



Corporate & Works Committee

Agenda: *Corporate & Works Committee*

Date: *Monday 4 August 2008*

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; - Delegations.
 - Adoption of Council's Management Plans; - Policies.
 - Quality Service/Communications; - Tenders as per Regulation requirements.
 - Leases.
 - 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

31 July 2008

To: His Worship The Mayor, Councillor Rundle, ex-officio
Councillors Andrew Petrie (Chair)
 Anthony Boskovitz
 John Comino (Deputy Chair)
 Claudia Cullen
 Marcus Ehrlich
 Fiona Sinclair King
 John Walker

Dear Councillors

Corporate & Works Committee Meeting – 4 August 2008

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 4 August 2008 at 6.00pm.**

Gary James
General Manager

Additional Information Relating to Committee Matters

Site Inspection

A site inspection will be held at:

**Item D6 - Hopetoun Avenue/Petrarch Steps, Vacluse – Pedestrian Access
at 5.00pm 4 August 2008**

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 21 July 2008	1
D2	Environmental, Infrastructure and Stormwater Works Program – 4 th Quarter Management Plan Review – 827.G 04-07	2
D3	Organisation Support Principal Activity – 4 th Quarter Management Plan Review – 827G 2007-2010	18
D4	Roads, Traffic and transport Principal Activity – 4 th Quarter Management Plan Review – 827.G 04-07	49
D5	Bellevue Hill Shopping Centre Streetscape Improvement Works – 1216.G	64
D6	Hopetoun Avenue/Petrarch Steps, Vaucluse – Pedestrian Access – T240 / 240	67

Items to be Submitted to the Council for Decision with Recommendations from this Committee

R1	Parking Meters – 1038.G	73
R2	790 New South Head Road, Rose Bay – Proposed Road Closure and Sale – 329.790	104

Item No: D1 Delegated to Committee
Subject: **Confirmation of minutes of meeting held on 21 July 2008**
Author: Les Windle, Manager – Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 21 July 2008 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 21 July 2008 be taken as read and confirmed.

Les Windle
Manager - Governance

Item No: D2 Delegated to Committee

Subject: **Environmental, Infrastructure and Stormwater Works Program - 4th Quarter Management Plan Review**

Author: Warwick Hatton - Director Technical Services

File No: 827.G 04-07

Reason for Report: To review the status of services for the Management Plan principal activity of Environmental, Infrastructure and Stormwater Works Program for the three months ending 30 June 2008 and to provide an overview of achievements during the 2007-08 financial year.

Recommendation:

- A. That the status of projects for the principal activity 8.0 Environmental, Infrastructure and Stormwater Works Program be noted.
- B. That the variations to projects be agreed, subject to adoption of the relevant budget variations included in the separately reported quarterly financial review.

Background:

Section 407(1) of the Local Government Act requires that Council review the progress of the adopted Management Plan on a quarterly basis. Included with this report is the fourth quarterly review of Principal Activity No 8 of the Management Plan, which is the "Environmental, Infrastructure and Stormwater Works Program". This principal activity has the following sub-activities:

- 8.1 Administration
- 8.2 Water Quality "at source" treatment program
- 8.3 Water Quality "end of line" treatment program
- 8.4 Watercourse and bushland vegetation treatment program
- 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 – Project Implementation
- 8.9 Stormwater Works

The Annexure includes all the details for this principal activity, whereas, set out in the following part of this report is a commentary on variations, changes, exception, completed works, achievements, etc., the purpose being to provide Councillors with a snapshot of the key influences or issues arising from this quarterly review.

Comments on budget variations, where they are material or have an impact on the program of works or projects, may be included in this report. However, the budget review and confirmation of any changed forecast will be considered in a separate budget report, which reviews the overall financial position of the Council at the end of the quarter. It should be noted that this program is funded from a special rate levy and needs to meet the special rate requirements when it comes to variations and changes

Following is the commentary on each sub activity:

8.1 Administration and Auditing

The implementation of the Environmental Works Program (EWP) requires project management support. Management of capital works construction has been transferred to Manager Property and Projects. During the year management of Sustainability Projects (policy matters, research, education and information programs, etc) was transferred to the Sustainability Projects Coordinator reporting to the Manager Public Open Space. Details of projects completed are summarised in 8.9 Stormwater Works in this Principal Activity 8, and in 2.8 Sustainability Education in Principal Activity 2.

The following Grant funding was received over the 2007/2008 financial year;

- \$1.875 million from Department of Environment and Climate Change for the 3 Council Ecological footprint project;
- \$25,000 from the Department of Environment and Climate Change for the strategic review of the Environmental Works Program and the Port Jackson South Stormwater Management Plan;
- \$35,000 from the Department of Environment and Climate Change for the Crescent Stormwater Project; and,
- \$39,000 from Sharing Sydney Harbour Access Program for Cliff Street Interpretation Project.

The following Grant applications were prepared and submitted over the 2007/2008 financial year;

- Public Facilities Program for Rainwater Harvesting at Holdsworth Community Centre;
- Sharing Sydney Harbour Access Program for Lyne Park access upgrade and Stormwater filtration;
- Metropolitan Greenspace Program for Cooper Park Conservation Management Plan; and,
- Urban Sustainability Waterways Program for Cooper Park Waterways & Bushland restoration.

8.2 Water Quality "at source" Treatment Program

The objectives of this program are to prevent pollutants, litter, vegetation matter and sediment entering the Harbour. Targeted education programs and installation of water quality devices, such as stormwater inlet pit baskets, are the types of projects that meet this objective.

Achievements over the last quarter in this program are summarised in 8.9 Stormwater Works in this principal activity and within 2.2 Stormwater Systems, 2.5 Street Cleaning and 2.8 Sustainability Education in Principal Activity 2 - Natural Environment.

Refer 8.9 Stormwater Works for achievements in this program.

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 GPT's and Stormwater Booms, constructed low in the catchment, at the end of the stormwater network, prior to discharging into the Harbour.

Refer 8.9 Stormwater Works for achievements in this program.

8.4 Watercourse and Bushland Vegetation Treatment Program

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

Achievements in this program over the 2007/08 financial year include:

- Cooper Park Pond Upgrade - Options Report, Detailed Designs, Review of Environmental Factors and Tender Documents have been completed for tender;
- Christison Park water efficient irrigation project is under construction;
- Small Street remediation, drainage and landscaping works completed to protect Cooper Park from uncontrolled run-off;
- The Crescent Vaucluse, Hopetoun Avenue stormwater augmentation project to protect Parsley Bay from uncontrolled run-off. Tender has been awarded and works will commence on site in August 08.

8.5-8.7 Infrastructure Works Projects (includes 8.5 Road Infrastructure Assets; 8.6 Seawalls; 8.7 Retaining Walls)

Achievements over the 2007/08 financial year for the Infrastructure Works Projects include:

Road, footpath and Kerb & Gutter Reconstruction Projects completed:

- Benelong Crescent (Stage 3), Bellevue Hill.
- Drumalbyn Road, Bellevue Hill.
- Fernleigh Avenue, Rose Bay.
- Mitchell Road (Stage 3), Rose Bay.
- Palmerston Street, Vaucluse.
- Bradley Avenue (Stage 1), Bellevue Hill.
- Brown Street, Paddington.
- Dover Road, Rose Bay.
- Kambala Place, Bellevue Hill.
- New South Head Road, Double Bay.
- Queen Street, Woollahra.
- Albermarle Avenue, Rose Bay.
- Carlotta Road, Double Bay.
- Boundary Street, Paddington.
- Perry Lane, Paddington.
- Belmore Place, Paddington.

Road, footpath and Kerb & Gutter Reconstruction Projects commenced or tendered for construction during the 4th quarter:

- Duxford Street, Paddington.
- Rowe Street/Saber Street, Woollahra
- Yarranabbe Road, Darling Point.

Pavement Management System Update:

- Consultant engaged and commenced in re-surveying the condition data for road infrastructure assets.

Seawall Works Completed:

- Caledonian Road, Rose Bay.

Seawall Works tendered for construction during the 4th quarter:

- Wingadal Place, Point Piper.
- Rushcutters Bay Park, Rushcutters Bay.

Retaining Wall Works completed:

- Johnston's Lookout, Vaucluse.
- Hopetoun Ave, Vaucluse.
- Birriga Road stairs, Bellevue Hill.
- Harkness Street road impact barrier, Woollahra.

Retaining Wall condition assessment:

- Survey and investigation of retaining walls in roads has been completed.

8.8 Floodplain Risk Management Program – Project Implementation

- Rushcutters Bay Floodplain Management Study and Plan commenced.
- The Double Bay Catchment Flood Study completed and adopted.
- Consultants invited to quote on the Double Bay Floodplain Management Study and Plan.
- The Rose Bay Flood Study draft report reviewed by the Floodplain Risk Management Committee and posted for public exhibition.

8.9 Stormwater Works

Stormwater upgrade and reconstruction works completed:

- Kambala Place, Bellevue Hill.
- Fernleigh Avenue, Rose Bay.
- Mitchell Road (Stage 3), Rose Bay.

Stormwater upgrade and reconstruction works commenced or tendered for construction in the 4th quarter:

- Rowe Street/Saber Street, Woollahra
- Yarranabbe Road, Darling Point.

Water Quality 'At Source' Treatment Program completed:

- Rose Bay Promenade Stormwater Treatment & Re-use project contract works completed;

Stormwater Works for installation of 'End of Line' Stormwater Devices completed:

- Installation of the Harbour view Park Gross Pollutant Trap upstream of the park located at Rowe Street and Edgecliff Road.
- Installation of the Queens Avenue Gross Pollutant Trap.

Stormwater Works for installation of 'End of Line' Stormwater Devices commenced or tendered for construction during the 4th quarter:

- Installation of Fisher Avenue, Vaocluse, Gross Pollutant Trap and Stormwater works.
- Hopetoun Avenue, Vaocluse (The Crescent Stage 1) Works including the installation of Gross Pollutant Traps, biofiltration system and Stormwater Upgrade Works.

Warwick Hatton
Director Technical Services

Annexures:

1. June 2008 Quarterly Review of Principal Activity: Environmental Works Program

Item No: D3 Delegated to Committee

Subject: **Organisation Support Principal Activity - 4th Quarter Management Plan Review**

Author: Don Johnston - Acting Director Corporate Services
Warwick Hatton - Director Technical Services

File No: 827G 2007-2010

Reason for Report: To review the status of services for the Management Plan principal activity of Organisation Support for the three months ending 30 June 2008 and to provide an overview of achievements during the 2007-08 financial year.

Recommendation:

- A. That the status of projects for the Organisational Support principal activity be noted.
- B. That the variations to projects be agreed subject to adoption of the relevant budget variations included in the separately reported quarterly financial review.

Background:

Section 407(1) of the Local Government Act requires that Council review the progress of the adopted management plan on a quarterly basis. Included with this report is the fourth quarterly review of Principal Activity No 7 of the Management Plan, which is "Organisation Support". This principal activity has the following sub- activities:

- 7.1 Governance and Records Management
- 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 annexure to this report are:

- 1. The Organisation Support Principal activity of the Management Plan with detailed comments on the status of items in each sub activity
- 2. Any uncompleted adopted "Notices of Motion" related to the Organisation Support principal activity

The annexures include all the details whereas set out in the following part of this report is a commentary on variations, changes, exception, completed work, achievements, etc. to provide Councillors with a snapshot on the key influences or issues arising from this quarterly review.

"Notices of Motion" which have a major impact on approved management plan core activities and projects have been included in the management plan as variations so as to facilitate the changing of priorities in an orderly and transparent manner.

Comments on budget variations where they are material or have an impact on the program of works or projects may be included in this report. However the budget review and confirmation of any changed forecast will be considered in a separate budget report which reviews the overall financial position of the Council at the end of the quarter.

Following is the commentary on each sub activity

7.1 Governance and Records Management

This sub-activity covers the areas of Governance, Council, Committee and Councillor support and Records Management. The review of the privacy management plan was completed during the quarter and reported to the Corporate & Works Committee in July. Other projects in Governance are progressing in and will be completed early in the new plan year.

The implementation of the document management system, scheduled to commence in the 4th quarter, has been deferred to confirm that functional requirements will be met. The target dates for a number of other related records projects will also be pushed back as a result.

7.2 Finance

The final quarter of the year saw the public exhibition and adoption of the 2008/2009 Budget as part of the Management Plan. All routine and project activities have been completed in accordance with the Management Plan targets.

7.3 Risk Management

A key outcome for 2007/2008 was the review and update of the Risk Management Plan. Individual managers' actions plans and systems review documents were audited in April. Some changes to reporting have been recommended. Other projects and core activities were completed or are continuing in accordance with the Management Plan targets.

7.4 Human Resources

Projects and core activities generally proceeded in accordance with management plan targets. Implementation of the new Human Resource Information System continues. Payroll, core HR, Recruitment and Training modules are live. The Employee Self Service (HR Central) module roll out commenced during the last quarter. Some refinements were required to be made and the roll out will continue in the first quarter of the new plan year.

7.5 Information Technology

Projects and core activities generally proceeded in accordance with management plan targets. This quarter saw the go-live of Online Certificates applications lodgement. After some initial teething difficulties the system has settled well and is providing a useful service, particularly to our high volume clients.

7.6 Property Management

A tender for the lease of Trumper Park Tennis Courts was accepted by Council, and the executed legal documents have been sent to the Minister for approval. Tenders for the lease and management of the Watsons Bay Tea Room café were advertised. The relocation of the library from Dunbar House was approved by Council following the community consultation.

Heating was installed at the recently acquired Vaucluse Bowling Club and at The Gunyah. Negotiations continued with Woolworths in relation to the Kiaora Lands development. Woolworths have advised that they have purchased the residential properties owned by the Joint Venture.

A meeting of the Assets Working Party was held in August 2007 to progress the investigation options agreed at the June Councillor workshop. The outcomes of the AWP were adopted by Council in September. Consultant studies were commissioned for several items and a Councillor briefing was held in July.

The lettable space at 52-54 O'Dea Avenue, previously occupied by Schindler Lifts, was advertised for a long term lease. To date a number of organisations have shown interest and inspected, however no acceptable offers have been received.

7.7 Management Executive

A review has been completed in the corporate services division of the organisational reporting structure for customer service, records management and web site development.

7.8 Technical Services Management

The vacant position of Manager Civil Works and Infrastructure was filled. This department is now responsible for all road, footpath and drainage maintenance and minor construction, as well as civil infrastructure asset management (inventories, condition surveys and works programs) which were transferred from the department of Public Infrastructure. The latter department, which now comprises Traffic and Transport, Engineering DA Assessment and Engineering Design, was renamed Engineering Services.

New maintenance schedules were implemented in Parks & Street Trees, works procedures commenced to be reviewed in Civil Works and Infrastructure, and reviews of schedules and works procedures in the Business Centres and Street Cleaning sections were completed and recommendations are being considered. Negotiations commenced for new Enterprise Agreements in various TS sections.

Don Johnston
Acting Director - Corporate Services

Warwick Hatton
Director - Technical Services

Annexures:

1. June 2008 quarterly review of principal activity: Organisation Support
2. June 2008 quarterly review of Outstanding Notices of Motion Organisation Support

Item No: D4 Delegated to Committee

Subject: **Roads, Traffic and Transport Principal Activity - 4th Quarter Management Plan Review**

Author: Warwick Hatton - Director Technical Services

File No: 827.G 04-07

Reason for Report: To review the status of services for the Management Plan principal activity of Roads Traffic and Transport for the three months ending 30 June 2008 and to provide an overview of achievements during the 2007-08 financial year.

Recommendation:

- A. That the status of projects for the Roads, Traffic & Transport principal activity be noted.
- B. That the variations to projects be agreed subject to adoption of the relevant budget variations included in the separately reported quarterly financial review.

Background:

Section 407(1) of the Local Government Act requires that Council review the progress of the adopted management plan on a quarterly basis. Included with this report is the fourth quarterly review of Principal Activity No 3 of the Management Plan, which 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 Roads, Traffic & Transport Principal Activity of the Management Plan with detailed comments on the status of items in each sub activity

The Annexures include all the details whereas set out in the following part of this report is a commentary on variations, changes, exceptions, completed work, achievements, etc, the purpose being to provide Councillors with a snapshot of the key influences or issues arising from this quarterly review.

"Notices of Motion" which have a major impact on approved management plan core activities and projects have been included in the management plan as variations so as to facilitate the changing of priorities in an orderly and transparent manner.

Comments on budget variations where they are material or have an impact on the program of works or projects may be included in this report. However, the budget review and confirmation of any changed forecast will be considered in a separate budget report which reviews the overall financial position of the Council at the end of the quarter.

Following is the commentary on each sub activity:

3.1 Road and Infrastructure Asset Management

Implementation of the asset renewal strategy was carried out to schedule, including the integration of the pro-active asset maintenance system. The design of road infrastructure projects from the 2007/08 Capital Works Program was completed and projects delivered as required. A consultant has been engaged to re-survey the condition of road infrastructure assets, co-ordinated by the Assets Inspections Officers. The road infrastructure asset models were reviewed and the 5 year Capital Renewal Program for road infrastructure was updated and adopted. Survey and investigation of retaining walls in roads has been completed.

3.2 Maintenance and Construction

Proactive and reactive maintenance inspection programs were developed and carried out. Maintenance activities including road pavement repairs, crack sealing, line marking, footpath grinding and footpath paving repairs, kerb and gutter repairs were identified, prioritised and completed as programmed.

The pit cleaning truck is logging all inspections and activities electronically using our electronic asset maintenance system. This will enable us to develop an environmental monitoring program.

Asset maintenance system has been updated to ensure consistency with Council's adopted Asset Management System. Risk assessment and prioritisation of defects is currently being workshopped and developed.

3.3 Traffic and Transport Management

The impact of the Cross City Tunnel continued to be monitored throughout the year. The RTA's environmental report, which includes traffic impacts, was significantly delayed and will be released in the second half of 2008. A final report to Council on this matter is now being prepared.

The Bike Plan is to be reviewed and to be developed into a more comprehensive Bike Strategy. This project is expected to be completed in late 2008.

Community consultation was carried out in relation to bus services in preparation for the release of the Draft Bus Review. This occurred in June 2008. Further work on this matter, including a community forum scheduled for 24 July 2008 and the preparation of a Council submission, will continue into the second half of 2008.

The RTA has advised that vehicle speeds in four streets within the Paddington 40K zone, namely Hargrave Street, Cascade Street, McDonald Street and Neild Avenue/Brown Street, are excessive and that additional measures are required to reduce speeds to 40 km/h before the 40K zone is approved as permanent. Proposals to address this have been considered by the RTA and will be submitted to the Paddington Traffic Working Party for consideration.

A submission was made to the RTA to extend the Paddington 40K zone to include the Woollahra Shopping Centre as a 40km/h zone. The RTA has advised that this extension will only be considered after the Paddington 40K zone is approved.

Designs for a number of sites in the Paddington (PAMP), Woollahra, Darling Point and Village

Lower Road have been completed and issued for construction.

3.4 Parking

Review of the Woollahra Areas 1 and 2 Resident Parking Schemes has been completed. Review of Paddington Areas 2 & 4 and Edgecliff Area 1 are proceeding.

A consultant has been appointed to review parking meters including the feasibility of alternate payment options and 15 minutes free parking in some areas. A report on this and associated parking meter issues has been commenced.

3.5 Other Transport Facilities

Bike Route designs for Grosvenor Street, Nelson Street and Trelawney Street have been placed on public exhibition and issued for construction..

3.6 Streetscape

Seven new bus shelter installations have been completed this year. Design for the shelter at Lyne Park was being further refined following reports to Council.

The Rose Bay Promenade and Five Ways projects were completed. Contract for the Oxford Streetscape upgrade between Glenmore Lane and Comber Street commenced and Tenders for Bay Street paving were being evaluated.

Detailed designs and tender documentation for the Bellevue Hill Shopping Centre upgrade were being finalised. Tender documentation for the multi-function poles was prepared for advertising in July 2008.

Warwick Hatton
Director Technical Services

Annexures:

1. June 2008 Quarterly Review of Principal Activity: Roads, Traffic and Transport
2. June 2008 Quarterly Review of Outstanding Notices of Motion, Roads, Traffic and Transport

Item No: D5 Delegated to Committee
Subject: **Bellevue Hill Shopping Centre Streetscape Improvement Works**
Author: Trent Scrivener – Project Engineer
File No: 1216.G
Reason for Report: To provide Council with an update on the progress of the Bellevue Hill shopping centre design

Recommendation:

That the information on the Bellevue Hill shopping centre streetscape improvement project be noted.

Background:

Woollahra Council has resolved to carry out a streetscape upgrade of the Bellevue Hill Shopping Centre. Staff have been working with consultants specialising in urban design, civil engineering and environmental design in the preparation of a concept plan for this project.

The concept design encompasses the following proposals to improve the environmental performance, traffic and parking management and visual presentation of the centre:

- improving stormwater run-off quality into the adjacent Cooper Park Creek by installing porous paving in the Riddell Street parking spaces to filter run-off, and pit baskets and a gross pollutant trap to capture litter;
- asphaltting the concrete slab roadway to improve the appearance and the travel surface of the road;
- undergrounding of unsightly aerial services;
- improving street lighting to meet current standards;
- installation of multi-function poles to reduce footpath clutter;
- reconstruction of the footpath using a granite stone paver;
- formalising pedestrian thresholds across Buller Street and Riddell Street;
- introducing tactile pavers to meet current standards for visually impaired pedestrians;
- reconstructing segments of the kerb and gutter to prevent localised ponding;
- removing undesirable poor condition Gleditsia trees from the footpath edge and replanting with smooth leafed Quandongs in strategically placed locations in the parking lanes; and
- construction of a seating area along the top of the Cooper Park bank for the public to enjoy the views.

Councillor Presentation:

A presentation was made to Councillors at Council Chambers on 23 June outlining the improvements listed above. The several Councillors who attended the presentation were supportive of the proposals.

From this meeting several changes were incorporated into the design including:

- softening of the streetscape by the use of native plants in the new kerb blisters adjacent to the pedestrian crossings; the existing blisters will also be replaced with rectangular islands planted out with native grasses;
- extension of kerb blisters to the concrete edge strip between the parking lane and the traffic lane;
- the concrete edge strip to extend through the pedestrian crossing;
- motorcycle parking to be introduced in the small space between the pedestrian crossing and the tree in front of the café;
- on the other side of the crossing, a small triangular island to be incorporated to allow vehicles to turn out of the adjacent driveway;
- an 8 metre Mail Zone to be introduced next to the pedestrian crossing at Buller Street.

Stakeholder Presentation:

A presentation was made to stakeholders at Council Chambers on 16 July outlining the improvements listed above. Ten stakeholders attended the presentation, of whom four were business owners in the shopping centre.

The following table lists the issues raised by stakeholders during the presentation and Council's response.

Stakeholder's Issue	Response
Can blisters be constructed in the parking lane adjacent to the new complex (2-16 Bellevue Rd) to prevent illegal parking across vehicle entrances?	We will incorporate a new blister in the streetscape upgrade design.
Can Council improve provisions for wheelie bins and trade waste?	We will investigate providing a concrete strip along the lane in Riddell Street for wheelie bins to be stored. It is the responsibility of the shop keepers to have rubbish collected and wheelie bins removed from the kerb in conjunction with their private trade waste collectors. We will not provide housing on Council property to store private wheelie bins.
Is it possible to camouflage the transformer next to the new complex (2-16 Bellevue Rd) with hedging and "bark" fences?	We will incorporate hedging in the streetscape upgrade design and investigate installing a screen fence around the transformer.
Are parking restrictions in the shopping centre suitable?	An audit of the car parking restrictions in the shopping centre has been recently completed and we believe that the current restrictions are appropriate to the parking requirements in the centre.

<p>Can Council install a larger 'NO THROUGH ROAD' sign at the entrance to Buller Street to prevent excessive traffic turning around in this street?</p>	<p>It is considered that installing a larger sign will not remedy this issue.</p>
<p>Is it possible to provide additional car parking in the area?</p>	<p>The scheme retains the current level of parking. We have extensively investigated the possibility of providing additional on-street parking in and close to the shopping centre. No further on-street parking spaces can be readily provided. Given the value of land in Bellevue Hill, the provision of an off-street carpark is prohibitive.</p>
<p>Is it possible to construct a roundabout adjacent to Buller Street to allow cars (mainly parents picking children up from the adjacent primary school) to turn around on Bellevue Road instead of using Buller Street?</p>	<p>There is not enough room in the width of the carriageway to accommodate a roundabout; it would be necessary to extend into the park. Also the RTA would not look favourably on installing another traffic device on this bus route. Installing a roundabout would also require removing car parking spaces.</p>
<p>Can Council move the pedestrian crossing to the other side of the Buller Street entrance to better service the cafes, post office and news agent opposite the bus stop?</p>	<p>We will investigate this suggestion to see how moving the pedestrian crossing will impact traffic movements, particularly turning movements into and out of Buller Street. The RTA also needs to be consulted as this pedestrian facility forms part of the approval for the 40K speed zone.</p>
<p>Will Council consider constructing a hard surface in the proposed seating area at the top of Cooper Park so prams can be pushed easily through the area?</p>	<p>We will investigate whether the proposed decomposed granite will impede pushing prams over the path, and if so, we will select an alternative material that is more suitable.</p>
<p>Will Council empty the bins at the top of Cooper Park more frequently?</p>	<p>We will review the schedule. We intend to replace the existing 55 litre bins with our current standard 140 litre bins in enclosures provide larger receptacles (with small top openings). This should prevent overspill of rubbish and deter people from using the receptacles as trade waste bins.</p>
<p>Will Council investigate moving the bus stop at the western end of the shopping centre further west along Bellevue Road to allow additional car parking closer to shops?</p>	<p>If the bus stop were moved west it would be too close to the next stop. The STA would then consider it should be removed. The current location of the bus stop is considered to be a suitable location to service the shopping centre and surrounding residences.</p>
<p>Can the Bellevue Hill Shopping Centre be re-branded as 'Bellevue Village'?</p>	<p>We will investigate the possibility of incorporating 'Bellevue Village' signs at the eastern and western gateways to the shopping centre.</p>

Summary:

As indicated above, some of the comments/suggestions made by stakeholders will be investigated and where possible incorporated into the detailed design, which will commence in early August 2008, with the aim of calling tenders for the project in October 2008.

A report on the tender will be submitted to the Corporate and Works Committee in December 2008.

Trent Scrivener
Project Engineer – Engineering Services

Warwick Hatton
Director Technical Services

Annexures:

Nil

Item No: D6 Delegated to Committee
Subject: **Hopetoun Avuneue/Petrarch Step, Vaocluse – Pedestrian Access**
Author: Frank Rotta, Traffic Engineer
File No: T240 / 240.
Reason for Report: Report on the results of public consultation for the proposal to widen the nature strip and to introduce a pedestrian-proof fence on the north side of Hopetoun Avenue.

Recommendation:

- A. That subject to the outcome of the site inspection:
- i That Council regrade the nature strip outside 6-10 Hopetoun Avenue
 - ii That Council relocate the arris rail fence and regrade and return the section of nature strip between Nos.12-18 Hopetoun Avenue to improve pedestrian access to these properties.
 - iii That Council plant the verge on the northern side of Hopetoun Avenue with barrier planting, from the eastern side of the driveway outside No.18 Hopetoun Avenue to the southern side of the driveway to No.24 Hopetoun Avenue to prevent pedestrian crossing and pedestrian access along this section of Hopetoun Avenue.
-

Background:

At its meeting of the Corporate & Works Committee held on 21 July, 2008 Council resolved:

- A. *That the matter be deferred for inspection prior to the next Corporate and Works Committee meeting.*

Conclusion:

A copy of the report in relation to this matter presented to the Corporate & Works Committee at its meeting held on 21 July, 2008 is attached as Annexure 1.

Subject to the outcome of the site inspection, it is recommended:

- A. That Council regrade the nature strip outside 6-10 Hopetoun Avenue
- B. That Council relocate the arris rail fence and regrade and return the section of nature strip between Nos.12-18 Hopetoun Avenue to improve pedestrian access to these properties.
- C. That Council plant the verge on the northern side of Hopetoun Avenue with barrier planting, from the eastern side of the driveway outside No.18 Hopetoun Avenue to the southern side of the driveway to No.24 Hopetoun Avenue to prevent pedestrian crossing and pedestrian access along this section of Hopetoun Avenue.

Frank Rotta
Traffic Engineer

Warwick Hatton
Director Technical Services

Annexures:

- 1. Copy of report to Corporate & Works Committee on 21 July, 2008

Item No: R1 Recommendation to Council
Subject: **Parking Meters**
Author: Alan Opera – Manager Engineering Services
File No: 1038.G
Reason for Report: To report on parking meter operations and alternative payment methods, and to make recommendations for future upgrade and enhancement of Council’s paid parking system.

Recommendation:

- A. That, in order to improve convenience and flexibility of payment for users, Council’s paid parking system be upgraded to provide credit card payment facilities as a matter of priority, and options for other methods of payment be actively pursued and a further report provided.
- B. That, to give effect to (A),
 - i. Tenders be called for the replacement of existing meters in Oxford Street, Paddington and Double Bay with Pay & Display on-street meters equipped with credit card reader facilities, and.
 - ii. Expressions of Interest be called for mobile phone based parking payment systems to supplement on-street meters, and that a further report be submitted on the proposals received.
- C. That the purchase and installation of new meters be funded from the allocation for replacement of meters in the 2008/09 budget, supplemented by unallocated S94 reserve funds.
- D. That Council maintain the current period restrictions in Double Bay and Paddington, and the parking fee rates as adopted in the 2008-09 Management Plan Fees and Charges.

Background:

The Woollahra Traffic & Transport Study 2000 identified parking as a major issue in the Woollahra Municipality. The study found that business areas, including Oxford Street, Paddington, and the Double Bay shopping centre, were heavily utilised throughout the week and that appropriate parking controls should be considered to improve parking turnover and availability.

During 2000 Council commissioned parking studies for both Oxford Street and Double Bay. The studies found that parking turnover in these centres was poor, that overstaying was frequent and difficult to police, and that congestion was high as a consequence of motorists circulating repetitively to find a parking space. It was the recommendation of these reports that meters be introduced to improve parking turnover.

Following extensive public consultation, in 2002/2003 Council installed parking meters in Oxford Street, Paddington, and in the Double Bay shopping centre. In total 76 ‘Hectronic’ model parking meters were introduced with 26 units being installed in Paddington and 50 units installed in Double Bay. Following installation of meter parking, there has been a marked improvement in parking turnover and availability in the centres.

This report addresses a number of related issues which have been the subject of Council Notices of Motion and Resolutions relating to parking meters.

Resolution 25.06.07

That a report be brought to the appropriate Committee on upgrading or replacing all parking meters within the municipality to allow the use of credit cards.

Resolution 25.06.07

That a report be brought to the appropriate Committee regarding options for the introduction of free 15 minute parking from Council's parking meters.

Resolution 10.09.07

That Council investigates the introduction of an electronic means of payment (such as smart card or e-tag) as an alternate method of payment for motorists using parking meters in Woollahra, and a report be brought to the appropriate Committee.

Response to date

*Three related matters to be reported concurrently, namely use of credit cards, introduction of alternative payment methods & options for introduction of 15 mins free parking.
Consultant appointed - report to be delivered mid-April 2008.*

Question without Notice 10.09.07

What progress has been made on the report in regards to the alternative mechanisms for paying parking meters? I recently received an email in regards to a company called CellOPark which provides for a GPRS mechanism for payment. Will the report be investigating all mechanisms such as the technology that CellOPark offers?

Response to date

This matter will be dealt with in combination with adopted NOM of 10/09/07. This is under investigation and will be reported to C&W.

Several matters relating to parking meters have been raised by Councillors, including the use of credit cards or smart cards for payment, the introduction of other payment methods, alternatives to parking meters, and options for the introduction of 15 minutes free parking. Additionally, officers have been monitoring the effectiveness and costs of Council's current meters, which are now over five years old, and taking into account recent technological advances in the field of paid parking.

A recent liaison meeting with the Double Bay Chamber of Commerce, has also requested that Council take steps to upgrade meters in Double Bay to accept credit card payments to improve customer service and convenience.

Consultants' report

To assist in assessment of these matters we commissioned Luxmoore Parking Consulting, a subsidiary of ARRB Group, a leading Australian provider of value-added research, consulting and parking technology in Australia and overseas. Their report has now been received and is attached as Annexure 1 to this report.

Having considered both the condition and features of Council's existing meters, currently available paid parking alternatives, and evolving technology, the consultants have recommended that Council replace its existing parking meters with credit card enabled parking meters.

An appraisal of the issues, based on the findings of the consultants is summarised below:

1. Council's meters are well into their projected economic life and are already technologically superseded. Increasing maintenance and down time will occur if the existing meters are not replaced in the near future, leading to increased repair costs, loss of income caused by malfunction and, potentially, increasing levels of non-compliance.
2. We are bound in NSW by RTA rules to provide a system which allows ready payment (by coin or note) for all users, therefore alternatives to coin/note-in-the-slot meters can only be supplementary.
3. Replacement meters should provide for credit card payment to improve customer service and encourage compliance. If credit card payments are enabled, provision of note readers is not economically justified.
4. Alternatives such as mobile phone based systems or in-car devices generally have to be underwritten by credit card registration so, if credit card payments are enabled there is limited benefit in providing these (however, they would offer customers a convenient alternative).
5. Retrofitting Council's existing meters would be expensive and is not recommended as they are technologically dated and would still have only limited functionality.
6. Reusing existing meters in other shopping areas would be expensive and is not recommended as they would still have only limited functionality and be nearing the end of their economic life, and there would be costs to Council in having non-compatible systems.
7. Metered parking in business centres has economic, environmental and social benefits for those business centres and surrounding residential areas, through increased availability of parking to customers, reduced circulation of vehicles seeking parking, and reduced loss of customers going elsewhere because parking cannot be found.
8. Concessional or promotional subsidised parking arrangements for local residents or visitors (such as free parking periods) are expensive and complex to administer and conflict with the objective of optimising turnover of parking spaces. These arrangements have been used elsewhere, and have been found to be abused through repetitive use by non-customers. In effect, all ratepayers would be subsidising free parking to benefit some residents, retail staff and business operators.

The consultants are of the view that Council should replace its existing meters with credit card enabled meters, that on-line processing is on balance preferable to batch processing, and that, by expanding metered parking to other business areas where improved turnover of parking spaces would be beneficial, Council could optimise the tendered price per unit.

Discussion

The report addresses a number of issues which are discussed below:

1. Condition of Existing Meters

Council's existing on-street paid parking system is a high cost capital asset with significant on-going maintenance and service costs. In reviewing the operation of this system consideration must be given to the condition of our existing meters, the ability of these meters to operate effectively into the short-term future, and the cost-benefit of retro-fitting or replacing this system. Council's existing meters are over five years old and although they are in relatively good condition they are rapidly approaching their effective use-by date. Modern meters are generally expected to be serviceable for 6-8 years depending on their environment and the amount of abuse (vandalism) that occurs.

An indication of the rapid decline in serviceability of Council's existing meters is evident in the increased income from parking meters relative to the increased maintenance costs over the past five years. Between 2003/04 and 2007/08 annual income has increased by \$147,000. In the same period annual expenditure on maintenance has risen by \$83,000 from \$126,000 to \$209,000, an increase of 65%. The net increase in income of \$64,000 (i.e. \$147,000 less \$83,000) represents an annual net increase in income of only 1.34% compared to a CPI over the same period in the order of 3% per annum.

In addition to escalating maintenance costs resulting from more frequent breakdowns, Council is incurring loss of revenue when meters are inoperable. Typically, response times for breakdowns under a service agreement vary from 2 hours during business hours to 4 hours outside of normal business hours. The majority of breakdowns occur on high use meters that have an hourly tariff of \$3.50. Assuming an average response time of 3 hours and a tariff of \$3.50 per hour, then Council will incur a loss of revenue of \$10.50 at each occurrence. In 2006-07, over 500 breakdowns occurred.

2. Alternative Methods of Payment for Parking

Various paid parking systems are available, ranging from traditional on-street meters to other devices that are independent of any physical metering system. Some of these systems have received wide acceptance whilst others are yet to be approved for use in NSW or are available for use only in combination with a traditional on-street meter system. The various payment systems which are available include one, or several of the following in combination:

Traditional On-Street Meters

This type of paid parking system entails the use of physical on-street meters that are the central control point for parking in particular areas. The meters are area specific, collect payment for the use of parking, and are used as an enforcement mechanism for overstay of parking. Depending on the supplier and model, meters can be equipped to accept payment by coins, notes, credit cards, debit cards, smart cards and by credit cards via a mobile phone. There is no standard method of payment and the combination of accepted payment options varies greatly from Council to Council.

These meters take two forms:

1. Multi-bay meters in which the time paid for is recorded and the time remaining is displayed by the machine, and
2. Pay and Display meters where the meter issues a ticket for the time paid for and the ticket must be displayed in the vehicle.

Parking enforcement officers check, respectively, the displays of the Multi-bay meters, or the displayed tickets, to determine if parking is being paid for.

At this time the RTA's Paid Parking Guidelines make it mandatory for all on-street parking meters to permit payment by coin. Traditional meters therefore are the most commonly used type of paid parking system in New South Wales. Coin collection and counting is expensive but should be able to be managed to less than 3% of income.

Woollahra's existing Hectronic meters accept only coin payment at this time. Although note-readers have become increasingly popular, they are expensive to install new (adding approx 25% to cost), cannot be retro-fitted, add significant maintenance costs, and add to collection and counting costs.

Although the Hectronic meters can be retro-fitted to provide payment by credit card, debit card or smart card, the cost of such retro-fitting is high.

On-street parking meters are purchased outright by the Council and all monies collected are received by Council. Meter systems incur maintenance and service costs. The systems collect cash (coins, and in some cases, notes) and therefore collection, security and banking costs are incurred. Additionally, these systems incur various banking charges and fees and telephone charges depending on the payment options used and the monitoring required by the Council.

In-Car Devices

These devices take a number of formats and vary in their method of operation. For simplicity they can be considered to be analogous to the e-Toll system with credit being assigned to a card or device and the device being rechargeable. The devices must incorporate a facility for parking enforcement officers to be able to ascertain whether parking is being appropriately paid for. System operators offer a range of recording capabilities extending from very basic usage information to very comprehensive information.

These devices offer significant financial advantage over traditional on-street meters in that both capital outlay by the Council and on-going maintenance costs are minimal. System operators offer to supply the system at no upfront cost to the Council, however, the operators charge a significant fee (in the order of 20-25% of gross income) to cover their capital costs, and costs and profit for the on-going operation of the system.

Under current RTA guidelines these systems cannot by themselves replace meters as the RTA requires that a readily available and economical means of payment must be made available to visitors to an area. Additionally, until these devices gain popularity over at least a number of bordering local government areas, and the co-operation of these Councils is obtained, their use is impractical, as motorists would need to have a different in-car device for each Council area.

Mobile Phone systems

The use of mobile phones without an on-street meter operates in some countries, on the basis of the motorist initiating and terminating the parking charge by telephone call to the system operator. The motorist identifies his vehicle and the parking location (by a unique parking area identifier) and the parking charge is levied against credit card details as supplied by the motorist. Parking enforcement officers are required to telephone the system to ascertain whether parking is being appropriately paid for.

As with In-car devices, these systems offer a financial benefit to Council as there are minimal capital and maintenance costs. However, costs for users and Council are increased as both mobile phone call charges and credit card charges are incurred. In effect, the cost of parking to the motorist is increased by up to \$1.00 at each instance. Potentially, Council could be called upon to reduce its tariffs to offset this additional cost.

These systems are not permissible on a stand-alone basis at this time under the RTA's Guidelines as they rely on all users having a mobile phone. The RTA would, however, permit these systems to be introduced in combination with traditional meters which offer alternative methods of payment. In such cases, parking enforcement officers would need to check both the meter (or a displayed ticket) and the mobile phone system to ascertain whether parking has been correctly paid for.

Smart Cards

Smart cards are credit card-sized pieces of plastic with an embedded microchip and copper contacts on the surface that provide an interface for reading and writing data. While Europeans have quickly become accustomed to smart cards because of their ubiquity in high-profile financial applications, it is probable Australia's well-developed EFT networks have reduced the cards' profile and importance here. They are presently available in few areas and where provided have had limited use as they are not transferable. For example, in Leichhardt, since 2007, the local smart card has accounted for only 0.19% of transactions.

The advantage of a smart card potentially would be in the ability to provide special concessions to residents, or access to community facilities such as swimming pools, etc, or to local shopping loyalty schemes, or to other businesses. To be successful a smart card would need to be widely and readily available and be useable for a range of transactions, other than paid parking.

Neither Double Bay nor Oxford Street, nor a combination of them, would provide a base large enough to support a local smart card, even if (and this is unlikely) all local businesses agreed to participate. Therefore, negotiations would need to be initiated with suitable business partners to establish a scheme which would be likely to achieve customer acceptance and wide use. Advice from suppliers and experience of other Councils, and in other contexts, indicate that these cards are rarely used (i.e. for less than a quarter of a percent of parking meter transactions).

Credit Cards

Experience of other Councils indicates that credit card facilities would be welcomed and used frequently by customers. The introduction of card facilities has been shown to increase income significantly (up to 15%). Increasingly popular, where introduced, they account for 15-30% of payments. Most drivers carry a credit card. They are easy to use and avoid the problem of having the right money (*which has been a complaint in Double Bay*). They reduce the frequency and cost of cash collection and counting, reduce the potential for fraud, and reduce maintenance on the coin chute and coin selector mechanism. Generally, experience shows that motorists paying by credit card will pay for an extended period to ensure that they do not receive an infringement notice.

Debit Cards

Debit cards, on the other hand, are not realistic at this time as current banking regulations and legislation need to be amended to take into account micro-chip cards and pin requirements. Indications are that this will be possible in the foreseeable future, however, there is currently lack of agreement between the various banks and institutions on the method of operation and appropriate security measures, and agreement is unlikely to occur within the next 2-3 years.

3. Retro-Fitting versus Replacement - Potential Enhancements

This section considers enhancements which would improve the effectiveness and level of customer service of our paid parking system, and compares upgrading our current meters to replacing them with new machines.

The practicality of enhancements and the comparative costs of these enhancements for new or retro-fitted meters are detailed below:

Card Readers

The introduction of a card reader facility for credit cards is considered to be essential. Credit card payment facilities would increase customer satisfaction. At present payment for on-street parking in Woollahra can only be made by coins causing considerable inconvenience and aggravation as on-street meters in most other local government areas do currently accept credit card payment.

As noted previously, the introduction of a card reader for debit cards, however, is not realistic at this time.

The use of smart cards is not favoured as experience by other Councils is that these cards are rarely used.

Council's existing meters can only be modified to provide 'Batch Mode' transactions wherein banking transactions are made (batched) once each day. This means that the details of cards are not checked by the respective financial institution or bank at the time the card is used and therefore this mode carries a significant risk of fraudulent card transactions, a loss of income, and further card default charges accruing to Council.

Unfortunately Council's existing meters are not able to be modified to provide 'Live Mode' transactions where the card is verified before validation of the parking is made. Live Mode is the preferred method of operation as card transactions are verified instantaneously, therefore reducing the possibility of fraud.

Card readers incur additional costs as a banking charge is levied against Council for each transaction (between 1%-6% of the collected sum depending on the bank/institution) and a telephonic charge is incurred (indicatively 10 cents per transaction). On the other hand, credit card payments will reduce the current collection and counting fees associated with coin payments.

It should however be noted that the introduction of card facilities has been shown to increase income significantly (up to 15%). Generally, experience shows that motorists paying by credit card will pay for an extended period to ensure that they do not receive an infringement notice.

Batched processing is faster for the customer (by several seconds) but increases administrative costs and increases potential for fraud and associated costs. On-line processing is secure, eliminates fraud, and reduces costs, however, it adds to communication costs for the Council, is slower to process for the customer and, if the connection is down, the transaction is aborted (Note: This is overcome if a 'Pay and Display' system is introduced as the customer can simply use another machine). Each system has drawbacks. In NSW, Councils providing credit card facilities presently support Live Mode against Batch Mode processing by a ratio of 60:40.

Pay & Display vs Multi-Bay

Council's existing meters are Multi-Bay meters wherein each parking bay is numbered and the meter provides the central control and validation of the parking status of vehicles in individual parking bays. Multi-Bay has been preferred in the past because of difficulties with ticket production and dispensing. Advances in technology means these difficulties are no longer an issue and Multi-Bay meters have now been surpassed in popularity by Pay & Display meters which provide a printed ticket which is displayed in the vehicle when it is parked. The ticket and not the meter provides the validation for the vehicle.

A Pay & Display system offers several advantages over Multi-Bay systems including:

- A reduction in operating costs as no bay marking and numbering is required.
- Sacrifice of credits as any outstanding credit is forfeited when the driver leaves.
- Tickets double as a receipt for motorists.
- In the event of a meter breakdown motorists can in most cases use an alternate meter thereby reducing the loss of revenue to Council from breakdowns.
- A significant advantage is that there is scope to reduce the number of meters required. For example, Guilfoyle Avenue in Double Bay, because of its dual carriageway, currently has 17 Multi-Bay meters. This may be reduced to 10-12 meters if Pay & Display meters are introduced. Although such substantial reductions do not apply across all areas, it is likely that Pay & Display will result in a reduction in the number of meters in the order of 20% (i.e. from the current 76 meters to approximately 60 meters).

Comparative Costs

The estimated cost to retro-fit Council's existing meters for card reader capability is approximately \$2,600 per meter. This will only provide 'Batch Mode' transactions whereby banking transactions are batched once each day. The disadvantage of this mode has been noted previously. Council's existing meters cannot be modified to provide 'Live Mode' transactions where the card is verified before validation of the parking is made. Live Mode is a highly desirable feature as card transactions are verified instantaneously thereby reducing the incidence of fraud.

The estimated cost to retro-fit meters for Pay & Display capability is approximately \$400 per meter. Therefore, the cost to modify existing meters so as to be capable of Pay & Display parking and Batch Mode Credit Card / Smart Card payment is \$3,000 per meter. The Total cost to retro-fit 76 meters is therefore estimated to be \$228,000.

By comparison, the cost to purchase and install new parking meters with Pay & Display parking and Live Mode Credit Card / Smart Card payment capability is estimated to be \$10,000 per meter. Introduction of Pay & Display will result in a reduction in the number of meters in the order of 20% (i.e. from the current 76 meters to approximately 60 meters). Therefore, the total cost to replace is estimated to be \$600,000.

Additional operating costs as a result of introducing Live Mode processing of credit card payments is estimated to be \$20,000 per annum.

Council's existing meters are deteriorating rapidly and maintenance costs and loss of revenue are growing exponentially. Based on the current maintenance cost trends, it is estimated that the increased maintenance costs and the loss of revenue over the next three years will be of the order of \$180,000 or approximately \$2,400 per meter.

An amount of \$240,000 has been allowed in the 2008-09 budget for meter service and maintenance costs. It is estimated this should be able to be reduced to \$100,000 for service and maintenance if new meters are installed. Additionally, the anticipated increased income from the improved usage and compliance due to addition of credit card facilities, and the reduction in breakdowns is estimated to be in the order of \$190,000.

Retro-fitting of Council's meters is not considered to be a cost-effective option as only Batch Mode credit card facilities can be provided. Batch Mode is not only open to abuse but also has the potential to incur additional costs to Council as a result of defaulting or fraudulent transactions.

Retro-fitting to provide a Pay & Display system is possible. It is considered that a Pay & Display system should be introduced irrespective of whether the existing meters are replaced or retro-fitted, however, the purchase of new meters will significantly reduce Council's maintenance/service costs and will, with the introduction of both Live Mode credit card payment facilities and a Pay & Display parking system, result in increased revenue and improved customer satisfaction.

The difference in capital outlay between replacement (\$600,000) and retro-fitting (\$228,000) is \$372,000. If new meters are purchased operating costs will reduce from \$240,000 to \$120,000, a potential net saving of \$120,000 and meter income will increase by \$190,000 over a full year.

The existing meters, even if retro-fitted, will be nearing the end of their economic life in 1 to 3 years. It is therefore recommended that the meters not be retro-fitted but be replaced with new meters including card reader facilities and configured as Pay and Display rather than Multi-Bay meters to reduce the number of units to be installed and maintained.

4. Period Restrictions

In Oxford Street, Paddington, 1P and 2P period parking restrictions apply. In Double Bay, 1P, 2P and 3P period parking restrictions apply. The majority of metered parking spaces are 2P. These time restrictions have been set taking into account the location of parking spaces in relation to the main activity centres in each business district.

In 2005 following a review of parking meter operations, period restrictions were increased by 1 hour (i.e. either from 1P to 2P, or from 2P to 3P) in some of the lesser used fringe areas of these shopping centres.

It is the aim of all parking restrictions, either metered or non-metered, to generate a turnover of parking which is representative of the demand for public parking. Both Oxford Street and Double Bay are busy shopping centres and parking is in heavy demand. Ideally parking turnover would be such that an instantaneous vacancy rate of 10-15% is achieved throughout the duration of the parking restrictions. This would ensure that traffic circulation resulting from a lack of parking space is kept to a minimum. This is desirable on traffic and environmental grounds, and for optimum customer satisfaction and to provide optimum opportunity for business.

Generally, period parking restrictions radiate out from the centre of a major attractor with the period of restrictions lengthening with distance from the centre. This is in keeping with the demand for parking which is higher at the centre of an attractor than it is at the perimeter and is evident in Double Bay where current metered period restrictions radiate out from New South Head Road which is 1P, to Cross Street, Knox Street, Bay Street and the eastern end of Guilfoyle Avenue which are 2P, to the western end of Guilfoyle Avenue and New South Head Road which are 3P parking. Oxford Street on the other hand is a long centre and therefore does not follow the normal pattern. Some sections of Oxford Street do, however, follow a pattern based on parking demand with a combination of 1P and 2P parking providing different parking turnovers.

There is a common view, especially amongst shopkeepers, that longer period restrictions will enhance business opportunities/profits. In fact, extension of parking restrictions is found to have the opposite effect as the number of customers/visitors coming to an area declines with the increased difficulty in finding a parking space. The impacts of overstaying are also exacerbated with longer parking periods.

The extension of meter parking times is not recommended as it is considered this will seriously impact on the operation and viability of these shopping precincts.

Similarly, there is the view among many retailers that a period of grace (e.g. 15 minutes free parking) would enhance business. However, installations in other local government areas have shown that the provision of a period of grace, normally permitted by providing a reset button on the meter, is frequently abused by parkers, and more significantly is abused by shopkeepers and staff of local businesses.

The introduction of a free parking period is not recommended in either Paddington or Double Bay shopping centre because of the impacts of reduced parking turnover to the detriment of business activity in these centres, increased recirculating of traffic seeking parking, and cost to Council revenue. In effect, the general ratepayers of the Municipality would be subsidising free parking to benefit some residents, retail staff and business operators.

5. Parking Fees

Any change in meter parking fees will affect the availability of parking in these shopping centres. There is a fine line between charging too much, and therefore alienating motorists to the extent that they no longer visit the shopping centre, and charging too little, and thereby reducing vehicle turnover to the detriment of business.

Parking meters in the Woollahra Municipality are charged at either \$3.50 per hour (Standard Fee) or \$2.80 per hour (Reduced fee for lesser used areas). These fees are updated annually in line with CPI increases and are very competitive compared to other local government areas. The lower end fees in Waverley, City of Sydney and North Sydney are in mixed use or residential areas adjacent to business areas, while the higher end fees are significantly above Woollahra rates. For example, Waverley charges \$1.50 in some residential fringe areas (Woollahra has no metered residential areas) up to \$4.50 per hour; Sydney City varies from \$1.10 to \$4.40 per hour; North Sydney varies from \$2.10 to \$6.30 per hour; other high end rates include Parramatta \$3.60 and Warringah \$4.00.

Manly, Pittwater and Leichhardt have similar rates to Woollahra. Manly recently improved turnover and revenue by reducing its beachside rate from \$6.00 to \$3.30 (i.e. a rate comparable to Woollahra).

In 2005 parking fees in both Oxford Street and Double Bay were reviewed and a lower fee was introduced in the less used fringe areas of these centres (i.e. reduced from \$3.20 per hour to \$2.50 per hour). It is considered that there is no justification to recommend varying Woollahra's current fees.

Identification of Income & Expenditure:

The estimated cost of new meters including installation is \$10,000 per unit. If a Pay & Display system is implemented then the existing 76 meters would be able to be reduced to approximately 60 units at a total cost of \$600,000. Additional operating costs for Live Mode processing of credit card payments are estimated to be \$20,000 per annum.

An amount of \$400,000 has been allowed in the 2008/09 budget for the replacement of meters in Paddington and Double Bay. The additional estimated cost of installing new meters as recommended can be funded from unallocated S94 Reserve. It is considered this extra capital investment will result in operating benefits to Council. For instance, it is considered that the \$240,000 allowed for in the 2008/09 budget for meter service/maintenance costs can be reduced to \$120,000 over a full twelve month period if new meters are installed. Further, the anticipated increased income from the addition of credit card facilities is estimated to be in the order of \$190,000 over a full twelve month period.

Conclusion:

Council's existing parking meters are now well into their expected economic life span, and are beginning to deteriorate, incurring substantial maintenance costs and loss of revenue. The retrofitting of existing meters is not a viable economic proposition as the meters will still need to be replaced within the next three years. The introduction of alternative systems based on in-car devices is questionable at this time as this technology is still developing and is yet to receive approval from the RTA on a stand alone basis. A trial could, however, be conducted of mobile phone based systems as a supplement to the Pay & Display meter installation.

It is recommended that tenders be called for existing meters to be replaced with new Pay & Display on-street meters equipped with credit card reader facilities, and that expressions of interest also be called separately for mobile phone systems for a trial project to supplement the meter installation.

Alan Opera
Manager Engineering Services

Warwick Hatton
Director Technical Services

ANNEXURES:

1. Report "On-Street Pay Parking Technology Review" – Luxmoore Parking Consulting

Item No: R2 Recommendation to Council
Subject: **790 New South Head Road, Rose Bay - Proposed Road Closure and Sale**
Author: Anthony Sheedy, Property Officer
File No: 329.790
Reason for Report: To give consideration to the closure and subsequent sale of unmade roadway adjoining the property.

Recommendation:

1. That Council proceed with the road closure, subject to a deposit of \$9500 being received by Council before the application to close the road is made. This amount is to be non-refundable except where the Minister's approval to the closure is not given.
2. That subject to the portion of Road being closed, Council proceed with the sale of unmade roadway adjoining 790 New South Head Road, Rose Bay with the following conditions:
 - (a) A purchase price of \$2540 per square metre plus GST; purchase price to be subject to final survey.
 - (b) The balance of the purchase price is to be paid in full upon Gazettal of the road closure and completion of the sale.
 - (c) The owner of 790 New South Head Road, Rose Bay is to pay all costs, including but not limited to, GST, legal, survey etc associated with the closure and sale.
3. That the Seal of Council be affixed to all necessary documentation to effect the Road closure and sale, ie Contract for Sale, Plan of Road Closure, Transfer documents etc.

Background:

Council has received a request from the owners of 790 New South Head Road, Rose Bay to purchase a triangular shaped section of unmade road adjoining their property.

The Corporate and Works Committee considered this proposal on 2 June 2008, where it was resolved:

- A. *That the proposal to sell a portion of unmade road reserve adjoining 790 New South Head Rd, Rose Bay be valued for its market sale price.*
- B. *That a further report be submitted, following pt A above.*

This unmade road reserve area is an estimated 37.4 square metres in size. The subject land comprises a ground level concrete driveway and grassed verge. Because New South Head Rd has high traffic volumes, the owner wants to purchase this road reserve portion from Council to enable safer motor vehicle access and egress from the property.

Pursuant to the 2 June 2008 resolution of Council a market sale price has been determined by a registered consultant Valuer. In determining a market sale price value for the unmade road portion, the Valuer assessed the difference the land may have to the overall property value of 790 New South Head Rd, should the sale transaction proceed.

The principle valuation method used was the direct comparison approach with reference to comparable portions of unmade road that were recently sold in the Woollahra LGA. Considerations were also made in regards of size, shape, topography, location, and position relevant to the adjacent property, and to the fact that the site area of approximately 37.4 square metres was incapable of being redeveloped in isolation. In making this assessment any improvement to the land has been disregarded, and is of the land value only.

The Valuer specifically considered any benefit that would accrue in regard to “its probable utilisation for provision of further off street car parking. In this regard it is considered that the land could be utilised for the formalisation of double car parking which it has been utilised for however not formalised within the general use of the subject property. Total additional car parking is therefore two (2) car spaces and it would be considered that this would allow or conform to setback requirements under the existing Woollahra DCP.”

The current ‘add on’ market value of the subject land as at 16 June 2008 is considered to be \$2540 per square metre (exclusive of GST), which equates to \$95,000 subject to final survey for the estimated land parcel size of 37.4 square metres. GST is payable on all sales of unmade road reserve, and accordingly the adjoining owners of 790 New South Head Rd were advised of Council’s sale price valuation and the requirement for GST payment.

On 25 July 2008, the owners of 790 New South Head Road, Rose Bay wrote to Council and offered to purchase the said land portion for \$2540 per square metre (exclusive of GST) subject to final survey.

The next step in the Road closure and sale procedure is for Council to resolve to sell the land. A deposit of \$9500 (10%) will be required from the purchaser prior to lodging a road closure application with the Minister for the NSW Department of Lands.

Council will further apply to the Department of Lands and arrange for the closing and public Gazettal of the unmade road portion.

Conclusion:

Pursuant to the 2 June 2008 resolution, the subject portion of unmade Road has been valued at \$2540 per square metre (exclusive of GST), being \$95,000 for an estimated 37.4 square metres parcel size subject to final survey.

The adjoining owners of 790 New South Head Road have agreed to purchase the portion for \$2540 per square metre (exclusive of GST) subject to final survey, to pay any applicable GST, and have requested Council perform all necessary steps to progress the matter to settlement.

Because New South Head Rd has high traffic volumes, the owner wants to purchase this road reserve portion from Council to enable safer motor vehicle access and egress from the property. It is beneficial for them to purchase the said portion, consolidating it with their existing land title and there is a community benefit to the Council in the proceeds from sale of a portion of road, which is not required for road purposes.

Anthony Sheedy
Property Officer

Warwick Hatton
Director, Technical Services

ANNEXURE:

1. Plan of the proposed unmade road closure and sale (shown hatched).
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