



# Corporate & Works Committee

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

**Date:** *Monday 4 September 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

31 August 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 – 4 September 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 4 September 2006 at 6.00pm.**

Gary James  
General Manager

## Meeting Agenda

<b>Item</b>	<b>Subject</b>	<b>Pages</b>
1	Leave of Absence and Apologies	
2	Late Correspondence	
3	Declarations of Interest	

### **Items to be Decided by this Committee using its Delegated Authority**

D1	Confirmation of Minutes of Meeting held on 21 August 2006	1
D2	Investment Policy – 349.G	2
D3	Minutes of the Floodplain Risk Management Committee meeting held Wednesday 7 June 2006 – 626.G Committee	5
D4	McKell Park Pond Restoration – 175.G	33

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

**Item No:** D1 Delegated to Committee  
**Subject:** **Confirmation of minutes of meeting held on 21 August 2006**  
**Author:** Les Windle, Manager – Governance  
**File No:** See Council Minutes  
**Reason for Report:** The Minutes of the Meeting of Monday 21 August 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 21 August 2006 be taken as read and confirmed.

Les Windle  
Manager - Governance

**Item No:** D2 Delegated to Committee  
**Subject:** **Investment Policy**  
**Author:** Don Johnston, Manager Finance  
**File No:** 349G  
**Reason for Report:** To report back to the Committee regarding Council's Investment Policy

**Recommendation:**

1. THAT the representatives from Grange Securities be thanked for their attendance and presentation.
2. THAT a further report be prepared for consideration by the Committee that explores the option of extending the range of investment options taking into consideration all those permitted by the Ministerial Investment Order and any matters raised following the presentation by Grange Securities.

---

**Background:**

In December 2005 the Committee considered a report on the development of an ethical investment policy arising from a Notice of Motion. The Committee resolved:

*That a draft revised investment policy be prepared for consideration of the Committee which does not make specific provision for ethical investment and explores the option of extending the range of investment options taking into consideration all those permitted by the Ministerial Order.*

The current Investment Order is attached as **ANNEXURE 1**

**Discussion:**

Council has an overriding obligation regarding of the stewardship of public money when investing. The Investment Order provides what could be termed the minimum requirements in this regard. It is not unreasonable that there is conservatism attached to our Investment Policy although it should be recognised that we should strive to maximise returns on investments within a policy framework that sets an acceptable level of risk. Council's current policy places additional prudential requirements on its investments beyond the Investment Order.

Given the breadth of the resolution it is considered appropriate to take an iterative approach to the review of Council's current investment policy. As a precursor to a further report on opening our current investment policy up to the full range of investment options Grange Securities have been invited to give a presentation to the Committee on the breadth of investment options and associated risk and returns. Grange Securities work with over 120 councils across Australia (78 in NSW) providing a range of investment management and policy advice.

Council's current policy is quite conservative, limiting investment to investing with banks, building societies, credit unions, Local Government Financial Services Limited or government issued securities. For example, while the Investment Order allows interest bearing deposits in a bank authorised to carry on the business of banking under any law of the Commonwealth or of a State or Territory of the Commonwealth [paragraph (h)], our policy overlays additional prudential requirements of banks having to have a Standard & Poor's short term rating of A-2 or above and a long term rating of BBB or above.

Further, the current policy does not permit investment in securities not issued by a bank as provided for by paragraphs (k) and (l) within the Investment Order. Options in this regard include corporate floating rate notes (FRN's) and collateralised debt obligations (CDO's) and equity linked investments. Specific reference will be made to these products – what they are and how other councils use them within their portfolios – in the presentation. The current policy also specifically excludes investment in managed funds.

There is certainly a probability of improving returns on investments by broadening the current policy. At the same time there may be elements of the policy that Council may wish to maintain such as not investing in managed funds. Council may wish to exclude 'speculative' investments such as equity linked investments and only invest in fixed interest securities.

The investment policy needs to strike a balance between risk and return.

**Conclusion:**

The Committee resolution to the earlier report requires consideration of a broad range of investment options. In the circumstances it is considered appropriate to take an iterative approach to reviewing the Investment Policy and, initially, receive a presentation from specialists in the field and draw on that to bring a further report back to the Committee.

Rather than try to cover all of the investment opportunities in the Investment Order in the form of a report the presentation from Grange Securities will provide an overview and also provide an opportunity to ask the presenters questions on the way through to clarify any issues or concerns.

Don Johnston  
Manager Finance

Geoff Clarke  
Director Corporate Services

---

**Annexures:**

1. Current Ministerial Investment Order

**Item No:** D3 Delegated to Committee  
**Subject:** **Minutes of the Floodplain Risk Management Committee meeting held Wednesday 7 June 2006**  
**Author:** Myl Senthilvasan - Asset Management Engineer (Drainage)  
**File No:** 626.G Committee  
**Reason for Report:** To report on the outcomes of the Floodplain Risk Management Committee meeting held Wednesday 7 June 2006.

**Recommendation:**

That the information be noted.

---

**Background:**

Council, at its meeting on 1 May 2006, resolved:

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

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

As resolved, members to the Floodplain Risk Management Committee (FPRMC) were appointed and the first meeting of the FPRMC was held in the Council Committee Room on Wednesday 7 June 2006. This report is to provide the Corporate and Works Committee with a copy of the minutes of that FPRMC meeting. The minutes will provide the Committee with an update on a variety issues related to the Floodplain Management Program.

**Conclusion:**

Reporting on the minutes of the FPRMC will keep Council informed about the progress and main developments of the various issues associated with the Floodplain Management Program. The minutes include actions recommended by the FPRMC for the Committee’s consideration for adoption. All the items presented to this first meeting were for noting only, so there are no recommendations to the Corporate and Works Committee for action to be taken.

**Identification of Income & Expenditure:**

The recommendations on this report will have no financial impact on Council.

**Myl Senthilvasan**

Asset Management Engineer - Drainage

**Warwick Hatton**

Director Technical  
Services

---

---

**Annexures:**

Minutes of the FPRMC meeting held Wednesday 7 June 2006

# Annexure 1

## FLOODPLAIN RISK MANAGEMENT COMMITTEE MEETING MINUTES 7 June 2006

(File: 626.G Committee)

The first meeting of the Floodplain Risk Management Committee was held in the Council Committee Room on Wednesday 7 June 2006. Meeting commenced at 6.00 pm. The minutes were recorded by Mr Myl Senthilvasan, Asset Management Engineer (Drainage).

### **Present:**

#### Members:

Councillor Julian Martin	Woollahra Municipal Council
Councillor Geoff Rundle	Woollahra Municipal Council
Councillor David Shoebridge	Woollahra Municipal Council
Mr Tony Gregory	Double Bay Resident Association
Ms Maureen Clark	Rose Bay Resident Association
Dr Nina Mistilis	The Paddington Society
Dr Ben Goodman	Resident, Cecil Street, Paddington
Ms Susan Farr	Sydney Water
Ms Nichole Richardson	Waverley-Woollahra State Emergency Service (SES)
Mr Bart Foley	Department of Natural Resources (DNR)

#### Staff:

Mr Warwick Hatton	Director Technical services
Mr Greg Stewart	Manager –Public Infrastructure
Mr Jake Matuzic	Team Leader Infrastructure Asset Management
Mr Myl Senthilvasan	Asset Management Engineer (Drainage)

#### Consultants:

Mr Richard Dewar	Webb McKeown & Associates Pty Ltd (Rushcutters Bay Catchment Flood Study)
Mr Don Still	Bewsher Consulting Pty Ltd (Double Bay Catchment Flood Study)

### **Apologies:**

Nil

### **Absent:**

Nil

## **1 ITEMS FOR INFORMATION & DISCUSSION**

Chairperson Cr Julian Martin welcomed all members to the newly established Floodplain Risk Management Committee (FPRMC). All members introduced themselves with a brief description of their background, experience and interest in the floodplain management process.

### **1.1 Introduction – Role of the Committee**

*Submitted by Myl Senthilvasan – Asset Management Engineer (Drainage)*

A brief report welcoming the committee members and outlining the role of the committee was submitted (Report to the FPRMC attached).

#### **RECOMMENDATION ADOPTED BY THE FPRMC**

That the information be noted

### **1.2 Floodplain management process – presentation by Mr Bart Foley of DNR**

There was a presentation to the committee by Mr Bart Foley from the Department of Natural Resources (DNR) outlining the floodplain management process adopted by the New South Wales State Government. The process identified the requirement by Council to develop Floodplain Risk Management Plans to better manage Council's flood prone lands, through which Council is able to obtain technical and financial assistance from the DNR and the State Government. Slides of the presentation is attached.

#### **RECOMMENDATION ADOPTED BY THE FPRMC**

That the information be noted

### **1.3 Woollahra Floodplain Management Program**

*Submitted by Myl Senthilvasan – Asset Management Engineer (Drainage)*

A report detailing the current grant funded flood studies as well as a proposed floodplain management program for the year 2006/07 was submitted for information of the committee. The report presented to the committee is attached.

#### **RECOMMENDATION ADOPTED BY THE FPRMC**

That the information be noted

### **1.4 Rushcutters Bay Flood Study –Progress report – presentation by Mr Richard Dewar, Webb McKeown & Associates**

There was a brief presentation by Mr Richard Dewar of Webb McKeown and Associates Pty Ltd, consultants for Ruscutters Bay Catchment Flood Study, on the progress of the study. The study is 50% and more results will be available to the next meeting for further discussion. The slides of the presentation are attached.

Mr Dewar requested the Committee members provide any photos of past flooding events to the consultants.

#### **RECOMMENDATION ADOPTED BY THE FPRMC**

That the information be noted

### **1.5 Double Bay Flood Study – Progress report –presentation by Mr Don Still, Bewsher Consulting Pty Ltd**

Mr Don Still of Bewsher Consulting Pty Ltd, consultant for Double Bay Flood Study, outlined the proposed study and indicated that the flood study had commenced recently and only about 10 % of study had been completed.

#### **RECOMMENDATION ADOPTED BY THE FPRMC**

That the information be noted

### **2 GENERAL BUSINESS**

There was a brief discussion about how the flood study results were to be made available for public use but no decision was made and is generally agreed to discuss this more at the future meetings.

### **3 DATE AND TIME FOR THE NEXT MEETING**

The dates for the future FPRMC meetings agreed as follows.

Thursday 3 August 2006

Thursday 2 November 2006

Thursday 8 February 2007

Thursday 3 May 2007

Thursday 2 August 2007

Meetings to commence at 6.00 PM.

Meeting concluded at 7.30 PM

**Item No:** D4 Delegated to Committee  
**Subject:** **McKell Park Pond restoration**  
**Author:** David Sheils - Manager Public Open Space  
**File No:** 175.G  
**Reason for Report:** To inform Council of the receipt of a donation related to the reconstruction of McKell Park Pond.

**Recommendation:**

- A. That the report be noted.
- B. That Council write to the Doumani family acknowledging and accepting their contribution to the upgrading of the McKell Park pond and surrounds.

---

**Background:**

This year's capital works program includes \$20,000 for the reconstruction of the McKell Park Pond. The pond is a feature of the lower foreshore area of the park. The pond utilises water from natural seepage which is directed via channels carved in sandstone above the pond. Over time the pond has structurally deteriorated causing cracking which now prevents the pond from holding water. The lack of water has also caused the demise of water lilies and other wetland plants that once contributed to the attractiveness of the area.

Since preparing the scope of works for the project and budget estimate for the project in March this year, we were approached a few months ago by the Doumani family from Darling Point who expressed the wish to financially contribute to improvements to the park. The family had experienced the loss of a family member and they indicated they had a strong connection with McKell Park and they asked staff for suggestions on how they could add to the project.

Adjacent to the pond exists a concrete wall which visually detracts from the pond and the surrounding natural sandstone outcrop and sandstone walling. A timber seat installed approximately 20 years ago is also located adjacent to the pond.

Staff suggested that the project could be improved by covering the concrete wall that forms the backdrop to the pond using sandstone. Opportunities also existed to incorporate carved sandstone works to enhance the pond setting.

Based upon these discussions the Doumani family agreed to financially contribute to the project and extend their contribution to replace the existing hardwood seat located adjacent to the pond with a high quality sandstone seat. We received quotations for the pond reconstruction and separately sought quotations from artists / sculptors experienced with stonework. The Gardenmakers a landscape contracting firm were the preferred contractor for the pond reconstruction with a quote for \$18,150 (+GST). It should be noted that the costs are affected by the difficult access to this location. However, this amount does not include costs associated with the installation of sandstone coping around the edge of the pond. A plan of the pond works is provided in Annexure 1.

Ishi Buki, a specialist sandstone artist company, was selected as the preferred contractor for their extensive experience in developing and constructing sandstone features in the public domain. As a result designs were developed for sandstone cladding the concrete wall and creating carved sandstone features for incorporation into the pond setting such as:

- platypus, turtle, frog and snails; and
- a sandstone seat incorporating frangipani motif.

These works complement the pond and are in character with the McKell Park surrounds. Examples of the type of stone work is provided in Annexure 2.

It is proposed that the decorative stonework external to the pond reconstruction will be funded by the donation provided by the Doumani family. This work is estimated to be close to \$49,000 in value. The Doumani family have provided Council with \$49,000, which has been lodged into an account pending this report to Council.

### **The project**

This week work commenced on the pond reconstruction. The scope of work includes:

- Removal of the existing plants and concrete pond shell
- Preparation of pond base
- Installation of a durable waterproof pond liner
- Installation of pond plant growing medium and rocks
- Planting (water lilies and the like)

The proposed decorative works comprise:

- Facing of vertical concrete wall with sandstone blockwork and sandstone mural panel
- Sandstone coping and installation of small sandstone sculptures around the pond

We acknowledge and thank the generous contribution made by the Doumani family in improving this project.

David Sheils  
Manager Public Open Space

Warwick Hatton  
Director Technical Services

---

### **ANNEXURES:**

1. Plan of pond reconstruction
2. Examples of sandstone seat and carvings