



Corporate & Works Committee

Agenda: *Corporate & Works Committee*

Date: *Monday 2 July 2007*

Time: *6.00pm*

Outline of Meeting Protocol & Procedure:

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

Delegated Authority (“D” Items):

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

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

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

Committee Membership:

7 Councillors

Quorum:

The quorum for a Committee meeting is 4 Councillors.

WOOLLAHRA MUNICIPAL COUNCIL

Notice of Meeting

28 June 2007

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

Dear Councillors

Corporate & Works Committee Meeting – 2 July 2007

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

Gary James
General Manager

Additional Information Relating to Committee Matters

Site Inspection

Other Matters

Meeting Agenda

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

Items to be Decided by this Committee using its Delegated Authority

D1	Confirmation of Minutes of Meeting held on 18 June 2007	1
D2	Progress Report on Graffiti Trial – 1041.G	2
D3	Branding of the Capital Works Program – 331.G, 1090.G	11
D4	Report from Legal Sub-Committee Meeting held on 26 June 2007	26
D5	Minutes of the Councillor Workshop meeting Tuesday 5 June 2007	32

*** Note: Confidential Annexure Distributed Separately**

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

R1	Minutes of the Floodplain Risk Management Committee Meeting held on Wednesday 9 May 2007 & Recommendations – 626.G Committee	34
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Item No: D1 Delegated to Committee
Subject: **Confirmation of Minutes of Meeting held on 18 June 2007**
Author: Les Windle, Manager – Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 18 June 2007 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and confirmed.

Recommendation:

That the Minutes of the Corporate and Works Committee Meeting of 18 June 2007 be taken as read and confirmed.

Les Windle
Manager - Governance

Item No: D2 Delegated to committee
Subject: **Progress Report On Graffiti Trial**
Author: Wayne Coggins – Property Services Coordinator
File No: 1041 G
Reason for Report: Council resolution calling for a further report after six months trial

Recommendation:

A. That this report be received and noted.

Background

Council, at its meeting held on 25 September, resolved the following in relation to the Graffiti Management Policy.

- A. *That Council accept the quotation from Graffiti Clean for the sum of \$138,600, including GST, for the provision of a graffiti removal service for a twelve month trial period.*
- B. *That the contract be funded from the reallocation of \$106,000 from the general reserve established from the Lyne Park Wharf project funds, releasing operational funds to cover the trial graffiti removal program*
- C. *That, once commencement date has been established, details of the service be advertised in the local press, the Mayoral Column, the Website and the next rate instalment.*
- D. *That an interim report be provided advising of progress, six months from the commencement date of the trial period.*

E. That we seek a meeting with State authorities to negotiate for Council to remove graffiti from their assets.

Commencement of Twelve Month Trial Period – Initial Clean

Graffiti Clean were appointed and commenced the initial cleanup on 1 November 2006. The methodology employed was to divide the municipality into six zones moving systematically through each zone and then doing periodic checks back through the cleaned zones to pick up re-hits. The initial concentration was on the “mains” zone which included all the main trafficable routes such as Oxford St, New South Head Rd, Old South Head Rd etc. In addition to the zones, Council properties and facilities such as bus shelters are checked and any graffiti cleaned twice a week to ensure the standard of service that had been achieved was maintained.

The first six months saw a concentrated effort to clean the graffiti that had built up throughout the municipality over the years and this proved a considerable task. A total of 7,411sqm of graffiti was removed from approximately 3,000 sites in the initial six month period with the large majority of this being from private property. You will see the breakdown of this illustrated in Annexure 1 and the standard Graffiti Repair Notice left at properties following work in Annexure 2.

Graffiti Hotline and Website Launch

The graffiti hotline was launched on 11 April 2007 and this was advertised in the local press as well as the Mayoral Column. Residents were given the option of reporting by phone or logging requests directly on to the website. The reporting of graffiti by the public through both these mediums has been minimal, due mainly to the fact that we are removing most graffiti before there is time for it to be reported. To date we have been able to complete all jobs within five to seven days.

Hotspots

As expected there are a number of sites that require constant attention: These include areas such as Lough Playing Fields, Manning Road Shops, Oxford St Paddington, Boundary Street / Cutler Walkway, Birriga Road, Edgecliff Road and New South Head Road Edgecliff to name a few. Most of these sites are on main traffic routes throughout the municipality and as such are inspected and cleaned at least once per week.

State Authorities

Public authorities such as Sydney Water, Energy Australia, Australia Post, Telstra and RTA have all been contacted regarding the possibility of Council removing graffiti from their assets for a fee. None of the officers responsible for graffiti removal in these authorities was interested in investigating this option. They all stated that they have procedures in place for removing graffiti in all areas and that Council only need report the graffiti to them and it will be programmed for removal. They have all supplied contact details for graffiti to be reported. They all acknowledge the reported graffiti and do remove it but their response times are generally much longer than Council's. In some cases where our contractor has been cleaning an area and has noted graffiti of an offensive nature on other authority's assets, he has removed it rather than have it detract from the area while waiting for their crews to respond.

Movement of Graffiti

It has been noted by the contractor that many of the prolific offenders, as identified by their "tags" are beginning to appear outside our patrol area in neighbouring councils such as Sydney, Randwick and Waverley.

Budget and Resource Savings

Although difficult to quantify there have been positive savings in property maintenance funds expended on graffiti removal as well as a dramatic reduction in the time staff have to allocate to dealing with graffiti related matters. This has allowed for a more proactive approach to preventative maintenance such as refurbishment of street furniture and the fitting of water saving devices such as dual flush cisterns and time flow taps in public amenities.

General Feedback

There has been a very positive reaction to the graffiti removal trial from residents, police and other councils. Many residents have called Council to express their gratitude and appreciation of the work that has been performed on their property or in their area. There have also been some who have taken the time to send correspondence congratulating Council on the initiative and examples of these have been attached (Annexure 3, 4 and 5). There has also been considerable interest shown from other Councils and a number have contacted me for details. The contractor has also received calls from a number of Sydney Councils expressing their interest in receiving a presentation on a similar service to that of Woollahra Council.

There has only been one expression of dissatisfaction recorded to date and this appeared to be more an objection to the fact that Council did not notify the resident and seek their permission prior to the work taking place. This is not required by the Act, nor by Council policy, where the graffiti is accessible from a public place.

I have also been advised by Senior Constable Steve Tierney that Rose Bay Police that they have received very positive feedback from the community in relation to the trial. Senior Constable Tierney has also confirmed that there has been a positive trend in local crime figures and he attributes some of the credit for this to the graffiti trial.

Conclusion

The graffiti removal trial has proven to be one of the most accepted and acknowledged programs that Council has initiated. The only graffiti evident in the municipality now is the result of recent activity and the response time for the removal is reducing, as a result of persistent inspections and removal.

If Council decides to continue with the program beyond the trial period, there may be the option of reducing the frequency or possibly incorporating some other tasks into the service. The frequency of new graffiti attacks will be closely monitored over the following months and recommendations forwarded for Council's consideration prior to the completion of the trial period.

Wayne Coggins
Property Services Coordinator

Warwick Hatton
Director Technical Services

Annexures:

1. Graffiti Analysis Graph
Legend: CP – street furniture, notice boards & other authority's assets
PP – private property
WMC – Woollahra Council properties
2. Standard Graffiti Repair Notice
3. Letter from Michael & Iris Turner
4. Letter from Mrs. L. Klpkendanz
5. Letter from Pamela Cass

Item No: D3 Delegated to Committee
Subject: **Branding of the Capital Works Program**
Author: Mandy Quayle - Acting Communications Manager
File No: 331.G, 1090.G
Reason for Report: To provide the Committee with options for the branding of the Capital Works Program to the community.

Recommendation:

That all the branding options for the Capital Works Program be considered by the Committee.

Background:

The Committee at its meeting on 2 April 2007 when considering the Communications of Capital Works Program report resolved in the following terms:

- a) *That when the options have been developed for branding the Capital Works Program that the matter be reported back to the Corporate and Works Committee for its consideration.*
- b) *That the branding covers all Capital Works irrespective of the source of funding.*

Discussion:

We currently inform the community about the Capital Works Program through a variety of communication channels such as Mayoral columns, media releases, information on the website and in the Woollahra News. However, a targeted branding and communication strategy will allow for a consistent message to be delivered to the community.

Options for branding:

The branding options developed provide an overall identity to projects completed as part of the Capital Works Program and will assist in creating awareness and recognition of the Capital Works Program within the community.

The branding of the Capital Works Program has been designed to encapsulate the Capital Works Program as a whole. It will be utilised in various communication channels to communicate the Capital Works Program to the community. A number of preliminary design options have been prepared for consideration which are included in **ANNEXURE 1**. This branding will assist in identifying each individual project to be seen in the context of the larger Capital Works Program.

Overall branding and communication:

To communicate the numerous projects undertaken as part of the Capital Works Program the branding will be complimented with a number of key messages. These key messages will be used to communicate specific information about a project such as how the project has been funded and the purpose of the project and be used in relevant communication channels and letters to residents to create awareness and recognition of the Capital Works Program in the community.

Some examples of the key messages that will be used to promote and communicate the Capital Works Program to the community include:

- This project is part of Woollahra Council's \$25 million, 5 Year Capital Works program.
- This project is funded by the Woollahra Council Environmental & Infrastructure Levy.
- Woollahra Council upgrades parks, sports fields and playgrounds for a healthier community.
- Woollahra Council provides quality, well maintained venues and facilities for the community.
- This project is funded by the Woollahra Council Stormwater Management Program.
- Improving access throughout Woollahra
- This traffic calming project is ensuring the Woollahra area is safe for both pedestrians and commuters.
- Building for a sustainable future
- This project is part of Woollahra Council's Bike Plan. Building better bikeways in Woollahra.

The overall branding and communication will provide a consistent approach to promoting the projects undertaken as part of the Capital Works Program.

Income & Expenditure:

Funding for the construction of signage that will feature the branding for the Capital Works Program will come from the budget of the project.

Conclusion:

The branding of the Capital Works Program will assist in raising its profile and creating a link between the individual project and the overall program. Through the overall branding and communication of the program we can achieve a greater awareness and recognition for the Capital Works Program within the community. Preliminary draft branding options have been prepared for consideration by the Committee.

Mandy Quayle
Acting Communications Manager

Don Johnston
Acting Director – Corporate Services

Annexures:

1. Branding options for the Capital Works Program

Item No: D4 Delegated to Committee
Subject: **Report from Legal Sub-Committee Meeting held on 26 June 2007**
Author: Brett Daintry - Acting Director Planning & Development
File No: 795.G
Reason for Report: To consider the recommendations from the Legal sub-Committee meeting held on 26 June 2007.

Recommendation:

1. That the Recommendations for Items R1 to R4 of the Legal Sub-Committee meeting held on 26 June 2007 be adopted.
2. That the confidential Agenda and Reports for the meeting of the Legal Sub-Committee meeting held on 26 June 2007 remain confidential.

Background:

The Legal sub-Committee met on Tuesday 26th June 2007 and considered the following matters:

- R1 Staff changes at our legal firms
- R2 Monthly legal services status report
- R3 & R4 Presentation on case outcomes and contemporary issues

As the matters discussed by the Sub-Committee contained legal advice and personal information of the staff at the legal firms, the meeting Agenda and reports were prepared on a confidential basis.

Discussion:

R1 Staff changes at our legal firms

The report contained details relating to staff changes at the three firms providing legal services to Council.

The Committee's recommendation is:

1. THAT Council receive and note staff changes at our panel legal firms.
2. THAT Council congratulate Mr Jeremy Bingham on his retirement and thank him for his most competent and diligent service to Council.

R2 Monthly legal services status report

The May status reports from the 3 legal firms were reviewed and the Committee's recommendation is:

1. That Monthly Status Reports be received and noted.
2. That Deacons review in consultation with the Manager Development Control the administrative procedure for the assessment of SEPP 1 objections in light of the decision of the Land and Environment Court in Sapsfords Financial Services Pty Ltd v Woollahra Municipal Council.

R3 & R4 Presentation on case outcomes and contemporary issues

Mr Jeremy Bingham and Mr Peter Rigg of Deacons conducted a presentation to the Sub-Committee on case outcomes and contemporary issues including:

1. R3 - Tivoli Avenue Rose Bay – Class 4 proceedings as settled by undertakings.
2. R4 - Stromness v WMC and changes to existing use rights

The Committee's recommendation is:

1. That the Manager of Development Control review the information required to be submitted to Council to ensure that:
 - a. We define steep sites and information requirements on steep sites,
 - b. Require surveys to be provide on transparencies at the same scale as architectural plans,
2. That the development application form is amended to include an advising in relation to the consequences of providing false and misleading information in accordance with clause 283 of the Environmental Planning and Assessment Regulation 2000, and
3. That in consultation with our lawyers, as appropriate, standard conditions are reviewed to limit the discretion and create hold points for survey reports that Principal Certifying Authorities must satisfy before work continues past those hold points or critical stages.

Conclusion:

It is recommended that the Recommendations of the Legal Sub-Committee be adopted and that the confidential Agenda and Reports for the meeting remain confidential as they contain legal advice and personal information of the staff of the legal firms.

Brett Daintry
Acting Director Development Control

Annexures:

- 1 Minutes of the Legal Sub-Committee meeting of 26 June 2007.

Item No: D5 Delegated to Committee
Subject: **Minutes of the Councillor Workshop Meeting Tuesday 5 June 2007**
Author: Zubin Marolia – Manager, Property & Projects
File No: 1143.G
Reason for Report: To report on the outcomes of the Property Assets Study- Councillor Workshop held on Tuesday 5 June 2007

Recommendation:

That the minutes of the Property Assets Study- Councillor workshop, held on Tuesday 5 June 2007, be received and noted.

BACKGROUND:

The Corporate and Works Committee meeting on 8 May 2006 when discussing the Property Asset Study, resolved as follows:

- A. *That the minutes of the Assets Working Party meeting, held on Tuesday 11 April 2006, be received and noted.*
- B.
 - I. *That the Committee note that the Assets Working Party has endorsed the proposed Property Asset Study Brief and selected list of Council properties to be included in the Study, amended to include the Christison Park grandstand.*
 - II. *That Lyne Park amenities building also be included in the list, for the reasons set out in the report.*
- C. *That the General Manager be authorised to commission the preparation of a Property Asset Study as a basis of a Property Asset Development and Community Facilities Strategy.*
- D. *That the Mayor be required to nominate a Councillor to participate in the evaluation of the tender to carry out the Study.*

Following the resolution above, Elton Consulting were appointed on 16 August 2006 to undertake the Property Asset Study. The consultants undertook an overarching consultation process and completed the property matrix after cross referencing it to the paramount objectives. An Issues and Options paper was also prepared and is attached as a confidential annexure, as it has commercial information which may prejudice Council's position in its future strategy.

Property Asset Study

The purpose of this report is to provide the Corporate & Works Committee with a copy of the minutes of the meeting held on Tuesday 5 June 2007 to which all Councillors were invited. The minutes provide the Committee with an update on the various options discussed for the three categories of Council's building assets, being Community Facilities, Operational Facilities and Income Earning Properties.

It is intended that the Property Asset Working Party will consider each of the properties identified in the discussions, identified to be investigated further. The first step will be to identify the cost of undertaking these investigations, including planning and architectural advice, valuations and cost estimates for the various options. These will then form the basis of a strategy to be developed and funding to be allocated in the future budgets to achieve the necessary outcomes.

CONCLUSION:

Reporting of the minutes of the Property Asset Study, Councillor Workshop will keep Council informed on the progress and highlight the development initiatives associated with Council owned and/or controlled assets which are to be considered by the Assets Working Party at its next. Any actions recommended by the Working Party will be submitted for the Committee's adoption.

Zubin Marolia
Manager – Property & Projects

Gary James
General Manager

CONFIDENTIAL ANNEXURES:

1. Confidential Minutes of the Assets Working Party, dated Tuesday 5 June 2007 (distributed separately)
2. Confidential Issues and Options Paper, dated 17 April 2007. (distributed separately)

Item No: R1 Recommendation to Council
Subject: **Minutes of The Floodplain Risk Management Committee Meeting held on Wednesday 9 May 2007 and Recommendations**
Author: Myl Senthilvasan - Asset Management Engineer (Drainage)
File No: 626.G Committee
Reason for Report: To report on the outcomes of the Floodplain Risk Management Committee meeting, held Wednesday, 9 May 2007 and recommend further actions.

Recommendation:

- A. That the minutes of the FPRMC meeting, 9 May 2007, be noted.
- B. That Waverley Council be invited to participate in the Floodplain Risk Management Process for the Rose Bay Catchment.

Background:

A meeting of the Floodplain Risk Management Committee (FPRMC) was held in the Council Committee Room on Wednesday 9 May 2007. The minutes of the meeting are attached as Annexure 1. The minutes provide an update on various issues related to the Floodplain Management Program. The Committee received progress reports on Woollahra Floodplain Management Program, Rushcutters Bay Catchment Flood Study, Double Bay Catchment Flood Study, Rose Bay Catchment Flood Study and The Crescent, Vaucluse Drainage Study and works.

The Rushcutters Bay Catchment Flood Study has been completed and it is planned to carry out a Floodplain Risk Management Study and to prepare a Floodplain Risk Management Plan in 2007/08.

The Double Bay Catchment Flood Study is 90% complete, and it is planned to present the draft study to the next FPRMC meeting scheduled for 8 August 2007.

The Rose Bay Catchment Flood Study has commenced and the Committee considered a recommendation to invite Waverley Council to participate in the Floodplain Risk Management Process. A large portion of the catchment is within Waverley Council area and any development activities or drainage works within Waverley area could impact on flood levels in Rose Bay Catchment within Woollahra Council area. The FPRMC Committee has recommended:

- a. That Waverley Council be invited to participate in the Floodplain Risk Management Process for the Rose Bay Catchment.*

Conclusion:

The Flood Study for Rushcutters Bay has been completed, and the Double Bay Catchment Flood Study is nearing completion. The Rose Bay Catchment Flood Study has commenced recently, and to practically deal with all floodplain management issues within Rose Bay Catchment it is recommended that Waverley Council be invited to participate in the Floodplain Risk Management process for the Rose Bay Catchment.

Identification of Income & Expenditure:

The recommendations do not have any financial impact on Council.

Myl Senthilvasan
Asset Management Engineer - Drainage

Warwick Hatton
Director Technical Services

Annexure:

Minutes of the FPRMC meeting held Wednesday, 9 May 2007