



Willoughby City Council

ORDINARY COUNCIL

AGENDA

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

on 27 August 2018

commencing at 7:00pm

The Meeting is open to the Public

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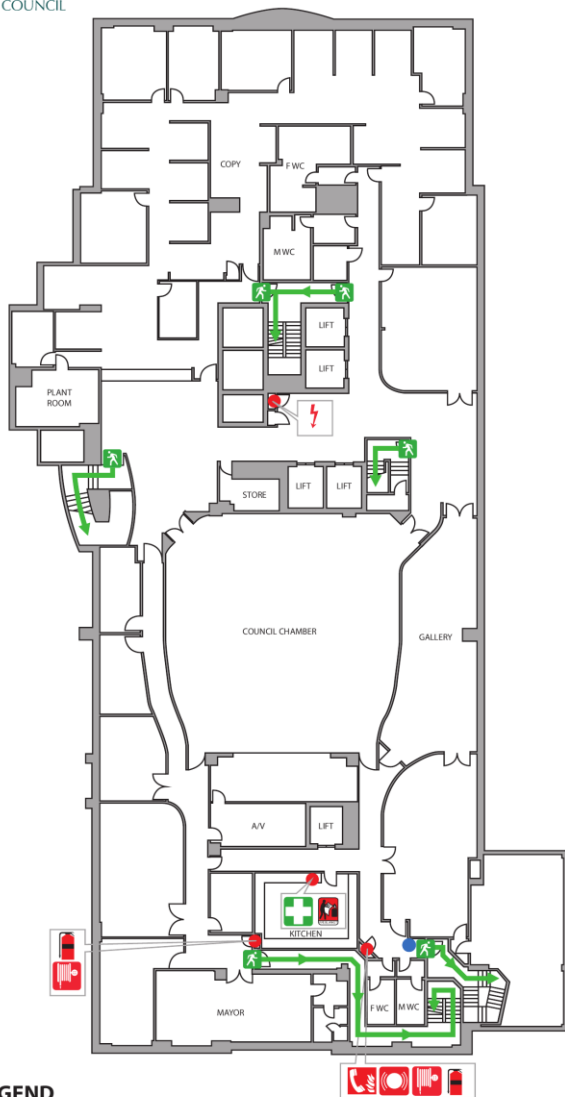
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WILLOUGHBY CITY COUNCIL

Level 6 Floor Plan



EVACUATION DIAGRAM | COUNCIL CHAMBERS



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

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

EVACUATION PROCEDURES

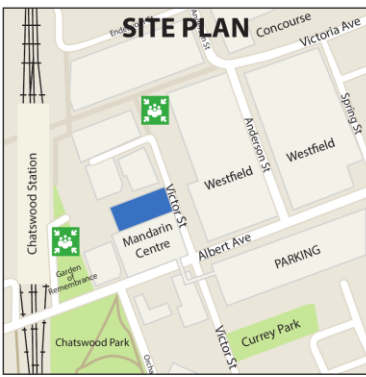
ALERT BEEEP..BEEEP..BEEEP.
 If you hear this sound you must be prepared to evacuate. Listen carefully to any instructions provided by Wardens and Staff.

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

Listen carefully to any instructions provided by Wardens and Staff.

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

DO NOT PANIC



LEGEND

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

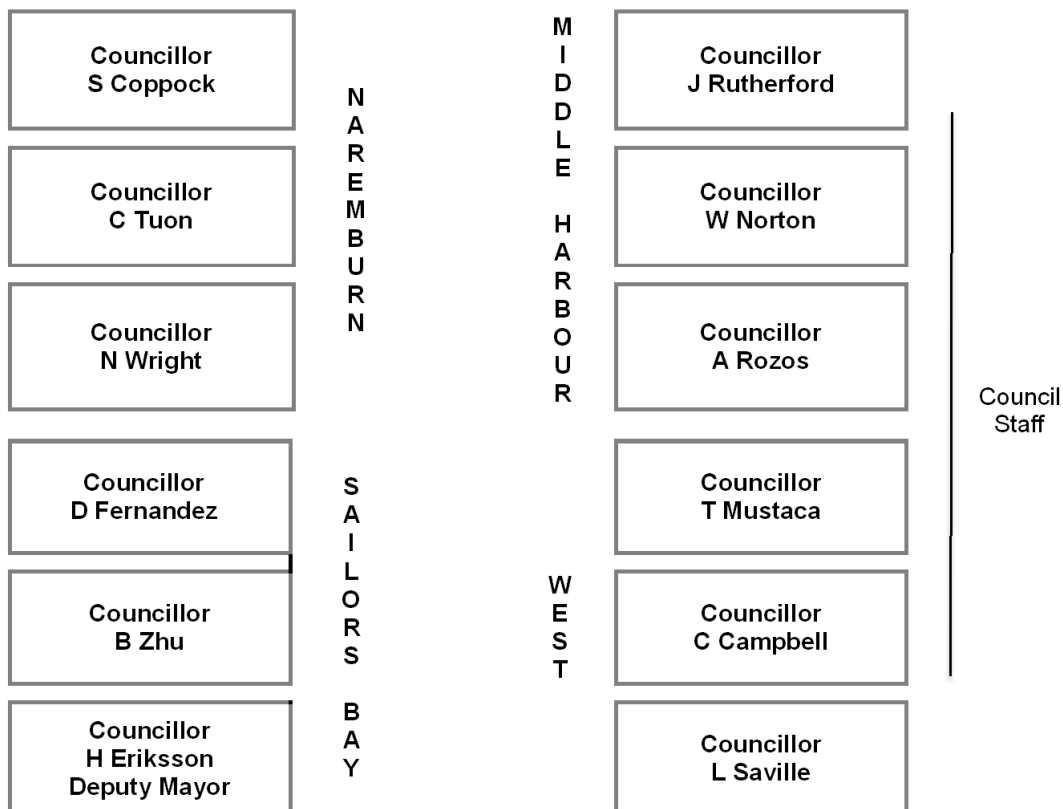
LEVEL 6
Assembly Area 1:
 Chatswood Mall, near Victor Street
Assembly Area 2:
 Garden of Remembrance

www.beawaresolutions.com.au
 Ph 1300 71 81 31
 Date of Issue: 12-2014
 Date of Review: 12-2017
 NOT DRAWN TO SCALE



COUNCIL CHAMBERS

MINUTE SECRETARY	GOVERNANCE, RISK & CORPORATE PLANNING MANAGER	MAYOR	GENERAL MANAGER
P Sheldrake	T Hopwood	Clr G Giles-Gidney	D Just



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

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



Council Chamber Protocol

Ordinary Council Meetings are held on the second and fourth Mondays of the month.

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

- The Council meeting is in progress once the Mayor declares the meeting open and until the Mayor declares the meeting closed. Members of the public are asked to remain silent when the Council meeting is in progress.
- If you have an interest in a matter on the agenda you can have that matter discussed early in the Council meeting, after Open Forum, by asking at the desk located immediately outside the Council Chamber. When your item is called by the Mayor, you should inform the Mayor of the matter you are interested in. Having a matter brought forward in the Council meeting does not give you the right to address Council on that matter.
- You may address Council at a Council meeting in one of two ways:
 - **Open Forum** – allows people to address Council for up to three (3) minutes on any topic relating to Council's activities or Willoughby generally. Members of the public cannot use the Open Forum to speak about an item on the agenda which is subject to an address to Council by an applicant or objector. Nor can people who have been to an Inspection Committee or Ward Inspection address Open Forum. Requests to speak at Open Forum can be made before noon on the day of the meeting by contacting email@willoughby.nsw.gov.au.
 - **Agenda Items** – people wishing to **address** Council in relation to a specific matter on the agenda (this includes applicants and objectors) must put their request in writing to email@willoughby.nsw.gov.au before noon on the day of the meeting. The decision as to whether or not the person will be heard rests with the Council. Objectors will not be heard unless the applicant is given the right of reply. It should be noted that people who have previously addressed the Inspection Committee generally cannot address Council again.
- You may approach any Councillor before or after a Council meeting, or in the foyer during a meeting if the Councillor leaves the Chamber. You are not permitted to approach Councillors in the Council Chamber while a Council meeting is in progress.
- You are able to distribute additional papers to Councillors prior to a Council meeting. To assist you to do this, Council's staff will arrange the distribution of the papers if they are addressed to the Governance Unit and delivered by noon on the day of the meeting. No additional papers can be distributed to Councillors after 5:00pm on the evening of the Council meeting except in exceptional circumstances agreed by the General Manager and the Mayor.
- Please ensure that all mobile phones are turned **off** whilst you are in the Council Chamber.
- **Guidelines for Speakers** – When addressing the Council, please remember to be courteous. Comments made by participants in any Council or Committee meeting, which are derogatory or damaging to any person's character or reputation, including any Councillor, employee of the Council, or member of the public, may be defamatory and may subject the participant to an action for defamation. Comments made during the course of a Council or Committee meeting are not protected by the defence of absolute privilege under the *Defamation Act 2005*, and may not attract any other defences available under that Act or the common law. Every Council meeting is recorded and applications to access to such recordings can be made under the *Government Information (Public Access) Act 2009*.
- **Webcasting** - The proceedings of all Council meetings in open session, including all debate and addresses by the public, are recorded and webcast live on Council's website for the purpose of facilitating community access. Webcast archives are stored and available to the public on Council's website for two years, after which time the recordings may be disclosed under the provisions of the *Government Information (Public Access) Act 2009* (GIPA Act).

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

1 PRESENT**2 DISCLOSURES OF INTEREST - COUNCILLORS****3 CONFIRMATION OF MINUTES**

That the Minutes of the Ordinary Meeting of Council held 13 August 2018, copies of which have been circulated to each member of Council, be confirmed.

4 APOLOGIES AND LEAVE OF ABSENCE**5 PETITIONS****6 OPEN FORUM**

Open Forum allows members of the public to address Council for a maximum of three (3) minutes on any issues (but not on an item either on the Agenda or already subject to address by applicant and/or correspondent). A maximum period of 30 minutes will be set aside.

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7 MAYORAL MINUTE

7.1 MAYORAL MINUTE - BOARDING HOUSES

MEETING DATE: 27 AUGUST 2018

1. PURPOSE OF REPORT

The Motion reflects concerns regarding the SEPP relating to Boarding House Accommodation that have been regularly expressed by the community and/or considered shortfalls in the current legislation by Council's assessing officers

It is appropriate that this issue is raised at the Local Government New South Wales Conference 21 – 23 October 2018 and it is proposed that the following motion be forwarded for consideration.

2. MOTION

That LGNSW write to the Minister for Planning and Environment raising concerns with the inadequacy of provisions contained in *State Environmental Planning Policy (Affordable Rental Housing) 2009 (SEPP ARH)* in respect to Boarding House accommodation citing the following concerns:

1. SEPP (ARH) does not achieve the affordability objectives specified in the SEPP noting that rooms are often comparable in price to studio units;
2. SEPP (ARH) does not provide adequate security of tenure for residents;
3. SEPP (ARH) does not achieve adequate amenity for residents. In this respect the provisions of *SEPP 65 – Design Quality of Residential Apartment Buildings* which seeks to ensure adequate internal amenity, does not apply to Boarding Houses;
4. Issues such as noise, unsocial behaviour, and property presentation and maintenance are not adequately addressed in the SEPP noting that the provision for on-site management is only required with 20 or more lodgers. A manager should be accommodated on-site for any boarding house accommodating 10 or more lodgers and a specific Plan of Management should be provided for all other boarding houses;
5. The floor space ratio for boarding houses should be restricted to that specified in the relevant Local Environmental Plan applicable to the site;
6. Bulk and scale should be able to be used as grounds for refusal noting that it is an integral consideration in assessing compatibility to the character of the local area;
7. The landscaped area provision should apply for the whole site and not just within the front setback area. Landscaping is an integral consideration in assessing compatibility to the character of the local area and, as for bulk and scale should be able to be used as grounds for refusal;
8. The provision for consideration of local character specified in Clause 30A of SEPP (ARH) becomes meaningless when key components for determination of character (bulk and scale, and landscaping) cannot be included in such consideration.

9. **Boarding houses should not be allowed in cul-de-sac locations due to limited parking opportunities and the proportionately greater number of vehicles significantly changing traffic in such streets;**
10. **The definition of boarding house does not sufficiently distinguish them from a residential flat building consisting entirely of studio units. Greater differentiation should be made to ensure the policy is not exploited.”**

MOVED COUNCILLOR GILES-GIDNEY

8 GENERAL MANAGER’S LATE REPORT

9 MATTERS FOR DEFERRAL, REFERRAL TO INSPECTION AND/OR PROCEDURAL PRIORITY

10 MATTERS NOT REQUIRING ELABORATION OR DEBATE

At this stage, the Mayor will invite members of the public to nominate the items they wish Council to deal with immediately, and these matters will then be dealt with in the order so nominated.

11 MATTERS BROUGHT FORWARD BY THE PUBLIC

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12 REPORTS FROM COMMITTEES

12.1 BICYCLE CONSULTATIVE COMMITTEE MEETING 2/2018 - 8 MAY 2018

ATTACHMENTS:	1. IMPLICATIONS 2. MINUTES – BICYCLE CONSULTATIVE COMMITTEE MEETING 8 MAY 2018
RESPONSIBLE OFFICER:	GREG MCDONALD – PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	GORDON FARRELLY – TRAFFIC & TRANSPORT TEAM LEADER
CITY STRATEGY OUTCOME:	2.1 – ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY
MEETING DATE:	17 AUGUST 2018

1. PURPOSE OF REPORT

To advise Council of the outcome of the Bicycle Consultative Committee Meeting held on 8 May 2018.

2. OFFICER'S RECOMMENDATION

That Council receive and adopt the recommendations arising from the 8 May 2018 Bicycle Consultative Committee Meeting.

3. BACKGROUND

The Bicycle Consultative Committee met on 8 May 2018. A total of five community members attended the meeting. In attendance were Council's Design Services Manager, Traffic and Transport Team Leader and Sustainable Projects Officer - Transport who performed advisory/ administrative roles.

4. DISCUSSION

Eight items were considered at the meeting. None of these items commit Council to additional funding of projects in the 2017/18 financial year.

5. CONCLUSION

Not applicable to this report.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	2.1 – Enhance transport choices and connections throughout the City
Business Plan Objectives, Outcomes/ Services	Supports the planning and development of bicycle behavioural and infrastructure measures to promote and facilitate the use of bicycles as a mode of transport.
Policy	Not applicable.
Consultation	The Bicycle Consultative Committee is held 4 times per year.
Resource	The Sustainable Projects Officer – Transport administers the Bicycle Consultative Committee. The Design Services Manager and Traffic and Transport Team Leader attend the meeting and support the administration process.
Risk	Not applicable.
Legal	Not applicable.
Legislation	Not applicable.
Budget/Financial	Not applicable.

ATTACHMENT 2



Willoughby City Council

MINUTES

**BICYCLE CONSULTATIVE COMMITTEE
MEETING No. 2/ 2018**

8 May 2018



WILLOUGHBY CITY COUNCIL BICYCLE CONSULTATIVE COMMITTEE TERMS OF REFERENCE – NOVEMBER 2016

Objectives

The objectives of the Committee are:

- To develop strategies to increase the modal share of cycling to help achieve Council's objectives of:
 - Increasing the use of alternative modes of transport to the motor vehicle, and,
 - Reducing the impact of private motor vehicles on the city and region.
- To develop partnerships with Cycling Groups, Police, Roads and Maritime Services and within Council to enable the provision of improved cycle facilities and increased rates of cycling;
- To extend both on road and off road facilities where possible within the Willoughby LGA to provide a comprehensive and connected bicycle network that meets the needs of cyclists of all competencies and ages and links with the wider metropolitan network;
- To create a safe environment for cycling within the Willoughby LGA;
- To assist Council to integrate cycling into transport and land use planning;
- To actively promote Council's existing cycleway network and services and to raise the community's awareness of cycling and its uptake for both recreation and as an alternative mode of transport;
- To champion the needs of cyclists within the Willoughby LGA with respect to the provision of services and infrastructure;
- To achieve the integration of Council's bicycle program across Council's operational areas i.e. Open Space, Engineering Services, Development & Strategic Planning and Community Services etc; and
- To provide feedback on Council's performance in the delivery of cycling infrastructure, services and promotion.

Membership

The membership of the Committee to consist of:

- A minimum of 1 Councillor;
- 5 to 8 community representatives (including at least 2 representatives from bicycle user groups and 1 representing pedestrian interests, for example a member of the Access Committee); and
- 1 representative of the Willoughby City Council Traffic & Transport Group (in advisory/administrative role).

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

Meeting Frequency

The Bicycle Committee will meet 4 times per year with each meeting to have an over-riding theme. Meeting duration to not exceed 2 hours.



**WILLOUGHBY CITY COUNCIL
BICYCLE CONSULTATIVE COMMITTEE**

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WILLOUGHBY BICYCLE COMMITTEE

MINUTES

WELCOME AND INTRODUCTIONS

1. PRESENT

Clr Wendy Norton	Councillor Willoughby City Council (Chair)
Yaffa Gould	Bike North
Carolyn New	Bike North
Russ Webber	Northshore Bicycle Group
Cotter Erickson	Community Delegate
Tony Richards	Community Delegate
David Sung	Design Services Manager
Gordon Farrelly	Traffic and Transport Team Leader
Noah Van Raaphorst-King	Sustainable Projects Officer - Transport

2. APOLOGIES

Clr Craig Campbell	Councillor Willoughby City Council
Nada Curac	Royal North Shore Hospital - Health Promotions Officer

3. DISCLOSURES OF INTEREST – COUNCILLORS, STAFF AND COMMUNITY REPRESENTATIVES

Refer Code of Conduct:-

[Code of Conduct - Community Representatives](#)

[Code of Conduct - Councillors and Council Staff](#)

There were no disclosures of interest for the attendees.

4. MINUTES OF MEETING OF 13 FEBRUARY 2018

The minutes of the Bicycle Consultative Committee meeting that was held on 13 February 2018 (1/ 2018) are attached in **Attachment 1**.

Committee Recommendation

That Council accept the minutes for the meeting on 13 February 2018 as a true and accurate record.

Discussion

Members noted the minutes from the meeting of 13 February 2018.

Moved by Yaffa Gould

Seconded by Carolyn New.
CARRIED unanimously.

5. MATTERS ARISING FROM MINUTES

5.1 Review of Advisory Committees

Committee Recommendation

That Council note the information.

Discussion

At the 13 February 2018 Bicycle Consultative Committee meeting a project plan and timeline was accepted by the Committee subject an additional task to permit the Bicycle Consultative Committee to review and endorse the project report.

Following this a draft purpose statement was circulated and accepted by Committee members. Some amendments to the project plan were also proposed.

The Committee accepted the purpose statement and amendments to the project plan. Information sharing and consultation with Committee members, through phone or face to face meetings, will now commence with other steps delivered based on the agreed project plan and timeline.

The latest version of the Project plan and timeline is provided in **Attachment 2**.

Moved by Russ Webber.
Seconded by Yaffa Gould.
CARRIED unanimously.

5.2 Development Application in Roseville

Committee Recommendation

That Council note the information

Discussion

The Committee was informed that its desire for provision for a bicycle facility along the rail corridor as part of a new development application (DA 2017/504) has been forwarded to the Planner assessing this application. It is understood that the planner has received a submission on behalf of Bike North in regards to this development application.

The Committee noted that the preliminary assessment report for this development application is due to be completed by 31 May 2018.

Moved by Clr Norton.
Seconded by Yaffa Gould.
CARRIED unanimously.

6. PROMOTIONAL, EDUCATION AND AWARENESS PROGRAM

Committee Recommendation

That Council note the information

Discussion

The committee noted Willoughby City Council's sustainable education activities have been finalised for July to December 2018 with the activities to be scheduled including;

- Bicycle Maintenance Made Easy
- Kick the Training Wheels
- Ride Safe
- Ride High

The Committee also noted that Council will continue delivering Share the Path with Lane Cove Council and North Sydney Council, and is planning to host a Ride2Work day in 2018 on Wednesday October 17.

Moved by Tony Richards.

Seconded by Yaffa Gould.

CARRIED unanimously.

7. NEW BUSINESS

7.1 Bicycle Projects being progressed

Committee Recommendation

That Council:

Note the information and that the Bicycle Consultative Committee will be consulted on the draft design for bicycle improvements between Centennial Avenue and Johnson Street, Chatswood.

Discussion

Council informed the Committee of the following initiatives to improve bicycling safety and movement within Willoughby local government area:

Orchard Road and Johnson Street, Chatswood

A bicycle refuge at Orchard Road and Johnson Street has recently completed.

Cycle route improvements between Centennial Avenue and Johnson Street, Chatswood

Council will shortly be undertaking community engagement for improvements to the existing cycling route between Centennial Avenue and Johnson Street, Chatswood.

The Bicycle Consultative Committee requested that as part of the community engagement for this project that the Committee members are given the opportunity to provide feedback on the proposed design.

Moved by Caroline New.
Seconded by Russ Webber.
CARRIED unanimously.

7.2 Artarmon Reserve Draft Masterplan

Committee Recommendation

That Council:

That Council note the information.

Discussion

The Draft Artarmon Reserve Masterplan finished its exhibition period on 27 April 2018. Carolyn New provided a submission to Council's Sustainable Projects Officer - Transport in regards to inadequate provision of bicycle facilities.

Council's Sustainable Projects Officer – Transport met with the Open Space Team to raise these concerns and to propose additional bicycle parking facilities to those exhibited in the draft plan.

Moved by Yaffa Gould.
Seconded by Russ Webber.
CARRIED unanimously.

7.3 Chatswood Metro Wayfinding

Committee Recommendation

That Council note the information.

Discussion

Transport for New South Wales (TfNSW) has approached Council to collaborate in the delivery of a wayfinding program to be delivered as part of the Sydney Metro Project. The wayfinding program will deliver signage in the vicinity of new Metro Stations to assist bicycle and pedestrian amenity.

Chatswood train station will become a Metro Station and TfNSW is proposing to implement wayfinding around Chatswood CBD to the Chatswood Metro Station.

The Committee noted that this process is occurring and supported Council working with TfNSW to progress improvements to pedestrian and cycling wayfinding in and around the Chatswood CBD.

Moved by Clr Norton.
Seconded by Carolyn New.
CARRIED unanimously.

8. STATUS OF REQUESTS FROM PREVIOUS MEETINGS

Committee Recommendation:

That Council note the information.

Discussion

Council projects currently in progress and to be commenced were reviewed.

Members provided comment on several of the initiatives including;

38 Albert Avenue, Chatswood;

The Bicycle Consultative Committee advised that as part of any works that the gradient and lips of the existing ramps be investigated, as there are issues for bicyclists and for people with mobility issues.

Mowbray Road and Beaconsfield Road, Lane Cove North;

The Bicycle Consultative Committee advised that the provision of bicycle warning signs was not sufficient and additional measures such as bicycle lanes in Mowbray Road, eastbound (in the uphill section leading up to the intersection of Mowbray Road and Beaconsfield Road) should be considered.

Quarry Road, Naremburn;

The Bicycle Consultative Committee asked Council to review the location and design of devices as part on the Shared Zone scheme being investigated in this location to minimise the impact on bicycle amenity.

Thomas Street Car Park, Chatswood;

The Bicycle Consultative Committee has suggested adding a launch event when these facilities become available.

Council projects are provided in the Issue and Request Register in **Attachment 3**.

Moved by Cllr Norton.

Seconded by Caroline New.

CARRIED unanimously.

9. GENERAL BUSINESS

Committee Recommendation:

That Council note the information.

Discussion

The Passing Away of Joanne Vear – Former Member of the Bicycle Consultative Committee and the Access Steering Committee

The Bicycle Consultative Committee was saddened to hear of the passing away of Joanne Vear. The Committee held a minute of silence before acknowledging her contributions to the Bicycle Consultative Committee, the Access Steering Committee and Willoughby City Council.

The Committee has requested that its condolences be shared with her family and Council.

10. MEETING DATES FOR 2018

Committee Recommendation

That Council note the information.

Discussion

The next Bicycle Consultative Committee will be held on **Tuesday 14 August 2018**

The following meeting dates in 2018 are as follows:

- Tuesday 13 November 2018

Moved by Russ Webber.

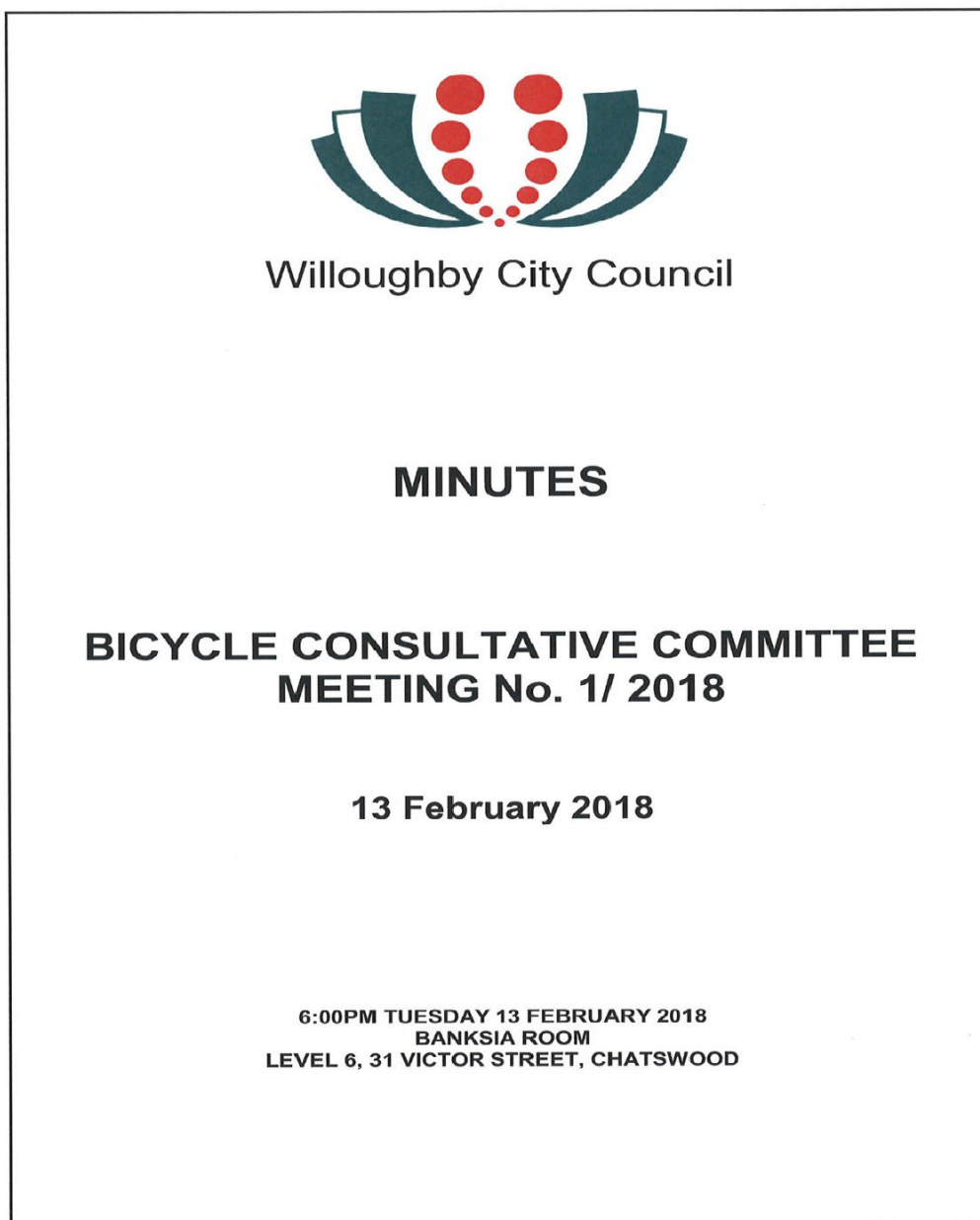
Seconded by Cllr Norton.

CARRIED unanimously.

ATTACHMENTS:

- A. Minutes of the Bicycle Consultative Committee meeting that was held on 13 February 2018 (1/ 2018)
- B. Project plan and timeline for the review of the Bicycle Consultative Committee
- C. Bicycle Consultative Committee Issue and Requests Register

ATTACHMENT 1: Minutes of the Bicycle Consultative Committee meeting that was held on 13 February 2018 (1/ 2018)





**WILLOUGHBY CITY COUNCIL
BICYCLE CONSULTATIVE COMMITTEE
TERMS OF REFERENCE – NOVEMBER 2016**

Objectives

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- To create a safe environment for cycling within the Willoughby LGA;
- To assist Council to integrate cycling into transport and land use planning;
- To actively promote Council's existing cycleway network and services and to raise the community's awareness of cycling and its uptake for both recreation and as an alternative mode of transport;
- To champion the needs of cyclists within the Willoughby LGA with respect to the provision of services and infrastructure;
- To achieve the integration of Council's bicycle program across Council's operational areas i.e. Open Space, Engineering Services, Development & Strategic Planning and Community Services etc; and
- To provide feedback on Council's performance in the delivery of cycling infrastructure, services and promotion.

Membership

The membership of the Committee to consist of:

- A minimum of 1 Councillor;
- 5 to 8 community representatives (including at least 2 representatives from bicycle user groups and 1 representing pedestrian interests, for example a member of the Access Committee); and
- 1 representative of the Willoughby City Council Traffic & Transport Group (in advisory/administrative role).

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

Meeting Frequency

The Bicycle Committee will meet 4 times per year with each meeting to have an over-riding theme. Meeting duration to not exceed 2 hours.



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BICYCLE CONSULTATIVE COMMITTEE**

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WILLOUGHBY BICYCLE COMMITTEE

MINUTES

WELCOME AND INTRODUCTIONS

1. PRESENT

Councillor Wendy Norton	Chair
Yaffa Gould	Bike North
Carolyn New	Bike North
Russ Webber	Northshore Bicycle Group
David Sung	Design Services Manager
Gordon Farrelly	Traffic and Transport Team Leader

2. APOLOGIES

Councillor Craig Campbell	Willoughby Access Committee
Joanne Year	Community Delegate
Cotter Erickson	Royal North Shore Hospital Health Promotions Officer
Nada Curac	Community Delegate
Tony Richards	Sustainable Projects Officer – Transport
Noah Van Raaphorst-King	

3. DISCLOSURES OF INTEREST – COUNCILLORS, STAFF AND COMMUNITY REPRESENTATIVES

Refer Code of Conduct:-
Code of Conduct - Community Representatives
Code of Conduct - Councillors and Council Staff

There were no disclosures of interest for the attendees.

4. MINUTES OF MEETING OF 28 NOVEMBER 2017

The minutes of the Bicycle Consultative Committee meeting that was held on 28 November 2017 (4/ 2017).

Committee Recommendation

That Council accept the minutes for the meeting on 28 November 2017 as a true and accurate record.

Discussion

Members noted the minutes from the meeting of 28 November 2017.

Moved by Carolyn New

3

Seconded by Russ Webber.
CARRIED unanimously.

5. MATTERS ARISING FROM MINUTES

5.1 Updated Bike Share Guidelines

Committee Recommendation

That Council note the information.

Discussion

The Committee accepted the new guidelines with a suggestion to strengthen the conditions relating to bicycle helmet provision to ensure that a helmet is always available for a customer. The new guidelines are attached in **Attachment A**.

The Committee noted that David Sung and Noah van Raaphorst-King will be attending the North Shore Regional Organisation of Councils (NSROC) working group meeting on 19 February 2018 and will participate in the development of NSROC bike share guidelines so that there is a consistency in approach adopted by local governments in NSROC.

Moved by Russ Webber.
Seconded by Yaffa Gould.
CARRIED unanimously.

5.2 Review of Advisory Committees

Committee Recommendation

That Council note the information and issues/ comments provided by the committee.

Discussion

The project plan and timeline was accepted with the addition of an additional task to permit the Bicycle Consultative Committee to review and endorse the project report. An updated version of the project plan and timeline is attached in **Attachment B**.

A purpose statement will be developed and released to the Bicycle Consultative Committee for review as the next important deliverable.

The committee provided the following issues/ comments in relation to the project:

- The Terms of Reference provides an outline of the scope of activities considered.
- The value to Council through the operation of the Bicycle Consultative Committee is facilitated by the member's riding experience, technical expertise and local knowledge.
- The operation of the Bicycle Consultative Committee can be enhanced by renewal of membership at an appropriate frequency. Although, the committee members noted that previous efforts to introduce new members was unsuccessful due to a low level of interest.
- The following alternative engagement mechanisms were identified including social media including Facebook and email, stalls, pop-up shop, meetings, industry engagement. The appropriateness, feasibility and cost-effectiveness of these mechanisms for accessing knowledge and expertise from the community on important issues or topics relative to

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the Bicycle Consultative Committees function and ensure cycling related matters are effectively dealt with by the Traffic Committee and Council operations will be progressed through the delivery of the project.

Moved by Cllr Norton.
Seconded by Yaffa Gould.
CARRIED unanimously.

6. PROMOTIONAL, EDUCATION AND AWARENESS PROGRAM

Council has no new promotional, educational and awareness initiatives to report under this heading since the 28 November 2017 meeting.

Committee Recommendation

The Council note the information.

Moved by Russ Webber.
Seconded by Yaffa Gould.
CARRIED unanimously.

7. NEW BUSINESS

7.1 St Leonards and Crows Nest Planning Precinct

Committee Recommendation

That Council:

- **Note the Bicycle Consultative Committee's desire for improved bicycle facilities to be delivered as part of the planning of this precinct.**
- **Note the Bicycle Consultative Committee comments and suggestions.**

Discussion

Department of Planning has released a land use planning proposal that extends north and south of the Pacific Highway between St Leonards Station, the new Crows Nest Metro Station and north of Royal North Shore Hospital. The population in the precinct is anticipated to significantly increase with the delivery of the precinct plan. The Bicycle Consultative Committee discussed the need to improve bicycle access and safety to support increased mode share for bicycle use in this new precinct.

Council's submission to Department of Planning was discussed with particular focus on bicycle improvements. The Bicycle Consultative Committee highlighted a desire for bicycle infrastructure to be provided across and along the Pacific Highway including grade separation of Pacific Highway on both the east and west side of the railway line and a separated bicycle lane along Pacific Highway so that bicycles are used to access St Leonards Station, the new Crows Nest Metro Station and beyond.

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Moved by Caroline New.
Seconded by Russ Webber.
CARRIED unanimously.

7.2 Development application in Roseville

Committee Recommendation

That Council note the Bicycle Consultative Committee's desire for improved bicycle facilities to be delivered as part of the development.

Discussion

Caroline New advised of a new development application in the vicinity of Boundary Street and Archer Street, Roseville. The development adjoins the railway line and has the potential to provide an easement for a potential future bike path along the railway line.

Caroline New has forwarded a submission to Council for consideration. The Bicycle Consultative Committee highlighted a desire for Council to consider Caroline New's comments and investigate whether an easement for bicycle infrastructure along the railway line could be provided.

Moved by Yaffa Gould.
Seconded by Russ Webber.
CARRIED unanimously.

8. STATUS OF REQUESTS FROM PREVIOUS MEETINGS

Committee Recommendation

That Council note the information.

Discussion

Council projects currently in progress and to be commenced were reviewed. Council projects are provided in **Attachment C**.

The Thomas Street bicycle parking facility within the Car Park was highlighted for consideration and it was noted that Council is progressing painting and other low cost works to facilitate the opening of the facility for community use.

Moved by Councillor Norton.
Seconded by Caroline New.
CARRIED unanimously.

9. GENERAL BUSINESS

There was no new general business to report under this heading.

Committee Recommendation

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The Council note the information.

Moved by Russ Webber.
Seconded by Yaffa Gould.
CARRIED unanimously.

10. MEETING DATES FOR 2018

Committee Recommendation

That Council note the information.

Discussion

The next Bicycle Consultative Committee will be held on **Tuesday 8 May 2018**

The following meeting dates in 2018 are as follows:

- Tuesday 14 August 2018
- Tuesday 13 November 2018

Moved by Russ Webber.
Seconded by Councillor Norton.
CARRIED unanimously.

ATTACHMENTS:

- A. Bike Share Guidelines
- B. Project plan and timeline for the review of the Bicycle Consultative Committee
- C. Bicycle Consultative Committee Issue and Requests Register

ATTACHMENT A

**Guidelines for dockless bike share operators**

Bike share has an important role to play in Sydney's transport future.

Council and bike share operators are committed to working together to establish a balanced position that achieves transport, environment and health goals as well as the fair use of public space.

These guidelines set out minimum standards and expectations for dockless bike share operations in Sydney.

These guidelines will be in operation from 6 February 2018.

These guidelines apply across the Willoughby City Council Local Government Area.

1. Customer safety and conduct

- a. Operators must inform their customers through their apps about correct bike parking, bike safety checks and responsible riding.
- b. All operators and their customers must obey NSW road rules and consider the safety and comfort of other people on the road and footpaths.
- c. Operators must promote legal and responsible riding when customers join, and regularly afterwards. Riders are to be made aware that they can incur heavy penalties for offences such as not wearing helmets, illegal riding on footpaths, reckless riding and riding through red lights.
- d. Bicycles must comply with Australian Standards. When deployed all bicycles must have bells or other warning devices, helmets, front and rear lights and a rear reflector as per Australian Standards. All bicycles must also have sturdy kickstands. Operators will make reasonable efforts to ensure bicycles are always equipped with helmets.
- e. Operators must encourage customers to position bicycles in the correct location.

2. Safe bike placement

- a. Bikes must be parked in an upright position and not placed on footpaths that are narrow, or where they could pose a safety hazard.
- b. Bike placement must not interfere with pedestrian access or amenity. Bikes should be placed kerbside away from a building but not on a footpath. Operators will educate customers on the impacts of bike placement to mobility and vision impaired.
- c. Bikes may be placed near public bike racks but rack space should be left free for regular bicycles that need to be locked to a fixed point.
- d. Operators must have geo-fencing capability for preferred parking and exclusion zones in high traffic areas, such as areas of major pedestrian activity or for large events where public safety is an issue.

3. Distribution and redistribution of bikes

- a. All bikes should be equipped with Global Positioning System (GPS) tracking.
- b. Operators must monitor the location of bikes at least daily.
- c. Operators must be proactive in the redistribution of bikes according to demand to avoid excessive build-up in an area.
- d. Operators must liaise with Council regarding bike deployment and preferred parking areas on an area by area basis. Council may nominate preferred parking areas in high demand locations.

4. Faulty, damaged or misplaced bikes

- a. Faulty or damaged bikes must be removed or repaired within the timeframe set out below (see Part 9).
- b. Operators must enable easy reporting of faulty or damaged bikes, missing helmets or bikes parked in inappropriate locations, through their app, website, email and a fully dedicated phone number available 24/7. For out of hours phone calls, (outside 6am to 9pm seven days a week,) customers will have their enquiry followed up within the next day. Operators must work toward providing a phone service between 6am-9pm seven days a week.
- c. Operators must adhere to customer requests consistent with the timeframe set out below (see part 9). Operators must work toward providing customers with a reference number that can be sited for ease of follow up on the phone, in email and in app.
- d. Operators must work toward having contact information clearly displayed and fixed on all bikes.
- e. Bikes must be easily identifiable at all times.
- f. Operators must provide a central point of contact to Council.

5. Legal and insurance

- a. Operators must have public liability insurance which names and indemnifies Council
- b. Operators must seek legal advice with regard to ensuring their business complies with road rules, consumer protection (including privacy), insurance and road safety.
- c. Operators must advise customers of risks and insurances applicable to users.

6. Data sharing

- a. Operators must cooperate with Councils to share relevant data for the purposes of transport, urban planning and promotion.
- b. This data will be confidentially held unless authorised for public release by the bike share operator.
- c. This commercial-in-confidence data may include:
 - i. The number of registered users
 - ii. The total number of trips
 - iii. Trip origins and destinations, and trip duration (time and distance)
 - iv. The number of bicycles deployed and deployment locations
 - v. Bike redistribution numbers and patterns
 - vi. Data regarding damaged or lost bikes, and helmets replaced
 - vii. Customer service contacts and response times

- d. This non-identifiable information may be aggregated for external promotion of bike share by Council.
- e. Operators will work together with Council to survey customers about share bike usage. The results will be used to promote bike share and inform transport planning.
- f. Operators will work towards live data portals to facilitate information sharing with Council.

7. Council staff access to bikes

- a. When requested, operators must provide access to bikes for Council staff to unlock and move bikes (for example for park maintenance or event management).

8. Advertising

- a. Operators are advised that Council will not tolerate any form of advertising that is emblazoned onto bicycles or any other facilities associated with the bike sharing scheme.

9. Collection and relocation of faulty or damaged bikes

If a Council officer or member of the public reports damaged, faulty, abandoned or inappropriately parked bikes the following maximum timeframes apply.

Incident	Timeframe	Action
a. Dangerously placed	3 hours	<p>Where a bike is causing an unreasonable hazard (i.e. parked across a road, footpath etc.) the operator will relocate the bike within three hours.</p> <p>Council may relocate or remove and impound the bike at any time to make area safe. The operator will be contacted at the time of any such action.</p>
b. Bike reported as unsafe	<p>Immediate (upon verification that a bike is unsafe)</p> <p>1-7 days (depending on</p>	<p>Upon verification of unsafe bike, operator will immediately deactivate bike.</p> <p>Operator will check for safety/damage/faults and remove the bike from the public area.</p>

Incident	Timeframe	Action
	severity)	
c. Significantly damaged	Immediate (upon verification that a bike is unsafe) 1-7 days (depending on severity)	Upon verification of damaged bike, operator will immediately deactivate bike. Operator will check for safety/damage/faults and remove the bike from the public area
d. Inappropriate bike density	1-7 days (depending on severity)	Operator will be proactive in the redistribution of bikes
e. Illegally parked	1-7 days (unless advised by Council)	Operator will remove the bike from the public area and ensure it is parked legally.

10. Unused bikes

The following timeframes will help keep bikes moving and not left in one location for too long.

Timeframe	Action
1-3 days	No action. It is expected that bikes may not be used for a period of up to 3 days, particularly bikes left in quiet streets.
3-7 days	The operator must relocate the bike or offer customer incentives to ride the bike to another destination.
7+ days	If an unused bike has not been moved at the end of 7 days the operator must relocate the bike to another suitable location where it will be used.

11. Ceasing of operations

- a. In the event that a dockless bike share operator ceases trading, the operator is obliged to remove all of their bikes from public places within 15 days.

12. Customer service

- a. Customer service complaints received by Council in regards to faulty, damaged or unused bikes will be referred directly to bike share operators through their app, website, email or phone number.

13. Impounding bicycles

- a. Council reserves the right to impound bikes that do not comply with these guidelines under the powers afforded to it.
- b. Council will store any impounded bicycles on Council property. Council accepts no liability or responsibility for the safety and condition of a dockless share bike if it is stored on its premises.

14. Review of guidelines

- a. Council reserve the right to amend, expand and or alter these guidelines provided they give operators 14 days' notice prior to implementing the change(s).

ATTACHMENT B: Project plan and timeline for the review of the Bicycle Consultative Committee

Task	Completion Date	Comment
Agree upon Project Plan and Draft Purpose Statement	20/2/2018	<ul style="list-style-type: none"> To be agreed upon during Bicycle Consultative Committee meeting 13/02/2018.
Information Sharing	20/3/2018	<ul style="list-style-type: none"> Council officers to present assessment of Review of Advisory Committees summary. Council officers to present audit of Bicycle Consultative Committee items in relation to the Bicycle Consultative Committee Terms of Reference.
Consultation between Bicycle Consultative Committee and Council officers	20/4/2018	<ul style="list-style-type: none"> Proposed consultation to be 1 X 2hr workshop with all members of the Bicycle Consultative Committee, followed by one to one meetings between members and Council officers.
Present Findings to Bicycle Consultative Committee	20/5/2018	<ul style="list-style-type: none"> Council officers to present findings and conclusions to the Bicycle Consultative Committee.
Bicycle Consultative Committee endorsement	8/6/2018	<ul style="list-style-type: none"> Bicycle Consultative Committee members consider the findings and conclusions. Bicycle Consultative Committee members provide comments and/ or endorse the findings and conclusions.
Finalise report to Community, Culture and Leisure Division	20/6/2018	<ul style="list-style-type: none"> Report to be forwarded to Governance Section, Community, Culture and Leisure Division to form part of the August 2018 report to Council.

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ATTACHMENT C: Issue and Requests Register

MEETING DATE	ISSUE AND REQUEST	COMMENTS	STATUS
Aug 2016	<p>Completion of works at 38 Albert Avenue, Chatswood. The Committee enquired about the status of works associated with a recent development.</p> <p>This includes line marking and signage to link Claude Street with Albert Avenue, through the development, thence via Spring Street to Victoria Avenue.</p>	<p>Design details are being investigated to enable this link to be completed.</p>	On-going
Aug 2016	<p>Mowbray Road at Beaconsfield Avenue. The Committee enquired about a squeeze point on Mowbray Road at the signalised intersection.</p>	<p>Resolution of this matter will be explored as part of a review of the signals and turn bans at this intersection.</p> <p>Council supports the introduction of a new right turn movement from Beaconsfield Road (southbound) into Mowbray Road West (westbound) to support local amenity in the residential area north of Mowbray Road West.</p> <p>Council will shortly be writing to Lane Cove Council and Roads and Maritime Services to advise of the results of traffic modelling investigations for the intersection. The traffic signal design will be reviewed at this intersection should the right turn movement be agreed by all agencies.</p>	On-going
Aug 2016	<p>Quarry Road/ Marks Street/ Hamilton Lane – Road Safety.</p>	<p>Council has developed a shared zone to support safer traffic, bicycle and pedestrian movements in Quarry Street.</p> <p>Council intends to consult North Sydney Council and the local community in first quarter 2018.</p>	On-going
Aug 2016 and May	<p>Thomas Street Car Park – Status of Bicycle Facilities.</p>	<p>Bicycle facilities were recently implemented to Council's specification as part of the development of the former</p>	On-going

MEETING DATE	ISSUE AND REQUEST	COMMENTS	STATUS
2017		<p>Council at-grade car park. A review of Governance arrangements and resourcing for the future administration of the facility is being undertaken.</p> <p>Council is progressing painting and other low cost works to facilitate the opening of the facility for community use</p>	
Oct 2016	Explore new opportunities for bike paths between Wollstonecraft and St Leonards to be investigated.	This is currently being investigated in conjunction with North Sydney Council.	On-going
May 2017	Bicycle Counts	<p>A report will be developed to prioritise and identify a strategic cost for a data collection program. Council will be requested to approve funding to deliver a data collection program following completion of the report.</p> <p>The bicycle network is being reviewed to identify counting locations and a multi-year program of rolling bicycle counts will be developed.</p>	Not started
May 2017	Cycling Without Age	A study will be undertaken to understand the merits, risks and impact including financial, infrastructure and management relating to Council's role and support for the <i>Cycling Without Age</i> initiative.	Not started
May 2017	Mowbray Road West	<p>A report will be developed providing Council's position on the role of Mowbray Road West in its bicycle network including strategic costs of works either to remove or provide facilities Council will be requested to approve funding to deliver all the works in identified in the route assessment following completion of the report.</p> <p>An initial review of the east-west road and bicycle network connecting Lane Cove West and Chatswood has been undertaken. It is considered that the preferred route is that identified in Council's Bike Plan. The use of quiet local</p>	On-going

MEETING DATE	ISSUE AND REQUEST	COMMENTS	STATUS
		roads is considered a safer and more attractive route than Mowbray Road	
May 2017	Investigation of bicycle lanterns on eastern valley way	A design to provide bicycle lanterns at traffic control signals along Eastern Valley Way will be developed. Roads and Maritime Services will be consulted to determine the cost of the works. Council will be requested to approve funding for a project to deliver bicycle lanterns at the intersection.	Not started
August 2017	Artarmon to St Leonards Route Assessment Report	A preferred route study with strategic costs estimate will be delivered with the \$20,000 Council has allocated in 2017/18 to deliver the Artarmon to St Leonards Bicycle Route. The Bicycle Consultative Committee has that Council provide a copy of any report for review for comments prior to any finalisation.	Ongoing
August 2017	Presentation and review of the Willoughby City Council Bike Plan Update Infrastructure Assessment	Following 2017 Bike Plan Update Council A report will be developed to prioritise and identify a strategic cost for outstanding projects identified in the 2017 Bike Plan Update. This will allow for future funding allocation from Council to complete works in the Bike Plan. The Bicycle Consultative Committee has asked that Council provide the committee members a copy of its project assessment and prioritisation report for the 2017 Bike Plan for comments prior to finalising the report.	Not started
November 2017	Castle Cove Drive	A preferred treatment has been identified as a shared path along the southern side of Castle Cove Drive between Deepwater Road and Eastern Valley Way. Due to site constraints a combination of treatments along Castle Cove Drive are being investigated including widening of the existing at-grade footpath and separated structure. A design is being progressed to be presented at the 8 May	On-going

MEETING DATE	ISSUE AND REQUEST	COMMENTS	STATUS
		Bicycle Consultative Committee meeting. Community consultation will be undertaken on the concept design. A 2018/19 funding bid has also been submitted for these works.	

Attachment 2: Project plan and timeline for the review of the Bicycle Consultative Committee

Task	Completion Date	Comment
Agree upon Project Plan and Draft Purpose Statement	03/05/2018	<ul style="list-style-type: none"> Draft purpose statement sent to Bicycle Consultative Committee members on 26 April 2018.
Information Sharing and Consultation between Bicycle Consultative Committee and Council officers	17/05/2018	<ul style="list-style-type: none"> Council officers to present Bicycle Committee members with consultation questions and list of issues and organise phone/ face to face meetings with all members of the Bicycle Consultative Committee, Feedback to form basis of feedback to Council.
Present Findings to Bicycle Consultative Committee for Endorsement	24/05/2018	<ul style="list-style-type: none"> Council officers to present findings to the Bicycle Consultative Committee for their endorsement.
Finalise Findings to senior Council management	07/06/2018	<ul style="list-style-type: none"> Findings to be presented to senior Council officers to form part of the August 2018 report to Council.

ATTACHMENT 3: Issue and Request Register

MEETING DATE	ISSUE AND REQUEST	COMMENTS	STATUS
Aug 2016	Completion of works at 38 Albert Avenue, Chatswood.	The Committee enquired about the status of works associated with a recent development at 38 Albert Avenue. This includes line marking and signage to link Claude Street with Albert Avenue, through the development, thence via Spring Street to Victoria Avenue. A funding bid for 2018/19 funding has been submitted for line marking and signage along Claude Street to Albert Avenue. This site will be used to create a connection to Chatswood CBD subject to funding	Complete
Aug 2016	Mowbray Road at Beaconsfield Avenue. The Committee enquired about a squeeze point on Mowbray Road at the signalised intersection.	Advanced warning signposts of bicyclists have been proposed on Mowbray Road at this intersection to inform drivers of this bicyclist squeeze point at this location.	Complete
Aug 2016	Quarry Road/ Marks Street/ Hamilton Lane – Road Safety.	Council has developed a scheme for a Share Zone at this location, prioritising pedestrian and cyclist movements and implementing a 10km/hr speed limit. Community consultation with local residents is to be undertaken prior to being progressed to the Local Traffic Committee then Council for approval.	Complete
Aug 2016 and May 2017	Thomas Street Car Park – Status of Bicycle Facilities.	Bicycle facilities were recently installed to Council's specification as part of the development of the former Council at-grade car park. Council officers from the Traffic and Transport team are working with Property and Construction Services team to make facilities available. A contractor has been engaged to install signs on location, with Council aiming to have the bicycle parking facility available by the start of the 2018/19 financial year.	Complete
Oct 2016	Explore new opportunities for bike paths between Wollstonecraft and St	Council has proposed improvements in connectivity from the Gore Hill Freeway Shared User Path to St Leonards Station as part of an	Complete

	Leonards to be investigated.	RMS Principle Bike network. This will be completed subject to funding. South of the Pacific Highway is outside of the Willoughby Council Area and will need to be address by Lane Cove Council and North Sydney Council. Council will inform these Councils of the Bicycle Consultative Committee request.	
May 2017	Bicycle Counts	A report will be developed to prioritise and identify a strategic cost for a data collection program. Council will be requested to approve funding to deliver a data collection program following completion of the report.	Not started
May 2017	Cycling Without Age	A study will be undertaken to understand the merits, risks and impact including financial, infrastructure and management relating to Council's role and support for the <i>Cycling Without Age</i> initiative.	Not started
May 2017	Mowbray Road West	Council maintains that Coolaroo Road and other streets north of Mowbray Road West is its designated bike route as identified by the 2011 Bike Plan. A Funding bid has been placed to improve this route as part of the 2018/19 funding program.	Complete
May 2017	Investigation of bicycle lanterns on Eastern Valley Way	Council will put in a funding bid for installation of Bicycle Lanterns as part of the 2019/20 financial year	Complete
August 2017	Artarmon to St Leonards Route Assessment Report	A preferred route study with strategic costs estimate will be delivered with the \$20,000 Council has allocated in 2017/18 to deliver the Artarmon to St Leonards Bicycle Route. The Bicycle Consultative Committee will receive a copy of the report for review for comments prior to any finalisation.	On-going
August 2017	Presentation and review of the Willoughby City Council Bike Plan Update Infrastructure Assessment	The future works schedule is to be presented to the Bicycle Consultative Committee once funding for 2018/19 and future years has been allocated.	Complete
November 2017	Castle Cove Drive	Council has decided on the preferred treatment for this project. A 2018/19 funding bid has been submitted. A detailed design will be progressed subject to project funding.	Complete

13 DEFERRED MATTERS

NIL

14 CORRESPONDENCE

NIL

15 REPORTS FROM OFFICERS - GENERAL MANAGER

NIL

16 REPORTS FROM OFFICERS – CUSTOMER AND CORPORATE SUPPORT DIRECTORATE

16.1 RECOMMENDED CARRYOVER OF UNSPENT PROJECT FUNDS FROM 2017/18 TO 2018/19

ATTACHMENTS:	1. IMPLICATIONS 2. RECOMMENDED CARRYOVER PROJECTS
RESPONSIBLE OFFICER:	DEAN FROST– CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	STEPHEN NAVEN – CHIEF FINANCIAL OFFICER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	27 AUGUST 2018

1. PURPOSE OF REPORT

To seek Council endorsement of the proposed carryovers works from 2017/18 to 2018/19.

2. OFFICER'S RECOMMENDATION

That Council endorse the proposed carryover works from 2017/18 to 2018/19 totalling \$2,816,600 (with \$399,852 funded from General Fund).

3. BACKGROUND

A report is prepared for Council on an annual basis seeking approval for unspent budgeted project funding to be carried over to the following year to enable their completion.

This report provides information to Council on the specific projects and the quantum of funds for 2017/18 projects requiring carryover to 2018/19.

4. DISCUSSION

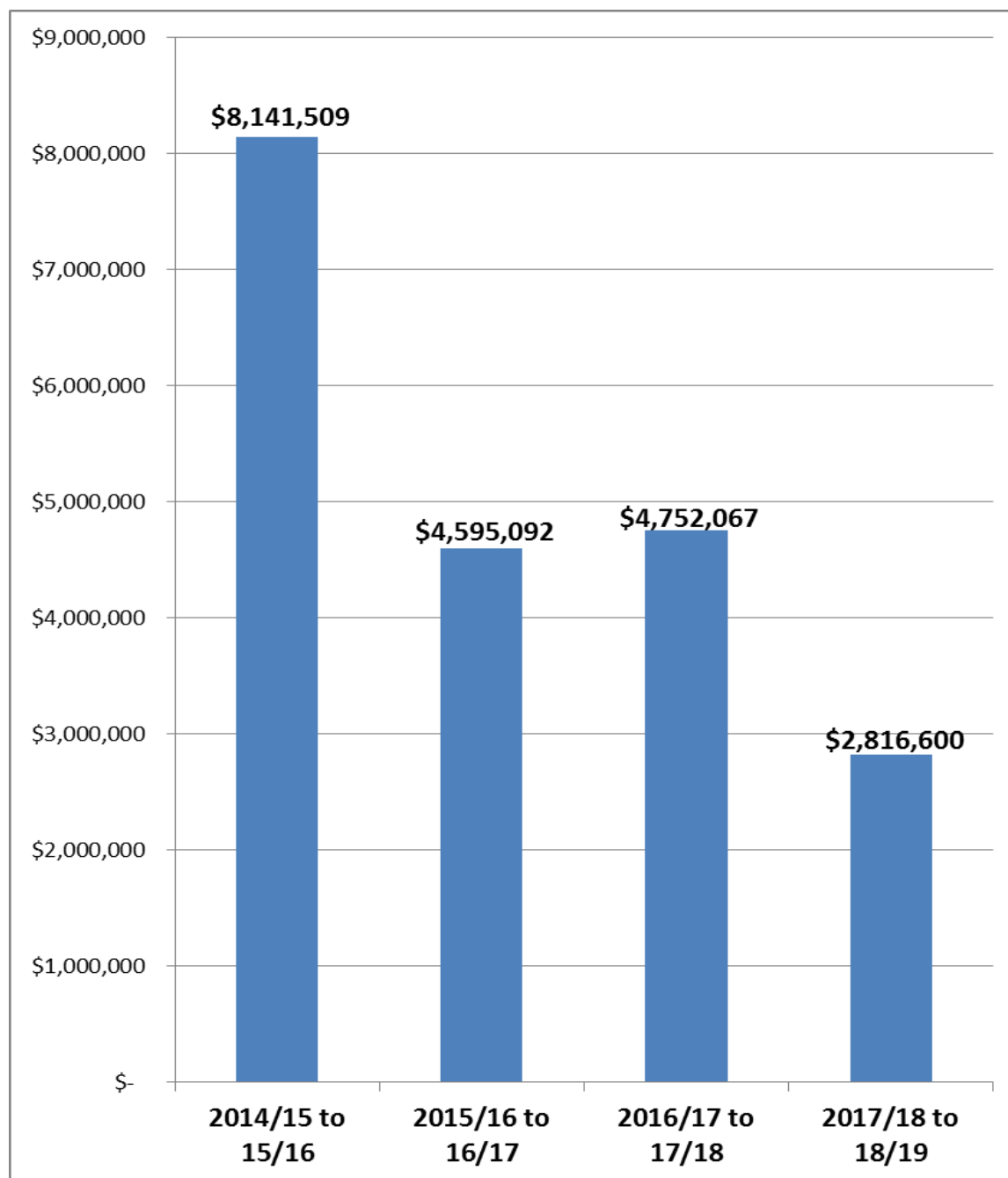
Council officers are currently finalising the preparation of the 2017/18 Annual Financial Statements for audit. The year-end project related financial work however has been completed which has enabled the preparation of this report and, if approved, will allow staff to finalise project budgets and milestone work for 2018/19.

Attachment 2 to the Report sets out the various projects and their remaining 2017/18 budgets which require carryover to 2018/19 to enable their completion.

There is a significant reduction in the quantum of funds that have been requested for carryover as a comparison with prior years, as shown in Figure 1 (i.e. a 41% reduction between recommended carryovers to 2017/18 and 2018/19, and a reduction of 65% over the four years since 2015/16).

The Project Management Office has been working very closely with Managers to assist in monitoring predetermined project milestones which can be linked closely with this positive result.

Figure 1, Comparison of recommended Carryover totals between 2015/16 to 2018/19



5. CONCLUSION

Council officers have reviewed all 2017/18 projects and have requested that the funding for the projects be carried over to 2018/19 in order to finalise all associated works.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	5.1 – be honest, transparent and accountable in all that we do
Business Plan Objectives, Outcomes/ Services	Council maintains a strong sustainable financial position.
Policy	Not applicable.
Consultation	Internal Consultation with Project Managers, Directors and General Manager.
Resource	Existing staff resources within the finance unit.
Risk	Risk of not complying with the <i>Local Government Act 1993</i> by not having approved budget for projects needing to spend in 2018/19.
Legal	Not applicable.
Legislation	<i>Local Government Act 1993</i> requires that Council approve budget for projects needing to spend in 2018/19.
Budget/Financial	The recommended carryover projects total \$ 2,816,600. Council's reserves \$2.2M (79%) and general fund \$0.4M (14%) are the primary sources of funds.

Recommended Carryover Projects

Attachment 2

Projects and Capital Works											
Funding Source Code: GF General Fund ; 2 Internal Resv ; 3 External Resv ; 4 Grant & Contrib ; 6 Infra Levy ; 7 Storm Levy ; 8 Env. Levy ; 9 Sponsorship ; 10 Sundry Income ; 11 Internal Revenue ; 12 S94											
Key Direction	Project I.D.	Orig. Budget 17/18 \$'000	B/fwd Budget 17/18 \$'000	Curr Budget 2017/18 \$'000	Var Q4 Budget 17/18 \$'000	Rev Budget 2017/18 \$'000	YTD Actual 17/18 \$'000	Funding Source	Carry Over Budget to 18/19 \$'000	C/Over Explanation	June -18 Status / Comments
1.3	268207195 - Bicentennial Oval - Renew Drainage_ Irrigation & Oval Surface - 6820_6792	15.0	0.0	15.0	0.0	15.0	12.1	GF	2.9	Tender price to deliver project on site is over 18/19 budget. Underspend to be used to minimise gap.	Design Phase completed. Savings of \$2,900 to be carried forward to fund shortfall in implementation.
1.3	268207196 - Beauchamp Oval - Renew Drainage_ Irrigation & Oval Surface - 6820_6753	15.0	0.0	15.0	0.0	15.0	13.9	GF	1.1	Tender price to deliver project on site is over 18/19 budget. Underspend to be used to minimise gap.	Design Phase completed. Savings of \$1,100 to be carried forward to fund shortfall in implementation.
1.3	268207197 - Bicentennial Oval - new floodlights - 6820_6792	220.0	0.0	218.7	0.0	218.7	8.6	12; GF	210.0	Delay in DA being approved.	Commenced. Carry forward of \$210,100 required to complete the project in 18/19.
1.3	255007098 - Willoughby Leisure Centre - Major upgrade of pool hall (re. 263703034) - 5500_5888	200.0	0.0	200.0	0.0	200.0	133.6	2	6.6	Further planning and investigative works required.	\$6,600 carry forward is required to cover existing commitments. Project will continue in 18/19 using 18/19 budget.
1.3	268307203 - Muston Park - Landscape Improvements- New picnic area_ planting & path - 6830_6772	75.0	0.0	40.0	0.0	40.0	17.1	2; 12	22.9	Budget savings to be used for Muston Park entrances in 18/19 to address overall capital works shortfall.	Completed. \$22,900 savings to be carried forward.
1.3	268307208 - Market Gardens-Review plan & construct new playground - 6830_6825	255.0	0.0	325.0	0.0	325.0	214.8	2; 12	110.2	Rain delayed completion of works.	Scheduled for completion on 20/07/18. Remaining balance of \$110,200 to be carried forward.
1.3	268307210 - View Street Park - playground renewal - 6830_6775	80.0	0.0	80.0	0.0	80.0	55.4	2	6.7	Works scheduled for completion end of July 2018 due to rain delays.	Commenced. Carry forward of \$6,680 required.
2.1	245007064 - Street Lighting Improvement Program (SLIP) - 4500_5434	458.0	0.0	713.0	0.0	713.0	2.8	8	710.1	Signed MoU with SSROC to implement.	Delay due to Ausgrid sale and restructure. Offer has been made by Ausgrid to go ahead in 2018/19.
2.1	245007067 - Public Tree Inventory - Preliminary planning - 4500_5433	60.0	0.0	60.0	0.0	60.0	15.6	8	44.4	Carryover funds required to catch up in 2018/19.	Delayed start, carryover funds required to catch up in 2018/19.
2.1	245007080 - Council Owned Public Lighting Inventory and Upgrade - 4500_5434	80.0	0.0	80.0	28.0	108.0	42.6	8	71.0	Carryover funds for payment to supplier and completion of project.	Lighting technology is being imported from overseas which has caused a delay in implementation.
2.1	245007081 - Stormwater Harvesting Construction Program - 4500_5424	300.0	0.0	300.0	0.0	300.0	217.3	8	82.7	Funding Committed. Works at Fourth Ave ongoing.	Fourth Ave trashrack mid construction at end of the financial year.
2.1	245007085 - Construct Bicycle Routes and Paths (Gore Hill to St Leonards) - 4500_5438	20.0	0.0	20.0	0.0	20.0	0.0	8	15.0	Carry over is required for final costs.	Project has started in 17/18 - detailed designs & assessment reports are in the process of being finalised.
2.1	345002892 - The Concourse Stormwater Tank - Monitoring and Commissioning - 4500_5442	0.0	45.0	45.0	0.0	45.0	26.6	8	18.4	Ongoing.	Ongoing work by Design Unit to be completed in 18/19.
2.1	345007084 - Stormwater Harvesting and GPT Design Program - 4500_5424	50.0	0.0	50.0	0.0	50.0	22.4	8	17.5	Commitment to contractor for commissioning.	Commitment of \$17,482 for commissioning.
2.1	362407121 - Software & monitoring fees - 6240_5449	20.6	0.0	20.6	0.0	20.6	14.6	GF	6.0	One final payment is outstanding and needs to be funded and paid in 2018/19.	Completed. Final invoice payment required in 2018/19.

Recommended Carryover Projects

Attachment 2

Projects and Capital Works											
Funding Source Code: GF General Fund ; 2 Internal Resv ; 3 External Resv ; 4 Grant & Contrib ; 6 Infra Levy ; 7 Storm Levy ; 8 Env. Levy ; 9 Sponsorship ; 10 Sundry Income ; 11 Internal Revenue ; 12 S94											
Key Direction	Project I.D.	Orig. Budget 17/18 \$'000	B/fwd Budget 17/18 \$'000	Curr Budget 2017/18 \$'000	Var Q4 Budget 17/18 \$'000	Rev Budget 2017/18 \$'000	YTD Actual 17/18 \$'000	Funding Source	Carry Over Budget to 18/19 \$'000	C/Over Explanation	June -18 Status / Comments
3.1	342002620 - S94/94A Review - 4200_5156	0.0	114.0	114.0	0.0	114.0	74.7	12	7.6		Project commenced but not finalised. Recommend carryover.
3.1	342002874 - LGA Commercial Centres Strategy - 4200_6010	0.0	115.9	131.9	0.0	131.9	117.8	GF	13.1		Project commenced but not finalised. Recommend carryover.
3.1	342007063 - Review of Vegetation Controls - 4200_5156	120.0	0.0	120.0	0.0	120.0	0.0	GF	50.0	Carry-over required to meet Council resolution.	To be completed in 18/19. Funds carried over to meet Council resolution.
4.1	262207109 - SWL_38 High St - 6220_6504	10.0	0.0	10.0	0.0	10.0	0.0	7	5.0	\$5,000 required for payment of invoice.	Completed. Carry-over is required to cover final costs.
4.1	262207113 - SWU_ Gore Hill Future Stormwater Reuse Scheme - 6220_6504	50.0	0.0	50.0	0.0	50.0	8.7	GF	41.3	Funding required for payment of consultants for landscaping and civil works in 2018/19.	Reuse works completed but remaining funding required for payment of consultants for landscaping and civil works in 2018/19.
4.1	262207218 - SWL: Willoughby Road & Chandos - investigate flooding & Design (SWL) - 6220_6033	15.0	0.0	15.0	0.0	15.0	0.0	7	15.0	A consultant has been engaged to design this project and is 70% complete. Funding will be required to pay consultant.	Consultant has completed 70% of the design works.
4.1	263102803 - Implement works recommended in playgrounds inspection reports - 6310_6761	30.0	0.0	30.0	0.0	30.0	2.6	6	26.7	Order for swing replacement not delivered by EOFY.	Carry forward of \$26,710 required.
4.1	363307219 - Willoughby Road & Chandos - investigate flooding & Design (IL) - 6330_5436	10.0	0.0	10.0	0.0	10.0	0.0	6	10.0	A consultant has been engaged to design this project and is 70% complete. Funding will be required to pay consultant.	Consultant has completed 70% of the design works.
4.1	263402830 - STRBR-015 Bridge in Artarmon over Creek at Artarmon (\$80.3K Strmwater) - 6340_5453	40.8	0.0	71.8	0.0	71.8	0.0	6	61.0		Design still being finalised prior to construction commencement.
4.1	263607016 - Mowbray PS - Sportsfield floodlights - 6360_6767	220.0	0.0	220.0	0.0	220.0	18.3	6	150.0	Delay in DA being approved and works can only be undertaken in school holidays.	Works commenced, carry forward of \$150k required to complete.
4.1	263703034 - Willoughby Leisure Centre - Major upgrade of pool hall - 6370_6250	0.0	75.0	75.0	0.0	75.0	65.6	6	9.4	Project was put on hold so that alternatives could be assessed and further analysis performed.	Carry forward of \$9,400 required.
4.1	264202220 - 31 Victor St - Building Facade Repairs - 6420_6250	0.0	0.0	270.0	0.0	270.0	0.0	2	270.0	Project is dependent upon the Sebel BMC for action.	In Progress. Invoice expected by end of the financial year was not received.
4.1	264207031 - The Concourse - Expansion of CCTV Coverage - 6420_6261	100.0	0.0	100.0	0.0	100.0	0.0	2	100.0	Contractor unable to start until 18/19 financial year.	Works to commence October 2018.
4.1	264207036 - The Concourse - Access Control System upgrade - 6420_6261	150.0	0.0	150.0	0.0	150.0	1.5	2	148.5	Contractor unable to start until 18/19 financial year.	Works to commence October 2018.
4.1	264202951 - Business and community space in Chatswood Library - 6420_6255	270.0	47.7	317.7	0.0	317.7	157.4	2	160.3	Works to be implemented over two financial years, via the one tender.	Works to be completed in 18/19.
4.1	265307184 - SWU: Pipe Service Removals - 6530_6504	35.0	0.0	35.0	0.0	35.0	0.0	GF	35.0	To be combined with funding in 18/19 budget to undertake larger scale project.	Added to funding in 2018/19 to complete larger scale project.
4.1	365303002 - Flood Study Expansion & Risk Mgt Plans - Scotts & Flat Rock Creeks - 6530_6006	57.5	126.0	183.5	(53.5)	130.0	76.5	GF	53.5	Plan is a 3 year project and stage 1 has been completed. Additional 2 years of the project need to be completed and funded. Funding from OEH grant.	Stage 1 completed but further stages need to be funded and completed in 2018/19.

Recommended Carryover Projects

Attachment 2

Projects and Capital Works											
Funding Source Code: GF General Fund ; 2 Internal Resv ; 3 External Resv ; 4 Grant & Contrib ; 6 Infra Levy ; 7 Storm levy ; 8 Env. Levy ; 9 Sponsors hip ; 10 Sundry Income ; 11 Internal Revenue ; 12 S94											
Key Direction	Project I.D.	Orig. Budget 17/18 \$'000	B/fwd Budget 17/18 \$'000	Curr Budget 2017/18 \$'000	Var Q4 Budget 17/18 \$'000	Rev Budget 2017/18 \$'000	YTD Actual 17/18 \$'000	Funding Source	Carry Over Budget to 18/19 \$'000	C/Over Explanation	June -18 Status / Comments
4.1	265407185 - FPN - Edinburgh Rd - South side - The Postern to The Parapet - 6540_6506	56.8	0.0	56.8	(40.0)	16.8	3.4	GF	13.4	Strong community opposition to concrete footpath. Currently doing public consultation to determine final construction standard. Funding required in 2018/19 for construction.	Undertaking public consultation prior to construction in 2018/19.
4.1	366407193 - Minimbah Rd - risk assessment of bank stability - 6640_6508	50.0	0.0	50.0	0.0	50.0	18.0	GF	32.0	Assessment has been completed but final designs need to be completed and paid for.	Assessment has been completed but final designs need to be undertaken.
4.2	235577060 - Upgrade card readers for The Concourse parking equipment - 3557_6005	90.0	0.0	90.0	0.0	90.0	28.0	2	42.0	Stage 1 completed. Stage 2 to be completed by early September 2018 with invoices to follow.	Stage 1 completed. Stage 2 to be completed by early September 2018.
4.2	362302932 - Chatswood CBD Parking Guidance - 6230_5438	0.0	33.0	38.0	0.0	38.0	13.5	2	24.5	Ongoing work by consultants with all CBD parking operators to determine progress of parking guidance system. Study underway.	Study to be completed in 2018/19.
4.2	262602790 - The Concourse_ Victoria Ave (Mod works & access for 88 Archer) - 6260_6251	0.0	77.6	113.8	0.0	113.8	0.0	4	50.0	Need to finalise operational agreement for carpark with Silkari before can be finalised. This budget is 100% funded by the Developer.	Operational agreement with Developer to be finalised in 2018/19.
4.2	362602768 - Road Pavement Survey - 6260_5449	0.0	76.6	76.6	0.0	76.6	69.0	GF	7.6	Remaining required for payment of final invoice in October 2018.	Works will be completed in October 2018.
4.2	362602942 - Car Parks Audit & Assess'n't (Asset cond'tn_ traffic & occupancy survey) - 6260_5449	20.0	5.0	30.0	0.0	30.0	17.3	GF	12.7	Consultant has completed audit awaiting final report and invoice.	Audit complete, report needs to be presented to Council.
5.1	335547055 - The Concourse - Wayfinding signage - 3554_5888	40.0	0.0	60.0	0.0	60.0	0.0	2	60.0	Design and quotation for supply and install above budgeted amount. Stakeholder review reveals need to use signage to benefit restaurants and facilities onsite. Assessment of alternative solutions required to meet long term facility needs.	Project deferred to 2018/19. Full amount to be carried over to 2018/19.
5.1	335547056 - The Concourse - Customer Needs && Satisfaction Survey - 3554_5888	40.0	0.0	45.0	0.0	45.0	40.0	2	8.0	Consultant engaged and funds committed in 2017/18.	Project commenced and due to be completed by August.
5.1	335547059 - The Concourse - review terms && conditions of retail leases - 3554_5888	20.0	0.0	20.0	0.0	20.0	0.0	2	20.0	Full amount to be carried forward to 2018/19. Consultant engagement process taking longer than expected due to delay from the consultant signing agreement.	Project commenced and will continue when consultant is engaged.
6.3	353007101 - Scoping and tendering for new finance system - 5300_5101	100.0	0.0	100.0	0.0	100.0	58.5	2; GF	41.5	Tender still in progress.	Tender in progress. Currently evaluating responses.
6.3	353307096 - Spectrum Spatial - GIS Viewer - 5330_5101	14.0	0.0	14.0	0.0	14.0	0.0	GF	14.0	Tender still in progress.	Quotes are currently being obtained for the implementation of Spectrum Spatial.
6.3	368102417 - Plans of Management-renewals/reviews - 6810_5080	0.0	39.0	39.0	0.0	39.0	22.3	GF	9.0	\$8,945 carry forward required to finalise consultants payment.	Works underway.
TOTAL									2,816.6		

16.2 INVESTMENT REPORT FOR THE MONTH OF JULY 2018

ATTACHMENTS:	1. IMPLICATIONS 2. ACTUAL PERFORMANCE AGAINST INVESTMENT POLICY (2018) 3. COUNCIL HOLDINGS AND COUNTERPARTY ANALYSIS
RESPONSIBLE OFFICER:	DEAN FROST - CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	STEPHEN NAVEN – CHIEF FINANCIAL OFFICER
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	27 AUGUST 2018

1. PURPOSE OF REPORT

To detail the Council Bank balances and Investment portfolio performance as at 31 July 2018.

2. OFFICER'S RECOMMENDATION

That Council receive the Statement of Bank Balances and Investment Holdings as at 31 July 2018.

3. BACKGROUND

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

This report must include Certification as to whether or not the Investments have been made in accordance with the Act, the Regulations and Council's *Investment Policy*.

4. DISCUSSION

The *Investment Policy* adopted by Council at its meeting on 24 July 2017 applies to all investments from that date. A further review of the policy is currently being undertaken by staff and will be presented to Council for adoption in September 2018.

A summary of Council's holdings as at 31 July 2018 is included in **Attachment 1** (Financial Implications) with details of holdings and counterparty analysis included in **Attachment 3**.

At 31 July 2018 the investment portfolio is wholly compliant with every aspect of the *Investment Policy*. Actual performance against policy settings and budget are included in **Attachment 2**.

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

The key financial indicators for Council's investment holdings at 31 July 2018 include:

Combined Bank Balance	\$4.7M
Investment Holdings	\$134M
Total Cash and Investments	\$138.7M
Return on Investments	2.76%, (0.50% above benchmark of 2.26%) (Refer to Attachment 3 – Figure 1).
Actual Interest Return (Month)	\$318K (\$73K better than \$245K budget) (Refer to Attachment 3 – Figure 2).
Actual Interest Return (Year to Date)	Actual Year to Date Interest of \$318K is \$73K favourable to Year to Date budget of \$245K.

5. CONCLUSION

Council's investment holdings at 31 July 2018 have been made in accordance with the *Local Government Act 1993*, *Local Government (General) Regulation 2005*, the investment policy adopted by Council on 24 July 2017, Ministerial Investment Order issued February 2011 and Division of Local Government (as it was then known) Investment Policy Guidelines published in May 2010.

ATTACHMENT 1

IMPLICATIONS	COMMENT
Business Plan Objectives, Outcomes/ Services	5.1 Be honest, transparent and accountable in all that we do.
Policy	This report relates to Council's <i>Investment Policy</i> which safeguards Council's investment portfolio.
Consultation	Not applicable.
Resource	Council's bank balances and investment holdings are managed within existing staff resources within the Finance Unit.
Risk	Investments in this report have been considered in light of adopted risk management guidelines around the preservation of capital, diversification, market interest rates, liquidity and maturity risks.
Legal	Not applicable.
Legislation	In accordance with Clause 212 of <i>Local Government (General) Regulation 2005</i> , a monthly report will be provided to Council, detailing the investment portfolio in terms of performance, portfolio balances and net returns compared to industry benchmarks.
Budget/ Financial	<p>The monthly investment report details the interest income for the month and any other relevant information required by Council.</p> <p>Council's Cash and Investments holdings at 31 July 2018 were \$138.7M and Interest returns are on track to exceed the annual budget of \$2,946M.</p>

ATTACHMENT 2

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

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

Long Term Rating (S&P or equivalent)	Short Term Rating (S&P or equivalent)	Portfolio Maximum %	Actual Allocation this month %
AAA to AA +/-	A1+	100	48
A +/-	A1	70	14
BBB +/	A2	40	34
BBB -	A3	10	0
Unrated	Unrated	8	4

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

Figure 1 shows that this month Council's portfolio meets policy, as the percentage of investments in each credit class is comfortably below the maximum.

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

Long Term Rating (S&P or equivalent)	Short Term Rating (S&P or equivalent)	Institution Maximum %	Actual Allocation this month %
AAA to AA +/-	A1+	30	19
A +/-	A1	10	7
BBB +/	A2	10	9
BBB-	A3	4	0
Unrated	Unrated	3	2

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

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

Figure 3 – Interest Rate Comparison for 31 July 2018

<u>Description</u>	<u>Average Interest Rate</u>
Council Portfolio	<u>2.76%</u>
Benchmark – Bloomberg AUSBond Bank Bill Index	<u>2.26%</u>
Above Benchmark Return	<u>0.50%</u>

Figure 3 shows the average interest rate achieved by Council on its investment portfolio compared with the average Bloomberg AUSBond Bank Bill Index for the month. Council's return has outperformed the benchmark by 0.50%.

Figure 4 – Investment Return for 31 July 2018

<u>Description</u>	<u>Interest Achieved (\$K: \$000's)</u>
Council Actual Interest Return	\$318K
Budgeted Return	\$245K
Over Budgeted Return	\$73K

Figure 4 provides a comparison of the actual interest return on investments for the month with the budget and shows that the monthly return is \$73K better than budget.

Investment Report for July 2018

Council Holdings and Counterparty Analysis

ATTACHMENT 3

LIST OF INVESTMENTS	Credit Rating	FRN /TD	Investment Amount \$	Return % p.a.	Monthly Income \$	Investment Date	Mature & Reset Date	Period/ Matur. Date
Investments that matured during the month:								
Bank of Queensland Limited (461394)	A2	TD	2,000,000	2.70%	592	6/07/2017	5/07/2018	Matured
ME Bank (26277)	A2	TD	2,000,000	2.60%	1,709	13/07/2017	12/07/2018	Matured
AMP Bank (26545)	A1	TD	1,000,000	2.60%	1,852	27/07/2017	26/07/2018	Matured
Current Investments:								
AMP Bank (26656)	A1	TD	1,000,000	2.60%	2,208	3/08/2017	2/08/2018	0-3 mths
Bank of Queensland Limited (466918)	A2	TD	1,000,000	2.60%	2,208	11/08/2017	10/08/2018	0-3 mths
Bendigo & Adelaide Bank (26863)	A2	TD	2,000,000	2.50%	4,247	17/08/2017	16/08/2018	0-3 mths
MyState Bank (26864)	A2	TD	1,000,000	2.60%	2,208	17/08/2017	16/08/2018	0-3 mths
Commonwealth Bank (1881)	A1+	TD	2,000,000	2.58%	4,382	24/08/2017	23/08/2018	0-3 mths
Commonwealth Bank (1882)	A1+	TD	2,000,000	2.58%	4,382	24/08/2017	23/08/2018	0-3 mths
Commonwealth Bank (1883)	A1+	TD	2,000,000	2.58%	4,382	30/08/2017	30/08/2018	0-3 mths
Commonwealth Bank (1884)	A1+	TD	2,000,000	2.58%	4,382	30/08/2017	30/08/2018	0-3 mths
Commonwealth Bank (1887)	A1+	TD	1,000,000	2.61%	2,217	31/08/2017	6/09/2018	0-3 mths
Commonwealth Bank (1888)	A1+	TD	2,000,000	2.61%	4,433	31/08/2017	6/09/2018	0-3 mths
Commonwealth Bank (1894)	A1+	TD	6,000,000	2.61%	13,300	7/09/2017	6/09/2018	0-3 mths
MyState Bank (27454)	A2	TD	2,000,000	2.65%	4,501	14/09/2017	13/09/2018	0-3 mths
National Australia Bank (27576)	A1+	TD	4,000,000	2.65%	9,003	21/09/2017	20/09/2018	0-3 mths
National Australia Bank (27651)	A1+	TD	3,000,000	2.59%	6,599	27/09/2017	27/09/2018	0-3 mths
National Australia Bank (27773)	A1+	TD	3,000,000	2.57%	6,548	5/10/2017	4/10/2018	4 mths
National Australia Bank (27881)	A1+	TD	1,000,000	2.53%	2,149	12/10/2017	12/10/2018	4 mths
Bank of Queensland Limited (476424)	A2	TD	1,000,000	2.60%	2,208	19/10/2017	18/10/2018	4 mths
National Australia Bank (10480247)	A1+	TD	1,000,000	2.55%	2,166	19/10/2017	18/10/2018	4 mths
Bank of Queensland Limited (477459)	A2	TD	1,000,000	2.60%	2,208	26/10/2017	25/10/2018	4 mths
National Australia Bank (10485382)	A1+	TD	2,000,000	2.50%	4,247	9/11/2017	8/11/2018	5 mths
Bank of Queensland Limited (479875)	A2	TD	1,000,000	2.60%	2,208	9/11/2017	8/11/2018	5 mths
Maitland Mutual Bldg Soc. (24919)	Unrated	TD	1,000,000	2.90%	2,463	31/05/2018	15/11/2018	5 mths
Police Credit Union (SA)-Reg (32778)	Unrated	TD	1,000,000	2.90%	2,463	31/05/2018	22/11/2018	5 mths
Credit Union Australia (29399)	A2	TD	2,000,000	2.60%	4,416	14/12/2017	13/12/2018	6 mths
Credit Union Australia (29603)	A2	TD	1,000,000	2.65%	2,251	21/12/2017	20/12/2018	6 mths
Commonwealth Bank (1905)	A1+	TD	2,000,000	2.61%	4,433	4/01/2018	3/01/2019	7 mths
Rural Bank (29800)	A2	TD	2,000,000	2.65%	4,501	11/01/2018	10/01/2019	7 mths
Westpac Bank (29944)	A1+	TD	3,000,000	2.64%	6,727	18/01/2018	19/01/2019	7 mths
Westpac Bank (6696046)	A1+	TD	2,000,000	2.60%	4,416	9/02/2018	7/02/2019	8 mths
Credit Union Australia (31068)	A2	TD	2,000,000	2.67%	4,535	1/03/2018	21/02/2019	8 mths
Westpac Bank (31076)	A1+	TD	2,000,000	2.63%	4,467	1/03/2018	28/02/2019	9 mths
Commonwealth Bank (1912)	A1+	TD	2,000,000	2.64%	4,484	9/03/2018	7/03/2019	9 mths
Westpac Bank (6768021)	A1+	TD	2,000,000	2.67%	4,535	12/03/2018	14/03/2019	9 mths
Police Credit Union (72715)	Unrated	TD	1,000,000	2.85%	2,421	15/03/2018	15/03/2019	9 mths
Australian Military Bank (301001042)	Unrated	TD	1,000,000	2.80%	2,378	12/04/2018	11/04/2019	10 mths
Westpac Bank (6855646)	A1+	TD	2,000,000	2.76%	4,688	19/04/2018	26/04/2019	10 mths
ING Bank -Reg (401641)	A1	TD	1,500,000	2.80%	3,567	3/05/2018	2/05/2019	11 mths
ME Bank (32416)	A2	TD	2,000,000	2.80%	4,756	10/05/2018	9/05/2019	11 mths
Credit Union Australia (14677)	A2	TD	1,000,000	2.79%	2,370	10/05/2018	9/05/2019	11 mths
AMP Bank (479106)	A1	TD	2,000,000	2.75%	4,671	18/05/2018	23/05/2019	11 mths
AMP Bank -Reg (480186)	A1	TD	1,000,000	2.75%	2,336	24/05/2018	16/05/2019	11 mths
AMP Bank (480190)	A1	TD	2,000,000	2.75%	4,671	24/05/2018	23/05/2019	11 mths
AMP Bank (480195)	A1	TD	2,000,000	2.75%	4,671	24/05/2018	30/05/2019	12 mths
Commonwealth Bank- Reg (1895)	AA-	TD	2,000,000	2.76%	4,688	14/09/2017	13/09/2019	15 mths
Commonwealth Bank (1900)	AA-	TD	2,000,000	2.65%	4,501	16/11/2017	14/11/2019	17 mths
Westpac Bank (6539532)	AA-	TD	2,000,000	2.70%	4,586	23/11/2017	25/11/2019	17 mths
Westpac Bank (6549992)	AA-	TD	3,000,000	2.67%	6,803	29/11/2017	13/12/2019	18 mths
Westpac Bank (6570641)	AA-	TD	4,000,000	2.69%	9,139	7/12/2017	5/12/2019	18 mths
Australian Military Bank (29400)	Unrated	TD	1,000,000	2.90%	2,463	14/12/2017	12/12/2019	18 mths
Bendigo & Adelaide Bank (29604)	BBB+	TD	1,000,000	2.80%	2,378	21/12/2017	19/12/2019	18 mths
ING Bank (29801)	A	TD	2,000,000	2.80%	4,756	11/01/2018	9/01/2020	19 mths
ING Bank (374604)	A	TD	2,000,000	2.90%	4,926	8/02/2018	13/02/2020	20 mths
ING Bank (374702)	A	TD	2,000,000	2.90%	4,926	9/02/2018	6/02/2020	20 mths
ING Bank (379855)	A	TD	2,000,000	2.90%	4,926	12/03/2018	12/03/2020	21 mths
Bank of Queensland Limited-Reg (142642)	BBB+	TD	1,500,000	2.95%	3,758	5/04/2018	9/04/2020	21 mths
MyState Bank (32815)	A2	TD	2,000,000	2.85%	4,841	1/06/2018	10/12/2018	21 mths
Westpac Bank (6959356)	AA-	TD	2,000,000	2.82%	4,790	4/06/2018	5/12/2019	21 mths
Defence Bank (32836)	A2	TD	2,000,000	2.83%	4,807	4/06/2018	21/03/2019	21 mths
Defence Bank (32837)	A2	TD	2,000,000	2.83%	4,807	4/06/2018	18/04/2019	21 mths
MyState Bank (32835)	A2	TD	2,000,000	2.86%	4,858	4/06/2018	14/02/2019	21 mths
MyState Bank (32911)	A2	TD	2,000,000	2.83%	4,807	7/06/2018	6/06/2019	21 mths
National Australia Bank (10538387)	A1+	TD	2,000,000	2.80%	4,756	7/06/2018	6/06/2019	21 mths
Credit Union Australia (33019)	A2	TD	1,000,000	2.83%	2,404	14/06/2018	13/06/2019	21 mths
Rural Bank (33017)	BBB+	TD	2,000,000	2.84%	4,824	14/06/2018	11/07/2019	21 mths
MyState Bank (33015)	A2	TD	1,000,000	2.84%	2,412	14/06/2018	13/06/2019	21 mths
Police Credit Union (SA) (33016)	Unrated	TD	1,000,000	2.95%	2,505	14/06/2018	11/07/2019	21 mths
National Australia Bank (10542028)	AA-	TD	1,000,000	2.85%	2,421	21/06/2018	18/07/2019	21 mths
AMP Bank (33126)	A1	TD	1,000,000	2.96%	2,514	21/06/2018	20/06/2019	21 mths
MyState Bank (33122)	BBB	TD	2,000,000	2.92%	4,960	21/06/2018	25/07/2019	21 mths
Heritage Bank (33222)	A2	TD	2,000,000	3.05%	5,181	27/06/2018	20/06/2019	21 mths
Defence Bank (32816)	BBB	TD	2,000,000	3.05%	5,181	1/06/2018	28/05/2020	23 mths
Current Investments - "New and Rollover" made during the month:								
ME Bank (33531)	A2	TD	2,000,000	2.85%	3,123	12/07/2018	4/07/2019	12 mths
Bank Australia (33371)	A2	TD	2,000,000	3.00%	4,438	5/07/2018	8/08/2019	13 mths
Total Current Investments, Monthly Interest and Weighted Return		Inv	134,000,000	2.76%	312,045			
Other Cash and Monthly Interest (11am STMM)		Csh	4,725,991		6,247			
Total Cash & Investments			138,725,991		318,292			
Benchmark: Bloomberg AUSBond Bank Bill Index (FYTD)				2.26%				
Investments Margin above Benchmark				0.50%				

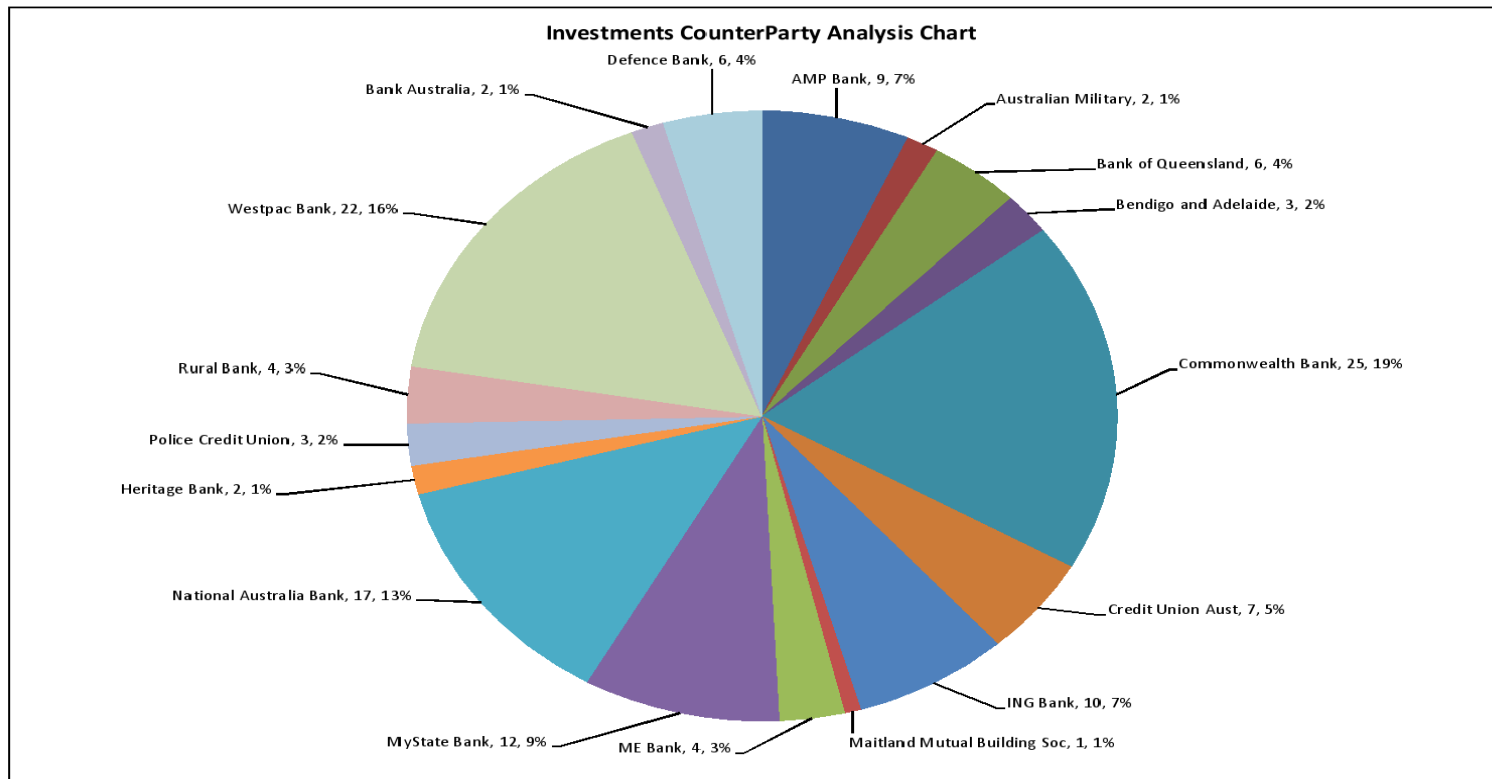
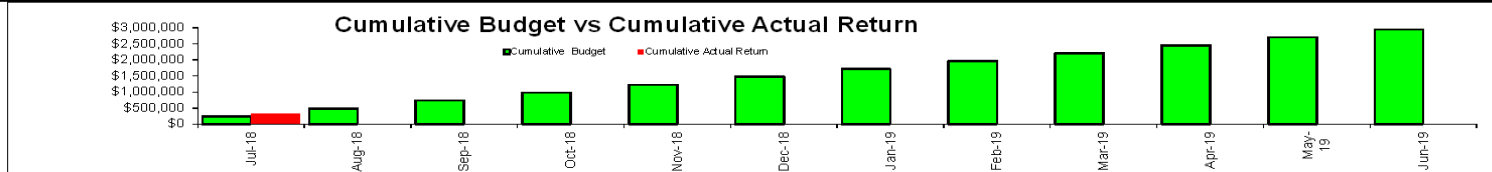
Investment Report for July 2018

Council Holdings and Counterparty Analysis

ATTACHMENT 3

LIST OF INVESTMENTS	Credit Rating	FRN /TD	Investment Amount \$	Return % p.a.	Monthly Income \$	Investment Date	Mature & Reset Date	Period/ Matur. Date
Investments Maturity Period	0-3 Months		3-12 Months		> 12 Months		Total \$	chk s/be 0
Amount	31,000,000		49,500,000		53,500,000		134,000,000	0
% of Total	23.1%		36.9%		39.9%		100%	

Cash & Investments Return:	Budget \$	Actual \$	Var. \$
Current Month	245,542	318,292	72,750
Year to Date	245,542	318,292	72,750



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17 REPORTS FROM OFFICERS – COMMUNITY, CULTURE AND LEISURE DIRECTORATE

17.1 REGISTRATION OF INTEREST - CONCESSION APPLICATION FOR 'LIVE LIFE GET ACTIVE'

ATTACHMENTS:	1. IMPLICATIONS
RESPONSIBLE OFFICER:	MELANIE SMITH - COMMUNITY, CULTURE & LEISURE DIRECTOR
AUTHOR:	MELANIE KIRKHAM - SPORTSGROUND BOOKING OFFICER
CITY STRATEGY OUTCOME:	3.3 – PROMOTE AN ACTIVE AND HEALTHY LIFESTYLE
MEETING DATE:	27 AUGUST 2018

1. PURPOSE OF REPORT

To seek Council's approval for a 100% (Category D) concessional rate for Live Life Get Active for the Annual Fitness Trainer Licence to conduct free weekly exercise classes at Warners Park.

2. OFFICER'S RECOMMENDATION

That Council approve a 100% (Category D) concessional rate at a value of \$1568.00 for Live Life Get Active to be granted the Annual Fitness Trainer Licence to conduct free weekly exercise classes at Warners Park.

3. BACKGROUND

Live Life Get Active has applied to Council for a 100% (Category D) concessional rate. Under Council's Community Facility Concessional Hire Policy, Council must approve applications from groups that request a concessional of greater than 50% for the hirer of Council Venues.

Council's Community Facilities Hire Policy was adopted in October 2015 and lists the following hire categories:

- Category A: Commercial – full fee paying.
- Category B: Community Not for Profit organisations / Charities (funded) – 25% discount on hire fees.
- Category C: Not for Profit Community organisations / Interest Groups / Charities (limited funding) – 50% discount on hire fees.
- Category D: Full Concessional – 100% discount on hirer fee.

4. DISCUSSION

The application to run outdoor fitness classes for the community by, Live Life Get Active is a program that meets Council's aims for promoting an active and healthy lifestyle. Council support of their program is demonstrated by the offer of the 100% (Category D) concession rate.

5. CONCLUSION

Live Life Get Active meets the 100% (Category D) concession criteria for concessional hire in that:

- It is a Not for Profit organisation.
- It has limited capacity to pay hiring fees.
- It provides access to a free community health initiative for families within the LGA.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	3.3 – Promote an active and healthy lifestyle.
Business Plan Objectives, Outcomes/ Services	This application links to the City Strategy and ensures relevant services and facilities are available for the community.
Policy	Concessional hirer applications are assessed through Council's <i>Community Facilities Hire Policy</i> .
Consultation	Open Space Coordinator has consulted with the applicant regarding the booking requirements.
Resource	Nil.
Risk	The applicant has provided Council with copies of current insurance policies.
Legal	Nil.
Legislation	Complies with the <i>Local Government Act 1993</i> .
Budget/Financial	Approval of a 100% Category D Concessional rate will reduce the income received for the 2018/19 budget for Sportsgrounds, Open Space Income by \$1,568.

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17.2 MEMORIAL BENCH & PLAQUE - EDINBURGH ROAD CASTLECRAG

ATTACHMENTS:	1. IMPLICATIONS
RESPONSIBLE OFFICER:	MELANIE SMITH - COMMUNITY, CULTURE & LEISURE DIRECTOR
AUTHOR:	JULIE WHITFIELD - OPEN SPACE COORDINATOR
CITY STRATEGY OUTCOME:	2.2 – RESPECT AND CELEBRATE OUR HISTORY AND HERITAGE SITES
MEETING DATE:	27 AUGUST 2018

1. PURPOSE OF REPORT

To approve the placing of a memorial bench and plaque at Edinburgh Road Castlecrag in memory of a long term resident of Willoughby, Wanda Maxime Spathopoulos, nee Herbert 1922 - 2018.

2. OFFICER'S RECOMMENDATION

That Council approve the request for a memorial bench and plaque at Edinburgh Road, Castlecrag in memory of long term resident of Willoughby, Wanda Maxime Spathopoulos.

3. BACKGROUND

Wanda grew up in Castlecrag from infancy and lived in the Herbert residence, 'Garelock', down at the *Point* on the waterfront from 1924-1940.

Wanda was the author of *The Crag – Castlecrag 1924-1938*, Brandl & Scheslinger 2007.

4. DISCUSSION

Since Wanda's death on 6 January 2018, Wanda's family, consulted with Council staff, as well as the Walter Burley Griffin Society. There is a bench requiring repair which is accessed in the public area between Lots 365 and 367 at the base of Edinburgh Rd. It is very close to where Wanda lived and where her lifelong connection to Castlecrag began.

5. CONCLUSION

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

Council's "*Public Domain Memorial and Local Site Acknowledgement Policy*" (2007) states that subject to Council approval, memorial plaques on seats be permitted in public open space, provided the cost of the plaque and the seat be met by the proposer. The policy equally covers the placement of a memorial seat.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	2.2 – Respect and celebrate our history and heritage sites.
Business Plan Objectives, Outcomes/ Services	The recommendations of this report support the Culture and Leisure Business Plan outcome to respond to the community’s need for vibrant, active, healthy, creative and safe places.
Policy	<i>Public Domain Memorial and Local Site Acknowledgement Policy (2007).</i>
Consultation	Consultation was undertaken by the applicant with the Walter Burley Griffin Society.
Resource	Wanda Maxime Spathopoulos' family will provide the resources for the installation of the bench & plaque.
Risk	The level of risk associated with the contents of this report is low, with insignificant consequences under <i>Council's Risk Management Framework</i> .
Legal	Not applicable.
Legislation	Not applicable.
Budget/Financial	The Spathopoulos family will fund the purchase and installation of the bench & plaque.

17.3 THE WILLIS RECREATION AND SPORTS CENTRE AND CLELAND TENNIS COURTS - LICENCE AGREEMENTS

ATTACHMENTS:	1. IMPLICATIONS
RESPONSIBLE OFFICER:	MELANIE SMITH - COMMUNITY CULTURE & LEISURE DIRECTOR
AUTHOR:	ROZ NEVILLE - WILLOUGHBY LEISURE CENTRE TEAM LEADER
CITY STRATEGY OUTCOME:	3.2 – CREATE RECREATION SPACES FOR ALL
MEETING DATE:	27 AUGUST 2018

1. PURPOSE OF REPORT

To seek Council's approval to issue short term licence agreements for the management of The Willis Recreation and Sport Centre and Cleland Tennis Courts to cover the interim period until Council's Tennis Court Strategy is finalised.

2. OFFICER'S RECOMMENDATION

That Council:

- 1. Approve the issuing of a licence agreement for Love 'n' Deuce for Courts one to ten at The Willis Recreation and Sport Centre from 1 January 2019 until 30 June 2019.**
- 2. Approve the issuing of a licence agreement for Artarmon Community Tennis at Cleland Tennis courts from 20 January 2019 until 30 June 2019.**
- 3. Delegate to the General Manager to finalise and sign the licence agreements.**

3. BACKGROUND

On 31 December 2018 the Licence Agreement between Love 'n' Deuce and Willoughby City Council for Courts one to ten at The Willis Recreation and Sports Centre will expire. The Licence Agreement between Artarmon Community Tennis and Council for Cleland Tennis Courts will expire on 19 January 2019. Cleland Tennis Courts are located on a Crown Land Reserve.

Due to the financial value associated with these licence agreements, Council is required to run a public tender process to procure the services necessary to manage each of these tennis facilities.

4. DISCUSSION

Consultants are currently preparing a Tennis Court Strategy for Council. In developing this strategy, a review of current facility capacity, usage levels, management models and opportunities for multi-sport use will be investigated. The strategy will be finalised in late 2018. It would be prudent for Council to wait for the strategy to be finalised before undertaking any new tenders for the management of tennis court facilities. It is anticipated that by early 2019 the recommendations of the tennis court strategy could be incorporated into revised tender documentation. To ensure continuity of service to the community until new tender is awarded, a continuation of the current management arrangements for The Willis Recreation and Sports Centre Courts one to ten and Cleland Tennis facilities is recommended.

5. CONCLUSION

A Tennis Court Strategy is currently being developed for the Willoughby LGA. This strategy will inform the tender process for the management of The Willis Recreation and Sport Centre Courts one to ten and Cleland Tennis Courts. Due to the expiry dates of the current licence agreements for management services at both sites, new short term licence agreements with the current licensees are required.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	3.2 – Create recreation spaces for all.
Business Plan Objectives, Outcomes/ Services	Tendering of The Willis and Cleland facilities by Willoughby City Council responds to the community’s need for vibrant, active, healthy, creative and safe places. Customer needs are met by industry sporting professionals managing these sites on Council’s behalf.
Policy	<i>Lease of Tennis Courts Policy 2012.</i>
Consultation	Representatives for Love ‘n’ Deuce and Artarmon Community Tennis have been consulted regarding the proposed short term lease ending 30 June 2019 and are agreeable to this arrangement.
Resource	Staff resource costs relating to the management of The Willis Recreation and Sport Centre and Cleland Tennis Courts is borne by the WLC operational budget. This equates to 90hrs or \$5060 p/a.
Risk	The level of risk associated with the contents of this report is low, with minor consequences under <i>Council’s Risk Management Framework</i> .
Legal	The recommended actions of issuing new short term licences Love ‘n’ Deuce from 1 January 2019 to 30 June 2019 and Artarmon Community Tennis from 20 January 2019 to 30 June 2019 is consistent with legal advice received on the matter.
Legislation	Consistent with requirements of the <i>Local Government Act 1993</i> and <i>Crown Land Management Act 2016</i> and <i>Crown Land Management Regulation 2018</i> .
Budget/Financial	No financial implications. Income received from these extended licence agreements ensure budgeted funds to Council.

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17.4 2018/19 COMMUNITY GRANTS OUT OF TERM APPLICATION - EVENT SEED FUNDING

ATTACHMENTS:	1. IMPLICATIONS
RESPONSIBLE OFFICER:	MELANIE SMITH - COMMUNITY, CULTURE AND LEISURE DIRECTOR
AUTHOR:	SAMANTHA CONNOR - MEDIA MARKETING AND EVENTS MANAGER
CITY STRATEGY OUTCOME:	2.3 – CELEBRATE AND ENCOURAGE OUR DIVERSITY
MEETING DATE:	27 AUGUST 2018

1. PURPOSE OF REPORT

To seek Council's endorsement of the Officer's recommendations for an out of term application for grant funds through Council's 2018/19 Community Small Grants Program – Events Seed Funding from AVSAR Incorporated.

2. OFFICER'S RECOMMENDATION

That Council endorse the out of term distribution of \$3,000 in grant funds through the Event Seed Funding round of the 2018/19 Community Small Grants Program to AVSAR Incorporated to produce the DiwaliFEST 2018 event in Chatswood Mall.

3. BACKGROUND

The Community Grants program incorporates four streams of funding: Events Seed Funding, Arts and Culture, Community Development and Sport and Individual. The Events Seed Funding stream offers grants of up to \$3,000 per application.

The Event Seed Funding applications were reported to Council at its meeting of 25 June 2018 in advance of the other categories to enable some activities to form part of the 2018 Emerge Festival. Council endorsed the allocation of \$5,800.

A late application was received from the AVSAR Incorporated for \$5,000 to be put towards DiwaliFEST 2018 which is scheduled to be held in Chatswood Mall on Sunday 21 October 2018.

4. DISCUSSION

The application was required to meet the criteria below:

Events Seed Funding Criteria

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

Application

AVSAR Incorporated – The applicant has requested \$5,000 to be put towards the DiwaliFEST 2018 event in Chatswood Mall on Sunday 21 October 2018.

The DiwaliFEST started in 2016 in Chatswood Mall as a self-funded event and in 2017 received Council's Event Seed Funding so that they could increase their production with building a stage for performances.

The event aims to bring the breadth of Indian culture to the people of Willoughby and surrounding areas as they experience Indian food, a range of activities, performances and events on the day.

The applicant will utilise the grant for hiring better quality stages and creating a professional performance area as well as increase their marketing to the local community.

The total cost of the event is budgeted at \$22,200 and the applicant will contribute \$7,000 towards meeting these costs. The applicant has stated that stall holder fees, sponsorship and various other grants will cover the remaining cost of the event.

This is the second year of application for funding and the third year of operation for the event.

5. CONCLUSION

The Event Seed Funding grant is up to \$3,000 excluding GST per event. Therefore funding of \$3,000 is recommended to assist in the cost of producing this event.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	2.3 – Celebrate and encourage our diversity.
Business Plan Objectives, Outcomes/ Services	The recommendations of this report support the Community Life Business Plan outcome to support community organisations to improve their ability to plan and deliver appropriate and accessible services and events to the community.
Policy	The application meets the eligibility requirements of the Willoughby City Council Community Small Grants Program, Category 3 - Event Seed Funding applications.
Consultation	Eligible community groups were advised of the funding round as well as a notice placed in the North Shore Times.
Resource	Officer time in notifying the community and assessing the applicants.
Risk	The level of risk associated with the contents of this report is low, under Council's Risk Management Framework.
Legal	There are no legal ramifications associated with this grant scheme.
Legislation	<i>Local Government Act 1993.</i>
Budget/Financial	<p>There is a budget allocation of \$10,690, for the 2018/19 financial year. \$5,800 has previously been allocated. \$4,890 is remaining in the budget.</p> <p>If the application is endorsed, \$1,890 will remain in The Event Seed Funding 2018/19 financial year.</p>

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17.5 COMMUNITY FACILITIES HIRE POLICY - AMENDMENT

ATTACHMENTS:	1. IMPLICATIONS 2. COMMUNITY FACILITIES HIRE POLICY
RESPONSIBLE OFFICER:	MELANIE SMITH – COMMUNITY, CULTURE & LEISURE DIRECTOR
AUTHOR:	MICHAEL CASHIN – COMMUNITY LIFE MANAGER
CITY STRATEGY OUTCOME:	2.7 – PROMOTE ACCESSIBLE SERVICES FOR THE COMMUNITY
MEETING DATE:	27 AUGUST 2018

1. PURPOSE OF REPORT

To seek Council's approval to amend the '*Community Facilities Hire Policy*' to enable the General Manager to approve Out of Term **Category D** concessional hire applications.

2. OFFICER'S RECOMMENDATION

That Council endorse the amendments to the '*Community Facilities Hire Policy*' to delegate to the General Manager approval of Out of Term **Category D** concessional hire applications, subject to the application complying with the criteria as outlined in the policy.

3. BACKGROUND

The '*Community Facilities Hire Policy*' was adopted by Council in October 2015 and provides the framework for the equitable and efficient hire of Council's community facilities. Under the policy, Council reviews concessional hire agreements by conducting a Registration of Interest Process (ROI) every two years.

All eligible concessional hirers are required to submit an online application to assess the eligibility and concessional hire category for the two year ROI period. This process assists Council to coordinate community access to a mix of social, cultural, recreational and community functions, activities and services to support the '*Community Strategic Plan*' objectives.

The '*Community Facilities Hire Policy*' has four categories as shown in **Figure 1**.

Figure 1: Community Hire Categories

Category	Description	Rate of Concession	Delegated Approval
Category A:	Commercial – full fee paying.	Nil	Director Community, Culture and Leisure
Category B	Community Not for Profit organisations/Charities (funded)	25%	
Category C	Not for profit Community organisations/Interest Groups/Charities (limited funding)	50%	
Category D	Not for profit Community organisations/Interest Groups/Charities (limited capacity to pay/no funding)	100%	Council

Organisations can also apply for concessional hire of community facilities outside the biennial ROI process. These are classified as "Out of Term Applications".

The '*Community Facilities Hire Policy*' permits Out of Term Applications to be assessed as **Category A, B** or **C** to be approved by the Director Community, Culture and Leisure. In accordance with the adopted Policy, all **Category D** "Out of Term Applications" require a report to Council.

4. DISCUSSION

Over the past two financial years four Category D concessional applications were reported to Council for endorsement as follows;

- The estimated cost of concession totals **\$15,850**.
- The highest single value was **\$5200**.
- The lowest single value **\$3500**.

The majority of Out of Term **Category D** applications relate to one off hires, which are not captured by the ROI process. Approval of these applications require a Council report, resulting in delays for community facility hirers.

Given the low volume and value of Out of Term **Category D** concessional hire applications, it is suggested that the '*Community Facilities Hire Policy*' is amended to enable the General Manager to approve within the financial delegation. This policy change will improve customer response times, reduce administration time, and enable concessional hire of facilities to transpire in a fluent and agile way.

A summary of Out of Term **Category D** concessional applications approved by the General Manager will be reported to Council on an annual basis. The two year Registration of Interest for Concessional hire will continue to be reported to Council.

5. CONCLUSION

The suggested amendment to the '*Community Facilities Hire Policy*' will enable a more timely approval process for both community hirers and Council officers. This amendment is essential to support the efficient and effective hire of Councils community facilities.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	2.7 – Promote accessible services for the community.
Business Plan Objectives, Outcomes/ Services	This policy links to the City Strategy and ensures relevant services and facilities are available for the community.
Policy	<i>Community Facilities Hire Policy.</i>
Consultation	The genesis for this report was Councillor and customer feedback.
Resource	Not applicable.
Risk	The level of risk associated with the contents of this report is low, with moderate consequences under Council's Risk Management Framework.
Legal	Not applicable.
Legislation	Complies with the <i>Local Government Act 1993</i> .
Budget/Financial	This is within approved budget.



ATTACHMENT 2

COMMUNITY FACILITIES HIRE POLICY

Division	Community, Culture and Leisure Services
Category	Community
Date of Effect	October 2015
Date Next Reviewed	June 2019
Date Adopted by Council	28 th September 2015

1. LEGISLATIVE REQUIREMENTS

Local Government Act 1993.

2. OBJECTIVE

To ensure equitable opportunity for potential hirers to achieve the Community Strategic Plan 2028 outcome:

2.7 Promote accessible services for the community.

by providing a system to allocate hire and concessional rates for Council owned facilities.

3. DEFINITIONS

See Appendix A

4. POLICY STATEMENT

The purpose of this policy is to provide a framework for the equitable, efficient and effective management of the hire of Council's community facilities.

The provision of Council venues and sporting fields to the community is a key part of Willoughby City Council's role in meeting the community's need through sport, recreation, health and wellbeing activities. This policy sets out the conditions for hiring community facilities as well as defining the facilities covered by this policy.

4.1 Scope

This policy applies to all Council owned community facilities currently available for periodic hire. **It does not apply to commercial properties that are leased from Council, and for which contractual lease agreements have been established.**

4.2 Permitted uses

A WCC eBookings Community Facilities – Terms and Conditions of Hire are applicable for Council facilities utilising the ebooking system. Alternative Terms and Conditions of Hire are applicable for Council

facilities not utilising the ebooking system. These documents provide conditions of use for Council Community Facilities and are available at each venue link at <http://www.willoughby.nsw.gov.au/Community/Facilities/>

Terms and conditions are consistent with development consent, plan of management for community land (if applicable) and operational requirements of the facility.

Occupancy arrangements will reflect the best fit for the facility, the needs of the intended Hirer and those of the wider Willoughby community and include the following types of agreements.

4.2.1 Lease Agreements

Contracts under which a tenant (or lessee) is granted exclusive possession of property for an agreed period in return for rental fees. Leases will be restricted to a relatively small number of venues where single users such as tennis, or bowls clubs have exclusive use or management responsibilities for the entire year.

Refer to WCC's Council Property Leasing Policy.

4.2.2 Licence Agreements

Seasonal Licences are to be offered for a period of 6 months and Annual Licences a period of 12 months. Playing fields and pavilions operated on licences will, where practical, be available for casual use via a Hire Agreement by schools and other organisations.

Priority for allocation of sports grounds is detailed in WCC Sports Ground Allocation Policy.

4.2.3 Fitness Trainer Licence Agreement

A licence agreements will be granted per quarter or for one year and will authorise each trainer to use Community and/or Crown Land for fitness activities on a nonexclusive basis and in accordance with the Policy on the Use of Council Sports Grounds, Parks and reserves by Commercial Fitness groups and Personal Trainers

4.2.4 Hire Agreements

Hire agreements are to be offered for a defined activity/event and are granted on a regular or casual basis. Hire Agreement Terms and Conditions outline appropriate conditions of use.

4.3 Determination of fees and charges

Fees and charges for hire of Council facilities are determined on an annual basis in accordance with the Local Government Act. Fees and charges are set out in Council's Fees and Charges Schedule and apply to Seasonal Licence Agreements and Hire Agreements.

4.4 Costs of Hire

The fees and charges which may be imposed by Council include:

- Fees for hire of the facility
- Security bonds - security bonds are paid at the time of booking. Council may retain the bond for breach of the 'conditions of hire' including any costs associated with cleaning, breaches of security, damage to Council property or loss of keys or security passes. The bond is refundable after the hire, less any charges for cleaning or damage
- Insurance – Council requires hirers to keep in force, during the term of the agreement, a Public Liability insurance policy with a Limit of Indemnity of not less than \$20,000,000. Casual hirers

utilising a facility for non-commercial or non-profit making purposes less frequently than twelve times per calendar year are exempt from this requirement

- Charges for hire of equipment e.g. audio/visual equipment
- Miscellaneous Charges e.g. storage costs and venue/attendance staff
- Utilities

Council reserves the right to request higher security bonds if proposed activities are considered to be of high risk to Council property or security.

4.5 Payment of Fees and Charges.

Council provides an online booking process for all hire events at <http://willoughby.nsw.gov.au/Community/Facilities/> Alternative invoicing procedures are provided by Council facilities not utilising the ebooking system. Fees are payable in advance. Concessions are applied to published Council Fees and Charges for hirers successfully completing this application process.

Unless otherwise formally agreed, no Hirer, regardless of concessions awarded under this policy, is exempt from other fees and charges relating to their hire. Hirers may also bear the cost of security call outs if it is determined that they have not secured a facility properly following their period of hire.

4.6 Changes to Fees and Charges.

Council's Fees and Charges are subject to change as of July 1 each financial year. As Council's Fees and Charges are reviewed annually, Hirers may incur an increase to fees within the hire agreement period. Fee schedules for Council facilities will be available from Customer Services, Council's website and the Facility Manager/Bookings Officer for each facility.

4.7 Outstanding Fees.

Hirers that have failed to pay prior to hire event or with outstanding fees will not be eligible to hire any of Council's facilities. Concession applications from hirers with outstanding fees will not be assessed until the outstanding fees have been paid in full.

5. ROLES AND RESPONSIBILITIES

5.1 Licence Agreements - Applications

All requests for bookings must be made on the relevant Application Form. Requests for seasonal bookings must be made by the due date specified by Council. Bookings are not confirmed until the Club, Association or user group receive a Licence from Council. All applicants must comply with the terms and conditions outlined on the application form/hire agreement.

5.2 Hire Applications and Agreements

The right to use a facility is subject to the Council receiving an application/hire agreement in the required form signed by the proposed hirer undertaking to comply with hire conditions. Hirers wishing to use facilities listed in Appendix B and are eligible to apply for any reduction in hire rates must also complete the Concession section of the application form which will be assessed as per **Appendix C Hire Agreement Assessment Categories and Hirers receiving Special Dispensation.**

The Terms and Conditions of Hire are available with the application form provided to the prospective applicant, and these conditions will be formally acknowledged and signed-off by the applicant as being read and understood.

The conditions of hire will include:

- Booking conditions;

- Use of equipment;
- Liquor and other licences and permits;
- Behavioural rules and Council regulations;
- Emergency procedures;
- Insurance and indemnity conditions;
- Cleaning;
- Supervision and security;
- Responsibility for damages

5.3 Two year Registration of Interest (ROI) Process for Concessional Hire

Council reviews recurring concessional hire agreements for facilities on a biennial basis. It is the responsibility of all Hirers to submit a new online application for assessment for concessional rates each new ROI period. This process assists Council to co-ordinate community access to a mix of welfare, social, cultural, recreational and community functions, activities and services. Organisations can apply for concessional hire of community facilities outside the formal 2 year ROI process. These are called "Out of Term Applications" and are valid until the close of the existing ROI period.

The online application will be assessed by Council officers, **as per Appendix C** and endorsed by Council. If the Hirer's financial and operational situation remains unchanged, the approved Registration of Interest for Concessional Hire will normally be valid for a 2 year period.

6. ASSESSMENT CATEGORIES & CONCESSIONS – HIRE AGREEMENTS

The categorisation of Hirers allows Council to accommodate a diversity of community needs and interests within Council facilities, and provides a transparent and accountable mechanism for determining the rate at which Hirers are charged.

Council aims to generate an income from the hiring of these facilities for periodic use, but also seeks to facilitate good community access to amenities and services for groups that support people with special needs, groups that deliver a community development or support activity, or those that target disadvantaged people. In particular Council aims to facilitate fledgling groups to move towards establishing themselves as financially independent entities. Facilities affected by concessional rates are listed in Appendix B - Council Facilities to which Community Concessional Rates apply.

Casual Hirers are also eligible to apply for a concessional rate at the facilities listed in Appendix B - the application will be assessed against the same criteria as detailed in this policy. Casual Hirer's are eligible to apply for a full concession on only two occasions per year.

Preference will be given to concessional hirers booking facilities outside peak times and will be subject to availability of the venue.

There are 4 Hirer Categories:

- a. Category A Commercial – full fee paying
- b. Category B Community Not for Profit organisations/Charities (funded) – 25% discount on hire fees
- c. Category C Not for profit Community organisations/Interest Groups/Charities (limited funding) - 50% discount on hire fees
- d. Category D Full Concession – 100% discount on hire fees

To be eligible to receive a concession under Categories B, C or D, the Hirer must be a **'Not for Profit' community group or organisation.**

Groups should demonstrate their:

- activity/service meets a broader community need, encourages local community participation and increases community access to activities and services, particularly access by disadvantaged and socially isolated groups.
- activity/service embraces Council's commitment to access and equity, health & wellbeing and lifelong learning.
- the percentage of service users residing in the Willoughby Local Government Area.

Organisations which are determined by Council to have reasonable access to funds (e.g. substantial funds in Reserve or access to funds through their annual operational income streams will not be eligible for a concession).

6.1 Hire Agreement Assessment Categories and those hirers eligible for special Dispensation.

For details see Appendix C Hire Agreement Assessment Categories and Hirers receiving Special Dispensation.

7. VALIDITY OF ROI CONCESSION APPROVALS.

When approval for an ROI Concession is given, that approval is valid until the completion of the existing ROI period, providing the use of the facility remains consistent with the original application and the capacity of the organisation to pay hire fees remains unchanged. **Groups should immediately advise Facility Managers of any changes in circumstances, failure to do so may result in repayment of fees to the value of the concession applied.**

It is important to note that the concessional rate approved applies to the use and facility nominated on the application and does not extend to other Council facilities and uses. Hirers need to make application for each activity as they may fall into different Hirer categories subject to the purpose of the hire. Eligibility for a concession under this Policy does not extend to individual members of a registered group.

Any out-of-term ROI concession approvals will be valid for the duration of the current ROI period. Unless authorised by the Community, Culture and Leisure Director or the General Manager as appropriate to delegated authority, ROI concessions will not be rolled over into a new ROI period. It is the responsibility of all Hirers to either seek this authorisation or to supply a new application for the new ROI period and each biennial ROI period thereafter.

7.1 Delegation of Council Staff and Council to approve ROI and Concession Applications.

Facility Managers are responsible for:

- Assessing the suitability of applications for concession
- Making recommendations as per the delegated authority levels detailed in Appendix E Council Facilities Assessment and Approval Process – ROI Concessional Hire.
- Ensuring bookings and hire agreements are completed in the booking system

8. COMPLIANCE WITH POLICY

8.1 Requirements of Hirers that receive a concession.

Council requires Hirers that have received any concession on facility hire to:

- Acknowledge Council assistance in any literature and promotional materials.
- State the source of that assistance in any subsequent requests for funding support from Council for fee relief or otherwise (e.g. Community Grants program).
- Comply with the Conditions of the Hire Agreement relevant to the specific facility.
- Immediately advise Facility Managers of any changes in circumstances.

9. REVIEW AND EVALUATION

This Policy will be reviewed biennially. The Director Community, Culture and Leisure will report to Council on the outcome of the review and make recommendations for amendment, alteration or a substitution of a new Policy if considered necessary.

10. RESPONSIBLE DIRECTORATE

Community, Culture and Leisure

11. THIS POLICY HAS BEEN DEVELOPED IN CONSULTATION WITH

Members of the Council staff, Facility Manager, and management.

12. ATTACHMENTS

- Appendix A Policy Definitions
- Appendix B Council Facilities to which Community Concessional Rates apply.
- Appendix C Hire Agreement Assessment Categories and Hirers Receiving Special Dispensation.
- Appendix D Guidelines – Registration of Interest (ROI) – Application to Hire Council Facilities (includes Concession section)
- Appendix E Council Facilities Assessment and Approval Process – Registration of Interest (ROI) and Concessional Hire.

13. REFERENCES

- Willoughby City Strategy*
- Fees and Charges Schedule*
- Delivery Program and Operational Plan*
- Policy on the Use of Council Sports Grounds, Parks and reserves by Commercial Fitness groups and Personal Trainers*
- Sports Ground Allocation Policy*

14. VERSIONS

New Policy

Date	Changes	Published
July 2017	Review prior to biennial ROI Concessional Hire	August 2017
August 2018	Community Strategic Plan 2028	August 2018
August 2018	Out of Term Cat D delegation	August 2018

APPENDIX A

POLICY DEFINITIONS

Facility	A facility includes community halls, meeting rooms, sports venues and grounds.
Facility Managers/Bookings Officers	The appointed person with the responsibility of hiring the facility on behalf of Council.
Hirer	The organisation or individual specified in the application/Hire Agreement Form.
Lease Agreements	Occupancy of a specified Council facility for a set period of time that grants exclusive use.
Licence Agreements	Occupancy of a specified Council facility for a set period of time (e.g. seasonal or annual) that is not intended to grant exclusive use.
Hire Agreements	Issued for the use of a Council facility for a defined activity or event, over a defined timeframe – can be regular, casual or one off bookings.
Casual Hirers	Casual hire means use of a facility (subject to specific conditions outlined in WCC Hire Agreements) for up to 11 bookings per calendar year.
Regular Hire	Regular hire means multiple uses, 12 or more bookings, of a facility during a period not exceeding 12 months. N.B. See definitions for seasonal and association bookings.
Special Event	A one-off activity or gathering which requires exclusive access to a Council facility for purposes other than casual or regular hire.
Seasonal Agreement	Occupancy of a specified Council facility by sporting clubs for a set period of time (e.g. seasonal or annual) that is not intended to grant exclusive use.
Association Hire	Occupancy of a specified Council facility for a set period of time by sporting associations (e.g. seasonal or annual) that is not intended to grant exclusive use.
Fitness Trainer Licence Agreement	Licence agreements authorising trainers to use Community and/or Crown Land for fitness activities on a nonexclusive basis.
Application to Hire	The form completed by the Hirer requesting hire of the facility.
Two year ROI Process	The process Council uses to review regular hire arrangements for use of Council buildings on a biennial basis.
Out of Term Applications	Organisations can apply to hire community facilities outside the formal two year ROI process. These are called “Out of Term Applications”.
Concession Application	The form a Hirer completes requesting a reduction in hire rates.

APPENDIX B

COUNCIL FACILITIES TO WHICH COMMUNITY CONCESSIONAL RATES APPLY. Applies to Regular and Casual Hire Agreements only.

Artarmon Kids Cottage – 18 Broughton Rd, Artarmon
Artarmon Church Hall – 139 Artarmon Rd Artarmon
Bales Park Centre – Sydney St, Chatswood
Beauchamp Pavilion – Nicholson St, Chatswood
Castle Cove Community Room – 8B Deepwater Rd, Castle Cove
Chatswood Library Meeting Rooms - Lower ground Floor 409 Victoria Ave, Chatswood
Chatswood Youth Centre – 64 Albert Ave (Corner of Victor Street)
Chatswood West Community Room – 565 Mowbray Rd, Chatswood West
Dougherty Community Centre - 7 Victor St, Chatswood
Gore Hill Park Centre - Corner Pacific Highway and Reserve Road, St Leonards
Jack Donnelly Room - Chatswood Oval
Joe Ciantar Music Rehearsal Studio - 8 McIntosh St, Chatswood
MOSAIC Multicultural Centre – Brown St, Chatswood
Naremburn Community Centre - 7-8 Central St, Naremburn
Northbridge Community Room – 258 Sailors Bay Rd. Northbridge
Northbridge Bowling Club - The Outpost Warners Park, Northbridge
Warners Park Centre – The Outpost Warners Park, Northbridge
Willoughby Park Art and Recreation Centre – Cnr of McClelland St & Warrane Rd, Willoughby
Zenith Theatre and Convention Centre – Corner of Railway & McIntosh St, Chatswood
Open Space Sports Grounds - casual bookings

APPENDIX C

HIRE AGREEMENT ASSESSMENT CATEGORIES AND HIRERS RECEIVING SPECIAL DISPENSATION - Applies to Regular and Casual Hire Agreements only.

Category A – Commercial, Business, Political & Private Hirers.
<p>Full fees are applied to this category. Commercial, Political Groups and Private Hirers are not able to apply for a concession for venue hire.</p> <p>Types of Use - Private and family functions, trade fairs, product launches, meetings of registered political groups/parties, conventions and all income generating activities for personal or corporate profit.</p>
Category B – Community not for profit organisations and charities (funded) - eligible for a 25% concession on the full commercial rate.
<p>Types of Use - This category applies to the activities of healthy lifestyle and community education organisations and community service/welfare agencies that have the capacity to raise funds.</p>
Category C – Not for profit community organisations, interest groups and charities (limited funding) - eligible for a 50% concession on the full commercial rate.
<p>Types of Use - This category applies to the activities of groups/organisations that do not receive Local, State or Federal funding but raise funds from other sources e.g. token membership fees. Activities might include not for profit playgroups and child-focused early intervention groups, clubs/leisure/education/amateur sporting/lifestyle activities (run by volunteers or with volunteer labour), non profit community groups (limited funding) and Council operated services and activities.</p> <p>Note: If Hirers in this category deliver a program for which program fees are charged, the hirer will be eligible to receive a 25% discount for that hire period as per Category B.</p>
Category D – Full Concession – eligible for 100% concession on the full commercial rate
<p>Types of Use - This category applies to the activities of non funded, unincorporated small self-help community groups with no opportunity to attract financial support from either the public or private sector, and have an extremely limited capacity to pay for venue hire (possibly with gold coin membership). Activities might include self-help/peer support meetings, fund raising for a charity or for an individual/family in crisis, or other activities to be determined by Council. In particular through Category D support, Council aims to facilitate fledgling groups to move towards establishing themselves as financially independent entities.</p>

The application falls outside the options of this policy.

If the officer assessing the application believes a Hirer Concession application to have **significant community benefit** and the application falls outside the options of this policy, the application will be reviewed by the Community, Culture & Leisure Director and if considered of merit and will be recommended to Council's Cultural and Environmental Committee for endorsement.

Progress Associations

As per Council Resolution No 97/121 "Progress Associations in Willoughby City (including the Federation of Progress Associations) which currently use a Council facility (are to) be given the meeting facility without charge for their regular meetings." This Resolution does not apply to sub-groups or working groups of the Progress Associations.

APPENDIX D**GUIDELINES – REGISTRATION OF INTEREST FOR CONCESSIONAL HIRE (ROI) –Applies to Regular and Casual Hire Agreements only.**

1. Willoughby City Council will call for a Registration of Interest for Concessional Hire (ROI) for the community facilities on a biennial basis. It is the responsibility of all existing Hirers requesting a concession to supply a new application for each new ROI period.
2. ROI will be advertised in local newspapers and/or through mail outs to existing Hirers, community groups and community networks.
3. Organisations can apply for concessional hire of community facilities outside the formal 2 year ROI process. These are called “Out of Term Applications” are assessed using the same criteria and are valid until the close of the existing ROI period.
4. Prior to submitting ROI applications, Hirers are encouraged to;
 - View online list of venues and the types of events or activities that are suitable for each from Council’s website.
 - discuss their specific facility and hire needs with the Facility Manager/ Booking Officers to determine the most appropriate venue
 - Provide two additional venue options to be allocated if the first choice is not available
5. Individuals, groups, organisations and businesses that submit an ROI application must complete the online application form which requires hirers to outline the specific purpose(s) for which the facility is requested and to state the proposed frequency of use.
6. Out of Term hirers seeking a concession must apply at least 2 months in advance of their start date to allow adequate time for the approval process.
7. Casual Hirers may be eligible for a concession and are assessed on the same criteria as Regular Hirers. Casual Hirers seeking a concession must apply at least 2 months in advance of their event date to allow adequate time for the approval process.
8. Hirers are to submit separate ROI forms for each activity and Council facility the group wishes to hire.
9. Applications for different Council facilities will be assessed independently of each other by the Officer responsible for each facility. For assessment purposes, Officers may need to clarify information directly with the applicant before forwarding recommendations to delegated Council Officers for review.
10. Applications will be assessed as per Appendix 5 Guidelines – Council Facilities Assessment and Approval Process – Registration of Interest Concessional Hire.
 - Biennial ROI applications will be assessed by Council officers, and endorsed by Council. If

the Hirer's financial and operational situation remains unchanged, the approved Registration of Interest will normally be valid for a 2 year period.

- Out of Term ROI applications will be assessed by Council officers as per the delegations outlined in the guidelines and are valid until the close of the existing ROI period.

11. If two or more groups have applied for identical times and facility/ies, negotiations will take place to meet the needs of each group. The Facility Manager/Booking Officer may suggest alternative venues. If the negotiations fail and a clash in bookings remains, the applications will be referred to the Community, Culture and Leisure Director for a final decision. Applicants will be advised in writing of the outcome.

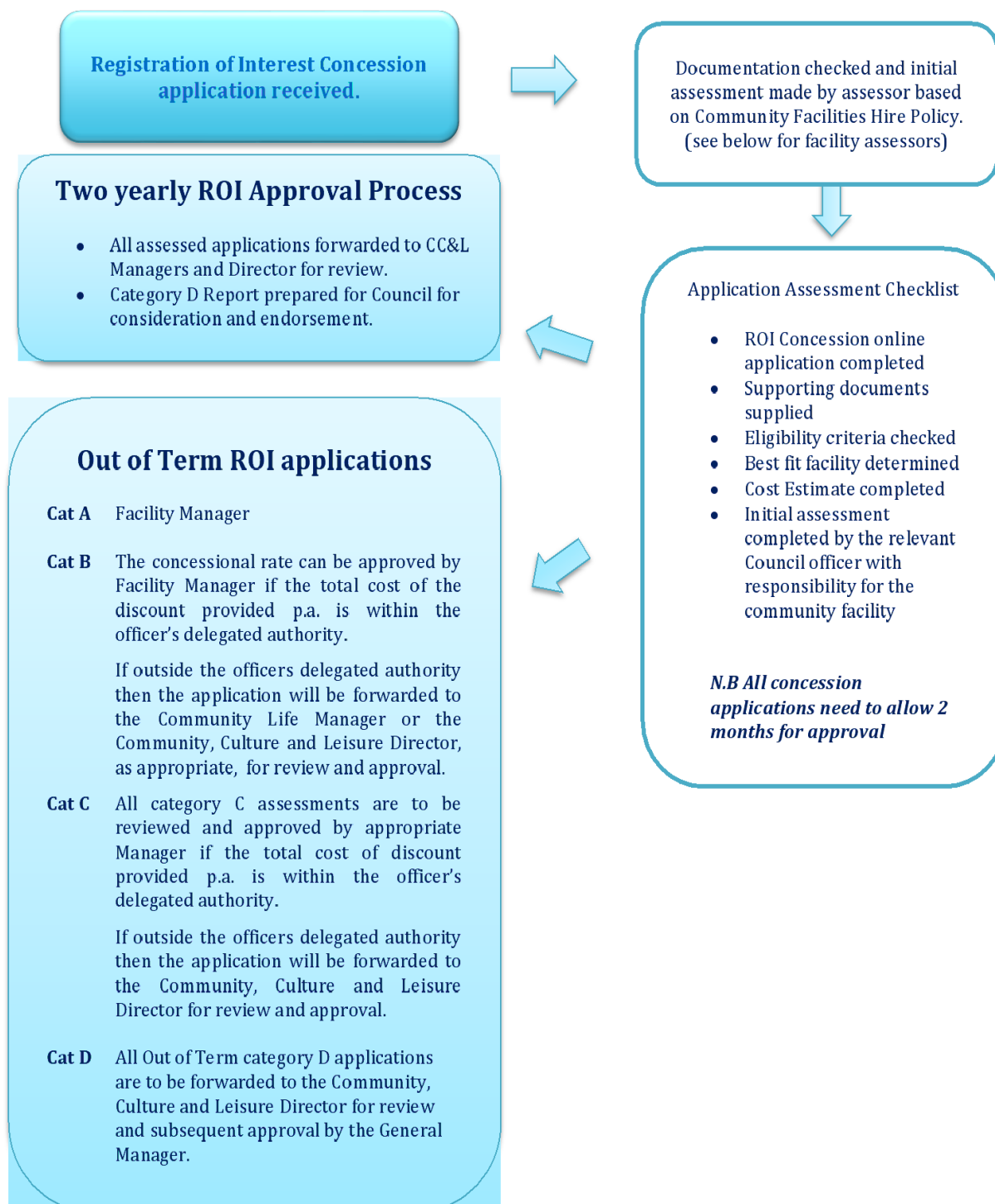
12. Following approval (or refusal) of an ROI Concession application, the Booking Officer/Facility Manager will formally notify the applicant.

13. Prior to the commencement of the hire, the Hirer will be provided with the following;

- A copy of the Terms and Conditions of Hire
- Confirmation of all relevant fees e.g. deposits, bonds and other fees
- Safety and security orientation

APPENDIX E

COUNCIL FACILITIES ASSESSMENT AND APPROVAL PROCESS – REGISTRATION OF INTEREST (ROI) CONCESSIONAL HIRE - Applies to Regular and Casual Hire Agreements only.



17.6 SPORTSGROUNDS FLOODLIGHTING - RESPONSE TO NOTICE OF MOTION

ATTACHMENTS:	1. IMPLICATIONS 2. SCHEDULE OF SPORTSGROUNDS
RESPONSIBLE OFFICER:	MELANIE SMITH - COMMUNITY CULTURE & LEISURE DIRECTOR
AUTHOR:	JULIE WHITFIELD - OPEN SPACE CO-ORDINATOR
CITY STRATEGY OUTCOME:	5.1 – BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	27 AUGUST 2018

1. PURPOSE OF REPORT

For Council to consider the information concerning floodlights on Council sportsgrounds arising from the Notice of Motion presented on 28 May 2018.

2. OFFICER'S RECOMMENDATION

That Council note the information concerning floodlights on Council sportsgrounds as requested by Council at its meeting of 28 May 2018.

3. BACKGROUND

Council considered a Notice of Motion on 28 May 2018 and resolved:

That Council receives a report by August 2018 outlining:

- *Schedule of Council sports grounds that are currently lit*
- *A schedule of sports grounds identified to be upgraded from unlit to lit*
- *The criteria used to determine which sports grounds receive lighting*
- *The process for converting a sports ground from unlit to lit including;*
 - *The community consultation process*
 - *Approvals and budget process*
- *No further work is to be undertaken in respect to Bales Park lighting until the above work is completed.*

This report presents the information as requested by the Council's resolution.

4. DISCUSSION

The majority of Council's sportsgrounds have floodlights. **Attachment 2** provides a list of the 17 sportsgrounds that are currently lit, and a list of the 4 grounds that have been identified as suitable to be upgraded from unlit to lit. Castle Cove Oval No 1 is not lit and has not been included in the schedule as the current Master Plan for Castle Cove Park supports floodlights on only one of the two sportsgrounds on site.

The criteria used to determine which sportsgrounds receive lighting are:

- Accessible locations in the LGA for the community
- Amenities such as toilets/ change rooms are available
- On street or off street parking available

A major factor in the decision to install floodlights on unlit sportsgrounds is the need to increase the capacity of sportsgrounds by over 40% due to the existing demands and projected population growth to 2026 (reference *NSROC Regional Sportsground Strategy Review 2017*). Winter sport booking applications reveal that clubs are asking for more training space with lights, but are reluctant to book sites that are hard to get to in late afternoons and evenings. Grounds that are close to public transport, have parking and/ or are central to the CBD are preferred.

The application of these 3 criteria to the 4 unlit grounds is shown in **Figure 1**.

Figure 1

Sportsground	Accessible locations, central to the LGA	Amenities on site	On/ off street parking available
OH Reid Reserve	Adjoins a feeder road to Fullers Rd, West Chatswood. Located in the western precinct of the LGA	Toilets & change rooms	Off street
Greville St Reserve	Adjoins a feeder road to Fullers Rd, West Chatswood. Located in the western precinct of the LGA	No	On street
Bales Park	Adjoins Sydney and Stanley Streets, Chatswood. Located central to the CBD	Toilets	On street, limited off street
Willoughby GHS	Adjoins a main road- Mowbray Rd. Located central to the LGA.	Subject to DET redevelopment	Proposed off street; to be confirmed.

Of the 4 sites listed in **Figure 1**, O H Reid Reserve and Bales Park fulfil the 3 criteria. Until the final development plans are available for the Stage 2 of Willoughby GHS oval, it is assumed that access to amenities will be available on site.

Currently the process for converting sportsgrounds from unlit to lit commences with:

- Listing the project in the draft budget capital works for the planning process only.
- Once the budget is adopted, the project is notified to the neighbouring residents to ascertain any issues of concerns prior to preparing a Development Application (DA).
- Once all issues are compiled, an external planner is engaged to prepare the DA documentation.
- The DA is lodged at Council and assessed by a second external planner.
- The external planner's assessment report is determined by the Willoughby Local Planning Panel.
- If approved, the project is listed in the following year's draft capital works budget for implementation.

In respect to the Bales Park lighting proposal, planning work for the DA lodgement was placed on hold as per the Council's resolution of 28 May 2018.

5. CONCLUSION

Council has limited resources to provide additional capacity for the sportsgrounds under their care and control. The *NSROC Regional Sportsgrounds Strategy Review 2017* which was adopted by Council on 14 May 2018 is clear in stating that there will be an undersupply of sportsgrounds for a growing population in the region over the next 10 – 20 years. It is unlikely that there will be more land for sportsgrounds in the Willoughby LGA, therefore Council has followed a path in increasing the capacity of its existing sportsgrounds by placing floodlights on unlit fields.

Additionally Council is committed to working with developers, government departments and the broader community to include new sporting facilities in new and existing developments in the City wherever possible.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	5.1 – Be honest, transparent and accountable in all that we do.
Business Plan Objectives, Outcomes/ Services	The proposal for the Bales Park floodlights seeks to respond to the community's demand for access to sportsgrounds for recreation.
Policy	<i>Sporting Ovals –Provision of Lighting Policy 73/1057. Willoughby Open Space and Recreation Plan 2013. Sportsgrounds Asset Management Plan 2017. NSROC Regional Sportsgrounds Strategy 2017.</i>
Consultation	Not applicable.
Resource	Not applicable.
Risk	The level of risk associated with the contents of this report is low, with moderate consequences under <i>Council's Risk Management Framework</i> .
Legal	Not applicable.
Legislation	Not applicable.
Budget/Financial	Not applicable.

Attachment 2

Schedule of Council sportsgrounds that are currently lit

West Chatswood area	
Rotary Athletic Field	- dedicated athletic track
Mowbray Public School	- full size field
Chatswood High School Oval	- full size field, synthetic
Chatswood	
Chatswood Oval	- full size field
Beauchamp Park	- full size field
Artarmon	
Artarmon Reserve	- 2 full size fields
Thomson Park	- junior field, synthetic
Naremburn	
Naremburn Park	- 2 full size fields
St Leonards	
Gore Hill Park	- full size field, synthetic under construction
Willoughby	
Bicentennial Reserve	- full size field
Bicentennial/Flat Rock Baseball diamond	- dedicated diamond
Willoughby Park	- full size
Alan Hyslop Oval	- junior field
Northbridge	
Northbridge Oval	- full size field, synthetic
Castle Cove	
Castle Cove Park Oval No 2	- full size field

Schedule of sportsgrounds to be upgraded from unlit to lit

West Chatswood	
OH Reid Reserve, Reid Drive	- full size field
Greville St Reserve	- junior field
Chatswood	
Bales Park	- full size field
Willoughby	
Willoughby Girls High School	Redevelopment with Dept of Education to full size, synthetic + lights in 2020/21

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18 REPORTS FROM OFFICERS – PLANNING AND INFRASTRUCTURE DIRECTORATE

18.1 'LIGHTING THE WAY' STREET LIGHTING IMPROVEMENT PROGRAM

ATTACHMENTS:	1. IMPLICATIONS 2. BUSINESS CASE 3. PROGRAM KEY ACTIVITY AREAS
RESPONSIBLE OFFICER:	GREG MCDONALD – PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	PETER LISLE – SUSTAINABILITY PROJECTS OFFICER
CITY STRATEGY OUTCOME:	1.4 – REDUCE ENERGY, WATER AND RESOURCE WASTE AND ENCOURAGE REUSE
MEETING DATE:	27 AUGUST 2018

1. PURPOSE OF REPORT

To seek approval from Council to delegate authority to the General Manager to accept Ausgrid's proposal for the accelerated replacement of 1782 Ausgrid lights on residential roads.

2. OFFICER'S RECOMMENDATION

That Council delegate authority to the General Manager to authorise Council's participation in the Ausgrid 'Lighting the Way' street lighting improvement program, including the authority to execute any contracts and authorise payment of invoices related to the Program.

3. BACKGROUND

The 'Lighting the Way' program was established to save Council money and reduce carbon emissions by replacing streetlight fittings and bulbs with new improved low energy light emitting diode (LED) lights.

Council is the local authority under the *Local Government Act 1993* and road authority under *Road Transport Act 2013* responsible for the provision of public space and road lighting for the community. Ausgrid owns and maintains the 4611 street lights within Council's area and any changes to these lights must be agreed by Ausgrid. In residential streets these lights include 1782 pre-2009 lights that can now be cost-effectively replaced by more efficient and reliable LED lights.

4. DISCUSSION

Ausgrid and the Southern Sydney Regional Organisation of Councils (SSROC) have developed a detailed business case for Council (Attachment 2). For an investment of \$1,105,491 Council will save \$203,926 pa as summarised in Figure 1.

Figure 1 – expenditure and savings of accelerated replacement program

Investment			
	Capital cost of new lights	\$886,217	
	Residual value of existing lights	\$331,600	
	Less NSW Energy Saving Scheme rebate	<u>-\$112,326</u>	
		\$1,105,491	
Savings			
	Energy cost	\$79,917	/annum
	Maintenance	\$26,213	/annum
	Financing saving compared to BAU	<u>\$97,796</u>	/annum
		\$203,926	/annum
Simple pay back	<u>\$1,105,491</u> \$203,926	= 5.4 years	

Ausgrid have not yet indicated installation timelines for individual councils but have stated that deployment across the 28 participating councils will start in 2018/19 and end in 2019/20.

Compared to the mixed portfolio of legacy lighting being replaced, the new LED lighting will:

- Provide more effective lighting that is better distributed in the road reserve, is a high quality white light and, in many cases, will substantially improve compliance outcomes.
- Ausgrid's 40,000 LED deployments since 2013 have had widespread acceptance and very low numbers of public complaints.
- Deliver environmental benefits including a total greenhouse gas (GHG) saving of 506.1t CO₂-e/yr, significantly reduced light pollution to the night sky and the elimination of mercury-containing lamps; and
- Deliver an energy saving of almost 533MWhr/yr, lower maintenance costs, and a lower cost of capital.

There is sufficient Environment Levy funding approved for this project in Council's Operational Plan in 2018/19 and 2019/20. This proposal will cut Council's long-term street lighting costs and reduce Council's exposure to higher energy prices in the future.

No public consultation is required, however site works by Ausgrid and its contractors will include appropriate site management, signage, preparation and implementation of traffic management plans in accordance with specific job requirements.

5. CONCLUSION

This offer from Ausgrid to upgrade the majority of residential road street lights to LED provides both financial and environmental benefits to the community.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome:	1.4 - Reduce Energy, Water and Resource Waste and Encourage Reuse
Business Plan Objectives, Outcomes/ Services	The Street Lighting Improvement Program is a planned service in the 2018/19 Environment Unit Business Plan. It meets the Outcome 'Reduce Carbon and Greenhouse Gas Emissions' and is monitored by the KPI 'Indirect energy consumption by primary source (giga-joules)'.
Policy	Not applicable.
Consultation	Since 2003 Council has pursued an accelerated program of street lighting improvement with Ausgrid. This program has been facilitated by Southern Sydney Region of Councils throughout this period. This report and recommendations have been reviewed and accepted by the Governance, Risk & Corporate Planning Manager and Chief Financial Officer.
Resource	Not applicable.
Risk	This Program reduces Council's exposure to future electricity price rises and ensures greater reliability in the provision of public roadway lighting.
Legal	Council is entitled to execute contracts with State Corporations under 55(3)(b) of the <i>Local Government Act 1993</i> . As such the General Manager is delegated by Council to execute any proposed contracts and authorise payment of invoices related to the program.
Legislation	Not applicable.
Budget/Financial	Ausgrid initially announced project commencement in 2017/18. Delays by Ausgrid resulted in 2017/18 funds being carried over into 2018/19. It is anticipated that staged payments will be required over 2018/19 and possibly 2019/20. Funding is from Environment Levy and Environment Reserve.

17/18 Budget Allocation	18/19 Budget Carry Over	Proposed 18/19 Budget Allocation	Ongoing Costs (e.g. Maintenance)	Life of Project / Life Expectancy of Asset
\$710,000	\$710,000	\$395,491	\$82,727 p.a.	20 years+

ATTACHMENT 2

1. **SOLID BUSINESS CASE** - Ausgrid and SSROC have both worked on detailed business case model for each council and for the project as a whole. Overall, the business case is strongly positive for council with a net present value over the next ten years of \$169,987 if Council funds are used to fund the initial investment required of \$1,105,491.

This sum comprises \$886,217 for capital charges for replacements, \$331,600 for payment of the residual value for lights and brackets replaced, and a \$112,326 rebate payable for energy savings realised under the NSW Energy Savings Scheme.

Based on current costs, the resulting annual energy savings will be \$79,917, annual maintenance cost savings will be \$26,213, and savings achieved by self-financing compared to Ausgrid financing are \$97,796 per annum.

In simple payback terms, the overall project for council pays for itself in about 5.4 years if council funds are used.

Energy and maintenance savings account for about half of the benefits while lower cost financing (if Council chooses internal financing) accounts for the rest of the benefits.

2. **OTHER BENEFITS FOR COUNCIL AND THE COMMUNITY**

Compared to the mixed portfolio of legacy lighting being replaced, the new LED lighting will deliver not only cost savings for Council but, in comparison to the lighting being removed, also:

- a. provide the community with more effective lighting that is better distributed in the road reserve and, in many cases, will substantially improve standards compliance outcomes;
- b. provide the community with high quality white light which makes people feel safer using the roads at night and has road safety benefits;
- c. deliver a 78.5% reduction in greenhouse gas emissions (a total GHG saving of 506.1 t/CO₂-e/yr);
- d. significantly reduce light pollution to the night sky (by more than 90%); and
- e. eliminate and ensure safe recycling of mercury-containing lamps.

3. **FUNDING OPTIONS FOR COUNCIL** – Two funding options have been modelled for council:

- a. **The first option (Not Recommended)** is to have Ausgrid fund the replacement program using the tariff approach adopted in early 2017 for LEDs where Ausgrid funds the replacement lights with Council paying on-going capital charges for the replacement lights for ten years and no capital charges thereafter (commonly called 'Rate 1' tariffs). The net present value of this option results in increased costs to Council of \$42,008 over the next ten years if Ausgrid finances the lighting replacement
- b. Other Key aspects of this option are that:
 - i. As with all other Ausgrid street lights, Council would pay on-going maintenance tariffs to Ausgrid and electricity costs to its electricity retailer;

- ii. Capital cost tariffs are subject to resetting at each five-year regulatory pricing review by the Australian Energy Regulator so are not locked in beyond 30 June 2019;
 - iii. Council would have to pay residual costs associated with the old lights in the year of removal of \$331,600, and;
 - iv. A capital cost discount mechanism described below does not apply to this this option.
- c. **The second option (Recommended)** is for Council to fund the cost of the program from its reserves or via third party financing (commonly called 'Rate 2' tariffs). Other key aspects of this option are that:
- i. As with all other Ausgrid street lights, Council would pay on-going maintenance tariffs to Ausgrid and electricity costs to its electricity retailer;
 - ii. If financed by a third party, capital costs could be fixed and would not be subject to resetting at each five-year regulatory review so would offer greater budget certainty;
 - iii. The estimated additional benefit for Council of using its own funds is **net \$203,926**;
 - iv. A capital cost discount mechanism applies to this option (see below) but has not been assumed in modelling as a potential benefit;
 - v. **This option is considered to provide best value for money for Council as Council's own cost of funds and that of 3rd party funders is lower than the cost of capital embedded in Ausgrid's AER-approved tariff described in the first option above; and**
 - vi. There may be other longer-term strategic benefits for Council in separating the Ausgrid financing of street lighting from the on-going provision of maintenance by Ausgrid. In particular, Council financing or external third-party financing of street lighting:
 - is highly likely to be less costly than Ausgrid financing because of the way in which the Australian Energy Regulator sets the rate of return allowed by Ausgrid;
 - can offer greater certainty to councils about their future financial liabilities;
 - can eliminate the risk of these liabilities changing at regulatory pricing reviews; and
 - should a current Commonwealth review of the regulatory framework for street lighting free up the market, this may help facilitate councils choosing their service provider on a competitive basis in the future.

SSROC has advised councils that this 'Lighting the Way' Project is highly likely to be the first of several large-scale replacement programs to be proposed and that these are likely to run concurrently over the next few years. SSROC therefore advised councils to consider how they would fund not just these upgrades but other upgrades.

The model provided to Council compares the cost of the current portfolio of legacy lights to be replaced against both Ausgrid funding of replacement LEDs and external funding of the LEDs. Street lighting pricing under the Australian Energy Regulator's determinations is complex with the modelling containing many inputs and underlying assumptions. While there are risks and uncertainties with any financial model, Ausgrid and SSROC have stated that the assumptions made in the modelling are conservative in several important respects:

- The model is based on typical current council electricity costs with any price increases in the future only adding to the positive commercial case for energy efficiency improvements;

- The model is based on current Ausgrid maintenance pricing approved by the Australian Energy Regulator (AER) in 2014/15. However, the maintenance benefits of LEDs as compared to legacy lighting types are likely to be more clearly recognised at the next AER pricing review, further adding to the commercial case for more reliable LEDs to be deployed; and
 - The model does not factor in any potential additional benefits of the capital cost discount mechanism outlined below, or any additional government funding that may become available nor of any further maintenance savings for councils that Ausgrid can deliver by lengthening its preventive maintenance cycle in the future as the least reliable legacy lighting is removed from the network.
4. **ENERGY SAVINGS SCHEME BENEFITS** – NSW Energy Savings Scheme credits can be created from street lighting upgrades and, at current prices, could fund up to 10% of the project. Ausgrid and SSROC have worked over the past year to facilitate an IPART accreditation for the 'Lighting the Way' project. Council has already signed up to the scheme. The scheme can help reduce the costs of both the proposed 'Lighting the Way' program and of ordinary spot lighting replacements. Based on recent months of spot pricing, the potential value of Energy Savings Certificates for Council from the project is \$112,326 but is subject to fluctuation.
5. **CAPITAL COST DISCOUNT MECHANISM** – Ausgrid, in its offer to Council dated 29 June 2018, stated that where the upfront capital charge option has been chosen, there is potential to reduce the capital costs. This will be on a case by case basis and determined if applicable after volumes are known. The exact calculation method and timing has not yet been established. This discount mechanism will only apply if Council or 3rd party financing is used and not if Ausgrid funds the replacements.

ATTACHMENT 3



Street Lighting Improvement Program
2018 - 19 Key Activity Areas

NEXT ENERGY Pty Ltd
ABN 91 080 004 646

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T 02 8966 9444

About this Proposal

This document outlines the background of the Street Lighting Improvement Program, the proposed activities for a continuation of the Program in 2018 - 19 and the range of deliverables for which Next Energy would be responsible as Program Manager.

The work plan is intended to ensure that Councils get the best possible value for the money they spend on street lighting, that they are able to demonstrate to the community that the street lighting service being provided to a reasonable standard (or highlight areas needing improvement), secure improvements in lighting outcomes and energy efficiency, and to help facilitate more informed discussions with Ausgrid, the NSW Government and the Australian Energy Regulator.

The specific areas of proposed activity for 2018 - 19 are summarised in the list below and are detailed in a following section:

- 1) RESIDENTIAL ROAD LED ACCELERATED REPLACEMENTS
- 2) ACCELERATED REPLACEMENT FUNDING
- 3) MAIN ROAD LEDS & SMART CONTROLS
- 4) EXPLORE LINKS TO SMART CITY TECHNOLOGY
- 5) NSW PUBLIC LIGHTING CODE
- 6) AER 2019-24 PRICING REVIEW
- 7) ANALYSE PERFORMANCE REPORTING
- 8) DECORATIVE LIGHTING TRANSITION
- 9) HUNTER/ CENTRAL COAST COLUMN COSTS

Background to the SLI Program

Councils in metropolitan Sydney, the Central Coast and Hunter have been working closely together since 2003 under the SSROC Street Lighting Improvement Program to implement the findings of a joint review.

Collectively the Councils in the SLI Program encompass about 90% of the public lighting in Ausgrid's distribution territory and more than 40% of public lighting in NSW. In 2017 -18, Councils in the Ausgrid region paid an estimated \$67m for street lighting services and energy.

The SLI Program was established by SSROC to reform serious longstanding deficiencies in Ausgrid's provision of public lighting services. The Program has played a leading role in the adoption of more energy efficient lighting, greatly reduced repair times, the adoption of a NSW Public Lighting Code and in advocating for Councils' position in pricing decisions.

Key program achievements to date are as follows:

- While Councils have faced large street lighting price increases in recent years, strong Council representations to regulators has resulted in pricing decisions that have been more than \$20m lower than sought by the utility in each of the 2003/04, 2008/10 and 2014/15 reviews.
- The adoption of ~40,000+ LEDs from 2013 is already saving Councils more than \$2.5m/yr compared to the 80W mercury vapour lights they have generally displaced. These savings are recurrent and continue to climb as LEDs are installed at about 500-1000 a month even prior to any accelerated replacement programs being implemented. Similarly, previous types of technologies that SSROC

secured deployment of such as 52,000 CFLs and several thousand HPS AR lights, are saving more than 50% of the energy compared to the lights that they generally replaced.

- In response to SSROC and council representations, NSW Roads & Maritime Services agreed to reform of the Traffic Route Lighting Subsidy Scheme in 2013/14. This reform is delivering and estimated \$3-\$4 million dollars per year in additional funding for SSROC SLI Program Councils.
- While varying from year to year, average repair times have fallen substantially from over 8 days for most councils to under 8 days on average for almost all councils with Ausgrid now providing regular reporting to Councils and map-based systems for reporting faults.
- Ausgrid is now providing dramatically improved information for Councils with current inventories including installation dates for all components and dates of last bulk maintenance as well as GIS locations.
- In 2006, the NSW Government adopted a NSW Public Lighting Code to help clarify the relationship between Councils and Ausgrid subsequently adopted of a formal Public Lighting Management Plan to meet the requirements of the Code.

Next Energy has been the Program Manager since inception, with day-to-day oversight provided by the General Manager of SSROC.

Key Activity Areas for 2018 -19

The specific areas of proposed activity for 2018 - 19 and their current status are detailed in the following table:

KEY AREAS OF ACTIVITY	STATUS AT JUNE 2018
<p>1) RESIDENTIAL ROAD LED ACCELERATED REPLACEMENTS</p> <p>The SSROC SLI Program is working to finalise an agreement with Ausgrid on technology, pricing, deployment schedule and funding of a program of up to 104,000 lights. It will then assist councils in considering the business cases for the accelerated replacement of up to 15 types of street lighting with energy efficient alternatives. The SLI Program will then move to assisting with the oversight and reporting on the program.</p>	<p>Awaiting finalisation of with a proposal from Ausgrid</p>
<p>2) ACCELERATED REPLACEMENT FUNDING</p> <p>In conjunction with the above, the SSROC SLI Program is progressing funding options for councils to help accelerate deployment of energy efficient lighting and reduce costs. These include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> facilitating NSW ESS credits (under separate commercial terms between councils and an Accredited Certificate Provider); and <input type="checkbox"/> tailored financing under the Clean Energy Finance Corporation 	<p>Secured initial Ausgrid agreement on the use of external financing and in discussion with CEFC. More than 70% of Ausgrid lights now covered by ESS accreditation</p>
<p>3) MAIN ROAD LEDS & SMART CONTROLS</p> <p>The SSROC SLI Program's aim is to secure Ausgrid agreement on the timely adoption of main road LED lighting and smart controls. This is assumed to include agreement on technical specifications and a competitive tender process.</p>	<p>Working with Ausgrid to produce up to date specifications and tender process</p>

SLI Program 2018-19 Key Activity Areas

Confidential

<p>4) EXPLORE LINKS TO SMART CITY TECHNOLOGY</p> <p>In conjunction with the above trial of LEDs and smart controls on main roads, the SSROC SLI Program will be investigating smart street lighting controls systems (and associated communication platforms) for their potential to be used to provide councils, businesses and the local community with broader smart city functionality and explore how this could occur equitably under the current Ausgrid ownership of most street lighting.</p>	<p>Secured senior Ausgrid management agreement to monitor and investigate latest technology</p>
<p>5) NSW PUBLIC LIGHTING CODE</p> <p>The SSROC SLI Program is representing councils in finalising the Department of Planning and Environment – Division of Energy, Water & Portfolio Strategy’s review of the NSW Public Lighting Code and consideration of opening up of contestability arrangements. SSROC is seeking a binding Public Lighting Code with stronger provisions and penalties for non-compliance. Depending on the approach taken by government, enhanced contestability may be an alternative approach for councils to secure a better basis of service.</p>	<p>Draft Code out for comment</p>
<p>6) AER 2019-24 PRICING REVIEW</p> <p>The SSROC SLI Program is representing councils’ interests in the forthcoming AER regulatory review of pricing for the period 2019-2024 and this is a key program focus. The pricing review collectively encompasses some \$250 million of expenditure by SLI Program councils. The pricing review timetable is as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ausgrid submitted its draft pricing proposal – 30 April 2018 <input type="checkbox"/> AER published issues paper - Mar 2018 <input type="checkbox"/> SSROC & council submissions on Ausgrid proposal due - August 2018 <input type="checkbox"/> AER Draft Decision – Expected September 2018 <input type="checkbox"/> Ausgrid submits revised pricing proposal to AER – Expected December 2018 <input type="checkbox"/> AER publishes Final Determination – April 2019 	<p>Currently reviewing Ausgrid’s submission and preparing detailed response on behalf of Councils to AER</p>
<p>7) ANALYSE PERFORMANCE REPORTING & INFORMATION PROVISION</p> <p>The SSROC SLI Program will obtain Ausgrid’s annual performance reports, review them and report to councils on Ausgrid’s overall public lighting performance. The Program will also:</p> <ul style="list-style-type: none"> <input type="checkbox"/> INVENTORIES – Assist councils as needed with interpretation of inventories <input type="checkbox"/> MAINTENANCE DATA - Seek and review quarterly maintenance data for all street lighting on Ausgrid network for both faults and replacements to better understand problematic luminaire types (particularly current defaults), monitor capital replacement programs and use as an input to the current pricing determination 	<p>Ausgrid providing annual performance reports but not providing quarterly maintenance data</p>
<p>8) DECORATIVE LIGHTING TRANSITION</p> <p>Assist councils in preparing for the orderly handover of decorative lighting to allow councils to plan for and accommodate this in their budgets</p>	<p>Continues to happen on <i>ad hoc</i> basis</p>
<p>9) HUNTER/ CENTRAL COAST COLUMN COSTS</p> <p>Support Hunter and Central Coast councils in their negotiations with Ausgrid to find ways to mitigate dedicated street lighting column costs.</p>	<p>Further meeting proposed with Ausgrid to discuss next steps after obtaining column costs</p>

May 2018

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NEXT ENERGY

*SLI Program 2018-19 Key Activity Areas**Confidential*

As per the work in previous years, Next Energy recognises that the specific tasks and emphasis may vary somewhat from this proposed work plan and that a high degree of flexibility is expected in responding to developments at Ausgrid and in the regulatory sphere.

In addition to the above mentioned key areas of activity, it is also understood that the SLI Program has an important role to play in advising and assisting Councils in resolving problems that may arise in their interactions with Ausgrid, particularly where resolution of those problems would set a useful precedent for all participants.

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18.2 WILLOUGHBY STREET FAIR, CHATSWOOD - TRAFFIC MANAGEMENT PLAN

ATTACHMENT:	1. IMPLICATIONS 2. TRAFFIC CONTROL PLANS – STREET FAIR 2018
RESPONSIBLE OFFICER:	GREG MCDONALD- PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	GORDON FARRELLY-TRAFFIC & TRANSPORT TEAM LEADER DANIEL SUI – SENIOR TRAFFIC ENGINEER
CITY STRATEGY OUTCOME:	2.4 – REDUCE PARKING AND TRAFFIC CONGESTION
MEETING DATE:	27 AUGUST 2018

1. PURPOSE OF REPORT

To approve the Temporary Traffic, Transport and Parking Management Plan within Chatswood Central Business District's road network to support the safe and efficient movement of all road users during the holding of the Willoughby Street Fair on 1 September 2018.

2. OFFICER'S RECOMMENDATION

That Council approve the Temporary Traffic, Transport and Parking Management Plan and Traffic Control Plans to facilitate the annual Willoughby Street Fair on Saturday 1 September 2018.

3. BACKGROUND

Willoughby Street Fair (from this point forward referred to as the Fair) will be held on Saturday 1 September 2018 from 10:00 am to 4:00 pm. The Fair has been held annually for over 20 years within Chatswood Central Business District. Full and partial road closures will be required throughout the day in order to facilitate the event.

4. DISCUSSION

The development of the plan and traffic control plans has been developed with key stakeholders including NSW Police Force, Sydney Buses, Major Retailers (Westfield, Mandarin Centre and Chatswood Chase) and The Concourse. Traffic control plans have been prepared and will be submitted to the Transport Management Centre (Transport for NSW) for Road Occupancy Licenses (ROL) application and approval for the proposed road closures. The Local Traffic Committee has reviewed and endorsed the traffic control plans as provided in Attachment 2.

Full road closures are proposed in Endeavour Street, Anderson Street, Victoria Avenue, Anderson Street, Spring Street, Orchard Road and Ferguson Lane to support the installation of stages, stalls, performer change rooms and for the assembly for parade participants. A street parade is scheduled to be held and to travel along Endeavour Street, Anderson Street and Victoria Avenue.

Bus operations at the Chatswood Rail/ Bus Interchange will not be affected. Council and Sydney Buses has collaborated and agreed on bus operations and management during the operation of the Fair.

5. CONCLUSION

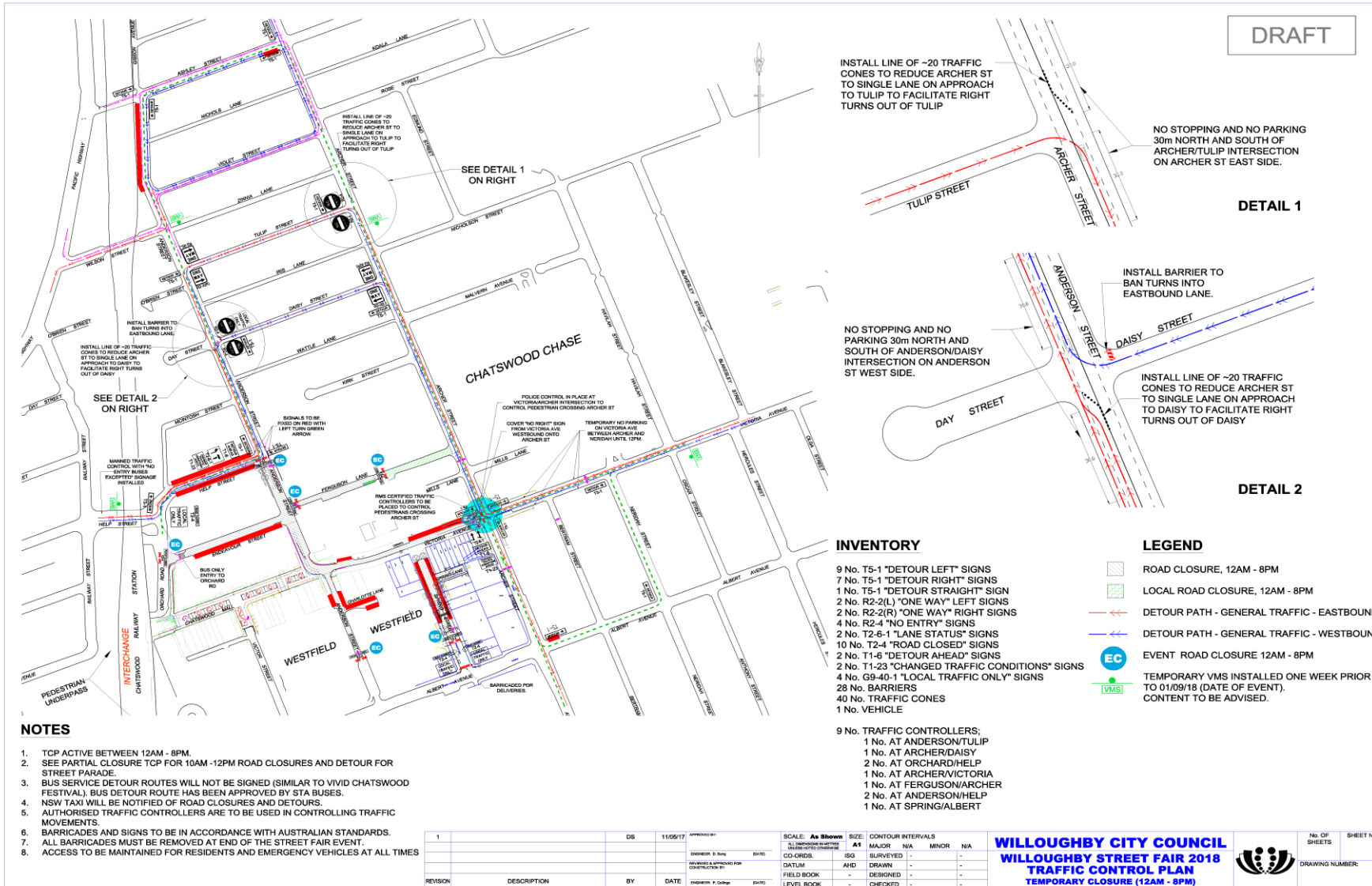
The Willoughby Street Fair has been run for over twenty years. The road closures are well controlled and continue to be refined each year.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	2.4 – Reduce Parking and Traffic Congestion
Business Plan Objectives, Outcomes/ Services	To be a cohesive and inclusive community where all people can actively participate in community life.
Policy	Not applicable
Consultation	Key stakeholders have been consulted and feedback considered and included in the finalisation of the plans
Resource	Traffic management contactors
Risk	Public safety and traffic congestion.
Legal	Not applicable
Legislation	All road closures will be implemented in accordance with RMS Guidelines and Road rules
Budget/Financial	Council will be funding the implementation of the temporary traffic, transport and parking management changes a part of the Willoughby Street Fair from the “Emerge Festival” project in the Marketing and Event Program. There is \$79,500 allocated in 2018/19 financial year.

ATTACHMENT 2

DRAFT



INSTALL LINE OF ~20 TRAFFIC CONES TO REDUCE ARCHER ST TO SINGLE LANE ON APPROACH TO TULIP TO FACILITATE RIGHT TURNS OUT OF TULIP

NO STOPPING AND NO PARKING 30m NORTH AND SOUTH OF ARCHER/TULIP INTERSECTION ON ARCHER ST EAST SIDE.

DETAIL 1

NO STOPPING AND NO PARKING 30m NORTH AND SOUTH OF ANDERSON/DAISY INTERSECTION ON ANDERSON ST WEST SIDE.

INSTALL BARRIER TO BAN TURNS INTO EASTBOUND LANE.

INSTALL LINE OF ~20 TRAFFIC CONES TO REDUCE ARCHER ST TO SINGLE LANE ON APPROACH TO DAISY TO FACILITATE RIGHT TURNS OUT OF DAISY

DETAIL 2

INVENTORY

- 9 No. T5-1 "DETOUR LEFT" SIGNS
 - 7 No. T5-1 "DETOUR RIGHT" SIGNS
 - 1 No. T5-1 "DETOUR STRAIGHT" SIGN
 - 2 No. R2-2(L) "ONE WAY" LEFT SIGNS
 - 2 No. R2-2(R) "ONE WAY" RIGHT SIGNS
 - 4 No. R2-4 "NO ENTRY" SIGNS
 - 2 No. T2-6-1 "LANE STATUS" SIGNS
 - 10 No. T2-4 "ROAD CLOSED" SIGNS
 - 2 No. T1-6 "DETOUR AHEAD" SIGNS
 - 2 No. T1-23 "CHANGED TRAFFIC CONDITIONS" SIGNS
 - 4 No. G9-40-1 "LOCAL TRAFFIC ONLY" SIGNS
 - 28 No. BARRIERS
 - 40 No. TRAFFIC CONES
 - 1 No. VEHICLE
- 9 No. TRAFFIC CONTROLLERS:
 - 1 No. AT ANDERSON/TULIP
 - 1 No. AT ARCHER/DAISY
 - 2 No. AT ORCHARD/HELP
 - 1 No. AT ARCHER/VICTORIA
 - 1 No. AT FERGUSON/ARCHER
 - 2 No. AT ANDERSON/HELP
 - 1 No. AT SPRING/ALBERT

LEGEND

- ROAD CLOSURE, 12AM - 8PM
- LOCAL ROAD CLOSURE, 12AM - 8PM
- DETOUR PATH - GENERAL TRAFFIC - EASTBOUND
- DETOUR PATH - GENERAL TRAFFIC - WESTBOUND
- EVENT ROAD CLOSURE 12AM - 8PM
- TEMPORARY VMS INSTALLED ONE WEEK PRIOR TO 01/09/18 (DATE OF EVENT). CONTENT TO BE ADVISED.

NOTES

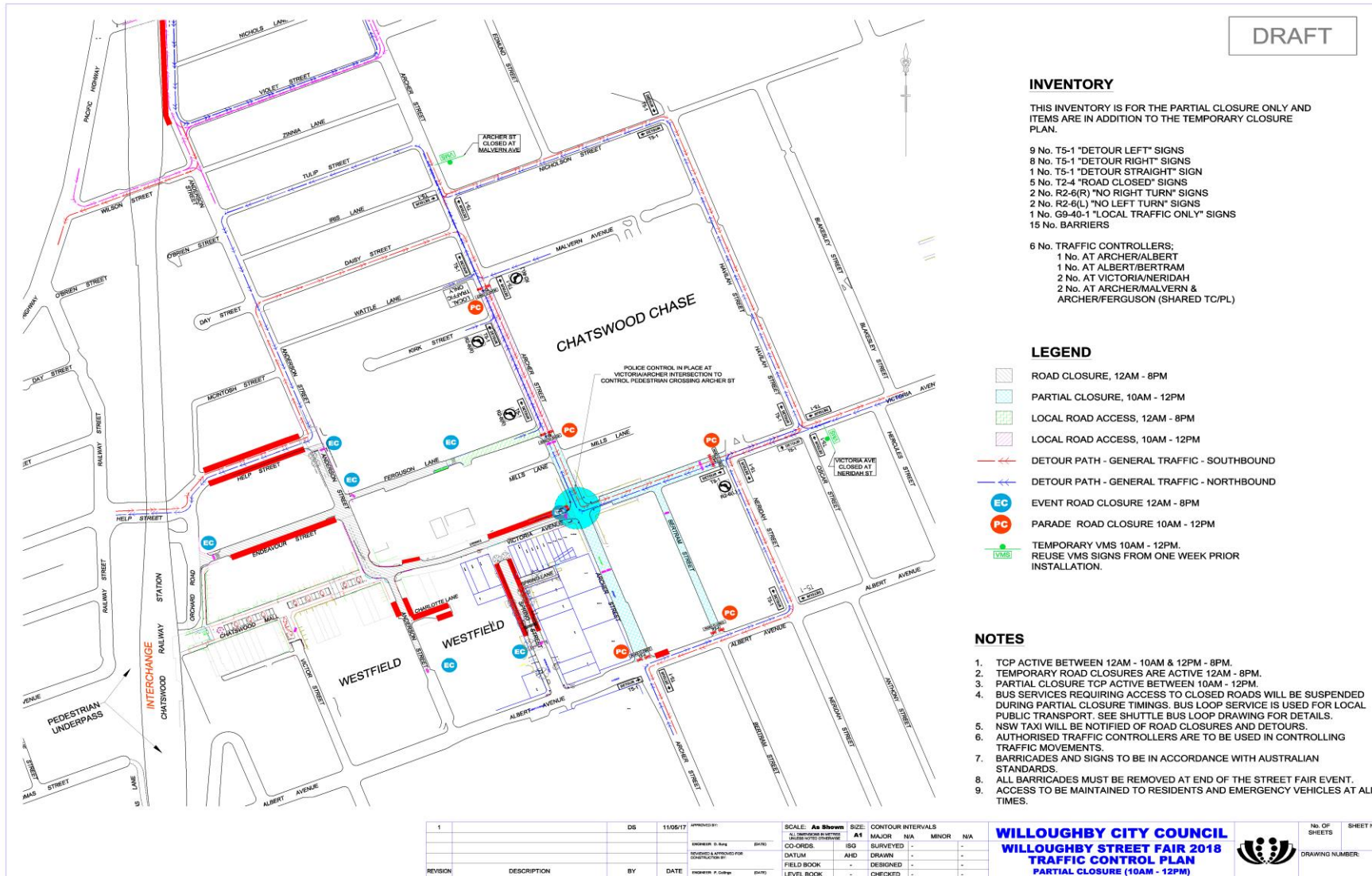
1. TCP ACTIVE BETWEEN 12AM - 8PM.
2. SEE PARTIAL CLOSURE TCP FOR 10AM -12PM ROAD CLOSURES AND DETOUR FOR STREET PARADE.
3. BUS SERVICE DETOUR ROUTES WILL NOT BE SIGNED (SIMILAR TO VIVID CHATSWOOD FESTIVAL). BUS DETOUR ROUTE HAS BEEN APPROVED BY STA BUSES.
4. NSW TAXI WILL BE NOTIFIED OF ROAD CLOSURES AND DETOURS.
5. AUTHORISED TRAFFIC CONTROLLERS ARE TO BE USED IN CONTROLLING TRAFFIC MOVEMENTS.
6. BARRICADES AND SIGNS TO BE IN ACCORDANCE WITH AUSTRALIAN STANDARDS.
7. ALL BARRICADES MUST BE REMOVED AT END OF THE STREET FAIR EVENT.
8. ACCESS TO BE MAINTAINED FOR RESIDENTS AND EMERGENCY VEHICLES AT ALL TIMES

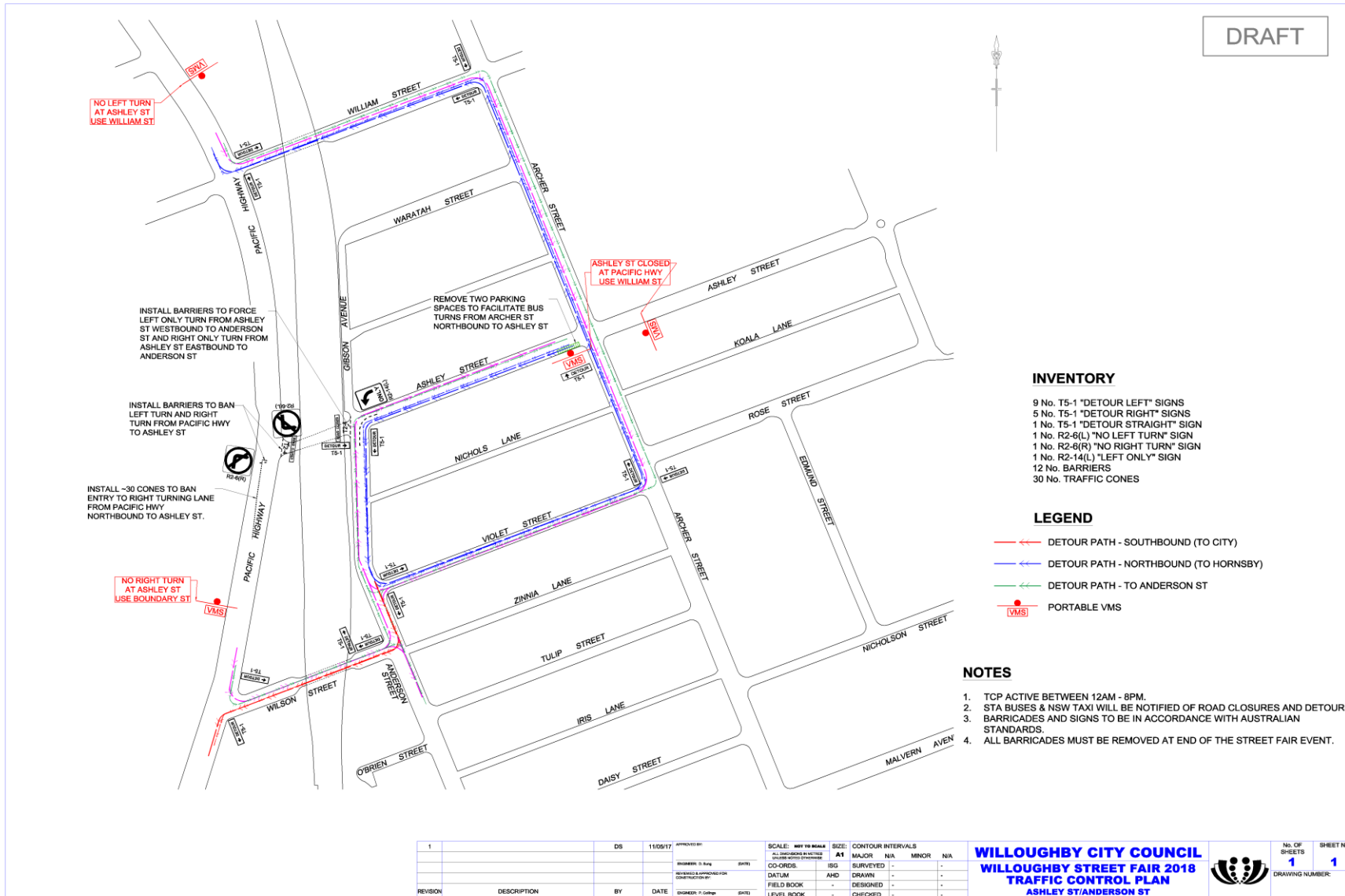
1	DS	11/06/17	APPROVED BY:	SCALE: As Shown	SIZE: A1	CONTOUR INTERVALS:
			ENGINEER: D. King	ALL DIMENSIONS UNLESS OTHERWISE SPECIFIED		MAJOR: N/A
			DESIGNED AND DRAWN FOR:	CO-ORDS.	ISG	MINOR: N/A
			CONSTRUCTION BY:	DATUM	AHD	
			ENGINEER: P. O'Connell	FIELD BOOK	-	DESIGNED
				LEVEL BOOK	-	CHECKED

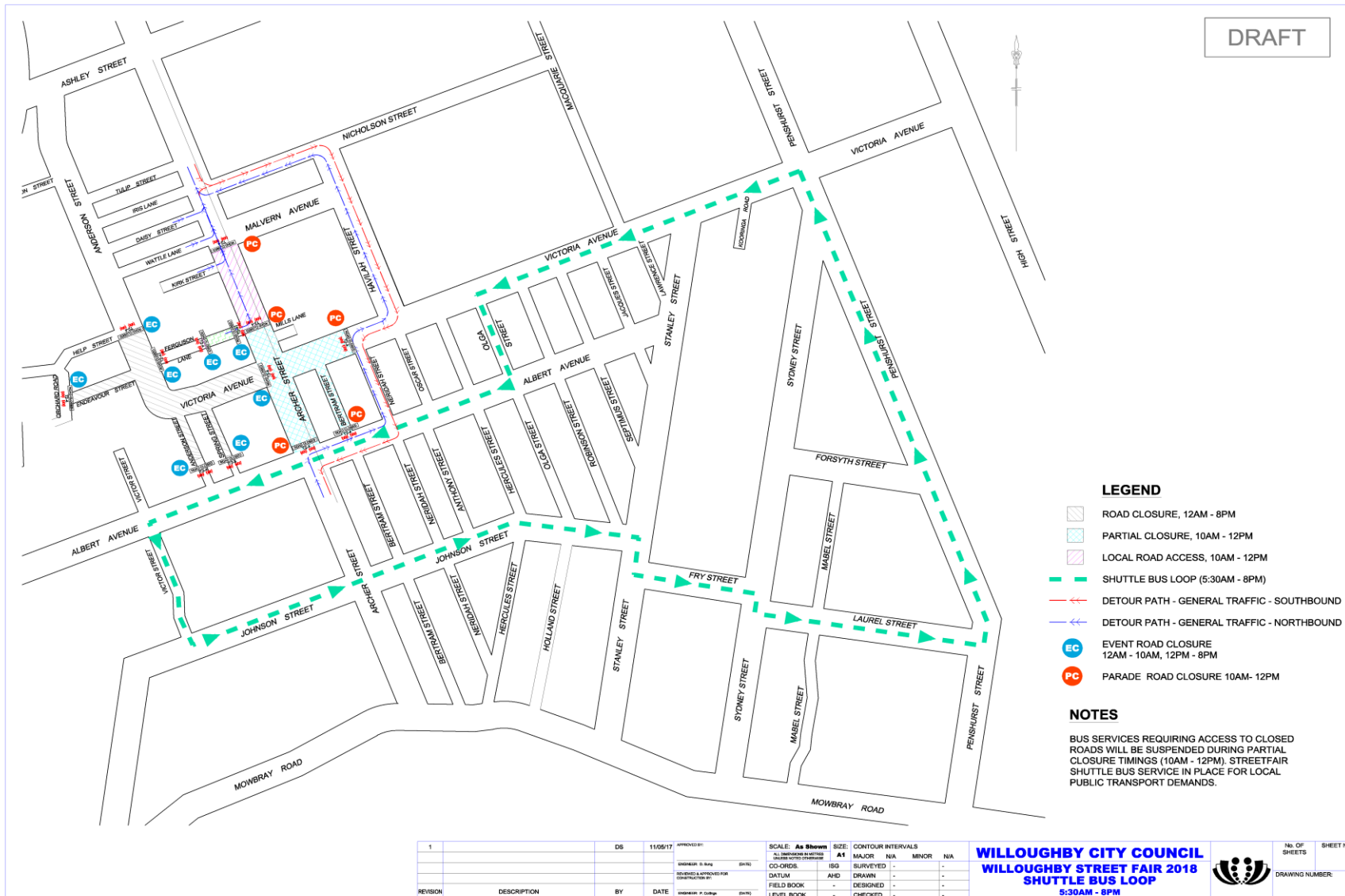
WILLOUGHBY CITY COUNCIL
WILLOUGHBY STREET FAIR 2018
TRAFFIC CONTROL PLAN
TEMPORARY CLOSURE (12AM - 8PM)

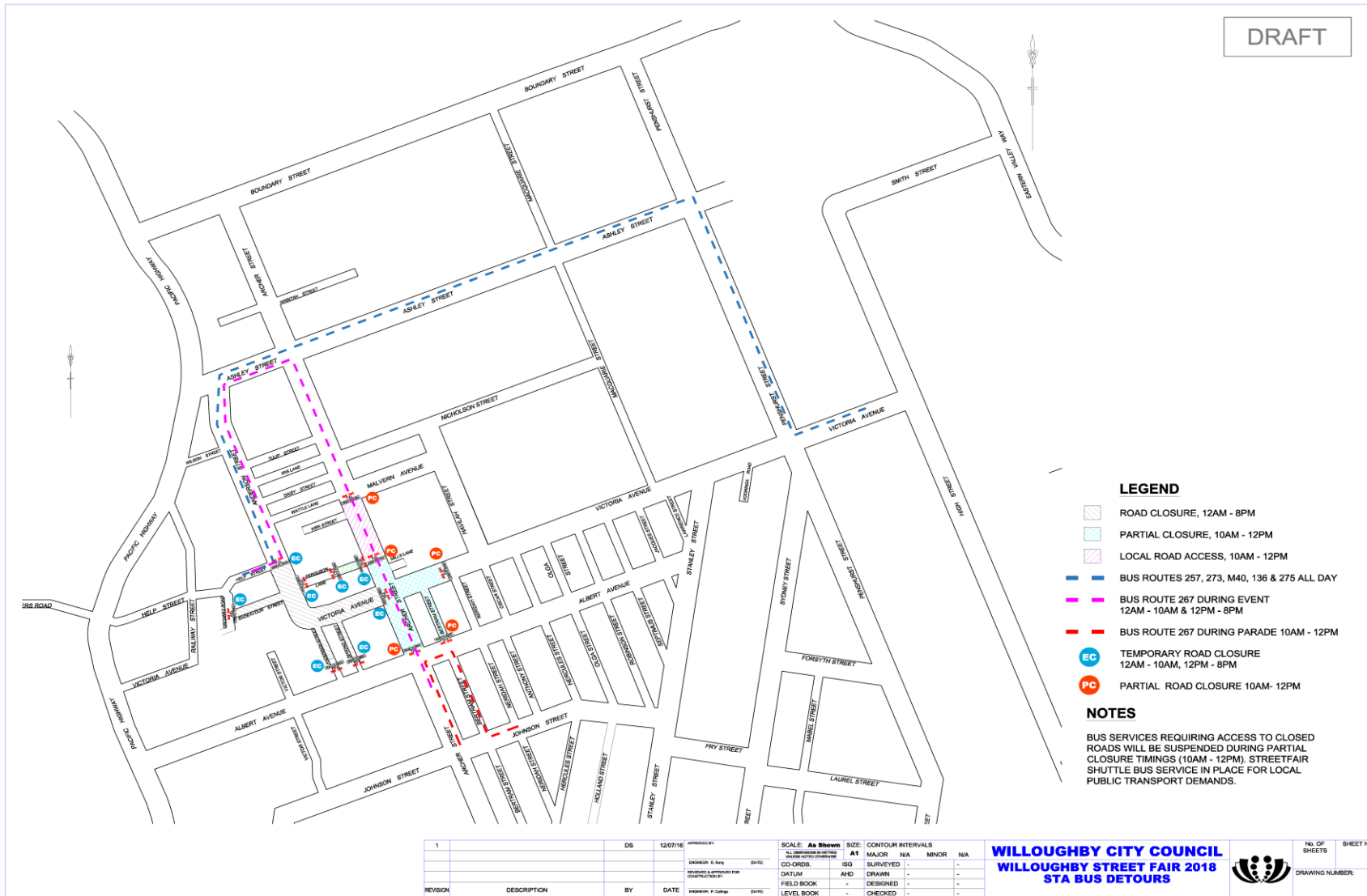


No. OF SHEETS: SHEET No.
 DRAWING NUMBER:









18.3 HERITAGE REVIEW 2018

ATTACHMENTS:	<ol style="list-style-type: none">1. IMPLICATIONS2. SUMMARY OF HERITAGE REVIEW RECOMMENDATIONS3. HERITAGE STUDY REVIEW – ARCHITECTURAL PROJECTS APRIL 2018 (TO BE DISTRIBUTED SEPARATELY)4. PLANNING PROPOSAL5. RECORD OF ADVICE FROM THE WILLOUGHBY LOCAL PLANNING PANEL OF 17 AUGUST 20186. RECORDED OF ADVICE FROM THE WILLOUGHBY LOCAL PLANNING PANEL OF 31 JULY 2018 (9 CENTENNIAL AVENUE).
RESPONSIBLE OFFICER:	IAN ARNOTT - PLANNING MANAGER
AUTHOR:	JANE GIBSON - STRATEGIC PLANNER
CITY STRATEGY OUTCOME:	2.2 – RESPECT AND CELEBRATE OUR HISTORY AND HERITAGE SITES
MEETING DATE:	27 AUGUST 2018

1. PURPOSE OF REPORT

To seek Council endorsement of a Planning Proposal which seeks to list a number of properties as heritage items and create a new area for conservation.

2. OFFICER'S RECOMMENDATION

That Council:

- 1) Endorse the public exhibition of a Planning Proposal to list the following properties in Schedule 5 of *Willoughby Local Environmental Plan 2012* as items of local significance:
 - 11 Padulla Place, Castle Cove
 - 8 The Bulwark, Castlecrag
 - 13 The Citadel, Castlecrag
 - 2 The Tor Walk, Castlecrag
 - 14 The Tor Walk, Castlecrag
 - 126 Greville Street, West Chatswood
 - 1A North Arm Road, Middle Cove
 - 8 First Avenue, Willoughby
 - 88 Penshurst Street, Willoughby
- 2) Endorse the Planning Proposal to list the following property in Schedule 5 of *Willoughby Local Environmental Plan 2012* as an item of state significance:
 - 80 The Bulwark, Castlecrag

- 3) Endorse the Planning Proposal to list part of Eddy Road / DeVilliers Avenue, West Chatswood in Schedule 5 of *Willoughby Local Environmental Plan 2012* as a Heritage Conservation Area.
- 4) Subject to 3) above, amend *Willoughby Development Control Plan* to include controls relating to the Eddy Road / DeVilliers Avenue Conservation Area to be included in the public exhibition.
- 5) Forward the Planning Proposal to the Department of Planning & Environment seeking a Gateway Determination under 3.34 of the Environmental Planning & Assessment Act 1979.
- 6) Advise the Department of Planning & Environment that the Planning Manager, Mr Ian Arnott be nominated as delegate to process and finalise the Planning Proposal.
- 7) Delegate authority to the Planning Manager to make any minor amendments to the Planning Proposal which do not alter the policy intent.

3. BACKGROUND

An assessment of any potential new heritage items / conservation area generally occurs each Council term. Matters to be reviewed are mainly compiled from Heritage Nomination Forms received from members of the public as well as Council staff recommendations. The assessment also includes a minor housekeeping amendment to *Willoughby Local Environmental Plan 2012* (WLEP 2012).

In addition, a Councillor Notice of Motion of 10 April 2017 requested that Council staff explore the reinstatement of conservation controls in relation to the area comprising Drake, Hawkins and Brand Street, Artarmon. The Motion arose as a result of the strategic planning work being carried out which includes the future of the Artarmon Local Centre.

Independent heritage consultants - Architectural Projects were engaged to review and assess all of the nominations.

The Heritage Review was presented at the Councillor Briefing of 6 August 2018.

4. DISCUSSION

As mentioned above, Architectural Projects reviewed all properties nominated as potential heritage items or conservation areas. The nominations derived from:

- (a) Heritage Nomination Forms received from members of the public.
Heritage nominations are generally reviewed by staff each Council term depending on the number of nominations received. The previous heritage review took place in 2013 following receipt of a NSW Heritage Grant from the Office of Environment and Heritage.

(b) Councillor notices of Motion

The Councillor Notice of Motion of 10 April 2017 requested that Council staff explore the reinstatement of conservation controls in relation to the area comprising Drake, Hawkins and Brand Street, Artarmon. These streets had formed part of the Artarmon Conservation Area. A Heritage Review in 1999 resulted in the removal of these streets from the conservation area,.

(c) Council staff nomination through literature search and local knowledge recommendations

In 2015 and 2016, Council staff applied for a Heritage Grant. The application included properties which had been included in architectural publications as good examples of post-modernist architecture. It was considered that these were worth investigation for heritage status.

The Grant Applications were unsuccessful, however, Council staff considered that a heritage investigation of these properties was worthwhile pursuing further. This investigation also includes properties not documented publications that Council staff considered to be good examples of modernist architecture.

(d) *Willoughby Local Environmental Plan 2012 (WLEP 2012)* housekeeping update

A property at 80 The Bulwark, Castlecrag is listed in WLEP 2012 as an item of local significance. The NSW Office of Environment and Heritage notified Council in October 2016 that this property has become a state item. The change in listing does not automatically update the heritage status in WLEP 2012. This review of items is an opportunity to rectify this.

Architectural Projects reviewed and assessed all of the nominations from (a) to (c) above. These recommendations are incorporated into the Planning Proposal.

A brief summary of the heritage consultant's recommendations are listed in Figure 1 below. (This includes items / areas that the heritage consultant did not consider to have heritage significance). A more detailed summary of the recommendations can be viewed at Attachment 2 (which includes location plans) and the detailed Heritage Review can be viewed at Attachment 3.

Figure 1 – Summary of Heritage Consultant recommendations

Items recommended by Heritage Nomination Forms submitted to Council:	
Property	Consultant Recommendation
126 Greville Street, West Chatswood (former acoustic laboratory)	That Council proceed with heritage listing
88 Penshurst Street, Willoughby	That Council proceed with heritage listing
Eddy Road and De Villiers Avenue, West Chatswood – proposed conservation area	The area has a high degree of integrity and t Council should proceed with the listing of the area as a Conservation Area
Items recommended by staff through literature research and local knowledge:	
Property	Consultant Recommendation
11 Padulla Place Castlecove	That Council proceed with heritage listing
8 The Bulwark, Castlecrag	That Council proceed with heritage listing
13 The Citadel, Castlecrag	That Council proceed with heritage listing
14 The Tor Walk, Castlecrag	That Council proceed with heritage listing
1A North Arm Road, Middle Cove	That Council proceed with heritage listing
78 Hawthorn Avenue, Chatswood	That Council does not proceed with heritage listing
14 Morella Place, Castlecove	That Council does not proceed with heritage listing
15 The Quarterdeck, Middle Cove	That Council does not proceed with heritage listing
2 The Tor Walk, Castlecrag	That Council proceed with heritage listing
8 First Avenue, Willoughby	That Council proceed with heritage listing
Councillor Notices of Motion:	
Properties	Consultant Recommendation
Investigation of the re-establishment of Brand, Hawkins and Drake Streets as part of Artarmon Conservation Area	The area does not meet the threshold for Conservation Area listing due to the alteration of properties and loss of streetscape character.
Housekeeping Amendment	
Property	Staff Recommendation
80 The Bulwark, Castlecrag	Update listing from local to State Item.

In order to progress with the above recommendations, it is necessary to prepare a Planning Proposal to amend WLEP 2012 to include the recommended properties as heritage items and a new conservation area.

A Planning Proposal has been prepared by Council staff in order to amend WLEP 2012 by including the items / area recommended above by the Heritage Consultants to proceed with listing. The Planning Proposal can be viewed at Attachment 4. The Planning Proposal includes detailed location plans of all the proposed items and proposed conservation area as well as documenting how the proposal is consistent with the strategic objectives of the Greater Sydney Commission's *A Metropolis of Three Cities – The Greater Sydney Region Plan, March 2018*, and the *North District Plan 2018*. It is also consistent with the Heritage aims contained within the *Willoughby City Strategy* as well as Council's endorsed *Housing Position Statement* (June 2017).

The Heritage Study will also form part of the Planning Proposal.

The Planning Proposal has been prepared in accordance with the Department of Planning & Environment's *Guide to Preparing Planning Proposals*, as well as the relevant requirements under Section 3.33 of the *Environmental Planning and Assessment Act 1979*.

Consultation

As part of the process of conducting the Heritage Study, all of the affected property owners of potential heritage items were notified by Council to make them aware of the study and that they would be contacted by the Heritage consultants in order to arrange an on-site inspection.

Properties within the proposed conservation areas were not individually notified as an assessment can be made from the street without entering the properties. However, all properties (both proposed for conservation area or as heritage items) have been notified of the Council Meeting to consider this report.

Willoughby Local Planning Panel Advice

The Willoughby Local Planning considered the Planning Proposal on 17 August 2018 and supported the recommendation to proceed to Gateway Determination and public exhibition. The Panel provided specific comments in relation to 88 Penshurst Street and the proposed Eddy Avenue / Devilliers Conservation Area. The Panel's comments can be viewed at Attachment 5.

At the Council Meeting of 23 July 2018, it was resolved to progress the proposed heritage listing of 9 Centennial Avenue, Chatswood to Gateway Determination and public exhibition. The Willoughby Local Planning Panel considered the proposed listing on 31 July 2018 and supported the recommendation to proceed to Gateway Determination and public exhibition. For information, the Panel's comments on this matter can be viewed at Attachment 6.

Next Steps

Should Council endorse the proposed conservation area at Eddy Road / DeVilliers Avenue, amendments to *Willoughby Development Control Plan* will be prepared.

The next step will be to forward the Planning Proposal to the NSW Department of Planning & Environment for a Gateway Determination. Following receipt of a Gateway Determination, the Planning Proposal will be exhibited for 28 days.

During exhibition, all properties (both heritage items and conservation area) will be further notified and given the opportunity to make submissions at this time. An advertisement of the exhibition will also be placed in the North Shore Times and on *Have your Say* for general submissions.

5. CONCLUSION


The Planning Proposal is considered to be consistent with the relevant requirements under Section 3.33 of the *Environmental Planning and Assessment Act 1979*.

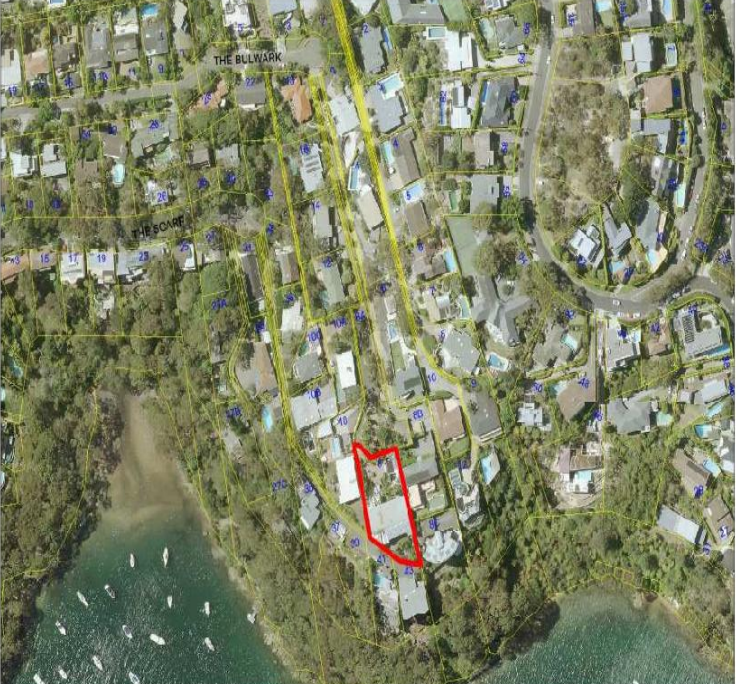
It is therefore recommended that Council forward the Planning Proposal to the Department of Planning and Environment, seeking a Gateway Determination under Section 3.34 of the *Environmental Planning and Assessment Act 1979*. It is further recommended that Council advise the Department of Planning and Environment that the Planning Manager, Mr Ian Arnott, be nominated as delegate to process and finalise the Planning Proposal.


ATTACHMENT 1


IMPLICATIONS	COMMENT
City Strategy Outcome:	2.2 Respect and celebrate our history and heritage sites.
Business Plan Objectives, Outcomes/ Services	To ensure this Planning Proposal is in line with the <i>Council's Housing Position Statement, A Metropolis of Three Cities and the North District Plan</i> in that it identifies, conserves and enhances environmental heritage.
Policy	This Planning Proposal is in line with the <i>Council's Housing Position Statement 2017</i> .
Consultation	This Planning Proposal would be publicly exhibited following Gateway Determination.
Resource	Operating resources used to prepare report but additional consultant resources were required to undertake the Heritage Study Review.
Risk	Risk of loss of properties and /or their heritage character.
Legal	The Planning Proposal should amend <i>Willoughby Local Environmental Plan 2012 and Willoughby Development Control Plan</i> .
Legislation	Under <i>Environmental Planning and Assessment Act 1979</i> provisions.
Budget/Financial	The work completed by Architectural Projects is within the budget.


ATTACHMENT 2
Summary of Recommendations


Item Name	Address	Reason for including in Heritage Review	Consultants' Recommendation summary	Location Plan
Dr Basser House	11 Padulla Place Castlecove	Staff nomination through literature search and local knowledge	<p>The Dr Basser House is of significance as a rare example of a highly intact late twentieth century Seidler house , which demonstrates innovative design and a high level execution of detail.</p> <p>Recommendation That Council proceed with heritage listing of 11 Padulla Place, Castle Cove as a local heritage item in WLEP 2012.</p>	


Item Name	Address	Reason for including in Heritage Review	Consultants' Recommendation summary	Location Plan
Gowing House	8 The Bulwark Castlecrag	Staff nomination through literature search and local knowledge	<p>The Gowing House retains a high degree of historical significance as one of Neville Gruzman's best houses and is highly regarded as an outstanding work of architecture by the architectural profession.</p> <p>Recommendation That Council proceed with the listing of 8 The Bulwark, Castlecrag.</p>	


Item Name	Address	Reason for including in Heritage Review	Consultants' Recommendation summary	Location Plan
Maley House	13 The Citadel Castlecrag	Staff nomination through literature search and local knowledge	<p>The Maley House is an accomplished example of modernist domestic architecture designed by architect Andre Porebski.</p> <p>Recommendation That Council proceed with heritage listing of 13 The Citadel, Castlecrag as a local heritage item in WLEP 2012.</p>	

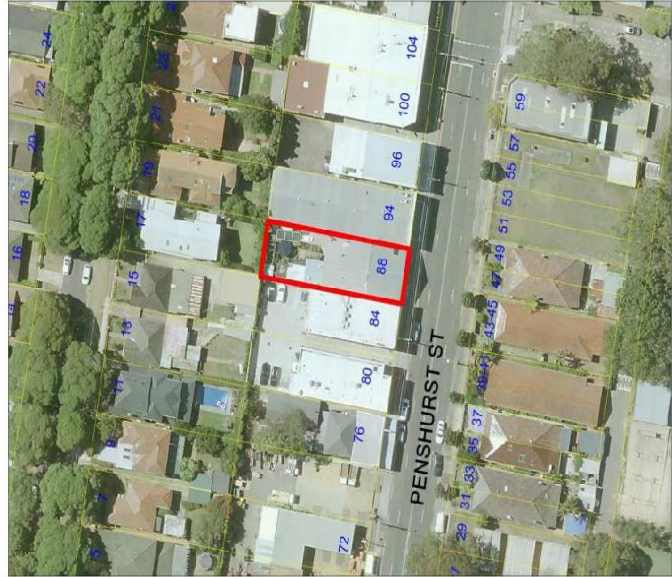
Item Name	Address	Reason for including in Heritage Review	Consultants' Recommendation summary	Location Plan
Duval House	2 The Tor Walk Castlecrag	Staff nomination through literature search and local knowledge	<p>Designed by Hugh Buhrich in 1962, the Duval House is an accomplished suburban Modernist House that illustrates the new Modernist aesthetic in suburban Sydney.</p> <p>Recommendation The house should be considered for inclusion as a local heritage item in WLEP 2012.</p>	


Item Name	Address	Reason for including in Heritage Review	Consultants' Recommendation summary	Location Plan
Luursema House	14 The Tor Walk Castlecrag	Staff nomination through literature search and local knowledge	<p>The Luursema House has historical association with internationally significant architect Harry Seidler, one of the most important practitioners of the Post-war modernist style in Australia, and a good example of Seidler's modernist design methodology.</p> <p>Recommendation The house should be considered for inclusion as a local heritage item in WLEP 2012.</p>	

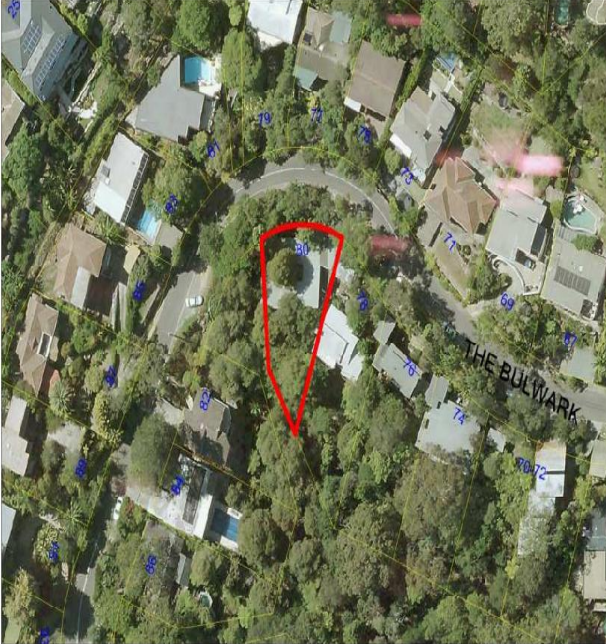
Item Name	Address	Reason for including in Heritage Review	Consultants' Recommendation summary	Location Plan
Former National Accoustic Laboratory	126 Greville Street West Chatswood	Heritage Nomination Form	<p>The buildings at 126 Greville Street have high aesthetic significance as fine and substantial example of brutalist government offices, sensitively sited in a suburban bushland setting.</p> <p>Despite its recent adaptation to a new use, the building retains a high level of integrity.</p> <p>Recommendation That Council proceed with heritage listing of 126 Greville Street, West Chatswood as a local heritage item in WLEP 2012.</p>	

Item Name	Address	Reason for including in Heritage Review	Consultants' Recommendation summary	Location Plan
Frischnecht House	1A North Arm Road Middle Cove	Staff nomination through literature search and local knowledge	<p>The Frischnecht House is historically significant for its ability to demonstrate the many features of Modernist architecture and design theory and practice.</p> <p>Recommendation That Council proceed with heritage listing of 1a North Arm Road, Middle Cove as a local heritage item in WLEP 2012</p>	

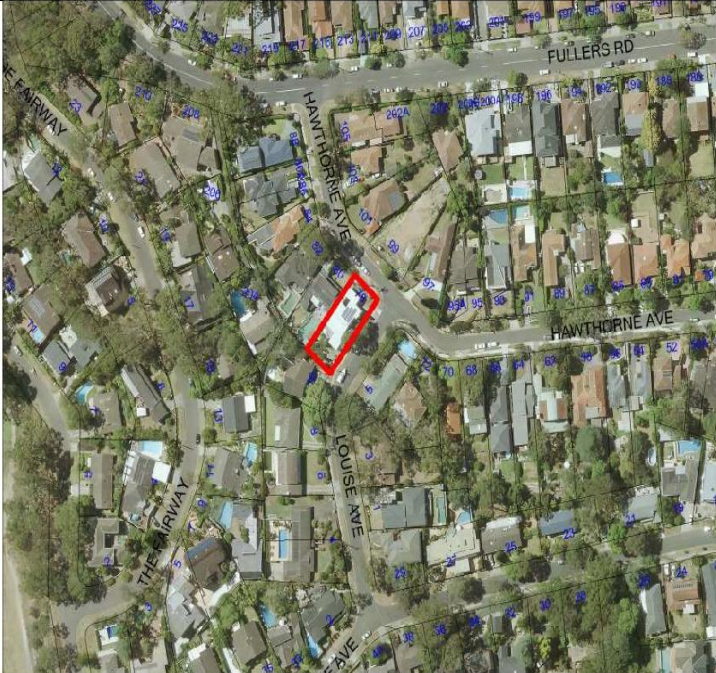
Item Name	Address	Reason for including in Heritage Review	Consultants' Recommendation summary	Location Plan
Helsham House	8 First Avenue Willoughby	Staff nomination through literature search and local knowledge	<p>Designed by prominent architect Peter Hall, the Helsham House is regarded as one of his best houses and is an important work of high aesthetic values.</p> <p>Recommendation The house should be considered for inclusion as a local heritage item in WLEP 2012.</p>	


Item Name	Address	Reason for including in Heritage Review	Consultants' Recommendation summary	Location Plan
J Hannaford Produce and Fuel Merchant	88 Penshurst Street Willoughby	Heritage Nomination Form	<p>Built c. 1915, the J. Hannaford Produce and Fuel Merchant building is an early surviving produce and fuel and shop, the original building is of historical significance for its association with the commercial development of the area.</p> <p>Recommendation That Council proceed with heritage listing of 88 Penshurst Street, Willoughby as a local heritage item in WLEP 2012. Retention of the façade and primary gabled roof form is recommended within the context of the future development of the site.</p>	

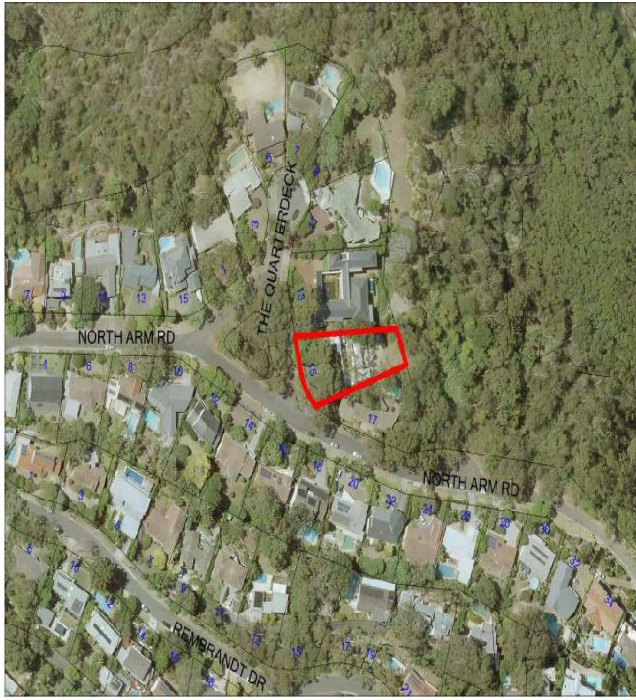
Item Name	Address	Reason for including in Heritage Review	Consultants' Recommendation summary	Location Plan
Eddy Road and De Villiers Avenue	Eddy Road and De Villiers Avenue West Chatswood	Heritage Nomination Form	<p>The proposed Eddy Road and De Villiers Avenue Conservation Area is significant as a harmonious and unified Interwar lower North Shore residential area, in a landscaped setting.</p> <p>Developed following the subdivision and sale of allotments in the Glenview and Ferndale No. 1 Estates in 1915 and 1924 respectively, the area is a good representative example of development of the Interwar period in Chatswood. A range of largely intact California and Interwar bungalows occur in groupings of consistent styles.</p> <p>Recommendation</p> <p>Recommend Council proceed with the listing of the area as a Conservation Area.</p>	


Item Name	Address	Reason for including in Heritage Review	Consultants' Recommendation summary	Location Plan
The Glass House	80 The Bulwark Castlecrag	Housekeeping amendment	Government Notice on 21 October 2016 (Appendix 2) changed the status of an existing heritage item at 80 The Bulwark Castlecrag from being a local to a state item. This planning proposal enables a "housekeeping" amendment to update the status of this in Schedule 5.	

Items recommended not to proceed

Item Name	Address	Reason for including in Heritage Review	Consultants' Recommendation summary	Location Plan
Glass House	78 Hawthorn Avenue Chatswood	Staff nomination through literature search and local knowledge	<p>The house has undergone substantial alterations and additions, although the broad design concept is still recognizable, little original fabric survives and the form is altered. The house does not meet the threshold for Heritage listing.</p> <p>Recommendation That Council does not proceed with heritage listing of 78 Hawthorn Avenue, Chatswood. Because of the extent of alteration and loss of original fabric, the house does not meet the threshold for heritage listing on the LEP.</p>	

Item Name	Address	Reason for including in Heritage Review	Consultants' Recommendation summary	Location Plan
Resanceff House	14 Morella Place Castlecove	Staff nomination through literature search and local knowledge	<p>An accomplished early work of Sydney architect Bruce Rickard, that shows the influence of Frank Lloyd Wright, but has been extensively altered.</p> <p>Recommendation That Council does not proceed with heritage listing of 14 Morella Place, Castle Cove. Because of the extent of alteration and loss of original finishes which were fundamental to the original design, the house does not meet the threshold for heritage listing on the LEP.</p>	

Item Name	Address	Reason for including in Heritage Review	Consultants' Recommendation summary	Location Plan
GL Nicholls' House	15 The Quarterdeck Middle Cove	Staff nomination through literature search and local knowledge	<p>Designed by local architect Glynn Nicholls. Due to the extent of modification of the original design concept and fabric, the house does not meet the threshold for heritage listing.</p> <p>Recommendation That Council does not proceed with heritage listing of 15 The Quarterdeck Middle Cove.</p>	

Item Name	Address	Reason for including in Heritage Review	Consultants' Recommendation summary	Location Plan
Cann's Grant Subdivision	Brand, Hawkins and Drake Streets Artarmon	Councillor notice of motion	<p>The degree of alteration of original finishes and garden settings within the area diminishes this significance. Significance is further undermined by the exclusion of Raleigh Street, which was part of the original Subdivision.</p> <p>Recommendation Due to the extent of alteration of properties and loss of streetscape character, the area does not meet the threshold for Conservation Area listing.</p>	

Attachment 4 – Planning Proposal

PLANNING PROPOSAL – HERITAGE REVIEW 2018

Amendment to Willoughby Local Environmental Plan 2012

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Appendix 1 Willoughby City Council Heritage Study Review – Architectural Projects April 2018	

Part 1: Objectives or intended outcomes

This Planning Proposal seeks to amend Willoughby Local Environmental Plan 2012 (WLEP 2012) to include 10 properties as Local Heritage Items and include a new conservation area consistent with the findings of the heritage assessment undertaken by Architectural Projects.

In addition, the planning proposal also aims to update the status of an existing item from being a local to a State Item.

The properties / area affected are as follows

Proposed Heritage Items of Local Significance

11 Padulla Place Castle Cove
 8 The Bulwark Castlecrag
 13 The Citadel Castlecrag
 2 The Tor Walk Castlecrag
 14 The Tor Walk Castlecrag
 126 Greville Street, West Chatswood
 1A North Arm Road Middle Cove
 8 First Avenue Willoughby
 88 Penshurst Street Willoughby

Proposed Conservation Area

Eddy Road / Devilliers Avenue Chatswood

Heritage Items of State Significance

80 The Bulwark, Castlecrag

Part 2: Statement of Objectives

The intent of the Planning Proposal can be achieved by amending WLEP 2012 as follows:

Inserting the following new items into Part 1 of Schedule 5:

Suburb	Item Name	Address	Property Description	Significance	Item No
Castlecove	House (including original interiors)	11 Padulla Place	Lot 429, DP 31069	Local	I245
Castlecrag	House (including original interiors)	8 The Bulwark	Lot 1, DP 731215	Local	I246
Castlecrag	House	13 The	Lot 332, DP	Local	I247

	(including original interiors)	Citadel	1102256 and Lot 2, P 389112		
Castlecrag	House (including original interiors)	2 The Tor Walk	Lot 2, DP 210277	Local	I248
Castlecrag	House (including original interiors)	14 The Tor Walk	Lot Y, DP 417554	Local	I249
Chatswood West	Former National Accoustic Laboratory	126 Greville Street	Lot 1, DP 532353	Local	I251
Middle Cove	House (including original interiors)	1A North Arm Road	Lot 1, DP 217754	Local	I252
Willoughby	House (including original interiors)	8 First Avenue	Lot 1, DP 940444	Local	I253
Willoughby	Shop (front façade only)	88 Penshurst Street	Lot 17 Section 4, DP 1671	Local	I254

Amending an existing description in Schedule 5 as follows

Suburb	Item Name	Address	Property Description	Significance	Item No
Castlecrag	House (including original interiors)	80 The Bulwark	Lot 257, DP 19280	State Local	I41

Insert the following new conservation area into Part 2 of Schedule 5

Description	Identification on Heritage Map	Significance
Eddy Road / Devilliers Avenue	Shown by a heavy red outline and labelled Local and marked C12	Local

The Heritage Map will be amended by including the above properties.

The Dual Occupancy Restriction Map includes all Heritage Items and Conservation Areas within Willoughby. This Map will also be amended to include those properties where dual occupancy is permissible in the zone (ie R2 Low Density Residential and E4 Environmental Living) ie:

- 11 Padulla Place Castle Cove
- 8 The Bulwark Castlecrag
- 2 The Tor Walk Castlecrag
- 14 The Tor Walk Castlecrag
- 1A North Arm Road Middle Cove
- 8 First Avenue Willoughby
- Eddy Road / Devilliers Avenue Chatswood

13 The Citadel Castlecrag and 80 The Bulwark, Castlecrag are already included on the Dual Occupancy Restriction Map as they are situated in the Griffin Conservation Area (and 80 The Bulwark is an existing heritage item).

126 Greville Street, West Chatswood is zoned R3 Medium Density Residential and 88 Penshurst Street Willoughby is zoned B5 Business Development. Neither of these zones permit dual occupancy development, therefore they do not need to be included on the Dual Occupancy Restriction Map.


Part 3 – Justification

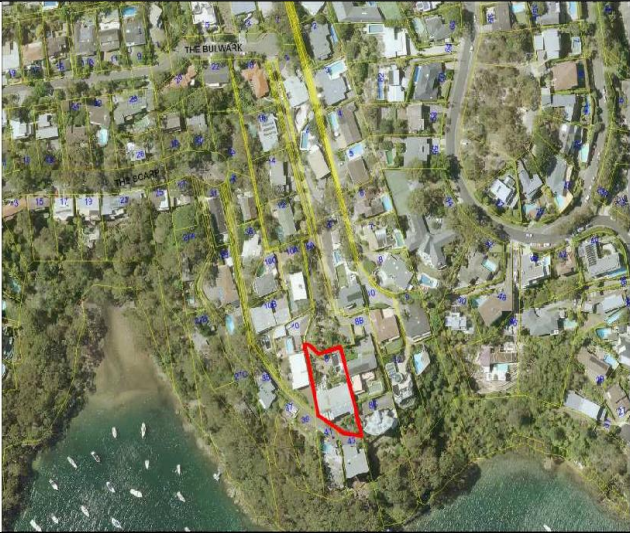

Section A – Need for the Planning Proposal

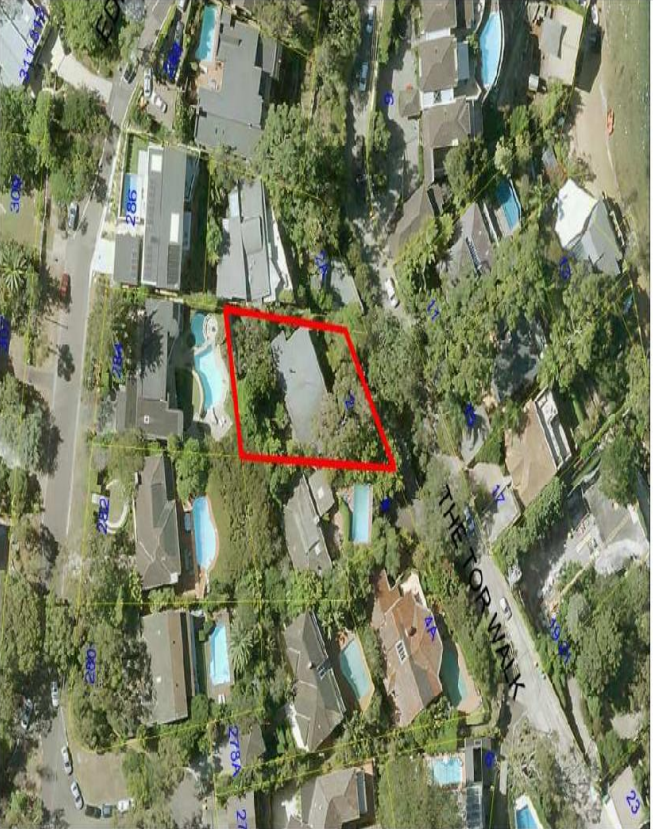
Q1 - Is the planning proposal a result of any strategic study or report?


Yes. The need to amend WLEP 2012 has arisen from the recommendations of an independent heritage assessment (see Appendix 1 for a full appraisal,. A summary of these findings are as follows:


Table 1


Item Name	Address	Zoning	Recommendation summary	Location Plan
Dr Basser House	11 Padulla Place Castlecove	E4 Environmental Living	The Dr Basser House is of significance as a rare example of a highly intact late twentieth century Seidler house , which demonstrates innovative design and a high level execution of detail.	


Item Name	Address	Zoning	Recommendation summary	Location Plan
Gowing House	8 The Bulwark Castlecrag	E4 Environmental Living	The Gowing House retains a high degree of historical significance as one of Neville Gruzman's best houses and is highly regarded as an outstanding work of architecture by the architectural profession.	
Maley House	13 The Citadel Castlecrag	E4 Environmental Living	The Maley House is an accomplished example of modernist domestic architecture designed by architect Andre Porebski.	

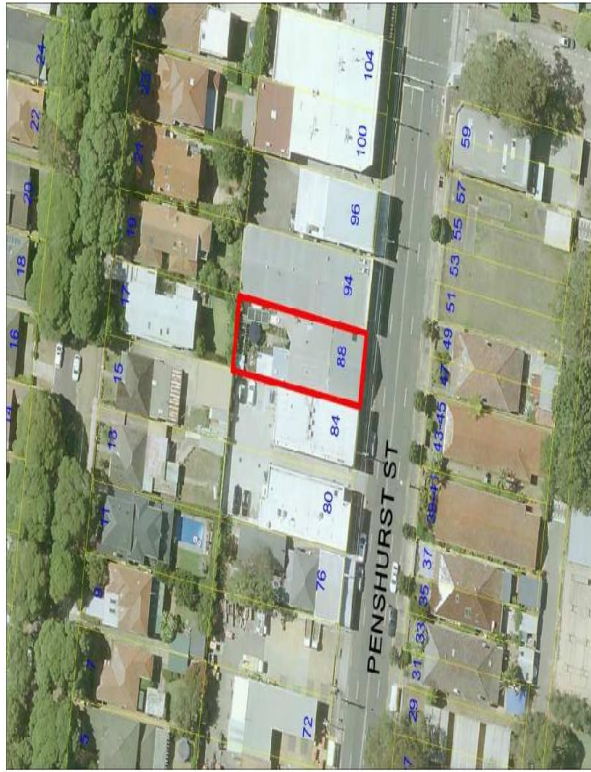
Item Name	Address	Zoning	Recommendation summary	Location Plan
Duval House	2 The Tor Walk Castlecrag	E4 Environmental Living	Designed by Hugh Buhrich in 1962, the Duval House is an accomplished suburban Modernist House that illustrates the new Modernist aesthetic in suburban Sydney.	


Item Name	Address	Zoning	Recommendation summary	Location Plan
Luursema House	14 The Tor Walk Castlecrag	E4 Environmental Living	The Luursema House has historical association with internationally significant architect Harry Seidler, one of the most important practitioners of the Post-war modernist style in Australia, and a good example of Seidler's modernist design methodology.	


Item Name	Address	Zoning	Recommendation summary	Location Plan
Former National Accoustic Laboratory	126 Greville Street West Chatswood	R3 Medium Density Residential	<p>The buildings at 126 Greville Street have high aesthetic significance as fine and substantial example of brutalist government offices, sensitively sited in a suburban bushland setting.</p> <p>Despite its recent adaptation to a new use, the building retains a high level of integrity.</p>	

Item Name	Address	Zoning	Recommendation summary	Location Plan
Frischnecht House	1A North Arm Road Middle Cove	E4 Environmental Living	The Frischnecht House is historically significant for its ability to demonstrate the many features of Modernist architecture and design theory and practice.	

Item Name	Address	Zoning	Recommendation summary	Location Plan
Helsham House	8 First Avenue Willoughby	R2 Low Density Residential	Designed by prominent architect Peter Hall, the Helsham House is regarded as one of his best houses and is an important work of high aesthetic values.	

Item Name	Address	Zoning	Recommendation summary	Location Plan
J Hannaford Produce and Fuel Merchant	88 Penshurst Street Willoughby	B5 Business Development	Built c. 1915, the J. Hannaford Produce and Fuel Merchant building is an early surviving produce and fuel and shop, the original building is of historical significance for its association with the commercial development of the area.	

Item Name	Address	Zoning	Recommendation summary	Location Plan
Eddy Road and De Villiers Avenue	Eddy Road and De Villiers Avenue, West Chatswood	Part E4 Environmental Living Part R2 Low Density Residential	<p>The proposed Eddy Road and De Villiers Avenue Conservation Area is significant as a harmonious and unified Interwar lower North Shore residential area, in a landscaped setting.</p> <p>Developed following the subdivision and sale of allotments in the Glenview and Ferndale No. 1 Estates in 1915 and 1924 respectively, the area is a good representative example of development of the Interwar period in Chatswood. A range of largely intact California and Interwar bungalows occur in groupings of consistent styles.</p>	

Item Name	Address	Zoning	Recommendation summary	Location Plan
The Glass House	80 The Bulwark Castlecrag	E4 Environmental Living	Government Notice on 21 October 2016 (Appendix 2) changed the status of an existing heritage item at 80 The Bulwark Castlecrag from being a local to a state item. This planning proposal enables a “housekeeping” amendment to update the status of this in Schedule 5.	 <p>The location plan is an aerial photograph of a residential area. A specific property, 80 The Bulwark, is highlighted with a red outline. The surrounding area includes other houses, trees, and a road labeled 'THE BULWARK'. Blue numbers are visible on the ground, likely indicating lot numbers or addresses.</p>

Q2 - Is the planning proposal the best means of achieving the objectives or intended outcomes, or is there a better way?

Yes. There is no other way to provide long term protection to the heritage significance of the items and the conservation area.

Section B –Relationship to strategic planning framework

Q3 - Is the planning proposal consistent with the objectives and actions of the applicable regional, sub-regional or district plans or strategy (including any exhibited draft plans or strategies)?.

Greater Sydney Region Plan – A Metropolis of Three Cities 2018

Released in March 2018, *A Metropolis of Three Cities* sets the planning framework for growth of the Sydney to 2056. The vision seeks to transform Greater Sydney into a metropolis of three cities – the Western Parkland City, The Central River City and the Eastern Harbour City and sets targets of an 725,000 new dwellings and 817,000 new jobs by 2036.

Objective 13 of the *Metropolis of Three Cities* is that “*Environmental heritage is identified, conserved and enhanced.*” In addition Strategy 13.1 prescribes to:

“*identify, conserve and enhance heritage by:*

- *engaging with the community early in the planning process to understand heritage values and how they contribute to the significance of the place*
- *applying adaptive re-use and interpreting heritage to foster distinctive local places*
- *managing and monitoring the cumulative impact of development on the heritage values and character of places.*”

The Planning proposal is consistent with Objective 13 in that it identifies buildings / an area suitable for preserving for future generations .

North District Plan 2018

The *North District Plan* was released in March 2018 and provides a 20 year plan to manage growth. It is a guide for implementing A Metropolis of Three Cities at a District level and is a bridge between regional and local planning. Willoughby is located within the North District along with Hornsby, Ku-ring-gai, Ryde, Hunters Hill, Lane Cove, North Sydney, Mosman and Northern Beaches Councils. The Plan provides a housing target for Willoughby of 1,250 dwellings to 2021 (with a requirement to contribute to the 20 year District housing target of 92,000). For employment, Willoughby is required to provide additional 8,300 jobs for Chatswood to 2036. Along with North Sydney and Lane Cove Council Willoughby is also required to contribute towards an additional 16,400 jobs for St Leonards

The planning proposal will not adversely impact the directions and actions in the District Plan to meet jobs and housing targets.

Planning Priority N6 of the *North District Plan* prescribes “*Creating and renewing great places and local centres , and respective the District’s heritage.*”

Objective 13 of the *Metropolis of Three Cities* is replicated as Action 21 in the North District Plan.

The proposal to list the properties / area is consistent with this Action as they are considered worthwhile of conserving and heritage listing.

Q4 - Is the planning proposal consistent with a council’s local strategy or other local strategic plan?

Our Future Willoughby 2028

Our Future Willoughby 2028 is the Council’s community strategic plan, providing a long term vision for the future of the City. It is used to inform Council’s decision making and planning.

Community Priorities in *Our Future Willoughby 2028* relevant to this Planning proposal are:

2.2 Respect and celebrate our history and heritage sites

3.4 Create desirable places to be and enjoy

The planning proposal is consistent with these priorities as they provide for the protection of properties / an area worthwhile of conserving and heritage listing.

Housing in Willoughby - Position Statement

The Position Statement discusses planning for the future housing needs of Willoughby City over the next 20 years in response to a growing and changing population. It is the precursor to a Housing Strategy for the Willoughby Local Government Area (LGA).

1.2 Principles underpinning the Position Statement

- Respect and promote the heritage and environmental qualities of WCC in planning for new housing.

The planning proposal is consistent with this principle as it protects buildings / an area with heritage qualities.

Local Centres in Willoughby – Position Statement

The Position Statement examines the function and character of each of the local centres in the Willoughby LGA having regard to metropolitan and local planning objectives and opens the discussion around opportunities for growth in housing and jobs. It is a precursor to a Local Centres Strategy which is currently in preparation.

1.2 Principles underpinning the Position Statement

- To respect existing conservation areas and embrace heritage and growth.

One of the proposed heritage items is a shop (88 Penshurst Street, Willoughby) within the Penshurst Street / Mowbray Road Local Centre and is zoned B5 Business Development.

The planning proposal is consistent with this principle as it protects a building with worthwhile heritage qualities.

Q5 - Is the planning proposal consistent with applicable State Environmental Planning Policies?

The table below details how the planning proposal is consistent with the relevant State Environmental Planning Policies and does not contain provisions that would affect the application of these policies.

SEPP title	Consistency	Explanation
State Environmental Planning Policy No. 19 – Bushland in Urban Areas	YES	The planning proposal does not contain provisions that would affect the application of this SEPP.
State Environmental Planning Policy No. 21 – Caravan Parks	N/A	
State Environmental Planning Policy No. 30 – Intensive Agriculture	N/A	
State Environmental Planning Policy No. 32 – Urban Consolidation (Redevelopment of Urban Land)	YES	The planning proposal does not contain provisions that would affect the application of this SEPP.
State Environmental Planning Policy No. 33 – Hazardous and Offensive Development	N/A	
State Environmental Planning Policy No. 50 – Canal Estate Development	N/A	
State Environmental Planning Policy No. 55 – Remediation of Land	YES	The planning proposal does not seek to change the permissible land uses on the sites.
State Environmental Planning Policy No. 62 – Sustainable Aquaculture	N/A	
State Environmental Planning Policy No. 64 – Advertising and Signage	N/A	
State Environmental Planning Policy No. 65 –	YES	The planning proposal does not contain provisions that would affect the

Design Quality of Residential Flat Development		application of this SEPP.
State Environmental Planning Policy No. 70 – Affordable Housing (Revised Schemes)	Yes	The planning proposal does not contain provisions that would affect the application of this SEPP.
State Environmental Planning Policy (Major Development) 2005	N/A	
State Environmental Planning Policy (Infrastructure) 2007	YES	The planning proposal does not contain provisions that would affect the application of this SEPP.
State Environmental Planning Policy (Miscellaneous Consent Provisions) 2007	YES	The planning proposal does not contain provisions that would affect the application of this SEPP.
State Environmental Planning Policy (Mining, Petroleum Production and Extractive Industries) 2007	N/A	
State Environmental Planning Policy (Exempt and Complying Development Codes) 2008	YES	The provision of a new conservation area and heritage items will affect the ability of these properties to carry out exempt and complying development under this SEPP. The planning proposal is consistent with the SEPP as it does not affect the attainment of the SEPP's aims and objectives.
State Environmental Planning Policy (Affordable Rental Housing) 2009	YES	The planning proposal does not contain provisions that would affect the application of this SEPP.
State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004	YES	The planning proposal does not contain provisions that would affect the application of this SEPP.
State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004	YES	The planning proposal does not contain provisions that would affect the application of this SEPP.
Sydney Regional Environmental Plan (Sydney Harbour Catchment) 2005	YES	The planning proposal does not contain provisions that would affect the application of this SEPP.

State Environmental Planning Policy (Coastal Management) 2018	YES	The planning proposal does not contain provisions that would affect the application of this SEPP.
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Q6 - Is the planning proposal consistent with the applicable Ministerial Directions (9.1 Directions)?

The table below details how the planning proposal is consistent with the applicable Section 9.1 Ministerial Directions.

No	Title of Direction and objectives	Comment	Compliance
1. Employment and Resources			
1.1	Business and Industrial Zones: (a) encourage employment growth in suitable locations, (b) protect employment land in business and industrial zones, and (c) support the viability of identified strategic centres.	Applicable to this direction are the following items: The proposed heritage item at 88 Penshurst Street is zoned B5 Business Development. The proposed change is of minor significance and will continue to protect employment lands, encourage employment growth and reflect existing uses thereby supporting the viability of the City of Willoughby	YES
1.2	Rural Zones The objective of this direction is to protect the agricultural production value of rural land.	The planning proposal does not involve the rezoning from a rural zone.	N/A
1.3	Mining, Petroleum Production and Extractive Industries The objective of this direction is to ensure that the future extraction of State or regionally significant reserves of coal, other minerals, petroleum and extractive materials are not compromised by inappropriate development.	The planning proposal does not seek to alter the permissibility of these types of land uses.	N/A
1.4	Oyster Aquaculture	The Direction does not apply as the planning proposal does not	N/A

No	Title of Direction and objectives	Comment	Compliance
	<p>The objectives of this direction are:</p> <p>(a) to ensure that Priority Oyster Aquaculture Areas and oyster aquaculture outside such an area are adequately considered when preparing a planning proposal,</p> <p>(b) to protect Priority Oyster Aquaculture Areas and oyster aquaculture outside such an area from land uses that may result in adverse impacts on water quality and consequently, on the health of oysters and oyster consumers.</p>	propose any changes in land use.	
1.5	<p>Rural Lands</p> <p>The objectives of this direction are to:</p> <p>(a) protect the agricultural production value of rural land,</p> <p>(b) facilitate the orderly and economic development of rural lands for rural and related purposes.</p>	The Direction does not apply as the planning proposal does not affect development in a rural zone.	N/A
2. Environment and Heritage			
2.1	<p>Environment Protection Zones:</p> <p>The objective of this direction is to protect and conserve environmentally sensitive areas.</p>	<p>Applicable to this direction are the following items which are zoned E4 Environmental Living:</p> <p>8 The Bulwark, Castlecrag 14 The Tor Walk, Castlecrag 11 Padulla Place, Castle Cove 1A North Arm Road, Middle Cove 13 The Citadel, Castlecrag 2 The Tor Walk, Castlecrag Part of the proposed conservation area at Eddy Road / Devilliers Avenue.</p>	YES

No	Title of Direction and objectives	Comment	Compliance
		The proposed heritage listing is consistent with this Direction.	
2.2	<p>Coastal Management</p> <p>The objective of this direction is to protect and manage coastal areas of NSW.</p>	<p>The following properties are within the Coastal Use Area Map and the Coastal Environment Area Map</p> <p>8A The Bulwark Castlecrag 11 Padulla Place Castle Cove 1A North Arm Road Middle Cove 80 The Bulwark Castlecrag</p> <p>The proposed heritage listing of the properties is consistent with this direction in that it will not enable increased development or more intensive land use on the land.</p>	YES
2.3	Heritage Conservation	<p>The objective of this direction is to conserve items, areas, objects and places of environmental heritage significance and indigenous heritage significance.</p> <p>The creation of new heritage items and a new conservation area is consistent with this Direction.</p>	YES
2.4	<p>Recreation Vehicle Areas</p> <p>The objective of this direction is to protect sensitive land or land with significant conservation values from adverse impacts from recreation vehicles.</p>	The planning proposal does not enable land to be developed for the purpose of a recreation vehicle area.	N/A
2.5	<p>Application of E2 and E3 Zones and Environmental Overlays in Far North Coast LEPs</p> <p>The objective of this direction is to ensure that a balanced and consistent approach is taken when applying environmental protection</p>	The Direction does not apply as the planning proposal does not relate to any of the identified LGAs.	N/A

No	Title of Direction and objectives	Comment	Compliance
	zones and overlays to land on the NSW Far North Coast.		
3. Housing, Infrastructure and Urban Development			
3.1	<p>Residential Zones.</p> <p>The objectives of this direction are:</p> <p>(a) to encourage a variety and choice of housing types to provide for existing and future housing needs,</p> <p>(b) to make efficient use of existing infrastructure and services and ensure that new housing has appropriate access to infrastructure and services, and</p> <p>(c) to minimise the impact of residential development on the environment and resource lands.</p>	<p>The planning proposal does not seek to reduce any residential zoning under WLEP 2012.</p> <p>The Planning Proposal will limit the ability of the properties to carry out a dual occupancy development. WLEP 2012 includes heritage items and conservation areas in the Dual Occupancy Restriction Map.</p> <p>The Planning Proposal is consistent with this Direction in that it enables there to be a choice of heritage dwellings to provide for existing and future housing needs.</p>	YES
3.2	<p>Caravan Parks and Manufactured Home Estates</p> <p>The objectives of this direction are: to provide for a variety of housing types, and to provide opportunities for caravan parks and manufactured home estates.</p>	The Direction does not apply as the planning proposal does not seek to permit caravan parks or manufactured home estates under WLEP 2012.	N/A
3.3	<p>Home Occupations</p> <p>The objective of this direction is to encourage the carrying out of low-impact small businesses in dwelling houses.</p>	The planning proposal does not alter the existing provisions within WLEP 2012 that relate to home occupations.	YES
3.4	<p>Integrating Land Use and Transport</p> <p>The objective of this direction is to ensure that urban structures, building forms, land use locations, development designs, subdivision</p>	The planning proposal does not alter the zoning or the permissible land uses of any parcel of land to which WLEP 2012 applies.	N/A

No	Title of Direction and objectives	Comment	Compliance
	<p>and street layouts achieve the following planning objectives:</p> <ul style="list-style-type: none"> (a) improving access to housing, jobs and services by walking, cycling and public transport, and (b) increasing the choice of available transport and reducing dependence on cars, and (c) reducing travel demand including the number of trips generated by development and the distances travelled, especially by car, and (d) supporting the efficient and viable operation of public transport services, and (e) providing for the efficient movement of freight. 		
3.5	<p>Development Near Licensed Aerodromes</p> <p>The objectives of this direction are:</p> <ul style="list-style-type: none"> (a) to ensure the effective and safe operation of aerodromes, and (b) to ensure that their operation is not compromised by development that constitutes an obstruction, hazard or potential hazard to aircraft flying in the vicinity, and (c) to ensure development for residential purposes or human occupation, if situated on land within the Australian Noise Exposure Forecast (ANEF) contours of between 20 and 25, 	<p>The planning proposal does not apply as it is not in the vicinity of a licensed aerodrome,</p>	N/A

No	Title of Direction and objectives	Comment	Compliance
	incorporates appropriate mitigation measures so that the development is not adversely affected by aircraft noise.		
3.6	<p>Shooting Ranges</p> <p>The objectives are:</p> <ul style="list-style-type: none"> (a) to maintain appropriate levels of public safety and amenity when rezoning land adjacent to an existing shooting range, (b) to reduce land use conflict arising between existing shooting ranges and rezoning of adjacent land, (c) to identify issues that must be addressed when giving consideration to rezoning land adjacent to an existing shooting range. 	The Direction does not apply as none of the properties within the planning proposal are adjacent to or adjoin an existing shooting range.	N/A
4. Hazard and Risk			
4.1	<p>Acid Sulfate Soils</p> <p>The objective of this direction is to avoid significant adverse environmental impacts from the use of land that has a probability of containing acid sulfate soils.</p>	<p>All of the sites area identified as Class 5 Acid Sulfate Soils risk</p> <p>Given the urban location of the properties and that the proposed listings will limit residential redevelopment, any risks associated with acid sulfate soils are considered to be minor.</p>	YES
4.2	<p>Mine Subsidence and Unstable Land</p> <p>The objective of this direction is to prevent damage to life, property and the environment on land identified as unstable or potentially subject to mine subsidence.</p>	The Direction does not apply as the planning proposal does not relate to land affected by mine subsidence nor has it been identified as being unstable land.	N/A
4.3	<p>Flood Prone Land</p> <p>(a) The objectives of this direction are: to ensure that development of flood prone</p>	<p>The properties at</p> <p>126 Greville Street West Chatswood is part of the Blue Gum Creek Study and is subject</p>	YES

No	Title of Direction and objectives	Comment	Compliance
	<p>land is consistent with the NSW Government's Flood Prone Land Policy and the principles of the Floodplain Development Manual 2005, and</p> <p>(b) to ensure that the provisions of an LEP on flood prone land is commensurate with flood hazard and includes consideration of the potential flood impacts both on and off the subject land.</p>	<p>to flood related development controls.</p> <p>80 The Bulwark is part of the Sailors Bay Creek Study and is subject to flood related development controls.</p> <p>A number of properties in the proposed Eddy Road / DeVilliers conservation area are part of the Swaines Creek Flood Study and are subject to flood related development controls.</p> <p>The planning proposal is consistent with this Direction as the proposal does not alter a zone or a provision that affects flood prone land.</p>	
4.4	<p>Planning for Bushfire Protection</p> <p>The objectives of this direction are:</p> <p>(a) to protect life, property and the environment from bush fire hazards, by discouraging the establishment of incompatible land uses in bush fire prone areas, and</p> <p>(b) to encourage sound management of bush fire prone areas.</p>	<p>The following properties are identified as being bushfire prone land:</p> <p>11 Padulla Place, Castle Cove 1A North Arm Road, Middle Cove 2 The Tor Walk, Castlecrag 126 Greville Street, West Chatswood 80 The Bulwark, Castlecrag West and south side of Eddy road, West Chatswood.</p> <p>The planning proposal is consistent with this Direction as it does not propose any changes that will affect bushfire hazards.</p>	YES
5. Regional Planning			
5.1	<p>Implementation of Regional Strategies</p> <p>(revoked 17 October 2017)</p>		
5.2	<p>Sydney Drinking Water Catchment</p> <p>The objective of this Direction is to protect water quality in the Sydney drinking water catchment.</p>	<p>The Direction does not apply to the Willoughby LGA</p>	N/A

No	Title of Direction and objectives	Comment	Compliance
5.3	<p data-bbox="424 405 802 488">Farmland of State and Regional Significance on the NSW Far North Coast</p> <ul style="list-style-type: none"> <li data-bbox="464 510 802 696">(a) The objectives of this direction are: to ensure that the best agricultural land will be available for current and future generations to grow food and fibre, <li data-bbox="464 703 802 889">(b) to provide more certainty on the status of the best agricultural land, thereby assisting councils with their local strategic settlement planning, and <li data-bbox="464 896 802 1081">(c) to reduce land use conflict arising between agricultural use and non-agricultural use of farmland as caused by urban encroachment into farming areas. 	This Direction does not apply to the Willoughby LGA	N/A
5.4	<p data-bbox="424 1135 802 1218">Commercial and Retail Development along the Pacific Highway North Coast.</p> <p data-bbox="424 1240 802 1323">The objectives for managing commercial and retail development along the Pacific Highway are:</p> <ul style="list-style-type: none"> <li data-bbox="504 1352 802 1538">(a) to protect the Pacific Highway's function, that is to operate as the North Coast's primary inter and intra-regional road traffic route; <li data-bbox="504 1545 802 1628">(b) to prevent inappropriate development fronting the highway; <li data-bbox="504 1635 802 1718">(c) to protect public expenditure invested in the Pacific Highway; <li data-bbox="504 1724 802 1814">(d) to protect and improve highway safety and highway efficiency; 	This Direction does not apply to the Willoughby LGA	N/A

No	Title of Direction and objectives	Comment	Compliance
	<p>(e) to provide for the food, vehicle service and rest needs of travellers on the highway; and</p> <p>(f) to reinforce the role of retail and commercial development in town centres, where they can best serve the populations of the towns.</p>		
5.5	Development in the vicinity of Ellalong, Paxton and Millfield (Cessnock LGA)	Revoked 18 June 2010	
5.6	Sydney to Canberra Corridor	Revoked 10 July 2008	
5.7	Central Coast	Revoked 10 July 2008	
5.8	<p>Second Sydney Airport: Badgerys Creek</p> <p>The objective of this direction is to avoid incompatible development in the vicinity of any future second Sydney Airport at Badgerys Creek.</p>	This Direction does not apply to the Willoughby LGA	N/A
5.9	<p>North West Rail Link Corridor Strategy</p> <p>The objectives of this direction are to:</p> <p>(a) promote transit-oriented development and manage growth around the eight train stations of the North West Rail Link (NWRL)</p> <p>(b) ensure development within the NWRL corridor is consistent with the proposals set out in the NWRL Corridor Strategy and precinct Structure Plans.</p>	This Direction does not apply to the Willoughby LGA	N/A
5.10	<p>Implementation of Regional Plans</p> <p>The objective of this direction is to</p>	The planning proposal is consistent with A Metropolis of Three Cities – The Greater	YES

No	Title of Direction and objectives	Comment	Compliance
	give legal effect to the vision, land use strategy, goals, directions and actions contained in Regional Plans.	Sydney Region Plan in that it identifies buildings / an area suitable for preserving for future generations .	
6. Local Plan Making			
6.1	Approval and Referral Requirements The objective of this direction is to ensure that LEP provisions encourage the efficient and appropriate assessment of development.	The planning proposal does not alter any concurrence, consultation or referral requirements under WLEP 2012 nor does it identify any development as designated development.	YES
6.2	Reserving Land for Public Purposes (a) The objectives of this direction are: to facilitate the provision of public services and facilities by reserving land for public purposes, and (b) to facilitate the removal of reservations of land for public purposes where the land is no longer required for acquisition	The planning proposal does not include any land for public purposes.	YES
6.3	Site Specific Provision: The objective of this direction is to discourage unnecessarily restrictive site specific planning controls.	The planning proposal does not allow a particular development to be carried out.	YES
1. Metropolitan Planning			
7.1	Implementation of A Plan for Growing Sydney The objective of this direction is to give legal effect to the planning principles; directions; and priorities for subregions, strategic centres and transport gateways contained in A Plan for Growing Sydney.	The planning proposal is consistent with the objectives and strategies of A Metropolis of Three Cities – The Greater Sydney Region Plan.	YES
7.2	Implementation of Greater Macarthur land Release Investigation.	This Direction does not apply to the Willoughby LGA	N/A

No	Title of Direction and objectives	Comment	Compliance
	<p>The objective of this direction is to ensure development within the Greater Macarthur Land Release Investigation Area is consistent with the Greater Macarthur Land Release Preliminary Strategy and Action Plan (the Preliminary Strategy)</p>		
7.3	<p>Parramatta Road Corridor Urban Transformation Strategy</p> <p>The objectives of this Direction are to:</p> <ul style="list-style-type: none"> (a) facilitate development within the Parramatta Road Corridor that is consistent with the Parramatta Road Corridor Urban Transformation Strategy (November, 2016) and the Parramatta Road Corridor Implementation Tool Kit, (b) provide a diversity of jobs and housing to meet the needs of a broad cross-section of the community, and (c) guide the incremental transformation of the Parramatta Road Corridor in line with the delivery of necessary infrastructure. 	This Direction does not apply to the Willoughby LGA	N/A
7.4	<p>Implementation of North West Priority Growth Area Land Use and Infrastructure Implementation Plan</p> <p>The objective of this direction is to ensure development within the North West Priority Growth Area is consistent with the North West Priority Growth Area Land Use and Infrastructure Strategy (the Strategy).</p>	This Direction does not apply to the Willoughby LGA	N/A

No	Title of Direction and objectives	Comment	Compliance
7.5	<p>Implementation of Greater Parramatta Growth Area Interim Land Use and Infrastructure Implementation Plan</p> <p>The objective of this direction is to ensure development within the Greater Parramatta Priority Growth Area is consistent with the Greater Parramatta Priority Growth Area Interim Land Use and Infrastructure Implementation Plan dated July 2017 (the interim Plan)</p>	This Direction does not apply to the Willoughby LGA	N/A
7.6	<p>Implementation of Wilton Priority Growth Area Interim Land Use and Infrastructure Implementation Plan</p> <p>The objective of this direction is to ensure development within the Wilton Priority Growth Area is consistent with the Wilton Interim Land Use and Infrastructure Implementation Plan and Background Analysis.</p>	This Direction does not apply to the Willoughby LGA	N/A
7.7	<p>Implementation of Glenfield o Macarthur Renewal Corridor</p> <p>The objective of this direction is to ensure development within the precincts between Glenfield and Macarthur is consistent with the plans for these precincts.</p>	This Direction does not apply to the Willoughby LGA	N/A

Section C – Environmental, social and economic impact

Q7 - Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected as a result of this proposal?

No. the planning proposal has no impact on critical habitat or threatened species, populations or ecological communities or their habitats.

Q8 - Are there any other likely environmental effects as a result of the planning proposal and how are they proposed to be managed?

No the proposed heritage listings are unlikely to result in any adverse environmental impacts.

Q9 - Has the planning proposal adequately addressed any social and economic effects?

The public exhibition of the planning proposal will provide additional opportunity for the property owners and wider community to consider the proposed heritage listing.

Progression of the planning proposal proceeding, will not result in any impact on jobs, existing social infrastructure or existing retail centres.

Section D – State and Commonwealth Interests

Q10 - Is there adequate public infrastructure for the planning proposal?

The planning proposal will have no impact on the demand for public infrastructure.

Q11 - What are the views of State and Commonwealth public authorities consulted in accordance with the gateway determination?

The planning proposal has not been considered by any State or Commonwealth Agencies. This will take place after the gateway determination. It is unlikely that any Commonwealth Agencies will need to be consulted for this type of planning proposal. The Views of the NSW Office of Environment & Heritage – Heritage Division is likely to be a requirement of the gateway determination.

Part 4 - Mapping

The Planning Proposal requires amendment of the WLEP 2012 Heritage Map. It will require all of the items and conservation area in Table 1 to be included in the Heritage Map along with the appropriate numbering detailed in Part 2 Statement of Objectives.

Part 5 – Community Consultation

It is anticipated that the planning proposal will be publicly exhibited for 28 days in accordance with NSW Department of Planning & Environment's "*A Guide to preparing local environmental plans.*"

The planning proposal will be advertised in the North Shore Times and will be available to view on Council's website. Affected property owners and adjoining landowners will be notified. Local area progress associations will also be notified.

Part 6 – Project Timeline

The following table provides an indicative timeline for the planning proposal:

Planning proposal presented to Council	August 2018
Planning proposal submitted to Gateway	September 2018
Gateway Determination received by Council	October 2018
Community Consultation (28 days)	November 2018
Report to Council on public exhibition	February 2019
Planning proposal submitted to Department of Planning & Environment requesting notification on Government website (if delegated)	March 2019
Notification of Plan on Legislation website	April 2019

ATTACHMENT 5



WILLOUGHBY
Local
Planning
Panel

**PLANNING PROPOSAL
RECORD OF ADVICE**

DATE OF ADVICE	17 August 2018
PANEL MEMBERS	Abigail Goldberg (Chair), John McInerney, Julie Savet Ward and Robert Freestone.
DECLARATIONS OF INTEREST	NIL

Closed meeting held at Willoughby City Council Chambers on 17 August 2018 opened at **2.00pm** and closed at **3.45pm**.

PLANNING PROPOSAL





The proposal **PP-2018/9** seeks Advice in relation to Heritage Review 2018.

PANEL DISCUSSION and ADVICE

The Panel supports the Recommendation:

The Panel supports Council's initiative in undertaking the Review with a particular emphasis on modernist architecture. It unanimously supports the officers' recommendation to proceed to Gateway and exhibition of a Planning Proposal as recommended subject to the following qualifications:

- 88 Penshurst Street, Willoughby:**
The Panel was not unanimous in its agreement that this property proceed to be listed, noting that alterations to the building façade had taken place, including removal of the original Hannaford signage. However, following discussion the Panel did agree that the building is of cultural and historical significance to the local area and on these grounds public exhibition should be supported. The Panel recommends sensitive urban design and architectural consideration be given to any applications for development, with a particular need to address its historical value and relevance to the local community.
- Eddy Road/ De Villiers Avenue Chatswood, proposed conservation area:**
The Panel observed that the area is less unified than the consultant's narrative seems to suggest, and the quality of both individual and groups of California Bungalows and other inter-war period homes are not outstanding. The Panel notes that as the area is not exceptional overall, listing may dilute the value of existing heritage conservation areas. Nevertheless, the Panel recommends that exhibition proceed in order that community and public views be received and considered by Council.

PANEL MEMBERS	
 ABIGAIL GOLDBERG (CHAIR)	 JULIE SAVET WARD
 JOHN MCINERNEY	 ROBERT FREESTONE



WILLOUGHBY
Local
Planning
Panel

ATTACHMENT 6
PLANNING PROPOSAL
RECORD OF ADVICE

DATE OF DECISION	31 July 2018
PANEL MEMBERS	Abigail Goldberg (Chair), Kara Krason, John McInerney, Robert Freestone
DECLARATIONS OF INTEREST	NIL

PLANNING PROPOSAL BRIEFING

The proposal PP-2018/5 seeks to List 9 Centennial Avenue as a Heritage Item.

PANEL DISCUSSION: KEY POINTS RAISED

- 1) The Planning Proposal process will provide opportunity for public comment.
- 2) The architectural merit of the building.
- 3) The contribution of the building to the streetscape and local context.
- 4) The potential provided by Clause 5.10(10) of *Willoughby Local Environmental Plan 2012* for conservation incentives.

PANEL ADVICE

1. The Panel supports:
 - a) A public exhibition to enable community views to be received on a Planning Proposal to list 9 Centennial Avenue, West Chatswood in Schedule 5 of *WLEP 2012* as an item of local significance.
 - b) Creating a Willoughby Heritage Inventory sheet for exhibition for 9 Centennial Avenue reflecting the outcomes of the heritage assessment prepared by Architectural Projects, with the additional inclusion of further information on the architectural qualities of the building itself, the contribution of the building to the streetscape and local context and the importance of its prominent corner position.
 - c) Forwarding the Planning Proposal to the Department of Planning & Environment seeking a Gateway Determination under Section 3.34 of the *Environmental Planning & Assessment Act 1979*.

2. The Panel notes Clause 5.10(10) of *WLEP 2012* which provides for conservation incentives.

PANEL MEMBERS	
ABIGAIL GOLDBERG (CHAIR)	KARA KRASON
JOHN MCINERNEY	ROBERT FREESTONE

18.4 GREEN ORGANICS DISPOSAL AND PROCESSING CONTRACT EXTENSION

ATTACHMENTS:	1. IMPLICATIONS
RESPONSIBLE OFFICER:	GREG MCDONALD – PLANNING AND INFRASTRUCTURE DIRECTOR
AUTHOR:	KRISTIAN WYNN – RESOURCE RECOVERY TEAM LEADER
CITY STRATEGY OUTCOME:	1.4 REDUCE ENERGY, WATER AND RESOURCE WASTE AND ENCOURAGE REUSE AND RECYCLING
MEETING DATE:	27 AUGUST 2018

1. PURPOSE OF REPORT

To seek delegated authority for the General Manager to sign an extension to the Green Organics Disposal and Processing Contract with SUEZ Recycling & Recovery Pty Ltd (SUEZ) as provided for in the Conditions of Contract.

2. OFFICER'S RECOMMENDATION

That Council:

- 1. Authorise the General Manager to sign a contract extension for one year for the provision of green organics disposal and processing with SUEZ Recycling & Recovery Pty Ltd.**
- 2. Authorise the General Manager to sign a contract extension for a further one year from 27 August 2019 to 27 August 2020, conditional on the ongoing satisfactory performance of the contractors.**

3. BACKGROUND

Willoughby City Council (WCC) has committed to the Regional Waste Disposal and Processing Agreement (known as the Waste Alliance), which provides a long term waste disposal and waste processing solution. The Waste Alliance excludes the disposal and processing of green organic waste.

On 22 August 2016, Council resolved to enter into a contract with SUEZ to provide green organics disposal and processing. The contract commenced 27 August 2016 with a term of two years with two additional one year extension options, giving a maximum term of four years.

The four year term of this contract will allow alignment with the term of the Waste Collection Contract 2013-2020.

4. DISCUSSION

Council's decision to enter into the Green Organics Disposal and Processing contract with a four year term (two year plus two one year extension options) was to enable flexibility to change these arrangements pending the outcomes of the potential Council amalgamations. At the time, there had been discussions with North Sydney Council regarding the timing of their contract (which ends this year) and therefore there was a foreseeable opportunity for a new combined contract. The present contractor has performed the contract satisfactorily and there is no reason not to extend. This opportunity has not eventuated therefore WCC will need to exercise the extension options.

5. CONCLUSION

The Green Organics Disposal and Processing Contract expires on 27 August 2018. By exercising the extension option provided in the conditions of contract, provides WCC ongoing certainty in regards to disposal location, the same rates based on the 2016 contract and service reliability.

ATTACHMENT 1

IMPLICATIONS	COMMENT
City Strategy Outcome	1.4 Reduce energy, water and resource waste and encourage reuse and recycling
Business Plan Objectives, Outcomes/ Services	Not applicable.
Policy	Not applicable.
Consultation	Not applicable.
Resource	Not applicable.
Risk Legal Legislation Budget/Financial	This is within approved budget.

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19 NOTICE OF MOTION

19.1 NOTICE OF MOTION - RURAL FIRE SERVICE 10/50 CLEARING CODE

RESPONSIBLE OFFICER:	GREG MCDONALD – PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	IAN ARNOTT – PLANNING MANAGER
CITY STRATEGY OUTCOME:	1.2 – PROMOTE SUSTAINABLE LIFESTYLES AND PRACTICES
MEETING DATE:	27 AUGUST 2018

1. PURPOSE OF REPORT

Councillor Saville has indicated her intention to move the following Notice of Motion.

2. OFFICER'S RECOMMENDATION

That Council consider the Notice of Motion from Councillor Saville.

3. MOTION

That Willoughby Council approaches the Premier, and the Minister for Environment seeking review of the RFS 10/50 Clearing Code.

4. BACKGROUND

At a recent General Meeting of Hornsby Council last night, Councillors unanimously resolved to:

1. Write to the State Government calling for a formal review of the RFS 10/50 Clearing Code, and 2. Present a motion for consideration at the NSW Local Government Conference calling for a formal statewide review of 10/50.

The request is being made on that basis that as *"the formal review was commenced following only two months of the scheme's operation, rather than two years operation as was the original intent of the legislation, it is questionable whether the review assessed the full impact of the 10/50 scheme over time"*

It was proposed by the Hornsby Mayor, the Hon. Clr Philip Ruddock and has the full backing of Council staff as well as the Councillors.

5. GENERAL MANAGER'S COMMENTS

The 10/50 vegetation clearing scheme commenced in August 2014 in response to the 2013 Blue Mountains bushfires. The 10/50 scheme initially enabled clearing without any approval of trees and vegetation located within a 350m buffer of all bushfire prone land. A review of the 10/50 scheme was required to be undertaken as soon as possible following two years of the scheme's operation. In response to significant community concern that the scheme was

being abused by some landholders to indiscriminately clear vegetation a review was undertaken in October 2014, only two months after the commencement of the scheme. The review attracted over 3,500 submissions resulting in the scheme being changed in November 2014 to reduce the eligibility areas to be consistent with the areas where Planning for Bushfire Protection applied – that is properties within a 100m buffer of Category 1 bushfire prone land and within 30m buffer of Category 2 bushfire prone land. The final report reviewing the 10/50 scheme was released in August 2015 with changes implemented in accordance with the report's recommendations in September 2015.

It is reasonable to request the State Government undertake a further review of the 10/50 scheme noting that the additional review took place within two months of the scheme's commencement limiting the ability to assess the impact of the scheme over time.

20 CONFIDENTIAL ITEMS

NIL

21 QUESTIONS

NIL