

Statutory Returns



Local Government Act 1993

Section 428 (3) Preparation of report

This annual report has been developed in accordance with the guidelines referred to in the Local Government Act 1993, Integrated Planning and Reporting Guidelines (s406), the Local Government (General) Regulation 2005 (s217),

s428 (4) (a) Financial statements

Audited financial statements for the year 2017/18 are in the following section of this Annual Report.

s428 (4) (b) Other information

This report includes other information in line with the Integrated Planning and Reporting Guidelines, the Local Government Act 1993 and other legal requirements.

s428 (5) Send to the Minister

A copy of this Annual Report has been placed on northernbeaches.nsw.gov.au and a link provided to the Minister.

s508(2) and 508A - Implementation of special rates and levies

The Northern Beaches Council is sustaining the approved rates path of its former councils for four years from its establishment until the end of 2019/20.

All the former Councils (Pittwater, Warringah and Manly) had variations applying to their rates. The overall outcomes of this funding are covered by this Annual Report in the 'Our Achievements' section. Where appropriate, movements in the receipt and expenditure of these funds are included in the Annual Financial Statements.

Manly Environment Levy

As part of reporting, the former Manly Council set aside part of an ordinary rate increase in 1997, to fund priority environmental projects that enhance Manly's environment. In 2017/18 an amount of \$803,009 was spent in the former Manly LGA on priority environmental projects.

Manly Business Special Rate - Manly Business Centre Improvement

This special rate applies to properties in the Manly CBD area, to provide for ongoing and proposed capital and maintenance works in the Manly Business Centre, Corso and Ocean Beachfront.

During 2017/18 the income raised was \$1,193,054. This amount, and funds carried over from previous years, were fully expended on capital and maintenance works in the Manly Business Centre, Corso and Ocean Beachfront. This included works such as landscaping and streetscaping in the CBD; remedial works in Whistler Street carpark; and a new amenities block and landscaping in Marine Parade following storm damage in 2016.

Manly Business Special Rate - Balgowlah Business Centre Improvement

This special rate applies to properties in the Balgowlah commercial area, to provide for ongoing and proposed capital and maintenance works, including the off-street carparks in Condamine Street.

During 2017/18 a total of \$543,688 was spent in 2017/18 to upgrade the Balgowlah Plaza with new paving, landscaping and lighting.

Former Warringah Council Special Rate Variation (SRV)

In June 2014 IPART approved the former Warringah Council's SRV of 6.4% above the anticipated rate peg of 3.0% for the year 2017/18. The funding has been fully allocated by Council to maintain financial sustainability, assets and service levels, in line with its approved purpose.

Former Pittwater Council Special Rate Variation

In June 2011 IPART approved the former Pittwater Council's application for a SRV. This resulted in an increase in rates over three years (2011-2014) to generate approximately \$39 million in funds. These funds were to be expended over a 10-year period on infrastructure works and environmental programs.

In 2017/18 an amount of \$2.935 million was spent in the former Pittwater LGA on the following capital projects:

	\$
Foreshores renewal	\$230,000
Rockpool renewals	\$45,000
Stormwater and flood mitigation	\$338,300
Scotland Island roads and drainage improvements	\$207,351
Road resheeting	\$1,000,000
Car park renewal	\$480,171
New footpaths	\$345,000
Bike Plan implementation	\$50,000
Sportsfield renewal	\$230,000
Energy savings initiatives	\$9,000

In addition, an amount of \$0.636 million supported the following environmental programs:

	\$
Bushland and waterways	\$332,718
Biodiversity protection	\$115,095
Community bushcare	\$50,781
Managing natural hazards	\$137,444

Local Government (General) Regulation 2005

Part 5	\$
Clause 132 Rates and charges written off for the period of 2017/18	
Rates abandoned (postponed)	34,666
Interest abandoned (postponed)	10,966
Interest abandoned (other)	25,540
Mandatory pension rebate	2,450,843
Voluntary pension rebate (rates)	275,011
Voluntary pension rebate (waste)	307,734
Total	3,104,761

Part 9**Clause 217(1) (a) Overseas Visits**

Details of overseas visits undertaken during the year by the Administrator, council staff and other persons representing the Council (including visits sponsored by other organisations) are below:

- 1 Staff member - Executive Assistant and Protocol Officer accompanied students to Odawara, Japan on a cultural exchange visit in September - October 2017.

Clause 217 (1) (a1) Administrator Fees, Facilities and Expenses

Details of the payment of the expenses of, and the provision of facilities to the Administrator in relation to their civic functions is below.

	\$
Administrator Fee	74,789
Provision of Facilities and Expenses to the Administrator	11,999
Total overall	86,788
Mayoral Fee	63,248
Councillors Fee	325,688
Total overall	388,936

Facilities and Expenses Breakdown	\$
Dedicated office equipment to Councillor (including computers)	18,585
Communication charges (including phone calls, facsimile and internet)	22,310
Seminars and conferences attended by Councillor (incl interstate travel)	15,272
Councillor training and skills development	47,647
Interstate travel by Councillor while representing Council	1,070
Overseas visits by Councillor while representing Council	Nil
Expenses of spouse, partner, or person accompanying an Councillor	1,459
Provision of care for a child or family member of an Councillor	Nil
Other expenses	31,368
Total	137,812

Clause 217 (1) (a2) Major contracts

The following are the contracts awarded by the Council during the period 2017/18 (whether as a result of tender or otherwise), other than:

- (i) employment contracts (that is, contracts of service but not contracts for services)
- (ii) contracts for less than \$150,000 (including the name of the contractor and the nature of the goods or services supplied by the contractor and the total amount payable to the contractor under the contract).

Contractor's Name	Description	Total Value Ex GST(\$)
Advanced Catering Services	Lease for Long Reef Beach Kiosk	\$275,000
Proludic Pty Ltd	Passmore Reserve Playground Renewal Works	\$150,000
Advanced Fire Technology NSW Pty Ltd	Services of Fire Protection Systems and Equipment	\$193,815
TGB & SON PTY LTD	Scotland Island Stormwater Remediation Works	\$186,363
Green Options	Northern Beaches Council Turf Cricket Wicket and Outfield Main	\$1,500,000
Watermatic Irrigation	Northern beaches Council Irrigation Maintenance Services	\$500,000
Urban Maintenance Systems Pty Limited	Northern beaches Council Mowing Services	\$5,000,000
Watermatic Irrigation	Irrigation Upgrade for Seaforth Oval	\$170,822

Contractor's Name	Description	Total Value Ex GST(\$)
Phillips Marler	Connecting All Through Play - Design Services for Manly Dam	\$350,642
Lloyd Drilling Constructions Pty Ltd	Palm Beach Walkway	\$1,976,000
SUNSHINE LINEN SERVICES	Provision of Laundry Services to Narrabeen Holiday Park	\$600,000
Semco Equipment Sales	Purchase of Excavators	\$200,000
Warren & Mahoney Architects Australia	Design Consultancy for Mona Vale Surf Life Saving Club Redev	\$375,025
Sudiro Constructions	Narrabeen Beach - Lifeguard Hut	\$205,922
Lloyd Drilling Constructions Pty Ltd	Collaroy Beach Seawall and Promenade Repair	\$219,705
Adriano Pupilli Architects	Design Consultancy Services for Long Reef SLSC Redevelopment	\$464,845
The Parklife Partnership Pty Ltd	Licence for Operation of North Narrabeen Reserve Markets	\$429,000
Polyton Asia Pacific Pty Ltd	Design and Construction of Synthetic Sportsfield at Cromer 2	\$1,252,783
Manly Chamber of Commerce	Licence for Operation of Manly Arts and Craft Market	\$405,000
ELB Pty Ltd	Design, Supply and Installation of an Audio and Visual Syste	\$210,000
Fighting Chance Australia	Digitisation of Development Application Files - Phase 2	\$175,500
TCM Construction Group Pty Ltd	Collaroy Beach Amenities and Footpath	\$787,251
OZPAVE (AUST) PTY LTD	Road Resheeting Program 2017/2018	\$3,790,885
REES Electrical Pty Ltd	Sports Ground Lighting Upgrades	\$868,080
Civica Pty Limited	Supply and Implementation of Library Management System	\$424,750
Retaining Specialists Pty Ltd	Retaining Wall Construction Stage 2, 6-8 The Esplanade, Nar	\$891,656
Mansour Paving (Aust) Pty Ltd	Streetscape Upgrade Pittwater Road Dee Why Stage 1	\$1,200,000
GHD Pty Ltd	51 Winbourne Road Brookvale stormwater remediation	\$150,000

Contractor's Name	Description	Total Value Ex GST(\$)
Ice-Tech Air Pty Ltd	Manly Town Hall Air Conditioning 2017	\$199,500
Revolution Action Sport Concepts Pty Ltd	Terrey Hills Skate Park	\$180,000
Dezign Interiors	Major Works for Harbour View Children's Centre, Seaforth	\$967,000
Kelbon Project Services Pty Ltd	Footpath, Bus Stop Improvements and Associated Works	\$250,000
SAP Australia Pty Ltd	HR Systems - SAP SuccessFactors - Licencing, Hosting and Sup	\$740,555
MEGT (Australia) Ltd	Traineeship Program	\$750,000
Stabilised Pavement of Australia Pty Ltd	Pavement Rehabilitation Oxford Fall Road Oxford Falls	\$173,037
Calibre Professional Services Pty Ltd	Warriewood Valley Signal Design	\$260,750
Athassel Excavations Pty Ltd	Jacksons Road Warriewood Stormwater Culvert Replacement	\$819,335
Camporeale Holdings Pty Ltd	North Harbour Reserve Amenities Nolan Reserve Amenities Bea	\$3,237,887
Sam the Paving Man Pty Ltd	Marine Parade Upgrade	\$491,930
TGB & SON PTY LTD	Scotland Island Road & Drainage 2017-18	\$250,000
MacDonald Johnston Eng Co Pty Ltd	Purchase of a Compact Sweeper	\$182,560
Skidata Australasia Pty Ltd	Manly Car park Upgrade - Skidata	\$704,482
Kelbon Project Services Pty Ltd	Ilford Road Drainage Works	\$1,200,000
TCM Construction Group Pty Ltd	North Narrabeen Reserve Sports Amenities Building	\$827,530
TCM Construction Group Pty Ltd	Major Works for Collaroy Rock Pool Repair Works	\$568,785
Performance Civil & Landscapes	Drainage Improvement Works Kuyora Place North Narrabeen	\$153,300
GML Heritage Pty Ltd	Strategic Plan and Implementation Framework for the Coastal Art Trail	\$157,770
JG Anson Consulting	Performance Conservation Training	\$314,550

Contractor's Name	Description	Total Value Ex GST(\$)
Vivid Installations Pty Ltd	Berry Reserve Inclusive Playground Construction Works	\$268,780
MacDonald Johnston Eng Co Pty Ltd	Purchase of Dozer	\$250,000
Statewide Civil Pty Ltd	Melwood Oval Netball Courts Resurfacing / Construction	\$414,323
Stateline Asphalt Civil Pty Ltd	Abbott Road Car Park Renewal, North Curl Curl	\$250,000
Green Options Pty	Reub Hudson and Denzel Joyce Field Rectification Works	\$286,222
OZPAVE (AUST) PTY LTD	Cromer Community Centre Car Park Renewal, Cromer	\$150,000
Stateline Asphalt Civil Pty Ltd	Road Base Preparation Works	\$150,000
All Grass Sports Surfaces P/L	Cricket Net Upgrades for Kilarney Heights and Weldon Ovals	\$419,945

Clause 217 (1) (a3) Legal proceedings

During period 2017/18 the following expenses were incurred in relation to legal proceedings:

	\$
Proceedings favourably finalised	944,261
Proceedings not favourably finalised	48,181
Proceedings discontinued	47,014
Proceedings not finalised	1,325,313
Total	2,364,769

Proceedings Discontinued

Northern Beaches Council ats Nutek
 Northern Beaches Council ats Stanwell
 Northern Beaches Council ats Redman NSW PL
 Northern Beaches Council ats Stefan
 Northern Beaches Council ats Fairless
 Northern Beaches Council ats Princi
 Northern Beaches Council ats Tolucy Pty Limited
 Northern Beaches Council ats Drylie
 Northern Beaches Council ats Stepa

Proceedings Favourably Finalised

Northern Beaches Council ats DL Newport
Northern Beaches Council ats Gartner Trovato
Northern Beaches Council ats Opera Properties
Northern Beaches Council ats Evolution Planning
Northern Beaches Council ats Avalon Beach Property Trust
Northern Beaches Council ats Woolwich
Northern Beaches Council ats Deane
Northern Beaches Council ats Benneyworth
Northern Beaches Council ats Catalina Island
Northern Beaches Council ats Wallace
Northern Beaches Council ats Tsivis
Northern Beaches Council ats YCW Family Trust
Northern Beaches Council ats MNT Investments
Northern Beaches Council ats Hatch & Larcombe
Northern Beaches Council ats Modog
Northern Beaches Council ats Vigor Master - Willandra Road
Northern Beaches Council ats Lotus Project Management
Northern Beaches Council ats Whittaker & Wilton
Northern Beaches Council ats Trend Living Pty Ltd
Northern Beaches Council ats BP Australia
Northern Beaches Council ats ALH Group
Northern Beaches Council ats Vigor Master 8 Lady Penrhyn
Northern Beaches Council ats Dargaville
Northern Beaches Council ats Olivera
Northern Beaches Council ats Maggs
Northern Beaches Council ats Dukor 24 Pty Ltd
Northern Beaches Council ats Made Property Group
Northern Beaches Council ats Tompkins MDA
Northern Beaches Council ats Hatch & Larcombe
Northern Beaches Council ats Boston Blythe Fleming
Northern Beaches Council ats Lockley
Northern Beaches Council ats Benson McCormack

Proceedings Favourably Finalised cont.

Northern Beaches Council ats Burmeister
Northern Beaches Council ats Oberman
Northern Beaches Council ats Salama & Hopkins
Northern Beaches Council ats Selllar
Northern Beaches Council ats Vassella
Northern Beaches Council ats Rostamians
Northern Beaches Council ats Built by Meric
Northern Beaches Council ats Bramley
Northern Beaches Council ats Gleeson
Northern Beaches Council ats McGurgan

Proceedings Not Favourably Finalised

Northern Beaches Council ats Lenton
Northern Beaches Council ats S D Company
Northern Beaches Council ats Opera Properties

Proceedings Not Finalised

Northern Beaches Council ats The Owners of Strata Plan 92976
Northern Beaches Council ats Feros Hotel Group
Northern Beaches Council ats Henroth Investments
Northern Beaches Council v Minister for Education
Northern Beaches Council ats Hussar Pty Ltd
Northern Beaches Council ats Japara Health Care Limited
Northern Beaches Council ats Built
Northern Beaches Council ats Brewster Murray Pty Limited
Northern Beaches Council ats Prinicpal Healthcare Finance Pty Ltd
Northern Beaches Council ats ACN 603 361 940 Pty Limited
Northern Beaches Council ats Taouk
Northern Beaches Council ats Evans
Northern Beaches Council ats Metropolitan Aboriginal Land Council
Northern Beaches Council ats Stepping Stone Pty Limited
Northern Beaches Council ats New South Wales Local Government, Clerical,
Administrative, Energy, Airlines and Utilities Union

Proceedings Not Finalised cont.

Northern Beaches Council ats Opera Properties
 Northern Beaches Council ats Nizeti-Panebianco
 Northern Beaches Council Backhouse ats Stefan
 Northern Beaches Council ats Vigor Master Lot 2506 Bundaleer
 Northern Beaches Council ats Ikus Pty Limited
 Northern Beaches Council ats Vujjic
 Northern Beaches Council ats ACN 603 347 824 Pty Ltd
 Northern Beaches Council v Ganellan
 Northern Beaches Council v Vigor Master
 Northern Beaches Council ats 2DPD Pty Limited
 Northern Beaches Council ats Whittaker
 Northern Beaches Council ats Sekulic
 Northern Beaches Council ats Mark Midlane

Clause 217 (1) (a4) Work on private land

No resolutions were made during the period 2017/18 under section 67 of the Act concerning work carried out by the Council on private land.

Clause 217 (1) (a5) Grants

The total amount contributed or otherwise granted by the Council in the period 2017/18 under section 356 of the Act is as follows:

Stronger Communities Fund - Round 2	Approved Grant Amount \$
Autism Spectrum Australia ASPECT	5,107
Avalon Beach Historical Society Incorporated	5,150
Change Creators Inc	10,000
Curl Curl Community Garden	11,000
Disabled Surfers Association of Australia (Sydney Branch)	17,997
Fighting Chance Australia	50,000
Lifeline Northern Beaches	20,531
Manly Warringah Women's Resource Centre	5,000
Manly Women's Shelter	10,360
Mona Vale Golf Club Limited	25,107

Stronger Communities Fund - Round 2	Approved Grant Amount \$
Northern Beaches Indoor Sports Centre	6,800
NSW Justices Association Incorporated	4,782
NSW State Emergency Service -Warringah Pittwater Unit	27,677
Peninsula Community Gardens Inc.	10,527
Permaculture Northern Beaches	12,400
Pioneer Clubhouse	14,568
Rainbow Club	5,000
Rotary club of Dee Why Warringah Inc.	5,000
Special Olympics Australia (Sydney Northern Beaches Region)	7,273
Sydney Metropolitan Wildlife Services Inc.	5,630
The Burdekin Association	48,050
The Cottage Counselling Centre	5,000
The Link Church Incorporated	8,700
Tibetan Friendship Group Australia Incorporated	5,285
Wheelchair Rugby league Australia Inc.	50,000
Total	376,943

Community Development Grants	\$
Avalon Beach Surf Life Saving Club	8,135
Avalon Beach Surf Life Saving Club	2,000
Avalon Community Library	65,000
Balgowlah Seaforth Community Library	22,000
Bayview Tennis Club	1,540
Bilgola Surf Life Saving Club	8,135
Bungan Beach Surf Life Saving Club	8,135
Collaroy Surf Life Saving Club	6,595
Community Northern Beaches Inc.	90,349
Dee Why Surf Life Saving Club	6,595
Elanora Park Tennis Club	423
Freshwater Surf Life Saving Club	6,595
Laura Davies	1,540

Community Development Grants	\$
Long Reef Surf Life Saving Club	6,595
Manly Community Centre	5,000
Manly District Band	2,000
Manly Surf Life Saving Club	28,486
Mona Vale Surf Life Saving Club	8,135
Narrabeen Beach Surf Life Saving Club	6,595
Newport Surf Life Saving Club	8,135
North Curl Curl Surf Life Saving Club	6,595
North Narrabeen Surf Life Saving Club	6,595
North Palm Beach Surf Life Saving Club	8,135
North Steyne Surf Life Saving Club	28,486
Northern Beaches Business Education Network	5,000
Northern Beaches Creative Leisure and Learning	3,000
Northern Beaches Women's Shelter Inc	61,102
Palm Beach Surf Life Saving Club	8,135
Parkrun Inc	1,000
Queenscliff Surf Life Saving Club	28,486
Rob Berry & Associates on behalf of Pittwater Surf Lifesaving Clubs	5,000
South Curl Curl Surf Life Saving Club	6,595
South Narrabeen Surf Life Saving Club	6,595
Surf Life Saving Sydney Northern Beaches Branch	24,656
Terrey Hills Community Library	23,000
The Booklovers' Club Northern Beaches Inc	1,300
The Federation of Music Clubs of Australia	1,000
The Kilns Strata Committee	3,000
The Trustee for Raise Foundation	5,000
Warriewood Beach Surf Life Saving Club	8,135
Whale Beach Surf Life Saving Club	8,135
Total	540,938

Sporting Groups Capital Assistance Grants	\$
Wakehurst Golf Club	40,000
Manly Warringah Football Association	7,500
Total	47,500
Total Community Development and Capital Grants	965,381

Clause 217 (1) (a6) External bodies

Northern Beaches Independent Assessment Panel (NBIAP) was established by Council on 27 June 2017. The NBIAP reviews Development Applications where the estimated cost is greater than \$2 million and where there are three or more unresolved objections.

Clause 217(1) (a7) Council Controlled Companies

Council holds a controlling interest in Kimbriki Environmental Enterprises Pty Ltd (KEE) as the major shareholder (96.16% of shares), with the remaining shares held by Mosman Council.

KEE operates a recycling and waste disposal centre at Kimbriki Road, Terrey Hills - the Kimbriki Resource Recovery Centre. KEE commenced operation on 1 July 2009 following the necessary authorisations pursuant to sections 358 and 625 of the Local Government Act.

Clause 217(1) (a8) Partnerships, Cooperatives and Joint Ventures

Council participated in the following corporations, partnerships, trusts, joint ventures, syndicates or other bodies:

Shore Regional Organisation of Councils (SHOROC)

Council is a member of SHOROC along with Mosman Council. The SHOROC group develops and delivers regional strategies and initiatives of benefit to the member councils. Council resolved to withdraw membership of the Shore Regional Organisation of Councils in November 2017.

Shorelink Co-operative Library Network

Council remained a member of the Shorelink Co-operative Library Network until 30 June 2018. The network comprises the Councils of Lane Cove, Mosman, North Sydney and Willoughby. Shorelink provides library computer services and community information services to the Libraries.

Northern Beaches Indoor Sports Centre

Council is represented on the Board of Management of the Northern Beaches Indoor Sports Centre responsible for overseeing the operation of a regional multipurpose indoor sports centre at Narrabeen Sports High School. The Board is a limited guarantee non-profit company consisting of representatives from the Council, the Department of Education, the Department of Sport and Recreation and local sporting groups.

Aboriginal Heritage Office

Council supports this Office and works towards the conservation of over 1,000 indigenous cultural sites across Northern Sydney. It plays an important role in education and awareness of the area's significant Aboriginal cultural heritage.

Environmental management

Council participates in partnerships to manage the environment and related incidents with:

- Sydney Coastal Councils Group (member)
- Grant projects funded by Local Land Services
- Northern Beaches Local Emergency Management Committee (member)
- Northern Beaches Bush Fire Management Committee (member)
- Narrabeen Lagoon State Park Advisory Committee (member)
- Manly Warringah War Memorial State Park Advisory Committee (member) - Manly Dam

Council also supports two charitable environmental trusts that provide opportunities for funding important environmental projects. These are:

- Pittwater Environmental Trust: established in 2006, this is managed and operated by the separate organisation being the Pittwater Environment Foundation to support important environmental projects in the former Pittwater Local Government Area;
- Warringah Trust for the Acquisition of Environmentally Sensitive Lands: the Trust was created in 2011 to collect funds from the public to promote the protection and enhancement of the natural environment including the conservation of indigenous flora and fauna and key pieces of sensitive land to achieve this objective.

Clause 217(1) (a9) Equal Employment Opportunity Activities

Council fully embraces the principles of Equal Employment Opportunity (EEO) and is committed to building a diverse and inclusive workplace where the skill perspectives and experiences of our people are valued and respected. In developing our EEO Plan 2017 to 2019 we incorporated a number of existing initiatives and also developed a People Plan 2017-2020 which aims to enable our business through our people. Our main goals aim to build a culture of high performance and engagement and increase our leadership and workforce capability.

Through our Policy Harmonisation Project we have introduced new policies on Diversity and Inclusion, Grievance Resolution, Prevention of Discrimination, Bullying and Harassment and Working from Home. Our other key achievements in this reporting year include the delivery of

- Culture, Values and Behaviours Program
- Design of a Remuneration Framework
- Design of a Performance Management System and Approach
- Development of a Workforce Plan.
- Training Program

Clause 217 (1) (b) General Manager (Chief Executive Officer) Remuneration Package

The total remuneration package of the Chief Executive Officer is as follows:

	\$
Salary	457,554.91
Termination payments	613,005.62
Council's contribution to superannuation	34,723.89
Other payments	-
Non cash benefits	27,156.25
Fringe benefits tax paid	14,080.90
Total package	1,146,521.57

Clause 217 (1) (c) Senior Staff Remuneration Package

The total remuneration of all senior staff members (other than the Chief Executive Officer) is as follows:

	\$
Salary	1,077,494.90
Termination payments	-
Council's contribution to superannuation	84,816.13
Other payments	3,000.00
Non cash benefits	75,901.25
Fringe benefits tax paid	20,687.16
Total package	1,261,899.45

Clause 217 (1) (e) Annual Charge for Stormwater Management Services

A Stormwater Management Service Charge funds additional investigations and activities towards improving stormwater quality, managing stormwater flows and flooding, and harvesting and reusing stormwater.

During the period 2017/18 this charge was levied on applicable lands in the former Pittwater and Manly Council LGAs. These lands include rateable urban land that is categorised as residential or business (excluding vacant land).

Detailed below is the income and expenditure of the Stormwater Management Service Charge for the period 2017/18, which was spent in the respective former LGAs:

Former Manly LGA

	\$
Income	346,862
Expenditure	347,154

Former Pittwater LGA

	\$
Income	530,178
Expenditure	645,593

The funds were used of the following activities:

- CCTV investigations into the piped stormwater system and undertake repairs
- Lining of poor condition stormwater pipes
- Stormwater drainage improvement, including pipe replacements and pit upgrades
- Designs for stormwater quality improvement devices
- Design and development of flood mitigation works for severely affected areas
- Stormwater pit repair, replacement and upgrades to help reduce flooding issues

Clause 217 (1) (e1) Annual Charge for Coastal Protection Services

No charges were levied for the provision of coastal protection services under Section 496B (1) of the Local Government Act 1993.

Companion Animals Act 1998

Companion Animal Guidelines - chapter 16

The Council has a role in enforcing, and ensuring compliance with, the provisions of the Companion Animals Act 1998 and Regulation. Council investigates complaints in relation to noise nuisance by a dog or cat within a residential property, dogs roaming outside of property, and dogs un-leashed whilst in public open space or reserve. The walking of dogs and roaming cats are prohibited in designated areas especially beaches, playgrounds and Wildlife Protection Areas. Council also investigates complaints regarding the aggressive behaviour of companion animals towards a person or another animal.

An audit during the year found that over 2,000 dogs were not registered in the area. Correspondence with the first 500 owners has shown that many people are not aware they are required to:

- Register their pet
- Notify Council if their pets die, are sold or given away
- Notify council when they move

Most have shown a positive response to registering their pet.

16.2 (a) Impounded animals

Council's responsibility with impounded animals is to reunite the animal with the owner. If this is not possible, the animal will be rehomed. Council has commercial arrangements with local veterinary practices to act as our pound, and reports on the numbers of impounded animals are provided to the Office of Local Government annually. This year Council seized 33 cats and 64 dogs, with most being returned to their owners and some re-homed.

16.2 (b) Reporting dog attacks to the Department

Council is required to report attacks to the Office of Local Government, via the Companion Animals register, within 72 hours of being notified of an attack. Last financial year 81 incidents were reported within the Council area.

16.2 (c) Expenditure on companion animal management and activities

Some \$242,142 was spent on the management of companion animals and related activities last year.

The funds were expended as follows:

	\$
Pound Fees	241,846
Events	296
Total	242,142

Note: Excluding salary costs

16.2 (d) Community education programs

Council held a Canine Connect day in April 2018 which was well attended by the public. This event delivered educational information and awareness across a wide range of issues, including tick awareness, de-sexing, and animal behaviour and welfare. Council staff assisted with advice on responsible pet ownership issues including registration and change of address. Council Reserves staff answered questions and received community feedback on off leash areas and provisions for improved services. Rangers attended to provide compliance information and a number of free leashes were provided to dog owners to improve awareness of responsible pet ownership.

Council is planning further educational events in the period 2018/19.

16.2 (d) Strategies to promote and assist in de-sexing

Council promotes the de-sexing of dogs and cats through its educational activities including the promotion of de-sexing in publications. A number of animals that have been rehomed have been de-sexed at Council's cost.

16.2 (e) Strategies to seek alternatives to euthanasia for unclaimed animals

Council has arrangements with the Animal Welfare League, Cat Protection Society and RSPCA to take unclaimed dogs and cats that are suitable for rehoming (i.e. not dangerous). Euthanasia is limited to where a veterinarian recommends such action on medical grounds or legislation prevents rehoming (e.g. dangerous dogs).

16.2 (f) Off-Leash areas provided in the Council Area

Council has 28 off-leash dog exercise areas including areas with water access. Council's aim is to provide accessible options for people to take their dogs for a walk and let them off the leash safely, while also protecting the natural environment and considering the needs of the wider community. Council will continue to review these areas as required.

Environmental Planning and Assessment Act 1979

Section 7.5 (5) Voluntary Planning Agreement

Council has entered into several planning agreements. Details are provided on the effect of, and compliance with, the following planning agreements that were in force during 2017/18:

Status 'executed' refers to planning agreements that remained in force at some time during 2017/18. Status 'finalised' is for agreements where the obligation(s) ended at some time during the year.

Application No.	Description of works	Other party to VPA	Primary street address	Date executed	Status
DA 2007/1249	Provision of Town Square Works; pedestrian connection and works; dedication of land in stratum for road widening on Pittwater Road (bus setback area).	Karimbla Properties (No. 41) Pty Ltd (Developer) and Meriton Properties Pty Ltd (Guarantor)	884-896 Pittwater Road, Dee Why	12/12/2008	Executed. Monetary contribution for civic improvements is consistent with Council's Capital Works Program and the construction of Church Lane bordering St Kevin's Church
Various	Provision of public walkways through the estate, bush regeneration works and work and support for protection of the endangered species - being the Long Nosed Bandicoot.	Lend Lease	St Patrick's Estate at Darley Road, North Head	December 2006	Executed
Various	The planning agreement contained development controls and site plans, to give Council a high degree of certainty about the location and scale of key building elements on the site.	Peninsular 1 Pty Ltd	184 Wyndora Avenue, Freshwater	9/5/2016	Finalised

Status 'executed' refers to planning agreements that remained in force at some time during 2017/18. Status 'finalised' is for agreements where the obligation(s) ended at some time during the year.

Government Information (Public Access) Act 2009

Act Part 7 Section 125 (1) and Regulation 2018 Clause 8

This report is the Council's Government Information (Public Access) Act (GIPA) Annual Report for the period 2017/18. It includes qualitative information on the Council's proactive disclosure program, and statistical information on formal access applications.

Review of proactive release program

The Council continually reviews its proactive release program to identify the kinds of information that we make publicly available. This primarily occurs through extensive publication on Council's website. During the reporting period, this program resulted in the release of information relating to: Council services; events; community issues; planning and development services; environmental matters and the amalgamation process.

Number of access applications received

During the reporting period, Council received a total of 56 formal access applications (including withdrawn applications but not invalid applications).

Number of refused applications for Schedule 1 information

During the reporting period, Council refused to deal with two formal access applications in whole or in part because the information requested was information referred to in Schedule 1 to the GIPA.

Statistical information about GIPA access applications is outlined in the tables below:

Table A: Number of applications by type of applicant and outcome*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	0	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	7	3	0	3	0	0	0	0
Members of the public (other)	14	21	6	4	0	1	0	1

*More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of application and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	19	24	5	6	0	0	0	1
Access applications that are partly personal information applications and partly other	2	0	1	1	0	1	0	0

*A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Table C: Invalid applications

Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	0
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0

**Table D: Conclusive presumption of overriding public interest against disclosure:
matters listed in Schedule 1 of the Act**

	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	5
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

**More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.*

**Table E: Other public interest considerations against disclosure:
matters listed in table to section 14 of the Act**

	Number of occasions when application not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	0
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Table F: Timeliness

	Number applications
Decided within the statutory timeframe (20 days plus any extensions)	56
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total	56

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal review	0	2	0
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by NCAT	0	0	0
Total	0	2	0

* The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

Table I: Applications transferred to other agencies under Division 2 of Part 4 of the Act (by type of transfer)

	Number of applications transferred
Agency-initiated transfers	0
Applicant-initiated transfers	0

Privacy and Personal Information Protection Act 1998

The Privacy and Personal Information Protection Act 1998 provides for the protection of personal information and for the protection of the privacy of individuals generally. It establishes twelve information protection principles which cover the collection, storage, use and disclosure of (and access to) personal information.

There were no Privacy review applications received by Council during the period 2017/18.

Public Interest Disclosures Act 1994

Act Section 31 and Regulation 2011 Clause 4 - Reports by Public Authorities

Report for NSW Ombudsman for the period 2017/18, from Council's Office of Integrity and Complaints Resolution (OICR):

No. of public officials who made public interest disclosures to your public authority.	0
No. of public interest disclosure received by your public authority.	0
No. disclosures on Corrupt Conduct	0
No. disclosures on Maladministration	0
No. disclosures on Serious and Substantial waste	0
No. disclosures on Government information contravention	0
No. disclosures on pecuniary interest contravention	0
No of public interest disclosures that have been finalised in this reporting period	0
Have you established an internal reporting policy?	Yes
Has the head of your public authority taken action to meet their staff awareness obligations	Yes
Staff undertaking that they have read and understood your organisation's internal reporting policy. Training provided by your organisation	This process is ongoing as part of the internal OICR business strategy.

Capital Expenditure Guidelines 2010

- Division of Local Government Department of Premier and Cabinet

Section 12

The following major projects underwent a formal comprehensive capital expenditure review prior to their commencement, as required by the guidelines:

- McPherson St Bridge, Warriewood
- Infrastructure at Church Point

Best practice was used in the planning and management of all capital projects, each of which is listed in the Achievements section of this Annual Report.

Fisheries Management Act 1994

Section 220Zt (2) Reporting on Recovery and threat abatement plans

No recovery and threat abatement plans have been developed by Council in the reporting period.

Swimming Pools Act 1992

Section 22F (2) Swimming Pool Inspections

A total number of 689 inspections were undertaken of swimming pool barrier fences for the reporting period. Of this, there were:

- No inspections required of tourist and visitor accommodation, due every 3 years
- No inspections required of premises with more than 2 dwellings, due every 3 years
- 162 inspections resulted in issuance of a certificate of compliance
- 56 inspections resulted in issuance of a certificate of non-compliance
- Other inspections resulted in a Penalty Notice, Exemption, or Notice of Proposed Direction. Some are awaiting issue of a building certificate or occupation certificate.

Carer (Recognition) Act 2010

Section 8 (3) Report on Compliance

Educational Services:

Council held a series of Expos to inform the community, businesses and local services about the National Disability Inclusion Service.

Consultation and liaison with Carers:

During 2016/17 Council developed a Disability Inclusion Action Plan (DIAP) in line with the requirements of the NSW Disability Inclusion Act 2014. The actions in the DIAP have been designed following extensive consultation with internal and external stakeholders.

Council operates a range of programs and projects supporting disability awareness, including a regular Disability Newsletter, International Day of People with Disability and Mental Health Awareness Week. Council coordinates a calendars of events for National Carers Week, funding a premier event and working with other key local services for the program. Council also ran several successful Expos including two expos on the NDIS and a Wellbeing Expo for Seniors Festival in March 2018 with activities and stalls for carers of frail and dementing seniors. Council also coordinated four sessions on the My Aged Care Gateway process.

Council also produced a comprehensive directory for seniors and carers on the Northern Beaches, identifying local services, activities and facilities, which is also available on the website.

Staff who are carers

Council has recently embarked on a program of harmonisation of its human resources policies.

Council has developed a Culture, Values and Behaviours Program, as well as a Diversity and Inclusion Policy to ensure that our employees are valued and respected for their diverse backgrounds, experiences and perspectives.

Council introduced a Working from Home policy to enable employees flexibility to balance their work and personal responsibilities. There are also a number of flexible working options available to employees, including employees with carer responsibilities. These include part-time work, job sharing, working from home and flexible working hours.

Liberty Swing, Collaroy Beach



Disability Inclusion Act 2014

S13 (1) Report on Implementation

Disability Inclusion Action Plan - Progress Report 2017/18

This section reports on Council's first year of implementing its Disability Inclusion Action Plan, and will be provided to the Minister for Disability Services and the NSW Disability Council. The Action Plan is reviewed and updated every four years. During 2017/18 Council undertook 39 actions.

The Plan can be found at northernbeaches.nsw.gov.au

Focus Area 1: Support and develop positive community attitudes and behaviours

Action	Highlighted Progress
FA1-01 Council will develop and support disability education and awareness initiatives	<p>A range of community programs and projects support disability awareness, including a regular newsletter, International Day of People with Disability, Mental Health Awareness Week, and National Carers Week events. Several Expos were also run, focussing on the new National Disability Insurance Scheme (NDIS).</p> <p>The Library service also continues to work in partnership with organisations such as 'Ability Links' and 'One Door' to build awareness and programs for participation by people of all abilities. Council events and initiatives for people with disability are promoted across print and digital media</p>
FA1-03 External education and training programs	<p>Council designed and facilitated inclusion education and training programs, including:</p> <ul style="list-style-type: none"> • A series of Expos for the community, businesses and local services about the NDIS. • Library Service employed two part-time staff from 'One Door', to re-train and coach them into meaningful future work opportunities. We also we supported and promoted the work of artists from Unisson Disability, Arranoubai School, The Beach School and Artability. • Toolkit and education program being developed to ensure all events are accessible and inclusive.
FA1-04 Inclusive events and activities	<p>Selecting accessible venues is a priority in planning our events and community engagement. Disability access and online access is also provided for all formal Council meetings, to enable full participation in meetings by the public and Councillors.</p> <p>Our major events and activities have accessible venues and bathrooms. Council also promotes alternative transport options, with locations on or near public transport for those without a car. Highlighted events this year at fully accessible venues included:</p> <ul style="list-style-type: none"> • DiscoBility (for under 18's) and Club All In (over 18's) held four times each year • Community engagement to develop the Community Strategic Plan and Delivery Program. • Library Service programs and events. • Sustainability events: film screenings at the Dee Why PCYC; the Whale talk at Manly Spirits Brookvale; Science and Summerama talks at Manly Library; storytime sessions at 3 libraries; and the Cool and Comfy Homes workshop at a community centre.
FA1-08 Report on Council initiatives	<p>This progress report is included in Council's annual report and will be available on the website</p>

Focus Area 1: Support and develop positive community attitudes and behaviours

Action	Highlighted Progress
FA1-09 Diverse imagery and representation	Council uses positive images of people with disability in its media and publications, to ensure diversity and inclusivity are represented. By using fonts that are bold or are a larger size on signage and in publications, Council's messages are more visually accessible.

Focus Area 2: Support the creation of liveable communities

Action	Highlighted Progress
FA2-04 Inclusive, accessible and universal design of Council projects	Inclusive, accessible and universal design principles are included in all new and renewal infrastructure projects. Compliance with AS 1428 is at the core of their design. The planning processes for our projects refer to sound stakeholder analysis and particular provision for DIAP actions in our capital projects. Other aspects include signage with braille to be more visually accessible.
FA2-05 Accessible coastal walkway	Council commenced consultation and construction on sections of this coastal walkway under our Connected Communities Program. The works are linking up with existing walkways to create a continuous 36km walkway from Palm Beach to Manly. For progress see the map and updates at yoursay.northernbeaches.nsw.gov.au/ConnectingNorthernBeaches
FA2-06 Implementation of the recreational trails renewal program	Recreational trail renewals are aimed at improving pathway connections and improve accessibility. Works completed at the Dee Why Headland walkway have made it accessible for users of all abilities. Design work has also commence for walkways at Harbord Headland and Narrabeen Lagoon.
FA2-09 Narrabeen Lagoon Trail Aquatic Boardwalk	Design work and community engagement were completed for this section of walkway which will improve access to the northern shore of the lagoon. The existing 8.4km trail is accessible and circumnavigates the lagoon, one of Sydney's premier multi-use trails.
FA2-10 Program of upgrades to footpaths, kerb ramps and bus stops	Works on our footpaths and kerb ramps are made accessible where possible. Kerb ramps are also installed at all crossing areas on renewed footpaths. The design of all town centre upgrades, pathways and shared paths consider providing accessible routes where the topography allows. The accessibility highlights this year are new works and upgrades at: <ul style="list-style-type: none"> • Constructed the 500m Blackbutts Road shared path, Frenchs Forest • Constructed the 600m Fitzpatrick Avenue East shared path, Frenchs Forest • Renewed 7 priority bus stops to meet Disability Standards for Accessible Public Transport (DSAPT) • Tactile indicators installed at all bus stop upgrades • Visual cues provided at all accessible ramps on footpaths • Currently constructing pathway on Beach Road between Collaroy Surf Club and the Sargood Centre to link with accessible change rooms / bathrooms and rock pool

Focus Area 2: Support the creation of liveable communities

Action	Highlighted Progress
FA2-11 Develop and implement Pedestrian Access and Mobility Plans (PAMP)	The review of PAMPs has commenced with an assessment for accessible parking. This information will assist in the preparation of a Parking Plan to be developed during 2018/19.
FA2-14 Develop and implement an Affordable Housing Policy and action plan	Council's policy and action plan were approved in June 2017. Actions implemented during the year enhance our town planning instruments to cater for affordable housing: <ul style="list-style-type: none"> • Addition of the Northern Beaches to the related State Environmental Planning Policy (no. 70); • Preparation of affordable housing contribution schemes in our Structure Plans for Frenchs Forest and Brookvale • Working with the Government on a local housing strategy and affordable rental housing targets. Council also sought expressions of interest from Community Housing Providers to operate in the Northern Beaches area.
FA2-16 & FA2-17 Maintain improve access to Council's aquatic centres, rock pools and beaches	A Rockpool Wheelchair was purchased to provide accessibility to Collaroy Rockpool. A beach FreeWheeler was replaced at Manly Beach. Others are available at Collaroy, Newport and Bilgola beaches. A new mobile disability change table was installed at Manly Andrew Boy Charlton Aquatic Centre.
FA2-18 Implementation of the Rock Pool Renewal Program	The program focuses on improving the safety, access and useability of Council's rock pools, for people of all abilities. Upgrades to Collaroy rock pool progressed. Opportunities to improve access to the Freshwater rock pool are continuing though the Freshwater Masterplan.
FA2-19 Process to book use of the beach FreeWheeler	A process for booking the FreeWheelers at four beaches was implemented and available on the website, including an application form plus email and telephone contacts. This is available for beaches at Manly, Collaroy, Newport and Bilgola.
FA2-23 Implementation of the playground renewal program	Through our Connecting All Through Play program, more playgrounds were upgraded for accessibility. Now 28% of Council's playgrounds are accessible, an increase of 9% from last year. A pilot project was also completed on accessibility for five local playgrounds in Belrose, focusing on sensory play.
FA2-29 Integrated accessible amenities & FA2-38 Public amenities works program	Accessible amenities are being integrated into all new and improved Council buildings and facilities. Works this year included amenities at Marine Parade coast walk in Manly; Harbourview Childcare Centre; Collaroy Rock Pool; Manly Soldiers Building and Cromer Park sports building. At Narrabeen they included Warriewood Rugby Park, Tramshed Community Centre and Berry Reserve amenities. The new PCYC building in Dee Why is also fully accessible with lifts, ramps, tactile indicators and braille signage.

Focus Area 2: Support the creation of liveable communities

Action	Highlighted Progress
FA2-41 Council's library programs, resources and services are inclusive and accessible	Our libraries provide a range of accessible and inclusive programs such as home library services and children's programs, as well as appropriate resources and catalogue formats. This year over 400 items were added to our inclusive collection, such as large print, dyslexic-friendly font, audio and braille books and low vocabulary materials. Non-fiction items purchased cover subjects such as hearing impairment, developmental issues, Autism, Asperger's, ADHD, anxiety/ depression and sexual health.
FA2-42 Council's child care services are inclusive and accessible	Council's Children's Services are inclusive and accessible for children with high needs. This includes long day care, pre-school, vacation and family day care services and centres. Additional funding enabled 67 high needs children to receive education and care, with the additional staffing required. Brookvale Children's Centre updated its playground with an inclusive space providing for sensory, physical and exploration experiences.
FA2-43 Maintain and review as necessary the Children's Services policies relating to access and inclusion	Our Children's Services have an Inclusion Policy which is being reviewed in 2018.
FA2-44 Council's community focused programs are inclusive and accessible	Council's community-focused programs for youth, seniors and family are inclusive and accessible. Details are provided under Action FA1-04.
FA2-45 Provide disability liaison staff	Council continues to employ a Disability Information Officer to liaise with the community and provide up-to-date information. Council libraries also provide a Disability Liaison service.
FA2-46 Produce and distribute a disability newsletter	Council continues to produce and distribute a disability newsletter on a regular basis, every 3 weeks to 1,400 recipients. Work is progressing on a Disability Information Hub to complement the newsletter.
FA2-48 Accessible and inclusive Council meetings	Disability access and online access is also provided for all formal Council meetings, to enable full participation in meetings by the public and Councillors. Meetings are held in the Dee Why Council Chambers, with disability access for parking, the gallery, speaker's microphone and amenities. The meetings are webcast live and can also be viewed later. Minutes of the meetings are available online within several business days.
FA2-49 Establishment of an expert Access Panel	Council is developing terms of reference for an expert Access Panel to support future planning and decision making.
FA2-50 Ongoing community engagement throughout the implementation of the DIAP	A project page on Council's website under Disability Information and Publications provides the community with updates on DIAP implementation, opportunity for further engagement and regular emails. A draft Inclusive Participation guideline has been drafted and will undergo community engagement.

Focus Area 2: Support the creation of liveable communities

Action	Highlighted Progress
FA2-51 Inclusion participation guidelines in Community Engagement Framework	A draft guideline was prepared, which will undergo community engagement next year.
FA2-52 Online disability inclusion and access information hub	As an interim measure, Council's webpage was updated: northernbeaches.nsw.gov.au/services/disability-services For the information hub, the software needs have been identified for its development next year.
FA2-53 Advocacy and partnership	<p>Council continues to liaise with all levels of government to build good outcomes for our community. Key liaison includes the Northern Sydney Disability Network, National Disability Insurance Agency (NDIA), Family and Community Services (FaCS) and Local Government NSW. Highlights of the year include:</p> <ul style="list-style-type: none"> • Coordinated several NDIS Expo events in partnership with key services in the region. • Worked with Transport for NSW for accessible infrastructure at all B-Line bus stops. • Library Service partnership with 'Ability Links' and 'One Door' to build awareness and develop programs to enable participation by people of all abilities. • Our Children's Services work in partnership with and Inclusion Development Fund Manager (KU), to address any barriers to inclusion of high needs children. Our Family Day Care has a Service Inclusion Plan developed through the Federal Inclusion Support Program <p>Our Children's Services advocate for high needs children, to support the family unit and consult with various organisations:</p> <ul style="list-style-type: none"> • Cerebral Palsy Alliance • Catholic Care • Ability Links • Northern Beaches Interchange • Sony School Holiday Program • Australian Unity • Hire Up • Home Care Heroes • Community Health • Care About • St Lucy's Wahroonga

Focus Area 3: Support access to meaningful employment

Action	Highlighted Progress
<p>FA3-01 Advertise Council job opportunities within relevant networks</p> <p>FA3-02 Continue to offer equitable employment and volunteering opportunities across Council</p>	<p>Our Equal Opportunity Employment Policy ensures the equitable employment of staff with disability.</p> <p>Our Library Service welcomes volunteers of all abilities, and provides suitable measures and supervision to ensure their health and safety. There are currently three regular volunteers with disabilities, and Council provides for more through our relationship with Northside Enterprises Inc. and Cromer High School.</p>
<p>FA3-03 Establish best practice inclusion and access practices in Council workplaces</p>	<p>Council focusses on building a high performance, diverse and inclusive workforce through its Culture, Values and Behaviours Program. Flexible working options are available to staff e.g. part-time work, job sharing, working from home and flexible working hours. Specific policies developed during the year will aid staff that are disabled or are carers: the Diversity and Inclusion Operational Policy and the Working from Home Policy.</p>
<p>FA3-06 Manage growth and change in strategic and district centres and, as relevant, local centres</p>	<p>Access and inclusion is considered when managing growth and change in employment and urban services land. This includes transport access to and between centres, and affordable housing through Council's LEPs, development plans and related policies. Council also considers this in developing Place Plans - work has commenced in the Avalon Place Plan which will encompass inclusive and accessible objectives.</p>

Focus Area 4: Improving access to council services through better systems and processes

Action	Highlighted Progress
FA4-01 Research the user experience of systems and processes	Preliminary research was undertaken for the development of our Customer Experience Strategy, which was adopted in July 2017. This includes actions on responsiveness, to provide a range of inclusive and accessible communication channels including face to face, telephone, digital and print.
FA4-05 Digital Transformation Strategy	The Digital Transformation Strategy was adopted in July 2017. Various other supporting implementation plans are being developed, which will also provide for inclusion actions on our core systems, culture and collaboration, customer experience and partnerships.
FA4-06 Ensure Council's website complies with Web Content Accessibility Guidelines	An audit was completed in October 2017 and found that the website's Accessibility Compliance score increased from 78% to 88%. These results indicate that the website is accessible or near-accessible, and highlighted some minor issues which are being addressed.
FA4-08 Accessibility and inclusion in project planning	Using sound stakeholder analysis, Council considers accessibility and inclusion in early stage project planning. For our capital projects the templates for business cases and project briefs also refer to the DIAP.



Flora and Ritchie Roberts Reserve, Curl Curl