



Corporate & Works Committee

Agenda: *Corporate & Works Committee*

Date: *Monday 21 January 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;
 - 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

17 January 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 – 21 January 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 21 January 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 10 December 2007	1
D2	Monthly Financial Report – December 2007 – 349G	2
D3	Disclosure of interest returns submitted by new designated employees October to December 2007 – 169.G	12
D4	3 Queens Avenue, Vaucluse – Proposed road closure and sale – 374.G	16
D5	Organisation Support Principal Activity – 2 nd quarter Management Plan review	21
D6	Capital projects status update – 331.G	48

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

R1	Saber and Rowe Street – Road reconstruction project – Tender 07/20	61
R2	Reallocation of funds for community services activities – 126.G	66
R3	Gurner Lane footpath widening - 211	82

Item No: D1 Delegated to Committee
Subject: **Confirmation of minutes of meeting held on 10 December 2007**
Author: Les Windle, Manager – Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 10 December 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 10 December 2007 be taken as read and confirmed.

Les Windle
Manager - Governance

Item No: D2 Delegated to Committee
Subject: **Monthly Financial Report - DECEMBER 2007**
Author: Tracey Walker, Financial Accountant
Michelle Phair, Acting Manager Finance
File No: 349G
Reason for Report: To present the monthly financial report for December 2007

Recommendation:

A. THAT the monthly financial report for December 2007 be received and noted.

Background:

The monthly financial report for December 2007 is submitted to the Committee for consideration.

The monthly report includes the following:-

- Summary of Investments
- Summary of Receipts, Payments and Bank Balance

Discussion:

Bid Updates:

The latest CDO bid updates will be tabled at the meeting.

Summary of Investments:

Investment portfolio returns for the month of December 2007 were 0.11% for Lehman Brothers and Oakvale Capital returned 0.56%. Portfolio returns calculated by Council since the portfolio's inception were -4.51% Lehman Brothers and 5.37% for Oakvale.

Monthly reports from Oakvale and Lehman Brothers are attached as **ANNEXURES 1 & 2** respectively.

Investment Working Group:

The Investment Working Group met on Monday 14 January 2008 to discuss the CDO Review report provided by Grove Research & Advisory. The working party is also considering Lehman Brothers securities update correspondence.

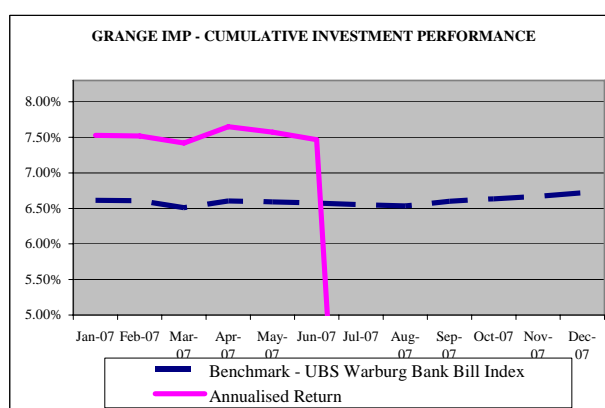
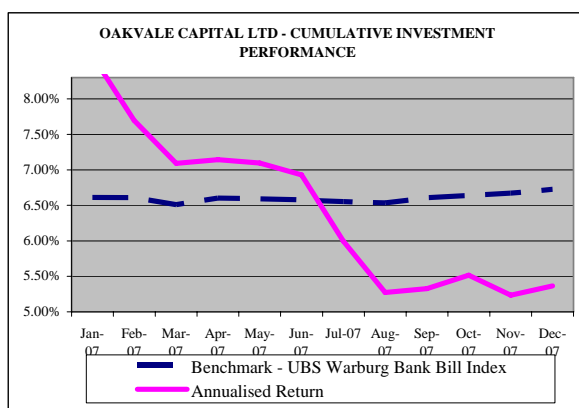
Michelle Phair
Acting Manager Finance

Tracey Walker
Financial Accountant

INVESTMENTS AS AT 31 DECEMBER 2007

CATEGORY	PURCHASE DATE	MATURITY DATE	DAYS	%	FACE VALUE \$	TOTAL \$
1. WMC INVESTMENTS						
<u>BANK WEST</u>						
TERM DEPOSIT	30/11/2007	28/02/2008	90	7.35	1,000,000.00	
TERM DEPOSIT	23/11/2007	22/01/2008	60	7.19	2,000,000.00	
TERM DEPOSIT	20/12/2007	18/02/2008	60	7.33	1,000,000.00	
<u>NAB LIMITED</u>						
BANK BILL	26/11/2007	25/01/2008	60	7.07	2,000,000.00	
<u>ST GEORGE BANK LTD</u>						
BANK BILL	27/11/2007	25/01/2008	59	7.10	1,000,000.00	
<u>CITIBANK</u>						
TERM DEPOSIT	03/12/2007	05/03/2008	93	7.30	1,500,000.00	
<u>COMMONWEALTH BANK</u>						
ONLINE SAVER A/C					<u>1,563,232</u>	10,063,232

CATEGORY	MONTHLY RETURN ANNUALISED %	MONTHLY BENCHMARK %	MARGIN	TECHNICAL VALUATION \$	TOTAL \$
2. OAKVALE CAPITAL Limited					
Funds under management *	5.37	6.73	-1.36	<u>8,954,727</u>	8,954,727
* See Annexure 1					
3. GRANGE SECURITIES Limited					
Individually Managed Portfolio (IMP) *	-4.51	6.73	-11.24	<u>17,683,442</u>	17,683,442
* See Annexure 2					
GRAND TOTAL					<u><u>36,701,401</u></u>



I hereby certify that the above investments have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005 and Council's investment policy.

M. Phair
ACTING MANAGER FINANCE

T. Walker
FINANCIAL ACCOUNTANT

Woollahra Municipal Council Portfolio								
Security	Purchase Date	Final Maturity Date	Face Value (FV)	Premium / (Discount)	Purchase Price	TECHNICAL VALUATIONS		
						31-Oct-07	30-Nov-07	31-Dec-07
GRANGE SECURITIES								
Issued by non-ADIs								
Lehman Global Property Note	13/06/2007	15/06/2009	60,000	0	60,000	58,242	55,770	55,026
Herald Limited (Quartz AA)	04/07/2007	20/12/2010	400,000	2,428	402,428	377,832	354,416	334,700
BELO (Kalgoorlie AA+)	27/02/2007	27/02/2012	500,000	0	500,000	507,205	494,350	495,200
Magnolia (Flinders AA)	08/06/2007	20/03/2012	500,000	4,950	504,950	444,690	423,120	401,325
Omega (Henley AAA)	20/12/2006	22/06/2012	450,000	0	450,000	394,596	375,786	364,023
Helium (Esperance AA+)	04/07/2007	20/03/2013	500,000	125	500,125	441,615	415,930	397,565
Zircon (Merimbula AA)	06/06/2007	20/06/2013	250,000	0	250,000	197,993	175,140	169,005
Corsair (Torquay AA)	04/07/2007	20/06/2013	500,000	400	500,400	420,570	385,725	376,480
Start (Blue Gum AA-)	08/01/2007	22/06/2013	400,000	1,316	401,316	353,596	335,752	323,380
Corsair (Kakadu AA)	22/01/2007	20/03/2014	500,000	-50	499,950	383,855	299,580	290,700
Helium (Scarborough AA)	17/01/2007	23/06/2014	400,000	844	400,844	341,872	320,040	312,332
Helium (Scarborough AA)	04/07/2007	23/06/2014	500,000	1,320	501,320	427,340	400,050	390,415
Helium (Scarborough AA)	23/07/2007	23/06/2014	500,000	850	500,850	427,340	400,050	390,415
Zircon (Coolangatta AA)	20/03/2007	20/09/2014	500,000	0	500,000	385,425	364,225	346,495
Beryl (AAA Global Bank Note)	03/04/2007	20/09/2014	100,000	0	100,000	94,026	90,549	90,008
Zircon (Coolangatta AA)	04/07/2007	20/09/2014	500,000	-50	499,950	385,425	364,225	346,495
Beryl (AAA Global Bank Note)	04/07/2007	20/09/2014	350,000	-25	349,976	329,091	316,922	315,028
Aphex (Glenelg AA-)	04/07/2007	22/12/2014	500,000	145	500,145	447,465	419,455	408,760
Aphex (Glenelg AA-)	10/01/2007	22/12/2014	500,000	-30	499,970	447,465	419,455	408,760
MAS6-7 (Parkes IIA 'AA-')	13/06/2007	20/06/2015	450,000	2,822	452,822	378,738	275,900	264,060
MAS6-7 (Parkes IIA 'AA-')	04/07/2007	20/06/2015	500,000	2,700	502,700	420,820	306,555	293,400
Zircon (Miami AA)	16/04/2007	20/03/2017	50,000	-5	49,996	34,649	31,757	30,418
			8,910,000	37,706	8,947,706	7,699,850	7,024,751	6,803,990
Issued by ADIs								
ANZ Principal Protected Yield Curve Note (AA)	17/07/2007	17/07/2008	100,000	0	100,000	98,850	94,995	92,065
Bank of Queensland (BBB+)	04/07/2007	30/10/2008	1,000,000	10,620	1,010,620	1,005,860	1,010,930	1,017,490
Home Building Society FRN (BBB+)	10/01/2007	17/08/2009	500,000	6,080	506,080	510,095	501,235	504,875
Home Building Society FRN (BBB+)	11/01/2007	17/08/2009	500,000	6,070	506,070	510,095	501,235	504,875
Royal Bank of Scotland (AA)	04/07/2007	28/10/2009	500,000	2,000	502,000	497,615	499,315	502,645
Elders Rural Bank Sub Debt (BBB-)	04/07/2007	23/03/2010	500,000	3,880	503,880	497,985	497,280	491,280
NM Rothschild FRSD (unrated)	09/07/2007	10/08/2010	1,000,000	1,310	1,001,310	1,007,320	989,520	991,050
HSBC Sub Debt (AA-)	04/07/2007	20/05/2011	500,000	-50	499,950	498,950	489,450	492,870
Suncorp Metway Sub Debt (A)	19/01/2007	22/06/2011	500,000	705	500,705	496,240	492,565	487,745
St George Bank Sub Debt (A+)	10/01/2007	26/07/2011	1,000,000	1,120	1,001,120	985,200	978,950	988,890
HSBC FRN (AA-)	07/02/2007	22/09/2011	500,000	1,170	501,170	494,130	487,725	482,300
CBA FRN (AA)	19/01/2007	28/09/2011	500,000	1,600	501,600	497,365	495,575	489,215
CBA FRN (AA)	31/01/2007	28/09/2011	500,000	1,635	501,635	497,365	495,575	489,215
CBA FRN (AA)	04/07/2007	28/09/2011	500,000	1,805	501,805	497,365	495,575	489,215
Westpac FR Sub Debt (AA)	07/02/2007	24/01/2012	500,000	295	500,295	491,105	487,305	490,770
Royal Bank of Scotland (AA)	31/07/2007	17/02/2012	1,000,000	1,460	1,001,460	995,820	973,260	981,880
Adelaide Bank FRN (BBB+)	04/07/2007	28/03/2012	500,000	885	500,885	482,345	487,420	485,390
			10,100,000	41,400	10,141,400	10,063,705	9,977,910	9,981,770
Macquarie Cash Trust (AAA)			CASH	0	CASH	605,415	10,853	247,683
Bank West 11am at call			650,000	0	650,000	650,000	650,000	650,000
			650,000	0	650,000	1,255,415	660,853	897,683
Total Grange Securities			19,660,000	79,106	19,739,106	19,018,970	17,663,514	17,683,442

Security	Purchase Date	Final Maturity Date	Face Value (FV)	Premium / (Discount)	Purchase Price	31-Oct-07	30-Nov-07	31-Dec-07
OAKVALE CAPITAL								
Aramis (Merrill Lynch) - ABS	02/04/2007	20/12/2012	1,000,000	0	1,000,000	995,740	1,002,178	990,407
Momentum CDO-Credit Linked Note	29/06/2007	30/06/2012	1,000,000	0	1,000,000	969,240	976,750	963,960
Emerald Reverse Mortgage Series 2007-1 Class E	06/07/2007	06/07/2011	1,000,000	0	1,000,000	1,003,530	1,007,740	1,011,190
Merrill Lynch-Blackrock Diversified Credit Fund	05/01/2007		3,000,000	0	3,000,000	3,110,620	3,047,159	3,063,077
Adelaide Bank Managed Funds AAA Saver			2,926,093	0	3,526,093	2,926,093	2,926,093	2,926,093
Total Oakvale Capital			8,926,093	0	9,526,093	9,005,223	8,959,919	8,954,727
WMC Investments								
St George Bank Bill (7.10% 59 days)	27/11/2007	25/01/2008	1,000,000	0	1,000,000	1,000,000	1,000,000	1,000,000
St George Term Deposit (6.95% 86 days)	26/09/2007	21/12/2007	1,000,000	0	1,000,000	1,000,000	1,000,000	MATURED
NAB Bank Bill (7.07% 60 days)	26/11/2007	25/01/2008	2,000,000	0	2,000,000	2,000,000	2,000,000	2,000,000
ANZ Bank bill (6.92% 84 days)	26/09/2007	19/12/2007	1,000,000	0	1,000,000	1,000,000	1,000,000	MATURED
Citibank Term Deposit (7.30% 90 days)	03/12/2007	05/03/2008	1,500,000	0	1,500,000	0	0	1,500,000
Bank West Term Deposit (7.35% 90 days)	30/11/2007	28/02/2008	1,000,000	0	1,000,000	0	1,000,000	1,000,000
Bank West Term Deposit (7.19% 60 days)	23/11/2007	22/01/2008	2,000,000	0	2,000,000	0	2,000,000	2,000,000
Bank West Term Deposit (7.03% 85 days)	26/09/2007	20/12/2007	1,000,000	0	1,000,000	1,000,000	1,000,000	MATURED
Bank West Term Deposit (7.33% 60 days)	20/12/2007	18/02/2008	1,000,000	0	1,000,000	0	0	1,000,000
CBA Online Saver			CASH	0	CASH	154,202	2,007,529	1,563,232
Total WMC Investment			11,500,000	0	11,500,000	6,154,202	11,007,529	10,063,232
Total Portfolio			40,086,093	79,106	40,765,198	34,178,395	37,630,963	36,701,402

Summary of Receipts, Payments and Bank Balance

Cash Book Balance as at 30 November 2007 1,189,282.91

Receipts

Rates 1,933,258.15
Other 5,208,764.62 7,142,022.77

Total Receipts

Description	Amount
Rates Receipts	1,933,258.15
Parking Fines	258,914.50
Other Debtor Receipts	252,193.50
GST Refund - November	208,465.00
Deposits & Bonds	138,642.00
Residential Parking Permits	115,064.50
Development Application Fees	103,792.47
S94A Contributions	75,563.51
Ex Gratia Rates	66,858.35
PlanFIRST	55,034.45

Payments - Cheque

Cheque Payments (1,790,509.19)
Cancelled Cheques 2,365.03
Total Cheque Payments for period (1,788,144.16)

Cheque No	Cheque Date	Payee	Description	Amount
197950	21/12/2007	NSW Fire Brigades	3rd Qtr Contribution	- 435,570.00
197936	21/12/2007	Holdsworth St Community Centre	3rd Qtr Subsidy	- 184,250.00
197921	21/12/2007	Corporation Sole EPA Act	EPA Payment	- 179,094.00
197823	13/12/2007	Energy Australia	Street Lighting - November	- 99,190.70
197963	21/12/2007	State Debt Recovery Office	IPB Processing - November	- 72,069.80
198015	21/12/2007	Suttons City Holden	Purchase of Council's Fleet	- 50,133.57
197846	13/12/2007	Structco Engineering Services	Harkness Road Barrier	- 49,830.00
197818	13/12/2007	CB Richard Ellis Pty Ltd	Kiaora Lands Redvelopment	- 38,115.00
198027	24/12/2007	Austexc Pty Ltd	Drainage Works -	- 35,518.12
197927	21/12/2007	Energy Australia	Street Lighting - November	- 31,956.66

Payments - EFT

EFT Payments (6,240,979.66)
Returned EFT Payments 0.00
Total EFT Payments for period (6,240,979.66)

Reference	EFT Date	Payee	Description	Amount
16102	20/12/2007	GMW Urban Pty Ltd	Progress Payment - Five Ways Paddington	-584,850.52
15989	06/12/2007	Eco Civil Constructions Pty Ltd	Progress Payment - Rose Bay Seawall	-362,149.57
16230	24/12/2007	Schwarze Industries Australia	Purchase of Council's Fleet	-236,600.28
16229	24/12/2007	Ozpave (Aust) Pty Ltd	Progress Payment - Caledonia St, Paddington	-209,477.66
16101	20/12/2007	Eco Civil Constructions Pty Ltd	Progress Payment - Rose Bay Seawall	-197,341.54
16160	21/12/2007	Local Govt Super Scheme-Div.A	Employee Superannuation Contributions	-130,027.47
16130	21/12/2007	Collex Waste Management Pty Ltd	Weekly Recycling Collection - November	-112,676.05
23	10/12/2007	Australian Taxation Office	PAYG Tax Wk 23	-107,499.14
16217	21/12/2007	WSN Environmental Solutions	Tipping Charges - November	-101,017.17
25	24/12/2007	Australian Taxation Office	PAYG Tax Wk 25	-101,001.14

Payments - Direct Debits From Bank A/c

Payroll (1,255,620.10)
Councillor fees - October (18,000.00)
Bank Charges (24,905.55)
Total Direct Debits for period (1,298,525.65)

Total Payments

- 9,327,649.47

Cash Book Balance as at 31 December 2007

- 996,343.79
Unpresented Cheques No. of Cheques: 223 1,315,705.87
Outstanding Deposits & Miscellaneous Items - 55,559.35

Reconciled Cash Book Balance as at 31 December 2007

263,741.57

Bank A/c Balance as at 31 December 2007

263,741.57

Unpresented Cheques > \$30,000.00

Cheque No.	Cheque Date	Payee	Amount
197950	21/12/2007	NSW Fire Brigades	435,570.00
197936	21/12/2007	Holdsworth St Community Centre	184,250.00
197921	21/12/2007	Corporation Sole EPA Act	179,094.00
197963	21/12/2007	State Debt recovery Office	72,069.80
198015	21/12/2007	Suttons City Holden	50,133.57
198027	24/12/2007	Austexc Pty Ltd	35,518.12
197973	21/12/2007	Structco Engineering Services	30,800.00

Item No: D3 Delegated to Committee
Subject: **Disclosure of Interest Returns submitted by new designated employees October to December 2007**
Author: Les Windle – Manager Governance
File No: 169.G
Reason for Report: To table the disclosure of interest returns that have been lodged by new designated employees during the period October to December 2007

- A. That the Disclosure of Interest Returns of the new designated persons who were required to submit a Primary Return during the period October to December 2007 be tabled.
- B. That Council notes that the Primary Disclosure of Interest Returns have been submitted in accordance with the requirements of the Local Government Act 1993.

Background:

Designated persons are required to lodge a disclosure of interest return:

- (1) within three months of becoming a designated person, (Primary Return) and
- (2) for each July 1 to June 30 period (Ordinary Return).

A designated person is described in Section 441 of the Local Government Act as:

S441 Who are 'designated persons'

For the purposes of this chapter, "designated persons" are:

- *the general manager*
- *other senior staff of the council*
- *a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions under this or any other Act (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict of interest between the person's duty as a member of staff or delegate and the person's private interest*
- *a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the Council's functions under this or any other Act (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.*

The occupants of the following Council positions have been determined to be designated persons for the purpose of Section 441 of the Local Government Act:

Directors	Senior staff of Council
Managers	Deemed to exercise designated persons functions
Infrastructure Asset Management Engineer	Exercises designated persons functions
Assessment Officers/Planners	Exercises designated persons functions
Blg/DA Compliance Officers	Exercises designated persons functions
Design/Urban Design Team Leaders	Exercises designated persons functions
Development Assessment Engineers	Exercises designated persons functions
Environmental Health Officers	Exercises designated persons functions
Fire Safety Officers	Exercises designated persons functions
Heritage Officers	Exercises designated persons functions
Landscape Development/Tree Officers	Exercises designated persons functions
Co-ordinator Parks/Trees Maintenance	Exercises designated persons functions
Property Services Co-ordinator	Exercises designated persons functions
Property Officers	Exercises designated persons functions
Co-ordinator Regulatory Services	Exercises designated persons functions
Traffic Team Leader	Exercises designated persons functions
Admin Assistant – Printing & Purchasing	Exercises designated persons functions
Branch Librarians	Exercises designated persons functions
Plant & Fleet Co-ordinator	Exercises designated persons functions
Purchasing Co-ordinator	Exercises designated persons functions
Trades Supervisor	Exercises designated persons functions
Co-ordinator Civil Works	Exercises designated persons functions
Maintenance Supervisor	Exercises designated persons functions
Environmental protection Co-ordinator	Exercises designated persons functions
Project Managers	Exercises designated persons functions
Business Centres & Street Cleaning Co-ordinator	Exercises designated persons functions
Consultant Planners	Exercises designated persons functions

The Local Government Act requires, at Section 450A(1), the General Manager to keep a register of returns disclosing the interests of Councillors and designated persons.

Section 450A(2)(a) requires the returns lodged with the General Manager be tabled at the first meeting held after the last day for lodgement. The purpose of this report is to table the Primary Disclosure of Interest Returns of designated persons who were required to lodge a return during the period October 1, 2007 to December 31, 2007.

Tabling of Returns:

Four new designated persons were required to submit Primary Disclosure of Interest Returns during the period and each designated person submitted their return in accordance with the legislative requirements.

Conclusion:

The designated persons required to complete Primary Disclosure of Interest Returns during the quarter ended 31 December 2007 completed their declarations in accordance with the legislative requirements.

The Returns are tabled in accordance with the requirements of the Local Government Act and it is recommended that the information be noted.

Les Windle
Manager - Governance

Geoff Clarke
Director Corporate Services

ANNEXURES:

Nil

Item No: D4 Delegated to Committee
Subject: **3 Queens Ave, Vaucluse - Proposed road closure and sale**
Author: Anthony Sheedy, Property Officer
File No: 374.3
Reason for Report: To give consideration to the closure and subsequent sale of unmade roadway adjoining the property.

Recommendation:

- A. That the proposal to sell a portion of unmade road reserve adjoining 3 Queens Avenue, Vaucluse be advertised and notified to adjoining properties.
- B. That a further report be submitted, following pt A above.

Background:

The Corporate and Works Committee considered this proposal on 10 December 2007, where it was resolved:

“That the site be inspected prior to the Corporate and Works Committee meeting of 21 January 2008.”

A copy of the previous Corporate and Works committee report of 10 December 2007 is attached.

I note that the owner of 3 Queens Avenue, has in their letter of 1 November 2007 agreed to pay all Council’s costs in connection with purchase of the unmade road portion, and are keen to further progress this matter.

Conclusion:

Should the Corporate and Works Committee agree to proceed with this proposal following inspection; it is recommended that the proposal be advertised and notified to adjoining property owners.

Anthony Sheedy
Property Officer

Warwick Hatton
Director, Technical Services

ANNEXURES:

- 1. Copy of report to the Corporate and Works Committee meeting of 10 December 2007.

Item No. D5 Delegated to Committee

Subject: **Organisation Support Principal Activity - 2nd 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 December 2007

Recommendation:

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

Background:

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

- 7 Governance and Records Management
- 8 Finance
- 9 Risk Management
- 10 Human Resources
- 11 Information Technology
- 12 Property Management
- 13 Management Executive
- 14 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 has been put back until the end of the March quarter to allow for inclusion of industry wide review to be incorporated. 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 has been deferred until the fourth quarter due to resignation of a key staff member.

The implementation of the document management system has been scheduled to commence in March 2008. Detailed planning for this implementation has commenced.

7.2 Finance

The focus in this quarter was the completion of the [procedural aspects of the end of year accounts and the associated audit. All routine and project activities have been completed in accordance with the Management Plan targets. Considerable time has been taken up responding to issues surrounding the councils investment portfolio. The preparation of the first preliminary draft of the operating budget for 2008 2009 was completed.

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, late last financial year, of a risk management systems audit, a physical hazards audit, an OH&S self audit, a public liability audit and various compliance audits. The statewide public liability audit was completed in October.

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 a detail review has been completed. These modules are 75- 80% completed. The change to the industrial relations requirement resulting from the federal election is being monitored.

7.5 Information Technology

This quarter saw the installation in the test environment of an upgrade to the customer request management system as well as the latest's release of "Finance One" the council's financial management software. Planning has occurred for major upgrades of Lotus Notes and E-services

7.6 Property Management

Legal agreements for the Cosmopolitan Centre ground lease have been completed by Council and signed off by Gloxinia Investments Pty Ltd, Council awaiting Conditions Precedent to be complied with by the anticipated construction commencement date of 21 January 2008..

A meeting of the Assets Working Party was held in August 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.

Air-conditioning units were replaced at Dunbar House and ventilation unit at Watsons Bay Tea Gardens. Gaden Reserve facility kitchen was refurbished and ceiling fans were installed at Cooper Park Hall facility.

Tenders for Trumper Park Tennis Courts were not accepted by Council, and fresh tenders will be invited in early February 2008.

Flood damaged lift at Cross St car parking station has been repaired and commissioned. The repairs and restoration works to the old STA bus shelters were completed.

7.6 Management Executive

A benchmarking study is being carried out on the support services provided by the Corporate Services Division.

7.7 Technical Services Management

Review of schedules and works procedures in the Business Centres and Street Cleaning sections is nearing completion and recommendations will be considered in the next quarter. An internal review of maintenance schedules and workload is under way in the Parks and Street Trees Department.

7.9 Technical Services Operations

Recommended organisational changes in Civil Works were implemented. Recruiting of staff has continued. The Amis reporting system is being implemented in Parks and Civil Works areas. A minor works schedule of rates tender was called for civil works and the tender report was adopted. Due to the resignation of the Manager Civil Works, recruiting for this position will take place early in the new year.

Geoff Clarke
Director - Corporate Services

Warwick Hatton
Director - Technical Services

Annexures:

1. December 2007 quarterly review of principal activity: Organisation Support
2. December 2007 quarterly review of Outstanding Notices of Motion Organisation Support

Item No: D6 Delegated to Committee
Subject: **Capital Projects Status Update**
Author: Michelle Phair, Acting Manager Finance
File No: 331G
Reason for Report: To provide the Committee with an update on the status of capital projects in the 2007/2008 Budget

Recommendation:

THAT the report be received and noted.

Discussion:

The Capital Projects Status Update Report, as at the end of December, is attached as **ANNEXURE 1**. The report shows the previous status and the current status of the projects and highlights those projects where the status has changed as an indication of progress. A further column indicates the forecast status of each project as at 30 June 2008, be it 'Completed', 'Commenced' or 'Not Commenced'. The report also provides the projects budgets, year to date (YTD) expenditure and brief comments.

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

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

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

Budget Review December 2007 Quarter:

There are a number of projects shown with expenditure greater than the budget forecast. These projects will be reported on and addressed in the budget review for the December 2007 quarter.

Conclusion:

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

Michelle Phair
Acting Manager Finance

Warwick Hatton
Director Technical Services

Annexures:

1. Capital Projects Status Report – December 2007

Item No: R1 Recommendation to Council
Subject: **Saber and Rowe Street – Road reconstruction project**
Author: Joe Cavagnino – Purchasing Coordinator
File No: Tender No 07/20
Reason for Report: To recommend to Council the acceptance of a Tender

Recommendation:

- A. That Council enter into a Contract with Ozpave (Aust) Pty Ltd for the Saber and Rowe Street Road Reconstruction project for the sum of \$188,637.55 (excluding GST).
- B. That successful and unsuccessful tenderers be advised accordingly.
- C. That in order to fully fund the project, \$36,815 be transferred from the Road Infrastructure Project at Brown Street, Paddington.

Background:

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



LOCATION MAP AND AERIAL PHOTOGRAPH

In order to carry out the works, detailed design plans and specifications were prepared for the full extent of works. Tenders were invited from contractors with the necessary experience to undertake these works. The required works to be carried out under this Contract principally include the civil infrastructure reconstruction works in Rowe St, Saber St and Dudley Lane Woollahra, South of Edgecliff Road. Works include:

- The removal and reconstruction of concrete kerb and gutter.
- The removal and reconstruction of concrete driveways and footpaths.
- Road reconstruction, including full subgrade reconstruction, regrading, and milling and filling of the road pavement surface.
- Excavation, removal and upgrade of council's existing stormwater pipe and pits.
- Landscaping works.

Tender Assessment

Tender 07/20 for the Saber and Rowe Street – Road Construction Project was advertised in the tender section of the Sydney Morning Herald commencing on Tuesday 6 November 2007, and in the Wentworth Courier on Wednesday 7 November 2007.

Tenders for this work closed at 2.30pm on Thursday 29 November 2007. A total of eleven (11) tenders were received prior to the closing date and time. One late tender was received after the closing date and time from Diona Pty Ltd and was not considered.

All the tenders received by the closing time are listed in the following table:

TENDERER	LUMP SUM TENDER PRICE as shown on the Tender Form (excluding GST)
Antoun Civil Engineering (Aust) Pty Ltd	\$198,644.00
AYZ Landscapes Pty Ltd	\$197,950.00
Chrisos Construction Pty Ltd	\$219,956.00
J.N Civil Pty Ltd	\$195,222.00
Kingston Civil Constructions	\$261,557.82
North Shore Paving Co Pty Ltd	\$328,887.55
Ozpave (Aust) Pty Ltd	\$188,637.55
Quality Management and Construction Pty Ltd	\$337,665.00
Transfield Services (Australia) Pty Ltd	\$225,250.42
Tropic Asphalts Pty Ltd	\$287,631.50
Sydney Civil Pty Ltd	\$330,139.00

The tenders were assessed in accordance with the agreed selection criteria stated in the tender documents. The tender panel comprised Mr Joe Cavagnino who was acting as the independent member of the tender panel, Mr Jake Matuzic who is the Commissioning Officer and Mr Ian Young who is the Project Manager managing the delivery of the Project.

The members of the panel from these areas are:

- The Purchasing Coordinator, who is responsible for making sure the tender process adheres to the Local Govt Tendering Regulation and Council's procedures and that all tenders are managed consistently. The Purchasing Coordinator is not involved in the projects being tendered and is considered to fulfil the role of an independent member of the panel.
- The "Commissioning Officer" is the Council Officer managing the asset, who is responsible for preparing and coordinating the tender documentation and responsible for meeting the Council's objectives with respect to time, budget and quality of finished works or services provided.
- The "Superintendent of the Project" is the Council Officer or contract Project Manager managing the delivery of the project who will be responsible for the day to day running of the works, or supervising the provision of the service, or in the case of major plant, supervising the operational use of the item.

Probity Adviser

Following recent reports to Council regarding the tender evaluation process and the Corporate and Works Committee's recommendation of 3 September 2007, it was recommended that the procedure of including a probity adviser during the tender assessment stage should be continued but only for high risk, high value and sensitive projects. In this case, the contract for Saber and Rowe Street Road Reconstruction was deemed to be outside the above definition and it was agreed that the assessment could be carried out by the panel without the need for a probity observer.

TENDER ANALYSIS

Prior to the closing date, on the 31st November 2007, the tender panel agreed on the weightings that would be used against the published selection criteria.

The tenders were given a score on each item of the selection criteria, which resulted in a score out of 100, with points being allocated as indicated in the following table.

The table shows the scores and rankings of all tenders considered;

TENDERER	Demonstrated Experience 15	Duration of Works 7.5	Program & Methodology 7.5	Quality Management 10	Organisational Capability 10	Price Components 5	Price 35	Addressing Tender Requirements 10	Total Score 100	Ranking

Antoun	11.88	5.00	6.56	6.00	7.00	4.25	33.24	10.00	83.93	2
AYZ Landscapes	11.25	3.75	7.50	6.50	6.00	4.25	33.35	9.61	82.21	3
Chrisos	10.00	4.29	3.28	6.00	6.00	3.50	30.02	9.02	72.11	7
J.N Civil	10.63	5.00	5.63	5.00	6.00	3.75	33.82	10.00	79.83	5
Kingston	11.88	3.75	6.56	6.00	7.50	4.25	25.24	8.82	74.00	6
North Shore Paving	11.88	3.00	5.63	6.00	6.50	3.75	20.07	10.00	66.83	9
Ozpave	11.88	4.29	7.03	6.50	6.50	4.25	35.00	10.00	85.45	1
QML	11.25	2.50	6.09	6.00	6.50	4.25	19.55	9.41	65.55	10
Transfield	12.50	4.29	7.50	6.00	7.00	4.25	29.31	9.41	80.26	4
Tropic Ashpalts	11.25	7.50	4.22	5.50	6.50	4.25	22.95	9.61	71.78	8
Sydney Civil	11.25	3.00	5.16	5.50	6.50	4.25	20.00	9.02	64.68	11

1. **Demonstrated Experience:** Information was requested pertaining to size and value of past works, types of works performed and complexity of past works. From this information the evaluation panel assessed the level of demonstrated experience for each tenderer.
2. **Duration of Works:** the shortest time is deemed to achieve 100% for that weighting. Other tenderers' duration of works are then ranked by a percentage fraction of the shortest time frame.
3. **Program & Methodology:** Information was requested pertaining to project program and time to complete, construction management plan, traffic management plan and environmental management plan. From the information received the evaluation panel were able to assess the contractor's ability to sequentially carry out the works.
4. **Quality Management:** Information was requested pertaining to quality systems, quality of works, quality of past council works and the quality of key subcontractors.
5. **Organisational Capability:** Information was requested pertaining to quality systems, occupational health and safety systems, industrial relations, management team experience and plant & equipment. From this information the evaluation panel assessed the level of demonstrated quality management experience for each tenderer.
6. **Price Components:** Tenderers provided information on prices that were outside the lump sum price. The assessment panel considered areas such as qualifications, was the job fully priced, risk of additional claims and necessary rates for pricing extras.
7. **Price:** the lowest price is deemed to achieve 100% for that weighting. Other tenderers' prices are then ranked by a percentage fraction of the lowest price.
8. **Addressing the Tender:** Points were deducted for missing or incomplete information required to be submitted with the Tender.

Assessment Summary

Ozpave (Aust) Pty Ltd is the highest ranked tenderer overall and has the lowest lump sum price at **\$188,637.55 excluding GST.**

Ozpave (Aust) Pty Ltd have successfully completed a number of contract works of a similar nature for Council recently and are currently completing Mitchell Road Reconstruction – Stage 2, contract number 14933. This company has a good experience in projects of a similar nature to the Rowe and Saber Street works. Past works completed by Ozpave (Aust) Pty Ltd have required similar expertise in traffic management and environmental issues. Ozpave (Aust) Pty Ltd have shown in past projects a good quality of workmanship, community liaison, project management and an understanding of the processes within a Council framework.

Ozpave (Aust) Pty Ltd have submitted a program of works with a duration of seven (7) weeks which was not the shortest programme and was marked down for this component. Tropic Asphalts tendered a duration of four (4) weeks and J.N.Civil Pty Ltd and Antoun Civil Engineering both tendered durations of six (6) weeks. It was felt that a 4 week duration would be difficult to achieve and that to accelerate the works to this short period, access to properties may be adversely affected. However the marking down of Ozpave for this element was not sufficient to change the overall ranking.

Ozpave (Aust) Pty Ltd has a well documented Quality Management System in place and is considered sufficient for the purposes of these works.

Ozpave (Aust) Pty Ltd own a good range of construction machinery which is adequate to complete the required works. All of the listed personnel have sufficient experience.

Ozpave (Aust) Pty Ltd provided sufficient information to satisfy the Tender Assessment Panel that they have the necessary experience and capacity to successfully complete the project.

It is the opinion of the Tender Assessment Panel that Ozpave (Aust) Pty Ltd will provide the best value for money to Council for the construction of this project.

Identification of Income and Expenditure:

A total available budget of \$162,745 is allocated to completing the Saber and Rowe Street – Road Construction Project. \$122,055 is allocated from the 2007/08 Environmental and Infrastructure Works Program and an additional \$40,690 is allocated from the 2007/08 Stormwater Levy Works Program for the stormwater works associated with this project.

The lump sum cost to complete the works using the preferred tenderer is \$188,637.55 (excluding GST). In addition a provisional amount of approx \$6,000 for potential variation claims and \$5000 for project management (3%) should be budgeted for. The revised total amount of \$199,560 is required, which exceeds the budget available.

The primary reasons for the increased construction costs are the significant costs associated with the full depth reconstruction of the road pavement, which requires the excavation and removal of the existing failed sub-grade road pavement. The road pavement has significantly deteriorated since the project was first identified as part of Council's adopted infrastructure renewal program condition indicator analysis completed in 2004.

It is estimated that an additional \$36,815 is required to complete the project. It is proposed that the additional budget be funded from reducing the budget of \$136,389 allocated to Brown Street Road Infrastructure Project to \$99,574. The detailed design for the Brown Street Road Infrastructure Project has been recently completed. There is a significant reduction in the quantity of work required to complete these works due to recent upgrade of adjacent infrastructure associated with the Paddington 40km/hr scheme, and the funds remaining will be sufficient to complete Brown Street.

These changes will be reported in Council's December Budget Review. The transfer of funds will mean that there is an available budget of \$199,560 to carry out the work at Saber and Rowe Streets.

Conclusion:

The tender panel recommends that Council enter into a Contract with Ozpave (Aust) Pty Ltd for the Saber and Rowe Street Road Reconstruction Works Project for the sum of \$188,637.55 (excluding GST).

Joe Cavagnino
Purchasing Coordinator

Warwick Hatton
Director Technical Services

Annexures:

Nil

Item No: R2 Recommendation to Council
Subject: **Reallocation of Funds for Community Services activities**
Author: Kylie Walshe
File No: 126.G
Reason for Report: To request a reallocation of unspent funds by Holdsworth Community Centre to community organisations in the form of community grants.

Recommendation:

- A. That Council reallocate \$43,372 from the Holdsworth Community Centre reserve to additional community grants as detailed in this report.

Background:

As reported to the Corporate & Works Committee meeting of 10th December (Annexure 1), Holdsworth Community Centre (HCC) underspent \$116,258 of the subsidy provided by Council in the 2006/2007 financial year. Council resolved that HCC will retain a portion of these funds, as requested, and 40% of the funds have been returned to Council.

This report will address Item C of the Council resolution of 17th December 2007:

- C. *That a further report be presented to Council in early 2008 regarding opportunities for the reallocation of unspent operational funding provided to Holdsworth Community Centre in 2006/07.*

Proposal:

As the subsidy to HCC was provided for the provision of community services it is recommended that the unspent funds be used for this purpose, through additional community grants as recommended in the resolution at the Council meeting of 13th August 2007:

- A. *That Council consider the allocation of additional funds to Community Grants in future years.*

As detailed in the report in Annexure 2, a large proportion of programs funded in 2007/08 have been funded for some years by Council. This includes WAYS, Bondi Outreach Project, Bondi Beach Cottage and Miroma. Each of these has limited ability to source funding from other funding bodies/fees and are extremely valuable to Woollahra residents. The consequence of payments to these agencies is that it limits the ability of Council to fund new innovative projects, with only approximately \$10,000 per annum remaining in the budget.

It should be noted that during the assessment process for the 2007/08 Community Grants program many organisations were either partly funded or not funded at all, despite the requests being reasonable and high priority to the Woollahra community. As the limited budget was the main reason for not funding many services and programs the funds returned by HCC provides a unique opportunity to provide much needed services to the community with no impact on Council's budget.

This proposal is in accordance with Council's adopted Community Services Policy (Sept 2005), which highlights that Council acts primarily as a facilitator for community services rather than a provider of direct services. The Policy states:

Council acts primarily as a facilitator for community services rather than a provider of direct services, with many activities carried out in collaboration with service providers, such as community groups, charitable organisations, government agencies and adjoining Councils.

Council will encourage and assist other organisations to provide required community services to Woollahra residents.

Through the implementation of the Community Services Policy, Council will maximise access to services that are appropriate to community needs.

In keeping with this policy the allocation of the unspent HCC funds to other agencies is an opportunity for Council to have a greater impact on the local community.

Recommended Recipients:

A review of the Community Grants applications for 2007/08 has identified a number of programs and organisations that are still searching for funding. This includes organisations currently partly funded or unfunded by Council. It has also been identified that three youth services are still in need of funds and it is recommended that additional funds be provided to Bondi Outreach Service, Point Zero Youth Services and Waverley Action for Youth Services (WAYS) to enable them to continue and expand their valuable services.

In addition, since the advertisement of the Community Grants Program in May 2007 a number of organisations and individuals have requested funds from Council. Of these, one that is worthy of consideration is an application from the Aboriginal Dance Theatre (in association with Mudgin-gal Women's Corporation) for funding for a sporting group consisting of disadvantaged young women from the Eastern Suburbs region. This is recommended for funding as Council currently does not fund any such initiatives and it is a priority in Council's adopted Reconciliation Statement.

In summary, it is recommended that funding be provided to the organisations listed below, for the programs and amounts listed in Annexure 3.

- Aboriginal Dance Theatre Redfern, in association with Mudgin-gal Women Corporation.
- Bondi Outreach Project
- Circles of Learning
- The COA - Jewish Centre On Aging
- Eastern Suburbs Organisation For Reconciling Australia (ESORA)
- Jewishcare
- Junction House Inc
- Paradise Kids
- Point Zero Youth Services
- Sir Roden Cutler Charities Inc
- ToughLove NSW Inc
- Unique Hug
- Waverley Woollahra Arts Centre
- WAYS Youth Services
- Woollahra Philharmonic Orchestra

Consultation:

Ongoing communication and consultation has been held with each of the recipient organisations regarding their requirements, including funding.

Identification of Income & Expenditure:

The adoption of this proposal will have no impact on the current operational budget.

Council has the option of agreeing to the proposed reallocation of funds or retaining all \$46,288 in general revenue.

Conclusion:

The unspent funds by HCC provide an opportunity to fund additional services to the people of Woollahra in 2008, through small grants for existing programs and new initiatives. The organisations identified in this report are all providing valuable services to the Woollahra community and recommended for support.

Kylie Walshe
Director Community Services

ANNEXURES:

Annexure 1 - Report to Corporate & Works Committee, 10 December 2007

Annexure 2 – Report to Community & Environment Committee, 23 July 2007

Annexure 3 – Recommended allocation of funds to Community Grants, January 2008

Item No: R3 Recommendation to Council
Subject: **Gurner Lane footpath widening**
Author: Warwick Hatton – Director, Technical Services
File No: 211
Reason for Report: For the Committee to consider the Gurner Lane footpath widening proposal.

Recommendation:

- A. That the proposal for footpath widening in Gurner Street as detailed in Annexure 1 of this report be adopted.
- B. That the Department of Education's offer to transfer ownership of the affected section of land to Woollahra Council without cost be accepted and the necessary steps to effect the transfer be initiated.
- C. That a further report be provided detailing the actions to be taken to effect the transfer of the land.
- D. That these works be funded from residual funds from the deferred O'Sullivan Rd project.

In May 2006, Council resolved that a safety audit be carried out in Gurner Lane, Paddington, with a view to providing a safer pedestrian environment for the safety of school children and babies in prams. This audit identified that a significant safety hazard was present in Gurner Lane for children and for parents with prams. Several proposals were considered to resolve this safety problem.

The preferred option was the construction of a disability access ramp within the school grounds immediately adjacent to the school pedestrian crossing in Glenmore Road. Following discussions with the school this proposal was rejected as the Department of Education has indicated that it will not provide funding for the project.

Subsequently a proposal was developed to create pedestrian access to the school gate in Gurner Lane by closing the western stub of Gurner Lane and introducing one-way flow in the remainder of Gurner Lane. This proposal was supported by the Woollahra Traffic Committee and Council in June 2006 resolved to consult with the affected residents about this proposal. However, residents generally did not support this proposal and Council therefore resolved in September 2006 to abandon the closure proposal and to introduce parking restrictions in the lane to improve safety.

Following further discussions with the school on the seriousness of the pedestrian hazard at this location an alternative proposal was developed which involved widening of the footpath and the introduction of a one-way traffic movement in the western stub of Gurner Lane. This proposal was submitted to the Traffic Committee in June 2007 and received in principle support.

This proposal was subsequently forwarded to the residents/owners of all premises with a frontage to Gurner Lane inviting their comment. Of the thirty-one properties which have a common boundary to Gurner Lane only six made submissions. The issues raised by the six respondents were subsequently reported to the Traffic Committee on 4 September 2007 and to the Community & Environment Committee on the 10 September 2007 when it was resolved:

- A. *"That subject to the relocation of the trade waste collection point for the Glenmore Road Public School to Cambridge Avenue:*

- i. *The proposal for footpath widening be approved in principle.*
- ii. *A TMP for the introduction of one-way traffic in the western stub of Gurner Lane be referred to the RTA for approval.*
- i. *That 10 metres of 'No Stopping be installed on both sides of the north south stub of Gurner Lane (rear of Nos 261 – 267 Glenmore Road).*
- iii. *That the residents be advised of the changes to traffic conditions."*

The reference to trade waste collection in Council's resolution refers to a perceived difficulty in collecting trade waste from the school if this proposal proceeds. This issue has now been resolved as Council's Trade Waste Supervisor has advised that garbage trucks will be able to use the middle leg of Gurner Lane and therefore that collection services will not as previously perceived be impeded by the proposal.

Further objections were subsequently raised by residents, primarily in relation to the proposed one-way flow. A letter was received from Mr G Marias of 2 Gurner Street, Paddington requesting that Council consider alternative treatments. Suggested alternatives included the construction of a new pedestrian ramp adjacent to the proposed widened footpath in Gurner Lane but wholly within the school grounds, and the construction of a pedestrian ramp from Cambridge Street, again wholly within school grounds. The first alternative which provides a pedestrian ramp within the school grounds adjacent to Gurner Lane has previously been investigated by Council. Unfortunately, the Department of Education has advised that it will not fund this proposal. The second alternative which provides ramp access from Cambridge Street has not been investigated as this is unrelated to the safety problem of parents with prams walking up Gurner Lane.

On 3 December 2007 the Corporate and Works Committee considered the proposal to fund the widening of the footpath in Gurner Lane. The Committee heard representations from Dr M Gorgensen of 265 Glenmore Road, Paddington, Ms J King of 20 Gurner Street, Paddington, Mr A Marias of 2 Gurner Street, Paddington, Mr L Davies of 20 Gurner Street, Paddington, Ms L Kinahan President of the School and P&C and LCDR S Waring member of the school P&C, addressed the Committee.

The residents also presented a petition to the Committee requesting that Council:

1. *"Retain the current No Standing on the northern length of Gurner Lane*
2. *Introduce a No Standing zone on the southern length of Gurner Lane during school days 8:30-9:45 and 3:00-4:30*
3. *If one way flow is deemed essential this should be east to west retaining the Glenmore Road exit from Gurner Lane"*

After consideration, the Committee resolved as follows:

1. *"That the matter be deferred for further consideration at the next meeting of the Corporate and Works Committee.*
2. *That the site be inspected by the Committee at 5.00pm prior to the Corporate and Works Committee meeting.*

3. *That the Director to Technical Services canvass the change of direction of the one-way flow in Gurner Lane at the Traffic Committee meeting on Tuesday 4 December 2007.*

On 4 December 2007, the Traffic Committee reconsidered the matter. The Minutes are copied below:

“Gurner Lane, Paddington – Footpath widening

This matter was referred to Council’s Corporate & Works Committee on 3 December 2007. A petition tabled at that meeting by the residents proposed the reversal of the One Way traffic flow and the provision of No Standing (No Parking) covering the existing parking spaces on the southern side of Gurner Lane during the school drop-off and pick-up times.

The Traffic Committee indicated that they had no objection to the reversal of the One Way traffic flow at this location and had no objection to the above mentioned No Parking on the southern side of Gurner Lane, Paddington.

This information will be provided to the site inspection meeting being held at 5pm on Monday 10 December, 2007.”

On the 10 December 2007, the Corporate and Works Committee held a site meeting and subsequently resolved as follows:

1. *That the matter be deferred pending advice from the Department of Education as to whether it will permit the existing footpath to be extended 1 metre into the school grounds, and the boundary fence relocated, to provide improved pedestrian access from Glenmore Road to the school gate.*
2. *That a further report be provided to the Corporate and Works Committee in January 2008 after a response is received from the Department of Education.”*

We wrote to the Department with this proposal, including a diagram (see Annexure 1). The Department of Education has responded, advising that they will permit the existing footpath to be extended into the school and for the boundary fence to be relocated. They have also advised that, due to the benefits of this proposal to the school and community, the affected section of land would be transferred to the Council at no cost if Council funds the proposed works. Their letter is attached as Annexure 2. The transfer will require subdivision of the land and a further report will be provided of the actions to be taken to effect the transfer and dedication of the area as road reserve.

Identification of Income & Expenditure:

This proposal will cost approximately \$27,500 and includes the retention of sandstone kerb and gutter and the construction of a new ‘Paddington Concrete’ footpath. It will also involve a survey and dedication of the affected land.

Council has previously deferred the O’Sullivan Road kerb and gutter project from the 2007/2008 Environmental and Infrastructure Works Program to 2008/2009 in order to complete the Palmerston St and Drumalbyn Rd reconstruction projects (See Corporate and Works meeting 19 November 2007). Residual funds of \$29,000 are available from the O’Sullivan Rd project and therefore these works can be completed without impact on other works in the current works program.

Conclusion:

The current proposal culminates from extensive efforts to find a solution to a high risk pedestrian hazard adjacent to Glenmore Road Public School. The high risk to pedestrians, and specifically to mothers with young children, requires that these works be expedited. It is noted that the safety audit which identified this hazard was completed in mid-2006. It is proposed therefore to perform these works with funds available in the current Environmental and Infrastructure Works Program, and not to delay this project to 2008/2009.

The Committee should now consider the adoption and funding of the works. Accordingly it is proposed that the works be adopted and be funded from residual funds from the deferred O'Sullivan Rd project. It is estimated that the works will cost approximately \$27,500.

Lorna Oliver
Traffic and Transport Planner

Warwick Hatton
Director Technical Services

ANNEXURES:

1. Council's letter to the Department of Education and plans for the footpath widening works
2. Letter from the Department of Education granting permission for the footpath widening works on their land