



Corporate & Works Committee

Agenda: *Corporate & Works Committee*

Date: *Monday 6 February 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

2 February 2006

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

Dear Councillors

Corporate & Works Committee Meeting – 6 February 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 6 February 2006 at 6.00pm.**

Gary James
General Manager

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 23 January 2006	1
D2	Organisation Support Principal Activity – 2 nd Quarter Management Plan Review – 827.G 04-07	2
D3	Roads, Traffic & Transport Principal Activity – 2 nd Quarter Management Plan Review– 827.G 04-07	25
D4	Customer Service & Communication Principal Activity – 2 nd Quarter Management Plan Review – 827.G 04-07	37
D5	Management Plan & Budget Consideration Timetable – 331.G 2006/2007	43

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

R1	Paddington 40kpm Scheme & LATM – 1166.G	46
R2	Tender for Three Rear Loading Compactors – Tender 05/10	49
R3	Fletcher Street, Woollahra – Stage 1 Reconstruction Works – 169-Project (Part 2)	60

Item No: D1 Delegated to Committee
Subject: **Confirmation of minutes of meeting held on 23 January 2006**
Author: Les Windle, Manager – Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 23 January 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 23 January 2006 be taken as read and confirmed.

Les Windle
Manager - Governance

Item No: D2 Delegated to Committee
Subject: **Organisation Support Principal Activity - 2nd Quarter Management Plan Review**
Author: Geoff Clarke - Director Corporate Services
Greg Stewart - Acting Director Technical Services
File No:
Reason for Report: To review the status of works, services, and Notices of Motion for the Management Plan principal activity of Organisation Support for the three months ending 31 December 2005

Recommendation:

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

Background:

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

- 7.1 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 and Services
- 7.9 Works and Services Administration

Included as annexure to this report are:

- 1. The Organisation Support Principal activity of the Management Plan with detailed comments on the status of items in each sub activity
- 2. Any uncompleted adopted "Notices of Motion" related to the Organisation Support principal activity

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

"Notices of Motion" which have a major impact on approved management plan core activities and projects have been included in the management plan as variations so as to facilitate the changing of priorities in an orderly and transparent manner.

Comments on budget variations where they are material or have an impact on the program of works or projects may be included in this report. However the budget review and confirmation of any changed forecast will be considered in a separate budget report which reviews the overall financial position of the Council at the end of the quarter.

Following is the commentary on each sub activity

7.1 Governance

This sub-activity covers the areas of governance, committee, council and councillor support, and records management. The preparatory work on the review of ward boundaries has been completed and will need to be considered by all councillors in the near future. Routine records management activities have continued. Preparation for implementation of the document management system is in progress.

7.2 Finance

All routine and project activities are proceeding in accordance with the Management Plan targets. The major project for the quarter has been the finalisation of the budget and reports to various committees on budget related issues.

7.3 Risk Management

Projects and core activities are preceding in accordance with the management plan targets. Individual risk action plan for each manger are nearing finalisation

7.4 Human Resources

As reported in the last quarterly report staff turnover continues to provide a high workload for the HR staff in the recruitment area. Contracts have been finalised for the purchase and implementation of the new Human Resource Information system (HRIS) approved by the Council. Installation will commence on 6th February.

7.5 Information Technology

Projects and core activities are proceeding in accordance with the management plan. Work has been substantially completed on the on the implementation of the mapping system for deployment on the Councils web site however it has been delayed by a suppliers inability to provide us with the necessary "internet address" .

7.6 Property Management

The Gunyah kitchen upgrade, Double Bay Kindergarten internal renovations, Holdsworth Street floor infill at the old library area were completed in the first two quarters. Sir David Martin Reserve site contamination audit was finalised and necessary remediation works completed. Expression of interests were invited for a Property feasibility study. This will commence once approval is obtained from the Assets Working Party. Temporary licences were granted for the Watsons Bay Tea Room Café and the Redleaf Pool kiosk. Temporary licences were also granted to Sailability and Sailors with disability for use of the Sail Loft. RANSA Lease was extended by two years upon their request. A roof structure was designed and installed after removing the stepped area over the Grimley Pavilion to reduce water penetration into the golf club. A report has been submitted to The Department of Local Government advising them of the Cosmopolitan Centre ground lease negotiations underway with the current lessees,

Gloxinia Investments Pty Ltd. Grant application for Community Water Grants for the sum of \$230,000 was submitted for ten Council sites. The Joint Venture is undertaking tender reviews for the Kiaora Lands project and will advise Council of the status of the project once their tender process is complete.

Street Furniture upgrades are being carried out in various locations. Negotiations with Maritime Services and Sailability in relation to a licence to manage the marina and hardstand are still underway.

7.7 Management Executive

Systematic reviews within Divisions proceeded in accordance with the Plan.

7.8 Technical Services Management

The Manager Civil Works position is in the process of recruitment. Mark Ramsay has been appointed Manager Depot and Waste Services. The Parks and Street Trees Workplace Agreement negotiations continue, based on detailed analysis of operations and potential productivity improvements. A number of procedures in the Civil Works and Depot and Waste Services areas have been reviewed and updated.

7.9 Works and Services Management

Due to the restructure of Works and Services, reporting on this area will in future be covered by section 7.8.

Geoff Clarke
Director - Corporate Services

Greg Stewart
Acting Director - Technical Services

4. Annexures:

1. December 2005 quarterly review of principal activity: Organisation Support
2. December 2005 quarterly review of Outstanding Notices of Motion – Organisation Support

Item No: D3 Delegated to Committee
Subject: **Roads, Traffic and Transport Principal Activity - 2nd Quarter Management Plan Review**
Author: Greg Stewart - Acting Director Technical Services
File No: 827.G 04-07
Reason for Report: To review the status of works, services and Notices of Motion for the Management Plan Principal Activity of Roads, Traffic & Transport for the three months ending 31 December 2005

Recommendation:

- A. That the status of projects for the Roads, Traffic & Transport Principal Activity be noted.
- B. That the variations to projects be agreed subject to adoption of the relevant budget variations included in the separately reported quarterly financial review.

Background:

Section 407(1) of the Local Government Act requires that Council review the progress of the adopted management plan on a quarterly basis. Included with this report is the second quarterly review of Principal Activity No 3 of the Management Plan, which is "Roads, Traffic and Transport". This principal activity has the following sub-activities:

- 3.1 Road and Infrastructure Asset Management
- 3.2 Maintenance and Construction
- 3.3 Traffic and Transport Management
- 3.4 Parking
- 3.5 Other Transport Facilities
- 3.6 Streetscape

Included as an Annexure to this report is the Roads, Traffic & Transport Principal Activity of the Management Plan with detailed comments on the status of items in each sub activity

The Annexures include all the details whereas set out in the following part of this report is a commentary on variations, changes, exceptions, completed work, achievements, etc, the purpose being to provide Councillors with a snapshot of the key influences or issues arising from this quarterly review.

Comments on budget variations, where they are material or have an impact on the program of works or projects, may be included in this report. However, the budget review and confirmation of any changed forecast will be considered in a separate budget report, which reviews the overall financial position of the Council at the end of the quarter.

Following is the commentary on each sub activity:

3.1 Road and Infrastructure Asset Management

The infrastructure asset management strategy has been adopted by Council and capital works programs and funding options for 2006/2007 are currently being developed.

An inventory of all signposting and line-marking, including their condition, has been completed for the whole of the Municipality.

3.2 Maintenance and Construction

The Electronic Asset Management Information and Work Order System (Amis) is operational and work orders are currently being issued.

All routine maintenance activities are being carried out in accordance with the Management Plan targets.

The following capital works projects were completed:

Kerb and Gutter Reconstruction works were completed at Powell Road Rose Bay and Ocean Street Edgecliff.

Road Reconstruction and Resurfacing was undertaken on sections of Adelaide Street Woollahra, Bellevue Road Bellevue Hill, Darling Point Road, Darling Point, Edgecliff Road, Woollahra, Ocean Street, Woollahra, Sutherland Street, Paddington and Underwood Street, Paddington.

Footpath reconstruction was completed at Kiaora Road, Double Bay and Boundary Street, Paddington.

Designs have been completed for the following infrastructure Renewal Projects – Courtenay Road, Rose Bay, Benelong Crescent, Bellevue Hill, Glenmore Road, Edgecliff, Wentworth Road, Vaucluse, Fletcher Street, Woollahra and Annandale Street, Darling Point.

3.3 Traffic and Transport Management

Council has approved the introduction of a 40kph Zone and associated LATM works for Paddington. Final concept plans have been completed and a funding submission made to the RTA. Conditional approval of the installation of a 40kph in Paddington and an agreement to partly fund the project has been received from by RTA.

Cross City Tunnel LATM measures have been introduced in Neild Avenue / Brown Street and in Glenmore Road, Paddington.

Traffic management works, incorporating the provision of bicycle facilities, have been installed in Wallis Street, Woollahra.

The detailed design for the Wombat Crossings in Gurner Street, Paddington, at the intersections of Duxford Street and Norfolk Street, was completed in preparation for construction during January 2006.

A draft Pedestrian and Mobility Plan has been prepared and is to be reported to Council in March 2006.

Guidelines for the installation of regulatory signposting for use within Woollahra have been adopted by Council.

3.4 Parking

A new resident parking scheme has been introduced in Hargrave Street, Paddington.

Parking surveys have been completed for Bellevue Hill shopping centre and concept traffic management plans for the shopping centre developed.

Parking surveys have commenced in Bondi Junction, Woollahra and Paddington. Surveys have also been completed in Rose Bay and Edgecliff Road.

Consultants have been engaged to conduct a survey of ferry passengers from the Lyne Park Wharf to determine the parking and transport patterns of ferry passengers. (Survey to be conducted early February 2006).

3.5 Other Transport Facilities

The redesign of the Lyne Park Ferry Wharf, to provide disabled access, is in progress.

The Bicycle Working Party met on 9 November 2005 and determined priorities for the implementation of the Woollahra Bike Plan. As a result, design consultants have been engaged to prepare designs for the installation of bicycle facilities in Victoria Road, O'Sullivan Road, Bellevue Road, Old South Head Road (Syd Einfeld Drive to Bellevue Road) and Ocean Street to New McLean Street. Subject to adoption, all projects will be scheduled for completion by the end of June 2006.

Wallis Street bike route construction was completed and the bike route connection from Nelson Street (Bondi Junction) to Paddington via Queen Street-Victoria Rd-Paddington St-Hopetoun St-Stafford St-Glenmore Rd was also completed. The Brown Street/Glenmore Road roundabout layout was altered to permit the implementation of a new bike route via Brown Street/Glenmore Road to Cutler viaduct (ie Sydney City link).

3.6 Streetscape

A staged implementation strategy for the three major programmed streetscape projects was adopted.

Detailed designs have been prepared for Watsons Bay and negotiations are being finalised with EnergyAustralia regarding the cost of undergrounding the existing overhead power lines. The bus shelter design for this location is being finalised.

Rose Bay Promenade development consent determination has been deferred pending the holding of a public meeting to discuss the design concept, which is scheduled for 23 February 2006. Council has resolved to proceed with the pedestrian walkway component independently.

Consultants have developed the design for the Five Ways upgrading works, which was agreed to by the Paddington Traffic Working Party. However, further consultation is being held with representatives of the Paddington Society regarding aspects of the design.

Greg Stewart
Acting Director Technical Services

Annexures:

1. December 2005 Quarterly Review of Principal Activity: Roads, Traffic and Transport
 2. December 2005 Quarterly Review of Outstanding Notices of Motion – Roads, Traffic and Transport
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Item No: D4 Delegated to Committee
Subject: **Customer Service & Communication Principal Activity - 2nd Quarter Management Plan Review**
Author: Justine Henderson – Communications Manager
Catena Rechichi – Customer Service Manager
File No: 827.G 04-07
Reason for Report: To review the status of works, services, for the Management Plan principal activity of Customer Service and Communications for the three months ending 31 December 2005

Recommendation:

- A. That the status of projects for Customer Service and the Communication principal activity be noted.

Background:

Section 407(1) of the Local Government Act requires that Council review the progress of the adopted management plan on a quarterly basis. Included with this report is the second quarterly review of Principal Activity No 6 of the Management Plan, which is “Customer Service and Communications”. This principal activity has the following sub- activity:

6.1 Customer Service & Communications

Included as annexure to this report is the Communication and Customer Service Principal activity of the Management Plan with detailed comments on the status of items in each sub activity. There are no incomplete Notices of Motion for the period to 31 December 2005. Following is the commentary on each activity:

Customer Service

Core activities and projects are proceeding in line with the management plan. In addition to the core activities and projects included in the Management Plan further progress has been made in improving customer request management system (CRMS) management and reporting. CRMS reporting and telephone reporting have been cross analysed to provide information which will better target customer service improvements, ie what issues are we getting the most calls on and the most requests for service.

The customer request management system provides us with information about what request for service we have been receiving however this does not include the full range on of none actionable enquiries we receive. We have completed an analysis of about 3300 calls received in October and November to better understand what customers are asking us. From this we are documenting specific questions and their answers to assist in consistent customer service and as an aid to training staff

This is also providing valuable input into the review of the design of the Council’s web site. The web site redesign is being carried out by consultants and the first stage of the project is on target for completion by the end of February. The first stage involves the site “information architecture” and the site layout. This will be followed by the visual design, selection of as content management system and then implementation of the refreshed web site. The refreshed web site is planned to commence in July this year.

Communication

Core activities and projects are proceeding in line with the management plan. A summary of communications strategy, event management and media liaison work over the last three months which supports the core activities of the Management Plan follows:

Communication & media:

People and Pets Day event evaluation
Youth Photo Prize winners
Community Services grants announcements
Youth Services youth mural Bondi Junction
Vaucluse Bowling Club
WSN grant for childcare organic garden
Watsons Bay Baths
Good recycling results for Woollahra
HMAS Watson Christmas Carols
Woollahra Library 50th Birthday celebrations
Summer holiday reading program at Woollahra Library
Woollahra Small Sculpture Prize
Responses to media inquiries on: algal bloom, shark nets, Cross City Tunnel, the Mayor's health, New Year's Eve parking, carols and fireworks locations
Internal communications support was provided on the monthly staff newsletter and the Lotus Notes Bulletin Board (weekly)
Regular Eastside Radio interview (monthly)
Regular editorial for Woollpress magazine
Woollahra News (monthly)
Waste information flip guide
Continued support on the implementation of web site content management by staff in each division
Input into the consultancy selection and briefing on the upgrade of the website
Printer cartridge and mobile phone recycling and worm farming
Media support for the Critical Path Drill Hall launch, Watsons Bay Baths Centenary & RHW Park opening
Youth Week promotional activities, including Ch 7 Saturday Disney shoot with local students
Bushcare newsletter for volunteers
Input into an event checklist and procedures for Risk Management.

Event management:

Hosting a series of school groups/tours of the building and "mock debates"
Woollahra Christmas Tree Appeal
Support for the 50th birthday celebration Woollahra Library
Woollahra Fire Station Centenary
HMAS Watson Christmas Carols
Double Bay Chamber of Commerce Christmas decorations and children's event
Monthly citizenship ceremonies
Speech notes for all events attended by the Mayor and Deputy Mayor or representative.
Assistance/support: Bushcare Christmas event and Live@ Lyne Park.

Justine Henderson
Communications Manager

Catena Rechichi
Customer Service and Marketing Manager

Annexure:

1. December 2005 quarterly review of principal activity: Customer Service & Communication

Item No: D5 Delegated to Committee
Subject: **Management Plan and Budget Consideration Timetable**
Author: Don Johnston, Manager Finance
File No: 331G 2006/2007
Reason for Report: To provide the Committee with the proposed timetable for the consideration of the 2006/2007 Management Plan and Budget

Recommendation:

That the timetable for the consideration of the 2006/2007 Management Plan and Budget be noted.

Background:

A preliminary budget strategy report was considered by the Committee on 21 November 2005. The Committee resolved:

That the Budget Strategy be further considered by the Corporate and Works Committee on 5 December 2005.

A further report was submitted to the Committee on 5 December 05 providing a high level overview of the operating budget for the years 2002/2003 to 2005/2006 and a summary of the capital budget for the same period. Detailed internal working documents supporting the operating budget were circulated with the report to assist Council with a review of the operating budget. The Committee resolved:

1. *THAT the report be received*
2. *THAT the Councillor workshop be held to consider a strategy for the preparation of the 2006/2007 Budget in the first two weeks of February 2006*

Discussion:

The proposed timetable is driven by the legislative requirements regarding the public exhibition and adoption of Council's Management Plan. The Plan is required to be adopted before 30 June following a period of at least 28 days on public exhibition. Consideration of each principal activity by the relevant Committee has been scheduled within the usual meeting cycle, culminating in the adoption of the draft management plan on 15 May for the purpose of public exhibition.

An important part of the management plan is, of course, the budget. The key to the preparation of the 2006/2007 Budget will be the determination of the budget strategy. A workshop has been scheduled for 21 February to consider the strategy. It is proposed that a report be submitted to this Committee on 20 February to provide a further high level overview of the budget and a briefing on the report to be considered at the budget strategy workshop.

Based on the strategy determined, staff will prepare a preliminary draft budget for consideration at a further workshop scheduled for 21 March. This is a tight timeframe, but necessary to meet legislative requirements.

Following the preparation of the preliminary draft budget staff will turn their attention to the preparation of the Management Plan itself, identifying the objectives, performance measures, actions and projects, milestones and target dates for all principal activities and sub activities. This will be done over a two week period between 20 and 31 March. At this point, Directors will prepare overview reports for each of the principal activities for consideration by the relevant Committee along the same lines as last year. These will commence with consideration of the Natural Environment and Community Services principal activities by the Community & Environment Committee on 10 April.

In regard to the budget, while not noted on the timetable, it is intended to update the Corporate & Works Committee on progress over the course of the consideration process. Further, depending on the outcomes of the preliminary draft budget workshop on 21 March, additional consideration of the budget may need to be scheduled as required.

Considerations of the budget and management plan are intimately linked. The finalisation of the draft budget will influence what services, actions and projects are in the management plan while, at the same time, the priorities placed upon services, actions and projects in the management plan will determine the allocation of our limited resources in the budget. It is for this reason that the determination of a budget strategy on 21 February is the key to its preparation.

The consideration of the management plan principal activities and budget by the respective Committees and workshops will be drawn together into a final report to the Corporate & Works Committee on 8 May, including a detailed draft budget, with a recommendation to Council on 15 May that the draft management plan be adopted for the purposes of public exhibition.

Conclusion:

Council is required to adopt its Management Plan for 2006/2007 on or before 30 June 2006, following a period of at least 28 days on public exhibition. The timetable proposed meets these requirements and provides the opportunity for the relevant Committees to consider the plans for the respective principal activities and workshops to consider the budget strategy and draft budget. While not provided in the timetable, it is also intended to provide the Committee with informal updates at each of its meetings throughout the process.

Don Johnston
Manager Finance

Geoff Clarke
Director Corporate Services

Annexures:

1. Proposed Timetable for the consideration of the 2006/2007 Management Plan and Budget

ANNEXURE 1

Date	Action
20 Feb 06	Budget Overview report and Strategy briefing to Corporate & Works
21 Feb 06	Workshop on Budget Strategy
21 Feb 06 to 3 Mar 06	Preparation of preliminary Draft Budget (Operating and Capital)
6 Mar 06 to 10 Mar 06	Compilation and review of preliminary Draft Budget
20 Mar 06	Workshop on preliminary Draft Budget
20 Mar 06 to 31 Mar 06	Preparation of Management Plan Objectives / Performance Measures / Actions or Projects / Milestones / Target Dates for all Principal Activities and Sub Activities
3 Apr 06	Preparation of Overview Reports for each Principal Activity for consideration by relevant Committee commences
10 Apr 06	Consideration of Draft Management Plan for <i>Natural Environment and Community Services</i> Principal Activities by Community & Environment Committee
24 Apr 06	Consideration of Draft Management Plan for <i>Roads, Traffic and Transport and Infrastructure Works Program</i> Principal Activities by Corporate & Works Committee. Consideration of Draft Management Plan for <i>Customer Service and Communication and Organisation Support</i> Principal Activities by Corporate & Works Committee.
1 May 06	Consideration of <i>Parks and Public Space and Environmental Works Program</i> Principal Activities by Community & Environment Committee Consideration of Draft Management Plan for <i>Built Environment</i> Principal Activity by Urban Planning Committee
8 May 06	Final consideration of detailed Draft Budget and the consolidated Management Plan by the Corporate & Works Committee.
15 May 06	Adoption by the Council of Draft Management Plan for public exhibition (s.405(2) requires the period of public exhibition to be not less than 28 days)
17 May 06 to 14 Jun 06	Draft Management Plan on public exhibition
19 Jun 06	Consideration by the Corporate & Works Committee of report on submissions received and recommendation to Council regarding final adoption of the Management Plan
26 Jun 06	Adoption by the Council of Management Plan (s.406(1) requires Council to adopt its Management Plan for the following year before the end of the current year)

Item No: R1 Recommendation to Council
Subject: **Paddington 40 Kph Scheme And LATM**
Author: Alan Opera – Team Leader Traffic & Transport
File No: 1166.G
Reason for Report: To provide funding options for this project in accordance with Council resolutions.

Recommendation:

That the budget amendments as detailed in Table 2 of this report be adopted,

Background:

At the Council meeting held on 14 November 2005 it was resolved to:

- A. *Install as a matter of urgency the two approved wombat school crossings in Gurner Street Paddington with funds being taken from other non safety related capital works projects. The Council should aim to have the crossings operational no later than the commencement of the February 2006 school year.*
- B. *Consider the additional expenditure as part of the next quarterly budget review. In doing so Council acknowledges the overriding importance of immediate action to ensure pedestrian and child safety rather than waiting for the RTA to consider a 50/50 funding contribution for the 2006/2007 financial year. The Council will proceed with the funding request to the RTA with any contribution received being treated as a rebate against the actual cost.*

Further, at the Corporate and Works Committee meeting held on 12 December 2005 it was resolved:

- A. *THAT Council advise the RTA that it agrees with the RTA's conditions for funding of the Paddington 40 kph scheme and Local Area Traffic Management scheme (LATM) subject to:*
 - i. *Council adopting the proposed implementation works arising from the PAMP study and associated public consultation.*
 - ii. *In the event of the RTA deeming further works necessary to achieve the objectives of the Scheme, Council carrying out appropriate public consultation.*
- B. *THAT a report be submitted to the next quarterly budget review for consideration detailing the available funding options for the Paddington 40 kph scheme and LATM, and PAMP.*

This report deals specifically with the matter of the funding for these two projects as detailed in the two parts B. of the above resolutions.

Issues:

In addressing the issue of funding options as detailed in Council's resolutions of 14 November 2005 and 12 December 2005 consideration should be given to the content of the existing adopted capital expenditure program and the progress of relevant projects.

The current Capital Expenditure Program for Traffic Infrastructure (Cost Centre 933) showing the relevant adopted projects is detailed below:

TABLE 1: CURRENT BUDGET DETAILS

Item	Project No.	Project Description	Current Budget Allocation
1	3109	PAMPS – Paddington (TrafficMgtWrks) Capital	\$30,000
2	3303	PAMP	\$30,000
3	3304	Pedestrian Xings Cascade/Hargrave/Gurner	\$80,000
4	3306	Traffic Management – 40km/h Introduction Income from Grants	\$50,000 - (\$50,000)
5	3302	Pine Hill Avenue Shared Zone	\$25,000
6	3361	Wombat School Crossings – Gurner St	\$0

Funding allocations for traffic calming and pedestrian access and mobility projects within the Paddington precinct have been allocated as separate projects under cost centre 933 of the 2005/2006 adopted capital expenditure program. These projects are now inter-related and inter-dependent and it is proposed that budget adjustments be made to reflect these inter-relationships.

Additionally, Council has adopted a new project (#3361) and one project cannot now be completed in 2005/2006 (#3302) – See item 6 below.

Pedestrian Access & Mobility Plan (PAMP) (Items 1 & 2):

Council is yet to consider and adopt the PAMP study which has been carried out for Paddington and therefore the full extent of the works to be carried out as part of this programme is still to be determined. The installation of the measures identified in the PAMP study however, form a condition of the RTA's approval for the Paddington 40kph Zone and therefore it is proposed that priority be given in 2005/2006 to works which are most relevant to the introduction of the 40kph Zone. It should be noted however that some of the works proposed in the PAMP study have been or will be implemented as part of other projects and the proposed adjustments to the current budget allocation for Traffic Infrastructure will reflect this. It is recommended that \$30,000 of the existing \$60,000 vote for these PAMP works be reallocated to part-fund the construction of the Gurner Street Wombat Crossings (i.e. Project #3361) and that an additional vote of \$30,000 be provided in the 2006/2007 budget for further PAMP works in 2006/2007.

Paddington 40kph Zone & Cascade/Hargraves/Gurner Streets (Items 3 & 4):

This project was the subject of Council's resolution of 12 December 2005. The budget allocation of \$50,000 for Project #3306 is fully offset by \$50,000 grant income from the RTA and was based on total expenditure of \$130,000 for this treatment (i.e. \$50,000 for project #3306 and \$80,000 for project #3304).

It is recommended that the budget allocation for these two projects now be amended in the Capital Expenditure Program to reflect the forecast total cost of \$165,000, and that the reciprocal income vote of \$50,000 grant be increased to \$69,300 to match the level of approved grant from the RTA.

Pine Hill Avenue (Item 5):

Pine Hill Avenue has a narrow carriageway with little off-street parking. The majority of residents park illegally with two wheels on the footpath to permit traffic to pass. Whilst Council's rangers do not actively enforce this area as the problems for residents are well known, the rangers must attend the site if a complaint is received. To overcome this problem it was Council's intention to introduce a Shared Zone which effectively makes parking on the footpath legal. This is considered to be the only viable solution in this location to alleviate residents' problems.

Unfortunately, the RTA has now advised that no new Shared Zones will be permitted to be established until existing trials in the Newtown area have been assessed by the RTA. As this review by the RTA will not be completed in the current financial year, Council has recently completed a letter drop to the residents of Pine Hill Avenue advising that the proposed Shared Zone cannot be introduced until the second half of 2006.

It is therefore proposed that this project be deferred to the next financial year, and that the local residents be advised that the project will be included in the 2006/2007 capital works program. It is recommended that the \$25,000 currently available for these works be reallocated to projects #3304 and #3361 as shown in Table 2 below.

Gurner Street Wombat Crossings (Item 6):

In accordance with Council's resolution of 14 November 2005 this work commenced in January 2006. The estimated cost of this project is \$60,000 and in order to fund these works, which were not included in the adopted Capital Works Programme, it is proposed that \$30,000 be transferred from the PAMPS projects. Additionally it is recommended that \$20,700 be reallocated from the Five Ways Streetscape project (i.e. Cost Centre 945, Project #3663) to part-fund the Gurner Street Wombat Crossings. This is considered appropriate as Gurner Street forms part of the Glenmore Road route.

These proposed changes are detailed below:

TABLE 2: PROPOSED ADJUSTMENTS FOR 2nd QUARTER REVIEW

Cost Centre	Project No.	Project Description	Current Budget	Proposed Budget	Variation
933	3109	PAMPS – Paddington (TrafficMgtWrks) Capital	\$30,000	\$15,000	-\$15,000
933	3303	PAMP	\$30,000	\$15,000	-\$15,000
933	3304	Pedestrian Xings Cascade/Hargrave/Gurner	\$80,000	\$95,700	+\$15,700
933	3306	Traffic Management – 40km/h Introduction	\$50,000	\$69,300	+\$19,300
		RTA Grant 40kph (Income)	-\$(\$50,000)	-\$(\$69,300)	-\$(\$19,300)
933	3302	Pine Hill Avenue Shared Zone	\$25,000	\$0	-\$25,000
933	3361	Wombat School Crossings – Gurner St	\$0	\$60,000	+\$60,000
945	3663	Five Ways Paddington Streetscape	\$1,384,076	\$1,363,376	-\$20,700
TOTAL VARIATION					\$ 0

Alan Opera
Team Leader Traffic & Transport

Greg Stewart
Acting Director Technical Services

Item No: R2 Recommendation to Council
Subject: **Tender for three Rear Loading Compactors**
Author: Mark Ramsay - Manager Depot & Waste Services
File No: Tender 05/10
Reason for Report: The acquisition of replacement compaction units required for the Waste Services Operation

Recommendation:

- A. That Council accept the tender received from MacDonald Johnston Engineering Company Pty Ltd for the supply and delivery of three Model SD-JP-033~JP5 rear loading compactor units at a total cost of \$366,135.00 (incl GST) for use in the domestic waste collection.
- B. That the purchase be funded from the allocation for waste vehicles included in the 2005/2006 Capital Budget.
- C. That the successful and unsuccessful tenderers be advised accordingly.

Background:

In the 2005/2006 Capital Budget, a total of \$835,780 (incl GST) has been allocated for the replacement of three rear loading compactors. The expenditure is to be divided between the purchase of the cab/chassis and the compaction units. The vehicles identified for replacement are plant numbers 61101, 61300 and 61400 and are used in the domestic waste collection. The existing trucks are 19 cubic metre MacDonald Johnston rear load compaction units on Volvo FL6 cab/chassis and were purchased in December 1998 and February 2000.

Following consultation with the waste collection drivers, it was considered that Volvo is still the most suitable cab/chassis for Council's requirements and the purchase of the required three Volvo cab-chassis has been undertaken under NSW State Government Contract 653C, at a total cost of \$485,717.10 (incl GST).

As the estimated value for the three compaction units exceeds \$150,000 and as they are not available under a government supply contract, public tenders were called for the three compactor units, in accordance with the Local Government Act.

The tender specification consisted of four main parts.

1. Conditions of Tender
2. General Condition of Contract
3. Tender Specification
4. Tender Response

A copy of Tender 05/10 is available on file for perusal.

Tender Evaluation:

1. Tender Advertisement, Close Date and Time

The tender for three Rear Loading Compactors was advertised in the tender section of the Sydney Morning Herald and the Wentworth Courier on Tuesday 22 November 2005.

The tender closed on Wednesday 14 December 2005 at 10.00am.

2. Tender Panel

A tender panel was formed, comprising Brian Toms, Acting Plant & Fleet Coordinator, Joe Cavagnino, Purchasing Team Leader, Graham Lang, Waste Supervisor and Patrick Geoghegan, Solid Waste driver, to assess the tenders received.

The selection criteria were as follows:

Criteria Description
Proven Track Record and Technical Capability
Competitive Pricing
Environmental Considerations
Delivery
Occupational Health & Safety

3. Tender Opening And Evaluation

Prior to the evaluation of the tender, each member of the tender panel signed a pecuniary interest declaration.

Council received three tenders:

1. Garwood International
2. MacDonald Johnston Engineering Company Pty Ltd
3. Binskie Services Pty Ltd

4. Working Demonstration

The units offered by McDonald Johnston and Binskie Services are currently in operation within Woollahra Council and the tender panel used these units for the evaluation.

A working demonstration was arranged to demonstrate the capabilities of the Garwood unit for performance, ease of operation and OH&S components. All members of the tender panel attended the working demonstration.

The assessment team visited Randwick Council on 10 January 2006 to inspect the Maxi Garwood Compactor. The tender panel agreed that this compactor body was not as technically sound and not as robust as the units offered by MacDonald Johnston and Binskie Services. The following information was obtained from the demonstration:

1. The Garwood Compactor did not have reinforced ribbing throughout the body, as was offered by McDonald Johnston and Binskie Services.
2. The rear load area of the compactor body was extremely heavy. This created steering problems and operators have advised that the steering is extremely light up front.
3. Controls are situated in an awkward position.
4. Hydraulic hoses have caused Randwick Council many problems, continuously breaking due to their position in the rear of the compactor body.
5. The truck was extremely heavy and bulky making manoeuvrability a concern in the awkward streets and lanes of the Woollahra Municipality.

Council's Acting Plant & Fleet Coordinator has also advised that the Garwood service and responsiveness to requests was not as good as MacDonald Johnston.

The panel agreed that the unit offered by Garwood, even though less expensive, was inferior to the units offered by MacDonald Johnston and Binskie Services.

Binskie Services Pty Ltd - Heil Compactor and MacDonald Johnston

The Heil compactor unit tendered by Binskie Services is similar to the Macdonald Johnston and relies on hydraulic pressure switches to operate the compaction unit.

Both of these units have a manual override system if the main hydraulic or electrical system should fail.

The design of the ejector blade and the positioning of the hydraulic rams within the hopper area of the Binskie Services' unit is a disadvantage in the collection of domestic waste as plastics and food scraps can get into the seals causing leaks and early deterioration of the metal. This can lead to breakdowns and expensive and lengthy hydraulic repairs or replacements.

Whilst the Binskie Services' unit was considered to be robust and adequate in its design to carry out the functions required, the panel believed that the problems associated with the hydraulic rams made their unit inferior to the Macdonald Johnston unit.

The design and location of the hydraulic rams on the MacDonald Johnston unit are out of the way of the hopper area and are not affected by the build-up of garbage and debris.

The MacDonald Johnston units have proven to be extremely efficient in the collection of waste; and staff are proficient in the operation and repair of these units.

Following the working demonstration and assessment of the units already in operation, it was considered that, due to its design and reliability, the MacDonald Johnston was superior in terms of value for money in the area of picking up domestic and trade waste.

Proposal:

The purchase of these machines will maintain the efficiency of the service provided in all aspects of waste collection within the Woollahra Municipality.

Pricing

MacDonald Johnston Engineering Model JP5A	Garwood International	Binskie Services Pty Ltd
Base Price per unit \$122,045.00 (Inc GST)	Base Price per unit \$101,400.20 (incl GST)	Base Price per unit \$120,406.00 (incl GST)

The MacDonald Johnston units offered are currently being used by Council and have proven to be reliable, easy to operate and conform to all OH&S and Workcover regulations.

Although the units proposed are more expensive, the committee looked at all the criteria and considers that the units offered by MacDonald Johnston are the most appropriate units for meeting the current needs of Woollahra Council.

Consultation:

The purchase of the units has been discussed with and agreed to by operational staff in the Waste Section.

Options:

Given the age of the existing compaction units that the new vehicles will replace and the increasing incidence of down time required for their servicing, there has been an adverse impact on the level of plant availability to meet community expectations. Therefore, these purchases are required as soon as possible.

Identification of Income & Expenditure:

The total cost of three units from Macdonald Johnston Engineering Pty is \$366,135.00 (incl GST).

The total cost of the three Volvo cab/chassis already purchased under Government Contract 653-C, is \$485,717.10 (incl GST).

The total cost to Council for the three complete vehicles is \$851,852.00 (incl GST).

A total budget estimate of \$835,780 (incl GST) was provided for in the 2005/2006 Capital Budget. The cost of these units will be recovered through the Domestic Waste Levy and by means of Woollahra Council's internal plant hire service charges.

Conclusion:

The tender panel recommends that Council accept the tender offered by MacDonald Johnston Engineering Pty Ltd for the purchase of three only rear loader compaction units.

Mark Ramsay
Manager Depot & Waste Services

Greg Stewart
Acting Director Technical Services

Annexures:

1. Tender Evaluation and Assessment
2. Risk Assessments

Item No: R3 Recommendation to Council
Subject: **Fletcher Street, Woollahra - Stage 1 Reconstruction Works**
Author: Zubin Marolia – Manager Property & Projects
File No: 169-Project (Pt 2)
Reason for Report: To recommend to Council the acceptance of a Tender

Recommendation:

- A. That Council enter into a Contract with Byrne Civil Engineering Pty Ltd for the Reconstruction of Fletcher Street Woollahra - Stage 1, for the Lump Sum Price of \$139,315.45 excluding GST.
- B. That it be noted that the road pavement mill and fill works are to be carried out under the SSROC Road Making Materials Contract at an estimated cost of \$70,000.
- C. That the additional amount of \$157,000, required to fund the cost of the Fletcher Street Stage 1 works, be obtained from project savings and/or the deferral of projects currently included in the 2005/2006 infrastructure renewal program, such to be identified in the next quarterly budget review report.

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 and kerb and gutter in Fletcher Street between Figtree Lane and Fletcher Lane required renewal in the first year of the five year infrastructure renewal program. The remaining sections of Fletcher Street will be similarly constructed in future years of the infrastructure renewal program.

During the design phase of this project, it was identified that the existing stormwater pipe system beneath this section of Fletcher Street had collapsed and had been abandoned. Given the history of local drainage issues in this area, particularly with the control of overland flows into Small Street, the scope of works was expanded to re-establish a stormwater drainage line generally adjacent to the northern kerb line of Fletcher Street, as shown on the plan attached as Annexure 1. Areas of foot-path, adjacent to the local school and requiring renewal, were also identified.

In order to carry out the works, detailed design plans and specifications were prepared for the full extent of the works. Tenders were invited in December 2005 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 footpath on the southern side of Fletcher Street, between Fletcher Lane and Figtree Lane;
- excavation and installation of stormwater pipes and pits between Fletcher Lane and Figtree Lane;
- the co-ordination of Council's nominated road reconstruction sub-contractors to provide road patching, milling and filling using the current SSROC Contract, currently estimated at an additional \$70,000, and
- the re-establishment of traffic signs and road line markings.

Tender Assessment

Tenders for this work closed at 2pm on 24 January 2006. Five tenders were received and are listed below:

TENDERER	PRICE (excl. GST)	TIME (weeks)
Awada Civil Pty Ltd	\$127,704.55	4
Byrne Civil Engineering Constructions Pty Ltd	\$139,315.45	10
C & J Chrisos Constructions Pty Ltd	\$169,620.00	8
Onyx Building and Maintenance Services	\$139,090.91	4
Sydney Civil Pty Ltd	\$154,392.73	8

The tenders were assessed in accordance with the selection criteria stated in the tender invitation. The tender panel comprised; Mr Jake Matuzic, Team Leader Infrastructure Asset Management, Mr Graham Macpherson, Council's contract Project Manager and Mr Zubin Marolia, Manager Property and Projects.

The tenders were given a score on each item of the selection criteria, these being price, time to complete the work, relevant experience, capacity and expertise. The score is out of 100 with 35 points allocated to price, 25 points to experience, 25 points to capacity and expertise and 15 points to time. The results tabulated below are the average of the individual panel members score.

TENDERER	PRICE (35)	TIME (15)	RELEVANT EXPERIENCE (25)	CAPACITY/ EXPERTISE (25)	SCORE /100
Awada Civil Pty Ltd	35	8	15	15	73
Byrne Civil Engineering Constructions Pty Ltd	31.8	12	24	24	91.8
C & J Chrisos Constructions Pty Ltd	23.5	15	24	24	86.5
Onyx Building and Maintenance Services	31.9	8	15	15	69.9
Sydney Civil Pty Ltd	27.7	15	24	24	90.7

1. 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.
2. Program – is deemed to achieve 100% for that weighting for the most reasonable construction program i.e. 6 to 8 weeks.
3. Relevant experience, capacity and expertise of staff are based on the opinion formed by the assessment panel assessing the information provided in the Tender schedules. The above figures represent the agreed scores from the assessment panel.

The panel considered that a construction period of six to eight weeks minimum will be necessary. Relevant experience, capacity and expertise scores are based on information supplied by tenderers and results of comments received from previous contract contacts.

Awada Civil Pty Ltd submitted the lowest tender but their suggested construction period of four weeks is not considered sufficient to satisfactorily complete the contract. Their quality assurance and OH&S plans submitted were not complete. Plant and equipment owned by the company consists of one tip truck. All other plant would have to be hired. A reference check indicated that they were experienced only in minor stormwater drainage works and kerb & gutter and footpath construction works. From the information submitted, their experience to carry out this project is not considered suitable.

Byrne Civil Engineering's construction programme is comprehensive and allows for a ten week construction period. However, this period is considered sufficient to cover any unforeseen delay that may occur during construction. Quality assurance and OH&S policies are adopted by the company and will be included in the contract. Reference checks carried out indicate that this company has the relevant experience and capacity to carry out this project successfully. Their experience with Council on Old South Head Road has been positive. Their price is one of the lowest submitted and their overall score is the highest.

C & J Chrisos Constructions Pty Ltd submitted the most expensive tender. They own most of the plant and equipment required and have the capacity to carry out this project successfully. They have submitted a reasonable time to complete the project and have also supplied Quality Assurance and OH&S plans. This company has completed a number of projects for Council and their experience would have been suitable for this project. However, their score was low mainly due to their high tender price.

Onyx Building and Maintenance Services did not attend the pre-tender meeting and have submitted one of the lowest tenders. They failed to submit a program of works and stated an unreasonably short period of four weeks to complete this project. Plant and equipment schedule was not suggested. Quality assurance system is not available and OH&S plan is available on request. Reference checks indicate that Onyx is mainly a building company and their experience to carry out this project is not considered suitable. Their overall score was the lowest.

Sydney Civil Pty Ltd submitted one of the highest tender prices. Their works programme was considered reasonable. They have supplied an equipment schedule, quality assurance and OH&S plans. They are already a qualified pre-selected tenderer for Council works and have the capacity to carry out this project. Sydney Civil's overall score was the second highest.

Therefore, based on the results of the tender assessment carried out, the information presented to the tender panel and the demonstrated previous experience with similar works, the panel considered that Byrne Civil Engineering Constructions Pty Ltd is capable of completing the project and should be engaged.

Identification of Income & Expenditure:

A sum of \$60,000 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 additional stormwater, footpath works, alterations and reconstruction of the road pavement to control overland flows, as explained previously in the report, the cost of the works has been revised to \$217,000.

As the recommended tender sum is \$139,315, an additional sum of \$157,000 is required to cover the survey/design, project management and road pavement reconstruction costs, as per the SSROC contract rates (estimated at \$70,000). It is proposed that the additional \$157,000 be funded from project savings and/or the deferral of projects currently included in the 2005/2006 infrastructure renewal program, such to be identified in the next quarterly budget review report.

Conclusion:

The tender panel recommends that Byrne Civil Engineering Constructions Pty Ltd be awarded the Contract for the Fletcher Street Stage 1 Reconstruction Works.

Zubin Marolia
Manager Property & Projects

Greg Stewart
Acting Director Technical Services

Annexures:

- 1 Plan showing extent of Works