



Urban Planning Committee

Agenda: *Urban Planning Committee*

Date: *Tuesday 26 April 2005*

Time: *6.00pm*

Outline Of Meeting Protocol & Procedure:

- The Chairperson will call the Meeting to order and ask the Committee/Staff to present apologies or late correspondence.
- The Chairperson will commence the Order of Business as shown in the Index to the Agenda.
- At the beginning of each item the Chairperson will ask whether a member(s) of the public wish to address the Committee.
- If person(s) wish to address the Committee, they are allowed four (4) minutes in which to do so. Please direct comments to the issues at hand.
- If there are persons representing both sides of a matter (eg applicant/objector), the person(s) against the recommendation speak first.
- At the conclusion of the allotted four (4) minutes, the speaker resumes his/her seat and takes no further part in the debate unless specifically called to do so by the Chairperson.
- If there is more than one (1) person wishing to address the Committee from the same side of the debate, the Chairperson will request that where possible a spokesperson be nominated to represent the parties.
- The Chairperson has the discretion whether to continue to accept speakers from the floor.
- After considering any submissions the Committee will debate the matter (if necessary), and arrive at a recommendation (R items which proceed to Full Council) or a resolution (D items for which the Committee has delegated authority).

Delegated Authority (“D” Items):

- To require such investigations, reports or actions as considered necessary in respect of matters contained with the Business Agendas (and as may be limited by specific Council resolutions).
- Confirmation of Minutes of its Meeting.
- Any other matter falling within the responsibility of the Urban Planning Committee and not restricted by the Local Government Act or required to be a Recommendation to Full Council as listed below:

Recommendation only to the Full Council (“R” Items):

- Such matters as are specified in Section 377 of the Local Government Act and within the ambit of the Committee considerations.
- Broad strategic matters, such as:-
 - Town Planning Objectives; and
 - major planning initiatives.
- Matters not within the specified functions of the Committee.
- Matters requiring supplementary votes to Budget.
- Urban Design Plans and Guidelines.
- Local Environment Plans.
- Residential and Commercial Development Control Plans.
- Rezoning applications.
- Heritage Conservation Controls.
- Traffic Management and Planning (Policy) and Approvals.
- Commercial Centres Beautification Plans of Management.
- Matters requiring the expenditure of moneys and in respect of which no Council vote has been made.
- Matters reserved by individual Councillors, in accordance with any Council policy on "safeguards" and substantive changes.

Committee Membership:

7 Councillors

Quorum:

The quorum for a committee meeting is 4 Councillors.

WOOLLAHRA MUNICIPAL COUNCIL

Notice of Meeting

21 April 2005

To: The Mayor, Councillor Rundle, ex-officio
Councillor David Shoebridge (Chair)
John Comino
Christopher Dawson
Keri Huxley
Julian Martin
Isabelle Shapiro
Fiona Sinclair King

Dear Councillors

Urban Planning Committee Meeting – 26 April 2005

In accordance with the provisions of the Local Government Act 1993, I request your attendance at a Meeting of the Council's **Urban Planning Committee** to be held in the **Committee Room, 536 New South Head Road, Double Bay, on Tuesday 26 April 2005 at 6.00pm.**

Gary James
General Manager

Meeting Agenda

Item	Subject	Pages
1	Leave of Absence and Apologies	
2	Late Correspondence	
3	Declarations of Interest	

Items to be Decided by this Committee using its Delegated Authority

D1	Confirmation of Minutes of Meeting held on 11 April 2005	1
D2	Built Environment Principal Activity, 2005-08 Management Plan – 827.G 04-07	2

Item No: D1 Delegated to Committee
Subject: **Confirmation of Minutes of Meeting held on 11 April 2005**
Author: Les Windle, Manager – Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 11 April 2005 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and confirmed.

Recommendation:

That the Minutes of the Urban Planning Committee Meeting of 11 April 2005 be taken as read and confirmed.

Les Windle
Manager - Governance

Item No: D2 Delegated to Committee
Subject: **Built Environment Principal Activity, 2005-08 Management Plan**
Author: Allan Coker – Director Planning and Development
File No: 827.G 04-07
Reason for Report: To review the principal activity of Built Environment prior to inclusion in the draft 2005-08 Management Plan.

Recommendation

- A. That the programs for the Built Environment Principal Activity be included in the draft Management Plan for subsequent review by the Strategic and Corporate Committee.
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Background

Principal Activity No. 1 of the Management Plan is “Built Environment”. This principal activity has the following sub-activities:

- 1.1 Environmental Planning
- 1.2 Heritage Planning
- 1.3 Urban Design
- 1.4 Development Control
- 1.5 Compliance
- 1.6 Management and Administration

Included as an annexure to this report is the proposed Built Environment Principal Activity of the Management Plan with detailed comments on the programs and projects in each sub-activity.

Following is the commentary on each sub-activity.

1.1 Environmental Planning

The draft 2005-08 Management Plan maintains a major focus on completing our outstanding placed-based development control plans (DCPs) following completion of the Watsons Bay Conservation Area DCP, our DCP for residential areas (RDCP 2003), the Woollahra Heritage Conservation Area DCP, the Rose Bay Town Centre DCP, the Double Bay Town Centre DCP, and the Paddington DCP.

The two DCPs to be prepared and adopted to complete a high quality contemporary planning framework for Woollahra are:

- a new DCP for the Edgecliff Town Centre
- new DCPs for our neighbourhood centres

Work on the neighbourhood centres DCPs was commenced this year with progress reported through the Strategic Planning Working Party. This project is one which will complement the proposed streetscape works in our business centres proposed to be undertaken under the Roads, Traffic and Transport Principal activity. See section 3.6 of the draft plan.

Work on the Edgecliff Town Centre will commence later this year with a target completion date of December 2006. The draft plan also contains other projects carried over from last year's plan including the Rose Bay Car Parks master plan, the Car Parking DCP review and the Residential Strategy review.

Since it is expected that during the life of the next plan that new s.94 legislation will be enacted we have proposed that a new Section 94 Plan be prepared to take advantage of the expected new legislative provisions relating to fixed levy contributions. Changes at the State level are also likely to require us to review our LEP to bring it into line with the expected integrated LEP template.

There are also a number of additional projects for 2005-08 that originate from resolutions of Council. These mostly relate to the further review and refinement of our planning instruments.

1.2 Heritage Conservation

The Heritage Conservation sub-activity work program for 2005-08 involves completing our major projects on contemporary heritage items and the review of the Paddington DCP. Once these projects are completed the plan proposes that we commence and/or finalise the following projects:

Heritage Item DCP

It is expected that the Heritage Item DCP will provide generic controls relating to adaptive reuse, major alterations and additions, development in the curtilage of heritage buildings, development in the vicinity of heritage items, landscape and vegetation.

Review of Potential Heritage Items, Watsons Bay and Woollahra

This project, involving the further review and investigation of potential heritage items identified as part of the planning process for the Watsons Bay Heritage Conservation Area DCP and the Woollahra Heritage Conservation Area DCP will be completed. The process for reviewing these potential heritage items will be similar to the process adopted for the potential items listed in the Tanner study.

Review of Potential Heritage Items, Wilkinson Buildings

Professor Leslie Wilkinson was a prominent Sydney architect whose work is well represented throughout Woollahra. His work is highly regarded for its sensitivity to site and climate and its Mediterranean influences. Several of his buildings are listed as heritage items. The purpose of this project is to investigate his remaining works to establish their heritage significance.

Fairfax Road Conservation Area

The Tanner Study identified several potential items in Fairfax Road. Further investigations have been carried out and indicate that we should consider the merit of identifying certain land in Fairfax Road as a heritage conservation area. These investigations will be undertaken in full consultation with property owners.

Oxford Street Paddington Commercial Centre Heritage Provisions

In response to the draft Oxford Street DCP, prepared jointly by the former South Sydney Council and Woollahra Council, we need to review and prepare appropriate heritage conservation provisions for the Oxford Street commercial precinct for inclusion in the Paddington DCP.

Watsons Bay Baths

This project is a response to a request from Council that we investigate the heritage significance of the Watsons Bay baths for the purpose of nomination on the NSW State Heritage Register. Substantial research has been completed and will be presented to the Urban Planning Committee.

1.3 Urban Design

The key urban design projects in this sub-activity are as follows:

The Neighbourhood Centres Strategy

This project was commenced in 2005 and is a further stage in our place based planning model. It involves a comprehensive review of our main neighbourhood centres from Watsons Bay to Paddington. It is expected that the review will result in clear strategies for each centre including appropriate planning controls and guidelines for public domain improvements. This project is one that will link very closely with the projects identified in section 3.6 of the plan.

Edgecliff Centre DCP

Edgecliff is one of our main business centres located at a major bus/rail interchange. The current controls for this centre were prepared in 1989 and need to be reviewed and updated to contemporary standards. This work will need to be undertaken in the context of the new metropolitan strategy that places a high emphasis on centres serviced by major public transport facilities.

Rose Bay Car Parks

The Rose Bay Car Parks are major public lands that are in poor condition but offer the opportunity for significant upgrading to meet likely future needs. This project will explore a number of development and improvement options.

Rose Bay Lands

This project has been proposed in response to a NOM of November 2004 asking us to report on a review of the Rose Bay Commercial Centre DCP involving the preparation of a masterplan for the Westpac Bank site, the former BP service station site and the Post Office site.

Gateways Project

This project will examine opportunities to improve the quality and attractiveness of the public domain along New South Head Road between Rushcutters Bay Park and the Sydney Grammar School/White City sites. The project is particularly relevant given the imminent opening of the cross-city tunnel. It is expected that significant improvements could be achieved by modest changes to the landscaping in the road median and to the fencing and other improvements along the property boundaries.

1.4 Development Control

An ambitious range of projects is proposed for 2005-08 as part of our commitment to continuous improvement in development control services. These projects are briefly outlined:

Review of DA Assessment Processes

In this project we will review our existing processes to ensure that they are carried out in the most efficient manner. It will involve an extensive review of our current procedures database to ensure that all processes are up to date and reflect best practice.

DA Guide

This important document about how to lodge a DA has been updated several times but needs to be kept under constant review to ensure that it reflects changes in legislation or requirements of council in relation to the submission of DAs.

Standard Conditions

This ambitious and complex project is well advanced. It involves the production of a new set of standard conditions organised to relate to each stage of the development process. The format of the conditions will be similar to the format used for the Kiaora Lands DA. Apart from the new format all conditions will be checked to ensure that they reflect best practice and call up appropriate Australian Standards, as applicable.

Post Determination Process

There is a lack of documentation on our post determination processes for matters such as the return of securities and deposits and for ancillary approvals. This project will flow chart and document a rigorous post determination process.

Public Performance Reporting

This project involves the production of an easy to read brochure about our DA processing performance. It is intended that it be produced with easy to read charts and tables to give the public a better picture of our performance in processing DAs. The brochure will be produced in a paper version for our customer service centre and in a PDF version for publication on our web site.

Post Occupation Audit

This project will involve councillors and staff in conducting a post occupation audit and review of new development. The purpose of the project is to determine whether the outcomes achieved are satisfactory in terms of our planning instruments and meet council and community expectations.

DA Pak

This involves the production of a presentation folder that will contain our Notice of Determination as well as other useful information for applicants such as our building inspection services, requirements for a construction certificate, our Notice of Commencement, application forms for loadings, our PCA agreement and a short customer survey form.

Induction Process

This project will involve the preparation of a checklist that will need to be completed for all new staff in the Planning and Development Division. This checklist will be prepared in consultation with our Human Resources Department having regard to the specific needs of each work area. It will include matters such as Occupational Health and Safety, computer systems, policies and procedures and information systems.

Pre-DA Service

We have completed a survey of the users of our Pre-DA service. This project will present the findings of this service and make recommendations for improvement.

Construction Costs

In response to a concern about the chronic understatement of costs quoted on DA forms we are reviewing how we might better check the estimated costs of new development. This is because our fees are calculated on costs and understated estimates have an adverse impact on revenue. It is expected that a more rigorous approach will be recommended.

Section 68 Activity Approvals

There remain a number of approvals required under the Local Government Act for various activities such as structures and places of public entertainment, management of waste and activities on community land and public roads. Although we don't receive a large number of activity applications we should have a similarly rigorous approach to their registration, electronic tracking and information management as we have with applications under the EPA Act. This project will implement an *Authority* database and more rigorous procedures similar to those already in place for applications under the EPA Act.

1.5 Compliance

Apart from continuing to provide the wide range of core activities outlined in the draft plan the focus of the three projects in the plan are on continuous improvement. The three projects are:

Policy on Unauthorised Uses

This policy, which was adopted in July 1999, needs to be reviewed because there are now a wider variety of enforcement options such as penalty infringement notices available for planning and environmental offences.

Procedures Data Base

There are several internal working procedures that need to be reviewed and updated to ensure that Compliance work practices are consistently carried out to a high standard.

Review of the section's procedures is on-going.

Revised Facts Sheets and Brochures

This project will produce a number of new fact sheets and brochures about compliance services. These will be produced for both paper and electronic distribution.

1.6 Management and Administration

Existing core services involving the production of rates, planning and outstanding notices and orders certificates will be maintained.

Allan Coker
Director Planning and Development

ANNEXURES

1. Proposed Built Environment Principal Activity for the 2005-08 Management Plan.