



Corporate & Works Committee

Agenda: *Corporate & Works Committee*

Date: *Monday 19 June 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

15 June 2006

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

Dear Councillors

Corporate & Works Committee Meeting – 19 June 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 19 June 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

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

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Item No: D1 Delegated to Committee
Subject: **Confirmation of minutes of meeting held on 5 June 2006**
Author: Les Windle, Manager – Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 5 June 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 5 June 2006 be taken as read and confirmed.

Les Windle
Manager - Governance

Item No: D2 Delegated to Committee
Subject: **Monthly Financial Report - May 2006**
Author: Don Johnston, Manager Finance
File No: 987G
Reason for Report: To present the monthly financial report for May 2006

Recommendation:

THAT the monthly financial report for May 2006 be received and noted.

Background:

The monthly financial report for May 2006 is submitted to the Committee for consideration.

The monthly report includes the following:-

- Summary of Investments.
- Summary of Receipts and Payments and statement of bank balance

Don Johnston
Manager Finance

Annexures:

Nil

INVESTMENTS AS AT 31/05/2006

<u>CATEGORY</u>	<u>PURCHASED</u>	<u>MATURING</u>	<u>DAYS</u>	<u>%</u>	<u>B/B</u>	<u>MARGIN</u>	<u>AMOUNT</u> \$	<u>TOTALS</u> \$	<u>% of TOTAL</u>
BANKWEST (S&P) RATING, A1)									
11AM CALL				5.70			652,062.77		
TERM DEPOSIT	28-Feb-06	28-Jun-06	120	5.74	5.62	0.12	1,500,000.00		
TERM DEPOSIT	12-Apr-06	12-Jul-06	91	5.78	5.69	0.09	1,000,000.00		
TERM DEPOSIT	19-Apr-06	19-Jul-06	91	5.79	5.69	0.10	<u>1,000,000.00</u>	4,152,062.77	18.56%
LOCAL GOVT FINANCIAL SERVICE P/L (S&P RATING, A1)									
TERM DEPOSIT	18-Apr-06	26-Jul-06	99	5.70	5.68	0.02	1,000,000.00		
C.R.I.	23-May-06	21-Aug-06	90	6.01	5.89	0.12	<u>1,000,000.00</u>	2,000,000.00	8.94%
CREDIT UNION AUSTRALIA Limited									
TERM DEPOSIT	08-Mar-06	07-Jun-06	91	5.85	5.62	0.23	1,500,000.00		
TERM DEPOSIT	15-Mar-06	14-Jun-06	91	5.86	5.63	0.23	1,500,000.00		
TERM DEPOSIT	10-May-06	06-Sep-06	119	6.16	5.93	0.23	<u>2,000,000.00</u>	5,000,000.00	22.35%
CPS CREDIT UNION (SA) Limited									
TERM DEPOSIT	05-Apr-06	05-Jul-06	91	5.87	5.62	0.25	<u>1,500,000.00</u>	1,500,000.00	6.71%
GREATER BUILDING SOCIETY Limited									
TERM DEPOSIT	26-Apr-06	23-Jun-06	58	6.00	5.68	0.32	<u>1,532,212.87</u>	1,532,212.87	6.85%
HERITAGE BUILDING SOCIETY									
TERM DEPOSIT	30-May-06	30-Nov-06	184	6.21	6.02	0.19	2,000,391.05		
TERM DEPOSIT	22-Mar-06	22-Jun-06	92	6.00	5.61	0.39	1,522,892.70		
TERM DEPOSIT	22-Feb-06	22-Jun-06	120	6.00	5.62	0.38	<u>859,077.33</u>	4,382,361.08	19.59%
SAVINGS & LOANS CU (SA) Limited									
TERM DEPOSIT	30-May-06	02-Aug-06	64	6.06	5.86	0.20	1,000,000.00		
TERM DEPOSIT	24-May-06	23-Aug-06	91	6.08	5.89	0.19	800,000.00		
TERM DEPOSIT	24-May-06	20-Sep-06	119	6.11	5.92	0.19	1,000,000.00		
TERM DEPOSIT	31-May-06	27-Sep-06	119	6.13	5.94	0.19	<u>1,000,000.00</u>	3,800,000.00	16.99%
GRAND TOTAL							-	22,366,636.72	100.00%

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

J.C. Blake
FINANCE OFFICER

D. Johnston
FINANCE MANAGER

Summary of Receipts, Payments and Bank Balance

Cash Book Balance as at 30 April 2006		(16,825.50)
Receipts		
Rates	3,931,940.55	
Investments - Called In	500,000.00	
Miscellaneous	3,892,726.11	
Total Receipts		8,324,666.66
Payments - Cheque		
Cheque Payments	(1,692,410.91)	
Cancelled Cheques	68,645.78	
Total Cheque Payments for period	(1,623,765.13)	
Payments - EFT		
EFT Payments	(5,056,821.82)	
Returned EFT Payments	385.00	
Total EFT Payments for period	(5,056,436.82)	
Payments - Direct Debits From Bank A/c		
Payroll	(1,989,448.28)	
Councillor Fees	(15,680.00)	
Bank Charges	(6,556.77)	
Credit Card Payments	(3,910.80)	
Council Property Rates	(32,658.00)	
Total Direct Debits for period	(2,048,253.85)	
Total Payments		(8,728,455.80)
Cash Book Balance as at 31 May 2006		(420,614.64)
Unpresented Cheques	No. of Cheques: 155	126,975.03
Outstanding Deposits & Miscellaneous Items		534,094.19
Reconciled Cash Book Balance as at 31 May 2006		240,454.58
Bank A/c Balance as at 31 May 2006		240,454.58

Outstanding Cheques > \$30,000.00

Cheque No.	Cheque Date	Amount
Nil		

Item No: D3 Delegated to Committee
Subject: **Contractual Conditions of Senior Staff**
Author: Gary James, General Manager
File No: Staff James G
Reason for Report: To report to the Council on contractual conditions of senior staff in accordance with the requirements of Section 339 of the Local Government Act.

Recommendation:

That the contract conditions of the General Manager and other senior staff be noted.

Introduction:

Section 339 of the Local Government Act requires that the contractual conditions of senior staff be reported to the Council.

In addition to Section 339, Section 428 (2) (g) also requires that the Council's Annual Reports include:

“A statement of the number of senior staff employed by the council during that year, together with a statement of the total amount of money payable in respect of the employment of senior staff, including money payable for salary, for the provision of fringe benefits and for all other on-costs connected with their employment;”

Section 217 (b) gives definition to what is to be included in the total figures included in the Annual Report.

Section 217 (1) (b) states:

“a statement of the total remuneration comprised in the remuneration package of each senior staff member employed during the year that is to include, for each such member, the total of the following:

- (i) the total value of the salary component of the package,*
- (ii) the total amount of any bonus payments, performance payments or other payments made to the member that do not form part of the salary component to the member's package,*
- (iii) that total amount payable by the council by way of the employer's contribution or salary sacrifice to any superannuation scheme to which the member may be a contributor,*
- (iv) the total value of any non-cash benefits for which the member may elect under the package,*
- (v) the total amount payable by the council by way of fringe benefits tax for any such non-cash benefits,”*

Senior Staff Total Remuneration & Contract Conditions:

The remuneration packages were included in the Annual Report in accordance with the provisions of the Local Government Act. The packages have since been varied because of annual review dates applicable to the individual senior staff members.

The current remuneration packages for senior members of staff are as follows:

	Contract Commencement	Current Package
General Manager	2 February 2005	\$235,788
Director – Technical Services	5 March 2005	\$180,627
Director – Planning & Development	9 April 2005	\$186,035
Director – Corporate Services	4 March 2005	\$180,627
Director – Community Services	18 February 2004	\$156,000

The amounts referred to above represent a 4% increase on the amounts appearing the last Annual Report.

The contracts do not provide for any bonus payments, performance payments or any other miscellaneous payments outside of the staff members' package. There are no specific non cash benefits paid to senior staff and senior staff make a monetary contribution from their package for the private use component of the Council vehicle available to them.

Fringe benefit taxes relating to the motor vehicle are not a component of the contract amount. There are benefits to both the Council and the senior staff member in treating the FBT component in this manner.

Employment Conditions

The contracts run for a period of five (5) years and all contain similar conditions of employment.

The contract contains conditions relating to:

- Renewal procedures.
- Duties and responsibilities.
- Remuneration
- Contribution for private use of motor vehicle.
- Long service leave provisions, including recognition of past service.
- Annual leave and sick leave entitlements.
- Standard conditions relating to covenants, inventions, disclosure of information and legal liability.
- Termination provisions.
- Dispute mediation provisions.

There are no extraordinary or unusual provisions which need to be drawn to the attention of the Council. I would also remind Councillors that I have previously made a copy of my contract available to them on a confidential basis.

Standard Contracts for General Manager & Senior Staff

The Local Government Act has now been amended to provide for a standard contract of employment for General Managers and other senior staff of the Council. The standard contract commences on 1 July 2006. The amendment to the Act does not impact upon existing contracts but may be required to be used for any future contracts.

The relationship of chapter 11 of the Local Government Act to the new Workchoices Legislation is not clear. This is not a significant issue for the Council at this point in time, as contract renewals for senior staff are three (3) years away.

This report in relation contract conditions of senior staff is submitted for the information of all Councillors.

Gary James
General Manager

Annexures:

nil

Item No: R1 Recommended to Council

Subject: **Hire of Lyne Park and Woollahra Ovals 2 & 3 for Australian Golf Open Parking**

Author: David Sheils - Manager Public Open Space

File No: 219.G, 195.G

Reason for Report: To determine a request from IMG to hire Lyne Park and Woollahra Ovals 2 & 3 for car parking during the Australian Golf Open to be held at the Royal Sydney Golf Club between 16 - 19 November 2006

Recommendation:

That IMG, the organisers of the 2006 Australian Open held at the Royal Sydney Golf Course, be permitted to use Lyne Park and Woollahra Ovals 2 and 3, between 16 and 19 November 2006, for parking, subject to the following conditions:

- a. Lyne Park and Woollahra Ovals 2 & 3 shall be fully restored following the event. Restoration works include vertidrain, sand topdressing, fertilising and returfing. The organisers IMG shall fund the full cost of these works;
- b. A hire fee of \$18,400 shall be paid to Council at least six weeks prior to the event. If, in the event of wet weather the parks are not available for use, then the hire fee will be charged at a pro rata rate;
- c. The organisers shall be responsible for providing staff to control entry to the carpark and security of vehicles in the carparks at their cost;
- d. A bond of \$20,000 shall be paid to Council, prior to the event, as security for the restoration of the park at the conclusion of the event. Council will assess each park and may use all or part of the bond to carry out rectification works if necessary;
- e. That details of resident parking arrangements shall be included in the Detailed Traffic Management Plan. The residents parking arrangements shall require the approval of Council;
- f. The organisers shall ensure cars are removed from Woollahra Ovals 2 & 3 by 9:00pm each night and from Lyne Park by 10:30pm each night;
- g. The organisers shall apply for approval from the Woollahra Local Traffic Committee and RTA of a Traffic Management Plan for the whole event. No parking shall be permitted on Lyne Park and Woollahra Oval 2 and 3 until this approval is obtained;
- h. No marketing, sales or promotions of any kind shall be undertaken within the Park during the period of use;
- i. The organisers shall be responsible for installation and removal of safety fencing around the carpark area and the provision of security at its cost. The area of fencing is to be determined by Council staff prior to the event;
- j. Only vehicles under 3 tonnes and under 6 metres in length will be permitted to access and park in the park;

- k. The organisers, prior to the event, shall provide Council with a copy of a \$10,000,000 public liability policy naming Woollahra Municipal Council and IMG as insured under the policy;
- l. In the event of excessive rain, either before or during the period when the parks are to be used for carparking, the General Manager may direct that the park not be used for carparking, if, in his opinion, excessive damage will result;
- m. The organisers shall advise all residents of O'Sullivan Road, Elanora Road, Iluka Street and Manion Avenue of the Australian Open's activities and parking arrangements by way of letter box drop a minimum of one week prior to the event.

Background:

This report was prepared for the consideration of the Community and Environment Committee meeting of 13 June 2006. However, as a quorum for the Committee was not available to conduct the meeting, and there are urgent time constraints if the determination is delayed further, this report is referred to Corporate and Works Committee for consideration as an 'R' item for referral to Council as that any interested Councillor can participate in the determination.

The Royal Australian Golf Club (the Club) is hosting this year's Australian Golf Open, 16 – 19 November 2006. The Club previously hosted the tournament in 1988, 1994 and 1999. IMG are the tournament organisers on behalf of Golf Australia and the Club.

During these previous events, Lyne Park and Woollahra Ovals 2 and 3 have been used for parking. Dangar Sportsground, which are managed by Cranbrook School have also been used for parking. The use of these venues for parking assists in reducing the parking demand on surrounding streets and the impact that the street parking would have on the adjoining residents.

The Australian Open is the largest event in the Australian golfing calendar attracting up 40,000 spectators and a wide television audience. The event is to be held over four days commencing on Thursday 16 November. Visitation trends from recent Australian Open tournaments indicate that there is a graded increase in visitor attendance over the four days with Sunday, when the final round is played, being the most popular, with up to 15,000 people in attendance.

Early discussions with IMG and representatives from the Transit Authority indicate that, on the weekend of the event, the City Circle rail services and airport rail services will not be operating as a result of scheduled maintenance. This may reduce potential public transport options for the public seeking train and ferry connections and further increase the demand for parking.

IMG have also prepared a Traffic Management Concept Plan, which they have submitted to Council's Traffic Engineers and the RTA. They are currently preparing a detailed Traffic Management Plan for submission to the RTA and Council's Local Traffic Committee.

Proposal:

As with previous Australian Open tournaments held at The Club, the event organisers have again sought Council's assistance in providing Woollahra Ovals 2 and 3 for public carparking and Lyne Park for members carparking. The organisers have also sought approval from Cranbrook School to allow public carparking on Dangar Sportsground and some sections of the former Bowling Club for local street residents. At the time of drafting this report, Cranbrook School was still considering the request.

On previous occasions tournament organisers have charged a fee for the use of the park carparks to assist in managing and securing the carparking. IMG have indicated this year a fee would be charged of between \$5 and \$7 with the lesser amount being the preferred option.

A small amount of parking will be provided within the Royal Sydney Golf Course for sponsors and media, however, it is limited considering the majority of the course is being used to host the tournament.

In considering the request to use the sportsgrounds for parking, Council can either:

1. support the proposal with conditions to safeguard the sportsgrounds and surrounding residents, or
2. refuse the use of the grounds.

A discussion on potential impacts and issues is provided. These are restricted to issues relating to the use of the sportsgrounds for parking. Other issues, relating to traffic management, will be dealt with separately by Council's Traffic Committee.

It is noted that, this year, the event has secured the support of Tourism NSW, the Police and the assistance of the RTA. The involvement of these agencies will be outlined in the detailed Traffic Management Plan being prepared for the Traffic Committee. Our preference would be for traffic management to be similar to that implemented in previous years where the entrance to the public carpark would be by way of Elanora Street and Ilucka Street end and the exit would be across the Woollahra Golf Course and onto O'Sullivan Road.

Potential impacts / issues

The parks

Following the completion of each winter season (Sept – Oct), we undertake scheduled renovation works on our sportsgrounds. As part of these works, we aerate the ground using specialist machinery, top dress the fields, fertilise and, where necessary, returf worn areas. Much of this work is aimed at de-compacting the ground to facilitate improved drainage and grass root growth in readiness for summer sports and ensure good turf cover for the next winter season.

The use of the sportsgrounds for carparking compacts the sports surface and necessitates the need to de-compact the ground. Therefore, aeration works would be required following any use of the sportsgrounds for carparking (see Recommendation a).

In 1999 when we hired the use of the fields for parking we charged \$1,600 per park, per day. Our fees advertised in the draft 2006-07 Budget are \$2,300 per park, per day. Therefore the following fees would apply in this circumstance.

Lyne Park (\$2,300) + Woollahra Ovals 2 and 3 (\$2,300) x 4 days = **\$18,400**. (see Recommendation b)

With regard to the permissibility of using the stated parks the Lyne Park Plan of Management (2003) permits parking on the grassed areas during events, and the Woollahra Park Plan of Management (2001) does not preclude the use of the park for parking purposes.

Any use of the parks for parking should be managed by carpark controllers to ensure effective traffic flow off the surrounding streets, and the protection of the parks (see Recommendation c).

It is our normal practice to obtain a bond to cover costs associated with the restoration of the parks at the conclusion of an event. Under these circumstances we would seek to retain \$20,000 (see Recommendation d).

The park users

Woollahra Ovals 2 and 3 would normally be used by Cranbrook School and Colleagues Cricket Club during the period of the event. Cranbrook School have indicated that they are seeking to reschedule their sporting events conducted at Dangar Sportsground and Woollahra Ovals 2 and 3 to reduce potential traffic and parking conflicts during the event. Colleagues Cricket Club have also indicated they will schedule games around the event.

Kambala School normally use Lyne Park for touch football at the time of the tournament. Alternative sporting venues may be made available to the School should Lyne Park be used for parking.

All pedestrian pathways, the playground and park furniture in Lyne Park would be accessible to park users. Therefore, there would be no major impact to existing seasonal or casual park users.

The neighbours

Event organisers indicated they would allow adjacent residents to use the sportsground carparking at no cost. We will require that they demonstrate to Council how this is to be managed. Any parking scheme for residents will require the approval of Council (see Recommendation e).

The use of Woollahra Ovals 2 and 3 would be restricted to a 9:00pm closing time which is the current time limit for the sportsground training and associated lighting. The use of Lyne Park will have no negative impact on nearby residents. A 10:30pm time limit is recommended for the cessation of parking at Lyne Park (see Recommendation f).

Conclusion:

This event has been hosted by the Royal Sydney Golf Club in 1988, 1994 and 1999 and on all these occasions, Council has permitted the Club to use the parks requested in an effort to minimise the impact of excessive numbers of vehicles and visitors to the event on local residents and the municipality as a whole.

The protection of the sportsgrounds can be secured by a number of conditions, as outlined in the recommendations. Impacts associated with parking demand and potential conflict with resident parking during the event can also mitigated with conditions. Our preference would be for traffic management to be similar to that successfully implemented in previous years. The details of the traffic management will be reported to the Woollahra Local Traffic Committee.

It is, therefore, recommended that Council support the use of Lyne Park and Woollahra Ovals 2 and 3, with the conditions outlined in the recommendations.

David Sheils
Manager Public Open Space

Warwick Hatton
Director Technical Services

Annexures:

Nil

Item No: R2 Recommendation to Council
Subject: **Resources for Strategic Planning Section**
Author: Chris Bluett - Manager Strategic Planning
File No:
Reason for Report: To respond to a decision of the Council made on 15 May 2006 regarding the adequacy of resources in the Strategic Planning Section.

Recommendation

- A. That a further allocation of \$100,000 be made available to fund additional staff resources for the Strategic Planning Section.
- B. That the \$100,000 allocation to Strategic Planning be funded from the existing allocation of "employee costs" so as to not affect the operating result.

Background

On 9 May 2006 the Strategic and Corporate Committee considered a report on the Draft Management Plan 2006-2009. The Council made the following decision on 15 May 2006:

1. THAT the draft management plan as contained in Annexure 1 to the report to the Strategic and Corporate Committee meeting on 9 May 2006 be placed on public exhibition for 28 days on Wednesday 17th May 2006 subject to the correction of the typographical errors discussed at the Strategic and Corporate Committee meeting.
2. THAT a report be submitted to the appropriate Committee of Council prior to the draft management plan being adopted by Council reviewing the adequacy of the resources in Council's Strategic Planning Section.

This report responds to item 2 of the decision.

Work program

Projects and tasks for the Strategic Planning Section are drawn from several sources:

- Woollahra Management Plan
- notices of motion
- projects and actions from external sources

The quantity of work undertaken in the Section is consistently high and covers a mix of proactive and reactive projects. Programs are significantly influenced by external actions such as changes to legislation brought about by the State Government and proposals submitted by the private sector. The need to respond to emergent issues often requires adjustment of priorities and reallocation of staff time. Availability of staff, then, is crucial to the effective operation of the Section.

Woollahra Management Plan

The Management Plan sets out the core activities and adopted projects to be undertaken over a three year period. Our program for 2006-2007 is included in the Draft Management Plan 2006-2009, which was considered by the Strategic and Corporate Committee on 9 May 2006. Two projects, the Comprehensive LEP and the Integrated DCPs, have been given high priority by the Council. An extract from the Draft Management Plan 2006-2009 is attached as an **annexure**.

The main projects within the current financial year program and the 2006-2007 year are:

Project	Outline/origin
<i>Car parking controls review</i>	A substantial review of car parking generation rates. Project commenced. Partly arising from a notice of motion and partly from a need for general review
<i>Comprehensive LEP</i>	Preparation of a Municipal-wide LEP based on the Standard Instrument (Local Environmental Plans) Order 2006 in response to direction by Department of Planning
<i>DCP consolidation review</i>	Responding to an amendment to the Environmental Planning and Assessment Act 1979 aimed at achieving one DCP per site
<i>Double Bay Commercial Centre and Oxford Street Paddington business management</i>	Investigation of business management options and the role of Council in promoting business in the two commercial areas. Project commenced. Arising from notices of motion.
<i>Section 94 Contributions Plan review</i>	Expand application of the plan in Double Bay and consider in light of parking strategy for Double Bay commercial centre. Responding to Council decision relating to Kiaora Lands development.
<i>William Street Paddington additional land uses</i>	Review of permissible land uses in light of expansion of non-residential uses and unauthorised/illegal uses. Project commenced. Arising from notice of motion.
<i>Paddington DCP review</i>	Major review of DCP. Project nearly completed. Partly responding to general review process and partly in response to particular development issues.
<i>Oxford Street Paddington heritage controls</i>	Preparation of more specific heritage controls. Initial draft set of controls prepared by consultants as part of a joint planning and urban design project with South Sydney City Council.
<i>Contemporary heritage items</i>	Research into heritage significance of buildings from the period c.1950 to c.1990. Project commenced. Part of ongoing work into Woollahra's heritage significance.
<i>Neighbourhood Centres LEP and DCP</i>	Preparation of more detailed planning and urban design controls for all neighbourhood centres, including review of height and floor space controls. Further element of Council's place-based planning model.
<i>Edgecliff Commercial Centre DCP review</i>	Preparation of new planning and urban design controls for the commercial centre. Consider in light of Sydney Metropolitan Strategy and subregional strategy. Further element of Council's place-based planning model.
<i>Rose Bay lands – Newcastle Street and New South Head Road</i>	Review planning controls. Arising from notice of motion
<i>Woollahra Sustainability Plan</i>	Preparation of a comprehensive sustainability strategy for the organisation. Arising from Council's charter and responsibilities under the Local Government Act 1993 and the Environmental Planning and Assessment Act 1979.
<i>Water Savings Action Plan</i>	Investigation of key Council-owned water using sites and preparation actions to monitor and reduce water usage. Arising from State Government legislation.
<i>Energy Savings Action Plan</i>	Investigation of key Council-owned energy consumption sites and preparation of actions to monitor and reduce consumption. Arising from State Government legislation.
<i>Environmental Management Plan</i>	Prepare a corporate environmental plan addressing existing and emerging environmental issues for Woollahra. Flow on from Woollahra Sustainability Plan.

Because of their complexity the Comprehensive LEP and the DCP Consolidation Review will carry into the 2007-2008 year. We also anticipate further work on the Double Bay Centre DCP involving the Kiaora Lands site and a review of controls to address development issues relating to excavation.

We wish to highlight that many of the projects require considerable research and drafting of documentation before they are submitted to a Council committee in a status report or as draft versions. The amount of work being undertaken is therefore not always evident till the projects are well advanced.

Notices of motion

Notices of motion are regularly adopted by the Council and inevitably require redirection of resources from work endorsed through the Management Plan. The nature of each notice of motion varies and may require considerable research. If possible, we seek to integrate the work within an existing project. Many notices of motion, however, are listed as additional projects through the Management Plan quarterly reports.

In the 2004-2005 financial year, twelve notices of motion resulted in existing projects being expanded or new projects being added to the Strategic Planning and Urban Design work programs. For 2005-2006, eleven notices of motion impacting on the programs have been adopted to date.

A number of significant projects have arisen from adopted notices of motion over the last two financial years. These include:

- investigation of the impact of private and public water bores and provision of controls for their installation
- preparation of a site-specific DCP for the White City site
- reporting on the introduction of a targeted tenancy strategy for the Double Bay Commercial Centre
- investigation of parking levies in the Double Bay Commercial Centre
- establishment of one-year working parties for Oxford Street Paddington and Double Bay Commercial Centres
- investigation of unauthorised land uses in William and Elizabeth Street Paddington
- reporting on the impact of excavation below the water table

Projects and actions initiated by external sources

There is a regular demand on our resources due to projects and actions originating from external areas. Over the last two years these projects and actions have included:

- assessment of applications for site-specific LEPs and DCPs
 - Rose Bay Public School
 - Sydney Grammar School – Lawson Street LEP only
- comments on draft legislation and policy and government discussion papers
 - submission on Draft State Environmental Planning Policy – Building Sustainability Index: BASIX
 - submissions to the Department of Planning on the planning reform package, including the *Environmental Planning and Assessment Amendment (Infrastructure and Other Planning Reform) Act 2005* and *SEPP (State Significant Development) 2005*
 - submission to the Productivity Commission in response to a draft report on Conservation of Australia's Historic Heritage Places
- changes to procedures arising from legislative reform packages
 - amendments to DA Guide and to forms for DAs and complying development certificates to accommodate BASIX
- preparation of new policy in response to legislative changes
 - Woollahra Section 94A Development Contributions Plans prepared following amendments to EPA Act 1979 and EPA Regulation 2000
- responses to major development proposals
 - Neild Avenue Rushcutters Bay
 - Cosmopolitan refurbishment
 - former Westpac Bank site, corner Knox and New South Head Road, Double Bay

3. Strategic Planning - current resources

Whilst item 2 of the Council's decision refers to resources in the Strategic Planning Section, we have expanded our response to look at current resources outside the Section, as we also use those resources when carrying out work set down in the Management Plan and work that arises from other sources such as notices of motion. There are three areas which currently provide resources:

- Strategic Planning
- Urban Design Team
- Executive Planner

3.1 Strategic Planning Section

The Section contains ten positions within three sub-activities. The functions take in strategic planning, heritage policy, development assessment and administration roles.

Position	Work role	Position status
Manager Strategic Planning	Includes strategic planning projects	Filled
<i>Environmental Planning</i>		
Team Leader – Strategic Planning	Supervisor Strategic planning projects	Currently filled but resignation effective from 23 June
Senior Strategic Planner	Strategic planning projects	Vacant – advertised
<i>Heritage Conservation</i>		
Strategic Heritage Officer	Heritage policy and information	Filled
Heritage Officers (2 positions, shared part-time)	DA assessments	Filled
<i>Environmental Protection</i>		
Environmental Protection Co-ordinator	Environmental policy and information Some strategic planning projects	Filled
<i>Management and Administration</i>		
Team Administrator	Administration, graphics, desktop publishing	Filled
Certificate Clerks (2 positions, shared part-time) – reporting to Team Leader Strategic Planning	Planning certificates, orders and notices certificates, rates certificates, property data base	Filled

Urban Design Team

The Urban Design Team comprises two positions which report directly to the Director Planning and Development:

Position	Work role	Position status
Team Leader Urban Design	Supervisor Urban design and strategic planning projects DA assessment	Filled
Urban Design Planner	Urban design and strategic planning projects DA assessment	Position filled 19 June after long vacancy

The Urban Design Planner position was adapted from a straight Urban Design role to provide greater depth and support to the Strategic Planning Team.

The Urban Design Team has a major role in preparing planning policy. Recently it has completed the Neighbourhood Centres Centre Strategy which included preparation of a Draft DCP.

3.3 Executive Planner

This position reports to the Director Planning and Development and provides assistance across the Division. We have been able to use the Executive Planner to research and report on several issues that might normally have been addressed by the Strategic Planning Section.

4. Employment issues

Recruitment of suitably qualified and experienced strategic planners, urban designers and heritage officers has been difficult for many years. This is a trend experienced across Sydney, NSW and Australia in both the public and private sectors. Discussion with employment agencies and recent research undertaken by the Planning Institute of Australia confirm the lack of skilled planners, urban designers and heritage officers in the work place. We do not expect matters to improve in the short to medium term.

The often lengthy delays in filling positions result in loss of productivity. Over recent times if vacancy rates are looked at cumulatively we have been without a full-time position for over one year. In addition to resignations, down time occurs due to staff leave (annual, sick and long-service leave). Generally, leave time would be accommodated within a work program. However, it is an issue when other positions are also vacant due to resignations. Ultimately, because of the section's small size we are not able to effectively absorb lost productivity.

Disruptions to our work program occurred during the last quarter of 2004-2005 and are occurring during the current financial year due to resignations in four positions. The Strategic Heritage Officer position was vacant for approximately five months and was filled on 7 November 2005. The Urban Design position was vacated on 7 April 2006 and was not filled till 19 June 2006. The Senior Strategic Planner position was vacated on 5 May 2006. We have advertised this position, but have not appointed a replacement. Our Team Leader Strategic Planning has resigned and the position will become vacant on 23 June. Advertising arrangements for recruitment have commenced.

We are able to offer employees excellent, modern accommodation, use of up-to-date technology, challenging work and skills improvement opportunities. These factors plus competitive salaries based on current market rates need to be offered to attract and retain suitable people in specialist positions.

5. Resource options and expenditure implications

Other than maintaining the current staff arrangements which has its constraints and limitations, there are two options which should be considered.

1. Increase staff numbers by one person
2. Outsource work

Both options may be used concurrently or independently. In the former case, a part-time position may be used in conjunction with specific contract work. At this stage, in order to provide flexibility with matching our employment and work needs, we do not nominate a preferred option. Instead we recommend that allocation of funds be determined by the General Manager and Director Planning and Development.

We estimate the cost of employing a suitably qualified and experienced strategic planner on a full-time basis is \$100,000 (current values including market rate and all on-costs). This figure is based on our current knowledge of similar positions within the market place.

Conclusion

In providing a recommendation for the Council's consideration, a number of points can be made:

- Staff resources are finite. That is, additional work can only be absorbed within current resources if priorities change, or agreed timeframes for programmed tasks are relaxed.
- Replacement of suitably qualified and experienced staff has and will continue to be difficult resulting in impacts on productivity.
- Outsourcing of projects is an option subject to budget consideration.
- There is a considerable impact on resources due to the number and complexity of non-programmed tasks.
- There is often a genuine need to respond to emergent issues.
- The Council should maintain a proactive strategic planning program.
- Analysis for a least the last two financial years shows a consistent increase in tasks due to notices of motion and actions from external agencies.

If the Council wants to maintain a strategic planning program and regularly accommodate a range of non-programmed tasks of varying complexity, we submit that additional staff resources be provided to the Strategic Planning Section. To do a further allocation of \$100,000 is required. Allocation of the funds can be determined by the General Manager and Director of Planning and Development based on the nature of work and priorities.

Chris Bluett
Manager Strategic Planning

Allan Coker
Director Planning and Development

Gary James
General Manager

Annexure

Extract from Draft Management Plan 2006-2009

Item No: R3 Recommendation to Council
Subject: **Management Plan - Review of submissions**
Author: Don Johnston
Acting Director Corporate Services
File No: 331.G
Reason for Report: For the Committee to review the submissions received following public exhibition of the management plan.

Recommendation:

1. THAT, subject to the Minister approving Council's application for a special rate variation, Council adopt of the exhibition copy of the Draft Management Plan 2007 – 2009 as its Management Plan 2007 – 2009, incorporating the Rating Structure Scenario 1 (special variation application included) and the provision of an additional \$100,000 for Strategic Planning resources.
2. THAT, in the event Council's special variation application is not approved, or approved in part, a further report be presented quantifying the reduction in special levy income and proposing a means of addressing the reduction in income.
3. THAT the following draft fees and charges be adopted and, pending public exhibition for 28 days, be incorporated into the schedule of fees and charges in the Management Plan 2007 - 2009:

Asphalt footpath on 75mm thick road base	\$193.00 per sq m
Concrete footpath 75mm thick with washed surface finish	\$290.00 per sq m
Pram Ramp	\$1,200.00 each

Background:

The Council adopted a resolution on 15 May 2006 to advertise the draft management plan for public consultation. The statutory advertising of the draft plan commenced on Wednesday 17 May 2006 and closed on Wednesday 14 June 2006.

The exhibition copy of the Management Plan has been circulated separately to this report as **ANNEXURE 1**.

This report provides a review of the submissions received.

Submissions received:

At the time of preparing this report, 1 submission had been received. The submission, received from the Vacluse Progress Association, is attached as **ANNEXURE 2**. The submission is in three parts:

Council activity and funding strategy

The VPA commend serious consideration of the '*optimalist approach*' recommended by the Independent Inquiry into the Financial Sustainability of NSW Local Government.

Recommendation 5 of the final report appears below.

Recommendation 5: Revised Role

All councils with an infrastructure renewal gap and backlog voluntarily agree to restrain operating expenditure by adopting an 'optimalist' approach to new recurrent services until their physical assets are restored to a satisfactory condition.

This would involve devoting the bulk of future real growth in council total revenues to renewing and enhancing local infrastructure, especially roads, kerbing and pavements, until the renewal gap and backlog was overcome.

At the same time each council would continue to strive for better social, environmental and economic outcomes for its community provided by any additional resources required for expanding recurrent operating services are largely provided by external public, private or not-for-profit sources as envisaged in an 'Optimalist' approach to Local Government.

It is agreed that Council should give consideration to not only this recommendation but all recommendations in the final report into the financial sustainability of local government. A report is being prepared in this regard.

The special levy mechanism and its associated works schedule

The submission recognises that the draft management plan has no indication of a 'Plan B' should the approval of the special variation not eventuate.

This is true, the draft plan assumes approval of the special variation application in its works programs and service delivery. The plan does, however, acknowledge that a different level of rate income would be derived in the event the application was not approved. It should be noted that this eventuality was acknowledged during consideration of the draft plan.

The difficulty with trying to cover this in the draft plan is that there are a number of possible outcomes of the determination of the application. Until the application is determined Council will not know what the reduction in estimated income is. There is a possibility of partial approval of the application which provides some of the additional funding sought in which case the response would be different to a complete refusal.

There will necessarily need to be an adjustment to planned works programs and / or services should approval of the application not eventuate. This will be the subject of a future report(s), if required, once the determination is made.

In light of the request for extra levy approvals, or otherwise, it is strongly refuted that Council's commitment to proper long-term infrastructure planning is late and unconvincing. Our long-term planning in this regard started some time ago and culminated in the adoption of a 20 year Infrastructure Asset Management Strategy in November 2004. This strategy has formed the basis of the previous and current applications for additional levies, the need for which is clearly established in the strategy.

Borrowing costs

The submission states that the interest repayments provided in the budget is dead money. It also expresses concern that the use of the loan funds is not spelt out in the draft plan or that it can be discerned from other material.

The argument for loan funding is based on spreading costs over future years of ratepayers and being a hedge against rising construction costs. Theoretically, if Council did not borrow to fund these works it would need to make provision for their future replacement. Given the likely growth in construction costs over the term of the loan this would exceed the interest repayments provided. The view that the interest repayments are dead money is not shared, it is a cost that would otherwise be borne, and probably increased, in a future year.

It is interesting to note that the report into the financial sustainability of local government advocates borrowing to assist with infrastructure funding, a principle strongly opposed by the VPA.

In regard to the comments on the use of loan funds, the draft plan covers the 2006/2007 budget. The loan borrowings relate to the 2005/2006 budget and do not appear in the plan. The use of loan funds in the 2005/2006 Budget was considered by Council in September by the Strategic & Corporate Committee. In light of not receiving the infrastructure levy proposed for 2005/2006 Council resolved to borrow to fund the first year of the infrastructure renewal program (\$1.25m), Rose Bay Promenade (\$1m) and Fiveways, Paddington (\$820,000).

The submission notes that it cannot suppose the borrowings were for overwhelmingly urgent works and that there were projects that could have been postponed rather than resort to debt. The urgency of infrastructure renewal works has been clearly documented and is widely supported. The other two projects are significant projects and were determined to be worthy of loan funding to complete following specific consideration by Council.

Changes to the Schedule of Fees & Charges:

A number of small changes to the schedule of fees and charges have come to light since placing the draft plan on public exhibition.

The following restoration fees need to be added to the list of Road and Footpath Restoration Fees contained in the fees and charges:

Asphalt footpath on 75mm thick road base	\$193.00 per sq m
Concrete footpath 75mm thick with washed surface finish	\$290.00 per sq m
Pram Ramp	\$1,200.00 each

These additional draft fees and charges will need to be placed on public exhibition for 28 days prior to final adoption by Council.

Conclusion:

The submission raises a number of issues that have been discussed in the report. It is not proposed to make any changes to the draft plan that has been on public exhibition as a result of the submission. It is noted, however, that changes to the plan will be required should approval of the special variation application not eventuate. It is also noted that there will be a report presented to the Committee in regard to the recommendations made in the final report of the Independent Inquiry into the Financial Sustainability of NSW Local Government.

It is recommended that the management plan that has been on public exhibition be adopted as Council's Management Plan 2006 – 2009 subject to the Minister approving Council's application for a special variation and incorporating the rating structure scenario 1 (special variation application included) and the provision of an additional \$100,000 for Strategic Planning Resources.

Don Johnston
Acting Director Corporate Services.

Gary James
General Manager

ANNEXURES:

- Annexure 1 Exhibition copy of the 2007 – 2009 Management Plan (circulated separately)
Annexure 2 Submission received from the Vaocluse Progress Association.

Item No: R4 Recommendation to Council
Subject: **State Transit Authority owned Bus Shelters - Transfer of ownership to Council**
Author: Greg Stewart - Manager Public Infrastructure
File No: 263.G Part 10
Reason for Report: Resolution of Council

Recommendation:

- A. That the offer of a one-off contribution of \$53,500 received from the State Transit Authority for Council to accept ownership of the seven bus shelters in this Municipality, currently owned by the State Transit Authority, be accepted by Council.
- B. That the funds received by Council be used to refurbish these bus shelters to a satisfactory condition.
- C. That the General Manager be authorised to sign all necessary documentation relating to the transfer of ownership of these bus shelters.

Background

There are seven bus shelters erected throughout the Municipality that are owned by the State Transit Authority. These are erected at the following locations:

- 1. In Darling Point Road at the intersection of New South Head Road, Darling Point.
- 2. In New South Head Road opposite the intersection of Wolseley Road, Point Piper.
- 3. In New South Head Road at the intersection of Kent Road, Rose Bay.
- 4. In New South Head Road at the intersection of Clairvaux Road, Vaucluse.
- 5. In New South Head Road at Johnstones Lookout, Vaucluse.
- 6. In New South Head Road opposite the intersection of Serpentine Parade, Vaucluse.
- 7. In Old South Head Road adjacent to the Signal Station, Vaucluse.

Four of these shelters, these being shelters No 2, 3, 5 and 6, are listed as Heritage items in the Woollahra LEP and, accordingly, should be preserved.

In a letter to Council dated 18 January, 1990, the State Transit Authority advised Council of its Eastern Division's policy in regard to the replacement and maintenance of the State Transit Authority owned and maintained bus shelters in this Municipality. Their policy was as follows:

- "1. No further bus shelters will be constructed at the expense of the Eastern Division of the State Transit Authority.*
- 2. No work of a capital nature will be performed at the expense of the Eastern Division of the State Transit Authority.*
- 3. Repairs and Maintenance of the existing shelters will continue, but if the alternative of demolition is more cost effective it shall be the accepted option."*

For a number of years, the State Transit Authority has failed to carry out any repairs or maintenance to these shelters. In response to requests for maintenance to be carried out, they have stated that they do not consider themselves responsible for such works.

To date, Council has been carrying out limited maintenance works to these shelters as a result of State Transit's failure to do so. This maintenance has been limited to repairs to ensure that members of the public using these shelters are not endangered by loose fittings or structural damage that threatens the stability of the shelter. Also included in this approach has been the removal of graffiti of a racist or offensive nature and leaking roofs that offer no protection to the public during inclement weather.

Due to the lack of maintenance by the State Transit Authority, some of these shelters have fallen into disrepair and require refurbishment. The estimated cost of the work necessary to refurbish these shelters to a satisfactory condition is \$53,500.

As a result of previous reports submitted to Council in relation to the ownership of these shelters and the failure of the State Transit Authority to carry out any repairs or maintenance to these shelters, Council resolved:

"That the General Manager be authorised to negotiate with the State Transit Authority the repair and transfer of ownership of the bus shelters in the Municipality that are currently the responsibility of the State Transit Authority."

Result of Negotiations with the State Transit Authority

Following several approaches from Council regarding the repair and possible transfer of ownership of their bus shelters to Council, the State Transit Authority have advised that on the condition that Council accepts ownership of these bus shelters, they are prepared to make a one-off contribution to Council of \$53,500 to refurbish these shelters to a reasonable condition. A copy of their letter of offer is attached as an Annexure 1.

Consideration of the Offer received from the State Transit Authority

From discussions that have been held with representatives of the State Transit Authority, it is clear that the State Transit Authority believe that it is their sole role to provide bus services only and that it is Council's role to provide the bus shelters and other civil infrastructure required to support their bus service.

It is also obvious that the strategy that the State Transit Authority have implemented to divest themselves of all responsibility in relation to the maintenance and repair of all their bus shelters is to encourage councils to assume responsibility for these shelters by allowing these shelters to fall into disrepair.

Waverley Council has assumed responsibility for the maintenance and repair of the bus shelters previously owned by the State Transit Authority in their area. Randwick Council has also accepted ownership of some of these shelters following some repair works being carried out by the State Transit Authority to bring these shelters to a satisfactory condition. They are still negotiating with the State Transit Authority over some other shelters. Both councils have expended council funds on the refurbishment of bus shelters previously owned by the State Transit Authority.

Recommendation:

Having regard to what has occurred in the Waverley and Randwick Council areas and the fact that the State Transit Authority wishes to divest itself of all responsibility in relation to bus shelters, it is considered that the offer received by this Council from the State Transit Authority is probably the best offer that Council is likely to receive. The one-off contribution of \$53,500 that has been offered to Council equates to the cost of refurbishing these shelters to a satisfactory condition as determined by a consultant engaged by Council. It is, therefore, recommended that Council accept the offer received from the State Transit Authority and that the funds received be used to refurbish these shelters.

Identification of Income & Expenditure:

Should Council accept the offer received from the State Transit Authority, the one-off contribution of \$53,500 offered by the State Transit Authority for Council to accept ownership of the shelters currently owned by them, should be sufficient to refurbish these shelters to a satisfactory condition. Council will, however, be responsible for all future maintenance and repair works to these bus shelters.

Greg Stewart
Manager Public Infrastructure

Warwick Hatton
Director Technical Services

ANNEXURES:

1. Letter of offer received from the State Transit Authority.

Item No: R5 Recommendation to Council

Subject: **Funding Agreement with NSW Department of Ageing, Disability & Home Care (DADHC)**

Author: Lotta Jackson

File No: 1152.G p4

Reason for Report: To seek approval to affix Council's Seal to the NSW Department of Ageing, Disability & Home Care Funding Agreement 2006-2009 for funding for the meal service at EJ Ward Community Centre and partial funding towards the position of Aged & Disability Development Officer.

Recommendation:

That Council's Seal be affixed to the Funding Agreement between Woollahra Municipal Council and the NSW Department of Ageing, Disability & Home Care for and behalf of the Minister for Ageing and the Minister for Disability Services Department.

Background:

Woollahra Council has over several years received annual funding from the NSW Department of Ageing, Disability & Home Care to provide a centre based meal service at the EJ Ward Community Centre, and for partial funding for the position of Aged and Disability Development Officer.

This year the funding agreement has changed in the respect of the term of the agreement. Instead of being an annual agreement, it is now a three (3) year agreement.

The funding amount granted for the EJ Ward Community Centre meal service is \$39,286 and for the position of Aged and Disability Development Officer \$28,770 for the financial year 2006/2007.

Proposal:

That Council's Seal be affixed to the Funding Agreement between Woollahra Municipal Council and the NSW Department of Ageing, Disability & Home Care for and behalf of the Minister for Ageing and the Minister for Disability Services Department.

Consultation:

Not required.

Identification of Income & Expenditure:

Funding of \$39,286, will be used only for the purpose of subsidising costs relating to the centre based meal service at EJ Ward Community Centre and funding of \$28,770 will be used only for the purpose of subsidising costs relating to the position of Aged and Disability Development Officer.

Conclusion:

That Council's Seal be affixed to the Funding Agreement between Woollahra Municipal Council and the NSW Department of Ageing, Disability & Home Care for the centre based meal service at the EJ Ward Community Centre, and for partial funding for the position of Aged and Disability Development Officer.

Lotta Jackson
Manager,
Community Development

Kylie Walshe
Director,
Community Services

ANNEXURES: These documents are not available electronically.

Annexure 1: Funding Agreement between Woollahra Municipal Council and the NSW Department of Ageing, Disability & Home Care.