



# Corporate & Works Committee

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

**Date:** *Monday 24 April 2006*

**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.
- 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

20 April 2006

To: His Worship the Mayor, Councillor Petrie, ex-officio  
Councillors      John Walker      (Chair)  
                         Keri Huxley      (Deputy Chair)  
                         Claudia Cullen  
                         Marcus Ehrlich  
                         Tanya Excell  
                         Wilhelmina Gardner  
                         Fiona Sinclair King

Dear Councillors

### **Corporate & Works Committee Meeting – 24 April 2006**

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 24 April 2006 at 6.00pm.**

Gary James  
General Manager

## Meeting Agenda

<b>Item</b>	<b>Subject</b>	<b>Pages</b>
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 3 April 2006	1
D2	Disclosure of Interest Returns submitted by new Designated Employees – January–March 2006 – 169.G	2
D3	Floodplain Risk Management Committee – 626.G Committee	5
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D5	Environment Works & Infrastructure Program Principal Activity – Draft 2006-09 Management Plan – 827.G 04-07	27
D6	Organisation Support Principal Activity – Draft 2006-2009 Management Plan – 827.G 06/09	71
D7	Customer Service & Communication Principal Activity – Draft 2006-2009 Management Plan – 827.G 05-08	107

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

R1	Sailability Proposed Lease of the Sail Loft at Sir David Martin Reserve – 1C New Beach Road, Darling Point – 787.G Sail Loft	120
R2	Courtenay Road, Rose Bay – Stage 1 Reconstruction Works – 116. Project	127
R3	2006/2007 Draft Budget – 331.G 2006/2007	133

**Item No:** D1 Delegated to Committee  
**Subject:** **Confirmation of minutes of meeting held on 3 April 2006**  
**Author:** Les Windle, Manager – Governance  
**File No:** See Council Minutes  
**Reason for Report:** The Minutes of the Meeting of Monday 3 April 2006 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 3 April 2006 be taken as read and confirmed.

Les Windle  
Manager - Governance

**Item No:** D2 Delegated to Committee  
**Subject:** **Disclosure of Interest Returns submitted by new Designated Employees - January – March 2006**  
**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 January to March 2006

**Recommendation:**

1. That the Disclosure of Interest Returns of the new designated persons who were required to submit a Primary Return during the period January to March 2006 be tabled.
2. That Council notes that the Primary Disclosure of Interest Returns have been submitted in accordance with the requirements of the Local Government Act, 1993.

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**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
Assessment Management Engineer	Exercises designated persons functions
Assessment Officers	Exercises designated persons functions
Blg/DA Compliance Officers	Exercises designated persons functions
Design/Urban Design Team Leaders	Exercises designated persons functions
Development 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
Parks Co-ordinator	Exercises designated persons functions
Property Officers	Exercises designated persons functions
Program Development Officers	Exercises designated persons functions
Ranger Supervisor	Exercises designated persons functions
Traffic Team Leader	Exercises designated persons functions
Waste Services Team Leader	Exercises designated persons functions
Admin Assistant – Printing & Purchasing	Exercises designated persons functions
Adult Lending Services Librarian	Exercises designated persons functions
Branch Librarians	Exercises designated persons functions
Children's & Young Adult Librarian	Exercises designated persons functions
Information Systems Librarian	Exercises designated persons functions
Plant & Fleet Co-ordinator	Exercises designated persons functions
Purchasing Team Leader	Exercises designated persons functions
Trades Superintendent	Exercises designated persons functions
Co-ordinator Civil Services	Exercises designated persons functions
Construction Engineer	Exercises designated persons functions
Maintenance Supervisor	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 January 1, 2006 to March 31, 2006.

### **Tabling of Returns:**

Two 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 March 2006 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

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**Annexures:**

Nil



**Item No:** D3 Delegated to Committee  
**Subject:** **Floodplain Risk Management Committee**  
**Author:** Myl Senthilvasan - Asset Management Engineer - Drainage  
**File No:** 626.G Committee  
**Reason for Report:** To appoint members to the Floodplain Risk Management Committee.

**Recommendation:**

- A. THAT Council appoint the following members to the Floodplain Risk Management Committee.

Councillor Julian Martin(chairperson),  
Councillors Geoff Rundle & David Shoebridge,  
Mr Tony Gregory representing Double Bay Resident Association,  
Ms Maureen Clark representing Rose Bay Resident Association,  
Dr Nina Mistilis representing The Paddington Society,  
Dr Ben Goodman - individual interested in Cecil Street, Paddington areas,  
Ms Thilaka Mampitiyarachchi representing Sydney Water,  
Ms Nichole Richardson representing NSW State Emergency Services,  
Mr Bart Foley representing NSW Department of Natural Resources,  
Representatives from other government agencies as required, and  
Relevant Council's staff as required.

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## 1. BACKGROUND

Council at its meeting on 31 October 2005 resolved:

- A. *THAT Council accept the grant funding offer totalling \$70,000 by the NSW Government for the preparation of flood studies for Rushcutters Bay and Double Bay catchments.*
- B. *THAT Council thank the Minister for Natural Resources, Hon. Ian Macdonald MLC, for approving grant funding for Woollahra floodplain management initiatives.*
- C. *THAT a Floodplain Risk Management Committee (FPRMC) be established to provide community input and to assist Council in the development and implementation of floodplain management plans.*

Actions regarding the recommendations A & B above have been completed. This report relates to the recommendation C and details of the process followed to form a Floodplain Risk Management Committee (FPRMC) and recommends the appointment of nominated persons to the committee.

## 2. CALL FOR MEMBERS

An advertisement was placed in the Wentworth Courier on 25 January 2006 and 1 February 2006, calling for individuals and members of interested community groups to participate in the FPRMC. This advertisement was also placed on Council's website. A letter of invitation was also sent to the following community groups and government agencies:

### **Community groups**

Bellevue Hill Residents' Action groups  
Double Bay Chamber of Commerce  
Double Bay Residents' Association  
Harbour View residents' Group  
Paddington Action Committee  
The Paddington Society  
Rose Bay Chamber of Commerce  
Rose Bay Residents' Association Inc  
Rushcutters Bay Foreshore Protection  
Woollahra History & Heritage Society

### **Government agencies**

Department of Natural Resources  
NSW State Emergency Services  
NSW Department of Primary Industries (NSW Fisheries)  
Sydney Water  
Waterways Authority of NSW  
Sydney Coastal Councils Group Inc  
Sydney Metro catchment Authority

The following individuals, community groups and government agencies have responded to the invitation:

### **Individuals**

Mr Tony Gregory of 26 Glendon Road, Double Bay – indicates to participate in the RPRMC or as an observer. However Double Bay Residents Association has nominated him as their representative.  
Dr Ben Goodman of 52 Cecil Street, Paddington

### **Community Groups**

Rose Bay Resident Association – indicated to participate in the FPRMC & nominated Ms Maureen Clark as their representative.  
Double Bay Resident Association – indicated to participate in the FPRMC & nominated Mr Tony Gregory as their representative.  
The Paddington Society – indicated to participate in the FPRMC & nominated Dr Nina Mistilis as their representative.  
Harbour View Residents' Group - Don Whiter verbally advised that their group is mainly interested in the upper catchment areas, and as such their group is not interested in participating.

### **Government Agencies**

Sydney Water has nominated Ms Thilaka Mampitiyarachchi as its representative,  
NSW State Emergency Services have nominated Ms Nichole Richardson as their representative, and  
NSW Department of Natural Resources has nominated Mr Bart Foley as its representative.

Further the following agencies have advised that they will either send a representative on a need basis or be as a corresponding member.

NSW Department of Primary Industries (NSW Fisheries) – indicates that they are unable to attend the meetings but they would like to be a corresponding member.

NSW Maritime Authority (Waterways Authority) – indicates that unable to attend every meeting but should any matters arise that directly relate to NSW Maritime roles relevant officer would be attending.

### **Nomination by the Mayor**

The Mayor has nominated Councillor Julian Martin to be the chair of the Committee with Councillors Geoff Rundle and David Shoebridge as members.

### **Council Staff**

Relevant Council's staff from various departments such as Strategic Planning, Development Assessment and Technical Services will be attending the committee meetings as required.

## **3. MEMBERSHIP**

Three community groups, two individuals and five government agencies have responded to our invitation. NSW Fisheries have indicated that they would be as a corresponding member, and NSW Maritime Authority indicated they are unable to attend every meeting but they will attend meetings as required.

It is proposed that the membership of the new Floodplain Risk Management Committee be extended to those who registered their interest. Therefore the proposed membership is as follows:

Councillor Julian Martin(chairperson),  
Councillors Geoff Rundle & David Shoebridge,  
Mr Tony Gregory representing Double Bay Resident Association,  
Ms Maureen Clark representing Rose Bay Resident Association,  
Dr Nina Mistilis representing The Paddington Society,  
Dr Ben Goodman - individual interested in Cecil Street, Paddington areas,  
Ms Thilaka Mampitiyarachchi representing Sydney Water,  
Ms Nichole Richardson representing NSW State Emergency Services,  
Mr Bart Foley representing NSW Department of Natural Resources,  
Representatives from other government agencies as required, and  
Relevant Council's staff as required.

## **4. TERMS OF REFERENCE OF THE COMMITTEE**

It is proposed to establish a Floodplain Risk Management Committee to assist Council in the development and implementation of floodplain management plans. Terms of reference are outlined in the report to Corporate and Works Committee on 17 October 2005 which is attached as annexure 1.

## **5. CONCLUSION**

To provide community input, and to assist Council in the development and implementation of floodplain management plans, it is recommended to proceed with appointing committee members to the new Floodplain Risk Management Committee. It is recommended that all persons who registered their interest be appointed to the Committee.

**6. IDENTIFICATION OF INCOME & EXPENDITURE:**

The cost to set up and administer the committee is accounted for by staff time. The cost of serving the committee can be funded from funds allocated to Council's operation budget.

**Myl Senthilvasan**

Asset Management Engineer - Drainage

**Warwick Hatton**

Director – Technical Services

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**Annexure:**

Annexure 1 – Terms of Reference

## **ANNEXURE 1**

### **TERMS OF REFERENCE**

It is proposed to establish a Floodplain Risk Management Committee to assist Council in the development and implementation of floodplain management plans.

#### **Role of the Committee:**

The Floodplain Risk Management Committee is an advisory committee and its principal objective is to assist Council in the development and implementation of floodplain management plans under Council's jurisdiction. Roles of Committee Members are fully detailed in Appendix D of the Manual which is attached as Annexure 2.

#### **Focus of the Committee:**

The Committee is to focus on the floodplain management issues and adopted floodplain management program.

#### **Meetings:**

It is proposed that the FPRMC will meet quarterly to align with Council's quarterly reporting requirements. Additional meetings will be scheduled when required.

#### **Membership:**

The membership of the committee needs to be a balanced representation of stakeholders such as agencies, groups and/or individuals affected by or coordinating floodplain risk management. Membership is flexible to ensure the right mix of interests is represented. The proposed membership would include:

- Councillors (one chairperson and up to two more councillors),
- Council staff (engineering, planning and environmental),
- Officers from the DNR,
- Representatives from the SES,
- Representatives of the local community such as Chamber of Commerce, Progress Associations, community and residents groups, and
- Representatives of relevant asset holders and industry bodies such as Sydney Water.

It is proposed to set up this new Committee as soon as possible. It is proposed that the Mayor nominate a chairperson and up to two further Councillors to join the Committee. Council will contact the suggested organisations listed in this report and advertise seeking their interest to participate. Depending on the level of interest it may be necessary to limit the number of committee members.

Membership is to be reviewed annually.

**Agenda:**

An agenda for each meeting will be circulated by post or e-mail to all members of the Committee at least one week prior to the scheduled Committee Meeting. The agenda will be structured to monitor progress in the development and implementation of floodplain management plans. The agenda will include an open session for General Business where new issues can be raised and discussed.

**Reporting:**

The minutes of the FPRMC, together with any recommendations, will be referred to the Council for noting.

The Manager –Public Infrastructure or his nominee will attend each Committee meeting and be responsible for taking minutes, preparation and circulation of agendas and minutes. Other Council staff can be invited to address the Committee members at future meetings as required.

The agenda and minutes of the FPRMC will be listed on Council's web site.

**Item No:** D4 Delegated to Committee  
**Subject:** **Roads, Traffic and Transport Principal Activity - Draft 2006-09 Management Plan**  
**Author:** Warwick Hatton - Director Technical Services  
**File No:** 827.G 04-07  
**Reason for Report:** To review the principal activity of Roads, Traffic & Transport prior to inclusion in the draft management plan

**Recommendation:**

That the programs and projects for the Roads, Traffic & Transport principal activity be included in the draft Management Plan for subsequent review by the Strategic and Corporate Committee.

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**Background:**

Principal Activity No 3 of the Management Plan 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 Management
- 3.4 Parking
- 3.5 Other Transport Facilities
- 3.6 Streetscape

Included as an Annexure to this report is the proposed Traffic & Transport Principal Activity of the Management Plan with detailed comments on the programs and projects in each sub activity

The Annexures include all the details whereas set out in the following part of this report is a commentary, the purpose being to provide Councillors with a snapshot of the key influences or issues arising from this proposal

The operating and capital budgets will be considered in a separate budget report which reviews the overall financial position of the Council.

Following is the commentary on each sub-activity:

**3.1 Road and Infrastructure Asset Management**

The Infrastructure Asset Renewal strategy was adopted in principle in late 2004 and capital works programs and funding options were developed for a five year program funded by a proposed Infrastructure Renewal Levy. Subsequently, it was decided to combine the Infrastructure Renewal Program and the Council's Environmental Works Program in an integrated program (see Environmental and Infrastructure Works Program as Principal Activity 8).

The asset strategy for road, footpath and kerb and guttering assets will be reviewed and updated in 2006-07. An inventory and condition ratings will be developed for retaining walls, and a prioritised works program formulated.

### **3.2 Maintenance and Construction**

Programmed maintenance activities, response to customer requests and construction of programmed capital works are the core functions in this Sub-Activity. The Asset Management Information System (AMIS) will be further extended to enhance our responsiveness and reporting capacity.

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

A review commenced in 2005-06 of the Woollahra Traffic and Transport Strategy adopted in 1999. It is envisaged that a number of Strategy issues such as public transport and local community transport may be addressed by setting up an inner-city forum with adjoining Councils and community groups, and that there will be review of some planning controls relating to parking.

The impact of the Cross City Tunnel will be monitored continually and reported to Council. In Paddington, staged introduction will occur of traffic management works arising from the PAMP (pedestrian movement) study, and the 40kmh speed limit zone. It is proposed to introduce traffic calming in Bellevue Hill shopping centre to permit introduction of a 40 kmh speed limit zone (subject to RTA approval).

### **3.4 Parking**

Administration and distribution of resident parking schemes throughout the municipality will be rationalised, to improve their effectiveness, availability of spaces and responsiveness to customer needs. Proposals for parking regulation schemes around Bondi Junction, in Rose Bay and around Lyne Park will be submitted to Council for consideration.

### **3.5 Other Transport Facilities**

There will be continued implementation of Bicycle Plan works to complete routes 19, 20, 21, 22, 23, part 27, 35, 36 and part 51. Implementation of Council's Disability Action Plan for ferry wharves will depend on arrangements reached with the State Government which has announced it is to take over ferry wharves.

### **3.6 Streetscape**

The Fiveways upgrading project is proposed to proceed, subject to the outcome of community consultation, which has extended through 2005-6. A capital works program is proposed to complete a number of streetscape projects in business areas around the municipality: in Double Bay, Bellevue Hill, Queen Street, Woollahra and the Five Ways and Oxford Street, Paddington, subject to acceptable funding arrangements being established.

**Warwick Hatton**  
**Director Technical Services**

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#### **Annexures:**

1. Proposed Roads, Traffic & Transport Principal Activity of 2006-09 Management Plan



**Item No:** D5 Delegated to Committee  
**Subject:** **Environmental Works and Infrastructure Program Principal Activity - Draft 2006-09 Management Plan**  
**Author:** Warwick Hatton - Director Technical Services  
**File No:** 827.G 04-07  
**Reason for Report:** To review the principal activity of Environmental Works and Infrastructure Program Program prior to inclusion in the draft management plan.

**Recommendation:**

That the programs and projects for the Environment Works and Infrastructure Program principal activity be included in the draft Management Plan.

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**Background:**

Principal Activity No 8 of the Management Plan is the "Environmental Works and Infrastructure Program". This Principal Activity has the following sub-activities:

- 8.1 Administration and Auditing
- 8.2 Water Quality "at source" treatment program
- 8.3 Water quality "end of line" treatment program
- 8.4 Watercourse and bushland treatment program
- 8.5 Road Pavements
- 8.6 Footpaths
- 8.7 Kerb and Guttering
- 8.8 Wharves, Jetties and Baths Infrastructure
- 8.9 Seawalls
- 8.10 Retaining Walls

Included as an Annexure to this report is the proposed Environment Works and Infrastructure Program Principal Activity 8.0 with projects outlined in each sub activity.

**Environmental Works Program**

Following is a summary of each sub-activity along with commentary on the main changes incorporated with each sub-activity.

**8.1 Administration and Auditing**

An application has been made to the Department of Local Government for an integrated Environmental Works and Infrastructure Levy, which takes into account the new State legislation allowing the introduction of a Stormwater Management Service Charge. The Environmental Works Program has been amended accordingly. A revised 5-year program of environmental works becomes a part of the combined Environmental Works and Infrastructure program, ensuring a continuing commitment to environmental projects. The Environmental Levy Community Reference Group has been consulted about the proposal to integrate the levies, and an advertisement is being placed in the Wentworth Courier to inform the community.

## **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. Individual targeted education programs will be implemented to better inform the community on stormwater pollution and environmental sustainability and a targeted cigarette litter reduction campaign along with porous pavements trials, are the types of projects that meet the objective of treating stormwater at source.

## **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 Gross Pollution Traps and Stormwater Booms, constructed low in the catchment at the end of the stormwater network, prior to discharging into the Harbour.

Water Quality Monitoring will continue over the extended program to develop the database at two sites in Cooper Park, one site in Parsley Bay and one site in the wetland recently constructed by Sydney Water in Woollahra Golf course. The results will be used to assess the effectiveness of management intervention in the catchments on environmental health of these natural watercourses.

The principles of Water Urban Sensitive Design will be considered in future stormwater infrastructure projects as a means to introduce stormwater treatment as part of the design process. Harbour foreshore cleaning has also been listed to continue in accordance with the current review on beach cleaning practices.

## **8.4 Watercourse and bushland treatment program**

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

The main bushland areas targeted are Cooper Park and Parsley Bay where uncontrolled run off into these areas causes bank erosion which leads to destabilising the creek banks. Inter-allotment drainage works to critical areas will prevent uncontrolled stormwater run off into these sensitive areas. Pollution control devices as outlined in 8.2 and 8.3 upstream will also assist with controlling pollution to these areas.

Based on the success of bush regeneration projects in the past, and with the support by the Environmental Levy Community Reference Group, bush regeneration for the major parks has been included to continue in the revised program.

## **8.5 Road Pavements**

The objective of this sub-program is to improve the condition of the road asset by renewing those sections which have been ranked as first priority by our condition indicator analysis. A works program to the value of \$987,000 is proposed.

## **8.6 Footpaths**

The objective of this sub-program is to improve the condition of the footpath asset by renewing those sections which have been ranked as first priority by our condition indicator and risk analysis, which takes into account levels of pedestrian usage, and where appropriate combining footpath works with road renewal projects. A works program to the value of \$1,007,000 is proposed.

### **8.7 Kerb and Guttering**

The objective of this sub-program is to improve the condition of the kerb and guttering asset by renewing those sections which have been ranked as first priority by our condition indicator analysis, and where appropriate combining footpath works with road renewal projects. A works program to the value of \$841,000 is proposed.

### **8.8 Wharves, Jetties and Baths Infrastructure**

The objective of this sub-program is to improve the condition of these assets, which include ferry wharves, other wharves and jetties, and harbourside baths. A works program to the value of \$500,000 is proposed. With the announcement by the State Government that they are to take over ownership of ferry wharves, this program of works is under review. A Working Party has been formed to consider options for Watson Bay Baths.

### **8.9 Seawalls**

The objective of this sub-program is to repair and restore seawalls located on public land to prevent structural collapse and erosion material from behind the seawalls entering the harbour. A works program to the value of \$226,000 is proposed.

### **8.10 Retaining Walls**

The objective of this sub-program is to repair and restore retaining walls located on public land to prevent structural collapse. An inventory and condition assessment of retaining walls is to be developed and carried out, with a view to developing a prioritised works program. A budget of \$100,000 is proposed for inventory and condition assessment, and urgent works.

Warwick Hatton  
Director Technical Services

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#### **Annexures:**

1. Proposed Management Plan Environmental and Infrastructure Works Program Principal Activity

**Item No:** D6 Delegated to Committee  
**Subject:** **Organisation Support Principal Activity - Draft 2006-2009 Management Plan**  
**Author:** Don Johnston – A/Director Corporate Services  
Warwick Hatton – Director Technical Services  
**File No:** 827.G 06/09  
**Reason for Report:** To review the principal activity prior to its inclusion in the draft management plan

**Recommendation:**

That the programs outlined in the Organisation Support principal activity be included in the Draft Management Plan for subsequent review by the Strategic and Corporate Committee.

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**Background:**

Principal Activity No 7 of the Management Plan is "Organisation Support". This principal activity has the following sub-activities:

- 7.1 Governance
- 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
- 7.9 Technical Services operations

Included as an Annexure to this report is the proposed Organisation Support Principal Activity of the Management Plan with detailed comments on the programs and projects in each sub activity

The Annexure includes all the details whereas set out in the following part of this report is a commentary. The purpose being to provide Councillors with a snapshot of the key influences or issues arising from this proposal

Following is the commentary on each sub-activity:

**7.1 Governance:**

The Governance area is primarily involved in supporting and facilitating the meeting process. Records Management is also part of the sub activity. The major projects in the governance area for this year are to review some of the key probity and governance systems.

In the records area the implementation of the electronic document management system will be a major project during 2006/07.

## **7.2 Finance:**

The implementation of a special rate to fund environmental and infrastructure works will provide the certainty necessary to develop a longer term financial strategy prior to the next budget cycle. This strategy will need to take into consideration the outcome of the property strategy along with the changing needs for services. There will be continued emphasis on improved reporting to the organisation and the council.

## **7.3 Risk Management:**

The function of risk management is to develop implement and maintain risk management systems in the areas of Occupational Health and Safety, Public liability, Professional indemnity, Motor vehicles, Plant and equipment, Corporate and governance, and Environmental risks. These risk are minimised by active participation of staff and managers in risk control activities. The plan includes the periodic refreshing of risk action plans with managers across the organisation.

## **7.4 Human Resources:**

The Human Resource function is concerned with services surrounding employees and assisting managers and supervisors to lead and develop their employees. The first half of the financial year will see the completion of the implementation of the new HR & Payroll system which will provide for on-line services for managers and staff and significantly reduce current manual processes. Workchoices legislation will necessitate the development of employment agreements by way of individual agreements or collective agreements across the various departments of the organisation.

## **7.5 Information Technology:**

Information technology is fundamental to our business. We have a sound IT infrastructure by supporting its incremental development. This year will see a focus on upgrading the technical infrastructure to support the business application of the organisation.

## **7.6 Property Management:**

This year we propose to complete, in consultation with the Assets Working Party, a study of our property assets and community facilities, and develop a strategy for their future upgrading or development or disposal, as appropriate.

In accordance with Council policy, we will call tenders for leasing several properties, including Cooper Park tennis courts, Dunbar House restaurant and the kiosk at Parsley Bay. We will be managing Council's involvement in the Cosmopolitan site redevelopment, which includes stratum subdivision, new ground and stratum leases and transfer of assets to Council, and representing Council's ownership interests regarding the future of the Kiaora Lands site.

## **7.7 Management Executive:**

We will continue the process of continuous review of each division of the organisation.

## **7.8 Technical Services Management:**

This sub activity includes the cost centre of the director and support staff, and Technical Services management team. Activities and initiatives are shown in the relevant sub activity areas.

### **7.9 Technical Services Operations:**

This activity provides for the management of Technical Services operational programs. This year there will be a focus on identifying productivity improvements in the Civil Works area, and the expansion of the asset maintenance information system to further maintenance areas.

Don Johnston  
A/Director Corporate Services.

Warwick Hatton  
Director Technical Services

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### **ANNEXURES:**

- 1 Draft Organisation Support Principal Activity

**Item No:** D7 Delegated to Committee  
**Subject:** **Customer Service and Communication Principal Activity - Draft 2006-2009 Management Plan**  
**Author:** Catena Rechichi – Customer Service Manager  
Justine Henderson – Communications Manager  
**File No:** 827.G 05-08  
**Reason for Report:** To review the principal activity prior to its inclusion in the draft management plan

**Recommendation:**

That the programs outlined in the Customer Service and Communication principal activity be included in the Draft Management Plan for subsequent review by the Strategic and Corporate Committee.

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**Background:**

Principal Activity No 6 of the Management Plan is "Customer Service and Communication". This principal activity has the following sub-activities:

6.1 Customer Service and Communication

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

The Annexure includes all the details of the proposed projects and initiatives and this report aims to provide a brief overview for Councillors.

This section of the Management Plan outlines specific responsibilities and projects implemented by both the Customer Service and Communication Division. It should be noted that the value of good customer service and communication needs to be both recognised and demonstrated in all areas of Council's business and by all members of staff. Good customer service and communication is essential to our corporate culture and the community's perception of our organisation. Every community contact is an opportunity to build our reputation for friendly and professional service.

Following is the commentary on each sub-activity:

**6.1**

**Customer Service:**

The customer service area of Woollahra Municipal Council aims to meet the needs of its community through providing an excellent level of service to its customers. We do this by responding to customer requests for information, and other Council products and services, in a consistent, accurate, reliable, and appropriate manner. Additionally as the front line of Council our aim is to provide the organisation with valuable insight into 'what our customers are asking of us'. We do this through the gathering of customer centred information and through the correlation and dissemination of customer feedback. It is this information which is useful for service improvement throughout the organisation.

During the planned year our efforts will be concentrated around 'enhancing' existing customer service channels, such as:

- The "redesigning and realigning of Council's website" to meet the expectations of our community - convenience and ease of access
- the development and implementation of a 'knowledge management system' to aid in the delivery of consistent and reliable information
- the redesigning of workflows to accommodate customer focused models
- the implementation of a new customer request management system

Additionally we will continue to monitor how various customer service requests are managed organisationally wide as well as continuing to develop better reporting frameworks through the integration of data among customer service channels (e.g. phone, CMRS, applications, web, etc.) and organisational functions.

Our L & D program will deliver much needed on-line training modules / programs which will aid skill development and flexibility for all customer service staff as well as continue to build a unified customer service culture throughout the team.

The conducting of internal survey work remains high priority in customer service. Our aim is to continue to gather data which will help identify community needs and what improvements need to be made.

#### **COMMUNICATION:**

Three communications staff support and service the media, event, advertising and corporate communication needs of the organisation. A high level of support is provided to the office of the Mayor and the General Manager, with additional support offered to all other Divisional staff across Council on a variety of projects and media stories.

The objectives for 2006/09 are to maintain or improve the services currently being provided to ensure maximum benefit for both internal and external stakeholders (staff, Managers, Directors, Councillors, the Mayo, residents, community action groups and the media etc).

The objective for the next year is to provide more in house support to staff involved in projects and events that benefit from a communications strategy in the planning stage. Additional support will be required for the migration of content from our existing web site to the newly designed web site and in preparing a suitable content management environment.

Communications staff will continue to work with local and metropolitan media to promote Council's services and facilities. Assistance will be provided to other members of staff in the preparation of media stories and media training. Communications staff will continue to provide timely responses to all media inquiries, with an aim to respond to all calls with the relevant information and spokesperson. Annual event evaluation will provide for continuous improvement and the opportunity to maximise branding and recognition for the Council and meet the needs of the community. Continued support will be provided to the office of the Mayor and General Manager on speech writing, issues management, complex customer service requests, and crisis management.

It is anticipated that in the 2006/2009 period there will be a greater shift towards electronic communication and less emphasis on printed material. The Communications staff will assist with this shift to meet market demand.



In addition to the communications support and work provided by the Communications Division, it is important that customer focused communication and service delivery is demonstrated throughout the organisation by all staff at all times.

**Catena Rechichi**  
**Customer Service Manager**

**Justine Henderson**  
**Communications Manager**

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**ANNEXURES:**

- 1 Proposed Customer Service and Communication Principal Activity of 2006-2009 Management Plan

**Item No:** R1 Recommendation to Council  
**Subject:** **Sailability Proposed Lease of the Sail Loft at Sir David Martin Reserve, 1C New Beach Rd, Darling Point**  
**Author:** Anthony Sheedy, Property Officer  
**File No:** 787.G Sail Loft  
**Reason for Report:** To give consideration to the proposed 3 year lease with a 3 year option to renew, for 54.2m<sup>2</sup> of the 1st floor of the Sail Loft by Sailability.

**Recommendation:**

- A. That, subject to the Minister's consent, Council agrees to:
- i. Lease Sailability the 1<sup>st</sup> floor (54.2 m<sup>2</sup>) of the Sail Loft at Sir David Martin Reserve, Darling Point for a 3 year term with a 3 year option to renew, at a rent of \$5,420 per annum plus GST and outgoings, with annual review to CPI.
  - ii. 1<sup>st</sup> Floor Lease term is to be concurrent with the Sailability ground floor lease.
- B. That the lessee is to be responsible for all costs associated with its lease.
- C. That the lessee is to submit a bond equivalent to three months rent and estimated outgoings.
- 

**Background:**

Sir David Martin Reserve (Reserve) is Crown Land (Annexure 1). Woollahra Council has been appointed the Trustee of the Rushcutters Bay Maritime Reserve Trust No 10007, as notified in NSW Gazette. Because Sir David Martin Reserve is Crown Land, the consent of the Minister of Lands is required for all leases and sub-leases granted by the Trustee in relation to the reserve.

The adjoining Rushcutters Bay Marina and Hardstand were associated with the Sydney 2000 Olympics and Paralympics. A goal of the Olympic Coordinating Authority was that the Games would leave behind a legacy for Australian sport that enabled community sailors especially the disabled, to gain continued access to Sydney Harbour. The Sail Loft building is located at the rear of the Drill Hall (annexure 2) adjacent to New Beach Road.

Council staff have negotiated with Sailability and another registered charitable sailing organisation called Sailors *with* disAbilities to lease the ground floor of the Sail Loft. Sailability has agreed to occupy the smaller of the two areas (18.7m<sup>2</sup>) of the south facing ground floor area and Sailors *with* disAbilities will lease 35.5m<sup>2</sup> of the north facing ground floor of the Sail Loft. These independent spaces with separate entry doors already have a partition wall constructed which separates both ground floor spaces (annexure 3). Both these spaces have a security alarm system installed, which can be controlled independently.

Council resolved on 31 October 2005:

- A. that, subject to the Ministers consent, Council agrees to:
- (i) Lease Sailability 18.7 m<sup>2</sup> of the ground floor of the Sail Loft at Sir David Martin Reserve, Darling Point for a term with a 3 year option to renew, at a rent of \$1,870 per annum plus GST and outgoings, with annual review to CPI.

- (ii) Lease Sailors *with* disAbilities 35.5 m<sup>2</sup> of the ground floor of the sail Loft at Sir David Martin Reserve, Darling Point for a 3 year term with a 3 year option to renew, at a rent of \$3,500 per annum plus GST and outgoings, with annual review to CPI.

- B. That each lessee be responsible for all costs associated with its lease.  
C. That each lessee is to submit a bond equivalent to 3 months rent and estimated outgoings.

Since the above report Sailability have proposed to lease the upper level of the Sail Loft as well.

**Proposal:**

Sailability has now requested that Council grant a lease on similar terms and conditions over the 1st floor of the Sail loft, comprising an area of approximately 54.2 m<sup>2</sup> (Annexure 3).

This area is available for lease, however there are practical access constraints due to a very steep and narrow timber staircase. These stairs to the 1st floor area are located in the ground floor space, adjacent to the area currently leased to Sailability. Because of this access issue it makes sense to consider leasing this additional area to Sailability.

The Department of Commerce has valued the Sail Loft area rent on behalf of Council. As at 3 June 2003 this equated to a commercial market value of \$100 per square metre, and this amount is believed to still be an equitable rent considering the current property market and the charitable status of Sailability. This rate has similarly been applied to the 1st floor area.

Sailability has accepted the proposed annual rental of \$5,420 plus GST, and agreed to pay an additional share of the cost of outgoings based on the 54.2 m<sup>2</sup> of the 1st floor lease area. The leased area will be used mainly for office administration and the storage of sailing equipment such as sails, ropes, life jackets etc.

Both Sailability and Sailors *with* disAbilities are registered charitable organisations that promote the sport of sailing and in particular the disabled. Both these organisations are entities “with a community purpose” and their aims include the facilitation of sailing for people with disabilities. Sailability and Sailors *with* disAbilities are members of the NSW Sports Council for the disabled and affiliates of the Yachting Association of NSW.

A 3 year lease with a 3 year option to renew for the 1st floor space in the Sail Loft at Sir David Martin Reserve by Sailability would be acceptable provided the area is maintained in a clean, tidy and safe manner. The ground floor and 1<sup>st</sup> floor leases will be interdependent and concurrent in operation. Payment of a Security bond, monthly rental and estimated outgoings (Annexure 6) by the lessee will form essential terms of the lease.

The Minister’s consent to the leasing of the Sail Loft areas is required and there must be public notice advertising the Minister’s intention to consent to the lease.

**Conclusion:**

The Sail Loft 1st floor area has been vacant since the Council was appointed as Trust Managers for the site. Sailability has demonstrated the need to utilise this space for office administration and to store their sailing equipment in a safe and dry space in close proximity to the Marina.

It is beneficial for Council to agree to the lease so that Sail Loft rent income may be generated to offset Council’s refurbishment expenses of the Sir David Martin Reserve, and to enable the community of disabled sailors to have access to Sydney Harbour.

Anthony Sheedy  
Property Officer

Warwick Hatton  
Director, Technical Services

**ANNEXURES:**

1. Plan of Sir David Martin Reserve, 1C New Beach Road Darling Point, including Drill Hall and Sail Loft buildings shown in hatched relief.
2. Plan of 'Drill Hall' and 'Sail Loft' buildings on the Sir David Martin Reserve.
3. Plan of 'Sail Loft, showing proposed lease area in hatched relief.
4. Estimated outgoings.

**Item No:** R2 Recommendation to Council  
**Subject:** Courtenay Road, Rose Bay - Stage 1 Reconstruction Works  
**Author:** Joe Cavagnino – Purchasing Coordinator  
**File No:** 116. Project  
**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 Reconstruction (Stage 1) of Courtenay Road, Rose Bay, for the Lump Sum Price of \$214,674.20 excluding GST.
  - B. That the additional amount of \$125,583 required to fund the cost of the Courtenay Road Stage 1 works, be obtained from project savings from Boundary Street Project and the deferral of Annandale Street Reconstruction project currently included in the 2005/2006 infrastructure renewal program, as identified in the Identification of Income & Expenditure section of the report.
  - C. That successful and unsuccessful tenderers be advised accordingly.
- 

**Background:**

Council adopted an Asset Management Strategy in 2005, which includes a detailed condition indicator analysis of all our infrastructure assets. This condition analysis identified that the road pavement, kerb and gutter and various segments of Footpath in Courtenay Road Rose Bay, between Fernleigh Ave and Mitchell Rd require renewal in the first year of the five year infrastructure renewal program.

During preliminary investigations it was discovered that the stormwater system in Courtenay Road between Mitchell Road and Ebsworth Road was in very poor condition and would require reconstruction. Due to the significant costs of undertaking the required stormwater reconstruction works, it was decided to stage the Courtenay Road works over two years, beginning with the section between Fernleigh Ave and Ebsworth Rd, where the amount of stormwater reconstruction required is minimal. The remaining section of Courtenay Rd including the stormwater reconstruction works will be nominated for construction in the next year of the infrastructure renewal program.

During the design phase of this project, it was identified that the kerb and gutter on the Northern side of Courtenay Road was quite low, and that a number of residents experience access difficulties due to the steepness of the driveways and excessive cross-fall in the road pavement. In addition the road pavement sub-grade has failed in a number of locations and requires full depth reconstruction of the road pavement at this location.

To address the issues above and in order to carry out the works, detailed design plans and specifications were prepared for the full extent of the works between Fernleigh Ave and Ebsworth Rd. Tenders were invited in February 2006 from contractors with the necessary experience to undertake these works. The extent of the works to be carried out under this contract is also shown in the plan attached as Annexure 1 and generally comprises

Removal and reconstruction of kerb and gutter, driveways and segments of footpath on the both sides of Courtenay Road between Fernleigh Ave and Ebsworth Rd. This includes the regrading of the kerb on the northern side of Courtenay Road to eliminate the excessive crossfalls and ensure that the driveways meet the necessary standards to improve vehicular access;

Excavation of the existing failed stormwater pipe and installation of a new stormwater pipe at the intersection of Courtenay Road and Ebsworth Road;

Road reconstruction including full depth road patching, regrading, and milling and filling of the road pavement surface;

The re-establishment of traffic signs and road line markings as required.

### Tender Assessment

Tenders for this work closed at 2.30pm on 8 March 2006. Two (2) tenders, Select Civil Pty and Onyx Building and Maintenance Services were received after the Tender closing time, thus were not considered in the evaluation.

Ten (10) complying tenders were received and are listed below:

<b>TENDERER</b>	<b>LUMP SUM TENDER PRICE (excl. GST)</b>	<b>PROGRAM WORKS DURATION (weeks)</b>
AYZ Landscapes Pty Ltd	312,613	6
Byrne Civil	303,250	9
Chrisos Constructions Pty Ltd	263,902	8
JN Civil	250,993.60	13
Lanmac	267,767.43	9
Murphy, McCartney	408,389	16
Ozpave	214,674.20	6 **
RTA Operations	348,420.89	14
Sydney Civil	259,863	8.5
WGE	558,333.90	10

\*\* Original tendered programme was 4 weeks, this was revised to 6 weeks and accepted at interview.

Tenderers were asked to submit a price for all the works required including road pavement works. The road pavement works were listed in the tender as a separable portion. This allowed us to compare the tendered price against the existing SSROC contract rate for road pavement works, which allows us to select the best value contract.

The tenders were assessed in accordance with the selection criteria stated in the tender documents. The tender panel comprised: Mr Jake Matuzic, Team Leader Infrastructure Asset Management, Mr Ian Young, Council's Consultant Project Manager and Mr Joe Cavagnino, Purchasing Coordinator.

The tenders were given a score on each item of the selection criteria which resulted in a score out of 100, with 10 points being allocated to relevant skills, 20 points for methodology, 15 for relevant experience, 10 points for demonstrated performance, 10 points for addressing the tender requirements and 35 points for price. These weightings were determined prior to the tender being advertised.

The following table shows the scores and rankings of all tenders considered inclusive of the road pavement works separable portion.

**TENDER ANALYSIS – INCLUSIVE OF SEPARABLE PORTION**

<b>TENDERER</b>	<b>Relevant Skills 10%</b>	<b>Methodology 20%</b>	<b>Relevant Experience 15%</b>	<b>Demonstrated Performance 10%</b>	<b>Addressing Tender Requirements 10%</b>	<b>Price</b>	<b>Price 35%</b>	<b>Total Score</b>	<b>Rank</b>
AYZ Landscapes P/L	8.0	16.0	10.5	8.0	9.0	312,113	24.07	<b>75.57</b>	<b>6</b>
Byrne Civil	8.0	12.0	10.5	8.0	8.0	300,750	24.98	<b>71.48</b>	<b>8</b>
Chrisos	8.0	16.0	12.0	8.0	8.0	263,702	28.49	<b>80.49</b>	<b>5</b>
JN Civil	7.0	16.0	10.5	8.0	9.0	245,994	30.54	<b>81.04</b>	<b>4</b>
Lanmac	8.0	18.0	12.0	9.0	9.0	265,064	28.35	<b>84.35</b>	<b>3</b>
Murphy, McCartney	7.0	10.0	9.0	8.0	7.0	393,389	19.10	<b>60.10</b>	<b>9</b>
Ozpave	8.0	20.0	14.0	9.0	10.0	214,674	35.00	<b>96.00</b>	<b>1</b>
RTA Operations	8.0	16.0	12.0	8.0	7.0	346,921	21.66	<b>72.66</b>	<b>7</b>
Sydney Civil	8.0	19.0	13.0	8.0	8.0	256,263	29.32	<b>85.32</b>	<b>2</b>
WGE	6.0	10.0	10.5	5.0	7.0	556,334	13.51	<b>52.01</b>	<b>10</b>

1. Relevant skills, experience and demonstrated performance are based on the opinion formed by the assessment panel assessing the information provided in the Tender schedules, known performance by the contractors who have previously worked for Council and verified by responses from referees. The above figures represent the agreed scores from the assessment panel.
2. Price – the lowest price is deemed to achieve 100% for that weighting. Other tenderer's prices are then ranked by a percentage fraction of the lowest price.

The table below shows the scores and rankings of all tenders considered, excluding the road pavement works separable portion. It also shows the SSROC contract rate estimate for the road pavement works and the total cost estimate for undertaking all the works using the SSROC contractor for the road pavement works.

**TENDER ANALYSIS – PAVEMENT WORKS BY SSROC CONTRACTOR**

<b>TENDERER</b>	<b>Relevant Skills 10%</b>	<b>Methodology 20%</b>	<b>Relevant Experience 15%</b>	<b>Demonstrated Performance 10%</b>	<b>Addressing Tender Requirements 10%</b>	<b>Price Excluding Separable Portions</b>	<b>SSROC Estimate</b>	<b>Total Price</b>	<b>Price 35%</b>	<b>Total Score</b>	<b>Rank</b>
AYZ Landscapes P/L	8.0	16.0	10.5	8.0	9.0	196,024	63,204	<b>259,228</b>	27.27	<b>78.77</b>	<b>6</b>
Byrne Civil	8.0	12.0	10.5	8.0	8.0	202,436	63,204	<b>265,640</b>	26.61	<b>73.11</b>	<b>7</b>
Chrisos	8.0	16.0	12.0	8.0	8.0	183,446	63,204	<b>246,650</b>	28.66	<b>80.66</b>	<b>4</b>
JN Civil	7.0	16.0	10.5	8.0	9.0	174,571	63,204	<b>237,775</b>	29.73	<b>80.23</b>	<b>5</b>
Lanmac	8.0	18.0	12.0	9.0	9.0	189,731	63,204	<b>252,935</b>	27.95	<b>83.95</b>	<b>3</b>
Murphy, McCartney	7.0	10.0	9.0	8.0	7.0	283,525	63,204	<b>346,729</b>	20.39	<b>61.39</b>	<b>10</b>
Ozpave	8.0	20.0	14.0	9.0	10.0	153,399	63,204	<b>216,603</b>	32.64	<b>93.64</b>	<b>1</b>
RTA Operations	8.0	16.0	12.0	8.0	7.0	266,775	63,204	<b>329,979</b>	21.42	<b>72.42</b>	<b>8</b>
Sydney Civil	8.0	13.0	12.0	8.0	8.0	138,775	63,204	<b>201,979</b>	35.00	<b>84.00</b>	<b>2</b>
WGE	6.0	10.0	10.5	5.0	7.0	222,289	63,204	<b>285,493</b>	24.76	<b>63.26</b>	<b>9</b>

The two highest ranked tenderers inclusive and exclusive of the road pavement works separable portion were Ozpave and Sydney Civil.

The two highest ranked tenderers were invited to a post-tender interview by the tender selection panel. The purpose of the post-tender interview was to clarify details of each of the contractors programs and gather further information pertaining to the contractor's relevant experience in similar projects.

The outcome of the post-tender interviews are summarised below:

Ozpave submitted a construction period of four weeks was discussed and it was agreed to extend the program for a further 2 weeks. This revised construction period would allow staging of the works with the aim of causing minimum disruption to residents. It was also agreed that Ozpave would carry this out without any adjustment to their tendered price.

Sydney Civil were asked to provide full details of their construction program. Their nominated program was 8.5 weeks using three crews to stage the works. Sydney Civil also provided information with regards to similar works undertaken in the ACA site for Meriton Apartments.

Following the post-tender interviews the tender assessment panel still considered that Ozpave were the highest ranked contractor to undertake these works. Ozpave provided a better proposal in their nominated methodology, and demonstrated more relevant experience in similar road reconstruction projects. Ozpave would utilise their own plant and not subcontract any of the works.

Sydney Civil are more experienced in footpath and drainage maintenance works and have less experience in road reconstruction contracts. Sydney Civil would only be considered if the road reconstruction separable portion would be excluded and completed by the SSROC contractor, which would require co-ordination.

The best value for Ozpave would be to complete the works including the road pavement works separable portion for the fixed price lump sum figure of \$214,674.

The best value for Sydney Civil would be to exclude the separable portion and undertake the road pavement works using the SSROC contractor. The cost estimate for all the works using Sydney Civil and the SSROC contractor would be \$201,979. The SSROC contract estimate for the road pavement works separable portion is \$63,204. When considering this proposal it should be noted that this component of the estimated price could have an upward variance of up to 10%.

Therefore, based on the results of the tender assessment carried out, the information presented to the tender panel at the post-tender interview, the panel recommends that Ozpave (Aust) Pty Ltd is nominated as the preferred tenderer, and to undertake all the works including the road pavement works separable portion for the fixed lump sum price of \$214,674.

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

A sum of \$108,751 has been allocated in the 2005/2006 Infrastructure Renewal Program Budget for the kerb & gutter and road pavement renewal works only. However, due to the expansion of the scope of works to include stormwater reconstruction, the regrading of the kerb and gutter on the northern side of Courtenay Road and the full depth reconstruction of the failed road pavement subgrade, as explained previously in the report, the cost of the works has been revised to \$232,334. This includes the recommended tender sum of \$214,674, and sum of \$17,660 for the survey/design and project management costs.



It is proposed that the additional \$148,627 be funded from project savings from Boundary Street project which is now complete and the deferral of the Annandale Street Reconstruction currently included in the 2005/2006 infrastructure renewal program for an amount of \$94,815. The Annandale Street road reconstruction project design is 90% completed, however to finalise the design we need to consult and negotiate with a number of residents with regards to internal adjustment to driveway levels, we also require further information on the failed road pavement and recommended reconstruction, and additionally we have identified significant stormwater works that are required. The amount allocated in this years budget will not be enough to undertake the required works identified, and given the lead time required to resolve the design issues, we are recommending that the Annandale Street reconstruction inclusive of the additional works identified are nominated in next years capital renewal program with a revised budget allocation.

**Conclusion:**

The tender panel recommends that Ozpave (Aust) Pty Ltd be awarded the Contract for the Courtenay Road Stage 1 Reconstruction Works.

Joe Cavagnino  
Purchasing Coordinator

Warwick Hatton  
Director – Technical Services

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**ANNEXURES:**

- 1 Plan showing extent of Works

**Item No:** R3 Recommendation to Council  
**Subject:** **2006/2007 Draft Budget**  
**Author:** Don Johnston, Manager Finance  
**File No:** 331G 2006/2007  
**Reason for Report:** To report the outcomes of the Budget Workshop held on 21 March 2006 and provide the additional information sought by Councillors

**Recommendation:**

That the Committee recommend to Council a final list of projects for inclusion in the Draft 2006/2007 Budget and Draft Management Plan for the purposes of public exhibition.

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**Background:**

A budget workshop was held on 28 March 2006 to update Councillors on the preparation of the 2006/2007 Draft Budget. This report provides the outcomes of the Workshop and the additional information sought by Councillors in regard to the priority of 'Future Projects' identified in the Draft Capital Budget.

**Discussion:**

A report was presented to the workshop updating Councillors on the preparation of the 2006/2007 Draft Budget. This report is attached as **ANNEXURE 1**. The report stepped through the changes in the operating budget made to achieve the targeted growth in the capital funding available. The capital funding in the draft operating budget presented to the workshop was \$4.324m.

During discussion of the changes to the operating budgets concerns were raised about the potential impacts on services arising from the changes made. The impacts generally extend to extended timeframes or less being done as a result of reduced budget provisions. There was general consensus that the full amount of the Holdsworth Street Community Centre (HSCC) Council subsidy should be restored at a cost of \$60,000 being the difference between the \$610,000 budget provision and HSCC's \$670,000 request. This will reduce the capital funding available from the operating budget. The 2006/2007 Draft Operating Budget, including the full amount of the HSCC subsidy has been re-circulated, as a separate document, as **ANNEXURE 2**.

While the strategy target has been met, the opportunity remains available for further review of the operating budget. Arising from the Workshop it was requested that a revised capital funding figure be provided in relation to the current year. The December figure is \$4.033m, a fall of \$164,292 from the original budget figure of \$4.197m. The March quarterly review had not been completed at the time of writing the report.

The draft capital budget circulated to the workshop identified 'Funded' and 'Future' projects totalling \$15.5m. It was noted in the workshop report that there was a total of \$11.861m available for capital projects. This has now been reduced to \$11.8m by the restoration of the HSCC subsidy. The draft capital budget identified \$10.461m of 'Funded' projects based on an assessment of priority, now leaving \$1.34m to be allocated to 'Future' projects.

Further information was requested in regard to the priorities of the 'Future' projects. Comments in this regard have been incorporated into the 2006/2007 Draft Capital Budget re-circulated, as a separate document, as **ANNEXURE 3**. The comments spread over a number of pages in the annexure and have been consolidated below for ease of reference.

Project	Project Estimate	Comment on Future Projects Priorities: High As soon as possible, Short term 1-2 years, Medium term 3-5 years, Long term >5 years.	H	S	M	L
<b>Public Open Space</b>						
<b>Parks &amp; Reserves</b>						
Coastal cliff top fencing	250,000	Replaces deteriorating fencing on regional walk. Stage 2 of 4. Stage 1 installed; defects rectification being negotiated. Stage 1 highest priority for safety, condition and tourism reasons. Following stages short term priority S94A Plan.	H			
Robertson Park landscape & bollard improvements	80,000	Replaces poor quality edge railings and planting. Part of Master Plan. Medium term priority S94A Plan.			M	
Johnstons Lookout retaining wall	120,000	Reconstructs deteriorated walling and upgrades drainage from park. Short term priority S94A Plan.		S		
Dumaresq Reserve landscape improvements	15,000	Landscape upgrade in association with renewal of seawall. Medium term priority.			M	
McKell Park steps & lighting improvements	80,000	Upgrade works to address vandalism, improve public safety and replace obsolete light standards. Medium term priority.			M	
<b>Playgrounds</b>						
Lyne Park Playground fence	40,000	Realignment and upgrade of fencing in association with recently upgraded equipment. Medium-long term priority.			M	
Rushcutters Bay Park Playground	120,000	New playground adjacent to kiosk. Part of Plan of Management. Short term priority S94A Plan.		S		
Trumper Park Playground fence	15,000	Upgrade of fencing to improve child safety. Part of review of Trumper Park Plan of Management. Medium term priority.			M	
<b>Sportsfields</b>						
Christison Park irrigation renewal	40,000	Follows on Christison Park water re-use study. Priority medium term (after study and proposed grant application).			M	
<b>Total Public Open Space</b>	<b>760,000</b>					
<b>Streetscapes &amp; Harbour Foreshore</b>						
<b>Harbour Foreshore</b>						
Watsons Bay Baths	1,000,000	Refurbish pool structure and boardwalks. New decks/stairs/ pontoon. Subject of consultation with community group. Medium term priority S94A Plan.			M	
<b>Streetscapes</b>						
Oxford Street, Paddington	300,000	Paving Hopewell St to Young St. Completes paving upgrade to business areas. Short term priority S94A Plan.		S		

Project	Project Estimate	Comment on Future Projects Priorities: High As soon as possible, Short term 1-2 years, Medium term 3-5 years, Long term >5 years.	H	S	M	L
Double Bay Shopping Centre	200,000	Replaces decorative street lighting including a number of damaged or deteriorated units. High priority but delayed to date due to negotiations re Energy Australia requirements.	H			
Bellevue Hill Shopping Centre (both sides)	600,000	Modular paving, parking bays/landscaping. Undergrounding of electricity services. Replaces ageing interlocking brick paving with modular paving to match standard in other shopping centres. Short term priority S94A Plan.		S		
Queen Street Shopping Centre	100,000	Modular paving & furniture. Further stage of phased upgrade of business areas. Short term priority S94A Plan.		S		
Watsons Bay Shopping Centre (Stage 1B)	620,000					
Rose Bay (NSH Rd) Public Domain Improvements	75,000					
Vaucluse Shopping Centre (OSH Rd)	80,000	Modular paving & furniture. Further stage of phased upgrade of business areas. Short term priority S94A Plan.		S		
Plumer Road Shopping Centre	200,000	Upgrade paving & furniture. Short term priority S94A Plan (\$100,000). However, priority and estimate to be reviewed as paving and furniture are in good condition.				L
Edgecliff Rd / Grosvenor Street	110,000	Modular paving & furniture. Upgrade to match standard in other centres. Short term priority S94A Plan.		S		
Edgecliff Shopping Centre	175,000	North side NSH Rd paving Mona Rd to end of business area east of Ocean Av, undergrounding of electricity. Staged, short to medium term priority.		S	M	
Bus Shelter replacement Program	200,000	Upgrade of poor standard bus shelters in selected locations. Short term priority.		S		
<b>Total Streetscapes &amp; Harbour Foreshore</b>	<b>3,660,000</b>					
<b>Property &amp; Projects</b>						
<b>Community Facilities</b>						
<u>Hugh Latimer Centre</u>						
Install building occupant warning system	20,000	Added safety feature. Short term priority.		S		
Meals on Wheels - internal painting and repairs	8,000	Part of cyclical maintenance. Not necessary to advance.			M	
<u>Kindergarten</u>						
Upgrade security system	3,000	Added safety feature. Not immediate priority.			M	
Child proof fencing	26,000	Upgrade of existing fencing to current standards. Short term priority.		S		
Refurbishment of storeroom and painting of office	7,000	Medium term priority.			M	
Replace soft fall	30,000	Part of staged maintenance program. Not necessary to advance.			M	

Project	Project Estimate	Comment on Future Projects Priorities: High As soon as possible, Short term 1-2 years, Medium term 3-5 years, Long term >5 years.	H	S	M	L
<u>Rose Bay Cottage/Playgroup (see also OS budget)</u>						
Repairs and painting of exterior	6,000	Part of cyclical maintenance. Not necessary to advance.		S		
<u>Gaden Reserve</u>						
Install Emergency Lighting Discharge Switch	4,000	Added safety feature. Not immediate priority.		S		
Driveway and extension	25,000	Vehicle access facilities for disabled. Short term priority S94A Plan. Subject to review as part of Property Assets Study.		S		
<u>McKell Park (Cannonbury Cottage)</u>						
Install awning over paving	8,000	Provides shelter to outdoor area for facility users. Not high priority.			M	
<u>E J Ward Centre</u>						
Roof repairs	7,500	Part of staged maintenance. Not necessary to advance.			M	
Renew wiring and fixtures throughout centre	25,000	Medium term priority. Subject to review as part of Property Assets Study.			M	
Carpet replacement	15,000	Medium term priority. Subject to review as part of Property Assets Study.			M	
<u>The Gunyah</u>						
Ramp and pathway	15,000	Provides disabled access to heritage building. Short term priority.		S		
<u>Holdsworth Street Community Centre</u>						
Removal of retaining wall near storage sheds in playground	4,000	Long term priority.				L
<b>Commercial Properties</b>						
<u>Watsons Bay Tea Rooms (subject to separate report)</u>						
Replacement of front fence	20,000	Improves presentation and enhances viability of the kiosk. Short term priority.		S		
<b>Residences</b>						
<u>Parsley Bay Residence</u>						
Refinishing of floor boards on front veranda	5,000	Part of staged maintenance. Not necessary to advance.			M	
<b>Park Facilities</b>						
<u>Sir David Martin Reserve</u>						
Increase height of slipway fence & cover	30,000	Improves public safety and presentation. Medium term priority.			M	
<u>Lyne Park Toilets</u>						
Replace security grilles & painting	20,000	Part of staged maintenance. Medium term priority. Not necessary to advance.			M	

Project	Project Estimate	Comment on Future Projects Priorities: High As soon as possible, Short term 1-2 years, Medium term 3-5 years, Long term >5 years.	H	S	M	L
<b>Libraries</b>						
<i>Double Bay Library</i>						
Repaint internal (first floor and part of ground floor)		Part of staged maintenance. Short term priority. Not required to be in current budget. Delete.		S		
Disability Access Improvements	128,000	Provides disabled access. Short term priority following feasibility study and design.		S		
Front counter and entrance	25,000	Improves presentation to customers. Subject to review as part of Property Assets Study.			M	
Carpet	20,000	Improves presentation to customers. Subject to review as part of Property Assets Study.			M	
<i>Sherbrooke Hall</i>						
Internal painting and repairs	15,000	Part of staged maintenance. Short term priority. Not necessary to advance.		S		
<b>Council Offices</b>						
<i>Redleaf</i>						
Customer Service Display screens and public info	10,000	Improves presentation to customers. Short to medium term priority. Not necessary to advance.			M	
Display case	10,000	Improves presentation to customers. Short to medium term priority. Not necessary to advance.			M	
<b>Total Property &amp; Projects</b>	<b>486,500</b>					

During discussion of the draft capital budget there was general consensus for following 'Future' projects to be funded in the 2006/2007 Budget.

Project	Project Estimate	Assessed Priority
<b>Playgrounds:</b>		
Lyne Park Playground Fence	40,000	M
Rushcutters Bay Park Playground	120,000	S
Trumper Park Playground Fence	15,000	M
<b>Streetscapes</b>		
Oxford Street, Paddington	300,000	S
Double Bay Shopping Centre	200,000	H
Bus Shelter Replacement Program	200,000	S
<b>Property &amp; Projects</b>		
The Gonyah – Ramp and Pathway	15,000	S
	<b>890,000</b>	

Lyne Park and Trumper Park Playground Fence projects have been assessed as a medium term priority and, to that extent, are not seen as priority projects over the next 1 to 2 years. These projects could be deferred to provide some additional funding for shorter term priorities.

In addition to these projects, there were mixed views about the inclusion of the following projects.

<b>Project</b>	<b>Project Estimate</b>	<b>Assessed Priority</b>
<b>Parks &amp; Reserves</b>		
Coastal Cliff Top Fencing	250,000	H
<b>Sportsfields</b>		
Christison Park Irrigation Renewal	40,000	M
<b>Streetscapes</b>		
Vaucluse Shopping Centre (OSH Rd)	80,000	S
Bellevue Hill Shopping Centre (North side)	350,000	S
<b>Property &amp; Projects</b>		
Gaden Reserve – Driveway and Extension	25,000	S
Watsons Bay Tea Rooms – Replace Front Fence	20,000	S
Lyne Park Toilets – Replace security grilles and paint	20,000	M
Double Bay Library Lift *	128,000	S
	<b>913,000</b>	

- \* Installation of a lift involves remodelling of the building which is substantially more costly than this estimate of costs anticipates. Disability access can be improved using ramps and, if it is funded in the 2006/2007 Budget this provision will be changed to 'Disability Access Improvements' rather than 'Lift'.

With the exception of the Coastal Cliff Top Fencing project, the projects are all regarded as short term (1-2 years) or medium term (3 -5 years) projects. On this basis they do not all need to be funded in the 2006/2007 Budget and can be staged over future years. As with the consensus projects above, Christison Park Irrigation Renewal and Lyne Park Toilets are medium term projects and could be deferred in favour of short term projects.

The projects where there was general consensus total \$890,000. This leaves \$450,000 available (\$505,000 if medium term projects are deferred) to fund the projects where there were mixed views which have a total estimate of \$913,000 (\$853,000 if medium term projects are deferred). If the medium term projects are deferred the funding gap is \$348,000 which could be addressed by giving Bellevue Hill Shopping Centre priority in 2007/2008 rather than 2006/2007. Alternatively a different mix of projects could be determined.

In the preliminary Draft Management Plan circulated before Easter the following projects, allocating the \$1.4m, were incorporated based on the workshop outcomes. Each of these was footnoted with 'Added following Budget Workshop subject to further consideration by Council'.

<b>Project</b>	<b>Project Estimate</b>
<b>OPERATING BUDGET</b>	
<b>Community Services</b>	
Holdsworth Street Community Centre subsidy	60,000
<b>CAPITAL BUDGET</b>	
<b>Sportsfields</b>	
Christison Park Irrigation Renewal	40,000
<b>Playgrounds:</b>	
Lyne Park Playground Fence	40,000
Rushcutters Bay Park Playground	120,000
Trumper Park Playground Fence	15,000
<b>Streetscapes</b>	
Oxford Street, Paddington	300,000
Double Bay Shopping Centre	200,000
Vaucluse Shopping Centre (OSH Rd)	80,000
Bus Shelter Replacement Program	200,000
<b>Property &amp; Projects</b>	
The Gunyah – Ramp and Pathway	15,000
Gaden Reserve – Driveway and Extension	25,000
Watsons Bay Tea Rooms – Replace Front Fence	20,000
Lyne Park Toilets – Replace security grilles and paint	20,000
Double Bay Library Access Improvements	128,000
Kiaora Lands Future Development	100,000
	<b>1,363,000</b>

The inclusion of these projects now needs to be amended based on the further review of priorities and consideration by the Committee.

### **Summary:**

The budget strategy set by Council was to continue to grow the amount of capital funding available from the operating budget. This target was met, as reported to the workshop, with \$4.324m coming from the operating budget. This is an increase of \$127,000 over the original 2005/2006 budget and \$291,000 over the revised 2005/2006 budget. There is general consensus that \$60,000 of this be allocated back to the operating budget to fully fund the HSCC subsidy.

The preliminary draft budget considered at the Workshop included a capital budget totalling \$15.5m. \$5m of these were shown as 'Future Projects' for which \$1.4m was available. General consensus was reached on funding \$890,000 in projects identified above. A further \$450,000 remains unallocated. There were mixed views on the inclusion of a further \$913,000 in projects. Some of the projects included in these amounts are considered to be medium term projects not requiring funding in the next 1 to 2 years. If these projects are not funded the difference between funds available and projects estimates is \$348,000 which could be addressed by giving Bellevue Hill Shopping centre funding priority in 2007/2008 rather than 2006/2007.

From the Workshop deliberations it was quite clear that there was an intention to allocate all of the \$1.4m, including the \$1.2m of 'one off' funding arising from the developers option fee and savings in the 2005/2006 budget. If this is the case, and the \$60,000 for the HSCC subsidy is included in the operating budget, the following overall financial position will arise at the end of 2006/2007.



	05/06 Original Budget \$'000	05/06 Current Forecast \$'000	06/07 Draft Budget \$'000	Variance to Original Budget		Variance to Current Forecast	
				\$	%	\$	%
Operating Revenue	48,413	49,706	52,487	4,074	8	3,532	7
Operating Expenditure	50,682	51,289	52,826	2,144	4	1,537	3
Capital Grants & Cont'ns	607	790	1,543	936	154	753	95
Loss on sale of assets	(206)	(178)	(205)	1	0	(27)	15
Change in Net Assets	(1,868)	(971)	999	2,867		2,721	

	05/06 Original Budget \$'000	05/06 Current Forecast \$'000	06/07 Draft Budget \$'000
Current Assets	26,953	19,526	19,108
Current Liabilities	9,558	9,558	10,042
Net Current Assets	<b>17,395</b>	<b>9,968</b>	<b>9,066</b>
Non-Current Assets	640,583	648,907	650,809
Non-Current Liabilities	15,489	15,489	15,490
NET ASSETS	<b>642,489</b>	<b>643,386</b>	<b>644,385</b>
<b>EQUITY</b>			
Opening Equity	644,357	644,357	643,386
Change in Net Assets	(1,868)	(971)	999
Closing Equity	<b>642,489</b>	<b>643,386</b>	<b>644,385</b>
<b>Unrestricted Current Ratio</b>	2.11	1.71	1.54
<b>Working Funds</b>	4,670	2,025	2,023
<b>RESERVES</b>			
External Restrictions	6,768	3,141	3,634
Internal Restrictions	11,118	9,963	8,654
	17,886	13,104	12,288

The fall in the unrestricted current ratio basically reflects the expenditure of the 'one off' funding sources.

These figures may change depending on the final adoption of the 2006/2007 Budget and the March quarterly review of the 2005/2006 Budget.

### Conclusion:

At the Budget Workshop, consensus was reached regarding the inclusion of \$60,000 to provide the full subsidy requested by the HSCC and \$890,000 in projects from \$1.4m available. The remaining \$450,000 is available to be allocated to \$913,000 in projects where there were mixed views regarding their inclusion in the budget.

While the figures are subject to change arising from the final adoption of the 2006/2007 budget, if the \$1.4m, including the 'one off' funds, is allocated to projects Council's overall financial position will remain sound at 30 June 2007 with a working funds balance exceeding \$2m and an unrestricted current ratio of 1.54:1

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Director Corporate Services

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**Annexures:**

1. Report to the Budget Workshop held on 28 March 2006
2. Draft 2006/2007 Operating Budget (circulated separately)
3. Draft 2006/2007 Capital Budget with comments as to Priority (circulated separately)