



Willoughby City Council

ORDINARY COUNCIL

ATTACHMENT BOOKLET

22 May 2023

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12 REPORTS TO COUNCIL

CUSTOMER & CORPORATE DIRECTORATE

12.2 QUARTERLY BUDGET REVIEW 2022-23 – MARCH QUARTER REPORT

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BUDGET VARIATIONS MARCH QUARTER (22/23)

\$000's

	<u>Income</u> Increase/ Decrease ()	<u>Expenditure</u> Increase/ Decrease ()	<u>Income</u> Increase/ Decrease ()	<u>Expenditure</u> Increase/ Decrease ()	<u>Income</u> Increase/ Decrease ()	<u>Expenditure</u> Increase/ Decrease ()
Council Service:						
	<u>Income Statement</u>		<u>Capital Statement</u>		<u>Net Variations Qtr 3</u>	
General Management	0	(8)	0	0	0	(8)
Customer & Corporate	5,146	4,720	0	(356)	5,146	4,364
Community Culture & Leisure	689	(469)	0	(1,225)	689	(1,694)
Planning & Infrastructure	(2,106)	(6)	0	(6,657)	(2,106)	(6,663)
Total	<u>3,729</u>	<u>4,237</u>	<u>0</u>	<u>(8,238)</u>	<u>3,729</u>	<u>(4,001)</u>
Summary Of Variations:						
	<u>Income Statement</u>		<u>Capital Statement</u>		<u>Total</u>	
Total Income Variation	3,729		0		3,729	
Total Expenditure Variation	4,237		(8,238)		(4,001)	
Net Variations Qtr 3	<u>(508)</u>		<u>(8,238)</u>		<u>7,730</u>	
Reconciliation: Increase/(Decrease)	<u>Oper. Inc</u>	<u>Oper. Exp</u>	<u>Oper. Net</u>	<u>Cap Expend.</u>	<u>Reserves/Non-Cash</u>	<u>Net Result</u>
Total Variations Qtr 3	3,729	4,237	(508)	(8,238)	7,009	721

Willoughby City Council

Quarterly Budget Review Statement
 Quarter 3 2022/23 - for the period 01/01/2023 to 31/03/2023

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Willoughby City Council

Quarterly Budget Review Statement
 Quarter 3 2022/23 - for the period 01/01/2023 to 31/03/2023

Report by Responsible Accounting Officer

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

It is my opinion that the Quarterly Budget Review Statement for Willoughby City Council for the quarter ended 31/03/23 indicates that Council’s projected financial position at 30/6/23 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: Stephen Naven

Date: 01/05/2023

Stephen Naven
 Responsible Accounting Officer

Willoughby City Council

Quarterly Budget Review Statement - Income & Expenses

Quarter 3 2022/23 - for the period 01/01/2023 to 31/03/2023

Income & Expenses Budget \$000's

	Orig. Budget 22/23	YTD Approved Budget Adjustments	Current Budget 22/23	Vari- ation Qtr 3	Revised Budget 22/23	Ytd Actual 22/23
Income						
Rates & Annual Charges	69,596	25	69,621	52	69,673	69,725
User Charges & Fees	15,344	1,673	17,017	27	17,044	12,787
Interest & Investment Revenue	1,625	1,816	3,441	240	3,681	2,790
Other Revenues	6,552	801	7,354	852	8,206	4,914
Rental Income	13,378	(326)	13,052	(227)	12,825	8,805
Grants & Contributions - Operating	7,877	(1,434)	6,443	1,357	7,800	5,171
Grants & Contributions - Capital -Contribution (+S94)	9,077	4,040	13,117	1,428	14,545	12,374
Net Gain from the disposal of Assets	131	0	131	0	131	0
Share of interests in Joint Ventures & Associates	0	0	0	0	0	0
Total Income from continuing operations	123,580	6,595	130,175	3,729	133,905	116,567
Expenses **						
Employee Costs	45,278	(324)	44,954	80	45,035	32,202
Borrowing Costs	2,255	0	2,255	0	2,255	1,103
Materials & Contracts	34,281	454	34,735	589	35,324	22,364
Depreciation	17,437	0	17,437	3,499	20,937	15,703
Legal Costs	856	129	985	179	1,164	569
Consultants	1,501	29	1,530	18	1,548	694
Other Expenses	14,641	972	15,613	(128)	15,484	12,305
Net Loss from Disposal of Assets	0	0	0	0	0	63
Share of interests in Joint Ventures & Associates	0	0	0	0	0	0
Total Expenses from continuing operations	116,249	1,260	117,509	4,237	121,747	85,003
Net Operating Surplus/(Deficit) from continuing operations	7,331	5,335	12,666	(508)	12,158	31,564
Grants & Contribution provided for Capital Purpose	9,077	4,040	13,117	1,428	14,545	12,374
Net Operating Surplus/(Deficit) Result before capital items	(1,745)	1,295	(451)	(1,937)	(2,387)	19,190

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

Willoughby City Council		Quarterly Budget Review Statement				
Quarter 3 2022/23 - for the period 01/01/2023 to 31/03/2023						
Capital Budget \$000's	Orig. Budget 22/23	YTD Approved Budget Adjustments	Current Budget 22/23	Vari-ation Qtr 3	Revised Budget 22/23	YTD Actual 22/23
Capital Funding						
Rates and Other untied Funding	(7,491)	48	(7,443)	899	(6,544)	(3,327)
Proceeds from Sale of Plant & Equipment	(312)	0	(312)	0	(312)	0
Capital Grants & Contributions	(7,064)	(1,040)	(8,104)	2,857	(5,246)	(2,685)
Internal Restrictions	(14,687)	6,508	(8,179)	2,594	(5,585)	(1,736)
External Restrictions	(20,245)	8,254	(11,991)	1,888	(10,103)	(6,736)
Other Capital Funding Sources	0	0	0	0	0	0
Total Capital Funding	(49,799)	13,770	(36,029)	8,238	(27,791)	(14,484)
Capital Expenditure						
New Assets						
- Plant and Equipment	0	0	0	0	0	0
- Land and Buildings	9,469	(6,834)	2,635	(1,054)	1,581	788
- Roads, Bridges, Footpaths	964	3,537	4,501	(342)	4,159	3,504
- Other Infrastructure	1,778	364	2,142	(474)	1,668	913
- Others	247	3	250	0	250	155
Renewals(Replacement)						
- Plant and Equipment	1,177	247	1,424	(307)	1,117	455
- Land and Buildings	6,709	(3,369)	3,340	(730)	2,610	1,180
- Roads, Bridges, Footpaths	13,253	(3,635)	9,619	(3,914)	5,705	2,871
- Other Infrastructure	16,139	(4,106)	12,033	(1,417)	10,616	4,563
- Others	62	23	85	0	85	55
Loan Repayments (Principal)	0	0	0	0	0	0
Total Capital Expenditure	49,799	(13,770)	36,029	(8,238)	27,791	14,484

Willoughby City Council

Quarterly Budget Review Statement - Income & Expenses

Quarter 3 2022/23 - for the period 01/01/2023 to 31/03/2023

Summary explanation on Recommended Changes to Revised Budget

Income & Expenses Budget

All items of income and expenditure were reviewed and the recommended changes are reflected as near as possible anticipated estimates for the year to 30 June 2023. Below are some explanations for the major changes:

Rates & Annual Charges	To reflect the increase in Rates & Annual Charges of \$52k due to year-to-date additional rates received.
User Charges & Fees	To reflect the increase in User Charges & Fees of \$27k mainly due to year-to-date additional planning proposal fees received.
Interest & Investment Revenue	To reflect the increase in Interest & Investment Revenue of \$240k as higher returns on investments are expected.
Other Revenues	To reflect the increase in Other Revenues of \$852k. It mainly comes from: <ol style="list-style-type: none"> 1. \$922k additional higher parking fines income expected. 2. \$80k additional legal fee recovery income received in FY22/23 Offset against: <ol style="list-style-type: none"> 3. \$149k reduction of other sponsorships income from Events
Rental Income	To reflect the decrease in forecast Rental Income of \$227k mainly due to rent deferral to FY23/24 as per lease agreement.
Grant & Contribution (Operating)	To reflect the increase in Operating Grants of \$1,357k. Contributing to the higher forecast is: <ol style="list-style-type: none"> 1. \$763k grant income from Regional and Local Roads Repair Program 2. \$508k grant income from Local Government Recovery grant - NSW Severe Weather and Floods - Department of Planning and Environment
Grant & Contribution (Capital)	To reflect the increase in Capital Grants of \$1,428k. <ol style="list-style-type: none"> 1. \$4,804k additional developer contribution income received Offset against: <ol style="list-style-type: none"> 2. \$3,463k reduction from Project Artarmon Town Centre as the authority has approved the project to be carried over to FY23/24.
Employee Cost	To reflect the increase in Employee costs of \$80k. It mainly comes from: <ol style="list-style-type: none"> 1. \$450k for resource of the Connect project phase 3 to be carried forward from FY23/24 to FY22/23 Offset against: <ol style="list-style-type: none"> 2. \$370k from year to date savings due to FTE Vacancies
Borrowing Cost	NA
Materials & Contract	To reflect the increase in Materials & Contracts of \$589k, mainly comprised of: <ol style="list-style-type: none"> 1. \$870k additional budget required for Domestic Waste Management - Waste Collection Offset against: <ol style="list-style-type: none"> 2. \$331k savings from Domestic Waste Management - Waste Disposal
Depreciation	Detailed modelling shows that depreciation will be \$3.5M higher than budget. This is a direct result of asset replacement costs increasing by \$132M in the last year end valuation process. Unit costs to replace assets are up substantially due to high inflation in the past two years.

<p>Legal Costs</p>	<p>To reflect the increase in Legal Costs of \$179k, mainly comprised of: 1. \$244k additional budget required for Planning; Number of legal cases increased from 30 in FY21/22 to 37 year-to-date in FY22/23 which represents an increase of at least 25% with three more months to go. Additional budget is required to fund year-to-date legal cases as well as five additional cases arriving in March as future commitments up to the end of June 2023. The increase in legal budget is offset against unbudgeted \$80k legal fee recovery income received in FY22/23. Offset against 1. \$38k savings from Strategic Property 2. \$22k savings from Governance</p>
<p>Consultant Costs</p>	<p>To reflect the increase in Consultant Costs of \$18k from Council-wide.</p>
<p>Other Expenses</p>	<p>To reflect the decrease in Other Expenses of \$128k mainly due to savings on electricity charges after switching to a new provider</p>

Willoughby City Council		Quarterly Budget Review Statement					
		Quarter 3 2022/23 - for the period 01/01/2023 to 31/03/2023					
Cash & Investments Budget \$000's	EOY Actual 21/22	B/fwd Budget 22/23	Orig. Budget 22/23	Current Budget 22/23	Vari-ation Qtr 3	Revised Budget 22/23	Ytd Actual 22/23
Externally Restricted ⁽¹⁾							
Developer Contributions	64,900	(1,525)	(10,722)	63,667	5,373	69,040	69,511
All other externally restricted	42,360	(1,929)	(3,844)	40,106	1,371	41,477	50,051
Total Externally Restricted	107,260	(3,454)	(14,566)	103,773	6,744	110,517	119,562
(1) Funds that must be spent for a specific purpose							
Internally Restricted ⁽²⁾							
All Internally Restricted	61,113	(936)	(11,009)	56,503	3,764	60,267	64,859
Total Internally Restricted	61,113	(936)	(11,009)	56,503	3,764	60,267	64,859
(2) Funds that Council has earmarked for a specific purpose							
Unrestricted (ie. available after the above Restrictions)	17,108	(384)	14	18,749	721	19,470	11,674
Total Cash & Investments	185,481	180,707	(25,561)	179,025	11,229	190,254	196,095

Willoughby City Council

Quarterly Budget Review Statement
 Quarter 3 2022/23 - for the period 01/01/2023 to 31/03/2023

Cash & Investments Budget Review Statement

Comment on Cash & Investments Position

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

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

The value of Cash at Bank which has been included in the Cash & Investment Statement totals \$196,095,207

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
 The date of this bank reconciliation is 31/03/23.

Reconciliation Status

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

	\$ 000's
Cash at Bank (as per bank statements)	7,179
Investments on Hand	190,000
Total Cash at Bank and Investments on Hand	197,179
less: Unpresented Cheques	(21)
add: Undeposited Funds	4
less: Identified Deposits (not yet accounted in Ledger)	(1,101)
add: Identified Outflows (not yet accounted in Ledger)	34
less: Unidentified Deposits (not yet actioned)	
add: Unidentified Outflows (not yet actioned)	
Reconciled Cash at Bank & Investments	196,095
Balance as per Review Statement:	196,095
Difference:	-

Recommended changes to revised budget

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

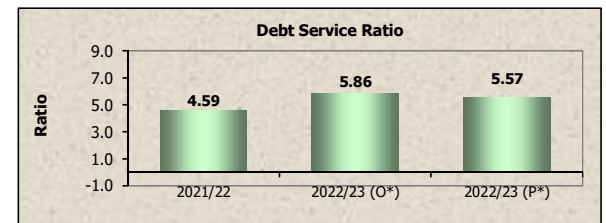
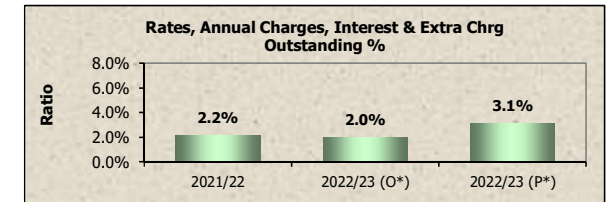
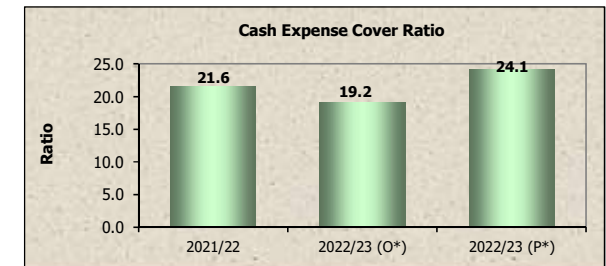
Willoughby City Council

Quarterly Budget Review Statement
 Quarter 3 2022/23 - for the period 01/01/2023 to 31/03/2023

Key Performance Indicators Budget Review Statement

Budget review for the quarter ended 31 March 2023

(\$000's)	Current Projection		Original	Actuals	WCC
	Amounts 22/23	Indicator 22/23	Indicator 22/23	Prior Periods 21/22	Benchmark
The Council monitors the following Key Performance Indicators:					
Cash Expense Cover Ratio					
Current year's cash and cash equivalents plus all term deposits	196,095	24.1 mths	19.19	21.6	> 3 months
Payment from cash flow of operating and financing activities	8,133				
Rates, Annual Charges, Interest & Extra Chrg Outstanding %					
Rates, Annual & Extra Charges Outstanding	2,201	3.09%	1.98%	2.17%	< 5%
Rates, Annual & Extra Charges Collectible	71,172				
Debt Service Cover Ratio					
Operating result before capital excl. int. & depn/impairment/amort.	20,399	5.6	5.9	4.6	> 2x
Principal repayments plus borrowing costs	3,660				



Willoughby City Council

Quarterly Budget Review Statement
 Quarter 3 2022/23 - for the period 01/01/2023 to 31/03/2023

Contracts Budget Review Statement

Part A - Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budget (Y/N)
AUSTRALIAN PARKING AND REVENUE CONTROL	Parking meter comprehensive maintenance service 2022-2023	\$ 207,700.00	1/02/2023	30/06/2023	Y
SILVER RAVEN PTY LTD	High St Culvert Repair	\$ 131,076.00	24/03/2023	30/06/2023	Y
DYNAMIC SPORTS FACILITIES PTY LTD	Bonds Corner court resurfacing	\$ 83,160.00	15/03/2023	31/01/2024	Y
TTW (NSW) Pty Ltd	Flat Rock Gully Reserve Drainage System Detailed Design	\$ 75,900.00	20/02/2023	30/06/2023	Y
MICHAEL PAGE INTERNATIONAL (AUSTRALIA) PTY. LIMITED	Agency Hire for Leadership Development	\$ 75,000.00	20/02/2023	30/06/2023	Y
COMPUTER SYSTEMS PTY LTD	VMware Enterprise License Agreement-1Y	\$ 68,325.83	24/03/2023	30/06/2024	Y
HAYS PERSONNEL SERVICES	Recruitment services - planning	\$ 67,000.00	13/01/2023	30/06/2023	Y
PETER WARREN AUTOMOTIVE	2 x Toyota Corolla Hatch Hybrid	\$ 62,440.00	16/03/2023	30/06/2023	Y
HAYS PERSONNEL SERVICES	Agency Hire for Executive Assistant	\$ 57,000.00	6/02/2023	30/06/2023	Y
HME SERVICES PTY LTD	Maintenance of the fly systems at The Concourse	\$ 54,197.00	21/03/2023	31/12/2023	Y

Notes:

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

Willoughby City Council

Quarterly Budget Review Statement

Quarter 3 2022/23 - for the period 01/01/2023 to 31/03/2023

Consultancy & Legal Expenses Budget Review Statement

Part B - Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars '\$000)	Budgeted (FY) '\$000
Consultancies	694	1,548
Legal Fees	569	1,164

Definition of a consultant:

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

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

Comments

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

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

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

Third quarter variations to the 2022/2023 Operational Plan principal activities are summarised here.

Projects and Capital Works

Code	Project title	Project category	Change	Reason
Adjustments for Q3 2022/2023				
302250	Asset data, capture and validation program	Buildings & Investment Property	Project Deferred	Reallocation of staff to resulting in projects re-prioritisation. Incomplete works to be completed in 2023-24.
302254	The Concourse - Membrane & Water leak remediation (Non Roof Related)	Buildings & Investment Property	Project Deferred	Comprehensive façade report be prepared which guides work in FY23/24.
302248	Building Performance Assessment Consulting	Buildings & Investment Property	Project Deferred	Remaining Building Performance Assessments will be completed in FY23/24.
302225	Chatswood Leisure Centre – plant and equipment replacement	Buildings & Investment Property	Project Deferred	Designer has been engaged. Replacement works deferred until 2023-2024 due to design complexity and long lead times on plant. QBR1 budget variation.
302159	Gibbes Street depot awnings - construction	Buildings & Investment Property	Project Deferred	Scope to be confirmed, further consultation with Tenants including approved design and installation.
301429	Hazardous Materials audits and removal	Buildings & Investment Property	Project Deferred	Consultancy report received and under review for work allocation. Implementation 2023/2024.
302161	Chatswood Commons(youth centre, children’s centre and car park) – strategic plan – consultancy.	Buildings & Investment Property	Project Milestone Variation	Changes to milestones: Consultant brief complete from 30/9/22 to 15/6/23. Issue consultant brief to market from 31/10/22 to 15/7/23. RFQ close from 16.12.22 to 1/9/23. RFQ Assessment & report from 17/2/23 to 1/11/23. Letter of Award preferred consultant from 1/3/23 to 15/11/23.

Code	Project title	Project category	Change	Reason
				Draft consultant report due 12/5/23 to 12/2/24. Final consultant report due 31/3/24.
302447	Naremburn Park Pavilion Improvements	Buildings & Investment Property	New project	Funded by NSW Office of Sport grant under the 'Female Friendly Community Sport Facilities and Lighting Upgrade'.
301861	Essential Housing - 3 Abbott Road, Artarmon - Design and construction	Community Life	Project Milestone Variation	Development Application (DA) lodged in December 2022. Neighbour notification occurred in March 2023. DA determination unknown at this stage. Change project milestones: Construction Tender issue from 16/04/2023 to a date to be determined following Development Consent.in 2023/24.
302243	Public Toilet Strategy - Consultancy	Corporate services	Project Milestone Variation	Quotations received exceeded budget. Scope and delivery strategy to be reviewed. Changes to milestones: Consultant brief complete from 31/8/22 to 31/3/23. Engage design consultants from 31/10/22 to 14/4/23. Consultant start from 1/11/22 to 1/5/23. Draft strategy complete from 31/3/23 to 30/6/23. Final strategy complete from 28/4/23 to 31/7/23.
302261	Community Wide street lighting improvement project	Community Safety and Street Lighting	Project Deferred	No lighting improvement required.
301962	Gore Hill Indoor Sports Centre - Design	Culture and Leisure	Project Milestone Variation	On 31 October 2022 Council resolved to investigate the feasibility of a smaller scheme commensurate with the available funds. Change project Milestone Council report on feasibility from 21/05/2023 to 29/09/2023. Future milestones dates to be confirmed.
301977	Water sensitive urban design program	Environment	Project Deferred	Reallocation of staff to resulting in projects re-prioritisation. Incomplete works to be completed in 2023-24.
301968	Water Harvesting program	Environment	Project Deferred	Reallocation of staff to resulting in projects re-prioritisation. Incomplete works to be completed in 2023-24.
302211	Kerb and gutter repair program- Glenroy Ave, Middle Cove (At the Cul-de-Sac)	Kerb and Gutter	Project Deferred	Budget transfer to Kerb and gutter repair program-Euroka St, Northbridge.

Code	Project title	Project category	Change	Reason
302218	Kerb and gutter repair program-37-57 Rembrandt Dr, Middle Cove (S side/Stage 2)	Kerb and Gutter	Project Deferred	Further community consultation required.
302277	Parks and Sportsgrounds masterplans/concepts review and rolling program development	Recreation Parks and Playgrounds	Project Cancelled	Work will be included in the new Public Spaces & Recreation Strategy. No further Master Plans will be undertaken.
302208	Stormwater Upgrade: Stormwater Pipe Extension – Hotham Parade	Stormwater	Project Deferred	Asset team to re-schedule the work due to insufficient funding.
302121	Pacific Highway between Chatswood to St Leonards - Shared Path - Construction	Transport – Active (Footpaths/ Bicycles)	Project Milestone Variation	Installation of traffic lanterns delayed due to delay in TfNSW approval. Milestone adjustment required: Milestone 1: Traffic signal designs finalised and approval - From 1/07/2023 to 20/12/2023 Milestone 2: Award TCS work constructions - From 30/01/2024 to 21/06/2024 Milestone 3: Complete TCS works and minor civil modification works - Milestone to be confirmed when contractor appointed.
302322	High Street, Willoughby – 40km/h High Pedestrian Activity Area (HPAA) Study	Traffic Management	New Project	Grant funding for investigation, studies and design this financial year.
302045	Traffic Signals upgrade at Victoria Ave & High St Chatswood Detailed Design and Construction	Traffic Management	Deferred	Delay in obtaining the required TfNSW approval.

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

Key Direction	Project I.D. and Name	Orig. Budget 22/23 \$'000	B/fwd Budget 22/23 \$'000	Curr Budget 2022/23 \$'000	Var Q3 Budget 22/23 \$'000	Rev Budget 2022/23 \$'000	YTD Mar-23 Actual \$'000	Funding Source	Mar-23 Comments for Q3 Budget Variations
1.1	<i>Environmental Levy - Sustainability</i>								
1.1	401181 - Urban streetscapes greening and tree canopy program development	50.0	0.0	50.0	36.0	86.0	52.4	GF	Forecast aligned with the increase in scope of work.
1.2	<i>Environmental Levy - Sustainability</i>								
1.2	400806 - Resilient Willoughby Program	120.0	0.0	80.0	-(10.0)	70.0	30.4	8	The project has been completed under budget with savings returned.
1.3	<i>Environmental Levy - Sustainability</i>								
1.3	400534 - Water quality monitoring	90.0	0.0	90.0	-(7.8)	82.2	38.2	8	The project has been completed under budget with savings returned.
1.3	400802 - Water harvesting program	720.0	0.0	970.0	-(272.0)	698.0	293.5	2	Part of the project is deferred to FY23/24 & FY24/25.
1.3	401012 - Water saving urban design program	340.0	0.0	390.0	-(165.0)	225.0	175.4	8	Part of the project is deferred to FY23/24.
1.3	<i>Work Services Drainage</i>								
1.3	401184 - Flat Rock Creek Stormwater Channel Emergency Repair	0.0	0.0	0.0	358.5	358.5	39.3	GF	Repair to damaged channel following recent storm.
1.4	<i>Environmental Levy - Sustainability</i>								
1.4	400015 - WCC LGA - Street Light Improvement Program_main roads_Ausgrid	80.0	0.0	30.0	50.0	80.0	15.9	8	Forecast aligned with the increase in scope of work.
1.5	<i>Environmental Levy - Sustainability</i>								
1.5	401109 - WCC LGA solar PV / battery assessments program	20.0	0.0	20.0	-(10.0)	10.0	0.0	8	The project has been completed under budget with savings returned.

Key Direction	Project I.D. and Name	Orig. Budget 22/23 \$'000	B/fwd Budget 22/23 \$'000	Curr Budget 2022/23 \$'000	Var Q3 Budget 22/23 \$'000	Rev Budget 2022/23 \$'000	YTD Mar-23 Actual \$'000	Funding Source	Mar-23 Comments for Q3 Budget Variations
2.1	<i>Traffic and Transport</i>								
2.1	400099 - Shared path detailed design for Pacific Highway (Chatswood to St Leonards)	2,290.0	968.4	846.9	-(90.0)	756.9	703.1	3;4;12	Installation of traffic lanterns delayed due to delay in TfNSW approval. Installation to occur in FY23/24 with available funds.
2.1	<i>Engineering Assets</i>								
2.1	400993 - Road Pavement Survey	0.0	55.4	55.4	-(7.7)	47.7	47.7	2	The project has been completed under budget with savings returned.
2.1	<i>Work Services Road Pavement</i>								
2.1	400036 - New bike links at Artarmon Industrial Area	0.0	51.1	51.1	-(51.1)	0.0	0.0	3	The project has been completed under budget with savings returned.
2.1	400264 - Roads and Maritime Services block grant supplementary	41.8	0.0	41.8	0.4	42.3	42.4	4	The project has been completed with additional minor work required.
2.1	400277 - Road patching under \$15,000	500.0	0.0	575.0	83.5	658.5	388.3	3;4;GF	Forecast aligned with increase in scope of work.
2.1	400774 - Bridges - Repair works to bridges - Construction	99.9	0.0	99.9	25.0	124.9	0.0	3	Forecast aligned with increase in scope of work.
2.1	401098 - Car Parks - CP0062 Tyneside Ave car park renewal - Construction	155.0	0.0	155.0	-(124.3)	30.7	30.7	2	The project has been completed under budget with savings returned.
2.1	401139 - Renew road pavement, ZARA RD, ARTARMON, Sydney St to Patton Lane	70.0	0.0	70.0	-(13.5)	56.5	56.2	4	The project has been completed under budget with savings transferred to Project 400277.
2.1	401143 - Renew road pavement, VIEW ST, CHATSWOOD, (View Lane - Anglo St)	55.0	0.0	52.5	-(4.5)	48.0	47.8	4	The project has been completed under budget with savings returned.
2.1	401144 - Renew road pavement, HOLLY ST, CASTLE COVE (Deepwater Rd - Kendall Rd)	38.0	0.0	38.0	15.0	53.0	0.0	4	Forecast aligned with increase in scope of work.
2.1	401148 - Renew road pavement, CAMBRIDGE ST, WILLOUGHBY (High St - Warrane Rd)	120.0	0.0	120.0	-(36.5)	83.5	83.3	GF	The project has been completed under budget with savings returned.

Key Direction	Project I.D. and Name	Orig. Budget 22/23 \$'000	B/fwd Budget 22/23 \$'000	Curr Budget 2022/23 \$'000	Var Q3 Budget 22/23 \$'000	Rev Budget 2022/23 \$'000	YTD Mar-23 Actual \$'000	Funding Source	Mar-23 Comments for Q3 Budget Variations
2.1	401150 - RENEWAL - HIGH ST, CHATSWOOD, (Haig St - Victoria Ave) - ROAD PAVEMENT - CONSTRUCTION	100.0	0.0	100.0	8.2	108.2	105.2	GF	Forecast aligned with increase in scope of work.
2.1	401152 - Renew road pavement, FULLERS RD, WEST CHATSWOOD, (Hawthorne Ave - Culgoa St) R to R	130.0	0.0	145.0	-(15.0)	130.0	127.4	4	The project has been completed under budget with savings transferred to Project 401162.
2.1	401156 - PMS - RENEWAL - ASHLEY ST (Darling St - Spearman St)- ROAD PAVEMENT - CONSTRUCTION	108.0	0.0	108.0	-(10.0)	98.0	93.3	GF	The project has been completed under budget with savings returned.
2.1	401157 - PMS - RENEWAL - ARTARMON RD (Smith Rd - Clarendon St) - ROAD PAVEMENT - CONSTRUCTION	112.3	0.0	107.3	-(22.0)	85.3	81.7	GF	The project has been completed under budget with savings returned.
2.1	401158 - PMS - RENEWAL - ARCHER ST (Malvern Ave - Victoria Ave) - ROAD PAVEMENT - CONSTRUCTION	116.0	0.0	116.0	-(21.0)	95.0	90.8	GF	The project has been completed under budget with savings returned.
2.1	401161 - PMS - RENEWAL - ANDERSON ST SOUTH (Victoria Ave - Albert Ave) - ROAD PAVEMENT - CONSTRUCTION	73.0	0.0	73.0	-(16.0)	57.0	52.4	GF	The project has been completed under budget with savings returned.
2.1	401162 - RENEWAL - DE VILLIERS AVE (Carr St - Eddy Rd) - ROAD PAVEMENT - CONSTRUCTION	45.0	0.0	45.0	15.0	60.0	0.0	4	Forecast aligned with increase in scope of work. Budget increase is funded by savings in Project 401152.
2.1	401163 - Renew road pavement, KIOLA RD, Bellambi St - Euroka St	55.0	0.0	55.0	2.2	57.2	57.2	GF	The project has been completed with additional minor work required.
2.1	401164 - PMS - RENEWAL - TESSA ST (View St - Anglo St) - ROAD PAVEMENT - CONSTRUCTION	47.0	0.0	52.7	0.1	52.8	52.8	GF	The project has been completed with additional minor work required.
2.1	401165 - PMS (REPAIR 50/50) - RENEWAL - ARCHER ST (Albert Ave - Mowbray Rd) - ROAD PAVEMENT - CONSTRUCTION	300.0	0.0	300.0	3.0	303.0	300.0	4;GF	Minor additional works required to line marking.
2.1	401187 - Regional and Local Roads Repair Program (RLRRP)	0.0	0.0	0.0	763.2	763.2	0.0	4	Grant funds received from Regional & Local Repair Program (Total \$2,289,567.00 received, expect to spend \$763,189.00 in FY22/23, expect to spend \$1,526,378.00 in FY23/24.

Key Direction	Project I.D. and Name	Orig. Budget 22/23 \$'000	B/fwd Budget 22/23 \$'000	Curr Budget 2022/23 \$'000	Var Q3 Budget 22/23 \$'000	Rev Budget 2022/23 \$'000	YTD Mar-23 Actual \$'000	Funding Source	Mar-23 Comments for Q3 Budget Variations
2.1	<i>Work Services Kerb & Gutter</i>								
2.1	401113 - Kerb and gutter repair program - 14 Oliver Rd, Chatswood	8.3	0.0	15.0	-(1.8)	13.1	13.1	GF	The project has been completed under budget with savings returned.
2.1	401114 - Kerb and gutter repair program- Glenroy Ave, Middle Cove (At the Cul-de-Sac)	42.3	0.0	25.1	-(25.1)	0.0	0.0	GF	Kerb & Gutter renewal program for FY23/24, budget is transferred to Project 401116.
2.1	401115 - Kerb and gutter repair program-85 Victoria Ave, Chatswood (Between Alleyne St and Gibbes St)	49.5	0.0	49.5	-(6.0)	43.5	43.4	GF	The project has been completed under budget with savings returned.
2.1	401116 - Kerb and gutter repair program- Euroka St, Northbridge (Between Marooba St and SBR)	121.0	0.0	121.0	25.1	146.1	0.0	GF	Forecast aligned with the increase in scope of work. Budget increase is funded by savings in Project 401114.
2.1	401118 - Kerb and gutter repair program-Eddy Rd, Chatswood (Between Goodchap Rd and Whitton Rd, few sections)	35.8	0.0	35.8	-(4.0)	31.8	31.3	GF	The project has been completed under budget with savings returned.
2.1	401119 - Kerb and gutter repair program-37-57 Rembrandt Dr, Middle Cove (S side/Stage 2)	124.9	0.0	124.9	-(124.9)	0.0	0.0	GF	Kerb & Gutter renewal program for FY23/24
2.3	<i>Events Management</i>								
2.3	400486 - Australia Day	15.6	0.0	15.6	-(4.8)	10.8	10.8	GF	The project has been completed under budget with savings returned.
2.4	<i>The Concourse Carpark Management</i>								
2.4	400992 - Gates, pay-stations, ticket system and intercommunication at The Concourse car park upgrade and replacement	560.0	372.5	832.5	-(38.0)	794.5	373.9	2	The project has been completed under budget with savings returned.
2.7	<i>Community Development</i>								
2.7	400794 - Child and Family Expo	9.0	0.0	9.0	-(9.0)	0.0	0.0	GF	The project has been completed under budget with savings returned.

Key Direction	Project I.D. and Name	Orig. Budget 22/23 \$'000	B/fwd Budget 22/23 \$'000	Curr Budget 2022/23 \$'000	Var Q3 Budget 22/23 \$'000	Rev Budget 2022/23 \$'000	YTD Mar-23 Actual \$'000	Funding Source	Mar-23 Comments for Q3 Budget Variations
3.1	<i>Traffic and Transport</i>								
3.1	401081 - Traffic Signals upgrade at Victoria Ave & High St Chatswood Detailed Design and Construction	0.0	114.8	114.8	-(114.8)	0.0	0.0	3	Delay in obtaining the required TfNSW approval due to unforeseen issues, re-prioritisation of project to FY23/24.
3.1	401172 - Road Safety Management - Study - Upper Minimbah Road Northbridge	23.0	0.0	23.0	-(23.0)	0.0	0.0	GF	Study and concept design will be undertaken with internal resources. Community consultation and detailed design will be completed in FY23/24 with available funds.
3.1	401185 - High St, Willoughby 40km/h HPAA Study	0.0	0.0	0.0	30.0	30.0	0.0	4	Additional project fully funded by TfNSW to be completed by 30 June 2023.
3.1	<i>Property Services Council Property</i>								
3.1	401020 - Fire safety compliance program	100.0	0.0	100.0	-(9.0)	91.0	0.0	2	The project has been completed under budget with savings returned.
3.1	<i>Work Services Road Pavement</i>								
3.1	401075 - Wombat crossing on Rohan Street at Willoughby Rd, Naremburn	0.0	293.2	343.2	-(76.3)	266.9	266.9	4	Civil works has been completed. Delay in obtaining the required approval from Ausgrid on the improved lighting works, re-prioritisation of project to FY23/24.
3.1	401080 - Wombat crossing on Reserve Road, north of Pacific Highway	0.0	0.0	0.0	50.0	50.0	0.0	4	Additional project fully funded by TfNSW for \$150k to be completed by 30 June 2023. Lighting works will be completed in FY23/24 with balance of available funds.
3.1	401082 - LATM - New 40 km/h High Pedestrian Activity Area for St Leonards Royal North Shore Hospital precinct	200.0	318.6	518.6	-(59.8)	458.8	427.9	4	Project scope increased, re-prioritisation of project to FY23/24.

Key Direction	Project I.D. and Name	Orig. Budget 22/23 \$'000	B/fwd Budget 22/23 \$'000	Curr Budget 2022/23 \$'000	Var Q3 Budget 22/23 \$'000	Rev Budget 2022/23 \$'000	YTD Mar-23 Actual \$'000	Funding Source	Mar-23 Comments for Q3 Budget Variations
3.1	Work Services Drainage								
3.1	400706 - Stormwater Cleaning Program	80.0	0.0	80.0	15.0	95.0	94.1	GF	The project has been completed with additional minor work required. Budget is funded by savings in Road Program.
3.2	Project Management Capital								
3.2	400118 - Gore Hill Oval – design - stage 2 works	4,000.0	0.0	908.3	-(639.0)	269.3	95.0	12	Council resolved to undertake a new business case for a revised scheme project design to continue in FY23/24.
3.2	IL Infrastructure Asset - Open Space								
3.2	400976 - Renew playground-Wickham Park-Construction	105.0	0.0	105.0	-(4.1)	100.9	100.9	12	The project has been completed under budget with savings returned.
3.2	400977 - Renew landscape features at Cleland Park Stage 2 - construction	0.0	87.0	87.0	-(10.4)	76.6	76.6	3	The project has been completed under budget with savings returned.
3.2	Open Space								
3.2	400835 - New Naremburn Park lighting	0.0	152.8	152.8	-(3.9)	148.8	148.8	12;GF	The project has been completed under budget with savings returned.
3.2	400972 - New Thomson Park Masterplan picnic area - Construction	150.0	0.0	150.0	-(15.0)	135.0	127.4	12;GF	The project has been completed under budget with savings transferred to Project 401102.
3.2	401102 - Northbridge Baths Landscape and Recreation Plan	95.0	0.0	165.0	15.0	180.0	80.2	4;GF	Budget increase due to latent site conditions, it is funded from savings in Project 400972 - New Thomson Park Masterplan picnic area - Construction.
3.2	401120 - New subsoil drainage-The Willis futsal courts-installation	150.0	0.0	150.0	-(25.0)	125.0	116.4	12	Returned anticipated savings from project cost.
3.2	401121 - Renew drainage, irrigation & surface-Alan Hyslop Oval-Construction	190.0	0.0	190.0	-(1.4)	188.6	188.6	12	The project has been completed under budget with savings returned.

Key Direction	Project I.D. and Name	Orig. Budget 22/23 \$'000	B/fwd Budget 22/23 \$'000	Curr Budget 2022/23 \$'000	Var Q3 Budget 22/23 \$'000	Rev Budget 2022/23 \$'000	YTD Mar-23 Actual \$'000	Funding Source	Mar-23 Comments for Q3 Budget Variations
3.2	401122 - Renew water tank-Bicentennial Oval-Construction	120.0	0.0	120.0	30.0	150.0	8.5	12	Forecast aligned with the increase in scope of work. Budget increase is funded by savings in Project 401135.
3.2	401135 - New shade sails for Gore Hill playground - Construction	125.0	0.0	120.0	-(40.0)	80.0	28.6	GF	The project has been completed under budget with savings transferred to project 401122 (\$30k) & Project 400434 (\$10k).
3.2	Open Space Organised Sporting Fields								
3.2	400426 - Northbridge Oval - Renewal of Synthetic Playing Surface	0.0	14.1	14.1	-(1.0)	13.1	13.1	2	The project has been completed under budget with savings returned.
3.2	400429 - New floodlights for courts at Northbridge Park	0.0	149.0	149.0	-(20.0)	129.0	1.6	3	Returned anticipated savings from project cost.
3.2	400432 - Upgrade of drainage, irrigation and oval surface at OH Reid Oval	0.0	148.6	148.6	-(133.1)	15.5	15.5	3	The project has been completed under budget with savings returned.
3.2	Open Space Non-Organised Passive Recreat								
3.2	400434 - Chatswood Park-Masterplan-Stage 4	0.0	137.0	137.0	10.0	147.0	129.9	12	Forecast aligned with the increase in scope of work. Budget increase is funded by savings in Project 401135.
3.3	Willoughby Leisure Centre								
3.3	400054 - Willoughby Leisure Centre – design for major upgrade of pool hall	10,000.0	0.0	5,000.0	-(1,000.0)	4,000.0	1,715.6	2;12;GF	Forecast aligned with the contract payment to the builder.
3.3	Property Services Council Property								
3.3	401022 - Northbridge Baths pontoon maintenance	0.0	117.5	117.5	-(9.0)	108.5	105.2	GF	The project has been completed under budget with savings returned.

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3.4	<i>Project Management Capital</i>								
3.4	401066 - Artarmon Town Centre (Artarmon Local Centre Masterplan Civic Plaza)	4,630.3	85.6	4,663.7	-(3,463.0)	1,200.7	236.7	4	Project commenced in Mar 23. Forecast aligned with the contract payment to the builder.
3.5	<i>Project Management Capital</i>								
3.5	400795 - Essential Housing - Abbott Rd, Artarmon - Design and Construction	3,000.0	0.0	450.0	-(165.0)	285.0	241.6	3	Project awaiting Development Application approvals, construction tender to be sought following approvals.
3.5	<i>Work Services Retaining Walls</i>								
3.5	401138 - Rebuild and Repair damaged retaining walls	163.5	0.0	575.4	-(75.0)	500.4	79.3	2;GF	Stabilisation works for the Upper Minimbah Rd Northbridge will commence in the FY23/24.
3.6	<i>Events Management</i>								
3.6	400479 - CBD Christmas Tree	29.1	0.0	26.0	-(0.2)	25.8	25.8	GF	The project has been completed under budget with savings returned.
3.6	400483 - Willoughby Street Fair(Chatswood)	113.3	0.0	110.0	-(1.4)	108.6	108.6	10;GF	The project has been completed under budget with savings returned.
3.6	400485 - Carols	18.8	0.0	21.5	0.1	21.6	21.6	9;GF	The project has been completed with additional minor work required.
4.5	<i>Events Management</i>								
4.4	400484 - Emerge Festival	86.1	0.0	80.0	-(8.6)	71.4	71.4	9;GF	The project has been completed under budget with savings returned.
4.5	<i>Economic Development</i>								
4.5	400968 - Economic Development	112.5	0.0	112.5	-(12.5)	100.0	21.2	GF	Returned anticipated savings from project cost.

Key Direction	Project I.D. and Name	Orig. Budget 22/23 \$'000	B/fwd Budget 22/23 \$'000	Curr Budget 2022/23 \$'000	Var Q3 Budget 22/23 \$'000	Rev Budget 2022/23 \$'000	YTD Mar-23 Actual \$'000	Funding Source	Mar-23 Comments for Q3 Budget Variations
4.5	<i>Events Management</i>								
4.5	400481 - Chatswood CBD Special event - Culture Bites	895.8	0.0	815.2	-(50.0)	765.2	619.0	10;GF	Returned anticipated savings from project cost.
5.1	<i>Information Services Management</i>								
5.1	400043 - CONNECT software implementations Phase 3	650.0	0.0	650.0	510.0	1,160.0	569.5	2	Forecast aligned with the contract payment to the contractor.
5.1	<i>Customer Services</i>								
5.1	400603 - Community Perception Survey	50.0	0.0	60.0	0.3	60.3	39.9	GF	The project has been completed under budget with savings returned.
5.1	<i>Customer and Corporate Management</i>								
5.1	400259 - Council building - Victor Street accommodation upgrade - design	2,480.0	0.0	260.0	48.1	308.1	0.0	2	Forecast aligned with the change in scope of work and costs.
5.3	<i>Kids Cottage Community Centre</i>								
5.3	400990 - Artarmon kids cottage upgrade, 18 Broughton Rd, Artarmon	0.0	9.5	9.5	30.0	39.5	2.1	2	Forecast aligned with the increase in scope of work.
5.3	<i>The Concourse Facility Management</i>								
5.3	401095 - The Concourse - Membrane & Water leak remediation (Non Roof Related)	365.0	0.0	365.0	-(219.0)	146.0	141.4	2	Comprehensive façade report be prepared which guides work in FY23/24.
5.3	<i>Unmanned Facilities</i>								
5.3	400989 - Northbridge RSL Memorial Hall renewal	0.0	50.0	50.0	-(50.0)	0.0	0.0	2	Refurbishment project is no longer required.

Key Direction	Project I.D. and Name	Orig. Budget 22/23 \$'000	B/fwd Budget 22/23 \$'000	Curr Budget 2022/23 \$'000	Var Q3 Budget 22/23 \$'000	Rev Budget 2022/23 \$'000	YTD Mar-23 Actual \$'000	Funding Source	Mar-23 Comments for Q3 Budget Variations
5.3	Design and Drainage								
5.3	400905 - Scotts Creek Flood Study and Risk Management Plan	72.4	200.0	272.4	-(132.3)	140.1	5.9	2;4;8	Flood study has commenced and due to increase in scope, work will continue in FY23/24.
5.3	401008 - Stormwater Design and Investigation	105.0	0.0	105.0	-(23.0)	82.0	3.5	7	Returned anticipated savings from project cost.
5.3	Project Management Capital								
5.3	400116 - Sailors Bay/Strathallen/Eastern Valley Northbridge streetscape - stage 1 construction	150.0	0.0	150.0	-(90.0)	60.0	42.2	12	Project rescheduled for consideration as part of the FY24/25 Operational Plan.
5.3	400775 - Artarmon Parklands Pavilion – construction	1,700.0	79.8	602.0	-(250.0)	352.0	75.6	3	Delay in obtaining the required construction certificate due to unforeseen issues.
5.3	400790 - IL Incinerator Small Street Willoughby Structural Ground Floor Repairs- Construction	350.0	21.1	371.1	-(300.0)	71.1	16.9	3	Re-prioritisation of project as a result of resourcing constraints.
5.3	401000 - Naremburn local centre streetscape - design	1,050.0	0.0	200.0	-(70.0)	130.0	78.7	4;12	Budget adjusted to reflect current project program.
5.3	IL Infrastructure Asset - Building Property								
5.3	400784 - IL Kids Cottage Artarmon - Air con replacement - Stage 2	0.0	0.0	300.0	-(48.4)	251.6	244.7	3	Forecast aligned with the change in scope of work.
5.3	401090 - Council Building Minor Capital Works Program	800.0	0.0	640.0	-(60.0)	580.0	129.6	2	Forecast aligned with the change in scope of work.
5.3	401093 - Rolling Security/CCTV Renewal Program	150.0	0.0	75.0	-(14.0)	61.0	8.5	3	Returned anticipated savings from project cost.
5.3	Property Services Council Property								
5.3	400677 - Street Lighting - Council Wide lighting improvement project	50.0	0.0	25.0	-(25.0)	0.0	0.0	2	No lighting improvement required.

Key Direction	Project I.D. and Name	Orig. Budget 22/23 \$'000	B/fwd Budget 22/23 \$'000	Curr Budget 2022/23 \$'000	Var Q3 Budget 22/23 \$'000	Rev Budget 2022/23 \$'000	YTD Mar-23 Actual \$'000	Funding Source	Mar-23 Comments for Q3 Budget Variations
5.3	401091 - Building Performance Assessment Consulting	200.0	0.0	200.0	-(100.0)	100.0	62.8	2	The remaining Building Performance Assessment reviews will be completed in FY23/24.
5.3	401092 - Asset Data, Capture & Validation Program	175.0	0.0	175.0	-(175.0)	0.0	0.0	2	Re-prioritisation of project as a result of resourcing constraints.
5.3	401094 - Council Chambers Chiller - End of Life Replacement	150.0	0.0	150.0	-(108.0)	42.0	3.4	2	The project has been completed under budget with savings returned.
5.3	Work Services Drainage								
5.3	401166 - Stormwater Renewal - Pipe Relining program, D&C	547.4	0.0	547.4	-(25.0)	522.4	218.1	7;GF	The project has been completed under budget with savings transferred to Project 400774.
5.3	401169 - Stormwater Upgrade: Stormwater Pipe Extension - Hotham Parade	150.0	0.0	150.0	-(150.0)	0.0	0.0	2;7	Project scope increased, re-prioritisation of project to FY23/24.
5.4	Strategic Planning								
5.4	400505 - Review of Local Environmental Plan and Development Control Plan 2020/2021	96.0	22.5	118.5	-(32.0)	86.5	39.3	GF	Returned anticipated savings from project cost.
	401177 - Projects & Capital Works Contingency Funding (5600)	2,274.0	0.0	1,679.0	-(358.5)	1,320.5	0.0	GF	Total request to access contingency fund was \$1.18M during the March Quarter (Interim approval \$0.82M and permanent reduction \$0.36M). The permanent reduction has been captured in QBR3. Detail of the projects can be found in Attachment 6.
	TOTAL PROJECT AND CAPITAL WORKS EXPENDITURE Q3 BUDGET VARIATIONS				-(7,157.1)				

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PLANNING & INFRASTRUCTURE DIRECTORATE

**12.3 OUTCOME OF PUBLIC EXHIBITION AND ADOPTION OF MARKET
GARDEN PARK RESERVE ACTION PLAN**

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Draft Reserve Action Plan Market Garden

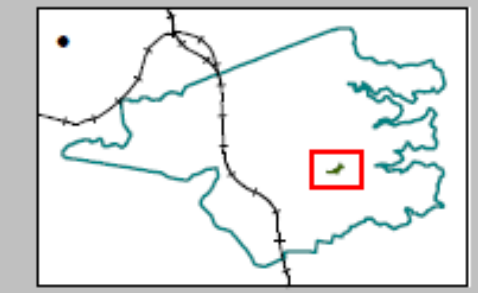
2023



Market Garden Park Bushland Actions

Priorities will be given to programs for the long term benefit to the reserve. Natural assets at greatest risk will be given priority to avert irreversible deterioration. All measures cannot be implemented simultaneously - resources may not be available or it may not be appropriate.

1. Bushland Contractor to continue maintenance weeding in area previously revegetated. Additional plantings may be required in areas.
2. Monitor macrophyte species in the drainage line so they do not restrict the flow of stormwater into the creek. If required, complete work to maintain water flows..
3. Bushland Contractor to continue gradual removal of woody weeds including Lantana, Broad-leaf Privet and Small leaf Privet on the slope adjacent to Shore School playing fields. As weeds are removed follow with indigenous plantings including Hakeas, Grevilleas and Acacias to retain wildlife habitat.
4. The creek bed in this section over time has accumulated sediment and weeds. These weeds will be removed gradually and replaced with indigenous species.
5. Bushland Contractor to complete maintenance weeding in revegetated area around drainage pipe and outlet from Shore School playing fields..
6. Monitor and conserve historic stone walls built by Chinese market gardeners in the 1880s along the creek.
7. Bushcare group to continue maintenance weeding to preserve bushland values in accordance with Bushcare Action Plan.
8. Areas directly adjacent to pathways to be maintained by Council's Open Space staff and bushland to be maintained by Council's Bushland staff. Following this period, investigate options to plant additional native plants that are more consistent with the reserve character adjacent to shared path and properties.
9. Bushland Contractor to control non-local Lemon-scented Gum (*Corymbia citriodora*) and Tallowwood (*Eucalyptus microcorys*) seedlings throughout Park and monitor for new seedlings further down the catchment into Warners Park and Watergate Reserve. Mature trees to remain as they provide habitat for wildlife.
10. Install interpretive signage along the shared cycling/pedestrian path that highlights local history of Market Garden Park, Willoughby's network of walking tracks and bushland reserves, the importance of the Park providing habitat for wildlife and how it acts as an ecological link to other bushland reserves.
11. Riparian Vegetation Zone 10m either side of Sailors Bay Creek channel to be maintained in accordance with Guidelines for riparian corridors on waterfront land, NSW Office of Water (Water Management Act 2000). This zone is to be maintained or revegetated as fully structured native vegetation.
12. Liaise with Council's transport planning staff to ensure that pathway markings are maintained and are consistent with other shared paths within Willoughby.



Plan details

Status: Draft
 Prepared by: N. Yu
 Drawn by: N. Prasad
 Date printed: 12/04/2023
 Approximate Scale: 1:1200 on A3

Legend

- 16 Property number
- 12 Action plan activity
- Stormwater node
- Approximate fire hydrant location
- 35 2m contours
- RG Rain Garden
- GPT Gross Pollutant Trap
- Stormwater network - Underground *
- Stormwater network - Overground / Unknown *
- Shared path *
- Pedestrian path *
- Property boundary
- Reserve / bushland
- Bushland Contractors
- Bushcare Group



* The accuracy of this data is not guaranteed and must be verified prior to use.

References

V:\PROJECTS\MANAGEMENT PLANS\RESERVE ACTION PLANS
 MARKET GARDEN PARK, RAP 2023\MAP\NFO\Workbook
 Market Garden Park RAP.docx

Draft Market Garden Park Bushland - Reserve Action Plan

Reserve Profile

Market Garden Park is approximately 1.65 hectares in size and includes revegetated bushland, Sailors Bay Creek, parkland and a future community garden located at the top of the Sailors Bay catchment in Willoughby. It is bordered by Eastern Valley Way and private residences to the east, Shore Sydney Church of England Grammar School playing fields to the south, Alpha Road to the west and a recently completed medium density resident development to the north and north-west.

Bushland within Market Garden Park protects the headwaters of Sailors Bay Creek, which originates at Alpha Road, runs through Market Garden Park, under Eastern Valley Way into Warners Park, then through to Watergate Reserve and flows into Sailors Bay. As a 1st Order Stream under the Riparian Corridor Matrix, 10 metres of riparian vegetation is required to remain each side of the stream banks (Guidelines for riparian corridors on waterfront land, Water Management Act 2000).

'Market Garden Park previously was a Chinese Market Garden and was possibly the last Chinese Market Garden to operate in Willoughby. In the mid-1950s, the terraced gardens disappeared and some of the area was turned into a park and children's playground. From 1945-1970 most of the market gardens were purchased by the RTA for the route of a proposed extension of the Warringah Freeway, but this plan was later discarded due to resident opposition. Over time sections of Market Garden Park have had a number of different owners including public and private entities, State Planning, RTA, Shore School, a local resident and Willoughby City Council.

PLANT COMMUNITY: Originally the plant community was Coastal Enriched Sandstone Moist Forest, however today little if any remnant vegetation is left due to previous land use and significant soil disturbance. Increased levels of nutrients from dumping and sedimentation and increased water flowing into the site have encouraged the presence of invasive plants such as Privets, Lantana and Madeira Vine. Part of the site has been successfully revegetated since the 1970s and this area now has a canopy of Australian trees, *Eucalyptus saligna*, *Eucalyptus grandis* and *Eucalyptus pilularis*, and a generally dense mid-storey and ground layers. Additional works have helped to re-establish a native canopy and to restore the original plant community.

HABITAT: Tall trees provide habitat for possums and a variety of birds. The dense mid-storey in sections that includes weeds provides good habitat for small birds. A thick ground layer of vegetation, leaf litter and fallen branches covers most of the site and provides good habitat for insects and reptiles. The creek provides habitat for urban aquatic animals.

Statement of Significance

Parts of Market Garden Park are classified as bushland as defined in State Environmental Planning Policy No 19 (*Vol 1, 1.4), and is protected under State and Commonwealth Legislation (*Vol 1, 1.5.2). It is zoned RE1 Public Recreation in the Willoughby Local Environment Plan 2012. Market Garden Park is an important recreational and ecological link that connects Flat Rock Gully (south) to Castlecrag (north-east). A shared path through the reserve allows cyclists and pedestrians to travel between these areas. A new traffic light on Eastern Valley Way allows easy access to Warners Park. From Warners Park, a bush track links up to the Sailors Bay track providing further access to Castlecrag and beyond to other Willoughby bushland reserves.

HISTORICAL CULTURAL SIGNIFICANCE: Market Garden Park is historically significant as the site of some of the last remaining market gardens

in Willoughby. Six market gardens were situated adjacent to each other along the valley of Sailors Bay Creek between Alpha Road and Eastern Valley Way. These remained in operation until the 1960s and one until 1981. One section of Sailors Bay Creek is lined by a historic stone wall which is believed to have been built by market gardeners as early as the 1880s.

HABITAT SIGNIFICANCE: Market Garden Park bushland is an important ecological link forming a wildlife corridor from Flat Rock Gully all the way through to Warners Park and the Sailors Bay area, which in turn is part of the larger habitat linkages around Middle Harbour. It also provides habitat for a wide variety of birds, small mammals and lizards including water dragons.

ABORIGINAL CULTURAL SIGNIFICANCE: The Cammeraygal people originally occupied the area, however there are no recorded archaeological sites in the park.

Reserve Impacts

Soil disturbances have had a large impact in the past and will continue to in the future. During the time of the market gardens, vegetation was cleared and the land terraced. In the 1950s rubbish and debris from street sweepers was dumped into the creek in an effort to wash it downstream into Sailors Bay when water levels were high. Charcoal was then brought in from the nearby Flat Rock Incinerator and layered on top. In the 1970s the RTA dumped fill on the northern slope of the site. Fill was also used to construct the Shore playing fields to the south. Over time fill has washed downslope and raised the creek bed in some areas. Sections of the creek have been reconstructed. Sedimentation and dumping has resulted in increased levels of nutrients in the soil. During the construction of the recent residential development adjacent to Market Garden Park, sediment and weed seed has transferred into bushland and the creek sending material downstream into other bushland reserves.

A large stormwater outlet was constructed where Sailors Bay Creek emerges from Alpha Road. A sewer line runs almost parallel to the creek with a number of sewer access chambers along it. This has further disturbed the soil profile in this area.

Due to urban surroundings and housing construction adjacent, a lot of stormwater flows into the site off roads and other hard surfaces. To reduce the amount of stormwater directly entering Sailors Bay Creek raingardens, ponds, drains and a gross pollutant trap have been installed to reduce sediments and also pollutants entering the creek.

In some areas the sandstone base rock is quite close to the surface, resulting in poor drainage, creating swampy areas.

ENCROACHMENTS: There are no recorded encroachments.

Wildlife Habitat Issues

Thickets of weeds should be removed gradually so that habitat areas are retained and replaced. This is particularly important along the slope beside Shore playing fields as this was previously an area of dense weed vegetation which provided habitat for small birds.

Previously Bower Bird bowers have been observed here. Clearing of woody weeds will need to be done in stages and replacement trees and prickly shrubs such as *Hakeas sp.* and *Acacia ulicifolia* planted. Foxes have been observed around the area but fox baiting is not permitted on this site due to the close proximity to houses.

Achievements

A children's playground and community garden were constructed at the northern end of the park in 2019 and 2017 respectively.

A group for the community gardens was formally established in 2019. Historical signage and information was installed at the park in 2018.

Bushland Management Goals – Market Garden Park

This bushland reserve action plan has identified the following management aims from the Urban Bushland Plan of Management 2014 as priority objectives:

4.1a Aim: Increase community understanding of bushland values and management.

4.1 c Aim: Maintain and improve a high level of service provision in interpretative signage and on-site materials.

4.2.c Aim: Provide a high level of planning, support, training and supervision of existing and future community volunteers.

5.2 d Aim: Maintain water quality entering reserves at a level which is acceptable for sustainable bushland management.

5.3 b Aim: To create and or maintain conditions in which creek and drainage lines are protected from increased erosion and / or sedimentation due to urban impacts.

6.2e Aim: All management of vegetation will have regard to habitat values.

6.2f Aim: To preserve and increase ecological links across the LGA and regionally to assist the movement of fauna

6.2j Aim: Control of domestic and feral animals that impact on native fauna populations

6.3 b Aim: To implement weed control programs which are based on regeneration and restoration principles and which increase the bushland resilience to further weed infestation.

12.1b Aim: To protect cultural heritage items and places in bushland.

General Principles and Actions – All Bushland Reserves

a. Bush regeneration is a long term process that requires staged weed removal to ensure establishment of native plant communities. Work should proceed from good to degraded areas with techniques that encourage regeneration, including flame weeding, rather than spraying herbicide.

b. If possible, all weed refuse and natural debris to be composted or retained on-site.

c. When natural regeneration is deemed inadequate, supplementary plantings to mimic local plant communities and landscapes will be used with local provenance species.

d. Standing dead trees and forest litter (including logs and branches) to be retained for wildlife habitat unless deemed a risk to public safety.

e. Monitor, maintain and enhance vegetation connectivity for wildlife habitat within the reserve and reserve networks.

f. *Phytophthora cinnamomi* (a root rot pathogen) is listed as a key threatening process in NSW and has been identified as a threat to a number of species. Bushland workers are to use hygiene protocols to minimise risk.

g. Report and record all reserve encroachments. Monitor for tree vandalism and/or removal within the reserve and report to Council Compliance for appropriate action.

h. Continue to monitor wildlife habitat requirements and supplement where necessary.

i. Monitor feral animal activity and implement appropriate management actions where necessary.

j. Monitor and protect cultural and Aboriginal heritage sites within the reserve at all times. Bushland staff to notify Aboriginal Heritage Office prior to each burn to identify sites and implement protection measures and post-fire survey.

k. Bushfire management will be achieved through implementation of a strategic hazard reduction program consistent with the Bushfire Risk Management Plan.

l. Species diversity will be encouraged through an ecological burn program.

m. This reserve has a valuable role as an educational resource. Preserve natural features used for educational purposes and continue to inform the community of bushland issues through on-site

educational activities and signage. Maintain appropriate signage.

n. Formal tracks to be regularly maintained and informal tracks to be closed to prevent damage to habitat and to impede access of feral animals, unless used for access by bushland management workers.

o. Establish photo points to monitor the progress of reserve management actions.

p. Reserve Action Plan progress to be reviewed annually and updated after five years.

Animal List for Market Street Garden

Market Street Garden provides habitat for a number native animals.

A list of these species can be found at:

<https://www.willoughby.nsw.gov.au/Residents/Parks-and-recreation/Parks-reserves-and-playgrounds/Market-Garden-Park>

Native Plant List for Sailors Bay

CONIFERS	<i>Woolisia pungens</i>	<i>Banksia serrata</i>
CUPRESSACEAE	FABACEAE-FABOIDEAE	<i>Grevillea linearifolia</i>
<i>Callitris rhomboidea</i>	<i>Glycine clandestina</i>	<i>Hakea dactyloides</i>
FERNS	<i>Glycine tabacina</i>	<i>Hakea gibbosa</i>
ASPLENIACEAE	<i>Gompholobium latifolium</i>	<i>Hakea sericea</i>
<i>Asplenium australasicum</i>	<i>Hardenbergia violacea</i>	<i>Hakea teretifolia</i> subsp. <i>teretifolia</i>
BLECHNACEAE	<i>Indigofera australis</i> subsp. <i>australis</i>	RUBIACEAE
<i>Doodia aspera</i>	<i>Kennedia rubicunda</i>	<i>Opercularia aspera</i>
CYATHIACEAE	<i>Platylobium formosum</i>	<i>Pomax umbellata</i>
<i>Cyathea cooperi</i>	<i>Pullenaea daphnoides</i>	RUTACEAE
DENNSTAEDTIACEAE	<i>Pullenaea tuberculata</i>	<i>Crowea saligna</i>
<i>Pteridium esculentum</i>	FABACEAE-MIMOSOIDEAE	<i>Phebalium dentatum</i>
DICKSONIACEAE	<i>Acacia ulicifolia</i>	<i>Ziera smithii</i>
<i>Calochlaena dubia</i>	<i>Acacia decurrens</i>	SANTALACEAE
GLEICHENIACEAE	<i>Acacia floribunda</i>	<i>Exocarpos cupressiformis</i>
<i>Gleichenia dicarpa</i>	<i>Acacia linifolia</i>	SAPINDACEAE
LINDSAYACEAE	<i>Acacia longifolia</i> subsp. <i>longifolia</i>	<i>Dodonaea triquetra</i>
<i>Lindsaea linearis</i>	<i>Acacia suaveolens</i>	PLANTAGINACEAE
PTERIDACEAE	<i>Acacia terminalis</i> subsp. <i>Long inflorescences</i>	<i>Veronica plebeia</i>
<i>Adiantum aethiopicum</i>	HALORAGACEAE	MALVACEAE
<i>Cheilanthes austrotenuifolia</i>	<i>Gonocarpus teucrioides</i>	<i>Lasioptalum ferrugineum</i> var. <i>ferrugineum</i>
<i>Pellaea falcata</i>	<i>Haloragis heterophylla</i>	LAMIACEAE
<i>Pellaea paradoxa</i>	LAMIACEAE	<i>Clerodendrum tomentosum</i>
THELYPTERIDACEAE	<i>Plectranthus parviflorus</i>	VITACEAE
<i>Christella dentata</i>	LAURACEAE	<i>Cissus antarctica</i>
DICOTS	<i>Cassityna paniculata</i>	<i>Cissus hypoglauca</i>
ACANTHACEAE	MENISPERMACEAE	MONOCOTYS
<i>Pseuderanthemum variabile</i>	<i>Stephania japonica</i> var. <i>discolor</i>	COMMELINACEAE
APIACEAE	MORACEAE	<i>Commelina cyanea</i>
<i>Centella asiatica</i>	<i>Ficus rubiginosa</i>	CYPERACEAE
<i>Platysace linearifolia</i>	PRIMULACEAE	<i>Cautis flexuosa</i>
<i>Xanthosia pilosa</i>	<i>Rapanea variabilis</i>	<i>Gahnia erythrocarpa</i>
ARALIACEAE	MYRTACEAE	<i>Lepidosperma laterale</i>
<i>Hydrocotyle sibthorpioides</i>	<i>Acmena smithii</i>	<i>Lepidosperma longitudinale</i>
<i>Polyscias sambucifolia</i> subsp. <i>Long leaflets</i>	<i>Angophora costata</i> subsp. <i>costata</i>	<i>Schoenus melanostachys</i>
APOCYNACEAE	<i>Corymbia gummifera</i>	ASPHODELACEAE
<i>Marsdenia suaveolens</i>	<i>Eucalyptus haemastoma</i>	<i>Dianella caerulea</i> var. <i>caerulea</i>
<i>Tylophora barbata</i>	<i>Corymbia maculata</i>	<i>Geitonoplesium cymosum</i>
ASTERACEAE	<i>Eucalyptus pilularis</i>	<i>Xanthorrhoea arborea</i>
<i>Cassinia aculeata</i> subsp. <i>aculeata</i>	<i>Eucalyptus piperita</i>	<i>Xanthorrhoea media</i>
BIGNONIACEAE	<i>Eucalyptus punctata</i>	ASPARGACEAE
<i>Pandorea pandorana</i> subsp. <i>pandorana</i>	<i>Kunzea ambigua</i>	<i>Lomandra longifolia</i>
CAMPANULACEAE	<i>Leptospermum laevigatum</i>	<i>Lomandra multiflora</i>
<i>Wahlenbergia stricta</i> subsp. <i>stricta</i>	<i>Leptospermum squarrosom</i>	<i>Lomandra obliqua</i>
<i>Lobelia andrewsii</i>	<i>Leptospermum trinervium</i>	<i>Lomandra fluviatilis</i>
<i>Lobelia purpurascens</i>	<i>Melaleuca quinquerivra</i>	<i>Eustrephus latifolius</i>
CASUARINACEAE	<i>Melaleuca stypheloides</i>	ORCHIDACEAE
<i>Allocasuarina littoralis</i>	OLEACEAE	<i>Cryptostylis erecta</i>
<i>Casuarina glauca</i>	<i>Notelaea longifolia</i> f. <i>longifolia</i>	POACEAE
CONVOLVULACEAE	PITTOSPORACEAE	<i>Cymbopogon refractus</i>
<i>Dichondra repens</i>	<i>Billardiera scandens</i>	<i>Dichelachne crinita</i>
CUNONIACEAE	<i>Pittosporum revolutum</i>	<i>Digitaria parviflora</i>
<i>Bauera rubioides</i>	<i>Pittosporum undulatum</i>	<i>Echinopogon caespitosus</i> var. <i>caespitosus</i>
<i>Callicoma seratifolia</i>	PHYLLANTHACEAE	<i>Eragrostis brownii</i>
<i>Ceratopetalum gummiferum</i>	<i>Breynia oblongifolia</i>	<i>Imperata cylindrica</i>
DILLENIACEAE	<i>Glochidion ferdinandi</i> var. <i>ferdinandi</i>	<i>Microlaena stipoides</i> var. <i>stipoides</i>
<i>Hibbertia scandens</i>	<i>Homalanthus populifolius</i>	<i>Oplismenus imbecillis</i>
ELAEOCARPACEAE	<i>Phyllanthus hirtellus</i>	<i>Themeda triandra</i>
<i>Elaeocarpus reticulatus</i>	PROTEACEAE	SMILACACEAE
ERICACEAE-EPACRIDOIDEAE	<i>Banksia ericifolia</i> subsp. <i>ericifolia</i>	<i>Smilax glyciphylla</i>
<i>Epacris longiflora</i>	<i>Banksia integrifolia</i> subsp. <i>integrifolia</i>	
<i>Epacris pulchella</i>	<i>Banksia marginata</i>	

Market Garden Park Reserve Action Plan

Willoughby

Public Exhibition Summary Report
February - March 2023

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Market Garden Park Reserve- Background

Market Garden Park Reserve is a 42.7ha bushland reserve with large areas of intact remnant vegetation located in Middle Cove.

Key Actions for the Draft Reserve Action Plan:

- Bushland Regeneration
- Maintenance works of riparian zone along Sailors Bay Creek.
- Installation interpretive signage.

Community Consultation - Communication Methods

Market Garden Park Reserve Action Plan – Community Consultation

	STAKEHOLDER	COMMUNICATION METHOD	DATE	CLOSING DATE FOR COMMENTS
1.	Local Residents	<ul style="list-style-type: none"> • Survey accessible online at Have Your Say Willoughby • Letters mailed to approximately forty seven one (471) properties (refer Appendix – Resident letter distribution area) 	21/02/23	21/03/23
2.	Park Visitors	<ul style="list-style-type: none"> • Notification signs displayed in reserve 	21/02/23	

Community Consultation - Respondents

A total of 14 responses were received during this period, 12 via Have Your Say and two via email. One respondents through the have your say did not provide any feedback to provide comment upon, and did not specify why they supported the draft Reserve Action Plan.

Comments received were generally supportive of the plan, and work to date, and sought conservation of the remaining bushland in the area. Following the consultation period, the several amendments were made:

- The addition of two bushcare work areas with accompanying reserve action
- Changing a sentence to recognise the Market Garden had Chinese origins
- Removing one of the achievements in relation to an unofficial walking track.
- Mentioning a water pump in action 6

Public Exhibition - Comments Received

How frequently do you visit Market Garden Park Reserve?	
• Daily	• Survey (7)
• Weekly	• Survey (1)
• Monthly	• Survey (1)
• A few times each year	• Survey (0)
• Never	• Survey (1)
What's the main reason you visit the Reserve?	
• Walking	• Survey (5)
• Nature appreciation	• Survey (5)
• Bushcare	• Survey (0)
• Walking Dog	• Survey (2)
• Other	• Survey (0)
Have you viewed the Draft Reserve Action Plan?	
• Yes	• Survey (9)
• No	• Survey (3)
Do you support the Draft Clive Park Reserve Action Plan?	
• Yes	• Survey (4)
• Yes, with changes. Please explain in the comment box below	• Survey (6)
• No, with changes. Please explain in the comment box below	• Survey (2)
Summary of Comments	
• GPTs	• One (1)
• Signage	• One (1)
• Biodiversity Conservation	• Five (5)
• Community Connection	• One (1)
• Land Ownership	• One (1)
• Dogs	• Two (2)
• Weeds	• One (1)
• Accessibility	• One (1)
• Tech Issues	• One (1)
• Amenities	• Two (2)
Suburb	
• Cammaray	• Survey (1)
• Castle Cove	• Survey (1)
• Northbridge	• Survey (2)
• Willoughby East	• Survey (2)
• Willoughby	• Survey (6)

	SUBMISSION	RESPONSE
1	I support the draft RAP because it builds and protects the environment and conserves existing bushland and creek surrounds.	Thank you for your feedback, Council will continue to protect and conserve its natural bushland areas.
2	I support the draft RAP because its good to enhance the existing reserve.	Thank you for your feedback, Council will continue to protect and conserve its natural bushland areas.
3	I'd prefer primary focus/expenditure on protecting and expanding the native tall trees, over 'interpretive signage'. The signage is a nice-to-have in my opinion, but not necessary. The growth and health of the trees is of more importance to me, rather than an expensive sign to teach me why bushland reserves are important for native habitat and wildlife.	As woody weeds are removed, native trees will be planted to help revegetate the area, as has been the case for over 20 years. Tree establishment will remain the primary focus. Signage is also important as it provides information to educate the community about environmental conservation and is relatively inexpensive in comparison with other reserve works.
4	The grass area is largely not used. It is hot and has no shade. I have never seen anyone use the exercise space, again very hot. I would like to see an extension of the native bush plants in this area. Particularly with all the new unit development in our street.	Consideration of additional plantings will be discussed with the Parks Team. The young replanted Plane Trees will mature over time. People do use the grass area and outdoor gym, as seen on Google Street View.
5	I would like to see no signs.	Signage will be kept to a minimal size so as not to be visually intrusive.
6	I support the draft RAP because the preservation of what little bushland we have left in Willoughby is important for locals and the wider Sydney community.	Thank you for your feedback, Council will continue to protect and conserve its natural bushland areas.
7	I support the draft RAP because the community connection is what I most support - people meeting up with each other and getting to know one another, doing a positive activity together.	Thank you for your feedback, Council will continue to maintain connections in the community.
8	<p>I was surprised that the plan suggested action 8 on the map indicated as managed by developer. I was under the impression council took this over some four years ago.</p> <p>Better management of weeds of all types would be wonderful. Of consideration would be the "native climbing vine" near actions 1 and 6, which is steadily taking over trees.</p> <p>Park - requires a dog bag system as heavily utilized by dog walking/families with pets at playground.</p>	<p>The action will be amended to state:</p> <p>"Areas directly adjacent to pathways to be maintained by Council's Open Space staff and bushland to be maintained by Council's Bushland staff. Following this period, investigate options to plant additional native plants that are more consistent with the reserve character adjacent to shared path and properties."</p> <p>Vines will be managed to minimized detrimental impacts on other vegetation.</p> <p>This matter was forwarded to the Green Space Team. A bin and dispenser will be considered for funding.</p>

	<p>RG / creek in Foundation Place - excellent idea to deal with silting/waste.</p> <p>Foundation Place/Shore Oval - removal of rubbish at end of oval.</p> <p>Rain Garden in Area 7 adjacent to GPT needs checking and possible repair as children used for mountain bike play. Good fun but maybe has an environmental impact. GPT needs replaced safety signs.</p> <p>Item 11 on map - the paths not only need repainting and signing. All paths and access points need pressure cleaning as they are slippery for foot traffic when wet and foliage needs clearing for dual access.</p> <p>Also, monitoring of persons with dogs not walked on leads on cycle/footpaths or 'playing' in Kingsmeadow Close affecting both traffic and other residents should be considered for safety.</p> <p>Just thoughts - but good to know council has a plan.</p>	<p>This request will be forwarded to field staff.</p> <p>Creeks Project Officer has investigated this request.</p> <p>Creeks Project Officer has investigated this request</p> <p>Creeks Project Officer will investigate and follow up.</p> <p>Council's Safe City Unit will monitor these areas.</p> <p>Thank you for your thoughts.</p>
9	I can't even find the Draft Reserve Action Plan.	The Draft Reserve Action Plan (RAP) was on the Have your Say (HYS) page under the "Draft Market Garden Park Reserve Action Plan 2023", on the right side of the page.
10	Please put more kids friendly equipment and renovate the playground; there are more and more kids and they love playing around this lovely park. Some of the playground equipment is mouldy, broken or ants nesting inside. The little ones may get bugs bite or hurt by the broken equipment.	The Reserve Action Plan is applicable to the management of bushland within the park. The parks recreational assets are managed by Council's Green Space Team.
11	It is necessary to preserve the existing trees, not just plant new ones and hope for the best. This area used to be so beautiful and healthy.	<p>As outlined in Council's Sustainability Action Plan, by 2028 Council will ensure:</p> <ul style="list-style-type: none"> • An increase in the number of suitable areas, being managed as bushland. • No deterioration of bushland conditions as a result of urban activities. • An increase in urban tree canopy cover on private and public land.
12	I hope this letter finds you well. I am writing to you as a concerned resident to provide	

<p>feedback on the draft management plan for Market Gardens Park. While I appreciate the council's efforts to develop a comprehensive plan for our cherished park, I believe that there are some essential points that merit further consideration to ensure the park remains a beautiful, safe, and well-maintained public space for everyone to enjoy.</p> <p>Firstly, I would like to emphasize the need to remind the residents of the surrounding areas about their responsibility in maintaining the park's pristine condition. This includes proper waste disposal, keeping their pets leashed, and adhering to park rules. I suggest that the council consider increasing communication with the community to reinforce their role in preserving the park's natural assets. Further to the point above communications to nearby residents reminding them of their responsibility to maintain garden spaces around their home.</p> <p>Secondly, I would like to question the level of general maintenance currently being provided to the park. The council's comment, "The site is maintained in line with adopted service levels set by the community," does not seem to reflect the actual state of the park. Given the rapid development in the surrounding areas, it is time to reassess these service levels and allocate additional funds to increase maintenance efforts, ensuring the park remains a safe and enjoyable space for all users.</p> <p>Additionally, I would like to highlight the importance of maintaining the park's furniture to an appropriate standard. Park benches, picnic tables, and other amenities are essential for the comfort and enjoyment of visitors. However, it appears that some of these amenities have fallen into disrepair, which not only detracts from the park's overall appeal but also poses safety risks. I kindly request that the council include the maintenance and refurbishment of park furniture in the revised management plan and allocate the necessary resources to ensure they are well-maintained and safe for public use.</p> <p>In conclusion, I believe that by incorporating these points into the draft management plan, we can work together to ensure Market Gardens Park remains a cherished public</p>	<p>Bushland staff will continue to carry out direct communication with adjacent residents as part of the implementation of this Reserve Action Plan.</p> <p>The Reserve Action Plan is applicable to the management of bushland within the park. The parks recreational assets are managed by Council's Green Space Team and this feedback have been actioned.</p> <p>The Reserve Action Plan is applicable to the management of bushland within the park. The parks recreational assets are managed by Council's Green Space Team and this feedback have been actioned.</p>
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	<p>space for our community. I look forward to seeing the council's response to these concerns and hope that the updated plan will address them accordingly.</p> <p>Thank you for your time and consideration. I have full confidence that the Willoughby Council will make the best decisions for the future of Market Gardens Park, and I look forward to witnessing its continued success.</p>	
13	<p>Thanks for the opportunity to give feedback to Council on the Draft Management Plan. The following points are some of the items we discussed yesterday during your visit to the Reserve that you may consider to add to, or modify, the Draft:</p> <p>Under the heading Market Garden Park Bushland Actions, add to Action 6 'and water pump.'</p> <p>Under the heading Reserve Profile, the first sentence should have the word 'Chinese" inserted twice so that the sentence reads: 'Market Garden Park previously was a Chinese market garden and was possibly the last Chinese market garden to operate in Willoughby.'</p> <p>Under the heading Achievements, the first sentence should be deleted as no walking track was never constructed, nor does one exist now, along the south side of Sailors Bay Creek.</p> <p>Also under this heading you could consider mentioning the Market Garden Bushcare Group which Council established in 1999 and is still in operation today as part of the weed management control actions in the Reserve.</p> <p>Thanks again for the opportunity to give feedback.</p>	<p>This has been added.</p> <p>This has been added.</p> <p>This achievement has been removed.</p> <p>An action addressing the bushcare works and the two areas the bushcare group works in will be added to the map page of the Reserve Action Plan.</p>

Appendix

Website Survey – Have Your Say Willoughby

Market Garden Park Reserve, Middle Cove – Draft Reserve Action Plan

Willoughby City Council is seeking community feedback for Market Garden Park Reserve.

Please review the Market Garden Park Reserve Draft Action on the HaveYourSay webpage and leave your comments in the survey prior to closure of the community consultation period at 5 pm, Tuesday 21 March 2023.

Market Garden Park Reserve is a 42.7ha bushland reserve with large areas of intact remnant vegetation located in Middle Cove.

Key Actions for the Draft Reserve Action Plan:

- Bushland Regeneration
- Maintenance works of riparian zone along Sailors Bay Creek.
- Installation interpretive signage.

All community members who leave a comment will receive a response after the community consultation period.

How frequently do you visit Market Garden Park Reserve?

- Daily Weekly Monthly A few times each year Never

What's the main reason you visit the Reserve?

- Nature Appreciation Walking Walk with dog Bushcare volunteer Other

Have you viewed the Draft Reserve Action Plan?

- Yes No

Do you support the Clive Park Reserve Action Plan?

- Yes Yes, with changes. Please explain in the comment box below
- No. Please explain in comment box below

Notification

Letter to Residents

PLANNING & INFRASTRUCTURE
Environmental Unit

21 February 2023

Willoughby City Council
PO Box 57
CHATSWOOD NSW 2057

Dear Sir/Madam

RE: DRAFT MARKET GARDEN PARK RESERVE ACTION PLAN

Council has updated the Bushland Reserve Action Plan for Market Garden Park Reserve. The Draft Plan outlines bushland management actions to preserve and enhance local ecological values.

Key actions include bush regeneration, Maintenance works of riparian zone along Sailors Bay Creek and Installation interpretive signage.

We welcome your feedback on the Draft Plan and invite you to view and comment through Have Your Say Willoughby at www.haveyoursaywilloughby.com.au by **5 pm, Tuesday 21 March 2023**.

Alternatively, comments should be marked to the attention of Council's Natural Assets Officer, Nicholas Yu to the address below or via email to email@willoughby.nsw.gov.au

Yours sincerely,

Alfred Bernhard
BUSHLAND TEAM LEADER

(Computer printed copy - No signature required)

Resident Letter Distribution Area



Approximately 471 residences



MARKET GARDEN PARK RESERVE DRAFT

Council has created an updated Reserve Action Plan for Market Garden Park Reserve and is seeking comments from the community regarding this Draft.

Have Your Say about the Draft Plan by:

- **Commenting on the Have Your Say Willoughby website**
- **Writing to Council**

To view the plan and to make comments, please go to:

www.haveyoursaywilloughby.com.au

Alternatively, send your comments marked to the attention of Council's Natural Assets Officer, Nicholas Yu to the address below or via email to email@willoughby.nsw.gov.au

The submission period will close at **5pm, Tuesday 21 March 2023.**

**12.4 OUTCOME OF PUBLIC EXHIBITION AND ADOPTION OF BEVERLEY
BLACKLOCK RESERVE ACTION PLAN**

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

Draft Reserve Action Plan Beverley Blacklock

2022



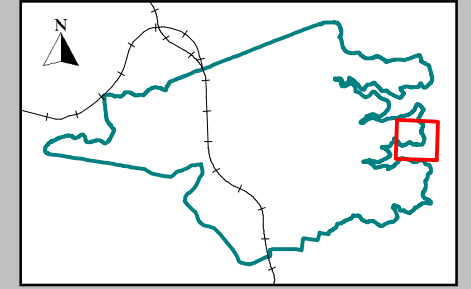
Beverly Blacklock Reserve Bushland Actions

Priorities will be given to programs for the long term benefit to the reserve. Natural assets at greatest risk will be given priority to avert irreversible deterioration. All measures cannot be implemented simultaneously - resources may not be available or it may not be appropriate.

1. Bushland Regeneration Contractor to each quarter maintain stabilised decomposed granite walking track adjacent to road to ensure it is free of weeds and rubbish.
2. Willoughby City Council qualified Arborist to annually inspect the health of trees overhanging the stabilised decomposed granite walking track.
3. Liaise with residents at Cheyne Walk and Linden Way to determine suitable local indigenous plants to be replanted into past unauthorised cleared and/or planted areas.
4. Bushland Regeneration Contractor to remove weeds in and around lower foreshore area. Plant local indigenous shrubs and ground covers where required, to stabilise the embankment to reduce erosion and sediment running directly into Middle Harbour.
5. Bushland Regeneration Contractor to complete regular maintenance of vegetation along track to ensure clear access.
6. Bushland Regeneration Contractor to maintain area previously burnt 2010.
7. Bushland Regeneration Contractor to complete light thinning of mid-storey vegetation opposite wooden seats next to 8 and 13 Cheyne Walk to provide filtered views of Middle Harbour through trees.
8. Council to Liaise with residents at Cheyne Walk and Linden Way to ensure existing encroachments are not increased and are removed at an appropriate opportunity.
9. Bushland Regeneration Contractor to target woody weed removal adjacent to stormwater lines. Planting of low growing indigenous shrubs and ground covers may be required to assist in stabilising the embankment to reduce erosion.
10. Bushland Regeneration Contractor to complete regular maintenance weeding targeting the removal of Lantana, Fishbone Fern, Asparagus Fern and annuals. Incremental weeding to reduce impact to native wildlife populations.
11. Bushland Regeneration Contractor to target the removal of Asthma Weed, Trad, Turkey Rhubarb, Asparagus Fern, Blackberry, woody weeds and garden exotics in highly disturbed area below 31 Cheyne Walk.
12. Maintain the high tide rock platform to ensure it is stable and secure.



RESERVE ACTION PLAN BEVERLEY BLACKLOCK RESERVE



Plan details

Status: Draft
 Prepared by: N. Yu
 Drawn by: N. Prasad
 Date printed: 27/04/2023
 Approximate Scale: 1:1150 on A3

Legend

- 16 Property number
- 12 Action plan activity
- Stormwater node
- ▼ Approximate fire hydrant location
- 35 5m contours
- Stormwater network - Underground *
- Stormwater network - Overground / Unknown *
- - - Bush track / Path *
- Property boundary
- Reserve / bushland
- ▨ Council bush regeneration contractors

Notes:
 * The accuracy of this data is not guaranteed and must be verified prior to use.
 - Please check with Dial Before You Dig prior to any earth works.

References

V:\PROJECTS\MANAGEMENT PLANS\RESERVE ACTION PLANS\BEVERLEY BLACKLOCK RAP 2016\MAPINFO\Workspaces\Beverley Blacklock RAP 2016.wor

Draft Beverley Blacklock Reserve Action Plan

Reserve Profile

Beverley Blacklock Reserve is a long, narrow area of bushland that hugs the south-east corner of the Castlecrag peninsula set on the shores of Middle Harbour. It is approximately 1.9 hectares in size and is adjacent to Cheyne Walk, properties and links to Castlehaven Reserve.

The reserve falls outside the Griffin Heritage Conservation Area but still, plays an important role in maintaining the natural bushland character of Castlecrag and provides connectivity for wildlife to other bushland reserves and across the waters' of Middle Harbour.

The reserve has a history of foreshore recreational use which continues today, with fishing and as a local small boat launch.

PLANT COMMUNITY: Bushland is classified as Coastal Sandstone Foreshores Forest (S_DSFO6) consisting of large trees, shrub layer and ground cover of ferns, rushes and grasses. The flora of this community has a maritime influence given its exposure to prevailing sea breezes. The canopy is predominantly Smooth-barked apple with a layer of hardy mesic small trees and shrubs including Sweet Pittosporum (*Pittosporum undulatum*), Cheese tree (*Glochidion ferdinandi* var. *ferdinandi*) and Blueberry Ash (*Elaeocarpus reticulatus*). Pittosporums have been over represented here in the past due to changed fire regimes and selective weeding combined with the completion of a controlled burn has reduced their density.

Statement of Significance

Beverley Blacklock Reserve is classified as bushland as defined in State Environmental Planning Policy No 19 (*Vol 1, 1.4), and is protected under State and Commonwealth Legislation (*Vol 1, 1.5.2). The reserve is zoned E2 Environmental Conservation in the Willoughby Local Environment Plan 2012.

ABORIGINAL CULTURAL SIGNIFICANCE: The Gamaragal people were the original inhabitants of Willoughby and they had a strong connection to the land and the foreshores of Middle Harbour. They would have used the many rock overhangs as shelters and fished within the harbour for fish and shellfish. There is evidence of Aboriginal sites within the reserve and the locations of these will be kept confidential to ensure they are not disturbed.

NATURAL HERITAGE SIGNIFICANCE: Despite its small size and narrowness the remnant tall canopy and understory provide important sheltering sites for many species of reptiles and small birds. There are tree hollows and termite mounds in trees that are providing nesting and shelter sites for kookaburras, parrots, possums and microbats. The steepness of the slope adds to the habitat value creating inaccessible areas to the foreshore that are valuable for terrestrial species. There is good habitat potential for native water rats along the foreshore and avian species traversing across the water.

HISTORIC CULTURAL SIGNIFICANCE: In March 1927, the south eastern point of the Castlecrag peninsula was purchased by Eric Nicholls, Walter Burley Griffin's partner, and James Irvine, a Melbourne financier. Griffin named these eighteen acres the 'Cape Estate'. Due to financial problems the subdivision of the Cape Estate, as planned by Griffin, was not realised and sold off after 1938.

From the late 1920s, Cheyne Walk has been a destination for people to enjoy the waters of Middle Harbour. A number of small leases were created during this time along the water's edge with the intention they would be used for boatsheds. Most of these boatsheds never eventuated and the leases have expired. However there is one boatshed present adjacent to the reserve at 6 Cheyne Walk and there are remains of boatsheds below 31 Cheyne Walk.

During these early times, informal tracks emerged facilitating public access to the water's edge for boating, fishing and passive recreation. Some of these tracks remain as the reserve is still a popular spot for recreational fishing. More formalised tracks are present opposite 5, 19 and 31 Cheyne Walk.

The reserve is named in recognition of the early bush regeneration work done by Beverley Blacklock, not only in Castlecrag but within the Greater Sydney region.

A group of passionate residents with a keen interest in the reserve formed the Cheyne Walk Reserve Society in 2007. Many of these residents were volunteers with the two former Bushcare groups and were involved in maintaining bushland in the reserve.

Reserve Impacts

The steep landscape of the reserve encourages runoff and possible erosion in stormwater lines. There are seven major stormwater lines taking water from surrounding roads that discharge into Middle Harbour. These stormwater lines typically have higher concentrations of weeds due to increased moisture and nutrient levels. Soil here has also historically been disturbed from work to the road and the installation of the sewer line.

There are records of unauthorised clearing and/or vandalism of vegetation along Cheyne Walk, which is an impact to bushland integrity. Cutting and/or poisoning of vegetation reduces canopy connectivity and available habitat for native wildlife. It also creates dead material which can become unsafe for visitors.

Recreational fishers have created informal tracks over a long period of time to access the water's edge, which impacts the integrity of habitat for wildlife.

ENCROACHMENTS: Reserve encroachments are recorded at Cheyne Walk and Linden Way. Liaise with residents to ensure existing encroachments are not increased and are removed at an appropriate opportunity.

Wildlife Habitat Issues

Habitat along stormwater lines is reduced and is highly impacted after heavy rain as large amounts of water flush natural material and pollutants downhill.

Informal tracks to the foreshore may be used by feral animals including foxes and also domestic dogs/cats all of which predate on local wildlife.

Some tree hollows have been lost to pest invasive European honey bees.

Unauthorised clearing and/or vandalism of vegetation reduces available habitat for wildlife.

Achievements

Post markers were installed in 2019 at the reserve entrances near 5 and 25 Cheyne Walk to indicate public access is permitted. The style is consistent with other reserve posts throughout Castlecrag and the Willoughby local government area.

A Bushland Regeneration Contractor planted *Lomandra Longifolia* and similar tough low ground plants in 2019, adjacent to a metal road barrier opposite 15 Cheyne Walk, to provide a buffer from the steep drop off.

Rock armouring was installed during the development of no. 46 Linden Way. After landslip in 2021, Council restored the path and drainage line below.

Sections of the west track below 31 Cheyne Walk were upgraded in 2018 and 2022 to improve access through the reserve.

A Boardwalk and steel rack installed in 2019 near the high tide rock platform for the community to keep kayaks and dinghies.

Bushland Management Goals – Beverley Blacklock Reserve

The following management aims from the UBPOM 2014 are priority objectives in this reserve:

5.3c: To reduce sediment loads in stormwater and creek lines throughout catchments;

5.4b: To maintain the integrity of bushland reserves through the reduction of encroachments and other boundary impacts;

5.6c: To protect bushland viability through the control of activities which may cause permanent disturbance or change to bushland;

6.3b: To implement weed control programs which are based on regeneration and restoration principles and which increase the bushland resilience to further weed infestation.

General Principles and Actions – All Bushland Reserves

- Bush regeneration is a long term process that requires staged weed removal to ensure establishment of native plant communities. Work should proceed from good to degraded areas with techniques that encourage regeneration, including flame weeding, rather than spraying herbicide.
- If possible, all weed refuse and natural debris to be composted or retained on-site.
- When natural regeneration is deemed inadequate, supplementary plantings to mimic local plant communities and landscapes will be used with local provenance species.
- Standing dead trees and forest litter (including logs and branches) to be retained for wildlife habitat unless deemed a risk to public safety.
- Monitor, maintain and enhance vegetation connectivity for wildlife habitat within the reserve and reserve networks.
- Report and record all reserve encroachments. Also, monitor for tree vandalism and/or removal within the reserve and report to Council Compliance for appropriate action.
- Phytophthora cinnamomi* (a root rot pathogen) is listed as a key threatening process in NSW and has been identified as a threat to a number of species. Bushland workers are to use hygiene protocols to minimise risk.
- Continue to monitor wildlife habitat requirements and supplement where necessary.
- Monitor feral animal activity and implement appropriate management actions where necessary.
- Bushfire management will be achieved through implementation of a strategic hazard reduction program consistent with the Bushfire Risk Management Plan.
- Species diversity will be encouraged through an ecological burn program, where possible.
- Monitor and protect cultural and Aboriginal heritage sites within the reserve at all times. Bushland staff to notify Aboriginal Heritage Office prior to each burn to identify sites and implement protection measures and post-fire survey.
- This reserve has a valuable role as an educational resource. Preserve natural features used for educational purposes and continue to inform the community of bushland issues through on-site educational activities and/or signage. If applicable, maintain appropriate signage.
- Formal tracks to be regularly maintained and informal tracks to be monitored to prevent damage to habitat.
- Establish photo points to monitor the progress of reserve management actions.
- Reserve Action Plan progress to be reviewed annually and updated after five years.

Animal List for Beverley Blacklock Reserve

Beverley Blacklock Reserve provides habitat for a number native animals. A list of these species can be found at: <https://www.willoughby.nsw.gov.au/Residents/Parks-and-recreation/Parks-reserves-and-playgrounds/Beverley-Blacklock-Reserve>.

Native Plant List for Beverley Blacklock Reserve

CONIFERS	<i>Angophora costata</i> subsp. <i>costata</i>
CUPRESSACEAE	<i>Corymbia gummifera</i>
<i>Callitris rhomboidea</i>	<i>Eucalyptus piperita</i>
PODOCARPACEAE	<i>Eucalyptus sieberi</i>
<i>Podocarpus spinulosus</i>	<i>Kunzea ambigua</i>
FERNS	OLEACEAE
ASPLENIACEAE	<i>Notelaea longifolia</i> f. <i>longifolia</i>
<i>Asplenium australasicum</i>	PHYLLANTHACEAE
<i>Asplenium flabellifolium</i>	<i>Glochidion ferdinandi</i> var. <i>ferdinandi</i>
CYATHERACEAE	PITTOSPORACEAE
<i>Cyathia cooperi</i>	<i>Billardiera scandens</i>
DENNSTAEDTIACEAE	<i>Pittosporum undulatum</i>
<i>Hypolepis muelleri</i>	PROTEACEAE
<i>Pteridium esculentum</i>	<i>Banksia ericifolia</i> subsp. <i>ericifolia</i>
GLENICHENIACEAE	<i>Banksia integrifolia</i> subsp. <i>integrifolia</i>
<i>Gleichenia dicarpa</i>	<i>Banksia marginata</i>
POLYPODIACEAE	<i>Banksia serrata</i>
<i>Microsorium scandens</i>	<i>Grevillea linearifolia</i>
PTERIDACEAE	<i>Grevillea sericea</i> subsp. <i>sericea</i>
<i>Adiantum hispidulum</i> var. <i>hispidulum</i>	<i>Hakea dactyloides</i>
DICOTS	<i>Hakea sericea</i>
APIACEAE	<i>Persoonia levis</i>
<i>Platysace linearifolia</i>	PRIMULACEAE
APOCYNACEAE	<i>Myrsine variabilis</i>
<i>Marsdenia suaveolens</i>	RUBIACEAE
ARALIACEAE	<i>Crowea saligna</i>
<i>Polyscias sambucifolia</i> subsp. <i>Long leaflets</i>	<i>Gynochthodes jasminoides</i>
ASTERACEAE	<i>Opercularia aspera</i>
<i>Ozothamnus diosmifolius</i>	RHAMNACEAE
CAMPANULACEAE	<i>Pomaderris intermedia</i>
<i>Wahlenbergia gracilis</i>	RUTACEAE
CASUARINACEAE	<i>Phebalium squamulosum</i> subsp. <i>squamulosum</i>
<i>Allocasuarina littoralis</i>	SAPINDACEAE
<i>Casuarina glauca</i>	<i>Dodonaea triquetra</i>
CUNONIACEAE	VIOLACEAE
<i>Bauera rubioides</i>	<i>Viola hederacea</i>
<i>Ceratopetalum gummiferum</i>	MONOCOTS
DILLENIACEAE	AIZOACEAE
<i>Hibbertia scandens</i>	<i>Tetragonia tetragonoides</i>
ELAEOCARPACEAE	ASPARAGACEAE
<i>Elaeocarpus reticulatus</i>	<i>Eustrephus latifolius</i>
ERICACEAE-EPACRIDOIDEAE	<i>Lomandra longifolia</i>
<i>Epacris longiflora</i>	<i>Lomandra</i> sp.
<i>Woolisia pungens</i>	ASPHODELACEAE
EUPHORBIACEAE	<i>Dianella caerulea</i> var. <i>caerulea</i>
<i>Homalanthus populifolius</i>	<i>Xanthorrhoea</i> sp.
FABACEAE-FABOIDEAE	COMMELINACEAE
<i>Pultenaea stipularis</i>	<i>Commelina cyanea</i>
FABACEAE-MIMOSOIDEAE	CYPERACEAE
<i>Acacia linifolia</i>	<i>Cautis flexuosa</i>
<i>Acacia longifolia</i> subsp. <i>longifolia</i>	<i>Lepidosperma</i> sp.
<i>Acacia terminalis</i> subsp. <i>Long inflorescences</i>	<i>Gahnia sieberiana</i>
<i>Acacia ulicifolia</i>	JUNCACEAE
GERANIACEAE	<i>Juncus usitatus</i>
<i>Geranium homeanum</i>	ORCHIDACEAE
GOODENIACEAE	<i>Dipodium variegatum</i>
<i>Goodenia heterophylla</i>	POACEAE
LAMIACEAE	<i>Rytidosperma</i> sp.
<i>Prostanthera linearis</i>	<i>Dichelachne crinita</i>
MALVACEAE	<i>Entolasia stricta</i>
<i>Lasiopetalum ferrugineum</i> var. <i>ferrugineum</i>	<i>Microlaena stipoides</i> var. <i>stipoides</i>
<i>Leptospermum trinervium</i>	<i>Oplismenus aemulus</i>
MORACEAE	SMILACACEAE
<i>Ficus rubiginosa</i>	<i>Smilax glycyphylla</i>
MYRTACEAE	

Beverley Blacklock Reserve Action Plan

Castlecrag

Public Exhibition Summary Report
March - April 2023

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Beverley Blacklock Reserve- Background

Beverley Blacklock Reserve is a long, narrow area of bushland that hugs the south-east corner of the Castlecrag peninsula set on the shores of Middle Harbour.

Key Actions for the Draft Reserve Action Plan:

- Bush regeneration
- Tree health inspections
- Monitoring of the tidal rock platform below Cheyne Walk

Community Consultation - Communication Methods

Beverley Blacklock Reserve Action Plan – Community Consultation

	STAKEHOLDER	COMMUNICATION METHOD	DATE	CLOSING DATE FOR COMMENTS
1.	Local Residents	<ul style="list-style-type: none">• Survey accessible online at Have Your Say Willoughby• Letters mailed to approximately two hundred one (201) properties (refer Appendix – Resident letter distribution area)	15/03/23	12/04/23
2.	Park Visitors	<ul style="list-style-type: none">• Notification signs displayed in reserve	15/03/23	

Community Consultation - Respondents

A total of 14 responses were received during this period, 13 via Have Your Say and one via email. Three respondents through Have Your Say did not provide any feedback to provide comment upon, and did not specify why they supported the draft Reserve Action Plan.

Comments received were generally supportive of the plan, and work to date, and sought improved accessibility. Following the consultation period, an amendment was made to Action 12 to specify that the high tide rock platform will be maintained.

Public Exhibition - Comments Received

How frequently do you visit Beverley Blacklock Reserve?	
• Daily	• Survey (1)
• Weekly	• Survey (1)
• Monthly	• Survey (4)
• A few times each year	• Survey (7)
• Never	• Survey (0)
What's the main reason you visit the Reserve?	
• Walking	• Survey (8)
• Nature appreciation	• Survey (4)
• Bushcare	• Survey (0)
• Walking Dog	• Survey (1)
• Other	• Survey (0)
Have you viewed the Draft Reserve Action Plan?	
• Yes	• Survey (13)
• No	• Survey (0)
Do you support the Draft Reserve Action Plan?	
• Yes	• Survey (3)
• Yes, with changes. Please explain in the comment box below	• Survey (7)
• No, with changes. Please explain in the comment box below	• Survey (3)
Summary of Comments	
• Accessibility	• Six (6)
• Asset Protection	• Two (2)
• Resource Allocation	• One (1)
• Biodiversity Conservation	• Two (2)
• Ecological Connectivity	• One (1)
• Bushcare	• One (1)
• Native Fauna	• One (1)
• Domestic Animals	• One (1)
• Questionnaire Format	• One (1)
• Wildlife	• One (1)
• Tree Management	• One (1)
• Stormwater Management	• One (1)
• Encroachments	• Two (2)
• Views	• One (1)
• Weeds	• Two (2)
Suburb	
• Castlecrag	• Survey (11)
• Middle Cove	• Survey (1)
• Willoughby	• Survey (1)

	SUBMISSION	RESPONSE
1.	<p>The area of reserve adjacent to 2 Linden Way, 4, 6 and 8 Cheyne Walk are noted as having encroachments. When council gave planning permission for these residences to be built back in late 50s/60s, they did so with the dwelling construction hard on the boundaries with the reserve. This has always made it necessary for residents to use the reserve for access to their properties. For this reason and because no interest was shown by council, the residents have maintained this small area. This has been a harmonious unwritten arrangement for many decades.</p> <p>More recent bush fire concerns and policy have highlighted that a break between dwellings and bush/trees is safer, preferable and indeed mandatory in many suburbs in NSW. Despite the high bush fire rating being removed from this reserve, for the 4 properties identified above and 31 Cheyne Walk which have no road between them and the bush, risk from bush fire has to remain a risk and concern.</p> <p>For most people who come down onto the grassed area in front of 8 the attraction is that it is open and they can enjoy the unfiltered view. For this reason we strongly object to planting of bush/trees in the area close to these properties which members of the public use, have barbecues on, smoke cigarettes on etc. Advice must be sought from Fire Risk Assessment professionals and Insurers on any increased risk additional planting may cause.</p> <p>Effort might be better spent reducing the high level of weeds especially lantana in the rest of the reserve.</p>	<p>The maintenance of public access is important in public areas and Council will carry out vegetation management in this area.</p> <p>Appropriate asset protection is governed by Fire and Rescue NSW. The area is considered lower risk. Council will continue liaison with Fire and Rescue NSW to manage fire risk in this area.</p> <p>As identified in action 4, species to be planted will consist of native shrubs and groundcovers. There will be minimal impact to views of the foreshore.</p> <p>Bush regeneration contractors are assigned to remove weeds from the reserve as identified in actions 4, 9, 10 and 11.</p>
2.	<p>An inordinate amount of council funds are spent in this one area when so many other more important issues are being sidelined.</p>	<p>Funds allocated to this reserve are proportional to its area. Although the reserve is small, it is significant as a nearby foreshore areas are in private ownership.</p>
3.	<p>The reserve is a generally inaccessible except for a couple of points, and should be left natural with native vegetation. This is an excessive waste of rate payer funds.</p>	<p>Most of the reserve will be maintained in a natural. Works that are carried out in the reserve include bush regeneration, revegetation and track maintenance.</p>
4.	<p>Some careful editing needed.</p> <p>Some ecological claims are doubtful or over-simplified. Eg ecological connectivity concept." Wildlife travelling" etc..</p> <p>Where is the seaward boundary? I think it would</p>	<p>The reserve plays an important role as an ecological corridor for native wildlife to travel though to larger areas of bushland such as Castlehaven Reserve.</p> <p>The reserve boundary is the mean high</p>

	<p>be mean high tide level. Show on map.</p> <p>Some actions are mixed in with the description section.</p> <p>Is there still a volunteer Bushcare group? If not, an action might be to explore interest in re-forming the Group. It needs neighbour interest.</p> <p>There is a long list of plant species (good), but the short list of animals could be added too.</p> <p>Action needed for Control of domestic pets, cats and dogs, awareness, or signs.</p> <p>Is this really the end of the questionnaire? A few more specific questions might be helpful to guide comments for improving the RAP.</p>	<p>water mark.</p> <p>There have been previous bushcare groups in this reserve. The current program is at full capacity and local volunteers are not available.</p> <p>A link to a fauna species list is on the back page of the Reserve Action Plan.</p> <p>This action is applicable to all Council reserves. Localised signage will be actioned.</p> <p>Suggestions for updating the current survey are always welcomed.</p>
5.	<p>The walking track needs work to make it safe and stable. It is a rough sloping rough track in parts. It needs widening. It also needs signposting at each end.</p>	<p>Ongoing work to upgrade the tracks will be continued, including directional signage.</p>
6.	<p>I support the draft Reserve Action Plan as the reserve is integral to the Castlecrag bush land and has amazing trees as well as views of Middle Harbour. It provides a natural slice of waterfront bushland and must be protected in its natural state.</p>	<p>Thank you for your feedback. Council will continue to preserve bushland in the reserve.</p>
7.	<p>I support any ongoing action, maintenance and direction/management of property holders' incursions into reserves and Walter Burley Griffin/Marion Mahoney intended walking & access tracks.</p> <p>My only suggestion is the need to maintain access and link to the Foreshore track that comes in opposite 25 Cheyne Walk. Thank you for your consideration.</p>	<p>Thank you for your feedback. Council will continue to preserve bushland and manage encroachments.</p> <p>Ongoing work to upgrade the tracks will be continued, including directional signage.</p>
8.	<p>The Fauna policy needs to be more defined. How does the bush regeneration support this? How will it integrate with the surrounding area and other spaces to support buildup of native fauna in the area.</p> <p>What would success look like, which fauna would be expected and over what timeframes?</p> <p>What steps would be taken to make it safer for fauna to utilise surrounding space and navigate roadways.</p>	<p>Further details pertaining to fauna protection and conservation are found in Council's Urban Bushland Plan of Management.</p> <p>Council's Wildlife Watch Program collects monitoring data on an ongoing basis. Increases in wildlife sightings would be considered a success.</p> <p>Council encourages residents to create fauna friendly gardens</p>
9.	<p>I don't think there is a need to do a health check in every tree each year - unless they have deteriorated. Also the first option should be</p>	<p>As identified on the Reserve Action Plan, there are only four trees overhanging the granite path that are inspected. Pruning</p>

	pruning before removal - as they can provide habitat for Powerful Owl.	works are carried out in preference to removal.
10.	The stormwater drain at the eastern end of the reserve opposite No 8 and adjoining steps to the seat was armoured by Council some 15 year's ago with sandstone boulders. On a few occasions the Street drain has blocked and over the last three seasons of wet weather excessive silt build up has caused the death of a large <i>Eleocharis reticularis</i> . While there is Bush regeneration happening in this area, I believe it may be of great benefit if Council reconfigured the sandstone drainage path with a small bobcat to facilitate larger volumes of water yet reduce water velocity pryer to it reaching middle harbour.	The sediment build up will be monitored and removed to enable adequate flow.
11.	<p>Thank you for inviting comment on the draft RAP. Our comments as follows on the proposed actions:</p> <p>Action 1. This action is very important to enable residents and the public to enjoy the reserve and views of Middle Harbour safely off the road, but is not being actioned. We note the words 'each quarter' have been removed from the prior 2017 version. The wording should include 'at least each quarter'. It is clear from the photos I will send in a separate email that the walking track is not being maintained adequately. The photos taken 22/3 shows how the track looks the week after it was very roughly wiper snipped. Much of the track is still covered by long grass stubble, the sandstone edge is not visible along much of the track, and seeding weeds adjacent to the track have not been removed.</p> <p>Action 3. We note the addresses where there has been unauthorised planting or clearing (2 Linden Way and 6 and 8 Cheyne Walk) which are included in the 2017 RAP have been removed. The addresses should be included to provide transparency because other residents and the public need to know these areas of the reserve are part of the public asset and therefore available for them to access.</p> <p>Action 5. This action is very important to ensure residents and the public can enjoy the reserve. The action should clarify clearing includes clear access to and the steps in front of 4; the steps opposite 19 and 27 Cheyne Walk; and the two little tracks to the Rock in front of 11 which were cleared by the Cheyne Walk Bushcare Group around 10 years ago. Access in front of 6/8 to the steps in front of 4, and the steps in front of 19 and 27 are not being kept clear for access to the water, and the tracks to the Rock have been allowed to get grown over since our</p>	<p>As mentioned in action 1, these works will be carried out each quarter. More frequent visits will be dependent on Council funding.</p> <p>It was the decision of Council not to identifying specific property numbers due to privacy reasons. Specific property numbers are recorded on Council's database.</p> <p>Future work will be scheduled at these locations.</p>

<p>hard work and need clearing and maintaining.</p> <p>Action 7. This action is very important to enable residents and the public to enjoy views of Middle Harbour from the road. The draft action has a typo and an omission. As per the 2017 RAP it should read 'opposite wooden seats next to 8 and 31 (not 13) Cheyne Walk and opposite 15 and 19 Cheyne Walk'. These 4 viewing points were long discussed between Council and Cheyne Walk residents when providing input on an earlier version of the RAP, and must be retained and adequately maintained as so many residents and members of the public come and enjoy sitting on these benches and taking in the views. The clearing of vegetation at these 4 viewing points is not currently being adequately maintained at present.</p> <p>Action 8. As for Action 3 above it is important to continue to include the addresses where there are encroachments so other residents and the public know these areas are part of the public asset and so are accessible.</p> <p>Actions 10 and 11. Inspection of the reserve in front of 19-31 Cheyne Walk shows that contractors are not keeping up with the weeding particularly of Lantana and no progress has been made targeting the weeds and exotics below 31. Increased effort is needed here.</p> <p>Action 12. This action should read 'Maintain' not 'Monitor' the rock platform. The rock platform currently has a number of unstable rocks which makes it unsafe and this should be attended to.</p> <p>We trust the final RAP includes the above points and appropriate actions are taken to optimise the reserve and residents/public enjoyment of this special asset.</p>	<p>The maintenance of these areas will take into consideration vegetation growth over the short, medium and long-term in order to optimize visual amenity.</p> <p>The reserve boundaries are shown on the plan. It was the decision of Council not to identify specific property numbers due to privacy reasons. Specific property numbers are recorded on Council's database.</p> <p>The management of weeds will continue, taking into consideration site stability on this steep slope and continuity of habitat during regeneration.</p> <p>This action will be amended to include maintenance.</p>
--	---

Appendix

Website Survey – Have Your Say Willoughby

Beverley Blacklock Reserve, Middle Cove – Draft Reserve Action Plan

Willoughby City Council is seeking community feedback for Beverley Blacklock Reserve.

Please review the Beverley Blacklock Reserve Draft Action on the HaveYourSay webpage and leave your comments in the survey prior to closure of the community consultation period at 5 pm, Wednesday 12th April 2023.

Beverley Blacklock Reserve is a 42.7ha bushland reserve with large areas of intact remnant vegetation located in Middle Cove.

Key Actions for the Draft Reserve Action Plan:

- Bush regeneration
- Tree health inspections; and
- Monitoring of the tidal rock platform below Cheyne Walk

All community members who leave a comment will receive a response after the community consultation period.

How frequently do you visit Beverley Blacklock Reserve?

- Daily Weekly Monthly A few times each year Never

What's the main reason you visit the Reserve?

- Nature Appreciation Walking Walk with dog Bushcare volunteer Other

Have you viewed the Draft Reserve Action Plan?

- Yes No

Do you support the Beverley Blacklock Reserve Action Plan?

- Yes Yes, with changes. Please explain in the comment box below
- No. Please explain in comment box below

Notification

Letter to Residents

PLANNING & INFRASTRUCTURE
Environmental Unit

15 March 2023

Willoughby City Council
PO Box 57
CHATSWOOD NSW 2057

Dear Sir/Madam

RE: DRAFT BEVERLEY BLACKLOCK RESERVE ACTION PLAN

Council has updated the Bushland Reserve Action Plan for Beverley Blacklock Reserve. The Draft Plan outlines bushland management actions to preserve and enhance local ecological values.

Key actions include bush regeneration, tree health inspections and monitoring of the tidal rock platform below Cheyne Walk

We welcome your feedback on the Draft Plan and invite you to view and comment through Have Your Say Willoughby at www.haveyoursaywilloughby.com.au by **5 pm, Wednesday 12 April 2023**.

Alternatively, comments should be marked to the attention of Council's Natural Assets Officer, Nicholas Yu to the address below or via email to email@willoughby.nsw.gov.au

Yours sincerely,

Alfred Bernhard
BUSHLAND TEAM LEADER

(Computer printed copy - No signature required)

Resident Letter Distribution Area



Approximately 201 residences



BEVERLEY BLACKLOCK RESERVE DRAFT

Council has created an updated Reserve Action Plan for Beverley Blacklock Reserve and is seeking comments from the community regarding this Draft.

Have Your Say about the Draft Plan by:

- **Commenting on the Have Your Say Willoughby website**
- **Writing to Council**

To view the plan and to make comments, please go to:

www.haveyoursaywilloughby.com.au

Alternatively, send your comments marked to the attention of Council's Natural Assets Officer, Nicholas Yu to the address below or via email to email@willoughby.nsw.gov.au

The submission period will close at **5pm, Wednesday 12 May 2023.**

**12.5 OUTCOME OF PUBLIC EXHIBITION AND ADOPTION OF THE
DEVONSHIRE STREET PLAN OF MANAGEMENT**

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**28 – 32 and 34 - 40
DEVONSHIRE STREET
CHATSWOOD**

DRAFT PLAN OF MANAGEMENT

Adopted by Council: (insert date)

Document status	Document date
Draft	November 2022

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1. INTRODUCTION

1a. Land to which the Plan Applies

This Plan applies to community land located at Nos 28-32 and 34-40 Devonshire Street, Chatswood. Refer to Figures 1 and 2 below for land boundaries and location.



Fig. 1. 28 – 32 and 34 – 40 Devonshire Street Chatswood. Source – Willoughby Council GIS Mapping

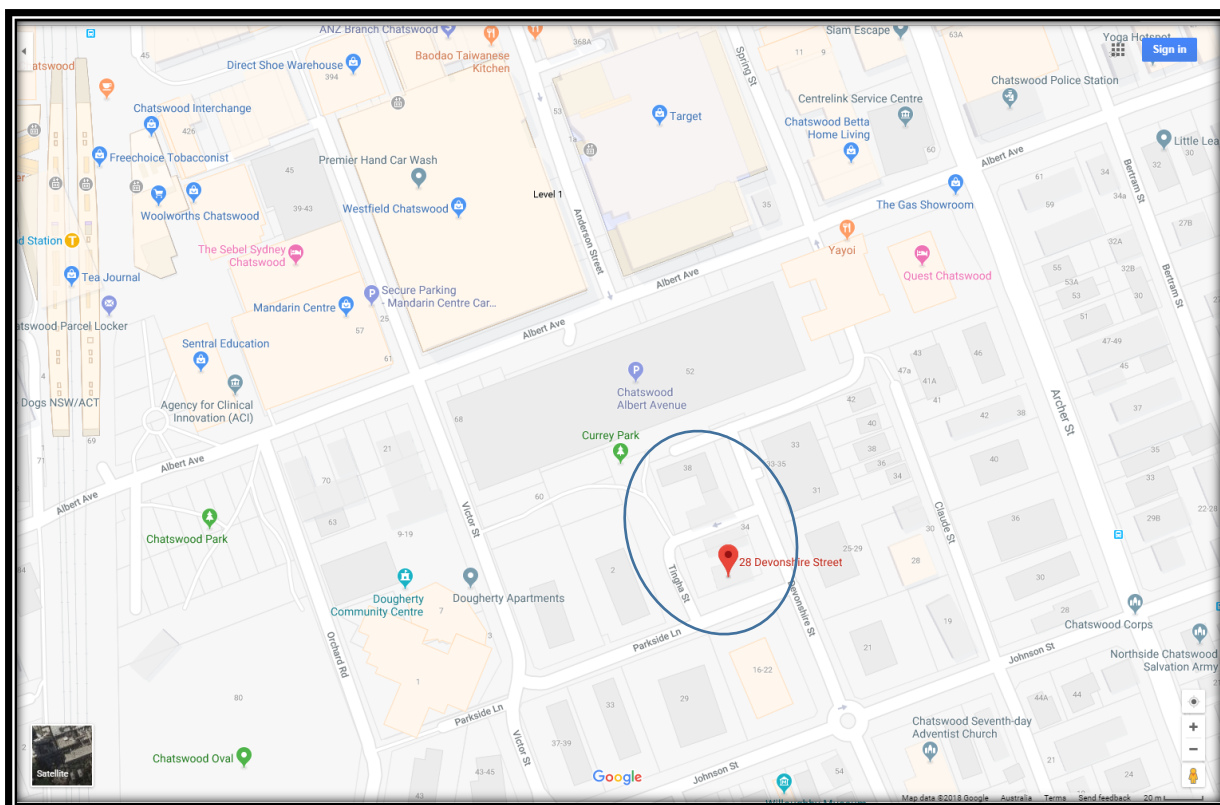


Fig 2. 28-32 and 34–40 Devonshire Street Chatswood. Source Google Maps.

1b. Background to the Plan of Management

The sites are not currently under an adopted Plan of Management. Reference to the sites is made under the *Plan of Management Chatswood Parks Central Business District*, adopted 28 April 1997. However, that Plan of Management does not provide for express authorisation of leases and licences relevant to 28-32 and 34-40 Devonshire Street.

1c. Purpose of the Plan of Management

This Plan of Management seeks to specifically address the parcels of land located at 28-32 and 34-40 Devonshire Street Chatswood in accordance with the Local Government Act 1993.

1d. Relevant legislation

Legislation which applies to the land in this Plan of Management is:

- Disability Discrimination Act 1992
- Local Government Act 1993, which requires all community land to be subject to a Plan of Management ('the Act')
- Local Government (General) Regulation 2005
- Environmental Planning and Assessment Act 1979
- Native Title Act 1993

1e. Willoughby Planning Context

This Plan of Management relates to the key strategic directions of the Community Strategic Plan *OUR FUTURE WILLOUGHBY 2032*:

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

2.3 Celebrate and encourage our diversity.

2.5 Create neighbourhoods that connect people from all types of households and families.

2.7 Promote accessible services and facilities for the community.

2.8 Increase community resilience to shocks and stresses.

Outcome 3 - A City that is liveable – specifically:

3.1 Foster feelings of inclusion, safety and cleanliness.

3.4 Create desirable places to be and enjoy.

3.5 Balance population growth and development with quality of life.

3.6 Activate local spaces in creative ways.

Outcome 5 – A City that is effective and accountable – specifically:

5.1 Be honest a, transparent and accountable in all that we do.

5.4 Anticipate and respond to changing community and customer needs.

5.6 Ensure value for money and financial sustainability

5.7 Deliver excellent customer service

The site is Zoned B4 – Mixed Use under Willoughby LEP 2012. Community Facilities are listed as permissible uses under the B4 Zoning.

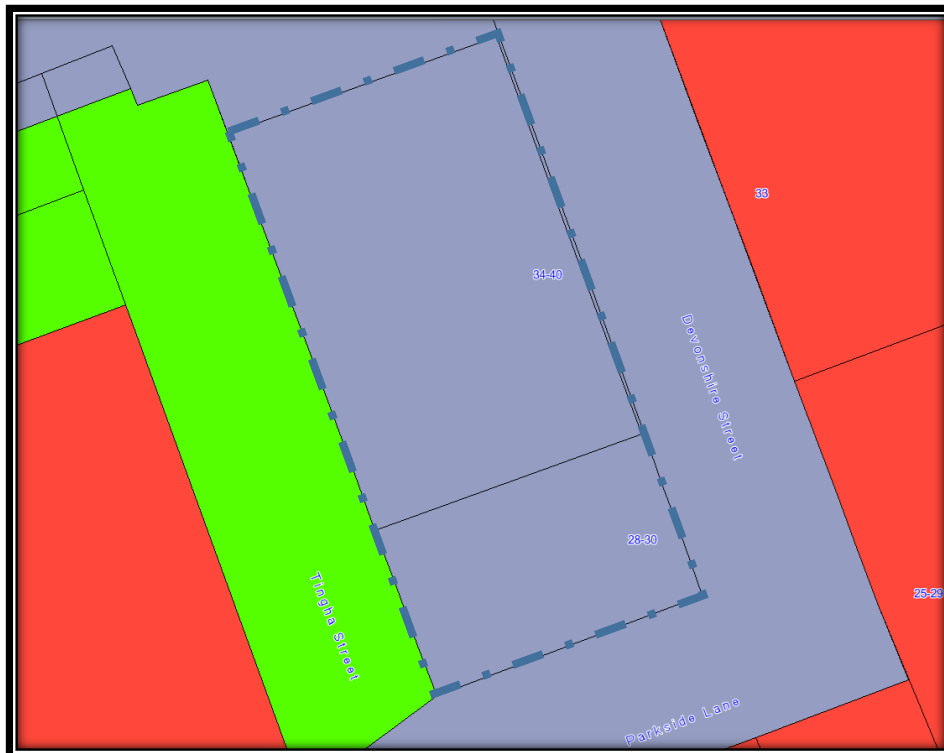


Fig. 3. Land zoning under WLEP 2011 Zone B4. Source – Willoughby Council GIS Mapping.

2. DESCRIPTION OF THE LAND

2a. Land ownership and tenure

Nos. 28-32 and 34-40 Devonshire Street Chatswood are owned in Fee Simple by Willoughby City Council.

The land parcels that comprise the subject land are:

Address	Lot & DP	Classification	Land Area	Ownership
28-30 Devonshire St	Lot 100 DP 31186308	Community land	774.2 m ²	Willoughby City Council
34-40 Devonshire St	Lot 1 DP 1003934	Community Land	1913.2 m ²	Willoughby City Council

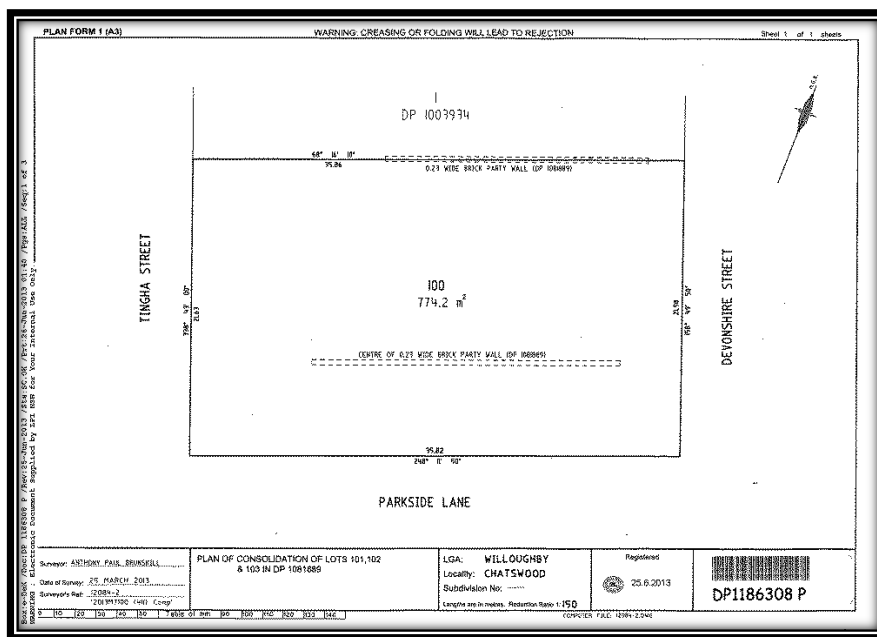


Fig. 4. Boundary Survey of Lot 100 DP 1186308. Source – Willoughby Council GIS Mapping.

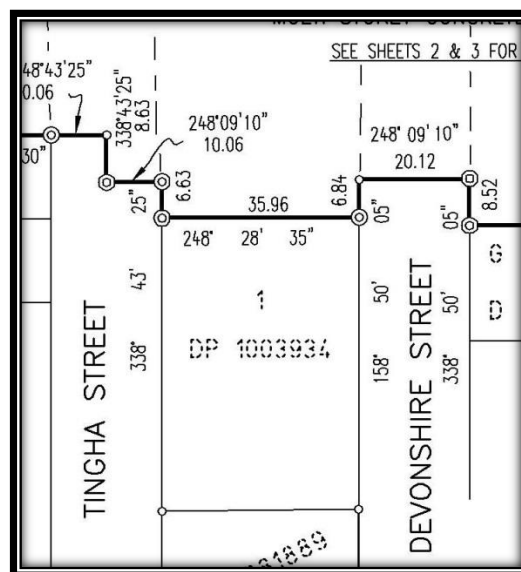


Fig. 5. Boundary Survey of Lot 1 DP 1003934. Source – Willoughby Council GIS Mapping.



Photo1 – Numbers 28, 30 and 32 Devonshire Street frontages from Devonshire Street.



Photo 2 – Rear of 32 Devonshire Street with community garden



Photo 3 – Rear of 28-30 Devonshire Street.



Photo 4 – Rear of 28 Devonshire Street.

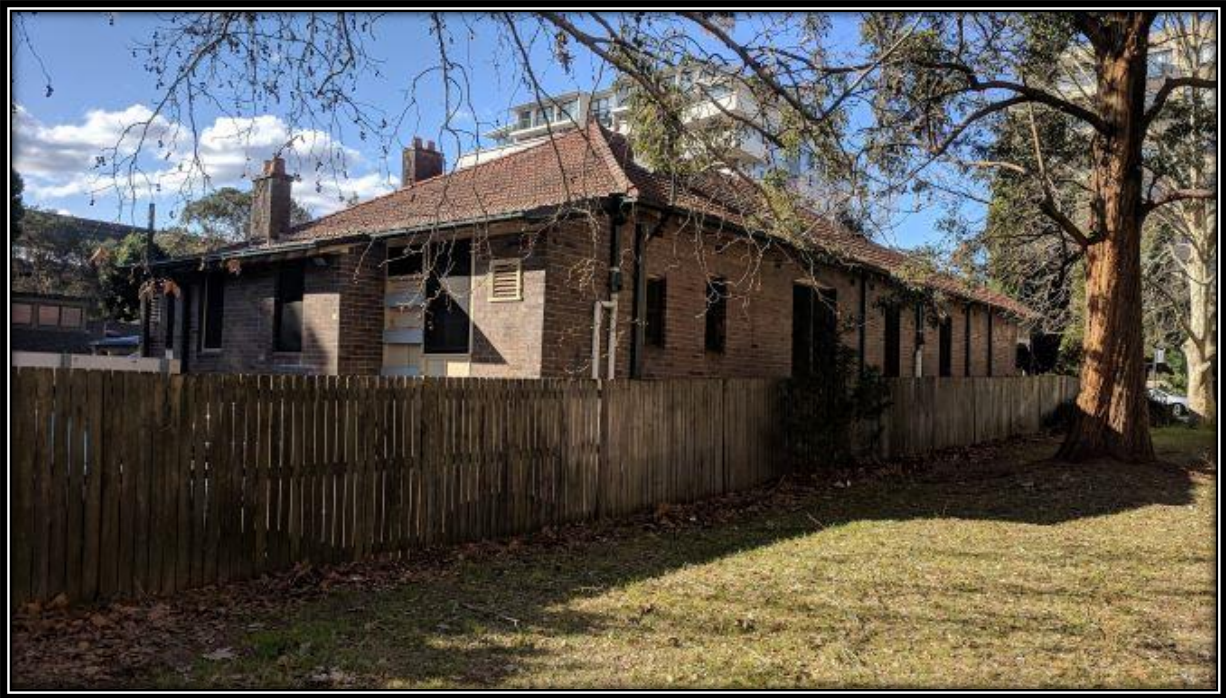


Photo 5 – Side of 28 Devonshire Street from Park Street

34-40 Devonshire Street contains one semi-detached building and a child care centre. Photos 6-12 below indicate the condition of the land and improvements.



Photo 6 – 40 Devonshire Street from Devonshire Street frontage



Photo 7 – 34 and 40 Devonshire Street from Devonshire Street frontage



Photo 8 – 34 Devonshire Street from Devonshire Street frontage



Photo 9 – 34 and 40 Devonshire Street from Tingha Street frontage



Photo 10 – 40 Devonshire Street southern elevation



Photo 11 – 40 Devonshire Street from Tingha Street



Photo 12– 40 Devonshire Street northern elevation

2c. Uses of the land

The buildings on 28-32 Devonshire Street are used for the operation of community services, currently housing Headspace run by New Horizons Limited, a not for profit organisation. A community garden is located in the rear of the property.

The semi-detached building at 34 Devonshire Street currently houses Council sustainability activities and a community garden.

The building at 40 Devonshire Street accommodates a Willoughby City Council operated childcare centre.

3. ISSUES PERTINENT TO THE LAND

The buildings at 28-34 Devonshire Street are solid former residential cottages and serve the purpose of the current operations. The location close to the main Chatswood CDB is also a positive benefit.

The buildings on the site at 36-40 Devonshire Street are purpose built to service their use as a childcare centre.

In view of land values and the cost of constructing new facilities, the ongoing use and maintenance of these premises is considered to be of benefit to the community. Retention, maintenance and renewal of the buildings will allow Council to provide affordable accommodation for community, health and support services.

The express provision of leases and licences relating to the provision of community, health, and childcare services on the land by organisations and Willoughby Council is therefore supported within this Plan of Management.

4. THE CLASSIFICATION AND CATEGORISATION OF THE LAND

4a. Classification of the land

The land is public land classified as *Community Land* under Section 36 of the Local Government Act 1993.

4b. Categorisation of the land

Section 36 (4) of the Act requires that the land be further categorised into uses appropriate to the uses intended for the land.

(4) For the purposes of this section, land is to be categorised as one or more of the following:

(a) a natural area,

(b) a sportsground,

(c) a park,

(d) an area of cultural significance,

(e) general community use.

(5) Land that is categorised as a natural area is to be further categorised as one or more of the following:

(a) bushland,

- (b) wetland,
- (c) escarpment,
- (d) watercourse,
- (e) foreshore,
- (f) a category prescribed by the regulations.

Clause 106 of the Local Government (General) Regulation 2005 provides guidance for the categorisation of Community Land:

106 Guidelines for categorisation of land as general community use

Land should be categorised as general community use under section 36 (4) of the Act if the land:

- (a) may be made available for use for any purpose for which community land may be used, whether by the public at large or by specific sections of the public, and*
- (b) is not required to be categorised as a natural area under section 36A, 36B or 36C of the Act and does not satisfy the guidelines under clauses 102–105 for categorisation as a natural area, a sportsground, a park or an area of cultural significance.*

Based on the definitions provided, it is considered that the most appropriate Category for the subject sites is **General Community Use**.

5. BASIS FOR MANAGEMENT

5a. Core objectives

Clause 36I of the Local Government Act 2003 sets out the core objectives for the management of community land categorised as General Community Use, which apply to this land as follows:

36I Core objectives for management of community land categorised as general community use

The core objectives for management of community land categorised as general community use are to promote, encourage and provide for the use of the land, and to provide facilities on the land, to meet the current and future needs of the local community and of the wider public:

- (a) in relation to public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public, and*
- (b) in relation to purposes for which a lease, licence or other estate may be granted in respect of the land (other than the provision of public utilities and works associated with or ancillary to public utilities).*

5b. Condition and permitted uses of the land

28-32 Devonshire Street

Buildings/ improvements	Condition	Permitted Use	Further development permitted
3 semi-detached buildings	Good condition, maintained regularly.	Provision of community and health services by organisations and Council	Maintenance and renewal only
Community garden	Good condition	Community garden	Maintenance & renewal only.
External hard and soft landscaped areas	Good condition	Servicing the uses of the site including car parking	Maintenance & renewal only.

Table 1. Condition of the land and existing improvements, permitted uses of the land as required under CI 36 (3A) (a) (i) (ii) (b) (i), (ii), (iii) of the Local Government Act

34-40 Devonshire Street

Buildings/ improvements	Condition	Permitted Use	Further development permitted
1 semi-detached building	Good condition, maintained regularly.	Provision of community and health services by organisations and Council	Maintenance and renewal of existing only
1 Purpose built Childcare Centre	Good condition	Childcare centre (commercial and not-for-profit permitted)	Maintenance & renewal of existing only.
External hard and soft landscaped areas	Good condition	Servicing the uses of the site including car parking	Maintenance & renewal only.

Table 2. Condition of the land and existing improvements, permitted uses of the land as required under CI 36 (3A) (a) (i) (ii) (b) (i), (ii), (iii) of the Local Government Act

5c. Leases, licences or other estates

The provision of leases, licences or other estates for the purposes of provision of community, health, and childcare services over the land by organisations and is authorised by this Plan of Management.

6. PERFORMANCE TARGETS, MEANS OF ACHIEVING TARGETS AND METHOD OF ASSESSMENT

Performance Targets	Means of Achieving Targets	Method of assessment
Provision of community services facilities to meet the demand of an increasing and changing population.	<ul style="list-style-type: none"> • Provision of safe and serviceable buildings to suit permitted community uses • Uses to be in alignment with <i>Council's Community Strategic Plan</i> 	<ul style="list-style-type: none"> • Inspection, maintenance, repair, and minor upgrades as per Council's Property Assets Management Plan • Review of uses against the <i>Council's Community Strategic Plan</i>
Lease, licences or other estates over the community land are expressly authorised.	<ul style="list-style-type: none"> • Lease, licences or other estates for a provision of community, health, and childcare services organisations are expressly authorised in accordance with the <i>Local Government Act 1993</i>, subject to the zoning and any relevant development consents. 	<ul style="list-style-type: none"> • Annual reports to Council as a condition of the lease/s, and compliance with lease conditions.

Table 3. Performance targets, means of achieving targets and method of assessment as required under Cl 36 (3) (b) (c) (d) of the Local Government Act

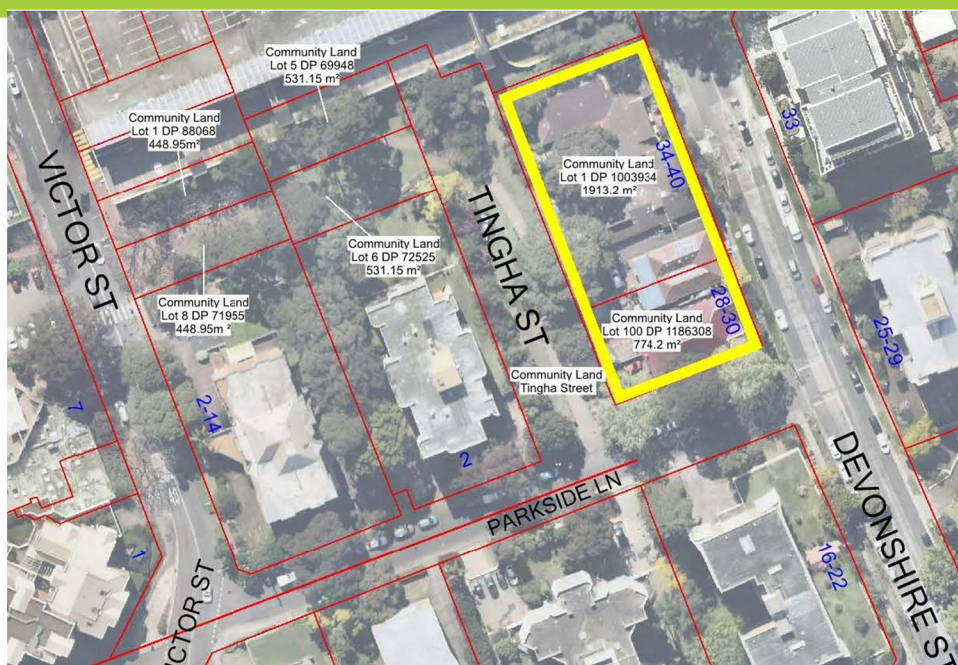
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PROPOSED CATEGORISATION OF 28-32 AND 34-40 DEVONSHIRE STREET, CHATSWOOD PUBLIC HEARING AND SUBMISSIONS REPORT

FINAL REPORT

11 MAY 2023



WILLOUGHBY CITY COUNCIL

PROPOSED CATEGORISATION OF 28-32 AND
34-40 DEVONSHIRE STREET, CHATSWOOD

PUBLIC HEARING AND SUBMISSIONS REPORT

FINAL REPORT

11 MAY 2023

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1 INTRODUCTION

1.1 Purpose of this report

The purpose of this report is to convey to Willoughby City Council the submissions made in relation to a public hearing held on Monday 17 April 2023 regarding the proposed categorisation of 28-32 and 34-40 Devonshire Street in Chatswood as General Community Use.

This report has been prepared under Section 40A of the *Local Government Act 1993*.

1.2 Background to the public hearing

To meet the requirements of the *Local Government Act 1993* Willoughby City Council adopted the *Plan of Management for Chatswood Parks Central Business District* on 28 April 1997. Table 1 of that plan stated that 'Tingha Street Park' at 5,596m² in area was owned by Willoughby City Council in fee simple, classified as community land, and categorised as General Community Use. However, no maps showing 'Tingha Street Park' are in that Plan of Management, and there are several land parcels in the vicinity for which land areas do not add up to 5,596m². As such, it is unclear if 28-32 and 34-40 Devonshire Street (774m² and 1,913m² respectively) were included in 'Tingha Street Park' and so were included in an adopted Plan of Management and formally categorised as General Community Use in 1997. It is understood that no other formal categorisation or recategorisation of 28-32 and 34-40 Devonshire Street in Chatswood has taken place since 1997.

Council now intends to lease or licence the Devonshire Street Childcare Centre, but the *Plan of Management for Chatswood Parks Central Business District 1997* does not expressly authorise leases and licences for permitted uses of 28-32 and 34-40 Devonshire Street. As such, Council prepared the *28-32 and 34-40 Devonshire Street Draft Plan of Management* (November 2022) to authorise leases and licences relevant to 28-32 and 34-40 Devonshire Street.

At its meeting of 28 November 2022, Willoughby City Council resolved to:

1. Approve the public exhibition of the draft Plan of Management for 28-32 and 34-40 Devonshire Street, Chatswood as per the requirement of Section 38 of the *Local Government Act 1993*.
2. Receive a further report after the conclusion of the public exhibition and public hearing for the draft Plan of Management for 28-32 and 34-40 Devonshire Street, Chatswood.

Given the uncertainty about the status of the categorisation of 28-32 and 34-40 Devonshire Street in the *Plan of Management for Chatswood Parks Central Business District 1997*, Willoughby City Council considered it prudent to hold a public hearing to formalise the categorisation of the land as General Community Use consistent with continuing to provide community, health, and childcare services on the land.

The *Local Government Act 1993* requires public exhibition of proposals to categorise community land included in a Plan of Management for a period of at least 28 days and a

period of not less than 42 days for lodgement of submissions. The *28-32 and 34-40 Devonshire Street Draft Plan of Management* (November 2022) was placed on public exhibition for comment on Monday 27 March until Monday 8 May 2023.

A public hearing is required under Section 40A of the *Local Government Act 1993* to receive community submissions about categorising or recategorising community land. Under the Act the public hearing must be chaired by an independent facilitator. The public hearing was held on 17 April 2023. The outcomes of both the public exhibition process and public hearing will be reported back to Council for determination of the proposal.

1.3 Land covered by this report

The public hearing applies to 28-32 and 34-40 Devonshire Street in Chatswood.

Figure 1 28-32 and 34-40 Devonshire Street, Chatswood



Fig. 1. 28 – 32 and 34 – 40 Devonshire Street Chatswood. Source – Willoughby Council GIS Mapping

Source: *28-32 and 34-40 Devonshire Street Draft Plan of Management* (November 2022)

1.4 This report

The remainder of this report presents the relevant requirements of the *Local Government Act 1993* regarding Plans of Management and categorisation of community land, and submissions regarding the proposed categorisation of 28-32 and 34-40 Devonshire Street, Chatswood. The submissions comprise verbal submissions made at the public hearing held on 17 April 2023, and written submissions received by Council between Monday 27 March and Monday 8 February 2023.

2 PLANNING CONTEXT

2.1 What is community land?

The *Local Government Act 1993* sets out a range of requirements for the management of public land that Willoughby City Council is legally bound to adhere to.

The Local Government Act requires that all land owned by Council must be classified as 'community' or 'operational' land (Section 26). 28-32 and 34-40 Devonshire Street in Chatswood is community land owned by Willoughby City Council.

Figure 2 Classification and categorisation of community land



Community land is intended to be managed for use by the community for purposes including environmental protection, recreational, cultural, social and educational activities. Community land may only be leased or licensed for up to 21 years without the Minister's consent or up to 30 years with the Minister's consent, it cannot be sold, and its use is restricted to the above purposes.

Conversely, operational land is land that can be used for any purposes deemed fit by Council such as those that it may want to restrict public access to (for example a works depot), may be used for commercial purposes, be leased for a longer period of time, and can be sold.

2.2 What are the categories of community land?

The *Local Government Act 1993* requires that all land owned by the Council which is classified as community land be categorised.

As shown in Figure 2, community land may be categorised as one or more of the following under Section 36(4):

- a natural area.
- a sportsground.
- a park.
- an area of cultural significance.
- general community use.

Land that is categorised as a natural area is to be further categorised as one or more of the following under Section 36(5) of the Act:

- bushland.
- wetland.
- escarpment.
- watercourse.
- foreshore.
- a category prescribed by the regulations.

2.3 What are the guidelines for categorising community land?

Guidelines for categorising community land as a particular category are in Clauses 102 to 111 of the *Local Government (General) Regulation 2021*.

The Department of Local Government's revised Practice Note on Public Land Management (Department of Local Government, 2000) made general recommendations on the guidelines for categorising community land. The Practice Note stated:

“Council must have regard to the guidelines in determining a category (cl.9) but are not required to adopt any category merely because the land fits the description in the guidelines. Council should look at all the circumstances of the land in making a decision as to categorisation. For example, a piece of land may seem to satisfy the guidelines for more than one category. Council has a discretion in this case to look at the land in context, taking into account all relevant material before determining a category. It is important that Council be able to justify a decision.”

Also, Council may have a piece of community land, parts of which may be best managed as different categories, for example a piece of land with remnant bushland in one part and children's play equipment in another. Council is able to categorise land as part 'Natural Area – Bushland' and part 'Park'. It is strongly recommended that the land in each category not overlap. Overlapping categories may cause conflict in management objectives and will create confusion in the minds of Council staff and the community.”

2.4 Core objectives for managing community land

Each category and sub-category of community land has core objectives that apply to it under the Local Government Act. The core objectives outline the approach to management of the land covered by the particular category. The core objectives for each category of community land are set out in Sections 36E to 36N of the *Local Government Act 1993*.

2.5 Guidelines and core objectives for category of community land considered for 28-32 and 34-40 Devonshire Street, Chatswood

28-32 and 34-40 Devonshire Street, Chatswood is not either a Natural Area, Park, Sportsground, or Area of Cultural Significance. The guidelines and core objectives for the proposed category of General Community Use for 28-32 and 34-40 Devonshire Street, Chatswood are in Table 1.

Table 1 Guidelines and core objectives for General Community Use category

Category	Guidelines ¹	Core objectives ²
General Community Use	Land that may be made available for use for any purpose for which community land may be used, whether by the public at large or by specific sections of the public.	<ul style="list-style-type: none">- promote, encourage and provide for the use of the land, and to provide facilities on the land, to meet the current and future needs of the local community and of the wider public in relation to:<ul style="list-style-type: none">- public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public.- purposes for which a lease, licence or other estate may be granted in respect of the land (other than the provision of public utilities and works associated with or ancillary to public utilities).

(1) *Local Government (General) Regulation 2021*

(2) *Local Government Act 1993*

2.6 Plans of Management for community land

Council must prepare a Plan of Management for community land (Section 36(1)).

Community land is required to be used and managed according to a Plan of Management applying to the land (Section 35).

Among the requirements of the Local Government Act for the contents of a Plan of Management for community land are:

- categorisation of the land
- core objectives for management of the land according to the category.

2.7 Public hearings

2.7.1 Why hold a public hearing?

A public hearing is required under Section 40A of the *Local Government Act 1993* if:

- ❑ a Plan of Management proposes to categorise (that is, the Plan has not been previously been prepared and adopted by Council, or has not categorised community land) the public land covered by the Plan of Management
- ❑ a Plan of Management proposes to re-categorise (changing the adopted category) the public land covered by the Plan of Management.

Note: Public hearings regarding categorisation or re-categorisation of community land are not related to reclassification. Reclassification is when community land is re-classified as operational land that can then be managed differently and has the ability to be sold by Council. Community land is protected under the Local Government Act and cannot be sold.

2.7.2 Who conducts a public hearing?

An independent chairperson conducts the public hearing, and provides a report to Council with recommendations on the proposed categorisation of community land.

Under Section 47G of the Act, the person presiding at a public hearing must not be:

- a) A Councillor or employee of the Council holding the public hearing.
- b) A person who has been a Councillor or employee of that Council at any time during the 5 years before the date of his or her appointment.

2.7.3 What happens after the public hearing?

Council must make a copy of the report regarding the outcomes of the public hearing available for inspection by the public at a location within the area of Council no later than four days after it has received the final report from the person presiding at the public hearing.

This report will be presented to Council for their information when it considers categorising 28-32 and 34-40 Devonshire Street in Chatswood, and adopting the subsequent amendments to the *28-32 and 34-40 Devonshire Street Draft Plan of Management* (November 2022).

3 PROPOSED CATEGORISATION OF 28-32 AND 34-40 DEVONSHIRE STREET, CHATSWOOD

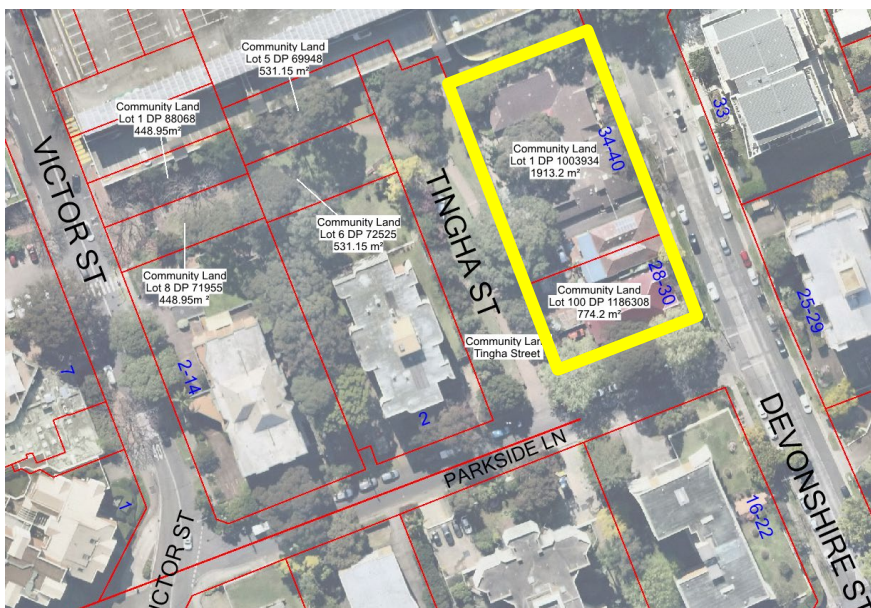
3.1 Land ownership

The land parcels comprising 28-32 and 34-40 Devonshire Street are in Table 2 and Figure 3.

Table 2 Site details 28-32 and 34-40 Devonshire Street

Address	Lot & DP	Classification under <i>Local Government Act 1993</i>	Land Area	Ownership
28-32 Devonshire Street	Lot 100 DP 31186308	Community land	774.2 m ²	Willoughby City Council
34-40 Devonshire Street	Lot 1 DP 1003934	Community land	1913.2 m ²	Willoughby City Council

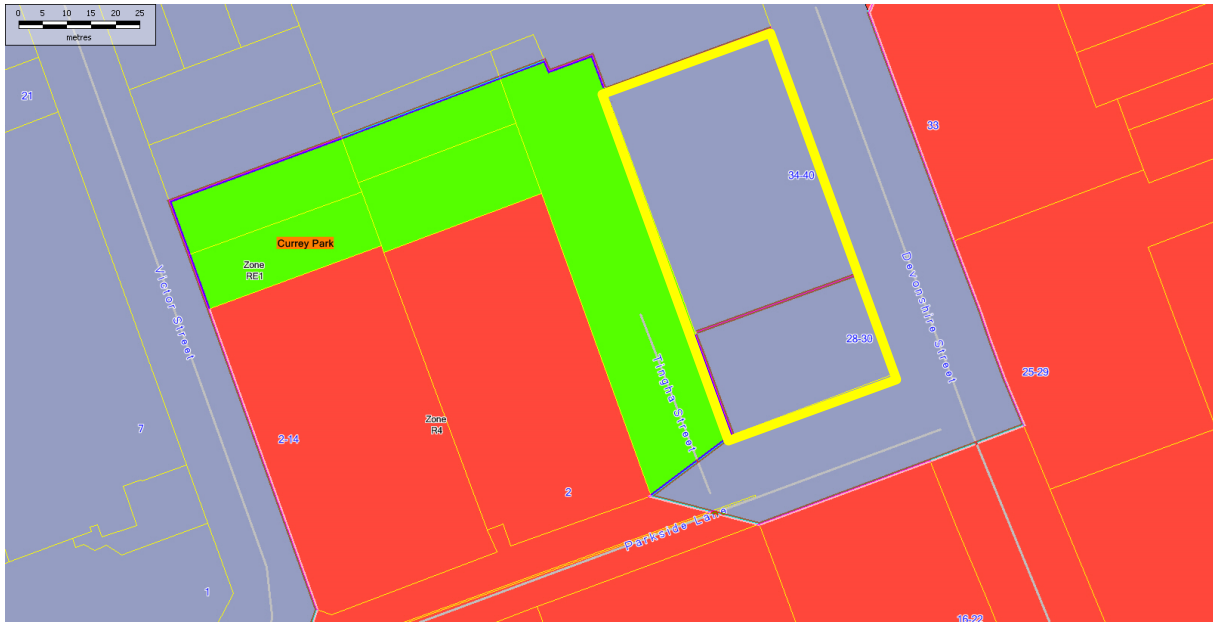
Figure 3 Location context of 28-32 and 34-40 Devonshire Street, Chatswood



3.2 Land zoning

28-32 and 34-40 Devonshire Street (shown in yellow in Figure 4) are zoned as B4 (Mixed Use) in the Willoughby Local Environmental Plan 2012. Community Facilities are listed as permissible uses under the B4 Zoning.

Figure 4 Zoning of 28-32 and 34-40 Devonshire Street, Chatswood



Source: Willoughby Local Environmental Plan 2012

3.3 Physical description

The sites are bounded by Devonshire Street, to the east, Parkside Lane to the south and Tingha Street (unformed road) to the west.

3.3.1 28-32 Devonshire Street

28-32 Devonshire Street contains 3 semi-detached buildings. A community garden and carpark are located in the rear of the property.

Figure 5 below shows the features and condition of the land and improvements.

Figure 5 28-32 Devonshire Street, Chatswood



28, 30 and 32 Devonshire Street frontages from Devonshire Street



Rear of 32 Devonshire Street with community garden



Rear of 28-30 Devonshire Street



Rear of 28 Devonshire Street



Side of 28 Devonshire Street from Park Street

Source: 28-32 and 34-40 Devonshire Street Draft Plan of Management (November 2022)

3.3.2 34-40 Devonshire Street

34-40 Devonshire Street in Chatswood contains one semi-detached building and a child care centre. Figure 6 below shows the features and condition of the land and improvements.

Figure 6 34-40 Devonshire Street, Chatswood



40 Devonshire Street from Devonshire Street frontage



34 and 40 Devonshire Street from Devonshire Street frontage



34 Devonshire Street from Devonshire Street frontage



34 and 40 Devonshire Street from Tingha Street frontage



40 Devonshire Street southern elevation



40 Devonshire Street from Tingha Street



40 Devonshire Street northern elevation

Source: 28-32 and 34-40 Devonshire Street Draft Plan of Management (November 2022)

3.4 Current and proposed uses

Table 3 Current and permitted uses of the land at 28-32 and 34-40 Devonshire Street

Address	Buildings/ improvements	Condition	Current uses	Permitted Use	Further development permitted
28-32 Devonshire Street	3 semi-detached buildings	Good condition, maintained regularly.	Community services: - Headspace, operated by New Horizons Limited, a not for profit organisation providing mental health support services for children and young people under a hire agreement	Provision of community and health services by organisations and Council	Maintenance and renewal only
	Community garden at the rear of the property	Good condition	Council sustainability activities Community garden	Community garden	Maintenance and renewal only
	External hard and soft landscaped areas	Good condition	Uses of the site, including car parking	Servicing the uses of the site including car parking	Maintenance and renewal only
34-40 Devonshire Street	1 semi-detached building (34 Devonshire Street)	Good condition, maintained regularly.	Council administration space	Provision of community and health services by organisations and Council	Maintenance and renewal of existing only
	Purpose built Childcare Centre (40 Devonshire Street)	Good condition	Child care centre operated by Willoughby City Council	Childcare centre (commercial and not-for-profit permitted)	Maintenance and renewal of existing only
	External hard and soft landscaped areas	Good condition	Uses of the site, including car parking	Servicing the uses of the site including car parking	Maintenance and renewal only

The 28-32 and 34-40 Devonshire Street Draft Plan of Management (November 2022) justifies the ongoing use of the site for community activities:

In view of land values and the cost of constructing new facilities, the ongoing use and maintenance of these premises is considered to be of benefit to the community. Retention, maintenance and renewal of the buildings will allow Council to provide affordable accommodation for community, health and support services.

The express provision of leases and licences relating to the provision of community, health, and childcare services on the land by organisations and Willoughby Council is therefore supported within this Plan of Management.

The provision of leases, licences or other estates for the purposes of provision of community, health, and childcare services over the land by organisations and is authorised by this Plan of Management.

3.5 Proposed categorisation of 28-32 and 34-40 Devonshire Street, Chatswood

28-32 and 34-40 Devonshire Street in Chatswood is proposed to be categorised under the *Local Government Act 1993* as General Community Use.

4 THE PUBLIC HEARING

4.1 Advertising and notification

4.1.1 Public notification and exhibition requirements

Section 38 of the *Local Government Act 1993* states that Councils must give “public notice” of a draft Plan of Management, and the length of time that it must be on public exhibition and for submissions to be made. The public notice contents are set out in Section 705 of the Act.

4.1.2 Online notification

Council notified the community of the public hearing and the Draft Plan of Management public exhibition on its website from Monday 27 March to Monday 8 May 2023 as shown in Figure 7.

Figure 7 Online notification of public hearing

Willoughby City Council website

Q Search

Sign in Register

Draft Plan of Management for 28-32 and 34-40 Devonshire St, Chatswood

Home / Draft Plan of Management for 28-32 and 34-40 Devonshire St, Chatswood

Language

Select Language

Powered by [Google Translate](#)

Please note, automatic translations are provided as a guide only and may not be accurate. Call us using an interpreter if you need to speak to Council staff in your home language, call the Translating and Interpreting Service on 131450, and ask them to call us on (02) 97771000.

Key Dates

- Consultation opens
27 March 2023
- Public Hearing
17 April 2023
- Consultation closes
08 May 2023

Willoughby City Council is seeking feedback on a draft Plan of Management for 28-32 and 34-40 Devonshire St, Chatswood.

The properties at this site are owned by the Council and classified as Land Community (general community use). Current uses include:

- Headspace, operated by New Horizons Limited, a not-for-profit organisation providing mental health support services for children and young people under a hire agreement.
- Council administration space
- Sustainability activities and a community garden
- Devonshire Street Childcare Centre

In reviewing the requirements to lease or licence the properties at 28-32 and 34-40 Devonshire Street Chatswood, officers became aware that the sites are not currently under an adopted Plan of Management.

Reference to the sites is made under the [Plan of Management Chatswood Parks Central Business District](#), adopted 28 April 1997.

A new Plan of Management is required for the authorisation of leases and licences relevant to these sites.

The draft Plan of Management will also allow for greater flexibility for the existing hirers of the properties via the issuing of leases or licences.

A copy of the draft Plan of Management can be viewed [here](#) or at the Council Administration Centre, 31 Victor St Chatswood.

Have Your Say

You can have your say on the draft Plan of Management by, **on or before Monday 8 May:**

- Completing the online survey below
- Posting a submission to PO Box 57, Chatswood NSW 2057 or by emailing email@willoughby.nsw.gov.au (please address your letter or email to the Community Projects Officer); or
- Speaking at a public hearing on 17 April (more details below)

Public hearing

The public hearing provides the opportunity for the community to comment on retaining the categorisation of community land in the Devonshire St draft Plan of Management as per the requirements of the *Local Government Act 1993*.

Other comments about the Devonshire St draft Plan of Management may also be made at the public hearing.

- **Location:** The Auditorium, Dougherty Community Centre. 7 Victor St, Chatswood NSW 2067.
- **Date:** Monday 17 April 2023
- **Time:** 6:00pm - 7:00pm

Please RSVP to speak at the public hearing through the registration tab below by **Friday 14 April 2023**.

If you would like to register for the public hearing, we advise you to read through the Devonshire St draft Plan of Management prior to joining the public hearing.

Your Privacy

Willoughby City Council takes the privacy of the participants using this site very seriously.

Please note that the contents of your comments made may be made available or reproduced in Council reports.

All personal information collected will be kept in strict confidence. For further information regarding your privacy please refer to Bang the Table Privacy Policy at <https://www.haveyoursaywilloughby.com.au/privacy> or Willoughby Council at <http://edocs.willoughby.nsw.gov.au/DocumentViewer.ashx?dsi=3085645>

Documents

- 28-32 34-40 Devonshire St Categorisation - Public Hearing Background Information (3.94 MB) (pdf)
- Draft Plan of Management 28-32 and 34-40 Devonshire ST (2.29 MB) (pdf)
- Council Report 28.11.22 - Devonshire St Plan of Management (231 KB) (pdf)

Who's Listening

Tracey Walker
Community Projects Officer
Willoughby City Council

Phone 97777982
Email Tracey.Walker@Willoughby.nsw.gov.au

Survey Public Hearing Registration

Devonshire St - Plan of Management Survey

You need to be signed in to take this survey

[SIGN IN](#) [REGISTER](#)

A background information document explaining the proposed categorisation and the public hearing, and an online submission form, were also provided on the project page.


4.1.3 Other notification methods

Council also advertised the public hearing and the invitation to make a submission about the 28-32 and 34-40 Devonshire Street Draft Plan of Management by:

- Printed advertisement in the *North Shore Times* on 30 March 2023
<https://northshoretodaypaper.dailytelegraph.com.au/html5/reader/production/default.aspx?pubname=&edid=540d8f5b-6d2c-49f7-87cb-8adcc9ef8ca9>
- Have Your Say newsletter delivered via email to 7,484 residents on 3 April 2023
- Public notices section of the Council website on 6 April 2023
<https://www.willoughby.nsw.gov.au/Council/News-and-media/Draft-Plan-of-Management-28-32-34-40-Devonshire-St-Chatswood>
- Letter delivered to 205 residents/recipients on 6 April 2023. Occupiers of on-site community buildings were also informed.
- Letter to children's services families sent via email to all enrolled parents on 13 April 2023.

The printed advertisement and the public notice are in Figure 8.

Figure 8 Public notices of the public hearing



The image shows a public notice from Willoughby City Council. At the top is the council's logo and name. The main heading is "Draft Plan of Management for 28-32 and 34-40 Devonshire St Chatswood: have your say". Below this, it states that the council is seeking feedback on a draft Plan of Management for 28-32 and 34-40 Devonshire St, Chatswood. The draft Plan authorises creating leases, licences or other estates for community, health and childcare services at the above site. It provides the website www.haveyoursaywilloughby.com.au for more information. A list of actions is provided, with the first item highlighted in an orange box: "Register to speak at a public hearing to be held between 6-7pm at Monday 17 April 2023, at the Dougherty Community Centre, 7 Victor St, Chatswood; and". The second item is "Provide feedback via an online survey before 5 May 2023". At the bottom, contact information is listed: Phone: 9777 1000, Email: email@willoughby.nsw.gov.au, Mail: PO Box 57 Chatswood NSW 2057. Below the notice, it says "06 NORTH SHORE TIMES, Thursday, March 30, 2023".

Willoughby City Council

Draft Plan of Management for 28-32 and 34-40 Devonshire St Chatswood: have your say

Willoughby City Council is seeking feedback on a draft Plan of Management for 28-32 and 34-40 Devonshire St, Chatswood. The draft Plan authorises creating leases, licences or other estates for community, health and childcare services at the above site.

Find out more at www.haveyoursaywilloughby.com.au

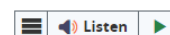
At the above web address you can:

- Register to speak at a public hearing to be held between 6-7pm at Monday 17 April 2023, at the Dougherty Community Centre, 7 Victor St, Chatswood; and
- Provide feedback via an online survey before 5 May 2023

Phone: 9777 1000 Email: email@willoughby.nsw.gov.au Mail: PO Box 57 Chatswood NSW 2057

06 NORTH SHORE TIMES, Thursday, March 30, 2023

Home / Council / News and media / Draft Plan of Management: 28-32 & 34-40 Devonshire St, Chatswood



Draft Plan of Management: 28-32 & 34-40 Devonshire St, Chatswood

Published on 06 April 2023

Willoughby City Council is seeking feedback on a draft Plan of Management for 28-32 and 34-40 Devonshire Street, Chatswood.

The draft plan authorises creating leases, licences or other estates for community, health and childcare services at the above site.

Visit Willoughby City Council's [Have your say](http://www.haveyoursaywilloughby.com.au) to find out more and to:

- Register to speak at a public hearing to be held between 6-7pm at Monday 17 April 2023, at the Dougherty Community Centre, 7 Victor Street, Chatswood
- Provide feedback via an online survey before 8 May 2023.

[Have your say >](#)



4.2 Public hearing arrangements

The public hearing for the proposed categorisation of 28-32 and 34-40 Devonshire Street, Chatswood was held on Monday 17 April 2023 from 6:00pm to 7:00pm in the Auditorium, Dougherty Community Centre, 7 Victor Street, Chatswood.

In its public notices Council asked for attendees to nominate to speak at the public hearing. Five people registered to speak at the hearing.

4.3 Attendance at the public hearing

As required under Section 47G of the *Local Government Act 1993*, Council appointed an independent chairperson, Sandy Hoy, Director of Parkland Planners, to chair the public hearing. Ms Hoy has not been a Councillor or employee of Willoughby City Council at any time.

Michael Cashin (Community Life Manager) and Tracey Walker (Community Projects Officer) represented Willoughby City Council, providing information and answering questions on Council's behalf during the public hearing.

17 community members attended the public hearing.

4.4 The public hearing

Ms Hoy opened the public hearing at 6:05pm.

17 people attended the hearing. Although 5 residents were registered to speak the chairperson encouraged anyone who wished to speak to do so.

Ms Hoy explained the purpose of the public hearing, the legislative basis for categorisation and recategorisation of community land, and the requirement for public hearings, based on the background information document provided online.

Council representatives explained the background to and reasons for Council proposing to categorise 28-32 and 34-40 Devonshire Street, Chatswood as General Community Use.

The question that the Chair asked people attending the hearing to address is:

Do you agree or not with the proposal to categorise 28-32 and 34-40 Devonshire Street in Chatswood as General Community Use? Why or why not?

The content of submissions which are relevant to the proposed categorisation are outlined in more detail in Section 5 of this report. Other comments and questions about 28-32 and 34-40 Devonshire Street, Chatswood are noted but are outside the scope of this report. Such comments and questions will be addressed by Council with the submissions to the Draft Plan of Management for 28-32 and 34-40 Devonshire Street, Chatswood.

With there being no further submissions or questions, Ms. Hoy closed the hearing at 7:12pm.

4.5 Submissions

Submissions about the proposed categorisation of 28-32 and 34-40 Devonshire Street, Chatswood could be made:

- verbally at the public hearing on Monday 17 April 2023
- via the online submission form on Council's Have Your Say page: <https://www.haveyoursaywilloughby.com.au/devonshire-st-draft-plan-of-management> until 5:00pm on Monday 8 May 2023
- emailing Council at email@willoughby.nsw.gov.au until 5:00pm Monday 8 May 2023
- in writing to Willoughby City Council at PO Box 57, CHATSWOOD NSW 2057 until 5:00pm Monday 8 May 2023.

5 CONSIDERATION OF SUBMISSIONS

5.1 Introduction

Verbal and written submissions relating to the proposed categorisation of 28-32 and 34-40 Devonshire Street, Chatswood are set out below, according to:

- verbal submissions to the public hearing and Council's response
- other topics raised at the public hearing outside the scope of categorisation and the public hearing
- written submissions about the proposed categorisation.

5.2 Public hearing submissions

5.2.1 Submissions about categorisation

Table 4 Submissions about categorisation

Comment/question	Response
What is the category at the moment?	Council: It is uncategorised.
What is the implication of no further categorisation? What happens if the category is not updated?	Chair: it is a legal requirement that Council must categorise community land.
Is there another category that is better?	Chair: Community land can be categorised as Natural Area, Sports-ground, Park, Area of Cultural Significance, or General Community Use. General Community Use is the most appropriate category for the Devonshire Street land.
How long has it been uncategorised? If it has been this way for 35 years there is no need for rushing this decision. It doesn't stack up. Can't see a reason for categorisation.	Council: 35 years
What is the KU Centre categorised as?	Council: not known.
KU is for profit, so it must be categorised as General Community Use.	Noted
Have you checked the categories of all other land with childcare on it?	Council: question taken on notice
It is a misleading way of categorising just this land. The reason for doing it is because of the childcare centre. I have had the ability to use the land growing up here in the past 45 years, and want to give my kids the opportunity to use the land. Categorising the land in this manner is underhanded and unfair due to outsourcing of the centre.	Noted

The Chair asked the people attending the public hearing if they agreed or not with the proposed category as General Community Use. Two speakers stated they didn't agree with the General Community Use category, but went on to outline their opposition to outsourcing of the childcare centre. After prompting to give a reason for their opposition to the General Community Use category, no reason relating to the proposed categorisation was given.

5.2.2 Submissions outside the scope of the public hearing and categorisation

Submissions made at the public hearing which are not related to the proposed categorisation, but are relevant to the Draft Plan of Management for 28-32 and 34-40 Devonshire Street, Chatswood, include:

5.2.2.1 Reason for preparing the Plan of Management

Question: Why is Council proposing the Plan of Management?

Council response: Council decided to outsource childcare services by lease or licence. Council realised that tenants of the cottages are limited in their length of tenure because a current Plan of Management is not in place.

5.2.2.2 Opposition to proposed outsourcing of childcare service at Devonshire Street Children's Centre

Table 5 Opposition to proposed outsourcing of childcare services at Devonshire Street Children's Centre

Question/comment	Council response
Why is Council outsourcing childcare?	Council made the decision to outsource childcare services in May 2022 based on risk.
If risk profile is important, Council operates a swimming centre which is dangerous, so why not childcare?	Council is not providing child-care as a core service any more. Council has finite resources. Council's Community Strategic Plan identifies that childcare is not a high priority for the community generally. It is a strategic decision of Council.
Was there ever a public hearing for the decision to outsource childcare?	No, is an operational decision of Council.
Was it an internal decision?	The decision was made by elected Council members.
Can we oppose the decision to outsource?	Council has made the decision. Suggest speaking with Ward Councillors.
Consultation with a number of Devonshire Street Children's Centre (DSCC) parents don't agree with outsourcing, for reasons including: <ul style="list-style-type: none"> - DSCC sits on community land and should not be for profit. - It is the embodiment of the local community. 	Noted. Council has not yet entered into a lease. The decision process is complete.

Question/comment	Council response
<ul style="list-style-type: none"> - Staff are committed and caring. The excellent educators have strong bonds with the children. Staff are collegiate. - Childcare workers have a low level of pay despite their tertiary qualifications. - Reflects the community and is an integral part of the community. - The centre is a stable and warm environment - It is about money, seeking to find a way to make money. Council can't sell the land so it is wanting to profit. - Parents pay commercial rates. - No capital has been poured into the centre for a long time. Buildings have not been upgraded and are of poor standard. - People send their children to the centre from word of mouth. - The only reason we are here is that Council failed to properly assess their ability to lease the land before closing the childcare centre. - The way staff are being treated is appalling. - The Expression of Interest was not shared with parents despite requests. - Council can spend \$30 million on refurbishment of the pool but not on childcare. 	
<p>Council has not shared the risk assessment with parents. It is a money grab with no thought for the community. Council is breaking a social contract. If it is a loss making venture, make it less of a loss making venture. Put the cost of assessing development applications up instead. It is about children.</p>	Noted
<p>Parent chose DSCC because it was Council run and wanted to invest in her child. Why does Council feel they should not run a childcare centre any more? Taking away the centre leaves two options. The decision will have an effect on the children. It is not in their interest and will not have a good outcome for the children. Have experience working in childcare centres and know this is a good, passionate centre. This is a golden opportunity that Council is throwing away. Teachers at DSCC have qualifications and experience. Teachers will leave the centre. New teachers may not like the conditions. Investing in our children is the best thing you can do. The decision reflects poorly on Council. Council is putting profits before the welfare of children. Council should consider changing the decision. Staff are not being appreciated.</p>	Noted
<p>Staff can't speak out against the proposal.</p>	Noted
<p>Don't want the centre leased.</p>	Noted

Question/comment	Council response
<p>What is another proposal for leasing under the Plan of Management? Against the proposed changes to the licence of the land.</p> <p>The centre is highly sought after with a waiting list. Friends are shocked that they were offered a spot in the centre as it always has a huge waiting list.</p> <p>DSCC teachers put children first with the learning the centre offers.</p> <p>Staff can focus on learning and educating rather than making money for the Council. The centre offers quality education and care, and works with families.</p> <p>Outsourcing means the staff level will drop, staff turnover will increase, and the centre will change.</p> <p>How to reverse this decision?</p> <p>Council should not make money from something that belongs to the local community.</p> <p>Daughter used to attend DSCC.</p>	Noted
<p>Daughter who attended DSCC and is now in Year 2 at school:</p> <p>“I used to go to Devonshire Street Childrens Centre and now my two brothers are there as well. My favourite thing about the centre are my teachers. They are all very kind, generous, and loving. I wish they could all keep their jobs. The Council should not make money from something that belongs to the local community. Can we care for my teachers like they cared for me and the many other children they look after? Thank you.”</p>	Noted
<p>There is no Plan of Management for the community land so the outsourcing can't proceed. How can the centre be leased without the Plan of Management being adopted?</p>	Noted
<p>Council didn't share information until two days before the public hearing.</p>	Noted
<p>The centre has been running for ages. There has been no discussion of the intention to lease.</p> <p>Cannot find a benefit of outsourcing. It is not a benefit for staff, the children, parents or the community.</p> <p>There is no private alternative.</p> <p>The centre is not making a loss at the moment. It is either a poor business decision or good moneymaking decision.</p> <p>Outsourcing will result in poorer quality care.</p> <p>What is the personal benefit of the people driving this?</p> <p>There is nothing in the documentation, plans or on Council's website that outlines the proposal and benefits for this decision.</p> <p>More money will be to the detriment of people who use the centre. Thinks it is a lose-lose situation.</p> <p>There is no logical reason why this decision has been made. Why now after 35 years? What is the argument to make this decision? Everyone is happy with the centre.</p>	Noted
<p>Can we see the risk assessment because Council hasn't shared it?</p>	No. It is an assessment done by Council staff in a confidential report to the elected Councillors. The paper outlines financial and risk matters.

Question/comment	Council response
Why was the report confidential?	The Local Government Act gives reasons why the report was confidential.
Why not approach existing staff to form a co-op, or consider another option?	Question taken on notice
Can we see submissions made by other people?	That is not possible on the Have Your Say site. All submissions will be included in the Council report.
<p>Some things are for the common good in all government. The Federal government pays half of childcare fees. Do not see why the Council is giving up its role as a leader in childcare and something we can all aspire to just to make a bit of rent profit, which is short-sighted. Council has \$2 billion in assets. How much money is WCC already making in carparking fees etc.? A lot of other Councils make a loss on childcare but make millions in carpark fees. Why can't Council cover a small loss for the good of the community? Federal and state governments' fee commission is looking at the long term cost of childcare. The government is looking at increasing wages of educators. Council has done childcare for 35 years. Why is Council throwing away what they have done? \$4 million is earmarked for childcare. The childcare situation in Australia is bad, and not good for educators or children. Thinks Council should make it right. Big chains of childcare make money but Council cares. Concerned about teachers changing. DSCC is the last childcare centre run by Council.</p>	Childcare is not core business of the Council.
Requested Council run an information session to give parents the chance to speak about the outsourcing decision.	Noted

5.3 Written submissions about the proposed categorisation

39 online and 4 written submissions were received by Council during the public exhibition of the Draft Plan of Management. Some people attended the public hearing and made a written submission. Several submissions referred to community land and/or categorisation of 28-32 and 34-40 Devonshire Street, Chatswood as set out below.

Table 6 Written submissions about community land/proposed categorisation

No.	Submission
Online submission no. 2	I support the land becoming Community Land if it continues to be leased to community based services. These are both vital services for the local community.
Online submission no: 7	The purpose of changing the plan from community use is to allow the council to privatize and outsource the community services against the wishes of the community

No.	Submission
Online submission no: 15	It is very disappointing that the council is planning to change the land management so that it can be privatised.
Online submission no: 17	I oppose to have it's category changed as I like it the way it is. Our lives will be drastically changed for the worse if the change is made effective because re-categorisation means the council will have the children's centre leased to a private company.
Online submission no: 18	This piece of land is for general community use, and should remain managed by Council for the benefits of the local community. We don't want it to be leased out to private companies.
Online submission no: 27	I am in favour of maintaining an integrated approach to this area - as originally contemplated by Council. It had been noted that development in the CBD had already degraded the public domain. The key issue of the 1997 PoM was to ensure a holistic approach to CBD planning of public spaces of which this whole area is one. It aimed to reduce the impact of development (essentially commercialisation) on the public domain - which in the CBD increasingly and importantly comprises a variety of elements, including spaces contiguous with but not necessarily zoned as 'open space'. In advising against overlapping within a category, Practice Note No.1 refers to the consequent difficulties introduced by such - as for example is represented by the fragmentation contemplated by this proposal. ... Introducing a commercial entity into a complex of integrated 'general community use' facilities introduces an unwelcome element for the two reasons outlined above i.e.: It will not advance the purpose of protecting and enhancing the public domain by introducing potentially incompatible commercial rights being prioritised over public ones. Council has a legitimate responsibility to maintain standards in this important industry.
Online submissions nos. 29-34, 38, 39	I fundamentally disagree that community land should be leased to a commercial operator for the sole purpose of generating further revenue for Willoughby City Council. 1. The educators are the community Devonshire Street Children's Centre sits on this community land. This is not commercial/operational land from which Willoughby City Council should seek to maximise profit – it is supposed to be land for the community.
Online submission no. 37	This land is community land and MUST remain that way
Written submission	I am strongly of the view that rezoning or altering the current Community Land status to allow commercial bodies to lease the Children's Centre site is wrong and out of order and should not proceed. There should be no provision for a business to take out a lease in order to operate a commercial business on land zoned Community on the premise that it is providing a community service. It is a highly retrograde step to recategorize the land to allow privatisation of the Centre and a false supposition that a not-for-profit organisation like KU or SDN could take it on.

6 RECOMMENDATIONS

6.1 Consideration of submissions

The verbal and written submissions regarding the proposed categorisation of 28-32 and 34-40 Devonshire Street, Chatswood set out in Section 5 have been carefully considered and assessed below.

28-32 and 34-40 Devonshire Steet in Chatswood is community land owned by Willoughby City Council. Its current categorisation under the *Local Government Act 1993* is uncertain, so Council is going through the process of categorising the land under the Act.

As the existing and proposed use of the land is for community purposes, Council considers the General Community Use category is the most appropriate of the five categories for the site. The community land categories of Natural Area, Park, Sportsground and Area of Cultural Significance are not relevant or appropriate for the site. The guidelines for categorisation as General Community Use are 'Land that may be made available for use for any purpose for which community land may be used, whether by the public at large or by specific sections of the public.' The core objectives for the General Community Use category are to:

- promote, encourage and provide for the use of the land, and to provide facilities on the land, to meet the current and future needs of the local community and of the wider public in relation to:
 - public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public.
 - purposes for which a lease, licence or other estate may be granted in respect of the land (other than the provision of public utilities and works associated with or ancillary to public utilities).

Categorisation of the land as General Community Use is the most appropriate category for the site. The General Community Use category is the most appropriate category for childcare and other community purposes.

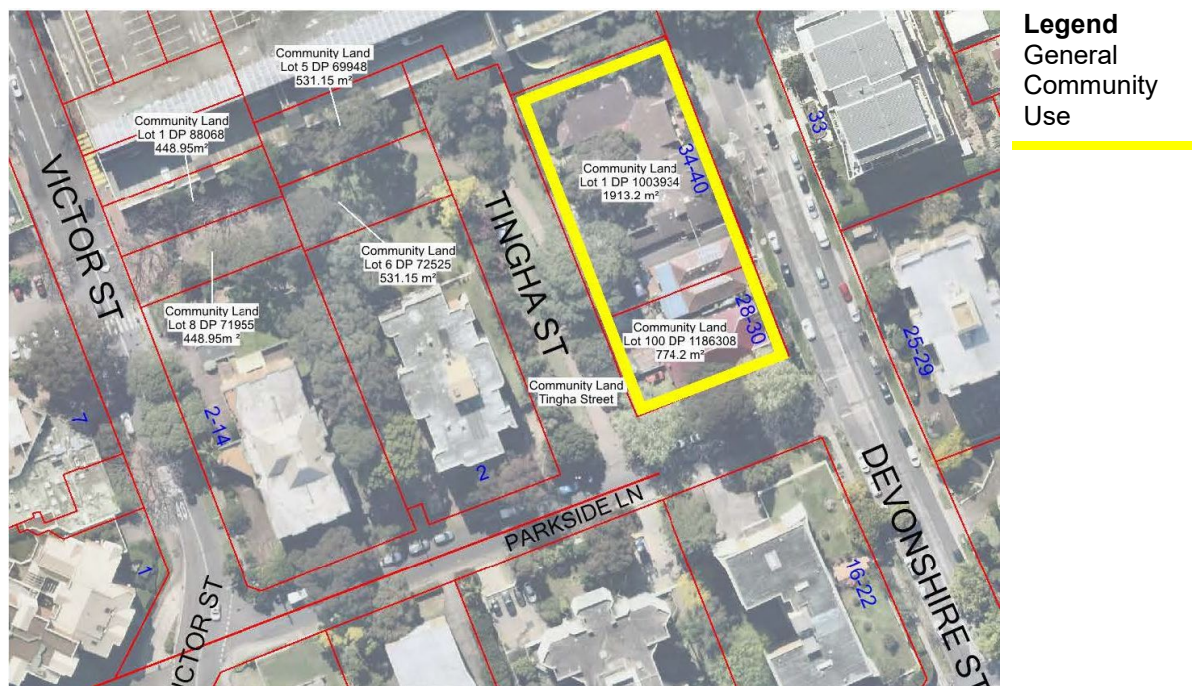
The concern by parents of children attending the Devonshire Street Childcare Centre about the proposed outsourcing of childcare from Council to another entity is noted. However categorisation of the land as General Community Use is a separate issue to the childcare business model that Council chooses to adopt. Willoughby City Council and other Councils operate, lease or licence childcare services on community land categorised as General Community Use as the most appropriate category for that activity.

6.2 Recommendations

Based on the representations to the public hearing on 17 April 2023 and written submissions received, my recommendations to Willoughby City Council are that Council:

1. Note the verbal submissions made to the public hearing in Section 5 of this report.
2. Note the written submissions received to the public exhibition of the *28-32 and 34-40 Devonshire Street Draft Plan of Management*.
3. Categorise 28-32 and 34-40 Devonshire Street in Chatswood as General Community Use as shown on the categorisation map in Figure 9 below.

Figure 9 Recommended categorisation of 28-32 and 34-40 Devonshire Street, Chatswood



6.3 Adoption of proposed categorisation

This public hearing report will be presented to Council for its information as part of its approval of the proposed categorisation of 28-32 and 34-40 Devonshire Street, Chatswood as General Community Use.

Clause 114 of the *Local Government (General) Regulation 2021* states that if Council receives any submission objecting to the proposed categorisation of land, and the Council adopts the categorisation without amending the categorisation that gave rise to the objection, the resolution by which Council adopts the categorisation must state the Council's reasons for categorising the relevant land in the manner that gave rise to the objection.

As submissions were received objecting to the proposed categorisation as General Community Use, Council must address those objections when deciding whether to adopt the proposed categorisation as General Community Use.

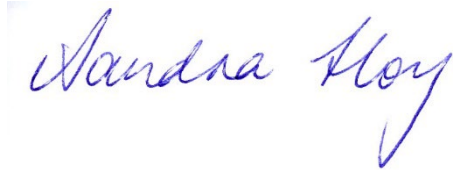
If Council adopts the proposed categorisation of 28-32 and 34-40 Devonshire Street, Chatswood as General Community Use, Council will update the *28-32 and 34-40 Devonshire Street Draft Plan of Management* and its Land Register to reflect the categorisation.

If Council decides to alter the proposed categorisation of 28-32 and 34-40 Devonshire Street, Chatswood from the existing adopted category or the category and boundaries considered at the public hearing, Council must hold a further public hearing (Section 40A(3) of the *Local Government Act 1993*).

6.4 Reporting

Within four days of receiving this final report, Council is required under Section 47G(3) of the *Local Government Act 1993* to make a copy of this report available for inspection by the public at a location within the area of the Council. It is recommended that Council:

- send a copy of the public hearing report to the people who registered for and/or attended the public hearing and/or made a written submission.
- keep a copy of the public hearing report for inspection at Council's Customer Service Centre at 31 Victor Steet in Chatswood.
- post an electronic copy of the public hearing report on Council's website.



Sandy Hoy
Director
Parkland Planners

11 May 2023

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Draft Plan of Management for 28- 32 and 34-40 Devonshire St, Chatswood

Community Consultation Summary Report
May 2023

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Consultation Purpose

The purpose of this round of community consultation was designed for the local community to provide their opinion and feedback on Draft Plan of Management for 28-32 and 34-40 Devonshire St, Chatswood.

Consultation was undertaken over a six-week period between the 27 March 2023 and 8 May 2023.

Communication Methods

Between 27 March 2023 and 8 May 2023 the Council sought feedback on the Draft Plan of Management for 28-32 and 34-40 Devonshire St, Chatswood.

Feedback was collected by:

- Completing the Have your say survey
- Written submissions via email or post
- Speaking at the Public Hearing

The presentation and analysis of the data has been collated via a summary of the online survey with a combination of option choice and open-ended comments.

Data from the online survey and information session submissions has been presented in tabular form. This data has been themed and tallied.

Respondents

There were 59 participants in the engagement process.

- 39 people completed the online survey.
- 3 written submissions
- 17 people present at the public hearing on 17 April 2023. Feedback recorded in Chairpersons report.

Promotion

The Have Your Say page, survey and public hearing were advertised through the following methods:

Method	Published/Distributed	Notes
Printed advertisement in North Shore Times (picture attached)	30.3.23	Screenshot in appendix – notification photos
Included in HYS newsletter	3.4.23	Screenshot in appendix – notification photos
Published on our public notices section of the council website	6.4.23	Screenshot in appendix - notifications
Letter to the residents – 205 recipients (buildings indicated on attached map, letter also attached)	Delivered on 6.4.23	Copy of letter in appendix – notification photos
Letter to children's services families sent via email to all enrolled parents	Emailed on 12.4.23	Copy of letter in appendix – notifications

Have Your Say Survey Results

(Respondents own words)

Survey respondents were asked for preferences on a range of options for the Draft Plan of Management for 28-32 and 34-40 Devonshire St, Chatswood. The survey also asked for the location of the respondent and their relation to the venue.

Q1. Please let us know your first and last name (required response)	
• Names withheld due to privacy	Survey (39)
Q1. Please let us know your suburb (required response)	
• Chatswood	Survey (22)
• Chatswood West	Survey (3)
• Artarmon	Survey (2)
• Willoughby	Survey (2)
• Lane Cove North	Survey (2)
• Middel Cove	Survey (2)
• Roseville	Survey (2)
• West Chatswood	Survey (1)
• Northbridge	Survey (1)
• Cremorne	Survey (1)
• Castlecrag	Survey (1)
Q1. What is your interest in the Devonshire St Plan of Management? Tick any that apply. (required response)	
• I use Devonshire St community land	Survey (23)
• I live in close proximity to Devonshire St community land	Survey (15)
• I reside within the Willoughby LGA	Survey (26)
• I own a business in the Willoughby LGA	Survey (2)
• Other (please specify)	Survey (3)
Q2. Are you making a comment or submission representing an organisation? (required response)	
• Yes	Survey (1)
• No	Survey (38)
Q3. Please let us know your level of support or otherwise for the draft Plan of Management for Devonshire St? (optional response)	
• Fully support	Survey (5)
• Partially support	Survey (1)
• Partially oppose	Survey (2)
• Fully oppose	Survey (31)

Q4. Are you happy to have your name made available against your comment and/or submission in a publicly available Council report? (required response)	
• Yes	Survey (19)
• No	Survey (18)
• I didn't make a comment or submission	Survey (2)
Q5. Please provide any comments you would like to make on this draft Plan of Management (optional response)	
Fully Support (5 comments out of 39 respondents)	
Respondent No: 1	<ul style="list-style-type: none"> It's extremely important to keep a service such as Headspace available, and the childcare is useful to many. I would like to see a space within these cottages utilised for women's health, since the old cottage for women that was once situated in Hercules St is long gone. Visiting cottages for health, is less intimidating when faced with health issues than a large clinic. I would also like to see a clearer, more inviting entry point to Currey Park via Devonshire St, making the street scape look friendlier.
Respondent No: 2	<ul style="list-style-type: none"> I support the land becoming Community Land if it continues to be leased to community based services. These are both vital services for the local community.
Respondent No: 10	<ul style="list-style-type: none"> Not answered
Respondent No: 19	<ul style="list-style-type: none"> Having essential community services (health, childcare, etc) close to the CBD is crucial to ensuring good access, amenity and take up of these services. This land and the services on them should remain as is to ensure these services continue to be available to local residents. I support the proposal to maintain and renew the existing permitted use criteria.
Respondent No: 20	<ul style="list-style-type: none"> Not answered
Partially Support (1 comments out of 39 respondents)	
Respondent No: 5	<ul style="list-style-type: none"> Devonshire Street Chatswood Childcare Centre enhances the wellbeing of the Willoughby City Council Community. The Children are good Children and the Community should accommodate them. I reside in the apartment in proximity of the Childcare Centre.
Partially Oppose (2 comments out of 39 respondents)	
Respondent No: 21	<ul style="list-style-type: none"> I am very much against the potential loss of a second council run childcare centre in Willoughby. This is community land, affordable childcare centres are in short supply, especially for essential workers. I note that the only option for the community use of the land that the childcare currently occupies is either for it to be outsourced to a private childcare operator or a not for profit operator. There needs to be the option of a council run childcare centre, so continuing as is. In fact I think that the only option for this valuable community space is for the childcare to be operated by council or a not for profit childcare provider. Why should the residents of Willoughby have to give over valuable space to a private operator that has a business model of increasing fees.
Respondent No: 23	<ul style="list-style-type: none"> In the permitted uses section- as community land for the community I oppose the ability for a commercial childcare centre to be permitted in this space. It is community land for the community and should only be used for a not for profit childcare centre.
Fully Oppose (31 comments out of 39 respondents)	
Respondent No: 3	<ul style="list-style-type: none"> This land should not be commercialised.
Respondent No: 4	<ul style="list-style-type: none"> Oppose the land to be made for commercial use. My child attends the child centre on Devonshire street and it's been there for 35 years servicing the community, supporting the families within the community. I myself attended the childcare centre and has lived in Chatswood for over 30 years. As a council the needs of the community should be a top priority, not something that should be outsourced due to inconvenience or to make a profit. The staff at the centre are amazing and truly passionate about what they do. Their workplace needs to be protected.

Respondent No: 6	<ul style="list-style-type: none"> The Devonshire childcare centre is the only one council CC. All the kids love the teacher, if sold it, the special needs kids will no place to go.
Respondent No: 7	<ul style="list-style-type: none"> The purpose of changing the plan from community use is to allow the council to privatize and outsource the community services against the wishes of the community
Respondent No: 8	<ul style="list-style-type: none"> Privatisation of the land will generate profit for Willoughby city council, in return the children and staff of the childcare centre will suffer. I have experienced both council daycares and private daycares, and my child is much happier at the council one, I would like to give my children the same opportunities I had when I was a child growing up in this LGA. I am fully opposed to this draft masterplan.
Respondent No: 9	<ul style="list-style-type: none"> Please keep Devonshire St child centre. It is the best centre my kids have ever experienced. We had 5 different experiences with daycares and the council owned one is the best as it is non-profit and the educators are very experienced and care for the kids really well.
Respondent No: 11	<ul style="list-style-type: none"> My child goes to Devonshire street childcare Centre and we fully support and happy with the staff and system there. We do not want any private organisation to manage the Center going forward.
Respondent No: 12	<ul style="list-style-type: none"> Not answered
Respondent No: 13	<ul style="list-style-type: none"> The social contract between Willoughby residents and the council is to provide services for residents. Council is attempting to dishonour the social contract by no longer providing essential services such as the childcare at Devonshire centre. If the centre is closed or repurposed with a commercial daycare operator for economic reasons (for profit) how does this improve the lives of the families who rely on it? Has council reviewed daycare options at Devonshire Centre as any commercial operator will? This seems to be blatant cop out. Too hard, too lazy, too incompetent too many reasons to not support the community with an essential service . If the centre loss making, the question is.... should early education be profitable? Is the library profitable (not everyone uses the library but we all pay for it) Does everything that council provide to the community have to make a profit? What type of society are we trying to leave our children? Stop penny pinching people. Offset "loss making" services by Increasing fees for development applications. Developers have no choice. The land is here and they will pass through costs to purchasers. Support our community Willoughby council. Do what is right for our community. That is what we voted for.
Respondent No: 14	<ul style="list-style-type: none"> Not answered
Respondent No: 15	<ul style="list-style-type: none"> This is a land that houses a special community centre that the locals adore and should not be changed and leased out. We need to save community centres such as Devonshire St Children Centre. Being the only one that accepts 0 to 5. It is an excellent centre with staff that is committed to the community and celebrating the community's diversity. It is very disappointing that the council is planning to change the land management so that it can be privatised. This is not right and the community does not want this to happen. We need community centres to stay in the community. There is already enough private centres out in Chatswood. Community centres are different and are so important.
Respondent No: 16	<ul style="list-style-type: none"> I disagree with this Plan of Management.
Respondent No: 17	<ul style="list-style-type: none"> I oppose to have it's category changed as I like it the way it is. Our lives will be drastically changed for the worse if the change is made effective because re-categorization means the council will have the children's centre leased to a private company.
Respondent No: 18	<ul style="list-style-type: none"> This piece of land is for general community use, and should remain managed by Council for the benefits of the local community. We don't want it to be leased out to private companies.
Respondent No: 22	<ul style="list-style-type: none"> Re: 34-40 Devonshire Street in permitted uses of the land for the Childcare Centre (pg 16), the PoM states only commercial and not-for-profit permitted. This does not allow for a Council run Childcare Centre to be continued on the site. This mandates the end of the Council run Childcare Centre which seems in conflict with other parts of the POM such as Outcome 2 from the Community Strategic Plan (page 5), 2.7 that references promoting accessible services and facilities for the community and Outcome 5, 5.1 being honest, transparent and accountable in all that we do. I think the POM should be changed in permitted uses to delete the commercial use for the Childcare Centre and include an option of a Council-run Childcare Centre as currently exists. I have not seen any reason stated for discontinuing the current Council run Childcare Centre, which seems an appropriate function for Council to provide to offer this alternative option to the community.
Respondent No: 24	<ul style="list-style-type: none"> It's very bad plan for the communities. Sadly said, this plan is not for making the NON-FOR PROFIT childcare centre become a better centre to welcome more children and assist more

	<p>families. Seems like the council is proposing this for “making profit”. What kind of profit? Money or other benefits in exchange? and for whom? Developer or the business owner who is going to take over? What about the needs from the community, parents and children households in general? What’s the “profit” for all of us? The parents living in the community need this childcare centre which helps us could have the educators who are stable, reliable, knowledgeable and nice to our kids. Again, this is very disappointing that see local government to propose this plan. My family are all living locally and we won’t trust in the Mayor and the team who is holding this and the further decision they’re making for us.</p>
Respondent No: 25	<ul style="list-style-type: none"> • A lot of families whose children are going to the daycare will be affected/displaced. The Devonshire Daycare is very affordable compared to other daycares within the area. The children and parents also like the educators there.
Respondent No: 26	<ul style="list-style-type: none"> • Not answered
Respondent No: 27	<ul style="list-style-type: none"> • I am in favour of maintaining an integrated approach to this area - as originally contemplated by Council. It had been noted that development in the CBD had already degraded the public domain. The key issue of the 1997 PoM was to ensure a holistic approach to CBD planning of public spaces of which this whole area is one. It aimed to reduce the impact of development (essentially commercialisation) on the public domain - which in the CBD increasingly and importantly comprises a variety of elements, including spaces contiguous with but not necessarily zoned as 'open space'. In advising against overlapping within a category, Practice Note No.1 refers to the consequent difficulties introduced by such - as for example is represented by the fragmentation contemplated by this proposal. As I understand it, the prime purpose of this proposal is specifically allow for commercial (and NFP) leasing of the Child Care Centre. As leases are already permitted within the current PoM , there is no explanation for the change proposed. If it is important to privatise, transparency requires reasons to be advanced. I have been led to believe that it is important for Councils (or at least genuinely NFP) to run child care services to ensure that standards are maintained. A wholly privatised industry tends to lower standards overall - including cheaper, less nutritious food, more poorly paid and fewer staff and sacrificed education content. Quality suffers, the same as in any care industry. In summary, I am opposed to the introduction of commercial leases in this location and request that this word be removed entirely from the draft PoM. Introducing a commercial entity into a complex of integrated 'general community use' facilities introduces an unwelcome element for the two reasons outlined above i.e.: . It will not advance the purpose of protecting and enhancing the public domain by introducing potentially incompatible commercial rights being prioritised over public ones . Council has a legitimate responsibility to maintain standards in this important industry.
Respondent No: 28	<ul style="list-style-type: none"> • I think the Plan of Management should be amended in permitted uses to delete the commercial use for the childcare centre and include an option of a council run childcare centre as currently exists.
Respondent No: 29	<ul style="list-style-type: none"> • I fundamentally disagree that community land should be leased to a commercial operator for the sole purpose of generating further revenue for Willoughby City Council. 1. The educators are the community Devonshire Street Children’s Centre sits on this community land. This is not commercial/operational land from which Willoughby City Council should seek to maximise profit – it is supposed to be land for the community. And the Devonshire Street Children’s Centre is an embodiment of its local community: multicultural, educated, connected and caring. It is the antithesis of its local commercially operated childcare competitors. Its diverse and long-standing educators are the heart and soul of Devonshire Street Children’s Centre. They have been a committed and caring force in educating generations of young children and the educators have incredibly strong bonds with the children in their care. The longevity of tenure of these educators has not happened by accident – there is an appreciation for the contributions that each educator makes and the common purpose they share in guiding the children under their care. The collegiate and considered work environment is at odds with the current challenges plaguing commercial competitors (which are battling extremely high attrition, inexperience and poor working conditions). That’s not to say that they have high levels of pay or benefits beyond (or even equal to) some of the commercial competitors to Devonshire Street Children’s Centre: childcare workers experience some of the lowest levels of pay among workers in NSW, despite many holding tertiary qualifications. It is the culture that has developed through the educators that attracts and retains the broader team. They embody the community they serve, and they are an integral part of the community. And the children at the Devonshire Street Children’s Centre benefit from this cohesive family- like experience – learning and flourishing in a stable and warm environment which celebrates diversity and encourages

	<p>independent thought from infancy. 2. Willoughby City Council is solely motivated by money The purpose of this proposal is not about freeing Willoughby City Council from the burden of running a childcare centre. It is about money. That is the sole motivation. The Willoughby City Council can't sell the land, so it is seeking to profit in any way it can from a community asset. This is immoral. Parents of children at Devonshire Street Children's Centre already pay commercial rates for their children to attend (equal to or exceeding many local commercial competitors). The physical building, while maintained, has had little to no capital invested in it for some time and it is of a poor standard in terms of the classrooms and facilities compared to competing facilities. New parents are often taken aback by the very average physical environment and the sole reason families are attracted to sending their children to Devonshire Street Children's Centre is because of the excellence of the educators (and this is usually through word of mouth recommendations). Accordingly, the primary way any commercial operator is going to profit from running Devonshire Street Children's Centre is by reducing the benefits of the existing educators and the number of educators. Despite the communications of Willoughby City Council that "Expressions of interest content and information" would be shared with families of Devonshire Street Children's Centre, no such information has been shared (despite express requests). Put it this way: Willoughby City Council has invested heavily (through engaging additional "community" liaison staff and external consultants to advise on the proposal) to try to profit from the lowly paid educators running Devonshire Street Children's Centre. Willoughby City Council has no problem, however, spending more than \$36 million on refurbishment of a local pool. The only reason the proposal has not already been implemented is that Willoughby City Council failed to properly assess the current limitations on leasing the land on which the Devonshire Street Children's Centre is located before initiating the process. 3. Community feedback is disregarded Willoughby City Council has indicated that it believes that it has complied with its legal obligations because it has not yet entered into a lease. The decision making process is, however, already complete. We fail to understand how Willoughby City Council can commit to a decision before a compulsory public consultation occurs. This makes the process a sham and is a denial of procedural fairness. Willoughby City Council has made it clear that it is committed to leasing this community land regardless of community opposition.</p>
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<p>Respondent No: 35</p>	<ul style="list-style-type: none"> I would like the council to continue providing the childcare service at Devonshire St as it is an outstanding service, which my daughter attends. My daughter finds all the teachers very kind and caring, and enjoys her time there everyday. I'm concerned that if it is leased/sold off to another organisation, that the quality of care and also the staff may change, I think it is a great service that the council is currently providing and, as a rate payer & resident, I'm proud to tell others that our council provide this for us.
<p>Respondent No: 36</p>	<ul style="list-style-type: none"> This draft POM indicates its rationale is to authorise leases and / or licences, but does not indicate why such a change is necessary here now i.e. what is driving this change? There is a suggestion of a plan for WCC to discontinue its operation of the child care centre, and lease it out to an independent operator. Should this reason (or any other) be the reason for the change, it should be stated as a reason for the change for the draft POM with some background/ a business case. By not giving a reason for the change, WCC is failing its stated City Strategy Outcome "5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO", so I oppose the Draft POM. If there is no particular reason for the Draft POM, then let's not waste Council resources going through this discussion, for which reason I oppose the draft POM.
<p>Respondent No: 37</p>	<ul style="list-style-type: none"> This land is community land and MUST remain that way Currently Devonshire ST should continue as a NOT FOR PROFIT long day care Child Care Centre. I see great advantages in Council operated and community-based child care centres especially where ALL profits are returned to benefit of the children attending. If you do this, it will allow EXCEEDING ratings across ALL the required areas for quality. This community centre should be for the total benefit of the rate payers, residents and workforce employed in the City Of Willoughby. Under no circumstances, should the plan of management allow for commercialisation of any community land. It is owned by the people for the people. I speak from considerable experience of over 50 years engagement and I still work for Macquarie University in Early Childhood Education. I visit Early Childhood Centres and notice a considerable difference in the quality of community based centres, especially for the 3 to 5 years old children. Yours sincerely Mary-Jane Morgan
<p>Respondent No: 38</p>	<ul style="list-style-type: none"> I fundamentally disagree that community land should be leased to a commercial operator for the sole purpose of generating further revenue for Willoughby City Council. 1. The educators are the community Devonshire Street Children’s Centre sits on this community land. This is not commercial/operational land from which Willoughby City Council should seek to maximise profit – it is supposed to be land for the community. And the Devonshire Street Children’s Centre is an embodiment of its local community: multicultural, educated, connected and caring. It is the antithesis of its local commercially operated childcare competitors. Its diverse and long-standing educators are the heart and soul of Devonshire Street Children’s Centre. They have been a committed and caring force in educating generations of young children and the educators have incredibly strong bonds with the children in their care. The longevity of tenure of these educators has not happened by accident – there is an appreciation for the contributions that each educator makes and the common purpose they share in guiding the children under their care. The collegiate and

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Public Hearing Feedback

Devonshire St Plan of Management Public Hearing

A public hearing session was held at Dougherty Community Centre for one hour from 6pm on Monday 17 April 2023. Council employed an independent planner to conduct this hearing. The chairperson was Sandy Hoy, Director of Parkland Planners.

This hearing was promoted in the following:

- Advertisement in the North Shore Times on 31 March 2023.
- The hearing was advertised on the Have Your Say page and registrations were taken through the website.
- Letters to the residents were letterbox dropped to approximately 205 residences surrounding the Devonshire St buildings.
- A letter was sent to all enrolled families of Devonshire St Children's Centre on Wednesday 12 April 2023.

Registrations were received through the Have Your Say website. The hearing was attended by 17 individuals, with 5 registered speakers. It is important to note that the chairperson allowed all attendees to speak. During the event, participants were presented with the Draft Plan of Management for 28-32 and 34-40 Devonshire St, Chatswood. The presentation included background information on the requirements of the Local Government Act for public hearings and details about the site.

Presentation points:

- Classification and categorisation of community land
- Guidelines and core objectives for General Community Use category
- Location of Devonshire Street community land
- 28-32 Devonshire Street - current and proposed uses
- 34-40 Devonshire Street - current and proposed uses
- Question about proposed categorisation:
 - Do you agree or not with the proposal to categorise 28-32 and 34-40 Devonshire Street in Chatswood as General Community Use?
 - Why or why not?
- Questions about Draft Plan of Management
 - Do you have any other comments or questions about the Draft Devonshire Street community land Plan of Management?
- Next steps

Results:

The main results from the session can be broken into two areas:

- Agree to the change to community land for ease of community services to use the facilities
- No privatisation of Devonshire St Childcare Centre

Feedback is presented in the *Independent Chairpersons Public Hearing and Submissions Report* (Attachment 3) of this paper.

There was some resident support for the change of categorisation to community use for the ease of community services to lease the premises at 28-32 Devonshire St Chatswood. Although not all attendees are agreeable to the proposed category changes, the concerns raised are manageable or not relevant to the adoption of the draft Plan of Management.

Written Submissions

Council received 4 written submission via email to Council general email, the Mayor, the Community Life Manager, the Community, Culture & Leisure Director and the Community Projects Officer.

The submissions are set out verbatim below:

Submission 1

Background to the Proposal

Do you agree or not with the proposal to categorise 28-32 and 34-40 Devonshire Street in Chatswood as General Community Use? Why or why not?

Please note that the proposal also incorporates the proposed adoption of the draft Plan of Management as is included on the [Have Your Say Willoughby](#) website.

Response to the Proposal

We don't agree with the proposal for the reasons set out below.

1. The educators are the community

Devonshire Street Children's Centre sits on community land. This is not commercial land from which Willoughby City Council should seek to maximise profit – it is supposed to be land for the community. And the Devonshire Street Children's Centre is an embodiment of its local community: multicultural, educated, connected and caring. It is the antithesis of its local commercially operated childcare competitors. Its diverse and long-standing educators are the heart and soul of Devonshire Street Children's Centre. They have been a committed and caring force in educating generations of young children and the educators have incredibly strong bonds with the children in their care. The longevity of tenure of these educators has not happened by accident – there is an appreciation for the contributions that each educator makes and the common purpose they share in guiding the children under their care. The collegiate and considered work environment is at odds with the current challenges plaguing commercial competitors (which are battling extremely high attrition, inexperience and poor working conditions). That's not to say that they have high levels of pay or benefits beyond (or even equal to) some of the commercial competitors to Devonshire Street Children's Centre: childcare workers experience some of the lowest levels of pay among workers in NSW, despite many holding tertiary qualifications. It is the culture that has developed through the educators that attracts and retains the broader team. They embody the community they serve, and they are an integral part of the community. And the children at the Devonshire Street Children's Centre benefit from this cohesive family-like experience – learning and flourishing in a stable and warm environment which celebrates diversity and encourages independent thought from infancy.

2. Willoughby City Council is solely motivated by money

The purpose of this proposal is not about freeing Willoughby City Council from the burden of running a childcare centre. It is about money. That is the sole motivation. The Willoughby City Council can't sell the land, so it is seeking to profit in any way it can from a community asset. This is immoral. Parents of children at Devonshire Street Children's Centre already pay commercial rates for their children to attend (equal to or exceeding many local commercial competitors). The physical building, while maintained, has had little to no capital invested in it for some time and it is of a poor standard in terms of the classrooms and facilities compared to competing facilities. New parents are often taken aback by the very average physical environment and the sole reason families are attracted to sending their children to Devonshire Street Children's Centre is because of the excellence of the educators (and this is usually through word of mouth recommendations). Accordingly, the primary way any commercial operator is going to profit from running Devonshire Street Children's Centre is by reducing the benefits of the existing educators and the number of educators. Despite the communications of Willoughby City Council that "Expressions of interest content and information" would be shared with families of Devonshire Street Children's Centre, no

such information has been shared (despite express requests). Put it this way: Willoughby City Council has invested heavily (through engaging additional “community” liaison staff and external consultants to advise on the proposal) to try to profit from the lowly paid educators running Devonshire Street Children’s Centre. Willoughby City Council has no problem, however, spending more than \$36 million on refurbishment of a local pool. The only reason the proposal has not already been implemented is that Willoughby City Council failed to properly assess the current limitations on leasing the land on which the Devonshire Street Children’s Centre is located before initiating the process.

3. Community feedback is disregarded

Willoughby City Council has indicated that it believes that it has complied with its legal obligations because it has not yet entered into a lease. The decision making process is, however, already complete. We fail to understand how Willoughby City Council can commit to a decision before a compulsory public consultation occurs. This makes the process a sham and is a denial of procedural fairness. Willoughby City Council has made it clear that it is committed to leasing this community land regardless of community opposition.

4. It is personal (to this community)

We want you to meet the some of the educators who have dedicated their careers to children: people who feel silenced and fearful after Willoughby City Council, ostensibly an employer of choice, has abandoned them in its quest for money. These individuals have collectively cared for and enhanced the lives of thousands of children in Willoughby. The parents of children at Devonshire Street Children’s Centre want to speak on behalf of these individuals, who feel that they cannot speak for themselves against their own employer.

We need your help to care for those who care for others in the community – by protecting the community land as being truly land for the community.

- **Yuki Takahashi Braybrook:** Yuki works as a Nominated Supervisor at Devonshire Street Children's Centre. She initially worked as an Educational Leader and Room Supervisor. She received the National Educator of the Year award from Australian Family in 2016. Having received the award, Yuki travelled overseas to work with early childhood leaders and researchers around the world. After her return, she began to work as a Nominated Supervisor. She finished a Master of Educational Leadership at Macquarie University in 2017 with Merit. Her first research article on mentoring in Australia and Finland was published in Leadership in Early Education in Times of Change in 2019. She has published some research articles and also presented her research at conferences including Early Childhood Australia and Australian Educational Leaders. The most recent work she was involved was to present a collaborative research as leaders from non-dominant backgrounds. This research was based on a collective dream to establish a diverse and inclusive educational place for children, families and practitioners who have diverse, cultural, linguistic, gender and additional needs backgrounds. Yuki values her role as a teacher leader and research practitioner. Yuki is particularly passionate in supporting children from CALD backgrounds. Therefore, the centre has been implementing the inclusivity program for many years to support children from diverse and linguistic backgrounds. We have developed a reconciliation action plan to embed the Aboriginal and Torres Strait Islanders in the Devonshire Street Children’s Centre curriculum as well as a sustainability program. If the proposal proceeds, she is worried that children and families from this LGA may not get the education that they deserve. The centre has been implementing a rich and diverse program for many years to support our children. This is a significant loss for children, families and council. On a personal note, Yuki has a young child who is only 15 months old. Her husband is self-employed. Having suffered disruption to his business owing to Covid-19, their family is still recovering financially. For her to lose a full time job means they will need to change their home.
- **Cheryl:** Cheryl has been in this field for more than 35 years. She has been in this centre for the last 11 years. Cheryl has a Bachelor of Arts with a Diploma of Education as well as a Diploma of Early Childhood Education and Care. Cheryl is currently a Room Supervisor of the 2-3 years old room and she is the assistant supervisor. She has been working with families

and children and she has seen children grow from the infant room to being ready to go off to school. She has worked in both private and community centres and knows from her own experience that private centres look at profitability and to achieve this, there are cost cutting measures that come into play. This is usually staff cuts which work to the detriment of the children as staff are then stretched to their limits and end up only supervising and not engaging in meaningful interactions. In her experience, despite what a new organisation might say to secure operation of Devonshire Street Children's Centre, they will have to consider cost cutting which means staff will be culled at some point or enrolment numbers increased to such an extent that care is just superficial.

- **Ti:** Ti has a strong passion for the role of educators in early childhood. Getting a job in early childhood sector is an easy thing to do. However, it is hard to find a place which has a community feel and where educators have a wonderful relationship with families and children. She feels that Devonshire Street Children's Centre embodies the community. She has seen many graduates come back to share their success stories at school. She firmly believes that children are the seeds for the future: "if you do not water them, nurture them, they will die. And so will the community."
- **Sophia:** Sophia has been working in the centre for the last 5 years. She feels that Willoughby City Council should be committing to providing children and families with quality education and care. She believes that ensuring this happens will ensure more young families will choose to live this as their permanent home.
- **Nina:** Nina is an early childhood teacher with a Bachelor of Teaching. She has been working with Devonshire Street Children's Centre since 2018 and prior to that has worked in numerous services including Out-Of-School-Hours Care and Vacation Care for Willoughby City Council. She has greatly valued her role as an Early Childhood Teacher, understanding the pivotal role that early childhood education has in the formative and critical years for 0-5. She grew up in the Northern Sydney area and feels very privileged in having the opportunity to be an early childhood teacher for the local community. She values being a member of the longstanding teaching at Devonshire Street Children's Centre: a team of highly qualified, experienced, committed and dedicated local professionals who have served the community as part of a service that has served the local community for over than 35 years.
- **Rathiga:** Rathiga is a diploma qualified educator and highly qualified overseas-trained teacher. She was a qualified teacher prior to immigrating to Australia more than 7 years ago. Rathiga really values her role and she understands the pivotal role that early childhood serves in the formative years of formal education. She is very appreciative and grateful for the mentoring and support she has received from other early childhood teachers over the years. Rathiga is a mother of a 16 year old.
- **Gina:** As a qualified Early Childhood Teacher, Gina worked at Devonshire Street Children's Centre from 2005 to 2011 as an Early Childhood Teacher/Room Supervisor. She left to raise her own children and be a stay at home mother. She returned in February 2022 in a casual capacity and in July 2022 was the successful applicant for a permanent Diploma position. She is a single parent of two children who returned to a job she loved – primarily because it operated as a not-for-profit centre for the community and she knew it offered a high standard of quality care over solely focusing on profit. Gina is fearful that privatisation will result in a lower standard of care for children and that educators won't be appreciated – resulting in high turnover of staff. Without passionate educators who believe they are working to a higher goal, Devonshire Street Children's Centre will be less valued by the community it serves. She is a member of the local Willoughby community and needs this job with its current conditions to support herself and her children in order to survive. A redundancy is of no assistance to Gina as she has only worked in a permanent full time role for 9 months so she doesn't have a build-up of entitlements to help cover the cost of living until she finds another job. A pay cut

doesn't enable her to meet her existing financial commitments. The outsourcing of the centre would be devastating.

- **Leanne:** Leanne has been working in the Devonshire Street Children's Centre for the last 9 years, which is the longest period she has ever worked in a role. She loves her job and she loves the children, their families and her colleagues. Leanne believes that the non-profit environment enables educators to focus on children's development and learning, which engenders an excellent learning environment for children and families. Privatisation will materially diminish the learning opportunities for children and will erode any community feel.
- **Misao:** Misao has been living in Willoughby for the last 10 years. She is a recent member of the Devonshire Street Children's Centre but she truly values working within the community. She is proud of her role as a nearly childhood educator, supporting children and families in the community. She feels extremely sad to hear about the proposed outsourcing on a professional and personal basis as a local resident. She is also concerned about the financial implication for her family and she worries about the impact of the transition on the children.
- **Carol:** Carol and her husband have lived in Willoughby for 23 years and 30 years respectively (her 22 year old son now lives in Canberra at the Australian Defence Force Academy enlisted as an Air Force Pilot). They love the area and plan to retire here. Carol has seen so many changes within Willoughby and the surrounding suburbs over the years. One of her favourites is the running/walking and cycling track through Artarmon reserve. Carol is a long-term runner and she can't believe how lucky she is to have such a beautiful place to run and keep fit. She started at Devonshire Street Children's Centre as a Certificate III trainee in 2013 and has continued ever since in many roles from maternity positions, casual and permanent full time for over 5 years now. Carol is still working with many of the people who first assisted her as a trainee and she says that they have shared so much together. It is such a friendly place to work and for new staff, everyone goes out of their way to make them feel welcome. Carol believes that the educators have such a strong philosophy to provide quality care and learning for the children and they work alongside with families to achieve that result. She has worked in the Nursery room for many years and has now had the privilege of caring for all three children from some families from infants and many siblings. For first time parents in day care, leaving your baby to return to work is a stressful time and their wonderful team through years of experience assist to make this the most positive experience we can for children and families. It is sad to see that this support for working parents in our community may come to an end. Carol believes that Devonshire Street Children's Centre being such a big part of the community with such a wonderful reputation cannot be achieved through privatisation. She is genuinely concerned about the quality of care through such changes and cannot see how this can be positive for the community and its future embodied in the children.
- **Jennifer:** Jennifer is a diploma-qualified early childhood educator, and has been working at Devonshire Street Children's Centre for more than 15 years. Prior to entering the early childhood education profession, she obtained a Bachelor of Arts in Media Communication and Cultural Studies. She has been greatly interested in advocating for inclusion and diversity and in learning about all the diverse cultures and communities that are present in the local community. She has really valued building quality relationships with the children and families. She has been committed to creating an inclusive, caring and nurturing environment that supports each child's learning, growth and development. She has endeavoured to help the next generation become capable, confident and competent learners. Jennifer has a young son, who is 4 years old. As a mother, she has valued the difference that not-for-profit early childhood organisations have made in terms of the quality of teaching. She has been willing to travel to early childhood services that have been substantially further away with the high-quality education the not-for-profit organisations have provided.
- **Caroline:** Caroline has been working at Devonshire Street Children's Centre for the last 20 years. She has been dedicated to the children and has strived to build meaningful

relationships with families and children in the centre. Caroline is an early childhood teacher and she has many years of experience, including as a Room Supervisor and the former Educational Leader. Caroline always thinks of Devonshire Street Children's Centres as her second home. She believes that the proposal indicates that Willoughby City Council undervalues the hardwork of the educators. She continues to do her best for the children so that they feel secure and loved so that they can learn and thrive. Caroline is a single mother of two children. She will be heartbroken if the proposal goes ahead.



Submission 2

This land is community land and MUST remain that way

Currently Devonshire ST should continue as a NOT FOR PROFIT long day care Child Care Centre. I see great advantages in Council operated and community-based child care centres especially where ALL profits are returned to benefit of the children attending. If you do this, it will allow EXCEEDING ratings across ALL the required areas for quality.

This community centre should be for the total benefit of the rate payers, residents and workforce employed in the City Of Willoughby.

Under no circumstances, should the plan of management allow for commercialisation of any community land. It is owned by the people for the people.

I speak from considerable experience of over 50 years engagement and I still work for Macquarie University in Early Childhood Education. I visit Early Childhood Centres and notice a considerable difference in the quality of community based centres, especially for the 3 to 5 years old children.

Submission 3

RE: Submission to *Have Your Say* regarding the draft Plan of Management for WCC property at 34-40 Devonshire St Chatswood.

Although I am of recent times no longer a resident, I have strong historic & cultural ties to Willoughby City, having spent nearly 60 years as a resident of Castlecrag and now a regular visitor and ongoing proponent of it's heritage, community cultural development, services and activities.

I am strongly of the view that rezoning or altering the current Community Land status to allow commercial bodies to lease the Children's Centre site is wrong and out of order and should not proceed. There should be no provision for a business to take out a lease in order to operate a commercial business on land zoned Community on the premise that it is providing a community service.

In the first instance, it is very concerning to see WCC further withdrawing from the responsibility of providing Children's Services to the community and even more so that there is consideration of allowing a commercial company to operate the centre on community land. Devonshire St CCC is a service that Council should continue to provide to the community, and so there should be no compromise to permit a leasehold.

From my long experience as a professional training staff in Early Childhood Education, there is no doubt that Council -run Centres are far superior to private-run Centres. It's obvious! The motivation of a privately-owned centre is to run a business and make a profit, and as a visitor to these centres, I constantly saw the cutting of corners in many aspects, from the quality of food served to children in LDC, to inferior equipment, compromised play areas and materials, to learning programs and most importantly working conditions for staff. As I understand it, the universal goal of Council-run Centres is to provide a quality service for it's families. Inner West Council hold a torch in this regard, operating 11 quality child care centres.

As a visitor to Devonshire St CCC for many years in a professional role assessing students training in Early Childhood Education both at University and TAFE level, I saw a team of dedicated educators doing just that. It is a highly retrograde step to recategorize the land to allow privatisation of the Centre and a false supposition that a not-for-profit organisation like KU or SDN could take it on. If WCC see it as economically non-viable then how could a non for profit make it work? It's a ludicrous notion. No wonder the current (and previous) parents are upset and so passionate about wanting to retain this quality service.

If only Council could see it as an achievement and a positive contribution they are providing to the community, as do many other Councils such as Inner West Council who own and run 11 wonderful child care centres in their area. All of them provide a family friendly, culturally appropriate and superior service to any of the privately run centres I have visited in the area.

I strongly urge WCC to see Children's Services as a responsibility and to therefore reverse the decision to withdraw from providing this much needed service to its Ratepayers.

Accordingly I do not support allowing for profit businesses given the licence to lease community land.

Yours sincerely,

Lindy Batterham

Submission 4

Dear Tracey,

As a resident in Willoughby LGA, I have concerns about the changes proposed in the Plan of Management (POM) for Devonshire Street. Specifically that the POM does not make any provision for the continuation of the current Council-run Childcare Centre.

If the POM was amended under permitted uses for the Childcare Centre to delete 'commercial use' and replace that with a 'Council-run' Childcare option, I believe that would be a more appropriate approach for the Council to take. That way, Council would be responding to needs in the community and would be in keeping with the thrust of its Community Strategic Plan.

This Council is in a unique position to offer services that meet the needs of the wider community, not just corporatise and privatise services like any other business might do. The more the Council turns into a large corporation, the less it meets the needs of the community and the less it leverages to advantage, its unique place in our society.

I am not aware of a pressing need for Council to change the current Childcare Centre arrangements and having the ability to offer an alternative option to the community seems an appropriate function for Council to provide.

For years I have sung the praises of Willoughby Council and the services it provides, and the way in which it works and interacts with residents. Recently I have sensed a change in direction and approach which is a worry. I trust this does not mark the beginning of a new era and a change from the past practice of being a supportive and well respected Council.

Regards,

Appendix

Have Your Say Website Page and Survey

Draft Plan of Management for 28-32 and 34-40 Devonshire St, Chatswood

Willoughby City Council is seeking feedback on a draft Plan of Management for 28-32 and 34-40 Devonshire St, Chatswood.

The properties at this site are owned by the Council and classified as Land Community (general community use). Current uses include:

- Headspace, operated by New Horizons Limited, a not-for-profit organisation providing mental health support services for children and young people under a hire agreement.
- Council administration space
- Sustainability activities and a community garden
- Devonshire Street Childcare Centre

In reviewing the requirements to lease or licence the properties at 28-32 and 34-40 Devonshire Street Chatswood, officers became aware that the sites are not currently under an adopted Plan of Management.

Reference to the sites is made under the Plan of Management Chatswood Parks Central Business District(External link), adopted 28 April 1997.

A new Plan of Management is required for the authorisation of leases and licences relevant to these sites.

The draft Plan of Management will also allow for greater flexibility for the existing hirers of the properties via the issuing of leases or licences.

A copy of the draft Plan of Management can be viewed here or at the Council Administration Centre, 31 Victor St Chatswood.

Have Your Say

You can have your say on the draft Plan of Management by, on or before Monday 8 May:

- Completing the online survey below
- Posting a submission to PO Box 57, Chatswood NSW 2057 or by emailing email@willoughby.nsw.gov.au(External link) (please address your letter or email to the Community Projects Officer); or
- Speaking at a public hearing on 17 April (more details below)

Public hearing

The public hearing provides the opportunity for the community to comment on retaining the categorisation of community land in the Devonshire St draft Plan of Management as per the requirements of the *Local Government Act 1993*.

Other comments about the Devonshire St draft Plan of Management may also be made at the public hearing.

- **Location:** The Auditorium, Dougherty Community Centre. 7 Victor St, Chatswood NSW 2067.
- **Date:** Monday 17 April 2023
- **Time:** 6:00pm - 7:00pm

Please RSVP to speak at the public hearing through the registration tab below by **Friday 14 April 2023**.

If you would like to register for the public hearing, we advise you to read through the Devonshire St draft Plan of Management prior to joining the public hearing.

Devonshire St - Plan of Management Survey

- 1. Please let us know your first and last name? ***
- 2. Please let us know your suburb. ***
- 3. What is your interest in the Devonshire St Plan of Management. Tick any that apply?***
 - I use Devonshire St community land
 - I live in close proximity to Devonshire St community land
 - I reside within the Willoughby LGA
 - I own a business in the Willoughby LGA
 - Other (please specify)
- 4. Are you making a comment or submission representing an organisation?***
 - Yes
 - No
 - 4.1 Please let us know the name of the organisation**
 - 4.2 Please let us know your title at the organisation**
- 5. Please let us know your level of support or otherwise for the draft Plan of Management for Devonshire St?***
 - Fully support
 - Partially support
 - Partially oppose
 - Fully oppose
- 6. Please provide any comments you would like to make on this draft Plan of Management.***
- 7. If you would like to upload a submission, please upload it here.**
- 8. Are you happy to have your name made available against your comment and/or submission in a publicly available Council report?***
 - Yes
 - No
 - I didn't make a comment or submission

(*) denotes a mandatory question

Notifications

Letter to Residents – Public Hearing

COMMUNITY, CULTURE & LEISURE DEPARTMENT

Community Life Unit

28 March 2023

To the Resident

Dear Resident,

RE: DEVONSHIRE ST DRAFT MASTER PLAN

Willoughby City Council has developed a draft Master Plan for 28-32 and 34-40 Devonshire St, Chatswood.

A new Plan of Management is required for the authorisation of leases and licences relevant to these sites. The Plan of Management will also allow for greater flexibility for the existing hirers of the properties via the issuing of leases or licences.

The draft Master Plan is currently on exhibition and can be viewed online at www.haveyoursaywilloughby.com.au or via the QR code below.

You can comment on the draft Master Plan by:

- Answering our quick online survey at www.haveyoursaywilloughby.com.au
- Posting a submission to PO Box 57, Chatswood NSW 2057 or by emailing email@willoughby.nsw.gov.au (please address your letter or email to the Community Life Manager); or
- Speaking at a public hearing on 17 April (more details below)

Public Hearing:

Monday 17 April, 6pm – 7pm

Dougherty Community Centre, 7 Victor St Chatswood

Registrations to speak are essential via the Have Your Say project page.

The submission period will close at 5pm, Monday 8 May 2023.

If you would like more information, please contact the Community Life Manager, Michael Cashin at Michael.Cashin@willoughby.nsw.gov.au or on 9777 7980.

Yours sincerely

Michael Cashin
COMMUNITY LIFE MANAGER



COMMUNITY, CULTURE & LEISURE DEPARTMENT
Community Life Unit

12 April 2023

Dear Parent/Guardian,

RE: Devonshire Street Children's Centre

Expression of Interest

As you are aware, Willoughby City Council is considering the outsourcing of Devonshire Street Children's Centre. We sent a letter to parents to advise of the commencement of the Expression of Interest (EOI) process in November 2022.

Feedback provided by families and staff was taken into account to determine the criteria used to assess the EOI process. Specifically, this includes:

- Retention of current staff and staffing model;
- Maintaining the current operating model to retain to day to day operations in their current form; and
- Maintaining the current philosophy of care, early childhood curriculum and cultural education programs.

This EOI has closed and Council is currently assessing four applicants via a selective tender process. We will update families on the outcome of the assessment and any further developments.

Have Your Say - Draft Plan of Management for 28-32 and 34-40 Devonshire St, Chatswood

Council is seeking feedback on a draft Plan of Management for 28-32 and 34-40 Devonshire Street, Chatswood, which includes Devonshire Street Childcare Centre.

The properties at this site are owned by the Council and classified as Community Land (general community use). Current uses include:

- Devonshire Street Childcare Centre.
- Headspace, operated by New Horizons Limited, a not-for-profit organisation providing mental health support services for children and young people under a hire agreement.
- Council administration space.
- Sustainability activities and a community garden

A new Plan of Management is required for the authorisation of leases and licences relevant to these sites; and will also allow for greater flexibility for the existing hirers of the properties via the issuing of leases or licences. A copy of the draft Plan of Management can be viewed [here](#) or at the Council Administration Centre, 31 Victor St Chatswood.

You can 'Have Your Say' on the draft Plan of Management by, **on or before Monday 8 May:**

- Completing the online [survey](#);
- Posting a submission to PO Box 57, Chatswood NSW 2057; or by emailing email@willoughby.nsw.gov.au (please address to Tracey Walker); or
- Speaking at a public hearing on 17 April (more information is available [here](#)).

Should you require any further information, please contact me on Michael.cashin@willoughby.nsw.gov.au.

Yours sincerely

Michael Cashin
COMMUNITY LIFE MANAGER

Notification Photos

Copy of North Shore Times advert



WILLOUGHBY CITY COUNCIL

Draft Plan of Management for 28 -32 and 34 -40 Devonshire St Chatswood: have your say

Willoughby City Council is seeking feedback on a draft Plan of Management for 28-32 and 34-40 Devonshire St, Chatswood. The draft Plan authorises creating leases, licences or other estates for community, health and childcare services at the above site.

Find out more at www.haveyoursaywilloughby.com.au

At the above web address you can:

- Register to speak at a public hearing to be held between 6-7pm at Monday 17 April 2023, at the Dougherty Community Centre, 7 Victor St, Chatswood; and
- Provide feedback via an online survey before 5 May 2023

Phone: 9777 1000 Email: email@willoughby.nsw.gov.au Mail: PO Box 57 Chatswood NSW 2057

06 NORTH SHORE TIMES, Thursday, March 30, 2023

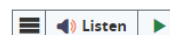
Copy of Have Your Say Newsletter

Draft Plan of Management for 28-32 and 34-40 Devonshire St, Chatswood

The Council is seeking feedback on a draft Plan of Management for 28-32 and 34-40 Devonshire St, Chatswood. A new Plan of Management is required for the authorisation of leases and licences relevant to these sites. [Have your say before 8 May, with a public hearing to be held on 17 April.](#)

Copy of Public Notice on Councils website

Home / Council / News and media / Draft Plan of Management: 28-32 & 34-40 Devonshire St, Chatswood



Draft Plan of Management: 28-32 & 34-40 Devonshire St, Chatswood

Published on 06 April 2023

Willoughby City Council is seeking feedback on a draft Plan of Management for 28-32 and 34-40 Devonshire Street, Chatswood.

The draft plan authorises creating leases, licences or other estates for community, health and childcare services at the above site.

Visit Willoughby City Council's [Have your say](#) to find out more and to:

- Register to speak at a public hearing to be held between 6-7pm at Monday 17 April 2023, at the Dougherty Community Centre, 7 Victor Street, Chatswood
- Provide feedback via an online survey before 8 May 2023.



[Have your say >](#)

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12.7 REPORT ON DRAFT WILLOUGHBY DEVELOPMENT CONTROL PLAN

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To: Andrew Gillies
Willoughby City Council

From: Elizabeth Muscat / Chris Coath
Stantec Australia

Project/File: 300304622

Date: 5 May 2023

1 Introduction

Cardno (now Stantec) completed the *Review of Parking Rates* report for Council in February 2021. The report proposed new car parking, motorcycle and bicycle parking rates for the Willoughby local government area (LGA). For car parking rates, the rates recommended were divided into three geographic areas:

- Chatswood and St Leonards CBDs (maximum rates)
- Artarmon Railway Precinct (maximum rates)
- Rest of LGA (target rates – i.e. neither minimum nor maximum rates)

With regards to the Chatswood and St Leonards CBDs and Artarmon railway precinct, maximum rates were proposed to align with Council's stated travel demand management (TDM) approach as defined in Council's existing Willoughby DCP, Willoughby Integrated Transport Strategy 2036 and the Chatswood CBD Planning and Urban Design Strategy 2036.

The intention of removing minimum car parking requirements was to align with the TDM approach; discourage private vehicle ownership and car use in these dense, highly accessible areas and promote a mode shift to more efficient and sustainable active, public and shared transport modes.

A secondary Technical Memorandum was prepared in October 2022 recommending car parking rates for regional shopping centres. This recommended a maximum and minimum rate for 'regional shopping centres' (defined as 30,000sqm or greater).

Following public exhibition of Council's draft comprehensive LEP and DCP, a report was put to Council at its 12 December 2022 meeting. This included the parking rates as proposed in the Review of Parking Rates report and the regional shopping centres parking rate range.

Council passed resolutions related to parking rates as follows:

AMENDMENT

That Council:

...

3. Noting that the effect of the following will result in a delay in considering the Development Control Plan, that Council staff investigate the addition of a minimum parking rate for land uses in the Chatswood, St Leonards, and Artarmon railway precincts;

review the EV charging requirements to ensure the financial impact on homeowners is not unreasonable;

further consider public feedback related to target parking rates in the local centres and in what circumstances (if any) these may be applied above the targets; and provide a further report on this matter for Council's consideration in a timely manner which allows for the implementation of the Development Control Plan at the same time as the Local Environmental Plan is brought into effect.

That the investigation of the sufficiency of parking in Castlecrag include consideration of the number of aged residents and whether it is appropriate to increase the number of disabled parking spots at the Castlecrag shops.

...

1.1 Purpose of this report

The following Technical Note has been prepared in response to Council's resolution and includes.

Section 2 of this report provides a recommendation for minimum parking rates to accompany the previously proposed maximum parking rates for all land uses within Chatswood and St Leonards CBDs and Artarmon railway precinct.

Section 3 of this report discusses factors that may be taken into account when varying from target parking rates within centres.

Section 4 of this report addresses the item specifically relating to target parking rates in local centres and the sufficiency of parking in Castlecrag. This also outlines the demographic and travel behaviour factors that may influence the intended supply of parking in Castlecrag.

2 Minimum and Maximum Car Parking Rates

2.1 Maximum Car Parking Rates

Maximum car parking rates were proposed for the Chatswood and St Leonards CBDs and Artarmon railway precinct to align with Council's stated travel demand management approach which includes discouraging private vehicle ownership and car use in these dense, highly accessible areas and promote a mode shift to more efficient and sustainable active, public and shared transport modes.

The adoption of maximum rates places a cap on the amount of parking that can be provided and removes the requirement for developers to provide parking by way of a zero parking rate being available for adoption.

This however does not mean that developers will provide zero parking as market factors will often result in at least some parking being provided in particular for key destination land uses.

Public exhibition of the draft maximum rates identified that there is some concern that maximum parking rates for these areas provides little security for parking overspill to streets, particularly for residential land uses.

The following sections provide consideration of the setting of minimum parking rates to supplement the adopted maximum parking rates.

2.2 Supplementing with a Minimum Parking Rate

While noting the above, many developments will still naturally seek to provide a level of parking even when the option exists to provide zero parking. However, maximum-only rates may result in undue pressures and overspill into surrounding residential areas rather than achieving a mode shift in a transitional period before fulfilment of the TDM approach.

Therefore consideration of a minimum rate to supplement the maximum rates gives greater support to cater for the needs of residents and users in an interim-period prior to greater fulfilment of the TDM approach, as development will be unable to provide zero off-street parking. The banded rates would apply to all new development and all types within the CBD and railway precinct environments.

The setting of minimum parking rates (when supporting a maximum rate approach) are not easily derived in the context of the objectives developed in setting maximum car parking rates. However consideration can be given to particular users groups that may require a provision of parking to support the economic viability of a development or the impact of not providing parking for a particular user group on the surrounding areas.

These elements are considered in the following discussions.

2.3 Surrounding Parking Characteristics

By understanding the existing parking characteristics surrounding the Chatswood and St Leonards CBDs and the Artarmon railway precinct, as well as future residential density, the risks of under providing parking may be understood.

Artarmon Railway Precinct

The Artarmon Railway Precinct is expected to increase in gross floor area for residential land use by over 700 per cent and non-residential land use by 40 per cent as identified in the Willoughby Local Centres Strategy.

There are currently around 85 on-street parking spaces and 200 off-street parking spaces in the centre, with a peak non-residential parking demand of 200 spaces. On-street spaces are generally time restricted in the core of the centre, and short-stay visitor parking demand is largely accommodated within the on-street supply along Hampden Road and Hampden Lane. There is minor overspill in visitor parking to adjacent residential streets. Employee longer term parking is often in competition of commuter rail all day parking which exceeds the capacity of the 30 space commuter car park.

The Local Centres Strategy recommends considering the introduction of localised paid parking for long-stay bays in the Precinct, and that a combination of duration / timing restrictions will also likely be necessary to support centre function.

This demonstrates that there is little on-street parking supply to accommodate residential parking overspill.

Chatswood CBD

The Chatswood CBD is set to grow by an additional 6,000 dwellings and 6,000 to 8,000 jobs by 2036, as stated in the Willoughby Housing Strategy and Chatswood CBD Strategy. Outside of the core centre on low-density residential streets, a residential parking scheme is available for spaces that otherwise have a 2P restriction between 8:30am and 6pm Monday to Fridays. Some outer core streets also have sections of unrestricted on-street parking, and this supply tends to be fully utilised across the day.

This assessment shows that the on-street environment of the Chatswood CBD and immediate surrounds is generally constrained with little supply to cater for parking overspill in the on-street network.

St Leonards CBD

NSW government is currently operating a car parking levy scheme to discourage car use around St Leonards Station. It generally applies to all residential and non-residential off-street car parking spaces.

The St Leonards and Crows Nest Strategic Transport Study describes that each bordering Council has a different approach to on-street parking management in the St Leonards sub-precinct. North Sydney Council and Lane Cove Council have paid parking on the streets that fall within their LGA but Willoughby City Council does not, leading to higher parking demand in the Willoughby LGA.

Parking demands within close proximity to high traffic-generating land uses are generally managed through restrictions and fees. Where no on-street restrictions exist, parking demands occur a considerable distance from activity centres on weekdays. This demand is most likely from employees of the St Leonards sub-precincts. Residential streets in Naremburn (north of Chandos Street) close to St Leonards have high levels of commuter parking associated with the employment centre. Local businesses in Crows Nest are concerned about a lack of parking for customers.

Similarly to Chatswood, the St Leonards CBD is a major public transport hub and activity centre and has little capacity to cater for overspill from off-street parking in the network.

2.4 Case Studies

In a NSW context there are no known examples or case studies to draw upon where minimum and maximum approaches have been adopted together, with the exception of Waverly Council which sets zero minimums for areas within 800 metres of Bondi Junction railway station where multi-residential development is permissible. The rate does however specify that a minimum of one car share space is to be provided for every 90 residential units, a minimum of one car share space be provided for every 50 commercial car parking spaces and that a car share space can be provided in lieu of four car parking spaces.

A minimum of zero off-street car parking spaces shows that Waverly Council is prepared to accept zero parking in medium to higher density residential units and other businesses, and in effect operates similarly to having only a maximum rate.

The Footscray Metropolitan Activity Centre in Melbourne provides one inner metropolitan example where a minimum and maximum approach has been adopted. In a similar manner to the Willoughby Council resolution, minimum rates were derived to temporarily prevent the adoption of a zero rate. These rates were prescribed on a basis that the target would remain in future years to remove the minimum rates and therefore retain only the maximum rates. The rates adopted for this centre are identified in **Table 2-1**.

Table 2-1 Footscray Metropolitan Activity Centre parking rates

Use	Minimum rate	Maximum rate	Measure
Medical centre	1.0	2.3	To each practitioner (equivalent full-time)
Office	1.5	2.0	To each 100 sq m of gross floor area
Restaurant	0.05	0.1	To each patron catered for
Restricted retail premises	0.5	1.0	To each 100 sq m of gross floor area
Retail premises (shop)	0.5	1.5	To each 100 sq m of gross floor area
Supermarket	2	2.5	To each 100 sq m of gross floor area
Dwelling	0.5	1.0	To each studio or one bedroom dwelling
	0.8	1.0	To each two bedroom dwelling
	1.0	1.5	To each 3 or more bedroom dwelling
	0.1	-	For visitors to every dwellings of developments of 10 or more dwellings
Residential hotel	0.1	0.3	To each lodging room
Residential college	0.05	0.25	To each bedroom

The South Australian parking requirements have adopted both minimum and maximum rates for areas identified as 'designated areas', which range from the Adelaide CBD through to local suburban neighbourhood shopping centres depending on a number of criteria relating to proximity to public transport and the Adelaide CBD. Within the designated areas, there are no separate considerations of land use beyond residential and non-residential (except for tourist accommodation premises). All non-residential land uses have a requirement to provide a minimum of 3 spaces per 100 square metres and a maximum of 5 or 6 spaces per 100 square metres, with the higher rate applicable in the smaller centres.

It should be noted that densities for Adelaide are not entirely comparable to the Chatswood and St Leonards CBDs and Artarmon railway precinct however may give an understanding on how a banded rate is applied in other jurisdictions.

2.5 Recommending minimum parking rates

With respect of further considering an approach to setting minimum car parking rates a number of factors relating to residential and commercial development need to be explored as follows.

2.5.1 RESIDENTIAL

ABS Census data is presented in **Table 2-2** to understand, at least based on existing characteristics, the market for different residential car parking outcomes for different dwelling sizes. It is noted that this data includes only attached dwellings.

Table 2-2 Assessment of number of bedrooms versus vehicle ownership (ABS Census 2021)

	No bedrooms (includes studio apartments or bedsitters)				
	No motor vehicles	One motor vehicle	Two motor vehicles	Three motor vehicles	Four or more motor vehicles
Artarmon	0%	0%	0%	0%	0%
Chatswood	94%	6%	0%	0%	0%
St Leonards / Crows Nest	86%	14%	0%	0%	0%
	One bedroom				
	No motor vehicles	One motor vehicle	Two motor vehicles	Three motor vehicles	Four or more motor vehicles
Artarmon	23%	77%	0%	0%	0%
Chatswood	48%	48%	3%	0%	0%
St Leonards / Crows Nest	48%	49%	3%	0%	0%
	Two bedrooms				
	No motor vehicles	One motor vehicle	Two motor vehicles	Three motor vehicles	Four or more motor vehicles
Artarmon	19%	66%	14%	1%	0%
Chatswood	28%	64%	8%	0%	0%
St Leonards / Crows Nest	16%	70%	13%	0%	0%
	Three bedrooms				
	No motor vehicles	One motor vehicle	Two motor vehicles	Three motor vehicles	Four or more motor vehicles
Artarmon	9%	58%	33%	0%	0%
Chatswood	12%	62%	25%	1%	0%
St Leonards / Crows Nest	7%	69%	24%	0%	0%
	Four bedrooms				
	No motor vehicles	One motor vehicle	Two motor vehicles	Three motor vehicles	Four or more motor vehicles
Artarmon	0%	0%	0%	0%	0%
Chatswood	18%	41%	41%	0%	0%

St Leonards / Crows Nest	0%	0%	100%	0%	0%
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It is clear from the above data that markets do exist across all size dwellings for developments that provide zero residential car parking. The extent of such markets are however recognised to diminish as dwelling sizes increase.

The setting of maximum rates below one space per dwelling for residential developments in Chatswood, St Leonards and Artarmon means that at least some dwellings will not be provided with parking. These outcomes should be supplemented with suitable on-street parking controls that prevent resident parking from spilling onto the street and fulfilling the objective for mode shift to occur where parking is not provided on-site.

Equally it is clear that markets exist for dwellings with a carparking space and as such would be likely that an automatic zero provision would not be adopted as the norm.

As such the setting of a minimum residential parking rate may be best dictated by providing parking to support changes in travel modes (such providing spaces for car share vehicles) and for those that have a greater need for car parking to be provided on-site such as persons with a disability.

A minimum provision of residential parking therefore beginning at a rate 0.1 spaces per dwellings could be reasonable acknowledging that research shows that 1 car share vehicle replaces in the order of 9-10 private vehicles.

2.5.2 COMMERCIAL

With respect of commercial parking the desired level of parking provision will vary across land uses types with some land uses such as supermarkets and bulky goods retailers representing key destination land uses which seek to provide a higher level of customer amenity while smaller retailers represent more of an ancillary offering to the centre which is supported by walk up trade and multi-purpose trips by those who are already within the precinct.

Different types of commercial facilities will also have differing impacts on the surroundings areas. Office parking if not provided will represent a long stay impact to the surrounds which consumes parking for long periods of time and is difficult to be shared by other users. This may therefore influence this type of parking being desired to be accommodated on-site. Equally this must be balanced with greater ability / acceptance for these users to change mode of travel and therefore an overprovision of this type of parking would not be desirable if it were to compromise achieving travel demand management objectives.

As a general rules the following approach could be adopted for commercial uses:

- For key destination type uses that will typically seek to provide parking to support proposed development, a minimum car parking rate could be set at two thirds of the maximum car parking rate.
- For supporting and ancillary type land uses a minimum car parking rate could be set at one third of the maximum car parking rate.

2.5.3 RECOMMENDED MINIMUM PARKING RATES

Considering the above discussion, recommended minimum parking rates for all new land uses within the Chatswood and St Leonards CBD and Artarmon Railway Precinct are shown in **Table 2-3**.

Table 2-3 Recommended minimum parking rates

Proposed land use category	Maximum rate		Recommended minimum rate		Rational for minimum rate
	CBD (St Leonards and Chatswood)	Railway Precinct (Artarmon)	CBD (St Leonards and Chatswood)	Railway Precinct (Artarmon)	
Attached dwellings (dual and multi-dwelling housing)	<ul style="list-style-type: none"> 0.5 spaces per studio / 1 bedroom flat 0.5 spaces per 2 bedroom flat 0.5 spaces per 3+ bedroom flat 	<ul style="list-style-type: none"> 0.5 spaces per studio / 1 bedroom flat 0.5 spaces per 2 bedroom flat 1 space per 3+ bedroom flat 	<ul style="list-style-type: none"> 0.1 spaces per studio/ 1 bedroom flat 0.2 spaces per 2 bedroom flat 0.25 spaces per 3 bedroom flat 	<ul style="list-style-type: none"> 0.1 spaces per studio/ 1 bedroom flat 0.25 spaces per 2 bedroom flat 0.5 spaces per 3 bedroom flat 	Assessment of number of bedrooms versus vehicle ownership data
Hotels, motels and serviced apartments	0.25 space per room	0.75 space per room	0.1 spaces per room	0.25 spaces per room	First principles assessment
Office and business premises	1 space per 400 m ²	1 space per 75 m ²	1 space per 670 m ²	1 space per 100 m ²	Minimum rate adopted as approximately 2/3 of maximum rate
Sex services premises	2 spaces per room	2 spaces per room	1 space per room	1 space per room	First principles assessment
Retail premises	1 space per 70 m ²	1 space per 50 m ²	1 space per 200 m ²	1 space per 145 m ²	Minimum rate adopted as a approximately 1/3 of maximum rate
Bulky goods premises	1 space per 150 m ²	1 space per 125 m ²	1 space per 200 m ²	1 space per 200 m ²	Minimum rate adopted as approximately 2/3 of maximum rate
Retail premises (supermarkets)	1 space per 70 m ²	1 space per 50 m ²	1 space per 100 m ²	1 space per 70 m ²	Minimum rate adopted as approximately 2/3 of maximum rate
Long day care centres	1 space per 20 m ²	1 space per 20 m ²	1 space per 60 m ²	1 space per 60 m ²	Minimum rate adopted as a approximately 1/3 of maximum rate
Work based child care centres	1 space per 20 m ²	1 space per 20 m ²	1 space per 60 m ²	1 space per 60 m ²	

Proposed land use category	Maximum rate		Recommended minimum rate		Rational for minimum rate
	CBD (St Leonards and Chatswood)	Railway Precinct (Artarmon)	CBD (St Leonards and Chatswood)	Railway Precinct (Artarmon)	
Preschool, Occasional Care Centres or Out of School Hours Care (within 500m of railway station)	1 space per 26 m ²	1 space per 26 m ²	1 space per 80 m ²	1 space per 80 m ²	
Restaurants or cafes, food and drink premises, pubs	1 space per 50 m ²	1 space per 50 m ²	1 space per 145 m ²	1 space per 145 m ²	Minimum rate adopted as a approximately 1/3 of maximum rate
Hospitals	3 spaces per bed	3 spaces per bed	2 spaces per bed	2 spaces per bed	Minimum rate adopted as approximately 2/3 of maximum rate
All medical centres (including consulting rooms, medical centres and veterinary hospitals / clinics)	2 spaces per consulting room	2 spaces per consulting room	1 space per consulting room	1 space per consulting room	Minimum rate adopted as approximately 0.5 of maximum rate

2.5.4 INTERMEDIATE STEP

The addition of a minimum rate for all new land uses within the Chatswood and St Leonards CBDs and Artarmon railway precinct should be considered an intermediate step towards the TDM approach and more sustainable future. A low minimum rate may give support to the parking supply in that there won't be zero parking provided and the TDM approach is still being somewhat achieved in the interim, whereas a high minimum rate may exclude the market for zero car parking units within the CBD and railway precincts. The setting of car parking rates in this manor should not form a static document, rather be updated to respond to changing land use outcomes, mode shift trends and policy positions. As such it would be recommended that the adoption of minimum parking rates to supplement the maximum rates be regularly reviewed to consider their effectiveness in achieving good planning outcomes that support the desired TDM approach.

2.5.5 DECISION GUIDELINES

Maximum rates accompanied by a minimum rate will provide Council with comfort that parking demand, particularly from new residential units, will not place a high burden on the on-street parking network and will suit the needs of most development types.

For example, a banded rate provided by a minimum and maximum excludes developments that do justify a zero parking supply. This should however still be considered where appropriate against the factors to allow developments who meet appropriate criteria to provide less or more parking (above the maximum or below the minimum).

Therefore it is recommended to retain flexibility in applying alternative rates for developments on a case by case situation that meet a number of criteria such as those outlined in **Section 3** of this memorandum.

2.5.6 APPLYING THE PARKING RATES

It should be made clear that the proposed car parking rates identified in the above discussions are not intended to be retrospectively applied to developments, rather apply to new or increased land use floor space (or other changes to land uses scale such as restaurant seating or number of practitioners).

3 Variations to Local Centre Target Parking Rates

In considering the circumstances where variations to the Local Centre target car parking rates could be considered, the context of the target parking rates must also be clearly understood.

The identified 'target' parking rates while neither identifying a minimum nor maximum rates in effect prescribe both a minimum and maximum requirement. This recognises that in local centres a provision of car parking is likely to be required, however the allowance of increased car parking provisions (which could be allowed with the use of minimum parking rates) would conflict with sustainability aspirations and therefore must be controlled.

Notwithstanding, it is relevant that a set of decision guidelines be provided which allow the granting of a permit to vary the target car parking requirements specified by the DCP. This recognises that identifying a set of car parking rates is not going to fit all circumstances and it is not necessarily efficient or construes a level of precision if such rates are prescribed to apply to every possible circumstance that could arise. The original Cardno Review of Parking Rates report also acknowledges that individual circumstances will occur which warrant variations to be considered.

In particular, having regard to the strategic setting of parking rates to support sustainable transport modes, a focus should be provided on ensuring that an over provision of car parking does not occur.

In most circumstances, the identification of decision guidelines relates to the identifying of guidelines to allow a lesser provision of parking where minimum rates are prescribed or the opposite where maximum rates are prescribed. In this circumstance where a target rate is prescribed it is more difficult to provide a clear set of decision guidelines that can be applied.

It is noted that in the instance of a 'target' rate, Council has in effect set a deemed to comply solution and cannot specifically ask for a variation to the target if parking is provided at this rate. Should Council desire to have a greater control over seeking higher rates than those proposed by developers in specific areas, it would be recommended to adapt the draft DCP before final adoption.

A suggested set of decision guidelines could include and draw a distinction between the following:

- The assessment of likely demand for parking spaces, and
- Whether it is appropriate to allow a variation in the supply of spaces.

These are two separate considerations, discussed below:

1. Car Parking Demand Assessment

An application to vary the number of car parking spaces required by the target car parking rates must be accompanied by a Car Parking Demand Assessment. The Car Parking Demand Assessment must address the following matters, to the satisfaction of the responsible authority:

- The likelihood of multi-purpose trips within the locality which are likely to be combined with a trip to the land in connection with the proposed use
- The variation of car parking demand likely to be generated by the proposed use over time
- The short-stay and long-stay car parking demand likely to be generated by the proposed use
- The availability of public transport in the locality of the land
- The convenience of pedestrian and cyclist access to the land
- The provision of bicycle parking and end of trip facilities for cyclists in the locality of the land
- The anticipated car ownership rates of likely or proposed visitors to or occupants (residents or employees) of the land

- Any empirical assessment or case study.

2. Appropriateness of Varying the Parking Supply

Before granting a permit to vary the number of parking spaces, Council must consider the following, as appropriate:

- The Car Parking Demand Assessment
- Any relevant local planning policy or incorporated plan
- The availability of alternative car parking in the locality of the land, including:
 - Public car parks intended to serve the land
 - On street parking in non-residential zones
 - Streets in residential zones specifically managed for non-residential parking.
- On street parking in residential zones in the locality of the land that is intended to be for residential use
- The practicality of providing car parking on the site, particularly for small lots
- Whether a Green Travel Plan has been provided
- Existing and likely future traffic volumes on the surrounding road network and the nature of this network
- Any adverse economic impact a shortfall of parking may have on the economic viability of any nearby activity centre
- Any credit that should be allowed for car parking spaces provided on common land or by a cash-in-lieu payment or similar
- Local traffic management in the locality of the land
- The impact of the variation of car parking spaces on local amenity, including pedestrian amenity and the amenity of nearby residential areas
- The environmental implications of providing parking with particular regard to vegetation and landscape impacts
- The character of the surrounding area and whether varying the car parking provision would result in a positive urban design outcome
- Any other relevant consideration.

4 Castlecrag Case Study

4.1 Demographic and travel behaviour assessment

The following analysis of demographic and travel behaviour data provides an assessment of Castlecrag in comparison to other centres within Willoughby and attempts to differentiate any factors that Council may deem appropriate to varying local centre target parking rates.

4.1.1 AGE PROFILE

The age profile for the centres within Willoughby as outlined by the ABS Census 2021 are shown in **Figure 4-1**. Castlecrag's age profile shows a high proportion of people aged between 10 and 19 (19 per cent), which may correspond to the figures for people aged 40 to 59 (32 per cent) who may be parents of the 10 to 19 year olds. Castlecrag has the highest proportion of people aged 50 to 59 (18 per cent) and 60 to 69 (13 per cent), however exhibits a similar trend to other centres for people aged over 70 years old. Northbridge was found to be the area with the highest proportion of people aged over 70.

The Castlecrag age profile shows a range slightly higher compared to other centres, however this does not necessarily correspond to a significant age difference for the area, and also does not necessarily dictate a distinct need for additional parking and/ or accessible parking spaces.

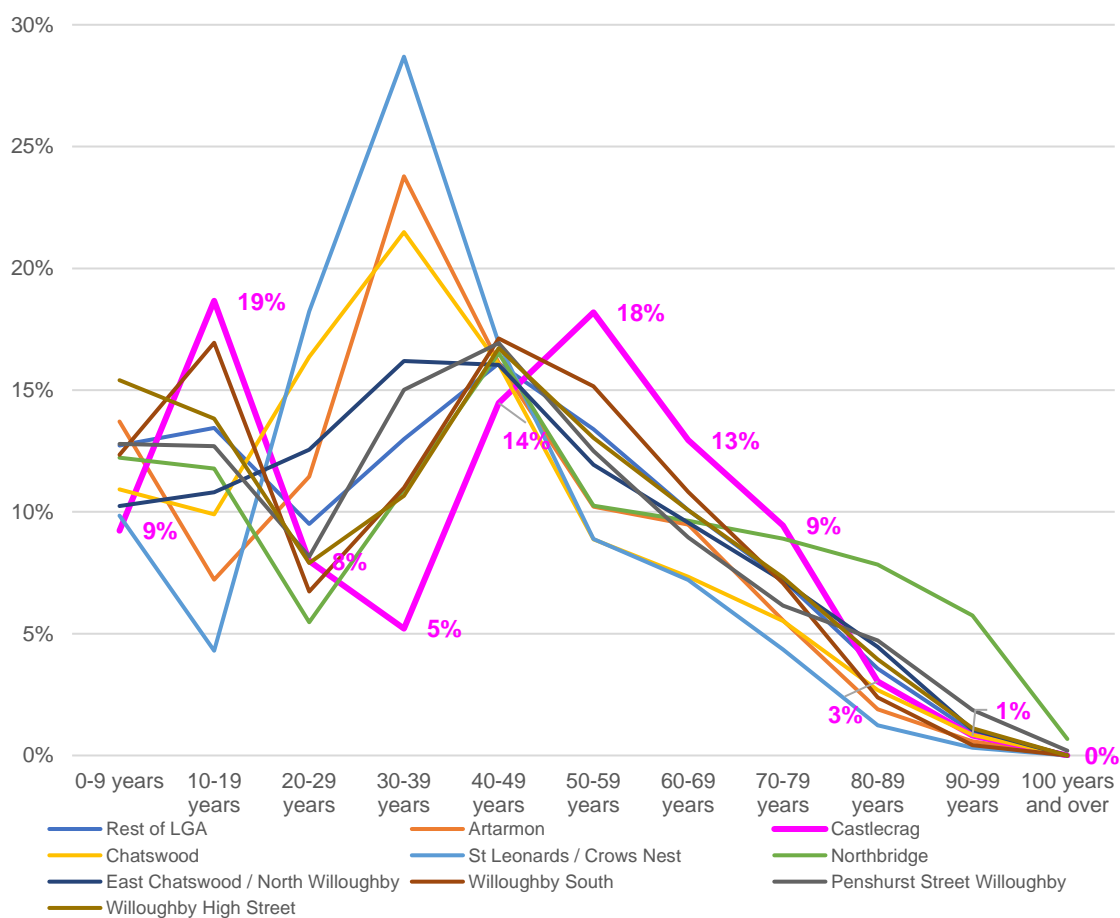


Figure 4-1 Age profile (ABS Census 2021)

4.1.2 HOUSEHOLD INCOME

Household income for each centre as outlined by the ABS Census 2021 is shown in **Table 4-1**. In comparison to other centres, Castlecrag is a distinct outlier for higher income households with a combined income of over \$4,000 a week. 34 per cent of households in Castlecrag have a weekly total income of more than \$6,000. This may mean that Castlecrag households have the most disposable income to be used on items such as private vehicles. In addition, homes generally have adequate off-street car parking capacity, with garages often having multi-vehicle capacity.

Table 4-1 Household weekly income (ABS Census, 2021)

	Negative income	Nil income	\$1-\$149	\$150-\$299	\$300-\$399	\$400-\$499	\$500-\$649	\$650-\$799	\$800-\$999	\$1,000-\$1,249	\$1,250-\$1,499	\$1,500-\$1,749	\$1,750-\$1,999	\$2,000-\$2,499	\$2,500-\$2,999	\$3,000-\$3,499	\$3,500-\$3,999	\$4,000-\$4,499	\$4,500-\$4,999	\$5,000-\$5,999	\$6,000-\$7,999	\$8,000 or more
Rest of LGA	0%	1%	0%	1%	2%	3%	2%	3%	3%	5%	5%	4%	4%	10%	6%	7%	5%	3%	10%	8%	10%	6%
Artarmon	0%	1%	1%	1%	0%	3%	2%	6%	4%	2%	8%	5%	6%	14%	8%	9%	7%	2%	11%	4%	7%	0%
Castlecrag	0%	1%	1%	0%	1%	1%	0%	1%	1%	2%	2%	3%	3%	8%	5%	5%	4%	2%	14%	10%	20%	14%
Chatswood	0%	5%	1%	2%	2%	3%	3%	4%	4%	6%	6%	6%	6%	14%	5%	7%	4%	2%	8%	4%	4%	1%
East Chatswood / North Willoughby	0%	2%	1%	3%	2%	3%	3%	5%	6%	6%	6%	6%	6%	12%	7%	8%	3%	2%	7%	4%	5%	2%
Northbridge	0%	2%	1%	1%	1%	5%	3%	4%	4%	4%	4%	6%	5%	10%	5%	6%	4%	3%	10%	7%	8%	8%
Penshurst Street Willoughby	0%	2%	1%	1%	1%	2%	3%	4%	6%	7%	5%	4%	5%	8%	7%	6%	5%	3%	10%	8%	9%	4%
St Leonards / Crows Nest	0%	2%	0%	1%	1%	3%	2%	2%	4%	6%	5%	6%	5%	17%	5%	9%	5%	3%	12%	5%	5%	2%
Willoughby High Street	0%	0%	2%	1%	2%	3%	2%	3%	3%	6%	4%	2%	6%	8%	7%	5%	2%	2%	13%	11%	9%	9%
Willoughby South	0%	2%	0%	2%	0%	3%	2%	3%	3%	3%	4%	4%	5%	7%	5%	6%	4%	2%	8%	12%	15%	8%

The 2021 Census also revealed that Castlecrag had the lowest level of disadvantage on the Socio-Economic Indexes for Areas (SEIFA) scale.

4.1.3 NEED FOR ASSISTANCE

The need for assistance is measured in the ABS Census 2021 as counting persons with a severe or profound disability. Results for centres in Willoughby are shown in **Table 4-2**. Within the Willoughby LGA, Northbridge was found to house the highest proportion of people living with the need for assistance with 11 per cent of all persons. This is distinctly higher than all other centres, including Castlecrag, which have a relatively similar rate of two to four per cent.

These statistics show that Castlecrag's requirement for accessible parking is not significantly different to all other centres except for Northbridge.

Table 4-2 Need for assistance in daily life (ABS Census, 2021)

Row Labels	Has need for assistance with core activities	Does not have need for assistance with core activities
Rest of LGA	4%	96%
Artarmon	3%	97%
Castlecrag	3%	97%
Chatswood	4%	96%
St Leonards / Crows Nest	2%	98%
Northbridge	11%	89%
East Chatswood / North Willoughby	4%	96%
Willoughby South	4%	96%
Penshurst Street Willoughby	3%	97%
Willoughby High Street	4%	96%

4.1.4 NUMBER OF MOTOR VEHICLES

The number of motor vehicles per household is determined from the ABS Census 2021. The data for all centres within Willoughby is summarised in **Figure 4-2**. Castlecrag was found to have the highest proportion of two or more vehicles per household across all centres, as well as the lowest proportion of households with zero vehicles (two per cent).

This may be reflective of the fact that Castlecrag also reported the highest weekly income of all centres as well as the lowest level of disadvantage for residents ([Socio-Economic Indexes for Areas \(SEIFA\)](#)). This may mean that residents are more able to afford multiple vehicles, and not necessarily that a vehicle is needed for every trip outside of the home.

High vehicle ownership may be reflective of the fact that within an unconstrained environment (oversupply of car parking), people choose to drive despite other modes being available for comfort or other reasons.

It may also be reflective in part that public transport accessibility is limited throughout Castlecrag as discussed in later sections.

However, from a sustainability perspective and a vision-based approach, vehicle ownership should not necessarily dictate vehicle parking supply.

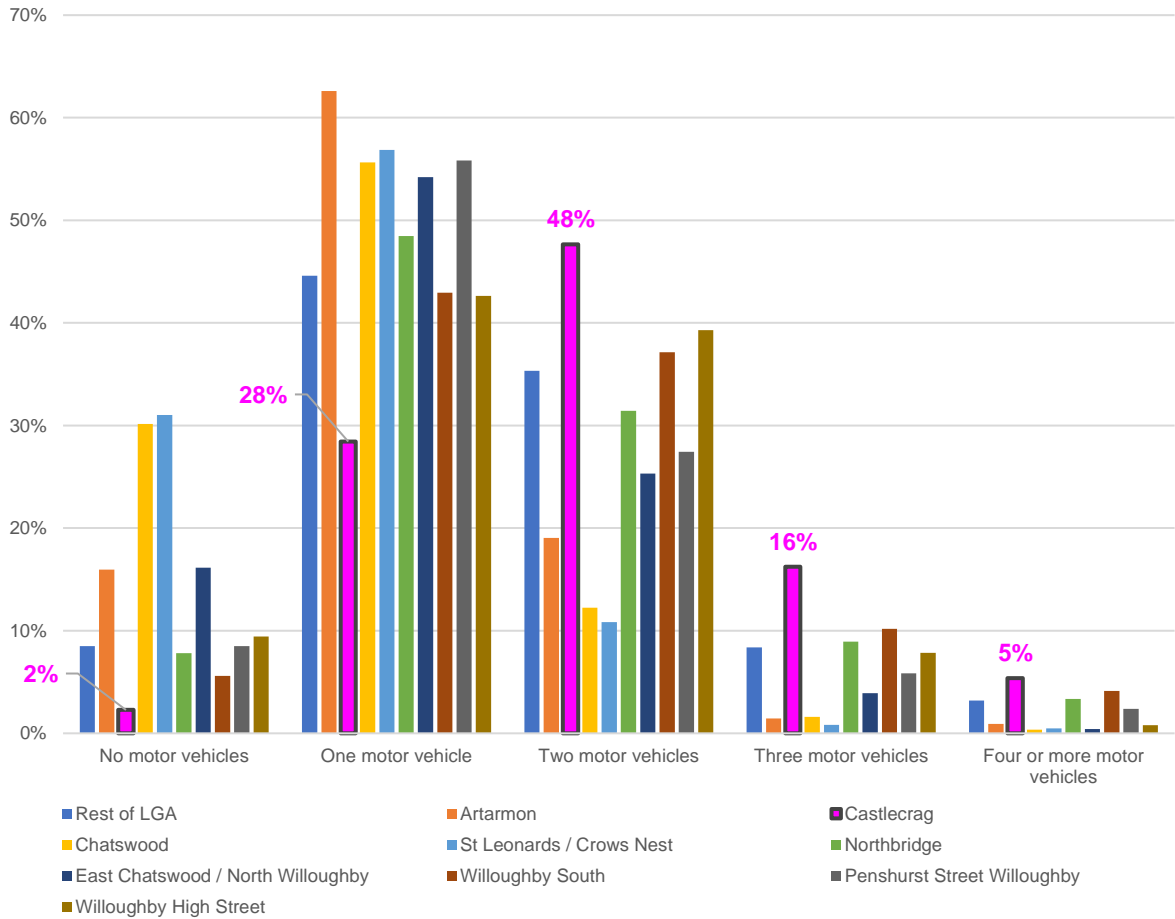


Figure 4-2 Number of vehicles per household (ABS Census 2021)

4.1.5 METHOD OF TRAVEL TO WORK

The method of travel to work was analysed for the 2016 ABS Census because this timeframe better reflects normal travel behaviour (in comparison to 2021 COVID-19 travel conditions). The method of travel to work for all centres within Willoughby is shown in **Figure 4-3**.

Castlecrag was found to have one of the highest vehicle as driver mode shares, along with Castle Cove, at 53 per cent. Walking mode share was measured as the lowest of the centres with 1.4 per cent, and public transport was measured in the mid-range of other centres, with 17 per cent for bus travel.

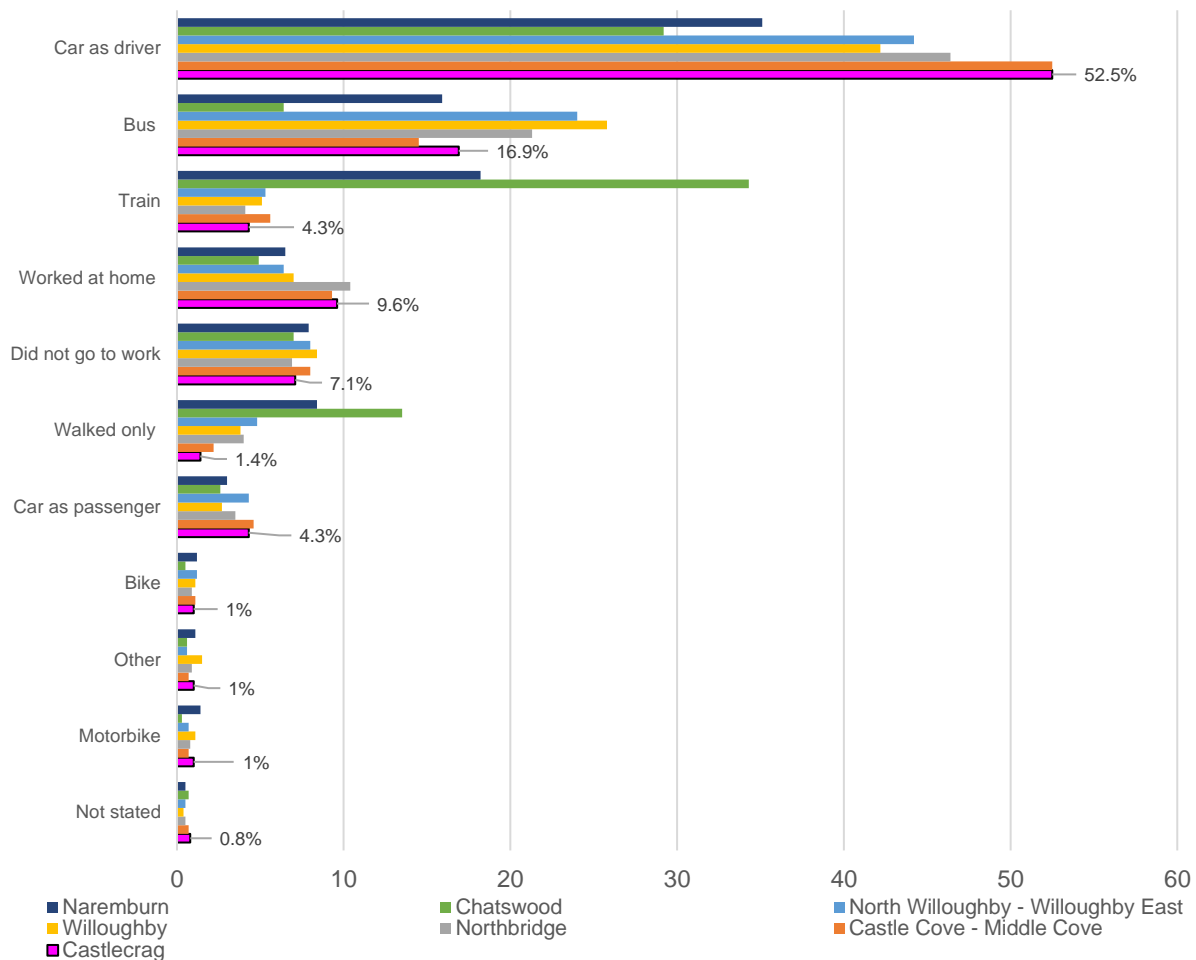


Figure 4-3 Method of travel to work (ABS Census, 2016)

4.1.6 PUBLIC TRANSPORT WALKING CATCHMENT

The public transit stop walking catchment for buses (400 metres) and trains (800 metres) is shown in **Figure 4-4**. This map shows that the Castlecrag peninsula has some of the lowest coverage of public transit stops across the council area, especially the coastal low-density areas in the east.

Other areas of low accessibility include southern Northbridge near Hallstrom Point, eastern Naremburn, north-western Chatswood and Castle Cove. This indicates that Castlecrag is not a singular extreme case of low accessibility, however may explain in part higher than average vehicle ownership and car as driver mode share for method of travel to work.

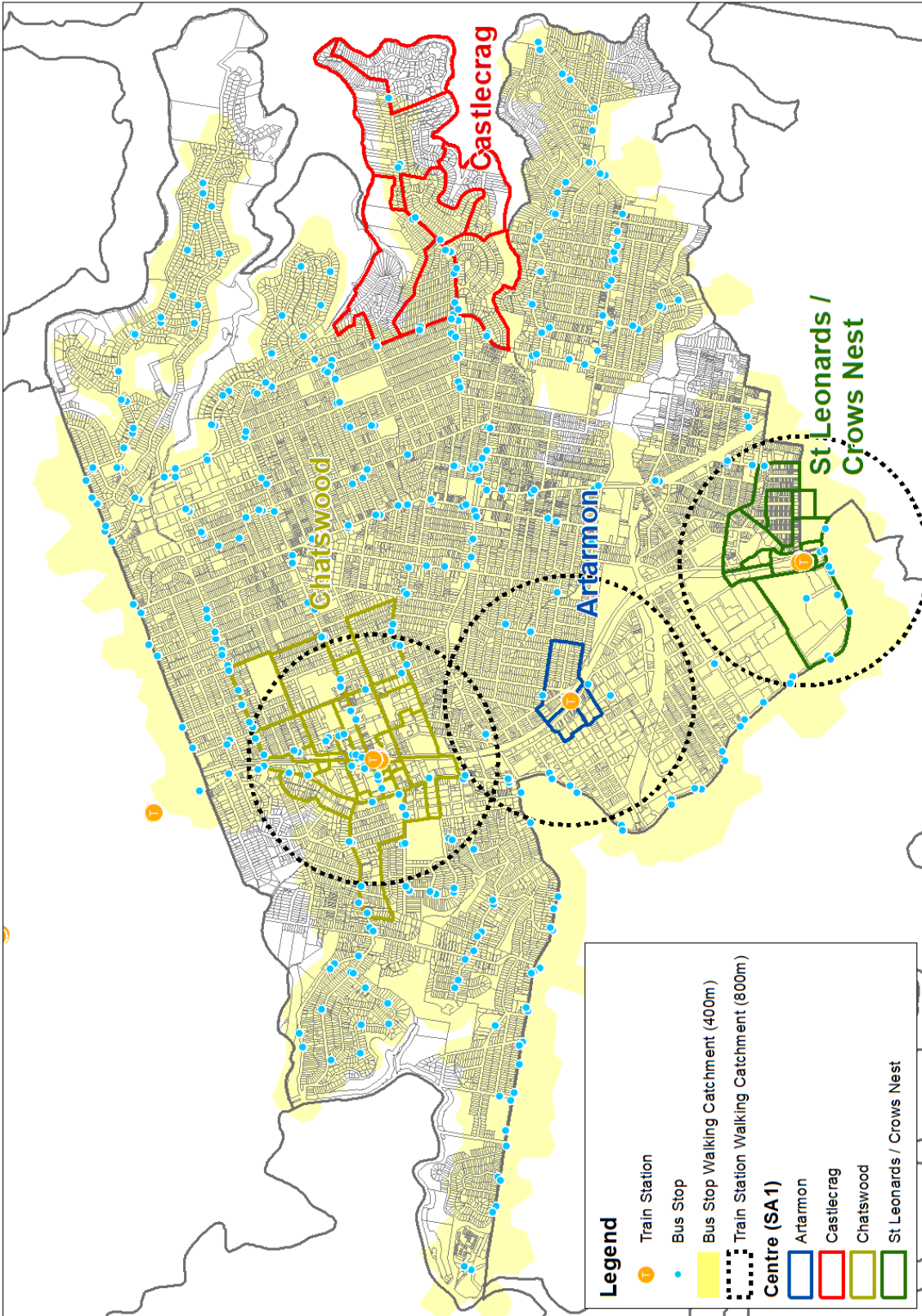


Figure 4-4 Public transit stop walking catchment

4.1.7 PUBLIC TRANSPORT ACCESSIBILITY

275	Chatswood	10:18 AM
275	Chatswood	12:15 PM
275	Chatswood	2:15 PM
203	North Sydney	2:58 PM
203	North Sydney	3:28 PM
203	North Sydney	4:25 PM
203	North Sydney	4:55 PM
203	North Sydney	5:25 PM
203	North Sydney	5:45 PM
203	North Sydney	6:09 AM
203	North Sydney	6:39 AM
203	North Sydney	7:08 AM
203	North Sydney	7:52 AM
203	North Sydney	8:28 AM
203	North Sydney	8:58 AM
275	Chatswood	9:15 AM

The bus stop timetable information for the Edinburgh Road at Linden Way bus stop is shown in **Figure 4-5**. This stop is located at the far east of the Castlecrag peninsular, with services connecting to North Sydney and Chatswood.

Service frequency is shown for a typical weekday period, with frequencies ranging up to two hours in the middle of the day and half an hour in the AM and PM peak travel periods.

The public transport accessibility level as defined by the NSW Government is shown in **Figure 4-6**. This measure is based on the distance from a point of interest to the nearest public transport stop and service frequencies at that stop. Castlecrag, Willoughby North, West and East, Northbridge, Middle Cove, Castle Cove and areas of Naremburn are indicated as having low levels of public transport accessibility. This shows that Castlecrag is not a standalone area of lower accessibility within Willoughby, however is nonetheless poor in public transport access, which corresponds to the low frequency of bus services along Edinburgh Road.

Figure 4-5 Edinburgh Road at Linden Way bus stop timetable information

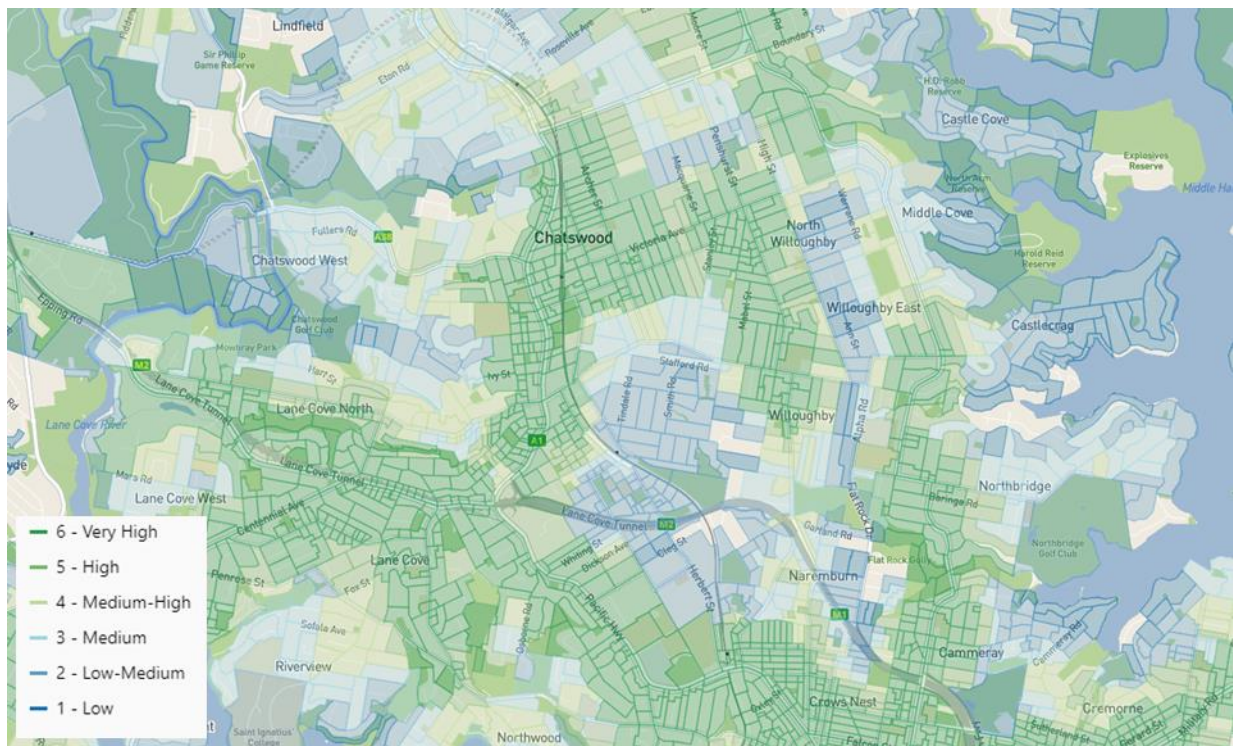


Figure 4-6 Public transport accessibility level (NSW Movement and Place, built environment indicators)

4.1.8 TRANSIT AND WALK SCORES

Walk Score measures walkability on a scale from 0 – 100 based on walking routes to destinations such as grocery stores, schools, parks, restaurants, and retail.

Transit Score is a measure of how well a location is served by public transit on a scale from 0 to 100. The Transit Score algorithm calculates a score for a specific point by summing the relative "usefulness" of nearby routes. Usefulness is defined as the distance to the nearest stop on the route, the frequency of the route, and type of route.

The transit and walk scores for centres within Willoughby and the addresses used as a point of reference are shown in **Table 4-3**.

Table 4-3 Transit and Walk scores

Centre	Address	Walk score	Transit score
Artarmon	11 Elizabeth Street, Artarmon	89	72
Castlecrag	100 Edinburgh Road, Castlecrag	6	47
North Willoughby/ East Chatswood	315 Penshurst Street, North Willoughby	15	61
High Street	183 High Street, North Willoughby	7	53
Naremburn	272/ 274 Willoughby Road, Naremburn	13	71
Northbridge	119 Sailors Bay Road, Northbridge	3	42
Penshurst Street	83 Penshurst Street, Willoughby	76	53
Willoughby South	580 Willoughby Road, Willoughby	3	55

Walk score description:

Transit Score®	Description
90-100	Rider's Paradise World-class public transportation.
70-89	Excellent Transit Transit is convenient for most trips.
50-69	Good Transit Many nearby public transportation options.
25-49	Some Transit A few nearby public transportation options.
0-24	Minimal Transit It is possible to get on a bus.

Transit score description:

Walk Score®	Description
90-100	Walker's Paradise Daily errands do not require a car.
70-89	Very Walkable Most errands can be accomplished on foot.
50-69	Somewhat Walkable Some errands can be accomplished on foot.
25-49	Car-Dependent Most errands require a car.
0-24	Car-Dependent Almost all errands require a car.

For Walk Score, in comparison to Artarmon and Penshurst Street, Castlecrag is significantly lower rated with minimal transit, however is not significantly different in rating to High Street Willoughby, Naremburn, Northbridge and Willoughby South.

For Transit Score, Castlecrag is classified as car-dependent, however is not rated too dissimilarly to High Street Willoughby, Northbridge, Penshurst Street and Willoughby South.

This data indicates that Castlecrag is not a stand-out underperformer in terms of walkability and public transport access within Willoughby, and that multiple areas share these classifications.

4.1.9 SUMMARY

The above assessment suggests that Castlecrag is skewed towards a more aged and less accessible community with higher dependence on private vehicles, however not to an extreme extent that significantly segregates Castlecrag from other local centres such as Northbridge, Willoughby South, Willoughby High Street or Penshurst Street.

4.2 Accessible parking

The previous and current draft DCP requirements for accessible parking spaces is as per the Building Code of Australia [classification of buildings](#). This means that the rate at which accessible spaces are required is the same, but under the draft DCP rates, will result in a lower amount of accessible spaces due to the reduce requirement for parking spaces.

To consider the deficit in accessible spaces, the Castlecrag Quadrangle development (PP-2021-5395) is used as a case study. The following two tables show the accessible parking required for the Quadrangle development under the existing DCP rates (1.54 spaces, meaning that two spaces are required), and under the current Draft DCP rates (0.9 spaces, meaning that one space is required). It is noted that for the retail land uses (Building classification 6) within the Quadrangle development, a factor of two per cent is required for accessible parking.

Table 4-4 Quadrangle develop accessible parking requirement (with existing DCP rates applied)

Previous DCP parking rates applied						Building Code Australia		
Land use	Net lettable area (m2)	Selling area (85%)	Unit	Number of parking spaces required	% of total	Building classification	% of accessible parking	Number of accessible spaces required
Supermarket	1057	898.45	m ²	53.907	61%	6	2%	1.08
Specialty shops	549	466.65	m ²	18.666	32%	6	2%	0.37
Restaurant	134	113.9	m ²	4.556	8%	6	2%	0.09
TOTAL	1740	1479	m²	77.129				1.54

Table 4-5 Quadrangle develop accessible parking requirement (with current Draft DCP rates applied)

Current Draft DCP rates applied						Building Code Australia		
Land use	Net lettable area	Selling area (85%)	Unit	Number of parking spaces required	% of total	Building classification	% of accessible parking	Number of accessible spaces required
Supermarket	1057	898.45	m ²	27.226	61%	6	2%	0.54
Specialty shops	549	466.65	m ²	14.141	32%	6	2%	0.28
Restaurant	134	113.9	m ²	3.452	8%	6	2%	0.07
TOTAL	1740	1479	m²	44.818				0.90

A sensitivity assessment was performed to determine the percentage of accessible parking (compared to the total supply of parking) that would be required to roughly match the requirement under the existing DCP rate. This was found to be between three and four per cent, as shown in the table below.

This results in a requirement of 1.62 accessible spaces (meaning that two spaces are required). Note that this is an increase of only one space.

Table 4-6 Quadrangle develop accessible parking requirement (with current draft DCP rates and adjusted percentage of all parking applied)

Current Draft DCP rates applied						Building Code Australia		
Land use	Net lettable area (m2)	Selling area (85%)	Unit	Number of parking spaces required	% of total	Building classification	% of accessible parking	Number of accessible spaces required
Supermarket	1057	898.45	m ²	27.226	61%	6	4%	1.09
Specialty shops	549	466.65	m ²	14.141	32%	6	3%	0.42
Restaurant	134	113.9	m ²	3.452	8%	6	3%	0.10
TOTAL	1740	1479	m²	44.818				1.62

Under the Quadrangle development example, it was found that by slightly adjusting the percentage of total parking (one to two per cent), the requirement for accessible parking does not largely change and will only result in increases of provision in developments with larger scale car parking provision.

Given that the recommended Draft DCP rates result in a reduced provision of car parking, it may be reasonable to adopt a percentage of the total supply of parking of between three and four per cent for accessible spaces. However, this may have marginal change in the quantum of spaces in smaller sized developments as was seen in the Castlecrag Quadrangle development case study.

Further, it was found in the demographic and travel behaviour summary that Castlecrag is not significantly dissimilar to other centres within Willoughby, particularly for age profile and need for assistance information. Therefore, Council may wish to apply the above recommendation to all centres (outside of railway and CBD precincts), not solely for Castlecrag, under the DCP.

Council may consider adopting this requirement in the updated DCP, however may not be significant enough given the marginal increase in accessible spaces that can be expected.

5 Recommendations

The use of minimum car parking rates can be adopted to supplement maximum car parking rates however should not detract from the TDM objectives sought to be achieved by the maximum rates. The recommended minimum rates contained within this memorandum should also serve as an interim set of rates with the ultimate aim in years to come to adopt a singular set of maximum car parking rates.

As explored in **Section 3** of this memorandum a set of decision guidelines to enable the consideration of variations to the prescribed target rates for local centres is appropriate and enables for the nuances of accessibility and demographic characteristics to be considered.

As a case study, Castlecrag highlights the nature of such nuances with it being shown to be skewed towards a more aged and less accessible community with higher dependence on private vehicles.

As such Council could reasonably approve an application seeking to increase the amount of car parking supply above the target rates. This would align with the Willoughby City Council Local Centres Strategy 2036 which identifies a strength of Castlecrag, being that parking, both on and off-street, supports the activity of the centre.

This skew however, is not to an extreme extent that significantly segregates Castlecrag from other local centres such as Northbridge, Willoughby South, Willoughby High Street or Penshurst Street and therefore would not be expected to give rise to a completely different set of car parking targets.

I trust the above is clear and should you have any questions please do not hesitate to contact me or Chris Coath.

Sincerely yours,

Stantec Australia Pty Ltd

Elizabeth Muscat

Senior Transport Planner

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Willoughby City Council

Electric Vehicle Charging Controls

Report of Recommendations

Prepared by ChargeWorks Pty Ltd



1 Overview

ChargeWorks has been engaged by Willoughby City Council to provide a report of recommendations for appropriate development controls applicable to Electric Vehicle (EV) charging in buildings.

A workshop meeting was held at Council on the 1st of February 2023 to discuss these controls.

This report provides recommendations that includes:

Building Type	Controls
Free-standing dwellings	<p>Should be applicable to new constructions, or significant alternations and additions requiring electrical works (noting some exceptions).</p> <p>Requires that the development provide future provision for Level 2 EV charging (circuitry only), such that the resident can readily install charging when required.</p>
Multi-dwelling housing (including residential flat buildings)	<p>Should be applicable to only new constructions.</p> <p>Requires that the development provide future provision for Level 2 EV charging (circuitry and / or dedicated switchboards), such that residents can readily install charging when required.</p>
Commercial and industrial buildings.	<p>Should be applicable to new constructions and major developments.</p> <p>Requires that the development provide future provision for EV charging (generally) by requiring dedicated and sufficient switchboards in parking areas such that EV charging can be readily installed when required.</p>

2 Free Standing Dwellings

Demand for EV charging is set to increase, and the most convenient and beneficial mode of charging is charging at home. Best practice is for homes with dedicated off-street parking to have appropriate charging infrastructure.

To facilitate appropriate charging, it is this report's recommendation that all new, and substantially altered homes or dual occupancies, make provision for at least a 40A (single phase) dedicated circuit to each garage.

Whilst the actual EV charger needn't be installed at the time of the development, the provision of such a circuit will substantially reduce the burden for installing EV charging later. The expected additional cost of this control is estimated to be no more than \$5,000 and should save substantial cost in doing this work later.

This report recommends that:

- New or significant alterations and additions that require electrical works should include a requirement for installing an EV charging circuit as part of the works.
- Since also adding an EV circuit is straightforward for any licensed electrician who is already working on a free-standing dwelling's switchboard, it is a sensible to add this requirement and place little additional burden on the owner.
- However, works not requiring a licensed electrician should be exempt because this opportunity to avoid additional burden is not present.
- Similarly, works taking place outside the main residence (e.g. pools, secondary dwellings, boatsheds, outbuildings) don't make sense for an electrician to modify the main switchboard.
- On the other hand, any works involving garages or carports should automatically require provision for EV charging, even if an electrician is not explicitly required, because the opportunity to install sensible infrastructure during the build is significant and will substantially reduce the cost of adding charging later.

As a minimum, new dwellings, new dual occupancies, and any significant alterations to existing dwellings or dual occupancies must make provision for at least a 40A (single phase) dedicated circuit to each garage. The EV charging circuit must be dedicated as per AS/NZS 3000.

For clarity, a 16A three phase circuit is not a suitable alternative, because most vehicles in Australia only charge with single-phase power. 40A is the recommended amperage (in both single and three phase configurations) to ensure that 32A circuits are not de-rated or overloaded.

3 Multi-Dwelling Housing

As above, the most convenient and beneficial mode of charging is charging at home. This similarly applies to residents of flats and multi-dwelling housing. However, the burden to retro-fit EV charging in multi-dwelling housing can be substantial and complicated due to the arrangement of parking and electrical infrastructure.

For this reason, this report recommends that EV charging controls only apply to **new** residential flat buildings, multi dwelling housing, shop top housing and mixed use developments where it is relatively straightforward for the developer to plan and accommodate sensible EV charging infrastructure.

The burden to the developer at this stage is very low since electrical works, concrete pours and cable paths can be considered in advance, but is enormously beneficial to any EV drivers later. The estimated cost of this control is approximately \$30,000-\$50,000 per level, but could save between 3 and 10 times higher as a retrofit.

There are a number of different ways that these types of dwellings can arrange and manage EV charging, but the backbone infrastructure generally remains the same.

No matter the configuration, the building should make provision for Level 2 charging :

- The [NSW Electric and Hybrid Vehicle Plan](#) defines Level 2 charging as single or 3-phase electric vehicle supply equipment with a power range of 7kW-22kW.
- Level 2 differs from Level 1 in that it is dedicated equipment. Level 1 is most typically just a normal power outlet (GPO or “power-point”).
- Level 2 is critical in a multi-dwelling setting because it enables intelligent load management, which in the future will be necessary to avoid dozens of vehicles accidentally overloading the build’s power supply. It also enables billing and cost recovery which is important for stratas that facilitate charging via the common area power.

This report recommends that:

- New buildings make provision for Level 2 charging in every space.
- This should include:
 - A dedicated EV charging switchboard on each parking level.
 - Cabling to every space, or if it is impractical or prohibitive to do so, provide cable tray such that residents can easily connect EV charging infrastructure later.

EV charging switchboards should have sufficient capacity for a future when all residents are charging. There is some electrical diversity in how EV charging will occur, but at a minimum, the electrical capacity should allow for 5A per phase per space e.g:

- If there are 1-9 spaces per level, provide one dedicated 63A three-phase EV charging switchboard per level.
- If there are 10-19spaces per level, provide one dedicated 100A three-phase EV charging switchboard per level.
- If there are 20-39 spaces per level, provide one dedicated 200A three-phase EV charging switchboard per level.
- If there are 40-80 spaces per level, provide one dedicated 400A three-phase EV charging switchboard per level.

4 Commercial and Industrial

New and major developments of commercial and industrial buildings should also make future consideration for EV charging. The justification of requiring a control for EV charging is that the cost of retrofitting EV charging is far greater than integrating the infrastructure in plans for other electrical upgrades and carpark constructions.

The trigger point for this control should be alterations and additions which result in more than a 10% increase in the 'gross floor area'. Relatively speaking, the cost of adding switchboards and cable paths to parking levels is immaterial to the cost of a major development of this size, but adding this infrastructure later is often prohibitive. The estimated cost is \$30,000-\$50,000 per level but could save between 3 and 10 times higher than this as a retrofit.

Similar to above, provision for EV charging begins with a sensibly sized switchboard on each parking level. This could culminate as slow charging in each space, or fast charging in a few dedicated EV charging spaces (such as dedicated public fast charging).

At a minimum, the electrical capacity should allow for 5A per phase per space e.g:

- If there are 1-9 spaces per level, provide one dedicated 63A three-phase EV charging switchboard per level.
- If there are 10-19 spaces per level, provide one dedicated 100A three-phase EV charging switchboard per level.
- If there are 20-39 spaces per level, provide one dedicated 200A three-phase EV charging switchboard per level.
- If there are 40-80 spaces per level, provide one dedicated 400A three-phase EV charging switchboard per level.

This should be sufficient to cover a wide range of use case and future possibilities for EV charging, including EV charging in individual commercial tenancies and also a range of public fast-charging infrastructure options.

5 Summary

In summary this report recommends:

Building Type	Controls
Free-standing dwellings	<p>Should be applicable to new constructions, or significant alternations and additions requiring electrical works (noting some exceptions).</p> <p>Requires that the development provide future provision for Level 2 EV charging (circuitry only), such that the resident can readily install charging when required.</p>
Multi-dwelling housing (including residential flat buildings)	<p>Should be applicable to only new constructions.</p> <p>Requires that the development provide future provision for Level 2 EV charging (circuitry and / or dedicated switchboards), such that residents can readily install charging when required.</p>
Commercial and industrial buildings.	<p>Should be applicable to new constructions and major developments.</p> <p>Requires that the development provide future provision for EV charging (generally) by requiring dedicated and sufficient switchboards in parking areas such that EV charging can be readily installed when required.</p>

PROPOSED CHANGES TO CAR PARKING CONTROLS

Addition of minimum car parking rates:

It is recommended that minimum car parking rates – for the Chatswood/St Leonards CBDs and Artarmon railway precinct – be added to Part F (Transport and Parking Management) of draft Willoughby Development Control Plan (WDCP) as per the two columns below labelled 'Recommended minimum rate':



Table 2-3 Recommended minimum parking rates

Proposed land use category	Maximum rate		Recommended minimum rate		Rational for minimum rate
	CBD (St Leonards and Chatswood)	Railway Precinct (Artarmon)	CBD (St Leonards and Chatswood)	Railway Precinct (Artarmon)	
Attached dwellings (dual and multi-dwelling housing)	<ul style="list-style-type: none"> 0.5 spaces per studio / 1 bedroom flat 0.5 spaces per 2 bedroom flat 0.5 spaces per 3+ bedroom flat 	<ul style="list-style-type: none"> 0.5 spaces per studio / 1 bedroom flat 0.5 spaces per 2 bedroom flat 1 space per 3+ bedroom flat 	<ul style="list-style-type: none"> 0.1 spaces per studio/ 1 bedroom flat 0.2 spaces per 2 bedroom flat 0.25 spaces per 3 bedroom flat 	<ul style="list-style-type: none"> 0.1 spaces per studio/ 1 bedroom flat 0.25 spaces per 2 bedroom flat 0.5 spaces per 3 bedroom flat 	Assessment of number of bedrooms versus vehicle ownership data
Hotels, motels and serviced apartments	0.25 space per room	0.75 space per room	0.1 spaces per room	0.25 spaces per room	First principles assessment
Office and business premises	1 space per 400 m ²	1 space per 75 m ²	1 space per 670 m ²	1 space per 100 m ²	Minimum rate adopted as approximately 2/3 of maximum rate
Sex services premises	2 spaces per room	2 spaces per room	1 space per room	1 space per room	First principles assessment
Retail premises	1 space per 70 m ²	1 space per 50 m ²	1 space per 200 m ²	1 space per 145 m ²	Minimum rate adopted as a approximately 1/3 of maximum rate
Bulky goods premises	1 space per 150 m ²	1 space per 125 m ²	1 space per 200 m ²	1 space per 200 m ²	Minimum rate adopted as approximately 2/3 of maximum rate
Retail premises (supermarkets)	1 space per 70 m ²	1 space per 50 m ²	1 space per 100 m ²	1 space per 70 m ²	Minimum rate adopted as approximately 2/3 of maximum rate
Long day care centres	1 space per 20 m ²	1 space per 20 m ²	1 space per 60 m ²	1 space per 60 m ²	Minimum rate adopted as a approximately 1/3 of maximum rate
Work based child care centres	1 space per 20 m ²	1 space per 20 m ²	1 space per 60 m ²	1 space per 60 m ²	

Proposed land use category	Maximum rate		Recommended minimum rate		Rational for minimum rate
	CBD (St Leonards and Chatswood)	Railway Precinct (Artarmon)	CBD (St Leonards and Chatswood)	Railway Precinct (Artarmon)	
Preschool, Occasional Care Centres or Out of School Hours Care (within 500m of railway station)	1 space per 26 m ²	1 space per 26 m ²	1 space per 80 m ²	1 space per 80 m ²	
Restaurants or cafes, food and drink premises, pubs	1 space per 50 m ²	1 space per 50 m ²	1 space per 145 m ²	1 space per 145 m ²	Minimum rate adopted as a approximately 1/3 of maximum rate
Hospitals	3 spaces per bed	3 spaces per bed	2 spaces per bed	2 spaces per bed	Minimum rate adopted as approximately 2/3 of maximum rate
All medical centres (including consulting rooms, medical centres and veterinary hospitals / clinics)	2 spaces per consulting room	2 spaces per consulting room	1 space per consulting room	1 space per consulting room	Minimum rate adopted as approximately 0.5 of maximum rate

Requirement for Car Parking Demand Assessment:

It is recommended that Part F (Transport and Parking Management) of draft WDCP be amended to include the following wording:

Car Parking Demand Assessment

An application to vary the number of car parking spaces required by the target car parking rates must be accompanied by a Car Parking Demand Assessment. The Car Parking Demand Assessment must address the following matters to the satisfaction of Council:

- *The likelihood of multi-purpose trips within the locality, which are likely to be combined with a trip to the land in connection with the proposed use.*
- *The variation of car parking demand likely to be generated by the proposed use over time.*
- *The short-stay and long-stay car parking demand likely to be generated by the proposed use.*
- *The availability of public transport in the locality of the land.*
- *The convenience of pedestrian and cyclist access to the land.*
- *The provision of bicycle parking and end of trip facilities for cyclists in the locality of the land.*
- *The anticipated car ownership rates of likely or proposed visitors to or occupants (residents or employees) of the land.*
- *An empirical assessment or case study.*

ATTACHMENT 5

Draft Part I.13 of Willoughby Development Control Plan

5.1 Introduction

Land to which this part applies

These special provisions apply to the land edged in yellow in Fig 1 with the legal description of lot 11 in DP 611594 and lot 1 in DP 43691.



Figure 1: Site area indicating boundaries, in yellow, of the site.

5.2 Application of this Part

This part is to be read in conjunction with:

- State Environmental Planning Policy 65 - Design Quality of Residential Apartment Development
- Willoughby Local Environmental Plan 2012

Relationship to the Apartment Design Guide

The Apartment Design Guide (ADG, 2015) is the primary document for guiding the design of the residential development at the site. Where there is an inconsistency between the ADG and controls within this part, the provisions of the ADG prevail.

Relationship to WDCP 2012

This part is to be read in addition to the parts listed above. Where there is an inconsistency between this Part and any other Part of the DCP in force, the provisions of WDCP prevail the extent necessary to achieve a design in accordance with that lodged as a Planning Proposal for the subject site.

5.3 Site planning

Site master plan

Development of the site is to be carried out in accordance with the master plan scheme shown in Figure 2 and including the following:

- siting and orientation of the buildings
- provision of site facilities
- vehicular and pedestrian access

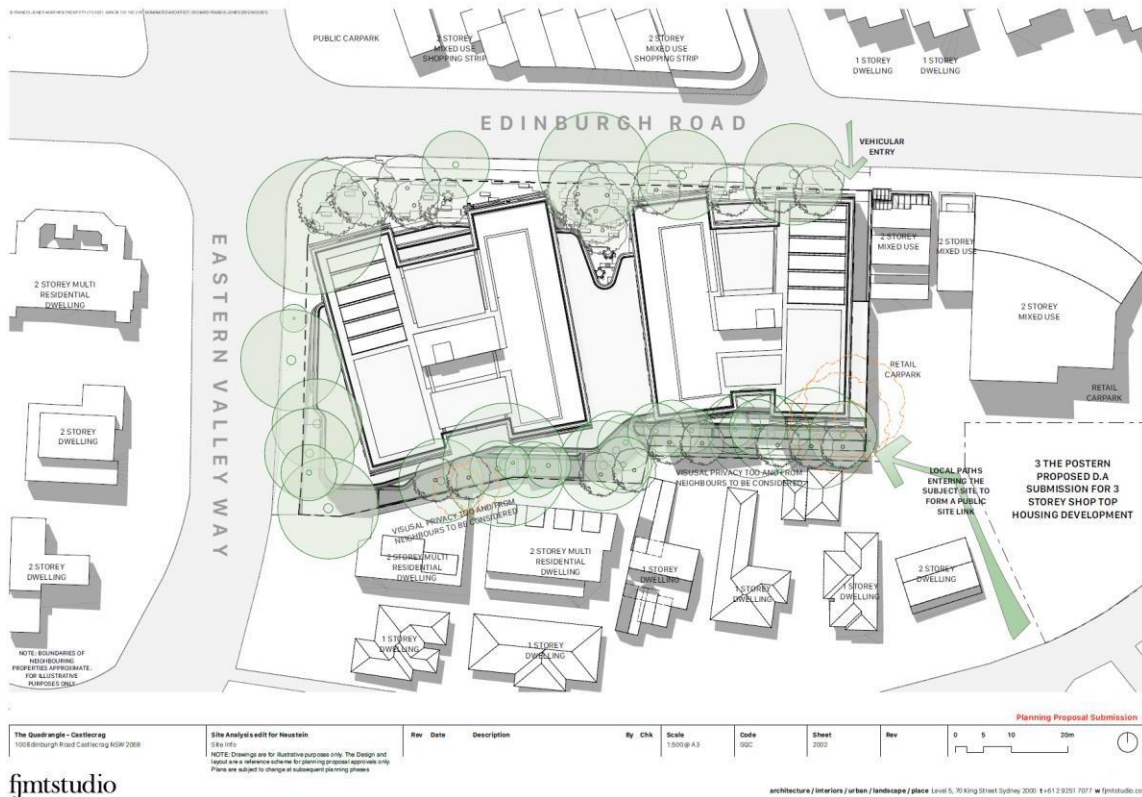


Figure 2: Site masterplan, November 2021, revision 06.

Building height Controls

1. Development of the site is to be carried out in accordance with clause 4.3A of the *Willoughby LEP*.
2. Ensure a maximum of four storeys above the ground level at the Eastern Valley Way frontage and up to three storeys along Edinburgh Road.

Publicly accessible open space

Publicly accessible open space on site is to be provided as shown below:

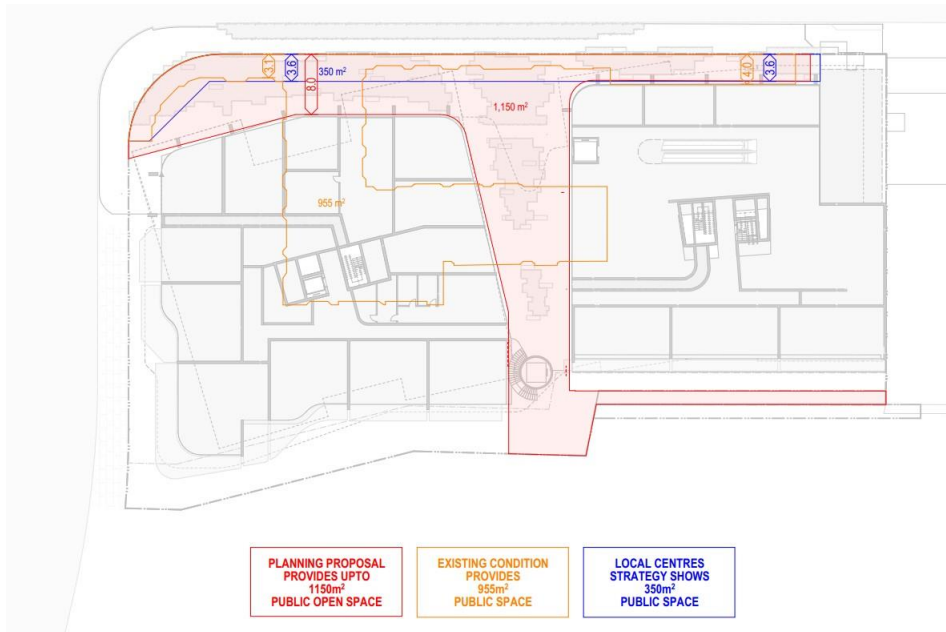


Figure 3: Publicly accessible open space on site.

Setbacks

Setbacks are to comply with the building envelope plan identified by the red box outlines in Fig. 4a and Fig. 4b below:

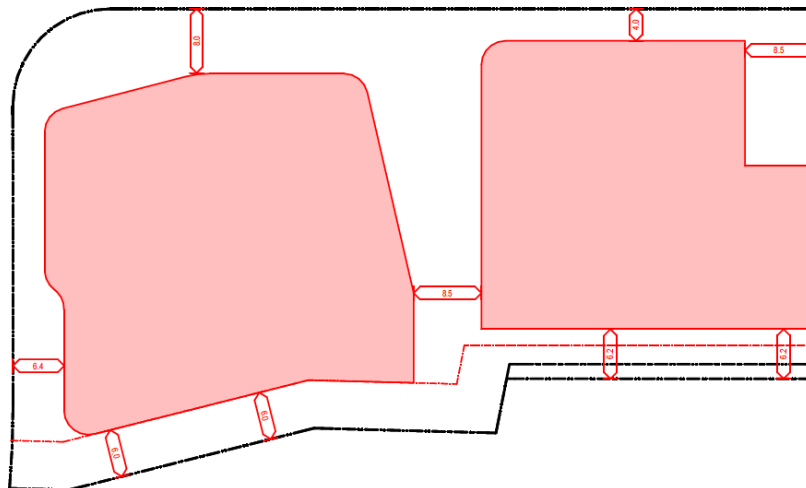


Fig 4a: Setback plan at ground level

5.4 Development controls

Public open space

Objectives

- a. Provide an open landscaped plaza, as shown on the public open space plan
- b. Provide opportunities for café and public seating within the plaza
- c. Allow for access to shops and cafes fronting Edinburgh Road
- d. Provide a cross site through link to the walkway to The Postern

Control

1. Provide public access to the approximately 1,150 sqm of designated area defined in Fig 3.
2. Any public right of way over private land should be for the public to use but is to be maintained by the private land holder. This public right of way should be compliant for disabled access and give consideration to *Safer By Design* principles and guidelines.
3. A management plan for public open space areas is to be prepared by the applicant and approved by Council prior to approval of a development application on the site. The management plan is to address future management arrangements of areas in private ownership to be accessed by the public, including outdoor dining, landscaping, public access and ongoing maintenance responsibilities.
4. A footpath width on Edinburgh Road and Eastern Valley Way adjacent to the development that is 2.4m or wider as determined by the pedestrian load of the area and that generated by the development will be required. Any potential outdoor eating areas should be clear of this footway area.

Communal open space

Objectives

- a. Provide outdoor recreation and relaxation opportunities for residents.
- b. Maximise solar access to communal open space, both for the amenity of the residents and viability of landscaping.
- c. Provide opportunities for residents to meet informally.
- d. Provide landscaped communal open space on the roof of the pavilions generally as shown in Fig 6:



Figure 6: Indicative communal open space on the pavilion roofs.

Control

1. The area, extent and location of communal open space is generally as per Fig 6.
2. A report on the wind effects of any design for the site is to be lodged with the Development Application detailing how adverse wind impacts through and around the building are to be mitigated.

Colours and materials

Objective











- a. To achieve a materials, colours and architectural design sympathetic to the Griffin Legacy.
- b. To use materials and colours that complement the adjoining Heritage Conservation Area.

Controls

1. The use of the materials and colours as identified in Indicative Material Palette is required to meet the stated objectives.
2. The use of coloured panels or cladding to achieve visual interest is not permitted.

Note: The following indicative but not exhaustive range of materials can be used to achieve the objectives above:

Indicative Material Palette

Contextual Inspiration					
Proposed Material					
Location	Public Domain & Facade	Facade	Soffits and Shading Devices	Split Face Sydney Sandstone Public Domain & Facade	Soffits and Shading Devices

Access, Parking, and Transport

Objectives

- a. The development shall meet Council's car parking requirements;
- b. The number of vehicle access points to the development are minimised;
- c. Traffic generated from the proposed development should be mitigated;
- d. Vehicular access points are designed to minimise their impact on pedestrians and the flow of traffic; and
- e. Vehicular access points should be unobtrusive in the streetscape but ensure visibility for motorists and approaching pedestrians.

Controls

1. Proposed vehicular access points are to be limited to no more than one ingress/egress from Edinburgh Road. Vehicular access is not permitted from Eastern Valley Way.
2. Future development of the site must ensure that measures are put in place so that development will have no significant impact on the efficiency and operation of the existing surrounding road network.
3. Active transport facilities including resident and visitor bicycle parking are to be provided.
4. Electric car charge points are to be provided within any basement car park.
5. The parking rates contained in Council's DCP 2012 (as specified in *Figure 7 – Applicable Parking Rates*) are to be applied and any variation to these rates are to be agreed with Council.
6. Justification for an amended car parking rate must be accompanied by a *Car Parking Demand Assessment*. The *Car Parking Demand Assessment* must address the following matters, to the satisfaction of Council:
 - The likelihood of multi-purpose trips within the locality which are likely to be combined with a trip to the land in connection with the proposed use
 - The variation of car parking demand likely to be generated by the proposed use over time

- The short-stay and long-stay car parking demand likely to be generated by the proposed use
 - The availability of public transport in the locality of the land
 - The convenience of pedestrian and cyclist access to the land
 - The provision of bicycle parking and end of trip facilities for cyclists in the locality of the land
 - The anticipated car ownership rates of likely or proposed visitors to or occupants (residents or employees) of the land
 - Any empirical assessment or case study.
7. An additional 8 public car spaces are to be provided in addition to applicable DCP parking requirements.
 8. A minimum of 4 accessible parking spaces are to be provided for use by the public on site.

Note: The space for an additional 8 public car spaces should not be deducted from the GFA of the building.

Component	Parking rate (targets)
Residential	
1-bedroom unit	1 space per unit
2-bedroom unit	1 space per unit
3-bedroom unit	1.25 space per unit
Visitor spaces	1 space per 4 units
Supermarket	6 spaces per 100sqm
Retail	1 space per 25sqm
Restaurant	1 space per 75sqm

Figure 7: Applicable Parking Rates – 100 Edinburgh Road Castlecrag

Proposed changes to EV Controls

It is recommended that Council adopt the following amended provisions and controls under Part F (Transport and Parking Management) of the draft WDCP.

4.5 Electric vehicles

More households are transitioning to owning electric vehicles. All new dwellings and new dual occupancies, and significant alterations and additions to existing dwellings and dual occupancies are required to make provision for the installation of Level 2 electric vehicle (EV) charging stations.

As a minimum, new dwelling, new dual occupancies, and any significant alterations to existing dwellings or dual occupancies must make provision for at least a 40A (single phase) dedicated circuit to each garage.

Notes:

- Alterations and additions to an existing dwelling is regarded as 'significant' if the proposal has an estimated cost in excess of \$100,000.
- The following are excluded from this control:
 - works not requiring a licenced electrician
 - works external to the principle dwelling (e.g. pools, secondary dwellings, boatsheds, and outbuildings)
- Notwithstanding the above, provision for EV charging stations need to be provided in garages and car ports, even if they are external to the principle dwelling.
- Provision for EV charging must be made for all new major residential and non-residential developments (see section 5.6 in this Part for guidelines on EV charging).

5.6 Electric vehicle charging

Demand for public electric vehicle (EV) charging stations is set to increase. Willoughby City Council is committed to extending this infrastructure as suitable locations are identified. It is also necessary to make provision for electric vehicle charging on private properties. All types of new major residential and non-residential developments must be designed and constructed with appropriate electrical infrastructure to allow for future EV charging points.

1. The following controls apply to new residential flat buildings, multi dwelling housing, shop top housing and mixed use developments:
 - a. All garages and car spaces allocated to an individual residential apartment must make provision for:
 - Level 2: single or 3-phase electric vehicle supply equipment with a power range of 7kW-22kW, as defined by NSW Electric and Hybrid Vehicle Plan (Future Transport 2056) from Transport for NSW, which provides faster, more secure charging.

- b. All communal car parking areas within a new major residential development must make provision for:
- A minimum 5A per phase electrical capacity must be provided per space e.g:
 - If there are 4-9 spaces per level, provide one dedicated 63A three-phase EV charging switchboard per level.
 - If there are 10-19 spaces per level, provide one dedicated 100A three-phase EV charging switchboard per level.
 - If there are 20-39 spaces per level, provide one dedicated 200A three-phase EV charging switchboard per level.
 - If there are 40-80 spaces per level, provide one dedicated 400A three-phase EV charging switchboard per level/

In addition:

- Switchboards shall be dedicated and centrally located to facilitate simple connection of EV charging.
 - Common areas should provide Level 2 cabling to each space, or where this is not possible, at least the provision of cable trays sufficient to accommodate electric circuitry between each car space and the dedicated EV charging switchboard.
2. The following controls apply to all new commercial, industrial and other major developments

- a. All communal car parking areas for new commercial, industrial and all other major developments must make provision for:
- A minimum 5A per phase electrical capacity must be provided per space e.g:
 - If there are 4-9 spaces per level, provide one dedicated 63A three-phase EV charging switchboard per level.
 - If there are 10-19 spaces per level, provide one dedicated 100A three-phase EV charging switchboard per level.
 - If there are 20-39 spaces per level, provide one dedicated 200A three-phase EV charging switchboard per level.
 - If there are 40-80 spaces per level, provide one dedicated 400A three-phase EV charging switchboard per level

Notes:

- Switchboards shall be dedicated and centrally located to facilitate simple connection of EV charging.
- Individual industrial units, commercial/retail premises and other non-specified major developments are encouraged to provide EV charging points to facilitate the growing demand for electric vehicles.
- 'Other' major developments include, but not limited to: boarding houses; child care centres; gymnasiums; specialised retail premises (bulky goods stores), etc.
- EV charging may be required for 'significant' alterations and additions to major non-residential developments. Alterations and additions are generally regarded as 'significant' if the proposal will result in more than a 10% increase in the 'gross floor area'. The requirement for the provision of EV charging will have regard to the nature and extent of the proposal, and practicality of retrofitting the electrical capacity for the building.

ATTACHMENT 7

It is recommended that Council adopt the following provisions and controls under Part B (Residential Development) and Part D (Commercial Development) of the draft WDCP.

Part B (Residential Development)

4.3.12 Public Art

In the case of major residential developments such as multi dwelling housing and residential flat buildings located on gateway or highly visible sites, Council may require an Art Plan that identifies opportunities for the integration of public art in accordance with Council's Public Art Policy – Procedures (Guidelines). Applicants are advised to consult and discuss this requirement at a pre DA meeting prior to submission of the development application.

If an Art Plan is required, the following information must be submitted with the development application:

- a detailed public art plan that includes the public art concept(s) illustrated in such a way that the form, dimensions, materials and location of the proposed artwork are clearly communicated
- a statement explaining the rationale behind the artwork that demonstrates how the proposed work will relate to the proposed development on the site
- provide a plan of management for the ongoing maintenance and any other relevant information such as ownership and/or copyright of the artwork.

Part D (Commercial Development)

4.16 Public Art

In the case of major commercial developments such retail centres, office complexes, and the commercial component of shop top housing and mixed use developments located on gateway or highly visible sites, Council may require an Art Plan to be submitted in accordance with Council's Public Art Policy. Applicants are advised to consult and discuss this requirement at a pre DA meeting prior to submission of the development application

4.16.1 Performance Criteria

- a. the development identifies opportunities for the integration of public art in accordance with Council's Public Art Policy – Procedures (Guidelines).

4.16.2 Controls

- a. submit a detailed public art plan that includes the public art concept(s) illustrated in such a way that the form, dimensions, materials and location of the proposed artwork are clearly communicated
- b. include a statement explaining the rationale behind the artwork that demonstrates how the proposed work will relate to the proposed development on the site.
- c. provide a plan of management for the ongoing maintenance and any other relevant information such as ownership and/or copyright of the artwork.

**12.8 APPLICATION OF INTERIM HERITAGE ORDER – 43 DONNELLY ROAD,
NAREMBURN**

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43 DONNELLY ROAD
NAREMBURN

PRELIMINARY HERITAGE ASSESSMENT



Figure 1: Willoughby Road, looking south from Rohan Street, Naremburn, 1978
(Source: Willoughby City Library, record no. 224181)

PREPARED FOR
Willoughby City Council

APRIL 2023

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Draft	25/4/23	For client review	OT/VH	VH
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1. INTRODUCTION

1.1 BRIEF

This preliminary heritage assessment has been commissioned by Willoughby City Council to consider the significance of the entirety of the property known as 43 Donnelly Road, Naremburn, which contains a collection of built elements including a Church, presbytery, and school buildings. This assessment is undertaken to support the making of an Interim Heritage Order ('IHO') pursuant to Clause 27 (a) of the Heritage Act 1977. A current development application is proposing to demolish and therefore cause harm to numerous built and landscape elements on the site.

The subject property known as 43 Donnelly Road, Naremburn (Lot 1 DP320984, Lot A DP341975, Lot 1 DP115889) is bound to the north by Merrenburn Avenue, to the west by Willoughby Road and to the South by Donnelly Road. The property contains 'St Leonard's Catholic Church', which is a local heritage item listed as item no. 1160 in Schedule 5 of *Willoughby Local Environmental Plan 2012* ('Willoughby LEP'). The Willoughby LEP Heritage Map indicates that the heritage listing is limited to the footprint of the Church with a small area of curtilage to its immediate west and east.

The Standard Instrument—Principal Local Environmental Plan (2006 EPI 155a) directive provides that the Schedule 5 description of a heritage item should be a description of all that is part of the heritage item, which is to be included under the column "item" and that all significant elements are included in the inventory. Considering the discrete mapping of the item and that the description of the item in this case is 'St Leonard's Catholic Church' it is concluded that the current heritage listing applies only to the church and excludes the presbytery to its east and school buildings to its north. This assessment considers relevant historical, physical and curtilage analyses to conclude on the heritage significance of the whole site and provide preliminary advice on curtilage, pursuant to Clause 27 (a) *Application of Interim Heritage Order to Curtilage or Site*.

The property is located within the vicinity of a number of other heritage items including *Converted Naremburn Public School and Resources Centre*, located at 10 Dalleys Road (item no. 1156), *St Cuthbert's Anglican Church (including original interiors)*, located at 205 Willoughby Road (item no. 1172), *House (including original interiors)*, located at 248 Willoughby Road (item no. 1173), *Group of shops*, located at 272 - 276 Willoughby Road (item no. 1174) and *Shops*, located at 284 and 284A Willoughby Road (item no. 1175). It is not located within a Heritage Conservation Area.

1.3 DEFINITIONS

Definitions are based on Australia ICOMOS Burra Charter, 1999 and are as follows:

Place means site, area, land, landscape, building or other work, group of buildings or other works, and may include components, contents, spaces and views.

Cultural significance means aesthetic, historic, scientific or social value for past, present or future generations.

Fabric means all the physical material of the place, including components, fixtures, contents, and objects.

Conservation means all the processes of looking after a place so as to retain its cultural significance.

Maintenance means the continuous protective care of the fabric and setting of a place and is to be distinguished from repair. Repair involves restoration or reconstruction.

Preservation means maintaining the fabric of a place in its existing state and retarding deterioration.

Restoration means returning the existing fabric of a place to a known earlier state by removing accretions or by reassembling existing components without the introduction of new material.

Reconstruction means returning a place to a known earlier state and is distinguished from restoration by the introduction of materials [new or old] into the fabric.

Adaptation means modifying a place to suit the existing use or a proposed use.

Use means the functions of a place, as well as the activities and practices that may occur at the place.

Compatible use means a use which respects the cultural significance of the place. Such a use involves no, or minimal, impact on cultural significance.

Setting means the area around a place, which may include the visual catchment.

Related place means a place that contributes to the cultural significance of another place.

Related object means an object that contributes to the cultural significance of a place but is not at the place.

Associations mean the special connections that exist between people and a place.

Meanings denote what a place signifies, indicates, evokes or expresses.

Interpretation means all the ways of presenting the cultural significance of a place.

1.4 STRUCTURE OF THE REPORT

The report follows the general guidelines for Assessing Heritage Significance published by the (former) NSW Heritage Office as part of the NSW Heritage Manual. This report also follows the methodology described in The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance, 2013.

1.5 AUTHOR IDENTIFICATION

This document was prepared and written by Vanessa Holtham and Olivia Turner.

1.6 STATUTE AND STANDARDS

The following were used to inform this preliminary heritage assessment:

- *Heritage Act 1977* (NSW);
- *Willoughby Local Environmental Plan 2012*
- Australia ICOMOS Burra Charter, 1999;
- *Heritage Curtilages* published by the (former) NSW Heritage Office.
- *Assessing Heritage Significance* published by the (former) NSW Heritage Office.

1.8 LIMITATIONS

This report does not include an Assessment of Aboriginal or archaeological significance. An internal inspection of any of the buildings has not been undertaken at this stage.

1.9 INTERIM HERITAGE ORDERS

The Heritage Act 1977 provides the following:

27 Application of interim heritage orders to curtilage and site

An interim heritage order made in respect of an item may be expressed to apply (and if so expressed does apply) to—

(a) if the item is a building—the curtilage of that building or the site of that building, being the curtilage or site specified or described in the order, or

(b) if the item is a work or a relic that is attached to or forms part of land—the site specified or described in the order for that work or relic.

This preliminary heritage assessment is provided to support an Interim Heritage Order pursuant to the above on the basis that *43 Donnelly Road, Naremburn* is already listed on Schedule 5 of Willoughby LEP as a local heritage item. This assessment will consider any significance associated with the wider site in association with the already listed *St Leonard's Catholic Church* to determine whether the existing listing should be expanded to include any of the other built or landscape elements on the property.

2. HISTORICAL ANALYSIS

The area now known as the Willoughby City Council local government area is the traditional land of the Cammeraygal People. Flat Rock Creek, now a reserve, was a significant location to the Cammeraygal and provided an ideal spot for camps, constant fresh water, and a plentiful source of food and plant life in conjunction with the surrounding bushland.¹ Archaeological evidence of middens, alongside other archaeological sites thousands of years old, survives in the area as a reminder of Aboriginal occupation of this land. Despite the destructive impacts of European settlements, local Aboriginal people maintain important connections to country today.

The first permanent European settlement near Naremburn began in the mid-nineteenth century, when the first government land grants in the area occurred.² John Sylvester Ryan was the recipient of a 14 acre, 3 rood and 20 perch parcel of land in May 1849, representing Portion 209 of the Parish of Willoughby within the County of Cumberland.³ The land was bound by Dodds Street to the north, Wilson Street to the East, Donnelly's Road to the south, and Willoughby Road to the west. Ryan was the Corresponding Clerk in the government treasury.⁴ He built a residence on his land in 1848 which he called 'Slieve Bloom', and cultivated wildflower gardens to the surrounds of the property.

Between 1850s and the 1880s the central township of Naremburn grew around Central, Slade and Wilson Streets and Garland Road.⁵ Early buildings and houses were constructed of timber, brick and stone. The initial industries and businesses that drove the development of the local area included dairy farms, orchards, quarries, a slaughterhouse, and a piggery. Following the expansion of the local tramline into Willoughby in the last years of nineteenth century, the retail sector in Naremburn grew and shifted to the area around Market Street.⁶

¹ Willoughby City Library Services, 'Naremburn Fact Sheet No. 6' (part of History at Willoughby Series), 2013, p1.

² Clare Evans, 'Naremburn' Entry in the Dictionary of Sydney (2008), accessed online at: <https://dictionaryofsydney.org/entry/naremburn>

³ Primary Application No. 14780, NSW Land Registry Services via the Historical Land Records Viewer.

⁴ Freeman's Journal, 'New Church at Willoughby,' 10 april 1913, Page 27.

⁵ Clare Evans, 'Naremburn.:'; Bob McKilliop, 'Pictorial History Willoughby,' (Kingsclear Books, Alexandria: 2015), p44.

⁶ Ibid.

JS Ryan's parcel of land was conveyed decades later in March 1876 to Alexander Dodds.⁷ Dodds was a local businessman, one of the first members of one of the earliest formed councils in East Maitland, and also served as a Member of the Legislative Council.⁸ His land became known as the 'Dodds Estate.' Dodds either demolished 'Slieve Bloom,' or transformed the existing residence into his own. His residence, known as 'Merrenburn,' was located on Willoughby Road around the location of the north-western corner of the subject site, between Donnelly Road and what is now Merrenburn Avenue (around the location of the 1936 classroom block and 1935 convent). Following Dodds' death in 1892, the property was transferred to his sons Alexander James Dodds, Solicitor and Frederick Dodds, Gentlemen.⁹ In December 1909, they brought the parcel under the Torrens Title System via Primary Application 14780.

⁷ Primary Application No. 14780, NSW Land Registry Services via the Historical Land Records Viewer.

⁸ The Daily Telegraph, 'Death of Mr Alexander Dodds, MLC,' 8 February 1892, Page 4.

⁹ Ibid.

THE MERRENBURN ESTATE
PICK OF WILLOUGHBY

The Residence & Park like Lands of the late Hon. ALEXANDER DODDS.
CHOICE BUILDING SITES

Auction Sale
On the Ground at 3 P.M. **SATURDAY 19TH MARCH 1910**

BATT RODD & PURVES LTD.
Auctioneers 88 PITT ST SYDNEY

TERMS
10% deposit, balance of purchase money by 12 equal quarterly payments. Interest 5% per annum.
No interest on completion of Transfer within 3 Months from date of Sale
Special Terms for Merrenburn House

LOCAL SKETCH
Maitland Station
Willoughby
Merrenburn
Park
Lands

in conjunction with
R. T. FORSYTH
Willoughby
"TORRENS TITLE"

DODD'S ROAD
40 39 38 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60

MERRENBURN AVENUE
37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20
2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

DONNELLY'S ROAD

WILLOUGHBY LANE
Public School

VALLEY'S ROAD

DODDS & RICHARDSON
Solicitors to the Estate
City Mutual Chambers, Hunters St

ATCHISON & SCHLEICHER
Licensed Surveyors R.P.A.C.
ELDON CHAMBERS 82 PITT ST

W12/069

Figure 3 The Merrenburn Estate: Pick of Willoughby Sale Notice, March 1910. Subject site shown with residence Merrenburn extant on it. (Source: State Library of New South Wales, Call No. SP/811.1415)

In 1910, the Merrenburn Estate was put up for sale by James and Frederick Dodd, with agents Batt, Rodd & Purves Ltd acting on their behalf. The estate was described as containing some of the choicest residential blocks in the district of Willoughby, and being well known as the site of the late Alexander Dodds residence. It was also noted that trams ran past the estate.¹⁰

The subdivided parcel of land containing Merrenburn was to form the future sites of the church, school, hall and extant convent. This site, though appearing to be one lot in the sale poster, was acquired in multiple parts in 1911 by members of the Archdiocese of Sydney.¹¹ Right Rev Monsignor O'Haran is credited for tracking down the site on which the church was built, which was purchased with the two sites at rear. He is also said to have induced the Cardinal to assist the purchase of the site alongside the funding provided by the parish.¹² The site of Merrenburn and the future school was obtained by members of the Archdiocese in conjunction with four single women - Mary Molloy, Bridget Howley, Mary Meskill and Veronica O'Brien. The women's occupations were not recorded but it seems likely they were members of the Sisters of Saint Joseph who were to run the convent and school, and who are said to have undertaken fundraising to purchase the site including a grand concert at the North Sydney School of Arts.¹³ Bridget Howley may be the Sister Calasanctius Howley of the Sisters of Saint Joseph.¹⁴ The Sisters used the dwelling known as Merrenburn as their convent, and are said to have contributed money towards the purchase of the land in exchange for their ownership/use of the convent.¹⁵ See below table for detailed land title summary.

Following the acquisition of the site, attention was quickly turned to the construction of a Catholic Church to accommodate the growing Catholic community. Prior to the construction of the Church, masses had originally been held in a school in Market Street owned and run by the Sisters of Saint Joseph, and also at a similar small school in

¹⁰ Construction, 'The property market,' 21 February 1910, Page 8.

¹¹ Certificates of title 1840-135, 2702-222, NSW Land Registry Services via the Historical Land Records Viewer

¹² Freeman's Journal, 'New Church at Willoughby,' 11 December 1913, Page 34.

¹³ McKillop, 'Pictorial History Willoughby,' p46.; Eric Wilksch, 'The Naremburn Story,' (Bicentennial Community Committee of Willoughby Municipal Council, Sydney: 1988), p 123.

¹⁴ Dictionary of New Zealand Biography, 'Howley, Calasanctius,' (1993). Accessed online at: <https://teara.govt.nz/en/biographies/2h51/howley-calasanctius>

¹⁵ The Daily Telegraph, 'Church Extension,' 14 April 1913, Page 11.

Chandos Street run by the Sisters of Mercy.¹⁶ The school run by the Sisters of Saint Joseph at Market Street, established 1894 in an old shop, is said to have been the first church school in the suburb.¹⁷ In 1904 a small replacement church was built nearby on Market St, when the original school had become far too small to accommodate churchgoers.¹⁸ Mary Mackillop is said to have been present at the opening.¹⁹ Once plans had been drawn up, the new church on the subject site was anticipated to be one of the most beautiful churches in Sydney and surrounds.²⁰

The foundation stone for the new church, the first new building on the corner of Donnelly and Willoughby Roads, was laid by Archbishop Kelly on 13 April 1913. The ceremony had been delayed due to wet weather from the previous weekend.²¹ Construction commenced on the first stage of the church thereafter, with the intention being to build part of the church first and eventually extend when funds became available. Construction of the first stage, consisting of the central portion, half of the nave and a chapel for the Sisters, was to provide accommodation for 600 people total, and to cost around £3430 pounds.²² The total cost of the project was around £5118, though £1467 had been collected from the parish prior to the church's completion.²³ The church was to be named St Leonard's Catholic Church in honour of Saint Leonard of Port Maurice.²⁴

Newspaper articles describe the proposed building in depth:

“At present it is intended to building half the church, so that the towers will not be constructed until the building is completed. The building will be of brick with OK facings and enrichments of cement. The whole will rise from heavy reinforced concrete foundations and will be roofed with Bangor slates. There will be a commodious choir gallery, a large sanctuary with Terrazza [sic] paving, a large sacristy with room for

¹⁶ The Daily Telegraph, 'Naremburn Catholic Church,' 8 Dec 1913, Page 6.; Wilksch, 'The Naremburn Story,' p 123

¹⁷ McKilliop, 'Pictorial History Willoughby,' p46.

¹⁸ Ibid, p44.; Wilksch, 'The Naremburn Story,' p 123.

¹⁹ Freeman's Journal, 'Naremburn,' 30 October 1919, Page 18.

²⁰ The Daily Telegraph, 'Church Extension,' 14 April 1913, Page 11.

²¹ The Daily Telegraph, 'Religious,' 12 Apr 1913, Page 10; Australian Town and Country Journal, 'News of the Churches,' Wed 16 Apr 1913, Page 58.

²² The Sydney Morning Herald, 'New Church Building,' Mon 14 Apr 1913, Page 4.

²³ The Daily Telegraph, 'Naremburn Catholic Church,' 8 Dec 1913, Page 6.

²⁴ Wilksch, 'The Naremburn Story,' p 123.

adjoining altar boys, a small lady chapel, 23ft by 12ft, and porches. Throughout the building will be floored with Richmond River teak. The ceilings will be of dressed and moulded Oregon timber and the wood roof trusses will be heavy and handsome. The church will accommodate over 1000 people, and the portion now being built about 600.”²⁵

The church was designed by JT McCarthy and the builders were Messrs Brown and Haynes of Marrickville.²⁶ JT McCarthy designed a number of religious, institutional and commercial buildings across the state.²⁷ The new Roman Catholic church was dedicated and blessed by Monsignor O’Haran on 7 December 1913, with Archbishop Kelly absent.²⁸ £550 pounds were raised at the first high mass held in the building, from the large congregation, which helped alleviate the church’s debt.²⁹ A sermon by Professor P J Sheehy of St Patricks College Manly was presented at the opening.³⁰ Upon the opening of the church on the subject site, the school in Market Street returned to being simply a school rather than serving a dual purpose.³¹

²⁵ The Daily Telegraph, ‘RC Church St Leonards,’ 15 April 1913, Page 9.

²⁶ The Daily Telegraph, ‘RC Church St Leonards,’ 15 April 1913, Page 9.

²⁷ St Mary’s Erskineville, ‘History,’ (2019). Accessible online at: <https://www.stmaryserskineville.org.au/history/>; Noni Boyd, ‘The Age of Concrete,’ Architecture Bulletin (Autumn 2015). Accessible online at: <http://architecturebulletin.com.au/autumn-2015/the-age-of-concrete/>; John W East, ‘Australian Romanesque: A History of Romanesque Inspired Architecture in Australia,’ (2016), p73.

²⁸ The Sydney Morning Herald, ‘The Churches,’ Sat 13 Dec 1913, Page 6.

²⁹ The Daily Telegraph, ‘Naremburn Catholic Church,’ 8 Dec 1913, Page 6.

³⁰ Australian Town and Country Journal, ‘News of the Churches,’ Wed 10 Dec 1913, Page 56.

³¹ Wilksch, ‘The Naremburn Story,’ p 123.



Figure 4 Artist impression of the proposed new church of St Leonard at Naremburn.
(Source: Freeman's Journal, 'New Church at Willoughby,' 11 December 1913, Page 34.)



Figure 5 St Leonard's Catholic Church, Willoughby Road, corner of Donnelly Road, Naremburn, 1920
(showing the first stage of the building extant). (Source: Willoughby City Library, record no. 222758).

Following the completion of the church, the parish turned its attention to its next desired construction: a presbytery. The Parish of Naremburn had subdivided from the Parish of Chatswood in 1916, and from this time been leasing a cottage near the site as a Presbytery.³² The parish undertook a range of fundraising efforts in pursuit of this aim, including a concert in May 1917.³³ Also during 1917, a small garage was built on the church site adjoining the future presbytery location.³⁴ Construction began on the new presbytery in 1918, designed by the same architect of the church JT McCarthy, this time in conjunction with builder CA Millyard.³⁵ No ceremony for the foundation stone laying occurred on account of the influenza epidemic at the time.³⁶ Upon completion the presbytery was hailed as a symbol of the 'great catholic progress of the district.'³⁷

A detailed description of the fine building featured in contemporary newspaper articles:

"It is constructed of brick, rough-casted externally, and is on reinforced concrete footings. The design is gothic. The ground floor contains vestibule and hall, two reception rooms, dining room, kitchen, laundry, two bedrooms for housekeeper and assistant, and separate bathroom. On the first floor there are four bedrooms, a large study, bathroom and box room. The staircase is wide and of gothic design. It is constructed of figured Oregon, stained and polished. The whole of the internal woodwork is of figured Oregon stained and waxed. The fireplace openings are constructed of red OK bricks of gothic design, carried up to picture rail height and black pointed. For the economisation of space, halls and corridors have been avoided, there are four wide verandas and balconies and a back porch. The roof is covered with slates. Electric light and power have been installed³⁸

Into the next decade, the local catholic population continued to grow, putting further pressure on the existing catholic school in Market Street and stimulating discussions about a new one on the subject site.³⁹ Despite the onset of the Great Depression in the late 1920s and its impacts on all facets of society, the local catholic community persevered

³² Wilksch, 'The Naremburn Story,' p124.

³³ The Catholic Press, 'Concert at Naremburn,' 10 May 1917, Page 24.

³⁴ Wilksch, 'The Naremburn Story,' p124.

³⁵ The Daily Telegraph, 'Presbytery at Naremburn,' 30 December 1919, Page 7.

³⁶ The Catholic Press, 'New Presbytery at Naremburn,' 30 October 1919, Page 18.

³⁷ The Catholic Press, 'New Presbytery at Naremburn,' 30 October 1919, Page 18.

³⁸ The Daily Telegraph, 'Presbytery at Naremburn,' 30 December 1919, Page 7.

³⁹ The Catholic Press, 'Naremburn's New School,' 24 November 1932, Page 19.

with extensive fundraising for a new school. They eventually managed to reduce the amount owing for the building upon its completion to only £150.⁴⁰ Construction began on the school in April 1932 when the foundation stone for the building was blessed by Archbishop Sheehan.⁴¹ A ball attended by over 400 was held in the new school hall, completed and opened in September 1932 prior to the official opening of the school.⁴² Articles detailing the event note the technical interest in the sprung floor of the hall, considered to be the largest in the district.⁴³

On 21 November 1932, the new two-storey school, hall and annex of St Leonards Roman Catholic School at Naremburn was officially opened by Archbishop Kelly.⁴⁴ In their opening speeches Archbishop Kelly and Father Hurley spoke on the perceived failure of the government to support or grant assistance to catholic education. Archbishop Kelly claimed that Mother Mary McKillop was instrumental through Divine Providence in determining the place for the future school.⁴⁵ The cost of building and furnishing the school totalled £5550, but as aforementioned, contributions from the community covered the vast majority of the debt for the building by the time of its opening. The school land is said to have been donated by the Sisters of St Joseph to the parish.⁴⁶

Descriptions of the school upon its opening detailed that it:

*"is constructed of ordinary bricks with tiled roof, includes a hall for parochial purposes which will seat upwards of 400, and a school with five large classrooms with accommodation for upwards of 400 pupils, as well as a smaller hall for holding committee and society meetings."*⁴⁷

The same article quoted above mentions £7000 spent in the past six years on the church and presbytery also in the grounds – it is unclear if this refers to modifications to those buildings, or confuses their earlier build dates.⁴⁸ Other articles include reference to a

⁴⁰ The Labor Daily, 'Convent School at Naremburn,' 21 November 1932, Page 6.

⁴¹ Sydney Morning Herald, 'The Churches,' 9 April 1932, Page 7.

⁴² The Sun, 'First Dance in New School Hall,' Thu 29 Sep 1932, Page 30.

⁴³ The Labor Daily, 'Naremburn Ball,' Mon 19 Sep 1932, Page 7.

⁴⁴ Sydney Morning Herald, 'The Churches,' 19 November 1932, Page 7.; The Labor Daily, 'Convent School at Naremburn,' 21 November 1932, Page 6; McKillop, 'Pictorial History Willoughby,' p46.; Wilksch, 'The Naremburn Story,' p124.

⁴⁵ Ibid.

⁴⁶ The Labor Daily, 'Convent School at Naremburn,' 21 November 1932, Page 6.

⁴⁷ Sydney Morning Herald, 'Building and Construction,' 9 August 1932, Page 6.

⁴⁸ Sydney Morning Herald, 'Building and Construction,' 9 August 1932, Page 6.

stage on the ground floor alongside kitchen conveniences, an assembly room cloak rooms, a verandah and caretakers' quarters, four classrooms upstairs and numerous offices.⁴⁹ The school is said to have been used as a Demonstration and Practice School for training teachers from its opening, given its closeness to the Teachers College in Mount Street North Sydney.⁵⁰

In an article in the Catholic Press titled 'Naremburn's Centralisation,' it was stated that building a central school on the site, to replace those two smaller schools run by Sisters of Saint Joseph and the Sisters of Mercy, brought a "greater concentration of parochial properties" by moving catholic education from "the inconvenient outskirts and renewed in the centre of the district, where at present exist the church, presbytery and convent, and the rising walls of a very commodious new school."⁵¹ The school had been considered the most pressing need of the church, before the new convent or finishing the church. It was hoped the school building would represent:

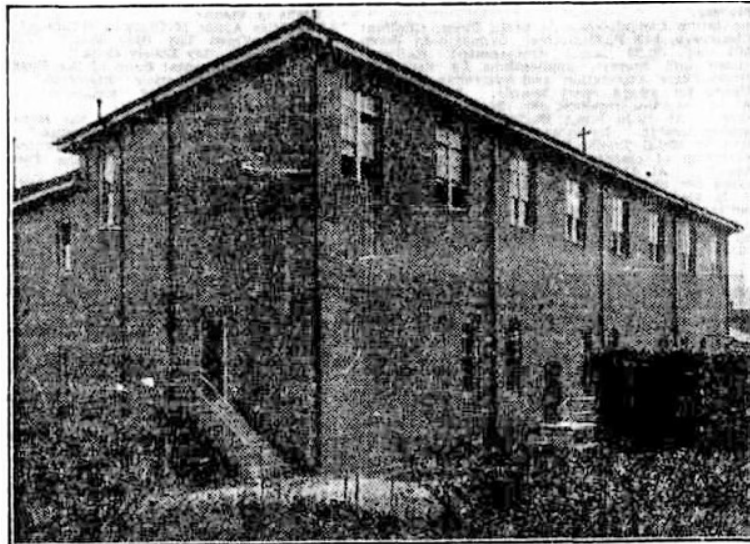
"one of the most imposing structures in the northern suburbs, a prominent landmark in the district, another practical illustration of the progress of the faith and of the impregnable position of the church in this young country; a building that, for generations, will supply tangible evidence of the faith and fervour of the Catholic of Naremburn."⁵²

⁴⁹ The Catholic Press, 'Naremburn's New School,' 24 November 1932, Page 19.

⁵⁰ Information sheet, c1980s – supplied.

⁵¹ The Catholic Press, 'Naremburn's Centralisation,' 14 April 1932, Page 16.

⁵² The Catholic Press, 'Naremburn's Centralisation,' 14 April 1932, Page 16.



NEW SCHOOL HALL AT NAREMBURN.

Figure 6 Photo of the new St Leonard's Catholic School at Naremburn after its opening.
(Source: Sydney Morning Herald, 'Building and Construction,' 9 August 1932, Page 6.)



Figure 7 Artist AG Benfield completing the "Christ Before Pilate" stained glass at St Leonards
Naremburn in 1938. (Source: The Sun, 'Beauty of Sydney By Night,' 29 July 1938, Page 8.)



Figure 8 The site at the corner of Donnelly and Willoughby Roads in 1930, prior to the construction of the main school building and additional classrooms, whilst Merrenburn (in use as convent) was still extant. (Source: Historical Imagery Viewer).



Figure 9 The site at the corner of Donnelly and Willoughby Roads in 1943, after construction of the main school building and additional classrooms, with Merrenburn demolished and a new convent to the east. (Source: Historical Imagery Viewer).

Work on the new convent for the Sisters of Saint Joseph began in September 1935 when the foundation stone for the building was laid. It is said that the old building Merrenburn they had occupied was “one of the earliest residences built on the north shore” and “erected some 80 years ago... [but] had long outlived its usefulness.”⁵³ It was replaced with a purpose-built convent for the Sisters of St Joseph who ran the school, juniorate girls, and additional accommodation for Sisters from the main convent in North Sydney. The convent was designed by Scott, Green and Scott Architects. Coverage of the convent in the Catholic Freeman’s Journal noted that the next major building work was to be the completion of the church.⁵⁴ Recycled materials from the Market Street school and church, by this time both decommissioned, are said to have been used in the construction of the convent. Recycled materials included brick, timber, slates and glass, which substantially reduced the cost of the new building.⁵⁵

Only a few short years after completion of substantial school building, further accommodation was required due to steadily increasing enrolments. As a result, in 1936, approval was granted for three new classrooms.⁵⁶ The new classroom block was built to the east of the school building from recycled building materials, as the parish had not been able to find a buyer for the building materials remaining after the convent construction. The new block may have also incorporated bricks from the old house/convent shown on the approximate site in the 1930 aerial, which was demolished around this time to make room for the block. The new building and its foundations were apparently designed with the potential to accommodate an additional storey.⁵⁷ This never came to fruition.

In the following years, the needs and desires of the parish continued to be realised, such as in the completion of the stained-glass windows circa 1938 under chief artist AG Benfield.⁵⁸ The western extension and spire to church were finally completed decades after the original section of the church in 1955, under the supervision of local architect

⁵³ Catholic Freeman’s Journal, ‘Foundation Stone Blessed,’ 26 September 1935, Page 31. See article for detailed description – convent outside of the scope of this report.; McKillop, ‘Pictorial History Willoughby,’ p46.

⁵⁴ Ibid.

⁵⁵ Wilksch, ‘The Naremburn Story,’ p125.

⁵⁶ Wilksch, ‘The Naremburn Story,’ p125.

⁵⁷ Ibid.

⁵⁸ The Sun, ‘Beauty of Sydney By Night,’ 29 July 1938, Page 8.

and member of the church Allan G Robertson.⁵⁹ Whilst the original plans included a twin spire, only a single, landmark spire was erected following the intervention of Robertson. He saw a single spire as more appropriate to the aesthetics of the building and its prominent elevated site.⁶⁰ The structure of the spire was constructed of galvanized steel framework, hoisted into place, and clad in copper. Bells for the tower were intended to be part of this stage but were not acquired until 2014 when a set of second-hand church bells from the UK were purchased and installed.⁶¹

The church continued to be mentioned in local papers and the Catholic press as the years progressed, which provides some insights into varied use of the buildings. In 1966, Mr Van Gestel and the Naremburn Youth Choir were pictured outside St Leonard's Catholic Church, a venue where they sang regularly.⁶² The choir represented a young Australian and young migrants who sang church music at 30 parishes across the state. In the 1980s, the high esteem in which the school was held by the local community and new migrant families to the district was noted.⁶³

As the nature and character of Naremburn changed and shifted into the last decades of the twentieth century, impacted in particular by the bisection of the Warringah and Gore Hill Freeways in 1978 and 1992, so too did its institutions. According to available aerial imagery, sometime between the early-1970s and mid-1980s an addition and link was installed between the original school building and the 1936 classroom block at the northern end of the buildings. A number of other alterations are also likely to have taken place internally between the opening of the school and this time, due to the important practical nature of the building. Whilst the Catholic Church maintained steady attendance, rapidly failing enrolments at the school led to its eventual closure in 1996.⁶⁴ The school building has since been occupied by businesses including Kick Performance Group, as well as Catholic Care and the offices of Northern Beaches Council Family Connect and Support more recently.

⁵⁹ Wilksch, 'The Naremburn Story,' p125.

⁶⁰ McKillop, 'Pictorial History Willoughby,' p47.

⁶¹ Ibid, p47.

⁶² Good Neighbour, 'Real Harmony in this group,' 1 Oct 1963, Page 2.

⁶³ Wilksch, 'The Naremburn Story,' p125.

⁶⁴ Clare Evans, 'Naremburn.'



Figure 10 Sir Roden Cutler and dignitaries at St. Leonards Church, Naremburn, 1955. (Source: Willoughby City Library, record no. 224324).

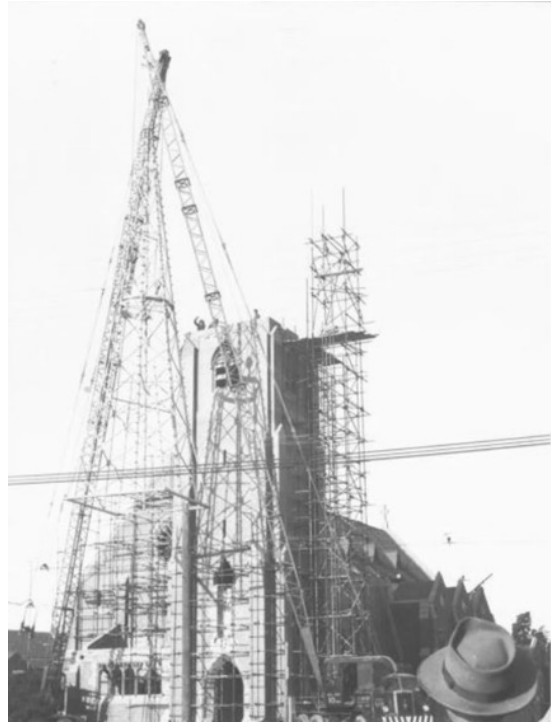


Figure 11 Spire under construction, St Leonards Catholic Church, Willoughby Road and Donnelly Road, Naremburn, 1955 Source: Willoughby City Library, record no. 220674



Figure 12 Spire under construction, St Leonards Catholic Church, Willoughby Road and Donnelly Road, Naremburn, 1955 (Source: Willoughby City Library, record no. 220194).



Figure 13 St Leonards Catholic Church, Willoughby Road, corner of Donnelly Road, Naremburn, 1955. (Source: Willoughby City Library, Record no. 220278).

REAL harmony in this group



HARMONY among migrants and Australians may be found in any part of Australia—but it could not be more easy to find than in a group of young people and Australians in the Sydney suburb of Naremburn.

Figure 14 The Naremburn Youth Choir, outside St Leonard's Catholic Church, where they sang regularly. (Source: Good Neighbour, 'Real Harmony in this group, 1 Oct 1963, Page 2.')



Figure 15 St Leonards Catholic Church, Willoughby Road, corner of Donnelly Road, Naremburn, ca.1960s (Source: Willoughby City Library, record no. 222454)



Figure 16 St Cuthbert's Church of England, and St Leonards Catholic Church, Willoughby Road, Naremburn, 1978 (Source: Willoughby City Library, record no. 225274).



Figure 17 Willoughby Road, looking south from Rohan Street, Naremburn, 1978
Source: Willoughby City Library, record no. 224181



Figure 18 St Leonard's Catholic Church, cnr Willoughby Road and Donnelly Street, Naremburn, 1986. (Source: Willoughby City Library, record no. 220603).



Figure 19 St Leonard's Catholic School, Willoughby Road, Naremburn, 1986 (Source: Willoughby City Library, record no. 224675)



Figure 20 St Leonard's Catholic Church convent, Merrenburn Avenue, Naremburn, 1986 (Source: Willoughby City Library, Record no. 219539)



Figure 21 St Leonard's Catholic School, Willoughby Street, Naremburn, 1994, shortly before it closed. (Source: Willoughby City Library, record no. 225905).

Land title summary

Church and presbytery site

Date	Event
December 1911	1 acre 7 perches of land on the corner of Donnelly and Willoughby Roads, containing the site of the church, presbytery and part of the convent site was purchased by His Grace the Most Reverend Michael Kelly, Archbishop of Sydney, the Reverend William Barry of Chatswood, Clerk of Holy Orders, and Thomas Joseph Dalton of Naremburn, Gentlemen. Land identified as 'Lots 2 and 37 and part of Lot 1 of DP5751.'
January 1929	Thomas Joseph Dalton's death is recorded. The site is transferred to the Most Reverend Dr Michael Kelly, the Most Reverend Dr Michael Sheehan, Roman Catholic Coadjutor Archbishop of Sydney, The Right Reverend Monsignor Patrick Lewis Coonan of Sydney Vicar General, the Very Reverend Thomas Wheelan of Sydney, Chancellor, and the Reverend John Rohan of Naremburn, Clerk in Holy Orders.
June 1939	Trustees of the Roman Catholic Church for the Archdiocese of Sydney become the registered proprietors of the site.
December 1939	The Trustees of the Roman Catholic Church for the Archdiocese of Sydney transfer the part of the land representing the future convent site to His Grace the Most Reverend Dr Michael Kelly, Roman Catholic Archbishop of Sydney, His Grace the Most Reverend Dr Norman Gilroy, Roman Catholic Coadjunct Archbishop of Sydney, Veronica O'Brien, Catherine Elkis and Marry Mullerton as joint tenants.
April 1940	New certificate of title issued to the Trustees of the Roman Catholic Church for the Archdiocese of Sydney, containing the Church and Presbytery sitez.
August 1989	The Trustees of the Roman Catholic Church for the Diocese of Broken Bay become the registered proprietors of the site. No further transfers recorded on the physical record.

School and Merrenburn (first convent) sites

Date	Event
December 1911	1 acre 12 ¼ perches of land on the corner of Willoughby Road and Merrenburn Avenue representing the school and part of the convent site was purchased by His Grace The Most Reverend Michael Kelly, Archbishop of Sydney, the Right Reverend Monsignor Patrick Lewis Coonan of St James Presbytery Forest Lodge, Clerk in Holy Orders, and Mary Molloy, Bridget Howley, Mary Meskill and Veronica O'Brien, all of Sydney, Spinsters as joint tenants. The land was identified as 'Part of Lot 1 of DP 5751.'
July 1928	Mary Molloy's death is recorded. The school site alone, 1 rood 27 ¼ perches of land, is transferred to the Most Reverend Dr Michael Kelly, Most Reverend Dr Michael Sheehan, Right Reverend Monsignor Patrick Lewis Coonan, Very Reverend Thomas Phelan and Reverend John Rohan as joint tenants. The convent land is transferred to a separate title.
June 1939	The Trustees of the Roman Catholic Church for the Archdiocese of Sydney become the registered proprietors of the site.
August 1989	The Trustees of the Roman Catholic Church for the Diocese of Broken Bay become the registered proprietors of the site. No further transfers recorded on the physical record.

3 PHYSICAL ANALYSIS

3.1 INTRODUCTION

This section provides a brief physical analysis of the remaining elements of the property. The annotated image shows the indicative location of each of these remaining key elements, including the presbytery, main school building and classroom building. At the time of writing, an internal inspection of the buildings has not been possible and the information below is not considered to be exhaustive. Reference is made to other reports that are available relating to these buildings to assist with determining internal integrity. Internal inspections would provide first-hand information relating to the integrity the spaces however there is sufficient information available to inform this physical analysis.

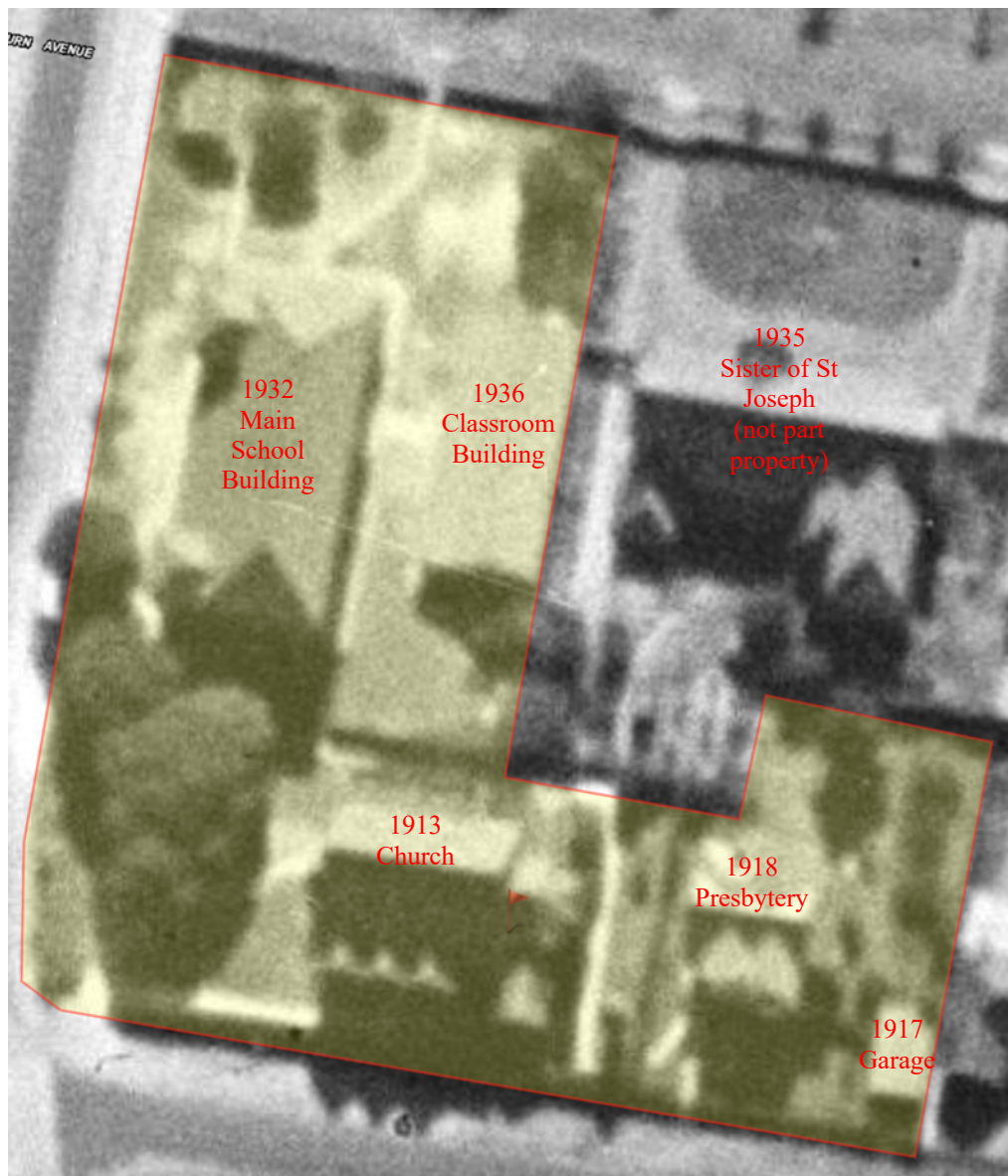


Figure 22 1943 built elements of 43 Donnelly Road, Naremburn (source: www.sixmaps.nsw.gov.au)

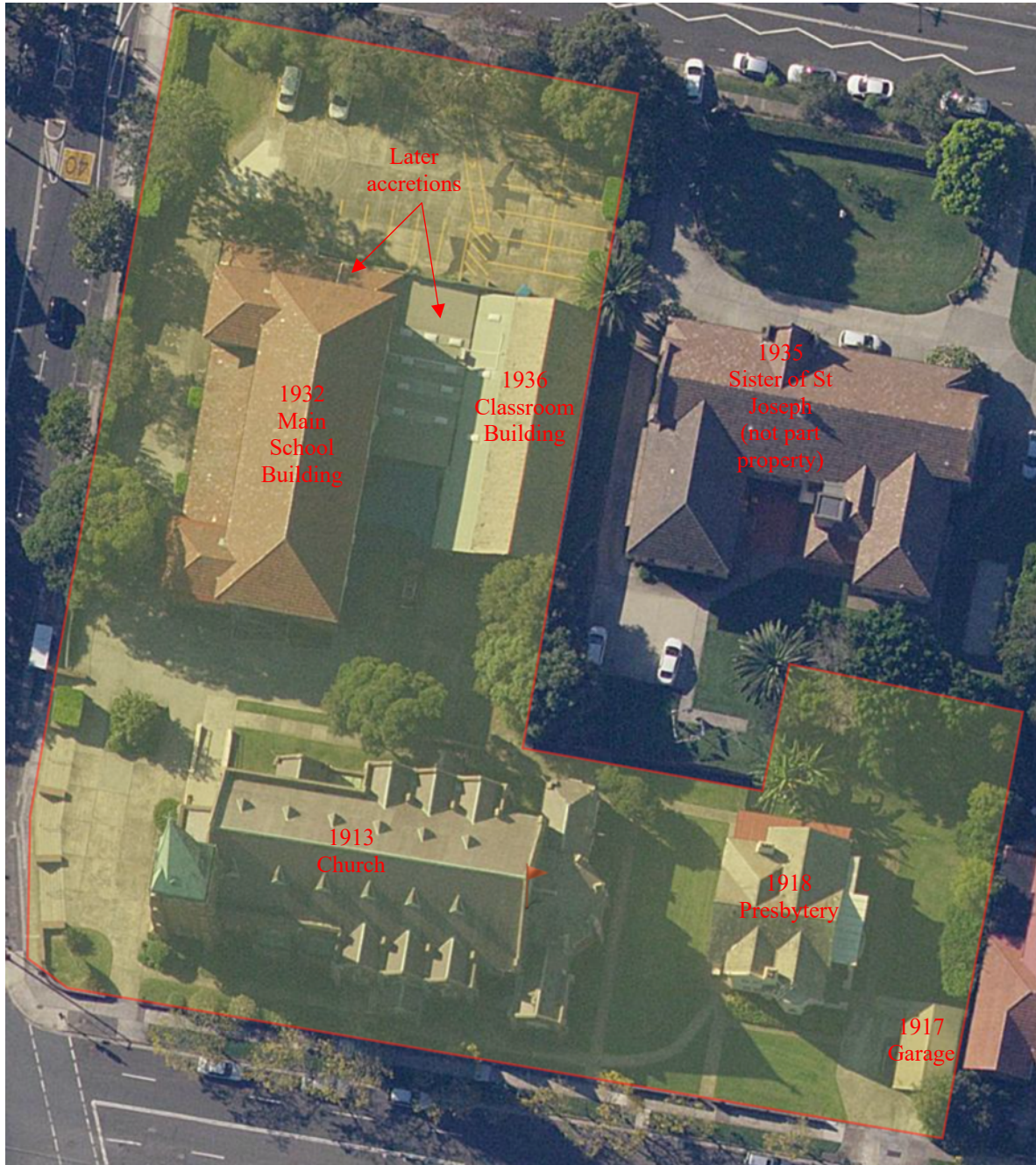


Figure 23 Extant elements of 43 Donnelly Road, Naremburn (source: www.sixmaps.nsw.gov.au)

Very few additions have been made to the built form on the subject property since 1943. It is evident that some accretions have been added to the northern end of the main school building as well as a linking element between this main building and the single storey classroom building to its east. The landscape appears to have evolved as would be expected with some early trees remaining. This would warrant further investigation. Overall, the arrangement of buildings across the property and their overall forms and the way they address three different streetscapes remain the same and intact.

3.2 THE GROUNDS



Figure 24 vegetation along the western boundary fronting Willoughby Road.



Figure 25 vegetation along the western boundary fronting Willoughby Road.



Figure 26 Grounds to the rear of the presbytery.



Figure 27 Grounds to the front of the presbytery

3.3 THE PRESBYTERY AND GARAGE

Constructed in 1919, the presbytery building may be considered an example of an early interwar two-storey domestic style building with Old English and Gothic style influences. Externally the building appears to be in excellent condition however a comprehensive inspection had not been undertaken at the time of writing. As a visually prominent and well-maintained building, the presbytery has aesthetic value as a standalone building within its own right, notwithstanding its obvious physical and social connection to the Church and wider precinct.

This part of the property also features the original 1917 garage, which fronts Donnelly Road forward of the presbytery building line.

The photos and descriptions included in the Schedule of Conservation Works prepared by Heritage 21 in October 2021 indicate that the presbytery retains a high degree of internal integrity and is highly intact.



Figure 28 The presbytery viewed from Donnelly Road as a standalone building.



Figure 29 The 1917 Garage, the second element in the sequence of construction after the church.



Figure 30 View of the rectory in the context of the adjoining church from Donnelly Road.

3.4 THE 1932 MAIN SCHOOL BUILDING AND 1936 CLASSROOM BUILDING

The two storey 1932 main school building may be best described as an Inner-War building constructed in the stripped classical style with functionalist influences. The historical sources refer to this building as the main 'school, hall and annex'. Externally this building is a substantially to highly intact face brick building displaying large eave overhangs with original soffit lining boards, original timber multi-paned windows with arched headers and even some original rainwater goods. Notwithstanding the addition of some air-conditioning units, which are likely to be now redundant and single storey accretions at the northern end of the building (Figure 35) this building retains a high degree of integrity externally. Internal verification requires inspection.

The single storey 1936 classroom building was also built in the late Inner-War period and remains intact despite its decorative ridge capping and slate roof appearing too elaborate for its time and function. It is speculated that these materials, as well as the decorative vent covers were salvaged from the demolition of an adjoining building.



Figure 31 south-western corner of the 1932 main school building, hall and annex



Figure 32 western elevation of the 1932 main school building, hall, and annex



Figure 33 accretion at the northern end of the 1932 main school building.



Figure 34 northern two-storey bay of the 1932 main school building.



Figure 35 northern elevation of the 1932 main school building, which appears to have a single storey accretion that links this to the single storey classroom building (ridge capping seen in the distance).



Figure 36 eastern elevation of the 1932 two-storey main school building (hall and annex).



Figure 37 foundation stone of the 1932 laid for the main school building.



Figure 38 western elevation of the 1932 main school building fronting Willoughby Road



Figure 39 southern elevation of the 1932 main school building showing few openings and external fire egress stair.



Figure 40 original rainwater goods of the main 1932 school building.



Figure 41 eastern side of the main 1932 school building where later accretions connect this to the 1936 classroom building.



Figure 42 western elevation of the 1936 classroom building. Mural on brickwork and some openings altered/added.



Figure 43 Southern elevation of single storey 1936 classroom building. Slate roof and decorative ridge capping likely salvaged.



Figure 44 eastern elevation of single storey 1936 building and its relationship to the adjacent 1935 Sisters of St Josephs building.





Figure 45 Decorative vents likely salvaged and re-used for this building.


4. SUMMARY COMPARATIVE ANALYSIS

4.1 INTRODUCTION



The following summary comparative analysis provides some examples of other listed religious precincts including both educational and accommodation complexes. It is evident through this analysis that these were historically grouped as complexes of buildings and the significance of these is recognised through the heritage listing process.


4.2 RELIGIOUS AND EDUCATIONAL PRECINCTS

Building	Comparison	Integrity	Listing
<p>St Thomas Church', 'St Thomas Church Rectory' and 'St Thomas Kindergarten Hall', North Sydney, NSW.</p> 	<p>Church and school group items</p>	<p>The present condition of the church is excellent, including the interior.</p>	<p>Locally listed – North Sydney Local Environmental Plan 2013 items 10885 (church), 10886 (rectory),</p>
<p>St Mary's Church, Presbytery and School, Whistler St (corner Raglan Street), Manly NSW (1891 – 1927)</p> 	<p>Church and school group items</p>	<p>The church is much modified from the original gabled nave structure. The 1918 and 1928 school buildings have undergone modifications.</p>	<p>Locally listed - Manly Local Environmental Plan 2013 item 1254</p>
<p>St James Catholic Church Group including buildings and their interiors, fencing and</p>	<p>Church and school group items</p>		<p>Locally listed - Sydney Local</p>

grounds. 2 Woolley Street Glebe NSW (1877-1905)			Environmental Plan 2012 I822
St Joseph's Catholic Church and former school, including interiors. Gordon Street ROZELLE NSW (c.1881)	Church and school group items	In very good condition.	Locally listed - Leichhardt Local Environmental Plan 2013 Item I768
			
St Canice's Roman Catholic Church Group, including buildings, their interiors and grounds. 24- 28 Roslyn Street RUSHCUTTERS BAY NSW (1887 – 1942)	Church and school group items	Fair - Ongoing conservation works to roof, leadlight windows, stone and brickwork to teh church is being carried out.	Locally listed - Sydney Local Environmental Plan 2012 Item I1396
St Bede's School Church Group incl Church, Presbytery, School and their Interiors, grounds and fence. 33-43 Pyrmont Street PYRMONT NSW. (1867 – 1924)	Church and school group items	In fair condition with a high degree of original fabric intact and high potential for restoration. The School building was closed as a school in 1954 and is now used for commercial purposes.	Locally listed - Sydney Local Environmental Plan 2012 Item I1261



<p>St Francis of Assisi Church Group including buildings and their interiors and grounds. 459A-463 Oxford Street PADDINGTON NSW (</p> 	<p>Church and school group items</p>	<p>The buildings are generally in good condition and have been well maintained.</p>	<p>Locally listed - Sydney Local Environmental Plan 2012 Item I1093</p>
<p>Sacred Heart Catholic Church Group including Buildings and their Interiors, Fencing and Grounds. 160 Oxford Street DARLINGHURST NSW (1880 – 1912)</p> 	<p>Church and school group items</p>	<p>Good Physical Condition</p>	<p>Locally listed - Sydney Local Environmental Plan 2012 Item I409</p>
<p>Former St Francis Xavier Church Group Church/School Bldg. and Terrace Houses. 247-257 Bulwara Road ULTIMO NSW (1891)</p>	<p>Church and school group items</p>	<p>In good condition.</p>	<p>Locally listed - Sydney Local Environmental Plan 2012 Item I2021</p>
<p>Monte Sant Angelo Group – Chapel, Masalou, and Mercy Hall. 128 Miller</p>	<p>Church and school group items</p>	<p>Intact with minor alteration to the Masalou</p>	<p>Locally listed - North Sydney Local Environmental</p>




<p>Street NORTH SYDNEY NSW</p>			<p>Plan 2013 Item I0894</p>
<p>'St Francis Xaviers School Hall' and 'St Francis Xaviers Church'. 19 Mackenzie Street LAVENDER BAY NSW (1879 – 1901)</p> 	<p>Church and school group items</p>	<p>Major alteration completed in 1964 - North wall removed and church extended to double its original size</p>	<p>Locally listed - North Sydney Local Environmental Plan 2013 Items I0349 (church) and I0350 (school)</p>
<p>St Andrew's Congregational Church group, including interiors. 217-223 Darling Street BALMAIN NSW (1854 – 1871)</p> 	<p>Church and school group items</p>	<p>In good condition.</p>	<p>Locally listed - Leichhardt Local Environmental Plan 2013 Item I191</p>
<p>Church and cemetery, parish hall, school hall, rectory and church grounds. 62-74 Bland Street ASHFIELD NSW</p>	<p>Church and school group items</p>		<p>Locally listed - Ashfield Local Environmental Plan 2013 Item 45</p>

			
<p>St Vincents Roman Catholic Church Group. 109-117 Redfern Street REDFERN NSW (1885 – 1920)</p>	<p>Church and school group items</p>	<p>Relatively good. The church retains much of its original character and detail. The former presbytery was vacant and in a poor condition since 1980s.</p>	<p>Locally listed - Sydney Local Environmental Plan 2012 Item 11348</p>
<p>St Thomas' Church group, including interiors. 668 Darling Street ROZELLE NSW (1874 – 1941)</p> 	<p>Church and school group items</p>	<p>In good condition.</p>	<p>Locally listed - Leichhardt Local Environmental Plan 2013 Item 1745</p>
<p>St Michael's Church Group including buildings and their interiors and grounds. 19-23 Golden Grove Street NEWTOWN (1891 – 1979)</p>	<p>Church and school group items</p>	<p>The school building is substantially intact to its exterior, with the majority of alteration confined to its interior, when the</p>	<p>Locally listed - Sydney Local Environmental Plan 2012 Item 1979</p>

		building was converted to a hall and accommodation after its school use ceased.	
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4.2 RELIGIOUS AND ACCOMODATION COMPLEXES



Building	Basis of comparison	Integrity	Listing
Uniting Church and Manse (including original interiors). 10-12 Clanwilliam Street NORTH WILLOUGHBY NSW (1901) 	Church and religious accommodation groups	The Manse is well built and apart from the verandah is intact.	Locally listed - Willoughby Local Environmental Plan 2012 Item 1191
'St Peters Church' and 'St Peters Church Manse'. 218 Blues Point Road NORTH SYDNEY NSW (1866-1886) 	Church and religious accommodation groups	Intact	Locally listed - North Sydney Local Environmental Plan 2013 Item 10792
'St Marys Catholic Church' and 'St Marys Catholic Presbytery'. 264 Miller	Church and religious		Locally listed - North Sydney Local Environmental

<p>Street NORTH SYDNEY NSW (1938)</p> 	<p>accommodation groups</p>		<p>Plan 2013 Items I0971 and I0972</p>
<p>'St Andrew's Presbyterian Church' and 'St Andrew's Hall and Manse'. 56 Raglan Street MANLY NSW (1885-1906)</p> 	<p>Church and religious accommodation groups</p>	<p>Some sandstone finials are currently missing, and in need of reinstatement, mortar in need of attention.</p>	<p>Locally listed - Manly Local Environmental Plan 2013 Items I217 and I218</p>
<p>Ryde Wesley Uniting Church, George H Trevill Memorial Hall and hall. 25-27 Church Street RYDE NSW (1848-1870)</p> 	<p>Church and religious accommodation groups</p>	<p>Overall good, however corrosion of metal grilles over the 1870 church windows is staining the sandstone below the windows.</p>	<p>Locally listed - Ryde Local Environmental Plan 2014 Item 27</p>
<p>Baptist Church and Manse. 1 Garden Square GORDON NSW</p>	<p>Church and religious accommodation groups</p>		<p>Locally listed - Ku-ring-gai Local Environmental</p>

			Plan 2015 Item 1192
St John's Uniting Church, Hall and Manse. 61 Coonanbarra Road WAHROONGA NSW (1901-1920)	Church and religious accommodation groups		Locally listed - Ku-ring-gai Local Environmental Plan 2015 Item 1890
'St. Matthew's Church and Church Hall' and 'St. Matthew's Anglican Rectory'. 44 The Corso (Corner The Corso and Darley Road) MANLY NSW (1929 church, 1887 rectory)	Church and religious accommodation groups	Rectory has historical association with the first St. Mathews church building. Additions 1 storey and low scale to both sides.	Locally listed - Manly Local Environmental Plan 2013 Item 1113
Former Presbyterian Church Group Including Buildings and their Interiors. 186-186A Palmer Street DARLINGHURST NSW (1856 – 1869)	Church and religious accommodation groups	The complex ceased to be church property in the late 1970s.	Locally listed - Sydney Local Environmental Plan 2012 Item 424



<p>Former St David's Church Group Church and Residence Including Interiors. 17-19 Arthur Street SURRY HILLS NSW (1880-1900)</p> 	<p>Church and religious accommodation groups</p>	<p>In good condition with a high degree of original fabric externally and potential for restoration.</p> <p>Church Building altered in 1980 and converted to a flat building.</p>	<p>Locally listed - Sydney Local Environmental Plan 2012 Item I1419</p>
<p>Paddington Uniting Church Group including buildings, and their interiors and grounds. 395 Oxford Street PADDINGTON NSW (1877-1910)</p> 	<p>Church and religious accommodation groups</p>	<p>The church has been altered by some of the removal of the original external detailing and the original pews. The interior walls have been coated and the lighting changed.</p> <p>1991 - Alterations and additions to the former Parsonage to accommodate a childcare centre.</p>	<p>Locally listed - Sydney Local Environmental Plan 2012 Item I1091</p>
<p>Holy Trinity Church Group Including Buildings and Their Interiors and Fence. 55 Erskineville Road</p>	<p>Church and religious accommodation groups</p>	<p>In good condition with a high degree of original fabric intact and high</p>	<p>Locally listed - Sydney Local Environmental</p>

<p>ERSKINEVILLE NSW (1885-1961)</p> 		<p>potential for restoration. Some cracking to brickwork (church) and sandstone posts to front fence on Rochford St is evident.</p>	<p>Plan 2012 Item 1609</p>
<p>Greek Orthodox Church Group Buildings Landscaping, Fence & Grounds Incl. Interior. 242 Cleveland Street SURRY HILLS NSW (1848-1912)</p>	<p>Church and religious accommodation groups</p>		<p>Locally listed - Sydney Local Environmental Plan 2012 Item 11476</p>
<p>St Pius Church, Church Hall and Presbytery, including interiors. 290 Edgeware Road NEWTOWN NSW. (1905-1915)</p> 	<p>Church and religious accommodation groups</p>	<p>The buildings and site appear to be in good condition.</p>	<p>Locally listed - Marrickville Local Environmental Plan 2011 Item 1147</p>

<p>St Clement's Church, Hall and Rectory, including interiors. 332 - 334 Marrickville Road MARRICKVILLE (1883-1907)</p> 	<p>Church and religious accommodation groups</p>	<p>Good condition</p>	<p>Locally listed - Marrickville Local Environmental Plan 2011 Item I111</p>
<p>St Brigid's Church, Hall, Monastery, Shrine and grounds, including interiors. 344-392 Marrickville Road MARRICKVILLE (1918-1936)</p> 	<p>Church and religious accommodation groups</p>	<p>Good condition</p>	<p>Locally listed - Marrickville Local Environmental Plan 2011 Item I112</p>

<p>St Augustine of Hippo Church, Chapel and Presbytery, including interiors. 3 Jane Street BALMAIN NSW (1848-1922)</p> 	<p>Church and religious accommodation groups</p>	<p>The buildings are generally in good condition.</p>	<p>Locally listed - Leichhardt Local Environmental Plan 2013 Item 1250</p>
<p>Church, institute and manse. 1-3 Knox Street ASHFIELD NSW</p>	<p>Church and religious accommodation groups</p>		<p>Locally listed - Ashfield Local Environmental Plan 2013 Item 173</p>
<p>Ultimo Uniting Church Group Buildings and Grounds, Including Interiors. 97 Quarry Street ULTIMO NSW (1888-1902)</p>	<p>Church and religious accommodation groups</p>	<p>In good condition with a high degree of original fabric intact and high potential for restoration.</p> <p>The front garden area of the church and manse has been altered.</p>	<p>Locally listed - Sydney Local Environmental Plan 2012 Item 12057</p>
<p>St Peter's Roman Catholic Church Group Buildings and Fence. 235-241</p>	<p>Church and religious accommodation groups</p>	<p>In good condition with a high degree of original fabric intact and high</p>	<p>Locally listed - Sydney Local Environmental</p>

<p>Devonshire Street SURRY HILLS NSW (1880-1917)</p> 		<p>potential for restoration.</p>	<p>Plan 2012 Item I1520</p>
<p>St Michael's Anglican Church Group Buildings Incl. Interior & Grounds & Fence. 81 Flinders Street SURRY HILLS NSW (1854-1917)</p> 	<p>Church and religious accommodation groups</p>	<p>High integrity / good condition</p>	<p>Locally listed - Sydney Local Environmental Plan 2012 Item I1543</p>
<p>St Matthias Church Group including buildings and their interiors, front fence and grounds. 471-475 Oxford Street PADDINGTON NSW (1861-1927)</p>	<p>Church and religious accommodation groups</p>	<p>The buildings are generally in good condition.</p>	<p>Locally listed - Sydney Local Environmental Plan 2012 Item I1095</p>
<p>St Mary's Church Group Including Buildings and Their Interiors and Fencing. 21-23 Swanson</p>	<p>Church and religious</p>	<p>In good condition with a high degree of original fabric</p>	<p>Locally listed - Sydney Local Environmental</p>

<p>Street ERSKINEVILLE NSW (1912-1920s)</p> 	<p>accommodation groups</p>	<p>intact and high potential for restoration. Partial enclosure of 1st floor balcony to Rectory.</p>	<p>Plan 2012 Item 1627</p>
<p>St John's Presbyterian Church Group including buildings and their interiors and grounds. 261- 263 Oxford Street PADDINGTON NSW (1859-1904)</p>	<p>Church and religious accommodation groups</p>	<p>The general condition of the exterior of all buildings range from poor to good. The New Manse appears to be in excellent condition.</p>	<p>Locally listed - Sydney Local Environmental Plan 2012 Item 11090</p>
<p>St John's Church of England Church Group Including Church and Interior, Rectory. 120 Darlinghurst Road DARLINGHURST NSW (1858-1885)</p> 	<p>Church and religious accommodation groups</p>	<p>Fair condition - regular inspections and make-safe work needed in current condition of tower and spire.</p>	<p>Locally listed - Sydney Local Environmental Plan 2012 Item 1279</p>

5. ASSESSMENT OF HERITAGE SIGNIFICANCE

5.1 INTRODUCTION

This section considers the heritage significance of the collection of the built elements contained within the property known as 43 Donnelly Road including the listed Church.

5.2 HERITAGE ITEMS IN THE VICINITY

The property is located within the vicinity of a number of other heritage items including *Converted Naremburn Public School and Resources Centre*, located at 10 Dalleys Road (item no. I156), *St Cuthbert's Anglican Church (including original interiors)*, located at 205 Willoughby Road (item no. I172), *House (including original interiors)*, located at 248 Willoughby Road (item no. I173), *Group of shops*, located at 272 - 276 Willoughby Road (item no. I174) and *Shops*, located at 284 and 284A Willoughby Road (item no. I175).

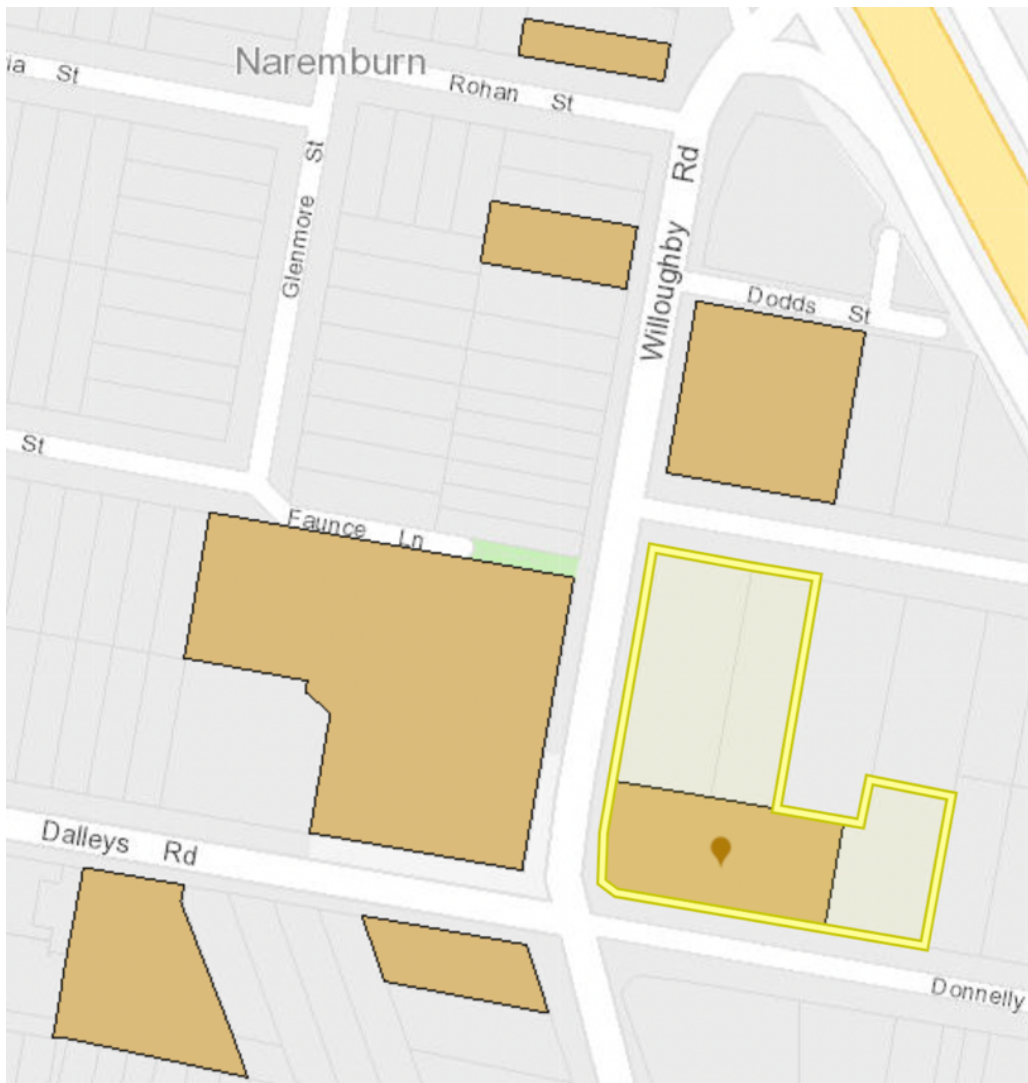


Figure 46: NSW Heritage Inventory Map showing 43 Donnelly Road within the yellow border and the heritage items within the vicinity (noted at Section 5.2 above) coloured brown

5.3 HISTORICAL THEMES

The Heritage Council of NSW provides a document that was prepared in October 2001 in relation to the relevant themes to consider when assessing heritage significance. The following three themes are considered relevant to the subject site.

Australian Theme	NSW Theme	Comments
Building settlements, towns and cities	Towns, suburbs and villages	The site contains a group of buildings that represent a complex of functions on a small scale, within a wider concentration of urban functions at a local scale.
Building settlements, towns and cities	Accommodation	The presbytery represents accommodation in support of the religious and education functions.
Educating	Education	The site is associated with teaching and learning by children and adults, formally and informally.
Developing Australia's Cultural Life	Religion	The site is associated with the Catholic Church.

5.4 NSW HERITAGE CRITERIA

An assessment of cultural significance is undertaken below, based on the available documentary and physical evidence. Whilst not extensive, there is sufficient information to guide the assessment of the heritage item against the NSW Heritage criteria as well as formulate the statement of significance. Where relevant, elements of the assessment of significance below have been extracted from the current state heritage inventory for *St Leonards Catholic Church* however essentially the whole property has been assessed against the criteria. A summary statement of significance is provided for the whole site.

a) Historical Significance

An item is important in the course, or pattern, of NSW's cultural or natural history (or the cultural or natural history of the local area)

St Leonards Church, presbytery and school buildings have local historical significance for their association with the early development of religious, educational, and supporting accommodation, buildings in the area. The building group represents a clear chronology of development occurring in the early twentieth century typical of a growing and expanding religious and/or educational precinct.

b) Historic Associational Significance

An item has strong or special associations with the life or works of a person, or group of persons, of importance in NSW's cultural or natural history (or the cultural or natural history of the local area).

It is not confirmed whether the site is known to have any definitive links to highly significant people or groups of people within NSW.

c) Aesthetic and/or Technical Significance

An item is important in demonstrating aesthetic characteristics and/or a high degree of creative or technical achievement in NSW (or the local area)

The complex of buildings is considered a key landmark within the local area and as individual entities, the buildings have landmark qualities within different streetscapes.

The Church itself has architectural and aesthetic significance and is an extremely fine Late Edwardian period Church with a very good interior, which is significantly intact. The Church tower's tall spire and the strong architectural elements of the building make it a dominating and contributing feature of the streetscape and it has apparently been long been regarded as of the more artistically designed Churches on the North Shore.

The presbytery is an early interwar two-storey domestic style building with Old English and Gothic style influences. A visually prominent and well-maintained building, the presbytery has aesthetic value as a standalone building, notwithstanding its clear physical and social connection to the Church and wider precinct. The original 1917 garage, which sequentially follows the construction of the Church and fronts Donnelly Road in the south-eastern corner of the site, also appears to remain intact.

The 1932 main school building has aesthetically qualities as a prominent and attractive element within the Willoughby Road streetscape and as a foreground to the Church when approaching from the north. Whilst it is, to some extent utilitarian in nature, the

two-storey building is highly intact externally with only simple measures required to remove later accretions. The 1936 single storey school building is also largely intact externally and has a pleasant but less imposing presence as a secondary school building, which appears to be constructed of materials salvaged from an earlier and more decorative building. This is of interest to the group. These school buildings also provide a visual and physical conduit between this group and the adjacent Sisters of St Joseph's building and St Cuthbert's Church on Merrenburn Avenue and former Naremburn Public School on the opposite side of Willoughby Road.

All the buildings within the group appear to have been maintained to a reasonably high degree externally with evidence that the Church and presbytery also retain a high degree of internal integrity. The internal integrity of the school buildings is unknown at this stage; however, this does not affect their contribution to the group or respective streetscapes.

d) Social and/or Cultural Significance

An item has strong or special association with a particular community or cultural group in NSW (or the local area) for social, cultural or spiritual reasons.

This group of buildings has social significance for the Naremburn and Diocesan Catholic community, for the long-term use of the site for a school and as a place for public worship and the symbiotic operation of these functions, which were closely related.

e) Research Potential

An item has potential to yield information that will contribute to an understanding of NSW's (or the local area's) cultural or natural history

It is difficult to determine whether the complex has any research potential.

f) Rarity

An item possesses uncommon, rare or endangered aspects of NSW's cultural or natural history (or the cultural or natural history of the local area).

The Church itself has been previously noted as a rare item in the local area.

g) Representativeness

An item is important in demonstrating the principal characteristics of a class of NSW's cultural or natural places; or cultural or natural environments (or a class of the local area's cultural or natural places; or cultural or natural environments).

The complex of buildings is representative of the symbiotic operation of religious and educational functions contained within a single precinct, supported, and complemented by the accommodation offered by the presbytery.

5.5 STATEMENT OF SIGNIFICANCE

St Leonards Church, presbytery and school buildings have local historical significance for their association with the early development of religious, educational, and supporting accommodation, buildings in the area. The building group represents a clear chronology of development occurring in the early twentieth century typical of a growing and expanding religious and/or educational precinct.

The complex of buildings is considered a key landmark within the local area and as individual entities, the buildings have landmark qualities within different streetscapes.

The church itself has architectural and aesthetic significance and is an extremely fine Late Edwardian period church with a very good interior, which is significantly intact. The church tower's tall spire and the strong architectural elements of the building make it a dominating and contributing feature of the streetscape and it has apparently been long been regarded as of the more artistically designed churches on the North Shore.

The presbytery is an early interwar two-storey domestic style building with Old English and Gothic style influences. A visually prominent and well-maintained building, the presbytery has aesthetic value as a standalone building within its own right, notwithstanding its clear physical and social connection to the Church and wider precinct. The original 1917 garage, which sequentially follows the construction of the Church and fronts Donnelly Road in the south-eastern corner of the site, also appears to remain intact.

The 1932 main school building has aesthetic qualities as a prominent and attractive element within the Willoughby Road streetscape and as a foreground to the Church when approaching from the north. Whilst it is, to some extent utilitarian in nature, the two-storey building is highly intact externally with only simple measures required to remove later accretions. The 1936 single storey school building is also largely intact externally and has a pleasant but less imposing presence as a secondary school building, which appears to be constructed of materials salvaged from an earlier and more decorative building. This is of interest to the group.

All the buildings within the group appear to have been maintained to a reasonably high degree externally with evidence that the Church and presbytery also retain a high degree of internal integrity. The internal integrity of the school buildings is unknown at this stage; however, this does not affect their contribution to the group or respective streetscapes.

This group of buildings has social significance for the Naremburn and Diocesan Catholic community, for the long-term use of the site for a school and as a place for public worship. The buildings are representative of the symbiotic operation of religious and educational functions contained within a single precinct, supported, and complemented by the accommodation offered by the presbytery.

The church itself has been previously noted as a rare item in the local area.

As a collection, the buildings retain a high degree of integrity in terms of the arrangement, form and setting and the high degree of original fabric that each building retains. The school buildings also provide a visual and physical conduit between this group and the adjacent Sisters of St Joseph's building and St Cuthbert's Church on Merrenburn Avenue and former Naremburn Public School on the opposite side of Willoughby Road.

6. HERITAGE CURTILAGE REVIEW

6.1 INTRODUCTION

This section has been included to provide some guidance in relation to curtilage of the heritage item at 43 Donnelly Road, which currently relates only to the footprint and proximate gardens of the Church building. This is really the crux of this assessment. The assessment of significance at *Section 5* of this report indicates that the significance of the site does extend beyond the of the Church and therefore it is realistic to consider whether the heritage curtilage should be adjusted accordingly. Whilst it is reasonable to conclude that there has been a deliberate decision to restrict the extent of the heritage item, which is reinforced by its mapping and heritage inventory it is not unreasonable to reconsider this decision considering this assessment.

6.2 DISCUSSION

The publication *Heritage Curtilages, prepared by the (former) Heritage Office, Department of Urban Affairs and Planning, 1996* ('publication') has been used a guide to the determination of an appropriate curtilage for the complex of buildings contained within 43 Donnelly Street, Naremburn.

This publication defines "heritage curtilage" as:

'...the area of land surrounding an item or area of heritage significance, which is essential for retaining and interpreting its heritage significance. It can apply to either:

- *land which is integral to the heritage significance of items of the built heritage; or*
- *a precinct which includes buildings, works, relics, trees or places and their setting.'* (p3).

The document describes *Lot Boundary, Reduced, Expanded and Composite* curtilages. Of most relevance to this assessment are the Lot Boundary and Reduced Curtilages. The *Reduced Curtilage* best describes the current curtilage of the heritage item at 43 Donnelly Road. This type of curtilage generally occurs when other parts of the site are not associated with the significance of the item and arises when *'it is necessary to identify a heritage curtilage which is less than the property boundary but is still sufficient to maintain the heritage significance of the item.'* (p6) It can occur following development and subdivision. However, the Reduced Curtilage in this instance has resulted in the excising of the presbytery and school buildings which have obvious and evident historical associations with the Church and are located on the same property.

The publication describes a Lot Boundary Curtilage as extending to the boundary of the property containing the heritage item and outlines that this is the most common type of curtilage. The following commentary is provided in relation to Lot Boundary Curtilage:

'The property may also contain associated buildings, gardens and other significant features including walls, fences, driveways, or tennis courts, which contribute to the heritage significance of the property.' (p5)

This type of curtilage can allow for the maintenance of links between extant built and landscape elements, which are necessary to provide an understanding of the evolution and historic and social significance of the heritage item. The historical analysis of 43 Donnelly Road indicates that there was a considered evolution of the subject site, which was determined by the religious and educational aspirations of the Church community in early part of the twentieth century. This included the construction of the Church in 1913, garage in 1917, presbytery in 1918 and the school buildings in the 1930s.

It is recommended that the curtilage of the heritage item, described as *'St Leonard's Catholic Church, Presbytery and School Buildings'* in Section 5, should be redefined by the existing property boundary, including the presbytery, school buildings and grounds.



Figure 47: Suggested Lot Boundary Curtilage for 43 Donnelly Road, Naremburn.

7. PRELIMINARY RECCOMENDATIONS

Based on these preliminary investigations and external inspection of the site, it is evident that the entirety of the property at 43 Donnelly Road, Naremburn has sufficient heritage significance to warrant its listing as a local heritage item in Schedule 5 of Willoughby Local Environmental Plan 2012. The site is not within a conservation area, and current planning instruments do not provide sufficient protection for the buildings that are not covered by the (existing) heritage listing or mapped curtilage. It is suggested that Heritage Item I160 be re-mapped to the property boundaries and re-defined as:

'St Leonard's Catholic Church, Presbytery and School Buildings'.

Extending (or re-stating) the listing that affects 43 Donnelly Road, Naremburn to be relevant to the entirety of the property will enable its full heritage significance to be appreciated, understood, and protected. The following actions are recommended:

- The "item" is *'St Leonard's Catholic Church, Presbytery and School Buildings'*.
- The entirety of the property including Lot 1 DP320984, Lot A DP341975 and Lot 1 DP115889 be included in Schedule 5 of the Willoughby Local Environmental Plan 2012 and the map amended to correspond with this.
- In addition to the Church building, the presbytery, two-storey main school building, and single storey classroom building are retained as well as any historic fencing and established landscaping on the site.
- The surviving original external form, interior configuration and spaces, and fabric, features and finishes including original windows and doors of the presbytery, should be retained, and conserved in any future development.
- The external form and principal internal configuration and spaces of the main school building and classroom building should be conserved with any significant remaining elements retained. The later accretions to these buildings could be removed and they could be adaptively re-used for other purposes.
- Any new additions to the property would need to be guided by a CMP.
- Unpainted brickwork and stone should remain unpainted and not be rendered.
- It is not recommended that vertical additions to either of the school buildings or presbytery can be contemplated. Other sensitive additions could be considered.
- All conservation and new works should be undertaken in accordance with the Australia ICOMOS Charter for Places of Cultural Significance (The Burra Charter);
- It is recommended that a Conservation Management Plan be prepared for the entirety of the site to guide future development and conservation works.

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HERITAGE ACT 1977

INTERIM HERITAGE ORDER UNDER SECTION 25

Under section 25(2) of the *Heritage Act 1977*, Willoughby City Council does by this order:

- i. make an Interim Heritage Order to cover the item of environmental heritage specified or described in Schedule 'A'; and
- ii. declare that the Interim Heritage Order shall apply to the curtilage or site of such item, being the land described in Schedule 'B'.

This Interim Heritage Order will lapse six months from the date that it is made unless Willoughby City Council has passed a resolution before that date either:

1. in the case of an item which, in Council's opinion, is of local significance, to place the item on the heritage schedule of a local environmental plan with appropriate provisions for protecting and managing the item; and
2. in the case of an item which, in Council's opinion, is of State heritage significance, nominate the item for inclusion on the State Heritage Register.

Schedule 'A'

The place located at 43 Donnelly Road, Naremburn (Lot 1 in Deposited Plan 115889, Lot A in Deposited Plan 341975 and Lot 1 in Deposited Plan 320984), except for all of the land identified as Item I160 listed in Schedule 5 to the *Willoughby Local Environmental Plan 2012*, described as 'St Leonards Church (including original interiors)'.

Schedule 'B'

All those pieces or parcels of land legally described as Lot 1 in Deposited Plan 115889, Lot A in Deposited Plan 341975 and Lot 1 in Deposited Plan 320984, excluding all of the land identified as Item I160 listed in Schedule 5 to the *Willoughby Local Environmental Plan 2012*, described as 'St Leonards Church (including original interiors)'.

13.2 NOTICE OF MOTION 02/2023 - ST LEONARDS PRESBYTERY	
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RESPONSIBLE OFFICER:	HUGH PHEMISTER – PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	MITCHELL NOBLE – HEAD OF PLANNING
CITY STRATEGY OUTCOME:	2.2 – RESPECT AND CELEBRATE OUR INDIGENOUS AND NON-INDIGENOUS HISTORY AND HERITAGE
MEETING DATE:	27 FEBRUARY 2023

1. PURPOSE OF REPORT

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

2. MOTION

That Council

- **include the St Leonards Presbytery as an item of potential Local Heritage significance**, in the next round of heritage investigations as part of the proposed 2023/24 heritage review
- **request Council be notified should staff become aware of potential significant heritage value of the adjoining school building that may indicate its eligibility for Local Heritage consideration, no later than would allow Council to consider its inclusion in the aforementioned review**

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

The St Leonards Presbytery is long considered an item of local heritage significance by many in the Naremburn community.

Similar to a debate considered by Council earlier this term vis-a-vis Henry Lawson's Cave, this motion seeks to add suggestions for other possible sites to include in the next round of review.

4. OFFICER'S RECOMMENDATION

The motion be supported.

5. OFFICER'S COMMENTS

The St Leonards Catholic Church is located at 43 Donnelly Road, Naremburn with frontage to Willoughby Road, Donnelly Road and Merrenburn Avenue. The church building itself and a small area of curtilage are identified as a Local Heritage Item under WLEP 2012, however the remaining buildings within the church complex, including the Presbytery and school buildings are not listed as heritage items.

A recent development application (DA2021/340) proposing demolition of the former school building and construction of parish hall, presbytery and multi dwelling housing on this section of the site, as well as alterations to the existing Presbytery building and construction of a new dwelling adjacent, was refused by the Willoughby Local Planning Panel at its meeting of 26 July 2022.

A Class 1 Appeal was subsequently lodged with the Land and Environment Court on 13 September 2022 in respect to the refusal with the Appeal process yet to be completed.

The application and subsequent Court proceedings have highlighted the potential heritage significance of the Presbytery. It is noted the Presbytery was previously identified as a Local Heritage Item under *Willoughby Local Environmental Plan 1995* but was removed at the owners request with the gazettal of *Willoughby Local Environmental Plan 2012*. The building is still considered to retain heritage significance.

Heritage investigations during the proceedings also suggests that the school buildings may be of historical and social significance and worthy of further investigation.

13.2 NOTICE OF MOTION 02/2023 - ST LEONARDS PRESBYTERY

Note: Councillor Greco left the meeting at 10.29 pm having declared an interest in the item.

MOTION**That Council:**

- **Include the St Leonards Presbytery as an item of potential Local Heritage significance, in the next round of heritage investigations as part of the proposed 2023/24 heritage review;**
- **Request Council be notified should staff become aware of potential significant heritage value of the adjoining school building that may indicate its eligibility for Local Heritage consideration, no later than would allow Council to consider its inclusion in the aforementioned review.**

MOVED COUNCILLOR WRIGHT / SECONDED COUNCILLOR ERIKSSON**CARRIED****Voting**

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

Against: Nil

Absent: Councillor Greco

Note: Councillor Greco returned to the meeting at 10:30 pm.

COMMUNITY, CULTURE & LEISURE DIRECTORATE

**12.12 OUTCOME OF PUBLIC EXHIBITION AND ADOPTION OF COMMUNITY
ENGAGEMENT POLICY AND STRATEGY**

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Draft Community Engagement Framework feedback analysis and response

May 2023

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Executive summary

Between 9 February 2023 and 12 March 2023, the Council sought feedback on a draft Community Engagement Framework.

This draft Framework included a:

- Revised Community Engagement Policy (the revised Policy); and
- New Community Engagement Strategy (the draft Strategy)

In addition, feedback was sought to inform a review of the Community Participation Plan (the third element of the framework).

Given the related subject matter, the engagement process for the draft Community Engagement Framework ran concurrently with the draft Customer Experience Strategy.

Promotional activities

Feedback on the Community Engagement Framework and Customer Experience Strategy was encouraged by a range of activities, including:

- An advertisement in the North Shore Times on Thursday, 23 February
- Promoting the exhibition in newsletters sent to more than 7,000 Have Your Say subscribers on 9 February and 2 March
- Writing to local Progress Associations and Chambers of Commerce
- Distributing flyers at the Council's Victor Street head office
- On 15 February, also distributing these flyers by hand at the Chatswood mall and the Naremburn and Artarmon shops
- On 16 and 20 February, promotion on the Council's Facebook, LinkedIn, Instagram and Twitter social media channels, with a collective audience reach of 9,151 people
- On 9 February, issuing a media release, which was placed on the Council's website home page and was published in the *Sydney Observer*

Engagement activities

Engagement activities covering both the Community Engagement Framework and Customer Experience Strategy included:

- Conducting an intercept survey with 23 businesses at Chatswood, Naremburn and Artarmon on 15 February
- Holding community engagement sessions at Chatswood on 21 February (hybrid in-person / online session) and Naremburn on 28 February (in-person only session). Across these two workshops, 17 attended in-person and 29 online
- Holding a focus group online survey and discussion on 7 March with 20 recruited community members who were selected because they were from 'harder to reach' categories (including renters, older people, people from non-English speaking backgrounds and people with a disability)

Engagement activity solely focussed on the Community Engagement Framework included:

- Setting up a Have Your Say page, including inviting comments via an online survey (seven people took part in this survey)

The engagement activities were designed to elicit feedback from a wide-cross section of community members, including both people who ordinarily participate in Council's

engagement processes, along with seeking out the views of ‘harder to reach’ community members.

The engagement methods in the main elicited verbal and written comments, with some limited survey data. In total, across the different engagement activities, 94 people participated in the engagement process, six different surveys were filled out and 87 comments were collected. No formal submissions were received.

Comments were made both on the draft Framework documentation, and generally about Council’s engagement activities.

While these comments covered a range of disparate and varied issues and matters, it was possible to discern some key engagement themes (discussed further below in Key engagement themes).

Sentiment

Participants were broadly supportive of the draft Framework.

Of the seven participants who responded to an online sentiment survey question, four expressed partial support for the draft Framework and one expressed full support, while one was neutral and one fully opposed.

However, in various comments made during the engagement process, participants have suggested a range of improvements in the Council’s engagement function (as outlined in the Key engagement themes section below).

Key engagement themes

The key themes raised in the engagement process, and the proposed response to these themes, are listed below.

Table 1 – Key engagement themes

Theme summary	Theme explanation	Response
Business engagement	<p>During an intercept survey, and in community engagement sessions, business operators requested to be more involved in the Council’s engagement effort.</p> <p>This included a desire for businesses:</p> <ul style="list-style-type: none"> • To assist with the engagement process in their communities • To be receive more timely and useful information about Council activities in their area, including a via single Council contact point 	<p>The draft Strategy has been amended to encourage the use of business intercept surveys, and to better involve businesses in distributing engagement material</p> <p>A toolkit to be developed for liaison with the community will further explore this issue, while noting the Council does currently have a commitment to liaise with businesses in relation to major streetscape upgrades.</p>
Strategic ongoing engagement	<p>While the strategy is focussed on Council seeking community feedback on specific projects, the community also want to know what avenues are in place so they can raise strategic issues of interest to them directly with</p>	<p>While no changes are proposed to the Policy or Strategy on this issue, it is noted that:</p> <ul style="list-style-type: none"> • Page 22 of the draft Strategy outlines the ways that people are currently able to engage with the Council outside of

	the Council to influence decision-making.	<p>engagement projects the Council initiates. This could be via by directly contacting and engaging with Council staff and Councillors or in the open or public forum at Council meetings.</p> <ul style="list-style-type: none"> • Potential additional measures to support community-initiated engagement will be considered in the implementation of the Community Engagement Strategy and the Customer Experience Strategy.
Online surveys	<p>A range of comments were made about Council's online engagement surveys, including that:</p> <ul style="list-style-type: none"> • Surveys sometimes contained 'leading' or 'biased' questions, or alternatively were overly simple and not structured to elicit useful feedback; or • Were over-used as an engagement tool. <p>Alternatively, members of 'harder to reach' groups said they valued giving feedback via short online surveys, given they were often time-poor.</p>	<p>No changes to the draft Policy or Strategy are required, as this issue will be covered in the preparation of a Feedback Collection, Analysis and Publication Protocol which is listed as an action in the draft Strategy.</p> <p>This feedback will be considered in the development of this protocol.</p>
Have Your Say registration	<p>A number of comments stated that participants were required to answer too many questions to register for the Have Your Say portal, which was inhibiting feedback.</p>	<p>No changes to the draft Policy or Strategy are required, as this is an operational matter.</p> <p>Registration is needed to ensure:</p> <ul style="list-style-type: none"> • The integrity of the survey process, to avoid individuals making multiple comments • The Council is in a position to target different community cohorts (such as people in specific suburbs or with certain interests) in relation to engagement projects which are likely to be of interest to them. <p>In April 2023, the Have Your Say registration form was simplified, with questions relating to age and gender removed.</p>
Seeing participant feedback	<p>A number of comments were made by participants that they would like to see the feedback provided by other</p>	<p>No changes to the draft Policy or Strategy are required, as this issue will be covered in the preparation of a</p>

	participants, to help inform their feedback.	<p>Feedback Collection, Analysis and Publication Protocol which is listed as an action in the draft Strategy.</p> <p>This feedback will be considered in the development of this protocol.</p>
Council accountability	Two comments were made that the draft Strategy should be changed to make the Council more accountable to community feedback, with concerns raised that the Council sometimes receives feedback and then does not give it sufficient weight in the decision-making process.	<p>Given this issue is carefully considered in the draft Policy and Strategy, no changes are proposed.</p> <p>One of the Council’s proposed engagement principles is that it will conduct Meaningful engagement. This is explained as involving the Council ensuring “community members have the opportunity to influence the outcome, subject to Council considering all factors”. The draft Strategy states that an example of this principle in action involves ensuring “that engagement takes place in a way and time that means that well-reasoned feedback and input will be able to alter or create a decision of Council”.</p> <p>To summarise, feedback will be an important, but not the only, factor the Council will consider in the decision-making process. Other factors may include legislative provisions or financial considerations, which means it is not possible to state that what may be perceived as “majority” feedback will always be supported.</p>
Improved transparency	A number of comments expressed concern that transparency could have been more clearly expressed in the draft Framework	<p>In response to this feedback, it is proposed to strengthen the Responsive principle in the Community Engagement Policy to state that the Council will be “transparent about the feedback it has received and how this feedback has been considered”.</p> <p>Separately, data collected over time will help inform the development of key performance indicators (KPIs) relating to community engagement. These KPIs will be included in six-monthly Delivery Program reports. These Delivery Program reports cover all aspects of the Council’s work, allowing a community member to</p>

		analyse the Council’s community engagement performance among many other performance measures relating to complementary Council activities. The most recent six-monthly report was reported to the Council’s February 2023 meeting.
Implementation and evaluation	<p>Several comments felt that the draft Strategy could be strengthened in relation to:</p> <ul style="list-style-type: none"> • Evaluating and monitoring the Council’s engagement effort, including incorporated ‘lessons learned’ from individual projects • Detailing how it will be implemented over time 	<p>In response to this feedback, the draft Strategy has been amended to refer to the fact that the Strategy’s evaluation and monitoring will include “evaluating individual projects upon completion, including the engagement activity which helped deliver these projects”.</p> <p>In addition, the draft Strategy has also been amended to now include an implementation plan.</p>

Other relevant feedback

In addition, changes have been recommended in response to the following pieces of feedback.

Table 2 – Other relevant feedback which has led to draft Community Engagement Framework changes

Comment subject	Comment	Response
Community Engagement Policy	Retain the word "equitable" as a complement to the other terms "inclusive, meaningful and visible". What makes an arrangement equitable is that it is appropriate to the particularities and needs of all community inputs.	This change has been incorporated in the Policy prepared for Council adoption.
Community Engagement Strategy	<p>It will help enormously if the Tactics area is reworked to show a joined up view...for example how / what type of qual. research would be preferred in the definition stage, leading to quant. to test options, and what methods is preferred for feedback along the way to those engaged / effected community.</p> <p>At the moment it’s so loose we may end up back in the same parlous state. Not helpful to have all these grandiose objectives and public commitments if they are not operationalised in a way that Council staff can easily apply.</p>	The draft Strategy has been amended to refer to the need for a staff toolkit which highlights which engagement tactics are required for which type of project.

Have Your Say survey feedback

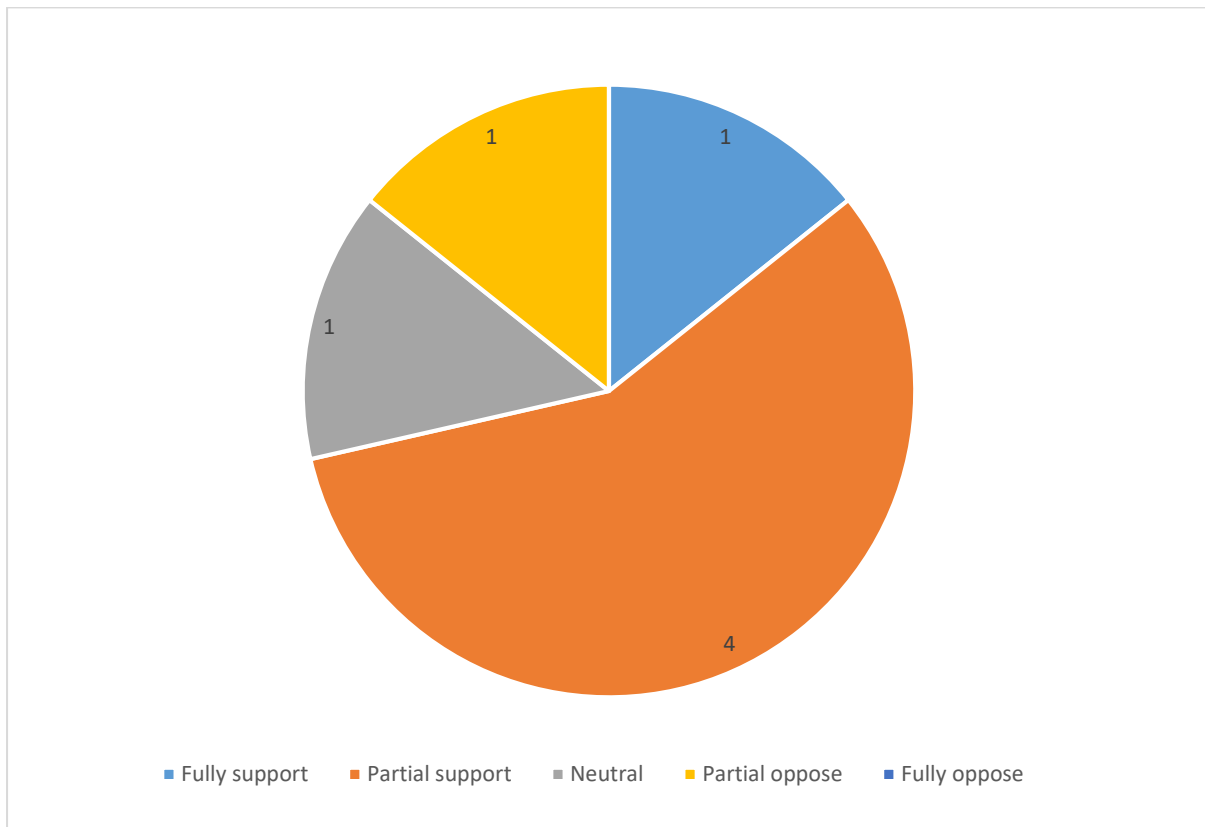
Seven Willoughby City Council residents filled out the online Have Your Say survey on the draft Community Engagement Framework. Of these residents, four were from Castlecrag, two from Artarmon and one from North Willoughby.

Below is an analysis of the responses to the survey's questions.

Question one: Please let us know your level of support or otherwise for the proposed Community Engagement Framework

Of the seven participants who responded to this question, four expressed partial support for the draft Framework and one expressed full support, while one was neutral and one fully opposed.

Figure 1: Overall sentiment support for proposed Community Engagement Framework



Question two: Please provide any comments on the revised Community Engagement Policy

A total of six comments were made in relation to the revised Community Engagement Policy. A response to these comments is provided in table 3.

Table 3: Comments on the revised Community Engagement Policy

Location of participant	Comment	Response
CASTLECRAG, NSW	<p>It's a really professional doc. - but dangerous on its own. Could've been written by a customer engagement consultant. Until its grounded in a solid "tactical" plan of action and some kind of performance tracking and reporting, it has no value.</p>	<p>The draft Strategy includes a section (Attachment D), focussing on monitoring and evaluating outcomes.</p> <p>In addition, an implementation roadmap of community engagement improvements to June 2024 was presented to the December 2022 Council meeting and was available on the "Have Your Say" page for the draft Community Engagement Framework.</p> <p>In response to this feedback, this implementation plan has been updated and included in the draft Strategy for endorsement at the May 2023 meeting of Council.</p>
CASTLECRAG, NSW	<p>There needs to be a COUNCIL Engagement Policy. It is not easy for the community to engage meaningfully with Council. And it's becoming worse. Council seems to want a Policy, but doesn't really want actual Engagement.</p> <p>Example: Just look at the year- long efforts of Council to abolish its Advisory Committees. The ACs are perhaps the most meaningful and proven of available mechanisms for effective community engagement. But after Council decided in late 2022 to abolish many ACs, and retain just a few, now it's February 2023, and still no sign of any action for AC reinstatement.</p>	<p>Expressions of interest for Advisory Committee membership opened in February 2023, with members selected at the March 2023 meeting. Advisory Committee meetings have now commenced.</p> <p>The draft Strategy outlines the role of Advisory Committees in the engagement process.</p>
CASTLECRAG, NSW	<p>The Revised Policy makes it clear that senior Council management do not want genuine community engagement.</p> <p>The Revised Community Engagement Policy is full of meaningless statements that allow for box ticking instead of legitimate and effective strategies to engage with Community.</p> <p>The Senior Council Managers have fostered an organizational climate that does not value the Community and</p>	<p>The revised Policy and draft Strategy highlight the Council's commitment to make it easy for citizens to engage and participate in decision-making.</p> <p>One of the Council's proposed engagement principles is that it will conduct Meaningful engagement. This is explained as involving the Council ensuring "community members have the opportunity to influence the outcome, subject to Council considering all factors". The draft Strategy states that an example of this</p>

Location of participant	Comment	Response
	<p>Community input is treated selectively and very often with disdain.</p> <p>Senior Council Management have eroded Council resources making it difficult for staff who make genuine efforts to engage with Community to do this effectively.</p>	<p>principle in action involves ensuring “that engagement takes place in a way and time that means that well-reasoned feedback and input will be able to alter or create a decision of Council”.</p>
	<p>Have Your Say surveys are frequently structured in ways that generate skewed findings that support predetermined Council plans.</p>	<p>The Council is preparing a Feedback Collection, Analysis and Publication Protocol which will comment on the best structure for Have Your Say surveys. Feedback received during the exhibition of the draft Community Engagement Framework, including this comment, will assist this work.</p>
	<p>The time and money that have gone into the development of this Policy demonstrates the disgraceful waste of Council resources that should be spent on meeting genuine Community needs.</p>	<p>The production of this revised Policy required minimal additional resourcing.</p>
ARTARMON, NSW	<p>ticking the box on community engagement is one thing, but actually doing is well, listening and then navigating the complexities of multiple inputs transparently is another.</p>	Noted
CASTLECRAG, NSW	<p>Section 2 - City Strategy Outcome. Emphasis must be on "honest and transparent" for future community engagement, but it is not clear how these two characteristics will be measured and how the revised Policy represents an improvement on the way honesty and transparency have been addressed in the past.</p>	<p>The revised Policy will assist the Council to meet the Community Strategic Plan priority 5.1, which is to “Be honest, transparent and accountable in all we do”.</p> <p>The draft Strategy has a Responsive principle, which states that the Council will “be transparent about what feedback it has received, and how this feedback has been considered”.</p> <p>In response to this feedback, however it is proposed to strengthen the Responsive principle (on page 2 of the Community Engagement Policy) to incorporate the above draft Strategy wording.</p>
	<p>Section 4 - Policy Principles. Retain the wording "adhere to". The proposed amendment to "have regard to" carries no weight.</p>	<p>The revised Policy states that Council will “have regard” to its engagement principles, compared to the previous adopted Policy which said it will “adhere” to them. This was accompanied by the insertion of more</p>

Location of participant	Comment	Response
		<p>aspirational principles in the revised Policy.</p> <p>Saying the Council will “have regard” to the principles reflects a more practical and pragmatic approach to engagement, which allows the principles to be considered in the context of the engagement to be undertaken. For instance, it is not necessarily possible to always “adhere” to all principles, given engagement activity can range from minor to complex projects.</p> <p>The new approach allows for the proposed new principles to be more ambitious in nature, compared to the previous principles.</p> <p>Under the revised Policy and as with the previous Policy, the Council will be adhering to all statutory engagement requirements.</p>
	<p>Section 5 - Policy Statement. Retain the word "equitable" as a complement to the other terms "inclusive, meaningful and visible". What makes an arrangement equitable is that it is appropriate to the particularities and needs of all community inputs.</p>	<p>This change has been incorporated in the Policy prepared for Council adoption.</p>
	<p>Generally, it is hoped that adoption of a revised Community Engagement Policy genuinely takes into account the feedback from the community that this current "Have Your Say" engagement has elicited.</p>	<p>Noted</p>
	<p>Additionally, it is hoped that adoption of a revised Community Engagement Policy does not mean that current unresolved matters will have to re-commence at the starting point of the engagement process.</p>	<p>The adoption of a revised Policy will not mean that engagement matters will need to re-commence.</p>
<p>ARTARMON, NSW</p>	<p>This is probably a waste of money that could have been better spent listening and reacting to issues that have been put to council under the current framework.</p> <p>When you need to wait 2 months to get a reply to complaints and then only when you contact the Mayor CEO and Ward Councillors, there is something really wrong with the way our rates are spent.</p>	<p>While this comment was provided in response to the Community Engagement Framework, this matter was passed to the Customer Experience Manager to consider in response to the Customer Experience Strategy.</p>

Location of participant	Comment	Response
	After yet another month I am still waiting for action despite a work order having been made.	

Question three: Please provide any comments on the draft Community Engagement Strategy

Table 4: Comments on the draft Community Engagement Strategy

Location of participant	Comment	Response
CASTLECRAG, NSW	<p>It's a very well thought through /written piece that falls down badly at the tactical level. I was disappointed to see how prominent the dreaded "Have your say" tool was. I've spent my life in strategy planning and market research and this is the poorest example of a feedback tool I've yet seen.</p> <p>Just collecting random text - how to assemble, analyse and report back?</p>	<p>In researching the draft Strategy, we asked community members to nominate their preferred methods to receive feedback. Out of 97 community members surveyed (both online and via in-person intercept survey), some 52 nominated a "short 1-5 online survey" as their most preferred feedback option.</p> <p>The Council is preparing a Feedback Collection, Analysis and Publication Protocol which will comment on the best structure for Have Your Say surveys. Feedback received during the exhibition of the draft Community Engagement Framework, including this comment, will assist this work.</p>
	<p>It will help enormously if the Tactics area is reworked to show a joined up view...for example how / what type of qual. research would be preferred in the definition stage, leading to quant. to test options, and what methods is preferred for feedback along the way to those engaged / effected community.</p> <p>At the moment its so loose we may end up back in the same parlous state. Not helpful to have all these grandiose objectives and public commitments if they are not operationalised in a way that Council staff can easily apply.</p>	<p>In response to this feedback, the draft Strategy has been amended to refer to the need for a staff toolkit which highlights which engagement tactics are most preferable at the preliminary and later engagement stages.</p>
	<p>Also, I might of missed it, but i don't recall any content on performance tracking and reporting. This should be done across the LGA and also by initiative (town centre plans/ major developments etc.) at least annually, and at critical initiative milestones.</p>	<p>The draft Strategy includes a section (Attachment D), focussing on monitoring and evaluating outcomes.</p> <p>As outlined in the draft Strategy, data collected over time will help inform the</p>

		<p>development of key performance indicators, to be included in, and reported against, in regular Delivery Program reporting.</p> <p>Council prepares six-monthly Delivery Program reports, covering all aspects of the Council's work. The most recent six-monthly report was reported to the Council's February 2023 meeting.</p>
	<p>Today you have a commitment to respond in a day. My friends were having a laugh about this recently - stuff that's passed through reception/ council email is rarely answered. Is that measured? Reported on? What's the role for in person involvement of senior members of council. Used to be we would see the GM and his senior staff Mel, Ian et al in town halls, at fundraisers and generally getting out around the electorate.</p> <p>I've never once seen our CEO, even during the discussion of the Castlecrag town plan and Quadrangle discussions, and at a critical meeting, Council was represented by a junior planner who'd just joined the council and couldn't answer questions. All these docs are nice, but it would be nice to see some leadership from the top like we had 5 years ago.</p>	<p>While no changes are proposed to the Policy or Strategy on this issue, it is noted that:</p> <ul style="list-style-type: none"> • Page 22 of the draft Strategy outlines the ways that people are currently able to engage with the Council outside of engagement projects the Council initiates. This could be via the by directly contacting and engaging with Council staff and Councillors or in the open or public forum at Council meetings. • Potential additional measures to support community-initiated engagement will be considered in the implementation of the Community Engagement Strategy and the Customer Experience Strategy.
	<p>BTW - this survey is a good example of a poor feedback process. Hard to diagnose the reasons for answers to Qu 4 without some follow-up questions to collect structured data - drop downs. All the loose textual feedback s hard to action. Bestter to run a second series of diagnostic questions such as: "Rate the Policy 1-5; (reasons why rated) Rate the Strategy 1-5 (reasons why rated). Do you believe this will lead to an improvement in Council engagement 1(not at all)-5(greatly) (reasons why). People have said that the following areas are critical areas for Council community engagement. Can you please rank them from 1-10 where 1 is the most important to you etc. etc etc". At a moment like this, when you have people's attention, this is the perfect time to gather some critical data.</p>	<p>The survey questions for this exhibition were more open-ended to allow people to comment on any aspect of the document without feeling they were being lead.</p> <p>Nevertheless, the interest in survey structure is noted. The Council is preparing a Feedback Collection, Analysis and Publication Protocol which will comment on the best structure for Have Your Say surveys. Feedback received during the exhibition of the draft Community Engagement Framework, including this comment, will assist this work.</p>

CASTLECRAG, NSW	<p>Council should try a “can-do” approach to engagement strategy. Try to include the principle of Council saying “Yes, we’ll try to make it happen” when the Community tries to engage with Council. Not the usual 1000 reasons for refusing to do some quite simple things.</p> <p>Example - look at the Merlon Pathway file, where you will find residents have been trying to engage Council for over three years to do some basic maintenance and make the Pathway (a Griffin Reserve) safe and usable. So far, no action except an overcooked engineering design for steps, and we are told it’s too expensive. No maintenance has been done.</p>	Noted. The feedback on the Merlon Pathway has been passed on to the relevant project team.
CASTLECRAG, NSW	The draft Community Engagement Strategy is full of pretty words and generic visuals. It is an empty document.	The draft Strategy is a detailed and important document, and a statutory requirement, to define how the Council supports its community to participate in decision-making
ARTARMON, NSW	Done well, community engagement is a powerful tool. Done badly and it is a reflection of a poorly run organisation that is ticking a box.	Noted
CASTLECRAG, NSW	There is a good deal of weight given to the key role of Community Engagement Specialist in the Community Engagement Policy, yet it is noted this role is not mentioned in the Community Engagement Strategy. For instance what role does the Specialist play in determining at what level (Levels 1 to 4 in Attachment C) an engagement project is categorised?	<p>The revised Policy, not the Strategy, outlines staff roles and responsibilities. This includes the Specialist providing engagement planning advice.</p> <p>As such, the Community Engagement Specialist and project team would work together to determine the level of engagement activity as outlined in Attachment C of the draft Strategy, with the relevant Director to oversee the process.</p>
ARTARMON, NSW	You will need to follow it up with staff on the ground - workers who will respond appropriately to issues that arise. All very well to spend \$\$\$ on getting a plan together and patting yourself on the back, but the money needs to be spent on a workforce.	Noted

Question four: Are there any matters you would like us to consider in our upcoming review of the Community Participation Plan, which covers engagement on statutory planning and development matters?

As part of this engagement process, participants were asked to provide comments to inform a review of the Community Participation Plan which will take place in 2023.

This review is currently underway, with a report earmarked to be presented to the Council on or before December 2023. Subject to the Council's endorsement, a revised version of the Community Participation Plan will then be placed on public exhibition.

The comments below are currently being considered by the Council's staff, as part of the review process. In addition, a response to these comments will reported to the Council.as part of this review process.

Table 5 – Feedback to be considered in review of the Community Participation Plan

Location of participant	Comment
CASTLECRAG	<p>Yes. Please provide a joined up view of how you propose to "generally" approach, say engaging with the locals on a major development like the Castlecrag Quadrangle.</p> <p>Not a hard commitment to stick rigidly to particular tools etc, but your general intention. How will you gather initial input. Around what themes.</p> <p>How will you report back to contributors, the locals at large, on that feedback and the implications/ next steps. How do you propose to get some kind of quantitative input at key junctures (town halls?), how will you report back on this. When you make decisions, how will you share your rationale - what factors did you weigh up, how did you ultimately decide etc. An example of what such "engagement" currently looks like: When the Crag plan was shared with the CPA online, we were asked to type our questions into a form. There were plenty of questions. As the meeting progressed a "helper" came back to each of us and directed us to other forums for our questions. After say, an hour long preso., the speaker finished and we at last were looking forward to some engagement, but said helper surfaced and said "we have no questions". The meeting was closed and we were al left v frustrated.</p>
ARTARMON	<p>I would have liked to attend the community sessions (21 or 28 Feb) but both events were at times I had (ironically) other community meetings. Please do this well. There are many people with good ideas in the WCC area but there are also many loud voices that only have their own interests at heart. A strong community functions on constructive engagement.</p>

Comments received by email

On 22 March, after engagement, the following comments were received by email by one participant from Middle Cove.

Table 6 – Comment received by email

Comment	Response
<p>Public feedback seems to be requested on topics that are often linked to extremely large and very dense documents (100+ page documents). Often there are multiple attachments and it is very hard to find the relevant one. These documents are very bureaucratic in their language and quite hard to interpret or to navigate to relevant sections. They seem to be more internal facing. A condensed summary, written in easy to comprehend layman's terms should go to members of public. Clearly labelled.</p>	<p>The draft Strategy emphasises the need for Easy-To-Understand information to support engagement. This would include fact sheets summarising engagement material.</p>
<p>Taking the Feb 8 session as an eg. the content felt very inward facing - important for your team to understand and onboard. However, MOP attendees would have benefitted more from an outcomes focused discussion - A topline explanation of what the framework means in terms of changes or improvements to the process and then most of the time allocated to share resident concerns (which I'm sure most came along to do, rather than to feedback on high level internal frameworks).</p>	<p>Noted</p>
<p>As council is here to represent constituents it is critical that engagement = participation, with inputs shaping council decisions and policies. Real, two-way engagement There was the suggestion by a virtual attendee of a chat style discussion board and I believe someone at council responded that they didn't see a benefit in sharing ideas in a conversation format. I disagree and think this is now a very natural way for people to connect, share information and learn. It's already our entrenched behaviour thanks to social media groups, so would probably deliver greater participation rates than real life events or surveys, which can seem to capture irrelevant information and take considerably more time to complete. An ongoing moderated conversation might mean fewer surveys need to go out and you'd have a continuous friction-free finger on pulse of the community, with ability to do quick dips into sentiment on key topics. Thanks for the opportunity to participate and for your commitment to improving community engagement.</p>	<p>This will be considered in the development of a Feedback Collection, Analysis and Publication Protocol.</p>

Feedback from community consultation session on 21 February 2023

A hybrid in-person / online community consultation session was held on 21 February at the Chatswood Council Chamber. Below are the comments made by participants.

Table 7 – Comments made by online participants at 21 February community consultation session relevant to Community Engagement Framework

Comment	Response
<p>Council engaging the community is important - BUT we also need a strategy for how the community can engage with Council. It can be very difficult to attract Council's attention on issues important to us! Can WCC work in this?</p>	<p>While no changes are proposed to the Policy or Strategy, it is noted that:</p> <ul style="list-style-type: none"> • Page 22 of the draft Strategy outlines the ways that people are currently able to engage with the Council outside of engagement projects the Council initiates. This could be via the by directly contacting and engaging with Council staff and Councillors or in the open or public forum at Council meetings. • Potential additional measures to support community-initiated engagement will be considered in the implementation of the Community Engagement Strategy and the Customer Experience Strategy.
<p>Mark showed examples of engagement activities that worked well. As we all know we learn an enormous amount from our mistakes. What examples does Mark have of engagement activities that did not work well and how have the learnings been built into the strategy?</p>	<p>The review has mainly focussed on positive outcomes from engagement, in order to replicate these in future engagement.</p> <p>On the night, some examples of practices which could be improved were provided.</p>
<p>Have Your Say was originally called Bang the Table. Respondents could see what others were saying but no longer. I think that's a pity, it provoked thought, can this facility be reintroduced?</p>	<p>This will be considered in the development of a Feedback Collection, Analysis and Publication Protocol.</p>
<p>Engagement strategy makes sense. Missing is accountability for acting on community feedback. We see lots of examples of council listening and then acting for their or very minority interests including reports that contain bias. We are looking for representation what the vast majority wants.</p>	<p>The draft Strategy includes principles which seek to ensure that the Council's engagement processes meet the highest standards when it comes to reporting, and responding to, feedback.</p> <p>One of the Council's proposed engagement principles is that it will conduct Meaningful engagement. This is explained as involving the Council ensuring "community members have the opportunity to influence the outcome, subject to Council considering all factors". The draft Strategy states that an example of this principle in action involves ensuring "that engagement takes place in a way and time that</p>

	<p>means that well-reasoned feedback and input will be able to alter or create a decision of Council”.</p> <p>To summarise, feedback will be an important, but not the only, factor the Council will consider in the decision-making process. Other factors may include legislative provisions or financial considerations, which means it is not possible to state that what may be perceived as “majority” feedback will always be supported.</p>
If members of the community require more information in response to the issue being consulted on, how do retrieve that info from Council or councillors?	As part of the draft Strategy, every engagement project is required to publish the phone and email details of the relevant staff subject matter expert, to enable community members to source more information about the project from that staff member.
It is missing accountability of implementing actions based on community feedback	See above the detailed answer in this issue on pages 16 and 17, in response to the comment which begins with “Engagement strategy makes sense”.
The strategy is a good idea but I would like to see wider engagement with more business owners and residents that better represents all the community and cultural groups in Willoughby if possible	The draft Strategy has been amended to encourage the use of business intercept surveys, and to better involve businesses in distributing engagement material
The proof of the pudding is in the eating. Strategies are only successful if they are followed with good faith. If the response is not the one desired by the officers and councillors, they still need to be investigated and perhaps ideas need to be modified.	Noted and agreed
I am for building community spirit among more residents and business owners etc which would see a successful engagement strategy and implementation of plans	Noted and agreed
I find the idea that you know so much about us a bit scary	The Council will carry out its engagement in line with the Council’s Privacy Management Plan
I almost didn’t register for this session when I was asked for so much info: address, phone number etc. It may be an age thing..... Privacy and confidentiality are important to some of us. Younger people don’t seem to care as much.	<p>Registration is needed to ensure:</p> <ul style="list-style-type: none"> • The integrity of the survey process, to avoid individuals making multiple comments • The Council is in a position to target different community cohorts (such as people in specific suburbs or with certain interests) in relation to engagement projects which are likely to be of interested to them.

	Please note that the Have Your Say registration form has recently been streamlined, so that it takes less time to fill out.
Encouragement of more participation from more people via more communication methods both tailored and even more mass comms. We need to look at multilingual comms to capture all community groups. Collaboration and commitment is crucial	The draft Strategy proposes the creation of an internal toolkit to assist the Council to reach hard-to-reach groups, including people who speak a language other than English
Closing the loop will make a big difference	Noted and agreed. This is consistent with the Responsive principle in the draft Strategy. The draft Strategy applies this principle, in relation to “closing the loop”, by stating that “participants (will be) informed of final decision and how community feedback has shaped outcome”.
I think contacting councillors lets them know of issues in their community	Noted

Table 8 – Comments made by in-person participants which are relevant to draft Community Engagement Framework

Comment	Response
The community can be your ambassadors. You can delegate your people to be your base. My own pharmacy. If you provide me with a simplified form, if I am educated by you, I can explain to them this is the issue. I am sure some of us will volunteer to be your ambassador. Give us a magnet for our fridge in return!	The draft Strategy has been revised to support distributing leaflets and information, promoting engagement opportunities, through business outlets.
What is the use of me telling the Councillors that Albert Avenue is full of traffic. Will anyone listen to us. How do I go about raising this?	While no changes are proposed to the Policy or Strategy on this issue, it is noted that: <ul style="list-style-type: none"> • Page 22 of the draft Strategy outlines the ways that people are currently able to engage with the Council outside of engagement projects the Council initiates. This could be via the by directly contacting and engaging with Council staff and Councillors or in the open or public forum at Council meetings. • Potential additional measures to support community-initiated engagement will be considered in the implementation of the Community Engagement

	Strategy and the Customer Experience Strategy.
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Feedback from community consultation session held on 28 February

Table 9 – Comments made at community consultation session on 28 February which are relevant to draft Community Engagement Framework

Comment	Response
<p>Recent surveys on Have Your Say have been too short to be meaningful.</p> <p>In addition, it is disappointing that you can't see comments being made by other community members – although we shouldn't be arguing and debating with each other – it would be good to know what other people are thinking and how they've perceived the issue. This would assist me in making my comment.</p>	<p>This will be considered in the development of a Feedback Collection, Analysis and Publication Protocol.</p> <p>This will be considered in the review, and ongoing management, of Have Your Say.</p>
<p>There is too much attention given to images in documents. Would like to have better analytical information on which to comment. There is too much window dressing, to say we are doing heaps of stuff.</p>	<p>The draft Strategy emphasises the need for Easy-To-Understand information to support engagement.</p>
<p>Use recent case studies to understand what we have learnt. We need to know what you're learnt! Is this going to be within the Strategy?</p> <p>An example of a 'lesson learned' should be from the Artarmon Bowling Club project.</p>	<p>The review has mainly focussed on positive outcomes from engagement, in order to replicate these in future engagement.</p> <p>On the night, some examples of practices which could be improved were provided.</p> <p>The Council's Project Management Framework has a 'lessons learned' component as part of a post-completion review. Project-specific community engagement will be considered in this review, as outlined in the draft Strategy.</p> <p>In response to this feedback, and in line with the above Framework, the draft Strategy has been amended to refer to the fact that the Strategy's evaluation and monitoring will include "evaluating individual projects upon completion, including the engagement activity which helped deliver these projects".</p>
<p>Wouldn't be wasting loads of time trying to fix 'Have Your Say'. It might be clunky but it's OK. The real challenge is to find the balance between the noisy voice of the few and the silent needs of the many, which</p>	<p>The draft Strategy seeks to ensure that a wide cross-section of community members, including those who may not ordinarily provide feedback, are encouraged to participate in decision-making.</p>

<p>includes people under 40 and culturally and linguistically diverse.</p>	<p>It does this by having an Inclusive principle, which is explained as “utilising engagement methods that enable a broad range of community members to participate in our decisions”. The draft Strategy says an example of inclusive engagement includes “making special effort to reach groups or individuals who either find it more difficult, or ordinarily may not consider, participating in decision-making”.</p> <p>The draft Strategy further encourages inclusivity through presenting a wide range of communication and engagement methods, and stating that the Council will be creating an internal toolkit to assist the Council to reach hard-to-reach toolkit, including people who speak a language other than English and younger people.</p>
<p>Great that Council is reviewing its ‘Have Your Say’ portal. I find survey questions to be very leading, lead the respondent down a certain path, and hard to if you’re holding an alternative point of view.</p> <p>I think the future life of Have Your Say is limited and we should do away with it. I have a preference for correspondence via submission, or in response to an open request from Council.</p>	<p>Short online surveys – as found on Have Your Say – were listed as the most preferred engagement method among the Willoughby community, according to research commissioned by the Council in 2022.</p> <p>This means that the Have Your Say portal will remain an important part of the Council’s engagement infrastructure.</p> <p>The feedback relating to ‘leading’ questions is noted. It is agreed that the Council should avoid questions which could be perceived as being ‘leading’ or ‘biased’ when establishing surveys. This issue will be further articulated in the development of a Feedback Collection, Analysis and Publication Protocol.</p>
<p>Having to sign up to Have Your Say is a barrier to participating</p>	<p>Registration is needed to:</p> <ul style="list-style-type: none"> • Ensure the integrity of the survey process • Collect information about community members, which means we can undertake better target engagement in the future <p>At the same time, excessive registration questions can cause frustration for new users.</p> <p>The Have Your Say registration form has recently been streamlined and simplified.</p>

<p>Greater transparency is needed, so we can see what's going on.</p>	<p>The revised Policy will assist the Council to meet the Community Strategic Plan priority 5.1, which is to “Be honest, transparent and accountable in all we do”.</p> <p>The draft Strategy has a Responsive principle, which states that the Council will “be transparent about what feedback it has received, and how this feedback has been considered”.</p> <p>In response to this feedback, however it is proposed to strengthen the Responsive principle (on page 2 of the Community Engagement Policy) to incorporate the above draft Strategy wording.</p> <p>Separately, data collected over time will help inform the development of key performance indicators (KPIs) relating to community engagement. These KPIs will be included in six-monthly Delivery Program reports.</p> <p>These Delivery Program reports cover all aspects of the Council’s work, allowing a community member to analyse the Council’s community engagement performance among many other performance measures relating to complementary Council activities. The most recent six-monthly report was reported to the Council’s February 2023 meeting.</p>
<p>Equity is in the old strategy but it’s not in the new strategy e.g. the silent voice of the many; a true representation of Willoughby’s demographic.</p>	<p>This change has been incorporated in the revised Policy prepared for Council adoption.</p>
<p>Wording suggestion to strengthen principle: change from “have regard to principles” rather than “adhere to principles”.</p>	<p>The revised Policy states that Council will “have regard” to its engagement principles, compared to the previous adopted Policy which said it will “adhere” to them.</p> <p>In line with the legislative approach for Community Participation Plans in the Environmental Planning and Assessment Act, the Policy now states that Council will “have regard” to the principles, rather than it will “adhere” to them, which reflects a more practical approach to engagement.</p> <p>This in no way reduces the importance of the principles in our engagement effort, but does allow some flexibility and for the proposed new</p>

	<p>principles to be more aspirational in nature, compared to the previous principles.</p> <p>It should also be noted that, under the revised Policy and as with the previous Policy, the Council will be adhering to all statutory engagement requirements.</p>
<p>Sometimes there's too much engagement.</p>	<p>Noted</p>
<p>One thing to be included in the action plan: every DA that's lodged it should be sent to Progress Association and Councillors via email automatically – as they hit the deck. The Via post is too long. (important to consider in Community Participation Plan).</p>	<p>This will be considered in the review of the Community Participation Plan.</p>

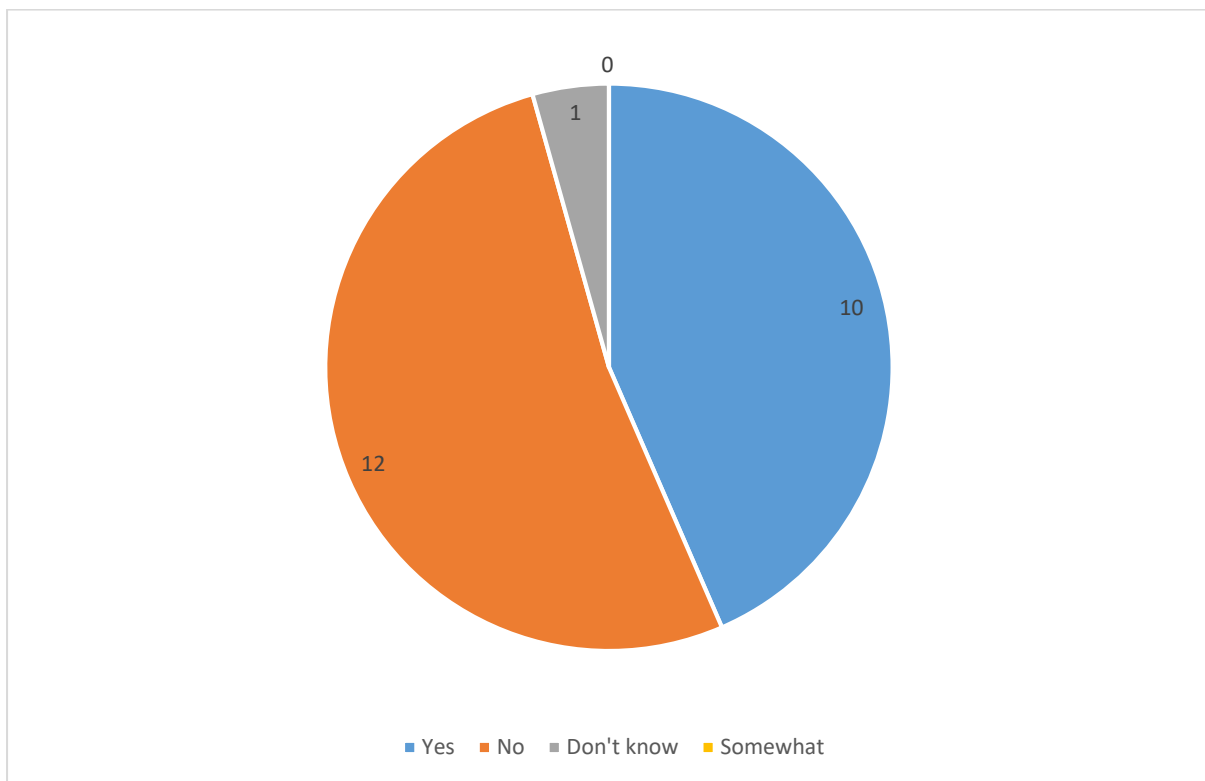
Feedback from business intercept survey on 15 February

On 15 February, consultants working on behalf of the Council conducted an intercept survey with 23 businesses at Chatswood, Naremburn and Artarmon. Below is a detailed analysis of the survey results.

Question: Would you recommend any change in the way that the Council supports businesses to participate in our decision-making?

Survey respondents were divided on whether there was a need for changes to allow greater participation in decision-making.

Figure 2 – Response from businesses on whether they would recommend changes to support them participate in decision-making



Respondents who answered “no” to the above question were asked why no changes were required. These were the responses:

- Don't have communication - live in the local area
- Never chat to Council
- Never chat to Council
- Best to call if a project impacts me - early or email if not urgent
- Don't really talk to Council
- Happy with how often Council Engages. Want to know more and talk with council more about street maintenance
- I'm new and we haven't chatted to council as yet

Respondents who answered “yes” to the above question were asked what changes they would suggest. Below were the responses:

- Give me a phone call if anything important your emails go to junk.
- Emails so I know what’s going on
- Like to have communication number from the start...project manager come by and introduce themselves and consultation where our opinions are taken onboard - not just informed about the project. Want continuous updates on projects. Business drop in earlier.
- Currently don’t really engage. Would like to have a point of contact
- Talk to business owners and get CEO down here to talk to Artarmon business and progress association
- State government comes down but local doesn’t.
- Need our opinion to be considered in the decision making
- Landowners won’t spend money on buildings - Artarmon is dying
- I hate this Council with a passion, no interest in businesses or community. Why don’t they care about Artarmon?
- Engagement standards don’t exist.
- Frustrations around construction at the back of our building. Have lodged a complaint more than three times - have had someone from Council come out, but no changes.
- "If they can't work on a public toilet", after 3-5 years of the Chamber of Commerce holding multiple meetings and calls, emails etc. and having no response, low hopes for outcomes of project.
- Wants to know more about business development opportunities

Feedback analysis

Feedback however from the survey highlights the desire for businesses to have:

- Regular face-to-face contact with a single Council point of contact in relation to projects which impact them
- A voice in the decision-making process, and to know how their feedback was considered and resolved

Changes are recommended to the draft Strategy to encourage the use of business intercept surveys, and to better involve businesses in distributing engagement material.

These matters raised in the intercept survey will also be further considered in the development of an internal toolkit for “ongoing liaison with community members across the life-cycle of a project”, which is outlined as an action in the draft Strategy.

Outcomes of hard-to-reach focus group

A total of 20 community members, who the draft Strategy suggests are “harder-to-reach”, were recruited for an online focus group, which was held on the evening of 7 March 2023.

The focus group consisted of the following hard-to-reach groups (some participants identified themselves in more than one group):

- Working parents (9)
- Living with disability (7)
- Culturally and linguistically diverse (CALD) (5)
- Older people (5)
- Renters (3)

The purpose of the workshop was to ensure that community members, who may ordinarily not take part in engagement activities, were able to have their say about the draft Strategy (and also the Customer Experience Strategy).

It should also be noted that, in the draft Strategy, young people are defined as a “harder-to-reach” group. As part of the implementation of the draft Strategy, a toolkit will be developed to assist staff to reach out to young people in the engagement process.

In the focus group, participants took part in online surveys and verbal discussions centered around five activities.

Activity 1 – Communication preferences

In the first activity, participants were asked to identify their preferred method for being communicated to or informed about council projects. *NB: participants were limited to two selections.*

The results are below:

- Email (12)
- Letter box drop (10)
- Signs on the site of project (6)
- Council Website (4)
- Social media (4)
- Community notice boards (1)
- Council outdoor feedback booths/stalls (1)

Table 10 – Communication preferences of various hard-to-reach groups

Hard-to-reach group	Communication preference
Working parents	Letter box drop (6) Signs on the site of the project (4) Email (4) Council website (1) Social media (1) Council outdoor feedback booth (1)
Older people	Letterbox drop (3) Email (2) Community notice board (1) Social media (1)

Living with disability	Email (4) Letterbox drop (2) Social media (2) Signs on the site of the project (3) Council website (1) Community noticeboard (1)
CALD	Email (4) Letter box drop (3) Council website (2) Signs on the site of the project (1)
Renters	Signs on the site of the project (2) Email (2) Letterbox drop (2)

Activity 2 – Engagement preferences

Participants were then asked to identify their preferred method to provide feedback or engage in Council projects. *NB: participants were limited to two selections*

The results are below:

- Online survey or activity (13)
- Email submissions (11)
- A Council phone app (5)
- Written submissions (2)
- Face-to-face at events (1)
- Webinars and workshops (1)
- Pop-up booth at a local centre (1)

Table 11 – Engagement preferences of various hard-to-reach groups

Hard-to-reach group	Communication preference
Working parents	Email submissions (5) Online survey or activity (5) A Council phone app (3) Written submissions (1) Webinars and workshops (1) Pop-up booth at a local centre (1)
Older people	Email submissions (4) Online survey or activity (3) A Council phone app (1)
Living with disability	Email submissions (4) Online survey or activity (4) A Council phone app (2) Pop-up booth at a local centre (1)
CALD	Email submissions (2) Online survey or activity (2) A Council phone app (1) Written submissions (1) Webinars and workshops (1)
Renters	Email submissions (2) Online survey or activity (2) A Council phone app (2)

Quotes:

“The sticker on the footpath QR code worked well for feedback on the Bellambi St, Northbridge community space”

Activity 3 – Engagement barriers

Participants were asked to identify their barriers to participating in engagement.

Table 12 - Focus group participant barriers sorted by reason

Reason	Barriers to participating in engagement
Time	Lack of time and information may not have been provided in an appealing or attractive way (CALD) Time (CALD, Working parent) Probably not a valid reason, but if I'm working a lot and find myself tight with time, I'd just skip providing feedback (CALD) Time is really the key (retired) The time it would take, I want to be able to provide written feedback not a call (Working parent) might not be responded to/ made a difference (Working parent) Time (Working parent) Time (retired) Lack of time (Living with Disability) Inconvenient time (Working parent) I am retired I do have more time I wouldn't go before because I didn't have time and sometimes things never got a reply too (renter, retiree)
Not being heard	Any action being taken (lack of care) (Working parent, Living with Disability) I think just not being bothered and not feeling like my opinion would be counted. I have submitted feedback when there was an incentive (prize or reward) (Living with Disability) I never hear the results (Living with Disability) Uncertain if it's going to change anything (Working parent) Also finding the right council person willing to listen & talk to you (retired) Perception that my voice is not valid as a renter (renter) Because I rent so it's not being heard (renter)
Engagement methods	The type of channels or ways of engagement (Working parent)
Privacy	If personal details were required, I would be more hesitant to be as honest (renter)
Other	Language barrier (Working parent) Awareness about Council projects (CALD, Working parent) Transparency (working parent)

Activity 4 – Engagement principles

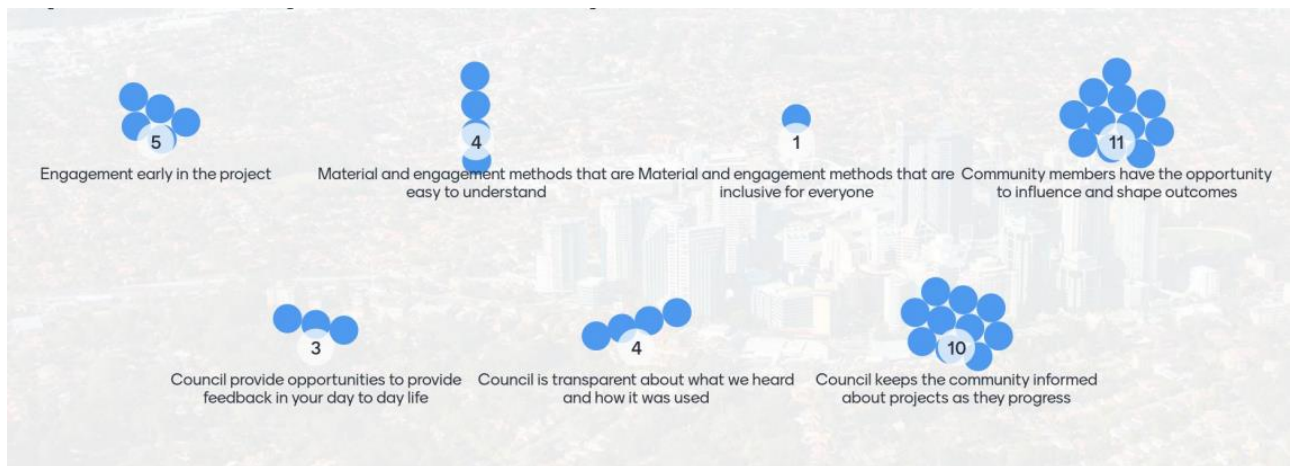
The draft Strategy includes seven proposed engagement principles. Participants were asked to identify which of the proposed engagement principles were most important to them. *NB: participants were limited to two selections. n=19*

The results are below:

- Meaningful (11)
- Continuous (10)
- Early (5)
- Easy to understand (4)
- Responsive (4)
- Visible (3)
- Inclusive (1)

An explanation of key principles were presented to participants through interactive engagement tool Mentimeter

Figure 3 – Votes by focus group members on preferred engagement principles



Two participants gave a reason for their selection.

- I chose transparency because ... too often I feel that outcomes have already been decided, particularly regarding new development, and community engagement is a box ticking exercise.
- Keep community informed because...send more letters

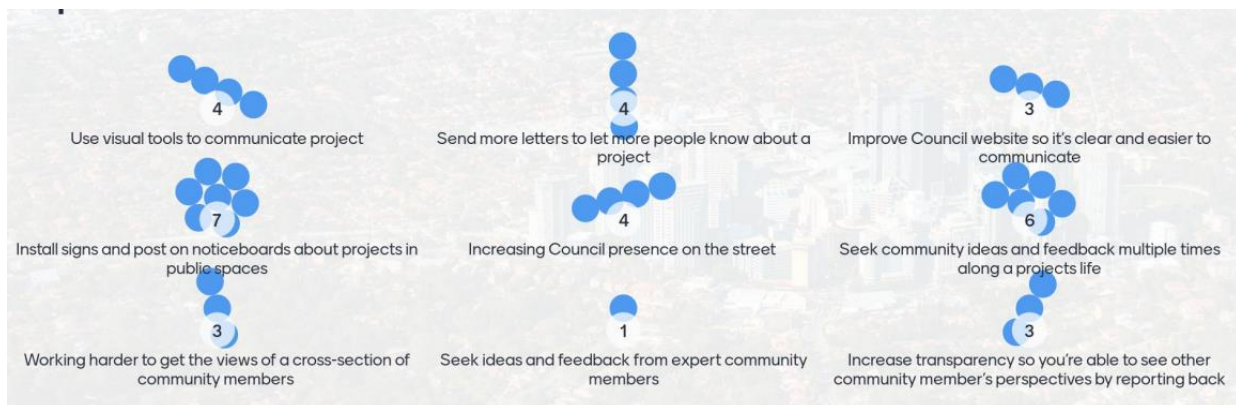
Activity 5 – Preferred priority actions

Participants were asked what key actions the Council should we focus on when it came to community engagement, particularly over the next three months. Participants could choose up to three of nine different choices.

The most popular choices were:

- Signs and noticeboards in public spaces
- Undertake community engagement at multiple times during a project’s life

Figure 4 – Votes by focus group members on engagement actions the Council should prioritise



When participants were asked if they felt there was anything missing, one said “no I don’t”.

Analysis of feedback

The focus group confirms existing research which has been undertaken for the draft Strategy which illustrates strong support for:

- Hearing about engagement opportunities via email or signage
- Participating in engagement opportunities through short surveys or email submissions, which are more suitable for people with limited available time

Information gathered about preferred communication and engagement methods, for different “hard-to-reach” cohorts, will be considered in the development of an internal “hard to reach” toolkit for Council staff.

Overall, feedback collected from the focus group does not suggest there is a reason to change the wording of the draft Strategy.

However, some feedback from the focus group shows that a significant proportion of community members from “hard-to-reach” groups do not have confidence that their feedback will be given appropriate weight in the engagement analysis and decision-making process. For instance, renters were concerned their feedback would not have the same status as owner-occupiers. This is of concern and will be considered in the development of the “hard to reach” toolkit and in the development and implementation of engagement plans.

The feedback also outlines that “hard-to-reach” groups appreciate being able to participate at multiple times during a project’s development



COMMUNITY ENGAGEMENT POLICY

Reviewed	-Add date of adoption here after exhibition <u>22 May 2023</u>
Next Review	Four years from adoption date
Version	5
Responsible Position	Community Engagement Specialist
Administration Reference	5706160

1. PURPOSE

To establish a framework of effective community engagement practices. This will build community relationships and gather stakeholder and community feedback to inform Council decision making.

2. CITY STRATEGY OUTCOME

Our Future Willoughby 2032 identified five city outcomes guiding our community's future direction in relation to Council's policy making, along with 32 community priorities.

This Policy enables Council to deliver on Outcome 5, "A city that is effective and accountable", through the following three priorities:

- 5.1 - Be honest, transparent and accountable in all we do
- 5.4 – Anticipate and respond to changing community and customer needs
- 5.5 – Make it easy for citizens to participate in decision making

3. APPLICATION

The Community Engagement Policy, Community Engagement Strategy and Community Participation Plan (known as the Community Engagement Framework) apply to all Council officials, members of staff, contractors and delegates of Council.

4. POLICY PRINCIPLES

Willoughby City Council will have regard to the following principles of Community Engagement;

- Community engagement will be easy-to-understand. It will be accessible and available and in a form that facilitates community participation.
- Community engagement will be inclusive. It will actively seek views that are representative of the community to participate in decisions that affect them.
- Community engagement will be meaningful. It will provide a platform for community to express their views and their input to be taken into consideration within Council's decision-making process.
- Community engagement will be early and ongoing, with the community enabled to participate in Council's work at key stages during a project's lifecycle.
- Community engagement will be visible. Council will seek to go to the community who are affected by or interested in a decision to seek input and feedback.
- Community engagement will be responsive, with the –Council to will engage in a systematic, structured and timely manner including being transparent about the feedback it has received and how this feedback has been considered.

5. POLICY STATEMENT

Willoughby City Council is committed to understanding the needs and expectations of the community to inform decision making processes. Council recognises the value of engaging with

the community in a meaningful way to meet Council's commitment to building long term, sustainable community relationships in achieving a shared vision for Willoughby City. Council commits to inclusive, meaningful, ~~and~~ visible, [credible and equitable](#) engagement processes throughout the organisation, after considering the IAP2 Spectrum for Public Participation.

We are committed to protecting the privacy of personal information we collect from our community.

6. RESPONSIBLE OFFICERS

Council

- [Meet the requirements of ~~in accordance with~~ the Local Government Act 1993, including the guiding principles relating to community engagement and transparent decision-making under Section 8A.](#) ~~have regard to the long term and cumulative effect of its decisions.~~

CEO

- Lead and foster a [Council-wide](#) culture of valuing community input to inform decision making.

Directors

- Oversee the establishment and implementation of the Community Engagement Framework.
- Ensure engagement activities are conducted in accordance with the Community Engagement Framework.
- Allocate resources to effectively conduct community engagement activities.
- Facilitate and encourage a culture of valuing community input to inform decision making.
- ~~Identify engagement opportunities to constructively engage with community in achieving City objectives.~~
- Ensure communication practices that inform the community about how their input was incorporated into Council decisions.

Program or Project Leaders

- Implement the Community Engagement Framework into operational activities.
- Identify engagement opportunities to constructively engage with community in achieving [Council's strategic business](#) objectives.
- Ensure compliance with the Community Engagement Framework in the performance of their duties.
- Ensure that any conflicts or risk to [eCouncil](#) identified during engagement processes are escalated to the relevant Council officer.

Community Engagement Specialist

- Deliver centralised policy, processes and protocols, and engagement planning advice, to enable work of Directors and Program and Project Leaders
- Maintain and where possible strengthen the Council's centralised engagement infrastructure, including the Council's [community engagement Have Your Say](#) portal

7. MONITORING AND REVIEWS

Community Engagement Specialist

~~Work with Directors to E~~valuate and monitor the Council's implementation of the Community Engagement Framework.

8. SUPPORTING INFORMATION

8.1 REPORTING AND LEGISLATIVE REQUIREMENTS

For initiatives requiring Council approval, the results of community and stakeholder engagement activities will be reported to Council and published on Council's [community engagement portal](#). ~~Have Your Say portal.~~

The Council will comply with relevant NSW and Australian legislation and regulations which include community engagement provisions, including the *Local Government Act 1993* and the *Environmental Planning and Assessment Act 1979*. It will also comply with its own Community Engagement framework and the above legislation and regulations when undertaking development with a significant impact on Council owned or managed land.

8.2 COMMUNITY ENGAGEMENT FRAMEWORK

The Community Engagement Framework consists of;

- Community Engagement Policy
- Community Engagement Strategy
- Community Participation Plan

Governing laws and standards	<ul style="list-style-type: none"> ▪ <i>Local Government Act 1993</i> ▪ <i>Environmental Planning and Assessment Act 1979</i>
Related policies and other documents	<ul style="list-style-type: none"> ▪ Communications Policy ▪ Advisory Committees Policy ▪ Privacy Management Plan
Document History	<ul style="list-style-type: none"> ▪ Date amended 22 May 2023 (insert date of adoption) ▪ Date amended 9 December 2019 ▪ Date amended 11 November 2019 ▪ Date adopted June 2016

Appendix

Definitions	
Policy	A statement/s of principles and intent that guide decisions to help achieve outcomes and community priorities.
Procedure	A statement or instruction to staff, contractors and consultants - that sets out how policies will be implemented and by whom.
Project	A temporary endeavor undertaken to create a unique product, service or result. Must have a defined beginning and end date, with defined scope and resources. A piece, or series, of works, delivered by Council to respond to community needs or achieve outcomes designated in the Community Strategic Plan, Delivery Program or Operational Plan.
Program (of projects)	A collection of projects that are managed by a group. The projects within a program are typically closely related and more efficiently managed as a group rather than individually.

Engagement	Within this policy 'engagement' is used as a generic, inclusive term to in line with the IAP2 spectrum (as referenced below) – describe the broad range of interactions between people. It can include a variety of approaches, such as one-way communication or information delivery, consultation, involvement in decision-making, and empowered action in informal groups or formal partnerships.
Community	Within this policy 'community' is used in its broad sense to define groups of people; whether they are stakeholders, interest groups, citizen groups, businesses etc. A community may be a geographic location (community of place), a community of similar interest (community of practice), or a community of affiliation or identity (such as industry or sporting club).
Community and Stakeholder Engagement	Within this policy 'community engagement' refers to a planned process with the specific purpose of working with identified groups of people, whether they are connected by geographic location, special interest or affiliation, to investigate and address issues affecting their well-being.
IAP2	The International Association for Public Participation (IAP2) is an international organisation advancing the practice of public participation. Council will focus its practice of engagement on the IAP2 model whereby a spectrum or continuum of engagement is available to assist in planning effective community engagement.
Stakeholder	Anyone with an interest in or who is impacted by a program or project. It can describe members of a local community or the general public including residents, business owners, workers, visitors, community groups and organisations. It may also be used to describe employees, contractors, consultants, professional associations, or levels of government and government agencies.

Proposed Community Engagement Strategy amendments

Page 8 – New section added as per below

How does this plan form part of the Council’s Community Engagement Framework?

This plan is one of the three elements which form part of the Council’s Community Engagement Framework. These elements are:

Community Engagement Policy

- *Council’s engagement principles*
- *Defines elements of the Council’s Community Engagement Framework*
- *Defines internal roles and responsibilities*

Community Engagement Strategy (this document)

- *Required under Local Government Act*
- *Explains how the Council undertakes general local government engagement matters, including non-statutory strategic planning matters (such as centre, precinct or sector studies)*
- *Excludes statutory planning and development matters*

Community Participation Plan

- *Required under Environmental Planning and Assessment Act (EP&A Act)*
- *Explains how the Council undertakes engagement on statutory planning and development matters outlined in Division 2.6 of the EP&A Act, and some other planning matters such as certification*

Page 21 – Advisory Committees

Removing

Volunteers also take part in Advisory Committees. The primary objective of Advisory Committees is to provide ongoing advice, to Council, on advancing strategic outcomes, while noting that the Council from time to time will consult with these committees on specific initiatives.

And replacing with

Volunteers also take part in Advisory Committees. The Terms of Reference for each Advisory Committee states its role in the engagement process.

Pages 22 and 33 - Evaluation

Removing

We will monitor and evaluate the success or otherwise of individual engagement projects, and our overall engagement function (see Attachment D for more details as to how we will do this).

And replacing with

We will monitor and evaluate the success or otherwise of individual projects, including their engagement process, and our overall engagement function (see Attachment D for more details as to how we will do this).

On page 33, adding the following dot point

Evaluating individual projects upon completion, including the engagement activity which helped deliver these projects

Page 22 – Ongoing engagement

Removing

This could be via the by directly contacting and engaging with Council staff and Councillors or in the open public forum at Council meetings

and replacing with

This could be via the community directly contacting and engaging with Council staff and Councillors, or by taking part in the open forum at Council meetings.

Page 28 – Business leaflet distribution

In the Engagement Methods table, changing *Posters placed in public areas* to *Poster and leaflet distribution*

In footnote 11, deleting *This could be posters placed in libraries, council noticeboards or in malls / public spaces* and replacing with *This could be leaflets or posters distributed via libraries, council noticeboards, businesses or in malls / public spaces*

Page 29 – Business surveys

In the table change *Public space inception survey* to *Business or public space inception survey*.

Page 30 – Community engagement outcomes reports

Adding additional sentence as per below to footnote 17, while retaining current sentence.

This report is optional if there are 12 or less comments and/or submissions, in which case each piece of feedback can be listed and responded to in the body of the Council report

Page 32 – Staff toolkits

Adding a new toolkit

- *Preferred engagement tactics at the early and later stages of engagement*

Page 34 – Adding Implementation Plan as per below

Following its adoption in May 2023, the Council will seek to implement this Strategy through the delivery of the following elements.

Nature of improvement	Description
<i>Protocols</i>	<i>Feedback collection, analysis and publication protocol</i>
	<i>Notification zones and methods protocol</i>
	<i>Prizes and incentives protocol</i>
<i>Internal staff toolkits</i>	<i>Community liaison toolkit, outlining how the Council will liaise with community members across the entire life-cycle of a project</i>
	<i>Hard-to-reach group toolkit, outlining preferred and locally-appropriate methods to reach community members who may be less likely to take part in engagement activity</i>
	<i>Staging toolkit, outlining preferred engagement tactics at the early and later stages of engagement</i>
<i>Staff training and project management improvements</i>	<ul style="list-style-type: none"> • <i>Train staff to help them implement strategy</i> • <i>Ensure community engagement is addressed in the budget bid process</i> • <i>Define community engagement steps as part of the Council's project management framework</i>
<i>Translated letters</i>	<i>Create letter template containing translation service information for general engagement matters</i>
<i>List of experts and service providers</i>	<i>Create a list of service providers and experts who are able to assist staff with tasks such as engagement planning, engagement outcomes analysis and engagement outreach</i>
<i>Development of standard external signage solution</i>	<i>Create a common approach for external signage, including QR codes</i>
<i>Community noticeboard review</i>	<i>Assess our community noticeboard network, including review how marketing and engagement material is integrated into the network</i>
<i>Marketing plan for Have Your Say registrations</i>	<i>Promote Have Your Say registrations</i>
<i>Have Your Say review</i>	<i>Review our Have Your Say online portal provider and Have Your Say user experience</i>
<i>Create Key Performance Indicators (KPIs)</i>	<i>Create KPIs for the Council's community engagement function</i>

As of May 2023, the following elements had been delivered.

Nature of improvement	Description
------------------------------	--------------------

<i>Have Your Say newsletter</i>	<i>Monthly newsletter to all Have Your Say subscribers</i>
<i>Street stall</i>	<i>Branded street stall to support engagement activity in town centres</i>
<i>Strategy</i>	<i>Adoption of this strategy</i>

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Community Engagement Strategy

MAY 2023



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Acknowledgement of Country

Willoughby City Council acknowledges the Traditional Owners of the lands on which we stand, the Gamaragal people. We pay our respects to their Elders past and present.



Mayor's foreword



As a Council, community engagement is at the heart of everything we do.

Willoughby City Council believes that community members have a right to participate in, and influence, decision-making. We also believe that our diverse and talented community has the ability to add tremendous value to this decision-making.

It is also important that the Council has a consistent, understood and trusted approach to its community engagement effort.

This strategy seeks to drive this community engagement approach and effort, by outlining the key Council's engagement principles and by defining engagement success.

I hope you find this strategy of interest.

Tanya Taylor

Mayor

CEO's foreword



Willoughby City Council has, for many years, had a deep commitment to involve the community in our decision-making process. We believe that, by undertaking this engagement, our decisions are strengthened.

This strategy brings together and updates the Council's various documents in our existing community engagement framework, to make it easier for our stakeholders to understand how we listen and respond to them.

In preparing this strategy, Council staff have considered a range of information sources, including the 2021 Census results, a survey of community members, staff and Councillor feedback and lessons learned from recent engagement activity. As such, this strategy seeks to reflect current community desires and needs.

I'd like to thank everyone within the Council who's worked to deliver this important strategy.

Debra Just
CEO

About the strategy

Why has the Council prepared this strategy?

In its *Delivery Program 2022–26*, the Council stated it would review its existing community engagement policy framework by December 2022, to ensure this framework is in line with contemporary community expectations. This Strategy is the outcome of the review process.

What has the Council considered in preparing this strategy?

In developing this strategy, Willoughby City Council has considered its corporate priorities, relevant NSW Government legislation, the latest Census data and early Councillor and community insights.

Community Strategic Plan

The Council's work is guided by its ten-year Community Strategic Plan, known as *Our Future Willoughby 2032*. This plan includes several priorities relevant to this strategy, including:

- **Priority 5.1** – Be honest, transparent and accountable in all that we do
- **Priority 5.4** – Anticipate and respond to changing community and customer needs
- **Priority 5.5** – Make it easy for citizens to engage and participate in decision making

Legislation

The strategy has also been prepared in line with the Section 402A of the *Local Government Act 1993* (LG Act), under which local councils are required to prepare a Community Engagement Strategy which must cover "engagement with the local community when developing its plans, policies and programs and for the purpose of determining its activities (other than routine administrative matters)".

Census data

The strategy has considered and responded the Council area's 2021 Australian Bureau of Statistics Census data, which is being progressively released from the second half of 2022. By doing this, the strategy seeks to respond to our unique community features.

Community engagement

Between 28 September and 27 October 2022, nearly 100 Willoughby community members were surveyed to help inform this strategy.

The consultation process identified community's preferred methods of communication and consultation in the development of Council's projects, programs and policies as well as community suggestions for refinement of Council's engagement processes into the future.

The majority of community members interviewed (80%) said they would like to make a greater contribution to Council's decisions. The community also told us it would like to participate early and often throughout the development of Council projects, programs and policies. When asked what was a barrier to participation, respondents typically stated that it needed to be easier to find out about new engagement opportunities, and given their limited available time they wanted surveys to be short.

The community told us it was particularly interested in traffic and parking, planning and development, bushland management and sustainability initiatives.

What does this strategy cover?

Community engagement is the process of involving people in the decisions that affect their lives. This strategy covers how the Council wishes to engage with its local community, including:



What are the benefits of effective community engagement?

Community engagement strengthens our planning, decision making and project delivery by ensuring that we understand and consider the needs and nuances of our community.

Engaging our community helps to:

- Understand the needs and aspirations of our community
- Create a shared vision for our future
- Challenge our assumptions and broaden our understanding beyond our experience
- Empower communities to activate spaces, collaborate on programs and deliver services
- Check that we are on the right track

Community engagement enables good governance and ensures our Council staff and elected officials are making informed decisions by promoting a shared responsibility for the future of our local government area.

How does this plan form part of the Council’s Community Engagement Framework?

This plan is one of the three elements which form part of the Council’s Community Engagement Framework. These elements are:

Community Engagement Policy



- Council’s engagement principles
- Defines elements of the Council’s Community Engagement Framework
- Defines internal roles and responsibilities

Community Engagement Strategy (this document)



- Required under Local Government Act
- Explains how the Council undertakes general local government engagement matters, including non-statutory strategic planning matters (such as centre, precinct or sector studies)
- Excludes statutory planning and development matters

Community Participation Plan




- Required under Environmental Planning and Assessment Act (EP&A Act)
- Explains how the Council undertakes engagement on statutory planning and development matters outlined in Division 2.6 of the EP&A Act, and some other planning matters such as certification

How this strategy relates to the IAP2 Public Participation Spectrum

In line with global best practice, Willoughby City Council utilises the IAP2 Public Participation Spectrum. The Spectrum is a toolkit which can be used by project managers when designing engagement activity, to ensure that the level of engagement and the mediums utilised are in line with the level of community interest, and ability to inform the decision making process.

Table 1: IAP2 Public Participation Spectrum



Participation status	Inform	Consult	Involve	Collaborate	Empower
Public participation goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place the final decision making in the hands of the public.
Promise to the public	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations and provide feedback on how public input influenced decisions.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

This strategy utilises this spectrum, by:



- Asking project managers to identify and designate how a project's engagement aligns with the spectrum and embedding this alignment into engagement plans



- Supporting staged engagement processes, which provides a greater opportunity in the early phases of a project to partner with the public and examine alternatives via the Collaborate participation status (see Attachment B for a further discussion on this)



- Seeking greater engagement effort, including implementing the Involve or Collaborate participation status, for projects which have high levels of interest or impact (such as in the engagement methods matrix in Attachment C)

As Council undertakes a decision-making process, it will typically utilise the spectrum options ranging from Inform to Collaborate, to aid project teams and Councillors to develop a firm understanding of the community's desired outcomes and concerns, and for the community to understand the constraints on, and rationale for, proposed Council activity.

As the Council is the final decision-maker, it does not intend to use the Empower status option as part of this strategy.

Our community and environment

The Gamaragal People are the traditional custodians of the land, on which the Willoughby City Council area stretches, covering some 23 sq/km from St Leonards in the south to Roseville and Castle Cove in the north, and from Middle Harbour in the east to the Lane Cove River in the west. In 2021, the Council area had an estimated population of 76,034 people.

This strategy seeks to respond to the unique features of the Willoughby community and environment.

Our community in 2021

Figure 1: Key features of the Willoughby community¹



We have a relatively high proportion of high density dwellings

	Percentage of housing stock as high density
Willoughby	43.1%
Sydney	27.1%

We have a relatively high proportion of people who speak a language other than English

	Speaks a language other than English
Willoughby	41.1%
Sydney	37.7%

Most common languages (other than English)

Language	Percentage of population who speaks language
Mandarin	12.9%
Cantonese	7.8%
Japanese	2.4%
Korean	2.3%

¹ 2021 Census data used unless indicated otherwise



3.9% of our community have a disability, which is slightly lower than the Sydney average

We have a relatively high proportion of renters and outright home owners, but less mortgage holders than the rest of Sydney

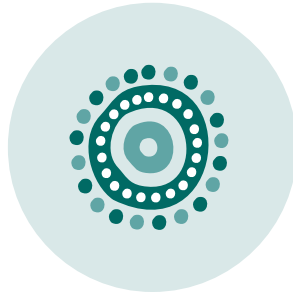
Housing tenure	Renting	Mortgage holders	Own home outright
Willoughby	37.7%	26.1%	31.0%
Sydney	34.7%	31.9%	26.7%

Compared to the Sydney average, we have a relatively high proportion of youths aged 5–17, parents and home builders aged 35–49 and older workers and pre-retirees aged 50–59

	Youths aged 5–17	Parents and home builders aged 35–49	Older workers and pre-retirees aged 50–59
Willoughby	17.3%	24.6%	12.4%
Sydney	15.9%	21.5%	12.0%



Compared to the rest of Sydney, we have a comparatively lower number of young workforce members aged between **25–29** and young children aged **0–4**



0.3% of our population are Aboriginal and Torres Strait Islanders



Our community is relatively well-educated, with **79.9%** of residents having completed Year 12, compared to **64.5%** across Sydney



Our community is digitally connected, with **87.2%** of households having an internet connection, compared to the Sydney average of **81.4%**²



16.3% of our residents are volunteers, compared to the Sydney average of **11.6%**



We have a large number of visitors, including **20 million** shopper visits



We have **78,629** local jobs and **12,816** businesses, contributing to a gross regional product of more than **\$13 billion**³

² 2016 Census data

³ Figures from National Institute of Economic and Industry Research

Our environment

Figure 2: Key features of the Willoughby environment



330 hectares of bushland



20km of harbour foreshore



425 hectares of open space



Large CBD (Chatswood) containing **18,000** jobs













Vibrant **local** centres, including at Artarmon, Naremburn, Northbridge and Willoughby

Council matters our community wants to participate in

Research conducted for this strategy has provided some insights on the types of Council decisions that our community wants to participate in.⁴

Younger community members showed greater interest in community services, and cultural and community events, while community members older than 55 years of age showed greater interest in planning and development and streetscape issues.

Figure 3: Issues of interest to our community

Area	Percentage of respondents who said they would like to provide input in this area
 Traffic and parking	56%
 Planning and development	52%
 Bushland management	47%
 Sustainability	46%
 Streetscape management	44%
 Cultural and community events and exhibitions	42%
 Parks and playground management	39%
 Community services, such as the libraries and youth services	39%
 New capital works projects	31%
 Council policy and vision documents	27%

⁴ See Community Engagement Strategy Community Survey Consultation Outcomes Report for full analysis (<http://www.haveyoursaywilloughby.com.au/draft-community-engagement-framework>)

Our stakeholders

Our community engagement will identify stakeholders – individuals, groups or organisations who will be affected by, or who have an interest in, a Council decision – and promote opportunities for participation to ensure a range of perspectives is heard, and the community’s needs, values and expectations are represented and considered in this decision.

Figure 4: Willoughby’s stakeholder groups



Individuals and families

- Owner occupiers
- Renters
- Young people
- Seniors
- Families
- Single people
- Workers
- Commuters
- Visitors



Social groups

- People from culturally and linguistically diverse backgrounds
- People living with disabilities
- Aboriginal and Torres Strait Islander Peoples
- LGBTQI+



Special interest groups

- Progress Associations
- Chambers of Commerce
- Clubs
- Community groups
- People connected by a common interest or by a place



Institutions and service providers

- Schools
- Faith communities
- Non-government organisations (NGOs)



Economic contributors

- Business owners and operators
- Development proponents
- Non-resident property owners



Other levels of government

- NSW Government
- Australian Government



Internal








- Council staff
- Councillors

Council's engagement principles

Willoughby City Council has adopted the following principles which represent the foundational elements and underlying aspiration for our community engagement.

See Attachment A for practical examples of these principles in action.

Table 2: Our engagement principles and practical examples of what they mean

Principle	What this means
 Early	For more complex projects, taking advantage of opportunities to engage with the community before significant decisions are made
 Easy-to-understand	Material which supports an engagement process will be easy to understand for all members of our community
 Inclusive	Utilising engagement methods that enable a broad range of community members to participate in our decisions
 Meaningful	Ensure community members have the opportunity to influence the outcome, subject to Council considering all factors
 Visible	The Council will regularly go to people to seek input and feedback, rather than waiting for people to decide to participate
 Responsive	The Council will be transparent about what feedback it has received, and how this feedback has been considered
 Continuous	The Council keeps the community informed about projects as they are progressed

Willoughby's road to engagement success

The steps below illustrate how Willoughby's community engagement principles can be implemented at the project level to deliver a positive outcome.

-  1 We will build engagement into the start of our project planning
-  2 We will consider early and staged engagement
-  3 We will employ the right engagement methods for the circumstances
-  4 We will harness the insights of Willoughby's volunteers and special interest groups
-  5 We will carefully consider and respond to feedback we receive
-  6 We will keep the community engaged and informed during the project lifetime
-  7 We will monitor and evaluate our engagement function
-  8 We will provide opportunities for ongoing engagement



1 We will build engagement into the start of our project planning

We will carefully consider the need for engagement, and the level of engagement effort likely to be required, when we begin planning a project. This will include if:

- Engagement is required by law; and/or
- There are options available as to how a project could be delivered and community members are likely to be interested in the project, including exploring and commenting on these options

In planning for engagement, we will also consider the research conducted for this strategy, which provides insights on the level of community interest in potential engagement activity, depending on project type and community demographics and location.



2 We will consider early and staged engagement

We will conduct early engagement on more complex projects, to understand community views so that these views can be incorporated into the design of these projects. By doing this, we are able to increase the chances of project success.

See more details about early and staged engagement in our typical engagement steps in Attachment B.



3 We will employ the right engagement methods for the circumstances

We will implement the right engagement method for the circumstances, after considering the level of impact and community interest, the ability of participants to shape the decision-making process, community demographics and the efficient use of resources relative to the project budget. Depending on the circumstances, this will include examining the best way to engage a wide range of community members, including members who:

- are Aboriginal and Torres Strait Islander
- speak a language other than English
- are younger
- are older
- are time-poor working families
- live in a high density dwelling
- have a disability; or
- who are renting.

The Council has prepared an engagement methods matrix, which is available in Attachment C, which includes a range of mandatory or optional engagement methods which would be considered over the entire life cycle of a project.



4 We will harness the insights of Willoughby's volunteers and special interest groups

Willoughby has a relatively high proportion of local volunteers and passionate interest groups. We will endeavour to engage these groups often and utilise their insights, expertise and enthusiasm.

For instance, volunteers freely contribute their local insights and expertise by taking part in Progress Associations, Chambers of Commerce and other local groups defined in our stakeholder groupings on page 16.

Volunteers also take part in Advisory Committees. The Terms of Reference for each Advisory Committee states its role in the engagement process.



5 We will carefully consider and respond to feedback we receive

We will carefully consider feedback in our planning, development and decision-making. This will include by preparing reports which provide a clear analysis of feedback received, and by responding to issues raised in this feedback.



6 We will keep the community engaged and informed during the project lifetime

We will ensure that the community is engaged and informed across the full lifecycle of engagement projects, including when people have the opportunity to have their say, when the time comes to make a final decision and as a project is being implemented following this decision being made.

For more information about how we undertake this as part of a typical project, see our typical engagement steps at Attachment B.



7 We will monitor and evaluate our engagement function

We will monitor and evaluate the success or otherwise of individual projects, including their engagement process, and our overall engagement function (see Attachment D for more details as to how we will do this).

This will include monitoring potential technology-led improvements in engagement outreach, which will take advantage of Willoughby's high rate of digital literacy.



8 We will provide opportunities for ongoing engagement

We will support community members to raise and discuss issues with us, outside of specific engagement projects initiated by the Council.

This could be via the community directly contacting and engaging with Council staff and Councillors, or by taking part in the open forum at Council meetings.

Attachment A – Practical examples of our principles in action

The table below seeks to provide a selection of examples explaining how our engagement principles would be put into action during engagement activity. It is not designed to be an exhaustive list, but instead a guide to be applied in the right circumstances.

Table 3: Examples of Willoughby’s engagement principles in action

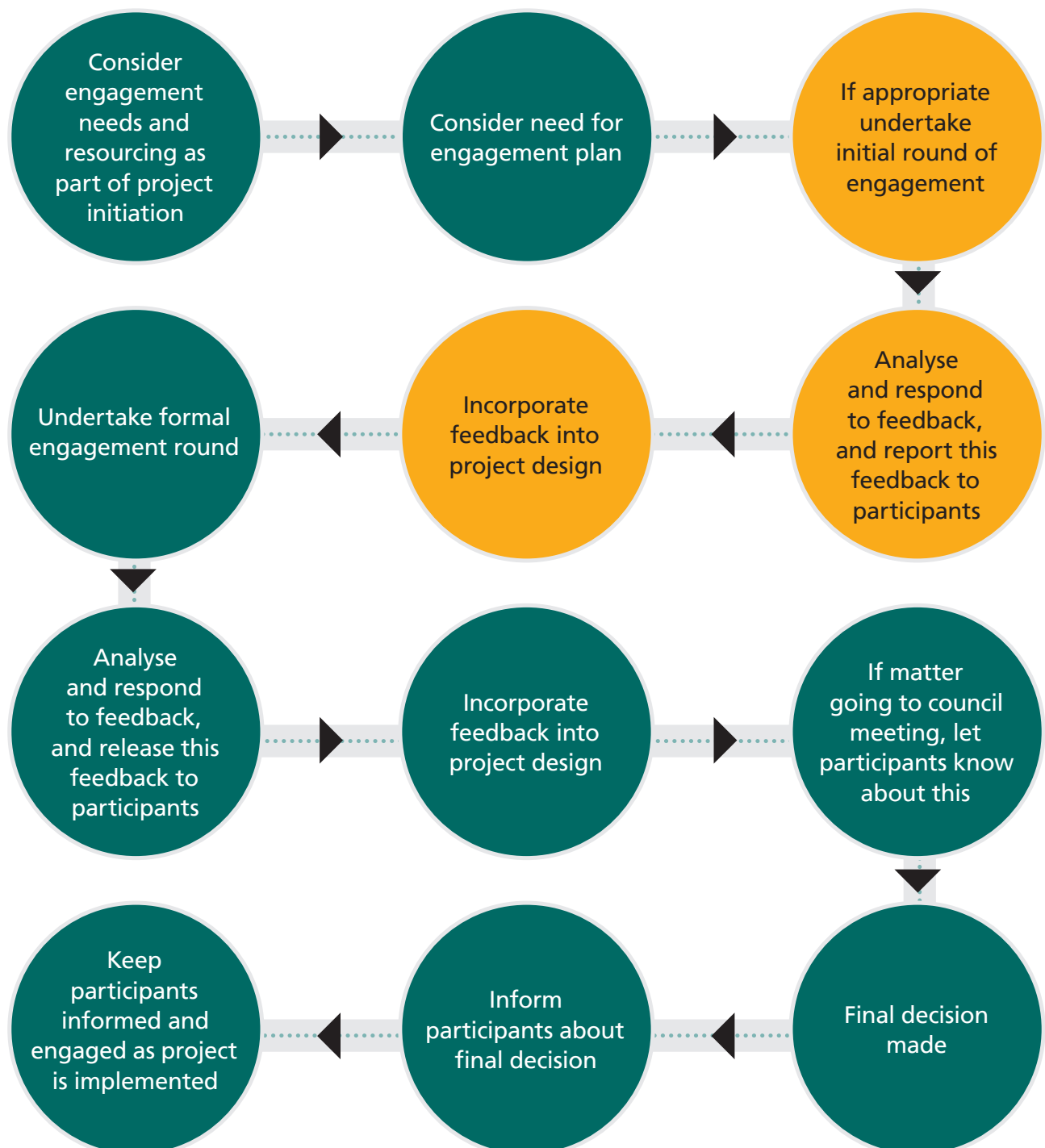
Principle	Practical examples
Early	<p>Undertaking a survey or co-design workshop to understand the community’s needs and views before beginning the design or policy process for more complex projects</p> <p>Acknowledging that community interest begins well before planning or works are underway</p>
Easy-to-understand	<p>Preparing maps for a major capital works project which could be understood by a layperson, as distinct to publishing maps used to inform the engineering or traffic management process</p> <p>Publishing summary fact sheets or brochures to explain the matter at hand</p> <p>Utilising high-quality photomontages so the community can understand proposed public domain improvements or land-use changes</p> <p>When a document has been updated, showing the changes in a different text style or through some other graphic design effect, or providing the previous document for comparison</p> <p>Minimising the use of technical terminology and acronyms in all community consultation communications</p>
Inclusive	<p>Allowing a longer exhibition period for complicated material</p> <p>Making special effort to reach groups or individuals who either find it more difficult, or ordinarily may not consider, participating in decision-making</p> <p>Planning engagement and engagement activities with consideration for the demographics and nuance of the impacted community</p> <p>Organising engagement events in a manner to reduce the potential, as far as is practically possible, of anger or hostility between people wanting different outcomes</p> <p>Making it clear, at public forums or events, that inappropriate behaviour may result in the forum or event being abandoned</p>

Principle	Practical examples
Visible	<p>Erecting community engagement street stalls and conducting intercept surveys in public areas, so that we reach out to people for input</p> <p>Erecting temporary signs at sites or public places which are the relevant location of an engagement activity</p> <p>Keeping up-to-date with relevant technology changes to engage with community members online</p> <p>Providing the names and details of staff contacts to help with queries</p>
Meaningful	<p>Ensuring that engagement takes place in a way and time that means that well-reasoned feedback and input will be able to alter or create a decision of Council</p> <p>Provide engagement opportunities that enable community and stakeholders to express their view</p>
Responsive	<p>Writing back to participants, to let them know their feedback has been considered in the decision-making process</p> <p>Publishing engagement outcomes reports, that transparently analyse and report what we heard, for major engagement initiatives</p> <p>Providing opportunities for stakeholders to raise questions as well as provide feedback</p>
Continuous	<p>Community members who've had their say about a proposed project are kept up-to-date during the engagement process and as the project is implemented</p> <p>Keeping engagement web pages up to date with the latest information, so the community can easily follow and understand the process</p> <p>Engaging with the community across a number of key stages in the design or program development process</p> <p>Maintaining an open line of communication to raise concerns or questions once the project is underway</p>

Attachment B – Typical engagement steps

The diagram below explains our typical engagement steps. The circles marked in orange are relevant only for projects where multiple engagement stages are proposed to be undertaken.

Figure 5: Typical engagement steps for general engagement projects



How we determine whether multi-stage engagement is appropriate

In some instances, more complicated projects will benefit from a period engaging with the community, to understand community sentiment and drivers, ahead of the creation of a plan or program which would then be the subject of a further round of engagement. At this early engagement stage, the Council would typically apply the Collaborate engagement status.

Usually, the first round of engagement will provide the community the opportunity to suggest or co-design ideas, ahead of a formal proposal being on the table. The second round of engagement will then examine this proposal.

A multi-stage process for complex projects increases the chances of engagement and project success, as community views are known and considered before significant internal resources are committed to delivering solutions.

The table below can be used as a guide as to whether multi-stage engagement is appropriate, while noting that this list is not exhaustive and that alternative decisions may be taken on engagement processes, based on the circumstances.

Table 4: Examples of single or multiple-stage engagement projects

Single engagement stage example project types	Multiple engagement stage example project types
Corporate policies and documents	Significant infrastructure and facility upgrades
Reserve action plans	Council sector strategies (such as strategies for housing, active transport, recreation or economic development)
Localised traffic and parking changes	Major planning strategies, including for precincts, town centres and corridors
Financial statements	

Attachment C – Proposed engagement options

This attachment has been prepared to help inform the community how the Council will carry out general engagement activities.

The matrix below outlines the different engagement methods the Council will consider for a range of engagement projects. The Council may undertake additional engagement activities (compared to those in the matrix) if this is considered desirable in the circumstances, or outlined in legislation.

Table 5: Matrix of engagement methods for general engagement projects

	Level 1 – High interest or impact LGA wide	Level 2 – Low interest or impact LGA wide	Level 3 – High interest or impact – local only	Level 4 – Low interest or impact – local only
Nature of impact	Has the potential to have an impact on, or be of interest to, a wide number of community members	Matters that are largely procedural in nature and will not, by themselves, impact on community members	Has the potential to have an impact on, or be of interest to, community members in a specific area	May be of interest to some community members who are active followers of the issue at hand
Example	Integrated Planning and Reporting Framework documents Sector-specific documents of widespread interest Regional facility	Corporate and governance policies Financial statements Sector-specific documents of niche interest	Centre strategies Plans of management Floodplain study	Playground improvements plan Reserve action plan Minor traffic or parking change
Likely maximum IAP2 engagement level	Collaborate	Involve	Collaborate	Involve
COMMUNICATION TACTICS				
A – Always U – Usually O – Occasionally R – Rarely				
Media release	U	O	U	R
Leaflet/brochure/ fact sheet	U	O	O	O
Promotional video	O	O	O	R
Photomontage	O	R	O	R

A – Always **U** – Usually **O** – Occasionally **R** – Rarely

	Level 1 – High interest or impact LGA wide	Level 2 – Low interest or impact LGA wide	Level 3 – High interest or impact – local only	Level 4 – Low interest or impact – local only
Map	U	R	U	R
Include in Monthly Have Your Say newsletter	A	A	A	A
HaveYourSay news flash ⁵	U	O	U	O
Council News e-newsletter ⁶	A	U	U	O
Subscriber updates	A	A	A	A
Newspaper advertisement	O	O	O	O
Emails or letters to indirectly affected stakeholders ⁷	U	O	U	O
Letters to directly affected stakeholders ^{8,9}	O	O	A	U
Site signage ¹⁰	R	R	U	U
Customer Service Centre material	U	O	U	R
Posters and leaflet distribution ¹¹	U	O	U	R
Translated explanatory material	U	O	O	R
Social media posts ¹²	A	O	U	R
Social Media paid advertising	O	O	O	R

5 This is a ‘newsflash’ style e-newsletter, separate to the monthly all-subscriber newsletter

6 This is an email to around 1,200 subscribers (June 2022 figures) and is issued monthly

7 This may include Chambers of Commerce, Progress Associations and other interest groups

8 This would include letters to surrounding residents, businesses and property owners

9 Required for any proposed planning control changes which have an impact on specific sites or areas

10 Site signs should contain a QR code

11 This could be leaflets or posters distributed via libraries, council noticeboards, businesses or in malls / public spaces

12 This could include posting on community social media sites, such as Willoughby Living

A – Always **U** – Usually **O** – Occasionally **R** – Rarely

	Level 1 – High interest or impact LGA wide	Level 2 – Low interest or impact LGA wide	Level 3 – High interest or impact – local only	Level 4 – Low interest or impact – local only
ENGAGEMENT METHODS				
Phone contact/ hotline	A	A	A	A
Email contact	A	A	A	A
HaveYourSay portal page	A	A	A	A
HaveYourSay portal survey	A	U	U	R
Business or public space inception survey	O	O	O	O
Public space Have Your Say stall or table ¹³	U	O	O	U
Phone survey	O	R	O	R
Site tour	O	R	O	O
Tactics to engage with hard-to-reach groups	U	O	U	O
Drop-in session or webinar	U	O	U	O
Engagement incentive ¹⁴	O	O	O	R
Interactive map	O	O	O	O
Town Hall meeting or public hearing	O	O	O	R

13 Particularly for open space or streetscape planning

14 Incentives should not be of a direct monetary value and should follow our Code of Conduct. Incentives might include VIP invitations to Council events for example. Council will further develop a protocol on this issue.

A – Always **U** – Usually **O** – Occasionally **R** – Rarely

	Level 1 – High interest or impact LGA wide	Level 2 – Low interest or impact LGA wide	Level 3 – High interest or impact – local only	Level 4 – Low interest or impact – local only
Stakeholder meetings or briefings ¹⁵	U	O	U	R
Co-design workshop ¹⁶	O	O	U	R
Randomly-selected focus group	O	O	O	R
REPORTING METHODS				
Project-specific community engagement plan	A	U	A	O
Engagement outcomes report ¹⁷	A	O	A	O
Participants invited to address Council meeting (if item on meeting agenda)	A	A	A	A
Participants informed of final decision and how community feedback has shaped outcome	A	A	A	A

15 This may include consultation with Advisory Committees, subject to their Terms of Reference

16 A collaborative workshop at an early stage of a project, where community members and key stakeholders are invited to help design the project

17 This is a report which would be uploaded to the Have Your Say portal page and be provided as an attachment to a report to a Council meeting. This report is optional if there are 12 or less comments and/or submissions, in which case each piece of feedback can be listed and responded to in the body of the Council report

Further matters to consider during the engagement process

Exhibition periods

The table below includes Council’s preferred minimum exhibition periods, including for each engagement stage of a project.

It should be noted that the exhibition period for a project is likely to be longer than this, if:

- This is required under legislation, or an instrument generated through legislation; or
- There is a need for a longer exhibition period, after considering:
 - The likely level of interest in the engagement matter
 - The complexity of the information which needs to be processed and understood
 - The level of impact of what is being proposed

It should also be noted that, if a matter needs to be re-exhibited with minor alterations, then it may be appropriate for a period of time to be deducted from our preferred minimum timeframes.

Table 6: Minimum exhibition periods

	Level 1 – High interest or impact LGA wide	Level 2 – Low interest or impact LGA wide	Level 3 – High interest or impact – local only	Level 4 – Low interest or impact – local only
Minimum exhibition period (days) ¹⁸	28	21 ¹⁹	28	21

Exhibition periods include business days and weekends.

¹⁸ If legislation requires a longer timeframe, then this should be adopted

¹⁹ Excludes Draft Financial Statements which have separate notification requirements under the Local Government Act

Times during the year and week when we will seek community feedback

The Council will make every possible effort to seek community feedback at times when the community is best placed to provide this feedback.

In particular:

- The Council will seek to avoid commencing engagement in the period immediately before, or immediately after, Christmas.
- The Council will make reasonable efforts to extend exhibition periods, particularly for Level 1 and Level 3 matters (as shown in Table 5) if the exhibition period overlaps with a private and public school holiday period. It may be difficult to meet this aim for urgent matters.
- The Council will generally hold drop-in sessions, webinars and other community engagement events after hours or on weekends.
- Consideration should be given to holding public space stalls on Saturday mornings, or to coincide with community events.

Further protocol development

The Council will further develop a range of protocols to support the engagement process, which will reflect this strategy's principles. These proposed protocols are listed below:

Table 7: Proposed Council engagement protocols

Proposed protocol	Further detail on area of examination
Feedback collection, analysis and publication	<ul style="list-style-type: none"> • The best approach for the Council to collect, analyse and keep participant feedback, after considering what tools are available to assist the Council with this task • How the Council should publish participant feedback, after considering issues such as privacy and resourcing implications
Notification zones and approach	<ul style="list-style-type: none"> • Preferred notification scope for general engagement matters, depending on the engagement type and available resourcing, and outlining how are best reaching different stakeholders, including owners and occupants
Prizes and incentives	<ul style="list-style-type: none"> • Preferred approach to offering prizes and incentives for engagement activity

In addition, the Council will prepare a range of internal toolkits for staff, including in relation to:

- Ongoing liaison with community members across the life-cycle of a project
- Preferred and locally-appropriate methods to reach community members who may be less likely to take part in engagement activity (known as hard-to-reach groups)
- Preferred engagement tactics at the early and later stages of engagement.

Attachment D –

Monitoring and evaluating the outcomes of this strategy

The Council will regularly evaluate whether this strategy, and the Council's engagement effort, is meeting community expectations. It will do this by:

- Recording Councillor and community feedback about the engagement process, including compliments and complaints
- Monitoring the number of Have Your Say online portal registrants, with the aim to increase registrants
- Evaluating whether engagement activity has proceeded in a way which is consistent with this strategy
- Reviewing community perceptions of our engagement effort via our two-yearly Community Perception Survey
- Considering ongoing technology improvements, including through reviewing our Have Your Say portal and examining other potential improvements, such as new ways to notify and receive feedback from the community
- Evaluating individual projects upon completion, including the engagement activity which helped deliver these projects

Data collected over time will help inform the development of key performance indicators, to be included in, and reported against, in regular Delivery Program reporting.

Attachment E – Implementation plan

Following its adoption in May 2023, the Council will seek to implement this Strategy through the delivery of the following elements.

Nature of improvement	Description
Protocols	<ul style="list-style-type: none"> Feedback collection, analysis and publication protocol Notification zones and methods protocol Prizes and incentives protocol
Internal staff toolkits	<ul style="list-style-type: none"> Community liaison toolkit, outlining how the Council will liaise with community members across the entire life-cycle of a project Hard-to-reach group toolkit, outlining preferred and locally-appropriate methods to reach community members who may be less likely to take part in engagement activity Staging toolkit, outlining preferred engagement tactics at the early and later stages of engagement
Staff training and project management improvements	<ul style="list-style-type: none"> Train staff to help them implement strategy Ensure community engagement is addressed in the budget bid process Define community engagement steps as part of the Council's project management framework
Translated letters	Create letter template containing translation service information for general engagement matters
List of experts and service providers	Create a list of service providers and experts who are able to assist staff with tasks such as engagement planning, engagement outcomes analysis and engagement outreach
Development of standard external signage solution	Create a common approach for external signage, including QR codes
Community noticeboard review	Assess our community noticeboard network, including review how marketing and engagement material is integrated into the network
Marketing plan for Have Your Say registrations	Promote Have Your Say registrations
Have Your Say review	Review our Have Your Say online portal provider and Have Your Say user experience
Create Key Performance Indicators (KPIs)	Create KPIs for the Council's community engagement function

As of May 2023, the following elements have been delivered.

Nature of improvement	Description
Have Your Say newsletter	Monthly newsletter to all Have Your Say subscribers
Street stall	Branded street stall to support engagement activity in town centres
Strategy	Adoption of this strategy



WILLOUGHBY
CITY COUNCIL

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