



Corporate & Works Committee

Agenda: *Corporate & Works Committee*

Date: *Monday 2 April 2007*

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):

- General financial and corporate management of the Council, except those specifically excluded by statute, by Council direction or delegated specifically to another Committee.
- Note: This not to limit the discretions of nominated staff members exercising Delegated Authorities granted by the Council.
- Quarterly review of Council's Management Plan.
- Finance Regulations, including:-
 - Authorisation of expenditures within budgetary provisions where not delegated;
 - Quarterly review of Budget Review Statements;
 - Quarterly and other reports on Works and Services provision; and
 - Writing off of rates, fees and charges because of non-rateability, bad debts, and impracticality of collection.
- Auditing.
- Property Management.
- Asset Management.
- Traffic Management - Works Implementation.
- Works and Services - Monitoring and Implementations.
- Legal Matters and Legal Register.
- Parks and Reserves Management.
- Infrastructure Management, Design and Investigation.
- To require such investigations, reports or actions as considered necessary in respect of matters contained within the Business Agenda (and as may be limited by specific Council resolution).
- Confirmation of Minutes of its Meeting.
- Any other matter falling within the responsibility of the Corporate and Works 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 and within the ambit of the Committee considerations.
- The voting of money for expenditure on works, services and operations.
- Rates, Fees and Charges.
- Donations
- Matters which involve broad strategic or policy initiatives within responsibilities of the Committee.
- Matters not within the specified functions of the Committee.
- Asset Rationalisation.
- Corporate Operations:-
 - Statutory Reporting;
 - Adoption of Council's Management Plans;
 - Quality Service/Communications;
 - Leases.
 - Matters reserved by individual Councillors in accordance with any Council policy on "safeguards" and substantive changes
 - Delegations.
 - Policies.
 - Tenders as per Regulation requirements.

Committee Membership:

7 Councillors

Quorum:

The quorum for a Committee meeting is 4 Councillors.

WOOLLAHRA MUNICIPAL COUNCIL

Notice of Meeting

29 March 2007

To: Her Worship the Mayor, Councillor Huxley, ex-officio
Councillors Julian Martin (Chair)
 Marcus Ehrlich
 Wilhelmina Gardner
 Isabelle Shapiro
 David Shoebridge (Deputy Chair)
 Fiona Sinclair King
 John Walker

Dear Councillors

Corporate & Works Committee Meeting – 2 April 2007

In accordance with the provisions of the Local Government Act 1993, I request your attendance at a Meeting of the Council's **Corporate and Works Committee** to be held in the **Council Chambers, 536 New South Head Road, Double Bay, on Monday 2 April 2007 at 6.00pm.**

Gary James
General Manager

Additional Information Relating to Committee Matters

Site Inspection

Other Matters

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 19 March 2007	1
D2	Options for the Upgrading of Stormwater Drainage in Bayview Hill Lane, Rose Bay – 545. Part 3	2
D3	Communications of Capital Works Program – 331.G, 1090.G	14
D4	Internet Web Cast of Council Meetings – 900.G	18
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D6	Environmental Works and Infrastructure Program Principal Activity – Draft 2007-2010 Management Plan – 827.G 04-07	42
D7	Organisation Support Principal Activity – Draft 2007-2010 Management Plan – 827.G 06/09	62

Items to be Submitted to the Council for Decision with Recommendations from this Committee – Nil R items

Item No: D1 Delegated to Committee
Subject: **Confirmation of minutes of meeting held on 19 March 2007**
Author: Les Windle, Manager – Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 19 March 2007 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 Corporate and Works Committee Meeting of 19 March 2007 be taken as read and confirmed.

Les Windle
Manager – Governance

Item No: D2 Delegated to Committee
Subject: **Options for the Upgrading of Stormwater Drainage in Bayview Hill Lane, Rose Bay**
Author: Myl Senthilvasan - Asset Management Engineer (Drainage)
File No: 545. Part 3
Reason for Report: Council resolution requiring a further report

Recommendation:

- A. That Council adopt drainage improvement option 1- for Bayview Hill Lane as detailed in this report.
- B. That Council consider the proposed drainage improvement works for inclusion in future Stormwater Works Program.

Background:

Bayview Hill Lane is a public laneway that runs off Bayview Hill Road, Rose Bay, at its western or harbour end. The laneway, which is approximately 60 metres long and 6.1 metres wide, contains a blind 90 degree bend and terminates in a dead end at the pedestrian entrance to the Hermitage Foreshore Reserve. The laneway is the main pedestrian access to the southern end of the Hermitage Foreshore Reserve.

At its meeting of 21 August 2006, the Corporate and Works Committee considered a report (Attached as Annexure 1) regarding options for the upgrading of Bayview Hill Lane, Rose Bay, and resolved:

- “
- A. *That Council ascertain whether the owner of No 19 Bayview Hill Lane is prepared to contribute towards the cost of Option 3, as the preferred long-term state for the Laneway.*
 - B. *That if the owner of No 19 Bayview Hill Lane is prepared to contribute towards the cost of Option 3, a further report be provided to Council setting out the proposed funding arrangement and design concept for the proposed upgrading of the Laneway.*
 - C. *That if the owner of No 19 Bayview Hill Lane is not prepared to contribute towards the cost of Option 3, Council implement Option 2 comprising the installation of kerb blister islands on both sides of Bayview Hill Lane at the intersection of Bayview Hill Road to narrow the entrance to the Laneway and permit the installation of signage in these blister islands to inform the public that the Laneway is a No Through Road and that there is no public parking past that point.*
 - D. *That the cost of drainage and heritage walk signage be included in the report back to the Committee.”*

In regard to resolution A, Council has now received a response from Planning Logic Pty Ltd, consultants for the owners of No. 19 Bayview Hill Road. They have advised that their client declines to contribute towards Option 3 because the monies to be spent on upgrading the lane, in accordance with Option 3, will far exceed the benefits that would be derived by their client. As such, Council can now proceed to implement resolution C. This option involves the installation of kerb blister islands as well as road signage, and further could consider with the proposed stormwater improvement works, which aim to address flooding problems reported by No.8 Bayview Hill Road.

This report details the stormwater drainage improvement options together with a recommended solution and cost estimates.

Existing Drainage Problem

Bayview Hill Lane is situated at the bottom of a drainage catchment, which includes areas of Towns Road, Black Street, Ashgate Avenue, Dalley Avenue and New South Head Road. The existing stormwater drainage pipe network collects runoff from these areas and conveys this runoff under Bayview Hill Road to the Sydney Harbour. Pipe diameters vary from 600 mm at the outlet into the Harbour, 450 mm at New South Head Road and 300 mm at the corner of Towns Road and Black Street.

Council has been developing a DRAINS¹ hydrologic and hydraulic computer model for the entire Municipality. This model can be used to estimate pipe and overland flows for various storm events to identify drainage problems and to develop solutions to these problems. The DRAINS model would also assist Council in the assessment of development applications. Development of this model is now almost complete. The developed model has been reviewed and verified by Council staff and the consultant is now finalising the necessary reports.

The DRAINS model results indicate that the capacity of the Bayview Hill Road drainage system is limited by available drainage collection pits. Generally, throughout this drainage catchment, collection pits could cope with up to 1 year ARI² storm events. Therefore, in small storm events (less than 1 year ARI), stormwater run-off flows through the system safely but in any storm events larger than 1 year ARI, the existing system cannot cope with the flows and water travels overland along streets and sometimes through private properties. Capacity of pipes varies throughout the catchment, generally from 1 year ARI to 10 year ARI, and the main pipeline from Bayview Road to the Harbour has a capacity of approximately 100 year ARI as the pipeline is very steep.

The road profile at the corner of Bayview Hill Road and Bayview Hill Lane is such that any stormwater flows travelling overland along Bayview Hill Road will be directed to Bayview Hill Lane. There is also a solid wall at the end of Bayview Hill Road which prevents any overland flows from Bayview Hill Road directly to the Harbour. There is no in-ground drainage system along Bayview Hill Lane except for two drainage pits at the entrance to the laneway. Any flows exceeding the capacity of the drainage system in Bayview Hill Road, therefore, travel overland along Bayview Hill Lane.

In the past Council received reports of flooding of No.8 Bayview Hill Road but has not received any flood damage claims.

It is estimated that the 100 year ARI peak overland flow rate along the laneway would be about 1.5m³/s. This is not considered excessive and could be contained within a normal road with 150mm kerbs if the driveways to properties are constructed to match the kerb level. The floor level of the house at No. 8 Bayview Hill Road is located below the road level and the driveway profile is also such that it cannot prevent major overland flows along the laneway from entering the property. A minor "intercept drain" exists across the driveway but it is incapable of preventing flood water from entering the house.

¹ DRAINS is a computer program for designing and analysing the operation of all types of urban stormwater drainage system.

² ARI- Average Recurrent Interval, is a long-term average number of years between the occurrence of a flood as big as, or larger than, the selected event. For example 1 year ARI flood event will occur on average once every year and 5-year ARI event will occur once on average every 5 year. This means that 5-year ARI event is larger than 1-year ARI event.

Consideration of Drainage Options

To address the flooding problems to No.8 Bayview Hill Road, two drainage improvement options were investigated.

Option 1 – the installation of an intercept drain to capture overland flows from Bayview Hill Road utilising the existing pipeline.

Under this Option, it is proposed to install a 600 mm wide 750 mm deep rectangular intercept drain across the entire laneway. This drain would be located at the entrance to the laneway and would be connected to the existing 600 mm pipeline that has adequate capacity for up to the 100 year ARI flood. The proposed blister islands, to address traffic and parking problems, would also be installed with this proposed intercept drain. The existing drainage pits at the entrance to the laneway are also proposed to be upgraded to improve the collection of runoff along the roadway. The proposed improvement works under Option 1 are shown on the Annexure 2. The estimated cost of Option 1 works including kerb blisters is in the order of \$35,000.

The proposed improvements when implemented would prevent overland flows up to 100 year ARI from entering the laneway from Bayview Hill Road. Any flows originating below the proposed intercept drain would be a minor quantity, which could travel safely along the laneway without affecting any houses.

This Option presents a more cost effective solution compared to Option 2. It would address the flooding problems reported at No.8 Bayview Hill Road. Option 1 is the preferred solution.

Option 2 – the installation of a new drainage system to Bayview Hill Lane.

Under this Option, it is proposed to install a new 450 mm pipeline and necessary collection pits as shown in Annexure 3. This line will need to be connected with the existing drainage outlet structure in the Hermitage Foreshore Reserve. The proposed drainage improvement works include 60 metres of 450 mm diameter pipe works, 15 metres of 375 mm pipe works and installation of seven new collection pits. The estimated cost of the proposed drainage improvement works is \$125,000.

The proposed improvements, when implemented, would address the flooding problem to No.8 Bayview Hill Road. For the implementation of the proposed drainage improvements it would be required to excavate part of the laneway. As the laneway is narrow, only 6.1 metres wide, it would be advisable to reconstruct the entire road surface of the laneway. This would improve the appearance of the laneway as well as extend the lifespan of the road surface. A further \$150,000 would be required for this purpose, which cannot be supported as priority works compared to other infrastructure renewal works.

Considering the above, Option 2 presents a significantly less cost effective solution. Option 2 is not recommended.

Conclusion:

Two drainage options were investigated and both of these options would effectively address the flooding problem to No.8 Bayview Hill Road. Option 1 is more cost effective and the preferred solution.

Drainage problems in the laneway affect only one property, and Council has not received any claims for flood damages. Council is currently developing a process for prioritising stormwater works across the Municipality. The preferred drainage solution will be appropriately prioritised with future stormwater works.

Identification of Income & Expenditure:

No funds have been provided in the 2006/07 budget for drainage works at this location.

Myl Senthilvasan
Asset Management Engineer - Drainage

Warwick Hatton
Director Technical Services

Annexures:

1. Copy of report presented to Corporate & Works Committee on 21 August 2006
2. Drainage improvement Option 1
3. Drainage improvement Option 2

Item No: D3 Delegated to Committee
Subject: **Communication of Capital Works Program**
Author: Mandy Quayle, Events and Communications Officer
File No: 331.G, 1090.G
Reason for Report: To provide the Committee with information regarding the communication of progress, outcomes and benefits of the Capitals Works Program to the community.

Recommendation:

- a) That the communication strategy outlined in this report be endorsed.
- b) That when options have been developed for branding the capital works program the matter be reported to the Corporate and Works committee for its consideration.

Background:

The Committee at its meeting on 19 February when reviewing the Capital Projects Status update resolved in the following terms:

“That a report be provided on how we can systematically and progressively communicate to the community on the progress, outcomes and benefits of the capital works program.”

We currently inform the community about the progress, outcomes and benefits of the Capital Works Program using the mayoral columns, information on the website, inclusion in the monthly Eastside radio interview as well as via media releases which are distributed to all local media outlets.

Recent communications about capital works projects.

Over the past six months we have informed the local community about the progress and completion of a number of Capital Works Projects, some examples include:

- *Installation of rainwater tanks at Quarry St and O’Dea Ave Depots, Parsley Bay Reserve, Lyne Park and St Brigid’s Library* – a media release was developed which recently featured in the Wentworth Courier as well as promoting this project during Water Week 2006.
- *Implementation of the Bike Plan* – the promotion of the Bike Plan is constantly revisited each time a key part of the plan is completed. A media release and photo shoot were coordinated to promote the completion of the bike lanes in Victoria Rd and O’Sullivan Rd.
- *Introduction of the 40km/h zone in Paddington* – an extensive communication strategy was implemented for this project in conjunction with the RTA. This including advertisements, website, mayoral columns, posters and brochures as well as a joint media release.
- *Playgrounds in Dillon St, Elms Reserve and Thornton Reserve* – a number of communication strategies including a mayoral column, media release, website and a mention in the Eastside interview were used to encourage residents to have their say about the new playground equipment. A follow up media release was issued to local media once the Elms Reserve and Dillon St playgrounds had been completed. This media story appeared in the Wentworth Courier.

- *Rushcutters Bay median strip upgrade* – residents were notified of the upgrade via the mayoral column, website and a media story which ran in the Wentworth Courier prior to the commencement of work. A follow up media story will also be coordinated once all work is completed.
- *Rushcutters Bay Park Upgrade* – to promote the completion of the bridge between Rushcutters Bay Park and Reg Bartley Oval a media release was issued to the Wentworth Courier and a photo shoot coordinated as part of the media story with the Mayor of Woollahra and the Lord Mayor of City of Sydney Council on the bridge.
- *Dinghy storage facility at Rose Bay Park* – a media release was distributed to local media about the grant received to construct a new storage facility for dinghies at Rose Bay Park. This story featured in the Wentworth Courier.

At present we are preparing communication strategies for the completion of the Dumaresq Reserve Seawall and the upcoming commencement of construction of the Rose Bay Promenade and the Five Ways Paddington Streetscape.

Options for Communications:

The resolution asks how we can systematically and progressively communicate about the Capital Works Program. Broadly it is proposed that we continue to use the currently available “channels” and that we “brand” the communications in a way that will build community awareness and recognition. In addition we will increase the volume of communications in some areas. The following options will be used as appropriate to communicate to the community about the Capital Works Program:

1. *Mayoral column*

The mayoral column is utilised regularly to promote Council news, events and projects to the local community. We propose that periodically an article about the Capital Works Program feature in the mayoral column to communicate the progress, benefits and outcomes of the program.

2. *Media articles*

Projects that are considered newsworthy will be communicated to the local community via the distribution of a media release to local newspapers including the Wentworth Courier and the Village Voice. Media releases will be developed and distributed both prior to the commencement of works and on completion of the project to demonstrate both the benefits and outcomes of the Capital Works Program.

3. *Newsletter attached to the rates notice*

There are four rate and instalment notices distributed every year to 25 000 rate payers in the first instalment and 19 000 with the three other instalment notices. On each rate notice an A5 colour newsletter will be attached updating the rate payers about the progress, benefits and outcomes of the Capital Works Program in order to demonstrate what the Infrastructure Levy is funding. This newsletter will also be available electronically for rate payers who view their rate notices online.

4. Website

The news section of the website will be used to inform the community about key projects as well as provide information about footpath and road upgrades being undertaken in the municipality. The news section will be regularly updated to ensure the public receive current and relevant information about the progress and completion of Capital Works Projects.

5. Woollahra News

The monthly Woollahra News advertisement is used to promote upcoming community events and local information. We propose that the Capital Works Program be mentioned four times a year in this advertisement. Projects that affect the majority of the community and have a broad appeal will be promoted due to the wide distribution of the Wentworth Courier and the limited space available every month.

6. Letter box drop

Letter box drops are not a cost effective way of communicating information to the whole community with many residents stating that they prefer to receive information via the local newspaper. However, letter box drops can be effective in communicating information about a specific project to a small localised area and will be used as appropriate.

7. Onsite signage

The use of onsite signage is also not appropriate for all projects but can be effective at locations where there is a high traffic flow of pedestrians. This will assist in communicating the process that will be undertaken at the site and the benefits of the project to the community.

8. Community Notice boards

Woollahra Council has five community notice boards in the area and has a program to install another four community notice boards in locations throughout the municipality. These community notice boards can be used to inform the local community about current and future projects by posting information on the notice board.

Branding

While we can communicate through the various channels as identified above we need to link the individual projects and its communication into the overall infrastructure renewal strategy. One way of doing this is to “brand” the program so that each individual project is seen in the context of a large program. The branding would be prepared so it could be used with each of the channels identified above.

The message in the branding capital works funded by the infrastructure levy would be along the lines of “this is another project in Woollahra Council’s 5 year \$20 million infrastructure upgrade program funded by your rates.”

There are however other capital works such as Five Ways, Rose Bay promenade and Double Bay that are funded by general rate revenue and/or loans and/or Sec 94 and /or grants (or part grants). These will need a different message emphasis. .

We will need to prepare some options for branding and when they are available we will report back to the committee on these options.

Income & Expenditure

Most of the communications proposed fit within the current budget framework, however the inclusion of an A5 newsletter in the rates notice will cost \$5000 per annum. In addition preparation of concepts for branding will cost \$1000.

Given that these are for the capital works projects an allocation against this program is appropriate.

Conclusion:

Whilst we have promoted numerous Capital Works Projects to the community there are opportunities to increase the profile of the Capital Works Program in order to increase community awareness and recognition of the program. We can increase the profile by using a full range of communications channels. Branding the program will help link the individual project with the overall strategy.

Mandy Quayle
Acting Communications Manager

Geoff Clarke
Director - Corporate Services

Item No: D4 Delegated to Committee
Subject: **Internet Web cast of Council Meetings**
Author: Geoff Clarke
Director Corporate Services
File No: 900.G
Reason for Report: To determine if the Council wishes to proceed with the internet web casting of full council meetings

Recommendation:

That capital funding of \$90,000 and recurrent funding of \$30,000 required for the internet web casting of Council meetings be considered at the forthcoming Strategic and Corporate committee budget review meeting.

Background:

The committee at its meeting on 5th February resolved in the following terms

“That a further report be prepared for the Committees consideration and that it include:

- Details for the internet broadcasting and archiving of the Council meeting
- The practical implementation of same, and
- The specifics for an effective broadcast
- The prevalence of high speed internet connection in Woollahra

A copy of the report to the 5th February meeting is included as annexure 1. The previous report set out in broad terms the extent and nature of the proposal along with the advantages and disadvantages. This report focuses on the specific issues raised in the resolution.

Effective broadcast:

The resolution of the committee focuses on the effective broadcast of the council meetings.

To be effective the broadcast must have

1. Good vision of speakers
2. Good sound
3. Good “context” for the items being discussed.
4. Good transition of image, sound and functionality.

Vision: Appropriate cameras and camera positioning is a prerequisite to good vision. The cameras need to be produce and image of the speaker which enables the viewer to easily recognise and relate to the speaker. To achieve this outcome 4 cameras with pan, tilt and zoom are required. One camera is required for the Mayor and the senior staff. Two cameras are required to cover 14 councillors (one for each side of the council table) and one camera to show the gallery.

Sound: The viewer of the broadcast needs to be able to hear clearly each speaker. The current sound system has been reviewed and with some minor improvements to positioning can produce a good result. However the quality of sound with the current system is adversely affected if the microphones are covered by papers or a number of conversations are happening at the one time. To upgrade the system to a similar system now installed in the committee room and to have it separately switched and integrated with the vision will cost \$40,000.

Context: Context refers to the viewer understanding what item is being considered by the council at any particular time. The broadcast needs to be able to continually identify the item being discussed. In addition a viewer needs to see where this item is in the meeting agenda. This context can be achieved by a “label” at the bottom of the broadcast image showing which items is being considered and an adjacent image of all the items on the agenda,

Transition: The quality of the broadcast is dependant on the seamless integration of the vision, sound and context information as well as switching of vision between cameras in a way that presents a professional image. This is highly dependant on have a purpose built “controller” to integrate these together. We have identified that there are such controllers on the market “off the shelf”

Proposal:

The system proposed includes an “off the shelf” controller as show in annexure 2. The capital costs includes purchase and set up the controller, initial system setup with 4 cameras, building works to provide for the cabling for cameras, staff training on operating the system and associated equipment as well as replacement of the sound systems. These costs are the same as shown in the first report except for the purchase an installation of the “controller.’ And the associated building work to install the cameras. This is an increase from \$25,000 to \$48,000

Expenditure Description	Capital Costs
System setup and equipment	\$43,000
Building works for cabling	\$5,000
Staff Training on system operation	\$2,000
Upgrade of Sound system	\$40,000
Total	\$90,000

The effective broadcasting of the meeting to the internet requires adequate “bandwidth.” Having adequate bandwidth is a combination of broadcast hosting equipment and internet speed. A specialist hosting services is required so as to ensure that a broadcast is not overwhelmed by a large number of people trying to access a popular broadcast. The hosting service also “archives” the meetings for future access. The archived broadcast of meetings can be made available via a standard URL link from council’s web site. The recurrent costs, set out below, include this hosting cost and the cost of a staff member to operate the controller. These costs are the same as set out in the initial report.

Expenditure Description	Recurrent Costs
Hosting by service provider	\$25,000
Staff costs to operate the equipment	\$5,000
Total	\$30,000

High Speed Internet in Woollahra.

The resolution of 5th Feb seeks information on the prevalence of high speed internet access in Woollahra. We have had difficulty in finding up to date information about high speed internet access for Woollahra in particular. What we know is that Australia wide in September 2005, 66 percent of household had internet access. In June 2006, 71 percent of households had broadband access. There is strong correlation between high home internet usage and high incomes. I have been unable to source recent data on this but using what information I have I would estimate that about 75 % of all households in Woollahra would have high speed internet access.

Identification of Income & Expenditure:

Should the council wish to proceed with the is proposal, capital funds of \$90,000 and recurrent funds of \$30,000 will need to be provided in the forthcoming budget for 2007/2008

Conclusion:

The broadcasting of council meetings on the internet can be effectively achieved by providing a broadcast that has good vision, good sound, and has appropriate contextual information for the viewer to follow the proceedings, and that the overall production produces a professional image.

This can be achieved in a practical way by the use of 4 cameras and the installation and commissioning of an off the shelf controller to provide for the integration of vision, sound and textural information. An external hosting services is required to ensure appropriate broadcast standards are maintained and for the achieving of previous broadcasts.

Geoff Clarke
Director Corporate Services

Annexures:

1. Report to Corporate and Works committee on 5th February 2007
2. Of the shelf controller of the broadcast

Item No: D5 Delegated to Committee
Subject: **Roads, Traffic and Transport Principal Activity - Draft 2007-10 Management Plan**
Author: Warwick Hatton - Director Technical Services
File No: 827.G 04-07
Reason for Report: To review the principal activity of Roads, Traffic & Transport prior to inclusion in the draft management plan

Recommendation:

That, subject to any variation to the budget, the programs and projects for the Roads, Traffic and Transport principal activity be included in the draft Management Plan.

Background:

Principal Activity No 3 of the Management Plan is "Roads, Traffic and Transport". This principal activity has the following sub-activities:

- 3.1 Road and Infrastructure Asset Management
- 3.2 Maintenance and Construction
- 3.3 Traffic and Transport
- 3.4 Parking Facilities
- 3.5 Parking Enforcement (Regulatory Services)
- 3.6 Streetscape

Included as an Annexure to this report is the proposed Traffic & Transport Principal Activity of the Management Plan with detailed comments on the programs and projects in each sub activity

The Annexures include all the details whereas set out in the following part of this report is a commentary, the purpose being to provide Councillors with a snapshot of the key influences or issues arising from this proposal

The operating and capital budgets will be considered in a separate budget report which reviews the overall financial position of the Council.

Following is the commentary on each sub-activity:

3.1 Road and Infrastructure Asset Management

The Infrastructure Asset Renewal strategy was adopted in principle in late 2004. Capital works programs and funding options were developed for a five year program funded by a proposed Infrastructure Renewal Levy. Subsequently, it was decided to combine the Infrastructure Renewal Program and the Council's Environmental Works Program in an integrated program (see Environmental and Infrastructure Works Program as Principal Activity 8).

The asset strategy for road, footpath and kerb and guttering assets will be reviewed and updated in 2007-08 and the program rolled forward. An inventory and condition ratings are being developed for retaining walls, and a prioritised works program will be formulated.

3.2 Maintenance and Construction

Programmed maintenance activities, response to customer requests and construction of programmed capital works are the core functions in this Sub-Activity. The Asset Management Information System (AMIS) has been extended to enhance our responsiveness and reporting capacity. A minor capital works program will be developed and implemented to supplement programmed maintenance and the Infrastructure Renewal program (see Principal Activity 8).

3.3 Traffic and Transport

The review commenced in 2006 of the 1999 Woollahra Traffic and Transport Strategy continues, and reports will be submitted to Council on specific issues. It is envisaged that a number of Strategy issues such as public transport and local community transport will be addressed by an inner-city forum which has been established with adjoining Councils and community groups.

The impact of the Cross City Tunnel will continue to be monitored and reported to Council. In Paddington, staged introduction will continue of traffic management works arising from the PAMP (pedestrian movement) study, and the installation of the 40kmh speed limit zone. The feasibility of extending 40kmh speed limits in other areas will be investigated.

Traffic calming measures will be introduced in Hopetoun Avenue, in Village Lower Road, in Victoria Road at Mansion Road, and in Bellevue Hill shopping centre to support a 40 kmh speed limit zone (subject to RTA approval). A traffic management strategy has been adopted for Darling Point and will begin to be implemented in 2007-08.

There will be continued implementation of Bicycle Plan works to complete Routes Nos. 3, 8, 19, 20, 21, 22, 23, 24 (part), 27, 29 and 51 in 2007/2008 and Routes 40-42 and 50 in 2008/2009.

3.4 Parking Facilities

Resident parking schemes throughout the municipality have been subject to detailed investigation, and reports will be provided zone by zone with the object of improving their effectiveness, availability of spaces and responsiveness to customer needs.

3.5 Parking Enforcement (Regulatory Services)

Council's Parking officers enforce the rules and regulations that apply to on-street parking and parking in Council controlled carparks. During this period we will continue to implement the recommendations of the management review of the parking enforcement activities undertaken in 2006.

3.6 Streetscape

Major streetscape and harbourside improvement works will be carried out at the Fiveways, Paddington, and Rose Bay Promenade. Capital works upgrading programs will be implemented in business areas in Double Bay, Bellevue Hill, Queen Street, Woollahra and the Five Ways and Oxford Street, Paddington.

Warwick Hatton
Director Technical Services

Annexures:

1. Proposed Roads, Traffic & Transport Principal Activity of 2007-10 Management Plan

Item No: D6 Delegated to Committee
Subject: **Environmental Works and Infrastructure Program Principal Activity - Draft 2007-2010 Management Plan**
Author: Warwick Hatton - Director Technical Services
File No: 827.G 04-07
Reason for Report: To review the principal activity of Environmental Works and Infrastructure Program prior to inclusion in the draft management plan.

Recommendation:

That, subject to any variation to the budget, the programs and projects for the Environmental Works and Infrastructure Program principal activity be included in the draft Management Plan.

Background:

Principal Activity No 8 of the Management Plan is the "Environmental Works and Infrastructure Program". This Principal Activity has the following sub-activities:

- 8.1 Administration
- 8.2 Water Quality "at source" treatment projects
- 8.3 Water quality "end of line" treatment projects
- 8.4 Watercourse and bushland treatment projects
- 8.5 Road Infrastructure Assets
(Includes road pavements, footpaths and kerb & gutter works).
- 8.6 Seawalls
- 8.7 Retaining Walls
- 8.8 Floodplain Risk Management Program
- 8.9 Stormwater Works

Included as an Annexure to this report is the proposed Environment Works and Infrastructure Program Principal Activity 8.0 with projects outlined in each sub activity.

Environmental Works Program

Following is a summary of each sub-activity along with commentary on the main changes incorporated with each sub-activity.

NOTE: An application has been made to the Department of Local Government for an integrated Environmental Works and Infrastructure Levy, which takes into account the new State legislation allowing the introduction of a Stormwater Management Service Charge. Our previous Environmental Works Program has been amended accordingly, and a separate program of Stormwater Works has been included.

Capital works projects associated with stormwater are covered in this Principal Activity, whereas studies, investigations, design and monitoring, and education and community information programs associated with stormwater are covered in Principal Activity 2 Natural Environment.

The Environmental Levy Community Reference Group was consulted about the proposal to integrate the levies, and an advertisement was placed in the Wentworth Courier to inform the community.

8.1 Administration

This sub-activity covers the project administration of water quality works, which are included in the combined Environmental Works and Infrastructure program, ensuring a continuing commitment to environmental projects.

8.2 Water Quality "At Source" treatment projects

The objectives of this program are to prevent pollutants, litter, vegetation matter and sediment entering the Harbour. Individual targeted education programs will be implemented to better inform the community on stormwater pollution and environmental sustainability and a targeted cigarette litter reduction campaign along with porous pavements trials, are the types of projects that meet the objective of treating stormwater at source. These projects are detailed in Principal Activity 2 Natural Environment, see Sub-Activity 2.2 - Stormwater Systems, for monitoring, and Sub-Activity 2.8 Sustainability Education.

For installation of "at source" stormwater devices see Sub-Activity 8.9 - Stormwater Works.

8.3 Water Quality "End of Line" treatment program

The objectives of this program are to prevent pollutants, litter, vegetation matter and sediment entering the Harbour. This may be achieved by projects such as installation of larger water quality devices, such as Gross Pollution Traps and Stormwater Booms, constructed low in the catchment at the end of the stormwater network, prior to discharging into the Harbour. These projects are detailed in Principal Activity 2 Natural Environment, see Sub-Activity 2.2 - Stormwater Systems for monitoring, and Sub Activity 8.9 - Stormwater Works for Installation of "End of Line" stormwater devices.

8.4 Watercourse and Bushland treatment program

The objective of this program is to prevent uncontrolled run-off, erosion, nutrient transport and weed intrusion into remnant bushland.

The main bushland areas targeted will be Trumper Park and Gap Park. Inter-allotment drainage schemes will be developed to prevent uncontrolled stormwater run off into sensitive areas. Stormwater harvesting opportunities will be investigated and developed, and specific projects reported to Council.

8.5 Road Infrastructure Assets (Includes road pavements, footpaths and kerb & gutter works)

The objective of this sub-program is to improve the condition of the road, footpath and kerb and gutter assets by renewing those sections which have been ranked as first priority by our condition indicator analysis. A detailed program of works is attached.

8.6 Seawalls

The objective of this sub-program is to repair and restore seawalls located on public land to prevent structural collapse and erosion material from behind the seawalls entering the harbour. Seawalls will be reconstructed at Wingadal Place, Point Piper, and Caledonian Road, Rose Bay.

8.7 Retaining Walls

The objective of this sub-program is to repair and restore retaining walls located on public land to prevent structural collapse. An inventory and condition assessment is being carried out and from this a prioritised works program will be developed. Specific projects will be reported to Council during the year.

8.8 Floodplain Risk Management Program – Project Implementation

Floodplain studies and risk management plans are being undertaken in Woollahra's major catchments. See Principal Activity 2 Natural Environment, Sub-Activity 2.2 - Stormwater Systems. From these will be developed priority projects for implementation, funded from the Stormwater Management Charge. Specific projects will be reported to Council during the year.

8.10 Stormwater Works

The objective of this sub-program is to improve the condition of the stormwater drainage assets by renewing those sections which have been ranked as first priority by our floodplain studies and floodplain risk management plans, and by condition analysis. Some works are associated with road infrastructure projects detailed in 8.5 above. A detailed program of works is attached.

Warwick Hatton
Director Technical Services

Annexures:

1. Proposed 2007-10 Management Plan Environmental and Infrastructure Works Program
Principal Activity

Item No: D7 Delegated to Committee
Subject: **Organisation Support Principal Activity - Draft 2007-2010 Management Plan**
Author: Geoff Clarke – Director Corporate Services
Warwick Hatton – Director Technical Services
File No: 827.G 06/09
Reason for Report: To review the principal activity prior to its inclusion in the draft management plan

Recommendation:

That, subject to any variation to the budget, the programs and projects for the Organisation Support principal activity be included in the draft Management Plan.

Background:

Principal Activity No 7 of the Management Plan is "Organisation Support". This principal activity has the following sub-activities:

- 7.1 Governance
- 7.2 Finance
- 7.3 Risk Management
- 7.4 Human Resources
- 7.5 Information Technology
- 7.6 Property Management
- 7.7 Management Executive
- 7.8 Technical Services Management

Included as an Annexure to this report is the proposed Organisation Support Principal Activity of the Management Plan with detailed comments on the programs and projects in each sub activity

The Annexure includes all the details whereas set out in the following part of this report is a commentary. The purpose being to provide Councillors with a snapshot of the key influences or issues arising from this proposal

Following is the commentary on each sub-activity:

7.1 Governance:

The Governance area is primarily involved in supporting and facilitating the meeting process. Records Management is also part of the sub activity. The major projects in the governance area for this year are to review and improve the availability of information that council is required to have available for public inspection This is linked to the need to review the extent, nature and location of policy documents.

In the records area the further implementation of the electronic document management system will be pursued during the year.

7.2 Finance:

The implementation of a special rate to fund environmental and infrastructure works will provide the certainty necessary to develop a longer term financial strategy prior to the next budget cycle. This strategy will need to take into consideration the outcome of the property strategy, the use of the funds from the sale of the process plant and the cosmopolitan site redevelopment along with the changing needs for services. There will be continued emphasis on improved reporting to the organisation and the council.

7.3 Risk Management:

The function of risk management is to develop, implement and maintain risk management systems in the areas of Occupational Health and Safety, Public liability, Professional indemnity, Motor vehicles, Plant and equipment, Corporate and governance, and Environmental risks. These risks are minimised by active participation of staff and managers in risk control activities. The plan includes the periodic refreshing of risk action plans with managers across the organisation. An external Risk management system surveillance audit, and an external physical hazards surveillance audit will be carried out.

7.4 Human Resources:

The Human Resource function is concerned with services surrounding employees and assisting managers and supervisors to lead and develop their employees. The first half of the financial year will see the continuing take up of data for the training and development area of the new HR system along with the completion of the staged rollout of on-line services for managers and staff. Workchoices legislation will necessitate the development of employment agreements by way of individual agreements or collective agreements across the various departments of the organisation.

7.5 Information Technology:

Information technology is fundamental to our business. We have a sound IT infrastructure by supporting its incremental development. This year will see a focus on further upgrading the technical infrastructure to support the business application of the organisation. Provision has been made for the implementation of a pilot project for 3D modelling to support development of planning instruments and assessment of development applications. In addition the installation of software to provided for the completion of the project to put our planning instruments on the website. The goal is to put the restructured LEP and DCPs on the website so that an applicant or adjoining resident can simply put in the address of a proposal and the type of development and get only those controls that are relevant to that address and that type of development.

7.6 Property Management:

In consultation with the Assets Working Party, a study of our property assets and community facilities was carried out in 2006-07, and recommendations put forward for future upgrading, development or disposal, as appropriate, of our community facilities, income generating properties and operational properties. These will be considered with the draft Management Plan and Budget for 2007-08, and a Property Strategy will be developed.

Tenders for management of Camp Cove Kiosk, Parsley Bay Kiosk, and Trumper Park Tennis Courts will be called. We will manage Council's involvement in the Cosmopolitan site redevelopment, which includes stratum subdivision, new ground and stratum leases and transfer of assets to Council, and represent Council's ownership interests regarding the future of the Kiaora Lands site. Our water savings program and disability access program upgrades will continue.

7.7 Management Executive:

We will continue the process of continuous review of each division of the organisation.

7.8 Technical Services Management:

This sub activity includes the cost centre of the director and support staff, and Technical Services management team. Activities and initiatives are shown in the relevant sub activity areas. Workplace agreements, collective and individual, will be negotiated in the various Technical Services operational areas.

Geoff Clarke
Director Corporate Services.

Warwick Hatton
Director Technical Services

Annexures:

- 1 Organisation Support Principal Activity – Draft 2007-2010 Management Plan