



# **Willoughby City Council**

## **ORDINARY COUNCIL**

## **MINUTES**

Council Chambers, 31 Victor Street, Chatswood

28 July 2014

commencing at 7:00pm

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## 1 PRESENT

### Councillors

Her Worship the Mayor Councillor G Giles-Gidney, Councillors S Coppock, H Eriksson, R Hill, J Hooper, T Mustaca, W Norton, A Rozos, L Saville, Rutherford, M Sloane and N Wright.

### Officers

Mr G Woodhams (Acting General Manager), Ms T Crouch (Corporate Support and Performance Director), Mr P Collings (Acting Infrastructure Services Director), Mr T Pizzuto (Financial Services Director), Mr V Grepl (Acting Administration Services Manager) and Ms B Jeffries (Executive Assistant).

## 2 DISCLOSURES OF INTEREST - COUNCILLORS AND STAFF

- Councillor Sloane declared a non-significant, non-pecuniary interest in Item 14.2 Inspection Committee Meeting - 26 July 2014 3) Street Trees - Park Road Naremburn.
- Councillor Giles-Gidney declared a non-significant, non-pecuniary interest in: Item 21.1 The Haven Amphitheatre Improvements - Functional Specification and Item 14.2 Inspection Committee Meeting - 26 July 2014 2) Haven Amphitheatre Improvements.

## 3 CONFIRMATION OF MINUTES

- *That the Minutes of the Ordinary Meeting of Council held 14 July 2014, copies of which have been circulated to each member of Council, be confirmed.*
- *That the Minutes of the Extraordinary Meeting of Council held 15 July 2014, copies of which have been circulated to each member of Council, be confirmed.*

## 4 APOLOGIES AND LEAVE OF ABSENCE

- Councillor M Stevens submitted an apology for non-attendance and requested leave of absence.
- Councillor R Hill requested leave of absence from the 16 August 2014 to 24 August 2014 inclusive.
- Councillor A Rozos requested leave of absence from the 18 September 2014 to 2 October 2014 inclusive.
- Councillor J Hooper requested leave of absence from the 18 September 2014 to 2 October 2014 inclusive.

### RESOLUTION

That:

1. The apology from Councillor Stevens be accepted and Leave of Absence be granted.
2. That Leave of Absence is granted to Councillor Hill from 16 August 2014 to 24 August 2014.
3. That Leave of Absence is granted to Councillor Rozos from 18 September 2014 to 2 October 2014.
4. That leave of Absence is granted to Councillor Hooper from 18 September 2014 to 2 October 2014.

**MOVED COUNCILLOR WRIGHT**

**SECONDED COUNCILLOR SLOANE**

**CARRIED**

**Voting**

**For the Resolution:** Councillors Giles-Gidney, Coppock, Eriksson, Hill, Hooper, Mustaca, Norton, Rozos, Rutherford, Saville, Sloane and Wright.

**Against:** Nil

**5 INTERVIEWS**

NIL

**6 PETITIONS**

NIL

**7 OPEN FORUM**

NIL

**8 MAYORAL REPORT****MAYOR'S DIARY – COUNCIL MEETING NOTES FOR 28 JULY 2014**

<b>TUESDAY 15 JULY</b>			
Mayor	10 am	JRPP Meeting: 3 Broadcast Way, Artarmon & Westfield, Chatswood	Christie's Convention Centre
<b>WEDNESDAY 16 JULY</b>			
Mayor Crs Norton, Rutherford	11.30 am	Citizenship Ceremony	Chambers
<b>THURSDAY 17 JULY</b>			
Crs Norton, Saville	9 – 3.30pm	SCCG Strategic Planning Workshop	Chambers
Mayor	7.30 pm	West Ward Progress Association Meeting	Dougherty Centre
<b>SATURDAY 19 JULY</b>			
Mayor Crs Hill, Mustaca, Norton, Rozos, Rutherford, Saville, Sloane, Wright	All day	Councillors' Workshop	The Depot
<b>SUNDAY 20 JULY</b>			
Mayor	10 am	<i>Keenagers</i> 21 <sup>st</sup> Anniversary Celebration	10 Clanwilliam Street
Mayor	2.30 pm	Celebration for Nola & Garry Braude	North Shore Temple Emanuel
Mayor Crs Hooper, Rozos, Rutherford	6 pm	Concert: <i>Armenia – Beyond Noah's Land</i>	The Concourse
<b>WEDNESDAY 23 JULY</b>			
Mayor	10 am	JRPP Meeting: 28, 32, 36 Anderson Street, 1 Help Street & 2A McIntosh Street	Christie's Convention Centre
<b>FRIDAY 25 JULY</b>			
Mayor	11 am	St Pius X Academic Awards Presentations	The Concourse
Mayor Crs Rutherford, Saville	1 pm	Tree Planting to commemorate former Mayor, Pat Reilly	Tunks Park
<b>SATURDAY 26 JULY</b>			
Deputy Mayor: Cr Coppock Cr Rutherford	8 am	StreetWork Supporters' Breakfast	St Andrews Anglican Church, Roseville
Mayor Crs Eriksson, Hill, Hooper, Mustaca, Norton, Rozos, Rutherford, Saville, Sloane		Full Council Inspection	Edinburgh Road; Haven Amphitheatre; Park Road, Naremburn
Mayor Crs, Hill, Hooper, Norton	10 am	National Tree Day Activities	Warners Park



**RESOLUTION**

**That the Mayoral report be received.**

**MOVED COUNCILLOR SLOANE**

**SECONDED COUNCILLOR ERIKSSON**

**CARRIED**

**Voting**

**For the Resolution:** Councillors Giles-Gidney, Coppock, Eriksson, Hill, Hooper, Mustaca, Norton, Rozos, Rutherford, Saville, Sloane and Wright.

**Against:** Nil

## 9 MAYORAL MINUTE

### 9.1 PLANTING OF TREE IN MEMORY OF THE LATE MAYOR OF WILLOUGHBY, PAT REILLY

**AUTHOR** COUNCILLOR GILES-GIDNEY

**MEETING DATE:** 28 JULY 2014

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#### **Purpose of report**

To consider the following Mayoral Minute.

#### **Motion**

Last week North Sydney Council honoured the contribution to the lower north shore community of the late Mayor of Willoughby, Pat Reilly, with the planting of a tree in Tunks Park.

Willoughby Councillors and I joined with North Sydney Mayor Cr Jilly Gibson, representatives from North Sydney Council and Mr Reilly's family to plant the beautiful Sydney Red Gum.

The late Mayor Reilly had established a good working relationship with North Sydney Council on a range of matters and it was heartening that our neighbouring Council saw fit to commemorate his ties with North Sydney, and his efforts to support the lower north shore community, in this way. The tree has been planted on the border of both of our Cities and along with commemorating our late Mayor's significant contribution to the area, it also symbolises the close relationship between Willoughby City Council and North Sydney Council.

#### **RESOLUTION**

**I move that Council send a letter of thanks to Mayor Gibson of North Sydney Council thanking her and the Council for their extremely thoughtful gesture of planting a tree to honour the late Mayor Pat Reilly.**

**MOVED COUNCILLOR GILES-GIDNEY**

**CARRIED**

#### **Voting**

**For the Resolution:** Councillors Giles-Gidney, Coppock, Eriksson, Hill, Hooper, Mustaca, Norton, Rozos, Rutherford, Saville, Sloane and Wright.

**Against:** Nil

**10 GENERAL MANAGER'S LATE REPORT**

NIL

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

Item 20.1 26 Kendall Road, Castle Cove - DA 2013/544

**12 MATTERS BROUGHT FORWARD BY THE PUBLIC**

At this stage, the Mayor invited members of the public to nominate the items they wished Council to deal with immediately, and these matters were then dealt with in the order so nominated.

Item 14.1.3 (9.5) Traffic Committee Minutes - 18 June 2014

Item 14.2 Inspection Committee Meeting - 26 July 2014 1) Edinburgh Road/Eastern Valley Way - Right Turn Phase 2) Haven Amphitheatre Improvements 3) Street Trees - Park Road Naremburn

Item 21.1 The Haven Amphitheatre Improvements - Functional Specification

**13 MATTERS NOT REQUIRING ELABORATION OR DEBATE**

The Mayor invited Councillors to indicate the items not brought forward by the public that they wished to deal with separately:

Item 14.1.2 (9.1) Commemoration of Mayor Pat Reilly

Item 18.2 Motions for Local Government NSW 2014 Annual Conference

Item 18.3 Attendance at Local Government NSW Training Course - "Executive Certificate for elected members at Sydney

Item 18.4 Local Government NSW Annual Conference Representation

Item 21.2 Tender Summary - Tender 076555 - Repairs to Commercial Units - 25 Gibbes Street Chatswood

Item 21.3 Tender Summary - Thomson Park Sportsground Floodlighting Upgrade Tender No. 080441

That the remaining items, viz:

Item 14.1 Cultural and Civic Committee Meeting - 21 July 2014

Item 14.1.1 (8.4) Shorelink Library Network Committee Meeting held Wednesday 30 April 2014

Item 14.1.4 (9.6) Investments and Loan Borrowings as at May 2014

Item 14.1.5 (9.8) Asset Management Policy, Improvement Strategy and Plans - for Adoption

Item 14.3 71-79 Sydney Street, Willoughby - Sailors Bay Ward Councillors Inspection Committee Meeting

Item 16.1 Councillors Information Booklets - 17 and 24 July 2014

Item 18.1 Tender - Provision of Cash collection Services to Manly, Mosman, Pittwater and Willoughby City Councils - T-CS-14/01 SHOROC (Shore Regional Organisation of Councils)

Item 20.2 Chatswood Chase - Alterations to Parking Arrangements - DA 2014/184 - Further Report

Item 20.3 Development Application Report to 21 July 2014

be adopted in accordance with the recommendations in the reports.

**MOVED COUNCILLOR SAVILLE**

**SECONDED COUNCILLOR ERIKSSON**

**CARRIED**

**Voting**

**For the Resolution:** Councillors Giles-Gidney, Coppock, Eriksson, Hill, Hooper, Mustaca, Norton, Rozos, Rutherford, Saville, Sloane and Wright.

**Against:** Nil

## 14 REPORTS FROM COMMITTEES

### 14.1 CULTURAL AND CIVIC COMMITTEE MEETING - 21 JULY 2014

ATTACHMENTS:	1. MINUTES
RESPONSIBLE OFFICER:	MELANIE SMITH - COMMUNITY SERVICES DIRECTOR
AUTHOR:	MELANIE SMITH
MEETING DATE:	28 JULY 2014

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#### **Purpose of Report**

To present the minutes of the Cultural and Civic Committee Meeting held 21 July 2014.

#### **RESOLUTION**

That:

1. The Minutes be received.
2. Council note the resolutions adopted by the Committee.
3. Council adopt the Committee's recommendations with the exception of:  
Item 14.1.2 (9.1) Commemoration of Mayor Pat Reilly  
Item 14.1.3 (9.5) Traffic Committee Minutes - 18 June 2014

**MOVED COUNCILLOR SAVILLE**

**SECONDED COUNCILLOR ERIKSSON**

**CARRIED**

#### **Voting**

**For the Resolution:** Councillors Giles-Gidney, Coppock, Eriksson, Hill, Hooper, Mustaca, Norton, Rozos, Rutherford, Saville, Sloane and Wright.

**Against:**

**14.1.2 (9.1) COMMEMORATION OF MAYOR PAT REILLY**

<b>ATTACHMENTS:</b>	<b>1. POTENTIAL PLACEMENT OPTIONS FOR STATUE. - BUST 2. EXAMPLE</b>
<b>RESPONSIBLE OFFICER:</b>	<b>MELANIE SMITH - COMMUNITY SERVICES DIRECTOR</b>
<b>AUTHOR:</b>	<b>MELANIE SMITH - COMMUNITY SERVICES DIRECTOR</b>
<b>CITY STRATEGY LINK:</b>	<b>NOT SPECIFIED</b>
<b>MEETING DATE:</b>	<b>14 JULY 2014</b>

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**Purpose of Report**

To seek Council's endorsement of the Officers recommendation on the proposed options for permanent recognition of Emeritus Mayor Pat Reilly.

**MOTION**

That a further report be presented to Council providing additional information on the following:

1. Council endorse the placement of a life-size bronze statue at The Concourse in recognition of Emeritus Mayor Pat Reilly at a maximum cost to Willoughby City Council of \$35,000.
2. The Community be advised of the above recognition and be invited to support the project financially.
3. It be acknowledged on any plaque that The Concourse is dedicated to the Former Mayor in recognition of his service and leadership, particularly in the delivery of The Concourse.
4. A bas-relief be considered.
5. Further discussions be held with Willoughby Theatre Company to explore the possibilities of an annual award being held.
6. The naming of a community room at the redeveloped Willoughby Park Centre be named after Mayor Pat Reilly.
7. A musical scholarship in Mayor Pat Reilly's name be investigated further.

**MOVED COUNCILLOR WRIGHT**

**SECONDED COUNCILLOR SLOANE**

**CARRIED**

**Voting**

**For the Motion:** Councillors Giles-Gidney, Coppock, Eriksson, Hill, Hooper, Mustaca, Norton, Rozos, Rutherford, Saville, Sloane and Wright.

**Against:** Nil

**14.1.3 (9.5) TRAFFIC COMMITTEE MINUTES - 18 JUNE 2014**

<b>ATTACHMENTS:</b>	<b>1. TRAFFIC COMMITTEE MINUTES OF 18 JUNE 2014</b>
<b>RESPONSIBLE OFFICER:</b>	<b>PAUL COLLINGS - ACTING INFRASTRUCTURE SERVICES DIRECTOR</b>
<b>AUTHOR:</b>	<b>JAMES BROCKLEBANK - GROUP LEADER TRAFFIC &amp; TRANSPORT</b>
<b>CITY STRATEGY LINK:</b>	<b>4.2.2 BALANCE TRAFFIC MANAGEMENT</b>
<b>MEETING DATE:</b>	<b>21 JULY 2014</b>

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**Purpose of Report**

To advise Council of the outcome of the latest Traffic Committee Meeting held on 18 June 2014.

**RESOLUTION**

That Item 4.5 Committee Recommendation be changed to read:

- 1. The southern side of Lower Cliff Avenue between the 'No Parking' sign to the east of #24 and the 'No Stopping' sign to the west of Brothers Avenue be divided into two equal length sections where 12P parking restriction in the lower section and 72P parking restriction in the upper section**
- 2. The parking restrictions in point 1) above, are to apply for a 12 months trial period and if no complaints/issues are to continue or if there are issues/complaints then, a report comes back to the Traffic Committee and Council for review.**

**MOVED COUNCILLOR HILL**

**SECONDED COUNCILLOR HOOPER**

**CARRIED**

**Voting**

**For the Resolution:** Councillors Giles-Gidney, Coppock, Eriksson, Hill, Hooper, Mustaca, Norton, Rutherford, Rozos, Saville, Sloane and Wright.

**Against:** Nil

**14.2 INSPECTION COMMITTEE MEETING - 26 JULY 2014 1) EDINBURGH ROAD/EASTERN VALLEY WAY - RIGHT TURN PHASE 2) HAVEN AMPHITHEATRE IMPROVEMENTS 3) STREET TREES - PARK ROAD, NAREMBURN**

**RESPONSIBLE OFFICER: NICK TOBIN - GENERAL MANAGER**

**AUTHOR: NICK TOBIN - GENERAL MANAGER**

**MEETING DATE: 28 JULY 2014**

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**Purpose of Report**

To list on the agenda the minutes of the Inspection Committee Meeting held 26 July 2014.

**RESOLUTION**

**1. EDINBURGH ROAD/EASTERN VALLEY WAY - RIGHT TURN PHASE**

**Procedural Motion**

**That the following people address the meeting:**

- 1. Ms R Kendon**
- 2. Mr Adrian Farinelli**
- 3. Mr Taylor Sanger**

**Ms Kendon, Mr Farinelli and Mr Sanger addressed the meeting and answered questions of the Councillors.**

**Councillor Rutherford left the meeting at 10:10pm.**

**MOTION**

**That the matter be deferred until such time as the Middle Harbour Ward Councillors and other interested Councillors are consulted.**

**MOVED COUNCILLOR WRIGHT**

**SECONDED COUNCILLOR SAVILLE**

**CARRIED**

**Voting**

**For the Motion:** Councillors Giles-Gidney, Coppock, Mustaca, Norton, Rozos, Saville, Sloane and Wright.

**Against:** Councillor Eriksson, Hooper and Hill.

**Absent:** Councillor Rutherford

**MOTION**

- 1. That the RMS be advised that while Council supports the installation of the right turn phase, it cannot agree to the current proposal given the negative impacts on the community.**



2. That the RMS be asked to investigate an alternative proposal for the right turn phase which minimises negative impacts by incorporating measures such as the following:
  - Widening of the southern side of Edinburgh Road to create an additional westbound left turn lane on approach to Eastern Valley Way "with a queuing length that retains the Telstra Pit."
  - Retention of parking other than on the immediate approach to Eastern Valley Way.
  - Retention of the Bus Zone on the south side of Edinburgh Road (east of Eastern Valley Way) in its existing location (or as near as possible to the existing location) and relocation of the mail zone to the eastern end of the bus zone.
  - Banning of the parking on Edinburgh Road opposite Fourth Avenue in the AM peak period.
3. That Council confer with JC Decaux to create a transparent bus stop panel on the Shelter on Edinburgh Road west of Eastern Valley Way for safety reasons.
4. That Council seek a meeting with the Minister for Transport and the Local Member Gladys Berejiklian in respect to the Councils decision.

**MOVED COUNCILLOR ERIKSSON**

**SECONDED COUNCILLOR HOOPER**

**LOST**

**Voting**

**For the Motion:** Councillor Eriksson, Hill and Hooper.

**Against** Councillors Giles-Gidney, Coppock, Mustaca, Norton, Rozos, Saville, Sloane and Wright.

**Absent:** Councillor Rutherford.

**2. HAVEN AMPHITHEATRE IMPROVEMENTS**

This item was dealt with under Item 21.1 - The Haven Amphitheatre Improvements - Functional Specification.

**3. STREET TREES - PARK ROAD, NAREMBURN**

**RESOLUTION**

**That:**

1. The nine (9) Brushbox street trees be retained at this stage with appropriate pruning as recommended by Council's arboricultural staff.

2. New tree planting of Lagerstroemia 'Natchez' (Crepe Myrtle) outside no 75 be undertaken as recommended.
3. The Watergum outside 77 Park Road be removed and replaced with Lagerstroemia 'Natchez' (Crepe Myrtle).

**MOVED COUNCILLOR COPPOCK**

**SECONDED COUNCILLOR SLOANE**

**CARRIED**

**Voting**

**For the Resolution:** Councillors Giles-Gidney, Coppock, Eriksson, Hill, Hooper, Mustaca, Norton, Rozos, Rutherford, Saville, Sloane and Wright.

**Against:** Nil

**14.3 71-79 SYDNEY STREET, WILLOUGHBY - SAILORS BAY WARD  
COUNCILLORS INSPECTION COMMITTEE MEETING**

<b>ATTACHMENTS:</b>	<b>1. MINUTES</b>
<b>RESPONSIBLE OFFICER:</b>	<b>GREG WOODHAMS - ENVIRONMENTAL SERVICES DIRECTOR</b>
<b>AUTHOR:</b>	<b>IAN ARNOTT - DEVELOPMENT PLANNING MANAGER</b>
<b>MEETING DATE:</b>	<b>28 JULY 2014</b>

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**Purpose of Report**

To present the minutes of the Sailors Bay Ward Councillors Inspection Committee Meeting held 17 July 2014.

**RESOLUTION**

**That:**

- 1. The Minutes be received.**
- 2. Council note the resolution adopted by the Committee.**

**That the application be approved in accordance with the Officer's recommendation, subject to the following conditions:**

- Details of Privacy Screens to Upper Level Windows**

**All upper level north and east facing windows are to be provided with privacy screens to a minimum height of 1.5metres above floor level that prevent occupants of the rooms from looking down into the rear yards of neighbouring properties. Full details of these privacy screens are to be provided to, and approved by Council PRIOR TO ISSUE OF A Construction Certificate. This is to apply to both existing and proposed windows and may require the screens to existing windows to be modified.  
(Reason: Privacy/Amenity)**

- Privacy Screens to Upper Level Windows**

**All upper level north and east facing windows are to be provided with privacy screens to a minimum height of 1.5metres above floor level that prevent occupants of the rooms from looking down into the rear yards of neighbouring properties PRIOR TO ISSUE OF AN OCCUPATION CETIFICATE. This is to apply to both existing and proposed windows and may require the screens to existing windows to be modified.  
(Reason: Privacy/Amenity)**

- Landscaping

A minimum of 50% of the *Elaeocarpus reticulatus* (Blueberry Ash) trees to be planted along the northern and eastern boundaries are to be from a minimum 100litre pot size evenly placed and interspersed with the remaining trees.  
(Reason: Privacy/Amenity)

**MOVED COUNCILLOR SAVILLE**

**SECONDED COUNCILLOR ERIKSSON**

**CARRIED**

**Voting**

**For the Resolution:** Councillors Giles-Gidney, Coppock, Eriksson, Hill, Hooper, Mustaca, Norton, Rozos, Rutherford, Saville, Sloane and Wright.

**Against:** Nil

**15 DEFERRED MATTERS**

NIL

## 16 CORRESPONDENCE

### 16.1 COUNCILLORS INFORMATION BOOKLETS - 17 AND 24 JULY 2014

<b>RESPONSIBLE OFFICER:</b>	<b>NICK TOBIN - GENERAL MANAGER</b>
<b>AUTHOR:</b>	<b>TRISHA DUFFY</b>
<b>CITY STRATEGY LINK:</b>	<b>6.1.1 A COUNCIL THAT IS OPEN, ACCOUNTABLE AND REPRESENTS ITS CONSTITUENTS</b>
<b>MEETING DATE:</b>	<b>28 JULY 2014</b>

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#### **Purpose of Report**

To list on the Council Agenda the weekly Councillors Information Booklet, circulated to all Councillors on 17 and 24 July 2014.

#### **RESOLUTION**

**That the Councillors Information Booklets be received.**

**MOVED COUNCILLOR SAVILLE**

**SECONDED COUNCILLOR ERIKSSON**

**CARRIED**

#### **Voting**

**For the Resolution:** Councillors Giles-Gidney, Coppock, Eriksson, Hill, Hooper, Mustaca, Norton, Rozos, Rutherford, Saville, Sloane and Wright.

**Against:** Nil

**17 REPORTS FROM OFFICERS - GENERAL MANAGER**

NIL

## 18 REPORTS FROM OFFICERS - CORPORATE SERVICES DIRECTOR

### 18.1 TENDER - PROVISION OF CASH COLLECTION SERVICES TO MANLY, MOSMAN, PITTWATER AND WILLOUGHBY CITY COUNCILS - T-CS-14/01 SHOROC (SHORE REGIONAL ORGANISATION OF COUNCILS)

RESPONSIBLE OFFICER: TONY PIZZUTO - FINANCIAL SERVICES DIRECTOR

AUTHOR: MARK MCDONALD - FINANCIAL SERVICES MANAGER

CITY STRATEGY LINK: 6.3.1 COUNCIL MAINTAINS A STRONG SUSTAINABLE FINANCIAL POSITION

MEETING DATE: 28 JULY 2014

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#### Purpose of Report

To seek Council's concurrence to enter into a contract via SHOROC (Shore Regional Organisation of Councils) for the provision of Cash Collection Services for a period of two years with three one year options.

#### RESOLUTION

That:

1. Pursuant to Clause 178 (1) of the Local Government (General) Regulation 2005, the tender received from ECS International Security for the provision of cash collection services as per the tendered schedule of rates for Willoughby City Council be accepted for commencement of services post 1 September 2014.
2. The Executive Director SHOROC be advised of Council's resolution and requested to prepare the appropriate contract documentation for authorisation/execution.
3. The current contractors be advised of Council's decision.

MOVED COUNCILLOR SAVILLE

SECONDED COUNCILLOR ERIKSSON

**CARRIED**

#### Voting

**For the Resolution:** Councillors Giles-Gidney, Coppock, Eriksson, Hill, Hooper, Mustaca, Norton, Rozos, Rutherford, Saville, Sloane and Wright.

**Against:** Nil



## 18.2 MOTIONS FOR LOCAL GOVERNMENT NSW 2014 ANNUAL CONFERENCE

**RESPONSIBLE OFFICER:** TRACEY CROUCH - CORPORATE SUPPORT AND PERFORMANCE DIRECTOR

**AUTHOR:** VLADIMIR GREPL - ACTING ADMINISTRATION SERVICES MANAGER

**CITY STRATEGY LINK:** 6.1.1 A COUNCIL THAT IS OPEN, ACCOUNTABLE AND REPRESENTS ITS CONSTITUENTS

**MEETING DATE:** 28 JULY 2014

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### **Purpose of Report**

To consider the motions Council wishes to submit to the Local Government NSW Annual Conference to be held 19 to 21 October in Coffs Harbour.

### **RESOLUTION**

That the following motions be submitted to the 2014 LGNSW Annual Conference.

1. That Local Government NSW actively campaign for planning laws in NSW that:
  - a) Ensure local government has the central role in both the making of planning instruments and the determination of planning applications in NSW; and
  - b) The underlying principle for any new planning laws is to be Ecologically Sustainable Development.
2. That Local Government NSW does not support the concept of executive Mayors with additional powers to direct the day to day management of council.
3. That Local Government NSW expresses its concern that centralising more power in the position of Mayor, especially Administrative powers, without greatly improved governance structures is a significant corruption risk.
4. That Local Government NSW endorses the existing more limited powers of Mayors as the heads of Council who chair council meetings and represent the council when the Council is not in session.
5. That Local Government NSW actively campaigns to ensure that no laws are brought to the NSW Parliament, or passed by the NSW Parliament that allow for, or facilitate, the forced amalgamations of local councils in NSW.
6. That iVote be an alternative option to voting.
7. That once non-resident voters have been included on the electoral roll their names be retained without the necessity to apply at each election.

8. That the NSW Government and Sydney Water look at the storm water maintenance levy with a view to improve services and diminish cost to ratepayers.
9. That the State Government advise Local Government as to its policies and options to implement the use of electric cars in urban areas and their ultimate integration into the energy usage of the State and its households.
10. That Local Government NSW works with the RMS and State Government to investigate a way to introduce, as part of a residential parking permit scheme, permits for boat trailers in residential parking areas.

**MOVED COUNCILLOR COPPOCK**

**SECONDED COUNCILL SAVILLE**

**CARRIED**

**Voting**

**For the Resolution:** Councillors Giles-Gidney, Coppock, Eriksson, Hill, Hooper, Mustaca, Norton, Rozos, Saville, Sloane and Wright.

**Against:** Nil

**Absent:** Councillor Rutherford.

**18.3 ATTENDANCE AT LOCAL GOVERNMENT NSW TRAINING COURSE -  
'EXECUTIVE CERTIFICATE FOR ELECTED MEMBERS' AT SYDNEY**

<b>RESPONSIBLE OFFICER:</b>	<b>TRACEY CROUCH - CORPORATE SUPPORT AND PERFORMANCE DIRECTOR</b>
<b>AUTHOR:</b>	<b>DAVID PAGE</b>
<b>CITY STRATEGY LINK:</b>	<b>6.3.3 COUNCIL HAS AN APPROPRIATELY TRAINED, SKILLED AND SUPPORTED WORK FORCE</b>
<b>MEETING DATE:</b>	<b>28 JULY 2014</b>

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**Purpose of Report**

Local Government NSW has joined with the University of Technology (Centre for Local Government) and TAFE NSW to provide an accredited training program for councillors, 'Executive Certificate for Elected Members' to be held in Sydney on 31 October, 1 & 2 November and 5 & 6 December 2014.

Councillors Saville and Hooper have indicated that they are interested in attending this training course.

**RESOLUTION**

**That:**

- 1. Councillor Hooper be considered to attend the training course 'Executive Certificate for Elected Members' in Sydney over 5 days commencing 31 October 2014.**
- 2. Other Councillors interested in attending be considered.**

**MOVED COUNCILLOR WRIGHT**

**SECONDED COUNCILLOR ROZOS**

**CARRIED**

**Voting**

**For the Resolution:** Councillors Giles-Gidney, Coppock, Eriksson, Hill, Hooper, Mustaca, Norton, Rozos, Saville, Sloane and Wright.

**Against:** Nil

**Absent:** Councillor Rutherford.

**18.4 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE REPRESENTATION**

<b>ATTACHMENTS:</b>	<b>1. DRAFT CONFERENCE PROGRAM</b>
<b>RESPONSIBLE OFFICER:</b>	<b>TRACEY CROUCH - CORPORATE SUPPORT AND PERFORMANCE DIRECTOR</b>
<b>AUTHOR:</b>	<b>DAVID PAGE</b>
<b>CITY STRATEGY LINK:</b>	<b>6.3.4 COUNCIL WORKS WITH STATE AND REGIONAL ORGANISATIONS</b>
<b>MEETING DATE:</b>	<b>28 JULY 2014</b>

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**Purpose of Report**

To consider the election of delegates to represent Council at the Local Government NSW Annual Conference.

**RESOLUTION**

**That Councillors Giles-Gidney, Eriksson, Hooper, Mustaca, Norton and Rozos attend as delegates the Local Government NSW Annual Conference being hosted by Coffs Harbour City Council at Coffs Harbour from 19-21 October 2014.**

**MOVED COUNCILLOR WRIGHT**

**SECONDED COUNCILLOR HILL**

**CARRIED**

**Voting**

**For the Resolution:** Councillors Giles-Gidney, Coppock, Eriksson, Hill, Hooper, Mustaca, Norton, Rozos, Saville, Sloane and Wright.

**Against:** Nil.

**Absent:** Councillor Rutherford.

**19 REPORTS FROM OFFICERS - COMMUNITY SERVICES  
DIRECTOR**

NIL

## 20 REPORTS FROM OFFICERS - ENVIRONMENTAL SERVICES DIRECTOR

### 20.1 26 KENDALL ROAD, CASTLE COVE - DA2013/544

ATTACHMENTS:	1. NOTIFICATION MAP
	2. SUMMARY OF ISSUES
	3. PLANS & ELEVATIONS
	4. APPLICANT'S RESPONSE LETTER (16 MAY 2014)
	5. RECOMMENDED CONDITIONS

MEETING DATE: 28 JULY 2014

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RECOMMENDATION:	DEFERRED COMMENCEMENT APPROVAL
LOCATION:	SOUTHERN SIDE OF KENDALL ROAD BETWEEN HEADLAND ROAD AND COVE CIRCUIT
APPLICANT:	MR DAMON PAUL AUSLING
PROPOSAL:	DEMOLITION OF EXISTING STRUCTURES AND CONSTRUCTION OF TWO STOREY RESIDENTIAL BUILDING FOR SENIORS AND DISABILITY LIVING COMPRISING OF 4 X 2 BEDROOM UNITS, 1 X 3 BEDROOM UNIT, BASEMENT CARPARKING, LANDSCAPING AND ASSOCIATED WORKS.
DATE OF LODGEMENT:	13 DEC 2013
REPORTING OFFICER:	ANNIE LEUNG
RESPONSIBLE OFFICER:	Ian Arnott

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### DESCRIPTION OF PROPOSAL

The development application seeks approval for the demolition of the existing dwelling onsite and the construction of a new 2 storey housing development for seniors or people with a disability, comprising 5 self-contained dwellings with a basement level car park for 6 vehicles.

The development is detailed below:

#### *Basement (Ground level at rear of the site)*

- Basement level car park for 6 cars.
- Storage located behind the car parking spaces.
- 1 x 3 bedroom dwelling with outdoor terrace area.

#### *Level 01*

- Street entrance from Kendall Road and lift lobby.

- 2 x 2 bedroom dwellings with outdoor terrace/balconies.

*Level 02*

- 2 x 2 bedroom dwellings with balconies.

## **RESOLUTION**

**That having regard to the significant community interest in this matter, consideration of the application be deferred until the next Council Meeting and the applicant and correspondents be informed of this decision to enable interested persons to attend the meeting.**

**MOVED COUNCILLOR RUTHERFORD**

**SECONDED COUNCILLOR NORTON**

**CARRIED**

### **Voting**

**For the Resolution:** Councillors Giles-Gidney, Coppock, Eriksson, Hill, Hooper, Mustaca, Norton, Rozos, Rutherford, Saville, Sloane and Wright.

**Against:** Nil

**20.2 CHATSWOOD CHASE - ALTERATIONS TO PARKING ARRANGEMENTS -  
DA 2014/184 - FURTHER REPORT****RESPONSIBLE OFFICER: GREG WOODHAMS - ENVIRONMENTAL SERVICES  
DIRECTOR****AUTHOR: NONI DE CARVALHO - CBD PLACE MANAGER****MEETING DATE: 28 JULY 2014**

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**Purpose Of Report**

To provide Council with reasons for refusal of Development Application 2014/184 for alterations to the parking arrangements at Chatswood Chase.

**RESOLUTION**

That Council, in accordance with its recommendation on 14 July 2014 to refuse Development Application 2014/184, delegate the General Manager to issue a refusal notice with the following reasons for refusal:

1. Pursuant to Section 79C (b) the proposed changes to the car parking arrangements at Chatswood Chase will have unacceptable social and economic impacts in Chatswood.
2. Pursuant to Section 79C (e) the proposed changes to car parking arrangements at Chatswood Chase will not be in the public interest.

**MOVED COUNCILLOR SAVILLE****SECONDED COUNCILLOR ERIKSSON****CARRIED****Voting**

**For the Resolution:** Councillors Giles-Gidney, Coppock, Eriksson, Hill, Hooper, Mustaca, Norton, Rozos, Rutherford, Saville, Sloane and Wright.

**Against:** Nil



**20.3 DEVELOPMENT APPLICATION REPORT TO 21 JULY 2014**

**ATTACHMENTS:** 1. LIST OF APPLICATIONS

**RESPONSIBLE OFFICER:** IAN ARNOTT - DEVELOPMENT PLANNING  
MANAGER, PETER ROWAN - BUILDING SERVICES  
MANAGER

**AUTHOR:** BUILDING SURVEYORS, DEVELOPMENT PLANNERS

**MEETING DATE:** 28 JULY 2014

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**Purpose of Report**

The attached schedule lists all current development applications grouped by suburb.

**RESOLUTION**

That the information be noted.

**MOVED COUNCILLOR SAVILLE**

**SECONDED COUNCILLOR ERIKSSON**

**CARRIED**

**Voting**

**For the Resolution:** Councillors Giles-Gidney, Coppock, Eriksson, Hill, Hooper, Mustaca, Norton, Rozos, Rutherford, Saville, Sloane and Wright.

**Against:** Nil

## **21 REPORTS FROM OFFICERS - INFRASTRUCTURE SERVICES DIRECTOR**

### **21.1 THE HAVEN AMPHITHEATRE IMPROVEMENTS - FUNCTIONAL SPECIFICATION**

<b>ATTACHMENTS:</b>	<b>1. HAC PROJECT REQUIREMENTS - MAY 2014 2. WCC FUNCTIONAL SPECIFICATION – JULY 2014</b>
<b>RESPONSIBLE OFFICER:</b>	<b>PAUL COLLINGS - ACTING INFRASTRUCTURE SERVICES DIRECTOR</b>
<b>AUTHOR:</b>	<b>JULIE WHITFIELD - MANAGER OPEN SPACE</b>
<b>CITY STRATEGY LINK:</b>	<b>1.3.1 ACCESSIBLE OPEN SPACE AND RECREATIONAL FACILITIES FOR THE COMMUNITY ARE PROVIDED</b>
<b>MEETING DATE:</b>	<b>28 JULY 2014</b>

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#### **Purpose of Report**

To adopt a functional specification for the renewal / refurbishment of The Haven Amphitheatre.

#### **Procedural Motion**

That the following people address the meeting:

- **Michael Lehany**
- **Robert Moore**
- **Alice Morgan**
- **Jon Kirkwood**
- **Kate Westoby**
- **Mark Crew**
- **Gay Spies**
- **Ruth Kendon**
- **Angel Neshama**
- **Karen Byth Wilson**
- **Marlene Vaughan**
- **Jack Metcalfe**
- **Margaret Petrykowski**
- **Adrienne Kabos**

Mr Lehany, Mr Moore, Ms Morgan, Mr Kirkwood, Ms Westoby, Mr Crew, Ms Spies, Ms Kendon, Ms Neshama, Ms Wilson, Ms Vaughan, Mr Metcalfe, Ms Petrykowski and Ms Kabos addressed the meeting and answered questions of the Councillors.

**MOTION**

That:

1. The functional specification for the Haven Amphitheatre improvements, as per Attachment 2 dated 14 July 2014 be adopted and be used to prepare design options for community consultation to renew / refurbish the Haven Amphitheatre.
2. Community consultation on the design options for a new open-air theatre take place with a subsequent report to Council, detailing proposed costings and results of the community consultation.

**MOVED COUNCILLOR ERIKSSON**

**SECONDED COUNCILLOR HOOPER**

**CARRIED**

**Voting**

**For the Motion:** Councillors Giles-Gidney, Eriksson, Hill, Hooper, Mustaca, Norton, Rozos and Sloane.

**Against:** Councillors Coppock, Rutherford, Saville and Wright.

**AMENDMENT**

1. That a joint consultative committee be formed as outlined by the community representatives in order to assist the work of Council in identifying design options.
2. That works on the stage be commenced immediately to endeavour the facility to be re-opened by Christmas 2014.
3. That the conservation and repair of the Haven Amphitheatre be undertaken in a way that respects and adheres to the conservation principles and philosophy of the Burra Charter and the Griffin Reserve Plan.
4. That any conservation and repair works be implemented in any future design options for the Haven Amphitheatre in a manner reflecting the conservation principles of the Burra Charter.
5. The functional specification for the Haven Amphitheatre improvements, as per Attachment 2 dated 14 July 2014, including specific reference to consideration of the Burra Charter be adopted and be used to prepare design options for community consultation to renew / refurbish the Haven Amphitheatre.
6. Community consultation on the design options for a new open-air theatre take place with a subsequent report to Council, detailing proposed costings and results of the community consultation.

**MOVED COUNCILLOR COPPOCK**

**SECONDED COUNCILLOR SAVILLE**

**LOST**

**Voting**

**For the Amendment:** Councillors Coppock, Rutherford, Saville, Sloane and Wright.

**Against:** Councillors Giles-Gidney, Eriksson, Hill, Hooper, Mustaca, Norton, and Rozos.

## 21.2 TENDER SUMMARY - TENDER 076555 - REPAIRS TO COMMERCIAL UNITS - 25 GIBBES ST CHATSWOOD

<b>RESPONSIBLE OFFICER:</b>	<b>PAUL COLLINGS - ACTING INFRASTRUCTURE SERVICES DIRECTOR</b>
<b>AUTHOR:</b>	<b>STEVE FARR - PROPERTY OPERATIONS &amp; ASSETS CO-ORDINATOR</b>
<b>CITY STRATEGY LINK:</b>	<b>4.1.1 PLAN MAIN OPS INFRASTRUCT</b>
<b>MEETING DATE:</b>	<b>28 JULY 2014</b>

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### Purpose of Report

To seek Council's approval of the engagement of a contractor to carry out the works associated with the waterproofing and repairs at Council's commercial factory units located at 25 Gibbes Street, Chatswood.

Generally, the project will entail:-

- Waterproofing and associated repairs to 8 balconies including:
  - Demolition works
  - Construction of low level hob walls for waterproofing upturns
  - Topping of balcony slabs
  - Reinstatement of waterproofing membranes
  - Replacement of floor tiling
  - Replacement of aluminium door jamb, door and façade panelling
  - All other works associated with the reinstatement of waterproofing to the balconies
- Replacement of sun shade window awnings to all unit mezzanine offices
- Expansion joint replacement
- Preparation & painting of external façade

Belmont Façade Engineering was commissioned by Council to document the construction works and the drawings and specifications that they prepared formed the basis of the tender documents.

### RESOLUTION

That:

1. Council accept the tender from Freyssinet Australia Pty Ltd for the repairs to commercial units, 25 Gibbes Street, Chatswood.
2. The works be funded from the 2014/2015 PIP budget allocation.
3. The General Manager and Mayor be authorised to execute the contract documents under the Common Seal of Council.

**MOVED COUNCILLOR COPPOCK**

**SECONDED COUNCILLOR SLOANE**

**CARRIED**

**Voting**

**For the Resolution:** Councillors Giles-Gidney, Coppock, Eriksson, Hill, Hooper, Mustaca, Norton, Rozos, Saville, Sloane and Wright.

**Against:** Nil

**Absent:** Councillor Rutherford.

**21.3 TENDER SUMMARY - THOMSON PARK SPORTSGROUND  
FLOODLIGHTING UPGRADE TENDER NO. 080441**

<b>RESPONSIBLE OFFICER:</b>	<b>PAUL COLLINGS – ACTING INFRASTRUCTURE SERVICES DIRECTOR</b>
<b>AUTHOR:</b>	<b>MELANIE COWLES – RECREATION PROJECTS OFFICER</b>
<b>CITY STRATEGY LINK:</b>	<b>1.3.2 HEALTHY LIVING AND WELLBEING ARE ENCOURAGED</b>
<b>MEETING DATE:</b>	<b>28 JULY 2014</b>

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**Purpose of Report**

To seek Council's approval to appoint a preferred tenderer to carry out the sportsground floodlighting upgrade at Thomson Park, Artarmon.

**RESOLUTION**

**That:**

- 1. REES Electrical Pty Ltd be accepted as the preferred tenderer for Option 2.**
- 2. REES Electrical Pty Ltd be given authorisation to complete the design and construction of the tendered works.**
- 3. The Mayor and General Manager be authorised to sign and execute the necessary documents.**

**MOVED COUNCILLOR COPPOCK**

**SECONDED COUNCILLOR SLOANE**

**CARRIED**

**Voting**

**For the Resolution:** Councillors Giles-Gidney, Coppock, Eriksson, Hill, Hooper, Mustaca, Norton, Rozos, Saville, Sloane and Wright.

**Against:** Nil

**Absent:** Councillor Rutherford.

**22 NOTICE OF MOTION**

NIL



## 23 CONFIDENTIAL ITEMS

In accordance with the *Local Government Act 1993*, and the *Local Government (General) Regulation 2005*, in the opinion of the General Manager, the following business is confidential as referred to in Section 10A(2) of the Act, and should be dealt with in a Confidential Session of the Council meeting closed to the press and public.

Pursuant to Section 10A(4) of the *Local Government Act 1993*, the Mayor informed the Meeting that no written representations had been received from members of the public.

### Procedural Motion

That:

1. Council resolve itself into Closed Session with the Press and Public excluded from the meeting to deal with the following confidential items.
2. Council resolve into Committee of the Whole in order to deal with these confidential items.

#### **23.1 ADDITIONAL INFORMATION - TENDER - PROVISION OF CASH COLLECTION SERVICES TO MANLY, MOSMAN, PITTWATER AND WILLOGUHBY CITY COUNCILS - TSC-14/01 SHOROC (SHORE REGIONAL ORGANISATION OF COUNCILS)**

##### Reason for Confidentiality

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

- (d) commercial information of a confidential nature that would if disclosed:
  - (ii) confer a commercial advantage on a competitor of the council

#### **23.2 ADDITIONAL INFORMATION - TENDER 076555 - REPAIRS TO COMMERCIAL UNITS - 25 GIBBES ST CHATSWOOD**

##### Reason for Confidentiality

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

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business

#### **23.3 ADDITIONAL INFORMATION : THOMSON PARK SPORTSGROUND FLOODLIGHTING UPGRADE 080441**

##### Reason for Confidentiality

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

- (d) commercial information of a confidential nature that would if disclosed:
  - (i) prejudice the commercial position of the person who supplied it

**23.1 ADDITIONAL INFORMATION - TENDER - PROVISION OF CASH COLLECTION SERVICES TO MANLY, MOSMAN, PITTWATER AND WILLOGUHBY CITY COUNCILS - TSC-14/01 SHOROC (SHORE REGIONAL ORGANISATION OF COUNCILS)**

**Recommendation Summary**

1. Pursuant to Clause 178 (1) of the Local Government (General) Regulation 2005, the tender received from ECS International Security for the provision of cash collection services as per the tendered schedule of rates for Willoughby City Council be accepted for commencement of services post 1 September 2014.
2. The Executive Director SHOROC be advised of Council's resolution and requested to prepare the appropriate contract documentation for authorisation/execution.
3. The current contractors be advised of Council's decision.

**23.2 ADDITIONAL INFORMATION - TENDER 076555 - REPAIRS TO COMMERCIAL UNITS - 25 GIBBES ST CHATSWOOD**

**Recommendation Summary**

**That:**

1. Council accept the tender from Freyssinet Australia Pty Ltd for the repairs to commercial units, 25 Gibbes Street, Chatswood.
2. The works be funded from the 2014/2015 PIP budget allocation.
3. The General Manager and Mayor be authorised to execute the contract documents under the Common Seal of Council.

**23.3 ADDITIONAL INFORMATION : THOMSON PARK SPORTSGROUND FLOODLIGHTING UPGRADE 080441**

**Recommendation Summary**

**That:**

1. REES Electrical Pty Ltd be accepted as the preferred tenderer.
2. REES Electrical Pty Ltd be given authorisation to complete the design and construction of the tendered works.
3. The Mayor and General Manager be authorised to sign and execute the necessary documents.

**RESOLUTION**

That the recommendations from the Committee of the Whole be adopted.

**MOVED COUNCILLOR COPPOCK**

**SECONDED COUNCILLOR SLOANE**

**CARRIED**

**Voting**

**For the Resolution:** Councillors Giles-Gidney, Coppock, Eriksson, Hill, Hooper, Mustaca, Norton, Rozos, Saville, Sloane and Wright.

**Against:** Nil

**Absent:** Councillor Rutherford.

## 24 QUESTIONS

### 24.1 QUESTIONS ON NOTICE - COUNCILLOR N WRIGHT

**RESPONSIBLE OFFICER:** NICK TOBIN - GENERAL MANAGER

**AUTHOR:** NICK TOBIN

**CITY STRATEGY LINK:** 6.2.1 A COMMUNITY THAT IS INFORMED OF KEY COUNCIL POLICIES, SERVICES AND ACTIVITIES AND CAN PARTICIPATE IN THE DECISION MAKING PROCESS

**MEETING DATE:** 28 JULY 2014

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#### **Purpose of Report**

To answer the following Questions on notice from Councillor N Wright:

Given the Federal Budget measures are yet to be passed, the responses are speculation at this stage.

#### **Question 1**

What is the financial impact to the Willoughby City Council of the funding cuts in the Commonwealth Budget 2014-2015, including the changes to the indexation of Federal Assistance Grants and changes to the fuel excise?

#### **Answer**

Labor, PUP and Greens have indicated they will not support the Budget measure to reintroduce indexation of the fuel excise, so it may not proceed.

If it is to proceed the impact on Council would be difficult to estimate given potential increases in charges from contractors, suppliers with transport costs, etc. Council fuel consumption has been declining since 2009/10 and a conservative estimate of the impact on Council's fuel costs is \$3,225 pa. Council uses 338,291 litres (2013/14 full year), excise is 38.1 cents per litre. Inflation assumed at 2.5% per annum, impact therefore minimal. Whilst the domestic waste contract has a rise and fall clause for fuel costs, any impact can be offset through the domestic waste charge as it is based on full cost recovery.

#### **Question 2**

Will the Council need to delay or cut any spending as a result of the Commonwealth Budget 2014-2015?

#### **Answer**

No.

**Question 3**

If so, which current or future programs, projects, or initiatives will be affected?

**Answer**

It is difficult to ascertain what, if any, programs, projects or initiatives will be affected. Council is currently undertaking a service review to maximise income and reduce expenses which will offset these changes.

**Question 4**

How much funding will the Willoughby City Council lose due to the freeze on indexation of the Federal Assistance Grants?

**Answer**

The Council's LTFP over the period 14/15-16/17 provides for total FAG revenue of \$6.398M (based on a 3% annual index), the impact of the freeze would total \$168K over that period (using 13/14 budgeted income as the base).

**MOVED COUNCILLOR COPPOCK**

**SECONDED COUNCILLOR SLOANE**

**CARRIED**

**Voting**

**For the Resolution:** Councillors Giles-Gidney, Coppock, Eriksson, Hill, Hooper, Mustaca, Norton, Rozos, Saville, Sloane and Wright.

**Against:** Nil

**Absent:** Councillor Rutherford,

- Councillor J Rutherford left the meeting at 10.10pm.

**The meeting concluded at 11.10pm**

**I have authorised a stamp bearing my signature to be affixed to the pages of the Minutes of the Council held on 28 July 2014. I confirm that Council has adopted these Minutes as a true and accurate record of the meeting.**