



Agenda

Planning and Strategy Committee

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

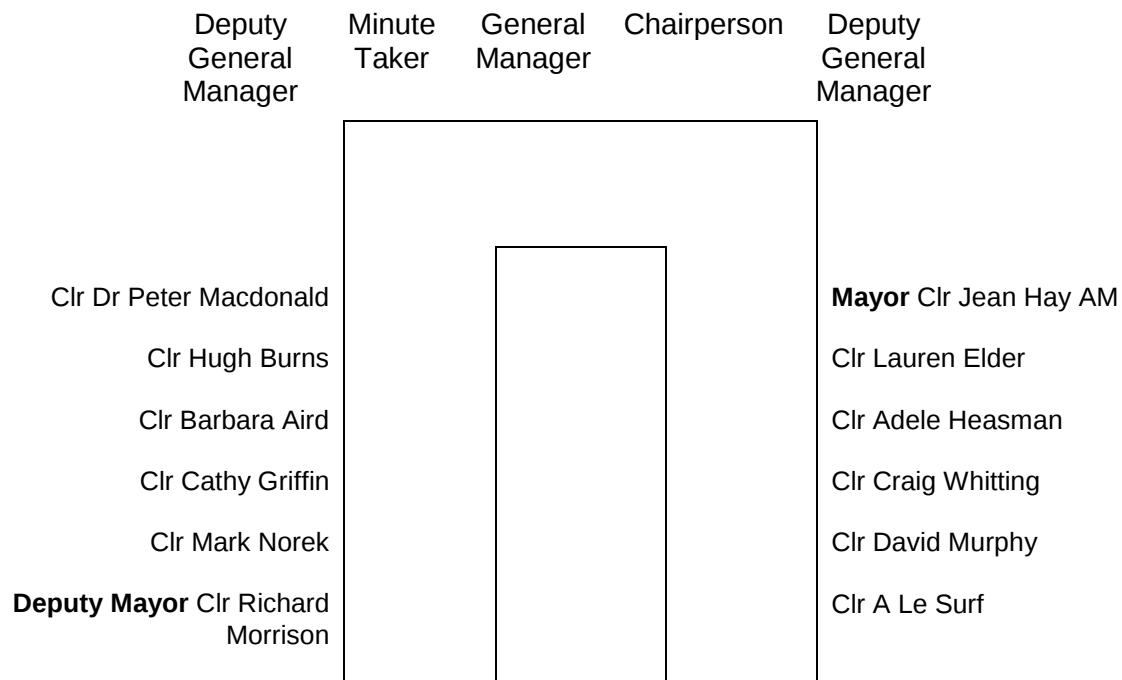
Monday 1 August 2011

Commencing at 7:30 PM for the purpose of considering items included on the Agenda.

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

*Copies of business papers are available at the Customer Services Counter at Manly Council, Manly Library and Seaforth Library and are available on Council's website:
www.manly.nsw.gov.au*

Seating Arrangements for Meetings



Press

Public
Addresses

Public Gallery

Chairperson: Councillor Alan Le Surf
Deputy Chairperson: Councillor Adele Heasman

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MATTERS OF URGENCY

(In accordance with Clause 241 of the Local Government (General) Regulations, 2005)

CLOSED COMMITTEE ITEMS

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

TO: Planning and Strategy Committee - 1 August 2011

REPORT: Item For Brief Mention Report No. 11

SUBJECT: Tabled Documents

FILE NO:

1. Documents to be tabled:

Date	Author	Subject
27/07/11	Premier & Cabinet Division (DLG)	Publication: Becoming a Councillor
08/07/11	Premier & Cabinet Division (DLG)	Circular: Information about rating for 2011/2012 – Maximum interest rate on overdue rates and charges

RECOMMENDATION

That the information be received and noted.

ATTACHMENTS

There are no attachments for this report.

PS010811IBM_1

***** End of Item For Brief Mention Report No. 11 *****

TO: Planning and Strategy Committee - 1 August 2011
REPORT: Report Of Committees Report No. 33
SUBJECT: Minutes for adoption by Council - Special Purpose Committee - without recommendations of a substantial nature.
FILE NO:

The minutes of the following Special Purpose Committee meetings are tabled at this meeting.

- i) Manly LEP/DCP Working Group – 19 July 2011
- ii) Community Safety Committee – 14 July 2011
- iii) Manly Tramway Loop Feasibility Working Group – 28 June 2011
- iv) Sister Cities Committee – 22 June 2011
- v) Traffic Committee – 20 June 2011

RECOMMENDATION

That the minutes of the following Special Purpose Committee meetings be adopted:

- i) Manly LEP/DCP Working Group – 19 July 2011
- ii) Community Safety Committee – 14 July 2011
- iii) Manly Tramway Loop Feasibility Working Group – 28 June 2011
- iv) Sister Cities Committee – 22 June 2011
- v) Traffic Committee – 20 June 2011

ATTACHMENTS

There are no attachments for this report.

PS010811RC_1.doc

***** End of Report Of Committees Report No. 33 *****

TO: Planning and Strategy Committee - 1 August 2011
REPORT: Report Of Committees Report No. 34
SUBJECT: Minutes for adoption by Council - Human Services Planning and Policy Committee - 28 June 2011
FILE NO:

These reports were dealt with at the Human Services Planning and Policy Committee meeting of 28 June 2011 and were listed as a Recommendation in those minutes. These items are hereby submitted to the Planning and Strategy Meeting, together with the minutes for formal adoption by Council.

1. ITEM 4 REPORT - FAMILIES, CHILDREN AND YOUTH SERVICES UPDATE – KATHRYN FAYLE

Kathryn Fayle, Manager of Children's Services, Manly Council presented on the various operational services and policy challenges facing Council's children and youth services in the next financial year. Some of these were continuing to source and attract staff; learning and development requirements for existing and new staff; new and differing ratios for staff to children; continuing to provide school age after school support services, a limited role in youth services being essentially entertainment, recreation, counselling and social support services for youth and families.

Some of the challenges for the future of service delivery discussed were:

- Continuing long-waiting lists for Council's child-care services in the Manly area; these were indicative of continuing demand and competitiveness for services;
- Manly's child-care fees and charges were regarded as competitive and low compared to Warringah Council; yet there had been submissions objecting to raising fees lodged with Council as part of both the Delivery Program (2011-2015) and the Operational Plan (2011-2012), and Council need to raise fees to cover increasing wage and service costs;
- Long term need to encourage child-care teaching as a career in schools and provide continuing education to improve skill levels.
- Keeping salaries and wages competitive in order to attract and retain staff, especially in newly created positions. This was discussed as a possible issue of concern for the future for Council services that could be resolved internally;
- New regulations requiring higher skill levels for child care workers in future years (Certificate 4 or Diploma equivalent); concerns regarding strain on existing staff and qualifications, and need for retraining staff to meet requirements; and
- New staff needed for expanding centres such as Roundhouse, and has exposed difficulties attracting new staff locally, and need for increasingly competitive salaries to prevent staff leaving.

2. ITEM 5 REPORT - NORTHERN SYDNEY ABORIGINAL SOCIAL PLAN

A report was provided by Council staff on the Northern Sydney Aboriginal Social Plan (NSASP) that Council has provided funding for in recent years, and its future beyond 30 June 2011. There was discussion about the completion of the plan, and the achievements of the Northern Sydney Aboriginal Social Plan up to the 2010/2011 year.

There was also discussion and consideration of three options for Council to continue funding aboriginal community development projects in future years. These options discussed were:

- **Option 1:** Improve the existing regional NSASP model to resurrect relations with various Northern Sydney Council and re-establish a viable working model to fund the employment of a dedicated aboriginal officer to deliver a variety of services;

Report Of Committees Report No. 34 (Cont'd)

- **Option 2:** Undertake a sub-regional Aboriginal Forum – either Northern Beaches or SHOROC based that would pull limited Council resources for the Northern Sydney area specifically, and develop a range of targeted events, services or policies;
- **Option 3:** Manly LGA Aboriginal Program – deliver a targeted and specific program for aboriginal services through Council's community development grants or cultural grants program to deliver a range of targeted events, services or policies.

It was recommended that Options 2 and 3 would be of greatest benefit to Aboriginal people in this area, and had the greatest opportunity in the future to deliver more focused services, events or policies to benefit Aboriginal people living, working or visiting the Northern Beaches of Sydney.

RECOMMENDATION

That the minutes of the Human Services Planning and Policy Committee meeting on 28 June 2011 be adopted including the following items:

1. ITEM 4 REPORT - FAMILIES, CHILDREN AND YOUTH SERVICES UPDATE – KATHRYN FAYLE

1. The Committee notes for information the presentation, and service delivery issues for the 2011/12 year and beyond.
2. That Council continue to support the delivery of a range of child-care and youth services, together with appropriate remuneration and training packages to attract and retain staff.

2. ITEM 5 REPORT - NORTHERN SYDNEY ABORIGINAL SOCIAL PLAN

1. That Manly Council write to North Sydney Council and thank them for their support and the noted achievements of the 2007-2011 NSASP and advise that it was not prepared to contribute any further Council financial resources (apart from continuing workers compensation liabilities previously agreed) in this plan or its evaluation;
2. That Manly Council use its limited \$15,000 budget in the 2011-2012 financial year to support either Options 2 or 3 being the provision of a direct funding model to be further developed and scoped by Council;
3. That Manly Council call for expressions of interest from local community development organisations to deliver a range of targeted events, services or policies for aboriginal people living, working or visiting the Manly areas (e.g. through its community development grants scheme, or funded directly) for the 2011-2012 year, and
4. Manly Council write to other Northern Beaches Councils (such as Warringah and Pittwater) to explore the feasibility of working together to direct fund a range of targeted events, services or policies on behalf of participating Councils on a three year trial basis for the 2011-2012 year.

ATTACHMENTS

There are no attachments for this report.

PS010811RC_2.doc

***** End of Report Of Committees Report No. 34 *****

TO: Planning and Strategy Committee - 1 August 2011
REPORT: Corporate Services Division Report No. 26
SUBJECT: Adoption of draft Cash Handling Policy
FILE NO:

SUMMARY

This report presents to Council the draft Cash Handling Policy for adoption.

REPORT

Council at the Ordinary Meeting held 20th June 2011 resolved to place the draft Cash Handling Policy on public exhibition.

The draft policy was placed on public exhibition until 27th July 2011, with copies available at Council's Customer Service Counter, the Library and on Council's Website.

At the close of the exhibition period, no submissions had been received. The policy is now presented to Council for formal adoption (refer to Attachment 1).

RECOMMENDATION

That the draft Cash Handling Policy be adopted and added to Council's Policy Register.

ATTACHMENTS

AT- 1 Draft Cash Handling Policy 3 Pages

PS010811CSD_5.doc

***** End of Corporate Services Division Report No. 26 *****

Corporate Services Division Report No. 26 - Adoption of draft Cash Handling Policy
Draft Cash Handling Policy



Cash Handling Policy

Title: Cash Handling Policy

Policy No: C12.

Keywords: Cash control, banking, receipts, receipting, petty cash, cheques, payments.

Responsible Officer: Manager Financial Services

1. Policy Statement

The objective of this policy directive is to provide a framework and processes for cash handling and cash security to ensure Council fulfils its financial obligations and service delivery.

This policy applies to all Council employees involved with the handling of cash at designated sites and any staff members authorised to use petty cash.

2. Purpose

- To ensure all monies received by Council are fully accounted for and receipted and deposited to Council's bank account;
- To ensure consistency in procedures and standards in cash handling across all Council sites and services;
- To establish and maintain accountability for the flow of cash through Council;
- To ensure the correct and proper use of petty cash;
- To provide a framework for cash handling and security of cash.

3. Related Policies and Legislation

- Code of Conduct
- Cash Handling Procedures
- Local Government Act 1993
- Local Government (General) Regulation (2005) – Part 9, Division 5: Accounting Records and Accounting Practices.

4. Definitions

Cash – electronic and credit card transactions, cheque and currency including notes and coins.

Cash handling – petty cash, manual and electronic means of cashiering (cash, cheque, eftpos and credit card), floats (special events, collection of monies), banking preparation and reconciliation.

Banking – cash preparation and reconciliation for collection by Council's authorised collection agent for depositing with bank.

Corporate Services Division Report No. 26 - Adoption of draft Cash Handling Policy
Draft Cash Handling Policy



Cash Handling Policy

Designated site – those sites throughout Council that are involved in cash handling and merchandise control operations. These include but are not limited to:

- Customer Services
- Library
- Art Gallery
- Visitor Information Centre / Bookings
- Childcare centres etc
- Swim Centre
- Meals on Wheels
- Car Parks and parking meters
- Administration (office managers and petty cash)

5. Principles with respect to Cash Handling

- Council will provide a safe working environment that protects the welfare of Council personnel and safeguards cash and merchandise at designated sites;
- Cash receipting systems appropriate for each site will be installed and maintained;
- Only Council cash may be stored in Council's safe keeping devices;
- All cash must be kept secure in a locked drawer, container or safe and is not to be left unattended;
- The borrowing or taking of cash from any float or till for personal benefit is prohibited;
- All cash received must be banked on the next banking day, unless formal prior arrangements has been made with the Manager Financial Services;
- Cash will be collected from specific sites by Councils authorised collection agent;
- A receipt must be issued for all transactions, in accordance with the approved receipting procedure at each designated site, using the installed Council system or official receipt books, each such receipt to be dated and numbered in sequential order;
- Managers responsible for designated sites must maintain current documentation of all cash handling procedures and processes, including:
 - security and safety measures for transporting cash
 - daily record and reconciliation of cash taken and receipted, including cash register total slips
 - reconciliation of manual receipts
 - petty cash reconciliation and claims
 - register of security codes and/or safe keys;

6. Non Compliance

Non-compliance with this policy or procedures may result in disciplinary action and / or dismissal.

ATTACHMENT 1

Corporate Services Division Report No. 26 - Adoption of draft Cash Handling Policy Draft Cash Handling Policy



Cash Handling Policy

7. Policy Variation

This policy shall be reviewed every two (2) years and Council retains the right to vary or revoke this policy at its discretion.

8. Policy History

Minute No	Date of Issue	Action	Author	Checked by
	16/05/2011	Draft	CFO	IEJ (18/05/2011)

TO: Planning and Strategy Committee - 1 August 2011
REPORT: Corporate Services Division Report No. 27
SUBJECT: Adoption of draft Risk Management Policy
FILE NO:

SUMMARY

This report presents to Council a draft Risk Management Policy which has been prepared by Council's external consultants who were engaged to develop an enterprise risk management framework in order to promote a whole of Council approach to risk management.

The Draft Policy has been developed with staff consultation and document review and is now submitted to Council for adoption.

Purpose

The purpose of this Risk Management Policy is to communicate Council's commitment to managing enterprise-wide risks, and establish clear responsibilities to ensure that councillors and staff at all levels are aware of and responsible for the management of risk.

Report

Council is committed to the formal, systematic, structured and proactive management of risks across the organisation.

Council recognises that whilst risk is inherent in all its activities, the management of risk is good business practice, creates value, is integral to sound corporate governance, and in some instances, a mandatory legal requirement. In particular, effective risk management can lead to better decision-making and planning as well as better identification of opportunities and threats.

Council's risk management framework is a set of components that provides the foundations and organisational arrangements for designing, implementing, monitoring reviewing and continually improving risk management throughout the organisation.

Council is committed to maintaining an effective, efficient and tailored risk management framework that consists of:

- this policy
- a risk management plan
- supporting policies that complement risk management such as fraud prevention, business continuity management, OH&S management systems and code of conduct.

The framework will enable:

- a formal, structured approach to risk management that is appropriate to Council's activities and operating environment; and
- a risk management approach consistent with the principles of AS/NZS ISO 31000:2009.

The Policy applies to all Councillors, Managers, Staff, Contractors and Volunteers across all Council Activities and processes.

Corporate Services Division Report No. 27 (Cont'd)

RECOMMENDATION

That the draft Risk Management Policy be adopted.

ATTACHMENTS

AT- 1 Draft Risk Management Policy 4 Pages

PS010811CSD_4.doc

***** End of Corporate Services Division Report No. 27 *****

Corporate Services Division Report No. 27 - Adoption of draft Risk Management Policy
Draft Risk Management Policy

Title: Risk Management Policy
Policy No:
Keywords: Risk, uncertainty, objectives

Responsible
Officer: Executive Manager Corporate Services

1. Purpose

The purpose of this Risk Management Policy is to communicate Council's commitment to managing enterprise-wide risks and establish clear responsibilities to ensure that councillors and staff at all levels are aware of and responsible for the management of risk.

2. Objectives

Risk is defined as the effect of uncertainty on objectives.

Council understands that large, unmitigated risks can adversely impact its stakeholders and its ability to achieve strategic and operational objectives. Accordingly Council is committed to an enterprise wide approach to risk management.

Risk management involves coordinated activities to direct and control the organisation with regard to risk. It is a systematic process that involves establishing the context of risk management, identifying risks, analysing risks, addressing risks, periodically monitoring risks and communication and consultation. Risk management explicitly addresses uncertainty but it does not eliminate all risk. The application of risk management thinking, principles and practices aims to help Council deliver quality services, improve decision-making, set priorities for competing demands/resources, minimise the impact of adversity and loss, ensure regulatory compliance and support the achievement of objectives.

3. Scope

This policy applies to all councillors, managers, staff, contractors and volunteers across all Council activities and processes.

4. Definitions

Risk	The effect of uncertainty on objectives
Risk Management	Coordinated activities to direct and control the organisation with regard to risk

Corporate Services Division Report No. 27 - Adoption of draft Risk Management Policy
Draft Risk Management Policy

5. Policy Statement

5.1 Mandate And Commitment

Council is committed to the formal, systematic, structured and proactive management of risks across the organisation.

Council recognises that whilst risk is inherent in all its activities, the management of risk is good business practice, creates value, is integral to sound corporate governance and in some instances, a mandatory legal requirement. In particular, effective risk management can lead to better decision-making and planning as well as better identification of opportunities and threats.

5.2 Risk Management Framework

Council's risk management framework is a set of components that provides the foundations and organisational arrangements for designing, implementing, monitoring reviewing and continually improving risk management throughout the organisation.

Council is committed to maintaining an effective, efficient and tailored risk management framework that consists of:

- this policy
- a risk management plan
- supporting policies that complement risk management such as fraud prevention, business continuity management, OH&S management systems and code of conduct.

The framework will enable:

- a formal, structured approach to risk management that is appropriate to Council's activities and operating environment; and
- a risk management approach consistent with the principles of AS/NZS ISO 31000:2009

5.3 Risk Attitude

Risk attitude is an organisation's approach to assess and eventually pursue, retain, take or turn away from risk. It is expressed in the form of a risk attitude statement which covers a number of critical risk categories. Council's current attitude to risk can be summarised as follows:

Manly Council recognises that in order to achieve its objectives and capitalise upon opportunities in the current local government environment it will need to accept some level of well managed risk inherent in:

- Delivering improvements to infrastructure, facilities and services including those envisaged in Manly 2015

Corporate Services Division Report No. 27 - Adoption of draft Risk Management Policy
Draft Risk Management Policy

At the same time Council, as a public authority, has little or no appetite for unmanaged risks that will:

- Compromise the health and safety of staff
- Result in sustained damage to the organisation's reputation
- Have a significant negative impact on Council's long term financial sustainability
- Compromise the integrity of the development assessment process
- Result in significant or sustained damage to the environment

5.4 Implementing Risk Management

Council is committed to ensuring that a strong risk management culture exists and will develop and maintain a risk management plan that:

- aligns risk management processes to Council's existing planning and operational processes;
- allocates sufficient funding and resources to risk management activities;
- provides staff with appropriate training in risk management principles;
- assigns clear responsibilities to staff at all levels for managing risk;
- embeds key controls to manage risks into business processes;
- establishes appropriate mechanisms for measuring and reporting risk management performance;
- communicates risk management policies, plans and issues to staff and other stakeholders;
- takes human and cultural factors into account; and
- is dynamic, iterative and facilitates continual improvement

5.5 Accountabilities And Responsibilities For Managing Risk

Council is ultimately responsible for adopting and committing to this risk management policy, identifying and monitoring emerging risks and fully considering risk management issues contained in Council reports.

The **General Manager** is responsible for leading the development of an enterprise risk management culture across the organisation and ensuring that the Risk Management Policy and Plan are being effectively implemented.

The **Audit and Risk Committee** is responsible for reviewing whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud.

The **Executive Team** is responsible for establishing and reviewing the framework for identifying, monitoring and managing significant business risks.

Corporate Services Division Report No. 27 - Adoption of draft Risk Management Policy
Draft Risk Management Policy

The Risk Manager is responsible for coordinating the processes for the management of risk throughout the organisation. This may include the provision of advice and service assistance to all areas on risk management matters.

Managers at all levels, are the risk owners and are required to create an environment where the management of risk is accepted as the personal responsibility of all staff, volunteers and contractors. Managers are accountable for the implementation and maintenance of sound risk management processes and structures within their area of responsibility in conformity with Council's risk management framework.

All **staff** are required to act at all times in a manner which does not place at risk the health and safety of themselves or any other person in the workplace. Staff are responsible and accountable for taking practical steps to minimise Council's exposure to risks including contractual, legal and professional liability in so far as is reasonably practicable within their area of activity and responsibility

6. Policy review

This Policy is subject to regular review at a maximum interval of four years.

7. Relevant References & Legislation

AS/NZS ISO 3100:2009

8. Policy History

Minute No	Date of Issue	Action	Author	Checked by
	July 2011	Policy Drafted	Risk Manager	Manager Administration

TO: Planning and Strategy Committee - 1 August 2011
REPORT: Corporate Services Division Report No. 28
SUBJECT: Adoption of a Charge Card Facility Policy
FILE NO:

SUMMARY

This report recommends that Council give public notice of its intention to adopt a *Charge Card Facility Policy*.

REPORT

A recommendation of the Internal Auditor to the Internal Audit & Risk Committee was the adoption by Council of a Charge Card Use Policy.

The draft *Charge Card Facility Policy* sets out the requirements to be followed in the use of charge cards, and is recommended to Council for adoption.

The purpose of this policy is to regulate the use of Charge Cards held by staff and Councillors.

RECOMMENDATION

THAT

1. The draft *Charge Card Facility Policy* be received and noted.
2. The draft *Charge Card Facility Policy* be placed on public exhibition for a period of 28 days inviting submissions, in accordance with Section 705 of the *Local Government Act, 1993*.

ATTACHMENTS

AT- 1 Draft Charge Card Facility Policy 2 Pages

PS010811CSD_6.doc

***** End of Corporate Services Division Report No. 28 *****

Corporate Services Division Report No. 28 - Adoption of a Charge Card Facility Policy
Draft Charge Card Facility Policy



Charge Card Facility Policy

Title: Charge Card Facility Policy

Policy No: C14.

Keywords: Cabcharge, Store and Credit card

Responsible Officer: Manager, Financial Services

1. Purpose

The purpose of this policy is to regulate the use of Council charge cards.

2. Policy Statement

1. This policy applies to all staff and councillors issued with a charge card.
2. Charge card facilities may only be used for the official business of the Council.

3. Responsibility of Cardholders

1. Councillors and Staff who are issued with a charge card (Cardholder) are persons in a position of trust and responsibility in regard to the use of public funds.

4. Conditions of Use of Charge Cards

1. Cardholders are responsible for all transactions made on their card.
2. Cardholders shall not knowingly permit someone else the use of their card.
3. Cardholders are responsible for maintaining and retaining relevant records for account reconciliation and the acquittal of expenses incurred.
4. Cardholders shall not seek or accept loyalty scheme points/gifts from the use of Council's charge cards.
5. Online transactions must be through secured gateways.
6. Cardholders are responsible for the safe custody of the cards issue to them and must report lost or stolen cards to the Manager, Financial Services as soon as practicable.

ATTACHMENT 1

Corporate Services Division Report No. 28 - Adoption of a Charge Card Facility Policy Draft Charge Card Facility Policy



Charge Card Facility Policy

5. Cabcharge

1. In accordance with the Councillors' Expenses/Facilities Policy, Councillors are entitled to use Cabcharge to attend official business of the Council.
2. Staff may use Cabcharge for authorised travel.
3. Cardholders are responsible for the safekeeping and custody of any Cabcharge Card or voucher issued to them. Lost or stolen cards and invalidated card shall be reported immediately to the Manager, Financial Services for action.

6. Policy History

Minute No	Date of Issue	Action	Author	Checked by
	28/07/2011	Draft	DGM PPI	

TO: Planning and Strategy Committee - 1 August 2011
REPORT: Corporate Services Division Report No. 29
SUBJECT: Local Government Association of New South Wales - Annual Conference 2011
FILE NO:

SUMMARY

At the Ordinary Meeting held on 18 July 2011 Councillors were invited to submit Motions on matters of interest to be included on the Agenda for the 2011 LGSA Conference. Motions have to be received by the Local Government Association by 5 August 2011.

REPORT

One Motion has been received for submission to the LGSA for inclusion in the Agenda for the Conference.

Motions

1. Submitted by Manly Council, Councillor Barbara Aird

Subject: Investigations into the introduction of Container Deposit Legislation

That the Association, in conjunction with Boomerang Alliance members Total Environment Centre and Clean Up Australia, makes approaches to State and National Environment Ministers and Cross Benches expressing concerns about the delay in achieving a resolution of investigations into the introduction of Container Deposit Legislation across Australia and that meetings be sought to discuss ways to bring CDL to fruition, in light of its overwhelming community support, and financial and environmental benefits

RECOMMENDATION

That the Motion as submitted be forwarded to the Local Government Association for inclusion in the Agenda for the 2011 LGSA Conference being held in Nowra.

ATTACHMENTS

There are no attachments for this report.

PS010811CSD_3.doc

***** End of Corporate Services Division Report No. 29 *****

TO: Planning and Strategy Committee - 1 August 2011
REPORT: Planning And Strategy Division Report No. 15
SUBJECT: Draft Urban Design Framework for the Urban block located within Darley Road, South Steyne, Victoria Parade and Wentworth Street, Manly
FILE NO:

SUMMARY

This report recommends that Council exhibit the Draft Urban Design Framework for the Urban block located within Darley Road, South Steyne, Victoria Parade and Wentworth Street, Manly.

REPORT

The Draft Urban Design Framework responds to the Council resolution [8/11] of 14 February 2011;

- “ 1. That design control guidelines be prepared for the site bounded by Wentworth St, Darley Rd, Victoria Parade and South Steyne from which a development control plan could be developed to address the significant access, parking, urban design, landscape and environmental planning issues on the site which Council has previously identified.”*

This report recommends that the Draft Urban Design Framework be exhibited for 28 days for public comment. A further report will then be prepared for the Council's consideration.

The Draft Urban Design Framework has been prepared to ensure that the re-development of the Far West Site is of an acceptable scale, comparable to the surrounding area. Many of the development controls anticipated within the Draft Urban Design Framework replicate the Wentworth Street Development Site Urban Design Controls as well as those within the Manly Development Control Plan for the Business Zone 1989 (Amendment 7) for the sites located across Wentworth Street.

RECOMMENDATION

It is recommended that Council resolves to exhibit the Draft Urban Design Framework for the Urban block located within Darley Road, South Steyne, Victoria Parade and Wentworth Street, Manly for public consultation for 28 days.

ATTACHMENTS

AT- 1	Draft Urban Design Framework for the Urban block located within Darley Road, South Steyne, Victoria Parade and Wentworth Street, Manly	23 Pages	Circulated Separately
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PS010811PSD_2.doc

***** End of Planning And Strategy Division Report No. 15 *****

TO: Planning and Strategy Committee - 1 August 2011

REPORT: Environmental Services Division Report No. 19

SUBJECT: Development Applications Being Processed During August 2011

FILE NO:

SUMMARY

Development Applications being processed during August 2011.

REPORT

The following applications are with the Town Planners for assessment.

DA#	Year	Site	Proposal
466	2006	42 Beatty Street	Section 96 Modification
201	2007	20 Sandy Bay Road	Section 96 Modification
220	2007	14 Camera Street	Section 96 Modification
410	2007	399 Sydney Road	Section 96 Modification
157	2008	30 Ocean Road	Section 96 Modification
162	2008	19 Amiens Road	Section 96 Modification
184	2008	63 Kangaroo Street	Section 96 Modification
261	2008	38 Stuart Street	Section 96 Modification
384	2008	110-112 Bower Street	Section 96 Modification
463	2008	75 The Corso	Section 96 Modification
19	2009	80 Addison Road	Section 96 Modification
281	2009	5G Castle Circuit	Section 96 Modification
14	2010	1 Barrabooka Street	Section 96 Modification
67	2010	31 Seaforth Crescent	Demolition of existing, new 4 level dwelling
107	2010	17 Roseberry Street	Section 96 Modification
129	2010	70 Seaview Street	Section 96 Modification
153	2010	89 Addison Road	Section 96 Modification
195	2010	14 Richmond Road	Section 96 Modification
235	2010	40 Alma Street	Alterations and Additions
254	2010	6 Montauban Avenue	Section 96 Modification
334	2010	6 David Place	Section 96 Modification
337	2010	1 Griffiths Street	Alterations and additions
360	2010	46 Malvern Avenue	Alterations and additions
374	2010	3 Tutus Street	Demolition and new 3 storey dwelling
381	2010	49 Seaforth Crescent	Alterations and additions
401	2010	35 Arthur Street	Section 96 Modification
405	2010	10 Montabaun Avenue	Section 96 Modification
7	2011	18 Smith Street	Alterations and additions
9	2011	13 Lister Avenue	Alterations and additions
12	2011	47 Golf parade	Alterations and additions
19	2011	4 Allenby Street	Section 96 Modification
23	2011	6 Fairlight Crescent	Alterations and additions
38	2011	19 Macmillan Street	Alterations and additions
46	2011	44 Griffiths Street	Boundary adjustment
47	2011	8 Fromelles Avenue	Section 96 Modification

Environmental Services Division Report No. 19 (Cont'd)

51	2011	33 Gordon Street	Demolition and new 2 storey dwelling
63	2011	48 Golf Parade	Demolition and new 2 x 2 dwelling
64	2011	23 Beatrice Street	Demolition of existing and construction of RFB containing 18 units
65	2011	58 North Steyne	Change of use to Gymnasium
72	2011	16 Birkley road	Alterations and additions
73	2011	113 Condamine Street	Alterations and additions to RFB
76	2011	10 Avoca Crescent	Alterations and additions
79	2011	38 The Corso	Section 96 Modification
83	2011	91 West Street	Alterations and additions
84	2011	25 Acacia Road	New 2 storey dwelling
87	2011	2 Belgrave Street	Redevelopment of Manly Police Station
88	2011	112 Sydney Road	4 lot strata subdivision
89	2011	5A Raglan Street	Change of Use to refreshment room
91	2011	75 The Corso	Internal fitout of exiting beer garden & pergola
94	2011	3A Dalwood Avenue	Alterations and additions
99	2011	25 Kitchener Street	Torrens Title subdivision
100	2011	22 Roseberry Street	Demolition of existing, erection of 2 storey bulky goods warehouse
101	2011	6 Wanganella Street	Alterations and additions
103	2011	13 Manly Road	Alterations and additions
105	2011	423 Sydney Road	Alterations and additions
106	2011	23 Fromelles Avenue	Demolition of existing, new 2 storey dwelling & double garage
107	2011	67 Stuart Street	Alterations and additions
108	2011	17 Addison Road	Alterations and additions
112	2011	46 Hilltop Crescent	Demolition of existing new 2 storey dwelling
113	2011	32 New Street	Alterations and additions
114	2011	12 Alexander Street	Partial demolition, shed and garage
116	2011	Market Lane	Extension of Farmers Market
117	2011	28 Arthur Street	Alterations and additions
118	2011	75 The Corso	Awning along North Steyne, creation of door
119	2011	12 Kirkwood Street	Alterations and additions
120	2011	89 Birkley Road	Alterations and additions
121	2011	17 Tutus Street	Demolition of existing, new 2 level dwelling
122	2011	41 Smith Street	Alterations and additions
123	2011	5 Scales Parade	Alterations and additions
124	2011	73 Wanganella Street	Demolition of existing, Torrens Title into 2 lots
126	2011	4 West Street	RFB containing 8 units
127	2011	9 Cutler Road	Alterations and additions
129	2011	11 William Street	Alterations and additions
131	2011	52B Woodland Street	Alterations and additions
132	2011	19 West Street	Alterations and additions
133	2011	387 Sydney Road	Strata Subdivision into 11 lots of existing RFB
134	2011	16 Augusta Road	Alterations and additions
135	2011	29 Waterview Street	Alterations and additions
136	2011	25 Acacia Road	Alterations and additions including pool
137	2011	23 Lower Beach Street	Alterations and additions to RFB

Environmental Services Division Report No. 19 (Cont'd)

138	2011	69 Pittwater Road	Demolition of existing, new two separate dwellings
139	2011	210 Pittwater Road	Change of use – Homewares shop, fitout & signage
140	2011	50 Bungalow Avenue	Alterations and additions
141	2011	9-15 Central Avenue	Change of use – Hair Salon, fitout & signage
143	2011	3 King Avenue	Demolition of existing construction of two dwellings
144	2011	34-38 Victoria Parade	Alterations and additions to RFB
145	2011	3 Peacock Street	Alterations and additions
146	2011	4 Nolan Place	Alterations and additions
147	2011	16B New Street	Two (2) lot strata subdivision
148	2011	77 Wood Street	Alterations and additions
149	2011	23 Bollingbroke Parade	Demolition and new single level dwelling
150	2011	225 Pittwater Road	Partial demolition, Alterations and Additions
151	2011	44 Osbourne Road	Alterations and additions
152	2011	387 Sydney Road	Change of use to cafe and delicatessen (refreshment room)
153	2011	545 Sydney Road	Change of use to Chiropractic practice fitout and signage
154	2011	23 Arthur Street	Alterations and additions
155	2011	50 Seaview Street	Demolition of existing dwelling and construction of new 2x2 dwellings
157	2011	13 Wanganella Street	Alterations and additions
158	2011	61 Woodland Street	Alterations and additions
161	2011	468 Sydney Road	Demolition of existing and new RFB
163	2011	38-40 Balgowlah Road	Erection of 2 advertising signs to boundary fence
164	2011	5 Vista Avenue	Demolition of retaining wall and new raised retaining wall
165	2011	545 Sydney Road	ATM, security lighting
166	2011	24 Cuban Street	new carport, driveway crossing and retaining wall
167	2011	102 Condamine Street	Alterations and additions
169	2011	18 Lombard Street	Demolition of dwelling and new 2x2 dwellings
170	2011	67 Curban Street	Alterations and additions

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

291/2007 85 New St, CLONTARF 2093

Section 96 to modify approved Alterations and additions to dwelling including double garage to replace existing carport

142/2011 Wharves and Jetties, MANLY 2095

Construction of a first floor addition to the existing Manly Wharf structure including four (4) restaurant tenancies with plant rooms and changes to the ground floor including two (2) new retail tenancies

156/2011 33 Amiens Rd, CLONTARF 2093

Alterations and additions to an existing dwelling including internal alterations, replace an existing pergola, new pergola on northern boundary, barbeque area, external shower and stormwater pit

Environmental Services Division Report No. 19 (Cont'd)

- 159/2011 28A Alexander St, MANLY 2095
Construction of two (2) x two (2) storey semi-detached dwellings with double garages, swimming pools and Torrens Title Subdivision
- 160/2011 82 Griffiths St, FAIRLIGHT 2094
Alterations and additions to an existing dwelling including rear and side ground floor extension, first floor addition and internal alterations
- 162/2011 18 Kareema St, BALGOWLAH 2093
Demolition of the existing dwelling and outbuilding, construction of a new two (2) storey dwelling with double garage and front fence
- 168/2011 4 Fisher St, BALGOWLAH HEIGHTS 2093
Construction of a new concrete in-ground swimming pool in the front setback with associated landscaping
- 171/2011 72 Fairlight St, FAIRLIGHT 2094
Alterations and additions to existing duplex including front addition, rear balconies, swimming pool and landscaping
- 172/2011 46 Osborne Rd, MANLY 2095
Alterations and additions to an existing dwelling including an additional level with rooftop terrace, rear balconies with pergolas and privacy screens
- 121/2010 14 Margaret St, FAIRLIGHT 2094
Section 96 to modify approved Alterations and additions to an existing dwelling including extension to first floor
- 173/2011 16 Cliff St, MANLY 2095
Conversion of an existing single level boarding house to a dwelling house with internal alterations, additions and demolition of rear toilet
- 174/2011 6 Malvern Av, MANLY 2095
Alterations and additions to an existing dwelling including a first floor addition with deck, new entry and double garage at rear
- 330/2010 1 Abbott St, BALGOWLAH HEIGHTS 2093
Section 96 to modify approved Swimming pool and landscaping
- 175/2011 53-57 Pittwater Rd, MANLY 2095
Establishment of use as a Convenience Store (Food Shop/Delicatessen) with limited takeaway food, coffee service, outdoor eating in the rear courtyard and shop fitout
- 176/2011 62 Baringa Av, SEAFORTH 2092
Alterations and additions to an existing dwelling including a carport over the existing hardstand parking space and landscaping including a paved area in the front yard
- 177/2011 23 Dobroyd Rd, BALGOWLAH HEIGHTS 2093
Alterations and additions to an existing dwelling including first floor addition and internal alterations
- 178/2011 56 Quinton Rd, MANLY 2095
Alterations and additions to an existing dwelling including replacement of an existing timber deck, replacement of existing windows, doors and new external spiral stairs
- 179/2011 26 West St, BALGOWLAH 2093
Alterations and additions to an existing dwelling including internal wall and kitchen to convert existing lower ground floor to a family flat

Environmental Services Division Report No. 19 (Cont'd)

94/2010 18 Fisher St, BALGOWLAH HEIGHTS 2093

Section 96 to modify approved Alterations and additions to an existing dwelling including extensions, double carport with storage underneath, new driveway, convert existing garage to rumpus room, decks and landscaping

180/2011 104 The Corso, MANLY 2095

Replacement of existing advertising structures with new advertising structures (signage) – Vodafone and 3

347/2010 46 East Esp, MANLY 2095

Section 96 to modify approved Establish use for Shop 1 as retail(takeaway food shop), Shop 2 as a Restaurant and Shop 3 as bar/cafe and fit out

181/2011 101 Wanganella St, BALGOWLAH 2093

Alterations and additions to an existing dwelling including demolition of existing carports, construct new carport at rear, hardstand parking space at the front, lap swimming pool, loft storage and semi-detached two (2) storey rear addition

182/2011 40 Heathcliff Cr, BALGOWLAH HEIGHTS 2093

Demolition of existing and construction of a new two (2) storey dwelling with double garage, front fence and landscaping

183/2011 37 Alexander St, MANLY 2095

Partial demolition of dwelling and other structures, alterations and additions to existing dwelling including first floor addition, balconies, deck, detached rear addition, carport and landscaping

184/2011 1 Jackson St, BALGOWLAH 2093

Alterations and additions to an existing Residential Flat Building including replacement of the front balconies on the second and third floors with larger balconies, replace existing garage doors, replace existing side windows & doors and internal alterations

104/2008 100 Seaforth Cr, SEAFORTH 2092

Dwelling

16/2010 164 Condamine St, BALGOWLAH 2093

Commercial Development

185/2011 1 Monash Cr, CLONTARF 2093

Demolition

186/2011 25A Cliff St, MANLY 2095

Alterations & Additions to Dwelling

187/2011 6 La Perouse St, FAIRLIGHT 2094

Alterations & Additions to Dwelling

188/2011 29 Augusta Rd, FAIRLIGHT 2094

Private Garage

189/2011 34 Beatty St, BALGOWLAH HEIGHTS 2093

Alterations & Additions to Dwelling

Environmental Services Division Report No. 19 (Cont'd)

The following development applications are being forwarded to the Manly Independent Assessment Panel to be held Thursday 18 August, 2011.

DA#	Site	Proposal
122/10	Manly Yacht Club East Esplanade, Manly	Erection of security fencing and gates to existing jetty and deck
407/10	8 Thornton Street, Fairlight	Alterations and additions including first floor addition.
70/11	10 Oyama Avenue, Manly	Alterations and additions, rear and front addition and first floor extension
107/10	17-31 Roseberry Street, Balgowlah	Section 96 Modification Woolworths – deletion of sliplane

RECOMMENDATION

THAT the information be noted.

ATTACHMENTS

There are no attachments for this report.

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***** End of Environmental Services Division Report No. 19 *****

TO: Planning and Strategy Committee - 1 August 2011
REPORT: Environmental Services Division Report No. 20
SUBJECT: A List of Legal Appeals Relating to Development Applications During August 2011
FILE NO:

SUMMARY

A list of legal appeals relating to Development Applications during August 2011.

REPORT

DA#	L&E Appeal Reference	House #	Address	Date Appeal Lodged	Solicitor Company	Current Status
13/10	Class 1 10584/10	46-48	North Steyne	27/07/10	HWL	Hearing 29 & 30/08/11
393/10	Class 1 10060/11	13	Barrabooka St	24/01/11	Pikes	Judgment reserved
259/10	Class 1 10244/11	11	Pine Street	21/03/11	Pikes	Appeal upheld 15/07/11
358/08	Class 1 10268/2011	30	Kitchener Street	29/03/11	Pikes	Hearing 22 & 23/08/11
148/10	Class 1 10443/11	22	Jackson Street	30/05/11	Pikes	S34AA Conference 12/08/11

RECOMMENDATION

THAT the information be noted.

ATTACHMENTS

There are no attachments for this report.

PS010811ESD_3.doc

***** End of Environmental Services Division Report No. 20 *****

TO: Planning and Strategy Committee - 1 August 2011
REPORT: Environmental Services Division Report No. 21
SUBJECT: Standard Condition of Consent for Beach Nourishment with Sand from Building Sites
FILE NO:

SUMMARY

This report recommends to Council the adoption of a Standard Condition of Consent for the acceptance of excavated sand from development sites that complies with certain environmental, chemical, and physical properties including but not limited to colour, textural and grain size distribution.

REPORT

Background

Beach nourishment using sand excavated from development sites is a potential option for managing from coastal hazards under the NSW Coastal Planning Guideline: Adapting to Sea Level Rise (DoP 2010) and 'Guidelines for Preparing Coastal Zone Management Plan (DECCW 2010)'.

Beach nourishment involves the supply of sand by mechanical means to supplement existing sand and to build up eroded sections of the beach.

Beach nourishment speeds up the natural process of the upper beach profile.

Beach nourishment can serve to maintain beach amenity. It can also improve the visual amenity of the beach by covering hard-fill exposed by coastal processes.

The most effect approach to facilitate beach nourishment using sand excavated from development sites is by the use of conditions in development consents.

Proposed Standard Condition

The following is the recommended Standard Condition on Beach Nourishment Using Excavated Sand from Development Sites.

"Sand excavated from development sites may be accepted by Manly Council for beach nourishment if:

- a) The Applicant applies to the Council together with a supporting report prepared by a suitably qualified environmental consultant in accordance with the Office of Environment & Heritage's (OEH's) Contaminated Sites Guidelines stating that the proposed excavated sand meets all regulatory requirement (Report);
- b) The Report shall be supported by the following assessments carried out and issued by suitably qualified persons:
 - i. Geotechnical Investigation Report
 - ii. Asbestos Clearance Certificate
 - iii. Waste Classification Assessment
 - iv. Acid Sulphate Soil Assessment

Environmental Services Division Report No. 21 (Cont'd)

- v. Archaeological Permit (or a formal exemption for such permit) from the Heritage Branch of the Office of Environment & Heritage
 - vi. Virgin Excavated Natural Material (VENM) certification including extent and quantification of VENM at building site
 - vii. Physical property assessment report certifying that the sand from the VENM is compatibly matching in characteristics to the sand of the receiving beach in terms of grain size distribution, colour and other physical and mineral properties.
- c) The Council is satisfied that the Report prepared by the Applicant which certifies the sand proposed for use in beach nourishment is acceptable, then the Applicant shall proceed to prepare and submit to the Council a Review of Environmental Factors (REF) report prepared under the *Environmental Planning and Assessment Act 1979* and in compliance with *Guidelines for Review of Environmental Factors*, Department of Primary Industries, June 2006, and Best Practices Guidelines for Part 5 of the *Environmental Planning and Assessment Act 1979* and 'the matters for consideration (Clause 228 (1) of EPA Regulations.
- d) The Applicant complies with the conditions set out in the REF report and other additional conditions imposed by the Council."

RECOMMENDATION

That Council

1. Receive and note the report, and
2. Adopt the Standard Condition on Beach Nourishment Using Excavated Sand from Development Sites.

ATTACHMENTS

There are no attachments for this report.

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***** End of Environmental Services Division Report No. 21 *****

TO: Planning and Strategy Committee - 1 August 2011
REPORT: Human Services And Facilities Division Report No. 6
SUBJECT: VandalTrak
FILE NO:

SUMMARY

Council at its meeting of 9 May 2011 resolved, inter alia, that Council investigate participating in the VandalTrak project.

REPORT

Council met with VandalTrak in June, 2011 at which a demonstration of their online system was provided.

The following table is a summary of functionality of the Council's system and those provided by VandalTrak.

	Council	VandalTrak
Web Based	No	Yes
Self reporting by Residents	Yes	Yes
Storage of multiple photos	Yes	Yes
Council control of graffiti report/ record	Yes	No
Tag identification	Yes	Yes
Police Access	Yes	Yes
Address details	Yes	Yes

VandalTrak is an online system that allows registered and validated users to report incidents and have these forwarded to an appropriate response entity, which can be a State Agency, a local Council, an NGO, etc.

When a task is received by a response entity, such as a council, its acquittal and closure is then a matter for the internal procedures of that entity.

VandalTrak relies entirely on registered users reporting incidents and uploading of photos.

Council's system for managing graffiti has been in use for some time but, unlike VandalTrak, it is not entirely reliant on incidents reporting. Council's system is based on both daily inspection routines and reporting, which has proved to be quite an effective combination in the fight against graffiti vandalism.

The VandalTrak business model is subscription based. The annual license fee for this web based system is \$7,000, which, given what Council has already established, and quite apart from the initial cost of conversion, it is not an insignificant additional recurring cost to Council.

RECOMMENDATION

That Council receives and notes the Report.

ATTACHMENTS

There are no attachments for this report

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***** End of Human Services And Facilities Division Report No. 6 *****