



# Corporate & Works Committee

**Agenda:** *Corporate & Works Committee*

**Date:** *Monday 10 November 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:**

6 Councillors

**Quorum:**

The quorum for a Committee meeting is 4 Councillors.

# WOOLLAHRA MUNICIPAL COUNCIL

## Notice of Meeting

6 November 2008

To: His Worship The Mayor, Councillor Andrew Petrie ex-officio  
Councillors Greg Medcraft (Chair)  
Anthony Boskovitz  
Peter Cavanagh (Deputy)  
Nicola Grieve  
Ian Plater  
Isabelle Shapiro

Dear Councillors

### **Corporate & Works Committee Meeting – 10 November 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 10 November 2008 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 20 October 2008	1
D2	Presentation of the 2007/2008 Financial Reports to the Public – 767G -2007-2008 <b>*See Annexure: Financial Reports for the year ended 30 June 2008, distributed separately</b>	2
D3	Capital Projects Status Update – 331G	5
D4	Customer Service and Communication Principal Activity – 1 <sup>st</sup> Quarter Management Plan Review – 827.G 08-11	16
D5	Organisation Support Principal Activity – 1 <sup>st</sup> Quarter Management Plan Review – 827.G 08-11	29
D6	Roads, Traffic and Transport Principal Activity – 1 <sup>st</sup> Quarter Management Plan Review – 827.G 08-11	56
D7	Environmental, Infrastructure and Stormwater Works Program – 1 <sup>st</sup> Quarter Management Plan Review – 827.G 08-11	69
D8	Bus Shelter Designs – 900.G, 263.G Part 12	86

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

R1	9 Sutherland Avenue, Paddington – Road Reserve Encroachment – 438.9	117
R2	52-54 O’Dea Avenue Commercial Property – 199.G (Part 8) <b>* See Confidential Annexure (No. 3) distributed separately</b>	122
R3	2008/2009 Budget Review for the Quarter Ended 30 September 2008	129
R4	Civil Infrastructure Reconstruction Project for Magney Lane, Icasia Lane and Tindale Lane – Tender 08/17	150
R5	Civil Infrastructure Project for Road Safety Barrier at Victoria Road – Tender 08-16	155

**Item No:** D1 Delegated to Committee

**Subject:** **Confirmation of Minutes of Meeting Held on 20 October 2008**

**Author:** Les Windle, Manager – Governance

**File No:** See Council Minutes

**Reason for Report:** The Minutes of the Meeting of Monday 20 October 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.

**Resolved:**

That the Minutes of the Corporate and Works Committee Meeting of 20 October 2008 be taken as read and confirmed.

Les Windle  
Manager Governance

**Item No:** D2 Delegated to Committee  
**Subject:** **Presentation of the 2007/2008 Financial Reports to the Public**  
**Author:** Michelle Phair, Team Leader Financial Services  
**File No:** 767G 2007/2008  
**Reason for Report:** To present of the 2007/2008 Financial Reports to the public

**Recommendation:**

- A. That the 2007/2008 Financial Reports as presented to the public be received and noted.
- B. That the Auditors be thanked for their attendance and presentation.

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**Background:**

On 8 September 2008 Council adopted the following recommendation from the Corporate & Works Committee.

- 1 *That Council, having noted the statement by the General Manager and Responsible Accounting Officer, adopt the following statement in relation to its Financial Reports for the year ended 30 June 2008:*

*That, in relation to the Financial Reports for the Year Ended 30 June 2008, Council is of the opinion that:*

*The Financial Reports have been drawn up in accordance with:*

- i. the Local Government Act 1993 (as amended) and Regulations made thereunder;*
- ii. the Local Government Code of Accounting Practice and Financial Reporting and the Asset Accounting Manual; and*
- iii. the Australian Accounting Standards and professional pronouncements*

*and to the best of our knowledge and belief these Reports:*

*present fairly Council's financial position and operating result for the year; and  
accord with Council's accounting and other records;*

*and further, the signatories to the Reports, to the best of our knowledge and belief, know of nothing that would make the reports false or misleading in any way;*

- 2 *That Council formally refer the 2007/2008 Financial Reports for audit; and*
- 3 *In anticipation of receiving the Auditor's Reports, set the Corporate & Works Committee meeting to be held on 20 October 2008 as the meeting at which the Financial Reports will be presented to the public.*

The signed Auditor's reports were not received in sufficient time to allow the necessary 7 days public notice of the meeting to be given. Consequently, public notice was given that this meeting would be the meeting at which the reports are presented to the public. Public Notice was given in the *Wentworth Courier* on 29 October and the Financial Reports have been available for inspection since 31 October.

Written submissions have been invited and will be received up until 17 November. At the time of writing the report no submissions had been received.

Council's auditors, Spencer Steer, have been invited to the meeting and will give a brief presentation on their reports.

### **Discussion:**

The 2007/2008 Financial Reports, as presented to the public, have been attached as **ANNEXURE 1** to this report but circulated separately.

While audit was completed by late September, the signing of the Auditor's Reports was delayed. The delay arose from a view put forward by the Local Government Auditors' Association that the audit of any Council carrying a material amount of collateralised debt obligations (CDOs) as securities in their investment portfolios should have its audit opinion qualified. This view was the subject was the subject of some considerable deliberation.

The qualification relates to the Auditor's capacity to satisfy themselves as to the reliability of the valuations of CDOs at 30 June 2008. The basis for qualification is in the following form:

*Since July 2007, global financial markets have experienced a period of high volatility led by events in the US housing market, particularly sub prime loans, which has impacted the value, recoverability, liquidity, cash flows and rates of return of many financial assets including Collateralised Debt Obligations (CDOs).*

*At 30 June 2008, Council's investment portfolio totalled \$39.4 million and included CDO securities totalling \$2.8 million. These securities do not have market values that are independently quoted and they are not widely traded. Independent valuations are not readily available and in many cases, values are assessed based on estimates from issuers and/or valuation models for which there is limited market evidence available to verify their reasonableness in the current economic environment. Further, the ongoing volatility of financial markets creates greater uncertainty in the valuation process and determination of future cashflows.*

*These circumstances have resulted in our inability to obtain sufficient audit evidence to satisfy ourselves as to the value and recoverability of \$2.8 million of Council's total investment portfolio.*

Unlike most, if not all other Councils that chose to rely on the technical valuations provided by advisors at 30 June, we used bid prices at that date tested for reasonableness by an independent advisor. Our view was that this was a better, albeit still imperfect, basis for valuation. Certainly the technical valuations did not reflect the true value of these securities in the market at that time. Council has also made a post balance date disclosure related to the bankruptcy of Lehman Brothers Holdings Inc. (US) and the appointment of administrators to Lehman Brothers Australia noting that these events will probably have an impact on the valuation and recoverability of these securities, although it could not be reliably measured at that point in time.

Notwithstanding this, our Auditors still formed the view that they have not been able to obtain sufficient audit evidence as to the value and recoverability of our CDOs.

The qualification is a technical requirement under the auditing standards to facilitate a limitation placed on the scope of the audit arising from the current market volatility. In the circumstances the qualification is quite appropriate.

**Conclusion:**

On 8 September 2008 Council adopted its statement in regard to the 2007/2008 Financial Reports and referred them for audit. In anticipation of receiving its Auditors Reports the meeting of 20 October was set as the meeting at which the Financial Reports for 2007/2008 would be presented to the public. Due to post 30 June 2008 market volatility the Local Government Auditors Association has formed a collective view in regard to the valuation of CDOs. This view resulted in a delay in the signing of Council's Auditor's Reports as the need for qualification was fully considered. Consequently the presentation to the public was delayed until this meeting.

The qualification is a technical requirement under the auditing standards to facilitate a limitation of the scope of the audit specifically relating to the valuation of CDO securities noting that the auditors are of the view that there is insufficient appropriate audit evidence to support their valuations.

Public notice of the presentation to the public was given in the *Wentworth Courier* on 29 October and the Financial Reports have been available for inspection since 31 October. Written submissions have been invited and will be received up until 17 November. At the time of writing the report no submission had been received.

Michelle Phair  
Team Leader Financial Services

Don Johnston  
Acting Director Corporate Services

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**Annexures:**

1. Financial Reports for the year ended 30 June 2008

**Item No:** D3 Delegated to Committee  
**Subject:** **Capital Projects Status Update**  
**Author:** Don Johnston, Manager Finance  
**File No:** 331G  
**Reason for Report:** To provide the Committee with an update on the status of capital projects in the 2008/2009 Budget

**Recommendation:**

THAT the report be received and noted.

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**Discussion:**

The Capital Projects Status Update Report, as at the end of September, is attached as **ANNEXURE 1**. The report shows the current status of the projects and indicates the forecast status of each project as at 30 June 2009, be it 'Completed', 'Commenced' or 'Not Commenced'. The report also provides the projects budgets, year to date (YTD) expenditure and brief comments.

Within the Infrastructure Renewal Levy & Stormwater Works Program, the projects have been grouped by Ward. The other projects are grouped into the program areas of:

- Environmental Works
- Open Space
- Roads, Traffic & Streetscapes
- Other Council Properties
- Other Infrastructure

Within each of these program areas the projects are grouped by cost centre to indicate the nature of the project.

**Budget Review September 2008 Quarter:**

Forecast budget figures have been updated in ANNEXURE 1 to reflect proposed changes in the September 2008 budget review report which is also being considered at this meeting.

**Conclusion:**

The status of each of the projects in the Capital Budget has been updated by the relevant Manager and is provided for the information of the Committee.

Don Johnston  
Manager Finance

Warwick Hatton  
Director Technical Services

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**Annexures:**

1. Capital Projects Status Report – September 2008

**Item No:** D4 Delegated to Committee  
**Subject:** **Customer Service and Communication Principal Activity - 1st Quarter Management Plan Review**  
**Author:** Justine Henderson –Communications Manager  
Debra Murphy-Bell – Manager Customer Service  
**File No:** 827.G 08-11  
**Reason for Report:** To review the status of services for the Management Plan principal activity of Customer Service and Communication for the three months ending 30 September 2008.

**Recommendation:**

- A. That the status of projects for the Customer Service and Communication 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.

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**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 first quarterly review of Principal Activity No 6 of the Management Plan, which is "Communication and Customer Service". This principal activity has the following sub- activity:

6.1 Customer Service & Communication

Included as an Annexure to this report is the Communication and Customer Service Principal Activity of the Management Plan with detailed comments on the status of items in the sub activity.

The Annexure includes 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.

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:

**Customer Service**

Core activities of the customer services department including the call centre and customer services counter have continued as normal.

Some statistics for the quarter:

- 26,065 calls for the quarter to our call centre
- 420 development related applications received this quarter
- 2792 Customer service requests generated for the quarter
- 14 staff working in customer service
- 413 parking permits issued for the quarter
- 354503 unique visits to the website for the quarter

Some key activities for the quarter:

The new manager of Customer Service commenced work this quarter and has spent time reviewing systems, processes and staff within the Customer Service department. Key meetings were held this quarter with Waste Services, Parks and Trees and Civil Works to assist with improving service delivery, knowledge and work practices. Key to the review has been the focus of improving the intranet "info central" which provides valuable information or knowledge management to assist the Customer Service Team to more effectively access information, source application forms and service customers. In addition, the monthly team meetings have been restarted which provides a valuable opportunity for both the Call Centre Staff and Front Counter Team to get together on the second Tuesday of each month. Each month a different department of council is invited to the meeting to enhance communication and knowledge.

The Name and Address Register Training was completed this month by Civica for all Council Staff who utilise this register. The was an initiative of customer service and the aim of the training was to reinforce name and address standards to assist with minimising duplications and errors in the council database.

The 2007/2008 Customer Service Network Benchmark Study was completed this quarter with results due in October. This study gives a cross comparison analysis of Customer Service Departments amongst NSW Councils and will assist Customer Service to align standards with current industry standards.

The Certificate IV in Customer Contact continued this quarter for half of the Customer Service Team. In addition, the Team Leader Customer Service is undergoing Leadership Development Training through the council staff development program coordinated by Human Resources.

## **Communication**

Core activities and projects are proceeding in line with the management plan. During the quarter, Communications continued to provide media and event support to staff, Managers and Directors as well as Communications advice to the Mayor and General Manager to ensure consistent information is being disseminated to the community and that all events are of a high standard.

Ironically our biggest workload during this quarter was for People and Pets Day, which turned out to be our biggest disappointment, due to rain. Good weather is essential for the successful implementation of this event. We made the best of the situation by professionally ensuring all sponsor requirements were met and that the relationships we had developed with stallholders, performers and suppliers were maintained. Responsibility of website staff management was moved to Communications and work commenced on the preparation of a priority task list for the next six months. A summary list of communications strategy, event management and media liaison work over the last three months which supports the core activities of the Management Plan follows:

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Bushcare newsletter for volunteers	Tea Topics
Double Bay Public Art program	Legal action on investments
History Week	City to Surf
Local Writers Word Festival	Double Bay Partnership
Rotary evening on community volunteering	Andrea Stretton Memorial event
Mental Health Week event	Fridge buyback program
Input and advice on Gap Park Masterplan	People and Pets Day
Project funding	
Writers & Readers	Woollahra News (monthly)
Redesign of the regular monthly "What's On"	Website event, news and have your say content updates (daily/weekly)
School tours	HMAS Watson Christmas Carols event preparation
Parenting sessions for residents	Community Services grants announcement
Cycling event (partnering with RTA, Randwick and Waverley Council and Centennial Park Trust)	Out and About event listing for community noticeboard posters
Eastside radio interviews (monthly)	Mayoral column and advertising placements for SMH/Wentworth Courier (weekly - copy, proof, production).
Citizenship (monthly)	Speech notes for events attended by the Mayor/representative.
Wentworth Courier Eastern Business Awards discussions	

### Summary:

Attention has been directed at developing and launching a customer management system that meets the needs of staff and customers. Communications staff continued to work closely with staff in other departments to improve communication on projects and to assist with design, print production and publicity.

Justine Henderson  
Communications Manager

Debra Murphy-Bell  
Manager Customer Service

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### Annexure:

1. September 2008 quarterly review of principal activity: Customer Service & Communication

**ItemNo:** D5 Delegated to Committee  
**Subject:** **Organisation Support Principal Activity - 1ST Quarter Management Plan Review**  
**Author:** Geoff Clarke - Director Corporate Services  
Warwick Hatton - Director Technical Services  
**File No:** 827.G 08-11  
**Reason for Report:** To review the status of services for the Management Plan principal activity of Organisation Support for the three months ending 30 September 2008.

**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.

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**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 first 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 support of the council and committee process continued through the quarter. The main addition activity for the quarter was the preparation for the change to the new Council.

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 first quarter of the year saw the issue of the new rate levy and the completion of the end of financial year accounts and the preparation for the annual audit of the accounts. 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 manager's action plans and systems review documents were audited in April. This recommended some changes to reporting and these were commenced during the quarter. Other projects and core activities were completed or are continuing in accordance with the Management Plan targets.

### **7.4 Human Resources**

The quarter sees the industry wide trend of high staff turnover continuing. This saw 25 staff leave the organisation and 23 staff employed during the quarter. Other projects and core activities generally proceeded in accordance with management plan targets. The position of Manager HR was vacant during the quarter. A new manager has been appointed and will commence in mid November. The new manager has a brief to develop a revised strategic plan for Organisation Development and Human Resources.

### **7.5 Information Technology**

Projects and core activities generally proceeded in accordance with management plan targets. This quarter saw the upgrading of our virus protection software and other software upgrades. A number of other projects have commenced or are in the planning stage.

## **7.6 Property Management**

Trumper Park Tennis Courts lease documents have been executed by the Minister. Tender for the lease of the Watsons Bay Tea Rooms was accepted by Council and the executed documents have been sent to the Minister for approval. The interim licence commenced on 8 September 2008. The DA has been submitted to council for assessment for the refurbishment and relocation of the library from Dunbar House which was approved by Council earlier this year following community consultation.

Drainage grates were installed in Cross Street car park adjacent to the lift doors to prevent water ponding. Energy efficiency upgrades were completed for the Council depots which included installation of sensor lighting and replacement of inefficient lights. An accessible ramp was constructed at Cooper Park Tennis Centre and design was commissioned for the construction of a disabled toilet at this facility. Quotations were also invited for the installation of new flooring at the Double Bay Pre-school. Construction of an accessible ramp has commenced at the Gonyah facility in Watsons Bay which will improve access to this historic building and improve child safety.

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. Negotiations continued with Woolworths in relation to the Kiaora Lands development. The current negotiations with Woolworths include the recently acquired residential properties owned by the Joint Venture.

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, and a report will be submitted in November regarding progress.

## **7.7 Management Executive**

A review has been completed in the corporate services division of the risk management staffing and responsibilities. In addition the resignation of the Manager HR provided an opportunity to review the duties and responsibilities of the position. This has led to a redefinition of the role as Manager Organisation Development and Human Resources.

The Library Services was reviewed and a new structure implemented in July 2008.

## **7.8 Technical Services Management**

Negotiations are progressing for new Enterprise Agreements in Business Centres, Beach Cleaning, Street Cleaning, Waste Services and Parks & Street Trees. The Agreements will include provisions for productivity improvements in each area.

Geoff Clarke  
Director - Corporate Services

Warwick Hatton  
Director - Technical Services

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### **Annexures:**

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

**Item No:** D6 Delegated to Committee  
**Subject:** **Roads, Traffic and Transport Principal Activity - 1<sup>st</sup> 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 September 2008.

**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.

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**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 first 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. 75% of the designs of road infrastructure projects from the 2008/09 Capital Works Program has commenced or been completed.

A consultant has completed the re-survey the condition of road infrastructure assets, including data capture for road pavements, kerb and gutter, and footpath assets. The road infrastructure asset model and the 5 year Capital Renewal Program for road infrastructure assets, using the new condition data, will next be reviewed in February 2009.

### **3.2 Maintenance and Construction**

In the first quarter, proactive and reactive maintenance programs have been delivered as programmed. 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. Refer to Natural Environment Principal Activity – 1<sup>st</sup> Quarter Management Plan Review reported to Community and Environment Committee on 2 November 2008 for details.

Risk assessment and prioritisation of defects have been workshopped, and are currently being updated in the asset maintenance system.

### **3.3 Traffic and Transport Management**

The impact of the Cross City Tunnel continued to be monitored throughout the year. A final report on this matter was considered by Council during the first quarter.

The Bike Plan is currently being reviewed and developed into a more comprehensive Bike Strategy. A report on this project is expected to be provided in early 2009. Staged implementation of the Woollahra Bike Plan continued: in the first quarter routes 3, 27 and 29 were installed as designed.

Community consultation, including a community forum held on 24 July 2008, was carried out in relation to the Draft Bus Review. A Council submission was prepared and submitted to the Ministry of Transport and the Premier during the first quarter.

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. Sydney Buses have objected to the number and frequency of speed humps being proposed. The RTA and Council Officers are currently liaising with Sydney Buses to formulate a plan which satisfies all three organisations. This will then be considered by the Paddington Traffic Working Party prior to reports being prepared for Traffic Committee and Community & Environment Committee.

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.

In the first quarter, designs for a number of sites in the Paddington (PAMP) were completed, and installation of these traffic devices has been programmed for construction in the remainder of the 2008/09 financial year.

In the first quarter, construction of the traffic calming devices at Village Lower Road, Vacluse and Hopetoun Avenue, Vacluse were completed. The relocation of the pedestrian crossing at Victoria Road/Mansion Road, Bellevue Hill and the pedestrian crossing (with kerb blisters) across Queen Street at Halls Lane, Woollahra, and across Windsor Street at Elizabeth Street, Paddington were also completed in the first quarter of 2008/9.

The designs for the traffic calming devices proposed for Darling Point Road and Mona Road, Darling Point are currently underway and should be implemented in the second quarter of 2008/9.

### **3.4 Parking**

Review of the Paddington Area 4 and Edgecliff Area 1 Resident Parking Schemes has been completed. Reviews of Paddington Areas 1 and 2 are proceeding. A report reviewing parking meters including the feasibility of alternate payment options and 15 minutes free parking in some areas was presented to Council. Tender documentation for upgraded meters is being prepared.

### **3.5 Other Transport Facilities**

Construction of the Grosvenor Street, Nelson Street and Trelawney Street bicycle routes were completed in the first quarter of 2008/9.

### **3.6 Streetscape**

Design and cost quotations for a bus shelter at Lyne Park were being further refined following reports to Council. A further report will be provided in November. The Oxford Streetscape upgrade between Glenmore Lane and Comber Street was completed, and paving replacement and upgrading in Bay Street, Double Bay was commenced, and was completed in Transvaal Avenue. Detailed designs for the Bellevue Hill Shopping Centre upgrade were finalised, and approved by Council to proceed to tender. Tenders were called and a contract let for installation of multi-function poles in Double Bay. Detailed design is now proceeding.

Warwick Hatton  
**Director Technical Services**

### **Annexures:**

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

**Item No:** D7 Delegated to Committee  
**Subject:** **Environmental, Infrastructure and Stormwater Works Program - 1st Quarter Management Plan Review**  
**Author:** Warwick Hatton - Director Technical Services  
**File No:** 827.G 08-11  
**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 September 2008.

**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.

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**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 first 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**

Achievements after the first quarter of the 2008/09 financial year for the Environmental Works Program include:

Urban Sustainability Grant (3-Council Ecological Footprint Project)

- The Sustainable House was launched with the 3 Mayors from Woollahra, Randwick and Waverley in Attendance
- Home Energy Assessment have commenced through out Woollahra, with door knocking commencing in the Paddington area
- Other projects such as Ecological Finger Printing, Sustainability Street, and Website Development are underway

Environmental Education

- Sustainability workshops – ‘Eco Choices’ and ‘Birds In Your Backyard’ workshops were held
- Eastern Suburbs Schools Sustainability Network was held
- Environmental Sculpture Prize was run with 82 entries from 9 different local Schools
- World Environment Day Drawing Competition was awarded, with the winning entries displayed on a Council refuse collection truck
- Council’s Environmental Grants were awarded

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 during the first quarter of the 2008/09 financial year;

- \$39,000 from the DECC Public Facilities Program for Rainwater Harvesting at Holdsworth Community Centre;

Council is awaiting the outcome from the following Grant applications that were prepared and submitted over the 2007/2008 financial year;

- 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 after the first quarter of the 2008/09 financial year include:

- Cooper Park Pond Upgrade - Tender Process has been completed and council report prepared recommending the preferred tender.
- Water Sensitive Urban Design plans are underway for the Bellevue Road Streetscape improvement project to help treat runoff before entering Cooper Park Creek.
- 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 is under construction

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

Achievements after the first quarter of the 2008/09 financial year for the Infrastructure Works Projects include:

*Road, footpath and Kerb & Gutter Reconstruction Projects completed:*

- Duxford Street, Paddington.
- Bradley Avenue (Stage 1), Bellevue Hill.
- Spencer Street and Spencer Lane, Rose Bay.
- Roslyndale Ave, Woollahra.
- Thornton Street, Darling Point.
- Fletcher Street (Road Pavement), Woollahra.

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

- Minor Capital Works at Greenoakes Ave, South Ave and South Lane, Double Bay, and Parsley Road, Vaucluse.
- Bradley Avenue (Stage 2), Bellevue Hill.
- Darling Point Road, Darling Point.
- Alfred Street, Paddington.

- Nelson Street, Woollahra.
- Old South Head Road, Rose Bay.
- Magney Lane, Icasia Lane and Tindale Lane, Woollahra.
- Victoria Road, Double Bay (road impact barrier).
- Fletcher Street (footpath works), Woollahra.
- Yarranabbe Road (North), Darling Point.
- Yarranabbe Road (South), Darling Point.

*Pavement Management System Update:*

- In the first quarter the consultant engaged to undertake this project completed the data capture of condition data for road pavement, and kerb and gutter assets across the municipality.

*Seawall Works completed in the first quarter:*

- Rushcutters Bay Park Seawall Repairs, Rushcutters Bay.

*Seawall Works commenced during the first quarter:*

- Wingadal Place, Point Piper.

## **8.8 Floodplain Risk Management Program – Project Implementation**

*The floodplain risk management program projects progress in the first quarter:*

- Rushcutters Bay Floodplain Management Study and Plan underway.
- Consultant engaged to complete the Double Bay Floodplain Management Study and Plan.
- The Rose Bay Flood Study draft report was exhibited. Following the exhibition the report is being reviewed to take into account submissions made, and refined modelling information for the upstream North Bondi catchment area which is part of Waverley Council's area.

## **8.9 Stormwater Works**

*Stormwater upgrade and reconstruction works commenced or tendered for construction in the first quarter:*

- Bradley Avenue (Stage 2), Bellevue Hill.
- Darling Point Road, Darling Point.
- Alfred Street, Paddington.
- Nelson Street, Woollahra.
- Old South Head Road, Rose Bay.
- Magney Lane, Icasia Lane and Tindale Lane, Woollahra.
- Yarranabbe Road (North), Darling Point.
- Yarranabbe Road (South), Darling Point.

*Stormwater Works for installation of 'End of Line' Stormwater Devices under construction during the first quarter:*

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

Warwick Hatton  
Director Technical Services

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**Annexures:**

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

**Item No:** D8 Delegated to Committee  
**Subject:** **Bus Shelter Designs**  
**Author:** Sam Badalati  
**File No:** 900.G, 263.G Part 12  
**Reason for Report:** To report on the progress of the design of the Lyne Park bus shelter in response to Council's resolution 18 August 2008.

**Recommendation:**

- A. That Council should proceed no further with the “Lyne Park” bus shelter design.
- B. That a Woollahra standard design bus shelter be installed at Lyne Park.
- C. That a meeting be held with the Darling Point Society to review the proposal for a Woollahra standard shelter for Etham Avenue and that a further report be provided
- D. That a further report be provided on the Watsons Bay bus turning circle and bus shelter following negotiations with Sydney Buses.
- E. That we replace with Woollahra standard design bus shelters the steel frame shelters at 47 New South Head Road, Vaucluse and 278 Edgecliff Road, Edgecliff, which are considered to be due for replacement due to their condition.

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**Background:**

In 2006 Council adopted a new style bus shelter to provide a high quality contemporary design to replace a number of poor standard metal shelters and to improve on the drawbacks of structural stability and poor weather protection inherent in the 1970 style timber and stone “heritage” shelters at various locations in the Municipality. This has become known as the “Towns Road” style shelter after the location of the prototype.

Annexure 3 shows a photograph of this bus shelter. Examples are installed at:

- New South Head Road at
  - Towns Road
  - Salisbury Road
  - Opposite New Beach Road.
- Fitzwilliam Road Corner Parsley Road
- Hargraves Street at Elizabeth Street
- Glenmore Road at Flinton Street
- 88 Ocean Street
- Opposite 86B Ocean Street
- Victoria Road at Old South Head Road.

The average cost is \$28,000, including variations for different foundation conditions.

After the standard shelter design was adopted, Council resolved 21 August 2006:

- A. *That bus shelters of the “Towns Road” design be installed at:*
  - *Glenmore Road, Paddington, outside the Royal Hospital for Women Park and*
  - *Military Road, Watsons Bay*
- B. *That a semi-transparent metal screen be incorporated to the rear of the shelter at Military Road, Watsons Bay, to reduce solar gain from the western sun.*
- C. *That bus shelters of the Lyne Park, Rose Bay and Etham Avenue, Darling Point be deferred for a further report on the option of installing a “heritage style” shelters [sic] which include sandstone cladding and slate roof.*
- D. *That once the above bus shelters have been installed, the bus stops at Lyne Park, Rose Bay, and Military Road, Watsons Bay, be monitored to determine whether there is a demand for additional adjacent seating for bus patrons.*
- E. *That the provision of a seat and bus stop outside Vaughan Village be investigated.*

Subsequently, several reports were submitted on progress with the design and construction detailing for this shelters at Lyne Park and Etham Avenue, which for the purposes of these reports has become known as the “Lyne Park” design.

In response to the most recent report, Council at its Corporate and Works Committee on 18 August 2008 resolved:

- A. *That quotations for fabrication and installation of the bus shelter at Lyne Park continue to be sought, and that cost savings be identified where possible.*
- B. *That a further report be provided when information is available from (A).*

An estimate of cost of \$37,550 was provided by the architect, which is higher than the cost for the “Towns Road” style bus shelters, but it was considered might be justifiable as a one-off at a prominent site such as Lyne Park.

Obtaining fabrication and installation costs for this design has proved difficult because of:

- Hybrid nature - the “Lyne Park” design has been an attempt to combine the advantages of modular design, structurally stronger structure and a screened shelter with the aesthetics of the old stone and timber shelter.
- High specification and component cost.
- One-off custom design.

The architect has now forwarded a quotation for fabricating and installing this bus shelter, of \$77,000 + GST, provided to the architect by Scott Freeman from Adshell, bus shelter manufacturers. (Annexure 1)

It was proposed in the report of 18 August 2008 that, if a price could not be obtained or contained within the region of \$42,000, being 150% of the average cost of recently constructed bus shelters, we would be recommending that Council should proceed no further with this proposal and that bus shelters to the adopted standard design should be installed at Lyne Park and Etham Avenue, as previously resolved by Council.

The report of 18 August 2008 and its Annexures are provided in Annexure 2 to provide Councillors with background on this matter.

The cost of \$77,000 + GST far exceeds the cost of a standard design bus shelter. It is not considered feasible to modify this design so as to bring the cost to a level comparable with other shelters, and it is not considered that the significant additional cost can be justified.

It is therefore recommended that Council should not proceed with this design.

### **Etham Avenue**

It was originally proposed to install a standard (“Towns Road”) shelter at this location. However, the Darling Point Society asked for a design which incorporated sandstone which they considered would be more in keeping with the area. Consequently, it was intended, once the “Lyne Park” design had been resolved, to install a shelter of this design in Etham Avenue. In fact, the “Towns Road” style of shelter would fit the restricted site at Etham Avenue better than the “Lyne Park” design and the contemporary style would complement the character of the area (for examples, see the Glenmore Road and Victoria Road sites). It is recommended that this matter be further discussed with the Darling Point Society. Annexure 4 shows a photograph of the existing bus shelter at Etham Avenue.

### **Watsons Bay**

A bus shelter is urgently required at Watsons Bay. This has been on hold since Council rejected the original proposal to install a shelter in the shopping centre due to objections from some businesses and residents. An alternative site has been agreed upon, adjacent to The Gap stairs, and this will be installed when we have resolved with Sydney Buses the design of the turning circle at this location. It was thought that this had been concluded, but Sydney Buses have recently raised new issues which are being considered and will be reported on in the near future. Annexure 5 provides a reduced scale plan showing the location of the new shelter labelled as “STA PICK UP”.

### **Identification of Income & Expenditure:**

There is \$141,299 in the current Bus Shelter Replacement Program Cost centre of which approximately \$10,000 has been expended on this design. There are sufficient funds to construct four standard design bus shelters.

### **Conclusion**

It is recommended that we install a Woollahra standard design bus shelter at Lyne Park, that we arrange a meeting with the Darling Point Society to review the proposal for a standard shelter for Etham Avenue and report further, that we provide a further report on Watsons Bay following negotiations with Sydney Buses, and that we replace the steel frame bus shelters at 47 New South Head Road, Vaucluse and 278 Edgecliff Road, Edgecliff, which are considered to be due for replacement due to their condition. Annexure 6 shows photographs of these two bus shelters.

Sam Badalati  
Project Manager Civil Works

Warwick Hatton  
Director Technical Services

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### **Annexures:**

**1. Cost from Adshell**

2. Report of 18 August 2008.
3. Photograph of standard design bus shelter.
4. Photograph of existing shelter at Etham Avenue.
5. Plan showing location of new shelter at Watsons Bay.
6. Photographs of existing bus shelters at 47 New South Head Road, Vaucluse and 278 Edgecliff Road, Edgecliff.

**Item No:** R1 Recommendation to Council  
**Subject:** **9 Sutherland Avenue, Paddington - Road Reserve Encroachment**  
**Author:** Anthony Sheedy, Property Officer  
**File No:** 438.9  
**Reason for Report:** To give consideration to the formalisation of an existing encroachment by granting of an easement to permit existing structure to remain on roadway adjoining the property.

**Recommendation:**

- A. That the encroachment on the Sutherland Avenue road reserve at the front of 9 Sutherland Avenue, Paddington, be formalised by granting of an Easement to Permit Encroaching Structures to Remain, to continue for the life of the building, or the redevelopment of the site, or the redevelopment of the structure, whichever occurs first.
- B. That compensation of \$2000 (plus any applicable GST), and all Council's costs in this matter, be payable to Council by the owners of 9 Sutherland Avenue, Woollahra in return for granting the Easement.

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**Background:**

For personal reasons the owners of 9 Sutherland Avenue, Paddington have had to expeditiously sell their property and have accordingly applied for a Building Certificate from Council. However, during inspection of the property and review of the current survey by Council's Building & Compliance staff it became apparent that there was an encroaching building structure upon the adjoining road reserve of Sutherland Avenue at the front of the property. This comprises a balcony, archway portion, and fence footing encroachments of some 0.255m over Sutherland Avenue as shown on the Hill & Blume Survey plan of 4 September 2008 (Annexure 1). The balcony and archway are part of the owner's Victorian 2 storey brick terrace, and is inaccessible to the public.

Alterations and additions were last carried out by the owner in 1992 pursuant to building Application BA 1991/1008 for which consent was issued 21 January 1992, and included a condition that all works must be carried out within the boundaries of the site. An earlier 1955 deposited plan was provided with the Building Application that shows this encroachment; and which appears to be of historic origin for the row of associated terraces (Annexure 2). The encroachment was noted at that time.

The matter of the encroachment has been raised again because of the Building Certificate application and was referred to Council's Technical Services Division which advised that they considered that the encroachment should either be removed or be managed by an Easement, on the grounds that it increased the size of the land developed, decreased the width of the road reserve and footpath, and that Council could not accept any liability arising from the encroachment and would not accept any responsibility for ongoing maintenance of the structure encroaching on the road.

Following discussion with Council's Property Department, legal representatives of the owners wrote to Council on 24 October 2008 stating that they wished to resolve the matter promptly as the owners were selling the property, suggesting that Council might consider granting an easement for the life of the structures, citing as reasons for leaving the structures in place that:

1. The encroachment appears to be historic in nature, which may have arisen by virtue of redefinition of the original Sutherland Avenue boundaries over time and an inadvertent breach by the builder when they followed the existing building line.
2. Their client is willing to comply with Council's request for an Easement.

In response to the letter it was considered that the extent and circumstances of the encroachment did not warrant removal, but that an easement to permit existing structure to remain on the roadway was appropriate. With respect to Council's legal options, the legal advice recently obtained from Dr Lindsay Taylor, and an encroachment at Wallis St, Woollahra were recently reported to Council and have general application. In the case of 86 Wallis St, Council resolved to grant an Easement. The proposed treatment is also in accordance with the Policy for Managing Encroachments on Road Reserves which was the subject of a separate report.

The owners were advised that compensation would be payable in respect of such an Easement. Council's Valuer has previously provided advice dated 16 June 2008 that compensation of \$2000 should be payable for the granting by Council of an easement in respect of a similar amount of Bowden St encroachment by the owners of 86 Wallis St. The owners of 9 Sutherland Ave were advised by Council's Property staff that compensation of \$2000 would be payable given this encroachment's similarity, or if they did not accept this amount a further valuation (at their cost) would be made of the subject encroachment, and compensation redetermined. The owners considered the Property staff offer, and agreed by email to Council 24 October 2008 to pay \$2000 easement compensation and Council's reasonable costs, plus any applicable GST.

The owners were advised that granting of an easement and the amount of compensation payable would be reported to Council and would be a decision for the elected Councillors. In view of the owners' desire to proceed with the sale of their property, it was agreed that a report would be put before Council at the earliest opportunity for Council determination.

The structure on the road reserve which forms the Sutherland Avenue encroachment is shown on the attached sketch plan (Annexure 1). The area is an estimated 1.37 square metres, of varying width and 5.4 metres long.

### **Conclusion:**

It is recommended that the encroachment at the front of 9 Sutherland Avenue, Paddington on the Sutherland Avenue road reserve, be formalised by granting of an easement to remain for the life of the building, or the redevelopment of the site, or the redevelopment of the structure, whichever occurs first, and that that easement compensation of \$2000 (plus any applicable GST), and all Council's costs in this matter be payable by the owners of 9 Sutherland St, Paddington to Council.

Anthony Sheedy  
Property Officer

Warwick Hatton  
Director, Technical Services

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### **ANNEXURES:**

1. Hill & Blume Survey Plan drawing dated 4 September 2008, showing the Sutherland Ave encroachment.
2. 1955 Deposited Plan 440866 of subject land and adjoining terraces.
3. Site photo, showing extent of the Sutherland Ave encroachment.

**Item No:** R2 Recommendation to Council  
**Subject:** **52-54 O’Dea Avenue Commercial Property**  
**Author:** Zubin Marolia – Manager, Property & Projects  
**File No:** 199.G (part 8)  
**Reason for Report:** To seek delegation from Council to authorise the General Manager to complete negotiations to lease and license parts of the Council property located at 52-54 O’Dea Avenue for a term of 5 years with an option to lease/license for a further five (5) years.

**Recommendation:**

1. That the General Manager be authorised to complete any negotiations to lease and license parts of the Council property located at 52-54 O’Dea Avenue for an initial five (5) year term, with an option to lease/license for a further five (5) years.
2. That subject to certification from Councils lawyers that the legal documents protect Council’s interests, the Seal of Council be affixed to all necessary documentation to effect the Lease.

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**Background:**

Council owns the property at the address 52-54 O’Dea Avenue, Waterloo, NSW 2017. This property is zoned 10 mixed uses and comprises Council’s Depot at the rear, car parking, and Commercial building with a hardstand area as shown in Annexure 1.

Half of the 2,392m<sup>2</sup> Commercial building includes a two level air-conditioned open plan office space and the other half houses warehouse space. Across the driveway there is a 1,500m<sup>2</sup> fenced off hardstand area generally used for secured car parking space. There are 88 external car parking spaces available including the hardstand area.

This property had been leased to Schindler Lifts Australia Pty Ltd since 1991. Schindler Lifts had been a very good tenant with no payment defaults; they vacated the premises in a very clean and acceptable condition. Their lease expired on 28 December 2007. In anticipation of the lease expiring, Council staff commenced enquiries in early 2007, to seek market information and were approached in February 2007, by a competing lift company ThyssenKrupp Elevator Australia, who expressed an interest in leasing the premises. Site meetings were held with their Managing Director and other senior staff and negotiations continued until in July 2007, when they made the decision to lease other premises in Botany.

In July 2007, quotations were invited from suitable qualified Real Estate professionals and CB Richard Ellis were appointed to coordinate the leasing of this property on a lead agency basis in August 2007.

Since their appointment, CB Richard Ellis has been continually promoting the facilities to both, prospective tenants and other Agents. In order to provide the drive and accountability to successfully lease the premises in a shortest time possible, regularly meetings were held by the Manger, Property & Projects with CBRE and minutes issued. The property was marketed by means of a sign board on site, brochure (Annexure 2), as well as a web site listing. Other Agents have also been invited to inspect the site. To date fourteen organisations had expressed genuine interest in the property and have inspected the premises at least once and in some instances, a number of times. In addition five other organisations have recently expressed an interest including an automotive group and a hire company. There are currently five other properties in the area which have a similar characteristics to the Council premises on the market, that this property is competing with. The latest meeting minutes have been circulated separately, as Confidential Annexure 3. This Annexure details current enquiries, past enquiries with status and follow-up comments, recent deals in the area, competing properties on the market and initiatives and recommendations.

### **Audi Lease and License:**

Audi representatives have inspected the site on a number of occasions and have discussed terms with the Agents. They intend to mainly use the premises for car storage, parts storage and car parking. The net lettable area of building space is 2,392 m<sup>2</sup> and hard stand area is an additional 1,500 m<sup>2</sup>.

Though at the time of writing this report no formal proposal had been received from Audi Australia, as the lease commences on 1 December 2008, it was necessary to submit this report to the 10 November Corporate and Works Committee meeting in order to seek Council approval prior to the commencement date and have the necessary documentation executed by both parties in time.

The annual rental of \$500,000 pa plus GST has been negotiated at the commencement of the lease. The initial lease term is for five (5) years, with an option to a further five (5) year term. Though we would have preferred a higher figure, in the circumstances a fixed 3.5% annual increase has been agreed and the rent will be reviewed to market upon exercising the option term of additions five (5) years. The previous lease with Schindler Lifts had been reviewed annually in line with the Consumer Price Index (CPI), however in the current financial climate this rate of fixed annual increase is acceptable and the lease will get reviewed to market at the completion of the first term. In line with current industry practice, a five month rent free period has been negotiated, though Audi had initially requested a six month rent free period. It is envisaged that the rent free period will be spread over the first five years of the lease, so that Council derives income from this property in the first year.

We have been advised by our lawyers to lease the building (offices and warehouse) and license the hardstand area to the prospective tenants. Our lawyers have had to structure the legal documents in this manner, because legally Council cannot lease part of land without a structure for more than five years without a plan of sub-division being registered. The license will avoid any long and protracted registration process, which could cost time and money.

**Recommendation:**

In order to ensure that the lease commencement date of 1 December 2008 is not compromised, it is recommended that the General Manager be authorised to complete any necessary negotiations to lease and license parts of the Council property located at 52-54 O’Dea Avenue for an initial five (5) year term, with an option to lease/license for a further five (5) years, at a commencement rent of \$500,000 per annum plus GST.. The rent is to be increased annually by 3.5% fixed throughout the term of the lease. The rent will be reviewed to market rent if and when the Option to lease/license for a further five (5) year term is exercised.

Zubin Marolia  
Manager - Property & Projects

Gary James  
General Manager

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**ANNEXURES:**

1. Plan of the premises
2. Promotion literature
3. Confidential Annexure – Leasing details (Issued separately)

**Item No:** R3 Recommendation to Council  
**Subject:** 2008/2009 budget Review for the Quarter Ended 30 September 2008  
**Author:** Michelle Phair – Team Leader Financial Services  
**File No:** 331.G  
**Reason for Report:** To report on the review of the 2008/2009 Budget for the quarter ended 30 September 2008

**Recommendation:**

A. THAT the report be received and noted and the variations to the Budget be adopted.

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**Background:**

The requirement for a quarterly review of the budget arises from Clause 203 of the Local Government (General) Regulation 2005. It requires that, not later than two months after the end of each quarter, the responsible accounting officer of a council prepare and submit to the Council a budget review statement that shows, by reference to the estimates of income and expenditure set out in the Management Plan that the Council has adopted for the relevant year, a revised estimate of the income and expenditure for that year. A budget review statement must include or be accompanied by a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimates of income and expenditure. If that position is unsatisfactory recommendations for remedial action must also be provided.

This report provides the information and recommendation to fulfill these obligations. Each of the budget managers has provided a revised forecast of expenditure and income for their respective areas. Where necessary, money has been recommended for voting to meet additional expenditure to that anticipated in the budget.

**Discussion:**

Overall Financial Position

The Income Statement (below) for the current year shows Council's operating result will decrease by \$246,208 from a budgeted surplus of \$3,032,699 to \$2,786,491, the reduced operating result has no impact on services or service levels provided.

The forecast indicates our unrestricted current ratio has reduced from 2.22:1 to 2.18:1. The unrestricted current ratio is used to assess the adequacy of working capital and the ability to satisfy obligations in the short term for the unrestricted activities of Council. Financial health checks indicate a ratio of less than 1 is unacceptable, Council's ratio of 2.18:1 remains sound.

The working funds balance which is the available cash to cover any unforeseen expenditure requirements which cannot be covered within the current budget provision remains constant at \$2,166,204. In order to reduce any impact on working funds, the September 2008 budget review has utilised reserve funds for projects identified in the Section 94a Contributions Plan and Property Reserve works.

A summary of major budget review changes is provided later in the report together with full details of the variations. A reconciliation between the working funds and operating results is provided with the Balance Sheet

Overall, at these levels, Council's projected level of available working funds and liquidity at year end will remain sound.

**BUDGET 2008/2009  
INCOME STATEMENT**

	<b>Original Budget</b>	<b>Revised Budget &amp; Revotes</b>	<b>Actual to Date</b>	<b>% of Revised Budget</b>	<b>Proposed Change to Forecast</b>	<b>Revised Forecast</b>
<b>OPERATING REVENUES</b>						
Rates & Annual Charges	36,984,360	36,984,360	37,244,725	100.7	84,339	37,068,699
Fees & Charges	5,290,974	5,290,974	1,199,793	22.7	584,000	5,874,974
Interest	3,278,000	3,278,000	504,848	15.4	-149,500	3,128,500
Grants & Contributions	2,427,017	2,435,018	441,243	18.1	172,365	2,607,383
Other Revenue	11,225,032	11,225,362	2,178,724	19.4	-130,320	11,095,042
	<b>59,205,383</b>	<b>59,213,714</b>	<b>41,569,334</b>	<b>70.2</b>	<b>560,884</b>	<b>59,774,598</b>
<b>OPERATING EXPENSES</b>						
Employee Costs	27,626,705	27,632,167	6,662,085	24.1	-76,569	27,555,598
Materials & Contracts	10,857,588	11,242,438	3,497,362	31.1	806,674	12,049,112
Borrowing Costs	675,306	675,306	0	0.0	0	675,306
Depreciation	8,916,412	8,916,412	2,562,321	28.7	0	8,916,412
Other Costs	11,349,740	11,349,740	4,377,117	38.6	175,982	11,525,722
	<b>59,425,751</b>	<b>59,816,063</b>	<b>17,098,886</b>	<b>28.6</b>	<b>906,087</b>	<b>60,722,150</b>
<b>CAPITAL REVENUES</b>						
Capital Grants & Contributions	1,444,433	2,300,438	537,591	23.4	18,358	2,318,796
Net Gain/(Loss) on Sale of Assets	1,258,700	1,334,610	-93,073	-7.0	80,637	1,415,247
<b>CHANGE IN NET ASSETS</b>	<b>2,482,765</b>	<b>3,032,699</b>	<b>24,914,966</b>		<b>-246,208</b>	<b>2,786,491</b>
<b>LESS:</b>						
					Forecast increase in Capital Expenditure	-473,650
					Transfers to Reserve from Operating	-142,482
					Reduction in utilisation of Reserves	-101,752
<b>ADD:</b>						
					Transfers from Reserves for Operating	149,960
					Transfers from Reserves for Capital	749,632
					Reduction in Interest tfr to Reserves	64,500
<b>Working Funds Movement</b>						<b>0</b>

In addition to the Income Statement above, Council's Balance Sheet and Reserve levels summarise the results of the budget review and appear as **ANNEXURES 1 and 2** respectively. **ANNEXURE 3** provides a summary of the Capital Budget and proposed variations.

Summary of Variations

The following table summarises by Division, Manager and resource the variations proposed in the Budget Review.

Item	Variation (Favourable)/ Unfavourable \$'000	Comment
<b>OPERATING BUDGET</b>		
<b>COMMUNITY SERVICES:</b>		
<i>Director Community Services (101)</i> - Salaries & Wages  - General Contracts  - Council Building Hire	45  18  (10)	Transfer salaries budget for one position from Community Development to reflect current organisational structure. Refer comments below. Transfer \$17k salaries budget for cleaning from Community Development. Refer comments below. Increase general contracts expenditure as a result of increase in anticipated building hire income \$10k. Transfer \$(9)k budget to Properties & Projects for electricity & water rates on Community Facilities. Increase anticipated hire income for Vaucluse Bowling Club. Increase income offset by increase in general contracts expenditure.
<i>Community Development (105):</i> - Salaries & Wages  - General Contracts	(71)  9	Transfer salaries budget, \$(45)k to Director Community Services to reflect current organisational structure. Cleaners position has been outsourced following retirement of former cleaner, remaining budget of \$(17)k transferred to Director Community Services for General Contracts for facilities cleaning. Refer comments above. Transfer \$(9)k salaries budget to General Contracts for cleaning of Woollahra Community Centre. Cleaning contract outsourced. Cleaning Woollahra Community Centre. See comment above.
<b>Small variations within Community Services:</b>	0	
<b>Total variation for Community Services:</b>	(9)	
<b>CORPORATE SERVICES:</b>		
<i>Risk Management (202):</i> - General Consultants	110	Risk management programs including; Hazard Reduction Program and Defensive Driver Training plus general consultants in the Workers Compensation area.

Item	Variation (Favourable)/ Unfavourable \$'000	Comment
<ul style="list-style-type: none"> <li>- Insurance Premiums</li> <li>- Transfer to Insurance Reserve</li> <li>- Transfer from Insurance Reserve</li> </ul>	<p style="text-align: right;">31</p> <p style="text-align: right;">9</p> <p style="text-align: right;">(150)</p>	<p>Variations in Council's insurance premiums: property insurance increase \$40k, professional indemnity insurance decrease \$(9)k.</p> <p>Transfer saving in public liability/professional indemnity insurance to reserve \$9k.</p> <p>Utilise Insurance Reserve to cover Hazard Reduction Programs, Defensive Driver Training and variations in budgeted insurance premiums.</p>
<p><i>Governance (203):</i></p> <ul style="list-style-type: none"> <li>- Contributions to Other Org's</li> </ul>	<p style="text-align: right;">8</p>	<p>Membership subscriptions increase. Memberships include Local Government Association, Southern Sydney Regional Organisation of Councils &amp; Sydney Coastal Councils Group.</p>
<p><i>Finance (205):</i></p> <ul style="list-style-type: none"> <li>- Legal Expense</li> <li>- Interest paid on deposits received</li> <li>- Financial Assistance Grant</li> <li>- Interest on Investments</li> <li>- Transfer to Reserves</li> <li>- General Rates Income</li> </ul>	<p style="text-align: right;">90</p> <p style="text-align: right;">50</p> <p style="text-align: right;">(96)</p> <p style="text-align: right;">150</p> <p style="text-align: right;">(65)</p> <p style="text-align: right;">(75)</p>	<p>Legal costs for investment action. This may increase depending on any future action.</p> <p>Increase to comply with requirement to pay interest on deposits held by Council..</p> <p>Financial Assistance Grant received was higher than anticipated as per advice from Local Government Grants Commission 21 August 2008.</p> <p>At the time of setting the budget RBA cash rate was 7.25%, the most recent rate cuts to 6.00% will reduce Council's interest on investments. There is potential for the RBA cash rate to decrease further over the course of the year which will lead to further reductions in Council's investment interest revenue.</p> <p>As a result of the decrease in interest revenue, transfers to s.94a and property reserves have been reduced.</p> <p>Increase in line with 08/09 Rates Levy. This represents a variation of 0.29% to the original forecast and results from changes to the rating base after the forecast is made</p>
<p><i>Human Resource Management (206):</i></p> <ul style="list-style-type: none"> <li>- Legal Expense</li> <li>- Recruitment</li> </ul>	<p style="text-align: right;">22</p> <p style="text-align: right;">50</p>	<p>Legal expenses are high due to three complicated staff issues requiring specialist advice. One of these issues was referred to the NSW Industrial Relations Commission. Additionally, Council is drafting new workplace agreements which require specialist advice.</p> <p>Recruitment costs for senior level staff including advertising and consultant costs will be high in 2008/2009. Consultants have already been used to assist with the recruitment of the Manager Human Resources &amp; Organisation Development and have just been engaged to assist with recruitment of the Director Corporate Services.</p>

Item	Variation (Favourable)/ Unfavourable \$'000	Comment
<i>Information Technology (207):</i> - Office System Software	20	30% increase in Microsoft Licensing Cost. Original budget forecast an increase at only 10%.
<i>Customer Service (209)</i> - Materials: Goods & Services	6	Plasma screen for Customer Service area to be used to provide information to community members visiting Council Chambers.
<b>Small variations within Corporate Services:</b>	3	
<b>Total variation for Corporate Services:</b>	<b>163</b>	
<b>TECHNICAL SERVICES:</b>		
<i>Engineering Services (302):</i> - Street Lighting Charges  - General Consultants	43  28	Budget allowed 5.7% increase in Street Lighting Charges however subsequent advice from Energy Australia indicates increase is 9.97%. Transfer budget for General Consultants to Engineering Services from Civil Works to reflect new organisational structure for Engineering Design works.
<i>Civil Works (303):</i> - General Consultants  - Grants  - Restorations	(122)  16  380 (616)	Transfer of budget to Engineering Services for design works \$(28)k. See comment above. Transfer of \$(94)k to Capital to consolidate Flood Study projects. Transfer Flood Study Grants to Capital to consolidate Flood Study projects. Forecast increase in restorations works and associated increased income.
<i>Public Open Space (305):</i> - Sportsfield Leases  - Filming Fees  - Water Craft Storage	(25)  8  9	Increase estimate in response to the hire of Lyne Park & Woollahra Ovals 2 & 3 for Australian Open golf parking. Decrease in commercial filming conducted on public land. Income estimate reduced in response to early payments of dinghy storage hire at the end of last financial year.
<i>Property &amp; Projects (306):</i> - Recurrent / General Contracts  - Electricity / Water Charges	(13)  14	Decrease in recurrent & general contracts \$(18)k across Cosmopolitan Centre carpark, Grafton St carpark and Watson's Bay Tea Rooms. Small increase for repairs to Cross St carpark \$5k. Includes budget transfer \$9k from Director Community Services for community facilities.



Item	Variation (Favourable)/ Unfavourable \$'000	Comment
<b>CAPITAL BUDGET</b>		
<b>TECHNICAL SERVICES:</b>		
<p><i>Engineering Services</i></p> <p><i>Civil Works &amp; Infrastructure</i></p> <p><i>Stormwater Levy Works</i></p>	<p>94 (16)</p> <p>200 (200)</p> <p>43 (43)</p> <p>161 (161)</p>	<p>As noted in Civil Works above the Flood Study budgets have been transferred to Capital in order to consolidate all Flood Plain Management projects into one area of control. Parking Meter Replacement budget increase in line with C&amp;W Committee resolution Item R1 4 August 2008. Additional funding allocated from Section 94 reserve funds.</p> <p>Transfer of Grant Reserve funds received \$(53)k for Bike Route projects to be spent in 08/09. Remaining budget movement relates to a number of small re-allocations between projects.</p> <p>Stormwater levy funds transferred to projects identified as comprising drainage works. Projects include: Yarranabbe Rd, Kambala Pl, Blaxland Rd.</p>
<i>Open Space</i>	<p>977 (977)</p>	<p>Transfer Watson's Bay Baths budget funds from Environmental &amp; Infrastructure works to Open Space.</p>
<i>Property &amp; Projects</i>	<p>193 (312)</p>	<p>The program includes Kuhli Hut alterations for beach tractor \$20k funded from Performance Improvement payment, Kiaora Lands negotiations \$100k funded from Property Reserve, increase in Energy Performance Contract \$34k funded from the Property Reserve and unforeseen works to stabilize piers at Cooper Park Hall \$25k. Funding for the Tea Rooms Library upgrade \$(100)k has been provided from the Property Reserve and the program also includes a number of small re-allocations between projects.</p>
<i>Infrastructure Renewal &amp; Environmental Works Program</i>	<p>977 (977)</p> <p>(182)</p>	<p>A number of re-allocations have been made between projects including budget transferred to Open Space for Watson's Bay Baths. Additional funds totaling \$(182)k have been transferred from the year end balance of the Section 94a reserve to fund projects identified in the plan.</p>

<b>Item</b>	<b>Variation (Favourable)/ Unfavourable \$'000</b>	<b>Comment</b>
<i>Plant Replacement</i>	100  (100)	A number of re-allocations have been made across the Plant Replacement budget offset by transfer to/from Plant and DWM Reserve. Major variations include purchase of tipper \$(53)k and 2 x utilities \$(54)k to be delayed until 09/10. Increase in cost of suction sweeper \$19k, utility \$27k, 3 x tippers \$29k.
<i>Total Variance in Capital Funds</i>	(223)	
<b>TOTAL CHANGE IN WORKING FUNDS</b>		<b>0</b>

**ANNEXURE 4** provides a report of the proposed variations to forecasts by Manager and Cost Centre.

**Conclusion:**

Following the review of the estimates of expenditure and income made in the original budget, the Income Statement (Annexure 1) shows a fall in our operating result of \$246,208. The major changes giving rise to this variation have been detailed in the report. The Balance Sheet (Annexure 1) shows liquidity at 2.18:1 with working funds position at \$2,166,204.

Having regard to the initial estimates of income and expenditure, and the proposed variations, Council's working funds and liquidity position will remain sound at 30 June 2009.

Michelle Phair  
Team Leader Financial Services

Don Johnston  
Acting Director Corporate Services

**ANNEXURES:**

1. Forecast Balance Sheet for the year ending 30 June 2009
2. Forecast Reserve Levels as at 30 June 2009
3. Summary of Capital Budget as at 30 September 2008 with Proposed Variations
4. Revised Forecasts of Expenditure and Income by Manager and Cost Centre

**ANNEXURE 1**

**BUDGET 2008/2009  
BALANCE SHEET**

	<b>Actual 07/08</b>	<b>Revote &amp; Rollovers into 08/09</b>	<b>Original Budget &amp; Revotes</b>	<b>September Review 08/09</b>	<b>September Review 08/09</b>
<b>Current Assets</b>					
Cash & Investments	39,269,078	24,918,756	24,173,829	-719,858	23,453,971
Receivables	4,581,419	4,581,419	4,581,419		4,581,419
Inventories & Other Assets	240,365	240,365	240,365		240,365
Non Current Assets held for sale	0	0	0		0
Other	1,265,619	1,265,619	1,265,619		1,265,619
	<b>45,356,481</b>	<b>31,006,159</b>	<b>30,261,232</b>	<b>-719,858</b>	<b>29,541,374</b>
<b>Current Liabilities</b>					
Payables	16,319,477	16,319,477	16,319,477		16,319,477
Interest Bearing Liabilities	703,214	703,214	756,507		756,507
Provisions	6,547,733	6,547,733	6,547,733		6,547,733
	<b>23,570,424</b>	<b>23,570,424</b>	<b>23,623,717</b>	<b>0</b>	<b>23,623,717</b>
<b>NET CURRENT ASSETS</b>	<b>21,786,057</b>	<b>7,435,735</b>	<b>6,637,515</b>	<b>-719,858</b>	<b>5,917,657</b>
<b>Non-Current Assets</b>					
Receivables	72,942	72,942	72,942		72,942
Investment Properties	11,037,736	11,037,736	11,037,736		11,037,736
Property, Plant & Equipment	656,790,360	671,671,928	672,796,269	473,650	673,269,919
	<b>667,901,038</b>	<b>682,782,606</b>	<b>683,906,947</b>	<b>473,650</b>	<b>684,380,597</b>
<b>Non-Current Liabilities</b>					
Payables	0	0	0		0
Interest Bearing Liabilities	8,422,993	8,422,993	7,666,486		7,666,486
Provisions	518,968	518,968	518,968		518,968
	<b>8,941,961</b>	<b>8,941,961</b>	<b>8,185,454</b>	<b>0</b>	<b>8,185,454</b>
<b>NET ASSETS</b>	<b>680,745,134</b>	<b>681,276,380</b>	<b>682,359,008</b>	<b>-246,208</b>	<b>682,112,800</b>
<b>EQUITY</b>					
Opening Equity	653,132,378	680,745,134	680,745,134		680,745,134
Asset Revaluation Reserve	24,356,114				
Operating Result	3,256,642	531,246	1,613,874		1,367,666
Closing Equity	<b>680,745,134</b>	<b>681,276,380</b>	<b>682,359,008</b>	<b>0</b>	<b>682,112,800</b>
<b>Working Funds</b>					
Current Assets	21,786,057	7,435,735	6,637,515		5,917,657
ADD:					
Current Prov'n for ELE	6,547,733	6,547,733	6,547,733		6,547,733
Current Deposits	10,964,450	10,964,450	10,964,450		10,964,450
07/08 Current Loan Liability	703,214	703,214	703,214		703,214
LESS:					
External Restrictions	-7,973,328	-3,539,483	-3,434,148		-3,109,315
Internal Restrictions	-29,864,274	-19,947,797	-19,252,560		-18,857,535
Other Joint Venture Net Assets		0	0		0
Fair Value Adjustments					
	<b>2,163,852</b>	<b>2,163,852</b>	<b>2,166,204</b>	<b>0</b>	<b>2,166,204</b>
<b>Movement in Working Funds</b>		<b>0</b>	<b>2,352</b>		<b>0</b>
<b>Unrestricted Current Ratio</b>	<b>3.10</b>	<b>2.28</b>	<b>2.22</b>		<b>2.18</b>

**ANNEXURE 2**

**WOOLLAHRA MUNICIPAL COUNCIL  
Forecast Restricted Cash Balances - 30th June 2009**

Externally Restricted Cash		REVOTES		ORIGINAL BUDGET				SEPTEMBER REVIEW			SEPTEMBER REVIEW
Purpose	Closing Balance Jun 08 <sup>1</sup>	Transfers From	Closing Balance Jun 08	Transfer To	Interest Earned	Transfers From	Closing Balance Jun 08	Transfer To	Interest Earned	Transfers From	Closing Balance September 08
Section 94 Contributions	2,217,828	247,260	1,970,568		200,000	500,000	1,670,568		-11,900	200,000	1,458,668
Section 94A Contributions	997,791	687,508	310,283	1,000,000	50,000	947,150	413,133			181,946	231,187
Unexpended Grants	932,408	368,969	563,439			181,000	382,439			71,636	310,803
Environmental Levy	1,140,157	1,098,264	41,893			50,000	-8,107			-7,987	-120
Infrastructure Levy	256,768	255,352	1,416				1,416			1,416	0
Environmental & Infrastructure Levy	1,378,171	1,378,171	0	3,201,412		3,198,997	2,415	5,588		2,415	5,588
Stormwater Levy	306,591	273,521	33,070	475,000		475,000	33,070	3,800			36,870
Domestic Waste	743,615	124,800	618,815	620,000		299,600	939,215	133,482		6,377	1,066,320
	<b>7,973,328</b>	<b>4,433,845</b>	<b>3,539,483</b>	<b>5,296,412</b>	<b>250,000</b>	<b>5,651,747</b>	<b>3,434,148</b>	<b>142,870</b>	<b>-11,900</b>	<b>455,803</b>	<b>3,109,315</b>

**Internally Restricted Cash**

Purpose	Closing Balance Jun 08 <sup>1</sup>	Transfers From	Closing Balance Jun 08	Transfer To	Interest Earned	Transfers From	Closing Balance Jun 08	Transfer To	Interest Earned	Transfers From	Closing Balance September 08
Employee Leave Entitlements	979,955	183,344	796,611				796,611				796,611
Plant Replacement	123,008	28,818	94,190				94,190	84,377		12,700	165,867
Insurance	215,866		215,866			100,000	115,866	9,000		149,960	-25,094
Computer	220,063		220,063				220,063				220,063
Infrastructure	376,571	71,085	305,486				305,486				305,486
Election	200,000		200,000	50,000		200,000	50,000				50,000
Investments	1,000,000		1,000,000	0			1,000,000				1,000,000
Deposits	6,600,837		6,600,837				6,600,837				6,600,837
Kindergarten	88,892		88,892	22,000			110,892				110,892
Property	9,663,182	193,452	9,469,730		1,104,075	300,000	10,273,805		-52,600	234,142	9,987,063
Loan Repayments	933,023		933,023			920,312	12,711				12,711
Loan Funds	6,149,300	6,149,342	-42				-42				-42
Revotes & Rollovers	2,671,017	2,671,017	0				0				0
General Reserve	642,559	619,419	23,140			351,000	-327,860			39,000	-366,860
	<b>29,864,274</b>	<b>9,916,477</b>	<b>19,947,797</b>	<b>72,000</b>	<b>1,104,075</b>	<b>1,871,312</b>	<b>19,252,560</b>	<b>93,377</b>	<b>-52,600</b>	<b>435,802</b>	<b>18,857,535</b>

<b>Total Restricted Cash</b>	<b>37,837,602</b>	<b>14,350,322</b>	<b>23,487,280</b>	<b>5,368,412</b>	<b>1,354,075</b>	<b>7,523,059</b>	<b>22,686,708</b>	<b>236,247</b>	<b>-64,500</b>	<b>891,605</b>	<b>21,966,850</b>
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1) Notional fair value adjustments have been made and will be reviewed in light of reserve utilisation.

**Capital Expenditure Summary  
Expenditure & Commitments to Period 3**

	<b>Original Budget</b>	<b>Revotes</b>	<b>Current Forecast</b>	<b>Actual Expenditure</b>	<b>Committed</b>	<b>Total Expenditure</b>	<b>% of Forecast Spent</b>	<b>Proposed Variations</b>	<b>Revised Expenditure Forecasts</b>
920 - Roads and Kerb & Gutter Infrastructure	0	8,103	8,103	0	3,500	3,500	43.2	0	8,103
933 - Traffic Infrastructure	927,000	584,756	1,511,756	37,700	9,032	46,732	3.1	243,357	1,755,113
935 - Flood Plain Management	0	0	0	0	16,191	16,191	0.0	94,471	94,471
938 - Open Space Capital Works Project Mgmt	40,100	0	40,100	10,717	0	10,717	26.7	0	40,100
939 - Parks & Reserves	1,128,600	1,845,869	2,974,469	116,228	386,122	502,350	16.9	976,897	3,951,366
941 - Playgrounds	140,000	228,778	368,778	0	41,801	41,801	11.3	0	368,778
942 - Sportsfields	40,000	248,400	288,400	7,250	250,128	257,378	89.2	0	288,400
945 - Streetscapes	80,000	6,164,249	6,244,249	504,407	2,025,524	2,529,931	40.5	0	6,244,249
949 - Infrastructure Renewal Program	0	265,518	265,518	0	18,980	18,980	7.1	44,246	309,764
950 - Library General	279,000	138,262	417,262	26,228	32,106	58,334	14.0	0	417,262
953 - Library - Paddington	65,000	14,978	79,978	2,858	2,797	5,655	7.1	0	79,978
954 - Community Services	0	13,673	13,673	0	0	0	0.0	0	13,673
959 - Environmental Works Program	190,000	1,712,630	1,902,630	399,234	6,582	405,816	21.3	7,198	1,909,828
968 - Stormwater Levy Works	475,000	277,719	752,719	84,189	70,062	154,251	20.5	-160,718	592,001
969 - Environmental & Infrastructure Program	4,597,490	1,922,177	6,519,667	946,808	1,943,822	2,890,630	44.3	-871,779	5,647,888
981 - Computers & Office Equipment	412,000	322,763	734,763	19,999	5,743	25,742	3.5	0	734,763
982 - Commercial/Leased Properties	40,000	75,610	115,610	5,440	6,162	11,602	10.0	-2,894	112,716
983 - Sportsfield Buildings	43,000	0	43,000	0	4,450	4,450	10.3	-9,000	34,000
984 - Parks / Ovals Buildings	83,000	35,000	118,000	0	0	0	0.0	20,000	138,000
985 - Depots	34,000	0	34,000	0	0	0	0.0	0	34,000
986 - Council Offices	230,000	331,438	561,438	140,697	131,936	272,633	48.6	42,737	604,175
987 - Community Facilities	15,000	61,870	76,870	0	1,680	1,680	2.2	41,980	118,850
988 - Library Buildings	100,000	241,665	341,665	0	0	0	0.0	0	341,665
989 - Car Parks	15,000	75,382	90,382	37,250	5,985	43,235	47.8	100,000	190,382
990 - Plant Replacement Program	2,506,700	312,728	2,819,428	575,333	200,277	775,610	27.5	99,714	2,919,142
	<b>11,440,890</b>	<b>14,881,568</b>	<b>26,322,458</b>	<b>2,914,337</b>	<b>5,162,880</b>	<b>8,077,217</b>	<b>30.7</b>	<b>626,209</b>	<b>26,948,667</b>

**ANNEXURE 4**

**Budget Review by Manager and Cost Centre  
as at 30 September 2008**

	<i>Original Budget</i>	<i>Current Forecast</i>	<i>Total Inc/Exp</i>	<i>% Spent</i>	<i>Proposed Variation</i>	<i>Revised Forecast</i>
<b><i>OPERATING BUDGET</i></b>						
<b><i>101 Director Community Services</i></b>						
<b><i>502 Community Services Management</i></b>						
Expenditure	1,079,906	1,091,906	683,204	63	45,140	1,137,046
Income	0	0	-4,718	-	0	0
<b><i>505 Venue Hire</i></b>						
Expenditure	142,453	142,453	52,328	37	18,567	161,020
Income	-96,700	-96,700	-29,902	31	-10,000	-106,700
<b><i>104 Library Services</i></b>						
<b><i>512 Library Information Services</i></b>						
Expenditure	317,415	327,777	86,781	26	0	327,777
Income	-22,950	-28,656	-5,131	18	0	-28,656
<b><i>513 Library - Paddington Service</i></b>						
Expenditure	341,363	341,363	107,959	32	0	341,363
Income	-197,600	-197,600	-2,578	1	0	-197,600
<b><i>515 Library Admin. Collection Support</i></b>						
Expenditure	562,956	562,956	187,545	33	500	563,456
Income	-157,115	-157,115	-3,940	3	-500	-157,615
<b><i>516 Library Lending Services</i></b>						
Expenditure	412,081	412,081	129,761	31	0	412,081
Income	-33,000	-33,000	-7,913	24	0	-33,000
<b><i>517 Customer &amp; Community Services</i></b>						
Expenditure	310,213	310,213	24,701	8	0	310,213
Income	0	0	0	-	0	0
<b><i>518 Resource Management</i></b>						
Expenditure	480,130	480,130	60,821	13	0	480,130
Income	0	0	0	-	0	0
<b><i>105 Family &amp; Community Development</i></b>						
<b><i>521 Family &amp; Community Development</i></b>						
Expenditure	573,839	573,839	94,203	16	-62,307	511,532
Income	-94,020	-94,020	-7,655	8	0	-94,020
<b><i>523 Kindergarten</i></b>						
Expenditure	690,449	690,449	188,162	27	0	690,449
Income	-687,040	-687,040	-177,804	26	0	-687,040
<b><i>525 Woollahra Community Centre</i></b>						
Expenditure	165,259	165,259	50,023	30	3,866	169,125
Income	-83,282	-83,282	-29,621	36	-3,866	-87,148
<b><i>107 Cultural Development</i></b>						
<b><i>503 Cultural Development</i></b>						
Expenditure	150,806	157,395	38,048	24	0	157,395
Income	-38,500	-38,500	-37,361	97	0	-38,500
<b><i>201 Director Corporate Services</i></b>						
<b><i>771 Executive Services</i></b>						
Expenditure	336,530	343,340	83,369	24	0	343,340
Income	-6,048	-10,315	-1,481	14	0	-10,315
<b><i>202 Risk Management</i></b>						
<b><i>731 Risk Management</i></b>						

	<i>Original Budget</i>	<i>Current Forecast</i>	<i>Total Inc/Exp</i>	<i>% Spent</i>	<i>Proposed Variation</i>	<i>Revised Forecast</i>
Expenditure	369,170	369,170	90,168	24	91,820	460,990
Income	-16,210	-16,210	-4,195	26	-91,820	-108,030
<b><u>732 Public Liability/Professional Indemnity</u></b>						
Expenditure	1,175,000	1,175,000	1,054,604	90	0	1,175,000
Income	-50,000	-50,000	0	0	0	-50,000
<b><u>733 Workers' Compensation</u></b>						
Expenditure	1,455,000	1,455,000	181,458	12	15,000	1,470,000
Income	-354,515	-354,515	-37,895	11	-15,000	-369,515
<b><u>734 Motor Vehicle Insurance</u></b>						
Expenditure	293,000	293,000	159,120	54	0	293,000
Income	-77,393	-77,393	-25,516	33	0	-77,393
<b><u>735 Council's Property Insurance</u></b>						
Expenditure	180,000	180,000	216,618	120	43,140	223,140
Income	-31,588	-31,588	-9,963	32	-43,140	-74,728
<b><u>203 Governance</u></b>						
<b><u>711 Elected Officials</u></b>						
Expenditure	850,486	850,486	421,198	50	8,054	858,540
Income	-200,000	-200,000	0	0	0	-200,000
<b><u>712 Governance</u></b>						
Expenditure	686,224	686,224	174,667	25	0	686,224
Income	-13,193	-13,193	-3,120	24	0	-13,193
<b><u>713 Records Management</u></b>						
Expenditure	471,841	471,841	109,507	23	0	471,841
Income	-13,578	-13,578	-2,033	15	0	-13,578
<b><u>205 Finance</u></b>						
<b><u>721 Finance</u></b>						
Expenditure	857,740	857,740	220,405	26	142,100	999,840
Income	-41,685	-41,685	-11,733	28	-1,900	-43,585
<b><u>722 Rates</u></b>						
Expenditure	570,448	570,448	161,301	28	4,000	574,448
Income	-361,923	-361,923	-78,628	22	-4,000	-365,923
<b><u>800 Statutory Contributions</u></b>						
Expenditure	3,023,600	3,023,600	854,701	28	-1,000	3,022,600
Income	-1,000,000	-1,000,000	-282,447	28	0	-1,000,000
<b><u>801 Untied Grants</u></b>						
Expenditure	0	0	0	-	0	0
Income	-1,393,000	-1,393,000	-336,410	24	-96,000	-1,489,000
<b><u>802 Interest on Investments</u></b>						
Expenditure	1,372,075	1,372,075	5,686	0	-64,500	1,307,575
Income	-3,278,000	-3,278,000	-504,348	15	150,000	-3,128,000
<b><u>803 General Rate Income</u></b>						
Expenditure	3,676,412	3,676,412	3,685,836	100	9,388	3,685,800
Income	-	-	-	-	-	-
Income	29,664,512	29,664,512	29,767,531	100	-84,339	29,748,851
<b><u>804 Debt Servicing</u></b>						
Expenditure	1,380,937	1,380,937	0	0	0	1,380,937
Income	-960,312	-960,312	0	0	0	-960,312
<b><u>206 Human Resources</u></b>						
<b><u>741 Human Resources Administration</u></b>						
Expenditure	700,466	700,466	185,939	27	22,500	722,966
Income	-59,052	-59,052	-15,659	27	0	-59,052
<b><u>742 Corporate Training</u></b>						
Expenditure	152,500	152,500	70,108	46	1,200	153,700
Income	-39,921	-39,921	-4,720	12	0	-39,921
<b><u>743 Recruitment</u></b>						

	<i>Original Budget</i>	<i>Current Forecast</i>	<i>Total Inc/Exp</i>	<i>% Spent</i>	<i>Proposed Variation</i>	<i>Revised Forecast</i>
Expenditure	149,250	149,250	100,248	67	50,000	199,250
Income	-12,156	-12,156	-3,152	26	0	-12,156
<b>207 Information Systems</b>						
<u>751 Information Technology Management</u>						
Expenditure	889,218	889,218	228,508	26	0	889,218
Income	-21,672	-21,672	-5,490	25	0	-21,672
<u>752 Information Systems</u>						
Expenditure	604,400	604,400	138,201	23	20,000	624,400
Income	-11,333	-11,333	-2,938	26	0	-11,333
<u>753 Network - Telecommunications</u>						
Expenditure	173,800	179,800	61,296	34	0	179,800
Income	-3,259	-3,259	-845	26	0	-3,259
<b>209 Customer Service</b>						
<u>611 Customer Service</u>						
Expenditure	945,931	951,006	249,235	26	7,400	958,406
Income	-76,007	-76,007	-19,715	26	0	-76,007
<b>301 Director Technical Services</b>						
<u>781 Technical Services Management</u>						
Expenditure	403,336	403,336	111,000	28	0	403,336
Income	-10,838	-10,838	-5,770	53	0	-10,838
<b>302 Engineering Services</b>						
<u>142 Infrastructure Development Assessment</u>						
Expenditure	212,486	212,486	59,513	28	0	212,486
Income	0	0	0	-	0	0
<u>321 Traffic Investigation &amp; Reports</u>						
Expenditure	336,031	428,781	82,103	19	0	428,781
Income	-455,000	-455,000	-286,971	63	0	-455,000
<u>333 Parking Meters</u>						
Expenditure	328,000	328,000	50,777	15	0	328,000
Income	-1,290,000	-1,290,000	-339,548	26	0	-1,290,000
<u>341 Street Lighting</u>						
Expenditure	1,121,000	1,129,000	194,252	17	43,000	1,172,000
Income	-278,100	-278,100	0	0	0	-278,100
<u>782 Engineering Services Management</u>						
Expenditure	121,074	121,074	36,010	30	0	121,074
Income	-95,000	-95,000	-25,337	27	0	-95,000
<u>784 Engineering Design</u>						
Expenditure	162,398	162,398	46,203	28	27,766	190,164
Income	0	0	-32	-	0	0
<b>303 Civil Works &amp; Infrastructure</b>						
<u>308 Civil Works - Area A</u>						
Expenditure	450,849	450,849	88,799	20	0	450,849
Income	0	0	-22	-	0	0
<u>309 Civil Works - Area B</u>						
Expenditure	435,889	435,889	106,938	25	0	435,889
Income	0	0	0	-	0	0
<u>310 Civil Works - Reactive Works</u>						
Expenditure	512,738	512,738	99,628	19	0	512,738
Income	0	0	0	-	0	0
<u>313 Infrastructure Assets Depreciation</u>						
Expenditure	5,771,000	5,771,000	1,585,959	27	0	5,771,000
Income	0	0	0	-	0	0
<u>315 Traffic Devices-Lines &amp; Signs</u>						
Expenditure	122,840	122,840	37,081	30	0	122,840
Income	-121,500	-121,500	0	0	0	-121,500

	<i>Original Budget</i>	<i>Current Forecast</i>	<i>Total Inc/Exp</i>	<i>% Spent</i>	<i>Proposed Variation</i>	<i>Revised Forecast</i>
<b><u>316 Restorations</u></b>						
Expenditure	304,095	304,095	563,732	185	380,111	684,206
Income	-560,000	-560,000	-63,688	11	-616,000	-1,176,000
<b><u>319 Civil Works Management &amp; Admin</u></b>						
Expenditure	355,028	355,028	118,739	33	0	355,028
Income	-84,700	-84,700	-21,449	25	0	-84,700
<b><u>785 Asset Management</u></b>						
Expenditure	145,015	272,370	20,491	8	-122,237	150,133
Income	0	-16,033	-59	0	16,033	0
<b><u>791 Fletcher Street - Operations</u></b>						
Expenditure	104,968	104,968	35,822	34	0	104,968
Income	0	0	0	-	0	0
<b><i>304 Parks &amp; Street Trees</i></b>						
<b><u>231 Trees Maintenance</u></b>						
Expenditure	813,897	813,897	199,944	25	0	813,897
Income	0	0	5,061	-	0	0
<b><u>235 Trees View Pruning Service</u></b>						
Expenditure	36,268	36,268	10,167	28	0	36,268
Income	-40,000	-40,000	-7,784	19	0	-40,000
<b><u>426 Depot Operations</u></b>						
Expenditure	121,000	121,000	35,953	30	0	121,000
Income	0	0	0	-	0	0
<b><u>427 Parks and Street Trees Management</u></b>						
Expenditure	400,996	400,996	122,410	31	0	400,996
Income	0	0	-127	-	0	0
<b><u>431 Bush Regeneration</u></b>						
Expenditure	584,460	584,460	145,862	25	0	584,460
Income	0	0	-23	-	0	0
<b><u>452 Parks Area Team East</u></b>						
Expenditure	566,239	566,239	136,053	24	0	566,239
Income	0	0	0	-	0	0
<b><u>454 Parks Area Team West</u></b>						
Expenditure	649,052	649,052	160,826	25	0	649,052
Income	0	0	0	-	0	0
<b><u>455 Horticultural Projects</u></b>						
Expenditure	496,800	496,800	177,406	36	0	496,800
Income	0	0	-100	-	0	0
<b><i>305 Public Open Space</i></b>						
<b><u>411 Public Open Space Management</u></b>						
Expenditure	154,804	154,804	44,494	29	0	154,804
Income	-343,260	-343,260	-130,856	38	-8,000	-351,260
<b><u>412 Tree Management</u></b>						
Expenditure	291,383	291,383	50,829	17	0	291,383
Income	-42,360	-42,360	-11,491	27	0	-42,360
<b><u>413 Public Open Space Planning &amp; Asset Management</u></b>						
Expenditure	235,779	246,042	54,156	22	0	246,042
Income	-230	-230	-64	28	0	-230
<b><u>783 Sustainability Projects</u></b>						
Expenditure	64,707	64,707	2,618	4	0	64,707
Income	-1,000	-1,000	-964	96	0	-1,000
<b><i>306 Property and Projects Management</i></b>						
<b><u>331 Property Maintenance - Carparks</u></b>						
Expenditure	947,062	947,062	259,154	27	-7,383	939,679
Income	-1,487,000	-1,487,000	-244,560	16	0	-1,487,000
<b><u>441 Parks/Ovals Buildings Maint &amp; Repairs</u></b>						

	<i>Original Budget</i>	<i>Current Forecast</i>	<i>Total Inc/Exp</i>	<i>% Spent</i>	<i>Proposed Variation</i>	<i>Revised Forecast</i>
Expenditure	696,583	696,583	200,255	29	0	696,583
Income	-10,000	-10,000	-5,385	54	0	-10,000
<u>442 Property Maintenance - Tennis Courts</u>						
Expenditure	9,192	9,192	3,087	34	0	9,192
Income	-1,200	-1,200	-276	23	0	-1,200
<u>443 Property Maintenance - Public Toilets</u>						
Expenditure	83,223	83,223	19,595	24	3,200	86,423
Income	0	0	0	-	0	0
<u>514 Property Maintenance - Libraries</u>						
Expenditure	147,923	147,923	40,029	27	0	147,923
Income	0	0	0	-	0	0
<u>524 Property Maintenance - Community Facilities</u>						
Expenditure	194,215	194,215	69,220	36	10,450	204,665
Income	-20,273	-20,273	-502	2	0	-20,273
<u>761 Property Services</u>						
Expenditure	298,613	298,613	150,932	51	4,000	302,613
Income	0	0	-64	-	-250	-250
<u>762 Property Projects</u>						
Expenditure	173,901	173,901	53,729	31	0	173,901
Income	0	0	-51	-	-200	-200
<u>763 Property Maintenance - Depots</u>						
Expenditure	123,646	123,646	44,287	36	0	123,646
Income	0	0	0	-	0	0
<u>764 Restaurants/Other Commercial</u>						
Expenditure	123,302	123,302	49,141	40	-5,000	118,302
Income	-20,000	-20,000	-6,842	34	0	-20,000
<u>765 Property Maintenance - Council Offices</u>						
Expenditure	651,049	651,049	211,074	32	0	651,049
Income	0	0	0	-	0	0
<u>767 Property Maintenance - Trades Support</u>						
Expenditure	348,619	348,619	65,709	19	0	348,619
Income	0	0	-64	-	0	0
<u>768 Property Management</u>						
Expenditure	364,630	364,630	84,426	23	156,000	520,630
Income	-2,244,679	-2,244,679	-233,834	10	149,500	-2,095,179
<u>769 Property Mtce - Street Furniture &amp; Fence</u>						
Expenditure	156,806	156,806	75,129	48	0	156,806
Income	0	0	-700	-	0	0
<b><i>307 Depot and Waste Services</i></b>						
<u>241 Waste Services Domestic</u>						
Expenditure	7,567,458	7,567,458	1,694,421	22	14,700	7,582,158
Income	-7,567,458	-7,567,458	-7,559,741	100	-14,700	-7,582,158
<u>242 Waste Services Trade</u>						
Expenditure	990,611	990,611	190,615	19	0	990,611
Income	-1,204,000	-1,204,000	-187,896	16	0	-1,204,000
<u>246 Waste Services Recycling</u>						
Expenditure	1,316,516	1,316,516	217,571	17	0	1,316,516
Income	-1,316,516	-1,316,516	-341,319	26	0	-1,316,516
<u>247 Waste Services Garden Refuse</u>						
Expenditure	793,489	793,489	214,133	27	0	793,489
Income	-721,692	-721,692	-147,946	20	0	-721,692
<u>248 Waste Services Supervision</u>						
Expenditure	554,335	574,335	271,083	47	-58,962	515,373
Income	-451,507	-461,507	-117,102	25	58,962	-402,545
<u>249 Waste Projects</u>						

	<i>Original Budget</i>	<i>Current Forecast</i>	<i>Total Inc/Exp</i>	<i>% Spent</i>	<i>Proposed Variation</i>	<i>Revised Forecast</i>
Expenditure	172,241	172,241	37,460	22	124,262	296,503
Income	-161,670	-161,670	-41,914	26	-124,262	-285,932
<u>251 Street Cleaning General</u>						
Expenditure	1,616,783	1,616,783	394,798	24	0	1,616,783
Income	-509,676	-509,676	-156,294	31	0	-509,676
<u>421 Business Centres Streetscape Maintenance</u>						
Expenditure	1,593,972	1,593,972	371,890	23	0	1,593,972
Income	0	0	-95	-	0	0
<u>723 Purchasing/Stores</u>						
Expenditure	201,935	201,935	51,510	26	0	201,935
Income	-30,290	-30,290	-7,958	26	0	-30,290
<u>792 Depot &amp; Waste Services Management &amp; Admin</u>						
Expenditure	135,330	135,330	35,024	26	0	135,330
Income	-20,300	-20,300	-5,327	26	0	-20,300
<u>793 O'Dea Ave Depot Operations</u>						
Expenditure	247,790	247,790	71,457	29	0	247,790
Income	-79,796	-79,796	-20,688	26	0	-79,796
<u>794 Plant Workshop</u>						
Expenditure	233,404	233,404	81,401	35	0	233,404
Income	-26,258	-26,258	-8,722	33	0	-26,258
<u>795 SES</u>						
Expenditure	32,538	32,538	836	3	0	32,538
Income	0	0	0	-	0	0
<u>796 Plant Operations</u>						
Expenditure	0	0	-5	-	0	0
Income	-308,000	-308,000	-83,935	27	0	-308,000
<b><i>401 Director Planning &amp; Development</i></b>						
<u>171 Planning &amp; Development Mgmnt &amp; Admin</u>						
Expenditure	378,870	378,870	78,744	21	0	378,870
Income	0	0	-108	-	0	0
<b><i>402 Strategic Planning</i></b>						
<u>111 Environmental Planning</u>						
Expenditure	566,439	567,829	95,154	17	500	568,329
Income	-34,200	-34,200	-1,154	3	0	-34,200
<u>121 Heritage Planning</u>						
Expenditure	198,815	201,237	48,556	24	0	201,237
Income	0	0	-81	-	0	0
<u>161 Certificates Processing</u>						
Expenditure	75,115	75,115	18,834	25	0	75,115
Income	-437,700	-437,700	-94,400	22	0	-437,700
<u>211 Environmental Protection</u>						
Expenditure	109,680	120,945	25,236	21	0	120,945
Income	0	0	0	-	0	0
<b><i>403 Urban Design</i></b>						
<u>131 Urban Design</u>						
Expenditure	179,758	228,895	22,393	10	0	228,895
Income	0	0	0	-	0	0
<b><i>404 Development Control</i></b>						
<u>141 Development Control</u>						
Expenditure	3,278,864	3,278,864	961,007	29	0	3,278,864
Income	-1,291,000	-1,291,000	-352,777	27	0	-1,291,000
<b><i>406 Compliance</i></b>						
<u>151 Building &amp; Compliance</u>						
Expenditure	1,076,695	1,076,695	283,448	26	0	1,076,695

	<i>Original Budget</i>	<i>Current Forecast</i>	<i>Total Inc/Exp</i>	<i>% Spent</i>	<i>Proposed Variation</i>	<i>Revised Forecast</i>
Income	-893,600	-893,600	-115,917	13	40,000	-853,600
<b>152 Fire Safety Management</b>						
Expenditure	125,965	125,965	22,435	18	0	125,965
Income	-85,500	-85,500	-10,465	12	0	-85,500
<b>332 Ranger Services Parking Enforcement</b>						
Expenditure	1,882,210	1,882,210	352,412	19	0	1,882,210
Income	-4,300,000	-4,300,000	-648,181	15	0	-4,300,000
<b>530 Immunisation</b>						
Expenditure	10,150	10,150	5,940	59	0	10,150
Income	-8,000	-8,000	-2,034	25	0	-8,000
<b>531 Environment &amp; Public Health Services</b>						
Expenditure	327,263	327,263	120,717	37	0	327,263
Income	-97,000	-97,000	-21,218	22	0	-97,000
<b>532 Ranger Services</b>						
Expenditure	364,967	364,967	74,587	20	0	364,967
Income	-42,000	-42,000	-4,164	10	-3,000	-45,000
<b>533 Animal Control</b>						
Expenditure	110,431	110,431	12,881	12	0	110,431
Income	-26,250	-26,250	2,462	-9	0	-26,250
<b>501 General Manager</b>						
<b>621 Business Centre Support</b>						
Expenditure	273,500	273,500	13,147	5	0	273,500
Income	-200,000	-200,000	0	0	0	-200,000
<b>770 Executive</b>						
Expenditure	400,037	400,037	76,412	19	0	400,037
Income	-5,910	-5,910	-1,614	27	0	-5,910
<b>503 Communications</b>						
<b>612 Communications</b>						
Expenditure	513,606	534,500	119,015	22	0	534,500
Income	-9,050	-9,050	-2,271	25	0	-9,050
<b>Operating Budget Total Variation</b>					<b>222,793</b>	

## **CAPITAL BUDGET**

### **101 Director Community Services**

#### **954 Community Services**

Expenditure	0	13,673	0	0	0	13,673
Income	0	0	0	-	0	0

#### **104 Library Services**

##### **950 Library General**

Expenditure	279,000	417,262	58,334	14	0	417,262
Income	0	-36,805	0	0	0	-36,805

#### **207 Information Systems**

##### **981 Computers & Office Equipment**

Expenditure	412,000	734,763	25,742	4	0	734,763
Income	0	0	0	-	0	0

#### **302 Engineering Services**

##### **935 Flood Plain Management**

Expenditure	0	0	16,191	-	94,471	94,471
Income	0	0	0	-	-16,033	-16,033

### **303 Civil Works & Infrastructure**

#### 920 Roads and Kerb & Gutter Infrastructure

Expenditure	0	8,103	3,500	43	0	8,103
Income	0	0	0	-	0	0

#### 933 Traffic Infrastructure

Expenditure	927,000	1,511,756	46,732	3	243,357	1,755,113
Income	-555,000	-676,166	0	0	-243,357	-919,523

#### 945 Streetscapes

Expenditure	80,000	6,244,249	2,529,931	41	0	6,244,249
Income	0	-6,099,772	0	0	0	-6,099,772

#### 968 Stormwater Levy Works

Expenditure	475,000	752,719	154,251	20	-160,718	592,001
Income	-475,000	-752,719	0	0	160,718	-592,001

### **305 Public Open Space**

#### 938 Open Space Capital Works Project Mgmt

Expenditure	40,100	40,100	10,717	27	0	40,100
Income	-40,100	-40,100	0	0	0	-40,100

#### 939 Parks & Reserves

Expenditure	1,128,600	2,974,469	502,350	17	976,897	3,951,366
Income	-1,037,600	-2,799,237	0	0	-976,897	-3,776,134

#### 941 Playgrounds

Expenditure	140,000	368,778	41,801	11	0	368,778
Income	-95,000	-313,978	0	0	0	-313,978

#### 942 Sportsfields

Expenditure	40,000	288,400	257,378	89	0	288,400
Income	0	-240,736	119,982	-50	0	-240,736

### **306 Property and Projects Management**

#### 982 Commercial/Leased Properties

Expenditure	40,000	115,610	11,602	10	-2,894	112,716
Income	0	0	0	-	0	0

#### 983 Sportsfield Buildings

Expenditure	43,000	43,000	4,450	10	-9,000	34,000
Income	0	0	18,830	-	-18,636	-18,636

#### 984 Parks / Ovals Buildings

Expenditure	83,000	118,000	0	0	20,000	138,000
Income	-30,000	-30,000	0	0	-20,000	-50,000

#### 985 Depots

Expenditure	34,000	34,000	0	0	0	34,000
Income	0	0	0	-	0	0

#### 986 Council Offices

Expenditure	230,000	561,438	272,633	49	42,737	604,175
Income	-100,000	-293,452	-330	0	-34,472	-327,924

987 Community Facilities

Expenditure	15,000	76,870	1,680	2	41,980	118,850
Income	0	-3,800	0	0	-39,000	-42,800

988 Library Buildings

Expenditure	100,000	341,665	0	0	0	341,665
Income	0	-104,257	0	0	-100,000	-204,257

989 Car Parks

Expenditure	15,000	90,382	43,235	48	100,000	190,382
Income	0	-45,000	0	0	-100,000	-145,000

***307 Depot and Waste Services***

990 Plant Replacement Program

Expenditure	2,506,700	2,819,428	775,610	28	99,714	2,919,142
Income	-1,339,300	-1,558,828	-200,364	13	-99,714	-1,658,542

***707 Environmental Works Program***

959 Environmental Works Program

Expenditure	190,000	1,902,630	405,816	21	7,198	1,909,828
Income	-190,000	-1,862,310	0	0	-7,198	-1,869,508

***708 Infrastructure Renewal Program***

949 Infrastructure Renewal Program

Expenditure	0	265,518	0	0	44,246	309,764
Income	0	-140,496	0	0	-6,994	-147,490

969 Environmental & Infrastructure Program

Expenditure	4,597,490	6,519,667	2,890,630	44	-871,779	5,647,888
Income	-3,182,880	-4,612,081	-1,650	0	652,581	-3,959,500

**Capital Budget Total**

**Variation**

-222,793

**TOTAL PROPOSED VARIATION**

0

**Item No:** R4 Recommendation to Council  
**Subject:** **Civil infrastructure Reconstruction Project for Magney Lane, Icasia Lane & Tindale Lane**  
**Author:** Kelley Ambrose, Purchasing Coordinator  
**File No:** Tender No 08/17  
**Reason for Report:** To recommend to Council the acceptance of a Tender

**Recommendation:**

- A. That Council enter into a Contract with Statewide Civil Pty Ltd for the Magney Lane, Icasia Lane and Tindale Lane Civil Infrastructure Project for the sum of \$312,744.00 (excluding GST)
- B. That successful and unsuccessful tenderers be advised accordingly.

**Background**

Council adopted an Asset Management Strategy in 2005 which includes a detailed condition indicator analysis of all our infrastructure assets. This condition analysis identified that the road pavement, kerb and gutter; footpath and driveways, drainage pits and pipes in Magney Lane, Icasia Lane and Tindale Lane, Woollahra require renewal. The area of works to be carried out under this contract is shown in the location aerial photograph below:



Detailed design plans and specifications were prepared for the following works:

- Removal and reconstruction of concrete and/or sandstone kerb and gutter;
- Removal and reconstruction of segments of footpath and driveways using concrete and/or asphalt and all associated saw cutting;
- Excavation of existing concrete road pavement and reconstruction using asphalt road pavement;
- Construction of new kerb access ramps;
- Adjustment of service covers to suit new surface levels and/or reconstruction of new service boxes and/or lids;
- Installation of a subsoil drainage system.
- Provision of stormwater drainage pits and lintels, stormwater pipes including the reinstatement and reconnection of all household stormwater connections;
- Reinstatement of traffic signs, parking signs and pavement line-marking;

### Invitation to Tender

Tender 08/17 for the Magney Lane, Icasia Lane and Tindale Lane Civil Infrastructure Reconstruction Project was advertised in the Tenders section of the Sydney Morning Herald commencing on Tuesday September 16 2008, and in the Wentworth Courier on Wednesday September 17 2008.

A pre-tender meeting was held on Wednesday October 1, 2008. All tenderers who had registered their interest in the tender were invited to attend. Questions raised by tenderers were answered and a record of the questions and answers was circulated to all tenderers who attended, or who were unable to attend but registered their wish to receive information.

Tenders for this project closed at 2:30pm on Thursday October 9, 2008. Ten tenders were received by the closing date and time. No late tenders were received.

### Tender Assessment

The names of all the tenderers who submitted tenders and their lump sum tender prices are listed in Table 1 below:

**Table1:**

<b>TENDERER</b>	<b>Lump sum tender price (excluding GST)</b>
Sydney Civil Pty Ltd	\$309,660.00
Statewide Civil Pty Ltd	\$312,744.00
Chrisos Civil Pty Ltd	\$349,720.00
Transfield Services Pty Ltd	\$358,283.00
Kingston Civil Pty Ltd	\$370,406.00
Ozpave Pty Ltd	\$383,377.00
Roadworx Pty Ltd	\$422,569.00
Australian Prestress Services Pty Ltd	\$451,843.00
Hannas Civil Pty Ltd	\$463,200.00
Northshore Paving Pty Ltd	\$552,046.00

The tender assessment panel comprised Mr Kelley Ambrose as the convenor and independent member of the tender panel, Mr Michael Casteleyn the Commissioning Officer, and Mr Gary Williams as the Project Manager.

Council has resolved that a probity adviser should be included during the tender assessment stage for high risk, high value or sensitive projects. This project was deemed not to require a probity adviser.

The tender panel carried out an initial evaluation and agreed that all of the tenders met the conformance requirements.

The tender panel then examined the tenders in more detail, noting the quantities and rates applicable to the lump sum prices. As the two lowest tender prices are close (Sydney Civil Pty Ltd \$309,660 and Statewide Civil Pty Ltd \$312,744), the prices for the provisional items were considered. Provisional items are tasks or activities that could possibly apply, or it is not practical to estimate the quantity required. For such items there needs to be an agreed unit price in case circumstances during the works require them to be provided or constructed. The provisional items for this project are (a) the supply of additional sandstone kerbs and (b) excavation of rock. The rates for additional sandstone are similar between the two companies, and would have very little bearing on the outcome. Rock has been discovered close to the surface; however the design has sought to reduce the likelihood of it being encountered. It is possible that some rock trimming will be required in the pipeline trenches. The provisional rate for Statewide Civil Pty Ltd for rock excavation is \$165 per cubic metre and for Sydney Civil it is \$350 per cubic metre.

The tender documents were then assessed in accordance with the qualitative criteria stated in the tender documents. Prior to the closing date, the tender panel agreed on the weightings that would be used against the advertised selection criteria.

The tenders were given a preliminary score on each item of the selection criteria, which resulted in a total score out of 100. Tenderers were ranked in accordance with their scores.

The tenders by Sydney Civil and Statewide Civil were ranked at the top, warranting further detailed evaluation by way of interview. The third highest ranking tender was from Roadworx, which achieved that score due to its short duration of works. Interviews were then scheduled with the three highest ranked tenderers for the purpose of reviewing and testing the information provided, and where necessary to raise concerns which the panel may have had.

Prior to holding the interviews, the Project Manager conducted telephone interviews with nominated referees of each of the three tenderers. Each of the three tenderers was given positive reports by the referees contacted. The referees for Statewide Civil Pty Ltd were the most compelling in terms of quality of work, liaison with the client and in good relations with the local community during the works.

From the responses provided in the interviews, the evaluation panel concluded that each of the companies could capably carry out the project; however Statewide Civil Pty Ltd gave the best responses in relation to the construction methodology, site access to residents, environmental controls and traffic management.

In view of the additional information obtained at the interviews, the evaluation panel agreed that it would be appropriate to amend the initial score given to Statewide Civil Pty Ltd under the criterion Program and Methodology. Final scores and rankings are shown in table 2.

**Table 2:**

Criteria	Maximum possible score (%)	STATEWIDE CIVIL	SYDNEY CIVIL	ROADWORX	TRANSFIELD SERVICES	CHRISOS CIVIL	OZPAVE	NORTHSHORE PAVING	KINGSTON	AUST PRESTRESS SERVICES	HANNAS CIVIL
Experience and capacity	20	17	17	18	18	17	19	19	16	15	15
Program and methodology	15	15	11.25	11.25	11.25	11.25	11.25	11.25	11.25	11.25	11.25
Duration of works	15	7.5	5.36	15	8.33	5.36	5.36	7.5	2.88	6.25	5.77
Quality Management	10	7.5	10	7.5	10	10	7.5	10	7.5	10	10
Price components	5	5	5	5	3.75	5	5	5	3.75	3.75	1.88
Price	35	34.65	35	25.68	30.26	30.99	28.27	19.66	29.31	23.99	23.40
<b>TOTAL</b>	100	<b>86.65</b>	83.61	82.43	81.59	79.60	76.38	72.41	70.69	70.24	67.30

1. **Experience and capacity:** Information was requested pertaining to the scope and complexity of past civil experience, particularly for this type of project. Ozpave and Northshore Paving scored highest, as they specialise in this type of work.
2. **Program & Methodology:** Information was requested on each tenderer's approach to the project program, construction methodology, traffic plan and environmental management. Statewide Civil Pty Ltd scored highest in this criterion due their approach, including community consultation and traffic management.
3. **Duration of Works:** Roadworx offered the shorted duration for work.
4. **Quality Management:** Information was requested pertaining to documentation and procedures for quality management, and Sydney Civil received a higher score as their documentation is highly detailed and comprehensive. Statewide Civil Pty Ltd received an acceptable score for this type of project.
5. **Price components:** The assessment of the supporting information to the lump sum price. Hannas Civil received the lowest score due to lack of detail in some areas of the pricing.
6. **Price:** Tenderers provided information on estimated quantities and rates that make up the lump sum price. There were no additional claims or qualifications to the prices. The lowest price is deemed to achieve 100% of the score for this criterion. The lowest price is divided by the other tenderer's prices to give their respective scores as percentages.

### Tender Assessment Panel Opinion

Roadworx offers the shortest duration of works, but the operational and community advantages of this do not justify the significantly higher tender price.

Statewide Civil Pty Ltd and Sydney Civil Pty Ltd are closely matched in many respects, with one percent difference in the two tender prices. Both contractors would be capable of achieving satisfactory outcomes. Statewide Civil Pty Ltd achieved the highest total score based on its approach to the project, including traffic management, consultation with the residents and shorter duration of works. On balance, these attributes offset the slightly higher tender price.

If rock excavation is required, Statewide Civil Pty Ltd's provisional rate is \$165 per cubic metre compared to Sydney Civil Pty Ltd's rate of \$350 per cubic metre.

Statewide Civil Pty Ltd has recently successfully completed the Duxford St Paddington Streetscape Improvement Works for Woollahra Municipal Council to Council's full satisfaction; and is currently undertaking road and kerb and gutter reconstruction in Yarranabbe Road, Darling Point.

Statewide Civil has demonstrated that it can perform work to a high standard while carefully managing the impacts of the construction program on affected residents.

**Identification of Income and Expenditure:**

All figures in this report exclude GST. The preferred tenderer's lump sum price for this project is \$312,744. In addition a contingency amount of approximately \$10,000 should be allowed for potential provisional items and variation claims, and \$5,000 for project management. To date funds of \$18,770 have been expended on design and project management. The total funding required for this project is estimated to be \$346,514. A total available budget of \$384,486 is allocated for this project from the environmental and infrastructure works levee (\$341,631) and the stormwater levee (\$45,000) which is sufficient to cover the anticipated total project cost.

**Recommendation:**

The Council enter into a Contract with Statewide Civil Pty Ltd for the Magney Lane, Icasia Lane and Tindale Lane Civil Infrastructure Projects for the lump sum of \$312,744.00 (excluding GST).

Kelley Ambrose  
Purchasing Coordinator

Warwick Hatton  
Director Technical Services

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**Item No:** R5 Recommendation to Council  
**Subject:** Civil Infrastructure Project for Road Safety Barrier at Victoria Road  
**Author:** Kelley Ambrose, Purchasing Coordinator  
**File No:** Tender No 08/16  
**Reason for Report:** To recommend to Council the acceptance of a Tender

**Recommendation:**

- A. That Council enter into a Contract with GC Civil Pty Design & Construction Pty Ltd for the road barrier works on Victoria Road in Bellevue Hill for the sum of \$171,250.00 (excluding GST)
- C. That successful and unsuccessful tenderers be advised accordingly.

**Background**

Council adopted an Asset Management Strategy in 2005 which includes a detailed condition indicator analysis of all infrastructure assets. The condition analysis identified that the road barrier in Victoria Road, Bellevue Hill requires renewal. The location of the road barrier is shown in the aerial photograph below:



Detailed design plans and specifications were prepared for the following works:

1. Removal and disposal of existing barriers
2. Protection of existing services as required
3. Installation of temporary barriers
4. Installation of ground anchors
5. Construction of new safety barrier system including safety barriers, reinforced concrete end transitions, ground anchors and concrete footings
6. Construction of kerb & gutter
7. Restoration of all disturbed surrounding areas including but not limited to road pavement
8. Reinstatement of traffic signs and pavement line-marking

### Invitation to Tender

Tender 08/16 for Victoria Road Safety Barriers was advertised in the Tenders section of the Sydney Morning Herald commencing on Tuesday September 16 2008, and in the Wentworth Courier on Wednesday September 17 2008 for contractors with the necessary experience to undertake the above listed activities.

A pre-tender meeting was held on October 1 2008. All tenderers who had registered their interest in the tender were invited to attend. Questions raised by tenderers were answered and a record of the questions and answers was circulated to all tenderers who attended, or who were unable to attend but registered their wish to receive information. Tenders for this project closed at 2.30 pm on Tuesday October 9 2008. Four tenders were received by the closing date and time, as shown in table 1 below:

**Table 1:**

<b>TENDERER</b>	<b>Lump sum tender price (excluding GST)</b>
<i>Trackline Civil Pty Ltd</i>	\$ 168,300.00
<i>GC Civil Pty Design &amp; Construction</i>	\$ 171,250.00
<i>Hannans Civil Engineering Pty Ltd</i>	\$ 217,500.00
<i>ECO Civil Constructions Pty Ltd</i>	\$ 433,946.25

### Tender Assessment

The tender assessment panel comprised Mr Kelley Ambrose, as the convenor and independent member of the tender panel, Mr Veera Sathiyanoorthy, Design Engineer (Roads and Traffic) as Commissioning Officer and Ms Nadine Vrins, Project Manager for the delivery of the Project.

Council has resolved that a probity adviser should be included during the tender assessment stage for high risk, high value or sensitive projects. This project was deemed not to require a probity adviser.

## Assessment of tenders

Prior to the closing date the tender panel agreed on the weightings that would be used against the advertised selection criteria. The tender panel carried out an initial evaluation of the tenders and agreed that all tenders met the conformance requirements for further consideration. The tenders were assessed in accordance with the selection criteria stated in the tender documents. All tenders were clear and complete, with the only notable clarification required being Hannans Civil Engineering's quantities of 2.1 tonnes for the steel. This was found to be a clerical error and Hannans agreed that the correct quantity is 4.1 tonnes.

The tenders were given a preliminary score against each qualitative criterion, and price was scored relative to the lowest tender. The price and qualitative scores were added to achieve a total score out of 100. Tenderers were ranked in accordance with their total scores. The tender price of ECO Civil Construction Pty Ltd is significantly higher than the other three. On that basis, it was not considered for more detailed evaluation.

Interviews were scheduled with the other three tenderers to review and test the information provided in the tender submissions, and to clarify any aspects of the proposed methodology for the project. Referees were contacted and their opinions sought on previous projects carried out. Senior representatives of Trackline Civil Pty Ltd, GC Civil Design & Construction Pty Ltd and Hannans Civil Engineering were interviewed by the evaluation panel on Wednesday October 29 2008. Trackline Civil Pty Ltd is a small (one person) operation and uses subcontractors for almost all work. Trackline Civil Pty Ltd did not provide OH & S or quality management documentation, and the approach to traffic management for this project was considered by the panel to be less thought out than that of the other two proposals.

GC Civil Design & Construction Pty Ltd's tender price is approximately \$3,000 more than Trackline's, but this is offset by their detailed OH & S and quality and environmental management procedures. GC Civil Design & Construction Pty Ltd has a good record in projects of similar scope and complexity, including the RTA. All responses to questions during the interview were robust and demonstrated a clearly thought out approach to the project, including traffic management. The interview with Hannans Civil Engineering verified their strong experience in civil projects, however their tender price is almost \$50,000 higher than the lowest and does not offer any apparent advantages over that of GC Civil Pty Ltd other than in slightly more extensive OH & S and quality management documentation. Following the interviews and referee checks, the evaluation panel agreed that no changes to the scores were required. Table 2 shows the scores and rankings:

**Table 2:**

<b>Criteria</b>	<b>Maximum possible score (%)</b>	<b>GC CIVIL</b>	<b>HANNANS</b>	<b>TRACKLINE</b>	<b>ECO CIVIL</b>
Experience and capability	30	<b>25.50</b>	27.00	21.00	22.50
Program and methodology	15	<b>11.25</b>	11.25	7.50	7.50
Duration of works	10	<b>10.00</b>	10.00	10.00	7.14
Management systems	10	<b>8.13</b>	10.00	5.00	10.00
Price	35	<b>34.40</b>	27.08	35.00	13.57
<b>TOTAL</b>	35	<b>89.27</b>	85.33	78.50	60.72

7. **Experience and capability:** Information was requested pertaining to the scope and complexity of past civil experience, particularly for this type of project. Hannans Civil Engineering scored highest, slightly ahead of GC Civil Design and Construction Pty Ltd. Trackline Civil Pty Ltd has experience in civil projects generally, but scored lowest in this regard.
8. **Program & Methodology:** Information was requested on each tenderer's approach to the project program, construction methodology, traffic plan and environmental management. GC Civil and Hannans scored equally in this respect, Trackline and ECO scored lowest due to longer timeframes.
9. **Duration of Works:** ECO had the longest time for completion, and the other three had equal timeframes.
10. **Management Systems:** Information was requested pertaining to documentation and procedures for quality management, OH & S and traffic management. ECO Civil and Hannans received the highest score for this criterion as their documentation is highly detailed and comprehensive. GC Civil scored slightly lower, however their documentation detail is appropriate for this type of project. Trackline did not provide detailed documentation.
11. **Price:** Tenderers provided information on estimated quantities and rates that make up the lump sum price. There were no additional claims or qualifications to the prices, the lowest price is deemed to achieve 100% of the score for this criterion. The lowest price is divided by the other tenderers' prices to give their respective scores as percentages.

### **Tender Assessment Panel Opinion**

The tender from GC Civil Pty Design & Construction Pty Ltd offers the best value for Council in terms of experience, management documentation and project methodology.

### **Identification of Income and Expenditure:**

The budget allocation for this project is \$220,000. This is sufficient to cover the cost of construction at the recommended tenderer price plus additional costs such as project management and any variation claims.

### **Recommendation:**

That Council enter into a Contract with GC Civil Pty Ltd Design and Construction for the road barrier works on Victoria Road, Bellevue Hill for the sum of \$171,250.00 (excluding GST).

Kelley Ambrose  
Purchasing Coordinator

Warwick Hatton  
Director Technical Services

**POLITICAL DONATIONS DECISION MAKING FLOWCHART  
FOR THE INFORMATION OF COUNCILLORS**

