

# Corporate & Works Committee

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

**Date:** *Monday 5 May 2008*

**Time:** *6.00pm*

## **Outline of Meeting Protocol & Procedure:**

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

## **Delegated Authority (“D” Items):**

- General financial and corporate management of the Council, except those specifically excluded by statute, by Council direction or delegated specifically to another Committee.
- Note: This not to limit the discretions of nominated staff members exercising Delegated Authorities granted by the Council.
- Quarterly review of Council's Management Plan.
- Finance Regulations, including:-
  - Authorisation of expenditures within budgetary provisions where not delegated;
  - Quarterly review of Budget Review Statements;
  - Quarterly and other reports on Works and Services provision; and
  - Writing off of rates, fees and charges because of non-rateability, bad debts, and impracticality of collection.
- Auditing.
- Property Management.
- Asset Management.
- Traffic Management - Works Implementation.
- Works and Services - Monitoring and Implementations.
- Legal Matters and Legal Register.
- Parks and Reserves Management.
- Infrastructure Management, Design and Investigation.
- To require such investigations, reports or actions as considered necessary in respect of matters contained within the Business Agenda (and as may be limited by specific Council resolution).
- Confirmation of Minutes of its Meeting.
- Any other matter falling within the responsibility of the Corporate and Works Committee and not restricted by the Local Government Act or required to be a Recommendation to Full Council as listed below.

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

- Such matters as are specified in Section 377 and within the ambit of the Committee considerations.
- The voting of money for expenditure on works, services and operations.
- Rates, Fees and Charges.
- Donations
- Matters which involve broad strategic or policy initiatives within responsibilities of the Committee.
- Matters not within the specified functions of the Committee.
- Asset Rationalisation.
- Corporate Operations:-
  - Statutory Reporting; - Delegations.
  - Adoption of Council's Management Plans; - Policies.
  - Quality Service/Communications; - Tenders as per Regulation requirements.
  - Leases.
  - Matters reserved by individual Councillors in accordance with any Council policy on "safeguards" and substantive changes

## **Committee Membership:**

7 Councillors

## **Quorum:**

The quorum for a Committee meeting is 4 Councillors.

# WOOLLAHRA MUNICIPAL COUNCIL

## Notice of Meeting

1 May 2008

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

Dear Councillors

### **Corporate & Works Committee Meeting – 5 May 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 5 May 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 21 April 2008	1
D2	Queens Avenue, Vaucluse – Proposed Road Closure & Sale – 374.3	2
D3	Customer Service & Communication Principal Activity – 3 <sup>rd</sup> Quarter Management Plan Review – 827.G 04-07	21
D4	Environmental, Infrastructure & Stormwater Works Program – 3 <sup>rd</sup> Quarter Management Plan Review – 827.G 04-07	31
D5	Organisation Support Principal Activity – 3 <sup>rd</sup> Quarter Management Plan Review – 827.G 04-07	46
D6	Roads, Traffic & Transport Principal Activity – 3 <sup>rd</sup> Quarter Management Plan Review – 827.G 04-07	76
D7	Cooper Street, Paddington – DA703/2007 – 113.	91
D8	Wingadal Place Seawall Restoration – 500. Part 3	93
D9	CDO Update – 389.G	102
D10	2008-2011 Management Plan – 827.G 2008-2011	103
D11	Reconstruction & Upgrading of Watsons Bay Baths – 149.G	136

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

R1	Oxford Street & Glenmore Road Footpath, Kerb & Gutter Reconstruction, Paddington – Tender No. 08/01	105
R2	2007/2008 Budget Review for the Quarter ended 31 March 2008 – 331.G	114

**Item No:** D1 Delegated to Committee  
**Subject:** **Confirmation of minutes of meeting held on 21 April 2008**  
**Author:** Les Windle, Manager – Governance  
**File No:** See Council Minutes  
**Reason for Report:** The Minutes of the Meeting of Monday 21 April 2008 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and confirmed.

**Recommendation:**

That the Minutes of the Corporate and Works Committee Meeting of 21 April 2008 be taken as read and confirmed.

Les Windle  
Manager - Governance

**Item No:** D2 Delegated to Committee  
**Subject:** **Queens Ave, Vacluse - Proposed Road Closure and Sale**  
**Author:** Anthony Sheedy - Property Officer  
**File No:** 374.3  
**Reason for Report:** To recommend actions for the management of encroachments in Queens Avenue, Vacluse, generally and specifically, with regard to No 3 Queens Avenue.

**Recommendation:**

- A. That the proposed actions, to regularise and manage encroachments on the road reserve in Queens Avenue, Vacluse, as set out in the report, be advertised for public comment.
- B. That the proposal to purchase a portion of road reserve adjoining No 3 Queens Avenue be advertised.
- C. That further reports be submitted regarding progress with actions taken to implement Resolutions (A) and (B).

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**Background:**

Council has received a request from the owner of 3 Queens Avenue, Vacluse, to purchase a section of unmade road adjoining their property.

The Corporate and Works Committee inspected the site and considered this proposal further on 21 January 2008, where it was resolved:

*“That the item be deferred to investigate the extent, nature and agreements (if any) of the encroachments in the section of Queens Avenue in the vicinity of No 3 Queens Avenue.”*

It has been observed by Councillors and staff that encroachments exist upon the road reserve in many parts of Queens Avenue and, in particular, the vicinity of 3 Queens Avenue. This is shown in more detail in the attached aerial and cadastral views of Queens Ave (Annexure 1 & 2). Hatched areas on the cadastral diagram describe the extent of the encroachment upon the road reserve. The accompanying site photographs in Annexure 3 also provide information as to the extent and nature.

In the late correspondence for the Committee meeting of 21 January 2008, a letter dealing with No 3 Queens Avenue was received from the Vacluse Progress Association (VPA) President, Michael Rolfe. His letter argued that there was merit in “protection of the environmental values of the rock faces and natural presentation of the eastern side of Queens Avenue” with its links to the Hermitage Reserve; urging Council to hold over any determination as to sale of the road reserve “until a strategic review and assessment has produced a longer term management plan for the micro area.”

Following Councillors’ inspection of the site on 21 January 2008, Property staff have retrieved the necessary records and investigated the encroachments in accordance with the resolution above, with a view to establishing a management strategy as suggested.

The Manager Engineering Services has been consulted and has inspected the street. He confirms that widening of the road or extension of existing footpaths is not contemplated as the volumes of traffic do not justify the prohibitive cost of carrying out such works given the topography and the presence of rock outcrops. Generally, with specific exceptions identified below, it is recommended that the landscaping encroachments in Queens Avenue be permitted to remain, under certain conditions.

Options available to Council, to deal with encroachments, include the following:

- Serve a Notice under S107 of the Roads Act 1993 to remove the encroachment, if it is acceptable that the encroachment remain
- Impose conditions on continued use of a garden area or minor structure by way of positive covenant
- Create an easement for support of a building encroachment
- Lease or sell an area of land where the encroachment entails exclusive occupation.

Except where noted, it is proposed that the encroachments which comprise landscaping and garden structures should be allowed to remain but be made the subject of positive covenants on the titles of adjoining properties. A positive covenant allows the adjoining owner to have an improvement on the Council land, subject to a provision that it must be removed if required by Council at a future date and subject to the adjoining owner maintaining the improvements.

Some specific encroachments are recommended to be dealt with by other means, as set out below.

### **Site Investigation and Recommendations**

Encroachment upon the road reserve in Queens Avenue appears to exist in respect of adjoining property numbers 2, 3A, 4, 5, 7, 9 and 11. There is also significant encroachment of the road reserve in Little Queens Lane, involving property numbers 2 and 4 Queens Avenue.

Some of the encroaching areas have steeply sloping topography, in particular No's 5, 7 and 9 and contain large natural rock boulders, which appear to be associated with the same type of rock formations found in the Hermitage Reserve (part of Sydney Harbour National Park), on the western side of Queens Avenue. In this respect, it may be in the public interest to retain these formations on the eastern side of the road reserve as footway access is provided at this point on the western side of Queens Avenue. The Hermitage Reserve is administered by National Parks and Wildlife Service (NPWS) and has a significant Sydney Harbour outlook.

#### *2 Queens Avenue*

The encroachment is estimated to be 140 square metres in Queens Avenue and some 50 square metres in Little Queens Lane. It comprises garden landscaping and low rise retaining walls.

### **Recommended Action**

Due to the nature and type of this encroachment, it is recommended that the owner of No 2 be required to enter into a positive covenant with Council.

#### *3A Queens Avenue*

The encroachment is estimated to be 8.6 square metres in Queens Avenue and comprises garden landscaping and low-rise retaining walls.

### **Recommended Action**

Because a pedestrian footway exists on either side of the encroachment, the owner of No 3A be required to remove the landscaping and low rise walls and restore the footpath access to pedestrians.

#### *4 Queens Avenue*

The encroachment is estimated to be 38 square metres in Queens Avenue and some 45 square metres in Little Queens Avenue. It comprises garden landscaping and low rise retaining walls. In 2004, the owner had sought to formalise purchase of the garden landscape areas in Little Queens Lane. Council staff advised that the purchase would have no material effect on the current functioning of the road. However, due to the narrow nature of the Lane, Council decided to retain ownership in the road reserve to preserve, for the long term, its options for modification of the road to meet unforeseen future needs. A positive covenant would allow for this while requiring the adjoining owner to maintain the landscaping.

### **Recommended Action**

The owner of No 4 be required to enter into a positive covenant with Council to formalise this encroachment.

#### *5 Queens Avenue*

The encroachment is estimated to be 54 square metres in Queens Avenue and comprises natural rock boulders interspersed with garden landscaping, retaining walls and an access stairwell to the property.

### **Recommended Action**

Due to the nature and type of this encroachment, the owner of No 5 be required to enter into a positive covenant with Council.

#### *7 Queens Avenue*

The encroachment is estimated to be 72 square metres in Queens Avenue and comprises natural rock boulders interspersed with garden landscaping and retaining walls, an access stairwell to the property and a rendered masonry structure. The encroaching structure is believed to contain a room and appears to have a window opening. There appears to be no Council Development consent for this structure and this will be investigated further.

### **Recommended Action**

Because the encroachment involves a permanent structure, the Roads Act does not permit a lease. The owner's available options are to remove the encroachment or to purchase a portion of the road reserve from Council, if Council is agreeable to this and the Minister agrees to a road closure.

#### *9 Queens Avenue*

The encroachment is estimated to be 78 square metres in Queens Avenue and comprises large natural rock boulders interspersed with garden landscaping and low rise retaining walls.

## **Recommended Action**

Due to the nature and type of this encroachment, the owner of No 9 be required to enter into a positive covenant with Council.

### *11 Queens Avenue*

The encroachment is estimated to be 42 square metres in Queens Avenue and consists of garden landscaping, retaining walls and an access stairwell to the property. A single car space exists on the road reserve, which appears to be used solely by the property owner of No 11.

## **Recommended action**

Council Property staff should write to the owner in regards to use of the car space and require them to apply for a road lease with Council.

## **Summary Recommendation**

It is recommended that the affected property owners be notified of the proposed actions, the proposal be advertised for public comment and a further report be submitted.

If adjoining owners are not prepared to enter into positive covenants or other measures, as proposed, Council can require encroachments to be removed.

### *Proposed acquisition at No 3 Queens Avenue*

The subject land is shown in hatched detail on the attached aerial plan view (Annexure 6). This unmade road reserve has been reduced in size from 62 square metres to an estimated 55 square metres so as to obtain better sightlines for motor vehicles turning into Little Queens Lane. The owner has requested that Council sell them the subject parcel to formalise the existing encroachment, which comprises low rise sandstone terraces and garden landscaping.

Late correspondence was also received at the meeting of 21 January 2008 from the owner of 1 Little Queens Lane in relation to the No 3 Queens Avenue proposal. They argued that the landscape gardening on the road reserve adjoining No 3 obscures vehicle driver vision to oncoming traffic from the cul du sac end of Queens Avenue and presents a safety hazard. The owner believes that the road needs widening and objects to the sale; requesting that the road reserve remain in public ownership.

Council's Traffic Engineer has investigated this safety concern on-site and stated that the low traffic count and vehicle speeds in Queens Avenue acts to reduce any safety risk to drivers. However, in their opinion, the sightline available at the point of a vehicle turning into Little Queens Lane was in need of improvement so as to increase turning safety. It was recommended that the proposed landscape area for sale, adjoining No 3, be truncated to allow a 1.5 metres deeper sightline from the road kerb so as to improve vehicle turning safety into Little Queens Lane. A plan of the truncated road reserve parcel is attached (Annexure 6).

As stated in the report to the Corporate and Works meeting of 10 December 2007, the Manager Engineering Services has no plans for road widening in Queens Avenue and, therefore, had no objection to sale of the road reserve portion adjoining No 3; it being surplus to Council requirements. Council also has no plans to create a footpath adjoining No 3, as this would be prohibitively expensive on account of the large natural rock boulders on this side of Queens Avenue.

The Council staff recommendation for No 3 Queens Avenue, initially, was for this area to be the subject of a positive covenant, as with the other landscaped areas discussed above. However, the owners of No 3 Queens Avenue have responded with a request to purchase the land.

The owners of No 3 are seeking exclusive possession of the subject parcel of road reserve and have, in their letter of 1 November 2007, agreed to pay all Council's costs in connection with the purchase of the unmade road portion and are keen to further progress this matter.

The steeply sloping topography of the road reserve adjoining No 3 Queens Avenue has made it practically unusable for pedestrian access, whilst the landscape gardening acts to stabilise the soil and enhances the local community amenity. Truncation of the proposed parcel for sale will result in improved sightlines and safety for motor vehicles turning into Little Queens Lane.

The Manager Engineering Services has stated that there are no plans for road widening in Queens Avenue and the area may be considered surplus to Council requirements. It is considered there would be no adverse impact on the community through the excision of this portion of road reserve and a community benefit would derive from the proceeds of the sale.

### **Recommended Action**

It is recommended that the proposal be advertised and a further report, with a valuation of the area, be submitted to Council following the advertising period.

Should the Corporate and Works Committee agree to proceed, it is now recommended, in accordance with the Council policy for Sale of Land, that this proposal be advertised and adjoining property owners notified.

Anthony Sheedy  
Property Officer

Warwick Hatton  
Director Technical Services

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### **ANNEXURES:**

1. Aerial view of Queens Avenue and Little Queens Lane
2. Cadastral map of Queens Avenue and Little Queens Lane showing Encroachments in the vicinity of 3 Queens Avenue
3. Site photos of encroachments
4. VPA late correspondence, dated 21 January 2008
5. Late correspondence from owner No 1 Little Queens Lane, dated 21 January 2008
6. Plan of truncated unmade road parcel for sale
7. Corporate & Works Report, dated 21 January 2008

**Item No:** D3 Delegated to Committee  
**Subject:** **Customer Service and Communication Principal Activity - 3<sup>rd</sup> Quarter Management Plan Review**  
**Author:** Justine Henderson –Communications Manager  
Geoff Clarke – Director of Corporate Services  
**File No:** 827.G 04-07  
**Reason for Report:** To review the status of works and services for the Management Plan principal activity of Customer Service and Communication for the three months ending 31 March 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 third 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. Key activities during the quarter were:

The introduction of a new Customer Management System has improved how we can log and track requests from our customers. The new system is easier for our staff to use and will deliver positive outcomes for our customers in both the short and long term. Training for the new system in the customer service area has been completed and training across other departments has commenced.

Consultation has commenced on the provision on an intranet to identify product requirements and staff needs. This information will be used in refining the development of an effective intranet site for staff to easily access information, application forms etc.

Ongoing training on content management software and web site content updates has occurred with departmental staff.

## **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.

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:

Bushcare newsletter for volunteers

Poets Picnic

Summer Reading Awards

Woollahra Citizen of the Year

Library Lovers Day

International Womens Day

Parsley Bay Centenary

Second Hand Sunday

Mothers Day activities

Bookfair

Free Composting Workshop

New Graffiti Removal Service

Tea Topics

Double Bay Public Art Program launch

State Government Planning Reform

Legal action on investments

Input on Volunteer Week activities

Rose Bay Promenade

Input and advice on Gap Park Masterplan Project funding

Commence People and Pets Day event planning

Liaison with the Rose Bay Chamber of Commerce and Rotary re: joint volunteer event

Writers & Readers

Woollahra News (monthly)

Website event, have your say and news content updates

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).

World Environment Day and National Tree Day activity planning

Crisis media training for civil works team

Wentworth Courier Seniors Week feature

Village Voice planning session on advertorial features for 2008

Wentworth Courier Business Awards discussions

Citizenship (monthly)

Speech notes for events attended by the Mayor/representative

**Summary:**

Following the resignation of our Customer Service Manager to relocate back to New Zealand, the Team Leader for Customer Service has played an important role in working with the Director of Corporate Services to ensure the efficient organisation of customer service activities. 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. Significant time and energy was dedicated to both the Parsley Bay Centenary Event and the Rose Bay Promenade opening.

Justine Henderson  
Communications Manager

Geoff Clarke  
Director of Corporate Services

**Annexure:**

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

**Item No:** D4 Delegated to Committee  
**Subject:** **Environmental, Infrastructure and Stormwater Works Program - 3<sup>rd</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 works, services and projects for the Management Plan principal activity 8.0 Environmental, Infrastructure and Stormwater Works Program for the three months ending 31 March 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 third quarterly review of Principal Activity No 8 of the Management Plan, which is the "Environmental, Infrastructure and Stormwater Works Program". This principal activity has the following sub-activities:

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

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

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

Following is the commentary on each sub activity:

## **8.1 Administration and Auditing**

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

During this quarter we received a grant of \$25,000 from the Department of Environment and Climate Change for the strategic review of the Environmental Works Program and the Port Jackson South Stormwater Management Plan. Grant applications were also prepared and submitted for Lyne Park Stormwater filtration and the preparation of a Conservation Management Plan for Cooper Park.

## **8.2 Water Quality "at source" Treatment Program**

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

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

Refer 8.9 Stormwater Works for achievements in this program.

## **8.3 Water Quality "End of Line" Treatment Program**

The objectives of this program are to prevent pollutants, litter, vegetation matter and sediment entering the Harbour. This may be achieved by projects such as installation of larger water quality devices, such as GPT's and Stormwater Booms, constructed low in the catchment, at the end of the stormwater network, prior to discharging into the Harbour.

Refer 8.9 Stormwater Works for achievements in this program.

## **8.4 Watercourse and Bushland Vegetation Treatment Program**

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

Achievements in this program over the last quarter include:

- Options report for the rehabilitation of the Cooper Park, pond has been completed and detailed plans are now being prepared in readiness for tender in the next quarter;
- Tender awarded for the installation of the Christison Park water efficient irrigation system.
- Design and remediation plan being prepared for improved drainage from Small Street into Cooper Park.
- Proposed stormwater filtration systems upstream of Parsley Bay Reserve associated with drainage improvements to Hopetoun Avenue and The Crescent have been publicly tendered. This project is being re-tendered (See 8.9 below).

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

Achievements over the quarter for the Infrastructure Works Projects include:

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

- Mitchell Road, stage 3
- Drumalbyn Road
- Palmerston Street.

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

- Fernleigh Avenue Rose Bay
- Brown Street Paddington

*Pavement Management System Update –*

- Brief prepared, quotations invited from suitably qualified consultants for the update of the system

*Retaining Wall Works completed:*

- Johnston's Lookout completed.

*Retaining Wall Projects identified:*

- Hopetoun Avenue, Contractor engaged.

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

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

### **8.9 Stormwater Works**

*Stormwater upgrade and reconstruction works to be tendered in the next quarter:*

- Yarranabee Road Darling Point – tenders are scheduled to be called in May 2008

*Water Quality 'At Source' Treatment Program*

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

*Stormwater Works for installation of 'End of Line' Stormwater Devices*

- Installation of the Harbour view Park Gross Pollutant Trap upstream of the park located at Rowe Street and Edgecliff Road has been completed.
- Fisher Avenue tender assessed and a report on the outcome presented to Council in March 2008.

Warwick Hatton  
Director Technical Services

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**Annexures:**

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

**Item No:** D5 Delegated to Committee

**Subject:** **Organisation Support Principal Activity - 3<sup>rd</sup> Quarter Management Plan Review**

**Author:** Geoff Clarke - Director Corporate Services  
Warwick Hatton - Director Technical Services

**File No:**

**Reason for Report:** To review the status of works, services, and Notices of Motion for the Management Plan principal activity of Organisation Support for the three months ending 31 March 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 third 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. The purpose being 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, committee, council and councillor support, and records management. The review of the privacy management plan is being prepared and will be submitted to council in May for consideration. Other projects in Governance are progressing in accordance with the stated timetable. The review of the content and availability of information that is required to have available to the public is planned of the fourth quarter

The implementation of the document management system has been scheduled to commence in the 4th quarter.

### **7.2 Finance**

The focus in this quarter was the preparation of the budget and associated reports and presentations. Considerable time has been taken up responding to issues surrounding the council's investment portfolio. The periodic review of non rateable properties is in progress. All routine and project activities have been completed in accordance with the Management Plan targets.

### **7.3 Risk Management**

Projects and core activities are preceding in accordance with the management plan targets. Actions have commenced to address issues identified following the completion, of the annual risk management systems audit and the physical hazards audit. Defensive driver training and assessment was completed, as well as a noise survey of all plant and equipment.

### **7.4 Human Resources**

Projects and core activities are generally proceeding in accordance with management plan targets. Implementation of the new Human Resource Information System continues. Payroll, core HR and recruitment module are live. Employee self service prototype has been installed and following a detailed review modifications are being undertaken. These modules are 80- 90% completed. We have commenced negotiations with staff to replace a number of existing industrial agreements now that the federal legislation has been passed.

### **7.5 Information Technology**

This quarter saw the installation of a series of upgrade to the council's core property system. This has included on line services and also a replacement customer request management. Planning has occurred for major upgrades of Lotus Notes and on line certificates and further E-services upgrades.

### **7.6 Property Management**

In accordance with the legal agreements for the Cosmopolitan Centre ground lease executed by Council and Gloxinia Investments Pty Ltd, the Conditions Precedent were complied with and construction has commenced.

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 and the items are being progressed.

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

Tenders for Trumper Park Tennis Courts were not accepted by Council, and fresh tenders were called and were to be reported to Council April 2008. Legal documents for the lease and management of the Watsons Bay Tea Room café are in the process of being finalised and the tender will be advertised in early May 2008. The relocation of the library from Dunbar House was exhibited for community consultation.

### **7.7 Management Executive**

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

### **7.8 Technical Services Management**

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

### **7.9 Technical Services Operations**

Review of schedules and works procedures in the Business Centres and Street Cleaning sections has been completed and recommendations are being considered. Works procedures are being reviewed in Civil Works and Infrastructure. An internal review of maintenance schedules and workload is under way in the Parks and Street Trees Department.

Geoff Clarke  
Director - Corporate Services

Warwick Hatton  
Director - Technical Services

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### **Annexures:**

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

**Item No:** D6 Delegated to Committee  
**Subject:** **Roads, Traffic and Transport Principal Activity - 3<sup>rd</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 works, services, and Notices of Motion for the Management Plan principal activity of Roads, Traffic & Transport for the three months ending 31 March 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 third 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 is being carried out to schedule. The condition of road infrastructure assets is being reviewed by the Assets Inspections Officers. The road infrastructure asset models are currently under review. Survey and investigation of retaining walls in roads is progressing.

### **3.2 Maintenance and Construction**

All routine maintenance activities and programmed capital works were carried out in accordance with the Management Plan targets. Proactive footpath inspections and maintenance programs are on-going. Inspections on 11 of the 12 sectors have been undertaken since June last year. Based on the proactive defects register, the footpath trip hazard grinding program Part 1 has been completed. Other programs such as linemarking, crack sealing and footpath paving repairs have commenced.

Current Capital works projects scheduled for completion in May;

1. Fernleigh Avenue Rose Bay – kerb and footpath reconstruction to new design levels. Project commenced in
2. Queen Street Woollahra - footpath reconstruction including the removal of existing an asphalt verge and concrete footpath, and replacement with full width asphalt footpath between Oxford Street and Halls Lane.
3. Brown Street Paddington – sandstone kerb repair and footpath reconstruction

Works scheduled to commence in May;

1. Blaxland Avenue Bellevue Hill – drainage repair to existing drainage line.
2. Kambala Place Bellevue Hill – reconstruction of kerb and gutter and associated road works.

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

The impact of the Cross City Tunnel continued to be monitored. The RTA has indicated that its environmental report, which includes traffic impacts, will be released in the second half of 2008.

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

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

Designs for a number of sites in the Paddington (PAMP), Woollahra, Darling Point and Village Lower Road have been have been completed and issued for construction.

### **3.4 Parking**

Review of the Woollahra Areas 1 and 2 Resident Parking Schemes has been completed. Review of Paddington Areas 2 & 4 and Edgecliff Area 1 are proceeding and will be reported in the 4<sup>th</sup> quarter.

A consultant has been appointed to review parking meters including the feasibility of alternate payment options and 15 minutes free parking in some areas.

### **3.5 Other Transport Facilities**

Bike Route designs for Grosvenor Street, Nelson Street and Trelawney Street have been placed on public exhibition, with the view to construction in the 4th quarter.

### **3.6 Streetscape**

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

The Rose Bay Promenade project was completed and opened 13 April 2008.

Tenders for the Oxford Streetscape upgrade between Glenmore Lane and Comber Street closed on the 14 March 2008. Five tenders were received and are currently being evaluated by Council staff. A recommendation report is expected to be presented to the Corporate & Works Committee early May 2008.

A designer has been engaged for the Bellevue Hill Shopping Centre upgrade. Detailed design and tender documentation is expected from the designer mid May 2008.

Warwick Hatton  
**Director Technical Services**

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#### **Annexures:**

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

**Item No:** D7 Delegated to Committee  
**Subject:** **Cooper Street, Paddington**  
**Author:** Jake Matuzic – Manager Civil Works & Infrastructure  
**File Nos:** DA703/2007, 113. (Cooper Street)  
**Reason for Report:** Response to Resolution of Council 31/03/2008

**Recommendation:**

That this report be noted.

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**Background:**

On 31 March 2008, regarding the proposed development at 220 Glenmore Road, Paddington - Internal refurbishment, external signage and new shop front to be used as a grocery store (DA703/2007), Council resolved (in part):

*“B. That a report be submitted to the appropriate Committee of Council on the capacity of Council to undertake the following works in Cooper Street in the 2008/09 budget period:*

- 1. Repair the sunken road, compress, flatten and resurface to stop cars bottoming out and rectify the poor gradient in the present dead end of Cooper Street.*
- 2. Council will investigate the improvement of a turning circle in the street.*
- 3. Repair all the sidewalks and cracked footpaths.*
- 4. Rotate and re-use/repair the sandstone guttering along the street.*
- 5. Place adequate drainage at the low points of the street (water continually lies in our street as the drains are too small and not well positioned).*
- 6. Tree planting.*
- 7. Repair the pedestrian stairs and alley up to Glenmore Road.*
- 8. Properly repair the public stairs and railing on Bates Avenue at Cooper Street which had an inconsistent ugly quick fix performed last week.*
- 9. Address the inadequate drainage and run off issue from the Woolworths building*
- 10. Address the appropriate truck size in accordance with Australian standards to meet the turn around area (this should be less than 10.5M).’*

**Discussion**

Cooper Street, Paddington, has been identified as requiring infrastructure renewal and is included in Council’s Five Year Environment and Infrastructure Works Program for the 2008/09 financial year. Works involve reconstruction of road pavement, footpaths, kerb and gutter, and reconstruction, repair and upgrade of stormwater infrastructure.

A design consultant has been engaged to prepare a detailed engineering design for this project. Our design brief includes provisions that address items 1 and 3-7 as resolved. Items 8, 9 and 10 will be investigated and added to the issues to be considered in the detailed design. Council’s consultant will be provided with a copy of the items listed above for thorough investigation and consideration wherever practical. However, it should be noted that it is not feasible to enlarge the turning circle (Item 2).

**Identification of Income & Expenditure:**

There is approximately \$250,000 allocated for this project as part of the draft Environment and Infrastructure Works Program for the 2008/09 financial year based on the estimated cost of works.

**Conclusion:**

The renewal of infrastructure in Cooper St, Paddington, is included in the 2008-09 draft budget.

Jake Matuzic  
Manager Civil Works and Infrastructure

Warwick Hatton  
Director Technical Services

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**Item No:** D8 Delegated to Committee  
**Subject:** **Wingadal Place Seawall Restoration**  
**Author:** Jake Matuzic – Manager Civil Works & Infrastructure  
**File No:** 500. Part 3  
**Reason for Report:** To respond to Resolution arising from Item D3 - June 2007 Corporate and Works Committee relating to the restoration of Wingadal Place Seawall

**Recommendation:**

That tenders be called for the reconstruction of the Wingadal Place Seawall in accordance with Option 6 – reconstruction existing alignment.

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**Background:**

The seawall at Wingadal Place, Point Piper, is in need of reconstruction and the project included in the 2007-2008 Environmental and Infrastructure Works Program. Several options were investigated and reported upon to the Corporate and Works Committee on 7 May 2007 and 4 June 2007. In considering the previous report on 4 June 2007 (Item D3) the Committee resolved:

- A. *That the information on Options 4, 6 & 7 be noted.*
- B. *That a further report be provided with recommendations for a detailed structural design and construction methodology.*

In response to resolution B above, we engaged Gary Blumberg and Associates Pty Ltd to identify the most appropriate option, prepare a detailed structural design and outline an appropriate construction methodology to reconstruct the seawall.

**Options:**

In considering the most appropriate solution, options 6 and 7 (or a combination of both) were considered by Gary Blumberg and Associates. These options are as follows:

*Option 6 – Reconstruct on existing alignment*

*The existing seawall would be dismantled and reconstructed with sandstone blocks on a concrete footing. This structure would be expected to look generally similar to the existing seawalls on either side upon neighbouring properties.*

*The structure would enhance the scenic quality as viewed from the Harbour and blend with the natural materials of the foreshore. The report notes dismantling the structure would require consideration to retaining services located behind the wall and also the use of temporary shoring or battering.*

*Option 7 – Reconstruct on a new alignment*

*Construction of a new sandstone blockwork seawall up to 2 metres in front of the existing alignment with a mass concrete infill behind to provide structural stability.  
The existing seawall would be partially dismantled such that the existing retaining wall and services could be safely retained without additional support. The dismantled materials may be utilised in the construction of the new seawall.*

Option 6 was the favoured solution for the following reasons:

- Option 6 and 7 are similar in cost of construction (cost estimate for Option 6 is approximately \$105,000 and cost estimate for Option 7 is approximately \$91,000). Note that these costs are preliminary and do not include the costs of temporary shoring of adjacent secondary structures and services, nor project management costs or other design incidentals.
- Option 6 and 7 both rely on essentially the same construction methodology, that is the use of barges to transport materials and equipment to the site. This is necessary due to the restricted access to the site from Wingadal Place. Both options would require a Review of Environmental Factors Report detailing the construction methodology and environmental control measures to be prepared and submitted to Maritime NSW and NSW Fisheries. Option 6 contains the environmental impact of construction to the existing location, which is well above the Mean High Water Mark, however, Option 7 moves the structure up to 2m seaward and closer to the Mean High Water Mark, hence significantly increasing the potential impact of construction on the adjacent marine environment.
- Option 6 complies with Council's Exempt and Complying Development requirements, however Option 7 would require a development application. With regards to the reconstruction of Seawall Structures, Council's Exempt and Complying Development DCP states:

<p><b>Works on public land</b> (including planting, establishment of gardens, retaining walls, fencing, pathways and paving, maintenance of gardens and structures, and maintenance or repair works to existing seawalls but excluding construction of new buildings.)</p>	<ul style="list-style-type: none"> <li>▪ Open Space zone in public ownership.</li> <li>▪ Unzoned land.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Works must be in accordance with a works program approved by Council.</li> <li>▪ Repairs and maintenance works to seawalls must not change the scale, size or extent of the existing structure.</li> <li>▪ If replacing damaged outer edge stones to an existing seawall, must use sandstone with rockfaced edge to the water front.</li> </ul>
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Option 6 does not alter the scale, size or extent of the existing structure, is included in an approved works program and replaces the existing sandstone structure with sandstone rockface edge to the waterfront.

Option 7 alters the scale, size and extent of the existing structure, hence is not considered an exempt and complying development and would require a development application. This would include the consideration of Maritime NSW and NSW Fisheries and would substantially delay the construction timeframe.

Due to environmental considerations and exempt and complying development definitions, it was considered that Option 6 is the best solution.

**Consultation:**

Gary Blumberg and Associates developed a detailed structural design, tender drawings and documentation, and a Review of Environmental Factors for Option 6. It is anticipated that this documentation will be finalised in May 2008. A copy of the draft detailed engineering drawings is attached to this report.

Following final staff review of this documentation, tenders can be called for the reconstruction of the seawall as detailed.

**Identification of Income & Expenditure:**

A total of \$204,573 is allocated to the Wingadal Place Seawall Reconstruction Project as part of the 2007-2008 Environmental and Infrastructure Works Program.

\$41,660 has been spent on survey, options investigation and detailed structural design of the seawall. It is expected that the remaining \$162,913 provides sufficient funds to reconstruct the seawall as planned. The final costs will be confirmed and reported to Council as part of the tender process.

**Conclusion:**

Due to environmental considerations and exempt and complying development definitions, it was considered that Option 6 provides the best solution to reconstruct the Wingadal Place Seawall. Subsequently, detailed structural engineering design, tender documentation and Review of Environmental Factors for this option have been developed.

Following a final review of the above documentation, tenders can be called for the reconstruction of the Wingadal Place Seawall.

Jake Matuzic  
Manager Civil Works and Infrastructure

Warwick Hatton  
Director Technical Services

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**ANNEXURES:**

Draft Detailed Drawings for the Reconstruction of Wingadal Place Seawall

**Item No:** D9 Delegated to Committee  
**Subject:** **CD0 Update**  
**Author:** Michelle Phair, Team Leader Financial Services  
**File No:** 389.G  
**Reason for Report:** To update the Committee on Council's CDO investments.

**Recommendation:**

That the report be received and noted

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**Background:**

At the Extraordinary Council meeting held on 17 September 2007 a confidential resolution was adopted. In open session, the Mayor advised:

*That the Council has resolved to embark upon a course of action to continue the monitoring and reviewing of Council's investments and that the Council's decisions made in closed session are to remain confidential.*

An update report will come to each meeting of the Corporate & Works Committee as a result of this resolution.

**Discussion:**

*Updates:*

The latest CDO bid updates and any additional confidential information regarding Council's investments will be tabled at the meeting.

**Conclusion:**

Council will continue to monitor and review its investments and provide an update report to each meeting of the Corporate & Works Committee.

Michelle Phair  
Team Leader Financial Services

Don Johnston  
Manager Finance

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**Annexures:** Nil.

**Item No:** D10 Delegated to Committee  
**Subject:** **2008-2011 Management Plan**  
**Author:** Geoff Clarke, Director Corporate Services  
**File No:** 827G 2008-2011  
**Reason for Report:** To review the Draft Management Plan in its entirety prior to placing it on public exhibition

**Recommendation:**

That the draft 2008-2011 Management Plan be placed on public exhibition for 28 days from Wednesday 14 May 2008.

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**Background:**

The Local Government Act requires that each year the Council prepare and adopt a Management Plan that sets out its proposed strategy together with its revenue policy.

The Management Plan includes information on the Principal Activities, Budget, Capital Works Program, Rating Structure and Fees and Charges.

The Act requires that the draft Management Plan be publicly exhibited for 28 days and the final Plan adopted by Council before 30 June. To meet this timetable the Council needs to resolve at the next Council meeting to place the plan on public exhibition.

Circulated separately is the draft 2008-2011 Management Plan proposed for exhibition. The draft Plan comprises the information that has previously been adopted by Council through reports to Committees and Council as follows:

<b>Management Plan Component</b>	<b>Committee</b>	<b>Date</b>
Natural Environment PA	C&E	31 March
Community Services PA	C&E	31 March
Parks & Public Space PA	C&E	31 March
Roads, Traffic & Transport PA	C&W	7 April
Organisation Support PA	C&W	7 April
Communication & Customer Service PA	C&W	7 April
Environmental, Infrastructure & Stormwater Works PA	C&W	7 April
Built Environment PA	UP	14 April
Budget	Council	28 April
Rating Structure	Council	31 March
Fees & Charges	C&W	17 March

The draft Management Plan also includes the usual supporting information and statutory supplementary information such as Council's commitment to equal employment opportunity and State of the Environment Report.

## **Changes to Schedule of Fees & Charges**

Since its adoption for the purposes of public exhibition, two changes have been made to the schedule of fees and charges. The fee for issuing a Section 603 Certificate (certification of outstanding rates) is set based on a determination by the Department of Local Government. Advice was received on 8 April that this fee was increasing from \$55 to \$60. A \$250 deposit for private parties at The Gunyah has also been added.

Both of these changes are included in the draft 2008-2011 Management Plan for the purposes of public exhibition.

## **Timetable for adoption**

The proposed timetable for adoption of the plan so as to meet the statutory deadline is as follows:

Adopt a draft for exhibition at Corporate & Works	Monday 5 May
Advertise Draft Management Plan for 28 days commencing	Wednesday 14 May
Public submissions close	Wednesday 11 June
Report to Corporate & Works Committee to consider submissions	Monday 16 June
Management Plan adopted by Council	Monday 23 June

## **Conclusion:**

The proposed content of the draft Management Plan for each of the Principal Activities has been considered by the relevant Committee of Council as outlined in the report. In addition to these considerations, the Draft 2008/2009 Budget, Rating Structure and Fees and Charges have also been approved for inclusion in the Management Plan for the purposes of public exhibition.

The draft 2008-2011 Management Plan distributed with this report (separately) is submitted to Committee for authorisation to be placed on public exhibition from Wednesday 14 May 2008. A report on any submissions received as a result of public exhibition will be presented to the Corporate & Works Committee on 16 June enabling adoption of the Plan by Council on 23 June.

Geoff Clarke  
Director Corporate Services

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## **Annexures:**

1. Draft 2008-2011 Management Plan – distributed separately

**Item No:** D11 Delegated to Committee  
**Subject:** **Reconstruction and Upgrading of Watsons Bay Baths**  
**Author:** David Sheils - Manager Public Open Space  
**File No:** 149. G  
**Reason for Report:** To update Council on the progress of the reconstruction and upgrading of the Watsons Bay Baths.

**Recommendation:**

That Council note the report, including improvements providing disability access.

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**Background:**

The Corporate and Works Committee, at its meeting of 6 August 2007, considered a report (Annexure 1) responding to submissions received during the public exhibition of the plan prepared by the Watsons Bay Baths Working Party and resolved as follows:

- A. That Council proceed with the detailed design for the reconstruction and upgrading of the Watsons Bay Baths including the submission of a Development Application for the works, such to include the removal of the arch wall and boardwalk between the inner and outer pool and the provision of a shade structure in the south eastern corner of the pool.*
- B. That during the detailed design process, the option of providing a hoist and a water access wheelchair for use by persons with a disability be fully explored including options that may be available to minimise ongoing maintenance and repair costs, and*
- C. That State and Federal grant funding be sought for the reconstruction and upgrading of the Baths.*
- D. That we investigate the provision of additional shade structures including near the children's tidal pool.*
- E. That a report be prepared for the committee including information on the opportunities for grant funding, the sources of funds for the project, with a view to commencing the project in July next year."*

A copy of the exhibited plan is provided in Annexure 2.

**Part A - Progress update**

We have engaged various specialist consultants to refine the plans and prepare all necessary supporting information required for the lodgement of the development application, based upon the concept plan adopted by Council including amendments (Parts A, B and D).

This includes the following actions:

- Architect Dylan Gower of d-Construct Architects in association with Kieran McNerney Architects have undertaken design refinement in accordance with Council's resolution of 6 August 2007 and in response to input from the consultants outlined below.
- Access consultant, Mark Relf of Accessibility Solutions, has assessed the design and made several recommendations which we have incorporated to improve the design. These improvements are discussed further in Part B of this report.
- Marine Engineer Howard Bersten of Taylor Lauden Bersten has provided specialist marine engineering input.

- Marine ecology consultants from The Ecology Lab have assessed the proposed design and prepared a report supporting the proposal.
- Heritage consultant Robert Staas of NBRIS and Partners has been engaged to prepare a Heritage Impact Assessment.
- Planner and Architect – Steven Layman has been engaged to prepared the Statement of Environmental Effects.

In response to these inputs, a plan has been prepared for Development Application lodgement and is contained in Annexure 3. Features of the design which have been improved include:

- *Floating pontoons at both ends of outer pool*  
The Working Party Plan proposed a pontoon at the southern end of the outer pool and a ‘fixed’ turning board at the northern end. Whilst floating pontoons provide improved use for swimmers, the turning board at the northern end was previously proposed in an effort to reduce costs. However, our Marine Engineer has been able provide a design for a pontoon at both ends that is more cost effective to construct and maintain than previously considered.
- *Mesh panel decking*  
A section of decking on the southern side has been designed using an aluminium mesh which allows light penetration to the seafloor. This has been introduced in consultation with the Marine Ecologists to protect adjoining seagrasses.
- *Disability access*  
Disability access has been improved greatly with the introduction of 1:20 gradient ramps and transfer steps - See Part B.
- *Shade*  
Sail shades are proposed to be provided at the northern and southern end of the pool decks. The design of the shelters improves the amenity of the area and reduces the potential to block views for adjoining residents – See Part D.

As the Baths is a structure which is located in the Harbour, owner’s consent is required from NSW Maritime prior to lodgement of the application. We have issued preliminary plans to the Department seeking their consent. Whilst we are yet to receive formal consent, Maritime staff have provided ‘in principle’ support.

We will submit the Development Application early in June following:

- the receipt Owner’s Consent from NSW Maritime;
- completion of the Heritage Impact Statement; and
- the Statement of Environmental Effects.

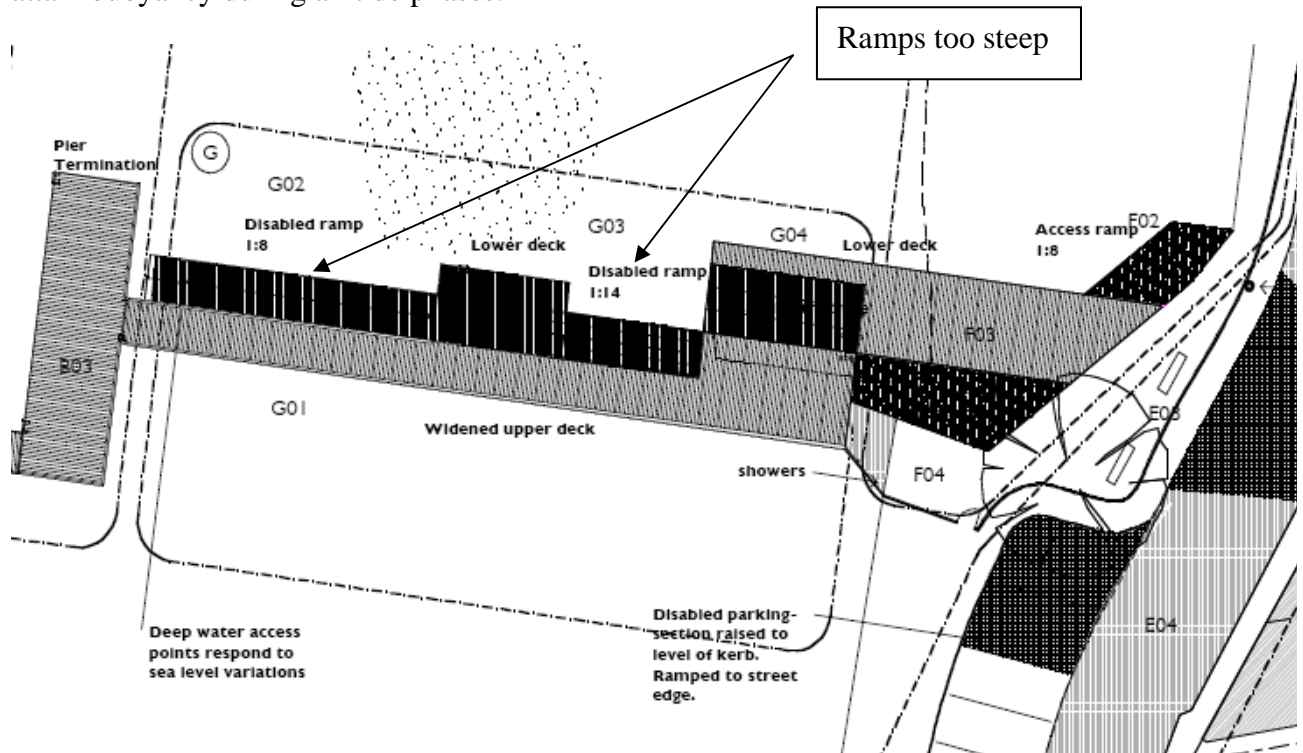
### **Part B - Disability access**

Council’s resolution required that “ *installing a hoist and a water access wheelchair for use by persons with a disability be fully explored*”.

We engaged Mr Relf of Accessibility Solutions to review the plan which had been endorsed by the Working Party and consider options for improving access for the mobility impaired. Mr Relf provides expert advice to clients regarding providing facilities and services for people with disabilities and uses wheelchair. As part of the review process a meeting was also held with staff, the architects, Mr Relf and Ms Neroli Dixon from the Spastic Centre. A representative from the Spinal Cord Injury Association was also invited, however, declined as they were satisfied that Mr Relf would adequately represent their needs.

As a result of this process, it was determined that the proposed ramps 1:8 and 1:14 were too steep when taking into consideration resistance users would experience when partly submerged (see Figure 1). The preferred gradient would be at 1:20 (5%), which required the overall length of the ramp and landings to be extended.

Therefore, we have amended the design to include ramped access at 1:20 gradient, which Mr Relf supports. This is illustrated in Figure 2. The ramp design also ensures wheelchair users are able to attain buoyancy during all tide phases.



**Figure 1. Working Party Plan**

The suitability of installing a hoist was also considered by Mr Relf and Ms Dixon. An example of an auto hoist is provided overleaf.



It was agreed that hoists are more appropriately used with swimming pools which are not subject to tidal variation and would not be suitable for use at Watsons Bay. Mr Relf provided the following conclusion:

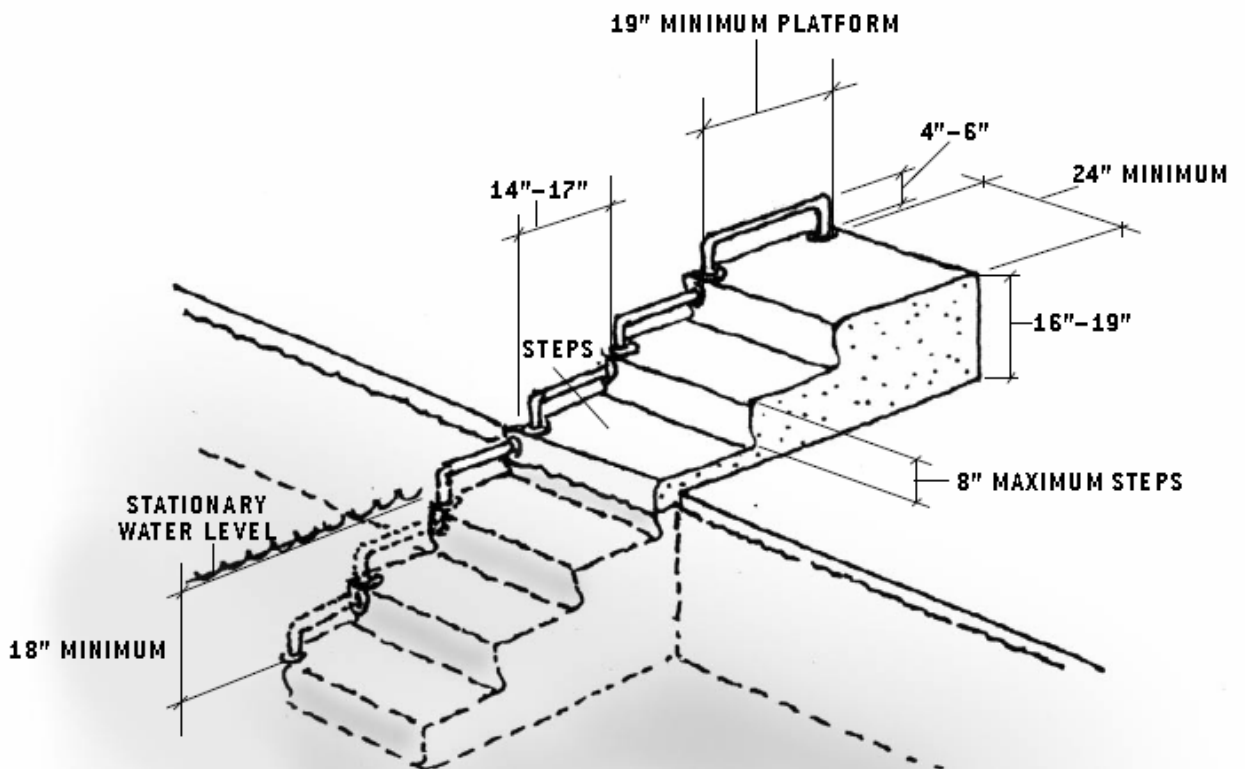
*“In summary it is my opinion that there are a number of restrictions from using a pool hoist in a tidal baths where there is no attendant available.*

- *The various hoists can not lower a person into the water at low tide due the significant rise/fall.*
- *A permanently installed hoist would be exposed to severe weather conditions at Watsons Bay and require high maintenance. Additionally a permanent installation is at greater risk of vandalism, misuse and injury by users.*
- *A portable hoist requires a storage area and attendants to position the hoist and supervise its use, which is unavailable at Watsons Bay.*
- *Many people with disabilities would prefer ramp entry to the water or just transfer directly from deck/transfer steps into the water which enables greater dignity rather than use a hoist.*

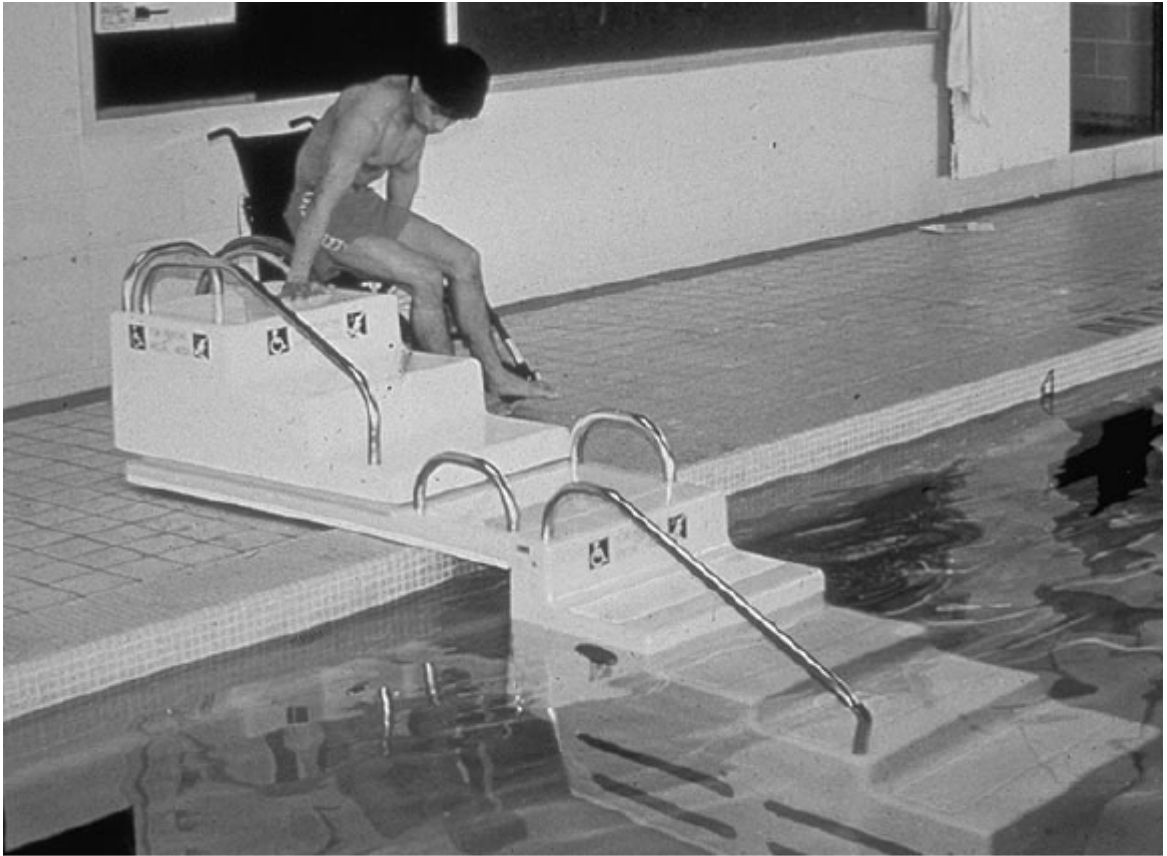
*Overall it is my opinion that a hoist of any description is inappropriate for an unsupervised tidal baths such as Watsons Bay.”*

Therefore, we do not propose to install a hoist. Rather, in addition to providing improved ramps, we have incorporated Mr Relf’s recommendation to install Transfer Steps, which he outlines below.

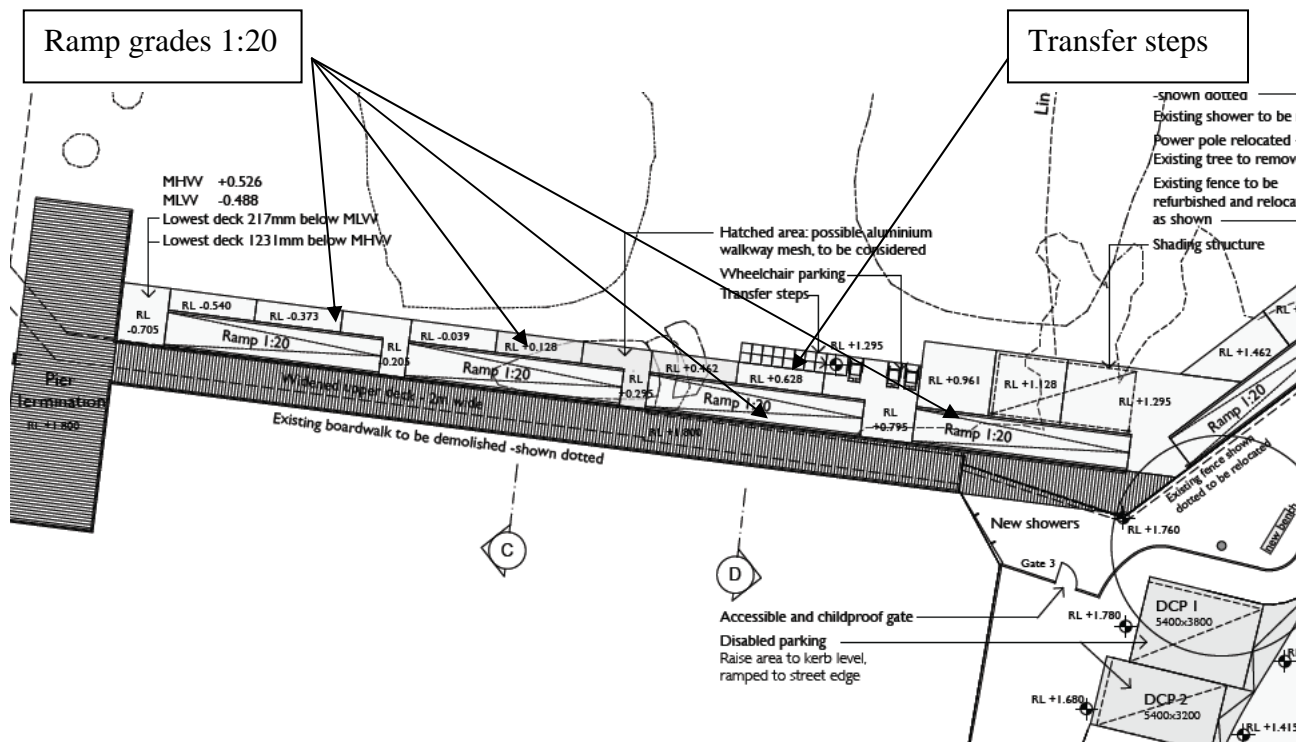
*“To facilitate access for people who use a wheelchair who have strong upper limbs and abdominal control the installation of Transfer Steps and platform would be a useful feature. The system is intended to allow a person to park their wheelchair adjacent to the top platform step and transfer onto the step and then progressively slide down the steps one at a time into the water as shown in the adjacent photo.”*



**TRANSFER SYSTEM PLATFORM AND STEPS**



**TRANSFER SYSTEM**



**Figure 2. Development Application Plan**

We plan to provide submersible wheelchairs to assist users of the ramp. These chairs can be secured in lockable cabinets located adjacent to the entrance gate and accessible using a MLAK key.

### Part C – Grant funding

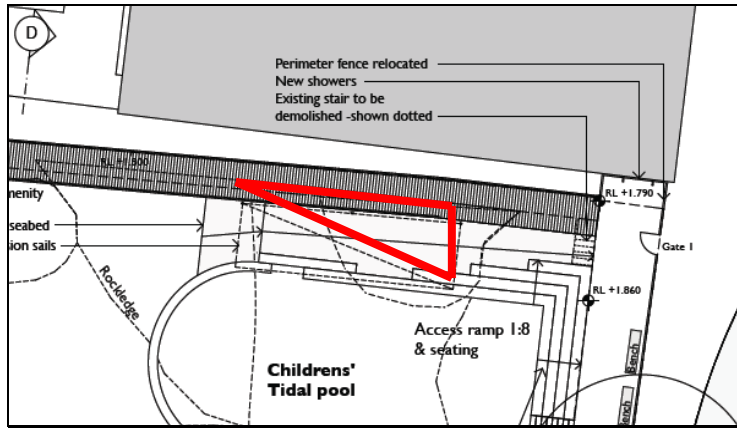
There are only limited grant programs to fund projects such as this. However, the NSW Department of Sport and Recreation provide three annual funding programs being:

- Disability Sport Facility Program. Maximum amount \$20,000
- Capital Assistance Program. Maximum amount \$30,000
- Regional Sport Facility Program. Maximum amount \$300,000

The Disability Sport Facility Program opens in June and no information is currently available regarding when the other programs will be made available this year. We intend to apply for funding through these programs as well as any other programs that are applicable.

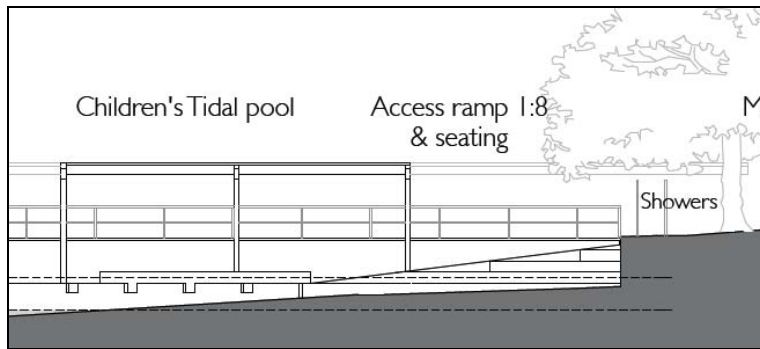
### Part D – Shade structures

In accordance with Council’s resolution (Part A and D), sail shade structures have been designed to be incorporated above the area adjacent to the children’s tidal pool on the northern side and on the southern side.

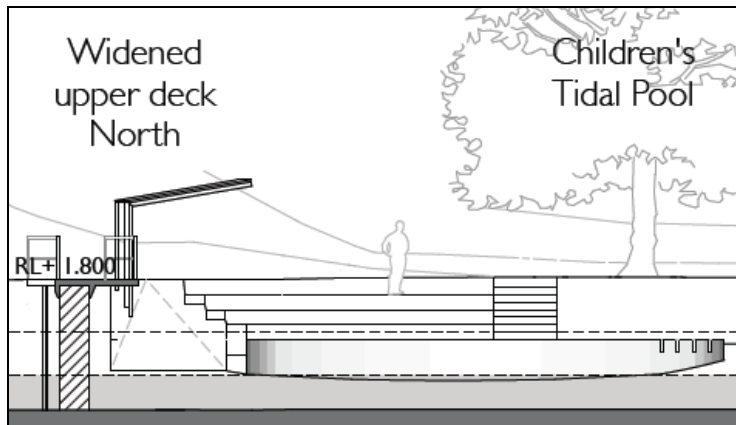


**Plan**

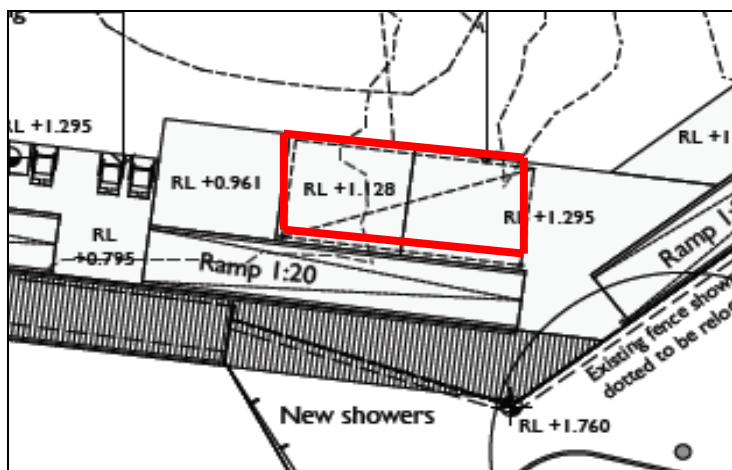
The sail structure on the northern side has been positioned to offer shelter for children and guardians using the children's tidal pool.



**Elevation**

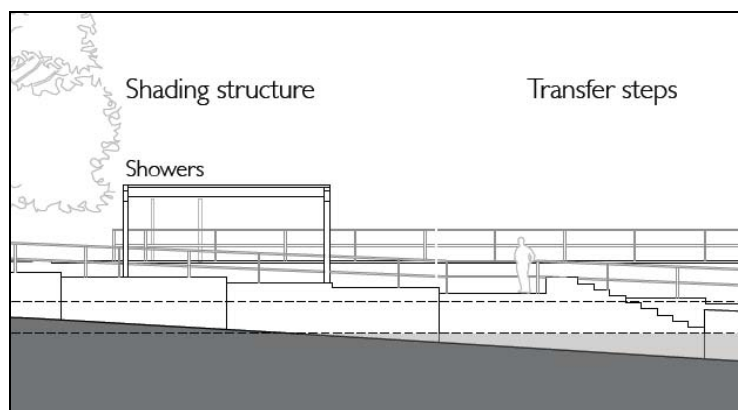


**Section**

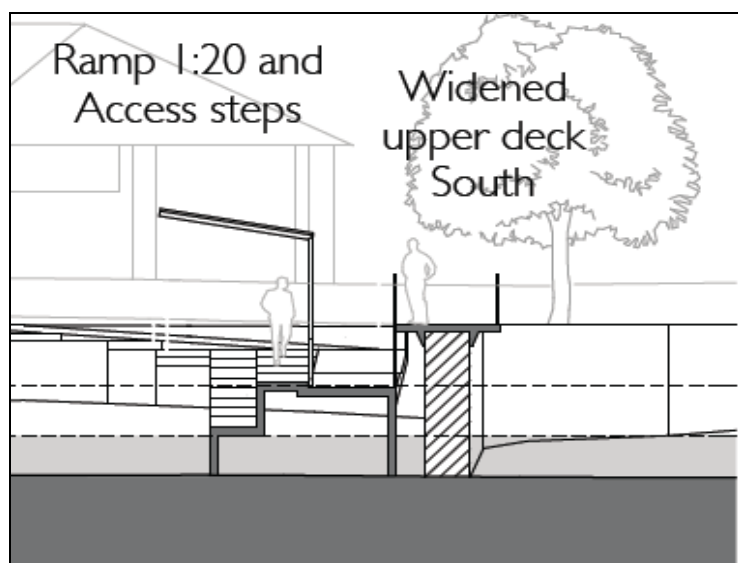


**Plan**

The sail structure on the southern side has been designed not to obstruct views from the adjoining properties and will be partly obscured by an existing tree.



**Elevation**



**Section**

**Identification of Income & Expenditure:**

Cost estimates for the reconstruction and upgrading of the Baths, in accordance with the plan endorsed by the Watsons Bay Baths Working Party, have been prepared and, excluding the cost of the detailed design and the cost of any improvement works to the roadway and footpath of Marine Parade, amount to \$1.58 million.

We are currently in the process of updating the cost estimates to reflect the amendments undertaken. Whilst this process is yet to be completed, advice from our consultant team indicates that the cost estimates are unlikely to alter significantly.

\$500,000 has been provided in this year's Environmental & Infrastructure Works Program for this project with a further \$500,000 is proposed in the draft 2008/09 Budget. The Environmental and Infrastructure Levy allocates a further \$500,000, each year for the next four years for Harbour-side facilities. Therefore the full cost of the Watsons Bay Baths can be funded by the Levy, although depending upon the timing of the project may still require loan funding as there may not be sufficient funds available from the levy at the time of construction.

**Conclusion:**

The development application has been prepared in accordance with Council's approved plan and resolution with notable improvements achieved in providing disability access and shade.

Once development approval has been obtained, between five and six months will be required to prepare detailed construction plans suitable for tender. The tender process would take a further two to three months to allow for advertising, tender assessment and Council reporting.

The opportunity also exists to improve safe pedestrian access between the Baths and the Tea Rooms with the introduction of a 'shared zone'. This would involve the introduction of new traffic signage and roadway treatments. We plan to prepare a proposal for the consideration of Council's Traffic Committee in June. The shared zoned treatment will also consider the plans currently being prepared for the refurbishment of the Watsons Bay Tea Rooms.

David Sheils  
Manager Public Open Space

Warwick Hatton  
Director Technical Services

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**ANNEXURES:**

1. Corporate and Works Report dated 6 August 2007
2. Plan prepared by Watsons Bay Baths Working Party and publicly exhibited in 2007
3. Plan prepared for Development Application lodgement

**Item No:** R1 Recommendation to Council  
**Subject:** **Oxford St & Glenmore Rd Footpath, Kerb & Gutter Reconstruction, Paddington**  
**Author:** Trent Scrivener – Project Engineer  
**File No:** Tender No 08/01  
**Reason for Report:** To recommend to Council the acceptance of a Tender

**Recommendation:**

- A. That Council enter into a Lump Sum contract for \$280,567 (excl GST) with AYZ Landscapes & Civil (*subject to the results of a financial capability check*) for the footpath, kerb and gutter reconstruction along Oxford Street and Glenmore Road, Paddington.
- B. That Council note additional anticipated expenditure of \$19,350 for paver infills to service pit lids.
- C. That successful and unsuccessful tenderers be advised accordingly.

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**Background**

The works to be carried out under this Contract principally include the footpath reconstruction works in Oxford Street and Glenmore Road Paddington from Comber Street to Hopewell Lane. Works include: Construction of new modular footpath; Reconstruction of concrete kerb only and kerb and gutter; Construction and reconstruction of kerb access ramps; Reconstruction of drainage pits; Construction of small concrete slab and installation of handrails on Kidman Lane. These works are a continuation of the paving works already undertaken by Council along Oxford Street.



**Location Map and Aerial Photograph  
Invitation to Tender**

The tender for the Oxford Street and Glenmore Road Footpath, Kerb & Gutter Reconstruction, Paddington was advertised in the Sydney Morning Herald on Tuesday 19 February 2008 and the Wentworth Courier on Wednesday 20 February 2008.

Tenders closed at 3:00pm on Friday 14 March 2008. A total of five tenders were received prior to the closing date and time.

During the tender period a pre-tender meeting was held. 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.

All the tenders received by the closing date and time are listed in Table 1:

**Table 1**

<b>TENDERER</b>	<b>Lump sum tender price (excl GST)</b>	<b>Probable variations to lump sum (excl GST)* (explained in the following sections)</b>
1. AYZ Landscapes & Civil	\$ 280,567	\$ 19,350 (paver infill lids)
2. GMW Urban	\$ 540,121	\$ 78,765 (900mm carriageway reinstatement & garden reconstruction)
3. Kingston Civil	\$ 608,852	-
4. Statewide Civil	\$ 494,156	-
5. Sydney Civil	\$ 576,202	\$ 46,700 (service pit adjustments)

\* See discussion of variations for each Tender under "Assessment of Tenders".

## **Tender Assessment**

The tenders were assessed in accordance with the agreed selection criteria stated in the tender documents. The tender panel comprised:

Mark Ramsay – Manager D&WS (Purchasing);  
Trent Scrivener - Commissioning Officer; and  
Peter Cassilles – 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 contract was deemed to meet this definition and it was agreed that a probity adviser should be included in the tender process. Les Windle, Manager Governance, has acted as Probity Adviser.

Prior to the closing date the tender panel agreed on the weightings that would be used against the published selection criteria.

The tender panel carried out an initial evaluation of the tenders and deemed all tenders to be conforming.

The tenders were assessed in accordance with the selection criteria stated in the tender documents. Clarification was sought on matters that were found to be unclear or incomplete in all the tenders regarding paver infill service pit lids. All tenderers were offered the opportunity to provide clarification in writing on this matter.

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.

Post-Tender Interviews were conducted with the three highest ranked tenderers. The purpose of the interviews was to review and test the information provided by the tenderers with regard to the published selection criteria, and where necessary to raise concerns which the panel may have had with any aspect of a tender. Following the interviews, where necessary, the panel amended tenderers' scores, and reviewed rankings. Final scores and rankings are shown in Table 3.

Inspections were carried out on the top ranked tenderers' completed projects to assess the extent and quality of previous work.

## **Assessment of Tenders**

### **Statewide Civil -Ranked No 5**

Statewide Civil have completed some projects of this type, size and complexity in the past for other municipal councils. The visual examples provided with the tender submission showed some paving works with elements that are relevant to the Oxford Street pavement reconstruction.

Only two of Statewide Civil's key personnel have over 10 years experience in the civil and landscaping industry.

Statewide Civil lease most of their plant, but this seems adequate to complete the project. However, their program, taking only 8 weeks, which is short, lacked detail such as preliminaries (traffic management plan approval, etc.) and the construction of the Kidman Lane concrete slab.

Although not ISO 9001 compliant Statewide Civil did provide evidence of a comprehensive company OH&S system complete with SWMS, incident reporting and training register. They also had no Lost Time Injuries in the past 3 years. Statewide Civil provided QA and environmental policies but these lacked evidence of processes.

Statewide Civil's lump sum price was the second lowest at \$494,156.

#### **GMW Urban – Ranked No 4**

GMW Urban have completed many projects of this type, size and complexity in the past for this council and other municipal councils. GMW Urban were the contractors for the Five Ways project. Excellent visual examples were provided with their tender submission showing paving works with all the elements that are relative to the Oxford Street pavement reconstruction.

Many of GMW Urban's key personnel have over 10 years experience in the civil and landscaping industry.

GMW Urban own all of their plant, which will be adequate to complete the project. Their proposed program runs for 18 weeks, which is the longest out of all the programs submitted but did include comprehensive detail such as the construction of the Kidman Lane concrete slab and the Hopewell Street garden beds.

Being ISO 9001 compliant GMW Urban did provide evidence of a comprehensive integrated management system complete with OH&S systems containing SWMS, incident reporting and training register, QA and environmental policies and procedures. GMW Urban had suffered a number of Lost Time Injuries in the past 3 years, averaging 1 every 2 months.

GMW Urban had listed qualifications to their tender which included an additional \$68,000 for reconstruction of 900mm wide carriageway adjacent to the kerb and \$10,765 for garden bed reconstruction. These qualifications are considered part of the project scope and have been included in the evaluated price as probable variations.

Although GMW Urban scored well on most tender criteria their evaluated price of \$618,886 (\$540,121 lump sum tender plus \$78,765 probable variations) meant a low overall tender score when compared with the other submissions.

#### **Kingston Civil – Ranked No 3 (*short-listed*)**

Kingston Civil have completed many projects of this type, size and complexity in the past other municipal councils. Excellent visual examples were provided with their tender submission showing paving works with all the elements that are relative to the Oxford Street pavement reconstruction.

Kingston Civil's key personnel have over 10 years experience in the civil and landscaping industry.

Kingston Civil owns most of their plant, which is considered to be adequate to complete the project. Their proposed program runs for 13 weeks and includes comprehensive detail such as the construction of handrails in Kidman Lane and street furniture adjustments to suit new footpath levels.

Although not yet ISO 9001 compliant Kingston Civil did provide evidence of a comprehensive OH&S system containing SWMS, hazard control plans, incident reporting and training register. Comprehensive QA and environmental policies and procedures were also submitted with their tender. Kingston Civil did not indicate how many Lost Time Injuries they had suffered in the past three years which was a requirement in the tender documents.

Kingston Civil's lump sum price was the third lowest at \$608,852.

*The following information is based on the tenderer interview with Kingston Civil.*

Kingston Civil provided limited detail when asked questions relating to traffic management, public liaison and staging of the works to minimise impact on the shopping area. Kingston Civil's answers were generic and did not provide specific details on how pedestrians would be managed around the Oxford Street site, how shop access would be maintained or how traffic and bus lanes would be managed, or how Telstra contractors would be coordinated within the footpath upgrade stages.

### **Sydney Civil – Ranked No 2 (short-listed)**

Sydney Civil have completed many projects of this type, size and complexity in the past for other municipal councils. Excellent visual examples were provided with their tender submission showing paving works with all the elements that are relative to the Oxford Street pavement reconstruction.

Many of Sydney Civil's key personnel have over 10 years experience in the civil and landscaping industry.

Sydney Civil own all of their plant, which will be adequate to complete the project. Their proposed program runs for 16 weeks, which is the second longest out of all the programs submitted but did include comprehensive detail such as traffic management plan approval and letter-drops to shop owners.

Although not ISO 9001 compliant Sydney Civil did provide evidence of a comprehensive OH&S system containing SWMS, incident reporting and training register, QA policies and procedures and an example of an EMP for Canterbury Council. Sydney Civil had not suffered any Lost Time Injuries in the past 3 years.

Following a clarification request by Council Sydney Civil provided a price of \$46,700 for service pit adjustments. Although intended to be part of the original Request For Tender, these items were not included in the original submission by Sydney Civil.

Sydney Civil's evaluated price was the highest at \$622,902 (\$576,202 lump sum tender plus \$46,700 probable variations).

*The following information is based on the tenderer interview with Sydney Civil.*

Sydney Civil provided information on traffic management, public liaison and staging of the works to minimise impact on the shopping area and how shop access would be maintained. Sydney Civil were also provided procedures for adjusting service pit levels for the various service providers in the area. Sydney Civil demonstrated knowledge and experience of the site.

### **AYZ Landscapes and Civil – Ranked No 1 (short-listed)**

AYZ Landscapes & Civil have completed many projects of this type, size and complexity in the past, mostly for construction companies. Excellent visual examples were provided with their tender submission showing paving works with all the elements that are relative to the Oxford Street pavement reconstruction.

Many of AYZ Landscapes & Civil's key personnel have over 10 years experience in the civil and landscaping industry.

AYZ Landscapes & Civil own limited plant, however, the size and type of plant are sufficient to undertake the works. Their proposed program runs for seven weeks which seems short, however, this program did not include time for preliminaries such as traffic management plan approval (allow 3 weeks for preliminaries).

AYZ Landscapes & Civil did provide evidence of comprehensive OH&S systems containing Job Safety Assessments (JSA), hazard reporting and toolbox talks. AYZ Landscapes & Civil did not provide evidence of a company QA system but did state that they produce a quality plan for each project. Environmental policies and procedures were also submitted with their submission which were considered to be acceptable for this type of project. AYZ Landscapes & Civil have not suffered any Lost Time Injuries in their past four contracts.

AYZ Landscapes & Civil's financial capability has not yet been determined. The tender evaluation panel has contacted AYZ Landscape & Civil references which have all been favourable. AYZ have installed paving works for Woollahra Council recently which was satisfactory.

Council's project manager and commissioning officer have visited some of the AYZ Landscape & Civil sites in Parramatta and Double Bay and were satisfied with the standard of the installations.

Referees were contacted for AYZ and their opinions were sought on AYZ's previous projects. Projects were completed on time and to budget with limited variations. The quality of AYZ's workmanship was described by all the referees as being very good.

Following a clarification request by Council AYZ have provided an additional price of \$19,350 for paver infill service pit lids. Although intended to be part of the original Request For Tender, this item was not included in the original submission by AYZ.

AYZ Landscapes & Civil's evaluated price was the lowest at \$299,917 (\$280,567 lump sum tender plus \$19,350 probable variations).

*The following information is based on the short-listed tenderer interview with AYZ Landscapes and Civil.*

AYZ provided good detail when asked about issues relating to traffic management, public liaison and staging of the works to minimise impact on the shopping area. AYZ provided site specific details on how pedestrians would be managed around the site, how shop access would be maintained and how traffic and bus lanes would be managed. AYZ also described how Telstra contractors would be coordinated within the footpath upgrade stages so as to minimise time spent working in front of shops.

AYZ's tender price was low compared with the other tenderers. The tender panel raised this issue and AYZ confirmed their prices. AYZ confirmed that all associated costs for traffic management and community liaison are included in their prices. Traffic management was a large component in the other tenderers' submissions.

AYZ also advised that items such as service lid adjustments had been factored into their rates for laying the pavers.

### **Highest Ranked Tender Risk Assessment**

The following risk assessment is designed to identify potential risks to Council and the project from the highest ranked tenderer's proposal and suggest mitigation measures to reduce any risks that could impact significantly on Council and the project; specifically program, project management and financial issues.

## 1. Program

Benefit: A shorter construction time means less disruption to pedestrian and vehicular traffic.

Risk: The project may not be completed in the specified time. The time of seven weeks submitted by AYZ (plus and extra 3 weeks for preliminaries) is short in comparison to other tenderers' submissions.

### Impact/Consequence

- (a) The footpath area will be unavailable for a longer time. Access to shops may be restricted for extended periods of time. This can be managed by the Contractor and Council's project manager.
- (b) There would be little impact on vehicular traffic.
- (c) Relocated bus stops could continue to operate.
- (d) There is a six week leeway between the AYZ program (plus preliminaries) and the 2<sup>nd</sup> ranked tenderer.

According to three of AYZ's referees who were contacted, works programs for their jobs, similar in size to this Oxford Street footpath reconstruction, were completed on time. Based on past performance Council staff are prepared to accept AYZ's tendered program.

## 2. Project Management

Benefit: Council's involvement in day-to-day coordination of project aspects (public liaison, service provider liaison, etc.) is minimal.

Risk: AYZ has not demonstrated previous project management experience with specific requirements relevant to this project in Oxford Street (e.g. liaison with shop owners).

### Impact/Consequence

- (a) Potential for disruption to community and local businesses.
- (b) Council's public relations damaged.

### Remedy/Safeguards

- (a) Regular inspections by Council's project manager.
- (b) Assistance and guidance to Contractor by Council's project manager in preparing project management documents such as Traffic and Pedestrian Management Plans, notification of works to shop owners and providing a public relations liaison.
- (c) Experienced Sub-contractors to be used. The pavement works will be carried out by Ezy Pave, a specialist pavement installer.

## 3. Financial

Benefit: Council benefits by the work being completed at the lowest price.

Risk: The cost of the work may have been underestimated and AYZ may seek to make up shortfall by variations or the contractor may not be able to finish the work.

Impact/Consequence

- (a) Work will come to a stop.
- (b) Potential legal costs, which may not be recoverable if contractor goes bankrupt.
- (c) Some variations may be granted by the superintendent. These will have to be justified by variations ordered by Council to scope of works or due to latent conditions. (It is considered unlikely these would amount to the \$194,239 price difference between AYZ and the next lowest tender.)

Remedy/Safeguards

- (a) **Financial Capacity**  
A financial check is currently being undertaken by Australian Business Research (ABR). Considering AYZ has undertaken projects of a similar size, or larger, to the Oxford Street footpath reconstruction AYZ would appear to have the financial capability to carry out the works.

Additionally, the contract requires a 5% security deposit to be provided to Council before the work starts and a further 10% of each payment claim is retained until 5% of the contract sum is reached. The retention money may be returned at Practical Completion and the security deposit is returned at the end of defects liability period, which is twelve months.

- (b) **Tenderer's Rates**  
Council does have a completed Schedule of Rates from AYZ for all project items to call upon should there be any dispute regarding prices.
- (c) **Variations**  
Variation claims can be made by any of the contractors and the only mitigation is good documentation, a clear scope of work and good management of the project, including close scrutiny of variation claims. The documentation has been checked and it is unlikely any substantial variation will occur. Variations must also be agreed by both parties.

AYZ referees had also stated that AYZ are not prone to seek variations.

Table 3 shows the scores and rankings of all tenders considered.

*NOTE: Any additional prices excluded from the tenderer's lump sum, but considered as probable variations to complete the contract works as described in the scope of works, were included in the price evaluation.*

**Table 3**

<b>TENDERER</b>	<b>Tender &amp; Business Requirements</b> <i>Weighting: 5</i>	<b>Demonstrated Experience</b> <i>Weighting: 15</i>	<b>Company Resources</b> <i>Weighting: 10</i>	<b>Program</b> <i>Weighting: 10</i>	<b>Quality Management</b> <i>Weighting: 10</i>	<b>OHS &amp; Environmental Capabilities</b> <i>Weighting: 10</i>	<b>Price Components</b> <i>Weighting: 40</i>	<b>Total Score</b> <i>Weighting: 100</i>	<b>Ranking</b>
Statewide Civil	5	7.5	8.13	5	2.5	6.88	27.42	62.42	<b>5</b>
GMW Urban	5	15	9.38	7.5	10	8.75	17.51	73.13	<b>4</b>
Kingston Civil	5	15	8.75	7.5	7.5	7.5	23.76	75.01	<b>3</b>
Sydney Civil	5	15	8.13	7.5	7.5	9.38	23.41	75.91	<b>2</b>
AYZ Landscapes & Civil	5	15	6.88	5	7.5	8.75	40	88.13	<b>1</b>

1. **Tender & Business Requirements:** Tenderers were asked to provide fundamental tender information in the form of Response to Tender, collusive tendering & conflict of interest declarations, GST particulars and insurance information.
2. **Demonstrated Experience:** Tenderers were asked to provide details of past works including description and size of contracts and visual examples in the form of photos.
3. **Company Resources:** Tenderers were asked to provide details of key personnel, proposed subcontractors and plant and equipment available to this project.
4. **Program:** Information was requested from the tenderer demonstrating their understanding of staging the works, work activities required to complete the project and timeframe over which those work activities and stages would be carried out.
5. **Quality Management:** Information was requested from the tenderer demonstrating quality systems and any accreditations in this area.
6. **OHS & Environmental Capabilities:** Information was requested from the tenderer pertaining to OH&S and environmental systems and any accreditations in these areas. Statistics for lost time injuries were also assessed.
7. **Price Components:** The panel assessed the risk of qualifications, all rates provided and the apparent risk of any claims. Any additional prices excluded from the tenderer's lump sum, but considered as probable variations to complete the contract works as described in the scope of works, were included in the price evaluation. The lowest evaluated tender price is allocated 100% for that weighting. Other tenderers' prices are then ranked by a percentage fraction of the lowest price.

### **Tender Assessment Panel Opinion**

The tender panel is of the opinion that the tender of AYZ Landscapes & Civil is the most advantageous to Council in terms of value for money, quality of work and the ability to complete the works within an acceptable time frame.

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

Council has allocated \$400,000 in its capital expenditure budget for 2007/2008 for the Oxford Street and Glenmore Road footpath reconstruction works. This price also includes the design costs which is \$32,500 leaving \$367,500 for construction.

Should Council contract AYZ Landscapes & Civil for the lump sum price of \$280,567 this would leave a surplus of \$86,933 (subject to any variations and additional project management costs that may be associated with the delivery of this project.)

### **Conclusion:**

The tender panel recommends that the footpath, kerb and gutter reconstruction contract be let to AYZ Landscapes & Civil for a lump sum of \$280,567 (excluding GST).

Trent Scrivener  
Project Engineer

Warwick Hatton  
Director Technical Services

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**Annexures:** *none*

**Item No:** R2 Recommendation to Council  
**Subject:** 2007/2008 Budget Review for the Quarter Ended 31 March 2008  
**Author:** Michelle Phair – Team Leader Financial Services  
**File No:** 331.G  
**Reason for Report:** To report on the review of the 2007/2008 Budget for the quarter ended 31 March 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 Statement of Financial Performance (below) for the current year shows our operating result will increase by \$7,342,590 including Cosmopolitan Centre funds of \$6,500,000. The forecast indicates our unrestricted current ratio has improved from 2.39:1 to 2.95:1. Notwithstanding this, the revised forecast of Council's expenditure and income indicate a small decrease in working funds by \$93,659 to \$3,168,804. Full details of the variations are provided later in the report. A reconciliation between the working funds and operating results is provided with the Statement of Financial Performance.

Overall, at these levels, our financial position will remain sound.

**BUDGET 2007/2008**  
**STATEMENT OF FINANCIAL PERFORMANCE**

	<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	35,616,588	35,703,250	35,763,917	100.2	60,764	35,764,014
Fees & Charges	5,022,944	5,111,975	3,986,424	78.0	107,637	5,219,612
Interest	2,897,400	2,957,400	2,059,927	69.7	15,389	2,972,789
Grants & Contributions	2,547,316	2,652,928	1,713,259	64.6	9,678	2,662,606
Other Revenue	10,701,007	11,062,664	8,277,301	74.8	61,833	11,124,497
	<b>56,785,255</b>	<b>57,488,217</b>	<b>51,800,827</b>	<b>90.1</b>	<b>255,301</b>	<b>57,743,518</b>
<b>OPERATING EXPENSES</b>						
Employee Costs	25,927,086	25,747,151	19,588,459	76.1	-3,200	25,743,951
Materials & Contracts	10,239,824	11,260,279	8,238,030	73.2	224,434	11,484,713
Borrowing Costs	467,387	258,989	91,060	35.2	0	258,989
Depreciation	8,907,684	8,907,684	6,995,433	78.5	0	8,907,684
Other Costs	10,103,032	10,299,002	8,051,735	78.2	130,469	10,429,471
	<b>55,645,013</b>	<b>56,473,105</b>	<b>42,964,718</b>	<b>76.1</b>	<b>351,703</b>	<b>56,824,808</b>
<b>CAPITAL REVENUES</b>						
Capital Grants & Contributions	1,658,883	2,604,801	9,950,841	382.0	7,386,030	9,990,831
Net Gain/(Loss) on Sale of Assets	-311,970	-30,246	-116,020	383.6	52,962	22,716
<b>CHANGE IN NET ASSETS</b>	<b>2,487,155</b>	<b>3,589,667</b>	<b>18,670,930</b>		<b>7,342,590</b>	<b>10,932,257</b>
<b>LESS:</b>						
					Forecast increase in Capital Expenditure	15,650
					Transfers to Reserve from Operating	-7,450,946
					Reduction in utilisation of Reserves	
<b>ADD:</b>						
					Transfers from Reserves for Operating	-19,170
					Transfers from Reserves for Capital	18,217
					Reduction in Section 94 Interest	
<b>Working Funds Movement</b>						<b>-93,659</b>

In addition to the Statement of Finance Performance above, Council's Statement of Financial Position 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 Major Variations

The following table summarises by Division, Cost Centre 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> <ul style="list-style-type: none"> <li>- Equipment Purchases &lt;\$3k</li> <li>- Community Grants</li> <li>- Transfer from Reserve</li> <li>- Council Building Hire</li> </ul>	<p style="text-align: right;">8</p> <p style="text-align: right;">40</p> <p style="text-align: right;">(40)</p> <p style="text-align: right;">(10)</p>	<p>Additional furniture required for Annexe office and community facilities.</p> <p>As per Council resolution of 14 March 2008. Transfer of \$40k from reserve (Holdsworth St) to fund Community Grants.</p> <p>Refer comment above.</p> <p>Increased income anticipated for hire of Vaucluse Bowling Club, Canonbury Cottage and Cooper Park Community Hall.</p>
<i>Library Services (104):</i> <ul style="list-style-type: none"> <li>- Temporary Staff</li> <li>- Fines</li> <li>- Local History Consultant Income</li> </ul>	<p style="text-align: right;">8</p> <p style="text-align: right;">6</p> <p style="text-align: right;">(9)</p>	<p>Temporary staff required to fill vacancies for extended staff leave.</p> <p>Fines income tracking lower than anticipated.</p> <p>Due to increase in fees, better costing methods and increased research requests.</p>
<i>Community Development (105):</i> <ul style="list-style-type: none"> <li>- Woollahra Preschool</li> </ul>	<p style="text-align: right;">26</p> <p style="text-align: right;">(26)</p>	<p>Preschool expenditure increase for equipment purchases, cleaning and temporary staff. Increase is offset by contributions for equipment and fee income higher than anticipated.</p> <p>Refer comment above.</p>
<b>Fuel Adjustment for Community Services</b>	(4)	Fuel expense has been adjusted across the Council fleet in response to higher fuel prices.
<b>Small variations within Community Services:</b>	2	
<b>Total variation for Community Services:</b>	<b>1</b>	
<b>CORPORATE SERVICES:</b>		
<i>Risk Management (202):</i> <ul style="list-style-type: none"> <li>- Insurance Premium</li> <li>- Legal</li> <li>- Claims Recovery</li> <li>- Self Funded Losses</li> <li>- Workers Compensation Claims Recovery</li> </ul>	<p style="text-align: right;">(15)</p> <p style="text-align: right;">8</p> <p style="text-align: right;">(18)</p> <p style="text-align: right;">85</p> <p style="text-align: right;">(10)</p>	<p>Saving on Public Liability / Professional Indemnity Insurance.</p> <p>Legal costs increase primarily due to Inquest into death at Lighthouse Reserve.</p> <p>Increase claims recovery (\$3k) for Public Liability damages in Paddington. (\$15k) in Council's Property Insurance.</p> <p>Increase in self-funded losses. \$65k in public liability claims, \$15k Workers Compensation claims and \$5k in Council's Property Insurance claims.</p> <p>Increase claims recovery due to an increase in workers compensation claims.</p>

<b>Item</b>	<b>Variation (Favourable)/ Unfavourable \$'000</b>	<b>Comment</b>
<ul style="list-style-type: none"> <li>- General Consultants</li> <li>- Risk Management Bonus</li> <li>- Claims Recovery</li> </ul>	<ul style="list-style-type: none"> <li>(18)</li> <li>(21)</li> <li>(20)</li> </ul>	<ul style="list-style-type: none"> <li>Reduced requirement for General Consultants in Workers Compensation (\$10k) and Council's Property Insurance (\$8k).</li> <li>Higher than anticipated Risk Management Bonus received for Workers Compensation Insurance.</li> <li>Increased claims recovery for Council's Property Insurance.</li> </ul>
<p><i>Governance (203):</i></p> <ul style="list-style-type: none"> <li>- Records Mgmt - Postage</li> </ul>	<ul style="list-style-type: none"> <li>13</li> </ul>	<ul style="list-style-type: none"> <li>Additional postage costs including large development mail outs</li> </ul>
<p><i>Finance (205):</i></p> <ul style="list-style-type: none"> <li>- Legal Expense</li> <li>- Credit Card Usage Fees</li> <li>- Section 94 Levies</li> <li>- Transfer to Reserve</li> <li>- Interest on Overdue Rates &amp; Charges</li> <li>- Transfer to Reserve</li> <li>- Rates Abandoned</li> </ul>	<ul style="list-style-type: none"> <li>50</li> <li>(10)</li> <li>(840)</li> <li>837</li> <li>(15)</li> <li>60</li> <li>(40)</li> </ul>	<ul style="list-style-type: none"> <li>Raise legal expense for action against Investment Advisor.</li> <li>Increase usage of credit cards.</li> <li>Section 94A levies received.</li> <li>Transfer of levies to reserve.</li> <li>Increase interest to be received on overdue rates and charges.</li> <li>Increase interest transfer to reserve on section 94 levies.</li> <li>Decrease in anticipated rates abandoned.</li> </ul>
<p><i>Human Resource Management (206):</i></p> <ul style="list-style-type: none"> <li>- Corporate Training</li> <li>- Recruitment</li> </ul>	<ul style="list-style-type: none"> <li>35</li> <li>35</li> </ul>	<ul style="list-style-type: none"> <li>Increase in staff training. Increase is offset by additional grant income previously recognised.</li> <li>Recruitment continues at a high level. There has been recruitment for 2 Manager positions in the 3rd Qtr. These recruitment campaigns are more expensive, especially when using an agency. There has also been an increase in the number of positions being re-advertised. Resignations have been received at double the rate of the previous quarter.</li> </ul>
<p><i>Information Technology (207):</i></p> <ul style="list-style-type: none"> <li>- Information Systems Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>8</li> </ul>	<ul style="list-style-type: none"> <li>Additional software licence cost for Library database due to increase in users that access the online library catalogue. Network hardware support costs have been higher than anticipated.</li> </ul>
<p><b>Fuel Adjustment for Corporate Services</b></p>	<ul style="list-style-type: none"> <li>5</li> </ul>	<ul style="list-style-type: none"> <li>Fuel expense has been adjusted across the Council fleet in response to higher fuel prices.</li> </ul>
<p><b>Small variations within Corporate Services:</b></p>	<ul style="list-style-type: none"> <li>19</li> </ul>	
<p><b>Total variation for Corporate Services:</b></p>	<ul style="list-style-type: none"> <li>148</li> </ul>	
<p><b>TECHNICAL SERVICES:</b></p>		
<p><i>Public Infrastructure (302):</i></p> <ul style="list-style-type: none"> <li>- Temporary Staff</li> </ul>	<ul style="list-style-type: none"> <li>(12)</li> </ul>	<ul style="list-style-type: none"> <li>Reduced requirement for temporary staff due to utilisation of trainee staff.</li> </ul>

Item	Variation (Favourable)/ Unfavourable \$'000	Comment
<ul style="list-style-type: none"> <li>- General Consultants</li> <li>- General Contracts</li> <li>- Work Zone Charges</li> <li>- Stand on Road Income</li> <li>- Sundry Income</li> <li>- Design</li> </ul>	<ul style="list-style-type: none"> <li>(12)</li> <li>(22)</li> <li>(160)</li> <li>8</li> <li>(10)</li> <li>126</li> </ul>	<ul style="list-style-type: none"> <li>Decrease in consultants of (\$41k), includes reduction in traffic counts due to RTA undertaking counts plus Residential Parking Study Review costs were absorbed internally. Increase in consultants \$29k due to RTA requirements for Paddington 40km/hr zone; parking meter parking study as a result of council resolution; and for Kings Rd flood risk investigation.</li> <li>Anticipated costs for parking meter maintenance have not been incurred.</li> <li>Additional works.</li> <li>Anticipated reduction in fees paid.</li> <li>Additional income for 9a Cooper Park Rd easement.</li> <li>Transfer of budget only from Civil Works to new cost centre for design works.</li> </ul>
<p><i>Civil Works (303):</i></p> <ul style="list-style-type: none"> <li>- Asset Management</li> <li>- Work Zone Charges</li> </ul>	<ul style="list-style-type: none"> <li>(126)</li> <li>(12)</li> </ul>	<ul style="list-style-type: none"> <li>Transfer of budget only to Public Infrastructure for new design cost centre.</li> <li>Small percentage of Work Zone charges have been applied to Traffic Signs &amp; Lines area to cover the cost of installations.</li> </ul>
<p><i>Public Open Space (305):</i></p> <ul style="list-style-type: none"> <li>- General Consultants</li> <li>- Legal expenses</li> <li>- Salaries &amp; Wages</li> <li>- Sportsfield Leases</li> </ul>	<ul style="list-style-type: none"> <li>25</li> <li>4</li> <li>35</li> <li>(10)</li> </ul>	<ul style="list-style-type: none"> <li>General consultants engaged to eliminate DA backlog caused by staff vacancies.</li> <li>Legal costs associated with TPO breaches.</li> <li>Transfer of budget from Property &amp; Projects area as a result of staffing movements.</li> <li>Increased income forecast next quarter as part of winter ground hire.</li> </ul>
<p><i>Property &amp; Projects (306):</i></p> <ul style="list-style-type: none"> <li>- Car Park Leases</li> <li>- Recurrent Contracts</li> <li>- Salaries &amp; Wages</li> <li>- Salaries &amp; Wages</li> <li>- Temporary Staff</li> <li>- Legal Expense</li> <li>- Materials: Goods &amp; Services</li> <li>- Electricity &amp; Water Rates</li> <li>- Recovered costs</li> <li>- Lease – Schindler Building</li> <li>- Cosmopolitan Centre</li> <li>- Transfer to Reserve</li> </ul>	<ul style="list-style-type: none"> <li>75</li> <li>(30)</li> <li>(35)</li> <li>(12)</li> <li>25</li> <li>11</li> <li>(16)</li> <li>(25)</li> <li>30</li> <li>107</li> <li>(6,500)</li> <li>6,500</li> </ul>	<ul style="list-style-type: none"> <li>Carpark lease income is less than anticipated for Grafton Street carpark, this is partially offset by decrease in recurrent contracts.</li> <li>Recurrent contracts for carparks is lower due to lower than expected income.</li> <li>Transfer of budget only to Public Open Space</li> <li>Reverse previous transfer from temporary staff to salaries &amp; wages due to staff vacancy.</li> <li>Increase in temporary staff costs due to vacancy. Partially offset by transfer from salaries &amp; wages, refer above.</li> <li>Additional advice required on Cosmopolitan Centre with regard to GST treatment.</li> <li>Materials expense is down across all areas.</li> <li>Decrease across all areas in electricity and water rates charges.</li> <li>Matters ongoing. Costs will not be recovered this year.</li> <li>It is unlikely that the building will be tenanted by year end.</li> <li>Cosmopolitan Centre agreement contribution.</li> <li>Transfer Cosmopolitan Centre funds to</li> </ul>

Item	Variation (Favourable)/ Unfavourable \$'000	Comment
		reserve.
<p><b>Depot &amp; Waste (307):</b></p> <ul style="list-style-type: none"> <li>- Domestic Waste Services (41)</li> <li>- Transfer to DWM Reserve 41</li> <li>- Trade Waste Services (72)</li> <li>- Stores Issue 8</li> <li>- Tipping Charges (42)</li> <li>- DWM funding 42</li> <li>- Street Cleaning Service (16)</li> <li>- General Consultants 62</li> </ul>		<p>Domestic Waste Charges higher than anticipated across services including; Additional Waste Services (22), Crate Sales (13), Mobile Bin Sales (3), Bin Repairs (2). Refer to comment above.</p> <p>Trade Waste Charges higher than anticipated across services including; Mobile Bin Service (35), Sale of Recycling Material (20), Commercial Paper Service (14), Paid Waste Service (3). Increase is a result of approximately 40 new customers in the last quarter plus the recent signing of a new contract leading to higher revenue for paper.</p> <p>Stores issue higher due to increase usage reflected above in higher income.</p> <p>Decrease requirement for tipping in Garden Refuse area.</p> <p>Refer to comment above.</p> <p>Increase in Paid Waste Services. Consultant engaged to review Business Centre and Street Cleaning operations and schedules prior to entering into discussions for new enterprise agreements.</p>
<b>Fuel Adjustment for Technical Services</b>	55	Fuel expense has been adjusted across the Council fleet in response to higher fuel prices.
<b>Small variations within Technical Services:</b>	(32)	
<b>Total variation for Technical Services:</b>	(31)	
<b>PLANNING &amp; DEVELOPMENT:</b>		
<p><b>Strategic Planning (402):</b></p> <ul style="list-style-type: none"> <li>- Certificates Income (40)</li> </ul>		Increase in s.603 Certificates.
<p><b>Development Control (404):</b></p> <ul style="list-style-type: none"> <li>- Temporary Staff 10</li> <li>- Assessment Consultants 10</li> <li>- Advertising (10)</li> <li>- Printing &amp; Stationery 9</li> <li>- s.82 A Review Fees (4)</li> <li>- s.96 Amendment Fees (10)</li> <li>- Perusal Fees (2)</li> <li>- Pre-Lodgement Advice Fees (2)</li> </ul>		<p>Temporary Staff required to cover extended leave in advertising and development control areas.</p> <p>Assessment Consultants required to cover cost of reviews requested by Council.</p> <p>Advertising fees are not tracking as high as anticipated due to a slowing of Development Application Fees.</p> <p>Printing costs for Class 1 appeals.</p> <p>Increase in anticipated fee income.</p> <p>Increase in anticipated fee income.</p> <p>Increase in anticipated fee income.</p> <p>Increase in anticipated fee income.</p>
<b>Compliance (406):</b>		

<b>Item</b>	<b>Variation (Favourable)/ Unfavourable \$'000</b>	<b>Comment</b>
<ul style="list-style-type: none"> <li>- Legal Costs</li> <li>- File Retrieval &amp; Archival Costs</li> <li>- Construction Certificate Applications</li> <li>- Compliance Levy</li> <li>- Strata Subdivision Certificates</li> <li>- Fire Safety Fines Income</li> <li>- IPB Processing Charges</li> <li>- Parking Resident Permits</li> </ul>	<ul style="list-style-type: none"> <li>80</li> <li>6</li> <li>20</li> <li>30</li> <li>5</li> <li>20</li> <li>(63)</li> <li>(10)</li> </ul>	<ul style="list-style-type: none"> <li>Proposed increase is conservative due to the number of significant enforcement matters throughout the year.</li> <li>Cost of retrieving archived files is above estimate. No more than 4 years of development consents able to be retained on-site.</li> <li>Number of construction certificates significantly below initial estimates. Council's market share of constructions certificates has dropped to 18.8% for the year to March 2008. It is likely that the fall in the number of certificates is a result of Council's strict stance on requiring full compliance with development consents and due to Council's turnaround times.</li> <li>The compliance levy is linked to the estimated value of development applications lodged for the period. The levy is down due to the slowing of development applications being submitted to Council.</li> <li>Decrease due to legislation changes which permit accredited certifiers to issue strata certificates.</li> <li>Council's Fire Officer has instigated a system whereby reminder notices are being issues up to 6 weeks before fire safety statement is due, thereby resulting in better compliance than in the past. As a result the need to issue fines has decreased.</li> <li>The number of parking penalty infringement notices issued this year are below original estimates due to unexpected staff shortages and a wetter year restricting the staff's ability to issue PINs.</li> <li>Expiry date of resident parking permits now staggered throughout year and flow of income should be more consistent.</li> </ul>
<b>Fuel Adjustment for Planning &amp; Development</b>	6	Fuel expense has been adjusted across the Council fleet in response to higher fuel prices.
<b>Small variations within Planning &amp; Development:</b>	(6)	
<b>Total variation for Planning &amp; Development:</b>	49	
<b>Total Variance in Operating Funds</b>	167	
<b>CAPITAL BUDGET</b>		
<b>CORPORATE SERVICES</b>		
<i>Information Technology</i>	(8)	Traffic Application project has been cancelled.
<b>TECHNICAL SERVICES:</b>		

<b>Item</b>	<b>Variation (Favourable)/ Unfavourable \$'000</b>	<b>Comment</b>
<i>Public Infrastructure</i>	25	A number of re-allocations have been made between projects including a transfer from the Property & Projects budget to consolidate bus shelter replacement projects \$25k and funds from the deferred O'Sullivan Rd Project \$27k have been transferred to Gurner Lane footpath widening project as per report to council 21/01/2008.
<i>Open Space</i>	10	A number of re-allocations have been made between projects including transfer from the Environment levy of \$65k for Christison Park Irrigation Upgrade as per report to C&W 17/03/2008.
<i>Property &amp; Projects</i>	(13)	A number of re-allocations have been made between projects. Program includes a transfer to Public Infrastructure of (\$25k) to consolidate bus shelter projects. Trumper Park Electrical works have been included \$24k to upgrade existing electrical installation. Small savings have been achieved across a range of projects.
<i>Infrastructure Renewal</i>	(10)	A number of re-allocations have been made between projects including budget transferred to Public Infrastructure re. deferred O'Sullivan Rd project.
<i>Environmental Works</i>	(9)	A number of re-allocations have been made between projects including; funds transferred to Open Space for Christison Park Irrigation Upgrade, Grant awarded from Dept of Environment & Climate Change (\$25k) for Strategic Review of EWP, Transfer from environmental levy for beach cleaning project \$105k as per report to C&W 21/04/2008, Transfer to environmental levy due to cancellation of Vaucluse House Creek project (\$40k) as the creek is the responsibility of the Historic Houses Trust.
<i>Plant Replacement</i>	(68)	A number of re-allocations have been made across the Plant Replacement budget. Decrease in plant replacement is due to a Hino Ranger costing less than anticipated (\$57k) and one utility sold but not replaced (\$25k), these decreases are offset by a number of small increases across individual plant items \$14k.
<b>Total Variance in Capital Funds</b>	<b>(73)</b>	
<b>TOTAL DECREASE IN WORKING FUNDS</b>		<b>94</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 Statement of Financial Performance (Annexure 1) shows a rise in our operating result of \$7,342,590 which includes \$6,500,000 receipt of funds from the Cosmopolitan Centre agreement. The major changes giving rise to the improvement have been detailed in the report. The Statement of Financial Position (Annexure 2) shows improved liquidity at 2.95:1 with working funds position at \$3,168,804.

Having regard to the initial estimates of income and expenditure, and the proposed variations, Council's financial position will remain sound at 30 June 2008.

Michelle Phair  
Team Leader Financial Services

Geoff Clarke  
Director Corporate Services

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**ANNEXURES:**

1. Forecast Statement of Financial Position for the year ending 30 June 2008
2. Forecast Reserve Levels as at 30 June 2008
3. Summary of Capital Budget as at 31 March 2008 with Proposed Variations
4. Revised Forecasts of Expenditure and Income by Manager and Cost Centre

**ANNEXURE 1**

**BUDGET 2007/2008  
BALANCE SHEET**

	<b>Actual 06/07</b>	<b>Revote &amp; Rollovers into 07/08</b>	<b>Original Budget &amp; Revotes</b>	<b>September Forecast 07/08</b>	<b>December Forecast 07/08</b>	<b>March Review 07/08</b>	<b>Revised Forecast 07/08</b>
<b>Current Assets</b>							
Cash & Investments	37,986,774	26,844,722	27,651,646	26,910,879	27,085,540	7,358,240	34,443,780
Receivables	3,329,240	3,329,240	3,300,240	3,300,240	3,300,240		3,300,240
Inventories & Other Assets	206,907	206,907	209,907	209,907	209,907		209,907
Non Current Assets held for sale	0	0	0	0	0		0
Other	953,000	953,000	1,100,000	1,100,000	1,100,000		1,100,000
	<b>42,475,921</b>	<b>31,333,869</b>	<b>32,261,793</b>	<b>31,521,026</b>	<b>31,695,687</b>	<b>7,358,240</b>	<b>39,053,927</b>
<b>Current Liabilities</b>							
Payables	15,994,311	15,994,311	15,500,311	15,500,311	15,500,311		15,500,311
Interest Bearing Liabilities	241,073	241,073	664,182	664,182	705,631		705,631
Provisions	6,896,476	6,896,476	6,900,476	6,900,476	6,900,476		6,900,476
	<b>23,131,860</b>	<b>23,131,860</b>	<b>23,064,969</b>	<b>23,064,969</b>	<b>23,106,418</b>	<b>0</b>	<b>23,106,418</b>
<b>NET CURRENT ASSETS</b>	<b>19,344,061</b>	<b>8,202,009</b>	<b>9,196,824</b>	<b>8,456,057</b>	<b>8,589,269</b>	<b>7,358,240</b>	<b>15,947,509</b>
<b>Non-Current Assets</b>							
Receivables	75,736	75,736	75,736	75,736	75,736		75,736
Investment Properties	11,110,000	11,110,000	11,110,000	11,110,000	11,110,000		11,110,000
Property, Plant & Equipment	634,241,827	645,702,729	652,874,375	653,716,283	654,401,655	-15,650	654,386,005
	<b>645,427,562</b>	<b>656,888,464</b>	<b>664,060,110</b>	<b>664,902,018</b>	<b>665,587,390</b>	<b>-15,650</b>	<b>665,571,740</b>
<b>Non-Current Liabilities</b>							
Payables	0	0	0	0	0		0
Interest Bearing Liabilities	2,601,207	2,601,207	8,284,513	8,284,513	8,420,576		8,420,576
Provisions	482,522	482,522	478,522	478,522	478,522		478,522
	<b>3,083,729</b>	<b>3,083,729</b>	<b>8,763,035</b>	<b>8,763,035</b>	<b>8,899,098</b>	<b>0</b>	<b>8,899,098</b>
<b>NET ASSETS</b>	<b>661,687,894</b>	<b>662,006,744</b>	<b>664,493,899</b>	<b>664,595,040</b>	<b>665,277,561</b>	<b>7,342,590</b>	<b>672,620,151</b>
<b>EQUITY</b>							
Opening Equity	652,220,867	661,687,894	661,687,894	661,687,894	661,687,894		661,687,894
Operating Result	9,467,027	318,850	2,806,005	2,907,146	3,589,667		10,932,257
Closing Equity	<b>661,687,894</b>	<b>662,006,744</b>	<b>664,493,899</b>	<b>664,595,040</b>	<b>665,277,561</b>	<b>0</b>	<b>672,620,151</b>
<b>Working Funds</b>							
Current Assets	19,344,061	8,202,009	9,196,824	8,456,057	8,589,269		15,947,509
ADD:							
Current Prov'n for ELE	6,896,476	6,896,476	6,900,476	6,900,476	6,900,476		6,900,476
Current Deposits	10,577,914	10,577,914	10,577,914	10,577,914	10,577,914		10,577,914
Current Loan Liability	241,073	241,073	664,182	664,182	705,631		705,631
LESS:							
External Restrictions	-8,740,473	-4,608,962	-4,870,077	-4,216,288	-4,375,655		-5,367,926
Internal Restrictions	-21,943,865	-17,735,701	-18,893,057	-18,893,057	-18,887,447		-25,347,075
Other Joint Venture Net Assets	-157,852	-157,852	-157,852	-157,852	-157,852		-157,852
Fair Value Adjustments	-89,873	-89,873	-89,873	-89,873	-89,873		-89,873
	<b>6,127,461</b>	<b>3,325,084</b>	<b>3,328,537</b>	<b>3,241,559</b>	<b>3,262,463</b>	<b>0</b>	<b>3,168,804</b>
<b>Movement in Working Funds</b>		<b>-2,802,377</b>	<b>3,453</b>	<b>-86,978</b>	<b>20,904</b>		<b>-93,659</b>
<b>Restricted Current Ratio</b>	<b>2.95</b>	<b>2.33</b>	<b>2.41</b>	<b>2.40</b>	<b>2.39</b>		<b>2.95</b>
<b>Current Liabilities not to be paid out</b>							
Refundable Deposits & Bonds	7,467,818	7,467,818	7,467,818	7,467,818	7,467,818		7,467,818
Provisions:							
Annual Leave	292,002	292,002	292,002	292,002	292,002		292,002
Sick Leave	905,511	905,511	905,511	905,511	905,511		905,511
Long Service Leave	2,918,827	2,918,827	2,918,827	2,918,827	2,918,827		2,918,827
Gratuities	94,478	94,478	94,478	94,478	94,478		94,478
	<b>11,678,636</b>	<b>11,678,636</b>	<b>11,678,636</b>	<b>11,678,636</b>	<b>11,678,636</b>		<b>11,678,636</b>

**ANNEXURE 2**

**WOOLLAHRA MUNICIPAL COUNCIL  
Forecast Restricted Cash Balances - 30th June 2008**

Externally Restricted Cash		REVOTES		ORIGINAL BUDGET				SEPTEMBER REVIEW	DECEMBER REVIEW	MARCH REVIEW			
Purpose	Closing Balance Jun 07	Transfers From	Closing Balance Jun 07	Transfer To	Interest Earned	Transfers From	Closing Balance Jun 07	Closing Balance Jun 07	Closing Balance Jun 07	Transfer To	Interest Earned	Transfers From	Closing Balance Jun 07
Section 94 Contributions	3,464,706	912,899	2,551,807		200,000		2,751,807	2,751,807	2,751,807	839,963	60,000		3,651,770
Section 94A Contributions	570,277	211,075	359,202	650,000	50,000	644,000	415,202	95,202	115,637			1,242	114,395
Unexpended Grants	625,050	284,538	340,512			68,113	272,399	241,399	241,399			-19,170	260,569
Environmental Levy	1,880,777	1,870,815	9,962				9,962	9,962	9,962				9,962
Infrastructure Levy	639,509	637,184	2,325				2,325	2,325	2,325				2,325
Environmental & Infrastructure Levy	0		0	3,104,000		3,104,000	0	1,590	1,590				1,590
Stormwater Levy	0		0	450,000		450,000	0	24,978	24,978				24,978
Domestic Waste	1,560,155	215,000	1,345,155	620,000		546,772	1,418,383	1,089,026	1,227,958	50,983		-23,397	1,302,338
	<b>8,740,473</b>	<b>4,131,511</b>	<b>4,608,962</b>	<b>4,824,000</b>	<b>250,000</b>	<b>4,812,885</b>	<b>4,870,077</b>	<b>4,216,288</b>	<b>4,375,655</b>	<b>890,946</b>	<b>60,000</b>	<b>-41,325</b>	<b>5,367,926</b>

**Internally Restricted Cash**

Purpose	Closing Balance Jun 07	Transfers From	Closing Balance Jun 07	Transfer To	Interest Earned	Transfers From	Closing Balance Jun 07	Closing Balance Jun 07	Closing Balance Jun 07	Transfer To	Interest Earned	Transfers From	Closing Balance Jun 07
Employee Leave Entitlements	2,022,346	792,933	1,229,413	644,077		644,077	1,229,413	1,229,413	1,229,413				1,229,413
Plant Replacement	301,490		301,490				301,490	301,490	271,970				271,970
Insurance	639,143		639,143			148,357	490,786	490,786	403,786				403,786
Computer	94,614	43,216	51,398				51,398	51,398	51,398				51,398
Infrastructure	1,209,000	525,024	683,976				683,976	683,976	528,976				528,976
Election	150,000		150,000	50,000			200,000	200,000	200,000				200,000
Deposits	6,045,735		6,045,735				6,045,735	6,045,735	6,045,735				6,045,735
Kindergarten	65,559		65,559	22,000			87,559	87,559	87,559				87,559
Property	8,505,913		8,505,913		598,400		9,104,313	9,104,313	8,984,313	6,500,000			15,484,313
Loan Repayments	0		0		547,113	11,800	535,313	535,313	921,223				921,223
Loan Funds	1,814,704	1,814,704	0	6,525,000		6,525,000	0	0	0				0
General Reserve	1,095,360	1,032,287	63,073	100,000			163,073	163,073	163,073			40,372	122,701
	<b>21,943,865</b>	<b>4,208,164</b>	<b>17,735,701</b>	<b>7,341,077</b>	<b>1,145,513</b>	<b>7,329,234</b>	<b>18,893,057</b>	<b>18,893,057</b>	<b>18,887,447</b>	<b>6,500,000</b>	<b>0</b>	<b>40,372</b>	<b>25,347,075</b>

<b>Total Restricted Cash</b>	<b>30,684,338</b>	<b>8,339,675</b>	<b>22,344,663</b>	<b>12,165,077</b>	<b>1,395,513</b>	<b>12,142,119</b>	<b>23,763,134</b>	<b>23,109,345</b>	<b>23,263,102</b>	<b>7,390,946</b>	<b>60,000</b>	<b>-953</b>	<b>30,715,001</b>
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**Capital Expenditure Summary  
Expenditure & Commitments to Period 9**

	<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>
910 - Domestic Waste	0	0	250,000	0	191,102	191,102	76.4	0	250,000
920 - Roads and Kerb & Gutter Infrastructure	0	27,293	27,293	5,190	18,790	23,980	87.9	0	27,293
930 - Drainage Infrastructure	0	0	0	-70	0	-70	0.0	0	0
933 - Traffic Infrastructure	546,500	479,966	1,026,466	355,923	50,880	406,803	39.6	27,500	1,053,966
938 - Open Space Capital Works Project Mgmt	40,000	0	40,000	32,898	0	32,898	82.2	0	40,000
939 - Parks & Reserves	822,500	493,314	1,640,932	408,791	239,386	648,177	39.5	6,634	1,647,566
941 - Playgrounds	55,000	133,639	285,405	5,048	39,162	44,210	15.5	-9,855	275,550
942 - Sportsfields	80,000	61,153	145,076	42,137	0	42,137	29.0	65,000	210,076
945 - Streetscapes	7,344,550	4,997,077	12,942,741	5,103,517	1,459,811	6,563,328	50.7	25,011	12,967,752
949 - Infrastructure Renewal Program	251,540	1,475,839	1,588,110	847,371	106,471	953,842	60.1	17,885	1,605,995
950 - Library General	267,500	83,252	387,502	166,617	36,783	203,399	52.5	0	387,502
953 - Library - Paddington	53,000	0	53,000	30,378	9,072	39,450	74.4	0	53,000
954 - Community Services	99,700	0	99,700	48,477	6,997	55,474	55.6	0	99,700
959 - Environmental Works Program	350,000	2,358,138	2,432,679	577,695	219,230	796,925	32.8	-58,000	2,374,679
968 - Stormwater Levy Works	397,500	0	258,565	17,241	32,700	49,941	19.3	0	258,565
969 - Environmental & Infrastructure Program	3,855,338	0	4,163,542	1,740,789	1,067,944	2,808,733	67.5	-5,385	4,158,157
981 - Computers & Office Equipment	378,000	100,301	496,902	126,734	45,652	172,386	34.7	-8,000	488,902
982 - Commercial/Leased Properties	55,000	133,410	193,783	87,463	24,500	111,963	57.8	-710	193,073
983 - Sportsfield Buildings	5,000	0	15,701	15,701	0	15,701	100.0	24,000	39,701
984 - Parks / Ovals Buildings	35,000	23,289	58,289	21,779	0	21,779	37.4	-1,510	56,779
985 - Depots	25,000	0	50,000	26,342	22,802	49,144	98.3	-3,360	46,640
986 - Council Offices	85,000	123,397	206,167	96,384	44,895	141,279	68.5	-26,011	180,156
987 - Community Facilities	147,500	171,759	361,649	107,192	78,218	185,410	51.3	-32,268	329,381
988 - Library Buildings	57,000	134,915	250,665	0	0	0	0.0	0	250,665
989 - Car Parks	45,000	45,000	286,326	176,401	7,200	183,601	64.1	1,940	288,266
990 - Plant Replacement Program	2,455,230	619,160	3,259,027	2,046,906	805,953	2,852,859	87.5	-38,521	3,220,506
	<b>17,450,858</b>	<b>11,460,902</b>	<b>30,519,520</b>	<b>12,086,904</b>	<b>4,507,547</b>	<b>16,594,451</b>	<b>54.4</b>	<b>-15,650</b>	<b>30,503,870</b>

**ANNEXURE 4**

**Budget Review by Manager and Cost Centre**

as at 31 March 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	1,117,131	1,089,378	796,503	73	48,372	1,137,750
Income	-134,813	-159,813	-79,565	50	-50,372	-210,185
<b><i>104 Library Services</i></b>						
<b><i>512 Library Information Services</i></b>						
Expenditure	450,329	459,911	384,137	84	1,900	461,811
Income	-15,100	-21,061	-24,141	115	-11,400	-32,461
<b><i>513 Library - Paddington Service</i></b>						
Expenditure	378,572	378,572	258,424	68	0	378,572
Income	-190,100	-190,100	-93,830	49	0	-190,100
<b><i>515 Library Admin. Collection Support</i></b>						
Expenditure	790,591	799,591	609,266	76	3,910	803,501
Income	-160,050	-123,245	-109,260	89	2,212	-121,033
<b><i>516 Library Lending Services</i></b>						
Expenditure	642,863	641,698	480,379	75	2,967	644,665
Income	-33,400	-41,235	-22,504	55	6,110	-35,125
<b><i>105 Family &amp; Community Development</i></b>						
<b><i>521 Family &amp; Community Development</i></b>						
Expenditure	473,779	467,147	301,741	65	-10,790	456,357
Income	-40,440	-44,970	-27,651	61	0	-44,970
<b><i>522 EJ Ward Centre Operating</i></b>						
Expenditure	151,101	44,133	51,759	117	7,679	51,812
Income	-62,612	-11,912	-20,935	176	0	-11,912
<b><i>523 Kindergarten</i></b>						
Expenditure	661,277	661,277	506,225	77	26,788	688,065
Income	-661,500	-661,500	-675,785	102	-26,565	-688,065
<b><i>525 Woollahra Community Centre</i></b>						
Expenditure	0	100,512	51,325	51	0	100,512
Income	0	-57,655	-41,908	73	0	-57,655
<b><i>526 Aged &amp; Disability Service Mgt &amp; Planning</i></b>						
Expenditure	0	0	289	-	0	0
Income	0	0	-8,164	-	0	0
<b><i>107 Cultural Development</i></b>						
<b><i>503 Cultural Development</i></b>						
Expenditure	141,757	150,305	119,451	79	0	150,305
Income	-41,455	-38,885	-39,799	102	0	-38,885
<b><i>201 Director Corporate Services</i></b>						
<b><i>771 Executive Services</i></b>						
Expenditure	639,911	664,179	503,303	76	0	664,179
Income	-10,629	-34,897	-8,480	24	0	-34,897
<b><i>202 Risk Management</i></b>						
<b><i>731 Risk Management</i></b>						
Expenditure	384,263	391,363	290,101	74	2,250	393,613
Income	-16,851	-21,099	-17,827	84	-280	-21,379
<b><i>732 Public Liability/Professional Indemnity</i></b>						
Expenditure	1,037,000	1,072,000	1,173,409	109	58,000	1,130,000

## Budget Review by Manager and Cost Centre

as at 31 March 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>
Income	-60,000	-62,737	-64,237	102	-1,500	-64,237
<u>733 Workers' Compensation</u>						
Expenditure	1,253,000	1,340,000	1,309,801	98	5,000	1,345,000
Income	-373,590	-460,590	-225,844	49	-31,000	-491,590
<u>734 Motor Vehicle Insurance</u>						
Expenditure	216,000	276,000	253,776	92	1,000	277,000
Income	-59,418	-59,418	-54,874	92	0	-59,418
<u>735 Council's Property Insurance</u>						
Expenditure	212,000	211,000	196,030	93	-3,000	208,000
Income	-32,948	-61,198	-73,062	119	-20,000	-81,198
<b>203 Governance</b>						
<u>711 Elected Officials</u>						
Expenditure	556,765	557,959	390,657	70	0	557,959
Income	0	-2,440	-2,440	100	0	-2,440
<u>712 Governance</u>						
Expenditure	654,690	654,690	511,441	78	1,957	656,647
Income	-12,720	-14,220	-13,378	94	-2,000	-16,220
<u>713 Records Management</u>						
Expenditure	489,624	489,624	361,981	74	13,000	502,624
Income	-13,844	-13,844	-8,398	61	-1,500	-15,344
<b>205 Finance</b>						
<u>721 Finance</u>						
Expenditure	827,281	867,281	555,058	64	52,356	919,637
Income	-39,973	-39,973	-34,863	87	-2,200	-42,173
<u>722 Rates</u>						
Expenditure	526,190	532,190	454,691	85	-1,200	530,990
Income	-339,359	-353,599	-318,946	90	-9,500	-363,099
<u>800 Statutory Contributions</u>						
Expenditure	2,479,300	2,609,300	1,931,756	74	837,455	3,446,755
Income	-650,000	-675,000	-1,282,456	190	-839,963	-1,514,963
<u>801 Untied Grants</u>						
Expenditure	0	0	0	-	0	0
Income	-1,376,000	-1,393,300	-1,065,826	76	5,500	-1,387,800
<u>802 Interest on Investments</u>						
Expenditure	1,275,400	1,275,400	17,230	1	60,000	1,335,400
Income	-2,897,400	-2,957,400	-2,058,315	70	-15,000	-2,972,400
<u>803 General Rate Income</u>						
Expenditure	3,654,000	3,680,568	0	0	0	3,680,568
Income	-	-	-	-	-	-
Income	28,678,389	28,765,051	28,813,418	100	-39,264	28,804,315
<u>804 Debt Servicing</u>						
Expenditure	1,024,085	1,024,085	210,165	21	0	1,024,085
Income	-11,800	-11,800	0	0	0	-11,800
<b>206 Human Resources</b>						
<u>741 Human Resources Administration</u>						
Expenditure	604,078	624,666	517,443	83	1,900	626,566
Income	-52,034	-52,434	-43,252	82	-1,600	-54,034
<u>742 Corporate Training</u>						
Expenditure	152,500	152,500	156,918	103	35,000	187,500
Income	-17,626	-36,126	-34,971	97	-1,250	-37,376
<u>743 Recruitment</u>						
Expenditure	114,500	194,500	244,832	126	35,219	229,719

## Budget Review by Manager and Cost Centre

as at 31 March 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>
Income	-9,480	-9,480	-7,674	81	0	-9,480
<b><i>207 Information Systems</i></b>						
<u>751 Information Technology Management</u>						
Expenditure	921,011	921,011	661,836	72	925	921,936
Income	-21,029	-21,541	-16,575	77	-88	-21,629
<u>752 Information Systems</u>						
Expenditure	500,200	500,200	450,015	90	7,636	507,836
Income	-9,379	-9,379	-7,593	81	0	-9,379
<u>753 Network - Telecommunications</u>						
Expenditure	157,400	157,620	125,780	80	0	157,620
Income	-2,558	-2,558	-2,071	81	0	-2,558
<b><i>209 Customer Service</i></b>						
<u>611 Customer Service</u>						
Expenditure	966,613	985,963	770,104	78	0	985,963
Income	-73,621	-73,621	-59,605	81	0	-73,621
<b><i>301 Director Technical Services</i></b>						
<u>781 Technical Services Management</u>						
Expenditure	385,530	385,530	296,786	77	0	385,530
Income	-10,510	-10,510	-8,372	80	0	-10,510
<b><i>302 Public Infrastructure</i></b>						
<u>142 Infrastructure Development Assessment</u>						
Expenditure	200,557	200,557	173,966	87	-7,665	192,892
Income	0	0	0	-	0	0
<u>321 Traffic Investigation &amp; Reports</u>						
Expenditure	366,894	428,472	233,518	55	-41,881	386,591
Income	-400,000	-400,000	-576,022	144	-160,000	-560,000
<u>333 Parking Meters</u>						
Expenditure	310,000	310,000	213,119	69	-13,600	296,400
Income	-1,254,000	-1,254,000	-985,794	79	0	-1,254,000
<u>341 Street Lighting</u>						
Expenditure	1,075,000	1,075,000	699,934	65	0	1,075,000
Income	-278,100	-278,100	0	0	0	-278,100
<u>782 Public Infrastructure Management</u>						
Expenditure	116,757	116,757	104,561	90	12,118	128,875
Income	-105,000	-105,120	-43,421	41	-1,880	-107,000
<u>784 Design</u>						
Expenditure	0	0	60,491	-	125,968	125,968
Income	0	0	0	-	0	0
<b><i>303 Civil Works &amp; Assets</i></b>						
<u>221 Drainage Maintenance</u>						
Expenditure	0	0	-2	-	0	0
Income	0	0	0	-	0	0
<u>308 Civil Works - Area A</u>						
Expenditure	407,353	407,353	282,282	69	-6,313	401,040
Income	0	0	-4,867	-	-4,881	-4,881
<u>309 Civil Works - Area B</u>						
Expenditure	405,057	405,057	273,226	67	-34,129	370,928
Income	0	0	-11	-	0	0
<u>310 Civil Works - Reactive Works</u>						
Expenditure	507,179	504,614	382,653	76	21,267	525,881
Income	0	0	-11	-	0	0
<u>311 Road Pavement Maintenance</u>						

## Budget Review by Manager and Cost Centre

as at 31 March 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>
Expenditure	0	0	190	-	0	0
Income	0	0	0	-	0	0
<u>312 Kerb &amp; Gutter Maintenance</u>						
Expenditure	0	0	0	-	0	0
Income	0	0	0	-	0	0
<u>313 Infrastructure Assets Depreciation</u>						
Expenditure	5,771,000	5,771,000	4,578,775	79	0	5,771,000
Income	0	0	0	-	0	0
<u>314 Footpath Maintenance</u>						
Expenditure	0	0	-98	-	0	0
Income	0	0	0	-	0	0
<u>315 Traffic Devices-Lines &amp; Signs</u>						
Expenditure	128,752	128,752	133,345	104	15,516	144,268
Income	-120,000	-120,000	-100,201	84	-12,000	-132,000
<u>316 Restorations</u>						
Expenditure	301,666	420,706	422,744	100	0	420,706
Income	-560,000	-700,000	-495,537	71	0	-700,000
<u>319 Civil Works Management &amp; Admin</u>						
Expenditure	385,336	436,871	371,275	85	6,753	443,624
Income	-79,900	-79,900	-49,954	63	-700	-80,600
<u>444 Harbour Facilities</u>						
Expenditure	0	0	-822	-	0	0
Income	0	0	0	-	0	0
<u>445 Ferry Wharves</u>						
Expenditure	0	0	0	-	0	0
Income	0	0	0	-	0	0
<u>785 Asset Management</u>						
Expenditure	496,353	551,991	150,871	27	-127,084	424,907
Income	-150,200	-178,662	-348	0	0	-178,662
<u>791 Fletcher Street - Operations</u>						
Expenditure	99,615	99,615	83,523	84	0	99,615
Income	0	0	0	-	0	0
<b><u>304 Parks &amp; Street Trees</u></b>						
<u>231 Trees Maintenance</u>						
Expenditure	694,989	715,589	555,026	78	193	715,782
Income	0	-330	-254	77	0	-330
<u>235 Trees View Pruning Service</u>						
Expenditure	34,749	34,749	14,750	42	0	34,749
Income	-37,333	-37,333	-33,052	89	0	-37,333
<u>426 Depot Operations</u>						
Expenditure	112,200	96,200	81,100	84	-4,500	91,700
Income	0	0	0	-	0	0
<u>427 Parks and Street Trees Management</u>						
Expenditure	377,445	388,145	319,607	82	4,684	392,829
Income	-520	-520	-355	68	0	-520
<u>431 Bush Regeneration</u>						
Expenditure	542,734	536,784	430,084	80	636	537,420
Income	0	-115	-691	601	-585	-700
<u>452 Parks Area Team East</u>						
Expenditure	538,057	540,257	426,250	79	3,880	544,137
Income	0	0	-1,436	-	-1,436	-1,436
<u>454 Parks Area Team West</u>						
Expenditure	606,782	599,982	470,657	78	8,124	608,106

## Budget Review by Manager and Cost Centre

as at 31 March 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>
Income	0	0	-4,780	-	-4,780	-4,780
<u>455 Horticultural Projects</u>						
Expenditure	459,677	463,627	381,164	82	3,481	467,108
Income	0	0	0	-	0	0
<b>305 Public Open Space</b>						
<u>411 Public Open Space Management</u>						
Expenditure	148,150	144,030	114,403	79	0	144,030
Income	-330,260	-341,260	-259,647	76	-10,000	-351,260
<u>412 Tree Management</u>						
Expenditure	233,730	288,130	257,126	89	36,550	324,680
Income	-39,755	-44,755	-34,406	77	-1,000	-45,755
<u>413 Public Open Space Planning &amp; Asset Management</u>						
Expenditure	221,272	226,272	150,332	66	-7,603	218,669
Income	0	-230	-182	79	0	-230
<u>783 Sustainability Projects</u>						
Expenditure	49,564	49,564	62,447	126	35,000	84,564
Income	0	-1,500	-1,573	105	-100	-1,600
<b>306 Property and Projects Management</b>						
<u>331 Property Maintenance - Carparks</u>						
Expenditure	913,370	943,282	669,393	71	-45,000	898,282
Income	-1,437,000	-1,437,000	-900,339	63	73,132	-1,363,868
<u>441 Parks/Ovals Buildings Maint &amp; Repairs</u>						
Expenditure	700,857	702,681	537,318	76	-9,000	693,681
Income	-10,000	-10,000	-7,207	72	0	-10,000
<u>442 Property Maintenance - Tennis Courts</u>						
Expenditure	8,511	9,054	4,364	48	43	9,097
Income	-900	-1,200	-1,174	98	-255	-1,455
<u>443 Property Maintenance - Public Toilets</u>						
Expenditure	82,497	74,497	44,256	59	-5,000	69,497
Income	0	0	0	-	0	0
<u>514 Property Maintenance - Libraries</u>						
Expenditure	147,197	146,197	87,933	60	-17,000	129,197
Income	0	0	0	-	0	0
<u>524 Property Maintenance - Community Facilities</u>						
Expenditure	190,654	185,918	133,516	72	-1,156	184,762
Income	-19,330	-20,273	-12,798	63	-119	-20,392
<u>761 Property Services</u>						
Expenditure	289,050	284,100	251,271	88	-101	283,999
Income	-220	-220	-182	83	0	-220
<u>762 Property Projects</u>						
Expenditure	234,963	234,916	168,612	72	-34,702	200,214
Income	-130	-130	-149	114	-30	-160
<u>763 Property Maintenance - Depots</u>						
Expenditure	121,793	108,793	72,842	67	-3,000	105,793
Income	0	0	0	-	0	0
<u>764 Restaurants/Other Commercial</u>						
Expenditure	121,685	124,790	76,362	61	-6,000	118,790
Income	-22,153	-26,550	-18,443	69	0	-26,550
<u>765 Property Maintenance - Council Offices</u>						
Expenditure	655,862	659,691	466,470	71	-5,850	653,841
Income	0	0	0	-	0	0
<u>767 Property Maintenance - Trades Support</u>						
Expenditure	313,479	297,655	220,851	74	-9,567	288,088

## Budget Review by Manager and Cost Centre

as at 31 March 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>
Income	0	0	-182	-	-200	-200
<u>768 Property Management</u>						
Expenditure	331,444	370,745	295,362	80	6,526,226	6,896,971
Income	-1,950,930	-2,127,157	-9,418,134	443	6,366,928	-8,494,085
<u>769 Property Mtce - Street Furniture &amp; Fence</u>						
Expenditure	153,766	153,766	103,378	67	0	153,766
Income	0	0	-2,100	-	0	0
<b><i>307 Depot and Waste Services</i></b>						
<u>241 Waste Services Domestic</u>						
Expenditure	7,148,846	7,138,309	5,419,628	76	47,480	7,185,789
Income	-7,148,844	-7,148,844	-7,171,455	100	-41,280	-7,190,124
<u>242 Waste Services Trade</u>						
Expenditure	921,754	921,754	639,290	69	15,259	937,013
Income	-1,103,000	-1,103,000	-865,434	78	-72,150	-1,175,150
<u>246 Waste Services Recycling</u>						
Expenditure	1,280,324	1,280,324	820,237	64	0	1,280,324
Income	-1,280,324	-1,280,324	-1,036,453	81	0	-1,280,324
<u>247 Waste Services Garden Refuse</u>						
Expenditure	683,205	686,945	501,328	73	-30,984	655,961
Income	-629,723	-639,723	-518,110	81	42,520	-597,203
<u>248 Waste Services Supervision</u>						
Expenditure	501,184	521,184	369,588	71	5,418	526,602
Income	-463,799	-473,799	-376,264	79	0	-473,799
<u>249 Waste Projects</u>						
Expenditure	163,908	242,540	78,787	32	0	242,540
Income	-153,764	-232,911	-208,515	90	0	-232,911
<u>251 Street Cleaning General</u>						
Expenditure	1,571,002	1,555,962	1,154,333	74	32,362	1,588,324
Income	-445,534	-459,782	-392,903	85	-15,574	-475,356
<u>421 Business Centres Streetscape Maintenance</u>						
Expenditure	1,455,165	1,465,665	1,093,296	75	43,979	1,509,644
Income	0	0	-273	-	-350	-350
<u>723 Purchasing/Stores</u>						
Expenditure	183,923	183,923	152,212	83	1,493	185,416
Income	-27,588	-27,588	-22,879	83	0	-27,588
<u>792 Depot &amp; Waste Services Management &amp; Admin</u>						
Expenditure	128,687	127,187	104,310	82	0	127,187
Income	-19,433	-19,433	-15,804	81	0	-19,433
<u>793 O'Dea Ave Depot Operations</u>						
Expenditure	320,589	320,589	210,288	66	13,887	334,476
Income	-95,697	-95,697	-90,008	94	-9,300	-104,997
<u>794 Plant Workshop</u>						
Expenditure	268,740	280,140	224,759	80	8,617	288,757
Income	-30,233	-30,233	-26,118	86	-1,640	-31,873
<u>795 SES</u>						
Expenditure	31,004	31,004	3,324	11	0	31,004
Income	0	0	0	-	0	0
<u>796 Plant Operations</u>						
Expenditure	0	0	2,573	-	0	0
Income	-298,800	-298,800	-231,390	77	0	-298,800
<b><i>401 Director Planning &amp; Development</i></b>						
<u>171 Planning &amp; Development Mgmnt &amp; Admin</u>						

## Budget Review by Manager and Cost Centre

as at 31 March 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>
Expenditure	354,876	369,976	260,464	70	909	370,885
Income	-400	-400	-301	75	0	-400
<b><i>402 Strategic Planning</i></b>						
<u>111 Environmental Planning</u>						
Expenditure	471,474	479,669	256,001	53	645	480,314
Income	-8,200	-9,200	-5,530	60	0	-9,200
<u>121 Heritage Planning</u>						
Expenditure	194,477	194,477	103,933	53	0	194,477
Income	0	0	-513	-	-550	-550
<u>161 Certificates Processing</u>						
Expenditure	71,861	71,861	51,995	72	0	71,861
Income	-391,550	-391,550	-337,573	86	-40,600	-432,150
<u>211 Environmental Protection</u>						
Expenditure	101,655	124,349	81,295	65	0	124,349
Income	0	0	0	-	0	0
<b><i>403 Urban Design</i></b>						
<u>131 Urban Design</u>						
Expenditure	195,734	239,871	72,979	30	-1,426	238,445
Income	0	0	0	-	0	0
<b><i>404 Development Control</i></b>						
<u>141 Development Control</u>						
Expenditure	3,118,829	3,178,829	2,438,490	77	21,405	3,200,234
Income	-1,315,200	-1,343,200	-962,880	72	-18,120	-1,361,320
<b><i>406 Compliance</i></b>						
<u>151 Building &amp; Compliance</u>						
Expenditure	983,968	1,033,968	950,967	92	86,728	1,120,696
Income	-941,600	-879,600	-475,847	54	56,500	-823,100
<u>152 Fire Safety Management</u>						
Expenditure	125,574	125,574	70,638	56	-1,597	123,977
Income	-99,000	-92,197	-49,936	54	20,000	-72,197
<u>332 Ranger Services Parking Enforcement</u>						
Expenditure	1,790,797	1,775,797	1,143,993	64	-57,927	1,717,870
Income	-3,985,000	-4,200,000	-2,986,972	71	-10,000	-4,210,000
<u>530 Immunisation</u>						
Expenditure	10,350	10,350	8,894	86	0	10,350
Income	-8,000	-8,000	-6,635	83	0	-8,000
<u>531 Environment &amp; Public Health Services</u>						
Expenditure	316,045	316,045	209,173	66	1,720	317,765
Income	-85,200	-89,200	-63,769	71	0	-89,200
<u>532 Ranger Services</u>						
Expenditure	347,248	347,248	224,621	65	0	347,248
Income	-62,500	-47,500	-26,619	56	0	-47,500
<u>533 Animal Control</u>						
Expenditure	120,760	115,760	63,863	55	-7,451	108,309
Income	-26,650	-23,250	-16,112	69	-1,150	-24,400
<b><i>501 General Manager</i></b>						
<u>621 Business Centre Support</u>						
Expenditure	73,700	73,700	46,331	63	0	73,700
Income	0	0	0	-	0	0
<b><i>503 Communications</i></b>						
<u>612 Communications</u>						
Expenditure	387,378	402,672	246,101	61	0	402,672

## Budget Review by Manager and Cost Centre

as at 31 March 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>
Income	-10,092	-10,092	-8,031	80	0	-10,092
<b>Operating Budget Total Variation</b>					<b>167,013</b>	

### ***CAPITAL BUDGET***

#### ***101 Director Community Services***

##### 954 Community Services

Expenditure	99,700	99,700	57,324	57	0	99,700
Income	0	0	0	-	0	0

#### ***104 Library Services***

##### 950 Library General

Expenditure	267,500	387,502	192,838	50	0	387,502
Income	0	-85,690	-36,805	43	0	-85,690

#### ***207 Information Systems***

##### 981 Computers & Office Equipment

Expenditure	378,000	496,902	172,386	35	-8,000	488,902
Income	0	-43,216	0	0	0	-43,216

#### ***303 Civil Works & Assets***

##### 920 Roads and Kerb & Gutter Infrastructure

Expenditure	0	27,293	5,190	19	0	27,293
Income	0	0	0	-	0	0

##### 930 Drainage Infrastructure

Expenditure	0	0	-70	-	0	0
Income	0	0	0	-	0	0

##### 933 Traffic Infrastructure

Expenditure	546,500	1,026,466	355,923	35	27,500	1,053,966
Income	-75,000	-186,273	-4,333	2	-27,500	-213,773

##### 945 Streetscapes

Expenditure	7,344,550	12,942,741	5,103,517	39	25,011	12,967,752
Income	-7,203,426	12,193,190	-50,572	0	0	12,193,190

##### 968 Stormwater Levy Works

Expenditure	397,500	258,565	17,241	7	0	258,565
Income	-397,500	-258,565	0	0	0	-258,565

#### ***305 Public Open Space***

##### 938 Open Space Capital Works Project Mgmt

Expenditure	40,000	40,000	32,898	82	0	40,000
Income	-40,000	-40,000	0	0	0	-40,000

##### 939 Parks & Reserves

Expenditure	822,500	1,640,932	408,791	25	6,634	1,647,566
Income	-802,500	-1,620,336	-18,182	1	-6,634	-1,626,970

##### 941 Playgrounds

Expenditure	55,000	285,405	5,048	2	-9,855	275,550
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## Budget Review by Manager and Cost Centre

as at 31 March 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>
Income	-35,000	-265,405	0	0	9,855	-255,550
<u>942 Sportsfields</u>						
Expenditure	80,000	145,076	42,137	29	65,000	210,076
Income	0	-65,076	0	0	-54,902	-119,978
<b><i>306 Property and Projects Management</i></b>						
<u>982 Commercial/Leased Properties</u>						
Expenditure	55,000	193,783	87,463	45	-710	193,073
Income	0	0	0	-	0	0
<u>983 Sportsfield Buildings</u>						
Expenditure	5,000	15,701	15,701	100	24,000	39,701
Income	0	0	0	-	0	0
<u>984 Parks / Ovals Buildings</u>						
Expenditure	35,000	58,289	21,779	37	-1,510	56,779
Income	0	0	0	-	0	0
<u>985 Depots</u>						
Expenditure	25,000	50,000	26,342	53	-3,360	46,640
Income	0	0	0	-	0	0
<u>986 Council Offices</u>						
Expenditure	85,000	206,167	96,384	47	-26,011	180,156
Income	0	-1,411	0	0	0	-1,411
<u>987 Community Facilities</u>						
Expenditure	147,500	361,649	107,192	30	-32,268	329,381
Income	-8,000	-69,690	-6,550	9	24,640	-45,050
<u>988 Library Buildings</u>						
Expenditure	57,000	250,665	0	0	0	250,665
Income	0	-104,257	0	0	0	-104,257
<u>989 Car Parks</u>						
Expenditure	45,000	286,326	176,401	62	1,940	288,266
Income	0	-205,000	2,000	-1	0	-205,000
<b><i>307 Depot and Waste Services</i></b>						
<u>910 Domestic Waste</u>						
Expenditure	0	250,000	191,102	76	0	250,000
Income	0	-250,000	0	0	0	-250,000
<u>990 Plant Replacement Program</u>						
Expenditure	2,455,230	3,259,027	2,856,682	88	-38,521	3,220,506
Income	-1,606,330	-2,152,411	-880,745	41	-29,565	-2,181,976
<b><i>707 Environmental Works Program</i></b>						
<u>959 Environmental Works Program</u>						
Expenditure	350,000	2,432,679	577,695	24	-58,000	2,374,679
Income	-279,182	-2,351,388	-34,274	1	49,000	-2,302,388

## Budget Review by Manager and Cost Centre

as at 31 March 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>708 Infrastructure Renewal Program</i></b>						
<u>949 Infrastructure Renewal Program</u>						
Expenditure	251,540	1,588,110	847,371	53	17,885	1,605,995
Income	-208,776	-818,934	0	0	-23,877	-842,811
 <u>969 Environmental &amp; Infrastructure Program</u>						
Expenditure	3,855,338	4,163,542	1,740,789	42	-5,385	4,158,157
Income	-2,682,499	-2,995,034	-112,000	4	1,279	-2,993,755
 <b>Capital Budget Total Variation</b>					-73,354	
<b>TOTAL PROPOSED VARIATION</b>					93,659	