



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 12 August 2019

commencing at 7:00pm

The Meeting is open to the Public

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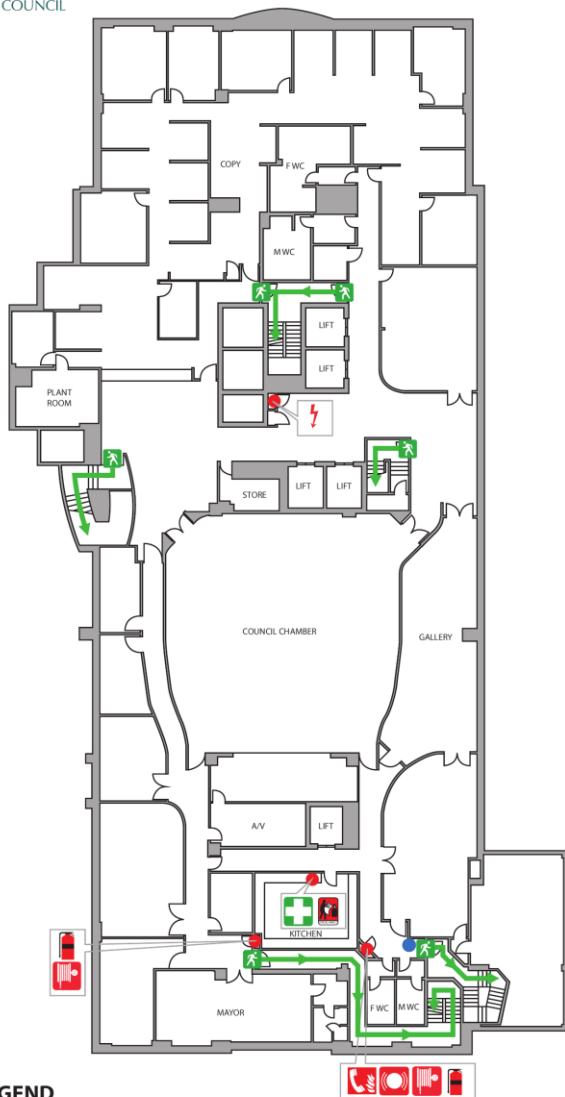
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WILLOUGHBY CITY COUNCIL

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

EVACUATE WOOOP..WOOOP..WOOOP.
 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

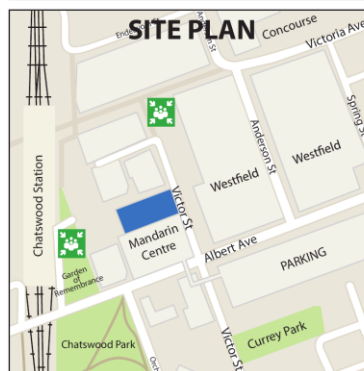
LEGEND

	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

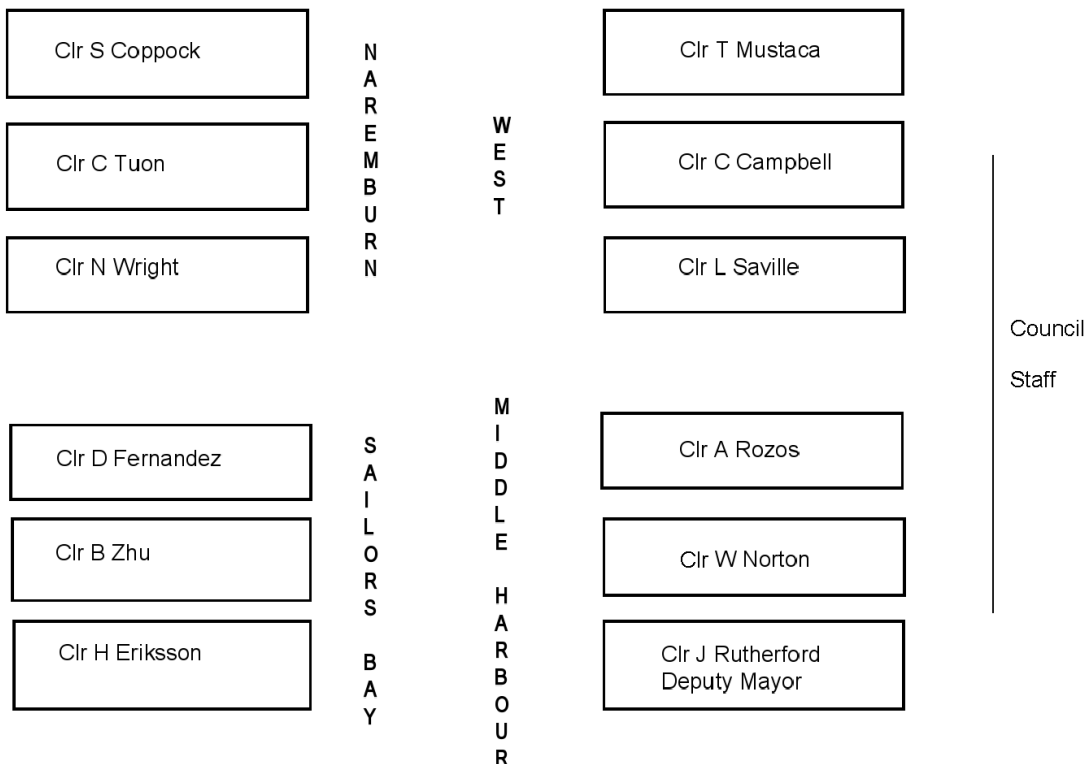


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COUNCIL CHAMBERS

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



No additional materials will be distributed to the meeting after 5.00pm.

After Mayoral Minutes in the Order of Business, the Mayor will invite persons in the Gallery to nominate items listed on the Agenda that they wish to be considered by Council and those items will be dealt with immediately, in the order so nominated, for the convenience of those present.



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 22 July 2019, 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(S)

8 CHIEF EXECUTIVE OFFICER'S LATE REPORT

8.1 COUNCIL STAFFING OVERVIEW

ATTACHMENTS:	1. IMPLICATIONS 2. RECRUITMENT TIME FRAMES
RESPONSIBLE OFFICER:	DEAN FROST – CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	DEAN FROST – CUSTOMER & CORPORATE DIRECTOR
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	12 AUGUST 2019

1. PURPOSE OF REPORT

To provide Council with an update on Council staffing matters.

2. OFFICER'S RECOMMENDATION

That Council notes the report.

3. BACKGROUND

Council resolved amongst other things at its 25 February 2019 meeting when considering the December Quarterly Budget Review report to:

"Receive a further report back within three months on staff attraction, retention and staffing levels, vacancy number and identification including temporary staff inclusive of labour hire, casual and fixed term employment."

This report responds to the resolution.

Councillors received a briefing on this information on 8 August 2019.

It is noted that the presentation of this report is outside the 3 month timeframe of the resolution. It was intended that these matters be presented and discussed at the 17 June 2019 briefing, and a report being considered at the subsequent Council meeting. However due to a number of Councillors either being on approved leave or in attendance at the Australian Local Government Annual Conference, attendance at the 17 June 2019 briefing was substantially reduced. Accordingly, it was determined to defer the briefing to the next available briefing 8 August 2019. This was communicated to Councillors via an email on 13 June 2019.

This report is presented to Council as a Chief Executive Officer's Late Report to avoid further delays in Council receiving this information, as requested in the resolution.

4. DISCUSSION

Staffing Profile

Councils' 2019-20 Budget allows for an employee FTE (full time equivalent) establishment of 413.

As at 23 July 2019, Council has 397 employees (head count), the break down is detailed in Figure 1.

Figure 1. Willoughby City Council Staff profile - 23 July 2019

Full Time	298
Part Time	83
Fixed Term Full Time	12
Fixed term Part Time	4
Total (Head Count)*	397

*Note head count will vary from FTE as it takes more than one part time employee to make up one FTE.

This is supplemented by 27 contingent workers from labour hire companies. Twenty of these contingent workers are “covering” existing positions, with another 7 engaged above the employee establishment to assist with short term priorities.

Most contingent workers are employed in short term (< 12 months) roles linked to:

- Project work;
- Parental leave/ Long service leave replacement;
- Short term need; or
- Pending recruitment (due to role above to be filled or market conditions).

In some operational areas the use of contingent workers is due to:

- Seasonal trends/ uncertainty of workload e.g. streetscapes/ trees;
- Prior difficulty sourcing permanent employees e.g. trades areas.

A new procedure governing the engagement of contingent/labour hire employees has been introduced which (amongst other things) requires:

- All requests to engage a labour hire employee to be reviewed against the Workforce Plan;
- Placing greater emphasis on consideration of the development of existing employees first through secondments or transfers; and
- Setting of timeframes and approval process for any extensions.

Position Vacancies

Councils' 2019-20 Budget allows for an employee FTE establishment of 413.

Figure 2. The current FTE employed by Council and a breakdown of current vacancies

Budget FTE	412.76
Current Actual FTE	362.89
Total FTE currently vacant	49.83
FTE reserved -(may be due to mat leave / transition to retirement)	5.62
Currently being recruited (FTE)	19.60
Actual Vacancies (FTE)	29.23

When a vacancy occurs managers are required to review the need and/or focus of the position in the future. This is reflected in an updated position description if the changes are minor, however if the proposed changes are substantial and may impact on other staff or result in changes to the structure formal consultation with affected staff is required.

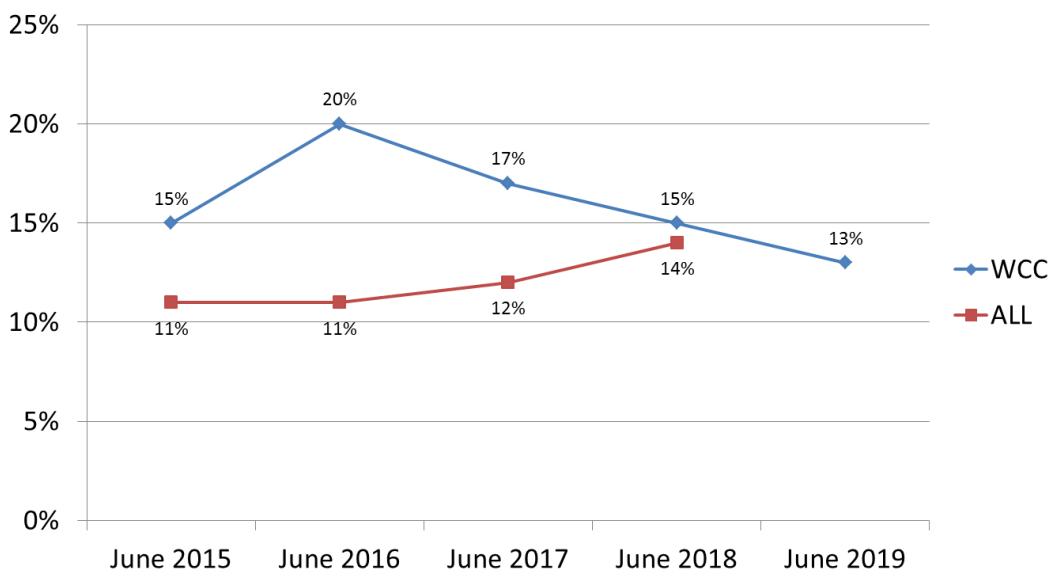
The recruitment timeframe will vary from role to role, and will typically range from between 7-8 weeks through to 18 weeks from date of resignation to a new employee starting.

This is impacted upon by a range of factors including the initial review of the position, the number of applications received, availability of candidates for interviews as well as any notice period a prospective employee needs to give a current employer. Attachment 2 provides a table of typical timeframes.

Employee Attraction and Retention

Since 2015-16 staff turnover has been on a steady decline and is at or below the State average. This is an improvement in staff retention. It is noted that the State average during that same period has seen an upward trend. This is highlighted below in Figure 3.

Figure 3. WCC Staff Turnover vs State Average Local Government Staff turnover



Source: 2015-2018 The Australasian LG Performance Excellence Program FY18 (no current data for 2019) June 2019 and WCC data as at 30 June 2019

This improvement has been a result of a number of factors including the fact that the high turnover in 2015-16 and 2016-17 was in part a result of organisational restructuring that sought to address the numbers of Director and Manager level positions in the organisation. Staff uncertainty during the Council amalgamation proclamation period also had an impact on staff turnover.

Additionally, there have been a number of actions undertaken as an outcome of Staff Engagement Surveys in 2015 and 2017 that has contributed to the positive downward trend in staff turnover.

The most recent 2017 Staff Engagement Survey identified the following focus areas to further assist retention and attraction of employees:

- **Corporate Direction**

Following a significant staff engagement process the Chief Executive Officer recently launched the new Corporate Direction.

This is built on the premise that inspired people produce inspired performance, which is encapsulated in the banner – Inspired People Inspired Performance.

This is underpinned by a series of themes – LEAD, LEARN, CARE, SHARE AND DELIVER.

These themes describe the organisation that we strive to be, and through consultation with staff have developed a series of supporting behaviours.

- **Leadership Development**

A new leadership framework has been developed. This framework is linked intrinsically with the new Corporate Direction. It outlines the key requirements of people in leadership roles ranging to support the organisation such as creativity and innovation, wise compassion and integrity, collaboration, financial and business acumen.

This is supported by an extensive leadership capabilities and development program aimed at all levels of leadership in the organisation.

- **Career Opportunities and Development**

An area highlighted where staff desired improved outcomes was staff training and development, and the opportunity for internal promotions.

Reflecting the effectiveness of actions targeting improved outcomes related to development and career opportunities there has been a:

- 12% increase in employees accessing and attending training and development
- 25% increase in existing employees being promoted or moving to new roles.

5. CONCLUSION

This report highlights amongst other things that Council management genuinely listens to staff feedback from Staff Engagement Surveys, and instigates actions to address issues or enhance outcomes leading to a positive and productive workforce – or more appropriately leading to *Inspired People - Inspired Performance*.

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 CEO is required to structure the organisation and ensure suitable qualified staff are engaged to fulfil the Councils ambitions as articulated in the Annual <i>Operational Plan</i> , 4 year <i>Delivery Program</i> and <i>Community Strategic Plan</i> .
Policy	There are a number of Council policies that apply to Council staff. This relate to Work Health and Safety, Staff Conduct and Leave.
Consultation	Not applicable.
Resource	There are no resource implications linked to the officer recommendation.
Risk	There are no risk implications linked to the officer recommendation.
Legal	There are a number of Industrial Awards, and instruments as well as employment law that are applicable to Councils management of it Staff.
Legislation	<i>The Local Government Act 1993 Chapter 11</i> addresses roles and responsibilities related to Council Staffing.
Budget/Financial	The Councils Annual budget provides the funding required to employ the Councils staff.

ATTACHMENT 2

Recruitment Time Frames

Resignation		
Review position/seek approvals		1-3 weeks
Advertisement		2 weeks
Review applicants / Short List		1-2 weeks
Interviews		1-2 weeks
2nd interviews/ Reference Checks		1-2 weeks
Decision		1 weeks
Notice period.		1-6 weeks
Commencement		8-18 weeks

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.

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12 REPORTS OF COMMITTEES

12.1 MINUTES - NATURAL HERITAGE AND BUSHLAND ADVISORY COMMITTEE - MEETING 6 JUNE 2019

ATTACHMENTS:	1. IMPLICATIONS 2. MINUTES – NATURAL HERITAGE AND BUSHLAND ADVISORY COMMITTEE – 6 JUNE 2019
RESPONSIBLE OFFICER:	GREG MCDONALD – PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	RICHARD O'BRIEN – NATURAL ASSETS OFFICER
CITY STRATEGY OUTCOME:	1.3 – ENHANCE, PROTECT AND RESPECT WATERWAYS, BUSHLAND, NATURE, WILDLIFE
MEETING DATE:	12 AUGUST 2019

1. PURPOSE OF REPORT

To present to Council the Minutes of the Natural Heritage and Bushland Advisory Committee meeting held on 6 June 2019.

2. OFFICER'S RECOMMENDATION

That Council receive and note the Minutes of the Natural Heritage and Bushland Advisory Committee from the meeting held on 6 June 2019.

3. BACKGROUND

The Natural Heritage and Bushland Advisory Committee is made up of seven residents and four Councillors. The purpose the Committee is to advice Council on all matters pertaining to the management and sustainability of natural heritage and bushland in the City of Willoughby, including the implementation of the Urban Bushland Plan of Management.

The committee meets monthly alternating on-site reserve inspections with office meetings. Office meetings are held at the Council Depot. All meetings are open to the public.

4. DISCUSSION

Key elements covered in the Minutes of the Committee Meeting held on 6 June 2019, included the discussion of Reserve Actions Plans and endorsement of the Burrabru and Sugarloaf Point Reserve Action Plan. A working draft of Watergate Reserve Action Plan was presented to the committee.

The importance of managing and protecting the tree canopy of Willoughby was discussed, consistent with State Legislation and policies such as the Green Grid. When available as a draft, the Vegetation Policy will be available for comment and community consultation.

Committee members commented on community feedback relating to possible installation of new lights near bushland at OH Reid Reserve and the need for a policy on managing light spill into bushland. It was proposed that Council investigate a policy on light pollution to minimise impacts on bushland and that community engagement to minimise light pollution impacts be carried out.

The importance of stronger protection for privately owned bushland areas was discussed. Close liaison with owners and the need to follow up of DA conditions by the Council's liaison team was noted.

Council is reviewing the effectiveness of glyphosate alternatives with a response expected in the near future. The bushland team has been using gas powered flame weeders for many years to reduce herbicide use and to encourage flame induced regeneration.

The negative impacts of urban runoff into creeks and proposals to carry out further manual cleaning were discussed. Council officers noted that significant investment had been made in recent years to extend and improve the gross pollutant traps in Willoughby.

5. CONCLUSION

It is recommended that Council receive and note the Minutes of the Natural Heritage and Bushland Advisory Committee from the meeting held on 6 June 2019.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	1.3 – Enhance, protect and respect waterways, bushland, nature, wildlife
Business Plan Objectives, Outcomes/ Services	Assist in the implementation of the reserve action plans as required by the <i>Urban Bushland Plan of Management 2014</i> .
Policy	<i>Urban Bushland Plan of Management 2014</i> .
Consultation	Consultation has occurred with the Natural Heritage and Bushland Advisory Committee members on the contents of this report.
Resource	Works can be undertaken within Council's present staff and contract resourcing.
Risk	Not applicable.
Legal	Not applicable.
Legislation	Not applicable.
Budget/Financial	There are no additional costs to the recurrent budget or e.restore levy for this work plan.

**MINUTES OF MEETING**

MEETING NAME: Natural Heritage and Bushland Advisory Committee
LOCATION HELD: WCC Depot, 25-27 Gibbes St, Chatswood
MEETING CHAIR: Councillor Wendy Norton
DATE OF MEETING: Thursday, 6 June 2019
TIME OF MEETING: 6.00pm

1. ACKNOWLEDGEMENT OF COUNTRY**2. PRESENT:**

Councillor Wendy Norton (Chair), Councillor Denis Fernandez, Kevin Mathers, Ed Coates, Lorraine Cairnes, Pam Organ, Gay Spies, Observers: Matthew Keighery, Meredith Foley, Bruce Wilson

3. APOLOGIES:

Councillor Lynne Saville, Ross Wellings

4. OFFICERS IN ATTENDANCE:

Alfred Bernhard – Bushland Team Leader, Simon Brown – Wildlife Officer

5. DECLARATIONS OF INTEREST:

There were no declarations of interest.

6. ACCEPTANCE OF THE PREVIOUS MINUTES:

Accepted. There were no amendments to the Minutes.

Recommendation: That the minutes dated 4 April 2019 be adopted.

7. BUSINESS ARISING FROM THE MINUTES:**7.1 Reserve Action Plans – Northbridge and Elizabeth Park**

Following adoption of the draft Reserve Action Plan by Council, implementation has been continuing on site with new work initiated near the Golf Course boundary at Ulric Lane to manage invasive weeds. Support for the Upper Cliff Avenue Bushcare group has also been continuing on embankment stabilisation.

7.2 Reserve Action Plans - Burrabru and Sugarloaf Point Draft Reserve Action Plan

Community Consultation has been completed for the Burrabru and Sugarloaf Point Reserve Action Plan. Appreciation was expressed for installation of new seating and ongoing maintenance. Issues relating to boats causing excess wash and noise referred to Roads and Maritime Services and tree issues to Council's arborists.

No amendments were required to the draft plan.

Recommendation: That the Burrabru and Sugarloaf Point Reserve Action Plan be adopted by Council.

7.3 Boundary of the Keep Reserve, Castlecrag

Council officers confirmed that there would be no impact on works within reserves as a result of the boundary change agreed at the 4 April meeting.

Support from the Castlecrag Community groups was tabled in support. Application to be forwarded to Geographic Names Board.

Recommendation: That the information be noted

8. GENERAL BUSINESS:**8.1 Draft Watergate Reserve Action Plan**

A working draft was presented prior to community consultation, proposed for July-August 2019 with comments to be forwarded to the nominated Council officer, by June 24. Public access to the reserve, particularly the potential to establish a pathway adjacent to 2 The Barbette was discussed, where encroachments limit access. Council Officers confirmed that access improvements had been ongoing from The Barbette and to the Sailors Bay track and that this pathway would be investigated further.

Recommendation: That the information be noted

8.2 Update on Vegetation Policy

The importance of managing and protecting the tree canopy of Willoughby was discussed, consistent with State Legislation and policies such as the Green Grid. When available as a draft, the Vegetation Policy will be available for comment and community consultation. The role of the regional Green Grid program was outlined by Council officers with its emphasis on the Lane Cove River and Middle Harbour catchments and the links between them.

Recommendation: That the information be noted

8.3 Light pollution Impacts on bushland

Committee members commented on community feedback relating to possible installation of new lights near bushland at OH Reid Reserve and the need for a policy on managing light spill into bushland. It was noted that Council is establishing a Citizens Panel to guide the Master Plan for OH Reid Reserve, with a panel member invited with local knowledge of bushland, flora and fauna. It was proposed that council develop a policy on light pollution to minimise impacts on bushland and that councils with boundaries in common be encouraged to consider similar policies.

Recommendation: Council intends to investigate a policy on minimising light pollution impacts on bushland.

9. OTHER BUSINESS:**9.1 Protection of privately owned bushland**

Bruce Wilson outlined the importance of stronger protection for privately owned bushland areas, and that close liaison with owners and follow up of DA conditions is essential. The area in question at Sailors Bay Creek will be added to sites for future follow up by Council's liaison team.

Recommendation: That the information be noted.

9.2 Use of Glyphosate

Council is reviewing the effectiveness of alternatives with a response expected in the near future. The bushland team has been using gas powered flame weeders for many years to reduce herbicide use and to encourage flame induced regeneration.

Recommendation: That the information be noted.

9.3 Clean-up of Scotts Creek

The negative impacts of urban runoff into creeks and proposals to carry out further manual cleaning of areas most affected were discussed. Council officers noted that significant investment had been made in recent years to extend and improve the gross pollutant traps in Willoughby. Additional cleaning activities to remove litter from waterways, and positive results of these activities, were also discussed.

Recommendation: That the information be noted.

10. NEXT MEETING:

<i>Date</i>	<i>Location</i>	<i>Time</i>	<i>Meet</i>
1 August	Site Visit - The Barbette, Castlecrag	9.30am-11.30am	The end of Rockley St, Castlecrag
5 September	Office Meeting	6pm-7pm	Council Depot
3 October	Site Visit - Castlehaven Reserve, Castlecrag	9.30am-11.30am	The Barricade, Castlecrag

11. MEETING CLOSE:

7:45pm

12.2 MINUTES - LOCAL TRAFFIC COMMITTEE HELD ON 19 JUNE 2019

ATTACHMENTS:	1. IMPLICATIONS 2. TRAFFIC COMMITTEE MINUTES OF 19 JUNE 2019 (DISTRIBUTED SEPARATELY)
RESPONSIBLE OFFICER:	GREG MCDONALD - 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:	12 AUGUST 2019

1. PURPOSE OF REPORT

To advise Council of the outcome of the latest Local Traffic Committee Meeting held on 19 June 2019.

2. OFFICER'S RECOMMENDATION

That Council receive and adopt the recommendations arising from the 19 June 2019 Traffic Committee Meeting.

3. BACKGROUND

The Local Traffic Committee (LTC) is a technical committee of the Roads & Maritime Service (RMS) comprising Police, RMS and Council and the local State Member as voting representatives. Council may exercise its traffic control and management functions only after consideration by the Traffic Committee.

The LTC met on 19 June 2019 and nine formal items were considered. There were four late items and two informal items considered. No general business matters were considered.

4. DISCUSSION

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

Item 4.1 Chatswood and St Leonards Central Business District and Artarmon Industrial Area - Temporary Regulatory Parking Restrictions to support Sydney Metro North West Operations

In summary, Transport for New South Wales has now re-instated the pre-Station Link parking arrangements in Chatswood CBD, St Leonards and Artarmon.

Item 4.5 De Villiers Avenue, Eddy Road and Lone Pine Avenue, Chatswood - Small Bus, Timed Bus Zones and Timed No Parking Regulatory Parking Restrictions

In summary, item 4.5 discusses the proposed implementation of timed bus zone and No Parking regulatory parking restrictions in De Villiers Avenue, Eddy Road and Lone Pine Avenue and a proposal to request the State Transit Authority (STA) to use a smaller bus to support the safe and efficient operation of the STA bus service 255.

The STA 255 bus service route operates from Chatswood Transport Interchange to the western part of Chatswood. Council and the STA have received complaints from residents about the operation of buses on this bus route, particularly relating to minor crashes with parked cars.

The STA, following the Local Traffic Committee meeting, has confirmed that:

- *Twenty two timetabled trips per weekday are undertaken for the 255 bus service.*
- *The latest patronage figures for the period 1 April 2019 to 3 June 2019 indicated between 20 – 220 passengers are carried per day, with an average of ninety-six passengers per day.*
- *The STA must use buses in the TfNSW Bus Procurement Panel and that the smallest bus that can be provided is around 10 metres in length with a similar width to the existing 12.5 metre bus.*
- *A smaller bus was trialled along the route of the 255 bus service on 9 July 2019. A report with the results of the trial will be forwarded to Council shortly.*

Following consideration of the STA advice it is recommended that residents in De Villiers Avenue, Eddy Road and Lone Pine Avenue be requested to park motor vehicles related to their properties so that sufficient space is provided for the movement of a bus between 6:30am to 6:30pm Monday to Saturday, Council review STA's report on the trial of a shorter bus and No Parking 6:30am to 6:30pm Monday to Saturday regulatory parking restrictions in De Villiers Avenue, Eddy Road or Lone Pine Avenue be implemented should safety and operational performance problems continue for 255 bus service.

The Local Traffic Committee recommend that Council:

- Approve the implementation of Bus Zone 6:30am to 6:30pm Monday to Saturday restrictions at all existing bus stops in the attached Street Parking Plans;
- Approve that Transport for New South Wales and State Transit Authority are requested to immediately supply a fleet of smaller sized buses suited to safely and efficiently operate the 255 bus service operating between Chatswood Transport Interchange and Chatswood West.
- Note that the implementation of No Parking 6:30am to 6:30pm Monday to Saturday regulatory parking restrictions in De Villiers Avenue, Eddy Road and Lone Pine Avenue in the attached Street Parking Plans be considered following receipt of advice from Transport for New South Wales and State Transit Authority; and
- Note that the performance of the State Transit 255 bus service will be monitored and adjustments to the street parking restrictions consider if necessary.

Item 5.1 Merrenburn Avenue, Naremburn – No Parking - Motor Vehicles Excepted

In summary, Item 5.1 discusses the proposed implementation of No Parking – Motor Vehicles Excepted in Merrenburn Avenue, both sides of road, between 19 – 33 and 14 – 30 Merrenburn Avenue.

A submission has been received from Naremburn Progress Association and local residents to remove boat-on-trailers parking in Merrenburn Avenue between Gore Hill Freeway, both sides of road, between 19 – 33 and 14 – 30 Merrenburn Avenue. Community consultation has revealed that the local residents support this proposal.

The Local Traffic Committee noted the on-going problems with trailer parking in this local street and agreed that it is appropriate to implement No Parking – Motor Vehicles Excepted regulatory parking restrictions, on a trial basis with monitoring. The trial is scheduled to be completed by December 2019.

The Local Traffic Committee recommends that Council:

- Approve the installation of No Parking – Motor Vehicles Excepted in Merrenburn Avenue, both sides of road, between 19 – 33 and 14 – 30 Merrenburn Avenue as per the attached street parking plan.
- Approve the implementation of the No Parking – Motor Vehicles Excepted on a trial basis, with the trial period to finish by December 2019, the same time as the trial period for McClelland Street, North Willoughby.
- The results of the implementation and monitoring of the No Parking - Motor Vehicles Excepted parking restrictions at this location to inform the development of the policy.

5. CONCLUSION

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

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 Roads and Maritime Services. 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 resource commitment.
Risk	If any risk exists, then this is addressed within individual reports in the minutes.
Legal	Not applicable.
Legislation	All recommendations comply with relevant legislation and Roads and Maritime Services Policies and Guidelines.

12.3 MINUTES - ACCESS AND INCLUSION ADVISORY COMMITTEE MEETING HELD 10 JULY 2019

ATTACHMENTS:	1. IMPLICATIONS 2. MINUTES – ACCESS AND INCLUSION ADVISORY COMMITTEE – 10 JULY 2019
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:	12 AUGUST 2019

1. PURPOSE OF REPORT

To provide Council with the minutes of the Access and Inclusion Advisory Committee meeting held 10 July 2019.

2. OFFICER'S RECOMMENDATION

That Council receive and note the minutes of the Access and Inclusion Advisory Committee meeting held 10 July 2019.

3. BACKGROUND

The Access and Inclusion Advisory Committee provides specialist advice and support to Council relating to access issues and aims to promote physical access and mobility to services and facilities in the Willoughby City Local Government Area. The committee's composition includes two Willoughby City Councillors, community representatives with attendance by the Community Life Manager and Works Manager at committee meetings.

4. DISCUSSION

The Access and Inclusion Advisory Committee met on 10 July 2019. An agenda with three formal items was tabled at the meeting. The Access and Inclusion Advisory Committee meeting minutes are attached as **Attachment 2**.

5. CONCLUSION

It is recommended that Council receive and note the attached minutes of the Access and Inclusion Advisory Committee meeting.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	2.7 – Promote accessible services for the community.
Business Plan Objectives, Outcomes/ Services Policy	To ensure the delivery of the <i>Disability Inclusion Access Plan 2017 - 2021</i> . The contents of this report and the provided attachments comply with Council's <i>Advisory Committees Policy</i> .
Consultation	Consultation has occurred with the Access and Inclusion Advisory Committee members on the contents of this report.
Resource	3 hours per staff member per month.
Risk	The level of risk associated with the contents of this report is low, with insignificant consequences under Council's Risk Management Framework.
Legal	NIL
Legislation	<i>Disability Inclusion Act 2014</i>
Budget/Financial	Officer's attendance at meeting and preparation of documentation is considered in current year operational budget.



MINUTES OF MEETING

MEETING NAME: ACCESS AND INCLUSION ADVISORY COMMITTEE

LOCATION HELD: DOUGHERTY COMMUNITY CENTRE, 7 VICTOR ST
CHATSWOOD

DATE: WEDNESDAY 10 JULY 2019

MEETING CHAIR: Cllr Wendy Norton

TIME OF MEETING: 4pm – 5:30pm

1. ATTENDANCE

Present

Clr. Wendy Norton	Willoughby Councillor
John Mills	Community Representative
Audrey Thomas	Community Representative
Jordana Goodman	Community Representative
Mark Tonga	Community Representative

Apologies

Clr. Lyn Saville	Willoughby Councillor
Ellen Miller	Community Venues and Services Team Leader
Susan Hartley	Community Representative
Julia Norton	Community Representative
Denise Park	Community Representative
Maria La Greca	Community Representative

Officers in Attendance

Kate Valente	Volunteer Coordination Officer
Gordon Farrelly	Traffic and Transport Team Leader

As Ellen Miller was unavailable at this meeting, business arising from minutes from of previous meeting was deferred to the next Access and Inclusion Advisory Committee meeting scheduled for 14 August 2019.

2. DECLARATIONS OF INTERETS

Nil

3. ACCEPTANCE OF THE MINUTES

Deferred

4. BUSINESS ARISING FROM THE MINUTES

Deferred

5. TRANSPORT STRATEGY AND SPRING STREET DISABILITY PARKING**5.1 Spring Street Disability Parking**

Committee raised the issue of not enough disabled parking on Spring Street.

Action: Council Officer to provide design ideas for increasing disabled car parking on Spring Street in consultation with John Mills and Mark Tonga. Designs to then be provided to Access and Inclusion Committee.

5.2 Chatswood Parking Finder

Pilot launch of Chatswood Parking Finder identifying types of parking within Chatswood CBD.

Action: Committee to be provided with link to Chatswood Parking Finder website.

5.3 Transport Strategy

Feedback from committee provided to Council Officer.

6. ACCESS AWARD NOMINATIONS (BPP)

Deferred

7. CORESPONDANCE

Deferred

8. BUSINESS ARISING FROM CORESPONDANCE

Deferred

9. GENERAL BUSINESS

9.1 Committee raised issue of small red rubbish bins being unsuitable and inadequate for those with medical conditions which may generate additional waste.

9.2 Item to be put on agenda for next meeting: disabled toilet access.

Meeting closed: 5:40pm

Next meeting: Wednesday 14 August 2019
4pm to 5.30pm

12.4 MINUTES - BICENTENNIAL RESERVE & FLAT ROCK GULLY ADVISORY COMMITTEE MEETING HELD 25 JUNE 2019

ATTACHMENTS:	1. IMPLICATIONS 2. MINUTES HELD 25 JUNE 2019
RESPONSIBLE OFFICER:	MELANIE SMITH – COMMUNITY, CULTURE & LEISURE DIRECTOR
AUTHOR:	JULIE WHITFIELD- OPEN SPACE CO-ORDINATOR
CITY STRATEGY OUTCOME:	5.5 – MAKE IT EASY FOR CITIZENS TO PARTICIPATE IN DECISION MAKING
MEETING DATE:	12 AUGUST 2019

1. PURPOSE OF REPORT

To provide Council with the Minutes of the Bicentennial Reserve and Flat Rock Gully Advisory Committee meeting held 25 June 2019.

2. OFFICER'S RECOMMENDATION

That Council receive and note the minutes of the Bicentennial Reserve and Flat Rock Gully Advisory Committee held 25 June 2019.

3. BACKGROUND

The Committee meets twice a year with meetings on the last Tuesday of the month in June and November 2019.

4. DISCUSSION

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

Members provide agenda items, discussion and technical input to the Advisory Committee.

5. CONCLUSION

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

It is recommended that Council receive and note the minutes of the Bicentennial Reserve and Flat Rock Gully Advisory Committee held 25 June 2019.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	5.5 – Make it easy for citizens to participate in decision making
Business Plan Objectives, Outcomes/ Services	Working with the community, we create diverse, active and vibrant places, contributing to an inclusive, connected and resilient Willoughby.
Policy	The contents of this report and the provided attachments comply with Council's <i>Advisory Committees Policy</i> .
Consultation	Not applicable.
Resource	Officer time in attendance at meetings and associated tasks amounting to three hours per Advisory Committee meeting.
Risk	The level of risk associated with the contents of this report is low, with insignificant consequences under Council's <i>Risk Management Framework</i> .
Legal	Not applicable.
Legislation	Not applicable.
Budget/Financial	This is within approved operational budget of \$426,427 for the Open Space Unit.

- Parking on site is a Planning consideration but the proposed Gore Hill sports site will replace 6 courts at Bicentennial Reserve and ease parking demand.
- Detailed planning for the upgrade will include consideration of other users of the reserve and facilities.

7.2 Review of 1995 Plan of Management for Bicentennial Reserve

- The Plan would be reviewed in conjunction with the WLC Pool Hall upgrade.
- Committee's input will be required to canvass site management issues.
- Flat Rock Gully is covered in the Urban Bushland Plan of management.
- Names of areas within the reserve should be resolved in the new Plan.

7.3 Water Sensitive Urban Design (WSUD) proposal for netball courts perimeter

- Concept plans discussed with group and to be distributed electronically.
- Plan addresses stormwater runoff from the courts; timing of work to be clarified.
- Concerns raised about stormwater in the baseball dugouts- currently being investigated by Council's Property staff.

7.4 Capital works for 2019/20

- Council approved works relevant to the reserve: Flat Rock Gully- ongoing bushland restoration \$30K, and the Baseball Diamond Section 4.55 application to amend the floodlights hours of use \$25K.

8. GENERAL BUSINESS:

8.1. Traffic congestion in the precinct

- Concern raised about car movements around the reserve.
- Integrated transport strategy for the precinct is expected to provide better solutions.

8.2 Netball administration room

- Leak reported in ceiling.

Action

Council Property Unit to be notified.

8.3 Saturday parking

- Baseball umpire has difficulty with parking on Saturdays.
- Relevant dates to be provided to Council parking staff on site.

8.4 Baseball Club thanks to Council for upgrade works to the main Baseball Diamond

- Outfield now drains, fences have been renewed, new gates improve access.
- Club completed new soil on runs and bases. Dog poo still a problem.

9. NEXT MEETING:

The next meeting is scheduled for November 2019 from 6.30pm – 7.30pm at Willoughby Leisure Centre, date to be confirmed.

10. MEETING CLOSE:

Meeting declared closed at 7.45pm.

12.5 MINUTES - MULTICULTURAL SERVICES ADVISORY COMMITTEE MEETING HELD 26 JUNE 2019

ATTACHMENTS:	1. IMPLICATIONS 2. MINUTES – MULTICULTURAL SERVICES ADVISORY COMMITTEE MEETING – 26 JUNE 2019 3. REPORT – MULTICULTURAL SERVICES – APRIL– JUNE 2019
RESPONSIBLE OFFICER:	MELANIE SMITH – COMMUNITY, CULTURE & LEISURE DIRECTOR
AUTHOR:	RITA LEUNG – MULTICULTURAL SERVICES TEAM LEADER
CITY STRATEGY OUTCOME:	2.3 – CELEBRATE AND ENCOURAGE OUR DIVERSITY
MEETING DATE:	12 AUGUST 2019

1. PURPOSE OF REPORT

To provide Council with the minutes of the Multicultural Services Advisory Committee meeting held 26 June 2019.

2. OFFICER'S RECOMMENDATION

That Council receive and note the minutes of the Multicultural Services Advisory Committee meeting held 26 June 2019.

3. BACKGROUND

The Committee meets no more than four times a year with a current schedule of meetings in March, June and September.

4. DISCUSSION

The Multicultural Services Advisory Committee currently consists of 9 community members from a range of cultural backgrounds. The Committee provides input on the strategic planning for providing quality, appropriate, affordable and accessible services for people of a culturally and linguistically diverse background. It advises Council of issues/ concerns from the multicultural community in relation to community and settlement services, social needs and gaps in service provision.

At the June 26 meeting, members had discussions on mental health issues and community connectedness through community events. The need for further community education on water safety was discussed.

5. CONCLUSION

Not applicable to this report.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	2.3 – Celebrate and encourage our diversity
Business Plan Objectives, Outcomes/ Services	The Multicultural Services Advisory Committee seeks to respond to the community's desire for vibrant, active, healthy, creative and safe places by providing input on the strategic planning for services for people from a culturally and linguistically diverse background.
Policy	The content of this report and the provided attachments comply with Council's Advisory Committees Policy.
Consultation	Not applicable
Resource	3 hours per staff member per month.
Risk	The level of risk associated with the contents of this report is low, with insignificant consequences under Council's Risk Management Framework.
Legal	Not applicable
Legislation	Not applicable
Budget/Financial	This is within approved operational budget for Multicultural Services of \$338,087 of which approximately 81 per cent has been spent at 30 June 2019.



WILLOUGHBY CITY COUNCIL

MINUTES OF MEETING

MEETING NAME: Multicultural Services Advisory Committee

LOCATION HELD: MOSAIC Multicultural Centre

MEETING CHAIR: Councillor Judith Rutherford AM

DATE OF MEETING: 26 June 2019

TIME OF MEETING: 3pm

1. PRESENT:

Clr Judith Rutherford AM (Chair), Clr Wendy Norton, Clr Christine Tuon, Ms Grace Lee, Mr Johan Zaid Crouch, Mrs Marianna La Grassa, Ms Marina Avagyan, Ms Olya Roohizadegan, Dr Sabah Shibli (Observer)

2. APOLOGIES:

Mrs Kazuko Chalker, Ms Irena Husaric, Mrs Marie Yan, Mr Matt Ridley, Ms Radhajayalakshmi Natarajan

3. OFFICERS IN ATTENDANCE:

Rita Leung (Multicultural Services Team Leader), Sun Hae Kim (MOSAIC Centre Supervisor)

4. DECLARATIONS OF INTEREST:

Johan Zaid Crouch declared a non-pecuniary interest relating to his employment with New Vision Psychology which is a private practice. New Vision Psychology has been commissioned by the Sydney North Health Network to provide specialist mental health services for Mandarin and Cantonese speaking communities in Northern Sydney.

5. ACCEPTANCE OF THE PREVIOUS MINUTES:

The Minutes of the Multicultural Services Advisory Committee Meeting held on 27 March 2019 were accepted without amendment.

Moved: Clr Wendy Norton
Seconded: Ms Olya Roohizadegan
Recommendation: carried unanimously

6. RESIGNATION OF A COMMITTEE MEMBER

Radhajayalakshmi Natarajan has tendered her resignation from the committee due to work commitments.

Action

Council's Multicultural Services Team Leader will arrange a thank you letter to acknowledge Radhajayalakshmi's contributions.

7. BUSINESS ARISING FROM THE MINUTES (INCLUDE ACTION):

Committee membership – there are three vacancies. Dr Sabah Shibli from the Artarmon Muslim Community Association was present at this meeting as an observer with a view to become an Advisory Committee member.

Action

Council's Multicultural Services Team Leader will continue to approach identified Communities of Interest to fill the vacancies.

8. REPORT FROM MULTICULTURAL SERVICES:

Attached Report dated April - June 2019 was presented.

9. DISCUSSION OF ISSUES/CONCERNS

The need for cultural and age inclusiveness when organising community events was noted.

Johan Zaid Crouch reported the demand for counselling service from Chinese community remained high.

Clr Norton reiterated the importance of raising the community awareness on water safety in view of the recent news on casualties.

Action

Council's Multicultural Services Team Leader to explore opportunities to offer another round of community education on water safety.

10. GENERAL BUSINESS:

Marina Avagyan invited interested MOSAIC members to visit the Armenian Community Welfare Centre to better understand the Armenian culture.

11. NEXT MEETING:

25 September 2019, 3pm at MOSAIC Multicultural Centre.

12. MEETING CLOSE:

Meeting closed at 4.15pm.

MULTICULTURAL SERVICES REPORT
(April – June 2019)

MOSAIC Customer Satisfaction Survey

MOSAIC conducted a customer satisfaction survey between 18 March and 12 April. 96.4 per cent (293 of 304 returns) rated MOSAIC Multicultural Centre as good/very good.

April School Holiday Program

120 children & parents attended the five activities including Happy Multicultural Playtime, Best Paper Airplanes, 3D Wild Boar Card, and Old Tees for Upcycling & Paper Circuit Card.

Community Education Talks

Six information talks have been offered to various language groups in this quarter. The topics covered included cancer screening, depression, mindfulness, My Aged Care and food and your mood.

Mobile device and Smartphone Multimedia Tutorials

Older persons can seek up to 4 tutorial sessions for learning how to use a mobile device. A smartphone multimedia program is offered for more advance users.

Community Domestic and Family Violence Expo and Panel Discussion for Religious and Community Leaders/ Volunteers from a Chinese background – held 19 June. Several Chinese faiths and a number of community members from Willoughby Local Government area attended this event.

Multicultural Dance Party 21 June

A community event for promoting cultural diversity and improving social connections.

Frist Aid workshop for Chinese Grandparents 30 June

This is a capacity building program to improve grandparent s confidence in child-minding. Participants will learn how to manage emergency situations and treat incidents such as infection and burns.

MOSAIC Exhibition at Council Foyer 26 June – 19 July

Participating classes include Acrylic Painting, Chinese Painting, and Jewelry Making & Poetry.

Health and Well-being Program for social housing tenants February – June 2019

This outreach program includes a service expo, exercise workshops and health talks.

Volunteer Training

18 volunteers attended the training on 5 June. Participants learned the key elements of effective communication in particular empathy and active listening skills as well as group dynamics, conflict resolution and self-care.

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13 DEFERRED MATTERS

13.1 NOTICE OF MOTION: TREE REMOVAL REQUESTS

ATTACHMENTS: 1. CONFIDENTIAL LEGAL ADVICE (PREVIOUSLY CIRCULATED)

RESPONSIBLE OFFICER: GREG MCDONALD – PLANNING & INFRASTRUCTURE DIRECTOR

AUTHOR: GREG MCDONALD – PLANNING & INFRASTRUCTURE DIRECTOR

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

MEETING DATE: 12 AUGUST 2019

1. PURPOSE OF REPORT

Councillor Wright has indicated his intention to move the following Notice of Motion.

2. OFFICER'S RECOMMENDATION

That Council consider the Notice of Motion from Councillor Wright.

3. MOTION

That Council reinstate a system of ward councillor meetings, to allow councillors the final decision regarding Tree Removal Requests when not associated with a development application and that the delegation to the CEO be adjusted accordingly.

4. BACKGROUND

None provided.

5. OFFICER'S COMMENTS

Applications for tree removal (or trimming) are dealt with in two separate ways. Applications not submitted in association with a Development Application are treated as a permit application under the *State Environmental Planning Policy (Vegetation in Non Rural Areas) 2017* (the vegetation SEPP), while applications associated with the removal of trees as part of other building development works are treated as development applications under Part 4 of the *Environmental Planning and Assessment Act 1979*.

There is some ambiguity in the relevant legislation and planning instruments as to whether these applications for permits are to be regarded as matters which are subject to section 4.8 of the *Environmental Planning and Assessment Act 1979* which puts in place a regime to restrict the involvement of Councillors in development applications.

Council has received legal advice which supports an interpretation that it is open to a Council and therefore councillors to make decisions on the granting of permits to remove trees under the vegetation SEPP. However it is likely that this is an inadvertent outcome because it is contrary to the policy intent of the regime implemented by section 4.8.

If this function were to be exercised by Council it could be delegated to a Committee of Council. No adjustment will be required to the Chief Executive Officer's Instrument of Delegation as the instrument already carves out from the delegation, any matters delegated by the Council to the Mayor and to committees.

In the 2018 calendar year Council received a total of 380 applications for tree removal permits. This does not include tree removal that was considered in the context of a Development Application. Of these 380 applications 102 were refused. Of the 102 applications refused, 14 were requested to be reviewed of which 9 were subsequently approved. There were no appeals lodged with the Land and Environment Court in respect to the determinations.

A *draft Vegetation Policy* is currently being developed to address shortfalls in the existing procedures for dealing with applications for tree removal. An initial Councillor Briefing was held in April and a further briefing is proposed in August/September when Council returns from recess. The August/September briefing will include a survey of Councillors to ascertain a preferred position on various merit based issues. The Policy as currently drafted recommends utilising a standard, well respected assessment tool (TRAQ) to determine safety and risk aspects.

The draft Policy is intended to provide a standard approach to the assessment for tree removal. This will enable consistency in assessment and a defensible position if challenged through Court proceedings.

Further update

Subsequent to the drafting of the comments above, a survey has been circulated for Councillors to complete. This will provide the basis for discussion at a Councillor briefing on 2 September 2019. The *draft Vegetation Policy* is proposed to be reported to the Council meeting in October.

14 CORRESPONDENCE

NIL

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15 REPORTS FROM THE OFFICERS

CUSTOMER & CORPORATE DIRECTORATE

15.1 REVIEW OF ADVISORY COMMITTEES

ATTACHMENTS:	<ol style="list-style-type: none">1. IMPLICATIONS2. ADVISORY COMMITTEES AND REFERENCE GROUPS POLICY3. TIMELINE IMPLEMENTATION FOR ADVISORY COMMITTEE AND REFERENCE GROUPS
RESPONSIBLE OFFICER:	DEAN FROST – CUSTOMER AND CORPORATE DIRECTOR
AUTHOR:	MICHAEL CASHIN - COMMUNITY LIFE MANAGER SAMANTHA CHARLTON - GOVERNANCE, RISK & CORPORATE PLANNING MANAGER
CITY STRATEGY OUTCOME:	5.5 – MAKE IT EASY FOR CITIZENS TO PARTICIPATE IN DECISION MAKING
MEETING DATE:	12 AUGUST 2019

1. PURPOSE OF REPORT

To report on the Review of Advisory Committees and seek Council endorsement of the *Advisory Committee and Reference Groups Policy and Terms of Reference*.

2. OFFICER'S RECOMMENDATION

That Council:

1. Note the current Advisory Committees and Reference Groups will continue their functions for the remainder of the current term of Council, guided by their existing Terms of Reference.
2. Endorse the *Advisory Committee and Reference Groups Policy and Terms of Reference*.
3. Endorse the *Timeline Implementation for Advisory Committee and Reference Groups* activated by the local government election caretaker period of each term of Council.

3. BACKGROUND

Council has considered the Review of Advisory Committees as follows:

2 and 16 September 2015

Councillor Workshops held with an independent facilitator to consider a review process on Council's advisory committees.

26 October 2015

A report on Council's advisory and management committees was provided to Council. Council deferred the report to 8 February 2016.

8 February 2016

A report to Council was deferred until a decision on the Council merger proposal was known.

25 September 2017

Council resolved to consider the review process on advisory committees at its meeting on 23 October 2017.

3 October 2017

Councillor briefing to consider the advisory committee review process.

23 October 2017

Council resolved to engage advisory committee members and support staff in reviewing the mechanism for accessing knowledge and expertise from the community on important issues or topics with a report to be provided back to Council by August 2018.

April 2018

Council engaged 'Straight Talk', a community engagement specialist, to assist with the review of the Council advisory committees.

3 September 2018

A briefing for Councillors held outlining the recommendations from the Straight Talk review of advisory committees.

24 September 2018

Findings and recommendations from the review of advisory committees were reported to Council. At this meeting Council resolved to provide the Officer's report and the Straight Talk consultant's report to committee members for discussion and response at their next committee meeting and to receive a further report to Council in February 2019.

11 February 2019

Council received a report with recommendations following the review of Council's advisory committees. The report included a *Draft Framework for Advisory Committees and Reference Groups*, which categorised the role of advisory committees as providing technical advice and expertise on Council's strategic priorities. A copy of the 11 February 2019 resolution is below:

That Council:

- 1. Note feedback from members of Advisory Committees during the most recent round of workshops.*
- 2. Endorse the draft framework outlined in section 4.3 of this report for further development and a report back to Council in August 2019 which includes the framework, a draft policy and model terms of reference.*
- 3. Endorse the continuation of advisory committees for the current term of Council.*
- 4. Endorse the purpose of Advisory Committees of Council as providing technical advice and expertise on Council's strategic priorities.*

5. *Endorse the re-establishment of Advisory Committees post the next ordinary local government elections in September 2020, that provide specialist technical advice to help achieve the incoming Council's strategic priorities.*

This report actions Council's resolution of 11 August and seeks to finalise the review of the advisory committees and reference groups through the adoption of the policy, terms of reference and process timeline.

4. DISCUSSION

At the Council meeting of 11 February 2019, Council endorsed the purpose of advisory committees and references groups as providing technical advice and local knowledge on strategic priorities. The focus of this report is the process for the establishment of Advisory Committees and Reference Groups for each term of Council. The report recommends the following documents for endorsement:

- *Advisory Committees and Reference Groups Policy*
- *Advisory Committees Model Terms of Reference*
- *Reference Group Model Terms of Reference*
- *Timeline Implementation for Advisory Committee and Reference Groups*

These documents detail the policy and procedure for Advisory Committees and Reference Groups, providing the necessary procedural transparency for stakeholders.

Please note the following two points, which are relevant to the context of this report:

1. Current Advisory Committees and Reference Groups will continue their functions for the remainder of the current term of Council, guided by their existing Terms of Reference.
2. Community engagement and participation are not covered by this report and are relevant to the *Willoughby City Council Community Engagement Policy*.

Advisory Committees and Reference Groups Policy

Council adopted the *Advisory Committees and Reference Groups Framework* on 11 February 2019. An *Advisory Committees and Reference Groups Policy (Attachment 2)* was requested by Council at the 11 February 2019 Council meeting. The Policy supports the *Advisory Committees and Reference Group Framework*, based on the following principles:

- Advisory Committees and Reference Groups assist in the implementation of Council's strategic priorities.
- Advisory Committees assist Council to achieve strategic priorities through the provision of technical advice, which complements the skills and knowledge of Council officers.
- Reference Groups assist Council to achieve strategic priorities through the provision of consumer or local knowledge, where such groups are required to supplement other forums or forms of consultation and engagement undertaken by Council.
- Advisory Committees and Reference Groups contribute to Council's strategic objectives through the provision of information and advice that Council may rely on in its decision-making processes.

The Policy also comprises these documents as attachments:

- *Advisory Committees and Reference Groups Framework* (adopted by Council 11 February 2019)

- Draft Model Terms of Reference for Advisory Committees
- Draft Model Terms of Reference for Reference Groups

Advisory Committees and Reference Groups Framework

At the 11 February 2019 Council meeting, Council endorsed the *Advisory Committees and Reference Groups Framework* (**Figure 1**). The Framework is a four quadrant matrix used to define advisory committees and reference groups by their functions, namely:

- Local knowledge to technical advice (vertical axis)
- Operational matters to Strategic Priorities (horizontal axis)

Specialist or technical knowledge, required to inform strategic priorities, will be sourced through Advisory Committees and local or consumer knowledge relevant to Councils strategic priorities will be accessed via Reference Groups, if it cannot be sourced through other forums or forms of community consultation and engagement.

Figure 1 - Advisory Committees and Reference Groups Framework



Model Terms of Reference for Advisory Committees

The *Draft Model Terms of Reference for Advisory Committees* are provided within the *Draft Advisory Committees and Reference Groups Policy* (**Attachment 2**). Key points are:

- Advisory Committees are created for the sole purpose of providing technical advice on strategic priorities of Council in a manner that complements staff competencies.
- The Terms of Reference will specify the CSP and Delivery Plan priority area the committee pertains to.
- Meetings will be held a minimum of three and maximum of six occasions per year.
- Out of meeting discussion and decision making will be explored with members of each Advisory Committee established by Council as part of their induction process.
- All Advisory Committees will be disbanded at the commencement of the caretaker period preceding the Local Government Election.
- Should the purpose of the committee be achieved prior to this time, the committee will be disbanded.

Model Terms of Reference for Reference Groups

The *Draft Model Terms of Reference for Reference Groups* are provided within the *Draft Advisory Committees and Reference Groups Policy (Attachment 2)*. Key points are:

- Reference Groups are created for the sole purpose of providing local or consumer knowledge relevant to Councils strategic priorities if they are required to supplement other forums or consultation and engagement processes.
- The Terms of Reference will specify the CSP and Delivery Plan priority area the committee pertains to.
- Meetings will be held a minimum of three and maximum of six occasions per year.
- Out of meeting discussion and decision making will be explored with members of each Reference Group established by Council as part of their induction process.
- All Reference Groups will be disbanded at the commencement of the caretaker period preceding the local government election.
- Should the purpose of the Reference Group be achieved prior to this time, the group will be disbanded.

Timeline Implementation for Advisory Committee and Reference Groups

The *Timeline Implementation for Advisory Committee and Reference Groups (Attachment 3)* determines the process and timeframe for establishing Advisory Committees and Reference Groups during each term of Council. An example of the process and timeframes, based upon the next term of Council is detailed below.

August 2020

At the commencement of the caretaker period for the 2020 local government elections, all existing Advisory Committees and Reference Groups will be disbanded. Council will conduct a formal appreciation and recognition event to thank Advisory Committee and Reference Group members for their civic contribution during the current term of Council.

September 2020

Local government elections are scheduled for September 2020.

October 2020

In October 2020, the newly elected Councillors will undergo an induction process. The Council will confirm the strategic priority focus areas for the new term of Council through the development of the draft *Delivery Program*.

November 2020.

The priority areas requiring Advisory Committees or Reference Groups advice are decided by Council and endorsed at the first meeting of the new term in November 2020. Once endorsed, an EOI process for Advisory Committees and Reference Groups will be conducted and assessed.

December 2020

Advisory Committees and Reference Group membership will be finalised by early December 2020. Council will conduct an induction for Advisory Committees and Reference Group members in December 2020 and the preferred frequency and method for meetings (e.g. online, face-2-face) will be determined.

January 2020

Council recess.

February 2020.

Advisory Committees and Reference Groups meetings will commence in February 2021.

August 2024

At the commencement of the August 2024 caretaker period for the 2024 local government elections, all existing Advisory Committees and Reference Groups will be disbanded. Council will conduct a formal appreciation and recognition event to thank members for their civic contribution during their tenure.

The generic timeline is presented in **Attachment 3**.

5. CONCLUSION

Advisory Committees and Reference Groups can provide valuable technical and local knowledge to support Councils decision making on strategic priorities. The measures detailed in this report ensure the ongoing governance of Advisory Committees and Reference Groups and provide stakeholders with defined procedures, roles and responsibilities.

If the recommendations of this report are endorsed, the attached *Advisory Committees and Reference Groups Policy* will replace the existing *Willoughby City Council Advisory Committees Policy* adopted in 1996 and last ratified by Council in 2014. Current Advisory Committees and Reference Groups will continue their functions for the remainder of the current term of Council, guided by their existing Terms of Reference.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	5.5 – Make it easy for citizens to participate in decision making
Business Plan Objectives, Outcomes/ Services	A number of Council business units support advisory committees. Such support is one of several community engagement methods that officers use.
Policy	The existing <i>Advisory Committees Policy</i> is proposed to be replaced by the <i>Advisory Committees and Reference Policy</i> recommended by this report.
Consultation	Consultation with staff, committees, progress associations and the community was conducted as part of the review.
Resource	Operational resources used to develop the policy.
Risk	The measures detailed in this report are considered a low risk when measured against the Risk Management Framework.
Legal	Not applicable.
Legislation	<i>Local Government Act 1993</i>
Budget/Financial	Not applicable.

Attachment 2



ADVISORY COMMITTEE and REFERENCE GROUPS POLICY

DRAFT

Date Adopted / Approved	<Add approval date & the relevant approval authority, i.e. ELT, Director>
Next Review Date	[DD/MM/YYYY]
Version	1
Responsible Position	Governance, Risk and Corporate Planning Manager
Administration Reference	<Add the relevant ECM reference number, owner, subject, Pulse CSR details>

Attachment 2

1. PURPOSE

To provide guidance on the operation of Advisory Committees and Reference Groups who assist the delivery of Council's strategic priorities.

2. CITY STRATEGY OUTCOME

Our Future Willoughby 2028 identified five city outcomes guiding our community's future direction in relation to Council's policy making, along with 29 community priorities. The following two priorities are applicable to *a city that is effective and accountable*.

5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO

5.5 – MAKE IT EASY FOR CITIZENS TO PARTICIPATE IN DECISION MAKING

3. APPLICATION

This policy applies to all Council staff, Councillors and Advisory Committees and Reference group members.

4. POLICY PRINCIPLES

- Advisory Committees and Reference Groups play a role in the implementation of Council's strategic priorities.
- Advisory Committees assist Council to achieve strategic priorities through the provision of technical advice.
- Reference Groups assist Council to achieve strategic priorities through the provision of consumer or local knowledge.
- Advisory Committees and Reference Groups contribute to Council's strategic objectives through the provision of information and advice that Council may rely on in its decision making processes.

5. POLICY STATEMENT

Council is committed to complimenting the skills and knowledge of staff through Advisory Committee and Reference Groups to assist the delivery of Council's strategic priorities.

6. RESPONSIBLE OFFICER

The Governance, Risk and Corporate Planning Manager is the responsible officer for this policy.

7. MONITORING AND REVIEWS

The Governance, Risk and Corporate Planning Manager is responsible for:

- providing advice in relation to the application of this policy

Attachment 2

- maintaining, monitoring, reviewing and suggesting improvements to the policy

The policy will be reviewed as required, or at a minimum every four years.

8. SUPPORTING INFORMATION

8.1 FRAMEWORK FOR COMMITTEE

Council's *Framework for Committees*, as shown in Attachment 1, contains two dimensions that indicate a continuum from:

- Local knowledge to technical advice on the vertical axis
- Operational matters to Strategic Priorities on the horizontal axis.

Advisory Committees operate in the Strategic and Technical quadrant and are defined by their ability to provide technical advice on strategic priorities of Council in a manner that complements staff competencies.

Reference Groups operate in the Local Knowledge and Strategic Priorities quadrant and are differentiated from Advisory Groups on the basis of their local or consumer knowledge. This is distinct from technical/local knowledge for operations which is typically provided by staff.

8.2 MODEL TERMS OF REFERENCE

In order to guide the operation of Advisory Committees and Reference Groups Model Terms of Reference have been developed and are contained in Attachment 2.

Related policies and other documents	<ul style="list-style-type: none"> ▪ Our Future Willoughby 2028 – Community Strategic Plan ▪ Delivery Program 2017-2021
Document History	<ul style="list-style-type: none"> ▪ Date adopted ▪ Date amended ▪ Date ratified

Attachment 2

Attachment 1

WCC Advisory Committees Framework

TECHNICAL ADVICE	OPERATIONAL	STRATEGIC & TECHNICAL
	<p><i>Operational Plan</i> Delivery of Council's operational programs</p>	<p><i>Advisory Committees</i> Strategic/technical advice to advance Council's strategic priorities</p>
LOCAL KNOWLEDGE	LOCAL KNOWLEDGE & OPERATIONAL	LOCAL KNOWLEDGE & STRATEGIC PRIORITIES
	<p style="text-align: center;"><i>Consultation & Engagement</i> Projects & Capital works program etc</p>	<p style="text-align: center;"><i>Engagement</i> Direction & priorities</p> <p><i>Reference groups</i> Local or consumer knowledge to advance Council's strategic priorities</p>
	OPERATIONAL	STRATEGIC PRIORITIES

DRAFT

Attachment 2

Model Terms of Reference for Advisory Committees

1. **XXXX** Advisory Committee
2. **Purpose**

Advisory Committees are created for the sole purpose of providing technical advice on strategic priorities of Council in a manner that complements staff competencies.
Include details of why the committee has been formed; consisting of one or two sentences.
3. **Alignment to the Community Strategic Plan**

The **insert name** Advisory Committee assists Council to achieve the following Community Strategic Plan objectives:
Insert objective
4. **Alignment to the Delivery Program**

The **insert name** Advisory Committee assists Council to achieve the following Delivery Program objectives:
Insert objective
5. **Chairperson**
 - 5.1 The Mayor is the Chairperson of all Advisory Committees.
 - 5.2 In the absence of the Mayor, the Deputy Chair, who will be a Councillor, will perform the role of Chairperson.
6. **Membership**

Membership of the committee shall consist of:

 - 6.1 Councillor **XXX**
 - 6.2 A minimum of **XX** and maximum of **XX** community representatives to be appointed to the committee.
 - 6.3 Community representatives are required to have skills and knowledge relevant to the purpose of the Advisory Committee.
 - 6.3.1 Please specify
 - 6.3.2 Please specify
 - 6.3.3 Please specify
 - 6.4 To ensure a broad representation, all members are limited to holding a maximum of two concurrent memberships to Council Advisory Committees.
7. **Council Officers**

The following officers of Council will attend meetings of the Advisory Committee:

 - 7.1 Title only
 - 7.2 Title only
 - 7.3 Title only
8. **Meeting frequency and notice**
 - 8.1 Meetings will be held a minimum of three and maximum of six occasions per year.
 - 8.2 All meetings will be conducted in Council owned facilities.
 - 8.3 Notice of meetings will be provided at a minimum of one week prior to the meeting.
 - 8.4 At the inaugural meeting of the Advisory Committee, the Committee will determine their operating arrangements, including methods of communication, frequency of meetings, tenure and other considerations relevant to achieving their objectives.
9. **Attendance**

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

Attachment 2

10. Quorum

A quorum of the committee is 50% of its ordinary membership plus one, one of which must be a Councillor.

11. Responsibilities of Members

- 11.1 All committee members are expected to abide by *Willoughby City Council's Code of Conduct 2019*.
- 11.2 Members are required to declare any conflicts of interest in accordance with *Willoughby City Council's Code of Conduct 2019*.
- 11.3 Members will be expected to work collaboratively with other committee members and contribute to the discussion of agenda items.
- 11.4 Members may be required to undertake training relevant to the purpose of the committee.

12. Minutes

Minutes of the meeting shall report on the outcome of discussions in regards to agenda items, this will include details of any action or decision of the committee and will be reported to Council.

13. Procedural Matters

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

14. Term of Membership

- 14.1 Council will determine Councillor representation on the committee.
- 14.2 Community representatives will be appointed by Council.
- 14.3 All members will be limited to serving for two terms on any committee.
- 14.4 All committee members will cease at the commencement of the caretaker period associated with Local Government Elections.

15. Vacancies

- 15.1 Members wishing to resign from the committee are requested to do so in writing.
- 15.2 Council will undertake an expression of interest to establish Advisory Committees; vacancies will be filled from respondents to this process.
- 15.3 Vacancies may not be filled in the final 12 months of the Council term; they will not be filled in the final six months.

16. Term of the Committee

- 16.1 All Advisory Committees will be disbanded prior to the commencement of the caretaker period preceding the Local Government Election.
- 16.2 Should the purpose of the committee be achieved prior to this time, the committee will be disbanded.

17. Variation of Terms of Reference

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

Model Terms of Reference for Reference Groups

1. **XXXX** Reference Group
2. **Purpose**

Reference Groups are created, as needed, for the sole purpose of providing local or consumer knowledge relevant to Councils strategic priorities, to supplement other forms of consultation.

Include details of why the group has been formed; consisting of one or two sentences.
3. **Alignment to the Community Strategic Plan**

The **insert name** Reference Group assists Council to achieve the following Community Strategic Plan objectives:

Insert objective
4. **Alignment to the Delivery Program**

The **insert name** Reference Group assists Council to achieve the following Delivery Program objectives:

Insert objective
5. **Chairperson**
 - 5.1 The Mayor is the Chairperson of all Reference Groups.
 - 5.2 In the absence of the Mayor, the Deputy Chair, who will be a Councillor, will perform the role of Chairperson.
6. **Membership**

Membership of the Reference Group shall consist of:

 - 6.1 Councillor **XXX**
 - 6.2 A minimum of **XX** and maximum of **XX** community representatives to be appointed to the committee.
 - 6.3 Community representatives are required to have skills and knowledge relevant to the purpose of the Reference Group.
 - 6.3.1 **Please specify**
 - 6.3.2 **Please specify**
 - 6.3.3 **Please specify**
 - 6.4 To ensure a broad representation, all members are limited to holding a maximum of two concurrent memberships to Council Reference Groups.
7. **Council Officers**

The following officers of Council will attend meetings of the Reference Group:

 - 7.1 **Title only**
 - 7.2 **Title only**
 - 7.3 **Title only**
8. **At the inaugural meeting of the Reference Group, the group will determine their operating arrangements, including methods of communication, frequency of meetings, tenure and other considerations relevant to achieving their objectives.**
9. **Responsibilities of Members**
 - 9.1 All Reference Group members are expected to abide by *Willoughby City Council's Code of Conduct 2019*.
 - 9.2 Members are required to declare any conflicts of interest in accordance with *Willoughby City Council's Code of Conduct 2019*.
 - 9.3 Members will be expected to work collaboratively with other members and contribute to the discussion of agenda items.

Attachment 2

- 9.4 Members may be required to undertake training relevant to the purpose of the Reference Group.

10. Record of Proceedings

Record of proceedings will include details of discussions. This may include a brief summary of the discussion of the Reference Group, subsequent actions and timeframes.

11. Procedural Matters

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

12. Term of Membership

- 12.1 Council will determine Councillor representation on the committee.
12.2 Community representatives will be spilled in line with the Local Government Election cycle.

13. Vacancies

- 13.1 Members wishing to resign from the Reference Group are requested to do so in writing.
13.2 Council will undertake an expression of interest to establish Reference Groups; vacancies will be filled from respondents to this process.
13.3 Vacancies may not be filled in the final 12 months of the Council term; they will not be filled in the final six months.

14. Term of the Reference Group

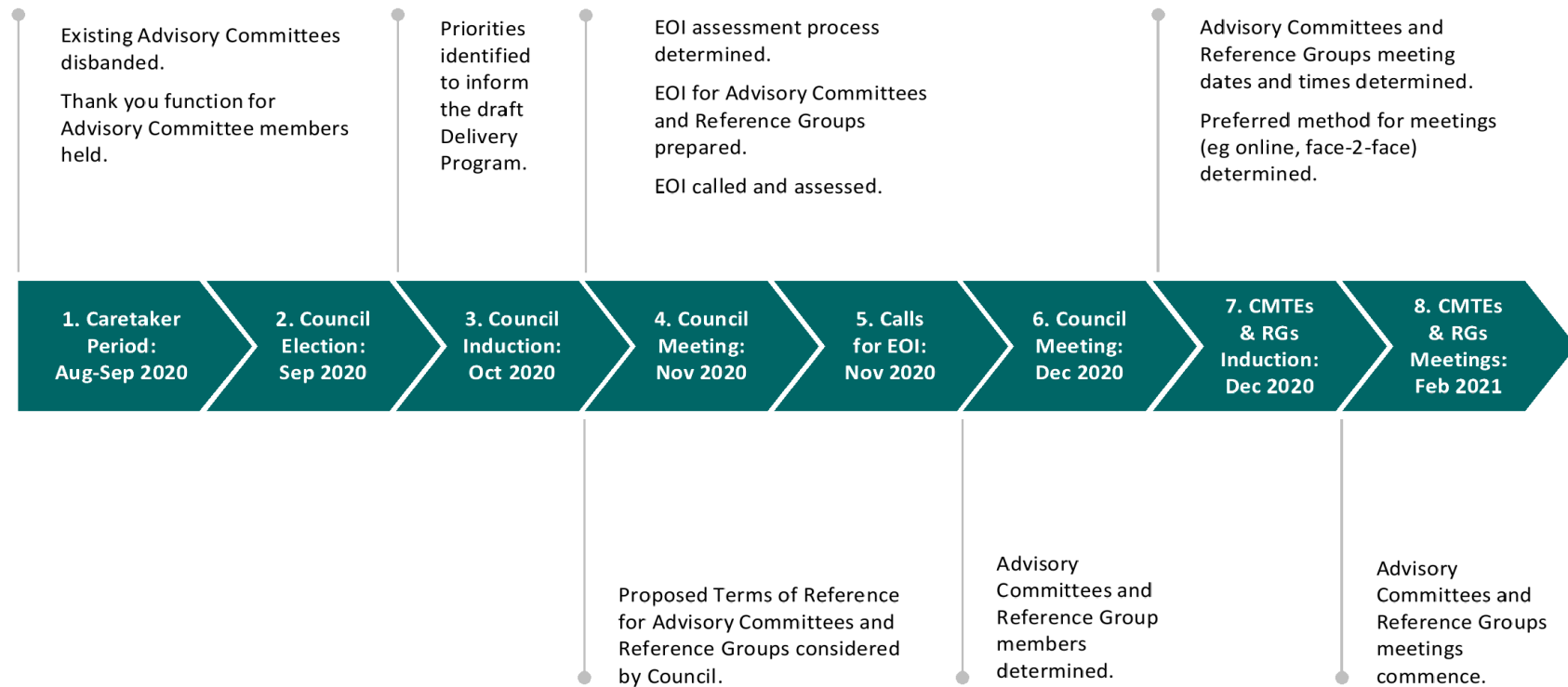
- 14.1 All Reference Groups will be disbanded prior to the commencement of the caretaker period preceding the Local Government Election.
14.2 Should the purpose of the Reference Group be achieved prior to this time, the group will be disbanded.

15. Variation of Terms of Reference

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

Attachment 3

Timeline Implementation of Advisory Committees and Reference Groups



15.2 DELIVERY PROGRAM - 2018-19 PROGRESS REPORT - JUNE 2019

ATTACHMENTS:	1. IMPLICATIONS 2. END OF YEAR PROGRESS REPORT (TO BE DISTRIBUTED SEPARATELY)
RESPONSIBLE OFFICER:	DEAN FROST – DIRECTOR, CUSTOMER AND CORPORATE
AUTHOR:	KATRINA FURJANIC – CORPORATE STRATEGIC PLANNER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	12 AUGUST 2019

1. PURPOSE OF REPORT

To inform Council on progress to deliver the second year of the Delivery Program 2017-2021 (i.e. Operational Plan 2018-2019).

2. OFFICER'S RECOMMENDATION

That Council receive the 2018-19 Progress Report on Council's Delivery Program and Operational Plan as at 30 June 2019.

3. BACKGROUND

Each year Council prepares an annual operational plan and reviews the four-year Delivery Program which sets out the activities that the Council intends to deliver over the coming twelve months and four year period. The Operational Plan 2018/19 and updated Delivery Program were adopted by Council on 25 June 2018.

Council is required to report to the community at least six monthly on progress in delivering the activities in the Delivery Program. To meet this requirement the first six month report was presented to Council on 25 February 2019. This report presents the second six month report as the final results for the 2018/19 year.

4. DISCUSSION

The Report contains the following elements:

- A summary report highlighting overall performance
- A detailed report on the progress of projects and capital works, progress of business improvement initiatives and progress to achieving corporate performance indicators.

There are 412 deliverables for 2018/19 in the Delivery Program 2017-2021.

Figure 1 provides a summary of progress/performance as at 30 June 2019.

Excluding those deferred or cancelled, 48 per cent (193) deliverables were completed; 37 per cent (149) were on track/met; 7 per cent (28) were off track/not met.

1. Deliverables

Figure 1. Progress of deliverables as at 30 June 2019

Status	Number of deliverables	Percent
Completed	193	47
On track	149	36
Off track/not met	28	7
Not due to start/not measured	35	9
Deferred or cancelled	7	1

2. Projects and Capital Works

Projects and capital works include all major Council activities with allocated funding and defined start and finish dates.

There are 232 projects and capital works in the Operational Plan for 2018/19.

Figure 2 provides a summary of progress as at 30 June 2019.

Excluding the six project/capital works that were deferred or cancelled, 83 per cent (188) projects and capital works were completed; 14 per cent (32) were on track; and 3 per cent (6) were off track.

97 per cent of Council's projects and capital works program (excluding those deferred/cancelled) were delivered/are being delivered as planned exceeding the target of 85 per cent.

Figure 2. Progress of projects and capital works as at 30 June 2019

Status	Number of projects and capital works	Per cent
Completed	188	81
On track	32	14
Off track	6	3
Not due to start	0	0
Deferred or cancelled	6	3

3. Business Improvement Initiatives

Business improvement initiatives aim to improve the customer experience and maximise value for money by ensuring Council's processes are effective and efficient.

There are 5 business improvement initiatives for 2018/19 in the Delivery Program 2017-2021. Figure 3 reports their progress.

100 per cent of business improvement initiatives were delivered as planned exceeding the target of 85 per cent.

Figure 3. Progress of business improvement initiatives as at 30 June 2019

Status	Number of initiatives	Per cent
Completed	5	100
On track	0	0
Off track	0	0
Not due to start	0	0
Deferred or cancelled	0	0

4. Corporate Performance Indicators

Corporate Performance Indicators measure performance against key services.

There are 175 corporate performance indicators for 2018/19 in the Delivery Program 2017-2021. Figure 4 shows the performance against these.

Excluding the one that was deferred or cancelled, 67 per cent (117) of the corporate performance indicators were on track; 13 per cent (22) were off track and 20 per cent (35) were not due to start/trend.

84 per cent of corporate performance indicators (excluding those deferred/cancelled and trends) were on track not meeting the target of 85 per cent.

Figure 4. Performance against corporate performance indicators as at 30 June 2019

Status	Number of CPIs	Percent
Completed	N/A	0
On track	117	67
Off track	22	13
Not due to start/Not measured	35	20
Deferred or cancelled	1	1

5. CONCLUSION

Overall, performance was on track as at 30 June 2019.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	5.1 – Be honest, transparent and accountable in all that we do
Business Plan Objectives, Outcomes/ Services	This report is part of the <i>Integrated Planning and Reporting Framework</i> as described in the Integrated Planning and Reporting Guidelines for local government and complies with the requirements of the <i>Local Government Act</i> .
Policy	Not applicable
Consultation	All Council's directors and managers were consulted in the preparation of this report.
Resource	Not applicable
Risk	Failure to provide the Six Monthly Report is a breach of legislation, but with no action imposed.
Legal	Nil
Legislation	<i>Local Government Act 1993, section 404</i> – The General Manager must ensure that progress reports are provided to the council, with respect to the principal activities in the Delivery Program at least every six months.
Budget/Financial	There are no financial implications arising directly from this report. Where performance has created a financial implication, this is reported separately to Council as part of the Financial Reports.

15.3 PROPOSED MOTION FOR LOCAL GOVERNMENT NSW ANNUAL CONFERENCE

ATTACHMENTS:	1. IMPLICATIONS
RESPONSIBLE OFFICER:	DEAN FROST – CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	VLADIMIR GREPL – GOVERNANCE OFFICER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	12 AUGUST 2019

1. PURPOSE OF REPORT

To consider a motion submitted on behalf of Northern Sydney Regional Councils of Sydney (NSROC) to the Local Government NSW (LGNSW) Annual Conference to be held at Warwick Farm in October 2019.

2. OFFICER'S RECOMMENDATION

That Council consider submitting the following motion to LGNSW for debate at the LGNSW Annual Conference:

1. PROPOSED MOTION – Flexibility in Procurement

That LGNSW requests the NSW Government to cater for contemporary practices by introducing greater flexibility in procurement for local councils through adopting similar provisions as those available for State Government agencies, including:

- **Adopt the Procurement Innovation Stream model of supporting Small and Medium Enterprises (SMEs), to engage SME suppliers through direct negotiation on short term contracts to test the capability of goods and services to meet current and emerging business needs valued up to \$1 million for innovative solutions or outcomes-based trials.**

3. BACKGROUND

The LGNSW 2017 Annual Conference will be held from Monday 14 October to Wednesday 16 October 2019 at the William Inglis Hotel, Warwick Farm.

The LGNSW is the industry association for NSW councils and the Annual Conference is its annual policy-making forum. The Conference is the pre-eminent event of the local government year where local councillors come together to share ideas and consider motions that help shape the way councils operate.

Council can submit motions for consideration at the Conference. The motions need to be consistent with the objectives of the LGNSW and supported by evidence.

4. DISCUSSION

The motion in this report comes from NSROC and meets the objectives of LGNSW. The motion is a part of NSROC's 10-Point Plan which was approved at the NSROC Board meeting on 8 November 2018. The 10-Point Plan highlights the key areas where partnership with other levels of government has the potential to provide some innovative, efficient and effective ways to achieve its aim.

Each member council is putting forward one or more motions as NSROC is unable to do so. Willoughby City Council is sponsor for the motion relating to Flexibility in Procurement.

Council notes and welcomes the recent state government initiative to lift tender threshold from \$150,000 to \$250,000 for councils. This contrasts with the \$500,000 limit for state agencies.

Rationale for the motion

NSW *Local Government (General) Regulation 2005 - Part 7* Tendering sets out the requirements for tendering. This Part applies to all contracts for which a council is required to invite tenders (section 55 of the NSW *Local Government Act 1993*). Councils are required to take the Tendering Guidelines for NSW Local Government (October 2009) into consideration before exercising any of their functions.

Existing procurement procedures may not accommodate well to contemporary practices of certain initiatives, products and services such as: the trialling or piloting of digital products or platforms for a fixed or short term; the selection of the best product from demonstration products trialled on a fixed short term basis; entering into partnerships and hackathons. Local councils could be provided with similar flexible procurement options as provided for state government agencies under the *Public Works and Procurement Act 1912* and the Accreditation Program for Goods and Services Procurement and the Small Medium Enterprises (SMEs) Procurement Innovation Scheme.

5. CONCLUSION

Council is submitting a motion relating to flexibility in procurement on behalf of NSROC to the LGNSW Annual Conference as part of a key policy initiative of the local government sector.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	5.1 – Be honest, transparent and accountable in all that we do
Business Plan Objectives, Outcomes/ Services	By presenting motions at the LGNSW Conference, Council can participate in the annual policy-setting forum of the peak industry body.
Policy	Not applicable.
Consultation	Consultation around the 10-point plan was undertaken with NSROC Councils and the Board.
Resource	From within budgeted Council and NSROC resources.
Risk	Not applicable.
Legal	Not applicable.
Legislation	There are no legislative ramifications.
Budget/Financial	This motion has no financial impacts on Council.

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15.4 SUBMISSION ON REVIEW OF LOCAL GOVERNMENT ELECTION COSTS

ATTACHMENTS:	1. IMPLICATIONS 2. COUNCIL'S SUBMISSION TO IPART
RESPONSIBLE OFFICER:	DEAN FROST – CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	VLADIMIR GREPL – GOVERNANCE OFFICER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	12 AUGUST 2019

1. PURPOSE OF REPORT

To note the submission that officers forwarded to the Independent Pricing and Regulatory Tribunal (IPART) concerning the review of local government election costs.

2. OFFICER'S RECOMMENDATION

That Council note the submission forwarded to the Independent Pricing and Regulatory Tribunal on the review of local government election costs as shown in Attachment 2.

3. BACKGROUND

IPART sought submissions by 19 July 2019 on its draft report *Review of Local Government Election Costs* (available at <https://www.ipart.nsw.gov.au/files/sharedassets/website/shared-files/investigation-section-9-review-of-costs-of-conducting-local-government-elections/legislative-requirements-and-publications/draft-report-including-consultant-report-review-of-local-government-election-costs-25-june-2019.pdf>).

The report outlines recommendations on a costing methodology to be applied in determining the amount that the NSW Electoral Commission (NSWEC) charges councils for local government election services.

There was insufficient time to bring the proposed submission to Council prior to the completion of the agenda for the last Council meeting.

4. DISCUSSION

The IPART proposal shifts the full cost of elections to councils without any compensation. The current costs are absorbed and fully funded by the NSWEC.

If IPART's recommendations were to be implemented, electoral fees incurred by Council could increase by at least 58 per cent. This represents an additional cost of \$201,000. Council currently budgets \$100,000 per annum to cover election costs and reserves that amount to pay for the election every four years. The proposed increase means a \$150,000 budget adjustment would be required this financial year to ensure enough funds are available for the 2020 election.

Council has forwarded a submission to IPART requesting that IPART's recommendations be not imposed without the identification of the means through which local government can be financially compensated. Attachment 2 contains the submission.

5. CONCLUSION

The submission to IPART argues that any shift to Council of current costs borne by the NSW Electoral Commission should not proceed without identifying means of compensation. If IPART's recommendation is taken up with no compensation, Council would need to make a \$150,000 budget adjustment this financial 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	The submission is part of standard monitoring of industry, policy or legislative initiatives relevant to local government.
Policy	Not applicable.
Consultation	Not applicable.
Resource	Standard staff resources were used in analysing the IPART report and preparing a submission.
Risk	Not applicable to this report, but there is more broadly a significant financial impact associated with IPART's recommendation.
Legal	Not applicable.
Legislation	Not applicable.
Budget/Financial	This is within approved budget.

**The Office of the Chief Executive Officer**

17 July 2019

Independent Pricing and Regulatory Tribunal NSW
Level 15
2-24 Rawson Place
SYDNEY NSW 2000

Dear Dr Paterson

RE: REVIEW OF LOCAL GOVERNMENT ELECTION COSTS – RELEASE OF DRAFT REPORT

Thank you for the opportunity to comment on the draft report released by IPART in relation to the Review of Local Government Election Costs. Council acknowledges that this report responds to a request by the Premier *“to recommend a robust methodology for allocating the costs incurred by the NSW Electoral Commission (the NSWEC) in administering local government elections. The costing methodology is required to minimise the financial burden on councils and ratepayers, while also encouraging the NSWEC to provide its election services in an efficient and cost-effective way.”*

In brief the IPARTs recommended methodology for allocating the costs incurred by the NSWEC would see councils meeting the costs of contestable election services and the NSW Government paying for non-election services, with the exception of enrolment activities. Council acknowledges that the cost distribution model is aimed at enhancing the scope for competition in the supply of election services, thus in the long term creating a market which would provide councils with more choice and reduced costs. Council is also supportive of an approach which would ensure transparency in regards to the NSW Electoral Commissions costs of administering local government elections.

Of concern is that the implementation of the recommendations would result in a 58% increase in electoral costs to Council, representing an additional cost of \$201,000. Council currently budgets \$100,000 per annum to cover election costs and reserves that amount to pay for the election every four years. The proposed increase means a \$150,000 budget adjustment is required this financial year to ensure enough funds are available for the 2020 election. This impost will have a direct impact on service delivery to the community. Additionally, while the proposed reforms are aimed to improve competitiveness in the electoral services markets, these will not be realised by the 2020 Local Government Election.

As noted earlier, Council acknowledges the intent of the IPARTs recommendations and is supportive of an approach which ensures transparency, however these recommendations represent the cost shifting of election expenses from the State Government to Council.

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Willoughby City Council

The 58% proposed increase in election costs compares unfavourably to the 2.7% increase in permissible rates income prescribed by IPART to councils in 2018/19. Council is therefore of the belief that these recommendations should not be imposed without the identification of the means through which local government can be financially compensated.

Yours sincerely,



Dean Frost
Acting CHIEF EXECUTIVE OFFICER

Reference: Doc Set ID 5545898

Phone: 9777 7702

Page: 2

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15.5 INVESTMENT REPORT FOR THE MONTH OF JULY 2019

ATTACHMENTS:	1. IMPLICATIONS 2. ACTUAL PERFORMANCE AGAINST INVESTMENT POLICY (2018) 3. COUNCIL HOLDINGS AND COUNTERPARTY ANALYSIS
RESPONSIBLE OFFICER:	DEAN FROST - CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	STEPHEN NAVEN – CHIEF FINANCIAL OFFICER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	12 AUGUST 2019

1. PURPOSE OF REPORT

To detail the Council Bank balances and Investment portfolio performance as at 12 August 2019.

2. OFFICER'S RECOMMENDATION

That Council receive the Statement of Bank Balances and Investment Holdings as at 31 July 2019.

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*.

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 24 July 2017 applies to all investments from that date.

A summary of Council's holdings as at 31 July 2019 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 July 2019 include:

Combined Bank Balance	\$23.9M
Investment Holdings	\$143.5M
Total Cash and Investments	\$167.0M
Return on Investments	2.78 per cent, (1.36 per cent above benchmark of 1.42 per cent) (Refer to Attachment 3 – Figure 1).
Actual Interest Return (Month)	\$342K (\$49K better than \$293K budget) (Refer to Attachment 3 – Figure 2).
Actual Interest Return (Year to Date)	Actual Year to Date Interest of \$342K is \$49K favourable to Year to Date budget of \$293K.

5. CONCLUSION

Council's investment holdings at 31 July 2019 have been made in accordance with the *Local Government Act 1993*, *Local Government (General) Regulation 2005*, the *Investment Policy* adopted by Council on 24 July 2017, *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 within 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	In accordance with Clause 212 of <i>Local Government (General) Regulation 2005</i> , a monthly report will be provided to Council, detailing the investment portfolio in terms of performance, portfolio balances and net returns compared to industry benchmarks.
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 July 2019 were \$167.0M and Interest returns are on track to exceed the annual budget of \$293K.</p>

ATTACHMENT 2

Actual Performance against Investment Policy Settings and Budget is detailed below:

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

Long Term Rating (S&P or equivalent)	Short Term Rating (S&P or equivalent)	Portfolio Maximum per cent	Actual Allocation this month per cent
AAA to AA +/-	A1+	100	47
A +/-	A1	70	11
BBB +/	A2	40	35
BBB -	A3	10	0
Unrated	Unrated	8	7

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 per cent of total portfolio

Long Term Rating (S&P or equivalent)	Short Term Rating (S&P or equivalent)	Institution Maximum per cent	Actual Allocation this month per cent
AAA to AA +/-	A1+	30	26
A +/-	A1	10	3
BBB +/	A2	10	9
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 July 2019

<u>Description</u>	<u>Average Interest Rate</u>
Council Portfolio	<u>2.78 per cent</u>
Benchmark – Bloomberg AUSBond Bank Bill Index	<u>1.42 per cent</u>
Above Benchmark Return	<u>1.36 per cent</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 1.36 per cent.

Figure 4 – Investment Return for 31 July 2019

<u>Description</u>	<u>Interest Achieved (\$K: \$000's)</u>
Council Actual Interest Return	\$342K
Budgeted Return	<u>\$293K</u>
Over Budgeted Return	<u>\$49K</u>

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 \$49K better than budget.

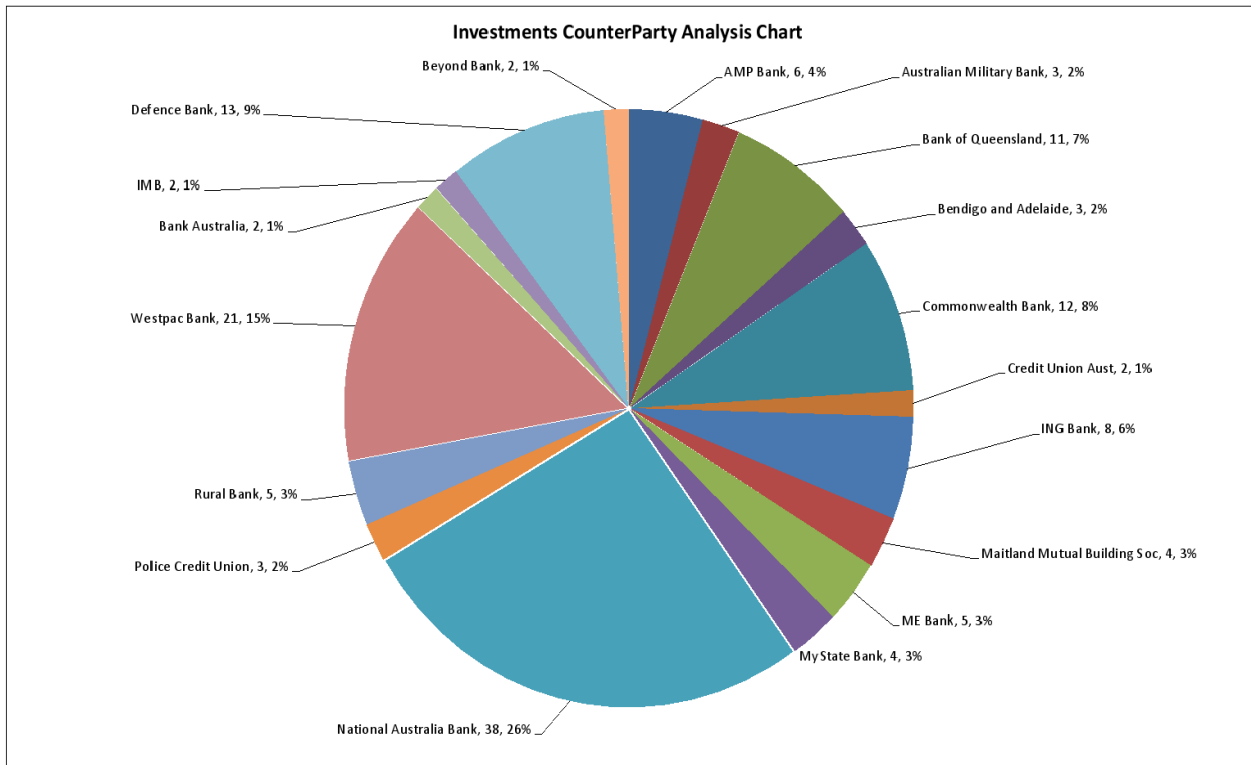
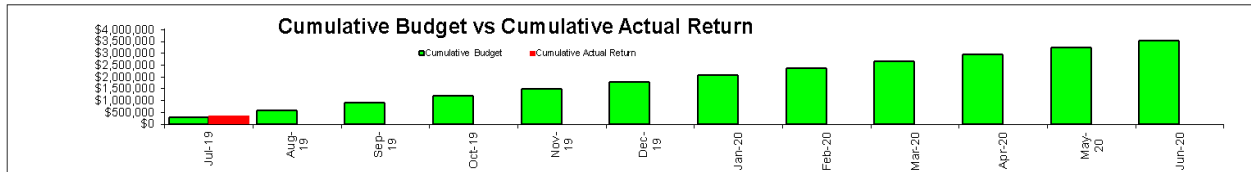
LIST OF INVESTMENTS	Credit Rating	FRN /TD	Investment Amount \$	Return % p.a.	Monthly Income \$	Investment Date	Mature & Reset Date	Period/ Matur. Date
Investments that matured during the month:								
ME Bank (33531)	A2	TD	2,000,000	2.85%	468	12/07/2018	4/07/2019	Matured
Rural Bank (33017)	BBB+	TD	2,000,000	2.84%	1,556	14/06/2018	11/07/2019	Matured
Police Credit Union (SA) (33016)	Unrated	TD	1,000,000	2.95%	889	14/06/2018	11/07/2019	Matured
National Australia Bank (10542028)	AA-	TD	1,000,000	2.85%	1,327	21/06/2018	18/07/2019	Matured
MyState Bank (33122)	BBB	TD	2,000,000	2.92%	4,000	21/06/2018	25/07/2019	Matured
Current Investments:								
AMP Bank (33976)	A2	TD	1,000,000	2.85%	2,421	2/08/2018	1/08/2019	0-3 mths
Bank Australia (33371)	A2	TD	2,000,000	3.00%	5,096	5/07/2018	8/08/2019	0-3 mths
ME Bank (34161)	A2	TD	1,000,000	2.83%	2,404	10/08/2018	8/08/2019	0-3 mths
Bendigo and Adelaide Bank (34263)	A2	TD	2,000,000	2.75%	4,671	16/08/2018	15/08/2019	0-3 mths
Bank of QLD (152317)	A2	TD	2,000,000	2.75%	4,671	16/08/2018	15/08/2019	0-3 mths
Commonwealth Bank (1930)	A1+	TD	2,000,000	2.70%	4,586	23/08/2018	22/08/2019	0-3 mths
Commonwealth Bank (1931)	A1+	TD	2,000,000	2.70%	4,586	23/08/2018	22/08/2019	0-3 mths
Bank of QLD (152922)	A2	TD	2,000,000	2.75%	4,671	30/08/2018	29/08/2019	0-3 mths
National Australia Bank (34527)	A1+	TD	2,000,000	2.70%	4,586	30/08/2018	29/08/2019	0-3 mths
ME Bank (34526)	A2	TD	2,000,000	2.75%	4,671	30/08/2018	29/08/2019	0-3 mths
National Australia Bank (34655)	A1+	TD	3,000,000	2.75%	7,007	6/09/2018	29/08/2019	0-3 mths
Commonwealth Bank (1932)	A1+	TD	2,000,000	2.70%	4,586	30/08/2018	31/08/2019	0-3 mths
Commonwealth Bank (1933)	A1+	TD	2,000,000	2.70%	4,586	30/08/2018	31/08/2019	0-3 mths
National Australia Bank (34658)	A1+	TD	3,000,000	2.75%	7,007	6/09/2018	5/09/2019	0-3 mths
IMB Bank (49103)	A2	TD	2,000,000	2.75%	4,671	6/09/2018	5/09/2019	0-3 mths
National Australia Bank (34659)	A1+	TD	3,000,000	2.75%	7,007	6/09/2018	12/09/2019	0-3 mths
MyState Bank (34758)	A2	TD	2,000,000	2.75%	4,671	13/09/2018	12/09/2019	0-3 mths
Commonwealth Bank- Reg (1895)	AA-	TD	2,000,000	2.76%	4,688	14/09/2017	13/09/2019	0-3 mths
National Australia Bank (34921)	A1+	TD	4,000,000	2.75%	9,342	20/09/2018	19/09/2019	0-3 mths
Australian Military Bank (34926)	Unrated	TD	2,000,000	2.95%	5,011	20/09/2018	19/09/2019	0-3 mths
National Australia Bank (35194)	A1+	TD	3,000,000	2.75%	7,007	4/10/2018	3/10/2019	0-3 mths
National Australia Bank (35316)	A1+	TD	1,000,000	2.75%	2,336	12/10/2018	10/10/2019	0-3 mths
Bank of QLD (154630)	A2	TD	1,000,000	2.70%	2,293	18/10/2018	17/10/2019	0-3 mths
National Australia Bank (10573648)	A1+	TD	1,000,000	2.75%	2,336	18/10/2018	17/10/2019	0-3 mths
National Australia Bank (35573)	A1+	TD	1,000,000	2.72%	2,310	25/10/2018	24/10/2019	0-3 mths
MyState Bank (35787)	A2	TD	2,000,000	2.80%	4,756	8/11/2018	7/11/2019	4 mths
National Australia Bank (10579212)	A1+	TD	2,000,000	2.73%	4,637	8/11/2018	8/11/2019	4 mths
Commonwealth Bank (1900)	AA-	TD	2,000,000	2.65%	4,501	16/11/2017	14/11/2019	4 mths
Maitland Mutual Building Society (35902)	Unrated	TD	2,000,000	2.95%	5,011	15/11/2018	14/11/2019	4 mths
Police Credit Union (35905)	Unrated	TD	1,000,000	2.95%	2,505	15/11/2018	14/11/2019	4 mths
Westpac Bank (6539532)	AA-	TD	2,000,000	2.70%	4,586	23/11/2017	25/11/2019	4 mths
Westpac Bank (6570641)	AA-	TD	4,000,000	2.69%	9,139	7/12/2017	5/12/2019	5 mths
Westpac Bank (6959356)	AA-	TD	2,000,000	2.82%	4,790	4/06/2018	5/12/2019	5 mths
Defence Bank (36535)	A2	TD	2,000,000	2.90%	4,926	10/12/2018	12/12/2019	5 mths
Australian Military Bank (29400)	Unrated	TD	1,000,000	2.90%	2,463	14/12/2017	12/12/2019	5 mths
Westpac Bank (6549992)	AA-	TD	3,000,000	2.67%	6,803	29/11/2017	13/12/2019	5 mths
Bendigo & Adelaide Bank (29604)	BBB+	TD	1,000,000	2.80%	2,378	21/12/2017	19/12/2019	5 mths
ING Bank (29801)	A	TD	2,000,000	2.80%	4,756	11/01/2018	9/01/2020	6 mths
Rural Bank (36963)	A2	TD	2,000,000	2.77%	4,705	10/01/2019	9/01/2020	6 mths
Defence Bank (36609)	A2	TD	2,000,000	2.90%	4,926	13/12/2018	10/01/2020	6 mths
National Australia Bank (37227)	A1+	TD	3,000,000	2.75%	7,007	17/01/2019	16/01/2020	6 mths
National Australia Bank (35015)	A1+	TD	3,000,000	2.75%	7,007	27/09/2018	23/01/2020	6 mths
ING Bank (374702)	A	TD	2,000,000	2.90%	4,926	9/02/2018	6/02/2020	7 mths
National Australia Bank (10603605)	A1+	TD	2,000,000	2.75%	4,671	7/02/2019	6/02/2020	7 mths
ING Bank (374604)	A	TD	2,000,000	2.90%	4,926	8/02/2018	13/02/2020	7 mths
Bank of QLD (162425)	A2	TD	2,000,000	2.75%	4,671	15/02/2019	20/02/2020	7 mths
ME Bank (37919)	A2	TD	2,000,000	2.73%	4,637	21/02/2019	20/02/2020	7 mths
Westpac Bank (7553208)	A1+	TD	1,000,000	2.65%	2,251	28/02/2019	27/02/2020	8 mths
Beyond Bank (38280)	A2	TD	2,000,000	2.75%	4,671	5/03/2019	5/03/2020	8 mths
Westpac Bank (7571822)	A1+	TD	2,000,000	2.60%	4,416	7/03/2019	5/03/2020	8 mths
ING Bank (379855)	A	TD	2,000,000	2.90%	4,926	12/03/2018	12/03/2020	8 mths
National Australia Bank (38455)	A1+	TD	2,000,000	2.58%	4,382	14/03/2019	12/03/2020	8 mths
Defence Bank (38587)	A2	TD	2,000,000	2.80%	4,756	21/03/2019	19/03/2020	8 mths
Bank of Qld-Reg (142642)	BBB+	TD	1,500,000	2.95%	3,758	5/04/2018	9/04/2020	9 mths
Rural Bank (39342)	A2	TD	3,000,000	2.43%	6,192	9/05/2019	7/05/2020	10 mths
AMP Bank (480186) (Reg)	A2	TD	1,026,897	2.35%	2,050	16/05/2019	14/05/2020	10 mths
National Australia Bank (39573)	A1	TD	2,000,000	2.20%	3,737	23/05/2019	21/05/2020	10 mths
Defence Bank (32816)	BBB	TD	2,000,000	3.05%	5,181	1/06/2018	28/05/2020	11 mths
National Australia Bank (39574)	A1	TD	2,000,000	2.20%	3,737	23/05/2019	28/05/2020	11 mths
Westpac Bank (7775717)	A1+	TD	2,000,000	2.10%	3,567	6/06/2019	4/06/2020	11 mths
Westpac Bank (7775721)	A1+	TD	2,000,000	2.10%	3,567	6/06/2019	9/06/2020	11 mths
Bank of QLD (152925)	BBB+	TD	2,000,000	2.90%	4,926	30/08/2018	27/08/2020	>12 mths
Maitland Mutual Building Society (34654)	Unrated	TD	2,000,000	3.00%	5,096	6/09/2018	10/09/2020	>12 mths
Police Credit Union -Reg (36015)	Unrated	TD	1,000,000	3.07%	2,607	22/11/2018	26/11/2020	>12 mths
Defence Bank (36024)	BBB	TD	1,000,000	3.05%	2,590	22/11/2018	26/11/2020	>12 mths
Credit Union Australia (36229)	BBB	TD	2,000,000	3.00%	5,096	5/12/2018	3/12/2020	>12 mths
Defence Bank (38302)	A2	TD	2,000,000	3.00%	5,096	6/03/2019	11/03/2021	>12 mths
Police Credit Union (72715)	Unrated	TD	1,000,000	2.90%	2,463	15/03/2019	18/03/2021	>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
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:								
AMP Bank (415527977)	A-	TD	1,000,000	2.15%	1,649	4/07/2019	17/12/2020	>12 mths
National Australia Bank (10641654)	A1+	TD	1,000,000	1.90%	729	18/07/2019	16/07/2020	12 mths
Total Current Investments, Monthly Interest and Weighted Return			143,526,897	2.78%	337,154			
Other Cash and Monthly Interest (11am STMM)		Cash	23,915,884		4,705			
Total Cash & Investments			167,442,781		341,859			

Investment Report for June 2019

Council Holdings and Counterparty Analysis

ATTACHMENT 3

LIST OF INVESTMENTS	Credit Rating	FRN /TD	Investment Amount \$	Return % p.a.	Monthly Income \$	Investment Date	Mature & Reset Date	Period/ Matur. Date
Benchmark: Bloomberg AUSBond Bank Bill Index				1.42%				
Investments Margin above Benchmark				1.36%				
Investments Maturity Period	0-3 Months		4-12 Months		> 12 Months		Total \$	chk s/bse 0
Amount	50,000,000		73,526,897		20,000,000		143,526,897	0
% of Total	34.8%		51.2%		13.9%		100%	
Cash & Investments Return:	Budget \$		Actual \$		Var. \$			
Current Month	293,285		341,859		48,574			
Year to Date	293,285		341,859		48,574			



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PLANNING & INFRASTRUCTURE DIRECTORATE

15.6 TENDER 118301 - THE CONCOURSE - COMPLIANCE UPGRADE

ATTACHMENTS:	1. IMPLICATIONS 2. COMMERCIAL IN CONFIDENCE INFORMATION (CONFIDENTIAL)(TO BE DISTRIBUTED SEPARATELY)
RESPONSIBLE OFFICER:	GREG MCDONALD – PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	DAVID DI BIASE – PROPERTY AND CONSTRUCTION SERVICES MANAGER
CITY STRATEGY OUTCOME:	5.3 – BALANCE THE CREATION OF NEW PUBLIC ASSETS WITH THE UPGRADE OF EXISTING PUBLIC ASSETS
MEETING DATE:	12 AUGUST 2019

1. PURPOSE OF REPORT

To seek Council's approval to accept the tender from the preferred tenderer for tender number 118301 for the replacement of the external cladding at The Concourse.

2. OFFICER'S RECOMMENDATION

That Council:

- 1. Accept the tender from the preferred tenderer for the replacement of the external cladding of The Concourse, 409 Victoria Avenue, Chatswood using option 5a for a lump sum amount of \$7,883,456.**
- 2. Delegate authority to the Chief Executive Officer to negotiate the final terms of the contract and execute all associated documents.**
- 3. Note that ARUP is to be appointed to supervise and project manage the façade cladding replacement works, for a fee equivalent to 6.5 per cent of the final contract value.**
- 4. Release the successful tenderer's name following the resolution of this matter.**

3. BACKGROUND

In a confidential session of Council at its meeting of the 23 April 2018, Council resolved to undertake a tender for building upgrades.

This report presents an assessment of the Tenders received and makes a recommendation as to the preferred tenderer.

4. DISCUSSION

Expression of Interest

An advertisement seeking expressions of interest (EOI) was placed in Tenderlink, the Sydney Morning Herald and Council's website on 28 August 2018, calling for EOI from suitably qualified and experienced contractors interested in undertaking façade works at The Concourse.

The EOI closed on Thursday 20 September 2018. Nine submissions were received; they are listed in alphabetical order below.

- Bermagui Constructions Pty Ltd
- Buildcorp Group Pty Ltd
- Getset Interiors Group Pty Ltd
- HPAC Pty Ltd
- Kane Constructions Pty Ltd
- Murphy's Group Services Pty Ltd
- Next Living Pty Ltd
- RM Watson Pty Ltd

Expression of Interest Shortlisting

An assessment panel consisting of the Planning and Infrastructure Director, Lino Di Lerna – Consultant and the Property and Construction Services Manager, separately analysed the EOI submissions and prepared a shortlist of companies to be invited to tender on the works.

Expression of Interest Shortlisting Criteria

The EOI submissions were assessed against the criteria listed below.

- Contractor Experience, Capability and Capacity
- Successful completion of projects of a similar nature and scale
- Financial Capacity
- Management and Operational Structure
- Evidence of holding the appropriate Insurances
- Provision of Work Health Safety (WHS) and Quality Management Systems

Based on the assessment of the EOI submissions against the selection criteria, the following companies were shortlisted and invited to tender on the cladding replacement works:

1. Buildcorp
2. Kane Constructions
3. Next Living
4. RM Watson

Council utilised ARUP's specialist technical knowledge and experience for the preparation of the technical specification and to assist in the review and assessment of the tender submissions.

The tender documentation was made available to the shortlisted tenderers, via Tenderlink, on 26 March 2019.

Kane Constructions and Next Living indicated that due to their current work commitments, they would be unable to tender for the works.

A site inspection of The Concourse was undertaken with the tenderers on Tuesday, 2 April 2019, to help familiarise the tenderers with the site.

Further to the site inspection, both remaining tenderers requested an extension of the closing date of the tender to Thursday 16 May 2019, to allow them adequate time to properly price the works.

Tenders closed on Thursday 16 May 2019. Submissions were received from Buildcorp and RM Watson.

Tender Assessment

The tender submissions were forwarded to ARUP for assessment of the technical merit of the submissions and compliance with the tender specifications.

Both tenderers were invited to attend a post tender meeting in ARUP's offices on 21 June 2019, to clarify aspects of their submissions and to allow ARUP to assess the tenderer's understanding of the scope of the works.

Further to the meeting, ARUP issued a request for clarification of a number of issues from both tenderers. The request for clarification was issued to the tenderers on the 5 July 2019, with the tenderers required to have their responses back by the close of business on Friday 19 July 2019.

Both tenderers provided responses to the request for clarification, which were forwarded onto ARUP for assessment and recommendation as to the preferred tenderer.

Details of the tender submission assessment are included in Attachment 2 – Commercial in Confidence Information.

Works Program

1. Approvals – Development Consent

Discussion with Council's Certification Team indicate that the proposed cladding replacement works can be treated as exempt development under clause 2.53(c) of the Exempt and Compliant Development SEPP.

ARUP have indicated that the proposed replacement cladding is fully compliant with the deemed to satisfy (DTS) requirements of the Building Code of Australia (BCA). As a further due diligence exercise, an independent, third-party assessment of the proposed works is being undertaken by a building certification consultant, to confirm that the replacement cladding does indeed comply with the DTS conditions of the BCA.

2. Length of Works

Both tenderers have indicated that the works will take approximately 12 months to complete.

3. Methodology

It is proposed that ARUP be appointed to supervise, certify and project manage the works, to ensure compliance with the intent of the works specification by the contractor.

The majority of the works will be undertaken from the Level 1 balcony areas of the main building. Hoardings will be utilised to ensure that all exits and entrances remain clear and unencumbered for the duration of the works. As such it is expected that

there will not be any significant disruption to the operation of the restaurants and cafes at The Concourse.

It is proposed to utilise a non-combustible, 3mm thick, solid aluminium panel for the replacement cladding. The proposed cladding will have a similar appearance and finish to the existing cladding.

As the proposed replacement cladding is of a similar finish to the existing cladding, it is not expected that the new cladding material will significantly affect its use as a projection surface for Vivid.

FJMT, The Concourse design architects, were provided with the details of the proposed replacement cladding material, and advised that they had no objections to what was being proposed.

Alternate materials were considered at the time of the development of the specification, including photovoltaic tiles. Overshadowing from adjacent buildings did not provide adequate solar access to make the photovoltaic tiles viable. Furthermore, the photovoltaic tiles would have significantly altered the appearance of the building, which was not in keeping with our contractual obligations with the architect to not materially change the appearance of the building.

It is proposed that the works will be undertaken in a number of sections, via a mixture of fixed/mobile scaffold and elevated work platforms.

The works will be staged to ensure that the portions of The Concourse façade that are utilised for the Vivid projections will be complete in time for the event.

4. Concourse Operations

As the greater majority of the works will be undertaken from the Level 1 balcony areas and covered hoardings will be utilised around entry/exits, it is proposed that The Concourse will remain fully operational during the façade replacement works.

The proposed replacement façade system has been designed to minimise both noisy works and the on-site installation time, through utilisation of a 'hook-on' system, which greatly reduces the need for drilling and the installation time for each cladding panel.

The tender provisions require that noisy works are only permitted outside of performance and rehearsal times, as advised by The Concourse venue management, such that, it is considered any disruption in the venue operations will be minimal.

The operation of the cafes and restaurants should also not be significantly affected, as the proposed works do not obstruct visibility to the tenancies, and the works are some distance from the restaurants.

As such, it is considered that the proposed installation methodology will not significantly affect the operation of The Concourse, or the safety and wellbeing of its patrons.

Material storage is not expected to be an issue as both tenderers have indicated that they will not require large compounds for the storage of materials, preferring to have regular smaller deliveries to site.

Risk

A discussion of the risks associated with this project is included in Attachment 2 – Commercial in Confidence Information, to this report.

5. CONCLUSION

It is recommended that Council accept the tender from the preferred tenderer and authorise the Chief Executive Officer to execute all associated documents.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	5.3 – Balance the creation of new public assets with the upgrade of existing public assets
Business Plan Objectives, Outcomes/ Services	Not applicable.
Policy	Not applicable
Consultation	Within key Council staff and Council's technical adviser, ARUP. Consultation has also been undertaken with the tenants around The Concourse and Council's venue manager Century Venues The Concourse.
Resource	The project will be completed utilising a mixture of external expert consultants and Council's existing resources.
Risk	The technical expertise and experience of ARUP is being utilised to mitigate some of the risk to Council. Noisy works shall be scheduled outside of performance and rehearsal times. Stakeholder management to undertaken to advise stakeholders of progress and matters that may cause issue.
Legal	Not applicable.
Legislation	<i>Environmental Planning and Assessment Act 1979</i>
Budget/Financial	The financial implications are detailed in Attachment 2 of this report.

15.7 DRAFT LOCAL CENTRES AND HOUSING STRATEGIES - CONSULTATION AND ENGAGEMENT REPORT

ATTACHMENTS:	1. IMPLICATIONS 2. DRAFT HOUSING STRATEGY 3. DRAFT LOCAL CENTRES STRATEGY 4. FEEDBACK REPORT – ENGAGE2 (ATTACHMENTS 2-4 TO BE DISTRIBUTED SEPARATELY) 5. BROAD CONCLUSIONS
RESPONSIBLE OFFICER:	IAN ARNOTT - PLANNING MANAGER
AUTHOR:	JANE GIBSON – STRATEGIC PLANNER
CITY STRATEGY OUTCOME:	3.5 – MAINTAIN QUALITY OF LIFE BY BALANCING POPULATION GROWTH WITH THE PROVISION OF ASSETS AND SERVICES 5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	12 AUGUST 2019

1. PURPOSE OF REPORT

Council receive and note the independent review on feedback received during community consultation and engagement of the *Draft Housing and Local Centres Strategies*.

2. OFFICER'S RECOMMENDATION

That Council:

- 1. Note the independent review of feedback received during community consultation and engagement on the draft “*Feedback about Willoughby Council’s Draft Housing and Local Centres Strategies*”.**
- 2. Prepare final Housing and Local Centres Strategies informed by the feedback received.**

3. BACKGROUND

On 26 November 2018 Council endorsed the public consultation and engagement report of the *Draft Willoughby Housing Strategy* (Attachment 2) and *Draft Local Centres Strategy* (Attachment 3).

This report is provided to Council to present the independent review of the feedback from that consultation and engagement.

4. DISCUSSION

The *Draft Housing Strategy* proposes to accommodate future housing growth in three focus areas:

1. Existing medium and high density zones.
2. Proposed mixed use zone identified in the *Chatswood CBD Planning and Urban Design Strategy to 2036*.
3. In the local centres identified in the *Draft Local Centres Strategy*.

The *Draft Local Centres Strategy* proposes increases in height and densities for the following centres:

- Artarmon
- Castlecrag
- East Chatswood
- Naremburn
- Northbridge
- Penshurst Street
- Willoughby South
- Potential of a new local centre in Chatswood, west of the Pacific Highway.

No changes to height and density were proposed for High Street.

Consultation and Engagement

The *Draft Housing and Local Centres Strategies* were put out for consultation and engagement from 5 February to 30 April 2019. The following methods were used to publicise the consultation and engagement:

- Leaflet distribution via rate notices / branch libraries
- Emails to previous correspondents
- Individual letters to affected centres
- Advertisement in the North Shore Times
- Social media

The community engagement process invited residents / property owners to:

- an introduction evening to the community engagement process
- nine evening roundtable sessions
- seven Saturday morning drop in sessions

Council commissioned an independent report on the submissions. The consultant's report can be viewed at Attachment 4. The report provides an overview of submissions and a breakdown by centre. It was not within the remit of the consultant's brief to make recommendations of how to proceed to the next stage. Council staff will build on the results from the report aiming to make recommendations later this year.

Awareness of and response to the consultation and engagement

There was a high awareness locally of the consultation and engagement. Events including evening roundtable discussions and Saturday morning drop-ins were well attended. Attendance to events has built on previous community engagement on the Position Papers in 2017 and the scenario testing in 2018.

Findings

The Report provides independent analysis of feedback submitted during the consultation period. It includes a summary of who participated in the engagement process and what they said. The total numbers are shown as "unique participants" to address the issue that a number of participants made submissions through multiple methods.

Figure 1 summarises the method of submissions along with the numbers of unique participants:

Figure 1

Submission Type	Total unique participants
Responses to Have your say Willoughby surveys	501
Email / letters received	112
9 Roundtable discussion events	216

The submissions were analysed in detail and the following broad conclusions for each centre / strategy can be seen in the attachment 5 summary.

Draft Housing Strategy

The draft Housing Strategy proposed three focus areas (existing medium and high density zones; proposed mixed use zone around the Chatswood CBD; and local centres) locating new housing in the best serviced and most accessible locations of the LGA. This strategic approach was largely supported in principle however, reservations in terms of scale and impact constituted the main theme in submissions.

All three focus areas received mixed support. Marginally more responses (49) agreed with housing growth being provided in focus area 1 (medium and high density zones) than those that did not agree (45). In respect to focus area 2 (mixed use around Chatswood CBD) marginally less responses were supportive than those not (47 to 57). Concern was particularly expressed in respect to the potential scale of development in the Albert Avenue/Johnson Street areas.

Response to focus area 3 (local centres) supported density spread across the centres. Individually, Northbridge received the most support for growth. Issues raised generally related to scale, heritage and traffic.

Draft Local Centres Strategy

Continuing support for revitalisation of all local centres was evident however, concern remains in terms of scale, traffic and heritage. It is clear that the community around each local centre is keen to arrive at a tailored response to fit their local circumstances. Responses were supportive of improvement to the public realm and built environment noting that the amenity of many local centres required attention.

Next steps

Comments from individuals regarding various local centres were diverse. The report pulls all the commentary together to provide a broad impression of what was said.

In order to progress the strategies to a final stage, staff will use the report and supplement this with further examination of submissions. This will inform amendments to the final Housing and Local Centres Strategies.

As a result of the community engagement process, progress associations such as Castlecrag and Northbridge have proposed initiatives to work with Council staff in progressing final strategies.

Progression of the strategies will also include liaising with State Infrastructure providers such as Schools Infrastructure, Transport for NSW (TfNSW), Roads and Maritime Services, NSW Health and the Heritage Office. All were notified of the community engagement process with only Schools Infrastructure, NSW Health and TfNSW providing commentary. Schools Infrastructure requested continued collaboration and engagement with Council on the progression of the strategies. NSW Health commended Council for developing housing and local centres strategies which align with the *North District Plan* and “are well placed to create a more liveable city.” In addition, the Northern Sydney Local Health District provided a guest speaker to attend each of the nine roundtable discussions. TfNSW welcomed the opportunity to work with Council towards a new local environmental plan.

Further dialogue with progress associations and state infrastructure providers will build on the submissions to produce final Housing and Local Centres Strategies. Over the next 6 months staff aim to finalise the draft Strategies, with a view to presenting these to Council by April 2020. A Council briefing will be provided beforehand.

5. CONCLUSION

The feedback report is submitted for Council to note. The report provides a detailed summary of submissions received in response to the *Draft Housing Strategy* and the *Local Centres Strategy* on a centre by centre basis.

This information it contains will be progressed by staff in order to finalise the *Draft Housing* and *Local Centres Strategies* for the further consideration of Council.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	3.5 – Maintain quality of life by balancing population growth with the provision of assets and services 5.1 – Be honest, transparent and accountable in all that we do
Business Plan Objectives, Outcomes/ Services	Clear and defensible planning documents to provide framework for future planning and development decisions.
Policy	<i>Willoughby Local Environmental Plan 2012, Chatswood CBD Planning and Urban Design Strategy, endorsed by Council on 26 June 2017.</i>
Consultation Resource	Public consultation and engagement 5 February to 30 April 2019.
Risk	Poor planning outcomes into the futures. Reputational for not delivering on the objectives of the North District Plan. Not fulfilling community expectations.
Legal	Not applicable.
Legislation	<i>Environmental Planning and Assessment Act 1979.</i>
Budget/Financial	Not applicable.

Attachment 5

BROAD CONCLUSIONS FOR EACH CENTRE/STRATEGY

For the sake of clarity a “unique participant” is an individual who may have participated in a number of ways e.g “Have Your Say” and attended roundtable and sent an email.

Draft Housing Strategy

Submissions	Roundtable attendance	Unique participants
56	74	110

The draft Housing Strategy proposed three focus areas for planning future housing in Willoughby based on locating new housing in the best serviced and most accessible locations of the LGA. This was largely supported in principle; however reservations in terms of scale and impact of new housing constituted the main theme of submissions.

Participants said that they wanted density to be spread out across centres with a mix of open space, public domain and community hubs and employment options in centres.

Residents were concerned about the impact of heights on streetscapes, heritage values and the village atmosphere of centres. Many expressed their concern about shadowing. This was particularly true of the proposed mixed use development areas involving high-density housing in Chatswood CBD.

Many participants also expressed concerns about the impact of density on infrastructure and traffic, and a few cited existing traffic issues. The tension between parking, cycle lanes and pedestrian access was also apparent among responses.

Draft Local Centres Strategy**Artarmon**

Submissions	Drop-in attendance	Roundtable attendance	Unique participants
42	72	37	75

Participants generally agreed with the proposed vision, particularly the Key Ideas proposed, but many were concerned about some of the heights being recommended.

Most were keen to see the area refreshed but wanted to see the village atmosphere and character of the area retained. Many participants also said that they wanted a more attractive streetscape and most were not wedded to existing façades. Some participants were even concerned that the façades would be protected at the expense of development.

Almost all participants agreed with recommendations suggesting the redevelopment of the library site and recommendations about increased housing around the train station were popular. A few participants also said that they would like to see more dual occupancy in the area. Several participants wanted to see mixed use development in the area but there were diverse views about whether this should include a supermarket.

Recommendations about additional public domain, better use of green space and pedestrian and cycle ways were well received.

Castlecrag

Submissions	Drop-in attendance	Roundtable attendance	Unique participants
190	88	23	186

Although delivering the highest number of responses for any centre it is fair to say Castlecrag residents are not entirely opposed to change in the local centre.

Residents offered they would like to see some additional housing options including smaller properties for those downscaling. Many participants liked the suggestion of shop top housing.

The main concern of most participants is that the village character of the area be retained, and that both the conservation status of the area and Burley Griffin's design be protected. Many felt that this might be impacted by the scale and height of the development proposed, suggesting heights of 2 or 3 storeys instead of the recommended heights. A large percentage of participants also wanted to see the Griffin Centre protected. The idea of graduated heights and transitions in development zones were also very popular.

Participants had mixed views about development of the Quadrangle and Edinburgh Road. Some participants were positive about the idea of improved public domain and more cafes, others were concerned about the impact to solar access. Shadowing was also a concern of residents near to the proposed development areas.

Many participants were concerned about the impact increased density would have on traffic flow and parking in the area, which they felt was already an issue.

Overall, participants were keen to make sure the area was as accessible and safe for residents of all ages.

East Chatswood

Submissions	Drop-in attendance	Roundtable attendance	Unique participants
34	34	35	62

Many participants in this area felt that the centre is outdated and wanted to see the area developed, but most disagreed with the heights and FSR being proposed as too high. Many were also concerned about the pressure increased density will have on infrastructure and traffic congestion.

Shadowing of neighbouring properties was also a concern and most participants agreed with staggered building heights for solar access.

Almost all participants agreed with recommendations to provide improvements in public domain and open space, and improved pedestrian links.

High Street

Submissions	Drop-in attendance	Roundtable attendance	Unique participants
26	34	35	58

This centre was not the focus of proposed increased growth beyond what is permissible under the current LEP, yet some participants were surprised by what the current controls could deliver. In general there were mixed views about suggestions put forward for this

area. Some were concerned about the impact new development would have on the area, particularly on parking, traffic and shadowing on neighbouring properties. A few felt infrastructure should be provided first. Also, some participants wanted to see some streets and spaces activated, particularly at night and on weekends.

Most agreed that pedestrian crossings and safety could be improved but some did not agree with the access routes, connections and laneways proposed.

There were also mixed views about whether an extension to the shopping centre was needed, with some participants expressing concerns about impacts on existing businesses and viability of new businesses.

Naremburn

Submissions	Drop-in attendance	Roundtable attendance	Unique participants
73	49	18	82

Participants in the area were keen to see some development, but most only agreed with heights between 3-4 storeys and would only support development that included open space and public domain.

Many participants also expressed their concerns about increased density. Some said that this was because they wanted to retain the village feel of the area but most were more concerned about the impact on traffic flow and parking. Existing traffic flow and parking problems were mentioned by a few participants.

A couple of participants also said that they were unsure about the viability of commercial developments in the area, including a supermarket.

Northbridge

Submissions	Drop-in attendance	Roundtable attendance	Unique participants
74	34	22	81

Participants in Northbridge were generally positive about the proposed changes, especially upgrades of the town centre, but responses to questions about the heights being proposed for the area were very mixed.

Almost everyone who participated wanted improvements to parking, pedestrian access and safety around the plaza, although some were concerned about the impact of additional parking and access for commercial vehicles on the area if development occurred.

Residents wanted shop top housing but also had concerns about heights impacting the village atmosphere and affecting solar access and wind tunnels.

Local business owners wanted to see height increased and mixed use development encouraged.

Penshurst Street

Submissions	Drop-in attendance	Roundtable attendance	Unique participants
24	24	26	44

Feedback about the Penshurst Street local centre was mixed. There was some support to explore the potential for redevelopment to build on the strength of the existing local centre but many participants strongly disagreed with the 5 storey heights and FSR being proposed.

Some participants said that they did not like shared driveways. Residents wanted 'more places to hang out' not just shops so were pleased to see plans for public domain and open space.

Willoughby South

Submissions	Drop-in attendance	Roundtable attendance	Unique participants
25	24	26	47

Participants felt that this area was rundown and needed a refresh. Many said that the current centre was not servicing the area but a few questioned the viability of new businesses. Others said that it needed new dining and entertainment areas instead of a new supermarket.

The heights proposed were not well received and the impact of density on the area was a concern. Recommendations about 4 storeys were more positively received than those including 6 storeys. The existing traffic and parking issues were raised by many participants as a reason for their disagreement with recommendations and some said that infrastructure was needed before the proposed changes.

West Ward west of the Pacific Highway Referred to in the draft strategy as West Chatswood

Submissions	Drop-in attendance	Roundtable attendance	Unique participants
88	72	25	100

The draft Strategy explored the possibility of growing a new local centre in this western part of the local government area, and 3 locations were put forward for consultation. There was a degree of resistance to all of these locations as a potential local centre.

Further analysis concluded that two locations were considered poor candidates for growth and not investigated further, while the third –St Peters Green- was taken forward through scenario testing. Overall there was a degree of resistance to all of the proposed scenarios with no change to the existing Local Environment Plans and development controls applying to the existing small neighbourhood centres preferred.

Participants were unsure whether this area required a local centre. When asked why, one participant said that they felt that Council were pushing density off the back of a new centre. Another said they didn't think the area could support new businesses and expressed concern about the impact on existing businesses. Others said that they would like to see new infrastructure before housing, and mentioned schools, public transport and community facilities in their reasons for disagreeing with proposed changes.

Most participants did not want to see the existing LEP and DCP controls changed. Of the proposed key features of Scenario 3, for the St Peters Green site increase height of building to 4 storeys were the least supported by participants.

Almost all participants expressed concern about the impact of density on existing parking and traffic congestion.

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15.8 14/25 GIBBES STREET, CHATSWOOD - LEASE RENEWAL

ATTACHMENTS:	1. IMPLICATIONS 2. COMMERCIAL IN CONFIDENCE TERMS (CONFIDENTIAL) (TO BE DISTRIBUTED SEPARATELY)
RESPONSIBLE OFFICER:	GREG MCDONALD – PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	ANNA VECCHIO – PROPERTY LEASING OFFICER
CITY STRATEGY OUTCOME:	3.1 – FOSTER FEELINGS OF SAFETY, SECURITY AND CLEANLINESS
MEETING DATE:	12 AUGUST 2019

1. PURPOSE OF REPORT

To seek Council's approval to enter into a lease with Ageless Gardens Pty Ltd, for Unit 14, 25 Gibbes Street, Chatswood for a term of five years with a three year option to renew.

2. OFFICER'S RECOMMENDATION

That Council:

- 1. Enter into a lease with Ageless Gardens Pty Ltd for the property at 14/25 Gibbes Street, Chatswood, for a term of five years, with an option for a further three year term.**
- 2. Delegate authority to the Chief Executive Officer to execute the lease agreement and any associated documents including, but not limited to, any future leases, options to renew, assignments and variations related to the occupation of 14/25 Gibbes Street, Chatswood.**

3. BACKGROUND

Council is the owner of the property at 25 Gibbes Street, Chatswood. The site is zoned IN2 Light Industrial and classified as operational land and as such Council is not required to undertake an expression of interest for lease renewals.

The Chief Executive Officer's delegations permit execution of leases up to five years and at market rental. Whilst this lease is considered within market, the term of five years with a renewal option of three years requires a Council resolution.



Site plan: 14/25 Gibbes Street, Chatswood

4. DISCUSSION

Ageless Gardens Pty Ltd have had a lease with Council since August 2012 which expires 31 July 2019. Ageless Gardens Pty Ltd have been a good tenant, with no issues in relation to their occupation or rental payments.

Council officers approached the current tenant and have negotiated a new lease for a five year term with a three year option to renew with annual increases on rental with other terms and conditions similar to their previous lease. The new rental is considered competitive and within current market rates and in line with other rentals within the complex. Attachment 2 provides a summary of the commercial terms. The attachment is to remain confidential under Section 10A2(c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

5. CONCLUSION

It is recommended that Council delegate authority to the Chief Executive Officer to execute the lease and associated documents including, but not limited to, any future leases, options to renew, assignments and variations related to the occupation of Unit 14, 25 Gibbes Street, Chatswood.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	3.1 – Foster feelings of safety, security and cleanliness
Business Plan Objectives, Outcomes/ Services	Not applicable.
Policy	<i>Sale or Lease of Council Land – C06-006</i>
Consultation	Within Council Directorates.
Resource	Within Council's existing resources.
Risk	There is minimal risk to Council.
Legal	Council's solicitor, Pikes and Verekers Lawyers provided the lease agreement ensuring Council's interests were considered.
Legislation	<i>Conveyancing Act 1919</i>
Budget/Financial	Please refer to Confidential Attachment 2.

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15.9 SHOP 1, THE CONCOURSE - GUZMAN Y GOMEZ

ATTACHMENTS:	1. IMPLICATIONS 2. COMMERCIAL IN CONFIDENCE TERMS (CONFIDENTIAL) (TO BE DISTRIBUTED SEPARATELY)
RESPONSIBLE OFFICER:	GREG MCDONALD – PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	ANNA VECCHIO – PROPERTY LEASING OFFICER
CITY STRATEGY OUTCOME:	4.2 – BUILD AND SUPPORT A NIGHT-TIME ECONOMY 4.3 - CREATE MEMORABLE FOOD DESTINATIONS
MEETING DATE:	12 AUGUST 2019

1. PURPOSE OF REPORT

To seek Council's approval to enter into a lease with Guzman Y Gomez Leasing Pty Ltd, for Shop 1, The Concourse, Chatswood.

2. OFFICER'S RECOMMENDATION

That Council:

- 1. Enter into a lease with Guzman Y Gomez Leasing Pty Ltd for Shop 1, The Concourse, for a term of seven years, with an option for a further five year term.**
- 2. Delegate authority to the Chief Executive Officer to execute the lease agreement and any associated documents including, but not limited to, any future leases, options to renew, assignments and variations related to the occupation of Shop 1, 409 Victoria Road, Chatswood.**

3. BACKGROUND

Council is the owner of The Concourse, Chatswood, and as Shop 1, The Concourse was made vacant, efforts have been made to find a new tenant. This report identifies Guzman Y Gomez as the preferred tenant for Shop 1.

The Chief Executive Officer's delegations permit execution of leases up to five years and at market rental. Whilst this lease is considered within market, the term of seven years plus a five year option requires a Council resolution.

4. DISCUSSION

The site is zoned B3 Commercial Core and classified as operational land and as such Council is not required to undertake an expression of interest for lease renewals.

In cooperation with Council's managing agent, CBRE Australia – Commercial, a 'pop-up' operator, Chingon Cantina, commenced a short-term lease in February 2019 as a means of activating the tenancy, while a long-term tenant was being sought.

As part of the marketing strategy for the tenancy, CBRE utilised specialist consultants, Brain and Poulter, to undertake a retail customer analytics and food and beverage study as an aid in determining the most appropriate tenancy mix for The Concourse precinct.

Since Council re-entered the premises in December 2018, CBRE has been undertaking the targeted marketing of the tenancy, in accordance with the analytics and food and beverage studies.

Offers were received from the following companies:

1. Denvell Group
2. Devon Café
3. Fonda Mexican
4. Guzman Y Gomez
5. Hungry Jacks
6. Taco Bell

The offers were reviewed by Brain and Poulter, who recommended Guzman Y Gomez as the best fit for the space and The Concourse precinct, having provided the best mix of more boutique Mexican cuisine, strong financial backing and proven track record in rolling out new stores.

The new negotiated rental is considered competitive within the offers that were received, the local marketplace and the other shops within The Concourse development. Attachment 2 provides a summary of the commercial terms. Attachment 2 is to remain confidential under Section 10A(2)(c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

5. CONCLUSION

It is recommended that Council accept the offer from Guzman Y Gomez and delegate authority to the Chief Executive Officer to execute the lease and associated documents including, but not limited to, any future leases, options to renew, assignments and variations related to the occupation of Shop 1, The Concourse, Chatswood.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	4.2 – Build and support a night-time economy 4.3 – Create memorable food destinations
Business Plan Objectives, Outcomes/ Services	Not applicable.
Policy	Sale or Lease of Council Land – C06-006
Consultation	Within Council Directorates
Resource	Within Council's existing resources.
Risk	A bank guarantee equivalent to two month's rent will be provided by the tenant, to mitigate some of the risk to Council.
Legal	Council's solicitor, Pikes and Verekers Lawyers provided the lease agreement ensuring Council's interests were considered.
Legislation	<i>Retail Leases Act 1994</i> <i>Conveyancing Act 1919</i>
Budget/Financial	Please refer to Confidential Attachment 2.

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COMMUNITY, CULTURE & LEISURE DIRECTORATE

15.10 OUT OF TERM APPLICATIONS - COMMUNITY SMALL GRANTS PROGRAM AND THE CONCOURSE PERFORMING ARTS SUBSIDY

ATTACHMENTS:	1. IMPLICATIONS
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:	12 AUGUST 2019

1. PURPOSE OF REPORT

To seek Council's endorsement of the distribution of Out of Term grant funds through Council's 2019/2020 *Community (Small) Grants Program* and 2019/2020 *The Concourse Performing Arts Subsidy*.

2. OFFICER'S RECOMMENDATION

That Council:

1. Distribute \$2,000 of grant funds through the 2019/2020 *Community (Small) Grants Program* – Community Development 1A to Action Foundation for Mental Health Inc. (Mental Health Social Inclusion Program).
2. Distribute \$5,000 of grant funds through the 2019/2020 *The Concourse Performing Arts Subsidy* to Conviction Group Inc (Young Men's Health Forum).

3. BACKGROUND

The Community (Small) Grants Program has a total budget of **\$70,000** for the 2019/2020 financial year. **\$52,879.46** has been distributed with **\$17,120.54** remaining for Out of Term applications.

The Concourse Performing Arts Subsidy Program has a total budget of **\$85,313** for the 2019/2020 financial year. **\$35,000** has been distributed with **\$50,313** remaining for Out of Term applications.

4. DISCUSSION

Council has received two Out of Term funding applications;

1. Category 1A – Community Development Grants from Action Foundation for Mental Health Inc. The application meets the Community Development Grants eligibility criteria, addresses the grant stream objectives and demonstrates limited access to alternative funding.

2. The Concourse Performing Arts Subsidy from Conviction Group Inc. This application meets The Concourse Performing Arts Subsidy eligibility criteria, addresses the grant stream objectives and has demonstrates limited access to alternative funding.

The Action Foundation for Mental Health Inc. applied for funding in the Community Development Grant round for 2019/2020 to assist with subsidised lunches and outings. This application was not recommended for approval due to the same project being funded in previous years.

This revised application from The Action Foundation for Mental Health Inc. is seeking to assist with program costs to provide a weekly Mental Health Support Group for adults suffering from mental illness. As well as creating friendship links for participants, the support group will assist in lessening social isolation, developing social skills and normalising social interactions with the broader community. The funds will cover program development costs and materials. The applicant is based in the LGA and the support group meets the Community Small Grants following Health and Wellbeing priorities; Contributing to building healthy and active communities and Contribute to building strong communities: inclusive, connected, engaged, healthy and active.

The Conviction Group is a not for profit organisation who deliver educational programs for young people. The applicant has requested funds \$5,000 to host its annual Young Men's Health Forum which aims to encourage Year 10 males to re-evaluate their perspectives on the pivotal issues concerning young men's health and provide them with the tools to enhance decision-making. This project will encourage local Year 10 male students to have a conversation about a range of issues concerning their health and wellbeing and empower them to seek help when needed. The project meets the Community Small Grants following Health and Wellbeing priorities; Contributing to building healthy and active communities and Contribute to building strong communities: inclusive, connected, engaged, healthy and active.

Officers recommend full funding for these two Out of Term grant applications.

Figure 1 – Out of Term Grant Applicants – Officer's recommendations

APPLICANTS	GRANT PROGRAM	PROJECT OUTLINE	AMOUNT REQUESTED	AMOUNT RECOMMENDED
Action Foundation for Mental Health Inc.	The Community (Small) Grants Program	The applicant has requested funds to develop (\$2,000) for program development costs and materials of the Mental Health Support Group for local adults suffering from mental illness.	\$2,000	\$2,000
Conviction Group Inc.	The Concourse Performing Arts Subsidy Program	The applicant has requested Funds (\$5,000) to host the Young Men's Health Forum for Year 10 male students from over 20 high schools in the Northern suburbs and Northern Beaches.	\$5,000	\$5,000

5. CONCLUSION

Both applicants meet the eligibility and funding criteria of the 2019/20 Community (Small) Grants Program – Community Development and *The Concourse Performing Arts Subsidy* streams. Full funding of these two applications is recommended.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	2.7 – Promote accessible services for the community
Business Plan Objectives, Outcomes/ Services	The recommendation of this report supports the Community Life Business Plan outcome to support community organisations to improve their ability to plan and deliver appropriate and accessible services to the community.
Policy	The applications meet the requirements of the <i>Willoughby City Council Community Small Grants Program</i> and <i>The Concourse Performing Arts Subsidy Guidelines</i> .
Consultation	Not applicable.
Resource	Officer time in assessing the applications. Estimation of 1 hour.
Risk	The level of risk associated with the contents of this report is low, under the Council's <i>Risk Management Framework</i> .
Legal	Not applicable.
Legislation	Not applicable.
Budget/Financial	<p><i>The Community (Small) Grants Program</i> has a budget allocation of \$70,000 for the 2019/20 financial year. \$52,879.46 has previously been allocated. \$17,120.54 is remaining in the budget.</p> <p>If the \$2000 application is endorsed, \$15,120.54 will remain in <i>The Community (Small) Grants Program</i> for the 2019/20 financial year.</p> <p><i>The Concourse Performing Arts Subsidy Program</i> has a budget allocation of \$85,313 for the 2019/20 financial year. \$35,000 has previously been allocated. \$50,313 is remaining in the budget.</p> <p>If the \$5000 application is endorsed, \$45,313 will remain in <i>The Concourse Performing Arts Subsidy Program</i> for the 2019/20 financial year.</p>

15.11 MEMORIAL PLAQUE - FORMER PRIME MINISTER BOB HAWKE

ATTACHMENTS:	1. IMPLICATIONS
RESPONSIBLE OFFICER:	MELANIE SMITH – COMMUNITY, CULTURE AND LEISURE DIRECTOR
AUTHOR:	JULIE WHITFIELD - OPEN SPACE COORDINATOR
CITY STRATEGY OUTCOME:	2.2 – RESPECT AND CELEBRATE OUR HISTORY AND HERITAGE SITES
MEETING DATE:	12 AUGUST 2019

1. PURPOSE OF REPORT

To approve the placing of a memorial plaque in the small Northbridge reserve opposite the former home of the late Bob Hawke in Minimbah Road where Willoughby's Bushcare Group have planted a tree in his memory.

2. OFFICER'S RECOMMENDATION

That Council approve the request for a memorial plaque to be placed in the small reserve in Minimbah Road, Northbridge opposite the former home of the late Bob Hawke in memory of the former Prime Minister.

3. BACKGROUND

Council at its meeting of 27 May 2019, resolved to place a memorial plaque in consultation with Mr Hawke's family in memory of his contribution to Australian politics. This plaque will be placed at The Concourse.

Additionally the Willoughby Bushcare group, of their own initiative, have planted a memorial tree in the small reserve opposite his former home in Minimbah Road Northbridge.

4. DISCUSSION

A request for a memorial plaque for the tree has been received from Mr Don Wilson to commemorate Mr Hawke, who had been a long time resident of Minimbah Road Northbridge after his term as Prime Minister (1983 - 1991).

In line with Council's policy *Public Domain Memorial and Local Site Acknowledgement*, the applicant will be responsible for the cost of the plaque.

Whilst the Chief Executive Officer has the delegation to approve the placing of a plaque on public land, the policy specifically requires requests for memorial plaques to be brought to Council for approval.

5. CONCLUSION

The proposal complies with Council's policy *Public Domain Memorial and Local Site Acknowledgement*, has no direct financial implications for Council and will provide a place where the local community can visit, reflect and remember.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	2.2 – Respect and celebrate our history and heritage sites.
Business Plan Objectives, Outcomes/ Services	The recommendations of this report support the Culture and Leisure Business Plan outcome to support a City that is connected and inclusive, active, healthy, creative and safe.
Policy	<i>Public Domain Memorial and Local Site Acknowledgement Policy (2007).</i>
Consultation	Not applicable.
Resource	The friends of the late Bob Hawke will be providing the resources for the installation of the plaque.
Risk	The level of risk associated with the contents of this report is low, with insignificant consequences under <i>Council's Risk Management Framework</i> .
Legal	Not applicable.
Legislation	Not applicable.
Budget/Financial	The friends of the late Bob Hawke will be funding the purchase and installation of the plaque.

16 NOTICE OF MOTIONS

16.1 PROPOSED MOTION FOR LOCAL GOVERNMENT NSW ANNUAL CONFERENCE

RESPONSIBLE OFFICER:	DEAN FROST – CUSTOMER & CORPORATE DIRECTOR
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CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	12 AUGUST 2019

1. PURPOSE OF REPORT

Councillor Campbell has indicated his intention to move the following Notice of Motion.

2. OFFICER'S RECOMMENDATION

That Council consider the Notice of Motion from Councillor Campbell.

3. MOTION

That Council consider submitting the following motion to LGNSW for debate at the LGNSW Annual Conference:

Proposed Motion (Cllr Campbell)

That Local Government NSW call on the NSW State Government to:

1. Implement a scheme with other Australian states and territories to allow for occupational licensing portability by mutually recognising state / territory based occupational qualifications and licensing for building, construction, and maintenance related services such as:
 - Electricians;
 - Builders;
 - Plumbers;
 - Fitters;
 - Mechanics; and
 - any other relevant skills or trades.

2. **In the event that such a mutual recognition scheme is not forthcoming in a timely manner, that the NSW State Government to implement a unilateral recognition of occupational qualifications and licensing from other states and territories for building, construction, and maintenance related services such as:**

- **Electricians;**
- **Builders;**
- **Plumbers;**
- **Fitters;**
- **Mechanics; and**
- **any other relevant skills or trades.**

4. BACKGROUND

This policy aims to investigate options to reduce bureaucracy, increase supply and lower the prices for building, constructions, and maintenance services in NSW by allowing tradespersons licensed or qualified in other states and territories to be able to legally carry out their services in NSW. In an economic context where NSW makes up a significant proportion of national economic activity as well as population, demand in NSW for qualified tradespeople often exceeds supply, driving up costs at many levels in the building and construction industry, affecting housing affordability. The phenomenon also affects local council recruiting efforts for specialised trades and maintenance skill sets, thus driving up the cost to ratepayers for council services.

The abovementioned skills and trades do not appreciably change in a technical nature from state to state, as they are regulated at a high level under a national ANZ standard. However, the current state-based licensing model duplicates the necessary qualifications for essentially the same safety standards purely as a function of geography. Unlike driving, which does not appreciably change from state to state in terms of skills and yet is a legal activity in NSW under an out of state driving license, this is not the case for professional occupational and trade qualifications.

Whilst it would be preferable to enter into a mutual recognition scheme with other states and territories so that NSW licensed tradespeople would be allowed to work interstate, the size of the economy in NSW and its undersupply of qualified tradespeople should nevertheless justify the willingness of NSW to unilaterally start this process to show the way to others if a mutual agreement is not forthcoming.

Thus, where there is a mutual consistency in terms of skill sets, the NSW Government should accept the qualifications for certain trades from the other states and territories within our Federation with the goal of increasing the overall supply of potential tradespeople, to lower the cost for skilled migration between states, to reduce duplicitous bureaucracy, and lead to lower prices for residents and councils alike.

5. OFFICER'S COMMENTS

Council can submit motions for consideration at the Conference. The motions need to be consistent with the objectives of LGNSW and be supported by evidence.

17 CONFIDENTIAL MATTERS

NIL

18 QUESTIONS WITH NOTICE

NIL

19 CONCLUSION OF THE MEETING

NIL