



Willoughby City Council

ORDINARY COUNCIL

AGENDA

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

on 9 June 2020
commencing at 7:00pm

The Meeting will be webcast live but is closed to the public due to public health order to limit risk of Covid-19 virus

TABLE OF CONTENTS

TABLE OF CONTENTS	2
1 OPEN MEETING — ACKNOWLEDGEMENT OF COUNTRY	7
2 DISCLOSURES OF INTERESTS	7
3 CONFIRMATION OF MINUTES	7
4 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS	7
5 PETITIONS	7
6 OPEN FORUM — MATTERS NOT ON THE AGENDA	8
7 MAYORAL MINUTE	8
8 CHIEF EXECUTIVE OFFICER'S LATE REPORT	8
9 MATTERS FOR DEFERRAL AND PROCEDURAL PRIORITY	8
10 MATTERS REQUIRING ELABORATION OR DEBATE	8
11 PUBLIC FORUM — MATTERS ON THE AGENDA	8
12 REPORTS OF COMMITTEES	9
12.1 MINUTES - LOCAL TRAFFIC COMMITTEE MEETING HELD 22 APRIL 2020	9
13 DEFERRED MATTERS	46
14 CORRESPONDENCE	46
15 REPORTS FROM THE OFFICERS	47
CUSTOMER & CORPORATE DIRECTORATE	47
15.1 DRAFT OPERATIONAL PLAN 2020/21	47
15.2 QUARTERLY BUDGET REVIEW 2019-20 MARCH QUARTER.....	57
15.3 FURTHER REPORT: COUNCIL RESPONSE TO THE IMPACTS OF COVID-19.....	95
15.4 PROPOSED AMENDMENTS TO THE COUNCIL MEETING SCHEDULE 2020	103
15.5 INVESTMENT REPORT FOR THE MONTH OF MAY 2020	111
15.6 LEGAL SERVICES REPORT JUNE	119
15.7 AUDIT RISK AND IMPROVEMENT COMMITTEE - TENURE OF EXTERNAL INDEPENDENT MEMBERS	129
PLANNING & INFRASTRUCTURE DIRECTORATE	159
15.8 CONTAMINATED LAND POLICY - ADOPTION	159
15.9 SENIORS HOUSING SEPP	171
COMMUNITY, CULTURE & LEISURE DIRECTORATE	177
15.10 TENDER 125471 - MANAGEMENT OF THE CONCOURSE PERFORMING ARTS VENUES AND MEETING FACILITIES	177
15.11 EXPRESSIONS OF INTEREST - NORTHBRIDGE COMMUNITY FACILITIES	181
15.12 COMMUNITY SMALL GRANTS PROGRAM 2020/2021	191
15.13 COMMUNITY GRANTS - EVENT SEED FUNDING 2020/2021	213
16 NOTICES OF MOTION	219

16.1 NOTICE OF MOTION - RACISM COMPLAINTS REFERRAL ON OUR WEBSITE219

17 CONFIDENTIAL MATTERS221

17.1 CONFIDENTIAL - LEGAL SERVICES REPORT JUNE 2020221

17.2 CONFIDENTIAL TENDER 125471 - MANAGEMENT OF THE CONCOURSE PERFORMING ARTS VENUES AND MEETING FACILITIES222

18 QUESTIONS WITH NOTICE.....223

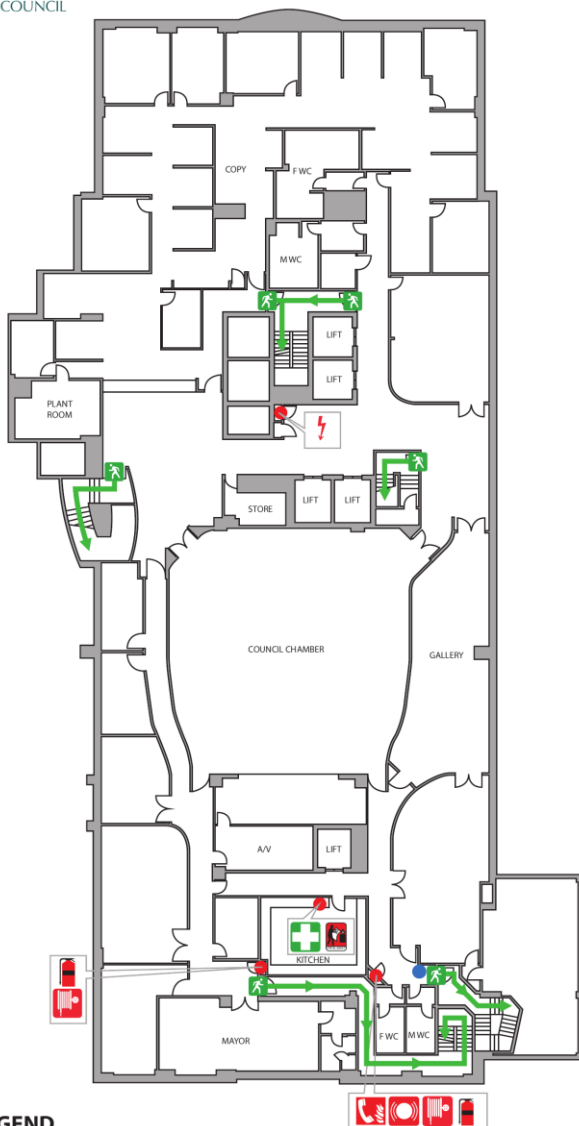
19 CONCLUSION OF THE MEETING223

WILLOUGHBY CITY COUNCIL

Level 6 Floor Plan



EVACUATION DIAGRAM COUNCIL CHAMBERS



000 EMERGENCY Dial 000 for all emergency services
 Address: 31 Victor St, Chatswood
 Nearest Cross: Albert Ave

IN THE EVENT OF AN EMERGENCY

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

EVACUATION PROCEDURES

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

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

Listen carefully to any instructions provided by Wardens and Staff.

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

DO NOT PANIC

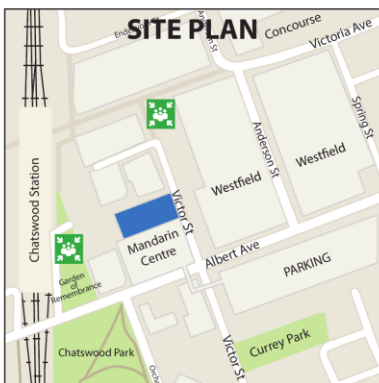
LEGEND

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

LEVEL 6

Assembly Area 1:
 Chatswood Mall, near Victor Street

Assembly Area 2:
 Garden of Remembrance



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COUNCIL CHAMBERS

GOVERNANCE MEETING ADMINISTRATION OFFICER	GOVERNANCE OFFICER	GOVERNANCE, RISK & CORPORATE PLANNING MANAGER	MAYOR	CHIEF EXECUTIVE OFFICER
P Sheldrake	V Grepl	S Charlton	Clr G Giles-Gidney	D Just

Clr S Coppock

Clr C Tuon

Clr N Wright

Clr D Fernandez

Clr B Zhu

Clr H Eriksson

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Clr Rozos

Clr W Norton

Clr J Rutherford

Clr T Mustaca

Clr L Saville

Clr C Campbell
Deputy Mayor

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Council
Staff



Council Chamber Protocol

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

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

- The Council meeting is in progress once the Mayor declares the meeting open and until the Mayor declares the meeting closed. Members of the public are asked to remain silent when the Council meeting is in progress.
- Members of the public can request that an item be discussed early in the meeting by approaching a Council Officer or Councillor prior to the meeting commencing. The decision to bring forward an item rests with the Mayor. Members of the public are not permitted to approach Councillors while the Council meeting is in progress. Having a matter brought forward in the Council meeting does not give a person the right to address Council on that matter.
- You may address Council at a Council meeting in one of two ways:
 - **Open Forum** – allows people to address Council for up to three (3) minutes on any topic relating to Council's activities or Willoughby generally. Members of the public cannot use the Open Forum to speak about an item on the agenda. Requests to speak at Open Forum can be made by completing the on-line form on Council's website before noon on the day of the meeting.
 - **Public Forum** – allows people to address Council for up to three (3) minutes in relation to a specific matter on the agenda. People wishing to address must complete the on-line form on Council's website before noon on the day of the meeting. The decision as to whether or not the person will be heard rests with the Council.
- You are able to distribute additional papers to Councillors prior to a Council meeting via the on-line Request to Address Council Meetings form or via email, post or delivered to Council chambers by noon on the day of the meeting. No additional papers can be distributed to Councillors after 5:00pm on the evening of the Council meeting except in exceptional circumstances agreed by the Chief Executive Officer and the Mayor.
- Please ensure that all mobile phones are turned **off** whilst you are in the Council Chamber. Note that mobile phones or any other recording device are not to be used to record any part of the Council Meeting.
- **Guidelines for Speakers** – When addressing the Council, please remember to be courteous. Comments made by participants in any Council meeting, which are derogatory or damaging to any person's character or reputation, including any Councillor, employee of the Council, or member of the public, may be defamatory and may subject the participant to an action for defamation. Comments made during the course of a Council meeting are not protected by the defence of absolute privilege under the *Defamation Act 2005*, and may not attract any other defences available under that Act or the common law. Every Council meeting is recorded and applications to access such recordings can be made under the *Government Information (Public Access) Act 2009 (GIPA Act)*.
- **Webcasting** – The proceedings of all Council meetings in open session, including all debate and addresses by the public, are recorded and webcast live on Council's website for the purpose of facilitating community access. Webcast archives are stored and available to the public on Council's website for two years, after which time the recordings may be disclosed under the provision of the *GIPA Act*.

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

1 OPEN MEETING — ACKNOWLEDGEMENT OF COUNTRY

2 DISCLOSURES OF INTERESTS

3 CONFIRMATION OF MINUTES

That the Minutes of the Ordinary Meeting of Council held 11 May 2020, copies of which have been circulated to each member of Council, be confirmed.

4 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

5 PETITIONS

6 OPEN FORUM — MATTERS NOT ON THE AGENDA

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

7 MAYORAL MINUTE**8 CHIEF EXECUTIVE OFFICER'S LATE REPORT****9 MATTERS FOR DEFERRAL AND PROCEDURAL PRIORITY****10 MATTERS REQUIRING ELABORATION OR DEBATE**

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

11 PUBLIC FORUM — MATTERS ON THE AGENDA

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

12 REPORTS OF COMMITTEES

12.1 MINUTES - LOCAL TRAFFIC COMMITTEE MEETING HELD 22 APRIL 2020

ATTACHMENTS: 1. IMPLICATIONS
2. TRAFFIC COMMITTEE MINUTES OF 22 APRIL 2020

RESPONSIBLE OFFICER: CHRIS BINNS – ACTING PLANNING & INFRASTRUCTURE DIRECTOR

AUTHOR: GORDON FARRELLY – SENIOR TRAFFIC ENGINEER

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

MEETING DATE: 9 JUNE 2020

1. PURPOSE OF REPORT

To advise Council of the outcome of the latest Traffic Committee Meeting held on 22 April 2020.

2. OFFICER'S RECOMMENDATION

That Council receive and adopt the recommendations of the Local Traffic Committee meeting of 22 April 2020.

3. BACKGROUND

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

The LTC met on 22 April 2020 and considered ten formal items, no late items, one informal item and one general business matter.

The voting members of the Local Traffic Committee have reviewed and accepted the minutes.

4. DISCUSSION

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

Operation of the Local Traffic Committee during the Coronavirus period

Due to the COVID-19 Coronavirus an alternative approach was approved by all members and representatives of the LTC. The new approach is outlined in the agenda report.

The alternative approach using on-line distribution of agenda items, email discussion where necessary and consensus by email was successfully implemented, with the Officer's Recommendation being adopted for all reports. No LTC meeting was held.

Item 5.1 - Edinburgh Road, Castlecrag - Traffic Safety Improvements

The Local Traffic Committee approved the implementation of the traffic safety scheme, including a blister island in Edinburgh Road and speed cushions in Edinburgh Road and Linden Way, Castlecrag.

Actions are now being progressed to implement the works prior to 30 June 2020.

Item 7.1 - Oakville Road Public Carpark, Willoughby - 15 Minute Parking Regulatory Restriction

The Local Traffic Committee noted the results of the review of the operation of the parking restrictions and approved the retention of the existing 15 minute parking zone in Oakville Road carpark, Willoughby.

5. CONCLUSION

The recommendations do not commit Council to any additional resources. It is recommended that Council adopt the recommendations of the Local Traffic Committee.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	2.1 – Enhance transport choices and connections throughout the City 2.4 – Reduce parking and traffic congestion 3.1 – Foster feelings of safety, security and cleanliness
Business Plan Objectives, Outcomes/ Services	To ensure proper traffic management and a transparent process for decision making regarding traffic matters.
Policy	The Local Traffic Committee is a technical committee of the Transport for New South Wales. Council has been delegated certain powers with regard to traffic matters on local roads. A condition of this delegation is that Council must take into account the Local Traffic Committee recommendations.
Consultation	Community consultation is undertaken for planning and development of formal items considered by the Local Traffic Committee and recommended to Council for approval.
Resource	Works are undertaken within the existing resource allocation. The recommendations do not commit Council to any additional resources.
Risk	Identified risks are addressed within individual reports in the minutes.
Legal	Not applicable.
Legislation	All recommendations comply with relevant legislation and Transport for New South Wales Policies and Guidelines.

ATTACHMENT 2



Willoughby City Council

MINUTES

TRAFFIC COMMITTEE MEETING NO 2/2020

22 April 2020



WILLOUGHBY CITY COUNCIL TRAFFIC COMMITTEE

The following information is provided so that you may be aware of the structure and operation of the Willoughby City Traffic Committee.

The Willoughby Traffic Committee is not a Committee of Willoughby City Council but a Technical Committee of the Roads and Maritime Services.

Council has been delegated certain powers, from the Roads and Maritime Services, with regard to traffic matters upon its local roads. A condition of this delegation is that Council must take into account the Traffic Committee recommendations.

There are four permanent members of the Traffic Committee, *each of whom has a single vote only*.

- The members are the **NSW Police Service, the Roads and Maritime Services, the Local State Member of Parliament (for the location of the issue to be voted upon), and Willoughby City Council.**
- Willoughby City Council operates its Traffic Committee such that the single Council vote, upon any issue is held by the Chair of the Meeting.
- Generally the Traffic Committee meetings are chaired by a staff member of Council's Transport Management Group.
- Willoughby City Council allows the public to attend and speak at its Traffic Committee on issues of concern for a maximum of five minutes.
- If either the Police or RMS representative on the Traffic Committee disagrees with any Traffic Committee recommendation, or Council resolution on any Traffic Committee recommendation, that member may lodge an appeal with the Sydney Regional Traffic Committee for determination. The appeal must be lodged in writing within 14 days of Council's resolution.
- Any action relative to any issue under appeal must cease until the matter is determined.
- The Sydney Regional Traffic Committee is chaired by an independent chairperson and submissions and representations are welcomed from all interested parties.

TRAFFIC COMMITTEE MEETING

22 APRIL 2020

1	PRESENT	4
2	APOLOGIES	4
3	DISCLOSURES OF INTEREST	5
4	MATTERS ARISING FROM THE MINUTES OR FROM COUNCIL RESOLUTION	5
4.1	COUNCIL ADOPTION OF THE LOCAL TRAFFIC COMMITTEE MINUTES	6
5	FORMAL ITEMS FOR CONSIDERATION	9
5.1	EDINBURGH ROAD, CASTLECRAG - TRAFFIC SAFETY IMPROVEMENTS	9
5.2	RESERVE ROAD, ARTARMON - FULL TIME NO PARKING RESTRICTIONS	11
5.3	NEA STREET, CHATSWOOD - FULL TIME NO PARKING RESTRICTIONS	13
5.4	KINGSMEADOW CLOSE, WILLOUGHBY - BICYCLE PATH AND ON ROAD MIXED TREATMENT	15
5.5	HIGH STREET, NORTH WILLOUGHBY - RAISED PEDESTRIAN CROSSING (WOMBAT)	17
5.6	ALLEYNE STREET, CHATSWOOD - MOTOR BIKES ONLY PARKING RESTRICTIONS	19
5.7	WIDGIEWA ROAD & COORABIN ROAD, NORTHBRIDGE - TRAFFIC SAFETY AND MOVEMENT IMPROVEMENTS	21
5.8	MOWBRAY ROAD, WILLOUGHBY - PEDESTRIAN FENCING BETWEEN PENSHURST STREET AND WILLOUGHBY ROAD	24
5.9	HERBERT STREET, ST LEONARDS - CAR SHARE PARKING RESTRICTIONS	26
5.10	DELEGATED ITEMS - REGULATORY SIGNPOSTING AND LINE MARKING	30
6	LATE ITEMS	31
6.1	NIL	31
7	INFORMAL ITEMS	31
7.1	OAKVILLE ROAD PUBLIC CARPARK, WILLOUGHBY - 15 MINUTE PARKING REGULATORY RESTRICTION	31
8	GENERAL BUSINESS	32
8.1	PEDESTRIAN AND TRAFFIC SAFETY AND MOVEMENT ISSUES - PACIFIC HIGHWAY BETWEEN AND INCLUDING VICTORIA AVENUE AND ALBERT AVENUE CHATSWOOD	32

PAGE 2

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TRAFFIC COMMITTEE MEETING**22 APRIL 2020****1 PRESENT****Voting members present:**

Mr Zakaria Ahmad	Transport for New South Wales
Snr Const Samantha Sholkie	NSW Police
Mr Gordon Farrelly	Willoughby City Council
Mr Ken Rutherford	Local State MP for Willoughby Representative
Ms Zorica Kaye-Smith	Local State MP for Lane Cove Representative

Other representatives:

Mr Egwin Herbert	Sydney Buses
Mr Daniel Sui	Willoughby City Council
Mr Hassan Yousaf	Willoughby City Council
Mr Richard Goulston	Willoughby City Council

Councillors present:

Nil

Members of the public:

Mr Charles Gowing	Willoughby Federation of Progress Associations
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2 APOLOGIES

Sgt Ryan Edwards	NSW Police
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Operations of the Local Traffic Committee during the Coronavirus period

Due to the COVID-19 Coronavirus an alternative approach was approved by all members and representatives of the Local Traffic Committee. See below.

Alternative Operation of the Local Traffic Committee (LTC)

The alternative approach is provided below:

1. The Local Traffic Committee Agenda is created.
2. The agenda is released at least one week prior to the meeting date. It is published on the internet on Council's website with members informed at the same time.
3. Council will prepare the feedback form and release it to members at the same time as the agenda.
4. LTC members review the agenda and provide feedback in a feedback form, the attached document

PAGE 4

TRAFFIC COMMITTEE MEETING

22 APRIL 2020

5. The LTC members complete the feedback form and return the feedback form by close of business on the Monday prior to the meeting.
6. A virtual in-line meeting would be held only based on information provided by members the feedback form.
7. Virtual on-line meeting is held for only those items that members have provided a 'Not Approved' response OR are requested by members for discussion.
8. Confirmation of whether a meeting will be held and which items will be discussed is to be released by email on the Tuesday prior to the meeting.
9. Virtual meeting is held (optional).
10. Minutes are developed based on the information in the feedback forms and virtual on-line meeting.
11. Minutes are released as per the normal process with members formally confirming acceptance of the minutes.

This approach and standard feedback form allows provision of feedback to each item in a formal manner. It is structured to link to the LTC agenda and provide members an opportunity to provide a decision with/ without comments. Late items and additional comments can be added, where appropriate.

The voting members and other representatives were requested to complete and return a Feedback Form on the items in the agenda. The feedback received revealed that all items were approved by all members. The comments received were considered, a response provided to the members and, where appropriate, information incorporated into the Minutes.

As a result no formal meeting was held on 22 April 2020.

3 DISCLOSURES OF INTEREST

Refer: Willoughby City Council Code of Conduct 2019

[Willoughby City Council Code of Conduct 2019](#)

All participants agreed to comply with the Willoughby Council Code of Conduct.

TRAFFIC COMMITTEE RECOMMENDATION

That Council note the attendees and adopt the advice from the Local Traffic Committee.

4 MATTERS ARISING FROM THE MINUTES OR FROM COUNCIL RESOLUTION

That the Minutes of the Ordinary Meeting of the Local Traffic Committee held 19 February 2020, copies of which have been circulated to each member of the Local Traffic Committee, be confirmed.

PAGE 5

4.1 COUNCIL ADOPTION OF THE LOCAL TRAFFIC COMMITTEE MINUTES

That the Resolution of the Ordinary Meeting of Council held 9 March 2020 provided below, be noted.

TRAFFIC COMMITTEE RECOMMENDATION

That Council note that the Local Traffic Committee:

- Adopts the minutes of the meeting on 19 February 2020 as a true and accurate record.
- Notes the resolution of the Ordinary Meeting of Council held 9 March 2020.

TRAFFIC COMMITTEE MEETING

22 APRIL 2020

12.2 MINUTES - LOCAL TRAFFIC COMMITTEE MEETING HELD 19 FEBRUARY 2020

ATTACHMENTS:	1. IMPLICATIONS 2. TRAFFIC COMMITTEE MINUTES OF 19 FEBRUARY 2020
RESPONSIBLE OFFICER:	CHRIS BINNS – ACTING PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	GORDON FARRELLY –TRAFFIC AND TRANSPORT TEAM LEADER
CITY STRATEGY OUTCOME:	2.1 – ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY 2.4 – REDUCE PARKING AND TRAFFIC CONGESTION 3.1 – FOSTER FEELINGS OF SAFETY, SECURITY AND CLEANLINESS
MEETING DATE:	9 MARCH 2020

PURPOSE OF REPORT

To advise Council of the outcome of the Traffic Committee Meeting held on 19 February 2020.

RESOLUTION

That Council:

1. Amend the relevant resolution on page 24 item 6.1 in item 12.2 of the Local Traffic Committee Minutes held 19 February 2020, as follows:

“That Council:

Approve the preferred option D and identify savings as part of the Quarterly Budget Review report to Council in April to enable the design, consultation and implementation to be completed by 30 June 2020.”

2. Receive and adopt the balance of the recommendations arising from the Local Traffic Committee meeting of 19 February 2020.

MOVED COUNCILLOR ERIKSSON

SECONDED COUNCILLOR FERNANDEZ

CARRIED

Voting

PAGE 7

TRAFFIC COMMITTEE MEETING

22 APRIL 2020

For the Resolution: Councillors Giles-Gidney, Campbell, Eriksson, Fernandez, Mustaca, Norton, Rozos, Rutherford, Saville, Tuon, Wright and Zhu.

Against: Nil

Councillor Eriksson declared, via a Disclosures of Interest form, a non-pecuniary less than significant interest in Item 12.2: Minutes – Local Traffic Committee Meeting held 19 February 2020 (Item 6.1)

(Nature of Interest: I reside in Linden Way. However, I am not directly affected by the intersection in question)

TRAFFIC COMMITTEE MEETING

22 APRIL 2020

5 FORMAL ITEMS FOR CONSIDERATION

5.1 EDINBURGH ROAD, CASTLECRAG - TRAFFIC SAFETY IMPROVEMENTS

ATTACHMENTS:	1. CONCEPT DESIGN
WARD:	SAILORS BAY WARD
RESPONSIBLE OFFICER:	GORDON FARRELLY - TRAFFIC & TRANSPORT TEAM LEADER
AUTHOR:	GORDON FARRELLY - TRAFFIC & TRANSPORT TEAM LEADER
CITY STRATEGY OUTCOME:	3.1 – FOSTER FEELINGS OF SAFETY, SECURITY AND CLEANLINESS
MEETING DATE:	22 APRIL 2020

1. PURPOSE OF REPORT

To approve the implementation of the traffic safety scheme, including a blister island in Edinburgh Road and speed cushions in Edinburgh Road and Linden Way, Castlecrag.

2. LOCAL TRAFFIC COMMITTEE RECOMMENDATION

That Council approve the implementation of the proposed changes in Edinburgh Road and Linden Way as shown in Attachment 1.

3. LOCAL TRAFFIC COMMITTEE DISCUSSION

Nil.

4. LOCAL TRAFFIC COMMITTEE CONCLUSION

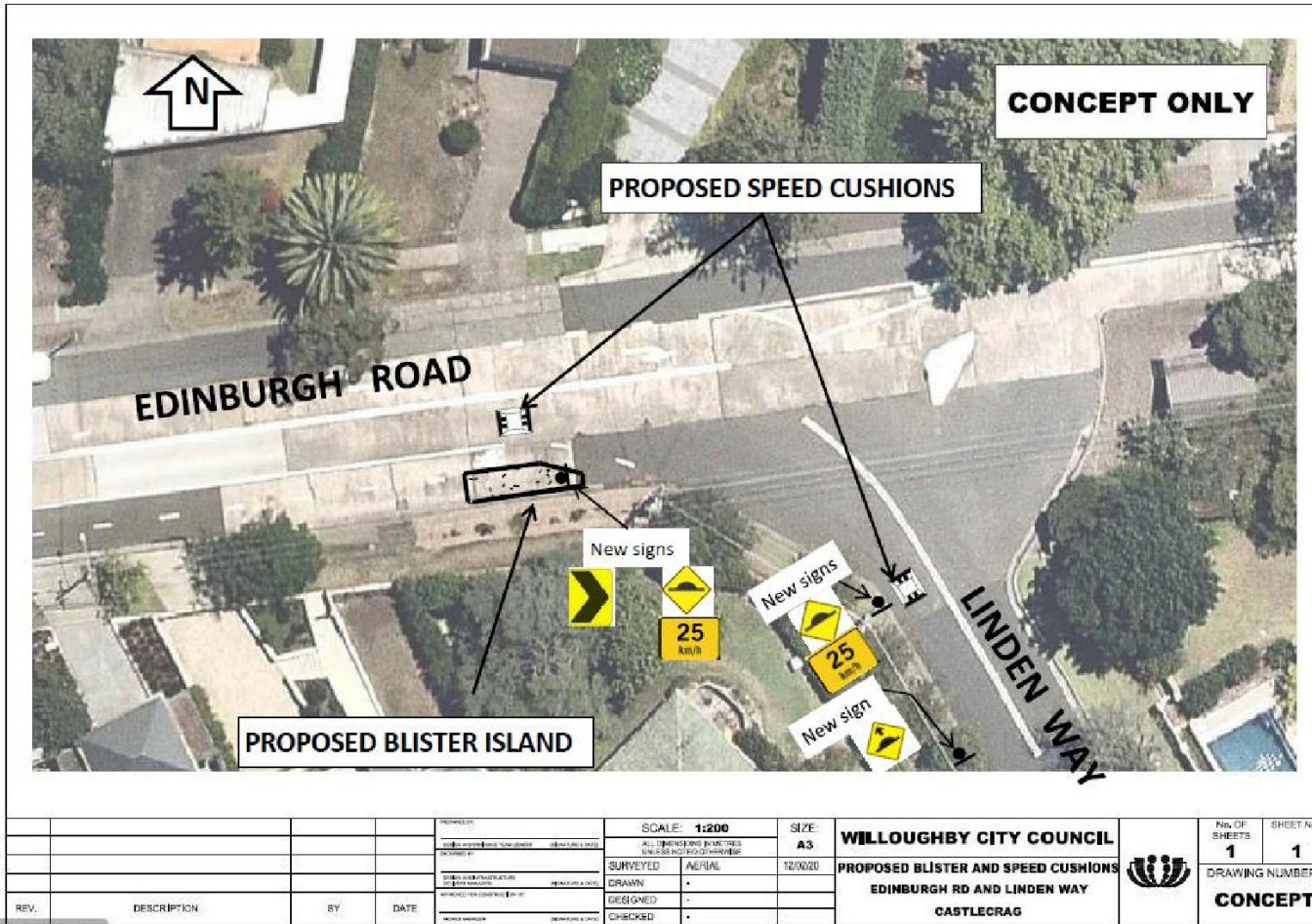
The Committee agreed with the Officer's recommendation.

PAGE 9

ATTACHMENT 1

TRAFFIC COMMITTEE MEETING

22 APRIL 2020



				SCALE: 1:200		SIZE: A3		WILLOUGHBY CITY COUNCIL		No. OF SHEETS: 1 SHEET No. 1	
				SURVEYED: AERIAL		12/06/20		PROPOSED BLISTER AND SPEED CUSHIONS		DRAWING NUMBER: CONCEPT	
				DRAWN: -				EDINBURGH RD AND LINDEN WAY			
				DESIGNED: -				CASTLECRAG			
				CHECKED: -							
REV.	DESCRIPTION	BY	DATE								

PAGE 10

TRAFFIC COMMITTEE MEETING

22 APRIL 2020

5.2 RESERVE ROAD, ARTARMON - FULL TIME NO PARKING RESTRICTIONS

ATTACHMENTS:	1. PLAN SHOWING FULL TIME NO PARKING RESTRICTIONS
WARD:	NAREMBURN WARD
RESPONSIBLE OFFICER:	GORDON FARRELLY - TRAFFIC & TRANSPORT TEAM LEADER
AUTHOR:	HASSAN YOUSAF - TRAFFIC ENGINEER
CITY STRATEGY OUTCOME:	3.1 – FOSTER FEELINGS OF SAFETY, SECURITY AND CLEANLINESS
MEETING DATE:	22 APRIL 2020

1. PURPOSE OF REPORT

To approve the installation of full time No Parking restrictions in Reserve Road, Artarmon to allow for a safe access in and out of the driveway to 80 Reserve Road.

2. LOCAL TRAFFIC COMMITTEE RECOMMENDATION

That Council approve the installation of 6.0 metres full time No Parking restrictions in Reserve Road, Artarmon, south of the driveway of 80 Reserve Road as per Attachment 1.

3. LOCAL TRAFFIC COMMITTEE DISCUSSION

Motor Bike Only parking was considered in the investigations for this proposal. The provision of Motor Bike Only parking was not progressed due to the need to provide adequate driver sight distance for vehicles exiting the driveway and to provide adequate room for the turning path of vehicle entering the driveway.

4. LOCAL TRAFFIC COMMITTEE CONCLUSION

The Committee agreed with the Officer's recommendation.

PAGE 11

ATTACHMENT 1



TRAFFIC COMMITTEE MEETING

22 APRIL 2020

PAGE 12

TRAFFIC COMMITTEE MEETING

22 APRIL 2020

5.3 NEA STREET, CHATSWOOD - FULL TIME NO PARKING RESTRICTIONS

ATTACHMENTS: 1. SIGNPOSTING DESIGN PLAN

WARD: WEST WARD

RESPONSIBLE OFFICER: GORDON FARRELLY - TRAFFIC & TRANSPORT
TEAM LEADER

AUTHOR: HASSAN YOUSAF - TRAFFIC ENGINEER

CITY STRATEGY OUTCOME: 2.4 – REDUCE PARKING AND TRAFFIC
CONGESTION

MEETING DATE: 22 APRIL 2020

1. PURPOSE OF REPORT

To approve the installation of full time No Parking restrictions in Nea Street, Chatswood in the cul-de-sac.

2. LOCAL TRAFFIC COMMITTEE RECOMMENDATION

That Council approve the installation of full time No Parking signs in Nea Street to improve vehicle maneuvering at the cul-de-sac as shown in Attachment 1.

3. LOCAL TRAFFIC COMMITTEE DISCUSSION

Nil.

4. LOCAL TRAFFIC COMMITTEE CONCLUSION

The Committee agreed with the Officer's recommendation.

PAGE 13

ATTACHMENT 1



TRAFFIC COMMITTEE MEETING

22 APRIL 2020

TRAFFIC COMMITTEE MEETING

22 APRIL 2020

5.4 KINGSMEADOW CLOSE, WILLOUGHBY - BICYCLE PATH AND ON ROAD MIXED TREATMENT

ATTACHMENTS:	1. SIGNS, LINE-MARKING AND PAVEMENT MARKING PLAN
WARD:	SAILORS BAY WARD
RESPONSIBLE OFFICER:	GORDON FARRELLY - TRAFFIC & TRANSPORT TEAM LEADER
AUTHOR:	HASSAN YOUSAF - TRAFFIC ENGINEER
CITY STRATEGY OUTCOME:	2.1 – ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY 3.1 – FOSTER FEELINGS OF SAFETY, SECURITY AND CLEANLINESS
MEETING DATE:	22 APRIL 2020

1. PURPOSE OF REPORT

To approve the provision of a bicycle path and on road mixed treatment in Kingsmeadow Close, Willoughby, to connect to an existing shared path.

2. LOCAL TRAFFIC COMMITTEE RECOMMENDATION

That Council approve the installation of a bicycle path and on road mixed treatment in Kingsmeadow Close, Willoughby as per Attachment 1.

3. LOCAL TRAFFIC COMMITTEE DISCUSSION

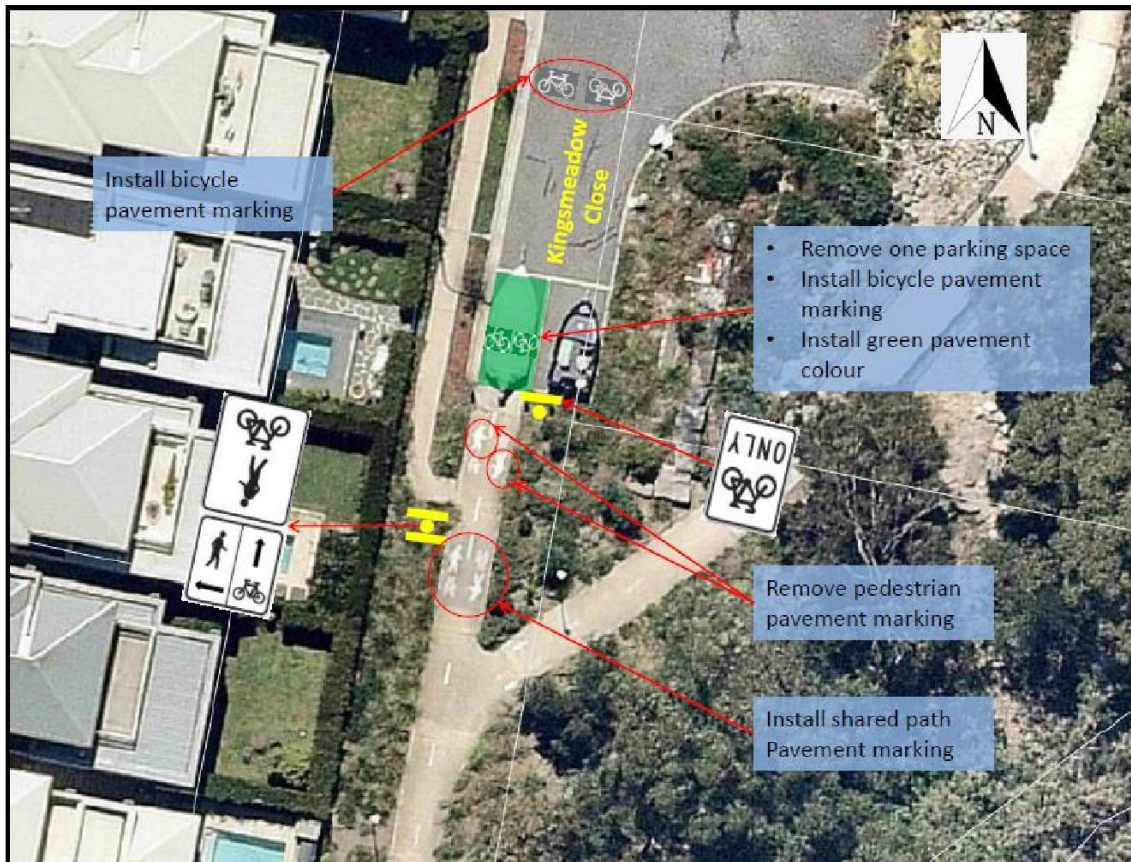
The Local Traffic Committee considered that an additional (new) set of shared path pavement markings in both directions, south of the pedestrian footpath, in Foundation Place would improve cyclist awareness that they have entered a shared path.

4. LOCAL TRAFFIC COMMITTEE CONCLUSION

The Committee agreed with the Officer's recommendation subject to the inclusion of an additional set of shared path pavement markings, in both directions, in Foundation Place just south of the new bike path.

PAGE 15

ATTACHMENT 1



TRAFFIC COMMITTEE MEETING

22 APRIL 2020

5.5 HIGH STREET, NORTH WILLOUGHBY - RAISED PEDESTRIAN CROSSING (WOMBAT)

ATTACHMENTS:	1. WOMBAT CROSSING DETAILED DESIGN PLAN
WARD:	MIDDLE HARBOUR WARD
RESPONSIBLE OFFICER:	GORDON FARRELLY - TRAFFIC & TRANSPORT TEAM LEADER
AUTHOR:	GORDON FARRELLY - TRAFFIC & TRANSPORT TEAM LEADER
CITY STRATEGY OUTCOME:	3.1 – FOSTER FEELINGS OF SAFETY, SECURITY AND CLEANLINESS
MEETING DATE:	22 APRIL 2020

1. PURPOSE OF REPORT

To approve the implementation of a wombat crossing in place of the existing zebra (pedestrian) crossing in High Street at Bedford Street, North Willoughby.

2. LOCAL TRAFFIC COMMITTEE RECOMMENDATION

That Council:

- Approve the implementation of a wombat crossing in place of the existing zebra (pedestrian) crossing in High Street at Bedford Street, North Willoughby as per Attachment 1.
- Note that speed cushions would not be implemented on High Street, on both approaches, to the wombat crossing.
- Note that speed surveys will be conducted following the implementation of the wombat crossing to assess if additional speed reducing measures are required.

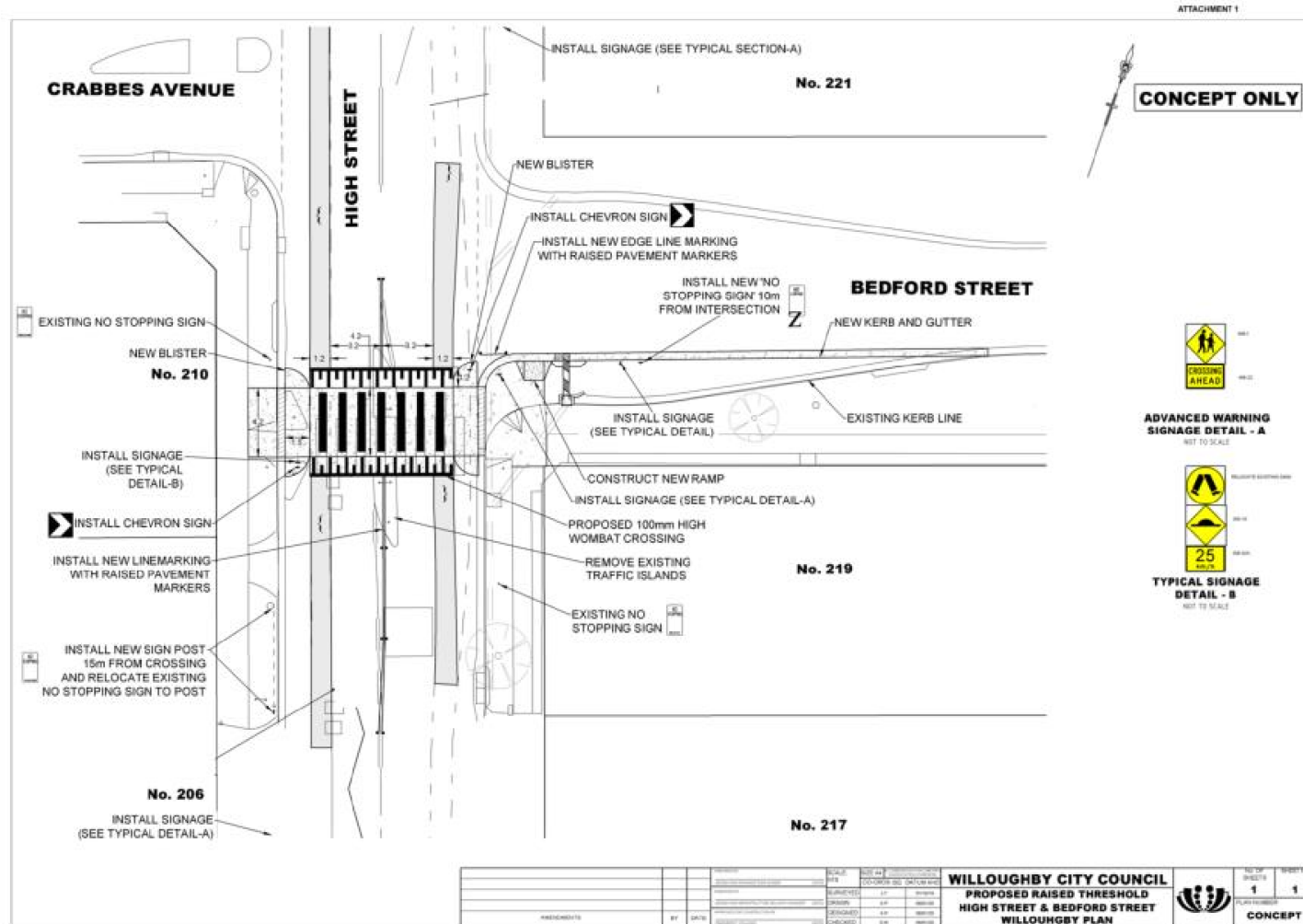
3. LOCAL TRAFFIC COMMITTEE DISCUSSION

Nil.

4. LOCAL TRAFFIC COMMITTEE CONCLUSION

The Committee agreed with the Officer's recommendation.

PAGE 17



TRAFFIC COMMITTEE MEETING

22 APRIL 2020

5.6 ALLEYNE STREET, CHATSWOOD – MOTOR BIKES ONLY PARKING RESTRICTIONS

WARD:	MIDDLE HARBOUR WARD
RESPONSIBLE OFFICER:	GORDON FARRELLY - TRAFFIC & TRANSPORT TEAM LEADER
AUTHOR:	GORDON FARRELLY - TRAFFIC & TRANSPORT TEAM LEADER
CITY STRATEGY OUTCOME:	2.4 – REDUCE PARKING AND TRAFFIC CONGESTION 3.1 – FOSTER FEELINGS OF SAFETY, SECURITY AND CLEANLINESS
MEETING DATE:	22 APRIL 2020

1. PURPOSE OF REPORT

To approve the implementation of a 'Motor Bikes Only' parking restriction on the western side of Alleyne Street, between the driveways of 58A and 60 Alleyne Street (between Smith Street and Mann Street), Chatswood.

2. LOCAL TRAFFIC COMMITTEE RECOMMENDATION

That Council approve the installation of a 'Motor Bikes only' parking restriction on the western side of Alleyne Street between the driveways of 58A and 60 Alleyne Street, Chatswood as shown in Attachment 1.

3. LOCAL TRAFFIC COMMITTEE DISCUSSION

Nil.

4. LOCAL TRAFFIC COMMITTEE CONCLUSION

The Committee agreed with the Officer's recommendation.

PAGE 19



Proposed Full time
Motor Bikes Only
Parking

TRAFFIC COMMITTEE MEETING

22 APRIL 2020

5.7 WIDGIEWA ROAD & COORABIN ROAD, NORTHBRIDGE - TRAFFIC SAFETY AND MOVEMENT IMPROVEMENTS

ATTACHMENTS:	1. PROPOSED MEASURES 2. DIAGRAM OF PROPOSED MEASURES
WARD:	SAILORS BAY WARD
RESPONSIBLE OFFICER:	GORDON FARRELLY - TRAFFIC & TRANSPORT TEAM LEADER
AUTHOR:	GORDON FARRELLY - TRAFFIC & TRANSPORT TEAM LEADER
CITY STRATEGY OUTCOME:	2.4 – REDUCE PARKING AND TRAFFIC CONGESTION 3.1 – FOSTER FEELINGS OF SAFETY, SECURITY AND CLEANLINESS
MEETING DATE:	22 APRIL 2020

1. PURPOSE OF REPORT

To approve the proposed line-marking and signage plan for Widgiewa Road and the installation of a 12 metres of full time No Parking restriction on the southern side of Coorabin Road opposite Widgiewa Road, Northbridge.

2. LOCAL TRAFFIC COMMITTEE RECOMMENDATION

That Council approve the proposed line-marking and signage plan for Widgiewa Road and the installation of 12 metres of full time No Parking restriction on the southern side of Coorabin Road opposite Widgiewa Road, Northbridge as per Attachments 1 and 2.

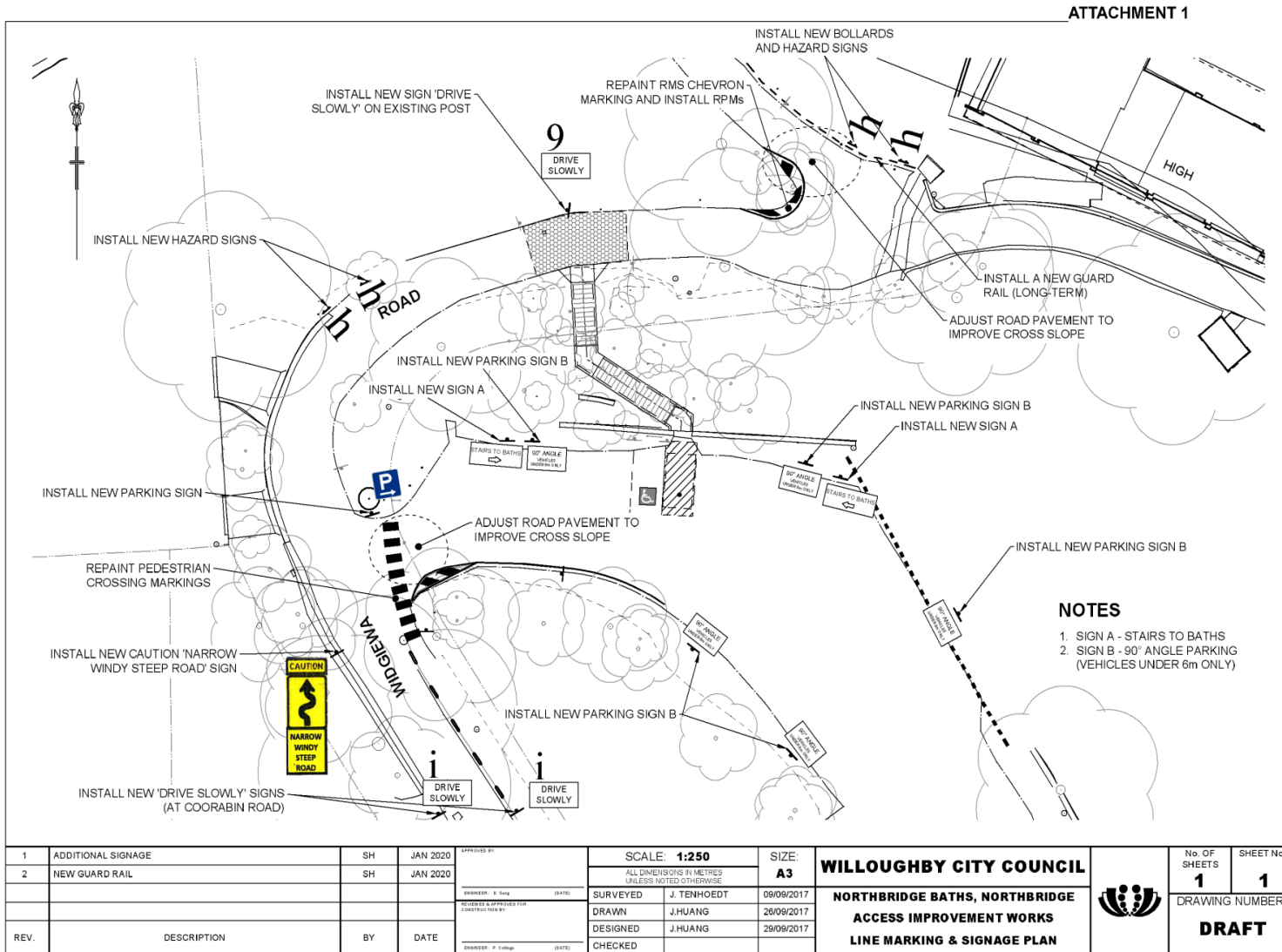
3. LOCAL TRAFFIC COMMITTEE DISCUSSION

Nil.

4. LOCAL TRAFFIC COMMITTEE CONCLUSION

The Committee agreed with the Officer's recommendation.

PAGE 21





TRAFFIC COMMITTEE MEETING

22 APRIL 2020

5.8 MOWBRAY ROAD, WILLOUGHBY - PEDESTRIAN FENCING BETWEEN PENSURST STREET AND WILLOUGHBY ROAD

ATTACHMENTS:	1. PROPOSED FENCING PLAN
WARD:	SAILORS BAY WARD
RESPONSIBLE OFFICER:	GORDON FARRELLY - TRAFFIC & TRANSPORT TEAM LEADER
AUTHOR:	GORDON FARRELLY - TRAFFIC & TRANSPORT TEAM LEADER
CITY STRATEGY OUTCOME:	3.1 – FOSTER FEELINGS OF SAFETY, SECURITY AND CLEANLINESS
MEETING DATE:	22 APRIL 2020

1. PURPOSE OF REPORT

To approve the installation of a pedestrian fence on the northern footpath of Mowbray Road between Penshurst Street and Willoughby Road, Willoughby.

2. LOCAL TRAFFIC COMMITTEE RECOMMENDATION

That Council approve the installation of a pedestrian fence on the northern footpath of Mowbray Road between Penshurst Street and Willoughby Road, Willoughby as per Attachment 1.

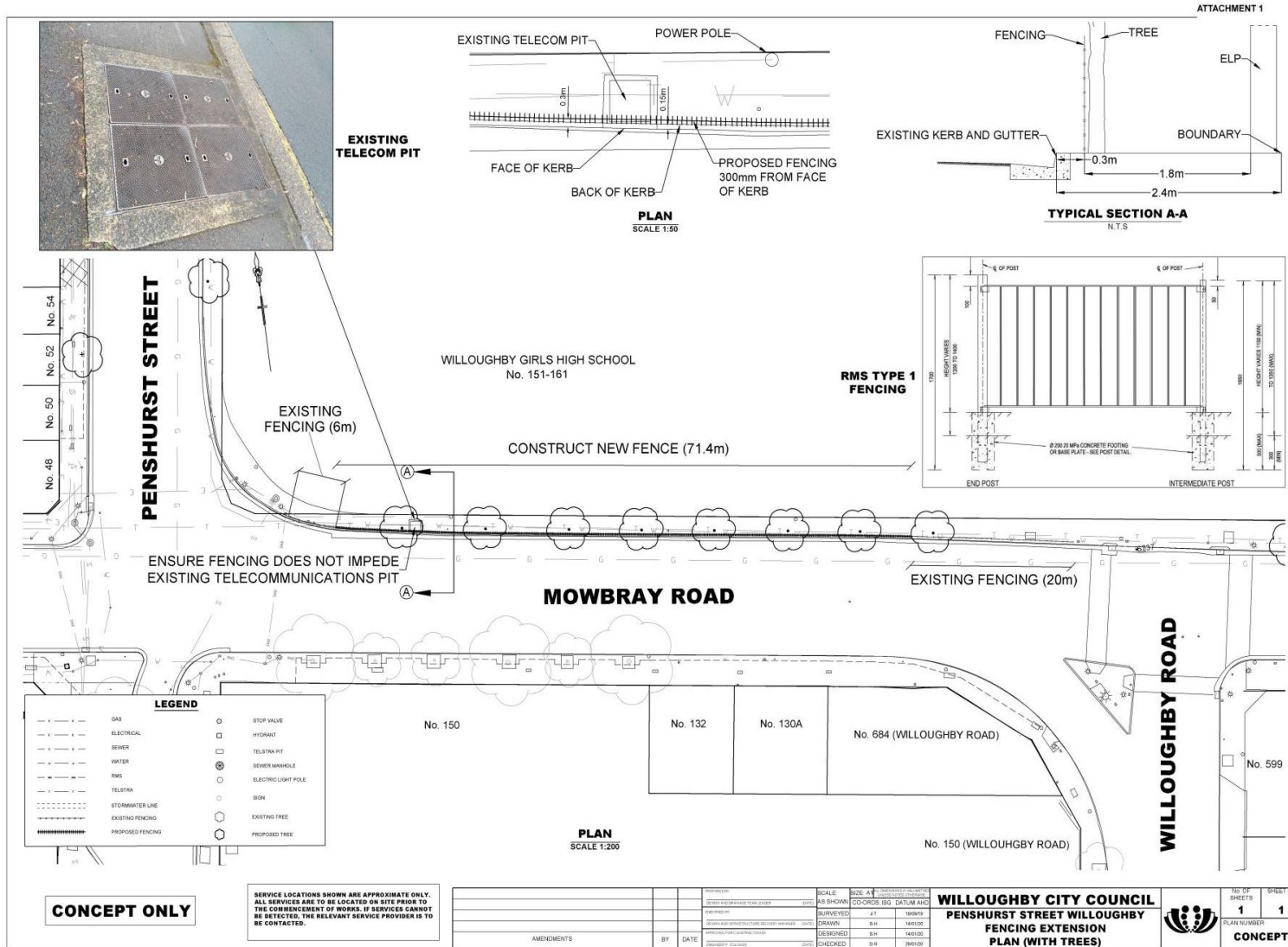
3. LOCAL TRAFFIC COMMITTEE DISCUSSION

Nil.

4. LOCAL TRAFFIC COMMITTEE CONCLUSION

The Committee agreed with the Officer's recommendation.

PAGE 24



TRAFFIC COMMITTEE MEETING

22 APRIL 2020

5.9 HERBERT STREET, ST LEONARDS - CAR SHARE PARKING RESTRICTIONS

ATTACHMENTS:	1. CAR SHARE PARKING SPACE SIGNPOSTING AND PAVEMENT MARKING PLAN
WARD:	NAREMBURN WARD
RESPONSIBLE OFFICER:	GORDON FARRELLY - TRAFFIC & TRANSPORT TEAM LEADER
AUTHOR:	DANIEL SUI - SENIOR TRANSPORT ENGINEER
CITY STRATEGY OUTCOME:	2.1 – ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY 2.4 – REDUCE PARKING AND TRAFFIC CONGESTION
MEETING DATE:	22 APRIL 2020

1. PURPOSE OF REPORT

To approve the installation of one car share parking restrictions in Herbert Street, St Leonards, as per Attachment 1.

2. LOCAL TRAFFIC COMMITTEE RECOMMENDATION

That Council approve the installation of a car share parking restriction in Herbert Street, St Leonards, as per Attachment 1.

3. LOCAL TRAFFIC COMMITTEE DISCUSSION

Nil.

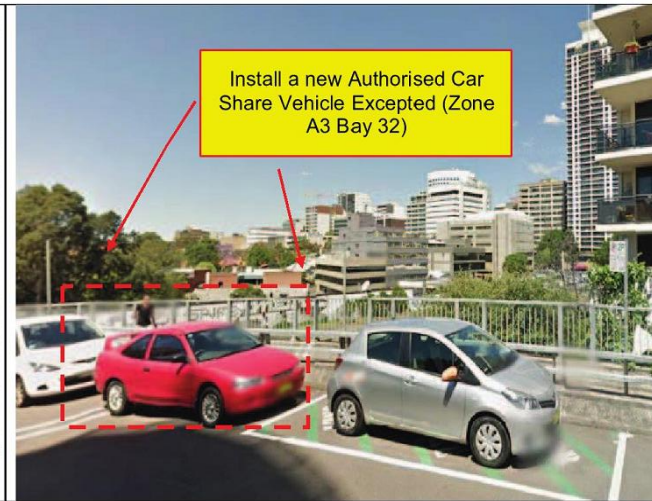
4. LOCAL TRAFFIC COMMITTEE CONCLUSION

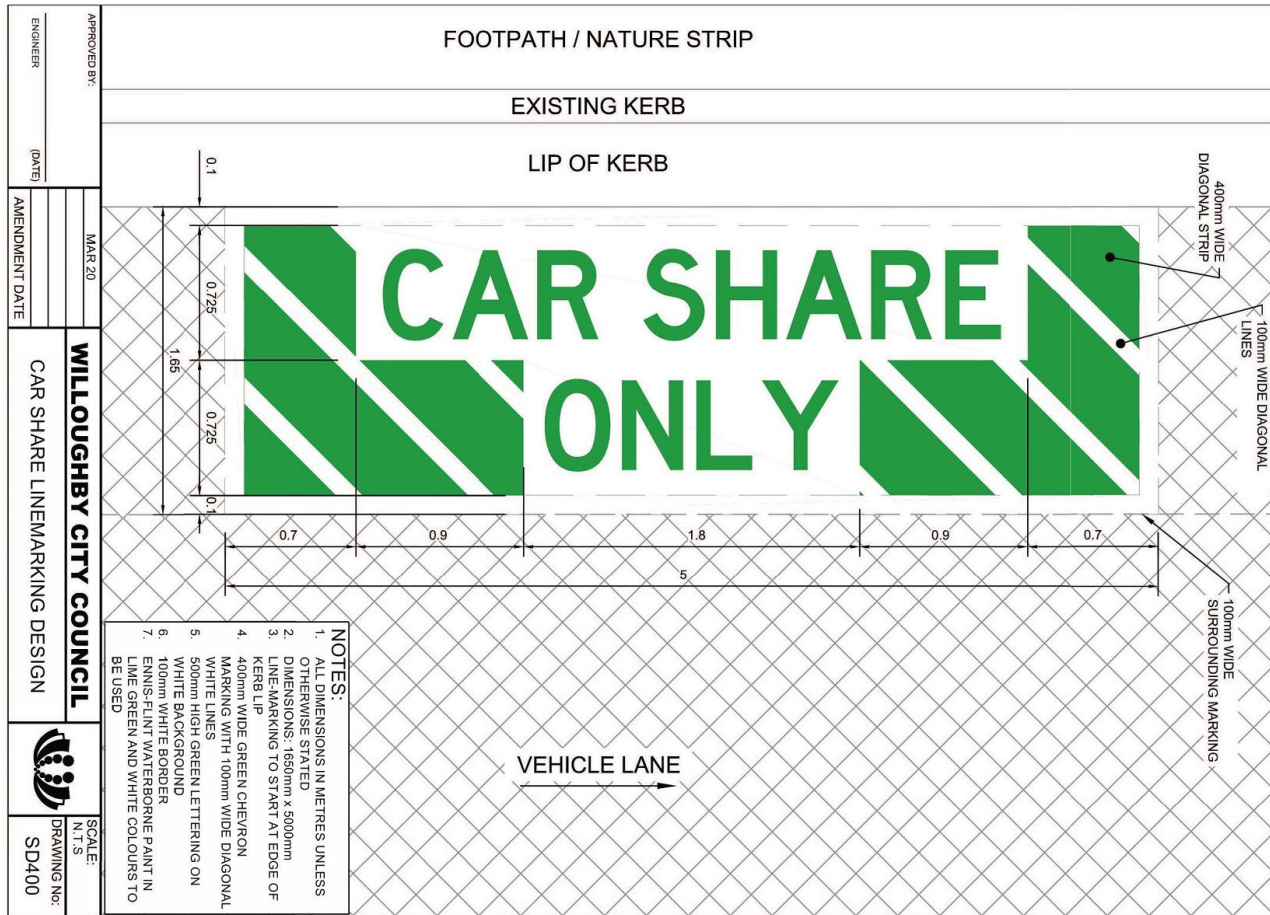
The Committee agreed with the Officer's recommendation.

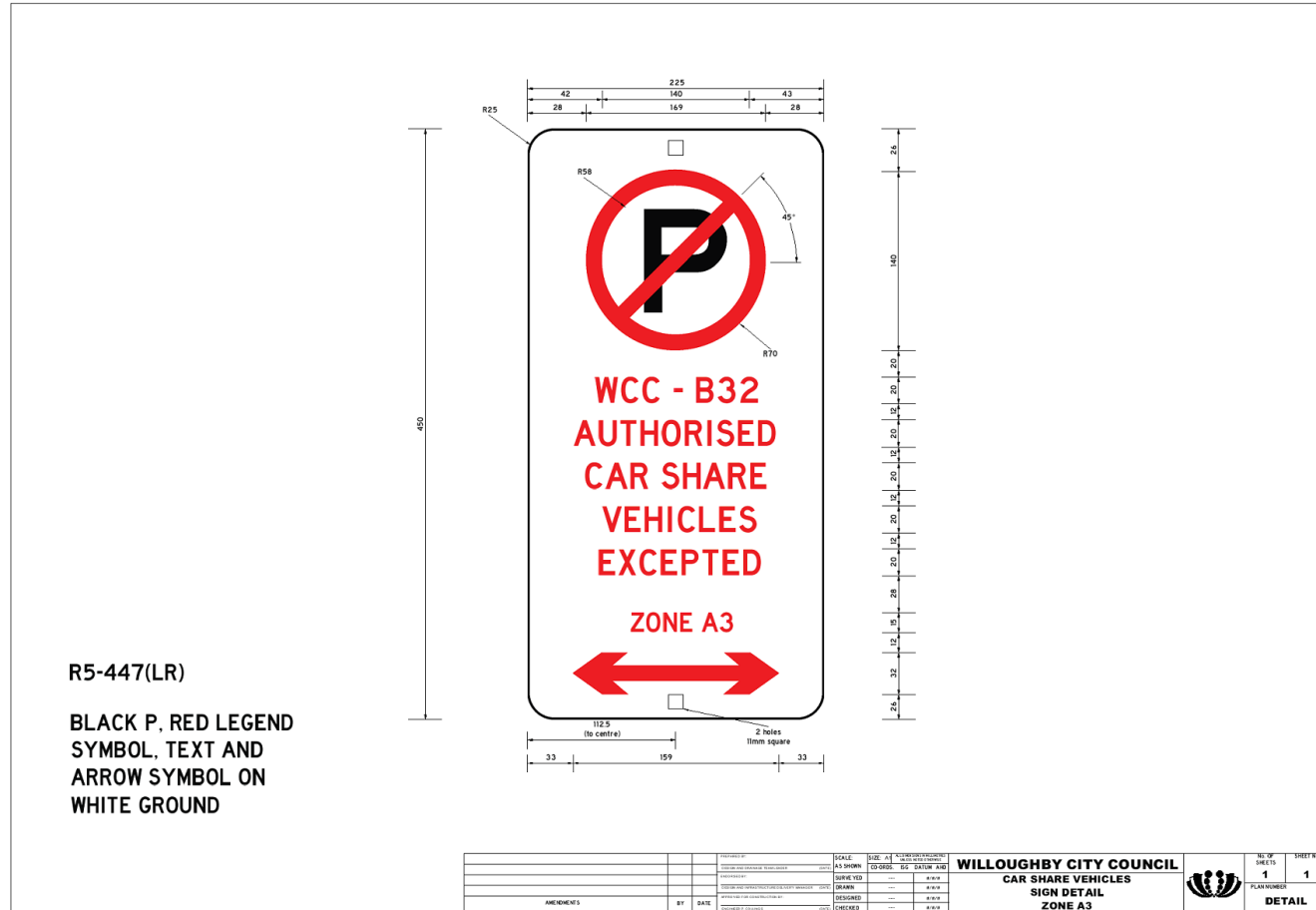
PAGE 26

ATTACHMENT 1

Herbert Street (opposite Eileen Street), St Leonards







TRAFFIC COMMITTEE MEETING

22 APRIL 2020

5.10 DELEGATED ITEMS - REGULATORY SIGNPOSTING AND LINE MARKING

ATTACHMENTS:	1. DIAGRAMS OF SIGNPOSTING, PAVEMENT MARKING AND LINE MARKING CHANGES
WARD:	all wards
RESPONSIBLE OFFICER:	GORDON FARRELLY – TRAFFIC AND TRANSPORT TEAM LEADER
AUTHOR:	HASSAN YOUSAF – TRAFFIC ENGINEER
CITY STRATEGY OUTCOME:	2.1 – ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY 2.4 – REDUCE PARKING AND TRAFFIC CONGESTION 3.1 – FOSTER FEELINGS OF SAFETY, SECURITY AND CLEANLINESS
MEETING DATE:	22 APRIL 2020

1. PURPOSE OF REPORT

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

2. LOCAL TRAFFIC COMMITTEE RECOMMENDATION

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

3. LOCAL TRAFFIC COMMITTEE DISCUSSION

Nil.

4. LOCAL TRAFFIC COMMITTEE CONCLUSION

The Committee agreed with the Officer's recommendation.

PAGE 30

TRAFFIC COMMITTEE MEETING**22 APRIL 2020****6 LATE ITEMS****6.1 NIL****7 INFORMAL ITEMS****7.1 OAKVILLE ROAD PUBLIC CARPARK, WILLOUGHBY - 15 MINUTE PARKING REGULATORY RESTRICTION**

WARD:	SAILORS BAY WARD
RESPONSIBLE OFFICER:	GORDON FARRELLY - TRAFFIC & TRANSPORT TEAM LEADER
AUTHOR:	GORDON FARRELLY - TRAFFIC & TRANSPORT TEAM LEADER
CITY STRATEGY OUTCOME:	2.4 – REDUCE PARKING AND TRAFFIC CONGESTION
MEETING DATE:	22 APRIL 2020

1. PURPOSE OF REPORT

To provide the results of a review undertaken to assess the effectiveness of the 15 minute parking zone in Oakville Road public carpark, Willoughby.

2. LOCAL TRAFFIC COMMITTEE RECOMMENDATION

That Council approve the retention of the existing 15 minute parking zone in Oakville Road carpark, Willoughby.

3. LOCAL TRAFFIC COMMITTEE DISCUSSION

Nil.

4. LOCAL TRAFFIC COMMITTEE CONCLUSION

The Committee agreed with the Officer's recommendation.

PAGE 31

8 GENERAL BUSINESS

8.1 PEDESTRIAN AND TRAFFIC SAFETY AND MOVEMENT ISSUES - PACIFIC HIGHWAY BETWEEN AND INCLUDING VICTORIA AVENUE AND ALBERT AVENUE CHATSWOOD

WARD:	WEST WARD
RESPONSIBLE OFFICER:	GORDON FARRELLY - TRAFFIC & TRANSPORT TEAM LEADER
AUTHOR:	GORDON FARRELLY - TRAFFIC & TRANSPORT TEAM LEADER
CITY STRATEGY OUTCOME:	3.1 – FOSTER FEELINGS OF SAFETY, SECURITY AND CLEANLINESS
MEETING DATE:	22 APRIL 2020

1. PURPOSE OF REPORT

To endorse the advice provided by the Local Traffic Committee in the management of Pacific Highway between and including Centennial Avenue and Albert Avenue, Chatswood.

2. LOCAL TRAFFIC COMMITTEE RECOMMENDATION

That Council endorse the advice provided by the Local Traffic Committee in the safety management of Pacific Highway between, and including, Centennial Avenue and Albert Avenue, Chatswood.

3. LOCAL TRAFFIC COMMITTEE DISCUSSION

Transport for NSW advised that:

- There are no plans to upgrade Pacific Highway between Fullers Road and Albert Avenue at this time.
- The traffic signal operation has been reviewed in response to the request for additional pedestrian crossing time. Due to the traffic volumes and public transport routes on the Pacific Highway and Victoria Avenue, minimal signal optimisations can be achieved. The grade separated overpass is recommended for school students to use, removing all vehicle/pedestrian interactions.
- Transport for NSW will engage with the schools for additional education programs.
- The tidal flow signage on Pacific Highway has recently been upgraded to clearer signage to alert drivers of the current lane arrangements.

The Federation of Progress Associations representative provided the following suggestions:

- The white stop lines be replaced with LED strip either side of the line at the traffic lights on the road at the following locations:

TRAFFIC COMMITTEE MEETING**22 APRIL 2020**

- Pacific Highway (northbound) at Oliver Road and Centennial Ave
- Pacific Highway (southbound) at Centennial Ave and Albert Ave

The LED strip changes colour with the traffic lights and changes from green to orange to red when the lights change.

- Consider implementation of an LED strip for the following pedestrian crossings:
 - Crossing Albert Ave (at Pacific Highway)
 - Crossing Pacific Highway at Albert Ave/Oliver Road
 - Crossing Centennial Ave (at Pacific Highway)
 - Crossing the Pacific Highway at both the Northern and Southern pedestrian crossing at the intersection of Victoria Ave and Pacific Highway (due to the volume of pedestrians in both the morning and afternoon before and after school)

It was noted that Transport for New South Wales is the agency responsible for the design and operation of traffic control signals in New South Wales. The Federation of Progress Associations suggested use of technology within the existing traffic control signals would be forwarded to Transport for New South Wales for its consideration.

4. LOCAL TRAFFIC COMMITTEE CONCLUSION

The Local Traffic Committee noted the advice from Transport for New South Wales and Federation of Progress Associations representative.

13 DEFERRED MATTERS

NIL

14 CORRESPONDENCE

NIL

15 REPORTS FROM THE OFFICERS

CUSTOMER & CORPORATE DIRECTORATE

15.1 DRAFT OPERATIONAL PLAN 2020/21

ATTACHMENTS:	<ol style="list-style-type: none">1. IMPLICATIONS2. DRAFT 2020/21 OPERATIONAL PLAN (TO BE DISTRIBUTED SEPARATELY)3. DRAFT SCHEDULE OF FEES AND CHARGES 2020/21 (TO BE DISTRIBUTED SEPARATELY)
RESPONSIBLE OFFICER:	GREG MCDONALD – PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	STEPHEN NAVEN – CHIEF FINANCIAL OFFICER KATRINA FURJANIC – CORPORATE STRATEGIC PLANNER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	9 JUNE 2020

1. PURPOSE OF REPORT

The purpose of this report is to endorse for public exhibition the *Draft 2020/21 Operational Plan* which includes the draft annual budget, Draft Revenue Policy and Draft Fees and Charges for 2020/21.

2. OFFICER'S RECOMMENDATION

That Council:

- 1 Endorse the *Draft 2020/21 Operational Plan* which includes the draft annual budget, Draft Revenue Policy and Draft Fees and Charges for the purposes of public exhibition and consultation in accordance with s.405 of the *Local Government Act 1993*.
- 2 Give public notice of the *Draft 2020/21 Operational Plan* in accordance with s405(3) of the *Local Government Act 1993* and publicly exhibit the *Draft 2020/21 Operational Plan* in accordance with that public notice.
- 3 Receive submissions from the public on the *Draft 2020/21 Operational Plan*.
- 4 Delegate to the Chief Executive Officer to make amendments to the *Draft 2020/21 Operational Plan* which do not alter the scope, purpose or intent of the Plan.
- 5 Note that Council will consider submissions from the public prior to adopting the *2020/21 Operational Plan* at a future meeting of the Council.

3. BACKGROUND

Under the provisions of the *Local Government Act 1993*, Council is required to prepare an Operational Plan annually.

The Operational Plan is a sub-plan of the four year Delivery Program. It outlines the activities Council intends to undertake during the financial year towards achieving the community's long term outcomes set out in the Community Strategic Plan.

The *Draft 2020/21 Operational Plan* represents the fourth year of the Delivery Program 2017-2021.

Councillor Briefings on the *Draft 2020/21 Operational Plan* and draft budget were held on 2 March 2020, 30 March 2020, 6 April 2020, 4 May 2020, 18 May 2020 and 1 June 2020.

Regulations have been made under section 747B of the *Local Government Act 1993* to temporarily modify the application of the Act in response to the COVID-19 pandemic. Councils have been provided with a one-month extension to adopt their 2020-21 Operational Plan including annual budget, Revenue Policy and Fees and Charges before 31 July 2020. Councils do not need to resolve to extend the date to adopt its Operational Plan.

The draft plan must be placed on public exhibition for 28 days prior to its adoption with submissions considered before adoption of the final plan by 31 July 2020.

4. DISCUSSION

Impact of Covid-19 on 2020-21 Revenue and Council's response

On 11 March 2020 the World Health Organisation officially declared the Novel Coronavirus (COVID-19) a pandemic. In response, the federal and state governments issued a series of Public Health Orders restricting gatherings, activities and enforcing social distancing. The NSW Government Public Health Orders have had a major impact on the facilities and services that Council delivers to the public. Essential services continued while Council temporarily closed those facilities and services that posed a risk to the health of the community. A community-oriented, risk-based approach has been applied to the delivery of Council services at this time and Council has focussed on compliance with Public Health orders. Operation and delivery of some services has been modified and will continue to be met where possible, while maintaining the health and wellbeing of the community and staff.

The closure of Council services and facilities and the hardship endured by tenants of councils properties and facilities has led to significant revenue losses that have put pressure on Council's financial position. The forecast loss of revenue throughout the 2020-21 financial year is \$7.0m as detailed in Table 1 below. These revenue losses include but are not limited to the Business Support Plan adopted by Council on 30 March 2020 to support the community and economy through the COVID-19 pandemic.

Table 1: Forecast Revenue losses due to Covid-19 Pandemic

Business Area	2020-21 Budget Covid-19 Impact (\$)
Children's Services	-488,810
Community Learning Program	-13,200
Dougherty Community Centre	-93,840

Willoughby Park Centre	-57,993
Zenith Centre	-156,754
Other Community Services	-42,810
Other Community Centres/Venues	-53,443
Libraries	-26,172
Willoughby Leisure Centre	-868,856
Other Cultural Services	-48,132
Other Leisure Facilities/Venues	-143,207
Open Space	-290,408
Media Marketing and Events	-144,999
Total Community Culture and Leisure Directorate	-2,428,624
Admin & Information Services	-35,000
Strategic Planning	-151,188
Development Planning	-405,448
Certification	-35,150
e. Engineering Services Development	-125,700
Compliance (Fines and Inspection Fees)	-974,262
Total Planning and Infrastructure Directorate	-1,726,748
Parking Metre Fees	-2,226,400
Property Leasing Income (Rent Relief)	-656,104
Total Customer and Corporate Directorate	-2,882,504
Total Revenue Impact Willoughby City Council	-7,037,876

In response, Council has focused on reducing variable costs associated with the closed services. This resulted in variable cost savings of over \$3.0m. Council has also managed to balance general fund cash, ensuring that Council maintains adequate working capital.

Estimates and forecasts are based on current restrictions as they relate to Council business, having substantial impacts for a period of time into 2020/21. There is a high degree of uncertainty in terms of the depth of impacts and duration of COVID-19 and the draft plan is based on assumptions that underpin the estimates. These estimates are set at a point in time and Council undertakes a continuous budget process, to ensure estimates are revised on a quarterly basis at minimum. Council will work to identify opportunities to optimise revenue and reduce costs in order to move to a surplus position.

Budget Overview

The *Draft 2020/21 Operational Plan* forms **Attachment 2**.

The 2020/21 operating budget finds Willoughby City Council budgeting for a \$3.0M deficit before capital grants and contributions. This is wholly due to the significant revenue losses arising from COVID-19 pandemic.

The budget moves to a minor surplus of \$0.5M when capital revenue is accounted for. Table 2 provides an overview of the Operating Budget:

Table 2 – 2020/21 Operating Budget Summary

	2020/21 Draft Budget (\$M)	2019/20 Budget (\$M)
Operating Income	110.4	115.5
Operating Expenditure	(113.4)	109.5
Net Operating Result (before Capital Revenue)	(3.0)	6.0
Capital Grants and Contributions	3.5	3.5
Operating Result (including Capital Revenue)	0.5	9.5

Despite the impact of Covid-19, Council's sound financial position has provided the flexibility to respond to this unprecedented health and economic challenge. While Council's short term budget position will be substantially impacted, the medium to long term budget position remains sound with Council able to achieve and maintain results that are within the targets outlined in Council's Long Term Financial Plan.

Projects and Capital Works

The draft Projects and Capital Works program for 2020/21 is \$44.1 million. Table 3 provides a summary of all categories and their associated spend in 2020/21:

Table 3 – 2020/21 Projects and Capital Works by category

Project Category	2020/21 Projects and Capital Works
Bridges	\$194,800
Buildings and Investment Property	\$15,178,915
Carparks	\$300,000
Community Life	\$1,820,000
Culture and Leisure	\$1,910,000
Customer Service	\$80,000
Environmental Projects	\$4,482,032
Information and Communications Technology Projects	\$1,334,300
Kerb and Gutter	\$295,700
Knowledge and Community Learning	\$496,050
Marketing and Events	\$1,282,800
Open Space Sport	\$2,040,000
Public Domain (Streetscapes)	\$2,573,500
Recreation – Parks and Playgrounds	\$2,148,100
Retaining Walls	\$165,000
Road Pavements	\$3,045,508
Stormwater and Drainage	\$2,260,160
Traffic Management	\$1,076,000
Transport – Active (Footpaths and Bicycles)	\$3,069,000
Urban Planning	\$300,000

Total Projects and Capital Works	\$44,051,865
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Included within the budgeted program of works are the following key projects:

Table 4 – 2020/21 Key Projects

Project	Amount (\$)
Gore Hill Indoor Sports Complex	\$2,162,000
Willoughby Leisure Centre – Major Upgrade of Pool Hall	\$1,710,000
The Concourse compliance upgrade	\$6,575,000
Shared Path – Pacific Highway – Chatswood to St Leonards	\$1,650,000
Streetscape Upgrade - Sailors Bay/Strathallen/Eastern Valley Northbridge	\$1,079,000
Streetscape Upgrade - Hampden Rd Artarmon	\$1,073,000
Water harvesting upgrade	\$1,054,000

Draft Revenue Policy 2020/21 and Draft Fees and Charges 2020/21

The draft rating structure is provided in the *Draft Operational Plan 2020/21* at Attachment 2.

Total revenue raised from the levying of land rates continues to be capped by the state government with the Independent Pricing and Regulatory Tribunal (IPART). Council's draft budget annual rates increase is in line with this permissible rate increase of 2.6%.

The proposed 2020/21 rates (including rates in the dollar and minimum rates) and charges are:

Ordinary Rates

All rating classes include the e.restore levy funding.

Ordinary rates	2020/21 Rate
Residential	
Ad valorem*	.00085185
Minimum	\$878.80
Yield	\$31.11m
Business	
Ad valorem*	.00462275
Minimum	\$1,225.05
Yield	\$12.52m
Chatswood Town Centre	
Ad valorem*	.00672827
Minimum	\$1,334.85
Yield	\$7.22m
Chatswood Major Retail Centre – Chatswood Chase	
Ad valorem*	.0161685
Minimum	\$1,118.70
Yield	\$0.92m
Chatswood Major Retail Centre – Chatswood Westfield	
Ad valorem*	.0150422
Minimum	\$1,118.70
Yield	\$1.18m

Strata storage facility	
Ad valorem*	.0067015
Minimum	\$848.50
Yield	\$0.09m
Total yield rates	\$53.04m

Domestic Waste Management Charge

The Domestic Waste Management Charge remains at the same level as 2019/20.

Charge type	Amount
Domestic waste management charge	\$530
Domestic waste management self-funded retiree and pensioner charge	\$400
Total	\$16.10m

Commercial Trade Waste Charge

Council proposes to charge a commercial trade waste collection service as follows:

Charge type	Amount
Commercial trade waste charge	\$792
Total	\$257,000

Stormwater Management Service Charge

Council is continuing detailed investigation and assessment programs of its drainage assets, including pipelines, channels and culvert structure.

These investigations have identified that the drainage assets are approaching a critical phase in their lifespan and will require a significant program of renewal, repair and upgrade. Maintenance intervention will be required to optimise their service life.

The program in 2020/21, based on a 20 year plan, incorporates further investigation of pipeline condition, cleaning and blockage removal and specification and design of repair and upgrade works.

Stormwater management service charge
\$25.00 per rateable residential property
\$12.50 per rateable strata titled property
\$25.00 per 350 sq. m for business related properties
Total Yield: \$697,000

e.restore Environmental Levy

In July 2008, a Sustainability Levy replaced the existing Environmental Levy to fund a third round of the e.restore program.

The e.restore levy can only be spent on sustainability projects, In line with the rate peg increase of 2.6%, an amount of \$5.8 million will be raised from the rate levy in 2020/21.

Draft Fees and Charges 2020/21

All fees and charges quoted are GST inclusive. Council applies GST to its fees and charges in accordance with the relevant legislative requirements.

Fees and charges are to increase by a minimum of 2.25% unless adjusted for market conditions, standard fee imposed by legislation or cost recovery.

Under new temporary provisions under section 747B of the Local Government Act in response to the COVID-19 pandemic, Council has waived or reduced fees under a new "COVID-19" category. In accordance with these provisions, as part of Council's Business support plan, Council has resolved to waiving some environmental health inspection fees (not for food premises), fire safety fees, footway dining and advertising fees; a fee reduction has been extended to Chatswood Mall Market stallholder fees and wavier of fees has also been extended to sporting organisations.

Community Consultation

The *Draft Operational Plan 2020/21* will be placed on public exhibition for a period of 28 days.

Under temporary changes to regulations under section 747B of the *Local Government Act*, the requirements under the Act for councils to make the Plan physically available for inspection will be satisfied if the Plan is published on Council's website and is made available on request in an electronic form. Amendments have also been made to the regulation to remove requirements for notices to be published in newspapers.

All submissions received during the public exhibition period will be reported to a future meeting of the Council.

5. CONCLUSION

Council has prepared its *Draft 2020/21 Operational Plan* and invites submissions from the public. Following its adoption, the *Operational Plan 2020/21* will guide decisions by Council over the next year.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	5.1 – Be honest, transparent and accountable in all that we do
Business Plan Objectives, Outcomes/ Services	This report is part of the Integrated Planning and Reporting Framework as described in the Integrated Planning and Reporting Guidelines for local government and complies with the requirements of the <i>Local Government Act 1993</i> .
Policy	Not applicable.
Consultation	<p>On 2 March 2020 councillors received a briefing on the Draft 2019-20 Operational Plan and draft budget focused on the Fees and Charges contained within the Plan. Councillors were issued with the Schedule of Fees and Charges and a summary of major changes to fees and charges at this briefing.</p> <p>On 30 March 2020 councillors received a briefing updating estimates of revenue losses and cash-flow impacts, along with the impact to the budget of proposed business relief measures.</p> <p>On 6 April 2020 councillors received a briefing on the financial implications of COVID-19 and recommended strategy to manage the financial impacts.</p> <p>On 4 May 2020 councillors were provided an update on the financial implications of COVID-19 and changes to the timeline for preparation and adoption of the Draft 2020/21 Operational Plan.</p> <p>On 18 May 2020 councillors received a briefing on final lost revenue estimates and corresponding expense reductions. This briefing covered the proposed profit and loss and cash funding position for the proposed budget.</p> <p>On 1 June 2020 councillors were briefed on the final Draft 2020/21 Operational Plan and draft budget for public exhibition. This briefing reinforced understanding of the overall Plan and highlighted changes from previous briefings.</p> <p>Community consultation is the subject of this report.</p>
Resource	Council officers' time were used in the preparation of the <i>Draft Operational Plan</i> .
Risk	Failure to prepare publicly exhibit the <i>Draft Operational Plan</i> is a breach of legislation.
Legal	Not applicable.
Legislation	Section 405 of the <i>Local Government Act 1993</i> – Council must have an annual Operational Plan, adopted before the beginning of each financial year, outlining the activities to be undertaken in that year, as

part of the Delivery Program.

Regulations have been made under section 747B of the *Local Government Act 1993* to temporarily modify the application of the Act in response to the COVID-19 pandemic. The regulations made under section 747B modify the Act include as follows:

- Councils have been provided with a one-month extension to adopt their 2020-21 Operational Plan (including Revenue Policy, Statement of Fees and Charges and annual budget) before 31 July 2020.
- Councils have the option to delay issuing rates notices to ratepayers until 1 September 2020, and the collection of the first quarter rates instalment until 30 September 2020.
- Councils may immediately waive or reduce fees under a new “COVID-19” category.

Budget/Financial This report presents the draft budget for 2020/21 and incorporates a range of measures to support the community through the COVID-19 pandemic.

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15.2 QUARTERLY BUDGET REVIEW 2019-20 MARCH QUARTER

- ATTACHMENTS:**
1. IMPLICATIONS
 2. BUDGET VARIATIONS MARCH QUARTER
 3. QUARTERLY BUDGET REVIEW STATEMENT
 4. PRINCIPAL ACTIVITIES VARIATIONS
 5. PROJECTS & CAPITAL WORKS
 6. LEGAL EXPENSES
 7. THE CONCOURSE FINANCIALS
 8. CROWN RESERVES INCOME & EXPENDITURE
 9. CY PRES SCHEME RESERVES
 10. DEVELOPER CONTRIBUTIONS

RESPONSIBLE OFFICER: GREG MCDONALD – CUSTOMER & CORPORATE DIRECTOR

AUTHOR: STEPHEN NAVEN – CHIEF FINANCIAL OFFICER

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

MEETING DATE: 9 JUNE 2020

1. PURPOSE OF REPORT

To provide a quarterly update on Council's progress towards achieving full year Operational Plan, Budget and Financial Performance targets, to seek Council approval on proposed budget adjustments, and to report on financial performance during the third quarter of the 2019/20 financial year (1 January 2020 to 31 March 2020).

2. OFFICER'S RECOMMENDATION

That Council:

1. Note the Quarterly Budget Review 2019/20 – March Quarter.
2. Approve the increase in Grants & Contributions provided for Capital Purpose of \$1.3M.
3. Approve the decrease in operating budget income (excluding capital income) of \$4.2M and a reduction in operating budget expense of \$2.6M resulting in a net decrease of \$1.6M to the 2019/20 budget full year operating surplus before capital items.
4. Approve the decrease in Capital Expenditure for the 2019/20 Financial Year of \$3.3M.
5. Note the quarterly supplementary reporting forming Attachments 6 to 10 of this report.

3. BACKGROUND

The Quarterly Budget Review Statement is required under *The Local Government Act 1993, Clause 203 of the Local Government (General) Regulation 2005* and the requirements of the *Code of Accounting Practice and Financial Reporting*. The *Office of Local Government's (OLG) 'Integrated planning and reporting framework'* and legislative requirements are shown in Figure 3 of this report.

Council usually receives a Quarterly Budget Review report within two months of the end of each financial quarter. In April 2020, the NSW Government made amendments under section 747B of the Local Government Act 1993 to temporarily modify the application of the Act in response to the COVID-19 pandemic. The Third Quarter 2019-20 Quarterly Budget Review Statements are now due by 30 June 2020.

The Local Government Act 1993 requires officers to report specific information to Council on a quarterly basis. This report also provides some additional or supplementary information to assist Council's decision making and transparency. The *Local Government (General) Regulation 2005* requires a Council's responsible accounting officer to prepare and submit a quarterly budget review statement to the governing body of council.

4. DISCUSSION

This report presents both the March 2020 quarter financial information required under legislation and supplementary information of interest.

4.1 Budget Summary

The Quarterly Budget Review Statement for the March 2019/20 quarter (**Attachment 3**) includes:

- The adopted budget 2019/20 and the revised budget following adjustments approved by Council in the first and second quarter budget reviews; and
- The budget variations proposed for approval for the March 2020 quarter.

The key highlights of Council's third quarter for 2019/20 are:

- Council's performance has been in line with budget across most areas before the COVID-19 pandemic restrictions started from late March 2020;
- The Income and Expenses Budget Review Statement shows that the projected Net Operating Surplus (including capital grants and contributions) for the year is \$26.3M comprising Income of \$137M and Expenses of \$110.7M;
- After deducting \$20.1M of projected Grants and Contributions to be received for Capital Purposes the projected Net Operating Result for the year is a \$6.2M Surplus;
- Capital expenditure is forecast to be \$3.3M lower due to the delay of capital projects as a result of COVID-19 and the re-phasing of capital projects into next financial year. Full year projected capital expenditure for 2019/20 is \$29.4M;
- Total Cash and Investments of \$176.3M at 31 March 2020 including \$161.4M (91.5%) restricted for specific purposes;
- Projected unrestricted cash has been balanced with cost reductions and project deferrals offsetting the significant revenue loss arising from the Covid-19 restrictions.

- Council is projected to meet or exceed benchmarks in all ten Financial and Infrastructure Key Performance Indicators for 2019/20 despite the impact of Covid-19.

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

On 11 March 2020 the World Health Organisation officially declared the Novel Coronavirus (Covid-19) a pandemic. In response, the Federal and State Governments issued a series of Public Health Orders restricting gatherings, activities and enforcing social distancing. The NSW Government Public Health Orders have had a major impact on the facilities and services that Council delivers to the public. The closure of Council services and facilities has led to significant revenue losses that have put pressure on Council's financial position. The forecast loss of revenue throughout quarter 4 is \$4.9m as detailed in Figure 1.

Figure 1: 2019/20 Revenue Losses resulting from Covid-19 restrictions

Business Area	2019-20 Quarter 4 Covid Impact
Children's Services	-59,788
Community Learning Program	-10,235
Dougherty Community Centre	-63,650
Willoughby Park Centre	-20,335
Zenith Centre	-142,330
Other Community Services	-49,534
Other Community Centres/Venues	-48,256
Libraries	-42,080
Willoughby Leisure Centre	-856,608
Other Cultural Services	-14,481
Other Leisure Facilities/Venues	-96,944
Open Space	-289,774
Media Marketing and Events	-344,327
Total Community Culture and Leisure Directorate	-2,038,342
Admin & Information Services	-18,740
Strategic Planning	-145,000
Development Planning	0
Certification	-4,921
e. Engineering Services Development	-55,325
Compliance (Fines and Inspection Fees)	-1,034,375
Total Planning and Infrastructure Directorate	-1,258,361
Parking Meter Fees	-933,213
Property Leasing Income (Rent Relief)	-706,596
Total Customer and Corporate Directorate	-1,639,809
Total Revenue Impact Willoughby City Council	-4,936,512

In response, Council has focused on reducing variable costs associated with the closed services. This resulted in variable cost savings of \$1.9m. Further net savings of \$709k were identified across non Covid-19 segments of the organisation. In addition, projects impacted by Covid-19 have been deferred, assisting to reduce the cash impact of Covid-19 on Council.

Despite the significant revenue losses, Council's strong performance throughout the first three quarters of 2019/20, and the actions taken in response to Covid-19, find Council in a strong financial position, forecasting a surplus for the 2019/20 financial year.

4.3 Budget Variations and Variances

Figure 2 provides detail on underlying movements to the 2019/20 operating budget. Negative variances identified during the third quarter reduce the projected full year budget surplus (including capital revenue) by \$324K to \$26.3M. The projected full year surplus before capital revenue was reduced by \$1.6M to \$6.2M, mainly due to COVID-19 restrictions as many council services and events have been closed or cancelled.

Figure 2: Budget Variations (Additions/Reductions)

Account Group	Explanation	\$K
Income		
Rates & Annual Charges	Decrease in Domestic Waste Management Income to reflect actual income received	(230)
User Charges and Fees	To reflect the decrease in User Charges & Fees (\$2,165k reduction due to COVID-19 offset by a \$346k increase from other areas).	(1,819)
Other Revenues	To reflect the decrease in Other Revenues (\$2,731k reductions due to COVID-19 offset by a \$355k increase from other areas).	(2,376)
Grants & Contributions - Operating	Mainly to reflect the additional grants received from the State Government (\$111k of Emergency Services Levy rebate, \$50k Create NSW Grant given to Willoughby Symphony Orchestra and \$49k additional State Library grant offset by \$9k of other minor grant adjustments).	201
Grants & Contributions - Capital	To reflect the additional developer contributions received year-to-date.	1,302
Total Income Variation Increase/(Decrease)		(2,921)
Expense		
Employee Costs	Year to date savings from FTE Vacancies and \$581k of casual salary reductions due to services closing as a result of COVID-19 restrictions.	(2,305)
Materials & Contracts	To reflect the decrease in Materials & Contracts (\$802k reduction in response to COVID-19 closures offset against \$647k increase in Domestic Waste Management (due to an increase in recycling disposal costs).	(155)
Legal Costs	To reflect the increase in Legal Costs (\$116k increase from Planning offset against \$28k reductions due to COVID-19).	88
Consultants	To reflect the increase in Consultant Costs (\$179k increase from Planning, offset against \$13k reduction due to COVID-19).	166
Other Expenses	To reflect the decrease in Other Expenses (\$464k reduction in response to COVID-19 closures offset against an \$82k increase in Emergency Services Levy and \$9k of other minor expense reductions).	(391)
Total Expense Variation Increase/(Decrease)		(2,597)
Net Result	Net Increase (Decrease) to Operating Surplus	(324)

During quarter 3, projected Capital Expenditure was reduced by \$3.3M due to the delay of capital projects as a result of COVID-19 and the re-phasing of capital projects into next financial year.

The revised full year capital spend is \$29.4M. **Attachment 5** provides details of progress on individual capital projects.

4.4 Other highlights

Council's projected full year 2019/20 financial performance is summarised and evaluated in the attachments. Other highlights relating to attachments and supplementary financial information include:

- During the quarter Council's Principal Activities included one new project, fifteen projects being delayed and four cancelled projects (all due to Covid-19). Three projects changed their project name to more accurately describe the scope of works being undertaken (refer **Attachment 4**);
- Legal Expenses for the year to date 31 March 2020 are \$390K compared to the year-to-date budget of \$385K (refer **Attachment 6**).
- Year to Date operating result for The Concourse before Library, Depreciation and Interest is a surplus of \$1.2M compared with a year to date budget surplus of \$1.4M. The negative variance is mainly attributable to rental relief to tenants in light of Covid-19 (refer **Attachment 7.2**);
- A strong balance sheet for The Concourse with Total Equity of \$296.5M after taking into account all liabilities including debt of \$38.8M at Fair Value (refer **Attachment 7.1**);
- Council's provisional subsidy on Crown Reserves for the 9 months to 31 March 2020 was \$561K compared with the \$2.7M subsidy for the same period in 2018/19 (refer **Attachment 8**). The 2018/19 subsidy was significantly higher than 2019/20 mainly due to grant funded works at Gore Hill Park;
- The combined closing balance of the two Cy Pres Scheme Reserves at 31 March 2020 is \$4.57M (refer **Attachment 9**); and
- The balance of Developer Contributions (S7.11/S7.12/S94/ S94A/ VPA) Reserves at 31 March 2020 is \$62.27M (refer **Attachment 10**);

The information provided in the attachments includes the legislative requirements together with supplementary information and is presented in Figure 3 to serve as a roadmap for readers.

Figure 3: Supplementary information provided as distinct from legislative requirements

<u>Attachment</u>	<u>Attachment Description</u>	<u>Requirement</u>
2	Budget Variations September Quarter	CI 203 (1)
3	Quarterly Budget Review Statement	CI 203 (1), (2) & (3)
3.1	Responsible Accounting Officer's Statement	
3.2	Income and Expenses Budget Review Statement	
3.3	Capital Budget Review Statement	
3.4	Summary explanation on Recommended Changes	
3.5	Cash and Investments Budget Review Statement	
3.6	Cash & Investment Position	
3.7	Key Performance Indicator (KPI) Budget Review Statement	
3.8	Contract & Other Expenses Budget Review Statement	
3.9	Consultancy and Legal Expenses Budget Review Statements	
4	Principal Activities Variations	CI 203 (1)
5	Projects & Capital Works	CI 203 (1)
6	Legal Expenses	Supplementary
7	The Concourse Financials and Consultants comparison	Supplementary
8	Crown Reserves	Supplementary
9	Cy-Pres Scheme Reserves	Supplementary
10	Developer Contributions	Supplementary

5. CONCLUSION

Council's financial performance in the fourth quarter (April to June 2020), and the projected full year 2019/20 position, have been significantly impacted by the COVID-19 pandemic and current restrictions in place with social distance, resulting in \$1.6M reduction in the projected full year surplus before capital revenue.

However, as the financial performance of the first nine months are still in line with budget estimates, the Council still forecasts a satisfactory financial position being achieved at 30 June 2020. Underlying financial performance is sound and Council is projected to meet or exceed benchmarks in all ten Financial and Infrastructure Key Performance Indicators for 2019/20.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	5.1 – Be honest, transparent and accountable in all that we do
Business Plan Objectives, Outcomes/ Services	To monitor and improve Council's financial performance and ensure that all legislative requirements are met.
Policy	This report is compliant with a range of Council Policies in particular the summary of significant accounting policies included in the <i>Audited Annual Financial Statements</i> .
Consultation	<p>Councillors received a briefing on the projected impacts to 2019-20 revenue arising from the Covid-19 pandemic restrictions on 30 March 2020.</p> <p>Councillors received a further briefing on the financial impacts of Covid-19 restrictions and strategies to manage these impacts on 6 April 2020.</p> <p>Councillors received an update on the financial impacts and cash-flow position in a briefing on 4 May 2020.</p> <p>Councillors received a briefing on this report and the projected financial performance on 18 May 2020.</p>
Resource	The Quarterly Budget Review is undertaken using existing staff resources within the Finance Strategy Unit.
Risk	Financial Risk is mitigated through monthly, ad-hoc and this quarterly budget review as any negative trends or issues can be identified and resolved in a timely manner
Legal	Not applicable.
Legislation	<i>The Local Government Act 1993, Clause 203 of the Local Government (General) Regulation 2005 and the requirements of the Code of Accounting Practice and Financial Reporting.</i>
Budget/Financial	<p>The quarterly budget review statement for the March 2019/20 quarter includes:</p> <ul style="list-style-type: none"> • the adopted budget 2019/20; • the approved brought forward items from 2019/20; and • the budget variations during the March quarter 2019/20. <p>Council's performance has been in line with budget across most areas and shows that Council is in a satisfactory financial position.</p>

QUARTERLY BUDGET REVIEW 2019/20 – MARCH QUARTER

ATTACHMENT 2

BUDGET VARIATIONS MARCH QUARTER (19/20)

\$'000's

	<u>Income</u> Increase/ Decrease ()	<u>Expenditure</u> Increase/ Decrease ()	<u>Income</u> Increase/ Decrease ()	<u>Expenditure</u> Increase/ Decrease ()	<u>Income</u> Increase/ Decrease ()	<u>Expenditure</u> Increase/ Decrease ()
Council Service:	<u>Income Statement</u>		<u>Capital Statement</u>		<u>Net Variations Qtr 3</u>	
General Management	0	0	0	0	0	0
Customer & Corporate	(300)	(1,578)	0	(3,835)	(300)	(5,413)
Community Culture & Leisure	(1,598)	(1,958)	0	(92)	(1,598)	(2,050)
Planning & Infrastructure	(1,023)	939	0	588	(1,023)	1,527
Total	(2,921)	(2,597)	0	(3,339)	(2,921)	(5,936)
Summary Of Variations:	<u>Income Statement</u>		<u>Capital Statement</u>		<u>Total</u>	
Total Income Variation	(2,921)		0		(2,921)	
Total Expenditure Variation	(2,597)		(3,339)		(5,936)	
Net Variations Qtr 3	(324)		(3,339)		3,015	
Reconciliation: Increase/(Decrease)	<u>Oper. Inc</u>	<u>Oper. Exp</u>	<u>Oper. Net</u>	<u>Cap Expend.</u>	<u>Reserves</u>	<u>Net Result</u>
Total Variations Qtr 3	(2,921)	(2,597)	(324)	(3,339)	2,692	323

Willoughby City Council

Quarterly Budget Review Statement
Quarter 3 2019/20 - for the period 01/01/2020 to 31/03/2020

Table of Contents

- 3.1 Responsible Accounting Officer's Statement
- 3.2 Income & Expenses Budget Review Statement
- 3.3 Capital Budget Review Statement
- 3.4 Summary explanation on Recommended Changes
- 3.5 Cash & Investments Budget Review Statement
- 3.6 Comment on Cash & Investment Position
- 3.7 Key performance Indicator (KPI) Budget Review Statement
- 3.8 Contract & Other Expenses Budget Review Statement
- 3.9 Consultancy & Legal Expenses Budget Review Statements

QUARTERLY BUDGET REVIEW 2019/20 – MARCH QUARTER

ATTACHMENT 3.1

Willoughby City Council**Quarterly Budget Review Statement**
Quarter 3 2019/20 - for the period 01/01/2020 to 31/03/2020**Report by Responsible Accounting Officer**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Willoughby City Council for the quarter ended 31/03/20 indicates that Council's projected financial position at 30/6/20 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: Stephen Naven

Date: 15/05/2020

Stephen Naven
Responsible Accounting Officer

Willoughby City Council		Quarterly Budget Review Statement - Income & Expenses							
		Quarter 3 2019/20 - for the period 01/01/2020 to 31/03/2020							
Income & Expenses Budget \$000's		Orig. Budget 19/20	YTD Approved Budget Adjustments	Current Budget 19/20	Vari-ation Qtr 3	Revised Budget 19/20	Ytd Actual 19/20	Vari-ation Qtr 3 (Due to COVID-19)	Vari-ation Qtr 3 (Due to other reasons)
Income									
Rates & Annual Charges	67,804	259	68,063	(230)	67,833	67,825	0	(230)	
User Charges & Fees	17,200	1,899	19,099	(1,819)	17,280	13,973	(2,165)	346	
Interest & Investment Revenue	3,569	0	3,569	0	3,569	2,824	0	0	
Other Revenues	20,635	3,487	24,123	(2,376)	21,747	14,641	(2,731)	355	
Grants & Contributions - Operating	6,167	(80)	6,087	201	6,288	3,935	(40)	241	
Grants & Contributions - Capital -Contribution (+S94)	3,463	15,363	18,826	1,302	20,128	19,679	0	1,302	
Net Gain from the disposal of Assets	128	0	128	0	128	0	0	0	
Share of interests in Joint Ventures & Associates	0	0	0	0	0	0	0	0	
Total Income from continuing operations	118,967	20,928	139,895	(2,921)	136,974	122,878	(4,936)	2,015	
Expenses **									
Employee Costs	45,507	(674)	44,833	(2,305)	42,528	31,439	(581)	(1,724)	
Borrowing Costs	2,303	0	2,303	0	2,303	1,083	0	0	
Materials & Contracts	32,425	1,291	33,716	(155)	33,561	22,157	(802)	647	
Depreciation	12,900	3,168	16,068	0	16,068	12,301	0	0	
Legal Costs	720	(94)	626	88	714	390	(28)	116	
Consultants	1,426	(112)	1,314	166	1,480	799	(13)	179	
Other Expenses	14,235	150	14,385	(391)	13,994	10,085	(464)	73	
Net Loss from Disposal of Assets	0	0	0	0	0	0	0	0	
Share of interests in Joint Ventures & Associates	0	0	0	0	0	0	0	0	
Total Expenses from continuing operations	109,515	3,729	113,245	(2,597)	110,648	78,253	(1,888)	(709)	
Net Operating Surplus/(Deficit) from continuing operations	9,451	17,198	26,650	(324)	26,326	44,624	(3,048)	2,724	
Grants & Contribution provided for Capital Purpose	3,463	15,363	18,826	1,302	20,128	19,679	0	1,302	
Net Operating Surplus/(Deficit) Result before capital items	5,988	1,835	7,823	(1,626)	6,198	24,945	(3,048)	1,422	

** All expenditure types (except depreciation) may include capital expenditure which will be capitalised as assets at year end.

Willoughby City Council		Quarterly Budget Review Statement				
		Quarter 3 2019/20 - for the period 01/01/2020 to 31/03/2020				
Capital Budget \$000's	Orig. Budget 19/20	YTD Approved Budget Adjustments	Current Budget 19/20	Vari-ation Qtr 3	Revised Budget 19/20	YTD Actual 19/20
Capital Funding						
Rates and Other untied Funding	(8,869)	(391)	(9,261)	711	(8,549)	(4,729)
Proceeds from Sale of Plant & Equipment	(433)	0	(433)	0	(433)	(176)
Capital Grants & Contributions	(1,437)	(603)	(2,041)	(34)	(2,074)	(984)
Internal Restrictions	(16,559)	2,915	(13,643)	2,971	(10,673)	(5,345)
External Restrictions	(3,575)	(3,735)	(7,310)	(309)	(7,619)	(2,389)
Other Capital Funding Sources	0	(58)	(58)	0	(58)	(42)
Total Capital Funding	(30,873)	(1,873)	(32,746)	3,339	(29,407)	(13,665)
Capital Expenditure						
New Assets						
- Plant and Equipment	130	0	130	0	130	93
- Land and Buildings	186	1,466	1,652	0	1,652	408
- Roads, Bridges, Footpaths	2,408	(977)	1,431	(82)	1,350	609
- Other Infrastructure	1,540	794	2,334	356	2,690	1,718
- Others	970	0	970	(60)	909	432
Renewals(Replacement)						
- Plant and Equipment	1,285	420	1,705	(206)	1,498	732
- Land and Buildings	8,354	(1,168)	7,186	(3,471)	3,715	977
- Roads, Bridges, Footpaths	7,404	688	8,092	350	8,442	4,633
- Other Infrastructure	4,796	633	5,429	(41)	5,388	2,438
- Others	3,800	18	3,818	(186)	3,632	1,624
Loan Repayments (Principal)	0	0	0	0	0	0
Total Capital Expenditure	30,873	1,873	32,746	(3,339)	29,407	13,665

Willoughby City Council

Quarterly Budget Review Statement - Income & Expenses
 Quarter 3 2019/20 - for the period 01/01/2020 to 31/03/2020

Summary explanation on Recommended Changes to Revised Budget

Income & Expenses Budget

All items of income and expenditure were reviewed and the recommended changes are reflected as near as possible anticipated estimates for the year to 30 June 2019. Below are some explanations for the major changes:

Rates & Annual Charges	Decrease in Domestic Waste Management Income of \$230k to reflect actual income received.
User Charges & Fees	To reflect the decrease in User Charges & Fees of \$1,819k (\$2,165k reduction due to COVID-19 offset by a \$346k increase from other areas).
Interest & Investment Revenue	NA
Other Revenues	To reflect the decrease in Other Revenues of \$2,376k (\$2,731k reductions due to COVID-19 offset by a \$355k increase from other areas).
Grant & Contribution (Operating)	Mainly to reflect the additional grants of \$201k received from the State Government (\$111k of Emergency Services Levy rebate, \$50k Create NSW Grant given to Willoughby Symphony Orchestra and \$49k additional State Library grant offset by \$9k of other minor grant adjustments).
Grant & Contribution (Capital)	Mainly to reflect the additional developer contributions of \$1.3m received year-to-date.
Employee Cost	Year to date savings from FTE Vacancies (\$1,724k) and \$581k of casual salary reductions due to services closing as a result of COVID-19 restrictions.
Borrowing Cost	NA
Materials & Contract	To reflect the decrease in Materials & Contracts of \$155k (\$802k reduction in response to COVID-19 closures offset against \$647k increase in Domestic Waste Management due to an increase in recycling disposal costs).
Depreciation	NA
Legal Costs	To reflect the increase in Legal Costs of \$88k (\$116k increase from Plannin offset against \$28k reductions due to COVID-19).
Consultant Costs	To reflect the increase in Consultant Costs of \$166k (\$179k increase from Planning offset against \$13k reductions due to COVID-19).
Other Expenses	To reflect the decrease in Other Expenses of \$391k (\$464k reduction in response to COVID-19 closures offset against an \$82k increase in Emergency Services Levy and \$9k of other minor expense reductions).

Capital Budget

Summary explanation on Recommended Changes to Revised Budget

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

1. Projects with significant increases in Q3 budget adjustments:

1a. Gross Pollutant Trap (GPT) 4 Year Renewal Program: Increase in budget of \$506k to bring forward for gross pollution traps and water sensitive urban design at Willoughby Leisure Centre, Lancelly Place, Gorman Street and Artamon reserve.

2. Projects with significant decreases in Q3 budget adjustments:

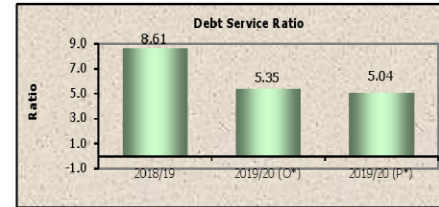
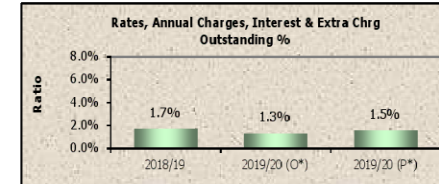
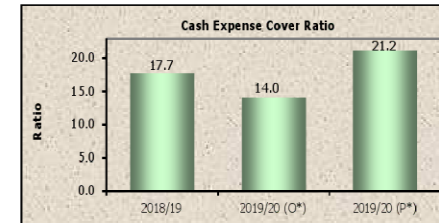
2a. Council Building Upgrade: Decrease in budget of \$1.765m as the project is on hold to consider options available for accommodating staff.

2b. The Concourse Compliance Upgrade: Decrease in budget of \$1.7m as it is currently under negotiation with contractors to undertake the compliance requirements.

Willoughby City Council		Quarterly Budget Review Statement					
		Quarter 3 2019/20 - for the period 01/01/2020 to 31/03/2020					
Cash & Investments Budget \$000's	EOY Actual 18/19	B/fwd Budget 19/20	Orig. Budget 19/20	Current Budget 19/20	Vari- ation Qtr 3	Revised Budget 19/20	Ytd Actual 19/20
Externally Restricted ⁽¹⁾							
Developer Contributions	43,667	(577)	1,068	58,208	813	59,021	62,274
All other externally restricted	30,236	(633)	1,058	30,766	(739)	30,027	32,691
Total Externally Restricted	73,903	(1,210)	2,126	88,974	74	89,048	94,965
(1) Funds that must be spent for a specific purpose							
Internally Restricted ⁽²⁾							
All Internally Restricted	68,186	(989)	(11,802)	58,625	2,618	61,243	66,435
Total Internally Restricted	68,186	(989)	(11,802)	58,625	2,618	61,243	66,435
(2) Funds that Council has earmarked for a specific purpose							
Unrestricted (ie. available after the above Restrictions)	12,599	(80)	308	12,827	323	13,150	14,905
Total Cash & Investments	154,688	152,409	(9,368)	160,426	3,015	163,441	176,305

Willoughby City Council		Quarterly Budget Review Statement
		Quarter 3 2019/20 - for the period 01/01/2020 to 31/03/2020
Cash & Investments Budget Review Statement		
<u>Comment on Cash & Investments Position</u>		
Council's cash and investment position are on target with the Operational Plan.		
Investments have been invested in accordance with Council's Investment Policy.		
The value of Cash at Bank which has been included in the Cash & Investment Statement totals \$176,305,000		
This Cash at Bank amount has been reconciled to Council's physical Bank Statements.		
The date of this bank reconciliation is 31/03/2020		
<u>Reconciliation Status</u>		
The YTD Cash & Investment figure reconciles to the actual balances held as follows:		\$ 000's
Cash at Bank (as per bank statements)		7,291
Investments on Hand		169,527
less: Unpresented Cheques		(128)
add: Undeposited Funds		-
less: Identified Deposits (not yet accounted in Ledger)		(464)
add: Identified Outflows (not yet accounted in Ledger)		79
less: Unidentified Deposits (not yet actioned)		
add: Unidentified Outflows (not yet actioned)		
Reconciled Cash at Bank & Investments		<u>176,305</u>
Balance as per Review Statement:		<u>176,305</u>
Difference:		-
<u>Recommended changes to revised budget</u>		
Budget Variations being recommended reflect as near as possible anticipated full year estimates.		

		Quarterly Budget Review Statement			
		Quarter 3 2019/20 - for the period 01/01/2020 to 31/03/2020			
Willoughby City Council					
Key Performance Indicators Budget Review Statement					
Budget review for the quarter ended 31 March 2020					
(\$000's)	Current Projection		Original	Actuals	WCC
	Amounts	Indicator	Indicator	Prior	Benchmark
	19/20	19/20	19/20	18/19	
The Council monitors the following Key Performance Indicators:					
Cash Expense Cover Ratio					
Current year's cash and cash equivalents plus all term deposits	176,305	21.2 mths	13.98	17.7	> 3 months
Payment from cash flow of operating and financing activities	8,319				
Rates, Annual Charges, Interest & Extra Chrg Outstanding %					
Rates, Annual & Extra Charges Outstanding	1,044	1.52%	1.28%	1.66%	< 5%
Rates, Annual & Extra Charges Collectible	68,573				
Debt Service Cover Ratio					
Operating result before capital excl. int. & depn/impairment/amort.	20,565	5.0	5.4	8.6	> 2x
Principal repayments plus borrowing costs	4,084				



QUARTERLY BUDGET REVIEW 2019/20 – MARCH QUARTER

ATTACHMENT 3.8

Willoughby City Council**Quarterly Budget Review Statement**
Quarter 3 2019/20 - for the period 01/01/2020 to 31/03/2020**Contracts Budget Review Statement****Part A - Contracts Listing** - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budget (Y/N)
TECHNICAL AUDIO GROUP PTY LTD	Supply, installation & commissioning of audio consoles at The Concourse.	\$114,713.60	27/02/2020	28/02/2020	Y
COMPUTER SYSTEMS (AUSTRALIA) PTY LTD	Cisco Smartnet - Next Business Day Parts/IOS, Maintenance and Support	\$95,950.00	9/03/2020	9/03/2020	Y
TURF DESIGN STUDIO PTY LTD	Head Consultancy Services Northbridge streetscape upgrade and Woonona	\$135,735.00	26/03/2020	1/04/2020	Y
CREATIVE CANVAS PTY LIMITED	Supply and installation of shade structures over slides, spinner and flying fox	\$53,500.00	17/02/2020	24/04/2020	Y
CAPSTONE RECRUITMENT GROUP PTY LTD	Agency Fees Property Leasing Officer	\$50,000.00	4/03/2020	31/12/2020	Y
SCHNEIDER ELECTRIC IT AUSTRALIA PTY LTD	BMS upgrade at the Concourse	\$82,000.00	17/03/2020	18/03/2020	Y
DYNAMIC SPORTS FACILITIES PTY LTD	Construction of two cricket practice nets at Mowbray Public School	\$76,080.00	14/02/2020	14/02/2020	Y
RAPID MAP SERVICES PTY LTD	Bus Stop DDA Compliance Audit	\$50,949.00	6/03/2020	10/03/2020	Y
BORAL CONSTRUCTION MATERIALS GROUP LIMI	(NSR Road Resurfacing: Frenchs Rd (Alpha-Marlborough))	\$70,000.00	24/01/2020	30/06/2020	Y
COURT CRAFT (AUST) PTY LTD	The Willis Sports Centre - Rebuild Court 1	\$143,500.00	26/03/2020	25/03/2020	Y
INTERNATIONAL CONSERVATION SERVICES	Chatswood Park- conservation treatment of 17 ex-railway roof supports	\$65,000.00	6/03/2020	11/03/2020	Y

Notes:

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

Willoughby City Council		Quarterly Budget Review Statement	
		Quarter 3 2019/20 - for the period 01/01/2020 to 31/03/2020	
Consultancy & Legal Expenses Budget Review Statement			
Part B - Consultancy & Legal Expenses Overview			
Expense		YTD Expenditure (Actual Dollars '\$000)	Budgeted (FY) '\$000
Consultancies		799	1,480
Legal Fees		390	714
 <u>Definition of a consultant:</u>			
A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management.			
Generally it is the advisory nature of the work that differentiates a consultant from other contractors.			
 <u>Comments</u>			
There are two elements contributed to the YTD expenditure in consultancies expense:			
Part of the consultancies is budgeted to two areas, Material & Contract and Consultancy cost.			
Part of actual expenditure in consultancies will be capitalised at the end of financial year as part of year end project capitalisation.			

QUARTERLY BUDGET REVIEW 2019/20 – MARCH QUARTER **PRINCIPAL ACTIVITIES VARIATIONS**

ATTACHMENT 4

The 2019/20 Operational Plan and budget details Council's principal activities, including:

1. Projects and Capital Works

First quarter variations to these activities are summarised here. The codes referenced are those published in the 2019/20 Operational Plan.

1 Projects and Capital Works

The following projects have been altered:

Code	Project title	Project category	Change	Reason
Adjustments for Q3 2019/20				
300158	Northbridge Plaza Car Park(Improvement works detail design)	Carparks	Project deferred	Due to Covid-19 budget reviews. Council to perform maintenance as a result
300593	SWU: Marden St Upgrade	Stormwater & Drainage	Project deferred	Discovery of rock. Funding transfer to Dulwich Rd stormwater works. Future bid with grant funding
300615	SWR: Anglo St Relining	Stormwater & Drainage	Project deferred	Change of scope due to increased design requirements. Will be rescheduled to 2020/2021
301352	Pacific Highway, Albert Avenue and Oliver Road, Chatswood Bicycle lanterns - Design & Construction	Transport - Active (footpaths / bicycles)	Project deferred	Council has completed the detailed design for the traffic signals at this intersection. Transport for NSW has advised that to modify the intersection a major reconstruction is necessary that is likely to be very expensive.
301490	Victor St Office Accommodation - Audit of Storage Needs	Buildings & Investment Property	Project deferred	Due to changes in accommodation strategy
301328	Innovation and Collaboration Portal	Corporate Services	Project deferred	Will be considered as part of overall innovation program proposal in FY2020/21.
301256	Community Perception Survey 2020	Customer Service	Project deferred	Due to Covid-19

QUARTERLY BUDGET REVIEW 2019/20 – MARCH QUARTER

ATTACHMENT 4

Code	Project title	Project category	Change	Reason
301236	Chatswood CBD Special Event- VIVID	Events and Marketing	Project Cancelled	Due to Covid-19
301195	Precinct Optimisation and Visitation Strategy - The Concourse	Events and Marketing	Project deferred	Due to Covid-19
301219	Chatswood CBD (Vivid Festival - Event Traffic and Transport Management Plan delivery)	Traffic Management	Project Cancelled	Due to Covid-19
301237	Willoughby Heritage Festival	Events and Marketing	Project Cancelled	Due to Covid-19
301349	Visit Chatswood re-launch	Events and Marketing	Project Cancelled	Due to Covid-19
301260	Willoughby Park - renew garden beds at north west corner of park	Recreation - Parks and Playgrounds	Project deferred	Works deferred to 2020/2021 to align with current recruitment process.
301263	Renew BBQs - "Smart BBQs" - Clive Park & Northbridge Baths	Recreation - Parks and Playgrounds	Project deferred	Funding redirected as works not critical this FY.
301338	PMS - Reserve Rd (Pacific Hwy to RNSH) - Construction	Road Pavements	Project deferred	Wait until Royal North Shore Hospital building works are completed
301492	Council Building Upgrade- Customer Experience	Buildings and Investment Property	Project deferred	Customer service area options being reconsidered
301493	Council Building -Victor St Accommodation Upgrade	Buildings and Investment Property	Project deferred	Office accommodation options being reconsidered
301221	Artarmon Kids Cottage - Accessible public toilet - Design & Construction	Buildings and Investment Property	Project deferred	Procurement strategy changed to Design & Construct for delivery 2020/2021.

QUARTERLY BUDGET REVIEW 2019/20 – MARCH QUARTER

ATTACHMENT 4

Code	Project title	Project category	Change	Reason
301465	WLC Major Upgrade of Pool Hall - Design(Schematic)	Buildings and Investment Property	Project Name change	More relevant to body of work for completion this FY
301476	Gore Hill Indoor Sports Centre - Investigation	Buildings and Investment Property	Project Name change	More relevant to body of work for completion this FY
301194	The Concourse Compliance Upgrade	Buildings and Investment Property	Project Deferred	Due to Covid-19
300506	Artarmon Bowling Club Development- Design	Recreation - Parks and Playgrounds	Project Name change	More relevant to body of work for completion this FY
301805	Artarmon Parklands - Shade Structures - Construction	Recreation - Parks and Playgrounds	New Project	Provide protection to kids playground

Projects and Capital Works										
Funding Source Code: GF General Fund ; 2 Internal Resv ; 3 External Resv ; 4 Grant & Contrib ; 6 Infra Levy ; 7 S/W Levy ; 8 Env Levy ; 9 Sponsorship ; 10 Sundry Income ; 11 Internal Revenue ; 12 Dev Contrib										
Key Direction	Project I.D.	Orig. Budget 19/20 \$'000	B/fwd Budget 19/20 \$'000	Curr Budget 2019/20 \$'000	Var Q3 Budget 19/20 \$'000	Rev Budget 2019/20 \$'000	Mar YTD Actual 19/20 \$'000	Funding Source	Mar -20 Status / Comments	
1.2	Environmental Levy									
1.2	345002894 - Live Well in Willoughby - Sustainability Edc Campaign (Proj ID 300050) - 4500_5425	132.3	0.0	132.3	-(40.0)	92.3	58.8	8	There are only some education programs that will go on line during COVID-19. \$40k being transferred to 345002904.	
1.2	345007559 - Better Business Partnership - 4500_5423	115.6	0.0	115.6	25.0	140.6	123.7	8; 2	Casual staff required to assist meet corporate KPIs and MOU targets. \$25k being transferred from 245007420.	
1.3	Environmental Levy									
1.3	245007083 - Gross Pollutant Trap (GPT) 4 Year Renewal Program - 4500_6130	700.0	0.0	700.0	506.0	1,206.0	658.6	10; 2	Funding of \$506k brought forward for gross pollution traps and water sensitive urban design at Willoughby Leisure Centre, Lancelly Place, Gorman Street and Artarmon reserve. \$506k being transferred from Environmental Levy Reserve.	
1.3	345002904 - Reserve Linkage Planting - 4500_5429	147.5	0.0	147.5	40.0	187.5	65.8	8; 2	Increase funding by \$40,000 to allow for additional fire hazard reduction work, track maintenance and clearing storm damage. \$40k being transferred from 345002894.	
1.4	Environmental Levy									
1.4	245007420 - WCC Buildings Electricity Meter Upgrades - 4500_6120	60.0	0.0	60.0	-(25.0)	35.0	2.0	8	Resignation of staff in Sustainability Projects Team has resulted in temporary reduction in project delivery. \$25k being transferred to 345007559.	
2.1	Environmental Levy									
2.1	245007416 - Pacific Hwy_ Albert Ave and Oliver Rd_ Chatswood - Bicycle Lanterns 4500_6017	42.8	0.0	42.8	-(38.0)	4.8	1.9	8; 12	Transport for NSW has advised that the cost to provide bicycle lanterns and would be very high due to the present technology. The lanterns will be included in any future upgrade of the traffic control signals undertaken by TfNSW. \$27.8k being transferred to Environmental Levy Reserve; \$10.2k being transferred to Developer Contribution Reserve.	
2.1	245007418 - Bicycle facility in the Rail Corridor btw Chatswood CBD & Boundary St - 4500_6017	40.0	0.0	10.0	-(10.0)	0.0	0.0	8	An investigation to develop a concept design will be undertaken using internal resources only. \$10k being transferred to Environmental Levy Reserve.	
2.1	345001866 - Artarmon Loop and Extended Loop Bus Services - 4500_5437	300.0	0.0	300.0	20.0	320.0	198.4	8; 2	Funds to support improvements to the Loop Buses to improve accessibility by passengers and signs on the outside of the buses to improve recognition of the buses. \$20k being transferred from Environmental Levy Reserve.	
2.1	345007366 - Bicycle Logos and Wayfinding Program - 4500_5438	26.8	0.0	26.8	-(16.8)	10.0	0.0	8	Efforts are being focused on the development of major projects. \$16.8k being transferred to Environmental Levy Reserve.	

QUARTERLY BUDGET REVIEW 2019/20 - MARCH QUARTER

ATTACHMENT 5

Projects and Capital Works									
Funding Source Code: GF General Fund ; 2 Internal Resv ; 3 External Resv ; 4 Grant & Contrib ; 6 Infra Levy ; 7 S/W Levy ; 8 Env Levy ; 9 Sponsorship ; 10 Sundry Income ; 11 Internal Revenue ; 12 Dev Contrib									
Key Direction	Project I.D.	Orig. Budget 19/20 \$'000	B/fwd Budget 19/20 \$'000	Curr Budget 2019/20 \$'000	Var Q3 Budget 19/20 \$'000	Rev Budget 2019/20 \$'000	Mar YTD Actual 19/20 \$'000	Funding Source	Mar -20 Status / Comments
2.1	345007370 - Bicycle Network Audit and Assessment - 4500_5438	21.4	4.7	26.1	-(20.0)	6.1	3.4	2; 8	Efforts are being focused on the development of major projects. \$20k being transferred to Environmental Levy Reserve.
2.1	345007411 - Pacific Highway Shared Path - Chatswood to Roseville - 4500_5438	40.0	0.0	40.0	-(30.0)	10.0	0.0	8	An investigation to develop a concept design will be undertaken using internal resources only. \$30k being transferred to Environmental Levy Reserve.
2.1	Traffic & Transport Unit								
2.1	262307114 - Willoughby Parking Strategy &&Delivery of the Ward Implemen'tn Action P - 6230_6017	130.0	0.0	130.0	7.0	137.0	124.1	2	Additional funding necessary to pay for additional work completed. \$5k being transferred from 262307434; \$2k being transferred from Internal Reserve.
2.1	262307260 - Pedestrian Network Audit and PAMPs - 6230_5888	21.4	0.0	21.4	0.7	22.1	11.4	GF	Additional funding required to fund additional work undertaken in completing the PAMPs for Willoughby Road and Sailors Bay Road. \$0.7k being funded by General Fund.
2.1	262307261 - Mowbray Rd West_ Beaconsfield Rd and Ralston St Traffic Signal Mod. - 6230_6017	0.0	71.1	71.1	-(10.0)	61.1	8.5	12	Complexity of the project has led to delays in delivery. Target delivery of detailed design only in 2019/20. \$10k being transferred to Developer Contribution Reserve.
2.1	262307434 - Wombat Crossing at High Street and Bedford Street_ North Willoughby - 6230_6017	20.0	0.0	20.0	-(5.0)	15.0	15.0	GF	Project complete. \$5k being transferred to 262307114.
2.1	362307403 - Transport Demand && Information Framework and Plan - 6230_5441	20.0	0.0	20.0	-(8.0)	12.0	10.0	GF	An investigation to develop a framework and plan will be undertaken using internal resources only. \$8k being transferred to 265207564.
2.1	362307563 - Chatswood CBD (Congestion Mitigation - St Parking Management Study) - 6230_5441	50.0	0.0	50.0	-(35.0)	15.0	15.0	GF	An investigation to develop a framework and plan will be undertaken using internal resources only. \$17.3k being transferred to 265207564; \$17.7k being transferred to 265207515.
2.1	Asset Management Unit								
2.1	362507436 - Bridge inspections (Level 1 and Level 2 Bridge routine inspections) - 6250_5449	66.5	0.0	59.2	-(18.0)	41.2	38.0	GF	Cost saving. Quotations received under budget. \$18k being returned to General Fund.
2.1	IL-Infrastructure Asset - Bridge								
2.1	363407461 - STRBR-013 Bridge repair works in North Arm Res over Creek_ Middle Cove - 6340_5453	40.0	0.0	40.0	-(5.0)	35.0	0.0	2	Cost Saving. Quotation lower than budget. \$5k being transferred to Internal Reserve.
2.1	Road Pavement Works								

Projects and Capital Works									
Funding Source Code: GF General Fund ; 2 Internal Resv ; 3 External Resv ; 4 Grant & Contrib ; 6 Infra Levy ; 7 S/W Levy ; 8 Env Levy ; 9 Sponsorship ; 10 Sundry Income ; 11 Internal Revenue ; 12 Dev Contrib									
Key Direction	Project I.D.	Orig. Budget 19/20 \$'000	B/fwd Budget 19/20 \$'000	Curr Budget 2019/20 \$'000	Var Q3 Budget 19/20 \$'000	Rev Budget 2019/20 \$'000	Mar YTD Actual 19/20 \$'000	Fund-ing Source	Mar -20 Status / Comments
2.1	265207512 - PMS Project Management - 6520_6500	15.0	0.0	15.0	(15.0)	0.0	0.0	GF	Cost savings as Project Management costs were incorporated into Project Costs. \$15k being returned to General Fund.
2.1	265207515 - LATM - Victoria Ave && Bertram St (Pedes safety - kerb ext Victoria Ave - 6520_6503	87.7	0.0	87.7	43.9	131.6	14.3	4	Additional funds required to pay for the construction of the project. Budget adjusted to match quotation received. \$22k from TfNSW as additional contribution with the other 50% from WCC (\$17.7k from 362307563 and \$4.3k from 262307260).
2.1	265207564 - LATM - Victoria Ave && Stanley St (Pedestrian Safety Treatment) - 6520_6503	0.0	0.0	16.3	37.2	53.4	0.0	4 GF	Project design change implemented to improve pedestrian safety. Additional funding to meet project construction cost. \$11.9k from TfNSW as additional contribution; \$17.3k from 362307563 and \$8k from 362307403)
2.3	Event Management								
2.3	335012868 - Willoughby Heritage Festival - 3501_5804	5.0	0.0	5.0	(5.0)	0.0	0.0	GF	This event was cancelled due to Covid-19 restrictions on public gatherings. \$5k being returned to General Fund.
2.3	335017387 - Lunar New Year - 3501_5804	150.0	0.0	150.0	(17.0)	133.0	124.5	9 GF	Part of this event was cancelled due to inclement weather resulting in cost savings. \$17k being returned to General Fund.
2.5	Community Services Management Support								
2.5	333007405 - Community Wellbeing Survey - 3300_5888	60.0	0.0	60.0	(2.3)	57.7	57.7	GF	Project is completed. \$2.3k being returned to General Fund.
2.7	Community Services Unmanned Facilities								
2.7	235707408 - Northbridge Bowling Club - Facility set up - 3570_6120	30.0	0.0	30.0	(30.0)	0.0	0.0	GF	Project deferred pending completion of Northbridge Bowling Club refurbishment. \$30k being returned to General Fund.
2.7	Traffic & Transport Unit								
2.7	362307433 - Bus Stop DDA Compliance Audit - Stage 1 - 6230_5888	50.0	0.0	50.0	0.9	50.9	0.0	12	Budget adjusted to match quotation received. \$0.9k being transferred from Developer Contribution Reserve.
3.2	Project Management Capital								
3.2	262707562 - Gore Hill Oval - Stage 2 Works - 6270_6757	200.0	0.0	200.0	137.1	337.1	38.9	12	Consultants engaged funds required to cover expense. \$137k being transferred from the Gore Hill VPA.
3.2	IL-Infrastructure Asset - Open Space								
3.2	263107265 - Playground - Willoughby Park - Plan and Implement Renewal - 6310_6761	500.0	0.0	500.0	62.0	562.0	32.7	12; 6	Work commenced. \$62k being funded by General Fund.
3.2	263107449 - Renew BBQs - Smart BBQs - Clive Park && Northbridge Baths - 6310_6763	30.0	0.0	30.0	(30.0)	0.0	0.0		Works ready for approval and implementation. To be delayed to next financial year to help reduce costs. \$30k being returned to Internal Reserve.

QUARTERLY BUDGET REVIEW 2019/20 - MARCH QUARTER

ATTACHMENT 5

Projects and Capital Works									
Funding Source Code: GF General Fund ; 2 Internal Resv ; 3 External Resv ; 4 Grant & Contrib ; 6 Infra Levy ; 7 S/W Levy ; 8 Env Levy ; 9 Sponsorship ; 10 Sundry Income ; 11 Internal Revenue ; 12 Dev Contrib									
Key Direction	Project I.D.	Orig. Budget 19/20 \$'000	B/fwd Budget 19/20 \$'000	Curr Budget 2019/20 \$'000	Var Q3 Budget 19/20 \$'000	Rev Budget 2019/20 \$'000	Mar YTD Actual 19/20 \$'000	Funding Source	Mar -20 Status / Comments
3.2	IL-Infrastructure Asset - Sports Fields								
3.2	263607546 - Chatswood Rotary Athletic Field- floodlights renewal- design & install - 6360_6767	350.0	0.0	357.0	-(41.0)	316.0	8.2	12; 12	Contract issued, working drawing phase before installation in May/June. \$41k being transferred to Developer Contribution Reserve.
3.2	Open Space Organised Sporting Fields								
3.2	268207548 - Sportsfield floodlights install Northbridge Park(Bonds Cnr)sport court - 6820_6773	15.0	0.0	15.0	-(9.5)	5.5	0.7	12	Lighting specification underway. \$9.5k being transferred to Developer Contribution Reserve.
3.2	268207551 - OH Reid Oval - Renew Drainage_ Irrigation & Oval Surface - 6820_6825	15.0	0.0	15.0	-(3.0)	12.0	10.1	12	Specification for tender completed. \$3k being transferred to Developer Contribution Reserve.
3.2	Open Space Non-Organised Passive Recreation								
3.2	268301308 - Chatswood Park - Masterplan - 6830_6766	650.0	0.0	778.0	175.0	953.0	350.7	GF; 12	Works underway for new maintenance shed. \$150k being transferred from Developer Contribution Reserve. \$25k being transferred from Property salary budget saving.
3.2	268307573 - Artarmon Parklands - shades structures - 6830_6762	0.0	0.0	0.0	53.5	53.5	26.8	GF	Work commenced. \$53.5k being funded by General Fund.
3.4	IL-Infrastructure Asset - Building Property								
3.4	263707474 - I/L Accessible public toilet_ Kids Cottage_ Jersey park- design&&install - 6370_6254	100.0	0.0	100.0	-(95.0)	5.0	5.0	6	Project is delayed. Currently seeking design & construct quotations. \$95k returned to External Reserve.
3.5	IL-Infrastructure Asset - Building Property								
3.5	263707469 - I/L Design and refurbishment - Northbridge Memorial Hall - 6370_6250	10.0	0.0	10.0	-(10.0)	0.0	0.0	6	Awaiting completion of Northbridge Bowling Club refurbishment. \$10k returned to External Reserve.
4.2	Event Management								
4.2	335017406 - Visit Chatswood re-launch - 3501_5804	30.0	0.0	30.0	-(30.0)	0.0	0.0	GF	Project is being completed in-house due to quotations exceeding budget allowance. \$30k being returned to General Fund.
4.4	Event Management								
4.4	335012552 - Chatswood CBD Special Event - VIVID - 3501_5032	928.8	0.0	928.8	-(553.8)	375.0	274.1	; GF	This event was cancelled due to Covid-19 restrictions on public gatherings. Expenditure to date is for artistic works and technical suppliers. Contracts for artists and technical suppliers have been carried over to the 2021 event. \$553.8k being returned to General Fund.

QUARTERLY BUDGET REVIEW 2019/20 - MARCH QUARTER

ATTACHMENT 5

Projects and Capital Works										
Funding Source Code: GF General Fund ; 2 Internal Resv ; 3 External Resv ; 4 Grant & Contrib ; 6 Infra Levy ; 7 S/W Levy ; 8 Env Levy ; 9 Sponsorship ; 10 Sundry Income ; 11 Internal Revenue ; 12 Dev Contrib										
Key Direction	Project I.D.	Orig. Budget 19/20 \$'000	B/fwd Budget 19/20 \$'000	Curr Budget 2019/20 \$'000	Var Q3 Budget 19/20 \$'000	Rev Budget 2019/20 \$'000	Mar YTD Actual 19/20 \$'000	Funding Source	Mar -20 Status / Comments	
4.5	Event Management									
4.5	335012865 - Spring/Emerge Festival - 3501_5804	81.2	0.0	81.2	-(19.2)	62.0	53.5	9 GF	Event completed with cost savings of \$19.2k being returned to General Fund.	
4.5	335017572 - Traffic &&& Transport Management Plans - VIVID Special Event - 3501_5032	0.0	0.0	163.6	-(156.5)	7.1	6.7	GF	This event was cancelled due to Covid-19 restrictions on public gatherings. \$156.5k being returned to General Fund.	
4.5	The Concourse Precinct Management									
4.5	335547237 - The Concourse - Develop Mills Lane Activation Plan - 3554_5888	0.0	51.2	51.2	40.0	91.2	22.9	12	Increased budget to accelerate design for CBD laneways activation and State Government approvals as Shared Zones. \$40k being transferred from Developer Contribution Reserve.	
4.5	335547238 - The Concourse - Creative Hub Feasibility Research - 3554_5888	0.0	10.0	65.0	-(50.0)	15.0	15.0	2	Following feasibility investigation, the project was deemed non viable and the project discontinued. \$50k saving being returned to General Fund.	
5.1	Human Resources									
5.1	321102852 - Employee Engagement Survey - 2110_5051	45.0	0.0	45.0	-(5.0)	40.0	30.8	GF	The Employee survey was delivered and communicated to employees within the required timeframes of the project plan. As the later stages were able to be managed by internal resources we did not need to engage the service of external providers and have realised a saving of \$5k being returned to General Fund.	
5.1	Business Improvement									
5.1	321407404 - Innovation and Collaboration Portal - 2140_5888	20.0	0.0	20.0	-(20.0)	0.0	0.0	GF	This project is deferred due to change in business priorities. The project need will be reviewed at a future date. \$20k being returned to General Fund.	
5.1	Information Services									
5.1	353007241 - Complete Council Website Review - 5300_6101	150.0	0.0	150.0	-(100.0)	50.0	11.1	GF	Project completed internal with existing resources without the need to engage external resources. \$100k saving returned to General Fund.	
5.1	353007421 - Continue Staff training in Office 2016 and Windows 10 - 5300_5101	30.0	0.0	30.0	-(18.0)	12.0	0.0	GF	Some of the upgrades that generate the training needs have been delayed. \$18k returned to General Fund.	
5.1	IL-Infrastructure Asset - Building Property									
5.1	263707471 - I/L Council Building Upgrade - Customer Experience - 6370_6250	565.0	0.0	565.0	-(565.0)	0.0	0.0		Project on hold to consider options available for customer experience. \$565k being transferred to Internal Reserve.	

QUARTERLY BUDGET REVIEW 2019/20 - MARCH QUARTER

ATTACHMENT 5

Projects and Capital Works										
Funding Source Code: GF General Fund ; 2 Internal Resv ; 3 External Resv ; 4 Grant & Contrib ; 6 Infra Levy ; 7 S/W Levy ; 8 Env Levy ; 9 Sponsorship ; 10 Sundry Income ; 11 Internal Revenue ; 12 Dev Contrib										
Key Direction	Project I.D.	Orig. Budget 19/20 \$'000	B/fwd Budget 19/20 \$'000	Curr Budget 2019/20 \$'000	Var Q3 Budget 19/20 \$'000	Rev Budget 2019/20 \$'000	Mar YTD Actual 19/20 \$'000	Funding Source	Mar -20 Status / Comments	
5.1	Property Development									
5.1	264207482 - Council Building Upgrade - 6420_6250	1,435.0	0.0	1,435.0	-(1,200.0)	235.0	140.9	2	Project on hold to consider options available for office accommodation. \$1.2m being transferred to Internal Reserve.	
5.3	Asset Management Unit									
5.3	362507437 - Retaining Wall Repairs - 6250_5470	55.0	0.0	55.0	-(49.0)	6.0	4.0	2	Project deferred due to change of scope as a result of public consultation. \$49k being transferred to 365307574.	
5.3	Project Management Capital									
5.3	262707560 - Northbridge Bowling Club (Design and Construction) - 6270_6250	144.0	0.0	1,871.2	20.0	1,891.2	57.9	3	Additional funds to cover contract sum. \$20k being transferred from Property salary budget saving.	
5.3	I/L-Infrastructure Asset - Bridge									
5.3	263402831 - STRBR-004 Bridge on Artarmon Rd over Artarmon Resv Bike Track - 6340_6120	0.0	121.7	300.0	-(65.0)	235.0	159.6	2; 2	Reduced quantity of work required. \$65k saving being returned to Internal Reserve.	
5.3	I/L-Infrastructure Asset - Building Property									
5.3	263707291 - I/L Willoughby Park Bowling Club Refurbishment - 6370_6250	0.0	11.6	20.2	46.8	67.0	66.9	3; 2	Works Complete. Additional funds required to cover carry-over works which were delayed due to a delay in the supply of carpet. \$44k being transferred from 363707468; \$2.8k being transferred from 263707478.	
5.3	263707477 - I/L Venue Lighting Upgrade - Concourse - 6370_6261	400.0	0.0	400.0	-(50.0)	350.0	0.0	2	Works progressing. Expected \$50k savings to be returned to General Fund.	
5.3	263707478 - I/L The Concourse - Amenities Repairs - 6370_6261	150.0	0.0	129.6	-(2.8)	126.8	66.4	2	Works continuing - expected completion in June 2020. Extent of works was less than anticipated following initial investigations. \$2.8k being transferred to 263707291.	
5.3	263707479 - I/L The Concourse - BMS Software Change Over - 6370_6261	300.0	0.0	300.0	-(200.0)	100.0	4.6	2	Works progressing. Expected \$100k savings due to upgrade of current system rather than total replacement. \$100k returned to Internal Reserve.	
5.3	363707468 - I/L Artarmon Library - Repair of Bell Tower Roof - 6370_5888	50.0	0.0	50.0	-(44.0)	6.0	0.0	2	Works Complete. Extent of works was less than anticipated following initial investigations. \$44k being transferred to 263707291.	

QUARTERLY BUDGET REVIEW 2019/20 - MARCH QUARTER

ATTACHMENT 5

Projects and Capital Works										
Funding Source Code: GF General Fund ; 2 Internal Resv ; 3 External Resv ; 4 Grant & Contrib ; 6 Infra Levy ; 7 S/W Levy ; 8 Env Levy ; 9 Sponsorship ; 10 Sundry Income ; 11 Internal Revenue ; 12 Dev Contrib										
Key Direction	Project I.D.	Orig. Budget 19/20 \$'000	B/fwd Budget 19/20 \$'000	Curr Budget 2019/20 \$'000	Var Q3 Budget 19/20 \$'000	Rev Budget 2019/20 \$'000	Mar YTD Actual 19/20 \$'000	Funding Source	Mar -20 Status / Comments	
5.3	<i>Property Development</i>									
5.3	264207484 - Concourse Compliance Upgrade - 6420_6261	5,000.0	0.0	2,000.0	(-1,700.0)	300.0	21.8	2	Currently under negotiation with contractors to undertake the compliance requirements. \$1.7m being transferred to Internal Reserve.	
5.3	264207569 - 36-38 Devonshire St - Repair of damaged areas - 6420_6250	0.0	0.0	0.0	60.5	60.5	60.3	GF	Works Complete. Damage was due to a vehicle accident. Driver's insurance company has offered approx. \$47.7k. Council staff are attempting to obtain a higher reimbursement. \$12.8k being funded by General Fund.	
5.3	<i>Drainage Works</i>									
5.3	265307526 - SWU: Mowbray & Stafford Investigation and Reconstruction - 6530_6504	10.0	0.0	10.0	(-7.5)	2.5	0.0	GF	Cost Saving. Quotation lower than budget amount. \$7.5k being returned to General Fund.	
5.3	265307527 - SWU: Narooma Culvert Investigation & Replacement - 6530_6504	10.0	0.0	8.0	(-8.0)	0.0	0.0	GF	Project deferred. \$8k being returned to General Fund.	
5.3	265307528 - SWU: Mowbray Rd West_ Hatfield St Replacement - 6530_6504	10.0	0.0	10.0	(-10.0)	0.0	0.0	GF	Cost savings as costs were incorporated into other Project Works. \$10k being returned to General Fund.	
5.3	265307529 - SWU: Northcote St (Transverse Line) Near Dargan St - 6530_6504	10.0	0.0	10.0	(-10.0)	0.0	0.0	GF	Project deferred. \$10k being returned to General Fund.	
5.3	265307530 - SWR: Albert / Betram St Relining - 6530_6504	34.4	0.0	34.4	(-34.4)	0.0	0.0	GF	Cost savings as costs were incorporated into other Project Works. \$34.4k being returned to General Fund.	
5.3	265307531 - SWI&U: Mooney St_ Outlet Headwall and Stabilisation - 6530_6504	10.0	0.0	10.0	(-10.0)	0.0	0.0	GF	Cost Saving. Council staff to design. \$10k being returned to General Fund.	
5.3	365307574 - Flat Rock Channel Emergency Repair - 6530_5436	0.0	0.0	0.0	49.0	49.0	4.5	2	Emergency repair of collapsed open channel caused by Feb 2020 storm event. \$49k transferred from 362507437.	
5.3	<i>Kerb & Gutter Works</i>									
5.3	265507539 - K&G External Design && Investigation - 6550_6509	52.8	0.0	52.8	(-52.8)	0.0	0.0	GF	Cost Saving from design by internal resources. \$52.8k being returned to General Fund.	
5.3	<i>Open Space Non-Organised Passive Recreation</i>									
5.3	268307555 - Bales Park Play Area - 6830_6815	35.0	0.0	35.0	(-28.5)	6.5	2.1	GF	Project deferred due to COVID-19. \$28.5k being returned to General Fund.	
TOTAL PROJECT AND CAPITAL WORKS EXPENDITURE Q3 BUDGET VARIATIONS					(4,183.5)					
Comprising:										
					Reductions to Operational Expenses	(947.0)				
					Reductions to Capital Expenses	(3,236.5)				

QUARTERLY BUDGET REVIEW 2019/2020 - MARCH QUARTER

Legal Expenses -Planning and Infrastructure

ATTACHMENT 6

Address	WCC Officer	Status	Solicitor	Solicitors Ref.	Matter	Date Solic. engaged	Fees Pd Prv Yrs	Paid Jul 19- Jun 20	Total Costs to date
LAND AND ENVIRONMENT COURT									
	AV	Advice provided to Council.	HWLE	KMG-966252	Advice on compliance with Clause 26 of SEPP	13/12/2019		\$1,967	\$1,967
	MT	In Progress	HWLE	KMG-963600				\$1,605	\$1,605
	IA	In Progress	HWLE	KMG-874413		06/03/2018		\$35	\$35
	MF	In Progress	HWLE	KMG-946589		14/08/2019		\$3,662	\$3,662
	MB	In Progress	HWLE	KMG-948009		23/08/2019		\$7,129	\$7,129
	PC	Determined by WLPP. Matter complete.	WWSB	KW:BO:219021		24/12/2018	\$21,672	\$4,457	\$26,129
	JM	In Progress	HWLE	KMG-924109		27/02/2019	\$15,859	\$53,924	\$69,783
	PC	In Progress	HWLE	KMG 917837		08/01/2018	\$7,143	\$12,579	\$19,722

QUARTERLY BUDGET REVIEW 2019/2020 - MARCH QUARTER

Legal Expenses -Planning and Infrastructure

ATTACHMENT 6

Address	WCC Officer	Status	Solicitor	Solicitors Ref.	Matter	Date Solic. engaged	Fees Pd Prv Yrs	Paid Jul 19- Jun 20	Total Costs to date
	SB	In Progress	HWLE	KMG-894988		09/07/2018	\$5,179	\$271	\$5,450
	MF	In Progress	HWLE	KMG-595444		01/03/2016	\$14,310	\$617	\$14,927
	CN	In Progress	HWLE	KMG-946557		13/08/2019		\$15,204	\$15,204
	CL	Matter completed	MC	134449				\$672	\$672
	CL	In Progress	MC	134448		08/01/2020		\$865	\$865
	JMR S	The Development Consent was granted on 29 October 2019. Matter completed	WWSB	KW-219259		16/08/2019		\$3,379	\$3,379
	AV	Matter complete.	WWSB	KW:218435		21/11/2018	\$6,383	\$3,749	\$10,132
	PC	In Progress	HWLE	KMG-928146		26/03/2019	\$21,197	\$44,982	\$66,179
	PC	Matter completed.	HWLE	KMG-663761		22/06/2017	\$161,279	\$0	\$161,279

QUARTERLY BUDGET REVIEW 2019/2020 - MARCH QUARTER

Legal Expenses -Planning and Infrastructure

ATTACHMENT 6

Address	WCC Officer	Status	Solicitor	Solicitors Ref.	Matter	Date Solic. engaged	Fees Pd Prv Yrs	Paid Jul 19- Jun 20	Total Costs to date
	JM	Matter completed.	HWLE	KMG-900017		10/08/2018	\$52,714	\$70,279	\$122,993
	AV	Matter completed.	HWLE	KMG-931189		15/04/2019	\$9,845	\$20,213	\$30,058
Total - Land and Environment Court							\$315,581	\$245,587	\$561,168
LOCAL COURT									
	MI	Completed (Win)	Chatswood Law	88251	Prosecution: Disability Parking Permit			\$3,659	\$3,659
	MI	Completed (Win)	Chatswood Law	88257	Litigation: disability parking permit abuse			\$8,041	\$8,041
	MI	Completed (Win)	Chatswood Law	88257	Litigation: disability parking permit abuse				
	MI	Completed (Win)	Chatswood Law	88257	Litigation: disability parking permit abuse				
	MI	Completed (Win)	WWSB	KW:SB219052	Breaking of Conditions of Consent - Penalty Infringement Notice			\$1,175	\$1,175
	MI	Completed (Win)	WWSB	KW:SB-219236	Penalty Infringement Notice			\$1,802	\$1,802
	MI	Completed (Win)	WWSB	KW:SB-219276	Appeal of a fine			\$342	\$342
	MI		WWSB	KW:SB219286	Development not according to Consent	18/09/2019		\$1,467	\$1,467
	MI	Completed (Win)	Chatswood Law	88262		17/09/2019		\$3,080	\$3,080
	MI	Completed (Win)	WWSB	KW:SB219331	No Current permit displayed and failure to remove or surrender scheme Authority	06/11/2019		\$1,907	\$1,907
	MI	Completed (Win)	WWSB	KW:SB219352	Illegal Parking of Delivery Truck on-site.	27/11/2019		\$1,132	\$1,132
	MI	Completed (Win)	WWSB	KW:SB219352	Illegal Parking of Delivery Truck on-site.	29/01/2020			
	MI	Completed (Win)	WWSB	KW:SB219332	Failure to demolish or remove a building contrary to order	19/12/2019		\$1,932	\$1,932

QUARTERLY BUDGET REVIEW 2019/2020 - MARCH QUARTER

Legal Expenses -Planning and Infrastructure

ATTACHMENT 6

Address	WCC Officer	Status	Solicitor	Solicitors Ref.	Matter	Date Solic. engaged	Fees Pd Prv Yrs	Paid Jul 19- Jun 20	Total Costs to date
	MI	Completed (Win)	WWSB	KW:SB219 332		19/12/2019			
	MI	Completede (Withdrawn)	WWSB	KW:SB219 351		25/02/2020		\$1,118	\$1,118
	MI	Completed (Win)	WWSB	KW:SB219 364	Penalty Infringement Notice	25/02/2020		\$2,817	\$2,817
Total - Local Court								\$28,472	\$28,472
MISCELLANEOUS LEGAL SERVICES									
	MI	Completed	Illion	31735	Company Search			1,610	1,610
	MI	Completed	Illion	31735	Account Keeping Fee			250	250
	MI	Completed	Illion	31735	Account Keeping Fee			234	234
Total - Miscellaneous Legal Services								\$2,094	\$2,094
ADVICE									
	JB	In Progress	HWLE	KMG- 929863	Stomwater Easement Advice	04/04/2019	\$3,952	\$12,597	\$16,549
NA\VPAPolicy	SM	In Progress	HWLE	KMG- 879708	WCC-Review VPA Policy		\$7,771	\$0	\$7,771
NA\SEPP	KG	Completed	HWLE	KMG- 942452				\$1,787	\$1,787
NA\NA	JS	Completed	Stephen Free SC		Allocation of S94 contributions			\$4,800	\$4,800
	CL	In Progress	HWLE	KMG:93577 5	Compliance Advice - Swimming Pools Act	21/05/2019	\$2,047	\$4,089	\$6,136
NA\NA	JS	Completed	WWSB	KW:219215	Advice on Deed of Air Space Lease			\$1,582	\$1,582
			Lindsay Taylor Lawyers	WCC19003	VPA			\$7,432	\$7,432
	JS		Lindsay Taylor Lawyers	WCC19002	Gateway Review Procedure - Planning Proposal		\$0	\$434	\$434
	MB		McCabe Curwood	MHA- 134945	Advice on Right of Way		\$0	\$1,820	\$1,820

QUARTERLY BUDGET REVIEW 2019/2020 - MARCH QUARTER

Legal Expenses -Planning and Infrastructure

ATTACHMENT 6

Address	WCC Officer	Status	Solicitor	Solicitors Ref.	Matter	Date Solic. engaged	Fees Pd Prv Yrs	Paid Jul 19- Jun 20	Total Costs to date
Total - Advice							\$13,770	\$34,541	\$48,311

	<u>Prv Yrs*</u>	<u>Actual</u>	<u>Bud Yld</u>	<u>Bud Tot</u>
Total - Land and Environment Court	315,581	245,587		
Total - Local Court	-	28,472		
Total - Miscellaneous Legal Services		2,094		
Total - Advice	13,770	34,541		
July 2019 to March 2020 Total Expenditure		310,693		
Other Corporate Legal Expense		78,936		
Total - ALL Expenditure	\$329,351	389,629	384,997	463,000
<u>Other Corporate Legal by Cost Centre</u>				
Mayor & Council		1,628		
Governance & Policy Admin		20,229		
The Concourse - Venue Management		25,980		
Property Services		20,297		
Culture & Leisure		3,110		
People & Culture		3,942		
Traffic & Transport		3,750		
Rates and Revenue Collection		-		
Total		78,936		

*Note: The figures only include the total legal costs of previous years for the listed cases of this report

QUARTERLY BUDGET REVIEW 2019/2020 - MARCH QUARTER

ATTACHMENT 7.1

THE CONCOURSE FINANCIALS

Income Statement for the period 1 July 2019 to 31 March 2020				Statement of Financial Position as at 31 March 2020			
	2019/2020 31-Mar-20 Actual \$	2018/2019 31-Mar-19 Actual \$	YTD Comparison FY 2020 vs FY 2019 Increase / (Decrease)		2019/2020 31-Mar-20 Actual \$	2019/2020 31-Dec-19 Actual \$	2018/2019 31-Mar-19 Actual \$
<u>Income from Continuing Operations</u>				<u>Current Assets</u>			
Rates & annual charges	1,350,000	1,455,909	(105,909)	Investment securities	17,529,325	17,214,062	16,482,578
Users charges & fees	3,808,619	3,926,605	(117,986)	Receivables	192,764	250,026	70,505
Interest on Investments	235,785	251,625	(15,840)	Other Assets	7,359	15,777	61,962
Other revenues	2,892,393	3,509,590	(617,197)	Total Current Assets	<u>17,729,447</u>	<u>17,479,865</u>	<u>16,615,044</u>
Grants & contributions - non capital purposes	254,606	191,074	63,532	<u>Non-Current Assets</u>			
Total Income from Continuing Operations	<u>8,541,403</u>	<u>9,334,802</u>	<u>(793,400)</u>	Property, Plant & Equipment	269,190,003	270,071,655	264,614,932
<u>Expenses from Continuing Operations</u>				Investment Properties	49,902,854	49,902,854	43,907,500
Employee Costs	4,432,326	4,698,610	(266,284)	Total Non-Current Assets	<u>319,092,857</u>	<u>319,974,509</u>	<u>308,522,432</u>
Materials & Contracts	1,143,953	1,296,484	(152,531)	<u>TOTAL ASSETS</u>			
Borrowing Costs	1,585,488	1,683,250	(97,761)		<u>336,822,304</u>	<u>337,454,375</u>	<u>325,137,477</u>
Depreciation & Amortisation	2,646,084	1,495,240	1,150,844	<u>Current Liabilities</u>			
Other Operating Expenses	3,248,818	3,159,281	89,537	Payables	491,176	359,689	334,038
Total Expenses from Continuing Operations	<u>13,056,669</u>	<u>12,332,864</u>	<u>723,805</u>	Interest bearing liabilities*	1,066,164	1,057,236	1,028,749
Surplus (deficit) from Ordinary Activities before Revenue for Capital Purposes	<u>(4,515,266)</u>	<u>(2,998,062)</u>	<u>-(1,517,205)</u>	Provisions	1,041,126	1,034,739	933,825
Grants & contributions - capital purposes	-	-	-	Total Current Liabilities	<u>2,598,467</u>	<u>2,451,664</u>	<u>2,296,612</u>
Surplus (deficit) from Ordinary Activities	<u>(4,515,266)</u>	<u>(2,998,062)</u>	<u>-(1,517,205)</u>	<u>Non-Current Liabilities</u>			
				Interest bearing liabilities*	37,698,591	37,789,497	39,286,894
				Provisions	14,935	14,850	21,228
				Total Non-Current Liabilities	<u>37,713,527</u>	<u>37,804,347</u>	<u>39,308,122</u>
				<u>TOTAL LIABILITIES</u>			
					<u>40,311,993</u>	<u>40,256,010</u>	<u>41,604,733</u>
				<u>NET ASSETS</u>			
					<u>296,510,311</u>	<u>297,198,364</u>	<u>283,532,743</u>
				<u>EQUITY</u>			
				Retained Earnings	238,346,002	242,861,268	242,229,519
				Revaluation Reserve	28,748,529	28,748,529	20,551,635
				Council Subsidy	29,415,780	25,588,567	20,751,590
				Total Equity	<u>296,510,311</u>	<u>297,198,364</u>	<u>283,532,743</u>

*Note: Interest bearing liabilities include the amortised cost on the \$30M Dexia borrowing. The Dexia payout figure calculated at 31 Mar 2020 was \$48.2M which reflects the additional cost that would be incurred should the loan be terminated early.

QUARTERLY BUDGET REVIEW 2019/2020 - MARCH QUARTER

ATTACHMENT 7.2

THE CONCOURSE BUDGET COMPARISON

Income Statement for the period 1 July 2019 to 31 March 2020

	Original Budget 2019-2020 Net Result Surplus / (Deficit)	Original Budget YTD 31 March 20 Surplus / (Deficit)	Actuals YTD 31 Mar 20 Surplus / (Deficit)	Comparison Difference Surplus / (Deficit)
The Concourse - Venue Management	(1,364,779)	(1,023,584)	(810,098)	213,486
The Concourse - Facility Management	(110,186)	(82,640)	(88,845)	(6,206)
The Concourse - Precinct Management	(280,162)	(210,122)	(42,150)	167,971
The Concourse - Carpark Management	269,052	201,789	181,495	(20,294)
The Concourse - Retail	3,427,709	2,570,782	1,892,553	(678,229)
The Concourse - Urban Screen	(10,000)	(7,500)	(1,396)	6,104
The Concourse - Art Space	(33,035)	(24,776)	(8,132)	16,644
Century Venues	-	-	118,590	118,590
Net Surplus/(Deficit)	1,898,599	1,423,949	1,242,016	(181,933)
The Concourse Sub Total - Surplus/(Deficit)				
Before Interest, Depreciation and Overhead Costs	1,898,599	1,423,949	1,242,016	(181,933)
<u>Interest</u>				
Interest on Loans	(1,510,000)	(1,132,500)	(1,124,164)	8,336
Interest on Loan (Amortised Cost)	(725,000)	(543,750)	(461,324)	82,426
The Concourse Surplus/(Deficit) After Interest	(336,401)	(252,301)	(343,472)	(91,172)
<u>Surplus (deficit) from Ordinary Activities before Revenue for Capital Purposes</u>				
Depreciation (excl Library)	(2,476,000)	(1,857,000)	(1,877,616)	(20,616)
Overhead Costs (excl Library)	(290,000)	(217,500)	(153,668)	63,832
<u>Other Income</u>				
CBD Rates and Compliance	2,100,000	1,725,000	1,725,000	-
Fair Value on Investment Properties	750,000	-	-	-
Interest on Investments	314,380	235,785	235,785	-
The Concourse Sub Total - Surplus/(Deficit) before Capital Contributions	61,979	(366,016)	(413,972)	(47,956)
Other Capital Contributions	-	-	-	-
The Concourse Sub Total - Surplus/(Deficit) after Capital Contributions	61,979	(366,016)	(413,972)	(47,956)
<u>Library Services</u>				
Library Services	(4,236,739)	(3,177,554)	(2,825,788)	351,766
Depreciation	(1,024,000)	(768,000)	(768,467)	(467)
Overhead Costs	(750,000)	(562,500)	(507,039)	55,461
The Concourse Surplus/(Deficit) Including Library	(5,948,760)	(4,874,070)	(4,515,266)	358,804

2 of 2

QUARTERLY BUDGET REVIEW 2019/2020 – MARCH QUARTER

ATTACHMENT 8

Crown Reserves - Income and Expenditure

Actual \$'s for the period 1 July 2019 to 31 March 2020

The format below complies with legislative reporting requirements for Crown Lands.
Note that, the Trust Fund receives all of the Income shown but does not necessarily incur all of the expenses shown, as some may be borne directly by Council.

<u>Crown Reserve Name:</u>	Income	Expenditure	Surplus (Deficit)
Artarmon Reserve	\$ 2,842	\$ 68,785	\$ (65,943)
Beauchamp Park	\$ 15,994	\$ 122,951	\$ (106,957)
Chatswood Park	\$ 18,504	\$ 525,323	\$ (506,819)
Chatswood Rotary Athletics	\$ -	\$ 765	\$ (765)
Cleland Park	\$ 69,276	\$ 41,706	\$ 27,570
Clive Park	\$ 2,003	\$ 6,748	\$ (4,745)
Elizabeth Park	\$ -	\$ 532	\$ (532)
Explosives Reserve	\$ -	\$ 9,973	\$ (9,973)
Gore Hill Park	\$ 584,395	\$ 173,584	\$ 410,810
Naremburn Park	\$ 20,789	\$ 31,953	\$ (11,163)
Northbridge Park	\$ 64,925	\$ 89,728	\$ (24,803)
O.H Reid Reserve	\$ 3,817	\$ 3,750	\$ 67
Sailors Bay Park	\$ 7,535	\$ 735	\$ 6,800
Talus Street Reserve	\$ 28,921	\$ 12,880	\$ 16,041
Warners Park	\$ -	\$ 750	\$ (750)
Warrane Reserve	\$ -	\$ 3,750	\$ (3,750)
Willoughby Park	\$ 190,142	\$ 476,457	\$ (286,315)
Total Crown Reserves	\$ 1,009,145	\$ 1,570,370	\$ (561,225)

QUARTERLY BUDGET REVIEW 2019/20 - MARCH QUARTER

ATTACHMENT 9

CY Pres Scheme Reserves as at 31 March 2020

The combined closing balance of the two Cy Pres Scheme Reserves at 31 March 2020 is \$4.57M.

The CY Pres Scheme reserves are externally restricted and were created from compensation received from Roads and Maritime Services for the compulsory acquisition of open space land for construction of Gore Hill Freeway and Lane Cove Tunnel.

Scheme 1 (26 February 1959) is to be used for the purposes of public park, public reserve or public recreation areas.

Scheme 2 (9 August 1960) is to be used for the purposes of public park, public reserve or public recreation areas.

<u>Financial Summary: Cy Pres Scheme Reserve</u>	<u>Scheme 1</u>	<u>Scheme 2</u>	<u>Total \$</u>
Opening Balance – 1 July 2019	4,684,516	986,270	5,670,786
Income - Interest Earned	59,839	12,597	72,436
Expenditure - Legal Expenses	0	0	0
Project Expenditure	(1,174,774)	-	(1,174,774)
Closing Balance – 31 March 2020	<u>\$3,569,581</u>	<u>\$998,867</u>	<u>\$4,568,448</u>

QUARTERLY BUDGET REVIEW 2019/2020 - MARCH QUARTER

ATTACHMENT 6

Developer Contributions as at 31 March 2020

Financial Summary: Developer Contributions

Opening Balance – 1 July 2019		43,667,949
Income: Interest Eamt	405,296	
Gore Hill VPA	15,134,692	
Income: Developer Contributions		
CBD (S94A)	42,959	
Non CBD (S94A)	3,666,169	
Open Space Recreation (S7.11)	266	
Community Facilities (S7.11)	4,995	
Recreation Facilities (S7.11)	25,973	
Active Transport & Public Domain (S7.11)	1,413	
Plan Administration (S7.11)	490	
CBD (S7.12)	146,472	
Non CBD (S7.12)	493,721	19,922,446
Expenditure		(1,316,473)
Closing Balance – 31 March 2020		62,273,922

Comments:

The balance of Developer Contributions (S7.11/ S7.12/ VPA) Reserves at 31st March 2020 is \$62.3M. The financial summary shows the opening balance for the year together with income and expenditure for the quarter as well as the closing balance.

Analysis of developer contributions for the quarter by location as well as a list of contributions over \$10,000 is provided below.

YTD Developer Contributions by Location										Developer Contributions over \$10,000 during the March Quarter			
Location	S94A CBD	S94 Non/CBD	Open Space Recreation	Community Facilities	Recreation Facilities	Active Transport & Public Domain	Plan Administration	S7.12 CBD	S7.12 Non/CBD	Development Application Number	Address	Suburbs	Amt \$
Artamon	-	2,942,369	-	-	-	-	-	-	52,943	APP186/2019	3 Minimbah Road	Northbridge	30,405
Castle Cove	-	24,317	-	-	-	-	-	-	33,043	APP578/2014	1 Frederick Street	ARTARMON	24,549
Castlecrag	-	122,626	-	-	-	-	-	-	-	APP355/2018	26 James Street	CHATSWOOD	11,034
Chatswood	42,959	167,450	89	1,665	8,658	471	163	146,269	60,533	APP123/2019	100 Kameruka Road	NORTHBRIDGE	20,708
Lane Cove	-	2,220	-	-	-	-	-	-	3,612	APP345/2017	26 The Rampart	CASTLECrag	14,200
Middle Cove	-	23,375	-	-	-	-	-	-	-	APP260/2018	6 Upper Minimbah Road	NORTHBRIDGE	22,196
Naremburn	-	94,209	-	-	-	-	-	-	30,141	APP75/2018	27 Centennial Avenue	CHATSWOOD	10,862
North Willoughby	-	31,786	-	-	-	-	-	-	2,402	APP150/2019	34 Rembrandt Drive	MIDDLE COVE	12,009
Northridge	-	184,498	-	-	-	-	-	-	153,737	APP81/2017	10 Allambie Road	CASTLE COVE	16,381
Roseville	-	26,246	89	1,665	8,658	471	163	-	33,842	APP281/2018	17 Daisy Street	CHATSWOOD	14,000
St Leonards	-	748	-	-	-	-	-	-	14,069	APP139/2018	203 Edinburgh Road	CASTLECrag	38,403
Willoughby	-	46,325	89	1,665	8,658	471	163	203	109,399	DA-2019/79	2 Broadcast Way	ARTARMON	2,382,931
										APP69/2018	48 The Bulwark	CASTLECrag	10,144
										APP301/2018	11A Noonbunna Crescent	NORTHBRIDGE	26,199
Mar Qtr Contributions	2,419	2,638,570	177	3,330	17,315	942	326	4,517	210,963				
Dec Qtr Contributions	39,850	299,287	-	-	-	-	-	46,039	212,257				
Sep Qtr Contributions	690	728,312	89	1,665	8,658	471	164	95,916	70,501				
YTD Contributions	42,959	3,666,169	266	4,995	25,973	1,413	490	146,472	493,721				

15.3 FURTHER REPORT: COUNCIL RESPONSE TO THE IMPACTS OF COVID-19

ATTACHMENTS:	1. IMPLICATIONS
RESPONSIBLE OFFICER:	GREG MCDONALD – CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	SAMANTHA CHARLTON – GOVERNANCE, RISK AND CORPORATE PLANNING MANAGER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	9 JUNE 2020

1. PURPOSE OF REPORT

To inform the Council of measures undertaken to date to mitigate the impact of COVID-19 on our community, customers, Councillors and staff.

2. OFFICER'S RECOMMENDATION

That Council note the measures undertaken to mitigate the impact of COVID-19 on the community, our customers and staff.

3. BACKGROUND

A report was presented to Council on 30 March 2020 which advised of the measures implemented by Council to support the community and promote good health practices. These actions were undertaken by Council in response to the raft of measures implemented by the government to address the spread of COVID-19. The measures implemented by the government included limitations of both essential and non-essential gatherings and the closure of some non-essential services.

4. DISCUSSION

Since consideration of this matter by Council on 30 March 2020, the Minister for Health and Medical Research, the Hon. Brad Hazzard MP, has made further public health orders. These orders are ongoing measures to address the public health risk of COVID-19 and have resulted in the closure of certain non-essential venues to members of the public. In response to these announcements and other guidelines issued by the government, measures continue to be undertaken by Council to ensure the safety of the community, customers, Councillors and staff.

4.1 State Emergency Operations Centre (SEOC)

The status of the SEOC was established as OPERATIONAL as at 17 March 2020. This remains in place. Daily updates continue to be received by Council's Local Emergency Management Officer.

4.2 Activation of Council's Business Continuity Plan

The activation of Council's Business Continuity Plan saw the establishment of the Crisis Management Team (CMT). The CMT included the CEO, Directors and other key officers. The CMT has now been stood down. In its stead is the Crisis Management Working Party which will ensure that all lessons learnt during this time period are captured. This Working Party will continue to record data and monitor the situation to ensure that relevant staff are kept informed as the situation progresses.

4.3 Update – Council Services, Facilities and Assistance to the Community

In line with NSW Health guidelines Council closed a number of non-essential services and facilities and cancelled events, workshops and programs. Essential services continued for our community and those most vulnerable including waste services, cleaning and maintenance, meals on wheels and online shopping for the elderly. We complied with Public Health Orders to deliver these services.

Here is a snapshot of our initiatives to mitigate the impact of COVID-19:

Financial Assistance

On 30 March Council endorsed a \$1.66 million business support package to assist local business and community for up to six months. From the support package we implemented:

- Rental relief for food, hospitality and not-for-profit tenants of Council owned properties
- License and fee waivers for sports organisations
- Business fee waivers for health inspections, fire safety, footway dining and advertising
- 50% reduction in Chatswood Mall Market stallholder fees
- Discretionary enforcement of infringements
- Suspended waste collection fees for closed businesses not requiring bin collection during COVID-19

Library Services

Our library staff assist customers by phone/email, supported by Frequently Asked Questions information sheets (FAQs). So far they've received over 300 phone enquiries. One third of callers ask for help to access the library's online resources.

Community use of library resources increased during the crisis. We registered 172 new members and reinstated our Home Library Service with contactless delivery. Budgets were redirected to increase online collections with 64 new e-audio titles and 92 new e-book titles. Members streamed almost 2,500 Kanopy videos and borrowed more than 13,000 eBooks, e-magazines and e-audiobooks, up 34% from March to April.

For younger readers, our children's librarian created a Digital Escape Room, reaching 12,000 people on Facebook and securing 40 followers. Storytime now features on Facebook with 1,200 views for the first session. A special Storytime session with Mayor Gail Giles-Gidney was aired on the 27 May 2020.

The local studies team initiated Willoughby In COVID-19, a collection of images and stories from the Willoughby community, now available on Council's Have Your Say web page. The team is also working with the visual arts team on a publicly accessible database for Council art works using the Library's Archive Module.

The library team are reviewing and streamlining processes and undertaking a stocktake of collections at all locations, consisting of approximately 233,000 library items.

Multicultural Services

To identify emerging community needs we consulted with 23 community members including Multicultural Services Advisory members, MOSAIC volunteers and enrolled students. 469 community members were invited to submit their views.

In collaboration with local government and not-for-profit stakeholders the MOSAIC team is addressing CALD community needs and issues on a regional basis. They communicate NSW Health messages and updates regularly with 100 volunteers.

The provision of online learning for some classes is being investigated and a review of the booking system will see improved customer experience when enrolling for the new semester.

Open Space

During COVID-19 all parks and reserves remained open for general recreation and exercise. Signage is installed with NSW Health guidelines for social distancing. Information about community access to open space is available on Council's website.

To assist community access to sportsgrounds, floodlights are operating after hours at Beauchamp Park, Artarmon Oval and Willoughby Park. Outdoor staff regularly clean exercise equipment and playgrounds now open for public use with caution.

Works staff continue to maintain sportsgrounds ensuring they are in peak condition when community sport resumes. Sports associations and clubs are encouraged to plan for their return to community sport.

Golf courses, some tennis venues and Chatswood Croquet greens are operating in compliance with social distancing and public health requirements.

Leisure

The public health order required closure of the leisure centre swim school, recent health orders will enable the reinstatement of the swim school and squads, the date of which is yet to be determined. Staff processed \$160,000 in credits resulting from 1500 member cancellations. Fourteen sports groups received \$19,735 in credits for sports hall bookings.

While 850 health club memberships are suspended, Willoughby Leisure Centre staff are encouraging members to maintain their fitness with online workout options.

During the closure staff maintained the Centre in line with health guidelines, while reducing energy, water and chemical usage. This includes a new pool plant maintenance regime with temperature set points lowered by two to three degrees. A deep clean of the centre, gym floor and equipment, administration office, cafe area, and the spa, was carried out. The floor was re-grouted and the health club ceiling repaired.

A new swim school program will improve service levels when the swim school reopens and staff have maintained contact with 17 hirers and two lease holders.

Prior to the closure of the site, leisure centre staff were re-assigned to facilitate community access to the Northbridge Baths.

Visual Arts

The Incinerator Art Space and Art Space on The Concourse were closed and exhibitions cancelled. We promoted online exhibitions offerings to our existing arts database to provide exposure for artists.

During the closure we conducted a deep clean of both art spaces, developed a new hire information pack, an Art Space Action Plan, a local artist register and a review of the management of Council's art collection.

Zenith Theatre

The Zenith team had to cancel a show, process refunds and respond to questions and customer concerns. They are working with regular hirers including the Fine Art Society, Engineers Australia and many other corporate hirers, theatre companies and community groups to reschedule dates.

They started extra non-essential maintenance work and plan to review policies and procedures including workplace health and safety, ensuring the venue is ready to go when it reopens.

Dougherty Community Centre - At Home with Willoughby Aged Services Business Partnering to provide Local Meals

The Dougherty Centre partnered with a new local business HospoMarket, a contactless convenience store based in Chatswood Interchange offering restaurant-made meals, meal kits and convenience items for home delivery.

The Dougherty Centre provides home style soups and gluten free brownies to the HospoMarket, serving our community, creating a new revenue stream for the centre and providing work for employees.

Meals on Wheels

Meals-on-Wheels continues to deliver meals daily with demand increasing during Covid-19 restrictions.

Linen Service

To reduce the amount of contact with Linen clients the service has moved to a model of providing clean sheets and towels on a fortnightly basis.

Shopping Services

Shop by List (Coles Home Delivery Service) – At Home with Willoughby staff continue to provide this service on a weekly basis for clients who have no access to shops or family members who can assist.

In some cases clients were moved from our Companion Shopping service to Meals on Wheels or Shop-by-List service to ensure they have access to food.

Out and About – Ride Share Service

This service continues to operate Tuesday to Friday. Bookings are staggered to reduce contact between clients. First priority is given to clients who need to access medical appointments.

Wellness Checks

A script for Wellness Checks was developed. All At Home with Willoughby clients are contacted regularly by staff members for a friendly chat. If staff are concerned about a client's welfare they will contact their emergency contacts and/or provide a list of support services such as Life Line and Beyond Blue.

Cashless Transactions

To ensure the safety of staff and the community all council services and facilities are no longer accepting cash. This includes libraries, community centres and Willoughby Leisure Centre. Customers can still use:

- Eftpos
- Credit card
- Cheques
- Bpay and Direct Debit for payment rates and debtor accounts.

Cash payments for rates can be made at any Commonwealth Bank or Australia Post branch.

Chatswood Mall Markets going digital

During closures the events team supported local traders with a virtual market, with stall holders delivering meals to customers. Chatswood Mall Markets partially re-opened on 28 May with a COVIDSafe risk plan in place. Some stallholders reported selling out of produce on the first day.

Communications activities

The Communication team have been providing staff and Councillors with daily updates while keeping the community informed through Council's Facebook page, website, Have Your Say web page and Emergency electronic newsletter.

COVID-19 Testing

Council provided the Department of Health with free usage of the Youth Centre to conduct COVID-19 tests for the community.

The Natural Environment and Sustainability

As recreational facilities closed, bushwalks became more popular. To improve safety and cater for social distancing, overhanging vegetation was pruned to widen tracks, allowing more comfortable passage.

Volunteer work on Council's Bushcare sites was suspended. To keep volunteers engaged and connected a new 'Bush Bulletin' is being circulated electronically to the network of several hundred volunteers.

With schools partially closed, we delivered information to teachers and students involved in the annual 'Wildlife Story Book' publication through on-line learning platforms.

Our 'Live Well in Willoughby' workshops and events are now conducted on-line, and the first online interactive workshop was fully booked. One-on-one online consultation is also offered to residents to help reduce energy costs while at home.

Sustainability education programs continue on Facebook and Instagram. These posts promoted the Virtual Sydney Edible Garden Trail, on-line market place for Fair Trade Markets and Fashion Revolution information.

Planning and Development

The Planning Team continues to process development applications by engaging with proponents and the community on-line. The Local Planning Panel continues to meet through an online platform.

We've implemented these new measures required by the state government's COVID-19 emergency legislation:

- Extension of lapse periods for development consents and deferred commencement consents to ensure approved projects can start when economic conditions improve
- Extension of consents granted before 25 March 2020 for a period of 2 years. Consents granted since 25 March 2020 will have a lapsing period of 5 years (which cannot be varied during the pandemic period)
- Property owners relying on existing and continuing use rights who are forced to stop using their property during the pandemic will now have 3 years to resume, instead of 1 year.
- Appeal periods for merit appeals to the courts are doubled to provide more flexibility for applicants and the community.

Parking Assistance

To support essential workers Council is not enforcing ticketed parking offences or time limited offences. Council also established a free parking permit system at the Gore Hill Oval car park for Department of Health workers at Royal North Shore Hospital.

Compliance

To facilitate social distancing, officers can conduct interviews for compliance investigations via phone or video link.

Customer Service

To ensure customer safety, we're providing hand sanitizer stations, dedicated meeting areas and signage social distancing guidelines. Additional cleaning is regularly undertaken, especially for touch points and hard surfaces. The installation of screens is being investigated.

Council Meetings

Due so social distancing requirements, Council meetings are held online. Members of the public can provide submissions by email prior to the meeting and they can view meetings in real time, live streamed on Councils website.

Health and Wellbeing of Staff

Daily COVID-19 staff updates are provided to staff email addresses and on the intranet. The updates keep staff informed of government news, innovative initiatives from other staff and measures being implemented to address the impact of COVID-19 within Council. Council has implemented work from home arrangements and is honouring industrial relations provisions. Where possible, staff in facilities that are impacted by closure are temporarily assigned to assist other teams within Council. Willoughby Leisure Centre and Library staff are assisting Victor Street office teams with the digitisation and records management of years of accumulated hard copy documents, reports, plans and files. Staff are encouraged to take excess leave and to reduce expenditure wherever possible.

5. CONCLUSION

Council has taken a civic leadership role and provided a significant amount of support to the staff and the community to lessen the burden of COVID-19 impacts. Council will continue to monitor and be guided by Governments to ensure the health and wellbeing of members of our community, customers and staff during the COVID-19 pandemic.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	5.2 – Demonstrate leadership and advocacy for local priorities
Business Plan Objectives, Outcomes/ Services	The subject matter of this report is relevant to all Directorates in Council.
Policy	Not applicable.
Consultation	Consultation has been undertaken with relevant stakeholders and units within Council.
Resource	Existing resources are being utilised to facilitate actions as outlined in the report.
Risk	The measures undertaken to date are consistent with guidance provided by the government and the Public Health Orders.
Legal	Council compliance with the Public Health Orders
Legislation	<i>Public Health (COVID-19 Places of Social Gathering) Order 2020, Public Health (COVID-19 Gatherings) Order (No 2) 2020</i>
Budget/Financial	Budget impacts will be reported to Council as part of its financial and planning processes.

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**15.4 PROPOSED AMENDMENTS TO THE COUNCIL MEETING SCHEDULE
2020**

ATTACHMENTS:	1. IMPLICATIONS 2. MEETING SCHEDULE 2020 3. OFFICE OF LOCAL GOVERNMENT CIRCULAR A696536 RELATING TO POSTPONEMENT OF THE SEPTEMBER 2020 LOCAL GOVERNMENT ELECTIONS
RESPONSIBLE OFFICER:	GREG MCDONALD – CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	SAMANTHA CHARLTON – GOVERNANCE, RISK & CORPORATE PLANNING MANAGER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	9 JUNE 2020

1. PURPOSE OF REPORT

To consider Council's meeting schedule for 2020 for Ordinary Council Meetings and Councillor Briefings, taking into consideration COVID-19 impacts on council elections and integrated planning and reporting timeframes.

2. OFFICER'S RECOMMENDATION

That Council:

- 1. Reschedule the Councillor Briefing scheduled for Thursday 18 June 2020 to Monday 15 June 2020 due to cancellation of the Australian Local Government Association National General Assembly 2020 which was scheduled to be held 14-17 June 2020.**
- 2. Schedule an Ordinary Council Meeting on Monday 27 July 2020 to allow for adoption of the Operational Plan and Budget.**
- 3. Schedule Councillor Briefings for Monday 17 August and Monday 7 September 2020 due to the postponement of the September local government elections.**
- 4. Reschedule the Ordinary Council Meeting scheduled for Wednesday 30 September 2020 to Monday 14 September 2020 due to the postponement of the September local government elections.**

3. BACKGROUND

At its meetings held respectively on 10 February 2020 and 9 March 2020 Council resolved to:

Adopt recess dates respectively for the winter school holidays in July 2020 and Christmas/New Year 2020/21 as follows:

- 27 June 2020 – 19 July 2020
- 15 December 2020 – 31 January 2021

and

Reschedule the first Ordinary Council Meeting following the election from Wednesday 23 September 2020 to Wednesday 30 September 2020, to accommodate the official election timetable issued by the NSW Electoral Commissioner.

At the time of these resolutions impacts of COVID-19 were yet to be realised. Council has since received advice from the Australian Local Government Association that the National General Assembly of Local Government 2020 will not proceed as scheduled in July.

Additionally, the NSW Electoral Commission has advised that the September local government elections have been postponed for a period of 12 months to September 2021. This decision has required adjustments to be made to integrated planning and reporting timeframes, the most immediate of which is an extension to the deadline for the adoption of the Operational Plan and Budget to the 31 July 2020.

The proposed amendments to Council's meeting schedule will accommodate changes to the Integrated Planning and Reporting (IP&R) timeframes and the cancellation of events while still providing Councillors with a three week recess from 29 June to 19 July 2020 inclusive.

4. DISCUSSION

In summary, it is proposed that the original Council meeting and Councillor Briefing dates be reinstated given the postponement of LGNSW Annual Conference and the September 2020 Council elections. Given the impacts of COVID-19 and the Office of Local Government's extension of time, it is proposed to now hold a meeting to adopt Council's Operational Plan and Budget at an additional meeting to be held in July post Council's adopted recess period.

The proposed amendments to the 2020 meeting schedule are in summary:

Summary of Proposed Amendments:

- **Cancellation of the National General Assembly 2020**
Due to the cancellation of National General Assembly 2020 it is proposed that the Councillor Briefing date of the 15 June 2020 be reinstated.
- **IP&R Adjustments**
To accommodate adjustments to IP&R timeframes, an additional Ordinary Council Meeting is proposed to be held on the 27 July 2020 for the purpose of adopting the Operational Plan and Budget.

- **Postponement of September 2020 local government election**

Due to the postponement of the local government elections it is proposed that the following Councillor Briefing and Council Meeting dates be reinstated so they are consistent with Council's adopted meeting schedule:

- Councillor Briefing 17 August 2020
- Councillor Briefing 7 September 2020
- Ordinary Council Meeting 14 September 2020

The proposed amendments to the Council meeting schedule do not impact on the requirement that Council meet at least 10 times each year.

5. CONCLUSION

The amendments outlined in this report have been proposed to respond to the cancellation of the National General Assembly 2020, the postponing of the local government elections and subsequent adjustments to the IP&R timeframes. It is recommended that Council adopt the proposed amendments to the Council meeting schedule.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	5.1 – Be honest, transparent and accountable in all that we do
Business Plan Objectives, Outcomes/ Services	The Governance team supports the preparation of Council Meetings, Councillor Briefings and Community Information Seminars.
Policy	The <i>Willoughby City Code of Meeting Practice 2019</i> states that meetings shall be held on the second Monday of each month.
Consultation	Community notifications will be placed on Council's website.
Resource	Resourcing will be as per day to day activities.
Risk	Not applicable.
Legal	Not applicable.
Legislation	<p>Section 365 of the <i>Local Government Act 1993</i> specifies that Council is required to meet at least 10 times each year, each time in a different month.</p> <p>Council has implemented measures under the <i>COVID-19 Legislation Amendment (Emergency Measures) Bill 2020</i> to address risks posed by the COVID-19 virus.</p> <p>The Minister has exercised the power to postpone elections under section 318B of the <i>Local Government Act 1993</i> and this has subsequently impacted integrated planning and reporting cycles.</p>
Budget/Financial	This is within approved budget.

ATTACHMENT 2



2020 Calendar of Council Meetings, Briefings and Community Information Seminars

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE					
Wednesday	1			1							
Thursday	2			2							
Friday	3			3	1						
Saturday	4	1		4	2						
Sunday	5	2	1	5	3						
Monday	6	3	COUNCILLOR BRIEFING	6	COUNCILLOR BRIEFING	4	COUNCILLOR BRIEFING	1	COUNCILLOR BRIEFING		
Tuesday	7	4	3	7	5	2					
Wednesday	8	5	4	8	6	3					
Thursday	9	6	5	9	7	4					
Friday	10	7	6	10	8	5					
Saturday	11	8	7	11	9	6					
Sunday	12	9	8	12	10	7					
Monday	13	10	COUNCIL MEETING	9	COUNCIL MEETING	11	COUNCIL MEETING	8			
Tuesday	14	11	10	14	COUNCILLOR BRIEFING	12		9	COUNCIL MEETING		
Wednesday	15	12	11	15	13	10					
Thursday	16	13	12	16	14	11					
Friday	17	14	13	17	15	12					
Saturday	18	15	14	18	16	13					
Sunday	19	16	15	19	17	14					
Monday	20	17	COUNCILLOR BRIEFING	16	COUNCILLOR BRIEFING	20	COUNCIL MEETING	18	COUNCILLOR BRIEFING	15	COUNCILLOR BRIEFING
Tuesday	21	18	17	21	19	16					
Wednesday	22	19	18	22	20	17					
Thursday	23	20	19	23	21	18					
Friday	24	21	20	24	22	19					
Saturday	25	22	21	25	23	20					
Sunday	26	23	22	26	24	21					
Monday	27	24	23	27	25	22					
Tuesday	28	25	24	28	26	23					
Wednesday	29	26	25	29	27	24					
Thursday	30	27	26	30	28	25					
Friday	31	28	27		29	26					
Saturday		29	28		30	27					
Sunday			29		31	28					
Monday			30			29					
Tuesday			31			30					

All Council Meetings are held in Council Chambers commencing at 7:00pm
 Councilor Briefings are held in the Coachwood Room commencing at 6:00pm
 Community Information Seminars are held in the Council Chambers commencing at 6:30pm


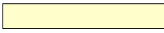

Public Holidays

Council Recess



2020 Calendar of Council Meetings, Briefings and Community Information Seminars

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER			
Tuesday			1			1			
Wednesday	1		2			2			
Thursday	2		3	1		3			
Friday	3		4	2		4			
Saturday	4	1	5	3		5			
Sunday	5	2	6	4	1	6			
Monday	6	3	COUNCILLOR BRIEFING	5	COUNCILLOR BRIEFING	7	COUNCILLOR BRIEFING		
Tuesday	7	4	8	6	COUNCILLOR BRIEFING	8			
Wednesday	8	5	9	7	4	9			
Thursday	9	6	10	8	5	10			
Friday	10	7	11	9	6	11			
Saturday	11	8	12	10	7	12			
Sunday	12	9	13	11	8	13			
Monday	13	10	COUNCIL MEETING	12	COUNCIL MEETING	9	COUNCIL MEETING	14	COUNCIL MEETING
Tuesday	14	11	15	13	10	15			
Wednesday	15	12	16	14	11	16			
Thursday	16	13	17	15	12	17			
Friday	17	14	18	16	13	18			
Saturday	18	15	19	17	14	19			
Sunday	19	16	20	18	15	20			
Monday	COUNCILLOR BRIEFING	17	COUNCILLOR BRIEFING	19	COUNCILLOR BRIEFING	16	COUNCILLOR BRIEFING	21	
Tuesday	21	18	22	20	17	22			
Wednesday	22	19	23	21	18	23			
Thursday	23	20	24	22	19	24			
Friday	24	21	25	23	20	25			
Saturday	25	22	26	24	21	26			
Sunday	26	23	27	25	22	27			
Monday	COUNCIL MEETING	24	28	26	23	28			
Tuesday	28	25	29	27	24	29			
Wednesday	29	26	30	28	25	30			
Thursday	30	27		29	26	31			
Friday	31	28		30	27				
Saturday		29		31	28				
Sunday		30			29				
Monday		31			30				

Public Holidays	
Council Recess	
LGNSW Conference	

Circular Details	20-10 / 25 March 2020 / A696536
Previous Circular	20-06 <i>Novel Coronavirus (COVID-19) Development Updates</i>
Who should read this	Councillors / General Managers / All council staff
Contact	Council Governance Team/ 02 4428 4100/ olg@olg.nsw.gov.au
Action required	Information

Postponement of the September 2020 Local Government Elections

What's new or changing?

- The Minister for Local Government has announced that the September 2020 local government elections will be postponed to address the risks posed by the COVID-19 virus.
- The *Local Government Act 1993* (the Act) has been amended to confer on the Minister, a time-limited power to postpone council elections.
- The amendment, which operates for only a limited period of 12 months, allows the Minister by an order published in the Gazette, to postpone elections for 12 months from the date of the order. The order may be extended for an additional period of 31 December in the year after the order is made.
- The postponement of the next election will not change the future schedule of council elections, and the subsequent election will still proceed in September 2024.

What this will mean for your council

- Where the Minister exercises the power to postpone elections under section 318B, the election requirements of the Act are suspended for the period specified in the order and current councillors will continue to hold their civic offices.
- Popularly elected mayors will continue to hold their office until an ordinary election is held. In the case of mayors elected by councillors, mayoral elections will need to be held for mayors elected in September 2018 when their two year-terms expire. Mayors elected in September 2019 will continue to hold office until September 2021, once the election date is determined.
- The composition of joint organisation boards may need to change if mayors of member councils elected by councillors are not re-elected.
- The postponement of elections will have implications for the activities councils may be required to undertake in the current and next integrated planning and reporting (IP&R) cycles. In general, OLG will seek to extend the current IP&R cycle for 12 months, with a next cycle to be truncated to 3 years. The Office of Local Government will be providing further detailed guidance on this and other changes to statutory timeframes that may become necessary as a result of deferring elections.

Where to go for further information

- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.



Tim Hurst
Deputy Secretary
Local Government, Planning and Policy

Office of Local Government
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15.5 INVESTMENT REPORT FOR THE MONTH OF MAY 2020

ATTACHMENTS:	1. IMPLICATIONS 2. ACTUAL PERFORMANCE AGAINST INVESTMENT POLICY 2019 3. COUNCIL HOLDINGS AND COUNTERPARTY ANALYSIS
RESPONSIBLE OFFICER:	GREG MCDONALD - CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	STEPHEN NAVEN – CHIEF FINANCIAL OFFICER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	9 MAY 2020

1. PURPOSE OF REPORT

To detail Council's bank balances and investment portfolio performance as at 31 May 2020.

2. OFFICER'S RECOMMENDATION

That Council receive the Statement of Bank Balances and Investment Holdings as at 31 May 2020.

3. BACKGROUND

The Responsible Accounting Officer must provide Council with a monthly report setting out details of all money that the Council has invested under *Section 625 of the Local Government Act 1993*.

In accordance with Clause 212 of *Local Government (General) Regulation 2005*, this report must include Certification as to whether or not the Investments have been made in accordance with the Act, the Regulations and Council's *Investment Policy*.

4. DISCUSSION

The *Investment Policy* adopted by Council at its meeting on 9 December 2019 applies to all investments from that date.

A summary of Council's holdings as at 31 May 2020 is included in **Attachment 1** (Financial Implications) with details of holdings and counterparty analysis included in **Attachment 3**.

Actual performance against policy settings and budget are included in **Attachment 2**.

The monthly investment report details the interest income for the month and any other relevant information required by Council.

The key financial indicators for Council's investment holdings at 31 May 2020 include:

Combined Bank Balance	\$10.8M
Investment Holdings	\$167.1M
Total Cash and Investments	\$177.9M
Return on Investments	1.88%, (1.78% above benchmark of 0.10%) (Refer to Attachment 2 – Figure 3).
Actual Interest Return (Month)	\$255K (\$38K under than \$293K budget) (Refer to Attachment 2 – Figure 4).
Actual Interest Return (Year to Date)	Actual Year to Date Interest of \$3,294K is \$68K favourable to Year to Date budget of \$3,226K.

Restricted versus unrestricted Cash and Investments

Total cash and investments as at 31 May 2020 was \$177.9M. Of this amount, \$163.6m, or 92% is restricted to be spent on specific purposes. This leaves \$14.3m or 8% of unrestricted cash and investments for working capital purposes.

Table 1 shows the breakdown of cash and investments

Table 1 – Restricted versus unrestricted cash and investments as at 31 May 2020

Restriction Category	Total cash and Investments as at 31 May 2020 (\$'m)	Percentage of Total Portfolio
Internally Restricted	66.1	37%
Externally Restricted	97.5	55%
Unrestricted	14.3	8%
Total	177.9	

5. CONCLUSION

Council's investment holdings at 31 May 2020 have been made in accordance with the *Local Government Act 1993*, *Local Government (General) Regulation 2005*, the *Investment Policy* adopted by Council on 9 December 2019, *Ministerial Investment Order* issued February 2011 and Division of Local Government (as it was then known) *Investment Policy Guidelines* published in May 2010.

ATTACHMENT 1

IMPLICATIONS	COMMENT
Business Plan Objectives, Outcomes/ Services	5.1 – Be honest, transparent and accountable in all that we do
Policy	This report relates to Council's <i>Investment Policy</i> which safeguards Council's investment portfolio.
Consultation	Not applicable.
Resource	Council's bank balances and investment holdings are managed with existing staff resources within the Finance Unit.
Risk	Investments in this report have been considered in light of adopted risk management guidelines around the preservation of capital, diversification, market interest rates, liquidity and maturity risks.
Legal	Not applicable.
Legislation	<p>The Responsible Accounting Officer must provide Council with a monthly report setting out details of all money that the Council has invested under <i>Section 625</i> of the <i>Local Government Act 1993</i>.</p> <p>In accordance with Clause 212 of <i>Local Government (General) Regulation 2005</i>, this report must include Certification as to whether or not the Investments have been made in accordance with the Act, the Regulations and Council's <i>Investment Policy</i>.</p>
Budget/ Financial	<p>The monthly investment report details the interest income for the month and any other relevant information required by Council.</p> <p>Council's Cash and Investments holdings at 31 May 2020 were \$177.9M and Interest returns are on track to exceed the annual budget of \$3.5M.</p>

ATTACHMENT 2

Actual Performance against Investment Policy Settings and Budget

Council's actual performance against Investment Policy settings and budget for May 2020 is detailed below:

Figure 1 - Maximum hold of a class/mix of investments as a % of total portfolio

Long Term Rating (S&P or equivalent)	Short Term Rating (S&P or equivalent)	Portfolio Maximum %	Actual Allocation this month %
AAA to AA +/-	A1+	100	42
A +/-	A1	70	17
BBB +/	A2	40	36
BBB -	A3	10	0
Unrated	Unrated	8	5

Credit Risk refers to the risk of loss due to the insolvency of an institution or institutions that Council is investing funds with. To ensure that Credit Risk is minimised, Council relies on external rating agencies (such as Standard and Poors Global Rating) and sets targets for each rating class (with a higher proportion of the portfolio in higher rated / less risky classes and lower amounts in lower credit classes).

Figure 1 shows that this month Council's portfolio meets policy requirements as the percentage of investments in each credit class is equal to or lower than the policy prescribed maximums.

Figure 2 - Maximum exposure to a single financial institution as a % of total portfolio

Long Term Rating (S&P or equivalent)	Short Term Rating (S&P or equivalent)	Institution Maximum %	Actual Allocation this month %
AAA to AA +/-	A1+	30	20
A +/-	A1	10	7
BBB +/	A2	10	8
BBB-	A3	4	0
Unrated	Unrated	3	3

In addition to minimising credit risk by concentrating investments in highly rated institutions (Figure 1), Council also needs to ensure that exposure to loss from one single organisation (counterparty risk) is minimised. The policy therefore prescribes maximum percentage targets for amounts invested in a single institution.

Figure 2 shows that this month Council's investment portfolio meets policy requirements as exposure to single entities is equal to or lower than the policy prescribed maximums.

Figure 3 – Interest Rate Comparison for 31 May 2020

<u>Description</u>	<u>Average Interest Rate</u>
Council Portfolio	<u>1.88%</u>
Benchmark – Bloomberg AUSBond Bank Bill Index	<u>0.10%</u>
Above Benchmark Return	<u>1.78%</u>

Figure 3 shows the average interest rate achieved by Council on its investment portfolio compared with the average Bloomberg AUSBond Bank Bill Index for the month. Council's return has outperformed the benchmark by 1.78%.

Figure 4 – Investment Return for 31 May 2020

<u>Description</u>	<u>Interest Achieved (\$K: \$000's)</u>
Council Actual Interest Return	\$255K
Budgeted Return	\$ <u>293</u> K
Under Budgeted Return	\$ <u>38</u> K

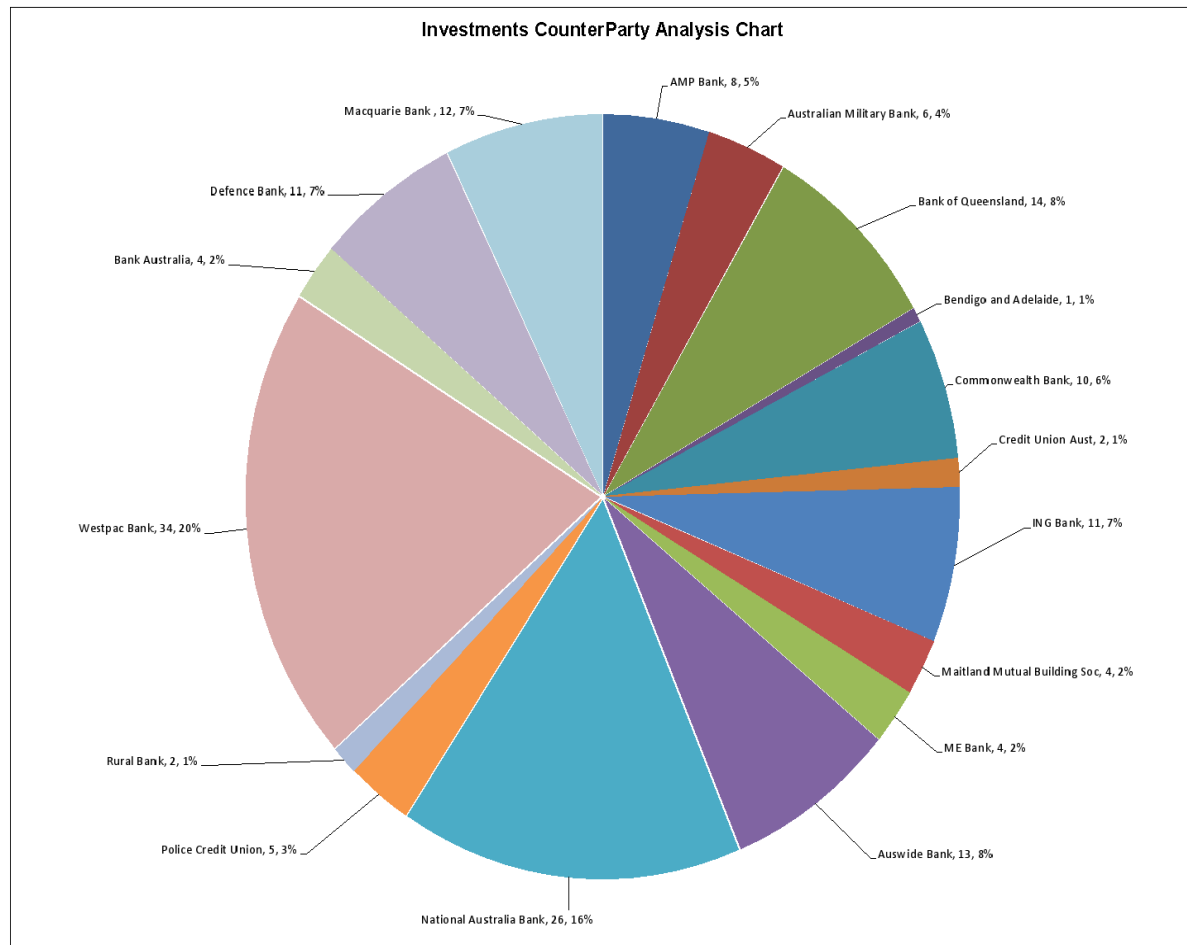
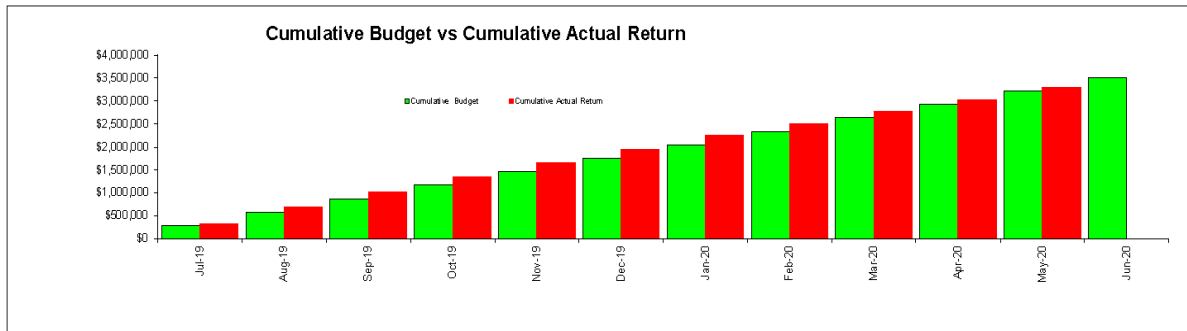
Figure 4 provides a comparison of the actual interest return on investments for the month with the budget and shows that the monthly return is \$38K under budget.

LIST OF INVESTMENTS	Credit Rating	FRN /TD	Investment Amount \$	Return % p.a.	Monthly Income \$	Investment Date	Mature & Reset Date	Period/ Matur. Date
Investments that matured during the month:								
Rural Bank (39342)	A2	TD	3,000,000	2.43%	1,198	9/05/2019	7/05/2020	Matured
Bank of QLD (172266)	A2	TD	2,000,000	1.85%	608	2/08/2019	7/05/2020	Matured
Macquarie Bank (75408)	A1	TD	3,000,000	1.85%	912	7/08/2019	7/05/2020	Matured
AMP Bank (480186) (Reg)	A2	TD	1,026,897	2.35%	860	16/05/2019	14/05/2020	Matured
Macquarie Bank (75409)	A1	TD	3,000,000	1.85%	1,977	7/08/2019	14/05/2020	Matured
National Australian Bank (39573)	A1	TD	2,000,000	2.20%	2,411	23/05/2019	21/05/2020	Matured
Defence Bank (32816)	BBB	TD	2,000,000	3.05%	6,363	1/06/2018	28/05/2020	Matured
National Australia Bank (39574)	A1	TD	2,000,000	2.20%	3,255	23/05/2019	28/05/2020	Matured
Current Investments:								
Westpac Bank (7775717)	A1+	TD	2,000,000	2.10%	3,567	6/06/2019	4/06/2020	0-3 mths
Westpac Bank (7775721)	A1+	TD	2,000,000	2.10%	3,567	6/06/2019	9/06/2020	0-3 mths
Maitland Mutual Building Society (42795)	Unrated	TD	2,000,000	1.65%	2,803	14/11/2019	18/06/2020	0-3 mths
Police Credit Union (42796)	Unrated	TD	1,000,000	1.65%	1,401	14/11/2019	18/06/2020	0-3 mths
Westpac Bank (7957285)	A1+	TD	2,000,000	1.46%	2,480	5/12/2019	2/07/2020	0-3 mths
National Australia Bank (10641654)	A1+	TD	1,000,000	1.90%	1,614	18/07/2019	16/07/2020	0-3 mths
ME Bank (42803)	A2	TD	2,000,000	1.58%	2,684	14/11/2019	23/07/2020	0-3 mths
Bendigo and Adelaide Bank (43454)	A2	TD	1,000,000	1.60%	1,359	19/12/2019	23/07/2020	0-3 mths
Bank Australia (41065)	A2	TD	2,000,000	1.80%	3,058	8/08/2019	6/08/2020	0-3 mths
National Australian Bank (291303289)	A1+	TD	2,000,000	1.65%	2,803	15/08/2019	14/08/2020	0-3 mths
Westpac Bank (7951849)	A1+	TD	4,000,000	1.60%	5,436	22/08/2019	20/08/2020	0-3 mths
Commonwealth Bank (1970)	A1+	TD	2,000,000	1.60%	2,718	22/08/2019	20/08/2020	0-3 mths
Commonwealth Bank (1971)	A1+	TD	2,000,000	1.60%	2,718	22/08/2019	20/08/2020	0-3 mths
Bank of QLD (152925)	BBB+	TD	2,000,000	2.90%	4,926	30/08/2018	27/08/2020	0-3 mths
Westpac Bank (7966417)	A1+	TD	3,000,000	1.58%	4,026	29/08/2019	27/08/2020	0-3 mths
Commonwealth Bank (1973-1)	A1+	TD	2,000,000	1.55%	2,633	29/08/2019	27/08/2020	0-3 mths
National Australian Bank (41354)	AA-	TD	3,000,000	1.55%	3,949	29/08/2019	27/08/2020	0-3 mths
National Australia Bank (41556)	A1+	TD	3,000,000	1.60%	4,077	5/09/2019	3/09/2020	4 mths
Maitland Mutual Building Society (34654)	Unrated	TD	2,000,000	3.00%	5,096	6/09/2018	10/09/2020	4 mths
Westpac Bank (795906)	A1+	TD	2,000,000	1.68%	2,854	12/09/2019	10/09/2020	4 mths
Australian Military Bank (43299)	A2	TD	1,000,000	1.70%	1,444	12/12/2019	10/09/2020	4 mths
National Australia Bank (41694)	A1+	TD	3,000,000	1.68%	4,281	12/09/2019	17/09/2020	4 mths
National Australia Bank (41852)	A1+	TD	4,000,000	1.65%	5,605	19/09/2019	17/09/2020	4 mths
National Australia Bank (42170)	A1+	TD	1,000,000	1.45%	1,232	10/10/2019	8/10/2020	5 mths
National Australia Bank (10660418)	A1+	TD	1,000,000	1.48%	1,257	17/10/2019	15/10/2020	5 mths
Bank of QLD (176246)	A2	TD	1,000,000	1.55%	1,316	17/10/2019	22/10/2020	5 mths
Rural Bank (43678)	A2	TD	2,000,000	1.60%	2,718	9/01/2020	12/11/2020	6 mths
Macquarie Bank (44995)	A1	TD	2,000,000	1.65%	2,803	12/03/2020	12/11/2020	6 mths
Defence Bank (43694)	A2	TD	2,000,000	1.60%	2,718	10/01/2020	19/11/2020	6 mths
Police Credit Union -Reg (36015)	Unrated	TD	1,000,000	3.07%	2,607	22/11/2018	26/11/2020	6 mths
Defence Bank (36024)	BBB	TD	1,000,000	3.05%	2,590	22/11/2018	26/11/2020	6 mths
Credit Union Australia (36229)	BBB	TD	2,000,000	3.00%	5,096	5/12/2018	3/12/2020	7 mths
Westpac Bank (8180542)	A1+	TD	4,000,000	1.45%	4,926	5/12/2019	3/12/2020	7 mths
Australian Military Bank (43301)	A2	TD	2,000,000	1.65%	2,803	12/12/2019	10/12/2020	7 mths
Westpac Bank (8198291)	A1+	TD	3,000,000	1.48%	3,771	13/12/2019	10/12/2020	7 mths
AMP Bank (415527977)	A-	TD	1,000,000	2.15%	1,826	4/07/2019	17/12/2020	7 mths
ING Bank (43681)	A	TD	2,000,000	1.65%	2,803	9/01/2020	7/01/2021	8 mths
Police Credit Union SA (43801)	Unrated	TD	2,000,000	1.80%	3,058	16/01/2020	14/01/2021	8 mths
ING Bank (43802)	A	TD	1,000,000	1.65%	1,401	16/01/2020	14/01/2021	8 mths
ING Bank (43968)	A	TD	3,000,000	1.65%	4,204	23/01/2020	21/01/2021	8 mths
AMP Bank (941635682)	A2	TD	1,000,000	2.00%	1,699	1/08/2019	28/01/2021	9 mths
National Australia Bank (10683930)	A1+	TD	2,000,000	1.50%	2,548	6/02/2020	4/02/2021	9 mths
ING Bank (44220)	A1	TD	2,000,000	1.65%	2,803	6/02/2020	4/02/2021	9 mths
AMP Bank (44518)	A2	TD	2,000,000	1.70%	2,888	20/02/2020	18/02/2021	9 mths
ING Bank (656367)	A1	TD	1,000,000	1.60%	1,359	27/02/2020	25/02/2021	9 mths
National Australia Bank (5113146)	A1+	TD	2,000,000	1.30%	2,208	5/03/2020	4/03/2021	10 mths
Defence Bank (38302)	A2	TD	2,000,000	3.00%	5,096	6/03/2019	11/03/2021	10 mths
ING Bank (662834)	A1	TD	2,000,000	1.40%	2,378	12/03/2020	11/03/2021	10 mths
Macquarie Bank (44996)	A1	TD	2,000,000	1.40%	2,378	12/03/2020	11/03/2021	10 mths
Police Credit Union (72715)	Unrated	TD	1,000,000	2.90%	2,463	15/03/2019	18/03/2021	10 mths
Defence Bank (45132)	A2	TD	2,000,000	1.80%	3,058	19/03/2020	18/03/2021	10 mths
Macquarie Bank	A1	TD	2,000,000	1.75%	2,973	23/04/2020	22/04/2021	12 mths
Defence Bank (39246) (Reg)	A2	TD	2,000,000	2.45%	4,162	2/05/2019	6/05/2021	12 mths
Westpac Bank (7790016)	A1+	TD	2,000,000	2.00%	3,397	13/06/2019	17/06/2021	>12 mths
AMP Bank (933190886)	A-	TD	2,000,000	2.20%	3,737	21/06/2019	17/06/2021	>12 mths
AMP Bank (649688512)	A-	TD	1,000,000	2.20%	1,868	20/06/2019	24/06/2021	>12 mths
Bank Australia (41066)	BBB	TD	2,000,000	1.85%	3,142	8/08/2019	12/08/2021	>12 mths
Bank of QLD (173034)	BBB	TD	2,000,000	1.75%	2,973	15/08/2019	19/08/2021	>12 mths
Commonwealth Bank (1972)	AA-	TD	2,000,000	1.55%	2,633	22/08/2019	19/08/2021	>12 mths
Bank of QLD (173824)	BBB+	TD	2,000,000	1.75%	2,973	29/08/2019	26/08/2021	>12 mths
Westpac Bank (7966434)	AA-	TD	2,000,000	1.51%	2,565	29/08/2019	26/08/2021	>12 mths
Commonwealth Bank (1973)	AA-	TD	2,000,000	1.49%	2,531	29/08/2019	26/08/2021	>12 mths
Australian Military Bank (41254)	A2	TD	1,000,000	1.71%	1,452	22/08/2019	26/08/2021	>12 mths
Westpac Bank (7966480)	AA-	TD	3,000,000	1.51%	3,847	29/08/2019	2/09/2021	>12 mths
ME Bank (41352)	BBB+	TD	2,000,000	1.55%	2,633	29/08/2019	3/09/2021	>12 mths
Auswide Bank (41540)	BBB+	TD	2,000,000	1.80%	3,058	5/09/2019	9/09/2021	>12 mths
Westpac Bank (8000620) (REG)	AA-	TD	2,000,000	1.67%	2,837	13/09/2019	16/09/2021	>12 mths
Auswide Bank (41697)	BBB+	TD	2,000,000	1.75%	2,973	12/09/2019	16/09/2021	>12 mths
Australian Military Bank (41849)	BBB+	TD	2,000,000	1.80%	3,058	19/09/2019	23/09/2021	>12 mths
Auswide Bank (42057)	BBB+	TD	3,000,000	1.70%	4,332	3/10/2019	7/10/2021	>12 mths
Westpac Bank (8119978)	AA-	TD	2,000,000	1.62%	2,752	8/11/2019	11/11/2021	>12 mths
Auswide Bank (44222)	BBB	TD	2,000,000	1.70%	2,888	6/02/2020	3/02/2022	>12 mths
Auswide Bank (197597)	BBB	TD	2,000,000	1.75%	2,973	13/02/2020	17/02/2022	>12 mths
Bank of QLD (227914)	A2	TD	2,000,000	1.60%	2,718	20/02/2020	17/02/2022	>12 mths
Auswide Bank (44840)	A2	TD	2,000,000	1.65%	2,803	5/03/2020	10/03/2022	>12 mths
Westpac Bank - Green Tailored Deposit (7553241)	AA-	TD	1,000,000	2.77%	2,353	28/02/2019	1/03/2024	>12 mths
Current Investments - "New and Rollover" made during the month:								
Bank of QLD (257331)	A2	TD	2,000,000	1.40%	1,918	7/05/2020	13/05/2021	12 mths
Bank of QLD (257368)	A2	TD	3,000,000	1.40%	2,877	7/05/2020	13/05/2021	12 mths
Macquarie Bank (87554)	A1	TD	3,000,000	1.30%	2,671	7/05/2020	6/05/2021	12 mths
AMP Bank (653244327) (REG)	A-	TD	1,050,963	1.55%	803	14/05/2020	18/11/2021	18 mths
Macquarie Bank	A1	TD	1,000,000	1.30%	1,923	14/05/2020	6/05/2021	12 mths
National Australia Bank (46489)	AA-	TD	2,000,000	1.01%	609	21/05/2020	22/07/2021	14 mths
Defence Bank (46617)	BBB	TD	2,000,000	1.20%	263	28/05/2020	2/06/2022	24 mths

LIST OF INVESTMENTS	Credit Rating	FRN /TD	Investment Amount \$	Return % p.a.	Monthly Income \$	Investment Date	Mature & Reset Date	Period/ Matur. Date
National Australia Bank (46613)	AA-	TD	2,000,000	1.00%	219	28/05/2020	15/07/2021	14 mths
Total Current Investments, Monthly Interest and Weighted Return		Inv	167,050,963	1.88%	253,596			
Other Cash and Monthly Interest (11am STMM)		Cash	10,804,132		1,207			
Total Cash & Investments			177,855,095		254,803			
Benchmark: Bloomberg AU\$Bond Bank Bill Index				0.10%				
Investments Margin above Benchmark				1.78%				

Investments Maturity Period	0-3 Months	4-12 Months	> 12 Months	Total \$	chk s/bc 0
Amount	35,000,000	80,000,000	52,050,963	167,050,963	0
% of Total	21.0%	47.9%	31.2%	100%	

Cash & Investments Return:	Budget \$	Actual \$	Var. \$
Current Month	293,285	254,803	- 38,482
Year to Date	3,226,130	3,294,164	68,034



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15.6 LEGAL SERVICES REPORT JUNE

ATTACHMENTS:	1. IMPLICATIONS 2. LEGAL SERVICES REPORT JUNE 2020
RESPONSIBLE OFFICER:	GREG MCDONALD – CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	SAMANTHA CHARLTON – GOVERNANCE, RISK & CORPORATE PLANNING MANAGER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	9 JUNE 2020

1. PURPOSE OF REPORT

To present for noting the legal services report for June 2020.

2. OFFICER'S RECOMMENDATION

That Council receive the legal services report for June 2020.

3. BACKGROUND

At its meeting on 9 March 2020 Council resolved:

That Council receive a report each Council Meeting from officers that includes all outstanding or ongoing legal matters (including mediation, NCAT, litigation, etc. excluding matters concerning NSW State Revenue). A further confidential report should contain prospects and expected costs.

This report presents the second of the legal services reports for Council's consideration.

4. DISCUSSION

The report is comprised of four tables for the different categories of matters:

- 1. Reviews of decisions and complaints such as GIPA and privacy matters.**
- 2. Civil claims** to include:
 - 2.1 contractual claims by and against Council, property and leasing disputes, as well as claims by and against Council for property damage or personal injury and defamation proceedings; and
 - 2.2 participation in any class actions.
- 3. Compliance actions and prosecutions.**
- 4. Planning appeals** to be collated from reports being provided by external law firms.

5. CONCLUSION

The legal services report offers an overview of current legal matters in which Council is involved.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	5.1 – Be honest, transparent and accountable in all that we do
Business Plan Objectives, Outcomes/ Services	The provision of a monthly report is related to the work undertaken by the Legal Counsel and the Governance, Risk and Corporate Planning team.
Policy	Not applicable.
Consultation	Internal consultation is in place to gather the relevant information.
Resource	Provided from within existing staff resources and from reports provided by external legal providers.
Risk	Information in this report has been presented in a manner that does not breach an individual's right to privacy or compromise Council's prospects.
Legal	The purpose of this report is to inform Council on current legal proceedings; in order to ensure that Council is not disadvantaged in legal proceedings information regarding legal implications has not been included.
Legislation	<p>On 25 March 2019 Council resolved to delegate to the Chief Executive Officer the functions of the Council under the <i>Local Government Act 1993</i> and any other legislation conferring functions on the council, with the exception of functions which are required by legislation to be performed by the governing body of the Council and certain other matters specified in the instrument of delegation.</p> <p>The function and or actions proposed to be exercised by the Chief Executive Officer in this report are not specified in the restrictions or limitations of the instrument of delegation and as such the Chief Executive Officer has authority to exercise the proposed function or action.</p> <p>In accordance with this delegation the Chief Executive Officer is authorised to manage litigation and claims.</p>
Budget/Financial	This is within approved budgets.

Current Litigation and Claims Report

June 2020

ATTACHMENT 2

1. Reviews of Decisions and Complaints - GIPA, Privacy Complaints

Matter No or Ref	Court or Tribunal	Counter Party	Type of Matter	Status	Law firm/ counsel engaged	Comments
2020/00004227	NSW Civil and Administrative Tribunal (NCAT)	Mr John Hooper	Review of GIPA determination with respect to fees and extent of material to be provided.	Listed for case conference 9 June 2020.	No	Application is for range of material relating to Code of Conduct complaints against Councillors and staff. Some material has been determined for release whilst other material has been determined not to be released under the GIPA Act.
2020/00070133	NCAT	Mr Stuart Coppock	Review of GIPA determination.	Listed for case conference 2 June 2020.	No	Application is for range of material relating to Code of Conduct complaints. Some material has been determined for release whilst other material has been determined not to be released under the GIPA Act.

2. Civil Claims - Contractual or property incl. leasing disputes, contractual claims by and against Council as well as claims by and against Council for property damage or personal injury, defamation proceedings and any class actions

Matter No or Ref	Court	Counter Party	Type of Matter	Status	Law firm/ counsel engaged	Insurer	Comments
2019/00096207	NSW District Court	Mr John Hooper	Defamation proceedings	On 23 April, Judge Gibson granted Mr Hooper leave to file a further amended statement of claim, however the amended statement of claim will not be able to have the effect of depriving Council of its contextual truth defence. A timetable was set by the Court on 30 April, requiring Mr Hooper to file his further amended defence by 1 May and Council file any amended defence by 22 May. Following this there is a timetable for the parties to seek for information and documentation and the matter will be back before the Court on 30 July 2020 to set a hearing date.	RGS Lawyers appointed by Council's insurers	StateWide Mutual	Mediations (2) have not resolved the matter. Council is defending the matter.

Matter No or Ref	Court	Counter Party	Type of Matter	Status	Law firm/ counsel engaged	Insurer	Comments
N/A	N/A	BAMM Medical Centres Pty Ltd- BAMM Group	Lease dispute with tenant.	This relates to an ongoing dispute with tenant.	Pikes & Verekers	No	The mandatory National Code of Conduct has been recently legislated in NSW to address COVID-19 impacts. Council is assessing the implications.
LI0029244	NSW District Court	Mr Bradley Armstrong	Trip and fall whilst delivering goods - Mills Lane at Chatswood Chase.	Matter is listed for an Informal Settlement Conference on 11 June 2020.	Mills Oakley appointed by Council's insurers.	StateWide Mutual	Council's financial exposure is limited to its insurance deductible.
NSD215/2019	Federal Court	Lead Plaintiffs The Owners – Strata Plan No 87231 v 3A Composites GmbH & Halifax Vogel Group Pty Ltd, Federal Court of Australia, Proceeding number NSD215/2019 ("Alucobond Combustible Cladding Class Action")	Council is participating as a Funded Group Member in the Alucobond Combustible Cladding Class Action in relation to Alucobond installed at The Concourse.	Lead plaintiff actions are still progressing through the preliminary stages.	William Roberts Lawyers instructed by litigation funders Omni Bridgeway (Previously IMF Bentham).	Not applicable	Council has elected to participate as a funded member so no financial exposure to Council, but if Council recovers damages a proportion will be paid to litigation funder and William Roberts Lawyers.

3. Compliance actions and prosecutions

Matter No or Ref	Court or Tribunal	Counter Party	Type of Matter/ Property	Status	Law firm/ counsel engaged	Comments
LEC 2020/00123138	Land and Environment Court	Champion & Seeto	Class 1 appeal 4 Hollywood Crescent, North Willoughby.	The proceedings have been listed for conciliation on 1 July 2020.	HWL Ebsworth - David Gunter.	Appeal against Council's Development Control Order.

4. Planning Appeals

Matter No or Ref	Court or Tribunal	Counter Party	Type of Matter/ Property	Status	Law firm/ counsel engaged	Comments
LEC 2018/00243687	Land and Environment Court	Freedom Development Group Pty Ltd	Class 1 appeal deemed refusal of boarding house at 16 Warners Avenue, Willoughby.	At hearing judgment in favour of Council 28 January 2020; appeal dismissed.	HWL Ebsworth Kirston Gerathy/ Justin Koprivnjak.	After significant reduction in the bulk and scale of the development the applicant was still unable to satisfy Council's acoustic concerns. This formed the basis of the Appeal being dismissed. A proportion of Council's costs will be met by the applicant (those costs incurred in preparing to address matters subsequently addressed by an amendment to the application- ie costs thrown away) - agreement re these costs is currently being developed.
LEC 2019/50933 -	Land and Environment Court	Jun Qian	Class 1 appeal against refusal of 26 room boarding house with basement parking at 42 & 44 Elizabeth St Artarmon.	Hearing held 13 and 14 January 2020. Judgement handed down on 19 February 2020 by Commissioner Horton. Appeal upheld.	HWL Ebsworth Kirston Gerathy/John Merlino.	Currently negotiating on allocation of costs of appeal between the parties following order for costs thrown away, ie costs incurred by Council in preparing to address matters subsequently addressed by an amendment to the application.

Matter No or Ref	Court or Tribunal	Counter Party	Type of Matter/ Property	Status	Law firm/ counsel engaged	Comments
LEC 2019/112220	Land and Environment Court	Edward Doueih	Class 1 appeal against refusal of 80 place child care centre 678 Willoughby Road, Willoughby.	Matter listed for conciliation conference on 12 December 2019 and held, conciliation terminated. Listed for hearing on 17 and 18 August 2020.	HWL Ebsworth Kirston Gerathy/ John Paul Merlino.	Council's significant concerns with the proposal were not satisfactorily addressed in the conciliation process so the matter is proceeding to hearing.
LEC 2019/00234535	Land and Environment Court	CWG Property Pty Ltd	Class 1 appeal deemed refusal of modification application seeking deletion of condition in relation to 24 hour gym operating at 150 Mowbray Road, Willoughby.	DA deferred by WLPP meeting to allow further acoustic testing and report – yet to be finalised. Conciliation conference held on 24 March 2020 at which further works agreed to be carried out. Conciliation terminated. Directions hearing held 28 May 2020. Hearing set for 1 September 2020.	HWL Ebsworth Kirston Gerathy/ John Paul Merlino.	
LEC 2019/0086793	Land and Environment Court	UT 282 Victoria Pty Ltd	Class 1 appeal, deemed refusal alterations and additions for shop top.	Matter did not resolve at s34 conference. Matter listed for hearing 25 August 2020. Applicant has lodged Notice of Motion to amend application.	HWL Ebsworth Kirston Gerathy/ Justin Koprivnjak.	Amendment to application may impact on whether matters needs to proceed to hearing.

Matter No or Ref	Court or Tribunal	Counter Party	Type of Matter/ Property	Status	Law firm/ counsel engaged	Comments
LEC 2019/ 260878	Land and Environment Court	Daryoush Litkouhi and Homira Bezanehtak	Class 1 appeal 233 Edinburgh Rd, Castlecrag	Set down for 34AA Conciliation Conference on 7 and 8 December 2020.	HWL Ebsworth - JP Merlino.	Was initially an appeal against deemed refusal. Now against conditions imposed by WLPP.
LEC 2020/00016928	Land and Environment Court	Joel Cross	Class 1 appeal 34 Stafford Rd Chatswood	Filed and served Statement of Facts and Contentions in Reply on 1 April 2020. Evidence to be filed by 29 May 2020.	McCabe Curwood - Paul Vergotis.	Appeal against conditions 8, 9, 32 and 35 imposed on Development Consent 2019/101.

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15.7 AUDIT RISK AND IMPROVEMENT COMMITTEE - TENURE OF EXTERNAL INDEPENDENT MEMBERS

ATTACHMENTS:	1. IMPLICATIONS 2. ACTIVITY REPORT FOR 2019/20 3. MINUTES OF AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING OF 4 DECEMBER 2019
RESPONSIBLE OFFICER:	GREG MCDONALD – DIRECTOR, CUSTOMER & CORPORATE
AUTHOR:	SAMANTHA CHARLTON – GOVERNANCE, RISK & CORPORATE PLANNING MANAGER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	9 JUNE 2020

1. PURPOSE OF REPORT

To provide Council with the Minutes of the Audit Risk and Improvement Committee 4 December 2019 meeting and the annual report on the Committee's activities for 2019/20, in line with the ARIC Charter. To advise Council that, as the tenure of the independent members of the Audit, Risk and Improvement Committee will expire in October 2020, an expression of interest process will be undertaken in July – September 2020 for members.

2. OFFICER'S RECOMMENDATION

That Council:

1. Note the minutes of the ARIC meeting of 6 December 2019.
2. Note the activity report of ARIC for the year 2019/20.
3. Note that an expression of interest process will be undertaken (in July 2020 to September 2020) for three independent external members to the Audit, Risk and Improvement Committee, the outcome of this process to be presented to Council for consideration and appointment.

3. BACKGROUND

Council's Audit Risk and Improvement Committee (ARIC) was established in September 2017, with Council approving a revised Audit Risk and Improvement Committee Charter, which was accepted by the Committee at its first meeting on 8 November 2017.

The Charter governs the operations of ARIC, including the tenure of independent members. The Charter also provides that ARIC report to Council annually on its operations and achievements. The report of the operation of ARIC for 2019/20 forms **Attachment 2** to this report.

ARIC reports meeting minutes to Council. The Minutes of the ARIC December 2019 meeting, approved by the Committee in March 2020, are attached at **Attachment 3**.

Tenure of Independent members

Council's three independent external members were appointed by Council resolution on 25 September 2017. The ARIC Charter provides for tenure of the independent external members and the potential for appointments to be extended by Council. The Charter states that the independent external membership of the Committee will expire at the end of the financial year in which a local government general election takes place.

Tenure of the external independent members was therefore due to expire on 25 September 2020. As the Local Government (LG) elections were scheduled to take place in September 2020 tenure was extended to the end of October 2020 by Council resolution on 19 October 2019:

That Council:

- 1. Approve an increase of remuneration for independent Committee members to \$1,200.00 per meeting for independent members and \$1,500.00 per meeting for the Committee Chair, commencing 22 October 2019.*
- 2. Extend the appointment of independent Committee members to the end of October 2020.*

This resolution was intended to enable the current ARIC Committee to finish the Council's Integrated Planning and Reporting (IP&R) and financial reporting cycle for the Council term, with the last meeting being in October 2020.

Noting that the local government elections scheduled for September 2020 have been postponed due to COVID-19 and the recent increase in remuneration of independent members, this report recommends that it is advisable that Council retest the market and undertake the recruitment process in line with the initial timeline of the October 2019 resolution.

4. DISCUSSION**Report on ARIC activities 2019/20**

ARIC's review program is set out in the ARIC Charter and is scheduled throughout the year in line with the ARIC Calendar. In summary, the ARIC has conducted its functions in the areas of risk management, Council's control framework, internal audit, legislative compliance, Council's delivery and business improvement program, as well as reviewing Council's financial statements and reports from external auditors.

ARIC has also reviewed performance of Council's internal audit function in line with its responsibility under the Charter. The Committee has an annual 'in camera' session with the internal auditor and external auditors, without the presence of management, supporting the independence of Council's internal audit function. It has conducted a self-assessment of performance, taking into account feedback from regular attendees, to assist in the process of continuous improvement of Committee functions and processes.

Tenure of independent members

Tenure of independent members will expire in October 2020; it is therefore recommended that an EOI process be undertaken. While it is noted that the current independent members can seek reappointment, given the recent increase in remuneration this process will enable council to retest the market.

For independent members to be appointed in December 2020, the expression of interest process would need to be undertaken in July / September 2020, with the appointments being endorsed by Council resolution in October 2020.

5. CONCLUSION

ARIC has carried out its functions under its Charter, holding quarterly meetings in the financial year 2019/20, as set out in the attached report on activities. The Minutes of the December 2019 meeting set out the items considered by the Committee in December 2019.

The undertaking of an EOI process is required as the tenure of independent members will expire in October 2020. This process will also allow Council to retest the market given the recent increase in remuneration of independent members.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	5.1 – Be honest, transparent and accountable in all that we do
Business Plan Objectives, Outcomes/ Services	Council's internal audit program is part of the Governance, Risk and Corporate Planning Business Unit's Plan.
Policy	<i>Audit Risk and Improvement Committee Charter.</i>
Consultation	Not applicable.
Resource	Action proposed in this report is covered by existing resources.
Risk	The Audit Risk and Improvement Committee oversees and strengthens risk management processes in Council.
Legal	WCC's ARIC Charter is in line with the OLG's Internal Audit Guidelines 2010, which are guidelines made under s 23A of the <i>Local Government Act 1993</i> .
Legislation	WCC's ARIC Charter is in line with the OLG's Internal Audit Guidelines 2010, which are guidelines made under s 23A of the <i>Local Government Act 1993</i> .
Budget/Financial	Remuneration of Independent Members is provided for in the existing budget.

ATTACHMENT 2

Willoughby City Council Audit Risk and Improvement Committee

Annual Report to Council

March 2020

Executive Summary

Willoughby City Council's ('WCC') Audit Risk and Improvement Committee ('the Committee') was approved and established by Council in September 2017. The Committee carries out its responsibilities as set out in the Audit Risk and Improvement Committee Charter, which was approved by Council and adopted by the Committee at its first meeting in November 2017. The Committee continues the work of the previous Internal Audit Committee, and has an expanded role in relation to risk management, compliance and business improvement processes in Council.

Committee Members

The members of the Committee are:

Mr Robert Dobbie	Chairperson, Independent member
Mr Brian Hrnjak	Independent member
Mr Andrew Hanigan	Independent member
Councillor Wendy Norton	Member (July 2019 to September 2019)
Councillor Christine Tuon	Member (July 2019 and reappointed by Council in September 2019)
Councillor Nic Wright	Member (appointed by Council in September 2019)

Meetings – Attendance of Members

Meeting Date	R. Dobbie	B. Hrnjak	A. Hanigan	C. Tuon	W. Norton	N Wright
31 July 2019	X	X	X	X	X	NA (not yet appointed)
22 October 2019	X	X	X	X	NA (not a member of the Committee)	A
4 December 2019	A	X	X	X	NA (not a member of the Committee)	A
4 March 2020	X	X	X	X	NA (not a member of the Committee)	A

A - Apology received

Committee Minutes

The Minutes of the above Committee meetings are reported to Council following the meeting.

Committee's operations and activities

The Committee has fulfilled its advisory, review and oversight responsibilities under the Audit Risk and Improvement Committee Charter as follows:

Risk Management

- reviewed Council's Enterprise risks and risk management framework including adequacy of insurance arrangements, management of project risks and business continuity arrangements.

Control Framework

- reviewed Council's governance processes and general control framework including policies and procedures, and compliance with policies and procedures; and
- reviewed Council's processes and policies for the review, management and exercise of delegations.

External Accountability

- reviewed annual financial statements and Auditor-General's advices and opinions and considered contentious financial reporting matters with management and external auditors;
- reviewed external auditor's plans, reports and Management Letters;
- monitored the progress of external audit recommendations; and
- met with the Audit Office and external audit contractor 'in camera', without the presence of management.

Legislative Compliance

- reviewed Council's Legislative Compliance framework, including Council's systems for monitoring compliance with legislation and policies;
- received quarterly reports as to relevant correspondence received from regulatory bodies.

Council Operations and Business Improvement

- Reviewed implementation and progress of Council's Community Strategic Plan, Delivery Program and Operational Plan, including Council's performance data;
- reviewed progress of Council's Business Improvement program.

Internal Audit

- endorsed Council's 3 year strategic Internal Audit Plan for 2019 – 2022 and annual review for 2020/21;
- considered the adequacy of Council's internal audit resources to carry out its responsibilities;

- reviewed the following audit reports and considered action taken on issues raised in the reports:
 - Community Grant Management, July 2019
 - Rate Data CAATS, July 2019
 - Cash Handling, December 2019
 - Contract Management, March 2020
 - Investment Management, March 2020
- monitored the progress of implementation of internal audit recommendations;
- reviewed the performance of Council's internal audit function; and
- met 'in camera' with the internal auditor, without the presence of management.

The Committee postponed the review of the Audit Risk and Improvement Committee Charter until the release of the revised Risk Management and Internal Audit Framework by the Office of Local Government (expected later in 2020).

Committee's assessment of performance

In accordance with the Audit Risk and Improvement Committee Charter, the Committee has conducted a self-assessment of its performance, taking into account stakeholder comments. A report of the self-assessment will be presented to Council for review, in accordance with the Charter.

Overall, the Committee has had a successful year, continuing to develop systems for the effective review and oversight of Council's governance, internal audit, risk management and business improvement functions.

ATTACHMENT 3



Willoughby City Council

AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING

MINUTES

on 4 December 2019
commencing at 8:30am

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

4 DECEMBER 2019

1 OPENING AND INTRODUCTIONS3

2 ATTENDANCE AND APOLOGIES3

3 DECLARATIONS OF INTEREST3

4 MINUTES OF AUDIT, RISK & IMPROVEMENT COMMITTEE4

4.1 ADOPTION OF MINUTES - ARIC 22 OCTOBER 20194

5 ACTION LOG.....5

5.1 ACTION LOG - 4 DECEMBER 20195

6 AUDIT, RISK & IMPROVEMENT COMMITTEE CALENDAR.....6

6.1 ARIC CALENDAR - 4 DECEMBER 2019.....6

7 REPORTS.....7

7.1 RISK MANAGEMENT - RISK MANAGEMENT FRAMEWORK - 4 DECEMBER 20197

7.2.1 PROJECT MANAGEMENT - CORPORATE SYSTEMS PROJECT UPDATE8

7.2.2 PROJECT MANAGEMENT - STATUS UPDATE - THE CONCOURSE COMPLIANCE UPGRADE - 4 DECEMBER 20199

7.3 REVIEW MATERIAL RISKS10

7.4 DELEGATIONS11

7.5 EXTERNAL AUDIT UPDATE REPORT12

7.6 LEGISLATIVE COMPLIANCE - 4 DECEMBER 201914

7.7 CORRESPONDENCE FROM REGULATORY AUTHORITIES - 4 DECEMBER 201915

7.8 BUSINESS IMPROVEMENT REPORT - 4 DECEMBER 201916

7.9 INTERNAL AUDIT STATUS REPORT17

7.10 IMPLEMENTATION OF INTERNAL AUDIT RECOMMENDATIONS - 4 DECEMBER 201918

7.11 REVIEW COMPLETED AUDIT REPORTS19

7.12 REVIEW OF INTERNAL AUDIT20

7.13 AUDIT, RISK AND IMPROVEMENT COMMITTEE FORWARD MEETING PLAN21

8 GENERAL BUSINESS22

9 NEXT MEETING22

1 OPENING AND INTRODUCTIONS

The meeting noted the Chair's apology and the remaining Committee members resolved for independent member A Hanigan to act as Chair for the meeting. Mr Hanigan opened the meeting and welcomed attendees. A quorum of three members was confirmed in accordance with the ARIC Charter.

2 ATTENDANCE AND APOLOGIES

Committee Members:

Mr A Hanigan (A/Chair); Mr B Hrnjak, Councillor C Tuon

Officers:

Mr D Frost (Customer and Corporate Director); Ms S Charlton (Manager Governance, Risk and Corporate Planning); Mr K Pechimuthoo (Internal Auditor); Ms E Hurford (Risk & Audit Coordinator / Minutes).

APOLOGIES

Mr R Dobbie

N Wright

Ms D Just (for lateness)

Note: Ms D Just joined the meeting at approximately 8.50am.

3 DECLARATIONS OF INTEREST

NIL

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING**4 DECEMBER 2019****4 MINUTES OF AUDIT, RISK & IMPROVEMENT COMMITTEE****4.1 ADOPTION OF MINUTES - ARIC 22 OCTOBER 2019**

RESPONSIBLE OFFICER:	DEAN FROST – DIRECTOR CUSTOMER AND CORPORATE
AUTHOR:	EMMA HURFORD – RISK AND AUDIT COORDINATOR
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
CALENDAR REFERENCE:	4
MEETING DATE:	4 DECEMBER 2019

PURPOSE OF REPORT

To provide the Committee with the draft Minutes of the Audit Risk and Improvement Committee meeting held on 22 October 2019.

DISCUSSION

The Committee considered the minutes of the meeting held on 22 October 2019 and accepted the minutes as a true and accurate record of the meeting.

OFFICER'S RECOMMENDATION

Receive and accept the Minutes as a true and accurate record of the Audit Risk and Improvement Committee meeting on 22 October 2019.

COMMITTEE RESOLUTION

That, having read, considered and discussed the report, the Committee accept the minutes as a true and accurate record of the Meeting on 22 October 2019.

PAGE 4

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING**4 DECEMBER 2019****5 ACTION LOG****5.1 ACTION LOG - 4 DECEMBER 2019**

RESPONSIBLE OFFICER:	DEAN FROST – CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	EMMA HURFORD – RISK AND AUDIT COORDINATOR
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
CALENDAR REFERENCE:	5
MEETING DATE:	4 DECEMBER 2019

PURPOSE OF REPORT

To provide the Committee with the Action Log of actions from previous meetings of the Audit Risk and Improvement Committee.

DISCUSSION

The Committee noted the progress of actions in the action log, with the majority of actions completed.

OFFICER'S RECOMMENDATION

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

COMMITTEE RESOLUTION

That, having read, considered and discussed the report, the Committee note the Action Log report.

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING**4 DECEMBER 2019****6 AUDIT, RISK & IMPROVEMENT COMMITTEE CALENDAR****6.1 ARIC CALENDAR - 4 DECEMBER 2019**

RESPONSIBLE OFFICER:	DEAN FROST – CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	EMMA HURFORD – RISK AND AUDIT COORDINATOR
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
CALENDAR REFERENCE:	6
MEETING DATE:	4 DECEMBER 2019

PURPOSE OF REPORT

To provide the Committee with the Audit, Risk and Improvement Committee Calendar, as updated.

DISCUSSION

The Committee considered the ARIC Calendar, which incorporated changes made after endorsement by the Committee at the October ARIC meeting. No additional changes were proposed.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee receive and note the ARIC Calendar incorporating changes endorsed at the ARIC October 2019 meeting.

COMMITTEE RESOLUTION

That, having read, considered and discussed the report, the Committee receive and note the report.

PAGE 6

7 REPORTS

RISK MANAGEMENT

7.1 RISK MANAGEMENT FRAMEWORK - 4 DECEMBER 2019

RESPONSIBLE OFFICER:	DEAN FROST – CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	EMMA HURFORD – RISK AND AUDIT COORDINATOR
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
CALENDAR REFERENCE:	7.1
MEETING DATE:	4 DECEMBER 2019

PURPOSE OF REPORT

To provide the Committee with a report for Committee to review whether Council has in place a current and comprehensive risk management framework and associated procedure for the effective identification and management of business and financial risks, including fraud.

DISCUSSION

The Committee considered the report on Council's risk management framework that comprises:

- Risk Management Plan
- Risk Management Policy, procedures, process and risk criteria

The risk management process in Council is integrated in all activities including project prioritisation bidding, planning and management, the annual business planning process and decision making at all levels.

The meeting discussed the potential impact of the proposed new OLG framework - *A New Risk Management and Internal Audit Framework for Local Councils in NSW, Discussion Paper* – on Council's risk management framework. The Committee suggested that the timeframes and actions in the new framework, once finalised, be incorporated into Council's risk management plan.

OFFICER'S RECOMMENDATION

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

COMMITTEE RESOLUTION

That, having read, considered and discussed the report, the Committee receive and note the report.

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING**4 DECEMBER 2019****7.2.1 PROJECT MANAGEMENT - CORPORATE SYSTEMS PROJECT UPDATE**

RESPONSIBLE OFFICER:	DEAN FROST – DIRECTOR CUSTOMER AND CORPORATE
AUTHOR:	BRAD HERRING - CHIEF INFORMATION OFFICER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
CALENDAR REFERENCE:	7.2
MEETING DATE:	4 DECEMBER 2019

PURPOSE OF REPORT

To provide the Committee with an update on the Corporate Systems Review project.

DISCUSSION

The meeting considered a report on the project, noting that it is progressing as planned with no major issues or imminent risks of concern. The Committee enquired about the budget of the project and further information was provided. The meeting was advised that budget is tracking as planned with no issues identified.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee receive and note the status update report.

COMMITTEE RESOLUTION

That, having read, considered and discussed the report, the Committee receive and note the report.

PAGE 8

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING**4 DECEMBER 2019****7.2.2 PROJECT MANAGEMENT - STATUS UPDATE - THE CONCOURSE COMPLIANCE UPGRADE - 4 DECEMBER 2019**

RESPONSIBLE OFFICER: DEAN FROST – DIRECTOR CUSTOMER AND CORPORATE

AUTHOR: DAVID DIBIASE - PROPERTY & CONSTRUCTION SERVICES MANAGER

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

CALENDAR REFERENCE: 7.2

MEETING DATE: 4 DECEMBER 2019

PURPOSE OF REPORT

To provide an update on the status of The Concourse Compliance Upgrade project.

DISCUSSION

The meeting discussed the progress report of the project, with no issues noted. The works are expected to commence in February 2020, with the main construction works commencing shortly thereafter.

OFFICER'S RECOMMENDATION

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

COMMITTEE RESOLUTION

That, having read, considered and discussed the report, the Committee receive and note the report.

PAGE 9

7.3 REVIEW MATERIAL RISKS

RESPONSIBLE OFFICER:	DEAN FROST – DIRECTOR CUSTOMER AND CORPORATE
AUTHOR:	EMMA HURFORD – RISK AND AUDIT COORDINATOR
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
CALENDAR REFERENCE:	7.3
MEETING DATE:	4 DECEMBER 2019

PURPOSE OF REPORT

To provide the Committee with a report on Council's enterprise risks.

DISCUSSION

The Committee considered a report on Council's enterprise risks, with particular attention to high risks and relevant controls. The meeting discussed Council's control effectiveness scale, noting that it could be revised to more accurately reflect status.

OFFICER'S RECOMMENDATION

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

COMMITTEE RESOLUTION

That, having read, considered and discussed the report, the Committee receive and note the report.

ACTION

7.3.1 Council to consider revising the control effectiveness scale to better reflect status of the effectiveness of controls

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING**4 DECEMBER 2019**

CONTROL FRAMEWORK**7.4 DELEGATIONS**

RESPONSIBLE OFFICER:	DEAN FROST – DIRECTOR CUSTOMER AND CORPORATE
AUTHOR:	EMMA HURFORD – RISK AND AUDIT COORDINATOR
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
CALENDAR REFERENCE:	8.4
MEETING DATE:	4 DECEMBER 2019

PURPOSE OF REPORT

To provide the Committee with a report as to Council's control framework, including policies and procedures in place for the review, management and exercise of delegations.

DISCUSSION

The meeting discussed Council's delegations framework, noting that in March 2019, Council adopted a revised Instrument of Delegation 'by exception' whereby all functions and powers were delegated to the Chief Executive Officer, except for a specified list of functions.

OFFICER'S RECOMMENDATION

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

COMMITTEE RESOLUTION

That, having read, considered and discussed the report, the Committee receive and note the report.

ACTION

8.4.1 Council to circulate the revised Instrument of Delegation (March 2019) to Committee members out of session.

PAGE 11

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING**4 DECEMBER 2019**

EXTERNAL ACCOUNTABILITY AND EXTERNAL AUDIT**7.5 EXTERNAL AUDIT UPDATE REPORT**

RESPONSIBLE OFFICER:	DEAN FROST – DIRECTOR CUSTOMER AND CORPORATE
AUTHOR:	STEPHEN NAVEN – CHIEF FINANCIAL OFFICER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
CALENDAR REFERENCE:	9.3 & 9.4
MEETING DATE:	4 DECEMBER 2019

PURPOSE OF REPORT

To provide the Committee with an update on the status of, and outcomes arising from, the external audit of the financial statements for the year ended 30 June 2019.
To present the unmodified Independent Auditors Reports issued by the Audit Office of NSW for the General Purpose and Special Purpose Financial Statements for the year ended 30 June 2019.

DISCUSSION

The meeting discussed progress of the external audit. Council adopted the draft financial reports and resolved to refer the financial reports for audit on 17 October 2019 as required by Section 413(1) of the *Local Government Act 1993*. In that meeting Council also resolved to authorise the Mayor, Deputy Mayor, Chief Executive Officer and Chief Financial Officer to sign the Statement by Councillors and Management that is required under Section 413(2)(c) of the *Local Government Act 1993* and clause 215(1) of the *Local Government (General) Regulation 2005*.

Council's auditor, the Audit Office of New South Wales completed their audit and issued an unmodified opinion on both the General Purpose and Special Purpose Financial Statements on 25 October 2019.

On 28 October 2018 Council sent a copy of the auditor's report together with a copy of the audited financial reports to the Office of Local Government and the Australian Bureau of Statistics as required under Section 417(5) of the *Local Government Act 1993*.

In accordance with Section 418 of the *Local Government Act 1993*, public notice, via advertisement in the Northshore Times on 31 November 2019 was given to advise that the 2018-19 financial reports and auditor reports would be presented to the public at the ordinary meeting of Council on 11 November 2019.

The meeting noted that Council's 2018-19 financial performance has exceeded all Office of Local Government (OLG) benchmarks for financial performance. In addition, Council has exceeded the industry benchmarks set by the OLG for asset management.

PAGE 12

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

4 DECEMBER 2019

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee receive and note the External Audit Update Report and the attached unmodified audit opinions issued by the Audit Office of NSW for the year ended 30 June 2019.

COMMITTEE RESOLUTION

That, having read, considered and discussed the report, the Committee receive and note the report.

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING**4 DECEMBER 2019****LEGISLATIVE COMPLIANCE****7.6 LEGISLATIVE COMPLIANCE - 4 DECEMBER 2019**

RESPONSIBLE OFFICER:	DEAN FROST – DIRECTOR CUSTOMER AND CORPORATE
AUTHOR:	EMMA HURFORD – RISK AND AUDIT COORDINATOR
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
CALENDAR REFERENCE:	10.1 & 10.2
MEETING DATE:	4 DECEMBER 2019

PURPOSE OF REPORT

To provide the Committee with a report as to Council's processes to ensure compliance risks are considered by management in risk assessments and management arrangements.

To provide the Committee with assurance as to the effectiveness of systems for monitoring compliance with laws, regulations and government policies.

DISCUSSION

The meeting considered a report on Council's compliance framework, which consists of:

- Compliance Management policy
- Centralised legislative compliance register detailing all applicable legislation
- Ongoing process for monitoring and communicating legislative changes to staff

The meeting discussed the framework and processes for the monitoring of compliance risk by business units.

The meeting also discussed the additional resource of the Northern Sydney Regional Organisation of Councils' (NSROC) Board and specialist subject matter officer groups, who share information on current practices and legislative changes and provide advice on such matters to the NSROC General Manager Advisory Committee and the NSROC Board.

OFFICER'S RECOMMENDATION

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

COMMITTEE RESOLUTION

That, having read, considered and discussed the report, the Committee receive and note the report.

PAGE 14

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING**4 DECEMBER 2019****7.7 CORRESPONDENCE FROM REGULATORY AUTHORITIES - 4
DECEMBER 2019**

RESPONSIBLE OFFICER:	DEAN FROST – CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	EMMA HURFORD – RISK AND AUDIT COORDINATOR
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
CALENDAR REFERENCE:	10.3
MEETING DATE:	4 DECEMBER 2019

PURPOSE OF REPORT

To provide the Committee with a report outlining any relevant correspondence received from regulatory authorities.

DISCUSSION

The Committee received a summary account of the NSW Audit Office's Report on Internal Controls and Governance of the NSW public sector, released on 5 November 2019 and circulated to the Executive and key staff.

Areas of interest for local government were highlighted including a review of agencies' internal audit functions and managing gifts and benefits.

The meeting also discussed the proposed new OLG framework - *A New Risk Management and Internal Audit Framework for Local Councils in NSW, Discussion Paper*, noting that submissions to the OLG were due on 31 December 2019. The meeting was advised that Council would consider the proposed submission at the next Council meeting (9 December 2019). It was noted that the Council submission reflected Council's view point and that any specific concerns from the perspective of independent Committee members would need to be articulated through a separate submission. Council offered administrative assistance to Committee members to collate any comments for submission.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee receive and note the report as to correspondence from regulatory authorities.

COMMITTEE RESOLUTION

That, having read, considered and discussed the report, the Committee receive and note the report.

PAGE 15

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING**4 DECEMBER 2019****COUNCIL OPERATIONS AND BUSINESS IMPROVEMENT****7.8 BUSINESS IMPROVEMENT REPORT - 4 DECEMBER 2019**

RESPONSIBLE OFFICER:	DEAN FROST – DIRECTOR CUSTOMER AND CORPORATE
AUTHOR:	MUSTAFA GHULAM - BUSINESS IMPROVEMENT AND CUSTOMER EXPERIENCE MANAGER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
CALENDAR REFERENCE:	11.4
MEETING DATE:	4 DECEMBER 2019

PURPOSE OF REPORT

To provide the *Audit, Risk and Improvement Committee (ARIC)* with an overview of the progress of Business Improvement.

DISCUSSION

The meeting considered the report on Council's Business Improvement program, noting that as of 31 October 2019, the program was reported as 80% on track. The report highlighted the use of Promapp as Council's endorsed business process and procedure tool, with 470+ processes documented across council and an approximate 10% increase in activity over the last 6 months.

OFFICER'S RECOMMENDATION

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

COMMITTEE RESOLUTION

That, having read, considered and discussed the report, the Committee receive and note the report.

PAGE 16

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING**4 DECEMBER 2019****INTERNAL AUDIT****7.9 INTERNAL AUDIT STATUS REPORT**

RESPONSIBLE OFFICER:	DEAN FROST – DIRECTOR CUSTOMER AND CORPORATE
AUTHOR:	KRISHNAN PECHIMUTHOO - INTERNAL AUDITOR
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
CALENDAR REFERENCE:	12.2
MEETING DATE:	4 DECEMBER 2019

PURPOSE OF REPORT

To provide the Committee with a report on the status of the internal audit program for 2019/20.

DISCUSSION

The meeting noted the progress audits in the internal audit plan for 2019-20, with 40% complete. Audits are on track for completion in 2020 in accordance with the plan.

OFFICER'S RECOMMENDATION

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

COMMITTEE RESOLUTION

That, having read, considered and discussed the report, the Committee receive and note the report.

PAGE 17

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING**4 DECEMBER 2019****7.10 IMPLEMENTATION OF INTERNAL AUDIT RECOMMENDATIONS - 4 DECEMBER 2019**

RESPONSIBLE OFFICER:	DEAN FROST – DIRECTOR CUSTOMER AND CORPORATE
AUTHOR:	EMMA HURFORD - RISK AND AUDIT COORDINATOR
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
CALENDAR REFERENCE:	12.4
MEETING DATE:	4 DECEMBER 2019

PURPOSE OF REPORT

To provide the Committee with a report on the progress of implementation of audit recommendations.

DISCUSSION

The meeting considered progress of internal audit actions in the last quarter, noting the vast majority were on track and seven actions were completed in the last quarter.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee receive and note the report on Implementation of Audit Recommendations and endorse extensions of timeframe where relevant, in comments.

COMMITTEE RESOLUTION

That, having read, considered and discussed the report, the Committee receive and note the report and endorse extensions of timeframe as shown in report.

PAGE 18

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING**4 DECEMBER 2019****7.11 REVIEW COMPLETED AUDIT REPORTS**

RESPONSIBLE OFFICER:	DEAN FROST – DIRECTOR CUSTOMER AND CORPORATE
AUTHOR:	KRISHNAN PECHIMUTHOO-INTERNAL AUDITOR
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
CALENDAR REFERENCE:	12.5
MEETING DATE:	4 DECEMBER 2019

PURPOSE OF REPORT

To provide the Committee with the results of completed internal audit report: Cash Handling.

DISCUSSION

The Committee considered the completed Audit of Cash Handling. It was noted that many corrective actions in the report were already well underway by management, who would continue to closely monitor progress.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee receive and note the Cash Handling internal audit report.

COMMITTEE RESOLUTION

That, having read, considered and discussed the report, the Committee receive and note the report.

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING**4 DECEMBER 2019****7.12 REVIEW OF INTERNAL AUDIT**

RESPONSIBLE OFFICER:	DEAN FROST – DIRECTOR CUSTOMER AND CORPORATE
AUTHOR:	EMMA HURFORD - RISK AND AUDIT COORDINATOR
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
CALENDAR REFERENCE:	12.7
MEETING DATE:	4 DECEMBER 2019

PURPOSE OF REPORT

To provide the Committee with a performance review of internal audit as required by the Standards.

DISCUSSION

The meeting considered WCC's revised Quality Assurance and Improvement Program ('QAIP'), noting that the process would be further revised in 2020, in line with the finalised core requirement 8 of the OLG framework - *A New Risk Management and Internal Audit Framework for Local Councils in NSW, Discussion Paper*.

The meeting discussed methods for assessment of the internal audit function and Council undertook to conduct an annual customer satisfaction survey for internal audit.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee receive and note the report on the performance review of internal audit.

COMMITTEE RESOLUTION RECOMMENDATION

That, having read, considered and discussed the report, the Committee receive and note the report.

ACTION

12.7.1 That Council conduct an Internal Audit performance survey at the end of each financial year.

PAGE 20

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING**4 DECEMBER 2019****AUDIT, RISK AND IMPROVEMENT COMMITTEE****7.13 AUDIT, RISK AND IMPROVEMENT COMMITTEE FORWARD MEETING PLAN**

RESPONSIBLE OFFICER:	DEAN FROST – DIRECTOR CUSTOMER AND CORPORATE
AUTHOR:	EMMA HURFORD - RISK AND AUDIT COORDINATOR
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
CALENDAR REFERENCE:	13.3
MEETING DATE:	4 DECEMBER 2019

PURPOSE OF REPORT

To propose a forward meeting plan for Audit, Risk and Improvement Committee meetings in 2020, in accordance with the Audit, Risk and Improvement Committee Charter and Audit, Risk and Improvement Committee calendar of agenda items.

DISCUSSION

The Committee endorsed a forward meeting plan for Audit, Risk and Improvement Committee meetings in 2020 is as follows:

4 March 2020
29 July 2020
14 October 2020
2 December 2020

It is proposed that meetings commence at 8.30am and finish at 10.30am (except the October meeting, to take account of the financial statements).

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee resolve the dates of the Audit, Risk and Improvement Committee meetings for 2020.

COMMITTEE RESOLUTION

That, having read, considered and discussed the report, the Committee accept the dates as the forward meeting plan for 2020.

PAGE 21

8 GENERAL BUSINESS

The Chief Executive Officer advised the Committee that Willoughby City Council had been included in the Natural Disaster Proclamation following the storm on 26 November 2019. Parts of the LGA had experienced significant damage, with fallen trees and power lines, and Council continues the clean-up in many areas.

9 NEXT MEETING

The date of the next committee meeting is on 4 March 2020.

The meeting concluded at 10.00am.

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PLANNING & INFRASTRUCTURE DIRECTORATE**15.8 CONTAMINATED LAND POLICY - ADOPTION**

ATTACHMENTS:	1. IMPLICATIONS 2. DRAFT <i>CONTAMINATED LAND POLICY</i>
RESPONSIBLE OFFICER:	CHRIS BINNS – ACTING PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	TIMOTHY KEITH – ENVIRONMENTAL HEALTH OFFICER
CITY STRATEGY OUTCOME:	1.3 – ENHANCE, PROTECT AND RESPECT WATERWAYS, BUSHLAND, NATURE, WILDLIFE
MEETING DATE:	9 JUNE 2020

1. PURPOSE OF REPORT

To outline Council's role within the contaminated land management framework and seek Council's adoption of the *Contaminated Land Policy*.

2. OFFICER'S RECOMMENDATION

That Council:

- 1. Adopt the *Contaminated Land Policy* which outlines Council's process for the management of contaminated land, as contained in Attachment 2.**
- 2. Delegate authority to the Chief Executive Officer to make minor amendments to the *Contaminated Land Policy* which do not alter the intent.**

3. BACKGROUND

Council has not considered this matter previously.

When carrying out planning functions under the *Environmental Planning and Assessment Act 1979*, Council Officers must consider the possibility that a previous land use on the subject site, or an adjoining or nearby site, has caused contamination of the site and the potential for risk to human health or the environment. Decisions must then be made as to whether the land should be remediated, or its use restricted, in order to reduce the risk.

Councils are taken to have acted in good faith, and receive statutory protection from liability in regards to planning functions and contaminated land, under Section 145B of the *Environmental Planning and Assessment Act 1979*, if they act substantially in accordance with the *Managing Land Contamination: Planning Guidelines* (August 1998) (the guidelines). Willoughby City Council has acted in line with those guidelines, therefore limiting risk exposure. The guidelines strongly recommend that each local council develop and adopt a formal policy for managing land contamination.

4. DISCUSSION

The Compliance Unit, after liaison with Council's Planning Unit and Legal Counsel, has recently researched and developed the draft *Contaminated Land Policy* (**Attachment 2**) to provide a framework for the integration of land contamination management into the planning and development process. The draft *Contaminated Land Policy* is consistent with the *Managing Land Contamination: Planning Guidelines*.

The draft Policy provides Council with a framework for dealing with contamination issues as they arise in planning, development assessment and administrative roles, and to ensure that Council carries out its legal responsibilities in the management of contaminated land. It includes initiatives including the development of a contaminated lands register, the recording of any contamination issues on planning certificates and the provision of sound data for decision making in order to protect public health and the environment.

The draft *Contaminated Land Policy* was exhibited for public review and comment from 23 February 2020 to 7 April 2020 via 'Have Your Say' on the Willoughby City Council website. It was promoted to over 6,000 'Have Your Say' users and had 39 people access it during the exhibition period. Ten people clicked on the page and nine people downloaded the *Contaminated Land Policy* document. Only one individual participated in the survey and they agreed with the policy, but provided no comments.

Operational procedures to guide Council officers in implementing the Policy have also been developed.

5. CONCLUSION

It is recommended that Council adopt the draft *Contaminated Land Policy* which provides a framework for the integration of land contamination management into the planning and development process.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	1.3 – Enhance, protect and respect waterways, bushland, nature, wildlife and ecological systems.
Business Plan Objectives, Outcomes/ Services	The development and adoption of the draft <i>Contaminated Land Policy</i> (“draft Policy”) will complete an outcome from the Business Improvement and Better Practice component of the Compliance Unit Business Plan for 2019/20.
Policy	Not applicable.
Consultation	Internal consultation from October 2019 to January 2020 with planning staff and legal counsel. External community consultation via ‘Have Your Say’ from 23 February 2020 to 7 April 2020.
Resource	<ul style="list-style-type: none"> • Staff training on the draft Policy and Operational Procedures • Relevant officers to maintain the contaminated land register • Relevant officers to provide accurate planning certificates with information on land
Risk	<ul style="list-style-type: none"> • The draft policy and procedures will reduce the risk of contaminants causing harm to human health and the environment • Officers adhering to the procedures will greatly reduce the risk of not considering contamination in the development assessment process and making errors or omissions on planning certificates
Legal	Council receives statutory protection from liability in regards to planning functions and contaminated land under Section 145B of the <i>Environmental Planning and Assessment Act 1979</i> if officers act in accordance with the <i>Managing Land Contamination: Planning Guidelines</i> . The draft Policy makes reference to and is consistent with those guidelines.
Legislation	Adoption of the draft Policy will assist Council officers to facilitate Council’s fulfilment of its legislative obligations under the <i>Contaminated Land Management Act 1997</i> , the <i>Protection of the Environment Operations Act 1997</i> , and the <i>Environmental Planning and Assessment Act 1979</i> .
Budget/Financial	The recommendation is within approved budgets.

ATTACHMENT 2



Contaminated Land Policy

Date Adopted/ Approved:	
Review Date:	
Version:	1.0
Responsible Position:	Manager Compliance
ECM Doc Set ID	

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1. Purpose

To provide Willoughby City Council (Council) with a framework for dealing with contamination issues as they arise in planning, development assessment and administrative roles, and to ensure that Council carries out its legal responsibilities in the management of contaminated land.

2. City Strategy Outcome

A City that is green

1.3 Enhance, protect and respect waterways, bushland, nature, wildlife and ecological systems.

3. Application

This Policy relates to Council's responsibility in contaminated land matters as the regulatory authority for land use planning and applies to all land within the Local Government Area.

All relevant compliance and planning officers are required to comply with the provisions of this policy and its related procedures.

4. Policy Principles

Council will:

- Maintain a public register of known contaminated land and land that is the subject of investigative reports that have been submitted to Council in the planning proposal or development application process;
- Maintain a framework and procedures for officers to follow;
- Ensure probity, accountability and transparency in the way it manages contaminated land;
- Act in good faith, and to the best of its ability, ensure that changes of land use will not increase the risk to human health or the environment;
- Provide information on planning certificates on the status of land in regards to contamination;
- Provide information to support decision-making; and
- Comply with the requirements of relevant legislation and guidelines.

5. Policy Statement

This policy sets out a framework for the management of contaminated land within the Willoughby City Council area through the land use planning process. Council aims to act responsibly and proactively manage contamination hazards and risks. It is committed to serving the best interest of the community, and endeavours to positively promote, and contribute to, sustainable environmental and social outcomes.

6. COUNCIL FUNCTIONS, ACTIVITIES AND RESPONSIBILITIES

Council recognises the important role it has to play in the management of contaminated land, and the consideration of potential contamination in planning decisions, in order to protect public health, the natural environment and biodiversity throughout the Willoughby LGA.

Willoughby Council's role in these areas are categorised below:

Demonstrating Leadership - Promote equity, professionalism, accountability and transparency to environmental consultants, developers and planners. Encourage and support other councils in the development of contaminated land policies and procedures.

Owner/Custodian - Manage contamination on public land in a responsible manner and in accordance with NSW State Government guidelines and legislation.

Regulator (Enforcer of Legislation) - Ensure development applications and planning proposals consider land contamination in the application documentation and that known contamination is remediated and/or managed in a safe manner.

Information Provider - Ensure information is provided to planners, consultants, developers, land owners and the public on its policies and on the status of land in regards to contamination in written advice, planning processes and planning certificates.

Advocacy (on behalf of the community and local government sector) - Advocate for appropriate development of new contaminated land guidelines and State Environment Planning Policies.

Facilitator (bringing together relevant parties) - Facilitate cooperation between developers, community groups and consultants to achieve good health and environmental outcomes.

Delivery of Services (in part or in full) - Maintain a more informative register of known and potentially contaminated land to provide sound and timely assessment of planning proposals and certificates.

7. Monitoring and Review

The Environmental Health Officer is responsible for:

- Training Council's officers on how to apply the policy, related guidelines and procedures;
- Providing advice in relation to the application of the policy;
- Maintaining the contaminated land register;
- Assessing planning proposals and development applications to ensure changes in land use or development proposals will not increase the risk to human health or the environment;
- Providing information to support decision-making; and
- Maintaining, monitoring, reviewing and suggesting improvements to the policy.

8. Supporting information

8.1 The Contaminated Land Management Framework

Council will establish and maintain a policy and procedures framework consistent with *State Environmental Planning Policy No 55 - Remediation of Land* (SEPP 55) and *Managing Land Contamination Planning Guidelines SEPP 55 - Remediation of Land* (SEPP 55 Guidelines).

The management of contaminated land is a shared responsibility between the Environmental Protection Authority (EPA), the NSW Department of Planning, Industry and Environment (DPIE), and local councils. Broadly, the responsibility is distributed as follows:

- the EPA uses its powers under the *Contaminated Land Management Act (1997)* to deal with site contamination that is significant enough to warrant regulation under the Act, given the site's current or approved use;
- the DPIE is responsible for development, review and the update of *SEPP 55* and the *SEPP 55 Guidelines*; and
- local councils deal with other site contamination under the planning and development framework, including *SEPP 55* and the *SEPP 55 Guidelines*. These sites, though contaminated, do not pose an unacceptable risk under their current or approved use. In these cases, the planning and development process determines what remediation is needed to make the land suitable for a different use.

8.1.1 State Environmental Planning Policy No 55

The object of *SEPP 55* is to provide for a State-wide planning approach to the remediation of contaminated land.

In particular, *SEPP 55* aims to promote the remediation of contaminated land for the purpose of reducing the risk of harm to human health or any other aspect of the environment by:

- 1) Specifying when consent is required, and when it is not required, for a remediation work;
- 2) Specifying certain considerations that are relevant in rezoning land and in determining development applications; and
- 3) Requiring that remediation work meets certain standards and notification requirements.

8.1.2 Managing Land Contamination Planning Guidelines SEPP 55 – Remediation of Land

The purpose of these Guidelines is to establish 'best practice' for managing land contamination through the planning and development control process. The Guidelines explain what needs to be done to show that planning functions have been carried out in good faith.

The Guidelines include:

- 1) Information to assist in the investigation of contamination possibilities;
- 2) A decision-making process that responds to the information obtained from an investigation;
- 3) Information on how planning and development control can cover the issues of contamination and remediation;
- 4) A suggested policy approach for planning authorities;

- 5) Discussion of information management systems and notification and notation;
- 6) Schemes, including the use of planning certificate notations; and
- 7) Approaches to prevent contamination and reduce the environmental impact from remediation activities.

8.1.3 Contaminated Land Management Procedures

Council has prepared procedures to support this policy. The purpose of the administrative procedures is to provide more detailed guidance to Council officers on the processes that need to be followed to responsibly manage contaminated land. The procedures include information on:

- 1) The decision-making process;
- 2) Rezoning of land;
- 3) Assessing development;
- 4) Maintaining a record of remediation work;
- 5) Site audits and site audit statements;
- 6) Maintaining a contaminated land register;
- 7) Contaminated land thresholds for human health and the environment;
- 8) The duty to report contamination; and
- 9) Planning certificates issued under Section 10.7 of the Environmental Planning and Assessment Act 1979.

Governing laws and standards	<ul style="list-style-type: none"> • <i>Contaminated Land Management Act 1997</i> • <i>State Environmental Planning Policy (SEPP) 55</i> • <i>Managing Land Contamination Planning Guidelines SEPP 55 – Remediation of Land</i> • <i>Environmental Planning and Assessment Act 1979</i> • <i>Environmental Planning and Assessment Regulation 2000</i> • <i>Protection of the Environment Operations Act 1997</i>
Related policies and other documents	<ul style="list-style-type: none"> • <i>Willoughby City Council Code of Conduct</i> • <i>Statement of Business Ethics</i>
History	This Policy is new and does not replace any other

Appendix

Definitions	
Contaminated Land	Land in, on, or under which any substance is present at a concentration above that naturally present in, on or under the land and that poses, or is likely to pose, an immediate or long-term risk to human health or the environment.
Contamination	Concentration of substances above that naturally present that poses, or is likely to pose, an immediate or long-term risk to human health or the environment.
Management	Management of land or of contamination of land means management in relation to the actual or possible contamination of the land, including investigation into the existence, nature and extent of contamination of the land and remediation of contaminated land.
Potentially Contaminated Land	Land that may be contaminated with a concentration of substances above that naturally present that may pose or is likely to pose a potential or actual risk to human health or the environment.
Remediation	Remediation of contaminated land includes: <ul style="list-style-type: none"> a) preparing a long-term management plan (if any) for the land, and b) removing, dispersing, destroying, reducing, mitigating or containing the contamination of the land, and c) eliminating or reducing any hazard arising from the contamination of the land (including by preventing the entry of persons or animals on the land).
Site Audit	An independent review by a site auditor of any or all stages of the site investigation process conducted in accordance with the <i>Contaminated Land Management Act</i> .
Site Auditor	A person accredited by the EPA under the <i>Contaminated Land Management Act</i> to conduct site audits.
Site Audit Statement	A certificate issued by a site auditor stating for what use the land is suitable.
Council	Willoughby City Council
Council Officers	Director Planning & Infrastructure Manager Compliance Manager Planning Strategic Planners Town Planners Environmental Health Officers

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15.9 SENIORS HOUSING SEPP

ATTACHMENTS:	1. IMPLICATIONS 2. SUBMISSION
RESPONSIBLE OFFICER:	IAN ARNOTT - PLANNING MANAGER
AUTHOR:	JANE GIBSON – STRATEGIC PLANNER
CITY STRATEGY OUTCOME:	2.2 – RESPECT AND CELEBRATE OUR HISTORY AND HERITAGE SITES
MEETING DATE:	9 JUNE 2020

1. PURPOSE OF REPORT

To endorse a submission to the NSW Department of Planning, Industry and Environment (DPIE) regarding the *State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004* (the *Seniors Housing SEPP*). The submission requests that the *Seniors Housing SEPP* continues to not apply to heritage conservation areas in the Willoughby Local Government Area.

2. OFFICER'S RECOMMENDATION

That Council endorse the submission for forwarding to the NSW Department of Planning, Industry and Environment requesting that the *State Environmental Planning Policy (Housing for Seniors of People with a Disability) 2004* not apply to heritage conservation areas identified in *Willoughby Local Environmental Plan 2012*, as contained in Attachment 2.

3. BACKGROUND

The following strategic planning studies were recently adopted by Council:

- The *Housing Strategy* (adopted by Council on 9 December 2019)
- The *Local Centres Strategy* (adopted by Council on 9 December 2019)
- The *Local Strategic Planning Statement (LSPS)* (endorsed by Council on 10 February 2020 and supported by the Greater Sydney Commission on 20 March 2020).

These documents aim to focus residential growth in medium / high density zones in and around centres, where residents have easy access to transport and services.

The *Seniors Housing SEPP* was introduced in 2004. Seniors Housing is defined as residential accommodation consisting of a:

- *residential care facility, or*
- *hostel, or*
- *group of self-contained dwellings, or*
- *a combination of these.*

The aim of the *Seniors Housing SEPP* is to encourage the provision of housing (including residential care facilities) that will:

- a) *increase the supply and diversity of residences that meet the needs of seniors or people with a disability, and*
- b) *make efficient use of existing infrastructure and services, and*
- c) *be of good design.*

In February 2019, an amendment was made to the *Seniors Housing SEPP* by the introduction of a new Clause 4A. This Clause applies to the Greater Sydney Region and states that the *Seniors Housing SEPP* does not apply in heritage conservation areas until 1 July 2020.

This report discusses the implications and concerns for enabling the *Seniors Housing SEPP* to apply to heritage conservation areas following 1 July 2020.

4. DISCUSSION

The *Seniors Housing SEPP* allows development to take place on “*land zoned for urban purposes.*” The aims of the *Seniors Housing SEPP* are to be achieved by:

- a) *setting aside local planning controls that would prevent the development of housing for seniors or people with a disability that meets the development criteria and standards specified in this Policy, and*
- b) *setting out design principles that should be followed to achieve built form that responds to the characteristics of its site and form, and*
- c) *ensuring that applicants provide support services for seniors or people with a disability for developments on land adjoining land zoned primarily for urban purposes.*

As a result, the *Seniors Housing SEPP* provides more generous planning controls than would normally be permitted under *Willoughby Local Environmental Plan 2012 (WLEP 2012)*. This results in a more intense scale of development in low density zones by allowing a greater floor space ratio. Depending on the proposed type of facility, this can be up to 1:1 floor space ratio for a residential care facility or a hostel.

The *Seniors Housing SEPP* also enables a *Site Compatibility Certificate* to be issued by DPIE which enables Seniors Housing to take place on land that is being used as an existing registered club. Generally, the ability to set aside local planning controls to allow more development on the site has resulted in the SEPP being controversial.

Prior to February 2019, the *Seniors Housing SEPP* did apply in heritage conservation areas. It is believed that the amendment arose following concerns from North Shore residents (not Willoughby) living in conservation areas where a development proposal for seniors housing had been lodged.

However, the Clause which excludes heritage conservation areas ceases to have effect on 1 July 2020.

At the time when the conservation area exclusion Clause was introduced to the SEPP, the Department provided advice on their web page that:

“....the temporary change offers councils time to ensure seniors housing provision aligns with their local strategic plans which are currently under review. Once councils have completed their strategic planning and community consultation, they will be able to choose how the Seniors Housing SEPP applies in heritage conservation areas in their local government area.....”

The importance of retaining and enhancing heritage conservation areas was a clear message from the community consultation process received during the exhibitions of the *LSPS* as well as the *Housing* and *Local Centres* documents. This is consistent with Objective 13 of the North District Plan in that “*Environmental heritage is identified, conserved and enhanced.*”

It is anticipated that from 2016 to 2036, Willoughby’s population is expected to increase by 13,830. 43% of this increase will be aged 60 and over. The *Housing Strategy* looks to provide more generally for this demographic through the need for downsizing accommodation such as dual occupancy, town houses or apartments in shop top type development. However, it is acknowledged that a higher level of housing care may be provided by the *Seniors Housing SEPP*.

The Willoughby Legions Club, 26 Crabbes Avenue, North Willoughby was issued a Site Compatibility Certificate (SCC) for 36-72 residential aged care facility beds and approximately 99-125 self-contained units. In addition, Chatswood Golf Club was issued a SCC for 106 self-contained apartments with ancillary services and facilities. The Willoughby Legions Club has submitted a development application to Council which has been challenging as it enables higher density development next to an existing conservation area. To date, there have been no SCC applications within any of the Willoughby conservation areas. Council staff are not aware of any current proposals to develop seniors housing in a conservation area.

Proposals within Willoughby which have utilised the *Seniors Housing SEPP* have generally been controversial due to the scale and impacts of the development proposed. Enabling this type of development to occur in heritage conservation areas would aggravate these problems. Council has been strong in making planning decisions within heritage conservation areas that preserves character and prevents demolition. Reintroducing heritage conservation areas into the SEPP would negate this work and make future decisions in conservation areas difficult to enforce. Development under the *Seniors Housing SEPP* would inevitably lead to demolition and redevelopment at a scale greater than allowed in WLEP 2012. It is preferable that the *Seniors Housing SEPP* continues to be encouraged across the LGA but specifically not apply to conservation areas within Willoughby City.

5. CONCLUSION

Clause 4A which currently excludes heritage conservation areas from the *Seniors Housing SEPP* ceases to have effect on 1 July 2020. A submission to the DPIE requesting that Willoughby’s heritage conservation areas continue to be excluded from the *Seniors Housing SEPP* can be viewed at **Attachment 2**.

It is recommended that this be forwarded to the Department of Planning, Industry & Environment.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	2.2 Respect and celebrate our history and heritage sites.
Business Plan Objectives, Outcomes/ Services	To ensure heritage conservation areas and local character are protected in line with the <i>Willoughby Housing Strategy</i> and the <i>Local Strategic Planning Statement</i> .
Policy	<i>Willoughby Local Environmental Plan 2012</i> .
Consultation Resource	Internal Council staff resources.
Risk	Risk of loss of property and / or heritage character.
Legal	The State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004 over rides <i>Willoughby Local Environmental Plan 2012</i> .
Legislation	<i>Environmental Planning & Assessment Act 1979</i> .
Budget/Financial	Work is within budgets allocated.

ATTACHMENT 2

Dear,

State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004

I am writing with regard to the *State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004 (the Seniors Housing SEPP)*. Specifically, Willoughby Council requests a continuation of Clause 4A which prevents development under the SEPP to apply within heritage conservation areas.

Clause 4A (1) of the *Seniors Housing SEPP* states that "...the Policy does not apply to land in the Greater Sydney Region if an environmental planning instrument identifies the land as being within a heritage conservation area..." This Clause ceases to have effect on 1 July 2020.

Housing in Willoughby is diverse and high value, being located in an extremely accessible and well-serviced part of Metropolitan Sydney. The current housing stock ranges from high rise apartments in our Strategic centres of Chatswood and St Leonards to modest and historic single storey cottages in the 12 Conservation Areas. Conservation areas make up 16% of the Willoughby City Council area and invest it with the character for which it is widely known. With expected growth resulting in a population of 91,848 by 2036, Council has recently undertaken a number of strategic planning studies in the Local Government Area (LGA). Council's *Housing and Local Centres Strategies* were adopted by Council on 9 December 2019. Assurance for the *Willoughby Local Strategic Planning Statement (LSPS)* was received by the Greater Sydney Commission on 20 March 2020.

An indicator of the *LSPS* is to increase medium density housing as a component to provide appropriate housing for ageing residents and new families. Priority 5 of the *LSPS* emphasises the importance of conservation areas by "*Respecting and enhancing heritage and local suburban character*".

Council adopted a *Housing Strategy* on 9 December 2019 with minor amendments which are in the final stages of being completed for submission to the Department of Planning, Industry and Environment (the Department). The aim of the *Housing Strategy* is to focus new areas of dwelling growth within the existing R3 and R4 zones, these generally being in the most accessible locations. The Strategy specifically identifies medium density zoned land as a suitable location for seniors living – be it with a higher level of care as identified in the SEPP or for downsizing generally. In addition, the *Local Centres Strategy* promotes opportunities for growth in housing and jobs with a focus on revitalisation of these important centres, offering highly accessible locations for future residents, particularly older residents.

Recently, two Site Compatibility Certificates for land within the LGA have been issued. Whilst the need for such facilities is acknowledged, it can result in loss of valuable private open space used by the community so there are inherent compromises.

The Willoughby Legions Club, 26 Crabbes Avenue, North Willoughby was issued a SCC for 36-72 residential aged care facility beds and approximately 99-125 self-contained units. In addition, Chatswood Golf Club was issued a SCC for 106 self-contained apartments with

ancillary services and facilities. The Willoughby Legions Club has submitted a development application to Council which has been challenging as it enables higher density development next to an existing conservation area.

In addition, a development application was recently assessed by Council for a Seniors Housing development using the provisions of the SEPP. The application is in R2 zoned land and there has been opposition from the local community accepting intensity of development in their local area.

The potential of relaxing of the *Seniors Housing SEPP* to allow such developments in conservation areas causes major concerns.

Council has been strong in making planning decisions within heritage conservation areas that preserves character and prevents demolition. The *Seniors Housing SEPP* would jeopardise this work and make future decisions difficult to enforce. Development under the *Seniors Housing SEPP* would inevitably lead to demolition and redevelopment at a scale greater than allowed in *WLEP 2012*. This would result in the loss of critical open space areas for landscaping and tree planting providing biodiversity, cooling in times of climate change and an impact in health and wellbeing.

Council has concerns generally, of allowing more intensified Seniors Living development in its low density zones.

It is considered that independent seniors housing is best achieved in low density zones facilitated by the adaptable housing controls currently provided in *Willoughby Development Control Plan* enabling residents to "age in place." Furthermore, adequate provision for older residents is being made in housing planned for areas within and close to our Strategic and Local Centres.

It is understood that in 2019 the then Minister for Planning removed heritage conservation areas from the *Seniors Housing SEPP* as a result of resident concerns for senior housing proposals in heritage conservation areas.

The Department's web page states that once councils have completed their strategic planning and community consultation, they will be able to choose how the Senior Housing SEPP applies in heritage conservation areas in their local government area.

Consultation carried out by Council on the *LSPS, Housing and Local Centres Strategies* confirmed community support for protecting conservation areas. This is also in accordance with Objective 13 of the *North District Plan* in that "*Environmental heritage is identified, conserved and enhanced..*"

It is therefore concluded and requested that *State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004* not apply to heritage conservation areas identified in *Willoughby Local Environmental Plan 2012*. It is requested that this exclusion continues to apply to beyond 1 July 2020 and indefinitely.

COMMUNITY, CULTURE & LEISURE DIRECTORATE**15.10 TENDER 125471 - MANAGEMENT OF THE CONCOURSE PERFORMING ARTS VENUES AND MEETING FACILITIES**

ATTACHMENTS:	1. IMPLICATIONS
RESPONSIBLE OFFICER:	MELANIE SMITH – COMMUNITY, CULTURE & LEISURE DIRECTOR
AUTHOR:	SAMANTHA CONNOR – MEDIA, MARKETING & EVENTS MANAGER
CITY STRATEGY OUTCOME:	3.5 – MAINTAIN QUALITY OF LIFE BY BALANCING POPULATION GROWTH WITH THE PROVISION OF ASSETS AND SERVICES
MEETING DATE:	9 JUNE 2020

1. PURPOSE OF REPORT

To award Tender No. 125471 for management of The Concourse performing arts venues and meeting facilities to the highest ranked tenderer, as detailed in the attached confidential report.

2. OFFICER'S RECOMMENDATION

That Council:

- 1. Accept the tender as detailed in the confidential report for Tender No. 125471 for management of The Concourse performing arts venues and meeting facilities for a period of five years with the option to extend for a further five years.**
- 2. Delegate the Chief Executive Officer the authority to finalise and execute the contract and all associated documents.**

3. BACKGROUND

The current contract for management of The Concourse is with Century Venues The Concourse (CVTC) and expires on 31 August 2021. The contract commenced on 1 September 2011 for a five year period with the option to extend for a further five years. The extension was implemented from 1 September 2016.

Following Council's procurement procedures, a tender is required at the end of the ten year contract to re-assess the marketplace. A tender commenced in September 2019 and included an Expression of Interest (EOI).

A project control group was established to oversee the tender, review the Licence Agreement (contract) and oversee a transition to a new management contractor if required. The existing License Agreement was revised by the project control group with advice from Council's external legal advisor Lander and Roger Lawyers.

CVTC has managed The Concourse for nine years, since the venue opened in 2011. Officers meet monthly with CVTC to track achievement of key performance indicators and financial performance.

4. DISCUSSION

Expression of Interest process

In accordance with Local Government tendering guidelines and Council procurement policies, an advertisement was placed in Tenderlink, Sydney Morning Herald, North Shore Times, Performing Arts Connections Australia and Venue Management Association on 8 October 2019, calling for experienced contractors interested in the management of The Concourse performing arts venue and meeting facilities.

Two addendums were issued to the tenderers during the tender period clarifying a number of technical enquiries.

Two tenderers attended a mandatory site visit on 25 and 29 October 2019.

The expression of interest (EOI) closed on 21 November 2019 with two submissions received. Both submissions were compliant. The submissions are listed below in alphabetical order:

1. Century Venues The Concourse
2. Playbill Venues

Both submissions were shortlisted to the tender stage and notified in writing on 19 December 2019.

Tender Process

In accordance with Local Government tendering guidelines and Council procurement policies, the tender invitation was placed in Tenderlink and notification emailed to shortlisted tenderers, on 21 February 2020.

Disruption caused by COVID-19 crisis

The tender was scheduled to close on 26 March. On 13 March a tenderer requested the closing date for the tender be extended due to the disruption caused by the COVID-19 crisis to the performing arts and entertainment venue industry. The closing date was extended by four weeks to 23 April. On 7 April a tenderer formally withdrew from the tender process.

The tender closed on 23 April 2020.

Evaluation Criteria

The Tender was assessed against the criteria listed below:

- Capability and experience
- Financial capacity including financial offer
- Operational structure and resources
- Operational practices and performance
- Community relations practices and performance

Tender Evaluation

The Tender was assessed by a panel of Council staff consisting of the Director Community Culture and Leisure, Director Customer and Corporate, Chief Financial Officer and Manager Media, Marketing and Events. The panel members separately analysed the EOI submissions and then jointly prepared the EOI evaluation report.

A summary of the assessment of the tender submissions against the evaluation criteria is below.

Capability and Experience

Tenderers were asked to demonstrate their capability and experience in operating venues of a similar type and scale to The Concourse venues, including a plan for audience development, a strategy for activation linking to The Concourse precinct and an acquisition plan to maximise use of the Civic Pavilion. Tenderers were asked to provide details of any liability claims or judgement made against the tenderer in the past five years.

Financial Capacity

Tenderers were asked to demonstrate appropriate financial capacity and experience in financial management of similar venues. This included provision of a parent company guarantee, a detailed financial model with a positive financial return to Council, a three year operating budget and a strategy to drive success with a balance of commercial and community programming.

Operational Structure and Resources

Tenderers were asked to propose a management structure including qualifications and experience, and details of the staffing structure and personnel that will be present onsite, to ensure high visibility to CBD visitors and the wider community.

Operational practices and performance

Tenderers were asked to provide evidence of documented systems and practices for safe and efficient venue operation. They were asked to provide a framework for monthly and annual reporting to Council.

Community relations practices and performance

Tenderers were asked to demonstrate ability to engage with local community and diverse cultural groups, and to demonstrate how they will engage with restaurants to promote a cohesive precinct. This was to be shown in a community and stakeholder engagement plan.

5. CONCLUSION

The remaining tenderer has been assessed as being capable of undertaking management of The Concourse performing arts venues and meeting facilities to the standard required. As such, it is recommended that the tender from this tenderer be awarded the contract for the management of The Concourse performing arts venues and meeting facilities.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	3.5 – Maintain quality of life by balancing population growth with the provision of assets and services
Business Plan Objectives, Outcomes/ Services	The Concourse Business Plan 2016-2021
Policy	This matter relates to Council's <i>Purchasing and Tendering Policy</i> .
Consultation	The tender was advertised in accordance with the provisions in the <i>Local Government Act 1993</i> .
Resource	The tender process and administration of this contract will be undertaken within existing resources. Legal advice was obtained to develop the Licence Agreement using Lander and Roger lawyers.
Risk	The level of risk associated with the contents of this report low, with moderate consequences under Council's <i>Risk Management Framework</i> .
Legal	Not applicable.
Legislation	The tender process has been undertaken in accordance with all <i>Local Government Act</i> requirements.
Budget/Financial	Funding for the service is within approved budgets.

15.11 EXPRESSIONS OF INTEREST - NORTHBRIDGE COMMUNITY FACILITIES

ATTACHMENTS:	1. IMPLICATIONS 2. SUMMARY - EXPRESSIONS OF INTEREST 3. ASSESSMENT OF EXPRESSIONS OF INTEREST
RESPONSIBLE OFFICER:	MELANIE SMITH – COMMUNITY, CULTURE & LEISURE DIRECTOR
AUTHOR:	MICHAEL CASHIN – COMMUNITY LIFE MANAGER
CITY STRATEGY OUTCOME:	2.7 – PROMOTE ACCESSIBLE SERVICES FOR THE COMMUNITY
MEETING DATE:	9 JUNE 2020

1. PURPOSE OF REPORT

To seek Council's endorsement for community use of the following Northbridge community facilities: Warners Park Centre, Northbridge Bowling Club Community Room and Northbridge Library Loft Community Space (formerly Artist studio).

2. OFFICER'S RECOMMENDATION

That Council:

- 1. Authorise the Chief Executive Officer to negotiate a license agreement with Willoughby Community Men's Shed for the exclusive use of the Warners Park Centre.**
- 2. Endorse the issuance of a regular hire agreement for non-exclusive use of the Northbridge Bowling Club to the Northbridge Quilters on completion of upgrade works.**
- 3. Note that the surplus hireable capacity of Northbridge Bowling Club Community Room and the Northbridge Library Loft Community Space will be offered for hire as per the *Community Facilities Hire Policy*.**

3. BACKGROUND

In February 2020, Council officers conducted an Expression of Interest (EOI) for not-for-profit organisations to deliver programs and services from the following community facilities in Northbridge:

- Warners Park Centre – the Outpost Northbridge
- Northbridge Bowling Club Community Room - the Outpost Northbridge
- Northbridge Library Loft Community Space (formerly known as the Artist studio) at 258 Sailors Bay Rd, Northbridge.

This report details submissions and recommendations for community use of these facilities on completion of the scheduled works.

4. DISCUSSION

Council received a total of seven submissions:

- Three submissions for the Warners Park Centre.
- Three submissions for the Northbridge Bowling Club.
- One submission for Northbridge Loft - 258 Sailors Bay Road.

A summary of all submissions is provided in **Attachment 2**. Evaluation of submissions is provided in **Attachment 3**.

4.1 Warners Park Centre Submissions

Expressions of Interest were invited for the exclusive use of the Warners Park Centre via a license agreement with Council. The EOI requested submissions from not for profit organisations that address the following criteria:

- Social inclusion to a diverse group in the local community;
- Community access, equity and participation, health and well-being and lifelong learning;
- Strengthening cohesion and respect between generations through intergenerational learning.

Council received three submissions from:

- Willoughby Community Men's Shed
- Workshop Arts Centre
- Castlecrag Montessori

Based on evaluation of submissions, Willoughby Community Men's Shed is the preferred applicant:

- The application meets all eligibility criteria.
- The application is the submission most closely aligned to the Warners Park Centre specific EOI criteria of access, equity, participation, health & wellbeing and lifelong learning.
- The application was the highest ranked assessment score.
- The Men's Shed Program has the closest alignment with the priorities identified in *Our Future Willoughby 2028*.

4.2 Northbridge Bowling Club Community Room Submissions

Submissions were invited for the non-exclusive use of the Northbridge Bowling Club Community Room as a multi-use venue. Appropriate uses were defined to include:

- Children's and adult exercise and education classes and workshops
- Community meetings

Council received three submissions:

- Northbridge Quilters
- Workshop Arts
- Community Tech Room

The Workshop Arts and Community Tech Room submissions are deemed ineligible as they requested exclusive use of the facility.

The Northbridge Quilters submission is the only eligible submission for the Northbridge Bowling Club Community Room. As such, it is recommended that a hire agreement be offered to them. Hire conditions will be in accordance with the Community Facilities Hire Policy. Fees will be in accordance with Council's published Fees and Charges.

4.3 Northbridge Library Loft Community Space (formerly Artist studio).

Submissions were invited for non-exclusive use of Northbridge Library Community Loft. This space is additional to the Northbridge Library Mezzanine Community Space currently offered for hire. Appropriate uses were defined to include:

- Children's and adult education classes and workshops
- Community meetings

Council received one EOI for this space from Protectus Pty Ltd (Gallery 307). Protectus Pty Ltd is a commercial operator and is therefore ineligible under the current EOI guidelines. Further the submission requests exclusive use of the facility which would result in restricted access for other community users.

5. CONCLUSION

The EOI assessment resulted in a preferred submission for the use of the Warners Park Centre from Willoughby Community Men's Shed.

One eligible submission was received for use of the former Northbridge Bowling Club from Northbridge quilters.

No eligible submissions were received for the Northbridge Library Loft Community Space.

All successful submissions will be subject to the terms and conditions of the Community Facilities Hire Policy.

Officers will consult with unsuccessful applicants to ascertain if their requirements can be met at an alternate community facility.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	2.7 – Promote accessible services for the community
Business Plan Objectives, Outcomes/ Services	The recommendations of this report are congruent with the outcomes of the Community Life Business Plan to promote a city that is connected and liveable.
Policy	All successful submissions will be subject to the terms and conditions of the <i>Community Facilities Hire Policy</i> .
Consultation	Ongoing consultation has occurred with existing user groups, Northbridge Progress Association and Ward Councillors.
Resource	The recommendations of the report can be resourced with existing budgeted operational resources.
Risk	The outcomes of this EOI are low when compared against the <i>WCC Risk Register</i> .
Legal	Not applicable.
Legislation	The recommendations of this report comply with the requirements of the <i>Local Government Act 1993</i> .
Budget/Financial	Within approved budget.

ATTACHMENT 2

SUMMARY OF EOI SUBMISSIONS – NORTHBRIDGE COMMUNITY FACILITIES

EOI Submissions - Warners Park Centre

Applicant	Project Outline	Assessment Summary
Willoughby Community Men's Shed	<p>Willoughby Community Men's Shed proposes relocation to Warners Park Centre from the Northbridge Memorial Hall.</p> <p>The need for a larger space to increase programs, patronage and storage is a crucial requirement and this need has been brought to Councils attention for a number of years.</p> <p>The submission aims to increase the contribution to the community in terms of equity, participation, health and well-being and life-long learning.</p> <p>Relocation will enable the Men's Shed to increase its services to its members' health and well-being and to the Willoughby City community more broadly.</p>	<p>Recommended</p> <p>The application meets all EOI eligibility criteria.</p> <p>The application has the highest evaluation score.</p> <p>The Men's Shed Program has the closest alignment with the priorities identified in <i>Our Future Willoughby 2028</i>.</p> <p>The application is most closely aligned to the Warners Park Centre specific EOI criteria.</p>
Workshop Arts Centre	<p>The Workshop Arts Centre proposal is to use the Warners Park Centre to hold art classes and workshops for their students and also to attract new students from the Northbridge, Castlecrag and wider communities, including seniors, adults, youth and children.</p> <p>Classes are open to all levels of artists. They aim to promote the development of local creative skills and to encourage participation by the community in the creative arts.</p>	<p>Not Recommended</p> <p>The application met all eligibility criteria.</p> <p>The application has the second highest evaluation score.</p> <p>The Workshop Arts Centre is second ranked application in relevance to <i>Our Future Willoughby 2028</i> priorities.</p> <p>Second ranked application against the Warners Park Centre EOI criteria.</p>
Castlecrag Montessori Pre-School	<p>Castlecrag Montessori School (CMS) is a parent-run, non-denominational community preschool and kindergarten that offers classes for children aged 3–6 years.</p> <p>The school is presently located on the grounds of St James Anglican Church in Castlecrag, but have been given notice to vacate in December 2020.</p>	<p>Not Recommended</p> <p>The application did not meet all eligibility criteria.</p> <p>Lowest ranked evaluation score.</p> <p>Submission requires a DA and significant modifications to the building and exclusive fenced use of public open space.</p>

EOI Submissions - Northbridge Bowling Club Community Room

Applicant	Project Outline	Recommendation
<p>Workshop Arts Centre</p>	<p>The Workshop Arts Centre proposal is to use the facility to hold art classes and workshops for their existing students and to attract new students from the Northbridge, Castlecrag and wider communities, including seniors, adults, youth and children.</p> <p>Classes are open to all levels of artists. Workshop Arts aim to promote the development of local creative skills and to encourage participation by the community in the creative arts.</p>	<p>Not Recommended</p> <p>The application did not meet all eligibility criteria.</p> <p>Submission requires exclusive use of a multi-use facility and would require modifications to building.</p>
<p>Community Tech Room</p>	<p>The proposal is to use the Northbridge Bowling Club Community Room to facilitate activities such as:</p> <ul style="list-style-type: none"> • Maker Space • Tinker space • Pottery • Repair Cafes • Computer classes • Robots and CNC assisted heritage items conservations <p>The submission states that the organisation will be run by Volunteers who will be partnered with people with similar interest from across the community to run workshops, meet ups and activities.</p>	<p>Not Recommended</p> <p>The application did not meet all eligibility criteria.</p> <p>The submission requires exclusive use of a multi-use facility and would require modifications to building.</p> <p>Not for Profit status has not been attained.</p>
<p>Northbridge Quilters</p>	<p>Equal access and participation for anyone in the community with an interest in patchwork and quilting. Health and well-being of members through important social interaction on a regular basis.</p> <p>Lifelong learning delivered through an active program of guest quilters, workshops to develop skills, showcasing of quilts. Contributions to local charities through donations of quilts and other items.</p>	<p>Recommended</p> <p>The application met all eligibility criteria.</p> <p>The proposal is conducive to shared use of a multi-use facility.</p>

EOI Submissions - Northbridge Loft

Applicant	Project Outline	Recommendation
<p>Protectus Pty Ltd (Trading as Gallery 307 Art School)</p>	<p>Provision of after school and school holiday art classes for children living in Northbridge, Willoughby and elsewhere on the North Shore. Proposed activities also include:</p> <ul style="list-style-type: none"> • Provision of art classes for adults. • A venue for social art activities • Hire of a venue for people to enjoy art • Annual Northbridge Art Prize and Northbridge Junior Art Prize competitions. • Exhibition and sale of art works and realistically priced merchandise created by practising artists from Northbridge and elsewhere. 	<p>Not Recommended</p> <p>The application did not meet all eligibility criteria</p> <p>The proposal would require exclusive use of a multi-use facility</p>

Attachment 3

EOI Assessment – Warners Park Centre

Eligibility Criteria		Men's Shed	Workshop Arts	Montessori
Not for Profit organisation		Yes	Yes	Yes
Holds Public Liability Insurance		Yes	Yes	Yes
Proposed use consistent with plan of management		Yes	Yes	No
Proposed hours and days of use consistent with DA		Yes	Yes	No
Scoring Criteria				
Key aims and objectives of the group/organisation reflect the aims of <i>Our Future Willoughby 2028</i>	Score - 0 to 5 Number of priorities reflected.	5	3	2
Proposal outline reflects Council's commitment to access, equity and participation, health and wellbeing and lifelong learning.	Score - 0 to 5	5	5	3
Activity serves the people who live and work within the Willoughby LGA.	No - Score 0 Yes - Score 1	1	1	1
Members accessing this activity. (Seniors , Youth, Children, Male, Female)	Score - 0 to 5	4	5	1
The activity primarily targets community groups/interests in prescribed groups: <ul style="list-style-type: none"> • (Socially and/or culturally isolated • People with significant physical and/or emotional health needs • Socially and financially disadvantaged people. • Identified gap/high priority area in local service provision • Entry level or amateur athletes, artists or performers 	Score - 0 to 5	4	1	1
Proposed days and hours of use of the facility	Score 1 to 3 7 days = 3 5 days = 2 <5 days = 1	2	3	2
How the group interacts with the broader community, in particular any intergenerational activities.	Score 1 to 3 High = 3 Moderate = 2 Low = 1	3	2	1
How the activity improves/encourages local community access to socially inclusive activities for a diverse range of people.	Score 1 to 3. High = 3. Moderate = 2 Low = 1	3	3	2
Required modifications to facility to operate	Score 1 to 3 High = 1. Moderate = 2 Low = 3	3	3	1
Total score		30.00	26.00	14.00

EOI Assessment - Northbridge Bowling Club and Northbridge Loft.

Eligibility Criteria		Studio 307	Workshop Arts	Quilters	Tech Room
Not for Profit organisation		No	Yes	Yes	No
Holds Public Liability Insurance		Yes	Yes	Yes	No
Proposed usage consistent with plan of management		Yes	Yes	Yes	Yes
Proposed hours and days of usage consistent with DA		Yes	Yes	Yes	Yes
Proposed usage consistent with multi use environment		No	No	Yes	No
Scored Criteria					
Key aims and objectives of the group/organisation reflect the aims of <i>Our Future Willoughby 2028</i>	Score - 0 to 5 Number of priorities reflected.	1	3	3	3
Outline reflects Council's commitment to access, equity and participation, health and wellbeing and lifelong learning.	Score - 0 to 5	3	5	5	5
Activity serves the people who live and work within the Willoughby LGA?	No - Score 0 Yes - Score 1	1	1	1	1
Members accessing this activity. (Seniors, Youth, Children, Male, Female)	Score - 0 to 5	5	5	1	4
The activity primarily targets community groups/interests in prescribed groups: <ul style="list-style-type: none"> • (Socially and/or culturally isolated • People with significant physical and/or emotional health needs • Socially and financially disadvantaged people. • Identified gap/high priority area in local service provision • Entry level or amateur athletes, artists or performers 	Score - 0 to 5	5	1	1	3
Required modifications to facility to operate	High = 3 Moderate = 2 Low = 1	3	3	3	1
Total score		18	18	14	17

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15.12 COMMUNITY SMALL GRANTS PROGRAM 2020/2021

ATTACHMENTS:	1. IMPLICATIONS 2. APPLICATIONS – COMMUNITY SMALL GRANTS 3. APPLICATIONS – THE CONCOURSE PERFORMING ARTS SUBSIDY
RESPONSIBLE OFFICER:	MELANIE SMITH – COMMUNITY, CULTURE & LEISURE DIRECTOR
AUTHOR:	MICHAEL CASHIN – COMMUNITY LIFE MANAGER
CITY STRATEGY OUTCOME:	2.7 – PROMOTE ACCESSIBLE SERVICES FOR THE COMMUNITY
MEETING DATE:	9 JUNE 2020

1. PURPOSE OF REPORT

To seek Council endorsement for the distribution grant funds under the Community (Small) Grants Program and The Concourse Performing Arts Subsidy (Round 1) for the 2021 Financial Year.

2. OFFICER'S RECOMMENDATION

1. That Council endorse the distribution of grant funds through the 2020/21 Community Small Grants Program as follows:

Category 1A – Community Development

• Christian Happy Life Incorporated:	\$1,000
• Catholic Healthcare Limited:	\$3,000
• Willoughby Community Men's Shed Incorporated:	\$2,688
• The Housing Connection Limited:	\$4,000
• The Shepherd Centre - For Deaf Children:	\$3,245
• Willoughby South Progress Association:	\$2,000
• Chatswood South Perma Patch:	\$4,000
• Lower North Shore Multicultural Network:	\$1,200
• Lower North Shore Domestic Violence Network:	\$3,690
• Fighting Chance Australia Limited:	\$1,000
• Castle Cove Public School Parents & Citizens' Association:	\$2,500
• The Humour Foundation:	\$2,000
• St George Community Housing Limited:	\$4,000
• International Buddhist Association of Australia Co-operative Limited:	\$2,640
• Lions Club of Manly Inc.	\$1,920
• Assisted Community Living Ltd.	\$1,000
• StreetWork Australia Ltd.	<u>\$4,000</u>

TOTAL - Category 1A – Community Development: \$43,883

Category 2: Arts and Culture

• Natalia Stawyskyj:	\$3,000
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2. That Council endorse the distribution of grant funds through the 2020/21 The Concourse Performing Arts Subsidy (Round 1) as follows:

- **Chatswood High School Music Program:** **\$5,000**
- **Willoughby Public School Parents & Citizen's Association:** **\$5,000**
- **Willoughby Girls High School Parents & Citizens Association:** **\$5,000**

TOTAL - The Concourse Performing Arts Subsidy (Round 1): **\$15,000**

3. BACKGROUND

The Community Small Grants Funding Program has a total of \$71,400 available, with a maximum of \$4,000 per application. The Program comprises of three categories which are:

- Category 1A: Community Development;
- Category 1B: Individual Development & Sports;
- Category 2: Arts & Cultural

The Concourse Cultural Performance Subsidy has a total of \$77,000 in available funds. Two Rounds are held each year with a maximum of \$5,000 per application.

This report details the recommended applicants for the Community Small Grant Program and The Concourse Cultural Performance Subsidy (Round 1) for the 2020/21 financial year.

4. DISCUSSION

4.1 – Community Small Grants Program

Council received 30 applications under the Community Small Grants Program as detailed in Attachment 2. Funding is recommended for 18 of the 30 applicants. The applications are summarised by category below:

Category 1A: Community Development:

Funding is recommended for 17 of the 26 applicants.

Total Amount being sought: **\$81,163**
 Officers Recommendation: **\$43,883**

Category 1B: Individual Development & Sports

Council received no applications for Category 1B – Individual Development & Sports.

Category 2: Arts & Cultural Funding Grants Program

Funding is recommended for one of the four applicants.

Total Amount being sought: **\$12,000**
 Officers Recommendation: **\$3,000**

4.2 The Concourse Performing Arts Subsidy Program

Council received a total of five applications under Round 1 of The Concourse Performing Arts Subsidy Program. These applications are outlined in Attachment 3. Funding is recommended for three of the five applicants:

Total Amount being sought: **\$25,000**
 WCC Officer Recommendation: **\$15,000**

5. CONCLUSION

Officers have recommended 18 applications to receive funding under the 2020/21 Community Small Grants Program for a total of \$46,883. If endorsed, \$24,517 will remain in the Community Small Grants Program.

Officers have recommended three applications to receive funding under the 2020/21 The Concourse Performing Arts Subsidy (Round 1) for a total of \$15,000. If endorsed, \$62,000 will remain The Concourse Performing Arts Subsidy.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	2.3 – Celebrate and encourage our diversity
Business Plan Objectives, Outcomes/ Services	The recommendations of this report support the Community Life Business Plan outcome to support community organisations to improve their ability to plan and deliver appropriate and accessible services and events to the community.
Policy	The application meets the eligibility requirements of the <i>Community Small Grants Program</i> and <i>The Concourse Performing Arts Subsidy</i> .
Consultation	Eligible community and not for profit groups are advised of the funding round. A notice was placed in the North Shore Times.
Resource	Officer time in notifying the community and assessing the applicants is estimated at 10 hours.
Risk	The level of risk associated with the contents of this report is low, under Council's <i>Risk Management Framework</i> .
Legal	Not applicable.
Legislation	Not applicable.
Budget/Financial	The recommended funding amounts in this report are allocated within the 2020/2021 operational budget.

ATTACHMENT 2

APPLICATIONS – COMMUNITY SMALL GRANTS 2020/21

Category 1A: Community Development– Recommended Applicants

APPLICANT	MEETS CRITERIA	AMOUNT REQUEST	AMOUNT RECOMMEND	PROJECT OUTLINE
Christian Happy Life Incorporated	Yes	\$3,000	\$1,000	To provide playgroups for Korean and other bilingual community groups). This is a new playgroup based in Willoughby local government area. Part funding is recommended to equip their program with play equipment and toys. The application did not provide sufficient information and supporting quotations to award all requested funding.
Catholic Healthcare Limited	Yes	\$3,000	\$3,000	To purchase equipment and toys to enable sensory play opportunities for children with disabilities attending the playgroup.
Willoughby Community Men's Shed Incorporated	Yes	\$2,688	\$2,688	To replace the blast gates which control the volume of dust extracted from wood working machines. The existing blast gates are faulty causing them to remain permanently open.
The Housing Connection Limited	Yes	\$4,000	\$4,000	The project is a unique social business run for and by people with intellectual disability. It aims for engagement of people with disabilities in meaningful activities and provides opportunities for work skills development. Participants are supported to take part in the project based on their strengths, capacity and interests.
The Shepherd Centre - For Deaf Children	Yes	\$3,245	\$3,245	To run Confident Kids Plus, a group therapy program for children with hearing loss from the Willoughby area, focused on the development of social skills. The program empowers these children to overcome the challenges of their disability; developing interpersonal skills which will enable them thrive in their communities, particularly at school.
Willoughby South Progress Association	Yes	\$3,000	\$2,000	To provide 'The 272 Newsletter' Delivered to 2,500 local households the newsletter focuses on items of interest such as local events, planning, upgrades and development. WSPA also expand on services offered by Willoughby Council to remind and inform residents and

APPLICANT	MEETS CRITERIA	AMOUNT REQUEST	AMOUNT RECOMMEND	PROJECT OUTLINE
				highlight the offerings at our Willoughby South Local Shopping strip. Part funding is recommended with the suggestion that WSPA use the hard copy newsletter to promote the establishment of an e-mail database to be used for future newsletter distribution in order to reduce the need for further funding for this item and to promote Outcome 1 of <i>Our Future Willoughby 2028 – A City that is green.</i>
Chatswood South Perma Patch	Yes	\$4,000	\$4,000	To erect safety fencing on north-western part of the garden. There is a rock wall which has a height starting from 2M and progressively increasing to 5M and represents a fall hazard.
Lower North Shore Multicultural Network (Auspiced by Sydney Multicultural Community Serv. Inc.)	Yes	\$3,200	\$1,200	To engage Doug Cronin from 'Our Race' to run a Cultural Storytelling workshop to facilitate building community resilience post Covid-19. Participants would be trained and up skilled in the "Ethical Storytelling Framework", to apply these new skills in their work. Part funding is recommended as this initiative will be offered to organisations outside the Willoughby LGA.
Lower North Shore Domestic Violence Network (Auspiced by Relationships Australia NSW)	Yes	\$3,690	\$3,690	To hold simultaneous outdoor events on 4 December 2019 with other North Shore networks to promote the #1minutesilence4violence campaign.
Fighting Chance Australia	Yes	\$4,000	\$1,000	To purchase gym and exercise equipment for the Co-Working Space for People with Disability. The Co-Working Space for People with Disability requires a range of gym and exercise equipment to support participants to maintain their physical health while attending our services. Access to this equipment is also important for reducing behavioural escalations. Some portable items will also enable at-home exercise during COVID-19 gym closures.

APPLICANT	MEETS CRITERIA	AMOUNT REQUEST	AMOUNT RECOMMEND	PROJECT OUTLINE
				Part funding is recommended as only 25% of attendees are for the Willoughby LGA.
Castle Cove Public School Parents & Citizens' Association	Yes	\$2,500	\$2,500	Castle Cove Wellness Project. A wellness program to encourage students/families to incorporate mental health awareness and wellness into their school life and home life. The "URSTRONG PROGRAM" will be delivered via ongoing seminars, presentations, workshops for children of CCPS and Parents, carers, teachers.
The Humour Foundation	Yes	\$2,000	\$2,000	To purchase 5 new performance coats for The Clown Doctors. The playful, colourful and individualised Clown Doctor coats worn by our professional performers are an iconic and essential element to the delivery of our humour therapy service provided weekly, at no cost, to the Royal North Shore Hospital (RNSH).
St George Community Housing Limited	Yes	\$4,000	\$4,000	To rejuvenate the Garden of Connection. A Community Garden Project at our social housing site at Barton Road, Artarmon. Rejuvenation of the existing community garden area, which presents as a hazard with clutter, uneven pathways and debris. The project includes an extension of the space to provide for increased tenant involvement and participation in the garden.
International Buddhist Association Of Australia Co-operative Limited	Yes	\$4,000	\$2,640	The project aims to aim to benefit children in the Willoughby LGA via extracurricular activities which integrate ethical and moral teachings for primary age children. Delivering the lessons through fun and interesting activities can help develop confidence and promote good behaviour. Part funding is recommended as the program will be charging attendance fees equalling \$4250. Funding is recommended for: Audio system \$900 visual art software \$310 Software subscriptions \$130 Reading books \$300

APPLICANT	MEETS CRITERIA	AMOUNT REQUEST	AMOUNT RECOMMEND	PROJECT OUTLINE
				Visual arts supplies \$300 Advertising \$400 Printing of flyers \$300 Total: \$2640 Funding is not recommended for: Computer \$1399 Admin costs \$1520 Total: \$2919
Lions Club Of Manly Inc. Special Projects Account	Yes	\$1,920	\$1,920	Lions Club of Manly will organise, fundraise & present the 27th annual Circus Quirkus show created to gift families facing lifelong challenges with a joyous day ending with the heart-warming act of giving to the greater community. Partial funding is recommended based on the percentage total of children from the Willoughby LGA attending this event. Council part funded (\$550) this project in 2019.
Assisted Community Living Limited	Yes	\$4,000	\$1,000	The Gig Buddies Willoughby project will connect more participants (adults with mild to moderate learning disability) with volunteers in the Willoughby LGA. The project will develop and strengthen community connections in order to recruit and "buddy-up" more volunteers and participants so they may attend events together and develop meaningful friendships. Part funding is recommended as 25% of participants are from the Willoughby LGA.
Streetwork Australia Limited	Yes	\$4,000	\$4,000	"StreetWork delivers two PRIDE mentoring programs: PRIDE for Girls focuses on reducing distress by stabilising and/or improving mental health and overall wellbeing. PRIDE for Boys addresses youth crime, community safety and other risk-taking behaviours, working to re-engage YP in education and employment."
TOTAL		\$56,240.30	\$43,883	

Category 1A: Community Development – Not Recommended Applicants

Applicant Name	Project Name	BRIEF overview of the project	Amount being sought	Officer Recommendations
Phoenix House Youth Services Inc.	Community Feel Good Nights	To host its 'Feel Good Night'. A social community event for "at risk" youth to enjoy a healthy meal, grooming services, and well-being sessions.	\$4,000	The applicant has received recurrent funding for same/similar program in FY18/19 and FY19/20. They have received approx. \$13,000 in last 5 Rounds. Funding is not recommended.
St Vincent De Paul Society NSW	Vinnie's Volunteers Connect	To increase the skills of our Volunteers (many seniors in years) to access information and referral services more efficiently, by purchasing 5 iPad's/tablets to allow our Volunteers on Home visitations to have immediate access to files and referral services.	\$4,000	There are no clear measures or outcomes for the number of community members who would benefit from this program. Other available funding sources have not been sought such as the Australian Governments 'Be Connected' funding programs. Free IT training programs for local residents including volunteers are already available in the community e.g. Chatswood Library and Dougherty Community Centre. Funding is not recommended.
Kidsnest - Crows Nest Occasional Care Inc.	Educational Program	Educational equipment for programs for children attending from Willoughby Council area.	\$2,130	Organisation operates in Crows Nest from a North Sydney Council owned building. No evidence provided that that the facility services families from Willoughby LGA. Community grants are aimed at assisting programs that will benefit the community. This applicant is requesting assistance for equipment that will not benefit the wider community. Funding is not recommended.

Applicant Name	Project Name	BRIEF overview of the project	Amount being sought	Officer Recommendations
Chinglish Bilingual Toastmaster	Grow Chinglish Bilingual Toastmasters Club	Chinglish Bilingual Toastmasters Club 10th anniversary.	\$2,010	<p>The applicant applied for money to assist them with the promotion of their program through their 10th anniversary occasion. They did not however indicate any plans for mobilising community resources or involving local community groups/organisations. Funding is not recommended in this case considering the applicant has already been receiving ongoing support from Council on their concessional hire at a council facility.</p> <p>Funding is not recommended.</p>
North Sydney Junior Baseball Association Inc.	Elevate and Celebrate Diversity through Youth Baseball	The project aims to build on the diversity at North Sydney Junior Baseball Club, by further reaching out to the Willoughby Community to encourage its youth to participate in baseball, and to provide multiple volunteering opportunities for adults.	\$4,000	<p>Funding is not recommended as this will not benefit the greater Willoughby community.</p> <p>Funding is not recommended.</p>
Chatswood Occasional Childcare Centre Incorporated	Natural play spaces	Requests for funds to upgrade outdoor play space.	\$1,358.55	<p>Community grants are aimed at assisting programs that will benefit the community. This applicant is requesting assistance for equipment that will not benefit the wider community. The applicant has received approx. \$6,000 in last 5 rounds.</p> <p>Funding is not recommended.</p>

Applicant Name	Project Name	BRIEF overview of the project	Amount being sought	Officer Recommendations
Willoughby District Historical Society & Museum Inc.	Floor Restoration	To remove carpet from 'Breakfast room' floor in Willoughby Museum, prepare timber flooring, sand and seal with Tung Oil.	\$2,354	The application request funds for capital expenditure providing limited community benefit. Funding is not recommended.
Differently Abled People Association Inc.	Our Willoughby App	An image touch geo location Smart App for Willoughby residents -providing quick information on Local council events & services, garbage collection, communication to council counsellors for attention. - An accessible search engine, useful even to people with disabilities or language deficits, avoiding frustration to find nearest stores, toilets etc.	\$4,000	The information provided through the App is already available on the Willoughby City Council website. No information indicting the information on the App will be kept up to date after funding period. Requires partnership with Willoughby Council IT/Web design teams which was not sought prior to application. Funding is not recommended.
Willoughby Kids House Association Inc.	Main playroom equipment upgrade	Project to replace has several sets of foam blocks, shapes, and gym mats.	\$1,067	Community grants are aimed at assisting programs that will benefit the community. This applicant is requesting assistance for equipment that will not benefit the wider community. Funding is not recommended.

Category 1B: Individual Development & Sports

No applicants

Category 2: Arts & Cultural –Recommended Applications

APPLICANT	MEETS CRITERIA	AMOUNT REQUEST	AMOUNT RECOMMEND	PROJECT OUTLINE
Ms Natalia Stawyskyj ArtsCul1	Yes	\$3,000	\$3,000	The Inaccurate Self-perception of Lara Grace. A short film to be shot in and a series of screenings to take place in the Willoughby City Council area. The film features a woman visiting her younger self in an attempt to help her determine what is important to her Inspired by my life; it is a meditation on the complexity of identity and the spurious nature of online relationships. Once completed, the film will screen three times (proposed to be held on the Urban Screen, at The Concourse), with each screening featuring an introduction and a Q&A from the Writer/Director. Full funding recommended.
TOTAL		\$3,000	\$3,000	

Category 2: Arts & Cultural – Not Recommended Applications

Applicant Name	Project Name	BRIEF overview of the project	Amount being sought	WCC Officer Recommendations
Ms Thushara (Tish) Peiris	The Saddest Girl eBook.	Provide a resource for families who have experienced the trauma of brain injury (will be launched at state parliament with input from old brain injury rehabilitation hospital at Royal Ryde Rehabilitation, where Tish Peiris is on the wall of fame)	\$3,000	Not recommended as the application was undeveloped the role of Accessible Arts was unclear. Applicant did not provide the requisite Public Liability Certificate of Currency. Budget outlines expenses, but not income and or quotes provided. Funding is not recommended.
Mr Songshi Li	Songshi Li Artwork Exhibition	The artworks prepared for this exhibition will be mainly created with local landmarks from the Willoughby City Council area.	\$3,000	Required more information about the ways Songshi Li will connect with the local landscape and provided image examples of where he has interpreted local Australian landscapes through a traditional Chinese painting lens. Budget does not balance and has an artist expense of \$33,000. Funding is not recommended.

Applicant Name	Project Name	BRIEF overview of the project	Amount being sought	WCC Officer Recommendations
Ms Agnes Lee	Holding Together.	This project encourages harmony of the community and bond between families by sharing and putting their art and cultural skills together.	\$3,000	<p>Not recommended based on it being undeveloped application. No quotes provided. Venue or time frames for the event series not proposed; i.e. how many sessions for how long. No detail on the type of activity provided in the sessions, and no example of past programs to support application.</p> <p>Funding is not recommended.</p>

ATTACHMENT 3

RECOMMENDATIONS - THE CONCOURSE PERFORMING ARTS SUBSIDY 2020/21

Recommended Applications

APPLICANT	MEETS CRITERIA	AMOUNT REQUEST	AMOUNT RECOMMEND	PROJECT OUTLINE
Chatswood High School Music Program	Yes	\$5,000	\$5,000	The Wind Orchestra and Senior Vocal Ensemble will perform in preparation for a tour to the UK in April 2021. Performances will include the Lower North Shore combined primary school ensemble performance of 'Arts Alive' and the Cameraygal Wind Ensemble. Guest performers will be professional a capella group, The Idea of North.
Willoughby Public School Parents & Citizen's Association	Yes	\$5,000	\$5,000	To hold a concert showcasing the students' talents and music ability. The event will provide an opportunity for local children to experience performing at The Concourse.
Willoughby Girls High School Parents & Citizens Association	Yes	\$5,000	\$5,000	To hold the end of school year presentation ceremony where all students and teachers can gather acknowledge outstanding student achievements, recognise award winners allow musical and cultural groups show off their abilities.
TOTAL		\$15,000	\$15,000	

**Not Recommended Applicants - THE CONCOURSE PERFORMING ARTS SUBSIDY
2020/21 - ROUND 1**

Name	Project Name	BRIEF overview of the project	Amount being sought	WCC Officer Recommendations
Soulfood A Cappella	Some Kind of Wonder	Soulfood a Cappella presents a collection of Stevie Wonder's greatest and best-loved hits in celebration of his 70th Birthday. The 50-strong vocal group will be accompanied by some of the hottest session players in Sydney performing fresh arrangements of these 'Wonder-full' classics.	\$5,000	Funding not recommended as the project has no connection to the Willoughby LGA and the company has the financial resources to self-fund this event. Funding is not recommended.
Ku-ring-gai Philharmonic Orchestra	Verdi Requiem	KPO will perform Verdi's Requiem with Opera Australia soloists and Willoughby Symphony Choir	\$5,000	Funding not recommended as the project has no connection to the Willoughby LGA and the company has the finances to self-fund this event. Funding is not recommended.

ATTACHMENT 4

NOT RECOMMENDED APPLICANTS - COMMUNITY SMALL GRANTS 2020/21
Category 1A: Community Development Applicants

Applic. No	Applicant Name	Project Name	BRIEF overview of the project	Amount being sought	WCC Officer Recommendations
ComDe v03	Phoenix House Youth Services Inc.	Community Feel Good Nights	To host its 'Feel Good Night'. A social community event for "at risk" youth to enjoy a healthy meal, grooming services, and well-being sessions. It is organised by Phoenix House and set up to provide a calm, safe and nurturing environment.	\$4,000	The applicant has received funding for same/similar program in FY18/19 and FY19/20. They have received approx. \$13,000 in last 5 rounds. Funding is not recommended.
ComDe v08	St Vincent De Paul Society NSW	Vinnie's Volunteers Connect	To increase the skills of our Volunteers (many seniors in years) to access information and referral services more efficiently, by purchasing 5 iPad's/tablets to allow our Volunteers on Home visitations to have immediate access to files and referral services.	\$4,000	Officer does not recommend funding. There are no clear measures/outcomes for the number of community members who would benefit for this program. Other available funding sources have not been sought such as the Australian Governments 'Be Connected' funding programs. Free IT training programs for local residents including volunteers are already available in the community e.g. Chatswood Library and Dougherty Community Centre. Funding is not recommended.

Applic. No	Applicant Name	Project Name	BRIEF overview of the project	Amount being sought	WCC Officer Recommendations
ComDe v09	Kidsnest - Crows Nest Occasional Care Inc	Educational Program	Our goal is to continue to be able to supply and execute a high-quality educational program to the children in our care, for the families that are continuing to bring their children into our child care from Willoughby council areas.	\$2,130	"Organisation operates in Crows Nest from a North Sydney Council owned building. No evidence provided that that the facility services families from Willoughby LGA." Funding is not recommended.
ComDe v11	Chinglish Bilingual Toastmasters (AUSPICED BY TOASTMASTERS INTERNATIONAL)	Grow Chinglish Bilingual Toastmasters Club	Chinglish Bilingual Toastmasters Club is celebrating its 10th anniversary this year. We would like to use this milestone to invite many people within the Willoughby community to join our club. We run a comprehensive educational curriculum focused on public speaking and personal and professional development for CALD communities.	\$2,010	The applicant applied money to assist them with the promotion of their program through their 10th anniversary occasion. They did not however indicate any plans for mobilising community resources or involving local community groups/organisations. Funding is not recommended in this case considering the applicant has already been receiving ongoing support from Council on their concessional hire at a council facility. Funding is not recommended.
ComDe v12	North Sydney Junior Baseball Association Inc.	Elevate and Celebrate Diversity through Youth Baseball	The project aims to build on the diversity at North Sydney Junior Baseball Club, by further reaching out to the Willoughby Community to encourage its youth to	\$4,000	Funding is not recommended as this will not benefit the greater Willoughby community. Funding is not recommended.

Applic. No	Applicant Name	Project Name	BRIEF overview of the project	Amount being sought	WCC Officer Recommendations
			participate in baseball, and to provide multiple volunteering opportunities for adults.		
ComDev17	Chatswood Occasional Childcare Centre Incorporated	Natural play spaces	It is important to foster a deeper connection with the outdoor environment, by creating natural play spaces. A strong connection with the natural environment helps maintain healthy well being and reduce anxiety and stress from long periods indoors (particularly relevant in the current pandemic).	\$1,358.55	Community grants are aimed at assisting programs that will benefit the community. This applicant is requesting assistance for equipment that will not really benefit the community. The applicant has received approx. \$6,000 in last 5 rounds. Funding is not recommended.
ComDev19	Willoughby District Historical Society & Museum Inc.	Floor Restoration	To remove carpet from 'Breakfast room' floor in Willoughby Museum, prepare timber flooring, sand and seal with Tung Oil.	\$2,354	Capital expenditure with limited community benefit Funding is not recommended.
ComDev22	Differently Abled People Association Inc.	OurWilloughby App	An image touch geo location Smart App for Willoughby residents -providing a quick information on Local council events & services,	\$4,000	The information provided through the App is already available on the Willoughby City Council website. No information indicating the information on the App will be kept up to date after funding period. Requires partnership with

Applic. No	Applicant Name	Project Name	BRIEF overview of the project	Amount being sought	WCC Officer Recommendations
			garbage collection, communication to council counsellors for attention. - An accessible search engine, useful even to people with disabilities or language deficits, avoiding frustration to find nearest stores, toilets etc.		Willoughby Council IT/Web design teams which was not sought prior to application. Funding is not recommended.
ComDev23	Willoughby Kids House Association Inc.	Main playroom equipment upgrade	The centre's main playroom has several sets of foam blocks, shapes, and gym mats of various sizes and shapes. Children use them to build structures of all kinds, or use in rough and tumble play. This project is to allow us to replace some of the more worn pieces.	\$1,067	Community grants are aimed at assisting programs that will benefit the community. This applicant is requesting assistance for equipment that will not really benefit the community. Funding is not recommended.

Category 1B: Individual Development & Sports

No applications received.

Category 2: Arts & Cultural – Officers recommendation

Applic. No	Applicant Name	Project Name	BRIEF overview of the project	Amount being sought	WCC Officer Recommendations
ArtsCul 3	Ms Thushara (Tish) Peiris	The Saddest Girl e book.	Provide a resource for families who have experienced the trauma of brain injury (will be launched at state parliament with input from old brain injury rehabilitation hospital at Royal Ryde Rehabilitation, where Tish Peiris is on the wall of fame)	\$3,000	Not recommended based on it being an undeveloped application, confusion by applicant as to what role Accessible Arts is playing, and has not provided a Public Liability CoC. Budget outlines expenses, but not income and no quotes provided. Funding is not recommended.
ArtsCul 5	Mr Songshi Li	Songshi Li Artwork Exhibition.	The artworks prepared for this exhibition will be mainly created with local landmarks from the Willoughby City Council area.	\$3,000	Not recommended based on it being undeveloped application. Could have provided more information about the ways Songshi Li will connect with the local landscape and provided image examples of where he has interpreted local Australian landscapes through a traditional Chinese painting lens. Budget does not balance and has an artist expense of \$33,000. Funding is not recommended.
ArtsCul 7	Ms Agnes Lee	Holding Together	This project encourages harmony of the community and bond between families by sharing and putting their art and cultural skills together.	\$3,000	Not recommended based on it being undeveloped application. No quotes provided. Venue or time frames for the event series not proposed; i.e. how many sessions for how long. No detail on the type of activity provided in the sessions, and no example of past programs to support application. Funding is not recommended.

ATTACHMENT 5

NOT RECOMMENDED APPLICANTS - THE CONCOURSE PERFORMING ARTS
SUBSIDY 2020/21 - ROUND 1

Applic. No	Organisation Name	Project Name	BRIEF overview of the project	Amount being sought	WCC Officer Recommendations
PerfArts4	Soulfood A Cappella	Some Kind of Wonder	Soulfood a Cappella presents a collection of Stevie Wonder's greatest and best-loved hits in celebration of his 70th Birthday. The 50-strong vocal group will be accompanied by some of the hottest session players in Sydney performing fresh arrangements of these 'Wonder-full' classics.	\$5,000	Funding not recommended as the project has no connection to the Willoughby LGA and the company has the finances to self-fund this event. Funding is not recommended.
PerfArts5	Ku-ring-gai Philharmonic Orchestra	Verdi Requiem	KPO will perform Verdi's Requiem with Opera Australia soloists and Willoughby Symphony Choir	\$5,000	Funding not recommended as the project has no connection to the Willoughby LGA and the company has the finances to self-fund this event. Funding is not recommended.

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15.13 COMMUNITY GRANTS - EVENT SEED FUNDING 2020/2021

ATTACHMENTS:	1. IMPLICATIONS 2. RECOMMENDED APPLICANTS – EVENT SEED FUNDING
RESPONSIBLE OFFICER:	MELANIE SMITH – COMMUNITY, CULTURE & LEISURE DIRECTOR
AUTHOR:	SAMANTHA CONNOR - MEDIA, MARKETING & EVENTS MANAGER
CITY STRATEGY LINK:	2.3 – CELEBRATE AND ENCOURAGE OUR DIVERSITY
MEETING DATE:	9 JUNE 2020

1. PURPOSE OF REPORT

To seek Council's endorsement for the distribution of grant funds through Council's 2020/21 Community Small Grants Program – Events Seed Funding.

2. OFFICER'S RECOMMENDATION

That Council endorse the distribution of grant funds through the Event Seed Funding stream of the 2020/21 Community Small Grants Program as follows:

- **Chatswood Musical Society: \$3,000**
- **Walter Burley Griffin Society: \$3,000**
- **Workshop Arts Centre: \$2,455**

3. BACKGROUND

The Community Grants program incorporates four streams of funding: Events Seed Funding, Arts and Culture, Community Development and Sport and Individual.

The Event Seed Funding stream has a total of \$10,931 available with a maximum of \$3,000 available per grant.

This report details the recommended applicants for the Event Seed Funding program for the 2020/21 financial year.

4. DISCUSSION

Council received three applications for Event Seed Funding totalling \$8,455.

Funding is recommended for the three applications as they meet the grant requirements and complement Willoughby City's event program providing added value for the community. These recommended applicants are outlined in **Attachment 2**.

All three applications were compliant in meeting the criteria as set out below:

Events Seed funding criteria:

1. The event must be held within the Willoughby Local Government Area.
2. The event must be of value to the Willoughby community and/or attract visitors to the City.
3. The event is required to be a new or reinvigorated activity and organisers need to demonstrate how the seed funding will be used to support the growth of a new initiative.
4. Organisers must demonstrate how the activity will continue once seed funding is ceased.

5. CONCLUSION

The Chatswood Musical Society, Walter Burley Griffin Society and the Workshop Arts Centre meet the criteria for the Community Grants Event Seed Funding and complement the celebration of cultural and artistic diversity in Willoughby.

The Chatswood Musical Society's event will be held during the 2020 Emerge Festival.

The Walter Burley Griffin Society and the Workshop Arts Centre events will be an addition to Willoughby's event calendar in early 2021.

Council Officers recommend the three applicants receive Event Seed Funding totalling \$8,455. This will leave funds of \$2,476 available.

ATTACHMENT 1

IMPLICATION	COMMENT
City Strategy Outcome	2.3 – Celebrate and encourage our diversity
Business Plan Objectives, Outcomes/ Services	This application links to the Community Strategic Plan and ensures cultural diversity is respected, supported and celebrated.
Policy	Applications for Events Seed Funding grants are assessed through Council's <i>Community Small Grants Program Guidelines, Category 3 – Event Seed Funding</i> .
Consultation	Events officers have consulted with the applicants where necessary and have reviewed the applications against the selection criteria in the above mentioned guidelines.
Resource	Events and Marketing staff will liaise with the event organisers to include their event in Emerge marketing collateral if it takes place during September and October 2020.
Risk	The applicant has provided Council with copies of current insurance certificates.
Legal	Nil.
Legislative	Nil.
Budget/Financial	Approval of the recommended applicants totalling \$8,455 is within the 2020/21 Event Seed Funding budget allocation of \$10,931.

ATTACHMENT 2

RECOMMENDED APPLICANTS – COMMUNITY SMALL GRANTS

Event Seed Funding stream – Officers recommendation

APPLICANT	MEETS CRITERIA	AMOUNT REQUEST	AMOUNT RECOMMEND	PROJECT OUTLINE
Chatswood Musical Society (Events2)	Yes	\$3,000	\$3,000	<p>The 25th Annual Putnam County Spelling Bee (Musical) promotes the artistic talents of local residents and showcase what the Zenith Theatre can produce for a wide audience.</p> <p>The community benefits include production of a new modern musical presented on the North Shore; support for emerging local artists, musicians, set designers, technicians, costumers, lighting designer and stage crew. The show encourages diversity and acceptance through humour, skill and acceptance both onstage and in the audience. It will stimulate creative growth and development within Willoughby and to utilise and celebrate the Zenith Theatre promoting Willoughby as a dynamic, creative and innovative city.</p>
Walter Burley Griffin Society (Events3)	Yes	\$3,000	\$3,000	<p>This is a great initiative to showcase the history of architecture in Australia. This project has local and national significance. The event will be part of the National Trust Heritage Festival's program in April and May 2021. It showcases the unique and internationally renowned work of the Griffins at Castlecrag, increasing the awareness of and pride in this local heritage in the Willoughby community. Having Griffin houses open for the public, some guided walks and a Free Outdoor Exhibition will attract visitors from the Willoughby community and from all over Sydney and beyond.</p>
Workshop Arts Centre (Events4)	Yes	\$2455	\$2455	<p>The We are Willoughby workshop and exhibition showcases images by local residents and gives amateur photographers the chance to hang work in a local high quality professionally run art space. During these difficult Covid-19 times it is a creative release to express creativity within a local and supportive community network. This provide a shared local experience and a physical and digital record of the local community. The images of a community</p>

APPLICANT	MEETS CRITERIA	AMOUNT REQUEST	AMOUNT RECOMMEND	PROJECT OUTLINE
				that has been tested and the visual record that accompanies that emotion and link to place. The workshop attracts visitors to its exhibitions from other Lower North Shore LGA areas throughout Sydney and regional locations. Willoughby residents would be on show to a broader Sydney audience.
TOTAL		\$8,455	\$8,455	

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16 NOTICES OF MOTION

16.1 NOTICE OF MOTION - RACISM COMPLAINTS REFERRAL ON OUR WEBSITE

RESPONSIBLE OFFICER: MELANIE SMITH – COMMUNITY, CULTURE & LEISURE DIRECTOR

AUTHOR: MELANIE SMITH – COMMUNITY, CULTURE & LEISURE DIRECTOR

CITY STRATEGY OUTCOME: 2.3 – CELEBRATE AND ENCOURAGE OUR DIVERSITY

MEETING DATE: 9 JUNE 2020

1. PURPOSE OF REPORT

Councillor Zhu has indicated his intention to move the following Notice of Motion:

2. MOTION

That Council:

1. **Acknowledges that Willoughby City Council is one of the most diverse local government areas in NSW;**
2. **Recognises that there is no place for incidents of xenophobia and racism at the Asian-Australian and broader multicultural community;**
3. **Reiterates our support for local residents who may have experienced discrimination during this time and that there is no room for racial or cultural vilification of any Australians at all; and**
4. **Creates a link on our website that refers our local residents who are seeking to report incidents of racism to appropriate channels such as the Australian Human Rights Commission, “Racism. It stops with me.” campaign and Anti-Discrimination NSW.**

3. SUPPORTING INFORMATION PROVIDED BY THE COUNCILLOR ON THE NOTICE OF MOTION

For the most part, the COVID-19 pandemic has highlighted the incredible resilience and supportive mateship of most Australians as our local communities overcome the health and economic consequences together. However, there have also been an increase in racial abuse against Australians from diverse ethnic backgrounds that have been related to COVID-19 which have been perpetuated by a minor proportion of the population. Though these views are in the minority, the implications of this abuse is significant. The Australian Human Rights Commission has reported that one third of the racial discrimination complaints from February – May 2020 have been COVID-19 related, which has resulted in further media reports, a petition by Chinese Australian Forum and various viral social media posts shared by other Australians who have experienced such attacks. Australians from a variety of different family and ancestral backgrounds which include but are not limited to China, Hong

Kong, Taiwan, Korea, Malaysia, Indonesia and Vietnam. In summary, these are also your everyday Australians. All Australians should never feel unwelcome or vilified merely because of their ethnic background or which country their ancestors may have originally come from.

Local government can often be the first port of call and seen as the most accessible tier of government by residents to raise any concerns or incidences of racism in the local community. Though Council would not be able to process these reports, it would be appropriate to refer our local residents and any enquiries about reporting racism to the right channels so that they can be followed up on. This can be facilitated through a link on the Willoughby City Council Website. An example of a similar webpage can be found on Lane Cove Council's website

here: <http://www.lanecove.nsw.gov.au/Community/CommunityServices/Pages/Racism.aspx>

4. OFFICER'S RECOMMENDATION

That Council endorse the recommendations as contained in Councillor Zhu's Notice of Motion.

5. OFFICER'S COMMENTS

Council has a strong commitment to assisting people from culturally diverse backgrounds through the Multicultural Services and, more specifically through the MOSAIC Centre.

In addition, membership on the Lower North Shore Multicultural Network, provides an additional forum to identify and address issues affecting people from culturally and linguistically diverse (CALD) backgrounds. It does this by bringing together service providers and community groups.

Council works with Multicultural NSW on projects and programs that identify racism and increases community awareness of cultural inclusion.

The addition of a link to the Australian Human Rights Commission and the Anti-Discrimination NSW websites provides additional resources for our community to access.

17 CONFIDENTIAL MATTERS

17.1 CONFIDENTIAL - LEGAL SERVICES REPORT JUNE 2020

ATTACHMENTS:	1. IMPLICATIONS 2. LEGAL SERVICES REPORT JUNE 2020 (CONFIDENTIAL)
RESPONSIBLE OFFICER:	GREG MCDONALD – CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	SAMANTHA CHARLTON – GOVERNANCE RISK & CORPORATE PLANNING MANAGER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	9 JUNE 2020

REASON FOR CONFIDENTIALITY

This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) and (g) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following: -

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege

This report provides Councillors with information that assists them to understand the status of current legal matters. The release of this information would provide person(s) with whom Council conducts business or parties that are subject to legal proceedings details of Council's legal strategy, intentions and expenditure. On balance, it is not in the public interest to release information that would if disclosed would compromise Council's legal prospects.

17.2 CONFIDENTIAL TENDER 125471 - MANAGEMENT OF THE CONCOURSE PERFORMING ARTS VENUES AND MEETING FACILITIES

ATTACHMENTS:	1. IMPLICATIONS
RESPONSIBLE OFFICER:	MELANIE SMITH – COMMUNITY, CULTURE & LEISURE DIRECTOR
AUTHOR:	SAMANTHA CONNOR – MEDIA, MARKETING & EVENTS MANAGER
CITY STRATEGY OUTCOME:	3.5 – MAINTAIN QUALITY OF LIFE BY BALANCING POPULATION GROWTH WITH THE PROVISION OF ASSETS AND SERVICES
MEETING DATE:	9 JUNE 2020

REASON FOR CONFIDENTIALITY

This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) and (d)(i) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following: -

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business
- (d) commercial information of a confidential nature that would if disclosed:
 - (i) prejudice the commercial position of the person who supplied it.

The information in the report is confidential as disclosure of information would place Council at a commercial disadvantage if the entities related to the subject of the report were to become aware of Council's financial and related information.

This matter is also confidential because it contains details of entities and their commercial operations which, if revealed, would result in commercial disadvantage to them. This information was provided to Council in the expectation that it will be treated as commercial in confidence. On balance, it is not in the public interest to reveal Council's financial and related information (that Council requires to make its decision) to potential suppliers, nor to disclose the commercial information of potential suppliers.

18 QUESTIONS WITH NOTICE

NIL

19 CONCLUSION OF THE MEETING

NIL