



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 10 February 2014

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

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ATTACHMENT 1

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

Delivery Program Second Quarter Matrix

October - December 2013 Quarter							
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress	Comment on KPI
1. Improve Manly's community safety outcomes in relation to late night Manly's culture.	1.1 Work with key stakeholders (NSW Attorney General and NSW Police) to address alcohol culture and crimes.	1.1.1 Implement Manly's Crime Prevention Plan 2011-2013, in particular by developing strategies for late night transport, education, regulation and enforcement, planning and community engagement.	1.1.1.1 Implement Crime Prevention Plan actions in consultation with key stakeholders and the Community Safety Committee.	Number of initiatives within Manly Crime Prevention Plan implemented and evaluated.	HSF	50%	Step Sale Project - TAFE students completed the Education film clip and wallet cards have been produced. Presentation to Yr 12 students at local high school together with Police & Liquor Accord Late Night Manly Briefing Report of Call Home Safe wallet cards produced.
			1.1.1.2 Address culture of drinking by promotion of non-drinking activities.	Participation levels, satisfaction surveys, and cost-benefit analysis for events completed.			
			1.1.1.3 Provision of drug and alcohol free under 18 events.	Number of events held. Number of young people attending.			
1.2 Work with the community stakeholders to ensure Manly is a safe place.	1.2.1 Implement the approved outcomes from the Late Night Manly Working Group to make night time Manly safer and more attractive to a wider range of people.	1.2.1.1 Research and development of community safety needs and actions in consultation with the Community Safety Committee and Late Night Manly Working Group (subcommittee)	1.2.1.1 Research and development of community safety needs and actions in consultation with the Community Safety Committee and Late Night Manly Working Group (subcommittee)	Number of audits completed of late night activities and committee actions implemented to improve community safety.	HSF	50%	Successful series of Market Lane Saturdays held October to December. 8 Events completed and 3 cancelled due to inclement weather. Some surveys completed at the events and others completed and discussed with Community Safety Committee.

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

A. SOCIAL		October - December 2013 Quarter				
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress
2. Promote healthy and active Manly community.	2.1 Promote safe swimming facilities and beaches in Manly.	2.1.1 Providing professional lifeguard services Manly Ocean Beach to ensure public swimming safety, and public risk management.	2.1.1.1 Provision of Ocean Beach Professional Lifeguard services. Develop remote signage plan for implementation, improved means of communicating information to the public, and develop beach users. Lifeguard Operations Manual & Professional Lifeguard Services Policy	Number of rescues and number of preventable (safety) actions implemented. Annual update of lifeguard preferences. Plan developed and signage in place. CALD pamphlets printed and distributed. Operations Manual and Professional Lifeguard Services Policy updated.	HSF	50%
			2.1.1.2 Administration of user's licences and monitoring.	Number of non-compliant issues reported.	HSF	50%
			2.1.1.3 Operation of the Manly Swim Centre in accordance with public health regulations, operating plan and budget requirements.	Number of visitors to Manly Swim Centre.	HSF	50%
			2.1.1.4 Delivery of Aquatic Services and review of services at Manly Swim Centre and the associated equity and access in relation to the wider community users.	Nil closures due to public health issues.	HSF	50%
			2.1.1.5 Development of health living program and initiatives, as well as through lifestyle activities through committees and local partnerships.	Safety record of nil drowning.	HSF	50%
			2.1.1.6 Ongoing development of Council's Smoke Free Zones education and awareness program.	Annual update of lifeguard preferences.	HSF	100%
			2.1.1.7 Continued community development programs focusing on physical, mental and sexual health.	Number of programs and activities provided.	HSF	50%
			2.1.1.8 Implementation of 10 year playground strategy. Maintain existing playgrounds through appropriate standards.	Number of programs and activities implemented.	HSF	50%
			2.1.1.9 Provide safe and age appropriate playgrounds in Manly.	Audit of smoke free area signage completed bi-annually.	GMU	On-going
			2.1.1.10 Promote healthy and active living programs.	Number of scheduled projects completed.	HSF	30%
2.2 Promote healthy and active living programs.	2.2.1 Development of health living program and initiatives, as well as through lifestyle activities through committees and local partnerships.	2.2.1.1 Provision of a broad range of sporting programs and activities.	2.2.1.1.1 Provision of a broad range of sporting programs and activities.	Number of programs and activities provided.	HSF	50%
			2.2.1.1.2 Encourage and support commercial opportunities that cater to the health and well being needs of young people.	Number of programs and activities provided.	HSF	50%
			2.2.1.1.3 Promotion of Council's and NSW State Govt Smoke Free Areas to the public, including participation on Smoke Free Outdoor Areas-Working Party, and implementation of a Council Smoke Free Workplace.	Audit of smoke free area signage completed bi-annually.	GMU	On-going
			2.2.1.1.4 Continued seniors support program, such as Keating Team 'Wai'. Promoting connections in seniors' lives, volunteering, intergenerational contacts, aerobic activity, lifelong learning.	Number of programs and activities implemented.	HSF	50%
			2.2.1.1.5 Ongoing development of Council's Smoke Free Zones education and awareness program.	Number of scheduled projects completed.	HSF	30%
			2.2.1.1.6 Continued community development programs focusing on physical, mental and sexual health.	Quarter audits undertaken and number of defects fixed.	CUS	50%
			2.2.1.1.7 Implementation of 10 year playground strategy. Maintain existing playgrounds through appropriate standards.	Number of scheduled projects completed.	CUS	50%
			2.2.1.1.8 Provide safe and age appropriate playgrounds in Manly.	Quarter audits undertaken and number of defects fixed.	CUS	50%
			2.2.1.1.9 Promote healthy and active living programs.	Number of scheduled projects completed.	CUS	50%
			2.2.1.1.10 Promote healthy and active living programs.	Number of scheduled projects completed.	CUS	50%
2.3 Provide safe and age appropriate playgrounds in Manly.	2.3.1 Implementation of 10 year playground strategy. Maintain existing playgrounds through appropriate standards.	2.3.1.1 Provision of a broad range of sporting programs and activities.	2.3.1.1.1 Provision of a broad range of sporting programs and activities.	Number of programs and activities provided.	HSF	50%
			2.3.1.1.2 Encourage and support commercial opportunities that cater to the health and well being needs of young people.	Number of programs and activities provided.	HSF	50%
			2.3.1.1.3 Promotion of Council's and NSW State Govt Smoke Free Areas to the public, including participation on Smoke Free Outdoor Areas-Working Party, and implementation of a Council Smoke Free Workplace.	Audit of smoke free area signage completed bi-annually.	GMU	On-going
			2.3.1.1.4 Continued seniors support program, such as Keating Team 'Wai'. Promoting connections in seniors' lives, volunteering, intergenerational contacts, aerobic activity, lifelong learning.	Number of programs and activities implemented.	HSF	50%
			2.3.1.1.5 Ongoing development of Council's Smoke Free Zones education and awareness program.	Number of scheduled projects completed.	HSF	30%
			2.3.1.1.6 Continued community development programs focusing on physical, mental and sexual health.	Quarter audits undertaken and number of defects fixed.	CUS	50%
			2.3.1.1.7 Implementation of 10 year playground strategy. Maintain existing playgrounds through appropriate standards.	Number of scheduled projects completed.	CUS	50%
			2.3.1.1.8 Provide safe and age appropriate playgrounds in Manly.	Quarter audits undertaken and number of defects fixed.	CUS	50%
			2.3.1.1.9 Promote healthy and active living programs.	Number of scheduled projects completed.	CUS	50%
			2.3.1.1.10 Promote healthy and active living programs.	Number of scheduled projects completed.	CUS	50%

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

Delivery Program Second Quarter Matrix

A. SOCIAL			October - December 2013 Quarter				
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead/Division	% Complete / Progress	Comment on KPI
3.1	Maintain and support connected Many neighbourhoods & amenities.	3.1.1 Construct and maintain public open space and recreation facilities to cater to a range of community groups & support changes in future usage needs and is safe and accessible.	3.1.1.1 Implement any approved actions from endorsed recreation strategy. Rationalise existing facilities to project best cost effective maintenance. 3.1.1.2 Utilise capital funds or available grant funding to improve existing infrastructure and facilities. Develop projects to cater for future needs in line with Recreational Strategy and asset management principles. Continue to progress L.M Graham Reserve Landscape Masterplan stages. Rationalise sportsfields maintenance cost. Maintain progress SMS lighting System cost recovery program. 3.1.1.3 Manage filming approvals, event approvals, community centre bookings and reserve bookings. 3.1.1.4 Manage the use of public space in the Many CBD Conco, including licenses, entertainment, charity approvals, and banner placements. 3.1.1.5 Construction and maintenance of facilities that cater to young people in line with community consultation. Maintain standard of surfaces on sports ovals and grass playing fields. 3.1.2 Lock at options to improve watering systems to achieve future water savings in open and public spaces.	Number of approved actions completed. Number of facilities rationalised. Number of approved sportsfields capital improvements completed. Number of proposed approved actions from LM Graham Reserve Masterplan implemented. Full cost recovery for lighting usage from user groups achieved Number of bookings taken per type of facility: Filming/Wedding approvals granted each year. Number of licences issued and events approved. Number of audits carried out. Number of defects fixed. Reduction in water usage (KL per annum).	CUS	0%	No projects to be reported this quarter
					CUS	50%	LM Graham Reserve Multi Purpose court site levelling and base preparations completed for final laser levelling. Re-grassing of the south western corner Swanmore street. Replacement of water source western end of field to replace old galvanised old fence. Tinting of goal mouth areas and centre field Stadium oval.
					CSS	25%	Bookings from 1st October to 31st December 2013: Hill bookings: 1196 Oval Bookings: 1289 Filming/photography permits: 13 Reserver wedding bookings: 130
					HSF	50%	33 approvals for Conco Events this quarter, Conco banner bookings 2
					CUS	25%	12 Audits carried out this quarter
					ES	50%	Ongoing implementation of Council's Water Saving Program. Water conservation program enacted. LM Graham Stormwater Harvesting Project initiated. Increase in council water use compared to last year due to drier weather, establishment of new grass in areas and two significant water leaks occurring.

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A. SOCIAL						October - December 2013 Quarter	
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead/Division	% Complete / Progress	Comment on KPI
3	3.1	3.1.3	3.1.3.2	3.1.3.3	3.1.3.4	3.1.3.5	3.1.3.6
Maintain and support connected Manly neighbourhoods & amenities (continued from previous page)	Maintain community, open space and sports facilities.	Manage Manly public spaces, including gardens and streetscapes by improving civic amenity, plantings, maintaining trees and cultural heritage.	Review current methods of maintenance to reduce costs and maintain service levels in-line with budget allocations. Maintain civic gardens, and cultural heritage. Implementation of public spaces programs. Programs for the following projects are implemented: - Warricoc Park Landscape Masterplan for botanical gardens, conservation and cultural heritage. - Conservation Management Plan for the Norfolk Island. - Landscape master plan for Jump Rock Stuart Street. Implement funded proposed actions from the Tree Management Policy & Strategy. Develop a street tree planting program to involve local community in caring for trees. Manage all internal and external maintenance trees & shrubs under the new 5 year Maintenance Cycle Works program. Implement funded actions from endorsed tree strategy. Maintain mowing service levels, look at ways to internalise service if opportunities arise. 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 to in-house services if cost effective.	Number of improvements that have been made to reduce cost of maintenance. Number of works carried out and defects fixed. Draft of Landscape Masterplan for Warricoc Park completed. - Conservation policy completed and endorsed by Council. - Draft Landscape Masterplan completed for Jump Rock Stuart Street Number of approved projects completed - Proposed funded street tree planting stage completed - Adopt a tree program developed - 2 Cycles per year completed - 2 Cycles of maintenance completed as per prescribed intervention levels. How many funded actions from tree strategy completed. Percentage of works returned in house. Quarterly evaluation of unit rates undertaken. Amount of training carried out. Numbers of people attending new and existing community events, and number of new communication methods implemented. Number of consultation events and projects completed.	ES CUS CUS CUS CUS CUS HSF HSF	50% 50% 50% 50% 50% 50% 50%	Enhanced use of Sydney Water online data to save staff time in identifying water use changes for Council properties. Increased collaboration with Parks Management to exchange information and reduce duplication of tasks. Removal of decomposed granite around palms in the Corso. Commencement of the installation of Ag-trees around palms for attraction to roots. Two street edge plantings in planar boxes to be installed. Carry out filling of trees in Sydney Road. Warricoc park masterplan Draft completed for review, and consultation with Friends in preparation for implementation of the plan. The Corso garden areas & CBD. Programming of upgrading of garden areas in need of restoration. 3 older degraded pine trees removed and replaced at South Steyne, East Esplanade and Addison Road. Engagement of Consultant to carry out Street tree management strategy. Increase in storm events damage with heavy winds, increased expenditure due to storms. Additional works carried out above cyclic works program. All proposed cycles of mowing completed this quarter. Small works up to 5.6m carried out in house by recently qualified Parks staff, call outs for small works directed to internal staff. 4-5 call outs per week this quarter GL @M meets fortnightly and met 7 times this quarter. The 2013/14 Youth Film Festival evaluated and Manly Council will administer in 2014. Range of events run included DJ Workshops, urban art workshops, band nights, school holiday program, youth stage at the jazz festival, busking competition and skating. Manly Youth Council continues to meet monthly and develop a range of youth activities. Youth strategy being undertaken with consultations. 9 young people attended NSW Youth Conference hosted in Dubbo and jointly attended by Manly & Warringah Youth Councils.
3.2	3.2.1	3.2.1	3.2.1.1	3.2.1.2	3.2.1.3	3.2.1.4	3.2.1.5
Provide improved community development initiatives and programs.	Provide improved community development initiatives and programs.	Provides community development programs that build social capital of target groups, including community surveys, and improvements in communications.	Provision of formal and informal leisure programs to community interests including arts and culture based activities.	Numbers of people attending new and existing community events, and number of new communication methods implemented.	HSF	50%	GL @M meets fortnightly and met 7 times this quarter. The 2013/14 Youth Film Festival evaluated and Manly Council will administer in 2014. Range of events run included DJ Workshops, urban art workshops, band nights, school holiday program, youth stage at the jazz festival, busking competition and skating. Manly Youth Council continues to meet monthly and develop a range of youth activities. Youth strategy being undertaken with consultations. 9 young people attended NSW Youth Conference hosted in Dubbo and jointly attended by Manly & Warringah Youth Councils.

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October - December 2013 Quarter							
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress	Comment on KPI
4. Create a more culturally vibrant Many.	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, Shorlink network, specialist local studies, strategic partnerships, new technology, upgrading building services.	4.1.1.1 Continued provision of Library and Information Services, including loans, reference services, children and target group programming, exhibitions, inter-library loans, mobile Library Abak, E-books.	Number of Many Library visitors, circulation numbers, and database & electronic resource usage.	HSF	50%	Total visits 102511; Circulation 79,754; Total database searches 323,650
		4.1.2 Maintenance of facilities and provision of services at the Many Art Gallery and Museum, such as Many 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 Many Art Gallery and Museum (MAGAM) services, including maintenance of collection, touring exhibitions management, support MAGAM society, support Many Arts Festival	Number of visitors to exhibitions and programs, and the amount of retail income received.		50%	Total visitors for the quarter 22,211 Total retail \$14,005
	4.2 Strengthen the social capital and bonds within key Many neighbourhoods with its special international communities.	4.2.1 Development of place making and neighbourhood development community development initiatives. 4.2.2 Engage in cultural exchanges with other Councils and government organisations nationally and internationally.	4.2.1.1 Coordination of Meet Your Street program. 4.2.2.1 Manage a program of family friendly interactive events to utilise community spaces at various locations across Many LGA.	Number of Meet Your Street activities. Undertake programs and events in Many.	HSF	50%	16 Meet Your Street events NRL grand final selectest Jazz festival, garden competition, Remembrance day, Xmas shop window competition, Xmas decorations display, Pet Trade market, Choral concert, Many Arts Festival, other events include 2 Citizenship ceremonies.
			4.2.2.2 Council participation in sister city & cultural exchange support programs	Number of initiatives/programs undertaken.	GMU	25%	Many Citizens Student Exchange Program 4 July – 19 July (15 students participating). Many Student exchange program (16 students participating) 28 July to 6 August 2013, 30 September to 3 October 2013. Bush Program held and 5 students travelled to Gunnedah.

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October - December 2013 Quarter							
Goals	Strategy	Four Year Plan	One Year Plan	HPI	Responsible Lead Division	% Complete / Progress	Comment on HPI
5.1 Facilitate services that support the social and welfare needs of the Many community.	5.1.1 Facilitate a range of children and youth community support services.	5.1.1 Continued delivery of programs and services for children and families in accordance with community needs.	5.1.1.1 Sharing delivery of existing education programs run through Council environmental and other services, such as Libraries, and Art Gallery.	Number of programs conducted.	HSF	25%	Green and Gloopy recycled art session 1 session per month
			5.1.1.2 Continue children's services delivery for long day care, occasional care, family day care and preschool and immunisation clinic	Occupancy rates and service accreditations achieved.	HSF	50%	Current utilisations rates are Preschool 120 places, Roundhouse 80 places and Harbour New Child Care Centre increased from 33 to 44 places. Long day care waiting list is 486 and Preschool is 71 places. Services are preparing for new enrollments for 2014. Family Day Care service dressed and operated through Warringah Council.
			5.1.1.3 Operate and maintain the Immunisation Clinic.	Utilisation rates	HSF	0%	Council no longer runs immunisation clinic and occupational care services to health care professionals for vaccination.
			5.1.1.4 Continued Youth Services delivery at Kangaroo Street Youth Centre. Supported by Many Youth Centre. Providing Recreation & Leisure program for youth.	Number of activities	HSF	50%	Services run for youth at Kangaroo St - GLIM, aerobics art, band nights, etc.
5.2 Facilitate community support services, programs and events for targeted groups.	5.2.1 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 Many social support group, Mental Health Advocacy, homelessness support and action plan.	5.2.1.1 Maintain a GLIM program and activities for GLTBQ young people.	Utilisation rates and number of activities.	HSF	50%	AFQs continue to provide individual counselling & support to adolescents and their families. Consults with an average of 40 clients per month.
			5.2.1.2 Provide information and referral to target groups.	Number of attendees	HSF	50%	GLIM continues to meet fortnightly and averages 12 attendees.
			5.2.1.3 Develop and update information guides and brochures for seniors, CALD communities and PWD.	Number of referrals	HSF	50%	Community Development continues to provide information and referral to the general public, community services and other key stakeholders, including at 3 Community Information Stalls at Stockland Balgowlah per year. Monthly average of 32 enquiries regarding HACC & other services.
			5.2.1.4 Operation of Many Seniors Centre to provide a range of social & recreational activities.	Information developed and distributed	HSF	50%	Many Warringah Pilgrimage 2014-15 Seniors Directory has been completed and distribution will occur in early 2014.
				Number of activities provided	HSF	50%	Many Club for Seniors continues to provide a range of services at Many Seniors Centre including lawn bowls, table tennis, dancing, games, art & singing to ensure healthy ageing and social inclusion. Dance activity now provided on Saturdays due to demand. Healthy Lifestyle classes and Computer Pkts also run at the Centre.
			5.2.1.5 Continued operations of Meats on Wheels, Community restaurant, shopping & recreational excursions for seniors; Operation of Club Friday recreation program for PWD.	Utilisation rates	HSF	50%	Club Friday operates 47 Friday nights and 2 day trips per year. Provided 1150 hours of service to clients from Oct. to Dec. including a Kenoke Christmas Party on 20 December. MOW provides 84 meals per day. Shopping trips are held weekly and recreation trips held fortnightly.
			5.2.1.6 Administration of club grants and Community Cultural grants.	Number of successful grants awarded	HSF	50%	Community & Cultural Grants awarded and Grants Cheque Presentation Morning Tea hosted by the Mayor on 31 October 2013 with over 50 attending.
			5.2.1.7 Promotion and support of the International Day for People with a Disability.	Number of annual activities	HSF	100%	Disability Community Information stall held at Stockland Balgowlah on 4 Dec, ID-PWD Banner displayed at Pittwater/Balgowlah Road roundabout and proposed to undertake project to highlight good access to businesses for ID-PWD in 2014.

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B. ECONOMIC		October - December 2013 Quarter				
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress
1. Facilitate a diversified economy that caters for locals and visitors alike	1.1. Work in partnership with the community to develop strategies to diversify and broaden Manly's economy	1.1.1. Refine strategies to broaden Manly's range of local businesses and services (to cater for both residents and visitors) in Manly CBD.	1.1.1.1. Progress activation of laneways and pedestrian streets.	Number of CBD laneways and streets activated.	GMU	50%
	1.1.2. Continue developing partnerships with local and regional stakeholders.	1.1.2.1. Develop partnerships with local stakeholders.	1.1.2.2. Development of partnerships with local stakeholders.	Number of partnerships developed.	GMU	Ongoing
2. Promote tourism as an important part of the local economy	2.1. Develop a Manly tourism management strategy	2.1.1. Develop Manly tourism strategy to review the impact of tourism on Manly.	2.1.1.1. Review data for preparation of draft Tourism Plan and draft following survey of key stakeholders.	Completion of Plan, Number of recommended actions implemented.	HSF	0%
	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 management and delivery of services at the VIC to meet the needs of visitors and tourists.	Visitor numbers at VIC and Visitor Survey	HSF	100%
		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.	VIC premises upgraded	HSF	100%
		2.2.3. Work in partnership with Destination NSW and local businesses.	2.2.3.1. The conduct of a Manly tourist forum with key tourism stakeholders.	Forum concluded.	HSF	Ongoing
	2.3. Deliver events and activities to entertain, educate and involve Manly's community	2.3.1. Continued delivery of Council local events services and programming.	2.3.1.1. Programs and events delivered within approved budget.	Number of events, audience numbers and number of sponsorships obtained.	HSF	50%
		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	25%
						Each event is reviewed post event and recommendations provided

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Delivery Program Second Quarter Matrix

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

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October - December 2013 Quarter							
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress	Comment on KPI
4.1 Maintain key amenities and physical infrastructure to acceptable service standards. This to include the implementation in phase of Manly/2015 Masterplan.	Manage infrastructure and assets to ensure financial sustainability and meet community needs including the construction of: i) a new Manly Swim Centre complex ii) Manly/2015 Masterplan facility and streetscape projects, which include: • The construction of a new carpark beneath Manly Oval; • Construction of a new Manly Library and community facilities on the site currently occupied by the existing Manly Library; • Whistler Street carpark to be demolished and replaced by new buildings of mixed use; • Removing non local and through traffic from the Manly village; and The redevelopment of streetscapes in the Manly CBD including Short Street, Raglan Street and Market Lane.	4.1.1 Implementation of actions in Asset Management Plan and Policy for Infrastructure & assets. Implementation of approved actions and works program schedule. Establish service levels for required works based on available funding to meet community expectation.	4.1.1.3 Undertake program as per Asset Management Plan for all assets under control: a) Footpath; b) Footpath; c) Footpath; d) Footpath; e) Footpath; f) Footpath; g) Footpath; h) Footpath; i) Footpath; j) Footpath; k) Footpath; l) Footpath; m) Footpath; n) Footpath; o) Footpath; p) Footpath; q) Footpath; r) Footpath; s) Footpath; t) Footpath; u) Footpath; v) Footpath; w) Footpath; x) Footpath; y) Footpath; z) Footpath; aa) Footpath; ab) Footpath; ac) Footpath; ad) Footpath; ae) Footpath; af) Footpath; ag) Footpath; ah) Footpath; ai) Footpath; aj) Footpath; ak) Footpath; al) Footpath; am) Footpath; an) Footpath; ao) Footpath; ap) Footpath; aq) Footpath; ar) Footpath; as) Footpath; at) Footpath; au) Footpath; av) Footpath; aw) Footpath; ax) Footpath; ay) Footpath; az) Footpath; ba) Footpath; bb) Footpath; bc) Footpath; bd) Footpath; be) Footpath; bf) Footpath; bg) Footpath; bh) Footpath; 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(a) 95%	(a) Below roads projects have been completed including the re-surfacing road works: 1. Minto Road, Balgowlah Heights 2. Minto Road, Balgowlah Heights 3. Eileen Parade, Seaford 4. Balgowlah Road, Balgowlah (Condamine St - Roseberry St) 5. Condamine Street, Balgowlah Heights (Valley & Ernest Streets) 6. North Steyne, Manly (Stanton Street - Carlton Street) (b) Below Footpath projects have been completed: 1. Amies Road, Seaford. 2. Amies Road, Seaford. 3. Amies Road, Seaford. 4. Goudy Avenue, Balgowlah Heights. (c) Below drainage related projects have been completed: 1. Stormwater Pipe removal from the clarifical Pool 2. Drainage improvement works at Edgociff esplanade, Seaford. 3. Alienation of localised flooding at Rolle Street, Manly. (d) as required for maintenance. (e) Progress on the streetscape masterplan implementation, LM Gophan Road, Manly. (f) Progress on the streetscape masterplan implementation, LM Gophan Road, Manly. 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Delivery Program Second Quarter Matrix

October - December 2013 Quarter							
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress	Comment on KPI
4. Maintain key amenities and physical infrastructure to acceptable service standards (continued from previous page)	4.1 Provide community facilities, assets, and public parking that are accessible, clean, fit and habitable	4.3.1 Maintain Council buildings and facilities to a sustainable and functional standard.	4.3.1.1 Undertake regular maintenance and upgrading of Council buildings and facilities and ensure they are identified in its capital works program; Upgrade public toilets as per plan and maintenance requirements.	Number of regular site inspections and maintenance undertaken by Council Customer requests responded to for Building Maintenance within required timeframes.	CS	a) 75% b) 80%	a) Scheduled Maintenance services completed, in accordance with plans / programmes b) Public Toilet Upgrades commenced, as per Plan c) 80% 1.) Clontarf Reserve - continues 2.) Fairlight Beach – Final Plans being reviewed, and adjusted for consideration 3.) Little Manly Point – Options being considered for best design / location
	4.2 Maximise return to Council by appropriate utilisation of Community facilities and properties.	4.3.2	4.3.2.1 Provide an online information and booking system for all Council's facilities available for hire and use by the public. Maximise public hire of Council facilities Maximise public satisfaction with Hire of Council facilities. 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.	A) Online Booking System installed and accessible to the public. B) Number of facilities hired. C) Number of user surveys conducted. Percentage of facilities accessible to the public. Percentage of properties rented at market (commercial) or community rates.	CS	25%	a) Scheduled maintenance services completed, in accordance with plans / programmes b) Public Toilet Upgrades commenced, as per Plan (Clontarf - Oct/ Nov, Manly Surf Club - Nov, Fairlight Beach - April)
	4.3 Manage acquisition and divestment of property in accordance with statutory requirements.	4.3.3	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 completed for compliance with statutory requirements.	CS	Ongoing	a) Events Pro booking system being updated. b) 1165 Facilities Bookings processed for quarter c) User Surveys planned for next quarter
	4.4 Providing public parking facilities within the Manly LGA and managing and improving usage across Council's four public car parking facilities.	4.3.4	4.3.4.1 Manage, operate and maintain Council's four parking facilities at Whistler St, Pacific Waves building, Peninsula Building, Manly National building; Manage, operate and maintain Council's four parking facilities at Manly, Manly Beach, and Manly Wharf; Management of Council's parking meters at the Crown 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	Ongoing	Council are actively managing the property portfolio via tenders / statements to ensure all assets are reviewed in a timely manner. Market valuation reports are obtained to provide evidence of value for negotiations of appropriate lease / license fees to apply. No transactions of this nature in this quarter.

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Delivery Program Second Quarter Matrix

C. ENVIRONMENT							October - December 2013 Quarter	
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress	Comment on KPI	
1.1 Protect and conserve natural heritage, bushlands, waterways and biodiversity	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 Implementation of funded environmental and natural resource projects.	1.1.1.1 Administration of statutory environmental reports, environmental levy budget, annual and community reporting.	Percentage completion of reports and budget.	LS	50%	Programs on target adopted by environments committee to be completed by July 2014.	
			1.1.1.2 Undertake Biodiversity Management Programs that protect native species, habitats and populations, and implement Many Flora and Fauna study.	Number of programs funded. Percentage of study completed.	LS	20%	Study Commenced.	
			1.1.1.3 Coastal Zone Management Planning and Aquatic Reserve Management projects funded and implemented.	Number of projects and actions funded and implemented.	LS	20%	Projects funded and to commence by end of year	
			1.1.1.4 Catchment Water Recycling and Savings Projects implemented.	Number of Council alternate water sourcing schemes & grants received (rainwater, stormwater, groundwater).	LUS	40%	LM Graham Stormwater Harvesting Design Commenced. Many 2015 water Reuse grant awarded	
			1.1.1.5 Many Lagoon Catchment - Estuary Health Projects implemented.	Number of projects commenced and completed.	LUS	50%	Lower catchment sediment basin design progressing. Upper catchment sediment removal project progressing.	
		1.1.2 Bushland management, restoration works and maintenance on Council lands.	1.1.2.1 Implementation of annual bushland works program and projects including noxious weed control programs, upgrading bushland on Many Scenic Walkway, rabbit control programs, volunteers, bushfire reduction works, and education strategy.	1.1.1.6 Catchment Flood Risk Management projects undertaken including Many LGA Flood Study and Risk Management Study and Plan, Many Lagoon Flood Study and Risk Management Study and Plan, Northern Beaches Regional Flood Warning and Rain Gauge Instrumentation Upgrade, and Regional Council and SES Flood and Storm Education Program.	Number of projects commenced and completed.	LUS	50%	Many Lagoon Flood Study Adopted. All other projects progressing.
				1.1.1.7 Catchment Water Sensitive Urban Design & Pollution Reduction Projects, including Little Manly Point - Contaminated Site Ongoing Management, GPT, Net, Boom, and Stormwater Quality Device Maintenance Cleaning, Development of New WSDU & Pollution Reduction Projects; Removal of Accumulated Sediment at Key Locations in Bunt Bridge Creek Upstream of Many Lagoon; Dry Weather Sewer Leak Identification & Rectification Program.	Number of projects commenced and completed.	LUS		Ongoing maintenance and management conducted on schedule. Sediment removal projects progressing.
					Number of funded projects completed and implemented.	CUS	50%	Second cycle of Bushcare program implemented, with a key request to increase the frequency to monthly at North Harbour, any increase would incur additional supervision costs for the program. Bush regeneration is established and the output of the volunteers consistently exceeds council requirements. Second quarter of bush regeneration works completed. Manual bushfire fuel reduction works completed.
					Number of actions implemented.	LS	50%	Attending SHOROC meetings, programs being implemented
					Number of programs developed and implemented.	LS	50%	Community events held. Baringagh Bush Conservation Day. Green Day. Go Active to Work Day. Staff Many Recycled Christmas. Senior Citizens Centre Community Garden
			1.1.4.2 Update Many Council Education for Sustainability Strategy and projects undertaken to reflect best practice in education for sustainability.	Number of programs / events per quarter.	LS	50%	Update of draft document - In progress	
		1.1.5 The provision of environmental education, advocacy, information, awareness raising, environmental and community partnerships through the operation of the Many Environment Centre (MEC).	1.1.5.1 Promote awareness of Many Environment Centre and Council's successful projects. Continued management of the MEC for the purpose of information exchange, education and outreach, advocacy, research, events, activities and special projects. Train and volunteer engagement.	Number of funded projects and services provided.	LS	50%	Funded projects and services provided: Ocean Care Day, Biodiversity Communications Project, Flashes of Cabbage Tree Bay, Volunteer Christmas Party, Many Environment Centre opening of Cabbage Tree Bay, High profile promotion of Many's Penguin Walkers through publication and sale of 'Little Penguins of Many' book through all good book stores.	
			1.1.5.2 Relocation of MEC achieved.	MEC relocated.	LS	10%	Relocation deferred.	

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

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C. ENVIRONMENT					October - December 2013 Quarter	
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	Comment on KPI
			1.1.5.3 Continued Council environmental partnerships with NGOs, capacity building in the community, support and developing public education programs.	Number of programs, events developed and implemented.	LS	5 Programs, events developed and implemented: Ocean Care Day includes 40 NGOs, Video Conferencing, Biodiversity Communications Project, Friends of Cabbage Tree Bay, Volunteer Christmas Party.
			1.1.5.4 Continue to increase and promote volunteer and internship programs.	Number of volunteer hours per quarter.	LS	2650 Volunteer Hours Oct-Dec 2013.
			1.1.5.5 Continue working together with local and national stakeholders in climate change issues and events addressing key issues.	Number of attendees at events, and number of working on science week events.	LS	10 000 + at events, MEC Video Conferencing to schools has been very successful.

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C. ENVIRONMENT		October - December 2013 Quarter				
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress
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 Planning advice and Development plans (LEP, DCPs, etc).	Gazetted of new comprehensive LEP, and DCPs finalised to meet local & community planning requirements. Number of council resolutions to various legislation changes to the Department.	LS	50%
			2.1.1.2 Provide strategic planning advice as required internally or externally.	Number of planning advices or submissions provided within timelines.	LS	50%
			2.1.1.3 Maintenance and review of delivery of s148 planning certificates.	Certificates delivered within 3-5 days of applications being submitted to Council.	LS	50%
			2.1.1.4 Participation and advice as part of the Foreshore Advisory Committee (per SREP 2005 - Sydney Harbour) and advice to Council's Development Assessment Branch.	Percentage of advice provided as required within timelines.	LS	50%
			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	50%
			2.1.1.6 Develop and implement Masterplans for major projects as required.	Actions implemented from adopted Masterplans.	LS	50%
			2.1.1.7 Progress implementation of Plans of Management and associated Landscape Masterplans as required.	Percentage of priority actions implemented.	LS/CUS	25%
			2.1.1.8 Heritage Planning by providing a strategic approach for Murrumbidgee, natural, Aboriginal, maritime, parks and gardens and movable 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	50%
		2.1.2 Provision of design and specifications for Council architectural and landscape projects as required, including design of streetscape plantings & playgrounds.	2.1.2.1 Provision of designs, plans and specifications for urban public domain and community infrastructure improvement projects as required.	Percentage of design program completed.	CUS	
			2.1.3 Maintaining Corporate Geographic Information System (GIS) and Land Information Systems (LIS) services.	Number of GIS enquiries completed. List of existing databases and additional data compiled.	LS	25%
			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	Number of DA assessed per staff per annum.	LS	50%
			2.1.4.1 Assessment and review of all development applications received by Council in accordance with State and local Planning Instruments, current Council plans and policies.	Provision of advice within 14 days.	LS	50%
			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.	Systems updated.	LS	75%
			2.1.4.3 Update systems and implement New Manly Local Environmental Plan and Development Control Plan.	Number of staff attending training.	LS	50%
			2.1.4.4 Provide training to assessing planners in order to implement changes in legislation and implement the New Manly Local Environmental Plan.	Percentage of determinations subject of appeal to Land and Environment Court. Percentage of appeals dismissed.	LS	50%
			2.1.4.5 Provide feedback to Council's Strategic Planning section for development control trends and any measures necessary to ensure the environment is enhanced/mainained.			

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

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Delivery Program Second Quarter Matrix

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Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division
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 3.1.1.2. Review and Determine Construction Certificate Applications 3.1.1.3. Provide comments for Development/ Application proposals 10 days of notification to staff 3.1.1.4. Undertake Critical Stage Inspections 3.1.1.5. Compliance Investigations in relation to illegal building works and non-compliance with consents 3.1.1.6. Undertake inspections of privately owned swimming pools	Percentage of applications to be determined within 10 days of receipt Percentage of Applications to be assessed within 10 days of receipt Percentage of comments to be provided within 10 days of notification to staff Percentage of critical stage inspections to be completed within 48 hours of request Percentage of requests relating to health and safety to be investigated within 48 hours Standard requests to be investigated within 14 days of receipt Number of premises inspected annually	LS
		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 3.1.2.2. Undertake investigations in relation to food poisoning complaints 3.1.2.3. Conduct four (4) food handling seminars 3.1.2.4. Conduct regular compliance inspections of public health premises such as cooling towers, skin penetration, boarding houses, hairdressing salons 3.1.2.5. Undertake investigations in relation to public health complaints 3.1.2.6. Investigate Environmental Health complaints such as noise, odour, pollution complaints 3.1.2.7. Conduct Public Swimming Pool Inspections 3.1.2.8. Conduct Ocean Beach Testing	Number of premises inspected per quarter Number of complaints inspected per quarter The conducting of seminars per quarter Number of premises inspected annually Number of complaints inspected per quarter Number of complaints inspected per quarter Number of inspections undertaken in November and February each year The number of inspections undertaken in November and February each year The number of priority climate change adaptation and carbon emissions reduction actions implemented.	LS
4. Facilitate reduction in greenhouse gas emissions in the Manly area	4.1. Work in partnership with key stakeholders to improve Manly's ability to adapt and respond to climate change	4.1.1. Implement mitigation and adaptation measures identified in Council's Carbon Emissions Reduction Plan (CERP) and Climate Change Adaptation Action Plan.	4.1.1.1. Implement priority actions to address climate change adaptation and carbon emissions reduction for Council and the Community.	Number of inspections undertaken in November and February each year The number of inspections undertaken in November and February each year The number of priority climate change adaptation and carbon emissions reduction actions implemented.	LS
5. Promote responsible waste management	5.1. Work in partnership with the community to minimise waste & undertake public cleansing programs, and influence key decision makers in State and Federal Agencies to assist with funding and policy initiatives.	5.1.1. Responsive, reliable and responsible domestic waste collection services 5.1.2. Cleaning public places, facilities, parklands, beaches, road reserves and stormwater catchments. 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. 5.1.4. Pursue partnerships to facilitate regional and SHOROC-wide common waste collection systems.	5.1.1.1. Continued provision of domestic waste collection services Introduction of Side Loader service 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. 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: LitterGuard, Love Food Waste, Rejoice Initiative, Multi Unit Dwelling Strategy, Public Place Bin upgrades, Review Zero Waste Strategy, Side Loader - launch of new service.	Side load collection service commencement date 20 May 2013 in accordance with WH&S requirements, and following industry standards: less than 5 missed services/month; less than 3 service complaints/month; no major complaints arising from early start; no major complaints arising from late start; no major complaints arising from late start; rectified before 11:00am and within 24 hours, if rectified after 11:00am. 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. Number of funded initiatives completed.	LS
				Side load service commenced. Service meets established industry Standard KPIs. Online book general waste up service commenced 1 January 2014.	LS
				Scheduled services delivered within budget and on time. Service meets established KPIs.	LS
				Side loader in service. LitterGuard Program relaunched. Love Food Hate Waste program underway - local high schools have been targeted for 2014. Zero Waste Strategy review underway. Event Management Waste Guidelines review commenced.	LS
				Audit existing bin stock. Review cost of introducing standard collection system	LS
				Audit incomplete.	LS

CUS - CMC Urban Services, LS - Landuse Sustainability, NSF - Human Services Facilities, CS - Corporate Services, GMU - General Manager Unit

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

Delivery Program Second Quarter Matrix

October - December 2013 Quarter				
Goals	Strategy	Four Year Plan	One Year Plan	KPI
1.1 Maintain public confidence in Council's transparent and fair decision-making.	1.1 Meeting statutory obligations through compliant internal controls, policies and procedures	1.1.1 Develop and apply effective governance systems to meet legal and ethical obligations.	1.1.1.1 Review relevant Codes and Policies as per review schedule and report by changes to legislation, including self training and awareness raising. 1.1.1.2 Report on governance systems implemented, policies and procedures reviewed and updates/revisions made. 1.1.1.3 Implement an electronic legislative compliance system. 1.1.1.4 Monitor effectiveness of organisational systems in detecting fraudulent, dishonest and unethical behaviour. 1.1.2 Ensure that Council has access to and use of quality legal professional advice. 1.1.3 Managing Council's Integrated Strategic Planning framework and reporting systems. 1.1.4 Continued provision of support services to Councilors.	100% of policies reviewed and compliant with legislation. Number of training activities undertaken (per quarter). Report on actions implemented. Compliance system implemented. Number of incidences detected. Register is maintained, accurate and up-to-date. Provide reports & plans as required by IPR legislation. Production of Business Papers/Councillor Information packages to meet business requirements (cob Thursday).
				Review of policies completed and submitted to Council for adoption in early 2014.
				To be completed after review of policies.
				Implementation to be completed following policy review. Awaiting information from provider on when electronic system will be available.
				0 incidences detected.
				Register is maintained, accurate and up to date.
				Quarterly Report (October to December 2013) provided to Council as required.
				Full compliance with this KPI business papers produced and Councillor packs distributed according to deadline.
				CS
				Ongoing

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

Delivery Program Second Quarter Matrix

D. GOVERNANCE							October - December 2013 Quarter		
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress	Comment on KPI		
1.1 Maintain public confidence in Council's transparent and fair decision-making (continued from previous page)	1.1 Meeting statutory obligations through compliant internal controls, policies and procedures	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 timeframes.	CS	Ongoing		
		1.1.5.2	General promotion of Council services and activities.	Production and public availability of Business Papers and Minutes by close of business Thursday prior to/following each meeting of Council.					
		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 reports TRIM including ongoing support and training in Council's records platform.	Percentage of records captured in TRIM and staff user rates.	CS	50%	Information on business papers posted to web on time and Councils website updated on an ongoing basis reflecting latest key initiatives, projects and news. Council implemented State Records disposal schedules for all records from Dec 2013.
		1.1.7	Provide network and technical infrastructure for Council's operational needs	1.1.7.1	Management and implementation of Council's technology and infrastructure needs, including GIS integrated systems.	Percentage of functioning of core technology and infrastructure per quarter.	CS	50%	2 unscheduled outages to services in the last quarter: 1 of core services documented in MC213/144980
					1.1.7.2	Manage Council's e-business transaction portals and opportunities	Number of new opportunities for business integration identified, copied and reported to Executive.	GMU	20%

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Delivery Program Second Quarter Matrix

October - December 2013 Quarter							
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress	
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	Ongoing	
			1.2.1.2 Maintain Council's Complaint process including Policy and Procedures.	Percentage of customer complaints received, actioned satisfactorily within Charter service standard.	GMU	50%	
	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 Mary Council brand in the public space, graphic design, and media liaison.	1.3.1.1 Continue implementation of Communications Strategy 2012 - 2015	1.2.1.3 Provide awareness raising activities / relevant training on Council's complaint management processes.	Report to GM quarterly on awareness training activities undertaken.	GMU	50%
				1.2.1.4 Maintain Companion Animals Register.	Maintain and update register.	CS	Ongoing
				1.3.1.2 Monitor and report on new media opportunities to engage with Council's public.	Number of new media opportunities identified and implemented as appropriate.	GMU	80%
				1.3.1.3 Develop a brand strategy for the Mary Council brand to increase awareness of the activities MLC Council undertakes	The completion and development of an effective brand strategy for Mary Council, ready for implementation in 2014 reporting period.	GMU	50%
				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	80%
				1.3.1.5 Provide an internal graphic design and print management system to ensure consistency 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	80%
				1.3.1.6 Provide Council activities and services and assist in the provision of Council's objectives.	Number of items appearing in media, and media enquiries.	GMU	ongoing
				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 Lehmann's alternative dispute resolution process. 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 prior excess claims. Identification of recovery opportunities and implementation of recovery plan through Council's Complete Risk Management Action Plan.	Completion of Climate Change Action Plan (CCAP). Completion of risk rating in Council's risk register. Ensure all insurance coverage in place to decrease as far as possible. Council exposure. Reduction in number or quantum of claims.
October - December 2013 Quarter							

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

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

Delivery Program Second Quarter Matrix

D. GOVERNANCE					October - December 2013 Quarter		
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress	Comment on KPI
1. Maintain public confidence in Council's transparent and fair decision-making (continued from previous page)	1.5 Ensure Council's workforce is recruited, trained, managed and rewarded fairly and equitably	1.5.1 Develop incentives to attract and retain skilled employees.	1.5.1.1 Develop a comprehensive remuneration and benefit policy.	Report to the General Manager by the 1 October 2014 on the results of the 36-Month Staff Turnover Survey. The staff turnover rate be <20% for Band 11 and above employees. Minimum of eight meetings are conducted per annum.	CS	50%	Staff turnover rate less than 20% as per target. Climate survey results with consultant ready for report to GM.
		1.5.2 Provide employees with a voice on workplace matters.	1.5.2.1 Conduct eight Joint Consultative Meetings per annum.		CS	50%	On target. 4 meetings held so far.
		1.5.3 Operation of Salary Administration System.	1.5.3.1 Award compliance.	≤ 12 wage grievances (per annum)	CS	50%	3 wage grievances received and settled.
		1.5.4 Increase representation of young persons within workforce.	1.5.4.1 Develop and expand graduate, trainee and apprenticeship program where possible and in accordance with the merit principle.	Increased proportion of young people in areas identified as having an imbalance of age spread to help counterbalance ageing workforce.	CS	50%	Merit principle applied and where appropriate 'young' people employed. Imbalances being addressed in a positive fashion.
		1.5.5 Manage Corporate Training Program.	1.5.5.1 Individual training and development plans that meets the needs of employees and Council.	Production of a report by July 2014 of a training calendar with all training conducted and planned with associated budget.	CS	50%	Individual and corporate training being conducted to meet stakeholders needs.
	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 Injuries.	CS	50%	Trend towards decreasing incidents, claims and LTIs evidenced.
		1.6.2 Provide a WorkLife Balance Program.	1.6.2.1 Implement staff wellbeing worklife balance program.	Numbers of employee usage of work-life programs. (Trends over time increase year 1 and maintain years 2-4).	CS	75%	Health fair, skin cancer checks, EAP, flextime and RDO systems working well with excellent participation rates by staff.
		1.6.3 Support injured workers for 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	50%	Enhanced and proactive case management being undertaken that is reducing LTIs by about 10% to date.
	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	50%	Merit principle being applied with small increase in CALD representation.
			1.7.1.2 Learning opportunities provided to EEO categories.	Increase in the proportion of staff from diverse backgrounds.	CS	50%	On target to be achieved by the end date of the CSP.

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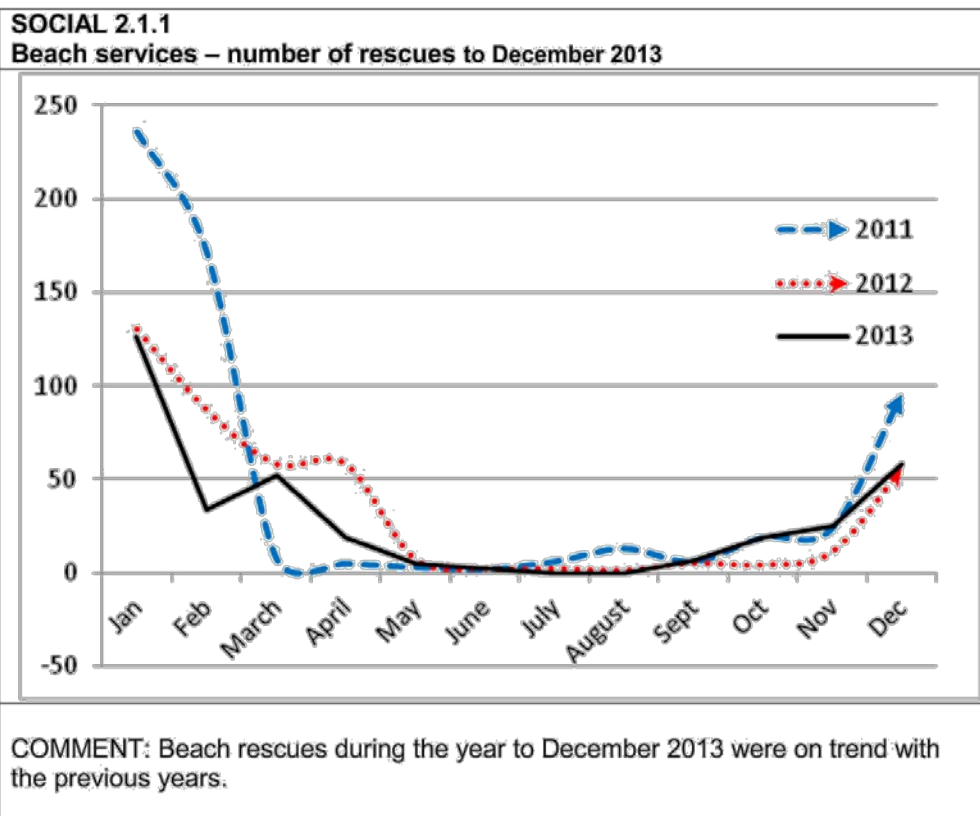
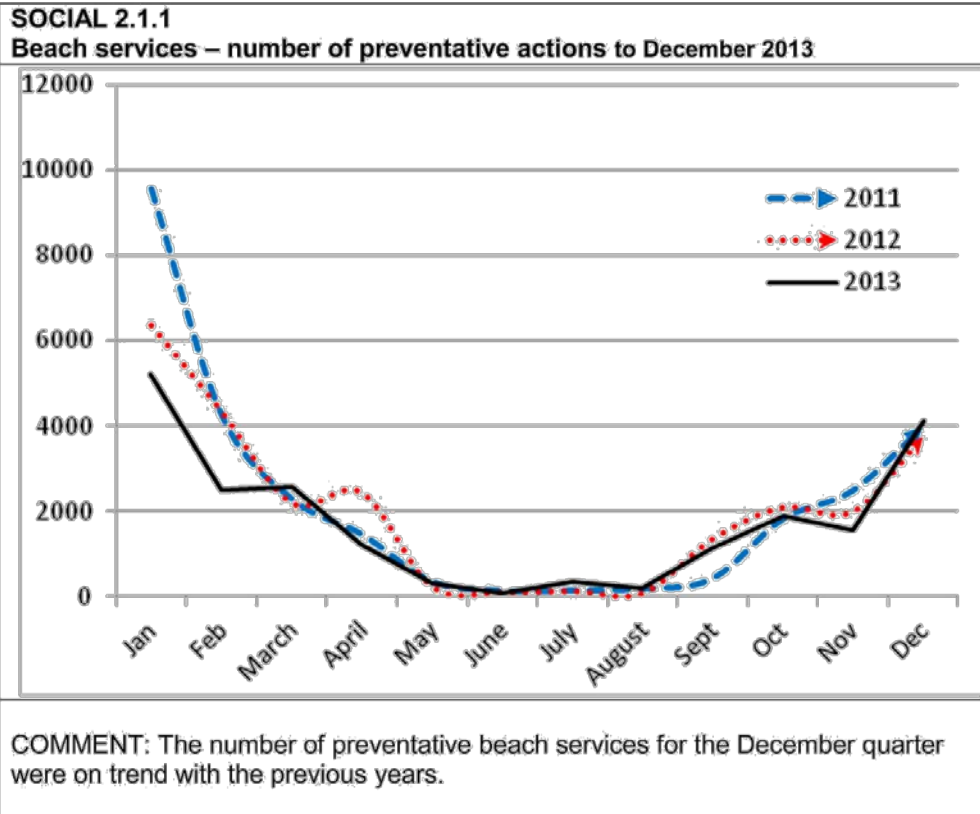
D. GOVERNANCE		October - December 2013 Quarter				
Goals	Strategy	Four Year Plan	One Year Plan	KPI	Responsible Lead Division	% Complete / Progress
2 Work in partnership with the community	2.1 Undertake community engagement activities to work with the community	2.1.1 Strategic development and involvement of community panel to assist with community input to decision making. 2.1.2 Service of Council's Special Purpose Advisory Committees and Working Groups. 2.1.3 Enhance the Precinct Community Forum system, including more strategic engagement.	2.1.1.1 Community Panel working with Council staff and informing Council's Community Strategic Plan.	Annual Community Panel survey undertaken.	Strategy	Ongoing
			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
			2.1.3.1 Continued support by Council of Precincts.	Number of active precincts and meetings held (per quarter).	LS	75%
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	60%
			3.1.1.2 Annual Financial Reports and Auditors Reports delivered to Division of Local Government and Bureau of Statistics.	Report quarterly. User Charges & Fees to be set comparable with market pricing.	CS	100%
			3.1.1.3 Ensure compliance with Council's taxation obligations.	Annual audit of Council's finances.	CS	100%
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 Ensure responsible financial management and governance through an Internal Audit program. 4.1.2 Pursue cost savings and resource sharing through regional procurement initiatives.	3.1.1.4 Annual Financial Reports and Auditors Reports delivered to Division of Local Government and Bureau of Statistics.	Annual report to NSW DLG.	CS	100%
			3.1.1.5 Review existing and develop new property rating income and maintain Council's property database.	Compare movement in Rates and Annual Charges from previous year.	CS	60%
			3.1.1.6 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
			3.1.1.7 Develop Long Term Financial Plan that supports investment in infrastructure.	Long Term Financial Plan developed to support current and future infrastructure needs and funded by Council as part of the Community Strategic Plan.	CS	50%
			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
			4.1.1.1 Participate with SHOROC Procurement Group.	Savings achieved through SHOROC procurement actions (\$ saved per annum).	CS	Ongoing
			4.1.2.1 Refine strategies in working with SHOROC Executive.	Achievements reported through SHOROC initiatives.	CS	Ongoing
			4.1.2.2 Working with SHOROC in lobbying for improvements and funding for transport, health, social services and environmental projects.			

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ATTACHMENT 2

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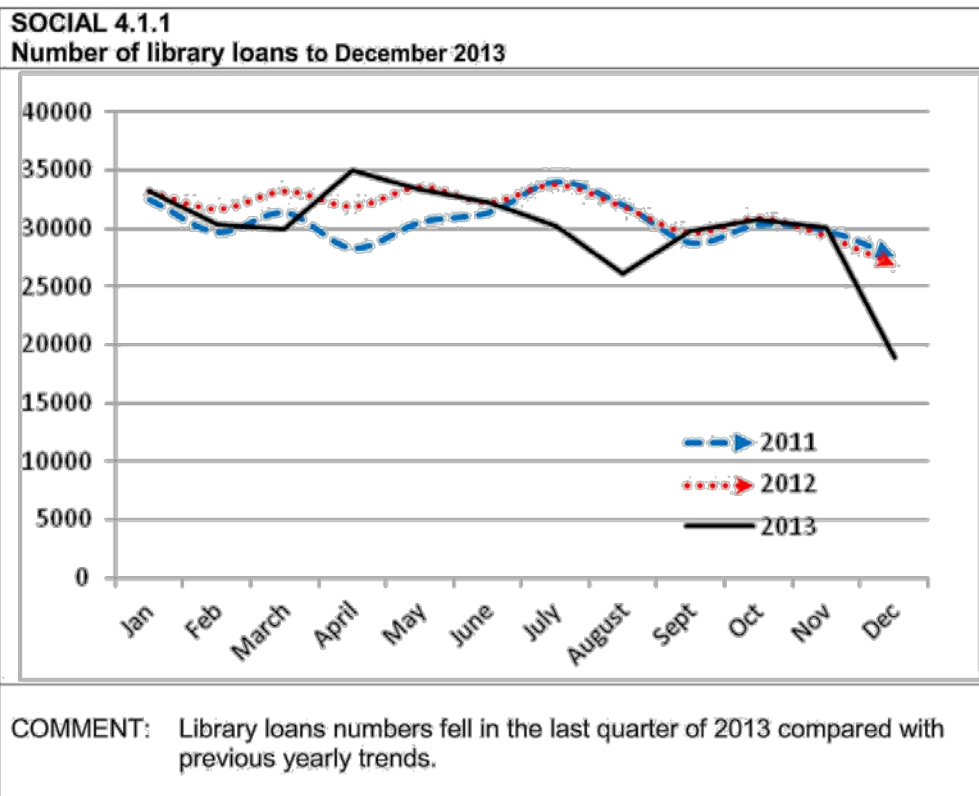
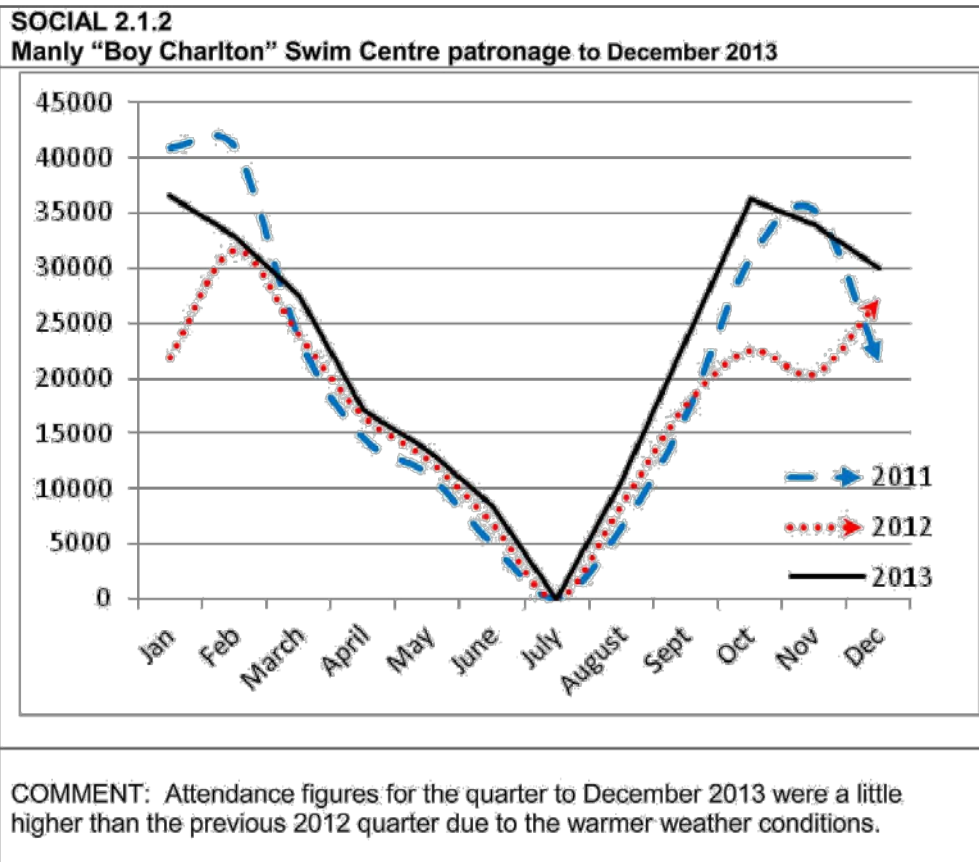
Graphs Quarterly Report October to December 2013 on Delivery Program 2013-2017



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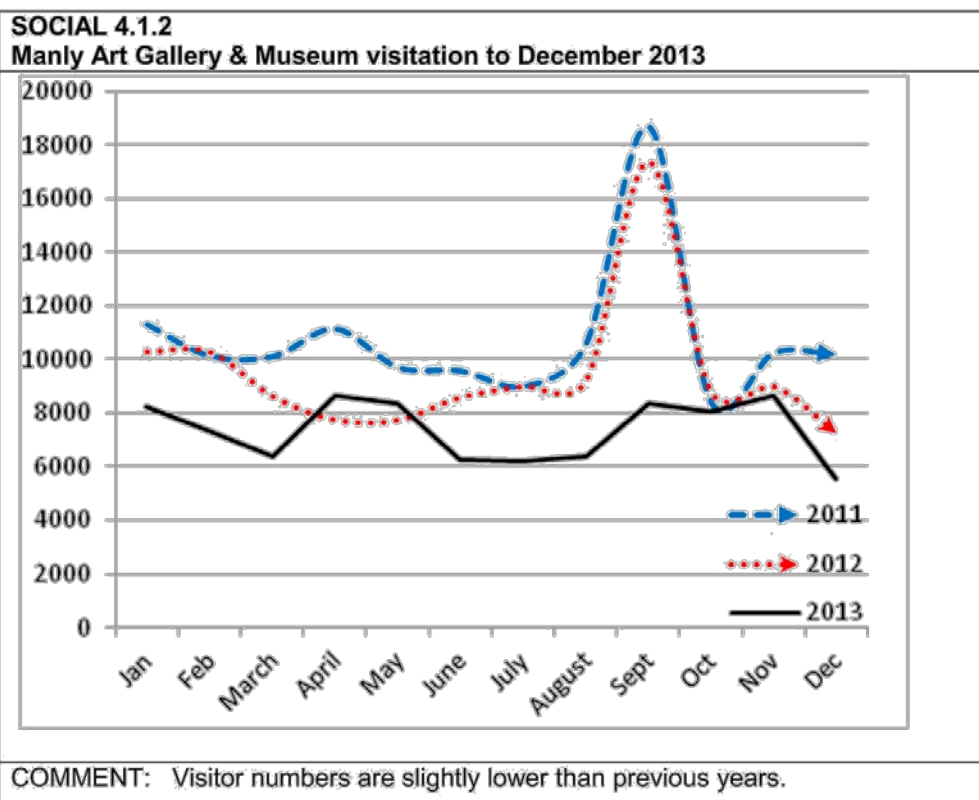
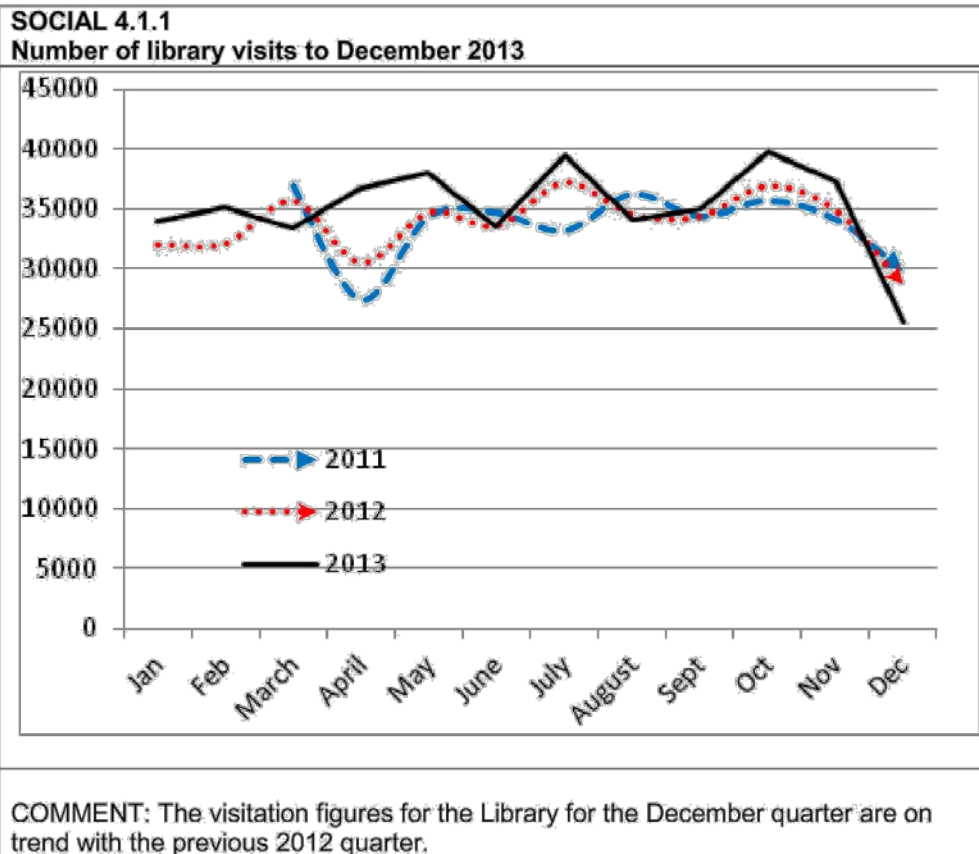
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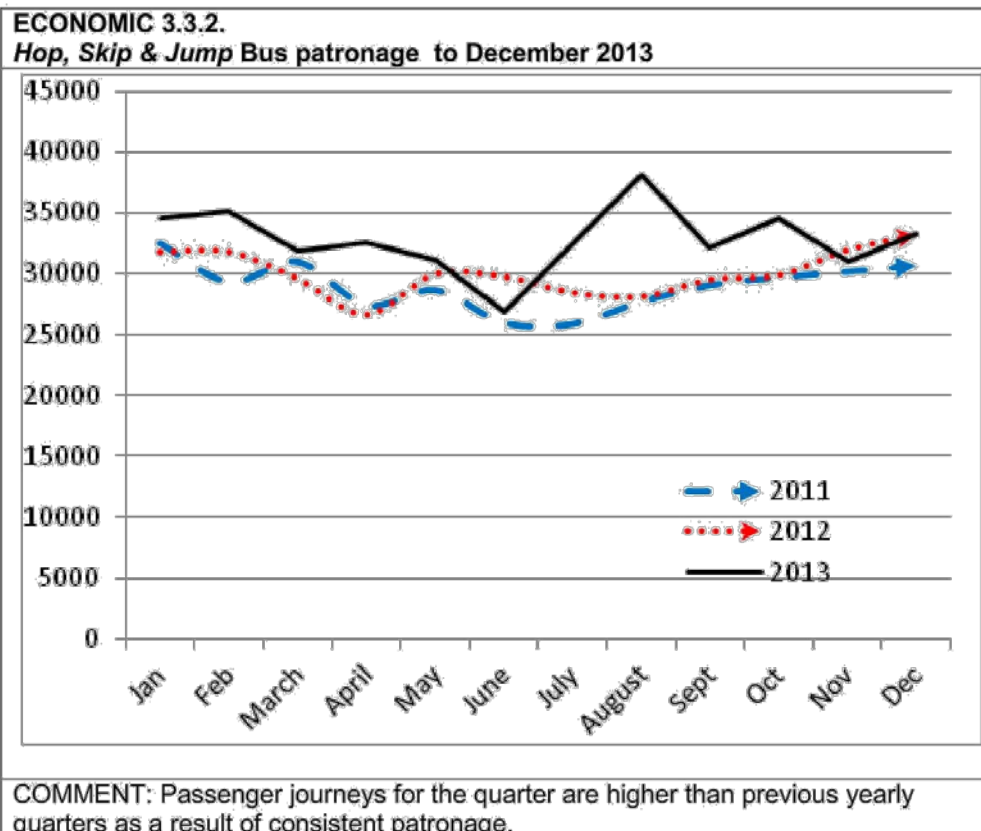
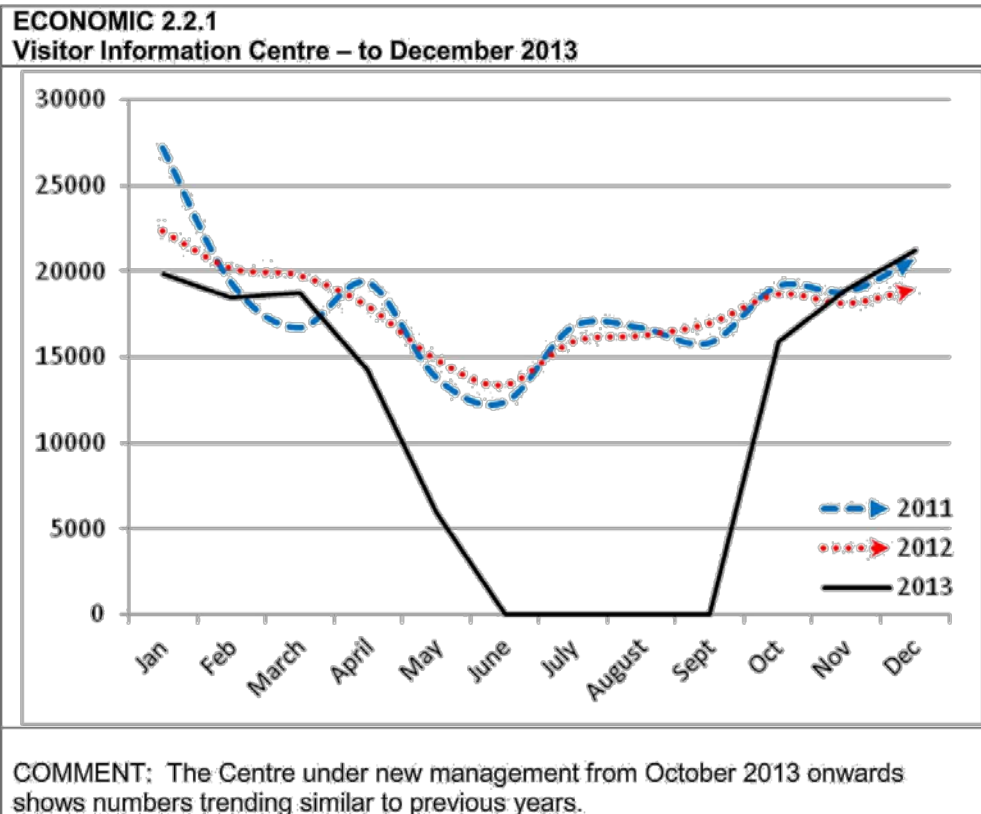
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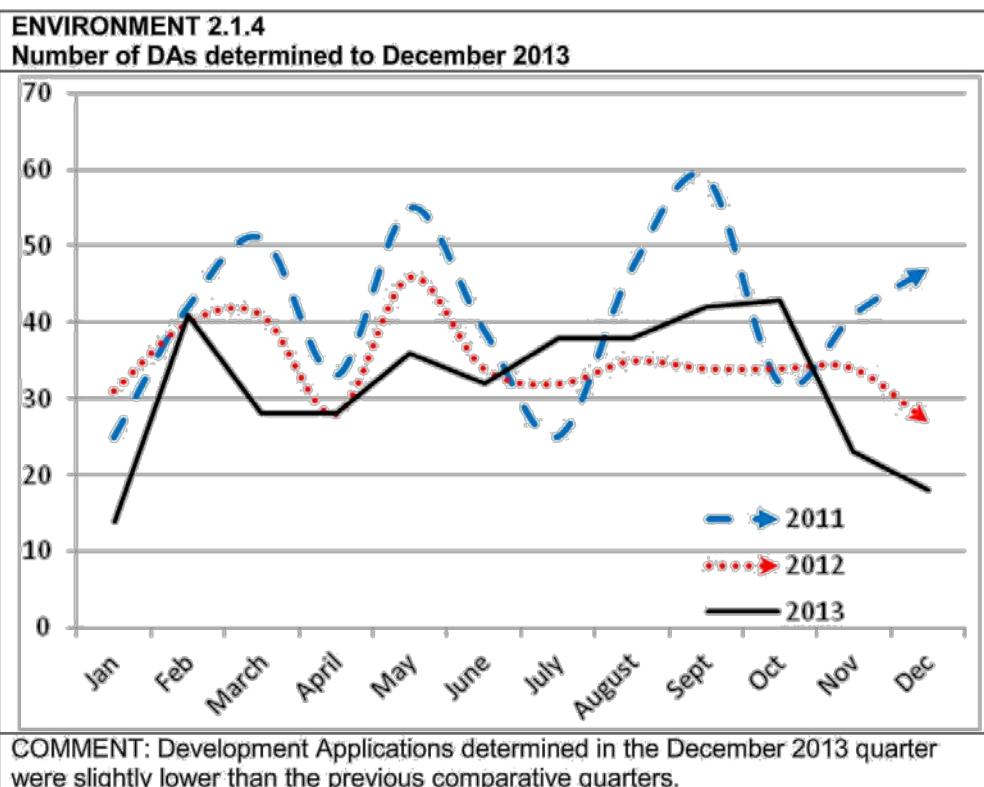
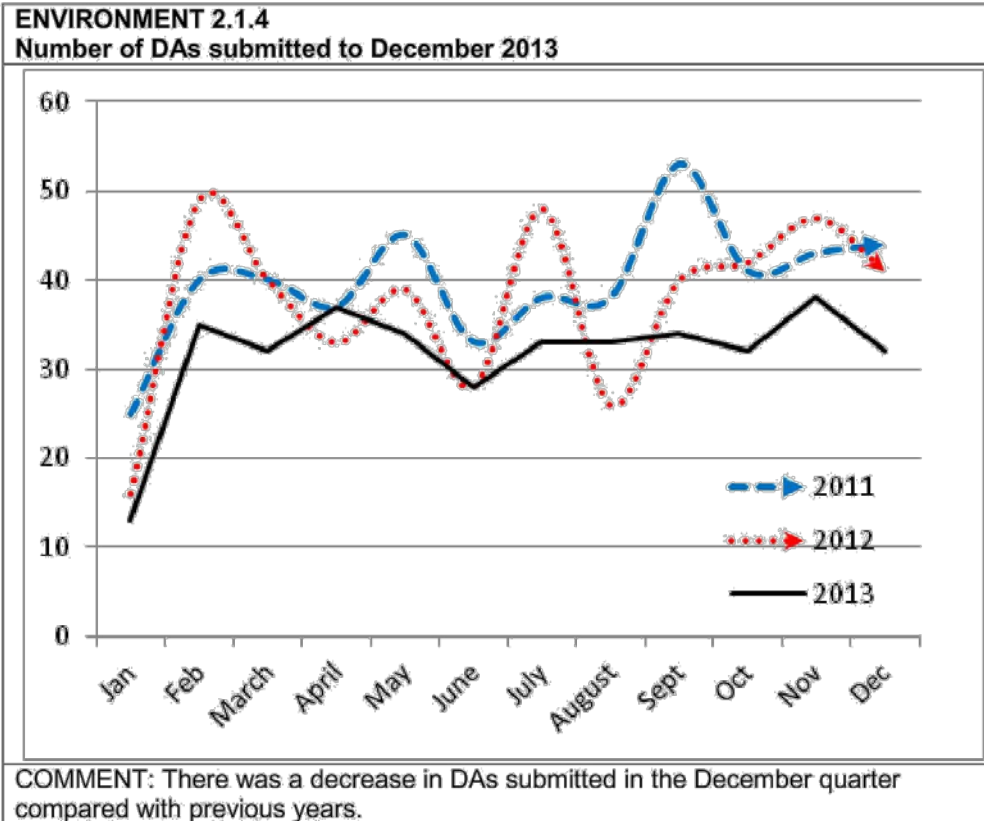
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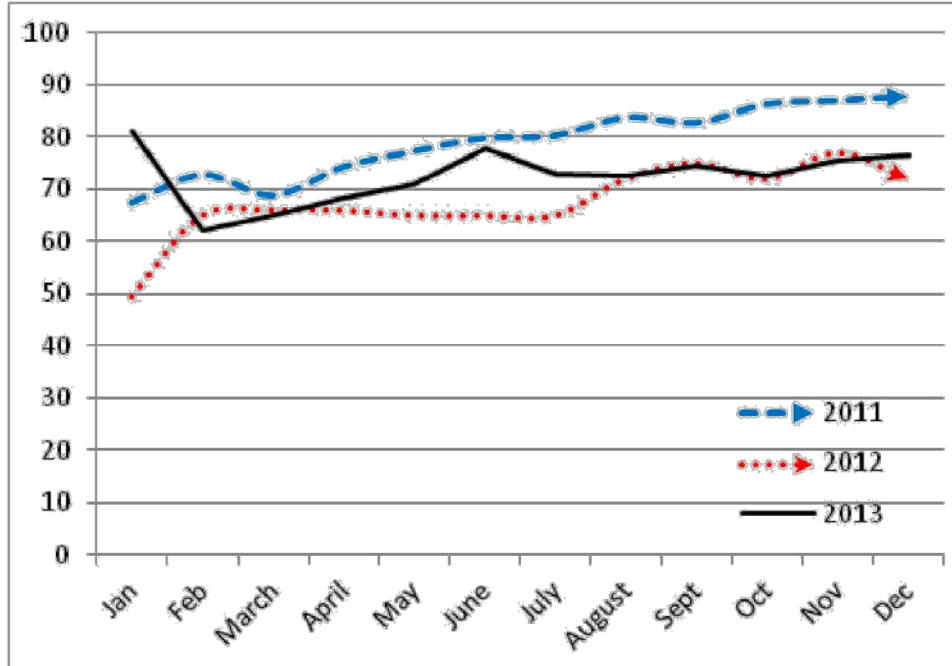
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ENVIRONMENT 2.1.4

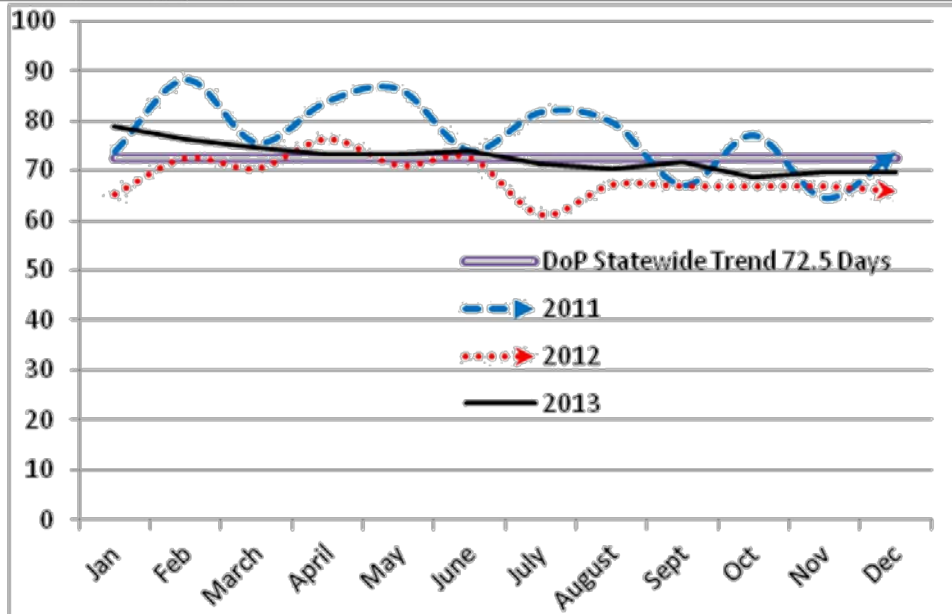
Year To Date Median days turnaround time of a DA to December 2013



COMMENT: The median turnaround time for DA in the quarter to December 2013 were on trend with the previous December 2012 quarter.

ENVIRONMENT 2.1.4

Mean (Average) days turnaround time of a DA to December 2013

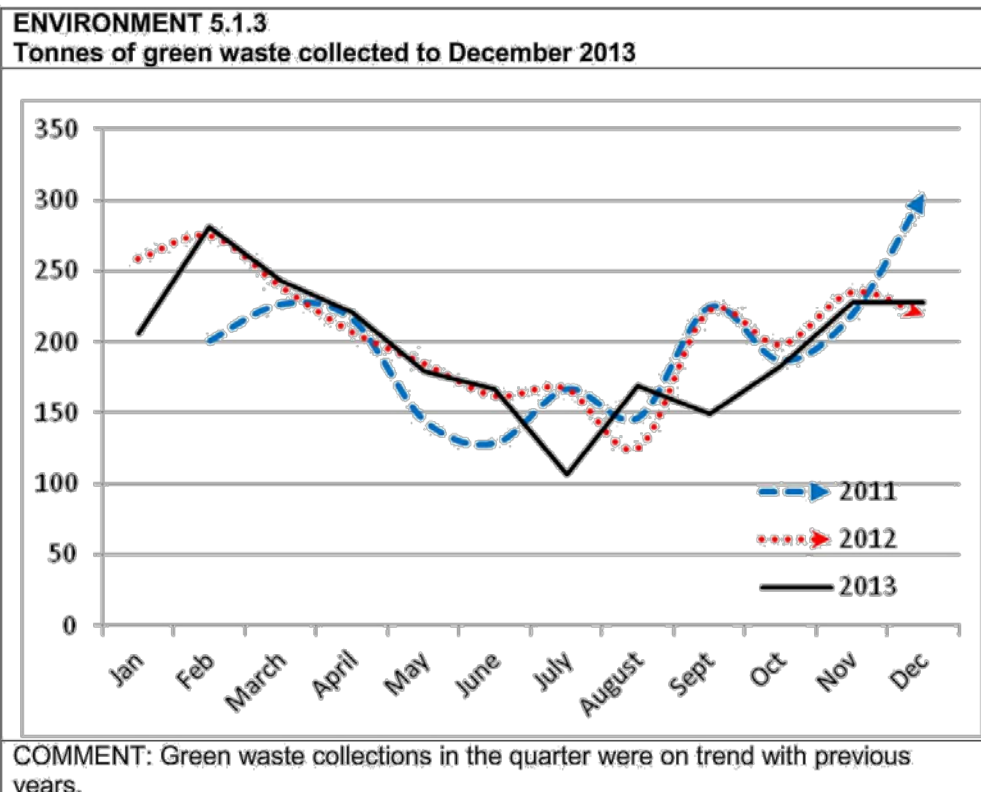
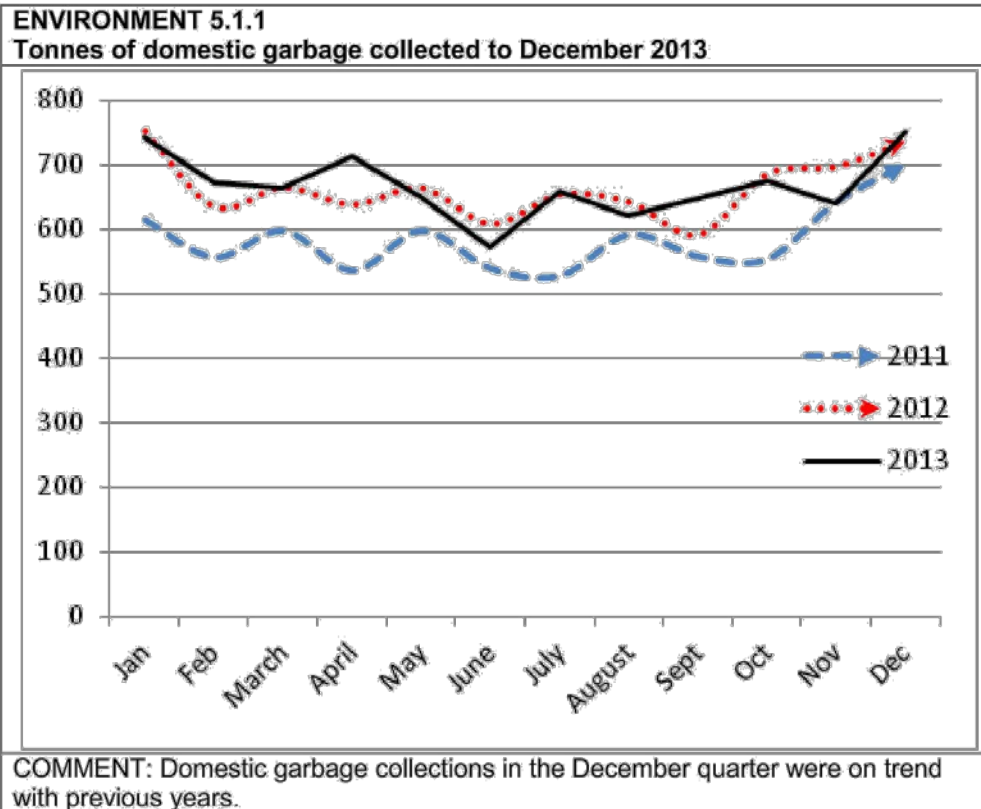


COMMENT: Average turnaround times for DA for the December quarter 2013 were slightly lower than the statewide average.

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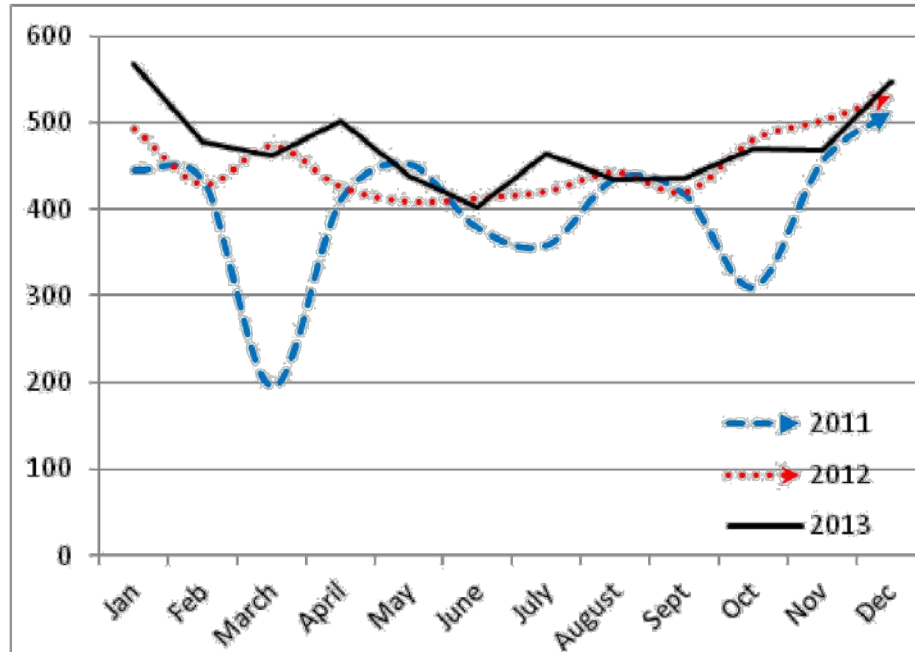
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ENVIRONMENT 5.1.3

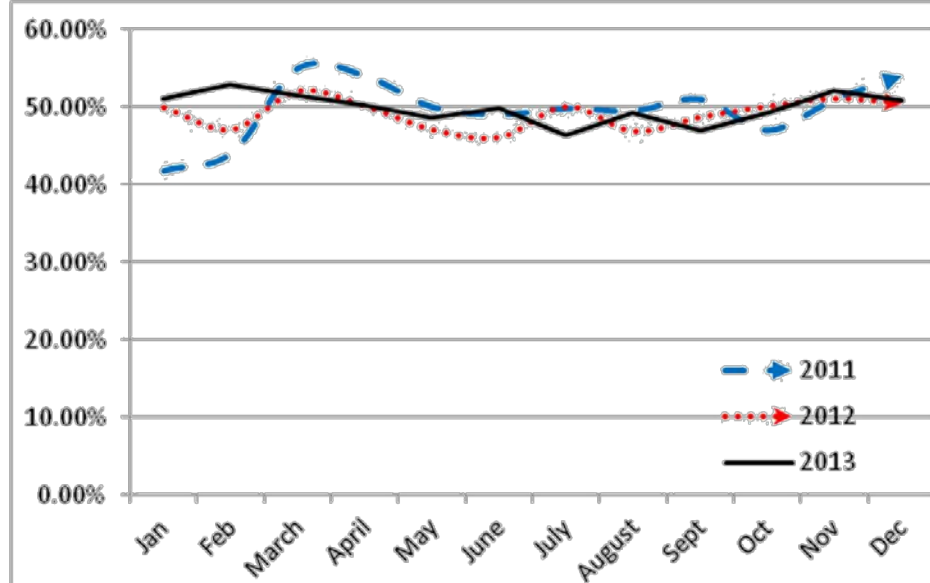
Tonnes of domestic recycling collected to December 2013



COMMENT: Domestic recycling tones for the December 2013 were on trend with previous yearly quarters.

ENVIRONMENT 5.1.3

Landfill diversion rate to December 2013

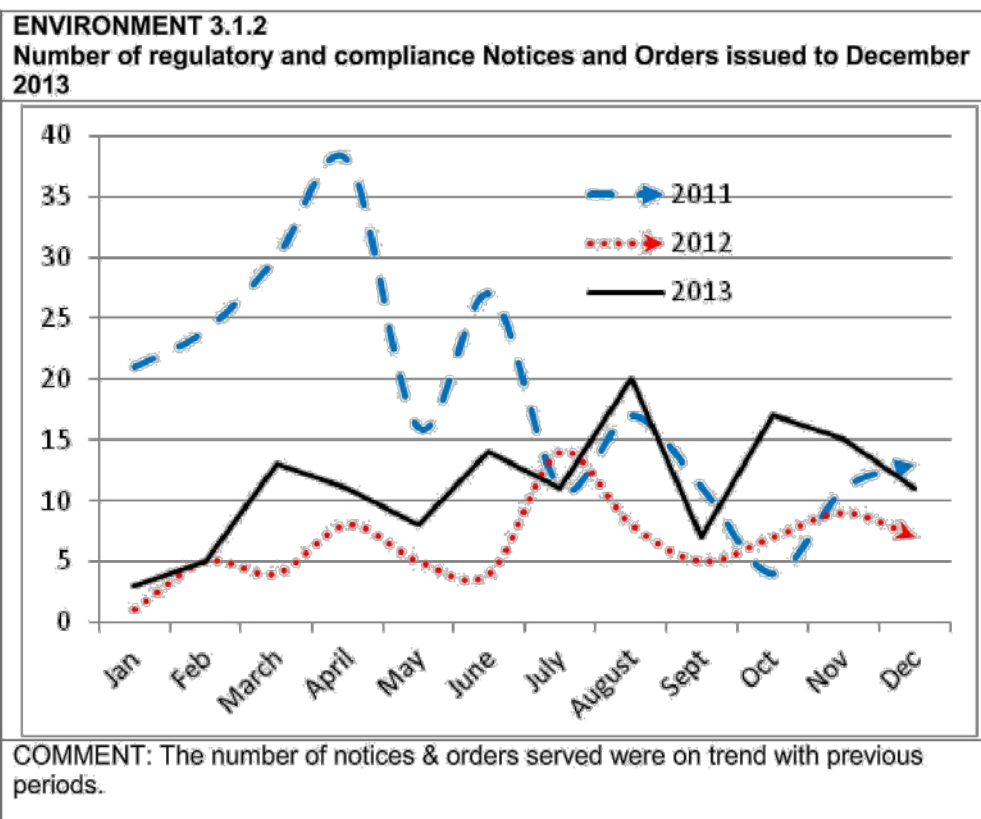
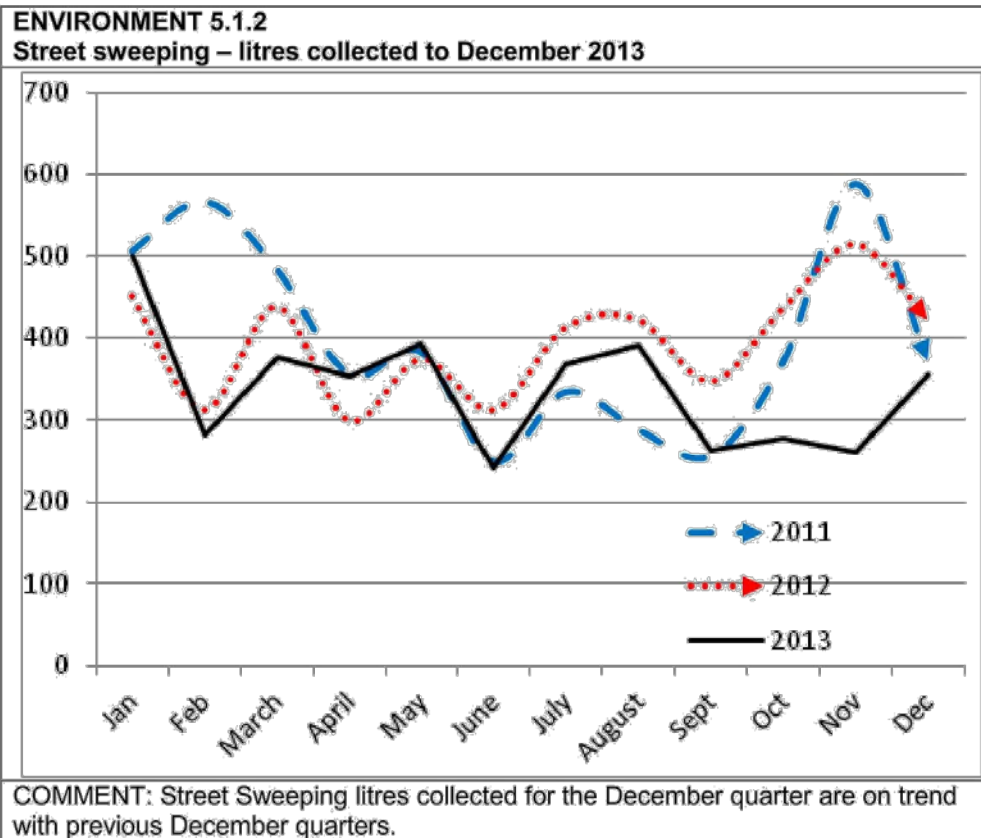


COMMENT: Diversion rates for the quarter remain similar to previous years.

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Graphs Quarterly Report October to December 2013 on Delivery Program 2013-2017



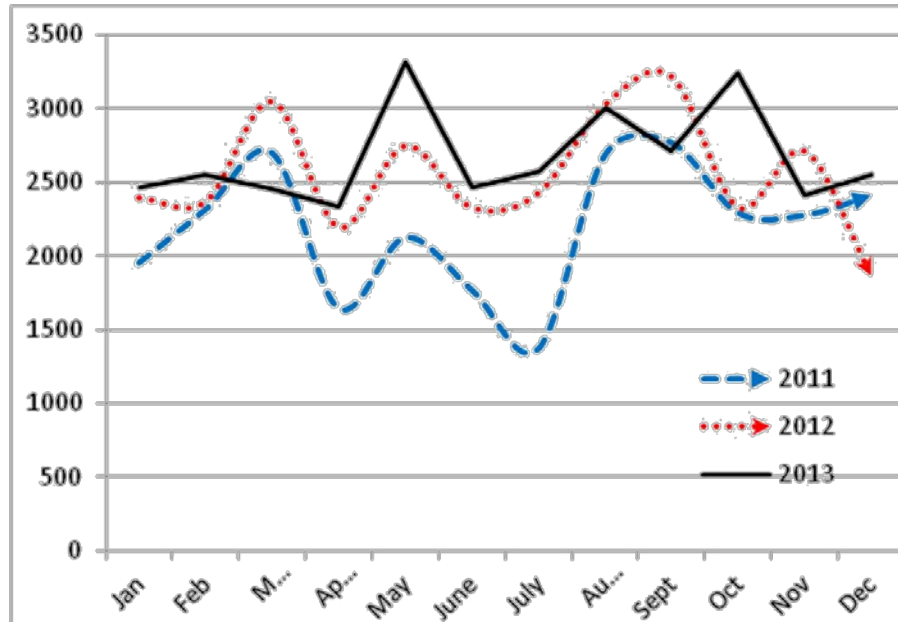
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GOVERNANCE 1.2.1

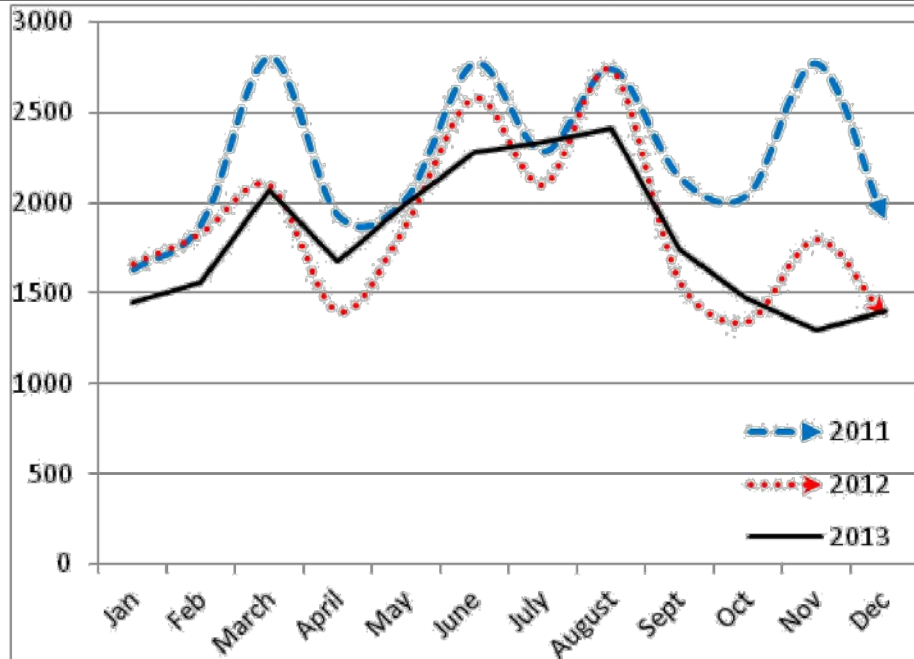
Customer service – calls to switch to December 2013



COMMENT: Calls to switch for the December quarter were comparable with previous December quarters.

GOVERNANCE 1.4.3

Customer service – counter visits to December 2013



COMMENT: There was an overall decrease in customers in the December quarter compared with previous December quarters due to additional customer transactions being available on-line.

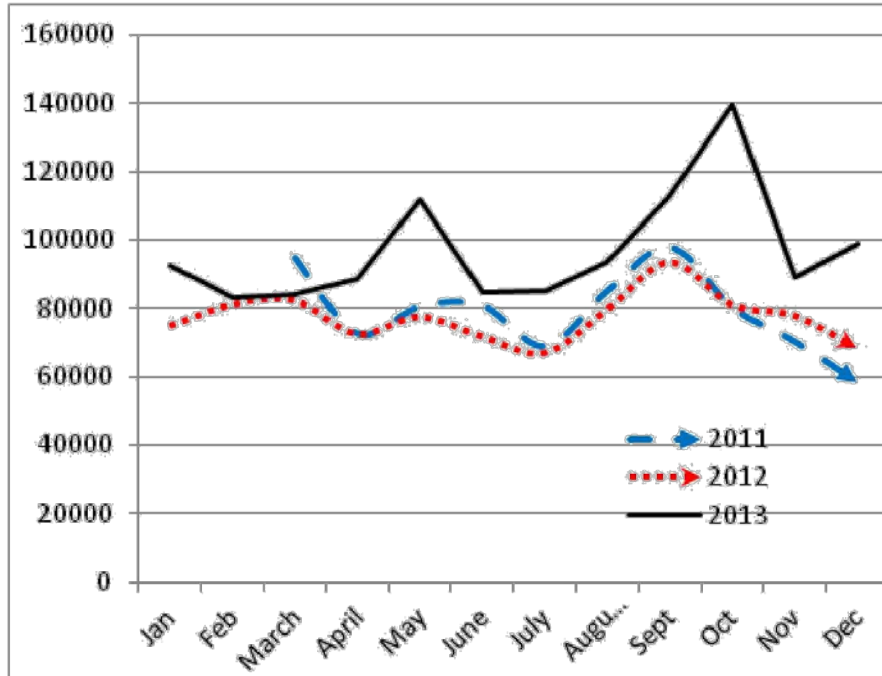
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GOVERNANCE 1.3.1

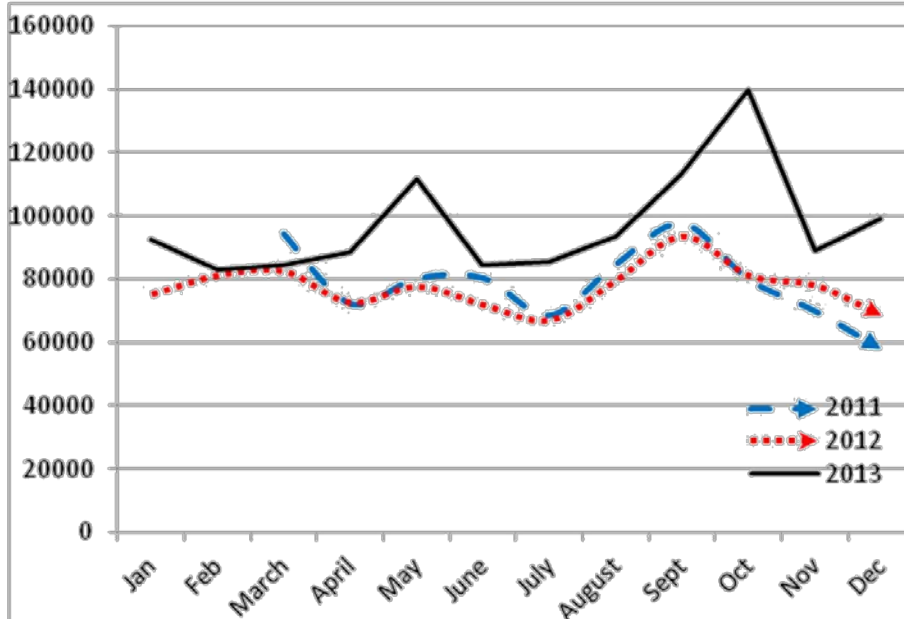
Number of Page Views Manly Council Website to December 2013



COMMENT: For the December 2013 quarter, visits to the website were up on previous December quarters.

GOVERNANCE 1.5.2

Number of media releases issued to December 2013

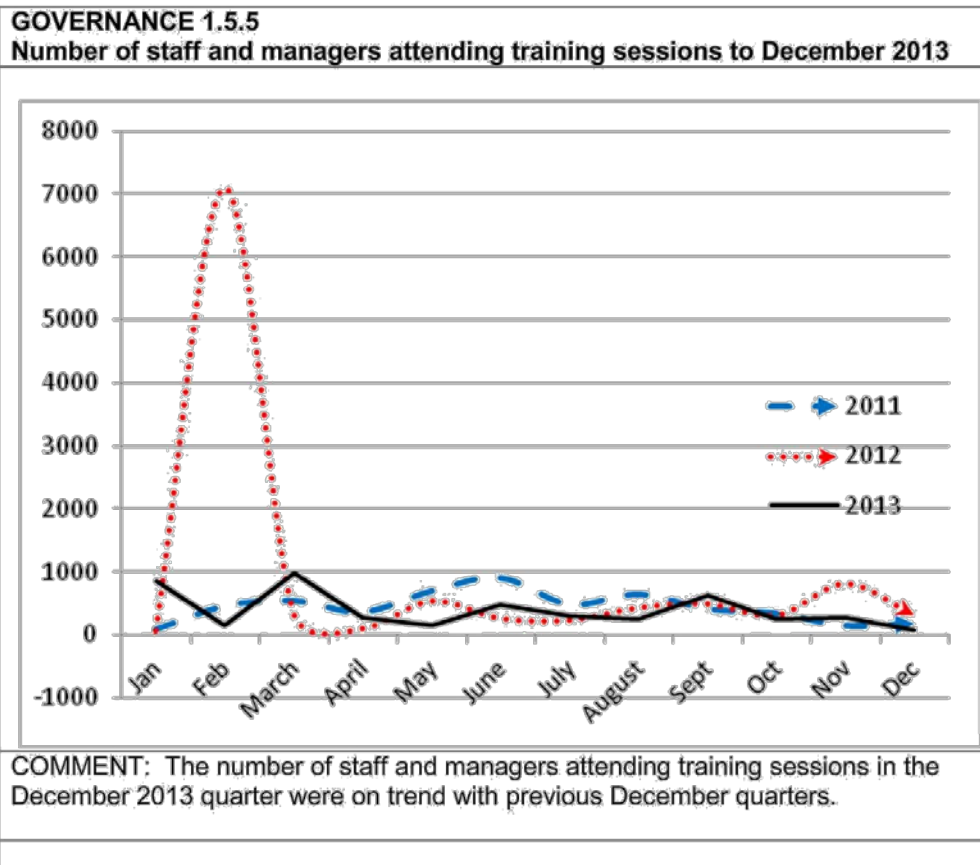


COMMENT: The number of media releases in the December 2013 quarter increased due to marketing for the combined jazz and arts festival, and upcoming Christmas festivities.

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Graphs Quarterly Report October to December 2013 on Delivery Program 2013-2017



Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October to 31 December 2013) – Progress with Four Year Delivery Program 2013-2017, Operational Plan 2013-2014 and Budget 2013-2014
Report Qtly Budget Review

Quarterly Budget Review Statement
for the period 01/10/13 to 31/12/13

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Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October to 31 December 2013) – Progress with Four Year Delivery Program 2013-2017, Operational Plan 2013-2014 and Budget 2013-2014
Report Qtly Budget Review

Quarterly Budget Review Statement
for the period 01/10/13 to 31/12/13

Report by Responsible Accounting Officer

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

It is my opinion that the Quarterly Budget Review Statement for the period 01/10/13 to 31/12/13 indicates that Council's projected financial position at 30 June 2014 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

This assessment is supported by Council's auditors Hills Roger Spencer Steer who described Council's financial position as satisfactory at 30 June 2013, having regard to its available working capital, unrestricted current ratio and debt servicing.

Signed : 

Jenny Nascimento
Responsible Accounting Officer

Date: 1st Feb 2014

ATTACHMENT 3

Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October to 31 December 2013) – Progress with Four Year Delivery Program 2013-2017, Operational Plan 2013-2014 and Budget 2013-2014 Report Qtly Budget Review

Manly Council Income & Expenses Budget Review Statement for the period 01/10/13 to 31/12/13

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2013

(\$'000's)	Original Budget 2013/14	Approved Changes Other than by a QBRs	Approved Changes Sep QBRs	Approved Changes Dec QBRs	Revised Budget 2013/14	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
Income:									
Rates and Annual Charges	36,825				36,825			36,825	36,206
User Charges and Fees	12,330				12,330			12,330	7,421
Interest and Investment Revenues	1,023		(100)		923			923	539
Other Revenues	6,200				6,200	206	1	6,406	2,828
Grants & Contributions - Operating	4,132				4,132			4,132	1,830
Grants & Contributions - Capital	430				430	41	2	471	1,778
Net gain from disposal of assets	-				-			-	
Share of Interests in Joint Ventures	-				-			-	
Total Income from Continuing Operations	60,940	-	(100)	-	60,840	247		61,087	50,602
Expenses									
Employee Costs	29,784				29,784	(176)	3	29,608	15,174
Borrowing Costs	1,366				1,366			1,366	322
Materials & Contracts	12,284		76		12,360	170	4	12,530	5,856
Depreciation	8,800				8,800			8,800	4,400
Legal Costs	520				520	200	5	720	461
Consultants	683				683	40	6	723	613
Other Expenses	5,795				5,795			5,795	3,522
Interest & Investment Losses	-				-			-	
Net Loss from disposal of assets	-				-			-	
Share of interests in Joint Ventures	-				-			-	
Total Expenses from Continuing Operations	59,232	-	76	-	59,308	234		59,542	30,348
Net Operating Result from Continuing Operations	1,708	-	(176)	-	1,532	12		1,545	20,254
Discontinued Operations	-				-			-	
Net Operating Result from All Operations	1,708	-	(176)	-	1,532	12		1,545	20,254
Net Operating Result before Capital Items	1,278	-	(176)	-	1,102	(29)		1,074	18,476

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Quarterly Budget Review Statement for the period 01/10/13 to 31/12/13

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	HIH liquidation scheme payment	\$	150,000
1	Increase income from legal cost recovery	\$	100,000
1	Reduce income from Visitor Information Centre due to business termination	-\$	44,000
2	Recognition of capital grant from Energy Efficiency Program for solar hot water installation at 6 sites	\$	40,600
		\$	246,600

EXPENDITURE

3	Reduce employee cost for Visitor Information Centre due to business termination	-\$	175,750
4	Transfer budget from WASIP to fund the Energy Efficiency Program of solar hot water installation at 6 sites	-\$	35,000
4	Reduce building maintenance for Visitor Information Centre due to business termination	-\$	15,000
4	Increase budget for Hello Manly management contribution	\$	220,000
5	Increase budget for legal cost	\$	200,000
6	Transfer from unspent grant reserve to fund Manly Meals on Wheels consultants fee.	\$	40,000
		\$	234,250

NET VARIATION

-\$ 12,350

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Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October to 31 December 2013) – Progress with Four Year Delivery Program 2013-2017, Operational Plan 2013-2014 and Budget 2013-2014
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Quarterly Budget Review Statement
for the period 01/10/13 to 31/12/13

Manly Council

Capital Budget Review Statement

Budget review for the quarter ended 31 December 2013

((\$000's))	Original Budget 2013/14	Approved Changes Other than by a QBR	Approved Changes Sep QBR	Dec QBR	Revised Budget 2013/14	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
Capital Expenditure									
New Assets									
- Plant & Equipment	15,000				15,000			15,000	349
- Land & Buildings	17,000				17,000			17,000	36
- Other Structure	3,350				3,350			3,350	-
- Storm Water									
Renewal Assets (Replacement)									
- Plant & Equipment	2,289		91		2,380			2,380	526
- Furniture & Fittings	6				6			6	2
- Office Equipment	386				386			386	168
- Land Improvements - Depreciable	407				407			407	70
- Land & Buildings	1,760				1,760	256	1	2,016	716
- Roads, Bridges, Footpaths	1,006				1,006			1,006	602
- Storm Water	562				562			562	98
- Other Structures	1,109				1,109			1,109	138
- Library Books	237				237			237	70
- Art Works & Other Heritage	34				34			34	2
Total Capital Expenditure	43,146	-	91	-	43,237	256		43,493	2,777
Capital Funding									
Rates & Other Unified Funding	2,918				2,918	130	2	3,048	1,096
Rates - (Special Rates / Infrastructure Levy)	887				887			887	602
Storm Water Levy	562				562			562	98
Capital Grants & Contributions	430				430	41	3	471	-
Reserves:									
- External Restrictions/Reserves	700		91		791	85	4	876	-
- Internal Restrictions/Reserves	1,420				1,420			1,420	70
New Loans	35,350				35,350			35,350	385
Receipts from Sale of Assets									
- Plant & Equipment									
- Land & Buildings	880				880			880	526
Total Capital Funding	43,146	-	91	-	43,237	256		43,493	2,777
Net Capital Funding	-	-	0	-	0	-		0	-

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Quarterly Budget Review Statement for the period 01/10/13 to 31/12/13

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 Installation of solar hot water at 6 sites funding by grant from Energy Efficiency Program and WASIP
- 1 Transfer from Section 94 Reserve to fund Lifesaving Club building upgrade
- 1 Hello Manly building refurbishment

\$ 75,600
\$ 50,000
\$ 130,000
\$ 255,600

CAPITAL FUNDING

- 2 Hello Manly building refurbishment
- 3 Installation of solar hot water at 6 sites funding by grant from Energy Efficiency Program
- 4 Installation of solar hot water at 6 sites funding by WASIP grant
- 4 Transfer from Section 94 Reserve to fund Lifesaving Club building upgrade

\$ 130,000
\$ 40,600
\$ 35,000
\$ 50,000
\$ 255,600

NET VARIATION

\$ -

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Quarterly Budget Review Statement for the period 01/10/13 to 31/12/13

Manly Council

Capital Expenditure Summary

Budget review for the quarter ended 31 December 2013

(\$000's)	Original Budget 2013/14	Approved Changes		Revised Budget 2013/14	Variations for this Dec Qtr	Notes Projected Year End Result	Actual YTD figures
		Other than by a QBR	Sep QBR				
IT Systems - Infrastructure & Software	360			360		360	165
Furniture & Equipment Purchases	35			35		35	18
Building New / Renewal Works	300			300	256	556	318
Seaforth TAFE Building & Site	1,000			1,000		1,000	281
Land Improvement Program	10			10		10	1
Library Books & Periodicals	237			237		237	70
Library Equipments Upgrade	66		91	157		157	2
Art Gallery Collections	34			34		34	2
Swim Centre Plant & Equipment	12			12		12	22
Swim Centre Baby & Toddlers Pool	45			45		45	19
New Aquatic Centre	15,150			15,150		15,150	410
LM Graham Reserve - Masterplan Upgrade	200			200		200	62
Parks & Reserves - New/Renewal	198			198		198	7
Manly Cemetery - Conservation & Improvements	25			25		25	15
Beach Control	25			25		25	-
Netted Pools Upgrade	120			120		120	35
Regulatory Compliance Infrastructure & Equipments	60			60		60	103
Plant & Fleet Replacement	2,098			2,098		2,098	364
Roads Infrastructure - New/Renewal	568			568		568	192
Ancillary Infrastructure Works	1,087			1,087		1,087	427
Footpath Construction - New/Renewal	150			150		150	12
Parking Meters Upgrade	50			50		50	-
Car Park Facilities Upgrade	95			95		95	39
Manly Oval Car Park - Manly 2015	17,000			17,000		17,000	36
Garbage & Recycling Equipemnts	-			-		-	21
Drainage Construction - New/Renewal	185			185		185	99
Stormwater Management - New/Renewal	377			377		377	-
Detention Tank - Manly 2015	3,350			3,350		3,350	-
Public Amenities - New/Renewal	310			310		310	57
Total Capital Expenditure	43,146	-	91	43,237	256	43,493	2,777

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Corporate Services Division Report No. 3.DOC - Second Quarter Report (1 October to 31 December 2013) – Progress with Four Year Delivery Program 2013-2017, Operational Plan 2013-2014 and Budget 2013-2014 Report Qtly Budget Review

Quarterly Budget Review Statement for the period 01/10/13 to 31/12/13

Manly Council Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 December 2013

(\$000's)	Closing Balance 2012/13	Original Budget 2013/14	Approved Changes Other than by a QBR	Approved Changes Sep QBR	Dec QBR	Revised Budget 2013/14	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
Externally Restricted ⁽¹⁾										
Developer Contributions - General	4,008	4,878				4,878	(50)	1	4,828	4,828
Specific Purpose Unexpended Grants	1,329	980		(167)		813	(40)	2	773	773
Domestic Waste Management	-					-			-	-
Other	720	720				720			720	720
Total Externally Restricted	6,057	6,578	-	(167)	-	6,411	(90)		6,321	6,321
(1) Funds that must be spent for a specific purpose										
Internally Restricted ⁽²⁾										
Plant & Vehicle Replacement	1,198	-				-			-	-
Infrastructure Replacement	2,600	1,903				1,903			1,903	1,903
Employees' Leave Entitlement	1,528	1,328				1,328			1,328	1,328
Deposits, Retentions & Bonds	1,797	1,588				1,588			1,588	1,588
Balgowlah Area Improvements	442	280				280			280	280
Depot Redevelopment	152	152				152			152	152
Environment Levy	277	122				122			122	122
Manly Wharf Forecourt	50	50				50			50	50
Manly Youth Council		6				6			6	6
Meals on Wheels	268	349				349			349	349
Rates Infrastructure						-			-	-
Shelly Beach Improvements	9	9				9			9	9
Unexpended Loans	72	573				573			573	14,651
Total Internally Restricted	8,393	6,360	-	-	-	6,360	-		6,360	20,438
(2) Funds that Council has earmarked for a specific purpose										
Unrestricted (i.e. available after the above Restrictions)	1,442	1,405	-	167	-	1,572			1,572	7,524
Total Cash & Investments	15,892	14,343				14,343	(90)		14,253	34,283

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Report Qtly Budget Review

Manly Council

Quarterly Budget Review Statement
for the period 01/10/13 to 31/12/13

Cash & Investments Budget Review Statement

Budget Variations being recommended include the following material items:

Notes	Details	
1	Transfer from Section 94 Reserve to fund Lifesaving Club building upgrade	-\$ 50,000
1	Transfer from unspent grant reserve to fund Manly Meals on Wheels consultants fee	-\$ 40,000
NET VARIATION		-\$ 90,000

Comment on Cash & Investments Position

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 Investment Portfolio report for the month of 31 December 2013 shows a total market value of cash and investments held as at 31 December 2013 of \$34,283,397.

Cash

The value of Cash at Bank which has been included in the Council's Investment Portfolio Report for December totals \$1,490,523.

Cash at Bank General Ledger has been reconciled to Council's physical Bank Statements. The date of completion of this bank reconciliation is 13 January 2014

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Manly Council

Quarterly Budget Review Statement
for the period 01/10/13 to 31/12/13

Key Performance Indicators Budget Review Statement

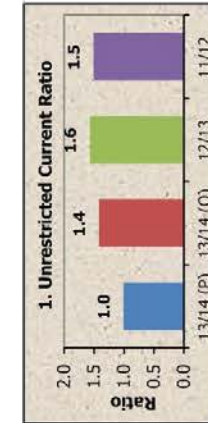
Budget review for the quarter ended 31 December 2013

The Council monitors the following Key Performance Indicators:

1. Unrestricted Current Ratio

Current Assets less all External Restrictions

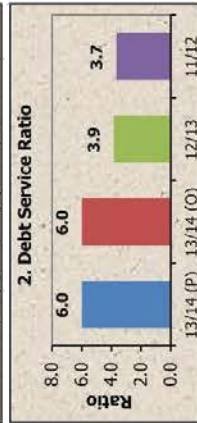
Current Liabilities less Specific Purpose Liabilities



2. Debt Service Ratio

Debt Service Cost

Income from Continuing Operations excluding Capital Items & Specific Purpose Grants/Contributions



3. Rates & Annual Charges Outstanding Ratio

Rates & Annual Charges

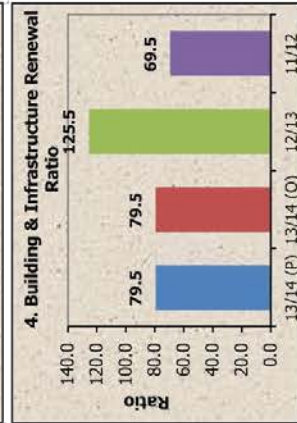
Income from Continuing Operations



4. Building & Infrastructure Renewal Ratio

Annual Renewals (Building & Infrastructure)

Depreciation, Amortisation & Impairment (Building & Infrastructure Assets)



	Current Projection 13/14	Original Budget 13/14	Actuals Prior Periods 12/13 11/12
1. Unrestricted Current Ratio	1.01	1.42	1.57 1.51
2. Debt Service Ratio	6.00	6.00	3.86 3.67
3. Rates & Annual Charges Outstanding Ratio	3.65	3.65	3.84 3.98
4. Building & Infrastructure Renewal Ratio	79.50	79.50	125.5 69.5

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Quarterly Budget Review Statement
for the period 01/10/13 to 31/12/13

Manly Council

Contracts Budget Review Statement

Budget review for the quarter ended 31 December 2013

Part A - Contracts Listing - contracts entered into during the quarter with a value greater than \$50,000

Contractor	Contract detail & purpose	Contract Value	Start Date	Finish Date	Budgeted (Y/N)
Hunt Civil Pty Ltd	Supply & Application of Sign and posting	Schedule of Rate	02/09/2013	31/08/2016	Y
Atlantis Group of Companies Pty Ltd	Supply & Application of Linemarking	Schedule of Rate	02/09/2013	31/08/2016	Y
Combined Traffic Management Pty Ltd	Supply & Application of Linemarking	Schedule of Rate	02/09/2013	31/08/2016	Y
Workforce Road Services Pty Ltd	Supply & Application of Linemarking	Schedule of Rate	02/09/2013	31/08/2016	Y
Complete Line Marking Services Pty Ltd	Supply & Application of Linemarking	Schedule of Rate	02/09/2013	31/08/2016	Y
ProGroup Management Pty Ltd	Supply of Building Services	Schedule of Rate	01/11/2013	31/10/2015	Y
Cooper Commercial Constructions	Supply of Building Services	Schedule of Rate	01/11/2013	31/10/2015	Y
Jodbin Pty Ltd	Supply of Building Services	Schedule of Rate	01/11/2013	31/10/2015	Y
Sullivans Constructions	Supply of Building Services	Schedule of Rate	01/11/2013	31/10/2015	Y
Proline Building	Supply of Building Services	Schedule of Rate	01/11/2013	31/10/2015	Y
Sam The Paving Man Pty Ltd	Install new paving to Short Street Plaza	102,462.52	31/10/2013	on going	Y
2 Barrows Pty Ltd	Manufacture, deliver & install precast street furniture for Short Street Plaza	89,000.01	12/11/2013	on going	Y
Elfhelg Pty Ltd	Supply & Installation of Christmas decorations in the Council Area	54,400.01	18/12/2013	06/01/2014	Y

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Manly Council

Quarterly Budget Review Statement
for the period 01/10/13 to 31/12/13

**Contracts Budget Review Statement
Comments & Explanations relating to Contractors Listing**

Note Details

- 1 Contracts listed are those entered into during the quarter being reported 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.

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