



Willoughby City Council

ORDINARY COUNCIL

AGENDA

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

on 3 November 2021
commencing at 7:00pm

The Meeting is open to the Public

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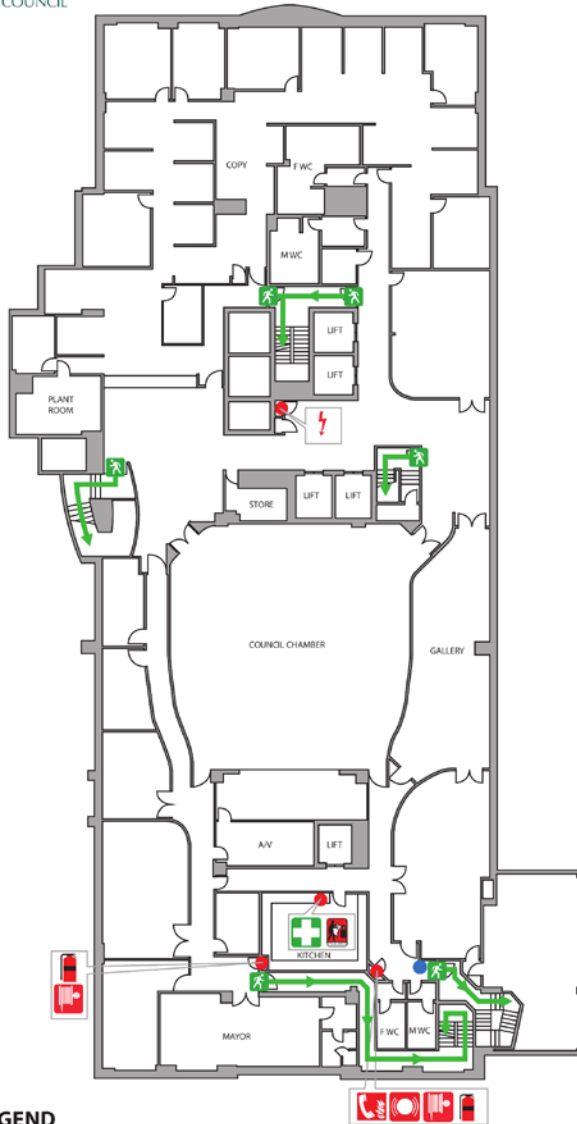
WILLOUGHBY CITY COUNCIL

Level 6 Floor Plan



EVACUATION DIAGRAM

COUNCIL CHAMBERS



LEGEND

	FIRE EXIT		EMERGENCY ASSEMBLY POINT
	STAIRS		EMERGENCY EXIT ROUTE
	YOU ARE HERE		FIRST AID KIT
	ELECTRICAL DISTRIBUTION BOARD		FIRE BLANKET
	FIRE HYDRANT		FIRE INDICATOR PANEL
	FIRE HOSE REEL		BREAK GLASS ALARM
	WARDEN INTERCOM POINT		CO2 FIRE EXTINGUISHER

LEVEL 6

Assembly Area 1:

Chatswood Mall, near Victor Street

Assembly Area 2:

Garden of Remembrance



Dial 000 for all emergency services

Address: 31 Victor St, Chatswood
Nearest Cross: Albert Ave

IN THE EVENT OF AN EMERGENCY

Remove any person from danger
Alert staff and others
Confine smoke/fire and close doors
Extinguish fire, if safe to do so -
If not, assist others and move to the Emergency Assembly Area.

EVACUATION PROCEDURES



ALERT BEEEP..BEEEP..BEEEP.

If you hear this sound you must be prepared to evacuate. Listen carefully to any instructions provided by Wardens and Staff.



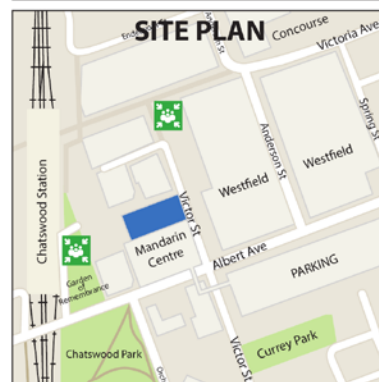
EVACUATE WOOP..WOOP..WOOP.

When you hear this sound you **MUST** evacuate using the nearest Fire Exit. Do not run and do not use any Lifts. If you need assistance to evacuate advise the nearest Staff member.

Listen carefully to any instructions provided by Wardens and Staff.

This diagram identifies the nearest Exit and the alternate Fire Exit as well. You must proceed to the Emergency Assembly Area and wait for further instruction.

DO NOT PANIC



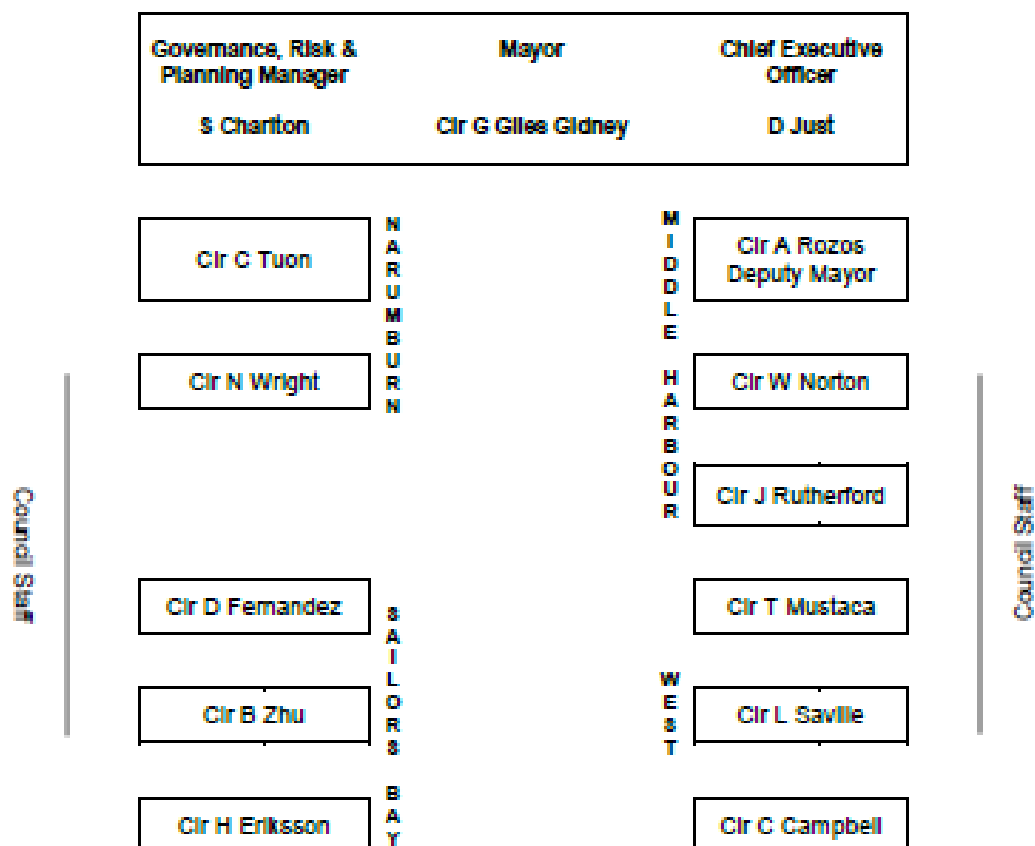
www.beawaresolutions.com.au
Ph 1300 71 81 31

Date of Issue: 12-2014
Date of Review: 12-2017

NOT DRAWN TO SCALE



COUNCIL CHAMBERS





Council Chamber Protocol

Ordinary Council Meetings are held on the second Monday of the month.

All meetings are open to the public except for items that, in the Council's opinion, are confidential, in accordance with Section 10A of the *Local Government Act 1993*.

- The Council meeting is in progress once the Mayor declares the meeting open and until the Mayor declares the meeting closed. Members of the public are asked to remain silent when the Council meeting is in progress.
- Members of the public can request that an item be discussed early in the meeting by approaching a Council Officer or Councillor prior to the meeting commencing. The decision to bring forward an item rests with the Mayor. Members of the public are not permitted to approach Councillors while the Council meeting is in progress. Having a matter brought forward in the Council meeting does not give a person the right to address Council on that matter.
- You may address Council at a Council meeting in one of two ways:
 - **Open Forum** – allows people to address Council for up to three (3) minutes on any topic relating to Council's activities or Willoughby generally. Members of the public cannot use the Open Forum to speak about an item on the agenda. Requests to speak at Open Forum can be made by completing the on-line form on Council's website before noon on the day of the meeting.
 - **Public Forum** – allows people to address Council for up to three (3) minutes in relation to a specific matter on the agenda. People wishing to address must complete the on-line form on Council's website before noon on the day of the meeting. The decision as to whether or not the person will be heard rests with the Council.
- You are able to distribute additional papers to Councillors prior to a Council meeting via the on-line Request to Address Council Meetings form or via email, post or delivered to Council chambers by noon on the day of the meeting. No additional papers can be distributed to Councillors after 5:00pm on the evening of the Council meeting except in exceptional circumstances agreed by the Chief Executive Officer and the Mayor.
- Please ensure that all mobile phones are turned **off** whilst you are in the Council Chamber. Note that mobile phones or any other recording device are not to be used to record any part of the Council Meeting.
- **Guidelines for Speakers** – When addressing the Council, 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. Comments made during the course of a Council 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 or the common law. Every Council meeting is recorded and applications to access such recordings can be made under the *Government Information (Public Access) Act 2009 (GIPA Act)*.
- **Webcasting** – The proceedings of all Council meetings in open session, including all debate and addresses by the public, are recorded and webcast live on Council's website for the purpose of facilitating community access. Webcast archives are stored and available to the public on Council's website for two years, after which time the recordings may be disclosed under the provision of the *GIPA Act*.

Members of the public attending a Council meeting may have their image, voice and personal information (including name and address) recorded, publicly broadcast and archived for two years. By attending a Council meeting, whether by addressing the Council or as an observer or other interested party, members of the public consent to this use of their image, voice and personal information.

1 OPEN MEETING — ACKNOWLEDGEMENT OF COUNTRY

2 DISCLOSURES OF INTERESTS

3 CONFIRMATION OF MINUTES

That the Minutes of the Ordinary Meeting of Council held 18 October 2021, copies of which have been circulated to each member of Council, be confirmed.

4 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

5 PETITIONS

5.1 PETITION - DEVELOPMENT AT 3-5 HELP STREET, CHATSWOOD

ATTACHMENTS:	1. IMPLICATIONS
RESPONSIBLE OFFICER:	LAURA KENDALL – CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	SHERRYN WILLIAMS – GOVERNANCE TEAM LEADER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

To table a petition received regarding the development at 3-5 Help Street, Chatswood.

2. OFFICER'S RECOMMENDATION

That Council receive and note the petition on the proposed height and floor space increases over development at 3-5 Help Street, Chatswood, and refer the matter to the Planning and Infrastructure Director.

3. BACKGROUND

The *Petitions Policy* requires petitions received to be presented to the next available Council meeting.

4. DISCUSSION

The petition of 625 signatories has been submitted by Gerald Chia, who is petitioning against the proposed height and floor space increases over development at 3-5 Help Street, Chatswood.

A copy of the petition has been distributed to Councillors.

Members of the public may inspect a copy of the petition at Council offices.

5. CONCLUSION

The petition is presented for noting by Council

6 OPEN FORUM — MATTERS NOT ON THE AGENDA

Open Forum allows members of the public to address Council for a maximum of three (3) minutes on any issues (but not on an item on the Agenda).

7 MAYORAL MINUTE

8 CHIEF EXECUTIVE OFFICER'S LATE REPORT

9 MATTERS FOR DEFERRAL AND PROCEDURAL PRIORITY

10 MATTERS REQUIRING ELABORATION OR DEBATE

At this stage the Mayor will invite Councillors to nominate the items they wish Council to consider separately and these matters will then be dealt with in the order so nominated.

11 PUBLIC FORUM — MATTERS ON THE AGENDA

Public Forum allows members of the public to address Council for a maximum of three (3) minutes on an issue on the Agenda.

12 REPORTS OF COMMITTEES

**12.1 MINUTES - AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD
14 OCTOBER 2021**

ATTACHMENTS:	1. IMPLICATIONS 2. DRAFT MINUTES - ARIC MEETING 14 OCTOBER 2021
RESPONSIBLE OFFICER:	LAURA KENDALL - CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	STEVE RAY- RISK & AUDIT TEAM LEADER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

To present to Council the draft minutes of the Audit, Risk and Improvement Committee (ARIC) meeting of the 14 October 2021.

2. OFFICER'S RECOMMENDATION

That Council note the draft minutes of the Audit, Risk and Improvement Committee meeting of 14 October 2021.

3. BACKGROUND

The ARIC meets quarterly to provide independent advice, oversight and assurance to Council in the areas of internal and external audit, risk management, business improvement and governance.

The minutes of the ARIC meeting held on 14 October 2021, are presented to Council in draft form due to the scheduling of Council and Committee meetings. The ARIC will receive the minutes for formal endorsement at its meeting of 1 December 2021.

4. DISCUSSION

On 14 October 2021, the ARIC met to discuss the following issues:

- Draft financial statements for the year ended 30 June 2021.
- Progress of the 2021 interim internal audit plan.
- Update from the Chief Executive Officer (CEO) including:
 - Council's ongoing response to the COVID-19 Public Health Orders.
 - The current status of the proposed infrastructure contributions reforms, including the outcome of ongoing advocacy measures.
 - Council's preparations for the December 2021 local government elections and the induction of the newly elected council.

A full copy of the draft minutes is contained in **Attachment 2**, which have been reviewed by the ARIC Chair.

5. CONCLUSION

It is recommended that Council note the draft minutes of the Audit, Risk and Improvement Committee meeting of the 14 October 2021.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	5.1 – Be honest, transparent and accountable in all that we do
Business Plan Objectives, Outcomes / Services	The Audit, Risk and Improvement Committee (ARIC) is a statutory committee, which provides assurance in the areas of internal and external audit, risk management, business improvement and governance. This promotes effective performance in pursuit of the priorities outlined in the <i>Our Future Willoughby 2020 Community Strategic Plan</i> .
Policy	Audit, Risk and Improvement Committee Charter
Consultation	The attached draft minutes will be presented to the November 2021 meeting of the ARIC for final endorsement.
Resource	Administrative support is provided to this Committee by the Audit and Risk Team.
Risk	The Audit, Risk and Improvement Committee reviews and advises on Council's risk framework. The Committee advises on matters of risk management and mitigation.
Legal	There are no legal implications associated with the report.
Legislation	There are no legislative implications associated with the report.
Budget/Financial	This report has no budgetary or financial implications.



Willoughby City Council

AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING

DRAFT MINUTES

held on 14 October 2021

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

14 October 2021

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1 OPENING AND INTRODUCTIONS

At 8.32am Ms Gavey opened the meeting and welcomed those present.

2 ATTENDANCE AND APOLOGIES

Committee Members Present:

Ms E Gavey (Chair)

Mr C Davies

Mr R Lagaida

Apology:

Councillor C Tuon

Ms L Kendall (Customer & Corporate Director)

Absent:

Councillor N Wright

Council Officers Present:

Ms D Just (Chief Executive Officer)

Mr H Phemister (Planning & Infrastructure Director)

Mr S Naven (Chief Financial Officer)

Ms S Charlton (Governance, Risk & Corporate Planning Manager)

Mr B Herring (Chief Information Officer)

Mr D Wood (Design & Infrastructure Manager)

Mr G Drinan (Project Management Team Leader)

Mr T Unfried (Project Manager - Major Works)

Mr S Ray (Risk and Audit Team Leader)

Ms T Strydom (Governance Administration Officer)

External Attendees:

Mr K Leung and Mr T Hossain representing the Audit Office of NSW

Mr J Winter and Ms L Yang representing external auditors, Grant Thornton

3 DISCLOSURES OF INTEREST

Standing Declaration:

Ms Gavey declared a non-significant non-pecuniary interest by advising she holds the following positions:

- Chair/Independent Member - Camden Council Audit, Risk and Improvement Committee
- Deputy Chair/Independent Member - Penrith City Council Audit, Risk and Improvement Committee
- Chair/Independent Member - Waverley Council Audit, Risk and Improvement Committee
- Audit and Risk Committee Member - Electoral Commission of NSW
- Audit and Risk Committee Member - Independent Review Office
- Audit and Risk Committee Member - Audit Office of NSW
- Chair/Director - Primary and Community Care Services Limited
- Independent Panel Member - Disciplinary Tribunal of Chartered Accountants Australia and New Zealand
- Chair/Director - The Astor Pty Limited

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING14 October 2021

Ms Gavey advised that her husband, Mr Brian White is an employee of Payreq Australia Pty Ltd, which is a sub-contractor to the IVE Group; providing digital rate notice delivery services to Willoughby City Council. This is not a material contract for Council or Payreq.

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4 CONFIRMATION OF MINUTES – ARIC MEETING – 9 SEPTEMBER 2021

RESPONSIBLE OFFICER: LAURA KENDALL - CUSTOMER & CORPORATE DIRECTOR

AUTHOR: STEVE RAY - RISK & AUDIT TEAM LEADER

CITY STRATEGY OUTCOME: 5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO

MEETING DATE: 14 OCTOBER 2021

PURPOSE OF REPORT

To provide the Audit, Risk and Improvement Committee with the draft minutes of the Committee meeting held on 9 September 2021.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee receive and accept the minutes as a true and accurate record of the Audit, Risk and Improvement Committee meeting on 9 September 2021.

COMMITTEE RESOLUTION

That the Audit, Risk and Improvement Committee receive and accept the minutes as a true and accurate record of the Audit, Risk and Improvement Committee meeting on 9 September 2021.

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

14 October 2021

5 CHIEF EXECUTIVE OFFICER VERBAL UPDATE**RESPONSIBLE OFFICER:** DEBRA JUST - CHIEF EXECUTIVE OFFICER**CITY STRATEGY OUTCOME:** 5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO**MEETING DATE:** 14 OCTOBER 2021**PURPOSE OF REPORT**

To facilitate the presentation of a verbal report by the Chief Executive Officer to the Audit, Risk and Improvement Committee.

DISCUSSION

The Chief Executive Officer provided an update on the *Environmental Planning and Assessment Act (Infrastructure Contributions) Bill 2021* (the Bill), advising that the Bill is currently moving through the NSW Parliament. Council is continuing to advocate opposition to certain aspects of the Bill in collaboration with Northern Sydney Regional Organisation of Councils, Local Government NSW, Mayors and councils.

Council continues to respond to changes in Public Health Orders. Strict COVID Safe Plans are being implemented to support the staged reopening of services at the Victor Street office, Willoughby Leisure Centre, Chatswood Library, children services, art spaces and the Chatswood Mall markets. To support and protect staff, a vaccination policy is being developed for consultation.

The Chief Executive Officer advised that as the local government election is scheduled for Saturday 4 December 2021, Council will hold its last meeting for the term on 3 November 2021 prior to entering the caretaker period on 5 November 2021. It was noted that staff are in the process of developing the Councillor Induction program.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee receive and note the verbal report provided by the Chief Executive Officer.

COMMITTEE RESOLUTION

That the Committee receive and note the verbal report.

6 AUDIT, RISK AND IMPROVEMENT COMMITTEE ANNUAL REPORT 2020-2021

AUTHOR: ELIZABETH GAVEY – CHAIRPERSON

CITY STRATEGY OUTCOME: 5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO

MEETING DATE: 14 OCTOBER 2021

PURPOSE OF REPORT

To provide the Audit, Risk and Improvement Committee with the draft Committee Annual Report 2020-2021 and the proposed Self-Assessment Questionnaire for feedback.

DISCUSSION

The Chair, Ms Gavey presented the draft annual report and questionnaire to members. Members discussed the documents and their contents, agreeing that the annual report should note the commitment and support provided by Council staff and management to the Committee over the preceding 12 months.

It was requested that both documents be distributed to members to provide opportunity for further input and feedback, prior to their consideration at the December meeting. Following this, the annual report will be presented to Council for consideration.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee receive and note:

1. the draft Audit Risk and Improvement Committee's Annual Report for 2020-2021 and provide feedback on the draft report; and
2. the Audit Risk and Improvement Committee Self-Assessment Questionnaire, provide feedback on the same and endorse the process for the questionnaire to be distributed.

COMMITTEE RESOLUTION

That having read, considered and discussed the report, the Committee received and noted the report.

ACTIONS

1. That a Word version of the draft annual report and draft questionnaire be distributed to members to allow the provision of further input and feedback.
2. That the Governance, Risk and Corporate Planning Manager arrange for the inclusion of biographies for Councillors Tuon and Wright.
3. That the questionnaire be distributed to relevant Council staff.
4. That once finalised and approved by the Committee, the annual report be presented to Council for consideration.

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

14 October 2021

7 IN CAMERA MEETING WITH THE EXTERNAL AUDITORS

RESPONSIBLE OFFICER: LAURA KENDALL - CUSTOMER & CORPORATE DIRECTOR

AUTHOR: STEVE RAY – RISK AND AUDIT TEAM LEADER

CITY STRATEGY OUTCOME: 5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO

MEETING DATE: 14 OCTOBER 2021

PURPOSE OF REPORT

To provide an 'in camera' meeting with representatives of the Audit Office of NSW, without the presence of Council management, prior to the review of the annual financial statements.

DISCUSSION

At this stage of the meeting, an in camera session was held with representatives of the NSW Audit Officer of NSW. Those present for this session were restricted to the following:

Committee Members

Ms Gavey (Chair)
Mr Lagaida
Mr Davies

External Attendees

Mr Leung and Mr Hossain representing the Audit Office of NSW
Mr Winter and Ms Yang representing external auditors, Grant Thornton.

8 DRAFT FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

RESPONSIBLE OFFICER: LAURA KENDALL - 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: 14 OCTOBER 2021

PURPOSE OF REPORT

To provide the Committee with Council's draft Financial Accounts for the year ended 30 June 2021, which are to be formally adopted by Council on 18 October 2021 and referred for audit under section 413 of the *Local Government Act 1993*.

DISCUSSION

The Committee discussed and noted:

- That despite the impact of COVID-19 Public Health Orders during 2020-2021, Council achieved a net operating surplus before and after accounting for capital grants and contributions.
- Changes in approach and policy to de-recognise the investment in TechnologyOne software as an intangible asset, is reflected in the Statement of Financial Position and Statement of Cash Flows.
- The significant refinement in the mapping and classification of revenues, expenses, assets and liabilities in the main accounts, resulted in greater accuracy in Council's Asset Register and the origin of each new asset.
- Council has elected to provide disclosures relating to unrestricted cash that are over and above the Code of Accounting Practice and Reporting.
- Both the External Auditors and Council management noted that it is not mandatory to bring a notional early close the statements at the end of the March quarter. However, it is possible for Council to apply this practice, which may result in only exceptions being dealt with during the June quarter.
- Council achieved nine out of ten of the Office of Local Government ratios, however did not meet the benchmark for operating performance ratio due to some revenue not being classed as operational.

After making direct enquiries to the Chief Financial Officer and the External Auditors, the Committee formed a view that Council's finances are in a fit and sustainable position. The Chief Executive Officer acknowledged the contribution made by Councillors through their involvement in the budget review process and the development of Council's long term financial plan.

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

14 October 2021

The Committee noted that the audit and engagement plan was implemented in a highly constructive and collaborative manner between Council staff and the External Auditors and thanked those involved for achieving this.

The Committee congratulated Council and Council staff for delivering a sound financial outcome under difficult economic and social conditions; and praised the quality and manner in which the statements have been communicated and presented. The Committee requested their comments be shared with those who contributed towards the drafting of the financial statements.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee receive and note the draft financial statements for the year ended 30 June 2021.

COMMITTEE RESOLUTION

That having read, considered and discussed the report, the Committee received and noted the report.

ACTION

That the Committee's comments in regards to the high quality of the draft financial statements for 2020-2021, be conveyed to relevant staff.

9 ACTION ITEMS – STATUS REPORT

RESPONSIBLE OFFICER:	LAURA KENDALL – CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	STEVE RAY- RISK & AUDIT TEAM LEADER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	14 OCTOBER 2021

PURPOSE OF REPORT

To report to the Audit, Risk and Improvement Committee the status of actions from previous meetings.

DISCUSSION

The Committee and Council officers discussed the action log process. It was agreed that the current process had proven to be an effective means for the Committee to obtain information to enable them to make informed decisions.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee receive and note the status report on the Action Log.

COMMITTEE RESOLUTION

That having read, considered and discussed the report, the Committee received and noted the report.

10 CORPORATE UPDATE

RESPONSIBLE OFFICER:	LAURA KENDALL - CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	SAMANTHA CHARLTON – GOVERNANCE, RISK AND CORPORATE PLANNING MANAGER MONICA LONERGAN – PEOPLE AND CULTURE MANAGER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
CALENDAR REFERENCE:	8 GOVERNANCE QUARTERLY REPORT
MEETING DATE:	14 OCTOBER 2021

PURPOSE OF REPORT

To provide the Audit, Risk and Improvement Committee the quarterly Corporate report.

DISCUSSION

The Committee discussed the Office of Local Government (OLG) - *draft Guidelines for Risk Management and Internal Audit Framework for Local Councils in NSW*, noting that the draft Guidelines:

- recommend broad areas of responsibility for ARICs, that may not be suitable for all Councils depending on their maturity and resources, so it was important that ARICs should be able to tailor their functions to the operating environment
- assign tasks to ARIC that may not be consistent with their assurance role, and could be more “management” in nature
- intend to limit the ability of members to serve on multiple committees, which could inhibit their exposure and depth of experience in local government, and the ability to share information and experiences with multiple Councils
- require Council to endorse the ARICs annual and four-yearly strategic plan and any changes to these plans, which could compromise the independence of the committee and restrict its ability to respond to emerging issues in a timely manner
- limits Councillor participation and does not give them voting rights which could undermine the value Councillor members add by providing local insight and knowledge. The Committee felt that provided there was a majority of independent members constituting an ARIC quorum, Councillor participation in the ARIC was important.

The Committee were advised that Council will be lodging a submission to the OLG on the draft Guidelines.

The Committee also:

- noted the reduction in workers compensation claims during the reporting period.
- requested that future reports include details of fraud and corruption incidents or concerns.

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

14 October 2021

- requested future Corporate Updates report on the review of Council's policy framework and implementation.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee receive and note the Quarterly Corporate report.

COMMITTEE RESOLUTION

That having read, considered and discussed the report, the Committee received and noted the report.

ACTION

That future Corporate Updates advise on the progress of the review of Council's policy framework and implementation, and fraud and corruption incidents or concerns.

11 PROCUREMENT ACTIVITY

RESPONSIBLE OFFICER: LAURA KENDALL – CUSTOMER & CORPORATE DIRECTOR

AUTHOR: PAUL BROWN - CONTRACTS & PROCUREMENT TEAM LEADER

CITY STRATEGY OUTCOME: 5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO

MEETING DATE: 14 OCTOBER 2021

PURPOSE OF REPORT

To provide the Audit, Risk and Improvement Committee the May, June, July and August Procurement Reports, and to report progress of actions being undertaken in response to the Audit Office of NSW Performance Audit the on Procurement Management in Local Government.

DISCUSSION

The Committee commended officers on the quality of information provided in the monthly Procurement Reports.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee receive and note the procurement activity report.

COMMITTEE RESOLUTION

That having read, considered and discussed the report, the Committee received and noted the report.

12.1 RISK MANAGEMENT REPORT

RESPONSIBLE OFFICER: LAURA KENDALL – CUSTOMER & CORPORATE DIRECTOR

AUTHOR: STEVE RAY - RISK & AUDIT TEAM LEADER

CITY STRATEGY OUTCOME: 5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO

MEETING DATE: 14 OCTOBER 2021

PURPOSE OF REPORT

To provide the Audit, Risk and Improvement Committee the outcome of the annual review of the impact of Council's Risk Management Framework on the control environment and further details of Council's Strategic and Operational risk profiles.

DISCUSSION

The Committee commented on the high quality, concise and simple manner in which Council's risk profile is presented. Members discussed the development of Council's risk appetite statements and proposed that risks with 'nil' or 'very low' appetites should be regarded as aspirational targets, as it would be difficult for any organisation to eliminate risks and incidents in the context of what is operationally feasible and cost effective.

The Committee requested that information be provided on Council's insurance arrangements as this is a key element of Council's risk management program.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee receive and note the status of Council's risk management program.

COMMITTEE RESOLUTION

That having read, considered and discussed the report, the Committee received and noted the report.

ACTION

That a report be presented detailing Council's insurance arrangements.

12.2 RISK MANAGEMENT (MAJOR PROJECTS)

RESPONSIBLE OFFICER:	LAURA KENDALL - CUSTOMER & CORPORATE DIRECTOR
	HUGH PHEMISTER - PLANNING AND INFRASTRUCTURE DIRECTOR
AUTHORS:	BRAD HERRING – CHIEF INFORMATION OFFICER (CORPORATE SYSTEMS REVIEW)
	GYNT DRINAN – PROJECT MANAGEMENT TEAM LEADER (THE CONCOURSE COMPLIANCE UPGRADE)
	TOM UNFRIED – PROJECT MANAGER MAJOR WORKS (GORE HILL INDOOR SPORTS CENTRE)
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	14 OCTOBER 2021

PURPOSE OF REPORT

To provide the Audit, Risk and Improvement Committee with an update on risk management for major projects being the Corporate Systems Review, The Concourse Compliance Upgrade and the Gore Hill Indoor Sports Centre.

DISCUSSION**Corporate Systems Review**

The Chief Information Officer advised that Phase 2 of the Connect Project launched on the scheduled go-live date of 4 October 2021. Since this date 550 works orders have been created and 240 completed. These figures provide assurance that the system is operating as required and that staff are competent in new system. Training will continue to support staff with the implementation of new procedures. Phase 3 of the Connect Project has now commenced and is on track for the scheduled go-live date of December 2022.

The Concourse Compliance Upgrade

The Project Management Team Leader advised that works will be completed in February 2022. The 2021 COVID-19 Public Health Orders, which required a temporary shutdown of the site, have not impacted the overall project timeline. The Chief Executive Officer advised that Council's insurance profile will improve once the works are completed.

Gore Hill Indoor Sports Centre

The Project Manager advised that the project is currently in the design phase and is scheduled for completion in 2026. A risk based approach is being used to budget for contingencies, advising that as certainty increases, contingency budgets will reduce.

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING14 October 2021

The Chief Executive Officer informed the Committee of extensive consultation undertaken with nearby property owners and stakeholders. The results of this consultation and consultation undertaken with councils and organisations who had developed similar sporting facilities prior, has informed plans for the development and assisted with the identification of risks.

In response to a question from the Committee, the Chief Executive Officer advised that post implementation reviews are performed at the completion of milestone stages and projects. This ensures that lessons learnt can be embedded in other projects.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee receive and note the status report regarding major projects.

COMMITTEE RESOLUTION

That having read, considered and discussed the report, the Committee received and noted the report.

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12.3 CYBER SECURITY

RESPONSIBLE OFFICER:	LAURA KENDALL - CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	BRAD HERRING – CHIEF INFORMATION OFFICER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	14 OCTOBER 2021

PURPOSE OF REPORT

To provide the Audit, Risk and Improvement Committee details of Council's cyber security strategy, the cyber security threat and risk assessment currently being performed, and a copy of Council's *Information Technology Disaster Recovery Plan* (ITDRP).

DISCUSSION

The Committee discussed the key findings of the July 2021 NSW Auditor General's Performance Audit Report involving Transport for NSW and Sydney Trains. It was noted that both agencies had failed to foster a culture that supported cyber security risk management, with training being identified as a key element in developing such a culture. The Chief Information Officer advised that mandatory training will be provided to all new and existing staff, commencing November 2021. The training is aimed to foster a culture of awareness of cyber risks and prevention.

The Committee noted that recommendations arising from the cyber security and risk assessment and the regular testing of Council's ITDRP may have financial implications associated with their implementation. The Chief Information Officer advised that it is standard practice for the budget review process to consider these recommendations and this will also occur when Council develops its 2022-2023 budget.

The Committee discussed the benefits and risks associated with the location of Council's primary and secondary disaster recovery sites. The Chief Information Officer advised that a risk based approach will be applied to determining recovery site locations during the next review of the ITDRP. Discussion ensued on the business continuity capabilities of Council's cloud based service providers, with assurance provided that the ability of providers to maintain alternate data warehouse facilities is a primary consideration when selecting an appropriate provider.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee receive and note the Cyber Security Report.

COMMITTEE RESOLUTION

That having read, considered and discussed the report, the Committee received and noted the report.

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

14 October 2021

ACTION

That a report regarding the results of the cyber security and risk assessment and management's response to any recommendations be provided to the Committee when available.

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13 INTERNAL AUDIT UPDATE

RESPONSIBLE OFFICER:	LAURA KENDALL – CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	SAMANTHA CHARLTON – GOVERNANCE RISK AND CORPORATE PLANNING MANAGER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	14 OCTOBER 2021

PURPOSE OF REPORT

To provide the Audit, Risk and Improvement Committee with the status of the 2021 Interim Internal Audit Plan and internal audit recommendations.

DISCUSSION

The Governance, Risk and Corporate Planning Manager advised that quotations were being sought for the three audits contained in the interim internal audit program. A further update will be provided to the December Committee meeting.

The Committee requested that the status of all audit actions be provided in a single report. The report is to include internal audits actions, external audit recommendations, NSW Audit Office Performance Audits recommendations applicable to Council and improvements being implemented from gap analysis and benchmarking undertaken by Council.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee receive and note the Internal Audit Report.

COMMITTEE RESOLUTION

That having read, considered and discussed the report, the Committee received and noted the report.

ACTION

That quarterly report be presented on the status of all internal and external audit actions, NSW Audit Office Performance Audit recommendations applicable to Council and improvements being implemented from gap analysis and benchmarking undertaken by Council.

14 CORPORATE SCORECARD

RESPONSIBLE OFFICER: LAURA KENDALL - CUSTOMER & CORPORATE DIRECTOR

AUTHOR: KATRINA FURJANIC – CORPORATE STRATEGIC PLANNER

CITY STRATEGY OUTCOME: 5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO

MEETING DATE: 14 OCTOBER 2021

PURPOSE OF REPORT

To provide the Audit, Risk and Improvement Committee with details of Council's Corporate Scorecard for the year ending 30 June 2021.

DISCUSSION

The Committee commended Council on its performance and the use of pre-COVID performance measures even though Council operations were impacted by Public Health Orders during 2020-2021. The Chief Executive Officer advised that the use of consistent measures enables operational stresses from disruptive events to be identified and treated.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee receive and note the report regarding the Corporate Scorecard for the year ending 30 June 2021.

COMMITTEE RESOLUTION

That having read, considered and discussed the report, the Committee received and noted the report.

**15 DELIVERY PROGRAM – SIX MONTHLY PROGRESS REPORT:
JANUARY-JUNE 2021**

RESPONSIBLE OFFICER: LAURA KENDALL - CUSTOMER & CORPORATE
DIRECTOR

AUTHOR: KATRINA FURJANIC – CORPORATE STRATEGIC
PLANNER

CITY STRATEGY OUTCOME: 5.1 – BE HONEST, TRANSPARENT AND
ACCOUNTABLE IN ALL THAT WE DO

MEETING DATE: 14 OCTOBER 2021

PURPOSE OF REPORT

To inform the Audit, Risk and Improvement Committee on Council's progress against the fourth year of the Delivery Program 2017-2021 (i.e. Operational Plan 2020/21).

DISCUSSION

The Committee congratulated Council on its performance during the six-month reporting period.

In response to a question raised by the Committee, the Chief Executive Officer provided further information explaining why the benchmark for residential waste diverted from landfill was not met.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee receive and note the report regarding Council's progress against the Delivery Program 2017-2021.

COMMITTEE RESOLUTION

That having read, considered and discussed the report, the Committee received and noted the report.

16 BUSINESS IMPROVEMENT

RESPONSIBLE OFFICER: LAURA KENDALL – CUSTOMER & CORPORATE DIRECTOR

AUTHOR: ELLA GEDDES – BUSINESS IMPROVEMENT SPECIALIST

CITY STRATEGY OUTCOME: 5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO

MEETING DATE: 14 OCTOBER 2021

PURPOSE OF REPORT

To provide the Audit, Risk and Improvement Committee with an update on the Business Improvement Initiatives Program and Service Reviews conducted at Council.

DISCUSSION

The Committee discussed the report and enquired how initiatives in the Improvement Program are selected. The Chief Executive Officer advised that selection of initiatives was further informed by priorities identified in the 2020 Community Perception Survey, notably in areas of customer service and the timely delivery of projects that directly benefit residents.

The Committee was informed that implemented business improvement initiatives are monitored to enable savings and efficiencies to be quantified, noting that more emphasis is being applied to customer experience. Reviews are also undertaken to ensure improved processes are maintained.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee receive and note the Business Improvement Report.

COMMITTEE RESOLUTION

That having read, considered and discussed the report, the Committee received and noted the report.

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

14 October 2021

**17 AUDIT, RISK AND IMPROVEMENT COMMITTEE 2021
REPORTING CALENDAR**

RESPONSIBLE OFFICER: LAURA KENDALL - CUSTOMER & CORPORATE
DIRECTOR

AUTHOR: STEVE RAY – RISK AND AUDIT TEAM LEADER

CITY STRATEGY OUTCOME: 5.1 – BE HONEST, TRANSPARENT AND
ACCOUNTABLE IN ALL THAT WE DO

MEETING DATE: 14 OCTOBER 2021

PURPOSE OF REPORT

To provide the Audit, Risk and Improvement Committee details of the 2021 reporting calendar.

DISCUSSION

The Committee requested that the reporting calendar be amended to include an annual report on Council's insurance arrangements.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee receive and note the report regarding the Audit, Risk and Improvement 2021 Reporting Calendar.

COMMITTEE RESOLUTION

That having read, considered and discussed the report, the Committee received and noted the report.

ACTION

That the ARIC reporting calendar be amended to include an annual report on Council's insurance arrangements.

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18 GENERAL BUSINESS**18.1 DISCUSSION OF MEETING DATES - 2022**

The Committee requested circulation of proposed meeting dates for 2022 prior to the December meeting to enable members to confirm suitability.

ACTION

That the proposed dates for quarterly meetings of the ARIC in 2022 be scheduled in mid-March, late July, mid-October and early December 2022; with dates to be circulated to members for comment prior to consideration at the December meeting.

**18.2 ENVIRONMENTAL PLANNING AND ASSESSMENT ACT
(INFRASTRUCTURE CONTRIBUTIONS) BILL 2021**

Ms Just advised that she had received advice that the passage of the *Environmental Planning and Assessment Act (Infrastructure Contributions) Bill 2021* through Parliament, had been paused.

19 NEXT MEETING

Wednesday 1 December 2021, commencing at 8:30am

Subject to COVID-19 Public Health Orders, the venue for the meeting will be the Council Administration building, located at 31 Victor Street, Chatswood.

The Meeting concluded at 10.53am.

12.2 MINUTES - BICENTENNIAL RESERVE AND FLAT ROCK GULLY MEETINGS HELD ON 4 MAY AND 28 SEPTEMBER 2021

ATTACHMENTS:	1. IMPLICATIONS 2. MINUTES HELD 4 MAY 2021 3. MINUTES HELD 28 SEPTEMBER 2021
RESPONSIBLE OFFICER:	MELANIE SMITH – COMMUNITY, CULTURE & LEISURE DIRECTOR
AUTHOR:	JULIE WHITFIELD – OPEN SPACE CO-ORDINATOR
CITY STRATEGY OUTCOME:	5.5 – MAKE IT EASY FOR CITIZENS TO PARTICIPATE IN DECISION MAKING
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

To provide Council with the Minutes of the Bicentennial Reserve and Flat Rock Gully Advisory Committee meetings held 4 May and 28 September 2021.

2. OFFICER'S RECOMMENDATION

That Council receive and note the minutes of the Bicentennial Reserve and Flat Rock Gully Advisory Committee meetings held 4 May and 28 September 2021.

3. BACKGROUND

The Bicentennial Reserve and Flat Rock Gully Advisory Committee has a maximum of 10 committee members including two Councillors and eight community members. The Committee meets twice a year. The committee provides guidance on the current Plan of Management for the reserve and advises on aspects of the use, control and management of the reserve.

4. DISCUSSION

The Advisory Committee met on 4 May and 28 September 2021 to discuss issues and outcomes arising from previous meetings.

The minutes of the 4 May 2021 meeting were adopted by the Advisory Committee at its meeting of 28 September 2021.

The minutes of 28 September meeting have been approved by the Chair and have been circulated to all Committee members for ratification. Usual practice would be for these minutes to be adopted at the next Advisory Committee meeting before going to Council for noting. However, as Council commences a caretaker period on 5 November 2021 prior to the Local Government elections, no further meetings of the Advisory Committee have been scheduled.

The key items discussed at the meetings were:

- The Flat Rock baseball diamond floodlights hours of use extension - a new DA to formalise the extension for floodlight hours was lodged in late July 2021.
- The Willoughby Leisure Centre Pool Hall upgrade- the DA was approved by the Sydney North Planning Panel in August 2021.
- Sydney Water is investigating the duplication of the sewer line under Bicentennial Reserve for implementation in 2022.
- Bore sampling for the EPA contamination investigation in Bicentennial Reserve and Flat Rock Gully will be undertaken in October 2012.

5. CONCLUSION

The minutes do not commit Council to any additional resource commitment.

It is recommended that Council receive and note the minutes of the Bicentennial Reserve and Flat Rock Gully Advisory Committee meetings held on 4 May and 28 September 2021.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	5.5 – Make it easy for citizens to participate in decision making
Business Plan Objectives, Outcomes / Services	Working with the community, we create diverse, active and vibrant places, contributing to an inclusive, connected and resilient Willoughby.
Policy	This matter relates to Council policy- <i>Advisory Committees Policy</i> .
Consultation	There are no consultation implications applicable to this report.
Resource	Officer time in attendance at meetings and associated tasks amounting to three hours per Advisory Committee meeting.
Risk	The level of risk associated with the contents of this report is low under Council's <i>Risk Management Framework</i> .
Legal	There are no legal implications applicable to this report.
Legislation	There are no legislative ramifications applicable to this report.
Budget/Financial	Funding of the committee is within the operational budget for 2020/21.

ATTACHMENT 2

**MINUTES OF MEETING**

MEETING NAME: BICENTENNIAL RESERVE AND FLAT ROCK GULLY ADVISORY COMMITTEE

LOCATION HELD: VIA ZOOM

MEETING CHAIR: MAYOR GAIL GILES-GIDNEY

DATE OF MEETING: TUESDAY 4 MAY 2021

TIME OF MEETING: 6:30pm

1. PRESENT

Mayor Gail Giles-Gidney (Chair)
Councillor Hugh Eriksson
Andrew Stone (North Sydney Leagues Senior Baseball Club)
Sean Leonard (North Sydney Leagues Junior Baseball Club)
Heidi Key (representing Bushcare)
Rachel Hill (representing Northbridge Progress Association)
Larissa Penn (representing Naremburn Progress Association)
Karen Borg (representing Willoughby South Progress Association)

Observers: Meredith Foley and Christina Pender (Willoughby Environmental Protection Association)

2. APOLOGIES

Councillor Nick Wright
Ineke Walker (Northern Suburbs Netball Association)

3. OFFICERS IN ATTENDANCE

Angela Casey (Manager Culture and Leisure)
Julie Whitfield (Open Space Coordinator)

4. DECLARATIONS OF INTEREST

There were no declarations of interest made.

5. ACCEPTANCE OF THE PREVIOUS MINUTES

That the Minutes of the Bicentennial Reserve and Flat Rock Gully Advisory Committee (the Committee) meeting held on 1 December 2020, be accepted.

Moved: Heidi Keyis
Seconded: Gail Giles-Gidney

6. MATTERS ARISING FROM MINUTES

- 6.1 DA 2007/581/A Bicentennial Baseball Diamond: approval 12-month trial floodlight use**
Operational Noise Impact Assessment was completed during 2021 Summer baseball season (January & February). A new Development Application (DA) to be lodged prior to August 2021.
- 6.2 Willoughby Leisure Centre – Pool Hall Upgrade - update**
Approximately 20 submissions were received in the DA exhibition period. Assessment of submissions will be completed independently and determined by the Sydney North Planning Panel as the work is valued over \$5M.
- 6.3 Bicentennial Reserve Plan of Management (BRPOM) update**
The BRPOM was adopted by Council on 8 February 2021, and is available on Council's website. L Penn queried the state of weed management in Flat Rock Gully since COVID.
- Action:** Council's Environment Team to circulate separately an update to members of the works undertaken in relation to weed management in Flat Rock Gully since COVID restrictions.
- 6.4 Northside Storage (sewage) Tunnel update**
L Penn is awaiting response from Department of Planning, Industry and Environment (DPIE). S Leonard queried Sydney Water investigation audit of sewer line under Bicentennial Reserve.
- Action:** Council Environment Team to circulate separately an update to members of works/ actions underway.
- 6.5 Review of Committee's Terms of Reference (ToR)**
Changes to the ToR can only be made via a Council resolution. Committees will be disbanded until a new Council is formed after the September 2021 election.
- 6.6 Impacts of Western Harbour EIS and Beaches Link**
L Penn noted the Council submission's to EIS was well written and extensively covered the Bicentennial Reserve and Flat Rock Gully issues. L Penn requested for committee members and Council to liaise with DPIE to further mitigate risk.

7. NEW BUSINESS

7.1 Active Transport

Issues relating to the 30% drop off in bus services have been raised with the Northern Sydney Regional Organisation of Councils (NSROC) by the Mayor.

Action: Council's Traffic & Transport Team to circulate separately an update on active transport plans for the Flat Rock area and linking of Willoughby and North Sydney Council's cycle ways.

7.2 Transport NSW contact with sports groups

Transport NSW is seeking contact with the sport groups using Bicentennial Reserve. Andrew Stone agreed to be the baseball contact.

7.3 Groundwater tests Bicentennial Reserve

Follow up from concerns raised by L Penn at the 1 December 2020 meeting regarding landfill site management, Officers provided the following update. Environmental Protection Authority has requested for Council to undertake groundwater testing in Bicentennial Reserve due to findings of contaminated water in the tests for the Beaches Link EIS. Council's Environment Unit will co-ordinate the tests during 2021.

8. NEXT MEETING

Due to the Local Government Elections, no further meetings have been scheduled. The term of the Committee will end at the commencement of caretaker period, being August 2021.

9. MEETING CLOSE

Meeting declared closed at 7:27pm.

ATTACHMENT 3



MINUTES OF MEETING

MEETING NAME: Bicentennial Reserve and Flat Rock Gully Advisory Committee
LOCATION HELD: via ZOOM
MEETING CHAIR: Councillor Denis Fernandez
DATE OF MEETING: Tuesday 28 September 2021
TIME OF MEETING: 6:30pm

1. PRESENT

Councillor Denis Fernandez (Chair)
Councillor Nick Wright
April Butler (representing Northern Suburbs Netball Association)
Andrew Stone (North Sydney Leagues Senior Baseball Club)
Sean Leonard (North Sydney leagues Junior Baseball Club)
Heidi Key (representing Bushcare)
Heidi Richards (representing Northbridge Progress Association)
Larissa Penn (representing Naremburn Progress Association)

2. APOLOGIES

Mayor Gail Giles-Gidney
Councillor Hugh Eriksson
Rachel Hill (Northbridge Progress Association)

3. OFFICERS IN ATTENDANCE

Angela Casey (Culture and Leisure Manager)
Julie Whitfield (Open Space Coordinator)

4. DECLARATIONS OF INTEREST

There were no declarations of interest made.

5. ACCEPTANCE OF THE PREVIOUS MINUTES:

That the Minutes of the Bicentennial Reserve and Flat Rock Gully Advisory Committee (the Committee) meeting held on 4 May 2021, be accepted.

Moved: Larissa Penn

Seconded: Heidi Key

6. MATTERS ARISING FROM MINUTES

- 6.1 DA 2007/581/A Bicentennial Baseball Diamond: approval 12 month trial floodlight use**
A new Development Application (DA) to formalise the extension for floodlight hours was lodged in late July 2021. The community to be notified as per standard DA procedures.

6.2 Willoughby Leisure Centre – Pool Hall Upgrade – update

DA has been approved by the Sydney North Planning Panel. Detailed design work has begun. Work is planned around the netball season with one court used for crane/ construction process. Queries on the contaminated land test and further community input. Queries on whether contribution funds from the Channel 9 site can be used at Bicentennial Reserve.

Action

Council Planning Team to contact, clarify and provide response to Naremburn Progress Association and cc Northbridge and Willoughby South Progress Associations.

6.3 Flat Rock Gully – weed management- update

Weed management and bush regeneration work is ongoing and follows the recently adopted Flat Rock Gully Reserve Action Plan. Field staff continue to carry out priority weed control work such as invasive vine removal on the former tip face and embankment stabilisation planting.

Due to Covid restrictions, Bushcare volunteers have been unable to meet, but this will resume as soon as Public Health Orders allow.

Action

Council Open Space Team to circulate the Reserve Action Plan Flat Rock Gully to the Committee.

6.4 Sydney Water investigation of sewer under the reserve-update

Consultation with the community has begun by Sydney Water; investigation is underway in 2021 with construction planned for 2022. Work scope is to duplicate the sewer line under the shared path adjacent to the Gaza Road for an approx length of 20 metres.

6.5 Bore samples for EPA contamination investigation- - update

Site planning for 12 drill holes by geotechnical contractor is underway; work scheduled for 18 October (weather permitting). Queries on the scope of the testing.

Action

Council Open Space team to circulate scope of the testing.

7. NEW BUSINESS**7.1 Minutes of the committee**

L Penn query about the workflow of the minutes back to the Committee. It was confirmed that the workflow sequence for Council Advisory Committee minutes is:

- Minutes go to the Chair for approval and then to all Councillors for their information.
- They then go to the next Advisory Committee meeting for adoption and following this, the minutes go to Council for approval.

7.2 Former Hallstrom refrigerator company

H Key noted that there were old dumps from the factory on the reserve site. Information has been passed to the DPIE.

7.3 Naremburn subsidence

L Penn provided observation from residents in Garland and Gaza Rds and Market St where subsidence has occurred. She has written to Council seeking assistance.

Action

Cr Wright to follow up on the matter.

7.4 Tree removal on south edge of reserve

L Penn noted that there was thinning of tree cover from Henrys Cave to the Flat Rock underpass. S Leonard noted that there had been natural ageing of vegetation over many years.

Action

Cr Wright to follow up on the matter.

7.5 Aboriginal heritage

L Penn provided advice from the Metropolitan Land Council about shelter sites for family groups as part of aboriginal history of the land. Further considerations should be made for acknowledging aboriginal history. Government Blue Plaques Program could be relevant.

Action

L Penn to provide Council's Open Space Team with the information. The Open Space team will liaise with Community Life Unit in respect to Aboriginal heritage issues.

7.6 Information from the Parliamentary Inquiry Beaches Link

Cr Fernandez noted that Council had contributed significantly on this matter and to the inquiry, including a detailed and rigorous written submission. The Mayor represented Council's and the communities concern at the Inquiry. Contamination was a major topic for the Inquiry. Alternative alignments to the tunnel link could be considered.

7.7 COVID-19 and community sport

A Stone noted that the lockdown period has been a battle for sports clubs and offered thanks to the Council and Erin Colwell, Council's Sportsground booking officer for her diligence.

7.8 Farewell to Cr Fernandez

Cr Fernandez provided his farewell to the Committee as he is retiring from Council with the upcoming election.

8. NEXT MEETING:

Due to the Local Government Elections, no further meetings have been scheduled. The term of the Committee will end at the commencement of caretaker period, being 5 November 2021.

9. MEETING CLOSE:

Meeting declared closed at 7:48pm.

12.3 MINUTES - BICYCLE CONSULTATIVE COMMITTEE HELD ON 12 OCTOBER 2021

ATTACHMENTS:	1. IMPLICATIONS 2. BICYCLE CONSULTATIVE COMMITTEE MINUTES OF 12 OCTOBER 2021
RESPONSIBLE OFFICER:	HUGH PHEMISTER - PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	GORDON FARRELLY – TRAFFIC & TRANSPORT TEAM LEADER
CITY STRATEGY OUTCOME:	2.1 – ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY 2.4 – REDUCE PARKING AND TRAFFIC CONGESTION 3.1 – FOSTER FEELINGS OF SAFETY, SECURITY AND CLEANLINESS
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

To provide Council with the Minutes of the Bicycle Consultative Committee meeting held on 12 October 2021.

2. OFFICER'S RECOMMENDATION

That Council receive and note the Minutes of the Bicycle Consultative Committee meeting held on 12 October 2021.

3. BACKGROUND

The Bicycle Consultative Committee (the Committee) meets quarterly to consider issues relating to bicycling. The committee members consist of at least one Councillor and up to nine community representatives including members of Bicycle User Groups, Access Committee and interested members of the community. Council officers from the Planning and Infrastructure division including Strategic Planning and the Traffic & Transport Team also attend.

4. DISCUSSION

The Committee met on 12 October 2021, to discuss issues and outcomes arising from previous meetings.

Key items discussed at the meeting included:

Item 6.1 (f) Seventy Five Albert Avenue, Chatswood - End of trip facility improvements

The Committee offered its congratulations to Council in completing the construction and the opening of the end of trip facility.

5. CONCLUSION

The Minutes do not bind Council to any additional resource commitment. It is recommended that Council receive and note the minutes of the Bicycle Consultative Committee meeting held on 12 October 2021.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	2.1 – Enhance transport choices and connections throughout the City 2.4 – Reduce parking and traffic congestion 3.1 – Foster feelings of safety, security and cleanliness
Business Plan Objectives, Outcomes/ Services	To ensure proper bicycle facility management and a transparent process for consultation and input into Council's planning, development, operation and information distribution for bicycle infrastructure projects and behaviour initiatives.
Policy	The Bicycle Consultative Committee is a community committee of Council. The Committee provides input to Council projects and initiatives. The Committee has no decision making powers.
Consultation	Stakeholder consultation is undertaken with Bike North and North Shore Bicycle Group. Community consultation is undertaken with community representatives for planning and development of infrastructure projects considered by the Committee.
Resource	Works are undertaken within the existing resource allocation. The recommendations do not commit Council to any additional resources.
Risk	Identified risks are addressed within individual reports in the minutes.
Legal	There are no legal issues identified.
Legislation	All recommendations comply with relevant legislation and Transport for New South Wales Policies and Guidelines.

ATTACHMENT 2



MINUTES

MEETING NAME: Bicycle Consultative Committee
LOCATION HELD: Teams
MEETING CHAIR: Councillor Wendy Norton
DATE OF MEETING: 12 October 2021
TIME OF MEETING: 6.00 pm – 7.30 pm

The Terms of Reference for the Bicycle Consultative Committee are provided in **Attachment A**.

1. PRESENT:

Clr Wendy Norton	Councillor Willoughby City Council
Clr Craig Campbell	Councillor Willoughby City Council
Russ Webber	Northshore Bicycle Group
Carolyn New	Bike North
Wendy Jannings	Bike North
Tony Richards	Community Delegate
Mary Ann Irvin	Community Delegate
Jordana Goodman	Access Committee representative

2. APOLOGIES:

Nada Curac	Royal North Shore Hospital - Health Promotions Officer
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3. OFFICERS IN ATTENDANCE:

Darren Wood	Design and Infrastructure Manager
Gordon Farrelly	Traffic and Transport Team Leader
Siva Bala	Transport Engineer
Andrew Gillies	Strategic Transport Planner

4. DECLARATIONS OF INTEREST:**Committee Recommendation**

That Council note that there were no disclosures of interest for the attendees.

Committee Discussion

Nil

5. ADOPTION OF THE PREVIOUS MINUTES:**Committee Recommendation**

That Council note that the Bicycle Consultative Committee has adopted the Minutes of the Meeting on 20 July 2021.

Committee Discussion

The minutes of the meeting were adopted by the Bicycle Consultative Committee subject to a change in Item 10.

The Committee noted in the Committee Discussion for Item 10 that the minutes incorrectly advised that Mary Ann Irvin is designated as the Artarmon Progress Association's representative for traffic and transport including bicycle infrastructure. Mary Ann Irvin is a member of the Artarmon Progress Association but is not the Association's representative for traffic and transport including bicycle infrastructure.

A copy of the revised final Minutes is provided as **Attachment B**.

6. BUSINESS ARISING FROM THE MINUTES (INCLUDE ACTION):**6.1 Bicycle Projects being progressed****Committee Recommendation**

That Council note that the Bicycle Consultative Committee noted the status of the delivery of the projects.

Committee Discussion

- a) Artarmon Bicycle Route upgrade – Broadcast Way, Artarmon to Herbert Street, St Leonards (Project Number: 301137)*

The Committee noted that Transport for NSW has approved the detailed design plan for the changes to the traffic control signals at the intersection of Reserve Road and Campbell Street, Artarmon.

The Committee noted that the works are targeted to be completed by end November 2021. The implementation of bicycle lanterns at this intersection will complete the project.

- b) Pacific Highway Shared Path between Mowbray Road, Chatswood and Herbert Street, St Leonards (Project Number: PM20-301348)*

The Committee noted the Traffic Committee considered the detailed design plans at its meeting on 18 August 2021. The Traffic Committee recommendations will be considered by Council at its meeting on 18 October 2021.

The Committee supported the use of the funding in Department of Planning, Infrastructure and Environment (DPIE) Active Transport Links Program to construct a shared path along Pacific Highway between Campbell Street, Artarmon and Herbert Street, St Leonards.

The Committee noted that acceptance of the offer is being sought and that construction of the shared path would be undertaken subject to Council approval to the detailed design plans and construction.

c) Chatswood CBD to St Leonards CBD via Artarmon Bicycle Route Improvement Plan (Project Number: PM20-301821)

The Committee noted the Traffic Committee considered the detailed design plans at its meeting on 18 August 2021. The Traffic Committee recommendations will be considered by Council at its meeting on 18 October 2021.

d) Edinburgh Road, Willoughby - Bicycle lane maintenance and enhancement

The Committee noted the status of the delivery of the project.

e) Fullers Road, Chatswood West - Bicycle improvement works.

The Committee noted the status of the delivery of the project.

f) Seventy-Five Albert Avenue, Chatswood - End of trip facility improvements (Project Number: PM20-301713)

The Committee noted the status of the delivery of the project and considered an official opening should be considered.

The Committee congratulated Council on the delivery of the new end of trip facility.

6.2 Super Tuesday – Commuter Bicycle Counts

Committee Recommendation

That Council note that the Bicycle Consultative Committee supports the collection of recreational bicycle use data as part of Super Sunday – Recreational Bicycle Counts on 28 November 2021.

Committee Discussion

The Committee noted that Council will participate in Super Sunday on 28 November 2021.

7. PROMOTIONAL, EDUCATION AND AWARENESS PROGRAM

Committee Recommendation

That Council note the progress of the program of educational and awareness activities.

Committee Discussion

The Committee noted the delivery of promotion, education and information events since the last Committee meeting.

8. FORMAL ITEMS FOR CONSIDERATION**8.1 Pacific Highway and Boundary Street Shared Path Between Mowbray Road, Chatswood and Archer Street, Roseville – Concept Design Plan****Committee Recommendation**

That Council note

- The Committee supports the development of a concept design for a shared path on:
 - Pacific Highway, east side of road, between Boundary Street, Roseville and Mowbray Road, Chatswood.
 - Boundary Street, Roseville, south side of road, between Pacific Highway and Archer Street.
- A concept design of the shared paths on Pacific Highway and Boundary Street will be presented to the Committee for its comments.
- Council officers will discuss separately with interested members of the Committee, the results of its investigations on a proposed bicycle link along the eastern side of, and either within and/or adjacent to, the railway corridor between Hill Street, Roseville and Waratah Street, Chatswood.

Committee Discussion

The Committee noted that Council will be developing a concept design for a two way shared path on the eastern side of Pacific Highway and southern side of Boundary Street between Mowbray Road, Chatswood and Archer Street, Roseville. The aim of the project is to improve bicyclist connectivity, amenity and safety. The Committee suggested enhancements to the proposal which Council will investigate.

The Committee discussed a proposed bicycle link along the eastern side of, and either within and/or adjacent to, the railway corridor. The Committee noted that Council's investigations indicated that this proposal would be very expensive as it will require an elevated structure between Hill Street, Roseville and Waratah Street, Chatswood. Issues identified relating to this proposal include approval by other agencies, land constraints, engineering feasibility, purchase of private property.

The Committee agreed that Council will present a concept design of the proposed shared path along Pacific Highway and Boundary Street shared path to a future meeting of the Committee.

The Committee agreed that Council officers will discuss separately with interested members of the Committee, the results of its investigations on a proposed bicycle link along the eastern side of, and either within and/or adjacent to, the railway corridor between Hill Street, Roseville and Waratah Street, Chatswood.

The Committee noted there are no funds for the detailed design and implementation of either proposal at this time. Funds would be sourced from Council's Active Transport Program and Transport for NSW in 2022/23 and future years, subject to Council approval of the concept design plans.

8.2 Albert Avenue, Chatswood Shared Path- Concept Design Plan

Committee Recommendation

That Council note the Committee supports a concept design for a new shared path is being developed on Albert Avenue, Chatswood on the northern footpath between Pacific Highway and Thomas Lane.

Committee Discussion

The Committee noted that Council will be developing a concept design for a two way shared path on Albert Avenue, Chatswood on the northern footpath between Pacific Highway and Thomas Lane. The aim of the proposal is to improve bicyclist connectivity, amenity and safety between the Chatswood Transport Interchange, Council's new End of Trip Facility at 75 Albert Avenue and existing bicycle links emanating from the intersection of Pacific Highway, Albert Avenue and Oliver Street.

The Committee noted that there are no funds for the detailed design and implementation of the proposal at this time. Funds would be sourced from Council's Active Transport Program in 2022/23 and future years, subject to Council approval of the concept design.

9. STATUS OF REQUESTS FROM PREVIOUS MEETINGS:

Committee Recommendation

That Council note that there is one outstanding issue/ request relating to a new north-south bicycle link via an underpass under the intersection of Pacific Highway and Herbert Street, St Leonards.

Committee Discussion

The Committee noted that investigations by one of its members had identified information relating to this proposal. Further advice is provided in **Attachment C**.

10. GENERAL BUSINESS:

Nil

Committee Recommendation

That Council note that there was no General Business.

11. NEXT MEETING:

Committee Recommendation

That Council note that:

- The Chair thanked the members for their participation and worthwhile advice in the Bicycle Consultative Committee.
- The members consider that the Council should continue the Bicycle Consultative Committee after the Council elections.

Committee Discussion

The Committee noted that the Council elections are in December 2021 and no further meetings are scheduled as the new Council will need to decide whether to continue the Bicycle Consultative Committee.

The Chair thanked the members for their participation in the Bicycle Consultative Committee.

The Committee noted that, should Council approve a Bicycle Consultative Committee after the Council elections then the first meeting is targeted for May 2022.

12. MEETING CLOSE:

The meeting ended at 7.30 pm.

ATTACHMENT A



**WILLOUGHBY CITY COUNCIL
BICYCLE CONSULTATIVE COMMITTEE
TERMS OF REFERENCE – FEBRUARY 2021**

Objectives

The objectives of the Committee are:

- To create a safe environment for bicycling within the Willoughby LGA;
- To develop strategies to increase the modal share of bicycling in the Willoughby LGA and support bicycling as an alternate form of transport to the motor vehicle.
- To develop partnerships with Bicycling Groups, NSW Police, Transport for New South Wales and within Council to enable the provision of improved bicycle facilities, safe and courteous riding behaviours and increased rates of bicycling by the community;
- To extend both on-road and off-road facilities within the Willoughby LGA to provide a comprehensive and connected bicycle network that meets the needs of bicyclists of all competencies and ages and links with the wider metropolitan network;
- To assist Council to integrate bicycling into transport and land use planning;
- To actively promote Council's existing bicycle network and services and to raise the community's awareness of safe bicycling and its uptake for both recreation and as an alternative mode of transport;
- To champion the needs of bicyclists within the Willoughby LGA with respect to the provision of services, infrastructure and information;
- To achieve the integration of Council's bicycle program across Council's operational areas; and
- To provide feedback on Council's performance in the delivery of bicycling infrastructure, services and promotion.

Membership

The membership of the Committee to consist of:

- A minimum of two Councillors;
- Five to eight community representatives (including at least two representatives from bicycle user groups and one representing pedestrian interests, for example a member of the Willoughby Council Access Steering Committee); and
- One representative of the Willoughby City Council Traffic & Transport Team (in advisory/administrative role).

The quorum for the Committee is half the actual number of Community representatives plus one. Attendance at meetings by at least one Councillor, to act as Chair, is mandatory.

Meeting Frequency

The Bicycle Committee will meet four times per year with each meeting to have an over-riding theme. Meeting duration to not exceed two hours.

**12.4 MINUTES - COMPANION ANIMALS ADVISORY COMMITTEE MEETING
HELD ON 13 JULY 2021**

ATTACHMENTS:	1. IMPLICATIONS 2. MINUTES OF THE MEETING OF THE COMPANION ANIMALS ADVISORY COMMITTEE HELD ON 13 JULY 2021
RESPONSIBLE OFFICER:	LAURA KENDALL – CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	TEENA STRYDOM - GOVERNANCE ADMINISTRATION OFFICER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

To provide Council with the minutes of the Companion Animals Advisory Committee meetings held on 13 July 2021.

2. OFFICER'S RECOMMENDATION

That Council receive and note minutes of the Companion Animals Advisory Committee meetings held on 13 July 2021.

3. BACKGROUND

The Companion Animals Advisory Committee (the Committee) meets quarterly to consider issues relating to companion animals. The committee members consist of at least one Councillor, community representatives including interested members of the community, and a veterinary representative. The Governance Administration Officer also attends the meetings.

4. DISCUSSION

The Companion Animals Advisory Committee met on 13 July 2021, to discuss issues and outcomes arising from previous meetings.

Key items discussed at the meetings included:

- Information available to residents regarding stray cats
- Pet Festival 2020 and 2021
- RSPCA's Keeping Cats Safe at Home program
- Companion Animal Rescue Awards 2021
- Information available to residents regarding animal registration, and avenues to address challenges residents may face in changing information on the pet registry
- Unleashed dogs at Muston Park.

A copy of the minutes from the meeting is provided in **Attachment 2**.

5. CONCLUSION

The minutes do not commit Council to any additional resource commitment. It is recommended that Council receive and note the minutes of the Companion Animals Advisory Committee meetings held on 13 July 2021.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	5.1 – Be honest, transparent and accountable in all that we do
Business Plan Objectives, Outcomes/ Services	The role of the Committee is to provide Council with advice, guidance and recommendations on the implementation of <i>the Companion Animals Act 1998</i> .
Policy	The Committee is an advisory committee appointed by Council.
Consultation	The minutes of the 13 July 2021 meeting were endorsed by the Companion Animals Advisory Committee by email on 14 October 2021.
Resource	This report was prepared using existing resources.
Risk	The activities undertaken by the Companion Animals Advisory Committee are of low risk.
Legal	There are no legal implications.
Legislation	<i>Companion Animals Act 1998</i>
Budget/Financial	This is within approved budget.

**MINUTES OF MEETING**

MEETING NAME: COMPANION ANIMALS ADVISORY COMMITTEE
LOCATION HELD: VIA ZOOM
MEETING CHAIR: COUNCILLOR WENDY NORTON
DATE OF MEETING: 13 JULY 2021
TIME OF MEETING: 6:05pm - 6:57pm

1. PRESENT

Councillor Wendy Norton	Middle Harbour Ward Councillor (Chairperson)
Councillor Craig Campbell	West Ward Councillor
Cathy Beer	Community Member
Terry Fogarty	Community Member
Dr Kim Kendall	Veterinary Representative
Madeleine Lindsell	Community Member

2. APOLOGIES

Nerida Atkins	Cat Protection Society
Dalia Pearson	Community Member
Richard Goulston	Ranger
Kate Drysdale	Ranger

3. OFFICERS IN ATTENDANCE

Teena Strydom	Governance Administration Officer
Matthew Long	Network Support Officer
Juliet Rosser	Festival & Event Producer / Team Leader

4. DECLARATIONS OF INTEREST

Nil

5. PREVIOUS MINUTES

Moved C Beer / Seconded T Fogarty

That the minutes of the Companion Animals Advisory Committee held on 9 March 2021, were confirmed as a true and accurate record of that meeting subject to the following amendment:

- Item 7 – General Business - That the item, Feedback from Pets4Life in part, read:

Feedback from Pets4Life:

Feedback from Pet for Life Cathy Beer advised the committee that **Pets4Life** is organising the **Pet Insurance Australia** Companion Animal Rescue Awards 2021 currently in its fourth year. The Awards, which are Australia-wide, celebrates and recognises achievements in the rescue, rehabilitation, and rehoming of companion animals. The Cat Protection Society won an award in 2018.

CARRIED

6. BUSINESS ARISING FROM PREVIOUS MINUTES

1. Due to the absence of Council Rangers, the following feedback is to be provided by officers at the next Committee meeting:
 - the issue surrounding Stray Cats at Devonshire Street which was raised at the March 2021 Committee meeting.
 - the outcome of Council's Unite for Pets (CUPS) meeting following correspondence received by Council in December 2020 regarding the *NSW Budget 2020-2021 - Supporting councils and communities doing it tough Budget highlights for 2020-21*, which included almost \$6 million for the Companion Animals Fund for Councils.
2. The Committee confirmed that the Expressions of interest (EOIs) RSPCA - Keeping Cats Safe at Home was not progressed as the timeframe to submit applications had closed.
3. No further complaints were received by Committee members regarding unleashed dogs at Muston Park.

7. GENERAL BUSINESS**7.1 PET FESTIVAL**

J Rosser provided the Committee with an update on this item.

Planning is underway for the Pet Festival 2021, which is to be held at Artarmon Reserve on 3 October 2021.

Due to the uncertainty surrounding COVID-19, it is a challenge to approach and secure sponsors / stallholders and be certain the event can proceed.

As a pivot for the physical event, the Council's events team proposes to produce digital communications in English and for Culturally and Linguistically Diverse (CALD) communities around pet ownership. Council's festival and events team will continue to work with local vets to identify the needs of the community and create content to share with the community.

ACTION: Committee members are encouraged to submit ideas for the Pet Festival to Council via J Rosser at Juliet.Rosser@Willoughby.nsw.gov.au

7.2 UPDATING INFORMATION ON THE PET REGISTER

The Chair advised that the Local Government NSW (LGNSW) Annual Conference will be held in November 2021 and suggested committee members consider possible motions that could be submitted to address the difficulty in changing pet ownership on the Pet Registry.

ACTION: Committee members are encouraged to prepare possible motions regarding the change of pet ownership and submit to the Chair, Councillor Wendy Norton.

7.3 PET INSURANCE AUSTRALIA COMPANION ANIMAL RESCUE AWARDS 2021

C Beer provided information regarding the Pet Insurance Australia Companion Animal Rescue Awards 2021, which is open for entries from 3 May to 31 July 2021. The finalists are announced on 15 September 2021, the winners are announced at the Rescue Awards Ceremony in mid-October. More information can be found at rescueawards.com.au

8. CORRESPONDENCE

Nil

9. MEETING CLOSE

The meeting concluded at 6:57pm.

12.5 MINUTES - TRAFFIC COMMITTEE MEETING HELD 20 OCTOBER 2021

ATTACHMENTS:	1. IMPLICATIONS 2. TRAFFIC COMMITTEE MINUTES OF 20 OCTOBER 2021 3. MINUTES – PLANS BOOKLET – ITEMS 5.1 (2 - 3 INCLUDED IN ATTACHMENT BOOKLET 1)
RESPONSIBLE OFFICER:	HUGH PHEMISTER - PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	GORDON FARRELLY – TRAFFIC & TRANSPORT TEAM LEADER
CITY STRATEGY OUTCOME:	2.1 – ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY 2.4 – REDUCE PARKING AND TRAFFIC CONGESTION 3.1 – FOSTER FEELINGS OF SAFETY, SECURITY AND CLEANLINESS
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

To advise Council of the outcome of the Traffic Committee meeting held on 20 October 2021.

2. OFFICER'S RECOMMENDATION

That Council receive and adopt the recommendations arising from the Traffic Committee meeting held on 20 October 2021.

3. BACKGROUND

The Traffic Committee (the Committee) is a technical committee of Council, comprising NSW Police, TfNSW, Council and the local State Members of Lane Cove and Willoughby as voting representatives. Council may exercise its traffic control and management functions only after consideration by the Traffic Committee.

The Committee met on 20 October 2021 and considered 5 formal items, 0 late items, 1 informal item and 1 general business matter.

The voting members of the Committee have reviewed and accepted the Minutes (**Attachment 2 and 3**).

4. DISCUSSION

The attention of Councillors is drawn to the following matter which was discussed:

Item 5.1 Hampden Road Artarmon between Brand Street and Jersey Road - Traffic and Parking Management Detailed Design Plans and Construction

Members of Artarmon Village Inc. and Artarmon Progress Association provided presentations to the Committee. A copy of their presentations are provided as attachments.

The Traffic Committee considered all relevant information including presentations from the Artarmon Village Inc. and Artarmon Progress Associations, along with road and traffic signal design standards, parking, access, circulation and operations in the Local Centre for all road users. This information was considered in the context of the adopted Artarmon Local Centre Public Domain Master Plan.

The Committee supported the Council's detailed design plan and considered that it provides the best outcome for all road user groups.

It is recommended that Council adopt the Traffic Committee recommendations.

5. CONCLUSION

The Minutes do not bind Council to any additional resource commitment. It is recommended that Council adopt the recommendations of the Traffic Committee.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	2.1 – Enhance transport choices and connections throughout the City 2.4 – Reduce parking and traffic congestion 3.1 – Foster feelings of safety, security and cleanliness
Business Plan Objectives, Outcomes/ Services	To ensure proper traffic management and a transparent process for decision making regarding traffic matters.
Policy	The Traffic Committee is a technical committee of Council. 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 Traffic Committee recommendations.
Consultation	Community consultation is undertaken for planning and development of formal items considered by the Traffic Committee and recommended to Council for approval.
Resource	Works are undertaken within the existing resource allocation. The recommendations do not commit Council to any additional resources.
Risk	Identified risks are addressed within individual reports in the minutes.
Legal	There are no legal issues identified.
Legislation	All recommendations comply with relevant legislation, National and Transport for New South Wales Policies and Guidelines.
Budget/Financial	Council actions arising from the recommendations will utilise existing allocated 2021/22 budgets.

**12.6 MINUTES - WILLOUGHBY HERITAGE ADVISORY COMMITTEE MEETING
HELD ON 19 OCTOBER 2021**

ATTACHMENTS:	1. IMPLICATIONS 2. MINUTES OF THE MEETING OF WILLOUGHBY HERITAGE ADVISORY COMMITTEE MEETING HELD ON 19 OCTOBER 2021
RESPONSIBLE OFFICER:	HUGH PHEMISTER – PLANNING AND INFRASTRUCTURE DIRECTOR
AUTHOR:	IAN ARNOTT - PLANNING MANAGER
CITY STRATEGY OUTCOME:	2.2 RESPECT AND CELEBRATE OUR HISTORY AND HERITAGE SITES
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

To present Council with the minutes of the Willoughby Heritage Advisory Committee meetings (WHAC) held on 19 October 2021.

2. OFFICER'S RECOMMENDATION

That Council receive and note the minutes of the Willoughby Heritage Advisory Committee meeting held on 19 October 2021.

3. BACKGROUND

The Willoughby Heritage Advisory Committee (WHAC) meets every three months to consider issues relating to heritage in the City of Willoughby. The committee consists of at least three Councillors and five community members in which at least two will be residents of the City of Willoughby who have expertise in or knowledge of heritage management or other aspects of the WHAC's role and/or ability to be pro-active within the community. Council's Strategic Planning Officers also attends the meetings and provide support the Chair in the administration of the Committee and its business.

4. DISCUSSION

The Willoughby Heritage Advisory Committee met on 19 October 2021, to discuss issues and outcomes arising from previous meetings.

Key items discussed at the October meeting included:

- The comprehensive LEP and DCP review
- Heritage grants
- Categories for next heritage review
- Caroma factory site
- Council involvement in Heritage Week
- Council heritage staff

- Heritage Committee Terms of Reference
- Burley Griffin Society fund raising
- Heritage Item at 8 Albert Avenue

Copies of the minutes from this meeting are provided in **Attachment 2**.

5. CONCLUSION

The minutes do not commit Council to any additional resource commitment. It is recommended that Council receive and note the minutes of the Willoughby Heritage Advisory Committee meeting held on 19 October 2021.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome:	2.2 Respect and celebrate our history and heritage sites.
Business Plan Objectives, Outcomes/ Services	The role of the Committee is to advise Council on policy relating to the heritage in the City of Willoughby.
Policy	The Committee is an advisory committee appointed by Council. The contents of this report and the provided attachments comply with Council's <i>Advisory Committees Policy</i> .
Consultation	There are no consultation considerations applicable to this report.
Resource	Officer attendance at meetings. The recommendations do not commit Council to any additional resource commitment.
Risk	The level of risk associated with the contents of this report is low, with insignificant consequences under Council's Risk Management Framework.
Legal	There are no legal considerations applicable to this report.
Legislation	There are no legislative considerations applicable to this report.
Budget/Financial	Officer's attendance at the meeting and preparation of documentation is considered in the current year's operational budget.

ATTACHMENT 2

**MINUTES OF MEETING**

MEETING NAME:	Willoughby Heritage Advisory Committee
LOCATION HELD	Online via Zoom meeting
MEETING CHAIR	LYNNE SAVILLE
DATE OF MEETING	19 October 2021 – 5:00pm

The meeting opened at 5:06pm.

1. PRESENT:

Cllr L Saville - Chair
 Cllr W Norton
 Mr A Alexander – Artarmon Progress Association
 Ms A Kabos – Walter Burley Griffin Society
 Mr R Wilson – Community representative
 Mr P Storm – Community representative

APOLOGIES:

Dr M Foley - Willoughby Environmental Protection Association
 Mr T Fogarty – Community representative
 Mr B Lau – Council Staff

OFFICERS IN ATTENDANCE:

Mr I Arnott – Planning Manager
 Ms S Ramrakha – Local Studies Librarian
 Ms A Stapleton – Heritage Planner

2. DECLARATION OF INTEREST

Pecuniary – Nil
 Non-pecuniary – Nil

3. ACCEPTANCE OF PREVIOUS RECORD OF PROCEEDINGS (27 July 2021 – Amended copy)

All agreed to adopt the minutes. Moved by Adrian Alexander and Adrienne Kabos

4. BUSINESS ARISING FROM THE PREVIOUS MINUTES

4.3 Artarmon Bowling Club – Noted that the matter was considered at a further Council meeting and that the council resolution was to resolve final development design to include internal space no larger than 80 sqm.

5. GENERAL BUSINESS AND OTHER MATTERS

5.1 LEP and DCP review schedule – Department of Planning requested more information from Council and this was provided last week. Unlikely, but hope to get approval by commencement of Council Caretaker period. 90-day public exhibition may not commence until February 2022.

ATTACHMENT 2



- 5.2 Ku-ring-gai Council Heritage Grant - Alice mentioned that Ku-ring-gai Council had \$80,000 set for Heritage grant and it was \$5,000 per grant and only 1 grant for 5 years per property. Adrian mentioned that Broken Hill had grants based on historical ground.

Committee expressed interest in Council having a similar Heritage Grants program. It was indicated that this would need a resolution of Council which may best be down by the new Council with a Notice of Motion. If supported funding would need to be allocated in the 2022/2023 financial year budget.

The committee needs to establish criteria for grants.

- 5.3 Next Council Term and Heritage Nominations – Ian mentioned that the last Heritage review (Mid-Century Modernist Architecture) was well accepted by the community and achieved a good outcome. Some suggested nominations for the next review were:

- Community/Public Buildings
- Industrial Buildings
- Public Infrastructure

Also discussed were buildings within the North Shore Hospital site (Lanceley Cottage/Managers Cottage/Vanderfield Building); tunnel under Reserve Rd

- 5.4 Caroma site – Alice and Ian visited the site and saw many artefacts and are considering digitising them. Ian has contacted the Owners Corporation Strata Manager and will pursue the matter. Will include an update in the next Agenda.
- 5.5 Biennial Heritage Week – Ian has spoken to Events Team at Council and they have stated that they will not be involved. It was discussed that heritage themed events could be displayed or advertised at the library as well as council website. The Events team had indicated that individual groups could host events (such as Griffin Open Houses/ Walks) and Council could advertise them. Councillor Saville felt that it was unfortunate that the committee could not bring awareness to the community on Heritage. Councillor Norton mentioned that Adrian could do something for Artarmon Progress Association and Councillor Saville suggested Heritage Walk. Adrienne noted that with the help of volunteers it is doable.
- 5.6 Council Heritage Officer – Adrienne raised this matter and suggested that Council employ full time staff to assist on Heritage matters noting the extensive heritage and conservation areas in Willoughby and the minimal heritage staff compared to other councils. Ian acknowledged that there is a lot of work involved and that Alice is doing a fantastic job and there is also another council staff assisting in Heritage. The committee is very happy with Alice's contribution to Heritage.
- 5.7 Terms of Reference – It was noted that the ToR for the Heritage Committee need updating especially item 5.2.
- 5.8 The Walter Burley Griffin Society –Adrienne reported that they made \$18,000 during open houses in May to make a sculpture to honour Marion Mahony Griffin. They have collected \$45,000 to-date and need an additional \$15,000. They are organising a "Bring your own picnic" for the community at The Haven, Castlecrag on either Saturday 27 Nov or Sunday 28 Nov 2021.
- 5.9 Passing of recent identities:

ATTACHMENT 2



- Wayne Dempsey of 8 Albert Ave passed away on 21 September and his funeral will be held at Emu Plains on 21 October at 10.30am. The significance of his home and contents were noted. Paul suggested that Council write to Wayne's lawyer/beneficiary some form of official acknowledgement to the family to Wayne's Heritage home. Lynne will raise it with the Mayor. Alice agreed to provide the Heritage Inventory Sheet link for 8 Albert Ave to Committee members.
 - Brian Day also passed away recently.
- 5.9 Vote of thanks given to Councillor Saville for her time chairing the Committee. Councillor Saville advised that after four terms she would be stepping down from Council.
- 5.10 Cllr. Saville thanked WHAC members for their deep knowledge, commitment to heritage and their substantial contributions to local history records and promotions. She also thanked our council officers for their consistent and valuable support of WHAC, and to the library staff for their support and for providing important information re local history promptly and thoroughly.
6. **MEETING CLOSED** - The meeting closed at 6.31pm.
7. **NEXT MEETING** – Subject to new Council. To be confirmed.

13 DEFERRED MATTERS

13.1 DEFERRED ITEMS 5.2 – HAMPDEN ROAD AND HERBERT STREET, CHATSWOOD STREET, ST AND ITEM 5.5 – SCHOOL CHILDREN SAFE WOMBAT CROSSING PROGRAM WITHIN THE TRAFFIC COMMITTEE MINUTES HELD ON 18 AUGUST 2021

ATTACHMENTS:	1. IMPLICATIONS 2. TRAFFIC COMMITTEE REPORT AND MINUTES FOR 18 AUGUST 2021
RESPONSIBLE OFFICER:	HUGH PHEMISTER – PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	GORDON FARRELLY – TRAFFIC & TRANSPORT TEAM LEADER
CITY STRATEGY OUTCOME:	2.1 – ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY 3.1 – FOSTER FEELINGS OF SAFETY, SECURITY AND CLEANLINESS
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

To reconsider the following items in the 18 August 2021 Traffic Committee Minutes (Item 12.5) deferred at Council's meeting held on 18 October 2021:

- Item 5.2 - Hampden Road and Herbert Street, Chatswood to St Leonards - Bicycle Route Detailed Design Plans and Construction.
- Item 5.5 - School Children Safe Wombat Crossing Program - Five Wombat Crossings Concept Design Plans & Construction

2. OFFICER'S RECOMMENDATION

That Council:

1. **Adopt the recommendations of the Traffic Committee for Item 5.2 - Hampden Road and Herbert Street, Chatswood to St Leonards - Bicycle Route Detailed Design Plans and Construction, that is,**
 - **Approve the detailed design plans for bicycle route improvements along Hampden Road and Herbert Street between Mowbray Road, Chatswood and Pacific Highway, St Leonards.**
 - **Approve the traffic control signal plans for Hampden Road at Brand Street and Herbert Street at Cleg Street, Frederick Street, Ella Street and Pacific Highway.**
 - **Note that the traffic control signal detailed design plans for the proposed new and changes to existing traffic control signals will be forwarded to Transport for New South Wales for approval.**
 - **Approve the construction of the bicycle route improvements based on the detailed design plans.**
 - **Note that there is no current funding for the project construction, and subject to Council approval, funding will be sought from relevant NSW**

Government and Council programs in 2021/22 and future years.

2. **Adopt the recommendations of the Traffic Committee for Item 5.5 - School Children Safe Wombat Crossing Program - Five Wombat Crossings Concept Design Plans & Construction, that is,**
- **Note the receipt of \$1.95 million from the Federal Government Stimulus Commitment Road Safety Program (School Zone Infrastructure) for the installation of 13 raised pedestrian crossings (Wombat Crossing) including upgrades to 11 existing pedestrian crossings and 2 new crossings in the Willoughby LGA.**
 - **Note that stakeholder and community engagement for the program revealed community support for the implementation of wombat crossings at the 13 locations.**
 - **Note that Traffic Committee consideration and Council approval will be obtained prior to commencement of construction.**
 - **Note that the wombat crossing in High Street at Bedford Street was completed in May 2021 and the remaining 12 locations are planned to be completed by 30 June 2022.**
 - **Approve the concept design plans of 5 new wombat crossings and associated works including street lighting, regulatory signs and pavement markings, in the following locations:**
 - **Merrenburn Avenue at Willoughby Road, Naremburn.**
 - **Hatfield Street between Mowbray Road West & Farran Street, Lane Cove North.**
 - **Kirk Street at Archer Street, Chatswood.**
 - **Keary Street at Eaton Street, Willoughby.**
 - **Keary Street, south of Oakville Road, Willoughby.**
 - **Approve the completion of detailed design plans and construction of the 5 new wombat crossings in Hatfield Road, Lane Cove North; Merrenburn Avenue, Naremburn; Kirk Street, Chatswood and Keary Street, Willoughby**

3. BACKGROUND

Item 5.2 - Hampden Road and Herbert Street, Chatswood to St Leonards - Bicycle Route Detailed Design Plans and Construction

Consideration of this matter was deferred, following a concern raised by Councillor Wright with the removal of an existing pedestrian refuge on Hampden Road near Cleland Street, in the vicinity of Cleland Park and 17 Hampden Road.

Council requested a further report on alternative design options to enable the retention of the refuge.

Item 5.5 - School Children Safe Wombat Crossing Program - Five Wombat Crossings Concept Design Plans & Construction

Consideration of this matter was deferred, following a concern raised Councillor Wright that consultation for the proposed wombat crossing on Merrenburn Ave at Willoughby Road did not close until 25 October 2021. This is not correct. The consultation for the Merrenburn Avenue, Naremburn wombat crossing and the other four proposed wombat crossings was completed in mid-2021. Consultation on the Rohan Street, Naremburn wombat crossing closed on 25 October, 2021, but it was not part of the report to Council on 18 October 2021.

Council requested a further report clarifying the consultation arrangements and timing for the five proposed Wombat Crossings.

4. DISCUSSION

Item 5.2 - Hampden Road and Herbert Street, Chatswood to St Leonards - Bicycle Route Detailed Design Plans and Construction

One of the safest forms of road crossing for Hampden Road near the school is the approved wombat crossing just to the north of Barton Road. The approved crossing replaces an existing pedestrian refuge just to the south of Cleland Road and at the brow of a hill. The approved wombat crossing prioritises pedestrians over cars, and allows pedestrians, in particular children attending Artarmon Public School, to cross the road safely.

The current pedestrian refuge near Cleland Road is at the brow of the hill, and is in fact in the worst location for a road crossing. Once the wombat crossing has opened the pedestrian refuge should be dismantled, and pedestrians can use the wombat crossing. The added benefit of this is that it will keep pedestrian traffic on the northern side of Barton Road as pedestrians leave the school and make their way to the new wombat crossing, whereas currently pedestrians cross Barton Road and walk through the park to access the pedestrian refuge.

Investigations reveal that in order to meet Australian Standards, the existing pedestrian refuge in the vicinity of Cleland Park, in conjunction with the proposed two way separated bicycle lanes, cannot be retained in its current form.

If a pedestrian refuge is to be provided between Cleland Road and Parkes Road in the long-term, it will require redesign, realignment and reconstruction of the road width. Notwithstanding this, it is not recommended to place a pedestrian refuge on the brow of a hill. It would not be possible to install a wombat crossing on the brow of a hill, as it would not meet the Australian Standards for sight lines, which indicates the challenging topography in this location.

Two concept design options have been developed which enable a new and compliant pedestrian refuge on Hampden Road at the subject location, however a number of impacts are evident:

Option 1 – no widening of Hampden Road

- Additional (new) No Stopping restrictions will be required with a loss of up to 10 car parking spaces along Hampden Road.
- The provision of the new refuge will result in an increase in the cost of the project.
- Further community consultation will be required.
- Existing full time No Stopping restrictions in Hampden Road, on both sides of the road will be retained.
- Existing full time No Parking restrictions will be replaced with full time No Stopping restrictions.

Option 2 – widening of Hampden Road

- Additional (new) No Stopping restrictions will be required with a loss of up to 4 car parking spaces along Hampden Road.
- Preliminary high level investigations indicate that there will be an impact on the nature strip, service utilities, stormwater drainage and the loss of existing trees.
- The provision of the refuge will result in a significant increase in the cost of the project and a greater risk of latent conditions.
- Further community consultation will be required.
- Existing full time No Stopping restrictions in Hampden Road on both sides of the road will be retained.
- Existing full time No Parking restrictions will be replaced with full time No Stopping restrictions.

Neither option for a new refuge is recommended due primarily to the loss of important kerbside parking which has been repeatedly raised as a concern by the Artarmon community, infrastructure impacts, increased project costs and greater project risk along with the inherent safety risk of encouraging pedestrians to cross a busy road at the brow of a hill.

The approved new wombat crossing in Hampden Road, north of Barton Road, is approximately 130 metres north of the existing pedestrian refuge. A wombat crossing provides priority to pedestrians and bicyclists and reduces motor vehicles travel speeds. A wombat crossing provides a higher level of safety for pedestrians and bicyclists, as compared to a pedestrian refuge.

The approved wombat crossing will provide a convenient crossing point for residents and visitors living on the eastern and western side of Hampden Road to Cleland Park, Artarmon Public School and other parks, services and facilities in the area. Council has been successful in receiving funding for the construction of a new wombat crossing in Hampden Road, north of Barton Road, as part of the School Children Safety Wombat Crossing Program. The works are scheduled to occur late October / early November 2021, subject to weather.

Following the completion of the approved new wombat crossing on Hampden Road, north of Barton Road, the existing pedestrian refuge in Hampden Road, between Cleland Road and Parkes Road, could be retained, however this is not recommended due the safe wombat crossing that will be installed.

It is recommended that Council adopt the Traffic Committee recommendations for the *Hampden Road and Herbert Street, Chatswood to St Leonards - Bicycle Route Detailed Design Plans and Construction*.

Item 5.5 - School Children Safe Wombat Crossing Program - Five Wombat Crossings Concept Design Plans & Construction

Councillors were informed of stakeholder and community engagement of the five subject wombat crossings via the weekly Councillor Hub. The following consultation dates apply to the proposed wombat crossings which were considered at the 18 August Traffic Committee meeting and Council's meeting on 18 October 2021:

- Merrenburn Ave near Willoughby Road, Naremburn – letter sent 4 June 2021, closing date 25 June 2021
- Keary Street near Eaton Street, Willoughby – letter sent 5 July 2021, closing date 30 July 2021

- Keary Street near Oakville Road, Willoughby – letter sent 5 July 2021, closing date 30 July 2021
- Kirk Street near Archer Street, Chatswood – letter sent 4 June 2021, closing date 25 June 2021
- Hatfield Street near Farran Street, Lane Cove North – letter sent 4 June 2021, closing date 25 June 2021

Stakeholder and community feedback indicated support for all of the above-mentioned wombat crossings.

As a separate project, stakeholder and community engagement for the wombat crossing at Rohan Street, Naremburn concluded on 25 October 2021. This crossing was not listed for consideration at the Council meeting on 18 October 2021 and will be referred to the Traffic Committee and Council in 2022.

Further deferral of the decision regarding the five proposed wombat crossings will have an impact on scheduled construction works and the timely expenditure of TfNSW grant funds. It is therefore recommended that Council adopt the Traffic Committee recommendations for the *School Children Safe Wombat Crossing Program - Five Wombat Crossings Concept Design Plans & Construction*.

5. CONCLUSION

The existing pedestrian refuge on Hampden Road in the vicinity of Cleland Park cannot be retained if in conjunction with a separated two-way cycleway. A new pedestrian refuge at the subject location can be provided as part of the Hampden Road and Herbert Street, Chatswood to St Leonards - Bicycle Route Detailed Design Plans and Construction, but with a number of negative impacts.

The long-term presence of a pedestrian refuge will discourage the use of the safer wombat crossing to be located a short 130 metre walk towards Artarmon Local centre. A new refuge will also lead to the loss of limited and well used car parking in Hampden Road.

It is recommended that Council adopt the Traffic Committee recommendations for the *Hampden Road and Herbert Street, Chatswood to St Leonards - Bicycle Route Detailed Design Plans and Construction*.

Consultation on the proposed five wombat crossings, including the one at Merrenburn Ave near Willoughby Road, Naremburn, occurred in mid-2021. All five wombat crossings will improve safety, have community support and have grant funding available for imminent construction.

The acceptability of the Rohan Street, Naremburn wombat crossing design will be assessed following the completion of the stakeholder and community engagement in October 2021. This crossing was not listed for consideration at the Council meeting on 18 October 2021 and will be referred to the Traffic Committee and Council in 2022.

It is recommended that Council adopt the Traffic Committee recommendations for the *School Children Safe Wombat Crossing Program - Five Wombat Crossings Concept Design Plans & Construction*.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	2.1 – Enhance transport choices and connections throughout the City 2.4 – Reduce parking and traffic congestion 3.1 – Foster feelings of safety, security and cleanliness
Business Plan Objectives, Outcomes / Services	To ensure proper traffic management and a transparent process for decision making regarding traffic matters.
Policy	The Traffic Committee is a technical committee of Council. 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 Traffic Committee recommendations.
Consultation	Community consultation is undertaken for planning and development of formal items considered by the Traffic Committee and recommended to Council for approval.
Resource	Works are undertaken within the existing resource allocation. The recommendations do not commit Council to any additional resources.
Risk	Identified risks are addressed within individual reports in the minutes.
Legal	There are no legal issues identified.
Legislation	All recommendations comply with relevant legislation, National and Transport for New South Wales Policies and Guidelines.
Budget/Financial	Council actions arising from the recommendations will utilise existing allocated 2021/22 budgets.

ATTACHMENT 2

12.5 MINUTES - TRAFFIC COMMITTEE MEETING HELD ON 18 AUGUST 2021

ATTACHMENTS:	1. IMPLICATIONS 2. TRAFFIC COMMITTEE MINUTES OF 18 AUGUST 2021 3. MINUTES – PLANS BOOKLET – ITEMS 5.1-5.7 (2 - 3 INCLUDED IN ATTACHMENT BOOKLET 1)
RESPONSIBLE OFFICER:	HUGH PHEMISTER - PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	GORDON FARRELLY – TRAFFIC & TRANSPORT TEAM LEADER
CITY STRATEGY OUTCOME:	2.1 – ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY 2.4 – REDUCE PARKING AND TRAFFIC CONGESTION 3.1 – FOSTER FEELINGS OF SAFETY, SECURITY AND CLEANLINESS
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

To advise Council of the outcome of the Traffic Committee meeting held on 18 August 2021.

2. OFFICER'S RECOMMENDATION

That Council receive and adopt the recommendations arising from the Traffic Committee meeting held on 18 August 2021.

3. BACKGROUND

The Traffic Committee (the Committee) is a technical committee of Council, comprising NSW Police, TfNSW, Council and the local State Members of Lane Cove and Willoughby as voting representatives. Council may exercise its traffic control and management functions only after consideration by the Traffic Committee.

The Committee met on 18 August 2021 and considered seven formal items, no late items, one informal item and no general business matters.

The voting members of the Committee have reviewed and accepted the Minutes (Attachment 2).

4. DISCUSSION

The attention of Councillors is drawn to the following matters which were discussed:

Item 5.1 - Smith Street, Alleyne Street, Short Street, Lower Gibbes Street, East Chatswood - Traffic, Transport & Active Transport Detailed Design Plans

The Traffic Committee (the Committee) considered detailed design plans for a suite of traffic, transport and active transport infrastructure works in Smith Street between and including Alleyne Street and Eastern Valley Way; Short Street between Alleyne Street and Lower Gibbes Street; Alleyne Street at its intersection with Short Street; and Lower Gibbes Street at its intersection with Short Street, East Chatswood.

It was noted that the detailed design plans were for works to comply with the Development Consent for a new Woolworths development. The works support the safe and efficient movement of pedestrians, bicyclists, bus users and motor vehicles generated by the Woolworths development, as well as for the existing and future road transport users on these streets. The plans and works will need to be designed and constructed to Council's satisfaction. It was also noted that there were two missing regulatory signs in the *Line marking and Signposting Plan* which have been incorporated into the final plans for Council consideration.

The Committee agreed with the officer's recommendation subject to inclusion of the signs.

All the works will be fully funded by Woolworths.

The works are also to be undertaken at the intersection of Eastern Valley Way and Smith Street and in Eastern Valley Way between Smith Street and Castle Cove Drive. These works will be referred to the Committee for consideration and Council for approval at a future meeting.

The final detailed design plans are provided as part of the minutes.

Item 5.2 - Hampden Road and Herbert Street, Chatswood to St Leonards - Bicycle Route Detailed Design Plans and Construction

The Committee considered the detailed design plans for Hampden Road and Herbert Street between Mowbray Road, Chatswood and Pacific Highway, St Leonards for improvements to existing and new bicycle infrastructure.

It was noted that Hampden Road and Herbert Street form an important part of Council's bicycle network and connect residents and visitors to retail, service, cultural and recreational uses and transport modes in Chatswood Central Business District (CBD), Lane Cove, Artarmon Local Centre and St Leonards CBD. The detailed design plans provide a comprehensive suite of measures that will provide a safe, connected and accessible bicycle route for the community.

The Committee agreed with the officer's recommendations and noted that some measures will increase the safety and movement of pedestrians such as the new traffic control signals at Hampden Road and Brand Street, and Herbert Street and Ella Street.

A number of impacts arising from the proposal were considered, on balance, acceptable. They included:

- Potentially increased travel time and restricted access for motor vehicles
- The loss of 15 parking spaces spread along the length of the route
- Increased travel time along Hampden Road in the vicinity of Brand Street
- A full time ban in the southbound right turn movement for all vehicles from Herbert Street into Cleg Street and
- A northbound left turn ban for vehicles longer than 9 metres from Herbert Street into Cleg Street

The detailed design plans incorporate the introduction of 26 new street trees between existing street trees, at street junctions and where path width allows along Hampden Road and Herbert Street.

Following the meeting a further assessment of parking impacts was undertaken in recognition of the construction of the wombat crossing in Hampden Road, north of Barton Road and the concurrent removal of the pedestrian refuge in Hampden Road, south of Cleland Road in 2021/22.

The assessment has revealed that there will be a reduction of 22 car spaces along the route with the construction of the bicycle improvement plan and the abovementioned new wombat crossing and refuge removal. The removal of spaces is spread along the route comprising;

- *5 spaces in the residential area between Mowbray Road and Parkes Street, and*
- *17 spaces in the Artarmon industrial area between Parkes Street and Pacific Highway. The number of car spaces removed is the same as that estimated in the concept design plans endorsed by Council.*

The Committee noted that extensive stakeholder and community engagement was undertaken between 21 May and 20 June 2021 with 22 of the 23 submissions received in support of the detailed design plans. Detailed responses were provided by Bike North and Artarmon Progress Association, with both organisations supporting the detailed design plans. Suggestions provided during the engagement periods have been assessed and changes made to the draft detailed designs where considered beneficial.

The traffic control signal detailed design plans will be forwarded to Transport for New South Wales for approval, subject to Council approval.

Although a grant for design funding has been provided, there is no current funding for construction. Subject to Council approval, funding will be sought from relevant NSW Government and Council programs in 2021/22 and future years. Staged construction will proceed following funding approval.

The final detailed design plans are provided as part of the minutes.

COPY

Item 5.5 - School Children Safe Wombat Crossing Program - Five Wombat Crossings Concept Design Plans & Construction

The Committee considered the School Children Safety Wombat Crossings Program and the concept design plans for five new wombat crossings in the Willoughby Local Government area.

It was noted that Willoughby City Council has received \$1.95 million from the Federal Government Stimulus Commitment Road Safety Program (School Zone Infrastructure) for the installation of 13 raised pedestrian crossings (wombat crossings) including upgrades to 11 existing pedestrian crossings and two new crossings. The Traffic Committee noted that the wombat crossing in High Street at Bedford Street was completed in May 2021 and the remaining 12 locations are planned to be completed by 30 June 2022.

Stakeholder and community engagement has been undertaken for the program and for the next stage of five locations outlined in the report. It was noted that there is community support for the implementation of wombat crossings at the 13 proposed locations and, following local area consultation for the five locations in the current stage.

The Committee agreed with the officer's recommendation for the program, design and construction of the wombat crossings. The wombat crossings would be constructed in 2021/22 subject to Council approval.

The final detailed design plans are provided as part of the minutes.

Item 5.7 - Pacific Hwy between Mowbray Road, Chatswood & Herbert Street, St Leonards - Shared Path Detailed Design Plans & Construction

The Committee noted that the shared path on Pacific Highway forms an important part of Council's bicycle network. It connects residents and visitors to retail, service, cultural and recreational uses and transport modes in Chatswood Central Business District (CBD), Lane Cove, Artarmon Local Centre and St Leonards CBD. The detailed design plans provide a comprehensive suite of measures that will provide a safe, connected and accessible bicycle route for the community.

The Committee agreed with the officer's recommendations and noted that there are no impacts on street parking and access to and from the Pacific Highway from the connecting local road networks. Changes to bus stops and shelters will be undertaken to improve safety of bus users, pedestrians and bicyclists. The detailed design plans incorporate landscaping and the introduction of 12 new trees between existing street trees, street junctions and where path width allows along the highway.

The extensive stakeholder and community engagement was noted. Undertaken between 21 May and 20 June 2021 with 60 of the 64 submissions received in support of the detailed design plans. Detailed responses were provided by Bike North and Artarmon Progress Association, with both organisations supporting the detailed design plans. Suggestions provided during the engagement period have been assessed and changes made to the draft detailed design plans where considered beneficial.

The traffic control signal detailed design plans will be forwarded to Transport for New South Wales for approval for the changes to existing traffic control signals, subject to Council approval.

On 23 September 2021 the Department of Planning, Industry and Environment agreed to contribute over \$2 million to construct a section of the shared path linking Herbert Street, St Leonards with Campbell Street, Artarmon subject to Council agreement to complete construction by end June 2022. Construction will proceed with target completion in 2021/ 22 following Council approval of the detailed design plans.

There is no current funding in Council's 2021/22 Active Transport Program for the construction of the section of the shared path between Campbell Street, Artarmon and Mowbray Road, Chatswood. Opportunities for funding will be investigated in NSW Government bicycle programs and Council's Active Transport Program in 2021/22 and future years.

The final detailed design plans are provided as part of the minutes.

5. CONCLUSION

The Minutes do not bind Council to any additional resource commitment. It is recommended that Council adopt the recommendations of the Traffic Committee.

COPY

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	2.1 – Enhance transport choices and connections throughout the City 2.4 – Reduce parking and traffic congestion 3.1 – Foster feelings of safety, security and cleanliness
Business Plan Objectives, Outcomes/ Services	To ensure proper traffic management and a transparent process for decision making regarding traffic matters.
Policy	The Traffic Committee is a technical committee of Council. 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 Traffic Committee recommendations.
Consultation	Community consultation is undertaken for planning and development of formal items considered by the Traffic Committee and recommended to Council for approval.
Resource	Works are undertaken within the existing resource allocation. The recommendations do not commit Council to any additional resources.
Risk	Identified risks are addressed within individual reports in the minutes.
Legal	There are no legal issues identified.
Legislation	All recommendations comply with relevant legislation, National and Transport for New South Wales Policies and Guidelines.
Budget/Financial	Council actions arising from the recommendations will utilise existing allocated 2021/22 budgets.

ATTACHMENT 2



Willoughby City Council

MINUTES

**TRAFFIC COMMITTEE MEETING
No 4**

18 August 2021



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 New South Wales as part of delegation of certain powers and functions with regard to traffic matters upon its 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, the Transport for New South Wales (TfNSW), the Local State Member of Parliament for Lane Cove and Willoughby (for the location of the issue to be voted upon), and Willoughby City Council.
- Willoughby City Council operates the 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 10 minutes.
- If either the 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.

TRAFFIC COMMITTEE MEETING

18 AUGUST 2021

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TRAFFIC COMMITTEE MEETING

18 AUGUST 2021

1 PRESENT

Mr Zakaria Ahmad	Transport for New South Wales
Mr Gordon Farrelly	Willoughby City Council
Sergeant Ryan Edwards	NSW Police
Mr Ken Rutherford	Local State MP for Willoughby's Representative
Mr Egwin Herbert	State Transit Authority
Mr Darren Wood	Willoughby City Council
Mr Daniel Sui	Willoughby City Council
Mr German Barragan	Willoughby City Council
Ms Philippa Webb	Willoughby City Council
Mr Siva Bala	Willoughby City Council
Mr Charles Gowing	Willoughby Federation of Progress Associations
Ms Carla Lynam	Resident

2 APOLOGIES

Ms Zorica Kaye-Smith	Local State MP for Lane Cove's Representative
Mr Richard Goulston	Willoughby City Council
Ms Kate Drysdale	Willoughby City Council
Councillor Rutherford	Councillor - Willoughby City Council
Councillor Saville	Councillor - Willoughby City Council
Councillor Eriksson	Councillor - Willoughby City Council
Councillor Norton	Councillor - Willoughby City Council

Voting by representatives from Member for Lane Cove

Ms Zorica Kaye-Smith, representative Member for Lane Cove, was contacted following the meeting. Ms Zorica Kaye-Smith advised that she approved all items on the Agenda that relate to the Lane Cove Electorate.

3 DISCLOSURES 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 23 June 2021, copies of which have been circulated to each member of the Local Traffic Committee, be confirmed.

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TRAFFIC COMMITTEE MEETING

18 AUGUST 2021

4.1 COUNCIL ADOPTION OF THE LOCAL TRAFFIC COMMITTEE MINUTES

The Minutes of the Ordinary Meeting of the Traffic Committee held on 23 June 2021 were presented to Council at its meeting of 12 July 2021.

The Resolution of the Ordinary Meeting of Council held on 12 July 2021 is provided below.

The Committee noted that Council adopted the minutes with no changes.

TRAFFIC COMMITTEE RECOMMENDATION

That Council note that the Traffic Committee:

- Adopts the minutes of the meeting on 23 June 2021 as a true and accurate record.
- Note that the minutes of the Ordinary Meeting of the Traffic Committee held on 23 June 2021 were adopted by Council at its meeting of 12 July 2021.

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TRAFFIC COMMITTEE MEETING

18 AUGUST 2021

ORDINARY COUNCIL MEETING

12 JULY 2021

12 REPORTS OF COMMITTEES**12.2 MINUTES - TRAFFIC COMMITTEE - MEETING HELD ON 23 JUNE 2021**

RESPONSIBLE OFFICER: HUGH PHEMISTER - PLANNING & INFRASTRUCTURE DIRECTOR

AUTHOR: GORDON FARRELLY – TRAFFIC & TRANSPORT TEAM LEADER

CITY STRATEGY OUTCOME: 2.1 – ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY
2.4 – REDUCE PARKING AND TRAFFIC CONGESTION
3.1 – FOSTER FEELINGS OF SAFETY, SECURITY AND CLEANLINESS

RESOLUTION

That Council receive and adopt the recommendations from the Traffic Committee Meeting held on 23 June 2021.

MOVED COUNCILLOR SAVILLE / SECONDED COUNCILLOR ZHU

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TRAFFIC COMMITTEE MEETING

18 AUGUST 2021

5 FORMAL ITEMS FOR CONSIDERATION

5.1 SMITH ST, ALLEYNE ST, SHORT ST, LOWER GIBBES ST, EAST CHATSWOOD - TRAFFIC, TRANSPORT & ACTIVE TRANSPORT DETAILED DESIGN PLANS

- ATTACHMENTS:
1. DETAILED DESIGN PLANS FOR SMITH STREET, ALLEYNE STREET, SHORT STREET AND LOWER GIBBES STREET SURROUNDING THE WOOLWORTHS DEVELOPMENT SITE
 2. DETAILED DESIGN PLANS FOR SMITH STREET BETWEEN LOWER GIBBES STREET AND EASTERN VALLEY WAY
 3. TECHNICAL REPORTS FOR CHANGES TO THE BUS ZONE IN SMITH STREET BETWEEN LOWER GIBBES STREET AND EASTERN VALLEY WAY

WARD: MIDDLE HARBOUR WARD

RESPONSIBLE OFFICER: GORDON FARRELLY - TRAFFIC & TRANSPORT TEAM LEADER

AUTHOR: GORDON FARRELLY - TRAFFIC & TRANSPORT TEAM LEADER

CITY STRATEGY OUTCOME: 2.1 – ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY
2.4 – REDUCE PARKING AND TRAFFIC CONGESTION
3.1 – FOSTER FEELINGS OF SAFETY, SECURITY AND CLEANLINESS

MEETING DATE: 18 AUGUST 2021

1. PURPOSE OF REPORT

To seek approval of the detailed design plans for traffic, transport and active transport works in Smith Street, between and including Alleyne Street and Eastern Valley Way and Short Street between Alleyne Street and Lower Gibbes Street, East Chatswood.

2. LOCAL TRAFFIC COMMITTEE RECOMMENDATION

That Council:

- Approve the detailed design plans for the following traffic facility changes:
 - A new roundabout at the intersection of Smith Street and Alleyne Street including a pedestrian/ bicycle refuge in Smith Street, east of Alleyne Street; a pedestrian/ bicycle refuge in Alleyne Street, north of Smith Street; blister and chevron markings in Smith Street, north side of the road, east of Alleyne Street; and a full time No Left Turn restriction for vehicles over 8.8 metres in Smith Street for eastbound direction only at

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TRAFFIC COMMITTEE MEETING

18 AUGUST 2021

Alleyne Street. The changes include associated fulltime No Stopping, line and pavement markings.

- A new westbound right turn bay and eastbound left turn bay in Smith Street between Alleyne Street and Lower Gibbes Street to provide access to the Woolworths development entry driveway, including associated line and pavement markings.
 - A concrete median in Smith Street between Alleyne Street and Lower Gibbes Street, excluding at the right turn bay to the Woolworths development entry driveway, to mandate that all traffic from all driveways enter and leave by left turn movements only.
 - Removal of the existing, and implementation of a new bus zone, bus stop, bus shelter, and pedestrian access arrangements to a new location just east of Alleyne Street in Smith Street, southern side of the road only, between Alleyne Street and Smith Street.
 - Provision of a 2.5 metre shared path in Smith Street, southern side of the road only, between Alleyne Street and Lower Gibbes Street, including associated signs, line and pavement markings.
 - Provision of full-time No Stopping in Smith Street, on both sides of the road, excluding at the bus zones between Alleyne Street and Lower Gibbes Street.
 - Provision of shared paths and associated signs, markings and access and egress kerb ramps at the intersections of Smith Street with Lower Gibbes Street and Alleyne Street to support the transition from/to the existing on-road links in Smith Street east of Lower Gibbes Street and west of Alleyne Street.
 - Provision of full time No Stopping restrictions in place of existing bus zone restrictions in Smith Street, south side of the road, west of Eastern Valley Way.
 - Provision of new Bus Zone restrictions in Smith Street, south side of the road, west of Eastern Valley Way.
 - Relocation of the existing Mail Zone restriction and replacing of the Mail Zone signs with No Parking Australian Post Vehicles excepted signs in Smith Street, south side of the road, west of Eastern Valley Way.
 - Relocation of the existing bus shelter, bus stop signs and associated facilities, including an upgrade to current standards in Smith Street, south side of the road, west of Eastern Valley Way.
 - Provision of full time No Stopping restrictions in Short Street, south side of the road along the frontage of the Woolworths development site and the driveway to 2 Short Street.
 - Provision of a No Left Turn Vehicles Under 8.8m Accepted restriction in Smith Street westbound, at Alleyne Street.
 - Provision of 10 metres full time No Stopping restrictions, north side of the road, in Short Street between Alleyne Street and Lower Gibbes Street.
 - Provision of 10 metres full time No Stopping restrictions, west side of the road, in Lower Gibbes Street between Short Street and Smith Street.
 - Provision of 10 metres and 18 metres full time No Stopping restrictions, east and west side of the road respectively, in Alleyne Street at the intersection with Short Street.
- Note that Woolworths will fully fund the construction of all the works.

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TRAFFIC COMMITTEE MEETING

18 AUGUST 2021

- Note that further traffic, transport and active transport works in Smith Street and Eastern Valley Way between Lower Gibbes Street and Castle Cove Drive will be referred to the Traffic Committee for consideration and Council for approval in the future.

3. LOCAL TRAFFIC COMMITTEE DISCUSSION

The Committee noted that the Line Marking and Signposting Plan did not include the following signs:

- No Left Turn Vehicles Under 8.8m Accepted restriction in Smith Street, eastbound, at Alleyne Street
- Bus Zone (arrow left) in Smith Street, south side of road, between Lower Gibbes Street and Alleyne Street

The updated Line Marking and Signposting Plan is provided in the Minutes.

4. LOCAL TRAFFIC COMMITTEE CONCLUSION

The Committee agreed with the Officer's recommendation.

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TRAFFIC COMMITTEE MEETING

18 AUGUST 2021

5.2 HAMPDEN ROAD AND HERBERT STREET, CHATSWOOD TO ST LEONARDS - BICYCLE ROUTE DETAILED DESIGN PLANS AND CONSTRUCTION

ATTACHMENTS:

1. DETAILED DESIGN PLANS
2. TRAFFIC MODELLING REPORT
3. DETAILED DESIGN ROAD SAFETY AUDIT
4. STAKEHOLDER AND COMMUNITY ENGAGEMENT REPORT

WARD: NAREMBURN WARD

RESPONSIBLE OFFICER: GORDON FARRELLY - TRAFFIC & TRANSPORT TEAM LEADER

AUTHOR: GORDON FARRELLY - TRAFFIC & TRANSPORT TEAM LEADER

CITY STRATEGY OUTCOME:

- 2.1 – ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY
- 2.4 – REDUCE PARKING AND TRAFFIC CONGESTION
- 3.1 – FOSTER SETTINGS OF SAFETY, SECURITY AND CLEANLINESS

MEETING DATE: 18 AUGUST 2021

1. PURPOSE OF REPORT

To seek approval for detailed design plans and construction of bicycle route improvements along Hampden Road and Herbert Street between Mowbray Road, Chatswood and Pacific Highway, St Leonards.

2. LOCAL TRAFFIC COMMITTEE RECOMMENDATION

That Council:

- Approve the detailed design plans for bicycle route improvements along Hampden Road and Herbert Street between Mowbray Road, Chatswood and Pacific Highway, St Leonards.
- Approve the traffic control signal plans for Hampden Road at Brand Street and Herbert Street at Cleg Street, Frederick Street, Ella Street and Pacific Highway.
- Note that the traffic control signal detailed design plans for the proposed new and changes to existing traffic control signals will be forwarded to Transport for New South Wales for approval.
- Approve the construction of the bicycle route improvements based on the detailed design plans.
- Note that there is no current funding for the project construction, and subject to Council approval, funding will be sought from relevant NSW Government and Council programs in 2021/22 and future years.

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TRAFFIC COMMITTEE MEETING

18 AUGUST 2021

3. LOCAL TRAFFIC COMMITTEE DISCUSSION

Nil

4. LOCAL TRAFFIC COMMITTEE CONCLUSION

The Committee agreed with the Officer's recommendation.

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TRAFFIC COMMITTEE MEETING

18 AUGUST 2021

5.3 MARKS STREET AND HAMILTON AVENUE, NAREMBURN - TRAFFIC AND SAFETY IMPROVEMENT PLAN

ATTACHMENTS:	1. DETAILED DESIGN PLAN 2. TRAFFIC INVESTIGATIONS REPORT 3. COMMUNITY CONSULTATION REPORT AND SUBMISSIONS
WARD:	NAREMBURN WARD
RESPONSIBLE OFFICER:	GORDON FARRELLY - TRAFFIC & TRANSPORT TEAM LEADER
AUTHOR:	GERMAN BARRAGAN – TRAFFIC ENGINEER
CITY STRATEGY OUTCOME:	3.1 – FOSTER FEELINGS OF SAFETY, SECURITY AND CLEANLINESS
MEETING DATE:	18 AUGUST 2021

1. PURPOSE OF REPORT

To seek approval for the introduction of traffic management and parking changes at the Marks Street and Hamilton Avenue intersection in Naremburn.

2. LOCAL TRAFFIC COMMITTEE RECOMMENDATION

That Council approve the proposed median, pavement markings and parking restrictions in Marks Street and Hamilton Avenue.

3. LOCAL TRAFFIC COMMITTEE DISCUSSION

A local resident, Ms Lynam attended the meeting for this item. Ms Lynam provided advice on her observation of the traffic and safety performance for Marks Street and Hamilton Avenue. Ms Lynam advised that Marks Street and Hamilton Avenue are local roads with low traffic volumes and no known traffic safety incidents. Ms Lynam considered that the proposed measures were more appropriate for a busier road. Ms Lynam also expressed concerns with the increase in traffic noise with the provision of raised reflective pavement markers. Ms Lynam recommended that the traffic and parking management measures in the detailed design plan be changed with the following arrangements:

- Replace the painted median with a centre line.
- A reduction in the number of warning signs.
- Elimination of the raised reflective pavement markers.

The Committee noted that the detailed design plan was developed to maximise the safety of road users based on site observations and resident comments. The design provided separation of opposing traffic flows, guidance and advance warning on the approach and at the bend. The use of the painted median and the provision of the 2 additional signs was considered appropriate.

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TRAFFIC COMMITTEE MEETING**18 AUGUST 2021**

The Committee noted the potential reduction in amenity with the increase in noise generated by motor vehicles running over the raised reflective pavement markers. The Committee agreed that the painted median and signs would provide acceptable traffic and safety management and that the provision of the raised reflective pavement markers could be deferred at this time. Implementation of this device in the future could be considered should safety issues occur at the bend.

The updated detailed design plan is provided in the Minutes.

4. LOCAL TRAFFIC COMMITTEE CONCLUSION

The Committee agreed with the Officer's recommendation subject to removal of the raised reflective pavement markers.

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TRAFFIC COMMITTEE MEETING

18 AUGUST 2021

5.4 FRANCIS ROAD, ARTARMON - 15 MINUTE TIMED PARKING RESTRICTIONS

ATTACHMENTS: 1. DETAILED DESIGN PLAN
2. COMMUNITY SUBMISSIONS

WARD: NAREMBURN WARD

RESPONSIBLE OFFICER: GORDON FARRELLY - TRAFFIC & TRANSPORT TEAM LEADER

AUTHOR: GERMAN BARRAGAN – TRAFFIC ENGINEER

CITY STRATEGY OUTCOME: 2.4 – REDUCE PARKING AND TRAFFIC CONGESTION

MEETING DATE: 18 AUGUST 2021

1. PURPOSE OF REPORT

To approve the implementation of a 15-minute 8.00am to 12.00pm Monday to Friday parking restriction in Francis Road, south side of the road, between Hampden Road and Hampden Lane, Artamon.

2. LOCAL TRAFFIC COMMITTEE RECOMMENDATION

That Council approve the implementation of 15-minute 8.00am to 12.00pm Monday to Friday parking restrictions in Francis Road, south side of the road, between Hampden Road and Hampden Lane, Artamon.

3. LOCAL TRAFFIC COMMITTEE DISCUSSION

Nil

4. LOCAL TRAFFIC COMMITTEE CONCLUSION

The Committee agreed the Officer's recommendation.

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18 AUGUST 2021

5.5 SCHOOL CHILDREN SAFE WOMBAT CROSSING PROGRAM - FIVE WOMBAT CROSSINGS CONCEPT DESIGN PLANS & CONSTRUCTION

ATTACHMENTS:

1. PROGRAM MAP AND LOCATIONS
2. CONCEPT DESIGN PLANS
3. SCOPE OF WORKS AND IMPACTS
4. STAKEHOLDER AND COMMUNITY ENGAGEMENT REPORT

WARD: ALL WARDS

RESPONSIBLE OFFICER: GORDON FARRELLY - TRAFFIC & TRANSPORT TEAM LEADER

AUTHOR: SIVA BALA - TRANSPORT ENGINEER

CITY STRATEGY OUTCOME: 3.1 – FOSTER FEELINGS OF SAFETY, SECURITY AND CLEANLINESS

MEETING DATE: 18 AUGUST 2021

1. PURPOSE OF REPORT

To provide information on the School Children Safe Wombat Crossings Program and seek approval for the concept design plans of 5 new wombat crossings in the Willoughby Local Government area.

2. LOCAL TRAFFIC COMMITTEE RECOMMENDATION

That Council:

- Note the receipt of \$1.5 million from the Federal Government Stimulus Commitment Road Safety Program (School Zone Infrastructure) for the installation of raised pedestrian crossings (Wombat Crossing) including upgrades to 11 existing pedestrian crossings and 2 new crossings in the Willoughby LGA.
- Note that stakeholder and community engagement for the program revealed community support for the implementation of wombat crossings at the 13 locations.
- Note that Traffic Committee consideration and Council approval will be obtained prior to commencement of construction.
- Note that the wombat crossing in High Street at Bedford Street was completed in May 2021 and the remaining 12 locations are planned to be completed by 30 June 2022.
- Approve the concept design plans of 5 new wombat crossings and associated works including street lighting, regulatory signs and pavement markings, in the following locations:
 - Merrenburn Avenue at Willoughby Road, Naremburn.
 - Hatfield Street between Mowbray Road West & Farran Street, Lane Cove North.
 - Kirk Street at Archer Street, Chatswood.
 - Keary Street at Eaton Street, Willoughby.

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- Keary Street, south of Oakville Road, Willoughby.
- Approve the completion of detailed design plans and construction of the 5 new wombat crossings in Hatfield Road, Lane Cove North; Merrenburn Avenue, Naremburn; Kirk Street, Chatswood and Keary Street, Willoughby.

3. LOCAL TRAFFIC COMMITTEE DISCUSSION

TfNSW representative requested consideration be given to the removal of the physical islands in Kirk Street as part of the wombat crossing design.

Following the Traffic Committee meeting a review of the design of the wombat crossing in Kirk Street at Archer Street, Chatswood was undertaken. It was noted that the existing physical islands provide separation and guidance for motor vehicles entering and exiting Kirk Street. The islands aided the safety of pedestrians by promoting slow speed left and right turn movements into Kirk Street. It was considered that, on balance and at this location, retention of the physical islands enhanced safety and therefore the islands should be retained.

4. LOCAL TRAFFIC COMMITTEE CONCLUSION

The Committee agreed with the Officer's recommendation.

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TRAFFIC COMMITTEE MEETING

18 AUGUST 2021

5.6 DELEGATED ITEMS - REGULATORY SIGNPOSTING AND LINE MARKING

ATTACHMENTS:	1. DIAGRAMS OF SIGNPOSTING, PAVEMENT MARKING AND LINE MARKING CHANGES
WARD:	ALL WARDS
RESPONSIBLE OFFICER:	GORDON FARRELLY – TRAFFIC AND TRANSPORT TEAM LEADER
AUTHOR:	GERMAN BARRAGAN – TRAFFIC ENGINEER
CITY STRATEGY OUTCOME:	2.1 - ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY 2.4 – REDUCE PARKING AND TRAFFIC CONGESTION 3.1 – FOSTER FEELINGS OF SAFETY, SECURITY AND CLEANLINESS
MEETING DATE:	18 AUGUST 2021

1. PURPOSE OF REPORT

To approve the implementation of regulatory signposting and line marking changes at various locations in the Willoughby Local Government Area.

2. LOCAL TRAFFIC COMMITTEE RECOMMENDATION

That Council approve the implementation of regulatory signposting and line marking changes at various locations in the Willoughby Local Government Area.

3. LOCAL TRAFFIC COMMITTEE DISCUSSION

Nil

4. LOCAL TRAFFIC COMMITTEE CONCLUSION

The Committee agreed with the Officer's recommendation.

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18 AUGUST 2021

5.7 PACIFIC HWY BETWEEN MOWBRAY RD, CHATSWOOD & HERBERT ST, ST LEONARDS - SHARED PATH DETAILED DESIGN PLANS & CONSTRUCTION

ATTACHMENTS:	1. DETAILED DESIGN PLANS 2. DETAILED DESIGN ROAD SAFETY AUDIT 3. STAKEHOLDER AND COMMUNITY ENGAGEMENT REPORT
WARD:	NAREMBURN WARD
RESPONSIBLE OFFICER:	GORDON FARRELLY - TRAFFIC & TRANSPORT TEAM LEADER
AUTHOR:	GORDON FARRELLY - TRAFFIC & TRANSPORT TEAM LEADER
CITY STRATEGY OUTCOME:	2.1 – ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY 2.4 – REDUCE PARKING AND TRAFFIC CONGESTION 3.1 – FOSTER FEELINGS OF SAFETY, SECURITY AND CLEAN

MEETING DATE: 18 AUGUST 2021

1. PURPOSE OF REPORT

To seek approval for detailed design plans and construction of a shared path on Pacific Highway connecting Mowbray Road, Chatswood with Herbert Street, St Leonards.

2. LOCAL TRAFFIC COMMITTEE RECOMMENDATION

That Council:

- Approve the detailed design plans for a shared path on Pacific Highway connecting Mowbray Road, Chatswood with Herbert Street, St Leonards.
- Agree to changes to existing traffic control signal plans along Pacific Highway at the Warringah Freeway off-ramp and Lane Cove Tunnel on-ramp, Dickson Avenue, Camper Street, Westbourne Street, Reserve Road and Herbert Street.
- Note that the traffic control signal detailed design plans will be forwarded to Transport for New South Wales to approve proposed changes to existing traffic control signals.
- Approve the construction of the shared path based on the detailed design plans.
- Note that there is no current funding for the project construction, and subject to Council approval, funding will be sought from relevant NSW Government and Council programs in 2021/22 and future years.

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TRAFFIC COMMITTEE MEETING

18 AUGUST 2021

3. LOCAL TRAFFIC COMMITTEE DISCUSSION

Nil

4. LOCAL TRAFFIC COMMITTEE CONCLUSION

The Committee agreed with the Officer's recommendation.

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TRAFFIC COMMITTEE MEETING

18 AUGUST 2021

6 LATE ITEMS

Nil

7 INFORMAL ITEMS**7.1 RAILWAY STREET, CHATSWOOD – PARKING RESTRICTIONS**

The Federation of Willoughby Progress Association representative queried the recent introduction new full time Bus Zone restrictions in Railway Street, east side of the road, between McIntosh Street and Help Street.

The concerns relate to the loss of street parking for visitors and the further expansion of the bus layover area for the Chatswood Bus Interchange into the adjacent local road network. It was noted significant sections of local road network are now used for bus stops and layover.

The Committee was advised this section of Railway Street was previously weekday morning and afternoon peak period bus zone and timed ticket parking on weekdays and Saturday.

The Committee was advised the new restrictions were installed with short notice by TfNSW on the request from Sydney Metro. The signs supported buses stopping trains at night between 9.00pm and 1.00am from Sunday 8 August 2021 with no end date.

As a result of discussions between Council and TfNSW, the following new signposting will be implemented at this location:

2P Ticket 9.30am-3.30pm Mon-Fri & 8.30am-1.30pm Sat
Bus Zone 6.30am-9.30am & 3.30pm-8.30pm Mon-Fri and 8.30pm-1.30am Mon-Sun

The Bus Zone 8.30pm-1.30am Mon-Sun restrictions were removed following the completion of the Sydney Metro works.

8 GENERAL BUSINESS

Nil

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14 CORRESPONDENCE

15 REPORTS FROM THE OFFICERS

CHIEF EXECUTIVE'S OFFICE

15.1 PUBLIC EXHIBITION OF THE DRAFT ECONOMIC DEVELOPMENT STRATEGY

ATTACHMENTS:	1. IMPLICATIONS 2. DRAFT ECONOMIC DEVELOPMENT STRATEGY
RESPONSIBLE OFFICER:	DEBRA JUST – CHIEF EXECUTIVE OFFICER
AUTHOR:	JOHN ELLIOTT – ECONOMIC DEVELOPMENT MANAGER
CITY STRATEGY OUTCOME:	4.1 – FACILITATE THE DEVELOPMENT OF ALL BUSINESSES 4.2 – BUILD AND SUPPORT A NIGHT-TIME ECONOMY 4.3 – CREATE MEMORABLE FOOD DESTINATIONS 4.4 – ATTRACT VISITORS AND PROMOTE LOCAL, DESTINATION-BASED TOURISM 4.5 – DIVERSIFY OUR ECONOMY INCLUDING CREATIVE AND INNOVATIVE INDUSTRIES 4.6 – FACILITATE THE VIABILITY AND VIBRANCY OF OUR VILLAGE CENTRES
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

To seek Council's endorsement of the draft Economic Development Strategy (the Strategy) for public exhibition.

2. OFFICER'S RECOMMENDATION

That Council:

- 1. Endorse the draft Economic Development Strategy for public exhibition.**
- 2. Delegate authority to the Chief Executive Officer to make minor amendments to the draft Economic Development Strategy which does not alter the intent.**

3. BACKGROUND

Our Future Willoughby 2028 sets out the community's long-term vision and priorities for the future of the City as its 10-year Community Strategic Plan (CSP). The CSP identifies the aspirations and priorities of the community for the future of the local government area.

This report presents the attached draft Strategy (Attachment 2) for Council's endorsement for community consultation. The document will be formatted and enhanced prior to publication and distribution for public consultation.

4. DISCUSSION

Outcome 4 of the *Our Future Willoughby* is A City that is prosperous and vibrant. The Outcome sets out the community priorities of:

- 4.1 Facilitate the development of all businesses.
- 4.2 Build and support a night-time economy.
- 4.3 Create memorable food destinations.
- 4.4 Attract visitors and promote local, destination-based tourism.
- 4.5 Diversify our economy including creative and innovative industries.
- 4.6 Facilitate the viability and vibrancy of our village centres.

The outcome sought is that our City will have a robust economy with meaningful and diverse employment opportunities close to home, that we will be a City where local and global businesses thrive, where its places and vibrancy will attract businesses and visitors from around the world, and that we will be leaders in creativity and innovation.

To progress these priorities and focus the delivery of economic development, a draft *Economic Development Strategy* has been prepared that outlines the key delivery plans and projects that will seek to achieve these priorities.

The ongoing pandemic and its impact on the business and economic community have highlighted more than ever the need for a focus on maintaining, developing, and growing the local economy to provide the jobs, services and activity that our community needs to thrive.

Council has been clear in its aims seeking to develop and support a strong local economy, with the high profile outcome in the CSP, the recent focus on establishing the role of Economic Development Manager to progress the aims of the CSP, and by actively being a leader in responding to the pandemic through three Business Support Packages and an Economic Recovery Plan. Council has a key role to play in the local economy through its various functions and roles. It is a leader, facilitator, regulator, and direct deliverer of services. Getting the actions in these roles right enables the conditions for businesses to have confidence to invest and grow and continue to maintain a strong local economy.

The focus now needs to be on recovery and the long term economic sustainability of the City, as we start to see the beginning of the end of the pandemic and the return to a more vibrant economy.

The development of the draft *Economic Development Strategy* provides that focus and outlines the actions required to achieve a range of targets that define the six priorities in *Our Future Willoughby*.

The draft Strategy has been developed based on previous consultation undertaken for the CSP, through discussion with key business organisations and with a range of local business stakeholders and through the development and implementation of the three recent Business Support Packages and the *Economic Recovery Plan*.

The Strategy sets out to build on the existing strengths of the local economy in a range of specific sectors:

- Information Media and Telecommunications
- Rental, Hiring and Real Estate Services
- Professional, Scientific and Technical Services
- Health Care and Social Assistance

- Financial and Insurance Services
- and Retail Trade.

These six sectors provide around two thirds of the output of the City, two thirds of the businesses, and nearly 60% of the employment opportunities. They are the core of the local economy providing strength and depth for jobs and business growth. They provide the best opportunities for continuous growth in jobs, businesses, and output.

The aspirations of the Strategy are to ensure that Willoughby is a place where businesses want to be located. Where they can grow and thrive in high quality business premises, employing highly skilled and motivated staff with access to the highest quality facilities, recreational activities and food and beverage options. It is a place of choice in the north shore of Sydney.

It is also a place where Council helps the business community thrive through collaboration and involvement in driving a robust economy that meets the evolving needs of businesses, and acts as a catalyst to bring all the stakeholders together to create a great outcome.

To achieve this, the six strategic outcomes in the CSP will be the focus of the Strategy:

- Facilitate the development of all businesses.
- Build and support a night-time economy.
- Create memorable food destinations.
- Attract visitors and promote local, destination-based tourism.
- Diversify our economy including creative and innovative industries.
- Facilitate the viability and vibrancy of our village centres.

Council will act as the lead agency to drive the strategy and bring together partners from the business community to ensure that these strategic outcomes are delivered.

Throughout these six outcomes, the six key economic sectors of Information Media and Telecommunications, Rental, Hiring and Real Estate Services, Professional, Scientific and Technical Services, Health Care and Social Assistance, Financial and Insurance Services, and the Retail Trade will be the focus of activity to maintain and grow either output, employment, or the number of businesses in each sector.

The Strategy outlines the key targets with each sector of driving either the output, employment or business growth in each sector:

Sector	Target Growth Area	Current Level	Target Level
Information Media and Telecommunications	Employment	8.5%	10%
Rental, Hiring and Real Estate Services	Employment	1.9%	3%
Professional, Scientific and Technical Services	Output	12.3%	15%
Health Care and Social Assistance	Output Businesses	8.6% 8.5%	10% 10%
Financial and Insurance Services	Employment	4.2%	6%
Retail Trade	Output	5.9%	7%

Overall in the next five years Council will lead, support, and drive the local economy to grow:

- Gross Regional Product from \$11.86bn to \$15bn
- Local Jobs from 72,612 to 90,000
- Local Businesses from 13,210 to 16,000
- Employed residents from 43,928 to 50,000

This will be achieved through a range of actions in each of the priority outcomes.

Detailed project bids will be developed for each of the high priority actions and resources allocated in accordance with Council's annual Operational Plan and budget processes.

The Plan will be reviewed annually to take account of progress made and any changes in community concerns and needs.

Consultation and exhibition

A Consultation Plan will be developed to guide public exhibition of the draft Strategy for an extended period from November to February 2022 to provide sufficient time for feedback through the local election cycle, and the Christmas/New Year period. It will include:

- Presentation of the draft Plan and attachments on Council's website
- An interactive response opportunity through Council's 'Have Your Say' platform
- Social media posts raising awareness of the draft Strategy
- Briefings to Chambers of Commerce, other key business stakeholder groups, key individual business and property owners, Progress Associations, and any other business groups on request
- Briefings for other interested community groups and organisations

Following exhibition, a briefing and report will be presented to Council in February summarising the outcomes of the exhibition process with a recommended course of action for adoption of the final Plan.

5. CONCLUSION

A strong local economy provides the basis for a strong local community. Access to a range of training and employment opportunities, an economic environment for starting and growing businesses, and the ability to generate wealth will ensure a City that is prosperous and vibrant.

The draft Economic Development Strategy outlines a series of actions in the priority areas outlined in the CSP to drive the development of the local economy over the next five years.

Implementation of the actions will help boost the local economy, provide confidence for investment and business operation, and maintain Willoughby as the place of choice for business in the north shore of Sydney.

Council's endorsement of the draft Strategy for public exhibition is the next step in maintaining a strong local economy

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	4.1 Facilitate the development of all businesses. 4.2 Build and support a night-time economy. 4.3 Create memorable food destinations. 4.4 Attract visitors and promote local, destination-based tourism. 4.5 Diversify our economy including creative and innovative industries. 4.6 Facilitate the viability and vibrancy of our village centres
Business Plan Objectives, Outcomes / Services	Once adopted, the Economic Development Strategy will inform business planning for all units within Council from its approval by Council
Policy	There are no implications applicable to this report.
Consultation	Key internal staff and external stakeholders have been consulted throughout the development of the draft Strategy. A consultation plan will be prepared outlining consultation activities to be undertaken during the formal public exhibition period.
Resource	The draft Strategy was developed using existing staff resources and its implementation will be met using existing staff resources and budgets
Risk	The actions identified in the draft Strategy are to implement the outcomes in the CSP to ensure a vibrant local economy. There is reputational and economic risk in not meeting those outcomes.
Legal	There are no implications applicable to this report.
Legislation	There are no implications applicable to this report.
Budget/Financial	The actions in the Strategy will be funded through operational resources and through project funding bids through the budget review process.

DRAFT
ECONOMIC DEVELOPMENT STRATEGY
2022 - 2028

November 2021

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ACKNOWLEDGEMENT OF COUNTRY

We 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 that we share, Australia.

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EXECUTIVE SUMMARY

The *Willoughby Draft Economic Development Strategy* provides the overarching framework, strategic direction and guiding principles for delivering a City that is prosperous and vibrant.

The strategy identifies the key economic outcomes for the City that will deliver a robust economy where businesses want to be located, where they can grow and thrive in high quality businesses premises, employing highly skilled and motivated staff with access to the highest quality facilities, recreational activities and food and drink options. A place that attracts businesses and visitors from around the world in sectors that lead in creativity and innovation. It is the location of choice in the North Shore of Sydney.

It is a place where Council helps the business community thrive through collaboration and involvement in driving a robust economy that meets the evolving needs of businesses and acts as the catalyst to bring all parties together to create a great outcome.

To achieve this, six strategic outcomes have been identified:

- 1 Facilitate the development of all businesses.
- 2 Build and support a night-time economy.
- 3 Create memorable food destinations.
- 4 Attract visitors and promote local, destination-based tourism.
- 5 Diversify our economy including creative and innovative industries.
- 6 Facilitate the viability and vibrancy of our village centres.

Throughout these six outcomes, the six key economic sectors of Information Media and Telecommunications, Rental, Hiring and Real Estate Services, Professional, Scientific and Technical Services, Health Care and Social Assistance, Financial and Insurance Services, and the Retail Trade will be the focus of activity to maintain and grow either output, employment, or the number of businesses in each sector

Willoughby City Council will be the lead agency in driving the Strategy and acting as the key facilitator, however the delivery and implementation of all the aspects will need the engagement and involvement of other governmental agencies and the business community through collaboration and partnership working. This is a strategy for the whole business community to deliver.

INTRODUCTION

The Willoughby City Council area is a medium sized local government area occupying 23 square kilometres on the lower North Shore of Sydney with a thriving and vibrant economy, driven by a skilled workforce, living in attractive natural environments and significant historical areas.

It is only 10km from the Sydney CBD forming the northern part Sydney's 'Global Economic Corridor', and is centred around the North Shore's economic hub of Chatswood, known for its wide range of retail and commercial activities and it's regional performing arts complex at The Concourse.

The population of around 82,000 people have a diverse cultural and ethnic mix with larger sections with backgrounds including Chinese, Japanese, Korean, Italian, Armenian, Greek, and Croatia, with the majority extremely well educated and skilled, with residents having higher than average household weekly incomes when compared with the Greater Sydney averages.

A broad range of vibrant cultural events and programs and inclusive social activities enables communities and neighbourhoods to provide a choice of social interaction and cultural experiences where they can feel a sense of belonging.

The City of Willoughby includes a blend of retail, commercial, industrial, residential, institutional and recreational districts. In addition to its varied employment opportunities, the City is in close proximity to major employment zones and has access to a variety of quality public transport, retail, education and health facilities. It has excellent public libraries and The Concourse creates a major cultural precinct further enhancing its attractiveness as a home to people and business. The City's scenic waterways, bushland reserves, parks, playgrounds, stunning bush walks, combined art and environmental projects, green corridors and significant heritage items provide an inspiring and healthy environment for its communities and visitors. It is a City of many people, places and experiences

The local economy is strong and diverse focusing on high skill, quality employment opportunities that encompass innovation and creativity where GRP, business formation and employment continue to grow. With the vibrant natural environment and access to a full range of services and facilities providing key attractors for business location.

This Strategy focuses on how to continue that success story and growth trajectory over the coming years. It outlines a plan to continue to build on the strengths of the local economy, encourage growth opportunities, and work with partners to continue the strong economic output and employment provision in the Chatswood CBD through attracting new investment and stimulating the development of key sites to expand the range of employment opportunities.

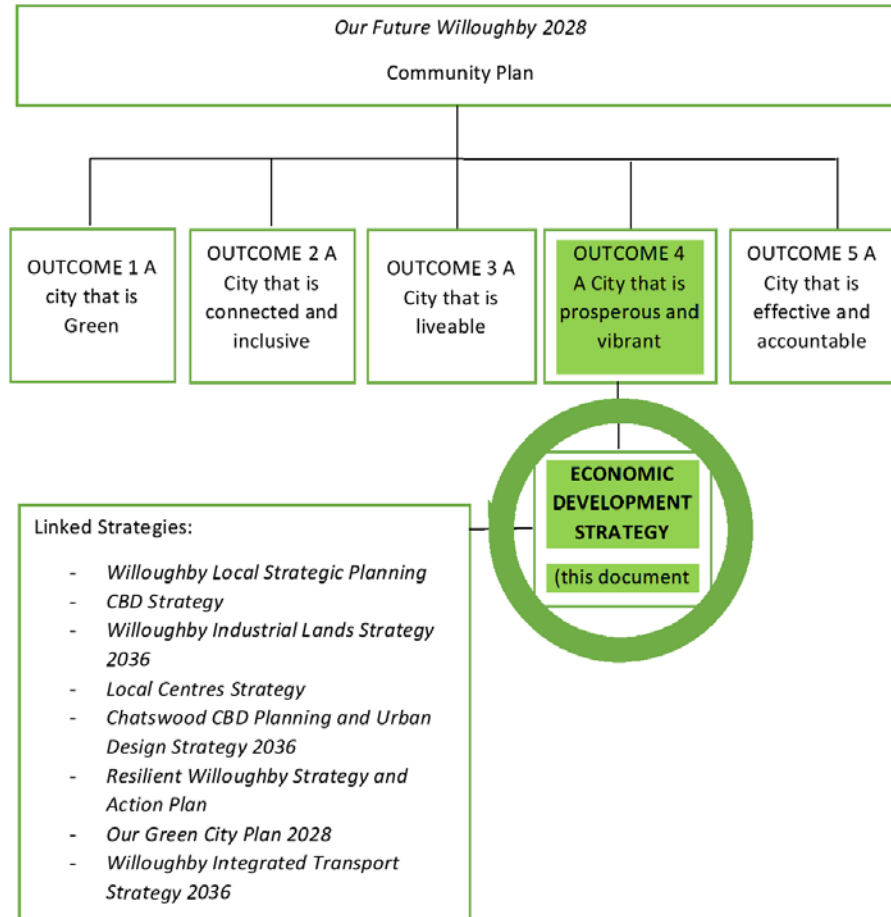
The strategy's ambition is continue to grow Willoughby's economy to be the key economic centre of Sydney's North Shore. This strategy represents the first steps, and the beginning of focusing on the economic growth of the area, especially through the recovery from the Covid-19 pandemic that has heavily impacted the whole Sydney basin.

STRATEGIC POSITION

The Draft Economic Development Strategy delivers Outcome 4 of *Our Future Willoughby 2028*.

It aligns with a range of existing, and developing strategies that will deliver a robust local economy.

Figure 1: Strategic Position of Economic Development Strategy



THE WILLOUGHBY ECONOMY

BACKGROUND

Originally the home of the Camaraigal clan of the Guringai language nation, European settlement dates from 1794 when the first land grants were made, although little development occurred until the 1850s with the first local government to be incorporated on the North Shore as the Municipality of North Willoughby formally proclaimed on 23 October 1865. The economic activity primarily came from rural activities and timber logging with some tanneries and brickworks establishing towards the end of the 19th century when residential subdivision and the opening of the North Shore railway line lead to the population of Willoughby being 4,000 by 1890. Additional growth was stimulated by the opening of the Sydney Harbour Bridge in 1932.

Continuing to be a predominately rural area, major change started in the 1950s with plans to develop the area into one of Sydney's major retail and commercial centres, and the beginning of the media era with the first regular television bulletin ever broadcast in Australia coming from the Willoughby TV tower. Those early television and radio bulletins started one of the areas key economic activities in the Information, Media and Telecommunications sector that continues to be a large part of the local economy.

Continued growth through the 1980s saw the opening of the Lemon Grove, Chatswood Chase and Westfield Chatswood major retails centres in Chatswood building the Retail sector into one of the dominant employment sectors.

The 1990s saw the high rise commercial and residential development that now characterises the skyline of Chatswood clearly defining the central business district bringing with it significant numbers of businesses and employment opportunities in the Rental, Hiring and Real Estate, Professional, Scientific and Technical Services and well as Financial and Insurance Services.

With the increases in population within Willoughby and the North Shore, the demand for health care and social assistance saw the large expansion and growth of The North Shore Hospital and linked healthcare businesses making this sector the largest employer.

THE CURRENT ECONOMIC PROFILE

The Willoughby economy centres on the Chatswood CBD and the economic corridor that follows the railway through Artarmon to St Leonards.

Figure 2: Key Statistics for Willoughby City Council

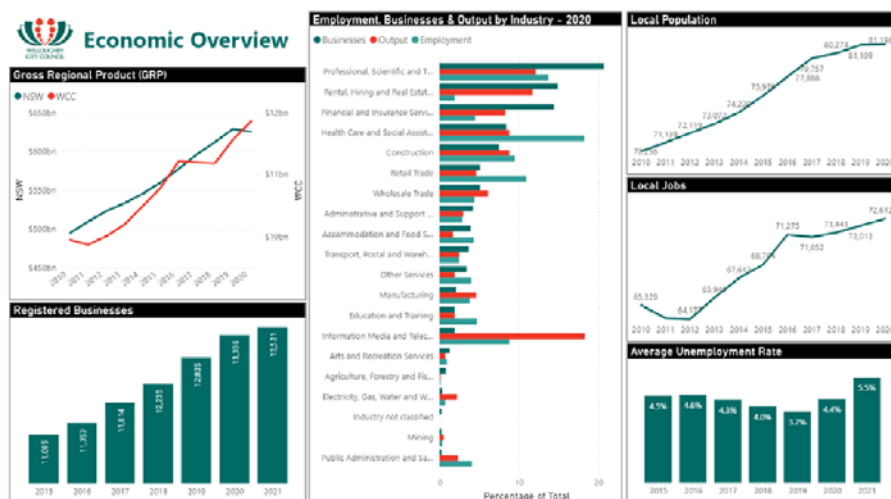
Key Statistics



Over the last decade the economy has grown with GRP from increased from \$9.9bn in 2010 to \$11.86bn in 2020 with a minor decrease between 2016 and 2018.

Continuous growth has occurred in the number of businesses, local jobs partly driven by the increasing population.

Figure 3: Economic Overview of Willoughby City Council



Until the pandemic, the average employment rate increased and unemployment decreased across a relatively stable participation rate, with the impact of the pandemic over the past two years reducing the average employment rate slightly with a large increase in the average unemployment rate (Figure 3).

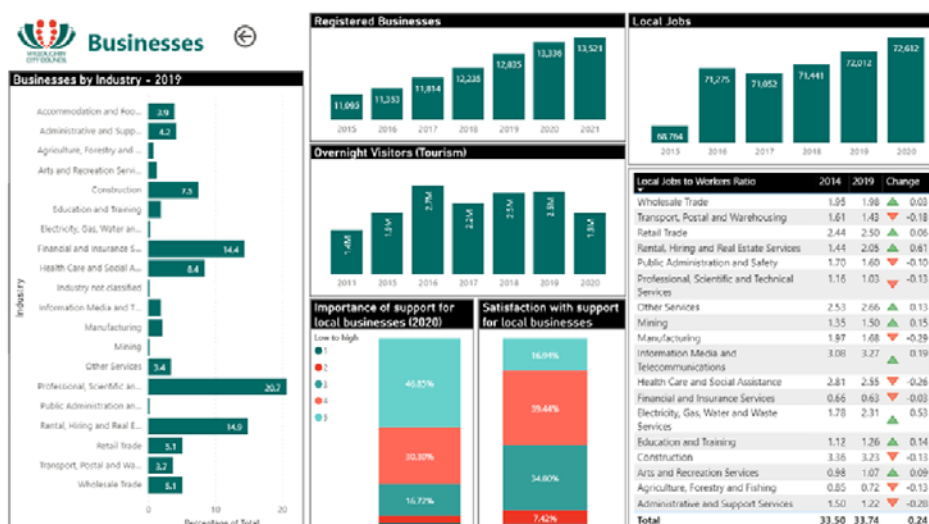
The three largest employment sectors are Health Care and Social Assistance, Professional Scientific and Technical Services, and the Retail Trade (Figure 4)

Figure 4: Employment Statistics for Willoughby City Council



The number of businesses has steadily increased over the last five years providing the increase in local jobs (Figure 5). The three sectors that have the largest number of businesses are Professional, Scientific, and Technical Services, Rental, Hiring and Real Estate Services, and Financial and Insurance Services.

Figure 5: Business statistics for Willoughby City Council



KEY SECTORS

Six key sectors dominate the local economy;

- Information Media and Telecommunications
- Rental, Hiring and Real Estate Services
- Professional, Scientific and Technical Services
- Health Care and Social Assistance
- Financial and Insurance Services
- and the Retail Trade.

They provide around two thirds of the output of the City, two thirds of the businesses, and nearly 60% of the employment opportunities. They are the core of the local economy providing strength and depth for jobs and business growth (Figure 6).

Figure 6: Key Sectors of the Willoughby economy by output, employment, and businesses

Sector	% (2019/20)		
	Output	Employment	Businesses
Information Media and Telecommunications	18.3	9.0	1.9
Rental, Hiring and Real Estate Services	11.7	2.0	14.9
Professional, Scientific and Technical Services	12.1	15.0	20.7
Health Care and Social Assistance	8.8	17.5	8.4
Financial and Insurance Services	8.3	4.8	14.4
Retail Trade	4.6	10.1	5.1

Due to its geography, the area has been well known as a centre for radio and TV stations, supporting a large number of jobs in the Information, Media, and Telecommunications sector. As this sector has transitioned through new technology and mediums of communication over the last 20 years the number of jobs have declined whilst the output has almost doubled over the last 20 years, with the number of businesses remaining about the same.

With three major retail centres in Chatswood all positioned along Victoria Avenue, the Retail sector has significant employment numbers but with low output and number of businesses

Following the significant development of Chatswood CBD in the 1990s, the three main commercial sectors of Rental, Hiring and Real Estate. Professional, Scientific and Technical Services and Financial and Insurance Services contribute around a third of the total output, over 20% of employment and half of all businesses.

In line with demographic changes and the overall growth of the healthcare sector, the number of jobs has increased by almost 70% making the sector the largest employer with nearly 11,000 jobs and significant number of businesses and around 9% of all output.

These sectors provide the best opportunities for continuous growth in jobs, businesses, and output.

OUR ECONOMIC ASPIRATIONS

Willoughby is a place where businesses want to be located. Where they can grow and thrive in high quality business premises, employing highly skilled and motivated staff with access to the highest quality facilities, recreational activities and food and beverage options. It is the place of choice in the North Shore of Sydney.

It is a place where Council helps the business community thrive through collaboration and involvement in driving a robust economy that meets the evolving needs of businesses and acts as the catalyst to bring all parties together to create a great outcome.

To achieve this, six strategic outcomes have been identified:

- 1 Facilitate the development of all businesses.
- 2 Build and support a night-time economy.
- 3 Create memorable food destinations.
- 4 Attract visitors and promote local, destination-based tourism.
- 5 Diversify our economy including creative and innovative industries.
- 6 Facilitate the viability and vibrancy of our village centres.

Throughout these six outcomes, the six key economic sectors of Information Media and Telecommunications, Rental, Hiring and Real Estate Services, Professional, Scientific and Technical Services, Health Care and Social Assistance, Financial and Insurance Services, and the Retail Trade will be the focus of activity to maintain and grow either output, employment, or the number of businesses in each sector (Figure 7)

Figure 7: Target economic aspirations for Willoughby City Council

Sector	Target Growth Area	Current Level	Target Level
Information Media and Telecommunications	Employment	8.5%	10%
Rental, Hiring and Real Estate Services	Employment	1.9%	3%
Professional, Scientific and Technical Services	Output	12.3%	15%
Health Care and Social Assistance	Output	8.6%	10%
	Businesses	8.5%	10%
Financial and Insurance Services	Employment	4.2%	6%
Retail Trade	Output	5.9%	7%

Overall in the next five years we will lead, support, and drive the local economy to grow GRP, local jobs, local businesses, and employed residents as outlined in Figure 8:

Figure 8: Target Measures for Willoughby City Council

Target Measure	From	To
GRP	\$11.86bn	\$15bn
Local Jobs	72,612	90,000
Local Businesses	13,210	16,000
Employed Residents	43,928	50,000

COUNCIL'S ROLE

Council will act as the lead agency to drive the strategy and bring together partners from the business community to ensure that these strategic outcomes are delivered. Council's role in leading the strategy will vary depending on the specific action plan item from providing leadership in setting the strategic goals, providing data and analysis through to establishing promotional and inward investment activities. Council will directly deliver some of the actions through its role as a local government agency in improving and adapting the public realm to be more usable and attractive to the community. Council will facilitate actions by supporting businesses and organisations through training and development activities, enhancing the capability of those entities. Through all of these varying roles, Council will need the support and input of the local business community.

OUTCOMES

The Community Strategy, *Our Future Willoughby 2028* set out six key outcomes to create a City that is prosperous and vibrant:

OUTCOME	
1	Facilitate the development of all businesses.
2	Build and support a night-time economy.
3	Create memorable food destinations.
4	Attract visitors and promote local, destination-based tourism.
5	Diversify our economy including creative and innovative industries.
6	Facilitate the viability and vibrancy of our village centres.

This Strategy defines, and expands on the community's long-term vision and priorities for the future of the City. These actions will form the basis of activity within the Strategy, however where opportunities present, or the economic landscape changes the Outcome areas provide the overarching direction for additional or varied actions to be created and implemented.

OUTCOME 1 - Facilitate the development of all businesses.

To ensure a vibrant local economy, local businesses must be able to start, grow and thrive and operate in a wider engaged business community. To enable this, the following priorities have been identified:

PRIORITY	ACTIONS
Strong Business Community	<ul style="list-style-type: none"> Enhance local Chambers of Commerce and Business Peak Body organisations and groups Establish a Business Mentors and Leaders program Establish sector specific development groups for the key sectors of the economy: Information Media and Telecommunications, Rental, Hiring and Real Estate Services, Professional, Scientific and Technical Services, Health Care and Social Assistance, Financial and Insurance Services, and the Retail Trade
Business Attraction	<ul style="list-style-type: none"> Create an Investment Prospectus and target specific business sectors Facilitate the development of key sites within the CBD to provide high quality commercial space
Business Start Up Facilities	<ul style="list-style-type: none"> Support the establishment of a business start-up centre to provide opportunities for new business formation that also acts as a local business community hub incorporating a range of business advice and assistance services
Promotion of local businesses	<ul style="list-style-type: none"> Establish a central business portal to highlight key businesses and business successes Expand the Business Awards
Data Collection and Research	<ul style="list-style-type: none"> Build on the Economic Data Dashboard to create a multi-agency online data centre as the business data hub for the City Create a range of analytical reports on business conditions and business opportunities and create customisable reports for business planning Introduce public realm data capture facilities to provide core information for business planning
Circular Local Economy	<ul style="list-style-type: none"> Continue the Support Local campaign to highlight and encourage a high percentage of local purchasing Highlight local purchasing preference scheme by all businesses

- 13 -

OUTCOME 2 - Build and support a night-time economy.

To ensure a vibrant night-time economy, the City must be a place that is attractive and welcoming. A place that is active and vibrant to attract visitors. To enable this, the following priorities have been identified:

PRIORITY	ACTIONS
Promoting the City	<ul style="list-style-type: none"> • Use The Concourse as the key facilitator in creating a wider audience attracted into the CBD • Expand on the Culture Bites program to create an ongoing annual program of events and activities that ensure the CBD becomes a must visit evening destination • Create a unified promotional program with all major CBD stakeholders with linked promotions throughout the CBD • Engage a CBD Manager funded through a local business levy • Create a night time brand for Chatswood
Appearance of the CBD	<ul style="list-style-type: none"> • Identify key sites for improvement in the public and private sector • Create a local appearance plan to guide development and improvements with individual characteristics highlighting the differing range of offerings • Activate the CBD Laneways building on the Changing Lanes program of enhancements
Evening Activation	<ul style="list-style-type: none"> • Create a lighting strategy for the CBD that builds on previous Vivid events • Work with local businesses to extend opening hours • Identify affordable, unused, and underused spaces for the creative sector to program creative events • Program evening events
Business Friendly	<ul style="list-style-type: none"> • Enable fast tracked applications processes for use of public space for events and activities • Create a cultural talent training and mentoring program

OUTCOME 3 - Create memorable food destinations.

To ensure visitors create and take away outstanding memories, local food and beverage businesses need to be at their best: as a business, as an employer and with the highest quality product offerings. To enable this, the following priorities have been identified:

PRIORITY	ACTIONS
Industry Development	<ul style="list-style-type: none"> • Work with the local food businesses to establish a local food sector development business group • Examine the potential for a food research centre
Awareness	<ul style="list-style-type: none"> • Establish a program of promotional activities to highlight the range and quality of food offerings • Create food ambassador roles to lead the media promotion of the local food offerings • Examine the creation of a food brand for the CBD
Training and Skills Development	<ul style="list-style-type: none"> • Examine the potential for a food training centre • Work with training organisations to build an ongoing program of food training and skills development

OUTCOME 4 - Attract visitors and promote local, destination-based tourism.

To ensure the City is a destination of choice, the range of accommodation, attractions and events need to be of the highest quality. They need to bring in visitors, keep them engaged and thrilled, and ensure that only positive views are taken home. To enable this, the following priorities have been identified:

PRIORITY	ACTIONS
Product Development	<ul style="list-style-type: none"> • Work with agents to attract additional high quality hotel accommodation • Identify four signature events per year and build a program of activities that develop these into multiyear events
Promotion	<ul style="list-style-type: none"> • Work with key attractors to target Business visitation • Work with key attractors to target high value retail visitation • Use The Concourse precinct to develop arts sector based visitation
Industry Development	<ul style="list-style-type: none"> • Work with the local tourism businesses to establish a local visitor sector development business group

OUTCOME 5 - Diversify our economy including creative and innovative industries.

To ensure the City is a place where we lead in creativity and innovation, individuals and businesses must have the skills and space to let their imaginations create the future. To enable this, the following priorities have been identified:

PRIORITY	ACTIONS
Skills and Development (Innovation)	<ul style="list-style-type: none"> • Develop career pathways with educational centres and local innovation focused businesses
Sector Development (Innovation)	<ul style="list-style-type: none"> • Map all the innovation sector ecosystem • Work with local businesses to establish a local innovation based development business group • Create an Investment Prospectus
Skills and Development (Creative)	<ul style="list-style-type: none"> • Develop career pathways with educational centres • Provide supported access for creative businesses and groups to develop in public facilities
Sector Development (Creative)	<ul style="list-style-type: none"> • Work with the local creative sector to establish a local creative sector development business group • Map all the local creative sector ecosystem
Sector Development (Health)	<ul style="list-style-type: none"> • Map the health sector ecosystem • Work with local businesses to establish a local health sector development business group

OUTCOME 6 - Facilitate the viability and vibrancy of our village centres.

To ensure that all our local centres continue to be the economic hearts of their communities, they need have space for businesses to be viable and vibrant. To enable this, the following priorities have been identified:

PRIORITY	ACTIONS
Viability	<ul style="list-style-type: none">• Work with the local centres to develop economic viability assessments• Work with the local business community to establish, or enhance, local business groups and chambers of commerce• Examine the potential for place co-ordinators
Vibrancy	<ul style="list-style-type: none">• Work with the local business community to establish targeted improvements to the business areas to increase customer activity• Work with the local business community to agree wayfinding plans, data collection sets, and style guides• Plan ongoing activation activities such as events, markets, and promotions

MEASURES

Our Future Willoughby 2028 identified three key measures:

- Increased Gross Regional Product
- Increase in tourism visitors
- Increase in jobs-to-worker ratio

This Strategy will add additional measures to these:

- Increase Gross Regional Product from \$11.86bn to \$15bn
- Increase Local Jobs from 72,612 to 90,000
- Increase the number of businesses from 13,210 to 16,000
- Increase the number of Employed Residents from 43,928 to 50,000
- Increase the employment in the Information Media and Telecommunications sector from 8.5% to 10% of all employment
- Increase the employment in the Rental, Hiring and Real Estate Services sector from 1.9% to 3% of all employment
- Increase the output in the Professional, Scientific and Technical Services sector from 12.3% to 15% of all output
- Increase the output in the Health Care and Social Assistance sector from 8.6% to 10% of all output
- Increase the number of businesses in the Health Care and Social Assistance sector from 8.5% to 10% of all businesses
- Increase the employment in the Financial and Insurance Services sector from 4.2% to 6% of all employment
- Increase the output in the Retail Trade sector from 5.9% to 7% of all output

Each of the actions in the Outcome areas will each have a target measure identified within their individual project plan.

The activity and progress will be reported annually in the Annual Economic Development Statement produced in August each year.

RESOURCING AND TIMELINES

The Council will resource the Strategy through its operational resources and through project funding through its quarterly budget reviews. It will also seek additional external funding to enable some of the actions to be completed. These funding sources including the NSW Government and the Commonwealth Government as well as private sector contributions.

The timeline for delivery of each of the Actions will vary with an update being provided through the Annual Economic Development Statement.

CUSTOMER & CORPORATE DIRECTORATE

15.2 QUARTERLY BUDGET REVIEW 2021-22 SEPTEMBER QUARTER REPORT

ATTACHMENTS:	1. IMPLICATIONS 2. BUDGET VARIATIONS SEPTEMBER QUARTER 3. QUARTERLY BUDGET REVIEW STATEMENT 4. PRINCIPAL ACTIVITIES VARIATIONS 5. PROJECTS & CAPITAL WORKS
RESPONSIBLE OFFICER:	LAURA KENDALL – 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:	03 NOVEMBER 2021

1. PURPOSE OF REPORT

To seek Council approval on proposed budget adjustments and to report on financial performance during the first quarter (Q1) of the 2021/22 financial year (1 July 2021 to 30 September 2021).

2. OFFICER'S RECOMMENDATION

That Council:

- 1. Note the Quarterly Budget Review 2021/22 – September Quarter.**
- 2. Approve the increase in Grants & Contributions provided for Capital Purpose of \$3.3M.**
- 3. Approve the decrease in operating budget income (excluding capital income) of \$5.9M and an increase in operating budget expense of \$1.9M resulting in a net negative impact of \$7.8M to the 2021/22 full year budget operating result before capital items.**
- 4. Approve the decrease in Capital Expenditure for the 2021/22 Financial Year of \$5.5M.**

3. BACKGROUND

The Quarterly Budget Review Statement is required under *The Local Government Act 1993, Clause 203 of the Local Government (General) Regulation 2021* and the *Office of Local Government's (OLG) 'Integrated planning and reporting framework'*. Legislative requirements are shown in Figure 2 of this report.

The Local Government Act 1993 mandates that specific information is to be reported to Council on a quarterly basis. The *Local Government (General) Regulation 2021* requires a council's responsible accounting officer to prepare and submit a quarterly budget review statement to the governing body of council. This report presents for Council's consideration on the September 2021, quarterly financial information required under legislation.

Councillors received a briefing on this report and the projected financial performance on 25 October 2021.

4. DISCUSSION

4.1 Budget Summary

The Quarterly Budget Review Statement for the September 2021/22 quarter (**Attachment 3**) includes:

- The adopted budget for 2021/22.
- Year to date approved budget changes and revised current budget.
- The budget variations proposed for approval for the September 2021 quarter.

The key highlights of Council's first quarter for 2021/22 are:

- Council's performance has been impacted by the COVID-19 pandemic restrictions since late March 2020. The financial impact of the pandemic continued into the first quarter of the 2021/22 financial year and was compounded by the latest COVID-19 restrictions beginning in late June 2021.
- The Income and Expenses Budget Review Statement shows that the projected Net Operating position (including capital grants and contributions) for the year is a surplus of \$0.4M comprising Income of \$115.5M and Expenses of \$115.1M.
- After deducting \$7.9M of projected Grants and Contributions to be received for Capital Purposes the projected Net Operating Result for the year is a \$7.5M Deficit.
- Capital expenditure is forecasted to be \$5.5M lower. Full year projected capital expenditure for 2021/22 is \$35M.
- Total Cash and Investments of \$187.5M at 30 September 2021 including \$165.9M (88.5%) restricted for specific purposes.
- Projected unrestricted cash has decreased by \$4.5M and is expected to be \$12.2M by the end of June 2022. This is an adequate working capital balance.

4.2 Impact of COVID-19 on revenue and Council's response

The COVID-19 pandemic has had a major impact on the facilities and services that Council delivers to the public. The closure of Council services and facilities has led to significant revenue losses that have put pressure on Council's financial position. The current full year forecast for COVID related loss of revenue for 2021/22 is \$6.5M.

In response, Council has focused on reducing variable costs associated with the closed services. This resulted in variable cost savings of \$0.8M.

Despite the significant revenue losses, Council still has healthy cash flow and can comfortably meet obligations now and into the future. The unrestricted cash balance at 30 September 2021 is \$21.6M and is forecasted to be sufficient at \$12.2M by the end of June 2022.

4.3 Budget Variations and Variances

Figure 1 provides detail on underlying movements to the 2021/22 operating budget. Negative variances identified during the first quarter reduce the projected full year budget surplus (including capital revenue) by \$4.8M to a \$0.4M Surplus. The projected full year result before capital revenue has deteriorated from \$0.3M surplus to \$7.5M deficit. This is largely driven by COVID-19 impacts and changes in the accounting treatment for Information Technology project costs.

Figure 1: Budget Variations (Additions/Reductions)

Account Group	Explanation	\$K
<u>Income</u>		
	Income reduction of \$3,400k due to COVID-19 lockdown:	
User Charges and Fees	1. \$1,541k income reduction in paid parking income 2. \$1,095k income reduction in Willoughby Leisure Centre. 3. \$276k income reduction in Community Life Unit (mainly from Children & Youth Service and Community Venues & Services) 4. \$268k income reduction in Chatswood Mall Market 5. \$220k income reduction from other areas	(3,081)
	Offset against \$320k income increase from other areas (including \$196k additional restoration income).	
	To reflect the decrease in Other Revenues of \$723k mainly due to COVID-19 lockdown:	
Other Revenues	1. \$500k income reduction in parking fines 2. \$140k income reduction in penalty notices fines 3. \$67k income reduction from two events being cancelled (Willoughby Street Fair & Emerge Festival) 4. \$16k income reduction from other areas	(723)
	To reflect the decrease in Rental Income of \$1,644k mainly due to COVID-19 lockdown:	
Rental Income	1. \$929k income reduction from rental relief given to Commercial Properties (The Concourse \$887k, Gibbes Street \$21k and Incinerator \$21k) 2. \$341k income reduction from Culture & Leisure (mainly from Willis Park Centre \$189k) 3. \$374k income reduction from Community Life (mainly from Dougherty Centre \$167k & Zenith Theatre \$128k)	(1,644)
	To reflect the decrease in Operating Grants of \$434k.	
Grants & Contributions - Operating	Income reduction of \$706k due to COVID-19 lockdown: 1. \$690k reduction in childcare subsidies income from Children Services due to COVID-19 lockdown 2. \$16k reduction from other areas	(434)

Grants & Contributions - Capital	Offset against:	
	Income increase of \$272k due to other reasons:	
	1. \$180k grant income for the Food Organics Project	
	2. \$52k higher Financial Assistance Grant expected	
	3. \$40k income increases from other areas	
	To reflect the increase in Capital Grants of \$3,329k.	
	Breakdown of major variances:	
	1. \$1,800k grant income expected for the 12 Wombat crossing projects	
	2. \$694k grant income expected for the Artarmon Town Centre	
	3. \$656k grant income expected for the Spring Place Chatswood CBD laneway project	
	4. \$208k grant income expected for new Project Renew Mowbray Rd West Chatswood (Greenlands Rd-Beaconsfield Rd)	
	5. \$120k grant income expected for new Project Traffic Signals upgrade at Victoria Ave & High St Chatswood Detailed Design and Construction	
	Offset against:	
	6. \$150k reduction in grant income as the grant is not available for Project Thomson Park picnic area -Design & Construction in FY2021/22	3,329
Total Income Variation Increase/(Decrease)		(2,552)

Expense

	To reflect the increase in projected Employee Cost of \$78k.	
	Year to date employee cost savings of \$228k mainly from casual salaries as most Council services and venues were closed due to COVID-19 lockdown.	
Employee Costs		78
	Offset against:	
	\$305k salary costs for the Connect Project which needs to be reclassified as operational expense instead of capital expenditure as a result of the International Financial Reporting Interpretations Committee (IFRIC) adopting a narrower interpretation of what costs can be capitalised as an intangible asset.	
	Saving of \$298k due to COVID-19 lockdown.	
	Increase budget of \$2,459k due to other reasons:	
	1. \$1,419k to be spent on the Connect Project which needs to be reclassified as operational expense instead of capital expenditure as a result of the International Financial Reporting Interpretations Committee (IFRIC) adopting a narrower interpretation of what costs can be capitalised as an intangible asset.	
Materials & Contracts	2. \$200k to be spent on Faster Regionally Significant Development Applications Pilot with the grant income received in FY2020/21	2,160
	3. \$180k to be spent on Food Organics Project, funded by operational grant to be received in FY2021/22	
	4. \$163k to be spent on Sydney Metro Tree Replacement Agreement Restoration Project, funded by additional restoration income to be received in FY2021/22	
	5. \$106k to be spent on Economic Development for Economic Development Strategy consultation, enhanced economic data reporting and post lockdown recovery actions	
	6. \$391k budget increases from other areas	

Legal Costs	To reflect the decrease in Legal Costs of \$2k.	(2)
Consultants	To reflect the increase in Consultant Costs of \$205k mainly due to \$200k to be spent on Contaminated Land Management (funded by the Domestic Waste Management Reserve)	205
	Saving of \$282k due to COVID-19 lockdown mainly coming from:	
	1. \$200k reduction in Commissions & Agency fees as lower parking fines being expected in FY2021/22	
	2. \$35k reduction in Refunds of PlanFirst fees as lower Development Application fees received year-to-date	
Other Expenses	Budget reduction of \$271k due to other reasons mainly coming from:	(553)
	1. \$327k saving from Emergency Fire levy as the budget is over-estimated compared with actual instalment notice	
	Offset against:	
	2. \$40k additional budget required for Project Parking study at Edward and Penkivil Streets Willoughby	
Total Expense Variation Increase/(Decrease)		1,888
Net Result	Net Increase (Decrease) to Operating Surplus	(4,440)

During quarter 1, projected full year Capital Expenditure is expected to decrease by \$5.5M.

The revised full year capital spend is \$35M. **Attachment 5** provides details of movements on individual capital projects.

4.4 Monitoring and reporting on financial position

Despite being in a strong financial position, staff are closely monitoring and controlling Council's financial position in light of the ongoing impact of COVID-19. Procedures include:

- Weekly assessment of unrestricted cash balances.
- Daily assessment of Actuals versus Budget.
- Monitoring of daily cash inflows from rates and other sources.
- Monthly scorecard of financial performance is reviewed by the Executive Leadership Team.
- Continuous monitoring of opportunities to reduce expenditure or increase revenue in order to close the forecast deficit.
- Review and discussion on the impact of any proposed budget adjustments or new initiatives.

Council will be informed on the financial position on an ongoing basis via:

- Quarterly budget reviews.
- Ad-hoc briefings as required.

4.6 Other highlights

Council's first quarter (September) and projected full year 2021/22 financial performance is summarised and evaluated in the attachments. Other highlights relating to attachments include:

- During the quarter, Council's Principal Activities included 14 new projects, two projects being deferred, two projects being cancelled, three projects with project variations and two projects with milestones variations (refer **Attachment 4**).

- A review of Projects and Capital Works showed that 28 projects required additional funding and 17 projects had reduced budget during the quarter (refer **Attachment 5**).

5. CONCLUSION

Council's projected full year 2021/22 position has been significantly impacted by the COVID-19 pandemic resulting in a \$7.8M deterioration in the projected full year surplus before capital revenue. Council is now forecasting a \$7.5M deficit before capital items.

Despite the forecast Deficit for the 2021/22 financial year. Council is in a sound and sustainable financial position and can continue to meet obligations now and into the future.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	5.1 – Be honest, transparent and accountable in all that we do
Business Plan Objectives, Outcomes / Services	To monitor and improve Council's financial performance and ensure that all legislative requirements are met.
Policy	This report is compliant with a range of Council Policies in particular the summary of significant accounting policies included in the <i>Audited Annual Financial Statements</i> .
Consultation	Councillors received a briefing on this report and the projected financial performance on 25 October 2021.
Resource	The Quarterly Budget Review is undertaken using existing staff resources within the Finance Strategy Unit.
Risk	Financial Risk is mitigated through monthly, ad-hoc and this quarterly budget review as any negative trends or issues can be identified and resolved in a timely manner.
Legal	There are no legal considerations applicable to this report.
Legislation	<i>The Local Government Act 1993, Clause 203 of the Local Government (General) Regulation 2021 and the requirements of the Code of Accounting Practice and Financial Reporting.</i>
Budget/Financial	<p>The quarterly budget review statement for the September 2021/22 quarter includes:</p> <ul style="list-style-type: none"> • the adopted budget 2021/22. • Year to date approved budget changes and revised current budget. • the budget variations during the September quarter 2021/22. <p>Despite the forecast Deficit for the 2021/22 financial year. Council is in a sound and sustainable financial position and can continue to meet obligations now and into the future.</p>

QUARTERLY BUDGET REVIEW 2021/22 - SEPTEMBER QUARTER

ATTACHMENT 2

BUDGET VARIATIONS SEPTEMBER QUARTER (21/22)

\$'000's

	Income		Expenditure		Income		Expenditure		Income		Expenditure	
	Increase/ Decrease ()		Increase/ Decrease ()		Increase/ Decrease ()		Increase/ Decrease ()		Increase/ Decrease ()		Increase/ Decrease ()	
Council Service:	<u>Income Statement</u>		<u>Capital Statement</u>						<u>Net Variations Qtr 1</u>			
General Management	0	0	0	0	0	0	0	0	0	0	0	0
Customer & Corporate	(842)	3,164	0	(2,774)	(842)	390	(842)	390	(842)	390	(842)	390
Community Culture & Leisure	(3,318)	(1,331)	0	(384)	(3,318)	(1,715)	(3,318)	(1,715)	(3,318)	(1,715)	(3,318)	(1,715)
Planning & Infrastructure	1,607	54	0	(2,317)	1,607	(2,263)	1,607	(2,263)	1,607	(2,263)	1,607	(2,263)
Total	(2,552)	1,888	0	(5,475)	(2,552)	(3,587)	(2,552)	(3,587)	(2,552)	(3,587)	(2,552)	(3,587)
Summary Of Variations:	<u>Income Statement</u>		<u>Capital Statement</u>						<u>Total</u>			
Total Income Variation	(2,552)		0		(2,552)		(2,552)		(2,552)		(2,552)	
Total Expenditure Variation	1,888		(5,475)		(3,587)		(3,587)		(3,587)		(3,587)	
Net Variations Qtr 1	(4,440)		(5,475)		1,035		1,035		1,035		1,035	
Reconciliation: Increase/(Decrease)	<u>Oper. Inc</u>	<u>Oper. Exp</u>	<u>Oper. Net</u>	<u>Cap Expend.</u>	<u>Reserves/Non-Cash</u>	<u>Net Result</u>	<u>Oper. Inc</u>	<u>Oper. Exp</u>	<u>Oper. Net</u>	<u>Cap Expend.</u>	<u>Reserves/Non-Cash</u>	<u>Net Result</u>
Total Variations Qtr 1	(2,552)	1,888	(4,440)	(5,475)	5,523	(4,488)	(2,552)	1,888	(4,440)	(5,475)	5,523	(4,488)

Willoughby City Council**Quarterly Budget Review Statement**

Quarter 1 2021/22 - for the period 01/07/2021 to 30/09/2021

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Willoughby City Council**Quarterly Budget Review Statement**

Quarter 1 2021/22 - for the period 01/07/2021 to 30/09/2021

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2021:

It is my opinion that the Quarterly Budget Review Statement for Willoughby City Council for the quarter ended 30/09/21 indicates that Council's projected financial position at 30/6/22 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: Stephen Naven

Date: 14/10/2021

Stephen Naven
Responsible Accounting Officer

Willoughby City Council		Quarterly Budget Review Statement - Income & Expenses							
		Quarter 1 2021/22 - for the period 01/07/2021 to 30/09/2021							
Income & Expenses Budget \$000's		Orig. Budget 21/22	YTD Approved Budget Adjustments	Current Budget 21/22	Vari- ation Qtr 1	Revised Budget 21/22	Ytd Actual 21/22	Vari- ation Qtr 1 (Due to COVID-19)	Vari- ation Qtr 1 (Due to other reasons)
Income									
Rates & Annual Charges		71,015	0	71,015	0	71,015	70,559	0	0
User Charges & Fees		15,946	0	15,946	(3,081)	12,865	2,315	(3,400)	320
Interest & Investment Revenue		1,148	0	1,148	0	1,148	380	0	0
Other Revenues		6,426	0	6,426	(723)	5,703	798	(723)	0
Rental Income		12,620	0	12,620	(1,644)	10,976	2,193	(1,644)	0
Grants & Contributions - Operating		6,278	0	6,278	(434)	5,844	1,039	(706)	272
Grants & Contributions - Capital - Contribution (+S94)		4,531	0	4,531	3,329	7,860	2,453	0	3,329
Net Gain from the disposal of Assets		131	0	131	0	131	(0)	0	0
Share of interests in Joint Ventures & Associates		0	0	0	0	0	0	0	0
Total Income from continuing operations		118,094	0	118,094	(2,552)	115,542	79,737	(6,473)	3,921
Expenses **									
Employee Costs		44,495	0	44,495	78	44,573	10,531	(228)	305
Borrowing Costs		2,340	0	2,340	0	2,340	288	0	0
Materials & Contracts		32,707	146	32,853	2,160	35,014	4,177	(298)	2,459
Depreciation		16,815	0	16,815	0	16,815	4,203	0	0
Legal Costs		761	0	761	(2)	759	124	0	(2)
Consultants		1,234	0	1,234	205	1,439	206	(2)	207
Other Expenses		14,763	0	14,763	(553)	14,210	4,655	(282)	(271)
Net Loss from Disposal of Assets		0	0	0	0	0	0	0	0
Share of interests in Joint Ventures & Associates		0	0	0	0	0	0	0	0
Total Expenses from continuing operations		113,116	146	113,262	1,888	115,150	24,183	(810)	2,698
Net Operating Surplus/(Deficit) from continuing operations		4,978	(146)	4,832	(4,440)	392	55,554	(5,663)	1,223
Grants & Contribution provided for Capital Purpose		4,531	0	4,531	3,329	7,860	2,453	0	3,329
Net Operating Surplus/(Deficit) Result before capital items		447	(146)	301	(7,769)	(7,468)	53,101	(5,663)	(2,106)
** All expenditure types (except depreciation) may include capital expenditure which will be capitalised as assets at year end.									

Willoughby City Council

Quarterly Budget Review Statement

Quarter 1 2021/22 - for the period 01/07/2021 to 30/09/2021

Capital Budget \$000's

Capital Funding

	Orig. Budget 21/22	YTD Approved Budget Adjustments	Current Budget 21/22	Vari- ation Qtr 1	Revised Budget 21/22	YTD Actual 21/22
Rates and Other untied Funding	(8,861)	(266)	(9,127)	201	(8,926)	(1,081)
Proceeds from Sale of Plant & Equipment	(312)	0	(312)	0	(312)	(82)
Capital Grants & Contributions	(2,089)	0	(2,089)	(3,321)	(5,410)	(364)
Internal Restrictions	(15,072)	(2,960)	(18,032)	5,222	(12,810)	(1,891)
External Restrictions	(8,573)	(2,539)	(11,112)	3,372	(7,740)	(646)
Other Capital Funding Sources	0	0	0	0	0	0
Total Capital Funding	(34,907)	(5,764)	(40,672)	5,475	(35,197)	(4,064)

Capital Expenditure

New Assets

- Plant and Equipment	70	0	70	0	70	0
- Land and Buildings	5,940	546	6,485	(1,300)	5,185	345
- Roads, Bridges, Footpaths	2,006	1,049	3,055	2,082	5,137	203
- Other Infrastructure	1,272	110	1,382	(313)	1,069	26
- Others	297	0	297	(80)	217	2

Renewals(Replacement)

- Plant and Equipment	1,302	0	1,302	(150)	1,152	557
- Land and Buildings	9,283	2,766	12,049	(2,693)	9,356	1,565
- Roads, Bridges, Footpaths	5,467	696	6,162	(670)	5,492	736
- Other Infrastructure	6,344	422	6,765	40	6,805	607
- Others	2,926	177	3,103	(2,391)	712	23

Loan Repayments (Principal)

	0	0	0	0	0	0
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Total Capital Expenditure

	34,907	5,764	40,672	(5,475)	35,197	4,064
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QUARTERLY BUDGET REVIEW 2021/22 – SEPTEMBER QUARTER

ATTACHMENT 3.4

Willoughby City Council**Quarterly Budget Review Statement - Income & Expenses**

Quarter 1 2021/22 - for the period 01/07/2021 to 30/09/2021

Summary explanation on Recommended Changes to Revised Budget**Income & Expenses Budget**

All items of income and expenditure were reviewed and the recommended changes are reflected as near as possible anticipated estimates for the year to 30 June 2022. Below are some explanations for the major changes:

Rates & Annual Charges	NA
User Charges & Fees	<p>To reflect the decrease in User Charges & Fees of \$3,081k.</p> <p>Income reduction of \$3,400k due to COVID-19 lockdown:</p> <ol style="list-style-type: none"> 1. \$1,541k income reduction in paid parking income 2. \$1,095k income reduction in Willoughby Leisure Centre 3. \$276k income reduction in Community Life Unit (mainly from Children & Youth Service and Community Venues & Services) 4. \$268k income reduction in Chatswood Mall Market 5. \$220k income reduction from other areas <p>Offset against \$320k income increase from other areas (including \$196k additional restoration income).</p>
Interest & Investment Revenue	NA
Other Revenues	<p>To reflect the decrease in Other Revenues of \$723k mainly due to COVID-19 lockdown:</p> <ol style="list-style-type: none"> 1. \$500k income reduction in parking fines 2. \$140k income reduction in penalty notices fines 3. \$67k income reduction from two events being cancelled (Willoughby Street Fair & Emerge Festival) 4. \$16k income reduction from other areas
Rental Income	<p>To reflect the decrease in Rental Income of \$1,644k mainly due to COVID-19 lockdown:</p> <ol style="list-style-type: none"> 1. \$929k income reduction from rental relief given to Commercial Properties (The Concourse \$887k, Gibbs Street \$21k and Incinerator \$21k) 2. \$341k income reduction from Culture & Leisure (mainly from Willis Park Centre \$189k) 3. \$374k income reduction from Community Life (mainly from Dougherty Centre \$167k & Zenith Theatre \$128k)
Grant & Contribution (Operating)	<p>To reflect the decrease in Operating Grants of \$434k.</p> <p>Income reduction of \$706k due to COVID-19 lockdown:</p> <ol style="list-style-type: none"> 1. \$690k reduction in childcare subsidies income from Children Services due to COVID-19 lockdown 2. \$16k reduction from other areas <p>Offset against:</p> <p>Income increase of \$272k due to other reasons:</p> <ol style="list-style-type: none"> 1. \$180k grant income for the Food Organics Project 2. \$52k higher Financial Assistance Grant expected 3. \$40k income increases from other areas
Grant & Contribution (Capital)	<p>To reflect the increase in Capital Grants of \$3,329k.</p> <p>Breakdown of major variances:</p> <ol style="list-style-type: none"> 1. \$1,800k grant income expected for the 12 Wombat crossing projects 2. \$694k grant income expected for the Artarmon Town Centre 3. \$656k grant income expected for the Spring Place Chatswood CBD laneway project 4. \$208k grant income expected for new Project Renew Mowbray Rd West Chatswood (Greenlands Rd-Beaconsfield Rd) 5. \$120k grant income expected for new Project Traffic Signals upgrade at Victoria Ave & High St Chatswood Detailed Design and Construction <p>Offset against:</p> <ol style="list-style-type: none"> 6. \$150k reduction in grant income as the grant is not available for Project Thomson Park picnic area -Design & Construction in FY2021/22

QUARTERLY BUDGET REVIEW 2021/22 – SEPTEMBER QUARTER

ATTACHMENT 3.4

Employee Cost	<p>To reflect the increase in projected Employee Cost of \$78k.</p> <p>Year to date employee cost savings of \$228k mainly from casual salaries as most Council services and venues were closed due to COVID-19 lockdown.</p> <p>Offset against: \$305k salary costs for the Connect Project which needs to be reclassified as operational expense instead of capital expenditure as a result of the International Financial Reporting Interpretations Committee (IFRIC) adopting a narrower interpretation of what costs can be capitalised as an intangible asset.</p>
Borrowing Cost	NA
Materials & Contract	<p>To reflect the increase in Materials & Contracts of \$2,160k.</p> <p>Saving of \$298k due to COVID-19 lockdown.</p> <p>Increase budget of \$2,459k due to other reasons:</p> <ol style="list-style-type: none"> 1. \$1,419k to be spent on the Connect Project which needs to be reclassified as operational expense instead of capital expenditure as a result of the International Financial Reporting Interpretations Committee (IFRIC) adopting a narrower interpretation of what costs can be capitalised as an intangible asset 2. \$200k to be spent on Faster Regionally Significant Development Applications Pilot with the grant income received in FY2020/21 3. \$180k to be spent on Food Organics Project, funded by operational grant to be received in FY2021/22 4. \$163k to be spent on Sydney Metro Tree Replacement Agreement Restoration Project, funded by additional restoration income to be received in FY2021/22 5. \$106k to be spent on Economic Development for Economic Development Strategy consultation, enhanced economic data reporting and post lockdown recovery actions 6. \$391k budget increases from other areas
Depreciation	NA
Legal Costs	To reflect the decrease in Legal Costs of \$2k.
Consultant Costs	To reflect the increase in Consultant Costs of \$205k mainly due to \$200k to be spent on Contaminated Land Management (funded by the Domestic Waste Management Reserve).
Other Expenses	<p>To reflect the decrease in Other Expenses of \$553k.</p> <p>Saving of \$282k due to COVID-19 lockdown mainly coming from:</p> <ol style="list-style-type: none"> 1. \$200k reduction in Commissions & Agency fees as lower parking fines being expected in FY2021/22 2. \$35k reduction in Refunds of PlanFirst fees as lower Development Application fees received year-to-date <p>Budget reduction of \$271k due to other reasons mainly coming from:</p> <ol style="list-style-type: none"> 1. \$327k saving from Emergency Fire levy as the budget is over-estimated compared with actual instalment notice <p>Offset against:</p> <ol style="list-style-type: none"> 2. \$40k additional budget required for Project Parking study at Edward and Penkivil Streets Willoughby

Capital Budget

Summary explanation on Recommended Changes to Revised Budget

Major factors reflecting on the recommended changes include: (See PCW report)

1. Project with significant increase in Q1 budget adjustments:

1a. Wombat Cross projects: Increase in budget of \$1.8m for 12 new locations with the construction of wombat crossing funded by a new grant from the Federal Government Stimulus Commitment under the Road Safety Program (School Zone Infrastructure).

2. Projects with significant decreases in Q1 budget adjustments:

2a. CONNECT software implementations Phase 3: Decrease in budget of \$2.4m as this project needs to be reclassified as operational expense instead of capital expenditure as a result of the International Financial Reporting Interpretations Committee (IFRIC) adopting a narrower interpretation of what costs can be capitalised as an intangible asset. \$1.75m is moved to Income & Expenditure statement. \$650k is delayed to 2022/23 as CONNECT's Phase 3 completion timeframe amended from June 2022 to December 2022 to consolidate and embed Phases 1 & 2, and to comprehensively train and prepare staff for the considerable change associated with Phase 3. Timing of project expenditure updated accordingly.

2b. Capital works Regency Leisure Centre Chatswood: Decrease in budget of \$1,000k as detailed design and consultation with tenant and owners corporation this year with construction in 2022/23.

2c. Rolling roof replacement program - construction: Decrease in budget of \$900k as construction is deferred.

2d. Sailors Bay, Strathallen and Eastern Valley Way, Northbridge – Construction: Decrease in budget of \$782k as program is extended to ensure broad consultation with the community and business owners which has been impacted by the COVID-19 restrictions.

Willoughby City Council

Quarterly Budget Review Statement

Quarter 1 2021/22 - for the period 01/07/2021 to 30/09/2021

Cash & Investments Budget \$000's

	EOY Actual 20/21	B/fwd Budget 21/22	Orig. Budget 21/22	Current Budget 21/22	Vari- ation Qtr 1	Revised Budget 21/22	Ytd Actual 21/22
Externally Restricted ⁽¹⁾							
Developer Contributions	61,307	(256)	(2,101)	58,950	1,197	60,147	63,206
All other externally restricted	38,040	(2,283)	(1,415)	34,342	1,726	36,068	38,920
Total Externally Restricted	99,347	(2,539)	(3,516)	93,292	2,923	96,215	102,126
(1) Funds that must be spent for a specific purpose							
Internally Restricted ⁽²⁾							
All Internally Restricted	64,663	(3,010)	(10,402)	51,251	2,600	53,851	63,752
Total Internally Restricted	64,663	(3,010)	(10,402)	51,251	2,600	53,851	63,752
(2) Funds that Council has earmarked for a specific purpose							
Unrestricted (ie. available after the above Restrictions)	16,768	(361)	268	16,675	(4,488)	12,187	21,623
Total Cash & Investments	180,778	174,868	(13,650)	161,218	1,035	162,253	187,501

Willoughby City Council**Quarterly Budget Review Statement**

Quarter 1 2021/22 - for the period 01/07/2021 to 30/09/2021

Cash & Investments Budget Review Statement**Comment on Cash & Investments Position**

Council's cash and investment position are on target with the Operational Plan.

Investments have been invested in accordance with Council's Investment Policy.

The value of Cash at Bank which has been included in the Cash & Investment Statement totals \$187,501,000

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.

The date of this bank reconciliation is 30/09/2021

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows:

\$ 000's

Cash at Bank (as per bank statements)

382

Investments on Hand

187,428

less: Unpresented Cheques

(40)

add: Undeposited Funds

-

less: Identified Deposits (not yet accounted in Ledger)

(324)

add: Identified Outflows (not yet accounted in Ledger)

55

less: Unidentified Deposits (not yet actioned)

add: Unidentified Outflows (not yet actioned)

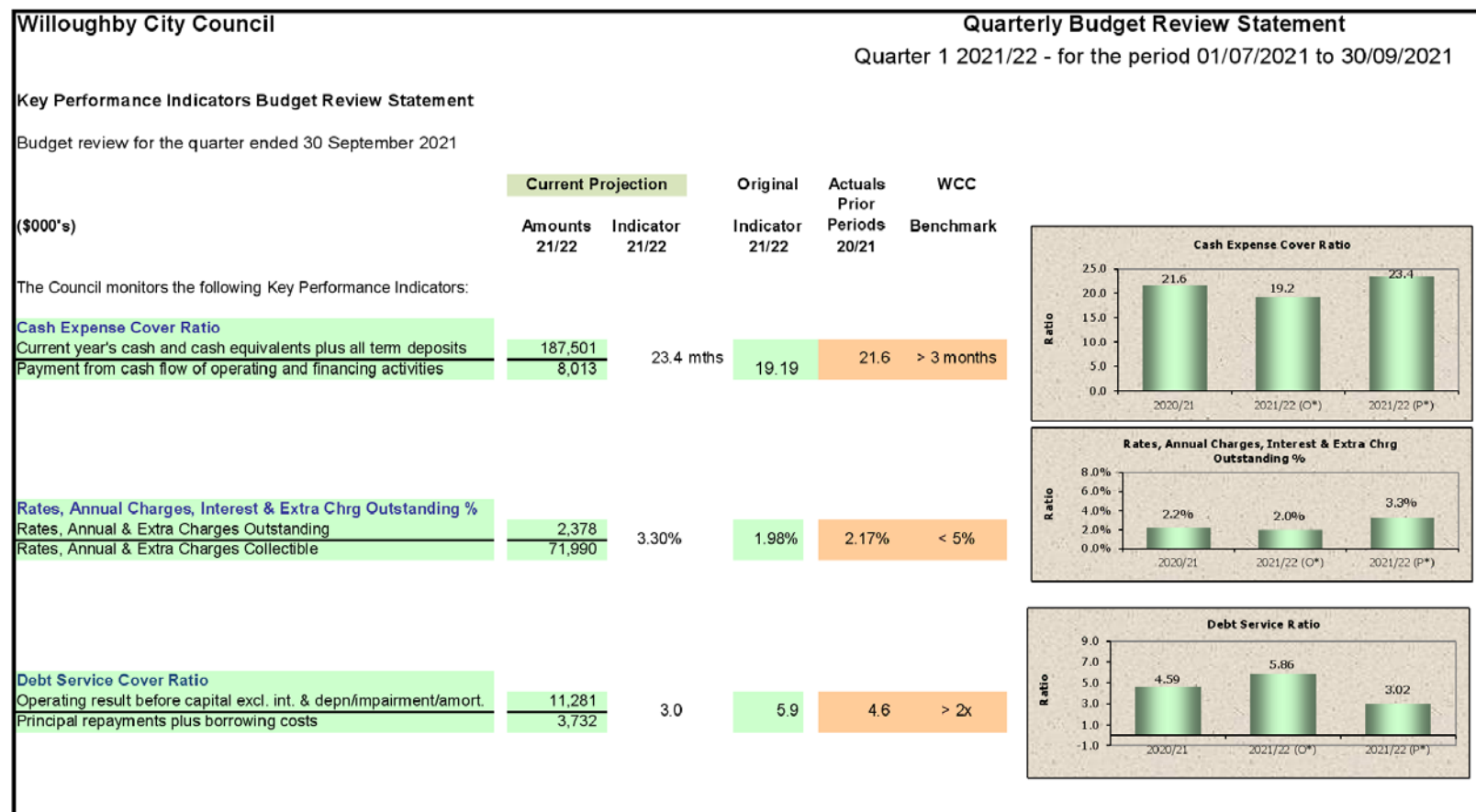
Reconciled Cash at Bank & Investments187,501**Balance as per Review Statement:**187,501

Difference:

-

Recommended changes to revised budget

Budget Variations being recommended reflect as near as possible anticipated full year estimates.



Willoughby City Council**Quarterly Budget Review Statement**

Quarter 1 2021/22 - for the period 01/07/2021 to 30/09/2021

Contracts Budget Review Statement**Part A - Contracts Listing** - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budget (Y/N)
Revenue Nsw	2021/2022 Combined RFS/SES/Fire & Rescue Council Contribution	\$1,773,266.17	2/08/2021	30/06/2022	Y
Turf Drain Australia	Playing field renovations for Castle Cove Park oval and OH Reid Reserve oval	\$1,351,890.65	15/09/2021	30/04/2022	Y
Department Of Customer Service	Processing Fees for fines 2021/2022	\$550,000.00	12/08/2021	30/06/2022	Y
Data#3 Group	Computer Virus Protection	\$340,697.54	3/08/2021	30/06/2022	Y
Garwood International Pty. Ltd.	Garwood Sweeper	\$304,725.00	13/07/2021	31/12/2021	Y
Computer Systems Pty Ltd	Laptops	\$295,350.00	28/07/2021	4/08/2021	Y
Planning Ministerial Corporation	Sydney Regional Development Fund - annual levy	\$256,378.72	25/08/2021	30/06/2022	Y
San Marino Concreting Pty Ltd	Delivery of the Essential housing project	\$196,556.58	28/09/2021	30/06/2022	Y
Capstone Recruitment Group Pty Ltd	Agency Staff - Affordable Housing PM	\$180,000.00	26/08/2021	30/06/2022	Y
Capstone Recruitment Group Pty Ltd	Agency Staff - Property	\$149,906.64	5/07/2021	31/12/2021	Y
Computer Systems Pty Ltd	Laptops	\$142,045.50	14/07/2021	21/07/2021	Y
Living Turf	Greenkeeping and Park Supplies	\$120,000.00	9/07/2021	30/06/2022	Y
Community Resources Limited	Mattress Collection	\$110,000.00	9/09/2021	30/06/2022	Y
Plateau Tree Service	Tree Maintenance Services	\$107,150.00	5/07/2021	30/06/2022	Y
Ivory Group Pty Ltd	Agency Staff - Planning	\$104,104.00	28/09/2021	30/04/2022	Y
Mtc Recruitment Ltd	Agency Staff - Street Cleaning	\$100,000.00	20/07/2021	31/12/2021	Y
Hoban Recruitment Pty Ltd	Agency Staff - Works	\$100,000.00	9/07/2021	30/06/2022	Y
Hoban Recruitment Pty Ltd	Agency Staff - Sportsground	\$100,000.00	7/07/2021	31/12/2021	Y
Treeserve Pty Ltd	Street Tree Maintenance	\$100,000.00	5/07/2021	30/06/2022	Y
Elliam	SES Garage Upgrade Part 2	\$95,678.00	9/09/2021	30/09/2021	Y
Evergreen Turf Australia Pty Ltd	Turfing goalmouths and worn areas	\$95,000.00	26/07/2021	30/06/2022	Y
Consulting Earth Scientists Pty Ltd	Contaminated site investigation	\$94,683.00	23/09/2021	29/09/2021	Y
Capstone Recruitment Group Pty Ltd	Agency Staff - The Concourse	\$91,522.20	21/09/2021	31/12/2021	Y
Government Records Repository	Government Records Repository - 2021/2022	\$90,745.99	14/07/2021	30/06/2022	Y
Australia Post	2021/2022 - Australia Post - Postage services	\$90,000.00	14/07/2021	30/06/2022	Y
Sports Clean Pty Ltd	Synthetic Grass maintenance and works	\$90,000.00	9/07/2021	30/06/2022	Y
Computer Systems Pty Ltd	Computer Monitors	\$87,487.00	28/09/2021	31/10/2021	Y
Hays Personnel Services	Agency Staff - Planning	\$80,000.00	28/09/2021	30/06/2022	Y
Fpp Industries Pty Ltd	FiltaPave installations	\$80,000.00	12/07/2021	30/06/2022	Y

QUARTERLY BUDGET REVIEW 2021/22 – SEPTEMBER QUARTER

ATTACHMENT 3.8

Willoughby City Council**Quarterly Budget Review Statement**

Quarter 1 2021/22 - for the period 01/07/2021 to 30/09/2021

Contracts Budget Review Statement**Part A - Contracts Listing** - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budget (Y/N)
Ku-Ring-Gai Meals On Wheels Service	Pre-prepared meals	\$80,000.00	29/07/2021	30/06/2022	Y
Nsroc	NSROC Annual Subscription	\$77,199.50	8/09/2021	30/06/2022	Y
Benedict Recycling	Excavated spoil disposal at Benedict disposal site	\$75,000.00	5/07/2021	30/06/2022	Y
Revenue Nsw	Parking Space Levy 2021-2022 1st quarter	\$73,269.20	7/09/2021	30/09/2021	Y
Landscape Solutions	2021/22 Weekly Playground Inspections and Minor Maintenance of 43 Playgrounds, 8 exercise stations and	\$69,646.56	9/08/2021	30/06/2022	Y
Bolinda Digital Pty Ltd	eAudiobooks / ebook	\$67,331.00	17/07/2021	30/06/2022	Y
All About Sweeper Hire Pty Ltd	Road Sweeper Hire	\$65,000.00	21/09/2021	31/12/2021	Y
Caval Limited	Books & end processing	\$63,800.00	13/08/2021	30/06/2022	Y
Sydney Water (Bulk Billing)	Sydney Water Accounts	\$58,190.37	10/08/2021	30/06/2022	Y
Micromex Systems Pty Ltd	Community Wellbeing Survey	\$56,584.00	23/09/2021	30/06/2022	Y
Hays Personnel Services	Agency Staff - Accounts Payable	\$55,000.00	16/07/2021	31/12/2021	Y
Randstad Pty Limited	Agency Staff - Development Engineering Officer	\$53,000.00	8/07/2021	31/10/2021	Y

Notes:

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
3. Contracts for employment are not required to be included.

Willoughby City Council**Quarterly Budget Review Statement**

Quarter 1 2021/22 - for the period 01/07/2021 to 30/09/2021

Consultancy & Legal Expenses Budget Review Statement**Part B - Consultancy & Legal Expenses Overview**

Expense	YTD Expenditure (Actual Dollars '\$000)	Budgeted (FY) '\$000
Consultancies	206	1,439
Legal Fees	124	759

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management.

Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Comments

There are two elements contributed to the YTD expenditure in consultancies expense:

Part of the consultancies is budgeted to two areas, Material & Contract and Consultancy cost.

Part of actual expenditure in consultancies will be capitalised at the end of financial year as part of year end project capitalisation.

QUARTERLY BUDGET REVIEW 2021-2022 – September QUARTER

PRINCIPAL ACTIVITIES VARIATIONS

ATTACHMENT 4

The 2021/2022 Operational Plan and budget details Council's principal activities, including:

1. Projects and Capital Works

First quarter variations to these activities are summarised here. The codes referenced are those published in the 2021/22 Operational Plan.

1 Projects and Capital Works

The following projects have been altered:

Code	Project title	Project category	Change	Reason
Adjustments for Q1 2021/2022				
302063	Hampden Rd Artarmon, streetscape Stage 3 construction - DPIE Legacy Grant	Public Domain	New Project	Council has been successful securing a NSW Department of Primary Industries legacy grant for Stage 3 of the project.
302048	Installation of wombat crossing at Hampden Road, North of Barton Road, Artarmon	Road Infrastructure	New project	Willoughby Council has been successful in receiving a \$1.95 million grant from the Federal Government Stimulus Commitment under the Road Safety Program (School Zone Infrastructure) for the construction of 13 raised pedestrian crossings (Wombat Crossings) across Willoughby LGA in 2019/20 and 2020/ 21. The wombat crossing is one of the projects in the program.
302049	Installation of wombat crossing on Merrenburn Avenue at Willoughby Road, Naremburn	Road Infrastructure	New project	Willoughby Council has been successful in receiving a \$1.95 million grant from the Federal Government Stimulus Commitment under the Road Safety Program (School Zone Infrastructure) for the construction of 13 raised pedestrian crossings (Wombat Crossings) across Willoughby LGA in 2019/20 and 2020/ 21. The wombat crossing is one of the projects in the program.

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Code	Project title	Project category	Change	Reason
302050	Installation of wombat crossing on Hatfield Street, between Mowbray Road West and Farran Street, Lane Cove	Road Infrastructure	New project	Willoughby Council has been successful in receiving a \$1.95 million grant from the Federal Government Stimulus Commitment under the Road Safety Program (School Zone Infrastructure) for the construction of 13 raised pedestrian crossings (Wombat Crossings) across Willoughby LGA in 2019/20 and 2020/ 21. The wombat crossing is one of the projects in the program.
302051	Installation of wombat crossing on Kirk Street at Archer Street, Chatswood	Road Infrastructure	New project	Willoughby Council has been successful in receiving a \$1.95 million grant from the Federal Government Stimulus Commitment under the Road Safety Program (School Zone Infrastructure) for the construction of 13 raised pedestrian crossings (Wombat Crossings) across Willoughby LGA in 2019/20 and 2020/ 21. The wombat crossing is one of the projects in the program.
302052	Installation of wombat crossing on Keary Street at Eaton Street, Willoughby	Road Infrastructure	New project	Willoughby Council has been successful in receiving a \$1.95 million grant from the Federal Government Stimulus Commitment under the Road Safety Program (School Zone Infrastructure) for the construction of 13 raised pedestrian crossings (Wombat Crossings) across Willoughby LGA in 2019/20 and 2020/ 21. The wombat crossing is one of the projects in the program.
302053	Installation of wombat crossing on Keary Street, south of Oakville Road, Willoughby	Road Infrastructure	New project	Willoughby Council has been successful in receiving a \$1.95 million grant from the Federal Government Stimulus Commitment under the Road Safety Program (School Zone Infrastructure) for the construction of 13 raised pedestrian crossings (Wombat Crossings) across Willoughby LGA in 2019/20 and 2020/ 21. The wombat crossing is one of the projects in the program.

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Code	Project title	Project category	Change	Reason
302057	Installation of wombat crossing on Rohan Street at Willoughby Road, Naremburn	Road Infrastructure	New project	Willoughby Council has been successful in receiving a \$1.95 million grant from the Federal Government Stimulus Commitment under the Road Safety Program (School Zone Infrastructure) for the construction of 13 raised pedestrian crossings (Wombat Crossings) across Willoughby LGA in 2019/20 and 2020/ 21. The wombat crossing is one of the projects in the program.
302058	Installation of wombat crossing on Kendall Road, between Holly Street and Rosebridge Avenue	Road Infrastructure	New project	Willoughby Council has been successful in receiving a \$1.95 million grant from the Federal Government Stimulus Commitment under the Road Safety Program (School Zone Infrastructure) for the construction of 13 raised pedestrian crossings (Wombat Crossings) across Willoughby LGA in 2019/20 and 2020/ 21. The wombat crossing is one of the projects in the program.
302059	Installation of wombat crossing on Kendall Road, south of Holly Street	Road Infrastructure	New project	Willoughby Council has been successful in receiving a \$1.95 million grant from the Federal Government Stimulus Commitment under the Road Safety Program (School Zone Infrastructure) for the construction of 13 raised pedestrian crossings (Wombat Crossings) across Willoughby LGA in 2019/20 and 2020/ 21. The wombat crossing is one of the projects in the program.
302060	Installation of wombat crossing on Edinburgh Road, between The Parapet and Edith Street	Road Infrastructure	New project	Willoughby Council has been successful in receiving a \$1.95 million grant from the Federal Government Stimulus Commitment under the Road Safety Program (School Zone Infrastructure) for the construction of 13 raised pedestrian crossings (Wombat Crossings) across Willoughby LGA in 2019/20 and 2020/ 21. The wombat crossing is one of the projects in the program.

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Code	Project title	Project category	Change	Reason
302061	Installation of wombat crossing on Westbourne Street, East of Pacific Highway	Road Infrastructure	New project	Willoughby Council has been successful in receiving a \$1.95 million grant from the Federal Government Stimulus Commitment under the Road Safety Program (School Zone Infrastructure) for the construction of 13 raised pedestrian crossings (Wombat Crossings) across Willoughby LGA in 2019/20 and 2020/ 21. The wombat crossing is one of the projects in the program.
302062	Installation of wombat crossing on Reserve Road, north of Pacific Highway	Road Infrastructure	New project	Willoughby Council has been successful in receiving a \$1.95 million grant from the Federal Government Stimulus Commitment under the Road Safety Program (School Zone Infrastructure) for the construction of 13 raised pedestrian crossings (Wombat Crossings) across Willoughby LGA in 2019/20 and 2020/ 21. The wombat crossing is one of the projects in the program.
302045	Traffic Signals upgrade at Victoria Ave and High St, Chatswood - Detailed Design and Construction	Road Infrastructure	New project	Willoughby Council has been successful in receiving a \$120,000 grant from TfNSW through the NSW Safer Roads Program for the 2021/22 financial year.
301870	Edinburgh Road, Castlecrag shops - new park - construction	Recreation – Parks and Playgrounds	Deferred to future FY	Council adopted the Landscape Plan but has deferred implementation until 8 car spaces can be found elsewhere.
300643	New Thomson Park picnic area - design and construction	Recreation – Parks and Playgrounds	Deferred to future FY	Grant fund application to NSW Government was not successful.
301857	Synthetic oval surface at Willoughby Girls High School - planning	Open Space - sport	Cancelled	Project cancelled by Dept of Education.
301940	Local area traffic management detailed design and implementation for Hampden Road, Artarmon	Road Infrastructure	Cancel / Replace	Project replaced by separate Grant funded wombat crossing project.

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Code	Project title	Project category	Change	Reason
301818	Affordable Housing - 258 Sailors Bay Road Northbridge	Buildings	Project Variation	Project delayed due to requirement to submit a Development Application. Current completion date November 2021. Revised completion date June 2022.
301457	Wilkes Ave Artarmon- Streetscape Stage 1	Public Domain	Project Variation	Project delayed due to latent conditions, authority approvals and fabrication of the festoon light poles. Current completion date end July 2021. Revised completion date November 2021.
301960/ 301652	Sailors Bay, Strathallen and Eastern Valley Way, Northbridge – Construction	Public Domain	Milestone Variation	Program extended to ensure broad consultation with the community and business owners which has been impacted by the COVID-19 restrictions. Construction due to commence February 2022, now November 2023.
301199	Incinerator Small Street, Willoughby structural ground floor repairs	Building	Milestone Variation	Increased heritage assessment requirements and acceptable tender prices exceed budget. To be assessed for funding of works in 2022/23.
301984	Regency Leisure Centre capital works, 24 Endeavour Street Chatswood	Property	Project Variation	Consultation with tenant and owner corporation on detailed design now anticipated for completion by 30 June 2022, originally 31 January 2022. Construction in 2022/23.

Projects and Capital Works

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

Key Direction	Project I.D. and Name	Orig. Budget 21/22 \$'000	B/fwd Budget 21/22 \$'000	Curr Budget 2021/22 \$'000	Var Q1 Budget 21/22 \$'000	Rev Budget 2021/22 \$'000	YTD Sep-21 Actual \$'000	Funding Source	Sep-21 Comments for Q1 Budget Variations
2.1	Traffic and Transport								
2.1	400962 - Chatswood to St Leonards Bicycle Route Improvement Plan - Detailed Design	0.0	125.0	125.0	25.0	150.0	11.9	3	Grant funded project - additional budget required from Grant reserve to finalise detailed design.
2.1	400998 - Parking study at Edward and Penkivil Steets Willoughby	5.0	0.0	5.0	40.0	45.0	0.0	GF	Additional budget to deliver comprehensive traffic and parking study based on responses received during the exhibition of the 2021/22 Operational Plan.
2.1	Work Services Road Pavement								
2.1	401061 - Renew road pavement, Kameruka Rd, Northbridge (no.1 - Lower Bligh St)	111.0	0.0	111.0	-(23.3)	87.7	87.7	4	Project savings to help fill gaps in other R2R projects.
2.1	401062 - Renew road pavement, High St, Willoughby (Stan St - McClelland St)	110.0	0.0	110.0	8.6	118.6	0.0	4	Amended scope.
2.1	401063 - Renew road pavement, Lower Cliff Ave, Northbridge(Cliff Ave - Tunks Park)	154.5	0.0	154.5	6.0	160.5	160.5	4	Amended scope.
2.1	401068 - R2R Renew Mowbray Rd West Chatswood (Greenlands Rd-Beaconsfield Rd)	0.0	0.0	0.0	208.6	208.6	0.0	4	Grant funded project for road pavement resurfacing.
2.4	The Concourse Carpark Management								
2.4	400992 - The Concourse Parking Equipment Upgrade	1,000.0	0.0	1,000.0	-(560.0)	440.0	0.0	2	Advice from a specialist parking facility consultant indicates COVID-related global supply chain issues may delay delivery of parking management system hardware until approximately September 2022. Timing for project completion and expenditure reforecast accordingly.

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Key Direction	Project I.D. and Name	Orig. Budget 21/22 \$'000	B/fwd Budget 21/22 \$'000	Curr Budget 2021/22 \$'000	Var Q1 Budget 21/22 \$'000	Rev Budget 2021/22 \$'000	YTD Sep-21 Actual \$'000	Funding Source	Sep-21 Comments for Q1 Budget Variations
2.4	Traffic and Transport								
2.4	400994 - Northbridge Oval, Northbridge - Traffic and parking study	4.0	0.0	4.0	6.0	10.0	0.0	GF	Additional budget to deliver comprehensive traffic and parking study based on responses received during the exhibition of the 2021/22 Operational Plan.
3.1	Traffic and Transport								
3.1	400997 - Local area traffic management detailed design and implementation for Hampden Road, Artarmon	100.0	0.0	100.0	-(100.0)	0.0	0.0	GF	Project replaced by separate Grant funded wombat crossing project.
3.1	401081 - Traffic Signals upgrade at Victoria Ave & High St Chatswood Detailed Design and Construction	0.0	0.0	0.0	120.0	120.0	0.0	4	New Grant funded project.
3.1	Work Services Road Pavement								
3.1	401069 - Wombat crossing at Hampden Rd, North of Barton Road Artarmon	0.0	0.0	0.0	150.0	150.0	0.0	4	New Grant funded project.
3.1	401070 - Wombat crossing on Merrenburn Ave at Willoughby Rd Naremburn	0.0	0.0	0.0	150.0	150.0	0.0	4	New Grant funded project.
3.1	401071 - Wombat crossing Hatfield St btw Mowbray Rd West & Farran St	0.0	0.0	0.0	150.0	150.0	0.0	4	New Grant funded project.
3.1	401072 - Wombat crossing on Kirk Street at Archer Street, Chatswood	0.0	0.0	0.0	150.0	150.0	0.0	4	New Grant funded project.
3.1	401073 - Wombat crossings on Keary Street at Eaton Street, Willoughby	0.0	0.0	0.0	150.0	150.0	0.0	4	New Grant funded project.
3.1	401074 - Wombat crossing on Keary St south of Oakville Rd, Willoughby	0.0	0.0	0.0	150.0	150.0	0.0	4	New Grant funded project.

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Key Direction	Project I.D. and Name	Orig. Budget 21/22 \$'000	B/fwd Budget 21/22 \$'000	Curr Budget 2021/22 \$'000	Var Q1 Budget 21/22 \$'000	Rev Budget 2021/22 \$'000	YTD Sep-21 Actual \$'000	Funding Source	Sep-21 Comments for Q1 Budget Variations
3.1	401075 - Wombat crossing on Rohan Street at Willoughby Rd, Naremburn	0.0	0.0	0.0	150.0	150.0	0.0	4	New Grant funded project.
3.1	401076 - Wombat crossing Kendall Rd btw Holly St & Rosebridge Ave	0.0	0.0	0.0	150.0	150.0	0.0	4	New Grant funded project.
3.1	401077 - Wombat crossing on Kendall Road, south of Holly Street	0.0	0.0	0.0	150.0	150.0	0.0	4	New Grant funded project.
3.1	401078 - Wombat crossing on Edinburgh Rd btw The Parapet and Edith St	0.0	0.0	0.0	150.0	150.0	0.0	4	New Grant funded project.
3.1	401079 - Wombat crossing on Westbourne St, East of Pacific Highway	0.0	0.0	0.0	150.0	150.0	0.0	4	New Grant funded project.
3.1	401080 - Wombat crossing on Reserve Road, north of Pacific Highway	0.0	0.0	0.0	150.0	150.0	0.0	4	New Grant funded project.
3.2	Project Management Capital								
3.2	400118 - Gore Hill Oval – design - stage 2 works	2,500.0	0.0	2,500.0	-(1,300.0)	1,200.0	45.8	12	Budget adjusted to reflect anticipated expenditure for this financial year.
3.2	IL Infrastructure Asset - Open Space								
3.2	400987 - Edinburgh Rd Castlecrag shops park	150.0	0.0	150.0	-(143.0)	7.0	0.0	GF	Implementation of the park has been deferred until alternate 8 car spaces are located.
3.2	Open Space Technical Support								
3.2	400972 - New Thomson Park picnic area - Design & Construction	150.0	0.0	150.0	-(150.0)	0.0	0.0	4	Project on hold as grant funds are not available this year.
3.2	400985 - Synthetic oval surface at Willoughby Girls High School - planning	20.0	0.0	20.0	-(20.0)	0.0	0.0	12	Project has been cancelled by the Dept Education.
3.4	Project Management Capital								

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Key Direction	Project I.D. and Name	Orig. Budget 21/22 \$'000	B/fwd Budget 21/22 \$'000	Curr Budget 2021/22 \$'000	Var Q1 Budget 21/22 \$'000	Rev Budget 2021/22 \$'000	YTD Sep-21 Actual \$'000	Funding Source	Sep-21 Comments for Q1 Budget Variations
3.4	401066 - Artarmon Town Centre (Artarmon Local Centre Masterplan Civic Plaza)	0.0	0.0	0.0	450.0	450.0	0.0	4	This work is subject to Council being successful in obtaining a funding grant from the NSW Department of Planning, Infrastructure and Environment.
3.5	Design and Drainage								
3.5	400893 - Software Fees and Monitoring	11.0	0.0	11.0	9.0	20.0	10.8	GF	Increase to budget for design related software and licence costs.
3.6	Events Management								
3.6	400483 - Willoughby Street Fair(Chatswood)	132.3	0.0	132.3	-(132.3)	0.0	0.0	10, GF	Event cancelled due to Public Health Order restrictions on public gatherings.
4.1	Economic Development								
4.1	400968 - Economic Development	25.0	0.0	25.0	106.0	131.0	0.0	GF	Economic Development Strategy consultation, enhanced economic data reporting and post lockdown recovery actions.
4.4	CBD Laneways								
4.4	400831 - CBD laneways activation Spring Place, Chatswood – design and construction	692.2	692.3	1,384.5	63.9	1,448.4	81.4	4,12	Redesign requirements from new approval processes.
4.4	400832 - CBD laneways activation Mills Lane Chatswood – construction	300.0	0.0	300.0	37.3	337.3	0.0	12	Changes to provide better post lockdown outcomes.
4.4	400833 - CBD laneways activation Post Office Lane Chatswood – construction	580.0	0.0	580.0	41.2	621.2	23.3	12	Redesign enhancements to provide better outcomes.
4.4	400834 - CBD laneways activation Charlotte/Anderson Chatswood – construction	80.0	0.0	80.0	44.1	124.1	19.8	12	Redesign enhancements to provide better outcomes.
4.4	Events Management								

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Key Direction	Project I.D. and Name	Orig. Budget 21/22 \$'000	B/fwd Budget 21/22 \$'000	Curr Budget 2021/22 \$'000	Var Q1 Budget 21/22 \$'000	Rev Budget 2021/22 \$'000	YTD Sep-21 Actual \$'000	Funding Source	Sep-21 Comments for Q1 Budget Variations
4.4	400484 - Emerge Festival	72.0	0.0	72.0	-(55.0)	17.0	1.6	GF	Festival partially cancelled due to Public Health Order restrictions on public gatherings. Events postponed to 2022 include archipaws competition and picture Willoughby heritage photos.
5.1	Information Services Management								
5.1	400043 - CONNECT software implementations Phase 3	2,400.0	0.0	2,400.0	-(650.0)	1,750.0	185.6	2	CONNECT's Phase 3 completion timeframe amended from June 2022 to December 2022 to consolidate and embed Phases 1 & 2, and to comprehensively train and prepare staff for the considerable change associated with Phase 3. Timing of project expenditure updated accordingly.
5.3	Project Management Capital								
5.3	400116 - Sailors Bay, Strathallen and Eastern Valley Way, Northbridge – Construction	1,000.0	38.5	1,038.5	-(782.3)	256.2	25.7	2	Program extended to ensure broad consultation with the community and business owners which has been impacted by the COVID-19 restrictions.
5.3	400777 - Council building upgrade – customer experience – construction	1,680.0	0.0	1,680.0	-(480.0)	1,200.0	7.7	2	Budget adjusted to reflect current market pricing.
5.3	400790 - Incinerator Small Street, Willoughby structural ground floor repairs	0.0	369.8	369.8	-(228.0)	141.8	41.2	3	Increased heritage assessment requirements and acceptable tender prices exceed budget. To be assessed for funding in 2022/23
5.3	IL Infrastructure Asset - Building Property								
5.3	400786 - 112 Victoria Avenue - community radio upgrade	200.0	0.0	200.0	-(150.0)	50.0	27.1	6	Project savings and on track

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Key Direction	Project I.D. and Name	Orig. Budget 21/22 \$'000	B/fwd Budget 21/22 \$'000	Curr Budget 2021/22 \$'000	Var Q1 Budget 21/22 \$'000	Rev Budget 2021/22 \$'000	YTD Sep-21 Actual \$'000	Funding Source	Sep-21 Comments for Q1 Budget Variations
5.3	401018 - Rolling roof replacement program - construction	1,100.0	0.0	1,100.0	-(900.0)	200.0	0.0	6	Construction deferred funds to be spend on asset condition assessment and program development
5.3	401019 - Rolling floor program - renewal	135.0	0.0	135.0	-(85.0)	50.0	0.0	6	Construction deferred funds to be spend on asset condition assessment and program development
5.3	Property Services Council Property								
5.3	401021 - Capital works Regency Leisure Centre Chatswood	1,550.0	0.0	1,550.0	-(1,000.0)	550.0	0.0	2	Detailed design and consultation with tenant and owners corporation this year with construction in 2022/23.
5.3	Work Services Drainage								
5.3	401032 - Stormwater upgrade inlet safety program	29.1	0.0	29.1	40.0	69.1	0.0	GF	Adjustment to reflect market pricing.
5.3	Work Services Kerb & Gutter								
5.3	400810 - Renew kerb and gutter on the east side of High Street – Stan to Robert Streets, Willoughby	0.0	43.7	43.7	23.0	66.7	0.0	GF	Adjustment to reflect market pricing.
	TOTAL PROJECT AND CAPITAL WORKS EXPENDITURE Q1 BUDGET VARIATION				-(3,730.1)				

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15.3 PUBLIC PRESENTATION OF THE 2020-21 FINANCIAL REPORTS AND AUDITORS REPORTS

ATTACHMENTS:	1. IMPLICATIONS 2. WILLOUGHBY CITY COUNCIL ANNUAL FINANCIAL STATEMENTS 2021 – FINAL – PUBLIC EXHIBITION (INCLUDED IN ATTACHMENT BOOKLET 2)
RESPONSIBLE OFFICER:	LAURA KENDALL – 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:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

To present the audited 2020/21 Financial Reports and external auditors' reports for Willoughby City Council as required under Section 419(1) of the *Local Government Act 1993*.

2. OFFICER'S RECOMMENDATION

That Council:

- 1. Note that the audited 2020/21 financial reports including the auditor's reports have been presented to this meeting of the Council in accordance with Section 419(1) of the *Local Government Act 1993*.**
- 2. Receive the address from the external auditor regarding the 2020-21 financial reports and auditor's report in accordance with Section 419(2) of *Local Government Act 1993*.**
- 3. Note that a copy of the auditor's reports and a copy of the audited 2020/21 financial reports have been sent to Chief Executive of the Office of Local Government and the Australian Bureau of Statistics as required under Section 417(5) of the *Local Government Act 1993*.**

3. BACKGROUND

Council adopted the draft financial reports and resolved to refer the financial reports for audit on 18 October 2021 as required by Section 413(1) of the *Local Government Act 1993*. In that meeting Council also resolved authorise the Mayor, Deputy Mayor, Chief Executive Officer and Chief Financial Officer to sign the Statement by Councillors and Management that is required under Section 413(2)(c) of the *Local Government Act 1993* and clause 215(1) of the *Local Government (General) Regulation 2021*.

On 6 September 2021, Councillors were briefed on the draft financial accounts to be referred to audit.

4. DISCUSSION

The 2020/21 annual financial reports for Willoughby City Council have been prepared in accordance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2021*, *Australian Accounting Standards* and the Office of Local Government prescribed *Code of Accounting Practice and Financial Reporting 2020/21*.

Section 413 of the *Local Government Act 1993* requires Council to prepare financial reports for each year and must refer them for audit as soon as practicable after the end of that year.

A council's auditor must audit the council's financial reports as soon as practicable after they are referred to audit in accordance with Section 415(1) of the *Local Government Act 1993*.

Under Section 416(1) of the *Local Government Act 1993* financial reports for a year must be prepared and audited within the period of 4 months after the end of that year.

Section 417(5) of the *Local Government Act 1993* requires that Council send a copy of the auditor's report together with a copy of the audited financial reports to the Departmental Chief Executive and the Australian Bureau of Statistics. The deadline for audit completion and lodgement of the financial reports was 31 October 2021.

Council must present its audited financial reports and auditor's reports at a meeting of Council held on the date fixed for the meeting in accordance with Section 419(1) of the *Local Government Act 1993*.

Council must fix a date for the meeting and give public notice of the date fixed under Section 418(1) of the *Local Government Act 1993*. The meeting must be held at least 7 days after the date the notice is given but not more than 5 weeks after the auditor's reports are received by Council.

Council's auditor, the Audit Office of New South Wales completed their audit and issued an unmodified (clean) opinion on both the General Purpose and Special Purpose Financial Statements on 22 October 2021.

On 22 October 2021 Council sent a copy of the auditor's report together with a copy of the audited financial reports to the Office of Local Government (OLG) and the Australian Bureau of Statistics as required under Section 417(5) of the *Local Government Act 1993*.

In accordance with Section 418 of the *Local Government Act 1993*, public notice, via Council's website from 22 October 2021 and via an advertisement in the North Shore Times on 28 October 2021 was given to advise that the 2020/21 financial reports and auditor reports would be presented to the public at the ordinary meeting of Council on 3 November 2021 (this meeting).

The 2020/21 Consolidated Financial Reports include the general purpose financial statements, the special purpose financial statements and special schedules. The Consolidated Financial Reports comprise **Attachment 2** to this business paper.

There are no notable changes to the audited financial accounts attached to this report and the financial statements referred to audit by Council on 18 October 2021.

A summary of the 2020/21 Financial Reports is provided below:

	2021 \$ '000	2020 \$ '000
Income Statement		
Total income from continuing operations	121,142	141,778
Total expenses from continuing operations	110,909	111,579
Operating result from continuing operations	10,233	30,199
Net operating result for the year	10,233	30,199
Net operating result before grants and contributions provided for capital purposes	1,178	4,900
Statement of Financial Position		
Total current assets	188,794	181,582
Total current liabilities	(40,445)	(33,224)
Total non-current assets	1,758,822	1,674,836
Total non-current liabilities	(38,676)	(39,457)
Total equity	1,868,495	1,783,737
Other financial information		
Unrestricted current ratio (times)	3.85	5.38
Operating performance ratio (%)	(1.26)%	1.48%
Debt service cover ratio (times)	4.59	4.88
Rates and annual charges outstanding ratio (%)	2.17%	2.04%
Infrastructure renewals ratio (%)	104.34%	85.89%
Own source operating revenue ratio (%)	87.17%	76.45%
Cash expense cover ratio (months)	21.58	19.52

Council has achieved a consolidated operating surplus of \$1.2 million (before capital grants and contributions) despite significant financial impacts caused by COVID-19. Council's 2020/21 financial performance has exceeded five of the six Office of Local Government (OLG) benchmarks for financial performance (refer Note F5-1 in Attachment 2). Despite recording a surplus, Council did not meet the benchmark for the Operating Performance Ratio. This is because the ratio excludes some revenue items not considered to be operational.

Council has exceeded all four industry benchmarks set by the OLG for asset management (refer Special Schedule 7 in Attachment 2).

5. CONCLUSION

The audited Financial Reports for the year ended 30 June 2021 reinforce Council's strong financial position. Council has reported a surplus operating position prior to capital revenue for the financial year ended 30 June 2021 and has exceeded nine out of ten Office of Local Government (OLG) benchmarks for financial and asset management performance. This is despite significant operational and financial imposts caused by the COVID-19 pandemic.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	5.1 – Be honest, transparent and accountable in all that we do
Business Plan Objectives, Outcomes / Services	Prepare Financial Statements for the year ended 30 June 2021 and achieve an unmodified audit opinion.
Policy	A summary of significant accounting policies is included in Note 1 of the Consolidated Financial Statements (refer Note A1-1 and other notes in Attachment 2).
Consultation	<p>On 6 September 2021 Councillors were briefed on the draft Financial Accounts to be referred to audit.</p> <p>On 9 September 2021 and 14 October 2021 the Willoughby City Council Audit and Risk Committee (ARIC) were briefed on the draft Financial Accounts and Audit Engagement Closing Report and endorsed them to Council.</p> <p>Council issued a public notice, via Council's website from 22 October 2021, and via an advertisement in the North Shore Times on 28 October 2021, to advise that the 2020/21 financial reports and auditor reports would be presented to the public at the ordinary meeting of Council on 3 November 2021.</p>
Resource	The Financial Statements are prepared using existing staff resources within the Financial Strategy Unit.
Risk	<p>Risk of non-compliance with relevant legislation. This is mitigated by careful planning and resource allocation to the preparation of the Financial Accounts and the capability of Finance resource.</p> <p>The risk of material misstatement is mitigated through audit by an independent auditor (Audit Office of NSW).</p>
Legal	There are no legal considerations applicable to this report.
Legislation	The 2020/21 annual financial reports for Willoughby City Council have been prepared in accordance with the <i>Local Government Act 1993</i> , the <i>Local Government (General) Regulation 2021</i> , <i>Australian Accounting Standards</i> and the Office of Local Government prescribed <i>Code of Accounting Practice and Financial Reporting 2020/21</i> .
Budget/Financial	Both the internal resources used to prepare the Financial Accounts, and the Audit Fees are within budget.

15.4 ANNUAL REPORT 2020/2021

ATTACHMENTS:	1. IMPLICATIONS 2. WILLOUGHBY CITY COUNCIL ANNUAL REPORT 2020/21 (INCLUDED IN ATTACHMENT BOOKLET 2)
RESPONSIBLE OFFICER:	LAURA KENDALL – CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	SAMANTHA CONNOR – MEDIA, MARKETING AND EVENTS MANAGER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

To present Council's annual report for the financial year ended 30 June 2021.

2. OFFICER'S RECOMMENDATION

That Council receive *Willoughby City Council's Annual Report 2020-21*.

3. BACKGROUND

Council has a statutory obligation to prepare an annual report in accordance with section 428 of the *Local Government Act 1993*, the *Local Government (General) Regulation 2005* (Part 9, Division 7) and the *Integrated Planning and Reporting Guidelines* under section 406.

Accordingly, *Willoughby City Council's Annual Report for 2020-21* is attached.

4. DISCUSSION

Council is required to report its achievements in implementing its Delivery Program and Operational Plan and the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed.

An annual report must contain:

1. A copy of the council's audited financial reports prepared in accordance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2005*, *Australian Accounting Standards* and the Office of Local Government prescribed *Code of Accounting Practice and Financial Reporting*.
2. Such other information as the regulations or the guidelines under section 406 may require.

The *Willoughby City Council Annual Report 2020/21* (**Attachment 2**) contains all of the above legislative requirements.

Council's achievements for the year are detailed in the performance section of the Annual Report and include:

- \$3.6 million in fee and rental relief to more than 550 tenants, businesses, community and sporting groups to support recovery from the impacts of the pandemic
- our response to Public Health Orders associated with COVID-19 during which we informed and engaged our community with health advice from government and implemented COVIDSafe summer plans for open spaces
- *Community and Economic Recovery Plans* developed and implemented to support our community and local business to recover from the initial impacts of COVID-19
- improved corporate systems and flexible working arrangements to support working from home during the pandemic and into the future
- more than 30 council programs, events and workshops continued online during the pandemic including Council meetings, Live Well in Willoughby programs, Willoughby Symphony Orchestra performances, The Willoughby Local Planning Panel and community consultation
- launch of a *Buy Local, Support Local* program including paying local businesses within seven days
- continuing services and contact with the most vulnerable in our community during the pandemic including linen services, meals on wheels and regular phone contact
- maintenance of sports fields, widening bush tracks, turning on oval lights to enable more community exercise during COVID-19 and cater for increased community patronage
- re-opening face to face services and facilities that were closed during the pandemic in a COVID safe way
- introduction of a temporary 'click and collect' service and increased community use of our digital library services during COVID-19
- implementing *Our Green City Plan 2028* to address climate change and the environment and reported on progress in our State of the Environment report
- surveying 600 residents about shocks and stresses and developed the Draft Resilient Willoughby Strategy and Action Plan
- developed the *Urban Bushland Plan of Management* and updated the *Griffin Reserves Plan of Management*
- upgrading parks and playgrounds including Denawen Park, Castle Cove Park, Bales Park, Chatswood Park, Willoughby Park, Don Wilson playground, Naremburn and Artarmon parklands
- successful trial a new cultural program *Chatswood Culture Bites* to support economic recovery, develop audiences and support emerging artists
- upgrading 60 bus stops to meet Australian Disability Standards for Accessible Public Transport
- streamlining our Grants and Awards for the Community program and introduced business grants and awards
- completing a shared pedestrian and bicycle path in Artarmon linking Broadcast Way with Herbert St in partnership with the NSW Government
- developing pool hall concept plans for Willoughby Leisure Centre

- finalising the *Industrial Lands Strategy*, *Willoughby Integrated Transport Strategy 2036*, *Haven Amphitheatre Plan of Management* and *Landscape Plans*, *Northbridge Local Centre Public Domain Plan* and the *Affordable Housing Strategy*
- transforming the former Northbridge Bowling Club into the Warner's Park Community Centre
- completed 35% of the cladding upgrade at The Concourse
- upgrading local centre streetscapes at Hampden Road, Wilkes Avenue and Elizabeth Street in Artarmon and Woonona and Sailor's Bay Road in Northbridge
- supporting our business community by establishing a Council led business forum, creating an Economic Data Dashboard and developing an Online Business Toolkit
- developed designs for the Chatswood Laneways of Spring Place, Post Office Lane and Charlotte Lane and securing funding under the Australian Government's Local Roads and Community Infrastructure Program phase two
- implementing stage two of the corporate software systems upgrade including Finance, Human Resources and Procurement modules and a single asset register (TechOne) incorporating fleet and plant, infrastructure and office assets
- continued roll out of Council's new website program including subsites for the Zenith Theatre, Willoughby Leisure Centre and Visit Chatswood
- completed the community perception survey with outstanding results in customer satisfaction

In addition to the achievements listed above Council continued to provide a wide range of services to the community including:

- responding to 66,668 help and service calls
- delivering 221 projects and capital works
- 53,400 visits to Have Your Say website and consulted with 2,800 people
- processing 583 development applications
- resurfaced and repaired 49,500m² of road and constructing or improving 6,650m² of footpaths
- supporting 550 tenants, sporting clubs, community groups and businesses through business support plan
- \$79,883 in grant funding to 25 community groups
- 1,800 community members took part in online events and workshops as part of the 'Live Well in Willoughby' program.

Willoughby City Council's Annual Report 2020/21 has been prepared in accordance with the requirements under the *Local Government Act 1993*, the *Local Government (General) Regulation 2005* and the *Integrated Planning and Reporting Guidelines* under section 406. It presents Council's performance in implementing its Delivery Program and Operational Plan. It also contains Council's financial statements which are audited. As required, the Annual Report will be provided to the Minister for Local Government by 30 November 2021.

Council is only required to note the *Annual Report*. Pursuant to the Office of Local Government's circular 21-12, the *Annual Report* is an "electoral matter" under clause 356A of the *Local Government (General) Regulation 2005*. An "electoral matter" 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”. This includes candidates who are current Councillors. As the *Annual Report* identifies achievement of the Council over its preceding term and includes details it is likely to constitute an “electoral matter”.

On that basis, the *Annual Report* has been amended to remove details regarding Councillors and will not be published on Council’s website or elsewhere during the prescribed 40-day period prior to the Council election in December 2021.

However, the *Annual Report* may be submitted to Council within the prescribed 40-day period as part of the normal Council Meeting Business Paper.

5. CONCLUSION

It is recommended the *Annual Report* be noted by Council.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	5.1 – Be honest, transparent and accountable in all that we do
Business Plan Objectives, Outcomes / Services	This report is part of the Integrated Planning and Reporting Framework as described in the Office of Local Government's <i>Integrated Planning and Reporting Guidelines</i> .
Policy	There are no policy considerations applicable in the preparation of the Annual Report.
Consultation	There are no consultation considerations applicable or required in preparation of the Annual Report.
Resource	The Annual Report is prepared within existing budgets and operational resources.
Risk	Failure to prepare the Annual Report is a breach of legislation, but with no action imposed.
Legal	There are no legal considerations applicable in preparation of the Annual Report.
Legislation	Section 428 of the <i>Local Government Act 1993</i> and the <i>Local Government (General) Regulation 2005</i> (Part 9, Division 7) – within 5 months after the end of each year, a council must prepare a report (its “annual report”) for that year reporting as to its achievements in implementing its delivery program and the effectiveness of the principal activities in achieving the objectives at which those principal activities are directed.
Budget/Financial	This is within approved budget.

15.5 WILLOUGHBY CITY COUNCIL END OF TERM REPORT 2021

ATTACHMENTS:	1. IMPLICATIONS 2. WILLOUGHBY CITY END OF TERM REPORT 2021
RESPONSIBLE OFFICER:	LAURA KENDALL – CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	KATRINA FURJANIC – CORPORATE STRATEGIC PLANNER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

To provide Council with the *Willoughby City Council End of Term Report 2021*.

2. OFFICER'S RECOMMENDATION

That Council note the *Willoughby City Council End of Term Report 2021*.

3. BACKGROUND

The Local Government Act 1993 Section 428(2) requires Council to report on progress in implementing its community strategic plan at the last meeting of the outgoing Council.

4. DISCUSSION

The *Willoughby City Council End of Council Term Report* is a report on the delivery of commitments made to the community in the *Delivery Program 2017-2021*. It monitors Council's and the community's progress towards achieving the vision and outcomes of the *Our Future Willoughby 2028* Community Strategic Plan.

The *Willoughby City End of Term Report 2021* focuses on what has been achieved by the Council over its preceding term.

It outlines a range of services, projects, programs and indicators which provide a picture of progress towards the vision and the outcomes in *Our Future Willoughby 2028* Community Strategic Plan.

Overall, Willoughby has made progress towards achievement of the vision and outcomes. Most indicators are on track. Further details of performance are contained in the Report (**Attachment 2**).

Council is only required to note the *End of Term Report*. Pursuant to the Office of Local Government's circular 21-12, the *End of Term Report* is an "electoral matter" under clause 356A of the *Local Government (General) Regulation 2005*. An "electoral matter" 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". This includes candidates who are current Councillors. As the *End of Term Report* identifies achievement of the Council over its preceding term it is likely to constitute an "electoral matter".

On that basis, the *End of Term Report* will not be published on Council's website or elsewhere during the prescribed 40-day period prior to the Council election in December 2021.

However, the *End of Term Report* may be submitted to Council within the prescribed 40-day period as part of the normal Council Meeting Business Paper.

5. CONCLUSION

It is recommended the *Willoughby City Council End of Term Report 2021* be noted by Council.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	5.1 – Be honest, transparent and accountable in all that we do
Business Plan Objectives, Outcomes / Services	This report is part of the <i>Integrated Planning and Reporting Framework</i> as described in the Integrated Planning and Reporting Guidelines for local government and complies with the requirements of the <i>Local Government Act 1993</i> .
Policy	There are no policy implications associated with this report.
Consultation	There were no consultation requirements applicable to this report.
Resource	This report was prepared using existing resources.
Risk	Council is required to prepare the <i>End of Term Report</i> under the <i>Local Government Act 1993</i> . The risk to council of not meeting this legislative requirement is not meeting community expectations.
Legal	There are no legal implications applicable to this report.
Legislation	Section 428(2) of the <i>Local Government Act 1993</i> – Council must report on the council's achievements in implementing the Community Strategic Plan over the previous four years.
Budget/Financial	Preparation of the <i>End of Term Report</i> was within the existing budget allocation and resources.



END OF TERM REPORT 2021



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ACKNOWLEDGEMENT OF COUNTRY

We 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 that we share, Australia.

OUR VISION

Willoughby is a City of Diversity: diverse landscapes, people and businesses

Our people are from across the world as reflected in the diversity of their languages and beliefs. They come together from all walks of life adding vibrancy to our community and creating rich social connections.

Food and music are signatures of our hubs. You can experience fine dining and cheap eats in our laneways at all hours and hear the music of our community and the languages of people who make our City home. You can have fun at street activities and events or enjoy a comedian or symphony concert at The Concourse. Visitors respond to our offering as Willoughby's reputation as a destination grows.

We recognise the past while creating new liveable places, strong communities and homes for the future. The sites and contributions of our traditional Indigenous inhabitants are recognised and preserved along with more recent heritage such as the Walter Burley Griffin cottages, The Castle and The Incinerator. Our skyline's silhouette dramatically outlines the transition from modern apartment towers to medium density apartments and houses that span a variety of eras and designs.

Our landscape is as diverse as our people and urban places. Significant native bushland, Middle Harbour estuary and the Lane Cove River invite you to explore and understand more. Our environment is important to us and we are leaders in creating an aware community focused on sustainable living that reduces our impact on the world.

It is easy to get around our City. Public transport options, connected walkways and cycle paths help minimise the impact of cars on our roads and provide us with healthier choices. The connections between the CBD and our villages are strong, creating liveable spaces which support our needs and serve as meeting places. Digital connections and infrastructure support a smart city that provides real-time information to people seeking to navigate our City and access its services.

Our vibrant economy continues to grow and diversify. The success of global corporations and significant retailers based in our CBD, and of the local businesses that support our villages and neighbourhoods, serves to attract new industries, employers and talent to our City. Many choose to live and work here, able to meet all their needs within a short walk.

Our community has far-sighted leaders. They anticipate and meet community and environmental needs. Our leaders work collaboratively to deliver better services and infrastructure, to improve amenities and a sense of place. They actively involve citizens in decisions that affect their lives.

They are recognised as ethical, fair and accountable. Our leaders ensure the City has a vibrant future and is a source of identity and pride.

Willoughby: City of Diversity



GUIDING PRINCIPLES

Three principles underpin *Our Future Willoughby 2028* and the actions carried out under each of the five outcomes in *Our Future Willoughby 2028*.

Sustainability – Seeks to meet the needs of the present without compromising the needs of future generations. It requires equitable consideration of environmental and social needs for the long term.

Social Justice – All people receive a “fair go” at opportunities of life including wealth, health and recognition in law and privileges without prejudice. The basic principles are: **Equity** – overcoming unfairness caused by unequal access to economic power and resources. **Access** – greater equality of access to goods and services. **Participation** – expanded opportunities for real participation in decisions which govern lives. **Rights** – equal and effective legal, industrial and political rights.

Ethical Government – Requires that Council exercise its role as “steward” to the public, and the use of resources through fair and just rules and decision making processes. It requires Council to strive for openness, transparency and accountability.



COVID-19 PANDEMIC

The COVID-19 pandemic significantly impacted Willoughby City Council residents, businesses and communities during the final 18 months of the council term.

To deal with the complexities of COVID-19, Council closed the majority of public facing services, while others were moved online. During this time no permanent staff were stood down and redeployments were offered so they could continue to work through this period. Unfortunately during the peak of the lockdown, we no longer had shifts available for casual staff. However we quickly re-engaged casuals as services were allowed to reopen.

Throughout the pandemic Council's decision to close and reopen facilities and services was done in line with the State Government's Public Health Orders. Council's reopened facilities and services transitioned to an operating model that observes the State Government's social distancing restrictions.

Council's Business Continuity Plan and Pandemic Plan were reviewed in response to government announcements and other changing circumstances. They have been rewritten based on what Council learned about delivering our services since the pandemic began so that Council continues to operate in a way that benefits the community, supports its staff and continues to safeguard the health and wellbeing of both.

To support the community through the pandemic, in 2020 Council adopted the economic and community recovery plans to support the community through the pandemic. Council also provided its Business Support Program to help support the community, including sporting groups, tenants and businesses, through the COVID-19 pandemic.

WILLOUGHBY CITY IN PROFILE

Willoughby City Council occupies 23 square kilometres on the lower north shore of Sydney, with its own CBD of Chatswood and a large part of St Leonards. It is 8.5 kilometres north of the Sydney CBD.

Our city incorporates the suburbs of Artarmon, Castle Cove, Castlecrag, Chatswood, Middle Cove, Naremburn, Northbridge and Willoughby, as well as parts of Gore Hill, Lane Cove North, St Leonards and Roseville.

We are a mix of residential areas, industrial and commercial zones. The Lane Cove River and the foreshore of Middle Harbour feature plentiful bushland.





INTRODUCTION

Welcome to Willoughby City Council's *End of Term Report 2021*. Section 428(2) of the *Local Government Act (NSW) 1993* requires that an end of term report be tabled at the last meeting of the outgoing council.

The 2021 *End of Council Term Report* is a report on the delivery of commitments made to the community in the *Delivery Program 2017-2021*. The *Delivery Program* aligns with the *Our Future Willoughby 2028* Community Strategic Plan which was subsequently developed in 2018. The Plan identifies the Willoughby community's priorities for the future including where we want to be as a community in 2028. The focus of the *Delivery Program* directly relates to these priorities and includes reducing our carbon footprint, improving transport, traffic and parking, delivering great urban design, optimising our facilities, promoting affordable housing, stimulating economic development and improving Council business and governance.

The End of Council Term Report is the council's report on the delivery of commitments made to the community in the Delivery Program during their four-year term.

The *Delivery Program*, *Our Future Willoughby 2028* and this *End of Council Term Report* is organised around the community's desired outcomes:

- ☐ Outcome 1: A City that is green
- ☐ Outcome 2: A City that is connected and inclusive
- ☐ Outcome 3: A City that is liveable
- ☐ Outcome 4: A City that is prosperous and vibrant
- ☐ Outcome 5: A City that is effective and accountable

The report presents a range of indicators which provide a picture of the quality of life in Willoughby and also presents some achievements of the council during its four-year term.

This report may be read in conjunction with the *Delivery Program*, *Our Future Willoughby 2028* and the Annual Reports that were published during the term.

MAJOR PROJECTS

Projects and Capital Works Expenditure 2017/18-2021/22

Project Type	Total (\$'m)
Major Projects	23.1
Gore Hill Redevelopment - Stage One - open space	
Gore Hill Oval - Stage 2 - indoor sports complex	
Willoughby Leisure Centre - refurbishment and major upgrade of pool hall	
Artarmon Bowling Club - open space enhancement and pavillion design	
Northbridge Bowling Club redevelopment	
Chatswood Park - Masterplan implementation	
Oval and Sportsground Renewals and Enhancements	12.2
<i>including:</i>	
Thomson Park new sport amenities	
Northbridge Oval - renewal of synthetic playing surface	
Artarmon Oval – renewal of drainage, irrigation and oval surface	
Willoughby Oval – renewal of drainage, irrigation and water tank	
Bales Park – renewal of drainage, irrigation and oval surface	
Castle Cove Oval – renewal of drainage	
Naremburn Oval – renewal of drainage, irrigation and oval surface	
Beauchamp Park - spectator seating and pathways	
Chatswood Rotary Athletic Field - floodlights renewal	
Bicentennial Oval- new floodlights	
Environmental Initiatives	17.2
<i>including:</i>	
Gross pollutant trap 4 year renewal program	
Natural area management – Middle Harbour	
Water harvesting and water saving	
Better Business Partnership	
Live Well in Willoughby - sustainability and bushland education program	
Natural area management – Lane Cove River catchment	
Solar systems on council buildings	

Project Type	Total (\$'m)
Streetscape Enhancements and Laneway Activation <i>including:</i> Chatswood CBD laneways activation Streetscape renewal - Hampden Rd Artarmon Streetscape renewal - High St Willoughby Rd - Hampden Rd and Wilkes Ave Streetscape renewal Sailors Bay/ Strathallen/Eastern Valley Northbridge Streetscape renewal - Wilkes Ave Artarmon	8.9
Park and Playground Upgrades <i>including:</i> Muston Park Masterplan implementation Willoughby Park playground renewal Naremburn Park playground - Station St renewal Chatswood Park - playground and skate ramp renewal Market Gardens - new playground Castlecrag Reserves restoration and new connectivity	9.0
Building Upgrades and Enhancements <i>including:</i> Concourse compliance upgrade – construction Capital renewal - Regency Leisure Centre Chatswood Rolling roof replacement program – construction Business and community space in Chatswood Library Willoughby Park Bowling Club upgrade	19.2
Events, Festivals and Economic Development <i>including:</i> Chatswood CBD Special Event Chatswood Lunar New Year Festival Emerge Festival Online Economic Dashboard Mayor's Business Forum CBD Christmas Tree Australia Day National Pet Day Family Festival	6.4

Project Type	Total (\$'m)
Traffic, Transport and Active Transport Initiatives	6.4
<i>including:</i>	
Artarmon Loop and extended Loop bus services	
Bus stop disability improvement – construction	
Hampden Rd Artarmon Local Area Traffic Management - design and implementation	
Artarmon industrial area bike links – construction	
Integrated Transport Strategy	
Willoughby Parking Strategy and delivery	
Footpath missing links program	
New Pacific Hwy - Chatswood to St Leonards shared path – design	
Core Infrastructure Asset Renewals	28.8
<i>including:</i>	
Road, footpath, kerb and gutter - renewals and upgrades	
Stormwater renewals and upgrades	
Affordable Housing	1.7
<i>including:</i>	
Abbot Rd	
258 Sailors Bay Rd Northbridge	
COVID-19 Business and Community Support	3.6
<i>including:</i>	
Rental relief	
Waiver of licence fees for sporting groups	
Waiver of fire safety, health and environmental inspection fees	
Waiver of footway dining and advertising fees	
Discount for Chatswood Mall Market stallholders	
Discretion on compliance activities (except safety matters)	
Other	11.0
<i>including:</i>	
City Planning (Local Environment Plan, Development Control Plan Revision)	
Parking equipment upgrades	
Library resources	
Corporate System replacement and implementation	
Business Improvement and automation initiatives	
Customer Service Request (CSR) dashboard	

Total	147.6
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OUTCOME 1: A CITY THAT IS GREEN

Where do we want to be in 2028?

Our City will become a leader in sustainability. We are proud of our natural environment and will celebrate and protect our flourishing bushland, wildlife and waterways. We will aspire to meet the needs of our community and environment while not compromising those of future generations.

Where are we now?

Indicator	Data Source	Previous Data	Latest Data	Trend	Status
Increase in residential waste diverted from landfill	Willoughby City Council	2018: 49%	2020: 45%	<input type="checkbox"/>	<input type="checkbox"/>
Decrease in domestic waste per person per week	Local Government Waste and Resource Recovery Report	2018: 7.25kg	2019: 7.06kg	<input type="checkbox"/>	<input type="checkbox"/>
No net decline in Local Waterway Health Report Card	Willoughby City Council	2018: No net decline	2020: No net decline	<input type="checkbox"/>	<input type="checkbox"/>
Reduction in Greenhouse gas emissions by the Willoughby community	Willoughby City Council	2018: 598,164 (CO ₂ e) tonnes	2021: 543,979 (CO ₂ e) tonnes	<input type="checkbox"/>	<input type="checkbox"/>

☐ Increased ☐ Decreased ☐ No significant change

☐ On track ☐ Off track

Since 2018, waste recycling rates decreased from 49% to 45%

Domestic waste per person is decreasing. The amount of domestic waste generated fell from 7.25kg in 2018 to 7.06kg per person per week in 2019.

Greenhouse gas emissions by the community decreased during the period 2018 to 2021 from 598,164 (CO₂e) tonnes to 543,979 (CO₂e) tonnes.

Water quality of local waterways remained the same (no net decline) over the past three years.

Achievements

The City's extensive bushland reserves were enhanced including Ferndale, Northbridge, Beverly Blacklock, Robb, Broomham, Flat Rock Gully, Blue Gum, Coolaroo, Watergate, Castlehaven, Burrabru and North Arm Reserves, and Market Garden, Willis and Castle Cove Parks.

We also carried out improvements in the Middle Harbour and Lane Cove River catchments. This included rehabilitation, revegetation, stormwater management and pest, plant and animal management.

More than 11,656 community members took part in more than 526 events and programs over the past four years as part of the "Live Well in Willoughby" program. The program engages the local community and involves them in environmental activities to encourage living more sustainably.

Council exceeded its target of 20% renewable energy. Council also exceeded its target for a 100% increase compared with 2017/18 by 2023 in solar PV capacity. In addition a new water filtration system was installed at Willoughby Leisure Centre – the first of its kind in Australia - saving the Centre more than \$14,000 and 1 million litres of water in a year. Council implemented the stormwater harvesting and reuse scheme at Artarmon Reserve which saves 100,000 litres of water per day.

The *Our Green City Plan 2028* was implemented to address climate change and the environment.

In 2018 Council worked with other councils across Sydney to develop the *Resilient Sydney Strategy* the first resilience strategy for metropolitan Sydney. In 2021 Council adopted the *Resilient Willoughby Plan* to strengthen the community in becoming more resilient to the challenges presented from chronic stresses and acute shocks.

In 2018 Council joined 17 other NSW councils to sign a landmark agreement that sees 20% of Council's retail electricity from renewable sources. The agreement saves over 1,800 tonnes of CO₂-e every year and about \$37,000 over three years in reduced electricity costs.

The four-year gross pollutant trap renewal program was completed.



OUTCOME 2: A CITY THAT IS CONNECTED AND INCLUSIVE

Where do we want to be in 2028?

We are a City that is connected through our people, transport, technology and history. We celebrate the diversity of our people and provide opportunities to care and connect through activities, services and places. We will encourage and promote transport choices and connections for pedestrians, bikes, public transport and private vehicles. Our City will be a Smart City of the future supported by digital infrastructure.

Where are we now?

Indicator	Data Source	Previous Data	Latest Data	Trend	Status
Increase in number of journeys to work that do not use a motor vehicle	Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016	2011: 13,215	2016: 16,120	<input type="checkbox"/>	<input type="checkbox"/>
Increase in volunteer work undertaken	Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016	2011: 20.2%	2016: 21.9%	<input type="checkbox"/>	<input type="checkbox"/>

☐ Increased ☐ Decreased ☐ No significant change

☐ On track ☐ Off track

Residents' using public transport to travel to and from work is increasing. The number of journeys that do not use a motor vehicle increased from 13,215 in 2011 to 16,120 in 2016.

Volunteering is increasing. In Willoughby, 21.9% of adults engaged in voluntary work in 2016. This rate is higher than the rate in 2011 (20.2%).

Achievements

The City's bike network was extended. A new safe and accessible shared path route in Artarmon opened in 2021. Council completed a concept design for a shared path for pedestrians and cyclists on the Pacific Highway between Mowbray Road, Artarmon and St Leonards Station.

To improve transport, traffic and parking, Council delivered a number of projects:

The Willoughby Integrated Transport Strategy 2036 to guide transport planning in the future.

Council also adopted the Street Parking Strategy to optimise the operation and management of street parking. The Street Parking Strategy aims to build a parking management system which meets the needs of all residents and supports and fosters a prosperous economy and a socially connected community.

A bus priority study for Mowbray Road, Chatswood to Willoughby was completed.

A traffic calming project commenced in 2021 at Artarmon Local Centre to create more pedestrian friendly streets around Artarmon Village and Artarmon Station.

Council launched the Chatswood CBD Parking Finder. The free parking tool helps drivers find parking and reduce the time spent looking for a spot.

Council consulted with landowners to re-design the Northbridge Car Park.

The annual program of community events included the Emerge Festival, Australia Day, Lunar New Year Festival, Willoughby Symphony concerts and Chatswood Mall Market. In 2021 inaugural pilot Chatswood cultural and creative events program including ticketed performances and light art was held in The Concourse precinct.

Council continued to implement and report progress against the *Disability Inclusion Action Plan 2017-2021*. The plan aims to make Willoughby an inclusive and accessible city for everyone.

The MOSAIC Centre turned 25 in 2018. The Centre provides more than 50 programs, mostly run by volunteers, to bring together residents to support one another, and to share their culture and interests. Many programs

transitioned online during the pandemic so that learning and opportunities for our CALD community could continue.

In 2021 Warner's Park Community Centre (the former Northbridge Bowling Club) opened. The refurbishment included a multipurpose community centre with café.

Delivery of the Artarmon Parklands which included a playground, community garden and the designs for a Pavilion that can be enjoyed by the community.

Council conducted the "Think Before You Park" and "Safety Over Convenience" programs to modify driver behaviour and improve public safety.



OUTCOME 3: A CITY THAT IS LIVEABLE

Where do we want to be in 2028?

We are a City that is safe, engaging, vibrant and supported by great urban design. Our City has lively village centres and a strong Central Business District (CBD) that we will celebrate and promote. Our community will have access to spaces that promote a healthy and active lifestyle.

Where are we now?

Indicator	Data Source	Previous Data	Latest Data	Trend	Status
Increase in appeal of Willoughby LGAs as a place to live	Willoughby City Council Community Perception Survey	2018: 93%	2020: 93%	<input type="checkbox"/>	<input type="checkbox"/>
Increase in perception of Willoughby as safe ¹ /Low crime rate ²	Willoughby City Council Community Wellbeing Survey	2018: 1. feel safe: na 2. crime rate: 1. assault - non domestic violence: 173.2 2. sexual: 89.7 3. assault - domestic violence: 150.7 4. robbery: 23.7 5. break and enter - dwelling: 225.5	2020: 1. feel safe: 91% 2. crime rate: 1. assault - non domestic violence: 181.1 2. sexual: 81.3 3. assault - domestic violence: 117.0 4. robbery: 13.5 5. break and enter - dwelling: 102.2 6. motor vehicle theft: 44.3	<input type="checkbox"/>	<input type="checkbox"/>

¹ Percentage of residents who feel safe walking alone in their local area at night

² Local Government Area Crime rate per 100,000 population across offence types: 1. assault - non domestic violence 2. sexual 3. assault - domestic violence 4. Robbery 5. break and enter – dwelling 6. motor vehicle theft 7. property damage

Indicator	Data Source	Previous Data	Latest Data	Trend	Status
		6. motor vehicle theft: 67.3 7. property damage: 403.6	7. property damage: 337.5		
Increase in people living and working in Willoughby LGA	Australian Bureau of Statistics, Census of Population and Housing 2016	NA	2016:26.9%	No trend	N/A

☐ Increased ☐ Decreased ☐ No significant change

☐ On track ☐ Off track

Residents feel Willoughby City is a good place to live (93%) but this has not changed over the past three years.

Most residents feel that Willoughby is a safe place. 91% of residents feel safe walking alone in their local area at night.

Overall recorded rates of crime have fallen. The rate of personal crime in Willoughby per 100,000 population has decreased between 2018 and 2020. Personal crime includes domestic violence, assaults, sexual assault and robbery. The rate of property crime in Willoughby per 100,000 population has decreased between 2018 and 2020. Property crime includes break and enter and motor vehicle theft.

A significant proportion (26.9%) of residents remain within the Willoughby LGA to work.

Achievements

Council undertook its works program upgrading 44 parks and playgrounds – more than the 41 originally planned. These included Artarmon Reserve, Beauchamp Oval, Bicentennial Oval, Chatswood Skate Park, Chatswood Park, Don Wilson Park, Muston Park, Naremburn Park, Northbridge Oval, Thompson Park, Warners Park and Willis Park.

Sportsgrounds upgrades were undertaken across the local government area and included:

- Cricket net improvements at Artarmon Oval
- Drainage and irrigation upgrades at Bales Park and Willoughby ovals
- Renewal of the sportsground drainage system, surface and pumps at Castle Cove Oval
- Renewal of Chatswood Rotary Athletic Field floodlights - leaving an old light tower in place as prior nesting site for White Breasted Sea Eagles
- Renewal of drainage, irrigation, oval surface, centre wicket and practice nets at Mowbray Public School
- Conversion of Chatswood High School turf field to a synthetic playing field. Bitumen multi-sport courts, new floodlighting and cricket nets were installed.
- Chatswood Park major upgrades including redesign of the skate park, playground and removal of the old Cedrick Pike Pavilion.

Gore Hill Park's \$10.5 million redevelopment was officially opened in 2019. This landmark project included installation of a synthetic field, new floodlighting, accessible playground and outdoor gym. It also incorporated a 2.4 megalitre capacity stormwater tank to relieve downstream flooding. The synthetic field provides more than double the playable hours than the old natural field. It was funded by the federal government (\$9.5 million) and Council (\$1 million). The redevelopment of Gore Hill Park was recognised with a high commendation in the community facility of the year NSW/ACT category of the Parks and Leisure Australia Awards. In 2021 Council endorsed its preferred option for stage 2 of the Gore Hill indoor sports centre that will provide six indoor courts, sports hall, gym, multi-purpose area for meetings and clubs, café, retail space and 182 car spaces.

In 2017/18 the major refurbishment of Willoughby Leisure Centre was undertaken. This included waterproofing, re-tiling, painting and improved layout to provide better access and greater comfort for users and reduce water and energy consumption. This included more contemporary and functional change room facilities. Plans prepared for new lap pool, sauna and learn-to-swim facility.

A new pavilion was built at Artarmon's Thomson Oval in 2020. Funded \$515,000 from the Australian Government and \$500,000 from Council, the existing brick building was demolished and replaced with the new pavilion. It includes public toilets, change rooms, canteen, storage, rainwater tank and new landscaping.

A major upgrade at Chatswood Library was undertaken in 2019. This included a new entry, foyer area and service point, three new hireable meeting spaces, creation of a new quiet study zone, new local history display areas and a creator space. A business and community space was also created in the library.

Council's Laneway Activation Program also called Chatswood CBD Changing Lanes commenced to transform laneways within the Chatswood CBD. Concepts were designed for Spring Place, Mills Lane, Post Office Lane and Charlotte and Anderson Streets.

In 2020, Council conducted its Community Perception Survey which identified the quality of life in the local area is high, with 97% of residents feeling that they have a good to excellent quality of life.

In 2020 Council endorsed the Willoughby Local Strategic Planning Statement and its Local Environmental Plan (LEP) for consultation together with the development control plan (DCP). It provides the framework for all planning within the area, development and building within the area. The DCP included amendments to improve design and construction of developments to create energy efficient and environmentally sustainable buildings.

In 2019, a review of heritage items was undertaken with listing of 7 additional items progressed.

Council provided 35 affordable housing units for people on low to moderate incomes who are working in essential services including child care, emergency services, health and education. Concept designs have been prepared for provision of affordable housing sites at Abbott Road, Artarmon and Sailors Bay Road Northbridge.

Council adopted the Affordable Housing Strategy, Bicentennial Reserve Plan of Management (PoM), Haven Amphitheatre Castlehaven Reserve, Castlecrag (Plan of Management (PoM), Industrial Lands Strategy, Housing Strategy, Sportsfields Plan of Management (PoM), Tennis Court Strategy and Warners Park Plan of Management (PoM).

A refurbishment of Chatswood Youth Centre to enhance recreational opportunities was completed. The works included soundproofing of the music room, repairs and painting.

Refuge island detailed design modifications for Sailors Bay Road, Northbridge were completed.

The Willoughby Symphony Orchestra topped international charts on iTunes.



OUTCOME 4: A CITY THAT IS PROSPEROUS AND VIBRANT

Where do we want to be in 2028?

Our City will have a robust economy with meaningful and diverse employment opportunities close to home. We will be a City where local and global businesses thrive. Our City, its places and vibrancy will attract businesses and visitors from around the world. We will be leaders in creativity and innovation.

Where are we now?

Indicator	Data Source	Previous Data	Latest Data	Trend	Status
Increased Gross Regional Product	National Institute of Economic and Industry Research	2017: \$11.19 billion	2020: \$11.86 billion	<input type="checkbox"/>	<input type="checkbox"/>
Increase in tourism visitors ³	Tourism Research Australia	2018: 2.50 million	2020: 1.89 million	<input type="checkbox"/>	<input type="checkbox"/>
Jobs-to-worker ratio	National Institute of Economic and Industry Research	2018: 1.69	2019: 1.65	<input type="checkbox"/>	<input type="checkbox"/>

☐ Increased ☐ Decreased ☐ No significant change

☐ On track ☐ Off track

The value of the local economy - Gross Regional Product – has grown from \$11.19 billion in 2017 to \$11.86 billion in 2020.

Tourism visitors fell by 24% This was largely due to the impacts of border closures and travel restrictions due to COVID-19.

³ International and domestic visitor nights

The jobs-to-workers ratio for Willoughby was 1.65 compared with 1.69 in 2018. This means that there were more jobs than resident workers.

Achievements

To stimulate economic development, the Local Centre Strategy was drafted following extensive community consultation. The Strategy has been incorporated into Council's draft Local Environmental Plan. Following significant public consultation, the Chatswood CBD Planning and Urban Design Strategy 2036 was endorsed by Council and also incorporated into the draft LEP.

Council completed the Economic and Employment Study. The scope of the study was to review all the business and industrial precincts to ensure that Council's economic development policies and land use planning provisions support the retention of existing employment and services.

Council launched its Economic Dashboard providing a snapshot of the key indicators for the Willoughby City economy.

To further engage and strengthen relationships with the business community, in 2021 Council held its first Business Forum.

Council implemented its Public Domain Improvement Program upgrading public domain in Wilkes Avenue and Hampden Road, Penshurst Street, Denawen Ave, Deepwater Road and Sailors Bay Road streetscapes and The Concourse precinct.

Since 2017, Council partnered with Service NSW as part of the Easy to do Business program which aims to make opening or expanding a small business easier by tackling the time, complexity and duplication issues that business owners face.

Council continued to foster sustainability within business including reducing energy, water and waste through its Better Business Partnership. 36 local businesses were accredited as a Better Business over the past four years.

Council partnered with *Destination NSW* and local businesses to host Vivid Sydney at Chatswood in 2018 and 2019. Vivid Sydney was cancelled in 2020 and 2021 due to restrictions on public gatherings as impacted by the

pandemic. Chatswood Culture Bites, a changing program of innovative cultural activities at The Concourse and Chatswood CBD, was held in its place in 2021.

Tree uplighting in Chatswood Mall was converted to LED to increase safety and visibility and save energy.



OUTCOME 5: A CITY THAT IS EFFECTIVE AND ACCOUNTABLE

Where do we want to be in 2028?

A City that is governed by an ethical Council that is open, transparent and accountable. A City that is led by informed representatives who actively encourage meaningful engagement with all stakeholders to seek their involvement in decisions made on their behalf. We will represent the interests of the community, be a good steward to the environment and advocate for the City's priorities.

Where are we now?

Indicator	Data Source	Previous Data	Latest Data	Trend	Status
Meet operating performance benchmark ratio	Willoughby City Council Audited Financial Statements	2019: 6.22% 2018: 12.68%	2020: 3.18%	Not applicable. Target met	<input type="checkbox"/>
Meet own source operating revenue benchmark ratio	Willoughby City Council Audited Financial Statements	2019: 79.31 % 2018: 89.62%	2020: 76.45%	Not applicable. Target met	<input type="checkbox"/>
Meet unrestricted current benchmark ratio	Willoughby City Council Audited Financial Statements	2019: 4.76x 2018: 4.70x	2020: 5.38x	Not applicable. Target met	<input type="checkbox"/>
Meet debt service cover benchmark ratio	Willoughby City Council Audited Financial Statements	2019: 8.61x 2018: 5.97x	2020: 5.33x	Not applicable. Target met	<input type="checkbox"/>
Meet rates, annual charges, interest and extra charges outstanding percentage benchmark	Willoughby City Council Audited Financial Statements	2019: 1.66% 2018: 1.38%	2020: 2.04%	Not applicable. Target met	<input type="checkbox"/>
Meet cash expense cover benchmark ratio	Willoughby City Council Audited Financial Statements	2019: 17.67 2018: 14.40	2020: 19.94	Not applicable. Target met	<input type="checkbox"/>

Indicator	Data Source	Previous Data	Latest Data	Trend	Status
Improve customer service rating (satisfaction) ⁴⁵	Willoughby City Council Community Perception Survey	2018: 73%	2020: 89%	<input type="checkbox"/>	<input type="checkbox"/>

☐ Increased ☐ Decreased ☐ No significant change

☐ On track ☐ Off track

When it comes to financial management, Council remained financially sustainable with all of the Office of Local Government benchmarks for the six audited performance measures met.

Most Willoughby residents are satisfied with Council's customer service with overall satisfaction amongst residents at 89%, a significant increase from 73% in 2018 – despite extra demand on Council's services during COVID-19.

Achievements

In 2020 Council conducted its Community Perception Survey. The results of the Survey showed 96% of residents are satisfied with the performance of Council.

The Delivery Program which outlines Council's commitments to the community over the term of Council was adopted in 2017. Council reviewed the Community Strategic Plan in 2017/2018. The resulting *Our Future Willoughby 2028* sets out the vision and priorities for the City. Council adopted the Resourcing Strategy to provide resources required to implement *Our Future Willoughby 2028*.

Council undertook business improvements including a review of customer service processes, improvements to development applications processing, going cashless, a review of our library service delivery model, a review of our recruitment process and improvements to the digitisation of our records. Council also commenced roll out of its new corporate IT systems.

Council's overall financial position, when taking into account local government industry indicators is sound. The strong financial position reflects sound financial management and Council's commitment to financial

⁴ Amongst those who had contact with Council

⁵ The 2020 survey used a different scale to the 2018 survey.

sustainability. It also strengthens Council's financial capacity to deliver on the outcomes of *Our Future Willoughby 2028*.

To support the community through the pandemic, in 2020 Council adopted the economic and community recovery plans to support the community through the pandemic. Council also provided more than \$3.6 million in fee and rental relief to businesses, community and sporting groups as part of its Business Support Plan to help support the community through the COVID-19 pandemic.

With a new Council and Executive Leadership team on board there was a renewed focus on strengthening our organisation to better serve Council and the community. The importance of corporate culture was front of mind for the organisation with the development of a new corporate direction.

Council made submissions to the NSW Government on the Western Harbour Tunnel and Warringah Freeway upgrade and upgrades to Chatswood Public School and Chatswood High School. Council also made submissions to IPART on local government election costs, the rating system, and reporting and compliance burdens on local government. Advocacy was also undertaken with a focus on: local government representation on National Cabinet, seniors living housing, bushfire support, renewing our libraries and infrastructure contributions reform.

A project management framework was introduced by Council to enable a consistent approach that maximises the likelihood of projects being delivered on time, to cost and to the intended scope. All projects proposed are individually assessed through prioritisation. These include ensuring projects respond to community need and align with the Community Strategic Plan.

Council improved its customer experience. The Customer Experience Improvement Strategy was adopted by Council. In 2018/19 the mystery calling program customer satisfaction index increased by 11 points. The Service Delivery Initiative award was presented to Council at the 2020 NSW Local Government Excellence Awards conducted by LG Professionals for our robotics process automation initiative for improved customer service.

Community Information Seminars commenced in 2020 to provide the community the opportunity to hear and ask questions about projects or issues in the local government area.

The Community Engagement Strategy and Community Participation Plan for planning matters were adopted by Council.

Council adopted its Fraud and Corruption Plan which outlines its approach to prevent, detect and respond to fraud, corruption or misuse of Council resources and reporting of wrongdoing. This included development of a comprehensive fraud and corruption education and awareness program; improvements to controls in the procurement process such as periodic spot audits and declaration of any conflicts of interest; and enhancing ease of accessibility to relevant policies such as Code of Conduct, Fraud and Corruption, and Complaints Handling Policy.

Council adopted the updated Asset Management Strategy to manage Council's assets. The implementation of the strategy, in addition to the Infrastructure Levy, has reduced the infrastructure backlog – the value of renewal works – and improved the condition of community assets. The infrastructure backlog ratio has fallen from 1.40% in 2017/18 to 1.31% in 2020/21. The percentage of assets in 'excellent' to 'good' condition increased from 72.1% to 75.9% between 2017/18 and 2020/21.

New websites for Council and Willoughby City Library were launched.



COMMUNITY PERCEPTION SURVEY

Council conducts surveys of our community's satisfaction with Council and services and programs to ensure that we maintain a high level of service delivery.

Overall satisfaction

Council is performing above its 2018 result and significantly above benchmarks, with 96% of residents are 'very satisfied', 'satisfied' or 'somewhat satisfied' with the performance of Council.⁶

All 38 comparable service/facilities generated satisfaction scores equal to or above the benchmark set by the researchers for other comparable councils.

83% of residents rated their quality of life as 'good' to 'excellent'. This is significantly above the benchmark set by the researchers for other comparable councils.

88% are at least somewhat satisfied with the level of communication Council currently has with the community.

Opportunities for improvement

47% of respondents commented that they would like to see improved and better maintained services, facilities and infrastructure, including traffic flow/congestion, roads, parking and public transport.

Importance and satisfaction

The two services/facilities ranked highest both in terms of importance and satisfaction are 'maintenance of parks' and 'safety in public areas'.

⁶ The 2020 survey used a different scale and question wording to the 2018 survey.

15.6 SUBMISSION ON THE DRAFT GUIDELINES FOR RISK MANAGEMENT AND INTERNAL AUDIT FOR LOCAL COUNCILS IN NSW

ATTACHMENTS:	1. IMPLICATIONS 2. DRAFT GUIDELINES FOR RISK MANAGEMENT AND INTERNAL AUDIT FRAMEWORK FOR LOCAL COUNCILS IN NSW: SUMMARY OF CHANGES 3. DRAFT GUIDELINES FOR RISK MANAGEMENT AND INTERNAL AUDIT FRAMEWORK FOR LOCAL COUNCILS IN NSW 4. 2019 SUBMISSION – NEW AUDIT AND RISK FRAMEWORK (2 - 4 INCLUDED IN ATTACHMENT BOOKLET 2)
RESPONSIBLE OFFICER:	LAURA KENDALL – CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	SAMANTHA CHARLTON – GOVERNANCE, RISK & CORPORATE PLANNING MANAGER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

To seek endorsement of a submission to the Office of Local Governments (OLG) on the draft *Guidelines for risk management and internal audit for local councils in NSW* (draft Guideline).

2. OFFICER'S RECOMMENDATION

That Council:

- 1. Endorse a submission to the Office of Local Governments on the draft *Guidelines for risk management and internal audit for local councils in NSW* as outlined in the report.**
- 2. Delegate authority to the Chief Executive Officer to make minor amendments to the submission which do not alter the intent.**

3. BACKGROUND

In 2016, the *Local Government Act 1993* was amended to require councils to appoint an Audit, Risk and Improvement Committee (ARIC). The OLG has since been working with councils to develop a framework that will support the operation of ARICs and the establishment of risk management and internal audit functions.

In December 2019, Council made a submission on the proposed guidelines. Since this date, the OLG has refined the proposed model and is now seeking feedback, with submissions required to be lodged by 26 November 2021.

4. DISCUSSION

The OLG has advised that as of 4 June 2022, all councils must have an ARIC and that the draft Guideline has been developed to support this requirement. Contained in **Attachment 2** is a summary of changes made to the guideline since the last round of consultation. A full copy of the draft Guideline is contained in **Attachment 3**.

4.1 Willoughby City Councils 2019 Submission on the draft Guidelines for Risk Management and Internal Audit for local councils in NSW

Council's previous submission raised a number of concerns which have been addressed in the draft Guideline, as detailed below. A copy of the 2019 submission is contained in **Attachment 4**.

Head of the Internal Audit function

1. *Issue: Limited options for reporting structure – requirement to report to the Chief Executive Officer*

This role can now report to the Chief Executive Officer or a sufficiently senior role that ensures the internal audit function fulfils its responsibilities.

This issue has been addressed.

2. *Issue: The need for principles to guide councils in the appointment of head of the Internal Audit function.*

The following eligibility criteria is provided:

- the head of an in-house internal audit function must be a council employee and cannot be outsourced, other than through a shared arrangement with another council – this is to ensure that the council retains strategic control of the internal audit function and is able to actively monitor the performance of the internal audit function
- must be independent, impartial, unbiased and objective when performing their work and free from conflicts of interest
- should possess the following skills, knowledge and experience to effectively carry out their role:
 - the credibility to ensure they can negotiate on a reasonably equal footing with the general manager (or their delegate), governing body and ARIC
 - the skills, knowledge and personal qualities necessary to lead credible and accepted internal audit activities in the council
 - strong experience overseeing internal audit
 - appropriate qualifications and professional certifications, and
 - local government experience (preferred).

This issue has been addressed.

3. *Issue: Requirement that the head of the Internal Audit function must be a stand-alone role.*

The head of the Internal Audit function can undertake dual responsibilities provided that safe guards are implemented to limit any real or perceived bias or conflicts of interest. For these reasons the role cannot be performed by the Chief Executive Officer, the Chief Financial Officer or a risk management function.

This issue has been addressed.

Fees payable to ARIC Independent Members

Issue: Resourcing the ARIC based on the NSW prequalification scheme fee range is a challenge and financial burden for Council.

Councils are only required to consider fees payable under the prequalification scheme. The determination of the fees is to be agreed by council and the Chair or member, and is to reflect the time, commitment and responsibility of serving on the committee.

This issue has been addressed.

Councillor Representation of the ARIC

Issue: The proposed framework did not provide for councillor participation on the ARIC.

Membership of the ARIC includes an optional non-voting councillor member.

This issue has been partially addressed.

Confidentiality of ARIC minutes

Issue: The proposed framework should clarify the issue of confidentiality of minutes, and ensure that legislative authority is provided for keeping minutes confidential.

The draft Guideline provides councils with the discretion to determine whether ARIC agendas and minutes are made available to the public. It is recommended that due to the sensitive nature of information considered by the ARIC this information is treated as confidential. No clarity has been provided on the legislative authority that supports the presentation of ARIC minutes to council as a confidential business paper. However, this does not impact on Council procedures as in the interest of openness and transparency, minutes of the ARIC are made publically available.

This issue has been partially addressed.

External Assessments

Issue: The proposed framework should clarify if councils are required to commission more than one external assessment in a council term.

The draft Model Terms of Reference for local government ARICs stipulate that an external review of the effectiveness of the ARIC is required at least once every council term.

This matter has been clarified.

Service Reviews

Issue: More clarity is sought in regards to the scope and operation of service reviews in a local government setting.

The draft Guideline advises that the ARIC and the Internal Audit function have the following responsibilities in regards to service reviews and business improvement. Both functions are to advise council:

- if council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
- if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
- how the council can improve its service delivery and the council's performance of its business and functions generally

This matter has been clarified, however as noted below, the scope of responsibilities assigned to the ARIC in the draft Guideline is not supported.

4.2 Consideration of the 2021 draft Guidelines for Risk Management and Internal Audit for local councils in NSW

A review of the draft Guidelines has been undertaken by Council staff and feedback has been sought from Members on Council's ARIC, at its last meeting. The OLG is seeking submissions on the draft by 26 November 2021 and it is proposed that a submission be lodged seeking consideration of the following.

Mandatory Guidelines, Terms of Reference and Internal Audit Charter

The draft Guidelines have been developed to assist councils to comply with legislative responsibilities and to strengthen risk management and internal audit functions within councils.

In their current form the draft Guidelines are considered too prescriptive and do not take into consideration the differing levels of maturity in councils in the establishment and operation of ARIC, Risk Management or Internal Audit functions. This prevents sufficient flexibility to enable councils to tailor the functions to reflect their operating environment.

Scope of responsibility

The responsibilities of the ARIC are listed on pages 91 – 94 of the draft Guideline as contained in **Attachment 3**. The scope of these responsibilities is inconsistent with an advisory committee whose role is to provide assurance only, not to exercise administrative functions or a management functions for a council. It is therefore recommended that these provisions be reviewed.

Independence and Agility

The requirement that ARIC's annual and four-yearly strategic plan must be endorsed by council compromises the independence of the committee and restricts the ability of the committee to respond to emerging issues in a timely manner.

Councillor Membership

The draft Guideline stipulates that councillor membership is limited to one non-voting member. To enable committees to be structured to meet the needs of individual councils, the number of councillors should not be stipulated. However, noting the nature of membership of the committee and their role, it is appropriate that councillors constitute a minority.

Councillor members are required to meet the following eligibility requirements:

- be financially literate
- have a good understanding of one or more of the following that would provide a valuable contribution to the committee:
 - internal audit and external audit
 - risk management
 - governance
 - performance management
 - financial management and reporting
 - accounting
 - human resources management
 - internal control frameworks
 - fraud and corruption prevention
 - IT/cyber security
 - the local community, or
 - another relevant subject matter.
- undertake any training on the operation of ARIC recommended by the chair based on their assessment of the skills, knowledge and experience of the committee member.

As these requirements are inconsistent with the proposed non-voting status for a councillor, it is recommended that councillors(s) have voting rights.

Limitations on Committee Membership – Prequalified Members

The draft Guideline indicates that there will be a limit on the number of committees that a prequalified voting member can hold membership, this is to preserve independence. Noting that the draft Guidelines require members to have sufficient time to devote to their responsibilities, this restriction is not supported. The ability of members to service multiple committees fosters a broader understanding of local government and the environment in which councils operate. Additionally, members who serve on multiple committees are exposed to a greater variety of issues which will inform councils that face similar circumstances.

5. CONCLUSION

To ensure that consideration is given to the issues raised in this report, it is recommended that Council endorse the preparation of a submission on the draft *Guidelines for risk management and internal audit for local councils in NSW*. This will provide the OLG opportunity to consider further amendments to the draft Guidelines.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	5.1 – Be honest, transparent and accountable in all that we do
Business Plan Objectives, Outcomes / Services	The Audit, Risk and Improvement Committee (ARIC) is a statutory committee, which provides assurance in the areas of internal and external audit, risk management, business improvement and governance. This promotes effective performance in pursuit of the priorities outlined in the <i>Our Future Willoughby 2020 Community Strategic Plan</i> .
Policy	Draft <i>Guidelines for risk management and internal audit for local councils in NSW</i>
Consultation	Council's ARIC has been consulted on the draft Guideline and have informed Council's submission.
Resource	Administrative support is provided to this Committee by the Audit and Risk Team.
Risk	The draft Guidelines may impose new legislative compliance risks. As legislative compliance has been identified as an operational risk a submission will be made outlining issues identified with the draft Guidelines. However, as Council has an established ARIC, the Internal Audit and Risk Management function the risk is considered low.
Legal	The draft Guidelines contain requirements that are currently legislated in the <i>Local Government Act 1993</i> and will be legislated through proposed amendments to the <i>Local Government (General) Regulation 2021</i> . Failure to implement the requirements of the Guideline may constitute a breach of this legislation.
Legislation	<i>Local Government Act 1993</i> <i>Local Government (General) Regulation 2021</i>
Budget/Financial	This report has no budgetary or financial implications.

15.7 LEGAL MATTERS REPORT - NOVEMBER 2021

ATTACHMENTS:	1. IMPLICATIONS 2. LEGAL MATTERS REPORT
RESPONSIBLE OFFICER:	LAURA KENDALL – CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	SAMANTHA CHARLTON – GOVERNANCE, RISK & CORPORATE PLANNING MANAGER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

To present for noting the legal services report for November 2021.

2. OFFICER'S RECOMMENDATION

That Council receive the legal services report for November 2021.

3. BACKGROUND

At its meeting on 9 March 2020, Council resolved:

That Council receive a report each Council Meeting from officers that includes all outstanding or ongoing legal matters (including mediation, NCAT, litigation, etc. excluding matters concerning NSW State Revenue). A further confidential report should contain prospects and expected costs.

This report presents the legal services report (**Attachment 2**) for Council's consideration.

4. DISCUSSION

The report includes four tables for the different categories of matters:

1. Reviews of decisions and complaints such as GIPA and privacy matters.
2. Civil claims including:
 - 2.1 Contractual claims by and against Council, property and leasing disputes, as well as claims by and against Council for property damage or personal injury and defamation proceedings.
 - 2.2 Participation in any class actions.
3. Compliance actions and prosecutions.
4. Planning appeals.

5. CONCLUSION

The legal services report offers an overview of current legal matters in which Council is involved.

ATTACHMENT 1

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 a monthly report is related to the work undertaken by the Legal Counsel and the Governance, Risk and Corporate Planning Unit.
Policy	This report is produced pursuant to a resolution of Council.
Consultation	Internal consultation is undertaken to produce the report.
Resource	This report is provided using existing staff resources and external legal providers.
Risk	Due to the identified risks associated with the subject matter of this report, information that would constitute a breach of the <i>Privacy and Personal Information Protection Act 1998</i> or information that would compromise Council's legal prospects has not been included in the open report.
Legal	The purpose of this report is to inform Council on current legal proceedings.
Legislation	<p>On 25 March 2019, Council resolved to delegate to the Chief Executive Officer the functions of the Council under the <i>Local Government Act 1993</i> and any other legislation conferring functions on the Council, with the exception of functions which are required by legislation to be performed by the governing body of the Council and certain other matters specified in the instrument of delegation.</p> <p>In accordance with this delegation, the Chief Executive Officer is authorised to manage litigation and claims.</p>
Budget/Financial	Proceedings undertaken are financed through approved budgets.

Current Litigation and Claims Report November 2021
This material is Confidential and Subject to Legal
Professional Privilege

1. **Reviews of Decisions and Complaints - GIPA, Privacy Complaints – there are no current matters**
2. **Civil Claims - Contractual or property including leasing disputes, contractual claims by and against Council as well as claims by and against Council for property damage or personal injury, defamation proceedings and any classactions**

Court / Matter No or Ref	Counter Party	Type of Matter	Status last month	Status this month	Law firm / counsel engaged	Insurer	Comments last month	Comments this month
NSW District Court 2019/96207	John Hooper	Defamation Proceedings	Since 16 September 2021, there have been several deferrals / incomplete hearings. The most recent on 7 October 2021, with the matter being incomplete and adjourned to 14 October 2021.	Council was required to identify documents as part of the discovery process and produce those documents prior to 18 November 2021.	RGS Lawyers appointed by Council's insurers.	StateWide Mutual	The matter is listed to be heard on 14 October 2021.	Matter listed for further directions on 25 November 2021.

Court / Matter No or Ref	Counter Party	Type of Matter	Status last month	Status this month	Law firm / counsel engaged	Insurer	Comments last month	Comments this month
N/A	BAMM Medical Centres Pty Ltd - BAMM Group	Lease dispute with tenant.	Council has received an updated offer from BAMM.	BAMM are yet to sign and return the Deed of Agreement regarding the rent relief package.	Pikes & Verekers	N/A	BAMM and Council officers have reached agreement on a rent relief package.	The Deed of Agreement is yet to be finalised by BAMM. Council has applied for the matter to be mediated and is awaiting a mediation date to be allocated.

Court / Matter No or Ref	Counter Party	Type of Matter	Status last month	Status this month	Law firm / counsel engaged	Insurer	Comments last month	Comments this month
Federal Court NSD215/2019	Lead Plaintiffs The Owners – Strata Plan No 87231 v 3A Composites GmbH & Halifax Vogel Group Pty Ltd, Federal Court of Australia, Proceeding number NSD215/2019 (“Alucobond Combustible Cladding Class Action”)	Council is participating as a Funded Group Member in the Alucobond Combustible Cladding Class Action in relation to Alucobond installed at The Concourse.	The matter was listed for case management on 6 October 2021.	Council has received a Subpoena requiring the production of documents relating to the certification of The Concourse.	William Roberts Lawyers instructed by litigation funders Omni Bridgeway (Previously IMF Bentham).	N/A	The matter was heard on 6 October 2021. The Court allowed for a subpoena to be issued on Council seeking documents regarding certification of The Concourse.	Council will produce the documents as required under the Subpoena by 20 October 2021. The matter will be in Court for case management on 3 November 2021.

3. Compliance actions and prosecutions – there are no current matters

4. Planning Appeals

Court or Tribunal / Matter No or Ref	Counter Party	Type of Matter / Property	Status last month	Status this month	Law firm / counsel engaged	Comments last month	Comments this month
Land & Environment Court – 2020/160587	Luxeco Property Pty Ltd	Class 1 appeal deemed refusal for townhouse development at 82-86 Eastern Valley Way, Willoughby.	Council is yet to receive the judgement	Judgement was received which upheld and granted approval subject to conditions being resolved. Conditions yet to be resolved.	McCabe Curwood	The matter proceeded to hearing, Council yet to receive the judgment.	Solicitors liaising on conditions.
Land & Environment Court 2020/327200 – Class 1 appeal of Refusal of Building Information Certificate	JGCO Pty Ltd	Class 1 appeal of Refusal of Building Information Certificate – 302/72 Laurel Street	An outcome has been agreed with work to be carried out to enable a Building Information Certificate to be issued.	No change	HWL Ebsworth	Awaiting work to be completed prior to conducting an inspection of the property.	No change

Court or Tribunal / Matter No or Ref	Counter Party	Type of Matter / Property	Status last month	Status this month	Law firm / counsel engaged	Comments last month	Comments this month
Land & Environment Court 2021/23645 – Class 1 appeal against Refusal of DA for Boarding House.	Kei Ng	Class 1 appeal against Refusal of DA for Boarding House. 6 View Street Chatswood	Conciliation was terminated. Amended plans have been received, notified and are currently being assessed.	No change	McCabe Curwood	If there are prospects of an agreement being reached, a conciliation conference could be recommenced. If the matter is not resolved through conciliation it will be listed for Hearing on 9 / 10 November 2021.	No change
Land & Environment Court 2021/54509 – Class 1 appeal against refusal of seniors living development.	TEDA Northshore Pty Ltd	Class 1 appeal against refusal of seniors living development – 99 Beaconsfield Road and 22B Greville Street Chatswood	The hearing was held on 27 and 28 September for consent orders noting agreement between experts was reached on the basis of amended plans. Parties were directed to confer on conditions. Judgement is yet to be handed down.	No change	Maddocks	The amended plans satisfactorily addressed all contentions and included a reduction in the number of units / height to the single storey at the rear, and increase in setbacks to side and rear boundaries.	No change

Court or Tribunal / Matter No or Ref	Counter Party	Type of Matter / Property	Status last month	Status this month	Law firm / counsel engaged	Comments last month	Comments this month
Land & Environment Court 2021/169065	Blanc Black Projects Pty Ltd	Class 1 appeal against deemed refusal of DA for residential flat development at 58-60 Eastern Valley Way, Northbridge	Matter set for hearing on 1 and 2 December 2021.	No change	Maddocks	It is expected that the applicant will serve a notice of motion seeking leave to serve amended plans.	No change
Land & Environment Court 2021/00168727 and 2021/00168747	Lin Yu and Jay Jay Xu	Class 1 appeal against refusal of the Building Information Certificate and a Class 4 action against a compliance order issued for 16 Johnson Street, Chatswood regarding the unauthorised conversion of a garage for habitable purposes.	Conciliation conference was held on 28 September and was adjourned for submission of amended plans. The matter is listed for 15 October 2021.	Conciliation further adjourned to 1 November 2021.	HWL Ebsworth	Negotiations are continuing between both parties to reach an agreement on setting back the garage structure, converting in part to a carport and removing unauthorised fittings.	Further amendments and information required prior to agreement being able to be reached.

15.8 COUNCIL DELEGATED AUTHORITY DURING RECESS

ATTACHMENTS:	1. IMPLICATIONS
RESPONSIBLE OFFICER:	LAURA KENDALL – CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	SAMANTHA CHARLTON – GOVERNANCE, RISK & CORPORATE PLANNING MANAGER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

To seek Council's delegation of authority to the Mayor and Chief Executive Officer during the 2021-2022 during recess period to ensure that urgent matters can be responded to in a timely manner.

2. OFFICER'S RECOMMENDATION

That Council:

- 1. Note the Council will be in recess from 4 November 2021 to 30 January 2022.**
- 2. Delegate authority to the Mayor and Chief Executive Officer from 4 November 2021 to 30 January 2022 to deal with matters during the break 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**
 - decisions being deferred where Council policy provides no clear guidelines.**
- 3. Note a report outlining how the authority was exercised will be provided to Council at its meeting of 31 January 2022.**

3. BACKGROUND

To ensure that the Mayor and Chief Executive Officer have the authority to respond to urgent matters during the caretaker period, a report is presented annually to seek delegation of authority from the Council. This authority is 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**
- decision being deferred where Council policy provides no clear guidelines.**

4. DISCUSSION

The annual recess period will commence on 4 November 2021, and conclude on 30 January 2022. During this period, the authority delegated by Council to the Mayor and Chief Executive Officer ensures that urgent matters can be responded to in a timely manner.

As the local government elections are being held on 4 December 2021, Council will be in caretaker mode from 4 November 2021, until this date. During this period, Council will be subject to restrictions as stipulated in section 393B of the *Local Government (General) Regulation 2021*, specifically this will limit the ability of the Chief Executive Officer to enter into contracts of an amount greater than \$541,700. Other restrictions concern the determination of controversial development applications and the appointment of a Chief Executive Officer.

A report outlining how the delegated authority was exercised during the recess period will be provided to the Council meeting of 31 January 2022.

5. CONCLUSION

It is recommended that Council delegate authority to the Mayor and Chief Executive Officer for the period 4 November 2021 – 30 January 2022, to ensure that urgent matters can be responded to in a timely manner.

ATTACHMENT 1

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.
Policy	Section 3.1 of the Code of Meeting Practice states that meetings shall be held on the second Monday of each month, except when Council is in recess, or as otherwise resolved by Council.
Consultation	Community notifications will be placed on Council's website.
Resource	Resourcing will be as per day to day activities. Decisions requiring Council approval will be referred to a future meeting.
Risk	Delegations with clear parameters issued to the Mayor and Chief Executive Officer enable urgent Council business to be attended to during recess.
Legal	The authority delegated to the Mayor and Chief Executive Officer during the recess period is subject to limitations as stipulated in section 377 of the Local Government Act 1993 and clause 393B of the <i>Local Government (General) Regulation 2021</i> .
Legislation	<i>Local Government Act 1993</i> <i>Local Government (General) Regulation 2021</i>
Budget/Financial	Decisions made during this period must be in accordance with an approved budget.

15.9 CODE OF CONDUCT - COMPLAINT STATISTICS

ATTACHMENTS:	1. IMPLICATIONS 2. MODEL CODE OF CONDUCT – COMPLAINT STATISTICS
RESPONSIBLE OFFICER:	LAURA KENDALL – CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	SHERRYN WILLIAMS – TEAM LEADER GOVERNANCE
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

To report to Council, the annual Code of Conduct Complaints Statistics for the reporting period ending 31 August 2021.

2. OFFICER'S RECOMMENDATION

That Council:

- 1. Receive and note the annual report on Code of Conduct Complaint Statistics.**
- 2. Forward a copy of the annual report on Code of Conduct Complaint Statistics to the Office of Local Government.**

3. BACKGROUND

The *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW 2020* (the Procedures) require the presentation of an annual report to Council and the Office of Local Government (OLG) on Code of Conduct complaints. The report must provide data stipulated by the Procedures, in regards to Code of Conduct complaints concerning Councillors and/or the Chief Executive Officer.

4. DISCUSSION

All councils within New South Wales are required to adopt the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct). The Model Code of Conduct sets the minimum standards of conduct for council officials and assists council officials to:

- understand and comply with the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence
- act in a way that enhances public confidence in local government

Complaints regarding a failure by a Council Official to follow the Model Code of Conduct are investigated in a manner prescribed by the Procedures, details of these must be reported annually. The format of the annual report is determined by the OLG and is restricted to reporting on complaints concerning Councillors and/or the Chief Executive Officer. A copy of Council's annual report is contained in **Attachment 2**.

As noted in this report, no Code of Conduct complaints were received during the 12-month period ending 31 August 2021, and there are no outstanding complaints.

5. CONCLUSION

Council's consideration of this report and the referral of the statistics to the OLG ensures that Councils reporting obligations under the Procedures are fulfilled.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	5.1 – Be honest, transparent and accountable in all that we do
Business Plan Objectives, Outcomes / Services	Support Council's <i>Code of Conduct</i> , including management of complaints made under the <i>Code</i> .
Policy	<i>The Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW 2020</i>
Consultation	Council must report annually on code of conduct complaint statistics to the OLG and consults with the department on this requirement, if appropriate.
Resource	Officers within the Governance Unit are responsible for the compilation of statistics and reporting to the OLG.
Risk	Consideration of this report and submission to the OLG of the annual report ensures that reporting obligations under the Procedures are met.
Legal	The reporting to Council and the OLG of annual statistics fulfils Council's statutory requirements.
Legislation	Part 11 of the <i>Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW 2020</i> requires the annual reporting complaint statistics.
Budget/Financial	Investigation of Code of Conduct complaints is financed through approved budgets.

ATTACHMENT 2

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e	To investigate the matter (clause 6.13(e) of the 2018 and 2020 Procedures)	0
Investigation Statistics		
4	The number of investigated complaints resulting in a determination that there was no breach , in which the following recommendations were made:	
a	That the council revise its policies or procedures	0
b	That a person or persons undertake training or other education (clause 7.37 of the 2018 Procedures or clause 7.40 of the 2020 Procedures)	0
5	The number of investigated complaints resulting in a determination that there was a breach in which the following recommendations were made:	
a	That the council revise any of its policies or procedures (clause 7.36(a) of the 2018 Procedures or clause 7.39 of the 2020 Procedures)	0
b	In the case of a breach by the GM, that action be taken under the GM's contract for the breach (clause 7.36(h) of the 2018 Procedures or clause 7.37(a) of the 2020 Procedures)	0
c	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 (clause 7.36(i) of the 2018 Procedures or clause 7.37(b) of the 2020 Procedures)	0
d	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 and that the matter be referred to OLG for further action (clause 7.36(j) of the 2018 Procedures or clause 7.37(c) of the 2020 Procedures)	0
6	Matter referred or resolved after commencement of an investigation (clause 7.20 of the 2018 or 2020 Procedures)	0
Categories of misconduct		
7	The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:	
a	General conduct (Part 3)	0
b	Non-pecuniary conflict of interest (Part 5)	0
c	Personal benefit (Part 6)	0
d	Relationship between council officials (Part 7)	0
e	Access to information and resources (Part 8)	0
Outcome of determinations		
8	The number of investigated complaints resulting in a determination that there was a breach in which the council failed to adopt the conduct reviewers recommendation	0
9	The number of investigated complaints resulting in a determination that there was a breach in which the council's decision was overturned following a review by OLG	0

15.10 PETITIONS - BI-ANNUAL REPORT

ATTACHMENTS:	1. IMPLICATIONS 2. LISTING OF PETITIONS
RESPONSIBLE OFFICER:	LAURA KENDALL – CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	SHERRYN WILLIAMS – GOVERNANCE TEAM LEADER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

To present to Council the bi-annual report regarding the status of petitions presented to Council for the period April 2021 – October 2021.

2. OFFICER'S RECOMMENDATION

That Council receive and note the report regarding the status of petitions presented for the period April 2021 - October 2021.

3. BACKGROUND

Petitions are presented to Council in accordance with the Petitions Policy, which also requires the presentation of a report biannually regarding the status of any actions required.

4. DISCUSSION

Petitions allow the community to bring matters of concern to Council's attention and once reported to Council, are allocated to the relevant officer for actioning. A listing of the petitions tabled for the period April 2021 – October 2021 and their status is contained in **Attachment 2**.

5. CONCLUSION

This report informs Council of the current status of the petitions which have been reported to Council during the period April 2021 – October 2021.

ATTACHMENT 1

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 maintains information to update Council on the status of petitions.
Policy	This matter relates to Council's Petitions Policy adopted by Council on 8 May 2017.
Consultation	Consultation is determined by the relevant officer during the assessment period.
Resource	Governance officers' time in preparing information for Councillors. Council Officers' time as part of the assessment process.
Risk	Council provides through its petitions process an opportunity for the community to influence Council's decision making and ensures transparency in its assessment process.
Legal	There are no legal implications as a result of this report
Legislation	<i>Local Government Act 1993</i>
Budget/Financial	This report has no budget or financial implications.

PETITIONS UPDATE: PERIOD APRIL 2021 – OCTOBER 2021

ATTACHMENT 2

DATE	SUBJECT OF PETITION	REFERRED TO/RESOLUTION	STATUS
10/05/2021	277 Bus Route, Castle Cove (16 signatories seeking to amend the 277 bus route Allambie Road to Denawen Road, Castle Cove)	That Council receive and note the petition relating to the 277 bus route, Castle Cove.	<p>This item was referred to Transport for New South Wales and the State Transit Authority members of the Traffic Committee for consideration and advice on appropriate areas in TfNSW to forward this request.</p> <p>TfNSW and Forest Coach Lines advised on 4 and 3 June 2021, respectively that they do not support the request to reroute the 277 bus service via Denawan Road, Castle Cove. Accordingly, the 277 service will continue using Allambie Road.</p>
15/06/2021	Rear access to Headland Road via Pindari Avenue Castle Cove (10 signatories seeking Council to resurface the private road due to wear and tear caused by traffic using this lane way)	That Council note the petition regarding the condition of the road surface at the rear access to Headland Road via Pindari Avenue Castle Cove and refer the matter to the Planning and Infrastructure Director.	<p>After investigation, a letter was sent back to residents to advise that it appears the road has been established as a private access road by mutual covenants and restrictions placed on the relevant titles of the land comprising the access road.</p> <p>Consequently, the condition of the road and arrangements for its maintenance are not a public matter for Council and ratepayers more generally, but rather are the responsibility of the relevant land owners whose title are affected by the access road requirements.</p>

PETITIONS UPDATE: PERIOD APRIL 2021 – OCTOBER 2021

ATTACHMENT 2

DATE	SUBJECT OF PETITION	REFERRED TO/RESOLUTION	STATUS
15/06/2021	Planning Proposal at 58 Anderson Street, Chatswood (2018/001) (36 signatories seeking for Council to reject the Planning Proposal at 58 Anderson Street, Chatswood)	That Council note the petition regarding the Planning Proposal at 58 Anderson Street, Chatswood (2018/001) and refer the matter to the Planning and Infrastructure Director.	A report is being put to the 3 November 2021, which is seeking to support amendments to Willoughby Local Environmental Plan 2012 relating to 58 Anderson Street, Chatswood and forward to the Department of Planning, Industry and Environment for finalisation.
12/07/2021	Attachment 2 - Petitions Biannual Update - April 2021 to October 2021 (62 signatories against the proposed plan to turn carpark in front of the Griffin Centre on the corner of Edinburgh Road and The Postern in Castlecrag into a park)	That Council receive and note the petition on the proposal to turn the parking area into a park on the corner of Edinburgh Road and The Postern in Castlecrag, and refer the matter to the Community, Culture and Leisure Director.	At its meeting of 12 July 2021, Council adopted the Landscape Plan for the new park to replace the existing 8 space car park at the Castlecrag shops, but deferred the implementation of the park until alternate parking for the 8 spaces was found. Currently the car park gardens are being renovated with new plantings in time for the Castlecrag Centenary in November 2021.
02/08/2021	Artarmon Bowling Clubhouse (73 signatures petitioning against the removal of asbestos and any other hazardous material at the former Artarmon Bowling Clubhouse and for work to be delayed until the determination of the building's heritage status)	That Council receive and note the petition regarding Artarmon Bowling Clubhouse and refer the matter to the Community Culture & Leisure Director.	The report was received and noted. No additional action required.

PLANNING & INFRASTRUCTURE DIRECTORATE

15.11 PLANNING PROPOSAL FOR 100 EDINBURGH ROAD, CASTLECRAIG

ATTACHMENTS:	1. IMPLICATIONS 2. COUNCIL DETAILED ASSESSMENT 3. PLANNING PROPOSAL INCLUDING CONCEPT PLANS AND SUPPORTING REPORTS 4. ADDITIONAL APPLICANT INFORMATION 5. DRAFT DEVELOPMENT CONTROL PLAN 6. PROPOSED AMENDMENTS TO WILLOUGHBY LOCAL ENVIRONMENTAL PLAN 2012 7. PREVIOUS TRANSPORT FOR NSW ADVICE 8. WILLOUGHBY LOCAL PLANNING PANEL ADVICE (2-8 INCLUDED IN ATTACHMENT BOOKLET 3)
RESPONSIBLE OFFICER:	HUGH PHEMISTER – PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	IAN SHILLINGTON - CONSULTANT STRATEGIC PLANNER, PLANNING & INFRASTRUCTURE
CITY STRATEGY OUTCOME:	4.6 – FACILITATE THE VIABILITY AND VIBRANCY OF OUR VILLAGE CENTRES
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

To provide Council with an assessment and recommendation on Planning Proposal (PP 2021/06) to allow a mixed-use development including commercial and residential development at 100 Edinburgh Road, Castlecrag.

Members of the Sydney (North) Planning Panel should retire from Council Chambers during consideration of the Agenda Item.

2. OFFICER'S RECOMMENDATION

That Council:

1. Forward the Planning Proposal to the Department of Planning, Industry and Environment seeking a Gateway Determination under Section 3.34 of the *Environmental Planning and Assessment Act 1979*, with the following amendments to Willoughby Local Environmental Plan 2012:
 - a) Insert the following at Clause 4.3A Exceptions to height of buildings:
 - (9) The height of any building at 100 Edinburgh Road, Castlecrag being Lot 11, DP 611594 and Lot 1, DP 43691 shall not exceed AHD 97.490. For the purposes of this clause, the height of building does not include the following elements:
 - (a) any balustrade which is less than 1.2m height,

- (b) any lift tower allowing disabled access to communal areas on the building roof and access to the lift, not to exceed 4.5m above the roof finished floor level,
 - (c) any stair enclosure allowing access to the roof, not to exceed 3.5m above the roof finished floor level,
 - (d) any services installations which are less than 2m in height including but not limited to air conditioning, solar panels, skylights,
 - (e) any communal facilities such as barbeques, seating and tables, planter boxes,
 - (f) disabled facilities such as toilets, not to exceed 3.5m above the roof finished floor level.
 - b) Insert the following at Clause 4.4A Exceptions to floor space ratio:
(25) The floor space ratio of any building on the land at 100 Edinburgh Road shall not exceed 1.8:1 of which not more than 1.6:1 shall be above the level of Edinburgh Road.
 - c) Insert the following at *Schedule 1 Additional permitted uses*:
75 Use of certain land at 100 Edinburgh Road, Castlecrag
 - (1) This clause applies to land at 100 Edinburgh Road, Castlecrag, being Lot 11, DP 611594 and Lot 1, DP 43691.
 - (2) Development for the purpose of residential flat building is permitted with development consent if the consent authority is satisfied that:
 - (a) Those uses at ground level facing Edinburgh Road are used for non-residential purposes and
 - (b) A minimum of 18% of the total FSR is provided for non-residential purposes.
 - d) To amend the Height of Buildings Map (Sheet HOB_007) to remove height controls for the site at 100 Edinburgh Road, Castlecrag.
 - e) To amend the Floor Space Ratio Map (Sheet FSR_007) to remove floor space ratio controls for the site at 100 Edinburgh Road, Castlecrag.
 - f) To amend the Special Provisions Area Map (Sheet SPA_007) to show 100 Edinburgh Road, Castlecrag, as Area 9 (Clause 6.8 Affordable Housing applies), and Area 12 (Clause 6.23 Design Excellence applies).
2. Subject to 1. above, Council endorse for public exhibition the Planning Proposal as outlined in 1.
3. Endorse for public exhibition the draft site specific *Development Control Plan* provisions, subject to the following amendments:

Remove the following section in Part 9.2 Application of this Part:

Relationship to Planning Proposal design

This DCP governs the architectural design, prepared by FJMT Studio, lodged with the Planning Proposal for the site, subject to any changes adopted with the Planning Proposal. In accordance with the provisions of the Planning Proposal, the design architect is to be FJMT Studio. No alternative architect may be substituted without the agreement of Council.

Amend 5.3 Site Planning - Building height section to state the following:

Building height

Development of the site is to be carried out in accordance with clause 4.3A of the Willoughby LEP.

Amend 5.4 Development Controls for Public Open Space to include the following additional controls:

- (b) Any public right of way over private land should be for the public to use but is to be maintained by the private land holder. This public right of way should be compliant for disabled access and give consideration to Safer By Design principles and guidelines.***
- (c) A management plan for public open space areas is to be prepared by the applicant and approved by Council prior to approval of a development application on the site. The management plan is to address future management arrangements of areas in private ownership to be accessed by the public, including outdoor dining, landscaping, public access and on-going maintenance responsibilities.***
- (d) A footpath width on Edinburgh Road and Eastern Valley Way adjacent to the development that is 2.4m or wider as determined by the pedestrian load of the area and that generated by the development will be required. Any potential outdoor eating areas should be clear of this footway area.***
- 4. Endorse preparation by the applicant of a detailed site contamination assessment of the site prior to public exhibition of the Planning Proposal.**
- 5. Note that following public exhibition the Planning Proposal will be reported back to Council detailing the outcome of the public exhibition period at which time Council may resolve:**

 - (1) To proceed as recommended.***
 - (2) To proceed under controls proposed in the Planning Proposal provided.***
 - (3) To not proceed with the Planning Proposal.***
- 6. Request that the Department of Planning, Industry and Environment nominate Council as the Planning Authority to finalise the Planning Proposal and that the Department of Planning and Environment delegate authority to the Council Planning Manager, Mr Ian Arnott to process and finalise the Planning Proposal documentation for the purposes of Section 3.36 of the *Environmental Planning and Assessment Act, 1979*.**
- 7. Delegate authority to the Chief Executive Officer to make any minor amendments to the Planning Proposal which does not alter the policy intent.**

3. BACKGROUND

A planning proposal was previously lodged with Council in 2020 for a mixed use development for 100 Edinburgh Rd Castlecrag. This proposal was subsequently refused by Council on 8 February 2021 as it was inconsistent with the *Willoughby Local Centres Strategy*. The applicants lodged a rezoning review with the Department of Planning, Industry and Environment and the proposal was considered by the Sydney (North) Planning Panel on 14 April 2021 and was subsequently refused by the Panel. A revised planning proposal has now been submitted to Council.

4. DISCUSSION

The current proposal is considered to be consistent with the *Willoughby Local Centres Strategy*, with the major elements of the proposal being the following:

- Two storey pavilions above a ground level base storey, with a maximum building height not greater than AHD 97.49 which equates to 11m above Edinburgh Road level and 15.8 m (four storeys) at the rear.
- Proposed FSR of 1.8:1, which includes an FSR of 0.25:1 for the section below Edinburgh Road level and an FSR of 1.55:1 for the building above the Edinburgh Road level.
- Total GFA of 9,300m² comprising 1,740m² ground floor retail and commercial space, 6,260m² of residential apartments and including additional corridor areas.
- 53 apartments with a mix of 4% one bedroom, 55% two bedroom, and 42% three-bedroom units.
- Half of all units are capable of meeting the adaptable housing standard.
- Public and communal open space - 2,220m², including approximately 750m² of landscaped plaza along the northern boundary of the site adjoining Edinburgh Road.

The Planning Proposal as submitted is consistent with Council's *Willoughby Local Centres Strategy (LCS)*, which proposes a Floor Space Ratio (FSR) of up to 1.8:1 with up to three storeys on Edinburgh Road and up to four storeys on the southern side of the site on Eastern Valley Way. It is considered that the proposal potentially offers a quality urban design outcome and will increase the vibrancy of the Castlecrag local centre on a key site. This is discussed in the Detailed Assessment (**Attachment 2**).

Furthermore, the *LCS* states in relation to future development of The Quadrangle site:

- “• *Minimum 3m upper level setback (2nd storey) for shop top housing. Provide a new publicly accessible open space within the Quadrangle site relating to the Edinburgh Rd frontage and achieving good solar access. This may be achieved by providing a setback in the order of 3.5 - 4m along the frontage of the site.*
- *Increase heights up to 4 storeys on Eastern Valley Way and up to 3 storeys above Edinburgh Road with an FSR up to 1.6:1 on the Quadrangle site. An FSR could be considered to 1.8:1 with an additional storey below the Edinburgh Road frontage to utilise the topography of the site without adversely impacting the streetscape and scale of the centre.*”

The Council report has considered the proponent's documentation supporting the Planning Proposal, including concept plans showing a redevelopment plan for the site (**Attachment 3**) and detailed draft Development Control Plan provisions (**Attachment 5**).

The Planning Proposal has been internally referred to landscape, urban design, compliance (environmental health), heritage, asset management, traffic and drainage engineers to assist with assessment. Issues raised as a result of these referrals have been outlined in **Attachment 2**.

As a result of Council's request, additional information was provided by the proponent in support of the proposal (refer **Attachment 4**), although the overall original proposal has remained unchanged. The previous planning proposal was also referred to Transport for NSW. A copy of their previous response is at **Attachment 7**. As the proposal is for a reduced development proposal compared to the previous application, it has not been referred to Transport for NSW at this time but will be referred if the proposal proceeds to exhibition.

In relation to contamination assessment, a preliminary site investigation report has been prepared. Having regard to site history, there is an assessed moderate risk of contamination which will need to be the subject of a detailed site investigation. If the Planning Proposal is supported, it is recommended that a detailed site contamination assessment be undertaken prior to public exhibition of the Planning Proposal.

Draft site specific *Development Control Plan (DCP)* provisions have been prepared by the applicant. Some amendments are recommended in relation to the draft DCP and it is intended that the amended DCP be supported to go to public exhibition. It is recommended that the reference to the nominated architect and design competition in the DCP should be excluded from the DCP, as the choice of architect is a matter for the developer not Council and the project will be subject to Council's *Design Excellence Policy (Guidelines)*. It is also noted that where matters are not covered by site specific provisions, the remainder of the *Willoughby Development Control Plan* will apply to the site. Additional controls are also recommended in relation to future development and management of privately owned public open space on the site.

Amendments to *Willoughby Local Environmental Plan 2012* have been prepared to support the Planning Proposal. These amendments are included at **Attachment 6**. The Planning Proposal has been assessed with regard to the criteria contained in the Department of Planning and Environment's '*A Guide to Preparing Planning Proposals*' and is consistent or potentially consistent in a number of areas (**Attachment 2**).

An offer to enter into a potential voluntary planning agreement (VPA) has been made, Discussions regarding an agreement have not been held with Council officers and details of the proposed VPA will be put to Council in a separate report. It is proposed that the draft VPA be placed on public exhibition with the draft Planning Proposal and DCP.

The Planning Proposal was considered by the Willoughby Local Planning Panel on 26 October 2021 for their advice. A copy of the Panel's advice is at **Attachment 8**.

5. CONCLUSION

The Planning Proposal is considered to be consistent with development and built form outcomes endorsed in the *Willoughby Local Centres Strategy (LCS)* and will contribute to housing supply planned under the *Willoughby Housing Strategy*.

It is considered that adequate justification has been provided to demonstrate consistency with the *LCS*, which was the result of extensive community engagement in relation to finalizing the *Strategy*.

It is recommended that Council support the Planning Proposal as submitted and the draft development control plan with amendments for public exhibition.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	4.6 – Facilitate the viability and vibrancy of our village centres
Business Plan Objectives, Outcomes / Services	<p>To ensure this Planning Proposal is in line with the Greater Sydney Commission's <i>North District Plan</i>, which aims to accommodate future growth needs in relation to commercial and residential uses.</p> <p>To ensure consistency with the <i>Willoughby Local Strategic Planning Statement 2020</i> and <i>Willoughby Local Centres Strategy to 2036</i>.</p>
Policy	<p>Council's <i>Willoughby Local Strategic Planning Statement 2020</i> includes the following Priorities relevant to the planning proposal:</p> <p>6.1 Housing the City; Priority 1: Increasing housing diversity to cater to families, the aging population, diverse household types and key workers Priority 2: Increasing the supply of affordable housing</p> <p>6.2 A City for People Priority 3: Enhancing walking and cycling connections to Willoughby's urban areas, local centres and landscape features Priority 4: Ensuring that social infrastructure caters to the population's changing needs and is accessible to foster healthy and connected communities</p> <p>6.3 A City of Great Places. Priority 5: Respecting and enhancing heritage and local suburban character Priority 6: Planning for local centres which are vibrant places that meet the everyday needs of the population</p> <p>The Amendment of the Planning Proposal will lead to amendments to <i>Willoughby Local Environmental Plan 2012</i> and <i>Willoughby Development Control Plan</i>.</p>
Consultation	<p>Prior to endorsement by Council, the draft <i>Willoughby Local Strategic Planning Statement</i> was publicly exhibited between 15 August and 14 October 2019. The <i>Willoughby Local Centres Strategy to 2036</i> was endorsed by Council in December 2019 following community consultation between February and May 2019.</p> <p>This Planning Proposal would also be publicly exhibited following Gateway Determination if supported.</p>
Resource	No additional operating resources beyond budget required.
Risk	Risk of not achieving the endorsed <i>Community Strategic Plan 2028</i> and <i>Local Local Strategic Planning Statement 2020</i> objectives and accommodating future economic and residential growth requirements.

Legal	Amendments are proposed to the <i>Willoughby Local Environmental Plan 2012</i> , which would provide the basis for future development application assessment. In addition, <i>Development Control Plan</i> provisions are proposed to further guide future development application assessment.
Legislation	Under <i>Environmental Planning and Assessment Act 1979</i> provisions.
Budget/Financial	No additional financial or budget implications.

15.12 PLANNING PROPOSAL FOR 58 ANDERSON STREET CHATSWOOD

ATTACHMENTS:	1. IMPLICATIONS 2. GATEWAY DETERMINATION DATED 22 JANUARY 2021 3. PUBLIC EXHIBITION – PLANNING ASSESSMENT OF ISSUES 4. SUMMARY OF SUBMISSIONS AND COUNCIL RESPONSES 5. RESPONSES FROM STATE AGENCIES 6. AMENDED CONCEPT PLANS 7. DRAFT AMENDMENTS TO WLEP 2012 8. DRAFT DEVELOPMENT CONTROL PLAN 9. WILLOUGHBY LOCAL PLANNING PANEL ADVICE
RESPONSIBLE OFFICER:	HUGH PHEMISTER – DIRECTOR PLANNING & INFRASTRUCTURE
AUTHOR:	CRAIG O'BRIEN – STRATEGIC PLANNER
CITY STRATEGY OUTCOME:	5.4 – ANTICIPATE AND RESPOND TO CHANGING COMMUNITY AND CUSTOMER NEEDS
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

This report seeks Council's endorsement to forward the amended Planning Proposal post exhibition to the Department of Planning Industry and Environment for finalisation, and support for the site specific draft Development Control Plan and draft Voluntary Planning Agreement.

2. OFFICER'S RECOMMENDATION

That Council:

- 1. Note the submissions and proposed responses to feedback on the Planning Proposal and draft site specific Development Control Plan for 58 Anderson Street, Chatswood following the public exhibition period.**
- 2. Support amendments to Willoughby Local Environmental Plan 2012 relating to 58 Anderson Street, Chatswood as outlined in Attachment 6 and forward to the Department of Planning, Industry and Environment for finalisation.**
- 3. Support the site specific draft Development Control Plan.**
- 4. Note the outcome of exhibition of the draft Voluntary Planning Agreement and authorise the Chief Executive Officer to execute the Deed.**
- 5. Delegate authority to the Chief Executive Officer to make any minor amendments to the final planning proposal and DCP which do not alter the intent.**

3. BACKGROUND

At the meeting of 12 November 2018, Council resolved to support the Planning Proposal and draft Development Control Plan (DCP) for exhibition regarding 58 Anderson Street Chatswood. The proposal sought to amend the current R2 Low Density Residential zoning under *Willoughby Local Environmental Plan 2012* (WLEP) to B4 Mixed Use, and increase height to 90m and the Floor Space Ratio to 6:1, in response to the *Chatswood CBD Planning and Urban Design Strategy 2036* (the CBD Strategy).

The CBD Strategy was endorsed by Council on 26 June 2017, and supported by the Greater Sydney Commission on 18 May 2018. At the request of the Department of Planning, Industry and Environment (DPIE) the CBD Strategy was further reviewed, with height and floor space ratio being reduced on some interface sites on the edges of the Chatswood CBD. In regards 58 Anderson Street, height was reduced to 53m and floor space ratio reduced to 4:1.

The CBD Strategy was endorsed by DPIE on 9 July 2020, and further noted by Council at the Council Meeting of 14 September 2020. DPIE issued a Gateway Determination on 22 January 2021, with conditions, on the basis of a height of 53m and floor space ratio of 4:1, and permitting the Planning Proposal to proceed to public exhibition (**Attachment 2**).

The Planning Proposal was updated in accordance with the Gateway Determination, and together with the draft Development Control plan provisions (DCP), exhibited from 22 April to 20 May 2021. A draft Voluntary Planning Agreement (VPA) was separately exhibited from 20 September until 18 October 2021.

A petition regarding this Planning Proposal was considered at the Council Meeting of 15 June 2021, where it was resolved:

“That Council note the petition regarding the Planning Proposal at 58 Anderson Street, Chatswood (2018/001) and refer the matter to the Planning and Infrastructure Director.”

This report provides information on submissions received on the Planning Proposal and DCP, as well as the VPA, during the public exhibition.

4. DISCUSSION

4.1 Subject Location

The subject land is a small triangular shaped site with a total area of 565m², bounded by Anderson Street to the east, Wilson Street to the south and the North Shore Railway Line to the west. The site does not share a boundary with a neighbouring residential or commercial property.

To the north and east (along the eastern side of Anderson Street) of the site is the North Chatswood Heritage Conservation Area, comprising predominantly single storey detached dwellings. The nearest local heritage item is 80m away at 20 Tulip Street. To the west, across the railway line, is a mixture of commercial and residential buildings. The land immediately south of the site at 54 and 56 Anderson Street is the subject of a Planning Proposal based on the Chatswood CBD Planning and Urban Design Strategy 2036 (the CBD Strategy), supported by Council for referral to the Gateway. A Gateway Determination has been issued on this site.

The site is located 600m from the Chatswood Railway Station and Transport Interchange and within the Chatswood CBD boundary identified in the CBD Strategy. This area is part of the northern CBD extension, with the subject site located on the CBD boundary.

The CBD Strategy is intended to establish a strong framework to guide all future development in the Chatswood CBD over the next 20 years and to achieve exceptional design and a distinctive, resilient and vibrant centre. The subject site has been recommended as a Mixed Use Zone with a maximum height of 53 metres and floor space ratio of 4:1.



Figure 1: Location

4.2 Planning Proposal as Exhibited

The exhibited Planning Proposal included the following amendments to the *Willoughby Local Environmental Plan 2012* (WLEP 2012):

- rezone the site from R2 Low Density Residential to B4 Mixed Use
- increase the maximum floor space ratio control from 0.9:1 to 4:1
- increase the maximum height of building from 8.5 metres to 53 metres
- amend the special provisions area map to include the site in Area 9 (affordable housing) to provide 4% of the residential floor space as affordable housing units
- amend clause 6.8(2) to include Area 9 on the special provisions area map
- amend clause 6.8(7) 'affordable housing' to include reference to Area 3 and Area 9.

The draft written and mapping amendments to WLEP 2012 are at **Attachment 7**.

4.3 Draft Development Control Plan as Exhibited

The draft Development Control Plan (DCP) includes site specific provisions to guide future development on the site (**Attachment 8**). The aims and objectives of this plan are to:

1. *"Provide guidelines for a mixed use development on the site.*
2. *Provide a development that ensures the viability of future development of surrounding properties.*
3. *Minimise traffic impacts on the surrounding road network.*
4. *Ensure development on the site minimises impacts to the amenity of neighbouring residential properties.*
5. *Provide landscaping in and surrounding the site that enhances the presentation of the site as well as the amenity of the development.*
6. *Achieves architectural and urban design excellence.*
7. *Maximises activation to Anderson and Wilson Streets. "*

The draft DCP controls address the 35 Key Elements in the CBD Strategy, including setbacks, design excellence and open space provisions.

4.4 Draft Voluntary Planning Agreement

Pursuant to section 7.4 of the *Environmental Planning & Assessment Act 1979*, Council has received a draft Voluntary Planning Agreement (VPA) relating to this Planning Proposal.

The draft VPA secures a monetary contribution of \$1,071,918 for funding public works in the Chatswood CBD area to support the development growth resulting from the increased density at the subject site. This contribution provided by the draft VPA will be applied towards the community infrastructure works under the revised draft *Planning Agreement Policy*.

4.5 Consultation with Public Authorities

Consultation was required with the following public authorities/organisations under section 3.34(2)(d) of the Act and/or to comply with the requirements of relevant section 9.1 Directions and the Gateway determination dated 21 January 2021:

- Transport for NSW
- Ausgrid
- Sydney Water.

Copies of responses are at **Attachment 5**, with the exception of Sydney Water who stated on the NSW Planning Portal no decision required.

Transport for NSW, Sydney Trains, did not support the original Planning Proposal because the concept plans showed the development intruding on a rail easement along the western boundary with the North Shore Rail Line. Amended concept plans have been provided by the proponent showing no intrusion into the rail easement, which has resulted in a reduced concept development (**Attachment 6**). Following review of the amended concept plans, Transport for NSW, have raised no objection to the Planning Proposal.

4.6 Community Consultation

In response to exhibition of the Planning Proposal and draft DCP, 1 submission was received through Have Your Say. An additional 2 submissions were received by Council, which was accompanied by a petition with 50 signatures. These submissions raised issues with the Planning Proposal.

In response to exhibition of the draft Voluntary Planning Agreement 2 submissions were received through Have Your Say neither of which raised an objection to the Planning Agreement or its terms but instead raised issues with the Planning Proposal.

Community submissions against the proposal raised issues including:

- Inadequate lot size and shape
- Increase in height and FSR, including impact on local heritage character
- Keep zoning the same.
- Overshadowing
- Privacy
- Commercialisation of area
- Increased density
- Impacts on open space and recreational infrastructure
- Traffic and parking
- Affordable housing

Details of the planning issues and outcomes of the public exhibition process are addressed further at **Attachments 3 and 4**.

The Record of Advice dated 7 November 2018 from the Willoughby Local Planning Panel is at **Attachment 9**.

4.7 Assessment

The subject site is currently zoned R2 Low Density Residential and located close to the North Chatswood Conservation Area. It is adjacent to an existing residential medium density zone to the south and is approximately 600m from the Chatswood Transport Interchange and the Strategic Centre of Chatswood. For these reasons and the objective of providing for the growth of Chatswood CBD to 2036 and beyond, both in terms of employment and housing, the site has been included within the Chatswood CBD boundary under the *Chatswood CBD Planning and Urban Design Strategy 2036* (the CBD Strategy).

The CBD Strategy has deliberately changed zoning, and increased height and floor space within the Chatswood CBD boundary, to increase the provision of dwellings and employment to provide for the growth of Chatswood to 2036. Prior to the endorsement of the CBD Strategy, Council and DPIE carefully considered the proposed building height and FSR in relation to site context and characteristics of adjoining development. A Heritage Study was carried out by Weir Phillips, who raised no concern with the subject site being identified as B4 Mixed Use, with a height of 53m and floor space ratio of 4:1. A further Statement of Heritage Impact carried out by Heritage 21 has been submitted with this Planning Proposal, which has concluded there will be minimal impact on the heritage significance of the North Chatswood Heritage Conservation Area and heritage items in the vicinity.

A reduced density involving a height control of 53m and floor space ratio of 4:1 is proposed reflecting the location of the site on the edge of the Chatswood CBD and close to the North Chatswood Conservation Area. This height and floor space is part of the CBD Strategy that was endorsed by DPIE on 9 July 2020 and noted by Council on 14 September 2020. Land to the south is included in the CBD Strategy, with heights of 53m and a floor space ratio of 5:1 at 56 Anderson Street thereafter increasing to 90m on sites further south, closer to the Chatswood Transport Interchange.

The shape of the site is triangular and well below the minimum lot size required under the Chatswood CBD Strategy. However, there are special circumstances to consider the Planning Proposal in this instance as there is no opportunity to amalgamate with an adjoining site, the site being bounded by streets and the North Shore Rail Line. Both the site shape and size require an appropriate design response which will be fully explored at design excellence and development application stage. The plans at this stage are conceptual in nature and do not reflect the final design. Notwithstanding, the concept plans sufficiently demonstrate that the site is capable of providing additional density consistent with the strategy.

As noted above, the concerns identified in submissions are addressed in **Attachments 3 and 4**. In regards traffic and parking, the planning proposal is supported by a Traffic and Transport Assessment which identifies that there will be a minimal impact on traffic levels as a result of the development. Both Council's Traffic section and Transport for NSW have raised no objection to traffic impacts or parking provision. Full details of the car stacker system to facilitate car parking on the site will be provided at development application stage.

It is considered that this Planning Proposal, which results in 10 dwellings replacing an existing single dwelling (giving 9 net additional dwellings), is considered an acceptable increase in density on this site that can be accommodated.

This Planning Proposal will not place a significant additional demand on infrastructure. There is open space and recreational infrastructure within walking distance of this site. In addition, Council seeks to embellish existing infrastructure through contributions arising from this Planning Proposal, including a draft Voluntary Planning Agreement, s7.11/7.12 contributions and an affordable housing contribution.

The draft Development Control Plan provisions are intended to ensure an appropriate high density urban outcome on this site, and include required setbacks and street wall heights, as well as Council's endorsed design excellence process (already part of *Willoughby Local Environmental Plan 2012*). The Planning Proposal concept plans are consistent with the required setbacks and street wall heights for this site, being:

- Anderson Street interface:
 - i. Minimum 3m setback at Ground Level from front boundary.
 - ii. 6-14m street wall height.
 - iii. Minimum 1m setback above street wall to tower.
- Mixed use frontage with commercial Ground Floor:
 - i. 6-14 metre street wall height at front boundary.
 - ii. Minimum 3 metre setback above street wall to tower.
(which would apply to Wilson Street).

The Anderson Street interface setback and street wall height requirements have been developed under the CBD Strategy to ensure appropriate regard is given to the nearby North Chatswood Conservation Area.

In relation to sustainability, a minimum 5 star *Green Building Council of Australia* building rating is expected, with a report to be submitted at Development Application Stage. In regards building exterior:

- Buildings are to demonstrate a high visual quality when viewed from the public domain and the surrounding area.
- Façade treatment and design is to be used to break down the mass and bulk of buildings.
- High quality façade materials and finishes are to be used which contribute positively to the built environment.

Following any formal amending of *Willoughby Local Environmental Plan 2012* based on this Planning Proposal, the subsequent development application will be satisfactorily guided by Council's design excellence process and the draft Development Control Plan provisions for this site.

The draft Voluntary Planning Agreement will contribute to the provision and maintenance of infrastructure in the Chatswood CBD, and is consistent with the draft *Planning Agreement Policy*.

5. CONCLUSION

In regards this Planning Proposal, Council has already supported rezoning of the subject site from R2 Low Density Residential to B4 Mixed Use for public exhibition. It was then also supported by the Department of Planning, Industry and Environment for public exhibition following a Gateway Determination.

The main issues raised during public exhibition relate to over development (height and floor space), impacts on surrounding area, inadequate lot size, overshadowing and privacy, increased traffic generation, as well as pressure on infrastructure.

Following consideration of the submissions received during exhibition together with the advice from Transport for NSW, Ausgrid and Sydney Water, it is considered that the development of the site for B4 Mixed Use, and accompanying controls, can be supported. The Planning Proposal is consistent with the objectives of the *Chatswood CBD Planning and Urban Design Strategy 2036*. Non-compliance with the minimum lot size is supportable due to the unique isolated nature of this site. Overall, the site's proximity to the strategic centre of Chatswood, public transport and existing infrastructure such as open space make it an appropriate location for increased residential and non-residential density. The proposed scale demonstrates appropriate regard to the North Chatswood Conservation Area.

It is considered that the subsequent development application will be satisfactorily guided by Council's design excellence process and the draft Development Control Plan provisions for this site. It is also considered that the draft Voluntary Planning Agreement will provide the expected contribution towards supporting development growth resulting from the increased density at the subject site

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	5.4 – Anticipate and respond to changing community and customer needs
Business Plan Objectives, Outcomes / Services	To ensure this Planning Proposal is in line with the <i>Local Strategic Planning Statement</i> (LSPS), the <i>Chatswood CBD Planning and Urban Design Strategy 2036</i> , <i>A Metropolis of Three Cities</i> and the <i>North District Plan</i> in that it accommodates future housing and employment growth needs.
Policy	<i>Willoughby Local Environmental Plan 2012</i> , <i>Willoughby Development Control Plan 2012</i> and the <i>draft Planning Agreement Policy</i>
Consultation	The Planning Proposal, together with the draft site specific DCP, was exhibited from 22 April to 20 May 2021. A draft Voluntary Planning Agreement (VPA) was separately exhibited from 20 September until 18 October 2021.
Resource	Operating resources with legal input in relation to preparation of VPA
Risk	Risk of not achieving the objectives of the <i>Chatswood CBD Planning and Urban Design Strategy 2036</i> and accommodating future growth requirements.
Legal	The Planning Proposal would amend <i>Willoughby Local Environmental Plan 2012</i> and <i>Willoughby Development Control Plan 2012</i>
Legislation	<i>Environmental Planning & Assessment Act 1979</i>
Budget/Financial	Future development following rezoning is subject to the <i>Environmental Planning and Assessment Act 1979</i> Section 7.4 Planning Agreements under the draft Voluntary Planning Agreement associated with this matter.



Gateway Determination

Planning proposal (58 Anderson Street, Chatswood): to amend the Willoughby LEP 2012 as it applies to 58 Anderson Street, Chatswood by rezoning the land from R2 Low Density Residential to B4 Mixed Use, increase the maximum height of buildings from 8.5m to 53m, increase the maximum floor space ratio from 0.4:1 to 4:1 and include the site on the Active Street Frontages Map and Special Provisions Map

I, the Acting Director, North District at the Department of Planning, Industry and Environment, as delegate of the Minister for Planning and Public Spaces, have determined under section 3.34(2) of the *Environmental Planning and Assessment Act 1979* (the Act) that an amendment to the Willoughby Local Environmental Plan (LEP) 2012 should proceed subject to the following conditions:

1. Prior to community consultation the proposal is to be updated to include:
 - a. a project timeline based on the issuing of this Gateway determination;
 - b. existing maximum height of buildings, maximum floor space ratio and heritage maps;
 - c. proposed Active Street Frontages Map;
 - d. a proposed Special Provisions Area Map to refer to the site as:
 - i. Area 8' to refer to Clause 5.6 Architectural roof features;
 - ii. 'Area 9' to refer to a Clause 6.8 Affordable Housing;
 - iii. 'Area 11' to refer to Clause 6.23 Minimum commercial floor space within the Mixed-Use zone; and
 - iv. 'Area 12' to refer to Clause 6.24 Design Excellence;
 - e. proposed mapping to show the site on the:
 - i. maximum HOB map as area 'Y';
 - ii. maximum FSR map as area 'X';
 - f. reference to map sheet 003 in lieu of map sheet 004 for the proposed maps;
 - g. removal of material discussing:
 - i. A Plan for Growing Sydney and Draft Greater Sydney Region Plan;
 - ii. Revised Draft North District Plan and refer to the North District Plan; and
 - iii. NSW Long Term Transport Master Plan 2012 and address the Future Transport Strategy 2056;

- h. removal of Council material discussing clauses 6.24 and 6.8 relating to affordable housing and design excellence as planning proposal PP_2019_WILLO_002_00 includes these clauses and has been submitted to the Department for finalisation;
 - i. address consistency with Willoughby Council's Local Strategic Planning Statement and Local Housing Strategy;
 - j. address Ministerial Directions:
 - i. 2.3 Heritage Conservation;
 - ii. 2.6 Remediation of Contaminated Land; and
 - iii. 6.3 Site Specific Provisions;
 - k. address SEPP (Affordable Rental Housing) 2009;
 - l. a revised assessment against SEPP (Infrastructure) 2007 as the site is within 25m of a railway corridor zoned SP2 Infrastructure (Railway);
2. Prior to finalisation Council is to consider whether the minimum 1:1 commercial FSR component for this site is necessary, given the significant constraints in achieving a reasonable podium and access arrangement due to the small lot size.
3. Public exhibition is required under section 3.34(2)(c) and Schedule 1 clause 4 of the Act as follows:
 - (a) the planning proposal must be made publicly available for a minimum of **28 days**; and
 - (b) the planning proposal authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in section 6.5.2 of *A guide to preparing local environmental plans* (Department of Planning and Environment, 2018).
4. Consultation is required with the following public authorities/organisations under section 3.34(2)(d) of the Act and/or to comply with the requirements of relevant section 9.1 Directions:
 - Transport for NSW;
 - Ausgrid; and
 - Sydney Water.

Each public authority/organisation is to be provided with a copy of the planning proposal and any relevant supporting material and given at least 21 days to comment on the proposal.
5. A public hearing is not required to be held into the matter by any person or body under section 3.34(2)(e) of the Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, if reclassifying land).

(IRF20/5870)

6. The planning proposal authority is authorised as the local plan-making authority to exercise the functions under section 3.36(2) of the Act subject to the following:
 - (a) the planning proposal authority has satisfied all the conditions of the Gateway determination;
 - (b) the planning proposal is consistent with section 9.1 Directions or the Secretary has agreed that any inconsistencies are justified; and
 - (c) there are no outstanding written objections from public authorities.
7. The time frame for completing the LEP is to be **12 months** following the date of the Gateway determination.

Dated 22 January 2021



Luke Downend
Acting Director, North District
Greater Sydney, Place and Infrastructure
Department of Planning, Industry and Environment

Delegate of the Minister for Planning and Public Spaces

(IRF20/5870)

Attachment 3

PUBLIC EXHIBITION – PLANNING ASSESSMENT OF ISSUES

Council resolved at the Council Meeting of 12 November 2018 to forward the Planning Proposal to the Department of Planning, Industry and Environment (DPIE) for a Gateway determination.

Gateway Determination for the Proposal was granted by DPIE on 22 January 2021, and required the updating of information prior to public exhibition.

Public exhibition of the Planning Proposal and draft DCP was undertaken from 22 April 2021 until 20 May 2021. In response to exhibition of the Planning Proposal 1 submission was received through Have Your Say. An additional 2 submissions were received by Council, which was accompanied by petition with 50 signatures. These submissions raised issues with the Planning Proposal.

On 13 September 2021, Council resolved to give Public Notice of a VPA, in accordance with section 7.5 of the Environmental Planning and Assessment Act 1979 and Clause 25D of the Environmental Planning and Assessment Regulation 2000.

The monetary contribution provided by the VPA, if executed, will be applied towards the Community Infrastructure works under the revised draft *Planning Agreement Policy*, providing valuable public benefits to the Chatswood community.

Public exhibition of the draft Voluntary Planning Agreement was undertaken from 20 September 2021 until 18 October 2021. In response to exhibition of the draft Voluntary Planning Agreement 2 submissions were received through Have Your Say neither of which raised an objection to the Planning Agreement or its terms but instead raised issues with the Planning Proposal.

Total public submissions following the two exhibitions outlined above were 5 in total.

Community submissions against the proposal raised issues including:

- Inadequate lot size and shape
- Increase in height and FSR, including impact on local heritage character
- Keep zoning the same
- Overshadowing
- Privacy
- Commercialisation of area
- Increased density
- Impacts on open space and recreational infrastructure
- Traffic and parking
- Justifications supporting the Planning Proposal are general
- Affordable housing

Agency responses were received from Transport for NSW and Ausgrid. Sydney Water responded on the NSW Planning Portal stating no decision was required and that the Planning Proposal does not impact WaterNSW land or assets.

Copies of the two agency responses are at **Attachment 5**.

An overview of the public submissions to both the Planning Proposal and draft Development Control Plan exhibition and the draft Voluntary Planning Agreement exhibition – and the Council response - is included below:

Issue	Summary of issue	Council response
Inadequate lot size and shape	The site is triangular in shape and 550m ² in area. The shape makes the proposed development difficult to achieve. The site area is less than half of the minimum lot size requirement of 1,200m ² .	The shape of the site is triangular and well below the minimum lot size required under the Chatswood CBD boundary as extended under the <i>Chatswood CBD Planning and Urban Design Strategy 2036</i> (referred to as the CBD Strategy). There are special circumstances to consider the Planning Proposal in this instance as the site is located within the Chatswood CBD boundary, and there is no opportunity to amalgamate with an adjoining site as the site is bounded by either streets or the North Shore Rail Line. Both the site shape and size require an appropriate design response which will be fully explored at design excellence and development application stage. The plans at this stage are conceptual in nature and do not reflect the final design.
Increase in height and FSR would have an adverse impact on local heritage character	Proposed height of buildings and FSR is considered to be excessive adjacent low density residential zone. The proposed development is domineering to surrounding development. Protection of local character ???	The CBD Strategy has deliberately increased height and floor space within the Chatswood CBD boundary as expanded to increase the provision of dwellings and employment having regard to the future of Chatswood to 2036. Prior to the endorsement of the CBD Strategy, Council and the Department (DPIE) have carefully considered the proposed building height and FSR in relation to the site context and characteristics of adjoining development. A Heritage Study was carried out by Weir Phillips, who raised no concern with the subject site being identified as B4 Mixed Use, with a height of 53m and floor space ratio of 4:1. A further Statement of Heritage Impact carried out by Heritage 21 has been submitted with this Planning Proposal, which has concluded there will be minimal impact on the heritage significance of the North Chatswood Heritage Conservation Area and heritage items in the vicinity.

		<p>The CBD Strategy controls for this site, being 53m height and 4:1 floor space ratio, are considered an appropriate response to the interface context of the Chatswood CBD edge with the North Chatswood Conservation Area.</p> <p>It is further noted that the proposal is consistent with the required setbacks and street wall heights for this site, being:</p> <ul style="list-style-type: none"> • Anderson Street interface: <ul style="list-style-type: none"> i. Minimum 3m setback at Ground Level from front boundary. ii. 6-14m street wall height. iii. Minimum 1m setback above street wall to tower. • Mixed use frontage with commercial Ground Floor: <ul style="list-style-type: none"> i. 6-14 metre street wall height at front boundary. ii. Minimum 3 metre setback above street wall to tower. <p>(which would apply to Wilson Street).</p> <p>The Anderson Street interface setback and street wall height requirements have been developed under the CBD Strategy to ensure appropriate regard is given to the North Chatswood Conservation Area interface.</p>
Keep zoning the same	Retail liveable Willoughby	The reasons for the change in zoning and the subsequent change in height and floor space ratio is discussed above.
Overshadowing	Overshadowing on adjoining properties is considered to be excessive.	<p>With regard to the built form being the subject of the Concept Plans, and impacts on surrounding properties, the shadow analysis provided by the proponent for 9am to 3pm, 21 June concludes:</p> <ul style="list-style-type: none"> • The narrow tower form creates a shadow that moves rapidly throughout the day. • Between 9 and 12 noon, generally land to the west is affected. This land is identified under the Chatswood CBD Planning and Urban Design Strategy 2036 as generally within the Chatswood CBD. • Between 12 noon and 2pm, generally land to the south is affected. This land is identified under the Chatswood CBD Planning and Urban Design Strategy 2036 as within the Chatswood CBD. • By 3pm, land to the east, being a section of the conservation area, is affected. This

		<p>land is outside the Chatswood CBD and is low density residential.</p> <p>It is considered that the overshadowing impacts arising from this Planning Proposal are reasonable for a site located within the Chatswood CBD under the Chatswood CBD Planning and Urban Design Strategy 2036. The residential tower is considered to be consistent with the slender tower objective, with floor plates of 162m² being well below the 700m² maximum control as stated in the Chatswood CBD Planning and Urban Design Strategy.</p> <p>This issue will be further refined through the design excellence process at development application stage.</p>
Privacy	There will be a significant loss of privacy for properties in the area as a result of the development.	<p>Council considers that privacy can be effectively managed. Council's DCP, the site specific DCP and the ADG will provide adequate controls to protect the privacy of nearby residences.</p> <p>This issue will be further refined through the design excellence process at development application stage.</p>
Commercialisation of area	More housing less commercial	<p>The Planning Proposal is consistent with the CBD Strategy in this regard. The CBD Strategy requires the B4 Mixed Use zone in the Chatswood CBD to provide a minimum commercial component.</p> <p>The CBD Strategy is seeking a commercial component in the B4 zone that contributes to the overall growth of commercial activity in the Chatswood CBD while also providing for a different offering from the main commercial area, being the B3 Commercial Core.</p> <p>Council considers that the provision of a commercial component in the B4 zone can be satisfactorily managed.</p>

Increased density	Density considered to be excessive in relation to existing development in the vicinity	The site's proximity to the strategic centre of Chatswood, including the significant public transport infrastructure, has resulted in the subject site being included within the Chatswood CBD boundary under the CBD Strategy. A reduced density is proposed reflecting the location of the site on the edge of the Chatswood CBD and adjacent the North Chatswood Conservation Area. It is considered that this Planning Proposal, which results in 10 dwellings replacing an existing 1 dwelling (total additional dwellings is 9), is an acceptable increase in density on this site that can be accommodated.
Impacts on open space and recreational infrastructure, hamper access to other services	The development will create excessive demand on existing infrastructure causing problems as a result – including the dumping of rubbish and shopping trolleys.	Transport for NSW, Ausgrid and Sydney Water have been referred this Planning Proposal, and no objection has been raised. This development will not place a significant additional demand on infrastructure. There is open space and recreational infrastructure within walking distance of this site. Council seeks to embellishment existing infrastructure through contributions arising from this Planning Proposal, including a Voluntary Planning Agreement, s7.11/7.12 contributions and an affordable housing contribution. In addition the site specific DCP acknowledges that public art is to be provided in accordance with Council's Public Art Policy. Traffic issues are addressed below.
Traffic and Parking	The area is congested and the development will make it worse.	The planning proposal is supported by a Traffic and Transport Assessment which identifies that there will be a minimal impact on traffic levels as a result of the development. Both Council's Traffic section and TfNSW have raised no objection to traffic impacts. Parking provision is proposed below WDCP requirements in accordance with reduced car parking rates within the Chatswood CBD. This is supported by Transport for NSW. Loading vehicles will be able to enter and leave the site in a forward direction. Full details of the car stacker system to facilitate car parking on the site will be provided at development application stage.

Justifications are general	Greater specific detail and investigation relevant to this site is required.	As noted above, the matter at hand is a Planning Proposal that proposes a changed zoning and increases to height and floor space ratio. Both the site shape and size require an appropriate design response which will be fully explored at design excellence and development application stage. The plans at this stage are conceptual in nature and do not reflect the final design. The reporting provided is considered satisfactory for Planning Proposal stage. Further reporting will occur to accompany progressed finalised plans at development application stage. In addition the plans submitted will be required to address the draft DCP provisions for the site.
Affordable housing	Where is the affordable housing ?	Affordable housing is proposed in accordance with <i>Willoughby Local Environmental Plan 2012</i> .

Attachment 4

Planning Proposal 58 Anderson Street Chatswood - Summary of Have Your Say and other community submissions

Includes 3 submissions received on the Planning Proposal and draft Development Control Plan and 2 submissions received on draft Voluntary Planning Agreement

- All 5 submissions object to Planning Proposal

Submission	Council response
<p>1. Residents of 17, 19 and 21 Violet Street Chatswood, with attached petition (50 signatures, including the four signatures on the letter)</p> <p>Strongly object to Planning Proposal</p> <p>The site at 565 m² is less than half the minimum area usually required for a council development. It requires a tenfold increase in floor space ratio and almost a sevenfold increase in height, all on a tiny site that is irregular in shape and in a location tightly bound by suburban streets and a railway line. While the site is triangular, this proposal is akin to 'fitting a square peg into a round hole.' It is neither an efficient nor orderly use of the site.</p> <p>At 13 floors, the proposed structure is far too tall for the area, overshadowing the residential areas to its north, south and east and intruding into the whole area with a domineering presence. It would tower over the homes and backyards in the area affording little, if any, privacy to residents. The structure would fail aesthetically in complementing the existing streets and local area and not blend in with the adjoining properties.</p>	<p>The shape of the site is triangular and well below the minimum lot size required under the Chatswood CBD boundary as extended under the <i>Chatswood CBD Planning and Urban Design Strategy 2036</i> (referred to as the CBD Strategy). However, there are special circumstances to consider the Planning Proposal in this instance as the site is located within the Chatswood CBD boundary as extended, and there is no opportunity to amalgamate with an adjoining site, the site being bounded by streets and the North Shore Rail Line. Both the site shape and size require an appropriate design response which will be fully explored at design excellence and development application stage. The plans at this stage are conceptual in nature and do not reflect the final design.</p> <p>The CBD Strategy has deliberately changed zoning, and increased height and floor space within the Chatswood CBD boundary as expanded to increase the provision of dwellings and employment to provide for the growth of Chatswood to 2036. Prior to the endorsement of the CBD Strategy, Council and the Department (DPIE) carefully considered the proposed building height and FSR in relation to the site context and characteristics of adjoining development. The CBD Strategy controls for this site, being 53m height and 4:1 floor space ratio, are considered an appropriate response to the context of the Chatswood CBD edge with the North Chatswood Conservation Area.</p> <p>It is further noted that the proposal is consistent with the required setbacks and street wall heights for this site, being:</p> <ul style="list-style-type: none"> • Anderson Street interface: <ul style="list-style-type: none"> i. Minimum 3m setback at Ground Level from front boundary. ii. 6-14m street wall height. iii. Minimum 1m setback above street wall to tower. • Mixed use frontage with commercial Ground Floor: <ul style="list-style-type: none"> i. 6-14 metre street wall height at front boundary. ii. Minimum 3 metre setback above street wall to tower. (which would apply to Wilson Street). <p>The Anderson Street interface setback and street wall height requirements have been developed under the CBD Strategy to ensure appropriate regard is given to the nearby North Chatswood Conservation Area.</p> <p>The draft <i>development control plan</i> (DCP) provisions are intended to ensure an appropriate high density urban outcome on this site, and include required setbacks and street wall heights, as well as Council's endorsed design excellence process (already part of <i>Willoughby Local Environmental Plan 2012</i>).</p>

	<p>With regard to the built form being the subject of the Concept Plans, and impacts on surrounding properties, the shadow analysis provided by the proponent for 9am to 3pm, 21 June concludes:</p> <ul style="list-style-type: none"> • The narrow tower form creates a shadow that moves rapidly throughout the day. • Between 9 and 12 noon, generally land to the west is affected. This land is identified under the CBD Strategy as generally within the Chatswood CBD. • Between 12 noon and 2pm, generally land to the south is affected. This land is identified under the CBD Strategy as within the Chatswood CBD. • By 3pm, land to the east, being a section of the conservation area, is affected. This land is outside the Chatswood CBD and is low density residential. <p>It is considered that the overshadowing impacts arising from this Planning Proposal are reasonable for a site located within the Chatswood CBD under the CBD Strategy. The residential tower is considered to be consistent with the slender tower objective, with floor plates of 162m² being well below the 700m² maximum control as stated in the CBD Strategy. This issue will be further refined through the design excellence process at development application stage.</p> <p>Concerns regarding the aesthetics of this structure will be given due consideration in the design excellence process at development application stage.</p> <p>Council considers that privacy can be effectively managed. Council's DCP and the ADG will provide adequate controls to protect the privacy of nearby residences. This issue will be further refined through the design excellence process at development application stage.</p> <p>The mixed-use element involving office space would bring an unwanted and unnecessary commercialisation to the area. The whole of the Chatswood CBD has more than adequate commercial facilities to service the needs of the community.</p> <p>The structure would add significantly to the density of the population in the area, which is already too great. It would create more traffic in the whole area of the 'flower streets', add to the traffic congestion in Ashley, Anderson and Archer Streets and further impede the flow of traffic on to the Pacific Highway from Ashley Street.</p> <p>While the proposal states there is unrestricted parking in both Anderson Street and Wilson Street, there is also times parking in both streets and the unrestricted areas are usually fully occupied from early in the morning. Parking has always been a problem in this area with workers parking all day, as there is no commuter car park.</p> <p>Additional population will add to the pressure on parks and recreational facilities and hamper</p>	<p>The Planning Proposal is consistent with the CBD Strategy in this regard. The CBD Strategy requires the B4 Mixed Use zone in the Chatswood CBD to provide a minimum commercial component. The CBD Strategy is seeking a commercial component in the B4 zone that contributes to the overall growth of commercial activity in the Chatswood CBD while also providing for a different offering from the main commercial area, being the B3 Commercial Core. Council considers that the provision of a commercial component in the B4 zone can be satisfactorily managed.</p> <p>The site's proximity to the strategic centre of Chatswood, with significant public transport infrastructure and commercial and other non-residential services, has resulted in the subject site being included within the Chatswood CBD boundary under the CBD Strategy. A reduced density is proposed reflecting the location of the site on the edge of the Chatswood CBD and adjacent the North Chatswood Conservation Area. It is considered that this Planning Proposal, which results in 10 dwellings replacing an existing 1 dwelling (total additional dwellings is 9), is an acceptable increase in density on this site that can be accommodated.</p> <p>The planning proposal is supported by a Traffic and Transport Assessment which identifies that there will be a minimal impact on traffic levels as a result of the development. Both Council's Traffic section and Transport for NSW have raised no objection to traffic impacts. Parking provision is proposed below WDCCP requirements in accordance with reduced car parking rates within the Chatswood CBD. One car space is proposed for each unit, together with one visitor space and one commercial space. This is supported by Transport for NSW. Loading vehicles will be able to enter and leave the site in a forward direction.</p> <p>Full detailed of the car stacker system to facilitate car parking on the site will be provided at development application stage.</p> <p>On street car parking will continue to be managed by Council's Traffic and Compliance section.</p> <p>Transport for NSW, Ausgrid and Sydney Water have been referred this Planning Proposal, and no objection has been raised.</p>
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<p>access to shopping and other amenities. Residents of the area already experience the dumping of rubbish on nature strips, shopping trolleys being abandoned and the illegal parking of cars on local streets and in back lanes such as Nichols and Zinnia.</p> <p>The ostensible justifications for this proposal as submitted by the site owner's representatives are general in nature and lack specificity. They have little, if any, applicability to the actual structure proposed for this particular site.</p>	<p>It is considered this development, resulting in 9 additional dwellings, will not place a significant additional demand on infrastructure, including parks and recreational facilities.</p> <p>There is open space and recreational infrastructure within walking distance of this site.</p> <p>Council seeks embellishment of existing infrastructure through contributions arising from this Planning Proposal, including a Voluntary Planning Agreement, s.711/7.12 contributions and an affordable housing contribution. The VPA refers to a development monetary contribution of \$1,071,918.00 towards the Community Infrastructure Contributions ("CIC") to fund various public infrastructure within the CIC scheme, in accordance with Council's Revised Draft <i>Planning Agreement Policy</i>. In addition, the site specific DCP acknowledges that public art is to be provided in accordance with Council's <i>Public Art Policy</i>.</p> <p>Traffic issues are addressed below.</p> <p>As noted above, the matter at hand is a Planning Proposal that proposes a changed zoning and increases to height and floor space ratio. Both the site shape and size require an appropriate design response which will be fully explored at design excellence and development application stage. The plans at this stage are conceptual in nature and do not reflect the final design.</p> <p>Full design plans will be submitted at design stage, following the design excellence process. In addition, further reports will be provided to support the development application such as updated traffic and transport, wind assessment, acoustic assessment, and sustainability. In addition the plans submitted will be required to address the draft DCP provisions for the site.</p>
<p>2. 5 Tulip Street</p> <p>Object (with CBD Strategy pages provided)</p> <p>Thank you for acknowledging the conservation areas by keeping the extended CBD boundary away from those streets</p> <p>Overshadowing and loss of solar access will impact on the conservation area as a result of towers between the Pacific Highway and Anderson Street</p> <p>Increased traffic flow and inadequate car parking created by hundreds of individuals working within these buildings. A mandatory requirement for car parking within these buildings is vital to the amenity of future CBD planning. Traffic flow and car parking are existing problems. There is limited or non-existent parking availability for residents or visitors. A comprehensive assessment required. A Traffic Management Strategy to be a requirement of any future development.</p>	<p>The Chatswood CBD boundary as expanded was guided by the importance of providing employment and residential growth in the Chatswood CBD to 2036, while at the same time respecting the conservation areas in Chatswood that surround the CBD.</p> <p>Overshadowing impacts are discussed above. It should be noted that overshadowing impacts in regards planning proposals on other sites will be addressed in separate reports to Council. However it should be noted that the Chatswood CBD Strategy understands in a Strategic Centre CBD context close to significant transport and services infrastructure that there will be overshadowing. However, as intended by the CBD Strategy, any such impacts are mitigated by slender tower forms, small tower floor plates and required setbacks, to ensure shadows are fast moving through the day.</p> <p>As noted above, by 3pm, land to the east, being a section of the conservation area, is affected. Up until 3pm, the conservation area is not affected. This is in accordance with Willoughby Development Control Plan solar access requirements.</p> <p>This issue will be further refined through the design excellence process at development application stage.</p> <p>Car parking is proposed under the planning proposal. This is supported by Council's Traffic section and Transport for NSW.</p> <p>The commercial floor space on this site is approximately 565m², which will employ a small workforce - not in the hundreds. One commercial car space is provided. This considered satisfactory, with the other transport options available.</p> <p>Each Planning Proposal within the Chatswood CBD is required to address transport and parking issues in a report prepared by a professional in that field. Each Planning Proposal is then assessed by both Council's Traffic section and Transport for NSW.</p> <p>It should also be noted that as part of the preparation of the Chatswood CBD Strategy, ARUP conducted a review of transport issues. Furthermore prior to DPIE endorsement, ARUP prepared a Future Conditions Report: Chatswood CBD Strategic Study and Transport for NSW conducted its own review of the implications of the increased density with regards to transport and raised no objections.</p>

<p>Chatswood needs development but the small pockets of low density residential should be protected</p>	<p>The construction workforce associated with the building of the development on the site would be subject to a construction management plan, that would address transport of staff to and from the site. Such a plan would be a condition of development consent.</p> <p>Traffic issues will be further examined in detail at development application stage, with particular regard to access and egress to/from the site, traffic management on the site and the detailed working of the car stacker.</p> <p>As noted above, the Chatswood CBD Strategy seeks to grow the Chatswood CBD while also protecting the surrounding low density conservation areas. There is no intrusion of the Chatswood CBD into a conservation area.</p>
<p>3. 1903/2A Help Street Chatswood</p> <p>Object</p> <p>Opposed to zoning, change in floor space</p> <p>Traffic impact significantly underestimated by proposal. Anderson Street is busy with school children and buses. Such a proposal with other proposals will significantly impact on traffic congestion and current infrastructure.</p> <p>Overshadowing impacts</p>	<p>Mixed use zoning is proposed under the Chatswood CBD Strategy for all areas within the Chatswood CBD boundary not identified as B3 Commercial Core. The requirement for a 1:1 commercial component is discussed above.</p> <p>The increase in floor space ratio and density is discussed above.</p> <p>Traffic and transport is discussed above.</p> <p>Overshadowing impacts are discussed above.</p>
<p>4. 276 Mowbray Road Chatswood</p> <p>Object</p> <p>Shocked to learn of 4 large developments in Anderson Street opposite conservation area.</p> <p>Bulk of development eyesore for residents</p> <p>53m too high</p> <p>More housing less commercial</p> <p>Where is 5% affordable housing</p> <p>Protection of local character</p>	<p>Lodged in response to draft VPA exhibition but more related to the Planning Proposal.</p> <p>This is a single Planning Proposal responding to the <i>Chatswood CBD Planning and Urban Design Strategy 2036</i> (the CBD Strategy). There are other Planning Proposals, including in Anderson Street, that respond also to the CBD Strategy and will be separately reported to Council.</p> <p>Impacts on local character and floor space are discussed above.</p> <p>Height is discussed above.</p> <p>The rezoning to B4 Mixed Use and the requirement of a commercial component is discussed above.</p> <p>Affordable housing is required in accordance with <i>Willoughby Local Environmental Plan 2012</i>.</p> <p>Impacts on local character are discussed above.</p>
<p>5. 276 Mowbray Road Chatswood</p> <p>Object</p> <p>Keep existing zoning</p> <p>Retain liveable Willoughby</p>	<p>Lodged in response to draft VPA exhibition but more related to the Planning Proposal.</p> <p>Changes to existing zoning, height and floor space are discussed above.</p>

Affordable housing priority	<p>The Chatswood CBD Strategy seeks to ensure an employment focused CBD with liveable component. There is no change proposed to Chatswood CBD as expanded bordering areas such as conservation areas – and in this case the North Chatswood Conservation Area.</p> <p>This Planning Proposal is on private land and does not replace recreation areas or green space. The concept plans do show landscaping, with particular reference to soft landscaping in setback areas.</p> <p>The draft VPA contribution will provides a contribution towards infrastructure needed within the CBD. One of the areas where this may be utilised is towards youth friendly facilities.</p> <p>In regards the 1:1 commercial component on this site, a variety of non-residential uses are sought.</p>
Keep recreation and green space	
Youth friendly facilities	
Community minded business welcome	
3 storeys are more human in scale	

Attachment 5

**Transport
for NSW**

4 June 2021

TfNSW Reference: SYD21/00518/01
Council Reference: PP 2018/001

Ms Debra Just
Chief Executive Officer
Willoughby City Council
PO Box 57
CHATSWOOD NSW 2057

Attention: Craig O'Brien

Dear Ms Just,

PLANNING PROPOSAL FOR 58 ANDERSON STREET, CHATSWOOD

Transport for NSW (TfNSW) appreciates the opportunity to comment on the above planning proposal referred through the ePlanning Portal.

We understand that the planning proposal seeks to amend the Willoughby Local Environmental Plan (WLEP) 2012 to facilitate the construction of a mixed use development on the 565m² site, in response to the Chatswood CBD Planning and Urban Design Strategy 2036 (the CBD Strategy).

In particular, the following amendments are proposed for the site:

- rezoning from R2 Low Density Residential to B4 Mixed Use;
- increasing the maximum permitted building height from 8.5m to 53m; and
- increasing the maximum floor space ratio (FSR) from 0.4:1 to 4:1 (including 1:1 commercial).

The planning proposal states that the ultimate objective is to facilitate the future development of a high quality, metropolitan scale, mixed-use (commercial and residential) development that is iconic within the precinct of the Chatswood CBD location. This would replace the existing two storey single dwelling.

Noting the site's location abutting the Sydney Trains rail corridor along its western boundary, Sydney Trains has advised that it is not able to support the concept plan and documentation that the proponent has provided in relation to the planning proposal.

Further details on this, and wider comments from TfNSW in relation to this planning proposal is provided at **Attachment A** for Council's consideration.

Should you have any questions or further enquiries in relation to this matter, Supun Perera would be pleased to assist you via email at supun.perera@transport.nsw.gov.au.

Yours sincerely,

Cheramie Marsden
Senior Manager Strategic Land Use
Land Use, Network & Place Planning, Greater Sydney

Transport for NSW

27-31 Argyle Street, Parramatta NSW 2150 | PO Box 973, Parramatta CBD NSW 2124
P 131782 | W transport.nsw.gov.au | ABN 18 804 239 602

**Attachment A: TfNSW Comments on the Planning Proposal for 58 Anderson
Street, Chatswood**
(Provided 4 June 2021)

Consistency with Chatswood CBD strategy

The proposed changes of planning controls (i.e. FSR and zoning) are largely consistent with that of the CBD Strategy.

Car Parking

It is understood that Council is in the process of reviewing the current parking rates which would likely result in a reduced provision which TfNSW supports in areas within walkable access to good public transport. Given the site is located within the CBD Strategy boundary, Council we request that reduced maximum parking rates for the area be included in the LEP through a specific clause to be applied to the site and broader area if the finalisation of the new (reduced) parking rates has not already come into effect.

Sydney Trains Comments

Sydney Trains cannot support the subject Planning Proposal based on the current Concept Plans and supporting documentation.

The site is relatively constrained and small in area and directly abuts Sydney Trains rail corridor along its western boundary. The concept design has not allowed for any setback along this common boundary. Any proposed building on the subject site must not be designed to be built directly abutting the rail boundary, as this is significantly problematic for future constructability and maintenance purposes. Any proposed craneage used during construction, or scaffolding used during construction or for future maintenance, must not rely on rail land and airspace, and this must be demonstrated through the provision of relevant documentation to the satisfaction of Sydney Trains.

Additionally, there is an existing easement for access and maintenance along the western boundary of the subject site, which benefits Sydney Trains, which has not been taken into consideration in the concept design. Any future development on the subject site must not encroach on this easement and it must be ensured that access is maintained during construction and upon completion of future development.

Given the scale of development involved and the extent of potential excavation on site, it is paramount that the developer approach Sydney Trains early in the design process (as part of pre-DA discussion) to ensure that all relevant Sydney Trains matters of consideration are taken into account and are incorporated in the future design of the development. These considerations include, but are not limited to, geotechnical and structural details and construction methodology, (no rock anchors/bolts within TAHE land), no encroachment onto the existing easement, provision of a setback distance between the building and the western boundary, no drainage into the rail corridor, anti-throw mechanisms for openings within 20m and facing the rail corridor. Additionally, access from the Pacific Highway to the site is via the rail overpasses at Wilson Street and Ashley Street. It should be noted that Ashley Street overpass has a 3 tonne weight limitation for vehicles.

Traffic Impact Assessment

The following comments are provided in relation to the traffic impact assessment report (prepared by Cardno):

Page 2 of 3

- Section 2.5 (page 4) – Anderson Street is a major bus corridor serviced by seven bus routes, not one as mentioned in the report. Figure 2.3 (Public Transport Network Map) is missing the routes operated by Forest Coach Lines.
- The traffic volumes used in the report are from surveys carried out in 2017. These figures should be updated based on more up to date surveys so that the existing traffic situation can be represented accurately.

Cumulative Land Use Considerations

The state and local level contributions for any infrastructure upgrades (such as active transport links) arising from this proposal should be understood and quantified to be included in an agreement/contributions plan with council.

O'Brien, Craig

From: Supun Perera <Supun.Perera@transport.nsw.gov.au>
Sent: Wednesday, 4 August 2021 3:43 PM
To: O'Brien, Craig
Subject: (DWS Doc No 208153885) RE: PP 58 Anderson Street Chatswood

Hi Craig,

Hope you are well. I have received the following comments from Sydney Trains in relation to the revised planning proposal scheme for the site at 58 Anderson Street in Chatswood.

If you have any further queries, feel free to contact me.

Best regards,
Supun

Sydney Trains comments on the revised planning proposal for the site at 58 Anderson Street, Chatswood

- The proposed development directly abuts Sydney Trains rail corridor, and raises concern about the potential effects of future development on the safety and structural integrity, and the continued safe and effective operation, of rail infrastructure facilities in the rail corridor. Given the scale of development involved and extent of potential excavation on site, it is paramount that the developer approach Sydney Trains early in the design process (as part of pre-DA discussion) to ensure that all relevant Sydney Trains matters of consideration are taken into account and are incorporated in the future design of the development. These considerations include, but are not limited to, geotechnical and structural details and construction methodology, (no rock anchors/bolts within TAHE land, adequate setbacks to rail corridor/easements etc.).
- There is an existing easement for access and maintenance along the western boundary of the subject site, which benefits Sydney Trains. Any future development on the subject site must not rely and/or encroach on this easement and it must be ensured that access is maintained at all times during construction and upon completion of future development.
- The future design of the development must incorporate anti-throw mechanisms for openings within 20m and facing the rail corridor.
- Council should also consider how this future development site will be serviced. Sydney Trains will not allow private party (i.e. developer/land owner) services to utilise its corridor (especially for drainage) and requests that such matters be considered early in the process to ascertain the need for alternate solution, collection of developer contributions or re-consideration of development potential. Sydney Trains is happy to discuss such items early in the process.
- Any future proposal must be supported by a Traffic Management Plan for the construction phase, and future operation phase, to demonstrate that additional vehicular movements in and out of the site do not pose queuing issues along the bridge, and potentially obstructing rail corridor access. Rail bridge load restrictions must be also be considered and adhered to, as related to construction related vehicles.
- Sydney Trains also has the delegation to act on behalf of Transport Asset Holding Entity of NSW (TAHE – formerly known as RailCorp) the land owner of rail land. As TAHE is an adjoining landowner, it is requested that Council and developer liaise with Sydney Trains throughout each stage of the planning and development process of this site.

Supun Perera
Senior Land Use Planner
Land Use, Network & Place Planning
Greater Sydney

Transport for NSW
27 Argyle Street, Parramatta NSW 2150



TELEPHONE: 13 13 65
EMAIL: development@ausgrid.com.au

570 George Street
Sydney NSW 2000
All mail to GPO Box 4009
Sydney NSW 2001
T +61 2 131 525
F +61 2 9269 2830
www.ausgrid.com.au

This letter is Ausgrid's response under clause 45(2) of the State Environmental planning Policy (Infrastructure) 2007.

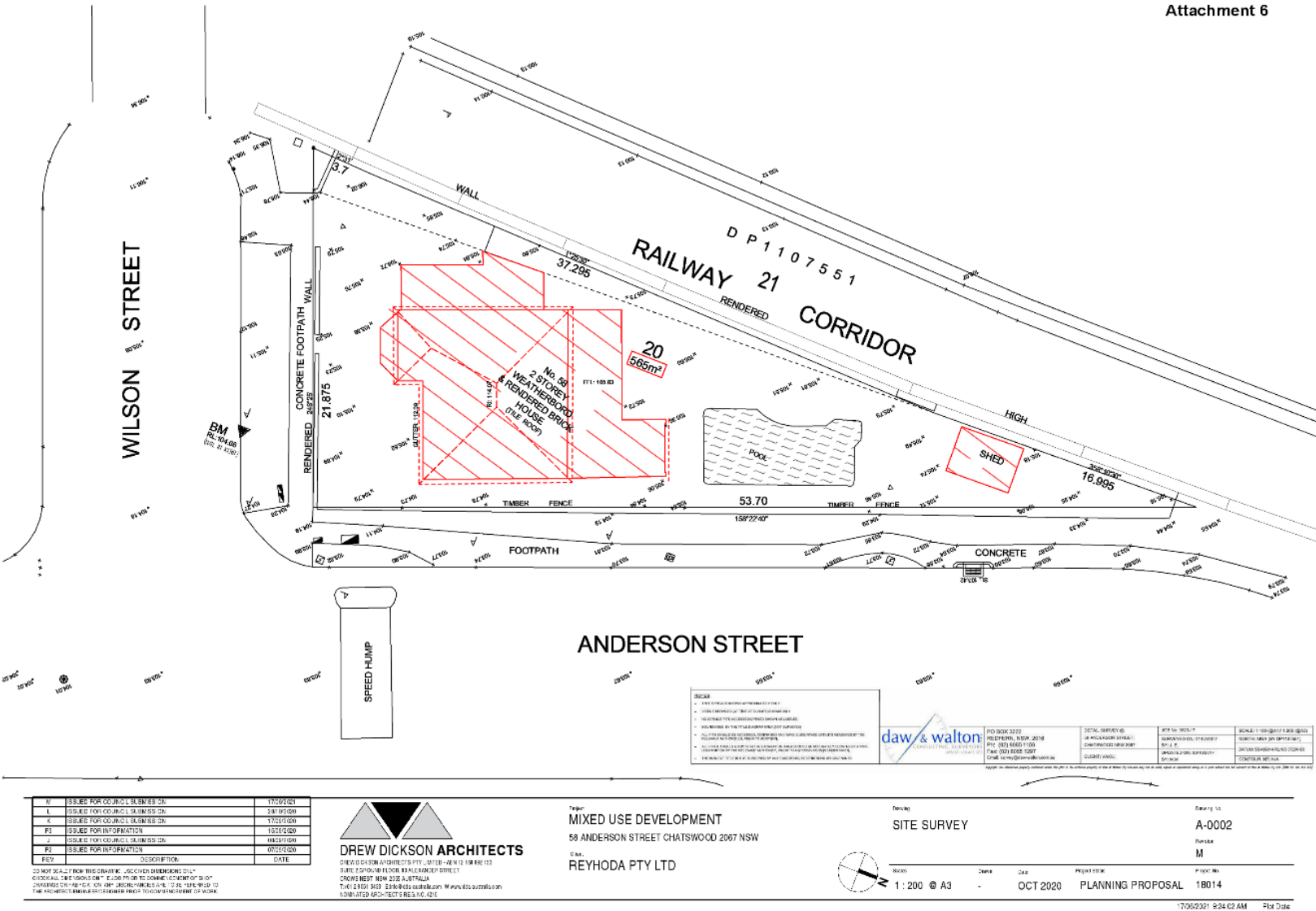
The assessment and evaluation of environmental impacts for a new development consent (or where a development consent is modified) is undertaken in accordance with requirements of Section 79C of the Environmental Planning and Assessment Act 1979. One of the obligations upon consent authorities, such as local councils, is to consider the suitability of the site for the development which can include a consideration of whether the proposal is compatible with the surrounding land uses and the existing environment.

In this regard, Ausgrid requires that due consideration be given to the compatibility of any proposed development with existing Ausgrid infrastructure, particularly in relation to risks of electrocution, fire risks, Electric & Magnetic Fields (EMFs), noise, visual amenity and other matters that may impact on Ausgrid or the development.

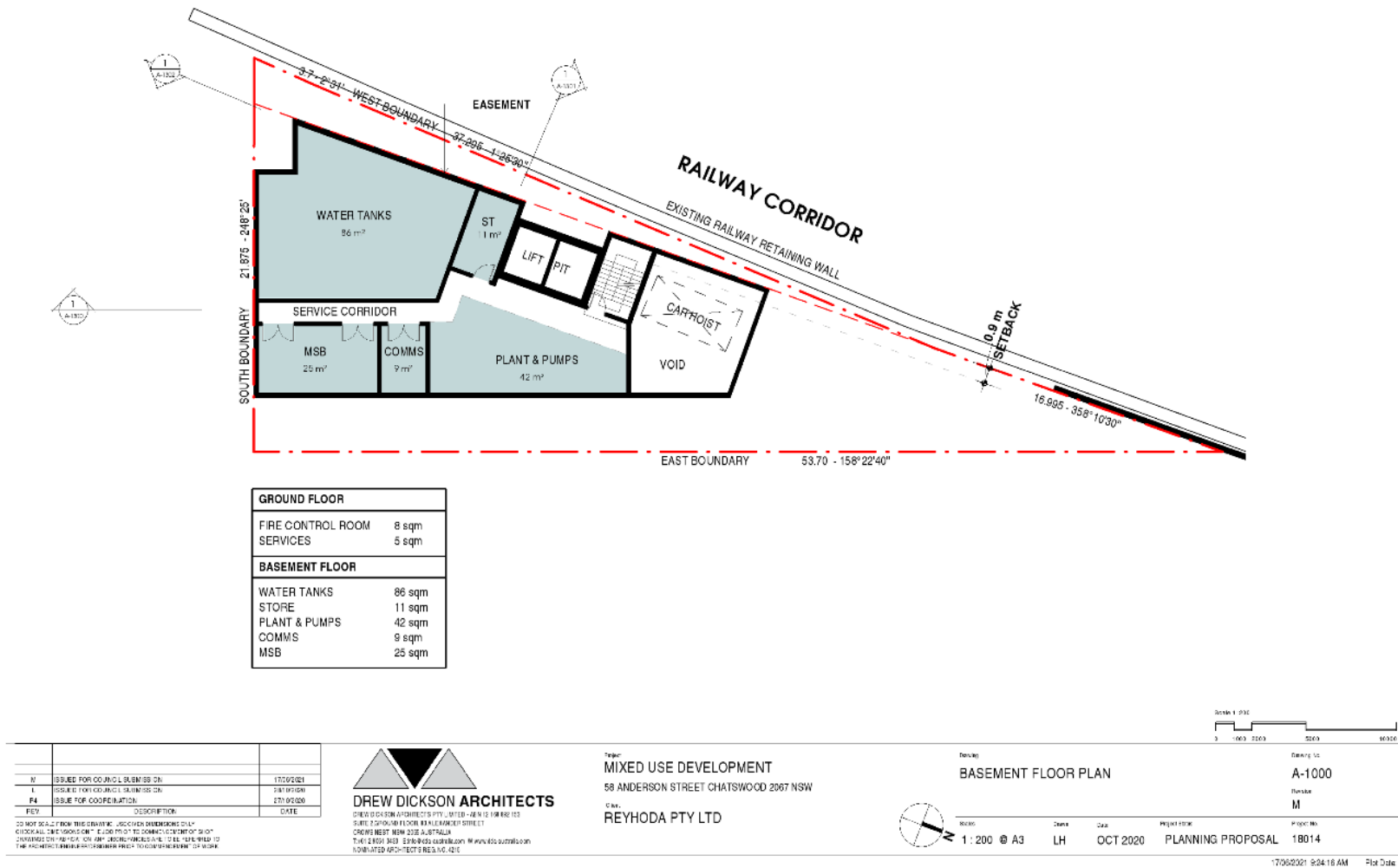
Ausgrid has no objection to this planning proposal and has no further comment.

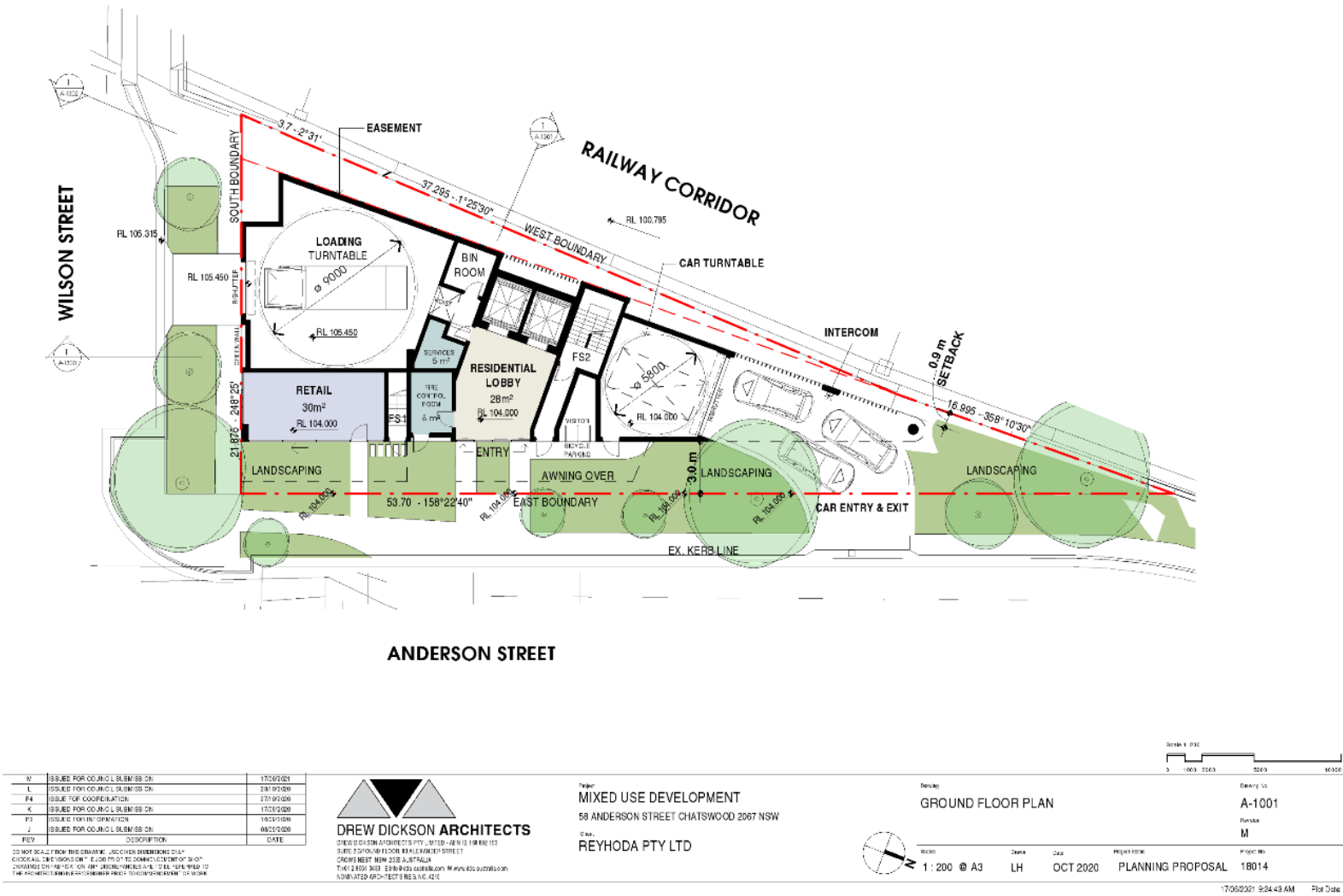
Should you have any enquiries, please contact Ausgrid at Development@ausgrid.com.au

Regards,
Ausgrid Development Team

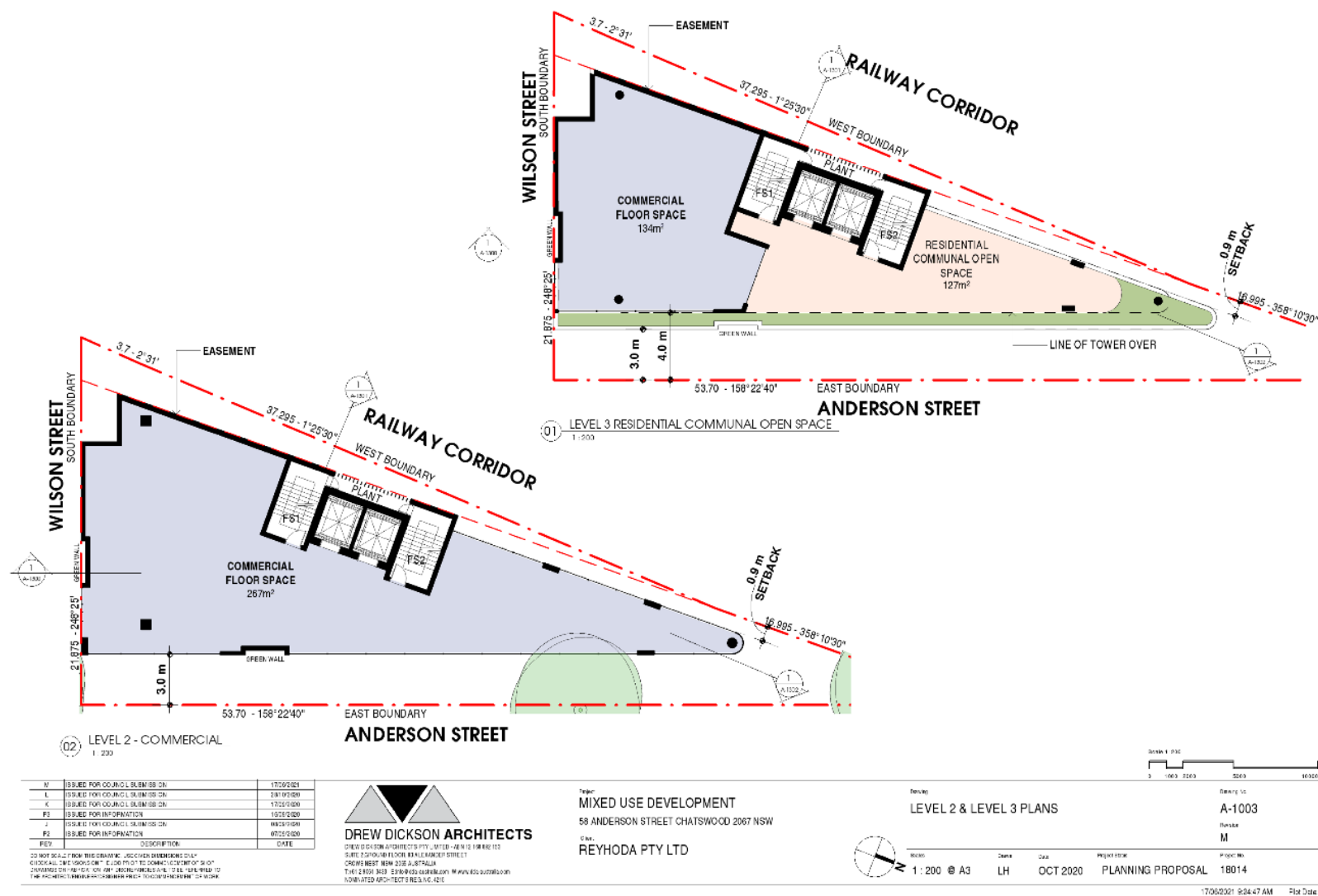


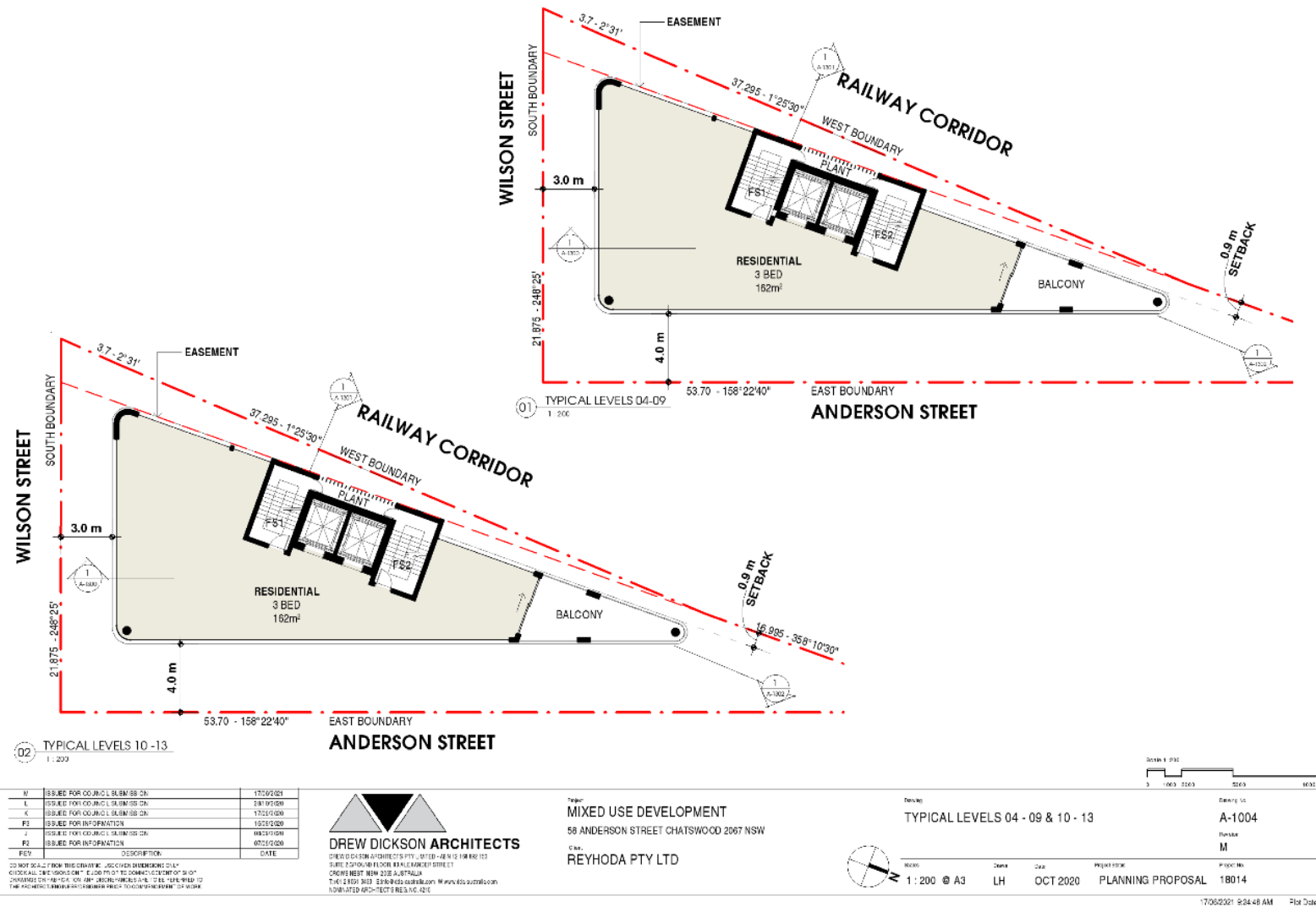












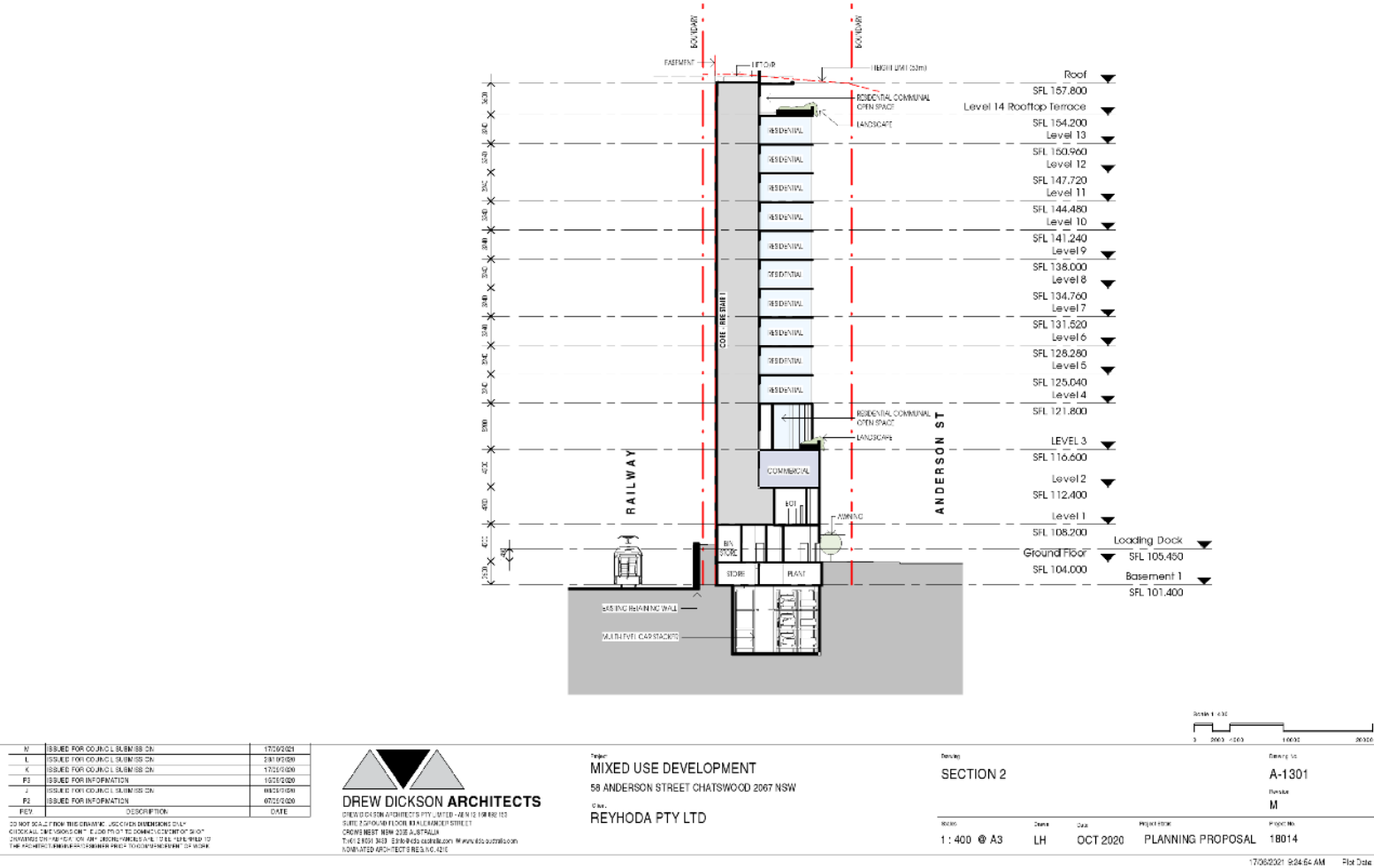


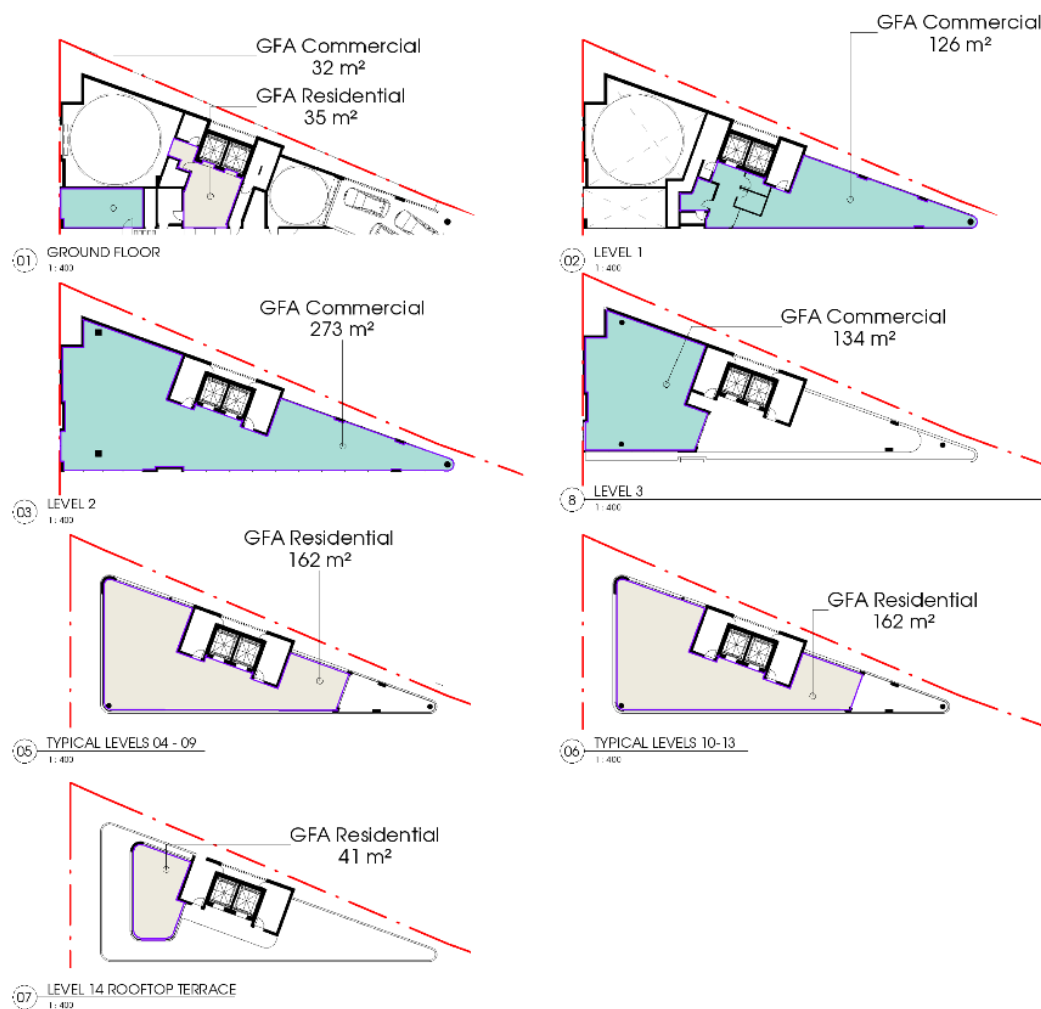
DREW DICKSON ARCHITECTS

DREW DICKSON ARCHITECTS PTY LIMITED - ABN 12 198 882 103
SUITE 2 GROUND FLOOR 83 ALEXANDER STREET
CROWNS NEST NEW 2038 AUSTRALIA
T: (+61) 2 8091 3400 E: info@dids.architects.com W: www.dids.architects.com
INNOVATED ARCHITECTS REG. NO. 12

LEVEL 14 - ROOFTOP TERRACE PLANS

Drawing No.
A-1005
Revision
M17062021 9:24:50 AM File D





COMMERCIAL GFA SCHEDULE

Level	Area	# of floors	Area all floors
Ground Floor	32 m ²	1	32 m ²
Level 1	126 m ²	1	126 m ²
Level 2	273 m ²	1	273 m ²
Level 3	134 m ²	1	134 m ²

TOTAL COMMERCIAL GFA	565 m²
TOTAL COMMERCIAL FSR	1.00 : 1

RESIDENTIAL GFA SCHEDULE

Level	Area	# of floors	Area all floors
Ground Floor	35 m ²	1	35 m ²
Level 4 - 09	162 m ²	6	972 m ²
Level 10 - 13 Typical	162 m ²	4	648 m ²
Level 14 Rooftop Terrace	41 m ²	1	41 m ²

TOTAL RESIDENTIAL GFA	1696m ²
TOTAL RESIDENTIAL FSR	3.00 : 1

PROJECT STATISTICS

Site Area	565 m ²
FSR Commercial	1.00 : 1
FSR Residential	3.00 : 1
Commercial GFA	565 m ²
Residential GFA	1696 m ²

TOTAL GFA	2261 m ²
TOTAL FSR	4:1

GFA Colour Legend

 GFA Commercial
 GFA Residential

N	ISSUED FOR COUNCIL BLANKS ON CH	17/09/2020
N	ISSUED FOR COUNCIL BLANKS ON CH	28/09/2020
K	ISSUED FOR COUNCIL BLANKS ON CH	17/10/2020
P3	ISSUED FOR INFORMATION	15/01/2020
J	ISSUED FOR COUNCIL BLANKS ON CH	08/01/2020
P2	ISSUED FOR INFORMATION	07/02/2020
REV	DESCRIPTION	DATE

DO NOT SCALE FROM THE GRAPH, USE COUNCIL DIMENSIONS ONLY

CHECKLIST: 1. DIMENSION: 1. DIM FROM 10 TO 100 CM (10 TO 100 CM)
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 9. DIMENSION: 1. DIM FROM 10 TO 100 CM (10 TO 100 CM)
 10. DIMENSION: 1. DIM FROM 10 TO 100 CM (10 TO 100 CM)



Project:
MIXED USE DEVELOPMENT
58 ANDERSON STREET CHATSWOOD 2067 NSW

Client:
REYHODA PTY LTD

GFA PLANS & SCHEDULES

Drawing No.
A-7600

M



ROWID	Event	Date	PROJECT NAME	PROJECT No.
1	100-0-10	11/1/2000	PLANNING PROCESS	1001

17062021 9:30:15 AM Plot Date

Attachment 7

DRAFT AMENDMENTS TO WLEP 2012

Written Instrument

1. Clause 4.4A Exceptions to floor space ratio

Delete:

"(14) Development consent must not be granted for shop top housing on land in Zone B4 Mixed Use if—

- (a) for land bounded by Victoria Avenue, Hercules Street, Oscar Street and Albert Avenue, Chatswood—the floor space ratio for the housing will exceed 1.25:1, or
- (b) for all other land in that zone—the floor space ratio for the housing will exceed 1:1."

Replace with:

"(14) Minimum non-residential floor space in the Mixed Use Zone

Land zoned B4 Mixed Use is to contain a minimum non-residential floor space component. This is calculated at 17% of FSR as indicated on the Floor Space Ratio Map."

2. Clause 5.6 Architectural roof features

Delete

3. Clause 6.7 Active street frontages:

Amend (5) to read:

"(5) In this clause, a building has an active street frontage if:

- a) In the Zone B3 Commercial Core, all premises on the ground floor of the building facing the street are used for the purposes of business premises or retail premises.
- b) In the Zone B1 Neighbourhood Business, B2 Local Centre, B4 Mixed Use, B5 Business Development and B7 Business Park, all premises on the ground floor of the building facing the street are used for the purposes of commercial premises."

4. Clause 6.8 Affordable housingDelete:

"(7) In this clause—
accountable total floor space means the following-

- (a) *or development on land identified as "Area 3" on the Special Provisions Area Map—the gross floor area of the residential component of the development, excluding the residential floor space of the development that is used for affordable housing,"*

Replace with:

"(7) In this clause—
accountable total floor space means the following-

- "(a) *If in Area 3 on the Special Provisions Area Map, the gross floor space of the residential component of the development to which the development application relates, including any residential floor area of the building that is used for affordable housing purposes."*

5. 6.12 Size of shops in Zone B3 and Zone B4 in ChatswoodDelete**6. 6.23 Design excellence at certain sites at Willoughby**Amend (2) to read:

- "(2) *This clause applies to development involving the erection of a new building or external alterations to an existing building on land identified as "Area 5" on the Special Provisions Area Map."*

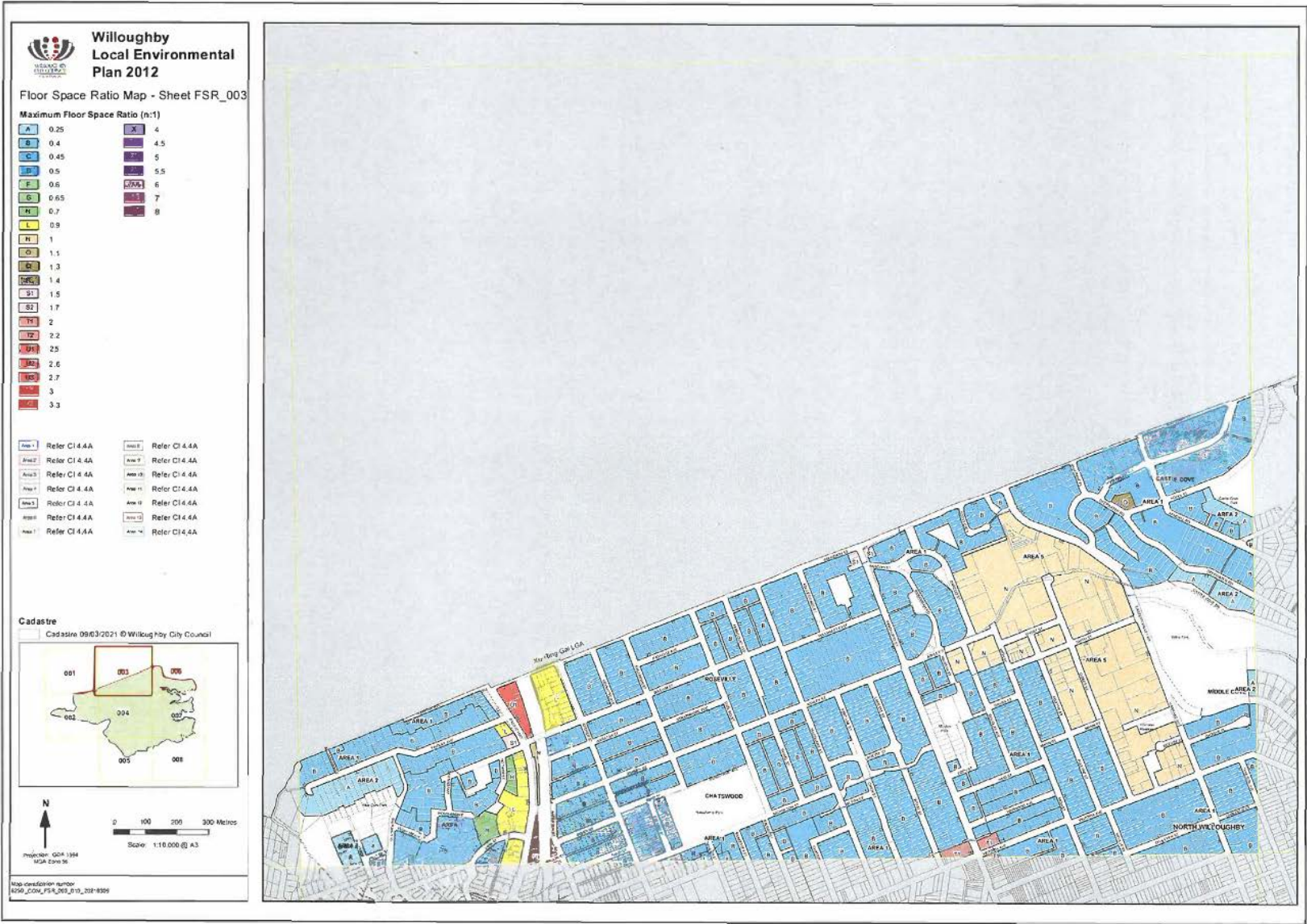
Remainder unchanged.

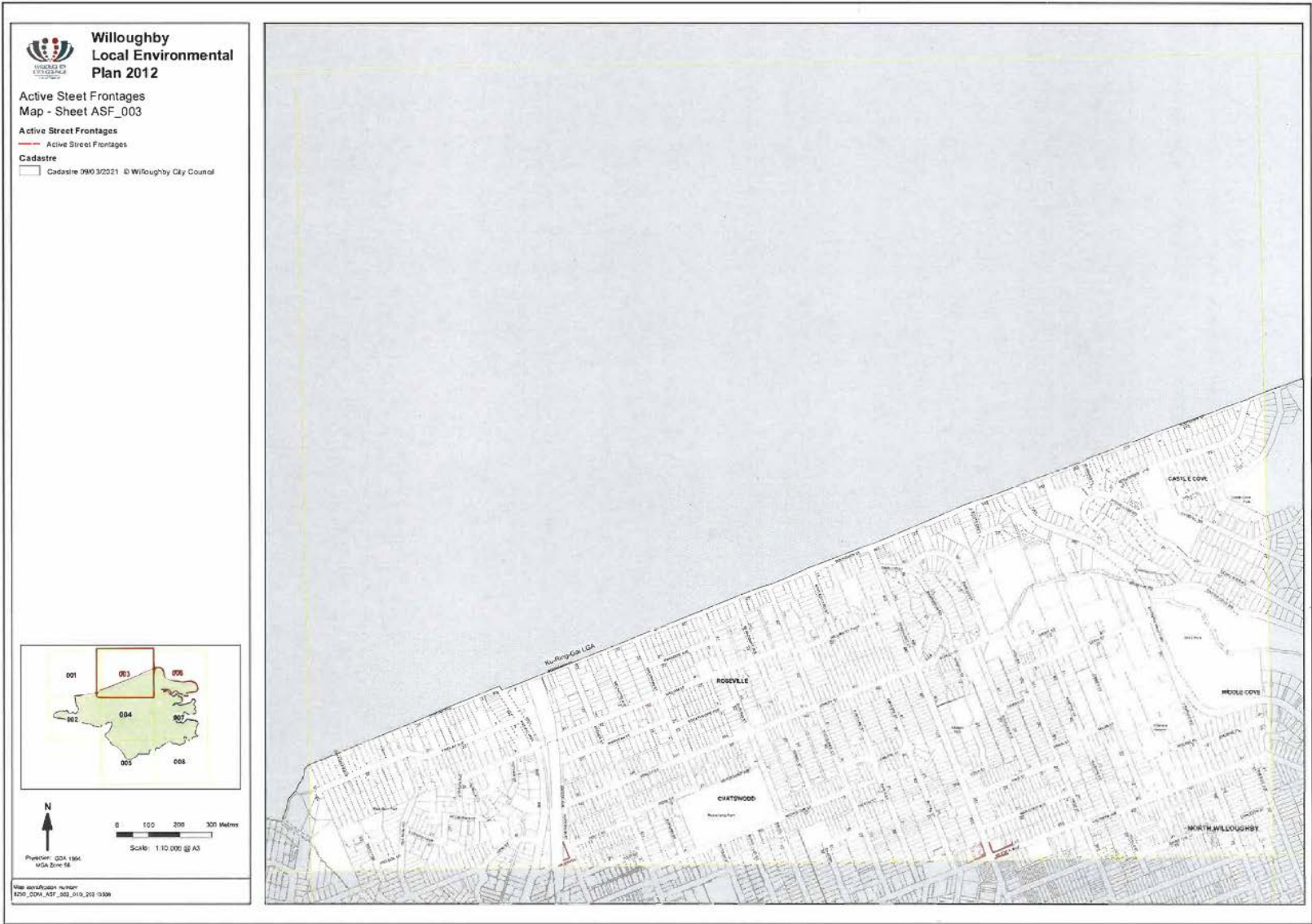
7 . Schedule 1 Additional permitted usesAdd:

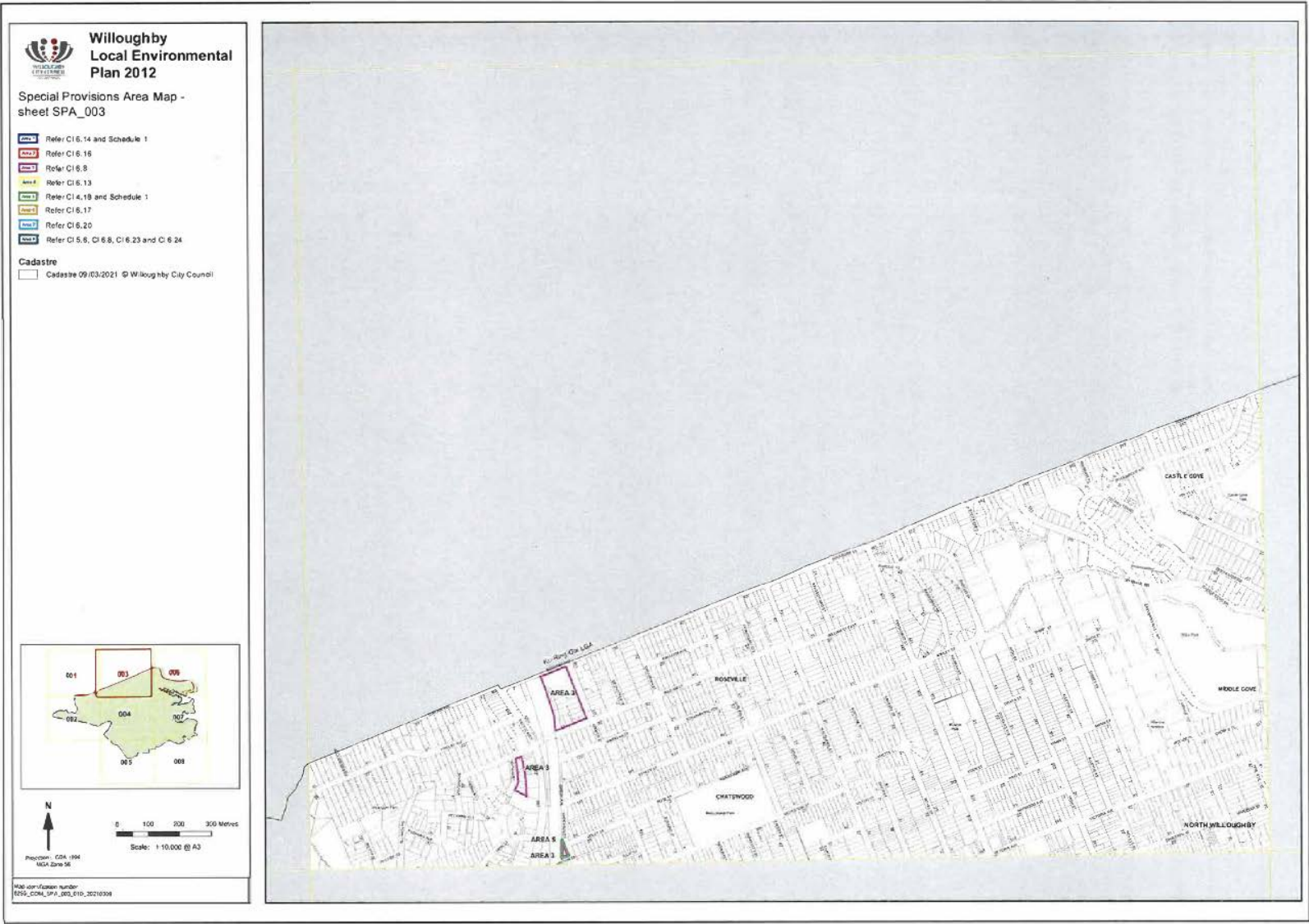
"XX Use of certain B4 land in, Chatswood

- (1) *This clause applies to land zoned B4 in the Chatswood CBD.*
(2) *Development for the purpose of residential flat building is permitted with development consent if the consent authority is satisfied that:*
- (a) *the ground level is used for non-residential purposes and*
(b) *A minimum of 17% of the total FSR is provided for non-residential purposes and*
(c) *No residential dwelling is located at the ground floor."*









ATTACHMENT 8

Draft Site Specific Development Control Plan

58 Anderson Street Chatswood

Contents

- 1.0 General
- 2.0 Built Form
- 3.0 Height of Building
- 4.0 Setbacks and Street Frontage Heights
- 5.0 Building Exterior
- 6.0 Amenity
- 7.0 Open Space and Landscaping
- 8.0 Links
- 9.0 Active Street Frontages
- 10.0 Traffic and Transport
- 11.0 Waste Management and Loading
- 12.0 Design Excellence
- 13.0 Public Art
- 14.0 Building Sustainability

Figures

Figure 1: Site Aerial Map

Figure 2: Site Layout

Figure 3: Setbacks and Street Frontage Heights

Figure 4: Through Site Links and Open Space

1.0 General

These controls apply to land bounded by 58 Anderson Street, Wilson Street, and the North Shore Railway Line, as shown on the map below.



Figure 1: Site Aerial Map

Objectives of the Plan

The aims and objectives of this plan are to:

1. Provide guidelines for a mixed use development on the site.
2. Provide a development that ensures the viability of future development of surrounding properties.
3. Minimise traffic impacts on the surrounding road network.
4. Ensure development on the site minimises impacts to the amenity of neighbouring residential properties.
5. Provide landscaping in and surrounding the site that enhances the presentation of the site as well as the amenity of the development.
6. Achieves architectural and urban design excellence.
7. Maximises activation to Anderson and Wilson Streets.

2.0 Built Form

Performance Criteria

The built form of the new development shall:

1. Achieve a slender tower form on the site.
2. Achieve a site layout that provides a pleasant environment for the occupants and minimises impact on surrounding properties.
3. Ensure visual and acoustic privacy, natural ventilation, sun access and views.
4. Provide suitable areas for communal open spaces, deep soil zones and landscaping.
5. Minimise view loss for surrounding properties.

Controls

1. The tower floor plate above podium is to be consistent with Figure 2.
2. The width of each side of any tower, and design elements that contribute to building bulk, are to be minimised.
3. The site layout is to be in accordance with Figure 2.

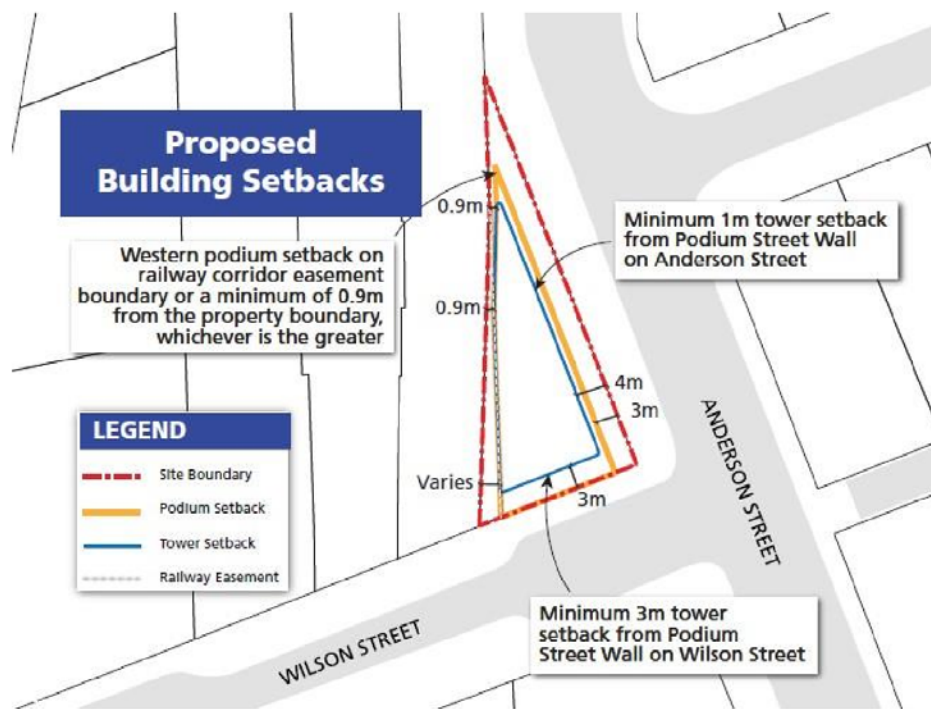


Figure 2: Site Layout

3.0 Height of Building

Performance Criteria

The height of the new development shall:

1. Be consistent with the permitted Height of Buildings development standard applicable to the site.
2. Minimise overshadowing of surrounding properties and the nearby key public spaces and public domain.

Controls

1. The maximum building height is to include all structures located at roof level, including lift over runs and any other architectural features.
2. All roof top lift over runs or exposed structures are to be integrated with the building.
3. Flat roof areas shall incorporate useable outdoor recreation space where suitable.

4.0 Setbacks and street frontage heights

Performance Criteria

Setbacks shall:

1. Ensure the positioning of new buildings are consistent with the proposed streetscape envisioned for Chatswood CBD and contained in the *Chatswood CBD Planning and Urban Design Strategy 2036*.
2. Be provided at Ground level to contribute to public realm.
3. Contribute to slender tower forms.
4. Minimise the effects of adverse wind conditions at street level.

Street wall heights shall:

5. Ensure the street wall heights are consistent with the street wall heights envisioned for Chatswood CBD and contained in the *Chatswood CBD Planning and Urban Design Strategy 2036*.

Controls

1. The building setbacks are to be in accordance with Figure 3 "Street Frontage Heights and Building Setbacks". The required setbacks are:
 - a. Anderson Street frontage
 - i. Minimum 3 metre setback at ground level from boundary.
 - ii. 6-14 metre street wall height.
 - iii. Minimum 1 metre setback above street wall.
 - b. Wilson Street frontage
 - i. 6-14m street wall height at boundary.
 - ii. Minimum 3 metre setback above street wall.



Figure 3: Setbacks and Street Frontage Heights

2. In addition to Control 1:

- a) Setbacks may be greater and street wall heights may be lower.
- b) Additional ground level setbacks are sought that contribute to public realm.

5.0 Building Exterior

Performance Criteria

1. Buildings are to demonstrate a high design quality when viewed from the public domain and the surrounding area.
2. Facade treatment and design is to be used to break down the mass and bulk of buildings.
3. High quality façade materials and finishes are to be used which contribute positively to the built environment and mitigate urban heat.

Controls

1. Facades are to be articulated and should incorporate recesses and projecting elements.
2. Extensive blank walls shall be avoided at street level.

6.0 Amenity

Performance Criteria

1. To maximise solar access and ventilation to residential units.
2. Ensure visual and acoustic privacy of residential units within the development and developments on adjoining properties.
3. Improve pedestrian amenity surrounding the site.

Controls

1. A Wind Assessment shall be submitted at Development Application Stage.
2. A detailed Acoustic Assessment shall be submitted at Development Application Stage.

3. The development shall be designed to maximise solar access, cross ventilation, visual and acoustic privacy.

7.0 Open Space and Landscaping

Performance Criteria

1. Landscaping is to soften and complement the development.
2. Landscaping at street level shall improve the amenity and appearance of the pedestrian environment.
3. The development shall provide publicly accessible links and open space.
4. Publicly accessible open space is to include green landscaping.
5. Podium and roof tops are to be a combination of green and recreation spaces.
6. Street tree planting is to be provided.

Controls

1. All roofs up to 30 metres from ground level are to be green roofs. These are to provide a balance of passive and active green spaces that maximise solar access.
2. A minimum of 2 hours of direct solar access is to be provided to the public open space on the site.
3. Publicly accessible open space and green landscaping such as street trees will be required by all developments.
4. Communal open space for residents of the building is to be incorporated within/on the building, and include seating, recreational areas (e.g. barbeque area) and landscaping.
5. Any communal open space, with particular regard to roof top level on towers, shall be designed to address issues of quality, safety, and usability.
6. A minimum of 20% of the site is to be provided as soft landscaping, which may be located on ground, podium and roof top levels or as green walls of buildings.
7. Deep soil planting is to be provided within the setback to Anderson Street. Deep soil plantings include trees, shrubs, and grasses, and are to be unimpeded by buildings or structures below ground.
8. All publicly accessible open space is to be the responsibility of the relevant ownership entity, with formal public access to be created over these areas.

8.0 Links

Performance Criteria

1. The development shall provide publicly accessible through site links and open space.
2. Publicly accessible open space is to include green landscaping.

Controls

1. The development is to incorporate public accessible through site links in accordance with Figure 4 below.
2. All publicly accessible open space and links are to be the responsibility of the relevant ownership entity, with formal public access to be created over these areas.

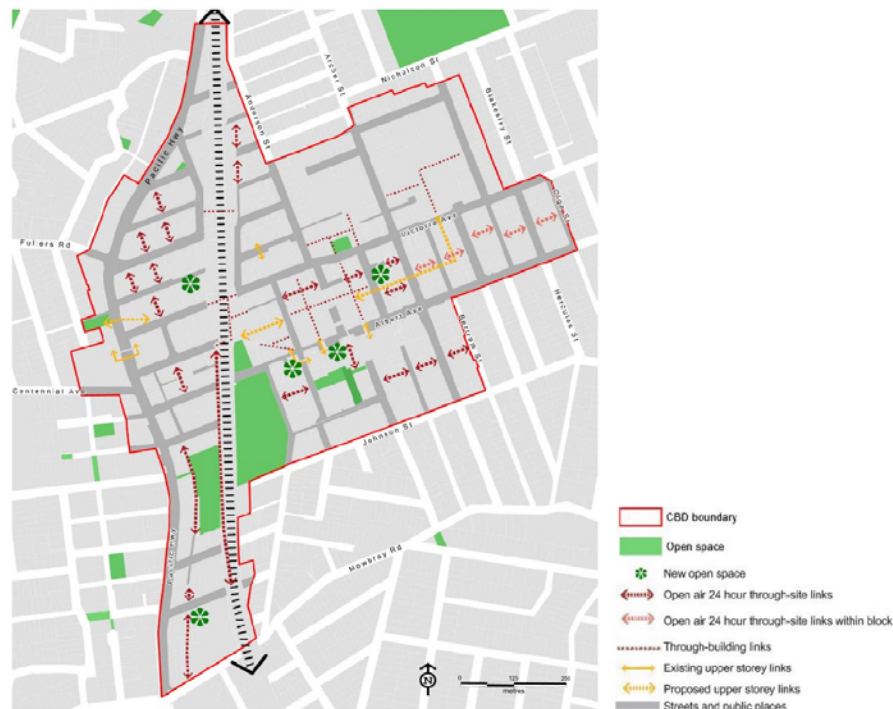


Figure 4: Through Site Links and Open Space

9.0 Active Street Frontages

Performance Criteria

1. To ensure that uses on the ground level contribute to the activation of the public domain.
2. To ensure that design and location of ground floor uses maximise surveillance of the public

Controls

1. At ground level buildings are to achieve some active frontages to Anderson Street and Wilson Street.
2. A building has an active street frontage if all premises on the ground floor of the building facing the street(s) are used for the purpose of commercial premises or non-residential purposes and provide elements of visual interest when viewed from the street.

10.0 Traffic and Transport

Performance Criteria

1. Development must be designed to provide adequate and safe access to the site.

2. Development on the site is not to cause adverse traffic impacts on the surrounding road system.
3. Minimise the number of vehicular access points to the development.
4. All vehicles are to enter and exit the site in a forward direction.
5. Minimise car parking and encourage alternative transport options.

Controls

1. All vehicles are to enter and exit a site in a forward direction. Vehicle manoeuvring technologies such as turntables should only be provided where demonstrated to be necessary.
2. Vehicle access points are located and designed to achieve safety, minimise conflicts between pedestrians and vehicles, and create a high quality streetscape.
3. Traffic shall be restricted to left in/left out on the Anderson Street entrance, to be facilitated by the introduction of a median strip and constructed at the cost of the proponent and designed in consultation with Council.
4. Bicycle access/facilities and circulation along Anderson and Wilson Streets is required, including "filling the gaps" in the existing bicycle network across intersections.
5. Safe and secure on-site bicycle parking capacity including lockers and racks and end-of-trip facilities to meet the expected site demands are to be provided and designed to meet the relevant design standards.

11.0 Waste Management, Loading and Services**Performance Criteria**

All loading, unloading and servicing is required to occur on-site.

1. To ensure that adequate provision is made for waste storage and disposal.
2. Floor space at Ground level is to be maximised.

Controls

1. Any loading docks, including garbage, deliveries, and residential removal trucks are to be located in the basement or at the rear of ground floor areas. Loading docks may be permitted on the ground floor where it can be demonstrated that it is not practical to provide within basement levels.
2. Vehicular access to the site is to be via Wilson Street for commercial deliveries and garbage collection, and via Anderson Street for residential entries and exits.
3. A Waste Management Plan shall be submitted at Development Application Stage.
4. Substations are to be provided within buildings, not within the streets, open spaces or setbacks and not facing key active street frontages.

12.0 Design Excellence**Performance Criteria**

1. Ensure high quality and varied design through the use of competitive design processes.
2. Implement a rigorous process to support good design outcomes.

Controls

1. All developments that have a height of 35m or more are subject to a competitive design process.

2. The competitive design process must be undertaken in accordance with the Willoughby Design Excellence Policy and Willoughby Design Excellence Guidelines.

13.0 Public Art

Performance Criteria

1. All redevelopments in the Chatswood CBD should contribute to public art in accordance with Council's Public Art Policy.

Controls

1. Public Art is to be provided in accordance with Council's Public Art Policy.

14.0 Building Sustainability

Performance Criteria

1. Achievement of design excellence shall include achievement of higher building sustainability standards.

Controls

1. A minimum of 5 stars GBCA building rating is expected. A higher rating is encouraged. An assessment report is to be submitted at Development Application stage.



WILLOUGHBY
Local
Planning
Panel

**PLANNING PROPOSAL
RECORD OF ADVICE**


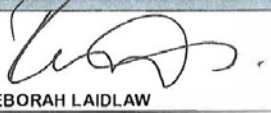
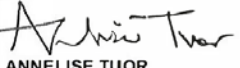

DATE OF ADVICE	7 November 2018
PANEL MEMBERS	Garry West (Chair), Deborah Laidlaw, Annelise Tuor and Robert Wilson
DECLARATIONS OF INTEREST	NIL

PLANNING PROPOSAL BRIEFING

The proposal PP-2018/1 at 58 Anderson Street, CHATSWOOD seeks an amendment to WLEP 2012 to include site specific special provisions for the subject land that allows for a rezoning to B4 mixed use with maximum FSR of 6:1 and height of 90m.

PANEL DISCUSSION and ADVICE

- 1) The Panel acknowledges the location of the site at the northern end of the expanded CBD area under the CBD Strategy.
- 2) The Panel raises concerns with the size and dimensions of the site and as a result the ability of a future mixed use development to achieve the objectives of the CBD Strategy. In this respect it has not been demonstrated that all functional requirements such as parking and servicing can be achieved at ground floor level as well as providing an attractive and active street frontage in a gateway location.
- 3) The Panel recommends that Council:
 - a) Consider whether variation of parking and loading requirements is appropriate; or
 - b) Whether there are alternative means of providing parking and servicing through arrangements on an adjacent site (using 54 & 56 Anderson St Chatswood) with connection under Wilson Street; or
 - c) Having regard to its identification as a constrained site under the CBD Strategy background report, Council consider what alternative uses and controls are appropriate for the site.
- 4) If the Council proceeds with this Planning Proposal:
 - a) The Panel recommends that the Planning Proposal incorporate suitable provisions that maintain a base FSR and Height for the site and that additional FSR and Height consistent with the CBD strategy is only achieved if planning outcomes are realised such as design excellence, sustainability, minimum commercial component and affordable housing.
 - b) The Panel supports suitable arrangements, such as a VPA, being made to ensure value uplift sharing is achieved to enable Council infrastructure commensurate with the development demand is realised.

PANEL MEMBERS	
 GARRY WEST (CHAIR)	 DEBORAH LAIDLAW
 ANNELISE TUOR	 ROBERT WILSON

**15.13 PUBLIC EXHIBITION OF DRAFT DEVELOPMENT CONTROL PLAN FOR
65 ALBERT AVENUE CHATSWOOD**

ATTACHMENTS:	1. IMPLICATIONS 2. SYDNEY NORTH PLANNING PANEL RECORD OF PUBLIC MEETING DATED 18 MAY 2021 3. COUNCIL LETTER DATED 14 SEPTEMBER 2021 4. URBIS LETTER DATED 15 SEPTEMBER 2021 5. COUNCIL LETTER DATED 20 SEPTEMBER 2021 6. DRAFT DEVELOPMENT CONTROL PLAN FOR 65 ALBERT AVENUE CHATSWOOD
RESPONSIBLE OFFICER:	HUGH PHEMISTER – PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	CRAIG O'BRIEN – STRATEGIC PLANNER
CITY STRATEGY OUTCOME:	5.4 – ANTICIPATE AND RESPOND TO CHANGING COMMUNITY AND CUSTOMER NEEDS
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

The purpose of this report is to seek endorsement for the public exhibition of draft Development Control Plan provisions consistent with the *Chatswood CBD Planning and Urban Design Strategy 2036* for 65 Albert Avenue Chatswood (the Mandarin Centre).

2. OFFICER'S RECOMMENDATION

That Council:

- 1. Endorse for public exhibition the draft Willoughby Development Control Plan for 65 Albert Avenue Chatswood.**
- 2. Be provided with a further report following exhibition and consideration of any submissions, prior to finalising the draft Willoughby Development Control Plan for 65 Albert Avenue Chatswood.**
- 3. Delegate authority to the Chief Executive Officer to make any minor amendments to the draft Willoughby Development Control Plan for 65 Albert Avenue Chatswood which do not alter the policy intent.**

3. BACKGROUND

Planning Proposals have not been previously supported on this site as determined at the Council Meetings of 14 September 2015 (proposing 57% residential land use) and again at the Council Meeting of 27 June 2016 (proposing 63% residential land use).

A Planning Proposal was subsequently considered by the Sydney North Planning Panel (SNPP) as the consent authority, with public exhibition occurring between 22 October and 18 November 2020. A submission was made by Council emphasizing the importance of the *Chatswood CBD Planning and Urban Design Strategy 2036* (the CBD Strategy) and Council officers presented on this basis to the Public Meeting dated 18 May 2021. The SNPP resolved to finalize the Planning Proposal subject to qualifications following the Public Meeting dated 18 May 2021 (with a 30.8% residential land use).

The CBD Strategy was publicly exhibited in early 2017, endorsed by Council on 26 June 2017, supported by the Greater Sydney Commission on 18 May 2018, and endorsed by the Department of Planning, Industry and Environment on 9 July 2020 subject to qualifications on residential land use within the B3 Commercial Core on the eastern side of the North Shore Rail Line. The Strategy was again noted by Council on 14 September 2020.

4. DISCUSSION

On 18 May 2021 the Sydney North Planning Panel resolved that the Planning Proposal for 65 Albert Avenue Chatswood should proceed to finalization subject to qualifications which included:

- A Local Environmental Plan Deferred Commencement approach should allow for Council and the Proponent to negotiate and execute a site specific Development Control Plan (DCP) and appropriate infrastructure contributions/public benefit through a Voluntary Planning Agreement (VPA).
- Any agreed infrastructure contributions or public benefit offer should be exhibited with the DCP.

The Record of Public Meeting is at **Attachment 2**.

Council's expectations are that the draft site specific DCP provisions for the Mandarin Centre site will be consistent with the CBD Strategy and its 35 Key Elements.

Council emailed the proponent on 16 August and 26 August 2021 to progress the DCP, with an example of an acceptable DCP provided in order to assist.

The Department of Planning, Infrastructure and Environment (DPIE) published Amendment No 16 to *Willoughby Local Environmental Plan 2012*, regarding 65 Albert Avenue Chatswood, on 31 August 2021. This Plan commences on 1 March 2022, in order to allow for the DCP and VPA to progress to finalization.

With no reply having been received, Council Officers sent a letter to the proponent on 14 September 2021, requesting draft DCP provisions consistent with the CBD Strategy (**Attachment 3**).

The proponent wrote to Council on 15 September 2021 (**Attachment 4**) stating:

- *The draft plan (DCP) has been prepared to be generally consistent with the provisions contained in the Chatswood CBD Planning and Urban Design Strategy 2036 (and associated 35 key elements).*
- *The owners do not propose to offer additional public benefits.*

The proponent has submitted draft Development Control Plan (DCP) provisions with the letter to Council dated 15 September 2021 that are not in accordance with the CBD Strategy. In particular, with reference to land use, and in regard to setbacks and street wall heights which are intended to ensure the envisioned optimum urban outcome contained in the CBD Strategy for sites within the CBD.

Council officers informed the proponent on the 20 September 2021 (**Attachment 5**) that as the draft DCP they had submitted was not adequate a site specific draft DCP consistent with the CBD Strategy was being prepared by Council officers. It is the Council officer draft DCP document that is put forward now for public exhibition at **Attachment 6**. These draft DCP provisions, together with the design excellence process and development application assessment (which also includes public exhibition), are intended to ensure an appropriate outcome addressing all relevant issues pertaining to the redevelopment of this site.

A VPA is unable to be publicly exhibited at the same time, as suggested by the Sydney North Planning Panel. Council officers are disappointed with the unpreparedness of the proponent to enter into a VPA and are continuing to engage the proponent in regards a Voluntary Planning Agreement.

5. CONCLUSION

The draft site specific Development Control Plan provisions are consistent with, and represent the envisioned outcome of, the *Chatswood CBD Planning and Urban Design Strategy 2036*.

These draft DCP provisions, together with the design excellence process and development application assessment (which also includes public exhibition), are intended to ensure an appropriate outcome addressing all relevant issues pertaining to the redevelopment of this site.

Endorsement is sought for the draft Development Control Plan provisions to proceed to public exhibition with the hope that a draft Voluntary Planning Agreement can be agreed for exhibition next year.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	5.4 – Anticipate and respond to changing community and customer needs
Business Plan Objectives, Outcomes / Services	To ensure future development on this site is in line with the <i>Chatswood CBD Planning and Urban Design Strategy 2036</i> .
Policy	<i>Willoughby Development Control Plan 2012</i>
Consultation	This report seeks endorsement to proceed to public exhibition.
Resource	Within operational resources.
Risk	Risk of not achieving the objectives of the <i>Chatswood CBD Planning and Urban Design Strategy 2036</i> .
Legal	The Planning Proposal would amend <i>Willoughby Local Environmental Plan 2012</i> and <i>Willoughby Development Control Plan 2012</i> .
Legislation	<i>Environmental Planning & Assessment Act 1979</i> .
Budget/Financial	There are no budget/financial implications applicable to this report.

ATTACHMENT 2



**Planning
Panels**

**PLANNING PROPOSAL AUTHORITY
RECORD OF PUBLIC MEETING
SYDNEY NORTH PLANNING PANEL**

DATE OF MEETING	18 May 2021
PANEL MEMBERS	Peter Debnam (Chair), Julie Savet Ward, Brian Kirk, Linda McClure
APOLOGIES	None
DECLARATIONS OF INTEREST	None (must include reason for declaration and whether the member participated or not)

Public meeting held Public Teleconference on 18 May 2021, opened at 9.32 am and closed at 12:09pm

MATTER CONSIDERED

PP-2020-323 – Willoughby – 65 Albert Street Chatswood

The Planning Proposal seeks the following amendments to the Willoughby LEP 2012:

- increase the maximum FSR from 2.5:1 to 11.11:1;
- increase the maximum building height from 27m to RL 192.90;
- amend the Special Area Provisions Map to show 65 Albert Avenue as Area XX subject to additional site specific local provisions;
- amend Schedule 1 to include 'shop-top housing' as an additional permitted use;
- add a new provision within Clause 4.4A - Exceptions to FSR;
- ensure that any shop top housing development provides a minimum non-residential FSR of 7.68:1;
- ensure that no maximum FSR applies to any development seeking consent for 'commercial premises' or 'hotel or motel accommodation', consistent with the approach within the Chatswood CBD Strategy;
- provide a new provision within Clause 4.6 which provides that consent cannot be granted for development that contravenes the maximum residential FSR for the site for any development application for shop-top housing;
- provide new local provisions which relate to the area shown on the amended Special Provisions Area Map as follows:
 - provide a minimum of 4% of GFA as affordable housing in addition to the maximum residential FSR of 3.43:1;
 - include new design excellence objectives consistent with Council's intended wording;
 - include a new provision which ensures that development must not result in additional overshadowing of the playing surface of 'Chatswood Oval' between 11am and 2pm during mid-winter;
 - prohibit development for the purpose of serviced apartments.

PUBLIC SUBMISSIONS

The Panel heard comprehensive submissions on the matter from the following parties:

- Community member – Bowen Zhou, Alan Zammit, Shirley Hu on behalf of Yameng Chen, Kwok Chan, Lois Winifred Tham, Stephen Lowe, Marie Dayton, Kenneth Wee, Leo Barry, Claire Yu, Liji Lee, Samantha Lee, George Smith on behalf of Owners Corporation of SP54893, Lily Lee on behalf of seniors in Sebel building
- On behalf of the proponent – John Wynne, Eduard Litver, Jane Maze Riley, Jon Chomley, Philip Vivian
- On behalf of Willoughby City Council – Ian Arnott

The Panel considered the Department's Response to Submissions Report and then convened a public meeting. Following the community contributions during the public meeting, the Proposal was discussed

extensively with the Proponent and Council representatives and the Panel then adjourned to further consider the matter.

OUTCOME OF THE MEETING



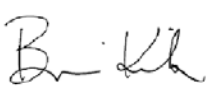
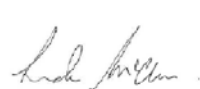
The Panel concurs with the Department's position that the proposal has demonstrated strategic and site-specific merit, particularly relating to the actions and objectives of the Greater Sydney Region Plan and the North District Plan.

Overall, the Panel concurs with the Department that the Proponent has satisfactorily addressed all key concerns raised in submissions including: Traffic and Pedestrian Safety; View Loss; Privacy and Building Separation; Property Devaluation; Overshadowing and Solar Access; Wind Impacts and Noise.

Consequently, the Panel resolved that the proposal should proceed to finalisation with the following qualifications:

- Split height controls must be accommodated within the final LEP;
- LEP Deferred Commencement should allow for Council and the Proponent to negotiate and execute a site-specific DCP and appropriate infrastructure contributions/public benefit.
- While acknowledging Local Government Elections will take place in the second half of this year and limit Council activities for two months, the Panel believes the Council and Proponent should meet as soon as possible to ensure the LEP and DCP are finalised by mid December 2021;
- Any agreed upon infrastructure contributions or public benefit offer should be exhibited with the DCP;
- Any future DA must apply the lower car-parking rate recommended by TfNSW, and this parking rate should be included in the site specific DCP;
- Any future DA must ensure the 70% Commercial component is delivered at the same time as or before the Residential component;
- The LEP must ensure the delivery of affordable housing within the maximum residential FSR component as required under Willoughby LEP 2012 Clause 6.8(7)(b); and
- Further wind impact mitigation measures must be investigated at the design excellence/DA stage to assess impacts upon the existing Sebel Apartments, particularly the south facing and corner apartments.

The Department to work with Council to ensure all provisions of the amending LEP are consistent with the style and format for clauses of WLEP2012 and the Council's Willoughby Comprehensive LEP Planning Proposal currently underway.

PANEL MEMBERS	
 Peter Debnam (Chair)	 Julie Savet Ward
 Brian Kirk	 Linda McClure



Attachment 3

PLANNING & INFRASTRUCTURE DEPARTMENT
Planning Unit

14 September 2021

John Wynne
Urbis
Angel Place
Level 8, 123 Pitt Street
SYDNEY NSW 2000

Dear John,

RE: Sydney North Planning Panel Record of Public Meeting 18 May 2021
65 Albert Avenue Chatswood (Mandarin Centre)
Draft DCP provisions

I am following up with you in response to the Sydney North Planning Panel Record of Public Meeting dated 18 May 2021, with particular regard to draft DCP provisions, and the subsequent emails with you dated 16 and 26 August 2021, as well as the phone discussion on 1 September 2021.

As of the date of this letter, no draft DCP provisions have been provided to Council for its consideration.

As stated in the emails to you, in order to provide clarity, be helpful and to avoid any unnecessary delays in the process, Council's expectations are that the draft site specific DCP provisions for the Mandarin Centre site are to be consistent with the Chatswood CBD Planning and Urban Design Strategy 2036 (and the 35 Key Elements). A copy of a recent example was provided.

Council looks forward to your submission of draft DCP provisions at your earliest convenience in order for Council to progress this matter.

The VPA issue will be followed up with you in separate correspondence.

If you have any questions in relation to this letter, please contact Craig O'Brien on 9777 7647.

Yours Sincerely

Norma Shankie-Williams
STRATEGIC PLANNING TEAM LEADER

Willoughby City Council
31 Victor Street
Chatswood NSW 2067

PO BOX 57 Chatswood NSW 2057
www.willoughby.nsw.gov.au

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Email: email@willoughby.nsw.gov.au
ABN 47 974 826 099

Attachment 4



**ANGEL PLACE
LEVEL 8, 121 PITT STREET
SYDNEY NSW 2000**

**URBIS.COM.AU
Urbis Pty Ltd
ABN 50 106 260 229**

15 September 2021

Ms Norma Shankie-Williams
Strategic Planning Team Leader
Willoughby City Council
Via email: Norma.Shankie-Williams@Willoughby.nsw.gov.au

Dear Norma,

MANDARIN CENTRE: 65 ALBERT AVE, CHATSWOOD

On behalf of Mandarin Developments Pty Ltd and Blue Papaya Pty Ltd, the owners of the Mandarin Centre at 65 Albert Avenue, Chatswood (the site), we provide the following information relating to the recent approval of site specific Amendment No 16 to the Willoughby Local Environmental Plan 2012 (WLEP) affecting the site.

Development Control Plan

Please find attached a draft site specific Development Control Plan submitted for Council consideration. We provide the following information regarding this draft plan:

- The draft plan has been prepared to be generally consistent with the provisions contained in the Chatswood CBD Planning and Urban Design Strategy 2036 (and associated 35 key elements).
- The structure and format of the draft Plan adopts much of the 'template' approach requested by Council but with the built form controls refined to guide a site specific, contextual approach ensuring future development relates positively to surrounding properties.
- Therefore, key built form controls (including podium, street wall and tower heights and setbacks) reflect the direction of Council's CBD strategy while being refined to:
 - Provide a building podium of a scale and form optimising retail and business functions as well as activating the Victor Street and Albert Avenue frontages.
 - Provide tower development above the podium achieving a complimentary relationship with the built form of existing immediate adjoining buildings with appropriate building separation.
- The plan encourages multiple safe and secure publicly accessible pedestrian linkages linking the site to surrounding public domain.
- The plan rationalises vehicle ingress and egress to ensure efficient servicing of development while minimising impacts on the streetscape and pedestrian access.

We submit that the draft DCP provides a suitable framework guiding a future mixed use development of the site that optimises the site's corner position and reinforces this site as a major retail/services/business location in the Chatswood CBD. This development will elevate the profile of

Mandarin Council Letter 150921



Attachment 5

PLANNING & INFRASTRUCTURE DEPARTMENT
Planning Unit

20 September 2021

John Wynne
Urbis
Angel Place,
Level 8, 123 Pitt Street
SYDNEY NSW 2000

Dear John,

RE: 65 Albert Avenue Chatswood (Mandarin Centre)
Draft Development Control Plan provisions

I am writing to you in regards your letter dated 15 September 2021 which contains draft Development Control provisions for 65 Albert Avenue Chatswood (being the Mandarin Centre), which have been submitted following the Sydney North Planning Panel Record of Public Meeting dated 18 May 2021.

As previously advised to you, with particular regard to the email dated 26 August 2021, in order to provide clarity, be helpful and to avoid any unnecessary delays in the process, Council's expectations are that the draft site specific DCP provisions for the Mandarin Centre site are to be consistent with the Chatswood CBD Planning and Urban Design Strategy 2036 (and the 35 Key Elements). A copy of a recent example was provided.

The Chatswood CBD Planning and Urban Design Strategy 2036 was publicly exhibited in early 2017, endorsed by Council on 26 June 2017, supported by the Greater Sydney Commission on 18 May 2018, and endorsed by the Department of Planning, Industry and Environment on 9 July 2020. The Strategy was again noted by Council on 14 September 2020

Council notes that the draft Development Control provisions provided by you are not consistent with the Chatswood CBD Planning and Urban Design Strategy 2036 (and the 35 Key Elements therein).

In order to progress this matter, please be advised that Council intends to prepare draft Development Control Plan provisions on this site consistent with the Chatswood CBD Planning and Urban Design Strategy 2036. These draft provisions are intended to be reported to a Council Meeting for its consideration in order to meet the timeframe requirements established by the Department of Planning, Industry and Environment.

Willoughby City Council
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Chatswood NSW 2067

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ABN 47 974 826 099

Willoughby City Council

If you have any questions in relation to this letter, please contact Craig O'Brien on 9777 7647.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'NS Williams', written in a cursive style.

Norma Shankie-Williams
STRATEGIC PLANNING TEAM LEADER

Attachment 6

**Site Specific Development Control
65 Albert Avenue Chatswood
(Mandarin Centre)**

Draft

Contents

- 1.0 General
- 2.0 Built Form
- 3.0 Height of Building
- 4.0 Setbacks and Street Frontage Heights
- 5.0 Building Exterior
- 6.0 Amenity
- 7.0 Open Space and Landscaping
- 8.0 Links
- 9.0 Active Street Frontages
- 10.0 Traffic and Transport
- 11.0 Waste Management and Loading
- 12.0 Design Excellence
- 13.0 Public Art
- 14.0 Building Sustainability

Figures

Figure 1: Site Aerial Map

Figure 2: Site Layout

Figure 3: Setbacks and Street Frontage Heights

Figure 4: Through Site Links and Open Space

1.0 General

The controls contained in this site specific Development Control Plan apply to 65 Albert Avenue Chatswood. This land is bounded by Albert Avenue, Victor Street and Orchard Road as shown on the map below.



----- The site

Figure 1: Site Aerial Map

Objectives of the Plan

The Objectives of the Plan are to:

1. Support the provision of commercial development in the Chatswood CBD.
2. Enable the development of the site without impacting the viability of adjoining land.
3. Provide a building exhibiting design excellence in architectural form and materials.
4. Minimise traffic impacts on the surrounding road network.
5. Maximise street level activation.

2.0 Built Form

Performance Criteria

The built form of new development shall:

1. Achieve a slender tower / s on the site.
2. Achieve a site layout that provides a pleasant environment for the occupants and minimises impact on surrounding properties and streetscape.
3. Ensure visual and acoustic privacy and sun access.
4. Provide suitable areas for communal open spaces, deep soil zones and landscaping.
5. Minimise view loss for surrounding properties.

Controls

1. The width of each side of any tower, and design elements that contribute to building bulk, are to be minimised.
2. If there is more than one tower on a site, sufficient separation is to be provided in accordance with required setbacks to ensure slender tower forms are achieved.
3. Two towers must not visually read as one large tower. Towers are not to be linked above Podium and should operate independently regarding lifts and services.
4. The site layout, including any tower / s within the site, is to be in accordance with Figure 2.

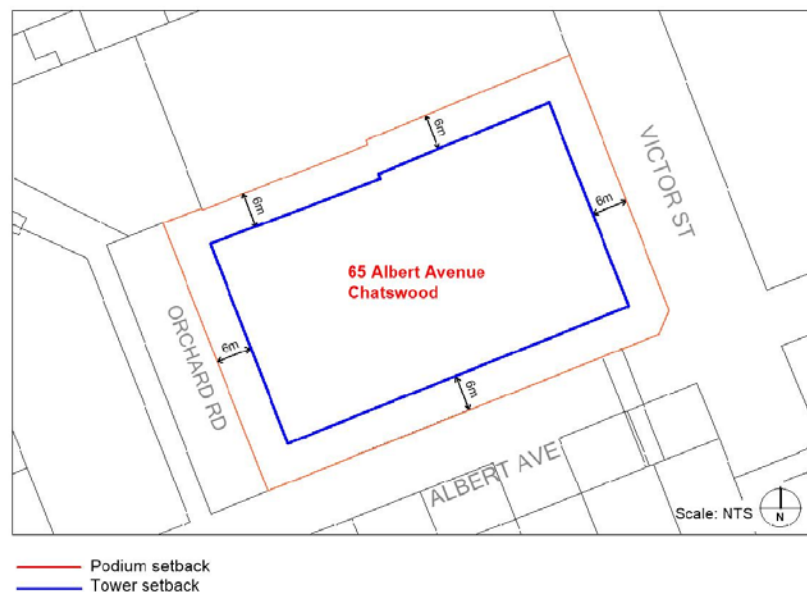


Figure 2: Site Layout

3.0 Height of Building

Performance Criteria

The height of the new development shall:

1. Be consistent with the permitted Height of Buildings development standard applicable to the site.
2. Minimise overshadowing of surrounding properties and the nearby key public spaces and public domain.

Controls

1. The maximum building height is to include all structures located at roof level, including lift over runs and any other architectural features.
2. All roof top lift over runs or exposed structures are to be integrated with the building.
3. Flat roof areas shall incorporate useable outdoor recreation space where suitable.

4.0 Setbacks and street frontage heights

Performance Criteria

Setbacks shall:

1. Ensure the positioning of new buildings are consistent with the proposed streetscape envisioned for Chatswood CBD and contained in the *Chatswood CBD Planning and Urban Design Strategy 2036*.
2. Be provided at Ground level to contribute to public realm.
3. Contribute to slender tower forms.
4. Minimise the effects of adverse wind conditions at street level.

Street wall heights shall:

5. Ensure the street wall heights are consistent with the street wall heights envisioned for Chatswood CBD and contained in the *Chatswood CBD Planning and Urban Design Strategy 2036*.

Controls

1. The development is to have a maximum street wall height of 24m at any point.
2. Building setbacks and street wall heights are to be in accordance with Figure 3 Setbacks and Street Frontage Heights. The setbacks are summarised as follows:
 - a) Albert Avenue
 - i. Maximum 24 metre street wall height at front boundary.
 - ii. Minimum 6 metre setback above street wall to tower.
 - b) Victor Street
 - i. Maximum 24 metre street wall height at front boundary.
 - ii. Minimum 6 metre setback above street wall to tower.



Figure 3: Setbacks and Street Frontage Heights

3. In addition to Controls 1 and 2:

- a) Setbacks may be greater and street wall heights may be lower.
- b) Additional ground level setbacks are sought that contribute to public realm.

5.0 Building Exterior

Performance Criteria

1. Buildings are to demonstrate a high design quality when viewed from the public domain and the surrounding area.
2. Facade treatment and design is to be used to break down the mass and bulk of buildings.
3. High quality façade materials and finishes are to be used which contribute positively to the built environment and mitigate urban heat.

Controls

1. Facades are to be articulated and should incorporate recesses and projecting elements.
2. Extensive blank walls shall be avoided at street level.

6.0 Amenity

Performance Criteria

1. Improve pedestrian amenity surrounding the site.

Controls

1. A Wind Assessment shall be submitted at Development Application stage.
2. A detailed Acoustic Assessment shall be submitted at Development Application stage.
3. The development shall be designed to maximise solar access, cross ventilation, visual and acoustic privacy.

7.0 Open Space and Landscaping

Performance Criteria

1. Greening at the podium roof level is to be provided, with planting visible to the surrounding area – with particular regard to Albert Avenue and Victor Street.
2. Podium and roof tops are to be a combination of green and recreation spaces.
3. Street tree planting is to be provided.

Controls

1. Public domain improvements shall be provided to all street frontages to Council requirements.
2. A minimum of 20% of the site is to be provided as soft landscaping, which may be located on Ground, Podium and roof top levels or green walls of buildings.
3. A Landscape Plan is to be provided at Development Application stage detailing all public domain at ground level, street tree planting, planting and space allocation at podium and roof top levels. This is to include species, container size at planting, spacing and approximate size at maturity.
4. Street tree planting is at the cost of the proponent, with location and species to be determined in consultation with Council at Development Application stage.
5. All existing aerial cables which may include for electricity, communications and other cables connecting to street poles and buildings around the site shall be removed and installed underground in accordance with the requirements of the relevant service authorities. Ausgrid lighting poles are to be provided to the requirements of Ausgrid for street lighting and shall be positioned compatible to the landscaping design around the site.

8.0 Links

Performance Criteria

1. The development shall provide publicly accessible through site links and open space.
2. Publicly accessible open space is to include green landscaping.

Controls

1. The development is to incorporate public accessible through site links at:
 - a) the Albert Avenue / Victor Street corner

b) near the northern site boundary as it connects with Victor Street

in accordance with Figure 3.

2. All publicly accessible open space and links are to be the responsibility of the relevant ownership entity, with formal public access to be created over these areas.

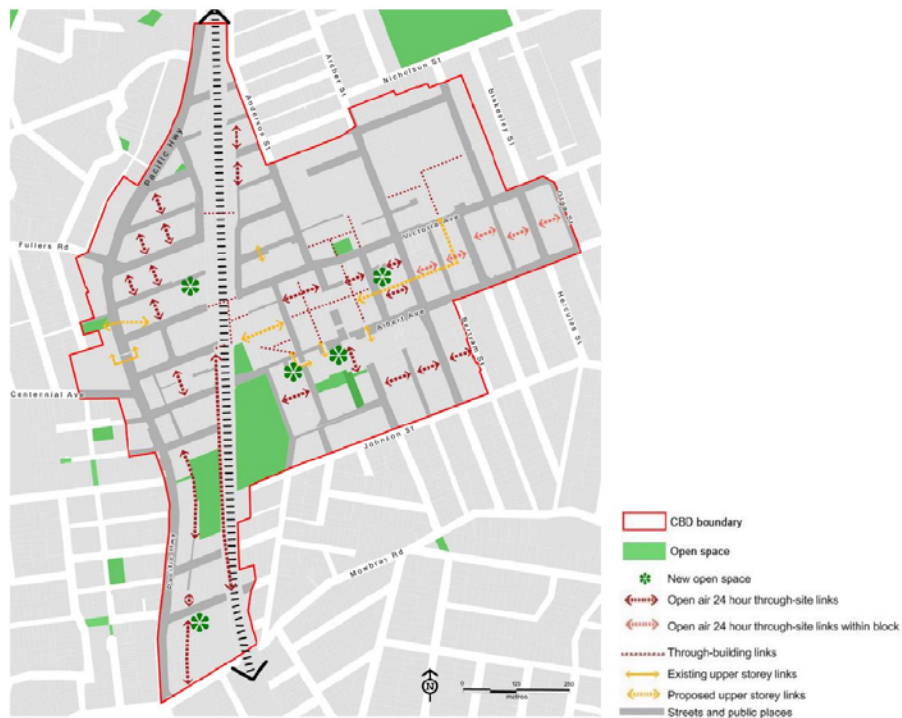


Figure 4: Through Site Links and Open Space

9.0 Active Street Frontages

Performance Criteria

1. To ensure that uses on the ground level contribute to the activation of the public domain.
2. To ensure that design and location of ground floor uses maximise surveillance of the public domain.

Controls

1. At ground level buildings are to maximise active frontages to Albert Avenue and Victor Street.
2. A building has an active street frontage if all premises on the ground floor of the building facing the street(s) are used for the purpose of commercial premises or non-residential purposes and provide elements of visual interest when viewed from the street.

10.0 Traffic and Transport**Performance Criteria**

1. Development must be designed to provide adequate and safe access to the site.
2. Development on the site is not the cause of adverse traffic impacts on the surrounding road system.
3. Minimise the number of vehicular access points to the development.
4. All vehicles are to enter and exit the site in a forward direction.
5. Traffic and transport solutions are to be physical (rather than mechanical) on this site.
6. Minimise car parking and encourage alternative transport options.

Controls

1. Vehicle access to the development is to be from one access point in Victor Street.
2. Vehicle egress from the development is to be from one access point in Orchard Road.
3. Vehicle access and egress is to be designed and located to achieve safety, minimise conflicts between pedestrians and vehicles and create a high quality streetscape.
4. All car parking and loading facilities are to be located below ground level.
5. Other strategies for car parking reduction, such as reciprocal arrangements for sharing parking and car share, is to be included in any future Development Application.

11.0 Waste Management, Loading and Services**Performance Criteria**

1. All loading, unloading and servicing is required to occur on-site.
2. To ensure that adequate provision is made for waste storage and disposal.
3. Floor space at Ground level is to be maximised.

Controls

1. All loading and unloading services are required to occur at basement level on-site.
2. Other supporting functions such as garbage rooms, plant and other services are to be located in Basement levels.
3. A Waste Management Plan shall be submitted at the Development Application stage.
4. Substations are to be provided within buildings, not within the streets, open spaces or setbacks and not facing key active street frontages.

12.0 Design Excellence**Performance Criteria**

1. Ensure high quality and varied design through the use of competitive design processes.
2. Implement a rigorous process to support good design outcomes.

Controls

1. All developments that have a height of 35m or more are subject to a competitive design process.
2. The competitive design process must be undertaken in accordance with the Willoughby Design Excellence Policy and Willoughby Design Excellence Guidelines.

13.0 Public Art**Performance Criteria**

1. All redevelopments in the Chatswood CBD should contribute to public art in accordance with Council's Public Art Policy.

Controls

1. Public Art is to be provided in accordance with Council's Public Art Policy.

14.0 Building Sustainability**Performance Criteria**

1. Achievement of design excellence shall include achievement of higher building sustainability standards.

Controls

1. A minimum of 5 stars GBCA building rating is expected. A higher rating is encouraged. An assessment report is to be submitted at Development Application stage.

15.14 PUBLIC EXHIBITION OF THE URBAN BUSHLAND PLAN OF MANAGEMENT 2021

ATTACHMENTS:	1. IMPLICATIONS 2. URBAN BUSHLAND PLAN OF MANAGEMENT 2021 3. CHANGES TO THE URBAN BUSHLAND PLAN OF MANAGEMENT 2021 BY CROWN LANDS (2 - 3 INCLUDED IN ATTACHMENT BOOKLET 4)
RESPONSIBLE OFFICER:	HUGH PHEMISTER – PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	NICHOLAS YU – NATURAL ASSETS OFFICER
CITY STRATEGY OUTCOME:	1.3 – ENHANCE, PROTECT AND RESPECT WATERWAYS, BUSHLAND, NATURE, WILDLIFE
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

This report seeks Council's endorsement to place the draft *Urban Bushland Plan of Management 2021* on public exhibition in accordance with Section 38 and Section 40A of the *Local Government Act 1993*. Exhibition will be for a period of 42 days commencing 8 November 2021.

2. OFFICER'S RECOMMENDATION

That Council:

1. Endorse the public exhibition of the draft *Urban Bushland Plan of Management 2021* as per the requirements of Sections 38 and 40A of the *Local Government Act 1993* for a period of 42 days commencing 8 November 2021.
2. Receive a further report after the public exhibition of the draft *Urban Bushland Plan of Management 2021*.
3. Delegate authority to the Chief Executive Officer to make minor amendments to the draft *Urban Bushland Plan of Management 2021* which do not alter the intent.

3. BACKGROUND

On 14 September 2020, Council resolved:

That Council refer the draft Urban Bushland Plan of Management 2021 to the Department of Planning, Industry and Environment as stated in the requirements of Section 39 of the Local Government Act 1993 for endorsement to place on public exhibition.

On 6 October 2020, the draft *Urban Bushland Plan of Management 2021* (UBPOM) was referred to the Department of Planning, Industry and Environment (DPIE) who are responsible for assessing plans of management on Crown Lands. The UBPOM is provided at **Attachment 2**.

This report clarifies the DPIE's response and the next steps in the process of adopting a new Plan of Management.

4. DISCUSSION

The new *Crown Land Management Act 2016* (CLMA) was enacted on 1 July 2018 and requires new Plans of Management to cover Crown reserves managed by councils. Until the UBPOM is adopted, Council is limited in its dealings with any new leases/licences on Crown reserves.

The UBPOM covers all bushland areas in Willoughby including Community Land, Crown Land and New South Wales Government owned land.

The UBPOM is the overarching plan for all bushland in Willoughby, covering issues that facilitate their use by the community. These issues range from biodiversity conservation, community participation, managing urban impacts, development adjoining bushland, climate change and fire management. The UBPOM also establishes performance targets, means of achieving the targets and methods of assessment as required by the *Local Government Act 1993*.

On 7 December 2020, 14 April 2021, 30 August 2021, and 21 September 2021 the DPIE requested amendments to the wording and maps in several sections of the UBPOM. The requested amendments are identified in **Attachment 3**.

The amendments include adding the following information:

- Classification, categorisation and management
 - Details of bushland identified as Council Managed Crown Land
 - Detailed maps showing the portions of land in each reserve that are classified as Natural Area (bushland)
 - Details of Council's current lease and licenses of bushland reserves identified as Crown Land
- Native Title
 - Acknowledging that Council has engaged a Native Title Manager to provide advice on any dealings with Council managed Crown reserves, such as granting leases, or approving a Plan of Management

Next steps

The UBPOM will be placed on public exhibition via Council's HaveYourSay website, and Progress Associations and other community groups will be notified. The exhibition period is 42 days in accordance with Section 38 of the *Local Government Act 1993*.

A public hearing will be held in accordance with Section 40A of the *Local Government Act 1993*. The public hearing will be chaired by an independent consultant and held via Zoom.

It is proposed that exhibition will commence on 8 November 2021 and the public hearing will be held on 30 November 2021.

After the exhibition period and the public hearing the DPIE will be notified, requesting approval. A report will then be presented to Council outlining the results of the community consultation and will include a recommendation for adoption of the *Urban Bushland Plan of Management 2021*.

5. CONCLUSION

The draft *Urban Bushland Plan of Management 2021* covers all bushland areas throughout the Willoughby local government area, including issues of community use. Community consultation of the draft *Urban Bushland Plan of Management 2021* is proposed to start on 8 November 2021. Following community consultation a report will be presented to Council outlining community feedback and recommending adoption of the *Urban Bushland Plan of Management 2021*.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	1.3 – Enhance, protect and respect waterways, bushland, nature, wildlife
Business Plan Objectives, Outcomes/ Services	To assist with the management of Bushland within the Willoughby City Council Local Government Area.
Policy	<i>Our Future Willoughby - Community Strategy 2028. Our Green City Plan 2028. Sydney Green Grid Strategy. Willoughby Open Space and Recreation Plan 2013. Vegetation Management Policy.</i>
Consultation	Internal consultation was undertaken at this stage of the draft Urban Bushland Plan of Management.
Resource	Ongoing works arising from the Plan of Management (once adopted) are designated to the responsible Council Units.
Risk	The level of risk associated with this report is low, with moderate consequences under <i>Council's Risk Management Framework</i> .
Legal	Council's exhibition of the draft Plan of Management fulfils its legal requirements under Section 38 of the <i>Local Government Act 1993</i> .
Legislation	<i>Local Government Act 1993, Local Government (General) Regulation 2005, Crown Land Management Act 2016, Native Title Act 1993.</i>
Budget/Financial	There are no additional costs to the recurrent budget or e.restore levy for this work plan.

15.15 CHANGES TO FLOOD PLANNING CLAUSES IN WILLOUGHBY LOCAL ENVIRONMENTAL PLAN 2012

ATTACHMENTS:	1. IMPLICATIONS 2. STANDARD INSTRUMENT (LOCAL ENVIRONMENTAL PLANS) AMENDMENT ORDER (FLOOD PLANNING) 2021
RESPONSIBLE OFFICER:	HUGH PHEMISTER – PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	IAN ARNOTT – PLANNING MANAGER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

To seek Council endorsement to notify the Department of Planning Industry and Environment (DPIE) that Council wishes to incorporate the optional clause 5.22 – Special Flood Considerations into the Willoughby Local Environmental Plan. The adoption of the clause will take place with the making of a State Environmental Planning Policy by the DPIE (mooted to be called the SEPP Flood Planning).

2. OFFICER'S RECOMMENDATION

That Council notify the Department of Planning Industry and Environment that it wishes to incorporate the optional clause 5.22 – Special Flood Considerations into the Willoughby Local Environmental Plan in place at the time of making the State Environmental Planning Policy adopting the clause.

3. BACKGROUND

Council, at its meeting of 18 October 2021 considered a report on recent legislative and other changes initiated by the Department of Planning, Industry and Environment (DPIE). This report referenced a 'flood prone land package' introduced by DPIE on 14 July 2021 to improve planning in flood affected areas and minimise risk. The package included:

1. Mandatory changes to Planning (10.7) Certificates
2. Mandatory change to clause 5.21 – Flood Planning for all Standard Instrument Local Environmental Plans which includes *Willoughby Local Environmental Plan 2012*
3. An option for councils to include a non-mandatory clause 5.22 – Special Flood Considerations with the adoption of a future draft State Environmental Planning Policy (Flood Planning).

This report discusses these changes including the benefits or otherwise of incorporation of the non-mandatory clause (clause 5.22) into *Willoughby Local Environmental Plan 2012*.

4. DISCUSSION

The Department of Planning, Industry and Environment (DPIE) introduced a 'flood prone land package' on 14 July 2021 with the objective of improving planning in flood affected areas. This resulted in mandatory changes to questions to be responded to on Planning Certificates (Section 10.7) as well as automatically updating clause 5.21 – Flood Planning of *Willoughby Local Environmental Plan 2012*. This package has also provided Council an option to opt-in to an additional clause (clause 5.22 – Special Flood Considerations).

The changes associated with the State Government 'flood prone land package' are outlined in more detail below and it is recommended Council advise DPIE that it wishes to incorporate clause 5.22 – Special Flood Considerations into the *Willoughby Local Environmental Plan*.

10.7 Certificates

The flood prone land package issued by DPIE included an amendment to clause 7A of Schedule 4 of the *Environmental Planning and Assessment Regulation 2000* (EP & A Regulation) to alter questions required to be answered on Planning (Section 10.7) Certificates in respect to flood related matters. The questions which came into effect on 14 July 2021 are:

Clause 7A (1) – If the land or part of the land to which the certificate relates is within the flood planning area (FPA) and subject to flood related development controls.

Clause 7A (2) – If the land or part of the land to which the certificate relates is between the FPA and the probable maximum flood (PMF) and subject to flood related development controls.

The flood planning area (FPA) is the area subject to the 1% AEP (Annual Exceedance Probability) / 1 in 100year Average Recurrence Interval for flooding, plus 500mm freeboard. The probable maximum flood (PMF) applies to sites identified as being subject to flooding in the most severe flooding scenario possible.

These changes have now been fully implemented and included in all Planning Certificates (10.7) issued. Auditing of the properties identified may be undertaken to confirm the appropriateness of their inclusion.

Clause 5.21

Clause 5.21 – Flood Planning of *Willoughby Local Environmental Plan 2012* was automatically updated on 14 July, 2021 in accordance with the *Standard Instrument (Local Environmental Plans) Amendment Order (Flood Planning) 2021 (Attachment 2)*. This provided greater clarity for flood planning and strengthened Council's ability to enforce flood related controls already contained in *Willoughby Development Control Plan* (WDCP).

Clause 5.22

All councils have been provided an option of incorporating a further, non-mandatory clause (clause 5.22 – Special Flood Considerations) into their LEPs as outlined in **Attachment 2**. The inclusion of this clause will provide greater statutory weight in ensuring the form and use of development approved for a site is appropriate having regard to likely flood affectation.

The clause would apply to development on any land that, in the event of a flood, may cause risk to life or require evacuation of people or other safety considerations. It also specifically applies to sensitive and hazardous development for land located between the flood planning area (FPA) and the probable maximum flood (PMF). Both the FPA and PMF have either been mapped or are in the process of being mapped for the City of Willoughby. There are approximately 3041 properties (including strata units) within the Willoughby LGA that fall within this area.

Sensitive and hazardous development includes uses such as education establishments, seniors housing, child care centres, boarding houses, hospitals, hazardous storage establishments, sewerage systems and other uses for which larger flood events may pose greater risks and consequences both to life and the environment. The clause does not prevent development on such sites, but does require that risk to occupants and evacuation measures have been considered and measures to mitigate the risk and safe evacuation routes have been provided.

Some of these provisions have already been incorporated into Council's draft *Development Control Plan* as endorsed by Council for exhibition. Consistent with advice provided in the 'flood prone land package' it may be appropriate to provide additional provisions within *Willoughby Development Control Plan* to support the clause. Consultancy work may be required to update the attachment to the Willoughby Development Control Plan - Technical Standard 3, Floodplain management technical standard. Should Council proceed with the inclusion of clause 5.22 funding required to engage consultants would be determined.

The inclusion of the clause may result in some additional cost for sensitive or hazardous development in demonstrating the requirements of the clause are satisfied. It is likely that only a small number of low density residential development would require additional information to demonstrate compliance.

Section 4.15 of the *Environmental Planning and Assessment Act, 1979* outlines the matters for consideration in the assessment of a development application. This includes, amongst other things, any development control plan, the likely environmental, social and economic impacts of the development, the suitability of the site for the development and the public interest. Flood related matters are already considered in the assessment of an application in this context.

The incorporation of the optional clause (clause 5.22 – Special Flood Considerations) will provide greater transparency in the manner in which assessment occurs and greater statutory weight in ensuring appropriate development for land subject to potential flood affectation. Officers believe that the benefits associated with applying the clause outweigh the cost imposition on development.

Should Council opt-in to the inclusion of the clause it would take effect with the introduction by DPIE of a new State Environmental Planning Policy in 2022. DPIE have advised that a draft SEPP will be exhibited in the new year at which time Council would have opportunity to make further comment.

5. CONCLUSION

It is recommended that Council notify Department of Planning, Industry and Environment that Council wishes to incorporate the optional clause (clause 5.22 – Special Flood Considerations) into the Willoughby Local Environmental Plan as it will provide greater transparency and statutory weight for Council.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	5.1 – Be honest, transparent and accountable in all that we do
Business Plan Objectives, Outcomes / Services	To ensure the proposed Flooding SEPP changes are in line with the <i>Local Strategic Planning Statement (LSPS)</i> , <i>A Metropolis of Three Cities</i> and the <i>North District Plan</i> by increasing resilience to climate change.
Policy	<i>Willoughby Local Environmental Plan 2012</i> and <i>Willoughby Development Control Plan</i> .
Consultation	Department of Planning & Infrastructure will place the draft Flooding SEPP on exhibition in 2022.
Resource	Consultancy work may be required to update the attachment to the <i>Willoughby Development Control Plan</i> - Technical Standard 3, Floodplain management technical standard.
Risk	The legislative change addresses an outcome of the Council's Floodplain Risk Management Studies.
Legal	The Draft <i>Flooding SEPP</i> will incorporate a new clause into <i>Willoughby Local Environmental Plan 2012</i> .
Legislation	<i>Environmental Planning & Assessment Act 1979</i> .
Budget/Financial	Further costing of consultant engagement and funding source would be determined should Council resolve to proceed.



Standard Instrument (Local Environmental Plans) Amendment (Flood Planning) Order 2021

under the

Environmental Planning and Assessment Act 1979

MARGARET BEAZLEY, Governor

I, the Honourable Margaret Beazley AC QC, Governor of New South Wales, with the advice of the Executive Council, make the following Order under section 3.20 of the *Environmental Planning and Assessment Act 1979*.

Dated 12 May 2021.

By Her Excellency's Command,

ROB STOKES, MP
Minister for Planning and Public Spaces

Published LW 14 May 2021 (2021 No 226)

Standard Instrument (Local Environmental Plans) Amendment (Flood Planning) Order 2021 [NSW]

**Standard Instrument (Local Environmental Plans) Amendment
(Flood Planning) Order 2021**

under the

Environmental Planning and Assessment Act 1979

1 Name of Order

This Order is Standard Instrument (Local Environmental Plans) Amendment (Flood Planning) Order 2021.

2 Commencement

This Order commences on 14 July 2021 and is required to be published on the NSW legislation website.

Standard Instrument (Local Environmental Plans) Amendment (Flood Planning) Order 2021 [NSW]
Schedule 1 Amendment of Standard Instrument prescribed by Standard Instrument (Local Environmental Plans) Order 2006

Schedule 1 Amendment of Standard Instrument prescribed by Standard Instrument (Local Environmental Plans) Order 2006

Clauses 5.21 and 5.22

Insert after clause 5.20—

5.21 Flood planning [compulsory]

- (1) The objectives of this clause are as follows—
 - (a) to minimise the flood risk to life and property associated with the use of land,
 - (b) to allow development on land that is compatible with the flood function and behaviour on the land, taking into account projected changes as a result of climate change,
 - (c) to avoid adverse or cumulative impacts on flood behaviour and the environment,
 - (d) to enable the safe occupation and efficient evacuation of people in the event of a flood.
- (2) Development consent must not be granted to development on land the consent authority considers to be within the flood planning area unless the consent authority is satisfied the development—
 - (a) is compatible with the flood function and behaviour on the land, and
 - (b) will not adversely affect flood behaviour in a way that results in detrimental increases in the potential flood affectation of other development or properties, and
 - (c) will not adversely affect the safe occupation and efficient evacuation of people or exceed the capacity of existing evacuation routes for the surrounding area in the event of a flood, and
 - (d) incorporates appropriate measures to manage risk to life in the event of a flood, and
 - (e) will not adversely affect the environment or cause avoidable erosion, siltation, destruction of riparian vegetation or a reduction in the stability of river banks or watercourses.
- (3) In deciding whether to grant development consent on land to which this clause applies, the consent authority must consider the following matters—
 - (a) the impact of the development on projected changes to flood behaviour as a result of climate change,
 - (b) the intended design and scale of buildings resulting from the development,
 - (c) whether the development incorporates measures to minimise the risk to life and ensure the safe evacuation of people in the event of a flood,
 - (d) the potential to modify, relocate or remove buildings resulting from development if the surrounding area is impacted by flooding or coastal erosion.
- (4) A word or expression used in this clause has the same meaning as it has in the Considering Flooding in Land Use Planning Guideline unless it is otherwise defined in this clause.
- (5) In this clause—

Standard Instrument (Local Environmental Plans) Amendment (Flood Planning) Order 2021 [NSW]
 Schedule 1 Amendment of Standard Instrument prescribed by Standard Instrument (Local Environmental Plans) Order 2006

Considering Flooding in Land Use Planning Guideline means the *Considering Flooding in Land Use Planning Guideline* published on the Department's website on 14 July 2021.

flood planning area has the same meaning as it has in the Floodplain Development Manual.

Floodplain Development Manual means the *Floodplain Development Manual* (ISBN 0 7347 5476 0) published by the NSW Government in April 2005.

5.22 Special flood considerations [optional]

- (1) The objectives of this clause are as follows—
 - (a) to enable the safe occupation and evacuation of people subject to flooding,
 - (b) to ensure development on land is compatible with the land's flood behaviour in the event of a flood,
 - (c) to avoid adverse or cumulative impacts on flood behaviour,
 - (d) to protect the operational capacity of emergency response facilities and critical infrastructure during flood events,
 - (e) to avoid adverse effects of hazardous development on the environment during flood events.
- (2) This clause applies to—
 - (a) for sensitive and hazardous development—land between the flood planning area and the probable maximum flood, and
 - (b) for development that is not sensitive and hazardous development—land the consent authority considers to be land that, in the event of a flood, may—
 - (i) cause a particular risk to life, and
 - (ii) require the evacuation of people or other safety considerations.
- (3) Development consent must not be granted to development on land to which this clause applies unless the consent authority is satisfied that the development—
 - (a) will not affect the safe occupation and efficient evacuation of people in the event of a flood, and
 - (b) incorporates appropriate measures to manage risk to life in the event of a flood, and
 - (c) will not adversely affect the environment in the event of a flood.
- (4) A word or expression used in this clause has the same meaning as it has in the *Considering Flooding in Land Use Planning Guideline* unless it is otherwise defined in this clause.
- (5) In this clause—

Considering Flooding in Land Use Planning Guideline—see clause 5.21(5).
flood planning area—see clause 5.21(5).
Floodplain Development Manual—see clause 5.21(5).
probable maximum flood has the same meaning as it has in the Floodplain Development Manual.
sensitive and hazardous development means development for the following purposes—

Standard Instrument (Local Environmental Plans) Amendment (Flood Planning) Order 2021 [NSW]
Schedule 1 Amendment of Standard Instrument prescribed by Standard Instrument (Local Environmental Plans) Order 2006

(a) *[list land uses]*

Direction— Only the following land uses are permitted to be included in the list—

- (a) boarding houses,
- (b) caravan parks,
- (c) correctional centres,
- (d) early education and care facilities,
- (e) eco-tourist facilities,
- (f) educational establishments,
- (g) emergency services facilities,
- (h) group homes,
- (i) hazardous industries,
- (j) hazardous storage establishments,
- (k) hospitals,
- (l) hostels,
- (m) information and education facilities,
- (n) respite day care centres,
- (o) seniors housing,
- (p) sewerage systems,
- (q) tourist and visitor accommodation,
- (r) water supply systems.

15.16 DEVELOPMENT ASSESSMENT - QUARTER 1 (1 JULY 2021 TO 30 SEPTEMBER 2021)

ATTACHMENTS:	1. IMPLICATIONS 2. VARIATIONS TO DEVELOPMENT STANDARDS – QUARTER 1 3. APPLICATIONS DETERMINED – QUARTER 1 4. CURRENT DEVELOPMENT APPLICATIONS AS AT 13 OCTOBER 2021
RESPONSIBLE OFFICER:	HUGH PHEMISTER – PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	IAN ARNOTT – PLANNING MANAGER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

To provide Council with details relating to development assessment for Quarter 1 (1 July to 30 September 2021)

2. OFFICER'S RECOMMENDATION

That Council notes:

- 1. The variations to development standards and development applications determined under delegated authority during quarter 1 (1 July to 30 September 2021).**
- 2. The current development applications list as at 30 September 2021.**

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.

A list of development applications and planning proposals currently under assessment is prepared for Council to note at the end of each quarter.

4. DISCUSSION**Variations to development standards**

A total of 278 Development Applications were considered during quarter 1. 13 applications were approved with a variation to development standards, of these; 5 were approved by Council staff under delegation and 8 by the Willoughby Local Planning. Details are provided in **Attachment 2**.

Development Applications determined under delegated authority

A total of 90 Development Applications were determined under delegated authority during quarter 1. **Attachment 3** provides details of these applications arranged by suburb.

Figure 1 provides a summary of Development Applications determined under delegated authority during quarter 1.

Figure 1: Development Application determinations under delegated authority – Q1

Area	Consent	Deferred Commencement	Refused	Rejected	Total
Artarmon	7	0	0	0	7
Castle Cove	5	0	0	0	5
Castlecrag	7	0	0	0	7
Chatswood	20	0	0	0	20
Chatswood West	3	0	0	0	3
Lane Cove North	3	0	0	0	3
Middle Cove	3	0	0	0	3
Naremburn	10	0	1	0	11
North Willoughby	2	0	0	0	2
Northbridge	8	0	0	0	8
Roseville	2	1	0	0	3
St Leonards	1	0	0	0	1
Willoughby	14	0	0	0	14
Willoughby East	3	0	0	0	3
Total	88	1	1	0	90

One Development Applications were refused under delegated authority during quarter 1:

29 Park Road Naremburn

Reasons for refusal were noted as follows:

1. The proposed development is not consistent with the objectives of the zone under WLEP 2012 / WLEP 2020.
2. Except for the minimum lot size for attached dual occupancy the proposed development complies with the development standards under WLEP 2012 / WLEP 2020.
3. Except for landscaped area, private open space, setback, bulk and scale, driveway, streetscape the proposed development complies with the objectives of WDCP.
4. The proposed development will have a significant impact on the existing streetscape of Olympia Road or compromise the natural and scenic qualities of the locality.
5. The proposed development will have significant or unreasonable impacts on the residential amenity of adjoining or nearby properties.
6. It is considered that any adverse effects to the present and likely future amenity of the locality are of such an extent as to warrant refusal of the application.

Current development applications

As at 30 Sept 2021, a total of 188 applications are under assessment. This includes 181 development applications, 6 planning proposals and 1 for determination by Sydney North Planning Panel, details of which are shown in **Attachment 4**.

A summary of development applications (shown by approving authority) and planning proposals as at 30 September 2021 is shown in **Figure 2**.

Figure 2: Current applications as at 30 September 2021

Development applications	
Delegation	151
Willoughby Local Planning Panel	25
Land and Environment Court	5
Sydney North Planning Panel	1
Planning proposal applications	6
Total	188

5. CONCLUSION

It is recommended that Council receive and note the details of development applications determined with variations in development standards, applications determined under delegated authority and information relating to current development applications (including those to be determined by the Sydney North Planning Panel) and Planning Proposals as at 30 September 2021.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	5.1 – Be honest, transparent and accountable in all that we do
Business Plan Objectives, Outcomes / Services	<p>To ensure appropriate planning principles are applied to all new development in order to achieve a liveable, sustainable and resilient city.</p> <p>To keep Councillors and the community informed in order to ensure transparency and confidence in the organisation.</p>
Policy	There are no policy implications resulting from this report.
Consultation	Consultation is undertaken in accordance with Council's notification policy.
Resource	Assessments are undertaken within Council's resource allocation.
Risk	Each assessment considers risks of the relevant development and conditions the applications appropriately.
Legal	There are no legal implications resulting from this report.
Legislation	Applications are assessed in accordance with the <i>Environmental Planning & Assessment Act 1979</i> .
Budget/Financial	Council's costs of assessing Development Applications are within the budget allocation for 2021/22. The costs are offset in part from the income derived from application fees in accordance with Council's adopted fees and charges.

Clause 4.6 Variations - July to September 2021

ATTACHMENT 2

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
2021/99	50 & 52 Stafford Road ARTARMON	Residential - Alterations & Additions	R2	4.3. Height of buildings	a) The height breach is minor and development is consistent with objectives of the development standard and zone. b) Consistent with heritage character of the locality and a harmonious addition to the streetscape. c) Does not unreasonably affect local amenity, with respect to maintaining privacy and solar access.	Height - 0.21m (2.6%)	WLPP	31/08/2021
2021/164	56 Deepwater Road CASTLE COVE	Residential - Alterations & Additions	E4	4.3. Height of buildings FSR - 15.94 sqm (5.7%)	a) Consistent with the objectives of standard and zone. b) Adequate environmental planning grounds to justify breach of development standard. c) Acceptable amenity impacts on neighbouring properties and is consistent with the streetscape and natural character of the locality.	Height - 2.1m (24.7%) FSR - 15.94 sqm (5.7%)	WLPP	28/09/2021
2021/155	264 Boundary St CASTLE COVE	Residential - Alterations & Additions	R2	4.3 Height of building	a) The proposal is consistent with the objectives of the development standard and the zone b) does not appear visually excessive when viewed from the adjoining residences or street frontage c) adequate environmental planning grounds to justify breach in the maximum height.	Height - 0.5m (5.8%)	Delegated	17/08/2021
2021/212	14 Weetalibah Road NORTHBRIDGE	Residential - Alterations & Additions	R2	4.4. Floor space ratio	a) The proposal is consistent with standard and zone b) Adequate environmental planning c) does not have an unreasonable impact on view sharing, solar access, privacy or general amenity for surrounding residences and locality.	FSR - 21.57m ² (7.29%)	Delegated	6/09/2021

Clause 4.6 Variations - July to September 2021

ATTACHMENT 2

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
2021/96	10 Parker Street NORTHBRIDGE	Residential - Alterations & Additions	E4	4.3 Height of building 4.4. Floor space ratio 4.4A Exceptions to floor space ratio	a) The proposal is consistent with the objectives of the development standard and zone. b) Adequate environmental planning grounds to justify breach of development standard c) Proposed development does not appear excessive or have unreasonable impact on view sharing, solar access, privacy or general amenity for the surrounding residences and locality. d) The addition of GFA is located above the existing building footprint and will have minimal impacts on surrounding environment.	Height - 1.5m (7%) FSR - 127.3sqm (49%)	WLPP	16/07/2021
2021/125	6 Malacoota Road NORTHBRIDGE	Residential - Alterations & Additions	R2	4.4. Floor space ratio	a) Does not have unacceptable amenity impacts on neighbouring properties and public domain, and consistent with the streetscape aesthetics within the immediate locality. b) The proposal is consistent in scale and character with its surroundings as well as with the intended future character of the area. c) The proposal is consistent in scale and character with its surroundings as well as with the intended future character of the area.	FSR - 89sqm (34 %)	WLPP	28/09/2021
2021/6	1 Dorset Road NORTHBRIDGE	Residential - Alterations & Additions	E4	4.3. Height of buildings	a) Consistent with objectives of WLEP 2012 b).Adequate environmental planning grounds to justify breach in max height. c). The proposed development meets the desired outcomes and objectives of WDCP.	Height - 2.98m (34%)	WLPP	27/07/2021
2021/32	250 Sailors Bay Road NORTHBRIDGE	Residential - Alterations & Additions	R2	4.4 Floor Space ratio 4.4A Exceptions to floor space ratio	a) the proposal exceeds the development standard due to existing non-compliances with the building stemming from its previous history as a shop-top development. b) the addition does not appear visually excessive when viewed from the adjoining residences or street frontage in comparison to the neighbouring dwellings as it is within the footprint of the existing building.	FSR - 42.38sqm (15.1%)	WLPP	14/09/2021

Clause 4.6 Variations - July to September 2021

ATTACHMENT 2

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
2021/68	44 Findlay Avenue ROSEVILLE	Residential - Alterations & Additions	R2	4.3. Height of buildings	a) The minor increase is not considered to adversely impact on the heritage character, residential amenity of adjoining properties, streetscape or building bulk. b) Proposal is consistent with objectives of the zone.	Height - 2.14m (26.75%)	WLPP	28/09/2021
2021/89	17 Sydney Street WILLOUGHBY	Residential - Alterations & Additions	R2	4.3. Height of buildings	As the proposed works sit within and below the highest ridge line, the additional breach is minor and acceptable, as it will be barely visible from the street and neighbouring properties.	Height - 0.57m (7.1%)	Delegated	22/07/2021
2021/166	5 Tulloh Street WILLOUGHBY	Residential - Alterations & Additions	R2	4.3. Height of buildings	a) The proposal will have minimal new impacts in terms of solar access, view loss, privacy or general amenity to the surrounding environment b) The proposal is in keeping with the surrounding area and does not appear excessive, unreasonable or unsympathetic when viewed from the street or surrounding developments.	Height - 0.54m (6.4%)	Delegated	6/07/2021
2021/27	16 & 18 Warners Avenue WILLOUGHBY	Residential - New multi unit	R3	4.3. Height of buildings	a) The height non-compliance is limited in scale and will not give rise to addition environmental impacts or to unacceptable adverse impact on the surrounding developments. b) the proposed development complies with the objectives and remains compatible with the existing and emerging character of the area.	Height - 6.5%	WLPP	31/08/2021
2021/162	15 Hector Road WILLOUGHBY	Residential - Alterations & Additions	R2	4.4 Floor Space ratio	a) proposal is consistent with objectives of development standard and zone b) does not appear excessive, unreasonable or unsympathetic to the streetscape and surrounding development c) does not have unreasonable impact on view sharing, solar access, privacy or general amenity for the surrounding residences and the locality.	FSR - 14.78m2 (9/7%)	Delegated	28/09/2021

ATTACHMENT 3

APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY BETWEEN 1 JULY TO 30 SEPTEMBER 2021

DA No		Address		Proposal	Determination
2021/56/A	2	Broadcast Way	ARTARMON	Modify Condition 10 to align with extended construction hours of the base building and Condition 16 to allow for the 24/7 illumination of the freestanding totem signs fronting Pacific Highway.	Consent
2021/241	1	Frederick Street	ARTARMON	Shop fitout, and associated work for Kitchen Warehouse.	Consent
2021/226	1	Frederick Street	ARTARMON	Shop fitout for Beds N Dreams and associated works.	Consent
2021/173	4	George Place	ARTARMON	Change of use to a motor vehicle body shop, internal fit out and associated works.	Consent
2021/197	55	Herbert Street	ARTARMON	Change of use, fitout and associated works to ground floor of premises as a Veterinary Clinic.	Consent
2021/148	18	Selwyn Street	ARTARMON	Alterations and addition to existing dwelling, removal of trees and associated works.	Consent
2021/176	29	Shepherd Road	ARTARMON	Conversion of existing garage to home office, pergola and associated works.	Consent
2021/107	1	Amaroo Avenue	CASTLE COVE	Demolition of existing dwelling with existing swimming pool retained and construction of a new two storey dwelling, garage and associated works.	Consent
2021/155	264	Boundary Street	CASTLE COVE	Alterations and additions to ground and first floors of existing two storey dwelling and associated works.	Consent
2021/133	75	Deepwater Road	CASTLE COVE	Alterations and first floor addition to existing dwelling and associated works.	Consent
2018/177/B	27	Emerstan Drive	CASTLE COVE	Modify existing consent by replacing windows and doors in existing and/or approved openings.	Consent
2021/200	3	Padulla Place	CASTLE COVE	Alterations and additions to the existing dwelling and associated works	Consent
2019/232/A	239	Edinburgh Road	CASTLECRAG	Modify existing consent by replacing north facing windows and doors, changes to openings in southern wall, replacement of terrace and lower level roof, new skylights, alterations to pool fencing and associated works.	Consent
2021/167	345	Edinburgh Road	CASTLECRAG	Alterations to existing dwelling and associated works.	Consent

APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY BETWEEN 1 JULY TO 30 SEPTEMBER 2021

DA No		Address		Proposal	Determination
2020/226/A	12	Morotai Crescent	CASTLECRAG	Modify existing consent by adding an arbour, extending kitchen addition, increasing swimming pool height, relocate external stairs, alterations to windows, changes to finishes and materials and associated works.	Consent
2021/154	12	Rutland Avenue	CASTLECRAG	Alterations and additions to existing dwelling and associated works.	Consent
2021/219	46	Sugarloaf Crescent	CASTLECRAG	Alterations and additions to existing dwelling including enclosure of first floor balcony, new attached balcony and associated works.	Consent
2021/225	35	Sunnyside Crescent	CASTLECRAG	Swimming pool, decking, landscaping and associated works.	Consent
2020/294/A	51	The Bulwark	CASTLECRAG	Modify existing consent regarding removal of Conditions 43, 44, 47 & 48	Consent
2020/326	30	Anglo Street	CHATSWOOD	Alterations and additions to dwelling and associated works.	Consent
2018/228/A	136	Ashley Street	CHATSWOOD	Modify existing consent by altering windows, render to existing brick finish and associated works.	Consent
2021/202	91	Beaconsfield Road	CHATSWOOD	Alterations and first floor addition to existing dwelling, reconstruction and enlargement of existing timber deck and associated works.	Consent
2021/209	18	Beresford Avenue	CHATSWOOD	Alterations and additions to existing dwelling, new covered patio with awning, awning to existing front porch and associated works.	Consent
2018/75/A	27	Centennial Avenue	CHATSWOOD	Modify original proposal to include changes to lower ground and ground floors, bedroom 3, swimming pool, decking, convert storeroom and roof space to a lounge room, pool pump room and associated works.	Consent
2021/186	8	Colwell Crescent	CHATSWOOD	Alterations and additions to the existing dwelling, carport and associated works.	Consent
2020/25/A	11	De Villiers Avenue	CHATSWOOD	Modify existing consent to change to external material finish on the upper level of rear addition and associated works.	Consent
2021/245	2	De Villiers Avenue	CHATSWOOD	Retaining walls, fencing, landscaping and associated works	Consent
2021/94	372	Eastern Valley Way	CHATSWOOD	New driveway crossing and entry to south-eastern corner of site and associated works.	Consent

APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY BETWEEN 1 JULY TO 30 SEPTEMBER 2021

DA No	Address			Proposal	Determination
2018/209/A	1	Fontaine Street	CHATSWOOD	Modify original proposal to delete approved swimming pool and cabana, new storeroom addition and associated works.	Consent
2021/151	14	Fry Street	CHATSWOOD	Construction of carport and associated works.	Consent
2021/217	119	Greville Street	CHATSWOOD	New double carport and associated works.	Consent
2021/198	19	Greville Street	CHATSWOOD	Convert existing carport to garage, raise and replace existing terrace above converted garage and associated works	Consent
2020/242/A	158	Greville Street	CHATSWOOD	Modify original proposal to include changes to windows, addition of WC to lower ground floor and associated works.	Consent
2021/101	317	High Street	CHATSWOOD	Alterations and additions to existing dwelling including first floor addition, single carport with storage area, front fence to incorporate sliding gate and associated works.	Consent
2021/179	24	Neridah Street	CHATSWOOD	Alterations and additions to existing dwelling to convert rear deck area into Conservatory and associated works.	Consent
2019/390/A	17	Stanley Street	CHATSWOOD	Modify existing consent, Condition 2(a), regarding relocation of carport and associated works.	Consent
2020/89	338	Victoria Avenue	CHATSWOOD	Alterations and additions to existing building and change of use to shop top.	Consent
2021/193	342	Victoria Avenue	CHATSWOOD	Installation of temporary window film associated with the new HSBC Bank branch.	Consent
2021/192	342	Victoria Avenue	CHATSWOOD	Installation of business identification signage including digital screen.	Consent
2021/67/A	342	Victoria Avenue	CHATSWOOD	Modification of the existing consent to realign shop front.	Consent
2015/349/B	10	Hawthorne Avenue	CHATSWOOD WEST	Modify existing consent regarding increasing proposed garage size and associated works.	Consent
2017/222/B	38	Millwood Avenue	CHATSWOOD WEST	Modify Condition 8 to change bushfire protection window assembly.	Consent
2021/208	16	Millwood Avenue	CHATSWOOD WEST	Alterations and additions to existing dwelling, new double garage and associated works.	Consent
2020/202/A	35	Coolaroo Road	LANE COVE NORTH	Modify original proposal including internal layout alterations and additions, skylight to kitchen and walk in robe, relocation of	Consent

APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY BETWEEN 1 JULY TO 30 SEPTEMBER 2021

DA No		Address		Proposal	Determination
				swimming pool and alfresco area, landscaping and associated works.	
2020/330	15	Fitzsimmons Avenue	LANE COVE NORTH	Alterations and additions to existing dwelling, front fence, driveway, carport and associated works.	Consent
2021/78	16	Mooney Street	LANE COVE NORTH	Alterations and additions to an existing dwelling, demolition of garage and new secondary dwelling over new garage.	Consent
2021/158	5	Covelee Circuit	MIDDLE COVE	Alterations and additions to existing dwelling, new front carport, rear verandah and associated works.	Consent
2019/158/A	15	Glenroy Avenue	MIDDLE COVE	Modify existing consent to allow staged development.	Consent
2021/141	21	Highland Ridge	MIDDLE COVE	Demolition of a dilapidated shed and construction of a new shed to front of property, driveway paving and associated works.	Consent
2021/70	89	Brook Street	NAREMBURN	Alterations and additions to dwelling including first floor, garage, landscaping and associated works.	Consent
2021/138	44	Dalleys Road	NAREMBURN	Replace existing carport.	Consent
2021/62	15	Garland Road	NAREMBURN	New vehicle crossing & single hardstand carspace.	Consent
2020/123/A	29	Garland Road	NAREMBURN	Modify original proposal to include changes to carport, windows, increase deck size, delete proposed entry and ramps, internal alterations and associated works	Consent
2015/36/C	11	Marks Street	NAREMBURN	Modify original consent to include changes to height of hard stand area and associated works.	Consent
2018/361/A	19	Martin Street	NAREMBURN	Modify existing consent by altering windows, reconfiguring layout, removing external shower, replacing garage door, amending external stair, raising rear skillion roof and associated works.	Consent
2020/70/A	4	McBurney Street	NAREMBURN	Changes to window (W5) and associated works to a Heritage Item.	Consent
2014/570/A	42	Northcote Street	NAREMBURN	Modify existing conditions of consent.	Consent
2020/38/B	71	Northcote Street	NAREMBURN	Modify original proposal to include window addition to powder room shower and associated works.	Consent

APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY BETWEEN 1 JULY TO 30 SEPTEMBER 2021

DA No	Address			Proposal	Determination
2021/4	29	Park Road	NAREMBURN	Construction of attached Dual Occupancy, strata subdivision and associated works	Refused under Delegated Authority
2021/124	21	Slade Street	NAREMBURN	Alterations and additions to existing semi-detached dwelling and associated works.	Consent
2017/128/A	228	High Street	NORTH WILLOUGHBY	Modify existing consent by altering carport design and height, deletion of swimming pool and shed, raise rear yard, alterations to windows, rear deck and canopy extension, new first floor balcony, internal and external modifications and associated works to existing dwelling.	Consent
2021/195	26	Neville Street	NORTH WILLOUGHBY	Completion of partially built deck and extend rear deck to create outdoor living area	Consent
2021/194	59	Cliff Avenue	NORTHBRIDGE	Swimming pool, decking, landscaping and associated works.	Consent
2018/432/A	9	Coorabin Road	NORTHBRIDGE	Modify original proposal to include changes to external cladding material, WC, lift shaft and doors size and access and associated works to a Heritage Item.	Consent
2021/127	296	Sailors Bay Road	NORTHBRIDGE	Change of use to cosmetic injectables clinic, internal fitout and associated works to Heritage Item.	Consent
2021/182	296	Sailors Bay Road	NORTHBRIDGE	Alterations and additions to existing Scout Hall	Consent
2021/174	395	Sailors Bay Road	NORTHBRIDGE	Internal fitout and proposed change of use from a liquor shop to a florist shop (Heritage Item)	Consent
2021/212	14	Weetalibah Road	NORTHBRIDGE	Alterations and additions to existing dwelling, concrete awning and associated works	Consent
2021/120	2	Weetawaa Road	NORTHBRIDGE	Alterations and partial first floor addition to existing dwelling, decking, double carport, convert existing garage to a studio, swimming pool, boundary wall and associated works.	Consent
2021/188	37	Woonona Road	NORTHBRIDGE	Alterations and additions to existing dwelling, carport, vehicular crossing and associated works.	Consent

APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY BETWEEN 1 JULY TO 30 SEPTEMBER 2021

DA No		Address		Proposal	Determination
2021/163	18	Barambah Road	ROSEVILLE	Alterations and additions to dwelling and garage, front porch with balcony, raising level of front yard, retaining wall and associated works.	Consent
2019/379/B	39	Findlay Avenue	ROSEVILLE	Modify original proposal to include changes to internal layout, windows and doors, addition of timber deck, retaining wall, deletion of swimming pool and associated works.	Consent
2021/82	1	Reserve Road	ST LEONARDS	Use and fit out of part of the ground floor as an 100 place childcare centre.	Consent
2021/103	92	Alpha Road	WILLOUGHBY	Demolish existing sleeper hardstand space and construct concrete turning circle and driveway, french doors and associated works.	Consent
2018/324/B	20	Chiltern Road	WILLOUGHBY	Modify original proposal by reducing building height, removing proposed rear balcony, altering façade material, window and door sizes, adding a sunroom addition and associated works.	Consent
2021/95/A	22	Frenchs Road	WILLOUGHBY	Modify existing consent by repositioning retaining walls and reconfiguring layout of swimming pool/spa and associated works.	Consent
2021/162	15	Hector Road	WILLOUGHBY	Alterations and first floor additions to existing dwelling and associated works.	Consent
2021/203	5	High Street	WILLOUGHBY	Carpport to front of existing dwelling and associated works.	Consent
2021/86	62	Marlborough Road	WILLOUGHBY	Proposed first floor addition to existing dwelling and associated works.	Consent
2020/338/A	174	Mowbray Road	WILLOUGHBY	Modify the existing consent to construct a double carport over the previously approved double hardstand car space, internal layout changes, skylight changes and associated works.	Consent
2021/72	85	Penshurst Street	WILLOUGHBY	Operation of fortnightly Sunday food and artisan markets with hours of operation from 8.30am to 2pm.	Consent
2021/196	16	Salisbury Road	WILLOUGHBY	Alteratons and additons to both sides of semi-detached Heritage listed dwellings including replacement of rooftiles, new dormer windows & addition of attic spaces.	Consent

APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY BETWEEN 1 JULY TO 30 SEPTEMBER 2021

DA No	Address			Proposal	Determination
2021/157	15	Stephen Street	WILLOUGHBY	New secondary dwelling to rear of property and associated works.	Consent
2021/89	17	Sydney Street	WILLOUGHBY	Alterations and additions to existing dwelling, first floor extension and associated works.	Consent
2021/166	5	Tulloh Street	WILLOUGHBY	Alterations and additions including first floor addition to existing dwelling and associated works.	Consent
2021/172	20	Wallace Street	WILLOUGHBY	Alterations and first floor addition to existing dwelling and associated works.	Consent
2017/429/A	7	Warners Avenue	WILLOUGHBY	Modify existing consent to include skylights, solar panels, additional windows and alterations to approved windows, alterations to front and boundary fences, new retractable awnings, minor internal reconfiguration of layouts, changes to finishes and materials and associated works.	Consent
2021/224	134	Eastern Valley Way	WILLOUGHBY EAST	Demolition and construction of existing front fence, gate and associated works.	Consent
2018/375	56	Fourth Avenue	WILLOUGHBY EAST	Erection of a new two storey dwelling and associated works on vacant land.	Consent
2021/144	22	Third Avenue	WILLOUGHBY EAST	Alterations and first floor additions to existing dwelling, retaining wall, front fence and gate, replace existing swimming pool decking and associated works.	Consent

CURRENT DEVELOPMENT APPLICATIONS AS AT 13 October 2021

ATTACHMENT 4

KEY:

Determining Authority

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

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2016/363/A	8/09/2021	12 Stafford Road ARTARMON NSW 2064.	On Notification for public comment	Modify existing consent including amendments to internal layout, doors and windows, reduction in side setbacks, relocate swimming pool, altering landscape design and associated works.	Sembrano Design	Delegated Authority
2021/271	20/09/2021	73 Broughton Road ARTARMON NSW 2064.	On Notification for public comment	Demolition of existing dwelling and structures and construction of new two storey dwelling, double garage, landscaping and associated works.	Fabrizio Balzarotti	Delegated Authority
2020/342/A	10/09/2021	1 McLachlan Avenue ARTARMON NSW 2064.	Being Assessed by Development Officer	Modifications to the approved design, amend condition 1, amend condition 3 and delete condition 6.	Josephine Marshall	Delegated Authority
2021/262	9/09/2021	355 Pacific Highway ARTARMON NSW 2064.	Being Assessed by Development Officer	Establishment of service reception facility with existing vehicle sales premises.	Lui & Co Solicitors	Delegated Authority
2016/363/A	8/09/2021	12 Stafford Road ARTARMON NSW 2064.	On Notification for public comment	Modify existing consent including amendments to internal layout, doors and windows, reduction in side setbacks, relocate swimming pool, altering landscape design and associated works.	Mr Warwick Ian Meller and Mrs Atena Meller	Delegated Authority
2021/227	9/08/2021	7-9 Wilkes Avenue ARTARMON NSW 2064.	Being Assessed by Development Officer	Proposed change of use and fitout of existing tenancy on Level 1 and 2 for the purpose of tutoring.	Rena Lee	Delegated Authority
2018/290/A	28/07/2021	1 Whiting Street ARTARMON NSW 2064.	Being Assessed by Development Officer	Modify original proposal to include internal alterations, relocation and alterations to passenger and bin lift, alterations to windows, roof material and stormwater design and associated works.	Mr Vincent Stokes	Delegated Authority
2021/211	26/07/2021	66 Hampden Road ARTARMON NSW 2064.	Being Assessed by Development Officer	Re-notification - Demolition of part of existing shopfront, signage and ATM, reinstatement of glazed shopfront and associated works.	Mr Mark Richardson	Delegated Authority
2021/199	12/07/2021	14 Godfrey Road ARTARMON NSW 2064.	Stop the Clock - additional information required	Alterations and rear first floor addition to existing dwelling, demolition and construction of driveway and crossing, new carport, front fence and associated works.	Peter Winkler	Delegated Authority
2016/422/B	8/07/2021	1 Alto Place ARTARMON NSW 2064.	Being Assessed by Development Officer	Modify original proposal to include changes from substation dedication to easement dedication and reduce headroom clearance from 4.5 metres to 4.2 metres.	Est Late Ms June Valerie Rena Painter	Delegated Authority

CURRENT DEVELOPMENT APPLICATIONS AS AT 13 October 2021

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2021/105	19/04/2021	242 Mowbray Road ARTARMON NSW 2064.	Being Assessed by Development Officer	Alterations and additions to existing dwelling, carport and associated works.	Zen Craft Pty Ltd	Delegated Authority
2021/206	21/07/2021	15 Whiting Street ARTARMON NSW 2064.	Stop the Clock - additional information required	Alterations and additions to existing building involving partial demolition, construction and operation of Light Industrial (Food Production Facility) and Local Distribution Premises comprising 28 kitchens with associated storage, processing and amenities and signage.	Sandlik Constructions	Willoughby Local Planning Panel
2021/107/A	28/09/2021	1 Amaroo Avenue CASTLE COVE NSW 2069.	Being Assessed by Development Officer	Deletion of Condition 7 regarding use of solid fuel heater and modification of conditions 29 and 38 regarding pool safety.	Shakernia Pty Ltd ATF Shakernia Family Trust	Delegated Authority
2021/275	23/09/2021	109 Neerim Road CASTLE COVE NSW 2069.	Being Assessed by Development Officer	Alterations and additions to existing dwelling and associated works	Rodriguez Lawyers	Delegated Authority
2021/263	9/09/2021	44 Emerstan Drive CASTLE COVE NSW 2069.	On Notification for public comment	Alterations and additions to existing dwelling house, demolition and construction of swimming pool, addition of lift, convert garage roof to a green roof and associated works.	Ms Tanya Christina Gutschow	Delegated Authority
2019/328/C	23/08/2021	1 Headland Road CASTLE COVE NSW 2069.	Stop the Clock - additional information required	Increase in first floor area, internal alterations, change in roof form, relocation of rainwater tank, changes to window and door openings, reduction of balcony area, creation of a service room, removal of chimney, landscaping works, changes to privacy screens and blade walls, installation of solar panels, change in pool location, changes to external stairs and associated works.	Ms Kate Seldon	Delegated Authority
2021/204	21/07/2021	2 Korinya Road CASTLE COVE NSW 2069.	Being Assessed by Development Officer	Alterations and additions to existing dwelling, including first floor addition, landscaping and associated works.	Bo Zhang and Tianchen Feng	Delegated Authority
2021/184	18/06/2021	20 Rosebridge Avenue CASTLE COVE NSW 2069.	Stop the Clock - additional information required	Alterations and additions to existing dual occupancy including second storey	Mrs Audrey Pang Yeuk Suet Chan	Delegated Authority
2021/133	12/05/2021	75 Deepwater Road CASTLE COVE NSW 2069.	Being Assessed by Development Officer	Alterations and first floor addition to existing dwelling and associated works.	Thomas Rome Gillespie	Delegated Authority
2021/71	19/03/2021	19 Holly Street CASTLE COVE NSW 2069.	Being Assessed by Development Officer	Demolition of existing dwelling and structures and construction of new dwelling, garage and associated works.	Ms Bonnie-Louise Danielle Lussier	Delegated Authority

CURRENT DEVELOPMENT APPLICATIONS AS AT 13 October 2021

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2021/58	10/03/2021	5 Willis Road CASTLE COVE NSW 2069.	Being Assessed by Development Officer	Alterations and additions to existing dwelling, new studio to existing garage, new attached secondary dwelling, new swimming pool to replace existing and associated works.	Ms Christine Desiree Nathalie Parfait and Mr Bernard Michel Parfait and Ms Sharon Gay Parfait	Delegated Authority
2020/42	25/02/2020	51 Headland Road CASTLE COVE NSW 2069.	Being Assessed by Development Officer	Alterations & additions to an existing dwelling.	Lisa Ho Design	Delegated Authority
2019/50/A	3/09/2021	12 Amaroo Avenue CASTLE COVE NSW 2069.	On Notification for public comment	Modify original proposal to Seniors housing facility to include deletion of pool in unit 1.03, amalgamation of three (3) units, increase of ground floor level, addition of four (4) skylights and associated works.	Ms Melissa Anne Hume and Mr Matthew John Banks	Willoughby Local Planning Panel
2021/164	1/06/2021	56 Deepwater Road CASTLE COVE NSW 2069.	Being Assessed by Development Officer	Alterations and additions to existing dwelling including first floor extension and associated works.	Dr Stephen Barratt	Willoughby Local Planning Panel
2019/300/A	31/05/2021	83 Neerim Road CASTLE COVE NSW 2069.	Stop the Clock - additional information required	Modify existing consent by enclosing carpark, internal modifications and associated works.	Mrs Jasmin Harvey	Willoughby Local Planning Panel
2021/281	29/09/2021	9 The Redoubt CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Alterations and additions to existing dwelling, refurbishment of paving and decking, exterior painting, solar panels to roof and associated works.	Mr Ibrahim Siddiq-Conlon	Delegated Authority
2021/276	24/09/2021	31 Cheyne Walk CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Remediation of a collapsed slope including four new retaining walls, new shed to courtyard at base of slope and associated works.	Mr Daniel Ralph Shanahan	Delegated Authority
2021/273	21/09/2021	86 The Bulwark CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Alterations and additions to dwelling and carport and associated works.	Mrs Chien Jung Tseng	Delegated Authority
2021/257	7/09/2021	2/69 Eastern Valley Way CASTLECRAG NSW 2068.	On Notification for public comment	Alterations and additions of the existing strata titled dual occupancy including a first floor addition and associated works.	Harry Seidler & Associates	Delegated Authority
2021/238	23/08/2021	37 The Battlement CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Alterations and additions to existing dwelling and associated works.	Mr Reid Mathew Lai Butler	Delegated Authority
2021/235	20/08/2021	11 Morotai Crescent CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Alterations and additions to residential development, swimming pool, landscaping and associated works.	Fang Zheng and Bin Hu	Delegated Authority

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Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2017/372/C	19/08/2021	269 Edinburgh Road CASTLECrag NSW 2068.	Being Assessed by Development Officer	Modify existing consent to include changes to internal layout, external alterations, modifications to materials, finishes and associated works.	Ting Liu	Delegated Authority
2021/219	2/08/2021	46 Sugarloaf Crescent CASTLECrag NSW 2068.	Being Assessed by Development Officer	Alterations and additions to existing dwelling including enclosure of first floor balcony, new attached balcony and associated works.	Mr Peter Stojkovic	Delegated Authority
2021/207	21/07/2021	55 Sunnyside Crescent CASTLECrag NSW 2068.	Being Assessed by Development Officer	Alterations and additions to existing dwelling, new carport and front fence, tree removal and associated works.	Ms Violet Wen-Yi Yu	Delegated Authority
2021/205	21/07/2021	8 Rockley Street CASTLECrag NSW 2068.	Stop the Clock - additional information required	Alterations and two storey additions to rear of existing dwelling, removal of tree and associated works.	Ms Nanna Lesiuk	Delegated Authority
2020/126/A	12/07/2021	134 Edinburgh Road CASTLECrag NSW 2068.	Being Assessed by Development Officer	Modify existing consent by relocating approved carport and associated works.	Shu-Hui Lee	Delegated Authority
2015/501/B	1/07/2021	240 Edinburgh Road CASTLECrag NSW 2068.	Being Assessed by Development Officer	Modify existing consent by adding and altering heights of retaining walls, additional fencing, removal of one (1) tree and associated works.	Leon Milch Manufacturing Pty Ltd	Delegated Authority
2017/121/B	2/06/2021	3 The Battlement CASTLECrag NSW 2068.	Stop the Clock - additional information required	Modify existing consent by providing louvered awning in lieu of a retractable awning over rear terrace, installation of rotor panels, deletion of awning to garage and associated works.	Mrs Sinate Leba Dickinson	Delegated Authority
2019/2/A	18/05/2021	165A Edinburgh Road CASTLECrag NSW 2068.	Being Assessed by Development Officer	Modify existing consent by increasing GFA, deletion of swimming pool, increased garage width, installation of reflective pond and associated works.	Michael Gillespie	Delegated Authority
2021/135	13/05/2021	120 Edinburgh Road CASTLECrag NSW 2068.	Being Assessed by Development Officer	Shop 4 – Change of use of premises to a private training studio.	Mr Kenneth Charles Hendricks and Mrs Irene Therese Hendricks	Delegated Authority
2021/34	9/02/2021	9 Charles Street CASTLECrag NSW 2068.	Being Assessed by Development Officer	Construction of a new two storey dwelling.	Mingara Leisure Group	Delegated Authority
2019/94/A	28/09/2020	14 The Tor Walk CASTLECrag NSW 2068.	Being Assessed by Development Officer	Modify original consent to delete condition 1 of Schedule 1 and modify conditions in Schedule 2.	Mr Raymond William Frizzel and Mr Brian Joseph Frizzel	Delegated Authority

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Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2018/331/A	2/08/2021	21 The Battlement CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Modify original proposal to include changes to pool area, new rear retaining wall, alterations to doors and windows, addition of studio area, amend pergola roof and associated works.	Ms Christina Kathryn De Leeuw and Mr Nathan James De Leeuw	Willoughby Local Planning Panel
2021/278	27/09/2021	13 Lone Pine Avenue CHATSWOOD NSW 2067.	Being Assessed by Development Officer	New carport and associated works.	Mr Manuel Alberto Andrade	Delegated Authority
2020/37/A	21/09/2021	74 Ashley Street CHATSWOOD NSW 2067.	On Notification for public comment	Modify existing consent regarding boundary fencing	Greater Sydney Property Group Pty Ltd	Delegated Authority
2021/270	17/09/2021	314 High Street CHATSWOOD NSW 2067.	On Notification for public comment	Construction of a rear 2 storey attached addition to existing industrial building and alterations and additions to existing building, removal of secondary vehicle crossover and widening of existing primary crossover.	Dorothy Goldstein	Delegated Authority
2021/268	17/09/2021	67 Centennial Avenue CHATSWOOD NSW 2067.	On Notification for public comment	Alterations and additions to existing dwelling including a new attic level and associated works.	Mr Ben Price	Delegated Authority
2020/332/A	16/09/2021	36 Macquarie Street CHATSWOOD NSW 2067.	On Notification for public comment	Modify existing consent by replacing laundry window.	Brookvale Industrial Maintenance Pty Ltd	Delegated Authority
2018/154/D	15/09/2021	17 Rose Street CHATSWOOD NSW 2067.	On Notification for public comment	Modify existing consent by altering internal layout, external windows and doors, front fence and associated works.	YGF Chatswood Pty Ltd	Delegated Authority
2021/260	8/09/2021	12 Lamette Street CHATSWOOD NSW 2067.	On Notification for public comment	Alterations and additions to existing dwelling and associated works.	Mr Peter Ng	Delegated Authority
2021/249	31/08/2021	410 Victoria Avenue CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Shop 2A - Shop fitout and signage to a food and drink premises.	Tracy Hancock	Delegated Authority
2020/281/A	31/08/2021	2C Anglo Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Modify existing consent by adding basement garage to rear, passenger lift, driveway ramp and balcony, alterations to internal layout and wall openings and associated works.	SNM Constructions P/L	Delegated Authority
2021/247	30/08/2021	20 Edmund Street CHATSWOOD NSW 2067.	On Notification for public comment	Alterations and additions to existing dwelling, secondary dwelling and associated works.	Lisa Ho Design	Delegated Authority

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Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2021/246	30/08/2021	106 Warrane Road CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations to the existing ground floor level with new stairs, first floor addition and associated works.	Harry Seidler & Associates	Delegated Authority
2021/236	20/08/2021	38 Beaconsfield Road CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and two storey rear addition, swimming pool, deck and pergola, retaining walls, landscaping and associated works.	Mr Daniel Unknown	Delegated Authority
2021/234	19/08/2021	799 Pacific Highway CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Ground Floor, Tower A – Fit out, use and signage of premises as a physio clinic	Ziad Zeino	Delegated Authority
2021/232	16/08/2021	11 McLean Avenue CHATSWOOD NSW 2067.	Stop the Clock - additional information required	Alterations and rear first floor addition to existing dwelling, landscaping and associated works.	Chris Matthey	Delegated Authority
2021/231	16/08/2021	5/22 Thomas Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Fit out and signage of premises to conduct natural health services and associated works.	Robert George Courtney	Delegated Authority
2021/228	11/08/2021	31 Centennial Avenue CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and additions to existing dwelling, new carport, front fence and gate, timber decking and pool fencing to existing swimming pool area, side and rear boundary fencing and steps, landscaping and associated works.	Angelina Dan	Delegated Authority
2021/220	2/08/2021	Shops at 260 Victoria Avenue CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Increase restaurant seating by an additional thirty (30) seats and extend business hours to 11.30pm Monday to Sunday.	Northrop Consulting Engineers	Delegated Authority
2021/216	30/07/2021	368 Victoria Avenue CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and additions to existing commercial premises by enclosing 2 balconies and associated works.	Melissa Technitis	Delegated Authority
2021/214	28/07/2021	373 Penshurst Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and additions to existing dwelling, covered rear deck, carport and associated works.	Kim Thompson	Delegated Authority
2021/187	22/06/2021	312A High Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Change of use and fitout to a gymnasium and associated signage	Claire Doyle	Delegated Authority
2021/183	18/06/2021	1/358 Eastern Valley Way CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Torrens Title Subdivision creating a Torrens Allotment from SP 85582	Chapman Planning Pty Ltd	Delegated Authority

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Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2021/181	18/06/2021	135 Greville Street CHATSWOOD NSW 2067.	Stop the Clock - additional information required	Demolition of existing dwelling and construction of a two storey dual occupancy (attached)	Miss Hannah Close	Delegated Authority
2021/180	16/06/2021	10A Jenkins Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Construction of new dwelling, landscaping and associated works.	Rhythm Factory (Early Days P/L)	Delegated Authority
2014/430/G	11/06/2021	126 Greville Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Modify existing consent to demolish existing driveway and construct new kerb to match existing levels at Exit Driveway. Extend existing layback at Entry Driveway and associated works.	Jing Wang	Delegated Authority
2021/171	7/06/2021	5 Violet Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and additions to existing dwelling, new detached secondary dwelling, double garage, landscaping and associated works.	Dr Chia-Ti Cheng	Delegated Authority
2021/169	7/06/2021	327 High Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Office and storage warehouse fitout including first floor addition, parapet wall extension, new roof, security gate and associated works.	Havilah Pastoral Co Pty Ltd	Delegated Authority
2021/109	22/04/2021	7 Davies Street CHATSWOOD NSW 2067.	Stop the Clock - additional information required	Construction of two storey dwelling, garage and associated works.	Mr Michael John Davies and Ms Roisin Rita Reynolds	Delegated Authority
2015/442/A	9/04/2021	15 Tryon Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Modifications to approved layout	SWA Group	Delegated Authority
2018/154/C	24/03/2021	17 Rose Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Modify existing consent by redesigning first floor roof, redirection of cladding and associated works	Zen Craft Pty Ltd	Delegated Authority
2016/377/B	5/03/2021	6 Blakesley Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Modify original proposal to include changes to first floor addition, building envelope, windows, skylights, internal alterations, rear first floor balcony addition and associated works.	Patti Khourouzian	Delegated Authority
2021/25	29/01/2021	57 Macquarie Street CHATSWOOD NSW 2067.	Stop the Clock - additional information required	Alterations and additions to existing dwelling including ground floor rear extension, construction of new secondary dwelling and associated works.	Mr Peter Smith	Delegated Authority
2020/296	19/11/2020	24 Hercules Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and additions to an existing dwelling including first floor addition and carport.	Dr Chia-Ti Cheng	Delegated Authority

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Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2020/232	22/09/2020	18 Ivy Street CHATSWOOD NSW 2067.	Stop the Clock - additional information required	Detached Dual Occupancy Development	Praveen Kumar Kulkarni	Delegated Authority
2020/219	10/09/2020	20 Edmund Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Demolition of an existing dwelling and erection of a new dwelling house with secondary dwelling.	Lisa Ho Design	Delegated Authority
2019/387	17/12/2019	15 Help Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and additions to construct a new commercial premises at ground level and associated landscape work.	John McCooe	Delegated Authority
2019/57	14/03/2019	6 View Street CHATSWOOD NSW 2067.	Under Appeal in the Land & Environment Court	RENOTIFICATION OF AMENDED PLANS FOR LEC - Change of use to a Boarding house including alterations and additions to existing building, carparking and associated works.	Binbni Lin	Land & Environment Court
2021/191	30/06/2021	232-234 Victoria Avenue CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and additions to existing building with commercial at ground floor with signage and residential use above and associated works	Paul Gearin	Willoughby Local Planning Panel
2020/285	10/11/2020	4 Lawrence Street CHATSWOOD NSW 2067.	Under Appeal in the Land & Environment Court	Demolition of existing dwelling and garage and construction of four (4) townhouses (including one affordable housing) with basement parking, landscaping and associated works.	Leisure Boating Club Middle Harbour Pty Ltd	Willoughby Local Planning Panel
2021/240	25/08/2021	83 Hawthorne Avenue CHATSWOOD WEST NSW 2067.	Being Assessed by Development Officer	Demolition of existing dwelling and construction of new dwelling, swimming pool, garage, rear deck and associated works.	Linna Pan	Delegated Authority
2012/72/A	19/08/2021	66 Hawthorne Avenue CHATSWOOD WEST NSW 2067.	Being Assessed by Development Officer	Modify existing consent by updating the BASIX certificate, deleting awnings, adding a new boundary retaining wall, altering internal layout and associated works.	Edward Austen	Delegated Authority
2021/218	2/08/2021	31 Bellevue Street CHATSWOOD WEST NSW 2067.	Being Assessed by Development Officer	Alterations and additions to existing dwelling, new retaining wall and pathways, landscaping and associated works.	Khare Aoun	Delegated Authority
2020/302	23/11/2020	64 Millwood Ave CHATSWOOD WEST NSW 2067.	Stop the Clock - additional information required	Demolish existing dwelling & ancillaries and construct a new dual occupancy and associated works.	Councillor Tony Mustaca and Mr Alan Michael Baynash	Delegated Authority
2021/265	13/09/2021	1 Coolaroo Road LANE COVE NORTH NSW 2066.	On Notification for public comment	Alterations and additions to existing dwelling, garage, driveway and associated works.	Mrs Katherine Suzanne Vern-Barnett and Mr Paul Collings	Delegated Authority

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Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2020/339/A	8/09/2021	40 Coolaroo Road LANE COVE NORTH NSW 2066.	On Notification for public comment	Modify original proposal to extend lower ground floor and associated works.	Dakota Hooper	Delegated Authority
2020/280/A	7/09/2021	42 Avian Crescent LANE COVE NORTH NSW 2066.	On Notification for public comment	Modify existing consent by altering window and door openings, reconfiguring floor layout and associated works.	Mr Andrew Owens and Ms Louise Helen Owens	Delegated Authority
2021/201	12/07/2021	1 Hatfield Street LANE COVE NORTH NSW 2066.	Being Assessed by Development Officer	Alteration to existing dwelling by enclosing rear deck and associated works.	Mr Rowan Andrew Smith	Delegated Authority
2021/136	13/05/2021	59 Coolaroo Road LANE COVE NORTH NSW 2066.	Stop the Clock - additional information required	Alterations and first floor addition to existing dwelling, deck and associated works.	Lijuan Deng	Delegated Authority
2019/169	26/06/2019	461A Mowbray Road West LANE COVE NORTH NSW 2066.	Stop the Clock - additional information required	S82A Review of Decision - Subdivision - 1 lot into 2 lots.	UCER CONSTRUCTION PTY LTD	Delegated Authority
2021/121	4/05/2021	7 Hinkler Crescent LANE COVE NORTH NSW 2066.	Being Assessed by Development Officer	Demolition of existing dwelling and construction of new dwelling, swimming pool and ancillary and associated works.	Mr Michael Bates	Willoughby Local Planning Panel
2021/261	8/09/2021	44 Rembrandt Drive MIDDLE COVE NSW 2068.	On Notification for public comment	Alterations and additions to an existing dwelling and associated works.	Agc Architects P/L	Delegated Authority
2021/150	24/05/2021	9 Heights Crescent MIDDLE COVE NSW 2068.	Stop the Clock - additional information required	Alterations and additions to an existing dwelling, new swimming pool and associated landscape works.	Ms Amelia Jane Lawson and Mr Oliver Thomas Lawson	Delegated Authority
2021/142	17/05/2021	17 Heights Crescent MIDDLE COVE NSW 2068.	Being Assessed by Development Officer	Alterations and additions to existing dwelling, partial first floor addition, new front fence, enlarge decking with awning, rainwater tank and associated works.	Mrs Lynda Dorothy Gerrand and Mr Lenister Nicholas Gerrand	Delegated Authority
2019/158/A	20/11/2020	15 Glenroy Avenue MIDDLE COVE NSW 2068.	Being Assessed by Development Officer	Modify existing consent to allow staged development.	Mrs Wendy Jayne Cleary	Delegated Authority
2021/280	28/09/2021	21 Market Street NAREMBURN NSW 2065.	Being Assessed by Development Officer	Demolition of existing dwelling and construction of three pavilions to form a single residence, landscaping, swimming pool, carport and associated works.	Ms Hue Co Hong	Delegated Authority

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Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2017/359/A	24/09/2021	33A Market Street NAREMBURN NSW 2065.	Being Assessed by Development Officer	Modify original proposal to include deleting proposed first floor addition, changes to carport roof, delete water tank and absorption pit and creation of an easement and associated works.	Mr John Ellis	Delegated Authority
2019/74/B	23/09/2021	34 Market Street NAREMBURN NSW 2065.	Being Assessed by Development Officer	Alterations to vehicle access and parking arrangements and associated works.	Michell Sillar - Baulkham Hills	Delegated Authority
2021/102/A	17/09/2021	254 Willoughby Road NAREMBURN NSW 2065.	Being Assessed by Development Officer	Modify existing consent by increasing height of pergola by 200mm to match existing dwelling and associated works.	Mr Alfred Papallo	Delegated Authority
2021/255	3/09/2021	23 Martin Street NAREMBURN NSW 2065.	Being Assessed by Development Officer	First floor studio addition to existing carport and associated works.	Tea & Bakery Pty Ltd	Delegated Authority
2021/229	12/08/2021	9 Slade Street NAREMBURN NSW 2065.	Being Assessed by Development Officer	Alterations and additions to existing semi-detached dwelling and associated works.	Lin Jai	Delegated Authority
2020/53/B	12/08/2021	73 Park Road NAREMBURN NSW 2065.	Stop the Clock - additional information required	Modify existing consent by modifying garage at rear and associated works.	Mr Daniel Allan Dickson	Delegated Authority
2021/222	5/08/2021	16 Rhodes Avenue NAREMBURN NSW 2065.	Being Assessed by Development Officer	Alterations and additions to exiting dwelling including first floor addition, new garage, swimming pool and spa.	Mr Vincent Stokes	Delegated Authority
2021/149	24/05/2021	26 Mitchell Street NAREMBURN NSW 2065.	Stop the Clock - additional information required	Alterations and additions to existing dwelling, garage and associated works.	Sally Renay Dare	Delegated Authority
2021/139	14/05/2021	1 Donnelly Road NAREMBURN NSW 2065.	Stop the Clock - additional information required	Alterations and secondary dwelling to rear of existing dwelling, garage to front and associated works.	Michelle Shi-Qin But	Delegated Authority
2021/124	6/05/2021	21A Slade Street NAREMBURN NSW 2065.	Being Assessed by Development Officer	Alterations and additions to existing semi-detached dwelling and associated works.	Amelia Loneragan	Delegated Authority
2021/93	12/04/2021	17 Waters Road NAREMBURN NSW 2065.	Being Assessed by Development Officer	Proposed alterations and additions to existing dwelling including the addition of a second storey and associated works.	Mr Craig Andrew Morony	Delegated Authority

CURRENT DEVELOPMENT APPLICATIONS AS AT 13 October 2021

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2021/230	13/08/2021	2 Northcote Street NAREMBURN NSW 2065.	On Notification for public comment	Demolition of the existing buildings, site preparation works and the construction of new shop top building comprising of retail, business and residential uses and basement parking.	Ms Katarzyna Ciula and Mr Thomas Edward Aubin Blanch	Willoughby Local Planning Panel
2021/190	30/06/2021	15 Talus Street NAREMBURN NSW 2065.	Stop the Clock - additional information required	Demolition of the existing dwelling and structures and construction of multi dwelling housing development consisting of four (4) dwellings, basement car parking, landscaping and associated works.	Mr Richard Hensley	Willoughby Local Planning Panel
2020/345	21/12/2020	198 Willoughby Road NAREMBURN NSW 2065.	Being Assessed by Development Officer	RENOTIFICATION ON DESCRIPTION - Demolition of existing one storey brick commercial building and construction of a shoptop housing development with ground floor level commercial use and 8 residential units with 2 levels of basement parking	Jonathan Wong	Willoughby Local Planning Panel
2021/279	27/09/2021	36 Bedford Street NORTH WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Replacement of existing flat roof carport with new gable carport and associated works.	Mr Manuel Alberto Andrade	Delegated Authority
2021/269	17/09/2021	2A Bedford Street NORTH WILLOUGHBY NSW 2068.	On Notification for public comment	Alterations and first floor addition to existing dwelling and associated works.	Parallel Construction Pty Ltd	Delegated Authority
2021/264	9/09/2021	315 Penshurst Street NORTH WILLOUGHBY NSW 2068.	On Notification for public comment	Extend Willoughby Hotel ground and first floor trading hours from 12.00am to 2.00am Monday to Saturday and 10.00pm to 12.00am Sunday.	Wenwei Li	Delegated Authority
2021/237	23/08/2021	8 Hollywood Crescent NORTH WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Alterations and additions to existing dwelling, demolition and replacement of existing rear pergola, new swimming pool, ramp, removal of tree and associated works.	William Johnston	Delegated Authority
2021/17/A	3/08/2021	3 Megalong Avenue NORTH WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Modify existing consent by relocating rainwater tank and associated works.	Uniqlo Australia	Delegated Authority
2021/165	2/06/2021	5 Summerville Crescent NORTH WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Alterations and rear addition to existing dwelling, construction of carport and associated works.	Alice LIU	Delegated Authority
2021/259	8/09/2021	60 Tyneside Avenue NORTH WILLOUGHBY	On Notification for public comment	Construction of new two storey dwelling house, detached studio and associated works.	Ms Tracy Cheung and Snap Send Solve	Willoughby Local Planning Panel

CURRENT DEVELOPMENT APPLICATIONS AS AT 13 October 2021

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
		NSW 2068.				
2019/356/A	22/09/2021	76 Minnamurra Road NORTHBIDGE NSW 2063.	Being Assessed by Development Officer	Modify original proposal to include changes to rainwater tanks, delete wall between garage and rainwater tanks and modify Condition No. 2.	Mr Yuk Tai Cheng	Delegated Authority
2018/38/C	21/09/2021	21 Coorabin Road NORTHBIDGE NSW 2063.	On Notification for public comment	Modify original proposal to include changes to internal configuration, windows, alfresco roof and associated works.	Mr Kenneth Ahn and Mrs Kate Ahn	Delegated Authority
2021/53/A	20/09/2021	65 Minimbah Road NORTHBIDGE NSW 2063.	Stop the Clock - additional information required	Reconstruction of existing southern and western masonry Cabana walls and associated works.	Mr Chris Duggan	Delegated Authority
2015/559/B	13/09/2021	6 Byora Crescent NORTHBIDGE NSW 2063.	On Notification for public comment	Modify existing consent to include additional basement storage area, amend garage balcony and minor external alterations.	Miss Louise Fritz	Delegated Authority
2017/500/C	10/09/2021	21 Minnamurra Road NORTHBIDGE NSW 2063.	On Notification for public comment	Modify original proposal to include internal and external alterations and additions, changes to windows, doors, walls, screens, landscaping and balustrades, deletion of columns, retain existing swimming pool and rainwater tanks and associated works.	Cammeray High School P&c	Delegated Authority
2021/256	7/09/2021	5 Tenilba Road NORTHBIDGE NSW 2063.	On Notification for public comment	Dual occupancy - Alterations and additions to form an attached dual occupancy	Lynsey Askew	Delegated Authority
2021/254	3/09/2021	29 Barooka Road NORTHBIDGE NSW 2063.	Being Assessed by Development Officer	Convert and extend existing carport to create a garage, new front and side fencing, electric gate and associated works.	Ms Jennifer Marjorie Fisher and Mr Anthony Eric Fisher	Delegated Authority
2019/38/D	2/09/2021	50 Lower Bligh Street NORTHBIDGE NSW 2063.	Being Assessed by Development Officer	Rewording of condition 65C (vents), positive covenant and fence/backyard conditions and deletion of condition regarding legal instrument for front driveway.	Miss Trudy Myers	Delegated Authority
2017/475/C	30/08/2021	19 Coolawin Road NORTHBIDGE NSW 2063.	Stop the Clock - additional information required	Enlargement of garage, change of material to rear garage wall, metre enclosure to south western corner of site and associated works.	Mosman Art Gallery	Willoughby Local Planning Panel

CURRENT DEVELOPMENT APPLICATIONS AS AT 13 October 2021

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2021/242	27/08/2021	2 The Outpost NORTHBIDGE NSW 2063.	Being Assessed by Development Officer	Alterations and first floor addition to existing dwelling.	Mr Adam Yao Guo Chen and Ms Jing Wen Wu	Delegated Authority
2021/91/A	9/08/2021	62 Cliff Avenue NORTHBIDGE NSW 2063.	Being Assessed by Development Officer	Modify existing consent regarding Condition 6 to reduce scope of tank size and associated works.	Mr Jakrit Hitasakdi and Penlux Hitasakdi	Delegated Authority
2020/51/A	4/08/2021	17 Coolawin Road NORTHBIDGE NSW 2063.	Being Assessed by Development Officer	Modify existing consent including relocation of internal staircase, garage, reorientation of swimming pool, and associated works.	Jiyoun Noh	Delegated Authority
2021/213	27/07/2021	7 Woonona Road NORTHBIDGE NSW 2063.	Being Assessed by Development Officer	Demolition of existing dwelling and construction of a new dwelling, landscaping, driveway and garage, swimming pool and associated works.	Angus (Unknown)	Delegated Authority
2021/210	23/07/2021	79 Cliff Avenue NORTHBIDGE NSW 2063.	Being Assessed by Development Officer	Alterations and first floor additon to existing dwelling and associated works.	Mr Russell Clive Wheeler	Delegated Authority
2021/182	18/06/2021	Northbridge Scouts Hall 296B Sailors Bay Road NORTHBIDGE NSW 2063	Being Assessed by Development Officer	Alterations and additions to existing Scout Hall	Mr John Podd	Delegated Authority
2021/175	10/06/2021	25 Narooma Road NORTHBIDGE NSW 2063.	Stop the Clock - additional information required	Alterations and additions to existing dwelling, landscaping and associated works.	Catherine Margaret Salisbury	Delegated Authority
2021/143	18/05/2021	5 Tarakan Crescent NORTHBIDGE NSW 2063.	Stop the Clock - additional information required	Demolish existing carport and conversion to garage, front fence and associated works.	Mr Gregory Bowler	Delegated Authority
2021/129	7/05/2021	2 Widgiewa Road NORTHBIDGE NSW 2063.	Stop the Clock - additional information required	Demolition of the existing building and construction of a new dwelling, swimming pool and associated works.	Carol Selva Rajah	Delegated Authority
2021/63	11/03/2021	22 Calbina Road NORTHBIDGE NSW 2063.	Stop the Clock - additional information required	Demolition of existing dwelling and construction of new dwelling, swimming pool and associated works.	Mr Patrick Man	Delegated Authority

CURRENT DEVELOPMENT APPLICATIONS AS AT 13 October 2021

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2021/274	21/09/2021	5 Dorset Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Demolition of existing dwelling and construction of a new dwelling, driveway, landscaping and associated works.	Jonathan Morgenstern	Willoughby Local Planning Panel
2021/252	1/09/2021	The Outpost NORTHBRIDGE NSW 2063	On Notification for public comment	Change of use of the Warners Park Centre and installation of an external dust extraction system.	Denise Zheng Lawyers	Willoughby Local Planning Panel
2020/84/A	22/07/2021	11 Minimbah Road NORTHBRIDGE NSW 2063.	Stop the Clock - additional information required	Modify original proposal to include internal alterations and additions, increase level 4 roof height and new skylight, new level 3 media room, cellar and window, new level 2 store room and window, changes to existing windows, delete stairs, new planter bed to pool terrace and associated works.	Castlepeake Consulting Pty Ltd	Willoughby Local Planning Panel
2020/233/A	5/07/2021	3A Dorset Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Modify original proposal to include internal alterations and additions, relocation of lift, remove garage roof to create a courtyard, car space to car lift platform with second car space and associated works.	LVMH Perfumes & Cosmetics Group Pty Ltd	Willoughby Local Planning Panel
2021/130	10/05/2021	20 Strathallen Avenue NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Demolish existing dwelling and construct three storey boarding house, accommodating 10 boarding rooms, private open space, communal living space, storage areas and motorcycle and bicycle parking.	Richard Soo	Willoughby Local Planning Panel
2021/125	6/05/2021	6 Malacoota Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	New attached carport and pergola to the front of the existing dwelling and associated works.	Cliff George	Willoughby Local Planning Panel
2021/123	4/05/2021	46 Eastern Valley Way NORTHBRIDGE NSW 2063.	Stop the Clock - additional information required	Demolition of existing dwellings and structures, amalgamation of lots, construction of residential flat building consisting of seven (7) apartments and additional three (3) storey multi-dwelling building consisting of seven (7) dwellings, car parking, landscaping and associated works.	Mel Chin	Willoughby Local Planning Panel
2021/90	9/04/2021	58 Eastern Valley Way NORTHBRIDGE NSW 2063.	Under Appeal in the Land & Environment Court	Demolish existing buildings and construct a new residential flat building comprising 12 apartments over basement parking.	Pei-Lin Cheah	Land & Environmental Court
2020/138	11/06/2020	22 Kameruka Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Alterations & additions to existing dual occupancy to convert it to single dwelling house and construction of a new detached dwelling house with swimming pool to create detached dual occupancy, garage, landscaping and associated works.	Mr Davide Barbisan	Willoughby Local Planning Panel

CURRENT DEVELOPMENT APPLICATIONS AS AT 13 October 2021

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2021/221	3/08/2021	33 Findlay Avenue ROSEVILLE NSW 2069.	Being Assessed by Development Officer	Alterations and additions to rear of existing dwelling, extension of rear deck, new carport to front of property and associated works.	Ms Ya Ming Liang	Delegated Authority
2019/213/A	14/07/2021	66 Macquarie Street ROSEVILLE NSW 2069.	Being Assessed by Development Officer	Modify existing consent by altering internal layout, external design and windows, extending roof over first floor rear balcony and associated works.	Mrs Fangfang Wade	Delegated Authority
2017/181/H	31/05/2021	989-1015 Pacific Highway ROSEVILLE NSW 2069.	Being Assessed by Development Officer	Modify original proposal to include internal and external works, reconfiguration of walls, design changes and associated works.	Ms Kateryna Eklof	Delegated Authority
2021/156	27/05/2021	989-1015 Pacific Highway ROSEVILLE NSW 2069.	Being Assessed by Development Officer	Subdivide existing two lots into three Torrens Title (stratum) lots.	Sarah Norman	Delegated Authority
2021/85	7/04/2021	11A William Street ROSEVILLE NSW 2069.	Stop the Clock - additional information required	Additions and alterations to existing dwelling including first floor addition, new carport, swimming pool and associated works.	Ms Laura Jenkins	Delegated Authority
2021/28	1/02/2021	22 Waratah Street ROSEVILLE NSW 2069.	Being Assessed by Development Officer	Alterations and additions to existing dwelling including first floor addition, double garage and associated works.	Est Late Victor Griffiths	Delegated Authority
2021/23	27/01/2021	962 Pacific Highway ROSEVILLE NSW 2069.	Being Assessed by Development Officer	Convert existing illuminated signage to digital and associated works.	Mr Cyrille Ndo Ngo	Delegated Authority
2021/10	15/01/2021	396 Eastern Valley Way ROSEVILLE NSW 2069.	Stop the Clock - additional information required	Demolition of existing structures and construction of attached 2 storey dual occupancy, garages, driveway, landscaping and associated works.	Ms Ruomin Huang	Delegated Authority
2021/3	12/01/2021	92 Macquarie Street ROSEVILLE NSW 2069.	Stop the Clock - additional information required	Alterations and additions to existing dwelling including landscaping and associated works.	Get Certified Building Services Pty Ltd	Delegated Authority
2020/310	27/11/2020	89 Macquarie Street ROSEVILLE NSW 2069.	Under Appeal in the Land & Environment Court	Alterations, first floor addition, carport and associated works.	Ms Jocelyn Elizabeth Adam and Mr Bruce Peter McKittrick	Land & Environmental Court
2019/370	9/12/2019	122 Archer Street ROSEVILLE NSW 2069.	Being Assessed by Development Officer	82A Review of Decision - Demolition of existing house and construction of a new two-storey dwelling with pool, spa, landscaping and associated works.	Vast Consulting Group Pty Ltd	Delegated Authority

CURRENT DEVELOPMENT APPLICATIONS AS AT 13 October 2021

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2021/68	17/03/2021	44 Findlay Avenue ROSEVILLE NSW 2069.	Being Assessed by Development Officer	Alterations and additions to existing dwelling including landscaping, swimming pool and associated works.	Mr Antony James Solomon and Mrs Annabel Clare Solomon	Willoughby Local Planning Panel
2017/504/A	10/06/2020	130 Archer Street ROSEVILLE NSW 2069.	Being Assessed by Development Officer	Modification to original proposal to include amendments to dwelling mix, envelope footprint, basement facade and increased adaptable dwelling, landscaping and associated works.	Mr Eran Segev	Willoughby Local Planning Panel
2021/77/A	10/09/2021	North Shore Private Hospital 3 Westbourne Street ST LEONARDS NSW 2065	Being Assessed by Development Officer	Modify existing consent to correct Strata Plan to align with as built construction.	Frank M Mason & Co Pty Ltd	Delegated Authority
2021/253	2/09/2021	66 Chandos Street ST LEONARDS NSW 2065.	Being Assessed by Development Officer	Strata existing building into 31 lots.	Philip Leamon Architecture	Delegated Authority
2021/189	24/06/2021	48 Chandos Street ST LEONARDS NSW 2065.	Stop the Clock - additional information required	Partial demolition and adaptive reuse of existing building to provide shop top housing with affordable rental housing and associated works.	Ben Long	Willoughby Local Planning Panel
2020/136/B	15/09/2021	14 Artarmon Road WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Modify existing consent to amend internal layout of 11 apartments within Building E.	Stuart Wade-Ferrell	Delegated Authority
2021/266	13/09/2021	28 High Street WILLOUGHBY NSW 2068.	On Notification for public comment	Alterations and additions to existing semi-detached dwelling, swimming pool and associated works.	Mr Paul Francis Tabbiner	Delegated Authority
2020/347/A	13/09/2021	1 Warners Avenue WILLOUGHBY NSW 2068.	On Notification for public comment	Modify original proposal to include internal and external alterations to townhouses, and changes to doors, storage areas, landscape areas, skylights, pergola, roof top planter and associated works.	Jayne Williams	Delegated Authority
2020/137/B	13/09/2021	14 Artarmon Road WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Modify existing consent regarding additional car parking spaces for Stage 2.	Stuart Wade-Ferrell	Delegated Authority
2021/258	8/09/2021	37 Sydney Street WILLOUGHBY NSW 2068.	On Notification for public comment	Alterations and additions to dwelling including first floor addition, carport and swimming pool.	Miuki Maeda	Delegated Authority

CURRENT DEVELOPMENT APPLICATIONS AS AT 13 October 2021

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2021/243	30/08/2021	42 Alpha Road WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Alterations to an existing carport, panelift door, covered walkway, alterations to front fence and associated works.	Mr Vincent Aiello	Delegated Authority
2021/233	17/08/2021	72 Alpha Road WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Alterations & additions to existing dwelling and associated works.	Mr Svetko Lisica	Delegated Authority
2020/137/A	12/08/2021	14 Artarmon Road WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Amend existing consent regarding Conditions 17 and 96 regarding disabled parking.	Stuart Wade-Ferrell	Delegated Authority
2020/136/A	12/08/2021	14 Artarmon Road WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Amend existing consent regarding Conditions 18 and 101 regarding disabled parking.	Stuart Wade-Ferrell	Delegated Authority
2021/203	19/07/2021	5 High Street WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Carport to front of existing dwelling and associated works.	Warringah Mall	Delegated Authority
2020/128/A	13/07/2021	6 Artarmon Road WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Modify existing consent regarding re-profiling & alterations to bulk excavation works and works for inground services and alterations to the extent and alignment of piling	Martin Grigg	Delegated Authority
2020/135	5/06/2020	14 Artarmon Road WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Public domain works for the Channel 9 site and surrounding road reserve, including reconstruction of kerb and gutter, repaving portions of Scott Street, Artarmon Road and Richmond Avenue, reconstruction of footpaths, lighting upgrades, construction of a roundabout and traffic calming measures and associated landscaping works.	Stuart Wade-Ferrell	Delegated Authority
2021/248	30/08/2021	26 Tulloh Street WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Alterations and additions to existing dwelling to include new first floor, rear deck and roof and associated works.	Vicky Tai	Willoughby Local Planning Panel
2020/168	17/07/2020	501 Willoughby Road WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Alterations and additions including second floor addition to existing shop-top housing development.	Nicola Jansen	Willoughby Local Planning Panel
2020/113	18/05/2020	14 Penshurst Street WILLOUGHBY NSW 2068.	Under Appeal in the Land & Environment Court	Demolition of existing structures and construction of multi dwelling housing containing 8 townhouses with basement parking and roof top terrace.	Mr Peter Richard Arthur	Land & Environment Court

CURRENT DEVELOPMENT APPLICATIONS AS AT 13 October 2021

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2019/253	12/09/2019	82 Eastern Valley Way WILLOUGHBY NSW 2068.	Under Appeal in the Land & Environment Court	Demolition of the existing dwellings and structures on the site, construction of a new multi dwelling housing development comprising eleven dwellings and associated common access driveway, parking, landscaping and associated works.	Ms Dana Caitlyn Campbell	Land & Environment Court
2006/767/B	8/09/2021	58 Robert Street WILLOUGHBY EAST NSW 2068.	On Notification for public comment	Modify original proposal to include changes to windows and doors size and location, patio, remove approved water tank, relocation of stormwater pit, tree removal, landscaping and associated works.	INTHECAFE	Delegated Authority
2021/177	15/06/2021	25 Second Avenue WILLOUGHBY EAST NSW 2068.	Stop the Clock - additional information required	Alterations and additions to existing dwelling.	CFM ENGINEERING	Delegated Authority

PLANNING PROPOSAL APPLICATIONS AS AT 13 October 2021

Application Number	Lodged Date	Address	Status	Description	Applicant
PP-2016/1	14/04/2016	65 Albert Avenue CHATSWOOD NSW 2067.	Approved by SNPP 18/06/2021	Amendment to WLEP 2012 to permit use of shop top housing and amendments to FSR and height development standard	Urbis
PP-2016/7/A	25/09/2020	45 Victor Street CHATSWOOD NSW 2067.	Not supported by SNPP 14 July 2021	Amendment to - Proposal to amend the Willoughby LEP to allow a mixed use building up to RL264 with a minimum non-residential component of 5:1.	Mirvac Group
PP-2017/3	27/09/2017	629 Pacific Highway CHATSWOOD NSW 2067.	Exhibition 6 July to 2 August 2021 Post exhibition assessment	Amendment of the WLEP 2012 to include special provisions for the subject land to permit FSR of up to 6:1 and building height of up to 90m.	DPG Project 23 Pty Ltd
PP-2017/5	23/10/2017	1A Bowen Street CHATSWOOD NSW 2067.	To Council 2 August following public hearing	Rezoning of properties at 1A to 29 Bowen Street and 6 to 18 Moriarty Road Chatswood from R2 to R4.	Urbis
PP-2017/6	30/11/2017	54 Anderson Street CHATSWOOD NSW 2067.	Gateway given July 6 2021 Exhibition 6 September to 4 October 2021	Change zoning from R3 to B4 and height and FSR.	DPG Project 18 Pty Ltd
PP-2017/7	1/12/2017	753 Pacific Highway CHATSWOOD NSW 2067.	Gateway given, Exhibition May 21 – June 18. Post exhibition assessment	Rezoning to B4 mixed use and permit FSR of 6:1 and height of 90 metres.	Ellis St Development
PP-2017/8	19/12/2017	3 Help Street CHATSWOOD NSW 2067.	Gateway given, Exhibition May 21 – June 18 Post exhibition assessment	Modify FSR and building height.	Parade Consulting Pty Ltd
PP-2018/1	22/01/2018	58 Anderson Street CHATSWOOD NSW 2067.	Gateway given, Exhibition April 23- May 20 Post exhibition assessment	Zone change from R2 to B4 and increase height limit to 90m and FSR to 6:1.	Parade Consulting Pty Ltd
PP-2018/3	18/05/2018	5-9 Gordon Avenue CHATSWOOD NSW 2067.	Gateway given, Exhibition April 23- May 20 Post exhibition assessment	The Planning Proposal seeks an amendment of the WLEP 2012 to include site specific special provisions to rezone the land to B4 mixed use, with an allowable FSR of up to 6:1 and building height up to 90m.	DPG Project 17 Pty Limited

PLANNING PROPOSAL APPLICATIONS AS AT 13 October 2021

Application Number	Lodged Date	Address	Status	Description	Applicant
PP-2018/4	13/07/2018	871 Pacific Highway CHATSWOOD NSW 2067.	Exhibition 24 March to 21 April 2021 Post exhibition assessment	Planning Proposal - Amendment to the WLEP to permit mixed use on the site, consistent with Chatswood CBD Strategy; rezone site; increase height limit & FSR; minimum non residential FSE standard.	Megland Group Pty Ltd
PP-2018/12	20/12/2018	815 Pacific Highway CHATSWOOD NSW 2067.	Gateway given, Exhibition 5 July – 2 August Post exhibition assessment	Amend height of building (HOB) & Floor Space Ratio (FSR) development standards. Removal of 100 sqm restriction on shop (GFA)	HDC PLANNING
PP-2020/3	14/04/2020	12 Chandos Street ST LEONARDS NSW 2065.	Refused 10 August 2020	Modify WLEP 2012 to rezone the site from B3 to B4 mixed use with a VPA for public benefit.	Billan Property Pty Ltd
PP-2020/5	26/06/2020	100 Edinburgh Road CASTLECRAIG NSW 2068.	Refused by SNPP 14 April 2021	Redevelopment of an existing retail complex to provide shop top housing revised retail outlets and an additional level for basement parking.	Greencliff Castlecrag Pty Limited
PP-2020/6	10/07/2020	1 Spring Street CHATSWOOD NSW 2067.	Waiting on information from applicant	The Planning Proposal seeks to change applicable development standards and include the site within the Schedule 1 - Additional Permitted Uses to facilitate a mixed-use medium-high density development on the site.	Springvue Limited
PP-2020/7	31/07/2020	3 Ellis Street CHATSWOOD NSW 2067.	Approved by Council 12 July 2021 Awaiting Gateway Determination	Rezone site to B4 Mixed use, FSR of 4.5:1 and height of 44m subject to solar access protection.	Mpg Au Pty Ltd
PP-2020/8	4/09/2020	845 Pacific Highway CHATSWOOD NSW 2067.	Waiting on information from applicant	Proposed increase in building height and FSR to accommodate a 37 storey building envelope for a commercial tower.	Ms Susan Greta McNally and Mr Terence Joseph McNally
PP-2020/12	17/12/2020	9-11 Nelson Street CHATSWOOD NSW 2067.	Reported to Council Meeting 13 September 2021	Planning Proposal seeking uplift as envisaged under the Chatswood CBD Planning and Urban Design Strategy 2036. The proposal will facilitate changes to both zoning, FSR and the maximum height control.	Urbis Pty Ltd
PP-2021/1	23/02/2021	44 Anderson Street CHATSWOOD NSW 2067.	Approved by Council 10/05/2021 Awaiting Gateway Determination	In accordance with the recommendations outlined in the Chatswood CBD Strategy 2036, this planning proposal seeks to rezone the existing land to B4 Mixed Use to facilitate a mixed use development and increase the maximum building height to 90m with an FSR of 6:1	Chatswood Square Pty Ltd

PLANNING PROPOSAL APPLICATIONS AS AT 13 October 2021

Application Number	Lodged Date	Address	Status	Description	Applicant
PP-2021/2	10/03/2021	31 Victor Street CHATSWOOD NSW 2067.	Approved by Council 14/12/2020 Awaiting Gateway Determination	Comprehensive LEP Amendment 2020 (to align with LSPS, Chatswood CBD Strategy and Willoughby Housing Strategy)	Willoughby City Council
PP-2021/3	22/03/2021	92-96 Victoria Avenue CHATSWOOD NSW 2067.	Initial Assessment	Changes to maximum permissible building heights and infill of urban development.	Tai Family Holdings Pty Limited
PP-2021/4	21/04/2021	613 Pacific Highway CHATSWOOD NSW 2067.	Approved by Council 12/07/2021 Awaiting Gateway Determination	Amendments to LEP 2012 involving zoning, height and FSR to facilitate a mixed use development.	Antaeus Group Pty Ltd
PP 2021/5	12/08/2021	574-582 Pacific Highway, 1-9 Moriarty Road, 9 Whitton Road, CHATSWOOD NSW 2067.	Initial assessment	Application to modify land use zone, maximum height of building and floor space ratio.	Nancy Srivastava
PP 2021/6	16/09/2021	100 Edinburgh Road CASTLECrag NSW 2068.	To upcoming Council meeting Nov 3 2021	Amendment to WLEP 2012 to facilitate the development of a three storey high (above Edinburgh Rd) mixed use development .	Greencliff Castlecrag Pty Ltd

APPLICATIONS TO BE DETERMINED BY SYDNEY NORTH PLANNING PANEL AS AT 4 OCTOBER 2021

Application Number	Lodge d Date	Address	Status	Description	Applicant
2013/147/F	29/07/2021	2 to 14 Northcote Street NAREMBURN NSW 2065.	Being Assessed by Development Officer	SNPP - Modify existing consent for stages concept approval regarding change to approved nominated land use replacing child care centre with commercial premises and shop top housing and alterations to building envelope regarding setbacks and height and related alterations.	Platform Project Services

**15.17 LEASE OVER PART CORDIA WAY BY OWNERS OF 17 WEEDON ROAD
ARTARMON**

ATTACHMENTS:	1. IMPLICATIONS 2. LOCATION PLAN 3. DRAINAGE SYSTEM PLAN 4. OWNERS REQUEST
RESPONSIBLE OFFICER:	HUGH PHEMISTER – PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	TERENCE CARROLL – STRATEGIC PROPERTY SPECIALIST
CITY STRATEGY OUTCOME:	3.3 – PROMOTE AN ACTIVE AND HEALTHY LIFESTYLE 5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

To seek Council's approval to enter into a lease with the owners of 17 Weedon Road, Artarmon for part of Lot 23 in DP 11236.

2. OFFICER'S RECOMMENDATION

That Council:

- 1. Enter into a lease with the owners of 17 Weedon Road Artarmon for part of Lot 23 in DP 11236 for a term of ten years commencing 1 January 2022.**
- 2. Delegate authority to the Chief Executive Officer to execute the lease agreement and any associated documents, assignments and variations related to the occupation of part of Lot 23 in DP 11236.**

3. BACKGROUND

Council has previously entered into a 20-year lease (10-year lease + 10-year option) of Lot 23 in DP 11236 at Cordia Way, Artarmon (Council Land), with the owners of 17 Weedon Road Artarmon (the Owners) which is due to expire on 31 December 2021. Lot 23 is outlined in **Attachment 2**.

The purpose of the lease is to facilitate the functioning of a tennis court, built circa 1950, which was built across the two sites (being the 17 Weedon Road and Lot 23). This arrangement was regularised in 2001 with a lease which allowed the tennis court to be used by the Owners, and be bookable by the community, and provides tenure to the Owners which allows them to invest in maintenance and renewal of the tennis court.

The proposed lease term of 10-years requires a Council resolution.

4. DISCUSSION

The Council Land is classified as operational, with a portion of it being used as a bike path, and a stormwater drainage system outlined in **Attachment 3**. The majority of the Council Land is used as a tennis court.

In the late 1990's Council consulted local residents to determine if there was community support for a lease to the Owners to allow the tennis court to continue, and to enter into a lease with the Owners. The consultation at this time indicated local residents were in favour of granting a lease over the Council Land to the Owners.

The Owners purchased the property on 7 July 2020, and have requested a new 10-year lease with a 10-year option to commence from when the current lease expires on 31 December 2021 as outlined in their email dated 1 September 2021 at **Attachment 4**. A 10-year lease is considered appropriate given the life-cycle costs required to invest and maintain an asset of this size.

The current lease allows for members of the public to book the court at a fee comparable with other tennis courts in the area.

Council do not have any current or future plans for the use of the Council Land, and it functions well as a drainage reserve and bike path corridor.

The previous and current owners have requested to purchase the Council Land, however Council officers declined this request as it may be needed at some point in the future.

The Owners will be required undertake a detailed survey so the leased land can be clearly defined and can be registered on the title.

Entering into a lease with the Owners is supported on the basis that:

- The land has been leased since 2001 with no significant issues
- The previous lease was supported by local residents
- The new lease will be advertised to local residents, and if there are any significant issues raised the proposal will be brought back to Council
- The Owners will be required to maintain the requisite insurance coverage
- Council does not have any current use for the land
- Council will collect rent and the lessee is responsible for all maintenance and running costs
- The public will be able to hire the tennis court.

The key terms of the lease are set out below:

Term: 10-years

Commencement Rent: Market rate – set by valuation, + CPI

Special conditions: Under the terms of the lease, the lessees are required to:

- Make the tennis court available to members of the public for a minimum of six hours per week
- Maintain the land and buildings in a good state of repair
- Maintain a Public Liability insurance policy
- Indemnify Willoughby City Council from any loss or damage
- Provide access to the stormwater drainage system when required
- Require the owners to report on level of community use annually

5. CONCLUSION

By entering into a lease with the Owners, Council will generate rental income and allow the continued functioning of a local tennis court that can be used by members of the public.

It is recommended that Council enter into a new lease as set out above with the Owners and delegate authority to the Chief Executive Officer to execute the lease and associated documents including assignments and variations related to the occupation of the Land.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	3.3 – Promote an active and healthy lifestyle 5.1 – Be honest, transparent and accountable in all that we do
Business Plan Objectives, Outcomes/ Services	Not applicable to this report
Policy	<i>Sale or Lease of Council Land – C06-006</i>
Consultation	Within Council Directorates
Resource	Within Council's existing resources
Risk	A bank guarantee equivalent to three month's rent will be provided by the tenant, to mitigate any risk to Council
Legal	Council's solicitor to prepare the lease agreement ensuring Council's interests are protected
Legislation	<i>Conveyancing Act 1919</i>
Budget/Financial	Rental income will provide a financial benefit to Council over the term of the lease

ATTACHMENT 2

Location of Lot 23 DP 11326 – Cordia Way, Artarmon



[illegible]

Tennis Court Outlined



Cordia Way



DRAINAGE SYSTEM



ATTACHMENT 4

LETTER FROM OWNER

[REDACTED]
17 Weedon Road
Artarmon NSW 2064

1 September 2021

Mr Terence Carroll
Willoughby City Council
PO Box 57
Chatswood NSW 2057

Dear Mr Carroll,

We are the owners of 17 Weedon Road Artarmon. We purchased the property last year from our parents/parents-in-law, and our extended family has lived in the property for over thirty years. In this period, our family has resurfaced, refenced and otherwise improved and maintained the tennis court which, as you know, was built partly (and substantially) on Willoughby City Council operational land (FI 23/11326) over seventy years ago. The current lease arrangements have been in place for twenty years (under a 10 year term with a further 10 year renewal) and are due for renewal at the end of this year.

We did take the opportunity to suggest that it might be simpler for all if we were to instead to be granted an easement over the site, which would avoid the need to renew the lease in future years, and would give us greater security to invest funds in maintaining/upgrading the court. We note your advice that in light of the possible impact of an easement on a variety of stakeholders Council would not be disposed to support that at this time, and that we should instead seek the renewal of our lease for a 10 year term with a 10 year option.

We therefore formally ask Council to agree to the renewal of our lease for a 10 year term with an option for a further 10 years, and we suggest that the first year's rent for the renewed lease be the current rent increased by CPI.

A new 10+10 lease would allow the current arrangement to continue, protecting Council's asset and the interests of all other stakeholders. In particular we understand that the tennis court is in an area of high hazard flood affectation, that it acts to some extent as a retention basin in periods of high rainfall, and that it is also an important maintenance point for the stormwater system. In addition, it would give us the mid-term security that would allow us to invest in the future improvement of the tennis court. In addition to its regular maintenance, the court requires resurfacing (and associated works) and new fencing within the next 5 years. We have obtained quotes for these works and now understand that this will cost approximately \$60,000. Continuing the lease would also allow us to maintain our family's close connection with the neighbourhood community, many of whom have also enjoyed playing tennis here throughout the years.

We are willing to arrange the necessary survey plan so that the lease will be able to be registered with NSW Land Registry Services.

We look forward to your confirmation that the matters set out above are acceptable to the Council. Please let us know if you require any further information or wish to discuss.
Yours sincerely,

[REDACTED]

15.18 PROPERTY LEASE PORTFOLIO

ATTACHMENTS:	1. IMPLICATIONS
RESPONSIBLE OFFICER:	HUGH PHEMISTER – PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	TERENCE CARROLL – PROPERTY LEASING SPECIALIST
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

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

2. OFFICER'S RECOMMENDATION

That Council note the report on Council's property lease portfolio.

3. BACKGROUND

Councillors were provided briefings on tenancies at The Concourse on 1 February 2021 and 1 March 2021, identifying arrears in some of the tenancies and strategies to recover those arrears. This report is now included as monthly report on Council's total property lease portfolio.

This report provides a summary of information on Council's property leases that is not confidential.

4. DISCUSSION

The rental arrears from the property portfolio are outlined in Figure 1 for all tenancies with annual rental payments of more than \$10,000.

Figure 1 – Arrears at 30 September 2021 compared to previous months

Arrears at 31 July 2021	Arrears at 31 August 2021	Arrears at 30 September 2021
\$946,541	\$1,166,942	\$1,378,267

Key points to note on the arrears are:

- Approximately 70% of the arrears are accounted for by three tenancies. These tenants have requested rent relief under the *NSW Retail and other Commercial Leases COVID-19 Regulation* (the Regulation). Council officers have been negotiating with these tenants in respect of their rent relief. Two of these tenants have failed to engage and Council officers, and an application has been made to have the matter heard at mediation by the Small Business Commissioner. A third tenant has engaged their solicitor to negotiate on their behalf.

- Council have now received applications from 18 tenants seeking rent relief, with the majority being food outlets at The Concourse. Council will follow the guidelines set out in the Regulation in negotiating any rental relief with the tenants.
- In the period July - September 2021, a number of tenants on rent relief schedules as negotiated under the first lock-down have failed to make payments under their deferred rent repayment plan. These businesses are operating at very limited capacity and have advised they are unable to make the payments and have requested to a further delay of their repayment. Council officers will work with these tenants to help them through this difficult period whilst at the same time protecting Council's rights as a landlord. This has resulted in the predicted increase in rental arrears.

Lease expiries

A total of 17 leases (over 18 premises) are due to expire in the next 12 months and negotiations around lease renewals are underway. Council officers are liaising with potential replacement tenants for 4 of the properties. Figure 2 shows vacancies at 30 September 2021.

Figure 2 – Vacancies at 30 September 2021

PROPERTY	TYPE	STRATEGY
191 Penshurst Street Willoughby	Single level Early Childhood Health Centre.	The EOI that was planned for July/August will now be delayed due to the latest COVID-19 shutdown. An EOI will be issued before the end of the year seeking new tenants providing no changes to public health orders.
13 Eastern Valley Way	Residential house fronting Eastern Valley Way and a former Early Childhood Health Centre building at the rear fronting Northbridge Plaza carpark.	The EOI that was planned for July/August will now be delayed due to the latest COVID-19 shutdown. An EOI will be issued before the end of the year seeking new tenants providing no changes to public health orders.
Lot 39/135 Sailors Bay Road Northbridge	Strata title lot previously used by the Aboriginal Heritage Office.	Council is seeking advice to determine applicability of potential uses.

5. CONCLUSION

The recent lock-down has significantly impacted Council's tenancies, with many businesses being closed, or trading with reduced hours and revenue. There will be a considerable impact arising from rent relief provided to tenants in-line with the Regulation. However, with the lifting of lock-down in October 2021 businesses should be able to increase their trade and return to profitability and commence paying down rental arrears.

ATTACHMENT 1

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 the 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.
Resource	There are no resourcing implications associated with this report's recommendation.
Risk	This report provides an overview of the leased property portfolio. For confidentiality reasons, it does not identify information about individual tenancies. Councillors can access further information pertaining to risks associated with individual tenancies in the accompanying confidential report.
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 <i>Retail Leases Act 1994</i> and the <i>NSW Retail and Other Commercial Leases (COVID-19) Regulation 2020</i> .
Budget/Financial	Council holds bank guarantees in respect of tenants in arrears and has made provisions for bad debts in respect of tenancies. Consequently, Council's lease portfolio represents an acceptable level of financial risk at this time.

COMMUNITY, CULTURE & LEISURE DIRECTORATE

15.19 2022-2023 REGISTRATION OF INTEREST - CONCESSIONAL HIRE OF COUNCIL COMMUNITY FACILITIES

ATTACHMENTS:	1. IMPLICATIONS 2. CATEGORY D - RECOMMENDED APPLICANTS
RESPONSIBLE OFFICER:	MELANIE SMITH – COMMUNITY, CULTURE & LEISURE DIRECTOR
AUTHOR:	MICHAEL CASHIN – COMMUNITY LIFE MANAGER
CITY STRATEGY OUTCOME:	2.7 – PROMOTE ACCESSIBLE SERVICES FOR THE COMMUNITY
MEETING DATE:	3 NOVEMBER 2021

PURPOSE OF REPORT

To seek Council endorsement of 100% (Category D) concessional hire applications under the 2022/23 Registration of Interest (ROI) Concessional Hire process.

For Council to note the applicants approved for 25% (Category B) and 50% (Category C) concessional hire in accord with Council's *Community Facilities Hire Policy*.

OFFICER'S RECOMMENDATION

That Council:

1. Endorse the following groups as eligible to receive a 100% concession (Category D) for the 2022/2023 ROI period, on the hire of Council facilities in accord with Council's *Community Facilities Hire Policy*.
 - Lifeline Harbour to Hawkesbury Limited
 - DCC Narcotics & Alcoholics Anonymous (5 programs)
 - Northbridge Quilters
 - Willoughby Senior Citizens Knitting Group Club
 - Older Women's Network Northside Wellness
 - Willoughby Senior Citizens Club
 - Willoughby District Historical Society & Museum
 - Italian Senior Citizens Group of Willoughby
 - Integricare
 - Hoarding Support Group - Self Help
 - NSW Justice Assoc Lower North Shore Branch
 - The Wilderness Society Sydney North
 - NSW State Emergency Service - Willoughby Lane-Cove Unit
 - Community Flower Studio
 - Alcoholics Anonymous
 - Rotary Club of Chatswood Roseville - Dance to the Nines
 - MOSAIC Italian Social Group
 - Northbridge Playgroup
 - Willoughby Bales Playgroup
 - Naremburn Playgroup Association

2. Notes the applications approved to receive 25% (Category B) and 50% (Category C) concessional hire in accord with Council's *Community Facilities Hire Policy*.

3. BACKGROUND

Council's *Community Facilities Hire Policy* (the Policy) was adopted by Council on 28 September 2015. Under this policy, Council conducts a biennial Registration of Interest (ROI) for regular hirers of Council facilities who are eligible for a concessional rate of hire. The ROI process ensures Council facilities provide access to a suitable mix of social, cultural, welfare, recreational activities and services for the community.

The Policy has three rates of concessional hire available:

- 25% discount (Category B)
- 50% discount (Category C)
- 100% discount (Category D).

Under the Policy, Category D applications received for the biennial Registration of Interest (ROI) are required to be endorsed by The Council. The Chief Executive Officer has delegated authority to approve Out of Term Category D applications. The Director Community Culture and Leisure has delegated authority to approve all applications assessed for 50% Category C and Category B 25%.

This report provides an outline of the applications requesting a 100% discount (Category D) for the 2022/23 period.

4. DISCUSSION

Concessions are allocated to applicants based on the eligibility criteria specified within the Policy which considers the focus on local community needs and interests, the applicant's financial position, the purpose for which facilities are hired and the connection to the Local Government Area.

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.

Council received 86 applications for the 2022/23 Registration of Interest for Concessional Hire of Community Facilities. The recommended number of applications by category is:

Category B – 23 applicants

Category C – 34 applicants

Category D – 29 applicants

The *Community Facilities Hire Policy* requires The Council to endorse applications assessed as Category D. Applications assessed as Category D are listed in the recommendations of this report. The value of each Category D concession is provided in **Attachment 2**.

Applications for Categories B and C are assessed by Council Officers and approved by the Community, Culture and Leisure Director. **Figure 1** provides a summary of the total annual value of concessional hire by category for the 2022/23 period.

Figure 1 - Summary of annual concessional hire for the 2022/23 period

Item	Value (\$)
Total annual commercial value of ROI applications	819,221
Concession Recommended	
Category B	(107,564)
Category C	(114,069)
Category D	(160,829)
Total Concessional Value	(382,462)
Adjusted annual income (concession applied)	436,739

The concessions detailed in Figure 1 represent a 46% 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. CONCLUSION

Under the *Community Facilities Hire Policy* all category D assessments (100%) applications require endorsement by Council. The recommended applicants for Category D concession detailed in this report meet the eligibility requirements of the *Community Facilities Hire Policy* and promote equitable access to services and activities for the community.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	2.7 – Promote accessible services 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 <i>Community Facilities Hire Policy</i> .
Consultation	Council conducts a biennial Registration of Interest (ROI) for regular hirers of Council facilities who are eligible for a concessional rate of hire
Resource	The recommendations of this report are resourced within Council's <i>Operational Plan</i> .
Risk	The level of risk associated with the contents of this report is low, with moderate consequences under Council's Risk Management Framework.
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	<i>Local Government Act 1993</i>
Budget/Financial	Council's operational budget reflects the concessional hire based on estimates of historical data for each community facility.

Cat D Community Groups - Unfunded/Gold coin (Service providers, Exercise/Sport, Cultural)

Attachment 2

CATEGORY D RECOMMENDATIONS - ROI CONCESSIONAL HIRE 2022/23

Application ID	Applicant	Council Facility	Assessors Statement in Support of Recommendation	Assessment Decision	Estimated cost of the concession over one year
ROICON22/2300011	Lifeline Harbour to Hawkesbury Limited	Dougherty Community Centre	<p>Having a localised Financial Counselling Service within Chatswood makes for easy access by local residents who may then choose to access other Lifeline Harbour to Hawkesbury's programs.</p> <p>Supports clients who are vulnerable and/or have special needs, looking at long term outcomes for client's health and wellbeing through building financial capability, independence and community connection.</p>	Cat D 100%	\$6,240.00
ROICON22/2300016. ROICON22/2300031 ROICON22/2300060 ROICON22/2300061 ROICON22/2300065	Narcotics & Alcoholics Anonymous x 5 programs	Dougherty Community Centre	<p>Significant contribution to health and wellbeing of community. An essential community service. Social support for disadvantaged and isolated people within the community. Not for profit, volunteer run, gold coin membership.</p>	Cat D 100%	\$36,676.00

Application ID	Applicant	Council Facility	Assessors Statement in Support of Recommendation	Assessment Decision	Estimated cost of the concession over one year
ROICON22/2300032	Northbridge Quilters	Warners Park Community Centre	Supports social inclusion of seniors - more than 60% of members are over 70 years. NFP, volunteer run, minimal annual fee = gold coin, limited funds in reserve. The group donates craft-works to other community agencies such as local hospitals, women's refuges and other charitable groups. 50% local membership 50% regional membership	Cat D 100%	\$6,268.50
ROICON22/2300034	Willoughby Senior Citizens Knitting Group Club	Dougherty Community Centre	This group has been at the DCC for 29 years and they provide an outlet for older people in the Community, the outcome from this group is that they donate garments that they have created to charity, they are beneficial to the Willoughby Community.	Cat D 100%	\$5,704.00
ROICON22/2300035	Older Women's Network Northside Wellness	Dougherty Community Centre	This group support provides exceptional support to older women. They are extremely welcoming to all women, and are the DCC first choice when requests for social activities for women after a partner dies or they move into the area.	Cat D 100%	\$12,672.00
ROICON22/2300036	Willoughby Senior Citizens Club	Dougherty Community Centre	The group meets weekly to play games, share food and socialise. They would possibly not continue without a CAT D.	Cat D 100%	\$12,096.00
ROICON22/2300037	Willoughby District Historical Society & Museum	Chatswood Library Meeting Rooms	Given the Willoughby District Historical Society's relevance to the local community and the contribution they make, I recommend that this community group is supported by subsidising the venue payment for their meetings.	Cat D 100%	\$1,064.00

Application ID	Applicant	Council Facility	Assessors Statement in Support of Recommendation	Assessment Decision	Estimated cost of the concession over one year
ROICON22/2300042	Italian Senior Citizens Group of Willoughby	Willoughby Park Art and Recreation Centre	Significant contribution to WCSP. Gold coin donation. Volunteer run. No capacity to fund raise.	Cat D 100%	\$4,800.00
ROICON22/2300043	Integricare	Artarmon Kids Cottage	Not for Profit organisation Limited capacity to pay Essential service for LGA community	Cat D 100%	\$4,880.00
ROICON22/2300047	Hoarding Support Group - Self Help	Dougherty Community Centre	CAT D due to limited funds and the significance of the meetings. This groups support directly contributes to the social, spiritual, emotional and physical wellbeing of the Willoughby LGA community.	Cat D 100%	\$1,342.00
ROICON22/2300055	NSW Justice Assoc Lower North Shore Branch	Dougherty Community Centre	Provide voluntarily Community JP Desks at Chatswood and Northbridge Libraries.	Cat D 100%	\$1,395.00
ROICON22/2300080	The Wilderness Society Sydney North	Chatswood Library Meeting Rooms	The purpose of the Wilderness Society Sydney North is consistent with Willoughby Council values, it is aimed at local residents and does not have a source of income to pay for a meeting space. I therefore recommend that Council support the group through the provision of the concessional hire of the requested meeting space	Cat D 100%	\$1,824.00

Application ID	Applicant	Council Facility	Assessors Statement in Support of Recommendation	Assessment Decision	Estimated cost of the concession over one year
ROICON22/2300089	NSW State Emergency Service - Willoughby Lane-Cove Unit	Willoughby Leisure Centre	The application provides a significant support for the people of the Willoughby LGA. By providing the SES facilities to maintain their fitness and skills. Free access for volunteers	Cat D 100%	\$17,945.20
ROICON22/2300092	Community Flower Studio	Chatswood Youth Centre	CAT D recommended due to history and being a very worthwhile program that targets mental health in youth and young adults, creates self-esteem and self-expression. CFS promotes creative activities that have scientific evidence to support claim of positive improvement in mental health welling-being.	Cat D 100%	\$1,440.00
ROICON22/2300094	Alcoholics Anonymous	Willoughby Park Art and Recreation Centre	Significant contribution to health and wellbeing of community. An essential community service. Social support for disadvantaged and isolated people within the community. Not for profit, volunteer run, gold coin membership.	Cat D 100%	\$5,200.00
ROICON22/2300029	Rotary Club of Chatswood Roseville - Dance to the Nines	Dougherty Community Centre	Dance to the Nines is an exceptional event that is held four times a year, it gives and provides the opportunity for those living with a disability to interact with others and reduce social isolation.	Cat D 100%	\$2,112.00
ROICON22/2300085	MOSAIC Italian Social Group	Dougherty Community Centre	This is a worthwhile group/program.	Cat D 100%	\$13,386.00

Application ID	Applicant	Council Facility	Assessors Statement in Support of Recommendation	Assessment Decision	Estimated cost of the concession over one year
ROICON22/2300002	Castle Cove Progress Association	Castle Cove Community Facility	As per Council Resolution No 97/121	Cat D 100%	\$426.00
ROICON22/2300009	Naremburn Progress Association	Naremburn Community Centre			\$1,785.00
ROICON22/2300027	Artarmon Progress Association Incorporated	Artarmon Church Hall – 139 Artarmon Rd			\$795.20
ROICON22/2300087	Chatswood West Ward Progress Association	Dougherty Community Centre			\$1,550.00
ROICON22/2300088	Federation of Willoughby Progress Association Inc	Chatswood Library Meeting Rooms			\$2,508.00
ROICON22/2300038	Northbridge Playgroup	Warners Park Community Centre	Worthwhile service to families and children in the LGA. The program promotes the social inclusion of children and families, numeracy and literacy and also promotes volunteering in our community.	Cat D 100%	\$4,720.00
ROICON22/2300039	Willoughby Bales Playgroup	Bales Park Centre			\$8,000.00

Application ID	Applicant	Council Facility	Assessors Statement in Support of Recommendation	Assessment Decision	Estimated cost of the concession over one year
ROICON22/2300044	Naremburn Playgroup Association	Naremburn Community Centre			\$6,000.00
TOTAL					\$160,828.90

15.20 REQUEST MEMORIAL SEAT ARTARMON PARKLANDS - W DICKSON

ATTACHMENTS:	1. IMPLICATIONS 2. REQUEST FOR MEMORIAL SEAT IN ARTARMON PARKLANDS FOR MR WARREN DICKSON
RESPONSIBLE OFFICER:	MELANIE SMITH – COMMUNITY, CULTURE & LEISURE DIRECTOR
AUTHOR:	JULIE WHITFIELD- OPEN SPACE CO-ORDINATOR
CITY STRATEGY OUTCOME:	2.2 – RESPECT AND CELEBRATE OUR HISTORY AND HERITAGE SITES
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

To approve the request for a memorial seat in the Artarmon Parklands in honour of the late Mr Warren Dickson.

2. OFFICER'S RECOMMENDATION

That Council approve the request for a memorial seat in the Artarmon Parklands in honour of the late Mr Warren Dickson.

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 (**Attachment 2**) to donate a memorial seat in the grounds of the Artarmon Parklands in honour of the late Mr Warren Dickson.
The request complies with the policy.

5. 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.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	2.2 – Respect and celebrate our history and heritage sites
Business Plan Objectives, Outcomes / Services	The recommendations of this report support the Culture 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 - <i>Public Domain Memorial and Local Site Acknowledgement Policy 2007</i> .
Consultation	There are no consultation implications applicable to this report.
Resource	The applicant will be providing the resources for the installation of the park bench.
Risk	The level of risk associated with the contents of this report is low, under <i>Council's Risk Management Framework</i> . The park bench will be maintained as part of Council's Asset Management program.
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.

ATTACHMENT 2

Memorial bench for the late Warren Ross Dickson

My father passed away 25 years ago when I was 14. He was a rock for my family and the neighbours of Artarmon. Like myself he was very community driven and always there to lend a hand to anyone that needed it.
My father grew up in Artarmon where my mother is still living today. He worked for Willoughby City Council as a carpenter until he passed away.

As a young boy dad would play in the Swamp area and catch turtles where the community garden is today. Along with mum they got the neighbours together to get the kids park in the Reserve and as my Mum still is today gets things done but let others shine for her ideas.

This email could be read for days with the stories of my father but I'm asking council if I could arrange a memorial bench (chair) in the area of the bowling club area or park for my father's memory.

Ross Dickson

15.21 REQUEST MEMORIAL SEAT HAROLD REID RESERVE - T FRANCIS

ATTACHMENTS:	1. IMPLICATIONS 2. REQUEST FOR MEMORIAL SEAT IN ARTARMON PARKLANDS FOR MR WARREN DICKSON
RESPONSIBLE OFFICER:	MELANIE SMITH – COMMUNITY, CULTURE & LEISURE DIRECTOR
AUTHOR:	JULIE WHITFIELD- OPEN SPACE CO-ORDINATOR
CITY STRATEGY OUTCOME:	2.2 – RESPECT AND CELEBRATE OUR HISTORY AND HERITAGE SITES
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

To approve the request for a memorial seat in Harold Reid Reserve in honour of the late Mr Tony Francis.

2. OFFICER'S RECOMMENDATION

That Council approve the request for a memorial seat in Harold Reid Reserve, Middle Cove in honour of the late Mr Tony Francis.

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 (**Attachment 2**) to donate a memorial seat in the grounds of Harold Reid Reserve, Middle Cove in honour of the late Mr Tony Francis.
The request complies with the policy.

5. 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.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	2.2 – Respect and celebrate our history and heritage sites
Business Plan Objectives, Outcomes / Services	The recommendations of this report support the Culture 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 - <i>Public Domain Memorial and Local Site Acknowledgement Policy 2007</i> .
Consultation	There are no consultation implications applicable to this report.
Resource	The applicant will be providing the resources for the installation of the park bench.
Risk	The level of risk associated with the contents of this report is low, under <i>Council's Risk Management Framework</i> . The park bench will be maintained as part of Council's Asset Management program.
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.

Attachment 2

Dear Willoughby Council,

I am writing to you because we would like to apply to install a park bench memorial for our dear friend Tom Francis, who passed away far too young at the age of 38 on this day, the 8th September in 2018.

Tom grew up in Willoughby and lived there until he passed. A group of friends and myself, would like to donate the money for this park bench memorial. Most of us met Tom when we started school at Castlecrag Infants School in 1986, and were best friends with him until he passed. The Castlecrag/Willoughby area was the background of our youth where we spent endless hours bushwalking around the suburbs exploring and experiencing life together. Tom was a very keen walker and walked daily around the area. He would regularly walk to the Howard Reid Reserve and sit at the lookout, along with other lookouts scattered throughout the area.

It is for this reason that we (and his family) would be very grateful to have a memorial bench for Tom, and so we could visit this bench to remember Tom and what he loved, the outdoors.

Our preferred location would be up the top of the hill at the Harold Reid Reserve as close to the lookout area as possible, or somewhere similar in a position giving views of Sugarloaf Bay. We are obviously happy to bear the costs of installing the bench.

Yours kindly,

Andy Kirkwood

16 NOTICES OF MOTION

16.1 NOTICE OF MOTION 29/2021 - NSW KOALA POPULATION

RESPONSIBLE OFFICER:	HUGH PHEMISTER – PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	DAVID ROBERTS – ENVIRONMENT MANAGER
CITY STRATEGY OUTCOME:	1.3 – ENHANCE, PROTECT AND RESPECT WATERWAYS, BUSHLAND, NATURE, WILDLIFE
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

Councillor Saville has indicated her intention to move the following Notice of Motion.

2. MOTION

That Council:

1. Notes that since 1990, NSW koala populations have declined by between 20% and 50%, to be in the range of 15,000 to 25,000 remaining. Local extinctions have already occurred and the species is projected to become extinct in the wild in NSW within 30 years. Urgent action is needed to ensure future generations can see these iconic species in the wild.
2. Prepares a report on what further could be done by Council to ensure and enhance protection of wildlife habitats and substantial connected corridors including for koala and koala habitat in the Local Government Area (a koala was identified in nearby Lane Cove National Park several years ago, & until recently koalas, survived in Avalon).
3. Writes to the Premier, Minister for Planning & Public Spaces, Minister for Energy and Environment, and Minister for Agriculture urging them to:
 - (1) Maintain council's ability to regulate environmental zones to protect, manage and restore lands of high ecological, scientific, cultural or aesthetic values, particularly for the protection of core wildlife habitat, with potential for koalas to return in the future (as occurred in Campbelltown).
 - (2) Provide planning certainty, resources and support for identifying core wildfire habitat corridors and connected bushland including for koalas, acknowledging that there is history of wildlife species sustaining injury, being maimed, and killed by car strike within the LGA.
4. Consider measures, including signage, reduced speed limit, underpasses to reduce/eliminate road kill and car strike of wildlife species across the Local Government Area.

3. SUPPORTING INFORMATION PROVIDED BY THE COUNCILLOR ON THE NOTICE OF MOTION

Koalas, once numbered in their millions across the entire NSW coast, have experienced a major decline and are threatened with extinction in our lifetime. Habitat loss is the biggest threat to koalas and land clearing is listed as a key threatening process for koalas under NSW and Commonwealth environment laws. Reduced and fragmented habitat, with the accompanying loss of food trees, shelter and refuges, is both a direct driver of population decline and also exacerbates the impact of other threats such as dog attack, vehicle strike, disease and other impacts associated with high levels of human interaction.

The protection of habitat from loss and fragmentation is therefore the vital first step in dealing with the flow-on threats. The main drivers of ongoing koala habitat loss and fragmentation in NSW are:

- Native forest logging on public and private lands,
- Clearing of native forests for agriculture, and
- Clearing for urban development, infrastructure and other major projects such as mining.

Despite this, koala habitat has virtually no protection from development, clearing or logging on private lands, and ineffectual protection in State Forests

4. OFFICER'S RECOMMENDATION

That Council considers the Notice of Motion by Councillor Saville

5. OFFICER'S COMMENTS

1. **Notes that since 1990, NSW koala populations have declined by between 20% and 50%, to be in the range of 15,000 to 25,000 remaining. Local extinctions have already occurred and the species is projected to become extinct in the wild in NSW within 30 years. Urgent action is needed to ensure future generations can see these iconic species in the wild.**

Noted.

2. **Prepares a report on what further could be done by Council to ensure and enhance protection of wildlife habitats and substantial connected corridors including for koala and koala habitat in the Local Government Area (a koala was identified in nearby Lane Cove National Park several years ago, & until recently koalas, survived in Avalon).**

Council has taken a proactive role in protecting and managing the remnant bushland in the City of Willoughby, as outlined in the Urban Bushland Plan of Management and the various Reserve Action Plans. These plans have been developed in conjunction with the local community. They address habitat and connectivity issues, with implementation supported by field staff and Bushcare volunteer groups. The Environment Levy provides funding for this ongoing program.

Viable koala habitat is considered to be between 50 hectares and 100 hectares. In the Willoughby area the largest reserves are approximately 20 hectares in size, and therefore have limited scope for increased connectivity or to create viable habitat.

3. Writes to the Premier, Minister for Planning & Public Spaces, Minister for Energy and Environment, and Minister for Agriculture urging them to:

- (1) Maintain council's ability to regulate environmental zones to protect, manage and restore lands of high ecological, scientific, cultural or aesthetic values, particularly for the protection of core wildlife habitat, with potential for koalas to return in the future (as occurred in Campbelltown).**

Council could convey its support for the *Draft National Recovery Plan for the Koala* whilst recognising that the scale and quality of habitat required for sustainable Koala population management cannot be achieved in Willoughby. While urbanisation continues to impact wildlife habitat in Willoughby, we are fortunate to have retained 15% of the LGA as bushland to protect other important species.

In the northern Sydney Region, Koala populations have been shrinking into core habitats in the Hawkesbury catchment. Data from Department of Planning, Industry and Environment has a few recent records of Koala's moving into the Pennant Hills area of the Lane Cove National Park. This area is not considered suitable habitat and some of these animals were taken into care and relocated. Although Koala's may not return to the Willoughby LGA, managing their threats will be of benefit to species that are facing similar pressures.

- (2) Provide planning certainty, resources and support for identifying core wildfire habitat corridors and connected bushland including for koalas, acknowledging that there is history of wildlife species sustaining injury, being maimed, and killed by car strike within the LGA.**

The Urban Bushland Plan of Management, Reserve Action Plans and regional collaboration with neighbouring councils has led to enhanced urban wildlife corridors. While these corridors are important for many species they would be limited in their ability to support Koala populations due to their fragmented and narrow structure.

4. Consider measures, including signage, reduced speed limit, underpasses to reduce/eliminate road kill and car strike of wildlife species across the Local Government Area.

Council has engaged with the community through a variety of education programs. Based on wildlife sightings and recorded incidents we have also installed signage in high risk areas, such as near Explosives Reserve, North Arm Reserve and Castlecrag North Escarpment. We will continue to install appropriate signage, manage feral predators and educate the community.

16.2 NOTICE OF MOTION 30/2021 - SAFETY OF PEDESTRIANS, CYCLISTS AND ROAD USERS WITHIN THE LGA

ATTACHMENTS:	1. HERALD SUN NEWS ARTICLE - AUSTRALIA'S WORST CRASH HOT SPOTS REVEALED 2. CRASH HOT SPOTS
RESPONSIBLE OFFICER:	HUGH PHEMISTER – PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	GORDON FARRELLY – TRAFFIC & TRANSPORT TEAM LEADER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

Councillor Saville has indicated her intention to move the following Notice of Motion.

2. MOTION

That Council:

- 1. Acknowledges that the safety of pedestrians, cyclists and road users within the LGA is a paramount objective**
- 2. Increases and extends its work with RMS, police, the local MP and other relevant authorities to improve safety for pedestrians, cyclists and vehicles at traffic hotspots in the Pacific Highway within this LGA.**

3. SUPPORTING INFORMATION PROVIDED BY THE COUNCILLOR ON THE NOTICE OF MOTION

For more than 2 decades members of our community have made consistent representations to local authorities to improve traffic safety at identified traffic hotspots on the Pacific Highway within the LGA, including at the Fullers road and Mowbray Road intersections. Since then, Council has up-zoned land along the highway, the CBD and surrounding areas which, along with recent dwelling increases, will result in many more dwellings and significant increased population density. There have been many serious MVAs at these identified intersections as well as at Albert Avenue and Victoria Avenue intersections with the Pacific Highway. Further, local schools are being expanded to meet anticipated student population increases. The situation regarding pedestrian safety is of primary, because thousands of students cross the Pacific Highway, with potential risk, to attend their respective schools each day.

The motion intends to improve safety particularly for school students, residents and road users whose well-being and safety we have duty to protect.

During the pandemic traffic volumes reduced, however, since lockdowns ended traffic density has increased and gridlock conditions have returned.

4. OFFICER'S RECOMMENDATION

That Council:

1. **Note TfNSW is the primary agency responsible for road safety on the Pacific Highway including intersections such as Fullers Road and Mowbray Road including the provision of infrastructure, traffic management, speed limits, intelligent transport systems and operation of traffic control signals which maximise the safety of all road users.**
2. **Will continue to work with TfNSW to improve road safety for all road users by implementing community focused behavioural, infrastructure, speed management, technology and operational measures.**
3. **Forward Councillor Saville's submission to TfNSW for consideration in its management of the Pacific Highway.**

5. OFFICER'S COMMENTS

The Pacific Highway is classified as a State Road managed by Transport for New South Wales (TfNSW) who are responsible for its development, management, day-to-day operation and maintenance. TfNSW also owns and is responsible for the design and operation of traffic control signals in NSW.

Council officers work with TfNSW to maximise road safety for all road users on all roads within the Willoughby LGA to support NSW State Government's 'Towards Zero' road safety campaign, and TfNSW is represented and collaborates with Council staff on Council's Traffic Committee.

Council's Integrated Transport Strategy (ITS) outlines the importance of improving safety in the provision of the multi-modal transport system and achieving a safe road transport system which includes the adoption of the nationally recognised Safe Systems approach.

Council officers utilise best practice road safety policies, guidelines and practices in managing road transport including road safety audits and implementing safety focused infrastructure and technology initiatives.

TfNSW funds 50% of a Road Safety Officer position within Council to provide behavioural and educational initiatives to improve road safety. The program enables Council staff to work with schools and the community to promote safe transport, pedestrian and cycling behaviours while using the road network. Relevant road safety initiatives include the 'Cross safely - what's the rush' pedestrian safety campaign and participation in the annual Road Safety Week campaign.

Motoring Motoring News

Australia's worst crash hot spots revealed

New data shows that despite the reduction in traffic due to lockdowns, certain types of roads remain deadly for inattentive drivers.

David McCowen

2 min read October 20, 2021 - 12:26PM



Insurance giant AAMI has revealed the most dangerous roads in Australia.

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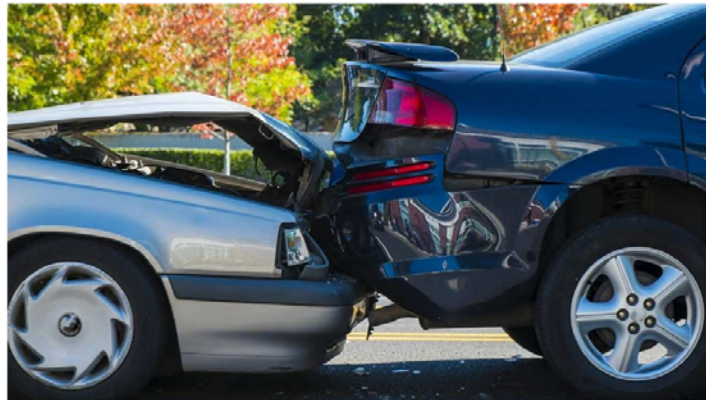
Crash data released by insurance giant AAMI has revealed the [worst roads for accident claims](#) in Australia's capital cities.

While the number of kilometres driven by many motorists dropped in the last year, AAMI still recorded an average of almost 1000 claims per day between July 1 2020 and June 30 2021.

Crash data shows that although people were more likely to be involved in an accident closer to home during the pandemic, major roads still presented the most significant risk to motorists.

AAMI's head of motor claims, Anna Cartwright, said the majority of [crash hot spots](#) were highways or busy arterial roads intersecting with local streets in high-traffic areas.

<https://www.heraldsun.com.au/motoring/motoring-news/australias-wors...> 25/10/2021



Nose-to-tail collisions were the most common crash in most capital cities.

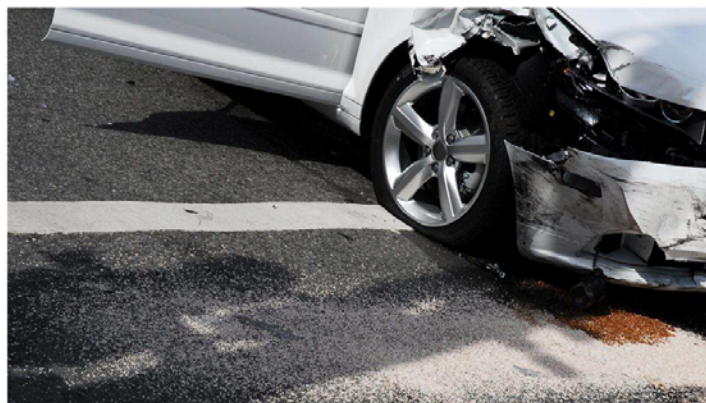
"This means lots of vehicles are on these roads at various times of day – entering, exiting and merging – and vigilance is key," she said.

"Motorists need to pay full attention and adhere to the basics like maintaining a safe distance behind the car in front and always being aware of what is happening around you.

"All it takes is for you to take your eyes off the road for a split second for things to go wrong."

The Hume Hwy in Liverpool was Sydney's worst spot, as it has been for seven of the last eight years.

Paramatta's M4 Motorway was second, followed by the Pacific Highway at Chatswood, the M5 Motorway in Moorebank, Victoria Road in West Ryde and Richmond Road in Marsden Park.



Major roads with side-streets are common crash sites.

Melbourne's Plenty Rd at Bundoora topped the list in Victoria ahead of Springvale Rd in Glen Waverley and Springvale, Preston's Bell St, Craigieburn Rd, Craigieburn and Sydney Rd in Campbellfield.

South Rd in Adelaide's Edwardstown was the worst road in South Australia, outranking Marion Rd, Marion and the Main North Rd in Elizabeth.

<https://www.heraldsun.com.au/motoring/motoring-news/australias-wors...> 25/10/2021

Brisbane's worst spot was the Bruce Hwy in Caboolture, followed by Gympie Rd at

Chermside and Morayfield Rd in Morayfield.

Canberra's most common crash site was the Monaro Hwy in Hume, followed by Canberra Ave in Fyshwick and Gundaroo Dr, Gungahlin.

The Albany Hwy in Perth's Cannington and Kelmscott topped the list for Western Australia ahead of Nicholson Rd, Canning Vale and the Great Eastern Rd, Midland.

Darwin motorists were most likely to make a claim for a smash on the Stuart Hwy, and Tasmania's worst spot was Argyle St in Hobart.

The insurer found nose-to-tail collisions were the most common type of crash at almost all hot spots except Hobart and Darwin.

Car park dings were common in Tasmania – where traffic is light – and the Northern Territory recorded a near-even mix of failure to give way, car park bingles and nose to tail smashes.

Originally published as [Australia's worst crash hot spots revealed](#)

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Affordable electric cars arrive next year

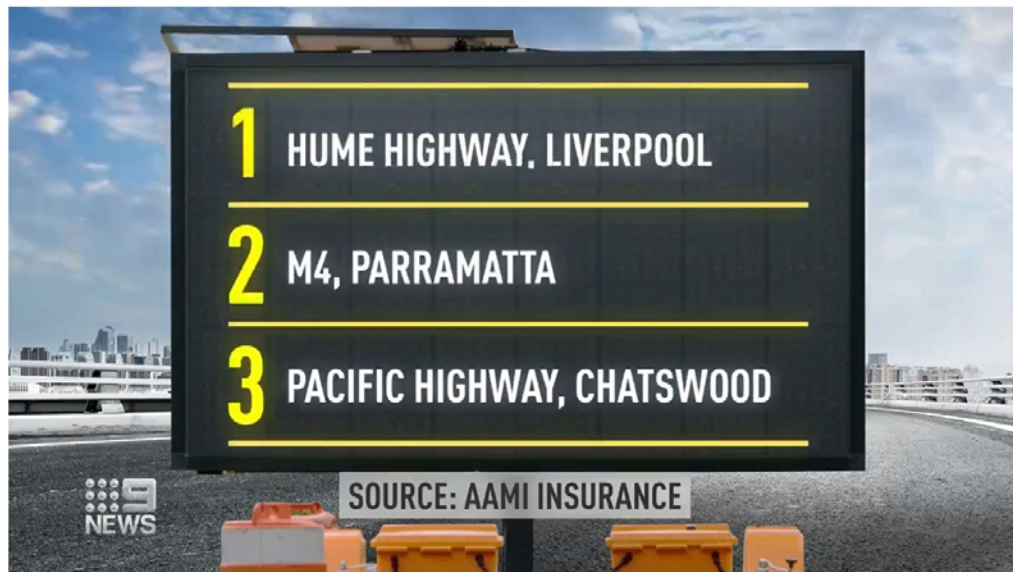
A fresh alternative to established manufacturers is on the way, promising to undercut household names with an innovative approach.

Finding the best small car for big people

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ATTACHMENT 2

9 News report: Crash Hotspots Revealed



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Files\Content.Outlook\29L07V1C\Attachment 2 - Hotspots.docx

16.3 NOTICE OF MOTION 31/2021 - ROAMING CATS

RESPONSIBLE OFFICER:	HUGH PHEMISTER – PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	MARK TAYLOR
CITY STRATEGY OUTCOME:	1.3 – ENHANCE, PROTECT AND RESPECT WATERWAYS, BUSHLAND, NATURE, WILDLIFE
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

Councillor Saville has indicated her intent to move the following Notice of Motion.

2. MOTION

That Willoughby city Council requests the NSW State Government to amend the Companion Animals Act 1998 No 87 Clause 31, to broaden the definition of Nuisance Cats to include any cats which (repeatedly) trespass on neighbours' or public property, and that council officers be authorised to trap such nuisance cats in order to establish their identity and ownership.

3. SUPPORTING INFORMATION PROVIDED BY THE COUNCILLOR ON THE NOTICE OF MOTION

A number of residents across the LGA have reported regular and frequent visitations by cats to their properties. Indeed, most evenings I witness cats roaming near bushland areas. Cats are known predators of native wildlife. The CSIRO (September 2019) reported that on average a roaming and hunting pet cat kills 186 mammals, birds and reptiles each year (including 115 native animals), which is about a quarter of what an average feral cat kills in the bush (748 mammals, birds and reptiles, including native), per year. Roaming pet cats kill 390 million animals per year in Australia, including birds, reptiles, mammals (Sydney University, May 2020). The Local Land Services (lls.nsw.gov.au) report that 80 endangered and threatened species are preyed on by wild cats, and that feral cats can also spread and carry diseases....

The intent of the motion is to protect both native animal species and domestic cats. The RSPCA recommends that domestic cats should be kept at home, kept indoors and/or on their own property, away from roads and other animals, to enable pet cats to live longer, healthier lives.

The extent of the roaming cat problem in west ward is outlined by a local resident who reported that he 'became aware of cats visiting my property in Chatswood West in the evening, so installed a trail camera to monitor the corridor down the side of my house, in the periods 22nd - 28th June and 19th August – 18th September, to discover that seven cats were regularly visiting, in addition to the bandicoot(s), possums, and turkey. One cat, visited 11 nights out of the last 24 that the camera operated (see below tabulation). Sometimes this cat can be seen to adopt a hunting pose. The bandicoot has been recorded on 15 nights out of the last 24, and a brush tailed possum on 6 nights. Some nights there are multiple appearances of the same animal.

In addition to the wildlife referred to above, my property hosts blue tongues, skinks, water dragons, leaf tailed geckos, Perons tree frogs, striped marsh frogs, powerful owls, tawny frog mouths, and a variety of other birds. Roaming cats are obviously a danger to wildlife, but State Legislation discourages Councils from acting to protect that wildlife.

In an attempt to inform and educate cat owners and reduce the cat traffic, I placed on my verge a poster with trail camera images of the various cats, together with extracts of Willoughby Council's recommendation on cat containment.

I have also posted wildlife and cat images, and a photo of my cat "Name and Shame" poster on Facebook in Willoughby Living – these posts have attracted a great deal of sympathetic interest and comment.

A complaint has been lodged with Willoughby Council. The Ranger response to my complaint revealed a high level of frustration with my questions establishing that Council could do nothing to restrain cats on private property. I understand Councils are constrained by the State Government's Companion Animal Act, which is very limiting of the circumstances under which cats can be controlled on private property outside the owner's. I note that Central Coast Council acknowledges this on their facebook post "Did you know that cats are allowed to roam away from home?"

(<https://www.facebook.com/CentralCoastCouncil/posts/did-you-know-that-cats-are-allowed-to-roam-away-from-home-according-the-nsw-comp/2406674099590908/>).

It appears that while education will assist with cat containment, this is not an adequate action for some cat owners, or for genuine stray cats which can only be identified by capture.

Councils, and perhaps property owners, must be given authority to trap or otherwise deal with cats that repeatedly trespass on neighbours' property, whether or not these cats can be shown to damage property and/or threaten/kill wildlife.

Tabulation of cat and wildlife visits

Image of Cat Name and Shame poster

Night of:	19-Aug	no record	21-Aug	22-Aug	23-Aug	24-Aug	no record	no record	27-Aug	no record	no record	30-Aug	31-Aug	1-Sep	2-Sep	3-Sep	4-Sep	no record	6-Sep	7-Sep	8-Sep	9-Sep	10-Sep	no record	12-Sep	13-Sep	14-Sep	15-Sep	16-Sep	17-Sep	18-Sep
Cat:																															
Fluffy									y			y								y					y						
Ginger						y							y						y	y	y	y	y				y	y	y	y	
Pale ginger	y		y						y					y							y									y	
Shaggy			y						y								y									y					y
Sleek																															
White paws					y							y											y			y					
Marked face																															
Wildlife:																															
Possum				y													y			y					y			y		y	
Bandicoot			y						y			y	y		y	y	y		y	y	y		y		y		y			y	y
Turkey									y										y												

4. OFFICER'S RECOMMENDATION

That Council write to the NSW Government requesting reform of the *Companion Animals Act, 1998* in order to strengthen the powers of local government in dealing with the problems caused by nuisance cats.

5. OFFICER'S COMMENTS

Companion Animals Act, 1998

Companion animals, such as cats and dogs, are controlled and regulated in NSW under the *Companion Animals Act, 1998* (the Act).

Council has limited powers to control the general roaming behaviour of cats, as the Act permits cats to roam freely as long as they can be identified (micro-chip) but they must not roam in prohibited public places such as food preparation and consumption areas or Wildlife Protection Areas. If cats are found in either of these locations, they may be seized by any person.

A summary of Council's current powers under Part 4 of the Act is provided as follows:

Nuisance Cat Order

Under clause 31 of the Act, a Nuisance Cat Order may be served, but only if the cat:

- (a) *makes a noise that persistently occurs or continues to such a degree or extent that it unreasonably interferes with the peace, comfort or convenience of any person in any other premises, or*
- (b) *repeatedly damages anything outside the property on which it is ordinarily kept.*

Seizure

Under clause 32 of the Act, *any person may lawfully seize a cat if that action is reasonable and necessary for the protection of any person or animal (other than vermin) from injury or death.*

This could be from their backyard, public road, public footpath or other public place.

Conclusion

Cats can pose a threat to wildlife and are able to roam freely onto adjoining private property and public places. The current provisions of the *Companion Animals Act, 1998* provide limited scope to enable Council to apply restrictions on cats.

There is merit in writing to the NSW State Government seeking tougher laws in relation to roaming cats, in particular where strong and compelling evidence exists of harm caused to wildlife.

16.4 NOTICE OF MOTION 32/2021 - RECOGNITION OF COUNCIL STAFF

RESPONSIBLE OFFICER:	LAURA KENDALL – CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	SHERRYN WILLIAMS – GOVERNANCE TEAM LEADER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	3 NOVEMBER 2021

1. PURPOSE OF REPORT

Councillor Campbell has indicated his intent to move the following Notice of Motion.

2. MOTION

That Council recognise the consistent hard work of Willoughby Council staff over this term of Council and communicate to each of them in writing Council’s heartfelt thanks and appreciation for their dedication, professionalism, and flexibility over the past four years, particularly noting their extraordinary contributions and efforts during the COVID-19 pandemic.

3. SUPPORTING INFORMATION PROVIDED BY THE COUNCILLOR ON THE NOTICE OF MOTION

Council sets strategy, but it takes a dedicated team of doers to implement it. Over the course of this four-year term of Council, the staff have worked tirelessly to keep operations running smoothly. This has been especially difficult with the additional disruptions and restrictions caused by the COVID-19 pandemic and its aftermath. Despite this, staff have kept Council operations running in a manner that often exceeded expectations. They have managed to deliver an impressive number of projects, as evidenced by the latest End of Term Report included with this agenda. Furthermore, they have managed to do so in a way that resulted in a balanced budget despite a very uncertain environment with massive financial shocks to Council’s usual operations. Without their hard work and dedication, many of these accomplishments would not have been possible. For this, I believe they deserve our thanks and appreciation.

17 CONFIDENTIAL MATTERS

17.1 CONFIDENTIAL - LEGAL MATTERS REPORT - NOVEMBER 2021

ATTACHMENTS:	1. IMPLICATIONS 2. LEGAL MATTERS REPORT (CONFIDENTIAL)
RESPONSIBLE OFFICER:	LAURA KENDALL – CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	SAMANTHA CHARLTON – GOVERNANCE, RISK & CORPORATE PLANNING MANAGER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	3 NOVEMBER 2021

REASON FOR CONFIDENTIALITY

This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) and (g)) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to 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
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege

This report provides Councillors with information that assists them to understand the status of current legal matters. The release of this information would provide person(s) with whom Council conducts business or parties that are subject to legal proceedings details of Council's legal strategy, intentions and expenditure. On balance, it is not in the public interest to release information that, if disclosed, would compromise Council's legal prospects.

17.2 CONFIDENTIAL - PROPERTY LEASE PORTFOLIO

ATTACHMENTS:	1. IMPLICATIONS 2. ARREARS REPORT 3. TENANCIES LOCATION PLANS
RESPONSIBLE OFFICER:	HUGH PHEMISTER – PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	TERENCE CARROLL – STRATEGIC PROPERTY SPECIALIST
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	3 NOVEMBER 2021

REASON FOR CONFIDENTIALITY

This report is **CONFIDENTIAL** in accordance with Section 10A(2)(d)(i) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

- (d) commercial information of a confidential nature that would if disclosed:
 - (i) prejudice the commercial position of the person who supplied it

This report is confidential as disclosure of information in it could put Council at a commercial disadvantage in its future dealings with Council's tenants and would also make public commercially confidential information pertaining to the tenancies.

17.3 CONFIDENTIAL - PUBLIC EXHIBITION OF PLANNING AGREEMENTS 5-9 GORDON AVENUE AND 54-56 ANDERSON STREET, CHATSWOOD

ATTACHMENTS:	1. IMPLICATIONS 2. DRAFT PLANNING AGREEMENT (5-9 GORDON AVENUE) – FOR PUBLIC EXHIBITION 3. DRAFT PLANNING AGREEMENT (54-56 ANDERSON STREET) – FOR PUBLIC EXHIBITION
RESPONSIBLE OFFICER:	HUGH PHEMISTER – PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	SYLVANIA MOK - CONTRIBUTIONS SPECIALIST
CITY STRATEGY OUTCOME:	3.5 – MAINTAIN QUALITY OF LIFE BY BALANCING POPULATION GROWTH WITH THE PROVISION OF ASSETS AND SERVICES 5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO 5.3 – BALANCE THE CREATION OF NEW PUBLIC ASSETS WITH THE UPGRADE OF EXISTING PUBLIC ASSETS
MEETING DATE:	3 NOVEMBER 2021

REASON FOR CONFIDENTIALITY

This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to 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.

This report provides Councillors with information of two Planning Agreements that Council has been invited to enter into. Such deeds contain information related to financial dealings and are considered commercial in confidence. The content will not be made public until Councillors have considered the content of the legal documents and endorsed the public exhibition of the subject Planning Agreements.

18 QUESTIONS WITH NOTICE

**18.1 QUESTION WITH NOTICE 19/2021 BY COUNCILLOR SAVILLE -
STORMWATER**

RESPONSIBLE OFFICER:	HUGH PHEMISTER - PLANNING AND INFRASTRUCTURE DIRECTOR
AUTHOR:	DARREN WOOD - DESIGN AND INFRASTRUCTURE MANAGER DAVID ROBERTS – ENVIRONMENT MANAGER
CITY STRATEGY OUTCOME:	3.5 – MAINTAIN QUALITY OF LIFE BY BALANCING POPULATION GROWTH WITH THE PROVISION OF ASSETS AND SERVICES
MEETING DATE:	18 OCTOBER 2021

Willoughby LGA is under increasing pressure to incorporate increased population density and urban development, which in turn may effect stormwater.

1. What is Council's responsibility regarding the stormwater drainage system?

Willoughby City Council is responsible for the provision, renewal and maintenance of the Council owned stormwater drainage system within the Willoughby LGA.

Other stakeholders also own or manage stormwater infrastructure on lands within the Willoughby LGA, or within the same catchments which cross Council boundaries and include Sydney Water, Transport for NSW and adjoining Councils.

2. How much of the stormwater system repair/works schedule has been completed, and how much is yet to be undertaken on the Stormwater system across the LGA following introduction of the Infrastructure Levy?

In the 2014/15 financial year approximately 14% of the Council owned stormwater network required renewal or partial reconstruction. At the end of the 2020/21 only 6% of the network will require renewal or partial reconstruction.

Council has inspected approximately 73% of the network using Closed Circuit Television (CCTV) inspections.

Inspection of the stormwater system is an on-going program of work that is adjusted and prioritised as part of the capital works program each year.

3. Addressing Integrated Asset Management, what are the estimated costs to identify recent damage; repairs, maintenance and/or upgrade required to the existing stormwater drainage system within the LGA to ensure adequate stormwater management with capacity to meet future demands; having regard to resilience, climate change and current storm event?

The cost to identify damage and degradation of stormwater assets is a recurrent operational cost related to the following activities:

- A rolling CCTV inspection program of approximately \$30,000 per year to identify pipe condition.

- Potential damage or localised flooding identified by the community is inspected in order to verify condition and any remedial issues.
- Council requires stormwater drainage systems in the vicinity of development proposals to be inspected and verify the condition of Council's assets prior to, and post development work to ensure assets are not damaged as part of the works.
- Council's regularly inspect key drainage inlet pits and organise reactive drain clearing maintenance where required.
- Water Sensitive Urban Design and Gross Pollutant Traps are inspected yearly to identify works required to maintain or improve drainage efficiency.

In order to address resilience and climate change, a program of flood studies and floodplain risk management studies are used to assess the capacity of stormwater systems and to identify risk management strategies.

These studies can vary in cost and generally funded in part by Council in conjunction with funding from the NSW State Government. The response to Question 6 also details other measures Council uses to reduce stormwater drainage risks.

In the 2020/21 Council spent \$190,000 on the maintenance of stormwater pipes and pits. Inspections confirmed that six percent (6%) of the stormwater network requires renewal works to improve condition to meet the adopted intervention levels. This equates to approximately \$9.1M in replacement costs.

Costs associated with stormwater drainage capacity upgrade works are additional to asset renewal costs. These needs are identified in flood plain risk management studies and the costs are determined at the planning and detailed design stage for implementation of proposed actions with works prioritised through Council's projects and capital works process.

Council's new CONNECT asset management system will be implemented in the 2021/22 and will allow for more detailed and systemic cost capture on operational and maintenance costs.

4. What strategies have been implemented to maximise re-use of stormwater, and to minimise generation of uncollected stormwater?

Development controls are in place to maximise the re-use of stormwater, and to minimise generation of uncollected stormwater. These controls include requirements for the installation of on-site detention systems and rainwater harvesting, retention and reuse tanks. This requirement is applied to the majority of developments.

Development Controls are also in place to minimise hard impervious surfaces and maximise soft landscaping to optimise groundwater infiltration within properties.

In 2020/21, Council upgraded the stormwater harvesting system located in Artarmon Reserve and completed a detailed design for works to protect sewer events within The Concourse stormwater harvesting system.

In 2021/22, detailed design has commenced for two stormwater reuse projects, Warners Park Stormwater Harvesting and Willoughby Park Stormwater Harvesting. A 2022/23 project bid will be submitted later this year for detailed design of the Hallstrom Park Stormwater Harvesting project.

5. Have potential partnerships and funding opportunities been identified to upgrade the stormwater drainage system and improve stormwater management generally across the LGA?

Council has a range of funding partners for stormwater related works.

The Department of Planning, Industry and Environment manages the Floodplain Management Program and provide financial support to local councils and eligible public land managers to help them manage flood risk in their communities. Council has been successful in attracting grants for Floodplain Risk Management Studies.

Grant funding for streetscape projects, such as the Artarmon Local Centre, typically have a funding component to include Water Sensitive Urban Design and Stormwater pipe renewals as part of the project. This usually results in the upgrade of asset condition as well as an increase in the drainage capacity of the system.

Council works with other stormwater managers such as Sydney Water to coordinate stormwater management and the interface with their primary trunk drainage systems. Council also coordinates activities with the studies and works performed by developers associated with their developments.

6. What are the estimated potential effects from current projected population increases, and increased urban development on existing stormwater infrastructure (e.g. increased hard surfaces, loss of soft landscapes, increased run off)?

Council's stormwater system has a capacity limit like all stormwater drainage systems. To reduce the effects of urban development, Council has introduced a multi-level approach and various policies to manage future demands and overland flooding resulting from increased urbanisation. Measures include:

1. Requirement of on-site detention (OSD) systems and rainwater tanks as a development control to reduce the impact of overland flows on the stormwater system arising from high rainfall events. Generally, these OSD systems make the runoff from a site comparable to if it was 100% pervious, therefore offsetting the impact of increased urban development.
2. Soft landscaping areas within properties to restrict the maximum impervious area which further aims to reduce runoff by increasing infiltration.
3. A floodplain risk management process to determine ways to manage the risk of flooding (including increasing urbanisation) and ways to mitigate this. A key part of this is to ensure that development does not encroach on or impede flow paths and is constructed at an appropriate level.
4. Additionally, Council's projects continue to reduce water run-off and pollution through the use of Water Sensitive Urban Design facilities such as rain gardens. Council has recently installed rain gardens at the Willis Tennis Centre carpark and in Lanceley Place, Artarmon. Council also continues a strong focus on natural area management through protection and enhancement of bushland areas.

7. What is the current situation regarding the stormwater collection tank and grey water system in situ at The Concourse, including:

- **the % stormwater recycled and re-used in grey water?**

The primary purpose of stormwater detention at The Concourse for flood mitigation is working as originally intended. However, the water recycling system is currently in bypass mode whilst works are undertaken to better manage the process.

The first step is to install a new 'penstock' gate, scheduled for 2022/23. This gate will divert flows from pollution events away from the tank and preserve the quality of retained water. Pollution events include sewerage from upstream overflows and hydrocarbons from fuels spills.

- **the effectiveness of membrane/osmosis/filtering system installed?**

The water recycling system uses an ultra-filtration membrane in combination with chlorination and ultraviolet light. This is considered to be very effective means of treating stormwater for reuse as irrigation, toilet flushing and cooling tower operation.

- **to what extent can operational functionality be improved?**

In 2019/20 Council engaged a specialist design consultant and maintenance contractor who were experienced in these sorts of systems. The learnings are currently being implemented to improve functionality. As an example, in the current year a process is being developed to access the filtration system controller to monitor and manage the system remotely.

- **what partnership/funding opportunities are available?**

Council is currently discussing partnership and funding opportunities with Sydney Water's Water Fix program.

**18.2 QUESTION WITH NOTICE 20/2021 BY COUNCILLOR SAVILLE -
CHATSWOOD GOLF COURSE RE-DEVELOPMENT**

RESPONSIBLE OFFICER:	HUGH PHEMISTER – PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	IAN ARNOTT – PLANNING MANAGER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	3 NOVEMBER 2021

QUESTION

The Chatswood Golf Course Development, described by the media as a massive development was approved by the Sydney North Planning Panel last July.

- 1. Was there a reason why the use described in the Site Compatibility Certificate (SCC), previously issued by the Panel, granted works beyond the development boundaries defined by the issued SCC to create a bushfire asset protection zone? Is the development compliant with the SCC?**

No construction works have been approved outside of the development footprint area defined in the Site Compatibility Certificate (SCC).

Notwithstanding, the Rural Fire Service recommended conditions requiring an Asset Protection Zone (APZ) that extends outside the development footprint area defined in the SCC. Conditions also require further plantings to occur outside of the development footprint area and other works including works within Council's road reserve.

The inclusion of these conditions is not contrary to the SCC as is agreed by the Sydney North Planning Panel in the issue of their determination. The proposal is assessed as compliant with the SCC.

- 2. Is there a Masterplan for a massive development of this scale? Did council contemplate a Masterplan for this site and, if so why was it not progressed?**

No Masterplan is/was required.

Permissibility for seniors housing on the site relied on a Site Compatibility Certificate (SCC) approved by the Sydney North Planning Panel on 16 June 2021.

- 3. The site contains remnant forest with 'heritage' trees, identified in Council's Natural Heritage Register as significant to the area.**

- (1) To what extent was council's Bushland Management Plan implemented and used as the guiding document for this development?**

Council's Bushland Management Plan addresses Council's bushland reserves. No Council bushland reserves were impacted by the proposal. The Bushland Management Plans did guide negotiations by providing evidence of the need to maintain native corridors linking reserves which has resulted in the use of local native tree shrub and groundcover species in all ground level landscaping.

- (2) **The development proposes to remove 238 trees, including significant and mature species, with a further 40 trees to be removed for asset protection. Is this consistent with and aligned with councils claims to protect native vegetation, habitat corridors and natural landforms, as well as the NSW governments stated intentions to improve/extend canopy?**

While a total of 238 trees are proposed to be removed from the subject site, taking into account the exempt species being removed (51) and the proposed tree planting on the landscape plans (20), the proposal results in a net loss of non-exempt trees of 167 trees.

The applicant offered to compensate the loss of the 167 trees by replanting 650 trees (a net gain of 400+ trees). Council's Landscape Architect noted that replanting of the 650 locally native trees is above the minimum requirement stipulated in Council's Tree Policy being 3 for 1 replacement.

A fauna assessment was undertaken in conjunction with the application and assessed by Council's Landscape Officer. It was determined that the proposal would not result in significant impact to existing fauna habitat and corridors in the area and would result in future opportunity for habitat and corridors with the new tree planting.

The applicant has also been required by condition of consent to provide offset credits under the Biodiversity Conservation Act to offset potential impacts on habitat in addition to the required replacement tree planting, weed removal and use of local native tree shrub and groundcover species across the site.

- (3) **In the Landscape Officers report, Council placed a value of \$2,000 per tree being removed based on Willoughby City Council's adopted Fees and Charges policy. Based on number of trees planned to be removed, this amount totalled \$334,000, but the report recommended 650 replacement trees to be \$1 tube stock (\$650) which may or may not survive. Did council consider how this difference, say \$333,000 could contribute to re vegetating the site, e.g.undertaking bush regeneration, habitat and corridor restoration?**

The replacement tree planting of 3:1 is listed in Section C.9 (Vegetation Management) of *Willoughby Development Control Plan*. Council's *Vegetation Management Guidelines* enables Council to enter into an agreement for payment as listed in the fees and charges for replacement planting where an applicant is unable to locate the required number of trees within their property. These provisions do not allow for both the replacement planting and further charges and are only intended for the purpose of providing trees on public land when the replacement trees are unable to be provided on site.

The preference is always that the replacement planting occur on the site and the monetary contribution is only applied where the applicant can demonstrate such planting within the site is unable to be achieved. As the applicant was able to provide the replacement planting within the site the requirements of Willoughby Development Control Plan were satisfied negating the need to enter into an agreement for compensation payment.

- (4) **It is recommended that 650 trees will be planted to replace removal of 278 existing trees. What would be considered 'best practice' with regards to replacement tree species, particularly maturity and pot size? Is this consistent with Council's tree policy? What conditions are in place to monitor and evaluate replacement tree survival?**

Council's Tree Policy requires the provision of replacement planting at the rate of three trees for each tree removed. It does not specify pot size from which the trees are to be planted.

Condition 26 Tree Planting of the consent 2020/117 requires that the 650 trees to be planted must comprise of local native species and 50% of these trees must be capable of growing to a minimum height of 15 metres. An ongoing maintenance program must be implemented.

Condition 138 Tree Planting specifies minimum pot size of 200 litres for all trees proposed to be planted on the approved Landscape Plan.

4. **It has been reported that the construction will result in 16M deep excavation, removal of natural landforms and established remnant forest, corridors and precious habitat in an area Zoned E4. Will the extent of this excavation and tree removal effectively result in the removal of the values and objectives of the E4 Zone? Does this set precedence for the integrity of E4 Zones across the LGA?**

No excavation or construction works are proposed within the E4 land. However, a total of 8 x trees are proposed to be removed from the E4 zoned parcel. Half of these trees have low retention value. The majority of the significant trees on E4 are retained and the integrity of the E4 land was not sufficiently affected to justify refusal of the application.

5. **The papers refer to councils Landscape Officer. Was council's Landscape Officer named? If not is there a reason for the omission? Who are they and what are their qualifications?**

It is not necessary or appropriate to name specific officers as it is their expert opinion that is relevant to the assessment of the application. The officer providing the advice is a qualified Landscape Architect and Arborist his qualifications being B.App.Sci. Environmental Design (U. Canberra); B.Landscape Architecture (U. Canberra); Grad. Cert. Arboriculture (U. Melbourne).

6. **Council's tree policy recommends tree replacement 1:3. Did Council contemplate deferred development consent to deal with outstanding issues particularly related to deep excavation, effect on neighbouring properties, extensive tree and natural landform removal, and precedence? If not, why not?**

All these issues were considered in the assessment of the application and reflected into the recommended conditions of consent. SNPP endorsed the recommendation and did not find unaddressed issues remaining. As such a Deferred Commencement Consent was not necessary or appropriate.

7. **Residents met with Council officers on site to consider the scale of the proposed development and effect on their properties. Residents have reported their request for Height poles was refused. Is there a reason why the request for height poles was refused?**

Due to existing vegetation and the ability to provide height poles to the required heights in the required locations it was determined that height poles were not the most effective way of observing the impact of the height of the building on neighbouring properties. Instead markings were provided in relevant locations from which the height of the development could be extrapolated. These were viewed by assessing officers and the Panel and explained to neighbouring residents.

8. **This development will require extensive excavation resulting in noise, vibration and potential silica exposure to workers and residents. Is Council aware of the health risks from silica exposure through excavation? What strategies have been put in place to protect the health of families living nearby and workers on site?**

The standard condition regarding dust control was amended to include dust suppression measures be implemented for activities such as excavation, rock-breaking etc. Crystalline silica is most dangerous to health when dust is generated and is best controlled and managed under existing work health and safety regulations. Managing risks on the worksite will be addressed by a Site Management Plan which is required by a condition of consent.

Subject to conditions recommended, Council's Environmental Health Officer found the proposal acceptable and did not raise any issues in regards to potential impact of excavation and construction on the health and safety of the residents adjoining the subject site.

9. **With regards to noise, vibration and potential property damage, is the developer responsible for paying for independent dilapidation studies prior to construction, on neighbouring properties? Was this contemplated by council or the panel? If not why not?**

Condition 46 Dilapidation Report of Adjoining Properties was included in the consent 2020/117 and requires dilapidation reports to be provided for adjoining properties. Such reports assist in providing evidence of pre-development conditions should any future damage claims be made.

10. **In the event of any property damage, excessive noise, vibration, dust, during construction, and subsequent property damage/slippage post construction, what systems and contact details will be in place to enable residents to report, and receive assistance?**

Condition 46 Dilapidation Report of Adjoining Properties of consent 2020/117 requires the applicant to submit a photographic survey and report of adjoining properties prior to commencement of work. This will provide evidence of the condition of the neighbouring properties prior to excavation and construction commencing and may be used as the basis for future claims should damage occur.

In regard to noise, vibration and dust during construction, conditions have been included in the consent to ensure legislative compliance. Any complaints should be addressed to the appointed certifier.

- 11. With regards to transparency, openness, when members of the public make their submissions by phone or zoom, how can council improve the ability of residents to view or respond to various documents the applicant submit to the Panel via their Zoom meeting?**

Sydney North Planning Panel public meetings are recorded and available on the Panel website. The Department of Planning, Industry and Environment are the administering authority for regional panels. Council can suggest improvements to the panel secretariat.

- 12. Bayview Golf Club proposed a similar development on its site but the plan was rejected by Northern Beaches Council and the local panel. To what extent can the development proposed and approved at Chatswood Golf Club be compared with the development rejected at the Bayview Golf Club?**

While some common themes exist, for example the use as a seniors village, in the case of the Bayview Golf Club proposal the NSW Court concluded that *'it has no power to amend a Site Compatibility Certificate'* – necessary in order to approve the Bayview development. As such, there was no power to grant development consent on the basis of the existing SCC and Commissioner Gray concluded that *'the development application must be refused on that ground alone'*.

Chatswood Golf Club development relied on a valid SCC and satisfactory addressed all requirements of that specific SCC.

- 13. To what extent does this 5 story development set precedence for residential streets across the LGA?**

The majority of the Golf Club site is zoned RE2 – Private Recreation pursuant to the Willoughby Local Environment Plan 2012 (WLEP 2012) and was subject to a Department of Planning, Industry and Environment issued Site Compatibility Certificate (SCC).

Each application is considered on its own merit and within the legislation applicable which includes in this instance the SCC. As such there is no reason to believe this application will set a precedent for development in residential streets across the Willoughby LGA.

The height of the development was considered acceptable noting the visible 5-storey façade of the development was separated from neighbouring residential properties by the golf course. The development reads as a maximum of 2-storeys from the closest residential properties being to the east and is located, in the most part considerably lower than the floor level of these properties.

- 14. To whom are complaints regarding the actions of a Planning Panel made?**

The Department of Planning, Industry and Environment is the relevant authority for the administering of the Regional Planning Panel and as such the appropriate authority to direct complaints.

15. Does council have capacity to challenge the decision made by the planning panel? Would council contemplate such a challenge?

Any third party has the ability to lodge a Judicial review (Class 4 proceedings) in the Land and Environment Court where it is considered the determination has not been legally made.

19 CONCLUSION OF THE MEETING
