

# Community & Environment Committee

**Agenda:** *Community & Environment Committee*

**Date:** *Monday 28 September 2009*

**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).

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

- Such matters as are specified in Section 377 of the Local Government Act and within the ambit of the Committee considerations.
- Matters which involve broad strategic or policy initiatives within responsibilities of Committee.
- Matters requiring the expenditure of moneys and in respect of which no Council vote has been made.
- Matters delegated to the Council by the Traffic Authority of NSW.
- Matters not within the specified functions of the Committee,
- Matters reserved by individual Councillors in accordance with any Council policy on "safeguards" and substantive changes.
- Parks and Reserves Plans of Management (Strategies, Policies and Objectives).
- Residential Parking Schemes - Provision and Policies.

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

- Community Services and Programs.
- Library Services
- Health.
- Licensing.
- Liquor Licences.
- Regulatory.
- Fire Protection Orders.
- Residential Parking Schemes (surveillance and administration).
- Traffic Management (Traffic Committee Recommendations).
- Waste Minimisation.
- To require such investigations, reports or actions as considered necessary in respect of matters contained within the Business Agendas (and as may be limited by specific Council resolution).
- Confirmation of the Minutes of its Meetings.
- Any other matter falling within the responsibility of the Community and Environment Committee and not restricted by the Local Government Act or required to be a Recommendation to Full Council as listed above.
- Statutory reviews of Council's Delivery Program and Operational Plan.

**Committee Membership:**

7 Councillors

**Quorum:**

The quorum for a Committee meeting is 4 Councillors.

# WOOLLAHRA MUNICIPAL COUNCIL

## Notice of Meeting

24 September 2009

To: His Worship The Mayor, Councillor Andrew Petrie  
Councillors Anthony Boskovitz  
Sean Carmichael (Chair)  
Nicola Grieve  
Susan Jarnason  
Greg Medcraft  
Isabelle Shapiro  
Susan Wynne

Dear Councillors

### **Community & Environment Committee Meeting – 28 September 2009**

In accordance with the provisions of the Local Government Act 1993, I request your attendance at a Meeting of the Council's **Community and Environment Committee** to be held in the **Council Chambers, 536 New South Head Road, Double Bay, on Monday 28 September 2009 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 14 September 2009	1
D2	Boat and Trailer Parking on Public Roads – 255.G	2
D3	Community Facilities Report – Usage Levels – 79.G	10
D4	Public Art Advisory Committee Minutes – 1160.G Public Art	40

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

R1	Public Art Policy Review – 1160.G	46
R2	Tender 09/16 – Event Management for New Years Eve 2009 – 1031.G	70

**Item No:** D1 Delegated to Committee  
**Subject:** **Confirmation of Minutes of Meeting held on 14 September 2009**  
**Author:** Les Windle, Manager - Governance  
**File No:** See Council Minutes  
**Reason for Report:** The Minutes of the Meeting of Monday 14 September 2009 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 Community and Environment Committee Meeting of 14 September 2009 be taken as read and confirmed.

Les Windle  
Manager – Governance

**Item No:** D2 Delegated to Committee  
**Subject:** **Boat and Trailer Parking on Public Roads**  
**Author:** Frank Rotta – Traffic Engineer  
**File No:** 255.G  
**Reason for Report:** To respond to a Council Resolution

**Recommendation:**

- A. That Council continue to pursue a revision of relevant legislation to allow Council to regulate the use of roads within the Municipality for parking by boats and trailers.

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**Background**

At its meeting held on 10 August, 2009, Council adopted the following Notice of Motion:

*“That Council develop as a matter of urgency, a report on the feasibility of implementing the O’Sullivan Road strategy for dealing with boats and trailer parking along Old South Head Road Vaocluse. The area to consider would start at the roundabout where New South Head Road and Old South Head Road meet to the end of Old South Head Road at Watsons Bay and would need to occur on both sides of the street. In addition, the report should also address other options which could relieve the problem.”*

Council has previously considered a report and a memorandum (copies attached as Annexures 1 & 2) on boat and trailer parking throughout the Municipality. This report confirmed that current legislation does not permit the exclusion of registered boats/trailers from legal parking spaces on public roads and at its meeting held on 27 April, 2009 Council resolved to seek appropriate changes to legislation in order to permit Councils to regulate the use of local roads by boats, trailers and other advertising vehicles.

Council has forwarded letters to the LGSA, SSROC, the Minister for Roads and the NSW Premier requesting the establishment of a task force to investigate these legislative changes but is yet to receive a response. Follow-up letters have recently been forwarded seeking a response from all of these parties.

**Issues**

A site inspection of Old South Head Road north of the Old South Head Road/New South Head Road intersection revealed that 12 boats/trailers were parked on the eastern (Christison Park) side of this road between Village High Road and Cambridge Avenue, a distance of 600 metres (excluding bus-stops). If we assume that each boat/trailer takes up 6 metres of kerbside space, the loss of available parking would be 72 metres or 12% of the available kerb side space.

It is pointed out that it is unlawful for a vehicle greater than 7.5 metres in length or greater than 4.5 tonnes in weight to stand for longer than one hour on a local road unless a permit has been issued by Council to do so. Council rangers have been instructed to police these size restrictions at this location as some of these boats/trailers had been found to exceed the allowable length. It is not, however, possible for Council to ban the parking of boats or trailers simply because they are boats or trailers.

At present the boats/trailers parking at this location are parking on the eastern side of Old South Head Road and not in front of residential properties on the western side. Any Council action to remove these boats/trailers with signage or similar action on the eastern side could have the effect of moving these vehicles to the western side of this road or further into adjacent residential streets. This may then lead to requests to extend this treatment throughout the area.

As previously indicated, Council cannot ban the parking of boats and trailers based on vehicle type. In order to overcome the inadequacies of NSW legislation, Woollahra Council several years ago introduced resident parking schemes in O'Sullivan Road and Newcastle Street, Rose Bay to force non-resident owners to move their boats and trailers which were being parked "permanently" in residential streets. By introducing 1P resident parking for two hours on one day each week and by classifying residents' boats and trailers to be resident vehicles (with RTA approval), this strategy has succeeded in moving non-resident boats/trailers out of O'Sullivan Road and Newcastle Street.

The use of Residents Parking restrictions to eliminate long-term parking (in this case long-term parking of boats and trailers) is not the intended use for a Residents Parking Scheme. Whilst this approach may appear to have been successful, there are a number of disadvantages to local residents in using a Residents Parking Scheme to resolve the problem of long-stay boats and trailers on public roads, namely:

1. Many residents of Old South Head Road have two or more off-street parking spaces and therefore will not be eligible for parking permits for either their motor vehicles or their own boats and trailers. Residents who are not eligible for parking permits will be forced to find alternative parking, normally in adjacent streets, to their disadvantage as well as to the detriment of residents of those streets.
2. Some residents will be disadvantaged as the number of permits (maximum of 2 per residence) will be reduced by 1 for every permit which is allocated for a resident's boat or trailer. Should a resident have 1 off-street car space, but owns 2 motor vehicles as well as one boat and trailer, they will have to decide which registered vehicle does not get a permit and is to be parked elsewhere in the area.
3. The introduction of a Residents Parking Scheme will require residents who normally park their vehicles on the street free of charge to pay annually for a parking permit for their vehicles.
4. Tradesmen and visitors to residents within the area will not be exempt under the Woollahra Council Policy for Permit Parking.
5. Signage is unsightly and will need to be installed on both sides of Old South Head Road. Between Village High Road and Cambridge Ave, this will require the installation of 44 signs.

The problem of boat/trailer parking in one street is, by the introduction of Residents Parking, simply transferred to residents of neighbouring streets. This has been the experience in Rose Bay where the parking problem has been transferred from O'Sullivan Road and Newcastle Street to neighbouring streets (e.g. Norwich Road and Wilberforce Avenue).

The only other option which may provide some relief to residents for the problem of boat and trailer parking is the marking of parking bays and the declaration of an area as a Restricted Parking Area under the RTA's guidelines. This option however requires that all parking spaces be marked and that all entrances and exits to the Restricted Parking Area be signposted. This is unsightly as these signs are red in colour and of substantial size and the pavement markings will be widespread. The creation of a Restricted Parking Area in Old South Head Road between Village High Road and Cambridge Avenue would require the installation of 10 large signs. If the scheme is extended between New South Head Road and Hopetoun Avenue then 24 large signs will be required.

The marking of all parking bays will not totally eradicate the parking of boats and trailers as any boat/trailer which is less than the standard 6.5 metre parking space length will still be able to be legally parked in this area. Additionally, this action will result in a considerable loss of on-street parking as parking bays will be marked at the standard 6.5m whereas it is common for motorists to park more efficiently.

This option will also impact on residents who have boats and trailers, and as Council's previous experience demonstrates, this scheme would simply relocate the problem to neighbouring residential streets.

### **Conclusion:**

The use of Residents Permit Parking to eliminate the parking of boats and trailers is not considered to be an effective strategy and will seriously disadvantage both residents within the area and residents of neighbouring streets. The introduction of a Restricted Parking Area will not be totally effective, will disadvantage residents, will be unsightly and will result in loss of parking. Both options will lead to an increase in the vandalism of signage and an increase in the maintenance burden on Council finances. Neither option is considered to be suitable.

It is considered that a global solution is required so that Council can control the parking of non-resident boats and trailers throughout the Municipality, rather than a local solution which simply transfers the problem to other local streets. It is therefore recommended that Council continue to pursue a revision of relevant legislation to allow Council to regulate the use of its local roads with respect to boats and trailers as per the Council resolution of 27 April 2009.

In the mean time Council's regulatory Services will continue to breach illegally parked boats/trailers (i.e. those over 7.5 metres in length or over 4.5 tonnes in weight) throughout the Municipality.

Frank Rotta  
Traffic Engineer – Engineering Services

Warwick Hatton  
Director Technical Services

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### **Attachments:**

1. Annexure 1 – Copy of Report on Boat and Trailer Parking submitted to C&E Committee on 27 April, 2009.
2. Annexure 2 – Copy of Late Correspondence from the Director, Technical Services to the C&E Committee Meeting of 27 April, 2009 in relation to the Report on Boat and Trailer Parking.

**Item No:** D3 Delegated to Committee  
**Subject:** **Community Facilities Report - Usage levels**  
**Author:** Andrea Jenkins  
**File No:** 79.G  
**Reason for Report:** To provide information to Council regarding the hiring and usage of community facilities managed by Council.

**Recommendation:**

A. That this report be received and noted.

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**Background:**

Council has historically provided venues for use by residents for community and social activities. A priority in the 2009 - 2013 Delivery Program and Operation Plan is to:  
*“Provide and promote access to community venues for community activities”*

Council has eight venues available for hire by community groups and individuals. These are Cooper Park Community Hall, Rose Bay Cottage, Canonbury Cottage, The Drill Hall and The Studio (Sir David Martin Reserve - SDMR), The Gunyah, Vacluse Bowling Club, the EJ Ward Community Centre, and Woollahra Seniors & Community Centre. See Annexure 1 for location of the venues.

Currently the majority of venue bookings are made over the phone, which is still the preferred option by sectors of the community. However there has been a noted increase by the public in both seeking venue information online and usage of the online booking system.

An annual update on venue usage was presented to the Community & Environment Committee on 28 July 2008, with Council resolving:

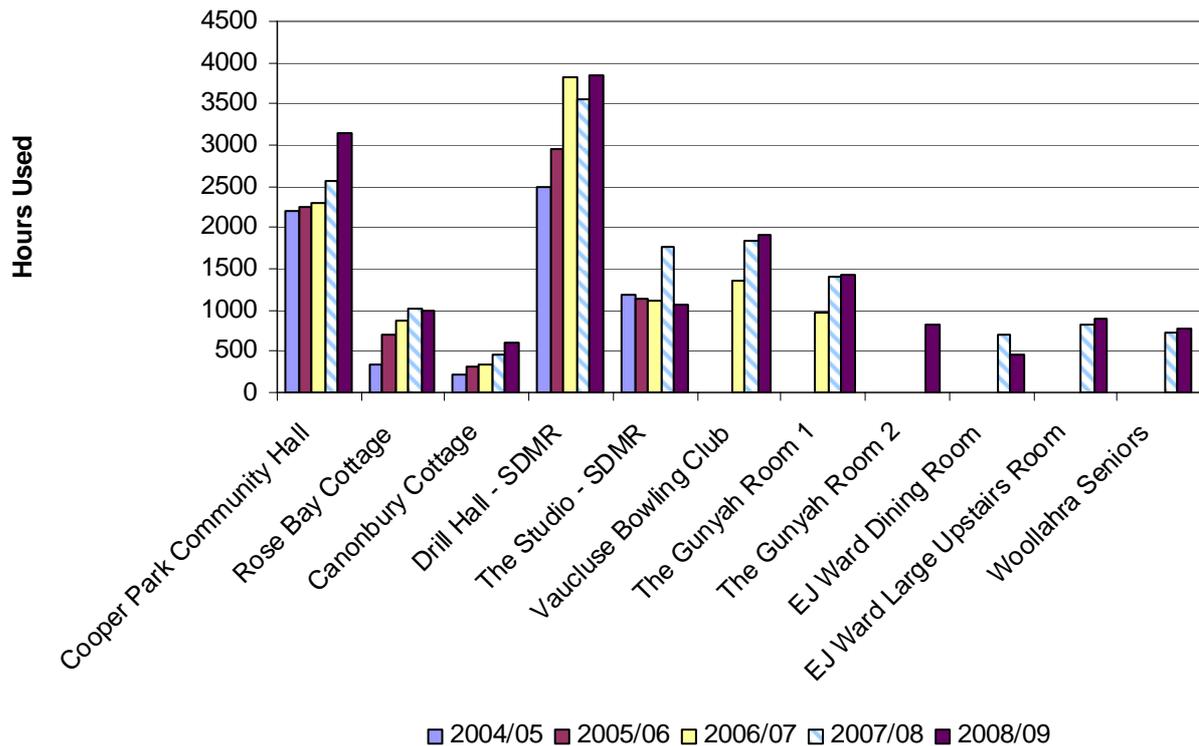
- A. *That this report be received and noted.*
- B. *That the use of Vacluse Bowling Club and The Gunyah for weekend night functions continue to be monitored, with particular attention to the impact of youth parties on the facilities and adjoining residents.*

This report will address the above resolution, review usage levels and opportunities for the use of all eight venues and make recommendations for future management actions.

**Combined Usage Levels:**

In 2004 Council managed five venues, with Council commencing the management of Vacluse Bowling Club and The Gunyah in 2006, and the Woollahra Seniors & Community Centre in 2007. These additional venues and increased promotion has brought about a significant increase in total community usage and income for Council, along with the expenditure associated with managing these venues.

The chart below shows the usage trends for all venues over the last five financial years.



**With the exception of The Drill Hall, The Studio and the Dining Room at EJ Ward, the total hours used at each venue has consistently increased over the past five years.**

**Definitions:**

**Usage by hirers in this report have been categorised into two groups:**

**Casual Hirers: One-off or occasional hirers of Council venue/s. E.g. for birthday parties, weddings, private functions etc.**

**Regular Hirers: Hirers who utilise Council venue/s on a regular basis or numerous times throughout a calendar year. E.g. weekly use for exercise classes, book clubs, play groups etc.**

**COOPER PARK COMMUNITY HALL – USAGE 2004 – 2009:**

This hall is located at 12 Cooper Park Road, Bellevue Hill. The hall sits in the peaceful surrounds of Cooper Park and has one large room available for hire that holds up to 70 people. There is a playground area at the rear of the venue. The ability to hold both indoor and outdoor activities at this venue makes it a popular choice, particularly for children’s parties aged 6 to 12 years.

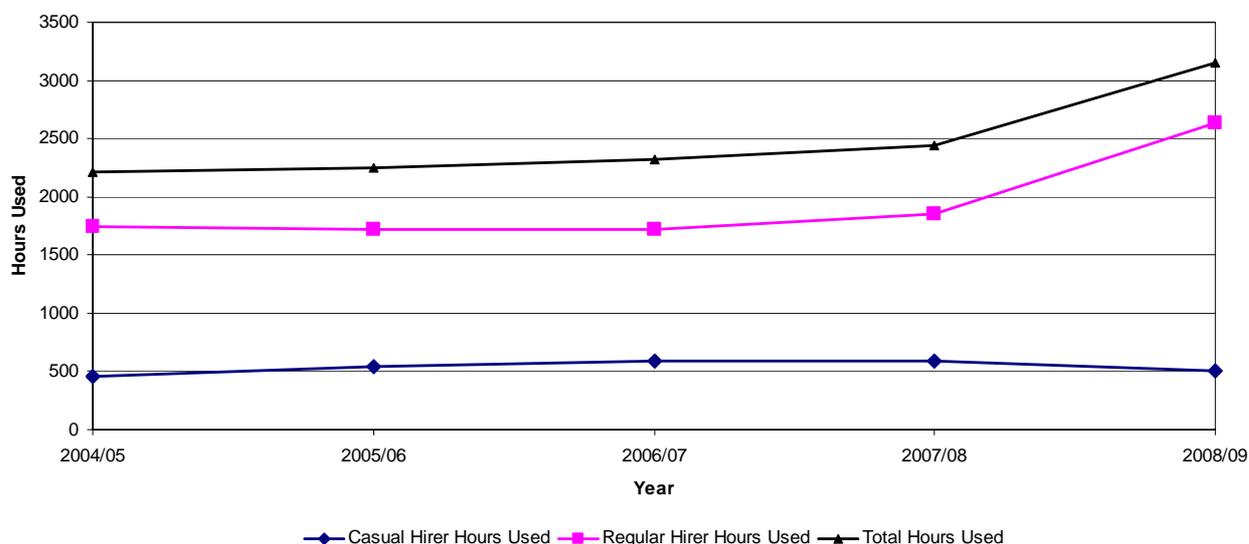


The hall is used exclusively by Miroma Light Industries from 8am to 9pm Monday to Thursday and 8pm to 5pm Fridays.

The venue is available to other hirers from 5pm to 9pm Fridays and 9am to 9pm weekends.

	<b>Total Hours Used</b>	<b>Regular Hirer Hours Used</b>	<b>Casual Hours Used</b>	<b>Regular Hirer % Used</b>	<b>Casual Hirer % Used</b>
<b>2004/05</b>	2208	1747.5	460.5	79.1%	20.9%
<b>2005/06</b>	2254	1717.5	536.5	76.2%	23.8%
<b>2006/07</b>	2316	1725	591	74.5%	25.5%
<b>2007/08</b>	2444	1853	591	75.8%	24.2%
<b>2008/09</b>	3150	2639	511	83.8%	16.2%

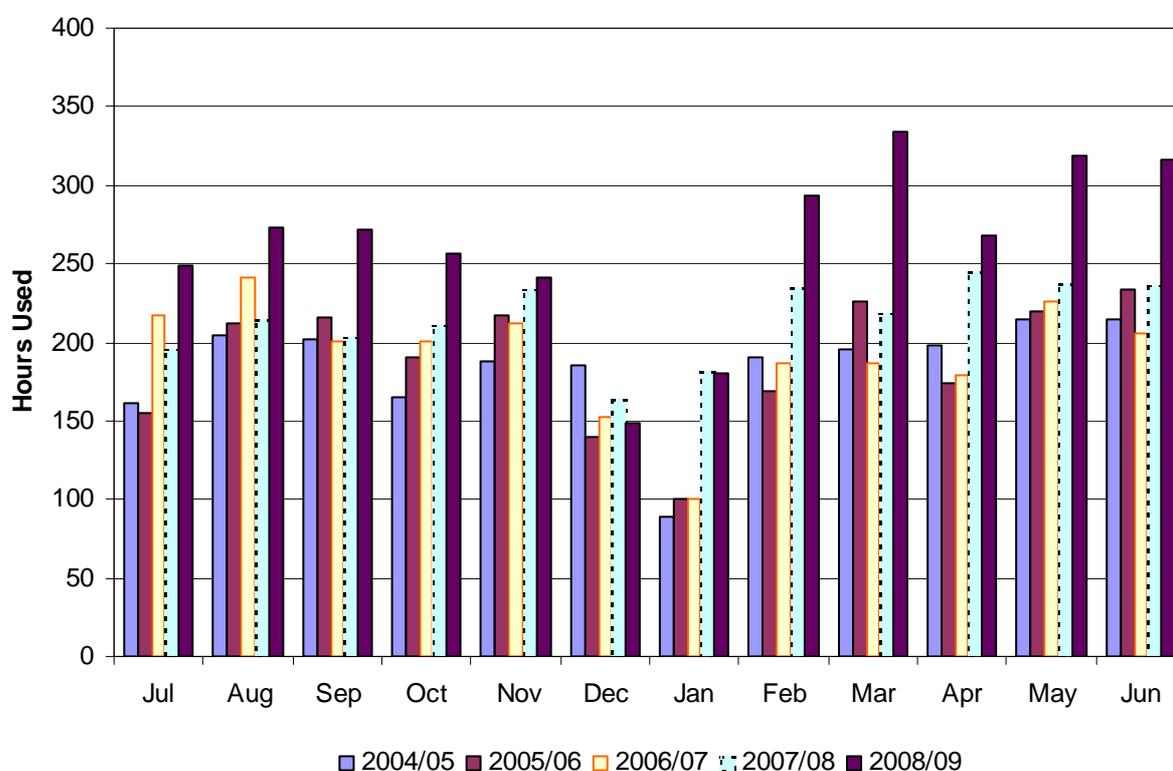
The chart below shows the trend in usage levels over the past five years.



The following table shows the monthly breakdown of hourly usage of Cooper Park Community Hall from July 2004 to June 2009.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>2004/05</b>	161	205	202	166	188	186	90	190	196	199	215	214
<b>2005/06</b>	155	213	217	191	218	140	100	170	226	174	220	234
<b>2006/07</b>	217	242	201	201	212	153	101	187	187	180	226	206
<b>2007/08</b>	196	215	203	211	234	164	182	235	218	246	237	236
<b>2008/09</b>	249	273	272	257	241	148	180	294	335	269	319	317

The following chart shows the monthly usage over the past five financial years for Cooper Park Community Hall.



### Analysis & Opportunities:

Usage levels increased by 28.9% from 2444 to 3150 hours over the past year. Despite this increase, usage by casual hirers has decreased by 13.5% from 591 hours in 2007/08 to 511 hours in 2008/09, indicating that the overall increase is a result of additional usage on weekday evenings by regular hirer, Miroma Light Industries.

Contributing to the drop in casual usage was the drop in total hours available to casual hirers of 416 hours. This was due to the increased usage by Miroma Light Industries on weekday evenings from January 2009.

It is interesting to note, additional analysis shows weekend usage has increased by 31% over the past year, further indicating that the drop in private hire is a result of the reduced availability on weekday evenings.

Usage is currently limited for community, arts and recreational activities due to a lack of availability on weekdays. Therefore, opportunities for increased usage over the coming year will primarily be from private weekend parties during the day and during the 5-9pm timeslot on Friday, Saturday and Sunday evenings. Future promotion will specifically target this group with the aim of increasing private usage levels.

### **ROSE BAY COTTAGE – USAGE 2004 – 2009**

Located at Woollahra Golf Club, O’Sullivan Road, Rose Bay, the cottage is a small venue designed for use by young children and their families and can hold up to 30 people. It features a playroom, a fenced outdoor area with a soft-fall synthetic grass surface with a sunshade and a grassed area suitable for children’s games.



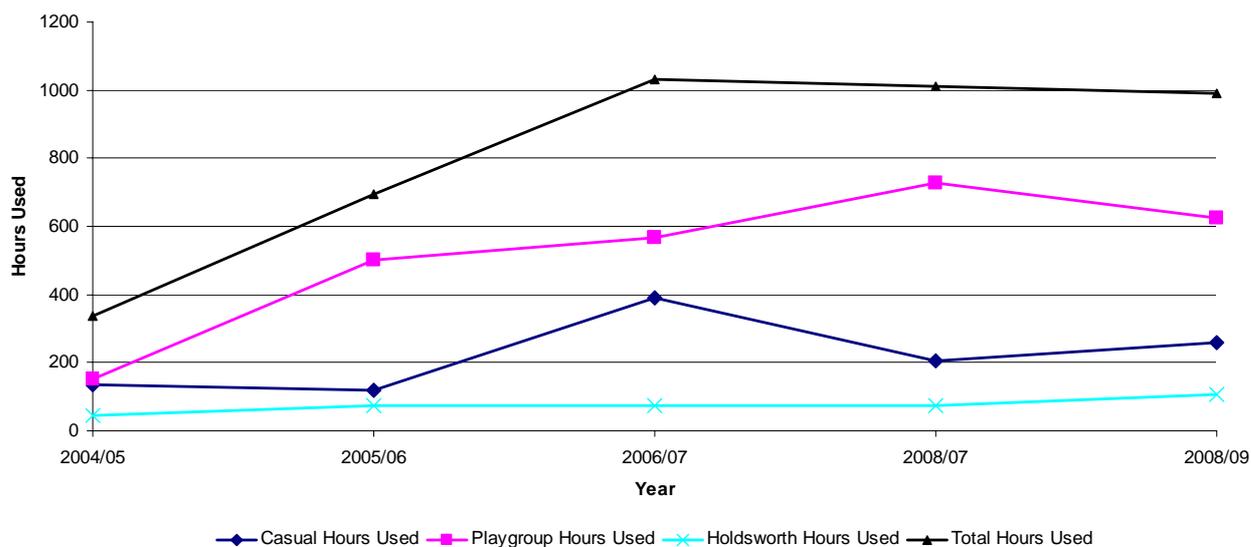
Rose Bay Cottage is used mornings from Monday to Friday by a number of playgroups. Holdsworth Community Centre & Services also utilise the cottage on Saturday mornings. It is a popular venue on weekends for children’s birthday parties aged 5 years and under.

The Cottage is available for hire Monday to Sunday 9am to 8pm, but is rarely used past 5pm on weekdays or weekends.

### **Venue Statistics:**

	<b>Total Hours Used</b>	<b>Playgroup Hours Used</b>	<b>Holdsworth Hours Used</b>	<b>Casual Hirer Hours Used</b>	<b>Regular Hirer % Used</b>	<b>Casual Hirer % Used</b>
<b>2004/05</b>	337	154	47	136	59.6%	40.4%
<b>2005/06</b>	696	502	75	119	82.9%	17.1%
<b>2006/07</b>	1030	567	74	389	62.2%	37.8%
<b>2008/07</b>	1009	729	74	206	79.6%	20.4%
<b>2008/09</b>	989	624	105	260	73.7%	26.3%

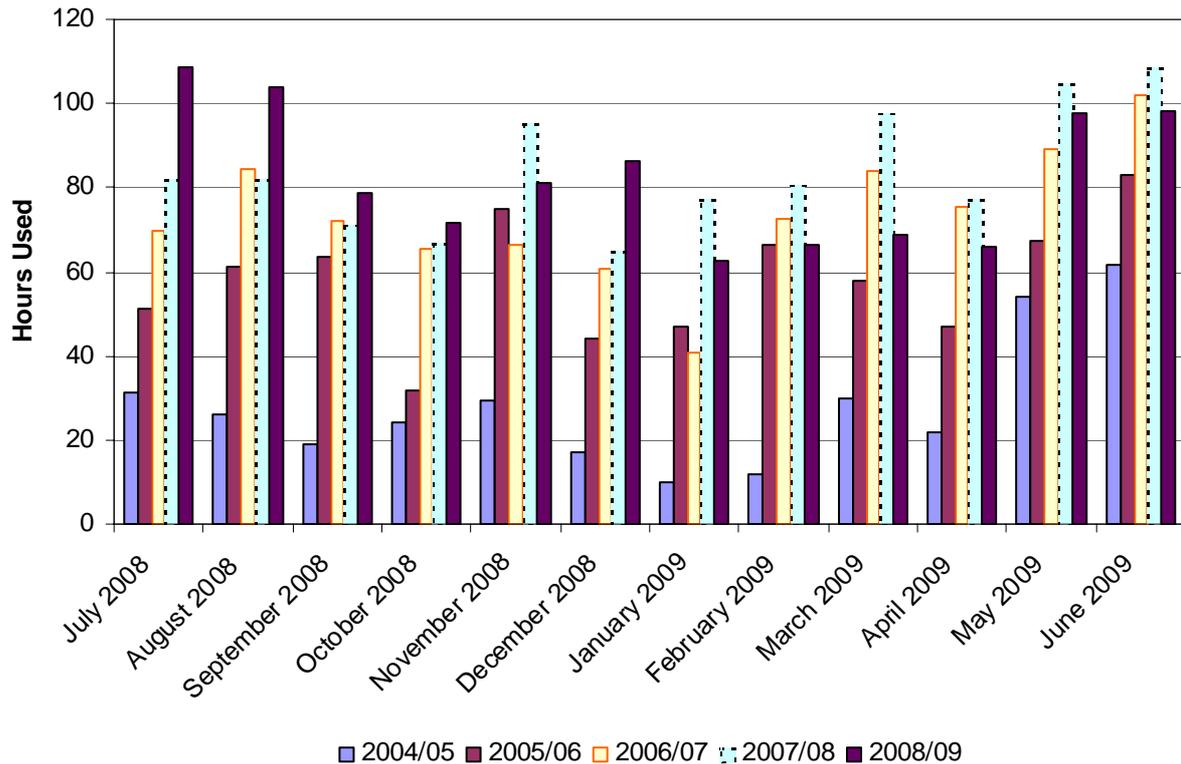
The chart below shows the trend in usage levels over the past five years.



The following table shows the monthly breakdown of hourly usage of Rose Bay Cottage from July 2004 to June 2009

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
2004/05	31.5	26	19	24	29.5	17	10	12	30	22	54	61.5
2005/06	51	61	63.5	32	75	44	47	66.5	58	47	67.5	83
2006/07	69.5	84.5	72	65.5	66.5	60.5	41	72.5	84	75.5	89	102
2007/08	82	82	71	67	95.5	65	77.5	80.5	97.5	77.5	105	108.5
2008/09	108.5	104	78.5	71.5	81	86.5	62.5	66.5	69	66	97.5	98

The following chart shows the monthly usage over the past five financial years.



**Analysis & Opportunities:**

Usage levels were slightly down on last year from 1009 hours in 2007/08 to 989 hours in 2008/09. Usage by the Playgroup dropped slightly on last year by 14.4%. This decrease was offset by a 41.9% increase in usage by Holdsworth Community Centre & Services and a 26.2% increase in usage by private hirers.

Playgroup bookings are generally unstable due to their reliance on volunteers. Usage of the cottage is limited to small groups (up to 30 people) and a narrow target market of children aged 5 and under. It has been difficult to attract afternoon bookings on weekdays as most young children sleep at this time.

Opportunities to increase usage in the future lie in promoting the venue for young children’s parties on weekends and attracting providers of after school activities on weekday afternoons. A minor refurbishment of internal painting, kitchen improvements and additional furniture is recommended to attract a wider range of users to this venue.

**CANONBURY COTTAGE – USAGE 2004 – 2009:**

Located at McKell Park, 159 Darling Point Road, Darling Point. The Cottage is located in the beautiful surrounds of McKell Park on the foreshore of Sydney Harbour. It features a function room and two small upstairs meeting rooms. The cottage can accommodate up to 30 people.



In 2008/09, the venue experienced mixed usage with regular weekday bookings for exercise classes, the Probus Club and a playgroup. It is used on the weekends for weddings (in conjunction with the park) and private gatherings.

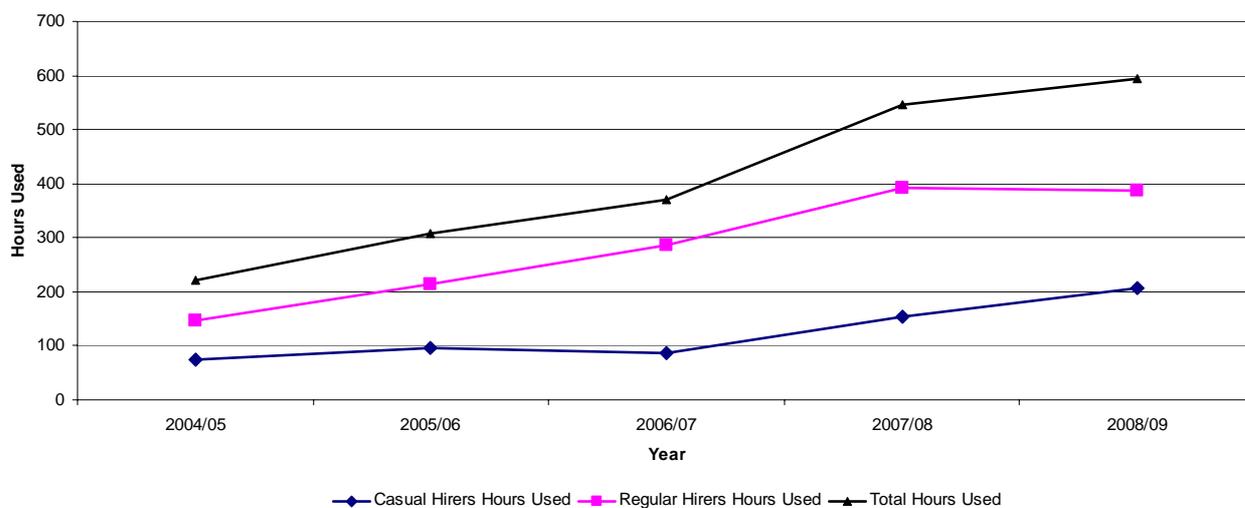
Only one booking is permitted each Saturday and Sunday and for a maximum of two hours.

The Cottage is available for hire Monday to Sunday sunrise to sunset.

**Venue Statistics:**

	Total Hours Used	Regular Hirer Hours Used	Casual Hirer Hours Used	Regular % Used	Casual % Used
<b>2004/05</b>	221	146	75	66.1%	33.9%
<b>2005/06</b>	309	213.25	95.75	69.0%	31.0%
<b>2006/07</b>	371	285.5	85.5	77.0%	23.0%
<b>2007/08</b>	545	391.5	153.5	71.8%	28.2%
<b>2008/09</b>	595	387.5	207.5	65.1%	34.9%

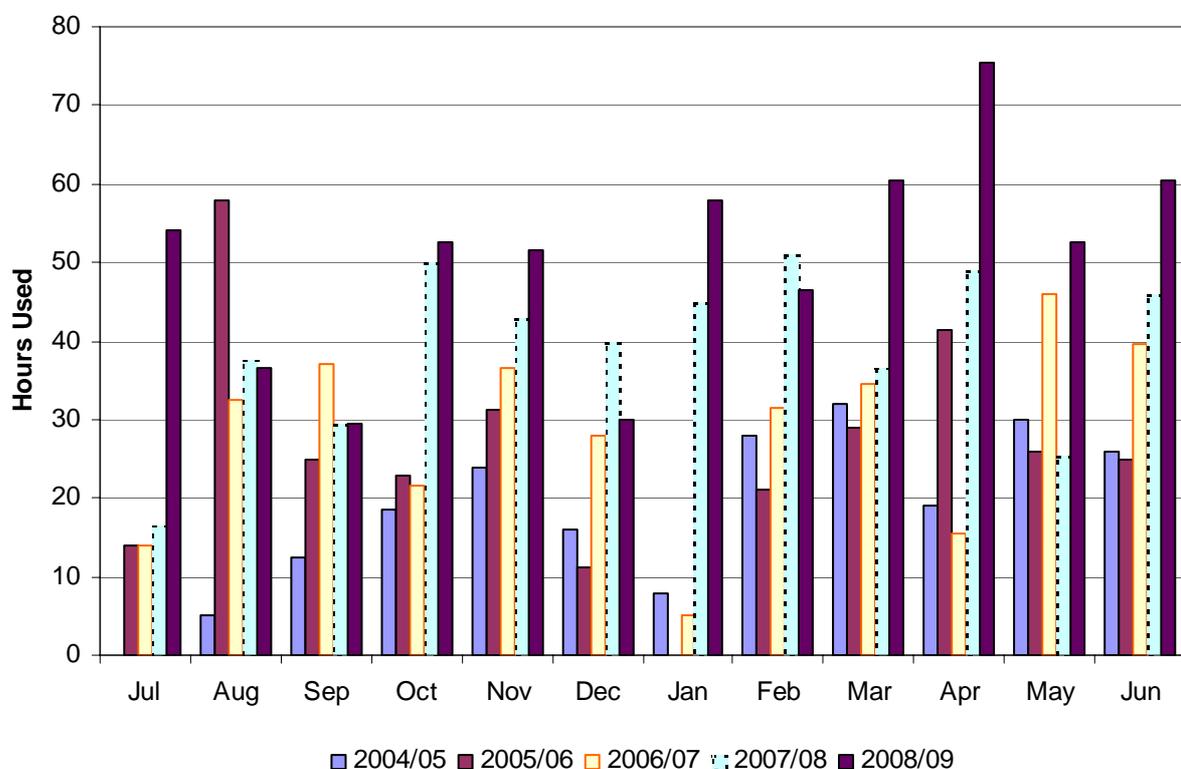
The chart below shows the trend in usage levels over the past five years.



The following table shows the monthly breakdown of hourly usage of Canonbury Cottage from July 2004 to June 2009.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>2004/05</b>	0	5	13	19	24	16	8	28	32	19	30	26
<b>2005/06</b>	14	58	25	23	31	11	0	21	29	42	26	25
<b>2006/07</b>	14	33	37	22	37	28	5	32	35	16	46	40
<b>2007/08</b>	17	38	30	50	43	40	45	51	37	49	26	46
<b>2008/09</b>	54	37	30	53	52	30	58	47	61	76	53	61

The following chart shows the monthly usage over the past five financial years.



### Analysis & Opportunities:

Usage levels increased by 9.2%, from 545 hours to 595 hours over the past year. Weekday usage increased slightly and weekend usage decreased slightly. Usage by regular hirers has remained steady on last year, however usage by casual hirers has increased by 35.2% on last year.

In April 2008 a local writer started to use the large upstairs room as an office from 8am to 5pm, 7 days per week which represented 1,953 hours of usage in the 2008/09 financial year. This usage is not reflected in the figures overleaf as the room is not considered part of the standard hire space. This use has however resulted in an increase in income from Canonbury Cottage. The local writer ceased using the venue in February 2009 as funding for the associated work was discontinued.

Future opportunities lie in hiring the upstairs rooms to similar hirers looking for a small office or meeting space or in attracting additional community, arts or recreational activities. If these rooms can be successfully hired over the next year they will be included as standard space in future reporting.

**DRILL HALL – SIR DAVID MARTIN RESERVE – USAGE 2004 – 2009:**

Located in Sir David Martin Reserve on the Ground Floor at 1C New Beach Road, Rushcutters Bay, the Hall is a unique heritage venue overlooking beautiful Sydney Harbour. It features a semi-sprung dance floor with tarquette and 3 metre drop black-out drapes. It can accommodate up to 150 people.



Use of the venue has been restricted to recreational activities, particularly creative development and performing arts rehearsals. No birthday parties, social gatherings or private functions are permitted in the venue. The venue is used exclusively by Critical Path

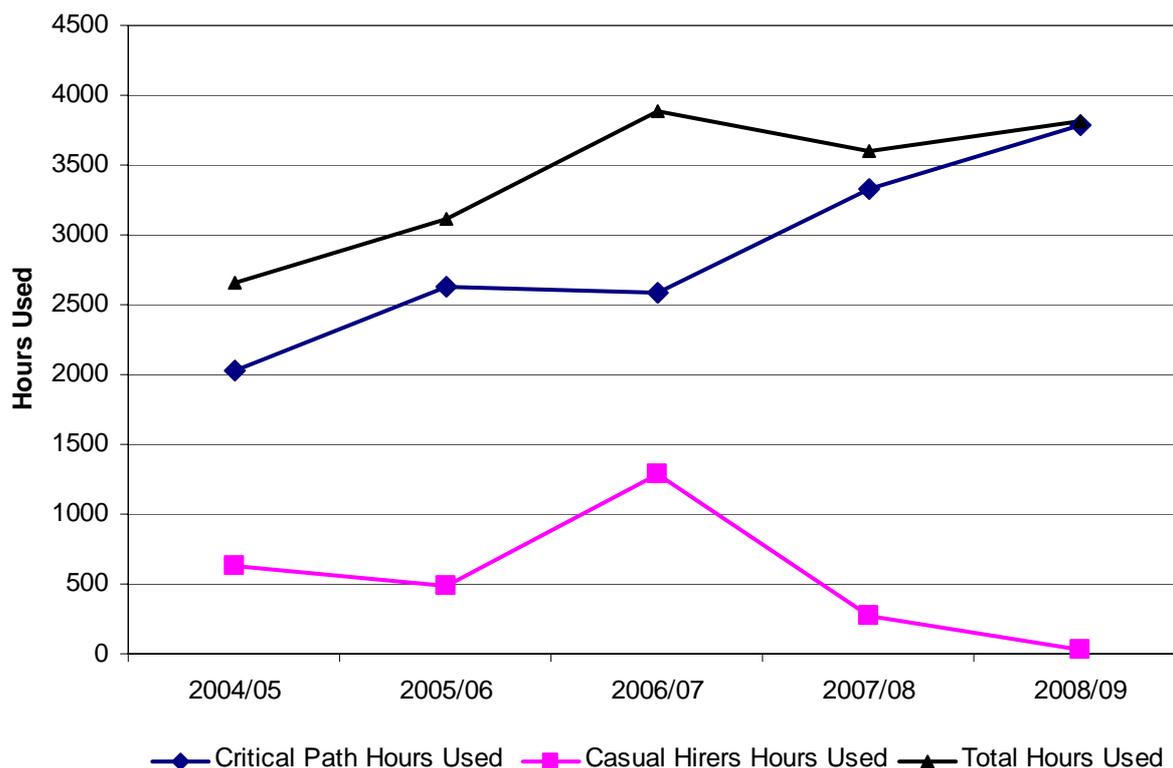
7 days a week for 12 hours per day for approximately 9 months of the calendar year, usually from August to May.

When not utilised by Critical Path, the Drill Hall is available for hire Monday to Sunday 9am to 9pm.

**Venue Statistics:**

	<b>Total Hours Used</b>	<b>Critical Path Hours Used</b>	<b>Casual Hirers Hours Used</b>	<b>Critical Path % Used</b>	<b>Casual Hirers % Used</b>
<b>2004/05</b>	2661	2028	633	76%	24%
<b>2005/06</b>	3108	2628	480	85%	15%
<b>2006/07</b>	3881	2592	1289	67%	33%
<b>2007/08</b>	3598	3330	268	93%	7%
<b>2008/09</b>	3810	3780	30	99%	1%

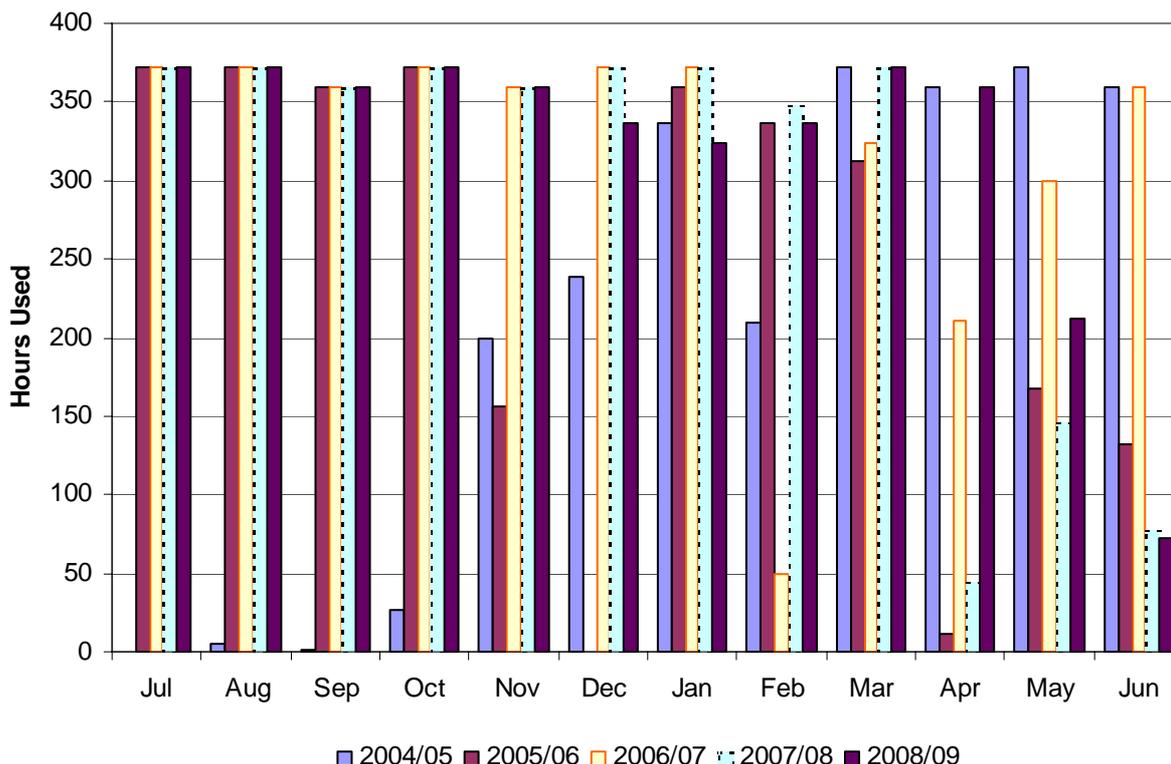
The chart below shows the trend in usage levels over the past five years.



The following table shows the monthly breakdown of hourly usage of the Drill Hall from July 2004 to June 2009.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>2004/05</b>	0	5	1	27	199	239	336	210	372	360	372	360
<b>2005/06</b>	372	372	360	372	156	0	360	336	312	12	168	132
<b>2006/07</b>	372	372	360	372	360	372	372	50	324	211	300	360
<b>2007/08</b>	372	372	360	372	360	372	372	348	372	45	146	77
<b>2008/09</b>	372	372	360	372	360	336	324	336	372	360	213	72

The following chart shows the monthly usage over the past five financial years for The Drill Hall.



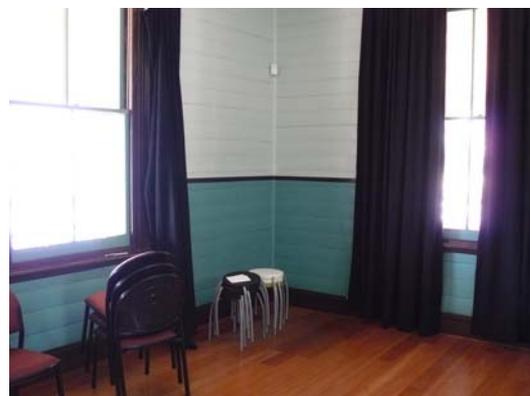
**Analysis & Opportunities:**

Total usage increased on last year by 5.9% from 3598 hours to 3810 hours. This increase was a result of Critical Path using the venue for a longer period of time as they operate by calendar year and this data is calculated by financial year. The increase in usage by Critical Path (13.5%) meant a decrease in available time for casual hirers (only 50 days of the financial year), which is represented by the lower usage by casual hirers.

The best opportunities to improve future usage lie in increasing the number of casual hirers during the months the venue is vacant. More proactive marketing will target a broader range of recreational activities in the weeks leading up to the vacant period in 2009/10.

**THE STUDIO – SIR DAVID MARTIN RESERVE – USAGE 2004 – 2009:**

Located on the First Floor at 1C New Beach Road, Rushcutters Bay, the Studio is part of a unique heritage venue located in Sir David Martin Reserve, Rushcutters Bay overlooking beautiful Sydney Harbour. It features polished timber floor boards and a balcony overlooking the harbour. It can accommodate up to 60 people.



As with the Drill Hall, use of the venue has been restricted to recreational activities, particularly creative development and performing arts rehearsals.

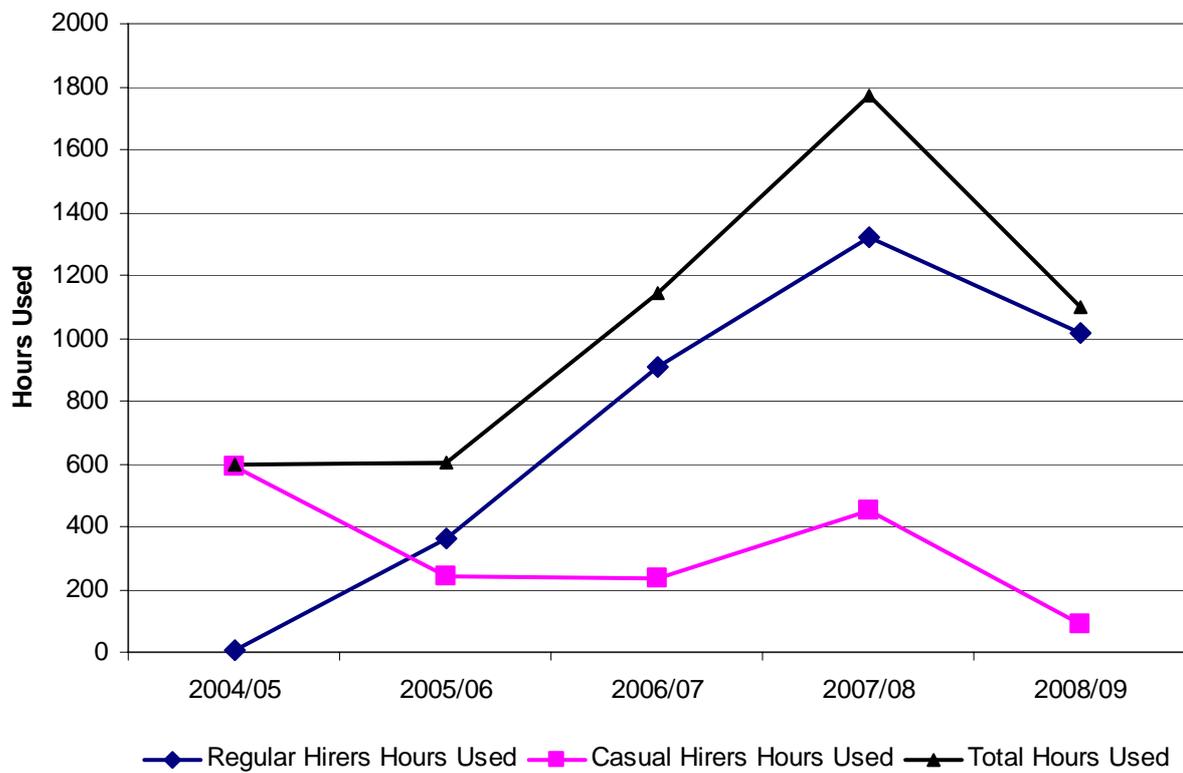
No birthday parties, social gatherings or private functions are permitted in the venue. The Studio is utilised on a semi regular basis by the Ballet Class, Critical Path, East Sail and Ecologie Professional Development Services.

The Studio is available for hire Monday to Sunday 9am to 9pm.

**Venue Statistics:**

	<b>Total Hours Used</b>	<b>Regular Hirers Hours Used</b>	<b>Casual Hirers Hours Used</b>	<b>Regular % Used</b>	<b>Casual % Used</b>
<b>2004/05</b>	599	9	590	2%	98%
<b>2005/06</b>	606	364	242	60%	40%
<b>2006/07</b>	1145	908.5	236.5	79%	21%
<b>2007/08</b>	1772	1319.5	452.5	74%	26%
<b>2008/09</b>	1101	1013	88	92%	8%

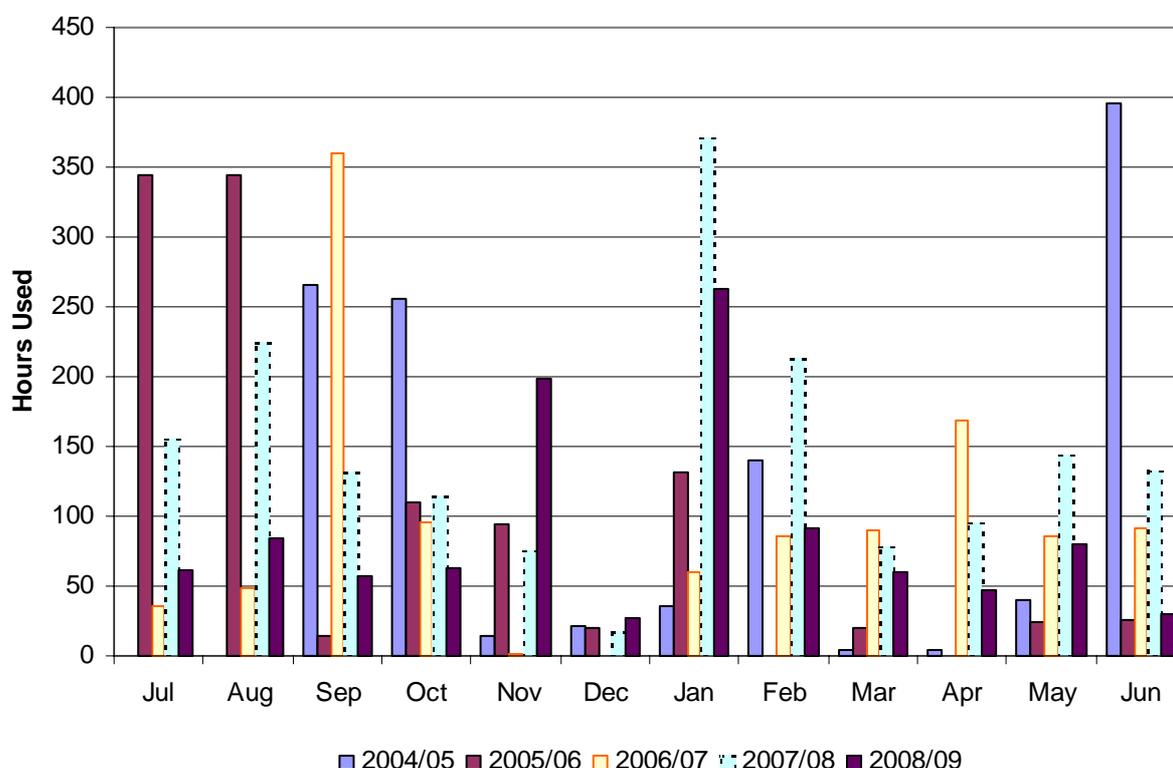
The chart below shows the trend in usage levels over the past five years.



The following table shows the monthly breakdown of hourly usage of The Studio from July 2004 to June 2009.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>2004/05</b>	0	0	266	256	14	21	36	140	4	5	40	396
<b>2005/06</b>	344	344	15	110	94	20	131	0	20	0	24	26
<b>2006/07</b>	36	48	360	96	2	0	60	86	90	168	86	92
<b>2007/08</b>	155	224	132	115	76	17	372	213	79	96	145	133
<b>2008/09</b>	62	84	57	63	199	27	263	92	60	47	80	30

The following chart shows the monthly trends of the five financial years for the Studio – Sir David Martin Reserve.



### Analysis & Opportunities

Usage has dropped on the previous year by 37.9% from 1772 hours to 1101 hours. Whilst this is considered a significant drop, the current usage level is reasonable in comparison to previous years.

A key reason for the drop in usage can be attributed to the Ballet Class dropping from two days to one day per week since May 2008. This however meant an increase in usage at The Gunyah as the class was moved from the Drill Hall to The Gunyah.

Limitations in increasing usage levels at this venue include the restricted target market (no private hirers) as well as a lack of parking and public transport options.

In order to improve usage levels at this venue in the future, we need to attract new regular hirers. The aim over the coming year will be to open up the usage restrictions to include community, arts and recreational activities and improve promotion to these groups.

**VAUCLUSE BOWLING CLUB – USAGE OCTOBER 2006 – JUNE 2009:**

Located at 80 New South Head Road, Vaucluse, the Club boasts beautiful views of Sydney Harbour and is located close to Vaucluse shopping precinct. It features a large hall with a dance floor, commercial size kitchen and can accommodate up to 100 people.



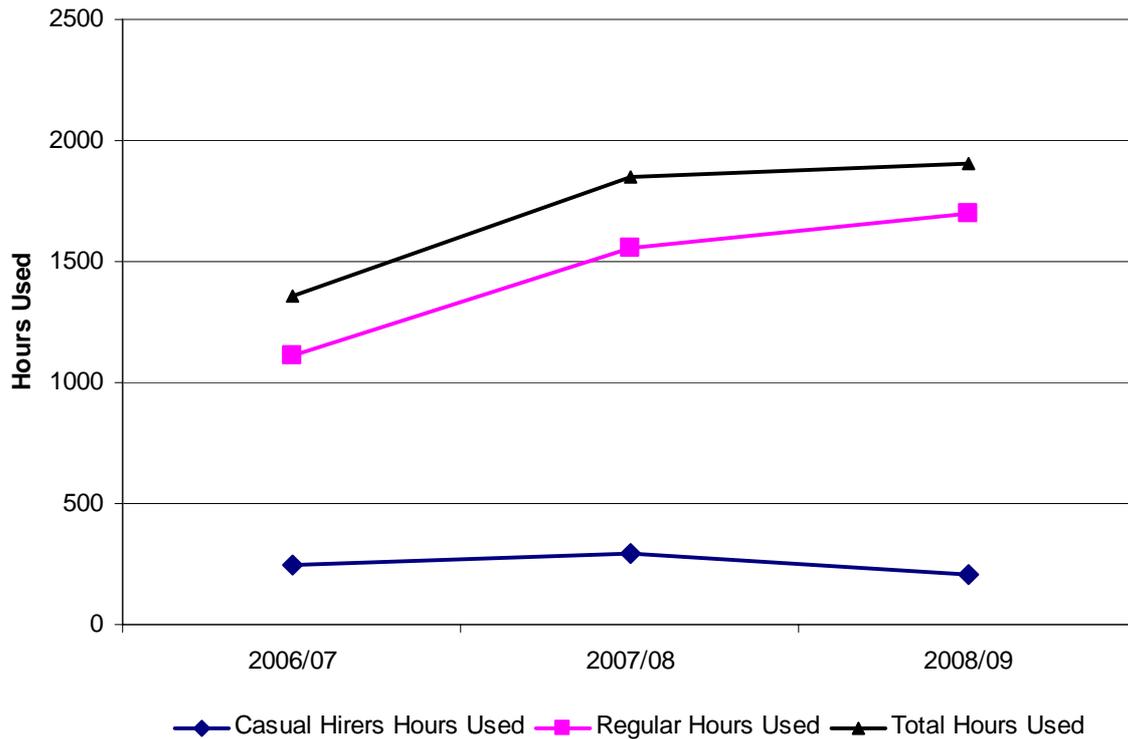
The venue is primarily used by the Vaucluse Bowling Club three days per week and Eastern Avenue Bridge Club three days per week. It is occasionally used on weekends for private parties.

The Vaucluse Bowling Club is available for hire Monday to Sunday 8am to midnight.

**Venue Statistics:**

	<b>Total Hours Used</b>	<b>Regular Hours Used</b>	<b>Casual Hirers Hours Used</b>	<b>Regular % Used</b>	<b>Casual % Used</b>
<b>2006/07</b>	1357	1110.5	246.5	81.8%	18.2%
<b>2007/08</b>	1847	1553.5	293.5	84.1%	15.9%
<b>2008/09</b>	1906	1698	208	89.1%	10.9%

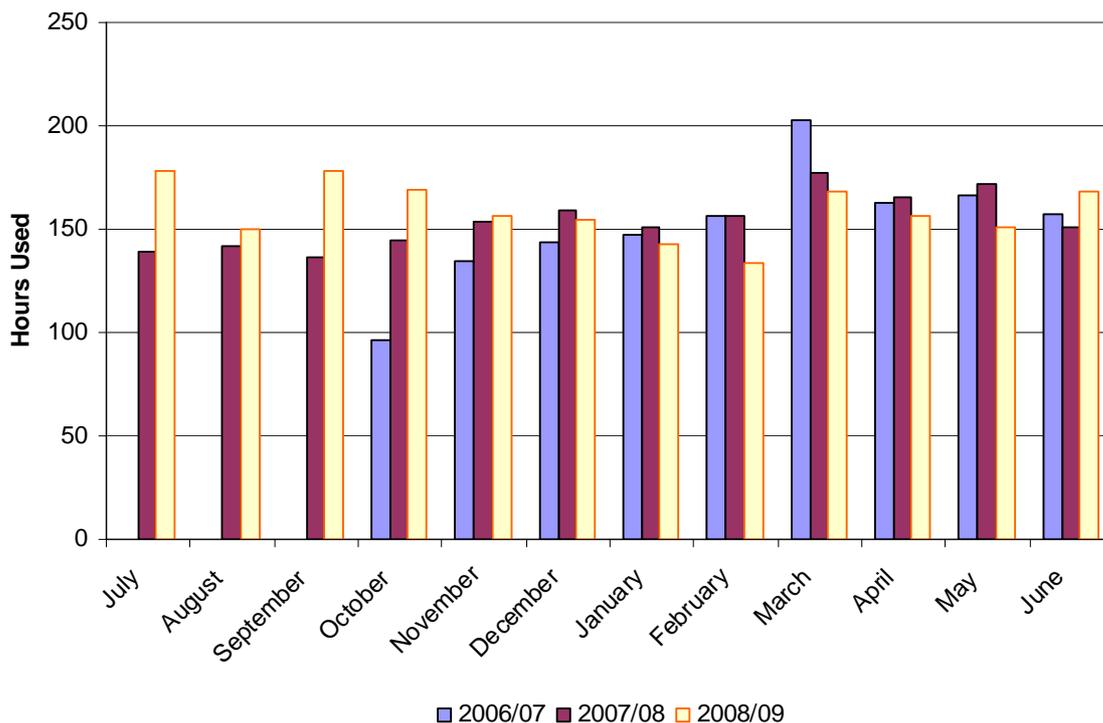
The chart below shows the trend in usage levels over the past three years.



The following table shows the monthly breakdown of hourly usage of Vaucluse Bowling Club from October 2006 to June 2009.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
2006/07	N/A	N/A	N/A	96	135	144	147	156	203	163	166	158
2007/08	140	142	136	145	154	159	151	156	177	165	172	151
2008/09	179	150	178	169	156	155	143	134	168	156	151	168

The following chart shows the monthly trends from October 2006 to June 2009.



### Analysis & Opportunities

Usage levels have remained reasonably steady over the past three years. The majority of usage is by the Vacluse Bowling Club and Eastern Avenue Bridge Club, with little use by private hirers.

It will be difficult to improve weekday usage as regular hirers utilise the venue Monday to Thursday. Typically, Fridays are not popular for community, arts or recreational groups. Therefore, weekday evening and weekend bookings will provide the greatest opportunity to improve usage levels. Weekend usage is primarily by private evening parties. Although there have not been complaints or disturbances to nearby residents over the past year, this usage will continue to be closely monitored to minimise impact on local residents.

This venue's use is limited by its location, with many hirers considering it to be 'too out of the way'. With this in mind, promotional activity will be targeted primarily to local residents and groups.

### THE GUNYAH, ROOM 1 – USAGE OCTOBER 2006 – JUNE 2009:

Located at 335 Old South Head Road, Watsons Bay, The Gunyah is a historical sandstone building which has shared kitchen facilities, an outdoor deck area, off street parking and outdoor toilet facilities.

This venue is suitable for a wide range of uses. Room 1 can accommodate up to 70 people. It is hired three days per week by the Ballet Class, one day per week by Holdsworth Community Centre & Services, one day per week for an exercise class, one day per week by Council's Bushcare volunteers and once a month by the Watsons Bay Bookclub. Is it now also growing in popularity for both children and adult birthday parties and social gatherings.

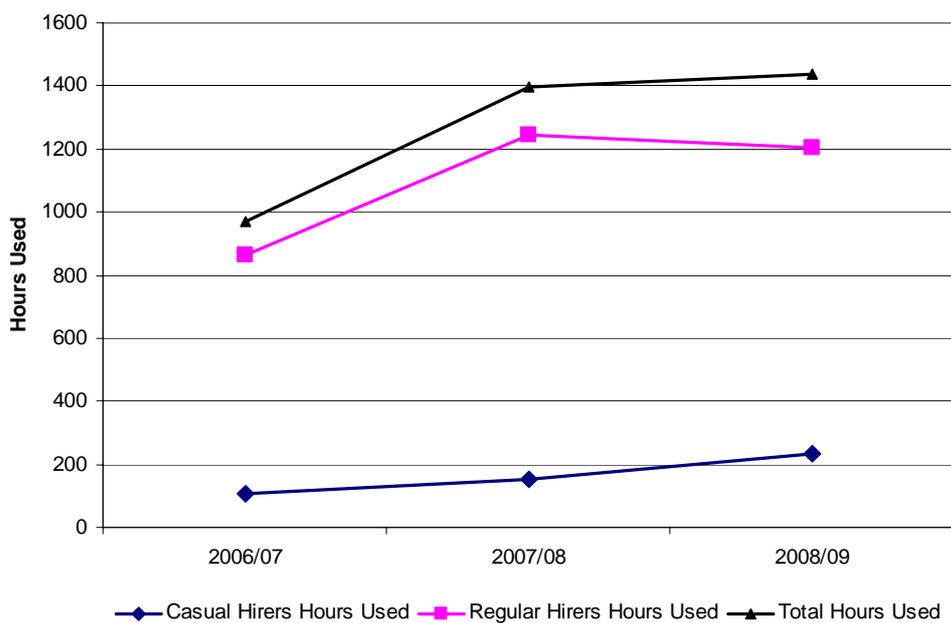
The Gunyah, Room 1, is available for hire Monday to Sunday 8am to 11pm.



**Venue Statistics:**

	<b>Total Hours Used</b>	<b>Regular Hirers Hours Used</b>	<b>Casual Hirers Hours Used</b>	<b>Regular % Used</b>	<b>Casual % Used</b>
<b>2006/07</b>	971	865	106	89.1%	10.9%
<b>2007/08</b>	1399	1244.5	154.5	89.0%	11.0%
<b>2008/09</b>	1437	1205	232	83.9%	16.1%

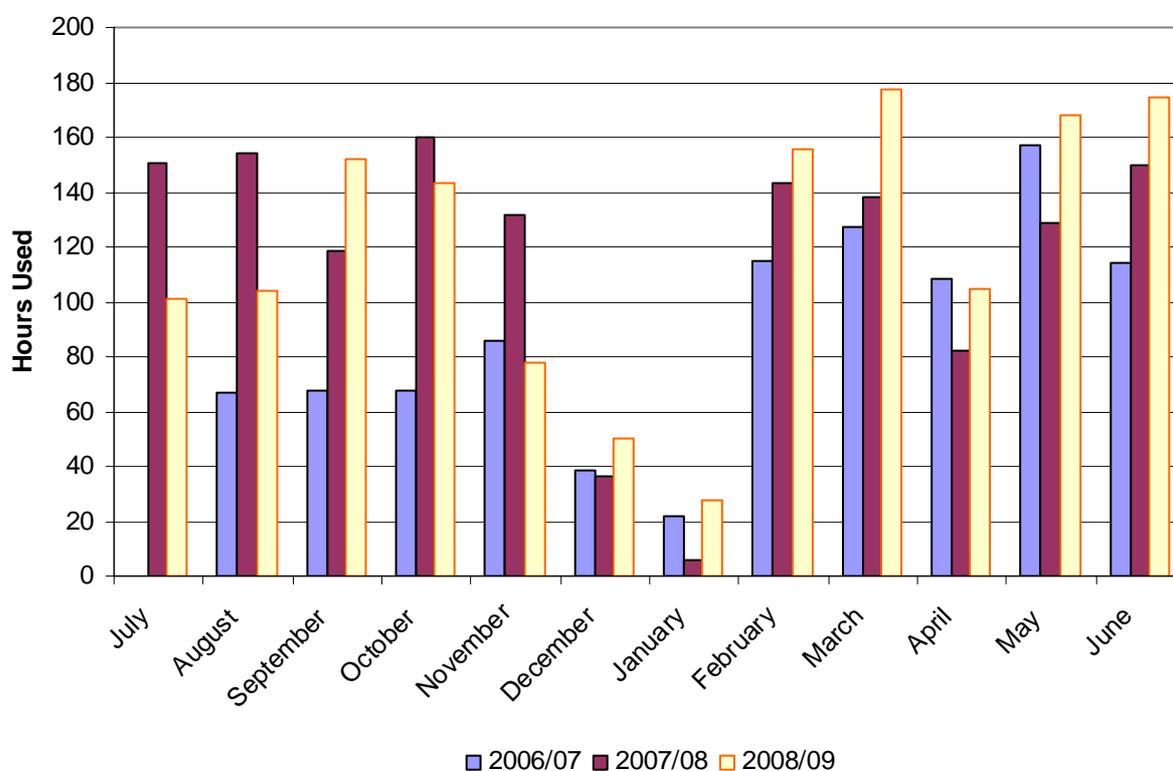
The chart below shows the trend in usage levels over the past three years.



The following table shows the monthly breakdown of hourly usage of The Gunyah, Room 1 from August 2006 to June 2009.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
2006/07	N/A	67	68	68	86	39	22	115	127	109	157	114
2007/08	151	154	119	160	132	37	6	143	138	82	129	150
2008/09	101	104	152	143	78	50	28	156	178	105	168	175

The following chart shows the monthly usage from August 2006 to June 2009 for The Gunyah, Room 1.



### Analysis & Opportunities:

Total usage for this venue has remained stable over the past year, however there has been a 50% increase in usage by casual hirers.

Now that the outdoor decking area and fence works have been completed, we do expect to see an increase in usage during 2009/10 from weekend casual bookings and the addition of the extra day by the ballet class. The venue is gaining interest for evening parties, which over the past financial year have not caused any disturbance to nearby residents or other hirers.

A key limitation of this venue is the location as many hirers prefer venues in a more central location. With this in mind, future promotion of the venue will be directed specifically to the local community.

**THE GUNYAH, ROOM 2 – USAGE JULY 2008 – JUNE 2009:**

Located at 335 Old South Head Road, Watsons Bay, this historical sandstone building has shared kitchen facilities, an outdoor deck area, off street parking and outdoor toilet facilities.

This venue is suitable for a wide range of uses from community, art and recreational activities to private parties and social gatherings. Room 2 can accommodate up to 40 people. The majority of hirers use Room 1 due to its size, with Room 2 mostly being booked as an addition to a booking in Room 1 to obtain exclusive use of the venue. It is currently hired three days per week by the Ballet Class (in addition to their booking in Room 1).



The Gunyah, Room 2, is available for hire Monday to Sunday 8am to 11pm.

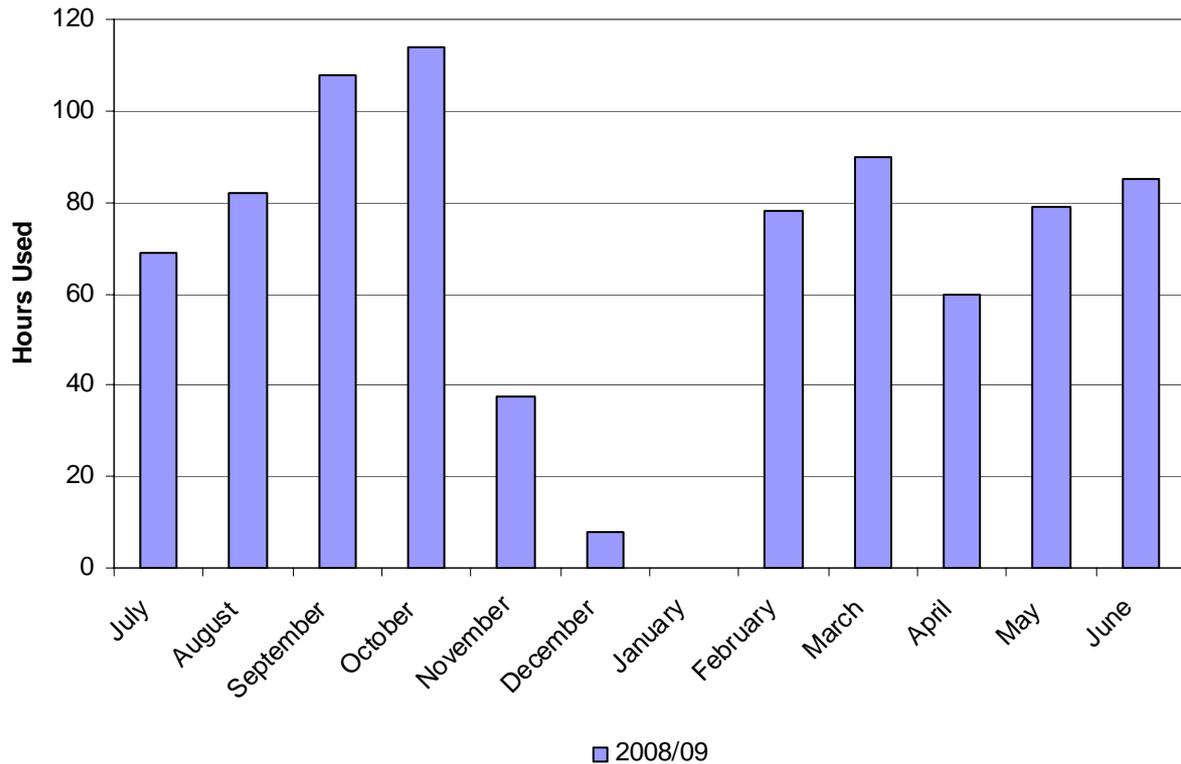
**Venue Statistics:**

	<b>Total Hours Used</b>	<b>Regular Hirers Hours Used</b>	<b>Casual Hirers Hours Used</b>	<b>Regular % Used</b>	<b>Casual % Used</b>
<b>2008/09</b>	811	762.5	48.5	94.0%	6.0%

The following table shows the monthly breakdown of hourly usage of The Gunyah, Room 2 from July 2008 to June 2009.

	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
<b>2008/09</b>	69	82	108	114	38	8	0	78	90	60	79	85

The following chart shows monthly usage from July 2008 to June 2009 for The Gunyah Room 2.



**Analysis & Opportunities:**

A key limitation of this venue is the location as many hirers prefer venues in a more central location. We expect future usage levels to remain lower than Room 1 due to the fact that most hirers will book Room 1, and only choose Room 2 to obtain exclusive use of the venue.

There are also limitations in using the two rooms simultaneously for different events as sound requirements can conflict and kitchen/toilet facilities need to be shared.

Over the coming year, promotion of the venue will be directed specifically to the local community due to the location. As there is no past data to compare usage levels to, more detailed analysis will be conducted in 2009/10.

**EJ WARD COMMUNITY CENTRE - USAGE JULY 2007 TO JUNE 2009:**

The centre is a two storey building located in the heart of Paddington at 189 Underwood Street. It has two main rooms for hire, a dining room and a large room upstairs. The dining room accommodates up to 28 people and the large upstairs room up to 40 people. The venue has a lounge room, kitchen and courtyard which are common areas from 9am to 5pm weekdays. The Centre also has nine offices, three of which have yearly hire agreements that are up for renewal.



The venue is utilised by a broad range of regular hirers at various times of the day and week. These include ballet classes, art classes, language classes and community groups. Children's parties and any other private gatherings are not suitable for this venue.

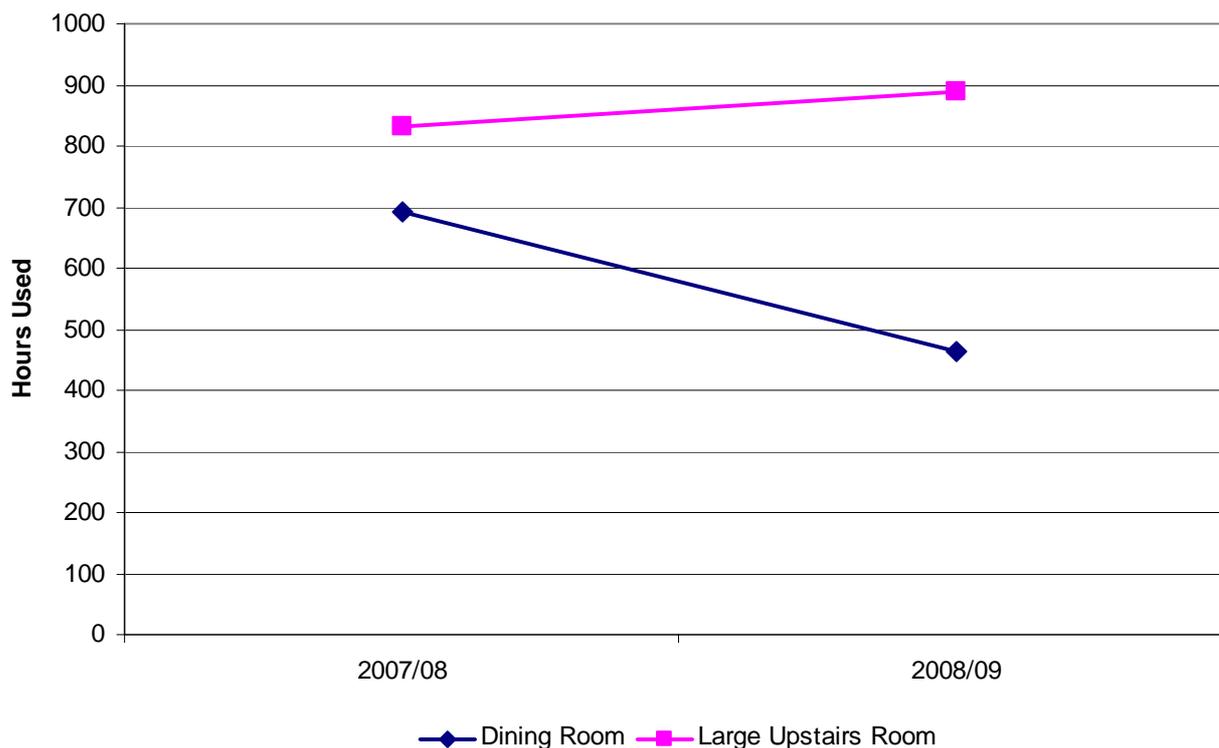
Data for the EJ Ward Community Centre is only available from the past two years. EJ Ward is available for hire Monday to Sunday 8am to 11pm.

**Venue Statistics:**

		<b>Total Hours Used</b>
<b>Dining Room</b>	2007/08	693
<b>Dining Room</b>	2008/09	462

		<b>Total Hours Used</b>
<b>Large Upstairs Room</b>	2007/08	831.5
<b>Large Upstairs Room</b>	2008/09	888

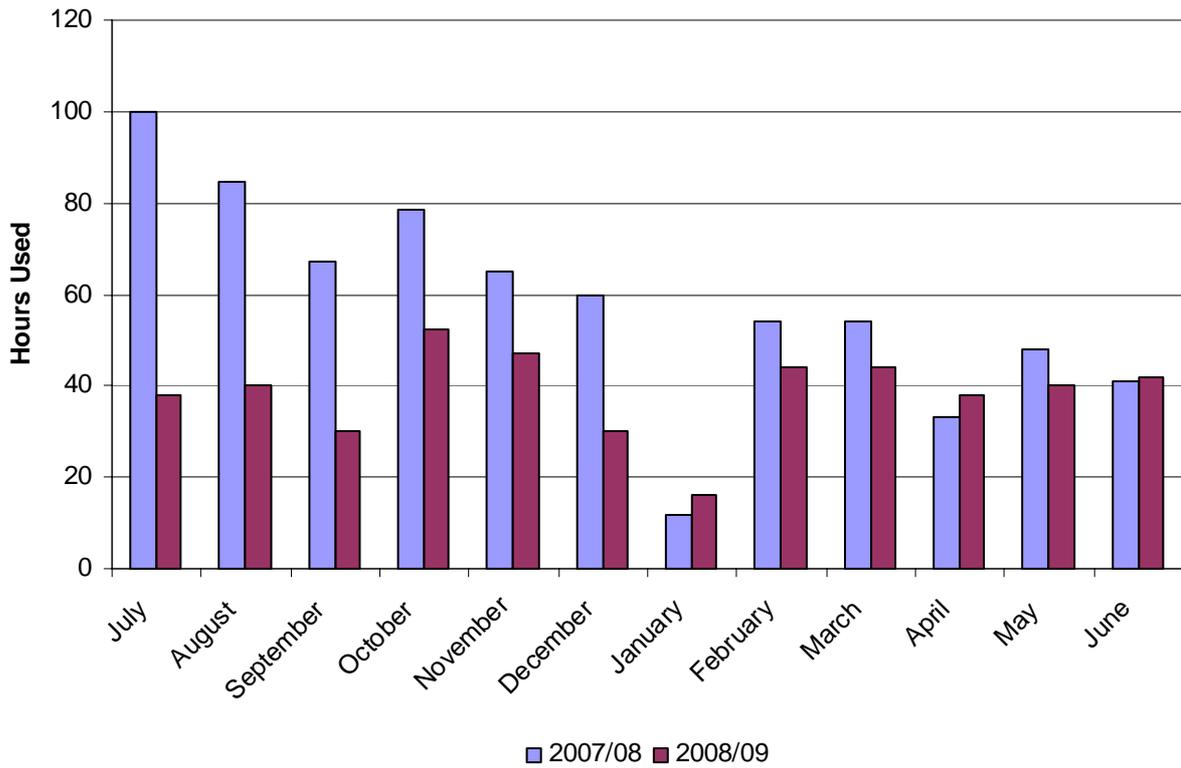
The chart below shows the trend in usage levels over the past two years.



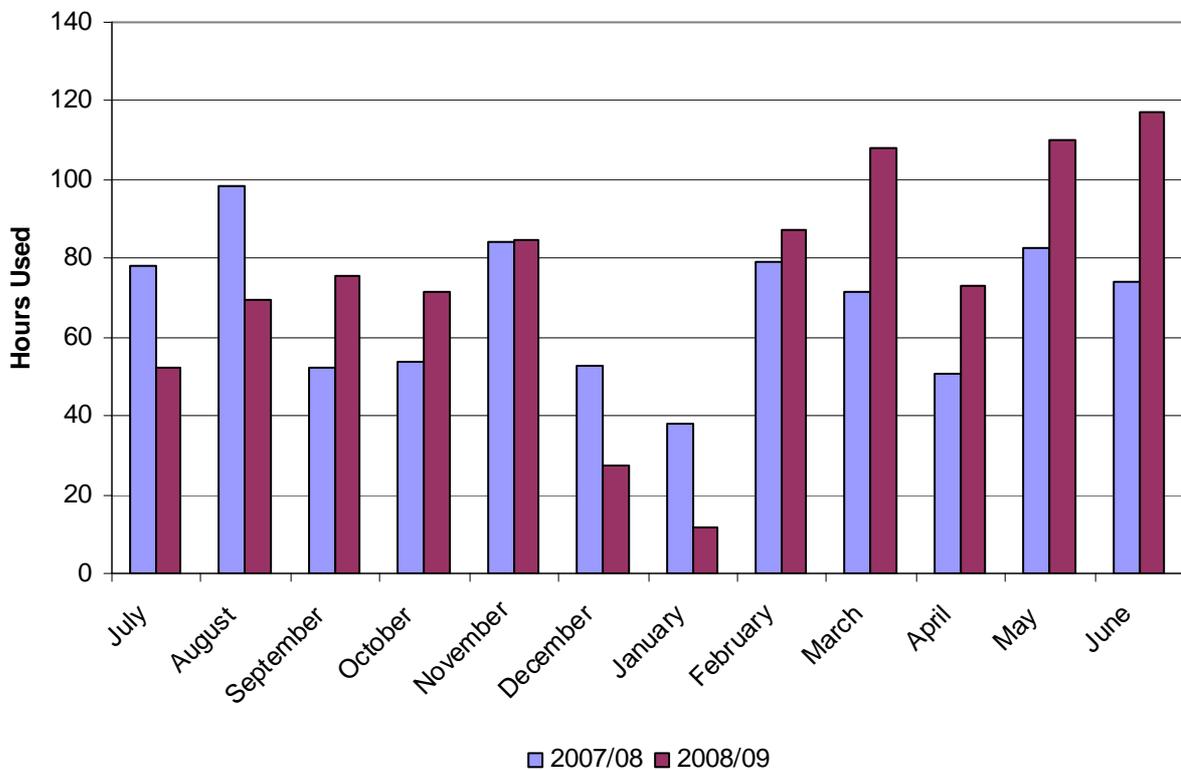
The following table shows the monthly breakdown of hourly usage of EJ Ward Dining Room and Large Upstairs Room from July 2007 to June 2009.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Dining Room 2007/08</b>	100	84.5	67	78.5	65	60	12	54	54	33	48	41
<b>Dining Room 2008/09</b>	38	40	30	52.5	47	30	16	44	44	38	40	42
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Large Upstairs Room 2007/08</b>	78	98.5	52.5	54	84	53	38	79	71.5	50.5	82.5	74
<b>Large Upstairs Room 2008/09</b>	52	69.5	75.5	71.5	84.5	27.5	11.5	87.5	108	73	110	117

The following chart shows the monthly usage for 2007/08 and 2008/09 for EJ Ward Dining Room.



The following chart shows the monthly usage for 2007/08 and 2008/09 for EJ Ward Large Upstairs Room.



### Analysis & Opportunities:

The usage of EJ Ward Community Centre has remained relatively stable over the past year. A major contributor to the lack of interest and use of the venue is its limited suitability for community activities due to access, parking and space restraints.

In late 2009, management responsibility for this venue will be passed over to Sir Roden Cutler Charities (SRC) for a period of 3 years. SRC will licence the venue from Council and will manage the ongoing hire of rooms and community activities. Future reporting for this venue will be provided based on a quarterly report forwarded to Council as per the licence agreement.

### WOOLLAHRA SENIOR'S AND COMMUNITY CENTRE – USAGE NOVEMBER 2007 - JUNE 2009:

Located at the corner of Queen Street and Edgecliff Road, Woollahra, the Centre has a main hall with a stage and kitchen and can accommodate up to 80 people. It also has a library that accommodates up to 30 people and is suitable for meetings, classes and study groups. The downstairs room was hired by the Cornucopia Committee on a yearly lease.



Management of Woollahra Seniors and Community Centre by Council commenced in November 2007, with the usage rates of the venue collected since this time.

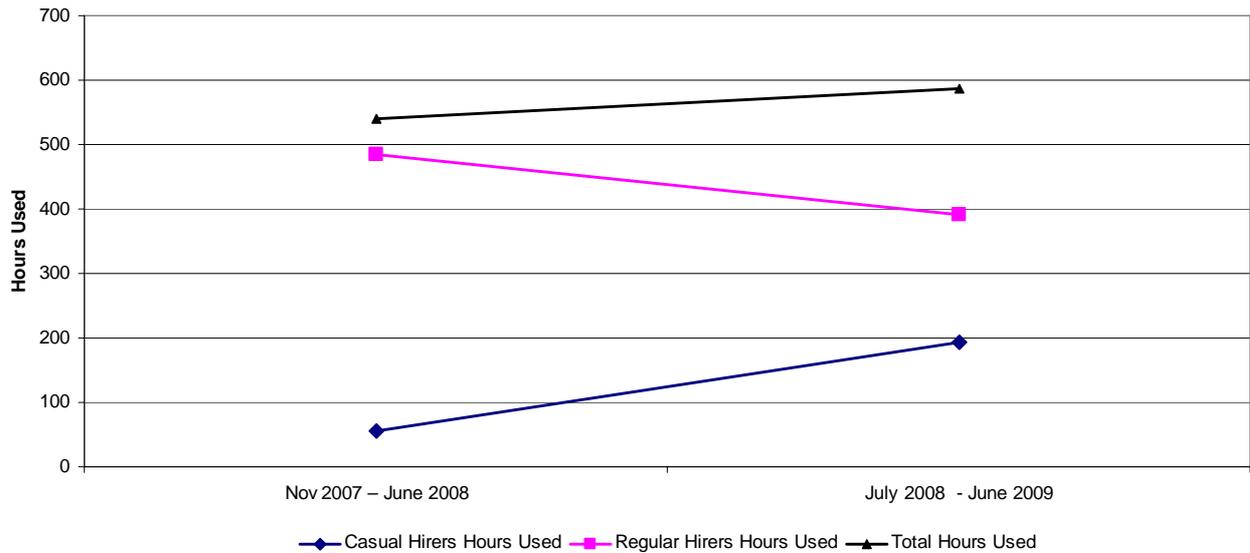
Council, U3A and the Jewish Friendship Group run activities Monday to Friday in the main area and the kitchen. The main hall and library are used 9.30am to 4pm Monday to Friday. This report focuses on the remaining time that the centre is available, specifically; weekday evenings and weekends.

At present the Centre is hired to community groups Monday, Wednesday and Thursday from 4.30pm to 9pm. The entire venue is available Tuesday, Saturday and Sunday 9am to 9pm. Weekend hire attracts community groups offering seminars, conferences, information talks and workshops as well as children's birthday parties. Adult parties are no longer held at the Centre due to the high volume of resident complaints, rubbish left behind and property damage.

### Venue Statistics:

	<b>Total Hours Used</b>	<b>Regular Hirers Hours Used</b>	<b>Casual Hirers Hours Used</b>	<b>Regular % Used</b>	<b>Casual % Used</b>
<b>Nov 07 – June 08</b>	539	484	55	89.8%	10.2%
<b>July 08 - June 09</b>	586	392	194	66.9%	33.1%

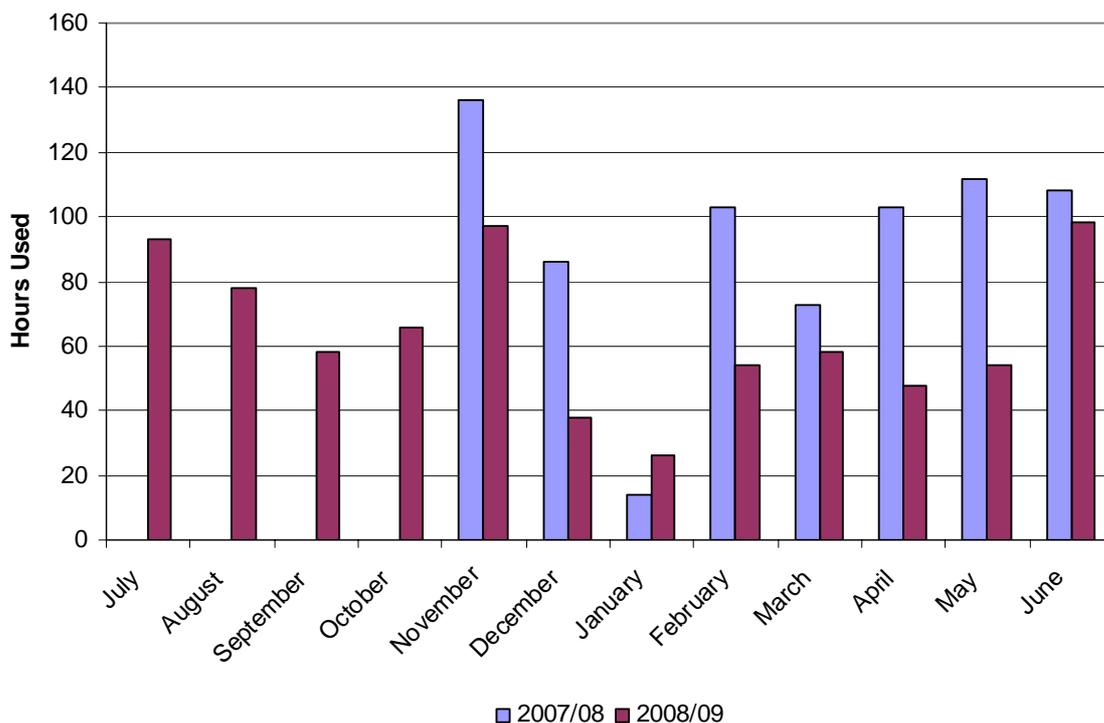
The chart below shows the trend in usage levels over the past two years.



The following table shows the monthly breakdown of hourly usage of the Woollahra Seniors and Community Centre from November 2007 to June 2009.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
<b>2007/08</b>	N/A	N/A	N/A	N/A	136	86	14	103	73	103	112	108
<b>2008/09</b>	93	78	58	65.5	97	38	26	54	58	48	54	98.5

The following chart shows the monthly usage for the past two financial years for Woollahra Senior's and Community Centre.



### Analysis & Opportunities:

Although total hours used have increased slightly over the past year, usage by regular hirers has declined by 19%. This decline was offset by an increase in usage by casual hirers.

This venue is well utilised Monday to Friday during the day with no opportunity to increase use during these times. The Bardic Drama Group have dropped two hours per week due to falling numbers, however they hope to return back to normal levels in the future. Evening and weekend use will continue to be promoted to community groups and private hirers.

### Identification of Income & Expenditure:

Income for the past five years and expenditure for 2008/09 (including staff salaries) is listed in the tables below. Data for The Gunyah is only available from August 2006, data for Vaucluse Bowling Club is only available from October 2006, and data for Woollahra Seniors and Community Centre is only available from November 2007.

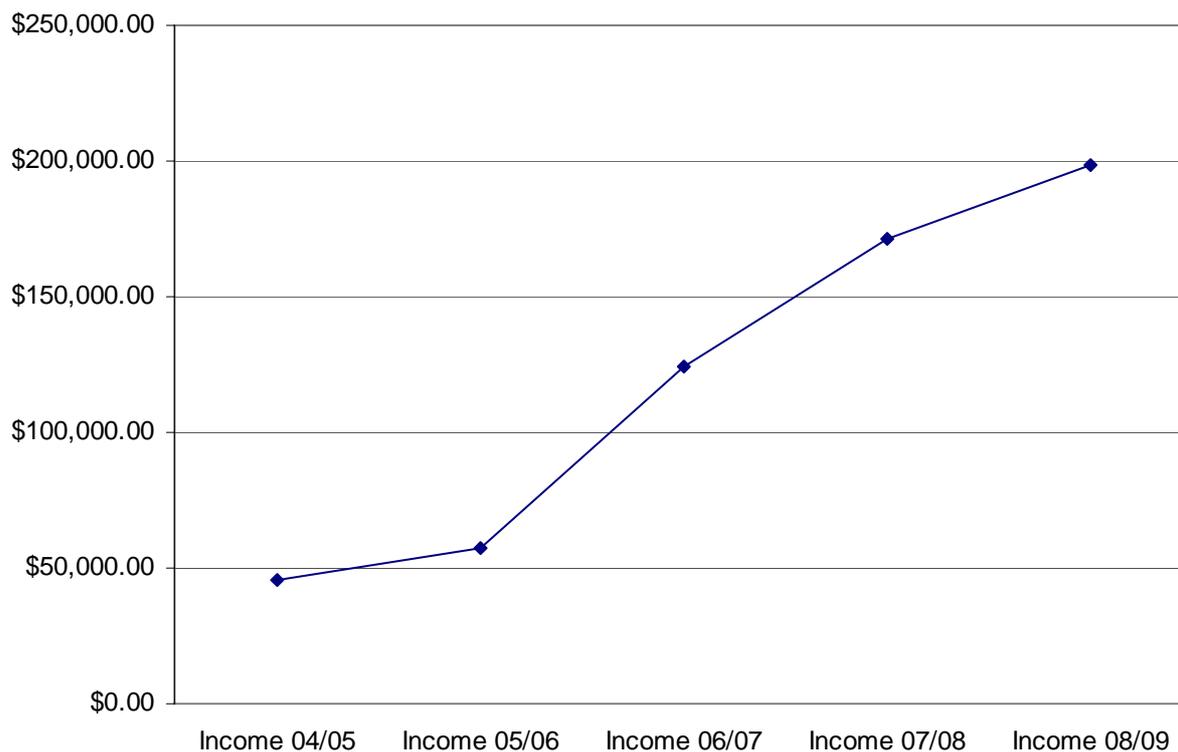
It must be noted that as fees are waived for a number of community organisations the income does not reflect the level of usage of the venues. For example; playgroups, Holdsworth Community Centre & Services and Council's own activities do not produce a venue hire income for Council, but do result in usage.

### Income & Expenditure

Venue	Income 04/05	Income 05/06	Income 06/07	Income 07/08	Income 08/09	General Expenditure* 08/09
Cooper Park Community Hall	\$16,851	\$19,755	\$21,775	\$24,299	\$23,003	\$13,027
Rose Bay Cottage	\$2,385	\$2,721	\$7,369	\$7,177	\$6,198	\$11,464
Canonbury Cottage	\$1,311	\$2,533	\$1,753	\$9,947	\$6,613	\$12,284
The Drill Hall & Studio	\$18,108	\$22,016	\$39,208	\$40,607	\$64,753	\$10,663
Vaucluse Bowling Club	N/A	N/A	\$20,714	\$30,019	\$34,938	\$64,391
The Gunyah	N/A	N/A	\$11,209	\$18,087	\$25,289	\$14,186
EJ Ward Community Centre	\$7,067	\$10,600	\$22,268	\$40,971	\$37,469	\$28,176
Woollahra Senior's and Community Centre	N/A	N/A	N/A	\$7,185	\$4,584	\$14,944
<b>TOTAL</b>	<b>\$45,722</b>	<b>\$57,625</b>	<b>\$124,296</b>	<b>\$171,107</b>	<b>\$198,263</b>	<b>\$169,135</b>

\* The above expenditure includes cleaning expenses, salaries and general running costs associated with the provision of these venues. The above expenditure excludes any capital expenses incurred, these are detailed overleaf.

The chart below shows the growth in total venue income over the past five years.



### Additional Capital Expenditure

Capital expenditure is not included in the expenditure stated overleaf. Capital expenditure is incurred per annum, in addition to general expenditure in order to maintain the facilities at an acceptable level of safety and maintenance. The following chart shows the capital expenditure for each venue during 2008/09.

Venue	Project	Expenditure
Cooper Park Community Hall	Pier stabilisation works	\$15,220
Rose Bay Cottage	Purchase of new fridge	\$329
Canonbury Cottage		\$0
The Drill Hall & Studio	Installation of weatherboards	\$1,898
Vaucluse Bowling Club		\$0
The Gunyah	Installation of pathway and ramp	\$36,745
EJ Ward Community Centre		\$0
Woollahra Senior's and Community Centre		\$0
<b>TOTAL</b>		<b>\$54,192</b>

In total, the provision of the eight community venues in 2008/09 resulted in an income of \$198,263 and a total expenditure of \$223,327. This is a net cost to Council of \$25,064 to provide the Woollahra community with approximately 15,273 hours of use of these community venues.

In 2007/08 the net cost to Council was \$101,226 to provide the Woollahra community with approximately 14,667 hours of use of these community venues. The substantial reduction in net cost over the past year was a combined result of an 11% increase in income and a 50% decrease in capital expenditure.

Please note, the net cost to Council will change year to year due to its dependence on the need to upgrade and maintain the venues for optimal community use.

### **Summary and Conclusion:**

In summary, community usage of Council venues has continued to increase, with substantial increases in both usage and income levels over the past five years.

In 2004/05 Council provided four venues to the community with a total of 6,026 hours of usage. In 2008/09 Council provided eight venues to the community with a total of 15,273 hours of usage.

Over the past year, usage levels have stabilised with a 4% increase in total hours used across all venues. The single best increase in usage was for Cooper Park Community Hall at a 28.9% increase in total usage over the last financial year.

It is anticipated that in the next financial year usage levels across most venues will increase further. This will be due to improved targeted promotion of venues, minor improvements to venues, and simplifying the process of making online and electronic bookings. In particular, online usage will be encouraged in the future due to the improved convenience offered to hirers and more efficient use of Council resources.

Due to the limitations of each venue and the inability of a number of venues to meet the changing needs of the Woollahra community, the long term use of some of these venues needs to be considered by Council. In the meantime, staff will continue to promote and improve the venues where practical with the aim of maximising both usage and income.

Andrea Jenkins  
Community Liaison Coordinator

Kylie Walshe  
Director - Community Services

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### **Annexures:**

Annexure 1 – Location of venues.

**Item No:** D4 Delegated to Committee  
**Subject:** **Public Art Advisory Committee Minutes**  
**Author:** Jo Jansyn, Cultural Development Coordinator  
**File No:** 1160.G Public Art  
**Reason for Report:** To table the minutes of the Public Art Advisory Committee meeting held on 12 August 2009.

**Recommendation:**

- A. That the minutes of the Public Art Advisory Committee meeting held on Wednesday 12 August 2009 be noted and endorsed.
- 

**Background:**

This report outlines the meeting held by the Public Art Advisory Committee (PAAC) on 12 August 2009.

**Double Bay Public Art Project (Eastern Gateway)**

The current target date for installation of the artwork is mid September 2009. Public Art Advisory Committee Members will assist with the distribution of information on the artwork to identified stakeholders including retailers in Double Bay. Ideas and venues are currently under consideration for a 'soft launch' of the artwork.

**Double Bay Partnership**

The Double Bay Partnership have rescheduled the Strike A Pose Project to now take place in early 2010. The Public Art Advisory Committee will still support the artistic component of the project by providing advice and expertise wherever appropriate.

**Funding of an annual Public Art Program**

The Woollahra Council Public Art Policy is currently under review with amendments to reflect that a percentage of Section 94A contributions annually will be made available to a public art program. It is anticipated that the draft amended Public Art Policy will be submitted to Council in September 2009.

**Rose Bay Chalk Art Walk**

A project plan for the chalk walk is currently being developed and will outline several models of producing and staging the activity. Public Art Advisory Committee members have volunteered to develop the project plan and research costings for the activity.

**Conclusion**

The meeting of the Public Art Advisory Committee on 12 August discussed the progress of the Double Bay Public Art Project (Eastern Gateway), the Double Bay Partnership artistic project 'Strike A Pose'. Available members of the Public Art Advisory Committee volunteered to develop the project plan for the proposed Rose Bay chalk walk activity.

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Jo Jansyn  
Cultural Development Coordinator

Kylie Walshe  
Director – Community Services

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**Annexures:**

1. Minutes of the Public Art Advisory Committee meeting, Wednesday 12 August 2009.

**Item No:** R1 Recommendation to Council  
**Subject:** **Public Art Policy Review**  
**Author:** Jo Jansyn, Cultural Development Coordinator  
**File No:** 1160.G  
**Reason for Report:** Review of Public Art Policy and Public Art Policy Implementation Plan.

**Recommendation:**

- A. That Council adopt the changes to the Public Art Policy and Public Art Policy Implementation Plan as outlined in the proposal.

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**Background**

Following a report to the Community and Environment Committee, at the Council meeting on 9 March 2009, it was resolved:

- A. *That the minutes of the Public Art Advisory Committee meeting held on Wednesday 4 February 2009 be noted and endorsed.*
- B. *That Council identify ways to source an annual budget allocation of at least \$100,000 towards public art projects.*

This report deals specifically with Part B of the above resolution. The first Public Art Policy (Annexure 1) and Public Art Policy Implementation Plan (Annexure 2), adopted in October 2006, took as their starting point Woollahra Municipal Council's Cultural Plan.

Adopted in November 2003, the Woollahra Cultural Plan provided clear direction for the long-term benefit of our community's cultural development and a framework for the management of the Municipality's cultural resources. The Cultural Plan highlighted that whilst there is strong evidence of private art collection and widespread participation by residents as artists and audience in the arts and cultural activities, there is little public art or a coordinated approach to local activities which promote arts and cultural development opportunities for community participation. A strategic goal of the Cultural Plan was the development of a Public Art Policy 'that provides a decision making framework for Council in the commissioning and maintaining of site specific art and design.'

The Public Art Policy and Public Art Implementation Plan currently link to strategic objectives within the Woollahra Social and Cultural Plan 2008 – 2013.

The Woollahra Social and Cultural Plan was adopted in July 2008 and combines Council's social planning and cultural planning roles and responsibilities. The Plan was developed through consultation with a diverse range of community and cultural networks and incorporates a number of key strategic documents such as the Library and Information Services Strategy (2007), Woollahra Social Needs Studies 2005 - 2007 and the Woollahra Council Cultural Plan (2003).

**Proposal:**

In accordance with the Council resolution, it is proposed that funds for the delivery of a public art program in the Municipality will be identified through a funding reserve. Ten percent (10%) of Section 94A funds collected each year, up to \$100,000 per annum, will be reserved for public art projects. Projects will be identified per annum and subject to the adoption of the Delivery Program and Operational Plan and capital works budget for each year. The Public Art Policy and Public Art Policy Implementation Plan have been reviewed to reflect this proposal with relevant changes highlighted on page 4 of the: Public Art Policy Revised September 2009 (Annexure 3) and page 1 of the Public Art Policy Implementation Plan Revised September 2009 (Annexure 4). Copies of the first Public Art Policy (Annexure 1) and Public Art Implementation Plan (Annexure 2) have been provided with this report.

The remainder of changes, highlighted in The Public Art Policy (Annexure 3) and Public Art Policy Implementation (Annexure 4), reflect changes to or reviews of other Council planning or policy documents which have a relationship to the Public Art Policy and Public Art Implementation Plan.

**Consultation:**

The Public Art Advisory Committee has been involved in discussions on the funding of an annual public art program in the Municipality. A review of the Public Art Policy and Public Art Implementation Plan was documented as an agenda item at the meeting of the Public Art Advisory Committee on 12 August 2009.

**Conclusion:**

The review of the Public Art Policy and Public Art Policy Implementation was undertaken following a resolution by Council to identify ways to source an annual budget allocation towards the public art program in the Municipality.

Jo Jansyn  
Cultural Development Coordinator

Kylie Walshe  
Director Community Services

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**Annexures:**

1. Public Art Policy October 2006
2. Public Art Implementation Plan October 2006.
3. Public Art Policy Revised September 2009
4. Public Art Policy Implementation Plan Revised September 2009

**Item No:** R2 Recommendation to Council  
**Subject:** **Tender 09/16 - Event Management for New Years Eve 2009**  
**Author:** Paul Fraser  
Team Leader - Open Space and Recreation Planning  
**File No:** Tender 09/16  
1031.G  
**Reason for Report:** To report the evaluation and review of tenders received for Event Management for NYE 2009.

**Recommendation:**

- A. That having regard to the circumstances outlined in the report, including only one conforming tender received and the price of that tender not being acceptable, that Council resolve not to accept any of the tenders in accordance with clause 178(1)(b) of the Local Government (General) Regulation 2005.
- B. That in accordance with clause 178(3)(e) of the Local Government (General) Regulation 2005, Council enter into negotiations with any suitable providers with a view to entering into a contract in relation to the subject matter of the tender.
- C. That due to the time restrictions and nature of the project that this report be referred as a matter of urgency to the Council meeting of 28 September 2009.
- D. That a further report be provided regarding the outcome of such negotiations.

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**Background:**

Sydney is famous for its New Years Eve fireworks and celebrations with large crowds gathering at all vantage points around the harbour and on the Sydney Harbour Bridge. It has become evident in recent years that the flow-on effect from the City of Sydney NYE events has dramatically impacted on Woollahra Council's foreshore parks and vantage points. Each year our staff spend a significant amount of time preparing for, and cleaning up from celebrations and revellers who gather in Yarranabbe Park, Rushcutters Bay Park, McKell Park, Duff Reserve, Dumaresq Reserve, Queens Avenue, Robertson Park and Christison Park.

At its meeting on the 29 June 2009, Council adopted the following resolutions:

- A. *That Council adopt the proposed Management Strategy of Woollahra's NYE venues.*
- B. *That Council call for tenders for an Event Management Company to manage the venues for NYE 2009 and request a management fee as a part of the tender.*
- C. *A further report be presented after Council staff have evaluated tenders and provided recommendations on a preferred Event Management Company and proposal for funding.*
- D. *That Council write to the City of Sydney asking for financial assistance for the managed venue at Yarranabbe Park to cater for the displacement of visitors from the City of Sydney organised events and Sydney Harbour NYE fireworks.*

Council staff prepared tender documents and invited suitably qualified parties to provide services and infrastructure for the management of New Years Eve (NYE) 2009 at various vantage points within Woollahra. The aim was to cater for an array of user groups and NYE experiences.

## Invitation to Tender

Tender 09/16 for Event Management for New Years Eve 2009 was advertised in the Tenders section of the Sydney Morning Herald commencing on Tuesday 1 & 8 September, and in the Wentworth Courier on Wednesday 2 & 9 September. It was also advertised on Council's website and on the ArtsHub website during the advertisement period. A pre-tender meeting was held on 10 September 2009 at Woollahra Council Chambers at which the project was fully explained including detailed specifications required at various sites with six companies represented on the day.

All tenderers who had registered their interest in the tender were invited to attend. Questions raised by tenderers were answered and a record of the questions and answers was circulated to all tenderers who attended, or who were unable to attend but registered their wish to receive information.

All responses to questions raised by tenderers were distributed to all registered tenderers. Clarification was sought on matters that were found to be unclear or incomplete in the tender documents.

Tenders for this project closed at 2.30pm on Monday 21 September 2009. A total of two tenders were received prior to the closing date and time.

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

**Table 1**

<b>TENDER</b>
1. Humm Pty Ltd.
2. Event & Sports Projects Australia Pty Ltd.

## Tender Assessment

The tender assessment panel comprised Dave Byatt, Purchasing Coordinator as the convenor and independent member of the tender panel, Paul Fraser, Team Leader – Open Space and Recreation Planning as the Commissioning Officer, Llewallyn Jones, Parks Coordinator and Stephen Dunshea, Director – Corporate Services acted as the Probity Advisor to the panel.

Prior to the closing date, on 21 September 2009, the tender panel agreed on the weightings that would be used against the advertised selection criteria. The tenders were assessed in accordance with the selection criteria stated in the tender documents.

The tenders received and their lump sum prices, including GST, are listed in Table 2 below:

**Table 2**

<b>TENDERER</b>	<b>Lump Sum Tender Price(incl. GST)</b>	<b>Lump Sum Tender Price(excl. GST)</b>
1. Humm Pty Ltd.	Non Conforming	Non Conforming
2. Event & Sports Projects Australia Pty Ltd.	\$380,565.90	\$345,969

**Note:** The assessment panel deemed the tender submitted by Humm Pty Ltd to be non conforming as the Scope of Works stated that the tenderer was required to submit a detailed and comprehensive quote for the provision of services and infrastructure and assist in developing a management plan for the event. The submission received from Humm Pty Ltd was for a fixed Management Fee and a proposal that costs involved in the supply of goods and services would be passed on directly to Council without a mark-up or commission.

As there was only one conforming tender it was assessed as usual in accordance with the selection criteria stated in the tender documents.

The tender was given a preliminary score on each item of the selection criteria, which resulted in a total score out of 100.

The tender was assessed against the following criteria:

**Pricing:** 25% of the score comprises the calculated score for the lump sum price submitted. The lowest lump sum price is scored highest. Scores are calculated and ranked in order of the lowest lump sum price to the highest lump sum price submitted. 5% of the score comprises an evaluation of pricing components. Pricing components evaluated include: qualifications, whether the price submitted is complete, are all necessary rates submitted, is there an apparent risk of extras claims, is the breakdown of price satisfactory.

**Demonstrated Experience:** Evaluate size/value, type and complexity of past projects. Evaluate traffic management used in similar projects. Assess experience in community liaison. Assess environmental management and specialist work undertaken for similar projects.

**Company Resources:** Evaluate project program and time to complete, construction management plan, traffic management plan, environmental management plan and community liaison plan.

**OH&S Capability:** Evaluate OH&S systems, industrial history, Management team skills and experience, plant and equipment availability, financial capability (subject to checking).

**Quality Management:** Evaluate quality systems, quality of work from references, quality of past work undertaken for Council, quality of work from inspections and quality of key sub-contractors.

**Program:** Evaluate event management plan, site plans and operational plans.

**Tender & Business Requirements:** Completion of all Tender forms and Schedules. Score is calculated by penalising the tender for each component of the tender not completed.

Final scores and rankings are shown in Table 3.

**Table 3**

<b>SELECTION CRITERIA</b>	<b>MAXIMUM SCORING</b>	<b>Humm Pty Ltd</b>	<b>Event &amp; Sports Projects Australia Pty Ltd.</b>
Pricing (schedule of rates & amounts)	<b>40</b>	Non conforming	40
Demonstrated Experience	<b>10</b>		10
Company Resources	<b>10</b>		8
OH&S Capabilities	<b>10</b>		3
Quality Management	<b>10</b>		0
Program	<b>10</b>		9.38
Tender & Business Requirements	<b>10</b>		10
<b>TOTAL</b>	<b>100</b>		<b>80.38</b>

Upon review and evaluation of tenders, the assessment panel gave the following recommendations of the respective tenderers;

**Humm Pty Ltd** – the tender was deemed to be non conforming as it did not price for a lump sum as stated in the tender documents namely that the tenderer was required to submit a detailed and comprehensive quote for the provision of services and infrastructure and assist in developing a management plan and to detail all aspects of the management operations pre-event, during event and post event. The submission received from Humm Pty Ltd proposed \$129,350 as a fixed Management Fee and that all other costs involved in the supply of goods and services should be passed on directly to Council without a mark-up or commission. In reviewing their estimates for all other services and infrastructure the total cost would be approximately \$512,000 with a small percentage being returned as a percentage of profit share from the bar income.

**Event & Sports Projects Australia Pty Ltd** – the tender submitted was comprehensive in its management plan and conforming, however, the tender was considered overly resourced with respect to the requirements of the brief and included additional security staff and site management services for the minor venues. These additional services were considered beyond the brief and added unnecessary fluctuations to the total cost, resulting in a lump sum price of \$345,969. In reviewing their tender it is apparent they have the experience and expertise for this project, however, the high cost of the proposal is not acceptable. In addition, their tender scored low rankings on the OH&S Capabilities (with no accredited plan or policy) and the Quality Management criteria (with no accredited plan or system).

As both tenders are not suitable we recommend that Council not accept any of the tenders in their current form and instead in accordance with clause 178 (3) of the Local Government (General) Regulation 2005, enter into negotiations with suitable providers with a view to entering into a contract in relation to the subject matter of the tender.

Clause 178 (3) of the Local Government (General) Regulation states that:

- (3) *A council that decides not to accept any of the tenders for a proposed contract or receives no tenders for the proposed contract must, by resolution, do one of the following:*
- (a) *postpone or cancel the proposal for the contract,*
  - (b) *invite, in accordance with clause 167, 168 or 169, fresh tenders based on the same or different details,*
  - (c) *invite, in accordance with clause 168, fresh applications from persons interested in tendering for the proposed contract,*
  - (d) *invite, in accordance with clause 169, fresh applications from persons interested in tendering for contracts of the same kind as the proposed contract,*
  - (e) ***enter into negotiations with any person (whether or not the person was a tenderer) with a view to entering into a contract in relation to the subject matter of the tender,***
  - (f) *carry out the requirements of the proposed contract itself.*
- (4) *If a council resolves to enter into negotiations as referred to in subclause (3) (e), the resolution must state the following:*
- (a) *the council's reasons for declining to invite fresh tenders or applications as referred to in subclause (3) (b)-(d),*
  - (b) ***the council's reasons for determining to enter into negotiations with the person or persons referred to in subclause (3) (e).***

It is considered that it may be possible to negotiate a more acceptable price with Events & Sports Projects Australia Pty Ltd if the extent of services to be provided is reduced, including site managers for each venue, the extent of security services at the smaller venues and the communication/advertising campaign, where Council's communication department would be able to assist. Enquires will also be made of other providers who expressed interest but did not tender, with a view to possible negotiations.

The negotiations with other providers would include reducing the extent of services proposed for the smaller venues and concentrate on providing event management specifically for Yarranabbe Park, McKell Park and Redleaf Gardens & Beach. We would still require the waste management services to cover the extent of all stated vantage points discussed in the tender documents. These negotiations are a matter of urgency due to the time restrictions and nature of the NYE events. We have been advised that event management infrastructure and services, including security personnel, temporary fencing and portable toilets are in high demand for NYE celebrations and orders need to be secured as a matter of urgency to guarantee event infrastructure and services.

#### **Conclusion:**

The tender panel recommends that Council not accept any of the tenders due to the reasons explained and that in accordance with clause 178 (3) of the Local Government (General) Regulation 2005, we enter into negotiations with suitable providers with a view to entering into a contract in relation to the subject matter of the tender. It is also essential that due to time restrictions and the nature of the project that the report be referred as a matter of urgency to the Council meeting of 28 September 2009.

Paul Fraser  
Team Leader – Open Space & Recreation  
Planning

Warwick Hatton  
Director – Technical Services

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**Annexures:** Nil

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

