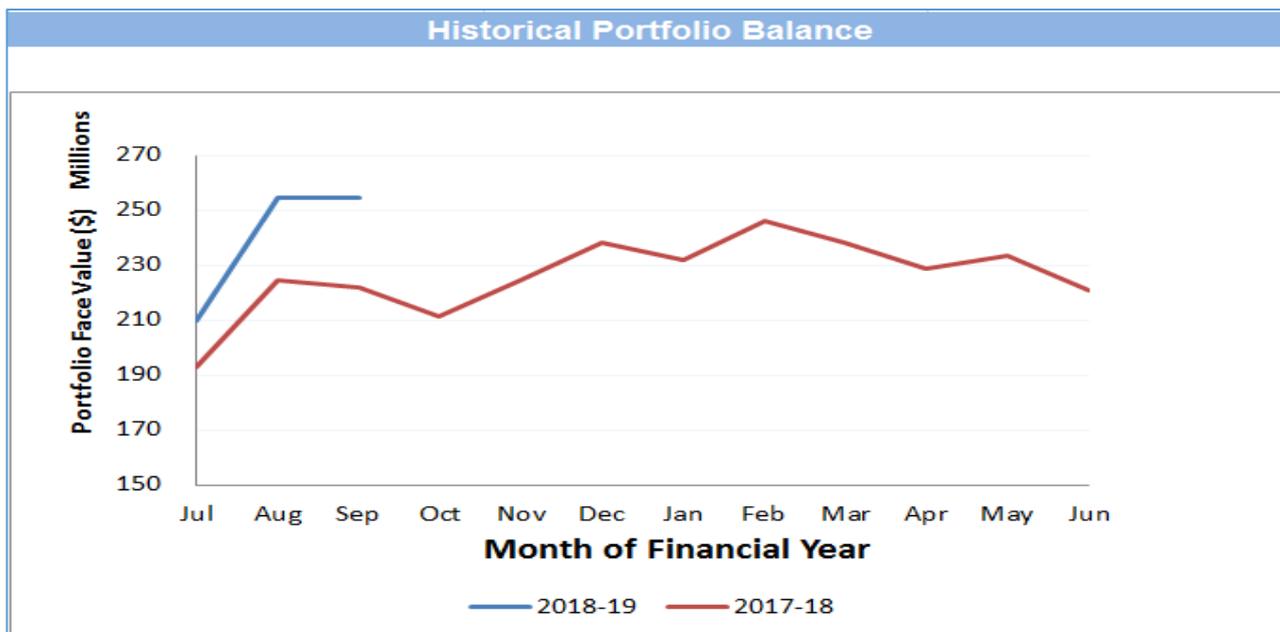


### MONTHLY INVESTMENT INCOME\* VS. BUDGET

	30 September 18 \$	Year to Date \$
Investment Income	586,685	1,558,492
Adjustment for Fair Value	(16,405)	(14,049)
Total Investment Income	570,280	1,544,443
Budgeted Income	447,917	1,330,750

\*Includes all cash and investment holdings

Historical Portfolio Balance		
	2018-19	2017-18
<b>Jul</b>	209,605,515	192,788,320
<b>Aug</b>	254,510,268	224,541,055
<b>Sep</b>	254,769,836	221,786,511
<b>Oct</b>		211,440,341
<b>Nov</b>		224,335,322
<b>Dec</b>		238,474,454
<b>Jan</b>		231,952,491
<b>Feb</b>		246,219,499
<b>Mar</b>		238,498,965
<b>Apr</b>		228,632,853
<b>May</b>		233,702,341
<b>Jun</b>		220,859,601
<b>Average Portfolio Balance</b>	<b>239,628,540</b>	<b>226,102,646</b>



**Statement of Compliance**

Portfolio Performance vs. 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

## ECONOMIC NOTES

(Source: Primarily extracted from information supplied by Laminar Capital Pty Ltd)

Evidence of strong global economic growth accumulates, but the downside risks to future growth are growing too. Annual GDP growth in Quarter 2 was at multi-year highs in the US, Japan and Australia and not far away from recent high points in China and Europe too. July and August economic readings in most advanced economies were strong mostly. Signs that robust economic growth is running in to capacity constraints are still largely limited to the US where the Federal Reserve (Fed) has progressed furthest normalising interest rates from post-GFC emergency low settings.

In the near-term upside surprises look set to continue in the economic data readings out of the United States driven by strong growth in income of US corporates and households. Measures of consumer sentiment and confidence both strengthened in September to respectively 100.8 and 133.4, high readings that point to already robust consumer spending continuing. The strong growth momentum in the US economy implies that the Fed will remain upbeat in its economic forecasts and will continue to signal more rate hikes occurring approximately every three months for the next year at least.

In China, the latest monthly economic readings for August are consistent with China sustaining annual GDP growth in Quarter 3 (data due in mid-October) at around the 6.7% year-on-year pace reported in Quarter 2. The trade war with the US is proving growth positive so far with Chinese exporters bringing forward shipments to the US wherever possible to get in ahead of tariff increases.

In Europe, annual GDP growth on the final reading for Quarter 2 came in at 2.2% year-on-year, down from 2.5% in Quarter 1. The main driver of improving European growth before the set-back in Quarter 2 was strong employment growth reducing very high unemployment. In Europe's biggest economy, Germany, strong employment growth drove the unemployment rate down well below 4% and started to foster higher wages growth. At this stage European economic growth is still strong enough to maintain gentle upward pressure on inflation (2.0% year-on-year in August with a core reading of 1.0%).

In Australia, economic growth lifted pace quite sharply in the first half of 2018, notwithstanding comparatively soft activity in the housing sector. GDP rose by 0.9% quarter-on-quarter in Quarter 2 after an upwardly revised 1.1% gain in Quarter 1. Annual GDP growth lifted to 3.4% year-on-year in Quarter 2, the strongest in four years.

In the near-term, stronger economic growth, further falls in the unemployment rate and the beginnings of more pronounced lift in wages seem likely. If these trends continue they are likely to more than offset the potential negative influences on Australian growth. They are also likely to lead to some revival in house prices and housing activity from say mid-2019. For the time being the RBA remains only cautiously optimistic about the economic outlook. It also has the comfort of inflation sitting just under the 2-3% target band to allow it to maintain the emergency low 1.50% cash rate that has been in place since mid-2016. As more evidence shows that Australia continues to grow well placing more pressure on future inflation we expect the RBA to firm up its economic forecasts setting the scene for a series of cash rate hikes in early 2019.

<b>ITEM 8.2</b>	<b>2018/19 COMMUNITY GRANTS PROGRAM</b>
<b>REPORTING MANAGER</b>	<b>CHIEF EXECUTIVE OFFICER</b>
<b>TRIM FILE REF</b>	<b>2018/642355</b>
<b>ATTACHMENTS</b>	<b>1 <a href="#">⇒</a>Event Grants 2018/19 Application Overview (Included In Attachments Booklet)</b>
	<b>2 <a href="#">⇒</a>Sports and Recreation Infrastructure Grant 2018/19 Application Overview (Included In Attachments Booklet)</b>
	<b>3 <a href="#">⇒</a>Community and Cultural Development Grants 2018/19 Application Overview (Included In Attachments Booklet)</b>

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## EXECUTIVE SUMMARY

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### PURPOSE

To seek approval to allocate funding and fee waivers under Council's 2018/19 Community Grants Program in the areas of Events, Sport and Recreation Infrastructure and Community and Cultural Development in accordance with recommendations of the Grants Program Assessment Panels.

### SUMMARY

Council has implemented a community grant program across four streams including Sport and Recreational Infrastructure, Community and Cultural Development, Events, and Eco-Schools. The total grant funding across all four streams is \$560,000 in 2018/19. All streams, except Eco-Schools which will run toward the end of 2018, were developed to run concurrently so to ensure all streams were complementary to one another and provided cohesion of processes. As this is the first round of grant funding in this format, there will be a comprehensive review of all programs and processes so that future grant rounds will continue to improve and add value to our community.

The application period opened on 28 June 2018 and closed 2 August 2018.

Applications were reviewed for eligibility, followed by a detailed assessment undertaken by the Assessment Panel comprising internal and external members.

Grants have been assessed in accordance with the former Council's Grants and Sponsorship Policies. Generally, the policies are consistent in their objectives and principles. It is noted that a single Northern Beaches Policy is scheduled for completion in the 2018/19 Operational Plan.

#### *Events Grant Program*

Council has committed \$210,000 to the 2018/19 Events Grants Program. This program is divided into three streams and provides grants to eligible organisations of up to \$5,000 for local events or place activations, up to \$10,000 for signature or regional events, and between \$20,000 and \$50,000 for major events. The Events Grants Program has been developed in line with the Northern Beaches Events Strategy 2018 – 2023 and aims to support the delivery of a rich and diverse calendar of events across the Northern Beaches that will see enhanced economic, social, environmental and/or cultural benefits for the local community.

Council received 22 event grant applications and following the panel assessment 17 are recommend for funding to a total of \$ 43,854 in cash support, with a further \$10,563 requested in fee waivers which totals \$54,417. There is \$155,583 in unallocated event grant funding. The unsuccessful applicants from the first round of funding are recommended to be invited to participate in a second (closed) round of funding for the Events Grants Program. Any further remaining funds after the second (closed) round of funding would be available to be offered to the community again through another grant funding round in the 2018/19 Financial Year.

*Sport and Recreation Infrastructure Grant Program*

Council has committed \$100,000 in the 2018/19 capital works budget for the Sport and Recreation Infrastructure Grants Program. Eleven applications were received requesting a total of \$274,995. Following the Council panel's assessment of applications, a total of \$100,000 (ex GST) is recommended for allocation across five projects.

*Community and Cultural Development Grant Program*

Council has committed \$240,000 to the 2018/19 Community and Cultural Development Grants Program. This program provides grants between \$2,000 and \$10,000 to eligible organisations to facilitate the implementation of projects and programs that deliver significant, identifiable and tangible benefits to the Northern Beaches community, aligned with the goals and strategies identified in Council's Community Strategic Plan.

Council received 69 applications requesting a total of \$498,794.53 for the 2018/19 Community and Cultural Development Grants Program.

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**RECOMMENDATION OF CHIEF EXECUTIVE OFFICER**

That:

- A. Funding and fee waivers under the 2018/19 Events Grants Program be approved as recommended by the assessment panel.
  - B. Funding and fee waivers under the 2018/19 Sport and Recreation Infrastructure Grants Program be approved as recommended by the assessment panel.
  - C. Funding and fee waivers under the 2018/19 Community and Cultural Development Grants Program be approved as recommended by the assessment panel.
  - D. All successful grant applicants are required to comply with council's relevant policies and procedures.
  - E. The unsuccessful applicants from the first round of funding be invited to participate in a second (closed) round of funding for the Events Grants Program.
  - F. Staff continue to provide support and assistance to the applicants to assist in developing knowledge about the funding application process.
  - G. Any further unallocated Events Grants funds that remain after the second (closed) round of funding are to be offered to the community again through a further grant funding round in the 2018/19 Financial Year.
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## REPORT

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### BACKGROUND

Council has implemented a community grant program across four streams including Sport and Recreational Infrastructure, Community and Cultural Development, Events, and Eco-Schools. The total grant funding across all four streams is \$560,000 in 2018/19. All streams, except Eco-Schools which will run toward the end of 2018, were developed to run concurrently so to ensure all streams were complementary to one another and provided cohesion of processes. As this is the first round of grant funding in this format, there will be a comprehensive review of all programs and processes so that future grant rounds will continue to improve and add value to our community.

### EVENTS GRANTS PROGRAM

Northern Beaches Council has committed \$210,000 to the 2018/19 Events Grants Program. This program is divided into three streams and provides grants to eligible organisations of up to \$5,000 for local events or place activations; up to \$10,000 for signature or regional events; and up to \$50,000 for major events.

The Events Grants Program will see enhanced economic, social, environmental and/or cultural benefits for the Northern Beaches community and has been developed in line with the Northern Beaches Events Strategy 2018 – 2023. The program aims to build the skills and resources of the community to facilitate the delivery of a rich and diverse calendar of events across the Northern Beaches. The focus is on new and innovative events and activities that add value and benefits to our local villages and town centres across the Northern Beaches.

The 2018/19 Events Grants Program opened on 28 June 2018 and closed on 6 August 2018, with applications for major events open until 30 June 2019 or until all funding in this stream is allocated. The program was advertised and promoted through print and online media, direct email and posters at key locations on the Northern Beaches including customer service centres and libraries in Manly, Dee Why and Mona Vale. Additionally, two information sessions and two grant writing workshops were held during the opening week in Manly and Dee Why, which were attended by a total of 48 people.

Applications were sought from eligible organisations for projects that addressed the Assessment Criteria as follows:

- Community benefit – the event demonstrates significant economic, social, community, cultural and/or environmental contribution to the Northern Beaches community
- Priority areas – the event relates to more than one of the priority areas for funding identified in the guidelines
- Represents value for money – the application includes a well-researched and realistic budget, clearly indicating what Council funds would be spent on, as well as the sources and application of other contributions including corporate sponsorship and in-kind support
- Organisational capacity to deliver – a demonstrated track record in delivering events or activations of the scale and type proposed. Event Brief and timelines are detailed, realistic and achievable
- Marketing and evaluation strategy – the event plan includes an effective and feasible marketing and promotion strategy, as well as a post-event evaluation plan that details how success will be measured
- Demonstrated environmental & waste management – event promotes and practices waste avoidance principals that is in accordance with Council's Waste Minimisation at Functions and Events and Single-Use Plastics Policies.

Council received a total of 22 applications including 15 local event and place activation applications, six signature and regional event applications and one major event application. A total of \$150,307 in cash support was requested, with a further \$16,602 requested in fee waivers. Applications were reviewed for eligibility in the first instance, followed by a detailed assessment undertaken by the Assessment Panel comprising:

- One Manager from Council's business unit Events
- One Manager from Council's business unit Community, Arts & Culture
- One Manager from Council's business unit Place & Economic Development
- Three members of the 'Community and Belonging' Strategic Reference Group.

During the assessment process one member of the 'Community and Belonging' Strategic Reference Group declared a significant conflict of interest, and stepped down from the assessment panel, reducing the number of panellists to a total of five.

The assessment panel's role is to make recommendations to Council on the events or activations that should be funded. The panel members undertook individual assessments and submitted a score for each application against the above criteria resulting in a priority ranking. Round table discussions of the panel were held and consensus on the recommended events or activations and funding allocation was obtained.

The panel assessment recommends 17 applications for funding. This includes 13 local event or place activation applicants and four signature or regional event applications. Only one application for a major event was received however it is not recommended for funding or fee waiver.

Fee waivers have been incorporated into this grant program for things including but not limited to banner fees, and beach or reserve bookings. The fee waiver requests are conditional upon relevant approvals and/or availability of the requested Council facility. Fee waivers are offered up to a maximum value based on the adopted fees and charges.

Attachment 1 Event Grants 2018/19 Application Overview provides a summary of all 22 applications including a brief project description together with assessment feedback. All applicants will be able to seek further feedback from Council on their application.

The unallocated funds total \$155,583. This report recommends the unsuccessful applicants from the first round of funding are invited to participate in a second (closed) round of funding. This will provide an opportunity for staff to give feedback to the applicants to assist in developing knowledge about the funding process. Any further unallocated funds that remain after the second (closed) round of funding are recommended to be offered to the community again through another grant funding round in the 2018/19 Financial Year.

Successful applicants will be required to enter into a funding agreement with Council and applicants must comply with Council's policies.

### Projects recommended for funding

The following applications have been recommended for funding under the Events Grants Program by the Assessment Panel:

#### Local Events or Place Activations

Organisation	Project	Recommended Funding
Autism Awareness Australia	Surfers Healing Australia	\$5,000 + \$284 fee waiver
Mona Vale Chamber of Commerce	Autumn Festival 2019	\$5,000 + \$117 fee waiver
Friends of Freshwater	The Centenary of Armistice Day 2018	\$5,000 + \$60 fee waiver
Frenchs Forest Lions Club	Frenchs Forest Lions Carols By Candlelight	\$5,000
Disabled Surfers Association of Australia	Hands on Day Collaroy 2019	\$4,500 + \$650 fee waiver
Bard on the Beach	Bard on the Beach Avalon 2019	\$4,540 + \$404 fee waiver
Small Shift	Seaforth Piazza Activation	\$4,314 + \$686 fee waiver
SO Manly	Summer Film Soiree	\$2,500 + \$219 fee waiver
Assisted Community Living	Gig Buddies Northern Beaches Hub Launch	\$2,000
Northern Beaches Interchange	The Pittwater Paddle	\$658 fee waiver
Cure Brain Cancer Foundation	Walk4BrainCancer Manly	\$360 fee waiver
Tibetan Friendship Group	Pray for World Peace	\$240 fee waiver
Lifeline Northern Beaches	Lifeline Northern Beaches Classic	\$225 fee waiver

A total of 13 applications are recommended for funding for local events or place activations to the value of \$37,854 plus an additional \$3,903 in fee waivers. Total value \$41,757.

#### Signature or Regional Events

Organisation	Project	Recommended Funding
Eurofest Cultural and Sporting Association	Eurofest 2019 – Viva Europa	\$3,000 + \$1,392 fee waiver
Shackfolk	Northern Beaches Music Festival	\$3,000 + \$3,060 fee waiver
Sydney Chamber Music Festival Australia	Sydney Chamber Music Festival	\$1,192 fee waiver
Manly Rotary Club	10 <sup>th</sup> Annual Manly Scenic Fun Run and Walk	\$1,016 fee waiver

A total of four applications are recommended funding for Signature or Regional Events to the value of \$6,000 plus an additional \$6,660 in fee waivers. Total value \$12,660.

## SPORT AND RECREATION INFRASTRUCTURE GRANTS

The 2018/19 Sport and Recreation Infrastructure Grants aim to improve sport and recreation facilities and to meet these objectives:

- Increase opportunities for participation in sport, recreation and active play.
- Improve the viability of sport and recreation groups.
- Improve safety.
- Develop more accessible and family friendly facilities.

There is \$100,000 in the 2018/19 capital works budget for these grants. Applicants could apply for a minimum of \$10,000 up to a maximum of \$50,000 for new or upgraded infrastructure on Council land. Based on feedback about previous Council grant programs and to encourage applications a contribution from applicants was not mandatory.

The application period opened on 28 June 2018 and closed 2 August 2018. Program information and guidelines were promoted through; advertisements in the Manly Daily, emails sent to sports and recreation groups, information on Council's website and at two community information sessions. Applications were to be submitted via the online Smarty Grants system.

Eleven applications were received requesting a total of \$274,995 (as per Attachment 2 - Sports and Recreation Infrastructure Grant 2018/19 Application Overview), which were then checked for eligibility and assessed against these criteria:

- Level to which the project addresses the Sport and Recreation Infrastructure Grants objectives.
- Level to which the project:
  - Addresses the principals, priorities and/or actions of the Sportsgrounds Strategy (2017) where the project was related to a sportsground; or
  - Demonstrates a community need and wider community support.
- Organisational capacity and project readiness.
- Value for money.

Assessment was undertaken by a panel consisting of 3 staff from the Parks and Recreation, Strategy, Performance & Improvement, and Building Assets teams. Panellists separately assessed each application and a final recommendation was agreed in two subsequent meetings. These meetings were coordinated and observed by the Grants Coordinator (Corporate Strategy) to provide an extra layer of surety that recommendations were in line with the assessment criteria and agreed processes.

### Projects recommended for funding

Following the panel's assessment of applications, a total of \$100,000 (ex GST) is recommended for allocation across five projects as follows:

Organisation	Project	Recommended Funding
Manly Warringah Junior Cricket Association	new cricket nets at Nolan Reserve	\$25,000
Narrabeen Lakes Sailing Club	upgrade the change rooms at the clubhouse at Jamieson Park	\$23,909
Mona Vale Golf Club	replacement of the 12 <sup>th</sup> green at the Mona Vale Golf Course	\$20,000
Manly Croquet Club	new watering system at the croquet complex at Keirle Park	\$17,000
Beacon Hill Junior Rugby League Football Club	upgrade the canteen and for a new undercover area at the clubhouse at the Beacon Hill sportsground	\$14,091

Successful applicants will be required to enter into a funding agreement with Council. 50% of the approved grant funding may be made available upon signing their agreement. The remaining 50% will be paid upon successful completion of project milestones and meeting Council's acquittal requirements as outlined in their agreement. Grant funded projects are to be completed by 30 May 2019 and to be acquitted by 30 June 2019. Unsuccessful applicants will be provided feedback on their applications.

### COMMUNITY AND CULTURAL DEVELOPMENT GRANTS

Council has committed \$240,000 to the 2018/19 Community and Cultural Development Grants Program. This program provides grants between \$2,000 and \$10,000 to eligible organisations to facilitate the implementation of projects and programs that deliver significant, identifiable and tangible benefits to the Northern Beaches community, aligned with the goals and strategies identified in Council's Community Strategic Plan.

The 2018/19 Community and Cultural Development Grants Program opened on 28 June 2018 and closed on 6 August 2018. The program was advertised and promoted through print, on-line media, direct email, temporary outdoor banners and posters at key locations on the Northern Beaches, including customer service centres and libraries. Additionally, two Community Grant information sessions and two grant writing workshops were held during the opening week in Manly and Dee Why. Applications and assessments were carried out online, using the SmartyGrants system.

Applications were sought from eligible organisations for projects that addressed the Assessment Criteria as follows:

- Deliver community and/or cultural benefits to the Northern Beaches community that address an identified need
- Address a goal and strategy identified as a community priority in Council's Community Strategic Plan 2018 - 2028
- Be well defined and represent value for money, with a clear budget
- Deliver outcomes that continue beyond the life of the project, and
- The organisation must demonstrate the capacity to manage funds and deliver the project.

Council received 69 applications for Community and Cultural Development Grants, requesting a total of \$498,794.53. Applications were reviewed for eligibility in the first instance, followed by an initial assessment undertaken by the Assessment Panel comprising:

- One Manager from Council's Community, Arts & Culture Business Unit
- One Manager from Council's Events Business Unit
- One Manager from Council's Place & Economic Development Business Unit
- Three community members from the 'Community and Belonging' Strategic Reference Group.

During the assessment process one member of the 'Community and Belonging' Strategic Reference Group declared and was found to have an actual conflict of interest, and was removed from the Assessment Panel, reducing the number of panelists to a total of five.

The panel members undertook individual online assessments and submitted a score for each application against the Assessment Criteria, resulting in a priority ranking. A round table discussion of the Panel was then held and consensus on the recommended projects and funding allocation was obtained. There are 39 recommended for funding, 33 projects to be allocated the full amount that was requested, five (5) offered partial funding and one (1) a fee waiver only. Fee waivers have been incorporated into this grant program for internally charged items, such as Council community hall hire, open space and banner fees. The fee waiver requests are conditional upon relevant approvals and/or availability. Fee waivers are offered up to a maximum value based on the adopted fees and charges.

Financial assistance of \$232,567 has been recommended for distribution, plus fee waivers totalling \$7,909.70, a total sum of \$240,476.70. The additional small amount (\$476.70) can be covered from existing operational budget.

Attachment 3 Community and Cultural Development Grants 2018/19 Application Overview provides a summary of all 69 applications including a brief project description together with assessment feedback.

### Projects recommended for funding

There are 39 recommended applications, with 33 projects recommended to be allocated the full amount that was requested, five (5) recommended for partial funding and one (1) a fee waiver only as recommended in the table below;

Organisation	Project	Recommended Funding
Ability Technology Limited	iPads for Creative Expression and Independence	\$5916 + Fee Waiver \$450
Artability, auspiced by Northern Beaches Creative Leisure and Learning Inc.	Artability	\$2,900 + Fee Waiver \$1,850
Australian's for Mental Health auspicing Brazengrowth	Beaches Wellbeing: Provision of Mental Health First Aid Courses	\$10,000
Australian Multiple Births Association Inc. (NSW)	Best Start Program	\$3,920 + Fee Waiver \$600
Autism Spectrum Australia (Aspect)	Communication support tools for non-verbal students with autism at Aspect Vern Barnett School	\$10,000
Balgowlah Community Garden Inc.	GIMME SHELTER! Shelter, Shade & Sharing Space	\$6,690
Baringa Bush Community Garden	Community Compost Project	\$10,000
Be Centre Foundation Ltd.	Creative Holiday Art Workshops	\$6,500

Organisation	Project	Recommended Funding
CCNB Limited	Neighbour Day is Every Day - Social Isolation Program	\$5,000
Community Northern Beaches Inc.	Homeless Outreach Support	\$7,528
Community Northern Beaches Inc.	Northern Beaches Volunteering Project	\$4,520
Community Northern Beaches Inc.	Personal Safety for Young Women	\$4,600
Community Northern Beaches Inc.	Supported Playgroup for Migrants and Socially Isolated Families	\$4,300 + Fee Waiver \$936
Community Northern Beaches Inc.	Tibetan Community Settlement Project	\$9,000
Computer Pals for Seniors Northern Beaches Inc.	Rebuilding and Ensuring our Future	\$3,690
Dee Why Football Club Inc.	Community Engagement	Fee Waiver \$1,000
Eramboo World Studies Centre Pty Ltd	Backing Yourself as an Artist	\$6,000
Fighting Chance Australia - Play For All Australia	Innovating A New Pathway-to-Work for People with Disabilities	\$2,800
Lifeline Northern Beaches Inc.	Accidental Counsellor Program	\$10,000
Literacy Network Manly Warringah Inc.	One to One Tuition for Adults	\$5,000
Manly Warringah Women's Resource Centre	Expect Respect - Group Program	\$4,500
Manly Warringah Women's Resource Centre	First Aid for Families	\$4,000
North Curl Curl SLSC	Beach Wheel Chair - Ripper Nippers	\$4,500
Northern Beaches Interchange Inc.	The Carers Café	\$7,000
Northside Community Forum Limited	Dementia Friendly Community, Northern Beaches	\$10,000 + Fee Waiver \$824.50
Northern Beaches Orchestra	Relocation Costs of the Northern Beaches Orchestra	\$1,795
NSW State Emergency Service - Warringah Pittwater Unit	Emergency Floodboat Fast Access	\$8,513
NSW Wildlife Information Rescue and Education Service Inc.	Rescue 101: WIRES Northern Beaches Volunteering Program	\$8,500
One Eighty Avalon auspicing Mem Valora	Teen Talk Education Program	\$8,140 + Fee Waiver \$265
Peninsula Senior Citizens Toy Repair Group Inc.	Senior's Toy Drive 4 Needy Children	\$2,000
Rotary Club of Dee Why Warringah	Mental Health First Aid Training Courses	\$5,720
Sailability NSW Incorporated - Manly Branch	Keep Charlie's Chariot on the Water	\$3,000
Sunnyfield	FitAbility Sunnyfield Sports Day	\$10,000
Surf Life Saving Sydney Northern Beaches Inc.	Youth Mental Health First Aid (YMHFA) Course	\$4,045
Surfrider Foundation Australia	Ocean Friendly Program	\$7,420
Totem Arts Festival Inc.	Art & Sole	\$9,000 + Fee Waiver \$1,200
Volunteer Marine Rescue NSW	Purchase of a Night Vision System	\$3,700
Warriewood Surf Lifesaving Club	Know Your Neighbour on Warriewood Beach	\$6,370

Organisation	Project	Recommended Funding
Water Skills For Life Inc.	Summer Swim & Survive Camps	\$6,000 + Fee Waiver \$784.20

## CONSULTATION

The 2018/19 Community Grants Program was opened for applications on 28 June 2018 and closed in early August 2019 across the three program of Events, Sport and Recreation Infrastructure and Community and Cultural Development.

In conjunction with the advertising of the Events Grants Program, four Grant Workshops and Information Sessions were held with the community to inform and up-skill them for the program. Staff also provided appropriate assistance and guidance to applicants where requested.

The development of the 2018/19 Sport and Recreation Infrastructure Grants Program was informed by feedback and outcomes from Council's 2017/18 Sport and Recreation Infrastructure Grants Program and the Stronger Community Fund Grants Program. Two community information sessions were also held in the application period.

The Community and Belonging Strategic Reference Group (SRG) were engaged in the setting of criteria for the Community and Cultural Development Grants Program. Several Grant Workshops and Information sessions were held with the community to inform and upskill them for the program.

Program information and guidelines were advertised and promoted widely throughout the community, including; the Manly Daily, emails to relevant groups, Council's website and social media platforms.

## TIMING

Funding is required to be allocated to groups as soon as practicable to allow funds to be expended in the required period.

Sport and Recreation Infrastructure grant funded projects are to be completed by 30 May 2019 and to be acquitted by 30 June 2019.

The 2018/19 Community and Cultural Development Grants Program was opened for applications on 28 June 2018 and closed on 2 August 2019.

Community and Cultural Development Grants Program funding will be distributed as soon as practicable following Council endorsement. Grant funded projects are to be completed by 30 June 2019 and to be acquitted by 31 July 2019.

## FINANCIAL CONSIDERATIONS

A total of \$210,000 has been approved for the Event Grants program in 2018/19. The recommended funding allocation for this round of the Event Grants Program is \$43,854 plus an additional \$10,563 in fee waivers (in-kind support), totalling \$54,417. The unallocated funds total \$155,583. It is recommended that the unsuccessful applicants from the first round of funding are invited to participate in a second (closed) round of funding. This will provide an opportunity for staff to give feedback to the applicants to assist in developing knowledge about the funding process. Any further unallocated funds that remain after the second (closed) round of funding are recommended to be offered to the community again through another grant funding round in the 2018/19 Financial Year.

There is \$100,000 in the 2018/19 capital works budget for the 2018/19 Sport and Recreation Infrastructure Grants Program.

Funding of \$240,000 has been approved and budgeted for the Community and Cultural Development grants program. The recommended funding allocation for this round of the 2018/19 Community and Cultural Development Grants Program is \$240,476.70. This comprises \$232,567 in direct financial assistance, plus Fee Waivers totaling \$7,909.70. The additional small amount (\$476.70) can be covered from existing operational budget.

### **SOCIAL CONSIDERATIONS**

The Community Grants Program has been developed to build the skills and resources of the community to facilitate the delivery of a rich and diverse calendar of events, new infrastructure and support for community and cultural initiatives across the Northern Beaches.

The funding of these grants will have a significant positive impact on our local community.

### **ENVIRONMENTAL CONSIDERATIONS**

All event applications including those receiving grant funding are required to adhere to Council's Waste Management requirements and policy and gain approval of their waste management plans before the event can be approved through the bookings process to take place.

Grant funded projects are required to meet any environmental requirements.

### **GOVERNANCE AND RISK CONSIDERATIONS**

Grant assessment and allocation has been carried out through a transparent process, with set objective selection criteria. The program was widely advertised and external, independent community members were part of the assessment process.

The development of a Grants and Sponsorship Policy for Northern Beaches Council will be completed in the 2018/19 Financial year with any future programs assessed in accordance with that policy.

## 9.0 CUSTOMER AND CORPORATE DIVISION REPORTS

<b>ITEM 9.1</b>	<b>NORTHERN BEACHES COUNCIL MEETING SCHEDULE FOR 2019</b>
<b>REPORTING MANAGER</b>	<b>EXECUTIVE MANAGER GOVERNANCE AND RISK</b>
<b>TRIM FILE REF</b>	<b>2018/449099</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

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### REPORT

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#### PURPOSE

To adopt the Northern Beaches Council ordinary Council meeting schedule for 2019.

#### REPORT

Section 365 of the *Local Government Act 1993* requires Council to meet at least 10 times a year.

This report recommends a meeting schedule in 2019, whereby ordinary meetings are held on the fourth Tuesday of the month, commencing at 6:30pm (with the exception of April and December 2019), and a recess scheduled for the month of January 2019.

Meeting Type	Meeting Day	Meeting Date	Meeting Time	Location
Ordinary	Tuesday	26 February	6:30pm	Dee Why
Ordinary	Tuesday	26 March	6:30pm	Dee Why
Ordinary	Tuesday	16 April*	6:30pm	Dee Why
Ordinary	Tuesday	28 May	6:30pm	Dee Why
Ordinary	Tuesday	25 June	6:30pm	Dee Why
Ordinary	Tuesday	23 July	6:30pm	Dee Why
Ordinary	Tuesday	27 August	6:30pm	Dee Why
Ordinary	Tuesday	24 September	6:30pm	Dee Why
Ordinary	Tuesday	22 October	6:30pm	Dee Why
Ordinary	Tuesday	26 November	6:30pm	Dee Why
Ordinary	Tuesday	17 December**	6:30pm	Dee Why

\*Held on the third Tuesday due to Easter public holidays falling in week four of the month.

\*\* Held on the third Tuesday due to Christmas Eve falling in week four of the month.

### **FINANCIAL CONSIDERATIONS**

Council meetings are funded within existing operational budgets.

### **ENVIRONMENTAL CONSIDERATIONS**

The endorsement of the 2019 meeting schedule does not contain any environmental impacts.

### **SOCIAL CONSIDERATIONS**

Council meetings provide an open and transparent public forum where the decisions of Council are made.

### **GOVERNANCE AND RISK CONSIDERATIONS**

The functions of Council and its meetings are integral to the governance framework to ensure Council delivers and meets its obligations in a transparent and accountable manner and in the interests of the community.

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### **RECOMMENDATION OF GENERAL MANAGER CUSTOMER AND CORPORATE**

That Council adopt the ordinary Council meeting schedule for 2019.

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<b>ITEM 9.2</b>	<b>TABLING OF PECUNIARY INTEREST ANNUAL RETURNS 2017/2018</b>
<b>REPORTING MANAGER</b>	<b>EXECUTIVE MANAGER GOVERNANCE AND RISK</b>
<b>TRIM FILE REF</b>	<b>2018/619833</b>
<b>ATTACHMENTS</b>	<b>1 <a href="#">↓</a> Designated Persons Position List for 2018/19 Period</b>

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### EXECUTIVE SUMMARY

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#### PURPOSE

To table the Pecuniary Interest Returns lodged under the provisions of section 449 of the Local Government Act 1993 for the 2017/18 financial year and adopt the list of positions included as designated persons for the 2018/19 financial year.

#### SUMMARY

The Local Government Act 1993 (the Act) requires that councillors and designated persons disclose any pecuniary interests in an annual return within 3 months of 30 June each year. These returns are collected in a register of pecuniary interests and must be tabled at the first meeting of Council following the last day of lodgement, which is 30 September.

All designated persons have completed their annual returns, except 9 staff members. This is due to 7 staff members on maternity leave and 2 staff members on long service leave and not contactable. Returns will be requested from the 9 staff members on their return to work.

The pecuniary interest returns for the 2017/18 financial year are provided for tabling in accordance with the Act. The list of positions outlining designated persons for the 2018/19 financial year are presented for Council consideration and adoption.

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#### RECOMMENDATION OF GENERAL MANAGER CUSTOMER AND CORPORATE

That:

- A. Council note the Pecuniary Interest Returns for designated persons for the period 1 July 2017 to 30 June 2018 as tabled, in accordance with section 450A(2) of the Local Government Act, 1993.
  - B. Council adopt the list of positions at Attachment 1 as the positions of designated persons for the period 1 July 2018 to 30 June 2019, in accordance with section 441 of the Local Government Act, 1993.
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## REPORT

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### BACKGROUND

The collection of annual returns, collation in a register and tabling at a Council meeting are statutory requirements as detailed in the Local Government Act 1993 (the Act).

Section 449(3) of the Act requires that:

*A councillor or designated person holding that position at 30 June in any year must complete and lodge with the general manager within 3 months after that date a return in the form prescribed by the regulations.*

Section 450A(2) of the Act states that:

*Returns required to be lodged with the general manager under section 449 must be tabled at a meeting of the council, being:*

*(b) in the case of a return lodged in accordance with section 449 (3)—the first meeting held after the last day for lodgment under that subsection*

Section 441 of the Act defines designated persons as those who are:

- *The general manager*
- *other senior staff of the council*
- *a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions under this or any other Act (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest*
- *a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions under this or any other Act (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.*

Returns have been requested from councillors, members of committees whose functions involve the exercise of council functions (the former Northern Beaches Independent Assessment Panel and the recently formed Local Planning Panel) as well as staff considered in designated person's position. To support the Act's definition of designated persons, the following rationale was used as the basis for the collection of returns for the 2017/18 period and the proposed list of designated person's roles for the 2018/19 period, where designated persons were considered as:

- Senior Management being the Chief Executive Officer, General Managers and Executive Managers.
- Head of Integrity & Complaints Resolution.
- Staff directly involved in:
  - The determination of development applications and in exercising delegations in respect to planning proposals and/or rezoning requests and approvals
  - Enforcement and/or compliance activities

- Appointing or managing contracts including but not limited to those working in the Procurement Team, Capital Projects Group and all Asset Management teams
- Directly involved in negotiation of leases and licences including but not limited to those working in the Property Commercial & Tourist Assets Team
- Staff delegated with significant (\$75,000) financial delegations to order / purchase goods and services
- Staff able to approve secondary employment
- A member of a planning panel who determine development applications (Northern Beaches Independent Assessment Panels and Local Planning Panel)
- Contractors in any of the areas above who are employed for three months or more.

The returns received are contained in a register and are publicly available upon request unless the designated person has been approved by the Chief Executive Officer/General Manager to have personal information withheld in accordance with the provisions of section 739 of the Act and/or section 58 of the Privacy and Personal Information Protection Act, 1998.

#### **FINANCIAL CONSIDERATIONS**

There are no financial impacts to Council in relation to the tabling of pecuniary interest returns.

#### **SOCIAL CONSIDERATIONS**

To enhance transparency, the Pecuniary Interests Register is tabled at Council and is a publically available register in accordance with the Act.

#### **ENVIRONMENTAL CONSIDERATIONS**

There are no environmental impacts in relation to the tabling of pecuniary interest returns.

#### **GOVERNANCE AND RISK CONSIDERATIONS**

The collection and tabling of the annual pecuniary interest returns are a statutory requirement of Council.

<b>Title</b>	<b>Business Unit</b>
Chief Executive Officer	CEO Office
Head of Integrity & Complaints	CEO Office
Chief Financial Officer	Finance
Contracts Administration Officer	Finance
Deputy CFO Business Support & Reporting	Finance
Deputy CFO Transactional Accounting	Finance
Manager, Procurement	Finance
Procurement & Contracts Specialist	Finance
Project & Compliance Accountant	Finance
Senior Procurement & Contracts Specialist	Finance
Business Executive	Transformation & Performance
Business Performance Executive	Transformation & Performance
Executive Manager Transformation & Performance	Transformation & Performance
Major Projects - Business Executive	Transformation & Performance
Manager, Corporate Strategy	Transformation & Performance
Manager, Program Management Office (PMO)	Transformation & Performance
Strategic Business Performance Executive	Transformation & Performance
Business Performance Executive Customer & Corporate	Business Performance Executive
Executive Manager Community Engagement & Communications	Community Engagement & Communications
Manager, Communications	Community Engagement & Communications
Manager, Community Engagement	Community Engagement & Communications
Manager, Events	Community Engagement & Communications
Manager, Place & Economic Development	Community Engagement & Communications
Manager, Studio Production	Community Engagement & Communications
General Manager Customer & Corporate	Customer & Corporate
Executive Manager Customer Service	Customer Service
Manager, Customer Service	Customer Service
General Counsel	General Counsel
Legal Counsel	General Counsel
Executive Manager Governance & Risk	Governance & Risk
Executive Officer	Governance & Risk
Head of Internal Audit	Governance & Risk
Manager, Governance	Governance & Risk
Manager, Insurance & Risk	Governance & Risk
Executive Manager Human Resources	Human Resources
Manager HR Business Operations	Human Resources
Manager Talent & Learning & Development	Human Resources
Manager, WHS and Workers Compensation	Human Resources
Senior HR Business Partner	Human Resources
Branch Manager Dee Why Library	Library Services
Branch Manager Glen St & Forestville Library	Library Services
Branch Manager Manly Library	Library Services
Branch Manager Mona Vale Library	Library Services
Branch Manager Warringah Mall Library	Library Services
Executive Manager Library Services	Library Services
Service Capability Manager	Library Services
Service Development Manager	Library Services

Service Improvement Manager	Library Services
Chief Information Officer	Systems & Information
Manager, Information Management	Systems & Information
Manager, Infrastructure	Systems & Information
Manager, IT Projects & Improvement	Systems & Information
Manager, Service Delivery	Systems & Information
Manager, Spatial Information	Systems & Information
Manager, Systems Development & Support	Systems & Information
Business Manager	Business Performance Executive
Business Performance Executive Environment & Infrastructure	Business Performance Executive
Administration Officer	Capital Projects
Community Liaison Officer	Capital Projects
Executive Manager Capital Projects	Capital Projects
Infrastructure Funding Officer	Capital Projects
Manager, Building Projects	Capital Projects
Manager, Engineering & Delivery	Capital Projects
Manager, Major Infrastructure Projects	Capital Projects
Principal Engineer	Capital Projects
Project Engineer	Capital Projects
Project Officer	Capital Projects
Senior Design & Surveyor	Capital Projects
Senior Project Engineer	Capital Projects
Senior Project Officer	Capital Projects
General Manager Environment & Infrastructure	Environment & Infrastructure
Development Engineer	Natural Environment & Climate Change
Engineering Assistant	Natural Environment & Climate Change
Executive Manager Natural Environment & Climate Change	Natural Environment & Climate Change
Manager, Bushland & Biodiversity	Natural Environment & Climate Change
Manager, Coast & Catchments	Natural Environment & Climate Change
Manager, Development, Engineering & Certification	Natural Environment & Climate Change
Manager, Environment Resilience & Climate Change	Natural Environment & Climate Change
Manager, Greener Communities	Natural Environment & Climate Change
Manager, Stormwater & Floodplain Engineering	Natural Environment & Climate Change
Principal Engineer - Major Developments	Natural Environment & Climate Change
Senior Development Engineer	Natural Environment & Climate Change
Specialist Development/Drainage Engineer	Natural Environment & Climate Change
Team Leader, Biodiversity & Planning	Natural Environment & Climate Change
Team Leader, Floodplain Planning & Response	Natural Environment & Climate Change
Team Leader, Stormwater Operations & Planning	Natural Environment & Climate Change
Coordinator Parks	Parks & Recreation
Executive Manager Parks & Recreation	Parks & Recreation
Landscape Advisor	Parks & Recreation
Manager, Beach Safety	Parks & Recreation
Manager, Business Operations	Parks & Recreation
Manager, Open Space & Recreation Planning	Parks & Recreation
Manager, Park Assets - Planning Design & Delivery	Parks & Recreation
Manager, Parks Operations	Parks & Recreation
Manager, Tree Services	Parks & Recreation

Park Ranger	Parks & Recreation
Senior Park Ranger	Parks & Recreation
Senior Tree Management Officer - Private	Parks & Recreation
Senior Tree Management Officer Public Trees	Parks & Recreation
Tree Assessment Officer	Parks & Recreation
Tree Services Officer	Parks & Recreation
Administration Officer	Property
Contracts Administration Officer	Property
Coordinator, Land Dealings	Property
Coordinator, Property	Property
Executive Manager Property	Property
Land Dealings Officer	Property
MABC Manager	Property
Manager Facilities Operations	Property
Manager, Asset Strategy, Planning & Performance	Property
Manager, Building Assets - Planning, Design & Delivery	Property
Manager, Facilities Management & Services	Property
Manager, Property, Commercial & Tourist Assets	Property
Manager, WAC	Property
Principal Architectural Designer	Property
Principal Planner	Property
Project Officer	Property
Project Officer	Property
Property & Building Projects	Property
Property Officer	Property
Senior Project Officer	Property
Senior Property Officer	Property
Asset Management Specialist	Transport & Civil Infrastructure
Assistant Planning Engineer	Transport & Civil Infrastructure
Civil Asset Engineer	Transport & Civil Infrastructure
Fleet Coordinator	Transport & Civil Infrastructure
Manager, Business Operations	Transport & Civil Infrastructure
Manager, Construction & Maintenance	Transport & Civil Infrastructure
Manager, Parking Operations	Transport & Civil Infrastructure
Manager, Plant Fleet & Stores	Transport & Civil Infrastructure
Manager, Transport & Civil Infrastructure Assets	Transport & Civil Infrastructure
Manager, Transport Network	Transport & Civil Infrastructure
Plant Coordinator	Transport & Civil Infrastructure
Project Coordinator, Plant, Fleet & Stores	Transport & Civil Infrastructure
Project Leader - Asset Management	Transport & Civil Infrastructure
Road Asset Engineer	Transport & Civil Infrastructure
Signage Coordinator	Transport & Civil Infrastructure
Traffic Engineer	Transport & Civil Infrastructure
Coordinator, Contract Services	Waste Management & Cleansing
Executive Manager Waste Management & Cleansing	Waste Management & Cleansing
Manager, Cleansing Services	Waste Management & Cleansing
Manager, Waste Services	Waste Management & Cleansing
Business Performance Executive Planning, Place & Community	Business Performance Executive

Executive Manager Children's Services	Childrens Services
Manager Family Day Care	Childrens Services
Manager, Early Learning Centres	Childrens Services
Director Glen Street Theatre	Community, Arts & Culture
Director Manly Art Gallery & Museum	Community, Arts & Culture
Executive Manager Community, Arts & Culture	Community, Arts & Culture
Manager, Community Centres	Community, Arts & Culture
Manager, Direct Services	Community, Arts & Culture
Marketing & Development Manager	Community, Arts & Culture
Duty Officer	Development Assessment
Executive Manager Development Assessment	Development Assessment
Manager, Business Systems & Administration	Development Assessment
Manager, Development Assessments	Development Assessment
Planner	Development Assessment
Principal Planner	Development Assessment
Student Planner	Development Assessment
Building Control Officer	Environmental Compliance
Building Surveyor	Environmental Compliance
Business & Administration Coordinator	Environmental Compliance
Contract Environmental Health Officer	Environmental Compliance
Environmental Health Officer	Environmental Compliance
Executive Manager Environmental Compliance	Environmental Compliance
Manager, Building Control	Environmental Compliance
Manager, Environmental Health	Environmental Compliance
Manager, Rangers	Environmental Compliance
Manager, Regulatory Support	Environmental Compliance
Parking Officer	Environmental Compliance
Principal Ranger	Environmental Compliance
Ranger	Environmental Compliance
Ranger Coordinator	Environmental Compliance
Senior Building Surveyor	Environmental Compliance
Swimming Pool Inspector	Environmental Compliance
Team Leader Building Control	Environmental Compliance
Team Leader Environmental Health	Environmental Compliance
Waste Investigations Officer	Environmental Compliance
General Manager Planning, Place & Community	Planning Place Community
Aboriginal Heritage Manager	Strategic & Place Planning
Development Infrastructure Officer	Strategic & Place Planning
Education Officer	Strategic & Place Planning
Executive Manager Strategic & Place Planning	Strategic & Place Planning
Heritage Planner	Strategic & Place Planning
Manager, Strategic & Place Planning	Strategic & Place Planning
Planner	Strategic & Place Planning
Principal Development Infrastructure Officer	Strategic & Place Planning
Principal Planner	Strategic & Place Planning
Senior Urban Designer	Strategic & Place Planning
Urban Designer	Strategic & Place Planning

<b>ITEM 9.3</b>	<b>AUDIT, RISK AND IMPROVEMENT COMMITTEE AND INTERNAL AUDIT ANNUAL REPORTS</b>
<b>REPORTING MANAGER</b>	<b>EXECUTIVE MANAGER GOVERNANCE AND RISK</b>
<b>TRIM FILE REF</b>	<b>2018/619872</b>
<b>ATTACHMENTS</b>	<b>1 <a href="#">⇒</a>ARIC Annual Report 2018 (Included In Attachments Booklet)</b> <b>2 <a href="#">⇒</a>Internal Audit Annual Report FY18 (Included In Attachments Booklet)</b>

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## REPORT

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### PURPOSE

To present to Council the Audit, Risk and Improvement Committee and Internal Audit Annual Reports, in accordance with the reporting requirements of the Audit, Risk and Improvement Committee Charter.

### REPORT

In accordance with the reporting requirements set out in the Audit, Risk and Improvement Committee Charter, the Chair of the Committee will provide a consolidated Internal Audit Annual Report and Audit, Risk and Improvement Committee Annual Report to Council at Attachments 1 and 2.

The Audit, Risk and Improvement Committee Annual Report for 2018 at Attachment 1 was endorsed by the Committee at its reconvened meeting on 18 September 2018. The Report was prepared by the outgoing Committee Chair and outlines Committee activities and achievements during the 2018 calendar year to date.

The Internal Audit Annual Report for the year ended 30 June 2018 at Attachment 2 was endorsed by the ARIC at its meeting on 5 September 2018. The Report was prepared by the Head of Internal Audit and outlines internal audit activities and achievements during the financial year 2017/2018.

### FINANCIAL CONSIDERATIONS

Funding to support the Audit, Risk and Improvement Committee and Internal Audit is included in existing operational budgets.

### ENVIRONMENTAL CONSIDERATIONS

There are no environmental impacts relating to the Internal Audit Annual Report and Audit, Risk and Improvement Committee Annual Report.

### SOCIAL CONSIDERATIONS

Council is accountable to the community for the delivery of the Community Strategic Plan. A key function of the Audit, Risk and Improvement Committee and Internal Audit is to promote good corporate governance, transparency and external accountability.

### GOVERNANCE AND RISK CONSIDERATIONS

The Audit, Risk and Improvement Committee and Internal Audit function in accordance with the guidelines issued by the Chief Executive of the Office of Local Government pursuant to section 23A of the Local Government Act 1993 and in consideration of Part 4A of the Local Government Act 1993 as proposed by the Local Government Amendment (Governance and Planning) Act 2016.

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**RECOMMENDATION OF GENERAL MANAGER CUSTOMER AND CORPORATE**

That Council notes the 2018 Audit, Risk and Improvement Committee Annual Report and the 2017/18 Internal Audit Annual Report at Attachments 1 and 2.

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<b>ITEM 9.4</b>	<b>GIFTS AND BENEFITS POLICY - DRAFT FOR PUBLIC EXHIBITION</b>
<b>REPORTING MANAGER</b>	<b>EXECUTIVE MANAGER GOVERNANCE AND RISK</b>
<b>TRIM FILE REF</b>	<b>2018/633996</b>
<b>ATTACHMENTS</b>	<b>1 <a href="#">↓</a> Gifts and Benefits Policy - Draft for Public Exhibition</b>

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### EXECUTIVE SUMMARY

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#### PURPOSE

To seek approval for the public exhibition of the draft Gifts and Benefits Policy.

#### SUMMARY

The draft Gifts and Benefits Policy has been developed to be considered alongside the current Model Code of Conduct 2015, in particular Part 5 Personal Benefit.

The position in relation to gift and benefits taken by Northern Beaches Council is to accept zero gifts or benefits and to require all offers of gifts and/or benefits to be registered.

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#### RECOMMENDATION OF GENERAL MANAGER CUSTOMER AND CORPORATE

That the draft Gifts and Benefits Policy be placed on public exhibition for 28 days with the outcome reported to Council.

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## REPORT

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### REPORT

The Model Code of Conduct (2015), issued by the Office of Local Government, sets the minimum standards of conduct for council officials across New South Wales with Part 5, Personal Benefit, detailing the requirements in relation to gifts and benefits. The Office of Local Government released a new Model Code of Conduct (2018) in September 2018 which is yet to be prescribed. Both versions of the Model Code of Conduct (Model Codes) have been considered during the development of the Northern Beaches Council draft Gifts and Benefits Policy (draft policy).

The draft policy incorporates some new provisions from the Model Code of Conduct 2018 but overall takes a stronger position than both versions of the Model Codes by outlining a zero gift and benefit position.

The draft policy also differs from the Model Codes by requiring that all gifts or benefits offered must be recorded in the Gifts and Benefits Register. This is considered a pertinent measure to identify trends or any individuals/organisations repeatedly offering gifts to council officials.

Exceptions to the draft policy may be considered for child care centres, pre-schools and aquatic centres that run swim programs, where the gift or benefit is an end of year/seasonal gift of thanks of under \$20 value from the child/attendee of a program.

Once the Model Code of Conduct 2018 is prescribed, Council may revisit the draft policy and redetermine how the Gifts and Benefits Policy may be optimally realigned to the new Model Code.

### CONSULTATION

Senior Council staff have been consulted on the draft policy.

The community consultation process will include:

- Information on the 'Your Say' project web page including online submission form
- Copies of the draft policy being made available in all customer service locations
- Email notifications to our community engagement database, registered community groups and other key stakeholders.

### TIMING

The public exhibition period will be from 18 October 2018 to 15 November 2018. At the conclusion of the exhibition period the submissions will be considered and the final policy will be presented for consideration at the ordinary Council meeting on 27 November 2018.

### FINANCIAL CONSIDERATIONS

There are no financial implications for publicly exhibiting the draft policy.

### SOCIAL CONSIDERATIONS

This draft policy ensures a consistent and transparent approach in relation to gifts and benefits offered to council officials.

### ENVIRONMENTAL CONSIDERATIONS

There are no environmental impacts from the public exhibition of the draft policy.

**GOVERNANCE AND RISK CONSIDERATIONS**

The draft policy is based on the Office of Local Government Model Code of Conduct and therefore aligns with the expected minimum standard that will be applied across all New South Wales councils. The policy position reduces risk exposures to Council by taking a zero acceptance of gifts or benefits approach.

## Council Policy

### Gifts and Benefits

#### Policy Statement

To provide direction to council officials on gifts and benefits offered in relation to Council's functions and/or an individual's role and responsibilities with Council.

#### Principles

- 1.1 Zero gift and benefit position.
- 1.2 All offers must be recorded in Council's Gift and Benefits Register.
- 1.3 Exceptions to the policy must be approved by the Chief Executive Officer.
- 1.4 This policy is in addition to the provisions in the Model Code of Conduct, Part 5 Personal Benefit.

#### Zero Gift and Benefit Position

In the course of their duties, council officials may encounter situations in which they are offered gifts or benefits for a variety of reasons. The intent behind a gift can either be considered as a gift of influence, or a gift of gratitude.

Regardless of the intent, public perception is a key consideration in determining Council's position regarding gifts and benefits offered to council officials and delegates.

A zero gift and benefit position establishes an unambiguous position and consistency of approach as it applies to council officials, which can be communicated clearly to ratepayers, residents, customers and suppliers.

#### How are offers of gifts and benefits to be dealt with?

All offers of gifts and benefits should be refused, regardless of value, and the offer immediately reported to your supervisor (for staff) or the Chief Executive Officer (for councillors) using the Gifts and Benefits Disclosure Form. All offers will be recorded in Council's Gift and Benefits Register.

#### *Unable to refuse/return a gift or benefit*

Where a gift or benefit, cannot be refused or returned easily the gift must be surrendered to Council. Examples of this are:

- Anonymous gifts (received through the mail or left without a return address)
- A gift received in a public forum where attempts to refuse or return it would cause embarrassment or offence to the donor.

In instances such as this, the supervisor (staff) or Chief Executive Officer (councillors) will determine how to deal with the gift which may include donation to an appropriate charity.

#### Exceptions

Exceptions to this policy are entirely at the Chief Executive Officer's discretion and will be determined in writing with reasons given for any specific exceptions. In determining an exception, the Chief Executive Officer will also determine whether the gift in question may be retained by a Council official or an alternative for how the gift may be retained.

Examples of the circumstances where exceptions may be approved by the Chief Executive Officer, include:

- a) Staff of Council's child care centres or pre-school locations - for gifts of token value and only when the gifts are offered by children attending the centre/preschool as a Christmas gift or gift of thanks associated with their role.
- b) Program staff of Council's two aquatic centres (Frenchs Forest and Manly) for gifts of token value and only when the gifts are offered by attendees of swim or other program classes at the aquatic centres as a Christmas gift or gift of thanks associated with their role.

Token value in relation to gifts considered under the Chief Executive Office exception process is set at \$20. Any gifts with an estimated value of more than \$20 are not considered 'token' and should be refused and returned. Where the value of a gift cannot be established, the refusal process should be adopted.

### Scope and application

This policy applies to all employees, agents, officers, councillors and committee members of Northern Beaches Council.

### References and related documents

- Model Code of Conduct 2015
- Draft Model Code of Conduct 2018
- Local Government Act 1993
- Electoral Funding Act 2018

### Definitions

*Council officials:* includes councillors, members of staff of a council, administrators, council committee members and delegates of council.

*Gift or a benefit:* something offered to or received by a council official or someone personally associated with them for their personal use and enjoyment.

*Not a gift or benefit:*

- a) a political donation for the purposes of the Electoral Funding Act 2018
- b) a gift provided to the council as part of a cultural exchange, diplomatic tie or civic relationship that is not converted for the personal use or enjoyment of any individual council official or someone personally associated with them
- c) attendance by a council official at a work-related event or function for the purposes of performing their official duties, or
- d) free or subsidised meals, beverages or refreshments of token value provided to council officials in conjunction with the performance of their official duties such as, but not limited to:
  - i) the discussion of official business
  - ii) work-related events such as council-sponsored or community events, training, education sessions or workshops
  - iii) conferences
  - iv) council functions or events
  - v) social functions organised by groups, such as council committees and community organisations.

*Associates:*

- a) a relationship between a council official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse, current or former spouse or partner, de facto or other person living in the same household
- b) other relationships that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship
- c) an affiliation between the council official and an organisation, sporting body, club, corporation or association that is particularly strong.

**Responsible Officer**

Executive Manager Governance and Risk

**Review Date**

October 2022

**Revision History**

Revision	Date	Change	TRIM Ref
1	16 Oct 2018	First draft Northern Beaches Council Policy	2018/631469

<b>ITEM 9.5</b>	<b>POWER OF ATTORNEY ARRANGEMENTS FOR CHIEF EXECUTIVE OFFICER AND GENERAL MANAGERS</b>
<b>REPORTING MANAGER</b>	<b>EXECUTIVE MANAGER GOVERNANCE AND RISK</b>
<b>TRIM FILE REF</b>	<b>2018/642991</b>
<b>ATTACHMENTS</b>	<b>1 <a href="#">↓</a> Revocation of Existing Power of Attorney</b> <b>2 <a href="#">↓</a> Power of Attorney to the Chief Executive Officer</b>

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## REPORT

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### PURPOSE

To revoke the current Power of Attorney to the General Managers of Planning, Place and Community; Customer and Corporate; and Environment and Infrastructure and seek a Power of Attorney for the Chief Executive Officer for the purposes of effecting existing resolutions of Council where the use of the Power of Attorney has been resolved.

### REPORT

On 8 August 2017, Council granted a Power of Attorney to the (former) Chief Executive Officer, Mr Mark Ferguson, and the General Managers of Planning, Place and Community; Customer and Corporate; and Environment and Infrastructure (registered on 11 August 2017, Book 4730 No 551). The Power of Attorney to Mr Mark Ferguson was revoked by Council on 28 August 2018.

This report recommends the revocation of the Power of Attorney (Book 4730 No 551, registered 11 August 2017) to the remaining holders of the Power of Attorney – General Manager Planning, Place and Community, Mr David Kerr; General Manager Customer and Corporate, Ms Helen Lever; and General Manager Environment and Infrastructure, Mr Benjamin Taylor.

In place of the Power of Attorney to the General Managers (to be revoked), a Power of Attorney for Mr Ray Brownlee, Chief Executive Officer is sought.

### FINANCIAL CONSIDERATIONS

This report has no financial considerations.

### ENVIRONMENTAL CONSIDERATIONS

This report has no environmental considerations.

### SOCIAL CONSIDERATIONS

This report has no social considerations.

### GOVERNANCE AND RISK CONSIDERATIONS

This report has no governance and risk considerations.

## **RECOMMENDATION OF GENERAL MANAGER CUSTOMER AND CORPORATE**

That:

- A. Council revoke Power of Attorney Book 4730 No 551, registered on 11 August 2017, and give any necessary notice of revocation to the relevant Attorneys.
  - B. Council affix the Common Seal of Council to the Revocation of Power of Attorney.
  - C. Council grant Power of Attorney to Mr Raymond Brownlee, Chief Executive Officer effective on and from 17 October 2018 to execute documents, dealings and instruments relating to the matters detailed in the draft instrument attached to this report.
  - D. Council affix the Common Seal of Council to the Power of Attorney.
  - E. Council attend to the registration of the Revocation of Power of Attorney Book 4730 No 551 and the new Power of Attorney to Mr Raymond Brownlee.
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## REVOCATION OF POWER OF ATTORNEY

NORTHERN BEACHES COUNCIL of 1 Park Street, Mona Vale hereby revoke the Power of Attorney dated 10<sup>th</sup> of August 2017 and registered on 11 August 2017 Book 4730 No 551 appointing Mark Ferguson, General Manager, of 1 Park Street, Mona Vale; Helen Lever, Deputy General Manager Customer & Corporate, of 1 Park Street Mona Vale; Benjamin Taylor, Deputy General Manager Environment & Infrastructure, of 1 Park Street, Mona Vale, and David Kerr, Deputy General Manager, Planning Place & Community of 1 Park Street, Mona Vale.

IN WITNESS WHEREOF the Council has hereunto set its Seal.

The Common Seal of NORTHERN BEACHES  
COUNCIL

Was hereunto affixed on the.....day of	Michael Regan
October 2018	Mayor
	1 Park Street Mona Vale NSW 2103
pursuant to the resolution of Council made on	Raymond Brownlee PSM
the .....day of October 2018 in the	Chief Executive Officer
presence of:	1 Park Street Mona Vale NSW 2103

## GENERAL POWER OF ATTORNEY

### Part 1

**THIS POWER OF ATTORNEY** is made on the ..... day of ..... by  
NORTHERN BEACHES COUNCIL (the Council) of 1 Park Street, Mona Vale.

As principal, the Council of 1 Park Street, Mona Vale hereby appoints Raymond Brownlee PSM, Chief Executive Officer, of 1 Park Street, Mona Vale; to be its attorney, to exercise, subject to the conditions and limitations specified in Part 2 of this Instrument, the authority conferred on him by Part 2 of the Powers of Attorney Act 2003 to do on Council's behalf anything it may lawfully authorise an attorney to do.

This Power of Attorney operates on and from 17 October 2018.

### Part 2

This Power of Attorney is limited to the execution of documents which give effect to:

- (a) resolutions of the Council where resolutions are required for the exercise of a function; or
- (b) functions which have been delegated to the Attorney.

This Power of Attorney does not operate as a delegation of any function of the Council for the purposes of section 377 of the Local Government Act 1993

IN WITNESS WHEREOF the Council has hereunto set its Seal on the date abovementioned.

The Common Seal of NORTHERN BEACHES COUNCIL }

Was hereunto affixed on ..... day of .....2018 Michael Regan  
Mayor  
1 Park Street Mona Vale NSW 2103  
pursuant to the resolution of Council made on the Raymond Brownlee PSM  
.....day of ..... 2018 in the presence of: Chief Executive Officer  
1 Park Street Mona Vale NSW 2103

*Note: General Attorney Responsibilities*

*Attorneys must do the following as applicable:*

- (a) *Keep principal's money and property separate from the attorney's money and property.*
- (b) *Keep reasonable accounts and records of principal's money and property.*
- (c) *Not benefit from being an attorney, unless expressly authorised by the principal.*
- (d) *Always act in the principal's best interests.*
- (e) *Always act honestly in all matters concerning the principals legal and financial affairs.*

*Failure to do so may incur civil and/or criminal penalties.*

<b>ITEM 9.6</b>	<b>SPONSORSHIP FOR THE NORTHERN BEACHES LOCAL BUSINESS AWARDS</b>
<b>REPORTING MANAGER</b>	<b>EXECUTIVE MANAGER COMMUNITY ENGAGEMENT AND COMMUNICATIONS</b>
<b>TRIM FILE REF</b>	<b>2018/589921</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

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**EXECUTIVE SUMMARY**

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**PURPOSE**

To seek support for Council to be the Major Sponsor for the Northern Beaches Local Business Awards for the next three years.

**SUMMARY**

The Northern Beaches Local Business Awards is the most significant business award program on the Northern Beaches. In 2018 the programme attracted high participation rates with 740 local businesses involved across the Northern Beaches local government area.

Council has been the key sponsor of this award program since 2009 for former Manly Council and 2010 for former Warringah and Pittwater Councils. This support demonstrates Council's commitment to ensuring our businesses are well-connected and thrive in an environment that supports innovation and economic growth. Funding for a further three years (2019-2021) is being sought from Council to continue to be the Major Sponsor of this important business and community event.

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**RECOMMENDATION OF GENERAL MANAGER CUSTOMER AND CORPORATE**

That Council continue to support the Northern Beaches Local Business Awards programme by continuing to be the major sponsor for the years 2019-2021 (inclusive) for a total cost of approximately \$8,500 per annum (ex GST).

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## REPORT

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### BACKGROUND

Northern Beaches Council was the Major Sponsor of the 2018 Northern Beaches Local Business Awards. The event is organised by Precedent Productions, who run a series of Local Business Awards in 23 locations across the Greater Metropolitan Region.

The awards night is a yearly event which is considered to be a celebration of local small business achievements, and acknowledges their contribution to the local community and economy.

The program commenced in 1992 as the Peninsula Small Business Awards. In 2005, it was renamed as the Northern Beaches Local Business Awards. In 2009, the former Manly Council sponsored the program. Since 2010, the former Manly, Warringah & Pittwater Councils have sponsored the event and this arrangement has continued since amalgamation. In 2014, former Warringah and Pittwater Council's agreed to co-fund the business awards night for the following four years.

As a Major Sponsor, Council contributed \$8,500 (+GST) towards the 2018 Northern Beaches Local Business Awards event. This was a reduction from over \$12,500 when the three former Councils were individual sponsors of the event.

As a Major Sponsor, Council is recognised through the event marketing and media collateral, provided networking opportunities with local businesses, has the opportunity to present a number of awards and is allocated six complimentary tickets to attend the event. If Council resolve to continue sponsoring this event all Councillors will be provided the opportunity to attend this significant local business event.

Council is also the dedicated sponsor of the Sustainability Award category which reinforces our commitment to protecting and promoting environmental initiatives. Winners and finalists of this award over the last few years have been actively involved in Council's Sustainability Business Network. The programme and Awards Night also attract significant media attention and Council's involvement in the initiative is positively acknowledged including branding opportunities.

Precedent Production has confirmed that the 2019 Northern Beaches Local Business Awards will be held next year. They are seeking a rate of \$8,500 to be the Major Sponsor. The event will continue to be held at Dee Why RSL.

### TIMING

The deadline for finalising the sponsorship for the 2019 Northern Beaches Local Business Awards is March 2019 with the event scheduled for July 2019.

### FINANCIAL CONSIDERATIONS

The cost of the Major Sponsorship expenditure of \$8,500 plus GST is budgeted for in the Economic Development and Tourism operations budget for 2018/19.

The total commitment over three years if so resolved, is approximately \$25,500 (plus GST).

### SOCIAL CONSIDERATIONS

As the premier business event in the region that recognises the endeavors and success of Northern Beaches businesses, it is a social occasion that brings together our diverse business community. Council's support is highly valued as the Major Sponsor. The profile of the investment reinforces Council's commitment to supporting economic growth and sustainability of our local businesses. It also provides Council with the opportunity to extend and update its network with our local business community and thus has significant social value.

**ENVIRONMENTAL CONSIDERATIONS**

There are no environmental impacts associated with sponsoring this event.

**GOVERNANCE AND RISK CONSIDERATIONS**

There are no governance and risk consideration associated with sponsoring this event.

<b>ITEM 9.7</b>	<b>AVALON COMMUNITY LIBRARY AND TERREY HILLS COMMUNITY LIBRARY FUNDING</b>
<b>REPORTING MANAGER</b>	<b>EXECUTIVE MANAGER LIBRARY SERVICES</b>
<b>TRIM FILE REF</b>	<b>2018/620422</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

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**EXECUTIVE SUMMARY**

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**PURPOSE**

To seek approval to provide the 2018/19 funding allocation to:

- Avalon Community Library - \$65,000
- Terrey Hills Community Library - \$24,000

The funding will assist these community libraries to purchase books for their collections and manage ongoing minor operational expenses.

**SUMMARY**

Council provides annual subsidies to both these community libraries as it is seen as a cost effective approach to delivering basic library services in the localities of Avalon and Terrey Hills.

Both Avalon and Terrey Hills Community Libraries have made formal applications for financial support to continue their operations.

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**RECOMMENDATION OF GENERAL MANAGER CUSTOMER AND CORPORATE**

In accordance with the Local Government Act, Section 356, Part (1) Council approve the 2018/19 funding allocation of \$65,000 for Avalon Community Library and \$24,000 for Terrey Hills Community Library.

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## REPORT

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### BACKGROUND

As a principle Council provides funding to community libraries.

Avalon and Terrey Hills Community Libraries are free for all residents of the Northern Beaches local government area. The former Pittwater and Warringah Councils historically provided these libraries an annual subsidy to assist with the development of their library collections and minor operational expenses.

Both libraries are housed in Council buildings for the purposes of delivering a range of library services and learning programs for their local communities. Volunteers also assist with the management of the library operations and Council provides ongoing management and infrastructure support, such as staffing, library development techniques, telephony and building maintenance.

The Community Library core operations include:

- A wide selection of fiction/non-fiction; audio books, videos and DVDs;
- Assistance to school children researching projects and;
- Infant learning programs.

#### ***Terrey Hills Community Library hours:***

Monday and Wednesday: 7:30pm - 8:30pm  
Tuesday and Thursday: 3:30pm - 5:00pm  
Friday: 9:30am - 12:30pm and 3:30pm - 5:00pm  
Saturday: 9:30am - 12:00pm.

#### ***Avalon Community Library hours:***

Monday – Friday: 10:00am – 5:00pm  
Saturday: 10:00am – 1:00pm  
Sunday: 2:00pm – 5:00pm.

### FINANCIAL CONSIDERATIONS

While funding has been budgeted in the current financial year Northern Beaches Library operational budget, Council resolution is required to disburse the funds in line with the Local Government Act 1993, Section 356, Part (1).

### SOCIAL CONSIDERATIONS

Both Avalon and Terrey Hills Community Libraries are important social and community assets which not only provide library services to residents in the local government area but also opportunities for volunteering within their communities.

### ENVIRONMENTAL CONSIDERATIONS

There are no environmental considerations.

### GOVERNANCE & RISK CONSIDERATIONS

There are no governance and risk considerations.

## 10.0 ENVIRONMENT AND INFRASTRUCTURE DIVISION REPORTS

<b>ITEM 10.1</b>	<b>SINGLE USE PLASTICS POLICY - UPDATE ON PROGRESS TO DATE</b>
<b>REPORTING MANAGER</b>	<b>EXECUTIVE MANAGER WASTE MANAGEMENT AND CLEANSING</b>
<b>TRIM FILE REF</b>	<b>2018/530912</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

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### EXECUTIVE SUMMARY

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#### PURPOSE

Progress report on Single Use Plastics Policy implementation as requested by Council.

#### SUMMARY

Council has developed a “Single Use Plastic Reduction Program” to reduce the amount of single use plastics and the amount of single use plastic waste and litter in our environment. The program will aim to influence local businesses as well as the broader community and Council.

To date, Council’s waste team has developed and implemented Event Management Waste Guidelines, installed 25 permanent drinking water fountains and purchased 14 portable water fountains for use at Council and community events, designed a major behavior change campaign ‘Swap This for That’ and promoted the initiatives through schools programs, street art, market stalls and production of videos, one of which has had over 64,000 views.

Council has also engaged with local businesses to encourage transitioning away from single use plastics in their business and plans further implementation of the “Single Use Plastic Reduction Program” targeting local businesses and the retail community in order to support the Single Use Plastics Policy and drive behaviour change.

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#### RECOMMENDATION OF GENERAL MANAGER ENVIRONMENT AND INFRASTRUCTURE

That:

- A. Council receive and note the update on implementation of the Single Use Plastics Policy including the strategies proposed to encourage venues across the Northern Beaches to phase out the usage of plastic straws.
  - B. A further progress report be provided in 12 months.
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**REPORT**

**BACKGROUND**

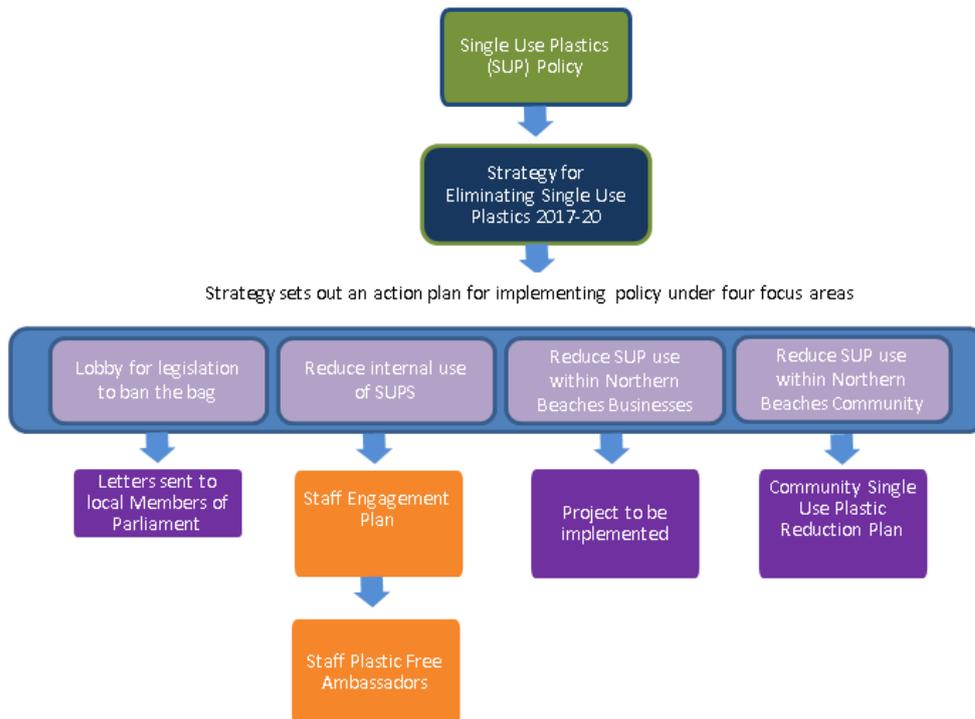
Council adopted the *Single Use Plastics Policy* and the *Waste Minimisation at Functions and Events Policy* in August 2017. Council took a leadership role in the elimination of single use plastics, advocating for legislative change, influencing and enabling responsible consumption practices along with promoting best practice waste management.

The *Single Use Plastics Policy* - encourages responsible procurement and consumption practices within Council and the community and boosts capacity to drive policy change at all levels of government.

The *Waste Minimisation at Functions and Events Policy* - requires all event organisers to promote and practice waste avoidance principles and increase resource recovery at all public events held on Council property. The Policy and Guidelines ban the distribution of single use plastics including balloons and straws at public events.

A strategy was developed in August 2017 to support these policies. Implementation plans were developed for engaging with staff, the community and businesses as per below.

## Integrated Planning Framework



Council resolved on 27 March 2018 (Notice of Motion 22/2018 – Plastic Straws) that:

- A. *Council continues to support the work and intention of campaigns such as Plastic Free Manly, SO Manly, Boomerang Bags and others across the Northern Beaches in their efforts to reduce the use of plastic straws and other single use plastics.*
- B. *Council will write to each of the Northern Beaches food and beverage proprietors to express support as per motion A and to encourage businesses to transition away from plastic straws, either to alternatives or to no straws altogether.*
- C. *Council requests staff to report back within six months on progress to date implementing the Single Use Plastics Policy and proposing strategies that would encourage venues across the Northern Beaches to phase out the usage of plastic straws. This report to include enabling strategies for local businesses.*
- D. *Council will write to the NSW Government to demonstrate the Northern Beaches' commitment to eliminating single use plastics under our Single Use Plastics Policy and strongly advocating for a ban on plastic straws and plastic bags.*
- E. *Council add a requirement to future leases and licences for Council owned buildings including surf clubs that any cafes be plastic straw free.*

This report provides a progress update on implementing the Single Use Plastics Policy and outlines strategies to encourage venues across the Northern Beaches to phase out the usage of plastic straws.

### **Progress to Date Report**

Activities / initiatives to support these policies include:

1. Event Assessment
2. Permanent Water Fountains
3. Pavement Artwork
4. Portable Water Fountains
5. Education campaign to drive behavior change
6. Staff Engagement
7. Swap This for That Waste Free Party Guide
8. Petition to NSW Premier to ban plastic bags & straws in NSW
9. Schools Education
10. Business engagement

## 1. Event Assessment

Council receives 300 major event bookings per year for which the Waste Education Team are required to assess and approve waste management plans. For larger events such as the Taste of Manly and Avalon Market Day the Waste Education Team brief the stallholders on the policy and inspect their packaging prior to the day of the event.

The Event Waste Management Guidelines and the application form are currently being reviewed alongside the event booking system to streamline and simplify the process. Major events where the policy has been implemented:

1. Brookvale Show
2. Avalon Market Day - 400 stallholders briefed and inspected on policy
3. Australia Day - portable water fountains installed at 4 sites, with education staff at each site
4. Vissla Surf Pro - 10 portable water fountains installed with education stall
5. Taste of Manly - 130,000 attendees, 10 portable water fountains installed with education stall.



## 2. Permanent Water Fountains

Permanent water fountains have now been installed at the following sites where major events are held;

1. Dunbar Park, Avalon
2. CEC North Narrabeen
3. Governor Philip Park Palm Beach
4. North Narrabeen Reserve
5. Lakeside Park North Narrabeen
6. Billarong Reserve
7. Warriewood Valley Sportsground
8. Careel Bay Playing Fields, Avalon
9. James Meehan Reserve Dee Why
10. Frenchs Forest Showground
11. David Thomas Reserve, Manly Vale
12. JFP Softball, Curl Curl
13. Gilbert Park, Manly
14. Ararat Reserve, Frenchs Forest
  
15. Manly Oval, Manly – to be completed by December 2018
  
16. North Narrabeen Reserve, Warriewood
  
17. Village Park, Mona Vale
18. Kitchener Park, Mona Vale\*
19. Weldon Oval, Curl Curl\*
20. Newport Beach, Newport\*
21. Freshwater Beach, Freshwater\*
22. Avalon Beach, Avalon Beach\*
23. Terrey Hills Oval, Terrey Hills\*
24. Tania Park, Seaforth\*
25. Beacon Hill Oval, Beacon Hill\*

*\*Installed in partnership with Reserves, Sydney Water and Cricket Australia.*

### 3. Pavement Artwork

Pavement artwork has been installed at each new permanent fountain site to reinforced Council's Single Use Plastic reduction program. Examples below:



### 4. Portable Water Fountains

14 Portable water fountains have been purchased to be used at all Council and Community events.



### 5. Education campaign to drive behavior change

The 'Swap This for That' campaign was developed in August 2017 to support the delivery of the Single Use Plastic Policy to the community and internally to staff.

The campaign consists of social media; print media, pledges, video production, street art, sand sculpting, schools' education programs and direct education at events to drive behaviour change, focusing on the big 4: coffee cups, plastic bags, bottles and straws.

### 'Swap This for That' Campaign



**Swap this for that**  
Make the change and help wipe out single-use plastics on the Northern Beaches

 Single use cup	 Reusable cup
 Single use bag	 Reusable bag
 Plastic straws	 Go without or reusable straw
 Single use bottle	 Reusable bottle

northernbeaches.nsw.gov.au 

### Pledges



**My Pledge**

I \_\_\_\_\_

will not use:

- Disposable coffee cups
- Single use plastic bags
- Plastic straws
- Single use water bottles

For the month of:

- July
- August
- September

Signature \_\_\_\_\_

Take your pledge even further!  
Join the global challenge [plasticfreejuly.org](http://plasticfreejuly.org)

northernbeaches.nsw.gov.au 

### Events and marketing activities carried out as part of the education campaign

Activity	Venue	Date
Roving performers and pledges taken with Swap This For That Educational Stall	Warriewood Markets and Centro Warriewood Square	30/6/2018
Street Art	Manly Corso	2/7/2017
Street Art, roving performers, pledges taken with Swap This For That Educational Stall	Manly Beach	6/7/2017
Swap This for That Educational Stall - Beach Markets	North Narrabeen	Aug 2017
Swap This for That Educational Stall - Brookvale Show	Brookvale Oval	16/10/2017
Swap This for That Educational Stall - Avalon Car Boot Sale	Dunbar Park, Avalon	21/10/2017
Swap This for That Educational Stall - Avalon Market Day	Avalon	19/11/2017
Outdoor Cinema – Screening A Plastic Ocean	Manly Cove	25/11/2017
Swap This for That Educational Stall - Ocean Care Day	Manly	3/12/2017
Swap This for That Educational Stall - Christmas by the Beach	Dee Why beach	15/12/2017
Swap This for That Educational Stall	Avalon	20/1/2018

Activity	Venue	Date
- Avalon Car Boot sale		
Screening of A Plastic Ocean	Warriewood Surf Club	15/3/2018
Swap This for That Educational Stall - Beaches Market	Warriewood	30/3/2018
Swap This for That Educational Stall - ABC's War on Waste film shoot	Manly Beach	14/4/2018
Northern Beaches Seniors Festival Wellbeing Expo	Dee Why RSL	6/4/2018
Screening of A Plastic Ocean for Senior's Week	Kimbriki	17/4/2018
Swap This for That Educational Stall -Taste of Manly	Manly	25,26/5/2018
Sand Sculpting – Taste of Manly	Manly	25,26/5/2018
Movie screening - Blue	PCYC Dee Why	5/6/2018
'Swap This for That' for nippers film shoot	Dee Why beach	17/6/2018
Street art, roving performers, pledges	Dee Why Beach	30/6/2018
Street art, roving performers, pledges	Manly Beach	1/7/2018
Beeswax workshops	Collaroy Surf Club, Manly Youth Centre, CEC Pittwater	2,3,9,10,11,25 July 2018
Swap This for That Video Launch	Social Media	01/07/2018
Swap This for That banners and flags	Manly Beach front, Avalon, Brookvale, Avalon , Long Reef	July 2018
Ads in Peninsula Living, Peninsula Life and Manly Daily	Print media	July 2018
Special Plastic Free July EDM to our database of 57,000 emails addresses	EDM	July 2018
New web content sitting under 'Recycling and Rubbish'	Website	July 2018
Channel 7 media coverage- Northern Beaches Council leading the way in reducing plastics	Channel 7 News	01/07/2018
News stories on Council website such as tips for hosting a plastic-free party, how Council is working with the community	Website	July 2018
An instructional video on 'how to make your own beeswax wrap' was created and launched and has been	Social Media	July 2018

Activity	Venue	Date
viewed over 45,000 times		
War on Waste – filmed at Manly and broadcast on ABC TV 24 July 2018	ABC TV	24/07/2018

### Street Art Dee Why Beach



### Avalon Car Boot Sale



### Videos

'Swap This for That' video was launched 1 July, 2018 for Plastic Free July.

[Swap this for that in Plastic Free July! | Northern Beaches Council](#)

'Swap This for That' video featuring nippers was shot on 17<sup>th</sup> of June 2018. The educational campaign and video will be taken to nipper groups in October and November, 2018. Video will then be sent to all Surf Clubs and primary schools.

### Swap This for That Flags/banners were displayed throughout the Northern Beaches

- Swap This for That flags – installed at Manly Ocean beachfront for the filming of “A War on Waste”
- Swap This for That Road side banners - During April in Avalon to support Surfrider's Ocean Friendly Business Program launch
- Plastic Free July Road side banners - Village Park in Mona Vale, Avalon, Newport and Wakehurst Parkway for July 2018
- Swap This for That Flags – Manly Ocean beachfront, Brookvale Town Centre, Long Reef, Mona Vale and Avalon for July 2018.

## 6. Staff Engagement

- July 2017 staff were surveyed re their use of disposable coffee cups, the survey also gauged their support for a disposable coffee cup ban across council.
- A “Mug Shot” staff competition was held asking staff to send in photos of themselves using their keep cups out and about. The competitions aim was to reinforce behavior change reminding staff to transition away from disposable coffee cups when getting their daily coffees from the coffee vans/cafes available at the different office sites.
- 26 Single Use Plastic staff ambassadors were recruited to champion and embed the policy within their business units
- Keep Cups were distributed to all staff throughout May-June 2018 promoting ‘Swap This for That’.

## 7. Swap This for That Waste Free Party Guide

A 4-page DL brochure was developed to add to the suite of ‘Swap This for That’ materials and to educate the public about Council’s Single Use Plastics Policy.

The brochure explains how to have a waste free party. It encourages residents to say no to single use plastics and instead choose sustainable alternatives. For example, swapping plastic decorations and balloons for reusable decorations such as fabric bunting; saying no to plastic party favours for reusable or recyclable gifts; swapping plastic disposable tableware for reusable plates and cups.

Posters featuring this artwork are also being developed and will be displayed in community centres and at waste education events.

The guide will be emailed to everyone who makes a Community Centre booking.

## 8. Petition to NSW Premier to ban plastic bags & straws in NSW

On 21 May Council wrote to The Hon. Gladys Berejiklian MP, Premier of NSW to request that the NSW government ban plastic bags & straws on environmental grounds.

## 9. Schools Education

The Waste Education Team currently runs a comprehensive Schools Education Program with a focus on single use plastics which include:

- School Waste Audits
- Litter Bug Plays
- Waste and Recycling talks
- Workshops at Kimbriki Eco House and Garden
- Take 3 incursion as well as involvement in a citizen science micro plastic research projects to show the extent of and the effect of micro plastics in our marine environment.

Schools/Vacation Care

'Swap This for That' campaign taken to schools via a film screening or waste audit.

Activity	Venue	Date
Vacation Care	Forestville and Beacon Hill	25 & 26/9/2017
Film screening of A Plastic Ocean	Killarney Heights	11/11/2018
Waste audit	Narrabeen Lakes Public	3/5/2018
Waste audit	Beacon Hill Public	20/6/2018
Waste audit	Manly Village Public School	14/09/2018

School Activity	No of Sessions	Students Engaged
Litter Bug Plays and Activity Book	15	3162
Worm Farm Preschool Incursion	3	50
Story Time - Shelly the Sea Turtle and Rustle the Plastic Bag	4	160
Waste Audit Primary K-6	6	860
TAKE 3 Primary K-6 Incursion	4	1092
Talk K-12-Incursion - Rethink, Reduce, Reuse and Recycle	2	40
KIMBRIKI Excursion Primary K-6	3	275
FILM K-12 Incursion – A Plastic Ocean	1	100
Plastics in Lagoons Citizen Science Program	4	69

11. Business engagement

On 5 June, 1176 emails or letters were sent to all food and beverage proprietors on the Northern Beaches to encourage them to transition away from single use plastics in their business.

From the responses we received and from our own observations it is clear that there are numerous businesses implementing policies and procedures that are making big differences to the amount of waste and litter generated from local venues. For example:

- The North Palm Beach Kiosk aka 'Summer Bay Kiosk' has done away with plastic straws and plastic bags and uses paper takeaway containers
- The Newport has removed all straws from bars and replaced its plastic sauce containers to ones made from bamboo
- St Kieren's Primary School Manly Vale has gone plastic straw free at their canteen
- The Tramshed Café in Narrabeen only provides paper straws and are a member of "the last straw" campaign
- Wabi Sabi in Collaroy, uses paper takeaway containers, bags and straws
- Manly Wharf Hotel previously used 15,000 plastic straws per month. They now use 2,000 paper straws.
- Dee Why Hotel acknowledges on its website that single-use plastic straws are having a serious impact on our environment and sea-life has removed straws accordingly.

### **Encouraging venues across the Northern Beaches to phase out the usage of plastic straws**

As outlined above, Council has already contacted businesses to encourage transitioning away from single use plastics in their business.

To accomplish a further reduction in the number of venues on the Northern Beaches that use single use plastics including plastic straws, Council has established a role to develop and deliver a "Single Use Plastic Reduction Program" (SUPRP). The SUPRP will target local businesses and the retail community in order to support the Single Use Plastics Policy and drive behaviour change.

The program shall influence local businesses and the retail community to reduce the amount of waste they produce via firstly avoidance or secondly by swapping single use disposable plastic items with more sustainable alternatives. The key responsibilities of the role are to:

- Develop, implement and evaluate a Northern Beaches Single Use Plastic Reduction Program
- Recruit business to join the program
- Assist and engage participating businesses to minimise the amount of SUP they use
- Achieve desired SUP reduction targets / outcomes through face to face meetings, provision of relevant resources and a tailored action plan outlining milestones to be achieved
- Build capacity of local businesses, the business community and wider community to facilitate a successful transition away from single use plastics
- Undertake appraisals with participating businesses in order to gauge their level of SUP reduction
- Develop a recognition / rewards program for participating businesses and showcase successful case studies.
- Work with community groups to achieve reduction of single use plastics amongst local businesses
- Follow up on participating members periodically to see they have maintained their reduction in SUPs and provide support for continual improvement.

Delivery of this Program will commence in the coming months.

### **CONSULTATION**

Council will consult with local environmental and business groups to ensure the development of complimentary, effective and user friendly programs.

### **FINANCIAL CONSIDERATIONS**

The NSW EPA has provided a grant to Council under the Better Waste and Recycling Fund to fund one role for two years to deliver this program. A second role is funded for 2 years by savings identified as a result of the merger as per Council resolution 115/17 on 27 June 2017.

### **SOCIAL CONSIDERATIONS**

The proposal will reinforce and lead sustainable practices across the Northern Beaches.

### **ENVIRONMENTAL CONSIDERATIONS**

The policy implementation will have a positive environmental impact by inspiring the reduction in use of single use plastic.

<b>ITEM 10.2</b>	<b>PUBLIC EXHIBITION OF THE DRAFT NARRABEEN LAGOON FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN</b>
<b>REPORTING MANAGER</b>	<b>EXECUTIVE MANAGER NATURAL ENVIRONMENT &amp; CLIMATE CHANGE</b>
<b>TRIM FILE REF</b>	<b>2018/613910</b>
<b>ATTACHMENTS</b>	<b>1 <a href="#">Part 1 - Draft Narrabeen Lagoon Floodplain Risk Management Study - September 2018 (Included In Attachments Booklet)</a></b> <b>2 <a href="#">Part 2 - Draft Narrabeen Lagoon Floodplain Risk Management Study - September 2018 (Included In Attachments Booklet)</a></b> <b>3 <a href="#">Part 3 - (Appendix) - Draft Narrabeen Lagoon Floodplain Risk - Management Study - September 2018 (Included In Attachments Booklet)</a></b> <b>4 <a href="#">Draft Narrabeen Lagoon Floodplain Risk Management Plan September 2018 (Included In Attachments Booklet)</a></b>

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## EXECUTIVE SUMMARY

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### PURPOSE

To seek Council's approval to exhibit the Draft Narrabeen Lagoon Floodplain Risk Management Study and Plan (September, 2018).

### SUMMARY

A Draft Narrabeen Lagoon Floodplain Risk Management Study and Plan (FRMS&P) has been prepared for the Narrabeen Lagoon catchment. This study follows on from the Narrabeen Lagoon Flood Study adopted in 2013 and investigates options to reduce the flood risk identified in the Flood Study, and to establish the basis for future floodplain management in the catchment.

The formation of Northern Beaches Council enables a consistent approach to the management of flooding throughout the Narrabeen Lagoon catchment and indeed across the Northern Beaches and this is already seeing significant benefits.

This study identifies a range of floodplain management options to reduce flood risk in the Narrabeen Lagoon catchment and evaluates these options based upon a range of social, economic and environmental criteria. These options include physical works such as entrance management, bridge alterations, levees, drainage improvements and non-structural options such as flood education, flood warning and development controls. The study confirms that the removal of sand from the lagoon entrance has the highest flood benefit which is why it has been the principal flood mitigation option used by Council for over 30 years.

The study options and consultation material have been reviewed by the Northern Beaches Flood Management Committee. The study is receiving financial and technical support from the NSW Office of Environment and Heritage.

Public exhibition of the draft documents is necessary to ensure all members of the community have an opportunity to comment. Feedback from the exhibition process is vital to assess the community acceptance of options and to inform their ranking and implementation priority.

This exhibition will consist of a letter and summary brochure mailed to all flood affected properties, a 'Your Say' project webpage, advertisements in the Manly Daily, a number of community workshops, briefing of Local State MPs and displays in all customer service centres and Council libraries. The exhibition is consistent with the requirements of the NSW Government Flood Prone Land Policy.

Given recent flood events and entrance closures, there is strong support from residents and members of the Committee to review how efficiently and how often the removal of shoaled sand is undertaken, and whether there are options to reduce flood risk further when sand shoals have closed the entrance (i.e. for emergency openings).

Staff support this view and recommend that an entrance management strategy be prepared for Narrabeen Lagoon as soon as possible. This has been included in the Draft Study and Plan. It is recommended that a scope for this work be prepared along with a budget estimate for Council's consideration at the same time it considers the adoption of the final Study and Plan.

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## **RECOMMENDATION OF GENERAL MANAGER ENVIRONMENT AND INFRASTRUCTURE**

That:

- A. Council approves the Draft Narrabeen Lagoon Floodplain Risk Management Study (September, 2018) and the Draft Narrabeen Lagoon Floodplain Risk Management Plan (September, 2018) to be placed on public exhibition for a period of at least 28 days.
  - B. Council request staff to prepare a scope and budget estimate for the delivery of an entrance management strategy and for this to be included in the report to Council on the Final Study and Plan.
-

**REPORT**

**BACKGROUND**

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 flood mitigation works to alleviate existing problems, and provides specialist technical advice to assist Councils in the delivery of 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 current Flood Prone Land Policy provides for technical and financial support by the State Government through five (5) recommended sequential stages:

<b>NSW Government Flood Policy recommended steps</b>	<b>Council has complied with the Policy as follows:</b>
<p>1. <b>Formation of a committee:</b> forum for discussing technical, social, economic and environmental issues.</p>	<p>The preparation of the FRMS&amp;P was initially overseen by the Narrabeen Lagoon Floodplain Risk Management Working Group (NLFRMWG). Membership of the Working Group consisted of elected Councillors &amp; community representatives from the former Councils, environmental and community groups and NSW Government representatives.</p> <p>Following amalgamation, the NLFRMWG was replaced by the Northern Beaches Flood Management Committee (NBFMC) and comprises elected Councillors, community representatives from across the Northern Beaches and NSW Government representatives. The NBFMC was consulted in the finalisation of the FRMS&amp;P.</p>
<p>2. <b>Flood Study:</b> determines the nature and extent of the flood problem and is publicly exhibited upon completion.</p>	<p>The revised Narrabeen Lagoon Flood Study was adopted by the former Warringah and Pittwater Councils in late 2013.</p>
<p>3. <b>Floodplain Risk Management Study:</b> evaluates management options in consideration of social, ecological and economic factors relating to flood risk, and is publicly exhibited upon completion.</p>	<p>The Floodplain Risk Management Study (FRMS) has involved the following:</p> <ul style="list-style-type: none"> <li>▪ Identification of floodplain management options for investigation through community engagement and survey.</li> <li>▪ Evaluation of options.</li> <li>▪ Ranking of options using a multi-criteria approach considering economic, social and environmental aspects</li> <li>▪ review from the NLFRMWG and NBFMC at key stages of the Study</li> </ul> <p>The FRMS is now in final draft form and ready for public exhibition.</p>

<p><b>4. Floodplain Risk Management Plan:</b> involves preparation of a formal plan to guide Council's management of the floodplain, with a period of public exhibition before formal adoption by Council.</p>	<p>This Plan is being undertaken within the same contract as the Floodplain Risk Management Study. It involves the Public Exhibition of the recommended floodplain management options, and then revision based on public comments, before formal approval by Council.</p> <p>The FRMP is now in final draft form and ready for public exhibition with the FRMS.</p>
<p><b>5. Implementation of the Plan:</b> 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.</p>	<p>The plan will be implemented in accordance with Council resources and available grant funding.</p>

### History of the Narrabeen Lagoon Floodplain Risk Management Study and Plan

The Narrabeen Lagoon Flood Study, adopted in 2013, replaced the Narrabeen Lagoon Flood Study, 1990 and confirmed the significant flood risk for large sections of the lower catchment. The next stage in the Floodplain Risk Management Process was the preparation of a Floodplain Risk Management Study and Plan to identify opportunities to reduce this risk.

The draft Floodplain Risk Management Study and Plan now proposed for public exhibition will update and replace the Narrabeen Lagoon Floodplain Risk Management Study (1992), the Narrabeen Lagoon Floodplain Risk Management Plan (2003), the South Creek Floodplain Risk Management Study (2008) and the South Creek Floodplain Risk Management Plan (2008).

Council commissioned engineering consultant Cardno to undertake the study. Two thirds of the funding for the study was provided from the NSW Government's Floodplain Management Program, with the remaining third being provided by Council.

### Benefit of one Council managing the catchment

The formation of Northern Beaches Council enables a consistent approach to the management of flooding throughout the Narrabeen Lagoon catchment and indeed across the Northern Beaches and this is already seeing significant benefits.

Since the formation of the Northern Beaches Council, staff have identified a number of opportunities to improve the consistency of flood management on the Northern Beaches. These have been progressed as a priority and include a new flood prediction tool for use with emergency services, integrated floodplain planning controls across the three former Councils and completion of studies that identified areas of previously unknown flood risk. Additionally, staff have been undertaking detailed flood and hydraulic analysis of the flooding that causes frequent closure of the Wakehurst Parkway. The goal is to identify and implement works as part of a grant from the NSW Government.

### **Catchment Description**

The Narrabeen Lagoon catchment occupies a total area of approximately 55km<sup>2</sup> and drains to the Tasman Sea through a narrow channel at the lagoon entrance at North Narrabeen Beach.

Narrabeen Lagoon is the largest coastal lagoon located in the Sydney metropolitan region with a waterway area of 2.2 km<sup>2</sup>. The catchment can be separated into a number of major sub-catchments including Mullet Creek, Nareen Creek, Narrabeen Creek (incorporating Fern Creek), Deep Creek, Middle Creek (incorporating Snake Creek, Oxford Creek and Trefoil Creek) and South Creek (incorporating Wheeler Creek).

From an elevation of around 200m AHD (above sea level) in the north west of the catchment around Terrey Hills, and 150m AHD in the south and south west of the catchment around Belrose and Frenchs Forest, the topography of the catchment is undulating and grades relatively steeply from the upper slopes to the floodplain areas around Narrabeen Lagoon and the Warriewood Valley. The areas of minor to moderate slopes are concentrated around the fringes of Narrabeen Lagoon, Warriewood Valley to the north and Oxford Falls in the central area of the catchment within the Middle Creek sub catchment. The catchment contains a mixture of land uses, including urban (residential, commercial and industrial), recreational and bushland (including Garigal National Park).

Figure 1 shows the Narrabeen Lagoon Catchment.



Figure 1 – Study Area

## Draft Narrabeen Lagoon Floodplain Risk Management Study and Plan

The foreshore of Narrabeen Lagoon has been subjected to flooding numerous times over the last century. Of particular note are the following years: 1911, 1931, 1942, 1956, 1958, 1961, 1974, 1975, 1977, 1978, 1986, 1987, 1998, 2003, 2011 and 2016. Flooding in Narrabeen Lagoon can occur after heavy rain in the catchment or from large ocean conditions creating inundation during a severe ocean storm, or a combination of both. Flood waters can rise quite quickly and there may be little opportunity for warning or assistance before or during a flood. Depending on entrance conditions and ocean levels, flood waters could remain elevated for many hours.

The Floodplain Risk Management Study identifies and assesses measures and strategies for managing the flood risk and reducing the impacts of flooding for residents and businesses. Consideration has been given to the economic, environmental and social impacts of flooding, the potential impacts of climate change as well as what to do in an emergency.

The Floodplain Risk Management Plan is based on the Floodplain Risk Management Study, and presents a priority program for implementation of the recommended works and measures. The Plan details how the existing and future flood risk within the study area is to be managed.

### Option Evaluation

Structural options are modelled to determine their impact in reducing damages from flooding. This reduction in flood damages combined with the costs of construction and maintenance can be used to produce a cost/benefit ratio. This ratio determines whether the option produces greater savings in flood damages compared to its costs. For non-structural measures broad cost estimates were made for the purpose of ranking the options. The benefit/cost ratio works in the following way:

- Where the benefit-cost is greater than 1 the economic benefits are greater than the cost of implementing the measure
- Where the benefit-cost is less than 1 but greater than 0, there is still an economic benefit from implementing the measure but the cost of implementing the measure is greater than the economic benefit
- Where the benefit-cost is equal to zero, there is no economic benefit from implementing the measure
- Where the benefit-cost is less than zero, there is a negative economic impact of implementing the measure

The benefit-cost ratio is purely an economic evaluation. In order to evaluate options with consideration for social and environmental factors, a Multi-Criteria Assessment (MCA) approach was used. Details of the MCA approach are found in Section 13 of the report. Table 2 below shows a list of options and their draft ranking based on a range of factors. Draft rankings are subject to change based on feedback provided by the community during the Public Exhibition.

### Potential management options for the Narrabeen Lagoon Catchment

#### Structural Options

Structural options in the Narrabeen Lagoon floodplain can be broadly classified as either:

- Regional flood mitigation measures that seek to lower flood levels within the lagoon; or
- Local flood mitigation measures that target specific flood affected development areas and attempt to remove or significantly reduce the flood affectation.

Assessment of these options must guarantee that the associated activities do not have adverse impacts on other parts of the floodplain. The types of structural options considered for Narrabeen Lagoon include:

- Entrance management: removal of accumulated sand from the entrance to improve efficiency of flows into and out of the entrance.
- Levees: Intended to create direct barriers to flood waters.
- Drainage upgrades and channel works: Aimed at improving flow in channels to lower flood levels in the area, or divert floodwaters away from existing development.
- Road and bridge adjustments: Intended to improve flows under roadways to limit road overtopping and diversion of floodwaters.
- Detention basins: Aimed at capturing and temporarily retaining floodwaters to reduce the amount of flooding downstream.

#### Non-Structural Options

The following non-structural options were identified as useful and feasible options for the Narrabeen Lagoon floodplain:

- Local evacuation measures
- Public awareness and education
- School education programs
- Flood markers and signage
- Landuse planning and flood planning levels

These options often provide favourable outcomes within a multi-criteria assessment, as they provide significant reductions in flood risk and commonly incur significantly lower capital costs than structural options. Other options such as voluntary purchase and voluntary house raising were assessed and found to be not financially feasible.

#### Outcomes of multi-criteria assessment

The following table shows all options scored through the multi-criteria assessment. It is important to note that this does not include the proposed entrance management strategy which is recommended as a high priority. This is because it is an investigation of how best to implement the highest ranked option, being FM4 – extraction of entrance shoals downstream and upstream of the Ocean Street bridge.

Option No.	Description	Total Score	Overall Rank	Rank (Structural / Non Structural)
FM4	Extraction of entrance shoals downstream and upstream of the Ocean Street bridge	3.00	1	S-1
FM9	Waroon Road Levee	2.87	2	S-2
FM10	Wabash Avenue Levee	2.87	2	S-2
FM6	Alkira Circuit Drainage Upgrade	2.40	4	S-4
FM14	Ponderosa Parade Drainage Upgrade	2.20	5	S-5

Option No.	Description	Total Score	Overall Rank	Rank (Structural / Non Structural)
EM1	Local Evacuation Measures	2.00	6	NS-1
EM2	Public awareness and education	2.00	6	NS-1
EM5	Flood Warning Systems	1.80	8	NS-3
FM11	Taitara By-pass Overland Flowpath	1.67	9	S-6
EM3	School Education Programs	1.60	10	NS-4
EM4	Flood Markers and Signage	1.40	11	NS-5
FM2	Reconstruction of Ocean Street Bridge to be above the 1% AEP Flood Level	1.33	12	S-7
FM1	Ocean Street Bridge Extension	1.13	13	S-8
FM15	Garden Street Levee	1.07	14	S-9
FPL1	Flood Planning Level Revision	1.00	15	NS-6
FM12	Basin at Narrabeen RSL, Pipe Diversion along Tatiara Cres and Nareen Parade to Open Channel	0.87	16	S-10
FM5	Ocean Street Bridge Extension & Upstream Shoal Dredging	0.73	17	S-11
FM4a	Dry Earth Sand Winning with Beach Cut and Cover Pipeline	0.73	18	S-12
FM7	Willandra Road Reserve Culvert Upgrade and Lowering / Detention Basin	0.53	19	S-13
FM8	Willandra Road Culvert Upgrade and Vegetation Removal	0.53	19	S-13
FM16 and FM17	Pittwater Road Levee Bank and Lakeside Levee	0.27	21	S-15
FM18	East Bank Levee	0.27	21	S-15
FM3	Entrance Bed Rock Removal	-0.20	23	S-17

*Note FM13 – Raising of Pittwater Rd was found to increase water levels for North Narrabeen and so was not investigated further*

Table 2 – Ranking of floodplain management options assessed in the draft Study

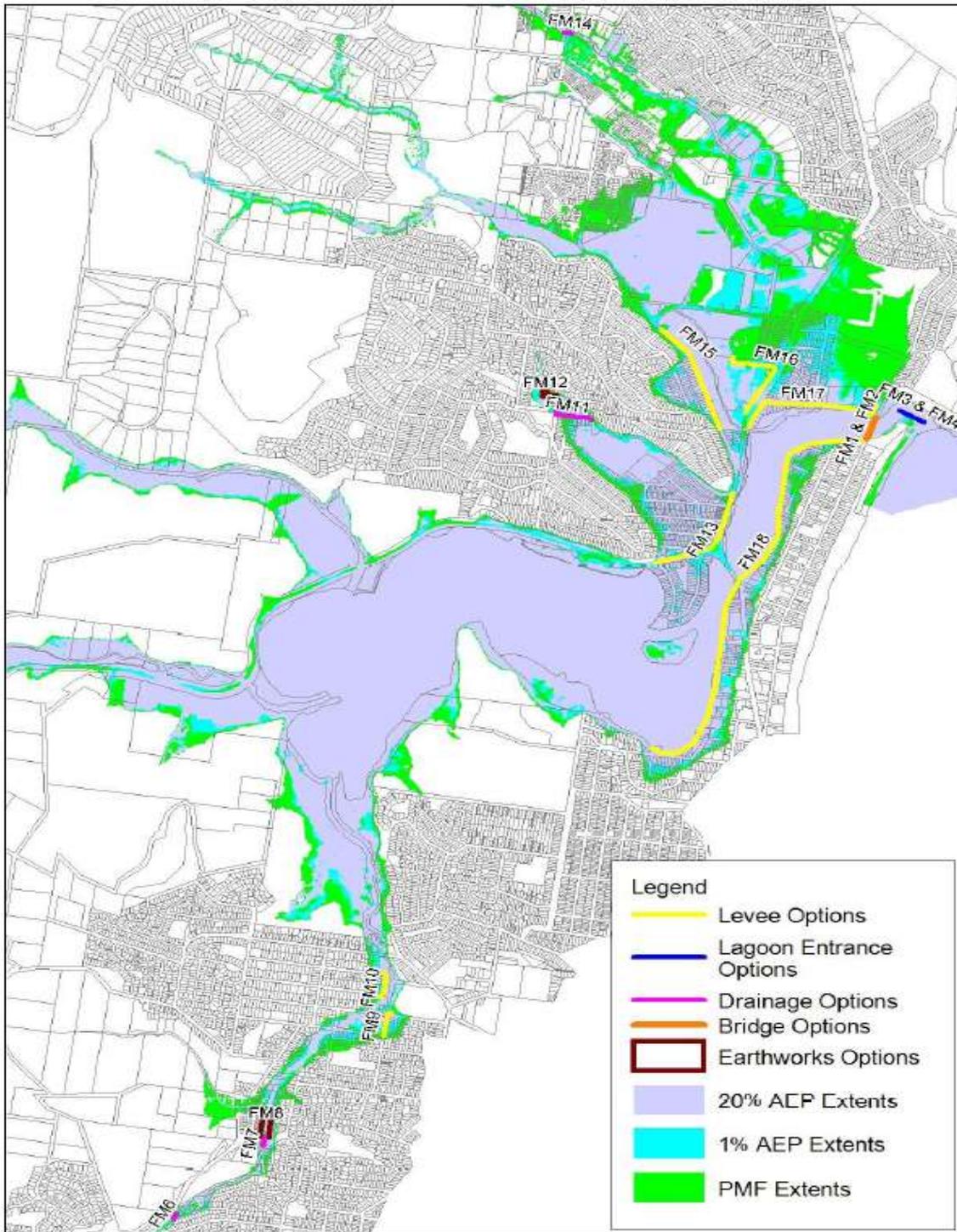


Figure 2 – Location of structural mitigation options

## CONSULTATION

Public exhibition of the final draft documents is necessary to ensure members of the community are consulted and have an opportunity to provide comments. In accordance with the NSW Flood Prone Land Policy, the Draft Narrabeen Lagoon Floodplain Risk Management Study and Plan are now recommended to Council for public exhibition to allow for further community consultation.

Public exhibition is proposed for a period of at least 28 days. The community will be invited to participate in the review of the documents through (as a minimum):

- A letter and summary brochure being sent to all home owners and residents within the mapped floodplain (the extent of the probable maximum flood), inviting them to comment on the reports
- Posting of the draft reports on Council's Your Say webpage
- Displays in Council Customer Service areas and all Council libraries
- An advertisement in the Council Notices section of "The Manly Daily" and other relevant publications
- A number of workshops which the community can book into and discuss the report on an individual basis.

A briefing to Local State MPs will be offered. Following the completion of the exhibition period the community's comments will be considered and incorporated as appropriate, and the list of options for implementation in the draft Floodplain Risk Management Plan will be updated.

The Northern Beaches Flood Management Committee have reviewed and provided comments on the draft consultation material.

## TIMING

The public exhibition period is scheduled to run for at least 28 days.

## FINANCIAL CONSIDERATIONS

Funding has been allocated in the existing 2018/19 budget for the public exhibition, review of submissions and preparation of the final Floodplain Risk Management Study and Plan.

## SOCIAL CONSIDERATIONS

The Floodplain Risk Management Study and Plan provides an additional understanding of the specific risks posed by flooding in the catchment, including appropriate emergency response arrangements. This will assist in reducing the risk to the community in future flood events.

## ENVIRONMENTAL CONSIDERATIONS

Any structural options recommended for further investigation will require thorough feasibility assessments which will include detailed environmental studies.

## GOVERNANCE AND RISK CONSIDERATIONS

The Northern Beaches Flood Management Committee has been consulted during the finalisation of the Study and Plan. The preparation of a Flood Risk Management Study and Plan fulfils Council's obligation to identify and manage flood risk in accordance with the NSW Floodplain Development Manual. This process is a critical risk mitigation measure for Council and the community.

<b>ITEM 10.3</b>	<b>REVIEW OF PRESENT CONDITION OF MANLY LIFE SAVING CLUB</b>
<b>REPORTING MANAGER</b>	<b>EXECUTIVE MANAGER PROPERTY</b>
<b>TRIM FILE REF</b>	<b>2018/587546</b>
<b>ATTACHMENTS</b>	<b>1 <a href="#">☞</a> Northern Beaches Manly Life Saving Club - Condition Assessment &amp; Life Cycle Cost Plan (Included In Attachments Booklet)</b>

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### EXECUTIVE SUMMARY

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#### PURPOSE

To report on the present condition and adequacy of Manly Life Saving Club, along with appropriate actions to bring the building in line with present and foreseeable requirements.

#### SUMMARY

On 26 June 2018 Council resolved (Resolution 189/18):

*That:*

- A. *Council staff prepare a report on:*
- a. *the present condition and adequacy of the Manly Life Saving Club building*
  - b. *what action would be appropriate to bring the Club's building into line with present and foreseeable future requirements*
  - c. *the possibility of a design competition for a new building*
  - d. *what funding options would be available for a new building, including Government Grants.*
- B. *The report be brought back to Council within four months.*

As detailed in the attached document Northern Beaches Council Manly Life Saving Club – Condition Assessment & Life Cycle Cost Plan, an engineering assessment of the building systems, services and structures was carried out by Asset Technologies Pacific, a consultant engaged by Council officers, to determine the current condition and adequacy of Manly Life Saving Club building.

The report also considers the capital costs and ongoing costs for the following three options;

- Refurbish and extend the current building
- Rebuild the club building
- Maintain the current facility

## RECOMMENDATION OF GENERAL MANAGER ENVIRONMENT AND INFRASTRUCTURE

That:

- A. Council endorse the strategy to proceed with the design of a new Life Saving Club & Community Building at Manly.
  - B. Council establish a community working group to work collaboratively with Council and the Club.
  - C. Council propose a suitable budget via the 2019/20 budget process to progress the project, including undertaking a two stage tender process to engage a design consultant as detailed in the report.
  - D. Council write to all relevant Ministers informing them of the upcoming project, in an effort to source appropriate funding.
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**REPORT**

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**BACKGROUND**

Manly Life Saving Club, located at the southern end of Manly Beach is a brick and concrete building occupying two levels. The club was established in 1903 and is one of the oldest surf clubs in Australia. The current building was constructed in 1982, with a deck extension added to the building in 2013 and a partial upgrade of member's amenity areas on the ground floor carried out in 2014. The total internal and external floor area is 1,143 sqm.

On 26 June 2018 Council resolved (Resolution 189/18):

*That:*

- A. *Council staff prepares a report on:*
  - a. *the present condition and adequacy of the Manly Life Saving Club building*
  - b. *what action would be appropriate to bring the Club's building into line with present and foreseeable future requirements*
  - c. *the possibility of a design competition for a new building*
  - d. *what funding options would be available for a new building, including Government Grants.*
- B. *The report be brought back to Council within four months.*

**Condition & Adequacy of Current Building**

The report prepared by Asset Technologies Pacific identifies the functional status of each building element, determined from an analysis of the current condition, overall fitness for purpose, appearance and functionality. Occupant safety and the suitability of the areas to meet their intended design have also been taken into consideration.

The assessment found the building to be functional and currently fit for occupancy; however, the level of amenity is impacted by the condition and compliance status of the building.

The building structure and concrete foundations, whilst deteriorated, are in fair condition with sufficient integrity to support the building, whilst some cracking has occurred the extent is minor and does not indicate significant building movement. The condition of these elements was rated as fair.

External surface elements of the building were rated as fair – poor. Due to exposure to the harsh environment, elements such as metal fittings and paint finishes have significantly deteriorated. Cracking to exterior walls is apparent, as well as deterioration of mortar between brickwork. This does not impact the structural adequacy of the building.

The interior of the building is in fair - poor condition, with moderate deterioration throughout with exception to the ground floor member's area amenities which were upgraded in 2014.

The electrical services are in a fair - poor condition. The main switchboard is approaching the end of its effective life. The light levels for the building are appropriate, and the circuits, switches and outlets are all in fair condition.

The mechanical, hydraulic and fire services are all in fair - good condition.

Currently, the building has no disabled access to level one. Access to the lower level is via a small ramp at the front entrance.

The building has been maintained in a manner which means that asset deterioration represents a low risk to occupants; however, the average condition status of the major building elements is less than the industry average of comparable buildings. If the current building is to be retained for future occupancy remedial works would need to be carried out.

Following is a summary of the functional assessment for each building element:

Item	Building Element	Fit for Purpose	Functional Limitations
1	Structure	Yes	-
2	Shell	No	Significant deterioration of the perimeter walls fixtures and finishes requiring rectification as part of a planned refurbishment or reactive maintenance
3	Interiors	Yes with limitations	Moderate deterioration of the internal building elements which will need to be addressed as part of a planned refurbishment or as reactive maintenance
4	Electrical Services	Yes with limitations	Main switchboard and distribution boards are approaching the end of effective operational life and will require upgrades
5	Hydraulic Services	Yes	-
6	Fire Services	Yes	-
7	Electronic Security	Yes	-
8	Civil Elements	Yes with limitations	Significant deteriorated fencing, handrails and gates.

### Building Renewal Options

The report details three options for the renewal of Manly Life Saving Club building, being;

- Refurbish and extend the existing building in line with the current DA
- Rebuild the building
- Retain the current building and carry out remedial and maintenance works

Life cycle cost plans have been prepared by the consultant for a ten year period from 2019/20 to 2028/29 for the three identified options. The cost plans identify both the capital costs as well as ongoing costs over this period.

<b>Option 1: Refurbish and extend the existing building</b>	<b>2019/20 – 2020/21</b>	<b>10 Year Annual Average</b>	<b>10 Year Total</b>
<b>Capital Investment/Renewal</b>	\$3,431,000	\$363,400	\$3,634,000
<b>Regular &amp; Reactive Maintenance</b>	\$12,000	\$62,820	\$628,200
<b>Total Expenditure</b>	\$3,443,000	\$426,220	\$4,262,200
<b>Option 2 – Rebuild</b>	<b>2019/20 – 2020/21</b>	<b>10 Year Annual Average</b>	<b>10 Year Total</b>
<b>Capital Investment/Renewal</b>	\$5,594,000	\$577,900	\$5,779,000
<b>Regular &amp; Reactive Maintenance</b>	\$12,000	\$62,030	\$620,300
<b>Total Expenditure</b>	\$5,606,000*	\$639,930	\$6,399,300
<b>Option 3 – Maintain Existing Building</b>	<b>2019/20 – 2020/21</b>	<b>10 Year Annual Average</b>	<b>10 Year Total</b>
<b>Capital Investment/Renewal</b>	\$455,000**	\$200,900**	\$2,009,000**
<b>Regular &amp; Reactive Maintenance</b>	\$86,400	\$60,350	\$603,500
<b>Total Expenditure</b>	\$541,400	\$261,250	\$2,612,500

\*Note – this figure represents construction costs only, not overall project costs.

\*\*Note - This is to bring the building back to a good condition.

### **Building Functionality**

The club has expressed that the current building is not fit for purpose; constructed in 1982 the building was built for the needs at the time. Since then the Club membership has seen substantial growth as well as seeing an increase in the equipment required to fulfil the key roles of the Club. This is evidenced by the Development Application that was lodged by the Club in 2009 which sought to increase training and storage spaces as well as providing disabled access to the club building. It has also been noted by the club that the current room and storage set-out is sub-optimal and leads to a range of compromised outcomes for both the club and members of the community.

To this end, Council officers have been working with the Club to develop a needs brief for the future club building.

Surf Life Saving Northern Beaches advised that Manly Life Saving Club dates from a time when the membership was not as large, or as diverse as it is now, meaning that the current space available is inadequate. The club also has additional training requirements, with training moved to a more professional basis. In their opinion the club outgrew the building some time ago but has been making minor amendments in an attempt to make the building more usable.

Further, it is considered that the refurbishment of the Manly SLC is a high priority based on an assessment of all the Surf Life Saving Clubs under Council's care and control. Each of the former Councils had its own priorities for life saving club buildings refurbishment / renewals based on a combination of their condition, their functionality and their capacity to meet the users' needs. The two highest priorities are currently being progressed, namely Mona Vale SLSC and Long Reef SLSC, with funding allocated in the forward Capex program. The major refurbishment of Manly LSC is the third priority and as such, the renewal / refurbishment approach proposed within this report aligns with existing plans and priorities.

## **CONSULTATION**

Council officers have met with representatives of the club, to understand the issues with the current building as well as their future needs. Council officers will continue to work closely with the club throughout the project.

It is proposed that a project to rebuild this building would be subject to a lengthy community consultation process, involving three stages of engagement and the formation of a working group made up of key stakeholders and community members.

The feedback gathered during the first stage of engagement, along with consultation with the club and the working group will then form the brief for the design.

It is proposed that this design brief would then be used to engage a design consultant through a two stage tender process. The first stage would involve an open tender, in which a shortlist of up to five architects would be chosen to proceed to Stage Two. In Stage Two, shortlisted architects could submit a preliminary design based on their interpretation of the design brief, with concepts then presented to Council.

## **TIMING**

Timeframes for construction are not able to be provided at this time, as further investigations and community engagement needs to be undertaken.

It is recommended funds be allocated in the 2019/20 financial year to allow for site investigations and the preparation of a concept design.

## **FINANCIAL CONSIDERATIONS**

No funds have currently been allocated to carry out any capital improvements to the Manly Life Saving Club Building.

The following grants have been identified as available and applicable for Council or Surf Life Saving Clubs to apply for, once development approval has been granted.

- Surf Club Facility Program. (\$30k - \$350K) - open to Surf Life Saving Clubs, contribution of 25% required
- Greater Sydney Sports Facility Fund – (max funding \$5m) - minimum contribution of 25%
- Clubgrants Category 3 – Sport & Rec – (\$100k - \$300K) - Council to match funding
- Clubgrants Category 1 – open to Surf Life Saving Clubs
- Stronger Communities Program (Federal) (max \$20K) – Council to match funding
- Northern Beaches Council Sport & Rec infrastructure program (max \$50K)

Organisations may only receive State Government funding once for the same project or component of a project from any other State Government funded grant program.

## **SOCIAL CONSIDERATIONS**

In 2017-2018 Manly Life Saving Club had a membership of 1,884 people. Annually 2.4 million people visit Manly with 42% of those being international visitors and 58% being domestic visitors.

This project will deliver an excellent outcome for the area, providing a valuable community asset that will not only support surf lifesaving activities, but also provide community spaces.

## **ENVIRONMENTAL CONSIDERATIONS**

Environmental impacts would be assessed and managed as part of the project.

## **GOVERNANCE AND RISK CONSIDERATIONS**

To ensure transparency the project would be subject to a lengthy community engagement process. Project risks will be managed in accordance with Council's risk management practices.

<b>ITEM 10.4</b>	<b>PROPOSED SALE OF LAND ADJACENT TO 293 WHALE BEACH ROAD, WHALE BEACH</b>
<b>REPORTING MANAGER</b>	<b>EXECUTIVE MANAGER PROPERTY</b>
<b>TRIM FILE REF</b>	<b>2018/560660</b>
<b>ATTACHMENTS</b>	<b>1 <a href="#">↓</a> Registered DP for Lot 106 in DP1242209 - Whale Beach Road</b>

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### EXECUTIVE SUMMARY

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#### PURPOSE

To consider the sale of former road reserve land adjacent to 293 Whale Beach, Whale Beach to the owners of the adjoining property.

#### SUMMARY

The subject land is a former road reserve which has an area of 45.6sqm. The location of the subject land is shown in the attached Registered DP for Lot 106 (DP 1242209). The purpose of the proposed road reserve land purchase is to incorporate the road reserve land into the adjoining property and formalise the landscape curtilage to the property.

The Department of Industry – Lands has formally approved the road reserve closure which was notified in the NSW Government Gazette on 14 September 2018.

It is considered that the land is surplus to Council's requirements. The proposal will provide financial resources to assist with ongoing road works and will provide financial assistance for high priority road asset improvements.

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#### RECOMMENDATION OF GENERAL MANAGER ENVIRONMENT AND INFRASTRUCTURE

That:

- A. Council authorises the disposal of the subject land (Lot 106 DP 1242209) in accordance with its Road Reserve and Streetscape Management Policy No.193 and Property Management Policy No.200 (purchase price subject to independent valuation) and the sale is subject to the land being consolidated with the adjoining land at 293 Whale Beach Road, Whale Beach (Lot 190 DP 15376).
  - B. Council authorises the carrying out of all things necessary to give effect to this resolution including the execution of any required documentation under Power of Attorney.
  - C. Council authorises all costs associated with the proposal referred to in this resolution, including but not limited to, Council's legal costs and GST if applicable, be funded by the applicant.
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## REPORT

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### BACKGROUND

In May 2009, the owner of 293 Whale Beach Road, Whale Beach (the applicant) applied to Council for road reserve closure and the purchase of the subject land adjoining their property. The application was made in accordance with the following:

- Road Reserve and Streetscape Management Policy No. 193 (formerly Private Use of Road Reserve Policy)
- Streetscape Management Guidelines
- Property Management Policy No. 200
- Roads Act 1993

Council has previously supported formal closure and sale of the road reserve to adjoining property owners at No. 248, 256, 270, 304, 318, 320, 336 & 367 Whale Beach Road, Whale Beach.

The subject road reserve has an area of 45.6sqm. The location of the subject land is shown in Attachment 1 of this report. The purpose of the proposed road reserve land purchase is to incorporate the road reserve land with their adjoining property and to formalise the landscape curtilage to the property.

The zoning of the subject land is E4 - Environmental Living which is consistent with the adjoining land zoning and in accordance with Pittwater Local Environmental Plan 2014.

As the subject land is not a marketable parcel, Council is able to consider the sale of this land to an adjoining owner in accordance with its Policy. A requirement of the Policy is that any road reserve that is closed and sold must be consolidated with the adjoining land owned by the purchaser.

A report was submitted to the elected Council on 5 October 2010, where it resolved as follows:

1. *That Council authorise the lodgement of Applications for Road Closure with the Land & Property Management Authority for portions of road reserve adjoining properties located at 71 Florida Road, Palm Beach, 293 Whale Beach Road Whale Beach and 179 Whale Beach road, Whale Beach.*
2. *That if the applications for road closure are successful, Council proceeds with negotiations for the sale of the subject portions of road reserve to the respective owner's subject to a formal market valuation.*

### CONSULTATION

Council undertook the required statutory notification of the road reserve closure proposal in accordance with the Roads Act 1993 on behalf of the NSW Department of Industry – Lands (formerly Land & Property Management Authority). This included a notice in the Manly Daily, letters to adjoining /nearby property owners and service authorities.

No objections to the proposal were received during the public notification of the proposed road reserve closure in October 2009.

### Road Assessment

Council's Transport & Civil Infrastructure Group (TCI) had inspected the subject area of the road reserve and assessed that it was not required for future public use. Therefore, TCI had no objections to the road reserve closure and recommended that the subject land is surplus to Council's future requirements and may be sold to the adjoining owner.

### **Road Reserve Closure Approval**

On 16 September 2015, the Department of Industry – Lands provided in-principle approval to Council for the proposed road reserve closure and has now formally approved the closure which was notified in the NSW Government Gazette on 14 September 2018.

### **Proposed Lot Consolidation**

The purchaser will be required to consolidate the closed road reserve land with the adjacent land currently owned by the applicant within 12 months from the purchase of the land. The terms of the restrictions will form part of the Contract for Sale of Land.

### **Timing and Completion of Sale**

Following confirmation of Council's endorsement for the sale, Council's solicitors will be instructed to prepare the Contract for Sale of Land and arrange the necessary exchange and settlement procedures.

## **FINANCIAL CONSIDERATIONS**

### **Proposed Sale of Land**

Following Council's resolution, Council will proceed with the proposed sale to the adjoining property owner at a price in accordance with independent qualified valuation advice and Property Management Policy 200. The valuation is to take into consideration the adjusted current market value as a whole site as a consequence of the addition of the subject road reserve area and any benefit it provides and any easement imposed by various authorities.

### **Resources Implications**

Section 43(3) of the Roads Act states that, "Money received by a council from the proceeds of the sale of land is not to be used for Council except for acquiring land for public roads or for carrying out road work on public roads." Such road works may vary including pavement strengthening, retaining structures, footpaths or streetscape improvements.

The proceeds of the sale will provide funds for continued maintenance and improvement of the Northern Beaches road infrastructure and footpaths.

## **SOCIAL CONSIDERATIONS**

The sale of non-core road reserve land assets provides funding for higher priority road outcomes. This helps to accelerate the provision of additional high priority pedestrian linkages to connect communities and improve safety and amenity.

## **ENVIRONMENTAL CONSIDERATIONS**

Due to steep terrain at this locality Whale Beach Road has little to no opportunity for on-street and off-street parking within the existing site boundaries. The formalisation of tenure and use of the road reserve land, by way of sale, is seen as a reasonable outcome at this location.

## **GOVERNANCE AND RISK CONSIDERATIONS**

There is no Governance and Risk impact.



## 11.0 PLANNING PLACE AND COMMUNITY DIVISION REPORTS

<b>ITEM 11.1</b>	<b>COMPLIANCE AND ENFORCEMENT POLICY</b>
<b>REPORTING MANAGER</b>	<b>EXECUTIVE MANAGER ENVIRONMENTAL COMPLIANCE</b>
<b>TRIM FILE REF</b>	<b>2018/626870</b>
<b>ATTACHMENTS</b>	1 <a href="#">☞</a> <b>Compliance and Enforcement Policy (Included In Attachments Booklet)</b>
	2 <a href="#">☞</a> <b>Compliance and Enforcement Guidelines (Included In Attachments Booklet)</b>

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### EXECUTIVE SUMMARY

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#### PURPOSE

To seek adoption of the Compliance and Enforcement Policy.

#### SUMMARY

Once adopted, the Compliance and Enforcement Policy (the Policy) will support a single approach to compliance and enforcement across the Northern Beaches Council area.

The Policy is to provide structure for consistency and transparency in decision making and to facilitate a proportional approach to compliance and enforcement. It is also intended to assist Council staff to act properly, effectively and consistently in response to allegations of unlawful activity.

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#### RECOMMENDATION OF GENERAL MANAGER PLANNING PLACE AND COMMUNITY

That Council adopt the Compliance and Enforcement Policy.

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## REPORT

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### BACKGROUND

The Compliance and Enforcement Policy was reported to the Council meeting held on 28 November 2017 where Council resolved the following:

- A. *That Council defers consideration of the Compliance and Enforcement Policy until the Enforcement Guidelines have been developed and the Guidelines have been put on public exhibition.*
- B. *The Compliance and Enforcement Policy and the Enforcement Guidelines mirror each other during the engagement period.*

The Policy remains unchanged from that previously reported and Compliance and Enforcement Guidelines (the Guidelines) have been developed which reflect the Policy. The Guidelines are an operational document and have been approved by the Acting General Manager Planning, Place and Community as shown in attachment 2.

### CONSULTATION

The draft Compliance and Enforcement Guidelines was placed on public exhibition from 30 August to 24 September, a period of 26 days. With this exhibition a link was provided to the draft Policy to comply with point "B" of Council's resolution. The exhibition also included:

- A your say page information and online submissions form
- Notice in the Manly Daily on 1 September 2018
- Email notification on 30 August 2018 to 69 people who had registered interest in the Policy, (including to the authors of the 11 submissions received to the Policy).

Two submissions were received in response to the exhibition of the Guidelines, one being a general comment about a specific previous compliance and enforcement outcome which was responded to separately. No changes are recommended.

The second submission was from NSW Health, Northern Sydney Local Health District requesting that the Guidelines include reference to enforcing Smoke Free Zones. As the three former Council's Smoke Free policies differ, it is not considered suitable for inclusion in the Guidelines at this time. No changes are recommended.

### TIMING

Once adopted, the Policy along with the approved Guidelines will be displayed on Council's website and communicated to all Council's Business Units.

### FINANCIAL CONSIDERATIONS

The implementation of the Policy will result in income being generated for Council through Penalty Infringement Notices over the course of a year. The costs of implementing the Policy can be met within budget.

### SOCIAL CONSIDERATIONS

Compliance and enforcement actions will be exercised to ensure the continued health and safety of the community. The Policy provides for equity in decision making regarding Compliance issues across the Northern Beaches.

**ENVIRONMENTAL CONSIDERATIONS**

Compliance and enforcement actions will be undertaken to effectively manage pollution control and environmental degradation or damage.

**GOVERNANCE AND RISK CONSIDERATIONS**

The Policy has been developed using best practice guidance documents produced by the NSW Ombudsman. The replacement of the three former Council Policies will provide a consistent application of compliance and enforcement outcomes across the Northern Beaches.

## 12.0 NOTICES OF MOTION

<b>ITEM 12.1</b>	<b>NOTICE OF MOTION NO 57/2018 - GRAFFITI REMOVAL DAY</b>
<b>TRIM FILE REF</b>	<b>2018/629749</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

Submitted by: Councillor Rory Amon

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### MOTION

That:

- A. Council supports Graffiti Removal Day.
  - B. Council staff contact the Graffiti Removal Day team by mid-November 2018, with a view to Northern Beaches Council being involved in Graffiti Removal Day in 2019.
  - C. Council investigate whether a site for graffiti removal could be chosen, with Council providing the materials & promotion and a local group (such as a Rotary Club or resident group) to actually run it. Such a site could be a laneway, fence/wall or community building.
  - D. Council staff update Councillors, by memorandum, by the end of 2018 regarding their progress in relation to 'B' and 'C' above.
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### CHIEF EXECUTIVE OFFICER REPORT

*In accordance with Council's Code of Meeting Practice Clause 4.15(a) I offer the following report on this matter to assist Council in the deliberation of this motion:*

It is considered that this motion could be implemented within existing operational resources.

Council has a significant and highly effective program in place for graffiti removal. The strategy involves preventative measures such as youth engagement, crime prevention through environmental design, co-operation with local police, community volunteers monitoring and reporting graffiti in their local area for fast and professional removal, and pro-active rapid identification and removal of graffiti.

Under the rapid response program Council removes between 300-500 incidents of graffiti vandalism received from AUSGR (a national graffiti reporting database we use) per month, plus those reported by the local community and staff. Anyone can report graffiti via [www.help.northernbeaches.nsw.gov.au](http://www.help.northernbeaches.nsw.gov.au) under this service. The NSW Police also have access to this database and actively engage in patrols in highly sensitive areas to dissuade the occurrence of graffiti vandalism.

This comprehensive approach has seen a year on year reduction in the number of graffiti incidents in the LGA.

<b>ITEM 12.2</b>	<b>NOTICE OF MOTION NO 58/2018 - PUBLIC DISCLOSURE OF FINAL DISTRICT PARK LEASE</b>
<b>TRIM FILE REF</b>	<b>2018/629796</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

Submitted by: Councillor Alex McTaggart

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## **MOTION**

That:

- A. The tender documents surrounding R F T 2017/208, that is the Tenderlink offer and the 3 subsequent tenders which were considered by Council at the June 26 meeting be made available to councillors with the proposed lease when finalised so that councillors can be assured the “intention and aspiration” of the District Park Community Engagement Report 2106 are satisfied.
  - B. Prior to signing the final District Park Lease that lease and supporting documentation be presented via a council meeting.
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## **BACKGROUND FROM COUNCILLOR ALEX MCTAGGART**

At the council meeting of 4th September council resolved to negotiate with “Arena” for the District Park Lease on the basis of a community position informed by the 2016 District Park Community Engagement Report.

As the council declined to accept any of the tenders {RFT 2017/208} but negotiate with the highest scorer {Arena} the tenders should now be made available to councillors noting that councillors only had a short briefing and presentation on the tenders prior to the council decision.

As the C E O has the delegation to sign a lease without referral to council and noting there is an information gap between the tender received and further lease negotiations and as the resolution authorised the C E O to finalise the lease and forward that lease to the Minister for adoption it is important that the lease prior to adoption is presented to council for public scrutiny to ensure that it meets the “intention and aspirations” of the community as set out in the 2016 District Park Community Engagement Report which outlines the councils position.

Further it may be the case that various fees and charges that underpin the public access component of the lease may need to be adopted by council.

## **CHIEF EXECUTIVE OFFICER REPORT**

*In accordance with Council’s Code of Meeting Practice Clause 4.15(a) I offer the following report on this matter to assist Council in the deliberation of this motion:*

In respect of Part A of the motion, the Request for Tender (RFT) documentation including the tender submissions can be made available to Councilors at any time and as such this motion can be implemented. It is noted also that the RFT and tender submissions were made available to Councilors prior to Council consideration of the item. The RFT was available to any party as part of the tender process and the draft lease was made available as part of the RFT and hence was available to the public and can be made publicly available again should Council wish to do so.

In respect of Part B of the motion, the CEO advises that depending on a review of the District Park lease and successful negotiations with Arena to Council’s satisfaction, it is the intention of the CEO to bring the lease documentation back to Council for determination.

It is considered this motion can be implemented within existing operational resources.

<b>ITEM 12.3</b>	<b>NOTICE OF MOTION NO 59/2018 - ANNUAL SCHOOL ROUND TABLES</b>
<b>TRIM FILE REF</b>	<b>2018/636126</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

Submitted by: Councillor Rory Amon

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### **MOTION**

That:

- A. By 30 November 2018, Council staff contact each Principal of primary and secondary schools on the Northern beaches, with a view to arranging an annual Council ward based Round Table meetings between school principals (or their representative) and relevant Ward Councillors in 2019.
  - B. The purpose of the Round Table meetings will be to strengthen relations between Ward Councillors and their local School communities and to allow the ventilation of local issues in which school communities require support.
  - C. There will be five annual Round Tables - one for each ward.
  - D. The Round Table meetings will be chaired by the relevant Ward Councillors, with appropriate staff support, including preparation of a register of issues arising from each Round Table.
  - E. The funding and holding of the Round Tables is subject to Council staff preparing a budget for approval by Council at the November Council meeting.
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### **CHIEF EXECUTIVE OFFICER REPORT**

*In accordance with Council's Code of Meeting Practice Clause 4.15(a) I offer the following report on this matter to assist Council in the deliberation of this motion:*

This motion can be delivered within current operational budgets and to the timelines requested within the report.

<b>ITEM 12.4</b>	<b>NOTICE OF MOTION NO 60/2018 - 1ST ELANORA HEIGHTS SCOUTS GROUP HALL</b>
<b>TRIM FILE REF</b>	<b>2018/644903</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

Submitted by: Councillor Rory Amon

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### **MOTION**

That staff prepare a report (to be presented to the December Council meeting) on and make recommendations in relation to:

- A. The present condition and adequacy of the 1st Elanora Heights Scouts Group hall.
  - B. Options to bring the building into line with present and foreseeable future requirements.
  - C. The funding options available, for a new or upgraded building, including Government Grants.
- 

### **BACKGROUND FROM COUNCILLOR RORY AMON**

The Scout Hall at Bilarong Reserve has had a number of cases of termite activity detected and treated over the past 3 years. During this period the use of the hall, in particular by the 1st Elanora Heights Scouts Group has been significantly disrupted.

In July 2017, structural damage was uncovered in the bathroom and kitchen timber wall frames due to this past termite activity. At this stage, and in discussion with the Elanora Heights Scouts, it was determined that they would vacate the building to allow further investigations and repairs to be carried out.

These investigations revealed the termite damage was significant and spread throughout the entire building. A preliminary engineering assessment was carried out, with the report making recommendations regarding required structural repairs. Further investigations have been undertaken with the estimated cost of the repairs in excess of \$250,000.

Since July 2017, the building has remained in a state of dereliction and quasi-abandonment. The purpose of this motion is to provide staff with direction as to progressing the renewal of this valuable Community asset.

### **CHIEF EXECUTIVE OFFICER REPORT**

*In accordance with Council's Code of Meeting Practice Clause 4.15(a) I offer the following report on this matter to assist Council in the deliberation of this motion:*

This motion can be delivered within current operational budgets and to the timelines requested within the report.



## 14.0 RESPONSES TO QUESTIONS ON NOTICE

<b>ITEM 14.1</b>	<b>RESPONSE TO QUESTION ON NOTICE NO 10/2018 - CLUBLINKS MANAGEMENT</b>
<b>TRIM FILE REF</b>	<b>2018/630112</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

Submitted by: Councillor David Walton

### QUESTION

As part of the due diligence by Council management into the Arena REIT Management tender for District Park (RFT 2017/208 - New Sport and Community Facility and Long Term Lease of Existing Facilities (including Golf Course) at District Park, North Manly), what due diligence was conducted into Clublinks Management Pty Ltd regarding their success and failures, as suggested above, in managing the public and community owned golf courses? If any due diligence was undertaken, what risks were identified? Could you please supply proof of any due diligence conducted in your response?

### BACKGROUND

Melbourne based Clublinks Management Pty Ltd, who describe themselves as “Australia’s premier sports, leisure and residential management company” is a potential manager of the Warringah Golf Course as part of the Arena REIT Management tender. Clublinks published that they “are privileged to have worked with, and continue to work with some of Australia’s leading community, golf and leisure facilities”. They nominate 30 golf courses on their website. Councillors have recently been provided with information from a member of the Northern Beaches community which raises questions about this assertion and the total number of Clubs that Clublinks manages.

### RESPONSE

As per Councils procurement guidelines, references were provided within the tender submission for both Arena and Clublinks and a positive reference for Clublinks was furnished supporting the capability claims within their tender submission. However, it should be noted that Council’s contractual agreement for the District Park lease is proposed to be with Arena REIT not Clublinks and as such Council did not conduct independent financial checks on Clublinks.

The tender evaluation committee in its assessment of the tender submissions including the submission from Arena was aware that Clublinks currently manage a small number of golf courses (two public; Moore Park, and Collier Park Golf Club and one private Bingara Golf Course) and leisure operations (Pulse at Bingara Gorge, Diamond Valley Sports & Fitness and DeakinActive @ Deakin University).

The view of the committee is that Clublinks did display clear evidence of its capability to manage golf and recreation facilities and services through the tender process and this was supported by the reference review process.

Clublinks did not however imply within Arena’s confidential tender submission that it manages 30 golf courses and the reference to the clubs listed on Clublinks website was not provided in the tender documents. As such, the evaluation committee did not during its evaluation assume that Clublinks manage 30 golf courses.

Clublinks has confirmed it has or has had some form of relationship with approximately 30 golf courses. These relationships vary and include expertise or services in various areas such as integrated site solutions, point of sales, financial services, marketing, emerging technologies, project management and include the active management of three operational golf courses.





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