



Willoughby City Council

ORDINARY COUNCIL

MINUTES

12 December 2022

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**Minutes of an ordinary Council meeting
held on Monday, 12 December 2022
at the Council Chamber, Chatswood commencing at 7:00pm**

ATTENDANCE:

Councillors

Tanya Taylor (Her Worship the Mayor)
Brendon Zhu (Deputy Mayor)
Nic Wright
Georgie Roussac
Anna Greco
Roy McCullagh
John Moratelli
Hugh Eriksson (*by audio visual link*)
Robert Samuel
Angelo Rozos
Sarkis Mouradian (*by audio visual link*)
Craig Campbell
Jam Xia

Officers

Debra Just (Chief Executive Officer)
Maxine Kenyon (Customer and Corporate Director)
Linda Perrine (Community, Culture and Leisure Director)
Samantha Connor (Acting Governance, Risk and Compliance Manager)
Mitchell Noble (Head of Planning)
Ian Arnott (Planning Manager)
Norma Shankie-Williams (Strategic Planning Team Leader)
Jane Gibson (Strategic Planner)
Mark Skelsey (Acting Media & Communication Lead)
Jo Jewitt (Customer Experience Manager)
Kim Appleby (Governance Lead)
Natalie Taylor (Council & Corporate Support Officer)
Adam Booth (Council & Corporate Support Officer)
Jason Racchi (Information Technology Team Leader)
Matthew Long (Network Support Officer)

1 OPEN MEETING**2 ACKNOWLEDGEMENT OF COUNTRY**

Willoughby City Council acknowledges the Traditional Owners of the lands on which we meet today, the Gamaragal People, and their connections to land, waters, and community. We pay our respects to their Elders past and present, and extend that respect to all Aboriginal and Torres Strait Islander people, including those who may be in attendance today.

3 REFLECTION OR PRAYER**4 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE OR ATTENDANCE BY AUDIO VISUAL LINK BY COUNCILLORS**

In accordance with Clause 5.38 of the *Code of Meeting Practice*, that Council accept the attendance by audio visual link by Councillors Mouradian for medical reasons and Councillor Eriksson being overseas for the 12 December 2022 Council meeting.

MOVED COUNCILLOR ZHU / SECONDED COUNCILLOR CAMPBELL

CARRIED

Voting

For the Motion: Councillors Taylor, Campbell, Eriksson, Greco, McCullagh, Moratelli, Mouradian, Roussac, Rozos, Samuel, Wright, Xia and Zhu

Against: Nil

5 CONFIRMATION OF MINUTES

That the Minutes of the Ordinary Meeting of Council held 28 November 2022, copies of which have been circulated to each member of Council, be confirmed.

MOVED COUNCILLOR ROZOS / SECONDED COUNCILLOR MCCULLAGH

CARRIED

Voting

For the Motion: Councillors Taylor, Campbell, Eriksson, Greco, McCullagh, Moratelli, Mouradian, Roussac, Rozos, Samuel, Wright, Xia and Zhu

Against: Nil

6 DISCLOSURES OF INTERESTS

In accordance with clauses 4.35 and 4.36 of the Willoughby City Council Code of Conduct 2020, all Councillors submitted a special disclosure of pecuniary interests before the commencement of the meeting, as item 12.11, Post Exhibition Report on Draft Comprehensive Local Environmental Plan and Development Control Plan, deals with matters

relating to the principal environmental planning instrument applying to the whole or a significant portion of Council's area. The disclosures were tabled at the meeting.

In accordance with Part 16 of the Code of Meeting Practice, all Councillors must disclose and manage any conflicts of interest they may have in matters being considered at the meeting.

- Councillor Wright declared a non-pecuniary less than significant interest in item 12.2 - Investment Report for month of November 2022. Councillor Wright chose to stay in the meeting and take part in the discussion and voting on this item. The reason provided was:

"I am an employee of Westpac Bank with whom Council has investments. The report is only for noting and I have no control over the individual investment decisions of WCC."

- Councillor Xia declared a non-pecuniary less than significant interest in item 12.2 - Investment Report for month of November 2022. Councillor Xia chose to stay in the meeting and take part in the discussion and voting on this item. The reason provided was:

"I am a full time employee of Commonwealth Bank (Commercial Banking) with whom Council has investments. I will remain in the Chamber and participate in the discussion and voting on this item."

- Councillor Zhu declared a non-pecuniary significant interest in item 12.9 – Legal Matters Report – December 2022. Councillor Zhu chose to leave the meeting and take no part in the discussion and voting on this item. The reason provided was:

"My wife works for Transport for NSW. A matter that she previously worked on is in the confidential items for item 12.9."

- Councillor Taylor declared a non-pecuniary significant interest in item 12.10 - Planning Proposal 10 Gordon Avenue and 15-19 Nelson Street, Chatswood. Councillor Taylor chose to leave the meeting and take no part in the discussion and voting on this item. The reason provided was:

"I am a member of the Sydney North Planning Panel."

- Councillor Rozos declared a non-pecuniary significant interest in item 12.10 - Planning Proposal 10 Gordon Avenue and 15-19 Nelson Street, Chatswood. Councillor Rozos chose to leave the meeting and take no part in the discussion and voting on this item. The reason provided was:

"Alternative member of North Planning Panel."

- Councillor Xia declared a pecuniary interest in item 12.11 - Post Exhibition Report on Draft Comprehensive Local Environmental Plan and Development Control Plan. Councillor Xia chose to leave the meeting and take no part in the discussion and voting on this item. The reason provided was:

"I own a property in the Chatswood CBD and my Mum lives across the street from me."

- Councillor Rozos declared a pecuniary interest in item 12.11 - Post Exhibition Report on Draft Comprehensive Local Environmental Plan and Development Control Plan. Councillor Rozos chose to leave the meeting and take no part in the discussion and voting on this item. The reason provided was:

"50 percent owner of 344 Penshurst St Willoughby North 2068."

- Councillor Mouradian declared a pecuniary interest in item 12.11 - Post Exhibition Report on Draft Comprehensive Local Environmental Plan and Development Control Plan. Councillor Mouradian chose to leave the meeting and take no part in the discussion and voting on this item. The reason provided was:

"I own land that is affected by the changes to the LEP and the DCP."

- Councillor Eriksson declared a pecuniary interest in item 12.11 - Post Exhibition Report on Draft Comprehensive Local Environmental Plan and Development Control Plan. Councillor Eriksson chose to leave the meeting and take no part in the discussion and voting on this item. The reason provided was:

"I am an indirect beneficiary of my late mother's estate where we own property in Northbridge. I am not a beneficiary of my late mother's estate in relation to this property in Northbridge. It's held in Trust. I am not a Trustee or a beneficiary of the Trust, but there may become a circumstance in the future where I may indirectly become a beneficiary of that property if it was to be sold. The Trustee is a direct relative of mine."

7 PETITIONS

NIL

PROCEDURAL MOTION – BRING FORWARD ITEMS ON THE AGENDA

That standing orders be set aside and items 11, 12.5, 12.10 and 12.11 be brought forward.

MOVED COUNCILLOR WRIGHT / SECONDED COUNCILLOR ZHU

CARRIED

Voting

For the Motion: Councillors Taylor, Campbell, Eriksson, Greco, McCullagh, Moratelli, Mouradian, Roussac, Rozos, Samuel, Wright, Xia and Zhu

Against: Nil

8 OPEN AND PUBLIC FORUM

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 Minutes).

- NIL

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

- **Item 12.5 Outcome of Public Exhibition and Adoption of Policy and Terms of Reference for Advisory Committees**
Mark Crew and Carolyn New addressed Council against the Officer's recommendation.
- **Item 12.10 Planning Proposal 10 Gordon Avenue and 15-19 Nelson Street, Chatswood**
Nick Juradowitch (Ingham Planning) addressed Council in support of the Officer's recommendation
- **Item 12.11 Post Exhibition Report on Draft Comprehensive Local Environmental Plan and Development Control Plan**
Moses Rubal (Develotek), Therese Stephan, Aston Webb (Altis Property Partners), John Pagan, Suzie Gold and Kathryn McCann addressed Council against the Officer's recommendation.
Nick Juradowitch (Ingham Planning) addressed Council both against, and in support of, the Officer's recommendation.
Chris Pratt (on behalf of Vicinity Centres) addressed Council in support of the Officer's recommendation.

9 MAYORAL MINUTE

9.1 MAYORAL MINUTE 16/2022 - SUPPORT AND ACCELERATION OF ENERGY SHARING COMMUNITIES WITHIN THE WILLOUGHBY LOCAL GOVERNMENT AREA

MOTION

That Council:

1. **Write to the relevant Federal and State Government Ministers and local members to advocate for Willoughby to be a priority area for energy sharing; and**
2. **Provides information on the WCC website on how households and businesses can register their interest in being part of a community battery scheme.**

CARRIED

Voting

For the Motion: Councillors Taylor, Campbell, Eriksson, Greco, McCullagh, Moratelli, Mouradian, Roussac, Rozos, Samuel, Wright, Xia and Zhu

Against: Nil

9.2 MAYORAL MINUTE 17/2022 – FLAT ROCK CREEK CONTAMINATION

1. PURPOSE OF REPORT

To seek the Council's support to take action, including working with the NSW and Australian Governments, to enhance the highly-valued Flat Rock Creek catchment following last week's significant pollution incident.

This matter is considered urgent and therefore appropriate to be considered via a Late Mayoral Minute as it relates to actions which should be undertaken by the Council to protect and enhance the Flat Rock Creek catchment before the next Ordinary Meeting of Council.

2. DISCUSSION

Flat Rock Creek has a catchment area of approximately 7 sq/km (representing approximately one third of the LGA). The catchment drains the suburbs of Artarmon, Willoughby, Naremburn, Northbridge and St Leonards, before flowing across Tunks Park and discharging to Middle Harbour. The catchment includes Flat Rock Gully, which is classified as a Wildlife Protection Area as it has significant habitats that support a wide range of small birds, reptiles and frogs.

On the afternoon of Monday 5 December 2022, a major fire commenced at the Cleanaway Resource Recovery Centre at 12 Lanceley Place, Artarmon, which is located within the catchment. By the following morning, community members began to report significant foam plumes and fish kills in the natural areas of Flat Rock Creek in the suburbs of Naremburn and Northbridge, and particularly in Flat Rock Creek catchment.

It is suspected that pollution related to the fire flowed into a stormwater drain which leads to Flat Rock Creek. The resultant scenes were highly distressing, with many eels in particular perishing after being unable to access oxygen in the waterway. Eels are known to migrate to Flat Rock Creek after breeding in the Coral Sea.

As the pollution incident related to a licensed premises (the Cleanaway Resource Recovery Centre) the NSW Environmental Protection Authority (EPA) had the lead on the regulatory and public health response. Council staff worked closely with the EPA to warn the public to stay away from the creek while the clean-up operation was underway.

Council's mission to protect the health of our waterways

The Council's 2032 Community Strategic Plan includes Priority 1.3 to "Enhance, protect and respect waterways, bushland, wildlife and ecological systems". During community engagement on this Plan in May 2022, this priority received 97.3 per cent overall community support – the sixth highest level of support out of the 32 priorities.

In recent years, and in line with this community sentiment, the Council has worked hard to maintain and enhance the Flat Rock Creek catchment. In part because of this work, the water quality of this catchment has gradually improved since 2015/16.

In this catchment, we currently have four gross pollutant traps to trap waste before it enters the waterway and 15 biofiltration devices, which are effectively gardens on the side of the road which intercept and help filter stormwater.

Five of these biofiltration devices are located at Lanceley Place at Artarmon – the location of last week's fire - to reduce pollution from industrial facilities entering the waterway. These devices can deal with smaller levels of pollution but obviously were not in a position to stop the very high level of pollutants which flowed from last week's fire.

The Council intends to install a further ten biofiltration devices in this catchment over next 24 months, with three under construction at the moment. We also undertake quarterly testing of water quality.

Ongoing improvements

The community expects the Council to protect and advocate for its waterways and catchments. The Council now needs to work with other levels of government to help Flat Rock Creek bounce back from last week's distressing incident.

As such, it is recommended that the Council advocate for NSW Government regulatory action to ensure the Cleanaway Resource Recovery Centre has a sufficient on-site detention tank. This tank would act as a buffer to absorb pollutants leaving the site and, in extreme event of a fire, detain the firefighting foam and water.

Council staff are also in the planning and design phase for new projects that improve water quality in the catchment, including the creation of natural wetland and pond areas, additional gross pollutant traps and the naturalisation of existing sections of concrete culverts. These proposals would be subject to the Council's usual transparent decision-making processes, including budgetary processes, but would also ideally be supported by the NSW or Australian Governments (this could include funding support or through land owner or regulatory approvals).

Separately, it is recommended that – while the Council was highly appreciative and supportive of the EPA's actions last week – there is now a desire for transparent information about the incident. As such, it is recommended that the Council asks for the EPA to disclose, as soon as possible, action taken to date, results of tests and recommendations for remediation.

Beaches Link and Willoughby Leisure Centre

The Council has also worked to protect Flat Rock Creek through its March 2021 submission on the Environmental Impact Statement on the proposed Beaches Link project, in conjunction with Council resolutions relating to this project in March and October this year.

The submission expressed concern that the project's proposed Flat Rock Drive construction site has the potential to:

- Cause significant damage to existing bushland, habitat connectivity and passive recreation facilities
- Lead to discharges from three waste water plants which could affect the sensitive habitat and ecosystem; and
- Disturb the former rubbish disposal site, potentially exposing and releasing hazardous materials and contaminants into ground and surface water bodies.

These matters have been taken up in a report published on 5 December 2022 by the NSW Parliamentary Inquiry into the 'Impact of the Western Harbour Tunnel and Beaches Link', which recommended that "that the NSW Government, as a priority, complete and publish a site investigation and remediation action plan of the contaminated Flat Rock Reserve".

The Council should continue to advocate its concerns in the lead-up to, and after, the NSW election in March 2023.

It should also be noted that Council's Willoughby Leisure Centre redevelopment includes rainwater collection and reuse and on-site detention, to reduce stormwater discharge flow which ultimately leads to Flat Rock Creek. We are also working with the EPA to meet the requirements of our planning approval relating to soil and groundwater disturbance, again to protect the creek.

3. MOTION

That Council:

1. Note the highly distressing fish kill and pollution incident in the Flat Rock Creek catchment last week.
2. Advocate to Willoughby MP Tim James, NSW Environment Minister James Griffin, NSW Premier Dominic Perrottet, NSW Environment Protection Authority CEO Tony Chappel, NSW Opposition Leader Chris Minns and Federal MP for North Sydney Kylea Tink for improvements and actions in the Flat Rock Creek catchment as outlined in this Minute, including funding to accelerate the roll out of biofiltration devices and other mitigation measures.
3. Write to NSW Environment Protection Authority CEO Tony Chappel requesting information on the actions taken in response to this matter, including testing results and recommendations for remediation.
4. Continue to take measures to maintain and enhance all waterways across the Willoughby LGA, in line with our 2032 Community Strategic Plan.

CARRIED

Voting

For the Motion: Councillors Taylor, Campbell, Eriksson, Greco, McCullagh, Moratelli, Mouradian, Roussac, Rozos, Samuel, Wright, Xia and Zhu

Against: Nil

10 CHIEF EXECUTIVE OFFICER'S LATE REPORT

NIL

11 MATTERS BY EXCEPTION

The Mayor invited Councillors to nominate the items they wish Council to consider.

- 9.1 Mayoral Minute 16/2022 - Support and Acceleration of Energy Sharing Communities within the Willoughby Local Government Area
- 9.2 Mayoral Minute 17/2022 - Flat Rock Creek Contamination
- 12.4 Customer Service Report
- 12.5 Outcome of Public Exhibition and Adoption of Policy and Terms of Reference for Advisory Committees
- 12.6 Council Delegated Authority during Christmas/New Year Recess
- 12.7 Chief Executive Officer Instrument of Delegation
- 12.8 Election of the Deputy Mayor
- 12.9 Legal Matters Report - December 2022
- 12.10 Planning Proposal 10 Gordon Avenue and 15-19 Nelson Street, Chatswood
- 12.11 Post Exhibition Report on Draft Comprehensive Local Environmental Plan and Development Control Plan
- 15.1 Confidential - Shop 2, The Concourse - EOI Campaign
- 15.2 Confidential - Claims for Disruption to Business

MOTION

That the staff recommendations for the following items be adopted en bloc:

- 12.1 Public Exhibition of Draft Community Engagement Policy and Strategy
- 12.2 Investment Report for Month of November 2022
- 12.3 Public Exhibition - Customer Experience Strategy 2023 - 2025

- 12.12 WCC Property Report 12 December 2022
- 12.13 Event Traffic Management Report Lunar New Year Parade
- 12.14 Grants for the Community Program 2022-2023 Applications

MOVED COUNCILLOR MORATELLI / SECONDED COUNCILLOR ZHU

CARRIED

Voting

For the Motion: Councillors Taylor, Campbell, Eriksson, Greco, McCullagh, Moratelli, Mouradian, Roussac, Rozos, Samuel, Wright, Xia and Zhu

Against: Nil

12 REPORTS TO COUNCIL

CHIEF EXECUTIVE'S OFFICE**12.1 PUBLIC EXHIBITION OF DRAFT COMMUNITY ENGAGEMENT POLICY AND STRATEGY****RESOLUTION**

That Council:

- 1. Endorse the public exhibition of the revised Community Engagement Policy and new draft Community Engagement Strategy for a period of 28 days commencing in February 2023.**
- 2. Receive a further report on the outcomes of the public exhibition.**
- 3. Authorise the Chief Executive Officer to make any necessary amendments to the documents which do not alter the intent or result in material changes to these documents in preparation for public exhibition, including the graphic design of the draft Community Engagement Strategy.**

MOVED COUNCILLOR MORATELLI / SECONDED COUNCILLOR ZHU

ADOPTED EN BLOC

CUSTOMER & CORPORATE DIRECTORATE**12.2 INVESTMENT REPORT FOR MONTH OF NOVEMBER 2022****RESOLUTION**

That Council receive the Statement of Bank Balances and Investment Holdings as at 30 November 2022.

MOVED COUNCILLOR MORATELLI / SECONDED COUNCILLOR ZHU

ADOPTED EN BLOC

Note: Councillors Wright and Xia declared an interest in this item.

12.3 PUBLIC EXHIBITION - CUSTOMER EXPERIENCE STRATEGY 2023-2025**RESOLUTION**

That Council:

1. Endorse the draft *Customer Experience Strategy 2023–2025* (CX Strategy) for public exhibition.
2. Delegate authority to the Chief Executive Officer to make minor amendments to the draft *Customer Experience Strategy 2023-2025* that does not alter the intent.

MOVED COUNCILLOR MORATELLI / SECONDED COUNCILLOR ZHU

ADOPTED EN BLOC

12.4 CUSTOMER SERVICE REPORT**MOTION**

That Council:

1. Note that a draft *Customer Experience Strategy* has been prepared which will provide a roadmap for customer improvements to increase Council's responsiveness to ratepayers (included as a separate Item in these business papers).
2. Note the following:
 - (a) A review of the Customer Service Charter will be undertaken as part of the CX Strategy in April 2023.
 - (b) A review of Council's complaint function has been undertaken and improvements made, with a more fulsome review to be undertaken as part of the CX Strategy in June 2023.

- (c) It is not recommended to provide a shared Customer Service Ombudsman with NSROC Councils at this time.
- (d) Continued improvements are being made to the Council website to improve information around maintenance schedules and project updates, and this will further improve with the implementation of Technology One system.
- (e) Have Your Say stalls have been procured and utilised to enhance community engagement activities.
- (f) The wording regarding anonymous complaints and requests was removed from the Customer Service Charter on 02 May 2022.

MOVED COUNCILLOR WRIGHT / SECONDED COUNCILLOR ZHU

CARRIED

Voting

For the Motion: Councillors Taylor, Campbell, Eriksson, Greco, McCullagh, Moratelli, Mouradian, Rozos, Samuel, Wright, Xia and Zhu

Against: Nil

Absent: Councillor Roussac

Note: Councillor Roussac left the meeting at 9.27 pm and returned at 9.29 pm after the voting on this item was complete.

12.5 OUTCOME OF PUBLIC EXHIBITION AND ADOPTION OF POLICY AND TERMS OF REFERENCE FOR ADVISORY COMMITTEES

MOTION

That Council

1. Reinstatement of the following previous advisory committees under the previous policy using the previous Terms of Reference for each committee:
 1. Natural Heritage and Bushland Advisory Committee (including the subcommittee: Griffin Reserves Advisory Committee)
 2. Sustainability Reference Group
 3. Heritage Advisory Committee
 4. Access and Inclusion Advisory Committee
 5. Bicycle Consultative Committee
 6. Bicentennial Reserve and Flat Rock Gully Committee
 7. Companion Animals Advisory Committee
2. Nominate Councillors for each committee, with a maximum of 3 committee nominations per Councillor.
3. Advise previous members of the committees reinstatement and advertise for applications for membership.
4. Review the merits of each committee after 12 months of operation.

MOVED COUNCILLOR GRECO / SECONDED COUNCILLOR MCCULLAGH

Note: This Motion was not put to the vote and therefore lapsed.

AMENDMENT

That item 4 of the motion be amended to

Establish the following Advisory Committees:

1. **Bushland and Natural Heritage Advisory Committee (including the Griffin Reserves and Bicentennial Reserve and Flat Rock Gully Working parties)**
2. **Sustainability Advisory Committee**
3. **Built and Cultural Heritage Advisory Committee**
4. **Access and Inclusion Advisory Committee**
5. **Active and Integrated Transport Advisory Committee**

MOVED COUNCILLOR SAMUEL / SECONDED COUNCILLOR CAMPBELL

CARRIED

Voting

For the Motion: Councillors Taylor, Campbell, Eriksson, Mouradian, Samuel, Xia and Zhu

Against: Councillors Greco, McCullagh, Moratelli, Roussac, Rozos, and Wright

Note: This Amendment although CARRIED was not then put as a Motion.

PROCEDURAL MOTION – RECOMMITTAL

That the previous amendment be recommitted.

MOVED COUNCILLOR WRIGHT / SECONDED COUNCILLOR GRECO

CARRIED

Voting

For the Motion: Councillors Taylor, Campbell, Eriksson, Greco, McCullagh, Moratelli, Mouradian, Roussac, Rozos, Samuel, Wright, Xia and Zhu

Against: Nil

AMENDMENT

That item 4 of the motion be amended to

Establish the following Advisory Committees:

1. **Bushland and Natural Heritage Advisory Committee (including the Griffin Reserves and Bicentennial Reserve and Flat Rock Gully Working parties)**
2. **Sustainability Advisory Committee**
3. **Built and Cultural Heritage Advisory Committee**
4. **Access and Inclusion Advisory Committee**
5. **Active and Integrated Transport Advisory Committee**

MOVED COUNCILLOR SAMUEL / SECONDED COUNCILLOR CAMPBELL

LOST

Voting

For the Motion: Councillors Taylor, Eriksson, Mouradian, Samuel, Xia and Zhu

Against: Councillors Campbell, Greco, McCullagh, Moratelli, Roussac, Rozos, and Wright

MOTION

That Council:

1. **Note the community engagement outcomes as outlined in the report and Attachment 4 to the report.**
2. **Adopt the amended Advisory Committees Policy excluding the attachments to that document.**
3. **Adopt the Model Terms of Reference for Advisory Committees contained in Attachment A to this amendment, with the following amendments:**

16.2 insert the word “suitable” so that the document reads “...suitable respondents to this process”

17.3 be inserted and read: “An end of term report outlining the work and achievements of the committee during the term, be submitted to Council prior to the caretaker period.”
4. **Establish the following Advisory Committees:**
 1. **Bushland and Natural Heritage Advisory Committee (including the Griffin Reserves Advisory Group)**
 2. **Sustainability Advisory Committee**
 3. **Built and Cultural Heritage Advisory Committee**
 4. **Access and Inclusion Advisory Committee**
 5. **Bicentennial Reserve and Flat Rock Gully Advisory Committee**
 6. **Active and Integrated Transport Advisory Committee**
5. **The Terms of Reference for the Advisory Committees listed from 1 to 5 be as set out in Attachment B to this amendment and the Terms of Reference for the Advisory Committee listed at 6 be as set out in Attachment C to this amendment.**
6. **Delegate authority to the Chief Executive Officer to make minor amendments to the Advisory Committees Policy 2022 and Terms of Reference which do not alter the intent.**
7. **Note the Expression of Interest process out lined in the report and that a report will be provided to Council at its March meeting with recommendations on membership.**
8. **Council staff prepares draft Terms of Reference for each Advisory Committee in line with the Model Terms of Reference referred to above, other than for the Active and Integrated Transport Advisory Committee, for each Committee to consider at its inaugural meeting.**
9. **Council staff prepare a report for Council on the outcome of the Committee’s consideration of the draft Terms of Reference and, in the case of the Active and Integrated Transport Advisory Committee on the outcome of its consideration of its Terms of Reference as set out in Attachment C to this amendment, for the Council meeting immediately after the inaugural meeting of the Committee for the purpose of council approving any Terms of Reference.**

10. Council commits to establishing a Cultural and Creative Arts Advisory Committee, with council staff to prepare a report and draft Terms of Reference for such a committee for consideration at the February meeting of Council.
11. Recognise the possible resourcing implications for additional Advisory Committees and endorse this as a priority and the subsequent financial and staffing implications be accommodated within the next quarterly budget review process if necessary.
12. Undertake a minor review, twelve months after the commencement of the Advisory Committees.
13. Advise all community engagement respondents of Council's decision.

MOVED COUNCILLOR GRECO / SECONDED COUNCILLOR MORATELLI

CARRIED

Voting

For the Motion: Councillors Taylor, Campbell, Eriksson, Greco, McCullagh, Moratelli, Mouradian, Roussac, Rozos, Samuel, Wright, Xia and Zhu

Against: Nil

Note: The Attachments referred to in the Motion above appear at the end of these Minutes.

12.6 COUNCIL DELEGATED AUTHORITY DURING CHRISTMAS/NEW YEAR RECESS
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MOTION

That Council:

1. Note the Council will be in recess from 13 December 2022 to 5 February 2023.
2. Delegate authority to the Mayor and Chief Executive Officer from 13 December 2022 to 5 February 2023 to deal with matters during the break, 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 that a report outlining how the authority was exercised will be provided to Council at its meeting of 27 February 2023.

MOVED COUNCILLOR MCCULLAGH / SECONDED COUNCILLOR CAMPBELL**CARRIED****Voting****For the Motion:** Councillors Taylor, Campbell, Eriksson, Greco, McCullagh, Moratelli, Mouradian, Roussac, Rozos, Samuel, Wright, Xia and Zhu**Against:** Nil

Note: Councillor Moratelli left the meeting at 9.30 pm and returned at 9:31 pm.

12.7 CHIEF EXECUTIVE OFFICER INSTRUMENT OF DELEGATION**MOTION**

That Council retain the delegations of authority to the role of Chief Executive Officer (as statutory general manager) at Attachment 2 in order to fulfil its obligations under section 380 of the *Local Government Act, 1993* in an efficient and effective manner.

MOVED COUNCILLOR SAMUEL / SECONDED COUNCILLOR MORATELLI**AMENDMENT**

That,

- 1. Council retain the delegations of authority to the role of Chief Executive Officer (as statutory general manager) at Attachment 2 in order to fulfil its obligations under section 380 of the Local Government Act, 1993 in an efficient and effective manner,**
- 2. the delegation of authority be considered again at the March 2023 meeting after Councillors have had the opportunity for another briefing on the instrument.**

MOVED COUNCILLOR WRIGHT / SECONDED COUNCILLOR CAMPBELL**CARRIED****Voting****For the Amendment:** Councillors Taylor, Campbell, Eriksson, Greco, McCullagh, Moratelli, Mouradian, Roussac, Rozos, Samuel, Wright, Xia and Zhu**Against:** Nil

The Amendment on being put to the meeting was CARRIED and became the Motion.

The Motion on being put to the meeting became the resolution of Council.

Voting**For the Motion:** Councillors Taylor, Campbell, Eriksson, Greco, McCullagh, Moratelli, Mouradian, Roussac, Rozos, Samuel, Wright, Xia and Zhu**Against:** Nil

12.8 ELECTION OF THE DEPUTY MAYOR**MOTION**

That the election of Deputy Mayor be held and determined by open ballot by a show of hands with the term of office to be from 12 December 2022 to 27 November 2023.

MOVED COUNCILLOR ZHU / SECONDED COUNCILLOR WRIGHT

CARRIED

Voting

For the Motion: Councillors Taylor, Campbell, Eriksson, Greco, McCullagh, Moratelli, Mouradian, Roussac, Rozos, Samuel, Wright, Xia and Zhu

Against: Nil

The Governance Lead as the Returning Officer advised the meeting that two (2) nominations had been received those being Councillors Wright and Zhu.

Voting was conducted between Councillors Wright and Zhu by way of a show of hands.

The result of the vote was as follows:

For Councillor Wright: Councillors Greco, McCullagh, Moratelli, Roussac, Rozos and Wright

For Councillor Zhu: Councillors Taylor, Campbell, Eriksson, Mouradian, Samuel, Xia and Zhu

The Governance Lead advised that Councillor Zhu was the successful candidate and elected to the position of Deputy Mayor from 12 December 2022 to 27 November 2023.

12.9 LEGAL MATTERS REPORT - DECEMBER 2022**MOTION**

That Council note the legal matters report.

MOVED COUNCILLOR WRIGHT / SECONDED COUNCILLOR CAMPBELL

CARRIED

Voting

For the Motion: Councillors Taylor, Campbell, Eriksson, Greco, McCullagh, Moratelli, Mouradian, Roussac, Rozos, Samuel, Wright and Xia

Against: Nil

Absent: Councillor Zhu

Note:

1. *Councillor Zhu left meeting having declared an interest in this item.*
2. *Councillor Rozos left the meeting at 9.41 pm and did not return.*

PLANNING & INFRASTRUCTURE DIRECTORATE**12.10 PLANNING PROPOSAL 10 GORDON AVENUE AND 15-19 NELSON STREET, CHATSWOOD****MOTION**

That Council:

1. Forward the Planning Proposal to the Department of Planning and Environment seeking a Gateway Determination under Section 3.34 of the Environmental Planning and Assessment Act 1979, to achieve the following amendments to Willoughby Local Environmental Plan 2012:
 - (a) To amend Clause 6.25 by adding to sub clause (1):
 - i. (l) SP 85403, 10 Gordon Avenue, SP 89243, 15 Nelson Street, SP 76342, 17 Nelson Street, Lot 1 DP 1237932, 19 Nelson Street.”
 - (b) To amend the Land Zoning Map (Sheet LZN_004) for 10 Gordon Avenue and 15-19 Nelson Street, Chatswood, to B4 Mixed Use.
 - (c) To amend the Height of Buildings Map (Sheet HOB_004) for 10 Gordon Avenue and 15-19 Nelson Street, Chatswood, to 90 metres.
 - (d) To amend the Floor Space Ratio Map (Sheet FSR_004) for 10 Gordon Avenue and 15-19 Nelson Street, Chatswood, to 6:1 (including affordable housing).
 - (e) To amend the Special Provisions Area Map (Sheet SPA_004) to show
 - i. 10 Gordon Avenue and 15-19 Nelson Street, Chatswood, as Area 9 and Area 12.
 - (f) To amend the Active Street Frontages Map (Sheet ASF_004) to
 - i. include for 10 Gordon Avenue and 15-19 Nelson Street, Chatswood, the Gordon Avenue, Nelson Street and Hammond Lane frontages.
 - (g) To amend the Lot Size Map (Sheet LSZ_004) to include 10 Gordon Avenue and 15-19 Nelson Street, Chatswood, with a minimum lot size of 2,500 sq metres.
2. Endorse the Planning Proposal for public exhibition with the accompanying draft site specific Development Control Plan provisions.
3. Request that the Department of Planning and Environment nominate Council as the Planning Authority to make the Planning Proposal and that the Department of Planning and Environment delegate authority to Council's Head of Planning to process and finalise the Planning Proposal documentation for the purposes of Section 3.36 of the Environmental Planning and Assessment Act, 1979.
4. Delegate authority to the Chief Executive Officer to make any minor amendments to the Planning Proposal which do not alter the policy intent.

5. A further report be provided to Council outlining the outcome of the public exhibition period.

MOVED COUNCILLOR CAMPBELL/ SECONDED COUNCILLOR MCCULLAGH

CARRIED

Voting

For the Motion: Councillors Campbell, Eriksson, McCullagh, Moratelli, Mouradian, Roussac, Samuel, Wright and Zhu

Against: Councillors Greco and Xia

Absent: Councillors Taylor and Rozos

Notes:

1. *Councillors Taylor and Rozos left the meeting having declared an interest in this item.*
2. *Councillors Samuel and Greco left the meeting at 8:12 pm and both returned at 8:14 pm.*

12.11 POST EXHIBITION REPORT ON DRAFT COMPREHENSIVE LOCAL ENVIRONMENTAL PLAN AND DEVELOPMENT CONTROL PLAN

MOTION

That Council:

1. **Note the submissions and proposed responses to feedback on the exhibition of the Planning Proposal for the Comprehensive Local Environmental Plan and Draft Development Control Plan.**
2. **Endorse the draft Local Environmental Plan as amended by Attachment 8, and submit it to the Department of Planning and Environment for finalisation.**
3. **Approve the Development Control Plan as amended by Attachment 9 and bring it into effect at the time that the Planning Proposal is made.**
4. **Retain the existing controls for the Northbridge Plaza and Car Park and shopping centre, and seek a Gateway Determination for a separate Planning Proposal to implement the proposed changes to planning controls and reclassification of the land to operational to allow for further community engagement and technical investigations. Should this result in the need for changes to the planning controls that were exhibited as part of the draft comprehensive Local Environmental Plan, the matter is to be reported to Council for endorsement prior to exhibition.**
6. **Delegate authority to the Chief Executive Officer to make any minor amendments to the Planning Proposal and Development Control Plan for finalisation purposes which do not alter the intent.**

MOVED COUNCILLOR WRIGHT / SECONDED COUNCILLOR ROUSSAC

AMENDMENT

That Council:

1. **Note the submissions and proposed responses to feedback on the exhibition of the Planning Proposal for the Comprehensive Local Environmental Plan and Draft Development Control Plan.**
2. **Approve the amendments to the exhibited Draft Local Environment Plan as outlined in Attachment 8, and forward the combined document to the Department of Planning and Environment for finalisation.**
3. **Noting that the effect of the following will result in a delay in considering the Development Control Plan, that Council staff investigate the addition of a minimum parking rate for land uses in the Chatswood, St Leonards, and Artarmon railway precincts; review the EV charging requirements to ensure the financial impact on homeowners is not unreasonable; further consider public feedback related to target parking rates in the local centres and in what circumstances (if any) these may be applied above the targets; and provide a further report on this matter for Council's consideration in a timely manner which allows for the implementation of the Development Control Plan at the same time as the Local Environmental Plan is brought into effect. That the investigation of the sufficiency of parking in Castlecrag include consideration of the number of aged residents and whether it is appropriate to increase the number of disabled parking spots at the Castlecrag shops.**
4. **Retain the existing controls for the Northbridge Plaza and Car Park and shopping centre, and seek a Gateway Determination for a separate Planning Proposal to implement the proposed changes to planning controls and reclassification of the land to operational to allow for further community engagement and technical investigations. Should this result in the need for changes to the planning controls that were exhibited as part of the draft comprehensive Local Environmental Plan, the matter is to be reported to Council for endorsement prior to exhibition.**
5. **Investigate the heritage significance of Naremburn buildings, shops and the area between the two existing Naremburn Conservation Areas in the next heritage review undertaken by Council to commence in the 2023/24 financial year.**
6. **Amend the objectives of the new E1 Local Centre Zone from the existing wording:
To allow residential accommodation while maintaining active retail, business or non residential land uses at street level.
To: To provide shop top housing to maintain active retail and business land uses at street level.**
7. **Delegate authority to the Chief Executive Officer to make any minor amendments to the Planning Proposal and Development Control Plan for finalisation purposes which do not alter the intent.**
8. **Thank the Planning team for their work in relation to this motion.**

MOVED COUNCILLOR WRIGHT / SECONDED COUNCILLOR ROUSSAC

The Amendment on being put to the meeting was CARRIED and became the Motion.

The Motion on being put to the meeting became the resolution of Council.

CARRIED

Voting

For the Motion: Councillors Taylor, Campbell, Greco, McCullagh, Moratelli, Roussac, Samuel, Wright and Zhu

Against: Nil

Absent: Councillors Eriksson, Mouradian, Rozos and Xia

Notes:

1. *Councillors Rozos remained absent from the meeting having declared an interest in this item.*
2. *Councillors Mouradian, Eriksson and Xia left the meeting having declared an interest in this item.*
3. *Councillor Wright left the meeting at 8.21 pm and returned at 8.24 pm.*
4. *Councillor Roussac left the meeting at 8.56 pm and returned at 8.58 pm.*
5. *The following is a link to the Planning Proposal for the Comprehensive Local Environmental Plan and Draft Development Control Plan.*

Link to exhibited version of the draft LEP

<https://www.haveyoursaywilloughby.com.au/76189/widgets/366770/documents/227464>

Link to exhibited version of the draft DCP

<https://www.haveyoursaywilloughby.com.au/lep-surveys-docs22#folder-366770-116804>

12.12 WCC PROPERTY REPORT 12 DECEMBER 2022**RESOLUTION**

That Council note the report on Council's property lease portfolio.

MOVED COUNCILLOR MORATELLI / SECONDED COUNCILLOR ZHU

ADOPTED EN BLOC

COMMUNITY, CULTURE & LEISURE DIRECTORATE**12.13 EVENT TRAFFIC MANAGEMENT REPORT LUNAR NEW YEAR PARADE****RESOLUTION**

That Council:

1. Endorse the Traffic, Transport & Pedestrian Traffic Management Plan for the 2023 Lunar New Year Twilight Parade on Sunday 5 February 2023, for consultation and approval with the Police and Transport for New South Wales Transport Management Centre;
2. That the CEO be delegated authority to finalise the Traffic, Transport & Pedestrian Traffic Management Plan post consultation and approval
3. Note that a copy of the Traffic Management Plan will be retrospectively provided to the Local Traffic Committee at its next meeting in February 2023.

MOVED COUNCILLOR MORATELLI / SECONDED COUNCILLOR ZHU

ADOPTED EN BLOC

12.14 GRANTS FOR THE COMMUNITY PROGRAM 2022-2023 APPLICATIONS**RESOLUTION**

1. Endorse the distribution of funds through the 2022/23 Grants for the Community Program - Category 1 as follows:
 - Federation of Willoughby Progress Associations \$4,000
 - North Shore Theatre Company \$6,000
2. Endorse the distribution of funds through the 2022/23 Grants for the Community Program – Category 2 - Local Performing Arts Groups Subsidy:
 - Beating Time, Willoughby’s Multicultural Senior’s Choir \$3,000

MOVED COUNCILLOR MORATELLI / SECONDED COUNCILLOR ZHU

ADOPTED EN BLOC

13 NOTICES OF MOTION

NIL

14 QUESTIONS WITH NOTICE

NIL

PROCEDURAL MOTION – MOVE INTO CLOSED SESSION

That Council move into closed session to discuss item 15.1 and 15.2.

MOVED COUNCILLOR ERIKSSON / SECONDED COUNCILLOR ROUSSAC

CARRIED

Voting

For the Motion: Councillors Taylor, Campbell, Eriksson, Greco, McCullagh, Moratelli, Roussac, Rozos, Samuel, Wright, Xia and Zhu

Against: Nil

Note:

1. Council moved into closed session at 9:43 pm.

15 CONFIDENTIAL MATTERS

In accordance with the *Local Government Act 1993*, and the *Local Government (General) Regulation 2005*, in the opinion of the Chief Executive Officer, the following business is confidential as referred to in Section 10A(2) of the Act, and should be dealt with in a Confidential Session of the Council meeting closed to the press and public.

The resolutions made by the Council in closed session be made public after the conclusion of the closed session and such resolutions be recorded in the Minutes of the Council meeting.

The Chair asked the Governance, Risk and Corporate Planning Manger whether there were any public representations relating to the confidential items listed. There were no public representations.

In accordance with the requirements of section 10A(2) of the *Local Government Act 1993* as addressed below, Council resolve to close the meeting to the public to consider and discuss:

- **15.1 - Confidential - Shop 2, The Concourse - EOI Campaign –**
Section 10A(2)(c) of the *Local Government Act 1993*.
- **15.2 - Confidential - Claims for Disruption to Business -**
Section 10A(2)(c) of the *Local Government Act 1993*.

PROCEDURAL MOTION – MOVE INTO OPEN SESSION

That Council move into open session.

MOVED COUNCILLOR WRIGHT / SECONDED COUNCILLOR MORATELLI

CARRIED

Voting

For the Motion: Councillors Taylor, Campbell, Eriksson, Greco, McCullagh, Moratelli, Roussac, Rozos, Samuel, Wright, Xia and Zhu

Against: Nil

Notes: Council moved back into open session at 9.45 pm.

15.1 CONFIDENTIAL - SHOP 2, THE CONCOURSE - EOI CAMPAIGN

MOTION

That Council publicly release that the CEO be delegated approval to negotiate the lease terms as outlined in this report.

MOVED COUNCILLOR WRIGHT / SECONDED COUNCILLOR MCCULLAGH

CARRIED

Voting

For the Motion: Councillors Taylor, Campbell, Eriksson, Greco, McCullagh, Moratelli, Mouradian, Roussac, Rozos, Samuel, Wright, Xia and Zhu

Against: Nil

15.2 CONFIDENTIAL - CLAIMS FOR DISRUPTION TO BUSINESS

MOTION

That Council has considered and resolved two matters relating to disruptions to businesses, at The Concourse and Willoughby Leisure Centre, arising from factors beyond their control.

MOVED COUNCILLOR WRIGHT / SECONDED COUNCILLOR CAMPBELL

CARRIED

Voting

For the Motion: Councillors Taylor, Campbell, Eriksson, Greco, McCullagh, Moratelli, Mouradian, Roussac, Rozos, Samuel, Wright, Xia and Zhu

Against: Nil

CONFIDENTIAL ATTACHMENTS

Note: All were Adopted En Bloc as part of the open reports.

16 CONCLUSION OF THE MEETING

The meeting concluded at 9:48 pm.

I have authorised a stamp bearing my signature to be affixed to the pages of the Minutes of the Ordinary Council meeting held on 12 December 2022. I confirm that Council has adopted these Minutes as a true and accurate record of the meeting.

Mayor Tanya Taylor

**ATTACHMENTS FOR ITEM 12.5 - OUTCOME OF PUBLIC EXHIBITION
AND ADOPTION OF POLICY AND TERMS OF REFERENCE FOR
ADVISORY COMMITTEES**

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ATTACHMENT A

Model Terms of Reference for Advisory Committees

1. xxx Advisory Committee

2. Purpose

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

2.2 This Committee will assist Council in achieving [insert theme](#) through:

2.2.1 Providing advice on strategic [insert theme](#) issues and policy development

2.2.2 Providing advice on the implementation of key projects and initiatives

2.2.3 Providing advice on how to raise awareness and promote behaviour change within the community on [insert theme](#).

Subjects in Scope: xxx

Key Strategies: xxx

Subjects out of scope: xxx Operational matters but not so as to exclude consideration of current projects or practices to suggest improvements.

The Committee will need to agree to their priority focus and work plans, aligned to the Operational Plan.

2.3 The Advisory Committee will be successful if they:

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

3. Alignment to the Community Strategic Plan

3.1 The xxx Advisory Committee assists Council to achieve the following Community Strategic Plan objectives:

- [Insert Outcome and Priorities](#)

4. Alignment to the Delivery Program

4.1 The xxx Advisory Committee assists Council to achieve the following Delivery Program initiatives:

- [Insert initiative](#)

5. Chairperson

5.1 A community member is the Chairperson of xxx Advisory Committee.

5.2 The inaugural Chairperson shall be confirmed or not at the third meeting of the Committee and thereafter on an annual basis.

5.3 In the absence of the Chair, another community member selected by the Committee will perform the role of Chairperson.

5.4 The committee can request that a councillor present at the meeting be the Chairperson.

6. Secretary

6.1 Council will provide a staff member to make room bookings, send invitations, prepare and distribute the agenda and minutes and provide the report to Council.

7. Membership

7.1 A minimum of six and maximum of 12 community representatives are to be appointed to the committee. It is anticipated that the majority of Advisory Committee members will be local residents

7.2 Community representatives are required to have skills and knowledge and/or community experience relevant to the purpose of the Advisory Committee, including:

- xxx

7.3 To ensure a broad representation, all members are limited to holding a maximum of two concurrent memberships to Council Advisory Committees.

7.4 Willoughby City Council Councillors can attend any Advisory Committee as observers with speaking rights.

7.5 Willoughby City Council staff are excluded from membership.

7.6 There is no payment for membership.

8. Council Officers

8.1. In addition to the staff member mentioned at 6.1, the Chief Executive Officer will arrange for appropriate staff dealing with the subject matter on the agenda to attend meetings. The Chief Executive Officer will attempt to ensure continuity of staff attendance as much as possible.

9. Meeting frequency and notice

9.1 Meetings shall be held a minimum of two and maximum of six occasions per year.

9.2 All meetings will be conducted in Council owned facilities or via video conferencing.

9.3 Notice of meetings and agendas will be provided at a minimum of two weeks prior to the meeting.

9.4 At the inaugural meeting of the Advisory Committee, the Committee will determine their operating arrangements, including methods of communication, frequency of meetings, tenure and other considerations relevant to achieving their objectives. Staff will also induct them into their roles and obligations and conduct the process of selecting the Chair.

10. Attendance

10.1 If a member is absent for three consecutive meetings their position will be declared vacant.

11. Quorum

11.1 A quorum of the committee is 50% of its ordinary membership plus one.

12. Responsibilities of Members

12.1 All committee members are expected to abide by Willoughby City Council's Code of Conduct 2020.

12.2 Members are required to declare any conflicts of interest in accordance with Willoughby City Council's Code of Conduct 2020.

12.3 Members will be expected to work collaboratively with other committee members and contribute to the discussion of agenda items.

12.4 Members will be required to be inducted into their roles and obligations by staff and may be required to undertake training relevant to the purpose of the committee. Any such training will be at Council's expense.

12.5 Members do not have decision making authority, nor can they direct staff. Any recommendations from the Committee will be reported to Council for consideration.

13. Minutes

13.1 Minutes of the meeting shall report on the outcome of discussions in regard to agenda items, this will include details of any action or recommendation of the committee and will be reported to Council at the next available meeting. Draft minutes shall be made available to member of the Committee within two weeks of the meeting.

14. Procedural Matters

14.1 The ruling of the Chairperson is final in regard to all procedural matters.

15. Term of Membership

15.1 Community representatives will be appointed by Council.

15.2 All committee members will cease at the commencement of the caretaker period associated with Local Government Elections.

16. Vacancies

16.1 Members wishing to resign from the committee are requested to do so in writing.

16.2 Council will undertake an expression of interest to establish Advisory Committees; vacancies will be filled from respondents to this process.

16.3 Vacancies may not be filled in the final 12 months of the Council term; they will not be filled in the final six months.

17. Term of the Committee

17.1 All Advisory Committees will be disbanded prior to the commencement of the caretaker period preceding the Local Government Election.

17.2 Should the purpose of the committee be achieved prior to this time, the committee will be disbanded.

18. Working parties

18.1 Working parties may be established to assist the Committee in working through specific issues.

18.2 Working parties will be open to community members with a specific interest and/or expertise in the subject matter relevant to the working party.

18.3 A member of the Advisory Committee must sit on each working party.

18.4 Working parties will need to be resourced by the Committee (e.g., meeting arrangements, minutes), and will be provided a space in a Council facility or access to video conferencing to meet.

18.5 Working parties Terms of Reference need to be approved by Council prior to establishment.

19. Terms of Reference

19.1 Terms of Reference of the Advisory Committee must be adopted by Council.

19.2 These Terms of Reference may only be amended by a resolution of Council.

ATTACHMENT B – PROPOSED TERMS OF REFERENCE

CONTENTS:

1. Bushland and Natural Heritage	Pages 2-5
2. Sustainability	Pages 6-8
3. Built and Cultural Heritage	Pages 9-12
4. Access and Inclusion	Pages 13-15
5. Bicentennial Reserve and Flat Rock Gully	Pages 16-18

NOTE: Paragraphs from 3 to the end of the TOR document are identical for each TOR

1. Bushland and Natural Heritage Advisory Committee

2. Purpose

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

2.2 The purpose of this Committee is to advise Council on all matters pertaining to the management and sustainability of natural heritage in the City of Willoughby, including the implementation of the Urban Bushland Plan of Management.

2.3 The functions of the committee are:

2.3.1 Advising Council on:

- NATURAL HERITAGE SUSTAINABILITY. The sustainability of natural heritage in the City of Willoughby;
- RESERVE POLICY AND MANAGEMENT. Any desired improvements in policy or management needed to manage the Reserves to achieve the objectives of the Urban Bushland Plan of Management;
- NATURAL HERITAGE REGISTER. The development and implementation of Council's Natural Heritage Register;
- LOCAL GOVERNMENT ACT REQUIREMENTS. Actions needed to meet the requirements of the Local Government Act regarding the management of any community land in the City of Willoughby categorised as bushland, with reference to the core objectives for land categorised as bushland (refer to Appendix 1: Local Government Act - Core objectives for management of community land categorised as bushland) and Community Land containing significant natural features (refer to Appendix 2 Local Government Act - Community Land containing significant natural features);
- COMMUNITY LAND WITH SIGNIFICANT NATURAL FEATURES. The management of community land containing significant natural features (see Appendix 2 for Local Government Act requirements);
- EDUCATIONAL OPPORTUNITIES. Educational opportunities and needs, with respect to Willoughby's natural heritage;
- AWARENESS AND APPRECIATION. The means to create awareness and appreciation of Willoughby's natural heritage;
- BUSHLAND ACCESS. Appropriate access to and use of bushland;
- BUSHCARE PROGRAM. Willoughby's Bushcare Program and the work of local Bushcare Groups;
- OTHER STATUTORY REQUIREMENTS. Actions needed to meet the requirements of other legislation and statutory instruments e.g., Threatened Species Conservation Act; State Environmental Planning Policies, Regional Environmental Plans);
- CONNECTIVITY OF BUSHLAND AND HABITAT. Strategies to improve bushland and native fauna habitat connectivity within Willoughby and areas adjacent to it;
- COUNCILLOR AND STAFF TRAINING NEEDS. Training needs and opportunities for Councillors and staff on matters relating to natural heritage; and
- LANDSCAPE CONSERVATION. Conservation of natural landscapes.

In providing advice to Council, the Advisory Committee will adopt the principle that the concept of natural heritage recognises the role that Indigenous people have played in using and shaping Australian landscapes for at least 50,000 years and possibly much longer. Conservation of a place should identify and take into consideration all aspects of natural and cultural heritage - *Ref Australian Natural Heritage Charter 2nd Edition 2002, p.4.*

2.3.2 Reviewing and recommending any changes needed to:

- Willoughby's Urban Bushland Plan of Management; and
- The natural heritage aspects of the Griffin Reserves Plan of Management
- Reserve Action Plans for all Community Land that includes bushland and / or other natural heritage features.

2.3.3 Assisting in the production of Reserve Action Plans and to review and recommend changes. Action Plan review may include on-site visits.

2.3.4 Seeking and co-ordinating information related to natural heritage management in Willoughby.

2.3.5 Establishing liaison with other organisations with roles in managing natural heritage in the region, including other Councils, the Coastal Councils, and with other Council Committees (e.g., Griffin Reserves Committee, Companion Animals Committee, Bicycle Committee, and Cultural Events Committee), and Streamwatch Groups.

3. Alignment to the Community Strategic Plan

Left deliberately blank

4. Alignment to the Delivery Program

Left deliberately blank

5. Chairperson

5.1 A community member is the Chairperson of xxx Advisory Committee.

5.2 The inaugural Chairperson shall be confirmed or not at the third meeting of the Committee and thereafter on an annual basis.

5.3 In the absence of the Chair, another community member selected by the Committee will perform the role of Chairperson.

5.4 The committee can request that a councillor present at the meeting be the Chairperson.

6. Secretary

6.1 Council will provide a staff member to make room bookings, send invitations, prepare and distribute the agenda and minutes and provide the report to Council.

7. Membership

7.1 A minimum of six and maximum of 12 community representatives are to be appointed to the committee. It is anticipated that the majority of Advisory Committee members will be local residents

7.2 Community representatives are required to have skills and knowledge and/or community experience relevant to the purpose of the Advisory Committee, including:

- xxx

7.3 To ensure a broad representation, all members are limited to holding a maximum of two concurrent memberships to Council Advisory Committees.

7.4 Willoughby City Council Councillors can attend any Advisory Committee as observers with speaking rights.

7.5 Willoughby City Council staff are excluded from membership.

7.6 There is no payment for membership.

8. Council Officers

8.1. In addition to the staff member mentioned at 6.1, the Chief Executive Officer will arrange for appropriate staff dealing with the subject matter on the agenda to attend meetings. The Chief Executive Officer will attempt to ensure continuity of staff attendance as much as possible.

9. Meeting frequency and notice

9.1 Meetings shall be held a minimum of two and maximum of six occasions per year.

9.2 All meetings will be conducted in Council owned facilities or via video conferencing.

9.3 Notice of meetings and agendas will be provided at a minimum of two weeks prior to the meeting.

9.4 At the inaugural meeting of the Advisory Committee, the Committee will determine their operating arrangements, including methods of communication, frequency of meetings, tenure and other considerations relevant to achieving their objectives. Staff will also induct them into their roles and obligations and conduct the process of selecting the Chair.

10. Attendance

10.1 If a member is absent for three consecutive meetings their position will be declared vacant.

11. Quorum

11.1 A quorum of the committee is 50% of its ordinary membership plus one.

12. Responsibilities of Members

12.1 All committee members are expected to abide by Willoughby City Council's Code of Conduct 2020.

12.2 Members are required to declare any conflicts of interest in accordance with Willoughby City Council's Code of Conduct 2020.

12.3 Members will be expected to work collaboratively with other committee members and contribute to the discussion of agenda items.

12.4 Members will be required to be inducted into their roles and obligations by staff and may be required to undertake training relevant to the purpose of the committee. Any such training will be at Council's expense.

12.5 Members do not have decision making authority, nor can they direct staff. Any recommendations from the Committee will be reported to Council for consideration.

13. Minutes

13.1 Minutes of the meeting shall report on the outcome of discussions in regard to agenda items, this will include details of any action or recommendation of the committee and will be reported to Council at the

next available meeting. Draft minutes shall be made available to member of the Committee within two weeks of the meeting.

14. Procedural Matters

14.1 The ruling of the Chairperson is final in regard to all procedural matters.

15. Term of Membership

15.1 Community representatives will be appointed by Council.

15.2

15.3 All committee members will cease at the commencement of the caretaker period associated with Local Government Elections.

16. Vacancies

16.1 Members wishing to resign from the committee are requested to do so in writing.

16.2 Council will undertake an expression of interest to establish Advisory Committees; vacancies will be filled from respondents to this process.

16.3 Vacancies may not be filled in the final 12 months of the Council term; they will not be filled in the final six months.

17. Term of the Committee

17.1 All Advisory Committees will be disbanded prior to the commencement of the caretaker period preceding the Local Government Election.

17.2 Should the purpose of the committee be achieved prior to this time, the committee will be disbanded.

18. Working parties

18.1 Working parties may be established to assist the Committee in working through specific issues.

18.2 Working parties will be open to community members with a specific interest and/or expertise in the subject matter relevant to the working party.

18.3 A member of the Advisory Committee must sit on each working party.

18.4 Working parties will need to be resourced by the Committee (e.g., meeting arrangements, minutes), and will be provided a space in a Council facility or access to video conferencing to meet.

18.5 Working parties Terms of Reference need to be approved by Council prior to establishment.

19. Terms of Reference

19.1 Terms of Reference of the Advisory Committee must be adopted by Council.

19.2 These Terms of Reference may only be amended by a resolution of Council.

1. Sustainability Advisory Committee

2. Purpose

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

2.2 The purpose of this Committee is to:

- Provide advice during the review of Council policies and strategic plans in order to assist the integration of sustainability to these and other management frameworks
- Provide ideas on how to improve ecological sustainability (especially regarding Climate Change) for the WCC Local Government Area
- Provide assistance in the development of sustainability projects identified by Council
- To raise community awareness about sustainability and to help promote sustainable practices and education
- To engage the community in the development and implementation of sustainability initiatives and actions

3. Alignment to the Community Strategic Plan

[Left deliberately blank](#)

4. Alignment to the Delivery Program

[Left deliberately blank](#)

5. Chairperson

5.1 A community member is the Chairperson of xxx Advisory Committee.

5.2 The inaugural Chairperson shall be confirmed or not at the third meeting of the Committee and thereafter on an annual basis.

5.3 In the absence of the Chair, another community member selected by the Committee will perform the role of Chairperson.

5.4 The committee can request that a councillor present at the meeting be the Chairperson.

6. Secretary

6.1 Council will provide a staff member to make room bookings, send invitations, prepare and distribute the agenda and minutes and provide the report to Council.

7. Membership

7.1 A minimum of six and maximum of 12 community representatives are to be appointed to the committee. It is anticipated that the majority of Advisory Committee members will be local residents

7.2 Community representatives are required to have skills and knowledge and/or community experience relevant to the purpose of the Advisory Committee, including:

- xxx

7.3 To ensure a broad representation, all members are limited to holding a maximum of two concurrent memberships to Council Advisory Committees.

7.4 Willoughby City Council Councillors can attend any Advisory Committee as observers with speaking rights.

7.5 Willoughby City Council staff are excluded from membership.

7.6 There is no payment for membership.

8. Council Officers

8.1. In addition to the staff member mentioned at 6.1, the Chief Executive Officer will arrange for appropriate staff dealing with the subject matter on the agenda to attend meetings. The Chief Executive Officer will attempt to ensure continuity of staff attendance as much as possible.

9. Meeting frequency and notice

9.1 Meetings shall be held a minimum of two and maximum of six occasions per year.

9.2 All meetings will be conducted in Council owned facilities or via video conferencing.

9.3 Notice of meetings and agendas will be provided at a minimum of two weeks prior to the meeting.

9.4 At the inaugural meeting of the Advisory Committee, the Committee will determine their operating arrangements, including methods of communication, frequency of meetings, tenure and other considerations relevant to achieving their objectives. Staff will also induct them into their roles and obligations and conduct the process of selecting the Chair.

10. Attendance

10.1 If a member is absent for three consecutive meetings their position will be declared vacant.

11. Quorum

11.1 A quorum of the committee is 50% of its ordinary membership plus one.

12. Responsibilities of Members

12.1 All committee members are expected to abide by Willoughby City Council's Code of Conduct 2020.

12.2 Members are required to declare any conflicts of interest in accordance with Willoughby City Council's Code of Conduct 2020.

12.3 Members will be expected to work collaboratively with other committee members and contribute to the discussion of agenda items.

12.4 Members will be required to be inducted into their roles and obligations by staff and may be required to undertake training relevant to the purpose of the committee. Any such training will be at Council's expense.

12.5 Members do not have decision making authority, nor can they direct staff. Any recommendations from the Committee will be reported to Council for consideration.

13. Minutes

13.1 Minutes of the meeting shall report on the outcome of discussions in regard to agenda items, this will include details of any action or recommendation of the committee and will be reported to Council at the next available meeting. Draft minutes shall be made available to member of the Committee within two weeks of the meeting.

14. Procedural Matters

14.1 The ruling of the Chairperson is final in regard to all procedural matters.

15. Term of Membership

15.1 Community representatives will be appointed by Council.

15.2

15.3 All committee members will cease at the commencement of the caretaker period associated with Local Government Elections.

16. Vacancies

16.1 Members wishing to resign from the committee are requested to do so in writing.

16.2 Council will undertake an expression of interest to establish Advisory Committees; vacancies will be filled from respondents to this process.

16.3 Vacancies may not be filled in the final 12 months of the Council term; they will not be filled in the final six months.

17. Term of the Committee

17.1 All Advisory Committees will be disbanded prior to the commencement of the caretaker period preceding the Local Government Election.

17.2 Should the purpose of the committee be achieved prior to this time, the committee will be disbanded.

18. Working parties

18.1 Working parties may be established to assist the Committee in working through specific issues.

18.2 Working parties will be open to community members with a specific interest and/or expertise in the subject matter relevant to the working party.

18.3 A member of the Advisory Committee must sit on each working party.

18.4 Working parties will need to be resourced by the Committee (e.g., meeting arrangements, minutes), and will be provided a space in a Council facility or access to video conferencing to meet.

18.5 Working parties Terms of Reference need to be approved by Council prior to establishment.

19. Terms of Reference

19.1 Terms of Reference of the Advisory Committee must be adopted by Council.

19.2 These Terms of Reference may only be amended by a resolution of Council.

1. Built and Cultural Heritage Advisory Committee

2. Purpose

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

2.2 The purpose of this Committee is to advise Council on policy pertaining to the heritage in the City of Willoughby. In pursuing this purpose the Committee will abide by and respect *The Burra Charter: The Australian ICOMOS Burra Charter 1999*. The Burra Charter provides guidance for the conservation and management of places of cultural significance and sets a standard of practice for those who provide advice, make decisions about, or undertake works to places of cultural significance

2.3 To achieve its purpose the Committee will:

- provide guidance and promote community awareness and understanding of the heritage of the City of Willoughby
- provide feedback and advice to Council on relevant planning controls, policy and other matters of heritage principle
- advise Council on works in heritage in the public realm
- develop information resources relating to heritage conservation in Willoughby
- consider and provide advice to Council and other Council committees on possible forms of promotion of Willoughby's heritage, Council's conservation policies and community appreciation of heritage conservation issues
- in conjunction with other Council committees, organise activities to promote Willoughby's heritage during the National Trust Heritage Festival
- monitor and review heritage controls
- advise Council on the effectiveness of current heritage controls and to advise refinements, which, in the opinion of the Committee, are considered necessary to effectively conserve Willoughby's heritage

2.4 The Committee will not provide advice on specific development applications but may examine broad heritage issues such as social and cultural, environmental heritage, movable items, and oral histories. The committee may consider and report to Council on matters referred to it for advice.

2.5 The Committee may provide advice on the identification of heritage items and issues in the public realm and the establishment of principles and procedures for Council to deal with those items and issues.

3. Alignment to the Community Strategic Plan

[Left deliberately blank](#)

4. Alignment to the Delivery Program

[Left deliberately blank](#)

5. Chairperson

5.1 A community member is the Chairperson of xxx Advisory Committee.

5.2 The inaugural Chairperson shall be confirmed or not at the third meeting of the Committee and thereafter on an annual basis.

5.3 In the absence of the Chair, another community member selected by the Committee will perform the role of Chairperson.

5.4 The committee can request that a councillor present at the meeting be the Chairperson.

6. Secretary

6.1 Council will provide a staff member to make room bookings, send invitations, prepare and distribute the agenda and minutes and provide the report to Council.

7. Membership

7.1 A minimum of six and maximum of 12 community representatives are to be appointed to the committee. It is anticipated that the majority of Advisory Committee members will be local residents

7.2 Community representatives are required to have skills and knowledge and/or community experience relevant to the purpose of the Advisory Committee, including:

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7.3 To ensure a broad representation, all members are limited to holding a maximum of two concurrent memberships to Council Advisory Committees.

7.4 Willoughby City Council Councillors can attend any Advisory Committee as observers with speaking rights.

7.5 Willoughby City Council staff are excluded from membership.

7.6 There is no payment for membership.

8. Council Officers

8.1. In addition to the staff member mentioned at 6.1, the Chief Executive Officer will arrange for appropriate staff dealing with the subject matter on the agenda to attend meetings. The Chief Executive Officer will attempt to ensure continuity of staff attendance as much as possible.

9. Meeting frequency and notice

9.1 Meetings shall be held a minimum of two and maximum of six occasions per year.

9.2 All meetings will be conducted in Council owned facilities or via video conferencing.

9.3 Notice of meetings and agendas will be provided at a minimum of two weeks prior to the meeting.

9.4 At the inaugural meeting of the Advisory Committee, the Committee will determine their operating arrangements, including methods of communication, frequency of meetings, tenure and other considerations relevant to achieving their objectives. Staff will also induct them into their roles and obligations and conduct the process of selecting the Chair.

10. Attendance

10.1 If a member is absent for three consecutive meetings their position will be declared vacant.

11. Quorum

11.1 A quorum of the committee is 50% of its ordinary membership plus one.

12. Responsibilities of Members

12.1 All committee members are expected to abide by Willoughby City Council's Code of Conduct 2020.

12.2 Members are required to declare any conflicts of interest in accordance with Willoughby City Council's Code of Conduct 2020.

12.3 Members will be expected to work collaboratively with other committee members and contribute to the discussion of agenda items.

12.4 Members will be required to be inducted into their roles and obligations by staff and may be required to undertake training relevant to the purpose of the committee. Any such training will be at Council's expense.

12.5 Members do not have decision making authority, nor can they direct staff. Any recommendations from the Committee will be reported to Council for consideration.

13. Minutes

13.1 Minutes of the meeting shall report on the outcome of discussions in regard to agenda items, this will include details of any action or recommendation of the committee and will be reported to Council at the next available meeting. Draft minutes shall be made available to member of the Committee within two weeks of the meeting.

14. Procedural Matters

14.1 The ruling of the Chairperson is final in regard to all procedural matters.

15. Term of Membership

15.1 Community representatives will be appointed by Council.

15.2

15.3 All committee members will cease at the commencement of the caretaker period associated with Local Government Elections.

16. Vacancies

16.1 Members wishing to resign from the committee are requested to do so in writing.

16.2 Council will undertake an expression of interest to establish Advisory Committees; vacancies will be filled from respondents to this process.

16.3 Vacancies may not be filled in the final 12 months of the Council term; they will not be filled in the final six months.

17. Term of the Committee

17.1 All Advisory Committees will be disbanded prior to the commencement of the caretaker period preceding the Local Government Election.

17.2 Should the purpose of the committee be achieved prior to this time, the committee will be disbanded.

18. Working parties

18.1 Working parties may be established to assist the Committee in working through specific issues.

18.2 Working parties will be open to community members with a specific interest and/or expertise in the subject matter relevant to the working party.

18.3 A member of the Advisory Committee must sit on each working party.

18.4 Working parties will need to be resourced by the Committee (e.g., meeting arrangements, minutes), and will be provided a space in a Council facility or access to video conferencing to meet.

18.5 Working parties Terms of Reference need to be approved by Council prior to establishment.

19. Terms of Reference

19.1 Terms of Reference of the Advisory Committee must be adopted by Council.

19.2 These Terms of Reference may only be amended by a resolution of Council.

1. Access and Inclusion Advisory Committee

2. Purpose

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

2.2 The purpose of the Committee is to:

- positively influence community attitudes and behaviours, in order to promote community leadership, participation and inclusion, in relation to accessible services and infrastructure
- to ensure broad representation of community issues in relation to access
- to improve the accessibility of services and infrastructure within the Willoughby City Council local government area

2.3 To achieve these purposes the Committee will:

- provide specialist advice and support to Council relating to access
- advocate for the community on issues related to access with-in the Willoughby City Council local government area

3. Alignment to the Community Strategic Plan

[Left deliberately blank](#)

4. Alignment to the Delivery Program

[Left deliberately blank](#)

5. Chairperson

5.1 A community member is the Chairperson of xxx Advisory Committee.

5.2 The inaugural Chairperson shall be confirmed or not at the third meeting of the Committee and thereafter on an annual basis.

5.3 In the absence of the Chair, another community member selected by the Committee will perform the role of Chairperson.

5.4 The committee can request that a councillor present at the meeting be the Chairperson.

6. Secretary

6.1 Council will provide a staff member to make room bookings, send invitations, prepare and distribute the agenda and minutes and provide the report to Council.

7. Membership

7.1 A minimum of six and maximum of 12 community representatives are to be appointed to the committee. It is anticipated that the majority of Advisory Committee members will be local residents

7.2 Community representatives are required to have skills and knowledge and/or community experience relevant to the purpose of the Advisory Committee, including:

- xxx

7.3 To ensure a broad representation, all members are limited to holding a maximum of two concurrent memberships to Council Advisory Committees.

7.4 Willoughby City Council Councillors can attend any Advisory Committee as observers with speaking rights.

7.5 Willoughby City Council staff are excluded from membership.

7.6 There is no payment for membership.

8. Council Officers

8.1. In addition to the staff member mentioned at 6.1, the Chief Executive Officer will arrange for appropriate staff dealing with the subject matter on the agenda to attend meetings. The Chief Executive Officer will attempt to ensure continuity of staff attendance as much as possible.

9. Meeting frequency and notice

9.1 Meetings shall be held a minimum of two and maximum of six occasions per year.

9.2 All meetings will be conducted in Council owned facilities or via video conferencing.

9.3 Notice of meetings and agendas will be provided at a minimum of two weeks prior to the meeting.

9.4 At the inaugural meeting of the Advisory Committee, the Committee will determine their operating arrangements, including methods of communication, frequency of meetings, tenure and other considerations relevant to achieving their objectives. Staff will also induct them into their roles and obligations and conduct the process of selecting the Chair.

10. Attendance

10.1 If a member is absent for three consecutive meetings their position will be declared vacant.

11. Quorum

11.1 A quorum of the committee is 50% of its ordinary membership plus one.

12. Responsibilities of Members

12.1 All committee members are expected to abide by Willoughby City Council's Code of Conduct 2020.

12.2 Members are required to declare any conflicts of interest in accordance with Willoughby City Council's Code of Conduct 2020.

12.3 Members will be expected to work collaboratively with other committee members and contribute to the discussion of agenda items.

12.4 Members will be required to be inducted into their roles and obligations by staff and may be required to undertake training relevant to the purpose of the committee. Any such training will be at Council's expense.

12.5 Members do not have decision making authority, nor can they direct staff. Any recommendations from the Committee will be reported to Council for consideration.

13. Minutes

13.1 Minutes of the meeting shall report on the outcome of discussions in regard to agenda items, this will include details of any action or recommendation of the committee and will be reported to Council at the

next available meeting. Draft minutes shall be made available to member of the Committee within two weeks of the meeting.

14. Procedural Matters

14.1 The ruling of the Chairperson is final in regard to all procedural matters.

15. Term of Membership

15.1 Community representatives will be appointed by Council.

15.2

15.3 All committee members will cease at the commencement of the caretaker period associated with Local Government Elections.

16. Vacancies

16.1 Members wishing to resign from the committee are requested to do so in writing.

16.2 Council will undertake an expression of interest to establish Advisory Committees; vacancies will be filled from respondents to this process.

16.3 Vacancies may not be filled in the final 12 months of the Council term; they will not be filled in the final six months.

17. Term of the Committee

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17.2 Should the purpose of the committee be achieved prior to this time, the committee will be disbanded.

18. Working parties

18.1 Working parties may be established to assist the Committee in working through specific issues.

18.2 Working parties will be open to community members with a specific interest and/or expertise in the subject matter relevant to the working party.

18.3 A member of the Advisory Committee must sit on each working party.

18.4 Working parties will need to be resourced by the Committee (e.g., meeting arrangements, minutes), and will be provided a space in a Council facility or access to video conferencing to meet.

18.5 Working parties Terms of Reference need to be approved by Council prior to establishment.

19. Terms of Reference

19.1 Terms of Reference of the Advisory Committee must be adopted by Council.

19.2 These Terms of Reference may only be amended by a resolution of Council.

1. Bicentennial Reserve and Flat Rock Gully Advisory Committee

2. Purpose

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

2.2 The purpose of the Committee is to:

- provide guidance on the current Plan of Management for Bicentennial Reserve & Flat Rock Gully as it relates to ongoing implementation, development work and management of these areas
- advise on aspects of the use, control and management of Bicentennial Reserve & Flat Rock Gully for consideration by Council

3. Alignment to the Community Strategic Plan

Left deliberately blank

4. Alignment to the Delivery Program

Left deliberately blank

5. Chairperson

5.1 A community member is the Chairperson of xxx Advisory Committee.

5.2 The inaugural Chairperson shall be confirmed or not at the third meeting of the Committee and thereafter on an annual basis.

5.3 In the absence of the Chair, another community member selected by the Committee will perform the role of Chairperson.

5.4 The committee can request that a councillor present at the meeting be the Chairperson.

6. Secretary

6.1 Council will provide a staff member to make room bookings, send invitations, prepare and distribute the agenda and minutes and provide the report to Council.

7. Membership

7.1 A minimum of six and maximum of 12 community representatives are to be appointed to the committee. It is anticipated that the majority of Advisory Committee members will be local residents

7.2 Community representatives are required to have skills and knowledge and/or community experience relevant to the purpose of the Advisory Committee, including:

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7.3 To ensure a broad representation, all members are limited to holding a maximum of two concurrent memberships to Council Advisory Committees.

7.4 Willoughby City Council Councillors can attend any Advisory Committee as observers with speaking rights.

7.5 Willoughby City Council staff are excluded from membership.

7.6 There is no payment for membership.

8. Council Officers

8.1. In addition to the staff member mentioned at 6.1, the Chief Executive Officer will arrange for appropriate staff dealing with the subject matter on the agenda to attend meetings. The Chief Executive Officer will attempt to ensure continuity of staff attendance as much as possible.

9. Meeting frequency and notice

9.1 Meetings shall be held a minimum of two and maximum of six occasions per year.

9.2 All meetings will be conducted in Council owned facilities or via video conferencing.

9.3 Notice of meetings and agendas will be provided at a minimum of two weeks prior to the meeting.

9.4 At the inaugural meeting of the Advisory Committee, the Committee will determine their operating arrangements, including methods of communication, frequency of meetings, tenure and other considerations relevant to achieving their objectives. Staff will also induct them into their roles and obligations and conduct the process of selecting the Chair.

10. Attendance

10.1 If a member is absent for three consecutive meetings their position will be declared vacant.

11. Quorum

11.1 A quorum of the committee is 50% of its ordinary membership plus one.

12. Responsibilities of Members

12.1 All committee members are expected to abide by Willoughby City Council's Code of Conduct 2020.

12.2 Members are required to declare any conflicts of interest in accordance with Willoughby City Council's Code of Conduct 2020.

12.3 Members will be expected to work collaboratively with other committee members and contribute to the discussion of agenda items.

12.4 Members will be required to be inducted into their roles and obligations by staff and may be required to undertake training relevant to the purpose of the committee. Any such training will be at Council's expense.

12.5 Members do not have decision making authority, nor can they direct staff. Any recommendations from the Committee will be reported to Council for consideration.

13. Minutes

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14. Procedural Matters

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15. Term of Membership

15.1 Community representatives will be appointed by Council.

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15.3 All committee members will cease at the commencement of the caretaker period associated with Local Government Elections.

16. Vacancies

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16.2 Council will undertake an expression of interest to establish Advisory Committees; vacancies will be filled from respondents to this process.

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17. Term of the Committee

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17.2 Should the purpose of the committee be achieved prior to this time, the committee will be disbanded.

18. Working parties

18.1 Working parties may be established to assist the Committee in working through specific issues.

18.2 Working parties will be open to community members with a specific interest and/or expertise in the subject matter relevant to the working party.

18.3 A member of the Advisory Committee must sit on each working party.

18.4 Working parties will need to be resourced by the Committee (e.g., meeting arrangements, minutes), and will be provided a space in a Council facility or access to video conferencing to meet.

18.5 Working parties Terms of Reference need to be approved by Council prior to establishment.

19. Terms of Reference

19.1 Terms of Reference of the Advisory Committee must be adopted by Council.

19.2 These Terms of Reference may only be amended by a resolution of Council.

ATTACHMENT C

ACTIVE AND INTEGRATED TRANSPORT ADVISORY COMMITTEE

TERMS OF REFERENCE

1. Active and Integrated Transport Advisory Committee

2. Purpose

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

2.2 This Committee will assist Council in achieving the development and implementation of Council's various transport strategies (Integrated Transport Strategy; ; Bike Plan) and policies that support active and integrated transport by:

- Providing advice on strategic issues and policy development focused on active and integrated transport
- Providing advice on the implementation of key projects and initiatives
- Providing advice on how to raise awareness and promote behaviour change within the community to increase alternatives to the private motor vehicle.

Subjects In Scope: Cycleways; electric vehicles other than electric cars such as e-bikes and e-scooters; share vehicles; transport connections, pedestrian movement, technology integration, movement and place.

Key strategies: Integrated Transport Strategy; Bike Plan.

Subjects Out of Scope: Parking restrictions (referred to Traffic Committee). Operational matters but not so as to exclude consideration of current projects or practices to suggest improvements.

The Committees will need to agree to their priority focus and work plans, aligned to the Operational Plan.

2.3 The Advisory Committees will be successful if they:

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

3. Alignment to the Community Strategic Plan

3.1 The Active and Integrated Transport Advisory Committee assists Council to achieve the following Community Strategic Plan objectives:

Outcome 2: A City that is connected, inclusive and resilient

- Priority 2.1 Enhance transport choices and connections throughout the City

Priority 2.4 Manage parking and reduce traffic congestion.

Outcome 3: A City that is liveable

- Priority 3.3 Promote an active and healthy lifestyle.

4. Alignment to the Delivery Program

4.1 The Active and Integrated Transport Advisory Committee assists Council to achieve the following Delivery Program initiatives:

- Continue extension of Council's bike network in accordance with the Bike Plan 2017
- Continue to implement actions from the Integrated Transport Strategy 2036
- Continue to implement Street Parking Strategy 2017 in accordance with priorities.

5. Chairperson

5.1 A community member is the Chairperson of Active and Integrated Transport Advisory Committee.

5.2 The inaugural Chairperson shall be confirmed or not at the third meeting of the Committee and thereafter on an annual basis.

5.3 In the absence of the Chair, a community member will perform the role of Chairperson.

5.4 The committee can request that a councillor present at the meeting be the Chairperson.

6. Secretary

6.1 Council will provide a staff member to make room bookings, send invitations, prepare and distribute the agenda and minutes and provide the report to Council.

7. Membership

7.1 A minimum of six and maximum of 12 community representatives are to be appointed to the committee. It is anticipated that the majority of Advisory Committee members will be local residents. If there are significantly more membership requests through the Expression of Interest process, this is a matter for Council to determine.

7.2 Community representatives are required to have skills and knowledge and/or community experience relevant to the purpose of the Advisory Committee, including:

- Qualifications or demonstrated experience in one of the following areas: traffic, transport, or cycling
- Ability to create or have existing connections with community groups, organisations or stakeholders within the Willoughby local government area.

7.3 Willoughby City Council Councillors can attend any Advisory Committee as observers with speaking rights.

7.5 Willoughby City Council staff are excluded from membership.

7.6 There is no payment for membership.

8. Council Officers

8.1. In addition to the staff member mentioned at 6.1, the Chief Executive Officer will arrange for appropriate staff dealing with the subject matter on the agenda to attend meetings. The Chief Executive Officer will attempt to ensure continuity of staff attendance as much as possible.

9. Meeting frequency and notice

9.1 Meetings shall be held a minimum of two and maximum of six occasions per year.

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9.3 Notice of meetings and agendas will be provided at a minimum of two weeks prior to the meeting.

9.4 At the inaugural meeting of the Advisory Committee, the Committee will determine their operating arrangements, including methods of communication, frequency of meetings, tenure and other considerations relevant to achieving their objectives. Staff will also induct them into their roles and obligations and conduct the process of selecting the Chair.

10. Attendance

10.1 If a member is absent for three consecutive meetings without an accepted apology their position will be declared vacant.

11. Quorum

11.1 A quorum of the committee is 50% of its ordinary membership plus one.

12. Responsibilities of Members

12.1 All committee members are expected to abide by Willoughby City Council's Code of Conduct 2020.

12.2 Members are required to declare any conflicts of interest in accordance with Willoughby City Council's Code of Conduct 2020.

12.3 Members will be expected to work collaboratively with other committee members and contribute to the discussion of agenda items.

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15. Term of Membership

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18.4 Working parties will need to be resourced by the Committee (e.g., meeting arrangements, minutes), and will be provided a space in a Council facility or access to video conferencing to meet.

18.5 Working parties Terms of Reference need to be approved by Council prior to establishment, template attached.

19. Terms of Reference

19.1 Terms of Reference of the Advisory Committee must be adopted by Council.

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