Willoughby City Council

ORDINARY COUNCIL

AGENDA

NOTICE IS HEREBY GIVEN that an
Ordinary Council Meeting
will be held at Council Chamber
Level 6, 31 Victor Street, Chatswood

on Monday, 12 August 2024
commencing at 7:00 PM

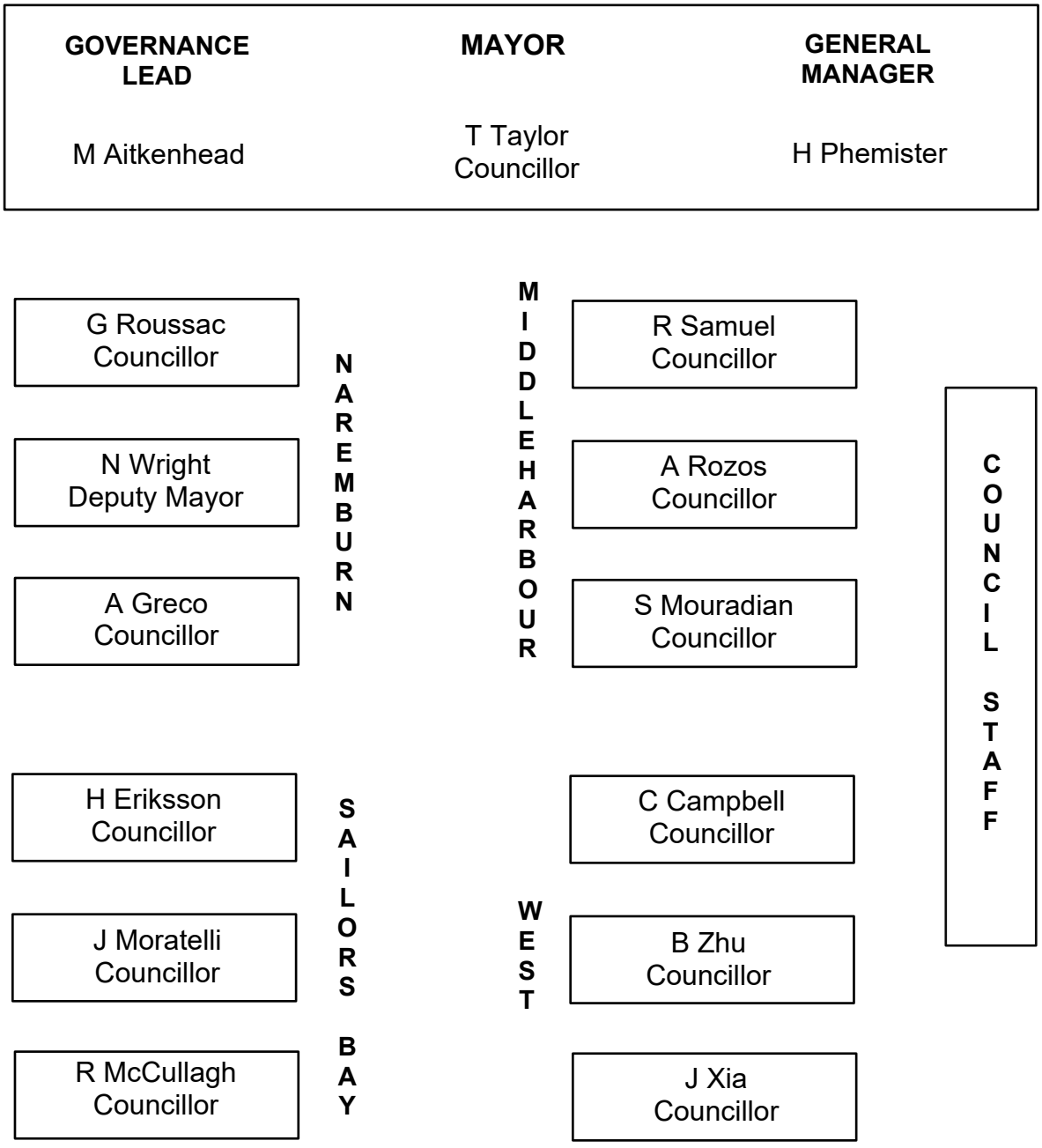
The Meeting is open to the Public

Statement of Ethical Obligations

The Mayor and Councillors are reminded that they remain bound by The Oath or Affirmation of Office made at the beginning of the Council term to undertake their civic duties in the best interests of the people of the Willoughby Local Government Area and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act or any other Act, to the best of their ability and judgement.

Council Officials are also reminded of the requirement to declare and appropriately manage and conflicts of interest they may have in relation to matters considered at this meeting in accordance with the Code of Conduct and Code of Meeting Practice.

Council Chambers



1 OPEN MEETING
2 ACKNOWLEDGEMENT OF COUNTRY
3 REFLECTION OR PRAYER
4 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE OR ATTENDANCE BY AUDIO-VISUAL LINK BY COUNCILLORS
5 CONFIRMATION OF MINUTES
6 DISCLOSURES OF INTERESTS
7 PETITIONS
8 OPEN AND PUBLIC FORUM
9 MAYORAL MINUTE
10 GENERAL MANAGER'S LATE REPORT
10.1 DELIVERY PROGRAM SIX MONTHLY PROGRESS REPORT JANUARY - JUNE 2024
11 MATTERS BY EXCEPTION
12 REPORTS TO COUNCIL

GENERAL MANAGER'S OFFICE

CUSTOMER & CORPORATE DIRECTORATE
12.1 QUARTERLY BUDGET REVIEW 4 - CARRYOVER OF UNSPENT PROJECT FUNDS FROM 2023/24 TO 2024/25
12.2 CUSTOMER EXPERIENCE STRATEGY 2023-2025 - YEAR 1 IMPLEMENTATION
12.3 CIVIC PLACE TRUST MEMBERSHIP AND SUPPORT
12.4 ADVISORY COMMITTEES REVIEW
12.5 COUNCIL DELEGATED AUTHORITY DURING RECESS

PLANNING & INFRASTRUCTURE DIRECTORATE
12.6 REQUEST TO WAIVE ROAD CLOSURE FEE FOR HORSLEY AVENUE, WILLOUGHBY, BY ST THOMAS PRIMARY SCHOOL
12.7 DRAFT SUBMISSION TO STATE GOVERNMENT'S CROWS NEST TRANSPORT ORIENTATED DEVELOPMENT REZONING PROPOSAL
12.8 DEVELOPMENT ASSESSMENT - QUARTER 4 (1 APRIL TO 30 JUNE 2024)
12.9 WEEDS IN COUNCIL PLANTINGS
12.10 PROPERTY REPORT - AUGUST 2024
12.11 SAFER FOOTPATHS AND ROADS FOR CHATSWOOD CBD
12.12 PUBLIC EXHIBITION OF THE WILLOUGHBY CYCLING STRATEGY AND ACTION PLAN 2034
12.13 FINAL MINUTES - TRAFFIC COMMITTEE MEETING - 2 JULY 2024
12.14 FINAL MINUTES OF THE BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE MEETING DATED 25 JUNE 2024
12.15 FINAL MINUTES OF THE BUSHLAND AND NATURAL HERITAGE ADVISORY COMMITTEE MEETINGS DATED 12 JUNE 2024 & 01 JULY 2024

COMMUNITY, CULTURE & LEISURE DIRECTORATE
12.16 OUTCOME OF PUBLIC EXHIBITION AND ADOPTION OF THE COMPLIANCE AND ENFORCEMENT POLICY
12.17 OUTCOME OF THE PUBLIC EXHIBITION OF THE DRAFT WILLOUGHBY CITY LIBRARY STRATEGY 2024 - 2028

12.18 GRANTS FOR THE COMMUNITY PROGRAM 2024/25 APPLICATIONS - JUNE & JULY
12.19 CONCESSIONAL HIRE - CATEGORY D REPORT (JANUARY - JUNE 2024)
12.20 REQUEST FOR MEMORIAL PLAQUE - RUTH WOODLEY
12.21 RENAMING OF VIEW STREET RESERVE - OUTCOME OF COMMUNITY CONSULTATION
12.22 AFFORDABLE HOUSING - STAGE 2 MIRVAC TRANSFER
12.23 FINAL MINUTES OF THE ACCESS AND INCLUSION ADVISORY COMMITTEE MEETING DATED 18 JUNE 2024
12.24 FINAL MINUTES OF THE BICENTENNIAL RESERVE AND FLAT ROCK GULLY ADVISORY COMMITTEE MEETING DATED 12 JUNE 2024
12.25 FINAL MINUTES OF THE CULTURAL AND CREATIVE ARTS ADVISORY COMMITTEE MEETING DATED 01 JULY 2024

13 NOTICES OF MOTION

13.1 NOTICE OF MOTION 30/2024 - INSTALLATION OF A LEFT HAND TURN ON RED SIGNAL FROM MERRENBURN AVENUE TO BROOKS STREET, NAREMBURN
13.2 NOTICE OF MOTION 31/2024 - HISTORICAL IMAGES OF WILLOUGHBY
13.3 NOTICE OF MOTION 32/2024 - FOOTBALL PITCH LINE MARKING AT BICENTENNIAL PARK FOR SEASON COMMENCING JANUARY 2025

14 QUESTIONS WITH NOTICE

14.1 QUESTION WITH NOTICE 17/2024 - COUNCIL COMMUNITY FACILITIES UTILISATIONS RATE FOR THE VENUES LISTED AS AVAILABLE FOR COMMUNITY HIRER ON COUNCIL'S WEB PAGE
14.2 QUESTION WITH NOTICE 16/2024 - WHAT IS THE COST AND USAGE OF CHATSWOOD OVAL AND FACILITIES?

15 CONFIDENTIAL MATTERS

15.1 CONFIDENTIAL - ESCALATORS AT 799 PACIFIC HIGHWAY, CHATSWOOD
15.2 CONFIDENTIAL - CHATSWOOD CBD PLANNING CONTROLS - DISCUSSION PAPER
15.3 CONFIDENTIAL - CODE OF CONDUCT INVESTIGATION REPORT

16 CONCLUSION OF THE MEETING

12.1 QUARTERLY BUDGET REVIEW 4 - CARRYOVER OF UNSPENT PROJECT FUNDS FROM 2023/24 TO 2024/25

ATTACHMENTS:	**1. 2023-24 QBR4 CARRYOVER OF UNSPENT FUNDS FROM 2023-24 TO 2024-25** **2. 2023-24 QBR4 PROJECTS AND CAPITAL WORKS CONTINGENCY FUND**
RESPONSIBLE OFFICER:	**MAXINE KENYON, CUSTOMER & CORPORATE DIRECTOR**
AUTHOR:	**STEPHEN NAVEN, CHIEF FINANCIAL OFFICER**
CITY STRATEGY OUTCOME:	**5.1 BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO.**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

To seek Council's approval to carryover unspent project budgets from 2023/24 to 2024/25 in order to finalise all associated works, and to make minor changes to the 2024/25 Projects and Capital Works program to increase benefits to the community. To report to Council on use of the General Manager contingency budget during Quarter 4.

2. OFFICERS RECOMMENDATION

That Council:

1. **Approve the carryover of unexpended project budgets from 2023/24 to 2024/25 totalling $8.0m.**

2. **Note the temporary allocation, under General Manager delegation, of $158,863 of the Projects and Capital Works contingency budget to fund seventeen projects where urgent work was required before Quarter 4 budget variations are approved.**

3. BACKGROUND

A report is prepared for Council on an annual basis seeking approval for unspent budgeted project funding to be carried over to the following year to enable project completion.

This report provides information to Council on the specific projects and the quantum of funds for 2023/24 projects requiring budget carryover to 2024/25 and projects which have required use of the Project and Capital Works contingency under the General Manager delegation.

4. DISCUSSION

4.1 Carryover of unspent project budgets from 2023/24 to 2024/25

At the conclusion of any financial year there will be projects that for a number of reasons have not spent the budget allocation for that financial year. Where the unspent budget allocation is required in order to complete the project, Council approval to carry forward that budget into the next financial year is required under the *Local Government Act 1993* and clause 202(b) of the *Local Government (General) Regulation 2021*.

The total amount of carryover requested has increased significantly from $1.6m last year to $8.0m this financial year. The carryover requested by a total of 44 projects is largely comprised of strategic multi-year projects where timing has changed and large projects that were nearing completion at year end. As shown in Figure 1, 7 large multi-year projects account for $6.1m (76%) of the total carry-over. A further 37 projects account for the remaining $1.9m of requested carryover budget. **Attachment 1** sets out a list of projects requesting carryover and commentary on the reasons for needing carryover.

Figure 1 - Major Projects Requesting Carryover of Budget from 2023/24 to 2024/25

Project Name	Q4 Requested Carryover ($'000)
Willoughby Leisure Centre – Construction for major upgrade of pool hall	1,376.2
Hampden Road Artarmon, streetscape Stage 2 - Construction	1,236.1
The Concourse Theatre - lighting replacement	1,300.0
Renewal of On-Street Parking Meters	917.8
Chatswood to St Leonards via Artarmon - bicycle route improvement plan – detailed design	557.9
Victor Street Asset Renewal and Refurbishment	364.2
Artarmon Parklands Pavilion – construction	303.0
37 Other Projects	1,933.7
Total carryover of budget from 2023/24 to 2024/25	**7,988.9**

4.2 Projects and Capital Works Contingency Fund

In the original 2023/24 budget, Council adopted a $2.2M of Projects and Capital Works bid amounts across all program families to create float and contingency for interim approvals or unknown works. This was reduced to $1.8M after the March Quarterly Budget Review being adopted by the Council on 27 May 2024.

In Quarter 4, seventeen projects were identified that needed to request contingency fund budget of $158.9K to fund these projects in 2023/24 financial year (refer **Attachment 2**).

Financial Implications

The recommended carryover projects total of $7,988,894 will be funded via the sources identified below:

- Grants $0.8m (10%)
- Developer Contribution $0.39M (5%)
- Council's Internal Reserves $5.63M (71%)
- Council's Externally Restricted Reserves $0.35M (4%)
- Other income (restoration income) $0.43M (5%)
- General Fund (rates, fees and charges) $0.39M (5%)

5. RISKS AND OPPORTUNITIES

If carryover budgets are not approved there is risk to the completion of the projects. Were projects to continue without appropriate approval, Council risks being in breach of the relevant legislation.

6. CONCLUSION

Council officers have reviewed all 2023/24 projects and recommend that $7,988,894 of unspent project budgets be carried over from 2023/24 to 2024/25 in order to finalise all associated works.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.1 Be honest, transparent and accountable in all that we do.
Business Plan Objectives, Outcomes / Services	Approval of carryover budget is required to complete projects that were included in the *2023/24 Operational Plan and Budget* and the *Delivery Program 2022-26*.
Policy	This report is compliant with a range of Council policies in particular the summary of significant accounting policies included in the *Audited Annual Financial Statements*.
Consultation	There are no consultation requirements for this report.
Risk	If carryover budgets are not approved there is risk to the completion of the projects. Were projects to continue without appropriate approval, Council risks being in breach of the relevant legislation.
Resource	Internal resources were used to produce this analysis and business paper.
Legal	There are no legal considerations applicable to this report.
Legislation	Changes to the adopted budget require approval under *the Local Government Act 1993* and clause 202(b) of the *Local Government (General) Regulation 2021*.
Budget/Financial	The carryover projects seek an increase to the 2024/25 project budget of $8.0M. Of this, $392K requires funding from the general fund. This $392K will be offset by savings on other projects or on recurring spend and this will be addressed during quarterly budget reviews throughout 2024/25.

Funding Source Code: GF General Fund ; 2 Internal Reserve ; 3 External Reserve ; 4 Grant & Contribute ; 6 Infra Levy ; 7 S/W Levy ; 8 Env Levy ; 9 Sponsorship ; 10 Sundry Income ; 11 Internal Revenue ; 12 Dev Contribute

Key Direction	Project I.D. and Name	Orig. Budget 2023/24 $'000	B/fwd Budget 2023/24 $'000	Rev Budget 23/24 $'000	YTD Jun-24 Actual	Funding Source	Q4 request - Carryover to FY2024/25 $'000	Carryover Comments
3.3	400054 - Willoughby Leisure Centre – Construction for major upgrade of pool hall	27,626.4	0.0	18,296.9	16,920.7	**2;3;4;8;12**	1,376.3	**Due to the significant unforeseen in-ground conditions slowing the progress of the overall project, the remaining 2023/24 budget to be carried over to 2024/25.**
5.3	401240 - The Concourse Theatre - lighting replacement	400.0	0.0	1,900.0	70.0	**2**	1,300.0	**Tender will be finalised in August, carryover budget required for construction phase in 2024/25.**
5.3	400114 - Hampden Road Artarmon, streetscape stage 2 - Construction	3,405.3	0.0	4,049.9	2,812.8	**2;12**	1,236.1	**Carryover budget required to complete the project in 2024/25.**
2.4	401234 - Renew of On-street Parking Meters	2,000.0	0.0	1,200.0	282.2	**2**	917.8	**Carryover budget required to complete the project in 2024/25.**
2.1	400962 - Chatswood to St Leonards via Artarmon - bicycle route improvement plan – detailed design	0.0	0.0	855.0	297.1	**4**	557.9	**Carryover required. Fully funded grant project.**
3.1	Works Services Restorations	581.0	0.0	2,149.7	1,304.8	**10**	430.2	**Carryover budget required to complete the works in 2024/25 with restoration income received in 2023/24.**
5.1	400259 - Council building - Victor Street accommodation upgrade - Construction	3,010.0	0.0	6,759.4	6,395.2	**2**	364.2	**Contractor forecast was optimistic and higher than actual for this period, funds to be carried over for completion of works.**
5.3	400775 - Artarmon Parklands Pavilion – construction	1,300.0	250.0	1,142.9	839.9	**3**	303.0	**Carryover budget required to complete the project in 2024/25.**

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Key Direction	Project I.D. and Name	Orig. Budget 2023/24 $'000	B/fwd Budget 2023/24 $'000	Rev Budget 23/24 $'000	YTD Jun-24 Actual	Funding Source	Q4 request - Carryover to FY2024/25 $'000	Carryover Comments
3.2	401126 - Renew/Upgrade Thomson Park synthetic surface, walls, fences & spectator seating-Consultation/Design	1,425.0	0.0	1,786.0	1,624.9	**4;12**	161.1	**Practical completion delayed due to latent conditions. Remediation finalised and project scheduled for completion in mid-July. Funds retained for final contract payment.**
4.6	401230 - Chatswood CBD Strategy Implementation	400.0	0.0	310.0	149.5	**12**	160.5	**The CBD Implementation Strategy is a two year project, scheduled for completion in 2024/25. The initial phases of the strategy have been focused on issues identification and scoping, requiring a smaller proportion of the project budget than anticipated. The unspent funds are expected to be required for the projects completion in 2024/25.**
5.3	401095 - The Concourse - Membrane & Water leak remediation (Non Roof Related)	0.0	219.0	169.0	82.6	**2**	86.4	**Carryover budget required due to delay in securing structural engineer.**
5.3	401000 - Naremburn local centre streetscape - design	850.0	70.0	798.4	718.3	**4;12**	80.1	**Carryover budget required to complete the project in 2024/25.**
3.1	401081 - Traffic Signals upgrade at Victoria Ave & High St Chatswood Detailed Design and Construction	0.0	114.8	155.3	77.4	**4**	77.9	**Carryover required. Works delayed in construction due to traffic signal approval and additional civil work required onsite.**
5.1	400043 - CONNECT software implementations Phase 3	1,600.0	0.0	2,283.6	2,212.1	**2;GF**	71.6	**Change in timing for work to be completed by third party consultants. This has no impact on the overall timing of the project.**
3.1	401075 - Wombat crossing on Rohan Street at Willoughby Rd, Naremburn	0.0	76.3	182.5	126.5	**4**	55.9	**Carryover required. Delayed due to Ausgrid approval.**
3.1	401080 - Wombat crossing on Reserve Road, north of Pacific Highway	0.0	100.0	100.0	47.0	**4**	53.0	**Carryover required. Delayed due to Ausgrid approval.**

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

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5.1	401200 - Digital and Cyber security strategy implementation	72.1	0.0	72.1	20.0	**GF**	52.1	**Digital strategy in consultation and Cyber Security strategy implementation in progress. Funds are required to continue the implementation plan.**
5.3	401021 - Chatswood Leisure Centre - Plant & Equipment replacement	1,400.0	0.0	50.0	0.0	**2**	50.0	**Carry over to 2024/25 to complete design.**
5.3	400790 - IL Incinerator Small Street Willoughby Structural Ground Floor Repairs- Construction	0.0	300.0	370.9	321.6	**3**	49.2	**Carryover required to close out consultant costs.**
3.1	401206 - Hight Street, Willoughby Village lighting	50.0	0.0	75.0	26.3	**GF**	48.7	**Carryover required. Project delayed to 2024/25.**
2.1	401171 - Disabled Parking Spaces in Council on and off street parking areas in Priority Areas in Willoughby LGA - Audit and Design	120.0	15.0	135.0	89.9	**12;GF**	45.2	**Carryover required for design commitment with budget in 2024/25 for construction.**
3.1	401205 - Wilkes Ave Precinct - Remediation	75.0	0.0	75.0	11.2	**GF**	42.0	**Delay due to materials supply.**
5.3	401170 - Bicentennial Stormwater Repair	400.0	35.4	70.5	30.3	**2;7**	40.2	**Carryover required to finalise design following Geotech.**
2.8	401239 - Review of Flooding Technical Standard	80.0	0.0	50.0	14.9	**2;GF**	35.1	**Completion of the review was delayed to incorporate the outcomes of the most recent development applications and the flood mitigation approaches available. Public exhibition and finalisation of the standard is anticipated in 2024/25.**
3.2	400987 - Edinburgh Rd Castlecrag shops park	70.0	0.0	35.0	0.1	**GF**	34.9	**Project delayed - Exploring options that enable parking provision alongside sculpture.**

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Key Direction	Project I.D. and Name	Orig. Budget 2023/24 $'000	B/fwd Budget 2023/24 $'000	Rev Budget 23/24 $'000	YTD Jun-24 Actual	Funding Source	Q4 request - Carryover to FY2024/25 $'000	Carryover Comments
3.2	400975 - Upgrade Muston Park Wisteria Walk - Planning	350.0	0.0	45.0	12.4	**12**	32.6	**This is a multi-year project with funding for design and investigations retained to assist in implementation scheduled for 2024/25.**
5.3	400905 - Scotts Creek Flood Study and Risk Management Plan	0.0	204.5	121.6	89.4	**2;4**	32.2	**Carryover required to complete the project.**
3.2	401232 - Sportsground Pavilion Rolling Program	250.0	0.0	90.0	1.9	**2;12**	30.0	**Funds retained for finalising of design and documentation for Artarmon Reserve Pavilion as part of ongoing rolling program.**
3.1	401207 - CBD North Place Framework Plan	55.4	0.0	55.4	18.8	**12**	26.1	**Awaiting finalisation of CBD Implementation Strategy.**
3.1	401208 - CBD- South Place Framework Plan	55.4	0.0	55.4	18.8	**12**	26.1	**Awaiting finalisation of CBD Implementation Strategy.**
4.5	400968 - Economic Development	50.0	0.0	65.0	37.3	**GF**	25.0	**Implementation of Night Time Economy brand deferred to align with NSW Government Purple Flag accreditation process.**
2.1	400998 - Parking study at Edward and Penkivil Streets Willoughby	50.0	0.0	50.0	25.9	**GF**	24.1	**Carryover required. Project deferred by Council in 2023/24 to address resident concerns.**
5.3	401244 - Warners Park Community Centre major repairs	0.0	0.0	200.0	178.4	**2**	21.6	**Additional waterproofing required in ground floor and mould remediation works for internal spaces.**
1.2	401241 - Get NSW Active - Willoughby South quiet and green st	0.0	0.0	103.0	82.5	**4**	20.5	**Carryover required to finalising for community Consultation.**
5.3	401091 - Building Performance Assessment Consulting	0.0	100.0	22.8	2.5	**2**	20.3	**Required works not completed in 2023/24. Completion due 2024/25.**
5.3	401092 - Asset Data, Capture & Validation Program	30.0	0.0	30.0	11.6	**2**	18.4	**Carry over budget required to complete the project in 2024/25.**

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Key Direction	Project I.D. and Name	Orig. Budget 2023/24 $'000	B/fwd Budget 2023/24 $'000	Rev Budget 23/24 $'000	YTD Jun-24 Actual	Funding Source	Q4 request - Carryover to FY2024/25 $'000	Carryover Comments
3.1	401172 - Road Safety Management - Study - Upper Minimbah Road Northbridge	0.0	23.0	23.0	5.1	**GF**	17.9	**Carryover required - Project delayed in consultation. Revised scope as a result of community feedback.**
2.1	401226 - Pacific Hwy, Boundary St to Mowbray Road Shared Path-Design	50.8	0.0	50.8	33.8	**2**	17.0	**Carryover required for final concept design costs following consultation.**
5.4	400505 - Review of Local Environmental Plan and Development Control Plan 2020/2021	0.0	35.6	35.6	24.0	**GF**	11.5	**In 2024/25, Council resolved to forward multiple Planning Proposals to the State Government seeking approval to progress to public exhibition. They include minor corrections to errors and issues identified following the completion of Council's Comprehensive LEP in June 2023, and planning proposal arising from Council's Heritage Review. Consultation can only commence once it has been authorised by the State Government, this is anticipated to be in early 2024/25.**
3.1	Council Plant Replacement Program	1,975.0	0.0	1,122.7	1,112.0	**2**	10.8	**Carryover budget required to pay for plants order placed in 2023/24.**
5.3	401189 - The Concourse-Replace shade structures - external dining	250.0	0.0	10.0	0.0	**2**	10.0	**Remaining funds from design to be allocated to construction.**
3.1	400935 - Road safety action plan study	0.0	10.0	10.0	3.5	**GF**	6.6	**Completion of the Road Safety Action Plan was delayed to allow preliminary feedback for Council's Active Transport Advisory committee and internal technical staff to be incorporated into the plan. It is anticipated the plan will be publicly exhibited in 2024/25.**
2.1	401227 - Bike Plan 2024 and Minor Bicycle Improvements	60.0	0.0	60.0	54.4	**12**	5.7	**Carryover required for final amendments of Draft Cycling Strategy to reflect community feedback following exhibition in 2024/25.**

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Key Direction	Project I.D. and Name	Orig. Budget 2023/24 $'000	B/fwd Budget 2023/24 $'000	Rev Budget 23/24 $'000	YTD Jun-24 Actual	Funding Source	Q4 request - Carryover to FY2024/25 $'000	Carryover Comments
2.1	401242 - Willoughby Leisure Centre & Nine Mirvac Traffic Study	0.0	0.0	100.0	96.5	**12**	3.5	**Carryover required for final signage installation.**
	TOTAL Q4 CARRYOVER BUDGET						**7,988.9**	

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Type 1: Interim - Timing issue only – budget exists						
No.	**Amount**	**PM No. (Pulse)**	**Project I.D. and Name**	**June-24 Comments for Request from PCW Contingency Fund**	**Permanent v Interim v NA**	**Replenish v Reduce Contingency**
1	Nil					
Total approved requests - Interim Approval only (Replenish)	**-**					

Type 2: Extra budget required – Contingency Reduced						
1	35,000	302370	400987 - Edinburgh Rd Castlecrag shops park	Additional budget required for the construction of a mini-park in 2023/24 before the installation of a sculpture located at Castlecrag shops which was scheduled to be delivered to the site in the week of 5 August 2024.	Permanent	Reduce Contingency
2	58,523	302349	400015 - WCC LGA - Street Light Improvement Program_main roads_Ausgrid	The final two invoices received from Ausgrid were higher than the $20k budget. It will be funded by the Environmental Levy income allocated to the PCW Contingency in 2023-24 Original Budget.	Permanent	Reduce Contingency
3	65,340	Multiple	15 projects with minor amounts requiring use of contingency	Please refer to next page that sets out the various projects, the quantum and the reasons for accessing contingency during Quarter 4.	Permanent	Reduce Contingency
Total approved requests during the June Quarter	**158,863**					

PCW Contingency funding Opening Balance after Quarter 3	**1,824,993**
Remaining Balance	**1,666,130**
Interim Approval only (Replenish)	**-**
Quarter 4 End Balance	**1,666,130**

2023/24 PROJECTS AND CAPITAL WORKS PROJECTS REQUIRING CONTINGENCY

Funding Source Code: GF General Fund ; 2 Internal Reserve ; 3 External Reserve ; 4 Grant & Contribute ; 6 Infra Levy ; 7 S/W Levy ; 8 Env Levy ; 9 Sponsorship ; 10 Sundry Income ; 11 Internal Revenue ; 12 Dev Contribute

PM No. (Pulse)	Key Direction	Project I.D. and Name	Orig. Budget 2023/24 $'000	B/fwd Budget 2023/24 $'000	Rev Budget 23/24 $'000	YTD Jun-24 Actual $'000	Amount requiring from Contingency $'000	Funding Source	Reasons for accessing contingency during Quarter 4
302325	**1.3**	401224 - Road Network Performance Monitoring	15.0	0.0	19.2	23.0	-(3.8)	**12**	Throughout the year, the Traffic & Transport team received a high number of Councilor Enquiries and customer complaints. This necessitated additional traffic surveys, traffic performance monitoring, road safety audits, studies, and minor works to improve the safety of these sites.
302346	**1.5**	401014 - Sustainable Fleet and Plant - procurement	95.0	0.0	95.0	100.3	-(5.3)	**8**	Extra purchase costs incurred with Council EV purchase
302345	**1.5**	401108 - WCC buildings - solar photovoltaic (PV) and battery installation/maintenance	350.0	0.0	59.2	61.8	-(2.6)	**8**	Slight variation to cost of Northbridge Mens Shed PV/battery installation
302259	**2.1**	401222 - Traffic, Bicycle and Pedestrian Count Survey	20.0	0.0	20.0	22.8	-(2.8)	**GF**	Throughout the year, the Traffic & Transport team received a high number of Councilor Enquiries and customer complaints. This necessitated additional traffic surveys, traffic performance monitoring, road safety audits, studies, and minor works to improve the safety of these sites.
302321	**2.1**	400632 - Road Safety Audit & Minor Improvement Works (Corrective Acti	64.0	0.0	59.8	64.2	-(4.4)	**GF**	Throughout the year, the Traffic & Transport team received a high number of Councilor Enquiries and customer complaints. This necessitated additional traffic surveys, traffic performance monitoring, road safety audits, studies, and minor works to improve the safety of these sites.
302410	**2.1**	401217 - Renewal of failed infrastructure : Road Works >$10,000	350.0	0.0	346.5	352.7	-(6.2)	**GF**	Minor additional work required
302411	**2.1**	401229 - Renewal of failed infrastructure : Footpath Works >$10,000	200.0	0.0	200.0	210.4	-(10.4)	**GF**	Minor additional work required
302419	**2.1**	401203 - Renewal of failed infrastructure:Kerb & Gutter Works>$10,000	100.0	0.0	81.0	82.0	-(1.0)	**GF**	Minor additional work required
302403	**2.3**	400486 - Australia Day	14.3	0.0	12.9	13.8	-(0.8)	**GF**	Last invoice submitted after QBR3 savings returned.
302116	**2.7**	400817 - Resource collections - central library	360.0	0.0	360.0	360.3	-(0.3)	**GF**	Minor additional collection required
302117	**2.7**	400818 - Resource collections - branches	40.0	0.0	40.0	40.1	-(0.1)	**GF**	Minor additional collection required
302063	**3.4**	401066 - Artarmon Town Centre (Artarmon Local Centre Masterplan Civic Plaza)	0.0	3,463.0	3,711.1	3,711.2	-(0.1)	**4**	Minor additional work required

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

2023/24 PROJECTS AND CAPITAL WORKS PROJECTS REQUIRING CONTINGENCY

PM No. (Pulse)	Key Direction	Project I.D. and Name	Orig. Budget 2023/24 $'000	B/fwd Budget 2023/24 $'000	Rev Budget 23/24 $'000	YTD Jun-24 Actual $'000	Amount requiring from Contingency $'000	Funding Source	Reasons for accessing contingency during Quarter 4
302400	**4.5**	400481 - Chatswood CBD Special event - Culture Bites	483.0	0.0	483.0	490.0	-(7.0)	**10;GF**	Additional resources were required to meet show specifications with higher supplier costs.
302354	**5.3**	401192 - Cleland Park Car Park Construction	40.5	0.0	40.5	49.2	-(8.7)	**2**	Minor additional work required
302339	**5.3**	401219 - Stormwater - Patch Program Planned Maintenance	111.3	0.0	111.3	123.1	-(11.8)	**7**	Minor additional work required
		TOTAL PROJECT AND CAPITAL WORKS PROJECTS REQUIRING CONTINGENCY					**-(65.3)**		

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

12.2 CUSTOMER EXPERIENCE STRATEGY 2023-2025 - YEAR 1 IMPLEMENTATION

ATTACHMENTS:	**NONE**
RESPONSIBLE OFFICER:	**MAXINE KENYON, CUSTOMER & CORPORATE DIRECTOR**
AUTHOR:	**JO JEWITT, CUSTOMER EXPERIENCE MANAGER**
CITY STRATEGY OUTCOME:	**5.7 DELIVER EXCELLENT CUSTOMER SERVICE**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

To deliver a progress report on the *Customer Experience (CX) Strategy 2023-2025*, its program of work and its related initiatives for the period from July 2023 to June 2024, as well as an overview of the CX Program as it enters the second year of delivery.

2. OFFICERS RECOMMENDATION

That Council receive and note the progress report regarding the *CX Strategy 2023-2025* and its program of work.

3. BACKGROUND

Our "*Future Willoughby 2032*" outlines the community's long-term vision and priorities for the City's future as part of its 10 year *Community Strategic Plan* (CSP). The CSP captures the community's aspirations and priorities for the local government area. Outcome 5 (5.7) includes the priority to "Deliver excellent customer service."

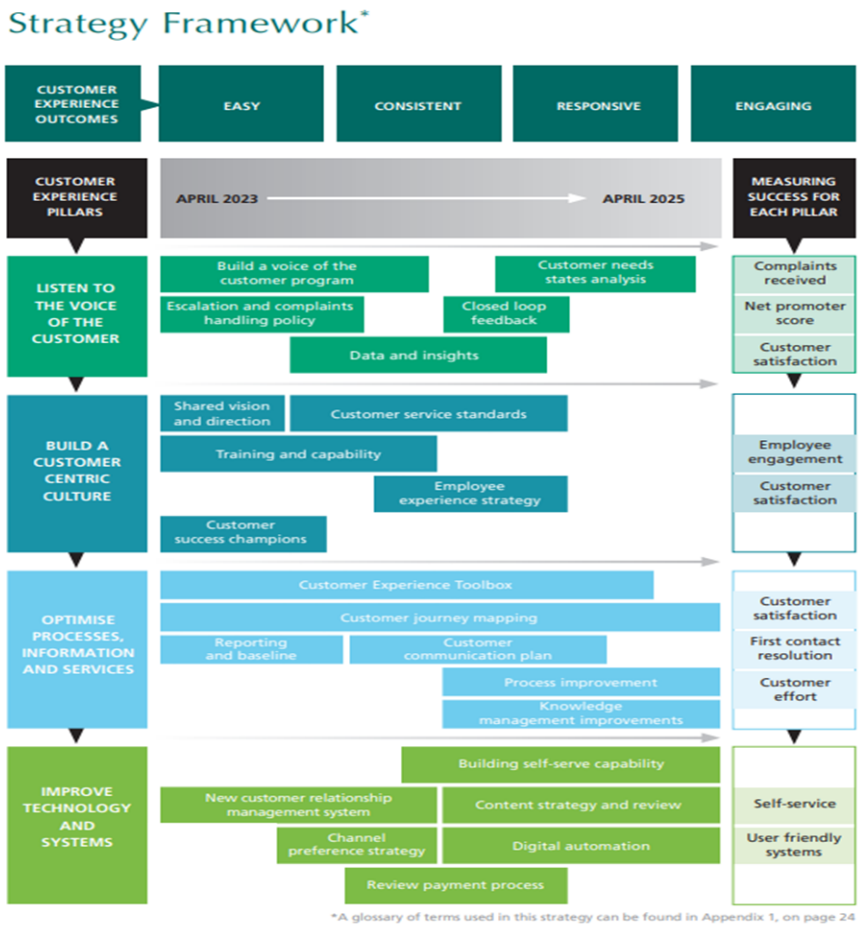
Given the significance of our customer interactions through multiple customer channels over the year, as outlined below, focus and a multi pronged approach to addressing this priority was required:

- 25,000 customer service requests raised
- 44,710 calls received in the customer service team, this does not include calls received by individual staff across Council
- 33,000 emails received into the Council email address, not including emails directed to individuals staff across Council
- 1.1 Million website page views
- 129,000 payments
- 7,766 visits to the Customer Service Centre
- 646 Councilor enquiries.

Council prioritised enhancing the customer experience in both the *Delivery Program 2022-2026* and the *Operational Plan 2022/2023*. To support this priority, the *Customer Experience Strategy 2023-2025* (CX Strategy) identified our commitment to customer experience as 'Make life easier for our customers through consistent and responsive services that build trust in us'.

In order to deliver this commitment, the CX Strategy and its framework outlined in Figure 1 was developed with an associated program of work. The Strategy and its program of work has concluded its first year, with 16 of the 22 initiatives either completed or underway with some improvement to customer experience observed. This report provides an overview of what has been achieved in the first year of implementation.

Figure 1



4. DISCUSSION

Within the CX Strategy four customer outcome areas were identified: easy, consistent, engaging, and responsive. These outcomes guided the development of the four pillars forming the program's foundation, these pillars are:

1. Listen to the voice of the customer
2. Build a customer-centric culture
3. Optimize processes, information, and services
4. Improve technology and systems.

Significant progress has been made across all four pillars and their associated initiatives, with 16 out of 22 currently underway and on track, as detailed in Table 1. These initiatives have established baselines and provided insights for improving and enhancing our customer experience maturity. However, we recognize that we are still in the early stages of building on CX fundamentals and consistently enhancing the customer experience. Ongoing feedback from customers and Councilors is valued for refining these initiatives and guiding

staff towards continuous improvement.

Many of these initiatives require ongoing attention to maintain a strong focus on customer experience and ensure it is embedded within the organisation. Additionally, the roll out of our enterprise wide system, TechOne supports and informs a number of initiatives. While these initiatives remain on track, some milestones have been adjusted due to delays in the TechOne implementation for customer request management.

Table 1: Progress of Year One Actions from the CX Strategy

Pillar	Initiative	Status	Progress Against Identified Action
Build a Customer Centric Culture	Shared vision and direction	Implemented and is ongoing	• The CX Strategy, has been supported and communicated by leadership and the CX team, promoted the vision based on the CX strategy, the CX commitment and focused on the customer outcomes: Responsive, Engaging, Easy, Consistent, and Human (REECH). • These outcomes are integrated into business planning, staff performance, training, induction, service review, and business improvement guidelines.
Build a Customer Centric Culture	CX Training and capability	Implemented Further training planned	• Council has implemented a comprehensive CX induction program, with 400 employees trained on our customer commitment and REECH outcomes. Specialized training was completed by 71 staff from customer service and planning teams, and volunteers at the Mosaic Centre. • A new leadership program focused on customer experience is in development, along with ongoing training for both frontline and support staff to ensure excellent customer service.
Build a Customer Centric Culture	Customer success champions	Implemented and is ongoing	• The Success Champions (SCC) program, with 20 staff members, meeting 6 times in the last program year advocates for customer experience by: o Co-designing and testing new CX initiatives. o Participating in key projects like customer journey mapping and the new complaints policy. o Initiating team-based improvements in staff communication, expectations, and operating models. o The SCC program fosters continuous improvement and enhances customer experience across the Council.

Build a Customer Centric Culture	Employee Experience Strategy (EX)	Commenced	• Workshops with the People & Culture (P&C) and Customer Experience (CX) teams have defined the components of the EX strategy. These workshops identified potential employee journeys for mapping, and a working group has been established to advance this initiative.
Listen to the Voice of the Customer	Data and insights	Implemented and is ongoing	• Data and insights are now collected through our CX dashboard and provided monthly to all Managers. It is recognised that this will be improved once TechOne is rolled out. • Regular reviews of customer KPIs with service managers occur throughout the year to improve customer request outcomes. • Updated customer KPIs for some service teams. • Continuous review of our customer data has identified the need for data cleansing, which will be addressed during the TechOne implementation. • The upcoming VoC tool introduction will significantly enhance our ability to gather real-time data on customer satisfaction and effort, providing actionable insights.

Listen to the Voice of the Customer	Escalation and complaints handling policy	Implemented and is ongoing	• Council has implemented a new complaints handling policy with key enhancements to streamline the complaints process and enhance overall effectiveness:
			  ○ Online Portal: For submitting complaints, feedback, and compliments.
			  ○ Tracking: Enabled complaint tracking for better visibility and benchmarking.
			  ○ Reporting: Added comprehensive reporting mechanisms.

Listen to the Voice of the Customer	Voice of the Customer (VoC) Program	Implemented and is ongoing	• The VoC program is being developed with input from the Customer Success Group and service delivery SMEs. • Council has partnered with an Experience Management SaaS tool, to consolidate all customer feedback into one platform. This includes surveys, complaints, feedback, social media, google analytics, and website feedback. This will improve the tracking of insights

			into customer sentiment, satisfaction, and effort also aiding in service reviews. • 7 surveys have been prioritized in the first stage of implementation
Optimise Processes, Information and Services	Customer Journey Mapping	First stage complete and is ongoing	• Customer Journey Mapping (CJM) was conducted for 7 key customer journeys, prioritized according to customer pain points and challenges in achieving customer outcomes. Interviews with 31 residents informed the development of these journeys. This initiative identified four primary customer personas and resulted in the creation of CX improvement plans. • Workshops and training sessions provided staff with the skills and tools needed to enhance the customer experience and create additional journey maps for other service areas. • Future journey maps to be identified to align with service reviews, TechOne implementation and the development of the Employee Experience Strategy
Optimise Processes, Information and Services	Reporting and baseline	Implemented and is ongoing	• New CX dashboards have been created to provide Council leaders with a consolidated view of customer experience channels and their performance. Baseline measurements for these channels have been established, and a detailed CSR reporting hierarchy is reviewed monthly by the CX team. • Once TechOne is implemented further enhancements will be made to dashboards based greater availability of data
Optimise Processes, Information and Services	Customer Experience toolbox	Implemented and is ongoing	• Information and training materials continue to be collated working through to development of content from Customer Journey Mapping, operational customer communication templates and CX training.
Optimise Processes, Information and Services	Customer Communication plan	Commenced	• Workshops with the Communication and Engagement (CE) and CX teams identified customer touchpoints, evaluated communication channel effectiveness, and set a customer communication vision. Further engagement and development sessions are planned with service teams and the

			leadership to refine and implement the strategy.
Improve Technology and Systems	Channel Optimisation strategy	Commenced	• Currently leveraging data gathered from customer journey mapping exercise, the content management strategy, the customer communication workshops to inform and guide the development of the overall strategy. • All channels are tracked via the organisation CX dashboard. These channels include telephone, email, face to face, web, social media and CSRs.
Improve Technology and Systems	Content strategy	Commenced	• Initiated a review of how the Council maintains its website, resulting in recommendations for more effective content management across the organisation. Provided suggestions for improving content management across other channels and enhancing knowledge management practices.
Improve Technology and Systems	Tech One – Customer Management	Commenced	• CX team have been working closely with the Tech One project delivery team to provide feedback into the customer request module build. The CX team are also providing input into a customer communication plan for external customers. The Tech One project is due for implementation in Oct 2024. Once implemented, significant data and insights from the system will inform data driven decision making to improve customer journeys through council.
Improve Technology and Systems	Review payment processes	Commenced	• This is a part of the TechOne customer request management implementation, the CX team has provided feedback into the build of this functionality. This will be in place in October 2024 and will allow most customer types to make online payments improving the ease in which customers make there payments.
Improve Technology and Systems	Building self-serve capabilities	Commenced	• This is reviewed as a part of the TechOne customer request management implementation, the CX team has provided feedback into the build of this function. This will be in place in October 2024 and allow customers to better manage there outstanding requests and improve the visibility of the status of customer requests.

Measuring Success

The CX Strategy includes various measures of success for each of the pillars. However, not all are trackable until tools like TechOne customer request management and the Voice of the Customer program are implemented capturing this data across the organisation. Once these tools are in place, we expect to update the customer Key Performance Indicators to better reflect these measures of success.

Although CX delivery still requires improvement, we have observed advancements in most of the Council's current key performance indicators (KPIs) and ongoing continuous improvement actions.

- Customer Service Request (CSR) completion rates have been closely monitored, with the CX team collaborating with various business units to review the reporting and internal processes related to CSRs. All Council business units are expected to address customer service requests promptly and keep customers informed about the status of their requests. There has been a steady improvement in the completion of CSRs within 10 business days, despite an increased workload and a higher number of CSRs during the financial year. However, we recognise that closing the loop and continuing communication with our customer is still an area that needs improvement across the organisation. We continue to focus on this with all teams to improve the customer experience through the REECH customer outcomes, TechOne roll out and the customer communication plan.

Year	Total CSRs Submitted	% CSR Completion meet 10 Business Days (all inclusive)	% CSR Completion meet 10 Business Days excluding free general clean up
23/24	25,397	75%	83%
22/23	20,416	71%	79%

- Of 25,397 CSRs received, 76 were escalated to complaints. This represents 0.3% of the total CSRs, serving as an additional measure of customer satisfaction regarding our customer experience. We anticipate an increase in this figure in the upcoming financial year as we encourage more customer feedback and improve our methods for capturing complaints and feedback through the Voice of the Customer program.
- Customer Satisfaction shows an improvement from 75% June 2022 to 80% May 2024, based on surveys from our planning, environmental workshops, arts and libraries. The Voice of the Customer system will allow more real time customer satisfaction data to ensure services across Council can respond quickly to customer experience.
- Our frontline customer service centre indicators are improving from last financial year: 6% increase in answered calls; 11% improvement in first contact resolution (the calculation method will change in 2024/25); mystery call maintained.

Improving customer experience in such a large and diverse organisation is a continual process that needs regular attention of all staff across the organisation. Staff awareness of customer experience and CX principles has significantly increased, as demonstrated by business planning efforts, team discussions on CX, and the expansion of continuous improvement initiatives described below.

- Refreshed approach to interdepartmental communication and knowledge sharing between the customer service team and other business unitsto increase first call resolution and better customer customer service
- Implemented a new procedure to enhance communication of Customer Service Request turnaround times with Tree customers
- Adjustment of call routing option during new staff training period
- Improved website content for multiple service to align with customer requirements

- Refreshed approach to onboarding new staff and training new staff in the customer service team
- Introduction of shared mailboxes in teams which receive a high volume of enquiries
- Refined processes for Councillor enquiries, enhancing service delivery
- Redesigned the form for footpath lease permits making it easier to submit this form
- Library members can now access newspapers online including The Sydney Morning Herald, The Saturday Paper and The Age through the library's subscription on the Borrowbox platform.
- Used customer feedback in designing the reception and the introduction of kiosks
- Changed the workload management approach at Willoughby Leisure Centre for staff more effectively multiskilling
- Adjusted the recruitment strategy for the Safe City team to prioritize candidates with a customer-focused mindset
- Wet weather updates for sports grounds are now available via email from the Council website
- Incorporated customer outcomes into process design guidelines and developed process improvement training
- Included customer journey mapping in the Service Review framework to better understand customer experiences.

CX program Year 2 - 2024/2025
As we enter the second year of the CX program, Council will explore new ways to benchmark and measure customer experience, introducing metrics like Customer Satisfaction, Customer Effort, and Net Promoter Score where suitable. We'll launch six new initiatives and complete all 22 by year end. These initiatives will enhance transparency and capabilities in customer request management and self-service, empowering business unit leaders to allocate resources effectively for improved service delivery.

We expect more continuous improvement initiatives from increased customer feedback, enhanced reporting, and better awareness of customer experience data, making decision-making transparent and actionable. Ongoing feedback from customers and Councillors is vital to ensure that our development aligns with the voice of the customer, reflecting their perspectives and needs.

CX organisational change is a long term commitment from every staff member, it requires cultural change to be embedded across the organisation, adoption of new mindsets, implementation of new systems, processes and data driven decision making. As Council's CX mindset grows, it is encouraging to see teams continuously improving their operations and service delivery. With the implementation of foundational initiatives like TechOne and the Voice of the Customer program, our understanding of customers will deepen, providing valuable insights for making customer first, data-driven decisions that with drive Councils CX maturity.

5. RISKS AND OPPORTUNITIES

No risk in adopting this report, the CX Strategy aims to address risks and opportunities in Customer Experience.

6. CONCLUSION

From July 2023 to June 2024, the CX Program has made significant strides, aligning with the priorities of the Community Strategic Plan and laying the groundwork for enhancing customer experience across Council. Significant work has occurred this year to provide insights into customer needs, helping us establish baselines, make data-driven

decisions, and streamline processes.

We recognise there are still improvements to be made, particularly in closing the loop and the response time. Our focus on continuous improvement and enhanced customer performance metrics will help drive ongoing improvements to our customer experience.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.7 Deliver excellent customer service
Business Plan Objectives, Outcomes / Services	The customer experience program delivery and CX continuous improvement initiatives are captured in business unit plans.
Policy	There are no policy changes required.
Consultation	There is no consultation required.
Risk	Neglecting customer experience can lead to dissatisfaction with our customers and community members, harming Councils reputation and revenue opportunities, while increasing costs and affecting employee morale.
Resource	There are no resource impacts to this report.
Legal	There are no legal impacts.
Legislation	There are no legislation impacts.
Budget/Financial	The CX program is funded for 2024/2025, future funding for the CX program will go through the usual budget request processes.

12.3 CIVIC PLACE TRUST MEMBERSHIP AND SUPPORT

ATTACHMENTS:	**1. CIVIC PLACE TRUST DEED 2004** **2. FINAL MINUTES - CIVIC PLACE TRUST - 18 MAY 2023** **3. FINAL MINUTES - CIVIC PLACE TRUST - 3 APRIL 2024** **4. ADVICE REGARDING NUMBER OF TRUSTEES** **5. ADVICE REGARDING THE NUMBER OF TRUSTEES**
RESPONSIBLE OFFICER:	**MAXINE KENYON, CUSTOMER & CORPORATE DIRECTOR**
AUTHOR:	**SAMANTHA CONNOR, GOVERNANCE, RISK & COMPLIANCE MANAGER**
CITY STRATEGY OUTCOME:	**5.1 BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO.**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

To seek Council's endorsement to vary the Civic Place Trust Deed to increase the number of members from four to five and to seek Council's continued support of the Trust through administration of meetings and financial accounts.

2. OFFICERS RECOMMENDATION

That Council:

1. **Vary the Civic Place Trust (CPT) Deed to:**
    a. **Increase the Trust from four to five Trustees, allowing the trust to appoint all five**
    b. **Insert additional requirements regarding the skills required for the trustee, including skills, knowledge and experience in arts and fundraising, skills or experience in managing the financial and legal elements of a Trust**
    c. **Insert additional provisions regarding the dismissal of a Trustee, in the event the Trust believes the Trustee is not acting in good faith.**
2. **Authorise the General Manager to make arrangements for the variation of the Trust Deed and to sign any documents required for the variation.**
3. **Continue to support the Civic Place Trust through administration of meetings and management of accounts given the Civic Place Trust's benefit in supporting culture and the arts.**

3. BACKGROUND

The Civic Place Trust (CPT) was established in 2004 under a Deed (**Attachment 1**), exclusively for the purpose of promoting arts and the provision of cultural facilities across the local government area. Council is the trustee and are legally responsible for the operation of the Trust and legally liable for the debts of the Trust. The Trust is not a separate legal entity from Council and Council reports on the Trusts activities. The settlor of a trust is the person or body who created the trust and named the beneficiaries of its activities. In the case of the CPT, the settlor is Council.

The main activity of the CPT has been to receive donations and bequests and distribute funds within the Object of the Trust Fund, as outlined within the Deed. The trust has Deductible Gift Recipient status and therefore can receive tax deductible gifts and donations. $588,375 has been received in donations since 2004. It's noted that of these donations, $430,230 was received between 2004 and 2011 during the construction of The Concourse. The Trust has received $158,146 in donations since 2012. The Trust currently has a cash balance of $83,121 and it has no liabilities recorded.

The CPT is a useful vehicle for receiving donations for the advancement of culture and the arts in the Willoughby Local Government Area (LGA). It is also of value as it distributes funds for arts and culture programs that support soloist performers, provide opportunity for Willoughby performers to work with international artists, while also providing an avenue for the promotion of arts and culture within the LGA. The Trust has given funds for the annual Young Composer Awards, for purchasing equipment for the Willoughby Symphony Orchestra and for inclusion of international artists in the Willoughby Concert Series.

In March 2023, Trustees considered expanding the purpose of the Trust to include recreation and leisure activities. This would have impacted on the ability of the Trust to claim deductible gift recipient (DRG) status. Given the Trust provides donors with the ability to claim a tax deduction, and is one of the key benefits of the Trust, this expansion of the purpose of the Trust was not pursued.

Support of the CPT is provided by Council by way of secretariat support for Trust meetings, management of the Trust's finances including financial reporting and legal, governance and arts and cultural advice.

The current members of the trust are:

1. Debra Just
2. Tanya Taylor
3. Noel Cislowski
4. (Vacant)

Since the end of the COVID pandemic, the Trust has met twice on 18 May 2023 and 3 April 2024. Minutes of these meetings are at **Attachments 2 and 3** respectively.

4. DISCUSSION

At the 3 April CPT meeting (minutes **Attachment 2**), the CPT recommended a number of changes they would like to the Trust Deed to better meet the objectives of the Trust. These revisions are required to be supported by Council via resolution and are outlined below.

Membership Number

There are currently four positions on the trust, filled by Ms Debra Just, Ms Tanya Taylor and Mr Noel Cislowski, with the fourth position vacant. The Trust Deed indicates that there will be no less than three (3) trustees. Legal advice regarding the number of trustees

(**Attachments 4 and 5)** is that trustees can appoint up to four (4) trustees in their own right, but beyond that the consent of the settlor (Council) is required.

The current trust has made a recommendation to expand the number of trustee members to five. The maximum number of trustees allowable under the current Trust Deed is four and a Council resolution is required to vary the Deed to five trustees.

Current Membership
The Trustee Act prohibits a trustee of a NSW trust from living outside of NSW for more that 12 months. Debra Just intends to resign given this requirement. The 11 March 2025 will be the 12 month period where Ms Just left NSW on a permanent basis. A resigning trustee must give notice in writing 21 days in advance.

Prior legal advice (**Attachment 5**) was that in order to meet the Deed's requirement of no less than three (3) trustees, a trustee is unable to resign until at least one (1) new trustee is selected and agrees to undertake the role.

Given there are currently only three members of the Trust, the Trust will need to recruit an additional member prior to Ms Just resigning. An expression of interest (EOI) process has been used in the past and is an effective model for finding skilled trustees, with the EOI placed in relevant media and communicated through existing networks. An interview and referee process should also be undertaken.

The three existing trustees, together with any other parties the trustees may think relevant will undertake the review and selection process. They need to ensure that the preferred trustee(s) meet both the responsible person criteria and the expertise being sought (arts & fundraising; legal and financial). This process is likely to take 4-6 months if commenced immediately and is to be funded by the CPT.

Membership Skills and Experience
In addition, the trustees feel the Deed has very general requirements for trustees, namely 'persons of responsibility and standing in the community'. The current trustees consider it would be of value to ensure people with specific expertise suited to the Trusts' purpose be included as trustees. The expertise identified as being needed include: skills, knowledge and experience associated with the arts and fundraising; and governance skills relating to legal and financial aspects of the CPT. Trustees felt this would also be very beneficial and reduce the demands upon Council staff to supplement these skills. Council would still be required to review all financials and legal aspects to ensure accurate reporting within our Audited Statements, given we are the Settlor.

The trustees also considered it would be consistent with good practice to include a provision in the Trust Deed that allows removal of a trustee not acting in good faith.

Therefore, the Trust is seeking Council's endorsement to vary the Trust Deed to:

- Increase the Trust from four to five Trustees, allowing the trust to appoint all five
- Insert additional requirements regarding the skills required for the trustee, including skills, knowledge and experience in arts and fundraising, skills or experience in managing the financial and legal elements of a Trust
- Insert additional provisions regarding the dismissal of a Trustee, in the event the Trust believes the Trustee is not acting in good faith.

If approved by Council, notification of these changes will also be required to the Register of Cultural Organisations (Commonwealth Department of Arts) (ROCO) and the Australian Charities and Not-for-Profit Commission.

Council continued support
Council currently supports the Trust through:

- monthly review of accounts
- quarterly BAS reporting to the ATO
- annual financial reporting
- secretariat support for meetings
- occasional legal advice
- provision of meeting rooms or virtual meeting platforms
- record keeping and information management in a secure location
- arts and cultural advice.

This equates to 110 hours and approximately $16,000 (including costs for legal advice) per year and is within the existing operational budget and resourcing of Council.

From time to time the Trust requests support of Council, for example support with the expression of interest process to recruit new Trustees and for the development of a fundraising strategy. While these are important initiatives to meet the objectives of the Trust as outlined in this report, it's noted that there is no additional budget or staff resources to take on additional work beyond these requests. Therefore there is a need to limit resourcing to the hours and budget mentioned above.

It is therefore recommended that Council continue to support the Trust with all the activities listed above, within the current resourcing limits of 110 hours per year, and noting that the Arts and Culture Manager will be the single point of contact for the Trust and the key supporting resource for the Trust. This will ensure continued accurate record keeping, consistent oversight of the activities of the Trust and alignment with the Trust's and Council's core objectives.

5. RISKS AND OPPORTUNITIES

The CPT has Deductible Gift Recipient status and therefore can receive tax deductible gifts and donations for the purpose of promoting arts and culture facilities in the LGA. As the Settlor of the Trust, Council established the Trust and the Trustees are required to act in accordance with its Deed. Changes to the Deed require a resolution of Council. As secretariat for the Trust, Council has annual reporting obligations to the Australian Charities and No-for-profit Commission (ACNC). until this year Council also reported to Registered Organisation of Cultural Organisations (ROCO), however the Australian tax Office has confirmed reporting to ROCO is no longer required.

Ensuring these Trustee and reporting obligations are met, means the value of the Trust can continue in supporting the growth of arts and culture within the LGA.

6. CONCLUSION

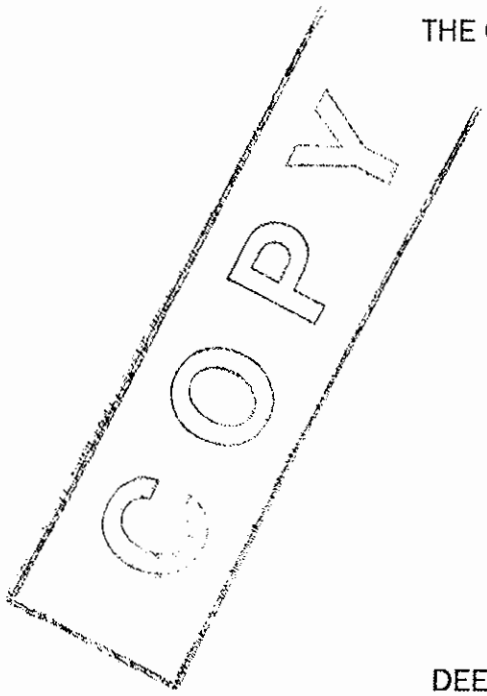
The establishment of the Trust originated in 2004 for the purpose of raising funds for the construction of The Concourse. After completion of The Concourse, the need for support and promotion of culture and the arts has continued and the Trust have proven effective in securing $588,375 since its establishment for these purposes. The proposed changes to the Trust Deed aim to support the Trust to deliver against its objectives, by ensuring Trustees have the additional skills to maximise the value of the Trust and by minimising the impact of the Trust on Council resources.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.1 Be honest, transparent and accountable in all that we do.
Business Plan Objectives, Outcomes / Services	An objective of the Arts and Culture Business Unit Plan is to raise funds through the Trust to support arts and culture activities across the Willoughby Local Government Area. The Trust is established for the purpose of receiving donations to meet this objective.
Policy	There are no Council Policies relevant to this report.
Consultation	There are no consultation implications to this report.
Risk	The CPT have proven effective in raising funds for the promotion of culture and arts facilities in the LGA. Opportunity has been identified by Trustees that will maximise the benefit the Trust can provide to culture and the arts in Willoughby. This opportunity requires changes to the Trust Deed as outlined in the report. Should these changes not be supported by Council, the opportunity to increase funding received through the Trust may not be achieved.
Resource	Support for the Civic Place Trust requires approximately 110 hours of staff time to facilitate meetings, prepare reports and complete financial reporting as well as less than $5000 per year for legal advice annually.
Legal	Australian Charities and Not-for-profits Commission (ACNC) is responsible for registering organisations as charities. The ACNC requires annual reporting of charities registered with it to ensure ongoing registration as a charity and to maintain DGR status. Council supports the trust by submitting the required Annual Information Statements. All businesses with an ABN (including charities) are required to do a quarterly Business Activity Statement (BAS) of their GST to the Australian Taxation Office (ATO).
Legislation	On 1 January 2024, administrative responsibility for assessing cultural organisations' eligibility for Deductible Gift Recipient (DGR) endorsement transferred from the Office for the Arts to the Australian Taxation Office (ATO). This change is as a result of the Treasury Laws Amendment (Refining and Improving our Tax System) Act 2023 becoming law, amending the Income Tax Assessment Act 1997. The new law contains transitional provisions to ensure organisations currently endorsed as DGRs on the Register of Cultural Organisations (ROCO) continue to be endorsed if they continue to meet eligibility criteria. Further, for these organisations, there is no longer a requirement under the Income Tax Assessment Act 1997 to submit statistical returns every 6 months. The final reporting period for ROCO statistical returns was for the period 1 January – 30 June 2023.

Budget/Financial	The cost of resourcing the CPT is approximately $16,000 annually, inclusive of legal advice. This is incorporated in the Operational Plan.

2004



THE COUNCIL OF THE CITY OF WILLOUGHBY

(Settlor)

AND

_____

(Trustee)

DEED ESTABLISHING CIVIC PLACE TRUST

Pike Pike & Fenwick
Solicitors
50 King Street
SYDNEY NSW 2000

DX 521 SYDNEY

Tel: (02)9262 6188
Fax: (02)9262 6175
Ref: DB:WIL0064

THIS DEED OF TRUST is made the 1st day of November. Two thousand and four

PARTIES:

THE COUNCIL OF THE CITY OF WILLOUGHBY (the "Settlor")

AND

(the Mayor of the City of Willoughby), . (the General Manager of the Council of the City of Willoughby) and (a Solicitor of the Supreme Court of New South Wales) (the "Trustee").

RECITALS:

A The Settlor is the owner in fee simple of land at Victoria Avenue, Chatswood known as Civic Place.

B The Masterplan for Civic Place proposes construction and operation of a concert hall, performing arts theatre, multipurpose hall, rehearsal space and visual arts exhibition spaces.

C The Settlor wishes to establish a Public Fund to receive donations and bequests to assist in the construction, maintenance and operation of the concert hall, performing arts theatre, multipurpose hall, rehearsal space and visual arts exhibition spaces, and the promotion of the arts and cultural facilities.

D The Public Fund is to be held separately to other funds and is to be used exclusively for the purposes referred to in Recital B, such Public Fund to be known as the "Civic Place Trust".

E For the purposes referred to in Recital C the Settlor has upon the execution hereof transferred to or is about to transfer to the Trustee the sum of one hundred dollars ($100.00) ("the settled sum").

F The Trustee has consented to become the trustee hereof upon the trusts and with and subject to the powers and provisions hereinafter expressed.

OPERATIVE PARTS:

1. DEFINITIONS AND INTERPRETATION

1.1. In this Deed the following expressions shall unless there is something repugnant to or inconsistent with the subject matter have the meanings set out hereunder:

1.1.1. "the Department" means the Commonwealth Department responsible for the Arts.

1.1.2. "person" shall include corporations partnerships and all juristic persons recognised by the law applicable to this Deed.

1.1.3. "the Trustee" means and includes the trustee or trustees for the time being of this Settlement;

1.1.4. "the Trust Fund" means and includes:

a the settled sum; and

b all donations and bequests which may hereafter be paid or transferred to or accepted by the Trustee as additions to the Trust Fund; and

c all investments and property of every description for the time being representing such donations and bequests or any part or parts thereof;

1.1.5. "the Trust Period" shall mean the period from the date hereof until the Vesting Day;

1.1.6. "the Vesting Day" means the first to occur of the following dates:

a the expiration of eighty years from the date hereof; or

b such earlier date as the Trustee may declare pursuant to clause 6.17 hereof;

1.1.7. "year" means any financial year commencing on the 1st day of July in any year and ending on the 30th day of June the following year and in respect of

any broken period occurring at the commencement or termination of the trusts hereby created means that portion of the financial year running in the case of such commencement as aforesaid from the date thereof to the 30th day of June 2005 AND in the case of such termination as aforesaid from the 1st day of July last preceding such termination to the date of such termination.

1.2. References to any statutory enactments shall mean and be construed as reference to such enactment as amended modified and re-enacted from time to time.

1.3. The headings contained in this Deed do not form part of this Deed and shall not affect the interpretation hereof.

1.4. Words importing the singular number shall be deemed to import the plural number and vice versa, and reference to a gender shall be deemed to be references to all genders.

2. ESTABLISHMENT AND OBJECTS OF THE TRUST FUND

In consideration of the premises the Settlor as settlor HEREBY DECLARES that the Trustee shall and the Trustee HEREBY DECLARES that the Trustee will henceforth stand possessed of the Trust Fund and of the income thereof upon the trusts and with and subject to the powers and provisions hereinafter expressed concerning the same exclusively for the purposes of promoting the arts and the provision of cultural facilities.

3. NAME OF TRUST

The Trust hereby created shall be known as the "Civic Place Trust".

4. PUBLIC FUND

4.1 The Public Fund shall at all times be open to subscription by all members of the public and shall at all times be controlled or administered by the Trustee exclusively for the purposes of promoting the arts and the provision of cultural facilities.

4.2 Donations will be deposited into the Public Fund which will be listed on the Register of Cultural Organisations. These monies will be kept separate from other funds of the Settlor and will only be used to further the objects of the Trust. Investment of

monies in this fund will be made in accordance with guidelines for public funds as specified by the Australian Taxation Office.

4.3 The Public Fund will be administered by the Trustees who, because of their tenure of public office or their professional standing, have an underlying community responsibility, as distinct from obligations solely in regard to the cultural objectives of the Settlor.

4.4 No monies/assets in this Public Fund will be distributed to members or office bearers of the Association, except as reimbursement of out-of-pocket expenses incurred on behalf of the fund or proper remuneration for administrative services.

4.5 To avoid any doubt, it is declared that the Public Fund forms part of the Trust Fund.

5. INVESTMENTS

The Trustee may invest any monies for the time being subject to the trusts hereby created in any one or more of the following investments as the Trustee in its absolute discretion thinks fit and desirable:

5.1. Any one or more of the investments from time to time sanctioned by law in any State or Territory of the Commonwealth of Australia for the investment of trust funds.

5.2. In the purchase and/or improvement of an estate or interest in land in any part of the Commonwealth of Australia provided:

5.2.1. A properly qualified real estate valuer shall have given a written opinion confirming that the investment is one suitable for the investment of trust funds.

6. POWERS OF THE TRUSTEE

In addition to all powers vested in the Trustee by law or by Statute or by this Deed the Trustee shall have and may exercise at any time or times all or any of the following powers:

6.1. To seek to have the Public Fund listed on the register of Cultural Organisations;

6.2. To abide by any rules which apply generally to bodies listed on the register of Cultural Organisations or specifically to the Trust as a body so listed;

6.3. To allow all investments or assets at any time forming part of the Trust Funds to remain in the actual state of investment thereof so long as the Trustee may think fit.

6.4. To change or vary any investments or assets for the time being forming part of the Trust Fund for others hereby or by law authorised.

6.5. To apply any money for the time being forming part of the Trust Fund in improving or developing any land which or any interest in which or the proceeds of sale of the whole or part of which may for the time being be subject to the trusts hereof.

6.6. To apply any money for the time being forming part of the Trust Fund in furtherance of the objects of this Trust.

6.7. To sell lease demise let mortgage charge licence and generally manage and deal with any land or any tenure which or any interest in which or the proceeds of sale of the whole or part of which may at any time form part of the Trust Fund as if the Trustee was beneficial owner absolutely entitled.

6.8. To determine in its absolute discretion whether any receipt, profit or gain or payment, loss or outgoing or any sum of money or investment is or is not to be treated as being an income or capital account PROVIDED THAT if it shall fail to make a determination prior to the end of any financial year then the income of the Trust Fund for such financial year shall be calculated in the same manner as the net income of a Trust estate is to be calculated under the provisions of the Income Tax Assessment Act, 1936 as amended.

6.9. To exercise all the voting powers attaching to any shares stocks debentures notes bonds or other securities at any time forming part of the Trust Fund.

6.10. To appoint an attorney to execute any deed, agreement or document or to perform any act on behalf of the Trustee in any place including within the State of New South Wales.

6.11. To employ and pay for such professional or other assistance as the Trustee may deem requisite in the discharge of the duties of the Trustee.

6.12. To act upon the opinion or advice or information obtained from any financial advisor, solicitor, barrister, accountant, valuer, surveyor, broker, auctioneer or other expert or professional person and so that the Trustee shall not be responsible for any loss depreciation or damage occasioned by acting or not acting in accordance therewith.

6.13. To determine all questions and matters of doubt which may arise in the course of the management administration realisation liquidation partition or winding up of the Trust Fund.

6.14. To institute and defend proceedings at law and to proceed to the final end and determination thereof or compromise the same as the Trustee shall consider advisable.

6.15. To agree and settle accounts with all persons liable to account in relation to the Trust Fund notwithstanding any conflict of duty or interest or of duty and interest that may be involved.

6.16. To draw make accept endorse discount apply for execute and issue promissory notes, bills or exchange, bills of lading, documentary letters of credit and other negotiable or transferable interests.

6.17. At any time or times by instrument in writing revocable or irrevocable to declare that a date earlier than the date mentioned in clause 1.1 hereof shall be the Vesting Day.

6.18. To do all such other things as are or may seem to the Trustee in its absolute discretion to be incidental or conducive to the furthering of the objects of this Trust as provided for in clause 2 hereof or to the exercise by the Trustee of its powers hereunder or the performance of the trusts hereof.

7. RIGHTS AND LIABILITIES OF TRUSTEE

7.1. The Trustee shall have the right at any time or times during the Trust Period to accept such additional monies investments or other property as may be paid

assigned delivered or otherwise transferred to it by any person by gift, by Will or under the provision of any other Trust or Trusts or otherwise to be held upon the trust hereof.

7.2. The costs charges and expenses incurred in connection with and incidental to the administration of this Trust or otherwise in relation thereto and of the investment and reinvestment of any part of the Trust Fund and the collection of income and other sums derivable therefrom shall be charged against the income of the Trust Fund but if such income is insufficient for the purpose then the same shall be charged against capital or so much of the capital as may be required in addition to the income for that purpose and the Trustee shall be entitled to be reimbursed out of the Trust Fund for such costs, charges and expenses as it incurs and pays.

7.3. In the execution of the Trusts and powers hereof and in the execution of any power or authority no Trustee shall be liable for:

7.3.1. Any losses or liabilities except losses or liabilities arising from his her or its own dishonesty or the dishonesty or its officers or shareholders of the wilful commission or omission by him, her or it or its officers or shareholders of an act known to him, her, it or them to be a breach of trust.

7.3.2. The neglect or default of any solicitor, attorney, banker, accountant, auditor, stockbroker, investment adviser, or other agent employed in good faith by the Trustee;

7.3.3. Any losses or liabilities by reason of him, her, it or them having acted or failed to act upon advice received from any such agent or agents;

and in particular shall not be bound to take proceedings against a co-Trustee for any breach or alleged breach of trust committed by such co-Trustee.

7.4. Subject to clause 7.3.1 the Trustee shall be indemnified out of the Trust Fund against all liabilities incurred by them in the execution of their duties hereunder and shall have a lien on the Trust Fund for such indemnity.

7.5. Every Trustee who is a corporation or company may exercise or concur in exercising any discretion or power hereby conferred on the Trustee (which is not required to be exercised by an instrument in writing) by a resolution of such

corporation or company or by a resolution of its Board of Directors or governing body or may delegate the right and power to exercise or concur in exercising any such discretion or power to one or more members of its Board of Directors or governing body or one or more of its officers or employees duly authorised for that purpose.

8. DUTIES

8.1. Every decision resolution or exercise of a power or discretion or disclosure of interest required to be or capable of being made by the Trustee hereunder shall be recorded in a Minute Book kept by the Trustee for that purpose and any Deed or instruments executed in pursuance of any such decisions resolution or exercise shall also be kept in such minute book.

8.2. At the end of each and every year during the Trust Period the Trustee shall prepare or cause to be prepared in accordance with generally accepted accounting principles an audited balance sheet showing inter alia the assets and liabilities of the Trust Fund as at the end of that year and an audited Profit and Loss Account showing inter alia the profit or loss incurred during the preceding year and how that profit or loss was arrived at. The expense of having the accounts audited annually shall be an expense of the Trust Fund or the income thereof as the Trustee shall determine.

8.3. Subject to the Trust being listed on the register of Cultural Organisations:

8.3.1. issue receipts (in the name of the Trust as included in the letter of approval for listing) in such form as the Department requires indicating the Trust as a tax-deductible fund so listed;

8.3.2. within 21 days after the end of June and December in each year to provide to the Department details of tax deductible donations received in the prior six months in such form as the Department shall require; and

8.3.3. when required by the Department, participate in a review to confirm the Trust's continued eligibility to be listed on the register of Cultural Organisations.

9. BANK ACCOUNTS

The Trustee shall open and maintain in its name an account or accounts entitled the "Civic Place Trust" or words to the effect at such Bank or Banks as the Trustee shall from time to time determine and the Trustee shall determine who shall be entitled to operate on such account or accounts.

10. ACCOUNTS AND AUDIT

The Trustee shall cause true accounts to be kept in accordance with generally accepted accounting principles of all receipts, payments, assets and liabilities relating to the Trust Fund and of all other matters necessary for showing a true and fair view of the income and expenditure and financial position of the Trust Fund in each year or part thereof ending on the 30th June and such accounts shall be audited at least once a year by a qualified Chartered Accountant appointed by the Trustee and in compliance with clause 8.2.

11. APPOINTMENT AND RESIGNATION OF TRUSTEE

11.1 The Trustee may resign at any time upon giving twenty one days prior written notice to the Settlor and subject to the provisions of clause 11.2, additional Trustees or new Trustees may be appointed in accordance with the provisions of the Trustee Act, 1925 as amended.

11.2 In the event that the Trustee comprises individuals then there shall be not less than three Trustees, all being persons of responsibility and standing in the community.

12. DISTRIBUTION

Subject to clauses 6 and 7 no part of the Trust Fund shall be used for a purpose other than the purposes set out in clause 2 and there shall not otherwise be any distribution of the Trust Fund.

13. VARIATION OF THE DEED

The Trustee may by deed alter vary or modify the provisions of this Deed provided:

13.1 No such alteration, variation or modification shall detract from the objects of this Settlement as provided for in clause 2;

13.2 No such alteration, variation or modification shall prejudice the status of the Trust Fund as a Deductible Gift Recipient in accordance with Subdivision 30-BA of the Income Tax Assessment Act 1997 or any legislation replacing that Subdivision;

13.3 If the Trust is listed on the register of Cultural Organisations, no such alteration, variation or modification shall be made without the prior written consent of the Department.

13.4 If the Trustee at the time of such alteration, variation or modification is not the Council of the City of Willoughby, no such alteration, variation or modification shall be made without the prior written consent of that Council.

14. WINDING UP

14.1 If, upon the winding up or termination of the Public Fund or the Trust hereby created and listed on the register of Cultural Organisations, there remains after satisfaction of all its debts and liabilities, any property, the property shall be given or transferred to some other fund, authority or institution having objects similar to the objects of this Trust, and whose rules shall prohibit the distribution of its or their members, such fund, authority or institution to be eligible for tax deductibility or donations under Subdivision 30-B, section 30-100, of the Income Tax Assessment Act 1997 and listed on the register of Cultural Organisations maintained under that Act.

14.2 Any proposed amendments or alterations to provisions for the Public Fund or the Trust will be notified to the Department responsible for the administration of the Register of Cultural Organisations to assess the effect of any amendments on the Fund's continuing deductible gift recipient status.

15. ADVISORY COMMITTEES

15.1 The Trust may establish Advisory Committees and appoint and remove, or make provision for the appointment or removal of members of Advisory Committees.

15.2 Each Advisory Committee may consist of a single individual or the number of individuals that the Trustee decides.

The Trustee may specify:

15.2.1 the manner in which proceedings of each Advisory Committee are to be conducted;

15.2.2 the matters which the Advisory Committee must have regard to in carrying out its functions; and

15.2.3 any other matters concerning the Advisory Committee or its functions that the Trustee decides.

16. PATRONS

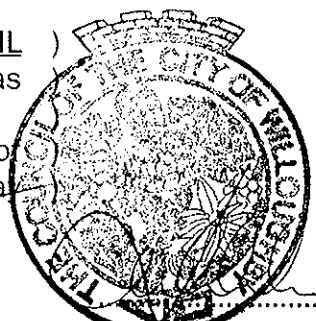
The Trustee may appoint any person or persons they think fit as patron or Patrons of the Trust.

17. GOVERNING LAW

This Deed shall be governed by and construed pursuant to the law of the State of New South Wales.

EXECUTED by the parties as a deed:

THE COMMON SEAL of THE COUNCIL OF THE CITY OF WILLOUGHBY was affixed on the 1st day of November 2004 in pursuance of a resolution passed on the 1st day of November 2004)



Deputy Mayor

General Manager

Minutes

WILLOUGHBY CITY COUNCIL

Civic Place Trust – Meeting of Trustees

Thursday 18 May 2023
12.00pm – 12.45pm

Location	Microsoft Teams
Attendees	Tanya Taylor
	Debra Just
In Attendance	Samantha Connor (Governance, Risk & Compliance Manager) for record keeping

1. Welcome

The Chief Executive Officer welcomed those in attendance and provided an overview of the Civic Place Trust.

2. Apologies

Noel Cislowski

3. Item for Discussion

3.1 Funding Proposal **2023 Young Composer Award Competition**

Discussion: Trustees gave consideration to the business case from Willoughby Symphony Orchestra seeking funds for the 2023 Young Composer Award Competition. Noted that the donations may not be in perpetuity and therefore funds may not be available for the program ongoing. The trust to look at ongoing fundraising and sponsorship of the program moving forward.

Decision: That Trustees endorsed the contribution of $8,000 to Willoughby Symphony Orchestra to support the 2023 Young Composer Award Competition. Trustees voted unanimously in favour of this decision.

4. Next Meeting

To be determined.

5. Meeting Close

The meeting closed at 12.25pm

Draft Minutes

Civic Place Trust – Meeting of Trustees

Wednesday 3 April 2024
1.30pm – 3.00pm

Location	Level 6, 31 Victor St Chatswood and Microsoft Teams
Attendees	Tanya Taylor; Noel Cislowski; Debra Just
In Attendance	Samantha Connor (Governance, Risk & Compliance Manager) for record keeping

1. Welcome

The Chief Executive Officer welcomed those in attendance and provided an overview of the Civic Place Trust.

Apologies NIL

2. Confirmation of previous minutes

Trustees confirmed acceptance of the minutes of the meeting held 18 May 2023.

3. Item for Discussion

3.1 CPT Trustees Membership

Discussion: The Trustees noted:

- Debra Just's formal notice to retire from the Trust.
- Debra would like to step down as soon as practicable, definitely within 12 months, but will stay on until the Trust recruits at least one more trustee.
- Debra Just declared a Non-pecuniary Significant conflict of interest in relation to the recommendations 1 and 2 in item 3.1 CPT Trustees and Membership as they related to her resignation and that the matter was resolved by Tanya Taylor and Noel Cislowski.
- That Tanya Taylor and Noel Cislowski will continue as Trustees.
- The minimum number of trustees is three and the Trust can extend up to four members. To recruit more than four members requires the consent of Council via a variation to the Deed.

ACTION QUESTION: Does Council give consent to vary the Deed as the elected Council or can they give consent to vary deed via delegation to the CEO or Mayor?

Decisions:

Trustees reviewed the definition of a responsible person – it was noted that the Trust considers persons who belong to a professional body, given the nature of the trust, can also be people who belong to professional/peak arts and cultural bodies.

Trustee skills – **trustees noted the skills outlined in the *CPT Trustees Membership* report and would like to consider in a future EOI process recruiting one trustee with legal and financial skills and one trustee with arts and fundraising skills.** Trustees highlighted the need to increase the fundraising aspect in order to meet the demands of sourcing these services and skills (see item 4 in the report's recommendations). **Note that the Trust supports a move from three to four trustees to support recruiting people with arts/fundraising and legal/financial skills required above.**

EOI process – **note an interview and referee check should be included in the process, to ensure new trustees are honest and dependable and to protect the financial stability of the Trust.**

ACTION: Debra Just volunteered to draft an EOI form and to provide it to Tanya Taylor for administration support to format the form. The EOI form should include information about the Trust and links to The Concourse and Willoughby Symphony Orchestra. The EOI should be advertised, placed on relevant notice boards and tap interested people. **Resource support is required to physically place the ad in the sources identified by the Trust (which will be done via email out of session).** Also need to identify where the applications are sent to eg an option might be via the events inbox to be forwarded to Trust members. **Sam to ask Juliet on input where to advertise, permission for the events team to process payments for advertising invoices and permission to use the events inbox to collect applications.** Debra will commence discussion on the timeline for the EOI, via email to Trustees out of session.

ACTION QUESTION: Marcia (Legal Counsel) to give advice on removal of a trustee in the event the trust believes the trustee is not acting in good faith.

3.2 Wurlitzer Organ sculpture proposal

Discussion: The Trust's role is to receive funds and donations including for the organ sculpture should it proceed as a Council funded and managed project.
If Council is serious about raising $200K then the Trustees noted the need for a strategic fundraising plan to cover this and other fundraising initiatives and that this plan be co-developed with the Trust and Council.

There is no responsibility for the trust to fundraise the $200k but that it will receive and distribute the funds.

Council will need to prioritise this project within its project process and budget allowances.

ACTION: Develop a strategic fundraising plan in collaboration between the Trust and Council.

Decision: No further action required at this time from the Trust.

3.3 Request to seek legal advice on donations

Discussion: Crucial to CPT's role is its DGR (tax deductible) status. Discussion highlighted the need to seek advice on the tax deductibility status of the Trust and if accepting donations through Century Venue the Concourse (a third party) will impact that.
If it won't, then it was considered that a working party or advisory committee could be established to investigate the process further.
The Trust also noted that CVTC might seek to charge administration funds and that withholding payments of donations to a monthly basis may result in a loss of interest income to the Trust.
Timing for the project's completion was confirmed by Juliet Rosser via emails discussing this matter with Trustees prior to the meeting.
Tanya Taylor indicated her interest in being the CPT representative on such an advisory committee should it be formed and that other trustees are welcome to consider joining too.

Decision: **ACTION** That CPT and Council seek legal advice regarding the preservation of tax deductibility status should CVTC collect donations on behalf of CPT.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

ACTION In the event DGR status would be preserved by this measure, that an advisory committee be established with representatives from Council, CVTC and CPT to explore the collection of donations on behalf of CPT by CVTC.

3.4 Financial reporting

Discussion: Reporting requirements to ROCO and ACNC have been met as outlined in the report. The trust notes that its financial reporting obligations have been met and notes the Trust bank account balance as of 20/3/24. Reporting to ROCO is now annually instead of 6 monthly commencing 1 July 2023.

Decision: The Trust notes that its financial reporting obligations to ROCO and ACNC have been met and notes the Trust bank account balance as of 20/3/24.

4. Funding Proposals

2024 Young Composer

WSO Virtuoso Concert

WSO 2024 Concert Series

All trustees supported all three proposals for funds.
Noel asked if we have any additional soloist fees coming up for future concerts in the series – not known at this stage.
ACTION: Sam to request information from Juliet about the expectation to go beyond the proposed budget for the concert series.

5. General Business

5.1 Strategic fundraising Captured in Item 3.2 that a strategic fundraising plan is required and that CPT investigate development of a SFP in concert with CPT, Council and CVTC and other relevant persons and entities, with the purpose of driving fundraising for the promotion of arts and cultural facilities.

5.2 CPT Resourcing Council currently provides in-kind resourcing and there is understanding that Council is undertaking a business case that may see these resources to the Trust withdrawn. This support may no longer be provided.

The discussion noted that given Council has been the primary beneficiary of the Trust, especially during fund raising for The Concourse and more recently through support for the WSO. The agreement for Council to provide the necessary in-kind support resources has been an historic commitment. The Trustees noted that the resourcing to the Trust should be transparent and suggested that the in-kind resourcing be included in Council's Annual Report, perhaps in the section on bodies in which Council has an interest.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

That the Trust send a letter to Council requesting continued support given it's benefit to supporting culture and the arts.

Action item: Tanya Taylor agreed to draft a letter for the Trustees to request the above.

Action item: That Council report the in kind resourcing it provides to the Civic Place Trust.

5.3 Financial Parameters

Trustees discussed the need for advice on adopting a policy or procedure for the Trust to have a floating cash reserve.

Such a policy or procedure should also include a 'no-deficit' parameter to ensure future funding is not distributed beyond a certain point, to ensure the Trust is financially stable in the near future. This may be revisited following the development of the strategic fundraising plan.

The Trust previously resolved to seek to have the annual funding of the young composer program capped at $8000, subject to funding.

Decision: The Trust agreed to:

1. maintain a balance of $15K for the purpose of recruiting Trustees and for seeking legal advice on donations.
2. Adopt a no deficit policy which may be revisited once the strategic fundraising plan has been developed and endorsed.

6. Next Meeting

Thursday 16 May 2024.

7. Meeting Close

The meeting closed at 3.02pm.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

WILLOUGHBY CITY COUNCIL
City of Diversity

MEMO

Memo To:	Ms Debra Just, Civic Place Trustee
Memo From:	Jane Smith, Legal Counsel
CC:	Samantha Charlton, Governance Risk and Corporate Planning Manager
Date:	4 September 2019
Subject:	Advice on Governance Issues
	Confidential and Privileged Legal Advice

1. Process for Replacement of Trustees

1.1 The process for replacement of Trustees is governed by the Deed Establishing Civil Place Trust dated 1 November 2004 (Civic Trust Deed) and the NSW Trustee Act 1925 (the Trustee Act).

Clause 11 of the Civic Trust Deed provides the following in relation to Trustees.

- There shall be not less than 3 Trustees (Clause 11.2);
- Trustees must be persons of responsibility and standing in the community (Clause 11.2);
- A Trustee may resign at any time upon giving 21 days prior written notice to the Settlor and additional Trustees (Clause 11.1)

1.2 The Trustee Act also provides that in addition to resignation a new Trustee may be appointed if an existing Trustee dies; if the Trustee is unwilling or incapable of acting as a Trustee; if a Trustee remains out of NSW without a delegation for one year or remains out of NSW for 2 years (even with a delegation in place).

1.3 The process for appointing a new Trustee is by way of a registered Deed, which is what has occurred in the past. (Section 6(1) of the Trustee Act). [There are provisions in the Trustee Act that enable interested persons to apply to the Attorney General or the Supreme Court to appoint Trustees in circumstances where Trustees have left office and no replacement Trustees have been appointed. But the method contemplated in the Civic Trust Deed, ie appointment by remaining or existing Trustees is the usual approach.]

1.4 The Trustee Act also provides for appointment of additional Trustees if there are less than three Trustees appointed (Section 7(2)(b) of the Trustee Act). Given that there are already three trustees appointed, the Civic Trust Deed would need to be amended to provide for more than three Trustees to be appointed). The current Trustees may move to amend the Civic Trust Deed in this regard, but the amendment will require the written consent of Council (clause 13.4 Civic Trust Deed).

1.5 The Trustee Act 1925 also sets out important provisions regarding the investment of funds which could be subject to a separate advice if required.

2. **Confidentiality of Trust Agenda and Minutes.**

2.1 There are no express provisions in the Civic Trust Deed regarding the confidentiality of meeting agenda and minutes of meetings of the Trust.

2.2 There are no provisions in the Civic Trust Deed regarding the provision of information if requested to Council or Councillors.

2.3 Whilst the Council was the "settlor" of the Deed it has no ongoing role in relation to the Trust other than to consent to variations to the Civic Trust.

2.4 The Trustees have duties under the general law, such as good faith and no conflict under the *Trustee Act* and the Trust Deed - see clauses 7 & 8. These are supplemented by the duties discussed below under the ACNC Act.

2.5 The Trustees have a general power in clause 6.18 to do things "conducive to the furthering of the objects of this Trust". It would be open to the Trustees to consider the following as conducive to the objects of the Trust:

- Provide information to the ACNC;
- Provide information to Council, especially where Council assists with the operation of the concert hall etc . The reasons for the decision of the Trustees in these matters should be set out in the Minutes

2.6 The Trustees must record Minutes (clause 8.1) and arrange for accounts to be prepared (clause 8.2). These would usually be private documents, but there is no provision in the Trust Deed requiring them to be kept confidential. Consequently, they could be made publicly available or given to Council if the Trust thought this would be appropriate, but it is a matter for the Trust. Note also that the provision of information by the Trust to the Commonwealth Department for the Arts is contemplated in clause 8.3.

Note Also that the registration of the Trust as a charity does impose requirements for annual reporting and disclosure of trustees which override and supplement the position under the general law. These obligations are set out in paragraph 4.3 below.

3. Application of Government Information Public Access Act, 2000 (GIPA Act).

3.1 The Trust is not subject to the GIPA Act. However the agenda, minutes and any other records of the Trust could be subject to a GIPA Application to Council on the basis that they are documents held by Council. Whether or not such information should be disclosed would need to be determined in each particular case in accordance with the GIPA Act.

4. Registered Charity

4.1 The Trust is registered under the Australian Charities and Not-for-Profits Commission Act 2012 and so day to day regulation occurs under the ACNC Act through the Australian Charities and Not-for-Profits Commission (ACNC).

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

ACNC is Regulator

4.2 The ACNC is the independent national regulator of charities and operates a public register of registered charities. Whilst it does seek to ensure that charities comply with their obligations it is also focussed on helping charities understand and meet their obligations through information, guidance and support.

4.3 The ACNC requires annual reporting to be lodged with the ACNC, this includes names of the Trustees and annual financial reports. This material is published by the ACNC and made available to the public at no cost through a search of the register.

4.4 The ACNC has published valuable material to assist Trusts and their members to meet the governance standards expected of registered charities. The key publication is the ACNC's guide for charity board members "Governance for Good"

4.6 To be registered with the ACNC, all charities must comply with the **Governance Standards**. These are a set of core, minimum requirements for the governance of charities. They are published in full on the ACNC website and are explained in Governance for Good. They can briefly be stated as:

Standard 1 Purpose and not for profit nature of a registered entity.

Standard 2 Accountability to members

Standard 3 Compliance with Australian Laws

Standard 4 Suitability of board members (Responsible Persons)

Standard 5 Duties of board members (Responsible Persons)

4.7 Duties of Trustees

"Governance for Good" also sets out the duties and responsibilities of Trustees. They are similar to company directors' duties and fall under the following general high level duties.

1. *To Act with reasonable care and diligence*
2. *To act in the best interest of the charity and for a proper charitable purpose.*
3. *Not to improperly use information or position*
4. *To manage financial affairs responsibly*
5. *To disclose and manage conflicts of interest*
6. *Not to allow a charity to operate while insolvent*

5. Register of Cultural Organisations (ROCO)

5.1 The Trust Deed refers to registration with the Register of Cultural Organisations and the Civic Place Trust is on the current register (26 Feb 2019) published by the Federal Department of Communications and the Arts.

5.2 The Register of Cultural Organisations is a list of cultural organisations that can receive tax deductible gifts. The register aims to strengthen private sector support for the arts and

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Version: 1, Version Date: 30/07/2024

encourages Australians to contribute to the nation's vibrant cultural life, there is a list of cultural activities. An organisation on the ROCO is required to send information twice a year on the tax deductible donations it receives.

5.3 The ROCO is established under subdivision 30-F of the Income Tax Assessment Act 1997 (the Act). Organisations entered on the ROCO are endorsed by the ATO as a DGR under the Act and are eligible to receive tax deductible donations into their public funds in accordance with the Act. While many organisations on the ROCO are charities registered with the Australian Charities and Not for-profits Commission (ACNC) under the Australian Charities and Not-for-profits Commission Act 2012, this is currently not a requirement for entry on the ROCO.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

From: Doheny, Marcia
Sent: Tuesday, 6 September 2022 1:23 PM
To: Just, Debra <Debra.Just@Willoughby.nsw.gov.au>
Cc: Kenyon, Maxine <Maxine.Kenyon@Willoughby.nsw.gov.au>; Mourgelas, Popy <Popy.Mourgelas@Willoughby.nsw.gov.au>; Booth, Adam <Adam.Booth@Willoughby.nsw.gov.au>
Subject: RE: Civic trust - resignation and appointment of trustees

Hi Debra,

The Trustee Act enables a 'replacement trustee' to be appointed by the existing trustees to replace a trustee who wishes to resign or who dies or otherwise is not continuing. Two replacement trustees could be appointed if two resigned or otherwise were not continuing as trustees.

I think that the advice about one vacancy relates to 'additional trustees' rather than 'replacement trustees'. There is a maximum of four trustees than can be appointed by existing trustees under the Trustee Act. This means that, if the Civic Trust has three trustees, only one more could be appointed under the Act.

Any more than a total of four would need to be approved by Council as it could not be done under the Trustee Act and would therefore need to be done under an amended Trust Deed that provided for appointment of additional trustees.

You will be aware that the Civic Trust Deed requires a minimum of three trustees 'all being persons of responsibility and standing in the community'. It appears that there are currently only three trustees so, if that is the case, the previous Mayor will not be able to resign until the new trustee is appointed.

Would you like us to keep Ms Giles-Gibney updated as to the EOI process of finding a new trustee before her resignation?

Regards
Marcia

12.4 ADVISORY COMMITTEES REVIEW

ATTACHMENTS:	**1. COMMITTEES SURVEY QUESTIONNARE** **2. ACCESS AND INCLUSION ADVISORY COMMITTEE 2023-2024 FINAL REPORT** **3. BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE 2023-2024 FINAL REPORT** **4. BUSHLAND AND NATURAL HERITAGE ADVISORY COMMITTEE 2023-2024 FINAL REPORT**
RESPONSIBLE OFFICER:	**MAXINE KENYON, CUSTOMER & CORPORATE DIRECTOR**
AUTHOR:	**SAMANTHA CONNOR, GOVERNANCE, RISK & COMPLIANCE MANAGER**
CITY STRATEGY OUTCOME:	**5.5 MAKE IT EASY FOR CITIZENS TO ENGAGE AND PARTICIPATE IN DECISION MAKING.**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

To provide Council with a review of Advisory Committees since their establishment in May 2023 and to disband all Advisory Committees at the end of the Council term from 16 August 2024, as per Council's adopted *Advisory Committee Policy*.

2. OFFICERS RECOMMENDATION

That Council:

1. **Receive and note the review of Advisory Committees since their establishment in May 2023.**

2. **Disband all Advisory Committees and Reference Groups, as required by the *Advisory Committees Model Terms of Reference* at the end of the Council term on 16 August 2024.**

3. **Write a letter to all committee members thanking them for their time and interest in Council and inviting them to attend the end of year Mayor and Councillor function in recognition of their contribution to this term of Council.**

4. **Note a briefing will be held in the new term of Council to consider the future of Advisory Committees or other relevant operating models.**

3. BACKGROUND

Advisory Committees are part of Council's Community Engagement Framework. They are a primary vehicle through which the community can share their local knowledge and lived experience by helping advance the key aspirations of Council's strategic priorities, raising

awareness and promoting behaviour change and providing information and advice that Council may take into consideration in its decision making processes.

Throughout 2022, Council contemplated how advisory committees could align to Council's adopted Community Strategic Plan (CSP) priorities, which committees could be created and what the roles and scope of the committees would be. On 12 December 2022 Council adopted a seven advisory committee structure. Further, part 12 of the resolution required:

> *"12. Undertake a minor review, twelve months after the commencement of the Advisory Committees."*

This report fulfils this requirement by providing a review of the operation of Advisory Committees from May 2023 to June 2024. A summary of feedback from committee members and subject matter experts and includes the achievement reports of three Advisory Committees.

Council's *Advisory Committee Policy* and *Terms of Reference*, can be found https://www.willoughby.nsw.gov.au/Council/Policies-and-publications/Policies/Advisory-Committees-Policy-and-Model-Terms-of-Referenc

4. DISCUSSION

Advisory Committees are part of Council's Community Engagement Framework. Comprised of community members, they are established to contribute a community voice and perspective by providing input into the development of strategic initiatives. Being a primary vehicle through which the community can share their local knowledge, lived experience and expertise they can add value that complements the knowledge and expertise of staff, consultants and Councillors. They do this by advising on key aspirations of Council's strategic priorities, raising awareness and promoting behaviour change and providing information and advice that Council may take into consideration in it decision-making processes.

During 2022, Council considered numerous reports on advisory committees resulting in the adoption of a revised policy position including the *Advisory Committees Policy* and *Model Terms of Reference*, a defined committee structure, provision of a dedicated secretariat support and committee membership composition. These reports cumulated in December 2022 with the creation of seven Advisory Committees:

1. Bushland and Natural Heritage Advisory Committee (including the Griffin Reserves Advisory Group)
2. Sustainability Advisory Committee
3. Built and Cultural Heritage Advisory Committee
4. Access and Inclusion Advisory Committee
5. Bicentennial Reserve and Flat Rock Gully Advisory Committee
6. Active and Integrated Transport Advisory Committee
7. Cultural and Creative Arts Advisory Committee

In February 2023 after changes were requested, Council again considered and subsequently adopted revised TOR's for each of the seven Advisory Committees.

Following the creation of the above committees, an Expression of Interest process was held for those in the community interested in serving as community members, resulting in a total appointment of 75 community members across the seven committees. Over the term of committees (May 2023 to June 2024), nine community members, from five committees resigned from their positions.

Structure Overview
It is considered good practice for advisory committees to have a clearly defined structure and governance principles. Having a clearly defined structure which aligns with Council's key meeting principles, as outlined in the adopted *Code of Meeting Practice* enhances public confidence in local government and these groups. Setting minimum standards assures members understand what is required of them individually and as a group and enables meetings to operate transparently, efficiently and effectively by providing clear definition of the purpose and objectives these groups are seeking to achieve.

Council's committee governance principles were outlined in our adopted *Advisory Committees Model Terms of Reference* (Model TOR's) which are appended to the *Advisory Committees Policy*. The Model TOR's were then used as a basis for each committees Terms of Reference (TOR). Topics covered in the TOR's including outlining the purpose of each committee, how they aligned with Council's strategic objectives, subjects considered in scope and out of scope for consideration, key deliverable objectives and other governance arrangements.

The purpose as outlined in each committees TOR were as follows:

Advisory Committee	Purpose
Access and Inclusion Advisory Committee	Assist Council in achieving improved accessibility of services and infrastructure to all in the community, through: • Providing advice on strategic access and inclusion issues and policy development • Providing advice on the implementation of key projects and initiatives • Providing advice on how to raise awareness and promote behaviour change within the community on community attitudes and behaviours, in order to promote community leadership, participation and inclusion, in relation to accessible services and infrastructure.
Active and Integrated Transport	Assist Council in achieving the development and implementation of Council's various transport strategies (Integrated Transport Strategy; Bike Plan) and policies that support active and integrated transport by: • Providing advice on strategic access and inclusion issues and policy development focused on active and integrated transport • Providing advice on the implementation of key projects and initiatives • Providing advice on how to raise awareness and promote behaviour change within the community to increase alternatives to the private motor vehicle.
Bicentennial reserve and Flat Rock Gully	Assist Council in achieving the Plan of Management for Bicentennial Reserve & the Urban Bushland Plan of Management (Flat Rock Gully), through: • Providing advice on strategic issues and policy development • Providing advice on the implementation of key projects and initiatives • Providing advice on how to raise awareness and promote behaviour change within the community on key initiatives.

Built and Cultural Heritage	Assist Council in achieving the development and implementation of various Council strategies and policies that support community connection to and celebration of the City and local communities, through: • Providing advice on strategic cultural and built heritage and conservation issues, policy development and planning controls • Providing advice on the implementation of key projects and initiatives • Providing advice on how to raise awareness and promote behaviour change and proactively engage the community on cultural and built heritage conservation matters.
Bushland and Natural Heritage	Assist Council in achieving sustainability of bushland and natural heritage in Willoughby through: • Providing advice on strategic bushland and natural heritage issues and policy development, including: o Willoughby's Urban Bushland Plan of Management o The natural heritage aspects of the Griffin Reserves Plan of Management o Reserve Action Plans for all Community Land that includes bushland and / or other natural heritage features • Providing advice on the implementation of key projects and initiatives. • Providing advice on how to raise awareness and promote behaviour change within the community or with existing organisations focused on bushland and natural heritage.
Cultural and Creative Arts	Assist Council in achieving the development and implementation of various Council strategies and policies that support a thriving cultural and creative arts community through: • Providing advice on strategic cultural and creative arts issues and policy development • Providing advice on the implementation of cultural and creative arts projects and initiatives • Providing advice on how to raise awareness and promote behaviour change within the community on cultural and creative arts.
Sustainability	Assist Council in achieving Our Green City Plan 2028 to promote sustainability and good environmental practices through: • Providing advice on strategic environmental issues and policy development in order to assist the integration of sustainability to these and other management frameworks • Providing advice to develop and support the implementation of key sustainability projects and initiatives • Providing advice on how to raise awareness, promote behaviour change and proactively engage the community on sustainability, climate change or environmental issues within the community. • Working with stakeholders to raise awareness, educate and promote behaviour change within the community on

	sustainability, climate change or environmental issues within the community.

In accordance with clause 17.1 of the Model TOR's all committees have now been disbanded and all minutes have been reported to this term of Council for noting.

By the end of the Council term, the Advisory Committees will have operated for 14 months, with more than 42 formal meetings held during this time. The Policy requires that Advisory Committees be reviewed at a minimum with each new term of Council.

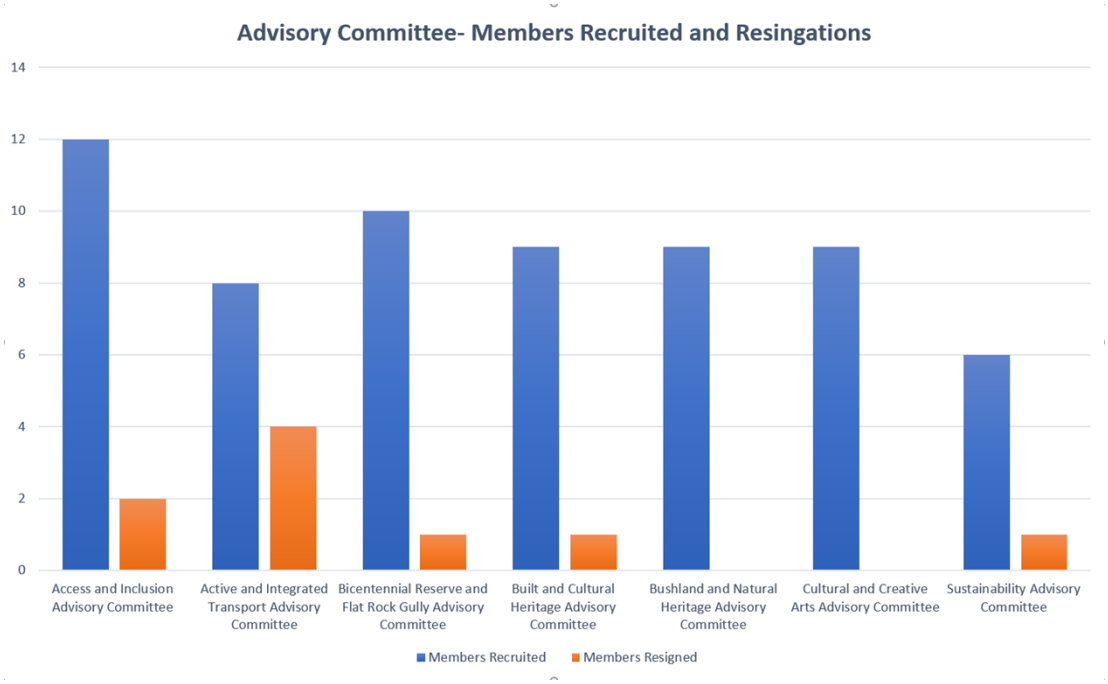
Membership
Ensuring a balance of members skills, capabilities, relevant knowledge and experience of subject matter for each specific committee and connection to the local government area enables these committees to be viewed as credible, independent, impartial and objective group who can represent the views of the wider Willoughby community.

Council conducted two Expression of Interest (EOI) rounds in March and July 2023, receiving 75 applications for members, 64 committee members were appointed via Council resolution at the 27 March and 28 August 2023 Council meetings.

Whilst the Expression of Interest (EOI) process was successful in receiving over 90 applications and recruiting more than 70 members across diverse backgrounds and experience our marketing analysis and some of the feedback received, suggests a more targeted approach could be used to attract members with higher levels of industry experience, higher numbers of young people and to make applications more accessible.

Since commencement, nine members across six committees resigned for a variety of reasons, including illness (2), time commitments/non-attendance (2), accepted other roles (2) or they didn't feel they were contributing / didn't like the structure of the committees (3). The number of members recruited and resigned for each advisory committee is shown in **Figure 1** below.

Figure 1



Members on-boarding and Induction

Successful applicants were notified via letter which included a copy of the Advisory Committee Policy, relevant Terms of Reference and Council's Code of Conduct of their appointment. Unsuccessful applicants were sent a letter of thanks and encouraged to engage with Council via other channels.

Council officers liaised with appointed members to establish the first meeting date for each committee, in May and June 2023. A meet and greet session was held prior to each first meeting to allow members to connect and engage with each other. By way of induction at the first meeting, Governance staff explained the terms of reference, code of conduct including conflicts of interest, and meeting process. Subject Matter Experts presented the strategic objectives of Council relevant to guide future work of the committees. This is reflected in the agendas and minutes for each committee.

Support provided

As recognised through Council resolutions, additional resourcing was required to support the implementation of the seven Advisory Committees. Council recruited a part-time, 17.5 hours per week temporary Governance Administration Officer to support Advisory Committees to undertake the following:

- Coordinate room bookings and meeting requirements including refreshments, audio-visual links etc
- Send invitations, prepare and distribute the agenda and minutes
- Provide Governance advice during meetings
- Maintain information on Council's website
- Track and provide meeting outcomes
- Liaise with committee members
- Assist subject matter experts to provide regular reports to Council.

In addition, a subject matter expert was assigned to each committee to guide and assist the committees to achieve the strategic objectives stated in their Terms of Reference. In some cases, additional subject matter experts were assigned to, or presented to committees where the committee's focus overlapped with other areas of Council (for example Bicentennial Reserve and Flat Rock Gully). Support provided by SME's included:

- Prepare presentations and information
- Prepare work/tasks for committee completion
- Guide committee on strategic objectives / outcomes
- Member liaison
- Facilitation of work completed by members
- Assistance with working groups as required
- Preparation of council reports.

Feedback received from subject matter experts indicates a significant amount of time and resources was required to support the committees. Additional work was required to prepare information and presentations, prepare maps and site related information and to collaborate with other teams to prepare information.

Additional work arising from committee meetings tended to be operational in nature and could have been more efficiently actioned through use of Council's customer service request process. Some of this work included site/open space maintenance requests, sending follow up information and links to projects and publicly available information, information sharing about existing activities of Council and upcoming engagement opportunities. SMEs have raised concern about their capacity to continue to provide this level of support, in addition to their current workloads.

Methodology for the Review of Advisory Committees

In accordance with part 12 of the December 2022 Council resolution a review of Advisory Committees is required. To ensure feedback was received from a variety of stakeholders to inform this review the following methodology was used:

- A survey was provided to 68 Committee members to gain feedback on their individual experience. The survey is provided at **Attachment 1** and feedback was received from 22 respondents and is outlined throughout this report.
- Formal review reports were requested from each Advisory Committee, three were received
- Feedback from Councillors through a Councillor Briefing
- Feedback from Subject Matter Experts and Governance staff supporting the Advisory Committee
- As required by the Terms of Reference, end of term achievement reports were received from three Advisory Committees. The achievements from these reports are outlined in the relevant section below. Officers provided support to all committees to assist them to collate their achievements, however not all committees took the opportunity to prepare an end of term achievements report. The following end of term achievements reports are attached to this Council report as follows:
    - Bushland and Natural Heritage - **Attachment 2**
    - Built and Cultural Heritage - **Attachment 3**
    - Access and Inclusion - **Attachment 4**

Anecdotal feedback was also received from Council officers during the term of Council and is included in these findings.

In summary, feedback from members suggests they enjoyed being part of the committees, enjoyed the information provided to them by officers and valued contributing to Council. Members liked the informal and natural discussion that occurs with working groups and would prefer a more informal approach to meetings. The feedback also indicates the representation of a range of ages and of Councillors / ex-Councillors / Council 'reps' on committees requires review.

Additionally, feedback was obtained from Subject Matter Experts (SMEs) and is outlined throughout this report. SME feedback suggests that the focus of the committees was operational rather than strategic. Significant support was given to committees and while the time to assist with establishment and running of committee meetings was manageable (approximately 4 hours per meeting), subject matter experts spent significant time preparing information and presentations for meetings and completing work following meetings to assist committee members.

The information below provides a summary of the operation of the committees and feedback obtained from the surveys completed. This information can be used to guide the new term of Council when it considers future advisory models. It is noted that two of the end of term achievement reports mentioned above also provide significant feedback on the structure and operation of Advisory Committees. While this was not the objective of the achievement reports, this feedback will be included in the new Council's consideration of future advisory models.

The feedback received was from members of the Access and Inclusion Committee, Active & Integrated Transport Advisory Committee, BANHAC, Bicentennial Reserve and Flat Rock Gully Advisory Committee, Built & Cultural Heritage, Creative & Cultural Arts, sustainability. 36% of respondents had not previously served on any Council Advisory Committees.

Figure 5 below outlines the feedback provided by survey respondents about the introduction and onboarding of advisory committees, guidance and support and meeting logistics and effectiveness.

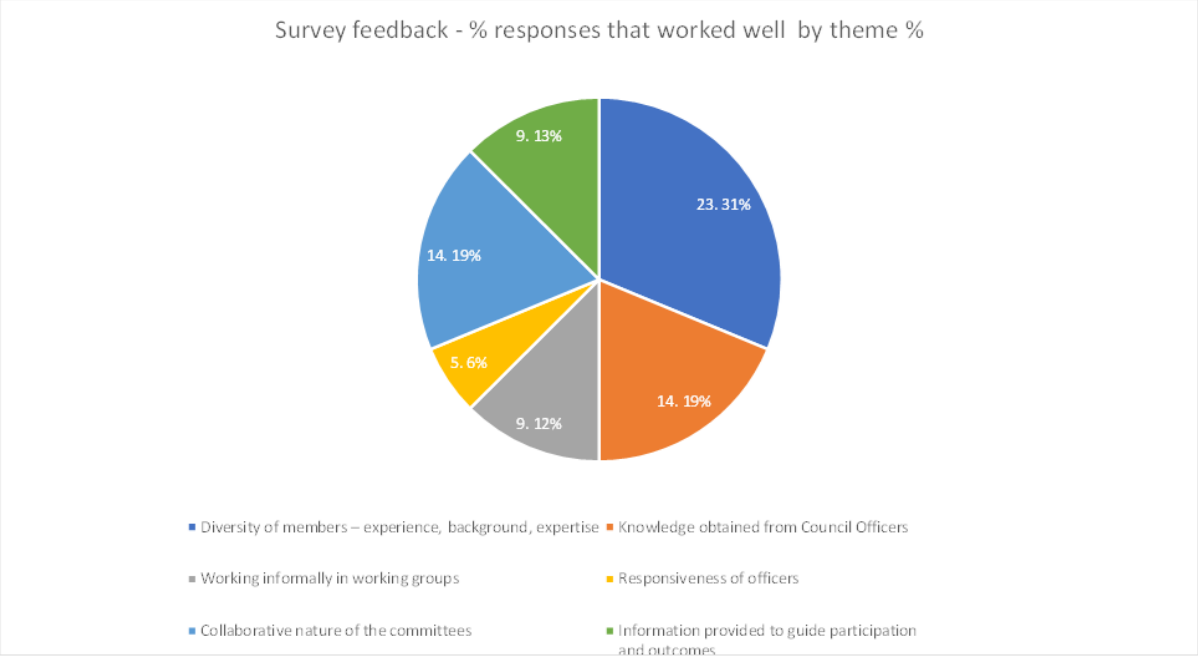
Figure 5 -Survey Feedback - committee introduction, onboarding and meetings

Question/Theme	Result - No. very satisfied and satisfied
Information provided about the role and purpose of the advisory committee	18
Strategic objectives were explained and understandable	17
Information provided on the code of conduct and meetings procedures	19
Information and guidance assisted the committee in its work	20
Agenda and minutes	19
Meetings were run effectively	15
Appropriateness of meeting venues	21

Overall, the majority of respondents were either satisfied or very satisfied with the onboarding, information and guidance provided to committees. Less respondents felt that meetings ran effectively, suggesting that meeting structure and facilitation of discussion could be reviewed and improved in future. With regard to meeting venues, comments were provided in the surveys and in the end of term achievement reports, that technology was not reliable at the Dougherty Centre, nor easy to use for those with accessibility requirements, and members feel that Zoom is easier to use than Microsoft Teams. Improvements to technology is a key consideration for any future committees, reference groups or other advisory groups. It should be noted that Council's Victor Street Offices were under renovation for six months and this could have impacted the delivery of meetings as they were held in venues that would not normally be utilized for these types of meetings.

Survey respondent comments about what worked well for the committees are captured in key themes in **Figure 6**. Subject Matter Experts noted that obtaining committee feedback on key plans and documents, such as Reserve Action Plans and a Planning Consultant brief, were a positive outcome of the committees. SMEs also noted that linking committee members to Council projects was beneficial, even though time consuming.

Figure 6: Survey feedback - worked well



When asked what improvements can be made to Advisory Committees, members who completed the survey and members who provided anecdotal feedback, made these comments:

- Less governance with allowance of other community members to participate
- More involvement of progress associations (for heritage knowledge)
- Less bureaucratic processes
- Promote committee meetings on website, local papers
- Structure of committees does not allow community to lead the group
- Topics are pushed by Councillors who attend.

A significant number of suggestions for improvements are also noted in the end of term achievements reports for the Access and Inclusion and the Bushland and Natural Heritage Advisory Committees, attached to this Council report. While they are not listed above, key themes include a review of the structure of committees; increasing the number of permissible meetings; and creating less formal meeting and governance structure to facilitate more effective discussion and cohesiveness of members. This feedback will be included in Council's consideration of Advisory Committees following the local government elections.

Key Achievements

Committee members have given significant time to share their expertise, lived experiences and knowledge across a range of topic areas and engagement opportunities. Their passion and commitment is appreciated and their genuine interest in the wellbeing of our community is valued. A summary of key achievements extracted from the minutes of each committee are listed below in **Figure 7.**

Figure 7: End of Term Achievements

Advisory Committee	Achievement
Access and Inclusion	• A major achievement made by the committee stood outside the terms of reference: coordinating, a one-off event in collaboration with the Seniors Rights Service to build

	awareness of planning for the future (Power of Attorney, Guardianship, Wills and Advance Care Directives).
Built and Cultural Heritage	• Reviewed and provided input into new LEP and DCP relating to legislation and controls over heritage conservation areas. Issues discussed included demolition and damage to heritage items. • Scope of Heritage Review discussed for preparation of a consultancy brief.
Bushland and Natural Heritage	• Tree removal notifications: The absence of any requirement that tree removal notices to be displayed was raised at the AC and later picked up as a matter for Council resulting in adoption of Council requiring display of notices. • Banning of Weeds in Council Plantings was discussed. A Notice of Motion was considered and resolved, which will result in a future report specifying and justifying the use of any listed plants for consideration by council.
Active and Integrated Transport Advisory Committee	• WCC Cycling Strategy & Action Plan: Reviewed the existing Action Plan attached to the WCC Integrated Transport Strategy and gave their feedback in the finalisation of the Strategy which will soon go for public exhibition. • Best practice signage for cycling routes considered. • Requested Council to make a submission to NSATR on exhibition to facilitate safe cycling from Willoughby to North Sydney and then to the City. • Requested Council to consider proposing and subsidizing a trial between Lug+Carrie and Willoughby Public School to the e-cargo bike subscription service. • Discussions helped to determine the brief required for a Consultant to write the 2024 Bike Plan. • Raised Pedestrian and running matters. • Signage across Willoughby was discussed and best practice signage for cycle routes were suggested. • Discussed the draft prioritisation framework. • Formed a working group – Speed limits Working party.
Bicentennial Reserve and Flat Rock Gully Advisory Committee	• Bicentennial Reserve – Public Spaces Evaluation Report submitted by the Committee for comment of action/works priority to be considered by Council. • Discussed Council use of 1080 poison in fox baiting and other forms of fox control. • Discussed defective Lighting under the underpass – the mural. • Flat Rock Gully Reserve Action Plan 2023: requested a review and requested to place Council report with feedback as FAQs on the webpage. • Requested an update on the current works at the Incinerator, including background about the building, its heritage status and curtilage and follow up on the condition of the Ash Pits and any future works to be provided to the Committee.

	• Requested follow up on the removal of the rubble and broken bricks at the rear of the incinerator and then the temporary fencing that surrounds it once the remedial work is completed. • Ongoing condition and environmental health of the adjoining Ash Pits at the rear of the Incinerator was queried by the Committee as to whether any remedial work is planned as the Ash Pits are inside the Incinerator heritage curtilage. • Raised and discussed issues of Flood Lights at Bicentennial Oval and progressing stream watch. • Discussed further testing for Bicentennial Reserve. Bicentennial Reserve was declared 'Contaminated' by the NSW Environmental Protection Authority in September 2023. Considered the implications of the declaration. • Discussed weed management and Cat containment issues in FRG.
Cultural and Creative Arts Advisory Committee	• Provided their advice on the following key strategies and policies. • In the context of creating a Cultural Strategy that addresses Our Future Willoughby 2032 (Community Strategic Plan – CSP), the Committee reviewed Cultural Strategies from different Council's and provided advice and recommendations on those documents. • The NSW Government *A New Look at Culture Discussion Paper* and requested to give their input regarding the Willoughby Council area to inform a Willoughby City Council submission and highlighted connectivity between artist interest groups; more career's advice; mentoring; availability of spaces; Support for young emerging artists; more people to people connections; Financial support for new artists, for freelancers; Skills development; subsidised technical advice; Creating networks within LG area; Multimedia and website hubs, but not to replace face-to face mentoring; Some funding or subsidised available space & infrastructure for emerging young artists and to encourage everyone, organisations, and individuals on the North Shore to make separate submissions to the discussion paper.
Sustainability Advisory Committee	• Recommended review into the viability of tree planting in Brook Street and Bicentennial Reserve (rear of The Incinerator). • Received updates on Carbon Targets. • Considered background information on the Urban Tree Canopy and other tree related projects in the LGA and recommended that the urban canopy be a focus area and that Council consider setting a higher tree canopy target than 40% by 2032. • Recommended support for education and communication of Recycling Smart and eWaste to be a focus area. • The Committee suggested changes to achieve Council's strategic goals for Artificial Turf on sports fields. This report was considered by Council at the July 2024 Council

	Meeting with Council noting the report and referring for consideration.

Subject Matter Experts also provided feedback on the strategic outputs of the committees. They noted that there were many strategic matters that overlapped with other Advisory Committees (for example Sustainability with Bushland and Natural Heritage and Bicentennial Reserve and Flat Rock Gully with Bushland and Natural Heritage) and consolidation of these committees could be considered. Other feedback indicates that there was little strategic advice or discussion and some committees focused on "getting things done" rather than providing strategic advice. Similar to feedback provided by members, it's noted that the structure and focus of the Access and Inclusion Advisory Committee may be too broad, leading to uncertainty of role for some members.

Given constraints caused by the short term for the current Advisory Committees, the Committees were able to achieve a level of success demonstrated through the information provided back to SME's and Council via their minutes. This was further demonstrated by the items which Council accepted their recommendation and took further action. The greatest value for these groups would be the connections with other like-minded people these committees created for individuals.

Considerations for future committees and next steps:
Feedback suggests using a targeted approach to attract members with higher level of industry experience will assist all committees achieve their objectives. This approach would require a skills matrix to be developed for each committee. These matrixs could be then shared with relevant professional organisations to encourage applications from these groups and used in other membership notification. A number of governance related matters such as potential conflicting interests, maintaining strategic focus and meeting structures consistent with professional meeting standards, these types of issues will need further consideration to ensure retention of this category of member.

In line with the Terms of Reference, all Advisory Committees will be disbanded at the end of the term of Council and at the commencement of the caretaker period on 16 August 2024.

Establishing and supporting advisory committees is a significant project and commitment of time and resources for both Council and for our Committee members. Looking ahead, ensuring the right advisory model to achieve Council's strategic objectives requires important and careful consideration, which will be undertaken in the new term of Council, alongside Council's review of the Community Strategic Plan. This will involve workshops and briefings to consider a range of advisory models suitable for guiding Council in meeting its strategic objectives. Other advisory models may also be considered by the new Council, including issues based mechanisms such as Citizen Panels (also known as Citizen juries) and Citizen's Assemblies.

Should advisory committees be formed in the next term of Council, the items below could be further explored for implementation:

- Refinement of meeting and facilitation of discussion via the development of committee meeting plans, which guide the agenda for each meeting and ensure the meeting can focus on the business before them for consideration. This would include only considering those items on the published Committee Agenda.
- Stronger induction, training and awareness session to ensure that all participants understand the exact nature of the work they are being asked to complete.
- Reviewing meeting delivery methods such using the Resolve system to deliver online committee papers and meeting.

- Ensuring each committee appoints an independent permanent chair which would centralise the chairing of meetings and oversee the committee responsibilities. Consideration should also be given to the Chair not being a Councillor, to minimise any perceptions of conflicts with Council meeting processes and considering recommendations from Committees they may Chair.

Finally, to show Council's appreciation for the time and expertise dedicated to these groups, it is recommendation that Council provide a formal thank you and provide an invitation to an end of year event and all participants involved in the current term Advisory Committees be invited to attend.

5. RISKS AND OPPORTUNITIES

A review of Council's Advisory Committees operation and structure for each term of Council ensures that Council can consider contemporary best practice models as well as traditional advisory committee models alongside its strategic objectives, therefore providing the best possible value and expert advice to Council.

6. CONCLUSION

Council received significant and detailed feedback on the operation and achievements of Advisory Committees during this term of Council. This feedback outlined above will be taken into consideration when determining future advisory models in the next term of Council. Council thanks all committee members for their commitment and values the advice and engagement they have provided.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.5 Make it easy for citizens to engage and participate in decision making.
Business Plan Objectives, Outcomes / Services	Advisory Committees can inform a number of strategic issues and provide an opportunity to improve community engagement, along with other consultation mechanisms.
Policy	This matter relates to the *Advisory Committee Policy 2022*.
Consultation	Feedback about the operations of Advisory Committees during this term of Council was sought from committee members via a survey. Feedback was also sought from subject matters experts via email. A Councillor briefing in relation to this matter was held on 8 July 2024.
Risk	A review of Council's Advisory Committees operation and structure for each term of Council ensures that Council can consider contemporary best practice models as well as traditional advisory committee models alongside its strategic objectives, therefore providing the best possible value and expert advice to Council.
Resource	Resourcing has been provided to support all seven Advisory Committees.
Legal	There are no legal implications applicable to this report.

Legislation	This recommendation aligns to the *Local Government Act 1993* guiding principles for Councils, section 8A (3) Community Participation.
Budget/Financial	There are no budget implications for this report.

WILLOUGHBY CITY COUNCIL

Advisory Committee Member Survey:

In December 2022, Council resolved that a review of Advisory Committees was to be conducted twelve months after Advisory Committees commenced, this report will be presented to Council prior to the last meeting of Council. Feedback on your experience with Council's Advisory Committees is sought to assist staff with the development of this report and consideration for any future Advisory Committee management in the next term of Council.

1. Which committee are you a member of?

2. Is this your first involvement in Council's Advisory Committees?

☐ Yes
☐ No

Please provide name(s) of previous Advisory Committees of Council which you have been a member of?

3. Were you satisfied with the information provided about the role and purpose of your Committee?

☐ Very satisfied
☐ Satisfied
☐ Neither satisfied nor dissatisfied
☐ Dissatisfied
☐ Very dissatisfied

4. Were the strategic objectives and desired outcomes for your Committee explained in an easy and understandable manner?

☐ Yes
☐ No

If No, how could this information be communicated more effectively?

5. **Do you have any suggested projects/new directions which Council should consider for your committee's involvement?**

6. **Considering the membership of your committee, how effectively did it represent the diversity of our community?**

- ☐ Very relevant
- ☐ Relevant
- ☐ Neutral
- ☐ Irrelevant
- ☐ Completely irrelevant

7. **Was the training and induction provided beneficial and relevant to your role?**

- ☐ Really useful
- ☐ Somewhat useful
- ☐ Not useful
- ☐ Did not refer to it at all

8. How adequate was the information on Council's Code of Conduct obligations and meeting procedures?

- ☐ Really useful
- ☐ Somewhat useful
- ☐ Not useful
- ☐ Did not refer to it at all

9. Was the information and guidance received sufficient to assist the Committee in its work?

- ☐ Really useful
- ☐ Somewhat useful
- ☐ Not useful

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Any suggestions for improvement:

10. Were the meeting venues appropriate?

- ☐ Yes
- ☐ No

11. Were the committee minutes received in the timely manner and did they accurately reflect the meeting?

- ☐ Yes
- ☐ No

12. Were the meetings run effectively?

- ☐ Very effectively
- ☐ effectively
- ☐ Neither effectively or ineffectively
- ☐ Ineffectively
- ☐ Very ineffectively

Any suggestions for improvement:

13. What do you consider worked well with your committee?

14. Do you have any general comments on your overall experience with this Committee?

Thank you for taking the time to complete this survey.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

WILLOUGHBY CITY COUNCIL

FINAL REPORT
ACCESS AND INCLUSION COMMITTEE 18 JUNE 2024

COMMITTEE MEMBERS

Wendy Norton, Audrey Thomas, Glenda Hewitt, Margaret Kay, Helen Woodman, Mark Tonga, Srishti Mahhajan, Elisha Mangassarian, Suzanne Hartley, Julia Norton (resigned), Honie Boyd (resigned), Ella Gillis (resigned).

Over the course of the Committee's term there were three resignations from the Committee.

Meetings held:

- 9 May 2023
- June 2023

23/24 financial year

- 15 August
- 19 Sept 2023
- 21 November
- 20 February 2024
- 16 April
- 18 June

The Committee notes that the Council restricted the number of meetings that could be held. This severely hampered the ability of participants to maximise the potential benefits of tapping into the skill base of Committee Members who were otherwise unknown to each other prior to the Committee being formed.

MOTION

That Council:

1. **Interpret the words "*a maximum of six occasions per year*" in term 9.1 of the Model Terms of Reference and each Advisory Committee's Terms of Reference to mean a maximum of six occasions per financial year.**

2. **Advise each Advisory Committee to schedule their respective meeting dates in accordance with this interpretation.**

EXECUTIVE SUMMARY

The Access and Inclusion Committee (the Committee) would like to assist Council to revamp the committee structure to facilitate an effective framework for future committees. Used well, the lived experience and subject matter expertise of Committee Members would be a valuable resource for developing and reviewing Council policies however under the current format, this is unlikely to happen. The Access and Inclusion Committee notes that the selection process was less than accessible, the terms of reference were too broad, the number of meetings were not adequate, the technology of hybrid meetings was substandard and the meeting agenda too bureaucratic.

A major achievement made by the Committee stood outside the terms of reference: coordinating, a one-off event in collaboration with the Seniors Rights Service to build awareness of planning for the future (Power of Attorney, Guardianship, Wills and Advance Care Directives).

Council officers are doing some good work with the Reconciliation Access Plan, Disability Inclusion Action plan, mobility parking, engagement strategy, development of a digital strategy and the Seniors Festival but the Access and Inclusion Committee were never given any pre-reading, nor the opportunity to provide input into reviews of existing policies or development of new policies prior to these policies and/or events being put together. The Committee was effectively only asked to rubber stamp the work undertaken by Council. In some cases, the Committee provided input (e.g. the Council Engagement Strategy) but were not given any indication as to whether that input was implemented.

COMMITTEE SELECTION PROCESS

The online application process seeking Committee Members was difficult and opaque for many people including people with disabilities, and those lacking technology skills. The application forms were difficult to navigate, assumed a level of digital competency, and the selection process was not transparent. There were also gaps in 'inclusive' representation on the Committee. Who decides how many people constitute an advisory group? Who decides the composition of the group? The lack of success in recruiting members to cover all the groups that the Committee is meant to represent demonstrates the inadequacies in the selection and committee application process.

A suggestion would be to invite all applicants to a meeting, to present to them what is required and to get them to self-select based on what is expected of the Committee and their preparedness to fulfil the commitment required to actively contribute to the Committee.

MEETING FUNCTIONALITY

Representatives of the Access and Inclusion Committee consisted of a number of people who had previously been on the Council's former iteration of the Committee and an equal number of 'new' people who had responded to Council's outreach when the committees were re-formed. Meetings were scheduled every two months for 1.5 hours. The Access and Inclusion Committee was therefore required to achieve something meaningful in nine hours.

The previous Committee reviewed DAs related to community infrastructure and developments, provided lived experience advice related to disability access to public facilities and reviewed and provided input to Council policies prior to them being put out to public consultation.

It is noted that compliance with guidelines does not necessarily mean the optimum outcome is achieved, as, for example, people with disabilities are generally able to provide lived experience perspectives to produce better outcomes. In other words, the committee structure in the past was a valuable community resource.

Effectively, at each Meeting, the Access and Inclusion group was presented with a PowerPoint presentation of what Council officers were working on and asked to comment.

This process precluded:

- pre-meeting research;
- hampered the possibility of doing site visits in advance; and
- limited the opportunity to talk to other community members and bring their feedback back to Council via the Committee.

It takes time for a group of disparate people to learn each other's strengths and weaknesses and it was patently obvious that under the structure of the current Committee which ran to a Council meeting structure, the likelihood of being able to provide meaningful input and gel as a group was limited.

The Committee had no sense that the general input provided in the Committee Meetings had any outcome or impact on "projects and initiatives".

The online "Have your say" process serves the same purpose as the Access and Inclusion Committee, albeit without the ability to discuss or brainstorm important policy matters as a group. Discussion generates ideas and improvements or the ability to capture problems in policy design intent/documentation. Discussion also provides those Members without a disability insight into the specific issues faced by various disabilities. The issues facing non-represented groups were never fully addressed.

In addition, meeting every two months was less than optimal.

After multiple meetings, there were still people who did not know the name and subject matter expertise of other people on the Committee so engaging in fruitful constructive conversations were hampered. Several Committee participants who were neither familiar nor comfortable in a formal committee framework were reluctant to engage because they did not feel comfortable and safe.

A community committee should function in a less structured, encouraging and more people-friendly format.

TERMS OF REFERENCE (TOR)

The ToR are very broad in terms of who is supposed to be represented by the Committee – i.e. older people, people with disability, youth, LGBTQI+, CALD and Aboriginal. The difficulty of representing the interests of all these groups in one committee is noted, but not insurmountable.

The structure of the Terms of Reference for the Committee seriously impeded productive input. Members of the former Committee noted that the role of the Committee had changed significantly to only dealing with providing advice on strategic matters as stated in the Terms of Reference, to provide advice on implementing key projects and initiatives, and to "focus on strategic initiatives".

The Access and Inclusion Committee is supposed to provide feedback on strategic access and inclusion issues and policy development and advice on the implementation of key projects and initiatives. This is a big ask for a committee that only meets every 2 months. At the moment the Committee is really only able to comment on policies after they are fully developed.

The other role of the Committee is to advise on how to raise awareness and promote behaviour change within the Council LGA on community attitudes and behaviours, in order to promote community leadership, participation and inclusion, in relation to accessible services and infrastructure. This is more an operational function of Council, and not something the Committee can really 'change'.

Putting aside the fact that the Committee's Terms of Reference were significantly different to those of the previous structure, there was a concern that the 2023-2024 Committee was setup to be ineffective due to the constraints imposed by the Terms of Reference.

While Council defined success as:

Advisory Committees will be successful if they	• Focus on strategic initiatives that support the delivery or review of the identified strategic priorities including increased community uptake of relevant initiatives • Are active and productive • Are where members collaborate • Promote self-initiative, resilience and empowerment of both members and the broader community • Are representative of the community and community interests

The Committee regarded success as:

(1) having had meaningful input to improving the quality of Council policies and strategies ***prior*** to being put out to public consultation

(2) Providing lived experience input to DAs to improve access and inclusion in public facilities.

Resource and governance heavy.

It is noted that at each Access and Inclusion Committee Meeting, there was a minimum of two and sometimes up to four Council Officers present. Council officers set the agenda (albeit after asking for input from Committee Members), recorded the minutes and defined the structure of the meeting procedures.

The Committee Members recommend attendance of one Council Officer (to act as an interface) and one Council Officer who is a subject matter expert on policy that the Committee is reviewing. The policy being reviewed and discussed at a Committee Meeting and should have been circulated prior to the Meeting to ensure meaningful use of the Committee's limited meeting time.

A Committee chair and a scribe would guide the meeting through a less structured agenda and a commitment that the only documents required from the Committee be a windup report and a summary of the meeting topic. The Committee Members should be responsible for presenting reports, recommendations and suggestions to Council, not Council Officers.

It is noted that Committee Members often did not know each other and had little opportunity to discover areas of expertise and knowledge of each participating Committee Member. There was little opportunity within the meeting structure to get past this barrier. As most Community Members have little experience with official meeting structures, the formality of the 1.5-hour meetings tended to stifle constructive input.

In addition, the technology used during hybrid meetings was inadequate to encourage participation. One microphone on a computer hosting Teams/Zoom meant that people in the room could not be heard by people using technology to attend the meeting remotely.

RECOMMENDATIONS

1. The way the Access and Inclusion Committee harnesses community expertise in a meaningful way needs to be reviewed to ensure it is not only a 'Have Your Say' forum after the fact.
2. Meeting outcomes could be improved if the Committee had been engaged in providing input to policies and strategies prior to them being finalised for public consultation.
3. Information presented to the Meeting should be made available before the Meeting to allow members time to facilitate constructive community input.
4. To improve engagement with specific target groups on issues related to them, perhaps specific interest groups need to be established to provide feedback on key Council policies as they are being developed. This could happen prior to the public consultation (Have Your Say) process. It would require Council to set up a mechanism for early engagement on key issues. This could be part of the engagement strategy of Council.
5. To be able to provide strategic advice, the Committee needs to be given advanced notice of Council policies that are being developed and an opportunity to provide early input into them.
6. The Committee can advise Council on ways to make their policies more inclusive and more reflective of the needs of the community but it cannot advise on how to change community behaviour.
7. The Committee should be able to discuss and review major developments and projects and provide input regarding accessibility.
8. The Committee should provide oversight of Actions in the Disability Inclusion Action Plan (DIAP), particularly on "Liveable Communities" and be provided with a report on what is being done within each financial year, as well as others that may be identified by Committee Members or the public.
9. The Committee should provide input on any matters of public importance that require addressing universal access and improvements to access, and should be able to advocate for issues raised by the public as well as identifying issues requiring implementation.
10. The Committee Members recommend attendance of one Council Officer (to act as an interface) and one Council Officer who is a subject matter expert on policy that the Committee is reviewing.
11. The technology of hybrid meetings needs to be improved to ensure remote participants are actively and constructively engaged.
12. The committee selection process needs to be simplified and transparent to reach appropriate community members.

Signatories to final report:

Margaret Kay, Glenda Hewitt, Audrey Thomas, Helen Woodman, Mark Tonga, Wendy Norton, Srishti Mahhajan, Suzanne Hartley.

BUILT AND CULTURAL HERITAGE COMMITTEE
END OF TERM ACHIEVEMENTS REPORT

MAY 2023

- Reviewed and provided input into new LEP and DCP – of legislation and controls over heritage conservation areas. Issues discussed included demolition and damage to heritage items.
- LGA-wide comprehensive Heritage Review proposed to be undertaken in 2023-2024 for new heritage listings.
- Committee asked about access to a map of Contributory Items within Heritage Conservation area. Advised that this exists but is not publicly available and is also not updated.

JULY 2023

- Scope of Heritage Review discussed for preparation of a consultancy brief and agreed on.

SEPTEMBER 2023

- The existing WCC Conservation Areas review report was developed in 1999 and has not been subsequently reviewed. Recommendations and seconded:
  - Discussions on digitalising it as a historical document and making it publicly available on website.
  - Council to consider allocating budget through the 2024/25 Projects and Capital Works budget for review of WCC Conservation Areas Review Report.
- Update on the progress of the Heritage Review on selected area.

NOVEMBER 2023

- Paul Storm suggested a register of historically significant exotic gardens. Council already has an existing Natural Heritage register that includes some exotic planting. The Committee noted that a review and more expansive document could be a future project to pursue.

  For consideration: Committee Members to document historical exotic species items for cultural and historic value, and collate relevant sources that could be used. The existing Natural History Register would be a useful starting point.
- Artarmon Reserve and its natural history were discussed for exploration of local natural history.
- Signage boards with erroneous historical information were discussed with issues to be brought forward.
- Promotion of heritage and education for the community discussed. Committee to review existing repositories of historical information and identify the information and any gaps. Ku-ring-gai has a good example of historical information online.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

MARCH 2024

- Draft Heritage Review presentation – by Council Officer.
- Documentation of exotic plant species to contribute to the Natural Heritage Register. Further action for the attendance of Council's Bushland Team Leader at the next Committee Meeting to talk about the Natural Heritage Register.
- Discussions on:
  - Promotion of heritage educational forum for community.
  - Audit of display boards for historical accuracy.
  - History and Willoughby webpage overview and management – presentation by Council Officers on information of heritage content available on website.
  - Local Studies Officer to present on information of historical content at Libraries.
- Impact of State Government's Housing Reforms on heritage conservation areas discussed.

MAY 2024

- Presentation by Local Studies Officer on the local history section of the Library. Noted that a number of progress associations have historic information within their organisation. Discussed the possibility of digitalising such information and incorporating it into the Library's resources. Applying for grants was discussed. Also links from the progress associations' website to the Library website. *No further outcome reported on these issues reported.*
- Discussion on Natural Heritage register and existing listings of natural-listed plants within the LGA. Reported that the NH Register:
  - Is a detailed document listing predominantly remnant native vegetation but also some exotic plantings located on private property – compiled by a consultant arborist over a period of some 15 years.
  - Was created to identify and assist the protection of significant trees on sites – to assist the DA assessments or applications for tree removal/ pruning. The document is available on the website.
- A Street Tree Inventory, worked on recently, includes all species, native and exotic street trees present in the LGA streetscapes. Only available to Council Staff.
- Individual heritage studies related to DAs and Masterplans have included information on historical plantings in private gardens or parks. These need to be assessed to reflect their current status.
- Protection of natural heritage/ landscape need to be further discussed.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

WILLOUGHBY COUNCIL BUSHLAND AND NATURAL HERITAGE ADVISORY COMMITTEE (BANHAC)

END-OF-TERM REPORT FOR TERM 2023-2024

1. BACKGROUND

The Terms of Reference for the BANHAC were adopted by Council on 27 February 2023, and Council approved membership in March 2023 following a call for community expressions of interest. The inaugural BANHAC Meeting was 26 April 2023.

Terms of Reference (see Appendix for PURPOSE section) S.17.3 require *"An end of term report outlining the work and achievements of the committee during the term, [will] be submitted to Council, prior to the caretaker period."* This report has been prepared by the membership of the BANHAC, to be submitted to Council's July 2024 Meeting.

The Advisory Committees' Terms of Reference require that Advisory Committees will be disbanded at the commencement of the caretaker period preceding the 2024 NSW Local Government elections, which is from Friday, 16 August to Friday, 13 September 2024 (inclusive). The Local Government elections are on Saturday 14 September 2024. Council enters the caretaker period on 16th August 2024.

2. MEMBERSHIP AND MEETING CHAIRS

Council appointed the following nine members (alphabetical) at its Meeting 27 March 2023: Lorraine Cairnes, Edward Coates, Mark Crew, Kay Donovan, Meredith Foley, Scott Graham, Adrienne Kabos, Gay Spies, Ross Wellings.

Curiously, the governance rules adopted by Council for the ACs do not permit Councillors to be appointed as AC members as has been the case in the past, but they may attend Meetings as observers with speaking rights. BANHAC Members are grateful that one or more Councillors have attended each BANHAC Meeting, and we extend our thanks to these Councillors.

3. BANHAC CHAIR

The BANHAC agreed that it would not appoint a permanent chair for the AC's whole term, but that community members would appoint a chair at each Meeting. At each Meeting, a Councillor in attendance at the meeting was voted as Chair. The Chairs have been Cr J Moratelli, and Cr A Greco. This is in accordance with the TOR S.5.4 "*The Committee can request that a Councillor present at the meeting be the Chairperson*". The Committee thanks these Councillors, and other Councillors who have attended meetings, for their interest.

4. ADVICE TO COUNCIL

The sole purpose of Advisory Committees is to provide advice to Council. Recommendations (advice) to Council are sent via the BANHAC minutes, which are reported to Council following each meeting. The Purpose of the BANHAC is at Appendix 1 of this Report.

5. MEETINGS

The TOR provides (S.9.1) that *"Meetings shall be held a minimum of two and maximum of six occasions per year"*.

There have been 8 formal meetings, one "informal" meeting, and 4 site inspections in the period under review (16 months):

- Wednesday 26th April 2023
- Wednesday 17th May 2023
- Wednesday 21st June 2023
- Wednesday 16 August 2023 (on-site at the Blue Gum Park)
- Wednesday 20 September 2023
- Wednesday 18 October 2023
- Wednesday 15 November (on-site at Stoker Park)
- Wednesday 14th February 2024
- Wednesday 17 April 2024 (on-site, Warners Park)
- Wednesday 15 May 2024 (Informal meeting determined by Governance to be non-quorate)
- Wednesday 12 June 2024 (Supplementary Meeting to confirm the minutes of the "informal" meeting on 15th May 2024 as Minutes of the BANHAC)
- Wednesday 19 June 2024 (on-site, Watergate Reserve)
- Monday 1 July 2024 (final meeting of the 2023-2024 BANHAC)

6. ISSUES DISCUSSED

Issues which have been discussed, including valuable briefings from Bushland Team Officers, have included the following, most of which resulted in advice to Council, and some positive actions by Council:

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

1. Artarmon Streetscape project, its weblink and the planting palette of non-native weedy species
2. Cat control
    - Management of cats and cat containment
    - Need for stronger cat control legislation
3. Committee governance matters
    - BANHAC Terms of Reference issues, and inadequate frequency of BANHAC meetings
4. Chatswood Golf Course native vegetation management and public right-of-way
5. Chatswood's urban tree canopy and future tree planting
6. Bushcare engagement, volunteers and bushcare training (Working Party formed to report on this issue)
7. Canopy of Life Tree Festival - Council's *Love Your Trees* campaign
8. Crown Lands Aboriginal claims
9. Ecological connectivity and "wildlife corridors" inclusion in Vegetation Policy
10. Education of community about bushfires
11. Griffin Reserves Action Plans and Griffin Reserves Plan of Management
12. Keep Reserve Boundary correction and gazettal by Geographic Names Board
13. Liaison with the Bicentennial Reserve and Flat Rock Gully Advisory Committee.
14. Local Government conference and tree legislation
15. Red Imported Fire Ants - risks and potential impacts and briefing of Councillors on need to plan for potential arrival of RIFAs in Willoughby
16. Reserve Action Plans
17. Tree day activity at Muston Park
18. Tree removal notifications: The absence of any requirement that tree removal notices to be displayed was raised at the AC and later picked up in a motion, which was adopted by council requiring display of notices
19. Tree vandalism:
    - Tree vandalism incident in Willowie Road, and Council's response
    - Subsequently, Willoughby Council wrote to Local Government NSW, and the Dept of Planning, Housing and Infrastructure is now investigating strengthening the current regulatory settings, in consultation with Councils
20. Urban Bushland Plan of management

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

21. WCC Natural Heritage Register update
22. Weed management and avoidance of using weedy species in Council plantings:

    - Concerns about council planting weeds listed in the Garden Escapes in Bushlands and Reserves document (https://sydneyweeds.org.au/wp-content/uploads/2021/03/Garden-escapes-2021-Revised.pdf)
    - Willoughby Council is a member of the Sydney Weeds Network and would be expected to use this key reference in its landscape plantings.
    - These concerns were picked up in a motion adopted by Council requiring a report specifying and justifying the use of any listed plants for consideration by Council.

7. CONDUCT OF MEETINGS AND SECRETARIAT ROLE

The WCC Governance, Risk and Compliance section fills the Committee's secretariat role. An officer of this Section attends meetings and takes minutes. When there was absence of a Governance Officer, minutes were drafted by a Bushland Team Officer.

Agendas are drawn up with input from BANHAC Members and distributed by the Governance Section.

8. WORKING PARTIES

Two Working Parties have been established under provisions of TOR S.18:

- Griffin Reserves Castlecrag Plan of Management Working Party. Convenors: Mark Crew and Adrienne Kabos.
- Bushcare Working Party to review ways to increase community volunteer participation in Bushcare. Convenor: Scott Graham. This Working Party presented its final Report in July 2024.

9. TERM OF ADVISORY COMMITTEE

The term of this AC has been short (16 months), because of long delays by Council in deciding whether this Council wished to appoint Advisory Committees as has been done in the past, and extended debate about the governance and "rules" for Advisory Committee operation and the Terms of Reference (generic for all ACs, and with specific TOR for each AC).

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

10. MINUTES APPROVAL

A governance issue concerning the processing and acceptance of BANHAC Minutes was taken up by Cr Moratelli (on behalf of the Advisory Committee) with the WCC Governance, Risk and Compliance Section. A new procedure was established which allows draft minutes to be approved electronically so that they could be presented to Council as approved minutes, rather than draft. For the record, the procedure now adopted, from November 2023, is:

1. Advisory Committee support officer prepares minutes
2. Subject Matter Expert reviews and confirms
3. Advisory Committee support officer distributes minutes to Chair (including the Councillor, if a Councillor was chair for that meeting)
4. Chair reviews and provides feedback/confirms
5. Advisory committee support officer amends minutes and distributes to committee (via email)
6. Committee provides feedback via 'reply all' email
7. Advisory committee support officer amends and distributes to committee for 'out of session approval'
8. Approved minutes presented to Council (approved minutes are included on agenda/minutes of the next committee meeting as formal confirmation of the minutes).

11. OBSERVATIONS AND LIMITATIONS

It will be a matter for the new Council to decide to appoint (or re-appoint) Advisory Committees for the coming term of the new Council.

The following points are offered from our experience in this Term of Council, to assist the next Council in appointment of future Advisory Committees:

11.1 Reappointment of Advisory Committees for next Council term:

The BANHAC membership sees significant value to Willoughby LGA in having access to free, independent, and expert advice from the BANHAC and other Advisory Committees, and we recommend that this AC should be reappointed to advise the incoming Council.

We note that the delays that occurred with the appointment of Council's Advisory Committees for this term of Council resulted in unfortunate loss of time (over one year) to commence the operation of these Committees. The new Council was elected in December 2021, it held its first meeting in January 2022, and the Advisory Committees

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

were not appointed until April 2023. The inaugural BANHAC Meeting was 26 April 2023. We hope that such delays will not occur again when a new Council is elected in September 2024, and that there will be as smooth a transition as possible for reappointment of the BANHAC and other Advisory Committees of Council.

11.2 Membership of Advisory Committees by Councillors:

There is great advantage in having Councillors attending Advisory Committee meetings. Councillors should be permitted to be appointed as Members of future Advisory Committees, as has been the case in the past. There is no substance to the claim that this would create a conflict of interest for Councillors.

11.3 Site inspections:

Site inspections have been important, to evaluate the outcomes of strategic actions. They provide excellent understanding of the work done by council teams, contractors and bush care volunteers, and emphasise the need for ongoing work. The assistance of the Bushland Team in site inspections is greatly appreciated.

11.4 Meeting frequency and length:

The short length of meetings and the limited number of meetings permitted has not allowed members to contribute their ideas effectively. The complex governance procedures and requirements have taken up as much as 30 minutes of meeting time. Briefings from Officers, while essential to provide background information, have often been lengthy. We recommend that meetings should be more frequent and that more time is programmed for meetings.

11.5 Minute taking:

Minutes often need many corrections and additions because of lack of familiarity by the Governance minute-taker with the specialised terms, content and issues discussed at meetings. This is not a criticism of individual officers, but an anomaly in the rules for Advisory Committees. It would be more appropriate in the future if a specialist officer from the Bushland team filled the role of minute-taker. Other Secretariat roles undertaken by the Governance team have been undertaken efficiently and allowed the Advisory Committee to operate effectively.

11.6 Transmitting advice to Council:

We have found that our advice is not effectively transmitted to Council. It is contained in the minutes of each BANHAC Meeting, which are included in Council's General Meeting Agendas, which can be over 600 pages in length. Generally, the Officers' recommendation is merely that the Minutes of Advisory Committees should be "noted". We suggest that the Minutes format should incorporate a dot-point section at the end of each Minutes titled "ADVICE TO COUNCIL". This would allow Councillors more easily to locate and consider the advice offered by its Advisory Committees.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

11.7 Video-conferencing attendance at meetings:

To facilitate meeting quorums, there should be provision made for video-conferencing attendance at BANHAC meetings. We understand that this facility is provided for some other Advisory Committees. We also suggest that Council change to Zoom rather than Microsoft Teams, which many people have trouble accessing. Council uses Zoom for other communications, so this should not be a problem.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

APPENDIX

TERMS OF REFERENCE: BUSHLAND AND NATURAL HERITAGE ADVISORY COMMITTEE – PURPOSE

Note – the full Terms of Reference can be found at file:///C:/Users/Lorraine/Desktop/ECM_6884442_v3_Bushland-and-Natural-Heritage-Advisory-Committee-Terms-of-Reference-2023.pdf)

2. PURPOSE

2.1 Advisory Committees are created for the sole purpose of providing independent, expert and impartial advice on the development and implementation of strategic priorities of Council.

2.2 This Committee will assist Council in achieving sustainability of bushland and natural heritage in Willoughby through:

2.2.1 Providing advice on strategic bushland and natural heritage issues and policy development, including:

Willoughby's Urban Bushland Plan of Management;

The natural heritage aspects of the Griffin Reserves Plan of Management;

Reserve Action Plans for all Community Land that includes bushland and / or other natural heritage features.

2.2.2 Providing advice on the implementation of key projects and initiatives.

2.2.3 Providing advice on how to raise awareness and promote behaviour change within the community or with existing organisations focused on bushland and natural heritage.

Subjects in Scope:

- The sustainability of natural heritage
- Development of the Natural Heritage Register
- Educational opportunities and needs, with respect to Willoughby's natural heritage
- Create awareness and appreciation of Willoughby's natural heritage and bush care initiatives
- Threatened Species Conservation Act; State Environmental Planning Policies, Regional Environmental Plans
- Conservation of natural landscapes
- Key Strategies: Urban Bushland Plan of Management; Griffin Reserves Plan of Management; Reserve Action Plans

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

12.5 COUNCIL DELEGATED AUTHORITY DURING RECESS

ATTACHMENTS:	**1. FACT SHEET - LOCAL GOVERNMENT ELECTIONS CARETAKER AND POST-ELECTION PERIOD** **2. CIRCULAR 21-12 ELECTORAL MATTER AND USE OF COUNCIL RESOURCES PRIOR TO LOCAL**
RESPONSIBLE OFFICER:	**MAXINE KENYON, CUSTOMER & CORPORATE DIRECTOR**
AUTHOR:	**SAMANTHA CONNOR, GOVERNANCE, RISK & COMPLIANCE MANAGER**
CITY STRATEGY OUTCOME:	**5.1 BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO.**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

The next Local Government Elections will be held on 14 September 2024. This report provides information about the 'caretaker' and post-election period and seeks approval of Council's delegation of authority to the General Manager for the pre and post-election period prior to the first meeting of Council to ensure that urgent matters can be responded to in a timely manner. It also recommends that an additional Ordinary meeting of Council and the first meeting of the new term of Council occur on 21 October 2024.

2. OFFICERS RECOMMENDATION

That Council:

1. **Approve an additional Ordinary meeting of Council occur on 21 October 2024 and note that Council meetings will be in recess from 16 August 2024 to 21 October 2024.**

2. **Delegate authority to the General Manager from 16 August 2024 to 21 October 2024 to deal with matters during the recess period considered by them to be urgent, subject to:**
   - **compliance with relevant legislation**
   - **the limitations to delegations under section 377 of the *Local Government Act 1993***
   - **matters that are considered urgent in nature or would cause undue delays to stakeholders**
   - **consultation with Ward Councillors for decisions involving planning proposals (until the day of the election and after the declaration of polls)**
   - **decisions being deferred where Council policy provides no clear guidelines.**

3. **Note a report outlining how the delegated authority was exercised will be provided to Council at its meeting of 21 October 2024.**

3. BACKGROUND

Under the *Local Government Act 1993*, Council elections are held on the second Saturday in September every four (4) years, with the next election scheduled to be held on 14 September 2024. The NSW Electoral Commission will be coordinating these elections on Council's behalf.

Preceding this election, Council meetings will go into recess and Council will enter a 4-week 'caretaker' period. During this time, the General Manager will need to be provided the authority to respond to urgent matters during the caretaker period and the post-election period prior to the first meeting of the new Council.

Council's ordinary meeting schedule is outlined within the Code of Meeting Practice, and occurs the fourth Monday of the month. The Code allows additional meetings to be added via resolution of Council or under extraordinary circumstances.

4. DISCUSSION

As required by the *Local Government Act, 1993*, the next Local Government Election will be held on 14 September 2024. Council has engaged the NSW Electoral Commission to deliver these elections on its behalf. This report provides information to assist Council and the community on the arrangements for the period preceding and post the elections including key dates.

Delegation of Authority to the General Manager
Like all Commonwealth and State Governments, Council is expected to assume a "caretaker" role during the election period and as required under section 393B of the *Local Government (General) Regulations, 2021*, councils are required to assume this caretaker period in the four weeks preceding the election day. The caretaker period for the 2024 Local Government elections commences on Friday 16 August 2024 and ends at 6pm on Saturday 14 September 2024.

During this caretaker period, Council cannot make any major policy or other decisions that would limit or bind the actions of an incoming Council. In extraordinary circumstances where these type of decisions are required, an application must be made to the Minister for Local Government for an exemption. Inappropriate decisions made by Council during the election caretaker period are described as:

- Decisions that would affect voting in an election;
- Decisions that could reasonably be made after the election;
- The publishing or distribution of material during the election period likely to influence voting on Election Day.

Clause 393B of the *Local Government (General) Regulations 2021*specifically requires that the Council, the General Manager or any other delegate of the Council (other than a Joint Regional Planning Panel, the Central Sydney Planning Committee or a local planning panel) must not exercise the following functions during the four weeks preceding an election (the caretaker period):

- Entering into any contract or undertaking involving an expenditure or receipt by the council of an amount equal to or greater than $150,000 or 1% ($541,700 for Willoughby City Council) of the council's revenue from rates in the preceding financial year (whichever is the larger).

- Determining a controversial Development Application, except where a failure to make such a determination would give rise to a deemed refusal, or such a deemed refusal arose before the commencement of the caretaker period. The term “controversial Development Application” is defined as one for which at least 25 persons have made submissions by way of objection.
- Appointing or renewing the appointment of the General Manager or terminating their employment. (This does not include the appointment of an acting or temporary General Manager).

To ensure that the Council can continue to address urgent matters in a timely manner during the caretaker and the post-election periods until the first meeting of the new Council, delegation of authority for the General Manager is sought. A report outlining how the delegated authority was exercised during the caretaker and post-election period will be provided to the first meeting of Council.

Revision to Council Meeting Schedule
Currently Council does not have any Ordinary Meetings scheduled after the 12 August 2024 meeting, meaning that after the election Council would revert to holding its meetings on fourth Monday of the month, that being 28 October 2024. Clause 3.1 of Council's adopted *Code of Meeting Practice* also enables Council to set by resolution meetings by time, date and place. It is proposed that Council include an additional Ordinary Meeting of Council be held on 21 October 2024 at the Council Chambers, 31 Victor Street, Chatswood at 7pm. This will enable this first meeting of Council to be held in a timely manner after the declaration of the election results and to undertake the Oath and other requirements. In addition, the draft financial audited statements will need to be considered at this meeting to ensure there is sufficient time to secure the final audit opinions before lodging on 31 October 2024.

Should this revision not be adopted by Council, Council meetings would return to the normal schedule, that being every fourth Monday of the month as per Council's adopted *Code of Meeting Practice*. However, this would risk Council not submitting our audited financial statements by the required 31 October 2024 deadline.

Additional Information on the Caretaker period
A fact sheet providing more information on the caretaker period and post-election requirements is available in **Attachment 1**. Officers developed the fact sheet from information provided by the NSW Electoral Commission.

Key dates in the Election period
Postal voting
Applications for postal voting and telephone assisted applications open on Monday 9 September and closes Friday 13 September 2024
Pre-poll voting closes
For the Local Government Elections 2024 pre-poll voting has been reduced to one week. For confirmation of the availability and more information on pre-poll services are available from the NSW Electoral Commission on 1300 135 736 or via the NSW Electoral Commissions website www.elections.nsw.gov.au
Post-Election Day
The counting of votes will take place from 6pm on the day of the election, with postal votes being able to be received for up to 13 days after election day. This means that councils’ elections are not likely to be declared before 30 September 2024, with the last date for declaration of polls being Thursday, 3 October 2024.
First Council Meeting of new term of Council
As the Mayor is popularly elected, the first meeting of Council will be held in accordance with the requirements of Council’s Code of Meeting Practice. Under section 233A of the *Local Government Act 1993*, Councillors are not permitted to participate in meetings until they

have taken the oath or made an affirmation of office, this is generally done at the first meeting of Council. Further, general managers must ensure that induction training is delivered to each Councillor within six months of the Councillor's election. Based on the current advice regarding the declaration of polls it is anticipated that the first meeting of Council would be held on Monday 21 October 2024 unless a request for an extraordinary meeting is received.

Use of Council Resources Prior to Local Government Elections

The Office of Local Government issued a Circular on 11 June 2021 (**Attachment 2**) to provide direction regarding use of Council resources before local government elections. Note this Circular refers to clause 356A of the *Local Government (General) Regulation 2005*, the relevant section is now contained within clause 356A *Local Government (Regulations) 2021* (the Regulations). Broadly, the circular notes provisions that will ensure:

- Council officials must not use council resources, property (including intellectual property), and facilities for the purposes of assisting their election campaign or the election campaign of others unless the use is lawfully authorised and proper payment is made where appropriate.
- In the 40 days preceding the election, councils need to consider whether their publications could amount to an "electoral matter"

What this means for Council is:

- Council officials must use council resources lawfully, ethically, effectively and carefully keeping in mind the council's code of conduct and other policies such as the policy on the payment of expenses and the provision of facilities to mayors and councillors.
- "Electoral matter" is defined under clause 356A of the Regulations, and broadly includes any matter that is intended or likely to affect voting in an election. The name, photograph and likeness of a candidate fall within the definition of "electoral matter".
- Council publications that promote the achievements of the council may also potentially fall within the definition of "electoral matter".

To meet these requirements, any Mayoral and/or Councillor columns, photos and contact details, usually included in Council publications will cease during the regulated period. This includes in Council advertisements in local publications, on Council websites, in marketing materials and the Willoughby City News.

5. RISKS AND OPPORTUNITIES

Non-compliance of provisions within the *Local Government Act, 1993* and *Local Government (General) Regulations, 2021* would present a risk to Council and individual Councillors from a legal and reputational perspective.

Providing delegations of authority with clear parameters issued to the General Manager enable urgent Council business to be attended to during the caretaker period and Council recess.

6. CONCLUSION

It is recommended that Council delegate authority to the General Manager for the period 16 August 2024 – 21 October 2024, to ensure that urgent matters can be responded to in a timely manner and that the first meeting of the new term of Council be held on 21 October 2024.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.1 Be honest, transparent and accountable in all that we do.
Business Plan Objectives, Outcomes / Services	The Governance team supports Council meetings, delegations and oversees the contract for the election with NSW Electoral Commission.
Policy	Section 3.1 of the *Code of Meeting Practice* states that meetings shall be held on the fourth Monday of each month, except when Council is in recess, or as otherwise resolved by Council or due to extraordinary circumstances.
Consultation	No consultation is required for this report.
Risk	Delegations with clear parameters issued to the General Manager enable urgent Council business to be attended to during recess.
Resource	Resourcing will be as per day-to-day activities. Decisions requiring Council approval will be referred to a future meeting.
Legal	The authority delegated to the General Manager during the recess period is subject to limitations as stipulated in section 377 of the *Local Government Act 1993* and clause 393B of the *Local Government (General) Regulation 2021.*
Legislation	*Local Government Act 1993* *Local Government (General) Regulation 2021*
Budget/Financial	Decisions made during this period must be in accordance with an approved budget.

Fact Sheet
Local Government Elections Caretaker and Post-Election Period.

Introduction:

Under the *Local Government Act 1993 (NSW)*, council elections are held on the second Saturday in September every four years. Councils can either conduct their own elections or outsource the coordination of their election to the NSW Electoral Commission.

For the four-week period prior an election, Council enters a 'caretaker' period. During this time the Council cannot make any major policy decisions. Instead, applications must be made to the Minister for Local Government for an exemption in extraordinary circumstances should any decision need to be made.

To help facilitate continued operations during the four-week caretaker period, Council has prepared this fact sheet which in summary contains the following:

- Procedures intended to prevent Council from making inappropriate decisions or Councillors using resources inappropriately during the period before a general election.
- Procedures to ensure that access to information held by Council is made equally available and accessible to candidates during the election.
- Inappropriate decisions made by a Council during the election caretaker period are described as:
    - Decisions that would affect voting in an election.
    - Decisions that could reasonably be made after the election.
    - The publishing or distribution of material during the election period likely to influence voting on Election Day.

Council employees and Elected Officials must observe specific legislative and governance requirements during the period leading up to an election including the caretaker period.

The Caretaker period:

The following arrangements are made to allow Council to maintain its operations at the required service level during the election process, particularly during what is referred to as the 'caretaker' period.

Like Commonwealth and State Governments, Council is expected to assume a caretaker role during the election period. The reason for this action is to ensure major decisions are not made which would limit or bind the actions of an incoming Council during the declared period.

The arrangements regarding caretaker periods are made through the *Local Government (General) Regulations 2021 (*the 'Regulations'*)*.

Clause 393B of the Regulations requires that the Council, the General Manager or any other delegate of the Council (other than a Joint Regional Planning Panel, the Central Sydney Planning Committee or a local planning panel) must not exercise the following functions during the four weeks preceding an election (the caretaker period):

- Entering into any contract or undertaking involving an expenditure or receipt by the council of an amount equal to or greater than $150,000 or 1% of the council's revenue from rates in the preceding financial year (whichever is the larger).
- Determining a controversial Development Application, except where a failure to make such a determination would give rise to a deemed refusal, or such a deemed refusal arose before the commencement of the caretaker period. The term "controversial Development Application" is defined as one for which at least 25 persons have made submissions by way of objection.
- Appointing or renewing the appointment of the General Manager or terminating their employment. (This does not include the appointment of an acting or temporary General Manager).

The caretaker period commences at the time in which Councillor Nominations close, the 16 August 2024 and ends at 6pm on the Election Day, meaning that all councillor position are vacated. Note as Willoughby City Council has a popularly elected Mayor, the current Mayoral term continues until the polls are declared by the NSW Electoral Commission.

Although the official caretaker period ends at 6pm on the day of the Election, the Council (via council meetings) will not be responsible for making any decisions until at least its first official Ordinary Meeting; prior to which all councillors elect (newly or re-elected Councillors) will commence a formal induction process.

Council Resources (Councillor Candidates):

In order to adhere to the provisions made under the Model Code of Conduct for Local Councils in NSW, in particular, Part 7 – Access to Information and Council Resources, (Part 8 in Willoughby City Council's adopted 2022 Code) Council has procedures in place to ensure Councillors and staff do not use resources inappropriately in the lead up to the election and during the election caretaker period (the election period).

Council resources, including offices, support staff; hospitality services, equipment, email address and stationary should be used exclusively for normal Council business during the election period and should not be used in connection with an election.

- Councillors can only make operational requests through the Customer Service Requests (CSR) system on Council's website or via the customer service centre covering issues such as but not limited to roads, footpaths, trees, waste management and general amenity. Such requests will be administered as community requests.
- Requests for Council records can be submitted under the *Government Information Public Access (GIPA) Act 2009*. If a formal application is made during the election period, the usual requirements of this Act will apply.
- Photocopying or printing for election campaigning purposes by Councillors or employees on office machines is not permitted.
- Data-bases and mailing lists held by the organisation remain the property of the Council, are subject to the requirements of the *Privacy and Personal Information Protection (PPIP) Act 1998*, and are therefore not available to members of the public, candidates or to Councillors.
- The organisation will not prepare or produce any materials associated with a Councillor's individual election campaign.
- No Council logos, letterheads, or other Council branding should be used for, or linked in any way to, a candidate's election campaign.
- Councillors are not to use Council-issued mobile phones, iPads, email addresses, Council issued branded Corporate Clothing or name badges or Mayoral Vehicle for election campaigning. The use of Council's internet or intranet sites, including Council's social media sites for any activity to do with election campaigning is prohibited. There will be no links from the Council's website to a candidate's private website.
- The organisation will continue to provide support to Councillors with respect to their normal day-to- day Council business. Out-of-pocket expenses paid by Councillors during the election period for necessary costs incurred in the performance of their duties, which do not relate to any election campaign, will be reimbursed as normal.
- No election campaigning material is to be distributed from or displayed in or on Council facilities, libraries or community noticeboards.
- Council facilities booked for electoral campaigning purposes by Councillors, candidates or supporters or other persons during the election period will be hired out at the same rate to all hirers.

Throughout the election period, including the time in which the Council is in a caretaker period and the post-election period, Councillors are required to adhere to the provisions made in the following Council procedures:

- The Model Code of Conduct for Local Councils in NSW
- The Willoughby City Council, Code of Conduct 2020
- The Willoughby City Council Mayor and Councillors Expenses Facilities Policy 2022
- The Willoughby City Council Privacy Management Plan
- The Willoughby City Council Public Interest Disclosures Policy
- The Willoughby City Council Social Media Policy
- The Willoughby City Council Media Policy

Council events and meetings

Public events and meetings held during the election period can sometimes raise election issues and involve Councillors in the discussion. When attending events as a Councillor during the caretaker period, Councillors need to be mindful that they are officially representing Council and must ensure that they are not using these official events as an opportunity for electioneering.

External events:

Councillors may sometimes be asked to attend externally organised events such as business breakfasts, Annual General Meetings, launches, openings and exhibitions. Councillors attending these events will not be provided with administration assistance, briefing notes or speech writing. However, the Mayor will continue to be provided her normal administrative support for Council related activities.

Access to Council Information

As required by the *Government Information Public Access (GIPA) Act 2009*, the following procedures ensure access to information held by Council is made equally available and accessible to candidates during the election period.

Councillors will continue to receive information necessary to fulfil their existing roles as a Councillor during the election period.

Neither Councillors nor candidates will receive information or advice from Council staff perceived to support election campaigns.

When carrying out their duties, Council staff should not offer comment to members of the public about any Councillors or candidates, except to provide contact details for current Councillors.

No other information other than what would normally be made available to any member of the general public on request will be provided to a Councillor or a candidate.

Use of Council Information

Councillors are bound by Council's Code of Conduct which requires them to:

- attempt to access records they are unauthorised to see
- provide unauthorised access to other parties while Council records are in their care
- disclose personal information of employees, clients etc. without the subject's consent
- cause release of information due to inappropriate destruction methods, and
- undertake any document disposal
- maintain the integrity, security and protect confidential information
- only use confidential information for the purpose for which it is intended
- only access confidential information that you have authority to access and only for the purpose of performing your official functions
- not use confidential information to gain private benefit for you or for someone else or to cause harm or detriment to the council or anyone else
- not disclose confidential information discussed during a closed session of a council or a committee meeting or any other confidential forum for example councillor workshops or briefings disclose confidential information about Council business

Information requests – process, record and access

- All candidate requests for information relating to electoral matters and non-routine requests will be processed by governance, via the governance.team@willoughby.nsw.gov.au email address. A record of requests will be maintained. A copy of the request and the officer response will be made available to all candidates via an email database.
- Enquiries from Councillors, candidates and the public about the election process will be referred to the Returning Officer for the election, who is an employee of the NSW Electoral Commission, so that a consistent response is maintained.

Council Meeting Recess

In addition to the caretaker period Council Meetings will enter a recess period commencing after the scheduled August 2024 Ordinary Meeting resuming on 21 October 2024 *(based on revised schedule of council meeting dates)*.

Office of Local Government

Circular to Councils

Circular Details	21-12 / 11 June 2021 / A755939
Previous Circular	*17-12 – "Electoral matter" and use of council resources prior to local government elections*
Who should read this	Councillors / General Managers / All council staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Information / Council to Implement

"Electoral matter" and use of council resources prior to local government elections

What's new or changing

- Council officials must not use council resources, property (including intellectual property), and facilities for the purposes of assisting their election campaign or the election campaign of others unless the use is lawfully authorised and proper payment is made where appropriate.
- In the 40 days preceding the election, councils need to consider whether their publications could amount to an "electoral matter".

What this will mean for your council

- Council officials must use council resources lawfully, ethically, effectively and carefully keeping in mind the council's code of conduct and other policies such as the policy on the payment of expenses and the provision of facilities to mayors and councillors.
- "Electoral matter" is defined under clause 356A of the *Local Government (General) Regulation 2005*, and broadly includes any matter that is intended or likely to affect voting in an election. The name, photograph and likeness of a candidate fall within the definition of "electoral matter".
- Council publications that promote the achievements of the council may also potentially fall within the definition of "electoral matter".

Key points

- Under the *Model Code of Conduct for Local Councils in NSW*, the following **must not** be used for the purpose of assisting anyone's election campaign:
  - council resources, property or facilities (unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility); and
  - council letterhead, council crests and other information that could give the appearance it is official council material.
- Breaches of a council's code of conduct may result in disciplinary action.
- Councils and council officials should be mindful of the need to maintain community confidence in the integrity of the performance of the council's functions and activities in the lead-up to elections. Councils should be mindful of how the community may perceive any of their activities or actions during this time.

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Strengthening local government

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Where to go for further information

- For further clarification on “electoral matter”, refer to “Frequently Asked Questions” attached to the Circular.
- For further information, contact the Office’s Council Governance Team on 4428 4100.



Luke Walton
Acting Deputy Secretary
Local Government, Planning and Policy

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Q. What is "electoral matter"?

"Electoral matter" is defined under clause 356A of the *Local Government (General) Regulation 2005* (the Regulation) and broadly includes any matter that is intended or likely to affect voting in an election. The name, photograph and likeness of a candidate also fall within the definition of electoral matter.

The regulatory requirements that relate to "electoral matter" and "electoral material" under the Regulation apply in the 40 days preceding the election.

Q. Can council publications be "electoral matter"?

A council publication that makes no reference to the Mayor or councillors who are candidates and does not carry their images or statements will not constitute electoral matter if it is not intended or likely to affect voting at the election.

However, council publications that promote the achievements of the council may potentially have this effect and therefore may constitute "electoral matter" even if they do not carry the images or statements of the Mayor or councillors. This potentially includes end-of-term reports. More information on this is provided below.

Ultimately whether a council publication constitutes "electoral matter" is an assessment that needs to be made by each council on a case-by-case basis. If a council is in doubt, then it should defer issuing the publication until after the election.

Q. Does the Mayoral column constitute "electoral matter"?

Yes. Because the Mayoral column carries the Mayor's image and name, it will constitute electoral matter if the Mayor is a candidate. Councils should instead consider publishing the Mayoral column in the 40 days preceding the election as a generic council column.

Q. Does the end-of term report constitute "electoral matter"?

Because the end of term report identifies the achievements of the council over its preceding term it may potentially constitute "electoral matter" because of its potential to impact on voting at the election.

Q. Can the end of term report be reported to council during caretaker period?

Yes. The end-of-term report *must* be presented to the final meeting of an outgoing council. The provisions in the Regulation relating to "electoral material" do not prevent the end-of-term report being presented to the council or from being made available on a council's website as part of the business papers of the meeting.

However, because the final meeting of the outgoing council will normally fall within the 40 day "regulated period" preceding the election, councils should refrain from publishing the end-of-term report as a separate publication until after the elections on 4 September 2021. The end-of-term report should be appended to that year's annual report.

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Q. Can mayors or councillors who are candidates attend council-arranged or community events?

Nothing in this circular should be interpreted as preventing the Mayor or councillors who are candidates from attending or presiding over council-arranged or community events in the lead up to the election.

Q. Can mayors or councillors who are candidates make "political statements" at council-arranged events?

Mayors or councillors who are candidates must not use council arranged events that they attend in an official capacity to actively campaign for re-election. However, nothing under the Model Code of Conduct would serve to preclude a councillor who is a candidate from expressing their political views or making political statements at such events.

Q. Can the mayor or councillors who are candidates make comments in the media?

This circular does not seek to prevent the Mayor or councillors who are candidates from offering media comment, provided that comment is not made in an advertisement, newspaper column, or a radio or television broadcast paid for by the council or produced by the council or with council resources and the comment is not inconsistent with the council's adopted media policy.

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12.6 REQUEST TO WAIVE ROAD CLOSURE FEE FOR HORSLEY AVENUE, WILLOUGHBY, BY ST THOMAS PRIMARY SCHOOL

ATTACHMENTS:	**1. ST THOMAS EVENT TRAFFIC AND TRANSPORT MANAGEMENT PLAN**
RESPONSIBLE OFFICER:	**MITCHELL NOBLE, ACTING PLANNING & INFRASTRUCTURE DIRECTOR**
AUTHOR:	**DANIEL SUI, TRAFFIC AND TRANSPORT TEAM LEAD**
CITY STRATEGY OUTCOME:	**5.1 BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO.**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

To seek Council waive the Road Occupancy Permit Fee for the temporary closure of Horsley Avenue by St Thomas Primary School (the School) for their Art and Craft Show scheduled for Saturday and Sunday, the 26 and 27 October 2024.

2. OFFICERS RECOMMENDATION

That Council waive the Road Occupancy Permit Fee ($5,350) for the St Thomas Primary School Arts and Craft Show, which will be held on 26 and 27 October 2024.

3. BACKGROUND

The School's Art and Craft Show has been an annual event for the past decade, typically held on weekends, with the closure of Horsley Avenue being a consistent feature. Previous approvals for the event have been granted based on the submission of a Safety and Transport Management Plan and the School's commitment to notify affected residents.

4. DISCUSSION

The School has again applied to Council for permission to close Horsley Avenue from High Street to Legion Way for the 2024 Art and Craft Show which is planned for 26 and 27 October 2024 from 7.00am till 6.00pm. A copy of the School's submission is provided in **Attachment 1**.

A Safety and Transport Management Plan (STMP) has been submitted by the School as requested by Council's Traffic and Transport Team. It should also be noted the School has complied with the requirements of the NSW Police.

As is the case for such events, proponents are required to pay Council a Road Occupancy Permit fee. As the Arts and Craft Show will be held over two days, the permit fee as determined from Council's 2024/25 Schedule of Fees and Charges amounts to $5,350.

Council has previously waived fees for similar community based events, and for this same event in between 2018 and 2022 (noting the Arts and Craft Show did not occur during

COVID in 2020 and 2021).

Council should consider to do this for future events of the same scope and location due to its positive contribution to the community vibrancy, in-kind services with the level of support determined by the value to the Willoughby community in terms of economic, cultural and social outcomes; consistent with Willoughby's Community Strategic Plan. Each instance will be reported to Council.

5. RISKS AND OPPORTUNITIES

Implementing the event traffic and safety, transport, and parking management measures carries no financial risks, other than the loss of $5,350 for a Road Occupancy Permit Fee for the event which will be held on 26 and 27 October 2024.

Furthermore, creating opportunities for the community to safely utilise the road network contributes positively to community vibrancy. In-kind services are provided based on their value to the Willoughby community, promoting economic, cultural, and social outcomes aligned with Willoughby's Community Strategic Plan.

6. CONCLUSION

The School's Art and Craft Show is an annual event which requires the closure of Horsley Avenue has been held over the past decade and is a feature among the local Community. The Schools has sought Council to waive the Road Occupancy Permit fee of $5,350 fee.

It is recommended that Council waive the Road Occupancy Permit Fee for the 2024 Arts and Craft Show as well as future events of the same scope and location due to its positive contribution to the community vibrancy, in-kind services with the level of support determined by the value to the Willoughby community in terms of economic, cultural and social outcomes; consistent with Willoughby's Community Strategic Plan.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.1 Be honest, transparent and accountable in all that we do.
Business Plan Objectives, Outcomes / Services	To ensure Council's road and pathway networks and car parks are safe, sustainable and accessible and managed effectively to support the needs of the community. To ensure that costs to the community associated with the management and use of Council's road and pathway networks and car parks are fair and equitable. To support community organisations and cultural activities to provide enriching opportunities for residents and visitors to Willoughby City.
Policy	This report has been prepared in accordance with the Community Facilities Hire Policy.
Consultation	The 2024 St Thomas Catholic Primary School Art and Craft Show Organising Committee will notify affected residents as part of their management of the event and in accordance with their approval conditions.

Risk	The road closure risks have been considered and dealt with as part of the approval process.
Resource	No additional resources are required.
Legal	There were no legal implications to this report.
Legislation	There are no legislative implications to this report.
Budget/Financial	The financial implication of the concession is $5,350.

ST THOMAS' ART & craft SHOW

ART. CRAFT. MUSIC. FOOD. RIDES.
Last weekend in October
St Thomas' School 2 Horsley Avenue, Willoughby

EVENT TRAFFIC & TRANSPORT MANAGEMENT PLAN

Attention: John Gill, Transport Engineer, Willoughby City Council

We are seeking approval from the Willoughby City Council Traffic Committee for the road closure of Horsley Ave, Willoughby, between High St and Summerville Cres for the St Thomas' Catholic Primary School's 47th annual Art & Craft Show to be held on Saturday 26 and Sunday 27 October 2024.

This document provides details of the Event Traffic and Transport Management Plan, including the Traffic Control Plan (TCP) (refer to Annex A).

EVENT OVERVIEW

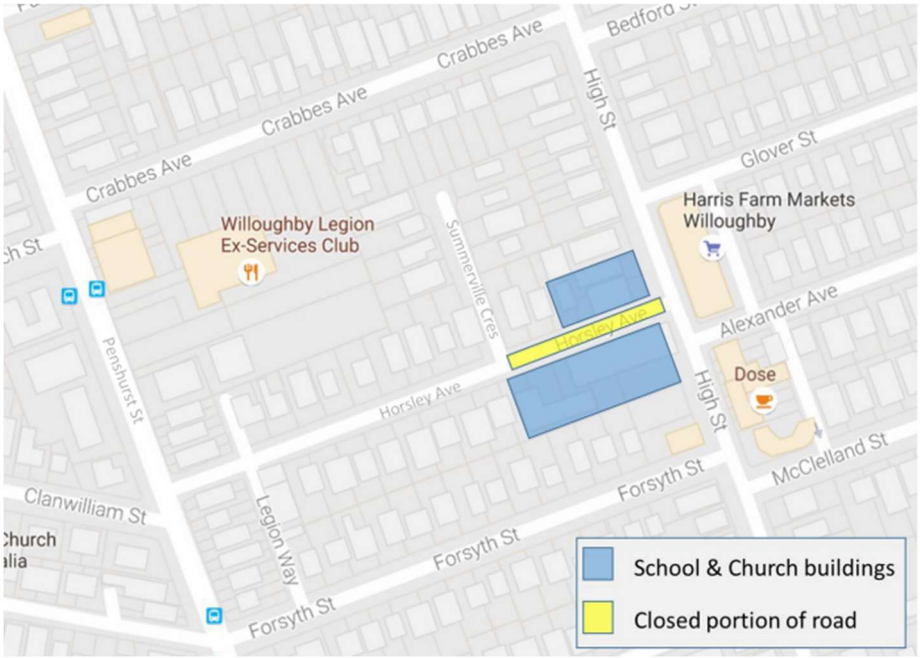
The St Thomas' Catholic Primary School Art & Craft Show is being held on:

- Saturday 26 October, 9:00m to 4:30pm, and
- Sunday 27 October 2024, 10:30am to 3:30pm

Road closure to traffic is requested for the following hours for Show setup and pack-down:

- Saturday 26 October, from 7:00am to 5:30pm, and
- Sunday 27 October 2024, from 8:00am to 6:00pm.

A basic outline of the requested road closure for the Art & Craft Show is below.





A. Description or detailed plan of proposed measures

This year will be the 47th annual Art & Craft Show for St Thomas' Catholic Primary School and the requested road closure represents a continuation of arrangements that have been used for more than 15 years.

The St Thomas' Art & Craft Show Convenor, on behalf of the St Thomas' Catholic Primary School and the Parent Engagement Network (PEN), requests approval to close the portion of Horsley Ave, Willoughby, between High St and Summerville Cres. This portion of Horsley Ave is requested to be fully closed to all vehicular traffic for the period from 7:00am to 5:30pm Saturday 29 October and from 8:00am to 6:00pm Sunday 30 October 2024, and the road is setup and used for pedestrian fairgoers, children's rides and fete stalls.

B. Identification and assessment of impact of proposed measures

Impact to fairgoers
The partial closure of Horsley Ave increases safety to the pedestrian fairgoers traversing between the two sites of the school – which is on both sides of Horsley Ave.

Impact to local residents
Access to two residential houses is restricted and positive relations with the residents has gained their support for the event and traffic arrangements in previous years and will again be sought in 2024.

Access to the remaining residences along Horsley Ave and Summerville Cres is maintained from the eastern approach.

Local residents including the immediate streets surrounding the school - Crabbes Ave, Penshurst St (eastern side between Crabbes Ave to Forsyth St), Forsyth St, and High St (between Forsyth St and Crabbes Ave) - will be individually provided with a notice of the event and road closure area and times, prior to the event. This aligns with the conditions provided by Transport for NSW in the approval of CRANE applications - 2022/110 in August 2022 and 2023/136 in May 2023. Refer to Annex D for a copy of the flyer distributed in October 2023.



C. Measures to ameliorate the impact of re-assigned traffic

The accompanying TCP (Annex A) was prepared by Sydney Traffic Control Pty Ltd and includes, like in 2023, a second Traffic Control Vehicle at the junction of Horsley Ave and Summerville Cres (western end of the street closure) as requested in 2022 by NSW Police (Senior Constable Sholkie, Traffic and Userpays Co-ordinator, North Sydney Police Station).

Traffic control measures include the usage of RMS approved signs to notify motorists of changed traffic arrangements and detours. The TCP ensures affected vehicles will not impact on traffic flow by the:

1. prevention of all vehicle access to Horsley Ave at High St and near the junction of Summerville Cres,
2. inclusion of detours to vehicles around the adjacent streets, and
3. provision of warning of the upcoming detours.

Points 2 and 3 above align with the conditions provided by Transport for NSW in the approval of CRANE applications in 2022 and 2023.

D. Assessment of public transport services affected

Nil.

E. Details of provisions made for emergency vehicles, heavy vehicles, cyclists and pedestrians

Heavy vehicles
Horsley Ave is a very narrow minor road and heavy traffic would better utilise the two parallel streets – Forsyth St to the south and Crabbes Ave to the north – which both link Penshurst St to High St.

Emergency vehicles
Notice of the road closure approval have been provided to:

- NSW Police - Constable Bailey, Traffic and Userpays Co-ordinator, North Sydney Police Station. Refer to Annex E.
- Willoughby Fire Station - Matthew Jullienne, Station Commander. Refer to Annex F.

This aligns with the conditions provided by Transport for NSW in the approval of CRANE applications in 2022 and 2023.

St Johns' Ambulance will be present for the duration of the Show and will be located onsite. In the event an Ambulance needs to be called, access to the school/Show area will be via the gates on High St.

Cyclists and pedestrians
Access along Horsley Ave by pedestrians and cyclists is unaffected.



F. Assessment of effect on existing and future developments with transport implications in the vicinity of the proposed measures

No impact.

G. Assessment of effect of proposed measures on traffic movements in adjacent Council areas

No impact.

H. Public consultation process

Refer to Section B. Identification and assessment of impact of proposed measures; *Impact to local residents*.

This will be the 47th annual event with at least 15 years of the road closure with no complaints noted in recent years.

CONTACT:

Seona Donald
St Thomas' Art & Craft Show Convenor
St Thomas' Catholic Primary School PEN
Mobile: 0437 314 177
Email: StThomasACConvenor@gmail.com

ANNEX:

A. Traffic Control Plan
B. Site Plan
C. Public Liability insurance certificate
D. St Thomas' Art & Craft Show Flyer
E. NSW Police notification
F. Willoughby Fire Station notification

Annex A. Traffic Control Plan (May 2024)

Date: 31/5/2024 **Author:** Ali Fayad **Project:** 47th annual St Thomas' Art & Craft Show
Client: 47th annual St Thomas' Art & Craft Show **Contact :** Seona Donald **Number:** 0437 314 177
Plan #: A&CS.TW01.22 **TCT #:** 1011477

Comments:
This plan has been designed by Ali Fayad of Sydney Traffic Control in accordance with Australian Standards outlined in the RMS's Traffic Control on Worksites Handbook which complies with AS1742.3 and Transport for NSW's "Traffic Control at Worksites" manual.
The plan is designed for the 47th annual St Thomas' Art & Craft Show and the closure of 2-8 Horsley Ave, North Willoughby NSW 2068.
Certified traffic controllers will be on site to implement and monitor this TCP. If you have any questions please contact Ali Fayad on 8068-1844 or 0451 153 044.

Legend

- Bollard
- North Arrow
- Pedestrian Tape
- Surrounding Property's
- Traffic Control Vehicle
- Traffic Controller
- Work Area

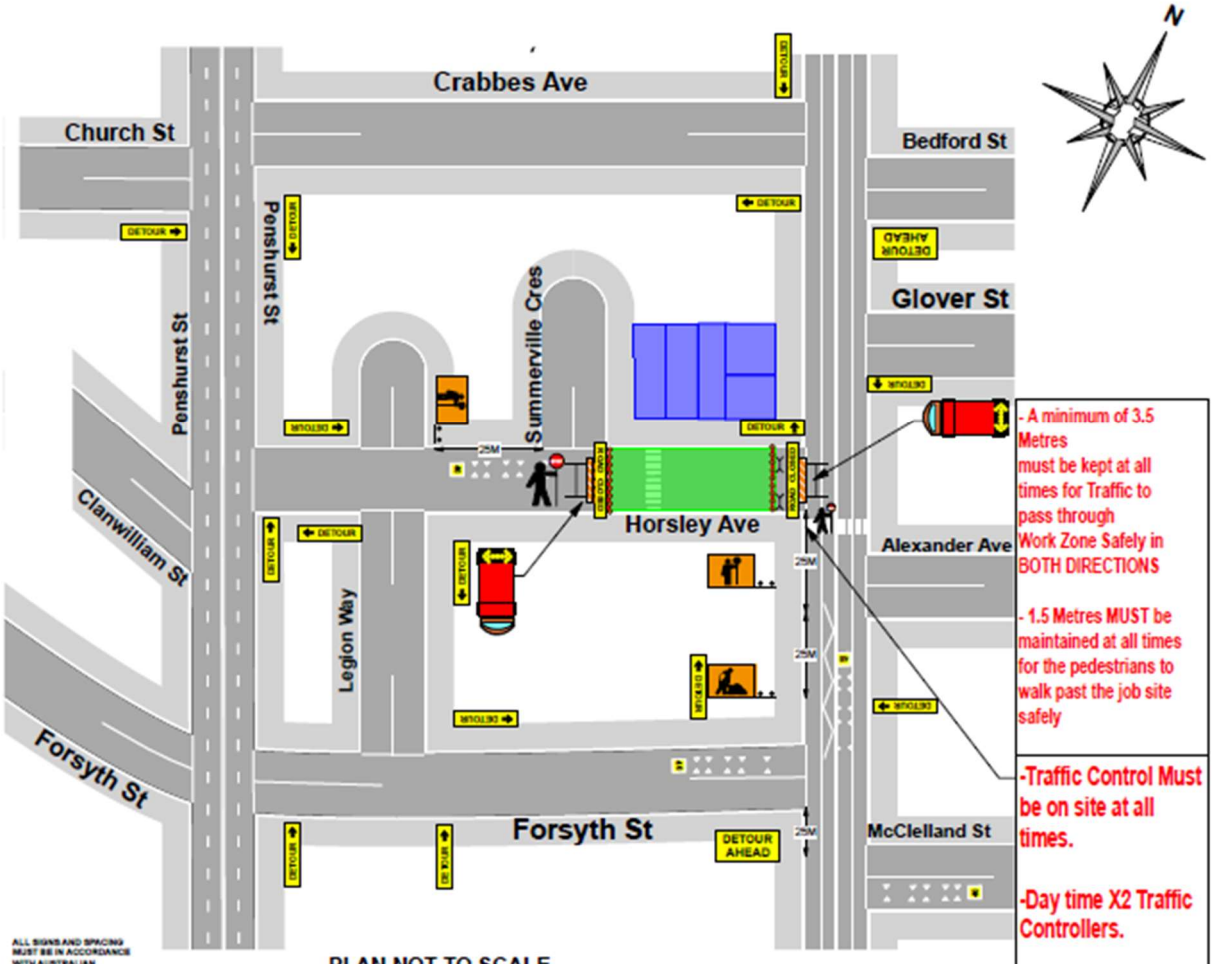
TRAFFIC CONTROL VEHICLES MUST BE POSITIONED ON BOTH SIDES

VALUE OF DIMENSION BETWEEN SIGNS

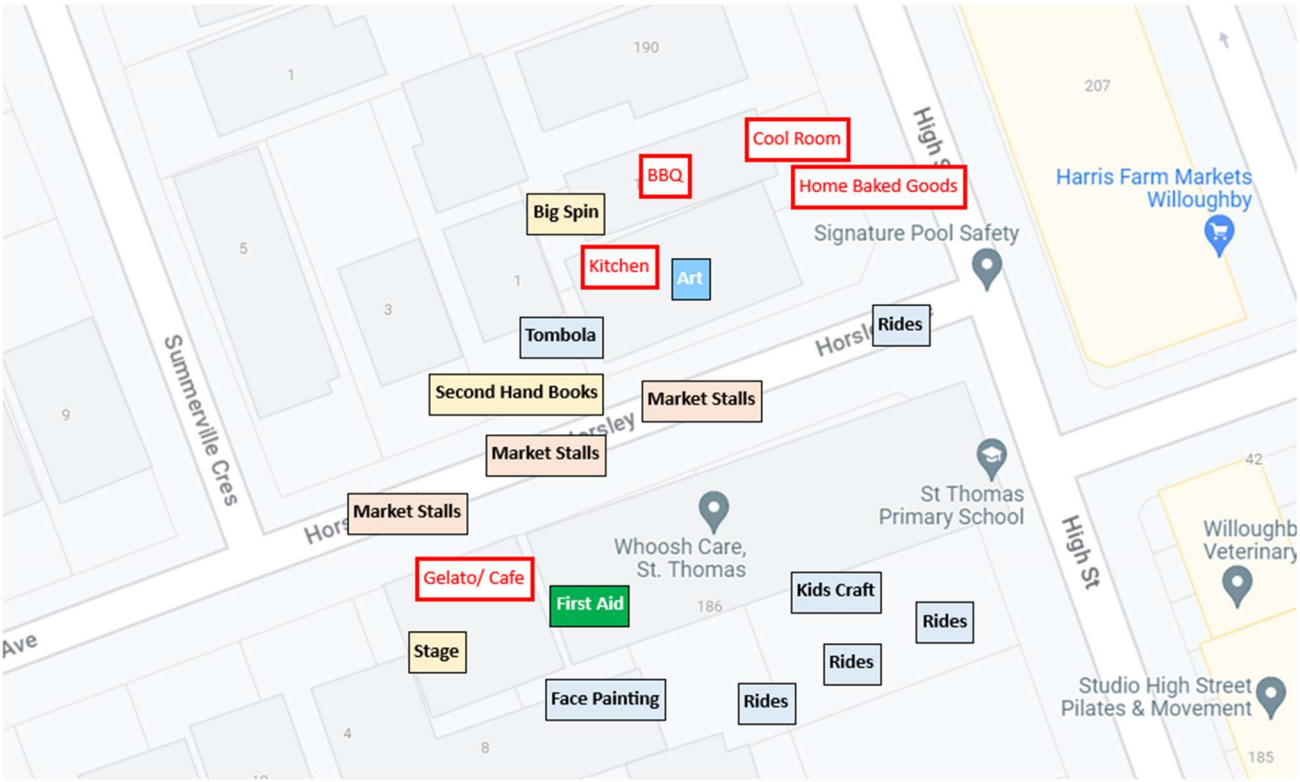
SPEED OF TRAFFIC KM/H	DIMENSION D M
45 or less	0 to 5
46 to 55	15
56 to 65	45
Greater than 65	Equal to speed of traffic, in km/h

RECOMMENDED TAPER LENGTH (m)

SPEED OF TRAFFIC KM/H	TRAFFIC CONTROL AT THE BEGINNING OF THE TAPER
45 or less	15
46 to 55	15
56 to 65	30
Greater than 65	N/A



Annex B. Site Plan (October 2024)



Annex C. Public Liability insurance certificate (01/08/2023 – 01/08/2024)*

* An updated Public Liability insurance certificate will be provided following the expiration of this certificate.

StW - CoC Public and Products Liability

Annex D. St Thomas' Art & Craft Show Flyer (October 2023)



Annex E. NSW Police notification

APPLICATION FOR LANE/ROAD CLOSURE or NOTIFICATION to STAND and OPERATE SPECIAL PURPOSE VEHICLE - Issued under Class 1 Special Purpose Vehicle Stand and Operate Notice 2013 – Heavy Vehicle National Law (HVNL)

N.B. THESE WORKS MUST COMPLY WITH AUSTRALIAN STANDARD AS 1742.3 – 1996. (TRAFFIC CONTROL DEVICES FOR WORKS ON ROADS) – ENQUIRES MAY BE DIRECTED TO WORKCOVER NSW.

Applicant Name: Seona Donald

Company Name: St Thomas' Catholic Primary School Art & Craft Show

Phone No: 0437 314 177 **Email:** StThomasACConvenor@gmail.com

Road Occupancy License (ROL): N/A (council road) (Obtain first before submitting application)

REQUIRED FOR ROAD OCCUPANCY LICENCE / WHOLE ROAD CLOSURE / SYDNEY METRO WORKS

1. Notification of a (circle one) part ~~or whole road closure~~ as described below during the nominated times due to the obstruction / **danger** posed to traffic by the standing and operation of a (circle) ~~**mobile crane / travel tower / scissor lift / mobile concrete pump / excavation /**~~ **other** - School Art & Craft Show (school fete)
2. with N/A metres of jib/mast on the side N/A of Horsley Ave (~~Street/Road/Lane~~), (Suburb) Willoughby between High Street ~~/ Road / Lane~~ and Summerville Cres (~~Street/Road/Lane~~), occupying ~100 (circle) **metres** ~~**/ lanes of roadway**~~.
3. Between the hours of 7:00 AM ~~/ PM~~ and 5:30 ~~AM /~~ PM on (Day) Saturday 26/10/2024.
4. Other specific details (Additional dates/other works/dual locations): 8:00 AM and 6:00 PM on (Day) Sunday 27/10/2024.

Signature of Applicant ~~/ Employee / Agent~~ Time/Date: 16/5/2024

SUBMIT (EMAIL) APPLICATION ALONG WITH TRAFFIC CONTROL PLAN TO NORTH SHORE P.A.C TRAFFIC OFFICE NSPACTRAF@police.nsw.gov.au – please allow for 4-5 working days to process.

POLICE USE ONLY POLICE USE ONLY POLICE USE ONLY

LOCAL ACKNOWLEDGEMENT NUMBER: 2024/ 97

✓ **Required** x **Not required**

[✓] This notice or an exact copy is to be carried by the operator of the unit and produced if required. It is subject to cancellation, at any time and upon expiry the notice must be destroyed.

[✓] Suitable warning signs and barricades are to be erected in the area that the unit is being operated.
[✓] The roadway is to be properly marked with an adequate number of traffic lane markers to safely control the flow of traffic.
[✓] Traffic Control Flagmen to be in attendance to control traffic.
[X] The unit suitably illuminated with adequate warning lamps when standing during the hours of darkness.
[X] Approval to be obtained from the Council Traffic Engineer (In the case of full road closure approval from the Local Pedestrian, Cycling and Traffic Calming Committee is required).
[✓] In addition to the foregoing conditions the operator will comply with any direction of a member of the NSW Police Force.
[X] Ambulance and Fire Brigade to be informed (In the case of a whole road closure).
[X] Relevant bus authorities to be informed (In the case of temporary closure or disruption of traffic flow on a public road that interferes with a bus service).
[X] Traffic Management Centre to be informed (In the case of temporary closure or disruption of traffic flow on a public road).
[✓] Provide a safe pedestrian corridor
[✓] Letter box drop days prior to the operation addressed to all affected residents and/or businesses. Letter to detail road closures, traffic management plan as well as onsite contact name and phone number.

[ ] Other conditions:

Approved: 05 / 06 / **2024 at** 16:29 ~~**AM**~~**/PM. NAME:** J.Bailey **Signature:** J.Bailey

North Shore PAC Traffic Office – PH: 9956-3199 FAX: 9956-3114 **E: NSPACTRAF@police.nsw.gov.au**

Annex F. Willoughby Fire Station notification

St Thomas AC Convenor

From: Matthew Jullienne <Matthew.Jullienne@fire.nsw.gov.au>
Sent: Tuesday, 4 June 2024 5:27 PM
To: St Thomas AC Convenor
Subject: Re: St Thomas' Art & Craft Show 2024 (Willoughby Fire Station)

Hi Seona

I see no issues in regards to access for our truck to any streets within your traffic management plan.

I endorse this TCP.

I will note this is in our station diary.

Regards

Get Outlook for Android

From: St Thomas AC Convenor <stthomasacconvenor@gmail.com>
Sent: Tuesday, June 4, 2024 3:00:53 pm
To: Matthew Jullienne <Matthew.Jullienne@fire.nsw.gov.au>
Subject: RE: St Thomas' Art & Craft Show 2024 (Willoughby Fire Station)

CAUTION: This email originated from outside of Fire and Rescue NSW. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hello Matthew, following up on my earlier email.

Could you pls:

- provide your endorsement of the TCP provided, and
- confirm the Show has been added to your station calendar?

Kind regards.
Seona Donald

From: St Thomas AC Convenor <stthomasacconvenor@gmail.com>
Sent: Friday, May 31, 2024 11:07 PM
To: 'Matthew Jullienne' <Matthew.Jullienne@fire.nsw.gov.au>
Subject: St Thomas' Art & Craft Show 2024 (Willoughby Fire Station)

Hello Matthew,

I hope you are well?

Planning for the annual St Thomas' Art & Craft Show has kicked off! The Show will be held on Saturday 26 (9:00m to 4:30pm) and Sunday 27 October (10:30am to 3:30pm) 2024.

Once again, we are seeking approval from the Willoughby City Council (WCC) Traffic Committee for the road closure of Horsley Ave, Willoughby, between High St and Summerville Cres from 7:00m to 5:30pm on Saturday 26 and 8:00am to 6:00pm on Sunday 27 October 2024.

We have engaged Sydney Traffic Control Pty Ltd again this year. Attached is the Traffic Control Plan (TCP) for 2024. I am seeking your endorsement of this TCP please.

It is also expected the following condition will form part of the WCC Traffic Committee's approval - "Access be maintained for emergency service vehicles at all times". As per previous years, access is available to the western side of the road closure on Horsley Ave and Summerville Cres from Penshurst St.

Following your endorsement, I will submit the Event Traffic and Transport Management Plan and associated Crane application to WCC.

Please note: An application for lane/road closure and the TCP has also been provided to Senior Constable Sam Sholkie, Traffic and Userpays Co-ordinator at North Sydney Police Station.

Many thanks for including this event in your Station calendar.

Kind regards,

Seona Donald
Mobile: 0437 314 177
2024 ART & CRAFT SHOW CONVENOR



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This message has been scanned for viruses.

12.7 DRAFT SUBMISSION TO STATE GOVERNMENT'S CROWS NEST TRANSPORT ORIENTATED DEVELOPMENT REZONING PROPOSAL

ATTACHMENTS:	**NONE**
RESPONSIBLE OFFICER:	**MITCHELL NOBLE, ACTING PLANNING & INFRASTRUCTURE DIRECTOR**
AUTHOR:	**CRAIG O'BRIEN, ACTING STRATEGIC PLANNING TEAM LEADER**
CITY STRATEGY OUTCOME:	**3.5 BALANCE POPULATION GROWTH AND DEVELOPMENT WITH QUALITY OF LIFE.**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

To endorse Council's submission to the State Government regarding their Crows Nest Transport Oriented Development rezoning proposal. The submission responds to the materials exhibited by the NSW Department of Planning, Housing and Infrastructure from 16 July 2024 to 16 August 2024.

2. OFFICERS RECOMMENDATION

That Council:

1. Endorse the draft submission provided as a late attachment to this report.

2. Delegate the General Manager to make minor amendments to the draft submission that do not alter the submission's intent.

3. BACKGROUND

The Department of Planning, Housing, and Infrastructure has published its fast tracked rezoning proposal for the Crows Nest Transport Oriented Development area (Crows Nest TOD). The public consultation period is from 16 July 2024 to 16 August 2024.

4. DISCUSSION

History
In August 2020, following an extended period of collaboration between the State Government, Willoughby Council, North Sydney Council and Lane Cove Council, the State Government adopted the St Leonards Crows Nest 2036 Plan. This work was publicly exhibited from October 2018 to February 2019. Willoughby Council then incorporated the supported changes arising from this work into it's Comprehensive LEP update, which was subject to further public exhibition, and subsequently adopted, coming into effect in June 2023.

In December 2023 The NSW Government's Department of Planning, Housing and Infrastructure (DPHI) announced a Transport Oriented Development Program (TOD Program). Information regarding the TOD Program can be found on DPHI's

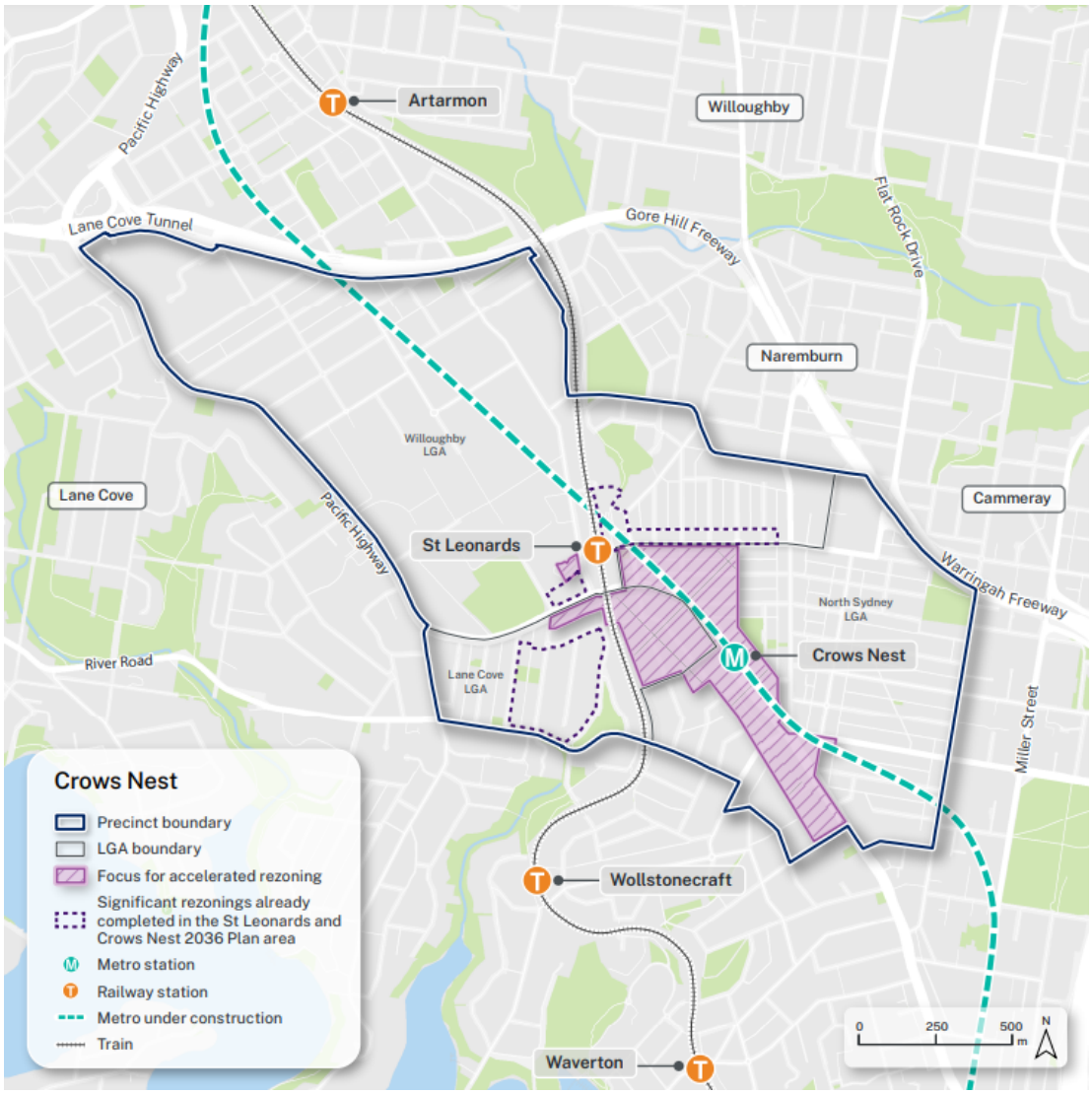
website: https://www.planning.nsw.gov.au/policy-and-legislation/housing/transport-oriented-development-program. As part of the TOD Program, DPHI announced that it would undertake master planning for the area around Crows Nest Station. While a large area was considered by DPHI for potential changes and impacts, a smaller area has been identified for rezoning in the exhibition (see Discussion section for the explanatory map provided by DPHI).

Council provided initial feedback to the DPHI advising that the large area initially identified was considered inappropriate for zoning changes. Council noted that the St Leonards Crows Nest 2036 Plan had already identified the locations appropriate for growth around the station, and had also identified the infrastructure needs associated with that growth. Council confirmed that it had already implemented the St Leonards Crows Nest 2036 changes into Willoughby's Local Environmental Plan and that further change was not required.

Exhibition
On 16 July 2024, DPHI published its Crows Nest TOD rezoning proposal on its website. Shortly after the information was released, Council also updated its webpage dedicated to the TOD Program and the Mid Rise Housing Reforms directing the community to the DPHI exhibition materials and Have Your Say page (for more details on the consultation program refer to the Consultation section of this report).

In response to its analysis and the issues raised by Council, DPHI has identified a targeted area for proposed rezoning. This area is a significant reduction to the investigation area identified in December 2023 and it acknowledges the work Willoughby Council has already done to implement the previous St Leonards Crows Nest 2036 Plan.

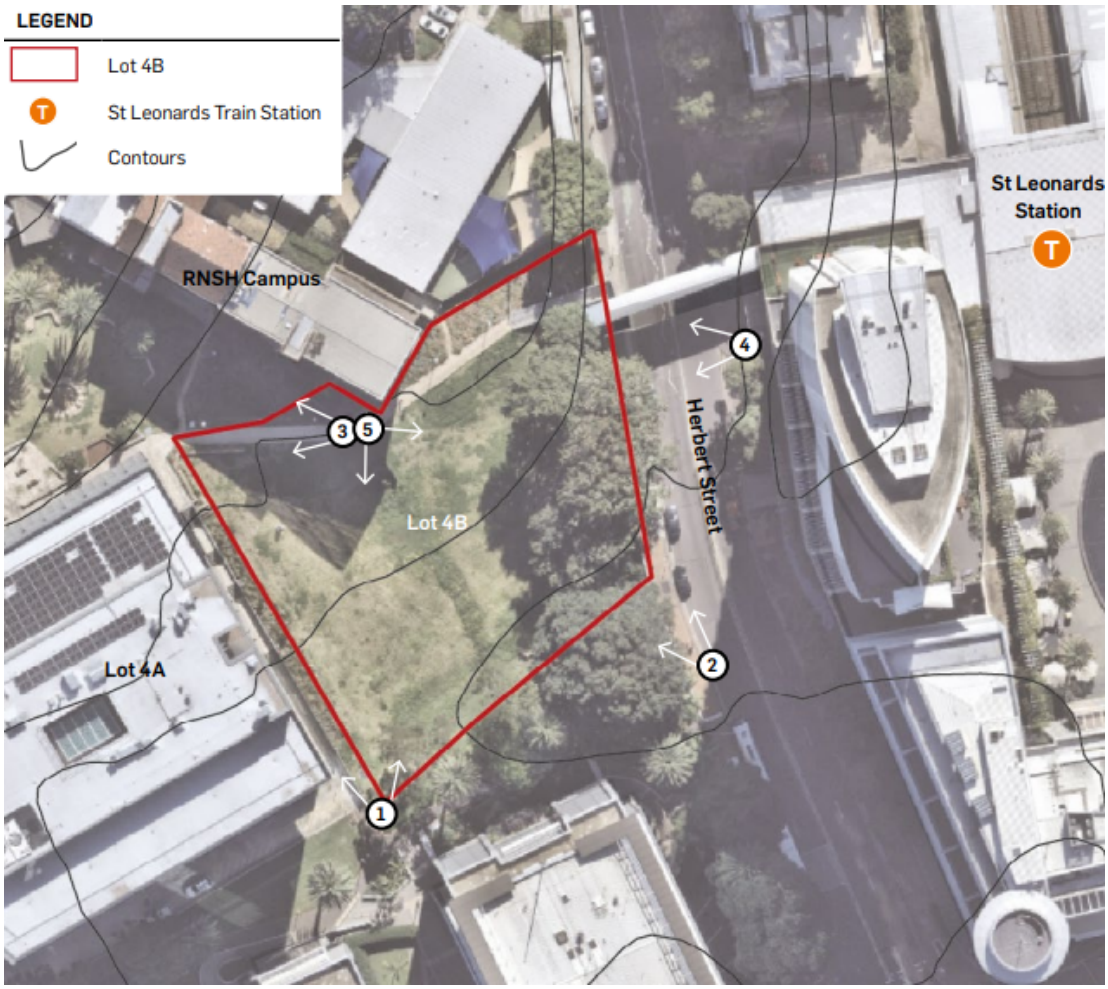
Figure 1. Crows Nest TOD proposal map



(Source: DPHI website: https://www.planning.nsw.gov.au/plans-for-your-area/priority-growth-areas-and-precincts/st-leonards-and-crows-nest/crows-nest)

The result is that the proposed changes in the Willoughby LGA are limited to one site, being the State Government owned land at Lot 4B Herbert Street.

Figure 2. Lot 4B Site Identification Map



(Source: Lot 4B Herbert Street Urban Design and Planning Report, Prepared by Urbis for DPHI, p 15. Available via DPHI website: https://www.planning.nsw.gov.au/plans-for-your-area/priority-growth-areas-and-precincts/st-leonards-and-crows-nest/crows-nest)

Draft submission

Staff have reviewed the documents provided with the exhibition of the TOD Program, and have incorporated the areas of concerns, considering the feedback received to date relating to previous proposals for Lot 4B Herbert St, as well as the previous St Leonards and Crows Nest 2036 Plan. The concerns identified arise from both the proposed rezoning of Lot 4B Herbert St and the rezoning of land in North Sydney's and Lane Cove's Local Government Areas, given they are within the catchment for local infrastructure and will generate demand for infrastructure and services in the Willoughby LGA.

At time of publication of this report, staff are still finalising the draft submission. Issues considered include, urban design, overshadowing, open space provision, traffic and transport, community services and infrastructure, affordable housing, infrastructure funding, and ensuring orderly future development under the proposed controls.

The draft submission will be provided upon completion, in advance of Council's meeting.

5. RISKS AND OPPORTUNITIES

Should Council resolve not to make a submission or defer its decision preventing a submission being made in the exhibition period, there is a risk the concerns of Council and the community will not be appropriately considered before DPHI determines whether to proceed with its proposal.

The exhibition period provides an opportunity for Council to identify its areas of concern.

6. CONCLUSION

Council staff have considered previous feedback received from the community and issues including urban design, overshadowing, open space provision, traffic and transport, community services and infrastructure, affordable housing, infrastructure funding, and ensuring orderly future development under the proposed controls.

It is recommended that Council endorse the draft submission.

7. IMPLICATIONS COMMENT

City Strategy Outcome	3.5 Balance population growth and development with quality of life.
Business Plan Objectives, Outcomes / Services	Represent Council's views on planning matters including State Significant Development, legislative and policy changes.
Policy	The submission is consistent with Council's adopted plans and strategies.
Consultation	The public consultation period is from 16 July 2024 to 16 August 2024 and any submissions from Council or community members must be forwarded to the DPHI via their dedicated Have Your Say Page: https://www.planningportal.nsw.gov.au/draftplans/exhibition/crows-nest-tod-rezoning-proposal DPHI provided a briefing to Councilors on Wednesday 17 July 2024, a public webinar on Tuesday 30 July 2024, and Community in-person information sessions on Thursday 1 August 2024, and Tuesday 6 August 2024.
Risk	Should Council resolve not to make a submission or defer its decision preventing a submission being made in the exhibition period, there is a risk the concerns of Council and the community will not be appropriately considered before DPHI determines whether to proceed with its proposal.
Resource	The submission has been drafted using resources as a base budget activity.
Legal	Endorsement of the submission does not impact Council's legal risks or responsibilities.

Legislation	Endorsement of the submission is in accordance with Council's role and function under the *Local Government Act (1993)*.
Budget/Financial	Endorsement of the submission will have no direct impact on Council's budget or financial position.

12.8 DEVELOPMENT ASSESSMENT - QUARTER 4 (1 APRIL TO 30 JUNE 2024)

ATTACHMENTS:	**1. CLAUSE 4.6 VARIATIONS** **2. APPLICATIONS DETERMINED 1 APR TO 30 JUN 2024** **3. CURRENT DEVELOPMENT APPLICATIONS AS AT 1 JUL 2024**
RESPONSIBLE OFFICER:	**DYALAN GOVENDER, ACTING HEAD OF PLANNING**
AUTHOR:	**JULIA SONG, ADMINISTRATIVE OFFICER – PLANNING UNIT**
CITY STRATEGY OUTCOME:	**5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

To provide Council with details relating to development assessment for quarter 4 (1 April to 30 June 2024).

2. OFFICERS RECOMMENDATION

That Council receive and note:

1. **The variations to development standards and development applications determined under delegated authority during quarter 4 (1 April to 30 June 2024).**

2. **The current development applications list as at 1 July 2024.**

3. BACKGROUND

Quarterly reports are prepared for Council to note variations to development standards and applications determined under delegated authority (including those to be determined by the Sydney North Planning Panel) during that quarter.

This report presents Council with the results for quarter 4.

4. DISCUSSION

291 Development Applications were either lodged, under assessment or determined during quarter 4, out of which 10 were determined by either Willoughby Local Planning Panel, Sydney North Planning Panel or Land and Environment Court.

1 Development Application was withdrawn and therefore has been excluded from the total figures.

Variations to development standards
7 applications were approved with a variation to development standards, of these 1 was approved by Council staff under delegation. Details are provided in **Attachment 1.**

Development Applications determined under delegated authority
66 Development Applications were determined under delegated authority during quarter 4. **Attachment 2** provides details of these applications arranged by suburb.

A summary of Development Applications determined under delegated authority during quarter 4 is shown in Figure 1**.**

Figure 1: Development Application determinations under delegated authority – Q4

Area	Consent	Deferred Commencement	Refused	Rejected	Total
Artarmon	4	0	0	0	4
Castle Cove	1	0	0	0	1
Castlecrag	3	0	0	0	3
Chatswood	22	0	0	0	22
Chatswood West	0	0	0	0	0
Lane Cove North	2	0	0	0	2
Middle Cove	2	0	0	0	2
Naremburn	6	0	0	0	6
North Willoughby	5	0	0	0	5
Northbridge	8	0	0	0	8
Roseville	3	0	0	0	3
St Leonards	0	0	0	0	0
Willoughby	7	0	0	0	7
Willoughby East	3	0	0	0	3
Total	66	0	0	0	66

No Development Applications were refused under delegated authority during quarter 4.

Current development applications

214 development applications were under assessment as at 1 July 2024.
A summary of development applications (shown by approving authority) is shown in Figure 2.

Figure 2: Current development applications as at 1 July 2024

Development applications	
Delegation	166
Willoughby Local Planning Panel	25
Land and Environment Court	16
Sydney North Planning Panel	7
Total	214

In addition, 5 Planning Proposals Applications were either being assessed or progressed by Council, details of which are shown in **Attachment 3**.

5. RISKS AND OPPORTUNITIES

There are no risks or opportunities arising from the recommendations of this report.

6. CONCLUSION

The information for quarter 4 is now available for Council to note.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.1 – Be honest, transparent and accountable in all that we do
Business Plan Objectives, Outcomes / Services	To ensure appropriate planning principles are applied to all new development in order to achieve a liveable, sustainable and resilient city. To keep Councillors and the community informed in order to ensure transparency and confidence in the organisation.
Policy	There are no policy implications resulting from this report.
Consultation	Consultation is undertaken in accordance with Council's notification policy.
Risk	Each assessment considers risks of the relevant development and conditions the applications appropriately.
Resource	Assessments are undertaken within Council's operational budget.
Legal	There are no legal implications resulting from this report.
Legislation	Applications are assessed in accordance with the *Environmental Planning & Assessment Act 1979.*
Budget/Financial	Council's costs of assessing Development Applications are managed via Council's operational budget. The costs are partially offset by the income derived from application fees in accordance with Council's adopted fees and charges.

Clause 4.6 Variations - Apr to Jun 2024

DA No.	Address	Category of development	Zoning of land	Development standard to be varied	Justification of variation	Extent of variation	Concurring authority	Date DA Determined
DA-2023/182	272 Victoria Avenue CHATSWOOD	Commercial Retail Office	MU1	4.3. Height of buildings	1. Consistent with the objectives of standard and zone. 2. Adequate environmental planning grounds to justify breach of development standard. 3. Does not have unreasonable impacts on neighbour amenity and scenic qualities of locality. 4. Compatible with character and streetscape of locality. The proposed development breaches the height of buildings development standard by 500mm. Specifically, the breach relates to car park wall. The extent of the variation is 7.14%. The breach is a technical non-compliance as the existing car park wall contravenes the height of buildings development standard and the proposal is only seeking replacement material to this car park wall, to modernise the development. As such, the breach would not significantly intensify impacts to the surrounding properties so as to impose any adverse streetscape and/or amenity impacts with regard to the scale of the proposal. The submitted Clause 4.6 variation adequately demonstrates that the contravention to the height of buildings development standard is justified on appropriate planning grounds and satisfied the objectives of the development standard and the zone. In this regard, the proposed contravention to the height of building development standard can be supported.	7.14%, (500mm)	Court Approval	5/06/2024
DA-2022/310	73 Minimbah Road NORTHBRIDGE	Residential - Single new dwelling	C4	4.3. Height of buildings	1. Adequate environmental planning grounds to justify breach of development standard. 2. Does not have unreasonable impacts on neighbour amenity and scenic qualities of locality. i. The majority of the built form sits well below the 8.5m height plane, ii. The proposal complies with the maximum FSR for the site iii. At the point of non-compliance, the dwelling's maximum height is reduced from that of the existing dwelling. iv. The dwelling has been designed to comply with the height standard and the minor breach is a direct result of the steep topography at rear	5.4%, (0.459m)	Delegated Authority	17/05/2024
DA-2022/381	13 The Tor Walk CASTLECRAG	Residential - Alterations & Additions	C4	4.4A. Exceptions to floor space ratio	1. Consistent with the objectives of standard and zone 2. Does not have unreasonable impacts on neighbour amenity and scenic qualities of locality 3. No matters of State or regional planning significance raised 4. Proposal is in the public interest The site is unique, the available site area requires multiple storeys resulting in loss of functional floor space, the site is unable to provide storage space within a garage structure and the variation is minor.	2.96%, (6.4sqm)	Delegated Authority	10/06/2024

Clause 4.6 Variations - Apr to Jun 2024

DA No.	Address	Category of development	Zoning of land	Development standard to be varied	Justification of variation	Extent of variation	Concurring authority	Date DA Determined
DA-2023/102	2 Warners Avenue WILLOUGHBY	Residential - New multi unit	R3	4.3. Height of buildings	1. Consistent with the objectives of standard and zone 2. Adequate environmental planning grounds to justify breach of development standard 3. Bulk and scale compatible with surrounding area 4. No matters of State or regional planning significance raised. The fall of the site from the street, the existing site excavation and narrowness of the site create specific development constraints. Strict compliance would result in underdevelopment or an undesirable design outcome. The development is set well below street level, does not impact on the streetscape and no significant amenity impacts result from the breach of the height limit.	9.98%, (0.898m)	Delegated Authority	7/05/2024
DA-2022/393	3 Ellis Street CHATSWOOD	Commercial Retail Office	B4	4.3. Height of buildings	1. Adequate environmental planning grounds to justify breach of development standard 2. Compatible with character and streetscape of locality 3. Consistent with objectives of WDCP 4. Proposal is in the public interest. The submitted Clause 4.6 variation adequately demonstrates the non-compliance of maximum building height on appropriate planning grounds for the variation and adequately satisfy the objectives of the development standard and zone. The development breaches the height control as a consequence of the increased floor-to floor heights required for non-residential uses on the podium levels of the building. The variation is minor and will not be visible or discernible from adjacent properties or the public domain.	1.14%, (0.5m)	WLPP	30/04/2024
DA-2023/268	135-145 Sailors Bay Road NORTHBRIDGE	Commercial Retail Office	E1	4.4. Floor space ratio	1. Consistent with the objectives of standard and zone. 2. Adequate environmental planning grounds to justify breach of development standard. 3. Adequate environmental planning grounds to justify breach of development standard. 4. No matters of State or regional planning significance raised. The change of use from community facility to commercial premises changes the calculation of FSR under WLEP 2012. However, the proposed FSR was approved in 1994 when community facility floor space was not excluded from the calculation of FSR. The current application does not change the FSR approved in the original development application.	1%, (58sqm)	WLPP	14/05/2024
DA-2024/5	197 Edinburgh Road CASTLECRAG	Residential - Alterations & Additions	C4	4.4. Floor space ratio, 4.4A. Exceptions to floor space ratio	1. Adequate environmental planning grounds to justify breach of development standard. 2. Bulk and scale compatible with surrounding area. 3. Does not have unreasonable impacts on neighbour amenity and scenic qualities of locality. Existing non-compliance to FSR. The proposal results in more compliant development which involves alterations and additions to the existing dwelling, reducing the GFA by more than 110sqm and improving deep soil planting.	7.5%, (173.1sqm)	WLPP	18/06/2024

APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY BETWEEN 1 APRIL AND 30 JUNE 2024 ATTACHMENT 2

DA No	Address			Proposal	Determination	Lodge Date	Determination Date
2024/41	1	Frederick Street	ARTARMON	Proposed internal fitout of existing retail tenancy and associated works.	Consent	20/02/2024	10/04/2024
2016/344/B	70	Hampden Road	ARTARMON	Modify existing consent to amend the internal layout of the shop top dwellings and changes to the garage and associated works.	Consent	6/12/2023	15/04/2024
2024/10	43	Hotham Parade	ARTARMON	Construction of new front façade, erection of replacement illuminated signage to industrial building, and associated works.	Consent	16/01/2024	18/04/2024
2015/418/C	36	Cleland Road	ARTARMON	Modify original proposal to include removal of three trees, construct a retaining wall, amend the garage level, and associated works.	Consent	6/03/2024	6/05/2024
2023/330	28	Cammaray Road	CASTLE COVE	Internal and external alterations and additions to the existing dwelling; including, construction of a new garage, upgrade driveway, refurbish existing swimming pool and associated works.	Consent	19/12/2023	29/04/2024
2023/333	47	Sunnyside Crescent	CASTLECRAG	Alterations and additions to the existing dwelling, with new first floor bedrooms, en-suite, a new ground floor powder room, an extended single garage and rear yard landscaping works.	Consent	22/12/2023	4/06/2024
2022/381	13	The Tor Walk	CASTLECRAG	Alterations and additions to existing dwelling including extension of existing ground floor entry and roof, extend existing deck, spa and associated works	Consent	9/12/2022	10/06/2024
2023/143	164	Edinburgh Road	CASTLECRAG	Internal and external alterations and additions to existing dwelling and associated works.	Consent	14/06/2023	21/06/2024
2023/247	38	Dalrymple Avenue	CHATSWOOD	Alterations and additions to existing dwelling, changes to internal layout, rear deck and alfresco area and associated works.	Consent	7/09/2023	3/04/2024
2016/377/D	6	Blakesley Street	CHATSWOOD	Modify consent to allow reconstruction of building elements that were required to be retained as part of the original approval.	Consent	12/01/2024	8/04/2024
2024/16	42	Robinson Street	CHATSWOOD	Alterations and additions to existing dwelling and associated works, including removal of a tree.	Consent	24/01/2024	18/04/2024
2022/305/C	345	Victoria Avenue	CHATSWOOD	Modify condition 1 and original proposal to include changes to external façade, awnings and associated works.	Consent	10/01/2024	18/04/2024
2023/313	15	Dowel Street	CHATSWOOD	Alterations and first floor addition to existing dwelling, double garage and associated works.	Consent	27/11/2023	22/04/2024

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

DA No	Address			Proposal	Determination	Lodge Date	Determination Date
2022/162/B	9	Blakesley Street	CHATSWOOD	Modify existing consent to replace roof tiling of existing dwelling and increase the ceiling height and roof height of the proposed rear addition	Consent	13/12/2023	23/04/2024
2017/469/B	401	Mowbray Road West	CHATSWOOD	Removal of Tree 2 and replacement planting	Consent	22/01/2024	3/05/2024
2017/469/C	401	Mowbray Road West	CHATSWOOD	Modify original proposal to Condition 93, regarding hours of operation to 7.00am to 7.00pm on weekdays.	Consent	22/01/2024	8/05/2024
2021/358/A	15	Park Avenue	CHATSWOOD	Modify original proposal to include changes to roof height and shape, ceiling, addition of a fixed window and associated works.	Consent	2/04/2024	9/05/2024
2023/282	27	Kooba Avenue	CHATSWOOD	Alterations and additions to existing dwelling to include internal layout changes, new swimming pool, landscaping, external works and associated works.	Consent	13/10/2023	9/05/2024
2022/261/A	6	Fontaine Street	CHATSWOOD	Modify original proposal to include changes to windows, rear wall, and extend swimming pool fencing.	Consent	1/02/2024	22/05/2024
2017/376/B	28	Archer Street	CHATSWOOD	Modify original proposal to include changes to internal layouts, reduction in basement footprint, removal of cold water pump room & fire pump room, relocation of bin room, location change of motorbike parking and associated works	Consent	12/03/2024	24/05/2024
2024/26	446	Victoria Avenue	CHATSWOOD	Addition of a mezzanine level to existing RSL premises and associated works.	Consent	5/02/2024	30/05/2024
2023/255	63	Macquarie Street	CHATSWOOD	New carport and associated works.	Consent	20/09/2023	30/05/2024
2022/329/A	35	View Street	CHATSWOOD	Modify the original proposal to allow the addition of new balconies, internal changes, and reduce the scope of works within the approved building envelope, including retaining existing walls and retaining walls, and associated works.	Consent	10/04/2024	3/06/2024
2023/322	5	Nea Street	CHATSWOOD	Alterations and additions to existing dwelling including rear ground floor extension, rear deck with operable pergola roof, and associated works.	Consent	8/12/2023	5/06/2024
2023/207	4	Dardanelles Road	CHATSWOOD	Alteration and two storey addition at the rear of the existing dwelling, and associated works.	Consent	10/08/2023	17/06/2024
2024/84	9	Cramer Crescent	CHATSWOOD	New swimming pool, landscaping , retaining walls and associated works.	Consent	29/04/2024	18/06/2024

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

DA No	Address			Proposal	Determination	Lodge Date	Determination Date
2023/190/A	11	Darling Street	CHATSWOOD	Delete Conditions of Consent No. 6, 36, 37, 38, 39, 40 and 45, relating to water tank.	Consent	4/04/2024	19/06/2024
2024/22	372	Eastern Valley Way	CHATSWOOD	Use and internal fit-out of an industrial unit for the purpose of a gymnasium (recreation facility – indoor) and associated business identification signage	Consent	2/02/2024	20/06/2024
2024/31	141	Victoria Avenue	CHATSWOOD	Consolidate three existing commercial/shop premises, and internal and external alterations and additions to create one tenancy comprising a Chemist.	Consent	14/02/2024	25/06/2024
2022/305/D	345	Victoria Avenue	CHATSWOOD	Amend the design of Victoria Avenue entrance, alterations to internal layout, carparking, landscaping and minor changes to associated flood gate design.	Consent	17/04/2024	26/06/2024
2023/205	7	Bailey Avenue	LANE COVE NORTH	Alterations and two storey addition at the rear of the existing dwelling, and associated works.	Consent	9/08/2023	5/04/2024
2022/358/A	497	Mowbray Road West	LANE COVE NORTH	Amendments to approved deck size and height, addition of new awning over rear deck and associated works.	Consent	12/02/2024	20/05/2024
2023/223	1	Greenfield Avenue	MIDDLE COVE	Alterations and addition of two bedrooms to an existing detached dual occupancy dwelling, and associated works which include, relocation of rainwater tanks; new shade structure over an existing car parking space; and, removal of four trees.	Consent	23/08/2023	3/04/2024
2021/361/A	59	Rembrandt Drive	MIDDLE COVE	Retain existing driveway, convert existing carport to garage, delete proposed carport and swimming pool	Consent	14/02/2024	8/04/2024
2021/139/A	1	Donnelly Road	NAREMBURN	Modify original proposal to delete garage and fencing, and alter the layout and size of the secondary dwelling.	Consent	18/01/2024	2/04/2024
2024/7	21	Slade Street	NAREMBURN	Construction of pergola to existing dwelling and associated works	Consent	11/01/2024	12/04/2024
2024/14	10	Rhodes Avenue	NAREMBURN	Alterations and additions to existing dwelling, including: new front fence; rear awning with skylights; new cabana; reduce size of existing swimming pool; tree removal; and, associated works.	Consent	24/01/2024	18/04/2024
2024/20	15	Plunkett Street	NAREMBURN	Alterations and additions to rear of existing dwelling, new garage with loft, tree removal, and associated works.	Consent	29/01/2024	26/04/2024
2023/314	12	Merrenburn Avenue	NAREMBURN	Reconstruct the front fence, new pedestrian gate, sliding gate across the driveway and new pergola, and associated works.	Consent	27/11/2023	30/04/2024

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

DA No	Address			Proposal	Determination	Lodge Date	Determination Date
2023/280	7	Rhodes Avenue	NAREMBURN	Alterations and first floor and rear addition to existing dwelling, carport, swimming pool and deck, fencing, landscaping and associated works.	Consent	12/10/2023	10/05/2024
2022/233/A	27	Laurel Street	NORTH WILLOUGHBY	Modify original proposal to amend the internal layout and external changes to the existing dwelling, including retaining the existing bay window, remove the external stairs and associated works.	Consent	10/01/2024	3/05/2024
2023/204	29	Laurel Street	NORTH WILLOUGHBY	Strata title subdivision and associated works of two lots of a heritage item.	Consent	9/08/2023	8/05/2024
2010/546/C	35	McClelland Street	NORTH WILLOUGHBY	Modify original proposal to reduce size of rainwater tanks.	Consent	25/01/2024	15/05/2024
2023/263	26	Crabbes Avenue	NORTH WILLOUGHBY	Addition of three (3) balconies to the independent living units (B401, B402, B403) on Level 4 at Building B, modification to configuration of units at this level, and to the roofline.	Consent	25/09/2023	14/06/2024
2023/329	46	Hollywood Crescent	NORTH WILLOUGHBY	Demolition of existing garage, construction of storage room, alterations to the porch and front fence, and associated works.	Consent	19/12/2023	18/06/2024
2023/54/A	34	Calbina Road	NORTHBRIDGE	Modify consent to allow changes to the carport and amend condition 5 relating to Bushfire Protection.	Consent	14/02/2024	8/04/2024
2022/310	73	Minimbah Road	NORTHBRIDGE	Demolition of existing dwelling, construction of new dwelling including double car garage, swimming pool, inclinator and associated works.	Consent	28/09/2022	17/05/2024
2022/266/A	27	Weemala Road	NORTHBRIDGE	Modify original proposal to include relocation of swimming pool, changes to landscaping, steps to garden and associated works.	Consent	14/12/2023	22/05/2024
2015/559/C	6	Byora Crescent	NORTHBRIDGE	Modify existing consent to delete Conditions 5 and 40 relating to bushfire construction standards. The subject site is not on Bushfire Prone land.	Consent	19/03/2024	23/05/2024
2023/295	8	Weemala Road	NORTHBRIDGE	Demolition of existing structures (except for the pool), construct new three-storey dwelling, and associated works.	Consent	9/11/2023	27/05/2024
2022/107/A	205	Sailors Bay Road	NORTHBRIDGE	Modify original proposal to delete proposed driveway widening and kerb works and retain existing.	Consent	15/04/2024	4/06/2024
2024/32	24	Strathallen Avenue	NORTHBRIDGE	Alterations and additions to existing dwelling, and associated works.	Consent	14/02/2024	4/06/2024

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

DA No	Address			Proposal	Determination	Lodge Date	Determination Date
2022/297	41	Upper Cliff Avenue	NORTHBRIDGE	Demolition of existing dwelling and structures and construction of new three storey dwelling with basement, double carport, swimming pool, landscaping and associated works.	Consent	21/09/2022	13/06/2024
2011/185/E	52	Findlay Avenue	ROSEVILLE	Modify original proposal to include internal alterations and additions, addition of two bathrooms, lift, relocate existing balcony, main gates and associated works.	Consent	1/03/2024	15/05/2024
2020/245/B	78	Macquarie Street	ROSEVILLE	Delete Conditions of Consent No. 15 and 17 relating to stormwater management and OSD/rainwater tank.	Consent	28/03/2024	27/05/2024
2021/395/A	39	Darling Street	ROSEVILLE	Modify original proposal to include reinstating the existing brick chimney and new chimney to proposal fireplace, skylight, internal alterations to first floor and associated works.	Consent	12/03/2024	6/06/2024
2024/35	7	Armstrong Street	WILLOUGHBY	Construct a new vehicle crossover and hard stand car space in front of the property.	Consent	14/02/2024	4/04/2024
2022/132/A	25	Chiltern Road	WILLOUGHBY	Modify existing consent to amend vehicular crossing and related conditions 8 & 33	Consent	11/01/2024	9/04/2024
2023/277	30	Wallace Street	WILLOUGHBY	New carport and associated works.	Consent	6/10/2023	23/04/2024
2024/43	1	Remuera Street	WILLOUGHBY	Subdivision of existing dual occupancy in to two lots.	Consent	21/02/2024	30/04/2024
2023/102	2	Warners Avenue	WILLOUGHBY	Demolition of existing structures and construction of multi unit dwelling houses consisting of 5 (five) dwellings, basement car parking, terraces, landscaping and associated works.	Consent	14/04/2023	7/05/2024
2022/247/A	90	Sydney Street	WILLOUGHBY	Modify original proposal to include correction to approved subdivision plans, modify condition 1, 2 and 25, reduce handle width, driveway crossing, provide separate driveway crossing for lot 1 and associated works.	Consent	26/03/2024	24/05/2024
2021/300/D	452	Willoughby Road	WILLOUGHBY	Modify original proposal to include amalgamation of 20 units to 10 units in Block B and C and provide 154 units comprising of five separate buildings over basement car parking and associated works.	Consent	6/03/2024	31/05/2024
2023/225	21	Robert Street	WILLOUGHBY EAST	Alterations and additions to existing semi-detached dwelling and associated works.	Consent	25/08/2023	17/04/2024

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

DA No	Address			Proposal	Determination	Lodge Date	Determination Date
2022/332/A	3	Laurel Street	WILLOUGHBY EAST	Modify original proposal to allow internal and external alterations, including relocating the rainwater tank, changes to windows and balconies, removal of planters and associated works.	Consent	8/01/2024	21/05/2024
2024/73	31	Third Avenue	WILLOUGHBY EAST	New carport, vehicular crossing, front fence, pergola at the rear of the dwelling and associated works.	Consent	2/04/2024	7/06/2024

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

CURRENT DEVELOPMENT APPLICATIONS AS AT 1 JULY 2024 ATTACHMENT 3

KEY:
Determining Authority

Delegated Authority | Willoughby Local Planning Panel | Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2022/267	25/08/2022	8A Deepwater Road CASTLE COVE NSW 2069.	Being Assessed by Development Officer	Demolition of existing dwelling and outbuildings and construction of new dual occupancy with double garages, alteration to existing swimming pool, landscaping and associated works.	Ms Sohila Fateemeh Vatandoust	Delegated Authority
2023/11/A	15/12/2023	69 Neerim Road CASTLE COVE NSW 2069.	Being Assessed by Development Officer	Modify existing consent and associated works	Ursino Architects	Delegated Authority
2024/70	28/03/2024	101 Neerim Road CASTLE COVE NSW 2069.	Being Assessed by Development Officer	Alterations and additions to existing dwelling and associated works.	Mr Dirk Meinecke	Delegated Authority
2022/365	21/11/2022	56 Headland Road CASTLE COVE NSW 2069.	Under Appeal in the Land & Environment Court	Demolition of existing dwelling and construction of new dwelling house, swimming pool and associated works.	Minto Planning Services Pty Ltd	Land & Environment Court
2023/134	25/05/2023	6 The Scarp CASTLECRAG NSW 2068.	Being Assessed by Development Officer	New two storey dwelling house, garage, landscaping to include tree removal, convert existing garage to storage and associated works.	Mr Robert Lepre	Delegated Authority
2023/281	12/10/2023	39 The Scarp CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Construction of a new dwelling house, secondary dwelling, workshop, tree removal, detached carport, car crossing landscaping and associated works.	Mr Lester Clifford	Delegated Authority
2022/298	23/09/2022	14 Albert Avenue CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Demolition of existing structures and construction of a new part two storey premises to conduct the operation of a health consulting room, tree removal, fencing and associated works.	N27 Architects	Delegated Authority
2023/121	11/05/2023	18 Kareela Road CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and additions to existing Heritage Item and associated works.	Nimbus Architecture and Heritage	Delegated Authority
2023/256	21/09/2023	629 Pacific Highway CHATSWOOD NSW 2067.	Stop the Clock - additional information required	Integrated Development - Demolition of existing structures and construction of a 27 storey mixed use development consisting of 2 levels of retail/commercial, 25 storeys of 53 residential units, five levels of basement parking and associated works.	Polytec Australia Four Pty Ltd	Delegated Authority

CURRENT DEVELOPMENT APPLICATIONS AS AT 1 JULY 2024 ATTACHMENT 3

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Delegated Authority | Willoughby Local Planning Panel | Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2023/312	24/11/2023	22 Hercules Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Internal alterations and first floor addition to existing dwelling and associated works.	In and Out Pty Ltd Architects	Delegated Authority
2023/176	10/07/2023	688 Pacific Highway CHATSWOOD NSW 2067.	Under Appeal in the Land & Environment Court	The application is identified as nominated integrated development requiring approval from WaterNSW pursuant to s90 Water Management Act 2000 - WLPP- Demolition of existing structures and construction of 7 storey shop top housing development comprising 3 basement levels of carparking, ground floor retail and commercial tenancy and 33 residential dwellings.	D.R. Design (Nsw) Pty Limited	Land & Environment Court
2023/253	15/09/2023	18 Smith Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Demolition of existing structures and construction of a two storey premises to operate a 24 hour 7 days a week McDonald's takeaway food and drink premises to include 26 car parking spaces, landscaping, signage and associated works.	SLR Consulting Australia Pty Ltd	Willoughby Local Planning Panel
2024/30	13/02/2024	20 Rembrandt Drive MIDDLE COVE NSW 2068.	Being Assessed by Development Officer	First floor addition and alterations and to existing dwelling to include enlarge existing deck, cladding, replace roof tiles to sheet metal, reconfiguration of windows, new detached studio in rear yard and associated works.	Incidental Architecture	Delegated Authority
2020/8/A	24/04/2024	2 Coolawin Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Modify original proposal to include changes to the façade, window type and sizes, internal alterations and additions and associated works.	Wey Group Pty Ltd	Delegated Authority
2024/24	5/02/2024	94 Cliff Avenue NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Demolition of existing dwelling and ancillary structures and construction of a new dwelling, double garage, swimming pool, landscaping and associated works.	Daniel Barber	Delegated Authority
2019/391/A	15/03/2024	11 Minnamurra Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Modify existing consent regarding internal modifications to second floor and associated works.	Ms Vanessa Jane Bradburn	Willoughby Local Planning Panel
2022/379	8/12/2022	62 Minnamurra Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Alterations and additions to existing dwelling and associated works	Brewer Architects Pty Ltd	Willoughby Local Planning Panel

CURRENT DEVELOPMENT APPLICATIONS AS AT 1 JULY 2024 ATTACHMENT 3

KEY:
Determining Authority

Delegated Authority | Willoughby Local Planning Panel | Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2023/146	16/06/2023	72 Minnamurra Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Demolition of existing dwelling, construction of dwelling, double garage with turntable, landscaping, reconstruction of viewing platform and associated works.	Michael E and C Megan Jones Pty Ltd	Willoughby Local Planning Panel
2023/265	26/09/2023	539 Willoughby Road WILLOUGHBY NSW 2068.	Under Appeal in the Land & Environment Court	Demolition of existing structures and construction of mixed use shop top housing consisting of commercial space, residential units, car parking, landscaping, strata subdivision and associated works.	Willoughby Road Pty Ltd	Land & Environment Court
2022/376/A	21/02/2024	47 Hotham Parade ARTARMON NSW 2064.	Being Assessed by Development Officer	Modify original proposal to include addition of internal stairs to warehouses for mezzanine access, office spaces to warehouses, level 1 and level 2 wall adjustments and finishes and associated works.	BJB Architects	Delegated Authority
2023/323	12/12/2023	132 Hampden Road ARTARMON NSW 2064.	Being Assessed by Development Officer	Alterations and additions to existing two storey mixed use building for a ground floor dental practice and first floor extension to existing residence and associate works.	Stephen K Yu & Associates Pty Ltd	Delegated Authority
2023/273	3/10/2023	64 Hampden Road ARTARMON NSW 2064.	Being Assessed by Development Officer	Demolition of existing structures and construction of a new 5 storey shop-top housing consisting of commercial premises to ground floor, 18 apartments, communal open space, car parking with car lift, car turntable and associated works.	Sjb Architecture	Willoughby Local Planning Panel
2024/74	2/04/2024	338 Mowbray Road ARTARMON NSW 2064.	Being Assessed by Development Officer	Alterations and additions to the existing building for proposed Child Care centre with basement car parking, landscaping and associated works.	Artmade Architectural	Willoughby Local Planning Panel
2024/28	12/02/2024	39 The Tor Walk CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Demolition of existing dwelling, garage and driveway and construction of a new dwelling, detached garage, swimming pool and related landscaping.	Ingham Planning Pty Ltd	Delegated Authority
2024/17	25/01/2024	100 Edinburgh Road CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Demolition of all structures on site to include shopping centre, basement car parking area and associated works.	Project Edinburgh Pty Ltd	Willoughby Local Planning Panel
1999/682/A	6/12/2023	552-554 Pacific Highway CHATSWOOD NSW 2067.	Stop the Clock - additional information required	Modify existing consent (DA 1999/682) regarding landscaping involving general remediation on roof and private balconies, planter box replacement and associated works.	Turnbull Planning International Pty Ltd	Delegated Authority

CURRENT DEVELOPMENT APPLICATIONS AS AT 1 JULY 2024 ATTACHMENT 3

KEY:
Determining Authority

Delegated Authority | Willoughby Local Planning Panel | Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2023/213	15/08/2023	128A Beaconsfield Road CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Construction of new dual occupancy with detached carport , driveway, retaining walls, tree removal and landscaping and associated works.	Watermark Chatswood Partnership	Delegated Authority
2023/237	5/09/2023	9-11 Nelson Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Integrated Development - Demolition of existing structures, construction of 27 storey mixed-use development, basement carparking, two storey commercial podium, 2 residential towers consisting of 193 apartments, communal open space, landscaping and associated works.	9-11 Nelson St Pty Ltd	Delegated Authority
2024/40	20/02/2024	128 Ashley Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations to existing dwelling including demolition of existing carport, brick extension with deck and construction of new dwelling, landscaping and associated works.	D.R. Design (Nsw) Pty Limited	Delegated Authority
2023/217	18/08/2023	3 Ellis Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Demolition of the existing residential flat building and all structures, tree removal, existing footings and site clearing.	Mpg Au Pty Ltd	Willoughby Local Planning Panel
2023/235	4/09/2023	30 Oxley Street NAREMBURN NSW 2065.	Being Assessed by Development Officer	Subdivision of site to create 2 new lots from existing 3 lots, alterations and additions to existing dwelling house and construction of new dwelling house and associated works.	Ms Catherine Finlay	Willoughby Local Planning Panel
2023/192	28/07/2023	45 Neeworra Road NORTHBRIDGE NSW 2063.	Stop the Clock - additional information required	Demolition of existing dwelling and structures and construction of a new two and three storey dwelling, double carport, driveway, remediation of existing swimming pool, access steps, fencing and associated works.	Castlepeake Consulting Pty Ltd	Delegated Authority
2024/106	29/05/2024	57 Strathallen Avenue NORTHBRIDGE NSW 2063.	On Notification for public comment	Integrated Development- Demolition of existing structures and excavation works and construction of shop top housing consisting of retail tenancies, residential apartments and basement car parking, landscaping, public through site link and associated works. The application is identified as nominated integrated development requiring approval from Water NSW pursuant to s90 the Water Management Act 2000.	Sjd Nb Pty Ltd	Delegated Authority

CURRENT DEVELOPMENT APPLICATIONS AS AT 1 JULY 2024

ATTACHMENT 3

KEY:
Determining Authority

Delegated Authority | Willoughby Local Planning Panel | Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2022/367/A	19/12/2023	97 Ashley Street ROSEVILLE NSW 2069.	Being Assessed by Development Officer	Modify original proposal to include internal alterations and additions, attic level above first floor, changes to roof, cabana and swimming pool area, pruning of tree 2 and 3, delete condition 12 and 30 requirement to transplant existing Phoenix Palm and associated works.	Minto Planning Services Pty Ltd	Delegated Authority
2023/321	6/12/2023	50 William Street ROSEVILLE NSW 2069.	Being Assessed by Development Officer	Demolition of existing dwelling, erection of new dwelling, swimming pool, landscaping and associated works	Ms Tiantian Li	Delegated Authority
2023/267	27/09/2023	462 Willoughby Road WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Construction of 5 storey residential flat building with basement car parking, landscaping and associated works.	Metropoint Group Pty Ltd	Delegated Authority
2024/12	22/01/2024	443 Willoughby Road WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Alterations and additions to existing building and establishment of child care centre and associated works.	Think Planners Pty Ltd	Willoughby Local Planning Panel
2023/74	13/03/2023	7-9 Wilkes Avenue ARTARMON NSW 2064.	Being Assessed by Development Officer	Shop fit-out and occupation of existing premises to a tattoo parlour and associated works.	Oneten Art Pty Ltd	Delegated Authority
2024/77	5/04/2024	1 Deepwater Road CASTLE COVE NSW 2069.	Being Assessed by Development Officer	Subdivision of existing dual occupancy in to two separate lots.	Mr David Baillie	Delegated Authority
2024/19	29/01/2024	849 Pacific Highway CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Demolition and removal of existing buildings and structures, site improvements and the removal of vegetation	BB Wilson Property Pty Limited	Delegated Authority
2024/34	14/02/2024	446 Victoria Avenue CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and additions to existing RSL premises to include new front façade, replacement of windows, signage, cladding, metal screens and louvres, awning and associated works.	Damian O'Toole Town Planning Pty Ltd	Delegated Authority
2024/94	9/05/2024	42 Eddy Road CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Subdivision of existing semi attached duplex.	Mr Wing Kam Lai	Delegated Authority

CURRENT DEVELOPMENT APPLICATIONS AS AT 1 JULY 2024 ATTACHMENT 3

KEY:
Determining Authority

☐ Delegated Authority ☐ Willoughby Local Planning Panel ☐ Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2024/100	14/05/2024	130-138 Archer Street ROSEVILLE NSW 2069.	Being Assessed by Development Officer	Proposed strata subdivision of a Multi-Dwelling Housing Development into 42 lots and common property.	Mecone Group Pty Ltd	Delegated Authority
2020/347/C	23/02/2024	1 Warners Avenue WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Relocation of the staircase located at north-western corner of the site and the width of the planter box to be narrowed to allow for walkway access to the common area to ensure protection of the existing tree.	Winim Funds Management Pty Ltd	Delegated Authority
2024/62	19/03/2024	Hampden Road ARTARMON NSW 2064	Being Assessed by Development Officer	Installation of additional lighting upon the existing fence posts along Tennis Court 4	Ssmg Voyager Operations Pty Limited	Willoughby Local Planning Panel
2019/300/B	1/05/2024	83 Neerim Road CASTLE COVE NSW 2069.	On Notification for public comment	Modifications to the development consent plans detailed including reconfiguration of approved internal areas, relocation of approved windows, and a new balcony/terrace contained within the approved building envelope.	MHN Design Union Pty Ltd	Delegated Authority
2024/4	8/01/2024	55 Headland Road CASTLE COVE NSW 2069.	Stop the Clock - additional information required	Construction of a new dwelling, house, carport, tree removal, landscaping and associated works.	Peter Glynn Rogers	Delegated Authority
2018/393/A	7/10/2022	7B The Tor Walk CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Modification to approved boatshed, retaining walls and piles locations.	Land and Marine Engineering Consulting	Delegated Authority
2022/273/A	20/02/2024	107 The Bulwark CASTLECRAG NSW 2068.	Stop the Clock - additional information required	Modify existing consent by removing old roof tiles and replacing with metal roofing and associated works.	Anthony Brown and Mrs Justine Rebecca Brown	Delegated Authority
2022/273/B	22/05/2024	107 The Bulwark CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Modify original proposal to include excavation, internal alterations and additions, new windows, stormwater management and associated works.	Beth Hodgson	Delegated Authority
2022/161/C	27/02/2024	871 Pacific Highway CHATSWOOD NSW 2067.	Stop the Clock - additional information required	Proposed development, installation of condensers units at Basement Levels, relocation of plant services and equipment, change to apartment mix and changes at roof level to reflect these changes	Goldfields Chatswood No.2 Pty Ltd	Delegated Authority

CURRENT DEVELOPMENT APPLICATIONS AS AT 1 JULY 2024 ATTACHMENT 3

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Determining Authority

Delegated Authority | Willoughby Local Planning Panel | Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2023/320	5/12/2023	57-61 Archer Street CHATSWOOD NSW 2067.	Stop the Clock - additional information required	The application seeks approval for early works including excavation, shoring and tree removal to facilitate future mixed-use development. The application is identified as Nominated Integrated Development requiring approval from Water NSW pursuant to s91 of Water Management Act 2000.	Coronation Property Co. Pty Ltd	Delegated Authority
2023/328	15/12/2023	57-61 Archer Street CHATSWOOD NSW 2067.	Stop the Clock - additional information required	Demolition of existing non-significant buildings and retention of Heritage Item.	Coronation Property Co. Pty Ltd	Delegated Authority
2023/44	21/02/2023	7 Milton Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Demolition of existing structures and construction of new dual occupancy with ancillary structures and associated works.	Ted Quinton Architecture	Delegated Authority
2017/467/A	6/07/2023	211 Victoria Avenue CHATSWOOD NSW 2067.	Under Appeal in the Land & Environment Court	Modification to the approved residential flat building including changes to internal layouts of units, provision of additional floor to floor heights to satisfy ADG and enhance buildability and associated works.	Agilean Group	Land & Environment Court
2018/438/A	4/06/2024	41 Farran Street LANE COVE NORTH NSW 2066.	On Notification for public comment	Modify original proposal to include internal layout changes, signage, car parking space, new hydrant point and wall, removal of solar panels, addition of timber stairs and landing, metal roof, addition of two new shade sails, modification and deletion of conditions and associated works.	Presbyterian Ladies College	Delegated Authority
2023/90	29/03/2023	1 Chowne Place MIDDLE COVE NSW 2068.	Being Assessed by Development Officer	Demolish existing carport and construction of a new dwelling house and carport to create a dual occupancy with driveway, landscaping and associated works	Smith & Tzannes	Delegated Authority
2024/102	17/05/2024	51A Market Street NAREMBURN NSW 2065.	Being Assessed by Development Officer	Alterations and additions to semi-detached dwelling to include internal layout changes, excavation to create lower ground floor area, new front fence, construction of a carport structure, installation of a front fence landscaping, and associated works.	Ms Toni Deanne Walter	Willoughby Local Planning Panel
2019/356/B	28/03/2024	76 Minnamurra Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Modify original proposal to include relocation of swimming pool, equipment storage, cabana stairs, changes to landscaping and associated works.	Michael E and C Megan Jones Pty Ltd	Delegated Authority

CURRENT DEVELOPMENT APPLICATIONS AS AT 1 JULY 2024 ATTACHMENT 3

KEY:
Determining Authority

Delegated Authority | Willoughby Local Planning Panel | Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2021/123/A	23/02/2024	46 Eastern Valley Way NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Internal and external changes to approved development including modifications to RL's, gross floor area, landscaping and associated works.	WINIM Developments Pty Ltd	Delegated Authority
2022/145/A	13/06/2024	86 Kameruka Road NORTHBRIDGE NSW 2063.	On Notification for public comment	Modify original proposal to include reconstruction of walls to the front of the garage level and ground floor perimeter and associated works.	Mrs Anna Kashubskaya	Delegated Authority
2024/107	31/05/2024	13 Neeworra Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Demolition of existing dwelling and swimming pool and construction of a dwelling house and swimming pool , landscaping and associated works.	Blackwattle Planning	Delegated Authority
2020/238	1/10/2020	131 Sailors Bay Road NORTHBRIDGE NSW 2063.	Under Appeal in the Land & Environment Court	Adaptive conversion of the existing building into shop top housing, including additional level	Helm Properties	Land & Environment Court
2022/346	31/10/2022	2 Clafton Avenue NORTHBRIDGE NSW 2063.	Under Appeal in the Land & Environment Court	Alterations and additions to existing dwelling including enclosure of existing deck, new roof over BBQ area and front balcony and associated works.	Bentley Design	Land & Environment Court
2022/34	24/01/2022	90 Eastern Valley Way WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Demolition of structures at 90-96 Eastern Valley Way and construction of 14 townhouses, basement car parking, landscaping and associated works - AMENDED PLANS	Norvista P4 Pty Ltd	Willoughby Local Planning Panel
2024/109	3/06/2024	22 Stafford Road ARTARMON NSW 2064.	On Notification for public comment	Alterations and additions to existing dwelling including landscaping and associated works	Minto Planning Services Pty Ltd	Delegated Authority
2024/49	6/03/2024	13 Pyrl Road ARTARMON NSW 2064.	Being Assessed by Development Officer	Alterations and additions to existing dwelling including ground floor dwelling extension, new pavilion, garage, plunge pool, reinstate open front verandah and associated works.	Dieppe Design Pty Ltd	Delegated Authority
2024/90	6/05/2024	20 Carlos Road ARTARMON NSW 2064.	Being Assessed by Development Officer	Demolition of existing rear pergola and addition of patio cover to rear of existing dwelling and associated works.	Hi-Craft Home Improvements Pty Ltd	Delegated Authority
2024/96	13/05/2024	30 Carlos Road ARTARMON NSW 2064.	Being Assessed by Development Officer	Alterations and additions to existing dwelling, new rear detached studio, retaining walls and associated works.	Mrs Geraldine Anne Carter	Delegated Authority

CURRENT DEVELOPMENT APPLICATIONS AS AT 1 JULY 2024 ATTACHMENT 3

KEY:
Determining Authority

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Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2024/116	14/06/2024	54 Cammaray Road CASTLE COVE NSW 2069.	On Notification for public comment	Extend garage internal dimension, reduce garage store area, widen existing garage door and associated works.	John Hepworth	Delegated Authority
2024/97	13/05/2024	10 Allambie Road CASTLE COVE NSW 2069.	Being Assessed by Development Officer	Subdivision of existing Dual Occupancy into Two Torrens Title lots	Cracknell & Lonergan Architects Pty Ltd	Delegated Authority
2024/110	4/06/2024	4 Saywell Street CHATSWOOD NSW 2067.	On Notification for public comment	Demolition of existing swimming pool, then infilled with Virgin Excavated Natural Materials and re-covered in grass and associated works.	Heavy Duty Enterprises Pty Ltd	Delegated Authority
2024/117	14/06/2024	3-5 Hart Street LANE COVE NORTH NSW 2066.	On Notification for public comment	Replacement of existing lift and associated works.	Callister Consulting	Delegated Authority
2024/78	8/04/2024	21 Hinkler Crescent LANE COVE NORTH NSW 2066.	Being Assessed by Development Officer	Alterations and additions to existing dwelling, including construction of a new carport, extension on the first floor level to creat a sunroom, new front fence and gate, platform lift, swimming pool, decking, retaining walls and associated works.	Liorra Projects Pty Ltd	Delegated Authority
2023/191	27/07/2023	15 The Quarterdeck MIDDLE COVE NSW 2068.	Being Assessed by Development Officer	Alterations and additions to enclose a terrace and extend a balcony on the ground floor level of the existing dwelling. Additional information submitted requesting variation to the Floor Space Ratio (FSR) Development Standard under Clause 4.6 under LEP.	Mr Stuart Douglas Archibald	Delegated Authority
2024/50	7/03/2024	7 Merrenburn Avenue NAREMBURN NSW 2065.	Being Assessed by Development Officer	Enclosure of 2 existing carports into garages, and the addition of two new carports erected over existing car hardstands and associated works.	Tesserarch Pty Ltd	Delegated Authority
2024/119	17/06/2024	6 Laguna Road NORTHBRIDGE NSW 2063.	On Notification for public comment	Demolition of existing pool, addition of a new swimming pool, rear cabana, landscaping, tree removal and associated works.	Abraham Nemra	Delegated Authority
2024/86	29/04/2024	17 Marana Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Alterations and additions to existing dwelling, internal layout changes, new deck over carport, covered entertainment terrace to pool area, new double carport, roof to front verandah and associated works.	Mr Paul David Burns	Delegated Authority

CURRENT DEVELOPMENT APPLICATIONS AS AT 1 JULY 2024 ATTACHMENT 3

KEY:
Determining Authority

☐ Delegated Authority ☐ Willoughby Local Planning Panel ☐ Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2024/80	11/04/2024	33 Wyvern Avenue ROSEVILLE NSW 2069.	Being Assessed by Development Officer	Alterations and additions to existing dwelling, new double carport, swimming pool, fencing, landscaping and associated works.	Andy's Home Design Pty Ptd	Delegated Authority
2021/139/B	19/06/2024	1 Donnelly Road NAREMBURN NSW 2065.	Being Assessed by Development Officer	Modify original proposal to include changes to colour schedule.	Es Drafting	Delegated Authority
2023/262	25/09/2023	14 Wyalong Street WILLOUGHBY NSW 2068.	Under Appeal in the Land & Environment Court	8.2 A Review - Demolition and construction of front fence, sliding driveway and pedestrian gate, vehicle parking space, tree removal and landscaping and associated works.	Mr Joshua Mark Dale	Land & Environment Court
2019/48/A	14/05/2024	33 Muttama Road ARTARMON NSW 2064.	Being Assessed by Development Officer	Modify original proposal to include changes to proposed swimming pool location, shape and height, addition of timber decking, relocate swimming pool equipment and associated works.	Outside Living Pty Ltd	Delegated Authority
2024/44	22/02/2024	14 Warrawee Avenue CASTLE COVE NSW 2069.	Being Assessed by Development Officer	Addition of a timber deck, pool coping extension, front fence, and associated works	Contour Landscape Architecture	Delegated Authority
2024/98	14/05/2024	10 Sunnyside Crescent CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Alterations and additions to existing dwelling to include rear extension in to existing outdoor covered area and associated works.	NSB DESIGN GROUP	Delegated Authority
2023/326	12/12/2023	6 Dardanelles Road CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and additions to the rear of the existing dwelling, alterations to the front fence to include a sliding gate, and associated works.	Robert Parisi Architecture & Design	Delegated Authority
2024/88	1/05/2024	822 Pacific Highway CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Replacement of existing apartment complex balustrades and associated works.	Rothshire Services Pty Ltd	Delegated Authority
2024/89	2/05/2024	21 Harwood Avenue CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and additions to existing dwelling all within the existing roof form including first floor level layout changes, new skylight windows and associated works.	Mr David Alexander Dwyer	Delegated Authority
2024/61	19/03/2024	5 Bellevue Street CHATSWOOD WEST NSW 2067.	Being Assessed by Development Officer	New swimming pool, new boundary fencing, retaining walls, front fence, landscapes works, tree removal and associated works.	Wisdom Landscapes	Delegated Authority

CURRENT DEVELOPMENT APPLICATIONS AS AT 1 JULY 2024 ATTACHMENT 3

KEY:
Determining Authority

☐ Delegated Authority ☐ Willoughby Local Planning Panel ☐ Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2015/309/B	28/05/2024	19 Greenfield Avenue MIDDLE COVE NSW 2068.	Being Assessed by Development Officer	Modify Condition 19 which refers to Bushfire Attack Level.	Graham Bakewell	Delegated Authority
2021/149/A	24/06/2024	26 Mitchell Street NAREMBURN NSW 2065.	On Notification for public comment	Modify original proposal to include changes to internal floor level, change from exposed brick finish to painted finish of front façade and associated works.	Sally Renay Dare	Delegated Authority
2022/337/A	4/06/2024	11 Central Street NAREMBURN NSW 2065.	Being Assessed by Development Officer	Delete Condition of Consent No. 5 relating to a window and 32 relating rainwater re-use.	Mr Nicholas Hugh Barry	Delegated Authority
2024/39	20/02/2024	19 Probate Street NAREMBURN NSW 2065.	Being Assessed by Development Officer	Demolition of existing timber shed, construction of new covered cabana, alteration to paved area around the swimming pool, and associated works.	North Side Pools	Delegated Authority
2024/95	10/05/2024	29 Northcote Street NAREMBURN NSW 2065.	Being Assessed by Development Officer	Alterations and ground floor rear addition to dwelling, replacement of exisitng carport, new swimming pool, landscaping, tree removal, rear terrace and associated works.	Simon Vaughan	Delegated Authority
2022/206/A	11/06/2024	146 High Street NORTH WILLOUGHBY NSW 2068.	On Notification for public comment	Modify original proposal to change the location of the approved swimming pool, remove one tree, demolish two outbuildings, and associated works.	Ms Yelena Smetannikov	Delegated Authority
2023/259	25/09/2023	10 Tyneside Avenue NORTH WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Removal and construction of gardens, tree removal, new front fence, hardstand parking space, vehicle crossing and associated works.	Right Angle Design and Drafting	Delegated Authority
2024/83	23/04/2024	11 Chaleyer Street NORTH WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Alterations and first floor addition to existing dwelling, rear deck with privacy screening, and associated works.	Modum Pty Ltd	Delegated Authority
2024/103	20/05/2024	61 Cliff Avenue NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	New swimming pool, decking, landscaping, tree removal, retaining walls and associated works.	Formed Gardens	Delegated Authority
2024/67	26/03/2024	43 Noonbinna Crescent NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Replacement of existing rear decking, balustrade, landing, stairs and associated works.	Structability Consulting Engineers	Delegated Authority

CURRENT DEVELOPMENT APPLICATIONS AS AT 1 JULY 2024 ATTACHMENT 3

KEY:
Determining Authority

☐ Delegated Authority ☐ Willoughby Local Planning Panel ☐ Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2024/8	15/01/2024	365 Sailors Bay Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Alterations and additions to existing dwelling including partial demolition, roofing, landscaping and associated works.	Mr Andrew James France	Delegated Authority
2022/168/A	7/03/2024	425 Penshurst Street ROSEVILLE NSW 2069.	Being Assessed by Development Officer	Modify original proposal to include relocation of three underground water tanks, comprising of one aboveground water tank and associated works.	Landpro Development Pty Ltd	Delegated Authority
2023/242	6/09/2023	3 Gorman Street WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Construction of eastern boundary privacy screen, modify front patio to enable water tank access, rear timber deck, remove west of dwelling concrete slab and associated works.	Building Approval Solutions	Delegated Authority
2022/229/A	31/05/2024	2-6 Second Avenue WILLOUGHBY EAST NSW 2068.	Being Assessed by Development Officer	S4.56 Amendments to the façade, building footprint, awning and associated works.	Metro NSWSPV 26 Pty Ltd	Delegated Authority
2024/75	2/04/2024	35 Second Avenue WILLOUGHBY EAST NSW 2068.	Being Assessed by Development Officer	Alterations and ground floor rear additions to existing dwelling, demolition of existing garage and rear shed, proposed new carport, rear alfresco area and assocaited works.	Sydesign	Delegated Authority
2024/81	11/04/2024	41 Fourth Avenue WILLOUGHBY EAST NSW 2068.	Being Assessed by Development Officer	Construction of swimming pool, landscaping including removal and replacement of three trees and associated works.	Hall & Hart Homes	Delegated Authority
2017/488/B	11/01/2022	75 Coolawin Road NORTHBRIDGE NSW 2063.	Under Appeal in the Land & Environment Court	Modify original proposal to including changes to dwelling floor slab, stairs, and reconstruction of walls from lower ground to first floor, pool floor level, roof and associated works.	Mrs Taleen Marcarian	Land & Environment Court
2024/76	4/04/2024	54 Hotham Parade ARTARMON NSW 2064.	Being Assessed by Development Officer	Occupation and fit out of the premises as a light industrial activity, laboratory and ancillary office, including hours of operation.	Mr Momo Romic	Delegated Authority
2021/184/A	19/12/2023	20 Rosebridge Avenue CASTLE COVE NSW 2069.	Stop the Clock - additional information required	Modify original proposal to extend the first floor addition to one of the attached dual occupancy dwellings	Mr Victor Durant	Delegated Authority
2024/79	9/04/2024	273 Edinburgh Road CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Internal and external alterations and additions to existing dwelling, including: the addition of a carport; remove and construct a new swimming pool; and, associated works.	In+Out Pty Ltd	Delegated Authority

CURRENT DEVELOPMENT APPLICATIONS AS AT 1 JULY 2024 ATTACHMENT 3

KEY:
Determining Authority

Delegated Authority | Willoughby Local Planning Panel | Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2024/85	29/04/2024	3A Linden Way CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Proposed vehicle turntable to existing driveway.	AS Architecture	Delegated Authority
2019/205/A	12/03/2024	9 Lone Pine Avenue CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations to main and secondary dwelling including changes to building layout and height, addition of floor space, porch addition to secondary dwelling, changes to external materials, addition of retaining walls, addition of tree planting, addition of swimming pool and associated works.	Wincrest Group Pty Ltd	Delegated Authority
2022/300/A	21/06/2024	31 Kooba Avenue CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Modify existing proposal to delete rear gazebo BBQ struture and reduce cost of works.	G M Kett Pty Ltd	Delegated Authority
2023/288	24/10/2023	11 Lamette Street CHATSWOOD NSW 2067.	Stop the Clock - additional information required	Alterations and additions to existing dwelling and associated works.	Avani Compositions	Delegated Authority
2024/108	31/05/2024	9 Ferndale Street CHATSWOOD NSW 2067.	On Notification for public comment	Alterations and additions to existing 2 storey dwelling, new rear decking, landscaping, new pergola over new car park and associated works.	BH Designs - Building Design & Drafting Services	Delegated Authority
2024/122	19/06/2024	79 Albert Avenue CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Backlit (illuminated) external building identificaiton signage for Meriton Suites.	Karimbla Properties (No 28) Pty Ltd	Delegated Authority
2024/2	8/01/2024	1 Dulwich Road CHATSWOOD NSW 2067.	Stop the Clock - additional information required	Demolition of existing garage and construction of a secondary dwelling, new garage and associated works.	Es Drafting	Delegated Authority
2024/45	23/02/2024	34A Anglo Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Reconstruction of eastern boundary retaining wall with fencing and associated works.	Radoslav Blagojevic	Delegated Authority
2024/114	14/06/2024	4 Valerie Avenue CHATSWOOD WEST NSW 2067.	On Notification for public comment	Alterations and additions to existing dwelling to include internal works, replacement of two existing balustrades, new rear terrace with under croft storage, privacy screens, rainwater tank and associated works.	Mr Steven James Robertson	Delegated Authority

CURRENT DEVELOPMENT APPLICATIONS AS AT 1 JULY 2024 ATTACHMENT 3

KEY:
Determining Authority

☐ Delegated Authority ☐ Willoughby Local Planning Panel ☐ Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2023/325	12/12/2023	20 Greenfield Avenue MIDDLE COVE NSW 2068.	Stop the Clock - additional information required	Alterations and a third floor addition to existing dwelling, and associated works.	Douglas Design	Delegated Authority
2023/195	3/08/2023	25 Grafton Avenue NAREMBURN NSW 2065.	Being Assessed by Development Officer	New secondary dwelling, carport, lift, and associated works.	Mr Peter Charles Nicholas Kasby	Delegated Authority
2024/104	23/05/2024	256 Willoughby Road NAREMBURN NSW 2065.	Being Assessed by Development Officer	Alterations and additions to semi-detached dwelling and associated works.	Ms Helen Wei Fen Tian	Delegated Authority
2024/25	5/02/2024	60 Strathallen Avenue NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Alterations to enclose a terrace of an existing commercial premises used as a medical centre to create a new consulting room with storage, and associated works.	Dr Jayshan Yohendran	Delegated Authority
2024/38	15/02/2024	78 Baroona Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Subdivision of existing dual occupancy in to two lots.	Ingham Planning Pty Ltd	Delegated Authority
2024/42	20/02/2024	3 Coates Lane NORTHBRIDGE NSW 2063.	Stop the Clock - additional information required	Alterations and additions to existing dwelling at 3 Coates Lane and Torrens Title of existing subdivision.	Ms Anne Ngoc Cox	Delegated Authority
2024/11	17/01/2024	143 Ashley Street ROSEVILLE NSW 2069.	Stop the Clock - additional information required	Alterations and first floor addition to existing dwelling, and associated works.	Kinghans Development Pty Ltd	Delegated Authority
2023/303	16/11/2023	9 Artarmon Road WILLOUGHBY NSW 2068.	Stop the Clock - additional information required	Alterations and first floor addition to existing dwelling, rear extension, new garage, tree removal, replace existing driveway crossing, retaining walls and associated works.	Thi Hong Minh Doan	Delegated Authority
2024/71	28/03/2024	34 Frenchs Road WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Alterations and additions to existing dwelling to include changes to internal layout, windows demolition of existing garage and construction of new double garage with secondary dwelling, landscaping and associated works.	Roger Nahum Architects	Delegated Authority
2024/91	8/05/2024	14 Stephen Street WILLOUGHBY NSW 2068.	On Notification for public comment	Alterations and additions to existing semi-detached dwelling and associated works.	John Scallon	Delegated Authority

CURRENT DEVELOPMENT APPLICATIONS AS AT 1 JULY 2024 ATTACHMENT 3

KEY:
Determining Authority

Delegated Authority | Willoughby Local Planning Panel | Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2023/251	14/09/2023	8 Weedon Road ARTARMON NSW 2064.	Stop the Clock - additional information required	Alterations and first floor addition to existing dwelling, driveway and associated works.	Anna Harford	Delegated Authority
2024/65	22/03/2024	80 Neerim Road CASTLE COVE NSW 2069.	Being Assessed by Development Officer	Demolition of existing dwelling and structures and construction of a new dual occupancy with carparking, landscaping and associated works.	Bijl Architecture	Delegated Authority
2009/661/C	2/04/2024	315 Edinburgh Road CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Modify original proposal to include reconstruction of driveway, addition of lift to all levels of dwelling, solar panels to roof, changes to internal layout, terrace balustrade, windows, decking, new awning, carport, garden shed, landscaping and associated works.	Mr Robert Leo Berkelouw	Delegated Authority
2023/302	16/11/2023	19 The Bastion CASTLECRAG NSW 2068.	Stop the Clock - additional information required	Demolition of existing dwelling and construction of new three storey dwelling, alfresco area, double garage, retain and refurbishment of existing swimming pool and associated works.	Dieppe Design Pty Ltd	Delegated Authority
2024/1	8/01/2024	3 The Bastion CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Alterations and additions to existing dwelling house, glass roof to building link, garage and associated works.	Kolleen Alma Wallace	Delegated Authority
2024/66	25/03/2024	2 The Rampart CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Alterations and first floor additions, internal alterations extensions to existing ground floor with new swimming pool, re-instatement of enclosed garage and carport, landscaping, fencing and associated works.	Mr George Bensen	Delegated Authority
2024/82	17/04/2024	54 The Bulwark CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Demolition of existing stairs, pathways and retaining walls and construction of new driveway, crossover, pedestrian entry path, detached garage with lover level gymnasium with lift and terrace area, landscaping and associated works.	Ping Kwan Leung	Delegated Authority
2024/99	14/05/2024	23 The Tor Walk CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Alterations and additions to an existing boat shed and associated works	Benjamin Paul Gerstel	Delegated Authority

CURRENT DEVELOPMENT APPLICATIONS AS AT 1 JULY 2024 ATTACHMENT 3

KEY:
Determining Authority

Delegated Authority | Willoughby Local Planning Panel | Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2023/229	25/08/2023	19 The Scarp CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Alterations and additions to existing dwelling and associated works.	Benjamin Paul Maurice Tinker	Willoughby Local Planning Panel
2023/219	18/08/2023	44 Anderson Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Demolition of existing structures including tree removal, site cleaning and preparation of site.	Bridgestone Projects Pty Ltd	Delegated Authority
2023/243	6/09/2023	19 Archer Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and additions to existing dwelling including construction of new rear addition, new front fence, relocation of driveway crossover and associated works.	Enhance Group Projects Pty Ltd	Delegated Authority
2023/254	15/09/2023	412 Penshurst Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and first floor addition to existing dwelling, internal layout changes and associated works.	Ms Meixiu Chen	Delegated Authority
2023/332	20/12/2023	13 Violet Street CHATSWOOD NSW 2067.	Stop the Clock - additional information required	Demolition of existing dwelling and construction of new two storey dwelling, covered outdoor area, landscaping, double garage, front fence and associated works.	In and Out Pty Ltd Architects	Delegated Authority
2024/18	25/01/2024	61 Alleyne Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and additions and change of use of the ground floor level to vehicle sales premises and associated works.	Jmbc Group Pty Ltd	Delegated Authority
2024/60	15/03/2024	3A Clarke Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Outbuilding for storage and associated works.	Linda Lee	Delegated Authority
2024/63	19/03/2024	237 Mowbray Road CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations to exisitg heritage item and construction of single storey detached dwelling, subdivision to existing site, demolition of rear garage, swimming pool and associated works.	Cracknell & Lonergan Architects Pty Ltd	Delegated Authority
2024/27	8/02/2024	10 Devonshire Street CHATSWOOD NSW 2067.	Stop the Clock - additional information required	Alterations and a basement level addition to existing dwelling, replacement of windows and associated works.	Adept Architects	Willoughby Local Planning Panel
2024/48	1/03/2024	17 Nea Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and additions to existing dwelling to also include layout changes, new windows, extend dormer windows, rear pergola and associated works.	Tomislav Maric	Willoughby Local Planning Panel

CURRENT DEVELOPMENT APPLICATIONS AS AT 1 JULY 2024

ATTACHMENT 3

KEY:
Determining Authority

Delegated Authority | Willoughby Local Planning Panel | Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2024/55	14/03/2024	217 Eastern Valley Way MIDDLE COVE NSW 2068.	Under Appeal in the Land & Environment Court	Demolition of existing commercial building and construction of mixed use development, carparking and associated works - Amended Plans.	Liskowski Architects	Land & Environment Court
2023/284	16/10/2023	27 Covelee Circuit MIDDLE COVE NSW 2068.	Stop the Clock - additional information required	Alterations and additions to existing dwelling, internal layout changes, garage relocated, landscaping, refurbishment of existing swimming pool including pool fencing and retaining walls and associated works.	Mr Christopher Adams	Willoughby Local Planning Panel
2024/69	28/03/2024	28 Market Street NAREMBURN NSW 2065.	Being Assessed by Development Officer	Alterations and addition to existing dwelling, new swimming pool, landscaping, carport, gate and associated works	Pereira Design	Delegated Authority
2023/309	24/11/2023	40 Lower Cliff Avenue NORTHBRIDGE NSW 2063.	Stop the Clock - additional information required	Demolition of existing dwelling and construction of a new dwelling house, double garage, swimming pool, landscaping and associated works.	Kevin Lee	Delegated Authority
2023/301	14/11/2023	9 Parker Street NORTHBRIDGE NSW 2063.	Stop the Clock - additional information required	Demolition of existing dwelling and construction of a two storey dwelling house, landscaping and associated works.	Nigel Allfrey	Willoughby Local Planning Panel
2024/46	23/02/2024	1A Noonbinna Crescent NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Demolition of existing dwelling and ancillary structures and construction of a new dwelling, internal lift, swimming pool, cabana, basketball court, double garage, landscaping and associated works.	Has Studio	Willoughby Local Planning Panel
2023/319	4/12/2023	6 Strathmore Parade ROSEVILLE NSW 2069.	Being Assessed by Development Officer	Alterations and additions to existing dwelling and associated works.	Mr Rocco Anthony Stipo	Willoughby Local Planning Panel
2024/105	24/05/2024	16 Salisbury Road WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Subdivision of one lot in to two.	Mr Thomas William Jamison	Willoughby Local Planning Panel
2023/137	1/06/2023	61 Neerim Road CASTLE COVE NSW 2069.	Under Appeal in the Land & Environment Court	Alterations and additions to existing dwelling, landscaping and associated works	Mh Architects Pty Ltd	Land & Environment Court

CURRENT DEVELOPMENT APPLICATIONS AS AT 1 JULY 2024 ATTACHMENT 3

KEY:
Determining Authority

Delegated Authority | Willoughby Local Planning Panel | Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2022/161/A	5/04/2023	871 Pacific Highway CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Modify existing consent including modifying Condition 1 to replace approved landscape plan with an amended tree management plan and modifying the wording of Conditions regarding Construction Certificate.	Goldfields Chatswood No 1 Pty Ltd	Delegated Authority
2022/161/B	13/12/2023	871 Pacific Highway CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Amend Condition 8 - affordable housing and delete condition 45 substation relocation.	Goldfields Chatswood No.2 Pty Ltd	Delegated Authority
2022/166/C	31/05/2024	753 Pacific Highway CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Modify existing consent to reuse of approved plant area for internal habitable space including increase of communal room and Apartment 9.01 to become 3 bedroom apartment and associated works..	The Trustee For Ellis St Development Trust	Delegated Authority
2023/150	20/06/2023	58 Anderson Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	SNPP - Demolition of existing structures and construction of 15 storey shoptop housing (mixed use) development, site landscaping, public art, public domain works and associated works.	Reza Vakili	Delegated Authority
2023/166	28/06/2023	691 Pacific Highway CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Nominated Integrated Development - Water Management Act 2000 s90 (WaterNSW). SNPP - AMENDED PLANS Concept Development Application - Demolition of existing structures, removal of all trees, residential flat building containing 89 residential units (reduced from 100 units), amendments to the layout and arrangement of 'communal' space, basement parking containing 122 car spaces (reduced from 130 spaces), landscaping and associated works, through-site links, strata subdivision.	Dpg 38 Ptd Ltd	Delegated Authority
2019/57/B	9/08/2023	6 View Street CHATSWOOD NSW 2067.	Under Appeal in the Land & Environment Court	Modify condition no. 1 relating to drainage system, correct dwelling location on survey, changes to car spaces, new car ramp, internal alterations and additions and associated works.	ABC Planning	Land & Environment Court
2022/2/A	22/09/2023	282-284 Victoria Avenue CHATSWOOD NSW 2067.	Under Appeal in the Land & Environment Court	Various modifications to the consent including modification of Conditions 1, 6 and 10 to reflect changes to approved plans and documentation, changes to the façade of the building including the introduction of additional	Aplus Design Group	Land & Environment Court

KEY:
Determining Authority

Delegated Authority | Willoughby Local Planning Panel | Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
				windows and associated glazing on the southern and western elevations of the building at Level 2 and Level 3, changes to finished floor levels, implementation of ground level flood protection, removal of one retail car space, reconfiguration of floor layout.		
2022/95/A	19/09/2023	282-284 Victoria Avenue CHATSWOOD NSW 2067.	Under Appeal in the Land & Environment Court	Various modifications to the consent including Conditions 1 and 9 to reflect changes to approved plans and documentation, an increase in overall gross floor area and floor space ratio, lowering of the finished floor level, implementation of ground level flood protection, revised façade treatment at both the Victoria Avenue and Neridah Street frontages, various changes to internal layout, reduction in number of car spaces.	Aplus Design Group	Land & Environment Court
2022/95/C	6/10/2023	282-284 Victoria Avenue CHATSWOOD NSW 2067.	Under Appeal in the Land & Environment Court	Modification of LEC consent DA2022/95 proposing alterations and additions to the retained part of existing building.	Aplus Design Group	Land & Environment Court
2023/172	6/07/2023	44 Anderson Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	The application is identified as nominated integrated development requiring approval from Water NSW - pursuant to the s90 Water Management Act 2000- SNPP - Demolition of existing structures and construction of 26 storey shop top housing development comprising commercial /retail, 95 residential units, 4 levels of basement car parking and associated works.	Bridgestone Projects Pty Ltd	Willoughby Local Planning Panel
2020/117/E	29/08/2023	No physical address-Chatswood Golf Course Links	Re-notification period for public comment	AMENDED PLANS relating to modification of existing consent by relocating stormwater disposal and treatment system/Gross Pollutant traps.	Watermark Chatswood Pty Ltd	Delegated Authority
2020/117/F	16/04/2024	No physical address-Chatswood Golf Course Links	Being Assessed by Development Officer	Proposal to remove Tree 233 (Lemon Scented gum) located on Lot 13 and modify related conditions of consent.	Parkview Constructions Pty Ltd	Delegated Authority
2019/247/F	21/03/2024	26 Crabbes Avenue NORTH WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Correct typographical error within condition 2(c) of consent.	Hyecorp Property Group	Delegated Authority

CURRENT DEVELOPMENT APPLICATIONS AS AT 1 JULY 2024 ATTACHMENT 3

KEY:
Determining Authority

Delegated Authority | Willoughby Local Planning Panel | Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2023/221	23/08/2023	26 Crabbes Avenue NORTH WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Stratum subdivision into 6 Lots	Hyecorp Construction	Delegated Authority
2021/18/B	11/06/2024	75 Coolawin Road NORTHBRIDGE NSW 2063.	On Notification for public comment	Modify original proposal to include lower ground floor extension to create a corridor area, lift access, internal alterations, location of garage wall, delete condition 2F and 37 and associated works.	BJB Architects	Delegated Authority
2022/265	24/08/2022	15 Minimbah Road NORTHBRIDGE NSW 2063.	Under Appeal in the Land & Environment Court	Demolition of exiting dwelling and construction of new dwelling house, retention of current boatshed, swimming pool, landscaping and associated works.	Walter Barda Design	Land & Environment Court
2022/167	13/05/2022	131 Sailors Bay Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Adaptive reuse of existing commercial premises with an additional storey comprising of 13 apartments, commercial floor space, 16 car spaces with loading dock and associated works.	Helm Pty Limited	Willoughby Local Planning Panel
2023/193/A	3/05/2024	22 Shepherd Road ARTARMON NSW 2064.	Being Assessed by Development Officer	Modify original proposal to include changes to windowsill height and frosted glass, modify condition 7(b) and associated works.	Yuan Cai	Delegated Authority
2024/21	31/01/2024	32 Smith Road ARTARMON NSW 2064.	Stop the Clock - additional information required	The addition of a new carport and replacement of the front fence.	Joseph Fok	Delegated Authority
2019/47/B	13/06/2024	55 Neerim Road CASTLE COVE NSW 2069.	On Notification for public comment	Modify original proposal to include internal reconfiguration and garage store and plant room, addition of internal and external stairs, balustrades alterations and associated works.	Mr Mark Oxenham	Delegated Authority
2017/484/B	19/07/2023	240 Edinburgh Road CASTLECRAG NSW 2068.	Under Appeal in the Land & Environment Court	Modify consent to amend conditions 14(a) and 47 relating to construction of the driveway layback.	Mr Aidan Austin Marks	Land & Environment Court
2022/305/E	17/04/2024	345 Victoria Avenue CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Modification to stage construction including architectral and landscape design amendments associated with proposed staging	Vicinity Centres Pty Ltd	Delegated Authority

CURRENT DEVELOPMENT APPLICATIONS AS AT 1 JULY 2024 ATTACHMENT 3

KEY:
Determining Authority

Delegated Authority | Willoughby Local Planning Panel | Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2023/327	14/12/2023	8 Hercules Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and first floor addition to existing dwelling, new carport, swimming pool, and associated works.	Mr Henry Huang	Delegated Authority
2024/23	5/02/2024	40 Johnson Street CHATSWOOD NSW 2067.	Stop the Clock - additional information required	Alterations and additions to the existing dwelling including; construction of a new swimming pool, four car garage, associated works and the continued use of part of the dwelling as professional consulting rooms.	Mr Peter P Princi	Delegated Authority
2024/59	14/03/2024	372 Eastern Valley Way CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Unit 7, Change of use to Recreation Facility (indoor) - Gym with operation hours of 24 hours, 7 days a week.	Patch Planning	Delegated Authority
2024/68	28/03/2024	34 Albert Avenue CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Proposed temporary use of existing heritage building as a display suite with an ancillary café, alterations and additions and assosicated works.	Chatswood Property Pty Ltd	Delegated Authority
2023/271	3/10/2023	27 Lamette Street CHATSWOOD NSW 2067.	Stop the Clock - additional information required	Alterations and additions to rear of existing dwelling, new patio, carport, garage and workshop and associated works.	Not Given Build Design	Willoughby Local Planning Panel
2024/6	11/01/2024	22 Greenfield Avenue MIDDLE COVE NSW 2068.	Being Assessed by Development Officer	Construction of new swimming pool and paved area, retaining wall and access stairs to the rear of the property, replace existing paved verandah with turf, front retaining wall, bin area and garage with stone cladding, balustrade over garage and associated works.	The Trustee For Sld Trust	Delegated Authority
2023/296	10/11/2023	22 Market Street NAREMBURN NSW 2065.	Stop the Clock - additional information required	Construction of secondary dwelling and associated works	Amit Tappoo	Delegated Authority
2024/111	4/06/2024	4A Rhodes Avenue NAREMBURN NSW 2065.	On Notification for public comment	Alterations and additions to existing dwelling to construct carport with storage space above and associated works.	Jung Kim	Delegated Authority
2024/64	22/03/2024	71 Garland Road NAREMBURN NSW 2065.	Stop the Clock - additional information required	Alterations and additions to existing dwelling including landscaping, swimming pool, decking and associated works.	Contour Landscape Architecture	Delegated Authority

CURRENT DEVELOPMENT APPLICATIONS AS AT 1 JULY 2024 ATTACHMENT 3

KEY:
Determining Authority

Delegated Authority | Willoughby Local Planning Panel | Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2021/6/B	1/05/2024	1 Dorset Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Modify existing consent regarding removal of gym in tennis court undercroft and associated works	Design King Company Pty. Limited	Delegated Authority
2022/5/A	21/02/2024	8 Minnamurra Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Modify consent to allow the removal of two additional trees located within an easement.	Monica Huxley	Delegated Authority
2023/286	18/10/2023	43 Kameruka Road NORTHBRIDGE NSW 2063.	Stop the Clock - additional information required	Demolition of existing dwelling and construction of a new two storey dwelling, swimming pool, and associated works.	Avenue One Design Pty Ltd	Delegated Authority
2024/112	7/06/2024	41 Noonbinna Crescent NORTHBRIDGE NSW 2063.	On Notification for public comment	Alterations and upper floor addition to existing dwelling house and associated works	Ms Jo-Anne Cortese	Willoughby Local Planning Panel
2024/56	14/03/2024	45 Sydney Street WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Alterations and first floor addition to existing dwelling, roofing, fencing, new driveway crossing, landscaping and associated works.	Barry Sewell	Delegated Authority
2024/128	26/06/2024	3 Broadcast Way ARTARMON NSW 2064.	Being Assessed by Development Officer	Development, erection of new business identification signage and wayfinding signage, installation of external LED strip lighting to be integrated into the external façade panels, minor façade alteration, new soft cladding to existing lobby entrance and associated works	Nextdc Limited	Delegated Authority
2024/132	28/06/2024	37 Stafford Road ARTARMON NSW 2064.	Being Assessed by Development Officer	Alterations and first floor addition to existing dwelling, internal reconfiguration and associated works.	Beecraft Pty Ltd	Delegated Authority
2023/67/A	27/06/2024	17 Neerim Road CASTLE COVE NSW 2069.	Being Assessed by Development Officer	Modification to existing consent including new doors and windows, changes to both external and internal finishes and associated works.	Workroom Design Pty Ltd	Delegated Authority
2024/125	26/06/2024	7 Cammaray Road CASTLE COVE NSW 2069.	Being Assessed by Development Officer	First floor addition, internal modifications and associated works	Connatus Pty Ltd	Delegated Authority

CURRENT DEVELOPMENT APPLICATIONS AS AT 1 JULY 2024 ATTACHMENT 3

KEY:
Determining Authority

☐ Delegated Authority ☐ Willoughby Local Planning Panel ☐ Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2024/127	26/06/2024	17 Neerim Road CASTLE COVE NSW 2069.	Being Assessed by Development Officer	Modification to existing consent including new doors and windows, changes to both external and internal finishes and associated works	Workroom Design Pty Ltd	Delegated Authority
1989/425/B	18/06/2024	184 Edinburgh Road CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Modify existing Childcare Centre hours of operation to 7.30am to 6.00pm, amend Conditions of Consent 5-7, replace existing fencing and associated works.	Lada Learning Pty Ltd	Delegated Authority
2024/129	27/06/2024	10 The Barbette CASTLECRAG NSW 2068.	Being Assessed by Development Officer	New swimming pool and associated works.	Right Angle Design and Drafting	Delegated Authority
2024/134	28/06/2024	32 The Scarp CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Alterations and additions to existing dwelling, internal modifications, enclosure of carport and installation of garage door and associated works.	Mr Hamish Lister McMichael	Delegated Authority
2024/121	19/06/2024	Tower A 821 Pacific Highway CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Addition of two illuminated signage to façade of exiting building and associated works.	Claude Neon Pty Ltd	Delegated Authority
2024/131	28/06/2024	126 Greville Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	New covered barbeque area, children's playground, landscaping and associated works.	Church of Scientology Australia	Delegated Authority
2024/124	26/06/2024	13 The Quarterdeck MIDDLE COVE NSW 2068.	Being Assessed by Development Officer	Propsed alteration and addition to existing dwelling to provide swimming pool and home gym	Mike MacAulay Architects	Delegated Authority
2024/133	28/06/2024	85A Laurel Street NORTH WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Alterations and additions to existing dwelling including new bathroom, ensuite, kitchen, laundry and roof over existing deck.	Benjamin Paul Gerstel	Delegated Authority
2022/213/A	18/06/2024	2 Upper Minimbah Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Modify existing consent by deleting infinity pool edge and create new trafficable areas to all sides of the swimming pool.	Mrs Georgina Laidley Katich	Delegated Authority
2022/5/B	27/06/2024	8 Minnamurra Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Modify original consent including internal reconfiguration, building footprint adjustment and façade redesign.	H Square Architects	Delegated Authority

CURRENT DEVELOPMENT APPLICATIONS AS AT 1 JULY 2024 ATTACHMENT 3

KEY:
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☐ Delegated Authority ☐ Willoughby Local Planning Panel ☐ Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2024/120	19/06/2024	62 Cliff Avenue NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Alterations and additions to existing dwelling to include first floor extension, internal reconfiguration, stairs, roof and associated works.	Mr Ian Edward Green	Delegated Authority
2024/126	26/06/2024	31 Harden Avenue NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Construction of new swimming pool, cabana, deck, landscaping and associated works.	Mr Joshua Kirkwood	Delegated Authority
2024/130	28/06/2024	6 Kameruka Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Alterations and additions to existing dwelling to include internal layout changes, first floor balcony, pop-up roof, landscaping, decking with awning, external stairs and associated works.	BJ Architects International	Delegated Authority

Application Number	Lodged Date	Address	Status	Description	Applicant
PP-2020/6	10/07/2020	1 Spring Street, CHATSWOOD NSW 2067.	Council resolution following Council Meeting 26 June 2023 required additional information from the proponent to address Council resolution prior to PP being forwarded to DPHI for a Gateway Determination. This information has been submitted and is being assessed for consistency with the Council resolution.	To amend WLEP 2012 to facilitate a non-residential development with a residential component.	Springvue Limited
PP-2022/1	7/04/2022	641-653 Pacific Highway, CHATSWOOD NSW 2067.	Following the Council Meeting dated 11 December 2023, a Gateway Determination has been issued by DPHI. The Planning Proposal is on public exhibition between 12 July – 9 August 2024. Staff are reviewing the results of the exhibition.	To amend WLEP 2012 zoning, height and FSR to facilitate a mixed use development responding to the Chatswood CBD Strategy.	One Global Capital
PP-2023/3	7/09/2023	43 Donnelly Road, NAREMBURN NSW 2065.	At its meeting on 24 June 2024, Council considered submissions received during the public exhibition and resolved to approve the PP. The proposed amendment to the Willoughby Local Environment Plan (WLEP) has been forwarded to the State Government for publication in the gazette. The amendment will process will be complete and the updated listing will be added to Council's LEP upon publication.	The Planning Proposal seeks to amend the WLEP to expanding local heritage item No. 160, currently described in Schedule 5 of the WLEP as 'St Leonards Church (including original interiors)' at 43 Donnelly Road, Naremburn. The expansion would extend to the property boundaries and encompass the entire lot, including all presently unlisted portions of the land, such as the Presbytery, School Buildings and grounds.	Willoughby City Council
PP-2024/1	16/4/2024		Heritage Review 2024 At its meeting on 24 June 2024, Council resolved to proceed, PP will be forwarded to DPHI for a Gateway Determination.	Heritage review including; •Extension of the Naremburn Heritage Conservation Area (C8) •20 individual items (5 landscape items and 15 individual properties) •2 inventory sheets for existing items	Willoughby City Council
PP-2024/2	11/6/2024		To be considered at the Council Meeting of 22 July 2024	Amend WLEP 2012 by correcting anomalies and inconsistencies to existing provisions and maps, updating property descriptions and clarifying existing clauses where uncertainty has arisen.	Willoughby City Council

APPLICATIONS TO BE DETERMINED BY SYDNEY NORTH PLANNING PANEL AS AT 1 JULY 2024 ATTACHMENT 3

Application Number	Lodged Date	Address	Status	Description	Applicant
2023/276	5/10/2023	3 McIntosh Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Stage 1 Concept development application involving consolidation of the site, demolition of existing structures and approval of a Building Envelope containing multistorey mixed use development with, basement car parking, and related landscaping and associated works.	3 McIntosh Pty Ltd
2023/170	6/07/2023	5-9 Gordon Avenue CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Integrated Development - Demolition of existing structures and construction of shop top housing consisting of ground and first floor of 6 commercial premises, 25 storey residential tower comprising of 64 units, communal facilities, car parking and associated works.	Mainway Management Pty Ltd
2023/160	26/06/2023	3 Help Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	SNPP - The application is identified as nominated integrated development requiring approval from Water NSW pursuant to s90 Water Management Act 2000 - SNPP - AMENDED PLANS - Demolition of existing structures, construction of 27 storey mixed-use development comprising commercial, 127 residential units, 3/4 levels of basement carparking, publicly accessible through-site link and associated works.	Loftex Chatswood Pty Limited
2023/152	21/06/2023	54 Anderson Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	The application is identified as nominated integrated development requiring approval from Water NSW pursuant to s90 Water Management Act 2000 - SNPP - Consolidation of site, demolition of existing structures, construction of 26 storey shop top housing development comprising commercial/retail, 84 residential units, publicly accessible through-site link, 4 levels of basement carparking.	Anderson Chatswood Development Pty Ltd
2023/334	22/12/2023	74 Deepwater Road CASTLE COVE NSW 2069.	Being Assessed by Development Officer	SNPP - Subdivision of the site to create two lots, demolition of existing golf clubhouse and car park, construction of a new golf clubhouse and associated car parking, construction of part two and three storey building comprising Independent Living units with basement car parking, bus zone, loading zone, landscaping and associated works. The application is identified as Integrated development requiring approval from the NSW Rural Fire Service pursuant to s100B of the Rural Fires Act 1997 and the application is also identified as Nominated Integrated development requiring approval from the Water NSW pursuant to s90 the Water Management Act 2000	Taylor Developments Group Pty Ltd
2024/47	27/02/2024	2 Wilson Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	SNPP - Integrated Development - Proposed construction of a mixed use development comprising of basement parking, commercial and retail premises, childcare centre and shop top housing, public domain works, landscaping and associated works. The application is identified as nominated integrated development requiring approval from Water NSW pursuant to s90 the Water Management Act 2000.	BB Wilson Property Pty Limited
2024/13	23/01/2024	100 Edinburgh Road CASTLECRAG NSW 2068.	Being Assessed by Development Officer	SNPP - Nominated Integrated Development - Construction of a new mixed use building containing retail uses including a supermarket, residential units, basement car parking, with associated landscaping and Stratum subdivision. The application is identified as nominated integrated development requiring approval from Water NSW pursuant to s90 the Water Management Act 2000.	Project Edinburgh Pty Ltd

12.9 WEEDS IN COUNCIL PLANTINGS

ATTACHMENTS:	**NONE**
RESPONSIBLE OFFICER:	**MITCHELL NOBLE, ACTING PLANNING & INFRASTRUCTURE DIRECTOR**
AUTHOR:	**DAVID ROBERTS, ENVIRONMENT MANAGER**
CITY STRATEGY OUTCOME:	**1.3 ENHANCE, PROTECT AND RESPECT WATERWAYS, BUSHLAND, WILDLIFE AND ECOLOGICAL SYSTEMS.**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

To provide Council with an update on the review of the use of plants listed in the booklet *"Garden Escapes in Bushlands and Reserves (revised 2021)"* within public places.

2. OFFICERS RECOMMENDATION

That Council receive and note the report.

3. BACKGROUND

At the Council Meeting held on 27 May 2024 Council resolved:

"That Council prepare a report for the August meeting of council identifying which, if any, of the plants in the booklet 'Garden Escapes in Bushlands and Reserves', with the exception of plants intended to be used for turfing of parks or playing fields, council wishes to use in council plantings. The report should, in relation to each plant, provide detailed reasons as to why it is necessary to use the plant, taking into account the availability of any other plants not listed in the booklet, and specify the circumstances in which the plant is intended to be used."

This report provides an update on the progress of the review undertaken to date.

4. DISCUSSION

The 'Garden Escapes in Bushland and Reserves - A responsible gardening guide for the Greater Sydney region' (revised 2021) (the "Guide") is published by the Sydney Weeds Network Inc. and is designed to assist residents throughout Sydney with information to manage weeds on private land and is provided to the community by Council as a general guide. The Guide contains close to 200 species which need to be reviewed and considered against Council's Street Tree Master Plan which informs street tree planting throughout the LGA and the Urban Bushland Plan of Management which covers how Council controls weed species in bushland reserves.

Due to the need to complete the review within current operational resources and the complex nature of the issue, the review is taking longer than the 27 May 2024 resolution of Council anticipated. To ensure that the issue is able to be considered in its entirety and a coordinated response can be provided, the report will be provided to the November 2024 Ordinary Meeting of Council.

5. RISKS AND OPPORTUNITIES

Providing a report which has not considered holistically the management of Council plantings in totality is a significant risk in respect to how Council manages public spaces. Delaying the requested report ensures that a thorough review and consideration of all issues has occurred and will yield greater outcomes.

6. CONCLUSION

The Council note that the requested report on the Council resolution on the use of weeds in Council plantings be received and noted.

7. IMPLICATIONS COMMENT

City Strategy Outcome	1.3 Enhance, protect and respect waterways, bushland, wildlife and ecological systems.
Business Plan Objectives, Outcomes / Services	Meet the objectives of the Urban Bushland Plan of Management and the Vegetation Management Policy.
Policy	Vegetation Management Policy to ensure plant diversity and endemic species.
Consultation	Council is currently conducting internal consultation on the Guide and the design and delivery of public planting programs.
Risk	Refer to discussion in the Risks and Opportunities section of this report.
Resource	There are no resourcing implications applicable to this report. Noting the comments made in the Risks and Opportunities section of the report.
Legal	There are no legal implications applicable to this report.
Legislation	Requirement to manage invasive species of plants according to *Biosecurity Act 2015*.
Budget/Financial	There are no budget implications applicable to this report.

12.10 PROPERTY REPORT - AUGUST 2024

ATTACHMENTS:	**1. CONFIDENTIAL ATTACHMENT 1 - PROPERTY REPORT - 12 AUGUST 2024** **2. CONFIDENTIAL ATTACHMENT 2 - AFFORDABLE HOUSING SCHEDULE OF PREMISES 1 JULY 2024** **3. CONFIDENTIAL ATTACHMENT 3 - LETTER FROM ALTO GROUP SEEKING TO COLLABORATE** **4. CONFIDENTIAL ATTACHMENT 4 - PRESENTATION FROM ALTO GROUP - COLLABORATION OPPORTUNITY**
RESPONSIBLE OFFICER:	**MITCHELL NOBLE, ACTING PLANNING & INFRASTRUCTURE DIRECTOR**
AUTHOR:	**STUART SCHRAMM, PROPERTY MANAGER**
CITY STRATEGY OUTCOME:	**5.1 BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO.**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

This report provides an update of Council's property lease portfolio.

2. OFFICERS RECOMMENDATION

That Council:

1. Note the property lease portfolio report, including the information contained in Confidential Attachments 1, 2, 3 & 4.

2. Approves the recommendations in Confidential Attachment 1.

3. BACKGROUND

This report is provided as a monthly report on Council's property lease portfolio, with public information outlined below and confidential information relating to this report in **Confidential Attachment 1**.

4. DISCUSSION

Tenant Update
Trading conditions at The Concourse remain good, and the majority of tenants are paying their rent and back rent on time. However, the risk remains on all outstanding lease amounts being collected.

The Gibbes Street industrial properties generally continue to trade well, with most tenants paying their rent on time.

Rent arrears on 30 June 2024 for long overdue amounts are $772,329. In comparison, arrears were $781.293 on 31 May 2024, representing a decrease of $8,963 this month.

Lease Expiries and New Leases
For the broader property portfolio:

- Leases Expiring - One lease at 25 Gibbes Street is expiring in July 2024. A new lease is being negotiated with a replacement tenant.
- All vacant shops at The Concourse have been leased.

A summary of the expired and new leases is in **Confidential Attachment 1**.

Affordable Housing Summary
Willoughby City Council's portfolio of 62 affordable dwellings. There are no rent arrears as of 30 June 2024 for these properties. A listing of affordable housing dwellings is provided in the **Confidential Attachment 2**.

5. RISKS AND OPPORTUNITIES

The risks associated with arrears payments, tenancy vacancies and not entering into suitable lease arrangements in a timely manner are detailed in the report and confidential attachments.

6. CONCLUSION

The performance of Council's tenants at The Concourse is steady, and a fairly extensive lease renewal process has occurred resulting in four new tenants being introduced over the past 12 months to replace tenants that were struggling commercially.

The 25 Gibbes Street property (a 19 unit industrial complex) is fully leased.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.1 Be honest, transparent and accountable in all that we do.
Business Plan Objectives, Outcomes / Services	The provision of this report is to inform Council of the current status of the financial performance of Council’s property lease portfolio.
Policy	This report was produced pursuant to a resolution of Council.
Consultation	Council officers’ preparation of this report was informed by ongoing communication with tenants of Council’s leased properties.
Risk	This report provides an overview of the leased property portfolio. For confidentiality reasons, it does not identify any commercial information for individual tenancies. Councillors can access further information pertaining to risks associated with individual tenancies in the accompanying confidential attachment.
Resource	There are no resourcing implications associated with this report’s recommendation.

Legal	Council's leases provide for formal action to be initiated where parties breach the terms of a lease.
Legislation	Any actions to be taken on individual tenancies will be in accordance with the provisions of the Retail Leases Act 1994 and the NSW Retail and Other Commercial Leases (COVID-19) Regulation 2022.
Budget/Financial	Council holds bank guarantees for tenants in arrears and has made provisions for potential bad debts. Consequently, Council's lease portfolio represents an acceptable level of financial risk at this time.

12.11 SAFER FOOTPATHS AND ROADS FOR CHATSWOOD CBD

ATTACHMENTS:	**NONE**
RESPONSIBLE OFFICER:	**MITCHELL NOBLE, ACTING PLANNING & INFRASTRUCTURE DIRECTOR**
AUTHOR:	**DANIEL SUI, TRAFFIC AND TRANSPORT TEAM LEAD**
CITY STRATEGY OUTCOME:	**3.1 FOSTER FEELINGS OF INCLUSION, SAFETY AND CLEANLINESS. 5.1 BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO.**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

To provide an update on the new Transport for NSW Guidelines on speed limits in areas of high pedestrian activity, and how they might be applied in the Chatswood CBD.

2. OFFICERS RECOMMENDATION

That Council receive and note the report.

3. BACKGROUND

On 25 June 2025, Council resolved:

1. How the new Transport for NSW Guidelines on speed limits in areas of high pedestrian activity in the Chatswood CBD may be applied to make it safer for pedestrians on footpaths by encouraging safer use of roadways by bicycles, ebikes and other forms of microtransport when street legal.

2. The report considers any preliminary insights available from the traffic studies in the CBD underway, the CBD implementation plan and the Victoria Ave Movement and place study.
3. Considers safety, analysis currently underway and optimum use of public space in the CBD.

4. DISCUSSION

Speed Zones, Responsibility and Speed Enforcement in NSW
Transport for NSW (TfNSW) is the responsible government agency for determining vehicle speeds on NSW roads by installation of speed zones. This includes all state roads (freeway & highway), regional, local roads and laneway speed zones.

Speed zones are set to benefit all road users, including pedestrians & cyclists, focused on minimising the risk of harm, while allowing vehicles to travel at safe speeds that the roads have been designed for. Lower speeds reduce the chances of serious injuries or fatal in a crash. The NSW Police is the government agency responsible for enforcing the speed limits

on NSW roads. Council conducts assessments of vehicle speeding risks when planning and assessing improvements to roadways, footpaths, pedestrian crossings, and public domain infrastructure. However, enforcement of speed limits falls outside Councils jurisdiction.

Council considers the "*Operating Speed*" of a road during safety investigations. Operating speed is the speed at which *85%* of cars travel under free-flowing conditions, known as the *eighty-fifth percentile speed*. Free-flowing conditions occur when traffic is light enough for drivers to choose their speed without restrictions, typically outside peak hours on busy urban roads. Assessments based on the operating speed (*eighty-fifth percentile speed*) will cater to the majority of drivers.

TfNSW require road authorities to engage the community in the speed zoning process to ensure their views are considered in speed zone management. Any and all proposed changes around speed zone changes or High Pedestrian Activity Areas follow Councils Community Consultation process.

NSW Speed Zoning Standard
TfNSW recently published the NSW Speed Zone Standard (July 2023), which outlines principles for setting speed zones on roads and streets within NSW. The aim is to promote safe and efficient movement of people and goods, create people-centred environments, and connect places.

Fundamentally the six guiding principles of the NSW Speed Zoning Standard are:

1. Speed zones should be set to minimise harm
2. Speed zones should align with surrounding environments to support liveability, amenity, and successful places
3. Speed zones should ensure safe, efficient and reliable travel on roads that have a primary movement function
4. Speed zones should be self-explanatory, consistent and support compliance
5. Speed zones should mitigate environmental impacts of road traffic
6. Local government and the community shall be engaged in the speed zoning process

Some of the key speed zoning review process considerations and outcomes of the standard are outlined below.

Safe System Approach
The Safe System approach to road safety designs and a transport system that reduces serious injury and death from inevitable human errors. It considers all road safety factors, including users, roads, vehicles, and speeds. The goal is to keep crash impact forces within human tolerance limits to prevent fatalities and minimise serious injuries, as survival rates drop significantly at higher speeds.

Movement and Placement
Movement and Place principles aim to balance the safe and efficient movement of people and goods with creating vibrant, people-centred environments. These principles guide the design and management of roads and streets to ensure they connect places effectively, while supporting community needs and promoting safety. The focus is on integrating transportation and land use, to enhance both mobility and liveability.

Self-explaining or Self-enforcing roads
Self-enforcing roads are designed in a way that encourages safe driving behaviour through the road's layout and design features, rather than relying solely on enforcement measures such as speed cameras or police presence. These roads incorporate elements like narrower lanes, speed humps, roundabouts, roadside characteristics and features, landscaping, prioritised pedestrian crossings, and clear signage to naturally encourage drivers to follow

speed limits and other rules, enhancing overall safety without constant enforcement. This is considered good urban road design and something Council regularly retrospectively place within our local streets.

By designing streets with these principles in place it will create a safer use of roadways for all road users.Willoughby Council has a number of speed zones implemented in Chatswood CBD areas and its wards, including:

- **10 km/h Shared Zone** – Thomas Ln, Post Office Ln, Charlotte Ln, Spring Ln, and Hampden Ln (between Barton Rd & McMillan Rd)
- **40 km/h High Pedestrian Activity Area (HPAA)** – See Figure 1 below for Chatswood CBD HPAA map.
- **40 km/h School Zones (during school days) at all schools** – a temporary speed limit apply along some sections of road as a result of 40km/h school zones or variable speed limit which are in place to suit driving and travel conditions.
- **40 km/h Local Traffic Area (LTA)** – north-east of Chatswood and Roseville areas bounded by Victoria Ave (on the south), Penshurst St (on the east), Archer St (on the west), and Boundary St (on the north). A Local Traffic Management Plan has been implemented to physically reduce traffic speeds at entry points to the 40 km/h LTA. This includes intermediate traffic calming devices such as speed humps/raised threshold, slow points, and roundabout.
- **50 km/h speed zone default urban speed limit** – all other for urban/residential streets (a default urban speed limit of 50 km/h applies in all built-up areas).
- **60 km/h speed zone -** for major collectors and arterial roads like Willoughby Rd, Eastern Valley Way and Penshurst St including Pacific Highway.

The 40 km/h High Pedestrian Activity Area (HPAA) in Chatswood CBD was implemented in 2005. These speed zone changes were introduced alongside traffic calming measures and road narrowing designed to alert drivers to the lower speed limit and enhance awareness of pedestrians in the local road environment. These traffic calming measures are required as part of HPAA projects and speed zone changes.



Victoria Ave, Chatswood – Wider, high quality footpaths, road narrowing and bus shelter integration



Victoria Ave, Chatswood - HPAA entry treatment raised thresholds to alert motorists



Figure 1: Chatswood CBD 40 km/h High Pedestrian Activity Area map

Walking is integral to our transport system and the most convenient option for short trips to key destinations, within local centres and the last mile of our transport network. Therefore, it is essential that the Council continues to plan and provide efficient, safe, and well-connected facilities by prioritising infrastructure that supports pedestrian movements at Chatswood CBD and local centres. This approach aims to create quality places, improve local amenities, and provide well-connected local centres for living, visiting, and working. It has been a significant focus of Council Officers over this term of Council.

Examples of this are two new 40 km/h High Pedestrian Activity Areas (HPAA) that Council implemented in conjunction with TfNSW:

1. Artarmon Local Centre HPAA was implemented in 2021 (https://www.willoughby.nsw.gov.au/Council/News-and-media/Artarmon-local-centre-40kmh-speed-limit); and
2. Royal North Shore Hospital precinct HPAA was implemented in 2023 (https://www.willoughby.nsw.gov.au/Council/News-and-media/northshorehospitals40kmhspeed)

These projects involved traffic studies (traffic vehicle speed surveys, pedestrian movements and volumes) and crash data analysis including crashes involved pedestrians and cyclists. These pedestrian safety improvement projects are fully funded by TfNSW which include traffic study, traffic calming devices and new pedestrian crossings construction, and new speed zones implementation.

In 2022/23, the Traffic & Transport team secured grant funding from TfNSW to undertake traffic studies (pedestrian movements and volumes; traffic volumes & speeds data; and crash data analysis). Preliminary discussions and road & roadside assessment were completed for these 5 areas:

- Chatswood CDB 40 km/h HPAA extension and speed review
- Northbridge Local Centre new HPAA
- High St Local Centre new HPAA
- Castlecrag Local Centre new HPAA
- Castle Cove Village new HPAA

These assessments unlock the ability for Council to receive funding to implement HPAA projects and speed zone reviews should they be warranted. Three local centres, Castlecrag, Castle Cove and Chatswood will be discussed below.

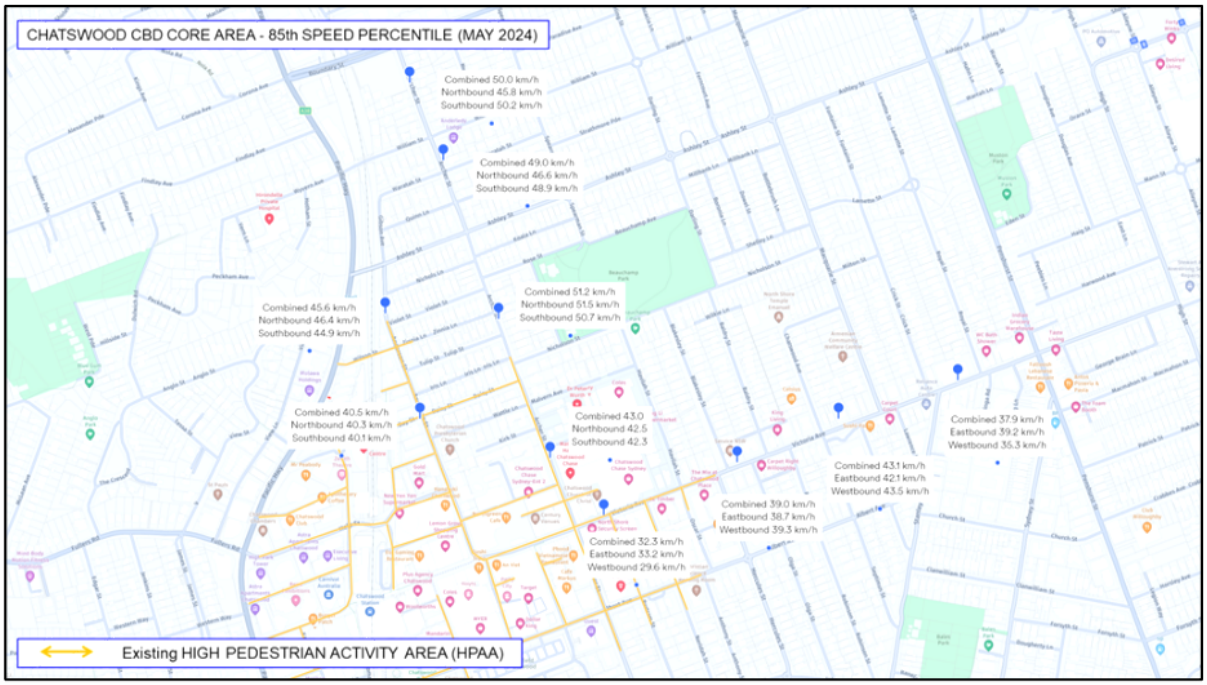
Castlecrag Local Centre new HPAA
In 2023, Council received a grant $150,000, for detailed design and construction of a new pedestrian crossing and an introduction of new speed zone 40 km/h HPAA for Castlecrag Local Centre on Edinburgh Road, to improve road safety.

The community consultation outcomes indicate that 72% of the submissions generally agree with the proposed HPAA scheme. The design option of centre median with planting obtained the highest percentage of support. It is however many submissions have expressed concerns regarding the timeline of implementation. Since the Quadrangle shops have now closed and foot traffic has substantially decreased during the redevelopment and construction period, the local community has suggested that the proposed 40km/h HPAA works be conducted simultaneously with the Quadrangle redevelopment to minimise disruptions to the local centre businesses in the area.

Upon conclusion of the community consultation, Council presented the community consultation outcomes to TfNSW and sought concurrence to postpone the implementation of the HPAA. TfNSW have agreed for Council to withdraw from delivering the project at current stage. This recommendation was supported by both Traffic Committee and Council. Funding will be sought following completion of the redevelopment should it be required.

Castle Cove Village new HPAA
The Council has successfully secured grant funding of $875,000 from TfNSW for the proposed new HPAA in Castle Cove Village. The scope of the project includes design development, community consultation, and construction. Concept design development has already begun, with all construction expected to be completed by June 30, 2025. Again, civil infrastructure to slow vehicles, landscaping and prioritising pedestrian safety will all be a focus of this project in conjunction with a speed zone review.

Chatswood CBD Speed Zone Review and Speed management
Chatswood as our CBD Area requires significant assessment and consultation prior to any change. Traffic surveys and preliminary data analysis show that operating speeds (85th percentile speed) were generally within the posted speed zones of 40 km/h (see attached 85th Speed Percentile Chatswood CBD Core Area map below). Additionally, several streets in the CBD currently outside the High Pedestrian Activity Areas (HPAA) show similar speed trends. This indicates that the HPAA could potentially be extended, and/or alternate measures could be introduced over time to further enhance safety for all road users including pedestrians and cyclists. This data is shown below:



The preliminary analysis of crash data in the Chatswood CBD over the past five years (***2018 to Q3 2023***) revealed a total of 35 crashes involving pedestrians and cyclists. Among these, 29 crashes involved pedestrians, and 6 involved cyclists, resulting in 37 injuries. The breakdown of pedestrian and cyclist crashes are as follows:

Year	Pedestrian Crash	Cyclist Crash	Total
2018	3	0	3
2019	6	0	6
2020	2	3	5
2021	4	1	5
2022	8	0	8
2023	6	2	8
TOTAL	**29**	**6**	**35**

Year	Pedestrian Injuries	Cyclist Injuries	Total
Killed	0	0	0
Serious Injury	10	3	13
Moderate Injury	7	1	8
Minor Injury	14	2	16
TOTAL	**31**	**6**	**37**

Preliminary crash data can be analysed further and this shows:

Pedestrian crashes

- 86% (25/29) crashes involved pedestrians walking, running or standing on the road.
- 31% (9/29) crashes involved drivers turning right across intersections
- 34% (10/29) crashes involved drivers proceeding in lane and pedestrians possibly jay-walking or making unsafe choices
- 28% (8/29) crashes at signalised intersections
- 45% (13/29) crashes at non-signalised intersections
- 24% (7/29) crashes from jay-walking

- 3% (1/29) crashes on pedestrian crossing or nearby to one

Cyclist crashes

- 50% (3/6) crashes involved cyclists being hit by cars opening their doors when parked
- 33% (2/6) crashes occurred when vehicles turning right crashed into cyclists travelling straight through an intersection

Implementation and other measures being undertaken by Council

Council's Traffic & Transport team will continue to review speed limits, undertake risk assessments and develop concept designs for extending the High Pedestrian Activity Area (HPAA) in Chatswood CBD or introduce a lower speed zone. Council should prioritise areas undergoing significant immediate land use changes, planned developments, and ongoing or completed medium to high-density redevelopment projects. This section of the report will focus on how this can be implemented.

As the Chatswood CBD boundary expands, Officers believe new 10 km/h Shared Zones and HPAA speed zones must also be introduced or expanded gradually to accommodate increased density over time. Priority should be placed on areas experiencing new developments with significant pedestrian and cyclist traffic, especially those with a history of crashes. These expansions may involve extending or modifying School Zone operations to promote active transport and multimodal transport, such as walking, cycling, and public transport. This work and areas to be implemented can all be identified as part of the CBD Implementation Strategy, Victoria Avenue Movement and Place Plan and through standard HPAA Speed reviews.

Below are some guiding principles of Council teams using the new Speed Zoning Standard and guidelines to review the expansion of the CBD 40km/h HPAA expansion and/or lower speed zone 30 km/h HPAA.

1. **Road safety risk:** Undertaking risk assessments: crash data analysis, stereotypical crash rate and crash risk assessment. Completing the road safety risk assessment is an important step in determining if the current speed limit is appropriate or if changes are required.

2. **Extended or Lower Speed zones:** Extending and/or lowering the existing HPAA speed limits in the Chatswood CBD core areas and surrounding streets will help reduce the risk of accidents involving pedestrians and cyclists. Slower speeds give drivers more time to react to pedestrians crossing or using footpaths.

3. **Designated Zones:** Designating specific zones with lower speed limits can create safer environments for pedestrians and riders. This may involve implementing HPAA and Shared Zones or extending/modifying School Zones, where vehicles are required to travel at reduced speeds to prioritise pedestrian and rider safety.

4. **Infrastructure Changes**: Implementing physical infrastructure changes may be required, such as, wider quality footpaths (consistent with the Chatswood CBD Planning and Urban Design Strategy 2036), continuous raised crossings, more green time for pedestrian crossings, improved connectivity and accessibility to and from the transport interchange (for rapid and mass transport), new street lighting, street furniture and bus shelters, increased tree canopy, dedicated bike lanes, and traffic calming measures & roads narrowing can further encourage safe interactions between pedestrians and cyclists or microtransport users.

5. **Community consultation:** Seeking community feedback on proposals for safer streets and speed zone changes - either extending the current 40 km/h High Pedestrian Activity Area (HPAA) in Chatswood CBD and/or introducing a new 30 km/h HPAA speed zone, to further enhance pedestrian, cyclists and all other road users.

6. **Education and Enforcement:** Educating road users about the importance of adhering to speed limits and sharing the road safely with pedestrians and cyclists is crucial. Enforcement of speed limits through monitoring and penalties can also deter speeding and improve compliance.

Below is an extract from the TfNSW Speed Zoning Standard outlining the **Comprehensive Speed Zone Review** process that Council must undertake in collaboration with TfNSW in order to deliver this.

TS 03631:1.0
NSW Speed Zoning Standard
Effective date: 10 July 2023

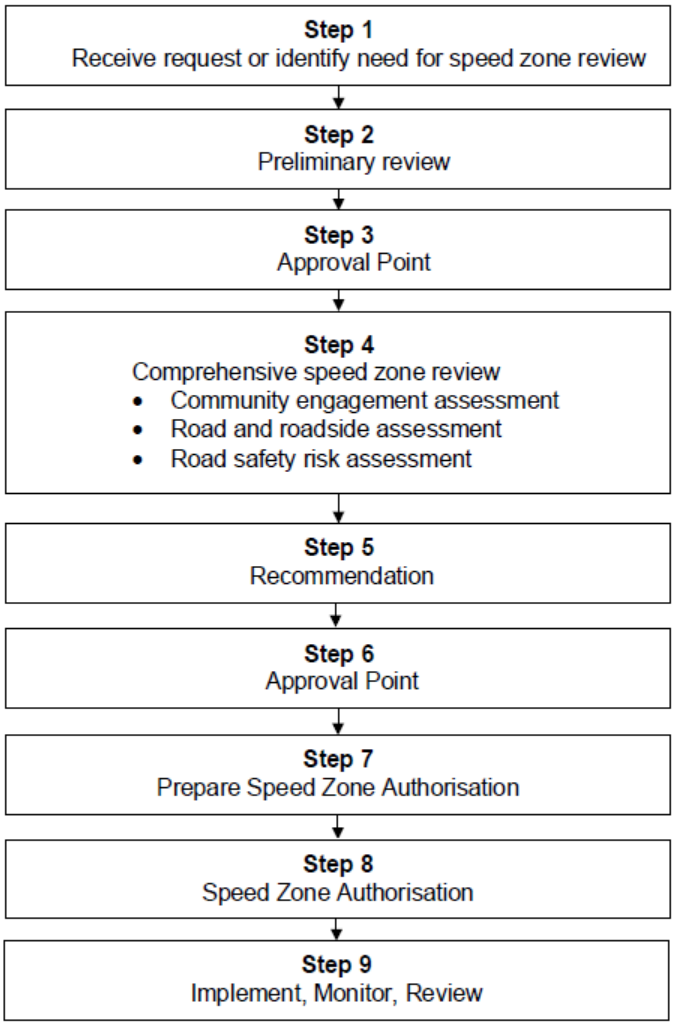


Figure 1 – Speed zone review process

Community engagement and consultation are essential in the ***Comprehensive Speed Zone Review process***. It is crucial to involve all residents, businesses, stakeholders, and visitors early and throughout the road safety risk assessment, as well as during the development of the concept design and detailed design plans. This includes consulting relevant stakeholders such as state government agencies, TfNSW, and developers on

design aspects and potential phased implementation of precincts over time.

Willoughby Road Safety Plan
Council teams are developing a draft ***Willoughby Road Safety Plan*** and plan to engage and consult the community on its principles and action plan during the new term of council. One of the key focus areas is to ensure ***safer streets and speeds***, particularly in the Chatswood CBD, St Leonards strategic centre, and local centres. Council teams intend to seek community feedback on ***safer streets and speeds*** - either extending the current 40 km/h High Pedestrian Activity Area (HPAA) in Chatswood CBD or introducing a new 30 km/h HPAA speed zone, to further enhance pedestrian, cyclists and all other road users.

Priorities for ***safer streets and speeds*** will reflect its function as determined by applying the 'Movement and Place Framework'. The issue of speed needs special attention because higher speeds lead to more severe crashes, injuries, and deaths. Council teams support the principle that speed limits should prioritise safety and be consistent across the network. As managers of local roads, Council's focus is to protect vulnerable road users, encourage more sustainable & active transport and make our streets safe and enjoyable places to be in and not just thoroughfares for traffic. Other studies, public forum and major infrastructure projects Council teams are planning and undertaking are:

Victoria Avenue, Chatswood - Movement and Place Plan study
Willoughby City Council is developing the Victoria Avenue Movement and Place Plan (VAMPP), a strategic study to establish a vision for Victoria Avenue. The VAMPP focuses on future users, including shoppers, workers, residents, and commuters, in anticipation of significant population growth over the next 20 years. By adhering to TfNSW guidelines, the VAMPP aims to create a safer, more accessible environment with appropriately set speed zones, enhancing safety and fostering a vibrant, people-friendly atmosphere.

Chatswood CBD Implementation Strategy
The Chatswood CBD Implementation Strategy aims to achieve the vision of the Chatswood CBD Planning and Urban Design Strategy by managing significant projected growth to create a vibrant, healthy, and distinctive Chatswood. The centre includes retail, offices, and community and health services, ranking among the top 10 office precincts in Greater Sydney with 278,919 square meters of office space. It features successful retail hubs like Westfield, Chatswood Chase, and Mandarin Centre, alongside entertainment venues such as The Concourse and Zenith Theatre, and a vibrant night-time economy. Council is currently assessing over 1,500 dwellings across various proposals, many near the Pacific Highway.

The Implementation Strategy will use a strategic approach that will enable Council to create a city that nurtures community health and connection, builds and supports the economy and investment and improves safety, links and accessibility.

Plan to restrict large trucks in loading zones parking on street level across the CBD and require trucks to load/unload in existing basements of buildings for delivery or use of smaller trucks in CBD areas. Time of day delivery for large truck deliveries include:

- Plan transition of operations and movement, precinct-by-precinct based on supporting population
- Enable micro-mobility options as part of newly expanded Chatswood CBD (north & south Chatswood) so that more shared space/paths can be provided for public uses
- Optimise and encourage time-based delivery schedules where deliveries are done at specific times in off-peak times through silent and sustainable operations.

E-bike delivery and drivers/riders' safety
Online goods and food delivery drivers (car and van) and riders (motorcycle and bicycle) provide essential services to the community but face significant safety risks on our roads. It's

crucial for these drivers and riders to protect themselves, and for other road users to ensure their safety.

As Chatswood and our city grows, it is likely that the use of e-bikes for food deliveries will continue to increase. Now is a good time to consider some of the challenges and opportunities this presents. It's important that voices from the industry, from service delivery platforms to the community and riders themselves are involved in the discussion as we move forward.

In 2024/25, Council teams will host an E-bike Deliveries Forum with local food and other e-bike delivery drivers, service delivery platforms, restaurants, peak bodies, interested community members, and other relevant stakeholders to understand the challenges of the e-bike delivery industry, including education around, but not limited to, safe driving, parking and cycling infrastructure, and speed limits in high pedestrianised areas and cyclists movement streets/paths.

Streetscape Improvement Projects
In addition to implementing lower speed zones to make Council streets and footpaths safer for all road users, it is equally important to prioritise safety by creating, redeveloping, and improving streetscape infrastructure for the Chatswood CBD and local centres. Some key examples of Council's implemented and ongoing major infrastructure projects include:

- **Redevelopment of The Concourse -** to provide high quality, public accessible and integrated amenities - a safe and successful public space.
- **Road closure of Spring Street at the Victoria Avenue intersection** - to facilitate safe and high pedestrian east-west movement.
- **Installation of a pedestrian crossing facility at Victoria Ave and Bertram Street intersection -** to enhance accessibility and connectivity.
- **Creation of 10km/h Shared Zones on Post Office Lane, Charlottes Lane, and Spring Place -** for public realm spaces, public and social event activations.
- **Creation of Bellambi Square -** to prioritise and provide a safe east-west pedestrian thoroughfare at the local centre.
- **Naremburn local centre streetscape project -** to provide easier access for pedestrians, cyclists, and bus passengers, enhance facilities for the public to improve and extend visitation time and create higher economic activity to support our local businesses.

The ***Artarmon Local Centre streetscape improvement project*** has been transformative, evolving over years since the adoption of the Willoughby Local Centre Strategy 2036 and Artarmon Public Domain Master Plan. This initiative has facilitated various planning and infrastructure developments, including the establishment of a 40km/h High Pedestrian Activity Area and the integration of future dedicated cycleways connecting Chatswood to St Leonards via Artarmon.



Hampden Road, Artarmon - Artarmon Local Centre 40 km/h HPAA



Elizabeth Street, Artarmon - Raised Pedestrian 'Wombat' Crossing part of the HPAA



Herbert Street, St Leonards - New tactile entry treatment for the RNSH Precinct HPAA



Herbert Street, St Leonards – New at grade pedestrian zebra crossing with cycle paths integration

Safer footpath and missing links

As the Chatswood CBD grows, the pedestrian volumes and movements increase, the footpaths need to be widened with high quality pavement in the new parts of the Chatswood

CBD, plan transition of operations and movement, precinct-by-precinct based on supporting population and land use changes. The Traffic and Transport team is developing a ***Walking Strategy*** this financial year, the goal is to improve walkability across the CBD where the goal is to produce not just a comfortable and safe walking environment but space for lingering and enjoying city life. Council teams will also undertake studies to audit the pedestrian network to identify missing links and where footpaths can be widened in coordination with cycleway/paths under planning and then plan roll-out of widening footpaths improvement program.

Willoughby Walking Strategy
In 2024/25, the Traffic and Transport team is undertaking a project to develop a ***Walking Strategy*** aimed at accommodating the future population growth and enhancing walking within the Chatswood CBD and council areas. This initiative focuses on providing increased walking space, establishing new connections across large street blocks, and improving accessibility standards to cater to diverse age groups and individuals with mobility and vision impairments.

Draft Cycling Strategy and Action plan 2034
The Strategy aims to enhance bicycle transport safety, attractiveness, and convenience as a preferred method of travel. It focuses on developing a safe, interconnected bike network that addresses cycling barriers. The plan also emphasises collaboration with developers and state governments to enhance and expand the cycling infrastructure network.

Council teams will continue to work towards a cycling network with a hierarchy of cycling infrastructure that adapts to different road types. The plan suggests segregated cycleway on major roads for fast connections between local centres, segregated lanes on collector roads for safe routes between strategic areas and centres, and improved road design and lower speed limits on residential streets to ensure safety and encourage considerate behaviour among all road users.

This approach aims to create a comprehensive cycling network that facilitates safe and efficient travel across the city and CBD. To create this network, two approaches are:

1. *On roads with fast-moving traffic, cyclists need separate lanes and dedicated cycleway.*
2. *On slower, quieter roads, cycling can be safe if road design changes are made.*

In short, different roads require different design changes based on traffic volumes and speeds. This ranges from small tweaks and introduction of traffic calming devices or lower speeds on residential and CDB streets to fully separated and protected cycle or shared path routes on busy roads. The lack of cycling routes in the City (mixed traffic paths or separated paths) and council areas makes food delivery dangerous. Urgent action is needed to create a safe, shared paths, direct cycling network and raise awareness about safely sharing the road with cyclists and riders.

5. RISKS AND OPPORTUNITIES

There are no risks or opportunities arising from the recommendation of this report.

6. CONCLUSION

The NSW Speed Zoning Standards and Guidelines are aligned with the Council's Community Strategic Plan 2032, aiming to create a sustainable transport system that encourages walking and cycling, ensures excellent connectivity, and fosters vibrant and safe

environments. Council's Planning and Traffic & Transport teams will utilise the new NSW Speed Zoning Standards and Guidelines when planning and developing strategies and action plans for the Chatswood CBD expansion and land use changes. This includes coordinating with stakeholders, developers and other state government agencies.

The Standards and Guidelines enable council officers to recommend speed zones that enhance safety and accessibility, contributing to a vibrant and well-connected urban environment & land uses, as outlined in the Chatswood CBD Implementation Strategy.

Community engagement and consultation are essential in the Comprehensive Speed Zone Review process. It is crucial to involve all residents, businesses, stakeholders, and visitors early and throughout the road safety risk assessment, as well as during the development of the concept design and detailed design plans. This includes consulting relevant stakeholders such as state government agencies, TfNSW, and developers on design aspects and potential phased implementation of precincts over time.

These Standards will guide Council and TfNSW in making recommendations to improve the safe and efficient movement of people and goods, refine road designs, support people-centred environments, and connect communities.

7. IMPLICATIONS COMMENT

City Strategy Outcome	3.1 Foster feelings of inclusion, safety and cleanliness. 5.1 Be honest, transparent and accountable in all that we do.
Business Plan Objectives, Outcomes / Services	To ensure proper traffic management and a transparent process for decision making regarding traffic & active transport matters.
Policy	There are no policy implications applicable to this report.
Consultation	There are no consultations planned for this report.
Risk	There are no risk implications applicable to this report.
Resource	There are no resources implications applicable to this report.
Legal	There are no legal implications applicable to this report.
Legislation	There are no legalisation implications applicable to this report.
Budget/Financial	There are no budget implications applicable to this report.

12.12 PUBLIC EXHIBITION OF THE WILLOUGHBY CYCLING STRATEGY AND ACTION PLAN 2034

ATTACHMENTS:	**1. DRAFT WILLOUGBY CYCLING STRATEGY AND ACTION PLAN 2034**
RESPONSIBLE OFFICER:	**MITCHELL NOBLE, ACTING PLANNING & INFRASTRUCTURE DIRECTOR**
AUTHOR:	**DANIEL SUI, TRAFFIC AND TRANSPORT TEAM LEAD**
CITY STRATEGY OUTCOME:	**5.5 MAKE IT EASY FOR CITIZENS TO ENGAGE AND PARTICIPATE IN DECISION MAKING.**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

To seek Council's endorsement to publicly exhibit the Draft Willoughby Cycling Strategy and Action Plan 2034.

2. OFFICERS RECOMMENDATION

That Council:

1. **Endorse the public exhibition of the Draft** Willoughby Cycling Strategy and Action Plan 2034 **Policy for a period of 28 days.**

2. **If no submissions are received during the public exhibition period outlined in part 1 above:**
   a. Adopt the Draft Willoughby Cycling Strategy and Action Plan 2034 **Policy attached to this report.**
   b. Delegate authority to the Chief Executive Officer to make minor amendments to the Draft Willoughby Cycling Strategy and Action Plan 2034 **Policy which do not alter the intent.**
   c. Include the adopted Draft Willoughby Cycling Strategy and Action Plan 2034 **Policy in Council's Policy register and publish on Council's website.**

   OR

3. **If submissions are received during the public exhibition period, present a report on the submissions to a future Council meeting.**

3. BACKGROUND

As part of 2023/24 Operation Plan, Council's Traffic & Transport team has developed a draft Willoughby Cycling Strategy and Action Plan 2034 (**Attachment 1**). This draft plan aims to outline priority areas and action steps to establish a robust cycling strategy. The goal is to create a sustainable, safe, and enjoyable cycling environment that encourages cycling as a preferred mode of transportation and enhances community well-being.

The Strategy focuses on improving bicycle transport safety, attractiveness, and convenience. It aims to develop a safe, interconnected bike network that addresses barriers to cycling. Additionally, the plan emphasizes collaboration with developers and state governments to enhance and expand the cycling infrastructure network.

4. DISCUSSION

The Willoughby City Council Cycling Strategy and Action Plan 2034 provides the City's long-term vision and priorities for cycling. The Council aims to create a connected and safe bicycle network with integrated infrastructure that supports cycling for all users and age groups, fostering a vibrant and active community. The cycling strategy outlines four key priorities and an Action Plan for the next decade, guiding Council teams in achieving this vision across the Local Government Area.

The strategy's priorities are:

1. Safe Cycling
2. Connected and Continuous Cycling
3. Integrated Cycling
4. Promote Cycling

Given the increasing growth throughout Willoughby, it is crucial to develop the Cycling Strategy and Action Plan to accommodate the growing population, invest in cycling infrastructure, and promote cycling to encourage active transport.

The Action Plan outlines comprehensive actions that enable council teams to review, assess, and plan effectively. The Council's four-year Delivery Program and annual Operational Plans will be based upon this and detail the specific activities to support the implementation of the Cycling Strategy. To achieve our vision, the Action Plan also involves collaboration with various stakeholders, including government agencies, community groups, residents, schools, developers, and local businesses.

Progress will be measured based on the targets set in Our Green City 2019 (Sustainability Action Plan for 2028), including a 3% increase in bicycle riders in Willoughby LGA from a 2017 baseline, and a 10% increase in the total kilometres of bike infrastructure (dedicated and shared paths) from a 2017 baseline. Indicators will be regularly reported on to track progress against the four key priorities.

The draft Strategy has undergone extensive workshops and discussions with the Active & Integrated Transport Advisory Committee (A&ITAC). It was endorsed by A&ITAC in its meeting on 28 May and recommended to the Council for public exhibition through the "*Have Your Say*" platform. This A&ITAC did have a number of comments which should be included within the final version.

During the community consultation period, all residents, businesses, visitors, cycling groups, neighbouring councils, and TfNSW are encouraged to provide input and feedback. All comments will be considered and incorporated into the finalisation of the Strategy and Action Plan 2034 where feasible.

Upon adoption of the finalised Willoughby City Council Cycling Strategy and Action Plan 2034 by the Council, Council teams will begin planning and developing operational plans for the next ten years. These plans will be based on priorities, opportunities for upgrading and expanding the cycling network through development works, critical population growth areas, and the availability of annual funding for improvements or potential grants from the state governments to fund key strategic corridors.

5. RISKS AND OPPORTUNITIES

There is a risk of not meeting community demand and expectations for developing the City's long-term vision and priorities for cycling. The Council aims to create a connected and safe bicycle network with integrated infrastructure that supports cycling for all users and age groups, fostering a vibrant and active community. The cycling strategy outlines four key priorities and an Action Plan for the next decade, guiding Council teams in achieving this vision across the Local Government Area.

Opportunities will be pursued to address these risks over the life of the Strategy.

6. CONCLUSION

It is recommended that the Draft *Willoughby City Council Cycling Strategy and Action Plan 2034* be placed on public exhibition for a period of 28 days commencing in August to September 2024 and a further report detailing the outcome of the consultation process is presented for Council's consideration should submissions be received.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.5 Make it easy for citizens to engage and participate in decision making.
Business Plan Objectives, Outcomes / Services	The community contributes to Council decision making through effective engagement.
Policy	To oversee the Council's vision and action plan for the Cycling Strategy, a robust framework for review and collaboration will be established, ensuring active participation from all relevant stakeholders.
Consultation	The draft *Willoughby Cycling Strategy and Action Plan 2034* to be placed on public exhibition for a period of 28 days.
Risk	Effective social media engagement can assist Council to keep our community informed, explain decisions and to promote community confidence in Council and its decisions.
Resource	Works are undertaken within the existing resource allocation. The recommendations do not commit Council to any additional resources.
Legal	There are no legal implications relevant to this report.
Legislation	All recommendations comply with relevant legislation and Transport for New South Wales Policies and Guidelines.
Budget/Financial	Works are undertaken within the existing resource allocation.

ATTACHMENT 1

CYCLING STRATEGY AND ACTION PLAN 2024 - 2034



DRAFT VERSION FOR PUBLIC EXHIBITION

WILLOUGHBY CITY COUNCIL

City of Diversity

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Acknowledgement of Country

Willoughby City Council acknowledges the Traditional Owners of the lands on which we stand, the Gamaragal people. We pay our respects to their Elders past and present.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Contents

Introduction....4

Cycling in Willoughby: Strategic Alignment....6

Cycling in Willoughby: Progress....8

Our Existing Infrastructure 11

Our Vision....14

Cycling Priorities....

Priority One: Safe Cycling....16

Priority Two: Connected and Continuous Cycling....22

Priority Three: Integrated Cycling....28

Priority Four: Promote Cycling....34

Implementation Timeframe....38

Measuring the Outcomes....42

Willoughby Bicycle Network Plan 48

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Key Terms and Definitions

TERM	DEFINITION
Active transport	A form of transport of people and sometimes goods that only uses the physical activity of a human being for locomotion (most commonly refers to walking and cycling).
Bicycle lane	On-road facility type – separated from other vehicles by road markings. May be located between parked cars and moving traffic lanes.
Bicycle path	Off-road facility type – for bicycle use only.
Cycleway	Cycling facility (on or off road).
Micromobility	A range of small, lightweight devices operating at speeds typically below 25 km/h. Micromobility devices include bicycles, E-bikes, electric scooters, electric skate-boards, shared bicycles, and electric pedal assisted (pedelec) bicycles.
Safe Active Street	Safe active streets are bicycle routes on quiet local streets, where speeds have been reduced to 30 km/h to allow for a safer shared street space. With lower traffic speeds, the streets are much safer for pedestrians and bicycle riders of all ages and abilities, as well as for people driving.
*Shared path	Off road cycling facility type - shared with pedestrians.
*Pedestrian	A person walking rather than travelling in a vehicle.
*Quietway	On road cycling facility type - low speed traffic environment (e.g. 30km/h or less) shared with motor vehicles.

Note: Key terms and definitions have been sourced from the *Transport for NSW Cycleway Design Toolbox, Main Roads Western Australia Safe Active Streets Signs and Pavement Markings Policy and Application Guidelines.* Throughout this document where the words cycling, cycleway or bicycle riders are used, it is implied that they are inclusive of micromobility.

Abbreviations

ABREVIATION	DEFINITION
LGA	Local Government Area
SINSW	School Infrastructure New South Wales
TfNSW	Transport for New South Wales
WCC	Willoughby City Council

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024



Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Introduction

Willoughby City Council Cycling Strategy and Action Plan 2034 provides the City's long-term vision and priorities for cycling in the City.

Key stakeholder and community consultation was undertaken to develop the adopted 10-year **STRATEGIES** and **ACTION PLAN** of Willoughby City Council. The Strategy outlines **FOUR KEY PRIORITIES** that we will focus on to achieve the vision of cycling across Willoughby City Council.

This will be achieved through optimum use of cycleways by providing opportunities for the community to be active, encouraging participation in cycling activities to support improved health and wellbeing. Collaboration and ongoing consultation with our community will enlighten ongoing planning.

We anticipate some challenges to achieving our vision such as limited funding for infrastructure implementation, bicycle riders competing with other road users especially in busy areas like Chatswood CBD, the need to balance provision of on-street parking for residents with providing cycling infrastructure within residential streets, and challenges with retrofitting cycling facilities into existing infrastructure.

To achieve our vision, Council will work with a variety of stakeholders including government agencies, community groups, schools, developers and the local businesses.

Council's four-year Delivery Program and annual Operational Plans will provide details about the activities that Council will deliver to support the implementation of the Cycling Strategy.

CONTEXT



75,615
people reside within the Willoughby LGA
Source: ABS Census 2021



Which consists of
52% Female
48% Male
Source: ABS Census 2021



The population of Willoughby is forecasted to grow to
87,415
by 2036
Source: Forecast ID



Job opportunities are forecast to grow from **62,872** in 2021 to **82,857** in 2036

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Our Community

- 16% of workers live and work in the Willoughby LGA
- 63% of residents reside within 10km of their place of work
- 14% of Willoughby households are car-free.

Travelling in Willoughby

- 1% of residents chose cycling as their main mode of transport to work
- 9% of residents chose walking as their prefered mode of transport to work
- 39% of residents chose public transport as their prefered mode of transport to work.

Source: ABS Census 2016

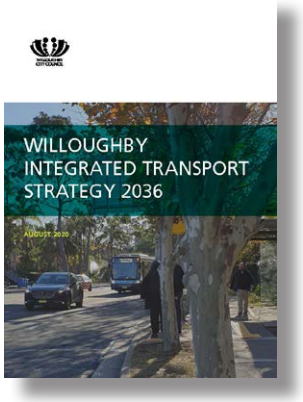
Snapshot of our Current Transport System

- Three rail stations (Artarmon, Chatswood and St Leonards) and one metro station (Chatswood). Chatswood Interchange is a key transport hub that integrates heavy rail, metro and bus.
- A bicycle network of existing routes of 66km and planned routes of 45km
- A pedestrian footpath network of 188km.



Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Cycling in Willoughby: Strategic Alignment



Willoughby Integrated Transport Strategy

Provides the overarching framework for transport planning and initiatives across the Willoughby LGA to 2036.

STRATEGIC DIRECTIONS

Our transport system will:

- be sustainable and promote greater levels of walking and cycling.
- provide excellent local and regional connectivity and be accessible to all.
- contribute to the development of vibrant, liveable and safe places.
- support our local economy by efficiently managing congestion and parking demand.
- embrace smart technology and respond to community needs



Future Transport Strategy

Sets Transport's vision for safe, healthy, sustainable, accessible and integrated passenger and freight journeys in NSW.

STRATEGIES

- Support car-free, active, sustainable transport options.
- Provide transport choices for people no matter where they live.
- Improve the safety of people walking and cycling.



Active Transport Strategy

Aims to double the number of walking and bike riding trips taken per year across NSW and wants walking and cycling to be the preferred mode of transport for short trips

STRATEGIES

- Enable 15-minute neighbourhoods.
- Deliver connected and continuous cycling networks.
- Provide safer and better precincts and main streets.
- Promote walking and cycling and encourage behaviour change.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

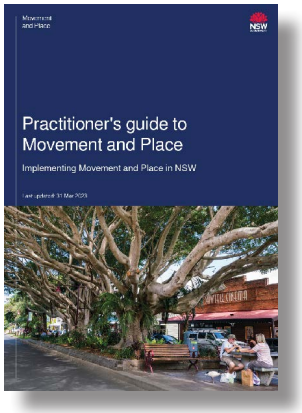


Strategic Cycleway Corridors Greater Sydney

Establishes a network of strategic cycleway corridors across Greater Sydney to help facilitate active travel.

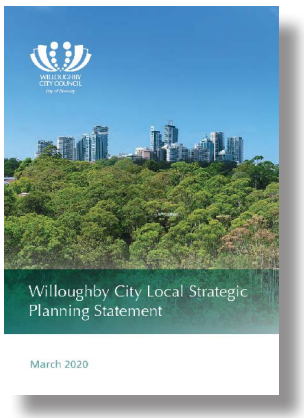
STRATEGIES

- Double the number of cycling trips taken per year across NSW
- Connect Chatswood and St Leonards to Lane Cove, North Ryde, Gordone, Roseville Chase, Willoughby, Neutral Bay and North Sydney.



NSW Movement and Place

"NSW Movement and Place" is a comprehensive, placecentric approach to the planning, design, implementation, and management of transport networks in New South Wales. This framework takes into account the entire street, including footpaths, extending from one property boundary to another, and caters to the needs of all users. The "Movement and Place" framework strategically integrates the efficient transit of people and goods with the enhancement of local amenities and the quality of places.



Local Strategic Planning Statement

Priority 3: Enhancing walking and cycling connections to Willoughby's urban areas, local centres and landscape features.

- Develop both east-west and north-south routes in the LGA as green links for walking and cycling.
- Expand the bicycle network as planned in the Willoughby City Bike Plan.
- Work with Transport for NSW to address barriers to walking and cycling caused by major transport corridors such as the Pacific Highway, Gore Hill Freeway and North Shore Rail Line



Community Strategic Plan

The vision for the future of Willoughby City as a "liveable and prosperous City", supported by following outcomes relevant to transport.

Outcome 1: A city that is green

- Promote sustainable lifestyles and practices.

Outcome 2: A city that is connected, inclusive and resilient

- Enhance transport choices and connections throughout the City.

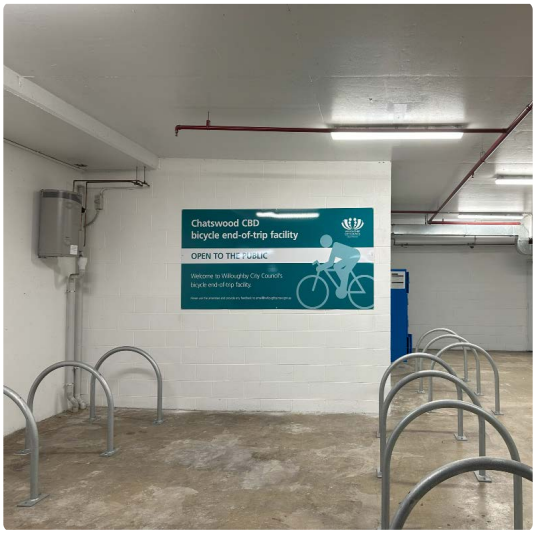
Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024
Page 188 of 481

Cycling in Willoughby: Progress

OUR PROGRESS SO FAR



Construction of 3.5km Shared path along Pacific Highway from Mowbray Road to Herbert Street.



Chatswood CBD Albert Avenue end-of-trip facility

Other works include:

- Continuation of minor line and sign works to improve safety of existing infrastructure in the LGA.
- Detailed design and construction of 2.3km cycleway from Chatswood to St Leonards via Artarmon Town Centre.
- Planning of bicycle infrastructure along Anderson Street that ties in with new developments.
- Development of shared path (at design stage) along Pacific Highway from Boundary Rd to Mowbray Road.
- Detailed design of shared path along Smith Street between Eastern Valley Way and High Street.
- School Active Transport Network with Willoughby Public School.
- Scoping study for the Middle Harbour Greenway missing links.
- Planning of missing link along West Street.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024



Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024



Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Our Existing Infrastructure

Willoughby Council area has a number of key attractors and generators of cycling trips including Chatswood, Artarmon and St. Leonards town centres, as well as smaller local centres such as Castlecrag, Northbridge, North Willoughby and Willoughby. We also have several schools, hospitals and three train stations and metro which attract cycling trips. Our cycling infrastructure consists of a network of cycleways that connect our local, industrial and community centres, train stations, workplaces, education facilities, medical facilities and shopping centres. Our network consist of a combination of on road bicycle lanes, off road bicycle paths, mixed traffic cycleways, shared paths and shared zones.

On-road Bicycle Lane



Johnson Street, Chatswood



Evans Lane, St Leonards

Mixed Traffic Cycleway



Chapman Avenue, Chatswood



Henry Lane, St Leonards

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Off-road Bicycle Path



Along Gore Hill Freeway



Cyclist bridge connecting Quiamong Street to Slade Street, Naremburn

Off-road Shared Path



Pacific Highway, St Leonards



Frank Channon Walk, Chatswood

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Shared Zone



Cambridge Lane, Chatswood

Cycling is a healthy and fun form of exercise for all ages and can contribute to a healthier lifestyle for our people. Noting that there are gaps in our network, we are dedicated to expanding our network to provide cycling as a mode of choice for our people. This is a continuous effort requiring collaboration between different stakeholders. Our improved network will provide connectivity within Willoughby and to neighbouring Councils and enable people of all ages and abilities to cycle. We want our local streets to be welcoming for people to connect by cycling.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Our Vision

We want to have a connected and safe bicycle network consisting of integrated infrastructure enabling all users and age groups to cycle, thus creating a thriving community that is aware of cycling values and enjoys an active lifestyle.

The purpose of this Cycling Strategy is to provide an overarching framework and strategic direction for cycling and micromobility, and integrated transport programs, services and facilities in the City for the next 10 years. This Strategy outlines four priorities with actions to achieve each priority. It also provides a cycling network plan for connecting popular destinations within Willoughby and surrounding LGAs (City of Ryde, Lane Cove, Ku-ring-Gai, and North Sydney Council).

While developing the Strategy we sought your inputs and ideas on what we could do to increase the use of cycling and micromobility in Willoughby through workshops and public participation. We have incorporated the feedback received from you. The Willoughby City Cycling Strategy outlines priorities and actions aimed at increasing the use of cycling and addressing challenges raised by you.

The strategic priorities and actions align with Outcome 1 of Council's Community Strategic Plan ("A City that is green") and the strategic direction of the Integrated Transport Strategy 2036 ("Our transport system will be sustainable and promote greater levels of walking and cycling"). The strategic priorities and actions also aligns with the TfNSW Active Transport Strategy.



Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Cycling Strategy Priorities

1 Safe Cycling

ENSURE CYCLEWAYS ARE SAFE, ATTRACTIVE AND COMFORTABLE

Safe infrastructure and facilities are to be provided where necessary to ensure that cycleways are safe for people of all ages and abilities. Provide infrastructure and amenities that are attractive. Considering Willoughby's topography, design cycleways on a gentler grade where possible to ensure comfortable cycling.

2 Connected and Continuous Cycling

DEVELOP A BICYCLE NETWORK THAT IS DIRECT, CONNECTED AND CONTINUOUS

Direct and connected routes are to be provided across the network to help bicycle riders to reach their destinations easily. Ensure that the regional routes are connected to the neighbouring councils.

3 Integrated Cycling

INTEGRATE CYCLING INFRASTRUCTURE WITH OTHER MODES

Cycling infrastructure is to be provided to integrate with public transport and walking to ensure cost effectiveness.

4 Promote Cycling

PROMOTE CYCLING THROUGH AWARENESS PROGRAMS AND INITIATIVES

Cycling events and education programs aimed at behaviour change are to be organised to promote cycling for short trips.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Priority 1- Safe Cycling

The Strategic Priority-1 aligns with Outcome 3 of Council's Community Strategic Plan 2032 ("A City that is liveable") and Integrated Transport Strategy 2036 ("Our transport system will contribute to the development of vibrant, liveable and safe places"). It also aligns with the TfNSW Active Transport Strategy.

'Safety in public places' generated the highest Importance score –and the second highest Satisfaction score in Willoughby City Council Community Perception Research, 2022. Safety in cycling received the highest emphasis in the visioning workshop with key stakeholders.

Cycling safety entails being protected from traffic-related danger, risk, or injury. We are aiming to improve cycling safety by creating a safe network and road environment.

We are presenting this safety action plan to improve cycling by sketching out a vision for enhancing safety, reviewing actual conditions, and communicating with key stakeholders for solutions to concerns that have been identified. The comments we received about cycling in Willoughby reflect the community's desire for safer streets for cycling.

Our goal is to provide a cycling network that is safe enough for people of all ages and abilities to ride.

OBJECTIVE

Ensure safe cycling network to transport hubs, economic hubs, and local hubs by providing safer routes to high demand areas including public transport stations, schools, shopping centres, hospitals, parks and businesses.

Safety Performance Indicators:



Proportion of people that feel safe while cycling



Number of crashes involving bicycle riders



Number of serious injuries involving bicycle riders

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Priority 1 - Safe Cycling Actions

ACTION	DESCRIPTION
1.1	Provide audit program to prioritise and progressively upgrade cycling infrastructure that aligns with the TfNSW Cycleway Design Toolbox Guidelines to ensure safety for riders.
1.2	Based on TfNSW Cycleway Design Toolbox Guidelines, upgrade on-road cycleways currently adjacent to on-street parking (dooring lanes).
1.3	Extend the existing low speed zones across key local centres and investigate opportunities for lower speed limits on select Council roads.
1.4	Advocate to Transport for New South Wales (TfNSW) for lower speed limits on select state roads in Willoughby City Council, including 10km/h shared zones, 30km/h and 40km/h where possible.
1.5	Continue to review signage and markings for shared facilities to provide a safe environment for all users.
1.6	Pilot and implement safe active streets with priority for cycling in select high demand local streets. Provide improved landscaping and intersection treatments that favour cycling.
1.7	Provide safe infrastructure to accommodate E-bikes and cargo bikes, and advocate for TfNSW to include relevant design in the Toolbox.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Priority 1- Safe Cycling

Action 1.1 - Best Practice Example of Separated Bicycle Lanes



Kent Street, Sydney

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Action 1.3 & 1.4 - Best Practice Examples of Lower Speed Limits



40km/h High Pedestrian Activity Area at Victoria Avenue, Chatswood



30km/h High Pedestrian Activity Area along Crown Street between Kembla Street and Corrimal Street, Wollongong

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Priority 1- Safe Cycling

Action 1.1 - Best Practice Example of Bicycle Rider-Friendly Kerb Ramp



Archer Street / Wattle Lane, Chatswood

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Action 1.6 - Best Practice Examples of Safe Active Streets



Dedicated Cycling Median along Day Avenue, Kingsford



Modal Filter along Napier Street, Melbourne

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Priority 2 - Connected and Continuous Cycling

The Strategic Priority 2 aligns with Outcome 2 of Council's Community Strategic Plan ("A City that is connected and inclusive") and the strategic direction of the Integrated Transport Strategy 2036 ("Our transport system will provide excellent local and regional connectivity and be accessible to all"). It also aligns with the TfNSW Active Transport Strategy.

We are working to develop a connected bicycle network to ensure Willoughby is accessible by cycling. The connected bicycle network will encourage more people of all ages and abilities to cycle in Willoughby and neighbouring areas.

Our bicycle network includes separated bicycle paths, shared user paths, and marked on-road cycleways to facilitate safe, comfortable, and convenient travel.

We will publish bicycle route maps that will help guide the delivery of a connected bicycle network across Willoughby. We will work with neighbouring councils to update existing priority route maps to respond to changes in demand and priority.

OBJECTIVE

Ensure connectivity to local high demand areas including public transport stations, schools, shopping centres, hospitals, parks, businesses and to neighbouring LGAs. Increase bicycle infrastructure in Willoughby City Council by 10% by 2034.

Connectivity Performance Indicators:



Per centage of local bicycle network completed



Per centage of regional routes completed



Proportion of residents living within 400m of a continuous cycling network

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Priority 2 - Connected and Continuous Cycling

ACTION	DESCRIPTION
2.1	Develop a strategic bicycle network for Willoughby that defines the key routes linking Chatswood CBD with key destinations in Willoughby City Council.
2.2	Design and implement the strategic bicycle network across the LGA to provide connectivity to public transport stations, schools, shopping centres, hospitals, parks, businesses, local centres and employment centres.
2.3	Update sections of regional bicycle network within the City of Willoughby to support the TfNSW strategic cycleway network.
2.4	Work with TfNSW and neighbouring Councils to provide connectivity across LGAs through regional bicycle network.
2.5	Audit existing infrastructure around schools and provide safe routes to enable independent cycling by children to school.
2.6	Investigate opportunities to re-purpose unused railway land to provide cycling routes and quiet streets.
2.7	Incorporate first and last mile cycling connections and trip facilities into plans and projects for people of all ages and abilities.
2.8	Develop a wayfinding strategy for the bicycle network and provide consistent signage and line marking to support access along known bicycle corridors across the LGA.
2.9	Revise planning documents for new developments to provide connectivity to nearby cycling network.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Priority 2 - Connected and Continuous Cycling

Action 2.5 - Best Practice Example of Routes to School



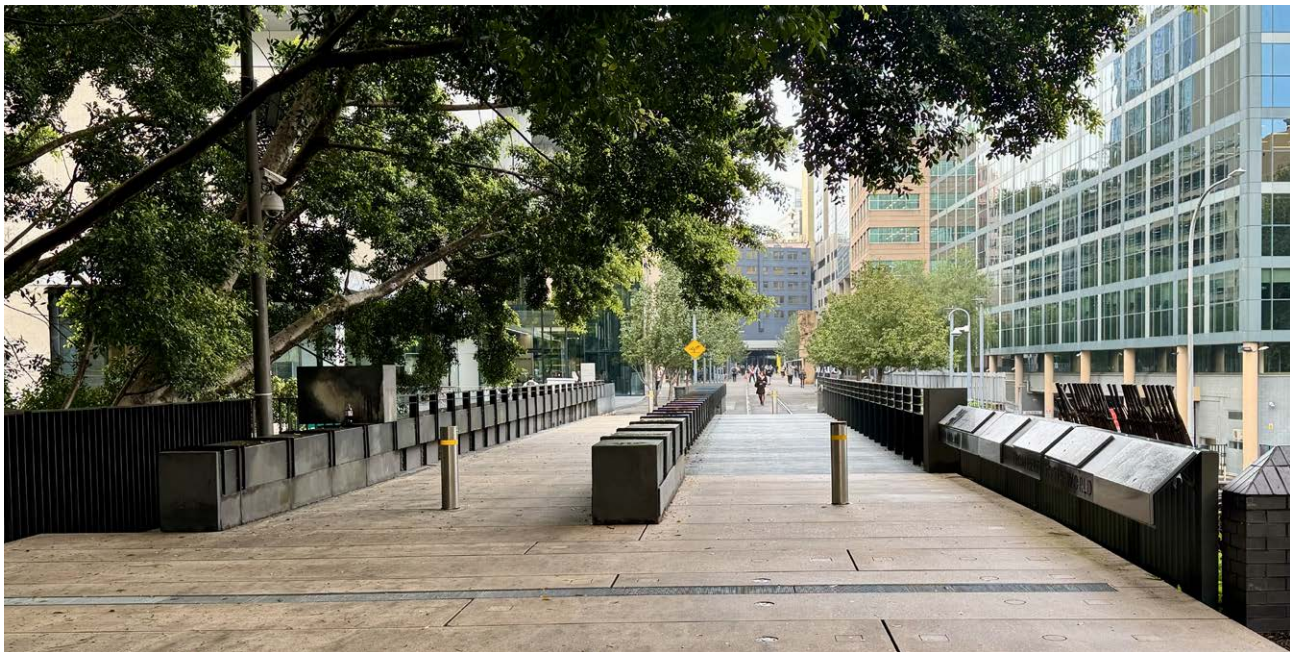
Shared paths around Meadowbank School

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Action 2.6 - Best Practice Examples of Rail Trails



Frank Channon Walk shared path along Chatswood rail corridor



The Goods Line, Haymarket

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Priority 2 - Connected and Continuous Cycling

Action 2.8 - Best Practice Example of Wayfinding



Wayfinding, Chatswood

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Action 2.8 - Best Practice Examples of Line Marking



On-road bicycle marking at Johnson Street / Devonshire Street, Chatswood



Shared path marking along Pacific Highway (west of Reserve Road), St Leonards

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Priority 3 - Integrated Cycling

The Strategic Priority 3 aligns with Outcome 4 of Council's Community Strategic Plan ("A City that is prosperous and vibrant") and the strategic direction of the Integrated Transport Strategy 2036 ("Our transport system will support our local economy by efficiently managing congestion and parking demand"). It also aligns with the TfNSW Active Transport Strategy.

We want to see a city where cycling is integrated with other modes to ensure a high level of connectivity. If cycling is a part of the journey, we want to see cycling infrastructure integrated with walking and public transport infrastructure for the whole journey.

Our goal is to provide cycling infrastructure to enable 15-minute neighbourhoods in Willoughby. We want to support 15-minute access to destinations in Willoughby and neighbouring LGAs through integration with public transport and walking. We will incorporate the NSW movement and place framework when planning and designing our streets.

OBJECTIVE

Provide infrastructure to ensure an integrated journey for all road users by integrating the different modes of transport.

Integrated Infrastructure Performance Indicators:



Number of stations with end-of-trip facilities



Number of bicycles at key bicycle counter sites at train stations, shopping centres and schools

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

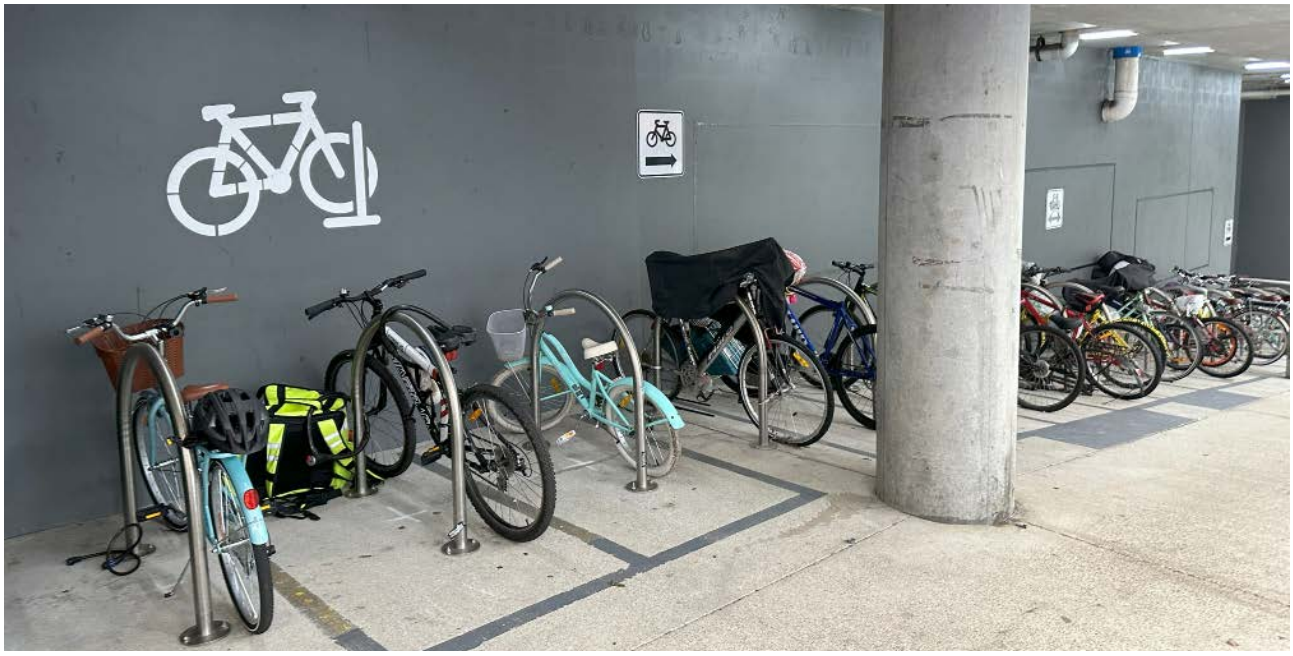
Priority 3 - Integrated Cycling Actions

ACTION	DESCRIPTION
3.1	Advocate for TfNSW to continue providing bicycle parking, bicycle storage and charging infrastructure at all railway stations in the LGA to support integration between active and public transport.
3.2	Continue to provide bicycle parking, lockers, charge points, drink stations and secure storage for bicycles, scooters, and micromobility vehicles in high use areas e.g., shopping centres, parks in the LGA.
3.3	Advocate for TfNSW to implement traffic signals with reduced waiting time and longer phases for bicycle riders at intersections with high bicycle rider demand.
3.4	Provide bicycle lanterns with push buttons to enable activation by bicycle riders so that they do not have to dismount at signalised crossings.
3.5	Advocate to TfNSW for the implementation of bicycle loading racks on buses.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Priority 3 - Integrated Cycling

Action 3.1 - Best Practice Examples of Bicycle Parking at Train Stations



Bicycle racks at Chatswood Station



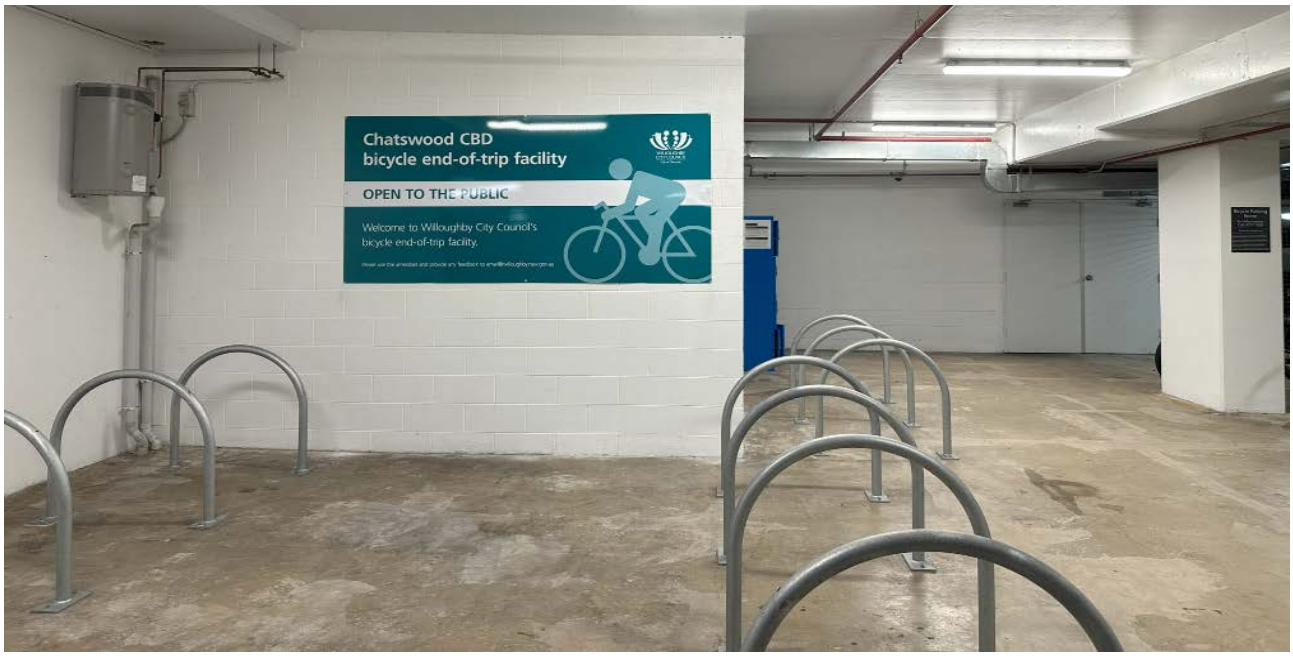
Secure bicycle lockers at Chatswood Station

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Action 3.2 - Best Practice Examples of Public Facilities



Existing water bottle refill stations within the Willoughby LGA

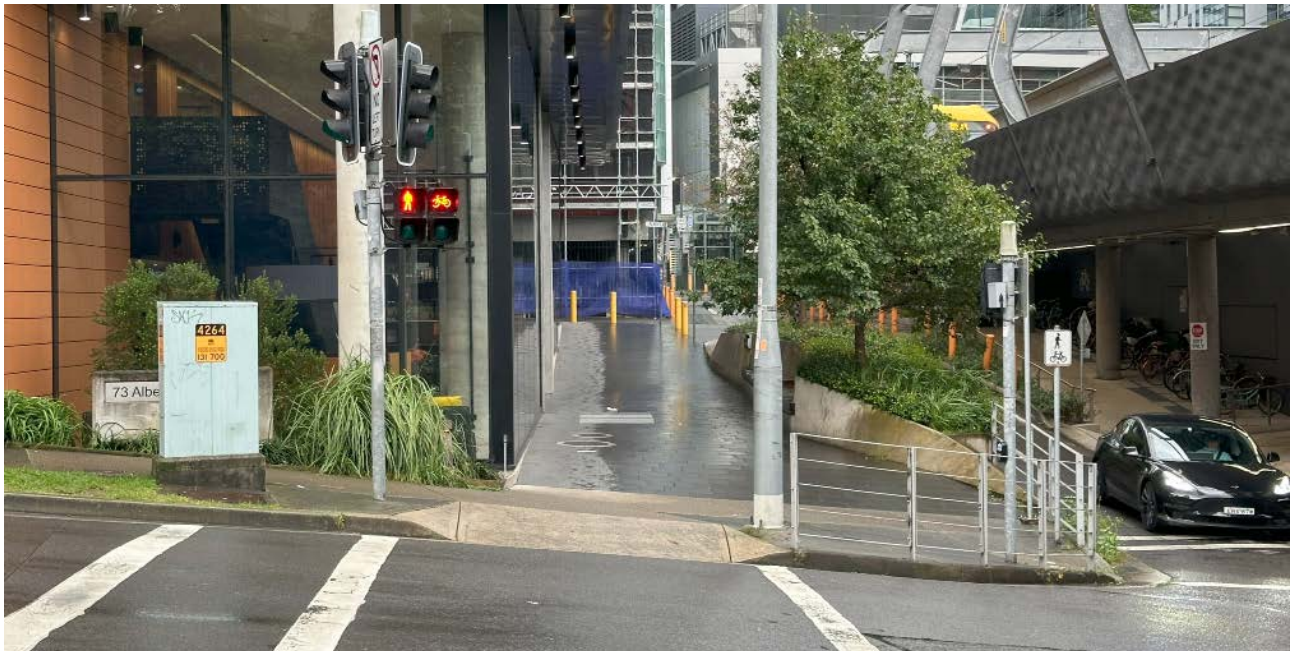


Free-of-charge, end-of-trip facility at Albert Avenue that includes changing room, locker room and CCTV

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Priority 3 - Integrated Cycling

Action 3.4 - Best Practice Example of Bicycle Lanterns



Thomas Lane / Albert Avenue Intersection, Chatswood

In addition to bike lanterns, other elements of integration at this location include shared user path, bike racks, lockers and changing rooms.



Mowbray Road / Devonshire Street, Chatswood

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024



Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Priority 4 - Promote Cycling

We are working to enhance the bicycle rider's experience to encourage more people to ride bicycles. We will educate road users and run campaigns to promote cycling in Willoughby. We will build cycling confidence in our communities through organizing cycling skills training.

To achieve this plan, our approach will be to initially deliver 2 training courses and 2 cycling events per year to improve cycling skills and to improve knowledge and capability of our people in safe cycling. By better educating our communities, we aim to improve the cycling experience and build a cycling culture in our City.

We will provide maps, route advice, digital navigation tools and wayfinding signs to emphasize the best way to travel around Willoughby by bicycle.

OBJECTIVE

Increase the number of people cycling in Willoughby City Council by 3% by 2034 by promoting behaviour change to encourage cycling as the mode of choice for short trips.

Promotion of Cycling Performance Indicators:



Number of bicycle users



Attendance levels at education programs



Attendance levels at events



Proportion of journey to work by cycling



Proportion of those using cycling to travel to school

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Priority 4 - Promote Cycling Actions

ACTION	DESCRIPTION
4.1	Partner with TfNSW to develop and deliver education programs that upskill and encourage cycling.
4.2	Work with schools in the LGA to roll out programs, activities and information packages that support and promote school children cycling and walking to school.
4.3	Work with businesses and large employers in the LGA to promote cycling by implementing Green Travel Plans.
4.4	Collaborate with neighbouring Councils and TfNSW to facilitate cycling events.
4.5	Assign dedicated teams to oversee cycling matters in Willoughby City Council and to facilitate Council's program of promoting cycling.
4.6	Undertake an annual update of the information on Council's cycling website to facilitate cycling in Willoughby City Council.
4.7	Work actively with communities to ensure that communities are fully informed about proposed cycling initiatives and their associated benefits.
4.8	Provide additional resources to follow up with participants at bicycle riding course to facilitate continuous riding.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Priority 4 - Promote Cycling

Action 4.4 - Best Practice Example of Events



City of Sydney Cycling Courses

Source: City of Sydney Cycling Courses

City of Sydney Council offers a range of cycling courses/ workshops designed to enable people to cycle effectively, safely and confidently in Sydney.

These include cycling in the city courses, bicycle care and maintenance course, one-on-one cycling skills courses, bicycle clinics for kids and guided bicycle tours. City of Sydney has a cycling park to facilitate courses therefore a facility will be required prior to Willoughby City Council providing these courses.



Biketober, Willoughby City Council

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024



Cycling skills workshop, Willoughby City Council



Bicycle maintenance workshop, Willoughby City Council

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Implementation Timeframe

The strategic priorities are supported by policy directions and actions to guide future changes to the City's cycling environment. To support this, we have categorised each action with an implementation timeframe i.e., short-term (0-3 years), medium-term (4-5 years) and long-term (6-10 years).

Priority 1 - Safe Cycling Actions

ACTION		TIMEFRAME	RESPONSIBILITY
1.1	Provide audit program to prioritise and progressively upgrade cycling infrastructure that aligns with the TfNSW Cycleway Design Toolbox Guidelines to ensure safety for riders.	Short term	Willoughby City Council
1.2	Based on TfNSW Cycleway Design Toolbox Guidelines, upgrade on-road cycleways currently adjacent to on-street parking (dooring lanes).	Short term	Willoughby City Council
1.3	Extend the existing low speed zones across key local centres and investigate opportunities for lower speed limits on select Council roads.	Medium term	Willoughby City Council
1.4	Advocate to Transport for New South Wales (TfNSW) for lower speed limits on select state roads in Willoughby City Council, including 10km/h shared zones, 30km/h and 40km/h where possible.	Medium term	Willoughby City Council Transport for NSW
1.5	Continue to review signage and markings for shared facilities to provide a safe environment for all users.	Long term	Willoughby City Council Transport for NSW
1.6	Pilot and implement safe active streets with priority for cycling in select high demand local streets. Provide improved landscaping and intersection treatments that favour cycling.	Long term	Willoughby City Council
1.7	Provide safe infrastructure to accommodate E-bikes and cargo bikes, and advocate for TfNSW to include relevant design in the Toolbox.	Medium term	Willoughby City Council

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Priority 2 - Connected and Continuous Cycling Actions

ACTION		TIMEFRAME	RESPONSIBILITY
2.1	Develop a strategic bicycle network for Willoughby that defines the key routes linking Chatswood CBD with key destinations in Willoughby City Council.	Short term	Willoughby City Council
2.2	Design and implement the strategic bicycle network across the LGA to provide connectivity to public transport stations, schools, shopping centres, hospitals, parks, businesses, local centres and employment centres.	Short term	Willoughby City Council
2.3	Update sections of regional bicycle network within the City of Willoughby to support the TfNSW strategic cycleway network.	Short term	Willoughby City Council Transport for NSW
2.4	Work with TfNSW and neighbouring Councils to provide connectivity across LGAs through regional bicycle network.	Short term	Willoughby City Council Neighbouring LGAs Transport for NSW
2.5	Audit existing infrastructure around schools and provide safe routes to enable independent cycling by children to school.	Short term	Willoughby City Council School Infrastructure NSW Schools
2.6	Investigate opportunities to re-purpose unused railway land to provide cycling routes and quiet streets.	Long term	Willoughby City Council Transport for NSW
2.7	Incorporate first and last mile cycling connections and trip facilities into plans and projects for people of all ages and abilities.	Medium term	Willoughby City Council Developers
2.8	Develop a wayfinding strategy for the bicycle network and provide consistent signage and line marking to support access along known bicycle corridors across the LGA.	Short term	Willoughby City Council
2.9	Revise planning documents for new developments to provide connectivity to nearby cycling network.	Short term	Willoughby City Council

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Implementation Timeframe

Priority 3 - Integrated Cycling Actions

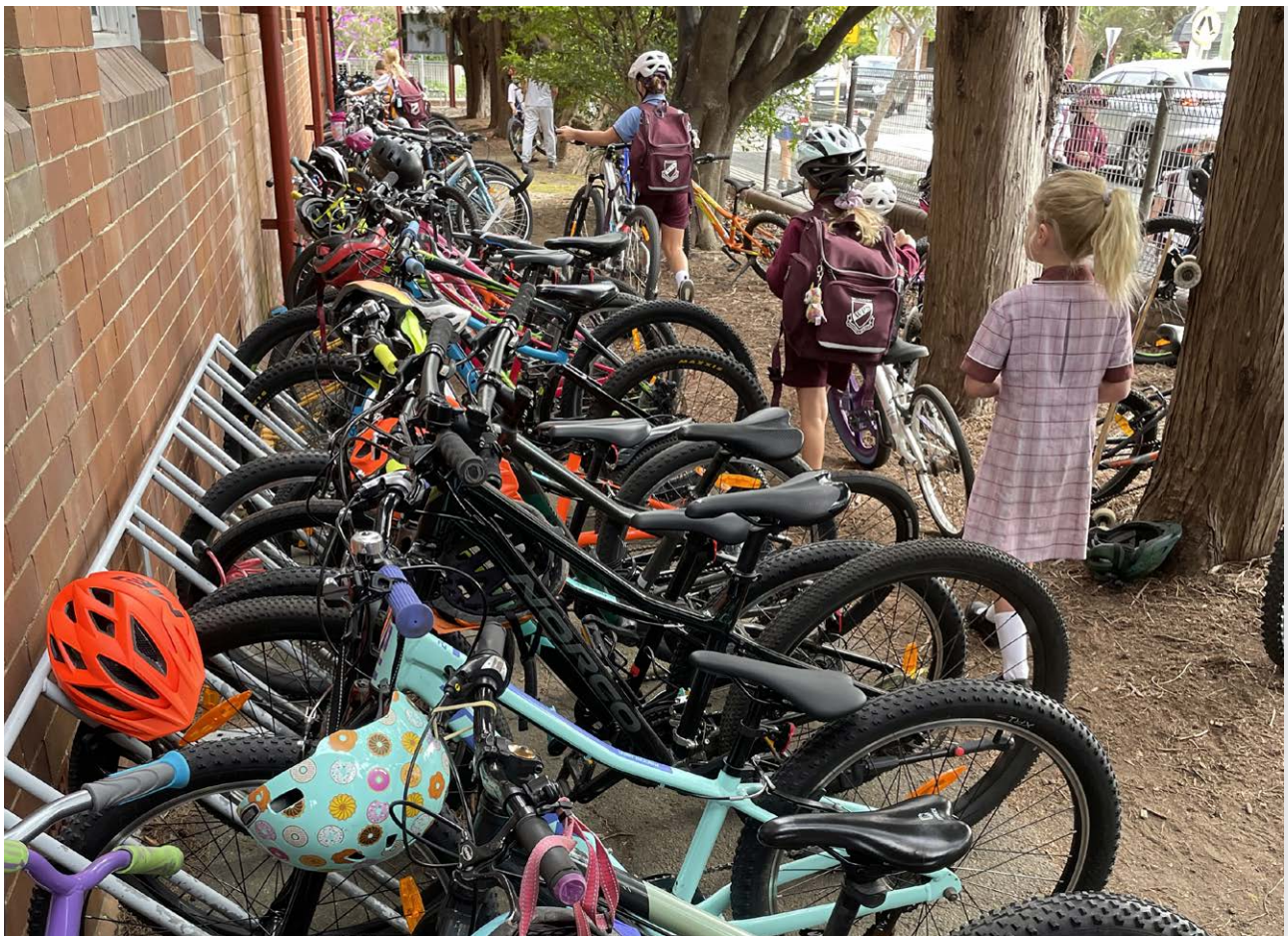
ACTION		TIMEFRAME	RESPONSIBILITY
3.1	Advocate for TfNSW to continue providing bicycle parking, bicycle storage and charging infrastructure at all railway stations in the LGA to support integration between active and public transport.	Short term	Willoughby City Council Transport for NSW
3.2	Continue to provide bicycle parking, lockers, charge points, drink stations and secure storage for bicycles, scooters, and micromobility vehicles in high use areas e.g., shopping centres, parks in the LGA.	Medium term	Willoughby City Council Businesses Developers
3.3	Advocate for TfNSW to implement traffic signals with reduced waiting time and longer phases for bicycle riders at intersections with high bicycle rider demand.	Long term	Willoughby City Council TfNSW
3.4	Provide bicycle lanterns with push buttons to enable activation by bicycle riders so that they do not have to dismount at signalised crossings.	Medium term	Willoughby City Council Transport for NSW
3.5	Advocate to TfNSW for the implementation of bicycle loading racks on buses.	Long term	Willoughby City Council Transport for NSW

Priority 4 - Promote Cycling Actions

ACTION		TIMEFRAME	RESPONSIBILITY
4.1	Partner with TfNSW to develop and deliver education programs that upskill and encourage cycling.	Short term	Willoughby City Council Transport for NSW
4.2	Work with schools in the LGA to roll out programs, activities and information packages that support and promote school children cycling and walking to school.	Medium term	Willoughby City Council Schools
4.3	Work with businesses and large employers in the LGA to promote cycling by implementing Green Travel Plans.	Medium term	Willoughby City Council Businesses, large employers, developers and other stakeholders in the LGA

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

ACTION		TIMEFRAME	RESPONSIBILITY
4.4	Collaborate with neighbouring Councils and TfNSW to facilitate cycling events.	Medium term	Willoughby City Council
4.5	Assign dedicated teams to oversee cycling matters in Willoughby City Council and to facilitate Council's program of promoting cycling.	Medium term	Willoughby City Council
4.6	Undertake an annual update of the information on Council's cycling website to facilitate cycling in Willoughby City Council.	Short term	Willoughby City Council
4.7	Work actively with communities to ensure that communities are fully informed about proposed cycling initiatives and their associated benefits.	Long term	Willoughby City Council
4.8	Provide additional resources to follow up with participants at bicycle riding course to facilitate continuous riding.	Medium term	Willoughby City Council



Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Measuring the Outcomes

We will measure our progress in achieving the vision for cycling in Willoughby based on OUR GREEN CITY PLAN 2019 (Sustainability Action Plan for 2028) target of a 3 per cent increase in bicycle riders in Willoughby LGA from a 2017 baseline, and a 10 per cent increase in the total kilometres of bike infrastructure (dedicated and shared paths) from a 2017 baseline.

We have developed a list of indicators which we will regularly report on to enable us to record our progress against the four key indicators of safe cycling, connected cycling, integrated cycling and promotion of cycling.



Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Priority 1 - Safe Cycling

MONITORING PROGRESS

INDICATOR	2024	2029	2034	REVIEW PERIOD
% km of network audited and recommendations for updates submitted	0% (2024)	60%	100%	Every 3 years
% km of on-road bicycle markings repainted	0%	50%	100%	Annually
Proportion of bicycle way finding signage up to date	0%	75%	100%	Annually
Number of crashes involving bicycle riders in Willoughby City Council area	37 (2017-2021)	18	0	Annually
Number of serious injuries involving bicycle riders	17 (2017-2021)	8	0	Annually
Proportion of bicycle riders who feel safe riding within the City of Willoughby	0% (2024)	+20%	+40%	Every 3 years

IMPLEMENTATION COST

INDICATOR	COST
Audit and update cycleways	$$
Low speed zones /speed limits study	$
Low speed zones /speed limits implementation	$$$
Repaint bicycle markings	$
Update bicycle way finding signs	$
Safe active streets study	$
Safe active streets implementation	$$$
Perception survey	$

Note: $ stands for low cost, $$ for medium cost and $$$ for high cost.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Priority 2 - Connected and Continuous Cycling

MONITORING PROGRESS

INDICATOR	2024	2029	2034	REVIEW PERIOD
Proportion of local bicycle network implemented	0%	5%	10%	Every 5 years
Proportion of regional bicycle network within City of Willoughby implemented/ updated	0%	5%	10%	Every 5 years
Proportion of infrastructure around schools audited and updated	10%	50%	80%	Annually
Proportion of new way finding signage provided along known bicycle corridors	0%	75%	100%	Annually
Proportion of residents living within 400m of a continuous cycling network	94% (2021)	96%	98%	Every 5 years

IMPLEMENTATION COST

INDICATOR	COST
Study to develop strategic bicycle network	$$
Design strategic bicycle network	$$$
Implement strategic bicycle network	$$$
Implement regional bicycle network	$$$
Infrastructure audit around primary and high schools	$
Study for re-purposing unused railway land	$
Develop Way finding strategy	$
New Way finding implementation	$$

Note: $ stands for low cost, $$ for medium cost and $$$ for high cost.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Priority 3 - Integrated Cycling

MONITORING PROGRESS

INDICATOR	2024	2029	2034	REVIEW PERIOD
*Number of bicycle racks at key bicycle counter sites at train stations	55	100	150	Every 3 years
**Average occupancy rate of bicycle parking at key bicycle counter sites at major shopping centres	14%	28%	60%	Annually
Number of stations and businesses/ offices with end-of-trip facilities	2	3	3	Every 5 years

** Note: There were 52 bicycle parking racks at Chatswood Station, 3 at Artarmon and none at St Leonards Station in March 2024.*

*** Note: Bicycle parking occupancy was 3 out of 22 parking spaces at three major shopping centres in Chatswood (Chatswood Chase, Westfield Chatswood, and Mandarin Centre).*

IMPLEMENTATION COST

INDICATOR	COST
Quantitative surveys and audit of facilities	$
Provide bicycle racks, lockers, charge points, storage in key locations in LGA	$$$

Note: $ stands for low cost, $$ for medium cost and $$$ for high cost.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Priority 4 - Promote Cycling

MONITORING PROGRESS

INDICATOR	2024	2029	2034	REVIEW PERIOD
Proportion of journeys to work by bicycle by Willoughby residents*	1% (2016) 0.4% (2021)	2%	3%	Every 5 years
Proportion of journeys to work by bicycle by people working in Willoughby*	0.9% (2016) 0.5% (2021)	5%	10%	Every 5 years
Per centage attendance at events and rides**	50% (2022) 70% (2023)	80%	90%	Annually
Proportion of participants at bicycle riding course riding regularly 3 months after	0% (2024)	+30%	+50%	Quarterly
Proportion of schools that participate in ride to school events.	0%	2%	4%	Annually

**Census data was used as a source of data for cycling for all trip purposes.*

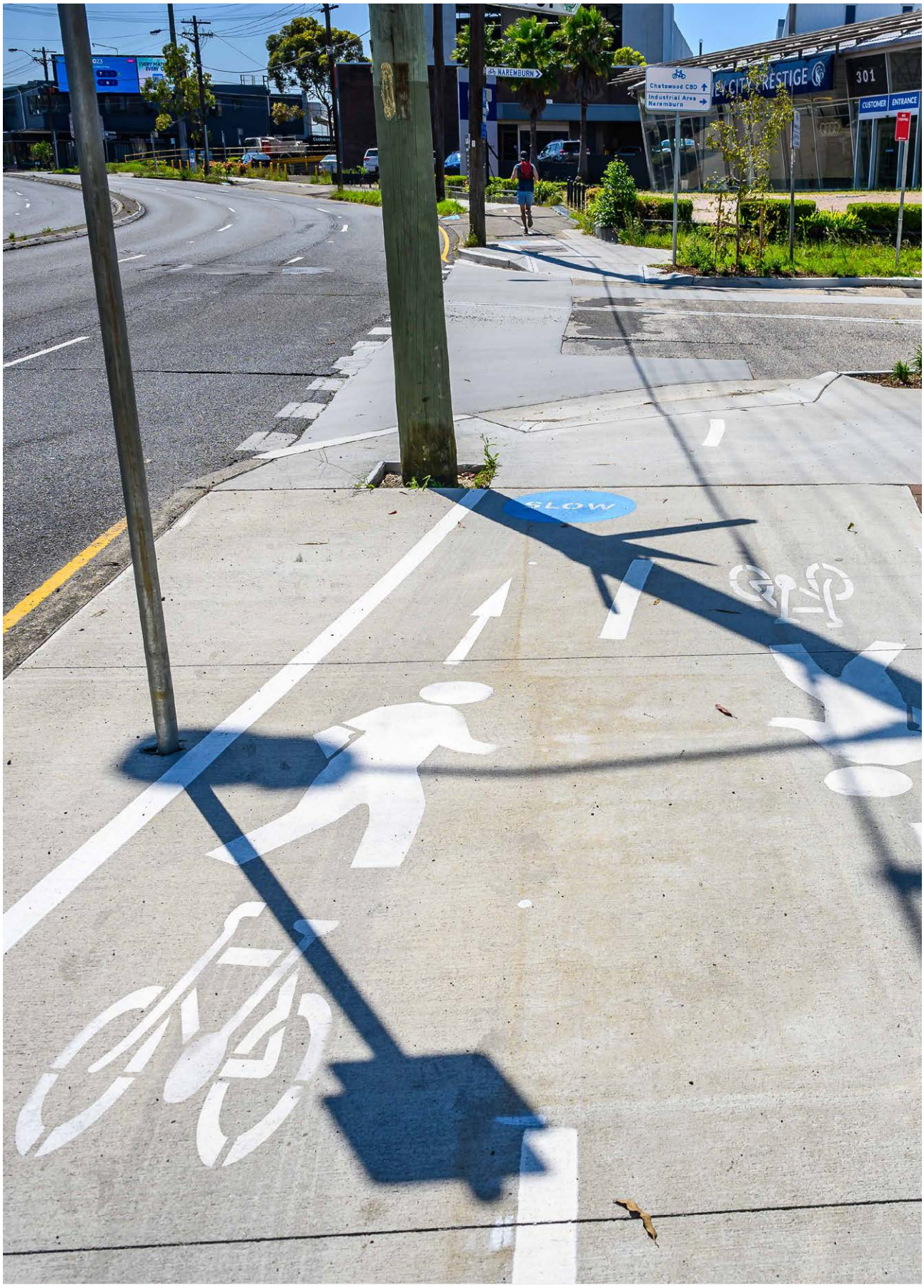
***Based on Live Well in Willoughby Program attendance information for 2022 and 2023 provided by Willoughby City Council.*

IMPLEMENTATION COST

INDICATOR	COST
Annual Travel Survey	$
Events and training courses	$
Annual schools travel survey	$
Develop education programs	$

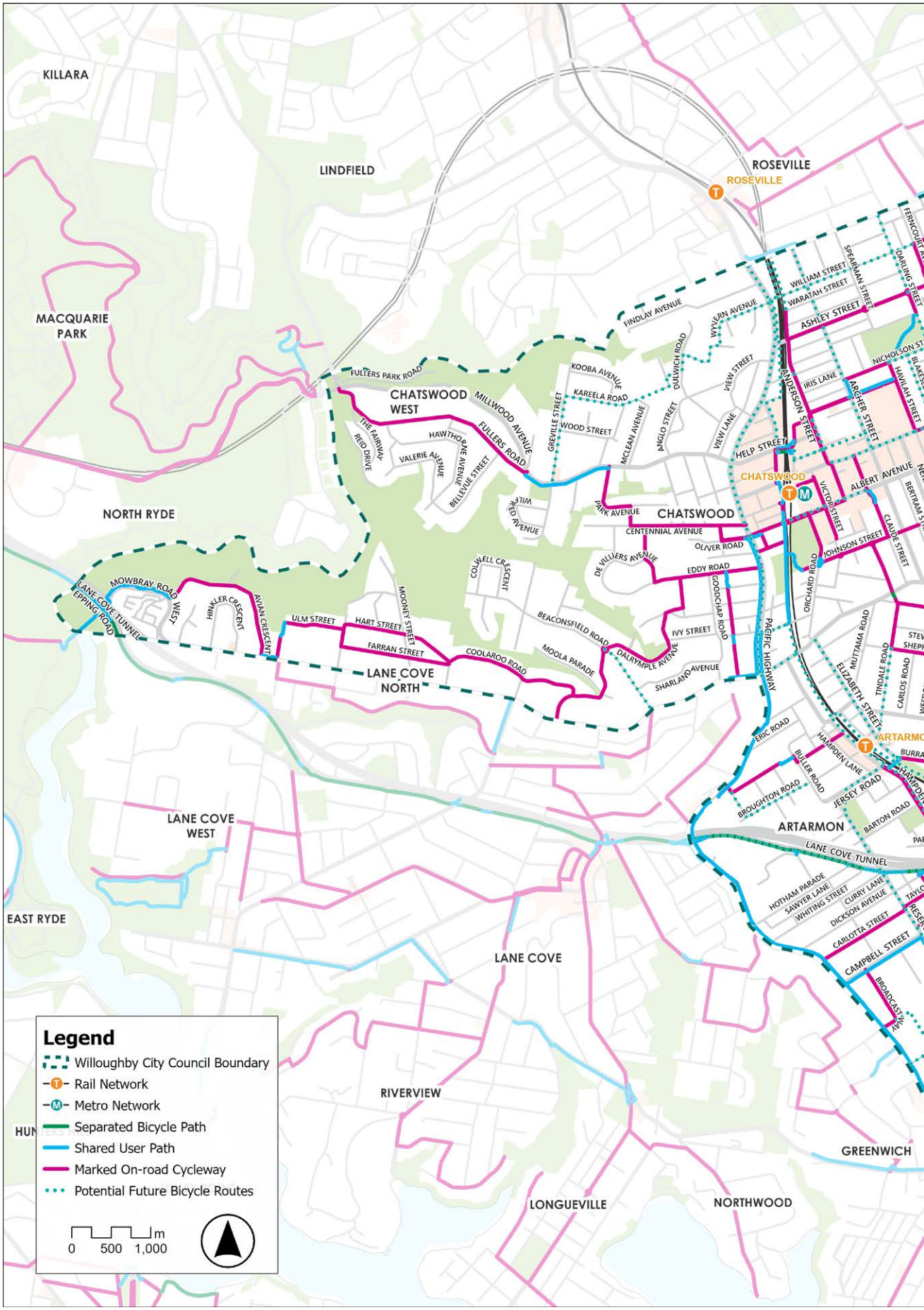
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Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

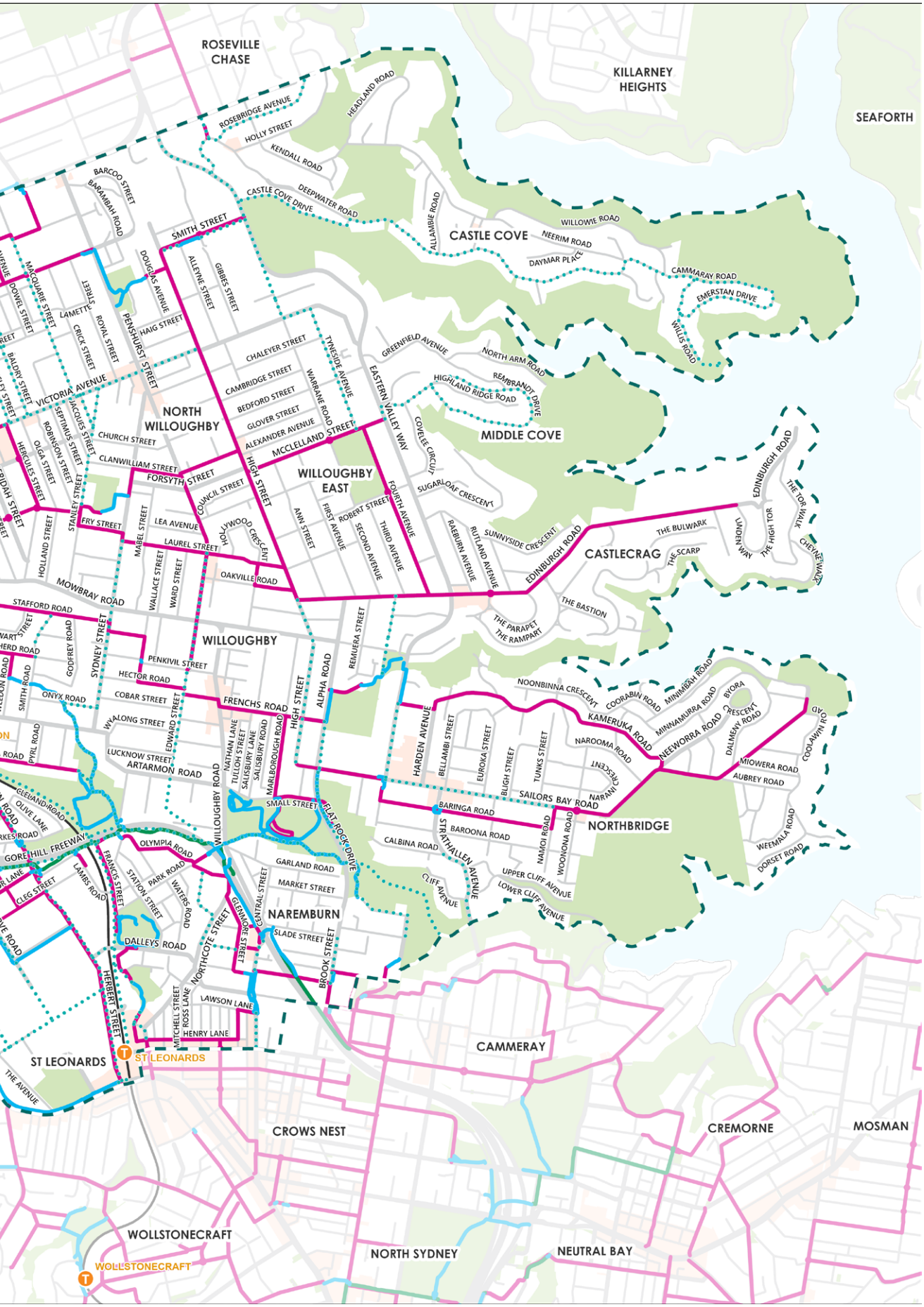


Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Willoughby Bicycle Network Plan



Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024



Document Set ID: 7049866
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WILLOUGHBY
CITY COUNCIL

Published April 2024

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Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

12.13 FINAL MINUTES - TRAFFIC COMMITTEE MEETING - 2 JULY 2024

ATTACHMENTS:	**1. TRAFFIC COMMITTEE MEETING - DRAFT MINUTES - 2 JULY 2024**
RESPONSIBLE OFFICER:	**MITCHELL NOBLE, ACTING PLANNING & INFRASTRUCTURE DIRECTOR**
AUTHOR:	**DANIEL SUI, TRAFFIC AND TRANSPORT TEAM LEAD**
CITY STRATEGY OUTCOME:	**2.1 ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY. 2.4 MANAGE PARKING AND REDUCE TRAFFIC CONGESTION. 3.1 FOSTER FEELINGS OF INCLUSION, SAFETY AND CLEANLINESS.**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

To advise Council of the outcome of the Traffic Committee Meeting held on 2 July 2024.

2. OFFICERS RECOMMENDATION

That Council receive and adopt the recommendations arising from the Traffic Committee Meeting held on 2 July 2024.

3. BACKGROUND

The Traffic Committee (the Committee) is a statutory committee of Council, comprising NSW Police, Transport for NSW, Council and the local State Member of Willoughby as voting representatives. Council may exercise its traffic control and management functions only after consideration by the Traffic Committee.

The Committee met on 2 July 2024 and considered four formal items; no late item; and seven general business matters. The reports and attachments relating to each item in the minutes can be viewed in the Traffic Committee agenda papers on Council's website at willoughby.nsw.gov.au/Council/Council-meetings/Committees/Traffic-Committee. The agenda papers include the background information for each item along with the community consultation summary and outcomes.

The voting members of the Committee have reviewed and accepted the Minutes.

4. DISCUSSION

ITEM 4.1 COUNCIL ADOPTION OF THE LOCAL TRAFFIC COMMITTEE MINUTES

Two items where discussed following the motion of the previous Traffic Committee Minutes at the 24 June Council meeting. A revised plan was submitted to Traffic Committee for consideration with amended changes at Castle Cove Village. These amendments addressed the concerns flagged at the Council meeting around parking and included restrictions to the

No-Stopping Zones in Rosebridge Avenue during School Zone times only. These changes where endorsed by the committee.

Also the naming of the unnamed lane, Seymours Lane off Williams Street was discussed and supported by traffic committee. Council Officers will work with the local studies librarian to consider options for naming this laneway for other people involved in local farming and/or market gardening in the area including those of Chinese heritage.

ITEM 5.1 WILLOUGHBY SOUTH, WILLOUGHBY - RESIDENT PARKING SCHEME

The proposed Willoughby South Resident Parking Scheme was approved by the Traffic Committee on 5 March 2024 and subsequently by Council at the 29 April 2024 meeting. Following the approval, the Traffic team began preparing for implementation including notifying local residents. As a result some residents from Artarmon Road prepared a petition for the Council meeting on 27 May, requesting further consideration of their feedback on the approved Scheme and the implementation of the scheme was deferred as part of item 10.1 at the meeting. This report resolved to present a revised Willoughby South Resident Parking Scheme to the Willoughby Traffic Committee, to Council for its consideration in August 2024.

The Traffic & Transport team has worked closely with concerned residents from Artarmon Road, Richmond Avenue, and Walter Street to address their concerns and comments. The team met with local residents to discuss and explain the scheme restrictions and resolve their issues by refining the approved Scheme.

The approved Scheme has been further refined as follows:

- Artarmon Road: Parking restrictions were changed to the initially proposed scheme.
- Richmond Avenue: Parking restrictions were decreased from 1P to 2P and reduced the restriction time to end at 8pm on the west side to prioritise the reasonable expectations of local residents to park in their street; and increase turnover and better protect local residents' parking amenities.
- Walter Street: A more targeted approach was implemented based on residents' off-street parking provisions, resulting in a range of restrictions including 1P, 2P, 4P, and unrestricted parking.

These refinements aim to address the local residents' concerns and feedback received during the implementation stage. The Traffic & Transport team has recognised that the Scheme is based on street parking data, capacity analysis, and forecasts of parking needs, distribution, spill over, and parking behaviors. The proposed received positive feedback from the community detailed in the traffic committee agenda.

If approved and the scheme is implemented, the Traffic & Transport team will continue to monitor the Willoughby South area including those streets without the new parking restrictions, and the performance of these restrictions to ensure local residents' amenities are protected and enhanced.

ITEM 5.2 LOWER CLIFF AVENUE, NORTHBRIDGE - 72P TIMED PARKING RESTRICTIONS

Local residents have raised concerns regarding the prolonged parking of boat trailers along Lower Cliff Avenue, which impede safe access to driveways and limits parking availability for both residents and visitors. Additionally, these parked trailers pose safety risks to traffic.

To address these issues, the Council proposes extending the '72P Everyday' Timed Parking

restrictions to the southern kerbside on Lower Cliff Avenue to Cliff Avenue. This means all registered vehicles and trailers will have a maximum parking limit of 72 hours. The proposal aims to improve safety, enhance accessibility to local properties, and ensure fair parking availability for all residents and visitors.

The proposed 72P timed parking restrictions will serve as an interim measure while the Council reviews and investigates long-term solutions (Operational Policy - No Parking Motor Vehicle Excepted) for this section of the road due to its proximity to the foreshore and boat ramp at Tunks Park.

ITEM 5.3 STRATHALLEN AVENUE, NORTHBRIDGE - PEDESTRIAN SAFETY ISSUES

Local residents and Councillor Roy McCullagh have raised concerns regarding pedestrian safety, particularly for vulnerable road users such as the elderly and children, and residents crossing the road to catch public transport to the City or Chatswood. This section of the road poses significant dangers, with numerous near-miss incidents reported. Immediate attention and measures are required to address these safety issues and ensure the well-being of all pedestrians.

Strathallen Avenue is a State Road and major transport corridor, facilitating frequent public transportation from the northern suburbs to Neutral Bay, North Sydney, and the City CBD in the south. There are three public bus stops between Marana Road and Cliff Avenue, with buses traveling through this section every 5 to 15 minutes.

Due to the lack of pedestrian crossings, it presents a significant challenge for pedestrians to cross safely in one attempt. Pedestrians can be observed crossing the road informally throughout the day, as there are bus stops on both sides of the road and local amenities such as Tunks Park, the oval, and the sports field.

To address these concerns, Transport for NSW (TfNSW) has agreed to work with the Council Traffic & Transport team to investigate the installation of safe crossing facilities and the implementation of traffic calming measures along Strathallen Avenue between Marana Road and Cliff Avenue. These initiatives aim to enhance public safety, promote active transport, and support the use of public transportation in the area.

5. RISKS AND OPPORTUNITIES

Implementing traffic and safety, transport, and parking management measures carries no financial risks. Furthermore, providing opportunities for the community to safely utilise the road network through new intersection controls and clearly marked statutory regulatory signposting and line markings is crucial.

6. CONCLUSION

The Minutes do not bind Council to any additional resource commitment than otherwise outlined in this report.

7. IMPLICATIONS COMMENT

City Strategy Outcome	2.1 Enhance transport choices and connections throughout the City. 2.4 Manage parking and reduce traffic congestion. 3.1 Foster feelings of inclusion, safety and cleanliness.

Business Plan Objectives, Outcomes / Services	To ensure proper traffic management and a transparent process for decision making regarding traffic matters.
Policy	The Local Traffic Committee is a technical committee of Transport for New South Wales. Council has been delegated certain powers with regard to traffic matters on Regional and Local roads. A condition of this delegation is that Council must take into account the Local Traffic Committee recommendations.
Consultation	Community consultation is undertaken for planning and development of formal items considered by the Local Traffic Committee and recommended to Council for approval.
Risk	The traffic report items and proposed works pose no new risks as they fall within the current operations of the Traffic & Transport team.
Resource	Works are undertaken within the existing resource allocation. The recommendations do not commit Council to any additional resources.
Legal	The Willoughby Traffic Committee is a Technical Committee of the Council mandated by Transport for NSW.
Legislation	All recommendations comply with relevant legislation and Transport for New South Wales Policies and Guidelines.
Budget/Financial	All proposed works have been approved and budget allocated as part of the 2023/24 and 2024/25 Operation plans.

Willoughby City Council

MINUTES

TRAFFIC COMMITTEE
No. 3

2 July 2024

Notice of Traffic Committee Meeting
to be held in the Artarmon Room
Willoughby City Council
Level 4, 31 Victor Street, Chatswood
AND Microsoft Teams
commencing 10:00 AM

WILLOUGHBY CITY COUNCIL
TRAFFIC COMMITTEE

The following information is provided so that you may be aware of the structure and operation of the Willoughby City Traffic Committee.

The Willoughby Traffic Committee is a Technical Committee of Willoughby City Council mandated by Transport for NSW.

Council has been delegated certain powers, from Transport for NSW, with regard to traffic matters upon its Regional and Local roads. A condition of this delegation is that Council must take into account the Traffic Committee recommendations.

There are four permanent members of the Traffic Committee, *each of whom has a single vote only*.

- The members are the **NSW Police Service, Transport for NSW (TfNSW), the Local State Member of Parliament (for the location of the issue to be voted upon), and Willoughby City Council**.
- Willoughby City Council operates its Traffic Committee such that the single Council vote, upon any issue is held by the Chair of the Meeting.
- Generally the Traffic Committee meetings are chaired by a staff member of Council's Traffic and Transport Team.
- Willoughby City Council allows the public to attend and speak at its Traffic Committee on issues of concern for a maximum of five minutes.
- If either the NSW Police or TfNSW representative on the Traffic Committee disagrees with any
  Traffic Committee recommendation, or Council resolution on any Traffic Committee recommendation, that member may lodge an appeal with the Sydney Regional Traffic Committee for determination. The appeal must be lodged in writing within 14 days of Council's resolution. Any action relative to any issue under appeal must cease until the matter is determined.
- The Sydney Regional Traffic Committee is chaired by an independent chairperson and submissions and representations are welcomed from all interested parties.
- Information is available on Council's website use the below link:
  Traffic Committee | Willoughby City Council (nsw.gov.au)

ACKNOWLEDGEMENT OF COUNTRY

On behalf of Willoughby City Council, I wish to acknowledge the traditional inhabitants of the land on which we stand, the Aboriginal people, their spirits and ancestors. We acknowledge the vital contribution that indigenous people and cultures have made and still make to the nation we share, Australia.

MEETING PROTOCOLS

MOBILE TELEPHONES

Please ensure all mobile phones are turned off.

RECORDING OF THE MEETING

Mobile phones or any other recording device are not to be used to record any part of a meeting.

GUIDELINES FOR SPEAKERS

When addressing the committee, please remember to be courteous.

Comments made by participants in any Council meeting, which are derogatory or damaging to any person's character or reputation, including any Councillor, employee of the Council, or member of the public, may be defamatory and may subject the participant to an action for defamation and expulsion from the meeting.

Comments made during the course of a meeting are not protected by the defence of absolute privilege under the *Defamation Act 2005*, and may not attract any other defences available under that Act of the common law.

1 PRESENT

Voting members present:

Shivani Karan	Transport for NSW
Sam Sholkie	NSW Police
John Hooper	Representative Local State Member
Daniel Sui	Willoughby City Council

Other representatives:

Ben Cantor	Busways
Scott Kavanagh	Willoughby City Council
Brian Duong	Willoughby City Council
Vesta Vesta	Willoughby City Council
Kerrie Edwards	Willoughby City Council
Ryan Penfold	Willoughby City Council

Councillors present:

Anna Greco	Councillor – Willoughby City Council

Members of the public:

Andrew Nelson	Willoughby Federation of Progress Associations
Gordon Gilkes	President of Northbridge Public School P&C
Jill Jenkins	Resident of Willoughby South

2 APOLOGIES

Tanya Taylor	Mayor – Willoughby City Council
Robert Samuel	Councillor – Willoughby City Council
Adeline Sim	Willoughby City Council

3 DISCLOSURE OF INTEREST

Refer: Willoughby City Council Code of Conduct 2019
Willoughby City Council Code of Conduct 2019

4 MATTERS ARISING FROM THE MINUTES OR FROM COUNCIL RESOLUTION

That the Minutes of the Ordinary Meeting of the Local Traffic Committee held 7 May 2024, copies of which have been circulated to each member of the Local Traffic Committee, be confirmed.

4.1 COUNCIL ADOPTION OF THE LOCAL TRAFFIC COMMITTEE MINUTES

That the Resolution of the Ordinary Meeting of Council held 24 June 2024 (tabled at meeting), be noted.

12.11 MINUTES - TRAFFIC COMMITTEE MEETING - 7 MAY 2024

MOTION

That Council

1. **Receive and adopt the recommendations, with the exception of item 5.2 Castle Cove Village – Pedestrian and Cyclist Safety; and Parking Management and Signage and item 6.1 Conditions of DA-2017/181 to provide regulatory signage, arising from the Traffic Committee Meeting held on 7 May 2024.**

2. **Request the Traffic Committee review and reconsider the following matters on item 5.2 Castle Cove Village – Pedestrian and Cyclist Safety; and Parking Management and Signage:**
   a. **Keeping the nine car parking spaces at the shops at 30min**
   b. **'No stopping' zone be applied between 8-9:30am and 3-4:30pm on school days on the south side of Rosebridge Ave, up to property number 35**
   c. **Footpath Decals being installed for the 5 min car parking spaces**

3. **Request the Traffic Committee reconsider the proposed recommendation on item 6.1 Conditions of DA-2017/181 to provide regulatory signage, specifically the naming of the unnamed lane, Seymours Lane off Williams Street and instead request Council works with the local studies librarian to consider options for naming this laneway for other people involved in local farming and/or market gardening in the area including those of Chinese heritage.**

MOVED COUNCILLOR MOURADIAN / SECONDED COUNCILLOR SAMUEL

CARRIED

Voting
For the Motion: Councillors Tanya Taylor, Hugh Eriksson, Anna Greco, Roy McCullagh, John Moratelli, Sarkis Mouradian, Georgie Roussac, Robert Samuel, Nic Wright, Jam Xia and Brendon Zhu
Against: Nil

TRAFFIC COMMITTEE CONCLUSION

The Traffic Committee note ***Resolution 1*** above.

The Traffic Committee reviewed ***Resolution 2*** and agreed with parts A and C, which include ranger compliance support. For ***part B***, the committee decided to implement 'No Stopping' zone between 8-9:30am & 2:30pm-4pm on School Days. This zone will align with School Zone operation periods and will be located on the northern side curve of Rosebridge Avenue, between properties 35 and 39.

The Committee discussed ***Resolution 3***. Council officers will investigate the proposed 'Seymours Lane' street name, consult with the Willoughby library and Willoughby District Historical Society, and liaise with Transport for NSW (Sydney Train). They will make a recommendation to the Traffic Committee and Council in due course.

5 FORMAL ITEMS FOR CONSIDERATION

5.1 WILLOUGHBY SOUTH, WILLOUGHBY - RESIDENT PARKING SCHEME

ATTACHMENTS:	**1. ATTACHMENT 1 - WILLOUGHBY SOUTH RESIDENT PARKING SCHEME**
WARD:	**NAREMBURN**
RESPONSIBLE OFFICER:	**DANIEL SUI, TRAFFIC AND TRANSPORT TEAM LEAD**
AUTHOR:	**ADELINE SIM, SENIOR TRANSPORT ENGINEER**
CITY STRATEGY OUTCOME:	**2.1 ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY.** **2.4 MANAGE PARKING AND REDUCE TRAFFIC CONGESTION.**
MEETING DATE:	**2 JULY 2024**

1. PURPOSE OF REPORT

To provide an update on the Willoughby South Parking Scheme following consultation feedback received during the pre-implementation stage in May 2024, and to seek endorsement of the amended Willoughby South Parking Scheme and timed restrictions along Artarmon Rd, Richmond Ave and Walter St.

2. OFFICERS RECOMMENDATION

That Council:

- **Note the resolution adopted by Council meeting on 27 May 2024;**
- **Approve the implementation of the revised new resident parking scheme and timed restrictions (Attachment 1) for Artarmon Rd, Richmond Ave, and Walter St; and**
- **Note that Council's Traffic and Transport team will continue to monitor the Willoughby South precinct post implementation and make adjustments as necessary.**

3. TRAFFIC COMMITTEE DISCUSSION

The Traffic & Transport team will actively monitor the Willoughby South precinct post-implementation, including streets without any restrictions.

Andrew Nelson inquired about additional rangers for monitoring, and the Traffic & Transport Team Leader confirmed that more rangers would be assigned once the scheme is in place. Councillor Greco sought details on the monitoring process. The Traffic & Transport Team Leader explained that the new resident parking restriction implementation would take 4-6

weeks. During this period, a grace period would allow residents, commuters, and other users to adjust to the changes. Rangers would be present, primarily issuing warnings rather than fines for vehicles staying over the time restrictions. The Council will assess parking capacity in the new resident parking zone areas and gather resident feedback to evaluate the impacts.

TfNSW representative asked about the implementation timeline. The Traffic & Transport Team Leader advised that the report and recommendation would go to Council in August, with implementation planned for September if approved. TfNSW requested an update 18 months after implementation for assessment by the Traffic Committee.

4. TRAFFIC COMMITTEE CONCLUSION

The Committee agreed with the Officer's recommendation.

5.2 LOWER CLIFF AVENUE, NORTHBRIDGE - 72P TIMED PARKING RESTRICTIONS

ATTACHMENTS:	**1. ATTACHMENT 1 - LOWER CLIFF AVENUE NORTHBRIDGE - MAP**
WARD:	**SAILORS BAY**
RESPONSIBLE OFFICER:	**DANIEL SUI, TRAFFIC AND TRANSPORT TEAM LEAD**
AUTHOR:	**VESTA VESTA, TRANSPORT ENGINEER**
CITY STRATEGY OUTCOME:	**2.4 MANAGE PARKING AND REDUCE TRAFFIC CONGESTION.**
MEETING DATE:	**2 JULY 2024**

1. PURPOSE OF REPORT

To seek approval for proposed 72P Timed Parking Restrictions on Lower Cliff Avenue, Northbridge.

2. OFFICERS RECOMMENDATION

That Council:

- **Approves the extension of '72P Everyday' Timed Parking Restrictions on the southern kerbside on Lower Cliff Avenue, Northbridge.**
- **Review the current Operational Policy of 'No Parking Motor Vehicles Excepted' regulatory sign to include areas that are near boat ramps and/or affected by long-term parking of boat trailers.**

3. TRAFFIC COMMITTEE DISCUSSION

John Hooper agreed with the report but expressed concern about unrestricted parking. He suggested that areas currently unrestricted should be marked as 'No Parking – Motor Vehicles Excepted' to address long-term trailer parking. The Council's Traffic & Transport Manager explained that this restriction cannot be applied to entire streets based on the current Operational Policy, as it is typically used in controlled areas near parks and reserves, not residential streets. However, the recommendation is that the council review the Operational Policy to include areas near boat ramps and those affected by long-term parking of boats and trailers.

Councillor Greco mentioned that she could not find a copy of the policy. The Council's Traffic & Transport Team Leader clarified that it is an internal, non-public policy and assured that additional information would be sent to Councillor Greco.

4. TRAFFIC COMMITTEE CONCLUSION

The Committee agreed with the Officer's recommendation.

5.3 STRATHALLEN AVENUE, NORTHBRIDGE - PEDESTRIAN SAFETY ISSUES

ATTACHMENTS:	**1. ATTACHMENT 1 - STRATHALLEN AVE NORTHBRIDGE - AERIAL** **2. ATTACHMENT 2 - STRATHALLEN AVE NORTHBRIDGE - CRASH DIAGRAM** **3. ATTACHMENT 3 - STRATHALLEN AVE NORTHBRIDGE - PHOTOS**
WARD:	**SAILORS BAY**
RESPONSIBLE OFFICER:	**DANIEL SUI, TRAFFIC AND TRANSPORT TEAM LEAD**
AUTHOR:	**BRIAN DUONG, TRANSPORT ENGINEER**
CITY STRATEGY OUTCOME:	**2.1 ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY.** **3.1 FOSTER FEELINGS OF INCLUSION, SAFETY AND CLEANLINESS.** **3.3 PROMOTE AN ACTIVE AND HEALTHY LIFESTYLE.**
MEETING DATE:	**2 JULY 2024**

1. PURPOSE OF REPORT

To seek advice on pedestrian safety matters on Strathallen Avenue, between Marana Road and Cliff Avenue, Northbridge.

2. OFFICERS RECOMMENDATION

That:

- **The information from the Traffic Committee is received and noted.**
- **TfNSW review and investigate pedestrian safety issues and the feasibility of pedestrian facilities and traffic calming measures along Strathallen Avenue, between Marana Road and Cliff Avenue, Northbridge.**

3. TRAFFIC COMMITTEE DISCUSSION

TfNSW representative advised that this item should not be presented as a formal item to be voted on by the Traffic Committee as it is the responsibility of TfNSW. The item was moved to 'General Business' (see item 8.4).

4. TRAFFIC COMMITTEE CONCLUSION

N/A.

5.4 DELEGATED ITEMS - REGULATORY SIGNPOSTING AND LINE MARKING

ATTACHMENTS:	**1. DELEGATED ITEMS - ATTACHMENTS - JULY 2024**
WARD:	**ALL WARDS**
RESPONSIBLE OFFICER:	**DANIEL SUI, TRAFFIC AND TRANSPORT TEAM LEAD**
AUTHOR:	**VESTA VESTA, TRANSPORT ENGINEER**
CITY STRATEGY OUTCOME:	**2.1 ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY.** **2.4 MANAGE PARKING AND REDUCE TRAFFIC CONGESTION.** **3.1 FOSTER FEELINGS OF INCLUSION, SAFETY AND CLEANLINESS.**
MEETING DATE:	**2 JULY 2024**

1. PURPOSE OF REPORT

To seek Council approval to implement regulatory signposting and line marking changes at various locations in Willoughby City Council.

2. OFFICERS RECOMMENDATION

That Council approve the implementation of regulatory signposting and line marking changes at various locations in the Willoughby Local Government Area in Table 1.

3. TRAFFIC COMMITTEE DISCUSSION

24/47 – TfNSW advised they have no issue with removing redundant signage but specified that no new signage should be installed on power poles, as these are owned by the utility company, Ausgrid. New signage must be installed on independent poles. The Council's Traffic Engineer confirmed that the new signs have been installed on independent poles.

24/49 – Council removed the mail zone after Australia Post cited underutilisation as the reason for removing the post box. Councillor Greco noted that the post box had been covered with a large sticker for almost 18 months during the nearby Mirvac construction period, suggesting it might not have been underutilised if it had remained open. The Council's Traffic & Transport Manager stated that he will inquire with Australia Post about their decision to remove the post box and discuss whether the increased density from the new Mirvac development might create a renewed need for a post box in the area.

4. TRAFFIC COMMITTEE CONCLUSION

The Committee agreed with the Officer's recommendation.

6 LATE ITEMS

Nil

7 INFORMAL ITEMS

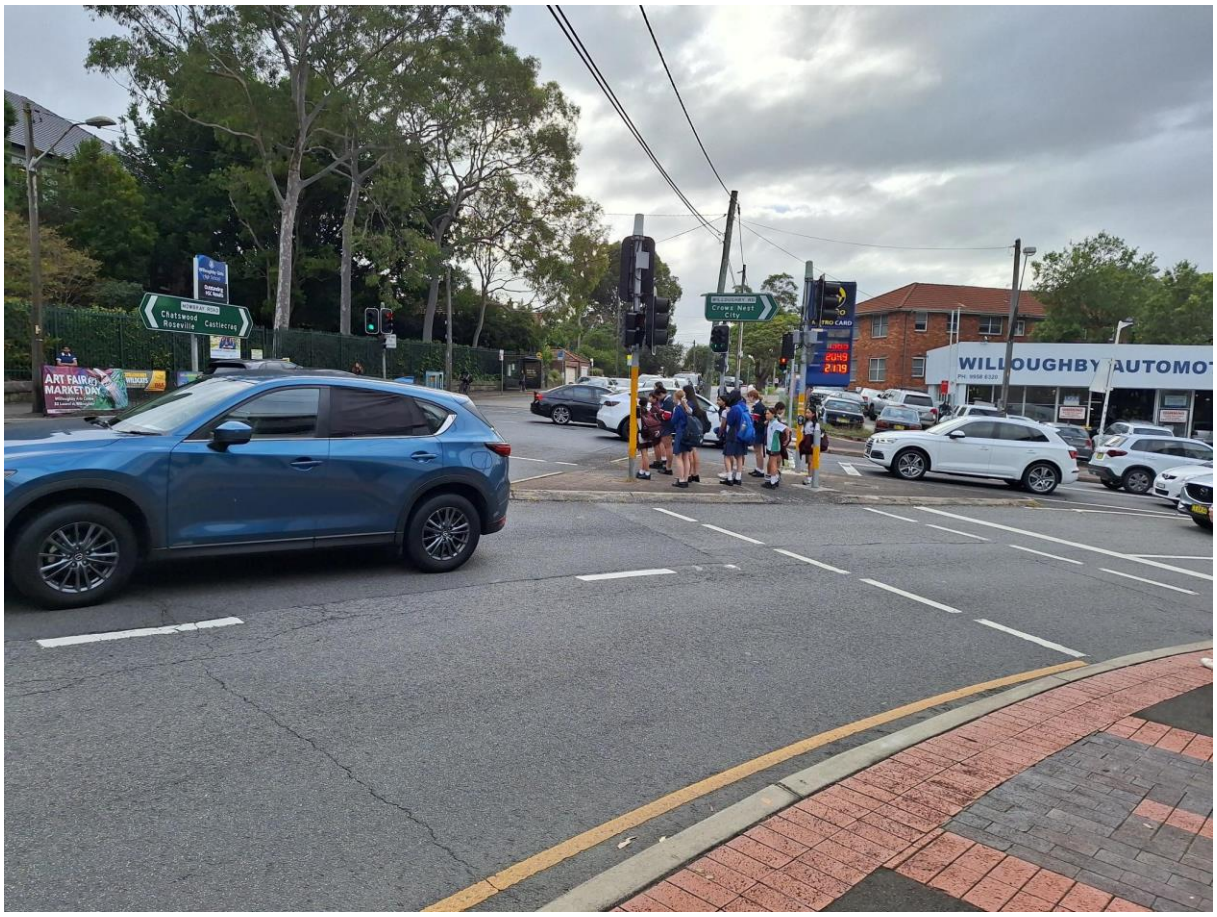
Nil

8 GENERAL BUSINESS

8.1 WILLOUGHBY ROAD / MOWBRAY ROAD, WILLOUGHBY - INSTALLATION OF FENCING REQUEST TO TFNSW

1. SUMMARY

TfNSW to review and investigate protection or safety improvements for vulnerable pedestrians at the intersection of Willoughby Road and Mowbray Road West, This intersection, part of the State Road network, experiences high pedestrian traffic, particularly children and students during school drop-off and pick-up hours. These pedestrians often wait on the median island, necessitating enhanced protection measures to ensure their safety.



2. TRAFFIC COMMITTEE DISCUSSION

TfNSW advised that they will investigate options to improve safety at the island and on the side of the road, outside number 684 Willoughby Road. TfNSW will report back to the Traffic Committee at the next meeting.

8.2 PACIFIC HIGHWAY - BOUNDARY ROAD TO MOWBRAY ROAD, CHATSWOOD - SHARED PATH CONCEPT DESIGN PLANS

1. SUMMARY

The draft Pacific Highway shared path concept design plan aims to improve local travel options, reduce travel times using bicycles and other active transport modes, and connect with public transport. It will strategically provide a north-south connection and enhance overall safety for walking and cycling. Council plans to progress into detailed design in the next two financial years, seeking support from relevant committees and approval from the Council.

2. TRAFFIC COMMITTEE DISCUSSION

The Traffic Committee reviewed the area map and gained clarity on the concept. Andrew Nelson inquired about project funding. Council's Traffic & Transport Team Leader explained that the detailed design grant application to the NSW government was unsuccessful. Instead, the project will be fully funded from the Council operational budget. Council has secured $6M in funding for the construction of Stage 1 of the Sydney CBD to Chatswood corridor via Artarmon connection.

Andrew Nelson also highlighted a 'dead-end' for cyclists at Boundary Rd, Chatswood. The Traffic & Transport Team Leader shared that Council met with Ku-ring-gai Council during the NSROC meeting. Ku-ring-gai Council expressed interest in extending the shared path into their LGA and will seek funding from TfNSW. The TfNSW representative welcomed collaboration and will arrange a meeting with the Active Transport team for further discussion.

8.3 PENSHURST STREET AND WILLOUGHBY ROAD, WILLOUGHBY - POTHOLES AND UNEVEN ROAD SURFACE CREATING UNSAFE TRAFFIC MOVEMENTS - REQUEST TFNSW TO REVIEW AND ACTION

1. SUMMARY

TfNSW to review and investigate the road conditions on Willoughby Road, from Frenchs Road to Mowbray Road, and Penshurst Street, from Mowbray Road to Forsyth Street). There have been numerous reports of potholes, cracks, and uneven surfaces on these roads, creating hazardous driving conditions. Council seeks a program timeline from TfNSW regarding the re-sheeting of these roads to improve safety and traffic flow.

2. TRAFFIC COMMITTEE DISCUSSION

The TfNSW representative explained that the timeline for works depends on the workload of the project team, but would follow up to ascertain an approximate timing of works.

Council requested a maintenance works program for roads in the Willoughby LGA to track repairs for issues such as potholes and cracking. The TfNSW representative was unsure if this information is publicly available but assured they would inquire and see if they could provide it.

8.4 STRATHALLEN AVENUE, NORTHBRIDGE - PEDESTRIAN SAFETY ISSUES

1. SUMMARY

Pedestrian safety concerns have been raised on Strathallen Avenue, specifically between Marana Road and Cliff Avenue in Northbridge. Local residents and Councillor Roy McCullagh have raised alarm about dangers faced by vulnerable road users, including children and the elderly. Despite no documented pedestrian-related crashes, the lack of safe crossing facilities poses challenges for pedestrians.

Strathallen Avenue, managed by Transport for NSW, lacks designated pedestrian crossings, leaving no safe area between existing facilities. To address this, Council staff will collaborate with TfNSW and the Traffic Committee to advocate for improved pedestrian access, safe crossings, and traffic calming measures. The goal is to enhance safety, promote active transport, and support public transportation in the area.

2. TRAFFIC COMMITTEE DISCUSSION

The area presents challenges for designing pedestrian safety facilities due to sight issues and the presence of a bus lane. TfNSW is actively investigating and collaborating with their design team to explore options. Once a concept design is finalised, TfNSW will provide an update to the Traffic Committee. Given the complexity of the target area and the need for consultation with multiple stakeholders, the design process may take some time.

8.5 NAREMBURN LOCAL CENTRE PRECINCT - TRAFFIC, PARKING AND ACTIVE TRANSPORT STUDY

1. SUMMARY

On behalf of the Naremburn Progress Association (NPA), Councillor Greco presented the NPA's request for a traffic, parking, and active transport study for Naremburn, focusing on the following issues:

<u>Parking Availability</u>

- Recent changes in Willoughby South parking, increased commuter traffic to the Crows Nest Metro, higher local density, and undersupply at the Willoughby Leisure Centre are straining parking.
- The Stantec Report (May 5, 2023) highlights significant commuter parking in Naremburn, exacerbating resident parking issues.
- An urgent parking study is needed to manage these pressures and plan for future growth.

<u>Traffic Flow and Intersection/Crossing Safety</u>

- Merrenburn Ave and Willoughby Rd Intersection: Traffic congestion and the need for a second lane for left turns or a set of traffic lights to improve safety and flow.
- Willoughby Rd Bus Stops: Safety concerns for children commuting to schools; proposed measures include traffic lights, guard rails, and speed zones.
- Streetscape One-Way System: Issues with motorists exiting onto Willoughby Rd incorrectly; suggestions include better road markings, signage, and addressing carpark flooding.

- Donnelly Rd and Northcote St Intersection: Dangerous site lines necessitating a safety review.
- Brook St: Frequent accidents and near misses; proposed solutions include speed cameras, signage, and traffic lights, with community feedback sought for major changes.

Active Transport

- With the Crows Nest Metro opening and transport-oriented planning reforms, it's crucial to resolve congestion and safety issues in active transport routes.
- Current routes to North Sydney and Crows Nest Metro/St Leonards Station are unsafe, poorly lit, and not up to standard.
- A review is requested to improve these connections, enhancing the overall efficiency of Willoughby's transport network and encouraging the uptake of safe, alternative transport modes.

The association emphasises the importance of improving Naremburn's transport connections to manage increasing congestion and support community growth.

2. TRAFFIC COMMITTEE DISCUSSION

Councillor Greco asked for information about the previous discussion on this matter and why a traffic study wasn't considered. The Council's Traffic & Transport Team Leader explained that an audit of the Naremburn Area Road Network, pedestrian and traffic management was conducted in 2021. The Traffic & Transport team will review the recent submission and provide an update on the previous audit outcomes, the works progress, and any planned works at the upcoming Traffic Committee meetings.

A preliminary review of the submission highlighted that issues concerning State roads such as Brook Street, the proposed new signalised intersection, bus stop safety and operation, as well as parking studies, would necessitate consultation with various stakeholders including TfNSW, the bus company, and conducting street parking surveys and studies. The Council's Traffic & Transport teams will assess the request and provide a progress update at the Traffic Committee meeting in November 2024.

8.6 PACIFIC HWY AND ALBERT AVENUE INTERSECTION – STATE SIGNIFICANT DEVELOPMENT APPLICATION

Andrew Nelson raised concerns about access from Albert Lane to the 198-apartment building. There are issues with garbage truck access. The Council suggested making Albert Lane one-way from north to south, but the developer declined.

A meeting with TfNSW is scheduled today to discuss planning matters. While the Council cannot enforce the proposed changes, they can influence decisions. The West Ward progress association supports the one-way proposal.

8.7 SAILORS BAY ROAD AND HARDEN AVENUE, NORTHBRIDGE – PAVEMENT MARKINGS

Councillor McCullagh previously requested the installation of new pavement arrows at Harden Avenue approaching the Sailors Bay Rd signalised intersection, as well as along Sailors Bay Road in Northbridge. These arrows aim to enhance traffic flow and improve road safety.

However, the TfNSW Traffic Management Centre and Network Operation do not support adding new arrow pavement markings on Harden Ave approaching the signalised intersection. They explained that Harden Avenue is a two-lane road, and according to road rules, vehicles in each lane should appropriately turn left or right within their designated lane. Non-compliance with these rules would be subject to police enforcement.

The proposal to install arrow pavement markings aligns with Australian Standards, Australian Road Rules, and TfNSW traffic signal design guidelines, consistent with other signalised intersections.

TfNSW has agreed and a work order has been issued to install additional pavement markings in the westbound direction on Sailors Bay Road at the Harden Avenue intersection. Additionally, they will conduct further assessments regarding the necessity of installing repeated right-turn arrows on Sailors Bay Rd approaching the Eastern Valley Way intersection.

9 GUEST PRESENTATIONS

9.1 GORDON GILKES – P&C PRESIDENT, NORTHBRIDGE PUBLIC SCHOOL

Gordon Gilkes, President of the P&C at Northbridge Public School, attended the meeting to address safety concerns on Sailors Bay Road outside the school. The school commissioned an independent report with recommendations, but the consultant prohibited sharing it with the Council. The issues discussed include:

- The electronic sign behind the fixed 40km/h school zone sign was incorrectly set at 50km/h during school zone hours. This has been rectified by the Council's Traffic & Transport Manager.
- Pedestrian crossing markings outside the school are faded and need repainting.
- Zig-zag lines indicating the approach to the pedestrian crossing are now in place on both sides.
- Fencing should be installed on both sides of the crossing to guide parents and children correctly. The Council's Traffic & Transport Manager will explore options and collaborate with the P&C's president.

9.2 JILL JENKINS – ITEM 5.1 WILLOUGHBY RESIDENT PARKING SCHEME

Jill Jenkins discussed the Willoughby Resident Parking Scheme consultation process. She conducted her own door-knock survey with residents and discovered that few were aware of the changes. In response, Council's Planning & Infrastructure Manager advised that Council will adopt a more targeted approach to community consultations regarding parking changes.

12.14 FINAL MINUTES OF THE BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE MEETING DATED 25 JUNE 2024

ATTACHMENTS:	**1. FINAL MINUTES BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE MEETING DATED 25 JUNE 2024**
RESPONSIBLE OFFICER:	**MITCHELL NOBLE, ACTING PLANNING & INFRASTRUCTURE DIRECTOR**
AUTHOR:	**BUSHRA SALAM, GOVERNANCE ADMINISTRATION OFFICER**
CITY STRATEGY OUTCOME:	**5.1 BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO.**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

To present to Council for noting, the final minutes of the Built and Cultural Heritage Advisory Committee meeting held on 25 June 2024.

2. OFFICERS RECOMMENDATION

That Council receive and note the final minutes of the meeting of the Built and Cultural Heritage Advisory Committee held on 25 June 2024.

3. BACKGROUND

Advisory Committees provide independent, expert and impartial advice on the development and implementation on strategic priorities of Council. They consider reports and plans from Council officers and make recommendations to Council for consideration.

4. DISCUSSION

Draft Heritage Review Update
The Acting Head of Planning advised the Committee that the draft heritage review was considered at the June Council meeting. Council endorsed the review and will be forwarding the proposal to the Department of Planning Housing and Infrastructure seeking approval to proceed to public exhibition.

Report from working group on scope of the group
Paul Storm updated advised he was not successful in engaging the Bushland and Natural Heritage Advisory Committee in assisting the working group's review of the area for potentially significant trees and gardens.

The Acting Head of Planning advised the Committee that specialist advice from bushland experts or from an arborist/landscape architect etc. is not necessarily required at these early stages of enquiry. The working group could rely on its understanding of the area and the area's heritage to identify potential trees and/or gardens that might be significant. A future committee, should council resolve to re-establish the advisory committees, could then review

and make a recommendation as to potential next steps. It was also noted that Council accepts nominations for potential heritage items at any time, and so should the individuals on the working group wish to continue their work, they could do so and nominate items through Council's standard nomination process.

Moved by Paul Storm and seconded by Rena Czaplinska-Arche, the Committee passed the following:

Motion:

"that Working Group continues as an informal group for working on identifying future potential horticultural items."

5. RISKS AND OPPORTUNITIES

The risk of failing to publish and adopt the minutes (**Attachment 1**) is that the committee's activities are not clearly and transparently undertaken. The opportunity is for the Committee to provide independent, expert and impartial advice on the development and implementation of strategic priorities for Council.

6. CONCLUSION

These minutes do not bind Council to any additional resource commitment or policy position. It is recommended Council receive and note the approved minutes of the meeting of the Built and Cultural Heritage Advisory Committee held on 25 June 2024.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.1 Be honest, transparent and accountable in all that we do.
Business Plan Objectives, Outcomes / Services	Advisory Committees are created for the sole purpose of providing independent, expert and impartial advice on the development and implementation of strategic priorities of Council.
Policy	Advisory Committees Policy 2022
Consultation	The draft minutes were circulated by email to the Built and Cultural Heritage Advisory Committee on 02 July with comments closed on 05 July 2024. The comments received have been included in the final draft.
Risk	The risk is to not ensure transparency by providing Committee minutes (**Attachment 1**) to Council.
Resource	There are no resourcing implications applicable to this report.
Legal	There are no legal implications applicable to this report.
Legislation	There are no legislation implications applicable to this report.
Budget/Financial	There are no budget implications applicable to this report.

Minutes

WILLOUGHBY CITY COUNCIL

Built and Cultural Heritage Advisory Committee

Tuesday 25 June 2024
4.00-5.30pm

Location:	Dougherty Community Centre and Microsoft Teams
Chair:	Wayne Farmilo
Attendees:	**Members:** Adrian Alexander; Rena Czaplinska-Arche; Nicholas Flood (online); Wayne Farmilo; Karen Somers; Srishti Mahhajan; Paul Storm; Audrey Thomas **WCC Staff:** Dyalan Govender (Head of Planning); Lachlan Marshall (Heritage Planner); Bushra Salam (Governance)
Apologies/absent:	Nil
Guests	Councillor Anna Greco Larissa Penn (Member of Public)
Attachment:	a) Discussion notes of informal meeting dated 14 May 2024 b) Achievements of the Committee for the End of Term Report

Agenda items

Item	Topic / Discussion	Action
1	**Welcome:** The meeting was declared open at 4:02 pm when quorum was reached.	
	Apologies: Nil	
	Declarations of interest A link to the Disclosure of interest by Committee Members form was circulated with the Agenda. No declarations were received.	
	Acknowledgement of Country Governance Officer acknowledged Country on behalf of Council.	
2	**Committee Governance**	
	Appointment of Chair Pursuant to clauses 5.3 of the Committee's Terms of Reference, the Committee unanimously appointed Wayne Farmilo for the meeting. Nominations for Chair of the meeting:	

- Nominated by Audrey Thomas
- Seconded by Adrian Alexander
- No other nominations were received
- All in favour

The Committee unanimously appointed Wayne Farmilo as the Chair of the meeting.

3 Previous Minutes

Confirmation of minutes of meeting dated 19 March 2024

Moved by Wayne Farmilo and seconded Audrey Thomas, the Committee adopted the minutes of the meeting of the Committee held on Tuesday 19 March 2024.

Carried unanimously.

Adoption of notes of informal meeting dated 14 May 2024

Moved by Audrey Thomas and Seconded by Nicholas Flood the Committee carried:

"*that the discussion notes of the informal meeting held on 14 May 2024 be tabled and resolved as formal part of this meeting*."

4 Business arising from Previous Minutes

Draft Heritage Review Update

Dyalan Govender (Acting Head of Planning) advised that the draft heritage review was considered at the June Council meeting. Council endorsed the review and will be forwarding the proposal to the Department of Planning Housing and Infrastructure seeking approval to proceed to public exhibition.

Heritage matters are getting quite amount of scrutiny at the moment. If everything goes smoothly, we will finalize the exhibition dates and get on with the exhibition. We are accessing the feedback and then we go to finalization. Next role of Council will be post exhibition.

Heritage is not static and we will do another proposal in the next term of Council and the scope of the next review will be raised in a future Committee meeting should these Committee meetings continue.

5 Business discussed

5.1 Report from working group on scope of the group

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Paul Storm updated the Committee on his effort to contact the Bushland and Natural Heritage Advisory Committee. He was unable to get a response.

Acting Head of Planning noted that specialist advice from an arborist/landscape architect etc. is not necessarily required. The working group could rely on its understanding of the area and the areas heritage to identify potential trees and/or gardens that might be significant for future consideration. This need not include technical assessment, it need only include a statement from the working group about why. In the view of the group, it should be assessed in more detail. A future committee could then make a recommendation as to potential next steps.

Moved by Paul Storm and seconded by Rena Czaplinska-Arche the Committee passed the following resolution:

"*that Working Group continues as an informal group for working on identifying future potential horticultural items*."

5.2 End of Term Report

Terms of Reference s.17.3 require "An end of term report outlining the work and achievements of the committee during the term, be submitted to Council, prior to the caretaker period."

The Advisory Committees' Terms of Reference require that Advisory Committees will be disbanded at the commencement of the caretaker period preceding the 2024 NSW Local Government elections, which is from Friday, 16 August to Friday, 13 September 2024 (inclusive). This report will therefore be submitted to Council's August 2024 meeting.

The members discussed the End of Term Report drafted by Audrey Thomas and made the following observations and recommendations:

- One Committee member noted that as it was her first sitting in this Committee she did not know what to expect or how to move forward but she does feel that looking at ToRs of this Committee, they have not touched on cultural issues, or anything to do with landscape environment etc. as there only had six meetings and there was lot more to discuss. But she does think her contribution was valued.

- One Committee member noted that he thinks he can't think anything they missed and through this Committee he got an idea how Local Government operates.
- One Committee member appreciated that such a Committee existed and there was an outlet that is readily accessible. He noted that they did not seem to have access to Public at large. Council needs to get back in to the Public domain.
- One Committee member noted that he joined this Committee because he is an architect and he wanted to get an understanding how Council works and engages Architects. He enjoyed the process and would like to continue in next term too. It will help him grow as professional and every application he does he has a heritage impact statement.
- One Committee member noted that as a long-term resident of Willoughby she was disheartened when her family home was listed as conservation as it was not original and was done in 1970s. She was interested to see what feedback people actually provide to Council to make such a decision and that's why she joined this Committee.
- One Committee member noted that as a heritage and ecological architect it was an interesting opportunity for her. She worked on Griffin houses. She was interested to know how the government works and wanted to contribute her knowledge. As far as heritage policy is concerned it took her few times to know how it works. She supports the idea of streetscapes as they make space for the community.
- One Committee member noted that he represents Artarmon Progress Association. He thinks that this Council has a long cultural & social history and he tried to make some contribution in that.
- One Committee member recommended that they should strengthen collaboration with other Committees as well and also to have more insight in Built & Cultural Heritage. She noted that Council needs to reach more to Public beyond digital announcement about these Committees through placing posters on the Library for the people who are not tech

savvy.

- The Acting Head of Planning thanked the committee for their involvement and for sharing their local knowledge and expertise.

6 Other Business

No other business was discussed.

7 Meeting Conclusion

The Meeting concluded at 5.40 pm.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

ATTACHMENT 1a

Notes of Informal Meeting held on 14 May 2024

Location:	Banksia Meeting Room, Level 6, 31 Victor St Chatswood
Facilitator:	Wayne Farmilo
Attendees:	**Members:** Nicholas Flood (online), Audrey Thomas, Paul Storm; Wayne Farmilo **WCC Staff:** Dyalan Govender (Acting Head of Planning), Lachlan Marshall (New Heritage Planner), Bushra Salam (Governance)
Apologies/absent:	**Members:** Adrian Alexander, Rena Czaplinska-Arche (Absent), Denis Fernandes, Srishti Mahhajan, Karen Somers
Guests	Councillor Anna Greco Shirley Ramrakha (WCC Local Studies Librarian)

Agenda items

Item	Topic / Discussion	Action
1	**Welcome** Due to a lack of quorum, the meeting was postponed. The members present held the following informal discussions.	
	Apologies Adrian Alexander, Denis Fernandes, Karen Somers, Srishti Mahhajan were apologies for the meeting. **Absent** Rena Czaplinska-Arche	
	Declarations of interest No declarations were received.	
	Acknowledgement of Country Governance Officer, acknowledged Country on behalf of Council.	
2	**Committee Governance**	
	Nominations for Facilitator of the meeting • Paul Storm nominated Wayne Farmilo	

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

- Wayne Farmilo accepted, Audrey Thomas seconded
- No other nominations were received
- All in favour

Pursuant to clauses 5.4 of the Committee's Terms of Reference, the Committee unanimously appointed Wayne Farmilo, as the Facilitator for the informal meeting.

Introductions

The new Heritage Planner Lachlan Marshall introduced himself to the Committee.

3 Previous Minutes

Confirmation of minutes

Due to a lack of quorum, this item was deferred until the next Committee meeting.

4 Business arising from Previous Minutes

Update on Draft Heritage Review

Report from working group on scope of the group

Due to a lack of quorum, consideration of this item was deferred until the next Committee meeting.

5 Business discussed

1) Presentation from Local Studies Officer

Shirley Ramrakha – Council's Local Studies Officer, gave a presentation on the local history section of the library. In her presentation Shirley Ramrakha highlighted salient features of the Willoughby City Library website.

- She noted that at the moment there are two distinct collections; one being hardcopy collections e.g. Council reports etc which are catalogued and the other is digital collection.
- Sharing our Stories about Willoughby
- History at Willoughby
- People of Willoughby
- Awards
- Previous Mayors & Councillors
- Heritage Paths
- Willoughby roads & streets index

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

- Heritage reports
- State Heritage inventory
- Walking Apps
- Family History
- Willoughby Digital arts collection
- Pictures Willoughby

The Committee members made following observations: -

- Audrey Thomas enquired as to whether individuals need to be a member of library to do research. It was confirmed that membership is not required to access the information available on the website.
- Dyalan Govender (Acting Head of Planning) confirmed that individual heritage impact assessments undertaken as part of Development Applications are not on Council's website as they are subject to copyright and potentially privacy restrictions. However, they can be accessed on request.
- Cr Greco noted that some progress associations have alot of historic information in hardcore archives. The Committee wishes to understand whether there is a possibility of digitising that information, incorporating into the Council's library resources or if this Committee could help in any way with a project that consolidates all this type of information? It was confirmed that the most appropriate place for progress associations and the historical society's archives to be held is in their custody. Council could however help in identifying potential grants that might aid in digitisation of archives noting it is an expensive and intensive undertaking. Council can also provide links on its local history pages, to those community groups' archives once they are online.
- Shirley Ramrakha noted that the community groups all have websites so linking can be accommodated. With respect to digitisation, it was noted that indexing is crucial, though it is expensive and labour intensive, if you don't index, people can't find the information.
- Wayne Farmilo agreed that as a member of a progress association the point of progress association is to be different from each other so rather than having one form for the different websites and archives, linking the different pages would be an appropriate way forward.

Acting Head of Planning, confirmed that progress associations and heritage societies are encouraged to provide links to Council via email to include on the Willoughby City Library website. Should progress associations & heritage societies need any assistance seeking grants for digitization of their archives they can contact Council for assistance,

noting that while Council can help, we would not be able to take on the project or project management of digitization directly, nor could we make the grant applications, we can, however, share our experience to help facilitate the efforts of community groups.

2) Discussion on Natural heritage register & the existing listings of Natural listed plants through the suburbs

Acting Head of Planning briefed the Committee on the Natural Heritage Register and the existing listings of natural listed plants throughout the suburbs. Following were the key discussion points:

The Natural Heritage Register is a detailed document listing vegetation, predominantly remnant native vegetation, but also some exotic plantings, located on private property, compiled by a consultant arborist over a period of approximately 15 years.

It was created to identify and assist in the protection of significant trees on sites potentially subject to Development Applications or tree removal or pruning applications. While it has no legislative standing, it has assisted in strengthening Council's strategy to retain this important category of vegetation.

This document is available on the website.

The Street Tree inventory is a project that has been worked on recently, which includes all species, native and exotic street trees present in Willoughby's streetscapes. This will form part of Council's internal asset management strategy and will be used to document Work Orders and to record maintenance on street trees. It will also be used and accessed by staff on Council's internal systems.

Individual heritage studies related to Development Applications and Park Masterplans have included information relating to historic plantings in private gardens or parks, but these landscape components would need further detailed assessment to reflect their current status.

The Committee's intent is to identify and better protect plantings of potential heritage significance and is better served via the LEP Heritage schedule. It is recommended that the Committee consider a working group to identify potential nominations, the Committee could then agree on potential items to nominate for the next heritage review (to be undertaken during the next Council term).

6 Meeting Conclusion

The informal meeting concluded at 5.35 pm.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Built and Cultural Heritage Committee – Achievements:

As stated in the terms of reference, each advisory committee is required to submit a report on the achievements of the committee at the end of the term of Council. The Achievement report for the Built and Cultural Heritage Advisory Committee as included at Attachment 1b.

Key achievements of the committee include:

May 2023

- Reviewed and provided input into new LEP and DCP – of legislation and controls over heritage conservation areas. Issues discussed included demolition and damage to heritage items.
- LGA wide comprehensive Heritage Review proposed to be undertaken in 2023-2024 for new heritage listings.
- Committee asked about access to a map of Contributory Items within Heritage Conservation area. Advised that this exists but is not publicly available and is also not updated.

July 2023

- Scope of Heritage Review discussed for preparation of a consultancy brief and agreed on.

September 2023

- The existing WCC Conservation Areas review report was developed in 1999 and has not been subsequently reviews. Recommendations and seconded:
  - Discussions on digitalizing it as a historical document and making it publically available on website.
  - Council to consider allocating budget through the 2024/25 Projects and Capital Works budget for review of WCC Conservation Areas Review Report.

- Update on the progress of the Heritage Review on selected area.

November 2023

- Paul Storm suggested a register of historically significant exotic gardens. Council already has an existing Natural Heritage register that includes some exotic planting. Committee noted that a review and more expansive document could be a future project to pursue. For consideration: Committee members to document historical exotic species items for cultural and historic value, and collate relevant sources that could be used. The existing Natural History register would be a useful starting point.
- Artarmon Reserve and its natural history was discussed for exploration of local natural history.
- Signage boards with erroneous historical information was discussed with issues to be brought forward.
- Promotion of heritage and education for the community discussed. Committee to review existing repositories of historical information and identify the information and any gaps. Ku-ring-gai has a good example of historical information online.

March 2024

- Draft Heritage Review presentation – by Council officer.

- Documentation of exotic plant species to contribute to the natural heritage register. Further action for the attendance of Council's Bushland Team Leader at next committee meeting to talk about the Natural Heritage register.

- Discussions on:
  - Promotion of heritage educational forum for community.
  - Audit of display boards for historical accuracy.
  - History and Willoughby webpage overview and management – presentation by Council officers on information of heritage content available on website.
  - Local Studies officer to present on information of historical content at Libraries.

- Impact of State government's Housing Reforms on heritage conservation areas discussed.

May 2024

- Presentation by Local Studies officer on the local history section of the library. Noted that a number of progress associations have historic information within their organisation. Discussed possibility of digitalizing such information and incorporating it into the library's resources. Applying for grants was discussed. Also links from the progress associations' website into the library website. *No further outcome reported on these issues reported.*

- Discussion on Natural Heritage register and existing listings of natural-listed plants within the LGA. Reported that the NH register:
  - Is a detailed document listing predominantly remnant native vegetation but also some exotic plantings located on private property – compiled by a consultant arborist over a period of some 15 years.
  - Was created to identify and assist the protection of significant trees on sites – to assist the DA assessments or applications for tree removal/ pruning. The document is available on the website.

- A Street Tree Inventory, worked on recently, includes all species, native and exotic street trees present in the LGA streetscapes. Only available to Council staff.

- Individual heritage studies related to DAs and Masterplans have included information on historical plantings in private gardens or parks. These need to be assessed to reflect their current status.

- Protection of natural heritage/ landscape need to be further discussed.

Conclusion:

These were areas discussed during its meeting, and if the committee were able to continue further research, actions and reports would have been produced for council officers' consideration. The committee's main achievement was creating a bridge between interest parties and relevant professionals with the council officers and presenting considered external input as to what the community would like the council to consider or provide with respect to the Built & Cultural Heritage of Willoughby. Providing this input can only expand and possibly improve council officers' decision-making and vice versa; the committee can understand the decision-making process and potentially offer support for these decisions to the broader community.

12.15 FINAL MINUTES OF THE BUSHLAND AND NATURAL HERITAGE ADVISORY COMMITTEE MEETINGS DATED 12 JUNE 2024 & 01 JULY 2024

ATTACHMENTS:	**1. FINAL MINUTES BUSHLAND AND NATURAL HERITAGE ADVISORY COMMITTEE DATED 12 JUNE 2024 AND FINAL NOTES OF INFORMAL MEETING DATED 15 MAY 2024** **2. FINAL MINUTES BUSHLAND AND NATURAL HERITAGE ADVISORY COMMITTEE MEETING DATED 01 JULY 2024**
RESPONSIBLE OFFICER:	**MITCHELL NOBLE, ACTING PLANNING & INFRASTRUCTURE DIRECTOR**
AUTHOR:	**BUSHRA SALAM, GOVERNANCE ADMINISTRATION OFFICER**
CITY STRATEGY OUTCOME:	**5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

To present to Council for noting the final minutes of the Bushland and Natural Heritage Advisory Committee meetings held on 12 June & 1 July 2024 and the notes of informal meeting of 15 May 2024.

2. OFFICERS RECOMMENDATION

That Council receive and note the final minutes of the meetings of the Bushland and Natural Heritage Advisory Committee held on 12 June & 1 July 2024 and the notes of informal meeting of 15 May 2024.

3. BACKGROUND

Advisory Committees provide independent, expert and impartial advice on the development and implementation on strategic priorities of Council. They consider reports and plans from Council officers and make recommendations to Council for consideration.

The Bushland and Natural Heritage Advisory Committee held a meeting on 15 May 2024, subsequent to the completion of the meeting the Committee was advised that due to a lack of quorum the notes of discussion could not be accepted as minutes for the meeting, but would were acknowledged as being notes of the informal meeting. The Committee requested the meeting be reconvened, with a quorum of members, to formalise the notes of informal meeting. At the reconvened meeting on 12 June 2024, the members present accepted the notes of informal meeting of 15 May 2024 and requested that these notes be provided to Council for noting as part of the minutes from the 12 June 2024 meeting.

4. DISCUSSION

Crown Lands Aboriginal Claims
The Bushland Team Leader noted that Crown Land at Talus Reserve, Naremburn was being transferred to the Aboriginal Land Council following an ongoing claim. This includes the leased Tennis Courts and carpark but enables future public access over the existing paths and walking tracks. Council maintenance of the adjacent bushland reserve area will continue. Negotiations are still in progress including the question of whether this land could be used for commercial purposes.

Fire Ants
A briefing has been suggested on the Red Imported Fire Ants issue, and this briefing will be held over until the next Council is installed.

Other Business
A discussion was held on the Committee Terms of Reference and other governance issues including Councilors as Chairs, procedural issues and various errors experienced through the Committee terms have affected that ability of the Committee.

Moved by Lorraine Cairnes and seconded by Meredith Foley, the Committee recommended the following. All in Favour.

Motion:
"That a new item, Committee governance matters, be included in the Committee's Agenda for the meeting to be held on 1 July 2024".

End of Term Report
Moved by Lorraine Cairnes and seconded by Gay Spies, the Committee unanimously carried to table the end of term report in the minutes of the meeting.

Castlecrag Site visit report
Alfred Bernhard (Bushland Team Leader) briefed the Committee about the Castlecrag Site visit.

Update on the Local Government Conference and Tree legislation
Moved by Meredith Foley and seconded by Lorraine Cairnes, the Committee recommended the following:

Motion:
"that Council advocates to set up a working party of Council staff of the NSROC Councils to share information about methods used to prevent illegal tree removal and identify any deficiency of power or resources or support from other agencies with a view to further lobbying the NSW government to remedy such deficiencies."

Moved by Adrienne Kabos and seconded by Meredith Foley the Committee also passed the following:
Recommendation 1:
"that Council collaborates with other Councils, NSW EPA and NSW Police department about prosecution and penalties."
Recommendation 2:
"that Council develops a policy to ensure that where trees on public land have been illegally cleared with the apparent purpose of "improving" a view, a screen is erected (which could, for example, include a shipping container) and maintained to ensure that

the view remains obstructed to at least the same extent as it was before the illegal clearing until such time as the bushland has recovered to its previous condition."

Griffin Reserves Action Plans
The Bushland Team Leader advised the Committee that the Have Your Say community consultation was now complete. There were over 500 visits and numerous detailed comments, generally in favour of the plans. Responses to comments have been prepared for a future council report.

Committee governance matters
The Committee made the following observations and suggestions, which are included in the End-of-Term Report:

- Willoughby needs Advisory Committees.
- The Advisory Committees should be re-established when the next Council is elected without the long administrative delays which occurred at the beginning of this term (and resulted in a delay of one year before the Advisory Committees could begin meeting).
- Terms of Reference need to be more focused on achieving the purposes of the Advisory Committees.
- Councilors to be appointed as full members of Committees.
- There should be less time spent in meetings on resolving governance issues, and more time on providing advice to Council.
- The meetings of Advisory Committees should be more frequent, or longer time allowed for meetings.

Other Business
Dalrymple Avenue Entrance: Ross Wellings raised the issue of the boundary fence at Ferndale Park. The Bushland Team Leader responded that following damage to the old timber fence Council is intending to intensify planting along the boundaries to replace the damaged fencing

5. RISKS AND OPPORTUNITIES

The risk is to not ensure transparency by providing Committee minutes (See **Attachment 1 & 2**) to Council. The opportunity is for the Committee to provide independent, expert and impartial advice on the development and implementation of strategic priorities for Council.

6. CONCLUSION

These minutes do not bind Council to any additional resource commitment. It is recommended Council receive and note the approved minutes of the meetings of the Bushland and Natural Heritage Advisory Committee held on 12 June & 01 July 2024.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.1 – Be honest, transparent and accountable in all that we do
Business Plan Objectives, Outcomes / Services	Advisory Committees are created for the sole purpose of providing independent, expert and impartial advice on the development and implementation of strategic priorities of Council.
Policy	*Advisory Committees Policy 2022*

Consultation	1. The draft minutes of 12 June reconvened meeting were circulated by email to the Bushland and Natural Heritage Advisory Committee on 25 June 2024 with comments closed on 28 June 2024. The comments received have been included and minutes were confirmed by the Committee in its 01 July meeting of the Committee. 2. The draft minutes of 1 July meeting were circulated by email to the Bushland and Natural Heritage Advisory Committee on 03 July 2024 with comments closed on 08 July 2024. The comments received have been included in the final draft.
Risk	The risk is to not ensure transparency by providing Committee minutes (See **Attachment 1 & 2**) to Council.
Resource	There are no resourcing implications applicable to this report.
Legal	There are no legal implications applicable to this report.
Legislation	There are no legislation implications applicable to this report.
Budget/Financial	There are no budget implications applicable to this report.

Notes of Informal Meeting

ATTACHMENT 1

Bushland and Natural Heritage Advisory Committee

Wednesday 15 May 2024
5:00 pm - 6:30 pm

Location:	Willoughby City Council Depot, Chatswood
Facilitator:	Councillor Anna Greco
Attendees:	Lorraine Cairnes – Member Kay Donovan – Member Scott Graham – Member Adrienne Kabos – Member Alfred Bernhard – Bushland Team Leader Bushra Salam – Governance
Apologies/absent:	**Members:** Gay Spies; Ross Wellings **WCC Staff:** Nicholas Yu – Natural Assets Officer
Guests:	Councillor Anna Greco
Attachments:	Nil

Agenda items

Item	Topic / Discussion	Action
1	**Welcome** The meeting proceeded and the items listed were discussed. However due to a lack of quorum at the meeting these discussions were noted as informal discussions.	
	Acknowledgement of Country Governance Officer, acknowledged Country on behalf of Council.	
	Apologies Gay Spies and Ross Wellings were apologies. **Absent** Edward Coates, Mark Crew, Meredith Foley were absent.	

Declarations of interest

No declarations of interest were made.

2 Appointment of Chair

- Lorraine Cairnes nominated Councillor Anna Greco.
- Kay Donovan seconded.
- No other nominations were received.
- All in favour

In accordance with Item 5.2 of the Terms of Reference, the Committee appointed Councillor Anna Greco as the Chair for this informal meeting.

3 Confirmation of Previous Minutes – 14 February 2024

Due to a lack of quorum, this item was deferred until the next Committee meeting.

4 Business arising from the previous meeting

Griffin Reserves Working group update

Adrienne Kabos presented an update on the Working Group.

The meeting thanked Matthew Keighery for his detailed work on correcting the boundaries of the Keep Reserve. The correct boundaries have now been re-gazetted by the Geographical names Board.

The Griffin Reserves Action Plans have been updated and are on Have Your Say for comments. There has been a good response to the visits and door-knocks by a Bushland team staff member, notifying local residents of the opportunity to comment on the revised POM. There have already been over 400 visits to the website.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Further consideration of this item was deferred until the next Committee meeting.

Bushcare working group update

Scott Graham presented a draft discussion paper.

Key discussion points were:

- The group has met and has been collecting some basic data from Council on numbers and trends, and has listed ideas and concepts for increasing community engagement with Bushcare.
- Overall, bushcare numbers are not growing, which is generally in line with a general downturn in volunteer participation everywhere. Some bushcare groups have been lost because of this trend.
- Committee members might comment on Council's draft volunteer policy, currently on Have Your Say, and could also make a submission to Council and include the work on volunteers done by this working group.
- Bushcare training sessions are usually held at weekends, and some should be held on weekdays to encourage participation.
- This Working Group will table the finalised discussion paper at the next BANHAC meeting and proposes to present the discussion paper for consideration at the next Bushcare Conveners meeting.

5 Business discussed

Community issues:

The Bushland Team Leader informed the Committee about the upcoming community engagement events.

1. Bush Poetry Sunday afternoon (19 May) at the Henry Lawson Cave

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

2. Canopy of Life, Tree Festival 2024 (29 May-16 June)

3. Tree Day Planting 28 July at Muston Park

5. Fauna Fair (25 August) at Willoughby Park

6. Bushcare Training (July)

The Committee members thanked the Bushland Team Leader for the updates.

Crown Lands Aboriginal claims

The Bushland Team Leader noted that Crown Land at Talus Reserve, Naremburn was being transferred to the Aboriginal Land Council following an ongoing claim. This includes the leased Tennis Courts and carpark but enables future public access over the existing paths and walking tracks. Council maintenance of the adjacent bushland reserve area will continue. Negotiations are still in progress including the question of whether this land could be used for commercial purposes.

6 Other Business

Fire Ants

A briefing has been suggested on the Red Imported Fire Ants issue, and this briefing will be held over until the next Council is installed.

End or Term Report

BANHAC's Terms of Reference s.17.3 require "*An end of term report outlining the work and achievements of the committee during the term, [will] be submitted to Council, prior to the caretaker period."*

The Advisory Committees' Terms of Reference require that Advisory Committees will be disbanded at the commencement of the caretaker period preceding the 2024 NSW Local Government elections, which is from Friday, 16 August to Friday, 13 September 2024 (inclusive). The Local Government elections are on Saturday 14 September 2024. Council enters the caretaker period on 16th August 2024. This report will therefore be submitted to Council's last meeting.

The members discussed the Draft End of Term Report circulated by Lorraine Cairnes via email before the meeting. This report will be updated with matters from the remaining meetings of the BANHAC, and reviewed by the BANHAC members before being the report is submitted to Governance to provide to Council.

7 Next Meetings

Site visit: Wednesday 19 June 2024, 10:00 am. Meet at end of Rockley Street, Castlecrag

Committee Meeting: Monday, 01 July 2024 (5pm) at Willoughby City Council Depot, Chatswood.

Suggested Agenda Items:

- End of Term Report
- Griffin Reserves Working Group report
- Castlecrag Site visit report.
- Griffin Reserves Action Plans
- Bushcare Engagement Working Group report
- Update on the Local Government Conference and Tree legislation
- Tree Day activity at Muston Park

8 Conclusion

The meeting concluded at 6:20 pm.

The meeting reconvened on Wednesday 12 June 2024 at 5.44pm

Location:	Online
Chair:	Councillor Anna Greco
Attendees:	Lorraine Cairnes – Member Mark Crew – Member Meredith Foley – Member Adrienne Kabos – Member Gay Spies – Member

Apologies/absent:	**Members:** Ross Wellings, Edward Coates, Scott Graham **WCC Staff:** Alfred Bernhard – Bushland Team Leader, Nicholas Yu – Natural Assets Officer
Guests:	Councillor Anna Greco Melinda Aitkenhead – Governance Lead (Minute Taker)
Attachments:	Nil

Agenda items

Item	Topic / Discussion	Action
1	**Welcome** Meeting was declared open at 5.44pm when the quorum was reached.	
	Apologies Ross Wellings, Janine Coates, Scott Graham were apologies. **Absent** Council Officers Alfred Bernhard and Nicholas Yu were absent.	
	Declarations of interest No declarations of interest were made.	
2	**Appointment of Chair** • Adrienne Kabos nominated Councillor Anna Greco. • Gay Spies seconded. • No other nominations were received. • All in favour In accordance with Item 5.2 of the Terms of Reference, the Committee appointed Councillor Anna Greco as the Chair for this informal meeting.	
3	**Confirmation of Previous Minutes – 14 February 2024** Moved by Gay Spies and seconded by Adrienne Kabos, the minutes of the meeting of the Committee held on 06 March 2024	

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

were unanimously adopted.

4 Confirmation of Notes from Informal Meeting – 15 May 2024

Moved by Lorraine Cairnes and seconded by Adrienne Kabos, the notes from the informal meeting of the Committee held on 15 May 2024 were unanimously adopted.

Kay Donovan entered the meeting at 6.10pm.

Gay Spies departed the meeting at 6.10pm.

5 Other Business

Committee Terms of Reference

A discussion was held on the Committee Terms of Reference and other governance issues including Councillors as Chairs, procedural issues and various errors experienced through the Committee terms have affected that ability of the Committee.

Moved by Lorraine Cairnes and seconded by Meredith Foley, the Committee recommended the following. Adopted unanimously.

Motion:

"That a new item, Committee governance matters, be included in the Committee's Agenda for the meeting to be held on 1 July 2024".

8 Conclusion

The meeting concluded at 6:24pm.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Minutes

ATTACHMENT 2

Bushland and Natural Heritage Advisory Committee

Monday 01 July 2024
5:00-6:30 pm

Location:	Council Depot, 25-27 Gibbes Street, Chatswood
Chair:	Councillor Anna Greco
Attendees:	Meredith Foley – Member Edward Coates – Member Lorraine Cairnes – Member Mark Crew – Member Ross Wellings – Member Gay Spies – Member Adrienne Kabos – Member Alfred Bernhard – WCC Bushland Team Leader Nicholas Yu – WCC Natural Assets Officer Bushra Salam – Governance
Apologies/absent:	Members: Scott Graham; Kay Donovan
Guests	Councillor Anna Greco Councillor John Moratelli
Attachments:	a) Bushcare Working Group report b) End of Term Report

Agenda items

Item	Topic / Discussion	Action
1	**Welcome** The meeting was declared open at 5:00 pm when the quorum was reached.	
	Acknowledgement of Country Governance Officer acknowledged Country on behalf of Council.	

Apologies

Scott Graham and Kay Donovan sent their apologies.

Declaration of interest:

No declarations of interest were made.

2 Appointment of Committee Chair

In accordance with Item 5.4 of the terms of Reference, the committee appointed Councillor Anna Greco as the Chair for this meeting.

Nominations for Chair of the meeting:

- Lorraine Cairnes nominated Councillor Anna Greco
- Mark Crew seconded her nomination
- No other nominations were received
- Councillor Anna Greco accepted

The Committee unanimously appointed Councillor Anna Greco as the Chair of the meeting.

3 Confirmation of Minutes – 12 June 2024 Reconvened Meeting

Moved by Lorraine Cairnes and seconded by Gay Spies, the minutes of the meeting reconvened on Wednesday 12 June 2024 were unanimously adopted by the Committee.

4 Business arising from the previous meeting

Bushcare Working Group Update

Moved by Lorraine Cairnes and seconded by Gay Spies, the Committee passed the following resolution:

"*Scott Graham to circulate the final draft of Bushcare Working Group report to be included in the minutes of this meeting by 8 July 2024*".

Update on the Local Government Conference and Tree Legislation

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

See notes below.

5 Strategic Activities

5.1 End of Term Report

As stated in the terms of reference, each advisory committee is required to submit a report on the achievements of the committee at the end of the term of Council. The Achievement report for the Bushland and Natural Heritage Advisory Committee is included at Attachment 2b.

Moved by Lorraine Cairnes and seconded by Gay Spies, the Committee carried to table the end of term report in the minutes of the meeting.

5.2 Castlecrag Site visit report

Alfred Bernhard (Bushland Team Leader) briefed the Committee about the Castlecrag Site visit.

5.3 Update on the Local Government Conference and Tree legislation

Councillor Anna Greco updated the Committee about the favourable response by Local Government NSW to the motion passed by Willoughby City Council last October, via an email prior to the meeting, which reads as follows:

105 Willoughby City Council - Increased protection of trees	That Local Government NSW: 1. Urgently undertakes a review of the legislative regime for tree protection and seek increased penalties and deterrents, including significantly increased fines and community service for the destruction and vandalism of trees in NSW. The review is to include the destruction and vandalism of vegetation in environmentally sensitive areas such as riparian zones, areas of high biodiversity value and foreshore protection areas. The review should identify opportunities to better coordinate tree protection across NSW, along with improved education and awareness around the importance of tree protection to build stronger community support. 2. Advocates for effective reform to improve collaboration and coordination in education and enforcement to combat tree vandalism in NSW.	The NSW Government is aware of the growing number of incidents of unauthorised clearing on both private and public land. The Department of Planning, Housing and Infrastructure is investigating the effectiveness of the current regulatory settings and how to appropriately strengthen them. The Department will continue consultation with councils to better understand the issues and other enforcement measures when considering potential policy changes. Suggestions from councils regarding both penalties and methods to identify offenders will also be considered. Further, the Department intends to provide more guidance to councils to help improve their understanding and confidence in applying and enforcing the relevant provisions of the State Environmental Planning Policy (Biodiversity and Conservation) 2021.

Moved by Meredith Foley and seconded by Lorraine Cairnes the Committee passed the following resolution:

"*that Council advocates to set up a working party of Council staff of the NSROC Councils to share information about methods used to prevent illegal tree removal and identify any deficiency of power or resources or support from other agencies with a view to further lobbying the NSW government to remedy such*

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

deficiencies."

Moved by Adrienne Kabos and seconded by Meredith Foley the Committee passed the following recommendations:

Recommendation 1:

"*that Council collaborates with other Councils, NSW EPA and NSW Police department about prosecution and penalties*."

Recommendation 2:

"that Council develops a policy to ensure that where trees on public land have been illegally cleared with the apparent purpose of "improving" a view, a screen is erected (which could, for example, include a shipping container) and maintained to ensure that the view remains obstructed to at least the same extent as it was before the illegal clearing until such time as the bushland has recovered to its previous condition."

5.4 Griffin Reserves Action Plans

The Bushland Team Leader advised the Committee that the Have Your Say community consultation was now complete. There were over 500 visits and numerous detailed comments, generally in favour of the plans. Responses to comments have been prepared for a future council report.

5.5 Tree Day activity at Muston Park

The Bushland Team Leader informed the Committee about this event and invited members to participate at Muston Park on 28 July (10am-2pm). The Committee thanked the Bushland Team Leader for the update.

5.6 Committee governance matters

The Committee made the following observations and suggestions, which are included in the End-of-Term Report:

- Willoughby needs Advisory Committees.
- The Advisory Committees should be re-established when the next Council is elected without the long administrative

delays which occurred at the beginning of this term (and resulted in a delay of one year before the Advisory Committees could begin meeting).

- Terms of Reference need to be more focussed on achieving the purposes of the Advisory Committees.
- Councillors to be appointed as full members of Committees.
- There should be less time spent in meetings on resolving governance issues, and more time on providing advice to Council.
- The meetings of Advisory Committees should be more frequent, or longer time allowed for meetings.

6 Other Business

Dalrymple Avenue Entrance: Ross Wellings raised the issue of the boundary fence at Ferndale Park. The Bushland Team Leader responded that following damage to the old timber fence Council is intending to intensify planting along the boundaries to replace the damaged fencing.

Appreciation:

The Committee thanked Council officers from Governance and the Bushland Team who have assisted the BANHAC during this term of Council.

The Committee thanked Councilors who have attended meetings, particularly Councilors Greco and Moratelli who have chaired the BANHAC meetings.

The Bushland Team Leader thanked the committee for their contribution and for sharing their local knowledge and expertise.

7 Meeting Conclusion

The meeting concluded at 6:20 pm.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

ATTACHMENT 2a

Bushcare Working Group report:

BUSHCARE WORKING PARTY ON IMPROVING VOLUNTEER ENGAGEMENT IN WCC LOCAL BUSHCARE PROGRAM

DISCUSSION PAPER July 2024

The BUSHCARE WORKING PARTY ON IMPROVING VOLUNTEER ENGAGEMENT (a Working Party of Council's Bushland and Natural Heritage Advisory Committee) has reviewed the issues in its Terms of Reference and produced this draft Discussion Paper, which we recommend should be reviewed by Willoughby's Bushcare Groups and the WCC Bushcare Team (WCCBT). We propose with the backing of the WCCBT to pursue a pilot program across Castlecrag bushcare sites, supported by a Council grant. We'd like also to call a meeting of the Bushcare Group Convenors to share our thinking and seek feedback.

The focus of the Working Party has been to review the issues relating to volunteer engagement in Willoughby Council's Bushcare Program, particularly effective means of increasing new volunteer participation in the Program, to ensure that existing Bushcare volunteers are fully active and are not lost to the Program, and to enhance the demographic composition of participants in the Bushcare program.

Purpose

The Working Party's purpose in its Terms of Reference are:

1.1 The Working Party will assist the BANHAC by providing advice on issues related to increasing and enhancing participation in the Willoughby Council's Bushcare Program including consideration of:

a) strategic opportunities related to participation in Willoughby Council Bushcare Program;
b) reviewing trends and opportunities relating to participation in the Bushcare Program;
c) identifying strategic opportunities and ideas for attracting new Bushcarers as active participants in the Bushcare Program;
d) enhancing the demographic composition of participants in the Bushcare program;
e) the success factors which have been integral to the success of Willoughby's Bushcare Program, and, where appropriate, the successful bushcare programs of other LGAs; and
f) strategic and policy improvements needed to increase and sustain participation in Willoughby Bushcare within the requirements of the Bushcare program.

Baseline data

- *Current hours/ volunteers by Bushcare site*
- *Registered volunteers by Bushcare site*
- *Year on year comparison of hours/ volunteers by Bushcare site*

Issues and Strategies

The strategic issues for consideration fall into three categories:

Bushcare volunteers are highly valuable to WCC, but the volunteer body is not as engaged or growing sufficiently to address the needs of the municipality.

Volunteers are critical to the success of our efforts in caring for our bushland:

Good professional bush-carers are hard to find/grow.
Council budgets for staff and contractors are limited and always under pressure.
Volunteers enable WCC to greatly leverage the talents of the professionals that have on their team.
Volunteers are ambassadors at large for our Bushland in the communities that neighbour the reserves.
Volunteers provide continuity in the conservation and regeneration of the bushland reserves.

At present, the volunteers are generally:

A bit thin on the ground – some sites only attract 2 or 3 volunteers per work session.
Older and aging – in some areas, the demographics are quite young, but many of the bushcarers are in the older age group. In others, the stalwarts are now having trouble getting down to the weeds.
Not growing – current efforts are recruiting enough new volunteers to replace those leaving, but the numbers are not growing.
Do not represent the ethnic diversity of the municipality, with a particular opportunity area amongst people of Asian backgrounds.
Not on the tools enough – Alfred has spoken of the large number of volunteers registered – the data shows a gap between registered and active volunteers. Its worth checking to see whether there are people on the list, who have remained inactive for say 6+months.

There are many areas that could do with more support:

Current sites with 5 or fewer volunteers per work session or with aging members, could use more members to better leverage the time and skills of the trainers

- **17 / 41 groups have 5 or fewer active members.**
- **Most cancellations are weather related, but occasionally there's a lack of quorum. A few more members would help avoid this.**

There are many potential areas that could do with further care but where resources are not available – for example, the northern escarpment at Castlecrag has a significant exposure along its length to prevent ingress of weeds from neighbouring gardens but no volunteers to address this. The Sunnyside Brushturkeys focus on a reserve that fronts the street.

Current recruitment practices are holding the line but will not address these issues. They are:

Heartfelt and impactful

Council's Bushcare Team works really hard to win new volunteers and with their resourcing, they do a good job. Our desire is to understand where we can help them, not nit-pick the detail of their current practices.

Labour intensive

Requiring a lot of time and energy from the team. (Perhaps taking them away from the work??) This exercise should not lead to significant additional time of the expert bushcare trainers away from their coaching and hands on activity.

Venerable

Much of what is being done has been around for quite some time. No doubt some of it is well proven and should continue. But new ideas should be tried. This point is really the critical one.
The population at large and the local resident base have changed considerably over the last twenty years. The concept of community, approach to volunteering, social values and their modes of communication are vastly different than when Council started off down this track.

Strategies for promoting Willoughby's Bushcare groups

Its critical to establish a statement of purpose and to communicate these as part of our efforts to engage and grow our volunteer base. It's a sense of common purpose that attracts people to community activity and which bonds them to a group. Key elements of this strategy are captured below. These are intended to be delivered by the volunteer base, with the buy-in of WCCBC team, led by the convener of each group with the support of WCC marketing department.

Each Group to document a statement of purpose including:

Its primary focus and purpose, and its significant values – e.g. rehabilitate degraded places/ conserve significant values, etc.
Identify special flora and fauna, and ecological communities and habitats
List accomplishments, and case studies with pics
Capture relevant history of the site – cracker night in the 50's and 60's at one site
Meeting time information
Catchment area of likely volunteers

A page for each Bushcare Group on Willoughby website:

Includes statement of purpose above
(see QR code below)
(see social media below)

Signage on each site:

Name of group
Imagery – iconic
QR code linking to the Group's web page

A generic page showing the bushcare groups:

Mapped by suburb to make it easy for folks to recognise the location closest to them.
Links from within the map to the page for each site

Quarterly Facebook posts for each group:

Capturing images of achievements.
Showing the group at work/play.
Providing a link to the WCC web page.

Bi-annual bushcare day across Willoughby – promote an "open day" in bushcare sites:

Perhaps leveraging off publicity surrounding Volunteer week (late May)
Organise by suburb
Meet and greet at a Bushcare site.
Trail walk covering local sites / insights.
Coffee on-site afterward.

Other 'Special events'

'Tasters' for newbies – those who might be interested but are hesitant to commit
Includes – hanging of habitat boxes; coffee discussion of rare/special fauna currently in bloom; damper and billy tea.

Strategies for retaining, maintaining, and activating (or re-activating) the existing bushcare volunteers.

Formalise concept of "support" members

There are several groups where some members, unable to get down for hands on care have adopted other roles that are key to keeping the team together.
Sunnyside Brush turkeys have Joanne, who bakes monthly treats and joins to support morning tea on site each month.
Retreat group have John who provides maintenance of on-site furniture
A social media savvy member could oversee the FB posts mentioned at 3.3
Promoting this across the bushcare community could help keep some of the older members engaged and sharing their expertise which the younger carers.

Annual bushcare day - an "open day" in bushcare sites:

(See above for detail).

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

While this is principally about recruitment, it also showcases the accomplishments of current bushcarers
This is a validating experience, which reinforces a sense of purpose among carers who don't get much feedback from outside their direct team

Resourcing

Looking forward, it is not anticipated that this will require much funding, since it is anticipated that the resourcing will be largely provided from within the volunteer base:

Leadership: conveners
Recruitment events: conveners
Social media: delegated team member per bushcare group
Management of web pages – within WCC's marketing team.

- **That said, to pilot the proposal without the otherwise inevitable drain on the WCCBC team, we propose to apply for a Council Grant of $7000 to support pilot activity across the Castlecrag Bushcare groups:**

Design and printing of site signage
Copywriting support for web pages
Funding of QR code

DISCUSSION

Looking forward, some questions to consider:

Targeting: What specific comms/ actions will help is to directly engage

target demographics – Asian community, new mums, recent retirees,
and reactivate the large passive base of volunteers not currently turning up to Bushcare sessions.

Societal trends: How to leverage broad societal trends, to help us connect with the people we are trying to win over? Trends such as:

Concern for the environment > desire to do something to help?
Need to belong > a need to belong to a group with shared ideals https://www.forbes.com/sites/tracybrower/2021/01/10/missing-your-people-why-belonging-is-so-important-and-how-to-create-it/?sh=21b141d37c43
Connecting at the neighbourhood level > how do we leverage the stronger connection people feel with their neighbourhood (suburb/ localities), when WCC naturally defaults to generalised city wide thinking.
Working from home > with most people working partially from home, is it possible, that we could get working people to attend mid-week bush-care sessions?
Self-care through engagement with nature > the pandemic has Willoughby residents flooding the reserves to escape and reflect. Many have turned this into an ongoing practice. Can we leverage this to general bush care volunteers?
What's the opportunity presented by social media – love or hate them, FB and Instagram are the dominant networking platforms for most local residents. How could we leverage this to connect, recruit and retain.
Fresh thinking: If we were starting in 2024 with a clean sheet

ATTACHMENT 2b

WILLOUGHBY COUNCIL BUSHLAND AND NATURAL HERITAGE ADVISORY COMMITTEE (BANHAC)
END-OF-TERM REPORT FOR TERM 2023-2024

BACKGROUND

The Terms of Reference for the BANHAC were adopted by Council on 27 February 2023, and Council approved membership in March 2023 following a call for community expressions of interest. The inaugural BANHAC meeting was 26 April 2023.

Terms of Reference (see Appendix for PURPOSE section) S.17.3 require "An end of term report outlining the work and achievements of the committee during the term, [will] be submitted to Council, prior to the caretaker period." This report has been prepared by the membership of the BANHAC, to be submitted to Council's July 2024 meeting.

The Advisory Committees' Terms of Reference require that Advisory Committees will be disbanded at the commencement of the caretaker period preceding the 2024 NSW Local Government elections, which is from Friday, 16 August to Friday, 13 September 2024 (inclusive). The Local Government elections are on Saturday 14 September 2024. Council enters the caretaker period on 16th August 2024.

MEMBERSHIP AND MEETING CHAIRS

Council appointed the following nine members (alphabetical) at its meeting 27 March 2023: Lorraine Cairnes, Edward Coates, Mark Crew, Kay Donovan, Meredith Foley, Scott Graham, Adrienne Kabos, Gay Spies, Ross Wellings.
Curiously, the governance rules adopted by Council for the ACs do not permit Councilors to be appointed as AC members as has been the case in the past, but they may attend meetings as observers with speaking rights. BANHAC members are grateful that one or more Councilors have attended each BANHAC meeting, and we extend our thanks to these Councilors.

BANHAC CHAIR

The BANHAC agreed that it would not appoint a permanent chair for the AC's whole term, but that community members would appoint a chair at each meeting. At each meeting, a Councillor in attendance at the meeting was voted as Chair. The Chairs have been Cllr J Moratelli, and Cllr A Greco. This is in accordance with the TOR S.5.4 "*The committee can request that a Councillor present at the meeting be the Chairperson*". The Committee thanks these Councilors, and other Councilors who have attended meetings, for their interest.

ADVICE TO COUNCIL

The sole purpose of Advisory Committees is to provide advice to Council. Recommendations (advice) to Council are sent via the BANHAC minutes, which are reported to Council following each meeting. The Purpose of the BANHAC is at Appendix 1 of this Report.

MEETINGS

The TOR provides (S.9.1) that "Meetings shall be held a minimum of two and maximum of six occasions per year".

There have been 8 formal meetings, one "informal" meeting, and 4 site inspections in the period under review (16 months):

1. Wednesday 26th April 2023
2. Wednesday 17th May 2023
3. Wednesday 21st June 2023
4. Wednesday 16 August 2023 (on-site at the Blue Gum Park)

5. Wednesday 20 September 2023
6. Wednesday 18 October 2023
7. Wednesday 15 November (on-site at Stoker Park)
8. Wednesday 14th February 2024
9. Wednesday 17 April 2024 (on-site, Warners Park)
10. Wednesday 15 May 2024 (Informal meeting determined by Governance to be non-quorate)
11. Wednesday 12 June 2024 (Supplementary meeting to confirm the minutes of the "informal" meeting on 15th May 2024 as Minutes of the BANHAC)
12. Wednesday 19 June 2024 (on-site, Watergate Reserve)
13. Monday 1 July 2024 (final meeting of the 2023-2024 BANHAC)

ISSUES DISCUSSED

Issues which have been discussed, including valuable briefings from Bushland Team officers, have included the following, most of which resulted in advice to Council, and some positive actions by Council:

- Artarmon Streetscape project, its weblink and the planting palette of non-native weedy species
- Cat control
- Management of cats and cat containment
- Need for stronger cat control legislation
- Committee governance matters
- BANHAC Terms of Reference issues, and inadequate frequency of BANHAC meetings
- Chatswood Golf Course native vegetation management and public right-of-way
- Chatswood's urban tree canopy and future tree planting
- Bushcare engagement, volunteers and bushcare training (Working Party formed to report on this issue)
- Canopy of Life Tree Festival - Council's *Love Your Trees* campaign
- Crown Lands Aboriginal claims
- Ecological connectivity and "wildlife corridors" inclusion in Vegetation Policy
- Education of community about bushfires
- Griffin Reserves Action Plans and Griffin Reserves Plan of Management
- Keep Reserve Boundary correction and gazettal by Geographic Names Board
- Liaison with the Bicentennial Reserve and Flat Rock Gully Advisory Committee.
- Local Government conference and tree legislation
- Red Imported Fire Ants - risks and potential impacts and briefing of Councillors on need to plan for potential arrival of RIFAs in Willoughby
- Reserve Action Plans
- Tree day activity at Muston Park
- Tree removal notifications: The absence of any requirement that tree removal notices to be displayed was raised at the AC and later picked up in a motion, which was adopted by council requiring display of notices
- Tree vandalism:
- Tree vandalism incident in Willowie Road, and Council's response
- Subsequently, Willoughby Council wrote to Local Government NSW, and the Dept of Planning, Housing and Infrastructure is now investigating strengthening the current regulatory settings, in consultation with Councils.
- Urban Bushland Plan of management
- WCC Natural Heritage Register update
- Weed management and avoidance of using weedy species in Council plantings:
- Concerns about council planting weeds listed in the Garden Escapes in Bushlands and Reserves document(https://sydneyweeds.org.au/wp-content/uploads/2021/03/Garden-escapes-2021-Revised.pdf)
- Willoughby Council is a member of the Sydney Weeds Network and would be expected to use this key reference in its landscape plantings.
- These concerns were picked up in a motion adopted by Council requiring a report specifying and justifying the use of any listed plants for consideration by council.

CONDUCT OF MEETINGS AND SECRETARIAT ROLE

The WCC Governance, Risk and Compliance Section fills the Committee's secretariat role. An officer of this Section attends meetings and takes minutes. When there was absence of a Governance officer, minutes were drafted by a Bushland Team Officer. Agendas are drawn up with input from BANHAC members and distributed by the Governance Section.

WORKING PARTIES

- Two Working Parties have been established under provisions of TOR S.18:
- Griffin Reserves Castlecrag Plan of Management Working Party. Convenors: Mark Crew and Adrienne Kabos.
- Bushcare Working Party to review ways to increase community volunteer participation in Bushcare. Convenor: Scott Graham. This Working Party presented its final Report in July 2024.

TERM OF ADVISORY COMMITTEE

The term of this AC has been short (16 months), because of long delays by Council in deciding whether this Council wished to appoint Advisory Committees as has been done in the past, and extended debate about the governance and "rules" for Advisory Committee operation and the Terms of Reference (generic for all ACs, and with specific TOR for each AC).

MINUTES APPROVAL

A governance issue concerning the processing and acceptance of BANHAC Minutes was taken up by Cllr Moratelli (on behalf of the Advisory Committee) with the WCC Governance, Risk and Compliance Section. A new procedure was established which allows draft minutes to be approved electronically so that they could be presented to Council as approved minutes, rather than draft. For the record, the procedure now adopted, from November 2023, is:

1. Advisory Committee support officer prepares minutes
2. Subject Matter Expert reviews and confirms
3. Advisory Committee support officer distributes minutes to Chair (including the Councillor, if a Councillor was chair for that meeting)
4. Chair reviews and provides feedback/confirms
5. Advisory committee support officer amends minutes and distributes to committee (via email)
6. Committee provides feedback via 'reply all' email
7. Advisory committee support officer amends and distributes to committee for 'out of session approval'
8. Approved minutes presented to Council (approved minutes are included on agenda/minutes of the next committee meeting as formal confirmation of the minutes).

OBSERVATIONS AND LIMITATIONS

It will be a matter for the new Council to decide to appoint (or re-appoint) Advisory Committees for the coming term of the new Council.

The following points are offered from our experience in this Term of Council, to assist the next Council in appointment of future Advisory Committees:

11.1 REAPPOINTMENT OF ADVISORY COMITTEES FOR NEXT COUNCIL TERM

The BANHAC membership sees significant value to Willoughby LGA in having access to free, independent, and expert advice from the BANHAC and other Advisory Committees, and we recommend that this AC should be reappointed to advise the incoming Council.

We note that the delays that occurred with the appointment of Council's Advisory Committees for this term of Council resulted in unfortunate loss of time (over one year) to commence the operation of these Committees. The new Council was elected in December 2021, it held its first meeting in January 2022, and the Advisory Committees were not appointed until April 2023. The inaugural BANHAC meeting was 26 April 2023. We hope that such delays will not occur again when a new Council is elected in September 2024, and that there will be as smooth a transition as possible for reappointment of the BANHAC and other Advisory Committees of Council.

11.2 MEMBERSHIP OF ADVISORY COMMITTEES BY COUNCILLORS

There is great advantage in having Councillors attending Advisory Committee meetings. Councillors should be permitted to be appointed as members of future Advisory Committees, as has been the case in the past. There is no substance to the claim that this would create a conflict of interest for Councillors.

11.3 SITE INSPECTIONS

Site inspections have been important, to evaluate the outcomes of strategic actions. They provide excellent understanding of the work done by council teams, contractors and bush care volunteers, and emphasise the need for ongoing work. The assistance of the Bushland Team in site inspections is greatly appreciated.

11.4 MEETING FREQUENCY AND LENGTH

The short length of meetings and the limited number of meetings permitted has not allowed members to contribute their ideas effectively. The complex governance procedures and requirements have taken up as much as 30 minutes of meeting time. Briefings from Officers, while essential to provide background information, have often been lengthy. We recommend that meetings should be more frequent, and that more time is programmed for meetings.

11.5 MINUTE-TAKING

Minutes often need many corrections and additions because of lack of familiarity by the Governance minute-taker with the specialised terms, content and issues discussed at meetings. This is not a criticism of individual officers, but an anomaly in the rules for Advisory Committees. It would be more appropriate in the future if a specialist officer from the Bushland team filled the role of minute-taker. Other Secretariat roles undertaken by the Governance team have been undertaken efficiently and allowed the Advisory Committee to operate effectively.

11.6 TRANSMITTING ADVICE TO COUNCIL

We have found that our advice is not effectively transmitted to Council. It is contained in the minutes of each BANHAC meeting, which are included in Council's General Meeting agendas, which can be over 600 pages in length. Generally, the Officers' recommendation is merely that the Minutes of Advisory Committees should be "noted". We suggest that the Minutes format should incorporate a dot-point section at the end of each Minutes titled "ADVICE TO COUNCIL". This would allow Councillors more easily to locate and consider the advice offered by its Advisory Committees.

11.7 VIDEO-CONFERENCING ATTENDANCE AT MEETINGS

To facilitate meeting quorums, there should be provision made for video-conferencing attendance at BANHAC meetings. We understand that this facility is provided for some other Advisory Committees. We also suggest that Council change to Zoom rather than Microsoft Teams, which many people have trouble accessing. Council uses Zoom for other communications, so this should not be a problem.

APPENDIX

TERMS OF REFERENCE: BUSHLAND AND NATURAL HERITAGE ADVISORY COMMITTEE – PURPOSE

Note – the full Terms of Reference can be found at file:///C:/Users/Lorraine/Desktop/ECM_6884442_v3_Bushland-and-Natural-Heritage-Advisory-Committee-Terms-of-Reference-2023.pdf)

2. PURPOSE

2.1 Advisory Committees are created for the sole purpose of providing independent, expert and impartial advice on the development and implementation of strategic priorities of Council.

2.2 This Committee will assist Council in achieving sustainability of bushland and natural heritage in Willoughby through:

2.2.1 Providing advice on strategic bushland and natural heritage issues and policy development, including:

Willoughby's Urban Bushland Plan of Management;

The natural heritage aspects of the Griffin Reserves Plan of Management;

Reserve Action Plans for all Community Land that includes bushland and / or other natural heritage features.

2.2.2 Providing advice on the implementation of key projects and initiatives.

2.2.3 Providing advice on how to raise awareness and promote behaviour change within the community or with existing organisations focused on bushland and natural heritage.

Subjects in Scope:

The sustainability of natural heritage

Development of the natural heritage register

Educational opportunities and needs, with respect to Willoughby's natural heritage

Create awareness and appreciation of Willoughby's natural heritage and bush care initiatives

Threatened Species Conservation Act; State Environmental Planning Policies, Regional Environmental Plans

Conservation of natural landscapes

Key Strategies: Urban Bushland Plan of Management; Griffin Reserves Plan of Management; Reserve Action Plans

12.16 OUTCOME OF PUBLIC EXHIBITION AND ADOPTION OF THE COMPLIANCE AND ENFORCEMENT POLICY

ATTACHMENTS:	**1. DRAFT COMPLIANCE AND ENFORCEMENT POLICY COMMUNITY ENGAGEMENT OUTCOMES REPORT FINAL** **2. COMPLIANCE AND ENFORCEMENT POLICY FINAL** **3. COMPLIANCE AND ENFORCEMENT PROCEDURE FINAL**
RESPONSIBLE OFFICER:	**LINDA PERRINE, COMMUNITY CULTURE & LEISURE DIRECTOR**
AUTHOR:	**SIMON GRIERSON, ACTING SAFE CITY UNIT MANAGER**
CITY STRATEGY OUTCOME:	**5.4 ANTICIPATE AND RESPOND TO CHANGING COMMUNITY AND CUSTOMER NEEDS**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

To report on the submissions received in response to the public exhibition and to seek Council's adoption of the revised Compliance and Enforcement Policy 2024.

2. OFFICERS RECOMMENDATION

That Council:

1. **Adopt the *Compliance and Enforcement Policy 2024* as amended and attached to this report (Attachment 2).**

2. **Rescind the *Unauthorised Building Works: Enforcement and Prosecutions Policy* following adoption of the** *Compliance and Enforcement Policy 2024***.**

3. **Thank all participants for their contribution during the engagement process and advise them of Council's decision.**

4. **Delegate authority to the General Manager to make minor amendments to the *Compliance and Enforcement Policy 2024* which do not alter the intent.**

5. **Note the Compliance and Enforcement Procedure (Attachment 3), which sets out how the** Compliance and Enforcement Policy 2024 **will be implemented.**

3. BACKGROUND

Council is responsible for unlawful activity compliance and enforcement under various legislations with delegated/ authorised officers responsible for the investigation of such

matters.
Council is also responsible for proactive compliance monitoring and enforcement under various legislations with delegated/ authorised officers responsible for the inspection of premises which fall within such programs.
The NSW Ombudsman's office encourages councils to have an adopted policy which covers this area and for that policy and associated procedure to be publicly available.
This report provides the outcome of the public exhibition of the draft Compliance and Enforcement Policy and recommends adoption of the revised Compliance and Enforcement Policy 2024.

4. DISCUSSION

The Compliance and Enforcement Policy 2024 (the Policy) provides information for all internal and external stakeholders and interested parties about Council's position on compliance and enforcement matters in the local government area. The intent of the Compliance and Enforcement Policy is to establish:

- Council's compliance and enforcement principles
- How reports alleging unlawful activity will be dealt with by Council
- How Council's limited resources will be deployed in addressing allegations of unlawful activity and proactive compliance monitoring programs
- How confidentiality of people who report allegations of unlawful activity will be managed
- What Council expects from people who report allegations of unlawful activity
- What parties can expect from Council staff
- How Council deals with complaints about Council's enforcement action
- How Council deals with anonymous reports.

The policy also provides advice and guidance on the role of Councillors in compliance and enforcement.

Exhibition process:
The Draft Compliance and Enforcement Policy was placed on public exhibition for a period of 28 days from 31 May to 28 June 2024.

The public exhibition process included:

- The creation of a Have Your Say portal page, including an online survey and written submission option.
- 151 people visited the dedicated 'Have Your Say' webpage, with 51 downloads of the Document explaining the proposed Draft Policy.
- An Instagram reel was posted on 21st June. The accounts reached were 288, with 56.1% being followers and 43.9% non-followers. The reel received 8 interactions.
- On Facebook, a video post was made on 31st May. The engagement rate per impression was 8.1%, with 221 impressions and 18 engagements.
- The Draft Compliance and Enforcement Policy was also mentioned in a YouTube video on 31st May, which received 93 views and 1 like.

Feedback received:
The Community Engagement Outcomes Report (**Attachment 1**) provides detailed information regarding the consultation. Of the five survey responses received, Council received two in support of the Policy. Two responses did not support or object to the Policy without reason. With the final response objecting to the term Chief Executive Officer, believes an aspect of the enforcement principal 'Proportional' are 'weasel words' and questioned if Council's Delegation Register could be made available on Councils website.

5. RISKS AND OPPORTUNITIES

The Compliance and Enforcement Policy 2024 will support transparent management of requests for service and proactive compliance monitoring undertaken by the Council.

6. CONCLUSION

The purpose of the Compliance and Enforcement Policy 2024 are to guide Council officers responsible for unlawful activity compliance and enforcement and proactive compliance monitoring and enforcement in a manner that is accountable and transparent, consistent, proportional and timely. They also assist the community in understanding Council's role in relation to unlawful activity compliance and enforcement.

The revised Compliance and Enforcement Policy 2024 reflects the feedback received from customers, Councillors and staff.

It is recommended that the revised Compliance and Enforcement Policy 2024 (**Attachment 2**) be adopted.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.4 Anticipate and respond to changing community and customer needs
Business Plan Objectives, Outcomes / Services	Processing of customer requests for regulatory services.
Policy	Unauthorised Building Work: Enforcement & Prosecution Policy 2012 is the current policy document and this will be revoked once the Draft Compliance and Enforcement Policy 2024 is adopted.
Consultation	Results of community consultation is attached.
Risk	The level of risk associated with this report is low.
Resource	Development of the policy and procedure is within current resources.
Legal	The are no legal implications applicable to this report.
Legislation	Adoption of the Compliance and Enforcement Policy 2024 is in accordance with industry best practice and aligns with all relevant legislation.
Budget/Financial	There are no budget/ financial implications applicable to this report.

Community Engagement Outcomes Report

Draft Compliance and Enforcement Policy

June 2024

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Table of Contents

Executive Summary **3**

Methodology **3**

Key Stakeholders **4**

Key Findings **4**

What did the community say? **4**

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Executive Summary

Background

At the Council Meeting held 27 May 2024 it was resolved to place the Draft Compliance and Enforcement Policy on public exhibition.

The *Draft Compliance and Enforcement Policy 2024* aims to provide Council officers in charge of proactive compliance monitoring and enforcement, as well as compliance with unlawful activity, with guidelines for doing so in a timely, accountable, transparent, and proportionate manner.

Summary

The public exhibition of the proposed amendment was undertaken from the 31 May 2024 to 28 June 2024 via Council's Have Your Say platform via a survey.

Written submissions were also invited from businesses and the community, and advertised on Council's Public Notices webpage.

151 people visited the dedicated 'Have Your Say' webpage, with 51 downloads of the Document explaining the proposed Policy.

A total of 5 people completed the survey, with 3 providing comments. Out of the five survey responses received, two expressed support for the Policy. One appears not to support aspects of the Policy and two responses neither supported nor objected to the Policy without providing reasons.

Methodology

A range of communication and engagement activities were undertaken to inform, consult, and involve participants across the community.

Broad promotion of the public engagement opportunity was through a range of corporate communication channels including digital media on various social channels, Council News electronic direct mail out (EDM) and the Have your Say online engagement portal.

The online engagement portal (HYS) provided the opportunity for the stakeholders to share their feedback and experiences relating to the Draft Compliance and Enforcement Policy. The portal was open for feedback from 31 May through to 28 June 2024.

An email was sent to over 8800 'Have Your Say' participants to invite them to respond to the survey.

151 people visited the dedicated 'Have Your Say' webpage, with 51 downloads of the Document explaining the proposed Draft Amendment. A total of 5 people completed the survey, with 3 providing comments.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

An Instagram reel was posted on 21st June. The accounts reached were 288, with 56.1% being followers and 43.9% non-followers. The reel received 8 interactions.

On Facebook, a video post was made on 31st May. The engagement rate per impression was 8.1%, with 221 impressions and 18 engagements.

The Draft Compliance and Enforcement Policy was also mentioned in a YouTube video on 31st May, which received 93 views and 1 like.

No separate written submission was received directly from Community and Industry representatives but comments provided by Have Your Say participants are in Attachment 1 summarised below.

A community engagement snapshot:

- Have your say online survey saw 149 total visitors to the project page
- There were 50 downloads of the policy from Have your say
- 5 submissions were received via Have your say on the draft policy

Key Stakeholders

During the public exhibition process key stakeholders or groups identified and engaged with were:

- Businesses of Willoughby local government area
- General community
- Visitors to the area

Key Findings

What did the community say?

We received five responses to the Draft Compliance and Engagement Policy engagement. Out of these five responses, only three contained substantive feedback.

Detailed information is provided in the Community Engagement Outcomes Report (Attachment 1). Out of the five survey responses received, two expressed support for the Policy. One appears not to support aspects of the Policy and two responses neither supported nor objected to the Policy without providing reasons.

When asked what they wanted to share, respondents said:

- They approve of strict enforcement of compliance provisions - especially building regulations and environment rules.
- Agree with Draft Compliance and Enforcement Policy
- Objects to the term Chief Executive Officer, believes an aspect of the enforcement principal 'Proportional' are 'weasel words' and questioned if Council's Delegation Register could be made available on Councils website.

Attachment 1

Submissions received

No	Submission Comments	Sentiment	Response
1	I wholly approve of strict enforcement of compliance provisions - especially building regulations and environment rules	Supportive of proposed Policy.	Response noted
2	On page 2, there is a statement “This policy does not confer any delegated authority upon any person. All delegations to staff are issued by the Chief Executive Officer”. I note that under the Local Government Act. Part 3. Delegations of functions, that the terminology is for Delegations of the General Manager. I object to the term “Chief Executive Officer” when the Local Government Act specifies that this position is termed “General Manager”. On page 1, 5.1 COMPLIANCE AND ENFORCEMENT PRINCIPALS. 5.1.4 Proportional, includes the statement b) Making cost-effective decisions about enforcement action noting the limited resources available to Council to address unlawful activity. I consider these to be weasel words. There are certain matters that are frequently reported to Council, particularly matters under the Biosecurity Act concerning weeds of National Significance. Council should be aware of its responsibilities under this act and provide the resources, both financial and manpower, to be capable of responding to these responsibilities. This would no doubt extend to other areas of legislative responsibilities. On page 5, under 6. POLICY MANAGEMENT. 6.1 RESPONSIBLE OFFICER Council staff delegations for taking action under this policy are included in Council's Delegation Register. Could this delegation register please be made available to the public on Council's website?	Comment regarding CEO and GM. Comment regarding responsibilities under the Biosecurity Act. Comment regarding publication of the delegations register on Councils website.	Title of General Manager has been confirmed by the newly appointed General Manager. Comment noted. Comment is noted and has been forwarded to Council’s Governance area for consideration.
3	Not answered	Did not provide any feedback.	
4	Not answered	Did not provide any feedback.	
5	Agree with Draft Compliance and Enforcement Policy - 2024	Supportive of proposed Policy.	Response noted

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

COMPLIANCE AND ENFORCEMENT POLICY

1. PURPOSE

This Policy provides a guide to officers responsible for unlawful activity compliance and enforcement to ensure that investigations are undertaken in a manner that is lawful, accountable and transparent, consistent, proportional and timely. This Policy also addresses the resource limitations in Council's enforcement activities and how such resources are to be utilised.

The policy also outlines for the community how reports alleging unlawful activity will be dealt with by Council, how Council treats the confidentiality of people who report alleged unlawful activity, what Council expects from people who report allegations of unlawful activity and the process for complaints about Council's enforcement action.

This Policy also sets out the role of Councillors in compliance and enforcement.

2. CITY STRATEGY OUTCOME

Council's Community Strategic Plan, Our Future Willoughby 2032, identified five city outcomes guiding our community's future direction in relation to Council's policy making, along with 33 community priorities.
This policy is relevant to 5.4 Anticipate and respond to changing community and customer needs.

3. APPLICATION

Council is responsible for unlawful activity compliance and enforcement under various legislations with delegated/ authorised officers responsible for the investigation of such matters.

The NSW Ombudsman's office encourages as best practice councils to have an adopted policy which covers this area and for that policy to be publically available.

4. POLICY PRINCIPLES

Council's compliance and enforcement activities are guided by the following principles:

- Lawful
- Accountable and Transparent
- Consistent
- Proportional
- Timely

5. POLICY STATEMENT

This policy applies to all areas within the Willoughby City Council local government area and covers all elected members of Council, any personnel employed by Council, any person or organisation contracted to or acting on behalf of Council, any person or organisation employed to work on Council premises or facilities and all activities of the Council.

- Development and Building Control
- Pollution Control
- Environmental Health
- Public Health and Safety
- Weeds Control (Biosecurity)

- Companion Animals
- Roads and Footpaths
- Parks and Reserves
- Food Safety
- Fire Safety
- Tree Preservation
- Illegal Dumping

This policy does **not** confer any delegated authority upon any person. All delegations to staff are issued by the General Manager.

5.1 COMPLIANCE AND ENFORCEMENT PRINCIPALS

5.1.1 Lawful:

a) Council will only engage in enforcement action where it has legislative authority to take such action.

b) Any enforcement activity, including investigation methods, will be carried out in accordance with any legislative restraints.

c) Enforcement activities will be carried out having regard to general principles of justice including the presumption of innocence and the need for evidence that proves, to the necessary standard, that enforcement action is lawfully available to Council.

5.1.2 Accountable and Transparent:

a) Acting in the best interests of public health and safety and in the best interests of the environment.

b) Ensuring accountability for decisions to take or not take action.

c) Acting fairly and impartially and without bias or unlawful discrimination.

d) Providing information about compliance and enforcement priorities and reasons for decisions to improve understanding and certainty and promote trust by the regulated community.

e) Ensuring meaningful reasons for decisions are given to all relevant parties.

f) Acting on any complaints or concerns about the conduct of Officers in accordance with Council's Complaints Handling Policy and Procedure advising people and organisations subject to enforcement action of any avenues available to seek an internal or external review of a decision.

g) Advising people and organisations subject to enforcement action of any avenues available to seek an internal or external review of a decision.

5.1.3 Consistent:

a) Ensuring all compliance and enforcement action is implemented consistently as far as practicable.

b) Encouraging reports about possible unlawful activity by acting reasonably in response to the circumstances and facts of each matter.

5.1.4 Proportional:

a) Ensuring the level of enforcement action is proportionate to the level of risk and seriousness of the breach.

b) Making cost-effective decisions about enforcement action noting the limited resources available to Council to address unlawful activity.

c) Taking action to address harm and deter future unlawful activity.

5.1.5 Timely:

a) Ensuring responses to reports alleging unlawful activity and decision making in relation to those is timely.

5.2 HOW REPORTS ALLEGING UNLAWFUL ACTIVITY WILL BE DEALT WITH BY COUNCIL

5.2.1 Council will record and assess every report alleging unlawful activity.

5.2.2 Council will respond to every such report unless the person raising the matter has indicated they do not wish to receive a response about Council's handling of the matter, or the report is anonymous.

5.2.3 Reports of unlawful activity will be processed in the order in which they are received, irrespective of the source of the report, and prioritised according to the risks associated with the activity under report. In particular, priority will be given to matters that pose serious risks including scenarios that are life threatening or constitute serious health situations, are associated with significant environmental harm or that repeatedly detrimentally affect a significant number of people.

5.2.4 Generally speaking, Council's objectives when dealing with reports alleging unlawful activity are to:

a) maintain the collective good and welfare of the community;

b) prevent or minimise harm to health, welfare, safety, property or the environment;

c) consider the broader public interest having regard to Council's priorities and any resource limitations including the avoidance of deploying a disproportionate amount of resources to matters that are primarily of a private nature.

5.2.5 Not all reports will need to be investigated. A preliminary assessment of all matters will be made to determine the priority, and whether investigation or other action is required.

5.2.6 Anonymous reports will be recorded and assessed in accordance with this policy and associated procedure. However, because it is not possible to seek clarification or additional information about a matter, it may be more difficult to evaluate the allegations and therefore, if there is insufficient information, these reports are less likely to warrant investigation.

5.3 HOW CONFIDENTIALITY OF PEOPLE WHO REPORT ALLEGATIONS OF UNLAWFUL ACTIVITY WILL BE MANAGED

5.3.1 People who report allegations of unlawful activity should not expect that their identities will remain confidential from the subject of their report in all circumstances.

a) the disclosure is necessary to investigate the matter;

b) their identity has already been disclosed to the subject of their report directly or in a publicly available document;

c) the individual was consulted following receipt of a Government Information (Public Access) Act 2009 application and did not object to the disclosure;

d) the individual consents in writing to their identity being disclosed;

e) the disclosure is required to comply with principles of procedural fairness;

f) documents associated with the court process;

g) the need for complainants to attend Court to provide evidence to assist in Council enforcement action; and

h) other legislation requiring Council to provide the information.

5.3.2 Council will take seriously any concerns an individual may have about their physical safety being endangered as a result of making a report. However, this may limit Council's ability to investigate the matter.

5.4 WHAT COUNCIL EXPECTS FROM PEOPLE WHO REPORT ALLEGATIONS OF UNLAWFUL ACTIVITY

5.4.1 Council expects that people who report allegations of unlawful activity will cooperate and act in good faith in respect of any investigations conducted by Council.

5.4.2 If these expectations of the individual are not met, Council may need to set limits or conditions on the continuation of the investigation or may need to restrict any further communications with the individual. In particular, Council may not be able to take civil or criminal action if the individual does not agree to provide evidence in any Court action.

5.4.3 Any unreasonable conduct will be dealt with in accordance with Council's Complaint Management Policy and Procedure and the principles of the NSW Ombudsman's Managing Unreasonable Complainant Conduct – a model policy and procedure 2013 and any other applicable code, policy or the like.

5.5 WHAT PARTIES CAN EXPECT FROM COUNCIL STAFF

5.5.1 Parties who report alleged unlawful activity, as well as individuals or businesses that are subject to investigation and any enforcement action, can expect that Council staff will:

a) treat them with courtesy and respect;

b) advise them of the progress of an investigation at agreed intervals if the investigation is protracted, the outcome (if required) of the investigation, including an explanation of the reasons why that outcome was considered to be reasonable in the circumstances;

c) make full and proper records in relation to the assessment and investigation of reported alleged unlawful activity, including reasons for any decisions;

d) clearly explain decisions in plain English;

e) provide information about any relevant internal and external appeal processes that may be available;

f) carefully assess any new information provided by any party after a decision has been made and advise whether further action will be taken.

5.6 COMPLAINTS ABOUT COUNCIL'S ENFORCEMENT ACTION

5.6.1 Any complaints about Council's handling of reports alleging unlawful activity will be recorded separately and handled in accordance with Council's Complaints Handling Policy and Procedure and as relevant.

5.6.2 Where a person or organisation subject to enforcement action merely disputes Council's decision to take enforcement against them, they will be directed to make representations in accordance with any relevant internal and external appeal processes.

5.6.3 Council staff will act on any complaints about the conduct of Officers in accordance with Council's Complaint Management Policy and Procedure and the Council Code of Conduct as are relevant.

5.7 THE ROLE OF COUNCILLORS IN ENFORCEMENT

5.7.1 Decision making relating to the investigation of reports alleging unlawful activity and taking enforcement action is the responsibility of appropriately authorised Council staff or the Council itself.

5.7.2 In accordance with the Code of Conduct, individual Councillors do not have the right to direct Council staff in their day-to-day operational activities. Councillors can help individuals who raise concerns with them by satisfying themselves that their Council's policies are being carried out correctly, however they cannot ignore or alter a policy in order to satisfy the demands of special groups.

5.7.3 The Chief Executive Officer may present certain decisions to be ratified by the elected Council if this is necessary or desirable, and the Councillors may also have the right to call for a report about particular issues to a Council meeting.

6. POLICY MANAGEMENT

6.1 RESPONSIBLE OFFICER

The Safe City Manager is the responsible officer of this Policy

Council staff delegations for taking action under this policy are included in Council's Delegation Register.

6.2 MONITORING AND REVIEWS

The Compliance and Enforcement Policy and Procedures are reviewed as needed, in response to learned improvements, recommendations, or at least every three years.

7. DEFINITIONS

- **Complaint** means an expression of dissatisfaction made about Council services, staff or the handling of a request for service/notification of unlawful activity, where a response or resolution is explicitly or implicitly expected or legally required.

  For the purposes of this Policy, a complaint does not include:

  - a report alleging unlawful activity (see definition below)
  - a request for information about a Council policy or procedure
  - a request for an explanation of actions taken by Council
  - a request for internal review of a Council decision
- **Council** means Willoughby City Council
- **Enforcement** means actions taken in response to serious or deliberate contraventions of laws.
- **Officer** means a Council officer authorised to undertake unlawful activity compliance and enforcement investigations.
- **Regulation** means using a variety of tools and strategies to influence and change behaviour to achieve the objectives of an Act, Regulation or other statutory instrument administered by Council.
- **Unlawful activity** means any activity or work that has been or is being carried out contrary to and/or failure to take required action in order to be compliant with:
  - the terms or conditions of a development consent, approval, permit or licence.

- an environmental planning instrument that regulates the activities or work that can be carried out on particular land.
- a legislative provision regulating a particular activity or work.
- required development consent, approval, permission or licence.
- Signage regulating a particular activity.

8. SUPPORTING INFORMATION

Relevant external governing laws, standards and guidelines	NSW Ombudsman's Complaint Management Framework (2015) NSW Ombudsman's Managing unreasonable conduct by a complainant Privacy and Personal Information Protection Act (1998) *Local Government Act 1993* *Environmental Planning and Assessment Act 1979* *Companion Animals Act 1998* *Roads Act 1993* *Food Act 2003* *Protection of the Environment Operations Act 1997* *The Public Spaces (Unattended Property) Act 2021* *Biosecurity Act 2015*
Related Council policies and other documents	• Compliance and Enforcement Procedure 2024 Our Future Willoughby 2032 Community Strategic Plan • 2023-2025 Customer Experience Strategy • Code of Conduct • Work Health and Safety Policy • Complaints Management Procedures • Fraud and Corruption Policy
Document History	Adopted by Council on [insert]
Accessibility of Policy	The Policy is published on: • Council website • Council intranet



COMPLIANCE AND ENFORCEMENT PROCEDURES

CONTENTS

1. PURPOSE 3
2. SCOPE 3
3. TOPICS 3
4. DEFINITIONS 12
5. RELATED LEGISLATION AND DOCUMENTS 13
6. APPROVAL AND REVIEW DETAILS 14

1. PURPOSE

The Compliance and Enforcement Policy and this Procedure provides a guide to officers responsible for unlawful activity compliance and enforcement to ensure the investigations are undertaken in a manner that is lawful, accountable and transparent, consistent, proportional and timely. This policy also addresses the resource limitations on Council's enforcement activities and how such resources are to be utilised.

The Policy and Procedure also outlines for the community how reports alleging unlawful activity will be dealt with by Council, how Council treats the confidentiality of people who report alleged unlawful activity, what Council expects from people who report allegations of unlawful activity and the process for complaints about Council's enforcement action.

2. SCOPE

The Compliance and Enforcement Policy and this Procedure applies to all areas within the Willoughby City local government area and the officers who are authorised to investigate unlawful activity including but not limited to:

- Development and building control
- Pollution control
- Environmental health
- Public health and safety
- Weeds control (Biosecurity)
- Companion animals
- Roads and footpaths
- Parks and reserves
- Food safety
- Fire safety
- Tree preservation
- Illegal dumping

3. TOPICS

3.1 Responding to concerns about unlawful activity:

3.1.1 How reports alleging unlawful activity will be dealt with by the Council:

a) Council will record and assess every report alleging unlawful activity.

b) Council will respond to every such report unless the person raising the matter has indicated they do not wish to receive a response about Council's handling of the matter, the report is anonymous, or it is obvious the matter has been resolved.

c) Reports of unlawful activity will be processed in the order which they are received, irrespective of the source of the report, and prioritised according to the risks associated with the activity under report. Priority will be given to matters that pose serious threat.

d) Generally speaking, Council's objectives when dealing with reports alleging unlawful activity are to:

- maintain the collective good, safety and welfare of the community;
- prevent or minimise harm to health, welfare, safety, property or the environment;
- consider the broader public interest having regard to Council's priorities and any resource limitations;
- consider the report fairly and impartially.

e) Not all reports will need to be investigated. A preliminary assessment of all matters will be made to determine the priority for a response, and whether investigation or other action is required.

f) An investigation of alleged unlawful activity may take a significant amount of time to complete, particularly where the issues are complex. If Council decides to investigate, staff will give the person who reported the alleged unlawful activity regular feedback on the progress of the investigation, and any reasons for delay. This does not mean that the individual can expect to be given details about every aspect of the investigation or information that would compromise the integrity of the investigation.

g) Decisions about what action should be taken by Council are made at the Council's discretion. This means the objective is that reports alleging unlawful activity will be resolved to the satisfaction of Council and its legislative and policy requirements, not necessarily the person raising the matter. Council will generally try to resolve matters as quickly and informally as possible so as to avoid the need to take formal action.

h) Council staff will endeavour to manage the expectations of people who report alleged unlawful activity, and in particular explain that in the absence of sufficient evidence of unlawful activity, Council may be unable to take further action. Staff will also explain that Council does not have unlimited resources and powers to deal with reports alleging unlawful activity. If Council is unable to fully investigate or take action on a matter because it is restricted by any legal, proportionality or resource limitations, this will be explained to the individual.

i) While there are certain statutory requirements that must be met in relation to notices and orders, Council staff will ensure that all explanatory communications are made in plain English and explain any technical language the law requires to be used.

3.1.2 Unlawful activity outside business hours:

a) Unlawful activity can occur outside business hours. In particular, Council may receive reports about matters such as offensive noise, park and reserve usage and failure to comply with limitations on consents and permits of operation during nights and weekends.

b) Due to resource and operational capability restraints on Council, investigations into alleged unlawful activity outside business hours will be assessed on the basis of risk of harm to health, welfare, safety, property or the environment or it is otherwise in the public interest to take such action.

3.2 Neighbour disputes:

3.2.1 Council will at times receive reports from parties involved in neighbour disputes seeking Council's involvement. When a dispute between two neighbours is a civil

matter, Council will often have no authority to resolve the issue in dispute. Some reports will raise several matters, some of which will require Council's involvement and some of which will be personal to the parties.

3.2.2 Council staff will assess such reports to determine whether there is evidence of any possible unlawful activity requiring action by Council. Care will be taken to explain which aspects of a report Council can deal with and which cannot be dealt with and why. Where possible, individuals will be provided with information about how to resolve neighbour disputes including referral information resources such as LawAccess NSW and Community Justice Centres.

3.2.3 It is possible that one party will provide further information about a matter which changes Council's decision about whether it will become involved. In such circumstances, Council staff will consider the matter before taking action and document reasons for the new decision. Relevant parties will be advised about the reasons Council has changed its position on a matter. Council staff will not change a decision about whether or not Council should be involved purely as a response to the conduct of an individual such as persistent demands or threats.

3.3 Investigating alleged unlawful activity:

3.3.1 Not all reports alleging unlawful activity will warrant investigation. A preliminary assessment of all matters will be made to determine whether investigation or other action is required. Council will prioritise matters on the basis of risk to public safety, human health and environment and resource limitations.

3.3.2 If there is insufficient information in the report to undertake a preliminary assessment, further information may need to be sought from the person who made the report or an inspection undertaken.

3.3.3 Circumstances where no action will be taken:

a) Council will take no further action if, following a preliminary assessment, it is identified that:

- Council does not have jurisdiction to investigate or is not the appropriate authority to take action on the issues raised. Where there is another appropriate authority or course of action, Council may bring the matter to the attention of the authority or provide information and contact details to the individual. For example, SafeWork NSW for workplace safety matters; the NSW Environment Protection Authority for possible environmental offences and Community Justice Centres NSW for personal disputes;
- the report relates substantially to a matter previously determined by Council and no new or compelling information is presented which would cause Council to change its earlier decision. In this case, staff will acknowledge the report and advise that no further action will be taken as no new information had been provided (other than where the person has previously been advised they would receive no further response);
- the allegations relate to a lawful activity (eg where there is an existing approval or the activity is permissible without Council approval or consent being required);
- the report is not supported with evidence or appears to have no substance;
- the relevant Manager, Director or the Chief Executive Officer determines that investigation or other action would have an unreasonable impact on resources and/or is unlikely to achieve an outcome sufficient to justify the expenditure of resources.

3.3.4 Relevant factors guiding decisions as to whether to take action:

a) When deciding whether to investigate, Council will consider a range of factors including whether:

- the activity is having a significant detrimental effect on the environment or it constitutes a risk to public safety;
- the report is premature as it relates to some unfinished aspect of work that is still in progress;
- the activity or work is permissible with or without permission;
- all conditions of consent are being complied with;
- much time has elapsed since the events the subject of the report took place;
- another body is a more appropriate agency to investigate and deal with the matter;
- it appears there is a pattern of conduct or evidence of a possible wide spread problem;
- the person or organisation reported has been the subject of previous reports;
- the report raises matters of special significance in terms of the Council's existing priorities;
- there are significant resource implications in relation to an investigation and any subsequent enforcement action;
- it is in the public interest to investigate the report

The above are factors for Council to consider and weigh in making a determination. Council staff are not limited in their use of discretion by these considerations and may decide to investigate based on these and other factors.

3.3.5 The objective of the processes Council staff use when investigating incidents of alleged unlawful activity is to:

b) determine the cause of the incident;

c) determine if there has been a contravention of law, policy or standards;

d) gather evidence to the required standard to support any required enforcement action;

e) determine any necessary action to mitigate the possibility of reoccurrence of similar incidents.

3.3.6 Any decision not to investigate an allegation of unlawful activity will be recorded and the reasons for that decision clearly stated.

3.4 Taking enforcement action:

3.4.1 When deciding whether to take enforcement action in relation to a confirmed case of unlawful activity, Council will consider the full circumstances and facts of the matter and the public interest.

3.4.2 The following common considerations will assist Council staff in determining the most appropriate response in the public interest:

<u>Considerations about the alleged offence and impact:</u>

a) The nature, extent and severity of the unlawful activity, including whether the activity is continuing.

Consideration should be given to the nature, extent and severity of any actual or potential impact of the unlawful activity. If there is actual or potential detriment to the natural or built environment, to the health or safety of residents or the amenity of an area, this would normally warrant a decision to take action to remedy or restrain the breach. It is also important to consider whether the unlawful activity is ongoing or has ceased.

b) The harm or potential harm to the environment or public health, safety or amenity caused by the unlawful activity.

Consideration should be given to whether the likely costs and benefits of any enforcement action is justifiable where breaches result in no material impacts upon any other party or the health, safety and amenity of the environment and community. A breach of a technical, inconsequential or minor nature, in the absence of any other aggravating factor, will generally not warrant a decision to take action to remedy or restrain the breach.

c) The seriousness of the breach, including whether the breach is merely technical, inconsequential or minor in nature. Legislation may provide time limits in which to commence proceedings and take enforcement action, and sometimes prosecution will be statute barred despite good evidence that unlawful activity has taken place.

d) The time period that has lapsed since the date of the unlawful activity.

In addition, consideration should be given to the time which the offence or breach occurred and the reasonableness of taking enforcement action if a significant time has lapsed since the time of the offence or breach.

<u>Considerations about the alleged offender:</u>

a) Any prior warnings, instructions, advice that was issued to the person or organisation reported or previous enforcement action taken against them.

Consideration should be given to the previous history of the offender. If prior warnings, instructions or advice has been issued to the person or organisation reported which was not followed, a more formal and coercive enforcement approach would appear more appropriate.

b) Whether the offender is, or at least should be expected to be, familiar with the law applicable to their circumstances due to their profession, training or expertise.

c) Whether the offence was committed with intent.

Consideration should be given to whether the offence was committed deliberately, recklessly or with gross negligence. It may be appropriate that cases of this nature are more likely to result in prosecution. Where an offence was committed as a result of an accident or genuine mistake, providing education and guidance or a formal warning may be more suitable in achieving desired outcomes.

d) Whether the person or organisation reported has been proactive in the resolution of the matter and assisted with any Council requirements and instructions.

Where the offender has been proactive in the resolution of the matter and has assisted Council in the resolution of the matter, it may be that the public interest would not be best served by prosecuting the offender, especially if the offending conduct or work has been rectified. If the offender has demonstrated a lack of contrition and is uncooperative with the investigation or remediation, a prosecution or monetary penalty would appear more appropriate.

e) Any mitigating or aggravating circumstances demonstrated by the alleged offender. Any particular circumstances of hardship affecting the person or organisation reported, whether the person or organisation being reported is a community based non-for-profit.

Consideration should be given to any genuine mitigating circumstances of the offender such as age, physical or mental health, disability and any financial hardship of the offender resulting in an inability to pay.

Considerations about the impact of any enforcement action:

a) The need to deter any future unlawful activity;

b) Whether an educative approach would be more appropriate than a coercive approach in resolving the matter.

If there is evidence of a significant issue of unlawful activity and that matter can be easily remedied by some action on the part of the person the subject of the report, there is a less compelling case for enforcement action, depending on the other circumstances of the case such as the conduct of the offender.

If retrospective approval is possible, it may be reasonable to allow an opportunity to obtain this prior to taking other enforcement action. In some cases, compliance by informal means may be the most efficient way to resolve the matter and other enforcement action may not be necessary.

This needs to be balanced with other considerations such as the public interest in enforcing the law;

c) The prospect of success if the proposed enforcement action was challenged in court;

d) The costs and benefits of taking formal enforcement action as opposed to taking informal or no action;

e) What action would be proportionate and reasonable in response to the unlawful activity;

f) Whether Council is prevented from taking action based on earlier advice given, i.e. whether an estoppel situation has been created.

Considerations about the potential for remedy:

a) Whether the breach can be easily remedied;

b) Whether it is likely consent would have been given for the activity if it had been sought:

c) Whether there is a draft planning instrument on exhibition that would make the unauthorised use legal.

3.4.3 Legal or technical issues:

a) Where legal and/or technical issues are in question, Council staff will consider whether legal advice or professional advice (for example heritage, arborist, environmental, engineering etc) from duly qualified staff or other experts should be obtained and considered.

b) Council may also require a person subject to possible enforcement action to obtain professional advice in relation to issues of concern to Council for assessment as to whether further action is required.

3.4.4 Requirements of Council staff considering enforcement action:

a) Prior to taking enforcement action, Council staff will take into account the above considerations as well as the evidence gathered during their investigation. Council staff must act impartially, be mindful of their obligations under Council's Code of Conduct and not act as a decision- maker in relation to any matter in which they have a personal interest. Enforcement action will not be taken purely as a response to the conduct of an individual such as persistent demands or threats.

b) Council staff are required to maintain records about critical thinking and decision-making processes in relation to reports alleging unlawful activity and any enforcement action, as well as records of interactions with relevant parties. Council staff will at all times adhere to Council's internal approval processes prior to the commencement of any enforcement action.

c) Council staff will take steps to ensure that any enforcement action is taken against the correct person or organisation. Where there are multiple possible parties to an alleged unlawful activity, it will generally not be appropriate to take enforcement action against every person who may be liable for the alleged unlawful activity. In such circumstances, Council staff will be guided by legal advice in determining the appropriate person/s to pursue.

3.5 Options for dealing with confirmed cases of unlawful activity:

3.5.1 Council will try to use the quickest and most informal option to deal with unlawful activity wherever possible unless there is little likelihood of compliance with such options. Council staff will use discretion to determine the most appropriate response to confirmed cases of unlawful activity and may take more than one approach.

Any enforcement action taken by Council will depend on the full circumstances and facts of each case, with any decision being made on its merits.

3.5.2 At all times, Council's key concerns are:

a) to prevent or minimise harm to health, welfare, safety, property or the environment;

b) to influence behaviour change for the common good and on behalf of the community.

3.5.3 The following enforcement options to be considered by Council are ordered to reflect an escalation in response that is proportionate to the level of risk, the seriousness of the confirmed breach or the need for a deterrent:

Risk Level	Enforcement Options
Very Low	• take no action on the basis of minor technical issue with no impact or some other appropriate reason; • provision of information/advice on how to be compliant.
Low	• negotiating with the person to obtain voluntary undertakings or an agreement to address the issues of concern; • issuing a warning or a formal caution.
Medium	• issuing a letter requiring work to be done or activity to cease in lieu of more formal action; • issuing a notice of intention to serve an order or notice under relevant

	legislation, and then serving an order or notice if appropriate and or • issuing a penalty notice
High	• issuing a penalty notice; • carrying out the works specified in an order at the cost of the person served with the order.
Very High	• seeking an injunction through the courts to prevent future or continuing unlawful activity; • commence legal proceedings for an offence against the relevant Act or Regulation.

3.5.4 Following up enforcement action:

a) All enforcement action will be reviewed and monitored to ensure compliance with any undertakings given by the subject of enforcement action or advice, directions or orders issued by Council.

b) Reports alleging continuing unlawful activity will be assessed and further action taken if necessary. If the unlawful activity has ceased or the work has been rectified, the matter will be resubmitted for follow up action to ensure compliance outcomes are met.

c) Should initial enforcement action be found to have been ineffective, Council staff will consider other enforcement options based on resources and public interest.

3.6 Taking Legal Action:

The Council and its delegated staff will be guided by legal advice in deciding whether to commence criminal or civil proceedings and will consider the following:

a) whether there is sufficient evidence to establish a case to the required standard of proof;

b) whether there is a reasonable prospect of success before a court;

c) whether the public interest warrants legal action being pursued.

Whether there is sufficient evidence to establish a case to the required standard of proof:

a) Council considers the decision to take legal action a serious matter, and as such will only initiate and continue proceedings once it has been established that there is admissible, substantial and reliable evidence to the required standard of proof.

b) The basic requirement of any criminal prosecution is that the available evidence establishes a prima facie case. The prosecutor is required to prove the elements of the offence beyond reasonable doubt.

c) In civil enforcement proceedings, Council will require sufficient evidence to satisfy the court that an actual or threatened breach has occurred on the balance of probabilities.

Whether there is a reasonable prospect of success before a court:

a) Given the expense of legal action, Council will not take legal action unless there is a reasonable prospect of success before a court. In making this assessment, Council staff will consider the availability, competence and

credibility of witnesses, the admissibility of the evidence, all possible defences, and any other factors which could affect the likelihood of a successful outcome.

Whether the public interest requires legal action be pursued:

a) The principal consideration in deciding whether to commence legal proceedings is whether to do so is in the public interest. In making this determination, the same factors to be considered when taking enforcement action apply. *(See Section 3.4 - Taking Enforcement Action)*.

b) The following considerations relate more specifically to the decision to commence legal proceedings and will assist Council and its delegated staff in making this determination:

- the availability of any alternatives to legal action;
- whether an urgent resolution is required (court proceedings may take some time);
- the possible length and expense of court proceedings;
- any possible counter-productive outcomes of prosecution;
- what the effective sentencing options are available to the court in the event of conviction;
- whether the proceedings or the consequences of any resulting conviction would be unduly harsh or oppressive.

Time within which to commence proceedings:

Council staff must be aware of legislative time limits in which enforcement proceedings must be commenced. Sometimes legal action will be statute barred despite good evidence that unlawful activity has occurred.

3.7 Shared enforcement responsibilities:

3.7.1 Some reports will raise matters involving shared regulatory responsibilities between Council and other authorities including the Environment Protection Authority; the NSW Police Force; Liquor and Gaming NSW; NSW Fair Trading; NSW Food Authority and Crown Lands.

3.7.2 Council recognises that collaboration and cooperation between authorities to address issues of shared regulatory responsibility is the best approach. To this end, where there are shared legislative responsibilities, Council staff will liaise with relevant authorities to establish:

a) which authority will take the leading role on any joint investigation;

b) which activities each authority will carry out;

c) responsibilities for updating an individual where relevant;

d) protocols for exchanging confidential information between the relevant authorities.

3.7.3 Council will reasonably endeavour to respond to requests for information or assistance on joint regulatory matters in a timely manner.

3.8 Role of Council where there is a principal certifier:

3.7.4 Council retains its regulatory role and enforcement powers where a certifier has been appointed the principal certifier. Council encourages the principal certifier to

be the first point of contact to take steps to address non-compliance with the consent. However, you may choose to approach Council with your concerns about the development and Council will investigate those concerns.

3.7.5 Principal certifiers have limited enforcement powers. They have the power to issue a notice of intention to issue a development control order to the owner or builder to comply with the conditions of consent or rectify any breaches. A copy of any notice of intention issued by a principal certifier must be provided to Council for assessment as to whether Council will enforce the notice by issuing a development control order.

3.7.6 Council (when appropriate) and the principal certifier will work together to resolve any issues when they arise to achieve compliance with the development consent or complying development certificate. Council staff when contacted will take steps to ensure individuals are clear about which agency performs which role and when.

3.7.7 If a principal certifier has been notified of a non-compliance (when the reported issue clearly relates to the consent) and has had sufficient time to investigate but fails to act Council will investigate.

4. DEFINITIONS

Complaint means an expression of dissatisfaction made about Council services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required.

For the purposes of this policy, a complaint does not include:

- a report alleging unlawful activity (see definition below)
- a request for information about a Council policy or procedure/ protocol
- a request for an explanation of actions taken by Council
- a request for internal review of a Council decision

Council means Willoughby City Council.

Enforcement means actions taken in response to serious or deliberate contraventions of laws.

Estoppel is a legal principle that precludes a person from alleging facts that are contrary to his previous claims or actions. In other words, estoppel prevents someone from arguing something contrary to a claim made or act performed by that person previously.

Officer means a Council officer authorised to undertake unlawful activity compliance and enforcement investigations.

Prima facie means something that has been proven or assumed to be true unless there is evidence presented to the contrary.

Regulation means using a variety of tools and strategies to influence and change behaviour to achieve the objectives of an Act, Regulation or other statutory instrument administered by Council.

Report alleging unlawful activity means an expression of concern or a request for service in relation to alleged unlawful activity, where a response or resolution is explicitly or implicitly expected or legally required.

Unlawful activity means any activity or work that has been or is being carried out contrary to and/or failure to take required action in order to be compliant with:

- the terms or conditions of a development consent, approval, permit or licence.

- an environmental planning instrument that regulates the activities or work that can be carried out on particular land.
- a legislative provision regulating a particular activity or work.
- a required development consent, approval, permission or licence.
- signage regulating a particular activity.

5. RELATED LEGISLATION AND DOCUMENTS

- Local Government Act 1993
- Environmental Planning and Assessment Act 1979
- Companion Animals Act 1998
- Roads Act 1993
- Food Act 2003
- Protection of the Environment Operations Act 1997
- The Public Spaces (Unattended Property) Act 2021
- Biosecurity Act 2015
- Compliance and Enforcement Policy
- Code of Conduct Policy
- Complaint Management Policy and Procedure

6. APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Directorate	Community, Culture and Leisure
Owner & Administrator	Safe City Manager
Approval Date	<Add approval date & the relevant approval authority, i.e. ELT, Director>
Administration Reference	<Add the relevant ECM reference number, owner, subject, Pulse CSR details>
Uploaded to Intranet /Internet	<Yes/No>
Next Review Date	31/07/2027

Approval and Amendment History	Details
Original Approval Authority & Date	<Add the relevant approval authority DD/MM/YYYY>
Amendment Authority and Date	<Add the previous approval authorities and amendment dates as Name DD/MM/YYYY; Name DD/MM/YYYY.> [Governance adds the latest amendment information]
Notes	<If relevant, add notes to alert readers about the document/s this one replaces, e.g. This document consolidates and replaces X Policy, Y Procedure and Z Procedure.>

12.17 OUTCOME OF THE PUBLIC EXHIBITION OF THE DRAFT WILLOUGHBY CITY LIBRARY STRATEGY 2024 - 2028

ATTACHMENTS:	**1. WILLOUGHBY CITY LIBRARY STRATEGY JUNE 2024** **2. ENGAGEMENT OUTCOMES REPORT - DRAFT LIBRARY STRATEGY** **3. HAVE YOUR SAY SURVEY RESPONSES**
RESPONSIBLE OFFICER:	**LINDA PERRINE, COMMUNITY CULTURE & LEISURE DIRECTOR**
AUTHOR:	**REBECCA BROWNING, LIBRARIES MANAGER**
CITY STRATEGY OUTCOME:	**5.5 MAKE IT EASY FOR CITIZENS TO ENGAGE AND PARTICIPATE IN DECISION MAKING.**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

The purpose of this report is to provide a summary of the submissions received during the public exhibition of the draft *Willoughby City Library Strategy 2024 – 202*8 and to seek adoption of the *Willoughby City Library Strategy 2024 – 2028*.

2. OFFICERS RECOMMENDATION

That Council:

1. **Adopt the *Willoughby City Library Strategy 2024 - 2028* (Attachment 1).**
2. **Thank all participants for their contribution during the engagement process and advise them of Council's decision.**
3. **Delegate authority to the General Manager to make minor amendments to the *Willoughby City Library Strategy 2024 - 2028* which do not alter the intent.**

3. BACKGROUND

On 24 June 2024, Council endorsed the public exhibition of the draft *Willoughby City Library Strategy 2024-2028* for a period of 28 days from 25 June 2024 to 22 July 2024. If submissions were received during the public exhibition period, a report was to be presented to the Council meeting on 12 August 2024.

Submissions were received during the public exhibition period via Have Your Say, Council's email and at pop up information sessions.

4. DISCUSSION

The draft *Willoughby City Library Strategy 2024 – 2028* (**Attachment 1**) was placed on public exhibition on 25 June 2024.

The draft *Strategy* will guide Willoughby City Library in delivering customer-focussed, high value library services to our changing community and is organised around four themes:
Looking forward: continuous improvement, increasing utilisation of our services and assets, and sustainably investing in our infrastructure
Connecting with our community: ensuring our spaces are welcoming hubs, collaborating and working in partnerships, improving awareness of library services across our community
Learning and creating with our community: literacy across the lifespan, celebrating literature and writing, shared learning and the creativity of our community
Willoughby stories - our diverse community, past and present: awareness and accessibility of our local studies collections including in diversity and range

The two major areas of focus of the *Strategy* are:

- The challenge of increasing demand for library services within the Chatswood CBD, arising from the increasing population and density of the CBD. There is an opportunity to meet this demand through additional opening hours and improvements at Chatswood Library. To meet this demand however, additional funding may be required.
- The challenge to increase utilisation of branch libraries given their locations away from local centres and transport routes, their limited capacity and the actual number of branch libraries. The opportunity to improve the value of branch libraries to the community and their use will be actively explored over the life of the Strategy.

Public exhibition and engagement
Public exhibition of the draft *Strategy* took place from 25 June to 22 July 2024. The draft *Strategy* was exhibited on Council's **Have Your Say** webpage and pop-up information sessions were held at Chatswood Library and branch libraries.

The community was advised of engagement opportunities via:

- Council and library websites and in the library newsletter
- Library Facebook post
- Emails to key stakeholders particularly local schools, Progress Associations, library volunteers and previous library survey respondents
- Signage at Chatswood and branch libraries.

Assistance was available in Cantonese and Mandarin.

Twenty two written and transcribed contributions were received. Many contributions included comments on day-to-day, operational matters which will help inform service developments and improvements. Other comments related to opening hours, particularly at the branch libraries, and noted the value of libraries in supporting community connection.

A full report on the community engagement methods and outcomes is included in the Engagement Outcomes Report (**Attachment 2**).

5. RISKS AND OPPORTUNITIES

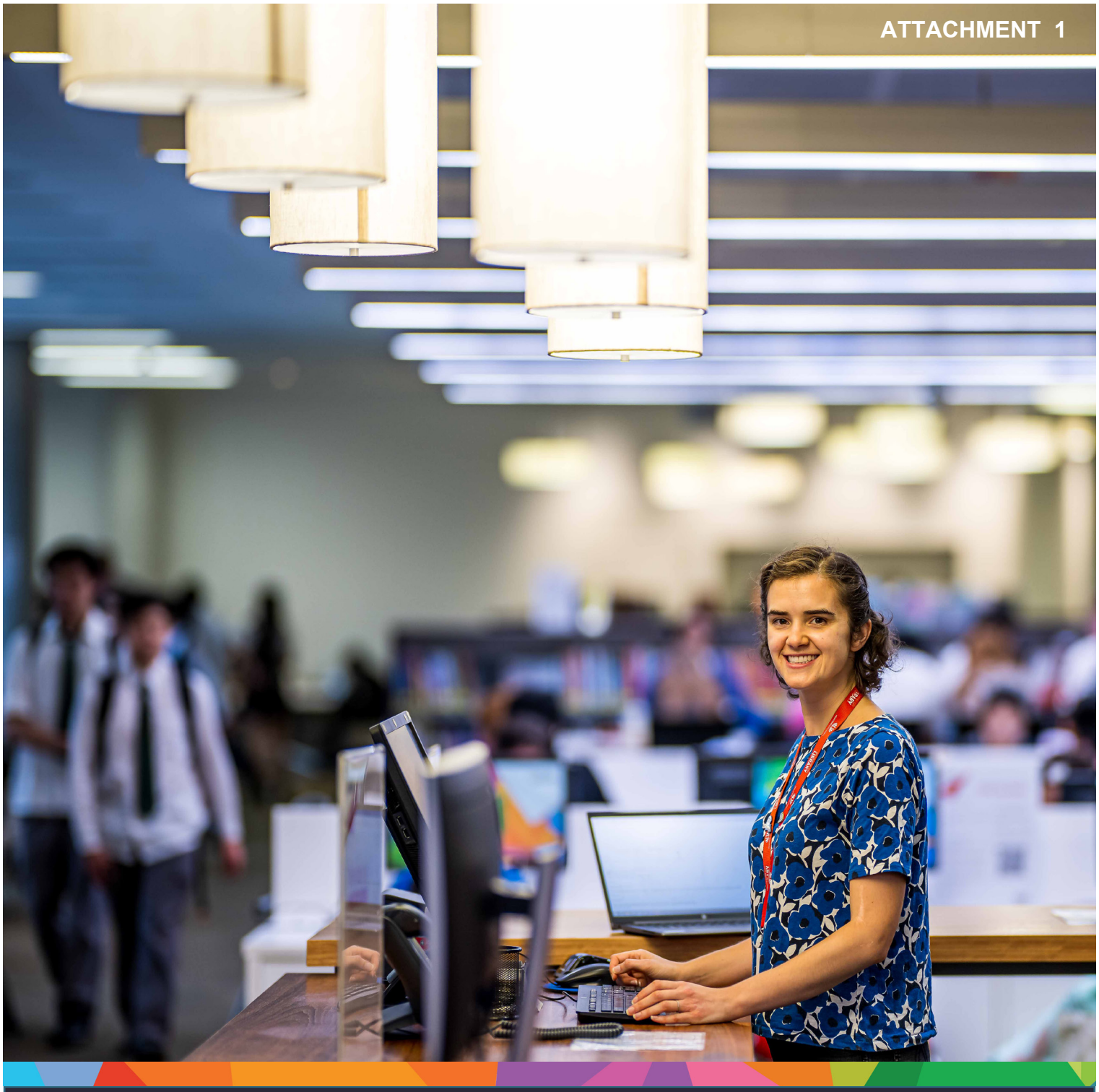
If community feedback submitted during the exhibition period is not considered and responded to there may be a reduction of community support for the draft *Strategy*.

6. CONCLUSION

The draft *Willoughby City Library Strategy 2024 - 2028* was placed on public exhibition and community feedback sought. Consideration has been given to all submissions received and no changes are recommended to the draft *Willoughby City Library Strategy 2024 - 2028*. The *Willoughby City Library Strategy 2024 - 2028* is recommended for adoption.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.5 Make it easy for citizens to engage and participate in decision making.
Business Plan Objectives, Outcomes / Services	To deliver customer focussed, high-value library services to our diverse and changing community
Policy	Community Engagement Policy
Consultation	Public exhibition of the draft Willoughby City Library Strategy 2024 – 2028 was undertaken. A full report of the engagement methods and outcomes is included in Attachment 2.
Risk	There are no risks associated with this report.
Resource	Existing staff resources have been utilised to undertake the engagement activities and report.
Legal	There are no legal implications associated with this report.
Legislation	Willoughby City Library operates under the Library Act 1939.
Budget/Financial	The community engagement activities are funded from the Libraries operational budget.

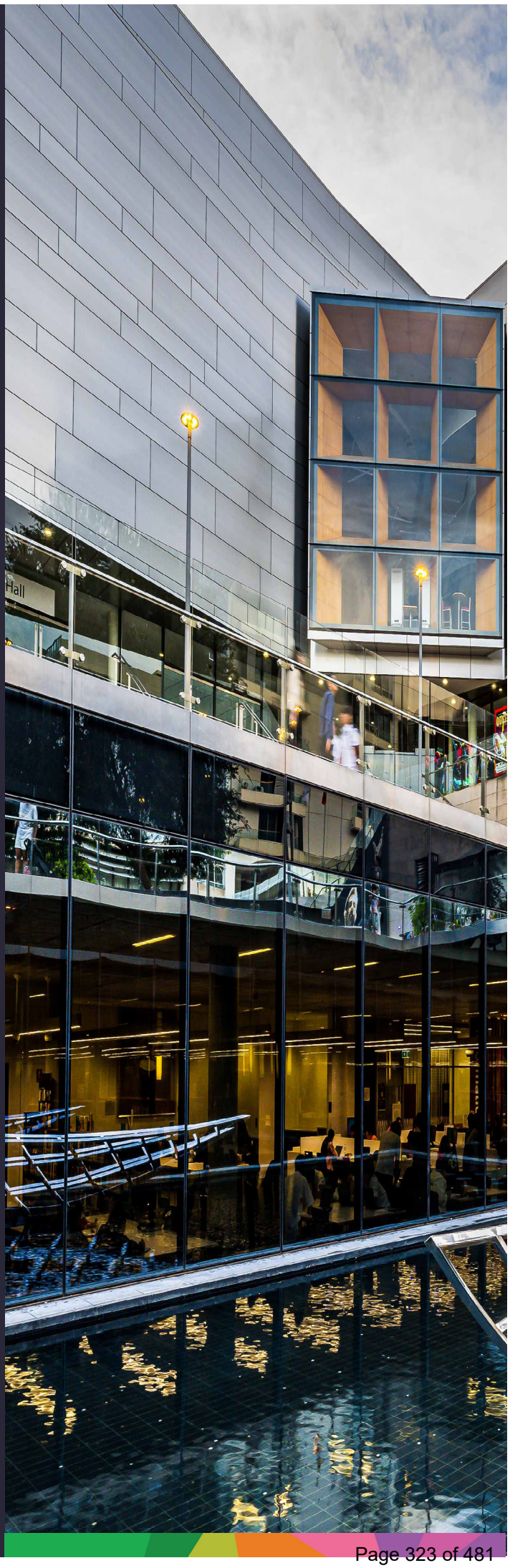


Willoughby City Library Strategy 2024 - 2028

WILLOUGHBY CITY COUNCIL | WILLOUGHBY CITY LIBRARY

Acknowledgement of Country

Willoughby City Council acknowledges the Traditional Owners of the lands on which we stand, the Gamaragal people. We pay our respects to their Elders past and present.



Contents

Executive summary	1
Willoughby City at a glance	3
This strategy...	4
Willoughby City Library - a snapshot	8
Themes, actions and measures	26
Resourcing and timeframes	32

Executive summary

Willoughby City Library Strategy 2024 – 2028 outlines the areas of focus for Willoughby City Library over the next four years, taking into account community aspirations, demographic changes and the financial context.

The Strategy is organised into four themes:



1. Looking forward

Focussing on continuous improvement, increasing utilisation of our services and assets, responding to changing community needs and sustainably investing in our infrastructure

---



2. Connecting with our community

Focussing on ensuring our spaces are welcoming hubs, collaborating and working in partnerships, improving awareness of library services across our community

---



3. Learning and creating with our community

Focussing on literacy across the lifespan, celebrating literature and writing, shared learning and the creativity of our community

---



4. Willoughby stories - our diverse community, past and present

Focussing on the development, awareness and accessibility of our local studies collections including in diversity and range

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024



Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Willoughby City at a glance

From the 2021 Census:

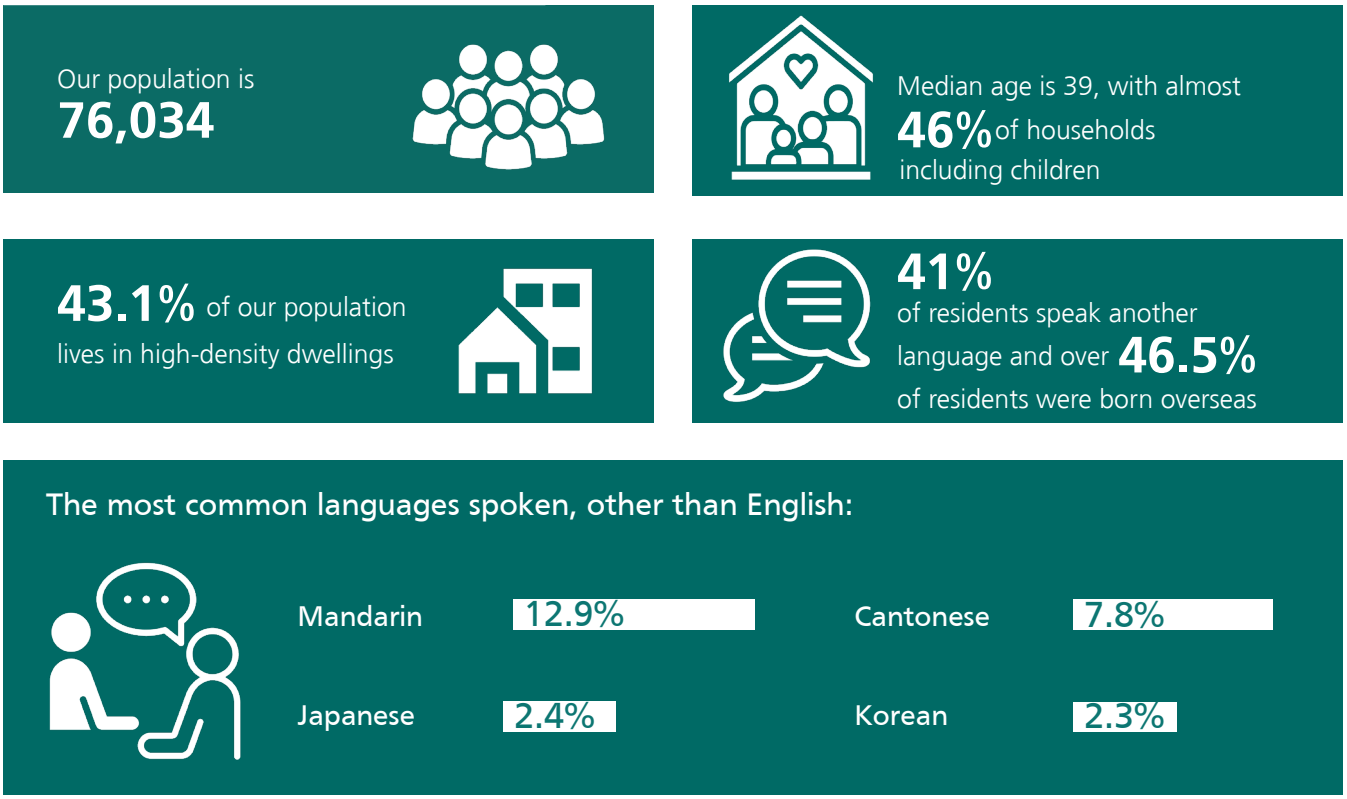


Figure 1. Willoughby City at a glance.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

This strategy is...

Based upon community aspirations

This strategy is based on community aspirations as outlined in Willoughby's Community Strategic Plan – Our Future Willoughby 2032.
The library contributes significantly to a connected, inclusive and resilient Willoughby, adds to the liveability of our area, is effective and accountable to our community and stakeholders.

Informed by community feedback

Over 1,500 community members contributed to the Willoughby City Library Annual Customer Surveys in 2022 and 2023 - a rich source of community knowledge and feedback which has been incorporated into this strategy.
Participants of library programs also contributed to feedback on library programming and guided the development of new learning and creative opportunities. This feedback was a valuable guide in developing this strategy.

Guided by industry best practice

Our services are guided by and benchmarked against standards and guidelines, advice and best practice from the State Library of NSW and the Australian Library and Information Association (ALIA).
The NSW Public Library Statistics 2022-23 show Willoughby performs very well in membership levels, including members from outside the local area, in the number of visits, loans per capita, and collections in other languages. They also show that our opening hours sit close to the average across NSW public libraries.



Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024



This strategy considers...

Financial sustainability

The challenges of the current economic climate impact on the library. These challenges, and Council's response, are addressed in Council's Long Term Financial Plan 2024 – 2034.
This strategy recognises the need for the library to deliver services effectively and look for ways we can increase value to the community.

Demographic changes

Willoughby's population is expected to grow to 92,000 by 2036. This growth will be concentrated within the Chatswood CBD and St Leonards, with the development of high-density dwellings within these precincts. As this population grows, so will the demand for library services and spaces. There is an opportunity to meet this demand through additional opening hours and improvements at Chatswood Library. To meet this demand however, additional funding will be required.

The age profile and type of households are also predicted to change, with increases in those aged over 65 years and in the teenager/young adult cohort (15 – 29 years old) and a rise in lone person households.

The branch libraries

The branch libraries provide valuable connection and amenity to their local communities, but their use is limited by their location and size.
The number of branches adds to resourcing requirements and limits opening hours.
Opportunities to change how library services are delivered via the branch libraries will be actively explored over the life of this strategy to ensure library services meet contemporary needs.
Work will be done to see what other potential uses can be undertaken in the branch libraries so that the assets are more fully utilised.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Spaces for work and study

Increasingly, part-time, out-of-home, out-of-office work patterns are the norm, and many people visit the library to work in a quiet, communal space. According to community feedback, this is the major reason 17 – 24 year olds visited Chatswood Library and the strategy considers how else to meet this need.

Chatswood Library is the library of choice for a significant number of local and not-so-local HSC students every year. The library meets the demand through providing additional exclusive opening times for HSC students and ensuring quiet spaces are available during peak study periods.

Unstaffed access to library spaces

Public libraries are looking at ways the community can enjoy library services outside of opening hours. Willoughby's library buildings and locations limit the potential for safe unstaffed opening, but the library will continue to explore options to increase the use of library services and the utilisation of library buildings.

Links to State strategies

The value of libraries as significant public facilities is made clear in the NSW Public Spaces Charter. The principles and values within the Charter align with traditional library strengths to provide welcoming spaces where the community can freely participate in cultural and civic life.
The development of the NSW Arts Culture and Creative Industries Policy highlights the value of culture and creativity in our community, and links closely to the library's role as a place for the creation and appreciation of culture.

'Book locker at a location where more people could use it, say Chatswood Interchange.'

Outreach services

The library delivers outreach services including the home library service and the book locker service in Naremburn. Lockers are being increasingly used to allow the community to borrow and return library books in convenient locations, such local shopping areas, and the library will investigate other opportunities to deliver this service.
Opportunities for other library outreach activities such as storytimes, digital literacy and book clubs will all be explored.



Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024



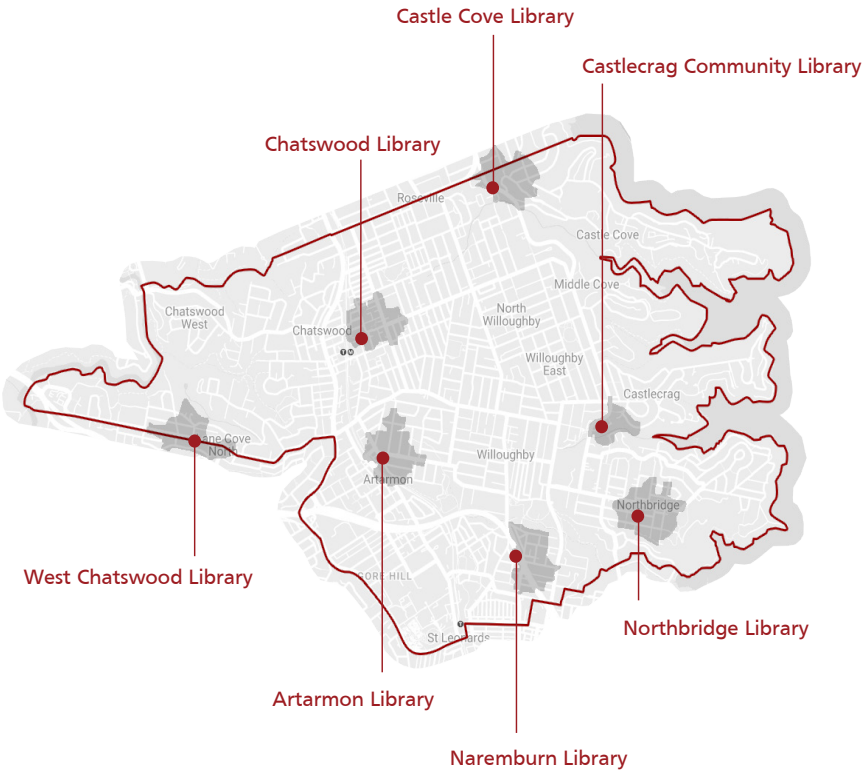
Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Willoughby City Library - a snapshot

Willoughby City Library delivers services from six libraries, one community library, from a smart locker, via the home library service and online. The central library at The Concourse in Chatswood is one of the largest public libraries within NSW, and there are five branch libraries in Artarmon, Castle Cove, Naremburn, Northbridge and West Chatswood. Castlecrag Community library is volunteer-run with support from the central library.

The location of these seven libraries including a 'five-minute' walking distance to each, can be seen in Figure 2.

Figure 2. Central, branch and community libraries within the Willoughby LGA.



Visitation across the library network, particularly Chatswood Library, continues to grow as the community (both local and from outside the area) is attracted by the programs, collections and the amenity of the space.

The library provides dedicated HSC programming, works in partnership with local schools to deliver award-winning inter-generational programs and supports diverse communities (including neurodiverse, culturally diverse and LGBTQA+) through programming and resources. The library is a place to learn about new technologies, and tinker with circuit boards, learn about IoT and generative AI. It is a place to gather and play chess, research family and local history or even quietly read a book. It includes spaces for hire, including a quiet pod for individual meetings.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Figure 3. Willoughby City Library in 2022 - 2023.



In 2022-23...

7 Willoughby City Library locations, open **132** hours per week

over **680,000** visits with **95%** of these to Chatswood Library

60,000 library members

32,000 (53%)
of library members living outside of Willoughby LGA, the highest proportion in NSW

almost
600,000
loans and renewals

7,671
books, magazines and DVDs delivered to Home Library Service members by our outreach team

72 full time, part time and casual library staff worked the equivalent of **37.82** full time staff

plus volunteers contributed **733** hours to library services

over **16,000**
community members attended **1,342** programs

132 Local Studies research inquiries

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Chatswood Library

Chatswood Library, spacious and light-filled, is well-loved and used by the local community and visitors to the Chatswood CBD. Located within the Concourse precinct, it adds significantly to the value of this public space, and is an important contributor to cultural life. Often busy with students and families, it is a vibrant and active place for study, reading and connecting.

'As I live in Newtown, I only come rarely to the Library, in order to borrow books I cant find in my local libraries (and I have cards for four other local library networks, which I check first). But the Library has an excellent collection, this is why I am prepared to make the trek to Chatswood to get books I want or need, if I cant find them elsewhere.'

'I love the library, it is a very good space to study as a year 12 student. There are a multitude of helpful services I love to use!'



Willoughby City Council

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Willoughby's branch libraries

Willoughby's branch libraries provide valuable services and community connection to their local areas. Not only are they places to browse, borrow and return books, they also provide services and activities for their local communities. Residents visit their branch library for storytimes, to study, for English conversation groups, book clubs and JP services.

However, Willoughby's branch libraries do not meet industry guidelines for optimal location, and the large number of branch libraries contributes to high running costs, which then limits how library services can be delivered.



Location

Ideally, libraries are in high-traffic areas, such as main streets and shopping areas with easy transport connections and proximity to schools. Willoughby's branch libraries do not meet this ideal, and are all located some distance from Willoughby's local centres. The hyperlocal location of the branch libraries contributes to their relatively low use.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Number of branch libraries

The number of Willoughby's branch libraries is high in comparison to other local areas. Figure 4 shows the number of libraries in Willoughby and neighbouring areas highlighting that Willoughby has more libraries than most of our neighbours.

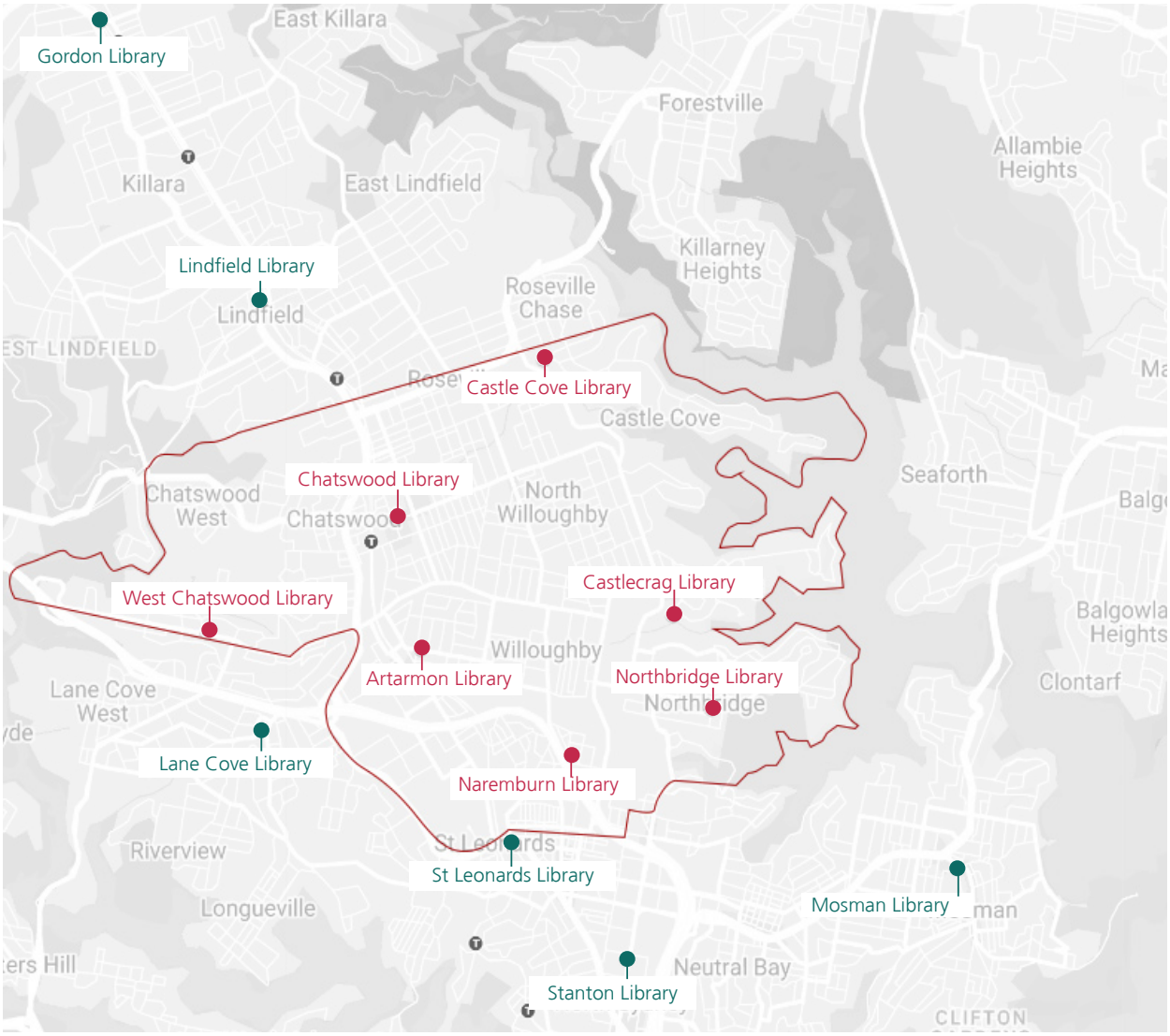
Local area	Willoughby	Hornsby	Ku-ring-gai	Lane Cove	North Sydney	Northern Beaches	Ryde
No. of libraries (central and branch)	6	4	4	3	1	6	5

Figure 4. The number of libraries in Willoughby and neighbouring areas.

Another way to compare is by number of residents per library. Willoughby has one library for every 12,000 residents, which is more than all other neighbouring areas.

The relatively high number of Willoughby's libraries is also seen in Figure 5 below, which shows the distribution of public libraries in the Lower North Shore.

Figure 5. Public libraries in the Lower North Shore.



Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Opening hours

Opening hours vary between the branch libraries and feedback indicates community preference for increased opening hours at all locations. However, the option of additional staffed opening hours is difficult to justify due to the low visitation.

Opening 24/7 or unstaffed access

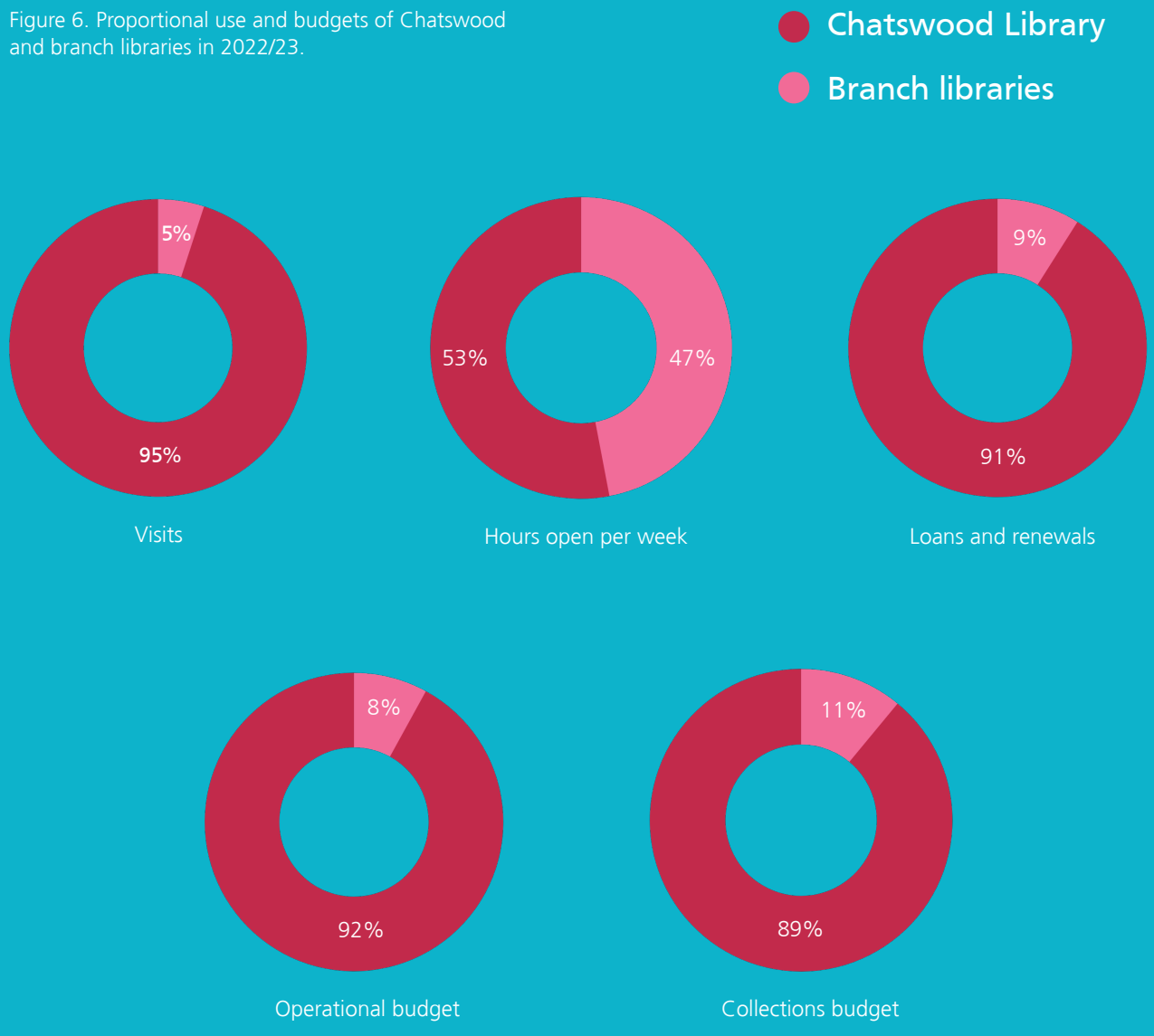
Unstaffed access allows library members to use library facilities outside of opening or staffed hours. The location of most Willoughby's branch libraries, with limited foot traffic and poor street visibility, limits safe access to these buildings outside of staffed hours, but the library will continue to review this option to deliver library services.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Comparing Chatswood and branch libraries - the proportional use and budgets

Figure 6 below highlights the proportional use and budgets of Chatswood and branch libraries in 2022/23. The budget for Chatswood Library includes the cost of supporting the whole library service. The budget and the number of loans and visits vary widely for each branch library but are combined for ease of comparison.

Figure 6. Proportional use and budgets of Chatswood and branch libraries in 2022/23.



Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Castlecrag Community Library

Council supports Castlecrag Community Library through providing and maintaining a Council-owned property, and through direct funding for new books and operational expenses.
The library also provides support to the volunteers who run the library, including courier services and professional advice.



Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Learning and creating at the library

The community can connect, learn and create through library programs. The library is home to a large range of programs, for all ages, including coding, knitting, Dungeons & Dragons and storytelling.
These are run by library staff, by community volunteers, and in partnership with other organisations including government agencies, local schools and TAFE.

The Creator Space at Chatswood Library is a generous space for programs and activities, and the community meets here for activities including creative tech meetups, talks on generative AI, privacy and identity, writing workshops, coding and robotics groups, book clubs, art and craft groups.

'Continue to provide the range of both online and face to face events, interactive activities, book clubs and much more.'



Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Collections

Collections remain the heart of the library and library members have an extensive choice of books, movies and magazines to read, watch and listen, to borrow, stream and download. In 2022/23, around 15% of loans were in digital format and this proportion is expected to increase.

Most of the library's collections are in English, but there are also significant collections in Chinese, Japanese and Korean, reflecting the needs and ancestry of our local community. Staff also regularly hear from library borrowers who travel to Chatswood to borrow books in their language.

'I love the displays of new books and quick reads and often find a brand new book that I've just read a review of there. I often rave about the library to friends and neighbours, and reckon I receive a large portion of the value of my annual rates from the Library Service. Keep up the good work!'

Community feedback shows how important the collections are, with around 25% of survey respondents providing suggestions and comments regarding the collections at Willoughby.

'I love the 'fast reads'! Great idea. Being able to borrow dvds still is good too as not everyone can afford to pay for a dozen different streaming services.'



Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024



Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Local studies – a place for Willoughby's stories

The library's local studies collections are the place to discover Willoughby's history, and the library's local studies service collects, curates and makes Willoughby's stories accessible to the community. Our community's stories can illuminate local indigenous heritage, improve understanding of our recent and not-so-recent history, and reflect the rich diversity of our area.



Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Valued public facilities, activating public spaces

Libraries are valued public facilities, accessible by everyone within our community free of charge.

Not only does the library contribute to the value of our community's public spaces, the library also contributes to the amenity and activation of Willoughby's public spaces through, for example, linking cultural sites via the Willoughby Walks app or outreach storytimes at local parks and street fairs.



Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Library in the cultural landscape

In addition to our extensive collections, the library also actively supports the creation and appreciation of literature, reading and writing. We partner with the Sydney Writers Festival, nurture local writing groups and have an established program of author talks.
Local poet, Francis Webb, is celebrated with annual readings at Chatswood Library.
Vibrant writers' groups, creative writing workshops and book clubs help create a readers/writers ecosystem at the library.





Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Literacy for life

The library supports the community to develop literacy skills throughout their life from early reading skills through to navigating our digital world. A range of programs supports the development of skills from pre-literacy through early literacy and helps children prepare for school.
The library also supports literacy through activities such as the Summer Reading Club and Children's Book Week.

Additionally the library has a strong focus on the community's development of digital literacy, with a range of regular classes, workshops and staff support to ensure the community can navigate the changing tech world.



Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024



Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Libraries for social connection and resilience

The role of libraries in fostering social connection and individual wellbeing is well-documented. Library spaces, run by skilled and supported staff, have the capacity to connect communities, providing welcoming hubs for all members of the community.

Programs and activities that support connection and wellbeing include English conversation classes, book clubs, craft groups and sharing community information such as Beat the Heat information. Services such as the Home Library Service also provide valuable connection for those who are housebound.



'I use the Home Library service for my disabled child since 2021. ... Willoughby City Council did an excellent job of getting the books for my child and delivering them to our home every month. I am so happy that we are able to maintain our access to the community services despite of the disability. Thank you very much.'

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024



Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Themes, actions and measures



1. Looking forward

Focussing on continuous improvement, increasing utilisation of our services and assets, responding to changing community needs and and sustainably investing in our infrastructure



2. Connecting with our community

Focussing on ensuring our spaces are welcoming hubs, collaborating and working in partnerships, improving awareness of library services across our community



3. Learning and creating with our community

Focussing on literacy across the lifespan, celebrating literature and writing, shared learning and the creativity of our community



4. Willoughby stories - our diverse community, past and present

Focussing on the development, awareness and accessibility of our local studies collections including in diversity and range

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024



Theme 1: Looking forward

Focussing on continuous improvement, increasing utilisation of our services and assets, responding to changing community needs and and sustainably investing in our infrastructure

Considering...

Increased dwellings within the Chatswood CBD, and the extension of the Sydney Metro will increase demand for library services within Chatswood

Community feedback shows concern around crowding, cleanliness and noise at Chatswood Library due to the number of visitors at the library

The locations of Willoughby's branch libraries do not meet industry best practice

Most branch libraries are undersized for their population catchment

Safe unstaffed access is limited at most branch libraries due to their location and building design

Actions and measures

Actions	Measured by
Develop a Library Infrastructure Plan	Completion of a Library Infrastructure Plan
Expand our partnerships to deliver library services	An increase in the number and range of partnerships
Continue to adjust our services and collections to meet our community needs	Service review completed and recommendations commenced Membership and visitation increased
Increase weekend opening hours at Chatswood Library	The number of opening hours
Explore 24/7 access to library services	Exploration of 24/7 access complete

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024



Theme 2: Connecting with our community

Focussing on ensuring our spaces are welcoming hubs, collaborating and working in partnerships, improving awareness of library services across our community

Considering...

Willoughby Council's Wellbeing Survey (2023) found that some measures of connectedness are rebounding, such as volunteering and getting involved with a social group

However, some in the community want to be even more connected with almost 1/3 of respondents wanting greater engagement with the community

The demographic changes, especially the rise in lone households, increased diversity and the increase in those aged over 65 may contribute to feelings of social isolation

Feedback from library surveys indicated difficulty navigating the library's website and catalogue, limiting online connection with the library community

Actions and measures

Actions	Measured by
Enhance the focus on customer experience	Annual satisfaction rating above 90%
Increase staff confidence and skills in managing behaviours associated with vulnerable populations	Number of staff attending training sessions
Review the potential for outreach activities and services to better reach our diverse and isolated communities	Increase the number of outreach activities
Review the library website to improve the accessibility and value of the information to the community	Review of library website completed Increase in visits to library website

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024



Theme 3: Learning and creating with our community

Focussing on literacy across the lifespan, celebrating literature and writing, shared learning and the creativity of our community

Considering...

The library will focus on the ongoing development of early literacy initiatives, supporting the development of NSW industry standards

There is greater scope for community driven creative activities within the Creator Space
The library will continue to work with local partners to support creativity and culture

There are opportunities based on creative writing and literature, fostering communities of readers, and providing opportunities for local creative expression

There is a need to support our community understand and engage with emerging technologies

Actions and measures

Actions	Measured by
Increase use of the Creator Space, seeking funding or collaborative opportunities to support cultural initiatives	Usage, funding and collaboration levels increased
Explore the interest and opportunity to establish an annual writers festival	Writers festival pilot delivered
Match early literacy activities to community needs, and in line with industry guidelines and initiatives	Early literacy programs delivered in line with Willoughby's community profile Programs meet State Library and NSW Public Libraries Association guidelines and measures
Further develop digital literacy programming to support understanding of current and emerging technologies and support learning outcomes	Number and range of digital literacy programs Number of attendees at digital literacy programs
Explore potential for Willoughby to become a UNESCO Learning City	Exploration complete
Collaborate with local creative groups and individuals to increase display opportunities at the library	Increased range and number of collaborations and displays

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Theme 4: Willoughby stories - our diverse community, past and present

Focussing on the development, awareness and accessibility of our local studies collections including in diversity and range

Considering...

The local studies collections do not reflect Willoughby's diverse populations

The local studies collections are limited in timeframes, and format

Local studies collections are difficult for our community to access, and are poorly understood

There is an opportunity to improve understanding of Willoughby's indigenous heritage

Actions and measures

Actions	Measured by
Partner with First Nations organisations to share understanding of local indigenous heritage	Number and range of programs and initiatives
Improve representation of Willoughby's diverse community within the library's local studies collection through active promotion and engagement with community partners	Expanded and diversified local studies materials collected and available
Create a digitisation plan for local studies collections	Increased range and number of local studies items available online
Increase understanding of and engagement with local studies	Develop a promotional plan for local studies New local studies programming developed

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024



Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Resourcing and timeframes

Council will resource this strategy through operational budgets and project funding. Actions that are not funded will require additional funding to be allocated via Council's usual budget process. External funding and in-kind partnerships will also be required to undertake some actions.

Funding sources include the NSW Government and partnerships will be developed with a range of stakeholders. Timeframes for delivering initiatives will vary over the life of this strategy, and the community will be kept informed through library and Council's communication channels.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Chatswood Library: Lower Ground,
The Concourse, 409 Victoria Avenue,
Chatswood NSW 2067

P 02 9777 7900
E library@willoughby.nsw.gov.au
libraries.willoughby.nsw.gov.au

WILLOUGHBY CITY COUNCIL

WILLOUGHBY CITY LIBRARY

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

ATTACHMENT 2

Public exhibition of the draft *Willoughby City Library Strategy 2024 - 2028*

Engagement Outcomes Report



Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Executive Summary

At the Council meeting held on 24 June 2024, Council resolved to place the draft *Willoughby City Library Strategy 2024 -2028* on public exhibition from 25 June to 22 July 2024.

A project page for the draft *Strategy* was created on Willoughby's **Have Your Say** webpage which included information on ways the community could submit feedback.

The community was informed about the exhibition and providing feedback via:

- A Public Notice on the Council website
- Pop up information sessions at Chatswood Library and branch libraries
- The library website and the library newsletter
- The library Facebook page
- Emails to local schools, Progress Associations, library volunteers and previous library survey respondents
- Digital and physical signage at Chatswood and branch libraries

Of the twenty-two respondents to the **Have your say** survey, 17 indicated support for the draft *Strategy*. Seventeen respondents to the **Have your say** survey also included comments. Comments were also received via Council's email and fifteen interactions at library pop up consultations resulted in four transcribed submissions.

Overview

The draft ***Strategy*** outlines the areas of focus for Willoughby City Library over the next four years, considering community aspirations, demographic changes and the financial context. The draft *Strategy* is organised around four themes, with associated actions for each:

Theme 1 - Looking forward
Focussing on continuous improvement, increased utilisation of services and assets, responding to changing community needs and investing in our infrastructure.
Theme 2 - Connecting with our community
Library spaces are welcoming hubs, collaboration and partnership, improving awareness of library services.
Theme 3 - Learning and creating with our community
Focussing on literacy, celebrating literature and writing, shared learning and the creativity of our community.
Theme 4 – Willoughby stories – our diverse community, past and present
Focussing on the development, awareness and accessibility of our local studies collections including in diversity and range

Two major areas of focus of the draft *Strategy* are:

- The challenge of increasing demand for library services within the Chatswood CBD, arising from the increasing population and density of the CBD.

- The challenge to increase utilisation of branch libraries given their locations away from local centres and transport routes, their limited capacity and the actual number of branch libraries.

Engagement methods

The library sought feedback from the community, particularly library visitors, library volunteers, subscribers to the library newsletter and those who had previously engaged with the library through surveys.

The **Have Your Say** portal provided the opportunity for the stakeholders to share their feedback and experiences relating to the draft *Strategy*. The portal was open for feedback for 28 days.

Pop up information sessions were held at Chatswood Library and branch libraries at the dates listed below.

Table 1 Dates and locations of pop up information sessions

Location	Date
Chatswood Library	Sat 29 June, Fri 19 July
Artarmon Library	Thurs 11 July
Castle Cove Library	Fri 12 July
Naremburn Library	Mon 1 July
Northbridge Library	Thurs 18 July
West Chatswood Library	Wed 17 July

In addition, **staff information session**s were held, so library staff were confident speaking to library visitors about the exhibition of the draft *Strategy*.

Promoting engagement opportunities

The exhibition of the *Strategy* and opportunities to give feedback were promoted in a variety of ways including:

- Information to **Have your say** subscribers
- Listing on the Council website
- Information on the library website and in the library newsletter
- A post on the library Facebook page
- Emails to stakeholders, particularly local schools, Progress Associations, library volunteers and previous library survey respondents
- Digital and physical signage

Table 2 Estimated reach of promotion

Promotion tool	Reach
Have your say subscribers	8 800 active participants
Council webpage	Unable to estimate
Library webpage	Unable to estimate
Library newsletter	10 000+ subscribers
Library Facebook post	2 500 subscribers
Email to library stakeholders	400+ emails sent
Signage – digital and printed	Library visitors in the period

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Stakeholders

Key stakeholders include library users, subscribers to the library newsletter, library volunteers, local schools, families and Willoughby's Progress Associations. These groups were informed about the exhibition and the opportunities to provide feedback.

Key Findings

Levels of support for the Strategy

The **Have your say** survey asked respondents to indicate their level of support for the draft *Strategy*, ranging from Fully Support to Fully Oppose, and Other.

Of the 22 responses, 17 supported the draft *Strategy*, as indicated in **Table 3**.

Table 3 levels of support indicated by **Have your say** survey respondents

Please let us know your level of support or otherwise for this Draft Library Strategy					
Fully support	Partially support	Neutral	Partially oppose	Fully Oppose	Other
8	9	3	1	0	1

Contributions received

Twenty two written and transcribed contributions were received as summarised in **Table 4**. Many contributions included comments on day-to-day, operational matters. This commentary is much appreciated and will help inform service improvements.

Comments outside of these day-to-day matters mainly related to opening hours, particularly the branch libraries, and noting the importance of libraries in supporting community connection. These relate most closely to **Theme 1: Looking forward** and **Theme 2: Connecting with our community** in the draft *Strategy.*

Table 4 Number of contributions

Origin of contribution	**Number of responses**
Have Your Say	17 written submissions
Via Council email	1 written submission
Pop up library sessions	4 transcribed responses

The written contributions are included in **Tables 5** and **6** below, which includes the Officer response.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Table 5 Contributions received via **Have your say** and Council email

Have your say	Officer response
'I am impressed by the quality of services the City of Willoughby library system offers. I am also generally supportive of the strategy, subject to the following comments below: I think the long opening hours at Chatswood library (especially on weeknights) are good - as you've flagged in your strategy, I would recommend and support further extending these hours, even at the expense of e.g. a branch library or two. While the branch libraries are a nice-to-have, I wouldn't object to you deciding to offer fewer branch libraries if it meant the (book) collection and/or opening hours at Chatswood could be improved. I note the two following things in support of my view: - when I search for books in your library system, I'm always pleased to find that they're at Chatswood, and a little disappointed if they're in a branch library - I have lost count of the number of times I have visited Chatswood library (80 times, at a guess) - by contrast I have visited Naremburn library once and Artarmon library once. I strongly support your current approach to overdue fees (i.e. no daily fines, but a system to strongly encourage people to return overdue items) and recommend that this continue. I also support the very recent change doing away with reservation fees. As someone who regularly borrows books from libraries across the region, my observation is that WIlloughby turns their collection over quite quickly (i.e. new books are removed from circulation after a handful of years - often far quicker than e.g. at City of Sydney library). This suggests to me that you might have space limitations: I would strongly encourage you to spend some money to solve these so you can have a larger book collection. The size and quality of the collection is the MAIN metric for the quality of the library for me - it's more important than opening hours, it's (vastly) more important than other services, it's even more important than e.g. community connection. The main way you could improve Willoughby's library system is by having more books - I would strongly recommend you look to do this. The absence of material about growing/maintaining the collection is the main reason I did not support the draft strategy in full: I feel as though more emphasis and primacy needs to be placed on the library holding a large collection of books.	Comments noted. Suggestions and feedback appreciated and will inform the delivery of library services.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

I am happy to be contacted if you have specific questions you'd like me to answer. Finally, thank you for offering a good quality library system to your local residents and frequent visitors (like me).	
Congratulations on this comprehensive overview of the range of facilities and offerings of this vital community service.	Comments noted, and appreciated.
I would like to ensure that Armenian books are not disposed of because it is not one of the top spoken languages within the locality. I donated lots of books on Armenian history and culture in native Armenian language and I will be disappointed that they are thrown away as they are of cultural and historical significance.	Comments noted. Suggestions and feedback appreciated and will inform the delivery of library services. The library retains a collection of Armenian items which is available for the community to borrow.
I think we need to be reasonable about what we expect from libraries. Providing access to books and reducing barriers to reading should be the focus. The little local libraries already have reduced hours which makes them hard to access for families; mostly we have time on Sundays (not weekdays, not Saturday mornings when there are sports commitments) and the only branch open is Chatswood. Could there be a library bus instead that teenagers can book to get to and from the library? My teenage girls would love that independence and meet friends there during the holidays.	Comments noted. Suggestions and feedback appreciated and will inform the delivery of library services. Accessibility to branch libraries will be considered during the life of the draft *Strategy* – for example, undertaking an infrastructure plan and evaluating 24/7 access. Connecting with our community is a key theme of the draft *Strategy*.
For me, the biggest thing is an increase in the length of opening hours. A library as a community space (and the relevant access) is the most important element.	Comments noted. Suggestions and feedback appreciated and will inform the delivery of library services. Opening hours and access will be considered during the life of the draft *Strategy*.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

	Connecting with our community is a key theme of the draft *Strategy*.
Need to ensure services are improved and not reduced for our population. Sometimes partial hours are worse than full-time opening hours. Need to advertise the libraries more.	Comments noted. Suggestions and feedback appreciated and will continue to inform the delivery of library services, including promotional activities. Opening hours and access will be considered during the life of the draft *Strategy*. A review of the library website is included within the draft *Strategy*, which may help highlight the services available.
Safe reading spaces and a range of available literature are vital for a happy healthy community. You state there are more libraries than any other council and this is something to be proud of. I want to request you keep all the libraries open and extend opening hours.	Comments noted. Suggestions and feedback appreciated and will inform the delivery of library services. From the draft *Strategy*: 'Library collections remain the heart of the library…' Opening hours will be considered during the life of the draft *Strategy*.
This strategy doesn't outline a way forward. It makes general observations that libraries in our area are spread out and suggests this is not economically feasible. It notes that other councils have fewer libraries per population number than we do and suggests this is something to aspire to. It talks about feeding more resources into the central libraries to benefit more people. My local library is Chatswood West which has limited opening hours. The library was a lifeline for me when my first child was born. It was a cool space where I could go with her and later with my twins and enjoy a sheltered calm space and get some books and magazines out. I wouldn't want to lose it. I'd love to see more community built around it to increase usage. Child activities like story time and rhyme time, community gatherings, fencing the side towards Mowbray Road to	Comments noted. Suggestions and feedback appreciated and will inform the delivery of library services. Accessibility to branch libraries will be considered during the life of the draft *Strategy* – for example, undertaking an infrastructure plan and evaluating 24/7 access.

make it easier for families with small children, and making more use of St Peter's Green. In summary, I wouldn't want to lose this community resource when our suburb is growing and will have more use for it - we have a school within walking distance and lots of apartments on Mowbray Road (which fall under Lane Cove Council). I'd love it if the shared model of borrowing encompassed the Lane Cove Library as well as Willoughby as this library is on the "outer edge" of our council. Libraries are a wonderful public and community service and I'd rather see more of them than fewer!	Connecting with our community is a key theme of the draft *Strategy*.
We live within 400m of West Chatswood library. We have 2 daughters that attend Mowbray Public school. One of our favourite family activities is walking to the library on a Saturday morning and borrowing books for the week. Our girls' love of reading has been fostered by our local branch library. Not only this, but they have also learnt the importance of looking after the books and ensuring they are returned on time. They have learnt about cataloguing and how to find a book by author. The wonderful librarians further enhance this experience by always being ready to assist with enquiries and often making suggestions for new titles for us to try. The reservation system works well and allows us to avoid visiting the central branch in Chatswood, which is often busy and crowded and requires substantially more time to attend. We would dearly love to see Chatswood West at least preserved and ideally the opening hours expanded. Another late afternoon/early evening session would allow to get there from work and school. I note in the submission there are plans to explore the possibility of unstaffed access. This too would a great addition to an already wonderful facility.	Comments noted. Suggestions and feedback appreciated and will inform the delivery of library services. The draft *Strategy* includes enhancing the focus on customer (ie, library member and visitor) experience. Accessibility to branch libraries will be considered during the life of the draft *Strategy* – for example, undertaking an infrastructure plan and evaluating 24/7 access.
I agree that there is too much noise, esp when student groups are “studying/discussing” or just chatting outside the study rooms. I mentioned this before, but I was told they adapted a place where modern libraries are considered an informal community space. Also, previously, I was told on several occasions to return books I’ve already done so. This means the onus is on borrowers to prove they returned the items, but what if they don’t have any proof they did so, such as a tick on their library cards? I was told to check my account to see if it was returned or not—but then how does that prove I did return it but it wasn’t recorded? Lucky they found the items I returned each time, but what if they didn’t, like when I returned them to Castle Cove Library and they said initially I haven’t? Return chutes may not be necessarily secure there or it could easily be misplaced and never found again due to inter Library transfers.	Comments noted. Suggestions and feedback appreciated and will inform the delivery of library services.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Some children are running around in the library. Could the library do something about that please. I almost got knocked over the other day. I would like more non-fiction adult books focussing on present day issues. I like the diverse programs you offer at the library. They are reserved very quickly. Could you give first priority to residents of the Willoughby council residents please. I am wondering if you can cooperate with "developers" and ask for a space to be set aside in the "high rises" for library branches close to the "city centres". I can see examples of that at the Green Square library in the city for example. I am generally happy with your librarian's service. They are very helpful.	Comments noted. Suggestions and feedback appreciated and will inform the delivery of library services. The draft *Strategy* includes the development of an infrastructure plan.
Residents recently agreed to a rate rise. Council told residents when taking input from residents about proposals for the rate rise that if the rates rose by 15% this would enable council to continue providing highly valued services. I am filled with dread that this strategy will enable reduction of library services by eliminating community libraries. Already the hours available to the Castle Cove community to access our branch library are so limited and at such inconvenient times that its use is difficult. Please increase the hours at Castle Cove library so that preschool access in the mornings before little ones have a sleep and after school access to enable parents to bring their children to choose books together is timetabled in. I am aware that branch libraries are a cost but our rates are a cost to residents and it is only fair that we receive services. Council should not be concentrating on only spending our rates on the CBD and Chatswood library. Those residents who live in the outer suburbs of the LGA mostly pay full residential rates, not the minimum rate as many who live in or near to the CBD, and we deserve services in our suburbs too, not less than those in the LGA inner suburbs.	Comments noted. Suggestions and feedback appreciated and will inform the delivery of library services. Opening hours and accessibility to branch libraries will be considered during the life of the draft *Strategy* – for example, undertaking an infrastructure plan and evaluating 24/7 access.
While the main Chatswood library is an excellent facility, not every one can get to it. Libraries have evolved over the years and should continue to evolve. The branch library system is critical for those in outlying centres. Branch libraries are so much more than just books. They are a meeting place, a place within walking distance for people (no transport costs), they are community hubs for quiet gatherings such as craft and book clubs and they place an important , safe meeting place for 'soft' social interaction. The JP service is a good example of this. I love that my rates support branch libraries. They are a WCC treasure.	Comments noted. Suggestions and feedback appreciated and will inform the delivery of library services. Opening hours and accessibility to branch libraries will be considered during the life of the draft *Strategy* – for example, undertaking an infrastructure plan and evaluating 24/7 access Connecting with our community is a key theme of the draft *Strategy*.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Please leave all the branch libraries open and increase hours of castle cove library. Having regular and frequent access will increase the attendance. Many thanks	Comments noted. Suggestions and feedback appreciated and will inform the delivery of library services. Accessibility to branch libraries will be considered during the life of the draft *Strategy* – for example, undertaking an infrastructure plan and evaluating 24/7 access.
I fully support the retention of the small libraries such as Castle Cove which I use frequently. I believe it should be open for more hours not closed down.	Comments noted. Suggestions and feedback appreciated and will inform the delivery of library services. Opening hours and accessibility to branch libraries will be considered during the life of the draft *Strategy* – for example, undertaking an infrastructure plan and evaluating 24/7 access
As a resident for 25 years and a recently retired staff member of the library, I fully support the importance of the library service for the people of Willoughby, and I especially support the importance of the branch libraries. Willoughby has a diverse population and the suburbs are very different from the business district of Chatswood. This can be seen through the branch libraries which definitely have a different "feel" and purpose from the central library. Not being near commercial areas and secondary and tertiary education facilities, the branch library users tend to be younger (0-12 year olds) and older members. I have seen the importance of a small community library and what the personal service from staff and the feeling of connection and support it gives to the community, they are something very special and cannot be measured in monetary terms. I agree that there are some under-utilised branch libraries and therefore a fewer number of branch libraries should be given more support from the main library to help increase activities and services to these communities and add to this important social connection.	Comments noted. Suggestions and feedback appreciated and will inform the delivery of library services. Opening hours and accessibility to branch libraries will be considered during the life of the draft *Strategy* – for example, undertaking an infrastructure plan and evaluating 24/7 access Connecting with our community is a key theme of the draft *Strategy*.
I love libraries and a member, borrower and user of a few. I love the growth, designs, content and presented opportunities. Libraries are communities builder, gatherers and connection hubs. My concerns are that some library, specifically the West Chatswood and Artarmon libraries, although most pleased in their construction and presence, are/were catering mainly for your	Comments noted. Suggestions and feedback appreciated and will inform the delivery of library services.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

children and parents able to attend rather restricted hours. What the council failed to notice is that the area where the libraries initially constructed, have since experience an exponential population growth. This growth also require the Libraries growth and extending opening hours, similar to the Chatswood library. I cannot see a reason why libraries cannot cater for all aged, rather than 0-4, 5-10 and youth only as these 2 mentioned libraries. One closer to a retirement village and a nursing home, surely this fact can incorporate for an older visitors landscape. Include art projects & activities for all such as painting, drawing etc. for all ages. Open them,, invite residents and they will come. Librarians and educators workforce will increase, thus the suburb's community's well being and creativity.	Connecting with our community is a key theme of the draft *Strategy*. Accessibility to branch libraries will be considered during the life of the draft *Strategy* – for example, undertaking an infrastructure plan and evaluating 24/7 access.
Comments received via Council's email	
Generally I think the draft strategy outlined is appropriate and should be followed. As a long time user of the library (about 50+ years) I have a couple of small suggestions: I would appreciate having the spines of all books marked with their genre. It makes for easier selection and saves finding later that one has a book or two which is most unappealing. The other is of course extension of opening hours. I would like earlier opening during the week as I shop early to avoid the crowds and usually finish by 8.30 a.m when I would like to visit the library. I realise this is dependent on funding. Thanks for the invitation to comment.	Comments noted. Suggestions and feedback appreciated and will inform the delivery of library services. The draft *Strategy* includes enhancing the focus on customer (ie, library member and visitor) experience.

Table 6 Summary of verbal comments at pop up library consultations

Transcribed at pop up library consultations	Officer response
Supports increased opening hours on a Sunday at Chatswood Does not visit the branch libraries. The public PCs could be more user-friendly. Signage re: closing on Public Holidays needs to be more accurate. It is important for library staff to have knowledge of current books and authors	Comments noted. Suggestions and feedback appreciated and will inform the delivery of library services. Opening hours will be considered during the life of the draft *Strategy*.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Improved book and audio collection Would like better access to local history	Comments noted. Suggestions and feedback appreciated and will inform the delivery of library services. Access to local history is included within the actions of the draft *Strategy*.
The branch librarian is fantastic. Location of the branch (Northbridge) - not optimal, but not bad. It is a good place to meet up with other community groups	Comments noted. Suggestions and feedback appreciated and will inform the delivery of library services. Connecting with our community is a key theme of the draft *Strategy*.
It is important to have opening times that suit all demographics. The branch librarian is very community oriented. The social aspect of the library is important. Processes can be slow and inefficient at branch libraries – such as the availability of EFTPOS	Comments noted. Suggestions and feedback appreciated and will inform the delivery of library services. Connecting with our community is a key theme of the draft *Strategy*.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Outcomes

The exhibition of the draft *Strategy* was widely promoted to give our community the opportunity to provide feedback. The community was able to provide feedback online and in person, in English, Mandarin and Cantonese. Library staff information sessions helped support library staff to promote and support the exhibition of the draft *Strategy*.

Twenty two written/transcribed submissions were received from **Have your say**, via Council's email and transcribed at pop up information sessions.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Survey Responses

24 June 2024 - 23 July 2024

Draft Willoughby City Library Strategy 2024-2028 Submission survey

Have Your Say Willoughby

Project: Draft Willoughby City Library Strategy 2024 – 2028

BANG THE TABLE engagementHQ

VISITORS	
83	

CONTRIBUTORS			RESPONSES		
22			22		
22 Registered	0 Unverified	0 Anonymous	22 Registered	0 Unverified	0 Anonymous

Respondent No: 1
Login:
Email:

Responded At: Jul 02, 2024 16:39:37 pm
Last Seen: Jul 02, 2024 06:27:54 am
IP Address:

Q1. **Please let us know your first and last name**

Q2. **Please let us know your suburb** KIRRIBILLI, NSW

Q3. **In what capacity are you providing this feedback?** Visitor

Q4. **Please let us know the name of the organisation** not answered

Q5. **Please let us know your title in this organisation** not answered

Q6. **Please let us know your level of support or otherwise for this Draft Library Strategy?** Partially support

Q7. **Please provide any comments you would like to make on this issue**

I am impressed by the quality of services the City of Willoughby library system offers. I am also generally supportive of the strategy, subject to the following comments below: I think the long opening hours at Chatswood library (especially on weeknights) are good - as you've flagged in your strategy, I would recommend and support further extending these hours, even at the expense of e.g. a branch library or two. While the branch libraries are a nice-to-have, I wouldn't object to you deciding to offer fewer branch libraries if it meant the (book) collection and/or opening hours at Chatswood could be improved. I note the two following things in support of my view: - when I search for books in your library system, I'm always pleased to find that they're at Chatswood, and a little disappointed if they're in a branch library - I have lost count of the number of times I have visited Chatswood library (80 times, at a guess) - by contrast I have visited Naremburn library once and Artarmon library once. I strongly support your current approach to overdue fees (i.e. no daily fines, but a system to strongly encourage people to return overdue items) and recommend that this continue. I also support the very recent change doing away with reservation fees. As someone who regularly borrows books from libraries across the region, my observation is that WIlloughby turns their collection over quite quickly (i.e. new books are removed from circulation after a handful of years - often far quicker than e.g. at City of Sydney library). This suggests to me that you might have space limitations: I would strongly encourage you to spend some money to solve these so you can have a larger book collection. The size and quality of the collection is the MAIN metric for the quality of the library for me - it's more important than opening hours, it's (vastly) more important than other services, it's even more important than e.g. community connection. The main way you could improve Willoughby's library system is by having more books - I would strongly recommend you look to do this. The absence of material about growing/maintaining the collection is the main reason I did not support the draft strategy in full: I feel as though more emphasis and primacy needs to be placed on the library holding a large collection of books. I am happy to be contacted if you have specific questions you'd like me to answer. Finally, thank you for offering a good quality library system to your local residents and frequent visitors (like me).

Q8. **If you would like to upload a submission, please upload it here** not answered

Q9. **Are you happy to have your name made available against your comment and/or submission in a publicly-available Council report?** No



Respondent No: 3
Login:
Email:

Responded At: Jul 05, 2024 19:35:25 pm
Last Seen: Jul 05, 2024 09:28:42 am
IP Address:

Q1.	**Please let us know your first and last name**	
Q2.	**Please let us know your suburb**	NORTH WILLOUGHBY, NSW
Q3.	**In what capacity are you providing this feedback?**	Resident
Q4.	**Please let us know the name of the organisation**	not answered
Q5.	**Please let us know your title in this organisation**	not answered
Q6.	**Please let us know your level of support or otherwise for this Draft Library Strategy?**	Fully support

Q7. **Please provide any comments you would like to make on this issue**

not answered

Q8.	**If you would like to upload a submission, please upload it here**	not answered
Q9.	**Are you happy to have your name made available against your comment and/or submission in a publicly-available Council report?**	I didn't make a comment or submission



Respondent No: 2
Login:
Email

Responded At: Jul 05, 2024 13:52:41 pm
Last Seen: Jul 05, 2024 03:40:07 am
IP Address:

Q1.	**Please let us know your first and last name**	Jennifer Ferns
Q2.	**Please let us know your suburb**	NORTHBRIDGE, NSW
Q3.	**In what capacity are you providing this feedback?**	Resident
Q4.	**Please let us know the name of the organisation**	not answered
Q5.	**Please let us know your title in this organisation**	not answered
Q6.	**Please let us know your level of support or otherwise for this Draft Library Strategy?**	Fully support

Q7. **Please provide any comments you would like to make on this issue**

Congratulations on this comprehensive overview of the range of facilities and offerings of this vital community service.

Q8.	**If you would like to upload a submission, please upload it here**	not answered
Q9.	**Are you happy to have your name made available against your comment and/or submission in a publicly-available Council report?**	Yes



Respondent No: 6
Login:
Email:

Responded At: Jul 06, 2024 18:16:15 pm
Last Seen: Jul 06, 2024 08:08:52 am
IP Address:

Q1. **Please let us know your first and last name**

Q2. **Please let us know your suburb** — NORTHBRIDGE, NSW

Q3. **In what capacity are you providing this feedback?** — Resident

Q4. **Please let us know the name of the organisation** — not answered

Q5. **Please let us know your title in this organisation** — not answered

Q6. **Please let us know your level of support or otherwise for this Draft Library Strategy?** — Partially support

Q7. **Please provide any comments you would like to make on this issue**

I would like to ensure that Armenian books are not disposed of because it is not one of the top spoken languages within the locality. I donated lots of books on Armenian history and culture in native Armenian language and I will be disappointed that they are thrown away as they are of cultural and historical significance.

Q8. **If you would like to upload a submission, please upload it here** — not answered

Q9. **Are you happy to have your name made available against your comment and/or submission in a publicly-available Council report?** — No

Respondent No: 7
Login
Email: !

Responded At: Jul 07, 2024 14:20:43 pm
Last Seen: Jul 07, 2024 04:07:13 am
IP Address:

Q1. **Please let us know your first and last name**

Q2. **Please let us know your suburb** CASTLECRAG, NSW

Q3. **In what capacity are you providing this feedback?** Resident

Q4. **Please let us know the name of the organisation** not answered

Q5. **Please let us know your title in this organisation** not answered

Q6. **Please let us know your level of support or otherwise for this Draft Library Strategy?** Partially support

Q7. **Please provide any comments you would like to make on this issue**

I think we need to be reasonable about what we expect from libraries. Providing access to books and reducing barriers to reading should be the focus. The little local libraries already have reduced hours which makes them hard to access for families; mostly we have time on Sundays (not weekdays, not Saturday mornings when there are sports commitments) and the only branch open is Chatswood. Could there be a library bus instead that teenagers can book to get to and from the library? My teenage girls would love that independence and meet friends there during the holidays.

Q8. **If you would like to upload a submission, please upload it here** not answered

Q9. **Are you happy to have your name made available against your comment and/or submission in a publicly-available Council report?** No



Respondent No: 4
Login.
Email:

Responded At: Jul 06, 2024 12:59:39 pm
Last Seen: Jul 06, 2024 02:58:15 am
IP Address:

Q1.	**Please let us know your first and last name**	David Forsyth
Q2.	**Please let us know your suburb**	WILLOUGHBY, NSW
Q3.	**In what capacity are you providing this feedback?**	Resident
Q4.	**Please let us know the name of the organisation**	not answered
Q5.	**Please let us know your title in this organisation**	not answered
Q6.	**Please let us know your level of support or otherwise for this Draft Library Strategy?**	Fully support

Q7. **Please provide any comments you would like to make on this issue**

not answered

Q8.	**If you would like to upload a submission, please upload it here**	not answered
Q9.	**Are you happy to have your name made available against your comment and/or submission in a publicly-available Council report?**	Yes



Respondent No: 5
Login:
Email:

Responded At: Jul 06, 2024 14:55:09 pm
Last Seen: Jul 06, 2024 04:51:45 am
IP Address:

Q1. **Please let us know your first and last name**

Q2. **Please let us know your suburb** NORTHBRIDGE, NSW

Q3. **In what capacity are you providing this feedback?** Resident

Q4. **Please let us know the name of the organisation** not answered

Q5. **Please let us know your title in this organisation** not answered

Q6. **Please let us know your level of support or otherwise for this Draft Library Strategy?** Partially support

Q7. **Please provide any comments you would like to make on this issue**

not answered

Q8. **If you would like to upload a submission, please upload it here** not answered

Q9. **Are you happy to have your name made available against your comment and/or submission in a publicly-available Council report?** I didn't make a comment or submission

Respondent No:	8	**Responded At:**	Jul 07, 2024 15:41:37 pm
Login:		**Last Seen:**	Jul 07, 2024 05:40:30 am
Email:		**IP Address:**	

Q1.	**Please let us know your first and last name**	David lee
Q2.	**Please let us know your suburb**	CROWS NEST, NSW
Q3.	**In what capacity are you providing this feedback?**	Visitor
Q4.	**Please let us know the name of the organisation**	not answered
Q5.	**Please let us know your title in this organisation**	not answered
Q6.	**Please let us know your level of support or otherwise for this Draft Library Strategy?**	Fully support

Q7. **Please provide any comments you would like to make on this issue**

For me, the biggest thing is an increase in the length of opening hours. A library as a community space (and the relevant access) is the most inportant element.

Q8.	**If you would like to upload a submission, please upload it here**	not answered
Q9.	**Are you happy to have your name made available against your comment and/or submission in a publicly-available Council report?**	Yes



Respondent No: 9
Login:
Email:

Responded At: Jul 09, 2024 19:19:22 pm
Last Seen: Jul 09, 2024 09:18:12 am
IP Address:

Q1. **Please let us know your first and last name**

Q2. **Please let us know your suburb** NORTHBRIDGE, NSW

Q3. **In what capacity are you providing this feedback?** Resident

Q4. **Please let us know the name of the organisation** not answered

Q5. **Please let us know your title in this organisation** not answered

Q6. **Please let us know your level of support or otherwise for this Draft Library Strategy?** Fully support

Q7. **Please provide any comments you would like to make on this issue**

not answered

Q8. **If you would like to upload a submission, please upload it here** not answered

Q9. **Are you happy to have your name made available against your comment and/or submission in a publicly-available Council report?** I didn't make a comment or submission

Respondent No:	10	**Responded At:**	Jul 10, 2024 12:04:07 pm
Login:		**Last Seen:**	Jul 10, 2024 02:02:07 am
Email:		**IP Address:**	

Q1. **Please let us know your first and last name**

Q2. **Please let us know your suburb** — LANE COVE NORTH, NSW

Q3. **In what capacity are you providing this feedback?** — Resident

Q4. **Please let us know the name of the organisation** — not answered

Q5. **Please let us know your title in this organisation** — not answered

Q6. **Please let us know your level of support or otherwise for this Draft Library Strategy?** — Partially support

Q7. **Please provide any comments you would like to make on this issue**

Need to ensure services are improved and not reduced for our population. Sometimes partial hours are worse than full-time opening hours. Need to advertise the libraries more.

Q8. **If you would like to upload a submission, please upload it here** — not answered

Q9. **Are you happy to have your name made available against your comment and/or submission in a publicly-available Council report?** — No



Respondent No: 11
Login:
Email:

Responded At: Jul 10, 2024 18:33:18 pm
Last Seen: Jul 10, 2024 01:17:06 am
IP Address:

Q1. **Please let us know your first and last name**

Q2. **Please let us know your suburb** — LANE COVE NORTH, NSW

Q3. **In what capacity are you providing this feedback?** — Resident

Q4. **Please let us know the name of the organisation** — not answered

Q5. **Please let us know your title in this organisation** — not answered

Q6. **Please let us know your level of support or otherwise for this Draft Library Strategy?** — Partially support

Q7. **Please provide any comments you would like to make on this issue**

Safe reading spaces and a range of available literature are vital for a happy healthy community. You state there are more libraries than any other council and this is something to be proud of. I want to request you keep all the libraries open and extend opening hours.

Q8. **If you would like to upload a submission, please upload it here** — not answered

Q9. **Are you happy to have your name made available against your comment and/or submission in a publicly-available Council report?** — No

Respondent No: 12
Login: [redacted]
Email: [redacted]

Responded At: Jul 11, 2024 21:16:13 pm
Last Seen: Jul 11, 2024 11:06:45 am
IP Address: [redacted]

Q1. **Please let us know your first and last name** — Natalie Costa Bir

Q2. **Please let us know your suburb** — LANE COVE NORTH, NSW

Q3. **In what capacity are you providing this feedback?** — Resident

Q4. **Please let us know the name of the organisation** — not answered

Q5. **Please let us know your title in this organisation** — not answered

Q6. **Please let us know your level of support or otherwise for this Draft Library Strategy?** — Neutral

Q7. **Please provide any comments you would like to make on this issue**

This strategy doesn't outline a way forward. It makes general observations that libraries in our area are spread out and suggests this is not economically feasible. It notes that other councils have fewer libraries per population number than we do and suggests this is something to aspire to. It talks about feeding more resources into the central libraries to benefit more people. My local library is Chatswood West which has limited opening hours. The library was a lifeline for me when my first child was born. It was a cool space where I could go with her and later with my twins and enjoy a sheltered calm space and get some books and magazines out. I wouldn't want to lose it. I'd love to see more community built around it to increase usage. Child activities like story time and rhyme time, community gatherings, fencing the side towards Mowbray Road to make it easier for families with small children, and making more use of St Peter's Green. In summary, I wouldn't want to lose this community resource when our suburb is growing and will have more use for it - we have a school within walking distance and lots of apartments on Mowbray Road (which fall under Lane Cove Council). I'd love it if the shared model of borrowing encompassed the Lane Cove Library as well as Willoughby as this library is on the "outer edge" of our council. Libraries are a wonderful public and community service and I'd rather see more of them than fewer!

Q8. **If you would like to upload a submission, please upload it here** — not answered

Q9. **Are you happy to have your name made available against your comment and/or submission in a publicly-available Council report?** — Yes

Respondent No: 13
Login:
Email:

Responded At: Jul 18, 2024 23:06:11 pm
Last Seen: Jul 18, 2024 12:54:34 pm
IP Address:

Q1. **Please let us know your first and last name**

Q2. **Please let us know your suburb** LANE COVE NORTH, NSW

Q3. **In what capacity are you providing this feedback?** Resident

Q4. **Please let us know the name of the organisation** not answered

Q5. **Please let us know your title in this organisation** not answered

Q6. **Please let us know your level of support or otherwise for this Draft Library Strategy?** Partially support

Q7. **Please provide any comments you would like to make on this issue**

We live within 400m of West Chatswood library. We have 2 daughters that attend Mowbray Public school. One of our favourite family activities is walking to the library on a Saturday morning and borrowing books for the week. Our girls' love of reading has been fostered by our local branch library. Not only this, but they have also learnt the importance of looking after the books and ensuring they are returned on time. They have learnt about cataloguing and how to find a book by author. The wonderful librarians further enhance this experience by always being ready to assist with enquiries and often making suggestions for new titles for us to try. The reservation system works well and allows us to avoid visiting the central branch in Chatswood, which is often busy and crowded and requires substantially more time to attend. We would dearly love to see Chatswood West at least preserved and ideally the opening hours expanded. Another late afternoon/early evening session would allow to get there from work and school. I note in the submission there are plans to explore the possibility of unstaffed access. This too would a great addition to an already wonderful facility.

Q8. **If you would like to upload a submission, please upload it here** not answered

Q9. **Are you happy to have your name made available against your comment and/or submission in a publicly-available Council report?** No

Respondent No: 14
Login:
Email:

Responded At: Jul 19, 2024 16:02:04 pm
Last Seen: Jul 19, 2024 05:40:05 am
IP Address:

Q1. **Please let us know your first and last name** — Cherri Kwok

Q2. **Please let us know your suburb** — CASTLE COVE, NSW

Q3. **In what capacity are you providing this feedback?** — Resident

Q4. **Please let us know the name of the organisation** — not answered

Q5. **Please let us know your title in this organisation** — not answered

Q6. **Please let us know your level of support or otherwise for this Draft Library Strategy?** — Fully support

Q7. **Please provide any comments you would like to make on this issue**

I agree that there is too much noise, esp when student groups are "studying/discussing" or just chatting outside the study rooms. I mentioned this before, but I was told they adapted a place where modern libraries are considered an informal community space. Also, previously, I was told on several occasions to return books I've already done so. This means the onus is on borrowers to prove they returned the items, but what if they don't have any proof they did so, such as a tick on their library cards? I was told to check my account to see if it was returned or not—but then how does that prove I did return it but it wasn't recorded? Lucky they found the items I returned each time, but what if they didn't, like when I returned them to Castle Cove Library and they said initially I haven't? Return chutes may not be necessarily secure there or it could easily be misplaced and never found again due to inter Library transfers.

Q8. **If you would like to upload a submission, please upload it here** — not answered

Q9. **Are you happy to have your name made available against your comment and/or submission in a publicly-available Council report?** — Yes



Respondent No: 15
Login:
Email:

Responded At: Jul 21, 2024 15:13:23 pm
Last Seen: Jul 21, 2024 05:01:50 am
IP Address:

Q1. **Please let us know your first and last name**

Q2. **Please let us know your suburb** CHATSWOOD, NSW

Q3. **In what capacity are you providing this feedback?** Resident

Q4. **Please let us know the name of the organisation** not answered

Q5. **Please let us know your title in this organisation** not answered

Q6. **Please let us know your level of support or otherwise for this Draft Library Strategy?** Neutral

Q7. **Please provide any comments you would like to make on this issue**

not answered

Q8. **If you would like to upload a submission, please upload it here** not answered

Q9. **Are you happy to have your name made available against your comment and/or submission in a publicly-available Council report?** I didn't make a comment or submission

Respondent No: 16
Login:
Email:

Responded At: Jul 21, 2024 18:13:00 pm
Last Seen: Jul 21, 2024 08:05:31 am
IP Address:

Q1.	**Please let us know your first and last name**	Mari Minami
Q2.	**Please let us know your suburb**	CHATSWOOD, NSW
Q3.	**In what capacity are you providing this feedback?**	Resident
Q4.	**Please let us know the name of the organisation**	not answered
Q5.	**Please let us know your title in this organisation**	not answered
Q6.	**Please let us know your level of support or otherwise for this Draft Library Strategy?**	Fully support

Q7. **Please provide any comments you would like to make on this issue**

Some children are running around in the library. Could the library do something about that please. I almost got knocked over the other day. I would like more non-fiction adult books focussing on present day issues. I like the diverse programs you offer at the library. They are reserved very quickly. Could you give first priority to residents of the Willoughby council residents please. I am wondering if you can cooperate with "developers" and ask for a space to be set aside in the "high rises" for library branches close to the "city centres". I can see examples of that at the Green Square library in the city for example. I am generally happy with your librarian's service. They are very helpful.

Q8.	**If you would like to upload a submission, please upload it here**	not answered
Q9.	**Are you happy to have your name made available against your comment and/or submission in a publicly-available Council report?**	Yes

Respondent No: 17
Login:
Email:

Responded At: Jul 22, 2024 14:20:30 pm
Last Seen: Jul 22, 2024 04:00:00 am
IP Address:

Q1. **Please let us know your first and last name** — Wendy

Q2. **Please let us know your suburb** — CASTLE COVE, NSW

Q3. **In what capacity are you providing this feedback?** — Resident

Q4. **Please let us know the name of the organisation** — not answered

Q5. **Please let us know your title in this organisation** — not answered

Q6. **Please let us know your level of support or otherwise for this Draft Library Strategy?** — Partially oppose

Q7. **Please provide any comments you would like to make on this issue**

Residents recently agreed to a rate rise. Council told residents when taking input from residents about proposals for the rate rise that if the rates rose by 15% this would enable council to continue providing highly valued services. I am filled with dread that this strategy will enable reduction of library services by eliminating community libraries. Already the hours available to the Castle Cove community to access our branch library are so limited and at such inconvenient times that its use is difficult. Please increase the hours at Castle Cove library so that preschool access in the mornings before little ones have a sleep and after school access to enable parents to bring their children to choose books together is timetabled in. I am aware that branch libraries are a cost but our rates are a cost to residents and it is only fair that we receive services. Council should not be concentrating on only spending our rates on the CBD and Chatswood library. Those residents who live in the outer suburbs of the LGA mostly pay full residential rates, not the minimum rate as many who live in or near to the CBD, and we deserve services in our suburbs too, not less than those in the LGA inner suburbs.

Q8. **If you would like to upload a submission, please upload it here** — not answered

Q9. **Are you happy to have your name made available against your comment and/or submission in a publicly-available Council report?** — Yes

Respondent No: 18
Login:
Email:

Responded At: Jul 22, 2024 15:02:07 pm
Last Seen: Jul 22, 2024 04:53:53 am
IP Address:

Q1. **Please let us know your first and last name** — Glenda Hewitt

Q2. **Please let us know your suburb** — ARTARMON, NSW

Q3. **In what capacity are you providing this feedback?** — Resident

Q4. **Please let us know the name of the organisation** — not answered

Q5. **Please let us know your title in this organisation** — not answered

Q6. **Please let us know your level of support or otherwise for this Draft Library Strategy?** — **Other (please specify)**
I'm reading that there is a move to phasing out branch libraries. This would be a disaster for family groups, the aged, and negate the importance of libraries as community hubs and quiet, safe suburban spaces.

Q7. **Please provide any comments you would like to make on this issue**

While the main Chatswood library is an excellent facility, not every one can get to it. Libraries have evolved over the years and should continue to evolve. The branch library system is critical for those in outlying centres. Branch libraries are so much more than just books. They are a meeting place, a place within walking distance for people (no transport costs), they are community hubs for quiet gatherings such as craft and book clubs and they place an important , safe meeting place for 'soft' social interaction. The JP service is a good example of this. I love that my rates support branch libraries. They are a WCC treasure.

Q8. **If you would like to upload a submission, please upload it here** — not answered

Q9. **Are you happy to have your name made available against your comment and/or submission in a publicly-available Council report?** — Yes



Respondent No: 19
Login: [redacted]
Email: [redacted]

Responded At: Jul 22, 2024 15:13:12 pm
Last Seen: Jul 22, 2024 05:10:04 am
IP Address: [redacted]

Q1. **Please let us know your first and last name** — Sonal Bhalla

Q2. **Please let us know your suburb** — CASTLE COVE, NSW

Q3. **In what capacity are you providing this feedback?** — Resident

Q4. **Please let us know the name of the organisation** — not answered

Q5. **Please let us know your title in this organisation** — not answered

Q6. **Please let us know your level of support or otherwise for this Draft Library Strategy?** — Partially support

Q7. **Please provide any comments you would like to make on this issue**

Please leave all the branch libraries open and increase hours of castle cove library. Having regular and frequent access will increase the attendance. Many thanks

Q8. **If you would like to upload a submission, please upload it here** — not answered

Q9. **Are you happy to have your name made available against your comment and/or submission in a publicly-available Council report?** — Yes

Respondent No:	20	**Responded At:**	Jul 22, 2024 15:22:17 pm
Login:		**Last Seen:**	Jul 22, 2024 05:18:52 am
Email:		**IP Address:**	

Q1.	**Please let us know your first and last name**	
Q2.	**Please let us know your suburb**	CASTLE COVE, NSW
Q3.	**In what capacity are you providing this feedback?**	Resident
Q4.	**Please let us know the name of the organisation**	not answered
Q5.	**Please let us know your title in this organisation**	not answered
Q6.	**Please let us know your level of support or otherwise for this Draft Library Strategy?**	Neutral

Q7. **Please provide any comments you would like to make on this issue**

I fully support the retention of the small libraries such as Castle Cove which I use frequently.I believe it should be open for more hours not closed down.

Q8.	**If you would like to upload a submission, please upload it here**	not answered
Q9.	**Are you happy to have your name made available against your comment and/or submission in a publicly-available Council report?**	No

Respondent No: 21
Login:
Email:

Responded At: Jul 22, 2024 20:10:20 pm
Last Seen: Jul 22, 2024 08:48:39 am
IP Address:

Q1. **Please let us know your first and last name** — Jane Cozens

Q2. **Please let us know your suburb** — ARTARMON, NSW

Q3. **In what capacity are you providing this feedback?** — Resident

Q4. **Please let us know the name of the organisation** — not answered

Q5. **Please let us know your title in this organisation** — not answered

Q6. **Please let us know your level of support or otherwise for this Draft Library Strategy?** — Partially support

Q7. **Please provide any comments you would like to make on this issue**

As a resident for 25 years and a recently retired staff member of the library, I fully support the importance of the library service for the people of Willoughby, and I especially support the importance of the branch libraries. Willoughby has a diverse population and the suburbs are very different from the business district of Chatswood. This can be seen through the branch libraries which definitely have a different "feel" and purpose from the central library. Not being near commercial areas and secondary and tertiary education facilities, the branch library users tend to be younger (0-12 year olds) and older members. I have seen the importance of a small community library and what the personal service from staff and the feeling of connection and support it gives to the community, they are something very special and cannot be measured in monetary terms. I agree that there are some under-utilised branch libraries and therefore a fewer number of branch libraries should be given more support from the main library to help increase activities and services to these communities and add to this important social connection.

Q8. **If you would like to upload a submission, please upload it here** — not answered

Q9. **Are you happy to have your name made available against your comment and/or submission in a publicly-available Council report?** — Yes

Respondent No: 22
Login:
Email:

Responded At: Jul 22, 2024 22:09:09 pm
Last Seen: Jul 22, 2024 11:46:48 am
IP Address:

Q1. **Please let us know your first and last name** — Robert Katz

Q2. **Please let us know your suburb** — LANE COVE NORTH, NSW

Q3. **In what capacity are you providing this feedback?** — Resident

Q4. **Please let us know the name of the organisation** — not answered

Q5. **Please let us know your title in this organisation** — not answered

Q6. **Please let us know your level of support or otherwise for this Draft Library Strategy?** — Fully support

Q7. **Please provide any comments you would like to make on this issue**

I love libraries and a member, borrower and user of a few. I love the growth, designs, content and presented opportunities. Libraries are communities builder, gatherers and connection hubs. My concerns are that some library, specifically the West Chatswood and Artarmon libraries, although most pleased in their construction and presence, are/were catering mainly for your children and parents able to attend rather restricted hours. What the council failed to notice is that the area where the libraries initially constructed, have since experience an exponential population growth. This growth also require the Libraries growth and extending opening hours, similar to the Chatswood library. I cannot see a reason why libraries cannot cater for all aged, rather than 0-4, 5-10 and youth only as these 2 mentioned libraries. One closer to a retirement village and a nursing home, surely this fact can incorporate for an older visitors landscape. Include art projects & activities for all such as painting, drawing ect for all ages. Open them,, invite residents and they will come. Librarians and educators workforce will increase, thus the suburb's community's well being and creativity.

Q8. **If you would like to upload a submission, please upload it here** — not answered

Q9. **Are you happy to have your name made available against your comment and/or submission in a publicly-available Council report?** — Yes

12.18 GRANTS FOR THE COMMUNITY PROGRAM 2024/25 APPLICATIONS - JUNE & JULY

ATTACHMENTS:	**NONE**
RESPONSIBLE OFFICER:	**LINDA PERRINE, COMMUNITY CULTURE & LEISURE DIRECTOR**
AUTHOR:	**TRACEY WALKER, COMMUNITY PROJECTS OFFICER**
CITY STRATEGY OUTCOME:	**5.4 ANTICIPATE AND RESPOND TO CHANGING COMMUNITY AND CUSTOMER NEEDS.**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

To seek Council endorsement for the distribution of funds under the Grants for the Community Program for the 2024/25 financial year.

2. OFFICERS RECOMMENDATION

That Council:

1. **Endorse the distribution of funds through the 2024/25 Grants for the Community Program - Category 1 as follows:**
   a. **PlantingSeeds Projects $7,500**
   b. **Epilepsy Action Australia $4,000**
   c. **Maumi.AI PTY LTD $7,000**
2. **Note the distribution of grant funds through the 2024/25 Grants for the Community Program – Category 2 - Local Performing Arts Groups Subsidy, endorsed by Council at the 12 April 2021 meeting:**
   a. **Willoughby Symphony Choir $20,000**
   b. **Willoughby Theatre Company $20,000**

3. BACKGROUND

The Grants for the Community Program was adopted by Council in June 2021 and provides grants of up to $7,500.

Applications for the Program can be submitted at any time of year. Recommended applications are tabled at Council Meetings each month (or as required) for endorsement.

This report details the recommended applicants received in June & July 2024 for Category 1 - Grants for the Community and Category 2 – Local Performing Arts Subsidies

4. DISCUSSION

The Grants for the Community Program has an annual budget of $167,550. Council to date has endorsed $7,500 for distribution in the 2024/25 financial year.

4.1 Category 1 - Grants for the Community Program

This funding provides grants of up to $7,500 to not for profit and sporting organisations, individuals, small businesses, social enterprises and performing arts organisations operating in the Willoughby Local Government Area (LGA).

Applicants must;

1. Be a not for profit, incorporated group or group with an auspice by an incorporated body. Profit making organisations may apply within the Green or Prosperous and Vibrant grant streams.
2. Be a community sporting group or individual athlete (Liveable grant stream only)
3. Offer services to residents in the Willoughby LGA
4. Meet the grant eligibility criteria
5. Demonstrate in your application the ability to successfully deliver the project
6. Demonstrate in your application how the project aligns with at least one of Council's CSP priorities
7. Only submit one application per applicant per year
8. Have current Public Liability Insurance ($10 million)

Applications for June 2024

Council received four applications during June 2024. Applications were received from:

- PlantingSeeds Projects
- Epilepsy Action Australia
- Sydney Eisteddfod
- Maumi.AI ANZ PTY LTD

These applications were submitted under Category 1 of the Grants for the Community Program. This category provides grants to not for profit and sporting organisations, individuals, artists, small businesses, social enterprises and performing arts organisations operating in the Willoughby LGA.

Assessment of the applications is detailed below.

Assessment

Full funding is recommended for two applicants, PlantingSeeds Projects and Maumi.AI ANZ PTY LTD. The recommended applicants are detailed in Figure 1.

Total amount being sought: $14,500
Officer recommendation: $14,500

Figure 1 - Category 1: Grants for the Community Applicants June – Full funding recommended

APPLICANT	MEETS CRITERIA	AMOUNT REQUESTED	AMOUNT RECOMMENDED	PROJECT OUTLINE	COMMENTS
PlantingSeeds Projects	Yes	$7,500	$7,500	Develop the Willoughby B&B Highway initiative - Bed and Breakfasts for Birds, Bees and Biodiversity.	This application aligns with Councils CSP outcome 2: *A City that is green* and the following priorities:

APPLICANT	MEETS CRITERIA	AMOUNT REQUESTED	AMOUNT RECOMMENDED	PROJECT OUTLINE	COMMENTS
				The community regenerative corridor project responds to critical research showing we are losing pollinators and that these important species can be helped in urban areas by planting with biodiversity needs in mind. The goal is to extend regenerative pollinator corridors in the Willoughby area through implementations at 3 local schools with education and skills building enhancing the plantings and habitats installed.	1.1 Create and enhance green spaces, urban tree canopy cover and greening. 1.2 Promote sustainable lifestyles and practices. 1.3 Enhance, protect and respect waterways, bushland, wildlife and ecological systems.
Maumi.AI ANZ PTY LTD	Yes	$7,000	$7,000	The project aims to enhance AI awareness among Small to Medium Business (SMB) owners in Willoughby through seminars and informational campaigns, showcasing AI's potential to optimise operations, improve decision-making, and provide	This application aligns with Councils CSP outcome 4: *A City that is prosperous and vibrant and the following priorities:* 4.1 Facilitate the development of all businesses. 4.5 Diversify our economy including creative and innovative industries. It aligns with existing

APPLICANT	MEETS CRITERIA	AMOUNT REQUESTED	AMOUNT RECOMMENDED	PROJECT OUTLINE	COMMENTS
				competitive advantages.	workshops and business events currently undertaken by Council direct by providing skills in new business areas.
Total		**$14,500**	**$14,500**		

Partial funding is recommended for one applicant, Epilepsy Action Australia. The recommended applicant is detailed in Figure 2.

Total amount being sought: $7,500
Officer recommendation: $4,000

Partial funding is recommended for Epilepsy Action Australia as they are a national service who receive funding from other sources. However, given the current number of residents living with epilepsy in the Willoughby LGA supported by this service (100) and the estimated number who will receive support over the lifetime of the project (500) it is recommended that they receive part funding. In addition, the project meets CSP priority 2 - A City that is Connected and Inclusive - promotes accessible services, including digital services. Also meets the sub plan - Disability Inclusion Action Plan - Build Capacity.

Figure 2 - Category 1: Grants for the Community Applicants June – Partial funding recommended

APPLICANT	MEETS CRITERIA	AMOUNT REQUESTED	AMOUNT RECOMMENDED	PROJECT OUTLINE	COMMENTS
Epilepsy Action Australia	Yes	$7,500	$4,000	Project to purchase 10 laptops replacing outdated IT infrastructure over 6 years old, allowing Epilepsy Action Australia to undertake essential IT upgrades. This will enable provision of a more rapid, effective response from Registered Nurses to meet the epilepsy information and support needs	This application aligns with Councils CSP outcome 2: *A City that is connected, inclusive and resilient* and the following priorities: 2.3 Celebrate and encourage our diversity. 2.5 Create neighbourhoods that connect people from all types of households and families. 2.6 Foster a digitally enabled community.

APPLICANT	MEETS CRITERIA	AMOUNT REQUESTED	AMOUNT RECOMMENDED	PROJECT OUTLINE	COMMENTS
				of the estimated 750 Willoughby LGA residents with epilepsy, ensuring they can access quality community services.	2.7 Promote accessible services and facilities for the community.
		$7,500	**$4,000**		

Funding is not recommended for one applicant, Sydney Eisteddfod. Officers have liaised with the applicant to provide feedback on this application and guidance for future applications. The application is detailed in Figure 3 and details the reasons for not recommending funding.

Figure 3 - Category 1: Grants for the Community Applicants June – Funding not recommended

APPLICANT	MEETS CRITERIA	AMOUNT REQUESTED	AMOUNT RECOMMENDED	PROJECT OUTLINE	COMMENTS
Sydney Eisteddfod	No	$6,000	$0	Sydney Eisteddfod creates a festival of performing arts in the heart of Chatswood. For 7 weeks in June and July and then again in September, Sydney Eisteddfod brings 1000s of school children, both primary and secondary, teachers, 100s of individual performing artists and professional musicians, adjudicators and comperes to the	The grant application has been evaluated against the guidelines, and it is deemed ineligible due to the following reasons: 1. Projects that have been funded by Council for three consecutive years running • Council has funded the Sydney Eisteddfod $6000 in the 2023/24 financial year, $6000 in the 2022/23 financial year and $5500 in the 2021/22

APPLICANT	MEETS CRITERIA	AMOUNT REQUESTED	AMOUNT RECOMMENDED	PROJECT OUTLINE	COMMENTS
				Concourse and the Zenith Theatre.	financial year. 1. Applicants that are already receiving considerable in kind assistance from Council. For example, free or discounted venue hire over $10,000 per annum. • Sydney Eisteddfod has hired the Willoughby Symphony Orchestra in 2023 and 2024 at significantly discounted rates. • Sydney Eisteddfod has had $13, 953.04 worth of concessional hire subsidies in 2023 and 2024.
		$6,000	**$0**		

4.2 Category 2 - Local Performing Arts Subsidies
Council provides recurrent financial support to well established performing arts organisations with an ongoing role in the development of performing arts locally and that have an ongoing schedule of events at The Concourse or Zenith Theatre and other venues as detailed in the funding agreements. This subsidy is awarded annually and is supported by a Memorandum of Understanding with each group.

The program aims to heighten the profile of community performance groups, as well as The Concourse and Zenith Theatre as performing arts facilities.

Applicants must;

1. Demonstrate value to both the Willoughby community and Willoughby City Council through the provision of high-quality live art, entertainment or cultural performances, civic ceremonies, conferences/tradeshows or exhibitions.
2. Involve participation and audience from local residents.
3. Include local support either financial or in kind.
4. Show evidence that the proposed activity is well planned, including a marketing plan to attract the target audience.

Preference is given when organisations/performances:

- Celebrate and encourage our diversity
- Activate local spaces in creative ways
- Respect and celebrate our history and heritage sites
- Promote accessible services for the community

This funding program offers ongoing financial support for established local performing arts organisations. Funding is which will be determined based on a mutually agreed Funding Agreement between Council and the recipient. The Council conducted a comprehensive evaluation of these arrangements in 2020 as part of the Grants for the Community Program review. Another assessment of the Grants for the Community Program is scheduled for late 2024, and its findings and recommendations will be presented to the Council for consideration.

Applications for July 2024

Council received two applications* in July 2024 from:

- Willoughby Symphony Choir
- Willoughby Theatre Company

(*Willoughby Band application had not been received at the time of this report)

Assessment

Full funding is recommended for two applications. The recommended applications are detailed in Figure 4.

Willoughby Symphony Choir $20,000
Willoughby Theatre Company $20,000

Figure 4 - Category 2: Local Performing Arts Subsidies Applicants July – Full funding recommended

APPLICANT	MEETS CRITERIA	AMOUNT REQUESTED	AMOUNT RECOMMENDED	PROJECT OUTLINE	COMMENTS
Willoughby Symphony Choir	Yes	$20,000	$20,000	Haydn's The Creation concert at The Concourse	Willoughby Symphony Choir was granted $20,000 in funding for both the 2022/23 and 2023/24 financial years. This funding was used to produce the Handles' Messiah concert in November 2022 and the Sacred & Profane Choral concert in May 2023.

APPLICANT	MEETS CRITERIA	AMOUNT REQUESTED	AMOUNT RECOMMENDED	PROJECT OUTLINE	COMMENTS
					Council also granted the Symphony Category D - 100% concessional hire for the use of the Joe Ciantar studio to the value of $4810 discount.
Willoughby Theatre Company	Yes	$20,000	$20,000	Show production costs & set investment for two large-scale musical theatre productions in 2024-25. This includes a 3-week season of Singing in the Rain in October 2024 and another production in May 2025. WTC will also mount a 2nd musical in Oct 25 and a Cabaret in the new Lounge venue.	Willoughby Theatre Company was granted $10,000 in funding for both the 2022/23 and 2023/24 financial periods. This funding was used for multiple theatre shows with audience numbers sitting at approximately 11,000 per year. Willoughby Theatre Company does not receive any concessional hire. Willoughby Theatre Company have increased their requested funding to $20,000 for the 24/25 FY. Council officers support this increase due to the number of productions the company is produces each year and will be funded under the Concourse Performing Arts Subsidy budget stream.
		$40,000	**$40,000**		

5. RISKS AND OPPORTUNITIES

The level of risk associated with the contents of this report is low, under Council's *Risk Management Framework*.

6. CONCLUSION

The Grants for the Community Program allows Willoughby City Council to recognise and support the vital contribution of our local community groups, performing arts groups, sporting organisations, businesses and social enterprises in developing and delivering projects that build social, cultural, economic and environmental life of the Willoughby LGA.

The report recommends three Grants for the Community applications, and two Local Performing Arts Subsidies applications receive funding to the value of $58,500.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.4 Anticipate and respond to changing community and customer needs.
Business Plan Objectives, Outcomes / Services	The recommendations of this report support the Community Life Business Plan outcome to support community organisations to improve their ability to plan and deliver appropriate and accessible services to the community.
Policy	The application meets the eligibility requirements of the *Grants for the Community Program*.
Consultation	Eligible organisations, businesses and individuals are advised of the funding round.
Risk	The level of risk associated with the contents of this report is low, under Council's *Risk Management Framework*.
Resource	Managed with existing resources.
Legal	The distribution of grants funds recommended in this report meets legal requirements under for the provision of financial assistance of the *Local Government Act 1993, Section 356*.
Legislation	*Local Government Act 1993, Section 356.*
Budget/Financial	The report recommends three Grants for the Community applications, and two Local Performing Arts Subsidies applications receive funding to the value of $58,500. If endorsed, $101,500 will remain in the Grants for the Community Program budget for the remainder of the 2024/25 financial year. The recommended funding amount in this report is allocated within the 2024/25 operational budget.

12.19 CONCESSIONAL HIRE - CATEGORY D REPORT (JANUARY - JUNE 2024)

ATTACHMENTS:	**NONE**
RESPONSIBLE OFFICER:	**LINDA PERRINE, COMMUNITY CULTURE & LEISURE DIRECTOR**
AUTHOR:	**TRACEY WALKER, COMMUNITY PROJECTS OFFICER**
CITY STRATEGY OUTCOME:	**2.7 PROMOTE ACCESSIBLE SERVICES AND FACILITIES FOR THE COMMUNITY.**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

For Council to note the applicants approved for 25% (Category B), 50% (Category C) and 100% (Category D) out of term concessional hire for January 2024 through to June 2024, in accordance with Council's Community Facilities Hire Policy.

2. OFFICERS RECOMMENDATION

That Council note the following applicants approved for out of term concessional hire for January 2024 through to June 2024, in accordance with *Council's Community Facilities Hire Policy*. Total concessions valued at $72,652.75.

Category D – 100% concession	
• **Lifeline Harbour to Hawkesbury Sydney**	**$10,830**
• **KYDS Youth Development Services Incorporated**	**$8,280**
• **Sydney Metropolitan Wildlife Services Inc**	**$5,256**
• **Willoughby Japanese Playgroup**	**$4,080**
• **Rotary Club of Northbridge Inc**	**$997**
• **North Shore Sydney Multiple Birth Association**	**$890**
• **Fair Fight Foundation Ltd**	**$794**
Total - Category D 100% Concession	**$31,127**
Category C – 50% concession	
• **Stage Artz Theatre Company**	**$15,000**
• **CanCare Centre Incorporated**	**$4,800**

• **Vintage Fitness and Health**	**$1,632**
• **Chatswood Rangers Sports Club**	**$687**
• **Probus South Pacific**	**$286**
Total - Category C - 50% Concession	**$22,405**
Category B – 25% concession	
• **Armenian General Benevolent Union**	**$9,720**
• **Mosman Physical Culture Club Inc**	**$2,220.25**
• **Australasian Art & Stageworks Inc.**	**$2,000**
• **Armenian Evangelical Church of Sydney**	**$2,000**
• **Hamazkaine Noubar Khatchadourian Theatre Group**	**$1,750**
• **Chatswood Premier Sports Club**	**$1,332**
• **Uniting**	**$98.50**
Total - Category B - 25% Concession	**$19,120.75**
Total Cost of Concessions	**$72,652.75**

3. BACKGROUND

Council's *Community Facilities Hire Policy 2023* outlines that Council conducts a biennial Registration of Interest (ROI) for hirers eligible to apply for a concessional rate of hire on a regular/semi regular basis. The ROI process creates administrative efficiencies for Council by reducing the need for regular hirers to apply for a concessional rate of hire for each occasion of use. Single use and out of term applications are processed by officers as they arise and approved by the General Manager under delegation in accordance with the policy. Out of term applications approved under delegation are reported to Council bi-annually.

Three concession rates are available:

- Category B: Community Not for Profit Organizations/Charities (funded) – 25% discount on hire fees
- Category C: Not for Profit Community Organizations/Interest Groups/Charities (limited funding) - 50% discount on hire fees
- Category D: Full Concession – 100% discount on hire fees

Concessions are allocated to applicants based on their focus on the local community needs and interests, their capacity to generate income, the purpose for which facilities are hired and their connection to the Local Government Area (LGA). Concessions are allocated to applicants based on the eligibility criteria specified within the Policy.

Category D (100% discount) applies only to non-funded, unincorporated small self-help community groups with no opportunity to attract financial support from either the public or private sector, and have a limited capacity to pay for venue hire. Council recognises all Progress Associations as Category D applicants.

Organisations can apply for concessional hire of community facilities outside the formal 2 year ROI process. These are called “out of term applications”, are assessed using the same criteria and are valid until the close of the existing ROI period.

4. DISCUSSION

Council received nineteen out of term applications during the six-month period between January 2024 and June 2024 for the 2024 & 2025 ROI program. Of these, seven were approved for Category D, five for Category C, and seven for Category B when assessed against the criteria.

Applications for Category D have been assessed by Council Officers and reviewed and approved by the General Manager. A summary of Category D applications is listed at Figure 1.

Figure 1 - Approved Concessional Applications – January – June 2024
Category D – 100% Concession

Applicant	Estimated cost of hire over one year - Category A - Full fees	Estimated cost of the concession over one year	Council facility for concessional hire	Activity description
Lifeline Harbour to Hawkesbury Sydney	$10,830	$10,830	Dougherty Community Centre	Lifeline Connect is a FREE early intervention non-clinical mental health service. Lifeline Connect provides crisis supporters in person so the community can access the services when and where they need it the most.
KYDS Youth Development Services Incorporated	$8,280	$8,280	Chatswood Youth Centre	KYDS overall purpose and founding vision is to address increasing rates of anxiety, depression, self-harm and suicide amongst local young people through the provision of barrier free mental health support, tailored to their specific needs and with a focus on the 12 to 18yr age group.
Sydney Metropolitan Wildlife Services Inc	$5,256	$5,256	Bales Park Pavilion	Training provided by skilled possum carers within our organisation to teach new skills to the organisation's volunteer Ringtail and Brushtail Possum carers.

Applicant	Estimated cost of hire over one year - Category A - Full fees	Estimated cost of the concession over one year	Council facility for concessional hire	Activity description
Willoughby Japanese Playgroup	$4,080	$4,080	Bales Park Pavilion	Willoughby Japanese playgroup meet and have activities in Japanese for families which have children age between 0 to 6 years old.
Rotary Club of Northbridge Inc	$997	$997	Open Space Sports Grounds	The Northbridge Rotary Annual Fireworks is a major community event held at the Oval and enjoyed by around 4,000 residents of Willoughby.
North Shore Sydney Multiple Birth Association	$890	$890	Artarmon Kids Cottage	Quarterly family social to bring out families together for support, education and experiences. This includes playdates for 0-5yos twins, triplets or higher order multiples. Also host seminars on sleeping & settling, feeding, development and parenting.
Fair Fight Foundation Ltd	$794	$794	Zenith Theatre and Convention Centre	The Supertee, a superhero-inspired medical garment for kids facing life-threatening conditions, facilitates access to crucial body areas and medical equipment. Project for assembling care packs with engaging items.
Total	**$31,127**	**$31,127**		

Applications for Categories B & C are assessed by Council Officers and reviewed and approved by the Community Life Manager and the Community, Culture and Leisure Director. A summary of applications by Category is listed at Figure 2.

Figure 2 - Approved Concessional Applications – January – June 2024
Category C – 50% Concession

Applicant	Estimated cost of hire over one year Category A - Full fees	Estimated cost of the concession over one year	Council facility for concessional hire	Activity description
Stage Artz Theatre Company	$30,000	$15,000	Zenith Theatre and Convention Centre	Performance of Monty Python's SPAMALOT, the outrageous musical comedy lovingly ripped off from the film classic "Monty Python & the Holy Grail," tells of King Arthur and his knights and their quest for the Holy Grail.
CanCare Centre Incorporated	$9,600	$4,800	Zenith Theatre and Convention Centre	Musical, drama & sharing by Dr Jackie Chan and medical practitioners. To provide support & encouragement to cancer patients/carers and the community of how to cope with ups & downs and for love and reconciliation of tragedy, pain and conflict and to make our life more meaningful and enriching.
Vintage Fitness and Health	$3,264	$1,632	Dougherty Community Centre	Older adult exercise and balance program.
Chatswood Rangers Sports Club	$1,374	$687	Dougherty Community Centre	The Annual Trivia Night is one of the Club's main fundraising events for the year. Held the same event in 2023 at the Dougherty Centre.
Probus South Pacific	$572	$286	Dougherty Community Centre	Hosting an information day in May 2024. The Probus Club members are active seniors in the Willoughby community.
Total	**$44,810**	**$22,405**		

Category B - 25% Concession

Applicant	Estimated cost of hire over one year Category A - Full fees	Estimated cost of concession over one year	Council facility for concessional hire	Activity description
Armenian General Benevolent Union	$12,960	$9,720	Dougherty Community Centre	Tamzara Dance is an Armenian Multicultural Dance Group celebrating Armenian heritage through traditional and contemporary dance. They are a dance group that engages with and supports local cultural communities by performing at community events, promoting cultural inclusive understanding and unity.
Mosman Physical Culture Club Inc	$8,881	$2,220.25	Willoughby Park Art and Recreation Centre	Physical Culture (Physie) classes for girls from 3 years to 12 years. 'Physie' is a dance sport.
Australasian Art & Stageworks Inc.	$8,000	$2,000	Zenith Theatre and Convention Centre	To celebrate the upcoming Lunar Year of The Dragon. The project is to produce a multicultural entertainment event.
Armenian Evangelical Church of Sydney	$8,000	$2,000	Zenith Theatre and Convention Centre	Theatrical Play - theme of the play is family oriented and culturally enriching. They will serve to link the new generation with their history and traditions. They represent migrating families, and their challenges to assimilate in a new country and its culture.
Hamazkaine Noubar Khatchadourian Theatre Group	$7,000	$1,750	Zenith Theatre and Convention Centre	Presentation of a comedy play to entertain the community.
Chatswood Premier Sports Club	$5,328	$1,332	Dougherty Community Centre	Zumba class every Saturday starting 8 June 2024.
Uniting	$394	$98.50	Chatswood Library Meeting Room	Author talk. The author has written a book about caring for someone with

Applicant	Estimated cost of hire over one year Category A - Full fees	Estimated cost of concession over one year	Council facility for concessional hire	Activity description
				a mental illness and will be speaking to Carers.
Total	**$50,563**	**$19,120.75**		

Figure 3 provides a summary of the total annual value of Out of Term concessional hire by category for the 6-month period from January 2024 – June 2024.

Figure 3 - Summary of Out of Term concessional hire for the 6 month period from January 2024 – June 2024

Item	Value ($)
Total commercial value of Out of Term applications	126,500
Concession Recommended	
Category B	(19,120.75)
Category C	(22,405.00)
Category D	(31,127.00)
Total Concessional Value	**(72,652.75)**
Adjusted annual income (concession applied)	**53,847.25**

The concessions detailed in Figure 3 represent a 57% discount on the full rate of hire prescribed by Council's fees and charges. Council's operational budget discounts the value of concessional hire income based on historical data for each facility.

5. RISKS AND OPPORTUNITIES

The level of risk associated with the contents of this report is low, with moderate consequences under Council's Risk Management Framework.

6. CONCLUSION

The provision of Council venues to the community plays a vital role in fulfilling Willoughby City Council's commitment to meeting the diverse needs of our community, encompassing sports, recreation, health, and wellbeing activities.

The report outlines the nineteen out of term applications received during the 6-month period between January 2024 – June 2024 and their approved concessional categories.

Through the categorization of hirers, the Council can effectively cater to a wide range of community needs and interests within our facilities. This approach ensures transparency and accountability in determining the appropriate rates at which hirers are charged.

Through the application of the Community Facilities Hire Policy, Council efficiently facilitates community access for a mix of welfare, social, cultural, recreational, and community user groups.

7. IMPLICATIONS COMMENT

City Strategy Outcome	2.7 Promote accessible services and facilities for the community.
Business Plan Objectives, Outcomes / Services	The concessional hire applications listed in this report accord with the objectives of the Community Life Unit Business Plan.
Policy	This matter relates to the *Community Facilities Hire Policy.*
Consultation	Council conducts a biennial Registration of Interest (ROI) for regular hirers of Council facilities who are eligible for a concessional rate of hire. Organisations can apply for concessional hire of community facilities outside the formal 2-year ROI process, these are called “Out of Term Applications”.
Risk	The level of risk associated with the contents of this report is low, with moderate consequences under Council’s Risk Management Framework.
Resource	The recommendations of this report are resourced within Council’s Operational Plan.
Legal	All facilities identified in the policy have Hire Agreement Terms and Conditions which are consistent with development consent, plan of management for community land (if applicable) and operational requirements of the facility.
Legislation	*Local Government Act 1993*
Budget/Financial	Council’s operational budget reflects the concessional hire based on estimates of historical data for each community facility.

12.20 REQUEST FOR MEMORIAL PLAQUE - RUTH WOODLEY

ATTACHMENTS:	**NONE**
RESPONSIBLE OFFICER:	**LINDA PERRINE, COMMUNITY CULTURE & LEISURE DIRECTOR**
AUTHOR:	**STEPHEN ALDERTON, OPEN SPACE & RECREATION LEAD**
CITY STRATEGY OUTCOME:	**2.2 RESPECT AND CELEBRATE OUR INDIGENOUS AND NON-INDIGENOUS HISTORY AND HERITAGE.**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

To approve the request for the installation of a memorial plaque in Beauchamp Park in memory and recognition of the late Ruth Woodley.

2. OFFICERS RECOMMENDATION

That Council approve the request for the installation of a memorial plaque on an existing bench in Beauchamp Park in honour of the late Ruth Woodley.

3. BACKGROUND

Council's *Public Domain Memorial and Local Site Acknowledgement Policy* (2007) states that subject to Council approval, memorial plaques on park seats be permitted in public open space, provided the cost of the plaque and the seat be met by the proposer.

4. DISCUSSION

Council has received a request from Mr Ted Woodley, husband of long term resident Ruth Woodley, to install a memorial plaque within Beauchamp Park in the honour of his late wife. Ruth Woodley was a long term Willoughby resident, a dedicated volunteer to a number of local causes and the recipient of the Willoughby City Council 2009 Cultural and Community Building Award for her services to the aged care community. As there are a number of existing benches located within Beauchamp Park, the memorial plaque can be installed on an existing seat with plaque's cost met by the proposer. This request for a memorial seat and plaque complies with the policy.

5. RISKS AND OPPORTUNITIES

The level of risk associated with the contents of this report is low, under Council's *Risk Management Framework*. The memorial seat/bench will be maintained as part of Council's Asset Management program.

6. CONCLUSION

The request complies with Council's policy, has no direct financial implication for Council and will provide a place where the local community can visit, reflect and remember.

7. IMPLICATIONS COMMENT

City Strategy Outcome	2.2 Respect and celebrate our indigenous and non-indigenous history and heritage.
Business Plan Objectives, Outcomes / Services	The recommendations of this report support the Public Spaces and and Leisure Business Plan outcome to support a City that is connected and inclusive, active, healthy, creative and safe.
Policy	This matter relates to Council policy – *Public Domain Memorial and Local Site Acknowledgement Policy 2007*.
Consultation	There are no consultation implications applicable to this report.
Risk	The level of risk associated with the contents of this report is low, under Council's *Risk Management Framework*. The memorial seat/bench will be maintained as part of Council's Asset Management program.
Resource	The applicant will be providing the resources for the installation of the memorial seat/bench.
Legal	There are no legal implications applicable to this report.
Legislation	There are no legislation implications applicable to this report.
Budget/Financial	The applicant will be funding the purchase and installation of the memorial seat/bench.

12.21 RENAMING OF VIEW STREET RESERVE - OUTCOME OF COMMUNITY CONSULTATION

ATTACHMENTS:	**1. VIEW STREET RESERVE - COMMUNITY ENGAGEMENT OUTCOMES SUMMARY REPORT**
RESPONSIBLE OFFICER:	**LINDA PERRINE, COMMUNITY CULTURE & LEISURE DIRECTOR**
AUTHOR:	**STEPHEN ALDERTON, OPEN SPACE & RECREATION LEAD**
CITY STRATEGY OUTCOME:	**2.2 RESPECT AND CELEBRATE OUR INDIGENOUS AND NON-INDIGENOUS HISTORY AND HERITAGE.**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

To inform Council of the feedback from the public exhibition for the proposal to rename View Street Reserve to Jim McCredie Park after the late Jim McCredie.

2. OFFICERS RECOMMENDATION

That Council:

1. **Formally support the name suggestion of 'Jim McCredie Park' for Council's application to the Geographical Names Board of New South Wales for the renaming of View Street Reserve at 27 View Street, Chatswood.**

2. **Should the application to the Geographical Names Board be approved, that the General Manager be authorised to undertake the necessary tasks to reflect the change of the reserve name including replacement of park signage and updating of Council records, mapping and legislative documentation including Land Register and Plans of Management.**

3. BACKGROUND

At its meeting on 11 December 2023 Council resolved to:

1. In consultation with his family, undertake a community engagement process to assess the level of community support to re-name View St Reserve, Chatswood after the late Jim McCredie.

2. Report to Council on the outcome of this community engagement process, and if appropriate, seek approval from the Geographical Names Board for the name of the park to be changed.

This report discusses the results of the community engagement undertaken and seeks Council's approval to formally support an application to the Geographical Names Board of New South Wales to rename View Street Reserve to Jim McCredie Park.

4. DISCUSSION

The late Jim McCredie was a long-time resident of Chatswood West, community advocate and 2004 Willoughby Citizen of the Year who passed away on 19 October 2023. For over 30 years Jim held various positions with local community organisations including President of the Chatswood West Ward Progress Association and 19 years as a delegate to the Federation of Willoughby Progress Associations.

Community Engagement
Engagement with the community was undertaken from 27 May 2024 to 23 June 2024 and included:

- Notification letters to:
    - More than 120 property occupants surrounding View Street Reserve
    - Chatswood West Progress Association
    - Family of the late Jim McCredie
- Creation of a project page on Council's Have Your Say portal

A total of 69 HYS Submissions and four direct submissions were received during the exhibition period.

In total 83.6% of respondents supported the proposed renaming of View Street Reserve to "Jim McCredie Park" after the late Jim McCredie.

A detailed analysis on the feedback received throughout the engagement can be found in the Engagement Outcomes Report found in **Attachment 1**.

Future Considerations for Place Naming
The names given to places are important in conveying the significance of either the space or the name through a sense of history, identity and connection between people and a place. In New South Wales, the Department of Customer Service, Spatial Services and the Geographical Names Board (GNB) have the statutory responsibility to establish, update, preserve and publicise place naming in New South Wales which is in part achieved via the Geographical Names Board of NSW Place Naming Policy. This policy sets forth the policies and principles which guide the naming and renaming of all geographical names in New South Wales.

A key principle of Geographical Names Board of NSW Place Naming Policy is to encourage and promote the recognition of Aboriginal place names. This is reflected by Council through the Willoughby City Council Reflect Reconciliation Action Plan 2024-25 which identifies an action to consult the community regarding the use of Aboriginal and Torres Strait Islander language when naming local features, social and community infrastructure and events. Dependent on the outcomes of this consultation, giving consideration to the use of Aboriginal and Torres Strait Islander language for place naming in the first instance may be appropriate.

Under the Geographical Names Board of NSW Policy, the use of a commemorative name that recognises a person should only be considered where the person commemorated has made a significant contribution to the area of the proposed park or reserve with the following guidelines regarding association or contribution provided:

- Two or more terms of office on the governing local government council.
- Twenty or more years association with a local community group or service club.
- Twenty or more years of association or service with a local or state government or organisation.
- Action by an individual to protect, restore, enhance or maintain an area that produces substantial long term improvements for the community.

- The death of a person within a place is not solely to be considered sufficient justification for commemoration.
- Local residents of note.

When such a name is applied, the Geographical Names Board of NSW Policy identifies that it is to be given posthumously, at least one year after the decease of the person.

The proposal to rename View Street Reserve to Jim McCredie Park aligns to the use of a commemorative name guidelines provided within the Geographical Names Board of NSW Policy on the basis that any application to the Geographical Names board is submitted after 19 October 2024.

5. RISKS AND OPPORTUNITIES

The level of risk associated with the contents of this report is low, with moderate consequences under Council's *Risk Management Framework*.

6. CONCLUSION

The naming of a public place after a person who has contributed to public life in their lifetime is consistent with Council practice. This follows a Council history of identifying people within our community who have made a difference to our collective lives in making the City a better place to live.

The renaming of View Street Reserve after the late Jim McCredie meets the criteria set forth in the Geographical Names Board of NSW Place Naming Policy and appropriately acknowledges the contribution of Jim McCredie to the Willoughby community.

7. IMPLICATIONS COMMENT

City Strategy Outcome	2.2 Respect and celebrate our indigenous and non-indigenous history and heritage.
Business Plan Objectives, Outcomes / Services	The recommendations of this report support the Public Spaces and and Leisure Business Plan outcome to support a City that is connected and inclusive, active, healthy, creative and safe.
Policy	This matter relates to Council policy – *Public Domain Memorial and Local Site Acknowledgement Policy 2007*.
Consultation	Engagement with the community was undertaken as detailed in the discussion section of this report.
Risk	The level of risk associated with the contents of this report is low, with moderate consequences under Council's *Risk Management Framework*.
Resource	Community engagement was undertaken with existing staff resources. Submission of an application to the Geographical Names Board will be met utilising existing staff resources from Council's Open Space team.
Legal	There are no legal implications applicable to this report.
Legislation	There are no legislation implications applicable to this report.

Budget/Financial	The community engagement was undertaken within existing operational budgets. Any application to the Geographical Names Board seeking approval to rename View Street Reserve will be undertaken within the existing operational budget.

Community Engagement Outcomes Report

View Street Reserve: Proposed Renaming to Jim McCredie Park

July 2024

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Table of Contents

Executive Summary 3
Overview: What was the community engaged on? 4
Methodology 4
Stakeholders 4
Key Findings: What did the community say? 5
Outcomes and Recommendations 6
Attachment A: Marketing and Communications 7

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Executive Summary

View Street Reserve is located on View Street in Chatswood. It is a small local park (448m^2 in size) containing play equipment, picnic table, bench and landscaping.

The late Jim McCredie was a long-time Willoughby resident, community advocate, 2004 Willoughby Citizen of the Year and president of the Chatswood West Ward Progress Association for many years. Jim passed away on 19 October 2023.

On 11 December 2023, Willoughby City Council resolved:

> *"1. In consultation with his family, undertake a community engagement process to assess the level of community support to re-name View St Reserve, Chatswood after the late Jim McCredie.*
>
> *2. Report to Council on the outcome of this community engagement process, and if appropriate, seek approval from the Geographical Names Board for the name of the park to be changed."*

In response to the resolution, Council officers established contacted Mr McCredie's family. Subsequently, a community consultation was undertaken between Monday 27 May 2024 and Sunday 23 June 2024 (4 weeks in total).

This consultation was promoted to the Community via the Have Your Say webpage (373 page visits), stakeholder email, park signage and letterbox drop to surrounding local area.

Community feedback was collected via a short online survey on the Have Your Say webpage and written submissions. During the consultation period 73 submissions were received via online surveys (69 submission) and written/email (4 submissions).

Council officers have analysed the feedback provided with key results being:

- High level of support for the proposed name change (83.6% support).
- Low level of objection to the proposed name change (16.4% do not support).
- Main reasons cited for supporting proposed name change included:
    - Community contribution and local service (43 comments)
    - Recognition, tribute, remembrance and/or acknowledgement (27 comments)
    - Personal connection or attributes of Mr McCredie (11 comments)
    - Involvement in creation of Reserve (10 comments)
- Main reasons cited for not supporting the proposed name change included:
    - Out-of-date practice / Don't name parks after people (5 comments)
    - Alternative naming suggestions (5 comments)
    - Park identification / Public asset (2 comments)
    - No connection for future generations (2 comments)

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Overview: What was the community engaged on?

The purpose of this community engagement was to ***Inform***, ***Consult*** and ***Involve*** the community in the proposal to rename 'View Street Reserve' in Chatswood to 'Jim McCredie Park' after the late Jim McCredie.

The objective of this consultation was to obtain community feedback on the proposed park renaming. The results from this community engagement will reported to Council to inform whether application to the Geographic Names Board will be made to formally rename the Reserve to Jim McCredie Park.

Methodology

As this is a local matter concerning a local park, a simple localised community engagement plan was devised to ***Inform***, ***Consult*** and ***Involve*** the local community, progress association and family of the late Jim McCredie in this community engagement.

This consultation was promoted to the community via:

- **Online Engagement Portal:** The Have Your Say portal contained project information and the opportunity for stakeholders to provide feedback and comment on the proposal. The portal was open for feedback for 4 weeks, commencing on 27 May 2024 (373 page visits).
- **Stakeholder Email:** This communication was issued on 27 May 2024 and included the Chatswood West Progress Association and Mr McCredie's family.
- **Letterbox Drop:** This communication was issued on 27 May 2024 to the local surrounding area (120+ residents).
- **Park Signage:** Two A2 corflute signs displayed at the park entry points for the duration of the consultation to inform park users.

A short online survey collected community feedback on whether they supported the proposal to rename the park and their reason for their support or non-support. Some members of the community provided written submission via email/online.

Stakeholders

- The vast majority of respondents were from suburbs within the Willoughby local government area (89%).
- Most respondents were from either Chatswood (34.25%) and Chatswood West (30.14%).
- There was a mix of responses from different age groups and genders, although many respondents did not provide this information.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Key Findings: What did the community say?

Responses:

- **Online survey:** 69 online surveys commenced and completed.
- **Written submissions:** 4 written submissions (via email/Council website)
- **Total submission:** 73 submissions providing 111 comments.

Key Results:

- **83.6% Support** the proposed renaming from View Street Reserve to Jim McCredie Park (n = 61).
- **16.4% Do Not Support** the proposed renaming from View Street Reserve to Jim McCredie Park (n = 12).

Do you support the proposal to rename View Street Reserve to 'Jim McCredie Park'? (n = 73)

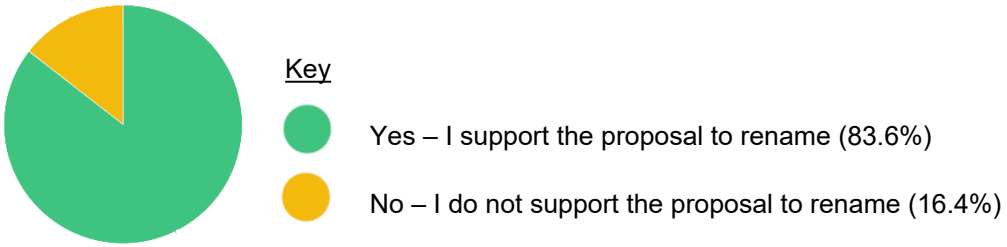


Image: Level of support data

Reasons cited in support of proposal to rename View Street Reserve to 'Jim McCredie Park' (n = 61) providing 95 comments.

Theme	No. of Comments
Community contribution and local service	43
Recognition, tribute, remembrance and/or acknowledgement	27
Personal connection / attributes of Mr McCredie	11
Involvement with creation of the Reserve	10
Other	4
Sub-total comments	**95**

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Reasons cited for not supporting proposal to rename View Street Reserve to 'Jim McCredie Park' (n = 12) providing 16 comments.

Theme	No. of Comments
Out-of-date practice / Don't name parks after people	5
Park identification / Public asset	2
No connection for future generation	2
Alternative suggestion – indigenous	2
Alternative suggestion – female	1
Alternative suggestion – different person	1
Alternative suggestion – animal or bird	1
Alternative suggestion – add park element for commemoration	1
Other	1
Sub-total comments	**16**

Outcomes and Recommendations

Outcomes:

From the respondents that participated in this community consultation, there was a high level of support (83.6%) for the proposed renaming of View Street Reserve to Jim McCredie Park. Although it should be noted there was some lower levels of community objection (16.4%) from residents who were not in favour of the proposed renaming of the Reserve.

Recommendations:

- As specified in the Council Resolution (11 December 2023), Council officers to prepare a report to Council tabling the outcomes of this community engagement (this Report) for consideration.
- Should Council resolve to rename View Street Reserve to Jim McCredie Park, Council officers to make application to the Geographical Names Board to request the Reserve name be formally changed to Jim McCredie Park.
- Should the application to the Geographical Names Board be approved, Council officers to do all the things necessary to reflect the changing of the Reserve name, including but not limited to:
  - Replace park signage.
  - Update Council records and mapping.
  - Update Council's legislative documentation (e.g. Land Register and Plans of Management).
- Contingent on the above, allocate staff resources and funding from the operational budget to rename View Street Reserve to Jim McCredie Park.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Attachments

Attachment A: Marketing and Communications



Images: Have Your Say park signage – View Street Reserve

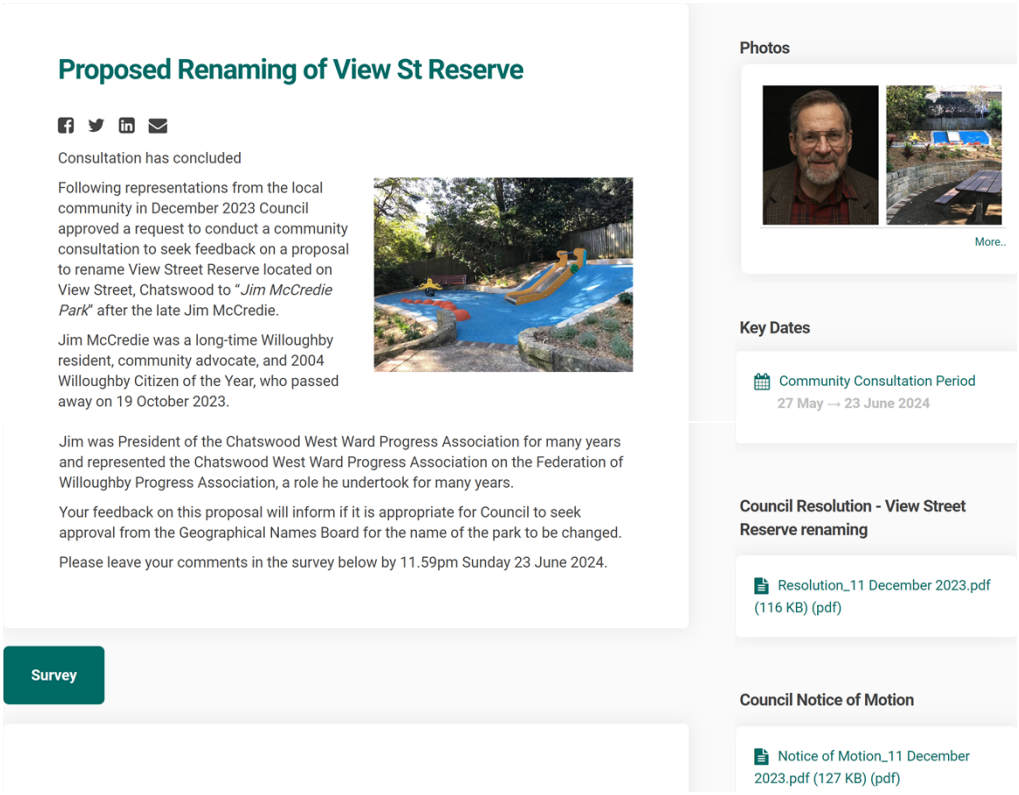


Image: Have Your Say online portal

From: Alderton, Stephen
Sent: Monday, 27 May 2024 2:31 PM
To: Chatswood West Ward Progress Association - Secretary
Subject: Consultation - Renaming of View St Reserve

Dear Diana,

I am reaching out as at its meeting held 11 December 2023, Council resolved to undertake a community consultation to assess the level of community support to rename View Street Reserve, Chatswood after the late Jim McCredie.

As I am sure you aware, Jim was a long-time Willoughby resident, 2004 Willoughby Citizen of the Year and a previous President of the Chatswood West Ward Progress Association.

We welcome feedback from the Progress Association on the proposed renaming and invite you to comment through Have Your Say or by email or letter by **11.59pm Sunday 23 June 2024.**

Please contact Council on 9777 1000 if you have any questions about this project.

Kind regards,
Stephen

Image: Have Your Say stakeholder email

12.22 AFFORDABLE HOUSING - STAGE 2 MIRVAC TRANSFER

ATTACHMENTS:	**1. VOLUNTARY PLANNING AGREEMENT ATTACHMENT**
RESPONSIBLE OFFICER:	**ALISON MURPHY, COMMUNITY LIFE MANAGER**
AUTHOR:	**JO MANION, AFFORDABLE HOUSING SPECIALIST**
CITY STRATEGY OUTCOME:	**3.7 PROMOTE HOUSING CHOICE AND AFFORDABILITY**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

For Council to provide delegation to the General Manager for the signing and affixing of Council's Seal on the documents required to transfer the second tranche MIRVAC units at Scott Street & Artarmon Road, Willoughby for affordable housing. The report also seeks approval to reclassify the land / Lots from community to operational land.

2. OFFICERS RECOMMENDATION

That Council:

1. **Council delegate authority to the General Manager to execute the transfer documents for Lots 3, 6,17 and 55, in SP 106904 and Lots 10,12, 28, 67, 68, 74, 102,108 and 109 in SP106638**

2. **That Lots 3, 6, 17 and 55, in SP 106904 and Lots 10,12, 28, 67, 68, 74, 102,108 and 109 in SP106638 be reclassified from community to operational Land.**

3. BACKGROUND

At its Council meeting of 20 June 2020, Council consented to the development of residential apartment buildings on the former Channel Nine site at Scott and Artarmon Road, Willoughby (DA 2020/136 and DA2020/137).

The development of this site has occurred in 2 Stages.

The first stage has been completed. At the Council meeting on 29 April 2024, Council resolved to:
1. Council delegate authority to the Mayor and CEO to execute the Transfer Documents for Lots 3, 6,17 and 55, in SP 106904 and Lots 10,12, 28, 67, 68, 74, 102,108 and 109 in SP106638
*2. That Lots 3, 6, 17 and 55, in SP 106904 and Lots 10,12, 28, 67, 68, 74, 102,108 and 109 in SP106638 be reclassified as Operational Land.*The second stage is now complete and the remaining 12 affordable housing units is ready to be transferred to Council.

A provision of development consent was for MIRVAC to enter into a Voluntary Planning Agreement (VPA) with Council **(Attachment 1).** This requires MIRVAC to transfer to Council

at no cost, affordable housing dwellings with a residential gross floor plan of at least 1,769 square metres. This has equated to 25 units in total with a mix of studio (1), one bedroom (15) , two bedroom (8) and three bedroom (1) units.

4. DISCUSSION

Stage 2 of the development is now complete and MIRVAC are ready to transfer the remaining 12 affordable housing units. The Lot numbers are 3, 6,17 and 55, in SP 106904 and Lots 10,12, 28, 67, 68, 74, 102,108 and 109 in SP106638.

Councils Community Housing provider, Echo Realty have inspected each unit to identify any defects and have coordinated rectification where required.

Legal documents required to execute the transfer of the units have been prepared by Council's Lawyers – Pikes & Verekers. These include the PEXA client authorisation, purchaser declarations and correspondence required for Revenue NSW.

The documents prepared will also enable the reclassification of the Lots (as above) from Community to Operational Land to allow for the appropriate ongoing governance and management of the units.

Council has a Management Agreement with Echo Realty to manage leasing arrangements for all of Councils affordable housing stock, which will include the additional MIRVAC units. Once the current tranche of units is transferred, the total stock of affordable housing units owned by Council will be 62.

5. RISKS AND OPPORTUNITIES

The level of risk associated with the contents of this reports are moderate under *Council's Risk Management Framework*.

6. CONCLUSION

Stage 2 of the MIRVAC development on the former Channel 9 site is now complete. It is proposed twelve affordable housing units to be transferred to Council for affordable housing. The report also seeks reclassification of the Lots from community to operational land to reflect their intended use by Council.

7. IMPLICATIONS COMMENT

City Strategy Outcome	3.7 Promote Housing Choice and Affordability
Business Plan Objectives, Outcomes / Services	Affordable Housing Policy
Policy	Affordable Housing Policy
Consultation	None
Risk	The level of risk associated with the contents of this reports are moderate under *Council's Risk Management Framework*. Council engages a Community Housing provider to manage the housing

	stock and tenant arrangements. This includes undertaking regular assessment of the units to ensure appropriate maintenance and assessment of tenant eligibility to ensure compliance with Councils policy.
Resource	NA
Legal	Council Lawyers, Pikes and Verekers have advised on all legal documentation required for the transfer of units and land reclassification.
Legislation	Complies with the *Local Government Act 1993*.
Budget/Financial	Nil financial impact. Income from affordable housing dwellings is allocated to Council's Affordable Housing Reserve to cover all outgoing expenses.

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REIMAGINING URBAN LIFE SINCE 1972

March 2023

By email: debra.just@willoughby.nsw.gov.au

Attention:
Ms Debra Just
Chief Executive Officer

Willoughby City Council
31 Victor Street
Chatswood NSW 2067

Dear Ms Just,

WITHOUT PREJUDICE OFFER & LETTER DEED
RE: CHANNEL 9 SITE – AFFORDABLE HOUSING COMMITMENTS INCLUDING UNDER VPA, CONCEPT DA, DA-2020/136 AND DA-2020/137.

We refer to:

(a) The Planning Agreement between Mirvac and Council dated 10 March 2021 which requires Mirvac to transfer to Council, free of charge, affordable housing dwellings with a residential gross floor area (GFA) of at least 1,769 sqm (**VPA**);

(b) Condition 5 and 133 of DA2020/136 (**Stage 1 DA**) which provides that Mirvac must transfer free of charge nine (9) affordable housing dwellings consisting of a mix of 1-bedroom, 2-bedroom and 3-bedroom units providing a total gross floor area of min. 936.4sqm within 2 months of the registration of the strata subdivision and within 6 months issue of an occupation certificate;

(c) Condition 5 and 128 of DA2020/137 (**Stage 2 DA**) which provides that Mirvac must transfer free of charge eight (8) affordable housing dwellings consisting of a mix of 1-bedroom, 2-bedroom and 3-bedroom units providing a total gross floor area of min. 832.5sqm within 2 months of the registration of the strata subdivision and within 6 months issue of an occupation certificate;

(d) Concept Plan Approval (MP_10_0198) as modified on 31 January 2019 (**CP Mod 2**) and 17 August 2020 (**CP Mod 4**) (**Concept DA**);

(e) Council's request that Mirvac increase the number of 1 and 2 bedroom apartments and decrease the number of 3 bedroom apartments, because the Council had identified 1 and 2 bedroom apartments as preferred from an affordable housing perspective (**Council Request**); and

(f) The subsequent without prejudice discussions between Mirvac and Council in relation to the composition, number and cumulative gross floor area of affordable housing to be provided by Mirvac in satisfaction of its obligations under the Stage 1 DA, Stage 2 DA, the VPA and the Concept DA (together **AH Commitments**) while also addressing the Council Request.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

DocuSign Envelope ID: 2BE538A6-B334-468E-AE62-9553E1D60D04

Council and Mirvac have differing opinions on the correct interpretation of the various documents in which the AH Commitments are contained, and which determine the required amount of affordable housing to be delivered by Mirvac. With a view to achieving a negotiated outcome which reflects the cost and risk of litigation, the parties have discussed, on a without prejudice basis, a resolution that represents a reasonable compromise.

The purpose of this letter deed is to communicate that without prejudice offer which once countersigned by Council will become a binding deed between Mirvac and Council.

Conditions of the Offer

1. This Offer is open for acceptance (by returning a signed copy of this letter) prior to 5pm on 10 March 2023 (**Offer Expiry Date**).

2. In satisfaction of the AH Commitments Mirvac agrees to transfer to Council free of charge the following apartments by the earlier of the date:
   (a) 2 months after registration of the strata subdivision plan for the relevant stage: and
   (b) 6 months after issue of an occupation certificate,
   (**Due Date**):

Stage	Building	Level	Apt. No.	Type	Cars	NSA
1	B	1	B102	1 Bed	0	55
1	B	2	B207	3 Bed	1	106
1	B	3	B309	Studio	0	42
1	E	2	E208	1 Bed	0	58
1	F	2	F202	1 Bed	0	54
1	F	2	F205	2 Bed	1	82
1	F	4	F402	1 Bed	0	54
1	G	2	G205	1 Bed	0	54
1	G	2	G206	1 Bed	0	56
1	G	3	G305	1 Bed	0	54
1	J	1	J106	1 Bed	0	55
1	J	2	J205	2 Bed	1	85
1	J	2	J206	1 Bed	0	55
2	C	3	C303	2 Bed	1	77
2	C	3	C305	1 Bed	0	54

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

DocuSign Envelope ID: 2BE538A6-B334-468E-AE62-9553E1D60D04

2	C	3	C307	1 Bed	0	54
2	C	4	C405	2 Bed	1	77
2	C	4	C406	1 Bed	0	54
2	D	3	D310	2 Bed	1	87
2	D	3	D311	1 Bed	0	51
2	D	4	D402	2 Bed	1	79
2	D	4	D411	1 Bed	0	51
2	D	5	D502	2 Bed	1	79
2	H	1	H108	1 Bed	0	56
2	H	1	H109	2 Bed	1	77
			25		**9**	**1,606**[1]

(together the **Offered AH Lots**).

(4) Council agrees:

(a) that the Offered AH Lots are in accordance with Mirvac's AH Commitment;

(b) to accept the transfer of the Offered AH Lots on or before the Due Date; and

(c) that upon transfer of the relevant Offered AH Lots to Council, Mirvac will have wholly satisfied the AH Commitment including fully complied with the conditions of consent that relate to affordable housing in the Stage 1 DA or Stage 2 DA (as the case may be).

(5) The parties acknowledge that the VPA is registered on title to the development site (being Folio Identifiers 10/1162507, 12/1162507, 13/6849, 1/327266 and 1/820327 as Dealing AR87341) (**Registered VPA**).

(6) The parties agree that despite any provision to the contrary in the VPA, Council will be entitled to maintain the Registered VPA on title to:|

(a) the Offered AH Lots; and

(b) the common property created on registration of the relevant strata plan (and Mirvac will have no right to the removal of the Registered VPA from title) until:

(i) in respect of the common property that relates to Stage 1, Mirvac has transferred to Council title to all of the apartments listed in Stage 1 in item 2 above; and

[1] Mirvac's position is that this equates to a GFA of 1,989 sqm.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

DocuSign Envelope ID: 2BE538A6-B334-468E-AE62-9553E1D60D04

(ii) in respect of the common property that relates to Stage 2, Mirvac has transferred to Council title to all of the apartments listed in Stage 2 in item 2 above.

Execution

This letter may be executed in any number of counterparts which, when taken together, will constitute one instrument.

The parties to this letter consent to this letter being signed by or on behalf of a party by an electronic signature. The parties acknowledge and agree that each electronic signature is to be treated as an original signature for all purposes and shall have the same force and effect as an original signature.

Yours sincerely

Stuart Penklis
CEO, Development – Residential, Commercial & Mixed Use

Executed as a Deed:

Executed by **Mirvac Residential (NSW) Developments Pty Ltd** ACN 609 513 135 in accordance with section 127 of the Corporations Act 2001 (Cth):

DocuSigned by:
Stuart Penklis
1E07F51AB1324DF...
Signature of Director

Stuart Penklis
Full Name

DocuSigned by:
4B27473261B542B...
Signature of Director/Secretary

TOBEN MICHAEL JAMES LONG
Full Name

Signed, sealed and delivered by **Willoughby City Council** by its duly Authorised Representatives:

THE COUNCIL OF THE CITY OF WILLOUGHBY

Signature of Authorised Representative

DEBRA KAY JUST
Full Name

CEO
Title

Signature of Authorised Representative

Full Name

Title

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

DocuSign Envelope ID: 2BE538A6-B334-468E-AE62-9553E1D60D04

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12.23 FINAL MINUTES OF THE ACCESS AND INCLUSION ADVISORY COMMITTEE MEETING DATED 18 JUNE 2024

ATTACHMENTS:	**1. FINAL MINUTES ACCESS AND INCLUSION ADVISORY COMMITTEE MEETING DATED 18 JUNE 2024**
RESPONSIBLE OFFICER:	**LINDA PERRINE, COMMUNITY CULTURE & LEISURE DIRECTOR**
AUTHOR:	**BUSHRA SALAM, GOVERNANCE ADMINISTRATION OFFICER**
CITY STRATEGY OUTCOME:	**5.1 BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO.**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

To present to Council for noting, the final minutes of the Access and Inclusion Advisory Committee meeting held on 18 June 2024.

2. OFFICERS RECOMMENDATION

That Council receive and note the final minutes of the meeting of the Access and Inclusion Advisory Committee held on 18 June 2024.

3. BACKGROUND

Advisory Committees provide independent, expert and impartial advice on the development and implementation on strategic priorities of Council. They consider reports and plans from Council officers and make recommendations to Council for consideration.

4. DISCUSSION

Standing item – Reconciliation Action Plan
Moved by Glenda and seconded by Wendy Norton the Committee unanimously passed the following recommendation that:

Motion:
"*that Council reports annually and publicly on delivery achievements of the RAP*."

Staff comment
Reports on the RAP are undertaken at six months and as part of the Annual Report. Further reporting not required.

I**nformal Working Group Update**
Community Venues and Services Team Leader advised preparations for Seniors Rights Services information session scheduled for 1 July 2024 have been completed. Wendy Norton thanked the Community Venues and Services Team Leader for providing a venue, creating the flyer and promoting the session across Council's social media platforms and

Aged Care networks.

Draft Volunteer Strategy
Community Projects Officer presented Draft Volunteer Strategy to the Committee.
The Committee members made the following observations:

1. The Strategy did not have a definition of Volunteers.
2. Committee enquired as to whether Access Committee members were deemed as volunteers.

Information on support of LGBTQIA+ communities
Community Projects Officer briefed the Committee on how Council supports LGBTQIA+ communities. One Committee member asked her if Council had planned activities for the upcoming Pride month and noted that all neighboring Councils around their LGA do events but not Willoughby City Council. Council Officer noted that Council had not. However, World Pride 2023 was hosted in Sydney which was celebrated across all LGAs.

Presentation by Council's new Open Space Team Lead
New Open Space Team Lead introduced himself and briefed the Committee about Council's Public Space Strategy which was adopted in March 2024.

5. RISKS AND OPPORTUNITIES

The risk is to not ensure transparency by providing Committee minutes (**Attachment 1**) to Council. The opportunity is for the Committee to provide independent, expert and impartial advice on the development and implementation of strategic priorities for Council.

6. CONCLUSION

These minutes do not bind Council to any additional resource commitment. It is recommended Council receive and note the approved minutes of the meeting of the Access and Inclusion Advisory Committee held on 18 June 2024.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.1 Be honest, transparent and accountable in all that we do.
Business Plan Objectives, Outcomes / Services	Advisory Committees are created for the sole purpose of providing independent, expert and impartial advice on the development and implementation of strategic priorities of Council.
Policy	Advisory Committees Policy 2022
Consultation	The draft minutes were circulated by email to the Access and Inclusion Advisory Committee on 02 July 2024 with comments closed on 05July 2024. The comments received have been included in the final draft.
Risk	The risk is to not ensure transparency by providing Committee minutes (**Attachment 1**) to Council.
Resource	There are no resourcing implications applicable to this report.
Legal	There are no legal implications applicable to this report.

Legislation	There are no legislation implications applicable to this report.
Budget/Financial	There are no budget implications applicable to this report.

Minutes

WILLOUGHBY CITY COUNCIL

Access and Inclusion Advisory Committee **Tuesday 18 June 2024**

Location:	Dougherty Community Centre and Zoom
Chair:	Glenda Hewitt
Attendees:	**Members:** Ella Gillis; Glenda Hewitt; Margaret Kay; Wendy Norton; Audrey Thomas; Helen Woodman **WCC Staff:** Ellen Miller (Community Venues and Services Team Leader); Stephen Alderton (Open Space Team Lead); Susan Chen (Community Projects Officer); Bushra Salam (Governance)
Apologies/absent:	**Members (apologies):** Suzanne Hartley Srishti Mahhajan Elisha Mangassarian (absent) Mark Tonga (absent) **Guests (apologies):** Mayor Tanya Taylor Councillor Anna Greco
Guests:	Open Space Team Lead Community Projects Officer
Attachments:	End of Term Report

Items

Item	Topic / Discussion	Action
1	**Welcome** The meeting was declared open at 4pm when the quorum was reached.	
	Acknowledgement of Country Governance Officer, acknowledged Country on behalf of Council.	
	Apologies Suzanne Hartley and Srishti Mahhajan **Absent** Elisha Mangassarian and Mark Tonga	
	Declarations of interest	

A link to the Disclosure of interest by Committee Members form was circulated with the Agenda.

Glenda Hewitt has declared a standing non-pecuniary less than significant interest as a Board Member of the Housing Connection.

Margaret Kay has declared a standing non-pecuniary less than significant interest as a Director of Yourside Australia, stating, "*there may be (in the future) a relationship between Yourside Australia and WCC. None known at present.*"

2 Appointment of Committee Chair

Nominations for Chair of the meeting:

- Wendy Norton nominated Glenda Hewitt.
- Margaret Kay seconded her nomination.
- No other nominations were received.
- The Committee voted the Chair of the meeting Glenda Hewitt.
- All in favour.

In accordance with Item 5.2 of the terms of Reference, the committee appointed Glenda Hewitt as the Chair for this meeting.

3 Confirmation of Previous Minutes – 16 April 2024

Moved by Margaret Kay and Seconded by Audrey Thomas, the Committee unanimously adopted the minutes of the meeting held on 16 April 2024.

4 Actions from Previous Meetings

Draft Digital Strategy Update: No update.

5 Strategic Activities

5.1 Standing item – Reconciliation Action Plan

Moved by Glenda and seconded by Wendy Norton the Committee unanimously passed the following recommendation that:

"*Council reports annually and publicly on delivery achievements of the RAP*."

5.2 Informal Working Group Update

Community Venues and Services Team Leader (Ellen Miller)

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

advised preparations for Seniors Rights Services information session scheduled for 1 July 2024 have been completed. Wendy Norton thanked the Community Venues and Services Team Leader for providing a venue, creating the flyer and promoting the session across Council's social media platforms and Aged Care networks.

Wendy Norton forwarded this invitation to the Federation of Progress Association. Members of the Access and Inclusion Committee agreed to promote across their own networks.

5.3 Presentation on Draft Volunteer Strategy by the Community Projects Officer

Community Projects Officer (Susan Chen) presented Draft Volunteer Strategy to the Committee. Salient features of her presentation were as follows:

- Council currently has 600 volunteers
- This strategy succeeds the volunteer strategy 2016-2021
- This Strategy is designed to be high level & supported by implementation action plans
- Council celebrates its volunteers

The Committee members made the following observations:

- The Strategy did not have a definition of Volunteers.
- Committee enquired as to whether Access Committee members were deemed as volunteers.

Community Projects Officer took note of the above points.

5.4 Information on support of LGBTQIA+ communities

Susan Chen briefed the Committee on how Council supports LGBTQIA+ communities.

- Around 644 young people participated in survey conducted by Youth Team in relation to the needs of the LGBTQIA+ community. Results are available on Council's Youth Services webpage
- Council has a library program- QSpace which includes collections and offer general resources.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

- Council gave a grant to Willoughby Pride to host their own *Willoughby Pride Event* in March 2023.
- Ella Gillis asked if Council had planned activities for the upcoming Pride month and noted that all neighboring Councils around their LGA do events but not Willoughby City Council.
- Community Projects Officer noted that Council had not. However, World Pride 2023 was hosted in Sydney which was celebrated across all LGAs.
- Ella Gillis provided resources to Community Projects Officer which support people from the LGBTQUA+ to pass share with the Youth/Library teams.

The Committee thanked Susan for the presentation.

5.5 Presentation by Council's new Open Space Team Lead

- Open Space Team Lead (Stephen Alderton), introduced himself and briefed the Committee about Council's Public Space Strategy which was adopted in March 2024.
- The Committee members made a number of following observations:
- Wendy Norton noted that in the last 20 years the needs of children with disability were not met especially those who were neuro-diverse. She would like to ensure the voices of all with disability are heard when undertaking community engagement activities in relation to Open Spaces.
- Margaret Kay enquired if Council was following Universal Design principles when designing/upgrading parks. Open Space Team Lead confirmed they were.
- Open Space Team Lead noted that Council has allocated $5,000,000 budget over the next ten years for the maintenance and development of parks and sports grounds.
- Open Space Team Lead stated that access is always at the forefront of what they do but they are sometimes limited by

Community Venues and Services Team Leader to send link to Public space & recreation strategy to the Committee members.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

the funds available.

- Wendy Norton asked if there is any opportunity for grants. Stephen Alderton responded they were proactive in applying for grants.
- Helen Woodman stated some parks that she visited did not have accessible entrances, appropriate footpaths for mobility aids or enough seating that meet the needs of people with disability.
- Wendy Norton asked if the new Open Space Team Lead had received the report on accessibility of Willoughby Parks prepared by a previous committee member.
- Community Venues and Services Team Leader informed the Committee that it had been to the previous Team Lead but would forward it again.
- Open Space Team Lead stated that they are focusing currently on 'place making' to meet the needs of the community which at times can see better outcomes for the community and work with available resources.
- Moving forward, Open Space Team Lead is looking forward receiving feedback and input from the Committee in relation to Open Space projects.

6 Other Business

Presentation on Seniors Festival (1-28 March 2023) by Venues and Services Team Leader:

Community Venues and Services Team Leader shared the outcome of Senior Festival survey with the Committee. The Committee thanked her for all her hard work and for sharing the positive feedback with them.

End of Term Report:

As stated in the terms of reference, each advisory committee is required to submit a report on the achievements of the committee at the end of the term of Council. The Achievement report for the

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Access and Inclusion Advisory Committee as included is at Attachment 1a.

Key achievements of the committee include:

- At its inaugural meeting on 09 May 2023, the Committee requested, the draft Reconciliation Action Plan be brought to the Committee for comments, after the second round of public consultation.
- At its 15 August 2023 meeting, the Committee received and discussed a presentation regarding draft report regarding the audit and design of accessibility car parking spaces and policy work in this field. Received and discussed a presentation regarding work undertaken on the Draft Public Toilet Strategy.
- At its meeting on 15 August 2023, Mr Tonga volunteered to prepare a vulnerable person discussion paper. The Committee set up an informal working party to aid Mr Tonga in the production of said paper in relation to identifying gaps in the current NDIS system.
- At its June 2023 meeting, the Committee requested Council Open Space planner to attend a future meeting of the Committee and provide access to the Bales Park draft Master Plan and to answer queries about playground inclusion.
- The Committee pointed out the challenges of accessibility of the playgrounds and availability of right equipment.

7 Meeting Conclusion

The meeting concluded at 6:05 pm.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

FINAL REPORT
Access and Inclusion Committee
18 June 2024

COMMITTEE MEMBERS
Wendy Norton, Audrey Thomas, Glenda Hewitt, Margaret Kay, Helen Woodman, Mark Tonga, Srishti Mahhajan, Elisha Mangassarian, Suzanne Hartley, Julia Norton (resigned), Honie Boyd (resigned), Ella Gillis (resigned).

Over the course of the committee's term there were three resignations from the committee.
Meetings held

- 9 May 2023
- June 2023

23/24 financial year

- 15 August
- 19 Sept 2023
- 21 November
- 20 February 2024
- 16 April
- 18 June

The committee notes that the Council restricted the number of meetings which could be held. This severely hampered the ability of participants to maximise the potential benefits of tapping into the skill-base of committee members who were otherwise unknown to each other prior to the committee being formed.

MOTION

That Council:

1. **Interpret the words "*a maximum of six occasions per year*" in term 9.1 of the Model Terms of Reference and each Advisory Committee's Terms of Reference to mean a maximum of six occasions per financial year.**

2. **Advise each Advisory Committee to schedule their respective meeting dates in accordance with this interpretation.**

Executive summary

The Access and Inclusion Committee (the Committee) would like to assist Council to revamp the committee structure to facilitate an effective framework for future committees. Used well, the lived experience and subject matter expertise of committee members would be a valuable resource for developing and reviewing Council policies however under the current format, this is unlikely to happen. The Access and Inclusion Committee notes that the selection process was less than accessible, the terms of reference were too broad, the number of meetings were not adequate, the technology of hybrid meetings was substandard and the meeting agenda too bureaucratic.

A major achievement made by the committee stood outside the terms of reference: coordinating, a one-off event in collaboration with the Seniors Rights Service to build awareness of planning for the future (Power of Attorney, Guardianship, Wills and Advance Care Directives).

Council officers are doing some good work with the Reconciliation Access Plan, Disability Inclusion Action plan, mobility parking, engagement strategy, development of a digital strategy and the Seniors Festival but

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

the Access and Inclusion Committee was never given any pre-reading, nor the opportunity to provide input into reviews of existing policies or development of new polices prior to these policies and/or events being put together. The committee was effectively only asked to rubber stamp the work undertaken by Council. In some cases, the Committee provided input (eg the Council Engagement Strategy) but were not given any indication as to whether that input was implemented.

Committee Selection process

The online application process seeking Committee members was difficult and opaque for many people including people with disabilities, and those lacking technology skills. The application forms were difficult to navigate, assumed a level of digital competency, and the selection process was not transparent. There were also gaps in 'inclusive' representation on the committee. Who decides how many people constitute an advisory group? Who decides the composition of the group? The lack of success in recruiting members to cover all the groups that the Committee is meant to represent demonstrates the inadequacies in the selection and committee application process.

A suggestion would be to invite all applicants to a meeting, to present to them what is required and to get them to self-select based on what is expected of the committee and their preparedness to fulfil the commitment required to actively contribute to the Committee.

Meeting functionality

Representatives of the Access and Inclusion committee consisted of a number of people who had previously been on the Council's former iteration of the Committee and an equal number of 'new' people who had responded to Council's outreach when the committees were re-formed. Meetings were scheduled every two months for 1.5 hours. The Access and Inclusion Committee was therefore required to achieve something meaningful in nine hours.

The previous Committee reviewed DAs related to community infrastructure and developments, provided lived experience advice related to disability access to public facilities and reviewed and provided input to Council policies prior to them being put out to public consultation.

It is noted that compliance with guidelines does not necessarily mean the optimum outcome achieved, as, for example, people with disabilities are generally able to provide lived experience perspectives to produce better outcomes. In other words, the committee structure in the past was a valuable community resource.

Effectively, at each meeting, the Access and Inclusion group was presented with a PowerPoint presentation of what council officers were working on and asked to comment.

This process precluded

- pre-meeting research hampered the possibility of doing site visits in advance and
- limited the opportunity to talk to other community members and bring their feedback back to Council via the committee.

It takes time for a group of disparate people to learn each other's strengths and weaknesses and it was patently obvious that under the structure of the current committee which ran to a Council meeting structure, the likelihood of being able to provide meaningful input and gel as a group was limited.

The committee had no sense that the general input provided in the committee meetings had any outcome or impact on "projects and initiatives"

The online "Have your say" process serves the same purpose as the Access and Inclusion Committee, albeit without the ability to discuss or brainstorm important policy matters as a group. Discussion generates ideas and improvements or the ability to capture problems in policy design intent/ documentation. Discussion also provides those members without a disability insight into the specific issues faced by various disabilities. The issues facing non-represented groups were never fully addressed.

In addition, meeting every two months was less than optimal.

After multiple meetings there were still people who did not know the name and subject matter expertise of other people on the committee so engaging fruitful constructive conversations were hampered. Several committee participants who were neither familiar nor comfortable in a formal committee framework were reluctant to engage because they did not feel comfortable and safe.

A community committee should function in a less structured, encouraging and more people-friendly format.

Terms of reference (ToR)

The ToR are very broad in terms of who is supposed to be represented by Committee – ie older people, people with disability, youth, LGBTQI+, CALD and Aboriginal. The difficulty of representing the interests of all these groups in one committee is noted, but not insurmountable.

The structure of the Terms of Reference for the committee seriously impeded productive input. Members of the former committee noted that the role of the Committee had changed significantly to only dealing with providing advice on strategic matters as stated in the Terms of Reference, to provide advice on implementing key projects and initiatives, and to "focus on strategic initiatives".

The Access and Inclusion Committee is supposed to provide feedback on strategic access and inclusion issues and policy development and advice on the implementation of key projects and initiatives. This is a big ask for a committee that only meets every 2 months. At the moment the committee is really only able to comment on policies after they are fully developed.

The other role of the committee is to advise on how to raise awareness and promote behaviour change within the Council LGA on community attitudes and behaviours, in order to promote community leadership, participation and inclusion, in relation to accessible services and infrastructure. This is more an operational function of Council, and not something the Committee can really 'change'.

Putting aside the fact that the committee's Terms of Reference were significantly different to those of the previous structure, there was a concern that the 2023-2024 committee was set up to be ineffective due to the constraints imposed by the Terms of Reference.

While Council defined success as:

Advisory Committees will be successful if they	• Focus on strategic initiatives that support the delivery or review of the identified strategic priorities including increased community uptake of relevant initiatives • Are active and productive • Are where members collaborate • Promote self-initiative, resilience and empowerment of both members and the broader community • Are representative of the community and community interests

The Committee regarded success as:

(1) having had meaningful input to improving the quality of Council policies and strategies prior to being put out to public consultation

(2) Providing lived experience input to DAs to improve access and inclusion in public facilities.

Resource and governance heavy.

It is noted that at each Access and Inclusion Committee meeting there was a minimum of two and sometimes up to four, Council Officers present. Council officers set the agenda (albeit after asking for input from committee members), recorded the minutes and defined the structure of the meeting procedures.

The committee members recommend attendance of one Council Officer (to act as an interface) and one Council officer who is a subject matter expert on policy that the committee is reviewing. The policy being reviewed and discussed at a committee meeting should have been circulated prior to the meeting to ensure meaningful use of the committee's limited meeting time.

A committee chair and a scribe would guide the meeting through a less structured agenda and a commitment that the only documents required from the committee be a windup report and a summary of the meeting topic. The committee members should be responsible for presenting reports, recommendations and suggestions to Council, not Council officers.

It is noted that committee members often did not know each other and had little opportunity to discover areas of expertise and knowledge of each participating committee member. There was little opportunity within the meeting structure to get past this barrier. As most community members have little experience with official meeting structures, the formality of the 1.5-hour meetings tended to stifle constructive input.

In addition, the technology used during hybrid meetings was inadequate to encourage participation. One microphone on a computer hosting Teams/Zoom meant that people in the room could not be heard by people using technology to attend the meeting remotely.

RECOMMENDATIONS

1. The way the Access and Inclusion Committee harnesses community expertise in a meaningful way needs to be reviewed to ensure it is not only a 'Have Your Say' forum after the fact.

2. Meeting outcomes could be improved if the committee had been engaged in providing input to policies and strategies prior to them being finalised for public consultation.

3. Information presented to the meeting should be made available before the meeting to allow members time to facilitate constructive community input.

5.To improve engagement with specific target groups on issues related to them, perhaps specific interest groups need to be established to provide feedback on key council policies as they are being developed. This could happen prior to the public consultation (Have Your Say) process. It would require Council to set up a mechanism for early engagement on key issues. This could be part of the engagement strategy of council.

6.To be able to provide strategic advice, the Committee needs to be given advanced notice of council policies that are being developed and an opportunity to provide early input into them.

7. The Committee can advise Council on ways to make their policies more inclusive and more reflective of the needs of the community but it cannot advise on how to change community behaviour.

8. The Committee should be able to discuss and review major developments and projects and provide input regarding accessibility.

9.The Committee should provide oversight of Actions in the Disability Inclusion Action Plan (DIAP), particularly on "Liveable Communities" and be provided with a report on what is being done within each financial year, as well as others that may be identified by Committee members or the public.

10.The Committee should provide input on any matters of public importance that require addressing universal access and improvements to access, and should be able to advocate for issues raised by the public as well as identifying issues requiring implementation.

11.The committee members recommend attendance of one Council Officer (to act as an interface) and one Council officer who is a subject matter expert on policy that the committee is reviewing.

12.The technology of hybrid meetings needs to be improved to ensure remote participants are actively and constructively engaged.

13.The committee selection process needs to be simplified and transparent to reach appropriate community members.

Signatories to final report:

Margaret Kay, Glenda Hewitt, Audrey Thomas, Helen Woodman, Mark Tonga, Wendy Norton, Srishti Mahhajan, Suzanne Hartley.

12.24 FINAL MINUTES OF THE BICENTENNIAL RESERVE AND FLAT ROCK GULLY ADVISORY COMMITTEE MEETING DATED 12 JUNE 2024

ATTACHMENTS:	**1. FINAL MINUTES BICENTENNIAL RESERVE AND FLAT ROCK GULLY ADVISORY COMMITTEE MEETING DATED 12 JUNE 2024**
RESPONSIBLE OFFICER:	**LINDA PERRINE, COMMUNITY CULTURE & LEISURE DIRECTOR**
AUTHOR:	**BUSHRA SALAM, GOVERNANCE ADMINISTRATION OFFICER**
CITY STRATEGY OUTCOME:	**5.1 BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO.**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

To present to Council for noting, the final minutes of the Bicentennial Reserve and Flat Rock Gully Advisory Committee meeting held on 12 June 2024.

2. OFFICERS RECOMMENDATION

That Council receive and note the final minutes of the meeting of the Bicentennial Reserve and Flat Rock Gully Advisory Committee held on 12 June 2024.

3. BACKGROUND

Advisory Committees provide independent, expert and impartial advice on the development and implementation on strategic priorities of Council. They consider reports and plans from Council officers and make recommendations to Council for consideration.

4. DISCUSSION

Incinerator update – fencing, pits, area at back of building
Open Space Team Lead briefed the Committee about the current and future works. He noted that upon completion of the works, the fencing immediately to the rear of the incinerator will be removed and the space accessible for park users.
Brian Norton noted that incinerator space is underutilized at the moment and is not being used to its potential. Moved by Brian Norton and Seconded by Benita Dwyer, the Committee passed the following:

Motion:

"That Council consider a placemaking study to be considered for the green space behind the incinerator area."

Staff Comment
Please note that the team are fully committed for 2024/25. This site will be put forward for future consideration.

Defective lighting and condition report on mural in the pedestrian underpass under Flat Rock Gully Drive
Sustainability Team Lead advised the Committee that it is a Council asset underneath the pedestrian tunnel. Previously it was connected with one of the street poles. Ausgrid disconnected the supply. Council is in the process of reinstating that agreement and hopefully to get the supply back to the lighting soon.

Kristina Dodds also raised that there is a water bubbler, coming from the overflow of car park of FRG which has also been disconnected due to the works at the leisure centre and enquired when will it be reinstated.

Other Business:
***Drainage issue*:** Brian Norton raised a drainage issue at the bicentennial side of the sports ground. Open Space Lead advised that as part of the 24-25 draft PCW program, a project has been identified to deliver designs for sports field drainage improvements at a number of locations including Bicentennial Reserve. Delivery of these drainage improvements will be considered in future Operational Plans. In the interim, staff will continue to work to improve the efficiency of the existing system through maintenance practices.

***Sewage Spill*:** Lots of night works investigations along the sewage line that runs beneath FRG and towards Tunks Park going on with the view of upgrading the pipeline in around 12 months' time by Sydney Water. Council will work with Sydney Water with aim of minimizing any impacts on bushland, the reserves and neighboring residential properties.

5. RISKS AND OPPORTUNITIES

The risk is to not ensure transparency by providing Committee minutes (**Attachment 1**) to Council. The opportunity is for the Committee to provide independent, expert and impartial advice on the development and implementation of strategic priorities for Council.

6. CONCLUSION

These minutes do not bind Council to any additional resource commitment. It is recommended Council receive and note the approved minutes of the meeting of the Bicentennial Reserve and Flat Rock Gully Advisory Committee held on 12 June 2024.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.1 Be honest, transparent and accountable in all that we do.
Business Plan Objectives, Outcomes / Services	Advisory Committees are created for the sole purpose of providing independent, expert and impartial advice on the development and implementation of strategic priorities of Council.
Policy	Advisory Committees Policy 2022
Consultation	The draft minutes were circulated by email to the Bicentennial Reserve and Flat Rock Gully Advisory Committee on 26 June 2024 for comments with comments closed on 03 July 2024. The comments received have been included in the final draft.
Risk	The risk is to not ensure transparency by providing Committee minutes (**Attachment 1**) to Council.

Resource	There are no resourcing implications applicable to this report.
Legal	There are no legal implications applicable to this report.
Legislation	There are no legislation implications applicable to this report.
Budget/Financial	There are no budget implications applicable to this report.

Minutes

WILLOUGHBY CITY COUNCIL

Bicentennial Reserve and Flat Rock Gully Advisory Committee

Wednesday 12 June 2024
4.00-5.30pm

Location:	Dougherty Community Centre and Microsoft Teams
Chair:	Councillor Anna Greco
Attendees:	Kristina Dodds – Member Benita Dwyer – Member Heidi Key – Member Jenny Roxborough – Member Bob Taffel – Member Les Tyrpenou – Member (online) Brian Norton – Member Nicola Ward – Member (online) Peter Lisle – Sustainability Team Lead Stephen Alderton – Open Space and Recreation Lead (online) Bushra Salam – Governance
Apologies/absent:	Denis Fernandez (resigned); Andrew Stone
Guests	Councillor Anna Greco
Attachments	Achievements of the Committee for the End of Term Report

Agenda items

Item	Topic / Discussion	Action
1	**Welcome** The meeting was declared open at 4:04 pm when a quorum was reached.	
	Acknowledgement of Country Governance Officer, acknowledged Country on behalf of Council.	

2 Committee Governance

In accordance with Item 5.2 of the terms of Reference, the Committee appointed Councillor Anna Greco as the Chair for this meeting.

Nominations for the Chair of the meeting:

- Kristina Dodds nominated Councillor Anna Greco
- Seconded by Heidi Key
- Against: None
- All in favour

The Committee nominated Councillor Anna Greco the Chair for the meeting.

Apologies

Members: Denis Fernandez (resigned); Andrew Stone

Declarations of interest

A link to the Disclosure of interest by the Committee Members form was circulated with the Agenda. No declarations of interest were received.

Committee Member - Resignation

Governance advised Denis Fernandez had communicated to Council prior to the meeting that he wants to resign.

Confirmation of minutes – 17 April 2024

Moved by Heidi Key and Seconded by Kristina Dodds, the Committee unanimously accepted the minutes of the 17 April 2024 meeting.

Actions arising from previous minutes

a. ***Flat Rock Gully Reserve Action Plan 2023 - Review request to place Council report with feedback as FAQs on the webpage:*** WCC Bushland Team Leader updated Peter Lisle (Sustainability Team Leader) that

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

there were few comments but no questions in order to be placed as FAQs. But they are happy to update the webpage if there are any meaningful common queries. The Chair noted and suggested that there is already a report which included a FAQs in a Council report and we can pull out that Council report and put it on the RAPs.

b. ***Update on testing for Bicentennial Reserve; Defective Lighting under Flat Rock Gully Drive and the Incinerator Update:*** See notes below

c. ***Use of fields and sites specific solutions:*** Stephen Alderton (Open Space and Recreation Lead), noted that as it was raised in the last meeting, he would like to have an informal meeting with all sporting group users on the site and address couple of issues like booking times and operational issues etc. in the early July. He will reach out to the users and book a time.

d. ***Use, storage and condition of the soccer goal posts:*** Stephen Alderton did a site visit and found couple of small issues. He will provide the feedback separately to users prior to their catch-up. Stephen Alderton thanked the Committee for raising this issue.

3 Strategic Activities

3.1 Update on testing for Bicentennial Reserve

There was no further update from Council.

3.2 Incinerator update – fencing, pits, area at back of building

Stephen Alderton, briefed the Committee that all work will be completed by Friday 21 June 2024, depending on the weather. Upon completion of the works, the fencing immediately to the rear of the incinerator will be removed and the space accessible for park users.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Chair enquired whether these works include also fixing of arts space after the flooding. Stephen Alderton responded that it is more of an internal plumbing issue and he will check and get back on that.

Brian Norton noted that incinerator space is underutilized at the moment and is not being used to its potential.

Moved by Brian Norton and Seconded by Benita Dwyer, the Committee made the following recommendation:

"That Council consider a placemaking study to be considered for the green space behind the incinerator area."

3.3 Defective lighting and condition report on mural in the pedestrian underpass under Flat Rock Gully Drive

Reg mural Cr Anna Greco updated the Committee, that she raised this issue with Council. The artist was contacted who is in Queensland at the moment and this issue has been raised with him. Artist agreed to come down and have a look on it. She will continue taking up this with Council.

Reg defective lighting Peter Lisle, updated the Committee that it is still not working. It is a Council asset underneath the pedestrian tunnel. Previously it was connected with one of the street poles. Ausgrid disconnected the supply. There is no formal agreement between Council and the Ausgrid about extracting the power supply at the moment. We are in the process of reinstating that agreement and hopefully to get the supply back to the lighting soon.

Peter Lisle will chase this up with the property reg Timeline.

Kristina Dodds also raised that there is a water bubbler, coming from the overflow of car park of FRG which has also been disconnected due to the works at the leisure centre and enquired when will it be reinstated.

Stephen Alderton will get back with the timeline of its reinstating.

4 Other Business

- ***Site report:*** On Committee's request the site report was published attached with the minutes of the

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

February meeting on Council's website.

- ***Weed management staff change at reserve:*** Peter Lisle further updated the Committee that Council is aware of it and thanked them for highlighting it. He noted that someone is hired and taken responsibility to manage it as the previous staff has retired.

- ***Drainage issue:*** Brian Norton raised that there is poor drainage at bicentennial side of the sports ground. Northern half near the playground does not drain very well. If you want to play football you cannot play. He has already raised this with the Open Space Team.

  Stephen Alderton noted that he already discussed this issue with Brian before the meeting and that as part of the 24-25 draft PCW program, a project has been identified to deliver designs for sports field drainage improvements at a number of locations including Bicentennial Reserve. Delivery of these drainage improvements will be considered in future Operational Plans. In the interim, staff will continue to work to improve the efficiency of the existing system through maintenance practices.

  Les Tyrpenou added that it is dirt issue in summers esp. Feb-March part of the season. They are happy with the drainage at the moment as it is an off season for them and when they come back in September, they hope it will be good then.

- ***Sewage Spill:*** Lots of night works investigations along the sewage line that runs beneath FRG and towards Tunks Park going on with the view of upgrading the pipeline in around 12 months time by Sydney Water. Council will work with Sydney Water with aim of minimising any impacts on bushland, the reserves and neighbouring residential properties.

5 Meeting Conclusion

Meeting concluded at 5:26 pm.

Document Set ID: 7049866
Version: 1, Version Date: 30/07/2024

Achievements of the Committee:

As stated in the terms of reference, each advisory committee is required to submit a report on the achievements of the committee at the end of the term of Council. While support was provided to the Bicentennial Reserve and Flat Rock Gully Advisory Committee to assist them to develop the report, the committee has not had capacity and therefore has not submitted their achievement report. However, it is noted by officers that the Bicentennial Reserve and Flat Rock Gully Advisory Committee achieved the following during the term of Council.

The Committee provided their advice on the following:

- Bicentennial Reserve – Public Spaces Evaluation Report submitted by the Committee for comment of action/works priority to be considered by Council.
- Discussed Council use of 1080 poison in fox baiting and other forms of fox control.
- Discussed defective Lighting under the underpass – the mural.
- Flat Rock Gully Reserve Action Plan 2023: The Committee requested a review and requested to place Council report with feedback as FAQs on the webpage.
- The Committee requested an update on the current works at the Incinerator, including background about the building, its heritage status and curtilage and follow up on the condition of the Ash Pits and any future works to be provided to the Committee.
- The Committee requested follow up on the removal of the rubble and broken bricks at the rear of the incinerator and then the temporary fencing that surrounds it once the remedial work is completed.
- The ongoing condition and environmental health of the adjoining Ash Pits at the rear of the Incinerator was queried by the Committee as to whether any remedial work is planned as the Ash Pits are inside the Incinerator heritage curtilage.
- The Committee raised and discussed issues of Flood Lights at Bicentennial Oval and progressing stream watch.
- Discussed further testing for Bicentennial Reserve which was declared ‘Contaminated’ by the NSW Environmental Protection Authority in September 2023. The Committee requested an update on the implications of the declaration.
- The Committee discussed weed management and Cat containment issues in FRG.

12.25 FINAL MINUTES OF THE CULTURAL AND CREATIVE ARTS ADVISORY COMMITTEE MEETING DATED 01 JULY 2024

ATTACHMENTS:	**1. FINAL MINUTES CULTURAL AND CREATIVE ARTS ADVISORY COMMITTEE MEETING DATED 1 JULY 2024**
RESPONSIBLE OFFICER:	**LINDA PERRINE, COMMUNITY CULTURE & LEISURE DIRECTOR**
AUTHOR:	**BUSHRA SALAM, GOVERNANCE ADMINISTRATION OFFICER**
CITY STRATEGY OUTCOME:	**5.1 BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO.**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

To present to Council for noting, the final minutes of the Cultural and Creative Arts Advisory Committee meeting held on 01 July 2024.

2. OFFICERS RECOMMENDATION

That Council receive and note the minutes of the meeting of the Cultural and Creative Arts Advisory Committee held on 1 July 2024.

3. BACKGROUND

Advisory Committees provide independent, expert and impartial advice on the development and implementation on strategic priorities of Council. They consider reports and plans from Council officers and make recommendations to Council for consideration.

4. DISCUSSION

WCC Grants for the Community Update

The Committee created a working document with their overall objectives and recommendations for how to make Council grants program more suitable for the cultural and creative arts industries and made some recommendations.

Formation of Visual Arts Sub-Committee

Arts & Culture Manager proposed formation of an informal working group prior to Council caretaker period to assess Visual Arts submissions for the Emerge mural project to be rolled out during September/October 2024 to assess the submissions and provide their recommendations. Paul McDonald, Richard Bennett, Debra Player, Annette Brown and Meredith Melville-Jones expressed their interest. Assessors will be required to assess during the week of 5-9 August 2024. A scoring form will be supplied to the assessors and ultimately the building owner will make the final decision about which mural is installed on their wall.

5. RISKS AND OPPORTUNITIES

The risk is to not ensure transparency by providing Committee minutes (**Attachment 1**) to Council. The opportunity is for the Committee to provide independent, expert and impartial advice on the development and implementation of strategic priorities for Council.

6. CONCLUSION

These minutes do not bind Council to any additional resource commitment. It is recommended Council receive and note the minutes of the meeting of the Cultural and Creative Arts Advisory Committee held on 1 July 2024.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.1 Be honest, transparent and accountable in all that we do.
Business Plan Objectives, Outcomes / Services	Advisory Committees are created for the sole purpose of providing independent, expert and impartial advice on the development and implementation of strategic priorities of Council.
Policy	Advisory Committees Policy 2022
Consultation	The draft minutes were circulated by email to the Cultural and Creative Arts Advisory Committee on 3 July 2024 with comments closed on 8 July 2024. The comments received have been included in the final draft.
Risk	The risk is to not ensure transparency by providing Committee minutes (**Attachment 1**) to Council.
Resource	There are no resourcing implications applicable to this report.
Legal	There are no legal implications applicable to this report.
Legislation	There are no legislation implications applicable to this report.
Budget/Financial	There are no budget implications applicable to this report.

Minutes

WILLOUGHBY CITY COUNCIL

Cultural and Creative Arts Advisory Committee

Monday 01 July 2024
3:00-4:30pm

Location:	Online (Microsoft Teams)
Chair:	Paul McDonald
Attendees:	**Members:** Richard Bennett; Annette Brown; Rod Herbert; Steve Lockwood; Paul McDonald; Meredith Melville-Jones; Debra Player **WCC Staff:** Juliet Rosser (Arts and Culture Manager); Bushra Salam (Governance) **Guests:** Councillor Robert Samuel
Apologies/absent:	Members (apologies): Jing Han; Sarah Penicka-Smith Guest (apologies): Mayor Tanya Taylor; Councillor Anna Greco
Guests:	Councillor Robert Samuel
Attachments:	a) Grants | Art and Culture b) Achievements of the Committee for the End of Term Report

Agenda items

Item	Topic / Discussion	Action
1	**Welcome:** The meeting was declared opened at 3:00 pm.	
	Acknowledgement of Country Governance Officer acknowledged Country on behalf of Council.	
	Apologies Members Jing Han; Sarah Penicka-Smith sent their apologies.	
	Declarations of interest A link to the Disclosure of interest by Committee Members form was circulated with the Agenda. Meredith Melville-Jones declared that she attended a community engagement at North Sydney Council for their	

Creative and Cultural Policy.

2 Confirmation of Minutes – 11 March 2024

Moved by Paul McDonald and Seconded by Richard Bennett the draft minutes of the meeting held on 11 March 2024 were unanimously adopted by the Committee.

3 Actions from Previous Minutes

See the notes below.

4 Business to be discussed

4.1 Update on Grants

The Committee created a working document with their overall objectives and recommendations for how to make Council grants program more suitable for the cultural and creative arts industries (See attachment 1a).

Paul McDonald to share the final document with the Governance.

The Committee made the following recommendations:

- Some artists would already have supplies and materials but need an Artists Fee to complete the work.
- Juliet Rosser (Arts and Culture Manager), advised the Community Grants program is under review and it is being considered to have the grants available up to $10,000, not the current $7,500.
- Councillor Robert Samuel stated that Council would not approve the process to administer a fast turnaround $2,000 grant but would trust that officers would find an appropriate process.
- The language used to promote the grants program needs to be considered. Using words like support, opportunities will make more enticing to young and diverse artists.
- Consider developing a marketing and communications plan for the grants programs.
- Council can consider how to reach the community to advise about the grants program e.g. be proactive and approach organizations and artists to provide

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Version: 1, Version Date: 30/07/2024

information e.g. library drop in sessions, at art exhibitions and concerts.

- Council could consider different submission formats e.g. video submission.

- Councillor Robert Samuel noted the grants program is under subscribed and if it were oversubscribed Council might increase the grant funding.

- Councillor Samuel also noted that Council currently sees the grant recipients but does not receive any report about the impact of the grants in the community. This would be beneficial to be able to celebrate the impact of the grants. There is an audit process for the grants but that is not clear, nor is there any report to the ARIC or Council.

- Sharing success stories will be useful for marketing and promotion.

4.2 Agreed achievements of the Committee to report back to Council for the End of Council Term

See attachment 1b

5 Other Business

Formation of Visual Arts Sub- Committee:

Arts & Culture Manager proposed formation of an informal working group prior to Council caretaker period to assess Visual Arts submissions for the Emergeural project to be rolled out during September/October 2024 to assess the submissions and provide their recommendations. Paul McDonald, Richard Bennett, Debra Player, Annette Brown and Meredith Melville-Jones expressed their interest. Assessors will be required to assess during the week of 5-9 August 2024. A scoring form will be supplied to the assessors and ultimately the building owner will make the final decision about which mural is installed on their wall.

6 Meeting Conclusion

The Meeting concluded at 4:00 pm.

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Version: 1, Version Date: 30/07/2024

Willoughby City Council Grants for the Community

Recommendations from the Cultural & Creative Arts Committee:

1. Divide grant categories into 'Minor Project Grants' and 'Major Project Grants'

'**Minor Project Grants'**

A 'quick response'-style grant category for small/one-off projects.

Rationale: Because of the onerous nature of the application process, applicants are likely to find ways to justify requesting the full amount currently available. A faster process for smaller amounts may allow for a greater diversity of applications requesting smaller funding amounts.

Examples:

https://sydneyeisteddfod.com.au/helping-hand-grant/

https://www.nsw.gov.au/grants-and-funding/small-projects-grants-quick-response-individuals-and-groups-2023/24

https://www.cityofsydney.nsw.gov.au/community-support-funding/quick-response-grants

Recommendations:

● a lower amount for requests (e.g. maximum $2,000)

● PLI as a condition of application instead of already in place (for individuals or new organizations only seeking to run a one-off project; PLI can be purchased for single events/short periods)

● a project budget is required but audited accounts are not

● assessment process: applications are assessed by specialist Council officers against the eligibility and selection criteria outlined in the guidelines.

'**Major Project Grants'**

Rationale: Increasing the incentive for applicants to request smaller amounts in the Minor Grant Project scheme through reducing paperwork could allow for a few larger grants to be made available for organizations with significant projects in mind.

Recommendations:

- create a Major Project Grant scheme with a more detailed application process, for amounts between $3,000-$10,000.
- PLI and audited accounts required, as well as a detailed project budget

- Assessment process: after review by specialist Council officers, applications are assessed by an expert panel that includes one or more external community representatives with expertise relevant to the grant stream.
- May only open 2 - 4 times a year to allow a broader assessment panel to be assembled

2. Respond to the flexible nature of arts work by permitting a greater variety of permissible funding models

Rationale: Individual artists may have a relevant creative practice but no single project for which to apply. Groups of artists may not be incorporated bodies, even if they are working towards a show together. It may be difficult for artists to commit in advance to a particular volume of work (e.g. specific number of paintings, sculptural works etc).

Recommendations:

- consider an artist-in-residence model where artists can apply to create a body of work across a designated timeframe rather than an individual project.
- set appropriate acquittal targets, based on qualitative outcomes rather than quantitative outcomes (for example, the body of work pushes the art form, strongly reflects or comments upon the LGA, as opposed to assessment based on number of people who see/engage with the artwork, or even volume of artworks produced).

3. Simplify the grants process by using plain language where possible.

Rationale: To make the process user-friendly, we recommend edits for plain language and a review of required documentation and presentation.

Recommendations: make the following clarifying edits in the Grants for the Community Guidelines Review (Grants for the Community Guidelines (PDF, 11MB)):

p.2: 'It is expected that recipients will make some financial contribution to the overall cost of their project'

- Replace with 'Project budgets must include a contribution from the applicant'
- Give examples: 'e.g. ticket sales/workshop fees, annual insurances, rental, hiring costs etc'
- Could the contribution be exclusively in-kind, e.g. volunteer labour? The sample budget on p. 19 indicates this is possible (Example A); it should be made explicit at this point.
- If exclusively in-kind contributions aren't possible, specify a percentage. E.g. if Council wouldn't fund a project to the tune of 90%, that should be stated.

● Alternately, if the Minor/Major Project scheme is adopted, Minor Projects could have exclusively in kind contributions and/or a higher percentage of Council support. Major Projects could have a requirement to demonstrate some degree of own financial contribution.

p. 8 ‘A city that is connected and inclusive’

● Under ‘eligible applicants’ for this category, add ’local creative arts groups and individuals’. Arts applicants are currently limited in this grant process to the ‘liveable’ and ‘prosperous’ categories, whereas many artists see ourselves as contributing predominantly to connection and inclusivity. This can also tap into the burgeoning field of arts and health.

p. 12: ‘Please upload 2 x copies of quotes for each item valued at $500 or over.’

● Recommend that this is not required for Minor Project Grants

● For Major Project Grants, recommend that the threshold for this amount is increased to XXX

Under ‘Ineligible Applicants’: ’Individuals who are not endorsed by a recognised body’

● Give examples of a recognised body for artists. Ideally, reconsider this category; many artists cannot afford the fees to belong to professional bodies each year.

● If endorsement is required, request instead 2 letters of recommendation or referee phone numbers from professionals in the field.

● Consider creating a flow chart demonstrating the assessment timeline/process

Application form for Individuals, p. 6: ‘Please explain how your project or event contributes to COVID-19 recovery and aligns with Council’s Community Strategic Plan (CSP) priorities or a Council endorsed Sub-Plan. (Up to 250 words) *’

This question suggests all applicants/projects must address COVID recovery. However, the Guidelines Overview, p. 6, says this:

‘Priority for funding will be given to projects that help the community achieve the following:

- Community recovery in relation to the COVID19 pandemic
- Increased community resilience to respond to shocks and stresses
- Enhanced community connectedness
- Access to high quality entertainment and event’

As an applicant, I’d read this as Covid being only one of four things the project should ideally address.

● Alternatively, to the online process, for consideration to be given for audio/visual applications.

4. Create equity by levelling the playing field for artists and arts organizations compared to athletes and sports organizations

Page 13, ‘Eligible applicants’ states that, ’To be eligible for funding, you must:

- Be a not for profit, incorporated group or group with an auspice by an incorporated body. Profit making organizations may apply within the Green or Prosperous and Vibrant grant streams.
- Be a community sporting group or individual athlete (Liveable grant stream only)’

Rationale: Individual artists and community arts groups (unincorporated/unauspiced) aren’t

listed as eligible here. Community sports groups and individual athletes are. Why is there a difference? This is a glaring inequity which we strongly recommend Council addresses immediately.

Recommendations:

● include 'be a community arts organization or practicing artist who can demonstrate their body of work by provision of a CV' under 'eligible applicants'

● include space to upload referee letters/contacts and CV/portfolio in lieu of certificates of incorporation for artists

Language, marketing of Grants and simplify a stage 1 process.

Can we review language to market and attract new audiences that can be seen as scary, intimidating and 'Council language'.

Support - Opportunities - Development

If there was an initial campaign to attract interest, a simplified online tick box form

Stage 2 - A new role is created within Council - This person matches these forms to opportunities. Markets, events, other businesses or funding opportunities.

Stage 3 - A 'Development and opportunities strategy is created'

Funding - *Stage 1* - A conversation to a panel like us? We mark and assess against a criterion.

If successful support is given on completing an application.

These are then put to Council for approval or rejection or further information. This new role - They may need to go out and research and talk to artists, organizations, etc but it is Council driven. Understand what is needed and where.

Financial and Auditing

- Can we offer support and advice around how to create and manage a budget, if required?
- For larger grants do we need detailed budget information, which simply states the possible income and expenditure in total for the project to which the grant will be applied.
- In order to properly assess the financial viability and accuracy of the budget, I would request more detailed information including:
- The period over which the money will be spent, any expected income and the period of receipt, Information about the general financial viability of the organization seeking the funding.
- Follow up information on the impact the project and grant achieved for the community and or its objectives.

Achievements of the Committee:

As stated in the terms of reference, each advisory committee is required to submit a report on the achievements of the committee at the end of the term of Council. While support was provided to the Cultural and Creative Advisory Committee to assist them to develop the report, the committee has not had capacity and therefore has not submitted their achievement report. However, it is noted by officers that the Cultural and Creative Advisory Committee achieved the following during the term of Council:

The Committee provided their advice on the following key strategies and policies.

- In the context of creating a Cultural Strategy that addresses Our Future Willoughby 2032 (Community Strategic Plan – CSP), the Committee reviewed Cultural Strategies from different Council's and provided advice and recommendations on those documents.

- The Committee discussed the NSW Government *A New Look at Culture Discussion Paper*. The Committee was requested to give their input regarding the Willoughby Council area to inform a Willoughby City Council submission. The Committee advised connectivity between artist interest groups; more career's advice; mentoring; availability of spaces; Support for young emerging artists; more people to people connections; Financial support for new artists, for freelancers; Skills development; subsidised technical advice; Creating networks within LG area; Multimedia and website hubs, but not to replace face-to face mentoring; Some funding or subsidised available space & infrastructure for emerging young artists and to encourage everyone, organisations, and individuals on the North Shore to make separate submissions to the discussion paper.

13.1 NOTICE OF MOTION 30/2024 - INSTALLATION OF A LEFT HAND TURN ON RED SIGNAL FROM MERRENBURN AVENUE TO BROOKS STREET, NAREMBURN

ATTACHMENTS:	**NONE**
RESPONSIBLE OFFICER:	**MITCHELL NOBLE - ACTING PLANNING & INFRASTRUCTURE DIRECTOR**
AUTHOR:	**SCOTT KAVANAGH, DESIGN & DRAINAGE TEAM LEADER**
CITY STRATEGY OUTCOME:	**2.1 ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY. 2.4 MANAGE PARKING AND REDUCE TRAFFIC CONGESTION.**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

Councillor Wright has indicated his intention to move the following Notice of Motion.

2. MOTION

That Council support the installation of a left hand turn on red signal from Merrenburn Ave, Naremburn to Brooks St and make requests of the traffic committee to consider the installation of the appropriate signage, or additional measures, to improve traffic flow.

3. SUPPORTING INFORMATION PROVIDED BY THE COUNCILLOR ON THE NOTICE OF MOTION

Brooks St is a State Road, but there is a similar ‘left turn on red’ arrangement further north on Alpha Rd and Mowbray Rd. Traffic on Merrenburn Rd is often congested as the left lane turning north allows drivers to turn left and right (similar to Mowbray), and the signaling is quite short. Residents often complain about the wait times at these lights. This might help a little.

4. OFFICERS RECOMMENDATION

That Council consider the motion.

5. OFFICERS COMMENTS

While signalised intersections are under the care and control of TfNSW, Council are able to request and advocate for improvements at these locations.

Council can raise as a general business item at the next traffic committee meeting on 10 September 2024 for TfNSW to consider improvements at the Merrenburn Ave & Brooks St intersection including consideration to left hand turn on red permitted after stopping. Transport for NSW will assess the intersection performance and safety, including sight distance in assessing if this measure will can be implemented. Council can also request a

review of signal phasing including lengthening the Merrenburn Road signal time as part of the review.

13.2 NOTICE OF MOTION 31/2024 - HISTORICAL IMAGES OF WILLOUGHBY

ATTACHMENTS:	**NONE**
RESPONSIBLE OFFICER:	**MITCHELL NOBLE - ACTING PLANNING & INFRASTRUCTURE DIRECTOR**
AUTHOR:	**SUNIL GAMAGE, WORKS ENGINEER**
CITY STRATEGY OUTCOME:	**2.2 RESPECT AND CELEBRATE OUR INDIGENOUS AND NON-INDIGENOUS HISTORY AND HERITAGE.**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

Councillors Xia, Zhu and Campbell have indicated their joint intention to move the following Notice of Motion.

2. MOTION

That Council:

1. **Acknowledge the efforts of the Willoughby District Historical Society and Chatswood Library Local Studies to promote awareness and education of local history and heritage.**

2. **Prioritise a budget bid for consideration in the 2025/26 Operational Plan and Projects and Capital Works Budget for a rolling renewal plan to add historical images on council owned litter bins.**

3. **Work with Willoughby District Historical Society and Chatswood Library Local Studies to identify a variety and selection of images that may be used.**

3. SUPPORTING INFORMATION PROVIDED BY THE COUNCILLOR ON THE NOTICE OF MOTION

Willoughby LGA has a long and rich history starting in 1835, when NSW was divided into counties. The history its people and the story of our LGA over the last 200 years should be promoted and remembered.

Previous Comments:
An initial program to be undertaken where some of the bins at a specific shopping centre or location are replaced with new bins, inclusive of historical images. A budget bid in the 2025/26 operation budget allows and includes an allowance for graphic design and artwork. A roll-out of this program to one shopping centres at a time.
Willoughby District Historical Society and Chatswood Library owns many copyright of images, an opportunity in undertaking this project raises from an increase of interest in the history of our local area.

4. OFFICERS RECOMMENDATION

That Council consider the Notice of Motion.

5. OFFICERS COMMENTS

Council currently has approximately 521 street and park litter bins. This total is made up of 341 litter bins with a surrounding structure, and 177 litter bins on stands. The 341 bins with surrounds would be suitable for attaching a historical photograph of the local area.

A budget bid could be prepared for the Project and Capital Works (PCW) prioritisation process for 2025/26.

13.3 NOTICE OF MOTION 32/2024 - FOOTBALL PITCH LINE MARKING AT BICENTENNIAL PARK FOR SEASON COMMENCING JANUARY 2025

ATTACHMENTS:	**NONE**
RESPONSIBLE OFFICER:	**LINDA PERRINE - COMMUNITY CULTURE & LEISURE DIRECTOR**
AUTHOR:	**STEPHEN ALDERTON, OPEN SPACE & RECREATION LEAD**
CITY STRATEGY OUTCOME:	**3.2 CREATE RECREATION SPACES FOR ALL**
MEETING DATE:	**12 AUGUST 2024**

1. PURPOSE OF REPORT

Councillor McCullagh has indicated his intention to move the following Notice of Motion.

2. MOTION

That Council install line marking for football (soccer) games at Bicentennial Park from January 2025 with the associated costs to be met by Northbridge Football Club

3. SUPPORTING INFORMATION PROVIDED BY THE COUNCILLOR ON THE NOTICE OF MOTION

- Having a football field lined to play games ahead of a season is a big issue for the club.
- .
- For fitness reasons, it's vital the teams get to play games ahead of a season.
- For organisational purposes, it's vital that teams are set-up properly.
- In a new world where everyone wants everything to be better, it's important.
- It's increasingly difficult to get volunteers to engage with teams, to form their community hubs.
- Currently Bicentennial is shared between football, baseball and rugby league (in pre-season).
- It's the only field Northbridge FC uses that doesn't have a large concrete cricket wicket.
- It greatly hinders season preparation for Northbridge FC and means that hundreds of people need to try and overcome difficult and expensive logistics, to try and find fields to play... when the local football field is vacant.
- The urgency is to have the issue resolved by this Council so that the officers and club can start planning accordingly.

To further absolutely confirm:

- Northbridge FC is not looking for any more space.
- Northbridge FC is NOT trying to deny any other user.
- Northbridge FC wants to comply with WCC's multi use policy.
- Northbridge FC wishes to use an otherwise idle football field to play football games.
- Baseball line markings do NOT cross football line markings.

- Football line markings do not encroach on the key baseball pitching area.
- Northbridge FC would be willing to discuss:
    - colour of lines (happy to take black, ie less dominant than white).
    - football pitch size area (the field could be marked smaller)
    - any other reasonable request.
- This issue has been kicked around for too long, and we have an opportunity now to finally resolve it.
- Your support is appreciated

4. OFFICERS RECOMMENDATION

That Council be provided a report as soon as practicable on the installation of line marking for football (soccer) games at Bicentennial Park from January 2025.

5. OFFICERS COMMENTS

With a limited supply of facilities, Officers aim to balance the demands between the competing uses of both summer and winter sporting user groups relying on Council endorsed polices, Plans of Management and Management Plans to balance these competing needs in a transparent manner including Council's:

Synthetic Sportsground Management Plan 2023
Sports Facilities Plan of Management 2020
Community Use of Sports Facilities 2023

Council's Sports Facilities Plan of Management 2020 Action Plan identifies that Council's sports facilities should be managed in a manner which responds to demographic changes and allows sports facilities to meet training, competition and social needs of the community. This principle is reinforced through the recently adopted *Public Spaces and Recreation Strategy 2024* which identifies encouraging shared use and multi-purpose design of sports space as one of five key priorities for public space within Willoughby.

Throughout the summer season, like all other sports fields across Willoughby, Bicentennial Reserve has historically been prioritised and set-up to support baseball as the primary sport using the venue 'in-season'. Although other users including Northbridge Football Club are provided access to these facilities, Council has only supported the addition of equipment and line-marking for out of season sports where an agreement can be reached with the in-season sporting user groups.

The request for football line marking at Bicentennial Reserve throughout the summer months has previously been raised by Northbridge Football Club with staff encouraging discussions between Northbridge Football Club and North Sydney Bears Junior Baseball Club as the 'in-season' hirer. To date, these discussions have not been able to reach an agreed approach for shared use which includes line marking.

Line marking a football field on Bicentennial Reserve from January may result in a concentration of use by both booked and incidental park users potentially increasing wear and tear throughout the primary growing season. This in turn may negatively impact North Sydney Bears Junior Baseball Club who require a smooth consistent playing surface for the safety of their players.

Noting that this would be a change from the historical practice of maintaining a field fit for purpose for an 'in-season' hirer and the potential risks to line marking Bicentennial Reserve

for football ‘out of season’ it is recommended that a report be prepared for Council to consider all relevant issues. This report can seek feedback from the existing seasonal hirers of Bicentennial Reserve and conduct a broader consultation including with State Sporting Organisations and nearby Council’s to determine the feasibility and best practice arrangements for facilitating shared facility use between baseball and other sports codes.

Although the motion advises that potential costs associated with any additional line marking of Bicentennial Reserve are able to met by Northbridge Football Club, no formal commitment to cover these costs has been provided to staff nor has any agreement been put in place to facilitate the on-charge of any costs incurred. Any report prepared can seek confirmation of this commitment from Northbridge Football Club whilst also considering other potential funding sources.

14.1 QUESTION WITH NOTICE 17/2024 - COUNCIL COMMUNITY FACILITIES UTILISATIONS RATE FOR THE VENUES LISTED AS AVAILABLE FOR COMMUNITY HIRER ON COUNCIL'S WEB PAGE

ATTACHMENTS:	**NONE**
RESPONSIBLE OFFICER:	**LINDA PERRINE, COMMUNITY CULTURE & LEISURE DIRECTOR**
AUTHOR:	**LINDA PERRINE, COMMUNITY CULTURE & LEISURE DIRECTOR**
CITY STRATEGY OUTCOME:	**5.1 BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO.**
MEETING DATE:	**12 AUGUST 2024**

Submitted by: Councillor Anna Greco

QUESTION

What is the average total utilisation rate of Council's 24 community venues listed as available for public hire?

ANSWER

Utilisation of the 24 WCC Hireable Venues listed on Council Website 2023/2024 FY
The table below lists the average utilisation rate of 24 council venues during the 2023/ 2024 fanatical year. The facilities are used for a range of activities and services
It should be noted that:

- All venues have a variety of times available for bookings
- There are often peaks and troughs for usage for example, seasonal uses which will impact on the average utilisation figure
- There is range of suitable uses depending on size of venue, location, and compatibility with collocated facilities and services which will impact on the utilisation
- Often booking availability is extended over a long period, however demand is for small peak period.

Venue	Utilisation rate for available hours	Notes	Booking Office
139 Artarmon Rd	38%		Leisure Centre
Art Space on The Concourse	100%		Arts & Culture
Artarmon Kids Cottage	62%		Willoughby Park Centre
Bales Park Pavilion	39%		Willoughby Park Centre
Beauchamp Park Pavilion	25%		Open Space

Castle Cove Community Facility	27%	Shared spaces with Library.	Willoughby Park Centre
Chatswood Library Rooms	Creator Space -100%		Chatswood Library
	Meeting Rooms - 1A, 1B, 2A, 2B 100%		Chatswood Library
	Front Meeting Room - 48%		Chatswood Library
	Meeting Room 4 - 32%		Chatswood Library
	The Willoughby Room - 32%		Chatswood Library
Chatswood Mall and CBD	90% Thursday, Friday & Saturday for Chatswood Mall Market. Sunday to Wednesday 10% bookings by brand activations and other hirers. This provides a balance of high utilisation for the market and pedestrian space on those days.		Arts & Culture
Chatswood Youth Centre	43.03%		Dougherty Community Centre
Dougherty Community Centre	52.2%		Dougherty Community Centre
Incinerator Art Space	100% to April 2024	**Currently closed.**	Arts & Culture
Jack Donnelly	Not fit for hire	Jack Donnelly used as change rooms for sporting groups. Trumper Pavilion is used for community hire Monday to Friday 8.30 – 5pm - all other times are managed by Open Space Team.	Dougherty Community Centre
Joe Ciantar Music Rehearsal Studio	60%	Majority of bookings are for Willoughby Band, Willoughby Symphony & Willoughby Choir with a small amount of commercial hires.	Zenith Centre
Naremburn Community Centre	8%	Shared spaces with Library. Venue less than 100 square metres.	Willoughby Park Centre
Northbridge Baths	Publicly accessible at all times without bookings.		Open Space
Northbridge Community Space	42%	Shared spaces with Library. Venues less than 100 square metres.	Willoughby Park Centre
The Concourse	Utilisation rate 80% across all venues		Venue managed by

			Century Venues
The Haven Amphitheatre	2 bookings		Arts & Culture
The Willis Recreation & Sports Centre	35%	Managed by external operator.	Open Space
Tyneside Tennis Courts	26%		Open Space
Warners Park Centre	22%	Warners Park Centre closed since November 2024 for maintenance – expected to reopen Sept 2025.	Willoughby Park Centre
West Chatswood Community Facility	3%	Currently closed. Venue less than 100 square metres.	
Willoughby Park Centre	47%	Part of KPI - Community Life venues more than or equal to 100 square metres.	Willoughby Park Centre
Zenith Theatre & Convention Centre	75%	The Zenith had strong bookings and continues to be do well especially over weekends.	Zenith Centre

14.2 QUESTION WITH NOTICE 16/2024 - WHAT IS THE COST AND USAGE OF CHATSWOOD OVAL AND FACILITIES?

ATTACHMENTS:	**NONE**
RESPONSIBLE OFFICER:	**LINDA PERRINE, COMMUNITY CULTURE & LEISURE DIRECTOR**
AUTHOR:	**ALISON MURPHY, COMMUNITY LIFE MANAGER**
CITY STRATEGY OUTCOME:	**5.1 BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO.**
MEETING DATE:	**12 AUGUST 2024**

Submitted by: Councillor Anna Greco

QUESTION

What is the cost and usage of Chatswood Oval and facilities.
1. What was the cost of maintenance of the Chatswood Oval and the 3 buildings facilities on site for the financial year 2022/2023?
2. What were the total Hire fees received for the site by sporting groups for the financial year 2022/2023?
3. Other than sporting groups were there any other community uses of the Chatswood Oval and its facilities during the financial year 2022/2023?
4. Why are the following community facilities not listed on council's venue hirer system?
- **a. Trumper Pavilion**
- **b. Paul Harrison Pavilion**
- **c. Jack Donnelley room?**

ANSWER

Q1. What was the cost of maintenance of the Chatswood Oval and the 3 buildings facilities on site for the financial year 2022/2023?
Maintenance costs for the above was $144,118

Q2. What were the total Hire fees received for the site by sporting groups for the financial year 2022/2023?
Venue Hire income for 2022/2023 was $30,368.

Q3. Other than sporting groups were there any other community uses of the Chatswood Oval and its facilities during the financial year 2022/2023?
The Symphony in the park event was held in January 2023.
Chatswood OOSH was conducted in Trumper Pavillion.

Q4. Why are the following community facilities not listed on council's venue hirer system?

a. Trumper Pavilion

Council is currently upgrading its venue hire booking system. Once completed Trumper Pavilion Hall will be listed. Bookings can currently be made through Dougherty Community Centre, Monday to Friday 8.30 – 5pm

b. Paul Harrison Pavilion

The Paul Harrison Pavilion is not a venue for hire. It is used by sport user groups.

c. Jack Donnelley room

The Jack Donnelly room is not for hire. It is not fit for hire and would require a significant upgrade to make it suitable. It is currently used by the sports teams to store their sporting equipment. It is also used by the sports teams on weeknight and weekends as a change room.

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15.1 CONFIDENTIAL - ESCALATORS AT 799 PACIFIC HIGHWAY, CHATSWOOD

RESPONSIBLE OFFICER:	**MITCHELL NOBLE, ACTING PLANNING & INFRASTRUCTURE DIRECTOR**
AUTHOR:	**STUART SCHRAMM, PROPERTY MANAGER**
CITY STRATEGY OUTCOME:	**2.1 ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY. 2.7 PROMOTE ACCESSIBLE SERVICES AND FACILITIES FOR THE COMMUNITY.**
MEETING DATE:	**12 AUGUST 2024**

REASON FOR CONFIDENTIALITY

In accordance with the Local Government Act, 1993, and the Local Government (General) Regulation 2021. In the opinion of the General Manager, the following report is confidential as referred to in section 10A(2)(c) and (d) of the Act, and should be dealt with in a confidential session of the Council meeting closed to the press and public as on balance, it is considered not in the public interest to disclose the information:10A(2) The matter and information are the following –

(c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
(d) commercial information of a confidential nature that would, if disclosed –
(i) prejudice the commercial position of the person who supplied it

15.2 CONFIDENTIAL - CHATSWOOD CBD PLANNING CONTROLS - DISCUSSION PAPER

RESPONSIBLE OFFICER:	**MITCHELL NOBLE, ACTING PLANNING & INFRASTRUCTURE DIRECTOR**
AUTHOR:	**CHRIS BINNS, EXECUTIVE MANAGER, STRATEGY AND REFORM**
CITY STRATEGY OUTCOME:	**2.1 ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY.** **3.5 BALANCE POPULATION GROWTH AND DEVELOPMENT WITH QUALITY OF LIFE.** **4.2 BUILD AND SUPPORT A NIGHT-TIME ECONOMY.** **5.5 MAKE IT EASY FOR CITIZENS TO ENGAGE AND PARTICIPATE IN DECISION MAKING.**
MEETING DATE:	**12 AUGUST 2024**

REASON FOR CONFIDENTIALITY

In accordance with the *Local Government Act, 1993,* and the *Local Government (General) Regulation, 2021*. In the opinion of the General Manager, the following report is confidential as referred to in section 10A(2)(c) of the Act, and should be dealt with in a confidential session of the Council meeting closed to the press and public as on balance, it is considered not in the public interest to disclose the information:10A(2) The matter and information are the following –

(c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business

15.3 CONFIDENTIAL - CODE OF CONDUCT INVESTIGATION REPORT

RESPONSIBLE OFFICER:	**HUGH PHEMISTER, GENERAL MANAGER**
AUTHOR:	**SAMANTHA CONNOR, GOVERNANCE, RISK & COMPLIANCE MANAGER**
CITY STRATEGY OUTCOME:	**5.1 BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO.**
MEETING DATE:	**12 AUGUST 2024**

REASON FOR CONFIDENTIALITY

In accordance with the *Local Government Act, 1993*, and the *Local Government (General) Regulation 202*1. In the opinion of the General Manager, the following report is confidential as referred to in section 10A(2)(i) of the Act, and should be dealt with in a confidential session of the Council meeting closed to the press and public as on balance, it is considered not in the public interest to disclose the information:10A(2) The matter and information are the following –

(i) alleged contraventions of any code of conduct requirements applicable under section 440.