



Attachments

Ordinary Meeting

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

Monday 9 February 2015

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

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

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

www.manly.nsw.gov.au

TABLE OF CONTENTS

Item	Page No.
Corporate Services Division Report No. 3	
Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15	
AT1: Delivery Program Second Quarter Matrix	2
AT2: Quarterly Budget Review	23
AT3: Graphs Quarterly Report October to December 2014	37

***** END OF ATTACHMENTS *****

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15

Delivery Program Second Quarter Matrix

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

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Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15

Delivery Program Second Quarter Matrix

A. SOCIAL							October to December Quarter 2014		
Goals	Strategy		Four Year Plan		One Year Plan	KPI	Responsible Lead Division	% Progress completed	Comment
2 Promote healthy and active Manly community. Continued from previous page.			2.2.3 Continued community development programs focusing on physical, mental and sexual health.	2.2.3.1 Continue providing support to seniors, youth and vulnerable groups.	Number of programs and activities implemented.	HSF			Council continues to support active ageing programs at Seniors Centre eg. Manly Club for Seniors (table tennis, dancing, bowls, art and singing groups, walking group, etc), Healthy Lifestyles exercise classes, Computer Pals, Arranges volunteering opportunities via Manly Meals on Wheels (170 volunteers). Links to seniors groups to promote activities available. Active Ageing swim programmes. Continue to identify health gaps and community needs in relation to physical, sexual and mental health via the Human Services and Social Policy Committee. Partnering with Headspace with the G@M program to support young people who may be questioning their sexuality or identifying as gay or lesbian.
	2.3 Provide safe and age appropriate playgrounds in Manly.	2.3.1 Implementation of 10 year playground strategy. Maintain existing playgrounds through appropriate standards.	2.3.1	Implementation of scheduled projects from strategy.	Number of scheduled projects completed.	CUS	75%		Playground strategy document at draft stage for discussion with Playground committee in February.
			2.3.1.2 Maintain and service 35 playgrounds to maintain Australian Standard. Manage and work with Playground Committee.	Quarter audits undertaken and number of defects fixed.	CUS	75%		There were 3 monthly audits of playgrounds carried out. 12 weekly audits carried out and 53 repairs assessed and carried out this quarter.	

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October to December Quarter 2014									
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Progress completed	Comment		
3	3.1 Maintain community, open space and sports facilities. Manly neighbourhoods & amenities.	3.1.2	Look at options to improve watering systems to achieve future water savings in open and public spaces.	3.1.2.1	Develop a strategy to reduce water usage.	Reduction in water usage (KL per annum).	ES/CUS	Implementing water efficiency strategies & watering system options at LM Graham Reserve & improvements undertaken to Kierle Park and Ocean Beach.	
		3.1.3	Manage Manly public spaces, including gardens and streetscapes by improving civic amenity, plantings, maintaining trees and cultural heritage.	3.1.3.1	Review current methods of maintenance to reduce costs and maintain service levels in line with budget allocations.	Number of improvements that have been made to reduce cost of maintenance.	ES/CUS	Parks garden maintenance schedules have been reviewed in terms of time spent at each location and the timeframes have been streamlined. Re-allocation of time at each site has been changed based on priority of works.	
				3.1.3.2	Maintain civic gardens, and cultural heritage. Implementation of public spaces programs.	Number of works carried out and defects fixed.	CUS	Installation of section gardens along Ocean Beach to help direct foot traffic. Replanting of Ocean Beach carparking way garden beds. Shelly Beach: 4 additional sand control beds installed.	
				3.1.3.3	Implement the following programs and projects: Ivanhoe Park landscape Masterplan for botanic gardens; Maintain trees as per Council's Norfolk Island Conservation Management plan.	Draft Landscape Masterplan for Ivanhoe Park completed. Percentage of Norfolk Island Trees maintained.	CUS	Consultant progressing all preliminary works and information gathering. Replacement total of 24 Norfolk Island Pine trees carried out on Ocean Beach and East Esplanade.	
				3.1.3.4	Implement funded proposed actions from the Tree Management Policy & Strategy. Implement Adopt a Street Tree planting program with the community.	Number of approved projects completed. Proposed funded street tree planting stages completed. Adopt a Tree program developed.	CUS	Tree consultant has drafted the schedules required and has met with Council staff to review the content and species.	
				3.1.3.5	Manage all internal and external maintenance (trees & mowing) contracts. Continue Tree Maintenance Cyclic Works program. Implement funded actions from endorsed tree strategy. Maintain mowing service levels, look at ways to internalise service if opportunities arise.	2 Cycles per year completed. Scheduled mowing cycles completed as per prescribed intervention levels. How many funded actions from tree strategy completed.	CUS	Current cyclic tree works program in 4 precincts completed. There were a high number of dead tree removed this quarter and storm damage works. All mowing cycles were completed within the scheduled time frames.	
				3.1.3.6	Develop business opportunities to internalise outsourced services where possible. Small tree works currently carried out in house for trees under 5m in height. Create training opportunities for internal staff to be able to expand tree maintenance services. Continue to Review services unit rates to improve services. Seek opportunities for in-house services if cost effective.	Percentage of works returned in house. Quarterly evaluation of unit rates undertaken. Amount of training carried out.	CUS	Internal crew have been fitted out with appropriate gear to carry out small tree works.	
3.2	Provide improved community development initiatives and programs.	3.2.1	Provide community development programs that build social capital of target groups, including community surveys, and improvements in communications.	3.2.1.1	Provision of formal and informal programs to cater for community interests including arts and culture based activities.	Numbers of people attending new and existing community development programs, and number of new communication methods implemented.	HSF	Annual funding grant provided to Manly Community Centre and Manly Women's Shelter to support a range of community activities including support the homeless in Manly, provision of community information, supporting women involved in domestic violence, Community and Cultural grants awarded to successful applicants supporting community needs for the Manly LGA.	
						Number of consultation events and projects completed.	HSF	Manly Youth Council continues to meet monthly and develop a range of youth activities. Parenting Workshops presented by the Adolescent and Family Counsellors, with 23 attending group programs. Arts and culture events held including exhibitions and public programs.	
								50%	

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October to December Quarter 2014							
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Progress completed	
4 Create a more culturally vibrant Manly.	4.1 Provide high quality library services and cultural information facilities.	4.1.1 Continued development of the provision of Library and Information Services, especially on line services, Shorelink network, specialist local studies, strategic partnerships, new technology, upgrading building services.	4.1.1.1 Continued provision of Library and Information Services, including loans, references services, children and target group programming, exhibitions, inter-library loans, mobile Library Aloft, E-books.	Number of Manly Library visitors, circulation numbers, and database & electronic resource usage.	HSF	50%	
		4.1.2 Maintenance of facilities and provision of services at the Manly Art Gallery and Museum, such as Manly Arts Festival, public arts program, fund raising, maintaining best practice standards, gallery shop management, collect artworks, and variety of public programs.	4.1.2.1 Continued provision of Manly Art Gallery and Museum (MAGAM) services, including maintenance of collection, touring exhibitions management, support MAGAM society, support Manly Arts Festival	Number of visitors to exhibitions and programs, and the amount of retail income received.	HSF	50%	
		4.2 Strengthen the social capital and bonds within key Manly neighbourhoods with its special international communities.	4.2.1 Development of place making and neighbourhood development initiatives.	4.2.1.1 Coordination of Meet Your Street program.	Number of Meet Your Street activities.	HSF	50%
		4.2.2 Engage in cultural exchanges with other Councils and government organisations nationally and internationally.	4.2.2.1 Manage a program of family friendly interactive events to enliven community spaces at various locations across Manly LGA.	Undertake programs and events in Manly.	HSF	50%	
			4.2.2.2 Council participation in sister city & cultural exchange support programs	Number of initiatives/programs undertaken.	GMU		

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October to December Quarter 2014								
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Progress completed	Comment	
5	5.1 Facilitate services that support the social and welfare needs of the Manly community.	5.1.1 Continued delivery of programs and services for children and families in accordance with community needs.	5.1.1.1 Sharing delivery of existing education programs run through Council environmental and other services, such as Libraries, and Art Gallery.	Number of programs conducted.	HSF	50%	Green & Goovy art adventures held monthly in Library. Young adult book club, baby bounce and rhyme, toddler time, outreach story telling at long day care centre and preschools were also undertaken.	
			5.1.1.2 Continue childrens services delivery for long day care, occasional care and preschool.	Occupancy rates and service accreditations achieved.	HSF	50%	Child care continues to operate at capacity. Quality Improvement Plans for long day care centres submitted to Department of Education and Communities prior to quality assessment rating in February 2015.	
		5.1.2 Continue programs and services for youth, including youth strategy.	5.1.2.1 Continued youth services, recreation and leisure programs delivery across a range of venues as supported by Manly Youth Council and per adopted Youth Strategy.	Number of activities	HSF	50%	Activities this quarter involved youth bands using staged infrastructure for Jazz Festival on Friday evening prior to Jazz event commencing on Saturday. Manly Youth Council meetings continued monthly.	
			5.1.2.2 Provision of Adolescent and Family Counselling.	Utilisation rates and number of activities.	HSF	50%	AFC's continue to provide individual counselling & support to adolescents and their families. Consults with an average of 97 clients over the quarter.	
		5.2 Facilitate community support services, programs and events for targeted groups.	5.2.1 Continued programs and support for Aged, Disability, ATSI & CALD groups and community development, including Club Friday, information and referral services to CALD and ATSI communities, support Northern Sydney Aboriginal Social Plan program, Gay and Lesbian at Manly social support group, Mental Health Advocacy, homelessness support and action plan.	5.2.1.1 Maintain a GL@M program and activities for GLTBQ young people.	Number of attendees	HSF	50%	GL@M continues to meet fortnightly and averages up to 20 attendees.
				5.2.1.2 Provide information and referral to target groups.	Number of referrals	HSF	50%	Community Development continues to provide information and referral to the general public, community services and other key stakeholders. This included 3 Community Information Stalls at Stockland Balgowlah per year. There was a monthly average of 36 enquiries regarding HACC & other services. Promotion of International Day of People with Disability occurred.
			5.2.1.3 Develop and update information guides and brochures for seniors, CALD communities and PWD.	Information developed and distributed	HSF	100%	Manly Warringah Piltwater 2014-15 Seniors Directory has been distributed widely in the community and copies are available.	
			5.2.1.4 Operation of Manly Seniors Centre to provide a range of social & recreational activities.	Number of activities provided	HSF	50%	Manly Club for Seniors continues to provide a range of activities at Manly Seniors Centre including lawn bowls, table tennis, dancing, games, art & singing to ensure healthy ageing and social inclusion. Healthy Lifestyle classes and Computer Pals also run at the Centre. Community restaurants are held on Fridays at the Centre for frail aged.	
			5.2.1.5 Continued operations of 'Meals on Wheels; Community restaurant, shopping & recreational excursions for seniors; Operation of Club Friday recreation program for PWD. Operation of Community Visitors Scheme per agreement with Commonwealth Department of Social Services.	Utilisation rates; Meet targets for volunteer visits as per agreement with Department of Social services.	HSF	50%	Club Friday operates 47 Friday nights per year with 2 day trips. There was 12 Friday evening outings for clients from October to December including a Christmas Party. MoW provides 84 meals per day. Shopping trips are held weekly and recreation trips held fortnightly. The service runs Community Restaurants at 3 locations, weekly at Manly Seniors Centre and at St Matthews Church The Corso, and monthly at Sealforth Pavilion.	
			5.2.1.6 Administration of club grants and Community Cultural grants.	Number of successful grants awarded	HSF	100%	Applications for Community Grants opened and were assessed, with 18 Community grants awarded, 9 non-recurrent Cultural grants and 3 recurrent Cultural grants awarded. Presentation to successful applicants held in October 2014.	
			5.2.1.7 Promotion and support of the International Day for People with a Disability.	Number of annual activities	HSF	100%	Promotion of International Day for PWD held in December 2014 including banner promotion and information stall.	

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Delivery Program Second Quarter Matrix

B. ECONOMIC

B. ECONOMIC										October to December Quarter 2014	
Goals	Strategy	Four Year Plan		One Year Plan		KPI	Responsible Lead Division	% Progress completed	Comment		
1	1.1	1.1.1	Refine strategies to broaden Manly's range of local businesses and services (to cater for both residents and visitors) in Manly CBD.	1.1.1.1	Progress activation of laneways and pedestrian streets.	Number of CBD laneways and streets activated.	GMU	50%	As part of Manly 2015 plan, plans completed for Regent Street landscaping improvements (including traffic and public domain design concepts). Developed integrated design progressing on CBD streetscapes.		
		1.1.2	Continue developing partnerships with local and regional stakeholders.	1.1.1.2	Development of partnerships with local stakeholders.	Number of partnerships developed.	GMU	50%	Council continues to work with its local partners such as the Chamber of Commerce to improve the local Manly CBD, put on events and provide information on local services.		
	2	2.1	2.1.1	Develop Manly tourism strategy to review the impact of tourism on Manly.	2.1.1.1	Review data and preparation of draft Tourism Plan and draft following survey of key stakeholders.	Completion of Plan; Number of recommended actions implemented.	HSF	25%	Initial document research conducted by ICMS students. Has not been further progressed from this initial stage. Awaiting new intake of ICMS students.	
			2.2	Promote Manly as a visitor destination, and provide local tourism and visitor services	2.2.1	Manage Manly's Visitor Information Centre (VIC).	2.2.1.1	Continued support for the delivery of services at Hello Manly to meet the needs of visitors and tourists.	Visitor numbers provided on monthly basis	HSF/GMU	50%
3	3.1	2.2	2.2.2	Review Manly's VIC current and future accommodation needs for purpose and capacity of service business.	2.2.2.1	Review completed and rebranding to Hello Manly undertaken in partnership with local stakeholders.	Premises upgraded and managed as per agreement with Council	HSF/GMU	50%	The Hello Manly site has been improved and the facilities upgraded in the last financial year. Further work being explored.	
			2.2.3	Work in partnership with Destination NSW and local businesses.	2.2.3.1	The continued development of partnerships to benefit local community and businesses with key tourism stakeholders.	Number of partnerships developed.	HSF	50%	Working with key representatives through the Economic Development and Tourism Committee and ICMS students.	
		2.3	2.3.1	Continued delivery of Council local events services and programming.	2.3.1.1	Programs and events delivered within approved budget.	Number of events, audience numbers and number of sponsorships attained.	HSF	50%	Manly continues to be a popular destination for events. 5 x Council events held & 18 x Meet Your Street event. 2 x sponsorships attained.	
				2.3.2	Develop an overall strategy to manage Events Programs.	2.3.2.1	Review existing calendar of festivals and events and report to Council recommendations for the future.	Review of events & report to Council.	HSF	50%	Each event is reviewed post-event to identify areas of improvement and change via survey, debriefing with key stakeholders and via committee.
3	3.1	3.1.1	Improvements in the Local Area Traffic Management (LATM), by completion of various LATM schemes in the Manly LGA.	3.1.1.1	A) Develop and implement a program of Local Area Transport Management projects. B) Undertake audit program of all traffic signs, road markings and facilities, from audits develop program of maintenance works. C) Develop road safety campaigns to target issues raised by crash analysis and black spot program. D) Identify and develop road safety measures to improve road safety at accident hot spots.	Percentage of works implemented by Council following Traffic Committee recommendations. A). 0% B). 90% C). 50% D). 50%	CUS		A) Local Area Traffic Management proposals being developed for implementation in 3rd quarter. B) Contractor engaged to find and fix road markings on the main routes in Manly approximately 90% complete. C) Three Year road safety campaigns program prepared and campaigns for October to December delivered. Preparation undertaken to deliver programmes for January to March. D) Black spot funding application for 2015/16 submitted. Schemes to be developed to concept stage by July 2015.		
		3.1.2	Administer the resident permit parking schemes	3.1.2.1	Trial of electronic permit parking system.	Successful implementation of online application and payment system for all permit parking systems.	CSS	50%	Electronic parking system being implemented for residential parking permits in third reporting quarter.		
3.1.3	Working with SHOROC and other agencies to deliver improved regional transport networks.	3.1.3.1	Implementation of SHOROC regional directions and participate in the Northern Metropolitan Council of Mayors.	Number of SHOROC initiatives undertaken.	CSS	Ongoing	Council continues to work with its SHOROC partners to improve transport initiatives for the region, in particular championing the Bus Rapid Transit proposals being undertaken by the NSW Government for the Northern Beaches region, park & ride initiatives and advocacy on regional needs.				
3.1.4	Continuation of community bus network via Operation of free bus service "Hop, Skip and Jump".	3.1.4.1	Community bus network improvements by continuous improvements in services and operations.	Usage of Hop Skip Jump Bus service reported.	LUS	50%	YTD Passenger trips 185,442. YTD Donations \$7,215. Service review complete. Two new buses commissioned. Traffic management matters to be pursued. Driver training schedule developed. Bus timetable format reviewed.				
3.1.5	Work with key stakeholders to improve road and cycle safety	3.1.5.1	Implement Council's Five Year Road Safety Strategic Action Plan, pedestrian and cycle audits		CUS	50%	Additional cycle racks installed on Pittwater Road and Sydney Road quarter. Further racks to be installed on Sydney Road before March 2015.				

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October to December Quarter 2014							
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Progress completed Comment	
4	Maintain key amenities and physical infrastructure to acceptable service standards. This to include the implementation phase of Manly2015 Masterplan.	4.1.1 Manage infrastructure and assets to ensure financial sustainability and meet community needs including the construction of: i) a new Manly Swim Centre complex ii) Manly2015 Masterplan facility and streetscape projects, which include: • The construction of a new carpark beneath Manly Oval, • Renewal of Manly Library and community facilities on the site currently occupied by the existing Manly Library, • Removing non local and through traffic from the Manly CBD village, and •The redevelopment of streetscapes in the Manly CBD including Raglan Street, Sydney Rd, Central Avenue and Market Lane.	4.1.1 Implementation of actions in Asset Management Plan and Policy for Infrastructure & assets. Implementation of approved actions and works program schedule. Establish service levels for required works based on available funding to meet community expectation.	4.1.1.1 Undertake program as per Asset Management plan for all assets under council control: a) Roads; b) Footpath; c) Drainage (Pipe, Pit, GRT) using CCTV; d) Buildings; e) Parks and Recreations.	CUS & GMU	(a) 65% (b) 70% (c) 55%	a) Marelimo Street, Balgowlah; Kanangra Crescent, Clontarf; Judith Street, Seaford b) Burnt Bridge Creek deviation bike path repair works. Burnt Street, George Street, Fairlight c) Ogilvy Street Drainage improvement works, Keirle Park drainage improvement works. Installation of multi-purpose basketball court at LM Graham Reserve. Installation of grass and synthetic grass practice nets at LM Graham Reserve. Oversowing and topdressing of the Reserve.
		4.1.2 Major Infrastructure Projects Planned, Designed and delivered including: 1. New Manly Swim Centre Complex to be finished in 2016; 2. Seaford Community Hub (former Health Centre site (cnr Raglan and Pittwater Road); 3. Redevelopment of former Baby Health Centre site (cnr Raglan and Pittwater Road); 4. Manly2015 Masterplan; and 5. Streetscape improvement projects	4.1.2.1 Construction of Redeveloped Manly "Boyz" Charlton Swim Centre. 1a. Resolution of Water Polo Facility and construction if funding obtained. 2. Seaford Community Hub (former Seaford Tafe site) leased. 3. Aboriginal Heritage Office be accommodated in the former Baby Health Centre site (cnr Raglan and Pittwater Road). 4.Council to progress with the detailed planning and construction phases of Manly 2015 including: - The construction of the new carpark beneath Manly Oval - The Village Centre and Manly Library components be progressed in accordance with the Manly2015 Masterplan. - The redevelopment and urban design improvements for streetscapes be progressed in accordance with the Manly2015 Masterplan, as funds become available.	Projects progressed and delivered on time and to budget and desired specification. Projects endorsed to proceed by Council. Aboriginal Heritage Office Tennanted	GMU - Major Projects	50%	1. Andrew Boy Charlton Swim Centre Redevelopment construction commenced. 2. Seaford Community Hub lease complete. 3. Manly 2015 Progress: Manly Plaza construction complete. 4. Raglan Street Upgrade - design complete and construction started. Construction due to commence early March 2015. 5. Manly CBD integrated streetscape design in progress.
		4.1.3 Manage Civic Plant and Equipment purchasing policy to meet operational needs.	4.1.3.1 Review Civic Plant and Equipment Fleet Purchasing Policy to: (a) incorporate green fuel reductions (carbon footprint reduction strategy); (b) undertake a fleet rationalisation/ usage; and (c) undertake a biodiesel review.	Fleet policy reviewed to reduce carbon footprint, rationalise fleet and complete biodiesel review.	CUS	75%	Fleet review and rationalisation ongoing. redundant plant, crane truck, roller, compressor etc. have been sold in Sept 2014. Bio-diesel review ongoing.
	4.2 Develop emergency plans to protect community infrastructure	4.2.1 Preparation and review of Emergency DISPLAN for the Manly area.	4.2.1.1 Review DISPLAN and mitigation strategies; (b) Council to respond in concert with nominated combat agencies in official emergency situations and conduct training exercises in accordance with the above. Continue to meet with Commonwealth and State agencies (quarterly per annum) to represent Manly's interests.	Completion of DISPLAN review. Attendance at external committee (quarterly).	CUS	10% completed	Pursuant to the provisions of the NSW Civil Protection Act 1989, Emergency Services, DISPLANS must be rewritten into another format and titled Emergency Management Plans. All evacuation centres must be reviewed, a comprehensive risk assessment of the LGA must be carried out in consultation with combat agencies etc. The DISPLANS are to be phased out by end of 2015 beginning of 2016, Manly Council LEMO is working with Warringah and Pittwater and the Police REMO to progress these matters and meet the agreed timelines. The new EMO can format project started in October 2014 and as such only 10% has been completed to date.

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B. ECONOMIC						October to December Quarter 2014	
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Progress completed	Comment
4. Maintain key amenities and physical infrastructure to acceptable service standards (continued from previous page)	4.3. Provide community facilities, assets, and public parking that are accessible, clean, fit and habitable	4.3.1. Maintain Council buildings and facilities to a sustainable and functional standard.	4.3.1.1. (a) Undertake regular maintenance and upgrading of buildings and facilities and as identified in its capital works program; (b) Upgrading public toilets as per plan and maintenance requirements.	Number of regular site inspections and condition audits completed. 100% Customer requests responded to for Building Maintenance within required timeframes.	CUS	(a) 50% Scheduled Inspections and Maintenance Service Completed in accordance with Annual Plans (b) 100% - Fairlight Public Toilet Refurbishment Completed	Daily Inspections of Public Toilets completed, and maintenance items actioned as required. Customer Requests / Reports of Building Maintenance Issues, attended to within required timeframes.
		4.3.2. Maximise return to Council by appropriate utilisation of Community facilities and properties.	4.3.2.1. Maximise public hire of Council facilities.	Number of facility hires	CS	Ongoing	Bookings serviced by 1 x full time and 1 x part time bookings officers. Facilities available for public hire: Kenzie Park Hall Manly Oval / Pavilion North Street Pavilion Clontarf Community Centre Seaford Community Centre Senior Citizens Centre Youth Centre Library Meeting Parks and Reserves.
			4.3.2.2. Manage Council's property portfolio to maximise access to the facilities by the public and where appropriate maximize the return on Council's assets.	Percentage of facilities accessible to the public. Percentage of properties rented at market (commercial) or community rates.	CS	50%	KPI's met.
		4.3.3. Manage acquisition and divestment of property in accordance with statutory requirements.	4.3.3.1. Manage acquisition and divestment of property in accordance with Council policy and planning frameworks (adopted documents) and in accordance with statutory requirements.	Percentage of property transactions checked for compliance with statutory requirements.	CS	50%	No divestments or acquisitions reported.
		4.3.4. Providing public parking facilities within the Manly LGA and managing and improving usage across Council's four public car parking facilities.	4.3.4.1. (a) Manage, operate and maintain Council's four parking facilities at Whistler St; Pacific Waves building; Peninsula building; Manly National building; (b) Review rates regularly to assess usability; (c) Management of Council's parking meters at the Ocean Beach Front.	Review and report on car parking usage statistics by car park; Report on street parking (revenue received from meters). Report monthly and quarterly.	LUS	50%	YTD Revenue Meters \$799,998. YTD Revenue Parking Stations \$1,948,324. Meters increase 1.10.2014. Reviews conducted and reported weekly, monthly, bi-monthly and quarterly.

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Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division
1.1.1.1	Promote the protection of the environment as the key to a sustainable future and undertake projects in partnership with the community that protect, preserve and manage them for future generations.	1.1.1.1 Implementation of funded environmental and natural resource projects.	1.1.1.1.1 Administration of statutory environmental reports, environmental levy budget, annual and community reporting.	Percentage completion of reports and budget.	LS
1.1.1.2			1.1.1.2.1 Undertake Biodiversity Management Programs that protect native species, habitats and populations, and implement Manly Flora and Fauna study.	Number of programs funded. Percentage of study completed.	LS
1.1.1.3			1.1.1.3.1 Coastal Zone Management Planning and Aquatic Reserve Management projects funded and implemented.	Number of projects and actions funded and implemented.	LS
1.1.1.4			1.1.1.4.1 Catchment Water Recycling and Savings Projects implemented.	Number of Council alternate water sourcing schemes & implemented (rainwater, stormwater, groundwater).	LUS
1.1.1.5			1.1.1.5.1 Manly Lagoon Catchment - Estuary Health Projects implemented.	Number of projects commenced and completed.	LUS
1.1.1.6			1.1.1.6.1 Catchment Flood Risk Management projects undertaken including Manly LGA Flood Study and Manly Lagoon Risk Management Study and Plan (Feb 2014), Northern Beaches Regional Flood Warning and Rain Gauge Instrumentation Upgrade, and Regional Council and SES Flood and Storm Education Program.	Number of projects commenced and completed.	LUS
1.1.1.7			1.1.1.7.1 Catchment wide Water Sensitive Urban Design & Pollution Reduction Projects	Number of projects commenced and completed.	LUS
1.1.2		1.1.2.1 Bushland management, restoration works and maintenance on Council lands.	1.1.2.1.1 Implementation of annual bushland works programs and projects including noxious weed control programs, upgrading bushland on Manly Scenic Walkway, rabbit control programs, volunteers, bushfire reduction works, and education strategy.	Number of funded projects completed and implemented.	CUS
1.1.3		1.1.3.1 Working with SHOROC on regional sustainability projects as required.	1.1.3.1.1 Implement priority actions from the SHOROC Regional Strategy - Shaping our Future	Number of actions implemented.	LS
1.1.4		1.1.4.1 Continued Community & Environmental Partnerships.	1.1.4.1.1 Continued Environmental Programs and Partnerships targeting schools, businesses, Council staff and community.	Number of programs developed and implemented.	LS
1.1.4.2			1.1.4.2.1 Update Manly Council Education for Sustainability Strategy and projects undertaken to reflect best practice in education for sustainability.	Number of programs / events per quarter.	LS
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ATTACHMENT 1

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15 Delivery Program Second Quarter Matrix

October to December Quarter 2014					
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division
1. Protect and conserve natural heritage, bushlands, waterways and biodiversity Continued from previous page.		1.1.5 The provision of environmental education, advocacy, information, awareness raising, environmental and community partnerships through the operation of the Manly Environment Centre (MEC).	1.1.5.1 Promote awareness of Manly Environment Centre and Council's successful projects. Continued management of 'shopfront' for the purpose of information exchange, education and outreach; advocacy, research, events, activities and special projects; intern and volunteer engagement. 1.1.5.2 Continued Council environmental partnerships with NGO's, capacity building in the community, support and developing public education programs. 1.1.5.3 Continue to increase and promote volunteer and internship programs. 1.1.5.4 Continue working together with local and national stakeholders in climate change issues and events addressing key issues.	Number of funded projects and services provided. Number of programs, events developed and implemented. Number of volunteer hours per quarter. Number of attendees at events, and number of events.	LS
				50%	4. Funded projects and services provided: Friends of Cabbage Tree Bay Volunteers Program; Biodiversity Communications Project; Ocean Care Day; Interactive Technology in Education Conference - ITEC and the Video Conferencing Hub.
				50%	8. Programs, events developed and implemented: Friends of Cabbage Tree Bay Volunteers Program; Biodiversity Communications Project; NPA Sydney Harbour Marine Park Forum; Ocean Care Day; Video Conferencing; NCC - Our Land, Our Water, Our Future Campaign; Cash for Containers - Boomerang Alliance; Marine Parks Campaign - NCC, TWS, NPA, AMCS, Greenpeace, IFAW, WWF, ACF.
				50%	2,538 Volunteer Hours Oct-Dec 2014. Continued demand/interest in this.
				50%	15,000+ attending events. Ocean Care Day; MEC working with NCC Campaign - Our Land, Our Water, Our Future - Climate Change program; Cash for Containers - Boomerang Alliance; MEC Video Conferencing to schools has unlimited potential.

ATTACHMENT 1

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15

Delivery Program Second Quarter Matrix

C. ENVIRONMENT

October to December Quarter 2014						
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	
2 Create liveable neighbourhoods with more affordable housing choices	2.1 Work in partnership with the community to better plan new and existing development of the built and natural environment	2.1.1 Refining & improving local character and built environment through the provision of Council strategic planning services.	2.1.1.1 Compliance with NSW planning legislation, including provision and preparation of Environmental Planning Instruments (EPIs), Strategic Land Use Plans, advice and development plans (LEP, DCPs, etc).	Gazetial of Amending LEPs, and DCPs finalised to meet local & community planning requirements. Number of council submissions to various legislations, strategies and planning reforms (Planning Bill 2013).	LS	
			2.1.1.2 Provide strategic planning advice as required internally or externally.	Number of planning advices or submissions provided within timelines.	LS	
			2.1.1.3 Maintenance and review of delivery of s.149 planning certificates.	Certificates delivered within 3-5 days of applications being submitted to Council.	LS	
			2.1.1.4 Participation and advice as part of the Foreshore Advisory Committee (per SREP 2008 - Sydney Harbour) and advice to Council's Development Assessment Branch.	Percentage of advice provided as required within timelines.	LS	
			2.1.1.5 Completion of non statutory actions as approved by Council e.g. Strategic plans, coastline plans and heritage plans.	Reporting non statutory actions undertaken per quarter.	LS	
			2.1.1.6 Develop and implement Masterplans for major projects as required.	Actions implemented from adopted Masterplans	LS	
			2.1.1.7 Progress implementation of Plans of Management and associated Landscape Masterplans as required.	Percentage of priority actions implemented.	LSCUS	
			2.1.1.8 Heritage Planning by providing a strategic approach for Manly built, natural, Aboriginal, maritime, parks and gardens and moveable heritage, including: review and update existing heritage inventory sheets; support for the Aboriginal Heritage Office; Management of Council's Local Heritage grants program; Development of education and communication programs for locals and visitors.	Percentage of heritage advices, programs and grants provided on time to meet statutory requirements.	LS	
		2.1.2 Provision of design and specifications for Council architectural and landscape projects as required, including design of streetscape plantings & playgrounds.	2.1.2.1 Provision of designs, plans and specifications to for urban public domain and community infrastructure improvement projects as required.	Percentage of design program completed.	CUS	
				Design and construction as required for realisation of temporary entry facility for Manly Andrew Boy Charlton Swim Centre. -Detailed cost analysis of Kangaroo St redevelopment project (signed off schematic design) prepared. -Refurbishment of Harbourview Childcare Centre upper playground completed. -Existing balance tank pipework refurbishment design and construction completed at Manly Andrew Boy Charlton Swim Centre. -Design of sediment basin for Bunt Bridge creek at Manly West Park completed. -Schematic design for Art Gallery and Museum Refurbishment proposal underway and nearing completion. -Lequard deck observation deck completed at Manly Ocean Beach promenade South Steyne. -Design and construction of refurbished Women's toilets on first floor level of Council Chambers adjoining Council public meeting rooms completed. -Design and installation of seats and wall pegs at South Steyne surf club. -Design for refurbished Women's toilets on ground floor of Town Hall completed. Also design for parking layout, slip road proposal and pedestrian thresholds for Kenneth Rd between Balgowlah Rd and Adiscoombe Rd.	50%	
		2.1.3 Maintaining Corporate Geographic Information System (GIS) and Land Information Systems (LIS) services.	2.1.3.1 Ensure that the GIS is available to staff to assist Council business and customer service functions. Compile a comprehensive list of existing databases and datasets, and identify additional data required, including mapping geodiversity elements.	Number of GIS enquiries completed. List of existing databases and additional data compiled.	LS	
				GIS made available to all staff. Various layers created for individual sections. All GIS enquiries and requests completed on time. Database is available to staff. Database being corrected - topographic errors identified and corrected. Exports. Upgrade of Expanse currently being progressed. Preparing datasets for upcoming LPI cadastre incremental update XML feed.	50%	

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

ATTACHMENT 1

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15 Delivery Program Second Quarter Matrix

C. ENVIRONMENT					October to December Quarter 2014		
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Progress completed	Comment
2 Create liveable neighbourhoods with more affordable housing choices Continued from previous page.		2.1.4 Provision of development services, control & assessment services that achieve a balanced outcome that protect the public interest and residents whilst maintaining the quality of the natural and built environments.	2.1.4.1 Assessment and review of all development applications received by Council in accordance with State legislation, Planning Instruments, current Council plans and policies.	Number of DA assessed per staff per annum.	LS	50%	163 development application assessments completed between July-December 2014. 27 DAs / staff. Meeting output estimates.
			2.1.4.2 Promote appropriate development in accordance with legislation, Council Policies and Plans, and provide advice to customers (applicants, property owners, residents) relating to development.	Provision of advice within 14 days.			
			2.1.4.3 Refine systems following the implementation of the Manly Local Environmental Plan 2013.	Systems updated.	LS	100%	Increased number of pre lodgement meetings undertaken. Duty planners available each day for counter and telephone enquiries. 22 Pre-lodgement applications have been lodged.
			2.1.4.4 Provide training to assessing planners in order to implement changes in legislation.	Number of staff attending training.	LS	50%	All templates updated.
			2.1.4.5 Provide feedback to Council's Strategic Planning section on development control trends and any measures necessary to ensure the environment is enhanced/maintained.	Percentage of determinations subject of appeal to Land and Environment Court. Percentage of appeals dismissed.	LS	50%	Staff have attended various in-house and external training sessions. 9 Appeals lodged between July - December. 1 appeal upheld, 1 appeal discontinued, the remainder are waiting on hearing dates.

ATTACHMENT 1

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15 Delivery Program Second Quarter Matrix

C. ENVIRONMENT						October to December Quarter 2014	
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Progress completed	Comment
3 Maintain public health and building standards	3.1 Deliver and enhance environmental regulation services to protect natural environment	3.1.1 Council regulation of development in accordance with sound and consistent local planning controls.	3.1.1.1 Review and Determine Complying Development Applications	Percentage of applications to be determined within 20 days of receipt	LS	50%	6 complying development certificates assessed within 20 days of receipt.
			3.1.1.2 Review and Determine Construction Certificate Applications	Percentage of Applications to be assessed within 10 days of receipt	LS	50%	7 construction certificates assessed within 10 days of receipt.
			3.1.1.3 Provide comments for Development Application proposals	Percentage of comments to be provided within 10 days of notification to staff	LS	50%	118 development applications have been assessed in 10 days.
			3.1.1.4 Undertake Critical Stage Inspections	Percentage of critical stage inspections to be completed within 48 hours of request	LS	50%	16 critical stage inspections completed within 48 hours.
			3.1.1.5 Compliance Investigations in relation to illegal building works and non-compliance with consents	Number of complaints inspected per quarter	LS	50%	66 complaints investigated in second quarter.
			3.1.1.6 Undertake inspections of privately owned swimming pools	Number of premises inspected annually	LS	50%	15 privately owned swimming pool inspections completed.
		3.1.2 Continued Council regulation of Environmental Health Services in accordance with the local, state and national legislation.	3.1.2.1 Conduct regular compliance inspections of food premises	Number of premises inspected per quarter	LS	50%	115 inspections undertaken in second quarter.
			3.1.2.2 Undertake investigations in relation to food poisoning complaints	Number of complaints inspected per quarter	LS	50%	10 food poisoning complaints conducted in the second quarter.
			3.1.2.3 Conduct four (4) food handling seminars	The conducting of seminars per quarter	LS	50%	1 food handler seminar conducted in quarter.
			3.1.2.4 Conduct regular compliance inspections of public health premises such as cooling towers, skin penetration, boarding houses, hairdressing salons	Number of premises inspected annually	LS	50%	Nil inspections completed in the second quarter as 63 were completed in first quarter.
4 Facilitate reduction in green house gas emissions in the Many area	4.1 Work in partnership with key stakeholders to improve Many's ability to adapt and respond to climate change	4.1.1 Implement mitigation and adaptation measures identified in Council's Carbon Emissions Reduction Plan (CERP) and Climate Change Adaptation Action Plan.	3.1.2.5 Investigate Environmental Health complaints such as noise, odour, pollution complaints.	Number of complaints inspected per quarter	LS	50%	32 complaints investigated in second quarter.
			3.1.2.6 Conduct Public Swimming Pool Inspections	Number of inspections undertaken in November and February each year	LS	50%	5 inspections completed December 2014.
			3.1.2.7 Conduct Ocean Beach Testing	The number of inspections undertaken in November and February each year	LS	50%	First round of inspection completed in November.
			4.1.1.1 Implement priority actions to address climate change adaptation and carbon emissions reduction for Council and the Community.	The number of priority climate change adaptation and carbon emission reduction actions implemented.	LS	50%	Council has commenced a Carbon Emissions Reduction Project to meet Council's target of 25% emission reduction from the 2008/09 level by 2020. Council is determined to achieve further reductions if possible. This involves an independently verified calculation of Council's carbon footprint, development of a Carbon Emissions Reduction Plan (CERP) which identifies measures/actions in order for Council to meet its emissions reduction target. Council is also undertaking a community component involving calculation of the community carbon footprint, development of a Many Community Carbon Action Plan and community carbon management tool.

ATTACHMENT 1

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15

Delivery Program Second Quarter Matrix

C. ENVIRONMENT				October to December Quarter 2014			
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Progress completed	Comment
5 Promote responsible waste management	5.1 Work in partnership with the community to minimise waste & undertake public cleansing programs, and influence key decision makers in State and Federal Agencies to assist with funding and policy initiatives.	5.1.1 Responsive, reliable and responsible domestic waste collection and public cleansing services	5.1.1.1 Continued provision of domestic waste collection services.	Application of Industry Standards for services. Less than 5 missed services/ month; less than 3 service complaints/ month; no noise complaints arising from early starts; Service complaints rectified same day if notified before 11.00am and within 24 hours, if notified after 11.00am.	LS	50%	Service complies in all respects with established Industry Standard KPIs. Diversion from landfill 50.4%. Disposal RFT developed, assessed and reported to Council. Contract executed with preferred service provider.
		5.1.2 Cleaning public places, facilities, parkslands, beaches, road reserves and stormwater catchments.	5.1.2.1 Continued provision of the following services: beach cleaning, street sweeping, public toilet cleaning, facilities cleaning, reserve cleaning, and public place cleaning.	Deliver scheduled services within budget, and in accordance with WH&S requirements: less than > 5 complaints/ month for each service; and service complaints rectified within 24 hours.	LS	50%	Services delivered as per schedule, within budget and in accordance with KPIs. Service review complete for The Corso and Street teams. Contract service review in hand.
		5.1.3 Delivery of waste avoidance and resource recovery programs in order to achieve a reduction in tonnages of waste to landfill and to increase diversion rates.	5.1.3.1 Delivery of community and environmental partnerships to residents, schools, businesses, visitors and industry that promote and facilitate waste avoidance, reuse and recycling. Specifically including: LitterGuards, Love Food Hate Waste, Nappy initiative, Multi Unit Dwelling Strategy, Public Place Bin upgrades, Review Zero Waste Strategy, Side Loader - launch of new service.	Number of funded initiatives completed.	LS	50%	Nine (9) waste education workshops held. Event management guidelines reviewed. Schools program commenced. Bin bay signs and bin signs finalised. Gum removal machine purchased and being branded prior to launch. Litterguards in place for summer season. Bins being installed along West Esplanade. Review of Shelly Beach and East Esplanade public place bins completed. Review of Waste strategy commenced. SHOROC Too Good to Waste Strategy revised. Domestic mulching service trial - feasibility study completed.
		5.1.4 Pursue partnerships to facilitate regional and SHOROC-wide common waste collection systems.	5.1.4.1 Introduce a green waste collection bin to all residents.	Audit existing bin stock. Review cost of introducing standard collection system	LS	50%	Bin audit program developed for waste team. Bins delivered as required and within 10 working days.

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

ATTACHMENT 1

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15

Delivery Program Second Quarter Matrix

D. GOVERNANCE					October to December Quarter 2014			
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Progress completed	Comment	
1.1 Maintain public confidence in Council's transparent and fair decision-making.	1.1.1 Develop and apply effective governance systems to meet legal and ethical obligations.	1.1.1.1	Relevant Codes and Policies reviewed as required by changes to legislation, including staff training and awareness raising.	100% of policies reviewed and compliant with legislation. Number of training activities undertaken (per quarter).	GMU	50%	2 reviews currently underway. 12 awareness raising activities conducted.	
		1.1.1.2	Report on governance systems implemented, policies and procedures reviewed, and updates/revisions made.	Report on actions implemented.	GMU	50%	Items reported as identified.	
		1.1.1.3	Establish and maintain Council's Compliance Framework	Compliance system implemented and maintained	GMU	25%	System under review.	
		1.1.1.4	Monitor effectiveness of organisational systems in detecting fraudulent, dishonest and unethical behaviour.	Number of incidences detected.	GMU	25%	No incidences identified.	
	1.1.2	Ensure that Council has access to and use of quality legal professional advice.	1.1.2.1	Retain a register of professional legal advisers. Review the quality, timeliness and value for money of advice for Council.	Register is maintained, accurate and up-to-date.	GMU	ongoing	Register is maintained, accurate and up-to-date.
	1.1.3	Managing Council's integrated Strategic Planning framework and reporting systems.	1.1.3.1	Manage IPR reporting requirements	Provide reports & plans as required by IPR legislation.	GMU	ongoing	Council's continues to report quarterly and on an annual basis in line with its integrated planning and reporting requirements.
			1.1.3.2	Ensure all statutory reporting is completed and lodged by due date	100% of reporting completed on time	GMU	ongoing	All statutory reports are completed on time to meet legislative requirements.
	1.1.4	Continued provision of support services to Councilors.	1.1.4.1	Production of Business Papers and Councilor information packages as required. Continued management of Councilors corporate diary.	Production of Business Papers/Councilor information packages to meet business requirements (cob Thursdays).	CS	ongoing	KPI met with all business papers and packs sent out weekly and in timeframes specified.
	1.1.5	Continue access by the community to Council reports and information.	1.1.5.1	Manage Council meetings, including servicing Council Chambers and meeting areas.	Action items arising out of Council meetings carried out within agreed timeframe.	CS	ongoing	KPI met with all resolutions tracked and Notice of Motion reports status reports presented monthly to the Ordinary Meeting
	1.1.6	Manage Council's records in accordance with the State Records requirements.	1.1.6.1	Continue to maintain comprehensive records systems for Council's records in TRIM including ongoing support and training in Council's records platform.	Production and public availability of Business Papers and Minutes by close of business Thursday prior to following each meeting of Council. Percentage of records captured in TRIM and staff user rates.	CS	ongoing	KPI met with new printing protocols also introduced to improve quality. TRIM training continues to be delivered to all users, currently a review of the containers and a disposal schedule has been completed for the system.
1.1.7	Provide network and technical infrastructure for Council's operational needs	1.1.7.1	Implementation of IT strategy in support of the various functions and services across Council	Percentage of downtime of core technology and infrastructure per quarter.	CS	ongoing	Security levels within system also being reviewed. Disaster recovery drills continue. Contribution to Council's BCM Plan continues.	
		1.1.7.2	Manage Council's e-business transaction portals and opportunities	Numbers of transactions relating to e-business and opportunities	GMU	ongoing	Several competitions ran and prizes awarded to increase digital uptake. Implementation of new customer relationship management system in next quarter.	

ATTACHMENT 1

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15 Delivery Program Second Quarter Matrix

October to December Quarter 2014					
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Unit
1. Maintain public confidence in Council's transparent and fair decision-making (continued from previous page)	1.2 Maintaining quality customer services and dispute resolution processes	1.2.1 Provide high quality customer service at Council's facilities.	1.2.1.1 Provision of quality customer services over the counter and on-line.	Number of customer transactions, and number of complaints per month, and Annual Customer Service satisfaction survey completed and reported.	CS
			1.2.1.2 Maintain Council's Complaint Framework	Percentage of customer complaints received, actioned satisfactorily within Complaint activities undertaken.	GMU
			1.2.1.3 Provide awareness raising activities / training on Council's complaint management processes.	Report to GM quarterly on awareness / training activities undertaken.	GMU
			1.2.1.4 Maintain Companion Animals Register in accordance with legislative requirements.	Maintain and update register.	LS
	1.3 Inform and engage with the local community through corporate publications, print and social media and encourage participation in Council activities.	1.3.1 Communications management, including developing and enhance the Manly Council brand in the public space, graphic design, and media liaison.	1.3.1.1 Continue implementation of Communications Strategy 2012-2015	Plan implemented and review undertaken.	GMU
			1.3.1.2 Identify and report on new media opportunities to engage with Council's public.	Number of new media opportunities identified and implemented as appropriate.	GMU
			1.3.1.3 Develop a brand strategy for the Manly Council brand to increase awareness of the activities which Council undertakes	The completion and development of an effective brand strategy for Manly Council, ready for implementation in 2014-15 reporting year.	GMU
			1.3.1.4 Continue to update Council's Corporate Style and corporate material	The percentage of corporate materials reflecting refreshed styled adopted in 2012.	GMU
			1.3.1.5 Provide an internal graphic design and print management process to enhance the quality of Council's publications through a cost effective service delivery model.	Percentage of jobs completed on time and to budget (target 80% level of satisfaction)	GMU
			1.3.1.6 Promote Council activities and services and assist in the promotion of Council's objectives.	Number of items appearing in media, and media inquiries.	GMU
1.4 Identify and manage risks to Council, take appropriate action to eliminate or minimise Council's risk exposure. Minimise loss to Council by proactive claims management and pursuing recoveries		1.4.1 Completion of Enterprise Risk Management for whole of Council. Increase awareness to risk or risk avoidance. Completion of HR recovery and Lehman's alternative dispute resolution processes. Reduction in number and quantum of claims.	1.4.1.1 Finalise climate change adaptation plan. Continue process of establishing enterprise risk management. Proactive in-house management of under excess claims. Identification of recovery opportunities. Promote minimisation of risk reduction in number of claims. Complete Risk Management Action Plan.	Climate Change Action Plan completed and risks assessed in terms of Council's liability exposure. Currently with Environmental Services to send to insurer for finalisation. Once this has occurred the plan will be forwarded to the Executive for discussion regarding the priority of actions to be taken. All insurances in place including Construction Insurance for Aquatic Centre Project. There were 10 claims made in the last quarter. For the same quarter last year there were 19 non MV and 11 MV claims.	GMU

ATTACHMENT 1

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15 Delivery Program Second Quarter Matrix

October to December Quarter 2014						
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Leadership	% Progress completed
1. Maintain public confidence in Council's transparent and fair decision-making (continued from previous page)	1.5 Ensure Council's workforce is recruited, trained, managed and rewarded fairly and equitably	1.5.1 Develop incentives to attract and retain skilled employees.	1.5.1.1 Develop a more comprehensive remuneration and benefit policy.	Report to the General Manager by the 31 December 2014 on the results of the Bi-Annual Staff Climate Survey. That the staff turnover rate be <20% for Band III and above employees.	CS	Successful The recent Staff Climate survey returned results that are the equal of the best ever recorded over 10 years ago, which show the vast majority of staff are comfortable with current arrangements. Staff turnover is at the lowest level as well being around 9.3% pa.
		1.5.2 Provide employees with a voice on workplace matters.	1.5.2.1 Conduct eight Joint Consultative Meetings per annum.	Minimum of eight meetings are conducted per annum.	CS	60% Five meetings held to date which means the target will be reached.
		1.5.3 Operation of Salary Administration System.	1.5.3.1 Award compliance.	≤ 12 wage grievances (per annum)	CS	Ongoing 1 grievance notified to the IRC to date and settled by mutual agreement.
		1.5.4 Increase representation of young persons within workforce.	1.5.4.4 Develop and expand graduate, trainee and apprenticeship program where possible and in accordance with the merit principle.	Develop a strategy to attract greater numbers of younger applicants for positions where possible and in accordance with the merit principle.	CS	Ongoing Of the approx. 20 staff recruited recently (casual, temporary, part-time and on-going) all are under the average age of existing Council staff further improving the percentage of younger people within Council.
		1.5.5 Manage Corporate Training Program.	1.5.5.1 Individual training and development plans that meet the needs of employees and Council.	Production of a report by July 2014 of a training calendar schedule with all training conducted and planned with associated budget.	CS	Ongoing 2015 Training Plan completed and agreed with award compliance and individual training plans being acted upon and evidenced on an on-going basis.
	1.6 Provide a workplace that ensures the health, safety and well-being of employees, workers & volunteers	1.6.1 Monitor work practices & identify strategies to minimise WH&S risk.	1.6.1.1 Conduct WH&S audit program of work sites.	Reduction in the reported number of WH&S incidents, and injury claims and overall reduction in Lost Time Injury's.	CS	Ongoing WH&S improvements noted in reduction of injuries and LT's with the evidenced \$80,000+ reduction in Workers Compensation Premium for the completed insurance year.
		1.6.2 Provide a Work/Life Balance Program.	1.6.2.1 Implement staff wellbeing work/life balance program.	Numbers of employee usage of work-life programs. (Trends over time increase year 1 and maintain years 2-4).	CS	Ongoing As per last report the staff wellbeing program has been enhanced with improved access for all staff resulting in increased use of the program during the period approx. 10%.
		1.6.3 Support injured workers to return to pre-injury duties.	1.6.3.1 Manage the rehabilitation of injured workers.	Reduction in time taken for injured workers to return to full fitness.	CS	Ongoing Continued improvement in this KPI with staff returning to work improved by (average) 2 days per claim.
	1.7 Workplace diversity is valued and embraced	1.7.1 Strategies implemented to improve representation of EEO target groups.	1.7.1.1 Monitor representation by EEO categories.	Improvement in representation in diversity amongst the workforce.	CS	Ongoing Of the approx. 20 staff recruited recently (casual, temporary, part-time and on-going) records show that those being recruited are from various age groups and ethnic heritage which is improving Council percentages towards greater staff diversity.
			1.7.1.2 Learning opportunities provided to EEO categories.	Increase in the proportion of staff from diverse backgrounds.	CS	Ongoing All staff are offered the same training in the core corporate training areas which means all staff have equal access to such training. As per last quarter discretionary training events are minimal due to the need to update compliance training of staff.

ATTACHMENT 1

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15 Delivery Program Second Quarter Matrix

October to December Quarter 2014						
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Division Strategy	% Progress completed
2 Work in partnership with the community	2.1 Undertake community engagement activities to work with the community	2.1.1 Strategic development and involvement of community panel to assist with community input to decision making.	2.1.1.1 Community Panel working with Council staff as required and informing Council's Community Strategic Plan.	Type and nature of engagement undertaken		ongoing
	2.1.2 Service of Council's Special Purpose Advisory Committees and Working Groups.	2.1.2.1 Continuing to service Special Purpose Advisory Committees and Working Groups.		Special Advisory Purpose Committees and Working Groups provided with timely Agendas and Minutes. Reports to Council on Minutes and Items for Brief Mention.	CS	ongoing
	2.1.3 Enhance the Precinct Community Forum engagement.	2.1.3.1 Continued support by Council of Precincts.	2.1.3.1.1 Continued support by Council of Precincts.	Number of active precincts and meetings held (per quarter).	LS	Ongoing
3 Efficiently use of Council's resources	3.1 Deliver clear and concise financial and management reporting	3.1.1 Provide transparent and accountable financial information and reporting.	3.1.1.1 Council's investments reported to Council confirming compliance with investment policies.	Monthly investment reports provided to Council.	CS	100%
		3.1.2 Annual Financial Reports and Auditors Reports delivered to Division of Local Government and taxation	3.1.2.1 Annual Financial Reports and Auditors Reports delivered to Division of Local Government and taxation	Report quarterly User Charges & Fees to be set comparable with market pricing.	CS	100%
		3.1.3 Ensure compliance with Council's taxation obligations	3.1.3.1 Ensure compliance with Council's taxation obligations	Annual audit of Council's finances.	CS	100%
		3.1.4 Ensure the levying and collection of property rating income and maintain Council's property rating income	3.1.4.1 Ensure the levying and collection of property rating income and maintain Council's property rating income	Compare movement in Rates and Annual Charges from previous year.	CS	100%
		3.1.5 Renew expiring leases and licences in a timely fashion.	3.1.5.1 Renew expiring leases and licences in a timely fashion.	Exception report on number of leases and licences not renewed within 60 days of expiration. (Trends over time)	CS	ongoing
		3.1.6 Develop Long Term Financial Plan that supports investment in infrastructure.	3.1.6.1 Develop Long Term Financial Plan that supports investment in infrastructure.	Long Term Financial Plan developed to support current and future infrastructure needs and adopted by Council as part of the Community Strategic Plan.	CS	100%
		3.1.2 Ensure responsible financial management and governance through an Internal Audit program.	3.1.2.1 Continue to facilitate Internal Audit function.	Audit and Risk Committee meets quarterly. Annual Internal Audit Program devised. Outcomes reported to Council.	CS	ongoing
4 Advocate to State and Federal Governments	4.1 Lobby for more resources and funding of public programs and projects in Manly and regionally	4.1.1 Pursue cost savings and resource sharing through regional procurement initiatives.	4.1.1.1 Participate with other Councils, including the new Northern Metropolitan Council of Mayors via NESROC and SHOROC, to pursue potential cost savings via joint procurement services, shared services and other business improvement strategies.	Savings achieved through SHOROC procurement actions (\$ saved per annum).	CS	ongoing
		4.1.2 Working with SHOROC in lobbying for improvements and funding for transport, health, social services and environmental projects.	4.1.2.1 Refine strategies in working with SHOROC Executive, and assist with those being pursued through the new Northern Metropolitan Council of Mayors regional organisation.	Achievements reported through SHOROC initiatives.	CS	ongoing

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15
Delivery Program Second Quarter Matrix

QUARTERLY CAPITAL PROJECTS WORKS REPORT

Summary of works carried out October – December 2014

- Roads to Recovery milling and resheeting – Osbourne Street, Ogilvey Street, Barrabooka Street
- Milling and resheeting Suwarrow Street Balgowlah
- Footpaths – George Street, Burnt Street Seaforth
- Drainage valve supplied and installed at Keirle Park headwall
- Fairy Bower pool pump reconstruction and commissioning of new pump
- Forty Baskets shark bars replaced with approved nets and repair failed turpentine timber piles
- 86 Woodland Street – geo tech investigation and assessment of site
- Four (4) Norfolk Island pines supplied and installed along East Esplanade
- North Steyne Playground completed
- Refurbishment of the upstairs female toilets project Town Hall, completed
- Line marking of the major roads was carried out by SHOROC contractor
- Supply and install GPS units to the rolling Manly Council stock of fleet assets
- Implement various Road Safety programs in consultation with RMS
- Lead the review of the DISPLAN in consultation with adjoining Council pursuant to the requests by NSW Ministry for Police & Emergency Services

Summary of works proposed to be carried out in January – March 2015

- Raglan Street drainage tank modelling and design
- Milling and resheeting – Judith Street, Abernathy Street, Cnr Boronia and Calacoma, Wentworth Street, Bennelong Street, Oyama Street
- Footpaths – Clontarf Street Seaforth, Redman Street
- Road patching Ellery Parade Seaforth
- Reconstruct failed timber seawall at Clontarf – east of the Clontarf Marina
- Carry out structural repairs to Federation Point timber boardwalk
- Relining of concrete drainage lines alongside 63 Castle Circuit
- Supply and re install two (2) flag poles at Ocean Beach that were missing
- Design a environmental solution to the localised flooding along North Steyne
- Design a environmental solution to the localised flooding along Pacific Parade
- Remove two (2) mechanical lifts from the Seaforth TAFE site that are owned by Manly Council – to be stored at the depot in sealed shipping container
- Seek permission from Council to implement all the elements of the PAMP (Pedestrian Access and Mobility Plan) along Balgowlah Road near Senior Citizens

ATTACHMENT 1

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15 Delivery Program Second Quarter Matrix

- Carry out realignment of Kenneth Road and implement amended parking arrangements as agreed with RMS
- Seeding of LM Graham Reserve and Shelly Beach areas
- Refurbishment of the down stairs female staff toilets Town Hall
- Lobby RMS for funding to implement a footpath along Manly Road from Heaton Street to Avona Crescent
- Implement Road Safety programs in consultation with RMS
- Lead the review of the DISPLAN in consultation with adjoining Council pursuant to the requests by NSW Ministry for Police & Emergency Services

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15

Quarterly Budget Review

Manly Council	Quarterly Budget Review Statement for the period 01/10/14 to 31/12/14
Table of Contents	page
1. Responsible Accounting Officer's Statement	1
2. Income & Expenses Budget Review Statement - Variation Details	2 3
3. Capital Budget Review Statement - Variation Details - Capital Expenditure Summary	4 5 6
4. Cash & Investments Budget Review Statement - Variation Details	7 8
5. Key Performance Indicator (KPI) Budget Review Statement	9
6. Contracts & Other Expenses Budget Review Statement	12
7. Consultancy and Legal Expenses Statement	13

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15
Quarterly Budget Review

Manly Council

Quarterly Budget Review Statement
for the period 01/10/14 to 31/12/14

Report by Responsible Accounting Officer

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

It is my opinion that the Quarterly Budget Review Statement for Manly Council for the quarter ended 31/12/14 indicates that Council's projected financial position at 30/06/15 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:



Jenny Nascimento
Responsible Accounting Officer

Date: 2-Feb-15

ATTACHMENT 2

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15 Quarterly Budget Review

Quarterly Budget Review Statement for the period 01/10/14 to 31/12/14

Manly Council

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2014

Income & Expenses - General Fund

	Original Budget 2014/15	Approved Changes			Revised Budget 2014/15	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Other than by QBRs	Sep QBRs	Dec QBRs					
Income									
Rates and Annual Charges	38,689	-	-	-	38,689	-		38,689	38,442
User Charges and Fees	14,290	-	-	-	14,290	103	1	14,393	7,634
Interest and Investment Revenues	1,224	-	-	-	1,224	-		1,224	902
Other Revenues	6,401	-	-	-	6,401	-		6,401	2,683
Grants & Contributions - Operating	4,538	-	75	-	4,613	-		4,613	2,446
Grants & Contributions - Capital	430	-	-	-	430	-		430	981
Net gain from disposal of assets	-	-	-	-	-	-		-	-
Share of interests in Joint Ventures	-	-	-	-	-	-		-	-
Total Income from Continuing Operations	65,572	-	75	-	65,647	103		65,750	53,088
Expenses									
Employee Costs	30,173	-	21	-	30,194	-		30,194	15,587
Borrowing Costs	2,967	-	-	-	2,967	-		2,967	392
Materials & Contracts	8,321	-	84	-	8,405	-	2	8,355	6,195
Depreciation	9,010	-	-	-	9,010	-		9,010	4,505
Legal Costs	525	-	-	-	525	-		525	310
Consultants	5,569	-	-	-	5,569	-		5,569	235
Other Expenses	6,115	-	-	-	6,115	-		6,115	3,486
Interest & Investment Losses	-	-	-	-	-	-		-	-
Net Loss from disposal of assets	-	-	-	-	-	-		-	-
Share of interests in Joint Ventures	-	-	-	-	-	-		-	-
Total Expenses from Continuing Operations	62,681	-	105	-	62,786	(50)		62,736	30,711
Net Operating Result from Continuing Operations	2,892	-	(30)	-	2,862	153		3,015	22,377
Discontinued Operations - Surplus/(Deficit)	-	-	-	-	-	-		-	-
Net Operating Result from All Operations	2,892	-	(30)	-	2,862	153		3,015	22,377
Net Operating Result before Capital Items	2,462	-	(30)	-	2,432	153		2,585	21,396

Page 2

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15

Quarterly Budget Review

Quarterly Budget Review Statement
for the period 01/10/14 to 31/12/14

Manly Council

Income & Expenses Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

INCOME

1	Recognition Of Additional Income From Car Parks	\$	103,000
		\$	103,000

EXPENDITURE

2	Transfer Operating Expense To Fund Roundhouse Equipment Purchase	\$	4,000
2	Transfer Budget From Road Maintenance To Fund Urgent Footpath Work At Burnt Bridge Cycle Path	\$	46,000
		\$	50,000

NET VARIATION

\$ 153,000

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15
Quarterly Budget Review

Quarterly Budget Review Statement
for the period 01/10/14 to 31/12/14

Manly Council

Capital Budget Review Statement

Budget review for the quarter ended 31 December 2014

Capital Budget - General Fund

	Original Budget 2014/15	Approved Changes				Revised Budget 2014/15	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Other than by QBRs	Sep QBRs	Dec QBRs	Mar QBRs					
Capital Expenditure										
New Assets										
- Plant & Equipment	-	-	-	-	-	-	-		-	-
- Land & Buildings	1,425	-	-	-	-	1,425	-		1,425	1,425
- Other Structure	32,385	-	-	-	-	32,385	-		32,385	1,102
- Storm Water	5,000	-	-	-	-	5,000	-		5,000	115
Renewal Assets (Replacement)										
- Plant & Equipment	3,699		120			3,819	107	1	3,926	491
- Furniture & Fittings	6		-			6	-		6	-
- Office Equipment	386		-			386	-		386	98
- Land Improvements - Depreciable	1,232		28			1,260	-		1,260	155
- Land & Buildings	407		9			416	42	2	458	207
- Roads, Bridges, Footpaths	3,333		(40)			3,293	(45)	3	3,248	334
- Storm Water	562		(10)			552	-		552	76
- Other Structures	110		60			170	131	4	301	72
- Library Books	211		-			211	-		211	79
- Art Works & Other Heritage	34		20			54	-		54	-
Total Capital Expenditure	48,790	-	187	-	-	48,977	235		49,212	4,154
Capital Funding										
Rates & Other United Funding	5,461		29			5,490	280	5	5,770	611
Rates - (Special Rates / Infrastructure Levy)	2,040		38			2,078	(45)	6	2,033	334
Storm Water Levy	562		-			562	-		562	76
Capital Grants & Contributions	285		-			285	-		285	115
Reserves:										
- External Restrictions/Reserves	2,660		120			2,780	-		2,780	-
- Internal Restrictions/Reserves	15,000		-			15,000	-		15,000	2,527
New Loans	22,000		-			22,000	-		22,000	-
Receipts from Sale of Assets			-			-	-		-	-
- Plant & Equipment	782		-			782	-		782	491
- Land & Buildings	-		-			-	-		-	-
Total Capital Funding	48,790	-	187	-	-	48,977	235		49,212	4,154
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-	-	-		-	-

ATTACHMENT 2

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15 Quarterly Budget Review

Quarterly Budget Review Statement for the period 01/10/14 to 31/12/14

Manly Council

Capital Budget Review Statement Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

CAPITAL EXPENDITURE

1	Transfer Operating Expense To Fund Roundhouse Equipment Purchase		4,000
1	Transfer Budget To Fund Credit Card Compliance Software Upgrade	\$	103,000
2	Transfer Budget From Internal Reserve To Cover Stage 2 Upgrade Works At Hello Manly	\$	42,000
3	Transfer Budget From Capital Road Work To Netted Pool Upgrade	-\$	90,000
3	Transfer Budget From Road Maintenance To Fund Urgent Footpath Work At Burnt Bridge Cycle Path	\$	45,000
4	Transfer Budget From Capital Road Work And Sec 94 Contribution Reserve To Netted Pool Upgrade	\$	131,000
		\$	235,000

CAPITAL FUNDING

5	Capital Funding For Roundhouse Equipment Purchase, Compliance Software Upgrade, Hello Manly Upgrade And Netted Pool Upgraded	\$	280,000
6	Capital Funding Saving From Capital Road Work	-\$	45,000
		\$	235,000

NET VARIATION

\$ -

ATTACHMENT 2

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15 Quarterly Budget Review

Quarterly Budget Review Statement for the period 01/10/14 to 31/12/14

Manly Council

Capital Expenditure Summary

Budget review for the quarter ended 31 December 2014

Capital Budget - General Fund

(\$000's)	Original Budget 2014/15	Approved Changes				Revised Budget 2014/15	Variations for this Dec Qtr	Projected Year End Result	Actual YTD figures
		Other than by QBRs	Sep QBRs	Dec QBRs	Mar QBRs				
Capital Expenditure									
New Assets									
- Property Acquisition	1,425		-			1,425	-	1,425	1,425
- New Aquatic Centre	15,385		-			15,385	-	15,385	1,108
- Manly Oval Car Park - Manly 2015	17,000		-			17,000	-	17,000	-
- Detention Tank	5,000		-			5,000	-	5,000	115
Renewal Assets (Replacement)									
- IT Systems - Infrastructure & Software	360		-			360	107	467	96
- Equipment & Furniture Purchases	55		13			68		68	23
- Building Works	247		9			256	42	298	148
- Library Books, Periodical & Equipment	253		107			360		360	98
- Art Gallery Collections	34		20			54		54	-
- Swim Centre Plant & Equipment	1,500		-			1,500		1,500	13
- LM Graham Reserve - Masterplan Upgrade	1,000		-			1,000		1,000	22
- Parks & Reserves	257		28			285		285	116
- Netted & Rock Pools Upgrade	85		60			145	131	276	58
- Plant & Fleet Replacement	2,100		-			2,100	-	2,100	378
- Roads Infrastructure	648		(40)			608	(90)	518	198
- Ancillary Infrastructure Works	2,265		-			2,265	-	2,265	73
- Footpath Construction	270		-			270	45	315	88
- Car Park Facilities Upgrade	150		-			150	-	150	5
- Waste Services Equipments	34		-			34	-	34	59
- Drainage & Stormwater Assets	562		(10)			552	-	552	76
- Public Amenities - New/Renewal	160		-			160	-	160	55
Net Capital Funding - Surplus/(Deficit)	48,790	-	187	-	-	48,977	235	49,212	4,154

ATTACHMENT 2

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15
Quarterly Budget Review

Quarterly Budget Review Statement
for the period 01/10/14 to 31/12/14

Manly Council

Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 December 2014

Cash & Investments - General Fund

(\$000's)	Opening Balance 2014/15	Approved Changes			Revised Budget 2014/15	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Other than QBRs	Sep QBRs	Dec QBRs					
Externally Restricted ⁽¹⁾									
Developer Contributions - General	6,421				6,421	(40)	1	6,381	6,381
Specific Purpose Unexpended Grants	867		(217)		650			650	650
Other	720				720			720	720
Total Externally Restricted	8,008	-	(217)	-	7,791	(40)		7,751	7,751
(1) Funds that must be spent for a specific purpose									
Internally Restricted ⁽²⁾									
Plant & Vehicle Replacement	1,198				1,198	-		1,198	1,198
Infrastructure Replacement	2,600				2,600	(42)	2	2,558	2,558
Employees Leave Entitlement	1,528				1,528	-		1,528	1,528
Deposits, Retentions & Bonds	1,855				1,855	-		1,855	1,855
Balgowlah Area Improvements	517				517	-		517	517
Depot Redevelopment	152				152	-		152	152
Environment Levy	469				469	-		469	469
Manly Wharf Forecourt	50				50	-		50	50
Meals on Wheels	238				238	-		238	238
Shelly Beach Improvements	9				9	-		9	9
Unexpended Loans	15,000				15,000	-		15,000	15,000
Total Internally Restricted	23,616	-	-	-	23,616	(42)		23,574	23,574
(2) Funds that Council has earmarked for a specific purpose									
Unrestricted (available after the above Restrictions)	1,714	-	217	-	1,931	-		1,931	16,231
Total Cash & Investments	33,338				33,338	(82)		33,256	47,556

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15

Quarterly Budget Review

Quarterly Budget Review Statement
for the period 01/10/14 to 31/12/14

Manly Council

Cash & Investments Budget Review Statement

Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details		
1	Transfer Budget From Section 94 Contribution Reserve To Fund Netted Pools Upgrade	-\$	40,000
2	Transfer Budget From Internal Reserve To Cover Stage 2 Upgrade Works At Hello Manly	-\$	42,000
NET VARIATION		-\$	82,000

Cash & Investments

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

Council's December Investment Portfolio report shows that Council has a total Investment of \$49,881,470 comprising a Cash at Bank balance of \$1,671,599 and Investment Holdings of \$48,209,871 managed directly.

The Cash at Bank & Investment figure included in the Cash & Investment Statement has been reconciled to Council's general ledger on 09/01/15 with a balance of \$47.6 million.

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15

Quarterly Budget Review

Quarterly Budget Review Statement
for the period 01/10/14 to 31/12/14

Manly Council

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

Budget review for the quarter ended 31 December 2014

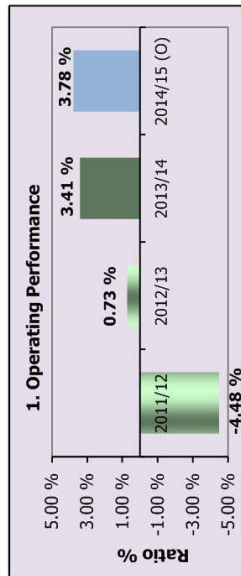
(\$000's)	Original Budget 14/15	Actuals Prior Periods 13/14 12/13
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NSW Local Government Industry Key Performance Indicators (OLG):

1. Operating Performance

Operating Revenue (excl. Capital) - Operating Expenses	3.78 %	3.41 %	0.73 %
Operating Revenue (excl. Capital Grants & Contributions)			

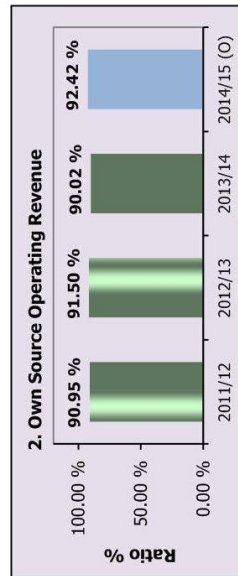
This ratio measures Council's achievement of containing operating expenditure within operating revenue.



2. Own Source Operating Revenue

Operating Revenue (excl. ALL Grants & Contributions)	92.42 %	90.02 %	91.50 %
Total Operating Revenue (incl. Capital Grants & Cont)			

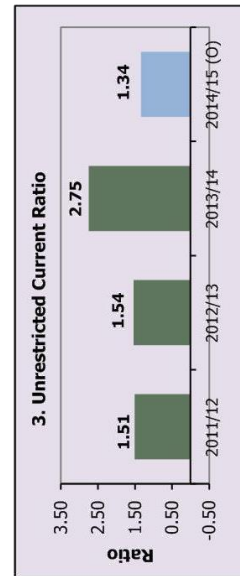
This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants & contributions.



3. Unrestricted Current Ratio

Current Assets less all External Restrictions	1.34	2.75	1.54
Current Liabilities less Specific Purpose Liabilities			

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



Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15
Quarterly Budget Review

Quarterly Budget Review Statement
for the period 01/10/14 to 31/12/14

Manly Council

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

Budget review for the quarter ended 31 December 2014

(\$000's)	Original Budget 14/15	Actuals Prior Periods 13/14 12/13
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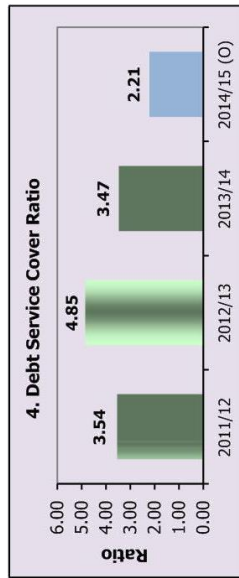
NSW Local Government Industry Key Performance Indicators (OLG):

4. Debt Service Cover Ratio

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

2.21	3.47	4.85
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This ratio measures the availability of operating cash to service debt including interest, principal and lease payments.

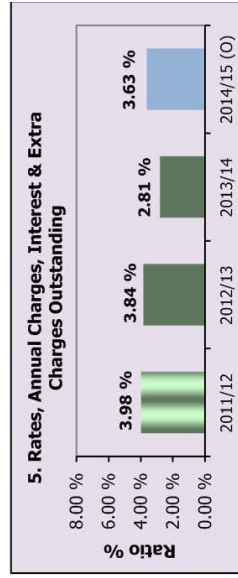


5. Rates, Annual Charges, Interest & Extra Charges Outstanding

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

3.63 %	2.81 %	3.84 %
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To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.

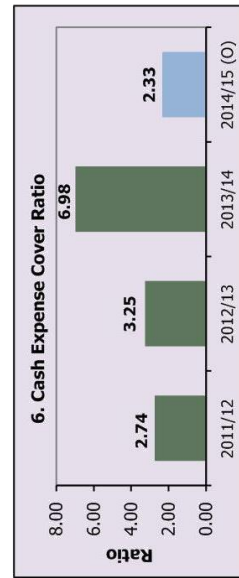


6. Cash Expense Cover Ratio

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

2.33	6.98	3.25
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This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.



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Quarterly Budget Review

Quarterly Budget Review Statement
for the period 01/10/14 to 31/12/14

Manly Council

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

Budget review for the quarter ended 31 December 2014

(\$000's)	Original Budget 14/15	Actuals Prior Periods 13/14 12/13
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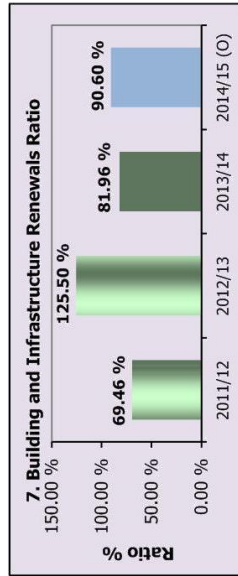
NSW Local Government Infrastructure Asset Performance Indicators (OLG):

7. Building and Infrastructure Renewals Ratio

Asset Renewals (Building and Infrastructure)
Depreciation, Amortisation & Impairment

90.60 %	81.96 %	125.50 %
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To assess the rate at which these assets are being renewed relative to the rate at which they are depreciating.

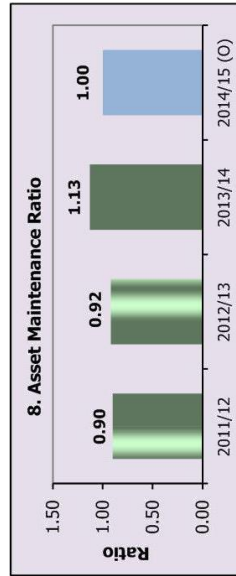


8. Asset Maintenance Ratio

Actual Asset Maintenance
Required Asset Maintenance

1.00	1.13	0.92
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Compares actual vs. required annual asset maintenance. A ratio above 1.0 indicates Council is investing enough funds to stop the Infrastructure Backlog growing.



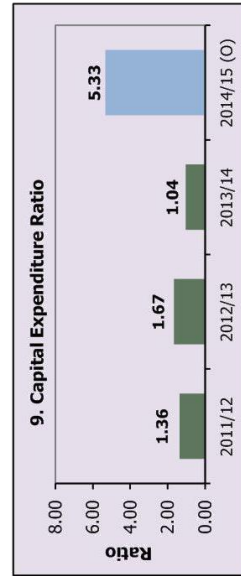
NSW Local Government Infrastructure Asset Performance Indicators (OLG):

9. Capital Expenditure Ratio

Annual Capital Expenditure
Annual Depreciation

5.33	1.04	1.67
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To assess the extent to which a Council is expanding its asset base thru capital expenditure on both new assets and the replacement and renewal of existing assets.



ATTACHMENT 2

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15 Quarterly Budget Review

Quarterly Budget Review Statement for the period 01/10/14 to 31/12/14

Manly Council

Contracts Budget Review Statement

Budget review for the quarter ended 31 December 2014

Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Finish Date	Budgeted (Y/N)
Graffiti Clean Pty Ltd	Graffiti Removal Services	Schedule of Rates	01/11/2014	31/10/2016	Y
R A Smith Contracting Pty Ltd	Supply & Lay Pipework At Manly Swimming Centre	\$ 116,900	01/10/2014	31/12/2014	Y
Hope Diving Services (Australia) Pty	Replacing Shark Bars, Shark Nets And Timber Piles At 40 Baskets Tidal Pool	\$ 83,700	20/10/2014	06/01/2015	Y
Haskoning Australia Pty Ltd	Estuary Hazards Risks & Management Options Assessment For Clontarf/Bantry Bay	\$ 50,000	23/10/2014	13/11/2014	Y
Colliers International NSW Pty Ltd	Real Estate Commission For Lease Of Seaforth Tafe To Bupa	\$ 112,500	07/11/2014	30/11/2014	Y
FDC Construction & Fitout Pty Ltd	Carry Out Major Refurbishment Works For The Manly Swim Centre	Commercial in Confidence	21/11/2014	In Progress	Y
Salesforce.com Singapore Pte Ltd	12 Months Salesforce License Fee	\$ 123,914	02/12/2014	31/12/2015	Y
WDCI Pty Ltd	Consulting Implementation Fee For Salesforce	\$ 65,000	03/12/2014	30/06/2015	Y
Specialised Pavement Services Pty Ltd	Carrying Out Street Sweeping Services	\$ 54,173	18/12/2014	30/06/2014	Y
The Trustee for Polite Enterprises	Supply And Install 3 Automatic Bollards In Whistler Street And Versier Street	\$ 62,500	22/12/2014	In Progress	Y

Note

1 Contracts listed are those entered into during the quarter with a value greater than \$50,000 and exclude contractors on Council's Preferred Supplier list.

2 Contracts for employment are not required to be included.

3

All contracts listed have been provided for within current budget allocations. If additional funding is required this will be reported in the following Quarter Budget Review.

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15

Quarterly Budget Review

Quarterly Budget Review Statement
for the period 01/10/14 to 31/12/14

Manly Council

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	235,235	Y
Legal Fees	310,441	Y

Definition of a consultant:

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

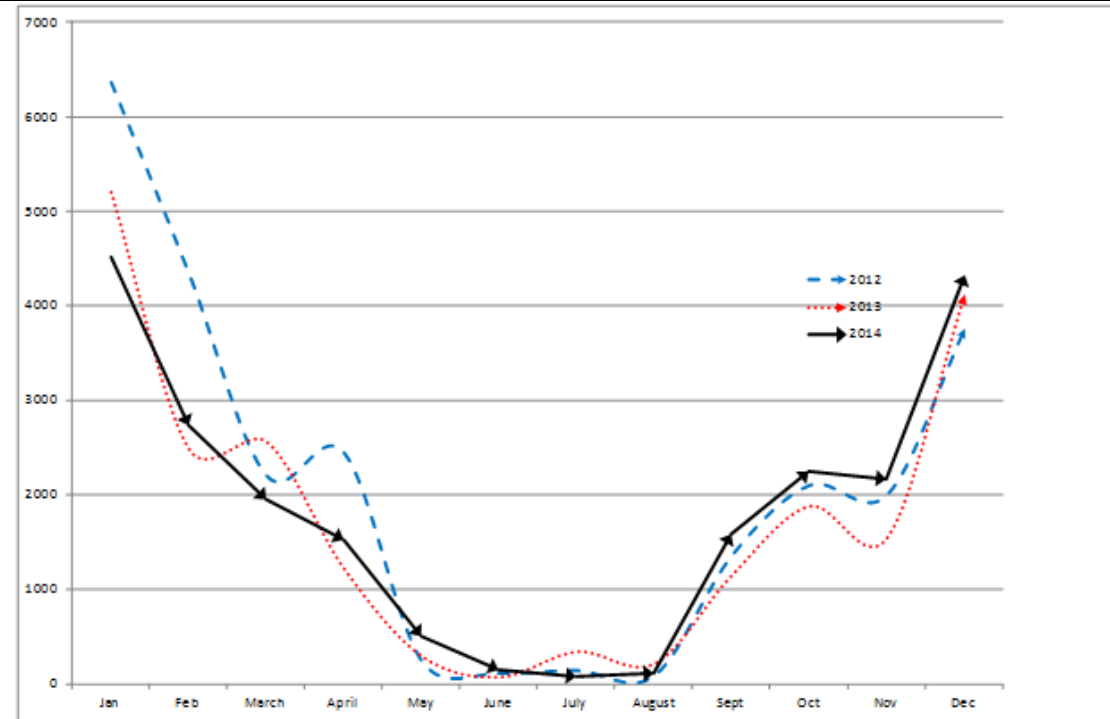
ATTACHMENT 3

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15

Graphs Quarterly Report October to December 2014

SOCIAL 2.1.1

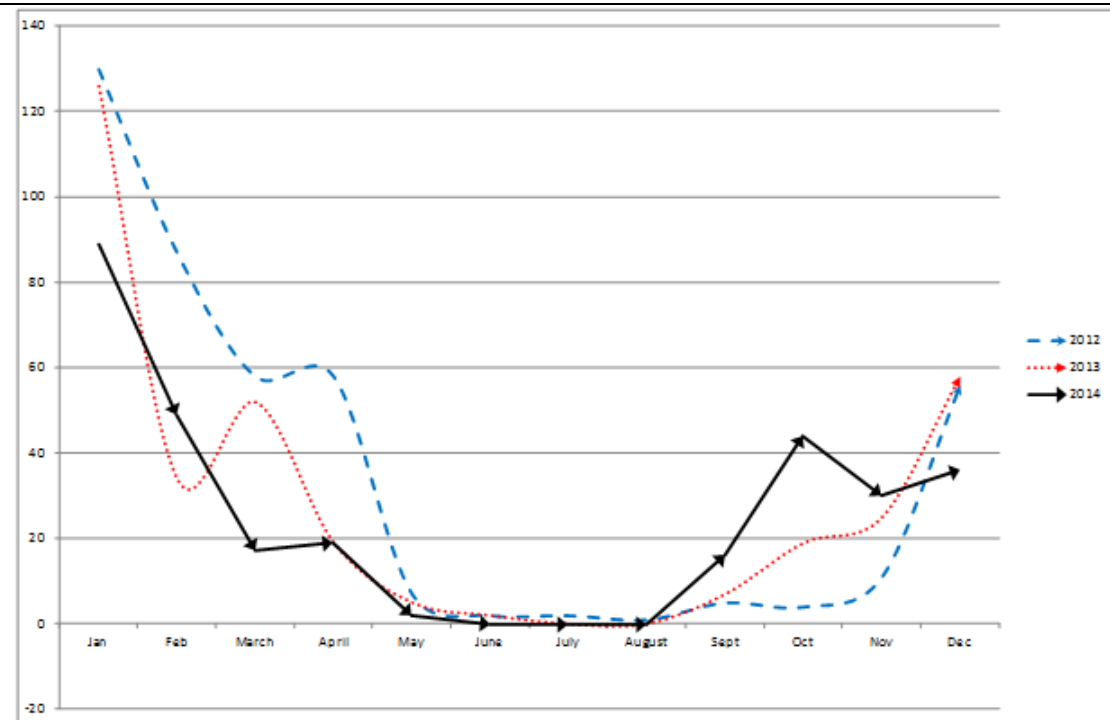
Beach services – number of preventative actions to December 2014



COMMENT: The number of preventative beach services for the December quarter 2014 was on trend with the previous December 2013 quarter.

SOCIAL 2.1.1

Beach services – number of rescues to December 2014



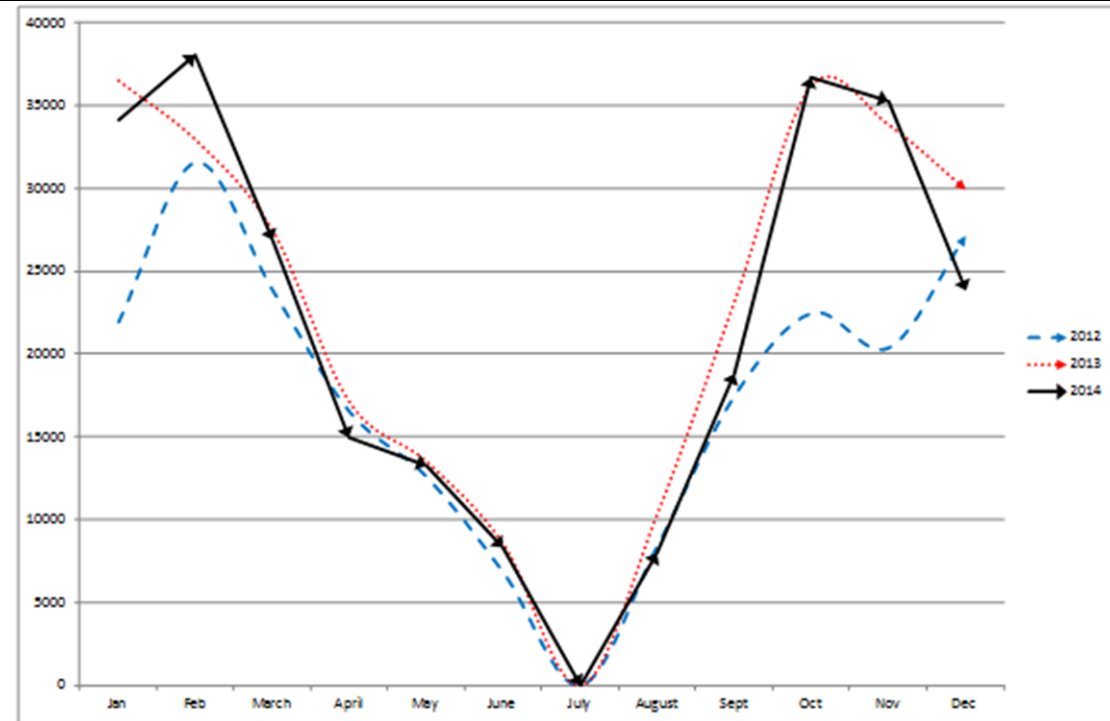
COMMENT: Beach rescues during the December 2014 quarter are slightly lower than previous comparative 2013 quarter.

ATTACHMENT 3

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15 Graphs Quarterly Report October to December 2014

SOCIAL 2.1.2

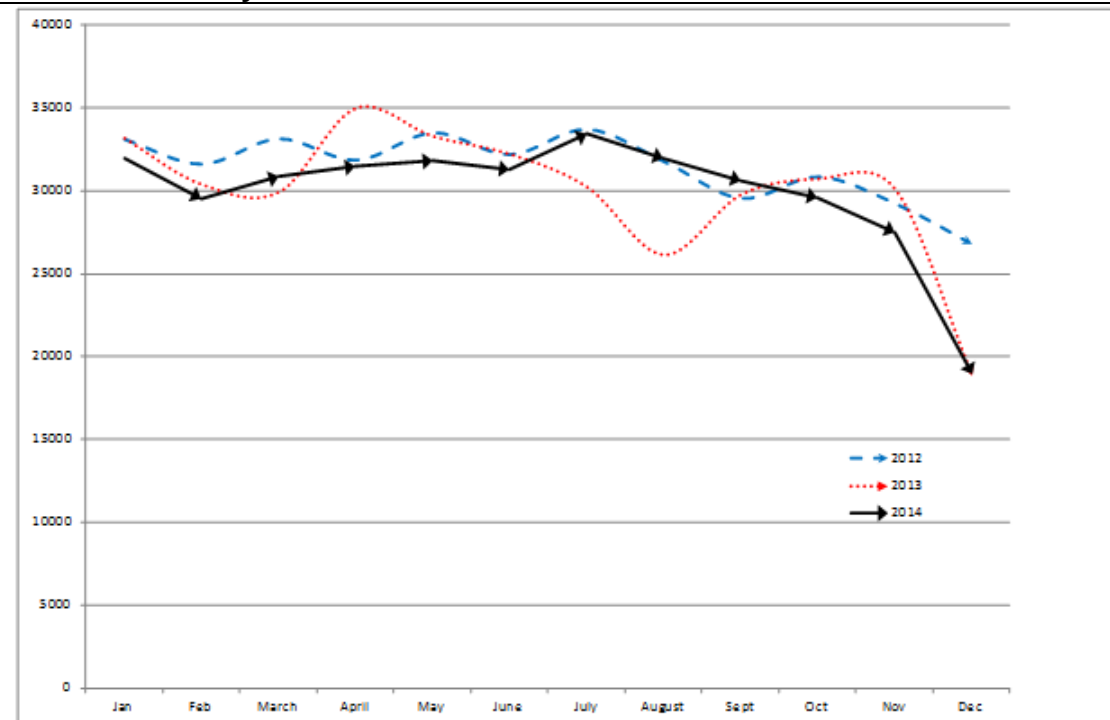
Manly “Boy Charlton” Swim Centre patronage to December 2014



COMMENT: Attendance figures for the December quarter are slightly less than previous comparative quarters due to renovations of the centre.

SOCIAL 4.1.1

Number of library loans to December 2014



COMMENT: Library loans numbers in the December quarter were on trend with previous comparative quarters.

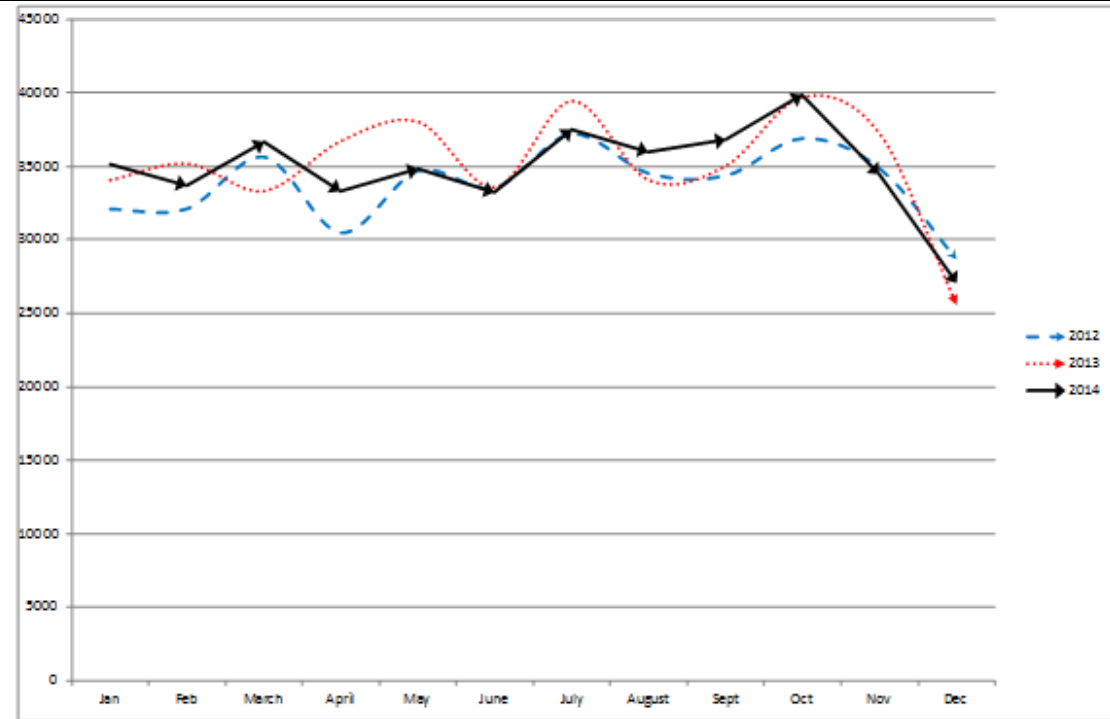
ATTACHMENT 3

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15

Graphs Quarterly Report October to December 2014

SOCIAL 4.1.1

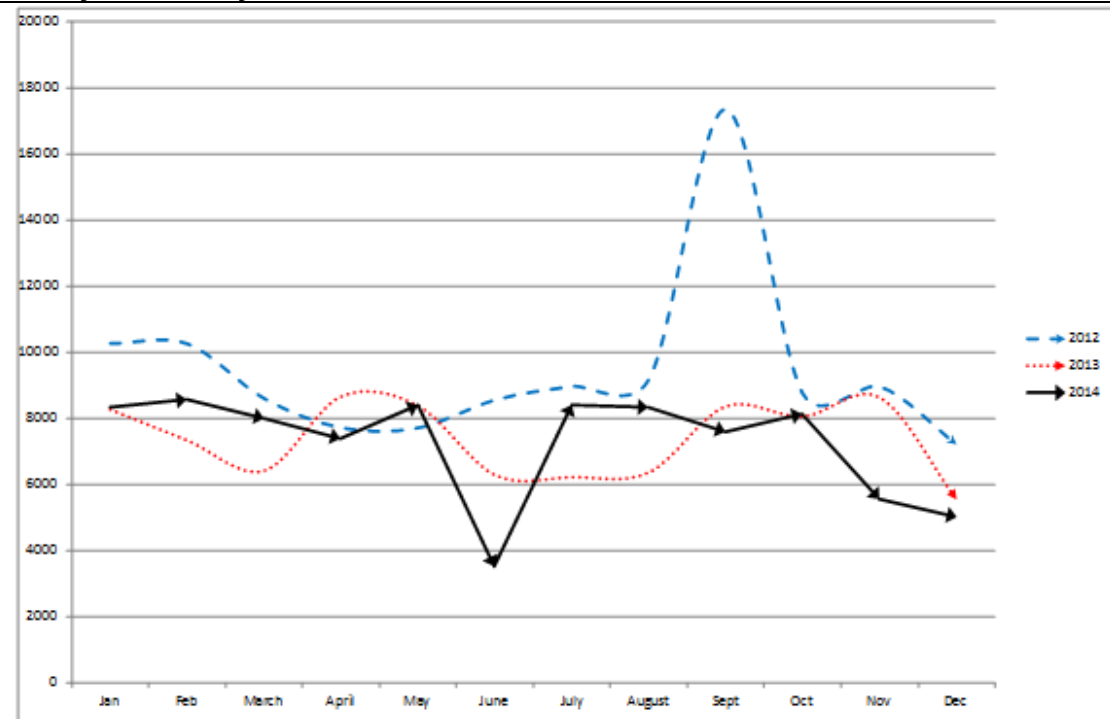
Number of library visits to December 2014



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

SOCIAL 4.1.2

Manly Art Gallery & Museum visitation to December 2014



COMMENT: Visitor numbers are on trend with previous comparative quarters in 2013, and dependent on the popularity of the displays and exhibitions.

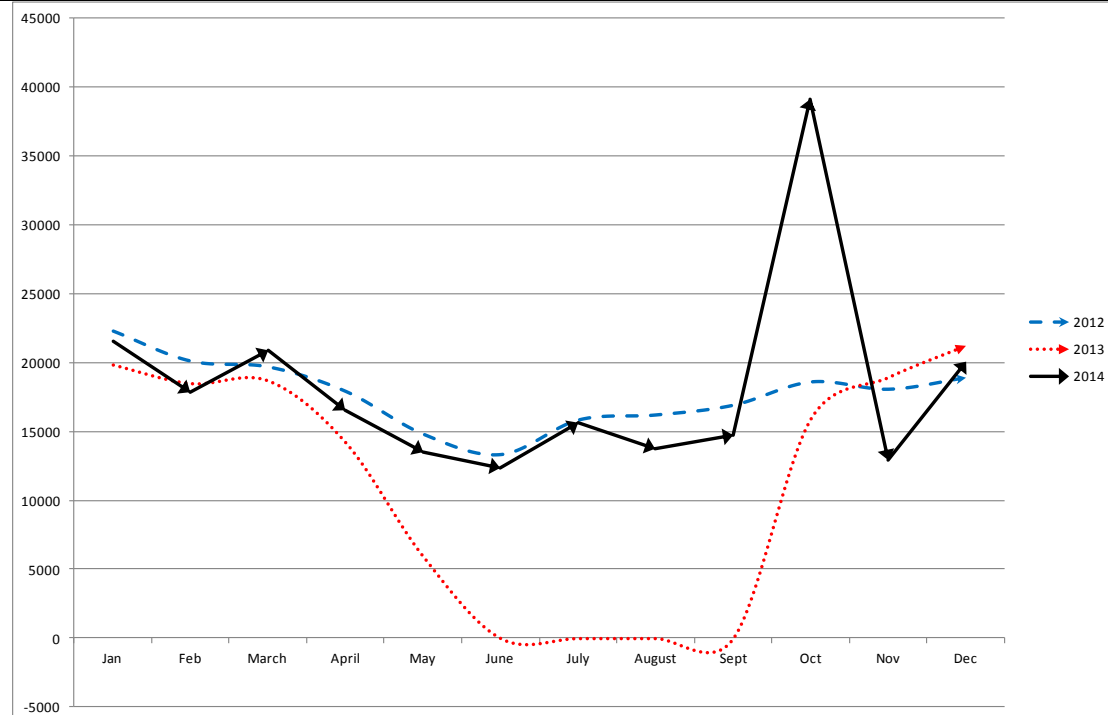
ATTACHMENT 3

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15

Graphs Quarterly Report October to December 2014

ECONOMIC 2.2.1

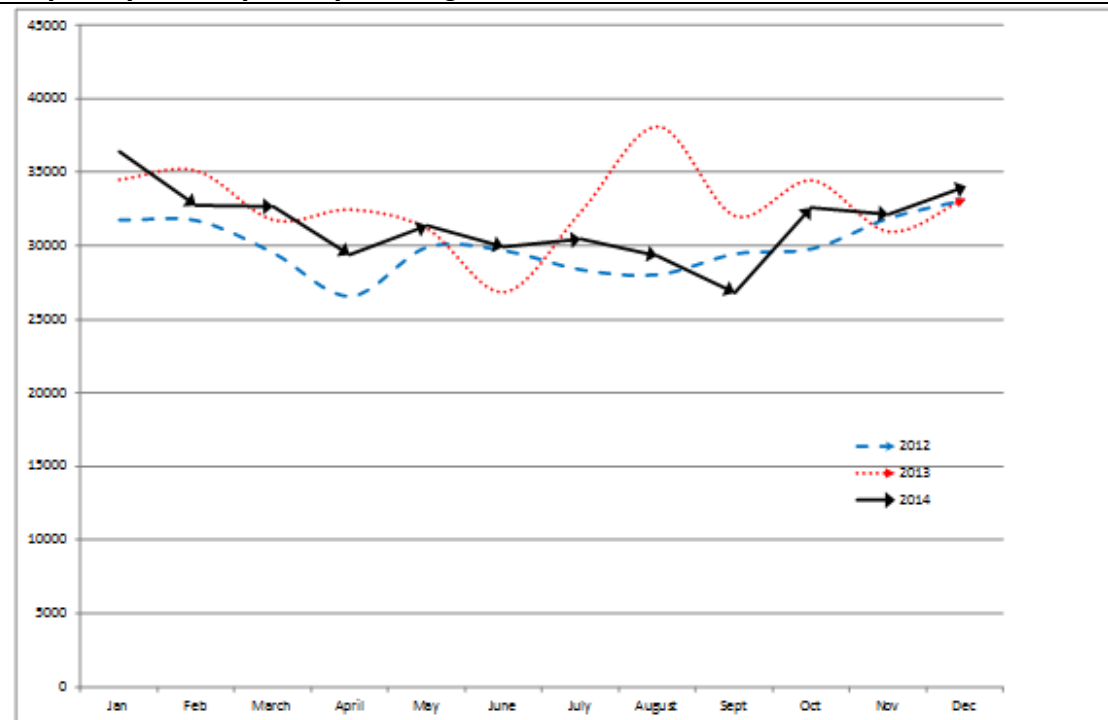
Hello Manly (formerly Visitor Information Centre) – to December 2014



COMMENT: The Centre visitors numbers peaked in October 2014 due to the Arts Festival.

ECONOMIC 3.1.4.

Hop, Skip & Jump Bus patronage to December 2014



COMMENT: Passenger journeys for the December quarter are slightly lower than comparative quarters.

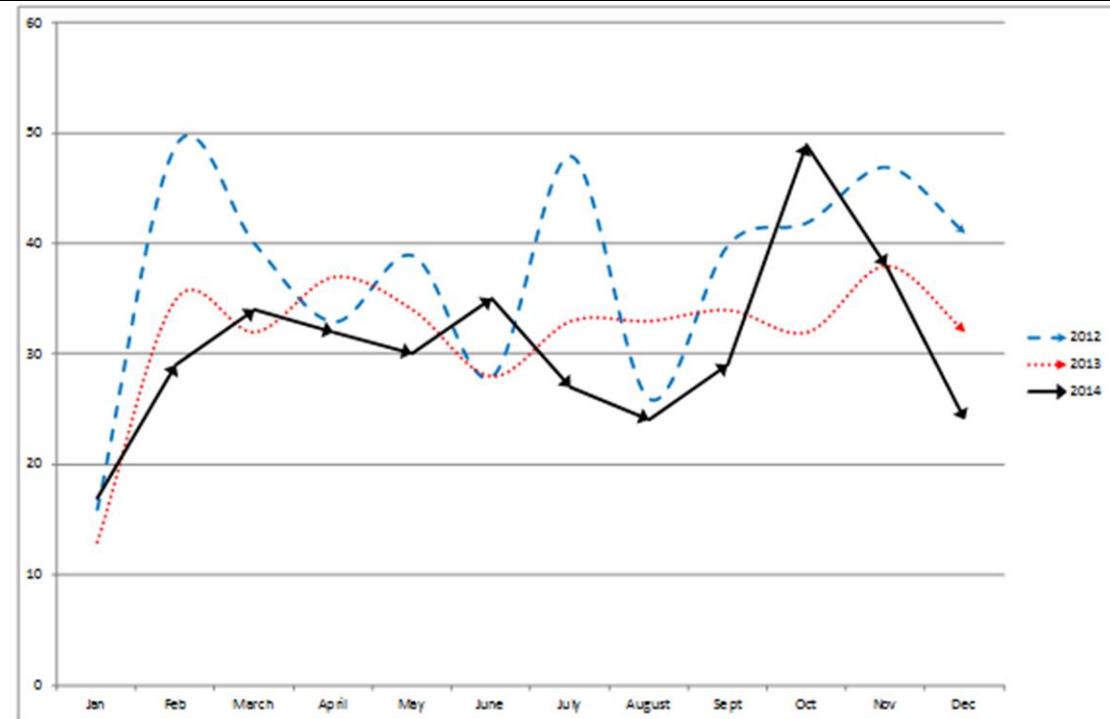
ATTACHMENT 3

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15

Graphs Quarterly Report October to December 2014

ENVIRONMENT 2.1.4

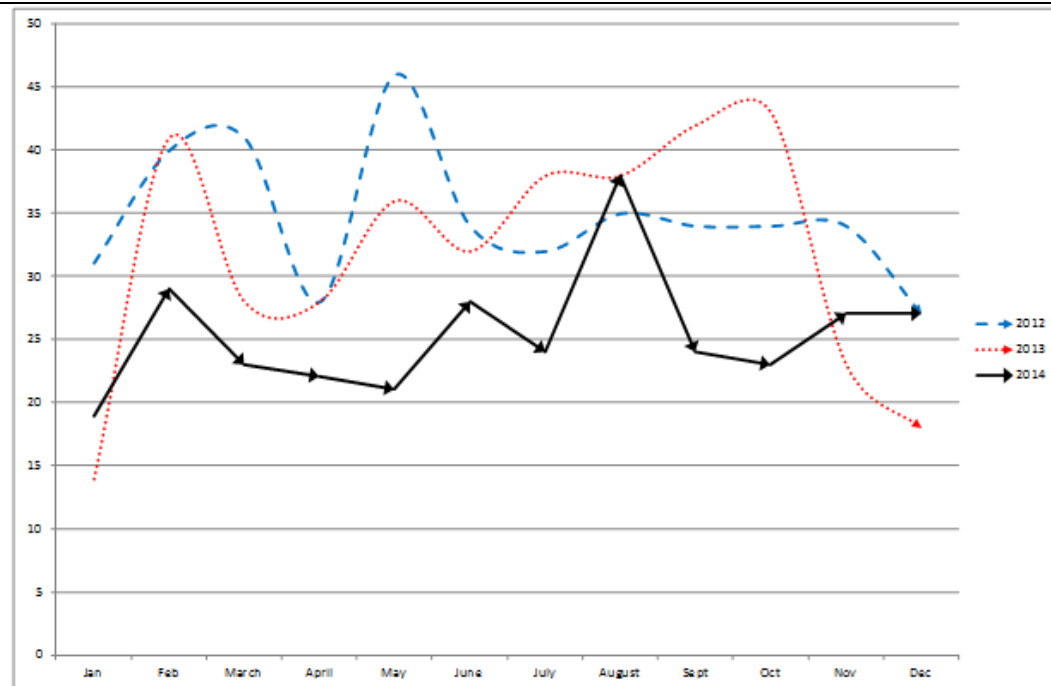
Number of DAs submitted to December 2014



COMMENT: The number of DAs submitted in the December 2014 quarter is less than previous comparative quarters due to expansion in complying code certifications.

ENVIRONMENT 2.1.4

Number of DAs determined to December 2014



COMMENT: Development Applications determined in the December 2014 quarter were slightly lower than the previous comparative quarters (and reflect lower DA numbers received).

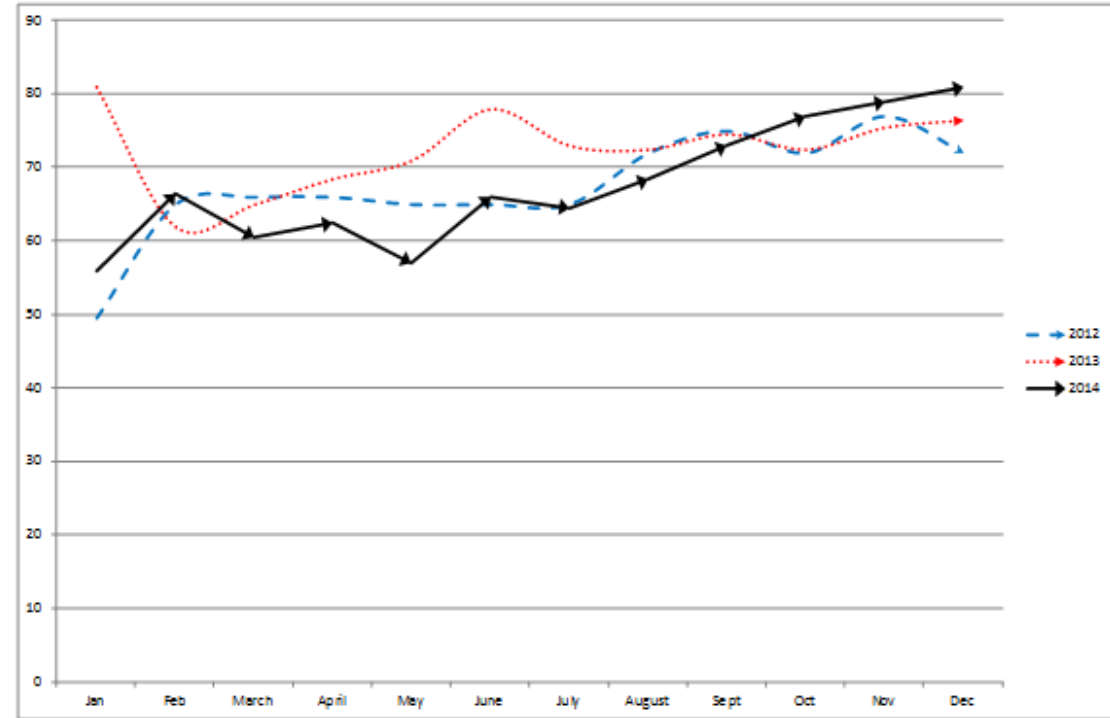
ATTACHMENT 3

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15

Graphs Quarterly Report October to December 2014

ENVIRONMENT 2.1.4

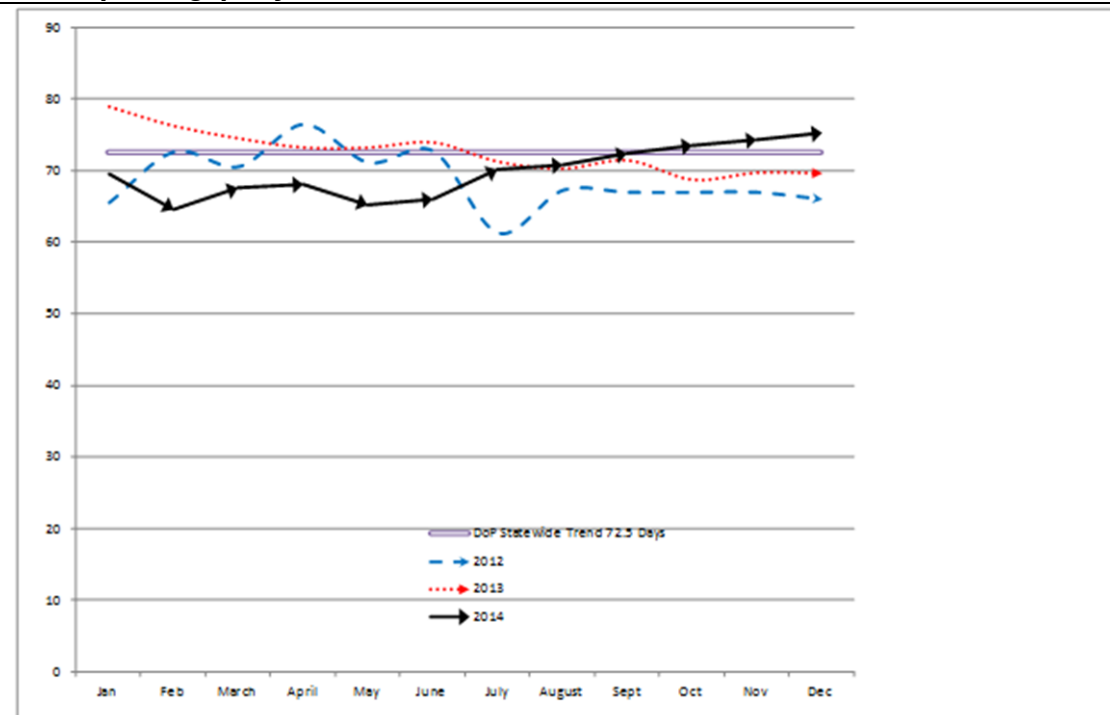
Year To Date Median days turnaround time of a DA to December 2014



COMMENT: The median turnaround time for DA in the December 2014 quarter were slightly higher than previous comparative quarters.

ENVIRONMENT 2.1.4

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



COMMENT: Average turnaround times for DA for the December quarter 2014 were slightly lower than the statewide average.

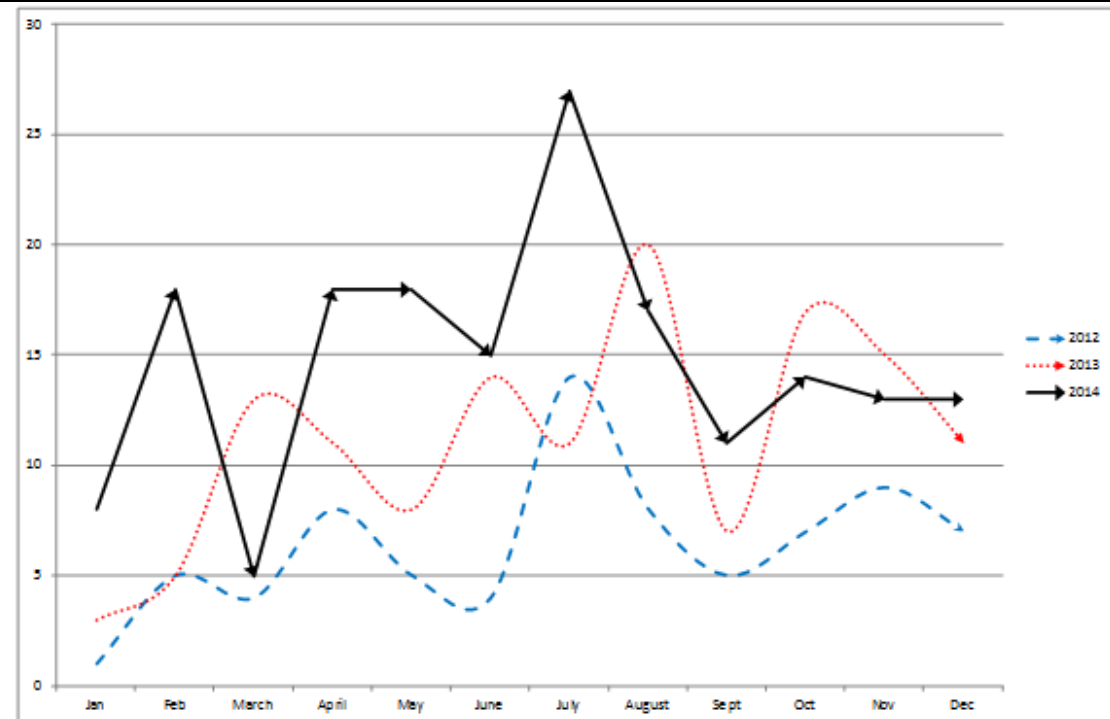
ATTACHMENT 3

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15

Graphs Quarterly Report October to December 2014

ENVIRONMENT 3.1.2

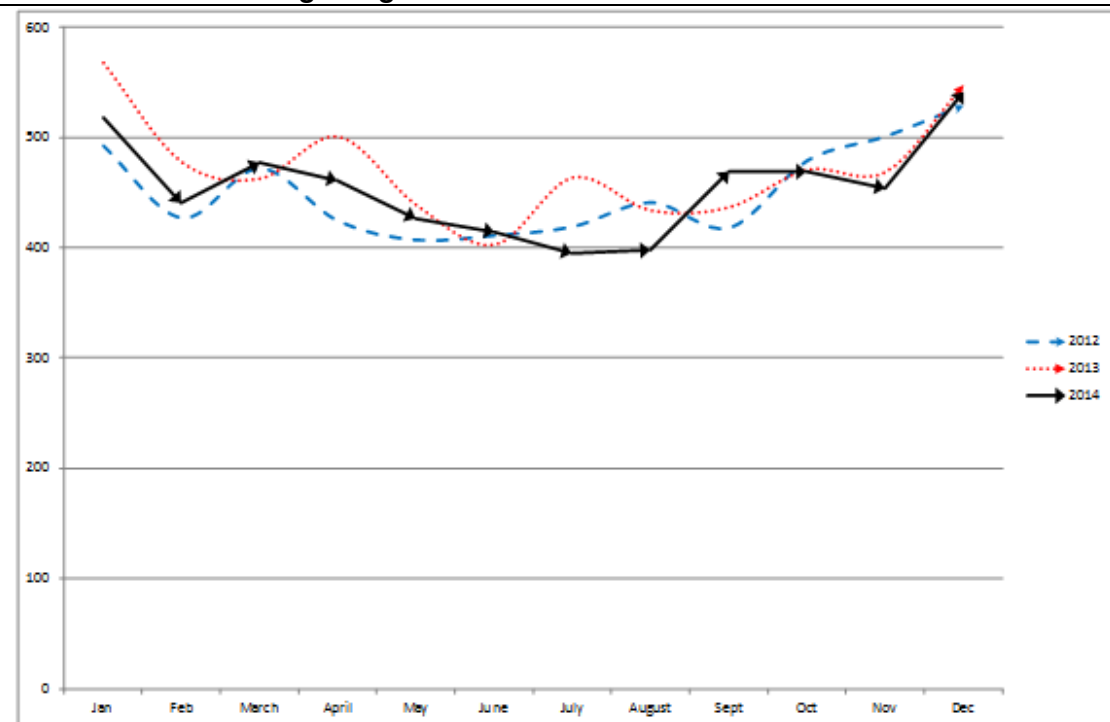
Number of regulatory and compliance Notices and Orders issued to December 2014



COMMENT: The total number of notices & orders served to December 2014 was higher than previous comparative quarters.

ENVIRONMENT 5.1.1

Tonnes of domestic garbage collected to December 2014



COMMENT: Domestic garbage collections in the December quarter were slightly higher than previous comparative quarters.

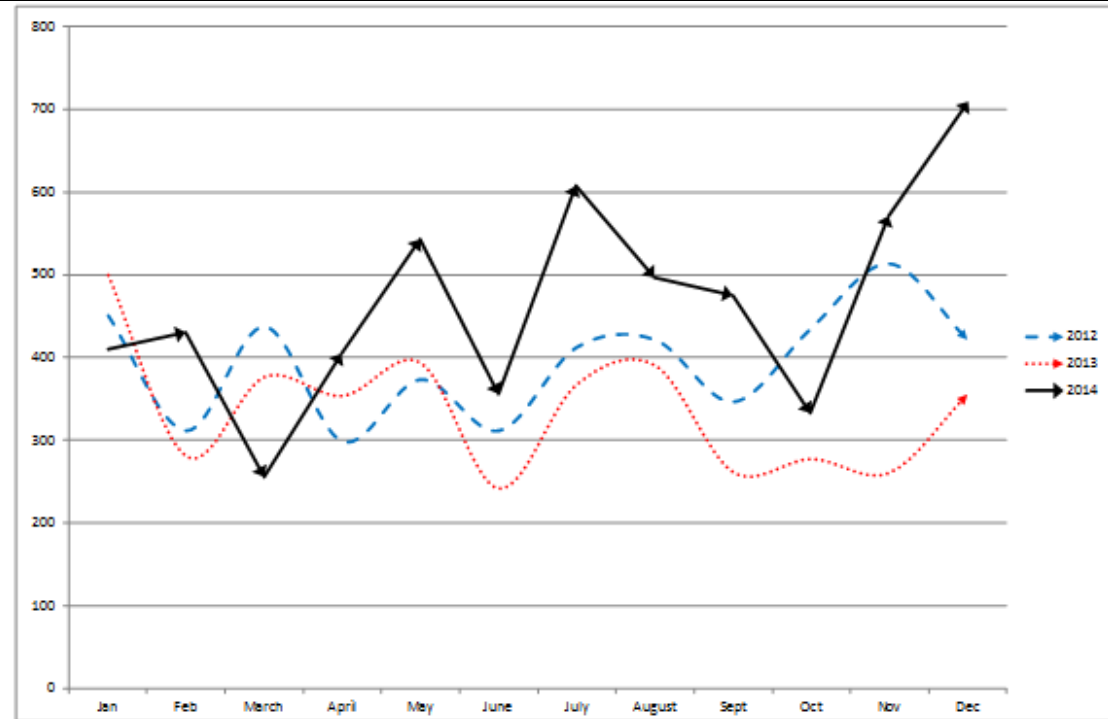
ATTACHMENT 3

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15

Graphs Quarterly Report October to December 2014

ENVIRONMENT 5.1.2

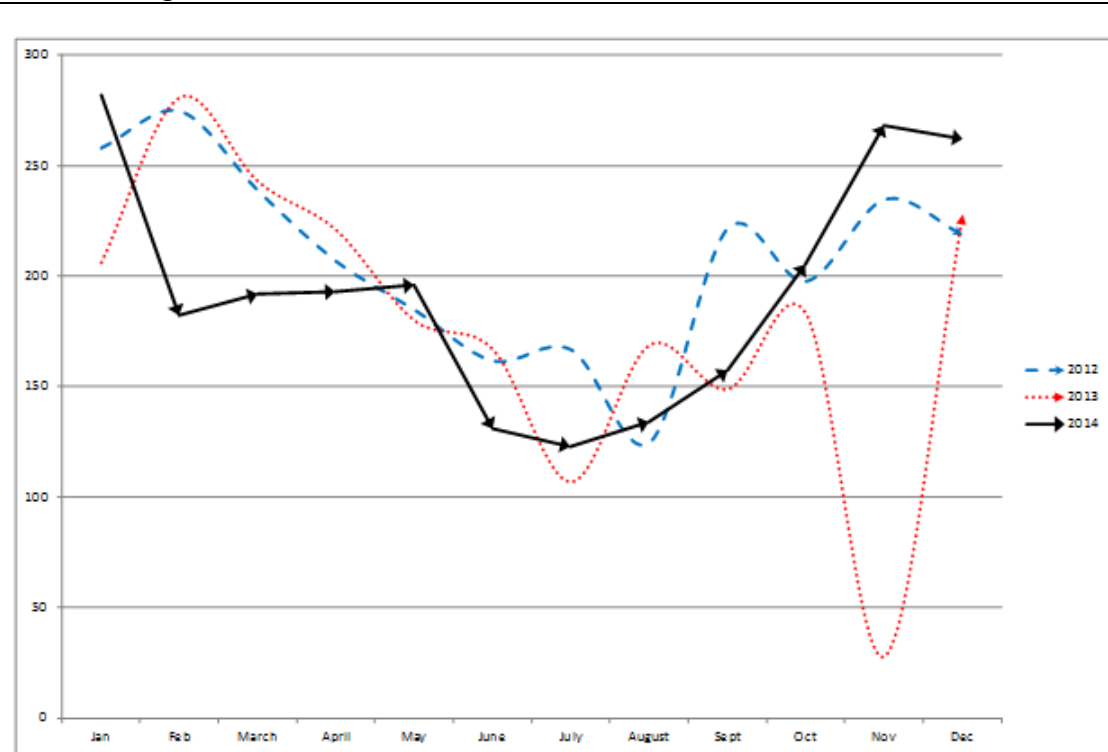
Street sweeping – litres collected to December 2014



COMMENT: Street Sweeping litres collected for the December quarter were slightly higher than previous comparative quarters.

ENVIRONMENT 5.1.3

Tonnes of green waste collected to December 2014



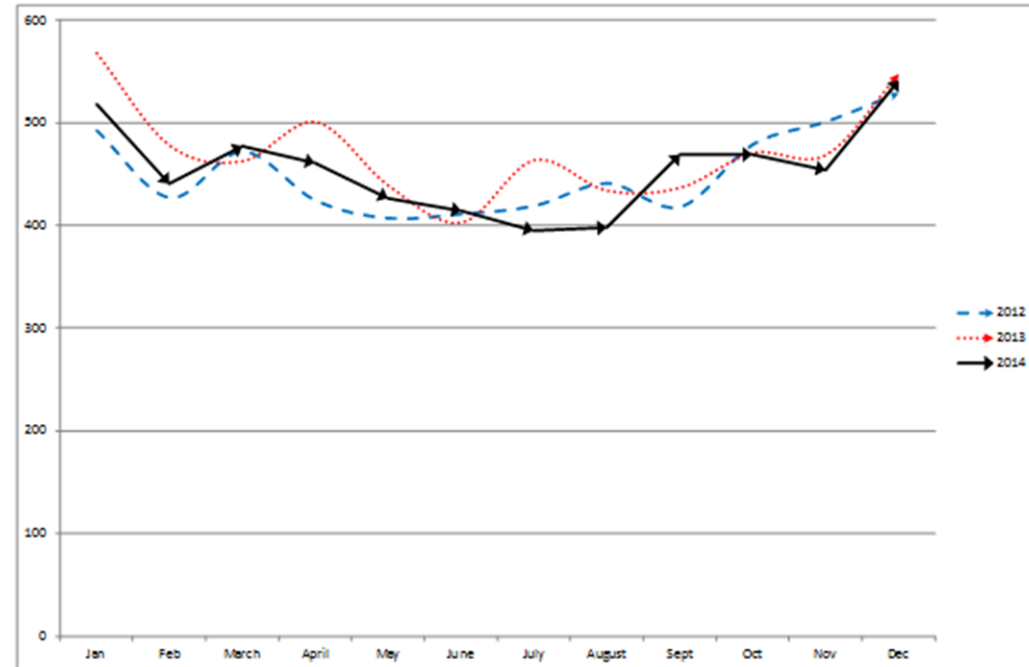
COMMENT: Green waste collections in the quarter were slightly higher than previous comparative quarters.

ATTACHMENT 3

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15 Graphs Quarterly Report October to December 2014

ENVIRONMENT 5.1.3

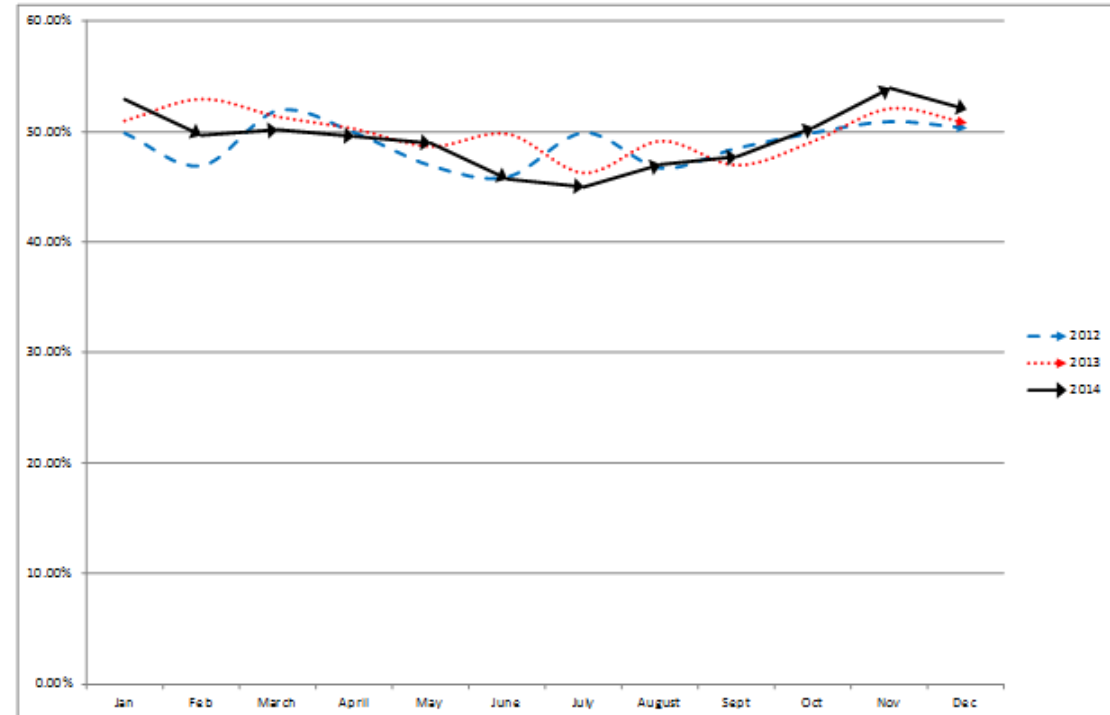
Tonnes of domestic recycling collected to December 2014



COMMENT: Domestic recycling tones for the December 2014 quarter were on trend with previous comparative quarters.

ENVIRONMENT 5.1.3

Landfill diversion rate to December 2014



COMMENT: Diversion rates for the quarter remain on trend with previous comparative quarters.

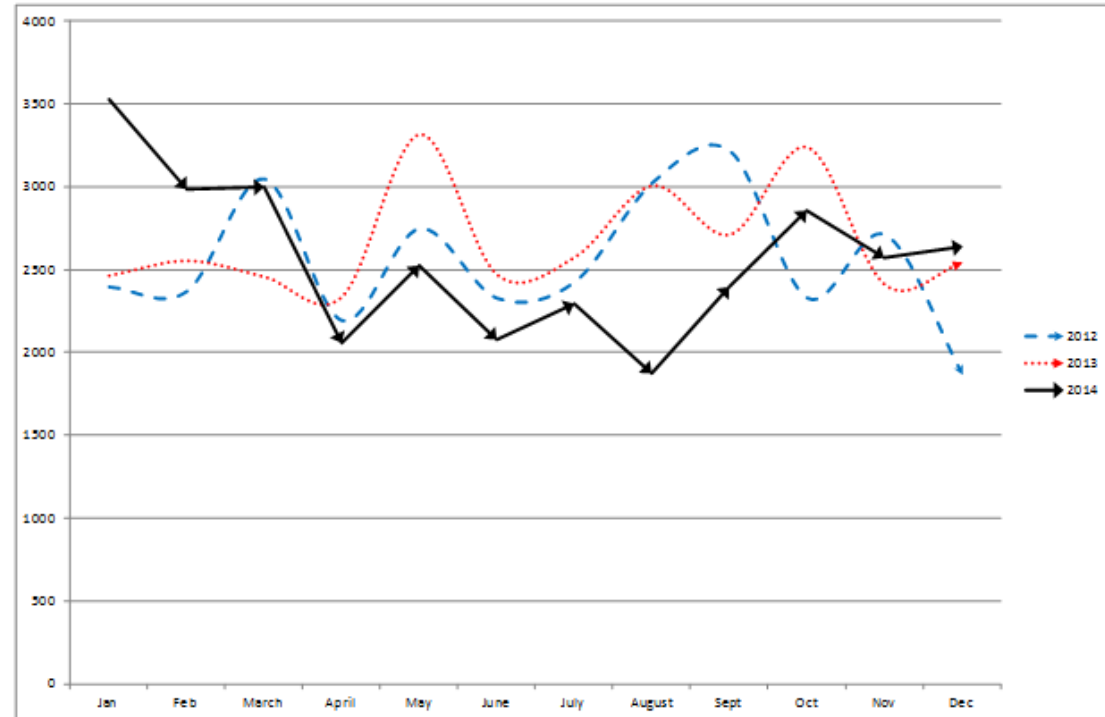
ATTACHMENT 3

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October 2014 to 31 December 2014) – Progress with the Delivery Program 2013-2017 and Budget 2014-15

Graphs Quarterly Report October to December 2014

GOVERNANCE 1.2.1

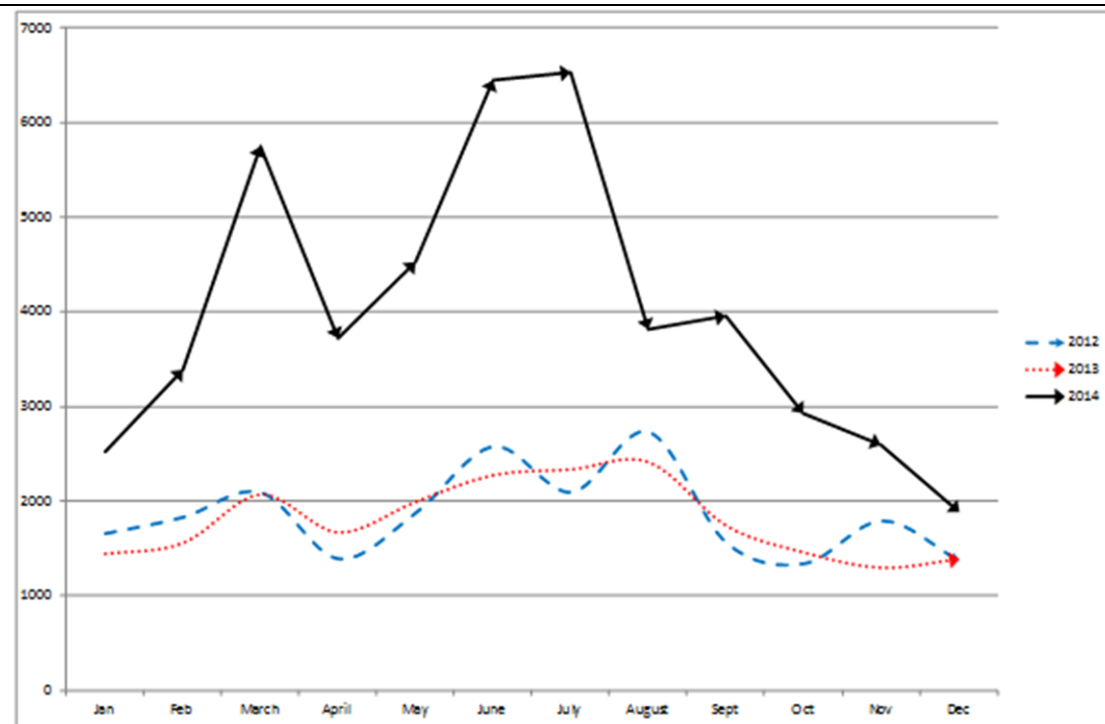
Customer service – calls to switch to December 2014



COMMENT: Calls to switch for the December quarter are on trend with comparable quarters.

GOVERNANCE 1.2.1

Customer service – counter visits to December 2014



COMMENT: There has been an overall increase in customers in the year due enquiries related to changes in parking permits that eased in the last 2 quarters.

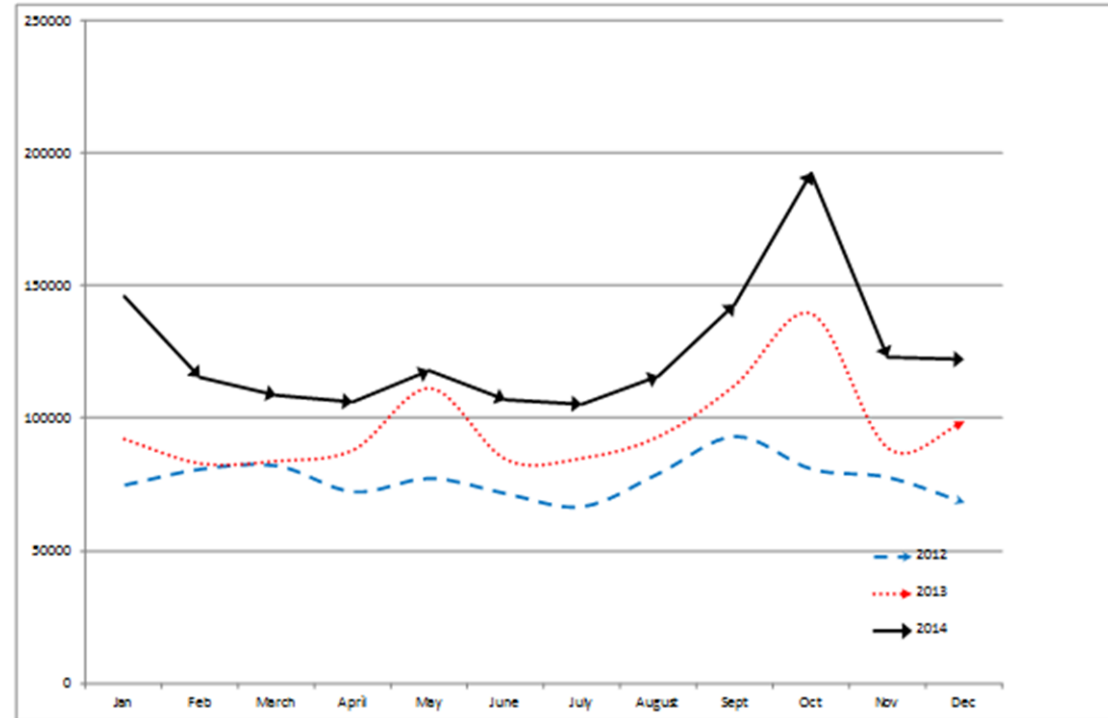
ATTACHMENT 3

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Graphs Quarterly Report October to December 2014

GOVERNANCE 1.3.1

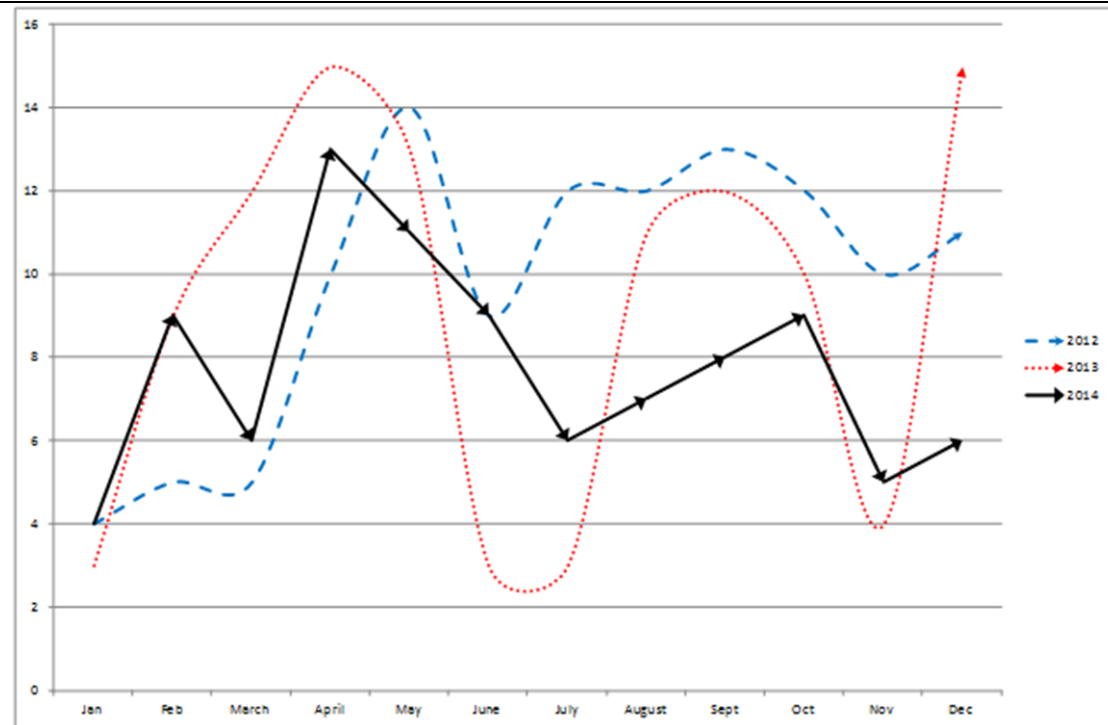
Number of Page Views of Manly Council Website to December 2014



COMMENT: Visits to the website fell from September 2014 and on trend with previous quarters, showing continuing importance for Council communications.

GOVERNANCE 1.3.1

Number of media releases issued to December 2014



COMMENT: There are fewer media releases in the December 2014 quarter compared to previous quarters.

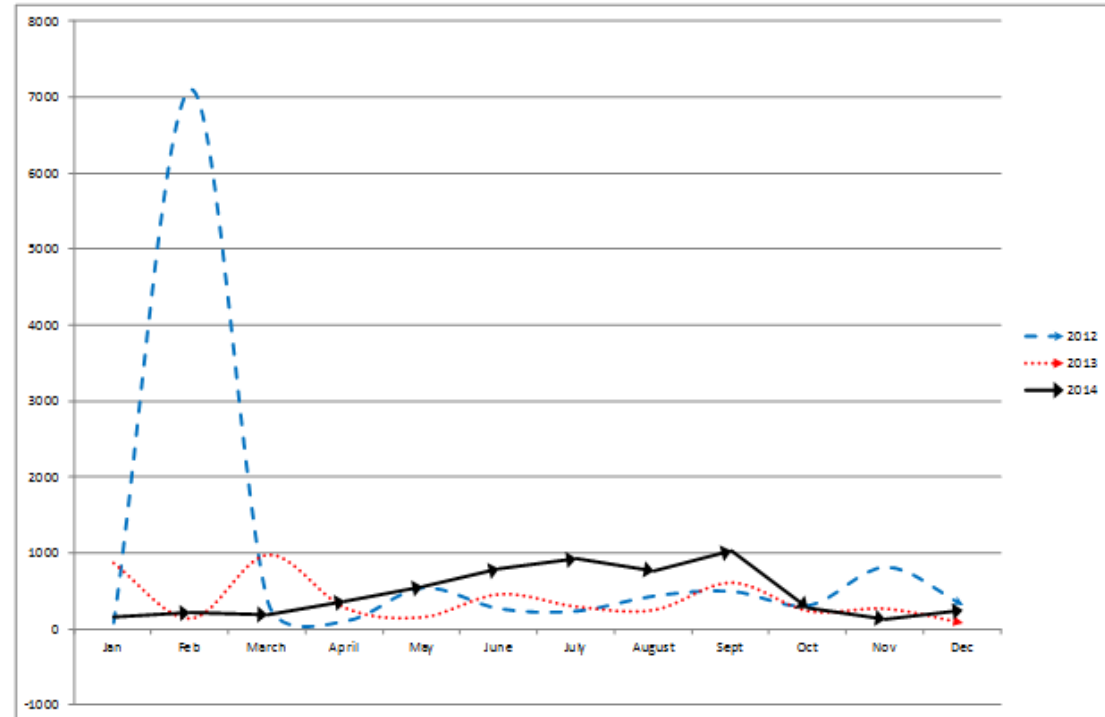
ATTACHMENT 3

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Graphs Quarterly Report October to December 2014

GOVERNANCE 1.5.5

Staff training hours – December 2014



COMMENT: The number of staff training hours decreased in the quarter to December 2014 compared to previous quarters.