



Willoughby City Council

ORDINARY COUNCIL

AGENDA

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

on Monday, 27 May 2024
commencing at 7:00 PM

The Meeting is open to the Public

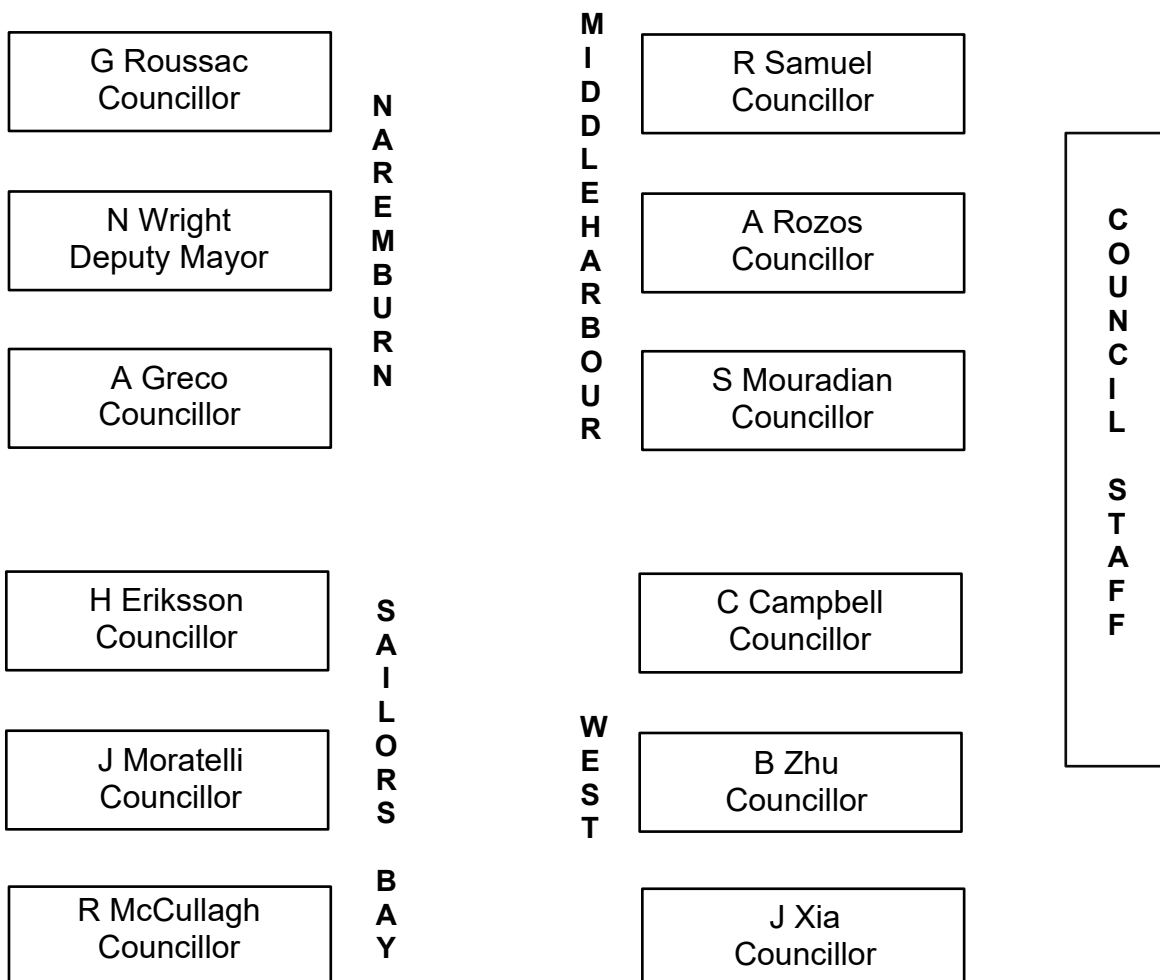
Statement of Ethical Obligations

The Mayor and Councillors are reminded that they remain bound by The Oath or Affirmation of Office made at the beginning of the Council term to undertake their civic duties in the best interests of the people of the Willoughby Local Government Area and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act or any other Act, to the best of their ability and judgement.

Council Officials are also reminded of the requirement to declare and appropriately manage and conflicts of interest they may have in relation to matters considered at this meeting in accordance with the Code of Conduct and Code of Meeting Practice.

Council Chambers

GOVERNANCE, RISK & COMPLIANCE MANAGER	MAYOR	INTERIM CHIEF EXECUTIVE OFFICER
S Connor	T Taylor Councillor	H Phemister



- 1 OPEN MEETING
- 2 ACKNOWLEDGEMENT OF COUNTRY
- 3 REFLECTION OR PRAYER
- 4 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE OR ATTENDANCE BY AUDIO-VISUAL LINK BY COUNCILLORS
- 5 CONFIRMATION OF MINUTES
- 6 DISCLOSURES OF INTERESTS
- 7 PETITIONS
- 8 OPEN AND PUBLIC FORUM
- 9 MAYORAL MINUTE
- 10 CHIEF EXECUTIVE OFFICER'S LATE REPORT
- 11 MATTERS BY EXCEPTION
- 12 REPORTS TO COUNCIL

CHIEF EXECUTIVE OFFICE

CUSTOMER & CORPORATE DIRECTORATE

- 12.1 INVESTMENT REPORT FOR THE MONTH OF APRIL 2024
- 12.2 QUARTERLY BUDGET REVIEW 2023/24 - MARCH QUARTER REPORT
- 12.3 REFERENDUM QUESTION REGARDING METHOD FOR ELECTING THE MAYOR
- 12.4 MAJOR PROJECTS QUARTERLY UPDATES

PLANNING & INFRASTRUCTURE DIRECTORATE

- 12.5 OUTCOME OF PUBLIC EXHIBITION AND ADOPTION OF H.D ROBB RESERVE ACTION PLAN 2024
- 12.6 WCC PROPERTY REPORT - MAY 2024
- 12.7 DEVELOPMENT ASSESSMENT REPORT - QUARTER 3 (1 JANUARY TO 31 MARCH 2024)
- 12.8 APPROVED MINUTES OF THE ACTIVE & INTEGRATED TRANSPORT ADVISORY COMMITTEE MEETING DATED 13 MARCH 2024
- 12.9 APPROVED MINUTES OF THE BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE MEETING DATED 19 MARCH 2024

COMMUNITY, CULTURE & LEISURE DIRECTORATE

- 12.10 INVESTIGATIONS OF NON-COMPLIANCE WITH DEVELOPMENT CONSENT
- 12.11 PUBLIC EXHIBITION - DRAFT COMPLIANCE AND ENFORCEMENT POLICY 2024
- 12.12 GRANTS FOR THE COMMUNITY PROGRAM 2023-24 APPLICATIONS - APRIL
- 12.13 CHATSWOOD CROQUET CLUB LICENCE

- 12.14 APPROVED MINUTES OF THE CULTURAL AND CREATIVE ARTS
ADVISORY COMMITTEE MEETING DATED 11 MARCH 2024

13 NOTICES OF MOTION

- 13.1 NOTICE OF MOTION 16/2024 - REPORT ON USE OF WEEDS IN
COUNCIL PLANTINGS
- 13.2 NOTICE OF MOTION 17/2024 - ONGOING TRAFFIC ROAD SAFETY
CONCERNS AT THE JUNCTION OF HARDEN AVENUE AND SAILORS
BAY ROAD, NORTHBRIDGE
- 13.3 NOTION OF MOTION 18/2024 - POTENTIAL SAFETY ISSUES FOR
PEDESTRIANS AT STRATHALLEN AVENUE NEAR MARANA ROAD,
NORTHBRIDGE
- 13.4 NOTICE OF MOTION 19/2024 - WILLOUGHBY COMMUNITY NURSERY
SUSTAINABILITY UPGRADE AND EXPANSION
- 13.5 NOTICE OF MOTION 20/2024 - ESCALATORS SERVICING THE
PEDESTRIAN BRIDGE CROSSING AT 799 PACIFIC HIGHWAY
CHATSWOOD
- 13.6 NOTICE OF MOTION 21/2024 - UPDATE ON COUNCIL'S CYCLEWAY
NETWORK

14 QUESTIONS WITH NOTICE

- 14.1 QUESTION WITH NOTICE 08/2024 - COUNCILLORS DRESS CODE
POLICY

15 CONFIDENTIAL MATTERS

- 15.1 CONFIDENTIAL - REQUESTS FROM NORTHBRIDGE AND
CHATSWOOD GOLF CLUBS FOR EXTENSIONS OF LEASES

16 CONCLUSION OF THE MEETING

12.1 INVESTMENT REPORT FOR THE MONTH OF APRIL 2024

ATTACHMENTS:	1. PERFORMANCE AGAINST INVESTMENT POLICY AND BUDGET 2. INVESTMENT HOLDING 30 APRIL 2024
RESPONSIBLE OFFICER:	MAXINE KENYON, 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 MAY 2024

1. PURPOSE OF REPORT

To provide a report setting out Council's bank balances and investment portfolio performance as at 30 April 2024 under section 625 of the *Local Government Act 1993*.

2. OFFICERS RECOMMENDATION

That Council receive the Statement of Bank Balances and Investment Holdings as at 30 April 2024.

3. BACKGROUND

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

In accordance with Clause 212 of *Local Government (General) Regulation 2021*, 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 14 December 2020 applies to all investments from that date.

A summary of Council's holdings as at 30 April 2024 is included in Section 4.1 below. Council's actual performance against policy settings and budget are included in **Attachment 1**.

Details of holdings and counterparty analysis is included in **Attachment 2**.

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

4.1 Summary of holdings and Key Financial Indicators

The key financial indicators for Council's investment holdings at 30 April 2024 include:

Combined Bank Balance:	\$22.5M
Investment Holdings:	\$186.0M
Total Cash and Investments:	\$208.5M
Return on Investments:	5.17% (0.80% over benchmark of 4.37%) (Refer to Attachment 1 – Figures 3 and 4).
Actual Interest Return (Month):	\$853K (\$41K under monthly budget of \$894K) (Refer to Attachment 1 – Figure 5).
Actual Interest Return (Year to Date):	Actual Year to Date Interest of \$7,989K is \$209K favorable to Year-to-Date budget of \$7,780K.

4.2 Restricted versus Unrestricted Cash and Investments

Total cash and investments as at 30 April 2024 was \$208.5M. Of this amount, \$187.2m, or 90% is restricted to be spent on specific purposes. This leaves \$21.3m or 10% of unrestricted cash and investments for working capital purposes to ensure Council can meet its financial obligations as they fall due.

Figure 1 shows the breakdown of cash and investments.

Figure 1 – Restricted versus unrestricted cash and investments as at 30 April 2024

Restriction Category	Total cash and investments as at 30 April 2024 (\$'m)	Percentage of Total Portfolio - %
Internally Restricted	\$ 61.4M	30
Externally Restricted	\$125.8M	60
Unrestricted	\$21.3M	10
Total	\$208.5M	100

5. RISKS AND OPPORTUNITIES

Investments in this report have been considered in light of adopted Investment policy and risk management guidelines around the preservation of capital, diversification, market interest rates, liquidity and maturity risks.

6. CONCLUSION

Council's investment holdings at 30 April 2024 have been made in accordance with the *Local Government Act 1993*, *Local Government (General) Regulation 2021*, the *Investment Policy* adopted by Council on 14 December 2020, *Ministerial Investment Order* issued February 2011 and Division of Local Government (as it was then known) *Investment Policy Guidelines* published in May 2010.

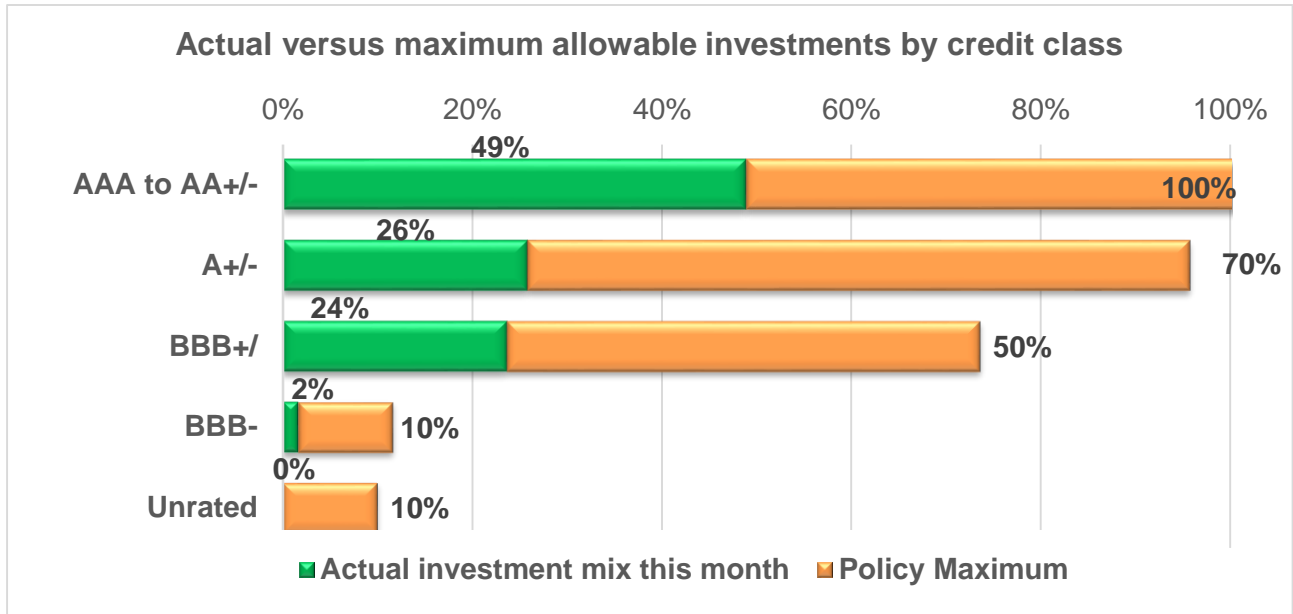
7. IMPLICATIONS COMMENT

City Strategy Outcome	5.1 Be honest, transparent and accountable in all that we do.
Business Plan Objectives, Outcomes / Services	Maximise interest rate returns and comply with all relevant legislation.
Policy	This report relates to Council's <i>Investment Policy</i> which safeguards Council's investment portfolio.
Consultation	Not applicable.
Risk	Investments in this report have been considered in light of adopted Investment policy and risk management guidelines around the preservation of capital, diversification, market interest rates, liquidity and maturity risks.
Resource	Council's bank balances and investment holdings are managed within existing staff resources within the Finance Unit.
Legal	There are no legal considerations applicable to this report
Legislation	<p>Under <i>Section 625</i> of the <i>Local Government Act 1993</i> the Responsible Accounting Officer must provide Council with a monthly report setting out details of all money that the Council has invested.</p> <p>In accordance with Clause 212 of <i>Local Government (General) Regulation 2021</i>, this report must include Certification as to whether or not the Investments have been made in accordance with the Act, the Regulations and Council's <i>Investment Policy</i>.</p>
Budget/Financial	<p>The monthly investment report details the interest income for the month and any other relevant information required by Council.</p> <p>Council's Cash and Investments holdings at 30 April 2024 were \$208.5M and Interest returns are on track to exceed the annual budget of \$9.4M.</p>

Investment Report Attachment 1 - Performance against Investment Policy and Budget

Actual Performance against Investment Policy settings and budget is detailed below:

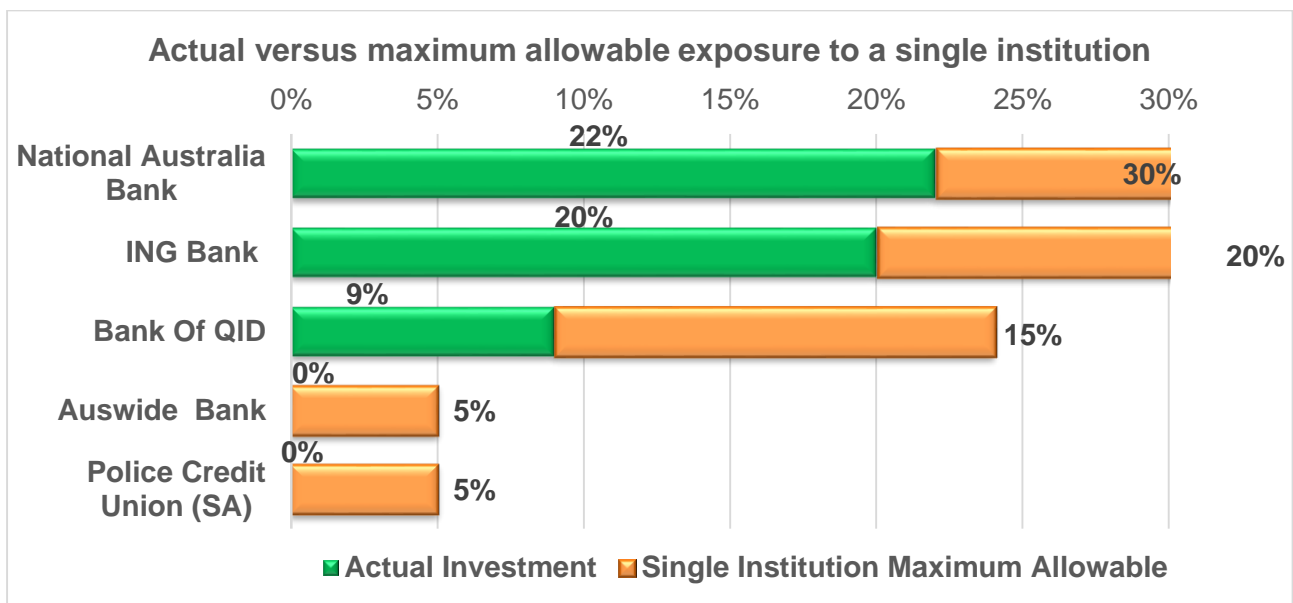
Figure 1 – Actual versus maximum allowable investments by credit class



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

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

Figure 2 - Actual versus maximum allowable exposure to a single institution



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

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

Figure 3 – Interest Rate Comparison for 30 April 2024

<u>Description</u>	<u>Average Interest Rate</u>
Council Portfolio	<u>5.17%</u>
Benchmark – Bloomberg AUSBond Bank Bill Index (1 Month)	<u>4.37%</u>
Over Benchmark Return	<u>0.80%</u>

Figure 3 shows the monthly interest rate achieved by Council on its investment portfolio compared with the one month Bloomberg AUSBond Bank Bill Index. Council's return has over performed that benchmark by 0.80%.

A more appropriate benchmark is Council's historical 12 months average return compared to the 12 months Average Bloomberg AUSBond Bank Bill Index. **Figure 4** compares Council's 12 months Average return with the 12 months Average Bloomberg Bank Bill Index.

Figure 4 – Interest Rate Comparison – 12 Month Average

<u>Description</u>	<u>Average Interest Rate</u>
Council Portfolio – 12 month Average	<u>4.61%</u>
Benchmark – Bloomberg AUS Bond Bank Bill Index (12 Month Average)	<u>4.23%</u>
Over Benchmark Return	<u>0.38%</u>

Figure 5 – Investment Return for April 2024

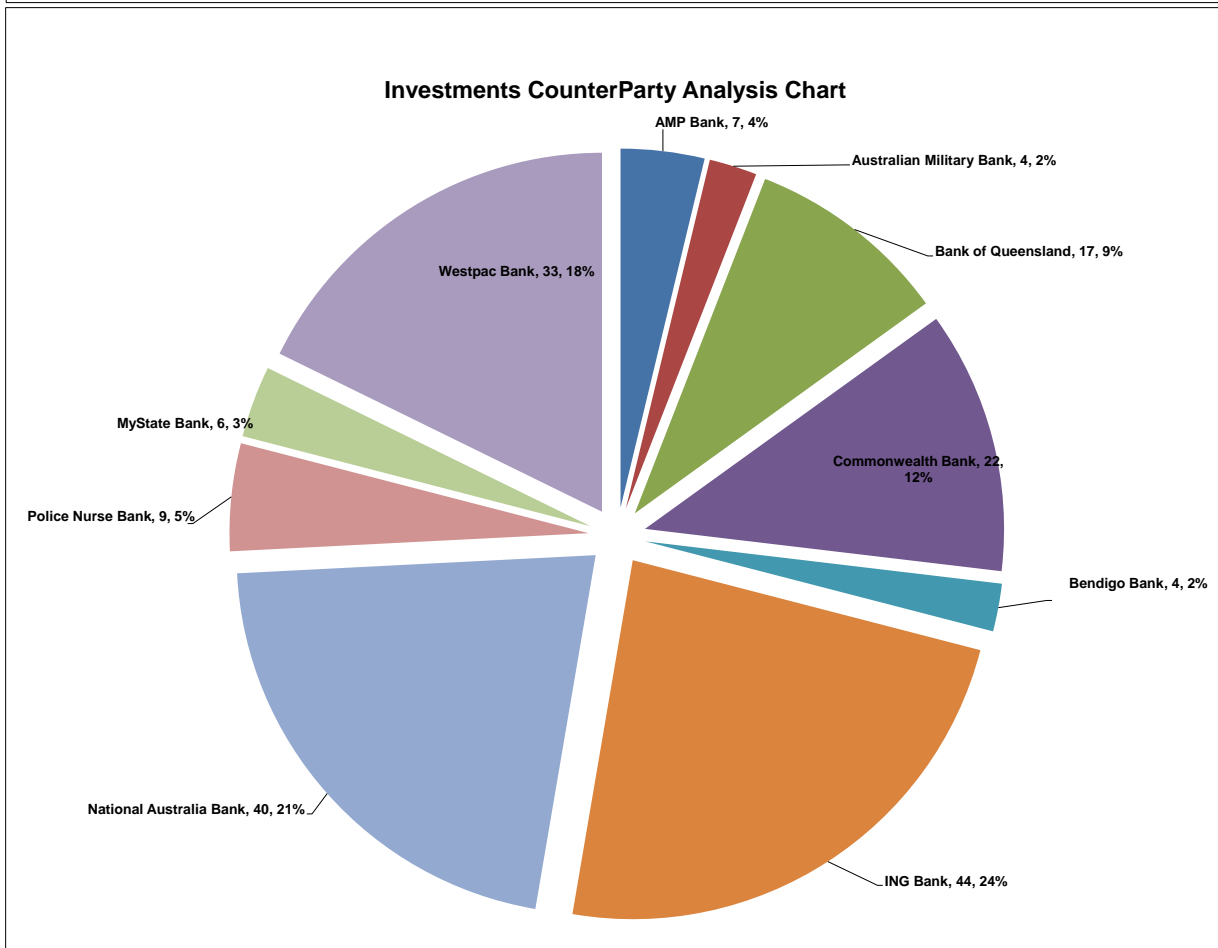
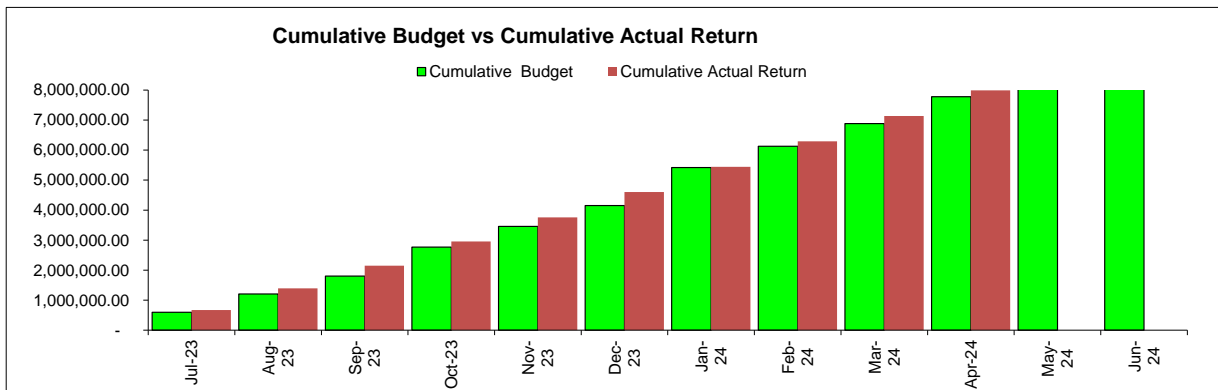
<u>Description</u>	<u>Interest Achieved (\$000's)</u>
Council Actual Interest Return	<u>\$853K</u>
Budgeted Return	<u>\$894K</u>
Under (over) Budgeted Return	<u>\$41K</u>

Figure 5 provides a comparison of the actual interest return on investments for the month with the budget and shows that the monthly return is \$41K under than budget.

LIST OF INVESTMENTS	Credit Rating	FRN /TD	Investment Amount \$	Return % p.a.	Monthly Income \$	Investment Date	Mature & Reset Date	Period/ Matur. Date
Investments that matured during the month:								
National Australia Bank (955038589)	AA-	TD	4,000,000	2.85%	5,310	14/04/2022	18/04/2024	matured
Police & Nurses Bank (180424)	A2	TD	3,000,000	4.75%	6,637	27/04/2023	18/04/2024	Matured
Current Investments:								
Police & Nurses Bank (020524)	A2	TD	2,000,000	4.75%	7,808	27/04/2023	2/05/2024	0-3 mths
Commonwealth Bank (2100)	AA-	TD	1,000,000	3.70%	3,041	5/05/2022	16/05/2024	0-3 mths
Australian Military Bank (23052024)	A2	TD	1,000,000	5.06%	4,159	24/05/2023	23/05/2024	0-3 mths
ING BANK (949745)	A-	TD	1,000,000	3.76%	3,090	26/05/2022	30/05/2024	0-3 mths
Mystate Bank (30271360)	A2	TD	3,000,000	5.70%	14,055	27/06/2023	27/06/2024	0-3 mths
National Australia Bank (30-862-1903)	AA-	TD	1,000,000	0.80%	658	8/07/2021	4/07/2024	0-3 mths
Mystate Bank (30271364)	A2	TD	3,000,000	5.70%	14,055	27/06/2023	4/07/2024	0-3 mths
AMP Bank (270723)	A2	TD	4,000,000	5.55%	18,247	27/07/2023	25/07/2024	0-3 mths
Commonwealth Bank (2154)	A1+	TD	5,000,000	5.54%	22,767	10/08/2023	8/08/2024	4-12mths
Bendigo Bank (4452208)	A2	TD	4,000,000	5.50%	18,082	27/07/2023	8/08/2024	4-12mths
Commonwealth Bank (2155)	A1+	TD	6,000,000	5.57%	27,468	16/08/2023	15/08/2024	4-12mths
National Australia Bank (29-130-3289)	AA-	TD	2,000,000	0.78%	1,282	12/08/2021	15/08/2024	4-12mths
Commonwealth Bank (2156)	A1+	TD	3,000,000	5.44%	13,414	24/08/2023	22/08/2024	4-12mths
Australian Military Bank (220824)	BBB+	TD	3,000,000	4.45%	10,973	31/08/2022	22/08/2024	4-12mths
National Australia Bank (10858418)	A1+	TD	7,000,000	5.21%	29,975	24/08/2023	29/08/2024	4-12mths
Commonwealth Bank (2162)	A1+	TD	7,000,000	5.36%	30,838	21/09/2023	19/09/2024	4-12mths
Police & Nurses Bank (060235)	BBB-	TD	3,000,000	4.40%	10,849	8/09/2022	19/09/2024	4-12mths
National Australia Bank (971676169)	A1+	TD	7,000,000	5.35%	30,781	21/09/2023	26/09/2024	4-12mths
National Australia Bank (971507760)	A1+	TD	7,000,000	5.35%	30,781	21/09/2023	26/09/2024	4-12mths
AMP Bank (34225216)	BBB+	TD	2,000,000	4.70%	7,726	13/10/2022	17/10/2024	4-12mths
Westpac Bank - Green Tailored (11151149)	A1+	TD	5,000,000	5.36%	22,027	25/10/2023	24/10/2024	4-12mths
Westpac Bank (10768193)	A1+	TD	4,000,000	5.36%	17,622	25/10/2023	24/10/2024	4-12mths
ING Bank (1015290)	A+	TD	3,000,000	4.90%	12,082	27/10/2022	24/10/2024	4-12mths
Bank of QLD (868372)	A2	TD	2,000,000	5.40%	8,877	22/11/2023	14/11/2024	4-12mths
Bank of QLD (868270)	A2	TD	3,000,000	5.40%	13,315	22/11/2023	21/11/2024	4-12mths
Bank of QLD (628601)	BBB+	TD	4,000,000	4.61%	15,156	23/11/2022	21/11/2024	4-12mths
AMP Bank (960694305)	A2	TD	1,000,000	5.30%	4,356	23/11/2023	28/11/2024	4-12mths
ING Bank (51224)	A+	TD	3,000,000	5.18%	12,773	20/12/2023	5/12/2024	4-12mths
ING Bank (121224)	A+	TD	3,000,000	5.23%	12,896	20/12/2023	12/12/2024	4-12mths
Westpac Bank (10937142)	AA-	TD	4,000,000	5.09%	16,734	18/01/2024	9/01/2025	4-12mths
Westpac Bank (11326264)	AA-	TD	4,000,000	5.12%	16,833	18/01/2024	16/01/2025	4-12mths
Westpac Bank (11326278)	AA-	TD	4,000,000	5.12%	16,833	18/01/2024	23/01/2025	4-12mths
National Australia Bank (10884175)	A1+	TD	3,000,000	5.15%	12,699	8/02/2024	6/02/2025	4-12mths
Westpac Bank (10979563)	A1+	TD	3,000,000	5.11%	12,600	8/02/2024	13/02/2025	4-12mths
National Australia Bank (10887155)	A1+	TD	5,000,000	5.10%	20,959	27/02/2024	20/02/2025	4-12mths
Westpac Bank (11016190)	A1+	TD	5,000,000	5.12%	21,041	27/02/2024	27/02/2025	4-12mths
Police & Nurses Bank (60325)	A2	TD	2,000,000	5.13%	8,433	14/03/2024	6/03/2025	4-12mths
Police & Nurses Bank (130325)	A2	TD	2,000,000	5.13%	8,433	14/03/2024	13/03/2025	4-12mths
National Australia Bank (10884178)	AA-	TD	4,000,000	5.06%	16,636	8/02/2024	8/05/2025	>12 mths
Westpac Bank (11370125)	AA-	TD	4,000,000	4.98%	16,373	8/02/2024	7/08/2025	>12 mths
ING Bank (1160142)	A-	TD	5,000,000	5.40%	22,192	25/10/2023	30/10/2025	>12 mths
Bank of QLD (868274)	A2	TD	3,000,000	5.30%	13,068	22/11/2023	27/11/2025	>12 mths
ING Bank (1171988)	A-	TD	3,000,000	5.35%	13,192	22/11/2023	27/11/2025	>12 mths
National Australia Bank (10880803)	A	TD	4,000,000	4.95%	16,274	18/01/2024	12/02/2026	>12 mths
Bank of QLD (921975)	BBB+	TD	5,000,000	4.89%	20,096	27/02/2024	19/02/2026	>12 mths
ING Bank(119445)	A	TD	4,000,000	5.04%	16,570	18/01/2024	19/02/2026	>12 mths
ING Bank (1203264)	A	TD	5,000,000	4.95%	20,342	27/02/2024	26/02/2026	>12 mths
ING Bank (1203263)	A	TD	5,000,000	4.95%	20,342	27/02/2024	26/02/2026	>12 mths
ING Bank(119447)	A	TD	4,000,000	5.00%	16,438	18/01/2024	21/01/2027	>12 mths
ING Bank(119448)	A	TD	4,000,000	5.05%	16,603	18/01/2024	21/01/2028	>12 mths
ING Bank(119449)	A	TD	4,000,000	5.15%	16,932	18/01/2024	18/01/2029	>12 mths
Current Investments - "New and Rollover" made during the month:								
Total Current Investments, Monthly Interest and Weighted Return		Inv	186,000,000	5.17%	790,722			
Other Cash and Monthly Interest (11am STMM)		Cash	22,482,858		62,449			
Total Cash & Investments			208,482,858		853,171			
Benchmark: Bloomberg AUSBond Bank Bill Index				4.37%				
Investments Margin above Benchmark				0.80%				

Investments Maturity Period	0-3 mths	4-12mths	>12 mths	Total \$	chk s/be 0
Amount	8,000,000	120,000,000	58,000,000	186,000,000	0
% of Total	4.3%	64.5%	31.2%	100%	

Cash & Investments Return:	Budget \$	Actual \$	Var. \$
Current Month	894,307	853,171	-
Year to Date	7,780,411	7,989,320	208,909



Investment return for 2023-2024		
Month	Ausbond bank Bill Index Return % p.a	WCC Actual Returns from
May-23	3.53%	3.73%
Jun-23	3.72%	3.85%
Jul-23	4.48%	3.96%
Aug-23	4.39%	4.30%
Sep-23	4.18%	4.42%
Oct-23	4.01%	4.56%
Nov-23	4.34%	4.75%
Dec-23	4.43%	4.81%
Jan-24	4.44%	5.26%
Feb-24	4.43%	5.30%
Mar-24	4.41%	5.23%
Apr-24	4.37%	5.17%
Annualised return	4.23%	4.61%

12.2 QUARTERLY BUDGET REVIEW 2023/24 - MARCH QUARTER REPORT

ATTACHMENTS:	<ol style="list-style-type: none">1. 2023-24 QBR3 BUDGET VARIATIONS2. 2023-24 QBR3 QBRS MAR 2023-243. 2023-24 QBR3 PRINCIPAL ACTIVITIES VARIATIONS4. 2023-24 QBR3 PROJECTS AND CAPITAL WORKS5. 2023-24 QBR3 PROJECTS AND CAPITAL WORKS CONTINGENCY FUND6. 2023-24 QBR3 PROJECTS AND CAPITAL WORKS CARRYOVER BUDGET MAR 23-24
RESPONSIBLE OFFICER:	MAXINE KENYON, 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 MAY 2024

1. PURPOSE OF REPORT

To seek Council approval for proposed budget adjustments and to report on financial performance during the third quarter (Quarter 3) of the 2023/24 financial year (1 January 2024 to 31 March 2024).

2. OFFICERS RECOMMENDATION

That Council:

1. Note the Quarterly Budget Review for 2023/24 Quarter 3 (March). Positive variances identified during the third quarter increase the projected full year budget surplus (including capital revenue) by \$1.6M to a \$18.7M surplus. The projected full year deficit before capital revenue has reduced from \$5.5M to \$3.7M.
2. Approve the reduction in Capital Grants & Contributions revenue of \$0.2M mainly due to changed timing of recognising grant revenue, offset against additional developer contribution income received.
3. Approve the increase in operating budget income (excluding capital income) of \$1.4M and the reduction in operating budget expense of \$0.4M resulting in a net positive impact of \$1.8M to the 2023/24 forecast full year budget operating result before capital items. The \$1.4M income increase mainly comes from higher interest revenue on investments and higher other revenue, offset by lower operating grant revenue. The \$0.4M expense decrease is due to lower employee costs, offset against higher material & contract cost (mainly higher domestic waste management waste disposal

costs and higher planning legal expenses).

4. Approve the decrease in Capital Expenditure for the 2023/24 Financial Year of \$16M mainly due to changed project timelines for WLC Major Upgrade of Pool Hall project (\$9.3M) and Council Building – Victor St Accommodation Upgrade project (\$3.5M).
5. Note the temporary allocation, under Chief Executive Officer (CEO) delegation, of \$0.3M of the Projects and Capital Works contingency budget to fund five projects where urgent work was required before Quarter 3 budget variations are approved.
6. Approve the deferral of seventeen projects into the 2024/25 financial year and approve carry-over budget of \$15.5M to fund these projects in the 2024/25 financial year.

3. BACKGROUND

The Quarterly Budget Review Statement is required under *The Local Government Act 1993, Clause 203 of the Local Government (General) Regulation 2021* and the *Office of Local Government's (OLG) 'Integrated Planning and Reporting framework'*.

The Local Government Act 1993 mandates that specific information is to be reported to Council on a quarterly basis. The *Local Government (General) Regulation 2021* requires a council's responsible accounting officer to prepare and submit a quarterly budget review statement to the governing body of council. This report presents for Council's consideration the 2023/24 Quarter 3 financial information required under legislation.

Councillors were provided with a briefing pack providing detail on the proposed budget revisions on 9 May 2024.

4. DISCUSSION

4.1 Budget Summary

The Quarterly Budget Review Statement for the 2023/24 Quarter 3 (**Attachment 2**) includes:

- The adopted budget for 2023/24
- Year to date approved budget changes and revised current budget
- The budget variations proposed for approval for 2023/24 Quarter 3.

The key highlights of Council's 2023/24 Quarter 3 budget review are:

- The Income and Expenses Budget Review Statement shows that the projected Net Operating position (including capital grants and contributions) for the year is a surplus of \$18.7M comprising Income of \$157.4M and Expenses of \$138.7M.
- After deducting \$22.4M of projected Grants and Contributions to be received for Capital Purposes, the projected Net Operating Result (before capital grants and contributions) for the year is a \$3.7M deficit.
- Capital expenditure is forecasted to be \$16M lower. Full year projected capital expenditure for 2023/24 is \$55.7M.

- Total Cash and Investments of \$205.7M as at 31 March 2024 including \$188.2M (91%) restricted for specific purposes.
- Projected unrestricted cash has increased by \$2.5M and is expected to be \$16M by the end of June 2024. This is an adequate working capital balance.

4.2 Budget Variations and Variances

Figure 1 provides detail on underlying movements to the 2023/24 operating budget. Positive variances identified during the third quarter increase the projected full year budget surplus (including capital revenue) by \$1.6M to a \$18.7M surplus. The projected full year deficit before capital revenue has reduced (improved) by \$1.8M from \$5.5M to \$3.7M.

Figure 1: Budget Variations (Additions/Reductions)

Account Group	Explanation	\$000
INCOME		
Rates & Annual Charges	To reflect the increase in Rates & Annual Charges of \$31k mainly due to year-to-date additional rates received.	31
User Charges and Fees	To reflect the decrease in User Charges & Fees of \$100k. It mainly comes from lower Restoration income expected.	(100)
Interest & Investment Revenue	To reflect the increase in Interest & Investment Revenue of \$219k. Higher returns on investments are expected to be offset by lower cash due to expenditure on major projects.	219
Other Revenues	To reflect the increase in Other Revenues of \$249k. It mainly comes from: 1. \$340k unbudgeted Natural Disaster payment received from Department of Regional NSW for November 2019 storms. Offset against: 2. \$109k year-to-date lower income received from Arts & Event.	249
Rental Income	To reflect the increase in forecast Rental Income of \$8k. It mainly comes from higher venue hire income expected from Open Space Sports Field.	8
Grants & Contributions - Operating	To reflect the decrease in Operating Grants of \$215k. It mainly comes from: 1. \$124k decrease from Castlecrag 40kph High Pedestrian Activity Area - Edinburgh Road, project deferred and the reduction is offset by expenditure reduction. 2. \$60k decrease from Scotts Creek Flood Plain Risk Management Study - Flood Study & Plan to align with grant program and agreed project milestones which span the 2023/24 and 2024/25 financial years. 3. \$60k decrease from Community Venue and Services to match what we received in 2023/24 from Department of Health. 4. \$24k decrease from other areas. Offset against: 5. \$53k new operational grant received from Transport for NSW to undertake Traffic survey for High Pedestrian Activity Area at three locations.	(215)
Grants & Contributions - Capital	To reflect the decrease in Capital Grants of \$209k. It mainly comes from: 1. \$5m decrease from WLC Major Upgrade of Pool Hall. Revenue cannot be recognised as the project is delayed with carryover	(209)

	<p>budget requested for 2024/25.</p> <p>2. \$227k decrease from Get NSW Active - Willoughby South Quiet and Green Streets to match proposed expenditure budget in 2023/24.</p> <p>3. \$44k decrease from Pavement Management System Repair 50/50 - Lady Game Dr Road due to anticipated 50% grant from TfNSW not being allocated as expected.</p> <p>Offset against:</p> <p>4. \$5.1m additional developer contribution income received.</p>	
Net Gain from the disposal of Assets	To reflect the increase in Net gain from disposal of Property Asset of \$1.2m	1,188
	Total Income Variation Increase/(Decrease)	1,172
EXPENDITURE		
Employee Costs	To reflect the decrease in Employee costs of \$1.2m due to staff vacancies and changed timeframes on restructures.	(1,184)
Borrowing Cost	To reflect the increase in Borrowing Cost of \$55k based on the loan schedule.	55
Materials & Contracts	<p>To reflect the increase in Materials & Contracts of \$710k. It mainly comes from:</p> <p>1. \$519k additional budget required for Domestic Waste Management - Waste Disposal.</p> <p>2. \$250k increase in Planning legal budget.</p> <p>3. \$63k increase in audit fees.</p> <p>4. \$53k increase due to new operational grant received from Transport for NSW to undertake Traffic survey for High Pedestrian Activity Area at three locations.</p> <p>Offset against:</p> <p>5. \$124k decrease from Castlecrag 40kph High Pedestrian Activity Area - Edinburgh Road as the grant income is reduced.</p> <p>6. \$60k decrease from Scotts Creek Flood Plain Risk Management Study - Flood Study & Plan to align with grant program and agreed project milestones which span the 2023/24 and 2024/25 financial years.</p>	710
Depreciation	To reflect the increase in Depreciation of \$8k.	8
Other Expenses	To reflect the decrease in Other Expenses of \$17k mainly come from subsidies and donations	(17)
	Total Expenditure Variation Increase/(Decrease)	(428)
Net Result	Net Increase (Decrease) to Operating Surplus	1,600

4.3 Projects and Capital Works Contingency Fund

Council set aside a proportion of Projects and Capital Works bid amounts across all program families to create float and contingency for interim approvals or unknown works. This has been approved as part of the budget adoption on 26 June 2023. The opening balance of the contingency fund was \$2M. This was reduced to \$1.8M after the December (Quarter 2) Quarterly Budget Review being adopted by the Council on 26 February 2024.

In Quarter 3, five projects were identified that needed to request contingency fund budget of \$0.3M to fund these projects in 2023/24 financial year (refer **Attachment 5**).

These five projects totalling \$0.3M relate to timing difference and/or the budget exists in

outer years.

Council will replenish the contingency by \$0.3M for the five projects as part of this quarterly budget review. The contingency will remain at \$1.8M.

4.4 Carryover of unspent project budgets from 2023/24 to 2024/25

At the conclusion of any financial year there will be projects that for a number of reasons have not spent the budget allocation for that financial year. Where the unspent budget allocation is required in order to complete the project, Council approval to carry forward that budget into the next financial year is required under the *Local Government Act 1993* and clause 202(b) of the *Local Government (General) Regulation 2021*.

17 projects have been identified where the timing of expenditure has changed and will continue into the 2024/25 financial year. These projects require carry-over budget of \$15.5M to fund these projects in 2024/25 financial year. These projects are presented in **Attachment 6**.

The recommended carry-over projects will be funded via the sources identified below:

- Grants \$5.29M (34%)
- Developer Contribution \$0.90M (6%)
- Council's Internal Reserves \$8.40M (54%)
- Council's Externally Restricted Reserves \$0.41M (3%)
- General Fund (rates, fees and charges) \$0.52M (3%)

4.5 Other highlights

Council's third quarter (March) and projected full year 2023/24 financial performance is summarised and evaluated in the attachments. Other highlights relating to attachments include:

- During the quarter, Council's Principal Activities included 8 projects with milestones variations; 1 project with project title changed and 3 new projects (refer **Attachment 3**).
- A review of Projects and Capital Works showed that 13 projects required additional funding and 36 projects had reduced budget during the quarter (refer **Attachment 4**).

The forecast full year expenditure on Projects and Capital Works (PCW) has been revised downward by \$15.9M from \$81M to \$65.2M. The \$15.9M expenditure decrease is comprised of \$15.3M decrease of Capital projects and \$0.6M decrease of Operational projects.

5. RISKS AND OPPORTUNITIES

There is risk that lack of financial discipline or poor decision making could adversely affect Council's financial position. Financial Risk is mitigated through monthly and ad-hoc monitoring, regular Council briefings and this quarterly budget review so any negative trends or issues can be identified and resolved in a timely manner.

6. CONCLUSION

Council's projected full year 2023/24 position has benefited from a reduction in employee costs, offset by increased material & contract costs at the March Quarterly Budget Review. This has resulted in a \$1.8M of positive budget adjustments during Quarter 3. The deficit before Capital Revenue is now forecast to be \$3.7M.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.1 Be honest, transparent and accountable in all that we do.
Business Plan Objectives, Outcomes / Services	To monitor and improve Council's financial performance and ensure that all legislative requirements are met.
Policy	This report is compliant with a range of Council Policies in particular the summary of significant accounting policies included in the <i>Audited Annual Financial Statements</i> .
Consultation	Councillors were provided with a briefing pack on 9 May 2024 providing detail on the proposed budget revisions.
Risk	There is risk that lack of financial discipline or poor decision making could adversely affect Council's financial position. Financial Risk is mitigated through monthly and ad-hoc monitoring, regular Council briefings and this quarterly budget review so any negative trends or issues can be identified and resolved in a timely manner.
Resource	The Quarterly Budget Review is undertaken using existing staff resources within the Finance Strategy Unit.
Legal	There are no legal considerations applicable to this report.
Legislation	<i>The Local Government Act 1993</i> and <i>Clause 203 of the Local Government (General) Regulation 2021</i> .
Budget/Financial	The quarterly budget review statement for the March 2023/24 quarter includes: <ul style="list-style-type: none">• the adopted budget 2023/24• year to date approved budget changes and revised current budget• the budget variations during the March quarter 2023/24

BUDGET VARIATIONS MARCH QUARTER (2023/24)

\$000's

	<u>Income</u> Increase/ Decrease ()	<u>Expenditure</u> Increase/ Decrease ()	<u>Income</u> Increase/ Decrease ()	<u>Expenditure</u> Increase/ Decrease ()	<u>Income</u> Increase/ Decrease ()	<u>Expenditure</u> Increase/ Decrease ()
Council Service:						
	<u>Income Statement</u>		<u>Capital Statement</u>		<u>Net Variations Qtr 3</u>	
General Management	0	(28)	0	0	0	(28)
Customer & Corporate	6,961	936	0	(4,311)	6,961	(3,375)
Community Culture & Leisure	(5,209)	(715)	0	(8,217)	(5,209)	(8,932)
Planning & Infrastructure	(580)	(621)	0	(3,445)	(580)	(4,066)
Total	<u>1,172</u>	<u>(428)</u>	<u>0</u>	<u>(15,973)</u>	<u>1,172</u>	<u>(16,401)</u>
Summary Of Variations:						
	<u>Income Statement</u>		<u>Capital Statement</u>		<u>Total</u>	
Total Income Variation	1,172		0		1,172	
Total Expenditure Variation	(428)		(15,973)		(16,401)	
Net Variations Qtr 3	<u>1,600</u>		<u>(15,973)</u>		<u>17,573</u>	
Reconciliation: Increase/(Decrease)	<u>Oper. Inc</u>	<u>Oper. Exp</u>	<u>Oper. Net</u>	<u>Cap Expend.</u>	<u>Reserves/Non-Cash</u>	<u>Net Result</u>
Total Variations Qtr 3	1,172	(428)	1,600	(15,973)	15,108	2,465

Willoughby City Council

Quarterly Budget Review Statement
 Quarter 3 2023/24 - for the period 01/01/2024 to 31/03/2024

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- 2.2 Income & Expenses Budget Review Statement
- 2.3 Capital Budget Review Statement
- 2.4 Summary explanation on Recommended Changes
- 2.5 Cash & Investments Budget Review Statement
- 2.6 Comment on Cash & Investment Position
- 2.7 Key performance Indicator (KPI) Budget Review Statement
- 2.8 Contract & Other Expenses Budget Review Statement
- 2.9 Consultancy & Legal Expenses Budget Review Statements

Willoughby City Council

Quarterly Budget Review Statement
 Quarter 3 2023/24 - for the period 01/01/2024 to 31/03/2024

Report by Responsible Accounting Officer

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

It is my opinion that the Quarterly Budget Review Statement for Willoughby City Council for the quarter ended 31/03/24 indicates that Council’s projected financial position at 30/6/24 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: Stephen Naven

Date: 29/04/2024

Stephen Naven
 Responsible Accounting Officer

Willoughby City Council

Quarterly Budget Review Statement - Income & Expenses

Quarter 3 2023/24 - for the period 01/01/2024 to 31/03/2024

Income & Expenses Budget \$000's

	Orig. Budget 2023/24	YTD Approved Budget Adjustments	Current Budget 2023/24	Vari- ation Qtr 3	Revised Budget 2023/24	Ytd Actual 2023/24
Income						
Rates & Annual Charges	73,301	169	73,470	31	73,501	73,542
User Charges & Fees	16,200	2,392	18,592	(100)	18,492	13,691
Interest & Investment Revenue	7,321	1,923	9,244	219	9,463	7,225
Other Revenues	8,876	404	9,280	249	9,529	5,953
Rental Income	14,077	(39)	14,038	8	14,046	10,210
Grants & Contributions - Operating	9,741	(793)	8,949	(215)	8,734	3,630
Grants & Contributions - Capital -Contribution (+S94)	10,995	11,583	22,578	(209)	22,369	19,680
Net Gain from the disposal of Assets	100	0	100	1,188	1,288	1,187
Share of interests in Joint Ventures & Associates	0	0	0	0	0	0
Total Income from continuing operations	140,611	15,640	156,251	1,172	157,423	135,118
Expenses **						
Employee Costs	50,453	629	51,082	(1,184)	49,898	36,430
Borrowing Costs	2,308	(14)	2,294	55	2,349	1,143
Materials & Contracts	54,858	5,566	60,424	710	61,134	39,822
Depreciation	21,565	60	21,625	8	21,633	16,174
Other Expenses	3,102	632	3,733	(17)	3,716	2,849
Net Loss from Disposal of Assets	0	0	0	0	0	0
Share of interests in Joint Ventures & Associates	0	0	0	0	0	0
Total Expenses from continuing operations	132,286	6,873	139,158	(428)	138,730	96,418
Net Operating Surplus/(Deficit) from continuing operations	8,325	8,767	17,093	1,600	18,693	38,700
Grants & Contribution provided for Capital Purpose	10,995	11,583	22,578	(209)	22,369	19,680
Net Operating Surplus/(Deficit) Result before capital items	(2,670)	(2,816)	(5,485)	1,809	(3,676)	19,020

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

Willoughby City Council

Quarterly Budget Review Statement

Quarter 3 2023/24 - for the period 01/01/2024 to 31/03/2024

Capital Budget \$000's

	Orig. Budget 2023/24	YTD Approved Budget Adjustments	Current 2023/24	Vari- ation Qtr 3	Revised Budget 2023/24	YTD Actual 2023/24
Capital Funding						
Rates and Other untied Funding	(5,950)	233	(5,717)	498	(5,219)	(3,575)
Proceeds from Sale of Plant & Equipment	(100)	0	(100)	0	(100)	0
Capital Grants & Contributions	(10,055)	(6,592)	(16,648)	5,272	(11,376)	(5,561)
Internal Restrictions	(24,573)	(7,274)	(31,847)	9,117	(22,730)	(4,599)
External Restrictions	(18,057)	719	(17,338)	1,086	(16,252)	(11,508)
Other Capital Funding Sources	0	0	0	0	0	0
Total Capital Funding	(58,735)	(12,915)	(71,650)	15,973	(55,677)	(25,243)
Capital Expenditure						
New Assets						
- Plant and Equipment	0	0	0	30	30	0
- Land and Buildings	4,317	(1,863)	2,454	(585)	1,869	754
- Roads, Bridges, Footpaths	888	988	1,876	1	1,877	621
- Other Infrastructure	310	480	790	(35)	755	504
- Others	235	(17)	218	0	218	146
Renewals(Replacement)						
- Plant and Equipment	2,146	(68)	2,078	(858)	1,220	743
- Land and Buildings	5,573	7,322	12,895	(2,948)	9,947	1,574
- Roads, Bridges, Footpaths	10,795	4,786	15,581	(1,599)	13,982	7,520
- Other Infrastructure	34,402	1,253	35,655	(9,964)	25,691	13,302
- Others	69	34	103	(15)	88	79
Loan Repayments (Principal)	0	0	0	0	0	0
Total Capital Expenditure	58,735	12,915	71,650	(15,973)	55,677	25,243

Willoughby City Council

Quarterly Budget Review Statement - Income & Expenses

Quarter 3 2023/24 - for the period 01/01/2024 to 31/03/2024

Summary explanation on Recommended Changes to Revised Budget

Income & Expenses Budget

All items of income and expenditure were reviewed and the recommended changes are reflected as near as possible anticipated estimates for the year to 30 June 2024. Below are some explanations for the major changes:

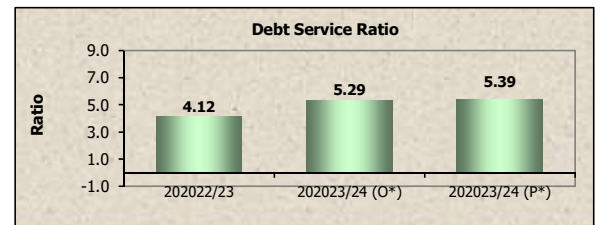
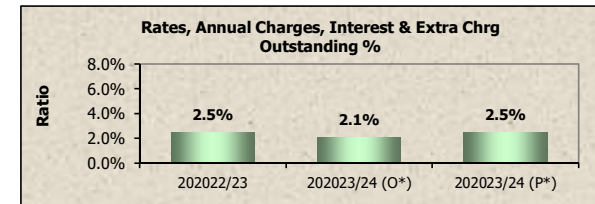
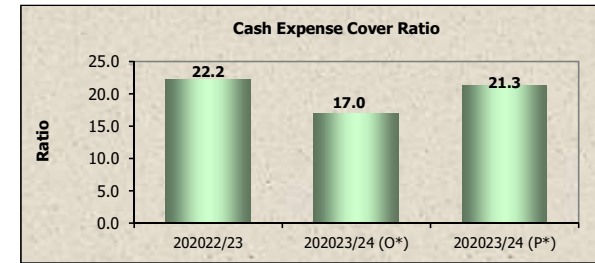
Rates & Annual Charges	To reflect the increase in Rates & Annual Charges of \$31k mainly due to year-to-date additional rates received.
User Charges & Fees	To reflect the decrease in User Charges & Fees of \$100k. It mainly comes from lower Restoration income expected.
Interest & Investment Revenue	To reflect the increase in Interest & Investment Revenue of \$219k. Higher returns on investments are expected to be offset by lower cash due to expenditure on major projects.
Other Revenues	To reflect the increase in Other Revenues of \$249k, It mainly comes from: 1. \$340k unbudgeted Natural Disaster payment received from Department of Regional NSW for November 2019 storms Offset against: 2. \$109k year-to-date lower income received from Arts & Event
Rental Income	To reflect the increase in forecast Rental Income of \$8k. It mainly comes from higher venue hire income expected from Open Space Sports Field.
Grant & Contribution (Operating)	To reflect the decrease in Operating Grants of \$215k. It mainly comes from: 1. \$124k decrease from Castlecrag 40kph High Pedestrian Activity Area_Edinburgh Road, project deferred and the reduction is offset by expenditure reduction. 2. \$60k decrease from Scotts Creek Flood plain Risk Management Study - Flood Study & Plan to align with grant program and agreed project milestones which span the 2023/24 and 2024/25 financial years. 3. \$60k decrease from Community Venue and Services to match what we received in 2023/24 from Department of Health 4. \$24k decrease from other areas Offset against: 5. \$53k new operational grant received from Transport for NSW to undertake Traffic survey for High Pedestrian Activity Area at three locations

Grant & Contribution (Capital)	To reflect the decrease in Capital Grants of \$209k. It mainly comes from: 1. \$5,000k decrease from WLC Major Upgrade of Pool Hall. Revenue cannot be recognised as the project is delayed with carryover budget requested for 2024/25. 2. \$227k decrease from Get NSW Active - Willoughby South Quiet and Green Streets to match proposed expenditure budget in 2023/24 3. \$44k decrease from Pavement Management System Repair 50/50 - Lady Game Dr Road due to anticipated 50% grant from TfNSW not being allocated as expected. Offset against: 4. \$5,063k additional developer contribution income received
Net Gain from the disposal of Assets	To reflect the increase in Net gain from disposal of Property Asset of \$1,188k
Employee Cost	To reflect the decrease in Employee costs of \$1,184k due to staff vacancies and changed timing on restructures.
Borrowing Cost	To reflect the increase in Borrowing Cost of \$55k based on the loan schedule.
Materials & Contract	To reflect the increase in Materials & Contracts of \$710k. It mainly comes from: 1. \$519k additional budget required for Domestic Waste Management - Waste Disposal 2. \$250k increase in Planning legal budget 3. \$63k increase in audit fees 4. \$53k increase due to new operational grant received from Transport for NSW to undertake Traffic survey for High Pedestrian Activity Area at three locations Offset against: 5. \$124k decrease from Castlecrag 40kph High Pedestrian Activity Area_Edinburgh Road as the grant income is reduced 6. \$60k decrease from Scotts Creek Flood plain Risk Management Study - Flood Study & Plan to align with grant program and agreed project milestones which span the 2023/24 and 2024/25 financial years.
Depreciation	To reflect the increase in Depreciation of \$8k.
Other Expenses	To reflect the decrease in Other Expenses of \$17k mainly come from subsidies and donations

Willoughby City Council		Quarterly Budget Review Statement					
		Quarter 3 2023/24 - for the period 01/01/2024 to 31/03/2024					
Cash & Investments Budget \$000's	EOY Actual 2022/23	B/fwd Budget 2023/24	Orig. Budget 2023/24	Current Budget 2023/24	Vari- ation Qtr 3	Revised Budget 2023/24	Ytd Actual 2023/24
Externally Restricted ⁽¹⁾							
Developer Contributions	73,834	(249)	(8,783)	72,264	6,020	78,284	78,505
All other externally restricted	46,544	(764)	(1,482)	44,816	(217)	44,599	44,445
Total Externally Restricted	120,378	(1,013)	(10,265)	117,080	5,803	122,883	122,950
(1) Funds that must be spent for a specific purpose							
Internally Restricted ⁽²⁾							
All Internally Restricted	64,806	(843)	(20,660)	36,411	9,314	45,725	65,246
Total Internally Restricted	64,806	(843)	(20,660)	36,411	9,314	45,725	65,246
(2) Funds that Council has earmarked for a specific purpose							
Unrestricted (ie. available after the above Restrictions)	15,392	(490)	1,464	13,538	2,465	16,003	17,477
Total Cash & Investments	200,576	198,230	(29,461)	167,029	17,582	184,611	205,673

Willoughby City Council	Quarterly Budget Review Statement
	Quarter 3 2023/24 - for the period 01/01/2024 to 31/03/2024
Cash & Investments Budget Review Statement	
<u>Comment on Cash & Investments Position</u>	
Council's cash and investment position are on target with the Operational Plan.	
Investments have been invested in accordance with Council's Investment Policy.	
The value of Cash at Bank which has been included in the Cash & Investment Statement totals \$205,672,623	
This Cash at Bank amount has been reconciled to Council's physical Bank Statements. The date of this bank reconciliation is 31/03/24.	
<u>Reconciliation Status</u>	
The YTD Cash & Investment figure reconciles to the actual balances held as follows:	\$ 000's
Cash at Bank (as per bank statements)	15,122
Investments on Hand	193,000
Total Cash at Bank and Investments on Hand	208,122
less: Unpresented Cheques	(165)
add: Undeposited Funds	377
less: Identified Deposits (not yet accounted in Ledger)	(2,744)
add: Identified Outflows (not yet accounted in Ledger)	83
less: Unidentified Deposits (not yet actioned)	
add: Unidentified Outflows (not yet actioned)	
Reconciled Cash at Bank & Investments	205,673
Balance as per Review Statement:	205,673
Difference:	-
<u>Recommended changes to revised budget</u>	
Budget Variations being recommended reflect as near as possible anticipated full year estimates.	

Willoughby City Council		Quarterly Budget Review Statement			
		Quarter 3 2023/24 - for the period 01/01/2024 to 31/03/2024			
Key Performance Indicators Budget Review Statement					
Budget review for the quarter ended 31 March 2024					
(\$000's)	Current Projection		Original	Actuals	WCC
	Amounts	Indicator	Indicator	Prior	Benchmark
	2023/24	2023/24	2023/24	Periods	2022/23
The Council monitors the following Key Performance Indicators:					
Cash Expense Cover Ratio					
Current year's cash and cash equivalents plus all term deposits	205,673	21.3 mths	16.95	22.2	> 3 months
Payment from cash flow of operating and financing activities	9,648				
Rates, Annual Charges, Interest & Extra Chrg Outstanding %					
Rates, Annual & Extra Charges Outstanding	1,855	2.51%	2.11%	2.50%	< 5%
Rates, Annual & Extra Charges Collectible	73,867				
Debt Service Cover Ratio					
Operating result before capital excl. int. & depn/impairment/amort.	19,018	5.4	5.3	4.1	> 2x
Principal repayments plus borrowing costs	3,530				



Willoughby City Council

Quarterly Budget Review Statement
Quarter 3 2023/24 - for the period 01/01/2024 to 31/03/2024

Contracts Budget Review Statement

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

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budget (Y/N)
BUSINESS SECURITY & MANAGEMENT SOLUTIONS PTY LTD	Property - Provision of Security Services within Willoughby LGA	\$ 3,982,146.64	06/03/2024	06/03/2027	Y
POLYTAN STI	Construction - Thomson Oval Surface Renewal, Spectator Seating &	\$ 1,718,010.25	30/01/2024	31/07/2024	Y
PANEL OF SUPPLIERS	Property - Handyman & Multitrades Services	\$ 1,627,523.06	19/03/2024	19/03/2027	Y
REVENUE NSW	Statutory - Q3 RFS/SES/Fire & Rescue Fees	\$ 647,615.95	20/03/2024	27/03/2024	Y
SAVILLS PROJECT MANAGEMENT PTY. LTD.	Consultant - Chatswood CBD Implementation Strategy	\$ 598,697.00	12/03/2024	30/06/2024	Y
UNITED LIFT SECURITY PTY LTD	Property - Lift Equipment Servicing	\$ 502,264.76	14/03/2024	14/03/2027	Y
PANEL OF SUPPLIERS	Property - Plumbing Services	\$ 361,714.21	06/03/2024	06/03/2027	Y
CLEMENT & REID PTY LTD	Consultant - Chatswood to St Leonards Cycleway Detailed Survey	\$ 219,230.00	12/03/2024	31/05/2024	Y
WORMALD AUSTRALIA PTY LTD	Property - Recurrent Servicing and Repairs of Fire Safety Equipment	\$ 213,596.18	14/03/2024	14/03/2027	Y
SPACKMAN MOSSOP MICHAELS PTY LIMITED	Consultant - Edward St and Penshurst St Sth Project Design	\$ 199,281.50	05/02/2024	20/12/2024	Y
JOSHUA THOMAS PEARSON	Construction - Rectification Works Northbridge Bowling Club	\$ 181,768.00	16/02/2024	30/06/2024	Y
NEXON ASIA PACIFIC PTY. LTD.	Information Technology - HP Server Maintenance renewal - 2024-2025	\$ 173,030.00	06/02/2024	13/02/2025	Y
TRACEY BRUNSTROM & HAMMOND PTY. LTD.	Consultant - Review of WLC Construction Program and Monthly	\$ 156,310.00	13/02/2024	31/12/2025	Y
SYNERGY FIRE & SECURITY PTY LIMITED	Property - Recurring HVAC Servicing	\$ 149,665.97	17/01/2024	30/06/2024	Y
COMMON GROUNDS COMPANY PTY LTD	Consultant - Northern and Southern CBD Public Realm Framework	\$ 149,449.32	05/02/2024	30/06/2024	Y
MODAPT SOLUTIONS PTY LTD	Labour Hire - Project Manager Affordable Housing - Abbot Rd	\$ 147,537.50	28/03/2024	30/06/2024	Y
ELLIAM	Construction - Remediation Services - The Incinerator	\$ 143,000.00	01/02/2024	30/06/2024	Y
TRAFFIC LIGHTS NSW	Construction - Traffic light works at Victoria Ave & High St	\$ 122,320.00	17/02/2024	30/06/2024	Y
THE TRUSTEE FOR DESIGN & BUILD RECRUITMENT UNIT TRUST	Labour Hire - Project Manager Streetscapes	\$ 120,821.00	28/03/2024	30/06/2024	Y
VALUATION SERVICES	Statutory - Rateable Valuations	\$ 120,499.10	12/02/2024	19/02/2024	Y
TRANSPORT FOR NSW	Statutory - Fleet Registration	\$ 120,041.00	21/02/2024	08/03/2024	Y
PLATEAU TREE SERVICE	Maintenance - Tree Maintenance	\$ 100,000.00	30/01/2024	30/06/2024	Y
TREESERVE PTY LTD	Maintenance - Tree Maintenance	\$ 100,000.00	30/01/2024	30/06/2024	Y
INFOPAF PTY LIMITED	Consultant - Connect P3 Pathway specialist	\$ 93,268.00	20/02/2024	30/06/2024	Y
DERWENT	Recruitment - Recruitment Services CEO	\$ 85,800.00	24/03/2024	30/06/2024	Y
IVORY GROUP PTY LTD	Labour Hire - Traffic Engineer	\$ 80,000.00	26/03/2024	30/06/2024	Y
HOBAN RECRUITMENT PTY LTD	Labour Hire - Tree Maintenance	\$ 72,768.00	12/03/2024	30/06/2024	Y
POWE PARTNERSHIP PTY LTD	Labour Hire - Landscape Assessment Officer	\$ 66,000.00	18/03/2024	30/06/2024	Y
MATRIX TRAFFIC AND TRANSPORT DATA PTY LT	Service - Willoughby Traffic Surveys	\$ 57,772.00	26/03/2024	02/04/2024	Y
TECHNIGROUP AUSTRALIA PTY LTD	Construction - Artarmon Upgrade - Sealing of Paving	\$ 57,494.25	08/02/2024	30/06/2024	Y

Notes:

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

Willoughby City Council

Quarterly Budget Review Statement

Quarter 3 2023/24 - for the period 01/01/2024 to 31/03/2024

Consultancy & Legal Expenses Budget Review Statement

Part B - Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars '\$000)	Budgeted (FY) '\$000
Consultancies	1,329	2,380
Legal Fees	1,393	2,223

Definition of a consultant:

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

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

Comments

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

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

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

PCW Principal Activities Variations

QUARTERLY BUDGET REVIEW 2023-2024 - MARCH QUARTER

Third quarter variations to the 2023/2024 Operational Plan principal activities are summarised here.

Projects and Capital Works

Code	Project title	Project category	Change	Reason
Adjustments for Q3 2023/2024 Adopted Operational Plan and request to delay commencement				
301983, 302362	Naremburn local centre streetscape - design	Public Domain	Project Milestone Variation	Delayed project commencement date due to extended community consultations. The following milestone has been recast: Complete construction from 30 June 2024 to 30 August 2024.
302456	Chatswood to St Leonards Via Artarmon – Bicycle Route Improvements	Active Transport	Project Milestone Variation	Delays in design consultant procurement. The following milestone has been recast: Engage Design Consultants from 30 December 2023 to 30 April 2024.
302383	Corner Small and Tulloh Street - footpath - design and construction	Active Transport	Project Milestone Variation	Further investigation is required for water main relocation; work will continue in 2024-25. The following milestones has been recast: Detailed Design Complete from 30 April 2024 to 30 June 2024. Site Works Commence from 12 April 2024 to 30 September 2024. Site Works Complete from 30 June 2024 to 24 December 2024.
302334	Stormwater upgrade: pipe upgrade program	Stormwater Drainage	Project Milestone Variation	Further investigation is required for water main relocation; work will continue in 2024-25. The following milestone has been recast: Site Works Complete from 31 May 2024 to 30 June 2024.
302291	OH Reid Reserve - playground - design	Recreation – Parks and Playgrounds	Project Title Change	Change the project title from 'OH Reid Reserve - playground - design' to 'OH Reid Reserve – Placemaking – Engagement' to more accurately reflect the scope and project deliverables. This change responds to Council's shift to a place making approach for public spaces identified in the recently adopted Public Spaces & Recreation Strategy.

Code	Project title	Project category	Change	Reason
302291	OH Reid Reserve - playground - design	Recreation – Parks and Playgrounds	Project Milestone Variation	Change in project milestones to reflect new project scope and deliverables. The following milestones has been recast: ‘Concept Design Complete’ amended to ‘Expression of Interest process complete’ 30 April 2024. ‘Community consultation complete’ amended to ‘Co-design workshop held’ 31 May 2024. ‘Plan approved by Director’ amended to ‘Park activations programmed’ 30 June 2024.
302370	Park, Edinburgh Road, Castlecrag shops - part construction	Recreation – Parks and Playgrounds	Project Milestone Variation	Delays from Walter Burley Griffin Society artist in finalising sculpture for installation. The following milestones has been recast: ‘Procurement completed’ from 31 October 2023 to 30 June 2024. ‘Landscape works underway’ amended to ‘Construction Commencement Date Programmed’ 30 June 2024. ‘Opening at Heritage Festival’ amended to ‘Project notification commenced’ 30 June 2024.
302365	Renew on street parking meters	Carparks	Project Milestone Variation	Tender evaluation team currently reviewing submissions and evaluation report to be developed for approval in April 2024. The following milestones has been recast: Council Tender Report from 30 January 2024 to 15 April 2024. Testing and Commissioning from 31 May 2024 to 30 June 2024. Site works complete - Practical Completion from 30 June 2024 to 31 July 2024.
302369	Grafton Street retaining wall	Retaining wall	Project Milestone Variation	Carryover remaining funds due to uncertainty of timing for DA approval in order to access site, which may or may not be granted in time for works completion by 30 June 2024. Commence procurement obtain quotes from 2 October 2023 to 31 December 2024. Quotation assessment complete from 17 November 2023 to 31 January 2025. Engage Contractor from 30 January 2024 to 25 February 2025. Works completed from 28 June 2024 to 30 June 2025.

Code	Project title	Project category	Change	Reason
302712	Castle Cove Local Centre Area, Deepwater Road, Castle Cove - High Pedestrian Activity Area - Traffic Survey	Traffic Management	New Project	Council has successfully secured funding from TfNSW to conduct a traffic study for Castle Cove.
302716	Northbridge Local Centre Area - Sailors Bay Road, Northbridge - High Pedestrian Activity Area - Traffic Survey	Traffic Management	New Project	Council has successfully secured funding from TfNSW to conduct a traffic study for Northbridge.
302719	Chatswood CBD (Anderson Street, Archer Street and Victoria Avenue) - High Pedestrian Activity Area - Traffic Survey	Traffic Management	New Project	Council has successfully secured funding from TfNSW to conduct a traffic study for Chatswood CBD.

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

Key Direction	Project I.D. and Name	Orig. Budget 2023/24 \$'000	B/fwd Budget 2023/24 \$'000	Curr Budget 2023/24 \$'000	Var Q3 Budget 23/24 \$'000	Rev Budget 23/24 \$'000	YTD Mar-24 Actual \$'000	Funding Source	Mar-24 Comments for Q3 Budget Variations
	Environmental Levy - Sustainability								
1.1	400806 - Resilient Willoughby Program	80.0	0.0	80.0	9.5	89.5	78.1	2;8	Council's emergency response regarding a large scale tree vandalism at Willowie Road, Castle Cove including site banner and CCTV.
	Planning and Infrastructure Management								
1.2	401241 - Get NSW Active - Willoughby South quiet and green st	0.0	0.0	330.0	-(227.0)	103.0	28.7	4	A change to the project scope following community engagement which has been agreed with TfNSW, and the project will continue in 2024/25.
	Environmental Levy - Sustainability								
1.3	400533 - Air quality monitoring - Artarmon Industrial Estate	18.0	0.0	18.0	-(9.3)	8.7	8.7	8	Air quality monitoring station in Artarmon industrial estate not working. A review of use will be undertaken in 2024/25 to consider investment in new technology.
	Traffic and Transport								
1.3	401224 - Road Network Performance Monitoring	15.0	0.0	15.0	4.2	19.2	14.4	12	Forecast aligned with the increase in scope of work. It is funded from Project 400632.
	Traffic and Transport								
2.1	400632 - Road Safety Audit & Minor Improvement Works (Corrective Acti	64.0	0.0	64.0	-(4.2)	59.8	34.0	GF	Anticipated savings will be used to fund Project 401224.
	Work Services Road Pavement								
2.1	401187 - Regional and Local Roads Repair Program (RLRRP)	1,526.4	0.0	1,612.7	0.1	1,612.8	1,612.8	4;GF	The project has been completed with additional minor work required.
2.1	401237 - PMS Repair50/50-Lady Game Dr(Millwood Ave-LGA boundary)ROAD	88.0	0.0	88.0	-(44.0)	44.0	0.0	GF	Project scope change due to anticipated 50% grant from TfNSW not being allocated as expected.

Key Direction	Project I.D. and Name	Orig. Budget 2023/24 \$'000	B/fwd Budget 2023/24 \$'000	Curr Budget 2023/24 \$'000	Var Q3 Budget 23/24 \$'000	Rev Budget 23/24 \$'000	YTD Mar-24 Actual \$'000	Funding Source	Mar-24 Comments for Q3 Budget Variations
	Work Services Footpath								
2.1	401228 - Corner Small & Tulloh St - footpath - Design & Construction	173.6	0.0	173.6	-(160.5)	13.1	7.4	GF	Further investigation is required for water main relocation, work will continue in 2024/25.
	Events Management								
2.3	400486 - Australia Day	14.3	0.0	14.3	-(1.4)	12.9	12.9	GF	The project has been completed under budget with savings returned.
2.3	401183 - Gai-mariagal Festival	70.0	0.0	70.0	-(2.0)	68.0	11.1	4;GF	Returned anticipated savings from project cost.
	The Concourse Carpark Management								
2.4	400992 - Gates, pay-stations, ticket system and intercommunication at The Concourse car park upgrade and replacement	0.0	40.0	40.0	-(2.5)	37.5	31.9	2	Project Completed, invoice to be paid in May.
	Paid Parking								
2.4	401234 - Renew of On-street Parking Meters	2,000.0	0.0	2,000.0	-(800.0)	1,200.0	24.8	2	Tender evaluation team currently reviewing submissions and evaluation report to be developed for approval in April 2024.
	Library Operations								
2.7	400819 - Library services- furniture and fittings	19.4	0.0	19.4	-(0.2)	19.2	19.2	GF	The project has been completed with savings returned.
	Planning and Infrastructure Management								
3.1	401206 - Hight Street, Willoughby Village lighting	50.0	0.0	50.0	25.0	75.0	0.0	GF	Additional budget required to meet the requirements from Ausgrid relating to power supply.
	Traffic and Transport								
3.1	401223 - Castle Cove Local Centre - Pedestrian Crossing Facility	30.0	0.0	30.0	-(27.6)	2.4	0.0	12	Council has successfully secured funding from TfNSW to conduct a separate traffic study for Castle Cove shop area.
3.1	401243 - Castlecrag 40kph HPAA_Edinburgh Road	0.0	0.0	130.0	-(123.6)	6.4	6.4	4	Community consultation feedback is to defer the project after the Quadrangle redevelopment project is completed.

Key Direction	Project I.D. and Name	Orig. Budget 2023/24 \$'000	B/fwd Budget 2023/24 \$'000	Curr Budget 2023/24 \$'000	Var Q3 Budget 23/24 \$'000	Rev Budget 23/24 \$'000	YTD Mar-24 Actual \$'000	Funding Source	Mar-24 Comments for Q3 Budget Variations
3.1	401245 - Castle Cove Local Centre Area Deepwater Rd HPAA Study	0.0	0.0	0.0	8.4	8.4	0.0	4	WCC has successfully sought grant funding from TfNSW to undertake traffic survey for High Pedestrian Activity Area at the Castle Cove shop precinct .
3.1	401246 - Chatswood CBD HPAA Study	0.0	0.0	0.0	39.7	39.7	0.0	4	WCC has successfully sought grant funding from TfNSW to undertake traffic survey to expand the existing High Pedestrian Activity Area at Chatswood CBD area.
3.1	401247 - Northbridge Local Centre Area Sailors Bay Rd HPAA Study	0.0	0.0	0.0	4.4	4.4	0.0	4	WCC has successfully sought grant funding from TfNSW to undertake traffic survey for High Pedestrian Activity Area at the Northbridge Local Centre .
	Property Services Council Property								
3.1	401199 - Public Toilet Strategy - Implementation	100.0	0.0	100.0	-(100.0)	0.0	0.0	12	Toilet rolling program developed and implementation to commence in 2024/25.
	Project Management Capital								
3.2	400118 - Gore Hill Oval – design - stage 2 works	2,000.0	0.0	250.5	-(150.9)	99.5	46.9	12	Project is under review. Reporting to council expected in May 2024
	IL Infrastructure Asset - Open Space								
3.2	400975 - Upgrade Muston Park Wisteria Walk - Planning	350.0	0.0	350.0	-(305.0)	45.0	9.8	12	Savings identified to support renewal of Wisteria Walk in 2024/25.
3.2	400987 - Edinburgh Rd Castlecrag shops park	70.0	0.0	70.0	-(35.0)	35.0	0.0	GF	Project delivery now anticipated early in next financial year due to delays in sculpture delivery. Funding rephased to match this timeline.
	Open Space								
3.2	401232 - Sportsground Pavilion Rolling Program	250.0	0.0	150.0	-(60.0)	90.0	0.0	2;12	Project delivery of Artarmon Pavilion now anticipated next financial year to allow for further stakeholder engagement. Funding rephased to match this timeline.

Key Direction	Project I.D. and Name	Orig. Budget 2023/24 \$'000	B/fwd Budget 2023/24 \$'000	Curr Budget 2023/24 \$'000	Var Q3 Budget 23/24 \$'000	Rev Budget 23/24 \$'000	YTD Mar-24 Actual \$'000	Funding Source	Mar-24 Comments for Q3 Budget Variations
	<i>Willoughby Leisure Centre</i>								
3.3	400054 - Willoughby Leisure Centre – Construction for major upgrade of pool hall	27,626.4	0.0	27,626.4	-(9,329.5)	18,296.9	10,786.8	2;3;4;8;12	Significant unforeseen conditions have led to design and construction methodology changes at the WLC upgrade project, along with slowing the progress of the overall project.
	<i>Project Management Capital</i>								
3.5	400795 - Essential Housing - Abbott Rd, Artarmon Design and Construction	300.0	0.0	234.8	-(24.7)	210.1	41.8	3	Return anticipated savings to the Affordable Housing Reserve.
	<i>Events Management</i>								
3.6	400479 - CBD Christmas Tree	26.7	0.0	26.7	-(1.3)	25.4	24.4	GF	The project has been completed under budget with savings returned.
3.6	400483 - Willoughby Street Fair(Chatswood)	115.6	0.0	59.5	0.5	60.0	60.0	10;GF	The project has been completed with additional minor costs.
3.6	400485 - Carols	30.7	0.0	30.7	-(2.6)	28.1	28.1	9;10;GF	The project has been completed under budget with savings returned.
	<i>CBD Laneways</i>								
4.4	400833 - CBD laneways activation Post Office Lane Chatswood – construction	0.0	12.1	12.1	-(1.2)	10.9	10.9	12	Project complete, savings returned to developer contribution.
4.4	400834 - CBD laneways activation Charlotte/Anderson Chatswood – construction	0.0	34.0	34.0	-(18.0)	16.0	16.0	12	Project complete, savings returned to developer contribution.
	<i>Events Management</i>								
4.4	401235 - CBD marketing and destination plan	271.4	0.0	271.4	16.9	288.3	233.7	9;GF	New market research has been completed which will now inform and implement the marketing and destination program.
	<i>Strategic Planning</i>								
4.6	401230 - Chatswood CBD Strategy Implementation	400.0	0.0	610.0	-(300.0)	310.0	20.6	12	This project has commenced and work is underway. However, the timeline has been adjusted to align with the tender program and is anticipated to be completed in 2024/25.

Key Direction	Project I.D. and Name	Orig. Budget 2023/24 \$'000	B/fwd Budget 2023/24 \$'000	Curr Budget 2023/24 \$'000	Var Q3 Budget 23/24 \$'000	Rev Budget 23/24 \$'000	YTD Mar-24 Actual \$'000	Funding Source	Mar-24 Comments for Q3 Budget Variations
	Customer and Corporate Management								
5.1	400259 - Council building - Victor Street accommodation upgrade - Construction	3,010.0	0.0	10,233.7	-(3,474.3)	6,759.4	961.1	2	Carryover required to align to the final program.
	The Concourse Venue Management								
5.3	401097 - The Concourse - Century Venues Minor Capital Works	0.0	116.0	116.0	-(36.6)	79.5	79.5	2;10	Delays in supply chain
5.3	401240 - The Concourse Theatre - lighting replacement	400.0	0.0	400.0	1,500.0	1,900.0	28.4	2	Tender process is able to commence sooner than anticipated and an amendment of the budget is required to enable the tender to proceed.
	Strategic Property								
5.3	401089 - Chatswood Commons	0.0	60.0	60.0	-(60.0)	0.0	0.0	2	Concept studies will be undertaken once future best use is determined. Project to be deferred to 2024/25.
	Design and Drainage								
5.3	400905 - Scotts Creek Flood Study and Risk Management Plan	0.0	204.5	204.5	-(83.0)	121.6	36.5	2;4	Flood Study to be exhibited in July 24, Budget for Risk management study to be carried across to 2024/25.
5.3	401001 - Car park renewal design	10.0	0.0	10.0	-(10.0)	0.0	0.0	2	Design completed in house. Budget was anticipated for service location, but not required.
	Project Management Capital								
5.3	400775 - Artarmon Parklands Pavilion – construction	1,300.0	250.0	1,550.0	-(407.1)	1,142.9	343.9	3	Extended demolition program delayed the construction commencement date, project to be completed by end of November 2024.
5.3	400790 - IL Incinerator Small Street Willoughby Structural Ground Floor Repairs- Construction	0.0	300.0	300.0	70.9	370.9	156.3	3	Due to heritage requirement, additional sand stone wall and footing is required to stabilise ground conditions.
5.3	401000 - Naremburn local centre streetscape - design	850.0	70.0	1,140.3	-(341.9)	798.4	104.4	4;12	Delayed project commencement date due to extended community consultations.
	IL Infrastructure Asset - Building Property								
5.3	401096 - Northbridge Baths - Renewal & Repair Works	0.0	33.9	38.9	6.6	45.5	45.5	3	Cost increase to supply and install balustrade to enable safe access.

Key Direction	Project I.D. and Name	Orig. Budget 2023/24 \$'000	B/fwd Budget 2023/24 \$'000	Curr Budget 2023/24 \$'000	Var Q3 Budget 23/24 \$'000	Rev Budget 23/24 \$'000	YTD Mar-24 Actual \$'000	Funding Source	Mar-24 Comments for Q3 Budget Variations
	Property Services Council Property								
5.3	401091 - Building Performance Assessment Consulting	0.0	100.0	100.0	-(77.2)	22.8	2.5	2	Re-prioritisation of project as a result of resourcing constraints.
5.3	401189 - The Concourse-Replace shade structures - external dining	250.0	0.0	250.0	-(240.0)	10.0	0.0	2	Concept design is completed. Construction works will take place next year due to design delay.
	Property Services Commercial Property								
5.3	401021 - Chatswood Leisure Centre - Plant & Equipment replacement	1,400.0	0.0	800.0	-(750.0)	50.0	0.0	2	The initial investigation has identified the poor design of the existing system. The new system will be re-engineered and is proposed to use centralized chilled water for lower energy consumption. Stakeholder engagement will be required, and works will be undertaken once support is in place.
	Work Services Drainage								
5.3	401170 - Bicentennial Stormwater Repair	400.0	35.4	56.8	13.7	70.5	20.8	2;7	Additional budget required for technical investigation.
	Works Services Retaining Walls & Miscellaneous Works								
5.3	401236 - Rebuild & Repair retaining walls 25 Grafton Ave, Naremburn	337.2	0.0	337.2	-(336.4)	0.8	0.8	2	Carryover remaining funds due to uncertainty of timing for DA approval in order to access site, which may or may not be granted in time for works completion by 30 June 2024.
	Community Engagement								
5.5	401178 - Engagement strategy and activities	50.0	0.0	50.0	-(15.0)	35.0	10.9	GF	Community Engagement is a high priority for Council and imbedding the new Tool Kit and the Activation program will extend into the following financial year.
	TOTAL PROJECT AND CAPITAL WORKS EXPENDITURE Q3 BUDGET VARIATIONS				-(15,861.8)				

Type 1: Interim - Timing issue only – budget exists						
No.	Amount	PM No. (Pulse)	Project I.D. and Name	Mar-24 Comments for Request from PCW Contingency Fund	Permanent v Interim v NA	Replenish v Reduce Contingency
1	8,384	302712	401245 - Castle Cove Local Centre Area Deepwater Rd HPAA Study	WCC has successfully sought grant funding from TfNSW to undertake traffic survey for High Pedestrian Activity Area at the Castle Cove shop precinct.	Interim - Timing only - Budget exists.	Interim Only - Replenish
2	39,723	302719	401246 - Chatswood CBD HPAA Study	WCC has successfully sought grant funding from TfNSW to undertake traffic survey to expand the existing High Pedestrian Activity Area at Chatswood CBD area.	Interim - Timing only - Budget exists.	Interim Only - Replenish
3	4,412	302716	401247 - Northbridge Local Centre Area Sailors Bay Rd HPAA Study	WCC has successfully sought grant funding from TfNSW to undertake traffic survey for High Pedestrian Activity Area at the Northbridge Local Centre.	Interim - Timing only - Budget exists.	Interim Only - Replenish
4	185,000	302296	401126 - Renew/Upgrade Thomson Park synthetic surface, walls, fences & spectator seating-Consultation/Design	To enable the raising of the requisition of the Thomson Park synthetic renewal and spectator seating project contract. Budget amendment was completed in QBR2 with additional funding from external grant income and Environmental levy.	Interim - Timing only - Budget exists.	Interim Only - Replenish
5	70,870	301199	400790 - IL Incinerator Small St Struc Ground Floor Repair-Construct	Due to heritage requirement, additional sand stone wall and footing is required to stabilise ground conditions. Funded by Infrastructure Levy reserve.	Interim - Timing only - Budget exists.	Interim Only - Replenish
Total approved requests - Interim Approval only (Replenish)		308,389				

Type 2: Extra budget required – Contingency Reduced - \$0

PCW Contingency funding	
Opening Balance after Quarter 2	1,824,993
Remaining Balance	1,516,604
Interim Approval only (Replenish)	308,389
Quarter 3 End Balance	1,824,993

Projects and Capital Works - Carryover Budget from 2023/24 to 2024/25

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

Key Direction	Project I.D. and Name	Funding Source	Var Q3 Budget 23/24 \$'000	Request Carryover to 2024/25 \$'000	Q3 Mar-24 Comments for Carryover Budget to 2024/25
1.2	401241 - Get NSW Active - Willoughby South quiet and green st	4	-(227.0)	227.0	A change to the project scope following community engagement which has been agreed with TfNSW, and the project will continue in 2024/25.
2.1	401228 - Corner Small & Tulloh St - footpath - Design & Construction	GF	-(160.5)	160.5	Further investigation is required for water main relocation, work will continue in 2024/25.
3.1	401199 - Public Toilet Strategy - Implementation	12	-(100.0)	100.0	Toilet rolling program developed and implementation to commence in 2024/25.
3.2	400975 - Upgrade Muston Park Wisteria Walk - Planning	12	-(305.0)	305.0	Community engagement conducted through this project identified a desire to deliver renewal of Wisteria Walk in 1 stage in 2024/25.
3.2	400987 - Edinburgh Rd Castlecrag shops park	GF	-(35.0)	35.0	Carryover identified due to delays from Walter Burley Griffin Society artist in finalising sculpture for installation. Construction likely to commence in Q1 next FY with partial funding retained for purchase of materials and external engineer design reviews
3.2	401232 - Sportsground Pavilion Rolling Program	2;12	-(60.0)	60.0	Project delivery of Artarmon Pavilion now anticipated next financial year to allow for further stakeholder engagement. Funding rephrased to match this timeline.
3.3	400054 - Willoughby Leisure Centre – Construction for major upgrade of pool hall	2;3;4;8;12	-(9,329.5)	9,329.5	Due to the significant unforeseen conditions slowing the progress of the overall project, the remainder to be rolled over to 2024/25.
4.6	401230 - Chatswood CBD Strategy Implementation	12	-(300.0)	300.0	This project has commenced and work is underway. However, the timeline has been adjusted to align with the tender program and is anticipated to be completed in 2024/25.
5.1	400259 - Council building - Victor Street accommodation upgrade - Construction	2	-(3,474.3)	3,474.3	Final program and forecast from the builder provided. Funds will be carried over to finalise level 6, as per the agreed program. Additional scope is currently being prepared.
5.3	401097 - The Concourse - Century Venues Minor Capital Works	2;10	-(36.6)	36.6	To be carried over to 2024/25 due to delays in supply chain
5.3	401089 - Chatswood Commons	2	-(60.0)	60.0	Concept studies will be undertaken once future best use is determined. Project to be deferred to 2024/25.
5.3	400905 - Scotts Creek Flood Study and Risk Management Plan	2;4	-(83.0)	83.0	Carryover remaining funds to next financial year to align with grant program and agreed project milestones which span the 2023/24 and 2024/25 financial years.

Projects and Capital Works - Carryover Budget from 2023/24 to 2024/25

Key Direction	Project I.D. and Name	Funding Source	Var Q3 Budget 23/24 \$'000	Request Carryover to 2024/25 \$'000	Q3 Mar-24 Comments for Carryover Budget to 2024/25
5.3	400775 - Artarmon Parklands Pavilion – construction	3	-(407.1)	407.1	Extended demolition program delayed the construction commencement date, project to be completed by end of November 2024.
5.3	401000 - Naremburn local centre streetscape - design	4;12	-(341.9)	341.9	Delayed project commencement date due to extended community consultations.
5.3	401189 - The Concourse-Replace shade structures - external dining	2	-(240.0)	240.0	Deferred in order to agree proposed works with affected tenancies.
5.3	401236 - Rebuild & Repair retaining walls 25 Grafton Ave, Naremburn	2	-(336.4)	336.4	Carryover remaining funds due to uncertainty of timing for DA approval in order to access site, which may or may not be granted in time for works completion by 30 June 2024.
5.5	401178 - Engagement strategy and activities	GF	-(15.0)	15.0	Funding for the Training and Activations program is vital for Council to reach its Community Engagement priority goals. It is requested that \$15k be carried over into the 2024/25 financial year.
TOTAL PROJECT AND CAPITAL WORKS - REQUEST TO CARRYOVER BUDGET TO 2024/25			-(15,511.3)	15,511.3	

12.3 REFERENDUM QUESTION REGARDING METHOD FOR ELECTING THE MAYOR

ATTACHMENTS:	1. COMMUNICATIONS PLAN WILLOUGHBY ELECTION REFERENDUM
RESPONSIBLE OFFICER:	MAXINE KENYON, CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	SAMANTHA CONNOR, GOVERNANCE, RISK & COMPLIANCE MANAGER
CITY STRATEGY OUTCOME:	5.1 BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO.
MEETING DATE:	27 MAY 2024

1. PURPOSE OF REPORT

This Report is intended to seek Council's endorsement for the wording of the Referendum Question that will be put to Willoughby City voters at the 2024 Council elections as to whether electors support a Mayor elected by Councillors, thereby reducing the number of Councillors from thirteen to twelve.

It also discusses Council's role in clearly and fairly informing the community about the pros and cons of moving to a Councillor elected Mayor, including preparing and distributing information and community consultation.

2. OFFICERS RECOMMENDATION

That Council:

- 1. Adopt the following question regarding the method for electing the Mayor: *Currently, the Mayor of Willoughby City Council is popularly elected every four years by the voters of Willoughby. Do you favour the election of the Mayor by Councillors every two years, with the number of Councillors reduced from 13 to 12, including the Mayor?***
- 2. If Council resolves to propose a new question that has not been reviewed by the NSW Electoral Commission, it be sent to the Commission for review and if the Commission has any adverse comments about the question, a report be brought back to Council.**

3. BACKGROUND

At its 22 May 2023 Council Meeting, Council resolved to hold a constitutional referendum at the same time as the 2024 council election to decide whether the Mayor should be elected by Councillors every two years.

Council resolved as follows:

That Council:

1. *Request the NSW Electoral Commissioner to hold a constitutional referendum to be held at the same time as the 2024 council election to decide whether the number of Councillors should be reduced by one by allowing Councillors to elect the mayor every two years and that the exact wording to be put the voters be determined by Council at an appropriate time.*

Council is required to determine the referendum question that is to be put to the electors and must notify the Electoral Commissioner of the question to be asked at the constitutional referendum by no later than 30 June 2024.

4. DISCUSSION

A range of potential questions have been explored to determine an appropriate questions to be put to voters, and the following is recommended:

Currently, the Mayor of Willoughby City Council is popularly elected every four years by the voters of Willoughby. Do you favour the election of the Mayor by Councillors every two years, with the number of Councillors reduced from 13 to 12, including the Mayor?

This question is clear and refers to the following key changes:

1. Councillors would select the Mayor from the existing 12 Councillors, not the voters of Willoughby City.
2. The term of the Mayor would decrease from 4 years to 2 years.
3. The number of elected officials (including the Mayor) would alter with the number of elected officials to decrease from 13 to 12.

The Governance Team consulted with the NSW Electoral Commission (NSWEC) and the Office of Local Government (OLG) regarding the Referendum question and both agencies confirm the question is clear and easy for voters to understand. The question meets the criteria suggested by the OLG in Circular 24-01 *Constitutional referendums and council polls* to be clear, concise and be capable of being responded to with a 'yes' or 'no' answer.

When considering the various options for questions, the Governance team also considered a two question approach, however found that if the questions are not answered consistently by voters, then a plausible option may not be achieved. Advice received from OLG also confirmed that extra care needs to be taken when asking two questions, to ensure that the possible combinations of 'yes' and 'no' answers do not produce a conflicting decision, and this could lead to confusion and legal challenges.

Once Council decides on the wording of the question, it will be submitted to the NSW Electoral Commission. If the NSW Electoral Commission raise any concerns regarding the proposed question, this feedback will be reported back to Council at the June Council meeting. It's noted that the NSWEC and OLG provide advice and feedback about referendum questions but they do not draft or approve the questions. The deadline for submitting referendum questions for inclusion in the 2024 Local Government Elections is 30 June 2024.

Any changes approved at a constitutional referendum held in September 2024 will come into effect at the September 2028 local government elections.

Communication to voters of Willoughby

Councils are responsible for the preparation and publicity of explanatory material for local government elections including for referendums. Councils must ensure the material presents a balanced case both for and against any proposition to be put to a constitutional referendum. The Communications and Engagement team developed a communications plan (**Attachment 1**) with the following objectives:

- Increase awareness and understanding about the referendum.
- Educate the community about the proposed change to a popularly elected mayor system.
- Present a balanced case both for and against any proposition to be put to a constitutional referendum.
- Maximise participation as voting on the referendum is mandatory.
- Mitigate misinformation and ensure transparency throughout the campaign.

The communications campaign will commence in July and will incorporate a range of promotional materials and channels, to reach as many Willoughby voters as possible. This will include the use of digital and more traditional forms such as printed materials to suit all market segments. Communication channels will include:

- Website and online resources including a dedicated webpage with FAQs, fact sheets and information
- Social media Campaign using platforms like Facebook, Twitter and Instagram to share information and engage with the community
- Printed materials – flyers and posters with key messages + QR Code to Have Your Say, available at Council facilities in the lead up to the election
- Have Your Say Project hub and EDM newsletter
- Local Media outreach including CALD community radio stations
- Community Partnerships: Collaborate with local organizations, schools, businesses, and community leaders.

5. RISKS AND OPPORTUNITIES

The constitutional referendum creates a positive opportunity for voters of Willoughby to engage and direct the future make up of our Council at the highest level. There are however two key risks identified and addressed through project planning and implementation:

1. Voters are not fully informed about the requirement to vote on the referendum question or do not understand the question being put to them. To mitigate this risk, a comprehensive communications plan has been developed, which will focus on plain English and multilingual information distributed through a variety of channels. Information will present a balanced view about the pros and cons for a 'yes' and 'no' answer.
2. The referendum question does not elicit the desired result of a yes or no answer. To mitigate this risk, previous referendum questions have been reviewed and advice from NSWEC and OLG considered with regard to the use of multiple questions. The proposed referendum question is carefully drafted so that it is clear, concise and requires a 'yes' or 'no' response.

6. CONCLUSION

This report proposes a referendum question for Council's adoption. Once adopted, the question will be submitted to the NSW Electoral Commission for inclusion in the 2024 Local Government Election in Willoughby. Any changes approved at a constitutional referendum held in September 2024 will come into effect at the September 2028 local government elections.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.1 Be honest, transparent and accountable in all that we do.
Business Plan Objectives, Outcomes / Services	The 2024 Local Government Election is a key project identified in the Governance Risk and Compliance Business Plan 2024/25.
Policy	There are no policies applicable to the report.
Consultation	The Governance team consulted internally with the Communications and Engagement team to develop a comprehensive communications campaign. The Governance team also consulted externally with the Office of Local Government and the NSW Electoral Commission.
Risk	The criteria established for Referenda and Polls by the NSW Electoral Commission and Guidance on Referendums and Polls, developed by the Office of Local Government have been followed when developing a referendum question for the Willoughby Local Government Election.
Resource	The contract with the NSW Electoral Commission was extended to include the Constitutional Referendum. This includes advice and support to Council and printing of the referendum question on voting cards, plus assistance for votes during the election. Council is responsible for promotion and communications and staff time required from the Governance and Communications and Engagement Teams, to execute the promotion of the election has been built into existing resourcing for 2024/25.
Legal	The outcome of a referendum question is binding on a Council and must be carried out. This report considers the preference of one referendum question instead of two, to avoid legal challenges that may occur due to conflicting responses when using more than one question.
Legislation	<p>Under section 16 of the <i>Local Government Act 1993</i>, a council must obtain the approval of its electors at a constitutional referendum to change the number of councillors and to change the method of electing the mayor.</p> <p>Under section 280(2) of the <i>Local Government Act 1993</i>, councils with areas that are divided into wards must have the same number of councillors to be elected for each ward. A popularly elected mayor is not to be included in this count. The Council resolution on 22 May</p>

2023 and referendum question proposed in this report meet the requirements of section 280(2) of the Act by addressing a reduction in the number of Councillors from 13 to 12 if the method of electing the Mayor is changed.

Budget/Financial

The Council was previously advised that the additional expected contractual cost of holding the Referendum is approximately \$67,000.

Council resolved on 22 May 2023 that funding be made available for the referendum from the Election Reserve and that the Reserve be topped up by \$36,000 to cover those costs.

The cost of community consultation has been internally estimated at around \$20,000. These additional costs will be funded through the election reserve. In addition, there is currently \$20,000 allocated for general election communications in the 2023/24 operational plan and budget.

Referendum – Popularly Elected Mayor

Executive Summary

Currently, Willoughby's Mayor is elected by the Community by popular vote. Following a motion passed by Council on 22 May 2023, it was requested that as part of the Local Government Election in September 2024 that a referendum be established to determine if the voters of Willoughby favour the election of the Mayor by Councillors, thereby reducing the number of Councillors from 13 to 12.

The results from the referendum will determine the method for voting for the Mayor and any change to our current method will come into effect from the 2028 Local Government election.

Communication Objectives

- Increase awareness and understanding among local residents about the referendum and why it is significant for them.
- Educate the community about the proposed change to a popularly elected mayor system.
- Present a balanced case both for and against any proposition to be put to a constitutional referendum.
- Remind residents already on the electoral roll that answering the poll question is mandatory, and ensure the highest possible turnout by promoting voter registration to everyone who is eligible to vote.
- Mitigate misinformation and ensure transparency throughout the campaign.

Target Audience

- Residents of the local government area, including registered voters.
- Approved voters on the non-residential roll.
- Community leaders, local organisations and stakeholders.
- Media outlets covering local news and politics.
- Relevant interest groups.



Potential Issues

- There is a budget allocation of \$20,000 to promote using all media platforms both print and digital and in translated languages.
- Audience may be difficult to reach - Not all residents may be interested in politics/elections.
- Crowded space due to local elections: referendum messages may not cut through to target audiences as local government political election campaign messaging will be going out at the same time.
- Voter fatigue: it may be difficult to hold the community's attention enough for strong turnout in the referendum given elections are happening at the same time.

Key messages

- We are giving the community a choice: through the referendum, residents are empowered to decide if they wish to popularly elect the mayor or delegate responsibility to the Councillors
- We are transparent: through this referendum, we are opening up our decision making processes to the local community.
- Our democracy is representative of the local community: regardless of the referendum result, the needs and interests of the community will impact how the mayor is elected, either through direct democracy, or the elected Councillors.
- When the Mayor is popularly elected by voters, the Mayor is in addition to the ward Councillors (3 for each of four wards). If a Mayor is elected by Councillors, the Mayor is included in the total number of ward Councillors. By changing the way the Willoughby Mayor is elected, it automatically will reduce the number of Councillors from 13 to 12. The term for the popularly elected Mayor is 4 years. The term for a Mayor elected by Councillors is two years..

Key Question

- Currently, the Mayor of Willoughby City Council is popularly elected every four years by the voter of Willoughby. Do you favour the election of the Mayor by Councillors every two years, with the number of Councillors reduced from 13 to 12, including the Mayor?



Communication Channels and Actions

- Website and online resources – create a dedicated webpage with resources such as FAQs, fact sheets and information explaining the referendum and the possible outcomes and what each decision means.
- Digital Noticeboard – Use the digital noticeboard in a local Chatswood CBD Asian grocer to target CALD Community.
- Social media Campaign – Use platforms like Facebook, Twitter and Instagram to share information, engage with the community and address frequently asked questions.
- Print Advertising Campaign
- Have Your Say Project hub - live by mid- July
- Social media – Facebook ads targeting Willoughby residents
- Have Your Say EDM Newsletter
- Local Media outreach – issue media releases to garner media coverage and inform the public through newspapers, radio stations (including CALD community radio stations).
- Community Partnerships: Collaborate with local organizations, schools, businesses, and community leaders to amplify messaging and reach a broader audience.

Timeline and deadlines

- Pre-referendum phase: Launch awareness campaigns and educational initiatives at least 2 months before the scheduled referendum date.
- Active campaigning: Intensify communication efforts in the weeks leading up to the referendum, including increased social media activity and media outreach.
- Post-referendum phase: Regardless of the outcome, continue to communicate with the public about the results, next steps, and any implications for the community.

Evaluation

- Monitor social media engagement, website traffic and HYS to gauge the effectiveness of communication efforts.
- Conduct surveys or focus groups to gather feedback from residents on their understanding of the referendum and the quality of communication materials.
- Analyse voter turnout and referendum results to assess the overall impact of the communications plan on public engagement and participation.



Budget

- A budget allocation of \$20,000 has been allocated for printing materials, website development, social media advertising, print advertising and other necessary expenses.
- Seek media attention and community partnerships to maximise outreach within budget constraints.

Contingency Planning

- Prepare for potential challenges such as misinformation campaigns or unexpected developments in the political landscape.
- Develop strategies to address rumours or misinformation promptly, including rapid response protocols and fact-checking resources.
- By implementing this communications plan, Willoughby City Council can effectively engage residents, foster informed decision-making, and promote civic participation in the referendum process.

12.4 MAJOR PROJECTS QUARTERLY UPDATES

ATTACHMENTS:	<ol style="list-style-type: none">1. CONFIDENTIAL - WLC UPGRADE2. CONFIDENTIAL - GOREHILL INDOOR SPORT CENTRE3. CONFIDENTIAL - CORPORATE SYSTEMS REPLACEMENT4. CONFIDENTIAL - VICTOR ST REFURBISHMENT
RESPONSIBLE OFFICER:	MAXINE KENYON, CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	ERVINA LAY, CORPORATE PERFORMANCE MANAGER
CITY STRATEGY OUTCOME:	5.1 BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO.
MEETING DATE:	27 MAY 2024

1. PURPOSE OF REPORT

To provide Council with a quarterly update on the status of major projects.

2. OFFICERS RECOMMENDATION

That Council note the quarterly updates for four major projects.

3. BACKGROUND

At Council's 26 February 2024 Council meeting, Council resolved:

That Council:

1. *Note the existing Project Management and Governance Framework manages the delivery of all Council projects.*
2. *Note that enhancements to the Project Management and Governance Framework as presented in this report.*
3. *Note a Councillor briefing will be held in March 2024 to discuss further refinements to the Major Projects Framework.*
4. *Note a Council Report will be provided in April 2024 with the final Major Projects Framework.*
5. *Request the Major Projects Framework be amended so that Councillors will be notified in real time when the contingency draw down is 50% or 500K whichever is the lesser.*

4. DISCUSSION







A Major Project Framework is being developed to address the February 2024 Council resolution. A range of improvements have already been implemented, with others being

considered following recent projects reviews. The Major Projects Framework will be the subject of a further briefing to Councillors, with a report to Council at its June 2024 meeting.

One improvement is for Council to receive a quarterly status report on all major projects, as the Audit Risk and Improvement Committee (ARIC) currently do. A template has been updated following feedback received from both the ARIC and Councillors, and this will be provided to Council at the same time as Quarterly Budget Reviews. Council officers will continue to refine this template to provide quality information without duplication of reporting.

This major project report will complement existing information provided to Councillors as matters arise. If there are specific issues or opportunities for major projects that arise through the course of a project, individual reports to Council will still be provided if required.

The updated quarterly reporting template for major projects provides transparency and consistency across the four major projects. In summary, the status of each of the major projects is outlined below.

Project	Overall Comments	Status	
		Previous	Current
Willoughby Leisure Centre (Attachment 1)	Construction activity is progressing well, with in-ground works now largely complete. The project is due for completion in 2025, with a revised timeframe and cost currently under review.		
Gore Hill Indoor Sports Centre (Attachment 2)	A funding gap for the Gore Hill Oval site scheme remains and feasibility work is being finalised.		
Connect (Attachment 3)	There are currently no emerging or realised risks impacting the overall status of the project. Risks related to resourcing from the previous period have been mitigated utilising the project risk management plan strategies. An emerging risk related to availability of TechnologyOne consultants was resolved using the planned mitigation strategies. Three third party consultants have been engaged to augment the project team providing		

	support and experience for Revenue and Data Migration. A parallel rates run was completed 13 March 2024. High level results were very positive and the objectives of the run were achieved.		
Victor St Asset Renewal and Refurbishment (Attachment 4)	Works have continued to progress on levels 4 and 5 at Victor Street in March 2024 with the completion of the demolition works and commencement of the fit-out works. The project is approx. 88% complete based on overall project duration (includes design, tender and construction).	●	●

The status reports can be found in **Confidential Attachments 1 to 4**.

In accordance with the Local Government Act, 1993, and the Local Government (General) Regulation 2021. In the opinion of the Interim Chief Executive Officer, the following attachments are confidential as referred to in section 10A(2)(c), 10A(2)(d)(i), 10A(2)(d)(ii) and 10A(2)(e) of the Act, and should be dealt with in a confidential session of the Council meeting closed to the press and public as on balance, it is considered not in the public interest to disclose the information:

10A(2) The matter and information are the following –

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

5. RISKS AND OPPORTUNITIES

There are no risks associated with this report.

6. CONCLUSION

Council delivers a small number of major projects and is working to improve the reporting and management of these projects. The quarterly status reports to Council are one improvement to provide strategic and transparent information to Council.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.1 Be honest, transparent and accountable in all that we do.
Business Plan Objectives, Outcomes / Services	This aligns to the Project Management Framework and existing work of various teams to deliver major projects.
Policy	There are no policy implications associated with this report.
Consultation	Consultation with the Councillors (5 February 2024 and 11 March 2024) and the Audit, Risk and Improvement Committee (15 May 2024) have helped refine the template.
Risk	There are no risks associated with this report, additional reporting to Council will assist in mitigating risks associated with major projects.
Resource	This report was prepared using existing resources.
Legal	There are no legal implications applicable to this report.
Legislation	There is no legislation relevant to this report. However there will be legislation and guidelines that Council must adhere to in managing major projects.
Budget/Financial	There are no financial implications arising directly from this report as the changes will be made using current operational resources.

12.5 OUTCOME OF PUBLIC EXHIBITION AND ADOPTION OF H.D ROBB RESERVE ACTION PLAN 2024

ATTACHMENTS:	1. HD ROBB RESERVE ACTION PLAN 2024 2. HD ROBB RESERVE ACTION PLAN 2024 - EXHIBITION SUMMARY REPORT
RESPONSIBLE OFFICER:	MITCHELL NOBLE, ACTING PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	NICHOLAS YU, NATURAL ASSETS OFFICER
CITY STRATEGY OUTCOME:	1.3 ENHANCE, PROTECT AND RESPECT WATERWAYS, BUSHLAND, WILDLIFE AND ECOLOGICAL SYSTEMS.
MEETING DATE:	27 MAY 2024

1. PURPOSE OF REPORT

To report on the submissions received in response to the public exhibition and to seek Council's adoption of the *H.D Robb Reserve Action Plan 2024*.

2. OFFICERS RECOMMENDATION

That Council:

- 1. Adopt the H.D Robb Reserve Action Plan 2024 as amended and attached to this report at Attachment 1.**
- 2. Rescind the H.D Robb Reserve Action Plan 2018**
- 3. Write to everyone that provided a submission to thank and notify them of the outcomes of the exhibition.**
- 4. Delegate authority to the Chief Executive Officer to make minor amendments to the H.D Robb Reserve Action Plan 2024 which do not alter the intent.**

3. BACKGROUND

The *H.D Robb Reserve Action Plan 2018* was adopted by Council in February 2019. The Action Plan is reviewed annually and updated every five years. Accordingly, the plan has been publicly exhibited and an updated draft has been prepared, taking into account submissions received.

The exhibition period for the draft *H.D Robb Reserve Action Plan 2024* was from 8 February to 7 March 2024.

4. DISCUSSION

Reserve Action Plans list the practical actions for individual bushland reserves within the Willoughby Local Government Area. They provide detailed site specific information including proposed management actions, maps of the reserves, reserve profile, statement of significance, reserve impacts, wildlife habitat issues, achievements and a native plant species list.

The key actions in the draft *H.D Robb Reserve Action Plan 2024* (**Attachment 1**) include revegetation and accessibility.

The draft *H.D Robb Reserve Action Plan 2024* was exhibited on Council's "Have Your Say" webpage. Letters were distributed to approximately 439 surrounding properties and signage was located at H.D Robb Reserve.

A total of 28 responses were received during this period, 24 via Have Your Say, four via email. Four respondents through Have Your Say did not provide any feedback to provide comment upon, and did not specify why they supported the draft Reserve Action Plan. Two submissions from Have Your Say were removed as they were submitted by the same person. A public exhibition summary report, including methods of consultation, a summary of submissions received and officer responses are in **Attachment 2**.

Comments received were generally supportive of the plan, the works to date, and sought a focus on accessibility. Following the consultation period, several amendments were made:

- The first action identified as action 1.
- Action 4 amended to refer to the two bushcare groups in the area.
- The inclusion of the plant family Myrtaceae in the plant species table.
- Action 10 changed to say "Maintain public access to reserve through community land between 41 and 45 Neerim Road and identify the community land between 69 and 71 Neerim Road."

5. RISKS AND OPPORTUNITIES

No specific risks are generated by the *H.D Robb Reserve Action Plan 2024*. This process provides an opportunity to manage risks that arise over the next 5 years through implementation of the Plan.

6. CONCLUSION

The draft *H.D Robb Reserve Action Plan 2024* was placed on public exhibition for 28 days. Following exhibition and consideration of the submissions received, the *H.D Robb Reserve Action Plan 2024* is recommended for Council's adoption.

7. IMPLICATIONS COMMENT

City Strategy Outcome

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

Business Plan Objectives, Outcomes / Services

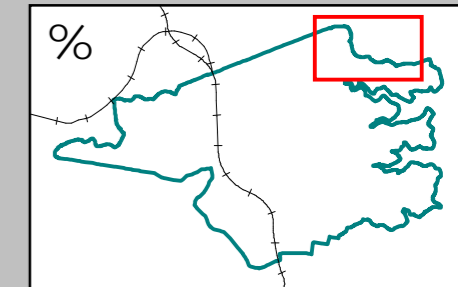
Assist in the implementation of the Reserve Action Plans as required by the *Urban Bushland Plan of Management 2023*.

Policy	<i>The Urban Bushland Plan of Management 2023</i> guides the future management of bushland across the Willoughby local Area.
Consultation	Consultation has occurred with the community using Council's Have Your Say webpage and all comments have been responded to. Letters were sent to 439 properties
Risk	No specific risks are generated by the <i>H.D Robb Reserve Action Plan 2024</i> .
Resource	Works can be undertaken within Council's present staff and contract resourcing.
Legal	There are no legal implications arising from the <i>H.D Robb Reserve Action Plan 2024</i> .
Legislation	Adoption of the <i>H.D Robb Reserve Action Plan 2024</i> is in accordance with all relevant legislation.
Budget/Financial	There are no additional costs to the recurrent budget or e.restore levy for this work plan.

Reserve Action Plan H.D. Robb Reserve

2024










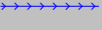








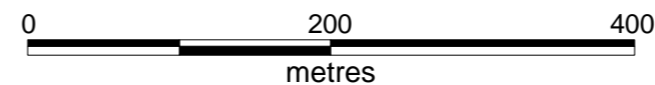


Plan details

Status: Draft
 Prepared by: N. Yu
 Drawn by: N.Prasad
 Date printed: 11/04/2024
 Approximate Scale: 1:5000

Legend

-  Property number
-  Action plan activity
-  Stormwater node
-  Sewer access chamber **
-  Approximate fire hydrant location
-  Power pole
-  5m contours
-  Stormwater network - Underground *
-  Stormwater network - Overground / Unknown *
-  Bush track / Path *
-  Sewer mains **
-  Property boundary
-  Reserve / bushland
-  Contractor regeneration site
-  BushCare group
-  Proposed prescribed burn area



HD Robb Reserve Actions

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

1. Bushland Contractor (BC) to continue regeneration work along drainage lines and areas of weed infestation.
2. BC to continue regeneration and stabilisation of north facing bank focusing on exotic plant removal and native planting.
3. BC to contain isolated weed plume associated with past Sydney Water site.
4. HD Robb Reserve Bushcare groups, with support from Council, to continue work in accordance with Bushcare Action Plan.
5. Bushland staff to continue maintenance weeding on Headland road lookout.
6. Bushland Team (BT) to investigate the preparation, burn and post-fire weed of area east of staircase.
7. Continue maintenance of public and access tracks.
8. Retain and manage boatsheds for Council operational purposes.
9. "Streets to Creeks" storm water drain stencils to be upgraded along Willowie Rd as part of ongoing environmental education within the catchment area.
10. Maintain public access to reserve through community land between 41 and 45 Neerim Rd and identify the community land between 69 and 71 Neerim Road.
11. Install additional seats and rest areas. Locations to be determined.
12. Council to monitor drainage lines and construct rock armouring where needed.
13. Continue to monitor encroachments of properties at Neerim Road and Headland Road. Staff to liaise with residents. Refer priorities to Safe City Unit where appropriate.
14. In association with Aboriginal Heritage Office, continue rock armouring at foreshore to reduce erosion damage to heritage sites from boat wash. Investigate possible long-term solutions to boat wash.
15. BT to ensure asset protection zones (APZ's) are established and maintained along Willowie Rd and properties that share reserve boundaries.

* The accuracy of this data is not guaranteed and must be verified prior to use.
 ** Data as at 14-07-2007. Please check with Dial Before You Dig prior to any earth works.
 *** No responsibility is taken for the accuracy of this data. Please check with Energy Australia, Dial Before You Dig or any other relevant authorities prior to undertaking any work.

References

Draft HD Robb Reserve Action Plan

Reserve Profile

HD Robb Reserve is a linear reserve covering approximately 20.5 ha. The reserve runs east west and is located in the suburb of Castle Cove. Its setting in the upper reaches of Middle Harbour makes HD Robb a visually attractive reserve with spectacular panoramic views of Middle Harbour. It is bordered on the west by Ku-ring-gai Council and Explosives Reserve to the east.

PLANT COMMUNITY: Vegetation communities within HD Robb Reserve comprise predominantly of Coastal Sandstone Gully Forest (S_DSFO9). Here Sydney peppermint (*Eucalyptus piperita*) and Smooth-barked apple (*Angophora costata*) form a moderately tall open forest. This type of vegetative community is typically situated on rocky environments with the understorey a diverse mix of heath and shrub species. A small proportion of vegetation, running down a drainage line, at the east end of the reserve is comprised of Coastal Enriched Sandstone Moist Forest (S_WSF02). This is a tall open eucalypt forest with a distinctive mesic shrub and small tree layer. *Angophora costata* subsp. *costata* is invariably present with *Syncarpia glomulifera* and *Eucalyptus pilularis* also existing in this vegetative community. At the western end of the reserve there is Coastal Sandstone Foreshores Forest (S_DSFO6). This vegetation community is found on sheltered sandstone slopes along the foreshores of Sydney's major waterways and coastal escarpments. It is an open forest with a moist shrub layer and a ground cover of ferns, rushes and grasses. Dominate species include of *Angophora costata* subsp. *costata* and *Banksia integrifolia*. There is also a couple of small areas of

HABITAT: Coastal Sandstone Gully Forest along the length of the reserve provides a large range of habitat niches. The average height of the tree canopy is 16 m, and can reach up to 25 m, giving rise to a large number of hollows and nesting sites for wildlife. There are areas of dense weed, mainly in drainage areas, that consist mostly of Privet, Lantana and Fishbone Fern. This provides habitat, particularly for small birds. These weeds will incrementally be removed to allow wildlife populations to find habitat in adjacent areas.

Statement of Significance

HD Robb is classified as bushland as defined in State Environmental Planning Policy No 19 (*Vol 1, 1.4), and is protected under State and Commonwealth Legislation (*Vol 1, 1.5.2). It is zoned E2 Environmental Conservation in the Willoughby Local Environment Plan (WLEP) 2012.

ABORIGINAL CULTURAL SIGNIFICANCE: Before European occupation HD Robb Reserve was home to the Camaraigal people, a clan of the Guringai nation. The steep topography combined with the sandstone geology protects numerous Aboriginal archaeological sites, making it a reserve with high cultural significance.

NATURAL HERITAGE SIGNIFICANCE: The steep and linear nature of the reserve protects an extensive wildlife linkage with significant local and regional connectivity. Fauna habitat connectivity remains uninterrupted with an exceptional reserve network including the larger Explosives Reserve on its eastern boundary and Ku-ring-gai Council / Garigal National Park on the western boundary. Due in part to HD Robb reserve escaping urban development, it still contains a diverse and complex range of arboreal, terrestrial and aquatic habitats. There is an extensive Rocky Foreshore with small pockets of Mangrove Wetlands. Associated intertidal areas support a wide variety of algal communities with a diverse range of marine invertebrates. Some locally significant wildlife that may be found in this reserve includes the Peregrine Falcon, Whistling Kite, Australian King Parrot, Swamp Wallaby, Bandicoot, Echidna, Sugar Glider and Peron's Tree Frog.

The reserve is designated as a Level 1 Wildlife Protection Area under the Companion Animals Act 1998. No dogs or cats are permitted within its boundaries. There is a range of hollow bearing and stag trees, rock outcrops and bush rock structures on a largely

inaccessible slope that provides suitable habitat for a range of animal species. Critical habitat, characterized by wet drainage lines below sandstone ridges, is recognized as potential sites for the threatened Red-crowned Toadlet. The lack of bush tracks also contributes to wildlife habitat values in this contiguous bushland reserve. HD Robb links habitats from Ku-ring-gai and Willoughby's Explosives Reserve and forms part of east/west and north/south habitat links.

HISTORIC CULTURAL SIGNIFICANCE: HD Robb Reserve was part of Headland Heights Estate, developed by Headland Developments (part of the Hooker-Rex group) in the late 1950s. In 1958 the Hooker Corporation bought a controlling interest in the Greater Sydney Development Association (formerly Walter Burley Griffin's company) which owned the Castle Cove area. The reserve land was formally transferred to Willoughby Council on 1 January 1962. HD Robb Reserve is named after the former engineer and town planner with Willoughby Council, Hugh Douglas Robb.

Reserve Impacts

Large parts of HD Robb Reserve have remained relatively protected from effects of urbanisation due to its inaccessible nature. Nonetheless, various negative impacts affect the reserve. This includes a former sandstone quarry, illegal dumping of rubbish and illegal pruning and poisoning of trees to increase water views. This has severely degraded parts of the reserve and continues to occur. Dumping of garden vegetation has introduced exotic plant species to the reserve, as well as increasing fire fuel loads adjacent to property boundaries. A sewer line runs through the top of much of the reserve where pollution, nutrients and excess moisture from sewer overflows create ideal environments for weeds to establish. There are numerous stormwater drainage lines that run into Middle Harbour. High velocity flow causes erosion along these drainage lines assisting in the spread of exotic plant species. Residential encroachments continue to impact HD Robb bushland. In June – July 2023, 265 trees in a 36000m2 area of bushland were vandlaised. It the most significant act of tree vandalism on the site to date.

ENCROACHMENTS: At Neerim Road and Headland Road. Priority actions on encroachments to be referred to Council's Safe City Unit.

Wildlife Habitat Issues

HD Robb Reserve's continuity with other natural areas makes it an important wildlife corridor linking east/west and north/south habitat areas. Feral and domestic animals have a significant impact on the reserves endemic fauna population with foxes and other exotic species applying pressure through competition and predation. Councils Bushfire Management Team is currently participating in an integrated pest management plan which includes fox baiting and feral cat trapping. Further, ecological and hazard reduction burns are proposed in this Reserve Action Plan to improve vegetative communities and thus habitat.

Achievements

A number of works were completed in 2021 including fuel reduction, repairs to a handrail that extending from Willowie Road to the foreshore and upgrades to tracks and seats at Headland Road.

Bushland Management Goals – HD Robb Reserve

This bushland Reserve Action Plan has identified the following management aims from the Urban Bushland Plan of Management 2014 as priority objectives:

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

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

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

6.2g: Maintain natural habitat formations and supplement with manufactured structures where natural habitat has been depleted.

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

7.1g: To manage fire such that the fire regime and implementation of the burn is beneficial to flora and fauna diversity and habitat.

10.1b: To ensure that leases and licences for activities undertaken in, or adjoining, or impacting on, bushland areas are compatible with the sustainable management of bushland.

Bushland Management – General Principles for all Reserves

a. Bushland regeneration is a long term process requiring staged weed removal to ensure establishment of native plant communities. Work will proceed from good bush to degraded areas with techniques that encourage regeneration.

b. If possible, weed refuse and natural debris composted onsite.

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

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

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

f. *Phytophthora cinnamomi* (a root rot pathogen) is listed as a key threatening process in NSW. Bushland workers are to use hygiene protocols to minimise risk.

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

h. Monitor wildlife habitat and supplement where necessary.

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

j. Encourage the community to report wildlife sightings via the Wildlife Watch Program.

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

l. Species diversity will be maintained by an ecological burn program in a mosaic pattern.

m. Monitor and protect Aboriginal cultural heritage sites. Bushland staff to notify Aboriginal Heritage Office prior to a burn to identify sites and implement protection measures.

n. Preserve natural features for educational purposes and continue to inform the community of bushland issues through on-site activities and signage. Maintain appropriate signage.

o. Formal tracks to be maintained and unwanted tracks to be closed to prevent damage to habitat and to impede access of feral animals, unless used for access by bushland workers.

p. Establish photo points to monitor work and review annually.

q. Flora and fauna species found in reserves listed under State and Commonwealth legislation as threatened species require the protection of their habitats.

r. The collection of rubbish from bushland is carried out by council contractors and bushland field staff as required.

Animal List for HD Robb Reserve

HD Robb Reserve provides habitat for a number native animals. A list of these species can be found at: <https://www.willoughby.nsw.gov.au/files/sharedassets/public/ecm/willoughby-council-website/publications-reports-master-plans-strategies-action-plans/publications-reports-master-plans-strategies-action-plans/1-native-fauna-of-bantry-bay-sugarloaf-bay-catchments.pdf>

Native Plant List for HD Robb Reserve

SELAGINELLACEAE	<i>Bauera rubioides</i>	<i>Mitrasacme polymorpha</i>	SAPINDACEAE
<i>Selaginella uliginosa</i>	<i>Callioma serratifolia</i>	MALVACEAE	<i>Dodonaea triquetra</i>
CONIFERS	<i>Ceratopetalum gummiiferum</i>	<i>Lasiopetalum ferrugineum</i> var. <i>ferrugineum</i>	STYLIDIACEAE
CUPRESSACEAE	DILLENIACEAE	MORACEAE	<i>Stylidium graminifolium</i>
<i>Callitris rhomboidea</i>	<i>Hibbertia empetrifolia</i> subsp. <i>empetrifolia</i>	<i>Ficus rubiginosa</i>	<i>Stylidium laricifolium</i>
PODOCARPACEAE	<i>Hibbertia linearis</i>	MYRTACEAE	<i>Stylidium lineare</i>
<i>Podocarpus elatus</i>	ELAEOCARPACEAE	<i>Acmena smithii</i>	<i>Stylidium productum</i>
<i>Podocarpus spinulosus</i>	<i>Elaeocarpus reticulatus</i>	<i>Angophora bakeri</i>	THYMELIACEAE
FORK FERNS	<i>Tetradlea ericifolia</i>	<i>Angophora costata</i> subsp. <i>costata</i>	<i>Pimelea linifolia</i> subsp. <i>linifolia</i>
PSILOTAEEAE	ERICACEAE- EPACRIDOIDEAE	<i>Angophora hispida</i>	ACANTHACEAE
<i>Psilotum nudum</i>	<i>Epacris longiflora</i>	<i>Backhousia myrtifolia</i>	<i>Avicennia marina</i> subsp. <i>australisca</i>
FERNS	<i>Epacris microphylla</i>	<i>Corymbia gummiifera</i>	VIOLACEAE
ASPLENACEAE	<i>Epacris pulchella</i>	<i>Eucalyptus haemastoma</i>	<i>Hybanthus veronii</i> subsp. <i>veronii</i>
<i>Asplenium austrasicum</i>	<i>Leucopogon amplexicaulis</i>	<i>Eucalyptus piperita</i>	<i>Viola hederacea</i>
<i>Asplenium flabellifolium</i>	<i>Leucopogon ericoides</i>	<i>Eucalyptus punctata</i>	VITACEAE
BLECHNACEAE	<i>Leucopogon microphyllus</i> var. <i>microphyllus</i>	<i>Eucalyptus resinifera</i> subsp. <i>resinifera</i>	<i>Cayratia clematidea</i>
<i>Blechnum ambiguum</i>	<i>Monotoca scoparia</i>	<i>Eucalyptus sieberi</i>	<i>Cissus hypoglauca</i>
<i>Blechnum cartilagineum</i>	<i>Styphelia longifolia</i>	<i>Kunzea ambigua</i>	MONOCOTS
CYATHEACEAE	<i>Styphelia tubiflora</i>	<i>Leptospermum arachnoides</i>	ASPHODELACEAE
<i>Cyathea australis</i>	<i>Woolisia pungens</i>	<i>Leptospermum polygalifolium</i> subsp. <i>polygalifolium</i>	<i>Dianella caerulea</i> var. <i>caerulea</i>
<i>Cyathea cooperi</i>	PHYLLANTHACEAE	<i>Gaudium trinevium</i>	<i>Xanthorrhoea arborea</i>
DAVALLIACEAE	<i>Breynia oblongifolia</i>	<i>Tristanopsis laurina</i>	<i>Xanthorrhoea media</i>
<i>Davallia solida</i> var. <i>pyxidata</i>	<i>Glochidion ferdinandi</i> var. <i>ferdinandi</i>		<i>Tricoryne elatior</i>
DENNSTAEDIACEAE	<i>Phyllanthus gunnii</i>	OLEACEAE	ASPARGACEAE
<i>Histiopteris incisa</i>	<i>Phyllanthus hirtellus</i>	<i>Notelaea longifolia</i> f. <i>longifolia</i>	<i>Thysanotus tuberosus</i>
<i>Hypolepis muelleri</i>	<i>Poranthera microphylla</i>	<i>Notelaea venosa</i>	<i>Lomandra glauca</i>
<i>Pteridium esculentum</i>	PICRODENDRACEAE	PLANTAGINACEAE	<i>Lomandra gracilis</i>
DICKSONIACEAE	<i>Micranthemum ericoides</i>	<i>Veronica plebeia</i>	<i>Lomandra longifolia</i>
<i>Calochlaena dubia</i>	EUPHORBIACEAE	PITTOPOACEAE	<i>Lomandra obliqua</i>
GLEICHENIACEAE	<i>Omalanthus populifolius</i>	<i>Billardiera scandens</i>	BLANDFORDIACEAE
<i>Gleichenia dicarpa</i>	<i>Ricinocarpus pinifolius</i>	<i>Ptilosporum undulatum</i>	<i>Blandfordia nobilis</i>
<i>Gleichenia microphylla</i>	FABACEAE-FABOIDEAE	POLYALACEAE	COLCHICACEAE
<i>Gleichenia rupestris</i>	<i>Bossiaea ensata</i>	<i>Comesperma ericinum</i>	<i>Burchardia umbellata</i>
<i>Sticherus lobatus</i>	<i>Bossiaea heterophylla</i>	PRIMULACEAE	COMMELINACEAE
LINDSAEACEAE	<i>Bossiaea scolopendria</i>	<i>Myrsine variabilis</i>	<i>Commelina cyanea</i>
<i>Lindsaea linearis</i>	<i>Dilwynia retorta</i>	<i>Samolus repens</i>	CYPERACEAE
<i>Lindsaea microphylla</i>	<i>Glycine clandestina</i>	PROTEACEAE	<i>Causis flexuosa</i>
POLYPODIACEAE	<i>Gompholobium glabratum</i>	<i>Banksia ericifolia</i> subsp. <i>ericifolia</i>	<i>Causis pentandra</i>
<i>Platyterium bilucatum</i>	<i>Gompholobium latifolium</i>	<i>Banksia integrifolia</i> subsp. <i>integrifolia</i>	<i>Gahnia melanocarpa</i>
<i>Pyrosia rupestris</i>	<i>Grona varians</i>	<i>Banksia marginata</i>	<i>Lepidosperma elatus</i>
PTERIDIACEAE	<i>Hardenbergia violacea</i>	<i>Banksia oblongifolia</i>	<i>Lepidosperma laterale</i>
<i>Adiantum aethiopicum</i>	<i>Hovea linearis</i>	<i>Banksia serrata</i>	<i>Lepidosperma limicola</i>
<i>Pteris tramula</i>	<i>Hovea purpurea</i>	<i>Banksia spinulosa</i>	<i>Schoenus melanostachys</i>
SCHIZAEACEAE	<i>Kennedia rubicunda</i>	<i>Conospermum longifolium</i> subsp. <i>longifolium</i>	<i>Chaetospora turbinata</i>
<i>Schizaea bifida</i>	<i>Mirbelia rubifolia</i>	<i>Grevillea buxifolia</i> subsp. <i>buxifolia</i>	IRIDACEAE
<i>Schizaea dichotoma</i>	<i>Phyllota phylloides</i>	<i>Grevillea linearifolia</i>	<i>Palersonia glabrata</i>
DICOTS	<i>Platylobium formosum</i>	<i>Grevillea sericea</i> subsp. <i>sericea</i>	<i>Palersonia sericea</i> var. <i>sericea</i>
ACANTHACEAE	<i>Pultenaea daphnoides</i>	<i>Grevillea speciosa</i>	JUNCACEAE
<i>Pseuderanthemum variabile</i>	<i>Pultenaea tuberculata</i>	<i>Hakea dactyloides</i>	<i>Juncus kraussii</i> subsp. <i>australiensis</i>
AMARANTHACEAE	<i>Pultenaea flexilis</i>	<i>Hakea gibbosa</i>	ORCHIDACEAE
<i>Alternanthera denticulata</i>	<i>Pultenaea polifolia</i>	<i>Hakea sericea</i>	<i>Acianthus formicatus</i>
APIACEAE	<i>Pultenaea stipularis</i>	<i>Hakea teretifolia</i> subsp. <i>teretifolia</i>	<i>Cryptostylis erecta</i>
<i>Actinotus helianthi</i>	<i>Viminaria juncea</i>	<i>Isopogon anethifolius</i>	<i>Dipodium punctatum</i>
<i>Actinotus minor</i>	FABACEAE-MIMOSOIDAEAE	<i>Lambertia formosa</i>	<i>Pterostylis nultans</i>
<i>Centella asiatica</i>	<i>Acacia ulicifolia</i>	<i>Lomatia myricoides</i>	POACEAE
<i>Platysace linearifolia</i>	<i>Acacia linifolia</i>	<i>Lomatia silifolia</i>	<i>Aristida vagans</i>
<i>Xanthosia pilosa</i>	<i>Acacia longifolia</i> subsp. <i>longifolia</i>	<i>Persoonia lanceolata</i>	<i>Echinopogon caespitosus</i> var. <i>caespitosus</i>
<i>Xanthosia tridentata</i>	<i>Acacia myrtifolia</i>	<i>Persoonia levis</i>	<i>Entolasia marginata</i>
ARALIACEAE	<i>Acacia parramattensis</i>	<i>Persoonia pinifolia</i>	<i>Entolasia stricta</i>
<i>Polyscias sambucifolia</i> subsp. <i>Long leaflets</i>	<i>Acacia suaveolens</i>	<i>Petrophile pulchella</i>	<i>Eragrostis trachycarpa</i>
APOCYNACEAE	<i>Acacia terminalis</i> subsp. <i>Glabrous form</i>	<i>Telopea speciosissima</i>	<i>Imperata cylindrica</i>
<i>Marsdenia suaveolens</i>	GERANIACEAE	<i>Xylomelum pyriforme</i>	<i>Microlaena stipoides</i> var. <i>stipoides</i>
ASTERACEAE	<i>Geranium homeanum</i>	RANUNCULACEAE	<i>Rytidosperma longifolium</i>
<i>Aster subulatus</i>	GOODENIACEAE	<i>Clematis aristata</i>	<i>Oplismenus imbecilis</i>
<i>Cassinia denticulata</i>	<i>Dampiera stricta</i>	RHAMNACEAE	<i>Oplismenus aemulus</i>
<i>Ozothamnus diosmifolius</i>	<i>Goodenia bellidifolia</i> subsp. <i>bellidifolia</i>	<i>Pomaderris ferruginea</i>	<i>Panicum effusum</i>
BIGNONIACEAE	<i>Goodenia heterophylla</i> subsp. <i>heterophylla</i>	<i>Pomaderris intermedia</i>	<i>Panicum simile</i>
<i>Pandorea pandorana</i> subsp. <i>pandorana</i>	<i>Scaevola ramosissima</i>	<i>Pomaderris lanigera</i>	<i>Paspalidium aversum</i>
CAMPANULACEAE	HALORAGACEAE	RUBIACEAE	<i>Sporobolus virginicus</i> var. <i>virginicus</i>
<i>Lobelia anceps</i>	<i>Gonocarpus teucrioides</i>	<i>Opercularia aspera</i>	<i>Austrostipa pubescens</i>
<i>Lobelia purpurascens</i>	<i>Haloragis heterophylla</i>	<i>Pomax umbellata</i>	<i>Tetarrhena juncea</i>
<i>Wahlenbergia gracilis</i>	LAMIACEAE	RUTACEAE	<i>Themeda triandra</i>
CASUARINACEAE	<i>Chloanthes stoechadis</i>	<i>Boronia ledifolia</i>	RESTIONACEAE
<i>Allocasuarina distyla</i>	<i>Hemigenia purpurea</i>	<i>Boronia pinnata</i>	<i>Empodisma minus</i>
<i>Allocasuarina littoralis</i>	LAIURACEAE	<i>Crocea saligna</i>	<i>Lepyroclia scariosa</i>
<i>Casuarina glauca</i>	<i>Cassyltha glabella</i>	<i>Phebalium dentatum</i>	SMILACACEAE
CONVOLVULACEAE	CAMPANULACEAE	<i>Phebalium squamulosum</i> subsp. <i>squamulosum</i>	<i>Smilax australis</i>
<i>Dichondra repens</i>	LOGANIACEAE	<i>Zieria pilosa</i>	<i>Smilax glycyphylla</i>
CUNONIACEAE	<i>Logania albiflora</i>	<i>Zieria smithii</i>	

H.D Robb Reserve Action Plan

Castle Cove

Public Exhibition Summary Report
February - March 2024

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H.D Robb Reserve - Background

HD Robb Reserve is a linear reserve covering approximately 20.5 ha. The reserve runs east west and is located in the suburb of Castle Cove. Its setting in the upper reaches of Middle Harbour makes HD Robb a visually attractive reserve with spectacular panoramic views of Middle Harbour. It is bordered on the west by Ku-ring-gai Council and Explosives Reserve to the east.

Key Actions for the Draft Reserve Action Plan:

- Bush Regeneration
- Accessibility

Community Consultation - Communication Methods

Draft H.D Robb Reserve Action Plan – Community Consultation

	STAKEHOLDER	COMMUNICATION METHOD	DATE	CLOSING DATE FOR COMMENTS
1.	Local Residents	<ul style="list-style-type: none"> • Survey accessible online at Have Your Say Willoughby • Letters mailed to approximately four hundred and thirty nine (439) properties (refer Appendix – Resident letter distribution area) 	08/02/24	07/03/24
2.	Park Visitors	<ul style="list-style-type: none"> • Notification signs displayed in reserve 	08/02/24	

Community Consultation - Respondents

A total of 28 responses were received during this period, 24 via Have Your Say, four via email. Four respondents through Have Your Say did not provide any feedback to provide comment upon, and did not specify why they supported the draft Reserve Action Plan. Two submissions from Have Your Say were removed as they were submitted by the same person.

Comments received were generally supportive of the plan, the works to date, and sought a focus on accessibility. Following the consultation period, several amendments were made:

- The first action identified as action 1.
- Action 4 amended to refer to the two bushcare groups in the area.
- The inclusion of the plant family Myrtaceae in the plant species table.
- Action 10 changed to say “Maintain public access to reserve through community land between 41 and 45 Neerim Road and identify the community land between 69 and 71 Neerim Road.”

Public Exhibition - Comments Received

How frequently do you visit Draft H.D Robb Reserve?	
• Daily	Survey (6)
• Weekly	Survey (8)
• Monthly	Survey (2)
• A few times each year	Survey (8)
• Never	Survey (0)
What's the main reason you visit the Reserve?	
• Walking	Survey (12)
• Nature appreciation	Survey (5)
• Bushcare Volunteer	Survey (1)
• Walking Dog	Survey (3)
• Other	Survey (3)
Have you viewed the Draft Reserve Action Plan?	
• Yes	Survey (21)
• No	Survey (3)
Do you support the Draft Draft H.D Robb Reserve Action Plan?	
• Yes	Survey (9)
• Yes, with changes. Please explain in the comment box below	Survey (10)
• No, with changes. Please explain in the comment box below	Survey (5)
Summary of Comments	
• Accessibility	Twenty (23)
• Tree Vandalism	Two (2)
• Weeds	One (1)
• Environmental Education	Two (2)
• Drainage	Two (2)
• Grammar	Three (3)
• Hazard Reductions	Three (3)
• Biodiversity Conservation	Four (4)
• Bush Regeneration	One (1)
• Amenities	One (1)

	SUBMISSION	RESPONSE
1.	Open up explosives reserve with connecting paths from HD Robb reserve	The existing access from Bampi Place to Explosives Reserve will be maintained in conjunction with the existing loop walks through the Reserve. Future links to the North Arm track will be considered.
2.	I suggest you add the following at Para "g" under the section "Bushland Management – General Principles for all Reserves" Ensure Council Customer Service phone staff are properly trained on how to rapidly action reports of tree vandalism by immediately reporting to duty ranger.	Feedback will provided to the Customer Service Team to facilitate speedy transfer of relevant information to Council's Safe City Unit.
3.	Imperative to keep on top of weeds frequently so they don't choke out native flora species. Lots of Nephrolepis cordifolia (Fishbone fern) and Asparagus aethiopicus (ground asparagus) and Strilezia nicolai (giant bird of paradise) on HD Robb Reserve in front of 39 and 41 Neerim Road - within the marked (1) Bushland contractor weed infestation area. Please consider small articles in Council printed newsletter (each edition) to highlight a native flora and fauna species - residents will connect and respect their surroundings more if they understand the benefits of plants and animals. Note - storm water pit located Neerim Road corner of Headland Rd near bus stop frequently blocked and flooded Nov Dec 2023. I appreciate the time given to this important issue.	Canopy weeds have been prioritised, however contractors will be advised to reduce weeds in the area mentioned in the coming visits. Information on plant species and wildlife is being forward to Council's Media Team for future inclusion. This matter will be referred to the drainage maintenance team. Thank you for your feedback.
4.	In "Achievements" include walking track from Willowie Road to Normac Street, Small point: <ul style="list-style-type: none"> No number 1 in "Reserve Actions" <ul style="list-style-type: none"> In "Reserve Actions" pluralise H.D Robb Bushcare Groups In Native Plant list Myrtaceae has been omitted More detail of where Ecological and hazard reduction burns could be undertaken 	Action 1 is "Bushland Contractor (BC) to continue regeneration work along drainage lines and areas of weed infestation.". The number will be included. The action 4 will be amended to reflect this. The family Myrtaceae will be added to the species list. This draft Reserve Action Plan shows proposed areas to be burned, identified as "Proposed prescribed burn area"
5.	It is important we protect and enhance the bushland and wildlife of the area.	Thank you for your feedback. Council will continue with its current works to conserve the natural environment.
6.	There used to have a walking track along the water from the Neerim Road to the beginning of the Willowie Road (then connect to the other existing	The track from the corner of Willowie Road and Neerim Road that runs towards the Roseville Marina has been upgraded. Given

	walking track(s). This part of walking track however is no longer accessible. It would be excellent if the Plan can including the recover of the track.	the status of the reserve as a Wildlife Protection Area, additional tracks are not proposed along the steep areas of the foreshore.
7.	Yes - in principle. But 'increase accessibility' is very vague. What does this mean? what will be done? I could imagine all kinds of wonderful improvements. Many thanks.	Maintenance of existing tracks will continue.
8.	The area needs to be protected and looked after and there needs to be a clean out of the dead bush and trees	Hazard reduction planning will carried out in conjunction with and under the direction of Fire and Rescue NSW.
9.	I support the draft Reserve Action Plan as it's beneficial to the fauna, flora and the general community.	Thank you for your feedback. Council will continue with its current works.
10.	<p>A focused approach with more detail on 3 critical issues –</p> <p>1. The rehabilitation of the tree massacre site and plans for the replanting of significant, large trees that could provide future wildlife hollows.</p> <p>2. Education campaign for ALL residents adjacent to ANY reserve, including a firm statement about the 'impending' increase in penalties and hopefully more stringent monitoring practices (cameras). There should also be a focused education campaign for ALL new residents who move into bushland adjacent properties and when DA's are submitted ALL relevant participants -owner, builder, certifier, architect...MUST be educated about the consequences of any illegal removal/poisoning. I would suggest specific site monitoring when there is any building activity in the area. I will be watching for strong and severe action against the current perpetrators.</p> <p>3. More detail on the approach to the burn. The last burn in Middle Cove (Harold Reid) was disastorous. The clearing was done by a bunch of cowboys who hacked indiscriminatley, including some rare species that should have been protected. It was also much too vast in scale and was a threat to wildlife and property when it escaped control. Burn areas should be only small to be safe and effective. Council must employ only experts with strong knowledge in burn management. In HR reserve they seemed to have scooped up a bunch of cheap labour from the backpackers - as one was hacking away a large tree fell directly onto the walking path missing myself and husband by barely a metre.</p>	<p>In addition to supporting natural regeneration, placement of artificial hollows will be carried out.</p> <p>These actions are supported by Council. The Bushland team will liaise with the Customer Service and the Media and Marketing Teams to achieve these objectives.</p> <p>The areas identified for proposed hazard reduction burns are small and localized. Burn plans and implementation will be carried out in coordination with Fire and Rescue NSW.</p>
11.	I support the draft Reserve Action Plan as the preservation of native vegetation is very important. Rehabilitation of vandalised areas is essential to the preservation of the environment & discouragement of further destructive acts. Access should promote feelings of appreciation & personal	Thank you for your feedback. Council will continue with its current works. In addition to supporting natural regeneration, placement of artificial hollows will be carried out.

	responsibility. We are very fortunate to have all the native fauna & flora (except the Brush Turkeys!) in this area.	
12.	<p>Clarification of meaning of Point 10. re "public access" to reserve. Written as "Maintain public access" to reserve through community land between 69 and 71 Neerim Road. Council is potentially encouraging people to explore a very small, protected area of the reserve and inviting unwanted activities previously avoided in this area. These include tree vandalism, illegal pruning, illegal dumping, vandalism to sewage and stormwater infrastructure, unwanted rubbish/waste, along with threats to regenerated bushland and wildlife from humans and domesticated animals/dogs. It could also increase the risk of misadventure and threat of bushfire from arsonists in an area protected from view and hard to reach.</p> <p>I also question the access path between 69 and 71 Neerim Road being referred to as "community land". It is my understanding the access path between 69 and 71 Neerim Road is just a path/easement originally for Sydney Water access to the storm water node and not ever intended as "community land" implying useable land by/for the community.</p> <p>I seek further clarification from Council if they are intending on encouraging visitation to this area and if not suggest a simpler point 10. may be "maintain maintenance access to reserve through pathway between 69 and 71 Neerim Road.</p>	<p>The Draft Reserve Action Plan identifies the Community land that is part of H.D Robb Reserve, which includes the area between 69 and 71 Neerim Road. This and other areas between properties were designed as part of the original subdivision to provide reserve access including maintenance. Council staff and contractors currently use a number of access points to carry out bushland management activities, some of which are far from work areas. While there is no formal pathway proposed at this time, Council may require removal of garden encroachments to assist in maintenance access including bushfire management.</p>
13.	<p>I agree broadly to the Action Plan subject to the following</p> <p>Overall, it needs to be recognised that:</p> <ul style="list-style-type: none"> • The HD Robb Reserve in general terms is a part of contiguous bush reserves along the Middle Harbour foreshore of Willoughby Council area, and then is part of a foreshore that extends around the Sydney Harbour and coastal areas to the north and south of Sydney. • This foreshore has been actively used at stages over the last century and a half for quarrying, Sydney Water and similar services, fishing/oyster collection, and it seems certain farming and other activities; and prior to this was occupied by the Gamaragal people. These activities and impact can be witnessed by walking through and around this reserve. • There are established walking trails along the 	<p>As identified in Bushland Management Goal O., Formal tracks to be maintained and unwanted tracks to be closed to prevent damage to habitat and to impede access of feral animals, unless used for access by bushland workers.</p> <p>The informal tracks along the foreshore will not be developed, as identified in Bushland Management Goal O, in order to protect Aboriginal Midden sites and significant wildlife habitat.</p>

<p>foreshore through HD Robb Reserve extending:</p> <p>(1) west from the HD Robb Stairs to the Sydney Water site, and joins the formal Headland Walk at this point ... passing through the entrance way; and</p> <p>(2) east from the HD Robb Stairs to the Explosive reserve extending to Yeoland Point and up to the formal Explosive Reserve and extends around to the HC Press Reserve and walk.</p> <ul style="list-style-type: none"> On reviewing the 1983 and 2009 plans these trails were proposed to be developed as formal walking paths. <p>Also recognising the Willoughby Open Space and Recreation Plan 2013:</p> <p>2. TRAILS AND ROUTES Link to Willoughby City Strategy –1 Community & Cultural Life; 2 Natural Environment; 3 Infrastructure Themes: Health and Wellbeing; Ecosystems and Environmental Health; Transport & Mobility</p> <p>Strategies: Improve access to existing recreational facilities, for example walking tracks around the foreshore, bicycle and pedestrian links.</p> <p>Issues Walking tracks to and along foreshores.</p> <p>2.1 • Implement proposals for pedestrian access to waterways and foreshores in the Sharing Sydney Harbour Access Plan. Priority: High.</p> <p>2.3 • Enhance start and finish points for foreshore walks in Willis Park, Castle Cove and Warners Park, Northbridge. Priority: Medium</p> <p>2.4 • Continue providing interpretive and directional signage of walking paths in the Middle Harbour foreshore area. Priority: Ongoing</p> <p>Proposal It is proposed that the Action Plan recognise the above and formally develop bush trails / walking paths following the above established walking trails through the reserve as exist and broadly outlined above.</p> <p>The benefits among others are to:</p> <ul style="list-style-type: none"> enable the public to fully enjoy the foreshore, with fitness and health benefits; bushwalking is recognised as the highest preferred activity by residents - particularly over the age of 40; 	<p>The informal tracks along the foreshore will not be developed, as identified in Bushland Management Goal O, in order to protect Aboriginal Midden sites and significant wildlife habitat. Due to the environmental sensitivity of the reserve, there are no current plans to construct more walking trails.</p> <p>Walking trails have been established in this reserve opposite 85 Neerim Road, extending north to Normac Avenue near the Roseville Marina. Due to the environmental sensitivity of the reserve, there are no current plans to construct more walking trails.</p> <p>The benefits of walking tracks are shared by Council and there are established walking tracks for visitors to enjoy.</p>
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	<ul style="list-style-type: none"> improve safety of such activities and increase accessibility; andenable fauna and flora to develop and be monitored - recent damage appears to have benefited from being unobserved. <p>These works with a few other works and trail maintenance on the existing foreshore walks would complete the trails in Sydney.</p>	<p>Biodiversity monitoring activities are conducted by Bushland staff.</p> <p>The Willoughby Walks app is incrementally adding information about the over 30 kilometers of walking track in Council's reserves.</p>
14.	<p>I support the draft Reserve Action Plan as we need to protect our remaining areas of bushland and waterways from pollution, development, erosion, feral animals and exotic weeds. Many people are ignorant to the value of healthy ecosystems and animal and plant diversity. More funding and action needs to be put into protecting and expanding our natural bush land. The environment has many values far exceeding the short term profits of housing and development. We need to contain our expansion and, unfortunately consider more high density living with green spaces. Rather than knocking down more bush for McMansions.</p>	<p>Thank you for your feedback. Council will continue its current works that aim to protect and conserve the natural environment.</p>
15.	<p>' - bush regeneration - accessibility. In particular, public scrutiny is the best protection for the reserve. There are documented cases in Castle Cove of "viewitis", and everybody claims to have seen nothing. More people walking is a good prevention, as well as promoting all the health benefits from being out in nature.</p>	<p>Thank you for your feedback. Council will continue its current works that aim to protect and conserve the natural environment.</p>
16.	<p>I agree that Accessibility and Bush Regeneration should be the two Key Actions for this reserve. This submission focuses on the significant improvements which should be made to meet your Accessibility Key Action.</p> <p>Accessibility, of course, means paths. Accessibility Paths that are suitable for as wide a range of capabilities as possible. Accessibility Paths which are suitably signposted, environmentally interesting, historically educational and advertised. Such as those on your excellent Willoughby Walks App. Accessibility Paths which encourage ratepayers and visitors to enjoy the wonderful environment that HD Robb Reserve has to offer.</p> <p>Furthermore, it is widely accepted, including by your own Compliance Team, that paths discourage tree vandalism for views (clearly a major problem in this reserve). There are two main reasons. Firstly, people walking along paths increases the chance of tree vandals being photographed and caught, and they don't want to be caught so they are dissuaded. Secondly, if neighbours are walking along signposted paths enjoying the trees, then at least some potential tree vandals will be dissuaded</p>	

	<p>because they don't want to be ostracised from their neighbours. Not 100% I agree, but paths do provide significant protection against tree vandalism and you clearly need to activate all options to address this problem.</p> <p>Accessibility Paths are currently severely lacking in this reserve, despite inclusion in your previous strategies for decades. Furthermore, this lack of Accessibility Paths has encouraged tree vandalism.</p> <p>Therefore, I strongly request that you add the following Accessibility Paths to this reserve, and also include them in your Willoughby Walks App.</p> <p>1. A Foreshore Accessibility Path along the entire foreshore of HD Robb. This should link the bottom of the existing sandstone steps at the west, all the way along the foreshore to the Explosives Reserve at the east. This foreshore path already exists and has been fairly well used for many years. But it needs to be upgraded to become a proper Foreshore Accessibility Path.</p> <p>2. A Slope Accessibility Path about halfway up the concrete steps opposite 46 Willowie Road, going across the flatter part of the slope and running roughly parallel below Willowie Road. This would pass nearby the ten or so current tree vandalism areas. It would also make this reserve more accessible for people who don't have the ability or energy to go all the way down to enjoy the Foreshore Accessibility Path.</p> <p>I look forward to your swift response and swift action on the above Accessibility Paths please.</p> <p>I also wish to point out that you only emailed me your newsletter requesting feedback on this Draft Reserve Action Plan, on 23 February. This is less than two weeks before your deadline of 7 March. Clearly, you have given people far too little time to give their feedback. So you should extend your deadline to rectify this.</p>	<p>The informal tracks along the foreshore will not be developed, as identified in Bushland Management Goal O, in order to protect Aboriginal Midden sites and significant wildlife habitat.</p> <p>Walking trails have been established in this reserve opposite 85 Neerim Road, extending north to Normac Avenue near the Roseville Marina. Due to the environmental sensitivity of the reserve, there are no current plans to construct more walking trails.</p> <p>Notification is timed to coincide with the Have Your Say consultation. Apologies if there were unexpected delays.</p>
17.	<p>Dear Chief Executive Officer,</p> <p>I write to you regarding the proposed Draft H.D. Robb Reserve Action Plan 2024, specifically to address the enhancement of walking trails within HD Robb Reserve.</p> <p>Thank you for the opportunity to make a submission on this important and timely local issue.</p> <p>I am broadly in agreement with the proposed Action Plan, with the understanding that certain aspects</p>	

	<p>need to be duly acknowledged and addressed.</p> <p>Firstly, it's imperative to recognize that the HD Robb Reserve forms a vital part of a larger network of bush reserves along the Middle Harbour foreshore, which holds historical significance and has been utilized for various activities over the years. Additionally, established walking trails already exist within the reserve, as outlined in previous plans dating back to 1983 and 2009 and highlighted in the 2013 Willoughby Open Space and Recreation Plan.</p> <p>Given the importance of these trails for public enjoyment, health and environmental monitoring, I propose that the Action Plan formally acknowledges and develops these bush trails and walking paths. By doing so, we can ensure improved accessibility, safety and conservation of flora and fauna within the reserve. Such enhancements align with the community's preference for bushwalking activities and contribute to the completion of the foreshore trails in Sydney, fostering a deeper connection between residents and their natural surroundings. This, I believe, is of community interest and will resonate across Willoughby.</p> <p>Prioritizing the development and maintenance of these walking paths not only enhances recreational opportunities but also upholds the cultural and environmental significance of the HD Robb Reserve. I urge the inclusion of these proposals in the Action Plan to ensure the holistic and sustainable management of this important foreshore area for current and future generations to enjoy.</p>	<p>Thank you for your feedback. Council will continue its current works that aim to protect and conserve the natural environment.</p> <p>Walking trails have been established in this reserve opposite 85 Neerim Road, extending north to Normac Avenue near the Roseville Marina. Due to the environmental sensitivity of the reserve, there are no current plans to construct more walking trails.</p> <p>The informal tracks along the foreshore will not be developed, as identified in Bushland Management Goal O, in order to protect Aboriginal Midden sites and significant wildlife habitat.</p> <p>The Willoughby Walks app is incrementally adding information about the over 30 kilometers of walking track in Council's reserves.</p>
18.	<p>Dear Sir,</p> <p>RE: FEEDBACK TO DRAFT HD ROBB RESERVE ACTION 2024 ('RAP')</p> <p>This is a written submission strongly objecting to the draft RAP, and in particular, to the proposed action that is numbered 10, and which purports to "maintain public access to reserve through community land between 69 and 71 Neerim Road. We make this submission without prejudice to, and whilst reserving all rights, interests, claims and entitlements we may have with respect to the matters raised herein, and in particular with</p>	<p>The Draft Reserve Action Plan identifies the Community land that is part of H D Robb Reserve, which includes the area between 69 and 71 Neerim Road. This and other areas between properties were designed as part of the original subdivision to provide reserve access including maintenance. Council staff and contractors currently use a number of access points to carry out bushland</p>

<p>respect to the strip of land in question. In particular, we put you on notice that we have used and occupied the strip of land exclusively, and have been in possession of same, for a long time. We have incurred significant expense in maintaining and landscaping the strip of land. Once again, we reserve all rights in respect of same and the submissions that follow are without prejudice to those rights.</p> <p>SUBMISSIONS</p> <p>We outline below, a list of cogent reasons as to why the construction of a public access path between 69 and 71 Neerim Road is not in the public interest and should be rejected outright:</p> <p>1. WCC’s Development Control Plan (DCP) establishes that the Council is to ensure any proposed developments are not affected by floods, meet safety standards and do not increase inundation of adjoining properties. As residents of the aforementioned property, we have previously been notified by WCC that our land has been identified as being subject to ‘Local Overland Flooding’-Local Drainage’ (correspondence received from Infrastructure Services, Willoughby City Council dated 23/11/2009). Under the DCP, WCC will be forced to assume responsibility and cost for any future drainage issues that may arise to 69 and 71 Neerim Road, if the pathway/public access proceeds. In October 2023, Gubler and Associates completed remediation works at our property due to sub-terrain water damage to our property. The work has now stopped water ingress into the internal flooring of the lower ground floor of our property with the remedial drainage work being completed at a cost of \$280,000. Post completion, Gubler and Associates have provided a contractual guarantee that our property will have no further water ingress, provided always that the water table is not altered. The proposed public access path is adjacent to two of the three perimeters of our property and will require removal of the existing trees lining the boundary between 69 and 71 Neerim Road. This will void our warranty as the Water table will be subject to alteration. Should water ingress problems reappear in our property, due to the construction of a public access path, then we reserve our rights in relation to all damage that may be occasioned to our property.</p> <p>2. We can only presume that the strip of land was originally carved out in the subdivision giving rise to the current deposited plan, to provide access for Sydney Water (or its predecessor entity) to carry out routine and emergency maintenance of the</p>	<p>management activities, some of which are far from work areas. While there is no formal pathway proposed at this time, Council may require removal of garden encroachments to assist in maintenance access including bushfire management.</p>
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sewer lines adjacent to our property. The proposed pathway would be exploiting the site for a use it was never intended.

3. Providing access via a public path that leads out directly on to a steep cliff would be grossly negligent (the cliff is adjacent to around ten properties). Anyone accessing these areas (particularly if they were to venture into the area at night-time) would enter a highly perilous environment and safety should be a principal concern for WCC. Council should recall that in December 2015 a male suffered a severe head injury from falling 10 metres from another cliff in Castle Cove.

4. The entrance to the proposed public access path would be located on Neerim Road and would be located immediately at the base of a steep hill. That part of Neerim Road has double, unbroken dividing lines and is subject to significant volumes of vehicle traffic with cars frequently exceeding the 50 km/hr speed limit.

There have previously been serious crashes immediately outside our property and constructing a path would create a heightened danger and risk to the community given the pathway would be positioned in such a poorly located portion of the road with bad visibility for oncoming vehicle traffic. Given the limited parking options on this part of the road, the construction of a pathway would inevitably increase the likelihood of illegal parking and enhance the risk of vehicle crashes, particularly given the entrance to the path would be so narrow and difficult to locate.

5. On the strip of land, there are currently: five existing mature NZ Christmas Bush; one Australian native flowering gum; eleven mature camellia trees (most planted before our purchase in 1993), and, a large 13-metre-tall native Illawarra Plum tree. Further down the strip of land, and adjacent to our backyard, there is situated on the strip of land six native Lilly Pilly trees that are approximately 10 metres high and which form a dense hedge.

All of the above trees would need to be removed for the proposed public access path to be constructed. The trees are home to an abundance of fauna, including possums, lorikeets and bees. The construction of a pathway would create immense destruction to the existing ecosystem.

6. Additionally, there is considerable fauna in the section the reserve at the rear of our property that would be greatly harmed by the presence of foot traffic. Rock wallabies, goanna, water- dragons,

Walking trails have been established in this reserve opposite 85 Neerim Road, extending north to Normac Avenue near the Roseville Marina. Due to the environmental sensitivity

<p>echidnas and bush turkeys all live in this fire-break area. Construction of a public access path would no doubt provide an opportunity for walkers to unleash their dogs and the path would destroy this highly fragile native eco-system.</p> <p>7. The cost of the construction of a path would be considerable as the land is steeply sloping to the north and considerable easement protection and steps would be required if the pathway proceeded.</p> <p>8. Since we have lived at the property, the residents of the properties that back onto the reserve have always maintained the fire-break at their own cost with regular mowing. If a path was constructed, WCC would need to assume responsibility for maintaining the fire - break with regular mowing, site remediation and rubbish collection. No doubt Chatswood Police would also become involved at times if the consumption of alcohol becomes an issue with adolescents frequenting the reserve.</p> <p>9. We are registered bee- keepers and operate a hive at the rear of our property and therefore public access may prove dangerous to those in the general public who are allergic to bees.</p> <p>10. Adjacent to 83 Neerim Road, there is a full house size block of reserve land the general public can already use to access the reserve very easily. There are two timber benches that people can sit down on to view the water and bushland. From here, there is also access to a walking path down below to walk to the end of Castle Cove Peninsula as well as walk in the opposite direction to Roseville Marina. Why is WCC seeking to proposing to build another path between 69 and 71 Neerim Road when there is already accessible reserve land seven houses away? This land is relatively flat, large and away from the cliff face.</p> <p>11. There are kilometres of bush walking paths and tracks surrounding the Castle Cove peninsula. As daily walkers on these paths ourselves it is evident that WCC currently struggles to maintain the walking condition of these tracks. Opening up a path between 69 and 71 Neerim Road would come at a significant cost to WCC and would unlock a vast area for the Council to maintain. It would also pose a significant danger to native wildlife who for decades have existed without intrusion and public access to this area. Spiralling council rate rises would only incur the wrath of rate-payers and this path would be a very costly construction with very limited public benefit</p>	<p>of the reserve, there are no current plans to construct more walking trails.</p> <p>The informal tracks along the foreshore will not be developed, as identified in Bushland Management Goal O, in order to protect Aboriginal Midden sites and significant wildlife habitat.</p>
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<p>12. It is entirely unclear as to what the legal status of an "Action Plan" actually is. For a start, we would be pleased if Council could first clarify the statutory basis upon which the Council purports to rely to be able to implement the proposed actions set out in the RAP.</p> <p>Once again, the above submissions are made without prejudice to any rights, interests, claims or entitlements we may have with respect to the matters raised herein and with respect to the strip of land itself.</p> <p>In summary, the proposed public access is not in the public interest and is very poorly suited as an access site for the general public. There are plenty of other areas in Castle Cove that already or potentially could provide peace and enjoyment without any associated risk and cost. Commonsense should prevail and the preservation of existing mature trees and their benefit to birdlife and fauna is another key consideration. If the construction of a path proceeds, Council will assume significant liability for the remediation of water damage to our property due to changes in the water-table. It will also have to establish a considerable capital works programme and a maintenance bill associated with caretaking of the fire-break zone to the reserve. The real danger to the general public with the topography of a vast cliff face along the whole ridge line below the northern side of Neerim Road cannot be overlooked. The likelihood of a tragedy with young adolescents wandering around the cliff face is also a very probable scenario.</p>	<p>The Reserve Action Plans (RAPs) are an operational documents that list the practical actions for individual bushland reserves within the Willoughby Local Government Area. They provide detailed site specific information including proposed management actions, maps of the reserves, reserve profile, statement of significance, reserve impacts, wildlife habitat issues, achievements and a native plant species list.</p> <p>The RAPs are underpinned by Council's Urban Bushland Plan of Management, which establishes clear and consistent management policies across all bushland areas throughout the Willoughby local government area. It is the overarching plan for all bushland in Willoughby and has been prepared under the requirements of the NSW Local Government Act 1993.</p>
<p>19.</p> <p>1. We act for XXXX</p> <p>2. Our clients are generally supportive with Council's efforts to protect the H.D Robb Reserve's (the Reserve) natural assets including the management of regeneration work along drainage lines, the combating of weed infestation, and proposed burning, however they are extremely</p>	

<p>concerned about some unspecified works that they believe will have a real impact on the amenity of their family homes.</p> <p>3. It is proposed that additional seats and rest areas are to be installed in the Reserve, however the plan goes on to say that these locations are to be determined. Our clients properties look out to the Reserve. Our clients are very concerned that seating and rest areas will be located near their homes (in particular the green spaces near 65 Neerim Road), which will allow users of the reserve to rest in the vicinity of their property.</p> <p>4. Our clients purchased their properties for the serene and peaceful outlook over Middle Harbour. This amenity will be devastated in circumstances where bushwalkers, hikers and weekenders will be traversing on the edge of their property and potentially using their back door step as a resting point.</p> <p>5. As such, despite the efforts of Council to ensure vandalism of the Reserve and dangerous flora are properly dealt with through this plan, our clients must make a strong objection to this plan given it will resolve to install additional seating and rest areas in unparticularised locations along the Reserve which will impact our clients' privacy. It is our submission that Council needs to determine these locations before placing plans on public exhibition.</p> <p>6. Further there is a proposed action to monitor drainage lines and construct rock amouring where needed. Any works that may impede the use or encroach onto private property will require further consideration and consent from our clients. It is suggested that Council will liaise with residents with respect to encroachments but we submit that council need to liaise with residents in all respects of the action plan.</p> <p>7. Finally, any proposed maintenance of existing public and access tracks is supported by our clients, however development of new public access tracks or extension of existing tracks is strongly objected and not permitted under the proposed action plan. Any new tracks will require further planning authority and exhibition. New tracks will no doubt impact privacy of and quiet</p>	<p>Placement of bush furniture our reserve network has been in response to community requests, with seating placed at over 50 sites. These have been selected to optimise views or to provide rest areas near steep sections of walking tracks. Examples in H.D Robb Reserve include the corner of Willowie Road and Neerim Road and the corner of Willowie Road and Bampi Place. While no specific sites have been requested at his time, Council will evaluate these and respond when this occurs and minimise potential impacts on privacy, while maximising community benefit.</p> <p>There is no proposal to place seating in the community land between 69 and 71 Neerim Road</p> <p>Construction works will not encroach onto private property. If any work is to be carried out near private property, adjacent residents will be consulted.</p> <p>Walking trails have been established in this reserve opposite 85 Neerim Road, extending north to Normac Avenue near the Roseville Marina. Due to the environmental sensitivity of the reserve, there are no current plans to construct more walking trails.</p> <p>The informal tracks along the foreshore will</p>
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	<p>enjoyment of residents on Neerim Road.</p> <p>8. The existing tracks are set back from Willowie Road where there are no residential properties abutting the reserve and therefore no privacy or amenity impacts there. However, if these tracks are extended north-west up towards Neerim Road, then there are residential properties abutting the reserve and all of those properties' privacy and amenity will be detrimentally impacted.</p> <p>8. We trust the Council will take our clients' objections very seriously and will properly consider the impact potential rest areas, seating and extension of walking tracks will have on local residents along Neerim Road. Consultation is required and further exhibition is required if any of these works are to proceed.</p>	<p>not be developed, as identified in Bushland Management Goal O, in order to protect Aboriginal Midden sites and significant wildlife habitat.</p> <p>The Willoughby Walks app is incrementally adding information about the over 30 kilometers of walking track in Council's reserves.</p> <p>If any work is to be carried out near private property, adjacent residents will be consulted.</p>
20.	<ul style="list-style-type: none"> • Access between 69 and 71 Neerim Roads is documented in the 2018-2023 Plan as "Identify Maintenance Access. For the last 30 or more years it has been used solely for this purpose by Sydney Water or relevant utilities who carry out routine and emergency maintenance for storm water and sewer as well as providing emergency access in the event of a bush fire etc. • I am hoping that the wording in the 2024 DRAFT plan is in error as it now says "maintain public access". Would you please clarify if this is in fact correct because they mean vastly different things. I strongly disagree with the proposed change in access to this small strip of land because there is a steep cliff which is very dangerous and will lead to increased risk to council through misadventure, damage to native flora fauna and fragile ecosystem. Dumping of rubbish and host of other issues that make access to this dangerous area highly unsuitable for the general public. It has been used as an access way for emergency services for Sydney Water and fire services for more than the last 50 plus years and it should remain that way. There is no benefit in opening this section of the reserve to the public. It is inviting accident, injury and death to humans, as well as damage to the native animals. It is inviting fire bugs a secluded place to start bush fires that could wipe out the suburb. There are already plenty of other already constructed pathways and access points to the foreshore and nature trails providing enjoyment and recreation. This small area leads nowhere and offers no views or access to the foreshore and is totally unsuitable. 	<p>The Draft Reserve Action Plan identifies the Community land that is part of H D Robb Reserve, which includes the area between 69 and 71 Neerim Road. This and other areas between properties were designed as part of the original subdivision to provide reserve access primarily for maintenance. Council staff and contractors currently use a number of access points to carry out bushland management activities, some of which are far from work areas. While there is no formal pathway proposed at this time, Council may require removal of garden encroachments to assist in maintenance access including bushfire management.</p>

RE: FEEDBACK TO DRAFT HD ROBB RESERVE ACTION 2024 ('RAP')

This letter serves to confirm that we strongly object to the Draft 2024 RAP, for reasons we have outlined below:

- Access between 69 and 71 Neerim Roads is documented in the 2018-2023 Plan as "Identify Maintenance Access. For the last 30 or more years it has been used solely for this purpose by Sydney Water or relevant utilities who carry out routine and emergency maintenance for storm water and sewer as well as providing emergency access in the event of a bush fire etc.
- I am hoping that the wording in the 2024 DRAFT plan is in error as it now says "maintain public access". Would you please clarify if this is in fact correct because they mean vastly different things.
- If so, the proposed 2024 action plan would be providing access via a new public path directly to a steep cliff. The cliff extends across approximately 10 properties.
- There is no-where for the public to walk to because the bush is so thick on either side of 73 and 69 that you can't safely access a path or trail.
- 21. • The only accessible land is a narrow fire break at the rear of 71 and 73 Neerim Rd but there is no water view or access to the foreshore from these small sections of land and they are two of the ten homes bound by the steep cliff. I can therefore see no purpose in potentially opening this to the public. In fact the council will only be inviting a high level of risk if they were to do so.
- Increased risk of deliberately lit fires.
- Increased risk of vandalism and damage to flora and fauna.
- Increased risk of misadventure.
- There is very large Goanna which has been sighted at the rear of 71 and 73 over the years. At present this land is free from domesticated animals which would pose a threat to native flora and fauna.
- No parking because the section of Neerim Road where the proposed pathway would be located is at the bottom of a dangerous bend in the road.
- There are ample areas in Castle Cove that are already designated for public access to the foreshore as well as walking tracks so I am at a loss to understand why council would deem it a good idea.
- In summary, please confirm in writing what you mean by 'public access' or if this wording is an

No work is proposed at this time and prior to any future work, further consultation will be carried out with adjacent property owners.

	<p>error. If it not an error and public access means constructing a pathway for the public to be able to access a small strip of land behind two houses at 71 and 73 Neerim roads then the plan not in the best interest of the community because it is very poorly suited as an site for the general public because it is dangerous.</p> <p>There are plenty of other areas in Castle Cove that already or provide opportunities for walking, relaxation, sitting without cost or high level of risk.</p>	
22.	<p>I am writing in regard to the H. D. Robb Reserve Action Plan and would object to an Access Path being built between 69-71 Neerim Road. I believe this Access is proposed to be open, if built, to the general public.</p> <p>I feel this change will allow anyone to come through into the bush land and could lead to all sorts of problems. Not all walkers would be admiring the bush land. The last thing wanted would be a bush fire. I have lived in this area for over 50 years and have not had any trouble except for once when there was a fire in the bush at the back of my place, which was quickly extinguished. Also people walking dog via the proposed path would destroy the native fauna most certainly the dogs would be off leash.</p>	<p>The Draft Reserve Action Plan identifies the Community land that is part of H D Robb Reserve, which includes the area between 69 and 71 Neerim Road. This and other areas between properties were designed as part of the original subdivision to provide reserve access including maintenance. Council staff and contractors currently use a number of access points to carry out bushland management activities, some of which are far from work areas. While there is no formal pathway proposed at this time, Council may require removal of garden encroachments to assist in maintenance access including bushfire management.</p>

Appendix

Website Survey – Have Your Say Willoughby

Draft H.D Robb, Castle Cove – Draft Reserve Action Plan

Willoughby City Council is seeking community feedback for Draft H.D Robb.

Please review the Draft H.D Robb Draft Action Plan in the Document Library and leave your comments below in the survey prior to closure of the community consultation period at 5 pm, Thursday 7 March 2024.

HD Robb Reserve is a linear reserve covering approximately 20.5 ha. The reserve runs east west and is located in the suburb of Castle Cove. Its setting in the upper reaches of Middle Harbour makes HD Robb a visually attractive reserve with spectacular panoramic views of Middle Harbour. It is bordered on the west by Ku-ring-gai Council and Explosives Reserve to the east.

Key Actions for the Draft Reserve Action Plan:

- Bush Regeneration
- Accessibility

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

How frequently do you visit Draft H.D Robb?

- Daily Weekly Monthly A few times each year Never

What's the main reason you visit the Reserve?

- Nature Appreciation Walking Walk with dog Bushcare volunteer Other

Have you viewed the Draft Reserve Action Plan?

- Yes No

Do you support the Draft H.D Robb Reserve Action Plan?

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

Notification

Letter to Residents

PLANNING & INFRASTRUCTURE Environmental Unit

8 February 2024

Willoughby City Council
PO Box 57
CHATSWOOD NSW 2057

Dear Sir/Madam

RE: DRAFT DRAFT H.D ROBB RESERVE ACTION PLAN

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

Key actions include revegetation and accessibility

We welcome your feedback on the Draft Plan and invite you to view and comment through Have Your Say Willoughby at www.haveyoursaywilloughby.com.au by **5 pm, Thursday 7 March 2024**.

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

Yours sincerely,

Alfred Bernhard
BUSHLAND TEAM LEADER

(Computer printed copy - No signature required)

Resident Letter Distribution Area



Approximately 439 residences

Notification Signage



H.D ROBB DRAFT RESERVE ACTION PLAN

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

Have Your Say about the Draft Plan by:

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

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

www.haveyoursaywilloughby.com.au

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

The submission period will close at **5pm, Thursday 7 March.**

12.6 WCC PROPERTY REPORT - MAY 2024

ATTACHMENTS:	1. CONFIDENTIAL - VACANCY & ARREARS 29 APRIL 2024
RESPONSIBLE OFFICER:	MITCHELL NOBLE, ACTING PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	STUART SCHRAMM, PROPERTY MANAGER
CITY STRATEGY OUTCOME:	5.1 BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO.
MEETING DATE:	27 MAY 2024

1. PURPOSE OF REPORT

This report provides an update of Council's property lease portfolio.

2. OFFICERS RECOMMENDATION

That Council note the property lease portfolio report, including the information contained in Confidential Attachment 1.

3. BACKGROUND

This report is provided as a monthly report on Council's property lease portfolio, with public information outlined below and confidential information relating to this report in **Attachment 1**.

4. DISCUSSION**Tenant Update**

Trading conditions at The Concourse remain good, notwithstanding are back to normal, and the majority of tenants are paying their rent and back rent on time. However, the risk remains on all outstanding lease amounts being collected.

The Gibbes Street industrial properties generally continue to trade well, with most tenants paying their rent on time.

Rent arrears on 30 April 2024 for long overdue amounts are \$738,103 in comparison to 31 March 2024 arrears of \$747,066 a decrease of \$8,963 which is a slightly improved position.

Lease Expiries and New Leases

For the broader property portfolio:

- Leases Expiring - Nil this month to report on.
- All vacant shops at The Concourse have been leased.

A summary of the expired and new leases is in **Confidential Attachment 1**.

Affordable Housing Street

Willoughby City Council's portfolio of 36 affordable dwellings per the attached report is fully occupied with exception of three vacancies which are being re-tenanted. There are no rent arrears as of 30 April 2024 for these properties. A listing of affordable housing dwellings is provided in the **Confidential Attachment 1**

5. RISKS AND OPPORTUNITIES

The risks associated with arrears payments, tenancy vacancies and not entering into suitable lease arrangements in a timely manner are detailed in the report and confidential attachments.

6. CONCLUSION

The performance of Council's tenants at The Concourse is improving, and a fairly extensive lease renewal process has occurred resulting in four new tenants being introduced over the past 12 months to replace tenants that were struggling commercially.

The 25 Gibbes Street property (a 19 unit industrial complex) is fully leased, and has an increased proportion of tenants with stronger covenants.

Arrears have significantly reduced by 68% over the past 24 months, reducing from \$2.345m in January 2022) to \$738,103 in April 2024. This outcome was achieved by working with tenants to have arrears repaid, re-mixing the portfolio and actively managing debt recovery.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.1 Be honest, transparent and accountable in all that we do.
Business Plan Objectives, Outcomes / Services	The provision of this report is to inform Council of the current status of the financial performance of Council's property lease portfolio.
Policy	This report was produced pursuant to a resolution of Council.
Consultation	Council officers' preparation of this report was informed by ongoing communication with tenants of Council's leased properties.
Risk	This report provides an overview of the leased property portfolio. For confidentiality reasons, it does not identify any commercial information for individual tenancies. Councillors can access further information pertaining to risks associated with individual tenancies in the accompanying confidential attachment.
Resource	There are no resourcing implications associated with this report's recommendation.
Legal	Council's leases provide for formal action to be initiated where parties breach the terms of a lease.
Legislation	Any actions to be taken on individual tenancies will be in accordance with the provisions of the <i>Retail Leases Act 1994</i> and the <i>NSW Retail and Other Commercial Leases (COVID-19) Regulation 2022</i> .

Budget/Financial

Council holds bank guarantees for tenants in arrears and has made provisions for potential bad debts. Consequently, Council's lease portfolio represents an acceptable level of financial risk at this time.

12.7 DEVELOPMENT ASSESSMENT REPORT - QUARTER 3 (1 JANUARY TO 31 MARCH 2024)

ATTACHMENTS:	<ol style="list-style-type: none">1. CLAUSE 4.6 VARIATIONS2. APPLICATIONS DETERMINED 1 JAN TO 31 MAR 20243. CURRENT DEVELOPMENT APPLICATIONS AS AT APR 2024
RESPONSIBLE OFFICER:	MITCHELL NOBLE, ACTING PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	DYALAN GOVENDER, ACTING HEAD OF PLANNING
CITY STRATEGY OUTCOME:	5.1 BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO.
MEETING DATE:	27 MAY 2024

1. PURPOSE OF REPORT

To provide Council with details relating to development assessment for the period from 1 January to 31 March 2024.

2. OFFICERS RECOMMENDATION

That Council notes:

- 1. The variations to development standards and development applications determined under delegated authority during Quarter 3 (1 January to 31 March 2024).**
- 2. The current development applications list as at 4 April 2024.**

3. BACKGROUND

Quarterly reports are prepared for Council to note variations to development standards and applications determined under delegated authority (including those to be determined by the Sydney North Planning Panel) during that quarter.

This report presents Council with the results for Quarter 3.

4. DISCUSSION

290 Development Applications were either lodged, under assessment or determined during Quarter 3, of which 8 were determined by either Willoughby Local Planning Panel, Sydney North Planning Panel or Land and Environment Court.

4 Development Applications were withdrawn and therefore have been excluded from the total figures.

Variations to development standards

4 applications were approved with a variation to development standards, of these 1 was approved by Council staff under delegation. Details are provided in **Attachment 1**.

Development Applications determined under delegated authority

65 Development Applications were determined under delegated authority during Quarter 3. **Attachment 2** provides details of these applications arranged by suburb.

A summary of Development Applications determined under delegated authority during Quarter 3 is shown in Figure 1.

Figure 1: Development Application determinations under delegated authority – Q3

Area	Consent	Deferred Commencement	Refused	Rejected	Total
Artarmon	8	0	0	0	8
Castle Cove	2	0	0	0	2
Castlecrag	7	0	0	0	7
Chatswood	13	0	0	0	13
Chatswood West	0	0	0	0	0
Lane Cove North	1	0	0	0	1
Middle Cove	2	0	0	0	2
Naremburn	4	0	0	0	4
North Willoughby	4	0	0	0	4
Northbridge	11	0	0	0	11
Roseville	3	0	0	0	3
St Leonards	2	0	0	0	2
Willoughby	7	0	0	0	7
Willoughby East	1	0	0	0	1
Total	65	0	0	0	65

No Development Applications were refused under delegated authority during Quarter 3.

Current development applications

216 development applications were under assessment as at 4 April 2024.

A summary of development applications (shown by approving authority) is shown in Figure 2.

Figure 2: Current development applications as at 4 April 2024

Development applications	
Delegation	165
Willoughby Local Planning Panel	26
Land and Environment Court	18
Sydney North Planning Panel	7
Total	216

In addition, 3 Planning Proposals Applications were either being assessed or progressed by Council, details of which are shown in **Attachment 3**.

5. RISKS AND OPPORTUNITIES

There are no risks or opportunities arising from the recommendations of this report.

6. CONCLUSION

The information for Quarter 3 is now available for Council to note.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.1 Be honest, transparent and accountable in all that we do.
Business Plan Objectives, Outcomes / Services	To ensure appropriate planning principles are applied to all new development in order to achieve a liveable, sustainable and resilient city. To keep Councillors and the community informed in order to ensure transparency and confidence in the organisation.
Policy	There are no policy implications resulting from this report.
Consultation	Consultation is undertaken in accordance with Council's notification policy.
Risk	Each assessment considers risks of the relevant development and conditions the applications appropriately.
Resource	Assessments are undertaken within Council's resource allocation.
Legal	There are no legal implications resulting from this report.
Legislation	Applications are assessed in accordance with the <i>Environmental Planning & Assessment Act 1979</i> .
Budget/Financial	Council's costs of assessing Development Applications are within the budget allocation for 2023/24. The costs are offset in part from the income derived from application fees in accordance with Council's adopted fees and charges.

DA No.	Address	Category of development	Zoning of land	Development standard to be varied	Justification of variation	Extent of variation	Concurring authority	Date DA Determined
2023/78	44 Sunnyside Crescent CASTLECRAG	Residential - New second occupancy	R2	4.4. Floor space ratio, 4.4A. Exceptions to floor space ratio	<p>1. Consistent with the objectives of standard and zone.</p> <p>2. Adequate environmental planning grounds to justify breach of development standard.</p> <p>Approved by NSW Land and Environment Court- The amended architectural plans noted a gross floor area of 276sqm, being an exceedance of 24sqm above the FSR control (or 9%).</p> <p>The Court agreed that compliance with the development standard is unnecessary in the circumstances of the case; and there are sufficient environmental planning grounds to justify contravening the development standard (in accordance with cl 4.6(3) of the WLEP).</p>	9%, (24m2)	Court Approval	12/03/2024
2023/12	96 The Bulwark CASTLECRAG	Residential - Alterations & Additions	C4	4.4A. Exceptions to floor space ratio	<p>1. Consistent with the objectives of standard and zone</p> <p>2. Adequate environmental planning grounds to justify breach of development standard</p> <p>3. Bulk and scale compatible with surrounding area.</p> <p>The existing variation is being numerically reduced. The building footprint of the existing dwelling is being maintained as is.</p>	2%, (4.46)	Delegated Authority	13/02/2024
2022/322	1-5 Kooringa Road CHATSWOOD	Residential - New multi unit	R3	4.3. Height of buildings	<p>1. Consistent with the objectives of standard and zone.</p> <p>2. Adequate environmental planning grounds to justify breach of development standard.</p> <p>3. No matters of State or regional planning significance raised.</p> <p>4. Proposal is in the public interest.</p> <p>The non-compliance arises as a consequence of the fall of the site, is less than 10% (except for the lift overrun), results in no consequential impacts and the provision of 14 affordable dwellings is an additional environmental planning ground.</p>	10.5%, (1.259m)	WLPP	12/03/2024
2022/385	23 Victoria Avenue MIDDLE COVE	Residential - Alterations & Additions	R2	4.3. Height of buildings	<p>1. Consistent with the objectives of standard and zone.</p> <p>2. Adequate environmental planning grounds to justify breach of development standard.</p> <p>3. Does not have unreasonable impacts on neighbour amenity and scenic qualities of locality.</p> <p>4. Compatible with character and streetscape of locality.</p> <p>The proposed development breaches the height of buildings development standard by 1.1m. Specifically, the breach relates to a minor portion of the pitched roof form to the rear of the development. The extent of the variation is 13%.</p> <p>The breach is a function of the topography and would not significantly intensify impacts to the surrounding properties so as to impose any adverse streetscape and/or amenity impacts .</p>	13%, (1.11m)	WLPP	6/02/2024

APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY BETWEEN 1 JANUARY AND 31 MARCH 2024 ATTACHMENT 2

DA No	Address		Proposal	Determination	Lodge Date	Determination Date	
2023/167	3	Wilkes Avenue	ARTARMON	Internal alterations to a dwelling house on the first floor level above the ground floor shops, and external addition of a new roof and associated works.	Consent	30/06/2023	22/01/2024
2015/418/B	36	Cleland Road	ARTARMON	Modify original proposal to allow amendments to the internal layout.	Consent	21/12/2023	6/02/2024
2020/122/B	3	Muttama Road	ARTARMON	Modify internal alterations and additions including changes to first floor and ground floor ceiling heights and external changes to skylights.	Consent	7/12/2023	26/02/2024
2023/193	22	Shepherd Road	ARTARMON	Internal and external alterations and additions to existing dwelling and associated works, including the removal of 6 trees.	Consent	2/08/2023	29/02/2024
2024/9	49	Herbert Street	ARTARMON	Erection of pylon identification signage and associated works.	Consent	16/01/2024	12/03/2024
2023/248	5	Burra Road	ARTARMON	Alterations and additions to existing dwelling and associated works	Consent	13/09/2023	12/03/2024
2023/260	18	Shepherd Road	ARTARMON	Alterations and additions to existing dwelling to include enclosure of existing front porch and associated works	Consent	25/09/2023	22/03/2024
2024/15	12	Clarendon Street	ARTARMON	Change of Use of premises to a Film and Photographic Studio and related food and beverage use	Consent	24/01/2024	28/03/2024
2023/252	63	Neerim Road	CASTLE COVE	Installation of Vergola louvered roof system (awning) to first floor terrace and associated works.	Consent	15/09/2023	2/02/2024
2023/141	57	Deepwater Road	CASTLE COVE	Internal and external alterations and additions to the existing dwelling, and construction of a new carport, swimming pool, front fence and associated works.	Consent	6/06/2023	15/02/2024
2023/305/A	120	Edinburgh Road	CASTLECRAG	Modify existing consent conditions regarding staging of construction certificate	Consent	10/01/2024	16/01/2024
2022/140/A	33	The Rampart	CASTLECRAG	Modification to allow internal and external changes, including; enclosing part of the terrace; extending the terrace; construction of retaining walls; changes to windows; enclose excavated areas; and, change the approved data/store room to a bathroom.	Consent	21/08/2023	12/02/2024
2018/100/D	304	Edinburgh Road	CASTLECRAG	Modify existing consent to delete conditions.	Consent	15/12/2023	13/02/2024
2023/12	96	The Bulwark	CASTLECRAG	Alterations and additions to existing dwelling house, new carport, landscaping and associated works.	Consent	23/01/2023	13/02/2024

APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY BETWEEN 1 JANUARY AND 31 MARCH 2024 ATTACHMENT 2

DA No	Address		Proposal	Determination	Lodge Date	Determination Date	
2023/270	1	Knight Place	CASTLECRAG	Alterations and additions to existing dwelling, screening to bin area, landscaping, two skylights and associated works.	Consent	3/10/2023	14/03/2024
2017/484/C	240	Edinburgh Road	CASTLECRAG	Modify original proposal to amend the internal layout on the ground and lower ground floor levels.	Consent	22/12/2023	21/03/2024
2023/198	65	The Bulwark	CASTLECRAG	Internal and external alterations and additions to existing dwelling, and associated works.	Consent	7/08/2023	22/03/2024
2023/179	23	Greville Street	CHATSWOOD	Subdivision of one lot into two (battle axe allotment).	Consent	12/07/2023	15/01/2024
2023/292	46	Robinson Street	CHATSWOOD	Construct an awning behind the building line.	Consent	6/11/2023	24/01/2024
2023/83	39	Dalrymple Avenue	CHATSWOOD	New carport, patio cover and associated works.	Consent	20/03/2023	30/01/2024
2023/133	21	Daisy Street	CHATSWOOD	Alterations and additions to the rear of an existing Heritage listed dwelling (Item 172), removal of trees, and associated works.	Consent	25/05/2023	31/01/2024
2023/173	11	Fontaine Street	CHATSWOOD	Alterations and first floor addition to existing dwelling, new carport, swimming pool, tree removal and associated works.	Consent	10/07/2023	8/02/2024
2023/41	11	View Lane	CHATSWOOD	Retention of existing dwelling and construction of a new dwelling house to create a dual occupancy	Consent	10/02/2023	14/02/2024
2023/47/A	12	Greville Street	CHATSWOOD	Modify Condition 2 relating to RFS requirements.	Consent	27/11/2023	19/02/2024
2023/307	12	Olga Street	CHATSWOOD	Alterations and additions to existing dwelling and associated works	Consent	23/11/2023	19/02/2024
2023/211	3	Johnson Street	CHATSWOOD	Alterations and first floor addition to existing dwelling, and associated works	Consent	14/08/2023	23/02/2024
2022/305/B	345	Victoria Avenue	CHATSWOOD	Modify existing consent regarding timing of Flood Study Report, Flood Risk Management Strategy & Emergency Response Plan as required by Condition 2 and consolidation of windows on upper level Archer Street façade from 3 to 1 and reduction in size.	Consent	7/12/2023	26/02/2024
2014/229/B	17	Anglo Street	CHATSWOOD	Modify original proposal to allow the use of internal and external changes that are not in accordance with the approved plans.	Consent	12/12/2023	28/02/2024
2021/384	582	Pacific Highway	CHATSWOOD	Modify Conditions 5, 6, 8, 9, 10, 11, 13, 15 and 18 and changes to car parking, loading and Holmes Lane vehicle access, hours of operation, goods stored onsite and associated works.	Consent	6/12/2021	13/03/2024

APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY BETWEEN 1 JANUARY AND 31 MARCH 2024 ATTACHMENT 2

DA No	Address		Proposal	Determination	Lodge Date	Determination Date	
2024/3	436	Victoria Avenue	CHATSWOOD	Shop 63A - Fitout and use of existing office premises for educational facility.	Consent	8/01/2024	14/03/2024
2023/228	3	Melrose Street	LANE COVE NORTH	Alterations and first floor addition to existing dwelling, relocate swimming pool and associated works.	Consent	25/08/2023	20/02/2024
2006/762/F	14	Highland Ridge	MIDDLE COVE	Modify original proposal to include addition and relocation of rainwater tanks, changes to rear balcony posts and associated works.	Consent	7/09/2023	24/01/2024
2020/207/A	16	North Arm Road	MIDDLE COVE	Modify original proposal to allow internal and external amendments, including the addition of a staircase, changes to lift orientation, changes to windows, and associated works.	Consent	8/12/2023	28/02/2024
2023/174	104	Northcote Street	NAREMBURN	Alterations and additions to ground and lower ground floor levels of the existing dwelling, new carport, fences, removal of trees and associated works.	Consent	10/07/2023	22/01/2024
2023/148	9	Dawson Street	NAREMBURN	Demolition of existing dwelling, construction of dwelling and associated works.	Consent	19/06/2023	19/02/2024
2023/293	6	Adolphus Street	NAREMBURN	Alterations and additions to existing semi-detached dwelling to include rear extension, internal changes, new outdoor entertainment area and associated works.	Consent	9/11/2023	22/03/2024
2023/246	2	Palmer Street	NAREMBURN	Alterations and additions to existing premises to enlarge existing east facing door opening and install bi-fold doors, demolition of internal wall and associated works.	Consent	7/09/2023	22/03/2024
2022/304/A	6	Forsyth Street	NORTH WILLOUGHBY	Modify original proposal to include changes to windows, internal alterations and additions, stormwater and driveway crossing and associated works.	Consent	22/11/2023	23/01/2024
2023/197/A	255	Penshurst Street	NORTH WILLOUGHBY	Correction to typographical error relating to development plans within original consent.	Consent	6/02/2024	15/02/2024
2022/364	184	High Street	NORTH WILLOUGHBY	Proposed alterations and additions to existing ground floor retail building for the purpose of renovating the retail showroom fit-out, new shopfront glazing, building identification signage, skylights, paving and entry awnings.	Consent	17/11/2022	14/03/2024
2023/316	65	McClelland Street	NORTH WILLOUGHBY	Convert existing carport into a garage and associated works.	Consent	28/11/2023	27/03/2024
2023/294	22	Kameruka Road	NORTHBRIDGE	Subdivision of approved detached dual occupancy development.	Consent	9/11/2023	9/01/2024

APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY BETWEEN 1 JANUARY AND 31 MARCH 2024 ATTACHMENT 2

DA No	Address		Proposal	Determination	Lodge Date	Determination Date	
2023/232	18	Coolawin Road	NORTHBRIDGE	Installation of a louvered shade structure (awning) over the top floor terrace of the existing dwelling.	Consent	1/09/2023	6/02/2024
2023/261	3	The Outpost	NORTHBRIDGE	New awning roof over existing rear deck and replace existing balustrade and associated works.	Consent	25/09/2023	8/02/2024
2023/138	13	Marana Road	NORTHBRIDGE	Internal and external alterations and additions to the existing three storey dwelling, swimming pool and associated works.	Consent	2/06/2023	8/02/2024
2023/300	21	Dalmeny Road	NORTHBRIDGE	Installation of a vertical platform lift from the central deck to the roof top terrace, and associated works.	Consent	14/11/2023	9/02/2024
2022/221	5	Tycannah Road	NORTHBRIDGE	Demolition of existing dwelling and construction of multi-storey detached dwelling, basement car parking, swimming pool, landscaping and associated works.	Consent	26/07/2022	13/02/2024
2023/185	64	Baringa Road	NORTHBRIDGE	Alterations and additions to existing dwelling, carport/garage, swimming pool and associated works.	Consent	24/07/2023	19/02/2024
2023/200	1	The Outpost	NORTHBRIDGE	Internal and external alterations and additions to existing dwelling, including changes to windows and doors, new swimming pool with decking and associated works.	Consent	8/08/2023	28/02/2024
2022/256	122	Kameruka Road	NORTHBRIDGE	Alterations and additions to existing dwelling, new plant room, internal reconfiguration, landscaping and associated works.	Consent	18/08/2022	11/03/2024
2023/317	57	Baringa Road	NORTHBRIDGE	Alterations and additions to existing dwelling, swimming pool and associated works	Consent	28/11/2023	20/03/2024
2023/155	1	Noonbinna Crescent	NORTHBRIDGE	New boatshed with decking and associated works.	Consent	23/06/2023	22/03/2024
2023/92	35	William Street	ROSEVILLE	Alterations and additions to existing dwelling, including proposed new basement level carpark & swimming pool - Amended plans.	Consent	31/03/2023	23/02/2024
2022/134/B	26	Waratah Street	ROSEVILLE	Modify original proposal to include extension of pergola roof, changes to outdoor kitchen area, modify fire-pit, delete proposed columns adjacent to family room, revised stormwater and associated works.	Consent	24/11/2023	27/02/2024
2023/236	19	William Street	ROSEVILLE	New detached secondary dwelling, and associated works.	Consent	4/09/2023	6/03/2024
2021/295/A	12	Frederick Street	ST LEONARDS	Delete condition 4 regarding the trial period and amend condition 6 to permit up to 60 students at any one time.	Consent	10/11/2023	11/01/2024

APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY BETWEEN 1 JANUARY AND 31 MARCH 2024 ATTACHMENT 2

DA No	Address		Proposal	Determination	Lodge Date	Determination Date	
2022/115/A	7	Westbourne Street	ST LEONARDS	Modify Condition No. 1 to include changes to staged development to podium floor plan, first floor, elevations, material board and associated works.	Consent	1/12/2023	13/02/2024
2023/310	18	Kalgoorlie Street	WILLOUGHBY	Subdivision of existing dual occupancy.	Consent	24/11/2023	10/01/2024
2022/334	20	Wyalong Street	WILLOUGHBY	Alterations and first & ground floor additions to existing dwelling, carport, swimming pool & associated works.	Consent	17/10/2022	12/01/2024
2023/291	69	Artarmon Road	WILLOUGHBY	Internal alterations and new first floor attic style addition to the existing dwelling associated works.	Consent	6/11/2023	23/01/2024
2023/131	22	Penshurst Street	WILLOUGHBY	Alterations and first floor addition to existing dwelling and associated works	Consent	24/05/2023	2/02/2024
2023/60/A	11	Oakville Road	WILLOUGHBY	Amend the approved plans to allow internal and external changes, including a reduction in the floor area of the proposed extension and associated works.	Consent	8/11/2023	6/02/2024
2023/189	71	Marlborough Road	WILLOUGHBY	Demolition of existing structures, construction of a new dwelling, carport, and associated works.	Consent	27/07/2023	16/02/2024
2015/14/A	16	Nardoo Road	WILLOUGHBY	Change roof profile of southern face of carport from hip style to gable style.	Consent	1/02/2024	20/03/2024
2022/260/A	8	First Avenue	WILLOUGHBY EAST	Modify original proposal to include changes to windows, brick infill, reconfigure balustrade and timber awning, retain vine support, new support brick columns and associated works.	Consent	25/01/2024	22/03/2024

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Delegated Authority Willoughby Local Planning Panel Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2024/74	2/04/2024	338 Mowbray Road ARTARMON NSW 2064.	Being Assessed by Development Officer	Demolition of existing structures, tree removal and construction of a new multi storey, 38 place Child Care facility, to include car parking, landscaping and associated works.	Artmade Architectural	Delegated Authority
2024/49	6/03/2024	13 Pyrl Road ARTARMON NSW 2064.	On Notification for public comment	Alterations and additions to existing dwelling including ground floor dwelling extension, new pavilion, garage, plunge pool, reinstate open front verandah and associated works.	Dieppe Design Pty Ltd	Delegated Authority
2024/21	31/01/2024	32 Smith Road ARTARMON NSW 2064.	Being Assessed by Development Officer	The addition of a new carport and replacement of the front fence.	Joseph Fok	Delegated Authority
2024/10	16/01/2024	43 Hotham Parade ARTARMON NSW 2064.	Being Assessed by Development Officer	Construction of new front façade, erection of replacement illuminated signage to industrial building, and associated works.	Suttons Investments & Loans	Delegated Authority
2023/74	13/03/2023	7-9 Wilkes Avenue ARTARMON NSW 2064.	Being Assessed by Development Officer	Shop fit-out and occupation of existing premises to a tattoo parlour and associated works.	Oneten Art Pty Ltd	Delegated Authority
2023/323	12/12/2023	132 Hampden Road ARTARMON NSW 2064.	Being Assessed by Development Officer	Alterations and additions to existing two storey mixed use building for a ground floor dental practice and first floor extension to existing residence and associate works.	Stephen K Yu & Associates Pty Ltd	Delegated Authority
2022/376/A	21/02/2024	47 Hotham Parade ARTARMON NSW 2064.	Being Assessed by Development Officer	Modify original proposal to include addition of internal stairs to warehouses for mezzanine access, office spaces to warehouses, level 1 and level 2 wall adjustments and finishes and associated works.	BJB Architects	Delegated Authority
2021/99/B	14/12/2023	50 Stafford Road ARTARMON NSW 2064.	Stop the Clock - additional information required	Modify original proposal to amend condition 15 relating to stormwater drainage.	Hoang Duc Truong	Delegated Authority
2016/344/B	6/12/2023	70 Hampden Road ARTARMON NSW 2064.	Being Assessed by Development Officer	Modify existing consent to amend the internal layout of the shop top dwellings and changes to the garage and associated works.	C Lee's Group Pty Ltd	Delegated Authority
2015/418/C	6/03/2024	36A Cleland Road ARTARMON NSW 2064.	Stop the Clock - additional information required	Modify original proposal to include removal of three trees, correction to garage level shown on plans and associated works.	Ms Wendy Yung	Delegated Authority

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Delegated Authority Willoughby Local Planning Panel Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2023/251	14/09/2023	8 Weedon Road ARTARMON NSW 2064.	Stop the Clock - additional information required	Alterations and first floor addition to existing dwelling, driveway and associated works.	Anna Harford	Delegated Authority
2024/41	20/02/2024	1 Frederick Street ARTARMON NSW 2064.	On Notification for public comment	Proposed internal fitout of existing retail tenancy and associated works.	Artarmon Retail Centre TC Pty Ltd	Willoughby Local Planning Panel
2023/273	3/10/2023	64 Hampden Road ARTARMON NSW 2064.	Being Assessed by Development Officer	Demolition of existing structures and construction of a new 5 storey shop-top housing consisting of commercial premises to ground floor, 18 apartments, communal open space, car parking with car lift, car turntable and associated works.	Sjb Architecture	Willoughby Local Planning Panel
2024/70	28/03/2024	101 Neerim Road CASTLE COVE NSW 2069.	Being Assessed by Development Officer	Alterations and additions to existing dwelling and associated works.	Mr Dirk Meinecke	Delegated Authority
2024/65	22/03/2024	80 Neerim Road CASTLE COVE NSW 2069.	Being Assessed by Development Officer	Demolition of existing dwelling and structures and construction of a new dual occupancy with carparking, landscaping and associated works.	Bijl Architecture	Delegated Authority
2023/330	19/12/2023	28 Cammaray Road CASTLE COVE NSW 2069.	On Notification for public comment	Internal and external alterations and additions to the existing dwelling; including, construction of a new garage, upgrade driveway, refurbish existing swimming pool and associated works.	Sev Building	Delegated Authority
2023/201	9/08/2023	21 Allambie Road CASTLE COVE NSW 2069.	Stop the Clock - additional information required	Excavate part of the site along the Nareem Rd street frontage and construct a new garage and storage area in a basement level, convert the existing garage to a media/TV room with wine cellar on the lower ground floor level with access to roof top garden above the proposed new garage/storage area, and associated works.	Mrs Susannah Jane Gallagher	Delegated Authority
2023/11/A	15/12/2023	69 Neerim Road CASTLE COVE NSW 2069.	Being Assessed by Development Officer	Modify existing consent and associated works	Ursino Architects	Delegated Authority

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Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2021/184/A	19/12/2023	20 Rosebridge Avenue CASTLE COVE NSW 2069.	Being Assessed by Development Officer	Modify original proposal to extend the first floor addition to one of the attached dual occupancy dwellings	Mr Victor Durant	Delegated Authority
2024/44	22/02/2024	14 Warrawee Avenue CASTLE COVE NSW 2069.	Stop the Clock - additional information required	Addition of a timber deck, pool coping extension, front fence, and associated works	Contour Landscape Architecture	Delegated Authority
2023/46	22/02/2023	117 Neerim Road CASTLE COVE NSW 2069.	Being Assessed by Development Officer	Alterations and first floor addition to existing dwelling, demolition of hardstand area, new driveway access with turning bay and associated works.	Diana Prowse	Delegated Authority
2022/267	25/08/2022	8A Deepwater Road CASTLE COVE NSW 2069.	Being Assessed by Development Officer	Demolition of existing dwelling and outbuildings and construction of new dual occupancy with double garages, alteration to existing swimming pool, landscaping and associated works.	Ms Sohila Fateemeh Vatandoust	Delegated Authority
2023/269	3/10/2023	13 Cammaray Road CASTLE COVE NSW 2069.	Being Assessed by Development Officer	Alterations and additions to existing dwelling and Garage and landscaping, with associated works.	Literatrotta	Delegated Authority
2024/4	8/01/2024	55 Headland Road CASTLE COVE NSW 2069.	Being Assessed by Development Officer	Construction of a new dwelling, house, carport, tree removal, landscaping and associated works.	Peter Glynn Rogers	Delegated Authority
2023/137	1/06/2023	61 Neerim Road CASTLE COVE NSW 2069.	Under Appeal in the Land & Environment Court	Alterations and additions to existing dwelling, landscaping and associated works	Mh Architects Pty Ltd	Land & Environment Court
2023/27	2/02/2023	36 Headland Road CASTLE COVE NSW 2069.	Under Appeal in the Land & Environment Court	Demolition of existing dwelling and construction of new dwelling house, basement, swimming pool, landscaping and associated works.	Peak Architects	Land & Environment Court
2022/365	21/11/2022	56 Headland Road CASTLE COVE NSW 2069.	Under Appeal in the Land & Environment Court	Demolition of existing dwelling and construction of new dwelling house, swimming pool and associated works.	Minto Planning Services Pty Ltd	Land & Environment Court
2014/552/C	3/11/2022	56 Willowie Road CASTLE COVE NSW 2069.	Being Assessed by Development Officer	Modify existing consent including internal and external modifications.	Plan Urbia	Willoughby Local Planning Panel

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Delegated Authority Willoughby Local Planning Panel Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2024/66	25/03/2024	2 The Rampart CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Alterations and partial first floor addition, internal lift, changes to internal layout, rear extension with external living provisions, swimming pool with fencing and equipment storage, re-installment of enclosed garage and carport, landscaping, fencing and associated works.	Mr George Bensen	Delegated Authority
2023/143	14/06/2023	164 Edinburgh Road CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Internal and external alterations and additions to existing dwelling and associated works.	Mathew Davis	Delegated Authority
2022/381	9/12/2022	13 The Tor Walk CASTLECRAG NSW 2068.	Stop the Clock - additional information required	Alterations and additions to existing dwelling including extension of existing ground floor entry and roof, extend existing deck, spa and associated works	Group Architects	Delegated Authority
2022/273/A	20/02/2024	107 The Bulwark CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Modify existing consent by removing old roof tiles and replacing with metal roofing and associated works.	Anthony Brown and Mrs Justine Rebecca Brown	Delegated Authority
2018/393/A	7/10/2022	7B The Tor Walk CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Modification to approved boatshed, retaining walls and piles locations.	Land and Marine Engineering Consulting	Delegated Authority
2009/661/C	2/04/2024	315 Edinburgh Road CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Modify original proposal to include addition of lift to all levels of dwelling, solar panels to roof, changes to internal layout, terrace balustrade, windows, decking, driveway access, new awning, carport, garden shed, landscaping and associated works.	Mr Robert Leo Berkelouw	Delegated Authority
2023/333	22/12/2023	47 Sunnyside Crescent CASTLECRAG NSW 2068.	Stop the Clock - additional information required	Alterations and extension on the ground floor level and first floor addition to the existing dwelling, and associated works.	Haviland Architects Pty Ltd	Delegated Authority
2024/28	12/02/2024	39 The Tor Walk CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Demolition of existing dwelling, garage and driveway and construction of a new dwelling, detached garage, swimming pool and related landscaping.	Ingham Planning Pty Ltd	Delegated Authority
2023/302	16/11/2023	19 The Bastion CASTLECRAG NSW 2068.	Stop the Clock - additional information required	Demolition of existing dwelling and construction of new three storey dwelling, alfresco area, double garage, retain and	Dieppe Design Pty Ltd	Delegated Authority

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Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
				refurbishment of existing swimming pool and associated works.		
2024/1	8/01/2024	3 The Bastion CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Alterations and additions to existing dwelling house, glass roof to building link, garage and associated works.	Kolleen Alma Wallace	Delegated Authority
2023/281	12/10/2023	39 The Scarp CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Construction of a new dwelling house, secondary dwelling, workshop, tree removal, detached carport, car crossing landscaping and associated works.	Mr Lester Clifford	Delegated Authority
2023/134	25/05/2023	6 The Scarp CASTLECRAG NSW 2068.	Being Assessed by Development Officer	New two storey dwelling house, garage, landscaping to include tree removal, convert existing garage to storage and associated works.	Mr Robert Lepre	Delegated Authority
2023/229	25/08/2023	19 The Scarp CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Alterations and additions to existing dwelling and associated works.	Benjamin Paul Maurice Tinker	Willoughby Local Planning Panel
2024/5	10/01/2024	197 Edinburgh Road CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Alterations to existing dwelling house including removal of existing structures including demolition of existing swimming pool to be replaced with a new smaller pool, refurbishment of existing tennis court structure and landscaping.	Ph Plus Architects	Willoughby Local Planning Panel
2024/17	25/01/2024	100 Edinburgh Road CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Demolition of all structures on site to include shopping centre, basement car parking area and associated works.	Project Edinburgh Pty Ltd	Willoughby Local Planning Panel
2024/68	28/03/2024	34 Albert Avenue CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Proposed temporary use of existing heritage building as a display suite with an ancillary café, partial demolition of non-significant additions, removal of internal walls, demolition of existing driveway and associated works.	Chatswood Property Pty Ltd	Delegated Authority
2024/63	19/03/2024	237 Mowbray Road CHATSWOOD NSW 2067.	On Notification for public comment	Alterations to existing heritage item and construction of single storey detached dwelling, subdivision to existing site, demolition of rear garage, swimming pool and associated works.	Cracknell & Lonergan Architects Pty Ltd	Delegated Authority

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Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2024/60	15/03/2024	3A Clarke Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Outbuilding for storage and associated works.	Linda Lee	Delegated Authority
2024/59	14/03/2024	372 Eastern Valley Way CHATSWOOD NSW 2067.	On Notification for public comment	Unit 7, Change of use to Recreation Facility (indoor) - Gym. The proposed operation hours of the gym is 24 hours, 7 days a week	Patch Planning	Delegated Authority
2024/45	23/02/2024	34A Anglo Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Reconstruction of eastern boundary retaining wall with fencing and associated works.	Radoslav Blagojevic	Delegated Authority
2024/40	20/02/2024	128 Ashley Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations to existing dwelling including demolition of existing carport, brick extension with deck and construction of new dwelling, landscaping and associated works.	D.R. Design (Nsw) Pty Limited	Delegated Authority
2024/34	14/02/2024	446 Victoria Avenue CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and additions to existing RSL premises to include new front façade, replacement of windows, signage, cladding, metal screens and louvres, awning and associated works.	Damian O'Toole Town Planning Pty Ltd	Delegated Authority
2024/31	14/02/2024	141 Victoria Avenue CHATSWOOD NSW 2067.	Stop the Clock - additional information required	Consolidate three existing commercial/shop premises, and internal and external alterations and additions to create one tenancy comprising a Chemist.	Caladines Town Planning Pty Ltd	Delegated Authority
2024/26	5/02/2024	446 Victoria Avenue CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Addition of a mezzanine level to existing RSL premises and associated works.	Damian O'Toole Town Planning Pty Ltd	Delegated Authority
2024/22	2/02/2024	372 Eastern Valley Way CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Use and internal fit-out of an industrial unit for the purpose of a gymnasium (recreation facility – indoor) and associated business identification signage	Prestige Town Planning Pty Ltd	Delegated Authority
2024/2	8/01/2024	1 Dulwich Road CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Demolition of existing garage and construction of a secondary dwelling, new garage and associated works.	Es Drafting	Delegated Authority
2024/18	25/01/2024	61 Alleyne Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and additions and change of use of the ground floor level to vehicle sales premises and associated works.	Jmbc Group Pty Ltd	Delegated Authority

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Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2024/16	24/01/2024	42 Robinson Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and additions to existing dwelling and associated works, including removal of a tree.	5L SUPERANNUATION FUND	Delegated Authority
2023/332	20/12/2023	13 Violet Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Demolition of existing dwelling and construction of new two storey dwelling, covered outdoor area, landscaping, double garage, front fence and associated works.	In and Out Pty Ltd Architects	Delegated Authority
2023/331	19/12/2023	1 Hotham Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Demolition of existing dwelling and construction of new dwelling house, double garage, swimming pool, landscaping and associated works.	Peter Blake	Delegated Authority
2023/312	24/11/2023	22 Hercules Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Internal alterations and first floor addition to existing dwelling and associated works.	In and Out Pty Ltd Architects	Delegated Authority
2023/288	24/10/2023	11 Lamette Street CHATSWOOD NSW 2067.	Stop the Clock - additional information required	Alterations and additions to existing dwelling and associated works.	Avani Compositions	Delegated Authority
2023/282	13/10/2023	27 Kooba Avenue CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and additions to existing dwelling to include internal layout changes, new swimming pool, landscaping, external works and associated works.	Matt Elkan Architect	Delegated Authority
2023/279	11/10/2023	691 Pacific Highway CHATSWOOD NSW 2067.	Stop the Clock - additional information required	Strata Subdivision.	Dpg 38 Pty Ltd C/- Jv Urban	Delegated Authority
2023/247	7/09/2023	38 Dalrymple Avenue CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and additions to existing dwelling, changes to internal layout, rear deck and alfresco area and associated works.	Mr Abhijit Gajanan Ekbote	Delegated Authority
2023/243	6/09/2023	19 Archer Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and additions to existing dwelling including construction of new rear addition, new front fence, relocation of driveway crossover and associated works.	Enhance Group Projects Pty Ltd	Delegated Authority
2023/207	10/08/2023	4 Dardanelles Road CHATSWOOD NSW 2067.	Stop the Clock - additional information required	Alteration and two storey addition at the rear of the existing dwelling, and associated works.	Mr Adam Phillip Myers	Delegated Authority

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Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2023/121	11/05/2023	18 Kareela Road CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and additions to existing Heritage Item and associated works.	Nimbus Architecture and Heritage	Delegated Authority
2022/305/C	10/01/2024	345 Victoria Avenue CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Modify condition 1 and original proposal to include changes to external façade, awnings and associated works.	Vicinity Centres Pty Ltd	Delegated Authority
2022/298	23/09/2022	14 Albert Avenue CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Demolition of existing structures and construction of a new part two storey premises to conduct the operation of a health consulting room, tree removal, fencing and associated works.	N27 Architects	Delegated Authority
2022/261/A	1/02/2024	6 Fontaine Street CHATSWOOD NSW 2067.	Stop the Clock - additional information required	Modify original proposal to include changes to windows, rear wall, and extend swimming pool fencing.	Build Design	Delegated Authority
2022/161/C	27/02/2024	871 Pacific Highway CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Proposed development, installation of condensers units at Basement Levels, relocation of plant services and equipment, change to apartment mix and changes at roof level to reflect these changes	Goldfields Chatswood No.2 Pty Ltd	Delegated Authority
2022/161/A	5/04/2023	871 Pacific Highway CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Modify existing consent including modifying Condition 1 to replace approved landscape plan with an amended tree management plan and modifying the wording of Conditions regarding Construction Certificate.	Goldfields Chatswood No 1 Pty Ltd	Delegated Authority
2021/358/A	2/04/2024	15 Park Avenue CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Modify original proposal to include changes to roof, ceiling, addition of a fixed window and associated works.	Design Quest Sydney Pty Ltd	Delegated Authority
2019/205/A	12/03/2024	9 Lone Pine Avenue CHATSWOOD NSW 2067.	On Notification for public comment	Alterations to main and secondary dwelling including changes to building layout and height, addition of floor space, porch addition to secondary dwelling, changes to external materials, addition of retaining walls, addition of tree planting, addition of swimming pool and associated works.	Wincrest Group Pty Ltd	Delegated Authority

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Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2017/376/B	12/03/2024	28 Archer Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Modify original proposal to include changes to internal layouts, reduction in basement footprint, removal of cold water pump room & fire pump room, relocation of bin room, location change of motorbike parking and associated works	Texco Design	Delegated Authority
2016/377/D	12/01/2024	6 Blakesley Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Modify consent to allow reconstruction of building elements that were required to be retained as part of the original approval.	Yuk Mui Kong	Delegated Authority
1999/682/A	6/12/2023	552-554 Pacific Highway CHATSWOOD NSW 2067.	Stop the Clock - additional information required	Modify existing consent (DA 1999/682) regarding landscaping involving general remediation on roof and private balconies, planter box replacement and associated works.	Turnbull Planning International Pty Ltd	Delegated Authority
2024/23	5/02/2024	40 Johnson Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and additions to the existing dwelling including; construction of a new swimming pool, four car garage, associated works and the continued use of part of the dwelling as professional consulting rooms.	Mr Peter P Princi	Delegated Authority
2023/44	21/02/2023	7 Milton Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Demolition of existing structures and construction of new dual occupancy with ancillary structures and associated works.	Ted Quinton Architecture	Delegated Authority
2023/328	15/12/2023	57-61 Archer Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Demolition of existing non-significant buildings and retention of Heritage Item.	Coronation Property Co. Pty Ltd	Delegated Authority
2023/326	12/12/2023	6 Dardanelles Road CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and additions to the rear of the existing dwelling, alterations to the front fence to include a sliding gate, and associated works.	Robert Parisi Architecture & Design	Delegated Authority
2023/322	8/12/2023	5 Nea Street CHATSWOOD NSW 2067.	Stop the Clock - additional information required	Alterations and additions to existing dwelling including rear ground floor extension, rear deck with operable pergola roof, and associated works.	Minto Planning Services Pty Ltd	Delegated Authority
2023/313	27/11/2023	15 Dowel Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and first floor addition to existing dwelling, double garage and associated works.	In and Out Pty Ltd Architects	Delegated Authority

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Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2023/255	20/09/2023	63 Macquarie Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	New carport and associated works.	Matthew Cardona	Delegated Authority
2023/254	15/09/2023	412 Penshurst Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and first floor addition to existing dwelling, internal layout changes and associated works.	Ms Meixiu Chen	Delegated Authority
2023/213	15/08/2023	128A Beaconsfield Road CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Construction of new dual occupancy with detached carport , driveway, retaining walls, tree removal and landscaping and associated works.	Watermark Chatswood Partnership	Delegated Authority
2022/162/B	13/12/2023	9 Blakesley Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Modify existing consent to replace roof tiling of existing dwelling and increase the ceiling height and roof height of the proposed rear addition	DKYK Pty Ltd	Delegated Authority
2022/161/B	13/12/2023	871 Pacific Highway CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Amend Condition 8 - affordable housing and delete condition 45 substation relocation.	Goldfields Chatswood No.2 Pty Ltd	Delegated Authority
2024/47	27/02/2024	2 Wilson Street CHATSWOOD NSW 2067.	On Notification for public comment	Integrated Development - Proposed construction of a mixed use development comprising of basement parking, commercial and retail premises, childcare centre and shop top housing, public domain works, landscaping and associated works. The application is identified as nominated integrated development requiring approval from Water NSW pursuant to s90 the Water Management Act 2000.	BB Wilson Property Pty Limited	Delegated Authority
2023/327	14/12/2023	8 Hercules Street CHATSWOOD NSW 2067.	Stop the Clock - additional information required	Alterations and first floor addition to existing dwelling, new carport, swimming pool, and associated works.	Mr Henry Huang	Delegated Authority
2023/320	5/12/2023	57-61 Archer Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	The application seeks approval for early works including excavation, shoring and tree removal to facilitate future mixed-use development. The application is identified as Nominated Integrated Development requiring approval from Water NSW pursuant to s91 of Water Management Act 2000.	Coronation Property Co. Pty Ltd	Delegated Authority

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Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2023/219	18/08/2023	44 Anderson Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Demolition of existing structures including tree removal, site cleaning and preparation of site.	Bridgestone Projects Pty Ltd	Delegated Authority
2023/256	21/09/2023	629 Pacific Highway CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Integrated Development - Demolition of existing structures and construction of a 27 storey mixed use development consisting of 2 levels of retail/commercial, 25 storeys of 53 residential units, five levels of basement parking and associated works.	Polytec Australia Four Pty Ltd	Delegated Authority
2023/237	5/09/2023	9-11 Nelson Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Integrated Development - Demolition of existing structures, construction of 27 storey mixed-use development, basement carparking, two storey commercial podium, 2 residential towers consisting of 193 apartments, communal open space, landscaping and associated works.	9-11 Nelson St Pty Ltd	Delegated Authority
2023/166	28/06/2023	691 Pacific Highway CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Nominated Integrated Development - Water Management Act 2000 s90 (WaterNSW). SNPP - AMENDED PLANS Concept Development Application - Demolition of existing structures, removal of all trees, residential flat building containing 89 residential units (reduced from 100 units), amendments to the layout and arrangement of 'communal' space, basement parking containing 122 car spaces (reduced from 130 spaces), landscaping and associated works, through-site links, strata subdivision.	Dpg 38 Ptd Ltd	Delegated Authority
2017/469/C	22/01/2024	401 Mowbray Road West CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Modify original proposal to Condition 93, regarding hours of operation to 7.00am to 7.00pm on weekdays.	The Trustee For Joseph Wehbe Family Trust No. 6	Delegated Authority
2017/469/B	22/01/2024	401 Mowbray Road West CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Removal of Tree 2 and replacement planting	The Trustee For Joseph Wehbe Family Trust No. 6	Delegated Authority
2024/19	29/01/2024	849 Pacific Highway CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Demolition and removal of existing buildings and structures, site improvements and the removal of vegetation	BB Wilson Property Pty Limited	Delegated Authority

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Determining Authority

Delegated Authority Willoughby Local Planning Panel Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2023/150	20/06/2023	58 Anderson Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	SNPP - Demolition of existing structures and construction of 15 storey shoptop housing (mixed use) development, site landscaping, public art, public domain works and associated works.	Reza Vakili	Delegated Authority
2023/217	18/08/2023	3 Ellis Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Demolition of the existing residential flat building and all structures, tree removal, existing footings and site clearing.	Mpg Au Pty Ltd	Delegated Authority
2022/95/C	6/10/2023	282-284 Victoria Avenue CHATSWOOD NSW 2067.	Under Appeal in the Land & Environment Court	Modification of LEC consent DA2022/95 proposing alterations and additions to the retained part of existing building.	Aplus Design Group	Land & Environment Court
2022/95/A	19/09/2023	282-284 Victoria Avenue CHATSWOOD NSW 2067.	Under Appeal in the Land & Environment Court	Various modifications to the consent including Conditions 1 and 9 to reflect changes to approved plans and documentation, an increase in overall gross floor area and floor space ratio, lowering of the finished floor level, implementation of ground level flood protection, revised façade treatment at both the Victoria Avenue and Neridah Street frontages, various changes to internal layout, reduction in number of car spaces.	Aplus Design Group	Land & Environment Court
2022/2/A	22/09/2023	282-284 Victoria Avenue CHATSWOOD NSW 2067.	Under Appeal in the Land & Environment Court	Various modifications to the consent including modification of Conditions 1, 6 and 10 to reflect changes to approved plans and documentation, changes to the façade of the building including the introduction of additional windows and associated glazing on the southern and western elevations of the building at Level 2 and Level 3, changes to finished floor levels, implementation of ground level flood protection, removal of one retail car space, reconfiguration of floor layout.	Aplus Design Group	Land & Environment Court
2019/57/B	9/08/2023	6 View Street CHATSWOOD NSW 2067.	Under Appeal in the Land & Environment Court	Modify condition no. 1 relating to drainage system, correct dwelling location on survey, changes to car spaces, new car ramp, internal alterations and additions and associated works.	ABC Planning	Land & Environment Court

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Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2023/182	17/07/2023	272 Victoria Avenue CHATSWOOD NSW 2067.	Under Appeal in the Land & Environment Court	Adaptive reuse of existing building, addition of new lift core, modernisation of shopfront, amalgamation of 6 shops into 2 larger spaces, refurbish external design to revitalise street front.	Aplus Design Group	Land & Environment Court
2022/240	8/08/2022	42 Archer Street CHATSWOOD NSW 2067.	Under Appeal in the Land & Environment Court	Demolition of existing residential flat building and construction of a 26-storey building comprising community facilities from ground level to Level 3, residential communal open space at Level 3, 42 residential units above, and 6 levels of basement carparking.	Willow Capital	Land & Environment Court
2017/467/A	6/07/2023	211 Victoria Avenue CHATSWOOD NSW 2067.	Under Appeal in the Land & Environment Court	Modification to the approved residential flat building including changes to internal layouts of units, provision of additional floor to floor heights to satisfy ADG and enhance buildability and associated works.	Agilean Group	Land & Environment Court
2023/176	10/07/2023	688 Pacific Highway CHATSWOOD NSW 2067.	Under Appeal in the Land & Environment Court	The application is identified as nominated integrated development requiring approval from WaterNSW pursuant to s90 Water Management Act 2000 - WLPP- Demolition of existing structures and construction of 7 storey shop top housing development comprising 3 basement levels of carparking, ground floor retail and commercial tenancy and 33 residential dwellings.	D.R. Design (Nsw) Pty Limited	Land & Environment Court
2024/48	1/03/2024	17 Nea Street CHATSWOOD NSW 2067.	On Notification for public comment	Alterations and additions to existing dwelling to also include layout changes, new windows, extend dormer windows, rear pergola and associated works.	Tomislav Maric	Willoughby Local Planning Panel
2024/27	8/02/2024	10 Devonshire Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Alterations and a basement level addition to existing dwelling, replacement of windows and associated works	Adept Architects	Willoughby Local Planning Panel
2023/271	3/10/2023	27 Lamette Street CHATSWOOD NSW 2067.	Stop the Clock - additional information required	Alterations and additions to rear of existing dwelling, new patio, carport, garage and workshop and associated works.	Not Given Build Design	Willoughby Local Planning Panel
2023/253	15/09/2023	18 Smith Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Demolition of existing structures and construction of a two storey premises to operate a 24 hour 7 days a week McDonald's takeaway food and drink premises to include	SLR Consulting Australia Pty Ltd	Willoughby Local Planning Panel

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				26 car parking spaces, landscaping, signage and associated works.		
2023/172	6/07/2023	44 Anderson Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	The application is identified as nominated integrated development requiring approval from Water NSW - pursuant to the s90 Water Management Act 2000- SNPP - Demolition of existing structures and construction of 26 storey shop top housing development comprising commercial /retail, 95 residential units, 4 levels of basement car parking and associated works.	Bridgestone Projects Pty Ltd	Willoughby Local Planning Panel
2022/393	21/12/2022	3 Ellis Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Demolition of existing residential unit building, construction of a 14 storey shop top housing development comprising 3 storeys of retail/commercial use, communal facilities and 4 levels of basement car parking, landscaping and associated works - INTEGRATED	Mpg Au Pty Ltd	Willoughby Local Planning Panel
2024/61	19/03/2024	5 Bellevue Street CHATSWOOD WEST NSW 2067.	On Notification for public comment	New swimming pool, new boundary fencing, retaining walls, front fence, landscapes works, tree removal and associated works.	Wisdom Landscapes	Delegated Authority
2020/117/E	29/08/2023	No physical address-Chatswood Golf Course Links	Being Assessed by Development Officer	Modify existing consent by relocating storm water/Gross Pollutant traps from Beaconsfield Road and Colwell Crescent to the respective road reserves.	Watermark Chatswood Pty Ltd	Delegated Authority
2023/205	9/08/2023	7 Bailey Avenue LANE COVE NORTH NSW 2066.	Being Assessed by Development Officer	Alterations and two storey addition at the rear of the existing dwelling, and associated works.	Design Your Space	Delegated Authority
2022/358/A	12/02/2024	497 Mowbray Road West LANE COVE NORTH NSW 2066.	Being Assessed by Development Officer	Modify original proposal to replace the existing rear deck and awning with access to the verandah.	Chris Pasfield	Delegated Authority
2024/30	13/02/2024	20 Rembrandt Drive MIDDLE COVE NSW 2068.	Being Assessed by Development Officer	First floor addition and alterations and to existing dwelling to include enlarge existing deck, cladding, replace roof tiles to sheet metal, reconfiguration of windows, new detached studio in rear yard and associated works.	Incidental Architecture	Delegated Authority

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Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2023/90	29/03/2023	1 Chowne Place MIDDLE COVE NSW 2068.	Being Assessed by Development Officer	Demolish existing carport and construction of a new dwelling house and carport to create a dual occupancy with driveway, landscaping and associated works	Smith & Tzannes	Delegated Authority
2023/223	23/08/2023	1A Greenfield Avenue MIDDLE COVE NSW 2068.	Being Assessed by Development Officer	Alterations and addition of two bedrooms to an existing detached dual occupancy dwelling, and associated works which include, relocation of rainwater tanks; new shade structure over an existing car parking space; and, removal of four trees.	Michael E and C Megan Jones Pty Ltd	Delegated Authority
2023/191	27/07/2023	15 The Quarterdeck MIDDLE COVE NSW 2068.	Being Assessed by Development Officer	Alterations and additions to enclose a terrace and extend a balcony on the ground floor level of the existing dwelling. Additional information submitted requesting variation to the Floor Space Ratio (FSR) Development Standard under Clause 4.6 under LEP.	Mr Stuart Douglas Archibald	Delegated Authority
2021/361/A	14/02/2024	59 Rembrandt Drive MIDDLE COVE NSW 2068.	Being Assessed by Development Officer	Modify original proposal to retain existing driveway and convert existing carport to garage and associated works.	Ms Yvonne Catherine Tuckett and Mr David Kingsley Tuckett	Delegated Authority
2024/6	11/01/2024	22 Greenfield Avenue MIDDLE COVE NSW 2068.	Being Assessed by Development Officer	Construction of new swimming pool and paved area, retaining wall and access stairs to the rear of the property, replace existing paved verandah with turf, front retaining wall, bin area and garage with stone cladding, balustrade over garage and associated works.	The Trustee For Sid Trust	Delegated Authority
2023/325	12/12/2023	20 Greenfield Avenue MIDDLE COVE NSW 2068.	Being Assessed by Development Officer	Alterations and a third floor addition to existing dwelling, and associated works.	Douglas Design	Delegated Authority
2024/55	14/03/2024	217 Eastern Valley Way MIDDLE COVE NSW 2068.	On Notification for public comment	Demolition of existing commercial building and construction of mixed use development, carparking and associated works.	Liskowski Architects	Willoughby Local Planning Panel
2023/284	16/10/2023	27 Covelee Circuit MIDDLE COVE NSW 2068.	Stop the Clock - additional information required	Alterations and additions to existing dwelling, internal layout changes, garage relocated, landscaping, refurbishment of existing swimming pool including pool fencing and retaining walls and associated works.	Mr Christopher Adams	Willoughby Local Planning Panel

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Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2024/7	11/01/2024	21A Slade Street NAREMBURN NSW 2065.	Being Assessed by Development Officer	Construction of pergola to existing dwelling and associated works	Pergola Land Australia Pty Ltd	Delegated Authority
2024/69	28/03/2024	28 Market Street NAREMBURN NSW 2065.	Being Assessed by Development Officer	Alterations and internal reconfiguration of existing dwelling, landscaping, swimming pool, carport, gate and associated works.	Pereira Design	Delegated Authority
2024/64	22/03/2024	71 Garland Road NAREMBURN NSW 2065.	Being Assessed by Development Officer	Alterations and additions to existing dwelling including landscaping, swimming pool, decking and associated works.	Contour Landscape Architecture	Delegated Authority
2024/50	7/03/2024	7 Merrenburn Avenue NAREMBURN NSW 2065.	On Notification for public comment	Enclosure of 2 existing carports into garages, and the addition of two new carports erected over existing car hardstands and associated works.	Tesserarch Pty Ltd	Delegated Authority
2024/39	20/02/2024	19 Probate Street NAREMBURN NSW 2065.	Being Assessed by Development Officer	Demolition of existing timber shed, construction of new covered cabana, alteration to paved area around the swimming pool, and associated works.	North Side Pools	Delegated Authority
2024/14	24/01/2024	10 Rhodes Avenue NAREMBURN NSW 2065.	Being Assessed by Development Officer	Alterations and additions to existing dwelling, including: new front fence; rear awning with skylights; new cabana; reduce size of existing swimming pool; tree removal; and, associated works.	Attena Group Pty Ltd	Delegated Authority
2023/314	27/11/2023	12 Merrenburn Avenue NAREMBURN NSW 2065.	Stop the Clock - additional information required	Reconstruct the front fence, new pedestrian gate, sliding gate across the driveway and new pergola, and associated works.	Landart Landscapes Pty Ltd	Delegated Authority
2023/280	12/10/2023	7 Rhodes Avenue NAREMBURN NSW 2065.	Being Assessed by Development Officer	Alterations and first floor and rear addition to existing dwelling, carport, swimming pool and deck, fencing, landscaping and associated works.	Darren Campbell Architect	Delegated Authority
2023/195	3/08/2023	25 Grafton Avenue NAREMBURN NSW 2065.	Stop the Clock - additional information required	New secondary dwelling, carport, lift, and associated works.	Mr Peter Charles Nicholas Kasby	Delegated Authority
2021/139/A	18/01/2024	1 Donnelly Road NAREMBURN NSW 2065.	Being Assessed by Development Officer	Modify original proposal to delete garage and fencing, and alter the layout and size of the secondary dwelling.	Es Drafting	Delegated Authority

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Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2023/296	10/11/2023	22 Market Street NAREMBURN NSW 2065.	Being Assessed by Development Officer	Construction of secondary dwelling and associated works	Amit Tappoo	Delegated Authority
2024/20	29/01/2024	15 Plunkett Street NAREMBURN NSW 2065.	On Notification for public comment	Alterations and additions to rear of existing dwelling, new double, garage with loft, tree removal, and associated works.	Brett Churcher Architects	Delegated Authority
2021/340	9/11/2021	43 Donnelly Road NAREMBURN NSW 2065.	Under Appeal in the Land & Environment Court	Proposed mixed use development comprising the demolition of existing school building, additions to St Leonards Church comprising parish hall and presbytery, construction of multi dwelling housing, conversion of existing presbytery to a dwelling and construction of a dwelling house.	Metro Property Development	Land & Environment Court
2023/235	4/09/2023	30 Oxley Street NAREMBURN NSW 2065.	Being Assessed by Development Officer	Subdivision of site to create 2 new lots from existing 3 lots, alterations and additions to existing dwelling house and construction of new dwelling house and associated works.	Ms Catherine Finlay	Willoughby Local Planning Panel
2022/319	7/10/2022	43 Donnelly Road NAREMBURN NSW 2065.	Being Assessed by Development Officer	Erection of a new Electric substation including fencing to support future development.	Metro Property Development	Willoughby Local Planning Panel
2023/329	19/12/2023	46 Hollywood Crescent NORTH WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Demolition of existing garage, construction of storage room, alterations to the porch and front fence, and associated works.	Profectus Design Pty Ltd	Delegated Authority
2023/259	25/09/2023	10 Tyneside Avenue NORTH WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Removal and construction of gardens, tree removal, new front fence, hardstand parking space, vehicle crossing and associated works.	Right Angle Design and Drafting	Delegated Authority
2023/221	23/08/2023	26 Crabbes Avenue NORTH WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Stratum subdivision into 6 Lots	Hycorp Construction	Delegated Authority
2023/204	9/08/2023	29 Laurel Street NORTH WILLOUGHBY NSW 2068.	Stop the Clock - additional information required	Boundary re-alignment of two lots of heritage item.	Minto Planning Services Pty Ltd	Delegated Authority

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Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2022/233/A	10/01/2024	27 Laurel Street NORTH WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Modify original proposal to amend the internal layout and external changes to the existing dwelling, including retaining the existing bay window, remove the external stairs and associated works.	Minto Planning Services Pty Ltd	Delegated Authority
2019/247/F	21/03/2024	26 Crabbes Avenue NORTH WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Correct typographical error within condition 2(c) of consent.	Hyecorp Property Group	Delegated Authority
2010/546/C	25/01/2024	35 McClelland Street NORTH WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Modify original proposal to reduce size of rainwater tanks.	Mr Anthony Issa	Delegated Authority
2023/263	25/09/2023	26 Crabbes Avenue NORTH WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Addition of three (3) balconies to the independent living units (B401, B402, B403) on Level 4 at Building B, modification to configuration of units at this level, and to the roofline.	Hyecorp Pty Ltd	Delegated Authority
2024/8	15/01/2024	365 Sailors Bay Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Alterations and additions to existing dwelling including partial demolition, roofing, landscaping and associated works.	Mr Andrew James France	Delegated Authority
2024/67	26/03/2024	43 Noonbinna Crescent NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Replacement of existing rear decking, balustrade, landing, stairs and associated works.	Structability Consulting Engineers	Delegated Authority
2024/42	20/02/2024	3 Coates Lane NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Alterations and additions to existing dwelling at 3 Coates Lane and Torrens Title of existing subdivision.	Ms Anne Ngoc Cox	Delegated Authority
2024/38	15/02/2024	78 Baroona Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Subdivision of existing dual occupancy in to two lots.	Ingham Planning Pty Ltd	Delegated Authority
2024/32	14/02/2024	24 Strathallen Avenue NORTHBRIDGE NSW 2063.	Stop the Clock - additional information required	Alterations and additions to existing dwelling, and associated works.	Founding Line Pty Ltd	Delegated Authority

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2023/54/A	14/02/2024	34 Calbina Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Modify consent to allow changes to the carport and amend condition 5 relating to Bushfire Protection.	Corona Projects Pty Ltd	Delegated Authority
2023/192	28/07/2023	45 Neeworra Road NORTHBRIDGE NSW 2063.	Stop the Clock - additional information required	Demolition of existing dwelling and structures and construction of a new two and three storey dwelling, double carport, driveway, remediation of existing swimming pool, access steps, fencing and associated works.	Castlepeake Consulting Pty Ltd	Delegated Authority
2022/310	28/09/2022	73 Minimbah Road NORTHBRIDGE NSW 2063.	Stop the Clock - additional information required	Demolition of existing dwelling, construction of new dwelling including double car garage, swimming pool, inclinor and associated works.	Mrs Robyn Anne McBride	Delegated Authority
2022/297	21/09/2022	41 Upper Cliff Avenue NORTHBRIDGE NSW 2063.	Stop the Clock - additional information required	Demolition of existing dwelling and structures and construction of new three storey dwelling with basement, double carport, swimming pool, landscaping and associated works.	Samantha Jane Garner	Delegated Authority
2022/266/A	14/12/2023	27 Weemala Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Modify original proposal to include relocation of swimming pool, changes to landscaping, steps to garden and associated works.	City Planning Works	Delegated Authority
2019/356/B	28/03/2024	76 Minnamurra Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Modify original proposal to include relocation of swimming pool, equipment storage, cabana stairs, changes to landscaping and associated works.	Michael E and C Megan Jones Pty Ltd	Delegated Authority
2015/559/C	19/03/2024	6 Byora Crescent NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Modify existing consent to delete Conditions 5 and 40 relating to bushfire construction standards. The subject site is not on Bushfire Prone land.	Steve Gartsky Architects	Delegated Authority
2024/24	5/02/2024	94 Cliff Avenue NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Demolition of existing dwelling and ancillary structures and construction of a new dwelling, double garage, swimming pool, landscaping and associated works.	Daniel Barber	Delegated Authority
2023/309	24/11/2023	40 Lower Cliff Avenue NORTHBRIDGE NSW 2063.	Stop the Clock - additional information required	Demolition of existing dwelling and construction of a new dwelling house, double garage, swimming pool, landscaping and associated works.	Kevin Lee	Delegated Authority
2022/5/A	21/02/2024	8 Minnamurra Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Modify consent to allow the removal of two additional trees located within an easement.	Monica Huxley	Delegated Authority

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Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2021/123/A	23/02/2024	46 Eastern Valley Way NORTHBRIDGE NSW 2063.	On Notification for public comment	Internal and external changes to approved consent including modifications to RL's, gross floor area , landscaping and associated works .	WINIM Developments Pty Ltd	Delegated Authority
2024/25	5/02/2024	60 Strathallen Avenue NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Alterations to enclose a terrace of an existing commercial premises used as a medical centre to create a new consulting room with storage, and associated works.	Dr Jayshan Yohendran	Delegated Authority
2023/286	18/10/2023	43 Kameruka Road NORTHBRIDGE NSW 2063.	Stop the Clock - additional information required	Demolition of existing dwelling and construction of a new two storey dwelling, swimming pool, and associated works.	Avenue One Design Pty Ltd	Delegated Authority
2023/295	9/11/2023	8 Weemala Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Demolition of existing structures (except for the pool), construct new three-storey dwelling, and associated works.	Castlepeake Consulting Pty Ltd	Delegated Authority
2022/346	31/10/2022	2 Clifton Avenue NORTHBRIDGE NSW 2063.	Under Appeal in the Land & Environment Court	Alterations and additions to existing dwelling including enclosure of existing deck, new roof over BBQ area and front balcony and associated works.	Bentley Design	Land & Environment Court
2022/265	24/08/2022	15 Minimbah Road NORTHBRIDGE NSW 2063.	Under Appeal in the Land & Environment Court	Demolition of exiting dwelling and construction of new dwelling house, retention of current boatshed, swimming pool, landscaping and associated works.	Walter Barda Design	Land & Environment Court
2017/488/B	11/01/2022	75 Coolawin Road NORTHBRIDGE NSW 2063.	Under Appeal in the Land & Environment Court	Modify original proposal to including changes to dwelling floor slab, stairs, and reconstruction of walls from lower ground to first floor, pool floor level, roof and associated works.	Mrs Taleen Marcarian	Land & Environment Court
2020/238	1/10/2020	131 Sailors Bay Road NORTHBRIDGE NSW 2063.	Under Appeal in the Land & Environment Court	Adaptive conversion of the existing building into shop top housing, including additional level	Helm Properties	Land & Environment Court
2021/90/A	6/07/2023	58 Eastern Valley Way NORTHBRIDGE NSW 2063.	Under Appeal in the Land & Environment Court	Modification of existing consent to include internal and external works throughout the approved residential flat building including roof alterations, additions to unit 3.02 to create 3-bedroom unit, changes to basement including deletion of car stacker, modifications to conditions of consent including condition 3(a) relating to removal of 7 basement car parking spaces, and associated works	Blanc Black Projects Pty Limited	Land & Environment Court

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Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2023/301	14/11/2023	9 Parker Street NORTHBRIDGE NSW 2063.	Stop the Clock - additional information required	Demolition of existing dwelling and construction of a two storey dwelling house, landscaping and associated works.	Nigel Allfrey	Willoughby Local Planning Panel
2019/391/A	15/03/2024	11 Minnamurra Road NORTHBRIDGE NSW 2063.	On Notification for public comment	Modify existing consent regarding internal modifications to second floor and associated works.	Ms Vanessa Jane Bradburn	Willoughby Local Planning Panel
2023/146	16/06/2023	72 Minnamurra Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Demolition of existing dwelling, construction of dwelling, double garage with turntable, landscaping, reconstruction of viewing platform and associated works.	Michael E and C Megan Jones Pty Ltd	Willoughby Local Planning Panel
2022/379	8/12/2022	62 Minnamurra Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Alterations and additions to existing dwelling and associated works	Brewer Architects Pty Ltd	Willoughby Local Planning Panel
2023/268	29/09/2023	135-145 Sailors Bay Road NORTHBRIDGE NSW 2063.	Stop the Clock - additional information required	Change of use of existing community facility to a commercial premises.	Willoughby City Council	Willoughby Local Planning Panel
2022/167	13/05/2022	131 Sailors Bay Road NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Adaptive reuse of existing commercial premises with an additional storey comprising of 13 apartments, commercial floor space, 16 car spaces with loading dock and associated works.	Helm Pty Limited	Willoughby Local Planning Panel
2024/46	23/02/2024	1A Noonbinna Crescent NORTHBRIDGE NSW 2063.	Being Assessed by Development Officer	Demolition of existing dwelling and ancillary structures and construction of a new dwelling, internal lift, swimming pool, cabana, basketball court, double garage, landscaping and associated works.	Has Studio	Willoughby Local Planning Panel
2022/367/A	19/12/2023	97 Ashley Street ROSEVILLE NSW 2069.	Being Assessed by Development Officer	Modify original proposal to include internal alterations and additions, attic level above first floor, changes to roof, cabana and swimming pool area, pruning of tree 2 and 3, delete condition 12 and 30 requirement to transplant existing Phoenix Palm and associated works.	Minto Planning Services Pty Ltd	Delegated Authority
2022/168/A	7/03/2024	425 Penshurst Street ROSEVILLE NSW 2069.	On Notification for public comment	Modify original proposal to include relocation of three underground water tanks, comprising of one aboveground water tank and associated works.	Landpro Development Pty Ltd	Delegated Authority

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Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2021/395/A	12/03/2024	39 Darling Street ROSEVILLE NSW 2069.	On Notification for public comment	Modify original proposal to include reinstating the existing brick chimney and new chimney to proposal fireplace, skylight, internal alterations to first floor and associated works.	Luke Moloney Architecture Pty Ltd	Delegated Authority
2020/245/B	28/03/2024	78 Macquarie Street ROSEVILLE NSW 2069.	Being Assessed by Development Officer	Delete Conditions of Consent No. 15 and 17 relating to stormwater management and OSD/rainwater tank.	Ms Nadja Ann Sanjay	Delegated Authority
2011/185/E	1/03/2024	52 Findlay Avenue ROSEVILLE NSW 2069.	Being Assessed by Development Officer	Modify original proposal to include internal alterations and additions, addition of two bathrooms, lift, relocate existing balcony, main gates and associated works.	Mr Parviz Rahmani	Delegated Authority
2024/11	17/01/2024	143 Ashley Street ROSEVILLE NSW 2069.	Being Assessed by Development Officer	Alterations and first floor addition to existing dwelling, and associated works.	Kinghans Development Pty Ltd	Delegated Authority
2023/321	6/12/2023	50 William Street ROSEVILLE NSW 2069.	Being Assessed by Development Officer	Demolition of existing dwelling, erection of new dwelling, swimming pool, landscaping and associated works	Ms Tiantian Li	Delegated Authority
2023/319	4/12/2023	6 Strathmore Parade ROSEVILLE NSW 2069.	Being Assessed by Development Officer	Alterations and additions to existing dwelling and associated works.	Mr Rocco Anthony Stipo	Willoughby Local Planning Panel
2024/71	28/03/2024	34 Frenchs Road WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Alterations and additions to existing dwelling to include changes to internal layout, windows demolition of existing garage and construction of new double garage with granny flat, landscaping and associated works.	Roger Nahum Architects	Delegated Authority
2024/56	14/03/2024	45 Sydney Street WILLOUGHBY NSW 2068.	On Notification for public comment	Alterations and first floor addition to existing dwelling, roofing, fencing, new driveway crossing, landscaping and associated works.	Barry Sewell	Delegated Authority
2024/43	21/02/2024	1 Remuera Street WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Subdivision of existing dual occupancy in to two lots.	Farshid Hosseini	Delegated Authority
2024/35	14/02/2024	7A Armstrong Street WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Construct a new vehicle crossover and hard stand car space in front of the property.	Erin James Dwyer	Delegated Authority

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Delegated Authority Willoughby Local Planning Panel Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2023/318	4/12/2023	1/108 Penshurst Street WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Removal of rear planter box and front façade pergola and associated works.	Ms Caitlin Brigid McNally	Delegated Authority
2023/277	6/10/2023	30 Wallace Street WILLOUGHBY NSW 2068.	Stop the Clock - additional information required	New carport and associated works.	Wurley Group Pty Ltd	Delegated Authority
2023/242	6/09/2023	3 Gorman Street WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Construction of eastern boundary privacy screen, modify front patio to enable water tank access, rear timber deck, remove west of dwelling concrete slab and associated works.	Building Approval Solutions	Delegated Authority
2022/247/A	26/03/2024	90 Sydney Street WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Modify original proposal to include correction to approved subdivision plans, modify condition 1, 2 and 25, reduce handle width, driveway crossing, provide separate driveway crossing for lot 1 and associated works.	Minto Planning Services Pty Ltd	Delegated Authority
2022/132/A	11/01/2024	25 Chiltern Road WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Modify existing consent to amend vehicular crossing and related conditions 8 & 33	Nolan Planning Consultants	Delegated Authority
2021/300/D	6/03/2024	452 Willoughby Road WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Modify original proposal to include amalgamation of 20 units to 10 units in Block B and C and provide 154 units comprising of five separate buildings over basement car parking and associated works.	Walter Projects Pty Ltd	Delegated Authority
2020/347/C	23/02/2024	1 Warners Avenue WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Relocation of the staircase located at north-western corner of the site and the width of the planter box to be narrowed to allow for walkway access to the common area to ensure protection of the existing tree.	Winim Funds Management Pty Ltd	Delegated Authority
2023/303	16/11/2023	9 Artarmon Road WILLOUGHBY NSW 2068.	Stop the Clock - additional information required	Alterations and first floor addition to existing dwelling, rear extension, new garage, tree removal, replace existing driveway crossing, retaining walls and associated works.	Thi Hong Minh Doan	Delegated Authority
2023/102	14/04/2023	2 Warners Avenue WILLOUGHBY NSW 2068.	Stop the Clock - additional information required	Demolition of existing structures and construction of multi unit dwelling houses consisting of 5 (five) dwellings, basement car parking, terraces, landscaping and associated works.	Architecture Urbaneia	Delegated Authority

CURRENT DEVELOPMENT APPLICATIONS AS AT 4 APRIL 2024

ATTACHMENT 3

KEY:
Determining Authority

Delegated Authority Willoughby Local Planning Panel Land & Environment Court

Application Number	Lodged Date	Address	Status	Description	Applicant	Authority
2023/267	27/09/2023	462 Willoughby Road WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Construction of 5 storey residential flat building with basement car parking, landscaping and associated works.	Metropoint Group Pty Ltd	Delegated Authority
2023/265	26/09/2023	539 Willoughby Road WILLOUGHBY NSW 2068.	Under Appeal in the Land & Environment Court	Demolition of existing structures and construction of mixed use shop top housing consisting of commercial space, residential units, car parking, landscaping, strata subdivision and associated works.	Willoughby Road Pty Ltd	Land & Environment Court
2024/12	22/01/2024	443 Willoughby Road WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Alterations and additions to existing building and establishment of child care centre and associated works.	Think Planners Pty Ltd	Willoughby Local Planning Panel
2022/34	24/01/2022	90 Eastern Valley Way WILLOUGHBY NSW 2068.	Being Assessed by Development Officer	Demolition of structures at 90-96 Eastern Valley Way and construction of 14 townhouses, basement car parking, landscaping and associated works - AMENDED PLANS	Norvista P4 Pty Ltd	Willoughby Local Planning Panel
2024/75	2/04/2024	35 Second Avenue WILLOUGHBY EAST NSW 2068.	Being Assessed by Development Officer	Alterations and additions to existing dwelling, demolition of existing garage, metal sheds and carport, internal layout changes, new carport, decking, landscaping, front fence and associated works.	Sydesign	Delegated Authority
2024/73	2/04/2024	31 Third Avenue WILLOUGHBY EAST NSW 2068.	Being Assessed by Development Officer	New carport, vehicular crossing, front fence, pergola at the rear of the dwelling and associated works.	Wurley Group Pty Ltd	Delegated Authority
2023/225	25/08/2023	21A Robert Street WILLOUGHBY EAST NSW 2068.	Being Assessed by Development Officer	Alterations and additions to existing semi-detached dwelling and associated works.	Mr Duncan William Lee	Delegated Authority
2022/332/A	8/01/2024	3 Laurel Street WILLOUGHBY EAST NSW 2068.	Being Assessed by Development Officer	Modify original proposal to allow internal and external alterations, including relocating the rainwater tank, changes to windows and balconies, removal of planters and associated works.	Smyth and Smyth	Delegated Authority

Application Number	Lodged Date	Address	Status	Description	Applicant
PP-2020/6	10/07/2020	1 Spring Street, CHATSWOOD NSW 2067.	Council resolution following Council Meeting 26 June 2023 required additional information from the proponent to address Council resolution prior to PP being forwarded to DPHI for a Gateway Determination. This information has been submitted and is being assessed for consistency with the Council resolution.	To amend WLEP 2012 to facilitate a non-residential development with a residential component.	Springvue Limited
PP-2022/1	7/04/2022	641-653 Pacific Highway, CHATSWOOD NSW 2067.	Council resolution following Council Meeting 11 December 2023 required additional information to be submitted. This has been received and PP has now been forwarded to DPHI for a Gateway Determination.	To amend WLEP 2012 zoning, height and FSR to facilitate a mixed use development responding to the Chatswood CBD Strategy.	One Global Capital
PP-2023/3	7/09/2023	43 Donnelly Road, NAREMBURN NSW 2065.	The PP is currently on public exhibition until 18 April 2024, the outcome will then be reported to Council for consideration regarding whether or not the property should be listed as a local heritage item.	The Planning Proposal seeks to amend the WLEP to expanding local heritage item No. 160, currently described in Schedule 5 of the WLEP as 'St Leonards Church (including original interiors)' at 43 Donnelly Road, Naremburn. The expansion would extend to the property boundaries and encompass the entire lot, including all presently unlisted portions of the land, such as the Presbytery, School Buildings and grounds.	Willoughby City Council

APPLICATIONS TO BE DETERMINED BY SYDNEY NORTH PLANNING PANEL AS AT 4 APRIL 2024

ATTACHMENT 3

Application Number	Lodged Date	Address	Status	Description	Applicant
2023/276	5/10/2023	3 McIntosh Street CHATSWOOD NSW 2067.	Re-notification period for public comment	Stage 1 Concept development application involving consolidation of the site, demolition of existing structures and approval of a Building Envelope containing multistorey mixed use development with, basement car parking, and related landscaping and associated works.	3 McIntosh Pty Ltd
2023/170	6/07/2023	5-9 Gordon Avenue CHATSWOOD NSW 2067.	Being Assessed by Development Officer	Integrated Development - Demolition of existing structures and construction of shop top housing consisting of ground and first floor of 6 commercial premises, 25 storey residential tower comprising of 64 units, communal facilities, car parking and associated works.	Mainway Management Pty Ltd
2023/160	26/06/2023	3 Help Street CHATSWOOD NSW 2067.	Re-notification period for public comment	The application is identified as nominated integrated development requiring approval from Water NSW pursuant to s90 Water Management Act 2000 - SNPP - AMENDED PLANS - Demolition of existing structures, construction of 27 storey mixed-use development comprising commercial, 127 residential units, 3/4 levels of basement carparking, publicly accessible through-site link and associated works.	Loftex Chatswood Pty Limited
2023/152	21/06/2023	54 Anderson Street CHATSWOOD NSW 2067.	Being Assessed by Development Officer	The application is identified as nominated integrated development requiring approval from Water NSW pursuant to s90 Water Management Act 2000 - SNPP - Consolidation of site, demolition of existing structures, construction of 26 storey shop top housing development comprising commercial/retail, 84 residential units, publicly accessible through-site link, 4 levels of basement carparking.	Anderson Chatswood Development Pty Ltd
2022/308	27/09/2022	1A Bowen Street CHATSWOOD NSW 2067.	Re-notification period for public comment	SNPP - Demolition of existing structures on the site and construction of two 5-storey residential flat buildings comprising a total of 90 units over two levels of basement carparking, public domain improvements including cul-de-sac and associated landscaping works. This matter is the subject of an appeal in the Land and Environment Court.	BM Chatswood Pty Ltd
2023/334	22/12/2023	74 Deepwater Road CASTLE COVE NSW 2069.	Being Assessed by Development Officer	SNPP - Subdivision of the site to create two lots, demolition of existing golf clubhouse and car park, construction of a new golf clubhouse and associated car parking, construction of part two and three storey building comprising Independent Living units with basement car parking, bus zone, loading zone, landscaping and associated works. The application is identified as Integrated development requiring approval from the NSW Rural Fire Service pursuant to s100B of the Rural Fires Act 1997 and the application is also identified as Nominated Integrated development requiring approval from the Water NSW pursuant to s90 the Water Management Act 2000	Taylor Developments Group Pty Ltd
2024/13	23/01/2024	100 Edinburgh Road CASTLECRAG NSW 2068.	Being Assessed by Development Officer	Nominated Integrated Development - Construction of a new mixed use building containing retail uses including a supermarket, residential units, basement car parking, with associated landscaping and Stratum subdivision. The application is identified as nominated integrated development requiring approval from Water NSW pursuant to s90 the Water Management Act 2000.	Project Edinburgh Pty Ltd

12.8 APPROVED MINUTES OF THE ACTIVE & INTEGRATED TRANSPORT ADVISORY COMMITTEE MEETING DATED 13 MARCH 2024

ATTACHMENTS:	1. APPROVED MINUTES_ACTIVE & INTEGRATED TRANSPORT 13 MARCH 2024
RESPONSIBLE OFFICER:	MITCHELL NOBLE, ACTING PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	BUSHRA SALAM, GOVERNANCE ADMINISTRATION OFFICER DANIEL SUI, TRAFFIC AND TRANSPORT TEAM LEAD
CITY STRATEGY OUTCOME:	5.1 BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO.
MEETING DATE:	27 MAY 2024

1. PURPOSE OF REPORT

To present to Council for noting, the approved minutes of the Active & Integrated Transport Advisory Committee held on 13 March 2024.

2. OFFICERS RECOMMENDATION

That Council receive and note the minutes of the meeting of the Active & Integrated Transport Advisory Committee held on 13 March 2024.

3. BACKGROUND

Advisory Committees provide independent, expert and impartial advice on the development and implementation on strategic priorities of Council. They consider reports and plans from Council officers and make recommendations to Council for consideration.

At its 13 March 2024 meeting the Active & Integrated Transport Advisory Committee made the following recommendation via unanimous vote:

Motion: "that Council adopt a policy with respect to bike routes lanes in Willoughby that are not suitably separated from parked cars (dooring lanes) which provides that
a) such lanes are no longer installed or maintained and
b) Council over time, remove existing "dooring lanes" and replace them with a more appropriate form of bike infrastructure such as physically separate bike lane, shared path, or on road route with standard bike route marking."

4. DISCUSSION**Other Business - the Advisory Committee's recommendation ("motion")**

Council's Design and Traffic & Transport teams recognise the need to address the safety risks posed by traditional bicycle lanes, which are outdated and not in line with current best practices or TfNSW Guidelines. However a significant portion of the Council's bicycle infrastructure comprises of such bicycle lanes, including the following locations:

- High St, Johnson St, Centennial Ave, Laurel St, Ashley St, Frenchs Rd, Edinburgh Rd, Sailors Bay Rd, Merrenburn Ave, Francis Rd, Hampden Rd, and Herbert St.

Until these bicycle lanes are improved and upgraded to a safer and interconnected bicycle network, Council is committed to maintaining the existing infrastructure to ensure no major network gaps. This includes any existing signage, markings and lines associated with a cycleway of this nature. Operational issues as part of this motion may arise as part of any minor works like maintenance re-sheeting works or potholes repairs. This would result in gaps within the cycleway itself and create additional safety issues. As a result officers do not support the Advisory Committee's recommendation ("motion") and note that the approach below has already commenced.

The Traffic & Transport team is in the process of developing the Willoughby Council's *Draft Cycling Strategy and Action Plan*. This focuses on four key priorities, two of which are to provide safe cycling infrastructure; and connected & continuous cycle network respectively. The overarching strategy involves gradually phasing out current bicycle lane infrastructure and upgrade to current best practice. This will be achieved through a systematic approach of enhancing and modernising existing bicycle lanes through comprehensive assessment, redesign, and reconstruction whenever feasible opportunities arise. It is imperative that these upgrades occur consistently along designated routes or extended sections to ensure seamless connectivity and prioritise rider safety. Importantly, pre-existing cycling routes will remain part of the network throughout this transition period.

The *Draft Action Plan* has an aim to prioritise upgrades and improvements. Council teams are planning to conduct initial assessments and undertake prioritisation of these routes. Currently, the major focus is on upgrading the regional bicycle route along Hampden Road and Herbert Street (from Artarmon to St Leonards). This involves transitioning from two bicycle lanes in between the trafficable and parking lane to a high-standard, two-way separated cycleway.

The *Draft Willoughby Cycling Strategy and Action Plan* does aim to phase out 60% of the type of bicycle lane contained within the motion over the next 10 years, subject to funding availability, redevelopment opportunities, and cycling improvement programs.

5. RISKS AND OPPORTUNITIES

The purpose of this report is to provide Committee minutes (see Attachment 1) to Council, and there is limited risk associated with the recommendation. The opportunity is for the Committee to provide independent, expert and impartial advice on the development and implementation of strategic priorities for Council.

6. CONCLUSION

These minutes do not bind Council to any additional resource commitment. It is recommended Council receive and note the minutes of the meeting of the Active & Integrated Transport Advisory Committee held on 13 March 2024.

7. IMPLICATIONS COMMENT

City Strategy Outcome 5.1 Be honest, transparent and accountable in all that we do.

Business Plan Objectives, Outcomes / Services	Advisory Committees are created for the sole purpose of providing independent, expert and impartial advice on the development and implementation of strategic priorities of Council.
Policy	<i>Advisory Committees Policy 2022</i>
Consultation	The draft minutes were circulated by email to the Active & Integrated Transport Advisory Committee on 13 March 2024 with comments were closed on 15 April 2024. The comments received have been included and minutes were approved by the Committee electronically which will be confirmed in the next meeting of the Committee.
Risk	The risk is to not ensure transparency by providing Committee minutes (See Attachment 1) to Council.
Resource	There are no resourcing implications applicable to this report.
Legal	There are no legal implications applicable to this report.
Legislation	There are no legislation implications applicable to this report
Budget/Financial	There are no financial implications applicable to this report.

Minutes



ATTACHMENT 1

Active and Integrated Transport Advisory Committee

Wednesday, 13 March 2024
5:00-6:30pm

Location:	Banksia Meeting Room, Willoughby City Council, Level 6
Chair:	John Chase
Attendees:	Andrew Nelson – Member Alan Yang– Member Carolyn New– Member John Chase – Member Mary Ann Irvin – Member Russ Webber– Member Daniel Sui– Traffic and Transport Team Lead Dyalan Govender– Strategic Planning Team Lead Nemani Robertson– Strategic Transport Engineer Brian Duong– Transport Planner Bushra Salam – Governance
Apologies/absent:	Members: Nathan de Leeuw – Member WCC Staff: Adeline Sim– Senior Transport Engineer
Guests	Councillor John Moratelli Scott Kavanagh– WCC Design and Drainage Team Lead (on Teams) Nick Chapman – WCC Resilience Specialist Tim Cassidy – Member of Public

Agenda items

Item	Topic / Discussion	Action
1	Welcome The meeting was opened at 4.58 pm when the quorum was reached.	
	Acknowledgement of Country Governance Administration Officer acknowledged country on behalf of Council.	
	Members Apologies: Nathan de Leeuw – Member	

Declarations of interest

A link to the Disclosure of interest by Committee Members form was circulated with the Agenda. No disclosures of interest were submitted.

2 Confirmation of Minutes – 07 February 2024

Moved by Mary Ann Irvin and seconded by Russ Webber, the draft minutes of the meeting of the Committee held on 07 February 2024 were unanimously accepted.

3 Actions arising from Previous Minutes

E-bikes Trial Update:

Resilience Specialist (Nick Chapman), gave an update on E-bikes Trial. He noted that his team is having difficulty in connecting with Willoughby Public School (WPS) P&C to have them partnered with Council. Nick Chapman continued that they are working on school activities and are in process of finalizing a video message on the whole idea of reducing congestion around the school. WCC Design and Drainage Team Lead (Scott Kavanagh) added further that we have an active resolution to amend that resolution that need to be reported to Council. At the moment, it is reported in resolution register of April to push it back to August to give us time to trial it and report back to Council on this,

Nick Chapman further presented the Committee a survey about parents' reactions to the Active Travel project that they have been doing from last couple of years in which 48% parents community responded and 92% of them supported efforts to build a culture of Active travel culture at the WPS.

The Committee commended their efforts and noted that they fully support the idea of video message and thanked Nick Chapman for the update.

Status update on cycling projects on the pacific highway:

Daniel Sui noted that Adeline Sim emailed the Committee members the update on the Pacific Highway (northern segment) Shared Path and requested their feedback from the Committee. They have received their comments and they will be sent back to the Consultant for review to see if they can incorporate the strategy. The consultants will form the action plan according to the information provided by the Committee. It is important for this Committee to look at the finalized version before it goes out to approval committee. Adeline Sim will speak to the consultant and decide a time suitable for everyone and the Traffic and Transport Team will organize a workshop on this. Cr Moratelli requested to be notified about that workshop too.

Action: Once the Workshop arranged, it to be circulated to the committee members and Cr Moratelli.

4 Business to be discussed

4.1 Project Management - Quarterly Update to WCC

The Traffic and Transport Team Lead, Daniel Sui, provided an update to the Committee regarding the Pacific Hwy Shared Path project. All civil works for the shared paths were completed 18 months ago in stage 1. Stage 2 work involved the installation of traffic control signal (TCS) lanterns at signalised intersections and minor adjustments to signs and line markings. However, the project has faced delays due to approval issues from TfNSW concerning the TCS design plans.

Efforts are underway to discuss the possibility of implementing new lanterns without major civil works at signalised intersections, such as kerb realignment and relocation of signal posts, with TfNSW. Discussions also focus on prioritising necessary and feasible changes to ensure compliance with standards. While approval is unlikely to be obtained this financial year, the team hopes for approval before Christmas. If approved, a tender process of 2-3 months will precede construction works. However, if civil works are required, budget constraints and the need for majority night works along the highway may prolong completion and escalate costs.

Carolyn New suggested prioritising intersections with better kerb alignments for improvements. Regarding bus stop advertisement panels, Daniel Sui confirmed their removal from critical sites and ongoing monitoring of other sites.

Carolyn New highlighted a narrow section of the highway just south of Mowbray Road, with numerous old buildings nearby. She wondered about the possibility of future redevelopment projects to create additional space. Daniel Sui agreed to discuss this matter with the Planning Team.

Daniel Sui mentioned that Project 302121, at this level, is progressing with the engagement of a lead consultant soon. Detailed design will be finalised with the allocated funding. The project being fully funded by TfNSW's Active Transport program.

Moved by Carolyn New and seconded by John Chase, the Committee recommended the following:

Motion: *“That the Committee be updated, informed and consulted on works related to project ID 302121 and actively work with Council staff to prioritize the work as identified by the members of the Committee.”*

Action: Update in the next meeting and to make it a standing item.

4.2 Resilient Willoughby Strategy and Action Plan

Nick Chapman updated the Committee on the Council Resilient Willoughby Strategy Action Plan adopted by Council in October 2021 which is about to get underway. He further briefed the Committee on a scoping study for a Greenway project that has been funded by TfNSW Get NSW Active program.

4.3 Inner West Council - Active Transport Advisory Committee - Motion put forward by Cr Rousacc

The Committee agreed to defer this as Design and Drainage Team Lead confirmed that this motion was deferred and is part of the 25 March Council meeting Agenda.

4.4 Castlecrag HPAA 40km proposal - Status update from WCC Officers

This Committee recommended in the previous meeting that the survey to be extended to castlecrag and asked about the update on that.

Daniel Sui updated the Committee that this project is funded by TfNSW under the Safer Road program for a High Pedestrian Activities Area (HPAA). The approved project scope work is to install a raised threshold at the entry to the proposed HPAA. Four HPAA engineering options were developed for the community consultation.

Council has concluded the Community Consultation which the outcome indicates Castlecrag residents welcomed the introduction of HPAA however concerned with the timing of the implementation. Many considered impractical to implement the scheme while the Quadrangle is undergoing demolition stage, as pedestrian volumes sharply decreased due to lack of commercial activities. It is suggested to integrate the implementation during the Quadrangle redevelopment to minimise construction impacts to the local centre.

The community consultation outcome has been communicated with TfNSW and awaiting their response to the proposal to defer the implementation until the DA and construction stages of Quadrangle redevelopment.

The Committee enquired about the change of scope. Council Officer noted that Council first needs to understand the scope of works once Council approves a DA at Quadrangle redevelopment. WCC Design and Drainage Team Lead further agreed that Scope is relevantly fixed. Amending the scope will require extra treatment and agreed with Daniel Sui that we cannot just put up speed limit 40km/h.

The Chair noted that this Committee wants to discuss it more offline.

5 Other Business

Moved by Andrew Nelson and seconded by John Chase the Committee recommended the following. Adopted unanimously.

Motion: *“that Council adopt a policy with respect to bike routes lanes in Willoughby that are not suitably separated from parked cars (dooring lanes) which provides that a) such lanes are no longer installed or maintained and b) Council over time, remove existing “dooring lanes” and replace them with a more appropriate form of bike infrastructure such as physically separate bike lane, shared path, or on road route with standard bike route marking.”*

6 Next Meeting

Date: Wednesday, 29 May 2024 (5pm)

7 Meeting Conclusion

The meeting concluded at 6:45 pm.

12.9 APPROVED MINUTES OF THE BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE MEETING DATED 19 MARCH 2024

ATTACHMENTS:	1. APPROVED MINUTES BUILT AND CULTURAL HERITAGE HELD ON 19 MARCH 2024
RESPONSIBLE OFFICER:	MITCHELL NOBLE, ACTING PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	BUSHRA SALAM, GOVERNANCE ADMINISTRATION OFFICER DYALAN GOVENDER, ACTING HEAD OF PLANNING
CITY STRATEGY OUTCOME:	5.1 BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO
MEETING DATE:	27 MAY 2024

1. PURPOSE OF REPORT

To present to Council for noting, the approved minutes of the Built and Cultural Heritage Advisory Committee meeting held on 19 March 2024.

2. OFFICERS RECOMMENDATION

That Council note the approved minutes of the meeting of the Built and Cultural Heritage Advisory Committee held on 19 March 2024.

3. BACKGROUND

Advisory Committees provide independent, expert and impartial advice on the development and implementation on strategic priorities of Council. They consider reports and plans from Council officers and make recommendations to Council for consideration.

4. DISCUSSION

Points of discussion:

- The committee requested a presentation from Council officers about the information available on the website and how it can be better promoted. For example, walking tour apps; education in schools etc.
- The committee also requested that Council's Local Studies Officer presents at the next meeting on the heritage section of the library, current storage of items/records and capacity to take on more items.

Other Business:

7.1 Reforms

- The reforms will apply to conservation areas including duplex, manor homes, terrace housing and others that Willoughby Council would not normally permit.
- Legislation will include non-refusal clauses for councils.

- It is too early to understand exactly what the impact will be, because the legislation is not yet available.
- Noted that submissions on the Reforms have now closed.
- It is estimated that the reforms will be implemented in July 2024.

7.2 Engineering Steering Committee

- Nick noted that the engineering steering committee (Maritime Museum) is looking for nominations for innovative engineering items. Members can chat to Nick to put forward any engineering items for consideration by the Engineering Steering Committee.

The Committee also discussed the future focus areas of the Committee.

5. RISKS AND OPPORTUNITIES

The risk is to not ensure transparency by providing Committee minutes (see **Attachment 1**) to Council. The opportunity is for the Committee to provide independent, expert and impartial advice on the development and implementation of strategic priorities for Council.

6. CONCLUSION

These minutes do not bind Council to any additional resource commitment. It is recommended Council receive and note the approved minutes of the meeting of the Built and Cultural Heritage Advisory Committee held on 19 March 2024.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.1 Be honest, transparent and accountable in all that we do
Business Plan Objectives, Outcomes / Services	Advisory Committees are created for the sole purpose of providing independent, expert and impartial advice on the development and implementation of strategic priorities of Council.
Policy	<i>Advisory Committees Policy 2022</i>
Consultation	The draft minutes were circulated by email to the Built and Cultural Heritage Advisory Committee and the comments received have been included.
Risk	The risk is to not ensure transparency by providing Committee minutes (see Attachment 1) to Council.
Resource	There are no resourcing implications applicable to this report.
Legal	There are no legal implications applicable to this report.
Legislation	There are no legislation implications applicable to this report.
Budget/Financial	There are no budget implications applicable to this report.

Minutes



ATTACHMENT 1

Built and Cultural Heritage Advisory Committee

Tuesday 19 March 2024
4.00-5.30pm

Location:	Coachwood Room Level 6, 31 Victor St Chatswood
Chair:	Wayne Farmilo
Attendees:	Members: Adrian Alexander, Rena Czaplinska-Arche, Denis Fernandes, Nicholas Flood, Audrey Thomas, Paul Storm, Wayne Farmilo, Srishti Mahhajan, Karen Somers WCC Staff: Govender Dyalan (Acting Head of Planning), Samantha Connor (GRC Manager)
Apologies/absent:	Members: Denis Fernandes, WCC Staff: Bushra Salam (Governance)
Guests	Mayor Tanya Taylor, Councillor Anna Greco

Agenda items

Item	Topic / Discussion	Action
1	Welcome: The meeting was declared open at 4:00 pm.	
	Apologies	
	Declarations of interest A link to the Disclosure of interest by Committee Members form was circulated with the Agenda. Hardcopies were also available at the meeting. https://www.willoughby.nsw.gov.au/Council/Forms/Disclosure-of-interest-by-Committee-Members No declarations were received.	
	Acknowledgement of Country <i>Willoughby City Council acknowledges the Traditional Owners of the lands on which we meet today, the Gamaragal People, and their connections to land, waters, and community. We pay our respects to their Elders past and present, and extend that respect to all Aboriginal and Torres Strait Islander people, including those who may be in attendance today.</i>	

3 **Committee Governance**

Appointment of Chair

Pursuant to clauses 5.4 of the Committee's Terms of Reference, the Committee unanimously appointed Wayne Farmilo for the meeting.

4 **Previous Minutes**

Confirmation of minutes

The Committee adopted the minutes of the meeting of the Committee held on Tuesday 14 November 2023.

Moved by Adrian Alexander

Seconded by Wayne Farmilo

Carried unanimously.

5 **Business arising from Previous Minutes**

Draft Heritage Review presentation

- Presentation provided by the Acting Head of Planning
- It was agreed to provide the draft heritage review (**in confidence**) to the committee during April/May for feedback

Update on the establishment of Informal Working Group

Exotic species documentation for cultural & historic value

- No informal working group has been established to date
- It was envisaged that a working group could document exotic plant species to contribute to the natural heritage register and to potentially develop/update signage at parks.
- Discussion included that it is likely this work has already been done by Council officers and that members could review existing documentation and then determine the scope of a working group.

Decision:

- That a working group be established to determine the scope of such a group, relating to listing of exotic plant species, and that the group report back to the next meeting of the committee.
- Paul, Audrey, Rena and Srishti agreed to be part of the working group.

Further Action:

- Request the attendance of Council's Bushland Team Leader at the next committee meeting to talk about the natural heritage register.

6 Business to be discussed

6.1 Promotion of heritage and education/education model/piece for the community, committee can provide advice to council, Target audience.

6.2 Audit of display boards for historical accuracy

6.3 History and Willoughby webpage overview and management details

- These items were deferred to the next committee meeting.
- The committee requested a presentation from Council officers about the information available on the website and how it can be better promoted. For example walking tour apps; education in schools etc
- The committee also requested that Council's Local Studies Officer presents at the next meeting on the heritage section of the library, current storage of items/records and capacity to take on more items.

7 Other Business

7.1 Reforms

- The reforms will apply to conservation areas including duplex, manor homes, terrace housing and others that Willoughby Council would not normally permit.
- Legislation will include non-refusal clauses for councils.
- It is too early to understand exactly what the impact will be, because the legislation is not yet available
- Noted that submissions on the Reforms has now closed.
- It is estimated that the reforms will be implemented in July 2024.

7.2 Engineering Steering Committee

- Nick noted that the engineering steering committee (Maritime Museum) is looking for nominations for innovative engineering items. Members can chat to Nick to put forward any engineering items for consideration by the Engineering Steering Committee.

7.3 For noting:

- Paul noted the Chatswood Post Office has a post mark to
-

commemorate the heritage office

- Chatswood The Mix has a display of historical images initiated by the site developers.
- Ashley House now has a private owner who is doing excellent refurbishment works on the House.

8 Next Meeting

Date: 4-5:30pm Tuesday 14 May 2024

4-5.30pm Tuesday 25 June 2024

Suggested Agenda Items:

Presentation from Local Studies Officer

Update on the heritage review

Report back from working group on scope of the group

Presentation from Bushland Team Leader

Summary from Jean O'Neill, Council Arborist on the existing listings of Natural listed plants through the suburbs

Agree achievements of the Committee to report back to Council for the End of Council Term

9 Meeting conclusion

The meeting concluded at 5.40 pm.

**12.10 INVESTIGATIONS OF NON-COMPLIANCE WITH DEVELOPMENT
CONSENT**

ATTACHMENTS:	NONE
RESPONSIBLE OFFICER:	LINDA PERRINE, COMMUNITY CULTURE & LEISURE DIRECTOR
AUTHOR:	SIMON GRIERSON, ACTING SAFE CITY UNIT MANAGER
CITY STRATEGY OUTCOME:	5.4 ANTICIPATE AND RESPOND TO CHANGING COMMUNITY AND CUSTOMER NEEDS.
MEETING DATE:	27 MAY 2024

1. PURPOSE OF REPORT

The purpose of this report is to advise an alternate approach to managing development non-compliances stemming from Complying Development Certificates (CDC) and Development Consents (DC).

2. OFFICERS RECOMMENDATION

That Council:

- 1. Receives the report and notes the new approach to development compliance which entails investigating complaints and not referring them to the Private Certifier.**
- 2. Update Council's website to reflect the new approach to development compliance.**

3. BACKGROUND

At its February 2024 Council meeting, Council resolved:

That Council presents a report with actionable recommendations for consideration and/or endorsement of Council prior to the caretaker period that outlines:

- 1. common CDC issues and breaches that Council are asked to deal with that are within and outside Council's jurisdiction*
- 2. opportunities within Council's jurisdiction to enforce breaches expediently particularly with developers and certifiers who appear to be acting in bad faith, including any budget or resource implications needed to make this effective*
- 3. lists those certifiers known to be active in Willoughby in the last 12 months that have had their license suspended in the past or presently by the NSW Government as per the publically available register and, if in the public domain, the clients they work with in Willoughby*
- 4. suggested changes to Council's FAQ CDCs web pages to more clearly explain the CDC process and the roles and recourse to Council, State Government Agencies*

and the Private Certifier and any recourse available for citizens about damage to their health or their property and the member of parliament or agency best placed to address their concerns

5. *draft letters to relevant Ministers and Shadow Ministers requesting changes to address issues outside Council's jurisdiction, noting that the proposed NSW Planning changes will impose additional pressure on Council resources due to increased number of CDC approvals encouraged by the NSW State Government. The letters are to include advocacy for increased enforcement powers to Council Officers through the minor amendment to the SEPP including but not limited to notification requirements, including conditions that mirror Council standard conditions such as work hours, noise and vibration monitoring, tree protection and allowing access to the sites to investigate complaints.*

The above points are addressed in the discussion but in no particular order.

At its November 2022 Council meeting, Council resolved:

That Council:

1. *That Council note a letter has been sent to the Accredited Certifier for 7 Merrenburn Ave, Naremburn highlighting the community concerns and seeking confirmation around compliance.*
2. *That Council continues to investigate and action alleged non-compliances with Complying Development Certificates under the control of an appointed private Accredited Certifier to matters involving:*
 - *Risks to public safety*
 - *Pollution offences*
 - *Offences against Council's adopted Vegetation Management Policy, and / or*
 - *Where an Accredited Certifier has served a Written Directions Notice (WDN)*
3. *That information is placed on Council's website explaining Council's role in the complying development process, outline where Council will investigate, and include a Frequently Asked Questions section.*

This resolution has formed the basis of Council's current approach to dealing with development non compliances.

4. DISCUSSION

Development compliance activities are essential to ensure that development occurs lawfully. It minimises the risk of impacts on neighbours, the environment, public health and safety. It also ensures that infrastructure is delivered to appropriate standards. Compliance aims to ensure development is undertaken in accordance with approvals.

There are nine different planning approval pathways in NSW. The size and scale of a development will determine which of the assessment pathways applies.

Many types of minor home renovations and small building projects such as the erection of a carport, balcony, deck or garden shed do not need a planning or building approval. These types of projects are called exempt development. If a building project meets specific development standards and land requirements, no planning or building approval is needed.

Other straightforward, low impact residential, commercial and industrial developments that do require planning approval may qualify for a fast-track approval process known as complying development. If an application meets specific standards and land requirements a complying development certificate (CDC) can be obtained through your local Council or an accredited certifier without the need for a full development application (DA).

If the proposed development does not satisfy the development standards of either exempt or complying and is not prohibited, then a development application would need to be submitted to Council for a merit-based assessment.

General information is provided by NSW Fair Trading regarding developments (Development Consent and Complying Development Certificate) where a principal certifier has been appointed.

What does the principal certifier do?

The principal certifier will be either the council or a private certifier.

The principal certifier is an independent authority that inspects the development at certain stages to ensure it meets legislative requirements and conditions of consent. They do not supervise or manage the work.

The principal certifier can take action (see below) if work does not meet requirements.

Complaints against a principal certifier and certifier disciplinary register

Fair Trading has information regarding lodging a complaint about a certifier which can be found using the first link below and information regarding certifier disciplinary register using the second link below.

<https://www.fairtrading.nsw.gov.au/housing-and-property/building-and-renovating/during-the-building-process/complaints-about-certifiers>

<https://www.fairtrading.nsw.gov.au/trades-and-businesses/business-essentials/building-certifiers/certifier-disciplinary-register>

Certifiers Operating in Willoughby LGA

Council is not able to easily obtain this information however, each development site under the control of a certifier should have a notice affixed in a prominent position with their name and contact details.

Powers of private certifiers

If a development is non-compliant, a private certifier may issue a written direction to the owner and/or builder, requiring certain action be taken.

If the non-compliance is not addressed in the given timeframe, the certifier must refer the matter to the council for appropriate enforcement.

Only the council can take further enforcement action.

Responsibilities of property owners and builders

The property owner is responsible for meeting the conditions of the development approval.

The builder is responsible for supervising the site and the work of subcontractors.

The builder must make sure that work is done in accordance with the approved plans, the Building Code of Australia and Australian Standards.

Powers of Fair Trading

Fair Trading can investigate complaints against licensed builders and tradespeople, registered certifiers, and councils in their capacity as certifying authorities.

Powers of Council

Council retains its regulatory role and enforcement powers where a private certifier has been appointed the principal certifier.

Willoughby City Council's current approach

As resolved Council's current approach is to refer development non compliances to be investigated and addressed by the Private Certifier, unless the matter relates to the following:

- *Risks to public safety*
- *Pollution offences*
- *Offences against Council's adopted Vegetation Management Policy, and / or*
- *Where an Accredited Certifier has served a Written Directions Notice (WDN)*

The approach reflects the information provided by NSW Fair Trading and is consistent with the approach of the majority of NSW Councils. However, it should be noted that whilst the state government advocates on its website that the private certifier should address non-compliances the advice provided to the community should they call the state government is that Council should be addressing non-compliances. This verbal advice confuses the community as it contradicts both the state government's website information and Council own website information but does not alter our community's expectation that Council will act.

Council receives many requests for service in relation to development works associated with Complying Development Certificates (CDC) and Development Consents (DC) which cover a variety of issues including (but not limited to) out of hours work, lack of sedimentation controls, site not secured, excessive noise and dust and not building in accordance with the consent. Councils current approach reflects the endorsed Council resolution to these issues however, it is clear from community feedback directly and through Councillors that our current approach is not meeting the community's expectations or needs.

The state government is focused on increased housing stock and less 'red tape' for alterations and additions and like for like developments with community impacts expected to increase.

At this time Council is not able to easily determine the exact number of requests received which relate to the above-mentioned issues however from speaking with the Safe City team they have advised that requests of this nature are increasing in volume and complexity. Couple this with the forecast increase in development across the LGA in the short and medium future, we can assume that request numbers are going to continue to increase.

Councils Connect Project is configuring the new request management system (due to go live in October 2024) which will provide Safe City an opportunity to capture and report on requests which relate to development non-compliance during construction. This means that should additional resources be needed to meet the future increased demand mentioned above, a business case for those resources will be justified by qualitative and quantitative data.

As a result we are proposing to change our approach to development non compliances and will investigate complaints received from our community as opposed to just referring them to the Private Certifier.

Communication

Community impacts associated with development works is a broader issue affecting all Council areas. It is appropriate that an education strategy be developed and delivered ideally by the state government but can also be done at a local level. The education program should be rolled out informing owners, developers, builders and certifiers of their responsibilities and the consequences if those responsibilities are not met. Council will advocate to both NSROC and LG NSW to push the state government to take a more proactive and immediate

approach to education in this area.

Safe City will work with Council's Engagement and Communications Unit to develop a strategy which lets the community know the positive news of the new approach to the investigation of development non-compliance matters where a private certifier has been appointed.

5. RISKS AND OPPORTUNITIES

Changing Councils current approach to the investigation of development non-compliances in response to community concerns sends a positive message that Council is listening and willing to act.

6. CONCLUSION

In response to the community's current concerns and the expected increase in development in the Willoughby LGA, Council has reviewed it's approach to these matters and is proposing a change which would in essence entail that Council officers respond to all non-compliance issues and refrain from referring them to the private certifier to investigate.

Should Council resolve this change in approach we would look to review our resourcing to meet the current and future demands of the impact of non-compliance with development approvals.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.4 Anticipate and respond to changing community and customer needs.
Business Plan Objectives, Outcomes / Services	Processing of customer requests for regulatory services.
Policy	<i>Unauthorised Building Work: Enforcement & Prosecution Policy 2012</i> is the current policy document. There is a draft 2024 Compliance and Enforcement Policy and Procedure going to the May 2024 Council meeting for endorsement to place on public exhibition.
Consultation	Nil
Risk	Council is exposed to reputational risk if it is not seen to be responding to the community concerns in a timely manner.
Resource	Preparation of the report is within existing recourses.
Legal	This report has no legal implications.
Legislation	Responding to community issues outlined in this report falls under the <i>Environmental Planning and Assessment Act 1979</i> and associated regulations and Acts.
Budget/Financial	There are two options

Option one - Fund change to operating model from existing resources

Cost implications would be negligible as the position would be funded out of existing FTE budget (not filling another vacant position), and/or funded by savings achieved from vacancies. There will be incremental revenue from Development Compliance fine revenue.

Option Two - Increase to staffing

The incremental cost of the new Full Time Equivalent position will be fully offset by incremental revenue from Development Compliance and other incremental fine revenue.

Undertake option one in the short term with a view to reviewing resourcing need which will be supported through better data collection with the new CONNECT project for request categories.

12.11 PUBLIC EXHIBITION - DRAFT COMPLIANCE AND ENFORCEMENT POLICY 2024

ATTACHMENTS:	1. WCC - COMPLIANCE AND ENFORCEMENT POLICY_DRAFT_20240430 2. WCC - COMPLIANCE AND ENFORCEMENT PROCEDURE_DRAFT_20240430 (002)
RESPONSIBLE OFFICER:	LINDA PERRINE, COMMUNITY CULTURE & LEISURE DIRECTOR
AUTHOR:	SIMON GRIERSON, ACTING SAFE CITY UNIT MANAGER
CITY STRATEGY OUTCOME:	5.4 ANTICIPATE AND RESPOND TO CHANGING COMMUNITY AND CUSTOMER NEEDS
MEETING DATE:	27 MAY 2024

1. PURPOSE OF REPORT

The purpose of this report is to seek Council's endorsement to publicly exhibit the *Draft Compliance and Enforcement Policy 2024*.

2. OFFICERS RECOMMENDATION

That Council:

- 1. Endorse the public exhibition of the Draft Compliance and Enforcement Policy 2024 for a period of 28 days from 31 May to 28 June 2024.**
- 2. If no submissions are received during the public exhibition period outlined in part 1 above:**
 - a. Adopt the Draft Compliance and Enforcement Policy 2024 attached to this report, and**
 - b. Revoke the Unauthorised Building Works: Enforcement and Prosecutions Policy, and**
 - c. Delegate authority to the Chief Executive Officer to make minor amendments to the Compliance and Enforcement Policy 2024 which do not alter the intent, and**
 - d. Include the adopted Compliance and Enforcement Policy 2024 in Council's Policy register and publish on Council's website.**

OR

3. If submissions are received during the public exhibition period, present a report on the submissions to the 22 July 2024 Council meeting.
4. Receive and note the Compliance and Enforcement Procedure in Attachment 2.

3. BACKGROUND

Council is responsible for unlawful activity compliance and enforcement under various legislations with delegated/authorised officers responsible for the investigation of such matters.

Council is also responsible for proactive compliance monitoring and enforcement under various legislations with delegated/ authorised officers responsible for the inspection of premises which fall within such programs.

The NSW Ombudsman's office encourages councils to have an adopted policy which covers this area and for that policy and associated procedure to be publicly available.

4. DISCUSSION

The *Draft Compliance and Enforcement Policy 2024* (the Policy) at **Attachment 1** provides information for all internal and external stakeholders and interested parties about Council's position on compliance and enforcement matters in the local government area.

The intent of the Compliance and Enforcement Policy is to establish:

- Council's compliance and enforcement principles
- How reports alleging unlawful activity will be dealt with by Council
- How Council's limited resources will be deployed in addressing allegations of unlawful activity and proactive compliance monitoring programs
- How confidentiality of people who report allegations of unlawful activity will be managed
- What Council expects from people who report allegations of unlawful activity
- What parties can expect from Council staff
- How Council deals with complaints about Council's enforcement action
- How Council deals with anonymous reports.

The policy also provides advice and guidance on the role of Councillors in compliance and enforcement.

The *Compliance and Enforcement Procedure* has also been developed to support staff in their implementation of the Policy and includes operational processes. The Procedure can be found at **Attachment 2**.

The policy and procedure are to be read together and provides a guide to officers responsible for unlawful activity compliance and enforcement to ensure that investigations are undertaken in a manner that is lawful, accountable and transparent, consistent, proportional and timely.

The procedure addresses the resource limitations in Council's compliance and enforcement activities and how such resources are to be utilised.

The procedure also outlines for the community matters to be considered at the various stages of the compliance and enforcement process from the receipt and investigation of

reports alleging unlawful activity, through to what, if any, enforcement option Council will choose and whether to commence criminal or civil proceedings.

In certain circumstances Council will have shared compliance and enforcement responsibilities with other regulatory authorities. The procedure sets out a cooperative approach to such matters. Advice and guidance are also provided on the role of Council in building and construction compliance matters where there is a private certifier.

5. RISKS AND OPPORTUNITIES

The *Draft Compliance and Enforcement Policy 2024* and procedure will support transparent management of requests for service and proactive compliance monitoring undertaken by the Council.

6. CONCLUSION

The purpose of the *Draft Compliance and Enforcement Policy 2024* and procedure are to guide Council officers responsible for unlawful activity compliance and enforcement and proactive compliance monitoring and enforcement in a manner that is accountable and transparent, consistent, proportional and timely. They also assist the community in understanding Council's role in relation to unlawful activity compliance and enforcement.

This report is seeking Council's endorsement to publicly exhibit the *Draft Compliance and Enforcement Policy 2024* for 28 days and note the associated Procedure.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.4 Anticipate and respond to changing community and customer needs
Business Plan Objectives, Outcomes / Services	Processing of customer requests for regulatory services.
Policy	<i>Unauthorised Building Work: Enforcement & Prosecution Policy 2012</i> is the current policy document and this will be revoked once the <i>Draft Compliance and Enforcement Policy 2024</i> is adopted.
Consultation	This is the subject of this report.
Risk	The level of risk associated with this report is low.
Resource	Development of the policy and procedure is within current resources.
Legal	There are no legal implications applicable to this report.
Legislation	Adoption of the Compliance and Enforcement Policy 2024 is in accordance with industry best practice and aligns with all relevant legislation.
Budget/Financial	There are no budget/ financial implications applicable to this report.



COMPLIANCE AND ENFORCEMENT POLICY

DRAFT

Date Adopted / Approved	<Add approval date & the relevant approval authority, i.e. ELT, Director>
Next Review Date	[DD/MM/YYYY]
Version	Version Number: 1
Responsible Position	Responsible Position
Administration Reference	ECM DocSet ID: 5977498 <Owner, Subject, Pulse CSR details>

1. PURPOSE

This Policy provides a guide to officers responsible for unlawful activity compliance and enforcement to ensure that investigations are undertaken in a manner that is lawful, accountable and transparent, consistent, proportional and timely. This Policy also addresses the resource limitations in Council's enforcement activities and how such resources are to be utilised.

The policy also outlines for the community how reports alleging unlawful activity will be dealt with by Council, how Council treats the confidentiality of people who report alleged unlawful activity, what Council expects from people who report allegations of unlawful activity and the process for complaints about Council's enforcement action.

This Policy also sets out the role of Councillors in compliance and enforcement.

2. CITY STRATEGY OUTCOME

Council's Community Strategic Plan, Our Future Willoughby 2032, identified five city outcomes guiding our community's future direction in relation to Council's policy making, along with 33 community priorities. This policy is relevant to 5.4 Anticipate and respond to changing community and customer needs.

3. APPLICATION

Council is responsible for unlawful activity compliance and enforcement under various legislations with delegated/ authorised officers responsible for the investigation of such matters.

The NSW Ombudsman's office encourages as best practice councils to have an adopted policy which covers this area and for that policy to be publically available.

4. POLICY PRINCIPLES

Council's compliance and enforcement activities are guided by the following principles:

- Lawful
- Accountable and Transparent
- Consistent
- Proportional
- Timely

5. POLICY STATEMENT

This policy applies to all areas within the Willoughby City Council local government area and covers all elected members of Council, any personnel employed by Council, any person or organisation contracted to or acting on behalf of Council, any person or organisation employed to work on Council premises or facilities and all activities of the Council.

- Development and Building Control
- Pollution Control
- Environmental Health
- Public Health and Safety

- Weeds Control (Biosecurity)
- Companion Animals
- Roads and Footpaths
- Parks and Reserves
- Food Safety
- Fire Safety
- Tree Preservation
- Illegal Dumping

This policy does **not** confer any delegated authority upon any person. All delegations to staff are issued by the Chief Executive Officer.

5.1 COMPLIANCE AND ENFORCEMENT PRINCIPALS

5.1.1 Lawful:

- a) Council will only engage in enforcement action where it has legislative authority to take such action.
- b) Any enforcement activity, including investigation methods, will be carried out in accordance with any legislative restraints.
- c) Enforcement activities will be carried out having regard to general principles of justice including the presumption of innocence and the need for evidence that proves, to the necessary standard, that enforcement action is lawfully available to Council.

5.1.2 Accountable and Transparent:

- a) Acting in the best interests of public health and safety and in the best interests of the environment.
- b) Ensuring accountability for decisions to take or not take action.
- c) Acting fairly and impartially and without bias or unlawful discrimination.
- d) Providing information about compliance and enforcement priorities and reasons for decisions to improve understanding and certainty and promote trust by the regulated community.
- e) Ensuring meaningful reasons for decisions are given to all relevant parties.
- f) Acting on any complaints or concerns about the conduct of Officers in accordance with Council's Complaints Handling Policy and Procedure advising people and organisations subject to enforcement action of any avenues available to seek an internal or external review of a decision.
- g) Advising people and organisations subject to enforcement action of any avenues available to seek an internal or external review of a decision.

5.1.3 Consistent:

- a) Ensuring all compliance and enforcement action is implemented consistently as far as practicable.
- b) Encouraging reports about possible unlawful activity by acting reasonably in response to the circumstances and facts of each matter.

5.1.4 Proportional:

- a) Ensuring the level of enforcement action is proportionate to the level of risk and seriousness of the breach.
- b) Making cost-effective decisions about enforcement action noting the limited resources available to Council to address unlawful activity.

c) Taking action to address harm and deter future unlawful activity.

5.1.5 Timely:

a) Ensuring responses to reports alleging unlawful activity and decision making in relation to those is timely.

5.2 HOW REPORTS ALLEGING UNLAWFUL ACTIVITY WILL BE DEALT WITH BY COUNCIL:

5.2.1 Council will record and assess every report alleging unlawful activity.

5.2.2 Council will respond to every such report unless the person raising the matter has indicated they do not wish to receive a response about Council's handling of the matter, or the report is anonymous.

5.2.3 Reports of unlawful activity will be processed in the order in which they are received, irrespective of the source of the report, and prioritised according to the risks associated with the activity under report. In particular, priority will be given to matters that pose serious risks including scenarios that are life threatening or constitute serious health situations, are associated with significant environmental harm or that repeatedly detrimentally affect a significant number of people.

5.2.4 Generally speaking, Council's objectives when dealing with reports alleging unlawful activity are to:

- a) maintain the collective good and welfare of the community;
- b) prevent or minimise harm to health, welfare, safety, property or the environment;
- c) consider the broader public interest having regard to Council's priorities and any resource limitations including the avoidance of deploying a disproportionate amount of resources to matters that are primarily of a private nature.

5.2.5 Not all reports will need to be investigated. A preliminary assessment of all matters will be made to determine the priority, and whether investigation or other action is required.

5.2.6 Anonymous reports will be recorded and assessed in accordance with this policy and associated procedure. However, because it is not possible to seek clarification or additional information about a matter, it may be more difficult to evaluate the allegations and therefore, if there is insufficient information, these reports are less likely to warrant investigation.

5.3 HOW REPORTS ALLEGING UNLAWFUL ACTIVITY WILL BE DEALT WITH BY COUNCIL:

5.3.1 People who report allegations of unlawful activity should not expect that their identities will remain confidential from the subject of their report in all circumstances.

- a) the disclosure is necessary to investigate the matter;
- b) their identity has already been disclosed to the subject of their report directly or in a publicly available document;
- c) the individual was consulted following receipt of a Government Information (Public Access) Act 2009 application and did not object to the disclosure;
- d) the individual consents in writing to their identity being disclosed;
- e) the disclosure is required to comply with principles of procedural fairness;
- f) documents associated with the court process;
- g) the need for complainants to attend Court to provide evidence to assist in Council enforcement action; and

h) other legislation requiring Council to provide the information.

5.3.2 Council will take seriously any concerns an individual may have about their physical safety being endangered as a result of making a report. However, this may limit Council's ability to investigate the matter.

5.5 HOW REPORTS ALLEGING UNLAWFUL ACTIVITY WILL BE DEALT WITH BY COUNCIL:

5.4.1 Council expects that people who report allegations of unlawful activity will cooperate and act in good faith in respect of any investigations conducted by Council.

5.4.2 If these expectations of the individual are not met, Council may need to set limits or conditions on the continuation of the investigation or may need to restrict any further communications with the individual. In particular, Council may not be able to take civil or criminal action if the individual does not agree to provide evidence in any Court action.

5.4.3 Any unreasonable conduct will be dealt with in accordance with Council's Complaint Management Policy and Procedure and the principles of the NSW Ombudsman's Managing Unreasonable Complainant Conduct – a model policy and procedure 2013 and any other applicable code, policy or the like.

5.5 WHAT PARTIES CAN EXPECT FROM COUNCIL STAFF:

5.5.1 Parties who report alleged unlawful activity, as well as individuals or businesses that are subject to investigation and any enforcement action, can expect that Council staff will:

- a) treat them with courtesy and respect;
- b) advise them of the progress of an investigation at agreed intervals if the investigation is protracted, the outcome (if required) of the investigation, including an explanation of the reasons why that outcome was considered to be reasonable in the circumstances;
- c) make full and proper records in relation to the assessment and investigation of reported alleged unlawful activity, including reasons for any decisions;
- d) clearly explain decisions in plain English;
- e) provide information about any relevant internal and external appeal processes that may be available;
- f) carefully assess any new information provided by any party after a decision has been made and advise whether further action will be taken.

5.6 COMPLAINTS ABOUT COUNCIL'S ENFORCEMENT ACTION:

5.6.1 Any complaints about Council's handling of reports alleging unlawful activity will be recorded separately and handled in accordance with Council's Complaints Handling Policy and Procedure and as relevant.

5.6.2 Where a person or organisation subject to enforcement action merely disputes Council's decision to take enforcement against them, they will be directed to make representations in accordance with any relevant internal and external appeal processes.

5.6.3 Council staff will act on any complaints about the conduct of Officers in accordance with Council's Complaint Management Policy and Procedure and the Council Code of Conduct as are relevant.

5.8 THE ROLE OF COUNCILLORS IN ENFORCEMENT:

- 5.7.1 Decision making relating to the investigation of reports alleging unlawful activity and taking enforcement action is the responsibility of appropriately authorised Council staff or the Council itself.
- 5.7.2 In accordance with the Code of Conduct, individual Councillors do not have the right to direct Council staff in their day-to-day operational activities. Councillors can help individuals who raise concerns with them by satisfying themselves that their Council's policies are being carried out correctly, however they cannot ignore or alter a policy in order to satisfy the demands of special groups.
- 5.7.3 The Chief Executive Officer may present certain decisions to be ratified by the elected Council if this is necessary or desirable, and the Councillors may also have the right to call for a report about particular issues to a Council meeting.

6. POLICY MANAGEMENT

6.1 RESPONSIBLE OFFICER:

The Safe City Manager is the responsible officer of this Policy.

Council staff delegations for taking action under this policy are included in Council's Delegation Register.

6.2 MONITORING AND REVIEWS

The Compliance and Enforcement Policy and Procedures are reviewed as needed, in response to learned improvements, recommendations, or at least every three years.

7. DEFINITIONS

- **Complaint** means an expression of dissatisfaction made about Council services, staff or the handling of a request for service/notification of unlawful activity, where a response or resolution is explicitly or implicitly expected or legally required.

For the purposes of this Policy, a complaint does not include:

- a report alleging unlawful activity (see definition below)
 - a request for information about a Council policy or procedure
 - a request for an explanation of actions taken by Council
 - a request for internal review of a Council decision
- **Council** means Willoughby City Council
 - **Enforcement** means actions taken in response to serious or deliberate contraventions of laws.
 - **Officer** means a Council officer authorised to undertake unlawful activity compliance and enforcement investigations.
 - **Regulation** means using a variety of tools and strategies to influence and change behaviour to achieve the objectives of an Act, Regulation or other statutory instrument administered by Council.
 - **Unlawful activity** means any activity or work that has been or is being carried out contrary to and/or failure to take required action in order to be compliant with:
 - the terms or conditions of a development consent, approval, permit or licence.

- an environmental planning instrument that regulates the activities or work that can be carried out on particular land.
- a legislative provision regulating a particular activity or work.
- required development consent, approval, permission or licence.
- Signage regulating a particular activity.

8. SUPPORTING INFORMATION

<p>Relevant external governing laws, standards and guidelines</p>	<ul style="list-style-type: none"> • NSW Ombudsman’s Complaint Management Framework (2015) • NSW Ombudsman’s Managing unreasonable conduct by a complainant • Privacy and Personal Information Protection Act (1998) • Local Government Act 1993 • Environmental Planning and Assessment Act 1979 • Companion Animals Act 1998 • Roads Act 1993 • Food Act 2003 • Protection of the Environment Operations Act 1997 • The Public Spaces (Unattended Property) Act 2021 • Biosecurity Act 2015
<p>Related Council policies and other documents</p>	<ul style="list-style-type: none"> • Compliance and Enforcement Procedure 2024 • Our Future Willoughby 2032 Community Strategic Plan • 2023-2025 Customer Experience Strategy • Code of Conduct • Work Health and Safety Policy • Complaints Management Procedures • Fraud and Corruption Policy
<p>Document History</p>	<p>Adopted by Council on [insert]</p>
<p>Accessibility of Policy</p>	<p>The Policy is published on:</p> <ul style="list-style-type: none"> • Council website • Council intranet



COMPLIANCE AND ENFORCEMENT PROCEDURES

DRAFT

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1. PURPOSE

The Compliance and Enforcement Policy and this Procedure provides a guide to officers responsible for unlawful activity compliance and enforcement to ensure the investigations are undertaken in a manner that is lawful, accountable and transparent, consistent, proportional and timely. This policy also addresses the resource limitations on Council's enforcement activities and how such resources are to be utilised.

The Policy and Procedure also outlines for the community how reports alleging unlawful activity will be dealt with by Council, how Council treats the confidentiality of people who report alleged unlawful activity, what Council expects from people who report allegations of unlawful activity and the process for complaints about Council's enforcement action.

2. SCOPE

The Compliance and Enforcement Policy and this Procedure applies to all areas within the Willoughby City local government area and the officers who are authorised to investigate unlawful activity including but not limited to:

- Development and building control
- Pollution control
- Environmental health
- Public health and safety
- Weeds control (Biosecurity)
- Companion animals
- Roads and footpaths
- Parks and reserves
- Food safety
- Fire safety
- Tree preservation
- Illegal dumping

3. TOPICS

3.1 Responding to concerns about unlawful activity:

3.1.1 How reports alleging unlawful activity will be dealt with by the Council:

- a) Council will record and assess every report alleging unlawful activity.
- b) Council will respond to every such report unless the person raising the matter has indicated they do not wish to receive a response about Council's handling of the matter, the report is anonymous, or it is obvious the matter has been resolved.
- c) Reports of unlawful activity will be processed in the order which they are received, irrespective of the source of the report, and prioritised according to the risks associated with the activity under report. Priority will be given to matters that pose serious threat.
- d) Generally speaking, Council's objectives when dealing with reports alleging unlawful activity are to:
 - maintain the collective good, safety and welfare of the community;
 - prevent or minimise harm to health, welfare, safety, property or the environment;
 - consider the broader public interest having regard to Council's priorities and any resource limitations;

- consider the report fairly and impartially.
 - e) Not all reports will need to be investigated. A preliminary assessment of all matters will be made to determine the priority for a response, and whether investigation or other action is required.
 - f) An investigation of alleged unlawful activity may take a significant amount of time to complete, particularly where the issues are complex. If Council decides to investigate, staff will give the person who reported the alleged unlawful activity regular feedback on the progress of the investigation, and any reasons for delay. This does not mean that the individual can expect to be given details about every aspect of the investigation or information that would compromise the integrity of the investigation.
 - g) Decisions about what action should be taken by Council are made at the Council's discretion. This means the objective is that reports alleging unlawful activity will be resolved to the satisfaction of Council and its legislative and policy requirements, not necessarily the person raising the matter. Council will generally try to resolve matters as quickly and informally as possible so as to avoid the need to take formal action.
 - h) Council staff will endeavour to manage the expectations of people who report alleged unlawful activity, and in particular explain that in the absence of sufficient evidence of unlawful activity, Council may be unable to take further action. Staff will also explain that Council does not have unlimited resources and powers to deal with reports alleging unlawful activity. If Council is unable to fully investigate or take action on a matter because it is restricted by any legal, proportionality or resource limitations, this will be explained to the individual.
 - i) While there are certain statutory requirements that must be met in relation to notices and orders, Council staff will ensure that all explanatory communications are made in plain English and explain any technical language the law requires to be used.
- 3.1.2 Unlawful activity outside business hours:
- a) Unlawful activity can occur outside business hours. In particular, Council may receive reports about matters such as offensive noise, park and reserve usage and failure to comply with limitations on consents and permits of operation during nights and weekends.
 - b) Due to resource and operational capability restraints on Council, investigations into alleged unlawful activity outside business hours will be assessed on the basis of risk of harm to health, welfare, safety, property or the environment or it is otherwise in the public interest to take such action.

3.2 Neighbour disputes:

- 3.2.1 Council will at times receive reports from parties involved in neighbour disputes seeking Council's involvement. When a dispute between two neighbours is a civil matter, Council will often have no authority to resolve the issue in dispute. Some reports will raise several matters, some of which will require Council's involvement and some of which will be personal to the parties.
- 3.2.2 Council staff will assess such reports to determine whether there is evidence of any possible unlawful activity requiring action by Council. Care will be taken to explain which aspects of a report Council can deal with and which cannot be dealt with and why. Where possible, individuals will be provided with information about how to resolve neighbour disputes including referral information resources such as LawAccess NSW and Community Justice Centres.

3.2.3 It is possible that one party will provide further information about a matter which changes Council's decision about whether it will become involved. In such circumstances, Council staff will consider the matter before taking action and document reasons for the new decision. Relevant parties will be advised about the reasons Council has changed its position on a matter. Council staff will not change a decision about whether or not Council should be involved purely as a response to the conduct of an individual such as persistent demands or threats.

3.3 Investigating alleged unlawful activity:

3.3.1 Not all reports alleging unlawful activity will warrant investigation. A preliminary assessment of all matters will be made to determine whether investigation or other action is required. Council will prioritise matters on the basis of risk to public safety, human health and environment and resource limitations.

3.3.2 If there is insufficient information in the report to undertake a preliminary assessment, further information may need to be sought from the person who made the report or an inspection undertaken.

3.3.3 Circumstances where no action will be taken:

a) Council will take no further action if, following a preliminary assessment, it is identified that:

- Council does not have jurisdiction to investigate or is not the appropriate authority to take action on the issues raised. Where there is another appropriate authority or course of action, Council may bring the matter to the attention of the authority or provide information and contact details to the individual. For example, SafeWork NSW for workplace safety matters; the NSW Environment Protection Authority for possible environmental offences and Community Justice Centres NSW for personal disputes;
- the report relates substantially to a matter previously determined by Council and no new or compelling information is presented which would cause Council to change its earlier decision. In this case, staff will acknowledge the report and advise that no further action will be taken as no new information had been provided (other than where the person has previously been advised they would receive no further response);
- the allegations relate to a lawful activity (eg where there is an existing approval or the activity is permissible without Council approval or consent being required);
- the report is not supported with evidence or appears to have no substance;
- the relevant Manager, Director or the Chief Executive Officer determines that investigation or other action would have an unreasonable impact on resources and/or is unlikely to achieve an outcome sufficient to justify the expenditure of resources.

3.3.4 Relevant factors guiding decisions as to whether to take action:

a) When deciding whether to investigate, Council will consider a range of factors including whether:

- the activity is having a significant detrimental effect on the environment or it constitutes a risk to public safety;
- the report is premature as it relates to some unfinished aspect of work that is still in progress;
- the activity or work is permissible with or without permission;
- all conditions of consent are being complied with;

- much time has elapsed since the events the subject of the report took place;
- another body is a more appropriate agency to investigate and deal with the matter;
- it appears there is a pattern of conduct or evidence of a possible wide spread problem;
- the person or organisation reported has been the subject of previous reports;
- the report raises matters of special significance in terms of the Council's existing priorities;
- there are significant resource implications in relation to an investigation and any subsequent enforcement action;
- it is in the public interest to investigate the report

The above are factors for Council to consider and weigh in making a determination. Council staff are not limited in their use of discretion by these considerations and may decide to investigate based on these and other factors.

3.3.5 The objective of the processes Council staff use when investigating incidents of alleged unlawful activity is to:

- b) determine the cause of the incident;
- c) determine if there has been a contravention of law, policy or standards;
- d) gather evidence to the required standard to support any required enforcement action;
- e) determine any necessary action to mitigate the possibility of reoccurrence of similar incidents.

3.3.6 Any decision not to investigate an allegation of unlawful activity will be recorded and the reasons for that decision clearly stated.

3.4 Taking enforcement action:

3.4.1 When deciding whether to take enforcement action in relation to a confirmed case of unlawful activity, Council will consider the full circumstances and facts of the matter and the public interest.

3.4.2 The following common considerations will assist Council staff in determining the most appropriate response in the public interest:

Considerations about the alleged offence and impact:

- a) The nature, extent and severity of the unlawful activity, including whether the activity is continuing.

Consideration should be given to the nature, extent and severity of any actual or potential impact of the unlawful activity. If there is actual or potential detriment to the natural or built environment, to the health or safety of residents or the amenity of an area, this would normally warrant a decision to take action to remedy or restrain the breach. It is also important to consider whether the unlawful activity is ongoing or has ceased.

- b) The harm or potential harm to the environment or public health, safety or amenity caused by the unlawful activity.

Consideration should be given to whether the likely costs and benefits of any enforcement action is justifiable where breaches result in no material impacts upon

any other party or the health, safety and amenity of the environment and community. A breach of a technical, inconsequential or minor nature, in the absence of any other aggravating factor, will generally not warrant a decision to take action to remedy or restrain the breach.

- c) The seriousness of the breach, including whether the breach is merely technical, inconsequential or minor in nature. Legislation may provide time limits in which to commence proceedings and take enforcement action, and sometimes prosecution will be statute barred despite good evidence that unlawful activity has taken place.
- d) The time period that has lapsed since the date of the unlawful activity.

In addition, consideration should be given to the time which the offence or breach occurred and the reasonableness of taking enforcement action if a significant time has lapsed since the time of the offence or breach.

Considerations about the alleged offender:

- a) Any prior warnings, instructions, advice that was issued to the person or organisation reported or previous enforcement action taken against them.

Consideration should be given to the previous history of the offender. If prior warnings, instructions or advice has been issued to the person or organisation reported which was not followed, a more formal and coercive enforcement approach would appear more appropriate.

- b) Whether the offender is, or at least should be expected to be, familiar with the law applicable to their circumstances due to their profession, training or expertise.
- c) Whether the offence was committed with intent.

Consideration should be given to whether the offence was committed deliberately, recklessly or with gross negligence. It may be appropriate that cases of this nature are more likely to result in prosecution. Where an offence was committed as a result of an accident or genuine mistake, providing education and guidance or a formal warning may be more suitable in achieving desired outcomes.

- d) Whether the person or organisation reported has been proactive in the resolution of the matter and assisted with any Council requirements and instructions.

Where the offender has been proactive in the resolution of the matter and has assisted Council in the resolution of the matter, it may be that the public interest would not be best served by prosecuting the offender, especially if the offending conduct or work has been rectified. If the offender has demonstrated a lack of contrition and is uncooperative with the investigation or remediation, a prosecution or monetary penalty would appear more appropriate.

- e) Any mitigating or aggravating circumstances demonstrated by the alleged offender. Any particular circumstances of hardship affecting the person or organisation reported, whether the person or organisation being reported is a community based non-for-profit.

Consideration should be given to any genuine mitigating circumstances of the offender such as age, physical or mental health, disability and any financial hardship of the offender resulting in an inability to pay.

Considerations about the impact of any enforcement action:

- a) The need to deter any future unlawful activity;
- b) Whether an educative approach would be more appropriate than a coercive approach in resolving the matter.

If there is evidence of a significant issue of unlawful activity and that matter can be easily remedied by some action on the part of the person the subject of the report, there is a less compelling case for enforcement action, depending on the other circumstances of the case such as the conduct of the offender.

If retrospective approval is possible, it may be reasonable to allow an opportunity to obtain this prior to taking other enforcement action. In some cases, compliance by informal means may be the most efficient way to resolve the matter and other enforcement action may not be necessary.

This needs to be balanced with other considerations such as the public interest in enforcing the law;

- c) The prospect of success if the proposed enforcement action was challenged in court;
- d) The costs and benefits of taking formal enforcement action as opposed to taking informal or no action;
- e) What action would be proportionate and reasonable in response to the unlawful activity;
- f) Whether Council is prevented from taking action based on earlier advice given, i.e. whether an estoppel situation has been created.

Considerations about the potential for remedy:

- a) Whether the breach can be easily remedied;
- b) Whether it is likely consent would have been given for the activity if it had been sought;
- c) Whether there is a draft planning instrument on exhibition that would make the unauthorised use legal.

3.4.3 Legal or technical issues:

- a) Where legal and/or technical issues are in question, Council staff will consider whether legal advice or professional advice (for example heritage, arborist, environmental, engineering etc) from duly qualified staff or other experts should be obtained and considered.
- b) Council may also require a person subject to possible enforcement action to obtain professional advice in relation to issues of concern to Council for assessment as to whether further action is required.

3.4.4 Requirements of Council staff considering enforcement action:

- a) Prior to taking enforcement action, Council staff will take into account the above considerations as well as the evidence gathered during their investigation. Council staff must act impartially, be mindful of their obligations under Council's Code of Conduct and not act as a decision- maker in relation to any matter in which they have a personal interest. Enforcement action will not be taken purely as a response to the conduct of an individual such as persistent demands or threats.
- b) Council staff are required to maintain records about critical thinking and decision-making processes in relation to reports alleging unlawful activity and any enforcement action, as well as records of interactions with relevant parties. Council staff will at all times adhere to Council's internal approval processes prior to the commencement of any enforcement action.
- c) Council staff will take steps to ensure that any enforcement action is taken against the correct person or organisation. Where there are multiple possible parties to an

alleged unlawful activity, it will generally not be appropriate to take enforcement action against every person who may be liable for the alleged unlawful activity. In such circumstances, Council staff will be guided by legal advice in determining the appropriate person/s to pursue.

3.5 Options for dealing with confirmed cases of unlawful activity:

3.5.1 Council will try to use the quickest and most informal option to deal with unlawful activity wherever possible unless there is little likelihood of compliance with such options. Council staff will use discretion to determine the most appropriate response to confirmed cases of unlawful activity and may take more than one approach.

Any enforcement action taken by Council will depend on the full circumstances and facts of each case, with any decision being made on its merits.

3.5.2 At all times, Council's key concerns are:

- a) to prevent or minimise harm to health, welfare, safety, property or the environment;
- b) to influence behaviour change for the common good and on behalf of the community.

3.5.3 The following enforcement options to be considered by Council are ordered to reflect an escalation in response that is proportionate to the level of risk, the seriousness of the confirmed breach or the need for a deterrent:

Risk Level	Enforcement Options
Very Low	<ul style="list-style-type: none"> • take no action on the basis of minor technical issue with no impact or some other appropriate reason; • provision of information/advice on how to be compliant.
Low	<ul style="list-style-type: none"> • negotiating with the person to obtain voluntary undertakings or an agreement to address the issues of concern; • issuing a warning or a formal caution.
Medium	<ul style="list-style-type: none"> • issuing a letter requiring work to be done or activity to cease in lieu of more formal action; • issuing a notice of intention to serve an order or notice under relevant legislation, and then serving an order or notice if appropriate and or • issuing a penalty notice
High	<ul style="list-style-type: none"> • issuing a penalty notice; • carrying out the works specified in an order at the cost of the person served with the order.
Very High	<ul style="list-style-type: none"> • seeking an injunction through the courts to prevent future or continuing unlawful activity; • commence legal proceedings for an offence against the relevant Act or Regulation.

3.5.4 Following up enforcement action:

- a) All enforcement action will be reviewed and monitored to ensure compliance with any undertakings given by the subject of enforcement action or advice, directions or orders issued by Council.
- b) Reports alleging continuing unlawful activity will be assessed and further action taken if necessary. If the unlawful activity has ceased or the work has been rectified, the matter will be resubmitted for follow up action to ensure compliance outcomes are met.
- c) Should initial enforcement action be found to have been ineffective, Council staff will consider other enforcement options based on resources and public interest.

3.6 Taking Legal Action:

The Council and its delegated staff will be guided by legal advice in deciding whether to commence criminal or civil proceedings and will consider the following:

- a) whether there is sufficient evidence to establish a case to the required standard of proof;
- b) whether there is a reasonable prospect of success before a court;
- c) whether the public interest warrants legal action being pursued.

Whether there is sufficient evidence to establish a case to the required standard of proof:

- a) Council considers the decision to take legal action a serious matter, and as such will only initiate and continue proceedings once it has been established that there is admissible, substantial and reliable evidence to the required standard of proof.
- b) The basic requirement of any criminal prosecution is that the available evidence establishes a prima facie case. The prosecutor is required to prove the elements of the offence beyond reasonable doubt.
- c) In civil enforcement proceedings, Council will require sufficient evidence to satisfy the court that an actual or threatened breach has occurred on the balance of probabilities.

Whether there is a reasonable prospect of success before a court:

- a) Given the expense of legal action, Council will not take legal action unless there is a reasonable prospect of success before a court. In making this assessment, Council staff will consider the availability, competence and credibility of witnesses, the admissibility of the evidence, all possible defences, and any other factors which could affect the likelihood of a successful outcome.

Whether the public interest requires legal action be pursued:

- a) The principal consideration in deciding whether to commence legal proceedings is whether to do so is in the public interest. In making this determination, the same factors to be considered when taking enforcement action apply. (*See Section 3.4 - Taking Enforcement Action*).
- b) The following considerations relate more specifically to the decision to commence legal proceedings and will assist Council and its delegated staff in making this determination:
 - the availability of any alternatives to legal action;
 - whether an urgent resolution is required (court proceedings may take some

- time);
- the possible length and expense of court proceedings;
 - any possible counter-productive outcomes of prosecution;
 - what the effective sentencing options are available to the court in the event of conviction;
 - whether the proceedings or the consequences of any resulting conviction would be unduly harsh or oppressive.

Time within which to commence proceedings:

Council staff must be aware of legislative time limits in which enforcement proceedings must be commenced. Sometimes legal action will be statute barred despite good evidence that unlawful activity has occurred.

3.7 Shared enforcement responsibilities:

- 3.7.1 Some reports will raise matters involving shared regulatory responsibilities between Council and other authorities including the Environment Protection Authority; the NSW Police Force; Liquor and Gaming NSW; NSW Fair Trading; NSW Food Authority and Crown Lands.
- 3.7.2 Council recognises that collaboration and cooperation between authorities to address issues of shared regulatory responsibility is the best approach. To this end, where there are shared legislative responsibilities, Council staff will liaise with relevant authorities to establish:
- a) which authority will take the leading role on any joint investigation;
 - b) which activities each authority will carry out;
 - c) responsibilities for updating an individual where relevant;
 - d) protocols for exchanging confidential information between the relevant authorities.
- 3.7.3 Council will reasonably endeavour to respond to requests for information or assistance on joint regulatory matters in a timely manner.

3.8 Role of Council where there is a principal certifier:

- 3.7.4 Council retains its regulatory role and enforcement powers where a certifier has been appointed the principal certifier. However, Council encourages the principal certifier to be the first point of contact to take steps to address non-compliance with the consent.
- 3.7.5 Principal certifiers have limited enforcement powers. They have the power to issue a notice of intention to issue a development control order to the owner or builder to comply with the conditions of consent or rectify any breaches. A copy of any notice of intention issued by a principal certifier must be provided to Council for assessment as to whether Council will enforce the notice by issuing a development control order.
- 3.7.6 Council (when appropriate) and the principal certifier will work together to resolve any issues when they arise to achieve compliance with the development consent or complying development certificate. Council staff when contacted will take steps to ensure individuals are clear about which agency performs which role and when.
- 3.7.7 If a principal certifier has been notified of a non-compliance (when the reported issue clearly relates to the consent) and has had sufficient time to investigate but fails to act Council will investigate.

4. DEFINITIONS

Complaint means an expression of dissatisfaction made about Council services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required.

For the purposes of this policy, a complaint does not include:

- a report alleging unlawful activity (see definition below)
- a request for information about a Council policy or procedure/ protocol
- a request for an explanation of actions taken by Council
- a request for internal review of a Council decision

Council means Willoughby City Council.

Enforcement means actions taken in response to serious or deliberate contraventions of laws.

Estoppel is a legal principle that precludes a person from alleging facts that are contrary to his previous claims or actions. In other words, estoppel prevents someone from arguing something contrary to a claim made or act performed by that person previously.

Officer means a Council officer authorised to undertake unlawful activity compliance and enforcement investigations.

Prima facie means something that has been proven or assumed to be true unless there is evidence presented to the contrary.

Regulation means using a variety of tools and strategies to influence and change behaviour to achieve the objectives of an Act, Regulation or other statutory instrument administered by Council.

Report alleging unlawful activity means an expression of concern or a request for service in relation to alleged unlawful activity, where a response or resolution is explicitly or implicitly expected or legally required.

Unlawful activity means any activity or work that has been or is being carried out contrary to and/or failure to take required action in order to be compliant with:

- the terms or conditions of a development consent, approval, permit or licence.
- an environmental planning instrument that regulates the activities or work that can be carried out on particular land.
- a legislative provision regulating a particular activity or work.
- a required development consent, approval, permission or licence.
- signage regulating a particular activity.

5. RELATED LEGISLATION AND DOCUMENTS

- Local Government Act 1993
- Environmental Planning and Assessment Act 1979
- Companion Animals Act 1998
- Roads Act 1993
- Food Act 2003
- Protection of the Environment Operations Act 1997
- The Public Spaces (Unattended Property) Act 2021
- Biosecurity Act 2015
- Compliance and Enforcement Policy
- Code of Conduct Policy
- Complaint Management Policy and Procedure

6. APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Directorate	Community, Culture and Leisure
Owner & Administrator	Safe City Manager
Approval Date	<Add approval date & the relevant approval authority, i.e. ELT, Director>
Administration Reference	<Add the relevant ECM reference number, owner, subject, Pulse CSR details>
Uploaded to Intranet /Internet	<Yes/No>
Next Review Date	31/07/2027

Approval and Amendment History	Details
Original Approval Authority & Date	<Add the relevant approval authority DD/MM/YYYY>
Amendment Authority and Date	<Add the previous approval authorities and amendment dates as Name DD/MM/YYYY; Name DD/MM/YYYY.> [Governance adds the latest amendment information]
Notes	<If relevant, add notes to alert readers about the document/s this one replaces, e.g. This document consolidates and replaces X Policy, Y Procedure and Z Procedure.>

12.12 GRANTS FOR THE COMMUNITY PROGRAM 2023-24 APPLICATIONS - APRIL

ATTACHMENTS:	NONE
RESPONSIBLE OFFICER:	LINDA PERRINE, COMMUNITY CULTURE & LEISURE DIRECTOR
AUTHOR:	TRACEY WALKER, COMMUNITY PROJECTS OFFICER
CITY STRATEGY OUTCOME:	5.4 ANTICIPATE AND RESPOND TO CHANGING COMMUNITY AND CUSTOMER NEEDS.
MEETING DATE:	27 MAY 2024

1. PURPOSE OF REPORT

To seek Council endorsement for the distribution of funds under the Grants for the Community Program for the 2023/24 financial year.

2. OFFICERS RECOMMENDATION

That Council endorse the distribution of funds through the 2023/24 Grants for the Community Program - Category 1 as follows:

- **Focus on Ability** **\$7,500**

3. BACKGROUND

The Grants for the Community Program was adopted by Council in June 2021 and provides grants of up to \$7,500.

Applications for the Program can be submitted at any time of year. Recommended applications are tabled at Council Meetings each month (or as required) for endorsement.

This report details the recommended applicants received in April 2024 for Category 1 - Grants for the Community.

4. DISCUSSION

The Grants for the Community Program has an annual budget of \$167,550. Council has endorsed \$138,887 for distribution in the 2023/24 financial year, with \$28,663 of funds remaining.

Category 1 - Grants for the Community Program

This funding provides grants of up to \$7,500 to not for profit and sporting organisations, individuals, small businesses, social enterprises and performing arts organisations operating in the Willoughby Local Government Area (LGA).

Applicants must;

1. Be a not for profit, incorporated group or group with an auspice by an incorporated body. Profit making organisations may apply within the Green or Prosperous and Vibrant grant streams.
2. Be a community sporting group or individual athlete (Liveable grant stream only)
3. Offer services to residents in the Willoughby LGA
4. Meet the grant eligibility criteria
5. Demonstrate in your application the ability to successfully deliver the project
6. Demonstrate in your application how the project aligns with at least one of Council's CSP priorities
7. Only submit one application per applicant per year
8. Have current Public Liability Insurance (\$10 million)

Applications for April 2024

Council received two applications during April 2024. Applications were received from:

- Focus on Ability
- Willoughby Public School Netball Club

These applications were submitted under Category 1 of the Grants for the Community Program. This category provides grants to not for profit and sporting organisations, individuals, artists, small businesses, social enterprises and performing arts organisations operating in the Willoughby LGA.

Assessment of applications is detailed below. Full funding was recommended for one applicant and no funding recommended for one applicant.

Assessment

Full funding is recommended for one application. The recommended application is detailed in **Figure 1**.

Total amount being sought: \$7,500
Officer recommendation: \$7,500

**Figure 1 - Category 1: Grants for the Community Applicants April
– Full funding recommended**

APPLICANT	MEETS CRITERIA	AMOUNT REQUESTED	AMOUNT RECOMMENDED	PROJECT OUTLINE	COMMENTS
Focus on Ability	Yes	\$7,500	\$7,500	The Focus on Ability Film Festival champions the inclusion of individuals with disabilities, providing a dynamic platform for schools, organisations, and the wider community to share their narratives	This application aligns with Councils CSP outcome 2: <i>A City that is connected, inclusive and resilient</i> and the following priorities: 2.3 Celebrate and encourage our diversity. 2.5 Create neighbourhoods that connect

APPLICANT	MEETS CRITERIA	AMOUNT REQUESTED	AMOUNT RECOMMENDED	PROJECT OUTLINE	COMMENTS
				through the medium of film. The festival, which is entirely free to enter and attend, offers all films for online viewing on their website, ensuring accessibility for audiences worldwide.	people from all types of households and families. 2.6 Foster a digitally enabled community. 2.7 Promote accessible services and facilities for the community.
Total		\$7,500	\$7,500		

Funding is not recommended for one applicant. Officers have liaised with the applicant to provide feedback on this application and guidance for future applications. The application is detailed in **Figure 2** and details the reasons for not recommending funding.

Figure 2 - Grants for the Community Recommended Applicants April - Funding Not Recommended

APPLICANT	MEETS CRITERIA	AMOUNT REQUESTED	AMOUNT RECOMMENDED	PROJECT OUTLINE	COMMENTS
Willoughby Public School Netball Club	Yes	\$7,500	\$0	The Willoughby Public School Netball Club is requesting a grant to enable them to fund a diversity and inclusion drive for the 2024 year and beyond. The funding would be put towards: 1) The development and initial order of an all-inclusive netball uniform for both boys and girls 2) The purchase of Netball Balls to enable the club to grow with demand, and replace older balls 3) The purchase of Netball playing bibs to meet the	This request does not fall under our grant priorities and has the ability to be funded from other sources of funding such as club registration fees and local ClubGRANTS funding. Officers have liaised with the applicant to provide feedback on this application and have forwarded information on the current open round of ClubGRANTS.

APPLICANT	MEETS CRITERIA	AMOUNT REQUESTED	AMOUNT RECOMMENDED	PROJECT OUTLINE	COMMENTS
				demands of new teams 4) The purchase of Netball training equipment.	
Total		\$7,500	\$0		

5. RISKS AND OPPORTUNITIES

The level of risk associated with the contents of this report is low, under Council's *Risk Management Framework*.

6. CONCLUSION

The Grants for the Community Program allows Willoughby City Council to recognise and support the vital contribution of our local community groups, performing arts groups, sporting organisations, businesses and social enterprises in developing and delivering projects that build social, cultural, economic and environmental life of the Willoughby LGA.

The report recommends one Grants for the Community application receive full funding to the total value of \$7,500.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.4 Anticipate and respond to changing community and customer needs.
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 to the community.
Policy	The application meets the eligibility requirements of the <i>Grants for the Community Program</i> .
Consultation	Eligible organisations, businesses and individuals are advised of the funding round.
Risk	The level of risk associated with the contents of this report is low, under Council's <i>Risk Management Framework</i> .
Resource	Managed with existing resources.
Legal	The distribution of grants funds recommended in this report meets legal requirements under for the provision of financial assistance of the <i>Local Government Act 1993, Section 356</i> .
Legislation	<i>Local Government Act 1993, Section 356</i> .

Budget/Financial

The report recommends one Grants for the Community application receives funding to the value of \$7,500. If endorsed, \$21,163 will remain in the Grants for the Community Program budget for the remainder of the 2023/24 financial year.

The recommended funding amount in this report is allocated within the 2023/24 operational budget.

12.13 CHATSWOOD CROQUET CLUB LICENCE

ATTACHMENTS:	NONE
RESPONSIBLE OFFICER:	LINDA PERRINE, COMMUNITY CULTURE & LEISURE DIRECTOR
AUTHOR:	STEPHEN ALDERTON
CITY STRATEGY OUTCOME:	3.3 PROMOTE AN ACTIVE AND HEALTHY LIFESTYLE.
MEETING DATE:	27 MAY 2024

1. PURPOSE OF REPORT

To report the outcome of licence negotiations with the Chatswood Croquet Club for the three croquet lawns for a maximum period up to five years, including increased public access to the Chatswood Croquet site and seek approval to enter into a licence with Chatswood Croquet Club to occupy the Chatswood Croquet site.

2. OFFICERS RECOMMENDATION

That Council note the outcome of licence negotiations with the Chatswood Croquet Club and authorise the Chief Executive Officer to execute the licence agreement and any associated documentation including but not limited to, any future licences, options to renew, assignments and variations related to the occupation of the Chatswood Croquet site.

3. BACKGROUND

Public open space within the Willoughby LGA is in high demand as our community seeks to achieve a healthy lifestyle for their mental and physical well-being. Recreation facilities in the Chatswood CBD need to address the community's leisure needs and optimise the use of Council's open space sites.

On 28 November 2022, Council considered the outcome of a Request for Proposal undertaken for the Chatswood Croquet premises. Council resolved in part the following actions:

- 3. Undertake negotiations with Chatswood Croquet Club prior to providing a licence for 3 lawns for a maximum period up to five years including increased public access to the Chatswood Croquet site.*
- 4. Provide a further report to Council following the negotiations with the Chatswood Croquet Club.*

Negotiations with the Croquet Club have now been finalised. This report presents a summary of these negotiations which have formed a new licence agreement with Chatswood Croquet Club that is now ready for execution.

4. DISCUSSION

Chatswood Croquet Club have operated for 112 years in the Chatswood area. The existing licence for use of the Chatswood Croquet site expired in 1993 and Chatswood Croquet Club's use of the site has since continued on a year by year agreement. Since Council resolved to undertake negotiations with Chatswood Croquet Club in November 2022, Officers have held ongoing consultations with club members regarding a licence for the premises.

A new licence agreement has been negotiated for a three year term at an increased rental of \$6,000 per annum. Within the new agreement there is also a further option to extend the licence for a further two year term at Council's discretion.

Although the original Request for Proposal conducted in 2022 considered the inclusion of the two former lawn tennis courts adjacent to the croquet greens as part of the site, this area does not form part of the licence area and has been retained for public use. In keeping with the resolution of Council, public access to the former lawn tennis courts will be improved under the new licence agreement via the public laneway connecting the site to Pacific Highway which will now remain open during daylight hours. Officers have also identified the potential for this space to be activated for surrounding residents utilising the placemaking approach identified through the recently adopted *Public Spaces and Recreation Strategy*. Any activation will be developed in consultation with Chatswood Croquet Club to ensure they are appropriate and considerate of their activities.

Aside from the increase to public access, similar terms and conditions to the current site management arrangements have been agreed. Under the new agreement Council will continue undertaking maintenance to the three croquet greens at the existing service level with Chatswood Croquet Club to maintain the surrounding gardens. Maintenance responsibilities for the existing structures within the site remain unchanged. The terms and conditions of the licence will be managed via key performance indicators which form an essential term of the licence and will evaluate the performance of Chatswood Croquet Club and ensure the site is managed to an appropriate standard for a Council site.

5. RISKS AND OPPORTUNITIES

There is no change to Council's level of risk under the new licence agreement with Chatswood Croquet Club to retain appropriate insurances indemnifying Council for their activities conducted on site during their licence hours.

6. CONCLUSION

A new licence agreement has been negotiated with Chatswood Croquet Club for an initial three year term. The terms within this licence agreement including the increase provision of public access to the two former lawn tennis courts and an increased rental of \$6,000 per annum are considered a favourable outcome for Council.

7. IMPLICATIONS COMMENT

City Strategy Outcome 3.3 Promote an active and healthy lifestyle.

Business Plan Objectives, Outcomes / Services The Public Spaces and Leisure Unit in conjunction with the Strategic Property Team are committed to creating places for the community to meet, participate, play, connect and learn.

Policy	This matter relates to Council's <i>Purchasing and Tendering Policy</i> .
Consultation	<p>The Request for Proposal (RFP) was advertised in accordance with the provisions of the <i>Local Government Act 1993</i>. The RFP was advertised on the Tenderlink website from 16 August 2022 to 19 September 2022. The link to the RFP was emailed to 63 sporting hirers / organisations who hire Council sports facilities.</p> <p>Since November 2022, Officers have held ongoing consultations with Chatswood Croquet Club members on the licence for the premises.</p>
Risk	The level of risk associated with the contents of this report is low, with moderate consequences under Council's Risk Management Framework.
Resource	Licence negotiations were managed using existing staff resources, with specialist external advice procured as needed.
Legal	The licence agreement was drafted by an external legal firm, with extensive experience in such matters.
Legislation	The Request for Proposal process has been undertaken in accordance with the requirements of the <i>Local Government Act 1993</i> and Council's Procurements guidelines.
Budget/Financial	The income from sport and recreation facilities assist to offset maintenance costs incurred by Council.

12.14 APPROVED MINUTES OF THE CULTURAL AND CREATIVE ARTS ADVISORY COMMITTEE MEETING DATED 11 MARCH 2024

ATTACHMENTS:	1. APPROVED MINUTES CULTURAL AND CREATIVE ARTS ADVISORY COMMITTEE MEETING _11 MARCH 2024
RESPONSIBLE OFFICER:	LINDA PERRINE, COMMUNITY CULTURE & LEISURE DIRECTOR
AUTHOR:	BUSHRA SALAM, GOVERNANCE ADMINISTRATION OFFICER JULIET ROSSER, ARTS AND CULTURE MANAGER
CITY STRATEGY OUTCOME:	5.1 BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO.
MEETING DATE:	27 MAY 2024

1. PURPOSE OF REPORT

To present to Council for noting, the approved minutes of the Cultural and Creative Arts Advisory Committee meeting held on 11 March 2024.

2. OFFICERS RECOMMENDATION

That Council receive and note the minutes of the meeting of the Cultural and Creative Arts Advisory Committee held on 11 March 2024.

3. BACKGROUND

Advisory Committees provide independent, expert and impartial advice on the development and implementation on strategic priorities of Council. They consider reports and plans from Council officers and make recommendations to Council for consideration.

4. DISCUSSION

WCC Grants for the Community Program 2023/24

The Committee provided comments, feedback and improvements for the cultural and creative Arts industries. Key issues and concerns were discussed.

The Committee also discussed consideration, in the form of suitably advanced warning/grandfathering changes, needing to be given to any long-term recipients of Performing Arts Subsidies ahead of any changes to their process and availability.

Discussion about forming small sub-committees and researching and presenting in future meetings their findings on areas of interest which may support Council in their overall objectives.

The Chair invited suggestions regarding forming sub-committees to work together to provide advice to Council. The Committee decided to form a sub-committee exploring grants and will provide information back to the Committee at the next meeting.

The Committee also noted that they know the sole purpose of this Advisory Committee is to give advice. They understand that their recommendations may or may not be incorporated into future grants programs. In the context of creating a Cultural Strategy that addresses Our Future Willoughby 2028 (Community Strategic Plan – CSP), the Arts and Events Manager, requested advice and suggestions on items within the CSP that have an impact on Culture and Creative Arts.

5. RISKS AND OPPORTUNITIES

The risk is to not ensure transparency by providing Committee minutes (See Attachment 1) to Council. The opportunity is for the Committee to provide independent, expert and impartial advice on the development and implementation of strategic priorities for Council.

6. CONCLUSION

These minutes do not bind Council to any additional resource commitment. It is recommended Council receive and note the minutes of the meeting of the Cultural and Creative Arts Advisory Committee held on 11 March 2024.

7. IMPLICATIONS COMMENT

City Strategy Outcome	5.1 Be honest, transparent and accountable in all that we do.
Business Plan Objectives, Outcomes / Services	Advisory Committees are created for the sole purpose of providing independent, expert and impartial advice on the development and implementation of strategic priorities of Council.
Policy	<i>Advisory Committees Policy 2022</i>
Consultation	The draft minutes were circulated by email to the Cultural and Creative Arts Advisory Committee on 18 March 2024 with comments closed on 29 March 2024 and the comments received were included.
Risk	The risk is to not ensure transparency by providing Committee minutes (See Attachment 1) to Council.
Resource	There are no resourcing implications applicable to this report.
Legal	There are no legal implications applicable to this report.
Legislation	There are no legislation implications applicable to this report.
Budget/Financial	There are no budget implications applicable to this report.

Minutes



ATTACHMENT 1

Cultural and Creative Arts Advisory Committee

Monday 11 March 2024
4:00-5:30pm

Location:	Coachwood Meeting Room, Level 6, 31 Victor St Chatswood
Chair:	Paul McDonald
Attendees:	Members: Steve Lockwood; Richard Bennett; Annette Brown; Meredith Melville-Jones; Paul McDonald; Debra Player; Sarah Penicka-Smith WCC Staff: Juliet Rosser (Arts and Events Manager); Bushra Salam (Governance Administration Officer)
Apologies/absent:	Members: Rod Herbert; Jing Han

Agenda items

Item	Topic / Discussion	Action
1	Welcome: The meeting was opened at 4:00pm. Acknowledgement of Country Governance Administration Officer acknowledged country on behalf of Council. Apologies Rod Herbert Absent: Jing Han Declarations of interest A link to the Disclosure of interest by Committee Members form was circulated with the Agenda. No declarations of interest were made.	
2	Confirmation of Minutes – 16 October 2023 Moved by Paul McDonald and seconded by Meredith Melville-Jones, the draft minutes of the meeting of the Committee held	

on 16 October 2023 were unanimously accepted.

3 **Actions from Previous Minutes**

Nil

4 **Business to be discussed**

4.1 WCC Grants for the Community Program 23/24 - Committee to provide comments, feedback and improvements for the cultural and creative Arts industries

Arts and Events Manager – Juliet Rosser, invited Committee’s inputs and thoughts on WCC Grants for the Community Program 23/24 and how they work for the Arts and Culture industries. Key issues, concerns:

Overall unclear on timelines

- Whilst there is a date for when the grant report will go to Council. It is unclear what the process is, how long from submission to receiving notification? Could a timeline be added, a flow chart for the grants process?

Grant applications time-consuming

- A balance needs to be landed between the purpose of the grants to enable activities to happen and fraud prevention e.g. overly detailed submissions. The applications are very long and detailed for the amount of money available.

Status of applications

- There were enquiries about organisations being incorporated or auspice’d, is that necessary? It costs a lot to get incorporated.

Purpose of grants

- Is it for venue hire, community well-being, or the amount of people or local people being engaged?
- Is the grant for something new beyond the current offering in the area?

Amount of money

- Applicants will apply for the upper limit of the grant \$7,500 as there is so much paperwork. If there were smaller grants with less paperwork they may be more

useful e.g. \$1,000 fast turnaround.

Submission processes

- Other organisations are receiving submissions via videos, this improves accessibility.
- Could hold information sessions about the grants –this could be a pre-requisite to applications.
- Wording and eligibility criteria unclear about projects one can afford to do or not do.

Performing Arts Subsidy

- Visible in Council reports, but needs to be visible in grants streams and how to apply. The Committee also discussed consideration, in the form of suitably advanced warning/grandfathering changes, needing to be given to any long-term recipients of Performing Arts Subsidies ahead of any changes to their process and availability.

4.2 Discussion about forming small sub-committees and researching and presenting in future meetings their findings on areas of interest which may support Council in their overall objectives

The Chair invited suggestions regarding forming sub-committees to work together to provide advice to Council. The Committee decided to form a sub-committee exploring grants and will provide information back to the Committee at the next meeting.

The Committee will report their points of discussion from these sub-committees in the next meeting

The Committee also noted that they know the sole purpose of this Advisory Committee is to give advice. They understand that their recommendations may or may not be incorporated into future grants programs.

5 Other Business

Nil

6 Next Meeting

Date: Monday 08 April, 2024 on Teams (4:00pm)

Suggested Agenda Items:

- Updates on Grants

7 Meeting Conclusion

The meeting concluded at 5:30 pm.

13.1 NOTICE OF MOTION 16/2024 - REPORT ON USE OF WEEDS IN COUNCIL PLANTINGS

ATTACHMENTS:	1. GARDEN-ESCAPES-2021-REVISED
RESPONSIBLE OFFICER:	MITCHELL NOBLE - ACTING PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	DAVID ROBERTS, ENVIRONMENT MANAGER
CITY STRATEGY OUTCOME:	1.3 ENHANCE, PROTECT AND RESPECT WATERWAYS, BUSHLAND, WILDLIFE, AND ECOLOGICAL SYSTEMS.
MEETING DATE:	27 MAY 2024

1. PURPOSE OF REPORT

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

2. MOTION

That Council prepare a report for the August meeting of council identifying which, if any, of the plants in the booklet 'Garden Escapes in Bushlands and Reserves', with the exception of plants intended to be used for turfing of parks or playing fields, council wishes to use in council plantings. The report should, in relation to each plant, provide detailed reasons as to why it is necessary to use the plant, taking into account the availability of any other plants not listed in the booklet, and specify the circumstances in which the plant is intended to be used.

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

At its meeting on 14 February 2024 the Bushland and Natural Heritage Advisory Committee (BNHAC) unanimously passed a resolution recommending "that species listed in the booklet 'Garden Escapes in Bushland and Reserves' published by the Sydney Weeds Network should not be planted by Council and that this be incorporated into future design briefs." in light of Council landscaping schemes where such species have been planted.

Council is a member of the Sydney Weeds Network and has produced a mobile phone app on weeds 'Environmental Weeds of the Sydney Region' - available via the iStore, but distributes the booklet 'Garden Escapes in Bushland and Reserves' at community events.

The BNHAC took the view that when council plantings include plants included in the booklet, such as Agapanthus, it sends a message to the community that it's okay to use such plants in their own gardens, whereas such plants present a weed risk to our bushland and reserves. I agree with BNHAC in this regard and am therefore seeking a report with a view to adopting a policy which prohibits the planting of plants listed in the booklet, except as turf in playing fields and parks, except where compelling reasons have been produced to justify such plantings and the circumstances where such plantings can occur have been specified.

The booklet 'Garden Escapes in Bushland and Reserves' has been attached.

4. OFFICERS RECOMMENDATION

That Council consider the motion.

5. OFFICERS COMMENTS

'Garden Escapes in Bushland and Reserves - A responsible gardening guide for the Greater Sydney region' (the Guide) is published by the Sydney Weeds Network Inc. and is designed to assist residents throughout Sydney with information to manage weeds on private land and is provided to the community by Council as a general guide. There are close to 200 plant species included in the Guide.

There are a range of Council teams that contribute to the management of plants in public spaces in Willoughby LGA. In order to ensure a coordinated Council response, these teams would be consulted to ensure planting programs are managed in a practical way. Given the time required to consult with multiple internal stakeholders on the plant species listed in the Guide, this report could be brought back to Council at the August 2024 meeting. The report would identify plants in the Guide that Council wishes to continue to use in Council plantings, with the exception of plants intended to be used for turfing of parks or playing fields. If applicable, justification would be provided as to why Council staff recommend continued use of particular plants.



Garden Escapes in Bushland and Reserves

A responsible gardening guide for the
Greater Sydney region



**SYDNEY
WEEDS NETWORK**^{NSW}



Acknowledgements

The Board of the Sydney Weeds Network Inc. gratefully acknowledge permission by Mid Coast Council to adapt its publication 'Garden Escapees & Other Weeds of Bushland & Reserves - A responsible gardening guide for the Mid North Coast of New South Wales'. Some amendments to text and graphics have been made by Amanda Kotlash (Sydney Weeds Network's Executive Officer) with guidance from Sydney Weeds Network members; network members' expertise and extensive field experience provide Sydney residents with detailed knowledge of the impact of invasive plants growing in their gardens. The majority of the revisions made were by Matt Sheehan and Shauna Potter from Wild Matters Pty Ltd.

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Disclaimer

This booklet has been prepared in good faith based on available information. Although precautions have been taken to ensure the accuracy of information provided, the publishers, authors and printers do not accept responsibility for any claim, loss, damage or liability arising out of the use of this booklet.

Front cover

Lantana (*Lantana camara*)
 Blue morning glory (*Ipomoea indica*)
 Moth vine (*Araujia sericifera*)
 Blue passionflower (*Passiflora caerulea*)
 Blue periwinkle (*Vinca major*)
 Glory lily (*Gloriosa superba*)
 Indian hawthorn (*Raphiolepis indica*)
 Mickey Mouse plant (fruit) (*Ochna serrulata*)

Back cover

Ground asparagus (*Asparagus aethiopicus*)
 Mickey Mouse plant (flower) (*Ochna serrulata*)
 Moonflower (*Ipomoea alba*)
 Scarlet passionflower (*Passiflora minata*)
 Cats claw creeper (*Dolichandra unguis-cati*)
 Cotton bush (*Gomphocarpus fruticosus*)
 Natal ivy (*Senecio macroGLOSSUS*)
 Water hyacinth (*Eichhornia crassipes*)



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How to use this guide

This guide has been designed to assist residents of the Greater Sydney region of New South Wales (NSW) to identify problematic plants in their gardens and surrounding bushland reserves and to offer advice on control methods.

The guide provides information on:

- weeds and their impacts
- your weed management responsibilities
- identifying common garden and bushland weeds
- responsible gardening and alternative planting options
- where to find more information.

What is a weed?

The definition of a weed is a plant that is growing where it is not wanted and is causing a negative impact. They may be unwanted because they:

- impact human health
- cause problems for agriculture
- invade natural areas
- compete with native plants for space, water, nutrients and light
- choke waterways
- alter and destroy habitat for native insect and animals.

How do weeds spread?

More than 65% of weeds originated from urban gardens. Plants escape from gardens in a variety of ways, but the main cause of spread is by green waste dumping in bushland and road reserves. This practice is harmful to the bush for many reasons, such as:

- introducing weeds (plant fragments, roots, tubers, seeds, spores)
- smothering native plants
- increasing nutrient loads
- increasing fire risk by increasing fuel loads.

Dumping in bushland and reserves is illegal and can attract fines.

Garden plants may also spread into bushland reserves directly from gardens where they are planted. 'Weedy' garden plants have:

- the ability to spread by vegetative means (e.g. bulbs, corms, tubers, root parts, stem fragments) (e.g. Glory Lily, Coral tree, Trad)
- berries that can be eaten by birds and animals (e.g. Asparagus ferns, Cotoneasters, Olives, Camphor laurel, Blackberry)
- large amounts of seed that is easily distributed by wind, animals, water etc (e.g. Formosa lily, Longleaf willow primrose, Balloon vine, Moth vine).

- seeds with high viability
- an ability to survive under extreme conditions
- a history of weediness in similar climates.

You can prevent weedy garden plants impacting on the environment through responsible gardening habits. Here are some suggestions to help you make a difference:

- Replace invasive plants in your garden with safe and preferably native alternatives.
- Regularly prune your garden plants after flowering to prevent seed set and promote healthy and vigorous growth.
- Dispose of garden waste responsibly, never dumping it over the back fence, on roadsides or in bushland. Green waste is accepted at **most** Council waste management facilities. Contact your local Council for more information.
- Dispose of plant bulbs, tubers and seed heads in your general waste bin not the green waste bin.
- Cover your trailer when transporting your garden waste to stop weeds and seeds from blowing off and invading roadside and bushland areas. The NSW Environment Protection Authority has a web portal and an App for smart devices, to assist in reporting such offences (www.epa.nsw.gov.au).
- Get a mulcher and mulch appropriate garden waste on site, then use it in the garden or compost it.
- Join your local bushcare group and help clean up the public reserves and bushland areas in your neighbourhood. Contact your local Council for more information.
- Check with your local nursery that the alternative will grow well in your garden. See the 'Plant me instead' section of this booklet for alternative options ([page 112](#)).



How weeds are managed

Weeds are managed under the *NSW Biosecurity Act 2015*. Under the Act:

- weed management is a responsibility shared by all
- local control authorities (usually local councils) implement the Act and enforce compliance
- management action, investment and compliance effort are directed towards priority weeds.

Priority weeds

Some weeds have been identified as high priorities for management because of their impact on the economy, environment and community. Some weeds are priorities at the regional level (e.g. Greater Sydney region), others are a priority throughout NSW.

To find out more information on weeds and their priority status check with your local council or visit: www.dpi.nsw.gov.au/biosecurity/weeds/weed-categories or <https://weeds.dpi.nsw.gov.au>

You can find out more about your role via the NSW Department of Primary Industries (DPI) website link: www.dpi.nsw.gov.au/biosecurity/weeds/home-gardeners

Use the links in the Key websites section (p 111), or contact the Weeds Officer at your local council for more information.



Prohibited Matter – you must report these weeds if you see them. Call the Biosecurity Helpline 1800 680 244



Priority weeds – must not be sold in parts or all of NSW

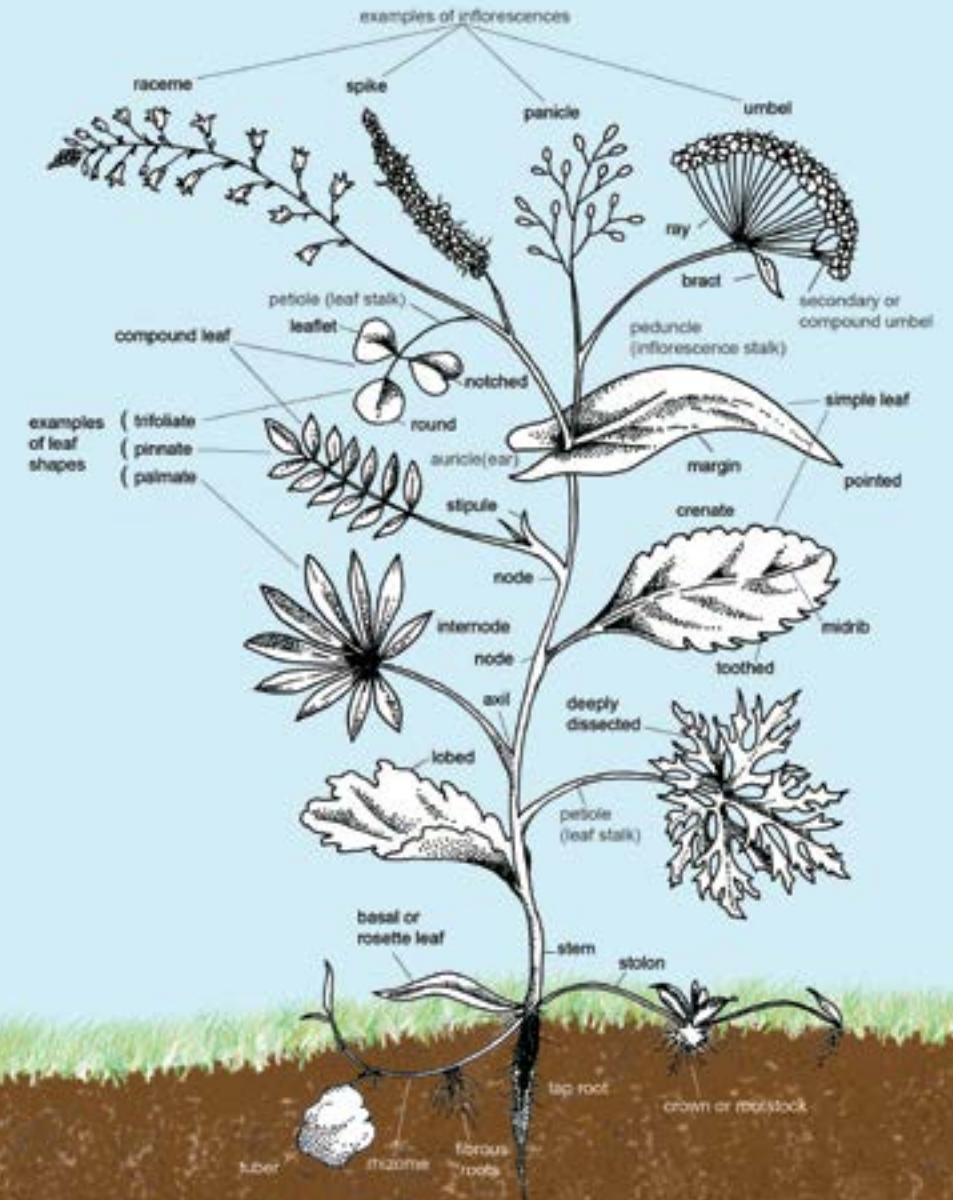


This plant is poisonous to humans and/or animals

Common plant parts

The following diagram illustrates the most common parts of plants described in this guide.

Illustration adapted from: *Efficient Weed Management: Protecting your investment in the land* (adapted from Healy 1982)



Manual weed control methods

Weed control should be timed to avoid seed setting. That is, prior to, or during flowering time.

Any section of the plant capable of reproducing (e.g. seeds, fruits, tubers/roots, some shoots) should be bagged, removed from the site and disposed of by deep burial at a waste management centre. Other vegetative matter can be mulched on site or taken to a waste management centre and disposed of in green waste.

For your safety use personal protective equipment (PPE) when working with weeds and herbicides. Examples include hat, safety glasses, gloves, long sleeves/pants, boots, sunscreen and insect repellent. Always wash your hands thoroughly when finished.

1. Hand pull/dig (using knife/trowel)

- Rake back leaf litter
- Cut down alongside plant
- Grasp stem or leaves at ground level and pull firmly while loosening soil from roots with knife/trowel
- Shake excess soil from roots and bag for removal or place plant on rock/log to die
- Replace leaf litter.

Examples: Inkweed, Thistle



2. Crown cut/crowning (using knife)

- Only the underground growing heart of the plant needs to be removed
- Rake back leaf litter
- Grasp plant at ground level, gathering stems together, insert knife and cut in a circular motion to remove crown
- Replace disturbed soil/leaf litter and gently pat down.

Example: Ground asparagus



Herbicide use

Always read the label and Material Safety Data Sheets before using herbicides. For some weeds, off label permits exist for the use of certain herbicides.

Go to www.apvma.gov.au for details, download the APVMA App to your smart device, or contact the Weeds Officer at your local Council for up-to-date information on the legal use of herbicides.

PPE must always be used when handling herbicides and you should wash your hands thoroughly after use.

3. Skirting (using secateurs and herbicide)

- Gather and cut all vines around tree as close to the ground as possible
- Apply herbicide IMMEDIATELY (within 10 seconds of cutting) to ground cut stems first, then aerial stems
- Check for reshooting within 6 weeks, retreating where necessary.

Examples: Morning glory, Moth vine, Ivy

Note: NOT suitable for vines with aerial tubers like Madiera vine



4. Stem scrape (using knife and herbicide)

- Working close to ground, scrape along the stem of the plant for about 15-30 cm to expose vascular tissue
- Apply herbicide to exposed vascular tissue IMMEDIATELY (within 10 seconds of scraping)
- Take care not to sever entire stem
- Leave plant in place until completely dead, and re-treat if necessary.

Examples: Madiera vine, Ochna, Senna, Morning glory



5. Cut & paint (using saw and herbicide)

This method is appropriate for woody weeds up to 10 cm basal stem diameter that don't have aerial tubers.

- Cut stem horizontally close to ground, below any branching stems or side shoots
- Apply herbicide to cambium layer IMMEDIATELY within 10 seconds of making cut.

Examples: Bitou bush, Lantana, Privet



6. Foliar spraying (using knapsacks and pressure sprayers)

This method uses herbicide diluted with water at a specific rate and is most suited for use on certain shrubs, grasses and dense vines.

- Spray foliage to the point of runoff (until every leaf is wet but not dripping)
- Do not make up more than is required for the job and do not store diluted herbicide as it may breakdown and become inactive
- Use fresh clean water for mixing (not ground or dam water) as herbicide may breakdown and become inactive.



7. Frilling (using saws/axes and herbicide)

This technique involves making a series of cuts around the base of large woody weeds and applying herbicide. Refer to the following section of the Sydney Weeds Network website for more information - sydneyweeds.org.au/weed-management-techniques

The NSW DPI have developed the following resources:

- Weed Wise – an online webpage that provides weed descriptions, photographs, impact and control information for many weed species. weeds.dpi.nsw.gov.au
- NSW Weed Control Handbook – a guide for weed control, including herbicide use.

Refer to the 'Key Websites' section (p 111) for web links or contact the Weeds Officer at your local council for more information.

Vines & Scramblers

Vines and scramblers are a large group of plants that use their modified stems and leaves – tendrils, twining stems, thorns and hooks – to either climb up trees or scramble out across the ground and over other plants.

Weedy vines and scramblers impact significantly on our natural environment. They typically smother native plants and seedlings and stop seedlings growing, especially in waterways. Some species are capable of killing mature trees (e.g. Cat's claw creeper).

This category of plants includes some of the most damaging weeds in the Greater Sydney region, and it is recommended that all species included in this section be removed from gardens and replaced with less invasive plants.

This section provides detailed information on priority vines and scramblers of the Greater Sydney region.

Other problematic vines and scramblers are listed below with their common name and corresponding botanical name..

Common Name	Botanical Name
Aerial yam	<i>Dioscorea bulbifera</i>
Blue trumpet vine	<i>Thunbergia grandiflora</i>
Cape honeysuckle	<i>Tecoma capensis</i>
Crab's eye vine	<i>Abrus precatorius</i>
Cup and saucer vine	<i>Cobaea scandens</i>
Creeping groundsel	<i>Senecio angulatus</i>
English ivy	<i>Hedera helix</i> varieties
Flame vine	<i>Pyrostegia venusta</i>
Mikania	<i>Mikania micrantha</i> (Prohibited Matter)
Pie melon	<i>Citrullus lanatus</i>
Rubber vine	<i>Cryptostegia grandiflora</i> (Prohibited Matter)
Silver-leafed desmodium	<i>Desmodium uncinatum</i>
Siratò	<i>Macrotilium atropurpureum</i>
Turkey rhubarb	<i>Rumex sagittatus</i>

Balloon vine

Cardiospermum grandiflorum

A fast growing vine with papery, balloon-like fruit. Commonly found in gardens, moist gullies and creek lines.

- Habit** Herbaceous perennial climber with stems to more than 10 m long.
- Leaves** 6-16 cm long, on a leaf stalk 2-10 cm long, with 3 leaflets each further divided into 3; margins of leaflets irregularly toothed.
- Flowers** Arranged in small clusters at the end of 5-30 cm long hairy stalks, ending with a pair of tendrils. Flowers consist of 4 white petals, 4 sepals arranged in pairs and several yellow stamens. Flowers for most of the year.
- Fruit** Inflated membranous capsule 4-8 cm long with 6 ribs and covered with short stiff hairs. Each capsule contains 3 blackish, round seeds, about 7 mm wide.
- Roots** Shallow and fibrous, fragments re-root readily.
- Dispersal** Seeds spread by wind, water and contaminated soil (earth moving equipment, car tyres etc).
- Control** Hand pull/dig, scrape and paint, skirting, foliar spraying.



Black-eyed Susan

Thunbergia alata

A long-lived and fast growing vine with bright flowers. Found in gardens, along waterways and in urban bushland.

- Habit** A delicate herbaceous and persistent twining or scrambling vine that will readily re-root from fragments and nodes.
- Leaves** Thin, textured, hairy when young. 2-8 cm long and 1-4.5 cm wide.
- Flowers** Heart-shaped or triangular. Bright orange to yellow sometimes white with a distinct black centre on a single stalk. Base of flower enclosed in pair of green sepals. Summer-Autumn.
- Fruit** The papery sepals remain to cover the beaked capsule containing few seeds.
- Roots** Tap and fibrous, will actively seek and block water/septic pipes.
- Dispersal** Vegetation and seed will spread by water, humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand pull/dig, scrape and paint, skirting, foliar spraying.



Brazilian nightshade

Solanum seaforthianum



A sprawling shrub or climber with bright red berries. Found in parks, gardens, urban bushland and along waterways and roadsides. All parts of the plant are poisonous to people and some animals.

- Habit** Perennial shrub or twining climber to 6 m.
- Leaves** Green with 3-9 deep lobes, almost to the midrib. Leaves on 2-4 cm stalks, spaced alternatively along stem, hairless except edges and veins on under surface.
- Flowers** Mauve-blue, star-shaped, 2-3 cm across in groups of up to 50 in Spring-Autumn.
- Fruit** Green berry up to 1 cm across, ripening to bright red.
- Roots** Shallow and fibrous.
- Dispersal** Seed is spread by water, animals, humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand dig, scrape and paint, skirting, foliar spray.



A fleshy vine with strong smelling yellow flowers. Prefers damp, shady areas and commonly found in gardens, roadsides and fence lines. Leaves are poisonous to people and some animals.

Cape ivy

Delairea odorata



- Habit** A climbing and trailing perennial, non-woody vine that smothers vegetation to heights of 10 m. Stems break easily.
- Leaves** Ivy or star-shaped with 5-7 lobes, fleshy, glossy green above, silvery below, often with a purple tinge.
- Flowers** Strongly scented on warm days, yellow and daisy-like in dense clusters lacking petals. Autumn-Spring.
- Fruit** Small, reddish-brown with a 'parachute' of fine hairs (pappus). A mature plant can produce in excess of 40,000 seeds annually.
- Roots** Shallow and fibrous, fragments re-root readily.
- Dispersal** Vegetation and seed is spread by wind, water, animals, humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand dig, skirting, foliar spray.



Cat's claw creeper

Dolichandra unguis-cati



A long lived woody vine that can kill mature trees. Plants have large yellow flowers and papery seed pods. Commonly found in waterways and coastal areas. **MUST NOT** be sold in NSW.

- Habit** Vigorous, blanketing climber in excess of 30 m with distinctive 3-pronged claws along the growing portion of the plant. The weight of the vine's mass can cause the supporting tree's branches to collapse and may even cause mature trees to fall. Mature stems can become very woody to 20 cm in diameter.
- Leaves** Leaflets are dark green and formed in opposite pairs along the vine. New leaves and tips are a showy red/brown colour.
- Flowers** Attractive bright yellow forming a bell shape when fully open and only occur on mature plants. Winter-Spring.
- Fruit** Long dark brown seed pods are formed which split open when mature exposing numerous hard brown seeds.
- Roots** Deep underground tuberous roots are abundant and sucker readily.
- Dispersal** Seed and tubers spread by wind, or water (e.g. during floods), by humans, contaminated soil (e.g. earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand dig, scrape and paint, foliar spray



A popular plant for hanging baskets, with large, daisy-like flowers. Found in shady areas on the edge of rainforests and in creeks and gullies. Poisonous to people and some animals.

Natal / German ivy

Senecio macroglossus



- Habit** Evergreen slender, twining herbaceous perennial.
- Leaves** Bright glossy green, fleshy, triangular or 5-pointed ivy-like.
- Flowers** Large, conspicuous pale yellow daisy flowers about 6 cm across and carried singly on long slender stalks are borne just about all year round, but mainly during the Summer months.
- Fruit** The seeds are small and stick-like with a tuft of greyish-white bristles at one end (pappus). Dandelion-like tufty balls.
- Roots** Shallow and fibrous, fragments that readily form new plants.
- Dispersal** Vegetation and seed is spread by wind, water, animals, humans, contaminated soil and garden refuse dumping.
- Control** Hand dig, skirting, foliar spray.



Glory / Flame lily

Gloriosa superba



A scrambler or climber with distinct flowers. Commonly grows in forests and coastal dunes in areas where Bitou bush has been controlled. All parts of the plant are poisonous to people and some animals.

- Habit** Glory lily is a perennial herb with climbing stems up to 4 m long. Top growth dies off in Winter before re-shooting in the Spring.
- Leaves** Shiny, green and hairless with 10-20 mm long tendrils at the tips which curl around supporting plants.
- Flowers** 45-70 mm wide, yellow, orange and red, borne singly on spreading stalks which arise in leaf forks. Flowers appear to be upside down with the petals pointing upwards, while 40-70 mm long stamens point downwards. Spring-Summer.
- Fruit** The seed pod is bright green and shaped like a rugby ball 40-100 mm long and 10-20 mm wide before turning brown and inverting to expose initially orange to red seeds that dry to 4-5 mm diameter brown balls.
- Roots** Fibrous initially, becoming a long and fleshy tuber that increases in size with age. Tuber fragments will create new plants.
- Dispersal** Seed and tubers, spread by humans, animals, birds, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand dig, foliar spray.



Japanese honeysuckle

Lonicera japonica



An aggressive climber with sweet smelling flowers. Found in moist gullies and bushland. Poisonous to people.

- Habit** A robust climbing or scrambling shrub to 8 m high. Young stems covered with short hairs. Older stems woody and hairless.
- Leaves** Leaves grow opposite each other, are generally hairless or sparsely hairy and are borne on short stalks 3-10 mm long. Leaves 2.5-8 cm long and 1-4 cm wide are usually oblong or egg-shaped with entire margins and pointed or rounded tips. Leaves on seedlings and young plants may be lobed.
- Flowers** Paired, long and tubular 3-4 cm, very sweetly scented. White, ageing cream to yellow or pale orange. Autumn-Spring.
- Fruit** Globe-shaped berry, 4-10 mm long, glossy black.
- Roots** Fibrous initially, becoming a dense, extensive and woody crown with age.
- Dispersal** Seed mostly spread by birds, but also humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand dig, skirting, scrape and paint, foliar spray.



Kudzu

Pueraria lobata



An aggressive climber or scrambler with sweet smelling flower clusters. Grows in waterways and roadsides, preferring deep loamy soils. MUST NOT be sold in the Greater Sydney region.

- Habit** A rapid growing, vigorous, tendril twining perennial vine with thick rope-like, hairy stems up to 30 m long.
- Leaves** Large, sparsely hairy, alternately arranged, compound with 3 lobed or un-lobed leaflets, the top one usually larger. Pale green above and greyish-green below.
- Flowers** Purple, blue or pink coloured pea-shaped flowers with a yellow spot. Flowers occur in elongated clusters 15-40 cm long during Summer.
- Fruit** Flattened pods, 5-12 cm long and about 12 mm wide, covered in dense reddish-brown hairs, containing 8-12 seeds.
- Roots** Thickened storage roots develop into large tubers up to 1.8 m long and 15 cm wide, and travel as deep as 1 metre.
- Dispersal** Mainly vegetatively but also by seed spread by water, animals, humans, contaminated soil and garden refuse dumping.
- Control** Hand dig, skirting, scrape and paint, foliar spray.



Madeira vine

Anredera cordifolia



A climber with fleshy leaves and obvious aerial tubers. Commonly found in coastal areas and rainforest edges. MUST NOT be sold in NSW.

- Habit** Vigorous, hairless perennial climber in excess of 30 m.
- Leaves** Fleshy broadly egg or heart-shaped, alternately arranged and bright green.
- Flowers** Small, fragrant, creamy white coloured in drooping clusters to 20 cm long. Separate flowers on stalks evenly spaced along a central stem. Spring-Summer.
- Fruit** Rarely fruits.
- Roots** Fleshy and tuberous. Tubers are capable of sprouting even after being pulverised.
- Dispersal** Tubers transported by water, animals, humans, contaminated soil (earth moving equipment, car tyres etc), garden refuse dumping and water, such as along rivers in floods. Aerial tubers will be shed from stems if the vine is cut, and remain viable in soil from 5 to 10 years
- Control** Hand dig, scrape and paint, foliar spray. Never cut and paint.



Morning glory

Ipomoea indica, *I. cairica*, *I. alba*,
I. purpurea, *I. quamoclit*



Fast growing scramblers or climbers with soft flowers. Commonly found in open, disturbed places including coastal areas, roadsides, rainforest edges and urban areas. Prefers moist soils.

- Habit** Robust and extensive twining perennial vine to 10 m.
- Leaves** *I. indica*, *I. alba*, *I. purpurea*: dark green; variably heart-shaped or 3-lobed, 20-180 mm long. *I. cairica*: Light green; hairless, 5-7 -lobed, star-shaped leaves to 90 mm long. *I. quamoclit*: pinnatisect; ovate in outline.
- Flowers** Variable by species, trumpet/funnel-shaped flowers 20-80 mm diameter; coming in shades of purple, blue, mauve, pink, red and white. Spring-Autumn.
- Fruit** *I. cairica*: 4-valved capsule containing 4-6 seeds, which have parachute-like attachments. *indica*, *purpurea*: 3-valved capsule; seeds loosely scurfy. Seed rarely set with *I. indica*.
- Roots** Fibrous initially, becoming dense, extensive and crown-like with age. Will set root from stem fragments when in contact with the soil.
- Dispersal** Seed is spread by wind, water, birds, animals, humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping (particularly *I. indica*).
- Control** Hand dig, skirting, scrape and paint, foliar spray.



Moth vine

Araujia sericifera



A fast growing vine with large green fruit. Found in parks, gardens, coastal areas, waterways, roadsides and fence lines. Prefers warm climates and moist soil. Poisonous to people and animals.

- Habit** Twining perennial climber reaching up to 6 m on supporting vegetation. Milky latex exuded from damaged stems and leaves.
- Leaves** Opposite, oblong to triangular, 3-11 cm long, 1-6 cm wide, dark green above, grey-green below.
- Flowers** Fragrant, tubular, 0.8-1.4 cm long, 5-lobed, 5-stamens, white to pale pink in groups of 2-5. Late Spring-Autumn.
- Fruit** Grey-green choko-shaped pod, turning brown and woody with age, opening to release numerous black seeds approximately 4 mm long, each possessing a tuft of white silky hairs that aid its spread by wind.
- Roots** Shallow and fibrous.
- Dispersal** Seeds spread by wind, water and contaminated soil (earth moving equipment, car tyres etc).
- Control** Hand pull/dig, scrape and paint, skirting, foliar spray.



An aggressive, thorny scrambler with long-lived seeds. Found in coastal areas, forest edges, disturbed areas and roadsides. Prefers tropical or sub-tropical climates. MUST NOT be sold in the Greater Sydney region.

Mysore thorn

Caesalpinia decapetala



- Habit** Scrambling perennial shrub with densely prickled arching canes that form self standing thickets up to 7 m high. Can climb up to 20 m on supporting vegetation.
- Leaves** Alternate, bipinnate, and somewhat hairy on both sides, dark green above, paler below.
- Flowers** Varying shades of yellow, with 5 petals 10-15 mm long, 5 sepals 9-10 mm long, ten stamens 10-16 mm long, and a style 15-20 mm long.
- Fruit** Flattened, oblong, hairy, woody pods 6-10 cm long by 25 mm wide. Green turning brown when fully mature, splitting open to release 4-9 brown/black seeds 6-10 mm across.
- Roots** Shallow and fibrous.
- Dispersal** Seeds spread by birds, wind, water and contaminated soil (earth moving equipment, car tyres etc).
- Control** Hand pull/dig seedlings, cut or scrape and paint, foliar spray. Rootstocks will regrow if the roots are not removed or if the cut stumps are not treated with herbicide.



Passion flower / Passion fruit

Passiflora edulis, *P. subpeltata*,
P. tarminiana, *P. caerulea*
P. suberosa, *P. foetida*, *P. miniata*



A fast growing vine with striking flowers. Found in coastal areas, urban bushland, gardens, waterways and disturbed areas. Some species are poisonous to people and animals.

- Habit** Vigorous climber with tendrils.
- Leaves** Varying with species; from 10-150 mm long; generally 3-lobed sometimes ovate; pale green with powdery film and blunt tips to dark green with pointed tips.
- Flowers** Passion flowers are very distinctive in shape. They range from 1-5 cm across with colours from plain white to white blotched purple, pinks and reds; 5-10 petals; numerous cream/yellow stamens and a prominent divided stigma. Spring-Summer.
- Fruit** Globe or egg-shaped drupes, generally pulpy, 15-50 mm long, glossy, yellow, green, red or purple/black.
- Roots** Lateral roots form at right angle to stem, break easily when pulled, re-shoot from remnant root stock.
- Dispersal** Seeds spread by humans, water, animals and garden refuse dumping.
- Control** Scrape and paint, cut and treat root system, Foliar spray with penetrant.



Pampas lily of the valley

Salpichroa originifolia

A fast growing sprawler or climber with small whitish flowers. Grows in full sun or shade, tolerating long dry periods. Found in coastal areas, gardens, roadsides and disturbed areas.

- Habit** A scrambling or climbing herb with stout spreading roots and rhizomes.
- Leaves** Oval-shaped leaves are unequal in size, variously hairy, with leaf stalks about the same length as the leaf blades.
- Flowers** Bell-shaped whitish flowers 6-8 mm long, form at the leaf axils.
- Fruit** Smooth yellow berry when ripe, containing about 20 brown to pale yellow flattened seeds.
- Roots** Thick, woody, extensive and mostly horizontal root system, which can be up to 1 m deep.
- Dispersal** Reproduces from seed and root segments, which are spread by birds and machinery.
- Control** Seedlings can be removed by hand. Mature plants have horizontal roots up to 3 m wide and 1 m deep. They can be removed by persistent digging over several seasons. Fruit should be cut and bagged.



A fast growing thorny vine that forms impenetrable thickets. Grows in areas with more than 700 mm of rainfall. Often found in disturbed areas, waterways and roadsides. **MUST NOT** be sold in NSW.

Blackberry

Rubus fruticosus spp. agg.



- Habit** Semi-deciduous shrub with long scrambling thorny canes generally 2-3 m high growing from a woody stem. Forms impenetrable thickets. The arching stems are green to reddish purple and covered in prickles.
- Leaves** Hairy, prickly, divided into 3 or 5 serrated leaflets, dark green on top, paler underneath.
- Flowers** Flowers are 5-petalled, resemble a single rose, pink to white. Occur from November to March.
- Fruit** Bunches of succulent berries ripen from green to black, aggregated berry occurring in late Summer.
- Roots** Grows from a woody, stocky rhizome with several lateral roots.
- Dispersal** Seeds spread by animals - mostly birds. Can reshoot vigorously from its crown, canes root down to produce new plant, it sends up shoots from its roots and can regrow from root fragments. Roots sucker after fire.
- Control** Hand pull/dig seedlings, cut or scrape and paint stems.



Ground Covers

These herbaceous plants often seem innocuous in reserves and bushland areas, but they actually displace native ground covers, reducing the biodiversity and altering the ecology of natural areas.

Many of these plants are still for sale in nurseries and local markets. Like all categories of plants in this booklet, if grown in a garden setting, they must be pruned regularly to remove spent flowers and prevent seed set.

Take care to dispose of plants, seeds and propagules responsibly.

This section provides information on priority ground cover weeds of the Greater Sydney region. Other problematic ground covers are listed below with their common name and corresponding botanical name.

Common Name	Botanical Name
Beach daisy	<i>Arctotheca populifolia</i>
Common tansy	<i>Tanacetum vulgare</i>
Coreopsis	<i>Coreopsis lanceolata</i>
Creeping cinderella weed	<i>Calyptocarpus vialis</i>
Crucifix orchid	<i>Epidendrum radicans</i>
Evening primrose	<i>Oenothera spp.</i>
Horehound	<i>Marrubium vulgare</i>
Horsetails	<i>Equisetum spp.</i>
Fireweed	<i>Senecio madagascariensis</i>
Ginger lily	<i>Hedychium gardnerianum</i>
Japanese knotweed	<i>Persicaria capitata</i>
Koster's curse	<i>Clidemia hirta</i> (Prohibited Matter)
Mist flower	<i>Ageratina riparia</i>
Mouse-ear hawkweed	<i>Hieracium pilosella</i>
Obedient plant	<i>Physostegia virginiana</i>
Opium poppy	<i>Papaver somniferum</i> (Prohibited Matter)
Orange hawkweed	<i>Pilosella aurantiaca</i>
Ox-eye daisy	<i>Leucanthemum vulgare</i>
Parthenium weed	<i>Parthenium hysterophorus</i> (Prohibited Matter)
Paterson's curse/Bugloss	<i>Echium spp.</i>
Pennywort	<i>Hydrocotyle bonariensis</i>
Polka dot plant	<i>Hypoestes phyllostachya</i>
Scarlet sage	<i>Salvia coccinea</i>
St John's wort	<i>Hypericum perforatum</i>
Thistles	<i>Carduus spp.; Carthamus spp.; Centaurea spp.; Cirsium spp.; Cynara spp.; Onopordum spp.; Picnomon spp.; Silybum spp.; Scolymus spp.; Sonchus spp.; Rhaponticum spp.</i>
Veined verbena	<i>Verbena spp.</i> (exotics)
Witchweed	<i>Striga spp.</i> (Prohibited Matter)

Trailing plant with soft purple flowers.
Prefers moist, shady sites like waterways but will grow in full sun.
Poisonous to pets and horses.

Blue periwinkle

Vinca major



- Habit** Spreading perennial herb to 50 cm high.
- Leaves** Opposite, ovate, 1.5-9 cm long, 1.5-4.5 cm wide, glossy green above, paler below; on leaf stalk 0.5-1.5 cm long.
- Flowers** Violet-blue to mauve, 3-6 cm wide, tubular with 5 spreading lobes 1.3-2.5 cm long, stamens attached to inside of tube and within tube. Flowers mostly late Winter-late Summer.
- Fruit** Produced in pairs joined at the base, membranous, cylindrical 3.5-5 cm long, about 0.4 cm wide. Seeds flat, hairless, 7-8 mm long, 1-10 per fruit.
- Roots** Fibrous. Stems root at nodes and sometimes at tips.
- Dispersal** Seed is rarely produced in Australia. Mainly spread vegetatively by humans via garden refuse dumping.
- Control** Hand dig, bagging all plant parts and removing from site. Foliar spray.



Blue stars

Aristea ecklonii

Clumping plant with small blue flowers. Found in waterways, gardens, urban bushland, disturbed areas and roadsides.

- Habit** Evergreen perennial herb resembling a clump of grass.
- Leaves** Up to 60 cm tall, linear and leathery and red at the base.
- Flowers** Bright blue flowers in a loose panicle on a taller stem. Close early afternoon.
- Fruit** Pods 2 cm long, 3-sided, contain numerous small seeds.
- Roots** Aggressive dense fibrous root system of rhizomes developing into tubers and corms.
- Dispersal** Seed are spread by water flow, wind, machinery or on boots of walkers. Isolated occurrences suggest that it may also be spread by animals either ingesting the fruits or catching seeds on their feathers or fur.
- Control** Best removed by hand. If in abundance foliar spraying is an option.



Butterfly flower / Clockweed

Oenothera lindheimeri
Oenothera curtiflora
(Formerly *Gaura parviflora*)

- Habit** Sprawling perennial herb, 0.6-1.2 m high with a 0.6-0.9 m spread.
- Leaves** The leaves are simple, narrow, irregular and spoon-shaped, 2.5-7.6 cm long, with toothed margins. Often blotched red.
- Flowers** Small, butterfly-like blooms adorn long willowy stems. Blooms are white when they open at dawn, fading to rose-pink by the end of the day and are produced for a very long period. Other varieties produce flowers of pinks and crimson. Spring-Autumn.
- Fruit** Small 4-sided elongated capsule persisting after the flowers containing numerous tiny seeds.
- Roots** Fibrous root system tolerant of a wide range of soil types from sand to clay.
- Dispersal** Seed and vegetation spread by water, humans, contaminated soil (earth moving/slashing equipment, car tyres etc) and garden refuse dumping.
- Control** Hand pull/dig, foliar spray.



Oenothera lindheimeri



Oenothera lindheimeri

Gazania

Gazania spp.

A tough, clumping ground cover plant. Bright daisy-like flowers produce lots of seed. Commonly found in coastal areas, roadsides and bushland. Tolerates varied conditions, including drought.

- Habit** Clumping, low-growing perennial herb to 15 cm high, that withstands salt-laden winds and grows well in sandy soils.
- Leaves** Elliptic to narrow-oblongate, irregularly pinnatisect, dark green above white hairy underneath.
- Flowers** Brightly coloured long stemmed daisy-like flowers to 8 cm wide, in white, red, bronze, yellow and orange tones. Spring-Autumn.
- Fruit** Each flower produces large amounts of seeds, individually contained in a 4 mm long dry fruit (achene), covered in hairs.
- Roots** Fibrous root system tolerant of a wide range of soil types from sand to clay preferring drier to free draining conditions.
- Dispersal** Abundance of seed spread by wind. Seed and vegetation spread by garden refuse dumping, contaminated soil.
- Control** Hand pull/dig, foliar spray.



Impatiens / Busy Lizzy

Impatiens walleriana varieties

A common garden plant with large soft flowers. Found in urban bushland, waterways, roadsides and disturbed areas. Prefers moist, shady sites.

- Habit** Bushy, succulent-stemmed perennial that grows in a spreading mound 15-60 cm tall depending on variety. Shade tolerant, favouring moist conditions.
- Leaves** Ovate to elliptic leaves light to dark green, sometimes with a bronze-red cast and serrated edges. The opposite leaves are arranged spirally around a thick, green or brownish, brittle stem. Fragments of stem re-root readily.
- Flowers** Large (to 5 cm across), fleshy, with 5 petals. Pink, rose, red, lilac, purple, orange, white and bicolours. Spring-Autumn.
- Fruit** Explosive capsules contain hundreds of small, viable seeds, which are expelled some distance when ripe.
- Roots** Fibrous root system tolerant of a wide range of soil types from sand to clay.
- Dispersal** Seed and vegetation is spread by water, humans, contaminated soil and garden refuse dumping.
- Control** Hand pull/dig, bagging all plant parts and removing from site. Foliar spray.



Lippia

Phyla canescens

A mat-like ground cover with small flowers. Prefers heavy clay soils and can establish on bare ground. Tolerates drought and inundation.

- Habit** Hardy, mat forming, perennial herb with stems that root at nodes.
- Leaves** Ovate, with blunt short teeth; 0.5-3 cm long, 2-10 mm wide, without hairs or with short dense hairs; leaf stalk absent or short.
- Flowers** Inflorescence a dense short cylindrical to globe-shaped spike of tubular flowers, on a stalk which is 1-6.5 cm long. Petals usually lilac or pink. Flower tubes 2-3 mm long. Spring- late Autumn.
- Fruit** Ellipsoid to globose, 1.5-2 mm long.
- Roots** Thick, woody taproot.
- Dispersal** Seed and fragments spread by water, humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Foliar spray, pasture improvement techniques.



Nasturtium

Tropaeolum majus

A creeping plant with soft bright flowers and fleshy stems. Found in coastal areas, waterways, urban bushland, disturbed sites and roadsides.

- Habit** Quick growing, soft sprawling succulent annual herb. Tolerates a wide range of soil conditions but prefers full sun.
- Leaves** Broad circular leaves are arranged spirally around stem supported by long stalks joined at the centre of the leaf. Leaves and stems are soft and fleshy.
- Flowers** Large 5-petalled funnel-formed flowers in shades of yellow, red and orange. Spring-Autumn.
- Fruit** Green and succulent, 10 mm long.
- Roots** Fibrous and succulent.
- Dispersal** Seed and vegetation is spread by water, humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand pull/dig bagging all plant parts and removing from site. Foliar spray.



Seaside daisy

Erigeron karvinskianus

A mat forming plant that takes over in open areas. Tolerates poor, dry soils, high salinity and drought. Grows in a range of conditions including moist, disturbed areas.

- Habit** An aggressive spreading perennial herb to about 50 cm high. Grows vigorously smothering low native ground covers.
- Leaves** Simple, evergreen, elliptical to oval, pubescent on both sides, and reach 32 mm long by 13 mm wide.
- Flowers** Small daisy flowers 1-2 cm across are borne all year round. Each flower has a yellow centre, a corolla that is 5-lobed with white petals, which become pink and finally purple with age.
- Fruit** Dandelion-like tufts; 1 mm long hard dry seed (achene) attached to a pappus of fine whitish hairs, 2 mm long.
- Roots** Fibrous, shallow; rooting at the nodes.
- Dispersal** Seed spread by wind, humans and contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping. Plants will spread vegetatively by cuttings rooting at the nodes.
- Control** Hand pull/dig bagging all plant parts and removing from site. Foliar spray.



Singapore daisy

Sphagneticola trilobata



A mat forming plant that creeps along the ground. Found in low-lying coastal areas and beaches and disturbed areas. Tolerates wet and dry conditions. **MUST NOT** be sold in the Greater Sydney region.

- Habit** Dense mat-forming perennial herb to 70 cm high, stems spreading to 2 m or more that root at nodes.
- Leaves** Simple, dark green above, paler below, 3-11 cm long, 2.5-8 cm wide, with white hairs and toothed margins, sometimes trilobed.
- Flowers** Solitary in leaf axils with yellow disc and ray florets; to 3.5 cm wide on stalks 3-14 cm long. Flower heads with 4-14 petals, 6-15 mm long, inner (disc) florets tubular. Spring-Autumn.
- Fruit** Seeds 4-5 mm long, tuberculate and topped with Dandelion-like tufts.
- Roots** Fibrous, shallow; rooting at the nodes.
- Dispersal** Seed spread by wind, humans and contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping. Plants will spread vegetatively by cuttings rooting at the nodes.
- Control** Hand pull/dig bagging all plant parts and removing from site. Foliar spray.



Spider / Ribbon plant

Chlorophytum comosum

Clumping plant. Popular in rockeries or hanging baskets as it tolerates drought conditions. Found in urban bushland, coastal sites, grassy and sandstone locations in the Sydney area.

- Habit** A tufted grass-like perennial herb, to 60 cm high.
- Leaves** Linear strap/grass-like leaves to 1 cm wide and 60 cm long forming a point at the apex, leaves may be solid green, although the variegated form with pale green and white stripes is more common.
- Flowers** Small white flowers with 6 petals are borne along outward arching wiry stalks in branching heads for most of the year.
- Fruit** Small plantlets are produced at the tips of the flowering branches. When the branches bend over and the plantlets come into contact with the soil they take root. Capsules are formed that contain many seeds.
- Roots** Fleshy tuberous roots 5-10 cm long form at the base of clumps.
- Dispersal** Main method of reproduction is vegetative where by new plantlets take root. Spread by humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand pull/dig, bagging all plant parts and removing from site. Foliar spray.



A native plant from areas north of Taree. Mistaken for local species (*L. longifolia*) and planted in bushland. Could hybridise with local species. Prefers moist, sandy soils but tolerates dry conditions.

Spiny headed / Slender mat rush / River reed

Lomandra hystrix

- Habit** Tufted hardy plant with dark green, strappy leaves to 1.3 m.
- Leaves** Leaf tips pointed with 2-4 tiny side teeth lower down.
- Flowers** Clusters of fluffy yellow lemon, green or cream scented flower spikes as tall as leaf blades.
- Fruit**
- Roots** Fibrous root system.
- Dispersal** Widely used in large scale revegetation projects along roadsides and watercourses. Seedlings easily spread into neighbouring bushland.
- Control** Hand pull/dig, remove flower heads before seed set.



Trad

Tradescantia fluminensis,
T. zebrina, *T. spathecea*

This shade loving, weak rooted herb is often the cause of skin irritations in dogs. Many other forms are well known garden plants including the popular 'Moses in the cradle' (Rhoeo).

- Habit** Weak, perennial, creeping succulent herb, rooting from distinct nodes. Grows vigorously, layering and smothering low native ground covers. Shade tolerant and moisture loving.
- Leaves** Simple, alternate, ovate leaves that are glossy and dark green, to 6 cm long. Slightly fleshy.
- Flowers** Small 1-2 cm white flowers, with 3 petals and 6 hairy stamens. Spring-Summer.
- Fruit** Papery capsule, seed not viable in Australia.
- Roots** Stolons form underground, with weak, shallow roots forming at nodes.
- Dispersal** Main method of reproduction is vegetative whereby stem fragments re-root. Stem fragments spread by water, and contaminated soil (green waste dumping, earth moving etc). Common in watercourses.
- Control** Hand pull/dig, bagging all plant parts and removing from site. Foliar spray.

Similar native species: *Commelina cyanea* (photo bottom right). This native ground cover has hairy leaf sheaths, blue flowers and a strong primary root system.



Common garden and landscaping plant. Tough and tolerant of poor, dry soils and grows in a wide range of conditions. Active management needed in all gardens.

- Habit** Perennial rhizomatous clumps of erect sword-shaped leaves. The adult plant is approximately 1 m wide and 1 m tall.
- Leaves** Leathery, sword-shaped, strappy leaves 1-2 cm wide to 60 cm long; arranged in flat fans.
- Flowers** Short-lived, iris-like flowers that are either white, yellow and mauve or yellow with brown spots produced. Spring-Summer.
- Fruit** Green, 3-celled capsule containing numerous hard angular seeds 1-2 mm in diameter.
- Roots** Rhizomatous and fibrous, will re-shoot from any rootstock left in soil.
- Dispersal** Seed is spread by water, humans, contaminated soil and garden refuse dumping.
- Control** Hand pull/dig, foliar spray.

This strap leaf plant could easily be replaced in the garden with the Australian native Mat Rush (*Lomandra longifolia*) or the Blue flax lily (*Dianella caerulea*).



Wild iris

Dietes bicolor
Dietes iridioides



Bulbous & Succulent Plants

These plants are extremely hardy due to their above ground and below ground storage structures, which are modified leaves, stems and roots.

In this group of plants we have included many of the *Asparagus* species (e.g. Bridal creeper). These plants are prolific, hardy (drought-resistant), shade tolerant and highly invasive. They have extensive underground rhizomes that form thick mats capable of reducing water penetration into soil; vigorous vegetative structures that are capable of smothering native vegetation and produce copious amounts of berries (red or black) that are readily consumed and spread by animals and birds. They are also spread by green waste dumping as rhizomes are capable of surviving for long periods of time out of the soil.



Bridal creeper fact: First recorded in Australia in 1857 in a nursery catalogue, by the 1870s Bridal creeper was a common garden plant; its flowers were used in floral arrangements, particularly in wedding bouquets. Within 50 years of introduction, Bridal creeper had become naturalised in many areas across most of southern Australia.

This section provides detailed information on priority bulbous and succulent weeds of the Greater Sydney region. Other problematic bulbous and succulent weeds are listed below with their common name and corresponding botanical name..

Common Name	Botanical Name
Aloes	<i>Aloe spp.</i>
Cabbage tree	<i>Cordyline australis</i>
Cactus/Prickly pears	<i>Opuntia spp.</i>
Cactus/Prickly pears	<i>Austrocylindropuntia spp.</i>
Cactus/Prickly pears	<i>Cylindropuntia spp.</i>
Century plant	<i>Agave americana, Agave spp.</i>
Coastal gladiolus	<i>Gladiolus gueinzii</i>
Freesia	<i>Freesia hybrida</i>
Gladiolus	<i>Gladiolus spp.</i>
Harrisia	<i>Harrisia spp.</i>
Mother-in-law's tongue	<i>Sansevieria spp.</i>
Naked lady	<i>Amaryllis belladonna</i>
Onion grass	<i>Romulea rosea</i>
Soursob/Shamrock/Wood sorrel	<i>Oxalis spp.</i>
Various succulents	<i>Sedums, Kalanchoe,</i> and many other genera

Common garden and landscaping plant. Found in sandy coastal sites, roadsides, disturbed areas and natural areas including the Greater Blue Mountains World Heritage Area. **Poisonous to people.**

Agapanthus

Agapanthus spp.



- Habit** An erect fleshy, clumping, perennial lily with long strappy leaves.
- Leaves** Long (up to 700 mm), strap-like, glossy bright green, fleshy.
- Flowers:** Small (30 mm) trumpet-shaped blue or white flowers that form large spherical clusters (umbels) at the end of long (1200 mm) smooth tubular stalks. Very showy floral display in Summer.
- Fruit** 3-sided leathery green capsules form in clusters at the end of stalks, drying brown and papery when mature. Contain numerous winged, small black seeds.
- Roots** Shallow, fleshy, densely matted and quite robust.
- Dispersal** Seed and tubers spread by water, wind, humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand pull/dig, bagging all plant parts and removing from site. Foliar spray, cut and paint.

This is a popular garden plant that needs active management in all gardens. This may be as simple as actively removing spent flower stalks prior to seed set, or as comprehensive as complete removal from gardens.



Arum lily

Zantedeschia aethiopica



A common garden plant with large white flowers. Prefers wet, sunny areas but can grow in full shade. Tolerates water logging, fire and cold conditions. Very poisonous and has caused deaths in cattle and children.

- Habit** Erect, tuberous, evergreen perennial herb to 1.5 m high.
- Leaves** Arrowhead-shaped, dark green leaves to 45 cm long and 20 cm wide borne at the ends of stout, smooth, succulent green stems to 75 cm long and winged at the base.
- Flowers** Pale yellow spike to 9 cm long surrounded by a pure white funnel-shaped spathe to 25 cm coming to a point. Winter-Summer.
- Fruit** Berry, green or yellow maturing to orange 5-10 mm long containing about 4 yellow-brown seeds.
- Roots** Fleshy tuberous rhizome.
- Dispersal** Rhizomes, cormlets and seed are spread by water, humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand pull/dig, bagging all plant parts and removing from site. Foliar spray, cut and paint.



A climber with glossy 'leaves', small white flowers and red berries. Tuberous roots form thick underground mats. Common in coastal areas, roadsides and bushland. Prefers high nutrient soils and tolerates drought, frost and fires. **MUST NOT** be sold in NSW.

Bridal creeper

Asparagus asparagoides



- Habit** Wiry twining climber to 3 m in length and branch extensively. Stems emerge annually in Autumn from a mat, 0-10 cm deep.
- Leaves** Bright green, shiny 'leaves' occur alternately along stems. Pointed, ovate, 4-30 mm wide and 10-70 mm long.
- Flowers** White, 6-petalled flowers, 5-8 mm in diameter. Early Spring.
- Fruit** Pea-sized green berries turning pink then red/burgundy in late Spring-early Summer. Berries contain 1-9 seeds that are black when mature.
- Roots** Branching rhizomes that bear numerous fleshy tubers.
- Dispersal** Seed and rhizomes spread by water, animals, birds, humans, contaminated soil and garden refuse dumping.
- Control** Difficult to control. Foliar spray, dig or grub out mature plants. Ensure that rhizomes and tubers are removed off site. Remove and bag berries. Follow-up: hand pull all emerging seedlings. Biological control is effective.

Wombat Berry (*Eustrephus latifolius*) is a similar native species



Bridal veil asparagus

Asparagus declinatus



A fleshy scrambler or low climber. Forms dense mats above and below ground. Not known to be in NSW. Grows in roadsides, bushland, coastal areas and edges of waterways. **MUST NOT be sold in NSW. Plants must be reported to the DPI Biosecurity Helpline 1800 680 244.**

- Habit** Highly invasive, herbaceous perennial. Sprawling ground cover or semi-climber up to 3 m that forms dense mats. Above ground stems dieback annually during Summer. Soft and thornless.
- Leaves** Soft, greyish or bluish-green needle-like cladodes up to 20 mm long and 0.5-1.5 mm wide form in groups of 3 along stem segments.
- Flowers** White sometimes with greenish or brownish markings. Borne in pairs or solitary, 5-8 mm across. Mainly during Winter.
- Fruit** Round or egg-shaped berry, 8-15 mm long and around 7 mm wide, turning from green to bluish-grey or white with age. Each berry generally contains 5-8 but sometimes up to 14 seeds.
- Roots** Extensive, perennial, underground rhizomes and tubers.
- Dispersal** Seeds and rhizomes spread by water, animals, birds, humans, contaminated soil and garden refuse dumping.
- Control** Difficult to control. Foliar spray, dig or grub out mature plants. Ensure that rhizomes and tubers are removed off site. Remove and bag berries. Follow-up: hand pull all emerging seedlings.



Broom asparagus / Asparagus fern

Asparagus virgatus

Old world garden plant. Mainly found in riparian areas and near forest margins, or in disturbed sites near human habitation; can germinate in conditions from full sun to rainforest with greater than 80% canopy closure.

- Habit** Erect perennial herb or shrub with stiff stems, 0.4-0.8 m high; can attain very large and continuous infestations.
- Leaves** Needle-like cladodes, 3-6 in each axil, cylindrical, 3-15 mm long 0.5-1 mm wide.
- Flowers** Solitary, greenish white, stalks 7-12 mm long, petals 3-4 mm long mainly Spring-Summer.
- Fruit** Orange berry round to egg-shaped, 4-6 mm diameter containing 1 seed. Fruits most of year.
- Roots** Fibrous, forming an extensive rhizomatous root mass.
- Dispersal** Seeds and rhizomes spread by water, animals, birds, humans, contaminated soil and garden refuse dumping.
- Control** Difficult to control. Crowning, ensure that the crown and rhizomes are removed off site. Remove and bag berries. Follow-up: hand pull all emerging seedlings. Foliar spray, possibly with lower rates of herbicides.



Climbing asparagus fern

Asparagus plumosus



A climber that can reach 5 m into tree canopies. Tolerates low light and neglect and is relatively widespread in sheltered sites and rainforests along the coast. Can be confused with *A. africanus*. **MUST NOT** be sold in NSW.

- Habit** Tough, perennial, wiry, twining climbing vine with occasional spines and fine, feathery fern-like foliage.
- Leaves** Fine, feathery, leaf-like cladodes arranged in horizontal sprays.
- Flowers** Flowers are small, greenish-white and arranged at the tips of branches in Summer.
- Fruit** Bluish-green berries to 4-5 mm across that turn black when ripe and contain 1-3 seeds. Autumn.
- Roots** A woody crown with rhizomes at base of stems, with a fleshy root mass radiating out from the crown. No distinct tubers.
- Dispersal** Seeds and rhizomes spread by water, animals, birds, humans, contaminated soil and garden refuse dumping.
- Control** Difficult to control. Cut and paint, basal bark, foliar spray, crowning. Ensure that the crown is removed off site. Remove and bag berries. Follow-up: hand pull all emerging seedlings.



A long-lived climber or scrambler with spines. Found in rainforests, urban bushland, roadsides and disturbed areas. Tolerates dry conditions. Can be confused with *A. plumosus*. **MUST NOT** be sold in NSW.

Climbing asparagus

Asparagus africanus



- Habit** Perennial climber or scrambling shrub with woody stems 8-12 m long. Spines on older stems to 10 mm long.
- Leaves** Needle-like cladodes, 7-12 in each axil, cylindrical, 8-15 mm long, 0.5 mm wide produced in a clusters. Branches and cladodes spirally arranged.
- Flowers** White, produced in small clusters, stalks 5-10 mm long, petals 3-4 mm long mainly in Spring.
- Fruit** Green berry turning orange when ripe, round, 5-6 mm diameter containing 1 seed. Fruits may be present most of year.
- Roots** Central crown, with rhizomes and fleshy roots (no distinct tubers).
- Dispersal** Seeds and rhizomes spread by water, animals, birds, humans, contaminated soil and garden refuse dumping.
- Control** Difficult to control. Cut and paint, basal bark, foliar spray, crowning. Ensure that the crown is removed off site. Remove and bag berries. Follow-up: hand pull all emerging seedlings.



Snakefeather

Asparagus scandens



A fast growing vine with papery, balloon-like fruit. Creeping or climbing vine that can form dense mats on the ground. Grows in waterways, coastal areas, forests and disturbed areas. Often found in shady areas and prefers year round moisture. Tolerates cold and frost. **MUST NOT** be sold in NSW.

- Habit** Perennial climber with thornless, wiry scrambling stems to 2 m long. Stems branch in one flat plane.
- Leaves** Bright green, flattened leaf-like cladodes in clusters of 3 of unequal length, 5-15 mm long, 0.5-1 mm wide, with a distinct midrib, tapering at the base.
- Flowers** Small, white to pale pink, bell-shaped solitary flowers or in clusters of 2-3 produced in Winter-early Spring.
- Fruit** Orange-red berry round to egg-shaped, 5-7 mm diameter containing 1 seed. Fruits until Summer.
- Roots** Small central crown with fibrous roots and slender tubers
- Dispersal** Seeds and rhizomes spread by water, animals, birds, humans, contaminated soil and garden refuse dumping.
- Control** Difficult to control. Cut and paint, foliar spray, crowning mature plants. Ensure that the crown is removed off site. Remove and bag berries. Follow-up: hand pull all emerging seedlings.



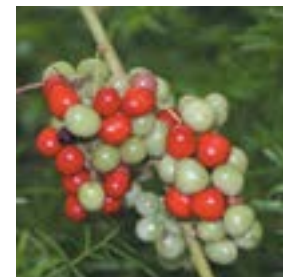
Ground asparagus

Asparagus aethiopicus



A very popular house plant because of its ability to withstand dry conditions, low light and neglect. Found in sand dunes and rainforests, rock crevices and waterways. **MUST NOT** be sold in NSW.

- Habit** Highly invasive, herbaceous perennial. Sprawling ground cover with short sharp spines and branched stems up to 2 m. A tough, woody crown is formed at base of stems. Dense mats smother low native vegetation and suppress natural regeneration.
- Leaves** Bright green, flattened leaf-like cladodes up to 20 mm long, with a distinct midrib and abrupt point. Single or in clusters of 2-5.
- Flowers** Small, white to pale pink, bell-shaped flowers in clusters of 4-8 produced during Summer.
- Fruit** Pale green berries that ripen to red in late Winter-early Spring.
- Roots** Central crown with a thick mat of fibrous roots, rhizomes and fleshy tubers extending from the centre.
- Dispersal** Seeds and rhizomes spread by water, animals, birds, humans, contaminated soil and garden refuse dumping.
- Control** Difficult to control. Cut and paint, foliar spray, crowning mature plants. Ensure that the crown is removed off site. Remove and bag berries. Follow-up: hand pull all emerging seedlings.



Steve Howard

Pompom / Ming asparagus

Asparagus macowanii



This species is sometimes confused with *A. retrofractus*, but they are easily separated (see differences below). It is recommended that *A. macowanii* be called 'Pompom asparagus' and *A. retrofractus* 'Zigzag asparagus' to prevent further confusion. **MUST NOT** be sold in the Greater Sydney region.

- Habit** Shrubby perennial with smooth erect stems, 1-2.5 m tall, bearing short recurved spines on lower part of stems only.
- Leaves** Cladodes, 8-15 mm long, <0.5 mm wide, clustered in each axil (clusters are densely packed and globose especially near the ends of the branches).
- Flowers** Small, white, more or less in dense clusters appearing on branches before the cladodes have fully developed.
- Fruit** Dark purplish to black berry, round to egg-shaped, 7-10 mm diameter usually containing 1-2 seeds.
- Roots** Central underground crown, with fibrous or semi-succulent roots.
- Dispersal** Seeds and rhizomes spread by water, animals, birds, humans, contaminated soil and garden refuse dumping.
- Control** Difficult to control. Crowning, ensure that the crown is removed off site. Remove and bag berries. Follow-up: hand pull all emerging seedlings, cut and paint, basal bark, foliar spray.

Asparagus macowanii - densely clustered cladodes in 'pompoms'. Straight smooth stems. Purplish to black fruits. Erect stems with fewer and smaller spines.

Asparagus retrofractus - Sparsely clustered cladodes. Zig-zagged and ribbed stems. Orange-red fruits. Longer more scrambling stems and numerous obvious spines.



A climber with woody, thorny stems. Found in waterways, littoral rainforest, wet sclerophyll, swamp oak and subtropical rainforest. Prefers moist, semi-shaded areas. **MUST NOT** be sold in the Greater Sydney region.

Sicklethorn asparagus

Asparagus falcatus



- Habit** Robust climber with woody perennial stems to 5-7 m long, with stout hooked spines to 3 cm long;
- Leaves** Cladodes, 30-90 mm long, 3-7 mm wide, linear, most are slightly sickle-shaped.
- Flowers** Small, white, fragrant, numerous arranged in branched cluster. Spring-Summer.
- Fruit** Reddish, round berry 7-10 mm wide, contain 1-3 seeds. Mature in Winter.
- Roots** Central underground crown, with fibrous roots to swollen tubers that resemble sweet potatoes.
- Dispersal** Seeds and rhizomes spread by water, animals, birds, humans, contaminated soil and garden refuse dumping.
- Control** Difficult to control. Crowning, ensure that the crown is removed off site. Remove and bag berries. Follow-up: hand pull all emerging seedlings, cut and paint, basal bark, foliar spray.



Canna lily / Indian shot

Canna indica
Canna x generalis

A very widely planted species that prefers wet boggy sites, waterways and disturbed areas. Commonly used in septic tank absorption trenches.

- Habit** Erect, herbaceous perennial to 2 m high with no true stems. Stems are a collection of tightly furled leaf bases.
- Leaves** Dark green to multi coloured and striped, large 60 by 25 cm, arranged alternately on stems.
- Flowers** Tubular flowers (yellows, oranges, reds and pinks) formed in asymmetrical clusters. Spring-Autumn.
- Fruit** Black, globular seeds 5-7 mm long borne in capsule, and spread by birds.
- Roots** Extensive, fleshy rhizome formed underground.
- Dispersal** Seeds and rhizomes spread by water, humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand pull/dig, bagging all plant parts and removing from site. Foliar spray, cut and paint.



A fast growing plant with large velvety leaves. Grows in waterways, wetlands, swamp and lake edges. Prefers nutrient rich, moist or wet soils. Poisonous to people.

Elephant ears / Taro

Colocasia esculenta



- Habit** Erect, rhizomatous tuberous, evergreen perennial herb to 1.5 m high.
- Leaves** Heart-shaped, dark green leaves to 60cm long prominently veined. Stem and leaf colour varies depending on variety of plant.
- Flowers** Pale yellow spike enclosed by a greenish yellow hood-like spathe. Winter-Summer.
- Fruit** Small berry, green or yellow maturing to orange 5-10 mm long containing about 4 yellow-brown seeds.
- Roots** Fleshy tuberous rhizome.
- Dispersal** Roots, tubers and seeds are spread by water, humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand pull/dig, bagging all plant parts and removing from site. Foliar spray, cut and paint.



Fishbone fern

Nephrolepis cordifolia

Once a popular basket and rockery plant due to its ability to withstand low light and neglect. A local native on the far north coast of NSW, this plant has become weedy from Sydney to the Mid North Coast of NSW.

- Habit** Terrestrial fern that forms dense clumps of upright, arching fronds that resemble fish bones with erect rhizome and slender stolons.
- Leaves** Compound fronds with opposite or alternate leaflets, often overlapping at base, to 1 m. Leaflets to 6 cm long.
- Flowers** Nil.
- Fruit** Spores carried in round, brown clusters (sori) that form in 2 rows on underside of frond.
- Roots** Erect, branching rhizomes above or below ground level, with wiry stolons bearing rounded, hairy tubers.
- Dispersal** Spores carried by water, wind and contaminated soil (tyres, earth works, people's shoes, green waste dumping). Problematic in any damp, shady areas, where it will completely dominate ground cover layer. Plants also spread via rhizomes.
- Control** Hand pull/dig, bagging all plant parts and removing from site. Foliar spray.

Similar local native species: Rasp fern (*Doodia aspera*) and Sickle fern (*Pellaea falcata*).



Formosa / Taiwan lily

Lilium formosanum

An upright plant with large, white flowers. Grows in bushland, disturbed sites, roadsides and coastal areas.

- Habit** Deciduous perennial herb with annual flowering stalks 1-2 m long.
- Leaves** Mid to dark green, elongated, linear, sessile leaves are arranged spirally or whirled along the stems.
- Flowers** Large trumpet-shaped highly fragrant flowers, pure white on the inside, pink or purple/brown stripes on the outside bearing prominent yellow anthers. Summer.
- Fruit** Copious papery winged seeds borne in a large capsule.
- Roots** Underground bulb with numerous fleshy scales (resembling garlic).
- Dispersal** Seeds, bulbs and bulb scales spread by water, wind, humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Difficult to control. Hand dig, ensuring all bulb scales are removed. Best done before flowering. Extensive follow-up required. Remove and bag seed heads (capsules). Foliar sprays ineffective.



Ginger lily

Hedychium gardnerianum

Large, spreading plant out-competes natives for light and moisture in most habitats. Heavy and difficult to remove from the bush.

- Habit** Robust perennial herb 2-3 m high with creeping underground stems (rhizomes) up to 1 m long.
- Leaves** About 40 cm long and 15 cm wide. Alternately arranged and lance-shaped with long pointed tips.
- Flowers** Yellow with red filaments and very fragrant, in spike-like clusters, Summer-Autumn.
- Fruit** Produces large amounts of seed.
- Roots** Large fleshy rhizomes forming dense layers up to 1 m thick.
- Dispersal** Ginger lily is mostly dispersed by seed, spread mainly by birds, but other animals as well. Once established, plants can expand vegetatively by rhizomes. However, new plants can also develop from small pieces of rhizome, which may be spread by the dumping of garden waste.
- Control** Difficult. Physical removal of all plant parts and/or herbicide application.



This pretty bulb invades bushland, roadsides streams banks and even gardens. Tolerates full sun, moist areas, frost, shady and windy conditions. Takes over and displaces native grasses and ground covers.

Montbretia

Crocosmia x crocosmiiflora

- Habit** Erect deciduous perennial herb to 0.9 m.
- Leaves** Basal linear strap-like flat leaves around 30-80 cm long and 1-2 cm wide die down in Autumn after producing its seeds, and reappear in Spring.
- Flowers** Orange yellow tubular flowers are formed solitary in spike inflorescences on short wispy unbranched stems during Summer.
- Fruit** Produces large amounts of seed.
- Roots** Globular corms live and produce plants for 2 years or more, and new corms are formed annually. Long rhizomes are also produced, each of which grows into a new plant.
- Dispersal** Roots, rhizomes, corms and seeds spread by humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Difficult to control. Hand dig, ensuring all corms are removed. Extensive follow-up required. Foliar spray with penetrant when flowering.



Mother of millions

Bryophyllum spp.



Often confused with the Australian native Christmas bells, this mat forming plant will grow under the poorest of conditions in areas such as a crack in a rock, gravel on the side of a road or on cliff faces, sand dunes and pastures. Poisonous to people, pets and livestock.

- Habit** Erect, smooth fleshy succulent stems to 1 m, with green-pink grey stems.
- Leaves** Leaves vary depending on the species, but all are succulent either cylindrical or boat-shaped and have many small teeth on the leaf tip or margins that produce new plantlets (vegetative reproduction).
- Flowers** Produced in a cluster at the tip of long stems. Flowers are drooping, bell-shaped, orange-red to scarlet, 4-lobed to 2-3 cm long. Mainly Winter-Spring.
- Fruit** Dry capsule, producing hundreds of tiny black seeds. Prolific seeder.
- Roots** Weak fibrous roots form from all vegetative parts.
- Dispersal** Main method of reproduction is vegetative whereby stem fragments re-root. Human activities such as mowing/slashing and green waste dumping are the common method of vegetative spread. Seeds are spread by water and contaminated soil.
- Control** Difficult. Hand pull/dig, bagging all plant parts and removing from site. Foliar spray.



An upright plant with feather-like flowers and lots of white, fleshy tubers. Mainly grows in coastal areas but also disturbed areas and waterways. Prefers damp, shady sites, causes skin irritation.

Parrot / Christmas lily

Alstroemeria psittacina



- Habit** An erect, long stemmed perennial lily to 1 m high, with sprays of red and green spotted flowers from clusters of tubers.
- Leaves** Pale green, alternate, spoon-shaped, 3-10 cm long, 10-35 mm wide with a long, narrow, base, a rounded tip and entire margin, twisted on the petioles so that the undersides face up. Petiole 1-6 cm long.
- Flowers** Solitary or borne in umbels. Perianth red and green, spotted black. Summer.
- Fruit** Globe-shaped, 3 valved capsule with prominent ribs, 10-15 mm diameter. Reddish brown seeds 2.5-3 mm diameter.
- Roots** Fibrous roots forming rhizomes and tubers.
- Dispersal** Rhizomes, tubers and seed are spread by water, humans, contaminated soil and garden refuse dumping. Possibly also spread by animals and birds.
- Control** Difficult to control. Hand pull/dig, bagging all plant parts and removing from site, cut and paint, foliar spray with herbicide and penetrant.



Spanish bayonet

Yucca aloifolia

Yucca spp.

A spiky plant with large flower clusters. Found in sand dunes, roadsides of the Mid North Coast. Tolerates drought and cold conditions, poor and saline soils. Prefers full or part sun.

- Habit** Evergreen, herbaceous, slow growing perennial shrub or small tree, forming large spiny rosettes of leaves. Often freely branched.
- Leaves** Depending on species. Green-bluish grey fleshy, linear to narrow-lanceolate, 0.3-1 m long, 2-5 cm wide, apex acute with terminal spine 10-20 mm long, margins finely toothed, surfaces glabrous.
- Flowers** Creamy white, multi flowered panicle 1-3 m long.
- Fruit** Oblong purplish capsule, 6-8 cm long, indehiscent (doesn't open on its own accord at maturity); seeds black.
- Roots** Large, dense and fleshy.
- Dispersal** Seed and vegetative reproduction where stem segments and leaf rosettes take root. Spread by humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand or mechanical removal, cut and paint, drilling, foliar spray. All plant parts should be removed from site.



Watsonia

Watsonia meriana 'bulbillifera'

An upright, tall plant with orangey flowers. Commonly found in disturbed bushland and roadsides, particularly near water.

- Habit** Erect perennial herb to 2 m.
- Leaves** Basal linear sword-shaped leaves up to 0.6 m long with distinct midrib are arranged in a fan-like formation. Above ground parts die back to underground corm each Autumn.
- Flowers** Curved trumpet-shaped salmon pink to orange red flowers formed solitary in spike inflorescences on tall reddish unbranched stems. Spring-Summer.
- Fruit** No seed set, but small bulbils are produced in clusters of up to 16 along the stem below the flowers.
- Roots** Globular corm. 1-3 new corms produced each growing season.
- Dispersal** Roots, bulbils and corms spread by water, humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Difficult to control. Hand pull/dig, ensuring all corms are removed. Extensive follow-up required. Remove and bag all bulbils. Foliar sprays available.



Grasses

Grasses are commonly overlooked; however, exotic grass species have invaded reserves and bushland in the Greater Sydney region where they are aggressively displacing the native ground covers. Grasses are the most successful and widespread group of plants known to humans.

Although many of these species are desirable pasture and turf grasses in home lawns, parks and playing fields, they are also problematic bushland and garden weeds because they are capable of setting copious volumes of viable seed within a short time after germination. While many of these species only invade disturbed areas with adequate light levels, some of these species are also shade tolerant, and thus can invade intact bushland areas.

All of the species in *Pennisetum* have now been moved into the genus *Cenchrus*.

This section provides detailed information on priority grasses of the Greater Sydney region. Other problematic grasses are listed below with their common names and corresponding botanical name.

Common Name	Botanical Name
African feather grass	<i>Cenchrus macrourus</i>
African love grass	<i>Eragrostis curvula</i>
Bahia grass	<i>Paspalum notatum</i>
Broadleaf paspalum	<i>Paspalum mandiocanum</i>
Buffalo grass	<i>Stenotaphrum secundatum</i>
Chilean needle grass	<i>Nassella neesiana</i>
Columbus grass	<i>Sorghum almum</i>
Common couch	<i>Cynodon dactylon</i>
Coolatai grass	<i>Hyparrhenia hirta</i>
Fine bristled burr grass	<i>Cenchrus brownii</i>
Giant pigeon grass	<i>Setaria verticillata</i>
Giant Parramatta grass	<i>Sporobolus fertilis</i>
Giant paspalum	<i>Paspalum urvillei</i>
Giant rat's tail grass	<i>Sporobolus pyramidalis</i>
Grader grass	<i>Themeda quadrivalvis</i>
Johnson grass	<i>Sorghum halepense</i>
Kikuyu	<i>Cenchrus clandestinus</i>
Large quaking grass	<i>Briza maxima</i>
Mossman river grass	<i>Cenchrus echinatus</i>
Olive hymenachne	<i>Hymenachne amplexicaulis</i>
Parramatta grass	<i>Sporobolus africanus</i>
Red natal grass	<i>Melinis repens</i>
Rhodes grass	<i>Chloris gayana</i>
Slender pigeon grass	<i>Setaria parviflora</i>
Spiny burrgrass	<i>Cenchrus longispinus</i>
Spiny burrgrass	<i>Cenchrus spinifex</i>
Thatch grass	<i>Hyparrhenia rufa</i>
Whiskey grass	<i>Andropogon virginicus</i>

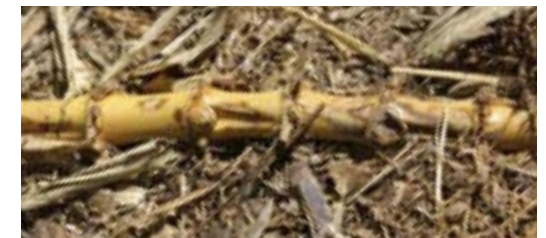
Widely cultivated as a garden ornamental or for privacy: often escapes cultivation and invades natural areas.

Bamboo – Rhizomatous

Phyllostachys spp.

Habit	A long-lived bamboo with erect stems usually growing 2-8 m tall, but occasionally higher. Often forms dense stands from creeping underground rhizomes that form suckers emerging into new canes.
Leaves	Stem leaves lanceolate to narrow-lanceolate, bent downward, sometimes wrinkled, quickly dying away. Foliage leaf blades lanceolate, usually 5-15 cm long, 6-22 mm wide, covered with dense soft-hairs or almost hairless.
Flowers	Rarely produced in Australia.
Fruit	Seeds rarely produced in Australia.
Roots	Robust, creeping above and below ground rhizomes.
Dispersal	Mainly by rhizome creep from deliberate plantings, contaminated soil and garden refuse dumping. Rarely if ever grows from seed.
Control	Cut and paint individual stems. An off label permit exists for foliar spraying with specialised herbicides, by professional weed managers, in certain situations.

Stems of *Phyllostachys spp.* have a prominent groove, called a sulcus, that runs along the length of each segment. This feature makes them one of the most easily identifiable genera of bamboo.



Phyllostachys aurea

Fountain grass / Swamp foxtail

Cenchrus setaceus /
Cenchrus purpurascens

A popular landscape grass that has escaped into roadsides, railway lines and coastal areas. Prefers exposed, dry habitats.

- Habit** Tufted or clump-forming perennial grass to 1 m.
- Leaves** Thin leathery, arching leaves to 80 cm long, with prominent veins.
- Flowers** Inflorescence spike-like and feathery, purplish, at the end of long canes. Flowering time: Summer-Winter. *P. setaceum*: seed heads to 30 cm long, *P. alopecuroides*, seed heads to 8 cm long.
- Seed** Both species strongly self-seed. Some new varieties are claimed to have low seed viability.
- Roots** Fibrous and shallow.
- Dispersal** Seed spread by water, wind, humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** In bushland situations: Hand dig (bag seed heads), foliar spray. In the garden: cut flower heads before seeding, bag and dispose of by deep burial at a waste management centre.

Used extensively in the landscaping industry, for its eye-catching seed heads. Banned in NZ. Purple fountain grass, is considered to be less weedy and able to be sold if labelled correctly as *Cenchrus advena* 'Rubrum'.



A tall, clumping grass with fluffy seed heads. Grows on river banks, wetlands, roadsides, parks and gardens and disturbed areas. **MUST NOT** be sold in the Greater Sydney region.

Giant reed

Arundo donax



- Habit** Long-lived perennial grass growing in dense clumps up to 8 m in height. Giant Reed can grow up to 10 cm a day.
- Leaves** Large, elongated, alternate, lance-shaped with a pointed tip, 5-100 cm long, 1-8 cm wide.
- Flowers** Feathery plumes 40-60 cm long are often seedless or rarely fertile. Late Spring-early Winter.
- Fruit** The feathery plumes break apart at maturity leaving small oblong grains 1-2 mm long enclosed in papery bracts. Grains are rarely fertile.
- Roots** Robust rhizomes and fibrous roots.
- Dispersal** Seeds and rhizomes spread by water, and garden refuse dumping. Reproduces mainly by creeping rhizomes and rhizome fragments. Can reproduce by seed.
- Control** Hand pull/dig juvenile plants, foliar spray adult plants.

Giant reed often grows in wetlands or near waterways and seriously depletes water supplies, using as much as 2,000 litres of water per standing metre of growth.



Liriope / Lily turf

Liriope spp. especially *L. spicata*

A very popular garden plant that is used extensively in landscaping for its hardiness in extreme conditions.

- Habit** Clump forming and spreading, grass-like perennial lily.
- Leaves** Glossy dark green, narrow strap-like, dense linear foliage from 20-50 cm long curving and then recurves towards the ground to form rounded clumps.
- Flowers** Spikes of small purple, violet or white flowers rise from the centre of clumps.
- Fruit** Black, pea-sized berries, each containing 1 seed.
- Roots** Dense, fibrous root mass. Some species develop fleshy tubers.
- Dispersal** Seed spread by water, birds and humans via contaminated soil and garden refuse dumping. Spread locally by seed falling from plant and rhizomes.
- Control** In bushland situations: Hand dig (bag seed heads), foliar spray. In the garden: cut flower heads before seeding, bag and dispose of by deep burial at a waste management centre.

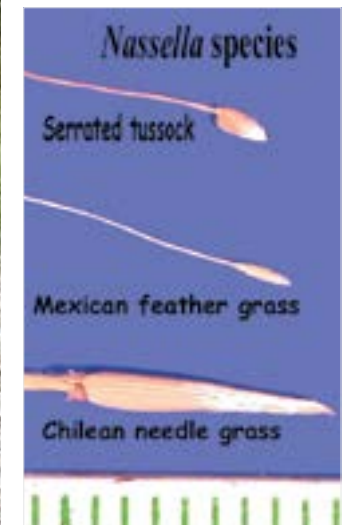
Active management is necessary in all garden situations to prevent this plant from degrading bushland and riparian areas.



Initially mislabelled and sold as an ornamental in Australia under the names Elegant spear grass, Pony tail and Angel's hair. Not known to be naturalised in Australia to date. **MUST NOT** be sold in NSW. Plants must be reported to the DPI Biosecurity Helpline 1800 680 244.

- Habit** Drooping perennial tussock forming grass which grows in dense clumps up to 0.8 m in height.
- Leaves** Leaf blades to 0.5 mm wide, tightly rolled and with small serrations that can be felt when fingers are moved downward along the blade. Distinguished by hairless nodes, some usually visible; ligule membranous and hairless, to 2.5 mm long.
- Flowers** Seedhead: Young seedheads held among the leaves; mature seedhead to 25 cm long; glumes purplish in the lower half to 1 cm long; callus bearded. Summer.
- Seed** Lemma to 3 mm long, awn narrow, straight or obscurely twice bent, 4.5-9 cm long; attached centrally to the top of the lemma.
- Roots** Fibrous clump.
- Dispersal** Seed spread by water, animals, humans, contaminated soil (earth moving equipment, slashers, mowers etc) and as an ornamental.
- Control** Hand pull/dig, bag all seed heads. Foliar spray.

Most recently found in gardens around Lithgow in 2019, with all plants controlled. It has the potential to spread to around 65% of NSW.



Mexican feather grass

Nassella tenuissima



Pampas grass

Cortaderia jubata (Pink pampas grass)

Cortaderia selloana (Pampas grass)



A tall, clumping grass with fluffy seed heads. A major weed in Sydney. Prefers open, sunny locations. Tolerates waterlogging. **MUST NOT** be sold in the Greater Sydney region.

- Habit** Large, long lived perennial tussock forming ornamental grass to 4.5 m tall.
- Leaves** Light green, up to 2 m long and finely tapering with prominent midrib and sharp edges that will cut the skin. A rim of hairs (to 3 mm long) at leaf base (ligule).
- Flowers** Large feathery heads on stems to 3 m tall. White-beige (*C. selloana*), or pink-mauve (*C. jubata*). Up to 50 plumes formed on one mature plant. Both single sex and bisexual plants exist. Summer-Winter.
- Seed** Small (2 mm), short-lived, up to 100,000 seeds set per plume.
- Roots** Strong fibrous root with rhizomes capable of re-shooting.
- Dispersal** Seeds and rhizomes spread by water, wind, humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Crowning, slash and hand dig with mattock, foliar spray. Bag all seed heads.



Cortaderia selloana



Cortaderia selloana

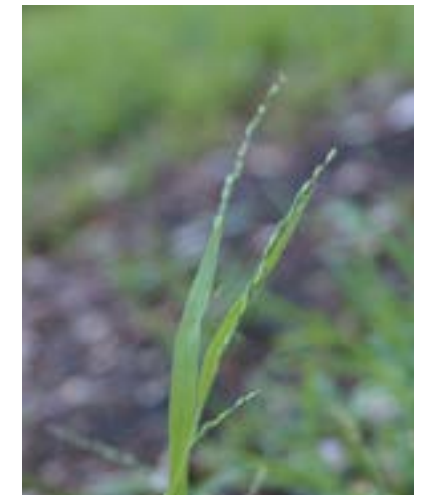
Panic veldtgrass

Ehrharta erecta

An aggressive, perennial grass almost constantly in seed, spreads rapidly excluding many small native ground cover species.

- Habit** Vigorous, shade-tolerant, rhizomatous and loosely tufted perennial grass, that will out-compete native ground covers in nearly all soil conditions.
- Leaves** Bright green, flat leaf blade with soft hairs on surface, to 5-20 cm long, 2-10 mm wide. Stems rounded, prominent mid-vein on the underside of leaf.
- Flowers** Inflorescences borne on stems, 10-80 cm long and grow at any time during the year. The stem can be upright or curved, often branched near the base and sometimes tinged red.
- Seed** Profuse and rapid production of 3 mm long and oval-shaped, shiny seeds. Range from immature green to a bleached, dry appearance. Seeding occurs every 6 weeks and viability approaches 100%.
- Roots** Relatively weak and fibrous, easily removed by hand.
- Dispersal** Seed spread by water, animals (mainly birds), humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand pull/dig, bag all seed heads. Foliar spray.

Similar native species: Weeping meadow grass (*Microlaena stipoides*).



Shrubs

Shrubs are woody plants that form single or, more commonly, multi-stemmed bushes. They can range in size from 0.5-3 m and are quite often thorny plants that can form impenetrable thickets and/or have colourful, succulent berries that become bird and animal 'lollies'. Some shrubs form scramblers that, with the support of larger trees can grow taller (e.g. Lantana, Bitou bush).

Many shrubs spread via irresponsible dumping of garden waste into bushland and reserves. Inadequate garden maintenance also allows plants to seed and spread to nearby areas via wind, water and animals who eat the seed. Weedy shrubs can become huge problems. For example, Lantana has invaded over 4 million hectares throughout Australia.

Lantana fact: First record of *Lantana camara* in Australia was in 1841 in the old Adelaide Botanic Gardens. It was first recorded in cultivation in NSW in 1843 near Sydney. The species quickly spread northward and was recorded as naturalised in the 1850s, in Brisbane in 1861, and in the Hastings and Clarence catchments of NSW in the late 1860s. In 1895 it was listed as one of the 10 worst weeds in NSW and one of the 20 worst weeds in Australia.

This section provides detailed information on priority shrubs of the Greater Sydney region. Other problematic shrubs are listed below with their common name and corresponding botanical name.

Common Name	Botanical Name
Butterfly bush	<i>Buddleja davidii</i> / <i>Buddleja madagascariensis</i>
Castor oil plant	<i>Ricinus communis</i>
Crofton weed	<i>Ageratina adenophora</i>
Elderberry	<i>Sambucus nigra</i>
Gorse	<i>Ulex europaeus</i>
Groundsel bush	<i>Baccharis halimifolia</i>
Hawthorns	<i>Crataegus</i> spp.
Mimosa	<i>Mimosa pigra</i> (Prohibited Matter)
Mimosa bush	<i>Vachellia farnesiana</i>
Narrow-leaved cotton bush	<i>Gomphocarpus fruticosus</i>
Oleander	<i>Nerium oleander</i> (single flowering species)
Orange jessamine	<i>Murraya paniculata</i> (seed grown species)
Spanish heath	<i>Erica lusitanica</i>

Shrubs with yellow daisy-like flowers. Bitou bush is very common along the NSW coast, growing mostly in sand dunes. Boneseed is less common, with scattered infestations along the south and central coasts. Both MUST NOT be sold in NSW. Boneseed plants must be eradicated and their presence reported to the DPI Biosecurity Helpline 1800 6800 244.

Bitou bush¹ / Boneseed²

Chrysanthemoides monilifera ssp. *rotundata*¹
Chrysanthemoides monilifera ssp. *monilifera*²



- Habit** Sprawling woody evergreen shrubs to 2-3 m (will grow much higher if supported by taller vegetation).
- Leaves** Simple, alternate, practically hairless except for a cottony down on young leaves. Bitou bush: obovate to broad-obovate or broad-elliptic 3-8 cm long and 1.5-5 cm wide, usually smooth edged or irregularly toothed. Boneseed: obovate to elliptic tapering at the base 2-9 cm long and 1.5-5 cm wide very coarsely toothed with pointed tips.
- Flowers** Bright lemon yellow daisy-like flower 2.5-3 cm in diameter, clustered at the ends of branches for much of the year. Main flowering period Autumn. Bitou bush: 5-13 petals. Boneseed: 4-8 petals.
- Fruit** Fleshy green berries 5-7 mm in diameter that turn black on ripening. The berries are produced in clusters formed at the ends of branches. Each berry contains 1 seed. Bitou bush: obovoid to ellipsoid, black seed. Boneseed: globose to subglobose, white seed.
- Roots** Generally shallow in young plants, becoming extensive with age. On dunes, roots become deep due to constant sand accretion.
- Dispersal** Seed spread by water, animals (foxes, rats and birds), humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand pull/dig juvenile plants, cut and paint, foliar spray adult plants



Cassia¹, Popcorn senna², Arsenic bush³

Senna pendula var. *glabrata*¹

*S. didymobotrya*²

*S. septemtrionalis*³

Medium sized shrubs with yellow flowers and obvious seed pods. Found on roadsides and disturbed areas, urban bushland, waterways, coastal areas.

Dispersal Seed spread by water, animals (foxes, rats and birds), humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.

Control Hand pull/dig juvenile plants, cut and paint, scrape and paint, basal bark or foliar spray adult plants.

Cassia: medium sized at 2-4 m tall.

Leaves: compound, 3-6 pairs of obovate leaflets with rounded tips, 20-50 mm long; 10-20 mm wide with prominent yellowish coloured margins.

Flowers: bright yellow, to 3 cm borne in abundance in loose clusters.

Seed pods: relatively straight, hairless and almost cylindrical, occasionally with one or more constrictions, 10-20 cm long; 8-12 mm diameter.

Popcorn senna: medium sized at 2-3 m tall.

Leaves: compound with 7-15 pairs of oblongish, opposite leaflets, pubescent underneath, 15-60 mm long; 6-20 mm wide.

Flowers: bright yellow with dark persistent upper bracts, borne in erect, spike-like clusters 10-40 cm long carried well above the leaves.

Seed pods: oblong, flat, 7-10 cm long, 15-20 mm wide, glabrescent depressed between the seeds.

Arsenic bush: medium sized at 1-3 m tall.

Leaves: compound, 3-5 pairs of ovate, opposite leaflets with pointed tips, 45-70 mm long; 15-35 mm wide.

Flowers: bright yellow, to 3 cm borne in loose elongated clusters.

Seed pods: straight, hairless and almost cylindrical 7-8 cm long, 10-15 mm diameter.



Coral berry

Ardisia crenata



A common indoor plant due to its low light requirements, *Ardisia* has escaped cultivation and is recorded as being weedy from the Mullumbimby area to Sydney.

- Habit** Evergreen, compact shrub 1-2 m high with a bushy head.
- Leaves** Dark glossy green above, paler and dull below, elliptic to slightly oblanceolate, 5-12 cm long, 1.5-3.5 cm wide; margins serrated and crinkled.
- Flowers** Inflorescence is a many-flowered umbel. Flowers rather inconspicuous, white and starry, petals 4 mm long. Summer-Autumn.
- Fruit** Scarlet red globose berry, 5-8 mm diameter. Long lasting usually persisting through Winter.
- Roots** Shallow and fibrous.
- Dispersal** Seed spread by water, animals (foxes, rats and birds), humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand pull/dig, scrape and paint, foliar spray.



At least nine species of *Cotoneaster* have naturalised in Australia. There are numerous native alternatives available which will attract birds to the garden. Poisonous to people, livestock and pets.

Cotoneaster

Cotoneaster spp.



- Habit** Evergreen shrub or small tree to 4 m high usually with arching branches.
- Leaves** Varying with species but, usually elliptic to ovate 1.5-4 cm wide, green above paler or silvery below. Young growth often woolly.
- Flowers** White clusters. Each flower about 8 mm wide, 5-petalled. Flower stalk densely hairy. Spring-Summer.
- Fruit** Red fleshy fruit (pome) 6-10 mm long, almost globe-shaped. Containing 2 yellowish, flattened seeds.
- Roots** Substantial woody tap and lateral root system.
- Dispersal** Seed spread by water, animals (mainly birds), humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping. The main problem is that people plant *Cotoneaster* to attract birds to the garden.
- Control** Hand pull/dig juvenile plants. Cut and paint or scrape and paint mature plants.



Firethorn

Pyracantha spp.

Thorny shrubs with smooth leaves and bright coloured fruit. Form thickets in coastal areas.

- Habit** Scrappy, large, evergreen shrub 3-6 m high and 3.5 m wide armed with sharp thorns at the ends of the arching branches.
- Leaves** Varying with species but usually dark, glossy green, ovate to lance-shaped to 3.5 cm long sometimes with a toothed margin.
- Flowers** Clusters of small white flowers appear as corymbs up to 5 cm across in Spring in masses.
- Fruit** Varying with species. Green, round flattened berries 0.6 cm in diameter ripen to shades of red, orange, or yellow in Autumn/Winter.
- Roots** Substantial woody tap and lateral root system.
- Dispersal** Seed spread by water, animals (mainly birds), humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping. The main problem is that people plant Firethorn to attract birds to the garden.
- Control** Hand pull/dig juvenile plants. Cut and paint or scrape and paint mature plants.



Indian hawthorn

Raphiolepis indica

A commonly cultivated garden plant especially in coastal areas due to its ability to tolerate drought conditions and salt laden winds. Less weedy or sterile cultivars may be available.

- Habit** Drought hardy, salt tolerant evergreen, low growing, spreading shrub to 1-1.5 m high.
- Leaves** Dark green on top, paler below; thick, leathery, serrated, ovate to elliptic or obovate, 3-7 cm long, 5-30 mm wide, pubescent or hairy at first, sharply toothed.
- Flowers** Panicle of star-shaped flowers 10 mm diameter. Petals are white or pink, with 5 petals, and may be lightly fragrant.
- Fruit** Blue-black pome fruits each containing 1-2 seeds.
- Roots** Extensive lateral, woody and relatively deep.
- Dispersal** Seed spread by animals (mainly birds), humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand pull/dig, cut and paint, foliar spray.



Lantana

Lantana camara (common)

Lantana montevidensis (spreading)



Scrambling or sprawling shrubs with bright coloured flowers and round fruit. Grows on roadsides, river banks, pastures, and bushland. Prefers disturbed areas, well drained, fertile soils and warm climates. Poisonous to people and livestock. *Lantana camara* MUST NOT be sold in NSW.

- Habit** An evergreen, prickly, square stemmed, scrambling woody thicket forming shrub 2-4 m high. Will climb to 10 m if supported.
- Leaves** Pale to mid green, ovate, arranged in opposite pairs, roughly hairy, finely toothed margins and highly scented.
- Flowers** Rounded heads to 3 cm wide of numerous small tube-shaped flowers of various colours including pink, red, yellow, orange and white produced all year. Common Lantana: usually multi coloured combinations; Spreading Lantana: usually solid colours.
- Fruit** Clusters of succulent green berries ripening black to 5 mm wide, each containing 1 seed.
- Roots** Extensive lateral, woody and relatively shallow. Will re-shoot from any root stock left in the ground.
- Dispersal** Vegetation and seed spread by water, animals (mainly birds), humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand pull/dig juvenile plants. Cut and paint, foliar spray.



Lantana montevidensis



Lantana camara



Lantana camara (Pink)



Lantana camara (Red)

Mickey Mouse plant

Ochna serrulata

Naturalised in bushland throughout Greater Sydney, as the copious supply of seeds from suburban gardens is readily available to foraging birds.

- Habit** A dense evergreen shrub 2-4 m high with rough stems. Bark has numerous lenticels (corky spots) protruding outwardly.
- Leaves** Alternately arranged oblong to lanceolate leaves to 6 cm long, glossy green on both surfaces, slightly paler below. Leaf margins finely serrated and often wavy, new growth is reddish-brown in colour.
- Flowers** Yellow with 5 petals in Spring-Summer. Green calyx turns red after petals drop and fruit matures.
- Fruit** Succulent green berries to 8 mm across, in clusters of 4-6. Ripen to black in Summer. Each berry contains a single seed.
- Roots** Strong tap-root formed, with characteristic kink that renders it susceptible to breaking. Will reshoot from any root stock left in ground.
- Dispersal** Seed spread by water, animals (foxes, rats and birds), humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand pull/dig juvenile plants. Scrape and paint. Very hard to kill.



Pigeon berry / Golden dewdrop

Duranta erecta cultivars



Has become naturalised in some areas. It requires active management in all gardens. Poisonous to people and pets.

- Habit** A straggly evergreen shrub 1-5 m high with drooping branches and sharp spines.
- Leaves** The ovate leaves are 2.5-7.6 cm long and arranged on the stem in pairs opposite each other, or in whorls of 3.
- Flowers** Showy inflorescences bloom almost all year long in terminal or lateral racemes up to 15 cm long. The individual flowers are tubular with 5 petals, white, light blue, violet or purple, and spread out at the mouth about 1 cm across.
- Fruit** Spherical yellow berry to 1.5 cm in diameter borne in showy hanging bunches.
- Roots** Substantial tap and lateral root system.
- Dispersal** Seed spread by water, animals (mainly birds), humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand pull/dig. Cut and paint or scrape and paint, foliar spray.



Introduced to Australia in the 1800s as an ornamental. A major woody weed of temperate areas, especially the Barrington Tops, NSW. There are other hybrids and species with different coloured flowers that may also naturalise. Poisonous to people. MUST NOT be sold in NSW.

- Habit** Large, erect, perennial, woody, semi-deciduous shrub to 4 m tall.
- Leaves** Sparse, tiny grey-green leaves with 3 leaflets; older plants may be almost leafless.
- Flowers** Numerous yellow, pea-like, 1.5-2.5 cm long late Winter to Summer.
- Fruit** Seed pods 2-7 cm long and about 1 cm wide containing up to 22 seeds per pod but often less. Seed greenish to brown. Seeds are released explosively from ripe pods.
- Roots** Extensive with a stout taproot and laterals that sucker readily.
- Dispersal** Seed spread by water, animals, humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping. Seed pods can eject seeds up to 4 m from the plant.
- Control** Hand pull/dig. Cut and paint or scrape and paint, foliar spray.

Scotch broom

Cytisus scoparius



Trees

The tree weeds are often the most obvious, simply by virtue of the fact that they occupy a large area in an ecosystem. Because of the sheer size many of these plants can attain, it makes them one of the most costly and difficult group of plants to treat or remove.

Olive fact: The Olive (*Olea europaea* and its sub-species) was an early introduction to Australia and is now naturalised widely throughout southern regions, especially South Australia. Its fruit are readily dispersed by birds and foxes. Between 1995 and 2005 over 7 million trees were planted and with expansion of popularity the potential for further dispersal into bushland has also increased. European olives are widely available for sale in nurseries. The only possible reduction in its spread depends on modern breeding techniques which could produce radically improved cultivars with sterile seeds as well as superior fruit. Unfortunately the incentive for research to achieve this lies almost certainly in the promise of higher oil yield rather than one of reduced weed potential. The African olive is currently the main species naturalised in NSW and, is still sold in nurseries. It has escaped from ornamental hedges in home gardens.

This section provides detailed information on priority trees of the Greater Sydney region. Other problematic trees are listed below with their common name and corresponding botanical name.

Common Name	Botanical Name
African tulip tree	<i>Spathodea campanulata</i>
Athel pine	<i>Tamarix spp.</i>
Cadaghi gum	<i>Corymbia torelliana</i>
Cecropia	<i>Cecropia spp.</i>
Coffee	<i>Coffea arabica</i>
Cootamundra wattle	<i>Acacia baileyana</i>
Ice cream bean	<i>Inga edulis</i>
Jacaranda	<i>Jacaranda mimosifolia</i>
Leucaena	<i>Leucaena leucocephala</i>
Loquat	<i>Eriobotrya japonica</i>
Mount Morgan wattle	<i>Acacia podalyriifolia</i>
Night scented jasmine	<i>Cestrum nocturnum</i>
Norfolk Island hibiscus	<i>Lagunaria patersonia</i>
Paper mulberry	<i>Broussonetia papyrifera</i>
Prickly acacia	<i>Acacia nilotica ssp. indica</i> (Prohibited Matter)
Princess tree	<i>Paulownia fortunei, P. tomentosa</i>
Pond apple	<i>Annona glabra</i> (Prohibited Matter)
Tagasaste	<i>Chamaecytisus palmensis</i>
Tung oil tree	<i>Vernicia fordii</i>
Willows	<i>Salix spp.</i>

Tree with fragrant whitish flowers.
Grows in waterways, disturbed areas,
urban bushland and coastal areas.
Poisonous to people and animals.

Angel's trumpet

Brugmansia suaveolens
Brugmansia x candida



- Habit** Untidy, evergreen shrub or small tree to 4.5 m high, branching low from a short trunk.
- Leaves** Dull green, oval, velvety leaves with wavy margin are arranged alternately, but confined to the branch tips.
- Flowers** Large, white, pale violet, pale orange or peach, highly night scented, pendulous, trumpet-shaped flowers to 30 cm long. Summer.
- Fruit** Green, egg-shaped to narrowly oval berry, up to 20 cm long containing many seeds 8-12 cm across.
- Roots** Woody, branching and relatively shallow.
- Dispersal** Vegetation and seed spread by water, animals (foxes, rats and birds), humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand dig/pull juvenile plants. Various foliar spray methods (drill-injection; frilling; cut and paint).



Black locust

Robinia pseudoacacia and cultivars



A hardy, spiny tree that prefers full sun and well drained soil. Found in waterways, roadsides, disturbed sites and urban bushland. Poisonous to people and livestock.

- Habit** Deciduous large shrub or small tree to 15 m, bearing many large rose-like prickles.
- Leaves** Compound 8-15 cm long, pinnate with 11-21 leaflets 2-5 cm long, 1-2.5 cm wide with entire margins.
- Flowers** Sweetly perfumed, white, pink or purple pea-like flowers borne in racemes 10-15 cm long. Spring.
- Fruit** Small brown glabrous pods 3-8 cm long, 10-15 mm wide with several hard black seeds.
- Roots** Strong root system capable of coppicing and suckering when disturbed or stressed.
- Dispersal** Seeds are spread by water, animals, humans, contaminated soil (e.g. earth moving equipment, car tyres) and garden refuse dumping.
- Control** Hand dig/pull juvenile plants. Various foliar spray methods also drill-injection; frilling; cut and paint. Difficult to control.



Broad leaf pepper tree

Schinus terebinthifolius



A fast growing tree with bright red berries. Shade tolerant and prefers waterlogged and poorly drained soils. Grows in coastal areas, waterways and wetlands. Poisonous to people and animals.

- Habit** Small tree up to 6-10 m tall and 4.5 m wide bearing a short trunk with multiple branches. Dioecious i.e. there are separate male and female trees.
- Leaves** Compound, pinnate with 3-9 leaflets each to 3-8 cm long, mid to dark green, Main stem red tinged, peppery aroma when crushed.
- Flowers** Inflorescence a panicle. Flowers small, 5 petals, cream to white in clusters at ends of branches. Intermittent Spring-Autumn.
- Fruit** Round drupe, green ripening to glossy red, about 0.5 cm across.
- Roots** Strong root system capable of coppicing and suckering.
- Dispersal** Seeds are spread by water, animals (foxes, rats and birds), humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand dig/pull juvenile plants. Various foliar spray methods also drill-injection; frilling; cut and paint. Difficult to control.



Camphor laurel

Cinnamomum camphora



Once a common park and paddock shade tree, Camphor laurels are now extensively naturalised in many areas of NSW.

- Habit** A large, hardy evergreen spreading tree 20-30 m in height. Grey-brown, textured bark, becoming fissured with age.
- Leaves** Leaves 5-11 cm long, ovate, glossy on upper surface; dull and chalky on lower surface. 3 main veins arise from petiole joint at base of leaf. Strong camphor smell when crushed.
- Flowers** Inflorescence a panicle. Flowers small, white, produced in clusters in Spring.
- Fruit** Glossy green spherical berry to 1cm wide, ripen to black in late Autumn. Each berry contains 1 seed.
- Roots** Strong root system capable of coppicing and suckering.
- Dispersal** Seeds are spread by water, animals (foxes, rats and birds), humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand dig/pull juvenile plants. Various foliar spray methods also drill-injection; frilling; cut and paint. Difficult to control.

Planted in eastern Australia in 1854 as a shade tree in school yards, playgrounds, cemeteries, parks and along roadways. Camphor laurel has naturalised from the Nowra region to north Queensland, in areas of high annual rainfall.



Naturalised in damp areas, particularly along banks of waterways, in SE Qld and to a lesser extent in NE NSW. A problematic weed in these areas. Commonly found on clay soils.

- Habit** Deciduous tree to 15 m to 20 m high with smooth, silvery grey bark covered with lenticels (small corky spots).
- Leaves** Ovate; mature leaves 4-10 cm long, 2-4.5 cm wide, shiny, dark green and mostly hairless above, paler below with hairs on veins. Upper leaf edges only coarsely toothed, leaf bases asymmetrical.
- Flowers** Inflorescences of few tiny, flowers bearing 4 creamy petals, 4 purplish sepals and 4 stamens. Late Winter-early Spring.
- Fruit** Globe-shaped, succulent, 6-8 mm wide, on stalk 0.4-1 cm long, green aging to orange/red in Summer-Autumn.
- Roots** Strong tap root system capable of suckering.
- Dispersal** Seed mainly spread by water and animals, but may also be distributed by humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping. Seeds rarely survive for more than 2 years.
- Control** Hand dig/pull juvenile plants. Various foliar spray methods also drill-injection; frilling; cut and paint. Difficult to control.



Chinese celtis

Celtis sinensis

Chinese tallow tree / Chinese tallowood

Triadica sebifera



Still a popular park and Autumn foliage tree, Chinese tallowood's are naturalised in many areas of NSW. The milky sap in both the leaves and the berries is poisonous to animals.

- Habit** A hardy deciduous medium tree to 7 m in height. Grey-brown, textured bark, becoming fissured with age.
- Leaves** Diamond-shaped, abruptly pointed at the tip, simple, alternate and 5-8 cm long. In Autumn the leaves turn brilliant shades of scarlet, orange, yellow and maroon.
- Flowers** Yellowish green catkins on the branch tips produced in Spring.
- Fruit** 3-lobed capsule with 1 seed in each lobe. Seeds are covered with vegetable tallow, a white waxy coating.
- Roots** Strong tap root system capable of suckering.
- Dispersal** Seed spread by water, animals, humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand dig/pull juvenile plants. Various foliar spray methods also drill-injection; frilling; cut and paint. Difficult to control.



Cockspur coral tree

Erythrina crista-galli

Commonly cultivated, becoming widely naturalised, especially in coastal districts along drains and streams.

- Habit** Deciduous tree to 5-9 m taking on a gnarled appearance with age, bark is covered with large curved prickles.
- Leaves** Compound trifoliate leaves with prickles on stems.
- Flowers** Very large spikes 30-40 cm long of bright scarlet or coral-red pea-like, bird attracting flowers in Spring-Summer.
- Fruit** Long green pods age brown and open with a twist revealing large, hard, bean-like seeds.
- Roots** Substantial tap and lateral root system capable of invading plumbing pipes. Will sucker from root fragments left in ground. Branches should not be left on the ground as they can re-grow into new plants.
- Dispersal** Vegetation and seed spread by water, animals, humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand dig/pull juvenile plants. Various foliar spray methods also drill-injection; frilling; cut and paint. Very difficult to control.

Has the potential to invade natural areas such as hind-dunes, rainforests, wetlands creeks, and saltmarshes.



Coral tree

Erythrina x sykesii

Grows readily from fallen branches, and wood chips. Should not be used as mulch unless composted. Has the potential to invade natural areas such as hind-dunes, rainforests, wetlands, creeks, and saltmarshes.

- Habit** Deciduous tree 10-15 m high by 15-20 m wide with a dense rounded canopy, short stout trunk and ascending branches with smooth greenish bark, and rose-like thorns. Very brittle branches are shed when windy.
- Leaves** Compound; tri-foliolate; leaflets triangular to obovate, 7-20 cm long, 7-12 cm wide mid green.
- Flowers** Racemes usually 8-30 cm long and erect bearing up to 30-scarlet red pea-like flowers. Most of year but mainly Winter-Spring.
- Fruit** Nil.
- Roots** Substantial tap and lateral root system capable of invading plumbing pipes. Will sucker from root fragments left in ground. Branches should not be left on the ground as they can re-grow into new plants.
- Dispersal** Vegetation spread by water and humans via garden refuse dumping.
- Control** Hand dig/pull small plants. Various foliar spray methods also drill-injection; frilling; cut and paint. Very difficult to control.



Golden wreath wattle

Acacia saligna

Self sows and suckers freely and should not be used for landscaping or planting in areas near bushland in the eastern states.

- Habit** Erect or spreading tree or shrub 2-8 m high with weeping new growth. Life-span of only 10-20 years.
- Leaves** Simple, relatively narrow, 7-30 cm long and 2-20 mm wide green or bluish-green in colour, either straight or sickle-shaped.
- Flowers** Round, bright or golden yellow fluffy balls, borne in small clusters 9-12 mm across that are arranged into larger elongated compound clusters of 25-55 flowers, or rarely up to 75. July-September.
- Fruit** Pods are flat, long and narrow, straight to strongly curved, and slightly constricted between seeds, 5-14 cm long, 4-6 mm wide.
- Roots** Substantial tap and lateral root system capable of suckering.
- Dispersal** Seed spread by water, animals (ants and birds), humans, contaminated soil (earth moving equipment etc) and garden refuse dumping. The long-lived seeds can remain dormant in the soil for more than a decade.
- Control** Hand dig/pull juvenile plants. Drill-injection; frilling; cut and paint, basal bark, foliar spray.



Green cestrum

Cestrum parqui



Prized for its sweet night scented flowers; widely planted as a garden hedge in the 1800s. Poisonous to people and livestock. **MUST NOT** be sold in the Greater Sydney region.

- Habit** Large woody evergreen shrub 3-4 m high.
- Leaves** Dull grey/green colour above paler below, alternate, narrow and lance-shaped, 2-7 cm long, usually 1-5 cm wide; the leaf stem (petiole) can be up to 1 cm long. Leaves have an unpleasant odour when crushed.
- Flowers** Loose terminal clusters of greenish to bright yellow, tubular flowers to 3 cm long with 5 lobes. Very sweetly night scented. Flowers most of year.
- Fruit** Green egg-shaped berry ripening to black, about 10-15 mm in length, seeds dark green or brown, 3-4 mm long.
- Roots** Substantial tap root that gives rise to many laterals. Suckering habit. Will re-shoot from any root stock left in ground.
- Dispersal** Seeds and roots spread by water, animals (mainly birds), humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand dig/pull juvenile plants. Cut and paint, scrape and paint or foliar spray.



Introduced as a fodder tree and cultivated as an ornamental. Found in dense thickets along watercourses on the Central and Mid North Coast, western slopes and tablelands of northern NSW and in SE Queensland.

Honey locust

Gleditsia triacanthos

- Habit** Spreading deciduous medium to large tree 15-25 m, bearing single or branched clusters of large thorns 2-10 cm long.
- Leaves** Compound, 15-20 cm long, usually bipinnate with 2-7 pairs of pinnae and 12-30 pinnules per pinnae; leaflets elliptic to ovate, 10-35 mm long, 5-12 mm wide, sparsely toothed.
- Flowers** Fragrant, brownish-yellow pubescent pea-like flowers borne in racemes 10-15 cm long in Spring as leaves develop or after leaves appear.
- Fruit** Pod slightly sickle-shaped, 15-40 cm long, 3-4 cm wide, dark brown not opening at maturity, containing 15-25 hard brown seeds.
- Roots** Strong root system capable of coppicing and suckering when disturbed or stressed.
- Dispersal** Seed spread by water, animals, humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand dig/pull juvenile plants. Various foliar spray methods also drill-injection; frilling; cut and paint. Difficult to control.



Olives

Olea europaea ssp. cuspidata -
African Olive

Olea europaea ssp. europaea -
European Olive

Medium sized trees that produce fruit attractive to birds and other animals, contributing to their spread. Weeds of warm, temperate or semi-arid areas. Tolerates a range of growing conditions.

- Habit** Much branched evergreen tree 5-15 m high with drooping branchlets. Thin greyish bark covered by protruding lenticels.
- Leaves** Simple, narrow, opposite, lance-shaped, 5-10 cm long and up to 2 cm wide with prominent midrib, dark green on upper surface; African Olive: yellowish-brown on lower surface, often with a hooked tip. European Olive: silvery-grey on lower surface, pointed tip.
- Flowers** Small white to cream or greenish tubular flowers forming in racemes at branch tips. Spring-Summer.
- Fruit** Small white to cream or greenish tubular flowers forming in racemes at branch tips. Spring-Summer.
- Roots** Substantial tap root that gives rise to many laterals. Will re-shoot from any root stock left in ground.
- Dispersal** Seed spread by water, animals (foxes, rats and birds), humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand dig/pull juvenile plants. Drill-injection; frilling; cut and paint, basal bark, foliar spray. Bag and dispose of all berries.



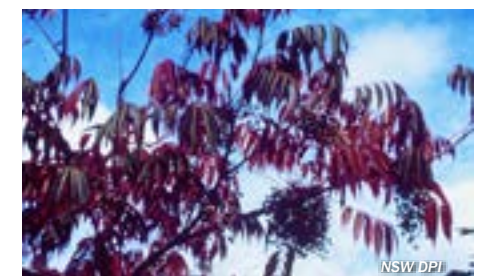
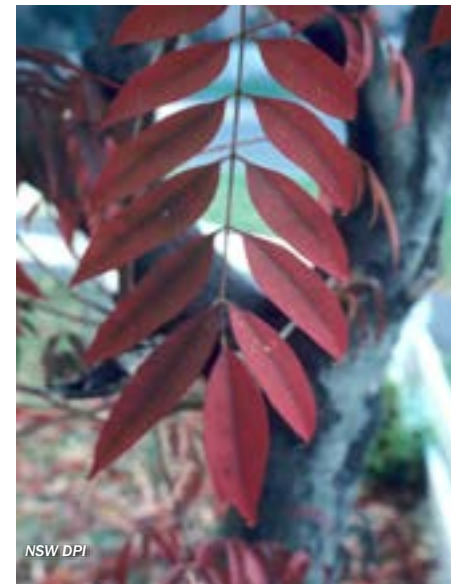
Rhus tree

Toxicodendron succedaneum



A deciduous shrub or small tree with bright red leaves in Autumn. All parts of the plant are toxic and can cause severe dermatitis.

- Habit** Rhus is a small, deciduous tree 5-8 m tall with smooth grey bark.
- Leaves** The leaves are divided into 9-15 leaflets (mostly 11) arranged in pairs, forming a leaf frond 20-35 cm long. The leaflets are 4-10 cm long and 2-3 cm wide. They are bright green above and often greyish beneath because of a waxy bloom on the leaf surface. In Autumn they change to a brilliant red before they fall.
- Flowers** Small creamy-white to yellow flowers occur in large clusters (8-15 cm long) among the new leaves in Spring and early Summer.
- Fruit** The hard fruits are 5-11 mm in diameter, and pale brown with a papery skin.
- Roots** Develops extensive lateral roots which are also toxic.
- Dispersal** Scattered plants still occur in domestic gardens. Birds eat the fruit and spread the seed in their droppings, and many thousands of seedlings germinate in home gardens, public areas and urban bushland.
- Control** Hand dig/pull juvenile plants. Cut down older trees bag all seeds.



Privet-large leaf

Ligustrum lucidum



Was widely cultivated as a hedge plant, now a widespread weed of coastal bushland and wasteland, especially along streams. Prefers warm, humid climates with reasonable soil moisture. Poisonous to people and livestock.

- Habit** Evergreen shrub or small tree to 12 m high.
- Leaves** Ovate to elliptic or narrow-ovate, 4-13 cm long, 3-5 cm wide, dark green above, paler below with entire margin.
- Flowers** Inflorescence is a dense, panicle 15-25 cm long. Flowers fragrant with 4 white petals, each 3-5 mm long; Spring-Summer.
- Fruit** Berry 6-8 mm long, purple-black and succulent when ripe. Seeds dark-brown, finely pitted, about 5 mm long. Autumn-Winter.
- Roots** Substantial tap and lateral root system capable of invading plumbing pipes.
- Dispersal** Seed spread by water, animals (mainly Currawongs), humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand dig/pull small plants. Various foliar spray methods also drill-injection; frilling; cut and paint. Relatively easy to control.



Still cultivated as a hedge plant. Widely naturalised, especially along fence lines in cleared areas, wasteland, stream banks and margins of rainforest. Prefers warm, humid climates with reasonable soil moisture. Poisonous to people and livestock.

Privet-small leaf

Ligustrum sinense



- Habit** Evergreen to semi-deciduous (in cooler areas) shrub to small tree 3-5 m high.
- Leaves** Elliptic to ovate, mostly 2-5 cm long, 1.5-2.5 cm wide.
- Flowers** Inflorescence is a dense, panicle 5-10 cm long. Flowers fragrant with 4 white petals each 3-5 mm long with pink/purple pollen. Late Winter-Spring.
- Fruit** Berry ovoid 4-7 mm long, black and succulent when ripe; seeds 3-4 mm long.
- Roots** Substantial tap and lateral root system capable of invading plumbing pipes.
- Dispersal** Seed spread by water, animals (mainly Currawongs), humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand dig/pull small plants. Various foliar spray methods also drill-injection; frilling; cut and paint. Relatively easy to control.



Tree of heaven

Ailanthus altissima



A hardy plant with a deep root system which forms suckers and dense thickets. Found in gullies, old homesteads, woodlands. Prefers humid or sub-humid climates and moderate rainfall. Tolerates harsh conditions. Poisonous to people.

- Habit** Rapidly growing deciduous suckering shrub or tree to 15 m with pale grey bark.
- Leaves** 9-21 opposite pairs of strongly veined, ovate leaflets with a smaller leaf at the tip. Leaflets have a conspicuous gland that produces an unpleasant smell when crushed.
- Flowers** Male and female flowers appear in clusters on separate plants in Summer.
- Fruit** Seeds are covered in a flattened wing, green turning reddish.
- Roots** Deep tap roots, a maze of lateral roots.
- Dispersal** The seeds are mostly spread by wind and water. They can also be dispersed by birds, machinery, mowers, and in dumped garden waste. Colonies also spread laterally over time, via the root suckers.
- Control** Scrape and paint stems. Drill trunks of larger specimens.



NSW DPI



NSW DPI

Yellow bells

Tecoma stans

Popular because of its magnificent floral display. On the increase on roadsides and disturbed bushland. Easy to grow, and are often sold at local fetes or backyard traded.

- Habit** Evergreen many branched shrub or small tree 4-7 m high.
- Leaves** Compound leaves to 8-25 cm long, comprised of 5-13 leaflets. Leaflets are toothed and pointed, 2.5-10 cm long and 8-30 mm wide.
- Flowers** Large clusters of showy, bright yellow trumpet-shaped flowers in Spring-Summer. Formed at the branch tips and forks.
- Fruit** Green bean-like seed pods ageing brown, 10-22 cm long x 20 mm wide produced from Spring-Autumn, each containing numerous winged seeds.
- Roots** Substantial tap root that gives rise to many laterals.
- Dispersal** Seed spread by water, wind, humans, contaminated soil (earth moving equipment, car tyres etc) and garden refuse dumping.
- Control** Hand dig juvenile plants. Cut and paint or scrape and paint. Bag and dispose of all seed pods.



Aquatic Weeds

Aquatic or water weeds are plants that invade watercourses, dams and wetlands. These weeds are extremely detrimental to the aquatic environment, where they choke waterways, alter oxygen levels and reduce light penetration. This can prevent recreational activities, reduce water quality, displace natural vegetation and aquatic life (e.g. fish) and increase flooding and erosion.

Most water weeds originate from backyard fish ponds or home aquariums and have been released into the environment. They have been further spread by birds, boats and the deliberate seeding of waterways by black market plant traders; through accidental spread between farm dams via fish, yabbie and eel traps or as contaminants with backyard-traded water lilies.

Water weeds may be spread either by vegetation from plant fragments and/or by seed depending on the plant. Once established water weeds are difficult to eradicate and may require a combination of control methods including chemical and biological treatments as well as physical or mechanical removal. Water weed control is time-consuming, expensive work and usually requires many follow-up sessions.

The key to water weed control is early detection and to prevent their movement into uninfested waterways. If you think you might have any of the following water weeds, contact your Council's Weeds Officer for expert identification, advice and assistance.

This section provides detailed information on priority aquatic weeds of the Greater Sydney region. Other problematic aquatic weeds are listed below with their common name and corresponding botanical name.

Common Name	Botanical Name
Arrowhead	<i>Sagittaria calycina</i> var. <i>calycina</i>
Anchored water hyacinth	<i>Eichhornia azurea</i> (Prohibited Matter)
Bog moss	<i>Mayaca fluviatilis</i>
Cabomba	<i>Cabomba caroliniana</i>
East Indian hygrophila	<i>Hygrophila polysperma</i>
Elodea	<i>Elodea canadensis</i>
Eurasian water milfoil	<i>Myriophyllum spicatum</i> (Prohibited Matter)
Frogbit	<i>Limnobium laevigatum</i> (Prohibited Matter)
Horsetails	<i>Equisetum</i> spp.
Hydrilla	<i>Hydrilla verticillata</i> (Native)
Hydrocotyl	<i>Hydrocotyle ranunculoides</i> (Prohibited Matter)
Lagarosiphon	<i>Lagarosiphon major</i> (Prohibited Matter)
Olive hymenachne	<i>Hymenachne amplexicaulis</i>
Peruvian primrose	<i>Ludwigia peruviana</i>
Spongeplant	<i>Limnobium spongia</i> (Prohibited Matter)
Water caltrop	<i>Trapa natans</i> (Prohibited Matter)
Water lettuce	<i>Pistia stratiotes</i>
Water poppy	<i>Hydrocleys nymphoides</i>
Water soldier	<i>Stratiotes aloides</i> (Prohibited Matter)
Yellow burrhead	<i>Limnocharis flava</i> (Prohibited Matter)

This plant is often confused with other species of *Alternanthera* (Joy weeds), *Water primrose* (*Ludwigia* spp.), or *Smartweeds* (*Persicaria* spp.). Difficult to identify in dense vegetation and when not in flower. **MUST NOT** be sold in NSW.

Alligator weed

Alternanthera philoxeroides



- Habit** Perennial with mostly hairless surface stems that root at the nodes stoloniferous and underground stems producing shoots and roots (rhizomatous). Can form dense mats in or out of water.
- Leaves / Stems** Glossy green-lance shaped leaves arranged in opposite pairs on hollow stems. Terrestrial plants can have reddish stems.
- Flowers** White, cylindrical to globe-shaped, papery, pom-pom-like heads on stalks to 9 cm long that arise from the leaf-stem junction. Summer.
- Fruit** Viable seed not recorded in Australia.
- Roots** Extensive underground rooting system to 1 m deep.
- Dispersal** Vegetation spread by water, humans, animals (livestock), contaminated soil, earth moving machinery, boats and turf. Also spread by its misguided use as a culinary herb.
- Control** Mechanical and manual removal, foliar spray. Contact your local Weeds Officer.

One of Australia's worst aquatic weed threats. Adapted to growing on damp land, occasionally flooded land, in shallow water (rooted in the substrate), attached to the bank (in deep water) or free floating. Will survive for a few days in sea strength salinity and thrive in 10% sea strength (3,500 mg/l) saline water.



Hygrophilia

Hygrophila costata



Sold as an aquarium plant. Now a significant water weed in northern coastal NSW and SE Qld where it displaces most other species in shallow water and neighbouring damp soil. **MUST NOT** be sold in the Greater Sydney region.

- Habit** Aquatic and semi-aquatic herb to 2 m high. Stems bluntly 4 angled and hairless to shortly hairy, often reddish.
- Leaves** Opposite, lanceolate to elliptic, 3.5-18 cm long, 0.5-5 cm wide, margins entire to undulate.
- Flowers** Inflorescence of 10 or more flowers in axillary whorls. White, about 5-10 mm long and 1.5-3 mm wide, petals joined in a 2-lipped tube, upper lip shortly 2-lobed and hooded, lower lip 3-lobed, with sepals joined below half way. Flowers all year.
- Fruit** Spindle-shaped capsule, 6-8 mm long, containing approximately 20 seeds. Seeds pale brown, round, flattened, about 0.3 mm wide.
- Roots** Dense fibrous mat, rooting at stem nodes.
- Dispersal** Seed and fragments spread by water, animals, humans, contaminated soil (earth moving equipment etc), deliberate planting for sale on the black market and pond or aquarium dumping.
- Control** Mechanical and manual removal, foliar spray. Contact your local Weeds Officer.



Kidney-leaf mud plantain

Heteranthera reniformis



Kidney-leaf mud plantain is popular as an ornamental pond plant, and escaped plants have established to threaten local aquatic habitats. **MUST NOT** be sold in the Greater Sydney region.

- Habit** A sprawling annual or perennial plant, forming dense mats in open shallow water bodies, such as wetlands and creeks, threatening local freshwater aquatic habitats.
- Leaves** Kidney-shaped, bright green and glossy, up to 5 cm wide and arranged alternately along the stem. They are attached to a stalk 2-13 cm long and are either floating or emerging above the water. Leaves of seedlings are very narrow broadening with age.
- Flowers** Very small 3-6.5 mm; very short lived; with 6 white-to-pale blue petals; 2-8 flowers appear in spikes 1-9 cm long.
- Fruit** Capsules 0.5-0.9 mm long and contain 8-14 winged seeds.
- Roots** Forms dense fibrous / fleshy mats along the mud and on damp soil at the water's edge.
- Dispersal** Vegetation and seed spread by water, animals, contaminated earth moving equipment and humans. Vegetative parts will establish and are spread by dumping from ornamental ponds and aquariums into waterways.
- Control** Mechanical and manual controls, foliar spray. Contact your local Weeds Officer.



Longleaf willow primrose

Ludwigia longifolia

Introduced to Australia as a garden ornamental and first recorded as naturalised near Sydney in 1991. Capable of producing up to 2.5 million seeds per plant and 10 million seeds per square metre.

- Habit** Spring-Summer growing, woody, perennial, single stemmed or multi branched, erect, shrub ranging from 0.5-2.5 m tall. Red, narrow, angular stems with unusual wing-like characteristics.
- Leaves** Simple, dark green linear to lanceolate/oblanceolate, up to 15 cm long and 2.5 cm wide, reducing in size up the stem.
- Flowers** Solitary, 40-50 mm across with 4 yellow petals, prominently ribbed, found in the junction of leaves and stems. Summer-Winter.
- Fruit** Sharply 4 angled, oblong to narrow oblong 10-40 mm long, 4-8 mm wide. Unripe: green to red/green with prominent triangular sepals. Ripe: brown, papery and desiccated each containing around 7000 sawdust-like seeds.
- Roots** Stout taproot and dense lateral roots.
- Dispersal** Vegetation and seed spread by water, wind, animals, birds, humans, contaminated soil, earth moving machinery and garden refuse dumping.
- Control** Hand dig/pull juvenile plants and remove as stems readily grow from cuttings, scrape and paint, foliar spray. Contact your local Weeds Officer.

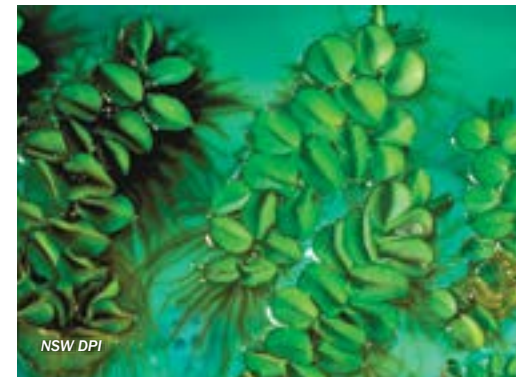


A serious weed that will choke and cover wetlands and lakes, excluding fish and invertebrates. In optimum conditions, it is capable of doubling its density in just a few days.

- Habit** A perennial free floating fern that forms dense mats via multibranched, horizontal stems. Individual plants are 5-30 cm long and invade still or slow moving water bodies.
- Leaves** Fronds are produced in whorls of 3 at each branch node, 2 of which 'float' and 1 of which is submerged and acts as a 'root'. In new infestations, the fronds lie flat on the water and the upper surface is covered in papillae, but as infestation expands, the fronds become dense and folded.
- Flowers** Nil.
- Fruit** Does not produce fertile spores. Reproduces vegetatively.
- Roots** A modified frond, covered in fine brown filaments. This trails below each pair of aerial fronds.
- Dispersal** Vegetation spread by wind, water, boats and humans. The main method of spread is by human activities including deliberate and accidental spread via the aquarium and fish/eel trapping trade.
- Control** Mechanical and manual removal, foliar spray. Contact your local Weeds Officer.



The Salvinia weevil (*Cyrtobagous salviniae*) is a very successful biological control agent that can reduce the impact of Salvinia. Contact your local Weeds Officer for details. Adult weevils are approximately 2 mm in length. (pictured left).



Salvinia

Salvinia molesta

Senegal tea plant

Gymnocoronis spilanthoides

Wanderer butterflies pollinate the flowers and are sometimes used to identify isolated infestations during the flowering period. Stems are hollow between the nodes, allowing the plant to float on water.

- Habit** Perennial plant growing in dense stands or as rounded bushes up to 1 m high, impacting on aquatic environments. Capable of growing over the water surface or in wet, boggy soils.
- Leaves** Shiny dark-green; elliptic to lanceolate or ovate, 4-20 cm long, 1.5-8 cm wide, margins irregularly toothed.
- Flowers** White; pom-pom like; 15-20 mm in diameter occur in groups at the ends of stems. Late Spring-early Autumn.
- Fruit** Achene, yellow-brown, 5 mm in diameter, and ribbed.
- Roots** Fibrous, often forming at nodes along the stems.
- Dispersal** Vegetation and seed spread by wind, water, animals, contaminated earth moving equipment and humans. Vegetative parts will establish and are spread by dumping from ornamental ponds and aquariums into waterways.
- Control** Mechanical and manual removal, foliar spray. Contact your local Weeds Officer.



Rebecca Coventry



Graham Pritchard

Attractive but troublesome plant that has spread worldwide, obstructing waterways, reducing fish production, harbouring mosquitoes, and severely disrupting life in some communities along rivers and lakes. **MUST NOT** be sold in NSW

- Habit** A free-floating fleshy perennial water weed to 65 cm tall that forms dense raft of vegetation across still or slow moving fresh water bodies.
- Leaves** Glossy, dark green waxy/fleshy, spoon-shaped leaves on swollen, bulbous stalks.
- Flowers** Showy clusters of pale blue/lavender short lived flowers on an upright spike, with a patch of yellow and purple on upper petals. Spring-Summer.
- Fruit** Ovate-oblong, ribbed to 1 mm long, released into water when flower is spent. May remain viable for up to 15-20 years.
- Roots** To 1 m long, feathery, black to purple, usually shorter if water is nutrient rich.
- Dispersal** Daughter plants are produced on stolons from mother plant. Vegetation and seed spread by wind, water, animals, contaminated earth moving equipment and humans. Vegetative parts will establish and are spread by dumping from ornamental ponds and aquariums into waterways.
- Control** Mechanical and manual removal, foliar spray. Contact your local Weeds Officer.



Water hyacinth

Eichhornia crassipes



Bibliography & further reading

Weeds

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Bush regenerators' handbook (2nd ed). L Brodie, J Roxburgh & L Whiley, National Trust of Australia NSW, 1999.

Key websites

The following websites are full of information on weeds. Many were used as a point of reference for the compilation of this booklet.

Flora Online plantnet.rbgsyd.nsw.gov.au/floraonline.htm

Weeds Australia www.weeds.org.au

WeedWise weeds.dpi.nsw.gov.au

Australian Association of Bush Regenerators (AABR) www.aabr.org.au

Nursery & Garden Industry NSW & ACT www.ngina.com.au

Sydney Weeds Network www.sydneeweeds.org.au

Plant me instead

The following list has been devised to assist the land manager and home gardener with a selection of indigenous (local native) plants. These are but a few of a very wide range of plants suitable for the Greater Sydney region of NSW. Click on the plant name to view an online profile of the plant.



Vines & Scramblers

Australian wax plant (*Hoya australis*)
Beach bean (*Canavalia rosea*)
Climbing guinea flower (*Hibbertia scandens*)
Desmodium (*Desmodium rhytidophyllum*)
Dusky coral pea (*Kennedia rubicunda*)
Forest clematis (*Clematis glycinoides*)
Love creeper (*Glycine clandestina*)
Milk vine (*Marsdenia rostrata*)
Native passionfruit (*Passiflora herbertiana*)
Old man's beard (*Clematis aristata*)
Pearl vine (*Sarcopetalum harveyanum*)
Purple coral pea (*Hardenbergia violacea*)
Scrambling lily (*Geitonoplesium cymosum*)
Shining grape (*Tetrastigma nitens*)
Small supplejack (*Ripogonum fawcettianum*)
Snake vine (*Stephania japonica*)
Stiff jasmine (*Jasminum volubile*)
Sweet morinda (*Gynochthodes jasminoides*)
Water vine (*Cissus antarctica*)
Water vine (5 leaf) (*Cissus hypoglauca*)

Wombat berry (*Eustrephus latifolius*)
Wonga vine (*Pandorea pandorana*)

Grasses

Australian river grass (*Potamogeton parviflorus*)
Barb wire grass (*Cymbopogon refractus*)
Gynea lily (*Doryanthes excelsa*)
Kangaroo grass (*Themeda triandra*)
Mat Rush (*Lomandra hystrix*)
Narrow leaf palm lily (*Cordyline stricta*)
Saw sedge (*Gahnia spp.*)
Stout bamboo grass (*Austrostipa ramosissima*)
Tussock grass (*Poa labillardierei*)
Weeping grass (*Microlaena stipoides*)

Ferns & Orchids

Birds nest fern (*Asplenium australasicum*)
Bungwahl fern (*Telmatoblechnum indicum*)
Elkhorn (*Platynerium bifurcatum*)
Maiden hair fern (*Adiantum aethiopicum*)
Pink rock orchid (*Dendrobium kingianum*)
Rasp fern (*Doodia aspera*)
Rock lily (*Dendrobium speciosum*)

Rough maiden hair fern (*Adiantum hispidulum*)
Rough tree fern (*Cyathea australis*)
Soft tree fern (*Dicksonia antarctica*)
Staghorn (*Platynerium superbum*)

Ground Covers, Bulbous & Herbaceous Plants

Aneilema (*Aneilema acuminatum*)
Blue flax lily (*Dianella caerulea*)
Bush lily (*Tripladenia cunninghamii*)
Christmas bells (*Blandfordia nobilis*)
Common fringe lily (*Thysanotus tuberosus*)
Cunjevoi lily (*Alocasia brisbanensis*)
Cut-leafed daisy (*Brachyscome multifida*)
Everlasting daisy (*Coronidium elatum*)
Fan flower (*Scaevola calendulacea*)
Flannel flower (*Actinotus helianthi*)
Four-leaved peperomia (*Peperomia tetraphylla*)
Ivy-leaved violet (*Viola hederacea*)
Kidney weed (*Dichondra repens*)
Native bluebell (*Wahlenbergia gracilis*)
Pastel flower (*Pseuderanthemum variable*)
Purple flag lily (*Patersonia spp.*)
Sand pigface (*Carpobrotus glaucescens*)
Settlers flax (*Gymnostachys anceps*)
Spiny-headed mat rush (*Lomandra longifolia*)
Swamp lily (*Crinum pedunculatum*)
Tufted blue lily (*Thelionema caespitosum*)
Woolly frogmouth (*Philydrum lanuginosum*)

Shrubs & Small Trees

Australian indigo (*Indigofera australis*)
Boobialla (*Myoporum boninense spp. australe*)
Bleeding heart (*Homalanthus populifolius*)
Broad-leaf wedge pea (*Gompholobium latifolium*)
Coastal canthium (*Cyclophyllum longipetalum*)
Coffee bush (*Breynia oblongifolia*)
Coastal bearded heath (*Leucopogon parviflorus*)
Coastal rosemary (*Westringia fruticosa*)
Coastal wattle (*Acacia longifolia ssp. sophorae*)
Curracabah (*Acacia concurrens*)
Dog rose (*Bauera microphylla*)
Elderberry panax (*Polyscias sambucifolia*)
Hairy pittosporum (*Pittosporum revolutum*)
Hairpin banksia (*Banksia spinulosa*)
Heath banksia (*Banksia ericifolia*)
Lemon scented tea tree (*Leptospermum petersonii*)
Midgen berry (*Austromyrtus dulcis*)
Native fuchsia (*Correa reflexa*)
Native gardenia (*Atractocarpus benthamianus*)
Native rosella (*Hibiscus heterophyllus*)
Pink doughwood (*Melicope elleryana*)
Pink hibiscus (*Hibiscus splendens*)
Purple paperbark (*Melaleuca thymifolia*)
Rice flower (*Ozothamnus diosmifolius*)
Slender rice flower (*Pimelea linifolia*)

Shining burrawang
(*Lepidozamia peroffskyana*)

White native fuchsia (*Correa alba*)

Willow-leaf hakea (*Hakea salicifolia*)

Larger Trees

Bangalow palm
(*Archontophoenix cunninghamiana*)

Blackwood (*Acacia melanoxylon*)

Black she-oak (*Allocasuarina littoralis*)

Blueberry ash (*Elaeocarpus reticulatus*)

Blue lily pilli (*Syzygium oleosum*)

Broad-leaf paperbark
(*Melaleuca quinquenervia*)

Brush cherry (*Syzygium australe*)

Brush box (*Lophostemon confertus*)

Cabbage tree palm (*Livistona australis*)

Celerywood (*Polyscias elegans*)

Cheese tree (*Glochidion ferdinandi*)

Christmas bush
(*Ceratopetalum gummiferum*)

Coast banksia (*Banksia integrifolia*)

Flame tree (*Brachychiton acerifolia*)

Grey myrtle (*Backhousia myrtifolia*)

Hard quandong
(*Elaeocarpus obovatus*)

Lily pilli (*Acmena smithii*)

Magenta lily pilli
(*Syzygium paniculatum*)

Moreton Bay fig (*Ficus macrophylla*)

Native celtis (*Celtis paniculata*)

Native olive (*Olea paniculata*)

Native frangipani
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Plum pine (*Podocarpus elatus*)

Port Jackson fig (*Ficus rubiginosa*)

Red ash (*Alphitonia excelsa*)

Red Cedar (*Toona ciliata*)

Red Forest Oak (*Allocasuarina torulosa*)

Sandpaper Fig (*Ficus fraseri*)

Saw Banksia (*Banksia serrata*)

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Water Gum (*Tristaniopsis laurina*)

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Willow Bottlebrush
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Notes

A series of horizontal dashed lines for writing notes, organized into two columns.



13.2 NOTICE OF MOTION 17/2024 - ONGOING TRAFFIC ROAD SAFETY CONCERNS AT THE JUNCTION OF HARDEN AVENUE AND SAILORS BAY ROAD, NORTHBRIDGE

ATTACHMENTS:	NONE
RESPONSIBLE OFFICER:	MITCHELL NOBLE - ACTING PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	DANIEL SUI, TRAFFIC AND TRANSPORT TEAM LEAD
CITY STRATEGY OUTCOME:	3.1 FOSTER FEELINGS OF INCLUSION, SAFETY AND CLEANLINESS.
MEETING DATE:	27 MAY 2024

1. PURPOSE OF REPORT

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

2. MOTION

That Council investigate painting right and left turn arrows on Harden Avenue where Harden Avenue meets Sailors Bay Road, Northbridge and a report on the outcome be provided to Council's Traffic Committee for consideration.

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

Motorists turning left are making illegal left turns from the outside right lane causing many near collisions with cars already in the left turning lane

4. OFFICERS RECOMMENDATION

That Council consider the motion.

5. OFFICERS COMMENTS

The traffic signal design and operations at this intersection are managed by Transport for NSW (TfNSW). However, should Council decide to proceed, the Council Traffic & Transport team will request TfNSW to investigate the traffic lane configuration and the absence of arrow marking and sign to ensure public safety.

The current traffic lane configuration lacks arrow markings, creates confusion and facilitates unsafe, illegal movements. This allows motorists in the second lane to turn left, leading to potential conflicts and sideswipe collisions with kerbside lane traffic.

Council will engage with TfNSW and the Traffic Committee to advocate for a safe system approach. This entails installing a RIGHT arrow and a sign (Right Lane Must Turn Right) at the approach to clearly delineate safe traffic movements and enhance safety and efficiency.

Council staff will request TfNSW to provide the investigation outcome and any proposed improvements at the September Traffic Committee meeting.

13.3 NOTION OF MOTION 18/2024 - POTENTIAL SAFETY ISSUES FOR PEDESTRIANS AT STRATHALLEN AVENUE NEAR MARANA ROAD, NORTHBRIDGE

ATTACHMENTS:	1. CRASH 1 2. CRASH 2 3. CRASH 3
RESPONSIBLE OFFICER:	MITCHELL NOBLE - ACTING PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	DANIEL SUI, TRAFFIC AND TRANSPORT TEAM LEAD
CITY STRATEGY OUTCOME:	2.1 ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY. 3.1 FOSTER FEELINGS OF INCLUSION, SAFETY AND CLEANLINESS. 3.3 PROMOTE AN ACTIVE AND HEALTHY LIFESTYLE.
MEETING DATE:	27 MAY 2024

1. PURPOSE OF REPORT

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

2. MOTION

That Council investigate alleged pedestrian safety issues on Strathallen Avenue between Marana Road and Cliff Avenue, Northbridge and a report on the outcome, including any suggested improvements or traffic calming measures, be provided to Council's Traffic Committee for consideration.

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

For kids and all residents attempting to cross the road to catch a bus to the City or to Chatswood take their life in their own hands every single day. It is a treacherous section of the road for pedestrians having seen many near misses - too many to mention - it is a miracle that nobody has been killed there.

4. OFFICERS RECOMMENDATION

That Council consider the motion.

5. OFFICERS COMMENTS

Strathallen Avenue is a State Road managed by Transport for NSW (TfNSW). Nonetheless, should Council decide to proceed, staff will request TfNSW investigate pedestrian safety concerns, particularly the lack of traffic calming measures and pedestrian crossing facilities along Strathallen Avenue between Marana Road and Cliff Avenue in Northbridge.

Currently, there are two pedestrian refuge islands at the intersection of Strathallen Avenue and Baringa Road. However, Strathallen Avenue being a vital transport corridor with three public bus stops between Marana Road and Cliff Avenue, there are no pedestrian crossings to ensure safe access. The nearest pedestrian crossing is located approximately 350-400 metres north at the Baringa Road intersection.

Despite Strathallen Avenue having a posted speed limit of 50km/h, its multi-lane and winding nature, combined with the absence of formal pedestrian crossing facilities, presents a challenge for pedestrians attempting to cross the safely in one attempt.

Council staff will work with TfNSW and the Traffic Committee to advocate for improved pedestrian access, the installation of safe crossing facilities, and traffic calming measures along Strathallen Avenue between Marana Road and Cliff Avenue. These initiatives aim to enhance public safety, encourage active transport, and support the use of public transportation. Staff will request TfNSW to provide the investigation outcome at the September Traffic Committee meeting.







13.4 NOTICE OF MOTION 19/2024 - WILLOUGHBY COMMUNITY NURSERY SUSTAINABILITY UPGRADE AND EXPANSION

ATTACHMENTS:	NONE
RESPONSIBLE OFFICER:	MITCHELL NOBLE - ACTING PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	ALFRED BERNHARD, BUSHLAND TEAM LEADER
CITY STRATEGY OUTCOME:	1.1 CREATE AND ENHANCE GREEN SPACES, URBAN TREE CANOPY COVER AND GREENING.
MEETING DATE:	27 MAY 2024

1. PURPOSE OF REPORT

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

2. MOTION

That Council:

- 1. Compile a report detailing the expenses and benefits of upgrading and expanding Willoughby's Community Nursery, including initiatives aimed at sustaining the propagation of plants to meet native plant demands of Willoughby City Council.**
- 2. Incorporate in the report, the feasibility of an expansion and any envisaged capital and operational costs and funding sources.**

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

Willoughby's plant propagation group of volunteers was established 2 March 2012 for the purpose of propagating native plants to be used on Bushcare sites. The group met monthly on a Friday until last year, when it was necessary to meet twice per month to better service the demand for native plants in Willoughby Council. The plant propagation group are experienced Bushcare volunteers with extensive expertise and knowledge in native plants that will compliment and thrive in our local bushlands, Willoughby's urban areas, and residential gardens.

The Plant Propagation Group currently produce approximately 200 plantings per workshop and estimate at current production a yearly projection of 3,600 to 4,800 native plants. End use for the propagated plants is currently to supplement the needs of Bushcare and to support community requests for native plants. Recent projects include providing plants for childcare centre, high school, and street plantings.

Willoughby Community Nursery is currently located at Warners Park Centre and the facility

is at capacity. Lacking the necessary equipment and infrastructure delicate plant propagations are frequently lost due to environmental conditions such as excessive rain, cold or heat.

Informal Comparative Data:

Preliminary data obtained from neighbouring Council Nurseries provides insights into their operations and outputs:

1. Lane Cove Community Nursery: Operates weekly with an average of 11 volunteers working for approximately 3.5 hours. Plant output for the 2022-2023 financial year included 14,000 plants and 166 trays of propagating material.
2. North Sydney Nursery: Staffed three days a week with 8-10 regular volunteers participating bi-monthly, producing an average of 12,000 plants per annum.

Opportunities for Sustainability and Community Engagement:

Enhancing and expanding the Willoughby Community Nursery presents numerous benefits, including:

- Cost savings from reduced reliance on external plant vendors.
- Increased opportunities for promoting and educating the community on the benefits of propagating and planting native species.
- Expanded volunteering opportunities for individuals of all abilities, particularly those involved in Bushcare who may face challenges in accessing bushland locations.
- Consider similar programs run by neighbouring Council Nurseries such as:
 - Backyard Habitat (private residence – both backyards and unit complexes)
 - Bush Friends (bush regeneration sessions with residents bordering onto reserves)
 - On the Verge (converting lawn to low maintenance native vegetation)
 - Street Trees
 - Sustainability events
 - Citizenship ceremonies
 - National Tree Day/School Tree Day
 - Workshop giveaways

4. OFFICERS RECOMMENDATION

That Council consider the motion.

5. OFFICERS COMMENTS

Council's Bushcare program supports 300 volunteers to help regenerate and preserve bushland owned or managed by Council. Free training, technical advice, tools, plants, newsletters and celebrations are provided to support Bushcare volunteers. The Propagation Group is part of the Bushcare program and meets regularly with a supervisor from Council to grow local plant species for use predominately at volunteer sites.

The *Warners Park Master Plan 2021* has land allocated to expand existing propagation facilities, including a new poly house and hardening off benches. Construction of this facility would require an undercover area, water connection, concrete pad, poly tunnel, irrigation system, soil bay, composting, storage and benches for potting and hardening off / acclimatising.

Further work would be required for Council to determine the expenses and benefits to expand the facilities, and a Project and Capital Works bid would need to be submitted. As the Environment Levy is fully allocated for 2024/2025 it would need to compete with existing bids or alternatively an application could be submitted for 2025/2026.

Should Council decide to proceed, a report can be prepared for the July 2024 meeting detailing the budget required to expand the native plant propagation facilities at Warners Park.

13.5 NOTICE OF MOTION 20/2024 - ESCALATORS SERVICING THE PEDESTRIAN BRIDGE CROSSING AT 799 PACIFIC HIGHWAY CHATSWOOD

ATTACHMENTS:	NONE
RESPONSIBLE OFFICER:	MITCHELL NOBLE - ACTING PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	STUART SCHRAMM, PROPERTY MANAGER
CITY STRATEGY OUTCOME:	2.1 ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY. 2.7 PROMOTE ACCESSIBLE SERVICES AND FACILITIES FOR THE COMMUNITY 3.3 PROMOTE AN ACTIVE AND HEALTHY LIFESTYLE.
MEETING DATE:	27 MAY 2024

1. PURPOSE OF REPORT

Councillors Campbell, Xia and Zhu have indicated their intention to move the following Notice of Motion.

2. MOTION

That Council provide a report by the June meeting on the maintenance and state of repair of the escalators servicing the pedestrian bridge crossing at 799 Pacific Highway between Victoria Avenue and Thomas Street Chatswood (near Chatswood Public School), including advice on the timeframe for repair for maintaining ongoing operations in the future with a minimum of downtime and disruption.

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

The escalators servicing the foot bridge that crosses the Pacific Highway between Victoria Avenue and Thomas Street Chatswood (near Chatswood Public School) have not been working for some time, and this has been an ongoing issue for many years.

This is an important mode of safe access over the highway between schools and Chatswood and is causing frustration for residents as it is regularly out of order for extended periods. It also impacts pedestrian safety in that pedestrians who cannot easily navigate the stairs are forced to cross the Pacific Highway on grade, which at peak traffic and school times involves traffic queuing across the crosswalk and pedestrians weaving between vehicles.

It is important that the escalators are made operational as soon as possible and maintained into the future in such a way that ongoing operations are ensured.

4. OFFICERS RECOMMENDATION

That Council considers the motion.

5. OFFICERS COMMENTS

The overhead pedestrian bridge and escalators were constructed by the developer as part of the Citadel Towers Development. They were constructed on Council land and airspace, and the lease commenced on 26 October 1992. The lease has a term of 40 years expiring on 25 October 2032.

Under the lease, the owner of Citadel Towers and lessee of Council land, now Tackelly Pty Ltd. is required to repair and maintain the premises, including regular painting, but is not required to undertake work of a capital or structural nature.

Tackelly has previously raised concerns with Council about the ongoing repair and maintenance of the asset. In 2015 Council replaced the roof cover over the bridge and structural supports as capital works.

Tackelly has advised that the escalators that service the footbridge have reached their "end of life" such that they can no longer be repaired and maintained in a serviceable and operating condition.

Council is meeting with Tackelly and its representatives in late May 2024 to discuss options moving forward for the asset.

13.6 NOTICE OF MOTION 21/2024 - UPDATE ON COUNCIL'S CYCLEWAY NETWORK

ATTACHMENTS:	NONE
RESPONSIBLE OFFICER:	MITCHELL NOBLE - ACTING PLANNING & INFRASTRUCTURE DIRECTOR
AUTHOR:	DANIEL SUI, TRAFFIC AND TRANSPORT TEAM LEAD
CITY STRATEGY OUTCOME:	1.2 PROMOTE SUSTAINABLE LIFESTYLES AND PRACTICES. 1.5 REDUCE CARBON AND GREENHOUSE EMISSIONS. 2.1 ENHANCE TRANSPORT CHOICES AND CONNECTIONS THROUGHOUT THE CITY. 3.1 FOSTER FEELINGS OF INCLUSION, SAFETY AND CLEANLINESS. 3.3 PROMOTE AN ACTIVE AND HEALTHY LIFESTYLE.
MEETING DATE:	27 MAY 2024

1. PURPOSE OF REPORT

Councillors Campbell, Xia and Zhu have indicated their intention to move the following Notice of Motion.

2. MOTION

That Council provide a report to the July Council meeting outlining work completed and planned on Willoughby Council's cycleway network, and how Council is planning to improve the network to support the anticipated growth in the LGA.

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

As the Willoughby Local Government Area continues to grow, there is a pressing need to improve transport connectivity and accessibility, in particular, enhancing cycling infrastructure.

An update is requested on the status of the cycle network, highlighting planned improvements, community engagement and promotion efforts. Details would be appreciated about how it aligns with Council's strategic vision for enhancing the cycleway network to meet the anticipated population growth within the LGA.

The aim is to provide the Council with an understanding the long term planning and strategy to facilitating sustainable transportation solutions to accommodate the anticipated population growth within the LGA.

4. OFFICERS RECOMMENDATION

That Council consider the motion.

5. OFFICERS COMMENTS

Council is currently in the process of drafting the Willoughby Cycling Strategy and Action Plan 2034. The aim is to prepare a robust cycling strategy, highlighting priority areas and detailing an action plan. The strategy and action plan aims to create a sustainable, safe, and enjoyable cycling environment that promotes cycling as a viable mode of transportation and contributes to the overall well-being of the community.

The Council's vision for cycling is to establish a connected and safe bicycle network consisting of integrated infrastructure that enables all users and age groups to cycle, creating a thriving and active community.

The cycling strategy identifies four key priorities and an Action Plan for the next 10 years, on which Council teams will focus to realise the cycling vision across the LGA. The strategy's priorities are:

1. Safe Cycling
2. Connected and Continuous Cycling
3. Integrated Cycling
4. Promote Cycling

Given the increasing growth throughout Willoughby, it is crucial to develop the cycling strategy and action plan to accommodate the growing population, invest in cycling infrastructure, and promote cycling to encourage active transport.

The draft strategy is nearing completion after undergoing various workshop and discussions with the Active & Integrated Transport Advisory Committee (A&ITAC). It will be presented to the A&ITAC at its meeting on May 28 for endorsement and subsequent recommendation to Council for public exhibition via the "Have Your Say".

During the community consultation period, all residents, businesses, visitors, cycling groups, neighbouring councils, and TfNSW are encouraged to provide input and feedback. All comments will be taken into consideration and integrated into the finalisation of the Strategy and Action Plan 2034 where feasible.

Upon adoption of the finalised Cycling Strategy and Action Plan 2034 by Council, the Council teams will commence planning and developing operational plans for the next ten years based on priority, opportunities for expanding the cycling network through development works, and the availability of annual funding for improvement works or potential grant applications from the State Government to fund key strategic corridors.

Additionally, the strategy will outline the implementation timeframe for the action plans, incorporating various measures to achieve the targets and goals. All cycling proposals within the action plan are subject to design development, community consultation, identification of funding sources, and partnership agreements.

A report will be prepared to Council's July meeting, outlining the community consultation outcomes, initiating the planning and development of short to medium-term plans for cycling proposals, and presenting the Council teams' roadmap for cycling infrastructure and cycling education program.

14.1 QUESTION WITH NOTICE 08/2024 - COUNCILLORS DRESS CODE POLICY

ATTACHMENTS:	NONE
RESPONSIBLE OFFICER:	MAXINE KENYON, CUSTOMER & CORPORATE DIRECTOR
AUTHOR:	SAMANTHA CONNOR, GOVERNANCE, RISK & COMPLIANCE MANAGER
CITY STRATEGY OUTCOME:	5.1 BE HONEST, TRANSPARENT AND ACCOUNTABLE IN ALL THAT WE DO.
MEETING DATE:	27 MAY 2024

Submitted by: Councillor Roy McCullagh

QUESTION

Do we have a dress code policy for Councillors when attending monthly Council meetings?

Further comments:

How we dress when attending Council meetings can send a positive or negative message to our residents about how serious we taking the issues we are addressing, and how serious we are about representing them.

ANSWER

Willoughby Council's *Code of Conduct 2020* and *Code of Meeting Practice 2024* were developed in line with the Office of Local Government's Model Code of Conduct and Model Code of Meeting Practice. Both of these Codes (and the model Codes) provide direction on Councillor conduct and behaviour at Council meetings and in general. The Codes do not prescribe a dress standard for Council meetings and Council does not currently have a dress code policy for Councillors at Council meetings.

Councillors may refer to the following NSW and Australian Government practices, for guidance in understanding dress standards applied to attendance in their Chambers:

1. The Parliament of Australia's [House of Representatives Practice 7th Edition](#) provides a section on *Dress and Conduct in the Chamber*. It notes a preference for business attire, however also states that

"while the standard of dress in the Chamber is a matter for each individual Member, ultimate discretion rests with the Speaker."

2. The NSW Parliament's Legislative Assembly [Guide to Chamber Procedure 2023](#), does not prescribe a minimum dress standard for members of the Legislative Assembly, however Members are expected to wear business attire while in the Chamber.

15.1 CONFIDENTIAL - REQUESTS FROM NORTHBRIDGE AND CHATSWOOD GOLF CLUBS FOR EXTENSIONS OF LEASES

RESPONSIBLE OFFICER: MITCHELL NOBLE, ACTING PLANNING & INFRASTRUCTURE DIRECTOR

AUTHOR: STUART SCHRAMM, PROPERTY MANAGER

CITY STRATEGY OUTCOME: 3.3 PROMOTE AN ACTIVE AND HEALTHY LIFESTYLE.
3.4 CREATE DESIRABLE PLACES TO BE AND ENJOY.

MEETING DATE: 27 MAY 2024

REASON FOR CONFIDENTIALITY

In accordance with the Local Government Act, 1993, and the Local Government (General) Regulation 2021. In the opinion of the Interim Chief Executive Officer, the following report is confidential as referred to in section 10A(2)(d)(i) of the Act, and should be dealt with in a confidential session of the Council meeting closed to the press and public as on balance, it is considered not in the public interest to disclose the information:

- 10A(2) The matter and information are the following –*
- (d) commercial information of a confidential nature that would, if disclosed –*
 - (i) prejudice the commercial position of the person who supplied it*