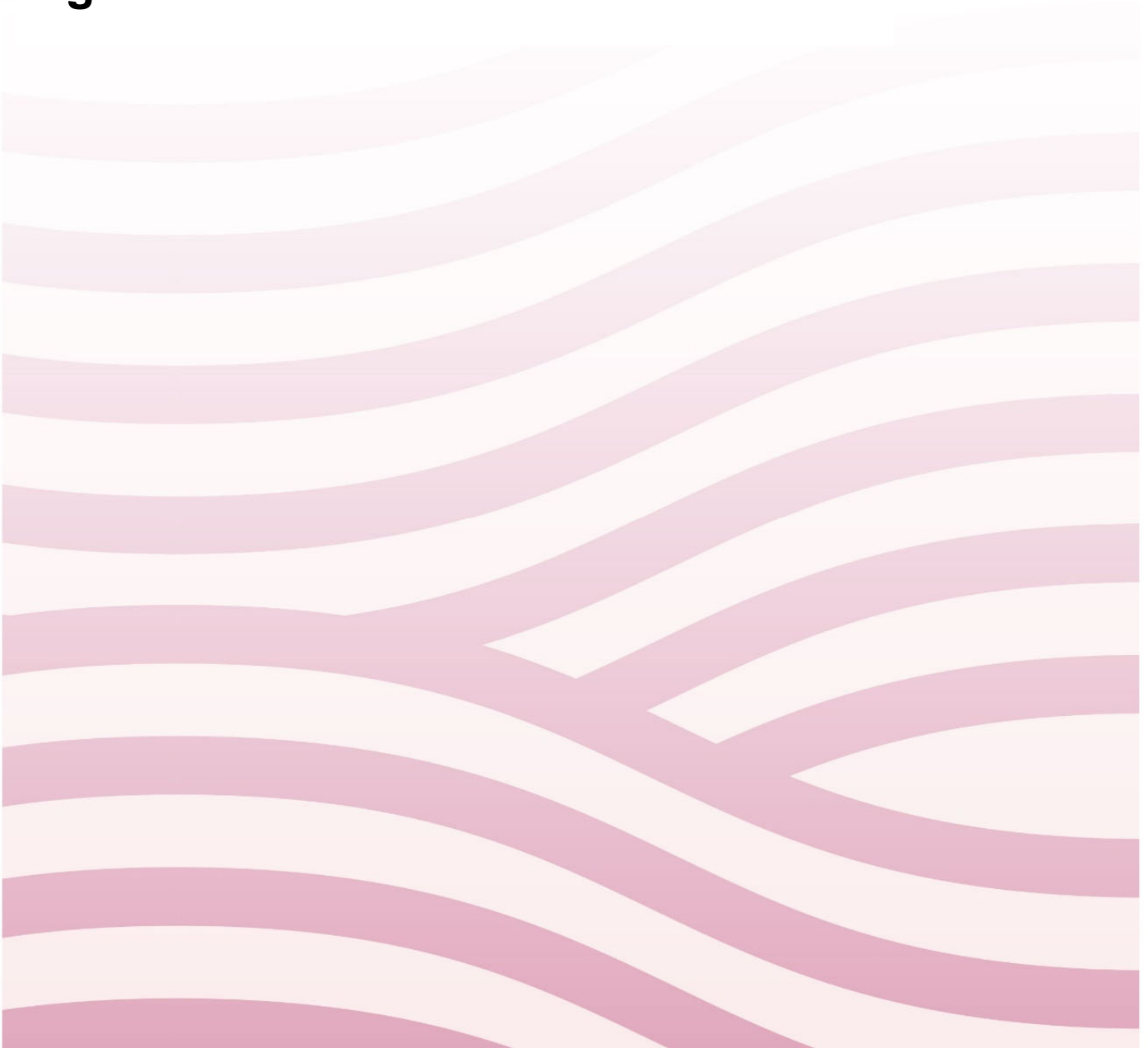


# Finance, Community & Services Committee Meeting

Monday, 2 May 2022  
6.30pm

## Agenda



### Compliance with social distancing requirements to limit the spread of COVID-19 virus at Council and Committee Meetings:

To limit the spread of the COVID-19 virus Woollahra Council will be holding Council and Committee meetings (i.e. Environmental Planning (EP), Finance, Community & Services (FC&S) and Strategic & Corporate (S&C), The Mayor, Councillors and staff will be participating in person however at this time, members of the public are invited to watch and/or listen to meetings live (via Council's website).

A link will be available on Council's website:

[https://www.woollahra.nsw.gov.au/council/meetings\\_and\\_committees/committees/finance\\_community\\_and\\_services\\_committee\\_fcs/fc\\_and\\_s\\_agendas\\_and\\_minutes](https://www.woollahra.nsw.gov.au/council/meetings_and_committees/committees/finance_community_and_services_committee_fcs/fc_and_s_agendas_and_minutes)

To register to address the Committee, please email your name, phone number and Item number to [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au) by 12noon on the day of the meeting. Instructions on how to join the meeting will be forwarded to person who have pre-registered to make a submission/address the Committee, via email on the day of the meeting via email.

Late correspondence may be submitted for consideration by the Committee. All late correspondence must be received by 12 noon on the day before the meeting. Late correspondence is to be emailed to [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

Minutes of the Finance, Community & Services Committee (FC&S) will be posted to Council's website once finalised.

If you are experiencing any issues please call Council's Governance department on (02) 9391 7001.

A audio recording of the meeting will be uploaded to Council's website following the meeting by 5.00pm on the next business day.

### Outline of Meeting Protocol & Procedure:

- The Chairperson will call the Meeting to order and ask the Committee Members and/or Staff to present apologies and/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 invite member(s) of the public who registered to speak to address the Committee.
- Members of the public who have registered to address the Committee, will be allowed four (4) minutes in which to address the Committee. One (1) warning bell will be rung at the conclusion of three (3) minutes and two (2) warning bells rung at the conclusion of four (4) minutes. Please direct comments to the issues at hand.
- If there are persons representing both sides of a matter (e.g. applicant/objector), the person(s) against the recommendation speak first.
- At the conclusion of the allocated four (4) minutes, the speaker will take 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.
- 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).

### Disclaimer:

By using conferencing technology or by teleconference, listening and/or speaking at Council or Committee Meeting members of the public consent to their voice and personal information (including name and address) being recorded and publicly available on Council's website. Councillors, staff and members of the public are advised that meeting are being lived streamed, accessible via a link from Council's website.

By addressing and/or listening to a Council or Committee meeting, members of the public consent to their voice and personal information (including name and address) being recorded and publicly available on Council's website.

Accordingly, please ensure your address to Council is respectful and that you use appropriate language and refrain from making any defamatory statements or discriminatory comments. Woollahra Council does not accept any liability for statements, comments or actions taken by individuals during a Council or Committee meeting.

Any part of the meeting that is held in closed session will not be recorded.

People connecting to this meeting by conferencing technology or teleconference are reminded that under the *Local Government Act 1993*, the recording of meetings by a member of the public using any electronic recording device including a mobile phone or video camera is not permitted. Any person found recording without the permission of Council may be expelled from the meeting.

The audio recording of each meeting will be retained on Council's website for a minimum period of 6 months. After that period has passed, recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

For further information please visit [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

### Recommendation only to the Full Council ("R" Items):

- Such matters as are specified in Section 377 of the Local Government Act and within the ambit of the Committee considerations.
- The voting of money for expenditure on works, services and operations.
- Rates, Fees and Charges.
- Donations.
- Grants Program.
- Asset Rationalisation.
- Corporate Operations:
  - Statutory Reporting;
  - Adoption of Council's Community Strategic Plan, Delivery Program and Operational Plan;
  - Delegations; and
  - Policies.
- Voluntary Planning Agreements (VPAs).
- Leases required to be determined by Full Council by specific legislative requirements.
- Matters which involve broad strategic or policy initiatives within responsibilities of Committee.
- Matters delegated to the Council by the Roads and Maritime Services.
- Residential Parking Schemes - Provision and Policies.
- Matters requiring the expenditure of moneys and in respect of which no Council vote has been made.
- Matters not within the specified functions of the Committee,
- Matters reserved by individual Councillors in accordance with any Council policy on "safeguards" and substantive change.

### Delegated Authority to be determined at Committee level ("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 is not to limit the discretions of nominated staff members exercising Delegated Authorities granted by the Council.
- Statutory reviews of Council's Delivery Program and Operational 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.
- Fire Protection Orders.
- Residential Parking Schemes (surveillance and administration).
- Traffic Management (Traffic Committee Recommendations).
- Waste Minimisation.
- To require such investigations, reports or actions as considered necessary in respect of matters contained within the Business Agendas (and as may be limited by specific Council resolution).
- Confirmation of the Minutes of its Meetings.
- Statutory reviews of Council's Delivery Program and Operational Plan.
- Any other matter falling within the responsibility of the Finance, Community & Services Committee and not restricted by the Local Government Act or required to be a Recommendation to Full Council as listed above.
- Auditing.
- Property Management.
- Asset Management.
- Works and Services - Monitoring and Implementations.
- Legal Matters and Legal Register.
- Parks and Reserves Management.
- Infrastructure Management, Design and Investigation.
- Community Services and Programs.
- Cultural Programs.
- Library Services.
- Health.
- Licensing.
- Liquor Licences.

**Finance, Community & Services Committee Membership:** 7 Councillors  
**Quorum:** The quorum for Committee meeting is 4 Councillors



# Woollahra Municipal Council

## Notice of Meeting

28 April 2022

To: Her Worship the Mayor, Councillor Susan Wynne ex-officio  
Councillors Toni Zeltzer (Chair)  
Sarah Swan (Deputy Chair)  
Peter Cavanagh  
Luise Elsing  
Nicola Grieve  
Mark Silcocks  
Merrill Witt

Dear Councillors,

### **Finance, Community & Services Committee – 2 May 2022**

In accordance with the provisions of the Local Government Act 1993, I request your attendance at Council's **Finance, Community & Services Committee** meeting to be held in the **Council Chambers, 536 New South Head Road, Double Bay, on Monday 2 May 2022 at 6.30pm.**

Councillors and members of the public are advised that we will be holding Council and Committee meetings remotely using conferencing technology (until further notice).

Members of the public may:

- register to address the meeting (via Zoom) by emailing your name, phone number and the item number to [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au) by **12noon on the day of the meeting**
- submit late correspondence for consideration by Councillors by emailing [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au) by **12noon on the day of the meeting.**

Members of public are invited to watch and listen to the meeting live via Council's website:

[https://www.woollahra.nsw.gov.au/council/meetings\\_and\\_committees/committees/finance\\_community\\_and\\_services\\_committee\\_fcs/fc\\_and\\_s\\_agendas\\_and\\_minutes](https://www.woollahra.nsw.gov.au/council/meetings_and_committees/committees/finance_community_and_services_committee_fcs/fc_and_s_agendas_and_minutes)

A audio recording of the meeting will be uploaded to Council's website following the meeting by 5.00pm on the next business day. The safety of our community, Councillors and our staff is Council's number one priority and we thank you for your patience and understanding at this time.

If you have any difficulties accessing the meeting please contact (02) 9391 7001.

Regards,

Craig Swift-McNair  
General Manager



# Finance, Community & Services Committee Meeting Agenda

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| 2.   | Acknowledgement of Country (Gadigal People and Birrabirrigal People) |      |
| 3.   | Leave of Absence and Apologies                                       |      |
| 4.   | Late Correspondence  |      |
| 5.   | Declarations of Interest   |      |

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

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| D3 | Woollahra Local Traffic Committee Minutes - 26 April 2022 - 22/79359 .....                  | 23 |
| D4 | Monthly Financial Report - March 2022 Investments Held as at 30 April 2022 - 22/68556 ..... | 29 |

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

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| R2  | Cooper Park Community Garden Licence Renewal - 22/73154 .....  | 85  |
| R3  | Funding request application for Lumiere Sculpture Festival at Gap Park, Signal Hill Reserve and Lighthouse Reserve - 22/56400..... | 151 |
| R4  | 2021/22 Budget Review for the Quarter ended 31 March 2022 - 22/72904 .....   | 165 |
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| R6  | Land Owners Consent for Development Application - Equipment Shed Extension, Woollahra Golf Club - 22/74826 .....                   | 203 |
| R7  | Owners Consent - Development application - Redleaf Kiosk Double Bay - Upgrade of Premises - 22/77442 .....                         | 213 |
| R8  | Closing and Sale of Part Road Reserve Adjoining the Rear of 7 Fisher Ave, Vaucluse (SC1015) - 22/79109 .....                       | 225 |
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| R11 | Capital Works Program - Quarterly Progress Report March 2022 - 22/78627 .....  | 269 |



**Item No:** D1 Delegated to Committee  
**Subject:** **CONFIRMATION OF MINUTES OF MEETING HELD ON 4 APRIL 2022**  
**Author:** Sue O'Connor, Governance Officer  
**File No:** 22/67924  
**Purpose of the Report:** The Minutes of the Finance, Community & Services Committee of 4 April 2022 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.  
**Alignment to Delivery Program:** Strategy 11.1: Facilitate community led decision-making that is open, honest and ethical and benefits the broader community.

**Recommendation:**

THAT the Minutes of the Finance, Community & Services Committee Meeting of 4 April 2022 be taken as read and confirmed.

---

**Executive Summary:**

This report presents the Finance, Community & Services Committee Minutes of 4 April 2022 for confirmation by the Committee

The minutes are presented as **Attachment 1**.

**Options:**

Nil.

**Community Engagement and / or Internal Consultation:**

Nil.

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Resourcing Implications:**

Nil.

**Conclusion:**

The minutes are presented for confirmation by the Committee.

**Attachments**

1. Unconfirmed Finance, Community & Services Committee Minutes - 4 April 2022



# Finance, Community & Services Committee Meeting

Monday, 4 April 2022  
6.30pm

## Minutes

Unconfirmed



## **Finance, Community & Services Committee Minutes**

**Monday 4 April 2022**

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| D3          | Closing and Sale of Part Road Reserve adjoining 30 Wyuna Road Point Piper<br>(SC1015-03) .....  | 5            |
| R1          | Closing and Sale of Road Reserve adjoining 2A Wunulla Road, Point Piper<br>(application formerly known as 592 New South Head Road) (SC6816). .... | 5            |
| R2          | Owners Consent - Development Application - Camp Cove Kiosk Watsons Bay<br>- Licensee Works .....  | 6            |

Unconfirmed

## **Finance, Community & Services Committee**

### **Minutes of the Meeting held using teleconferencing technology on 4 April 2022 at 6.30pm.**

Present: Councillors: Toni Zeltzer (Chair)

Sarah Swan  
Peter Cavanagh  
Luise Elsing  
Nicola Grieve  
Mark Silcocks  
Merrill Witt

(Item D3, R1 & R2)

|       |                  |  |
|-------|------------------|--|
| Staff | Patricia Occelli | (Director – Community & Customer Experience) |
|       | Zubin Marolia    | (Manager – Property & Projects)              |
|       | Sue Meekin       | (Director – Corporate Performance)           |
|       | Tom O'Hanlon     | (Director – Infrastructure & Sustainability) |
|       | Anthony Sheedy   | (Senior Property Officer)                    |
|       | Helen Tola       | (Manager – Governance & Council Support)     |
|       | Caroline Tunney  | (Senior Property Officer)                    |

Also in Attendance: Nil

## **1. Opening**

The Chair declared the Finance, Community & Services Committee of 4 April 2022 open and welcomed Councillors, staff and members of the public who are watching and listening to this evenings meeting.

## **2. Acknowledgement of Country (Gadigal People and Birrabirrigal People)**

The Chair read the following Acknowledgement of Country:

*I would like to acknowledge that we are here today on the land of the Gadigal and Birrabirrigal people, the traditional custodians of the land. On behalf of Woollahra Council, I acknowledge Aboriginal or Torres Strait Islander people attending today and I pay my respects to Elders past, present and emerging.*

## **3. Acknowledgement of the Sovereign of the Day (Queen Elizabeth II)**

The Chair read the following Acknowledgement of the Sovereign of the Day (Queen Elizabeth II):

*I also acknowledge Queen Elizabeth II.*

## **4. Leave of Absence and Apologies**

An apology was received and accepted from The Mayor, Councillor Susan Wynne and leave of absence granted.

## **5. Late Correspondence**

Late correspondence was submitted to the committee in relation to items D2 & R1.

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## **6. Declarations of Interest**

Nil.

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

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**Item No:** D1 Delegated to Committee  
**Subject:** **CONFIRMATION OF MINUTES OF MEETING HELD ON 7 MARCH 2022**  
**Author:** Sue O'Connor, Governance Officer  
**File No:** 22/57808  
**Purpose of the Report:** The Minutes of the Finance, Community & Services Committee of 7 March 2022 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.  
**Alignment to Delivery Program:** Strategy 11.1: Facilitate community led decision-making that is open, honest and ethical and benefits the broader community.

(Silcocks/Cavanagh)

**Resolved:**

THAT the Minutes of the Finance, Community & Services Committee Meeting of 7 March 2022 be taken as read and confirmed.

---

**Item No:** D2 Delegated to Committee  
**Subject:** **INVESTMENTS HELD AS AT 31 MARCH 2022**  
**Author:** Toby Andreassen, Financial Accountant  
**Approvers:** Paul Ryan, Chief Financial Officer  
Sue Meekin, Director Corporate Performance  
**File No:** 22/60810  
**Purpose of the Report:** To present a list of investments held as at 31 March 2022  
**Alignment to Delivery Program:** Strategy 11.4: Maintain Council's strong financial position.

**Note:** Late correspondence was tabled by Council's Chief Financial Officer, Paul Ryan.

(Grieve/Silcocks)

**Resolved:**

THAT receive and note the list of Council's investments held as at 31 March 2022.

---

Woollahra Municipal Council  
Finance, Community & Services Committee Minutes

4 April 2022

**Item No:** D3 Delegated to Committee  
**Subject:** **CLOSING AND SALE OF PART ROAD RESERVE ADJOINING 30 WYUNA ROAD POINT PIPER (SC1015-03)**  
**Author:** Caroline Tunney, Senior Property Officer  
**Approver:** Tom O'Hanlon, Director - Infrastructure & Sustainability  
**File No:** 22/48184  
**Purpose of the Report:** To consider the proposal for the closure and sale of part road reserve adjoining 30 Wyuna Road Point Piper NSW 2029  
**Alignment to Delivery Program:** Strategy 11.4: Maintain Council's strong financial position.

(Silcocks/Grieve)

**Resolved:**

- A. THAT the Finance, Community & Services Committee (FC&S) approve the public advertising of the proposal to permanently close part road reserve (154m<sup>2</sup>) adjoining 30 Wyuna Road, Point Piper, with view to proceeding to sell the portion of road reserve to the owner of 30 Wyuna Road, Point Piper.
- B. THAT a further report be submitted to the FC&S Committee following completion of the 28 day public advertising period.

*Note: A division was called by Councillor Zeltzer.*

**For the Motion**

Councillor Cavanagh  
Councillor Grieve  
Councillor Silcocks  
Councillor Witt  
Councillor Zeltzer

**Against the Motion**

Councillor Elsing  
Councillor Swan

5/2

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

---

**Item No:** R1 Recommendation to Council  
**Subject:** **CLOSING AND SALE OF ROAD RESERVE ADJOINING 2A WUNULLA ROAD, POINT PIPER (APPLICATION FORMERLY KNOWN AS 592 NEW SOUTH HEAD ROAD) (SC6816).**  
**Author:** Anthony Sheedy, Senior Property Officer  
**Approver:** Tom O'Hanlon, Director - Infrastructure & Sustainability  
**File No:** 22/45673  
**Purpose of the Report:** To consider a proposal for the closing and sale of Wunulla Road reserve portion adjoining 2A Wunulla Road, Point Piper  
**Alignment to Delivery Program:** Strategy 11.4: Maintain Council's strong financial position.

**Note:** Late correspondence was tabled by Bruce & Irene Liu.

**Note:** The Committee added new Part C to the recommendation.

---

Page 5

Woollahra Municipal Council  
Finance, Community & Services Committee Minutes

4 April 2022

(Grieve/Elsing)

**Recommendation:**

- A. THAT Council resolve not to close and sell the subject road reserve adjacent to 2A Wunulla Road, Point Piper on the basis that this area serves as a green space gateway to Point Piper and provides valuable sight lines for motor vehicles and pedestrians.
- B. THAT the applicant be advised of Council's resolution.
- C. THAT late correspondence be prepared by staff prior to the Council Meeting on the 26 April 2022 to clarify the approval conditions of consent granted by the Land & Environment Court, specifically as to why consent was granted and how two Development Applications (i.e. DA13/2019 and DA396/2021) are in play and why both are in operation.

---

|                                       |  |
|---------------------------------------|--|
| <b>Item No:</b>                       | R2 Recommendation to Council   |
| <b>Subject:</b>                       | <b>OWNERS CONSENT - DEVELOPMENT APPLICATION - CAMP COVE KIOSK WATSONS BAY - LICENSEE WORKS</b>   |
| <b>Author:</b>                        | Caroline Tunney, Senior Property Officer   |
| <b>Approver:</b>                      | Tom O'Hanlon, Director - Infrastructure & Sustainability   |
| <b>File No:</b>                       | 22/53889   |
| <b>Purpose of the Report:</b>         | To obtain Landowner's Consent for the purpose of lodging a Development Application (DA) consistent with the Licensee's Works - Tender SC5403 |
| <b>Alignment to Delivery Program:</b> | Strategy 11.4: Maintain Council's strong financial position.   |

(Grieve/Cavanagh)

**Recommendation:**

THAT Council, in its capacity as Landowner, grants landowner consent to enable the Licensee, Denim Collaborations Pty Ltd, to lodge a Development Application (DA) for the alterations and additions to Camp Cove Kiosk and outdoor seating area, consistent with the Plans attached as Attachment 2 to this report.

---

There being no further business the meeting concluded at 7.03pm.

**We certify that the pages numbered 1 to 6 inclusive are the Minutes of the Finance, Community & Services Committee Meeting held on 4 April 2022 and confirmed by the Finance, Community & Services Committee on 2 May 2022 as correct.**

---

Chairperson

---

Secretary of Committee



**Item No:** D2 Delegated to Committee  
**Subject:** **WOOLLAHRA LOCAL TRAFFIC COMMITTEE MINUTES - 5 APRIL 2022**  
**Author:** Emilio Andari, Manager Engineering Services  
**Approver:** Tom O'Hanlon, Director - Infrastructure & Sustainability  
**File No:** 22/67692  
**Purpose of the Report:** For the Committee to consider the recommendations of the Woollahra Local Traffic Committee.  
**Alignment to Delivery Program:** Strategy 11.1: Facilitate community led decision-making that is open, honest and ethical and benefits the broader community.

**Recommendation:**

THAT the Recommendations Y1-Y5 contained in the minutes of the Woollahra Traffic Committee held on Tuesday 5 April 2022 be adopted.

---

**Executive Summary:**

This report presents the Woollahra Local Traffic Committee Minutes – 5 April 2022 for consideration by the Committee.

The minutes are presented as **Attachment 1**.

**Options:**

Nil.

**Community Engagement and / or Internal Consultation:**

Nil.

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Resourcing Implications:**

Nil.

**Conclusion:**

The minutes are presented for consideration by the Committee.

**Attachments**

1. Woollahra Local Traffic Committee Minutes - 5 April 2022



# Woollahra Local Traffic Committee Meeting

Tuesday, 5 April 2022  
10.00am

## Minutes



## Minutes

Tuesday 5 April 2022

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| 2.   | Acknowledgement of Country (Gadigal People and Birrabirrigal People)   |       |
| 3.   | Leave of Absence and Apologies   |       |
| 4.   | Confirmation of Minutes of Meeting held on 1 March 2022  |       |
| 5.   | Matters arising from Minutes of Previous Meeting   |       |
| 6.   | Woollahra Local Traffic Committee recommendations not adopted or amended by<br>Woollahra Council Finance, Community & Services Committee |       |
| 7.   | Extraordinary Meetings   |       |
| 8.   | Late Correspondence  |       |

#### Items to be Recommended to the Finance, Community and Services Committee by the Woollahra Local Traffic Committee for Consideration

| Item | Subject   | Pages |
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| Z1  | Transport for NSW Funded Project Status ..... | 6 |
| 11. | General Business                              |   |

## Woollahra Local Traffic Committee Minutes

The meeting of the Woollahra Local Traffic Committee was held on 5 April 2022 at 10.00am.

### Attendance

#### Committee Members:

|          |                            |                                       |
|----------|----------------------------|---------------------------------------|
| Present: | Emilio Andari              | (Woollahra Municipal Council) (Chair) |
|          | Ram Sritharan              | (Transport for NSW)                   |
|          | Sen Const. Alex Birchansky | (Eastern Suburbs Police)              |
|          | Jennifer Zin               | (Gabrielle Upton MP Representative)   |
| Staff:   | Caitlin Bailey             | (Woollahra Municipal Council)         |
|          | Ever Fang                  | (Woollahra Municipal Council)         |
|          | Jonas Manalang             | (Woollahra Municipal Council)         |

### 1. Opening

The Manager Engineering Services declared the Woollahra Local Traffic Committee of 5 April 2022 open and welcomed Committee Members.

### 2. Acknowledgement of Country (Gadigal People and Birrabirrigal People)

The Manager Engineering Services read the following Acknowledgement of Country:

*I would like to acknowledge that we are here today on the land of the Gadigal and Birrabirrigal people, the traditional custodians of the land. On behalf of Woollahra Council, I acknowledge Aboriginal or Torres Strait Islander people attending today and I pay my respects to Elders past, present and emerging.*

### 3. Leave of Absence and Apologies

|            |                   |                                 |
|------------|-------------------|---------------------------------|
| Apologies: | Alex Greenwich MP | (Member for Sydney)             |
|            | Bushara Gidies    | (Transport NSW – State Transit) |
|            | Sgt Luke Barrett  | (Eastern Suburbs Police)        |

### 4. Confirmation of Minutes

#### Minutes of Previous Meeting

The minutes of Meeting No. 2/22 held via teleconference on Tuesday 1 March 2022 were confirmed by Ram Sritharan and Sen Const. Alex Birchansky.

### 5. Matters arising from Minutes of Previous Meeting

Nil

**6. Woollahra Local Traffic Committee recommendations not adopted or amended by  
Woollahra Council Finance, Community & Services Committee**

Nil

**7. Extraordinary Meetings**

Nil

**8. Late Correspondence**

Nil

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**Items to be Recommended to the Finance, Community and Services  
Committee by the Woollahra Local Traffic Committee for Consideration**

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**Item No:** Y1  
**Subject:** EDGECLIFF ROAD, WOOLLAHRA - MID-BLOCK TRAFFIC SIGNAL  
UPGRADE  
**Author:** Caitlin Bailey, Acting Team Leader - Traffic & Transport  
**Approver:** Emilio Andari, Manager Engineering Services  
**File No:** 22/50996  
**Purpose of the  
Report:** Improved pedestrian safety with enhanced pedestrian crossing facilities.

**Recommendation:**

THAT the design plan for the upgrade to the existing mid-block signalised pedestrian crossing with associated signs and line markings on Edgecliff Road, Woollahra (as per Attachment 1 - Design Plan) be approved.

**Committee Vote:** Unanimous Support

---

**Item No:** Y2  
**Subject:** JERSEY ROAD, WOOLLAHRA - TIMED LOADING ZONE  
RESTRICTIONS  
**Author:** Ever Fang, Traffic & Transport Engineer  
**Approvers:** Caitlin Bailey, Acting Team Leader - Traffic & Transport  
Emilio Andari, Manager Engineering Services  
**File No:** 22/54757  
**Purpose of the  
Report:** To improve loading and unloading activities safely for local businesses.

**Recommendation:**

THAT the installation of a seven (7) metre 'Loading Zone 8:30am-12pm Mon-Fri' and '1P 12pm-6pm Mon-Fri, 8:30am-6pm Sat-Sun' restrictions be introduced within the existing 1P timed parking zone on the southern side of Jersey Road, Woollahra, near Rush Street, as shown in Attachment 1, in order to improve loading and unloading activities safely for local businesses.

**Committee Vote:** Unanimous Support

---



Woollahra Municipal Council  
Woollahra Local Traffic Committee Minutes

5 April 2022

**Item No:** Y3  
**Subject:** **GLENMORE ROAD, PADDINGTON - MOTOR BIKE ONLY PARKING RESTRICTION**  
**Author:** Caitlin Bailey, Acting Team Leader - Traffic & Transport  
**Approver:** Emilio Andari, Manager Engineering Services  
**File No:** 22/58547  
**Purpose of the Report:** Request from a local resident for motorbike parking

**Recommendation:**

THAT a five (5) metre 'Motor Bike Only' parking restriction be installed on western side of Glenmore Road, Paddington, immediately adjacent to the driveway at property No.400 Glenmore Road, Paddington, as shown in Attachment 1.

**Committee Vote:** Unanimous Support

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**Item No:** Y4  
**Subject:** **NEW BEACH ROAD, DARLING POINT - TIMED PARKING RESTRICTIONS**  
**Author:** Caitlin Bailey, Acting Team Leader - Traffic & Transport  
**Approver:** Emilio Andari, Manager Engineering Services  
**File No:** 22/58815  
**Purpose of the Report:** Request from local residents to discourage long term parking.

**Recommendation:**

THAT '4P 8:30am-6pm Thursday' restrictions be approved for installation along the western side of New Beach Road, Darling Point, between Yarranabbe Road and Loftus Street, as shown in Attachment 1, in order to ensure a fair and equitable use of the limited kerbside parking in the area.

**Committee Vote:** Unanimous Support

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**Item No:** Y5  
**Subject:** **ILUKA STREET, ROSE BAY - FORMALISATION OF 45 DEGREE ANGLE PARKING**  
**Author:** Caitlin Bailey, Acting Team Leader - Traffic & Transport  
**Approver:** Emilio Andari, Manager Engineering Services  
**File No:** 22/58995  
**Purpose of the Report:** Review of existing parking conditions to create additional opportunities.

**Recommendation:**

THAT 45 degree angle parking restrictions be installed with associated line markings in Iluka Street, Rose Bay, as shown in Attachment 1, to formalise the existing parking arrangement and create additional car parking opportunities.

**Committee Vote:** Unanimous Support

Woollahra Municipal Council  
Woollahra Local Traffic Committee Minutes

5 April 2022

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### Items for Discussion by Committee Members

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**Item No:** Z1  
**Subject:** TRANSPORT FOR NSW FUNDED PROJECT STATUS

**Author:** Caitlin Bailey, Acting Team Leader - Traffic & Transport  
**Approver:** Emilio Andari, Manager Engineering Services  
**File No:** 22/59013  
**Purpose of the Report:** Monthly Update on Transport for NSW Funded Projects.

**Recommendation:**

THAT the information be received and noted.

**Committee Vote:** Unanimous Support

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#### 11. General Business

Nil

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There being no further business the meeting concluded at 10:20am.

We certify that the pages numbered 1 to 6 inclusive are the Minutes of the Woollahra Local Traffic Committee Meeting held on 5 April 2022.

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Chairperson

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Secretary of Committee

**Item No:** D3 Delegated to Committee  
**Subject:** **WOOLLAHRA LOCAL TRAFFIC COMMITTEE MINUTES - 26 APRIL 2022**  
**Author:** Emilio Andari, Manager Engineering Services  
**Approver:** Tom O'Hanlon, Director - Infrastructure & Sustainability  
**File No:** 22/79359  
**Purpose of the Report:** For the Committee to consider the recommendations of the Woollahra Local Traffic Committee  
**Alignment to Delivery Program:** Strategy 11.1: Facilitate community led decision-making that is open, honest and ethical and benefits the broader community.

**Recommendation:**

THAT the Recommendation Y1 contained in the minutes of the Extraordinary Woollahra Traffic Committee held on Tuesday 26 April 2022 be adopted.

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**Executive Summary:**

This report presents the Extraordinary Woollahra Local Traffic Committee Minutes – 26 April 2022 for consideration by the Committee.

The minutes are presented as **Attachment 1**.

**Options:**

Nil.

**Community Engagement and / or Internal Consultation:**

Nil.

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Resourcing Implications:**

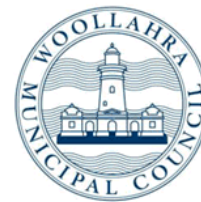
Nil.

**Conclusion:**

The minutes are presented for consideration by the Committee.

**Attachments**

1. Woollahra Local Traffic Committee Minutes - 26 April 2022



# Extraordinary Woollahra Local Traffic Committee Meeting

Tuesday, 26 April 2022  
10.00am

## Minutes



Woollahra Municipal Council  
Extraordinary Woollahra Local Traffic Committee Minutes

26 April 2022

## **Extraordinary Woollahra Local Traffic Committee Minutes**

Tuesday 26 April 2022

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| 7.          | Extraordinary Meetings   |              |
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#### **Items to be Recommended to the Finance, Community and Services Committee by the Woollahra Local Traffic Committee for Consideration**

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|----|--|---|
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## Extraordinary Woollahra Local Traffic Committee Minutes

Held in the Mansfield Room, 536 New South Head Road, Double Bay,  
and using teleconferencing technology  
on 26 April 2022 at 10.00am.

### Attendance

#### Committee Members:

|                        |  |  |
|------------------------|--|--|
| Present:               | Emilio Andari<br>Ram Sriharan<br>Sen Const. Alex Birchansky<br>Jennifer Zin  | (Woollahra Municipal Council) (Chair)<br>(Transport for NSW)<br>(Eastern Suburbs Police)<br>(Gabrielle Upton MP Representative)                                  |
| Staff:                 | Caitlin Bailey<br>Jonas Manalang<br>Caitlin Moffat<br>Tom O'Hanlon           | (Woollahra Municipal Council)<br>(Woollahra Municipal Council)<br>(Woollahra Municipal Council)<br>(Woollahra Municipal Council)                                 |
| Observer:              | Jonathan Busch   | (Transport Consultant)   |
| Also in<br>Attendance: | George Schiffer<br>Alana Yap<br>Alka Parti<br>Eduard Litver<br>Martin Border | (Business Owner – Item Y1)<br>(Double Bay Public School P&C – Item Y1)<br>(Business Owner – Item Y1)<br>(Business Owner – Item Y1)<br>(Business Owner – Item Y1) |

### 1. Opening

The Manager Engineering Services declared the Extraordinary Woollahra Local Traffic Committee of 26 April 2022 open and welcomed Committee Members.

### 2. Acknowledgement of Country (Gadigal People and Birrabirrigal People)

The Manager Engineering Services read the following Acknowledgement of Country:

*I would like to acknowledge that we are here today on the land of the Gadigal and Birrabirrigal people, the traditional custodians of the land. On behalf of Woollahra Council, I acknowledge Aboriginal or Torres Strait Islander people attending today and I pay my respects to Elders past, present and emerging.*

### 3. Leave of Absence and Apologies

|            |  |   |
|------------|--|---|
| Apologies: | Alex Greenwich MP<br>Sgt Luke Barrett<br>Bushara Gidies<br>Ever Fang | (Member for Sydney)<br>(Eastern Suburbs Police)<br>(Transport NSW – State Transit)<br>(Woollahra Municipal Council) |
|------------|--|---|



**4. Confirmation of Minutes**

**Minutes of Previous Meeting**

The minutes of Meeting No. 3/22 held via teleconference on Tuesday 5 April 2022 were confirmed by Jennifer Zin and Ram Sriitharan.

**5. Matters arising from Minutes of Previous Meeting**

Nil

**6. Woollahra Local Traffic Committee recommendations not adopted or amended by Woollahra Council Finance, Community & Services Committee**

Nil

**7. Extraordinary Meetings**

Nil

**8. Late Correspondence**

Nil

Woollahra Municipal Council  
Extraordinary Woollahra Local Traffic Committee Minutes

26 April 2022

**Items to be Recommended to the Finance, Community and Services Committee by the  
Woollahra Local Traffic Committee for Consideration**

**Item No:** Y1  
**Subject:** **KNOX STREET, DOUBLE BAY - PERMANENT ROAD CLOSURE AND ONE-WAY TRAFFIC CONDITIONS**  
**Author:** Caitlin Bailey, Acting Team Leader - Traffic & Transport  
**Approver:** Emilio Andari, Manager Engineering Services  
**File No:** 22/76978  
**Purpose of the Report:** To create a public pedestrian area in Knox Street, Double Bay

**Recommendation:**

THAT:

- A. The concept design plan for the proposed permanent road closure for Knox Street, Double Bay, between Bay Street and Goldman Lane, and the proposed 'one-way' eastbound traffic flow for Knox Street, Double Bay, between Goldman Lane and New South Head Road, with proposed parking restrictions and associated signs and line markings (as per Attachment 2 - Concept Design Plan) be approved, subject to a detailed design plan being provided to Transport for NSW (TfNSW) and NSW Police for review and concurrence prior to construction; and
- B. A Traffic Management Plan (TMP) for the proposed permanent road closure and the 'one-way' eastbound traffic flow in Knox Street, Double Bay, be submitted to Transport for NSW (TfNSW) for consideration and approval.

**Note:** Mr George Schiffer, Ms Alana Yap, Ms Alka Parti (and on behalf of Mr Martin Border), and Mr Eduard Litver each individually addressed the Committee expressing concerns to the impacts to access, loss of parking and traffic congestion in surrounding streets as a result of the proposal.

**Note:** Mr Jonathan Busch addressed the attendees and the Committee to describe the traffic investigations recently undertaken and outline the results and impact that the collected data from the traffic modelling and car parking surveys will have to the surrounding road network and traffic signalised intersections.

**Note:** NSW Police raised comments to potential congestion in Cross Street near the car park and requested that Council staff respond to any future concerns raised by the public. NSW Police support the concept design in principal.

**Note:** Transport for NSW raise no objection to the concept design and are currently reviewing the Traffic Management Plan that has been submitted by Council's Traffic Engineers.

**Note:** Gabrielle Upton MP Representative raised questions relating to traffic impacts and the approval process for this project which were addressed by Council's Traffic Engineers and Mr Jonathan Busch.

**Committee Vote:** Unanimous Support

There being no further business the meeting concluded at 11:13am.

**We certify that the pages numbered 1 to 4 inclusive are the Minutes of the Extraordinary  
Woollahra Local Traffic Committee Meeting held on 26 April 2022.**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary of Committee

Page 4

**Item No:** D4 Delegated to Committee  
**Subject:** **MONTHLY FINANCIAL REPORT - MARCH 2022  
INVESTMENTS HELD AS AT 30 APRIL 2022**  
**Author:** Toby Andreassen, Financial Accountant  
**Approvers:** Paul Ryan, Chief Financial Officer  
Sue Meekin, Director Corporate Performance  
**File No:** 22/68556  
**Purpose of the Report:** To present the monthly financial report for March 2022 and to present a list of investments held as at 30 April 2022.  
**Alignment to Delivery Program:** Theme:Goal 11.4 Maintain Council's strong financial position.

**Recommendation:**

THAT the Committee:

- A. Receive and note the Monthly Financial Report – March 2022.
- B. Note that Council's 12-month weighted average return for March 2022 on its direct investment portfolio of 0.64% exceeds the benchmark 90 day AusBond Bank Bill Index of 0.05%.
- C. Note that the interest income for the nine months to 31 March of \$314k is currently performing a little better than our revised budget for the same period of \$287k.
- D. Receive and note the list of Council's investments held as at 30 April 2022.

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**Executive Summary:**

The purpose of this report is for the Responsible Accounting Officer (RAO) (Council's Chief Financial Officer) to provide the Council with a written report for March 2022 in accordance with the Local Government Regulation 2005 (Clause 212), setting out details of all money that the Council has invested.

As previously noted by the Committee, due to the end of the month occurring after closure of the meeting Agenda and business papers for some months the full report for that month is unable to be prepared for the meeting and is instead presented to the following meeting. In order to meet the investments reporting obligations under the Local Government (General) Regulation noted above, a list of investments held as at the end of the month will be presented to the Committee at its as 'late correspondence'. Therefore this report presents the full monthly financial report for March 2022 and a list of investments held as at 30 April 2022 will be presented to the Committee at its meeting on 2 May 2022 as "late correspondence".

The 12-month weighted average return for March 2022 rose 7bps to 0.64% with new investments during the month achieving rates up to 1.10%. The interest income for year to date 31 March 2022 is \$314k, still slightly ahead of the revised forecast for the same period.

**Discussion:**

The Monthly Financial Report for March 2022 is submitted to the Committee for consideration and includes the following:

- ◆ Investment Transactions for the month.
- ◆ Restricted Cash (Reserves).
- ◆ Summary of Receipts, Payments and Bank Balance.

- ◆ Details of Investment Portfolio and market valuations.
- ◆ Statement of Investment Policy Compliance.
- ◆ Charts: Weighted Average Maturity and Weighted Average Returns.  
Weighted Average Returns v 90 day AusBond Bank Bill Index.  
Actual Interest Earned v Original Budget & Revised Forecast.
- Movements in Book Value of Investments
- Quarterly update on Arrears of Rents & Fees.

### Investment Transactions for the Month of March 2022

| Date                                    | Investment Description         | Term | Rate | Transaction           | Amount        |
|---|--------------------------------|------|------|-----------------------|---------------|
| Opening Balance as at 1 March 2022      |                                |      |      |                       | 88,766,085.67 |
| 7/03/2022                               | ANZ Bank FRN                   |      |      | Maturity              | -2,000,000.00 |
| 7/03/2022                               | ANZ Bank FRN                   |      |      | Fair Value Adjustment | -1,740.00     |
| 8/03/2022                               | Judo Bank TD                   | 365  | 1.10 | Purchase              | 3,000,000.00  |
| 9/03/2022                               | Westpac Banking Corporation TD | 365  | 1.08 | Purchase              | 4,000,000.00  |
| 9/03/2022                               | National Australia Bank TD     | 275  | 0.91 | Purchase              | 4,000,000.00  |
| 14/03/2022                              | National Australia Bank TD     | 213  | 0.28 | Maturity              | -3,000,000.00 |
| 31/03/2022                              | AMP Online movement            |      |      | Deposit               | 867.28        |
| 31/03/2022                              | CBA Online movement            |      |      | Withdrawal            | -7,048,399.89 |
| 31/03/2022                              | Macquarie Online movement      |      |      | Deposit               | 1,741.95      |
| 31/03/2022                              | NAB Online movement            |      |      | Withdrawal            | -347,521.91   |
| Net movement in Portfolio for the month |                                |      |      |                       | -1,395,052.57 |
| Closing Balance as at 31 March 2022     |                                |      |      |                       | 87,371,033.10 |

### Commentary:

Our investment portfolio dropped by \$1.4M during the month which is a normal trend during a non rates instalment month. Rates receipts held over from last month, together with this month's deposit maturities, totalling overall \$11M were reinvested for terms up to twelve months.

Our \$2M ANZ FRN was paid out on maturity 7/3/22 with an unfavourable fair value adjustment of \$1,740 made up of February's revaluation in arrears of \$1,500 plus another \$240 on settlement.

### Restricted Cash:

Restricted Cash are funds set aside for future expenditure and are established either by a legislative requirement or Council resolution. Reserves established by a legislative requirement are called "External Restrictions" while those established by Council are "Internal Restrictions".

The breakdown below shows that of Council's total cash and investments of \$87.749M\* at the end of March, \$82.078M was restricted leaving \$5.671M in unrestricted cash.

|  |            |
|--|------------|
|  | 31/03/2022 |
|  | \$'000     |
| Total Cash, Cash Equivalents and Investments   | 87,749 *   |
| Less: Restricted Cash:   |            |
| External Restrictions  | 16,686     |
| Internal Restrictions  | 65,392     |
| Unrestricted Cash  | 5,671      |
| *Includes on call cash in operating bank accounts not included in the investments balance above. |            |

Details of restricted cash balances are provided each quarter in the quarterly budget review.

## Summary of Receipts, Payments and Bank Balance

Cash Book Balance as at 28 February 2022

781,819.76

General Fund Acct -173,340.86  
Kiaora Bank Acct 955,160.62

### Receipts

|                                    |                      |
|------------------------------------|----------------------|
| Rates                              | 3,256,832.62         |
| Investment Maturities              | 5,000,000.00         |
| Transfers In from At Call Accounts | 14,922,000.00        |
| Other                              | 5,480,291.45         |
| <b>Total Receipts</b>              | <b>28,659,124.07</b> |

| Description                   | This month | Current YTD | Previous YTD |
|-------------------------------|------------|-------------|--------------|
| Kiaora Place                  | 895,088    | 7,571,764   | 7,173,981    |
| Deposits & Bonds              | 1,132,735  | 7,942,147   | 8,006,537    |
| Sundry Debtors                | 660,057    | 7,321,874   | 4,789,258    |
| Parking Fines                 | 549,828    | 4,285,542   | 4,215,755    |
| GST Refund                    | 264,576    | 1,659,783   | 2,399,938    |
| S7.12 Contributions           | 243,720    | 3,124,760   | 2,730,936    |
| Parking Meter Charges         | 200,092    | 1,078,584   | 822,750      |
| Trade Waste Debtors           | 124,112    | 1,093,052   | 1,215,492    |
| Roads to Recovery Grant       | 99,000     | 274,790     | 274,790      |
| Workers' Comp Claims Recovery | 84,233     | 147,120     | 134,313      |
|                               | 4,253,440  | 34,499,417  | 31,763,751   |

### Payments

|                                     |               |
|-------------------------------------|---------------|
| Cheque Payments                     | -700.00       |
| EFT Payments                        | -5,594,540.09 |
| Total Payments before Direct Debits | -5,595,240.09 |

### 10 Largest Payments during the month

| Reference | Payment Date | Payee                              | Description  | Amount      |
|-----------|--------------|------------------------------------|--|-------------|
| 91914     | 4/03/2022    | PayClear Services Pty Ltd          | Employer/employee super - Feb'22                         | -394,009.50 |
| 92345     | 31/03/2022   | Veolia Environmental Services      | Tipping fees - Feb'22 - Domestic and Trade waste         | -335,058.39 |
| 302601    | 17/03/2022   | BGIS                               | Float top up   | -315,153.85 |
| 91887     | 3/03/2022    | Stateline Asphalt                  | Gen works - Cooper Pk Rd, Boronia Rd                     | -197,386.11 |
| 92226     | 24/03/2022   | Veolia Environmental Services      | Tipping fees - Feb'22 - Curbside pickups and Green Waste | -184,198.83 |
| 137       | 22/03/2022   | National Australia Bank *          | Loan repayment - principal and interest                  | -181,423.94 |
| 136LIRS   | 16/03/2022   | National Australia Bank *          | Loan repayment - principal and interest                  | -169,710.32 |
| 92057     | 10/03/2022   | URM Environmental Services Pty Ltd | Recycling contract - Feb/Mar'22                          | -159,650.53 |
| 92405     | 31/03/2022   | Withheld                           | Refund of security deposit                               | -122,479.67 |
| 92035     | 10/03/2022   | Revenue NSW                        | Infringement processing fees - Feb'22                    | -101,129.34 |

\* Direct debit from NAB online at-call account

### Payments - Direct Debits From Bank A/c

|                                |                       |
|--------------------------------|-----------------------|
| Payroll                        | -3,024,397.64         |
| PAYG Tax                       | -992,455.75           |
| Bank Charges                   | -421.49               |
| Revenue Collection Charges     | -25,781.39            |
| Investment Purchases           | -11,000,000.00        |
| Transfers to At Call Accounts  | -7,873,000.00         |
| Credit cards                   | -13,222.39            |
| Total Direct Debits for period | -22,929,278.66        |
| <b>Total Payments</b>          | <b>-28,524,518.75</b> |

Cash Book Balance as at 31 March 2022

916,425.08

General Fund Acct 109,330.17  
Kiaora Bank Acct 807,094.91

|   |    |        |                   |
|---|----|--------|-------------------|
| Unpresented Cheques                                     | 69 | Value: | 31,939.51         |
| Outstanding Deposits & Miscellaneous Items              |    |        | 32,775.68         |
| <b>Reconciled Cash Book Balance as at 31 March 2022</b> |    |        | <b>981,140.27</b> |

Bank A/c Balances as at 31 March 2022

981,140.27

General Fund Acct 174,045.36  
Kiaora Bank Acct 807,094.91

### Unpresented Cheques > \$30,000.00

| Cheque No. | Cheque Date | Payee   | Description | Amount |
|------------|-------------|---------|-------------|--------|
|            |             | Not any |             |        |

### Commentary:

This statement presents Council's bank reconciliation as at 31 March 2022. The top ten receipt and payment items are provided. Excluding investment transactions, payments exceeded receipts this month by \$1.1M and together with movements in cash at bank resulted in the \$1.4M decrease in our total portfolio value.

## Investment Portfolio as at 31 March 2022

| RATING                  | BANK & SECURITY   | PURCHASE DATE | MATURITY DATE | TOTAL TERM (DAYS) | REMAINING DAYS TO MATURITY | %    | FACE VALUE \$ | BOOK VALUE \$ |
|-------------------------|---|---------------|---------------|-------------------|----------------------------|------|---------------|---------------|
|                         | <b>1. OAKVALE CAPITAL Limited</b>                           |               |               |                   |                            |      |               |               |
|                         | Emerald Reverse Mortgage Backed Security                    |               |               |                   |                            |      | 1,000,000.00  | 610,000.00    |
|                         | <b>2. WMC DIRECT INVESTMENTS</b>                            |               |               |                   |                            |      |               |               |
| A                       | <b>ING DIRECT</b>   |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 8/06/2021     | 8/04/2022     | 304               | 8                          | 0.45 | 6,000,000.00  | 6,000,000.00  |
| AA                      | <b>COMMONWEALTH BANK</b>                                    |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 15/06/2021    | 11/04/2022    | 300               | 11                         | 0.42 | 4,000,000.00  | 4,000,000.00  |
| BBB                     | <b>AMP BANK</b>   |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 31/05/2021    | 26/04/2022    | 330               | 26                         | 0.35 | 2,000,000.00  | 2,000,000.00  |
| BBB                     | <b>BANK OF QUEENSLAND</b>                                   |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 13/08/2021    | 13/05/2022    | 273               | 43                         | 0.44 | 3,000,000.00  | 3,000,000.00  |
| BBB                     | <b>MEMBERS EQUITY</b>                                       |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 13/08/2021    | 14/06/2022    | 305               | 75                         | 0.50 | 1,000,000.00  | 1,000,000.00  |
| AA                      | <b>WESTPAC BANKING CORPORATION</b>                          |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 30/08/2021    | 20/06/2022    | 294               | 81                         | 0.25 | 4,000,000.00  | 4,000,000.00  |
| BBB                     | <b>BANK OF QUEENSLAND</b>                                   |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 30/08/2021    | 5/07/2022     | 309               | 96                         | 0.39 | 1,000,000.00  | 1,000,000.00  |
| NR                      | <b>BANK OF SYDNEY</b>                                       |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 30/08/2021    | 5/07/2022     | 309               | 96                         | 0.54 | 1,000,000.00  | 1,000,000.00  |
| AA                      | <b>NATIONAL AUSTRALIA BANK</b>                              |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 9/07/2021     | 11/07/2022    | 367               | 102                        | 0.36 | 2,000,000.00  | 2,000,000.00  |
| BBB                     | <b>MEMBERS EQUITY</b>                                       |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 9/07/2021     | 11/07/2022    | 367               | 102                        | 0.50 | 3,000,000.00  | 3,000,000.00  |
| NR                      | <b>COMMUNITY FIRST CU</b>                                   |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 7/12/2021     | 8/08/2022     | 244               | 130                        | 1.00 | 2,000,000.00  | 2,000,000.00  |
| BBB                     | <b>JUDO BANK</b>  |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 17/09/2021    | 16/09/2022    | 364               | 169                        | 0.65 | 2,000,000.00  | 2,000,000.00  |
| BBB                     | <b>JUDO BANK</b>  |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 23/12/2021    | 20/09/2022    | 271               | 173                        | 0.95 | 1,000,000.00  | 1,000,000.00  |
| NR                      | <b>COMMUNITY FIRST CU</b>                                   |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 23/12/2021    | 24/10/2022    | 305               | 207                        | 0.90 | 1,000,000.00  | 1,000,000.00  |
| AA                      | <b>WESTPAC BANKING CORPORATION</b>                          |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 31/01/2022    | 31/10/2022    | 273               | 214                        | 0.61 | 10,000,000.00 | 10,000,000.00 |
| BBB                     | <b>AMP BANK</b>   |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 10/11/2021    | 10/11/2022    | 365               | 224                        | 1.00 | 2,000,000.00  | 2,000,000.00  |
| AA                      | <b>NATIONAL AUSTRALIA BANK</b>                              |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 9/03/2022     | 9/12/2022     | 275               | 253                        | 0.91 | 4,000,000.00  | 4,000,000.00  |
| BBB                     | <b>AMP BANK</b>   |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 5/01/2022     | 5/01/2023     | 365               | 280                        | 1.10 | 1,000,000.00  | 1,000,000.00  |
| BBB                     | <b>JUDO BANK</b>  |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 8/03/2022     | 8/03/2023     | 365               | 342                        | 1.10 | 3,000,000.00  | 3,000,000.00  |
| AA                      | <b>WESTPAC BANKING CORPORATION</b>                          |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 9/03/2022     | 9/03/2023     | 365               | 343                        | 1.08 | 4,000,000.00  | 4,000,000.00  |
| AA                      | <b>NATIONAL AUSTRALIA BANK</b>                              |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 19/01/2021    | 18/07/2023    | 910               | 474                        | 0.65 | 1,000,000.00  | 1,000,000.00  |
| AA                      | <b>WESTPAC BANKING CORPORATION</b>                          |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 19/01/2021    | 18/07/2023    | 910               | 474                        | 0.49 | 1,000,000.00  | 1,000,000.00  |
| AA                      | <b>NATIONAL AUSTRALIA BANK</b>                              |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 19/01/2021    | 17/08/2023    | 940               | 504                        | 0.66 | 1,000,000.00  | 1,000,000.00  |
| AA                      | <b>WESTPAC BANKING CORPORATION</b>                          |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 19/01/2021    | 17/08/2023    | 940               | 504                        | 0.50 | 1,000,000.00  | 1,000,000.00  |
| AA                      | <b>NATIONAL AUSTRALIA BANK</b>                              |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 19/01/2021    | 16/10/2023    | 1000              | 564                        | 0.67 | 2,000,000.00  | 2,000,000.00  |
| AA                      | <b>NATIONAL AUSTRALIA BANK</b>                              |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 19/01/2021    | 15/12/2023    | 1060              | 624                        | 0.68 | 1,000,000.00  | 1,000,000.00  |
| AA                      | <b>WESTPAC BANKING CORPORATION</b>                          |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 19/01/2021    | 15/12/2023    | 1060              | 624                        | 0.53 | 1,000,000.00  | 1,000,000.00  |
| AA                      | <b>NATIONAL AUSTRALIA BANK</b>                              |               |               |                   |                            |      |               |               |
|                         | TERM DEPOSIT  | 19/01/2021    | 19/01/2024    | 1095              | 659                        | 0.70 | 2,000,000.00  | 2,000,000.00  |
| <b>AT CALL:</b>         |   |               |               |                   |                            |      |               |               |
| AA                      | <b>COMMONWEALTH BANK</b>                                    |               |               |                   |                            |      |               |               |
|                         | ONLINE SAVER A/C  |               |               |                   |                            | 0.10 | 5,337,360.88  | 5,337,360.88  |
| BBB                     | <b>AMP BANK</b>   |               |               |                   |                            |      |               |               |
|                         | 31DAY NOTICE ACCT   |               |               |                   |                            | 0.55 | 2,056,417.94  | 2,056,417.94  |
|                         | BUSINESS SAVER ACCT   |               |               |                   |                            | 0.50 | 15.18         | 15.18         |
| A                       | <b>MACQUARIE BANK</b>                                       |               |               |                   |                            |      |               |               |
|                         | CASH MANAGEMENT ACCOUNT                                     |               |               |                   |                            | 0.40 | 4,025,836.95  | 4,025,836.95  |
| AA                      | <b>NATIONAL AUSTRALIA BANK</b>                              |               |               |                   |                            |      |               |               |
|                         | PROFESSIONAL FUNDS ACCT                                     |               |               |                   |                            | 0.50 | 8,291,402.15  | 8,291,402.15  |
| AA                      | <b>ANZ BANK</b>   |               |               |                   |                            |      |               |               |
|                         | 11AM CALL ACCT  |               |               |                   |                            | 0.03 | 50,000.00     | 50,000.00     |
|                         | Total WMC Direct Investments                                |               |               |                   |                            |      | 86,761,033.10 | 86,761,033.10 |
|                         | Weighted Average Days to Maturity of WMC Direct Investments |               |               |                   | 213.13                     |      |               |               |
|                         | Weighted Average Return of WMC Direct Investments           |               |               |                   |                            | 0.64 |               |               |
| <b>PORTFOLIO TOTALS</b> |   |               |               |                   |                            |      | 87,761,033.10 | 87,371,033.10 |

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.

P. Ryan  
CHIEF FINANCIAL OFFICER

## Commentary:

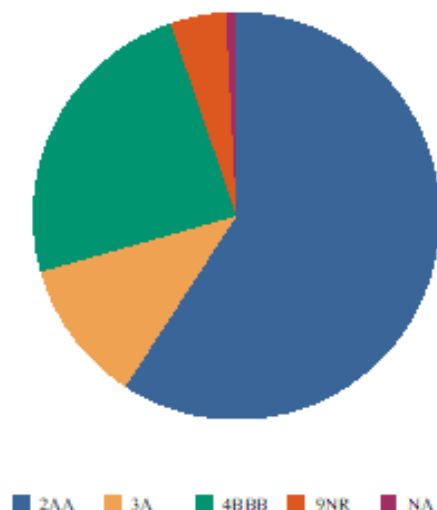
As noted last month we have now reduced our 'at call' accounts by \$7M, partly funding this month's new investments totalling \$11M.

### Investment Policy Compliance Report as at 31 March 2022

| Acct                        | Bank                         | Rating<br>Cat. | %   | Policy<br>Limit<br>\$ | Current<br>Holding | % of<br>Total | Compliance                        |
|-----------------------------|------------------------------|----------------|-----|-----------------------|--------------------|---------------|-----------------------------------|
| <b>Counterparty Limits:</b> |                              |                |     |                       |                    |               |                                   |
| AMP                         | AMP Bank                     | BBB            | 10% | 8,737,103             | 7,056,433          | 8%            | Complies - \$ 1,680,670 available |
| ANZ                         | ANZ Bank                     | AA             | 30% | 26,211,310            | 50,000             | 0%            | Complies - \$26,161,309 available |
| CBA                         | Commonwealth Bank            | AA             | 30% | 26,211,310            | 9,337,361          | 11%           | Complies - \$16,873,949 available |
| COM                         | Community First Credit Union | NR             | 5%  | 4,368,552             | 3,000,000          | 3%            | Complies - \$ 1,368,551 available |
| ING                         | ING Direct                   | A              | 15% | 13,105,655            | 6,000,000          | 7%            | Complies - \$ 7,105,654 available |
| JUD                         | Judo Bank                    | BBB            | 10% | 8,737,103             | 6,000,000          | 7%            | Complies - \$ 2,737,103 available |
| MAC                         | Macquarie Bank               | A              | 15% | 13,105,655            | 4,025,837          | 5%            | Complies - \$ 9,079,818 available |
| MEB                         | Members Equity Bank          | BBB            | 10% | 8,737,103             | 4,000,000          | 5%            | Complies - \$ 4,737,103 available |
| NAB                         | National Australia Bank      | AA             | 30% | 26,211,310            | 21,291,402         | 24%           | Complies - \$ 4,919,907 available |
| OAK                         | Oakvale Capital              | NA             |     | 0                     | 610,000            | 1%            | Grandfathered - Complies          |
| QLD                         | Bank of Queensland           | BBB            | 10% | 8,737,103             | 4,000,000          | 5%            | Complies - \$ 4,737,103 available |
| SYD                         | Bank of Sydney               | NR             | 5%  | 4,368,552             | 1,000,000          | 1%            | Complies - \$ 3,368,551 available |
| WBC                         | Westpac Banking Corporation  | AA             | 30% | 26,211,310            | 21,000,000         | 24%           | Complies - \$ 5,211,309 available |
|                             |                              |                |     |                       | 87,371,033         |               |                                   |

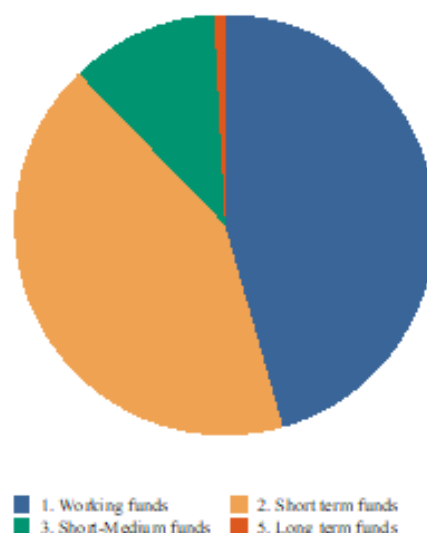
#### Credit Quality Limits:

| Rating<br>Cat. | Limit | \$         | %   |               |
|----------------|-------|------------|-----|---------------|
| AA             | 100%  | 51,678,763 | 59% | Complies      |
| A              | 45%   | 10,025,837 | 11% | Complies      |
| BBB            | 25%   | 21,056,433 | 24% | Complies      |
| NR             | 10%   | 4,000,000  | 5%  | Complies      |
| NA             |       | 610,000    | 1%  | Grandfathered |
|                |       | 87,371,033 |     |               |

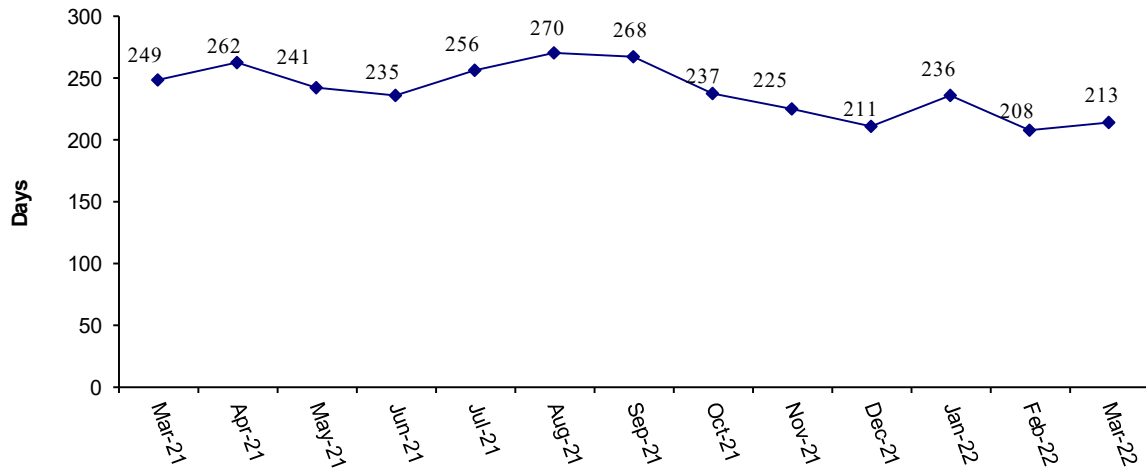


#### Term to Maturity Limits:

| Term                  | Limit  | \$         | %   |          |
|-----------------------|--------|------------|-----|----------|
| 1. Working funds      | 10-100 | 39,761,033 | 46% | Complies |
| 2. Short term funds   | 20-100 | 37,000,000 | 42% | Complies |
| 3. Short-Medium funds | 0-70   | 10,000,000 | 11% | Complies |
| 5. Long term funds    | 0-20   | 610,000    | 1%  | Complies |
|                       |        | 87,371,033 |     |          |



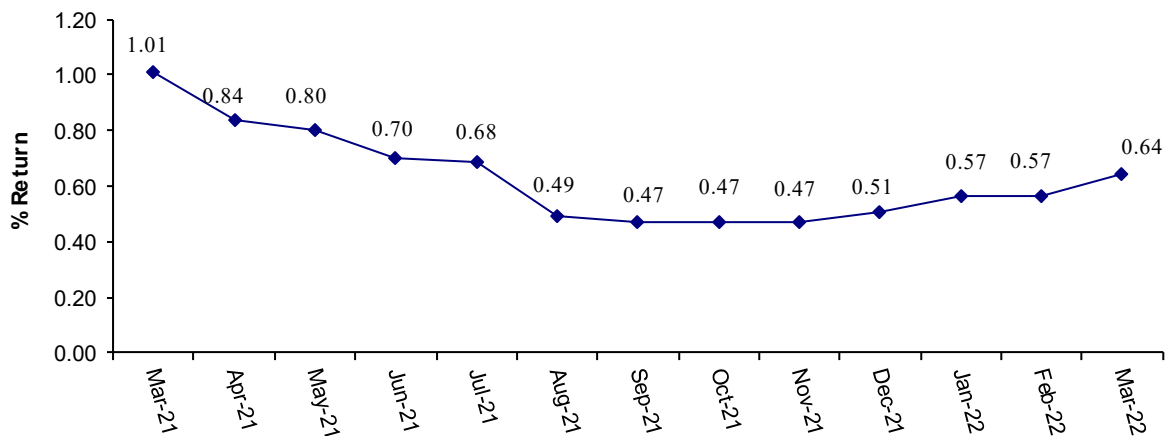
**Weighted Average Days to Maturity**



**Commentary:**

The weighted average days to maturity for this month rose 5 days with new deposits placed on terms up to 365 days.

**Weighted Average Return**

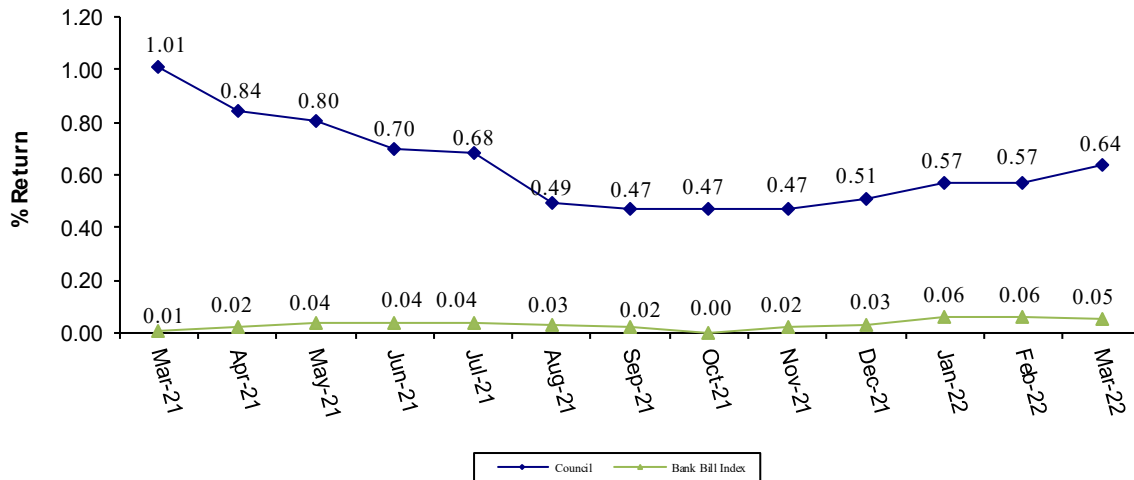


**Commentary:**

The weighted average return for March increased 7bps with new investments placed on rates up to 1.10%.



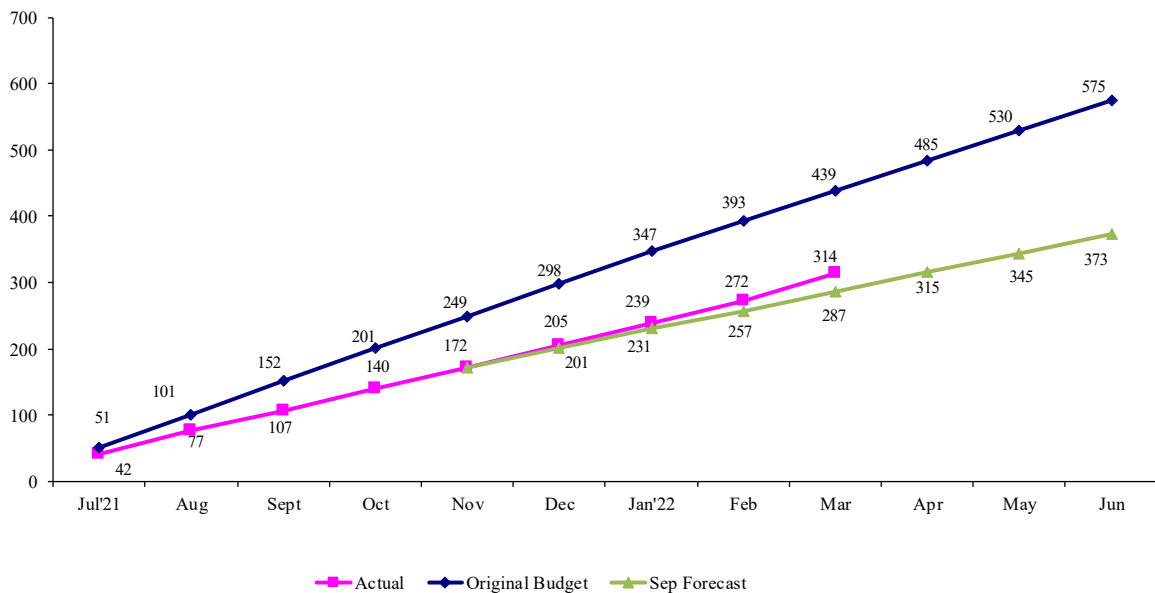
**Weighted Average Return v Bank Bill Index**



**Commentary:**

This chart tracks Council's weighted average return on its direct investment portfolio against a 90 day AusBond Bank Bill Index. Council's weighted average increased to 0.64% with the AusBond Bank Bill Index dropping slightly to 0.05%.

**Actual Interest Earned v Budget  
S'000**



**Commentary:**

Our year to date interest to March continues to trend ahead of the revised budget coming in at \$314k and \$287k respectively.

## Movements in Book Value (Fair Value) of Investments

### Formerly managed by Oakvale Capital

|                                    | Securities        | Total Book Value |
|------------------------------------|-------------------|------------------|
| 30/06/2021 Balance brought forward | 610,000.00        | 610,000.00       |
|                                    | <b>610,000.00</b> |                  |

### Direct Investments

|  | Securities     | Total Book Value |
|--|----------------|------------------|
| 30/06/2021 Balance brought forward           | 2,014,260.00   | 2,014,260.00     |
| 30/06/2020 Revalue to Market Value - ANZ FRN | (1,460.00)     | 2,012,800.00     |
| 31/07/2020 Revalue to Market Value - ANZ FRN | (1,320.00)     | 2,011,480.00     |
| 31/08/2021 Revalue to Market Value - ANZ FRN | (1,580.00)     | 2,009,900.00     |
| 30/09/2021 Revalue to Market Value - ANZ FRN | (1,960.00)     | 2,007,940.00     |
| 31/10/2021 Revalue to Market Value - ANZ FRN | (1,620.00)     | 2,006,320.00     |
| 30/11/2021 Revalue to Market Value - ANZ FRN | (1,560.00)     | 2,004,760.00     |
| 31/12/2021 Revalue to Market Value - ANZ FRN | (1,620.00)     | 2,003,140.00     |
| 31/01/2022 Revalue to Market Value - ANZ FRN | (1,400.00)     | 2,001,740.00     |
| 28/02/2022 Revalue to Market Value - ANZ FRN | (1,500.00)     | 2,000,240.00     |
| 7/03/2022 Revalue to Market Value - ANZ FRN  | (240.00)       | 2,000,000.00     |
| 7/03/2022 Paid out on maturity               | (2,000,000.00) | 0.00             |
|  | <b>0.00</b>    |                  |

### Commentary:

The table above details movements in Council's portfolio formerly managed by Oakvale Capital along with Council's direct investment floating rate notes (FRNs). It typically includes the maturity or sale of securities, quarterly coupon payments and fair value (market) adjustments.

Our \$2M ANZ FRN was paid out on maturity this month with an unfavourable revaluation on settlement of \$240.

All coupons due for March were received.

### Arrears of Rent & Fees

The table below summarises the arrears (greater than 30 days) of rents and fees as at 31 March 2022. This information is provided on a quarterly basis along with details of any outstanding debts greater than \$50,000.

Comparative information is also provided for the previous quarter and the same quarter last year.

| Type                   | Total Collectible<br>(21/22 Revenue +<br>Arrears) | > 30 days      |                |                | > 60 days      |                |               | > 90 days      |                |                |
|------------------------|---|----------------|----------------|----------------|----------------|----------------|---------------|----------------|----------------|----------------|
|                        |   | Mar'22         | Dec'21         | Mar'21         | Mar'22         | Dec'21         | Mar'21        | Mar'22         | Dec'21         | Mar'21         |
| General                | 9,639,236   | 285,806        | 179,971        | 98,114         | 113,086        | 177,975        | 15,588        | 467,406        | 651,259        | 302,427        |
| % of Total Collectible |   | 3.0%           | 1.9%           | 1.6%           | 1.2%           | 1.9%           | 0.2%          | 4.8%           | 7.0%           | 4.8%           |
| Environmental Health   | 114,739   | 20,633         | 1,206          | 21,416         | 464            | 936            | 368           | 37,997         | 35,923         | 40,761         |
| % of Total Collectible |   | 18.0%          | 2.6%           | 18.4%          | 0.4%           | 2.0%           | 0.3%          | 33.1%          | 77.6%          | 35.0%          |
| Preschool              | 160,301   | 1,490          | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              |
| % of Total Collectible |   | 0.9%           | 0.0%           | 0.0%           | 0.0%           | 0.0%           | 0.0%          | 0.0%           | 0.0%           | 0.0%           |
| Trade Waste            | 1,129,528   | 6,906          | 38,997         | 31,696         | 3,587          | 13,231         | 2,800         | 1,867          | 4,551          | 6,788          |
| % of Total Collectible |   | 0.6%           | 5.4%           | 2.7%           | 0.3%           | 1.8%           | 0.2%          | 0.2%           | 0.6%           | 0.6%           |
| Total                  | <b>11,043,804</b>                                 | <b>314,834</b> | <b>220,174</b> | <b>151,225</b> | <b>117,137</b> | <b>192,142</b> | <b>18,756</b> | <b>507,270</b> | <b>691,733</b> | <b>349,975</b> |
| % of Total Collectible |   | 2.9%           | 2.2%           | 2.0%           | 1.1%           | 1.9%           | 0.2%          | 4.6%           | 6.8%           | 4.6%           |

Outstanding Rents and Fees Debts greater than \$50,000 as at 31 March 2022.

| Name             | Amount      | Remarks  |
|------------------|-------------|--|
| A Council Tenant | \$72,898.17 | Tenant has successfully applied for Covid-19 rent waiver and rent deferral plan in January – repayment plan in place to 30/06/22. Council staff will monitor to ensure it is followed. |

**Options:**

Nil

**Community Engagement and / or Internal Consultation:**

NIL

**Policy Implications:**

NIL

**Financial Implications:**

Our investment interest income is continuing to track slightly ahead of our revised forecast. We cautiously believe that we will either meet or exceed the annual forecast of \$373k.

**Resourcing Implications:**

NIL

**Conclusion:**

Given the uncertainty with interest rates we are still investing on terms no greater than twelve months and at the same time placing funds in 'at call' accounts where they provide the best rates e.g. NAB and Macquarie. Given those limitations we will continue to see a cap on our investment returns as reflected in our current forecast.

Due to the timing of the May 2022 FC&S Committee meeting being so close to April month end, the April 2022 Monthly Financial Report will be tabled at the June 2022 FCS Committee in line with the Committee resolution from its meeting on 7 March 2022.

In order to meet the minimum investments reporting obligations under the Local Government (General) Regulation a list of investments held as at 30 April 2022 will be presented to the Committee at its meeting on 2 May 2022 as late correspondence.

**Attachments**

Nil



**Item No:** R1 Recommendation to Council  
**Subject:** **KNOX STREET PEDESTRIAN PLAZA – PUBLIC EXHIBITION**

**Author:** Caitlin Moffat, Project Manager Civil Works  
**Approvers:** Emilio Andari, Manager Engineering Services  
Tom O'Hanlon, Director - Infrastructure & Sustainability

**File No:** 22/32695  
**Purpose of the Report:** Adoption of Knox Street Concept Design from public exhibition  
**Alignment to Delivery Program:** Strategy 9.3: Maintain a high quality public domain to support and promote local business.

**Recommendation:**

THAT:

- A. Council adopt the Knox Street Pedestrian Plaza concept design (as shown in Attachment 1) and exhibited during the public exhibition; and
- B. Council proceed to detailed design and construction.

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**Executive Summary:**

The proposal of Knox Street Double Bay as a pedestrian plaza has been discussed for a number of years, including in the Double Bay Centre Public Domain Strategy which was adopted by Council on 8 August 2016. Following on from the success of the Kiaora Lands redevelopment and the pedestrianisation of Kiaora Lane, there was wide-spread feedback from businesses on the northern side of New South Head Road for a similar destination treatment that would encourage more visitors and reactivate this section of Double Bay.

In 2019, a Council Notice of Motion resolved that Council formulate a plan for turning more of the Double Bay Commercial Centre into pedestrian only precincts, with Knox Street identified as one of the key suggested streets.

In response to this Notice of Motion, in September 2020 the Double Bay Pedestrian Study was presented to Council's FC&S Committee and Council where it was adopted and resolved that projects identified in the Study progress to design. The pedestrianisation of Knox Street was one of the high priority projects identified.

In August 2020, Council was advised of the NSW State Government "NSW Public Spaces Legacy Program" where funding for large scale projects was available to local Councils' to "*provide long-term value by funding new and/or improved high-quality public and open spaces ensuring a legacy well beyond the COVID-19 economic recovery period*". The General Managers Report to Council in November 2020 outlined Knox Street as one of eight possible projects to be considered for the NSW Public Spaces Legacy Program to go to community consultation. As a result of that initial consultation, Council endorsed the Knox Street Pedestrianisation project as one of two projects to be included in the funding application under the NSW Public Spaces Legacy Program on 21 February 2021;

8/21 (Zeltzer/Shields)

Resolved: THAT Council endorse the following projects for inclusion in the application for funding under the NSW Public Spaces Legacy Program:

- i. Creation of a pedestrianised public plaza in Knox Street, Double Bay.
- ii. Redleaf Access Project.

Council was successful in its application for funding for the Knox Street Pedestrian Plaza by the NSW Government, however under the terms of the funding, Council must construct and deliver the project by December 2022.

It must be noted that a critical component of the funding under these scheme was for funding to be directed to:

*“projects which will deliver new or upgraded public open space, including:*

- *Regional and district open spaces and linear parklands*
- *Trails and strategic open space linkages*
- *Foreshore precincts including improvements to water based recreation*
- *Civic plazas and town squares*
- *Heritage works associated with any of the above.*

*The Program guidelines state that selected projects should have strategic alignment with strategies such as our Local Strategic Planning Statement, Council open space and recreation strategies and long term open space network outcomes such as the Sydney Green Grid”.*

The Knox Street Pedestrian Plaza was selected as a civic plaza that had already been identified in the Double Bay Centre Public Domain Strategy and the Double Bay Pedestrian Study, both of which had already been endorsed by Council. Council's approval for proceeding with this project was an opportunity to fully fund a significant new community open space in the Double Bay Commercial Centre. The funding, and original concept of this plaza, was the creation of a pedestrianised space, that by its definition sought to remove traffic and vehicles from this area in the heart of Double Bay, and create a lively, engaging, activated space, that can adapt to many types of uses for the community now and into the future.

### **Discussion:**

In September 2021, Council undertook consultation to capture ideas to inform the design of the plaza. This included:

- Councillor Workshop on 8 September 2021 (where opportunities and constraints to the site were identified as well as design principles and desired precedents);
- Community consultation from 23 September to 8 October 2021;
- Knox Street stakeholders workshop on 30 September 2021 (ideas to inform the design); and
- Meeting with residents of the Cosmopolitan Building held on 19 October 2021 (to discuss in greater detail the specific issues presented in their submissions). The discussion focused on understanding the current situation, the perceived impact of the proposed plaza and possible solutions to mitigate the concerns.

Over the submission period, 156 submissions were received. Based on the consultation, the following key design principles were identified and set the foundation for the concept development:

- Comfortable and leafy;
- A vibrant and inclusive village;
- Transformative and engaging; and
- A bustling, cosmopolitan retail experience.

The resultant concept design (as per Attachment 1) is broken down into four unique areas taking into consideration outcomes of the consultation;

- Guilfoyle Square;  
Situated at the Bay Street end of the plaza, this space is a connection with Guilfoyle Park. It is a transformative area, allowing for markets, events and other temporary activations. This includes a pavilion structure, large trees and public furniture.

- Outdoor Dining pads;  
The mid-section of the plaza contains opportunities for outdoor dining both public and private. Two dining pads are dedicated to be leased by food and beverage operators. The other furniture is available for the public to enjoy.
- Secret Garden;  
Located near Goldman Lane, the Secret Garden is a more enclosed area of the plaza providing sculptural/art opportunities and an area for quiet respite. The planting provides a buffer from New South Head Road.
- Knox Street.  
Knox Street will be 'One-Way' eastbound traffic flow from Goldman Lane to New South Head Road. There will be three short stay parking spaces and two taxi spaces. An additional loading zone will be located at the termination of the plaza. There will also be an expansion of the footpath in front of 376-382 New South Head Road to improve the streetscape.

The concept design (as per Attachment 1) was placed on public exhibition from 3 – 23 February 2022 following on from a Councillor briefing. The public exhibition resulted in 97 submissions to the 'Your Say Woollahra' page (as per Attachment 2) and 64 submissions via email (as per Attachment 3), of these 3 people provided a submission to both. Submissions via 'Your Say' were supportive of the removal of cars from the street and priority to pedestrians. It was also expressed that it will add 'vibrancy and vitality to the local area'. On the counter argument, possible traffic congestion and the removal of parking were noted as the largest issues with the overall plan.

The main topics of discussion were as follows;

Use of space;

The layout of the plaza is designed to be flexible in use with generous paved areas on the property boundaries functioning as both access and possible footway dining (see example from Darling Square below). The open space beneath the pavilion in Guilfoyle Square and dining pads for food and beverage operators are non-prescriptive and can function as open space should no event or dining opportunity be forthcoming.



From the 'Your Say' survey on this the results are as follows;

| How do you feel about the use of space to provide seated and shaded areas, landscaping, pedestrian access, and flexibility for activations and events? |    |
|--|----|
| I really like it   | 32 |
| I somewhat like it   | 21 |
| Neutral  | 3  |
| I somewhat dislike it  | 15 |
| I really dislike it  | 26 |

Submissions expressed that plaza 'will provide additional outdoor and recreational space that is perfectly suited to the Double Bay precinct' and that it is 'an excellent use of space'. It was also said that it 'creates a seamless and uninterrupted connection from Bay Street to New South Head Road'. Others reiterated that the plaza must be flexible, simple and appropriate in scale. There was also a request for materials to be classic and timeless.

A desire was expressed for a water feature however Council staff determined that it was unsuitable due to the financial impact of construction and maintenance.

Council has considered that the plaza in Knox Street and Guilfoyle Park will effectively become extensions of each other, and with the success of events such as the regular Double Bay Markets on a Thursday, Council sees an opportunity to further develop the Double Bay Commercial Precinct with greater activation of the extended space.

It should be noted that lighting, Indigenous and heritage layers, amenities such as bubblers and garbage bins have not been included in this plan as they will be resolved during the detailed design phase of the project.

Based on the comments on the use of the space and layout of the plaza, the exhibited concept plan strikes a balance and does not require amendment.

#### Plants and greenery:

The tree boulevard connects and extends the canopy network along Knox Street from Guilfoyle Park, Bay Street and Steyne Park. It is also reflective of the tree lined streets that the Woollahra LGA is known for. The landscaping delineates the areas within the plaza, providing a soft natural buffer in the heart of Double Bay.

The responses on the Your Say Woollahra survey were overwhelming in favour of the balance of the plants and greenery proposed in the concept design as can be seen below;

| How do you feel about the use of plants and greenery in the design? |    |
|---|----|
| I really like it  | 42 |
| I somewhat like it  | 21 |
| Neutral   | 16 |
| I somewhat dislike it   | 8  |
| I strongly dislike it   | 11 |

The plan proposes more than 20 new large trees to be planted in large vaults allowing for the trees to grow healthy and unimpeded. Some submissions expressed concern in regards to the removal of the existing trees, however the concept as exhibited provides an unprecedented boost to the canopy of cover Double Bay.

Submissions noted their preference for native species and were pleased by the shade that would be provided from the trees.



Built structures:

The concept design proposes a Pavilion in the Guilfoyle Square to function as a gateway treatment to the Knox Street Pedestrian Plaza at the Bay Street end. The intention is to be similar to the one in Darling Square, however this will be further resolved in detailed design. See below;



Other built elements such as public art and the styles of outdoor furniture will be resolved during detailed design. The outdoor furniture is intended to be a mix of fixed furniture (as per the above image) and movable furniture to allow flexibility of use. The image below shows that moveable furniture can be used to enhance the fixed furniture and provide the opportunity for large groups to enjoy the space together.



The outcomes from survey on the 'Your Say Woollahra' on this are as follows;

| How do you feel about the use of built structures (e.g. pavilion, public art, outdoor furniture) in the design? |    |
|---|----|
| I really like it  | 22 |
| I somewhat like it  | 21 |
| Neutral   | 23 |
| I somewhat dislike it   | 10 |
| I strongly dislike it   | 22 |

There was support for the flexibility of fixed and bespoke removable furniture, however it must not clutter the space. Another expressed that furniture should be for restaurants and cafes, whilst others said it should be for the public.

Submissions were generally supportive of a pavilion structure, furniture and artworks. A couple of submissions asked for something for children which has been incorporated in the plan with the possibility of temporary play structures beneath the pavilion.

There was a request for more shade and shelter from the elements. Shade can be provided through the tree canopy proposed. Additionally, if the dining pads are used by commercial operators, they may look to incorporate temporary options such as umbrellas.

#### Traffic and Parking:

From a traffic perspective, Knox Street consists of no driveways and therefore, provides great opportunity to fully pedestrianise the area into a vibrant, attractive and liveable place.

Traffic and loss of parking were the most identified topics in the submissions received. Council have engaged transport consultants, SCT Consulting, to conduct an investigation of the proposal and to review both the current traffic conditions and the impact on the local traffic network of the proposed road closure. A report on traffic and parking, including SCT's investigation on the traffic and parking implications were presented at an extraordinary Local Traffic Committee meeting held on 26 April 2022 where the Committees' recommendation supported to approval of the concept design which involves the proposed permanent road closure for Knox Street, Double Bay, between Bay Street and Goldman Lane, and the proposed 'one-way' eastbound traffic flow for Knox Street, Double Bay, between Goldman Lane and New South Head Road, with proposed parking restrictions and associated signs and line markings. The minutes of this meeting will be presented to Council's Finance, Community and Services Committee on 2 May 2022.

Submissions stated that commercial premises will lose trade as a result of the parking loss. In this area, Council can draw on the experience of the Kiaora Place design that has revitalised the southern side of New South Head Road, and a key focus of this design is to create a space that brings greater and longer-term visitors to the area. Increased foot traffic has resulted in more people spending longer in the area on the southern side. It is envisaged that this proposal will result in this happening on the northern side.

The design of parking in Double Bay has long been established with a variety of parking restrictions, moving from shorter term in the middle of Double Bay, to longer-term parking further out, to ensure both a mix of parking options and to ensure turnover specifically to support businesses. Parking options include on-street metered parking and parking stations at the Cosmopolitan and Cross Street. Surveys of the off-street capacity indicate that there is sufficient capacity in the surrounding public car parking facilities around the transport network to accommodate the parking space loss.

Of the traffic-related comments received from the community, concerns were raised regarding the redistribution of traffic in adjacent roads, particularly for vehicles wanting to turn right out of Double Bay onto New South Head Road westbound. Some of these comments received had requested that the intersection of Cross Street and New South Head Road be upgraded to complement the change in traffic conditions. Another concern raised was in relation to the vehicular capacity of Goldman Lane to withstand the detoured traffic from Knox Street whilst sufficiently catering for pedestrians.

The proposal will prevent vehicular access into Knox Street from New South Head Road and will ultimately improve safety at this intersection, particularly turning movements from New South Head Road into Knox Street, as there is no dedicated right turn lane on New South Head Road.

Right turn traffic movements from New South Head Road to the northern side of the Double Bay Commercial Centre will be diverted to William Street which is a classified regional road and can sustain the traffic volume. In addition, there is a dedicated right turn lane on New South Head Road at William Street.

Council's Traffic and Transport Engineers have assessed the traffic count data for a number of streets in Double Bay, as well as the intersection analysis of Knox Street and New South Head Road and impact on the performance of other nearby intersections along New South Head Road, and it is considered that the traffic volumes diverted and the intersection modelling following impacts would be satisfactory.

It is also noted that Council's Traffic and Transport Engineers have met with Transport for NSW (TfNSW) to discuss the traffic implications on the New South Head Road corridor for the surrounding intersections. As such, a Traffic Management Plan has been submitted to TfNSW for consideration and approval.

#### Cosmopolitan Residents' concerns:

Council staff met with residents of the Cosmopolitan in October 2021 to discuss their concerns and has incorporated the feedback as best as possible to achieve an outcome that benefits Double Bay. In regards to emergency access, this has been provided on both sides of the plaza parallel to the property boundaries, and is an essential component of a design such as this. Additionally, this provides access for removalist vehicles and cranes through the current stand plant application process in place through Council. This will be a safer and cost effective improvement to the current situation where Traffic Management or double parking is required. These benefits are also afforded with an additional loading zone and short term parking spaces provided on Knox Street toward New South Head Road.

Residents also raised concern about safety and security in regards to the night time activity once licensed premises in Double Bay close and patrons loiter the street. The relocation of the taxi zone will move those waiting for a taxi late at night away from the residences. The design incorporates CPTED principles such as low level planting, tall mature trees and pedestrian level lighting increasing passive surveillance and visibility throughout the plaza. Council's existing Public Safety CCTV network will also continue in Double Bay.

Cosmopolitan residents also commented on outdoor dining and the noise associated with it. This matter was specifically addressed in the meeting with residents, where it was confirmed that these approvals are through Council and can be revoked due to noncompliance, and Council intends to take a firm approach to this impact.

#### General comments:

The concept design on public exhibition has provided the best outcome for Knox Street Double Bay has been designed with the flexibility and adaptability to respond to changes and there are no recommendations for changes.

Reviews from published literature and local, national and international experience suggests that there is significant social, economic, transport and health benefits associated with pedestrianisation that results in;

- An increase in retail spending as pedestrians walking into shops typically spend more than people driving around in cars.
- Supporting active transport modes and discourages unnecessary vehicular movements and improve safety in busy areas.
- Presenting strong place making opportunities to transform streetscapes, create urban plazas and encourage al fresco dining and social events.

With the above, the benefits to pedestrianisation outweigh the loss of on-street parking in this area

**Options:**

NIL.

**Community Engagement and / or Internal Consultation:**

As outlined previously, in September 2021, Council undertook broad community consultation, specific consultation with key stakeholders, residents of the Cosmopolitan and Councillors that resulted in 156 submissions and identified the key principals that the Knox Street Pedestrian Plaza was designed upon.

A second consultation on the concept design was placed on public exhibition from 3 – 23 February 2022 with the exhibition materials and an online submission form hosted on Your Say Woollahra. Notifications directing people to the page were distributed through letterbox drop (1032) and letters posted to owners (1032) plus emails to local businesses (103) and those who participated in the initial round of engagement (101). Additionally, there was on-site signage, social media posts, digital signage in our Library and Customer Service area, and a quarter page advertisement in the Wentworth Courier as well as a mention in the Mayoral Column. There were two pop-ups in Guilfoyle Park, providing the community with an opportunity to discuss the plan with staff and consultants.

Council's staff across various departments have been consulted on this project and have been informed of the concept design. It is anticipated that this process will continue through the detail design phase for this project.

Council staff have also met and consulted with Eastern Suburbs Police Area Command on the design and considered their feedback, particularly around concerns with the night-time economy in Double Bay. It is anticipated that this process will continue through the detail design phase for this project.

**Policy Implications:**

NIL.

**Financial Implications:**

Woollahra Council has successfully applied for funding for a new public plaza at Knox Street, Double Bay under the NSW Government's Public Spaces Legacy Program. Council will receive \$4.75 million to create a public pedestrian area on Knox Street with new lighting, plantings, public art and seating for the whole community to enjoy. Under the terms of the funding, Council must construct and deliver the project by December 2022.

**Resourcing Implications:**

NIL.

**Conclusion:**

The Knox Street Pedestrian Plaza concept design has received support in regards to the design through the public exhibition and it is recommended that Council proceed with detailed design and construction to provide the Double Bay Commercial Centre with a vibrant and engaging space that gives Double Bay an exciting new destination.

**Attachments**

1. Knox Street Double Bay - Public Plaza - Concept Design
2. 'Your Say Woollahra' questions
3. Summary of email submissions





# Knox Street Plaza

**Knox Street** is a quintessential part of Double Bay's **village appeal** with its **inviting** streets, lanes, arcades and **public spaces**.

The NSW Government has allocated \$4.75 million in funding to Woollahra Council to fund a new public plaza at Knox Street, Double Bay, as part of the NSW Public Spaces Legacy Program, subject to Council meeting planning acceleration targets. The plaza will provide extra space and infrastructure for the community to gather, rest and relax in a leafy and welcoming environment. It will also create potential for new events, markets, activations and outdoor dining experiences in an already vibrant and inviting part of Double Bay for the whole community to enjoy.

The following design principles are central to our vision for Knox Street, as supported by the community during initial consultation:



Illustrative perspective of Knox Street Plaza

ASPECT Studios



Proudly funded by



Knox Street Plaza Landscape Plan

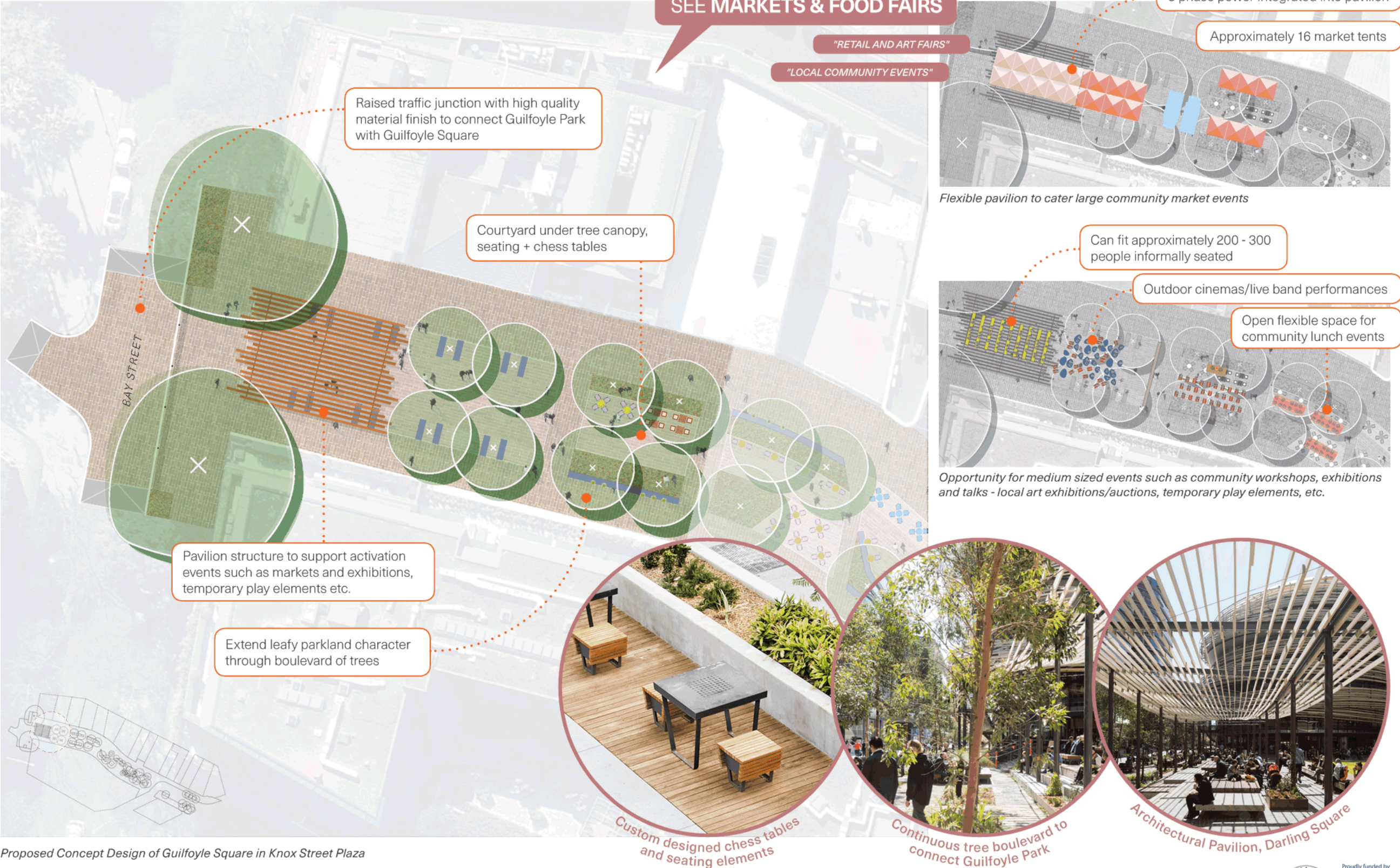
KNOX STREET PLAZA  
CONCEPT DESIGN



Proposed Concept Design of Knox Street Plaza

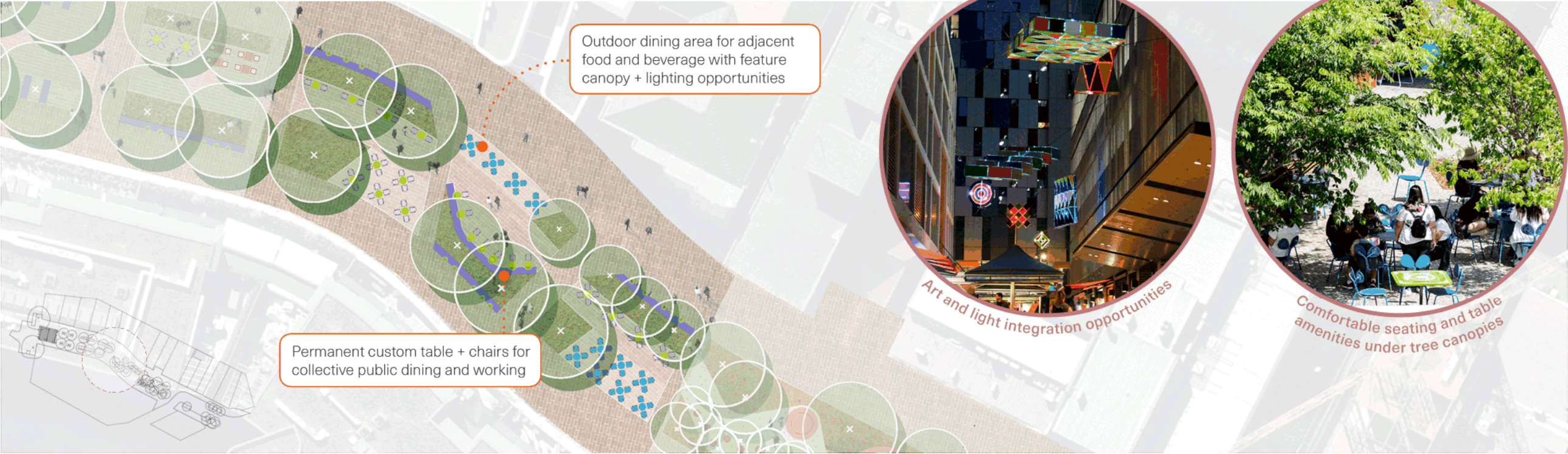


1 Guilfoyle Square





2 Outdoor Dining Pads



Proposed Concept Design of Outdoor Dining Pads in Knox Street Plaza

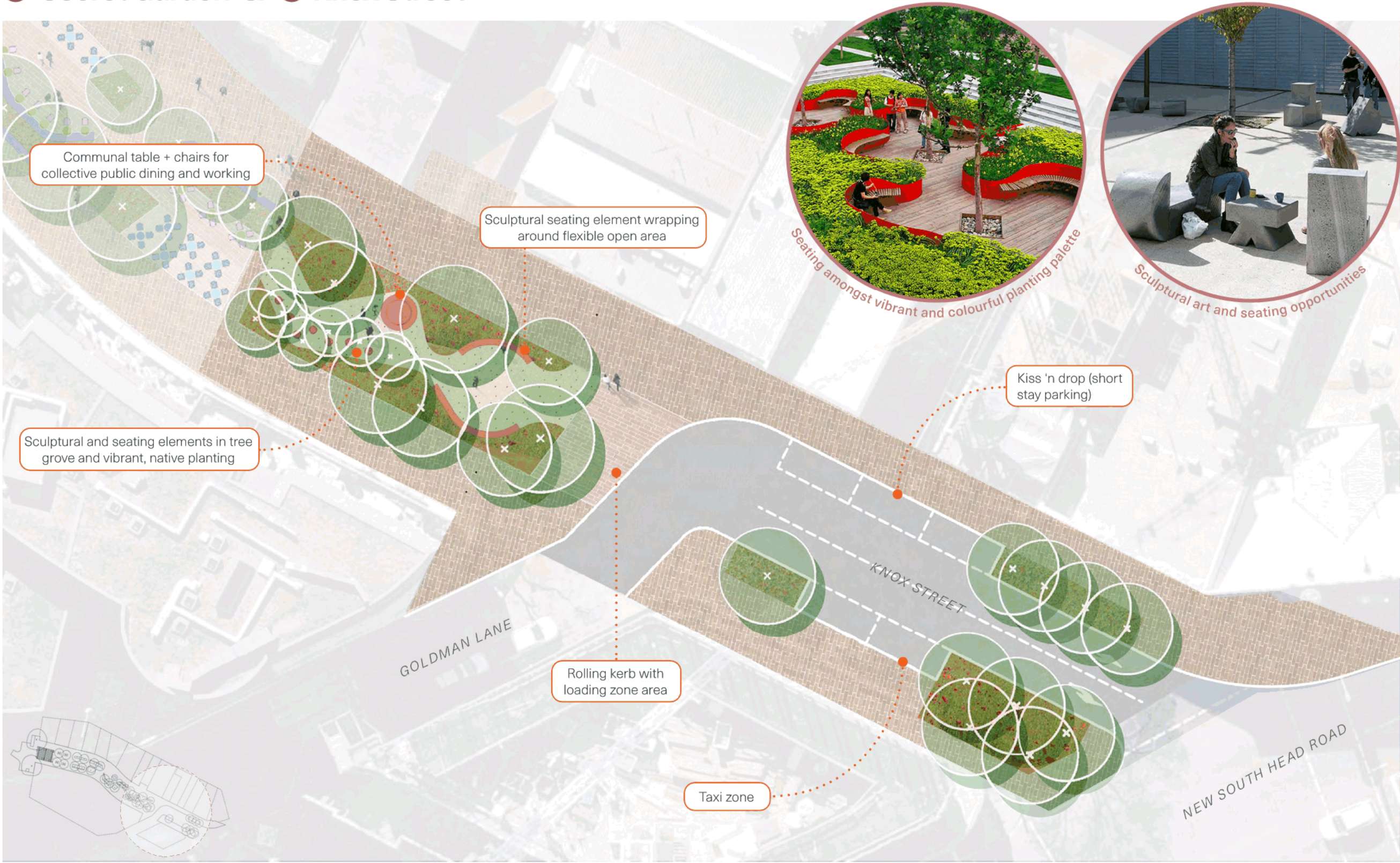


Section through Knox Street Plaza



3 Secret Garden & 4 Knox Street

KNOX STREET PLAZA  
CONCEPT DESIGN



Proposed Concept Design of Secret Garden & Knox Street in Knox Street Plaza

ASPECT Studios

ASPECT Studios







**Annexure 2 - Knox Street Pedestrian Plaza - Public Exhibition - Your Say Woollahra Responses**

| No. | <b>Question 1 - How do you feel about the use of space to provide seated and shaded areas, landscaping, pedestrian access, and flexibility for activations and events?</b>   |
|-----|--|
| 1   | Where are all the cars going to park? As a resident on South ave it is soooo difficult to find parking especially on Thursday when markets are there and ALL the building work going on... the last three years have been constant noise and construction- what measures are you putting in place to ensure residents are able to access their properties and enjoy when there is so much construction going on?                       |
| 2   | Lots of birds (corollas) often nest in trees here. What's the situation re bird droppings and making sure furniture remains clean? Also, loss of many parking spots - how does council address that (besides fining everyone constantly)?  |
| 3   | A water feature/fountain would be nice. Japanese koi pond?   |
| 4   | No research into traffic effects of closing Knox st to NSH Rd. No consideration to a shared space concept. Problematic access for retail suppliers and residents of the Cosmo centre.  |
| 5   |  |
| 6   |  |
| 7   | Need to integrate active transport - like places to lock my bike and docking stations for ebikes and escooters.  |
| 8   | Double Bay is impossibly slow to drive through apart from NSH Road. Cutting off yet another road makes it even harder to get around. There should be at least one way traffic. Also losing all that parking is sad. The trees are full of lorikeets and although I love lorikeets, it is impossible to have a conversation next to them in the evenings  |
| 9   | I love the flexibility of having a mix of fixed and bespoke removable furniture. I also love the incorporation of gardens and plenty of greenery.  |
| 10  | A lot of space duplicated  |
| 11  |  |
| 12  |  |
| 13  | I think this is admirable and particularly like the additional planting for the enviroment. However, I cannot see any increase in public conveniences (bathrooms etc) nor water fountains/ dog drinking stations. Plus, what about all the rubbish and food waste removal?   |
| 14  | Don't like bright colours  |
| 15  | We need more CANOPY. Double Bay CBD is pretty much a concrete wasteland. I DO NOT support the removal of mature street trees - why can't this concept be designed around the assets we already have? And add more trees, as much shade as is possible for aesthetic beauty, cooling and air filtering due to noxious relentless traffic on NSH road.   |
| 16  | <ul style="list-style-type: none"> <li>• There appears very little in the concept by way of telling Double Bay's 'story' (The Gulfoyle Nursury that was in almost that exact location).</li> <li>• As well, I wish to heartedly endorse recognising the longer history of the area, especially something that acknowledges first-nations custodianship, which Double Bay has next to nothing regarding its Aboriginal past.</li> </ul> |
| 17  |  |
| 18  |  |

**Annexure 2 - Knox Street Pedestrian Plaza - Public Exhibition - Your Say Woollahra Responses**

| No. | <b>Question 1 - How do you feel about the use of space to provide seated and shaded areas, landscaping, pedestrian access, and flexibility for activations and events?</b>  |
|-----|---|
| 19  | I love that pedestrian access and public spaces are finally trumping cars and roads. Do not give in to people complaining about the loss of parking spaces or vehicular access - if this plan is truly to enhance the area for double bay locals then parking spaces are not needed - we all love to walk! I hope shop owners don't view the loss of parking spaces as detrimental to their business because in reality <u>the foot traffic will increase enormously.</u>   |
| 20  | Love the Leafy Trees and the opportunity to enjoy them while dining outside   |
| 21  |   |
| 22  | I don't like it because there isn't any car parking spaces left due to new pedestrian access.   |
| 23  | Kiora lane has been terrific  |
| 24  | The proposal has been made without taking into account the current upheaval in the DB area due to rampant over-development in Cross Street and Bay Street which has turned the area into a nightmare for residents and local businesses. Traffic, parking and general amenity have all suffered enormously and will be further impacted when WMC redevelops the Cross Street public parking station. The Knox Street proposal should be put on hold until the current spate of development in the area has been completed and the situation should then be reassessed. At present, the interests of rate payers are being ignored.  |
| 25  | I reside in Double Bay and the front entrance to my home where I accept deliveries and enter the building is on Knox Street. I am almost 90 years old - How will I receive food deliveries which I rely on because I can not carry parcels? I need the taxis in the street, where will they move to? When visitors come they already have issues parking and you are proposing to take away this amenity. There are already issues with traffic and you are creating more bottlenecks. What will happen at night when people just 'hang out' in the street, will you have security? You have already developed Double Bay and there is an increase in noise and lack of amenity, when will this stop? This is an ill-conceived plan that doesn't take into account the needs of residents. No one would want it at their <u>front door don't put it in mine</u> |
| 26  | Totally inappropriate to close this section of Knox St to traffic. It will only encourage gathering of drunk people from local bars and the Sheaf who already scream and chant and vandalize the place (e.g. the existing plants were pulled out by their roots and dumped on the road the other night). I feel sorry for the people in the apartments along Knox street  |
| 27  |   |
| 28  |   |
| 29  | you are removing valuable parking bays for visitors to double bay. Parking is already a problem in double bay, why make it more a problem for visitor to find parking   |

**Annexure 2 - Knox Street Pedestrian Plaza - Public Exhibition - Your Say Woollahra Responses**

| No. | <b>Question 1 - How do you feel about the use of space to provide seated and shaded areas, landscaping, pedestrian access, and flexibility for activations and events?</b>  |
|-----|---|
| 30  | This is a very poor choice of the use of space. The closing of Knox St as a thoroughfare removes an alternate route for residents' and shopper traffic seeking to exit Double Bay and join New South Head Rd heading in a Westerly direction (towards Sydney CBD). The Council's traffic report is a clear indication that this is the case. Rather than attract shoppers to Double Bay, they will avoid it due to the impossible traffic conditions created by the Council.  |
| 31  | There is a beautiful tree on the corner of Knox Street and New South Head Road, often called "the bird tree" for the hundreds of birds that roost there each night, with a wonderful massed bird sounds. It is not shown on the plan and I fear it will be removed. This would be a great pity. I am sure the road can be converted to one way without removing this tree. With a protective barrier around it cars could drive on one or both sides.   |
| 32  | Ensure the easy access of home owners and tradespeople t]for people and business in Knox street   |
| 33  | Should allow cafes and restaurants to use the space for their business as this will provide more atmosphere   |
| 34  | I like most of it except I feel that "flexibility for activations and events" should be in Guilfoyle Park which is purpose built for it.  |
| 35  | <p>Trees are good as is pedestrian access and some seating. Don't agree with your choice of trees though. Please get a horticulturist to assess in consideration of the area.</p> <p>You must take into consideration that there is no public transport to Double Bay. So you should include 10kmph traffic lane. Traffic routed through William street will create bottle necks and traffic issues</p> <p>Also timing of this project does not take into consideration retailer input to delay the project post covid.</p> <p>Chess boards in Double Bay is not a good idea .. ...there are lots of residential apartments and this will encourage unnecessary rowdy behaviour at night. Taking away parking in a community where there is an aging demographics will be detrimental to quality of life and will impact trade</p> <p>Suggest - You consider temporary closure of the road and assess impact before progressing. Thanks</p> |
| 36  | I am against the change to Knox St that will effect the ability for parking and bringing people into Double Bay. How will the 28 spots being lost be replaced?  |
| 37  | The loss of 28 parking spots will be a disaster for residents f double bay who are already struggling to find parking spaces during the day and night especially as there are many older blocks without off-street parking  |
| 38  | Not required  |
| 39  | <p>I am hugely concerned about losing even more parking in Double Bay. With all the new residential complexes that have been built without enough parking for their residents plus all</p> <p>The new restaurants and retail bringing people to Double Bay. There has been no extra parking to cover this and parking is now impossible.</p>  |

**Annexure 2 - Knox Street Pedestrian Plaza - Public Exhibition - Your Say Woollahra Responses**

| No. | <b>Question 1 - How do you feel about the use of space to provide seated and shaded areas, landscaping, pedestrian access, and flexibility for activations and events?</b>  |
|-----|---|
| 40  | The use of space is transformative and will increase the vibrancy and vitality of the local area. The public plaza will provide additional outdoor and recreational space that is perfectly suited to the Double Bay precinct. The proposed pavilion and courtyard structures will activate communal use while preserving the greenery and tree canopy. In particular, the kerb extension with planted verges and trees at the corner of Knox Street and New South Head Road is a welcomed addition. It is an excellent use of space which creates a seamless and uninterrupted connection from Bay Street to New South Head Road. It also enables for greater pedestrianisation and plaza activation.  |
| 41  |   |
| 42  | Looks nice but however quiet useless when it rains, there is not enough cover over seating when its raining, nice to get a coffee and sit on dry seating and be covered.  |
| 43  | What are you going to do about lost car parks and the pressure that puts on local residents where parking is already a major issue.   |
| 44  | It will only invite crowds that don't spend on local businesses and a significant loss of car spaces.   |
| 45  |   |
| 46  | <p>The closure of Knox Street removes 30 or so car park places, which over the course of a day probably allows 200 - 300 vehicles to park there. Parking in Double Bay is already pathetically underprovided. The Council Car Park in Cross Street is A. Expensive and B. Often full.</p> <p>Knox Street is hardly an attractive place, no real views.</p> <p>It is likely to be a hot place to sit in, trees or no trees.</p> <p>The population of Double Bay is quite elderly, and do you really expect them to sit around on hard seats in hot sun?</p> <p>Did anyone actually visit each business along Knox street and ask their opinion? I have myself asked a few, none wanted it, thought it a complete waste of money.</p> <p>At the pop up stand in Guilfoyle park today there was just me and a couple. I was told that consultation on the project was basically limited to 2 pop up sessions, and to a few signs on lamp posts, which require a fairly tech savvy person to do what I have managed to do this evening. I was told that a number of people had been emailed or had a brochure dropped in. Same problem, you are relying on inertia to avoid awkward responses. To my mind that is sheer laziness.</p> <p>I asked who dreamed up the plan, it seemed like a young traffic consultant was behind it. Did Council request a plan?</p> <p>I am not a resident of Woollahra, but for 6 years, barring Covid breaks, I have volunteered at the Woollahra Library, and as of next week I will be there four times a week. Up to 3 hours at a time. Which precludes me from using the Woolworths car park, and I often have to park in Guilfoyle ave., if I am lucky, just very occasionally in Knox street. I am a bit disabled, and have disability parking sticker. I manage at the moment, but it gets harder... Once Knox street as we know it has gone, it is going to be almost impossible to find a spot. In the meantime I will no doubt cruise around for anything up to 30 minutes polluting the atmosphere!</p> |



**Annexure 2 - Knox Street Pedestrian Plaza - Public Exhibition - Your Say Woollahra Responses**

| <b>No.</b> | <b>Question 1 - How do you feel about the use of space to provide seated and shaded areas, landscaping, pedestrian access, and flexibility for activations and events?</b>  |
|------------|---|
| 47         |   |
| 48         | I'd like to see specific spots reserved for music performances and buskers. The area needs vibrancy and entertainment.  |
| 49         | concerns about additional noise in the area, build up of traffic in other areas and the pressure on parking - especially for local residents such as myself who do not have personal car parks and use street parking.  |
| 50         | It seems to work well as is.  |
| 51         | While the concept looks nice i cannot find one person in my street who thinks it should go ahead. I assume that's due to the congestion, noise and resident parking impact the plaza will have on locals.   |
| 52         |   |
| 53         |   |
| 54         | It is going to choke Double Bay with traffic and extra cars as you over develop allowing 6 story DA's -   |
| 55         |   |
| 56         | Please not too much concrete!   |
| 57         | WHERE IS THE NEW PARKING. Double bay is already impossible to park in and this takes away even more: are you putting in extra parking????   |
| 58         | This area is a road. It is required to assist in the traffic flow and parking capacity required to service the businesses around the village of Double Bay.   |
| 59         | Yesterday at the display in Guilfoyle Avenue a Council representative confirmed the only entry to Knox St will be via Goldman Lane, thus substantially increasing traffic along William Street. This whole concept has been rushed and badly thought through, in order to take advantage of the Government Grant.   |
| 60         | The plaza will cause extra traffic exit from Cross Street, which is already a disaster and will get worse because of overdevelopment of units in Bay Street and surrounds   |
| 61         | Shaded space should be from trees and not artificial shade/constructed awnings.   |
| 62         | Double Bay needs a space like this. I am sure there will be some who will oppose it as it inconveniences them via parking being reduced or traffic flow. But I feel that large numbers of people will benefit from this pedestrian space like we now experience in the city in George Street and in front of Circular Quay.   |
| 63         | There should be no markets it is unfair to the current shops who pay high rents to have operators with no overheads arrive and sell goods and services in competition.  |
| 64         |   |
| 65         | Too many problems with traffic and parking. Bad for residents. Creates unnecessary congestion.  |
| 66         | I love the concept but don't agree with the choice of area. The street is essential in Double Bay locals getting around. I use the street to navigate the overcrowded and difficult intersections already in place and rely on it to be able to cross New South Head road in my car. It helps with transporting elderly people, groceries etc and I feel the project needs to move. |
| 67         | Parking and traffic is already bad enough.  |

**Annexure 2 - Knox Street Pedestrian Plaza - Public Exhibition - Your Say Woollahra Responses**

| No. | <b>Question 1 - How do you feel about the use of space to provide seated and shaded areas, landscaping, pedestrian access, and flexibility for activations and events?</b>   |
|-----|--|
| 68  | Important to have as much tree shade as possible.  |
| 69  |  |
| 70  | The use of the word 'shared' is of utmost important. Its not just the residents, its the prosperity of businesses, the people who visit and add to the area  |
| 71  | I'm concerned about the traffic flow results and Taxi stand relocation. Does this mean that cars travelling west on New South Head Rd will not be able to turn right into Knox St? I think that will make the traffic flow better on the main road but other streets may become congested.   |
| 72  | I think we have beautiful parklands and open spaces already available to facilitate this. Closing Knox Street off to vehicles will only contribute to the over the top congestion we already experience.   |
| 73  | The concept is tantamount to a complete traffic and parking disaster in that it will remove Knox Street as a vehicular thoroughfare for traffic exiting Guilfoyle Avenue, Bay Street, South Street and Cooper Street and will oblige those vehicles to place more pressure on Cross Street which suffers from providing sufficient time to enter New South Head Road turning right, will only enable exiting vehicles from Bay Street to turn left into New South Head Road and will place more strain exiting Double Bay via Ocean Avenue with the added complication that there is no right-hand turn at the top of Ocean Avenue into New South Head Road. Entry from Bay Street into New South Head Road is already a nightmare most times of the day. In addition to the failure to appreciate and recognise the current traffic flow which struggles, even with the current availability of Knox Street, there is absolutely no accountability for the additional traffic and increasing pressure on available parking from the loss of Knox Street due to Council's failure or refusal to enforce its own planning policies by permitting mass over-development in Cross Street, Bay Street, Guilfoyle Avenue, etc without regard for future extensive developments which Council is more than likely to approve. Already there is too much pressure and lack of consideration for existing property owners and residents in those streets by affecting detrimentally traffic flows and inadequate and insufficient street parking |
| 74  |  |
| 75  | poorly conceived and lacking in context and detail for an urban design based concept for Double Bay... sadly...  |
| 76  | Please integrate with connecting areas such as Guilfoyle Park. Would be great if Guilfoyle Park could be upgraded at same time (including updated landscaping, improved parking and kids play area).   |
| 77  | Where will the traffic go? William st, Cross St and Ocean Ave are already backed up particularly at school pick up time. This cuts off another route out of Double Bay   |
| 78  | The design removes even more parking spots making it somewhere I will not go unless parking is replaced close by to replace the ones lost. The unique character of Double Bay needs to be preserved. I hate the plan   |
| 79  |  |
| 80  | We need the parking for elderly people who frequent the shops in Knox St.  |

**Annexure 2 - Knox Street Pedestrian Plaza - Public Exhibition - Your Say Woollahra Responses**

| No. | <b>Question 1 - How do you feel about the use of space to provide seated and shaded areas, landscaping, pedestrian access, and flexibility for activations and events?</b>  |
|-----|---|
| 81  | The loss of amenity to residents of the Cosmopolitan apartments and retail stores is unreasonable. (Drop off/pick up, emergency access, noise), potential loitering at night. Loss of parking in the area.  |
| 82  | No access to my front door Knox street is a main artery in and out of double bay and will cause traffic problems in surrounding streets there is likely to be noise from loiteres at night  |
| 83  |   |
| 84  | It will be detrimental not only to residents and retailers to have one less main road through Double Bay, but for all of us who frequent DB, getting in and out of Double Bay, having less parking and less access, will contest it even more than it already is. The lane behind the Cosmo building is already usually congested! By all means spend some money expanding pavements for outdoor dining, adding planting etc, but please do not block off the entire block. It's madness. And we have Guillfoyle Park already right there-which you could do so much more with. |
| 85  |   |
| 86  |   |
| 87  |   |
| 88  |   |
| 89  | My view is to activate the space with seated area controlled by tenancies. Food and Beverage activation is much better than general seating as its then maintained. Park seating can look messy and should be restricted to a minimum for takeaway food. The business plan should include for revenue from leasing these outdoor spaces.  |
| 90  | It would be nice to have some seating area for people to enjoy food and drinks.   |
| 91  | Just make sure you do not make this area too fussy and broken up into tizzy little bits. Woollahra and Double Bay are elegant areas that use scale and simplicity really well. Do NOT make the mistake of making it too suburban. Please use real stonework and classic features, not coloured metal edges and tizzy coloured lighting. Keep it simple, elegant, classic, otherwise you will ruin it.   |
| 92  | No theme or character little analysis of what Double Bay village and its heritage is looks like a cut and paste from the last report done for another client<br>See also comments below   |
| 93  | Where are you diverting traffic and parking? How will the suggested use of space effect stores and residents.   |
| 94  |   |
| 95  | This are should be available for car access   |
| 96  | Traffic and parking is diabolical as it is. Add all the new office workers forecast to enter the area (we'll over 1000 once commercial space is developed) and locals won't be able to get in and out<br>Once it becomes to hard to park and move about, people from surrounding suburbs will abandon double bay<br>The feel good nature of the pedestrian space will be more than offset by a disastrous outcome for the wider community and its feeling toward double bay   |
| 97  |   |

**Annexure 2 - Knox Street Pedestrian Plaza - Public Exhibition - Your Say Woollahra Responses**

| No. | Question 2 - How do you feel about the use of plants and greenery in the design?   |
|-----|--|
| 1   | Needs to be more open  |
| 2   | Bird droppings question  |
| 3   | Prefer use of natives.   |
| 4   | Not enough detail.   |
| 5   |  |
| 6   |  |
| 7   | Need shade but don't over do this at the expense of integrating art and places and ways for people to interact. Would be good to have local businesses able to adopt a green walls (and maybe roof) so that green space is vertical as well!   |
| 8   | If they drop a lot of leaves and seeds, they will be trip hazards.   |
| 9   |  |
| 10  |  |
| 11  |  |
| 12  | I wish there was a water feature or a pond   |
| 13  | Please use native plants - and add information about plantings = so it can inspire replication at homes.   |
| 14  |  |
| 15  | More trees and plants are required. Too Minimal. Retain what is already there and add more.  |
| 16  | <ul style="list-style-type: none"> <li>• I would like to see additional 'green' techniques in place. For example, the slow capture of storm water that is used for garden beds rather than washing through to the ocean.</li> <li>• Is it possible to use flora either native to Double Bay or some of the 'original' trees that were popularly acquired from the former Guilfoyle Nursery?</li> </ul> |
| 17  |  |
| 18  |  |
| 19  | Need for deep soil planting and canopy cover to reduce urban heat island effect & provide a cool, calm setting for people to enjoy the space.  |
| 20  |  |
| 21  |  |
| 22  |  |
| 23  | Essential  |
| 24  | see previous comments opposing the development.  |
| 25  | It is the icing in a badly baked cake  |
| 26  | They'll just get vandalized anyway   |
| 27  |  |
| 28  |  |
| 29  | as I stated above i have no objection to the use of plants or greenery, my concern is about removing the parking bays from double bay  |
| 30  |  |
| 31  | See Point 1  |
| 32  | An example of what is possible ; refer to Jamberoo lane of footpath near the parking station   |
| 33  |  |
| 34  | Love the use of plants and greenery!!  |

**Annexure 2 - Knox Street Pedestrian Plaza - Public Exhibition - Your Say Woollahra Responses**

| No. | Question 2 - How do you feel about the use of plants and greenery in the design?   |
|-----|--|
| 35  | Plant choices should be considered properly. The current CGI is basic and the selected plants are not ideal for the area   |
| 36  |  |
| 37  |  |
| 38  |  |
| 39  |  |
| 40  | The choice of plantings and greenery is amenable to the local area. It will retain a similar look and feel while providing for additional shade and canopy. The seating amongst a vibrant and colourful planting palette is both welcoming and visually appealing. The use of native plantings is also an important addition |
| 41  |  |
| 42  |  |
| 43  |  |
| 44  |  |
| 45  |  |
| 46  | You will have gathered that I think the whole thing is a nonsense!   |
| 47  |  |
| 48  | Shade is important.  |
| 49  |  |
| 50  |  |
| 51  | Native plants would be preferable in this area.  |
| 52  | More trees and less benches would be nice to have.   |
| 53  | Please use exotic and native plantings to give shade in summer and sun in winter to give maximum aesthetic effect and not just Australian natives!   |
| 54  | Are you going to put up the disgusting "racism red signs" or new "don't beat your wife"<br>Your signage is disrespectful to genuine victims and reinforces racism, by not knowing what is said by whom and when. "The average person is not woke like your signage"  |
| 55  | As many plants as possible!  |
| 56  | Add more!  |
| 57  |  |
| 58  | Increasing the plants and greenery in the area is welcome, Knox set can do with some beautifying. The large trees at the entrance to Knox St need to remain as they house beautiful wild life for the area   |
| 59  | All existing trees should remain. Any fully qualified landscape designer/s would integrate these in the proposal.  |
| 60  | The plants will need to be cared for and the area continually cleaned of plant debris. Something that doesn't happen anywhere else in DBay. See Bellevue Rd., near post office and Masonic Hall  |
| 61  |  |
| 62  |  |

**Annexure 2 - Knox Street Pedestrian Plaza - Public Exhibition - Your Say Woollahra Responses**

| No. | Question 2 - How do you feel about the use of plants and greenery in the design?  |
|-----|---|
| 63  | The planting is fine however the trees must be maintained and not allowed to grow into large overwhelming trees. You should look at how the French maintain their public space trees. NO FIG TREES PLEASE   |
| 64  |   |
| 65  | The project is unnecessary and waste of money. Move the pedestrian area to Transvaal Ave where it is not a busy thoroughfare.   |
| 66  |   |
| 67  |   |
| 68  | Tree canopy is most important   |
| 69  |   |
| 70  | Greenery should be a priority but should only be installed if a management plan is also established. Watching plants die in front of you is like ripping up \$  |
| 71  | I would love to see some native plants, including flowering gums incorporated in the design.  |
| 72  |   |
| 73  | I'll leave this issue to landscape experts being limited to existing pavement areas   |
| 74  |   |
| 75  | No real information/ detail provided in the totally inadequate information available in graphics provided   |
| 76  | This is great if the plants are able to appropriately maintained. Where larger trees are being planned, consider Deciduous plants that allow sun in winter.   |
| 77  | I think if you covered the facade of the cross st carpark in a vertical garden it would look lovely. There is no need to re develop the carpark if a vertical garden is put in place. The dead space in Jamberoo lane could also be turned into a green space without taking away a through road. Currently, Jamberoo lane is ugly a green space would make this nice too. Imagine that whole area - vertical garden on the carpark and useable green space in Jamberoo lane. |
| 78  |   |
| 79  | Not essential but would be great to have some colour like jacarandas if possible.   |
| 80  | It is certainly not necessary in this street. It has lovely shops and restaurants and enough shade for people   |
| 81  | The plants and greenery are acceptable. The traffic problems and lack of access is my concern.  |
| 82  |   |
| 83  |   |
| 84  |   |
| 85  |   |
| 86  | Large shady plants will help make the space more friendly in all weather conditions and help with pollution and noise   |
| 87  |   |
| 88  |   |
| 89  | landscaping is a great way in creating interesting spaces in the street scape.  |
| 90  | It would be nice to have plants and nice foliage.   |

**Annexure 2 - Knox Street Pedestrian Plaza - Public Exhibition - Your Say Woollahra  
Responses**

| <b>No.</b> | <b>Question 2 - How do you feel about the use of plants and greenery in the design?</b>  |
|------------|--|
| 91         | Make sure it is kept simple, with the trees having an avenue feel, not a fussy, messy feel. Again, Double Bay does large scale and simplicity with a classic timeless feel very well. Shade is really important.             |
| 92         | No theme to choices its v random eg you could copy the palms that lead down to the ferry - at least something iconic and the legacy of the palms and wide range of planed species from Michael? Guilfoyle market garden etc. |
| 93         |  |
| 94         |  |
| 95         | Selection of trees are not suitable for this location  |
| 96         | No point commenting as I am so opposed to the whole idea   |
| 97         |  |

**Annexure 2 - Knox Street Pedestrian Plaza - Public Exhibition - Your Say Woollahra Responses**

| No. | Question 3 - How do you feel about the use of built structures (e.g. pavilion, public art, outdoor furniture) in the design?  |
|-----|---|
| 1   |   |
| 2   | Built structures mean if it doesn't work, it's fixed. I'd like to see designs that ensure flexibility and ability to adapt in the future.   |
| 3   |   |
| 4   | No consultation with retailers/ hospitality venues  |
| 5   |   |
| 6   |   |
| 7   | Prefer movable rather than fixed so that people can 'own' and interact with the space rather than have the space dictate use.   |
| 8   |   |
| 9   |   |
| 10  |   |
| 11  | Wouldn't open space be better, allowing temporary installation of a purpose assembled pavilion for the particular event, as opposed to a permanent structure? Pavilion should allow flexible use. Pavilion material and really design needs to be considered given the leaf litter, shadow causing mould and overall presentation and cleanliness. What's the budget and how regular will the maintenance and cleaning of the pavilion structure be e.g. leaf litter in gutters or mould on a tensile fabric?         |
| 12  | Can we have some artwork by contemporary indigenous artists?  |
| 13  | There should be clever waste management/ water stations to refill water bottles etc (and the off run be used in the garden.<br>Waste management should ensure that food waste is directed to compost - and cleverly and engagingly designed signage to both delight and educate in the rather boring world of rubbish/  |
| 14  |   |
| 15  | There are already large awnings, not sure why you need a 'pavilion' structure. I think more room for pedestrians and less for cars is fantastic, but half the joy is the openness of the space, not being hemmed in by pavilions and built structures.  |
| 16  | <ul style="list-style-type: none"> <li>• Chess tables are somewhat 'naff'. I've never seen people playing outdoor board games in Double Bay.</li> <li>• I appreciate that the design assumes very 'adult' usage, but there seems to be no accommodation for children to enjoy the additional public space, given that there is only one (very) small playground nearby in Steyne Park. Surely a small play area would be appropriate here given the general lack of play equipment in the Double Bay area.</li> </ul> |
| 17  |   |
| 18  |   |
| 19  | Preference for open space and trees over chunky, permanent outdoor furniture  |
| 20  | Original artistic night time lighting design will add a lot of value  |
| 21  |   |
| 22  |   |
| 23  | Classic sustainable design please   |
| 24  | see previous comments opposing the development.   |



**Annexure 2 - Knox Street Pedestrian Plaza - Public Exhibition - Your Say Woollahra Responses**

| No. | Question 3 - How do you feel about the use of built structures (e.g. pavilion, public art, outdoor furniture) in the design?  |
|-----|---|
| 25  | They are ugly   |
| 26  |   |
| 27  |   |
| 28  |   |
| 29  | As mentioned above you are removing valuable parking bays from the area   |
| 30  |   |
| 31  | The important point is to keep all the built structures, including seats, pavement, surroundings of gardens and trees, etc absolutely clean and free of rubbish. Currently around Double Bay when restaurants close and outdoor seating is removed, the pavers have stains from oil, food scraps etc. This must not occur and either the Council ensures this or it is part of the agreement to the restaurants use of outdoor dining   |
| 32  |   |
| 33  | Good for community usage  |
| 34  | I like it although I believe the pavilion is much better suited to be in Guilfoyle Park.  |
| 35  | Outdoor furniture should be near the cafes and similar only and definitely no pavilion  |
| 36  |   |
| 37  |   |
| 38  | This could be built in guilfoyle park   |
| 39  |   |
| 40  | The built structures enable the public to maximise use of the plaza for a variety of activities including for events, exhibitions, and recreational use. While some structures are fixed it is encouraging to note that some structures are moveable leading to a more adaptable and creative space. Sculptural and seating elements will enhance the look and feel of the plaza. It is encouraging to note that the pavilion can accommodate 200-300 people for events and performances. |
| 41  |   |
| 42  |   |
| 43  | Where will residents park? What are you doing to make up for lost car parks?  |
| 44  | Poorly designed and won't work  |
| 45  |   |
| 46  | Refer my answer to Q 4  |
| 47  |   |
| 48  | Perhaps a boule court could be added. Like you see in little french country towns where all the old people play boule in the street   |
| 49  | the space should be sustainable, and try to minimise use of new materials that are not environmentally friendly   |
| 50  | Typically these precinct aren't maintained, and require constant input to ensure vibrancy. The Kia ora precinct works well as the outdoor dining is directly linked with popular restaurants/cafes.   |
| 51  |   |
| 52  |   |
| 53  |   |

**Annexure 2 - Knox Street Pedestrian Plaza - Public Exhibition - Your Say Woollahra Responses**

| No. | Question 3 - How do you feel about the use of built structures (e.g. pavilion, public art, outdoor furniture) in the design?  |
|-----|---|
| 54  | If you are going to make it work only put in seating otherwise it will have ridiculous art like the red monstrosities on New South Head Rd and Guilfoyle Park   |
| 55  | As long as they are sensitively done; eg, light on the landscape.   |
| 56  | More Heritage references- please don't make it too bland and industrial looking. And not too much public art as some people find it ugly.   |
| 57  |   |
| 58  | There are two areas in Guilfoyle & Steyne park that could do with upgrading and built structures would enhance these areas. Although this could be incorporated to the median strip of a two way street with lowered speed limit.   |
| 59  | Why call it a "plaza" (French) or perhaps "piazza" (Italian). Why not use English and call it Knox Place - whatever it is it will be overshadowed by 6-storey buildings as approved by Council on 14.02.2022.   |
| 60  | They must be designed so as not to clutter the street and hinder pedestrian traffic   |
| 61  | Public art would be great, but it should reflect the indigenous history of Double Bay.  |
| 62  | What I don't like is the decision last week to increase the height of buildings in Double Bay to 6 stories which will cast much of Knox Street into shade greatly lessening the appeal of the open space. This was a really awful decision of the Council especially after almost all Councilors campaigned on a policy of stopping over development. |
| 63  | No Pavilions or art just very smart outdoor furniture   |
| 64  |   |
| 65  | Same comments as Q4   |
| 66  |   |
| 67  |   |
| 68  | Need to ensure accessibility in terms of surfaces for mobility impaired.  |
| 69  |   |
| 70  | Money spent on sculpture pieces and art works should be carefully considered when clever plants can establish a similiar look   |
| 71  | The sample seating in the simulated picture looks unappealing to me. It seems overly congested and the red too harsh for permanent fittings.<br>I like the sculptural art ideas - I hope it can be done in a way that doesn't get damaged by skateboarders!   |
| 72  |   |
| 73  | See my comments above   |
| 74  |   |
| 75  | again... inadequate information provided to allow informed response ... conceptually uninformed...  |
| 76  | Quality outdoor furniture / seating / benches with ability to socially distance is important.   |
| 77  | awful   |
| 78  | As planners you should go and study BEverly Hills in CALifornia on how to create atmosphere, how to provide parking, atmosphere and culture to a neighbourhood  |
| 79  | I would prefer the proposed furniture to better match existing street furniture   |

**Annexure 2 - Knox Street Pedestrian Plaza - Public Exhibition - Your Say Woollahra Responses**

| <b>No.</b> | <b>Question 3 - How do you feel about the use of built structures (e.g. pavilion, public art, outdoor furniture) in the design?</b>   |
|------------|---|
| 80         | It is not necessary .   |
| 81         | The furniture is ok, but i object to the pavilion.it will encourage noisy activities that will disturb the residents.   |
| 82         | I dislike the idea of a pavilion as those functions can take place in Guilfoyle park where a pavilion can be built  |
| 83         |   |
| 84         | Will council be ensuring bird droppings are cleaned continuously?   |
| 85         |   |
| 86         | Great to have tables and seating similar to those around The Rocks in City of Sydney  |
| 87         |   |
| 88         |   |
| 89         | Built structure only work if there is a purpose. Many parks force this form of infrastructure and fail. European town squares or piazza's tend to be open and flexible.                                   |
| 90         | It would be nice to have open plan built structures.  |
| 91         | Again, keep it simple. I do not like the chess table idea. Be careful not to have tables and seats that simply collect bird poo.  |
| 92         | Again consider options that reflect the character of Double Bay, not what was in the last report. There is no demonstration that the consultants who prepared the report have actually been to Double Bay |
| 93         | They are very permanent. Also double bay doesn't get a lot of sun and as it is in the valley how would these structures effect the "weather" environment  |
| 94         |   |
| 95         | All of the outdoor seating should be managed and operated by restaurants and cafes not the council  |
| 96         | No point commenting as I am so opposed to the whole idea  |
| 97         |   |

**Annexure 2 - Knox Street Pedestrian Plaza - Public Exhibition - Your Say Woollahra Responses**

| No. | Question 4 - Please add any further comments, feedback or suggestions to the concept design here (optional)  |
|-----|--|
| 1   | Please consider the residents who have to ensure more construction and disruption in their homes after all the building works being done on Bay and Guildfoyle streets. It is so unpleasant and you want to add more chaos. The people making these decisions obviously don't live in double bay.  |
| 2   | Loss of parking?   |
| 3   |  |
| 4   | A rushed design with inadequate consultation in the name of political expediency.  |
| 5   |  |
| 6   | This is an unremarkable concept.   |
| 7   | It seems to lack ways for businesses to spill out onto the street to create opportunities to participate and generate social and economic value  |
| 8   | Is there children's play equipment? There should be. And adequate shade structures.  |
| 9   |  |
| 10  | I think Guilfoyle Park could be utilized for several of the council's proposals. Chess playing facilities, market vendors, exhibitions and other proposed activities.  |
| 11  | This feedback section should allow attachments to submitted, as a picture or markup to drawings can say 1000 words.  |
| 12  | The design looks good but not great.   |
| 13  | I am thinking about the ageing population of Double Bay - and Sydney. Smooth paths that allow for walkers and prams. High enough and comfortable seating that feels secure for all ages. Function over form if need be.<br>LARGE WAYFINDING  |
| 14  | Need a pedestrian crossing on the Bay st end to Guilfoyle avenue   |
| 15  | I support this pedestrianisation (which has been discussed for decades) but not at the cost of the existing street trees. I believe it would not be difficult to design the space around the existing green assets.  |
| 16  | <ul style="list-style-type: none"> <li>• The plan appears to not take in to consideration the impact on traffic being moved from Knox Street. In particular, the impact on Goldman Lane, which currently only has partial pedestrian footpaths along its length, with a significant blind spot around the car-park exit of the Cosmopolitan Centre. Some additional thought and resource may need to be applied around improved pedestrian safety in this (formerly?) quite laneway. How will the increase in traffic be managed at the intersection of Bay Street and Goldman Lane?</li> <li>• I am assuming that turning into Knox Street from New South Head Road will no longer be possible according to this design. That likely means there will be only one (legal) right-hand turn in to Double Bay from New South Head Road, at William Street. How might that impact traffic flows, in particular the safety around the Community and Child-Care Centre on its corner as well as Double Bay Public School further along William Street? What is the short-term likelihood of illegal right-hand turns in to Bay or Henrietta Streets and other side streets toward Edgecliff?</li> </ul> |
| 17  |  |
| 18  |  |

**Annexure 2 - Knox Street Pedestrian Plaza - Public Exhibition - Your Say Woollahra Responses**

| No. | Question 4 - Please add any further comments, feedback or suggestions to the concept design here (optional)  |
|-----|--|
| 19  | Need for deep soil planting and greenery. Solar panel fairy lights would create a good atmosphere and picturesque vibe.  |
| 20  |  |
| 21  |  |
| 22  | Not interested in having pedestrian access because there won't be any car parking spaces to park cars due to New pedestrian access.  |
| 23  |  |
| 24  | see previous comments opposing the development.  |
| 25  | Don't do it!   |
| 26  | The whole idea is unsuitable for this area. Cutting out a thoroughfare for cars will exacerbate existing traffic problems, and taking parking away from Knox St will badly affect businesses as you won't be able to park there anymore  |
| 27  | With closing one extra street in Double Bay and considering the traffic in Double Bay has become unbearable. As a resident I think you need to consider ways to alleviate the amount of cars unnecessary passing through the streets in DB. Maybe you can think on letting cars turn right on NSHR coming down from Ocean St so the traffic that comes to Double Bay is only people that are coming here and not more cars just passing through to continue east.  |
| 28  | As a member of the local community, I support this project.  |
| 29  | i have already mentioned my concern regarding the removal of valuable parking bays from the area making it extremely difficult to find parking in this area  |
| 30  | There is not legitimate reason for creating this traffic catastrophe and subjecting residents to significantly increased delays exiting Double Bay.  |
| 31  |  |
| 32  |  |
| 33  | This is a terrific idea and will significantly add to the amenity of Double Bay. The new plaza will be in stark contrast to Guilfoyle Park to which it will link. Guilfoyle Park is tired, it's layout does not lend itself to community use (except where the Thursday markets are) and it looks very shabby. Please also upgrade Guilfoyle Park in the process to really make a difference to the suburbs amenity.   |
| 34  | 1. There is not enough taxi spots<br>2. There is not enough short term parking<br>3. Is additional metered parking being introduced elsewhere? There is already a shortage of parking in Double Bay<br>4. What does "Opportunities for outdoor dining" mean? Having a place to eat lunch, meet friends for a coffee etc during the day would be great but are there plans for nighttime dining and if so when are we going to see details?<br>5. High Quality Public Domain Lighting - what does this mean? I am a resident in Knox St so the sound of this does not excite me given my bedroom faces Knox St. Low level lighting would be ok but we have no details so it is hard to comment<br>6. What provisions have been made for big furniture/removalist trucks, cranes |
| 35  | PLEASE think about the retailers and businesses that will be impacted and try out the closure before proceeding.   |

**Annexure 2 - Knox Street Pedestrian Plaza - Public Exhibition - Your Say Woollahra Responses**

| No. | Question 4 - Please add any further comments, feedback or suggestions to the concept design here (optional)  |
|-----|--|
| 36  | I am against the change to Knox St that will effect the ability for parking and bringing people into Double Bay. How will the 28 spots being lost be replaced? I believe the park across the road at Guillefoile has just been upgraded and is sufficeint for the area.  |
| 37  | The traffic diversion will make driving on William St and Ocean Ave extremely difficult as these closure of Knox St will force traffic into these areas. A lot more thought is needed before you close Knox St   |
| 38  | Traffic congestion will be a nightmare as cars will not be able to turn into knox street increasing traffic onto residential streets guilfoyle ave (narrow) , William Street and New south head road. A Traffic impact study needs to be done. Also the loss of a significant amount of parking spots .  |
| 39  | Once again parking is a huge issue in Double Bay as it is. I am very surprised that there has been no requirement for parking to be provided to the public with all the extra businesses such as Margaret's restaurant bringing a constant stream of people into the area. All our clients are finding it extremelyndifficult to get parking which is turning them away from<br>Our business. To then lose all the parks in Knox St will then make parking impossible. I don't understand why this hasn't been thought through. I also don't understand why all the residential blocks were allowed to be built with out enough parking. You can make the street lovely but if people can't park then <u>they won't come</u> |
| 40  | Overall it is an excellent concept design that is both fit for purpose and visually appealing. It considers the local amenity as well as the needs of the local community while retaining a village look and fill. The visual connection from New South Head Road to Bay Street strikes the correct balance and it is encouraging to note comments and feedback from the community taken into account in <u>presenting these high level plans.</u>   |

**Annexure 2 - Knox Street Pedestrian Plaza - Public Exhibition - Your Say Woollahra Responses**

| No. | Question 4 - Please add any further comments, feedback or suggestions to the concept design here (optional)   |
|-----|---|
| 41  | <p>A major issue is security<br/>There is no discussion point re safety<br/>From Thursday to Saturday wildly drunken people shout and scream as they loiter in Knox st.<br/>This all happened since the closure of the kings cross<br/>This occurs til daybreak<br/>For any development there needs to be strict closure times and noise limits<br/>I live and own a unit in Knox st , any bar / cafe/ restaurant is tempted to play amplified music<br/>There must be no amplified music<br/>There must be security cameras, surveillance and action taken against drunken disorderly behavior including<br/>Regular control checks by rangers<br/>And there has to be sound level monitoring at night for at least the 1st 12 months<br/>These security and safety costs need to be in the budget<br/>There has to be large displayed signage to keep quiet and respect for those that live on Knox st from 11pm onwards<br/>Basically if the Knox st residents are foregoing freedom of movement by this development then at least make this safe and secure and noise minimized</p> |
| 42  | Needs a lot more covered areas to sit when it rains, lovey when its not but taken into how much rain we get I think it will be wasted space   |
| 43  |   |
| 44  | Closing knox street will completely destroy double bay. The streets are already congested and parking is difficult. I am strongly against these plans. They were done without consultation and there are much better options to redesign the area.  |
| 45  |   |
| 46  | Yes, FORGET IT!   |
| 47  | I support the design and the extra space that will be created for people to enjoy rather than cars  |
| 48  |   |
| 49  | <p>the concept is a good one, but the execution could leave residents of Double Bay in strife - cutting off Bay st down the middle will cause huge traffic build up around Double Bay and have a flow on effect to NSHR and surrounding roads. Not to mention the parking concerns, which can already be tough.</p>   |
| 50  | <p>I have great concerns regarding traffic in Knox Street. The intersection with NSH Road is one of only two, along with Cross Street allowing access; this now appears to funnel all traffic into Goldman Lane.</p> <p>Where is the traffic data?</p>  |
| 51  | Could council outline the plan to replace the lost visitor parking in Knox St and how they plan to minimise the resulting noise and impact on Double Bay residents.   |
| 52  | It would be great if Plaza has a Theatre/Concert Hall!!!:)<br>Double Bay Hall   |
| 53  |   |

**Annexure 2 - Knox Street Pedestrian Plaza - Public Exhibition - Your Say Woollahra Responses**

| No. | Question 4 - Please add any further comments, feedback or suggestions to the concept design here (optional)   |
|-----|---|
| 54  |   |
| 55  | Any chance of a tall, clear screen to reduce the New South Head Road noise?   |
| 56  | It's a great idea. But make it look more European and historic looking. Many of the residents of Double Bay are from Europe originally and would love the look of traditional plazas.   |
| 57  | please please think about parking and traffic flow and where do we turn right coming from Rose Bay. You cannot put more pressure on the intersection of New South Head Road and Cross St: impossible now  |
| 58  | This decision to pedestrianise Knox St is ill considered. The traffic flow is already hampered around this area and this will simply make the transition from NSH Rd into the village more difficult. Removing the parking is a killer, it will create huge issues for the businesses in the area. The loss of 28 carparks, plus a further 4 - 5 when the taxi rank is relocated will reduce an already insufficient supply of parking. Consideration needs to be made to keeping the village a village that is supported by the services it requires - parking and traffic flow. |
| 59  | Council should have a trial run of the proposed "plaza" by blocking off the planned area to traffic for 1 month and then survey residents for their views. If this plan is so desirable then no surrounding buildings should be approved at a greater than existing height.   |
| 60  | The idea is good, but because of Council's desire to overdevelop the area, it will be a disaster, with no where to park and restriction of traffic to Cross and Williams streets  |
| 61  | There's a lack of reference to the wonderful rich indigenous culture that used to thrive on the shores of Double Bay doing things like oyster fishing, etc. This project is a great opportunity to include that in our streetscape.   |
| 62  |   |
| 63  | Keep it simple and uncommercial except for outdoor eating therefore NO MARKETS and NO EVENTS. The Plaza should upmarket not a dumbed down area.   |
| 64  |   |
| 65  | We have Kiaora Place. Consider replicating this concept in Transvaal Ave  |
| 66  | Please do not close this street off. I'd love to see this plan take place somewhere else.   |
| 67  | The parking is already so limited and congested in Double Bay. The Double Bay village should stay as is with easy parking access to shops, cafes, hairdressers  |
| 68  | (1) Critical to make provision for nighttime activation and lighting to create a safe space after dark<br>(2) Need to have reflection and highlight acknowledgment of traditional owners (Gadigal land) into the design.  |



**Annexure 2 - Knox Street Pedestrian Plaza - Public Exhibition - Your Say Woollahra Responses**

| No. | Question 4 - Please add any further comments, feedback or suggestions to the concept design here (optional)   |
|-----|---|
| 69  | <p>i am very concerned that there has not been enough consultation with residents directly impacted by this proposal. I live in the Cosmopolitan and i feel as though this whole process is being rushed. My biggest concern is the increase in noise - during the day and night. i am concerned particularly with night time noise created by outdoor dining. What are the time restrictions? are you anticipating wine bars, more restaurants etc. if you wish to visit my apartment i am happy to show you current noise levels and you can understand the issue.</p> <p>i also think this statement highlights the Council thought process as you note above:</p> <p>this is a once in a lifetime opportunity to create a dynamic commercial centre space.</p> <p>commercial is important, but so are residents that are directly impacted.</p> <p>i am very happy to work with you to obtain a balanced outcome.</p>   |
| 70  | <p>PARKING is and has always been a priority. Double Bay can not afford to lose any parking spaces if businesses are to prosper and residents frustrations be reduced (and that of their visitors). Unless you are planning a bigger carpark in Double Bay on the Knox Street side of the suburb I can not see how you can in good conscience remove any parking from the surrounding streets without killing the businesses, frustrating the residents and generally creating discontent. You will remember the impact of metered parking....and that was just from charging for parking not removing it. People will simply stop coming to Double Bay and <u>Knox Street will be a ghost town.</u></p>  |
| 71  | <p>Spaces for an outdoor cinema?</p>  |
| 72  |   |
| 73  |   |
| 74  | <p>I support the proposed plaza in a section of Knox Street. It will add to the village atmosphere of Double Bay. However, it will make worse an existing traffic problem in Cross Street.</p> <p>As the owner of a vehicle garaged in Jamberoo Lane, it is extremely difficult to access New South Head Road in the direction of Edgecliff/City. This is due to heavy traffic with the majority of drivers in Cross Street ignoring the "Keep Clear" road signs. With drivers reluctant to give way, it is rarely possible to move to the right-hand lane at the Cross Street traffic lights as is necessary to make a right turn onto New South Head Road. That is so even after waiting for numerous traffic light cycles.</p> <p>Most often drivers, including me, overcome this by turning right into Cross Street and detouring via Knox Street. That will not be possible under the Plaza proposal. Goldman Lane and its exit to Knox Street would become too crowded to be a viable alternative.</p> <p>To overcome this issue, which is relevant even without a Knox Street plaza, please arrange for a right-turn arrow on the Cross Street traffic lights. This solution would greatly enhance movement of Cross Street traffic. This is becoming more necessary as proposed developments in Cross Street will add to the already heavy traffic.</p> |

**Annexure 2 - Knox Street Pedestrian Plaza - Public Exhibition - Your Say Woollahra Responses**

| No. | Question 4 - Please add any further comments, feedback or suggestions to the concept design here (optional)   |
|-----|---|
| 75  | sadly, the concept design lacks any 'conceptual' strength and is not supported by urban design based principles or strategies that consider/address the local context, the existing/proposed built form and infrastructure,... and generally fails to adequately address traffic management, parking, servicing, community safety and amenity, etc ... the proposed 'design' needs to be reconsidered and re-presented to the community to permit meaningful response and comment. ....and perhaps a trial closure for (say) two weeks would assist in achieving a better understanding of the issues and a more desirable outcome for the Project... please... |
| 76  | Whilst opportunity to create new space is exciting, need to ensure transport connections still work. Please consider what traffic connections need to be enhanced to replace reduced / removed traffic lanes.   |
| 77  | awful   |
| 78  | Spend the money upgrading parking to encourage patronage, stop the overdevelopment of a gorgeous village environment and remember without parking NOBODY will come and enjoy these businesses !!! They will all fail.   |
| 79  | Generally okay. Warming to idea of warm paver colours.  |
| 80  | I think you are wasting our money to build a pedestrian mall. Rather use the council car park and build a cinema for the residents. Even an outdoor area on the roof top would be better than nothing. And fix the roads in the council area.   |
| 81  | I suggest a compromise solution to allow one way slow traffic through Knox street, with a wide footpath on both sides and short stay drop off /pick up zones for local residents, emergency services and shoppers.  |
| 82  | The seating should be outside the coffee shops Parking in double Bay is in short supply so removing 30 spaces is not encouraging shoppers to come to support all the new shops being built  |
| 83  | The visuals aren't good for the Pavillon. I can't what it's going to look like or be used for   |
| 84  | A good compromise would be to widen the pavements to allow for alfresco dining that would then be more controlled by the restaurants/ cafes( and perhaps then there'd be less loitering at night), and keep one lane of traffic plus parking and drop off, taxi zone etc. you'd essentially achieve most of the same outcomes and the rest can be achieved at Gullifoye Park.   |
| 85  |   |
| 86  |   |
| 87  | I am objecting to this proposed double bay Knox st development - traffic congestion that will get worse blocking off a Main Street through DB access/ pick up drop off to all the restaurants shops etc.  |
| 88  | Not necessary to block off the street. Many elderly people who can't walk far need to be picked up and dropped off in Knox St. Very impractical idea.   |
| 89  | Closure of roads for pedestrians is a great way to transform a typical suburb into a village setting which is very rare in Sydney. This would be a great placemaking play in reactivating DB in a cost effective way. As a previous owner of The Intercon DB, I remain very passionate in the area.   |

**Annexure 2 - Knox Street Pedestrian Plaza - Public Exhibition - Your Say Woollahra Responses**

| No. | Question 4 - Please add any further comments, feedback or suggestions to the concept design here (optional)   |
|-----|---|
| 90  | It would be nice to convert part of the street into a no-vehicle access village type of setting.  |
| 91  | I really do not like the coloured lighting idea. This is not classic, and will make the area feel cheap. I do not like the red metal edging on the planted beds. Dreadful. Keep it make of natural stone, with plain, simple, elegant classic features.   |
| 92  | <p>Benchmarking of best practice -<br/>local heritage and history including Michael Guilfoyle and the palms and wide ranging species he introduced<br/>Lessons to be learnt - eg Bay Street and whether indeed this could be extend too<br/>need a plan - wider beautification of the Double Bay precinct needs a strategy<br/>New South Head Road is ugly and noisy and Double Bay is severed by the street<br/>Funding strategy - eg direct and indirect revenue generated from any paid events in the new space created, is kept as a sinking fund to maintain and enhance end state<br/>Advice on Studies and investigations<br/>Multi model traffic and transport study<br/>include wider precinct than just one part of one street - include full Double Bay Village<br/>include consideration of target mode splits<br/>consider all modes, walking cycling, taxis, buses, private vehicles, delivery vehicles, garbage/ refuse collection, service vehicles, construction, maintenance plant, emergency vehicles, police ambulance and fire brigade<br/>no loss of total number of car parking spaces<br/>different activities at different times of day - ie am peak right hand turn and limited speed through traffic - lunchtime and at weekend - say pedestrian priority<br/>minimum requirements - must have elements<br/>Plaza/Place Project Options -<br/>heritage features - celebration of place - palms, waterfront, sailing, school<br/>climate protection - water, drainage, wind, temperature<br/>acoustics - enhancement for live music/other events, yet noise mitigation eg for construction work adjoining future plaza etc<br/>cleaning, maintenance and repair plans<br/>Ownership and tenure - addressing options for space allocation or not for private business into pavement areas eg cafe seating, also say no construction skips on street frontage and no construction layover in public pedestrian, car parking and road space in core locations etc<br/>Precinct activation - event options<br/>understanding of time of day, likely weather/conditions, time of year/seasonal events<br/>business as usual - what happens now and what might be BAU in the future<br/>new events eg buskers on say Thur &amp; Sat afternoon...<br/>special events - food festival, fashion show, schools showcase etc</p> |

**Annexure 2 - Knox Street Pedestrian Plaza - Public Exhibition - Your Say Woollahra Responses**

| No. | Question 4 - Please add any further comments, feedback or suggestions to the concept design here (optional)   |
|-----|---|
| 93  | Why can't the park area in Guilfoyle be utilised better. If there are events isn't it easier to divert traffic. Also it allows shops to maximise the rewards of the people coming to the event  |
| 94  | I live on Guilfoyle Avenue. Parking before Margaret and Roxy opened was very difficult. Now the bread shop is coming and Knox will be closed, parking for residents will be unbearable. Guilfoyle Avenue should have many resident only parking spots. It is not fair that we pay rates and other people park us out. Provide more council car parking facilities and make Double Bay accessible for residents. We have endure three years already of building work with closures. The plaza will be great but the height of buildings is increasing and Double Bay is losing its identity. |
| 95  | This street is the most critical and one of only two entry arterial roads into Double bay and should not closed off as it will create chaos on the road and traffic congestion!!!   |
| 96  | Please think king and hard about this<br>Come spend some time in double bay (maybe a thurs when the markets are on) and see for yourself how bad parking and traffic is already<br>Add all the new office development and you can forget people from surrounding suburbs coming<br>Double bay has the potential to be the meeting place for all residents of the wider LGA<br>It is finally coming to life<br><u>Please don't destroy it before it has its true chance</u>  |
| 97  | Would love to see more kid friendly elements, play structures, or space to run around.  |

| <b>Annexure 3 - Knox Street Pedestrian Plaza - Public Exhibition - Summary of Email Submissions</b>  |
|--|
| <b>Comments</b>  |
| Opposed to a thoughtless expensive project   |
| Looks great but has concerns about parking & cost  |
| Concerned about: Removal of the NO STANDING zone in front of the hotel used for dropping off and picking up of guests and guests luggage; Easy and safe access to the hotel for elderly and non-ambulant guests; After Hours noise impact on guests; Restricted access to deliveries and capital works; and please no seating outside front of hotel.  |
| Concerned the proposed concept design does not address his concerns previously raised. No consideration for access to building for residents, emergency services, deliveries, cranes and removalist vans. Antisocial behaviour at night, noise associated with people using the space will keep residents awake day and night. Concern about the large loss of carparking. No one on Knox Street wants this. |
| Extend shared zone paving along Bay St.  |
| Continue with the Double Bay Paver and retain existing trees; Provided a sketch; would like more information on lighting; Would like to have buskers; Suggests a sculpture of NSW road side to highlight Knox Street o passing traffic.  |
| Happy with the proposal to create more vibrant spaces in Double Bay but concerned it would further aggravate the traffic congestion. To overcome this, focus on the wider signalised network to alleviate this.  |
| Good idea if and only if changes are made to traffic flow from Cross Street and Bay Street into New South Head Road.   |
| Enquired where the taxi zone and short term parking will be relocated; concern for traffic congestion and does not want any of it relocated to South Ave.  |
| In favour and supportive of Council's plan to improve Knox St, to enhance the amenity and to make it more pedestrian focused but NOT the Councils current plan. Business needs time to recover from COVID. There needs to be consideration for parking, access for customers particularly the elderly, traffic flow through Double Bay. No one on Knox Street is supportive of this.                         |
| Very supportive of increasing pedestrianisation, very positive having increased tree canopy and landscaping, and bicycles hoops. Expressed concerns about litter and noise.  |
| Restaurants, trees, bicycle hoops and public seating are desirable but the pain inflicted on by extra traffic and inadequate parking is of concern.  |
| Do not use the same tiles as in Kiaora Lane. They get very hot and burn dogs feet.   |
| No consultation with owners and businesses prior to Council approving the project. Concerned about: noisy works when residents are still working from home; traffic congestion and loss of parking.  |
| Concerned with loss of parking, relocation of taxi rank and traffic congestion as a result of the plan. Business has struggled due to COVID and parking being taken up by construction. Double Bay already has open space and would hate to see another Oxford St Mall.  |
| Not enough taxi positions or "kiss and drop" spots; concerns about emergency vehicle access addressed but what about access for removalist & delivery vans and cranes; the pavilion & markets should be in Guilfoyle Park.   |

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| Concerned with loss of parking and the ability for elderly to be dropped at front door of café. The great appeal of Double Bay was its uniqueness, particularly al fresco dining and unique retail. This can be found everywhere now, so it is not unique. In order to regain its uniqueness, perhaps valet parking could be introduced which would also ease the issues raised.  |
| Concerned about loss of parking, anti-social behaviour, and lack of access for deliveries to apartments in the street. So called restaurants which are nothing like restaurants but more like nightclubs has become a nightmare on certain nights.  |
| Requested more information on any completed traffic reports done and any other parking reports; and details on adoption of concept design and is a DA required or other further public exhibition   |
| Concerned the proposed concept design does not address his concerns previously raised. No consideration for access to building for residents, emergency services, deliveries, cranes and removalist vans. Antisocial behaviour at night, noise associated with people using the space will keep residents awake day and night. Concern about the large loss of carparking. No one on Knox Street wants this. New concerns are: affected birds by removal of trees; events being held which may affect residents who live on the street; will there be CCTV ?  |
| This concept will destroy local businesses in the area, create parking havoc and will detract people from coming to the area for it will lose its appeal. It will push traffic to burden surrounding streets, making it impossible for people to park or get to selected stores or restaurants in close vicinity.   |
| Concerned about: Loss of parking spaces; Cross St parking is not a good option as it's too far away; doesn't believe a pedestrian street will improve income to retail businesses; increases traffic congestion; Once the proposed works are done it will be virtually irreversible and could cause major economic damage to the Knox St owners and tenants. If Council wants to create a more pedestrian feel than why not trial a pedestrian street on a Saturday night for example like they do in countries like Greece. Bollards or barricades go up at sunset and then families all come down with their children and walk up and down the street; another improvement to Knox St would be an upgrade to the existing landscaping; disagrees with expanding the markets; Covid has already disrupted retailers, this will cause further disruption. |
| Concerned about: increased traffic congestion as a result of road closure; loss of parking spaces; why can't you just use/improve Guilfoyle Park instead; Cross St car parking and Woolies Car park always full.  |
| Concerns are: loss of parking spaces and difficulty for residents to find parking; and traffic flow and congestion  |
| Does not agree with turning Knox St into a pedestrian plaza. It will be detrimental to the Double Bay Shopping District which has experienced major upheaval in the last few years.   |
| Pedestrian Plaza will result in bad Town Planning, resulting in traffic chaos and extra traffic congestion  |
| Concerned about the loss of 28 parking spaces and traffic congestion. The closing and pedestrianizing Knox Street Double bay proposal has been rushed and no thought has been considered to the impacts for double bay as an operating retail/ commercial / residential centre but just as important double bay's road and traffic infrastructure.  |

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| Concerns are: no proper plans or reports on traffic, parking and access consequences of the scheme; Traffic issues arising out of the scheme; Parking issues that involves the loss of 30 on-street parking spaces plus a taxi rank that has space for some 6/7 cabs; access issues for residents   |
| The parking is already difficult will be reduced further by losing all the spaces in Knox St; The traffic congestion in Knox Lane and Cross St will be increased and chaotic. Especially with all the trucks for construction and delivery that exist; People don't want do what is difficult, so will be deterred from coming to the Bay if the parking gets more impossible; Another underground parking area perhaps under Guilfoyle Ave Park would better to use the money for that; Trading has been so tough I don't think the retail here will survive more restrictions; The parking station on the corner of Cross and NSH road apparently is also coming down in the near future; Access will become impossible.  |
| Concerned about traffic flow and congestion. Any road closures should require a very detailed traffic management study by independent experts not council.  |
| Elderly resident concerned about: personal access to front door; traffic congestion; noise; access for deliveries & emergency services; and a lack of consultation.   |
| Very strongly objects. The notion of diverting traffic of any volume from Knox Street into the surrounding streets is a very serious town planning mistake. All of the benefits suggested for Knox St is a one dimensional thought. The consequences will be chaotic for Double Bay.  |
| I am hugely concerned about the removal of parking in Knox Street. It is at a premium. Even now I have great trouble finding street parking. Cannot see how the removal of so many parking spaces justifies putting another little park when there is already Guilfoyle Park. And there is also Steyne Park.  |
| In theory the proposal to create a Plaza in Knox Street is fantastic. However there are concerns: over influence and equity between residents and commercial interests; about the loss of 28 parking spaces and the capacity of streets adjacent to the commercial zone to absorb the lost 28 spaces; The lack of resident only parking in Guilfoyle Ave has been highlighted in recent times owing to the increase in evening traffic since the opening of the hugely successful new restaurants; and a marked decrease parking availability for residents returning the area after 5pm and at lunchtimes, to the point where there is virtually zero chance of getting a park and I don't feel this an acceptable standard of liveability.  |
| Strongly object to the changing of Knox Street from a unique street into a suburban mall. Double Bay is basically a 3 street exclusive shopping area and removing 33% of the through traffic and the parking is not a smart decision and will add to an already chaotic situation to become worse. Everyone that comes into our salon complains of not being able to find parking   |
| This highly consequential change does not appear to have undergone proper assessment: • No options were considered; • Risk factors have not been identified or addressed; • No assessment of sensitivities and trade-offs; • The proposed design is incapable of modal flexibility. And - I note that two reports have been completed in recent years. The Double Bay Center Public Domain Strategy (PDS 2016) and the Double Bay Pedestrianisation Study (DBPS 2020). The two reports differ concerning Knox Street. The PDS 2016 proposes a set of measures to enhance pedestrian priority in the street while preserving the capability for vehicular access. Whereas the DBPS 2020 presents the closure of Knox Street to vehicles without assessing options or providing a coherent rationale. |

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| Resident of the Cosmopolitan Building and opposed the Plaza for the following reasons; loss of parking and traffic congestions; We have not been provided with Council's traffic study to allow us to consider the issues it deals with; lack of access for taxi's, deliveries, emergency services, tradespeople; and unable to be dropped off or picked up outside our entrance. AND There is a much better solution using the centre area of Guilfoyle Avenue which is already used for the markets. |
| The traffic and parking consequences of making Goldman Lane a night only turn would have a disastrous effect and cause gridlock in Double Bay especially if more cars are forced to park in the Stamford parking garage which is inevitable if car spaces are removed from Knox Street. Relocating the taxi zone to a position before the very busy lights and pedestrian footpath on New South Head Road will cause further traffic build up and congestion concerns.                                 |
| Any plan to create a Plaza in Knox Street must surely include a complete refurbishment of underground services; I'm concerned about the use of tiles, which will result in flooding; Traffic in and through Double Bay is choking what was once a pleasant Village; Knox Street is needed for traffic flow; AND I believe no Traffic Survey has been undertaken for Double Bay.  |
| Creating a nice plaza in Knox Street will cause significant traffic issues, why does the Council not spend those funds creating the planned spaces in part of the Guilfoyle Avenue park?   |
| The Double Bay Residents' Association (DBRA) supports the concept of pedestrianisation in general, but we believe the consultation process for this project has been flawed, the current plan/design is poor and Council's intentions have not been well communicated and understood by stakeholders. Concerned about: Traffic congestion and access issues for Cosmo apartment residents.   |
| Concerned about traffic flow and congestion.   |
| Concerned about traffic; lack of access to residential apartment; noise; security; loss of parking   |
| Concerned about parking  |
| Concerned about parking  |
| Concerned about traffic congestion   |
| Concerned about loss of parking and traffic congestion   |
| Concerned about loss of parking and traffic congestion   |
| Pushing cars out of Knox Street and creating new pedestrian areas will be a wonderful improvement  |
| I think that the proposed closure of most of Knox Street would benefit residents, locals of the Woollahra council areas and visitors alike.  |
| I support this project due to social, environmental and economic benefits.   |
| I believe this change would provide a huge benefit to the community residents, commercial and retail businesses and locals alike.  |
| I would like to support this plan. As a local worker in the area I believe this change will provide a great benefit to the community residents, commercial and retail businesses and locals alike.   |
| I am writing a letter of support for the pedestrianisation of most of Knox Street, up to the Guilfoyle Avenue Park. I also support this zone as a dog friendly zone.   |
| This change would provide a huge benefit to the community, residents and businesses that reside in the area, providing a safe and beautiful place to come together and enjoy to the benefit of all.  |



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| I wish to advise of my support to close Knox street to cars allowing for greater open space to be enjoyed by pedestrians.  |
| I am writing in support of the Pedestrianisation of Knox Street Double Bay as I believe this change would provide a huge benefit to the community residents, commercial and retail businesses and all locals alike.  |
| Supports the concept in principal but objects to the design and inclusions   |
| I believe this would have huge benefits for us the residents, but also for commercial and retail businesses in the area.   |
| We are very excited with the whole concept of The Knox St Plaza, and the inclusion of a pavilion, which will offer enormous opportunities to the benefit of the whole community, and beyond.   |
| Concerned that if Knox St is turned into a pedestrian mall there will be no way for me to turn into NSH Rd and go to Edgecliff.  |
| Access to Double Bay is currently very difficult and with the increased construction, development and growth in its population, closing off Knox street will cause mayhem. It is a vital pick up drop off street for the elderly and residents living in Double Bay, the taxi rank is very well located and removing in excess of 30 parking spaces will burden all the other streets of Double Bay. |
| Concerned about traffic congestion   |
| Concerned about traffic congestion and traffic, and impacts to DB Public School  |
| Concerned about loss of parking  |



**Item No:** R2 Recommendation to Council  
**Subject:** **COOPER PARK COMMUNITY GARDEN LICENCE RENEWAL**

**Authors:** Micaela Hopkins, Team Leader Environment & Sustainability  
Michelle Rose, Environmental Education Officer  
**Approver:** Tom O'Hanlon, Director - Infrastructure & Sustainability  
**File No:** 22/73154  
**Purpose of the Report:** To support the continuation of the Cooper Park Community Garden and propose an additional three year Deed of Licence (User Agreement).  
**Alignment to Delivery Program:** Strategy 1.3: Provide places and spaces for people to connect and interact.

**Recommendation:**

- A. THAT a Deed of Licence (User Agreement) between Woollahra Municipal Council and the Cooper Park Community Garden Inc. be prepared for a further three years with an option for Council to extend the agreement for a further two year period.
- B. THAT the Cooper Park Community Garden Inc. volunteers be congratulated and thanked for creating a valuable and vibrant space for the Woollahra community.

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**Executive Summary:**

The Cooper Park Community Garden is subject to a Deed of Licence Agreement between Council and the Cooper Park Community Garden Inc. The Deed of Licence was for a period of three years and now requires renewal.

**Discussion:**

The Cooper Park Community Garden was established in December 2017 with their official launch on 10 March 2018. Since this time the garden group has created a highly valued community space that contributes to social connections, health and sustainable living for all involved. The local community gather in this space to grow organic fruit and vegetables, celebrate sustainability and share their produce.

The garden is located in Cooper Park North, next to the Community Hall in Cooper Park Road Bellevue Hill. The site is fenced and includes:

- Individual and communal garden plots
- A plant propagation area
- An outdoor meeting space
- A native beehive
- A small shed
- Composting and worm farming.

The current Deed of Licence (User Agreement) between Council and the Cooper Park Community Garden Inc. was prepared in December 2019 for a period of three years and a new User Agreement now needs to be prepared. It is proposed that the new User Agreement be for a period of three years with the option for Council to extend the agreement for a further two years. This is consistent with the User Agreement for Rose Bay Community Garden and Paddington Community Garden.

### **Activities and achievements**

Key activities and achievements of the Cooper Park Community Garden over the past three years include:

*Knowledge sharing* – Members welcome the opportunity teach others and pass on their knowledge. Weekends see the garden full of parents and grandparents teaching their children to plant and water herbs and vegetables.

*Community building and COVID-19* - The garden is a meeting place for diverse groups of people to form friendships and social bonds and grow the community. Cooper Park Community Garden became an important oasis during the two years of COVID-19 lockdowns. Members were able to exercise, grow organic food and relieve anxiety and stress by talking to fellow gardeners in a safe outdoor environment.

*Community workshops* – The garden hosts organic gardening talks along with events for Neighbour Day, Seniors Week and NAIDOC in the unique 50-seat sandstone amphitheatre.

*Improving facilities* – Utilising an Environmental Grant from Council, the group constructed a timber pergola and plant propagation area.

*Reducing waste* – Garden members are composting and worm farming onsite, using kitchen scraps and green waste.

*Bush regeneration* – During working bees members have been helping Council's Bush Regeneration team to maintain nearly 3,000 native plants in the area surrounding the garden. This has led to a noticeable increase in native birdlife.

*Native bees* – A thriving native bee hive was installed at the garden with Council's support and was recently split to supply a new hive for the children at Woollahra Preschool.

*Woollahra Garden Awards* – The efforts of the garden group were rewarded as they were voted Winner Best Community / School Garden in the 2019 Woollahra Garden Awards.

### **Future Operations**

Cooper Park Community Garden Inc. have advised staff that they intend to continue to operate as they have done over the past four years, maintaining a productive and beautiful community garden area. Members will be encouraged to develop new ways to increase productivity and minimise waste by learning from fellow gardeners and attending monthly working bees, talks and gatherings. They intend to upgrade the shed area to incorporate a gardening reference library and provide a wet weather venue for workshops.

They are planning to support a range of new projects including biosecurity research with the NSW Department of Primary Industries and introducing Girl Guides to organic gardening.

### **Options:**

Council may resolve in line with the recommendation as included in this report, or Council may choose not to renew the Deed of Licence Agreement.

### **Community Engagement and / or Internal Consultation:**

Use of the Cooper Park Community Garden land is governed by the Local Government Act 1993 (S.47A) and Council's Community Gardens Policy. The preparation of a User Agreement requires notification and exhibition.

Council undertook community consultation requesting feedback about the continuation of the garden over a period of 28 days from 14 March to 10 April 2022. Consultation was undertaken via the 'Your Say' online platform, notices on Council's website and notices at the community garden.

The feedback received via the 'Your Say' page highlighted the value of the garden during COVID-19 lockdowns, the important role of social and intergenerational connections and special appreciation for a garden space from residents living in apartments.

Comments received included:

- Our community garden is a shining light to people near and far. It's good for our mental health, it's good for the environment and it is something beautiful in our neighbourhood. We must be doing plenty right as there is a long waitlist.
- Despite living in the area for more than 25 years, it is only since joining CPCG that I have found a sense of community here. CPCG involves all age groups in its activities. Young & old, members & non-members, learn how food is grown.
- The garden has been an oasis for social interaction, food production and outdoor exercise during the past 2 years of COVID-19 lockdowns and isolation.
- Growing food, growing community, bee haven, love getting my hands in the earth as I live in a flat with no balcony.
- Cooper Park Community Garden has been the focal point for the restoration and regeneration of Cooper Park North.
- The garden is of great benefit to the mental well-being of its participants. I am also able to share my produce with up to six other households within the municipality.
- The garden is well cared for and organised.
- Wonderful opportunity for intergenerational members of the community to work together and form friendships while working, learning and creating such a positive endeavor.
- Love it to bits.

All comments received supported the continued use of the land as a community garden.

### **Policy Implications:**

This report relates to and is consistent with Council's Community Gardens Policy.

### **Financial Implications:**

The Community Garden is self-funded through membership fees. Council's Operational Budget includes a small allocation to support Community Gardens.

### **Resourcing Implications:**

Council provides occasional in-kind support from staff to the Community Garden.

**Conclusion:**

The Cooper Park Community Garden has been a great success, providing a valuable community space enabling local residents to participate in organic gardening and sustainability education. The dedicated volunteers have established a thriving garden in just four years and continue to make improvements to ensure the space is productive, beautiful and functional. They should be proud of their achievements. It is recommended that the preparation of a Deed of Licence (User Agreement) for a further three years (with the option of extension for a further two years) will enable this garden to continue to thrive.

**Attachments**

1. Deed of Licence - Cooper Park Community Garden 2019



**HWL**  
**EBSWORTH**  
LAWYERS

## Deed of Licence (User Agreement)

### Cooper Park Community Garden

**Woollahra Municipal Council**

and

**Cooper Park Community Garden Incorporated**

Ref BSO:671316 19 March 2019

Doc ID 433183343/V1

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| <b>13.</b>          | <b>Consent authority</b>                                    | <b>20</b> |
|                     | <b>Reference Schedule</b>                                   | <b>22</b> |
|                     | <b>Signing page</b>   | <b>23</b> |
| <b>Annexure "A"</b> | <b>Plan of Licensed Premises</b>                            | <b>24</b> |
| <b>Annexure "B"</b> | <b>Woollahra Municipal Council Community Gardens Policy</b> | <b>25</b> |
| <b>Annexure "C"</b> | <b>Constitution</b>   | <b>36</b> |
| <b>Annexure "D"</b> | <b>Garden Plan</b>  | <b>57</b> |



Deed of Licence (User Agreement): Cooper Park Community Garden

Date 28 March 2019 ~~2017~~

Parties **Woollahra Municipal Council**

536 New South Head Road, Double Bay, New South Wales, 2128

(Licensor)

**Cooper Park Community Garden Incorporated (Incorporation No: INC1700390)**

(Licensee)

- Recitals
- A. The Licensed Premises comprises community land owned by the Licensor.
  - B. The Licensee is an incorporated non-profit association which has agreed to develop, manage and operate a Community Garden at the Licensed Premises.
  - C. The Licensor has agreed to licence the Licensed Premises to the Licensee for the Licence Term upon the terms and conditions of this deed.

This deed witnesses that in consideration of, among other things, the mutual promises contained in this deed the parties agree as follows:

1. Definitions and interpretation clauses

1.1 Definitions

In this deed:

**Act** means the *Local Government Act 1993*.

HWL  
EBSWORTH  
LAWYERS

|                                  |   |
|----------------------------------|---|
| <b>Community Garden</b>          | has the meaning as provided in <b>Item 2</b> of the Reference Schedule.   |
| <b>Community Gardens Policy</b>  | means the document attached to this deed marked " <b>B</b> " as amended from time to time.  |
| <b>Constitution</b>              | means the Constitution of the Licensee prepared in accordance with the Associations Incorporation Act 1984 which are attached to this deed marked " <b>C</b> " as amended from time to time.  |
| <b>Environmental Laws</b>        | means any law of State protection policy incorporated by reference to or being part of any law relating to the protection of the Environment.   |
| <b>Garden Plan</b>               | means the document attached to this deed marked " <b>D</b> " as amended from time to time.  |
| <b>Improvements</b>              | means all improvements funded by the Licensee and made by the Licensee to the Licensed Premises (whether before or after the Licence Commencement Date) including all elevated garden bed structures, irrigation systems, watering systems, sheds, water tanks and sun shelters installed by the Licensee). |
| <b>Licence</b>                   | means the licence granted under Part 2 of this deed.  |
| <b>Licence Commencement Date</b> | means the date for the commencement of the Licence Term specified in <b>Item 1</b> of the Reference Schedule.   |
| <b>Licence Term</b>              | means a period of three (3) years commencing on the Licence Commencement Date.  |
| <b>Licensed Premises</b>         | means that part of the Park edged red as shown on the attached Plan marked " <b>A</b> ".  |
| <b>Licensee</b>                  | means Cooper Park Community Garden Incorporated (Incorporation No: INC 1700390) and its successors and where not repugnant to the context, its servants and agents.   |



|                                |  |
|--------------------------------|--|
| <b>Licensee's Goods</b>        | means all goods and chattels (excluding all Improvements) funded by the Licensee and used by the Licensee in connection with operation of the Community Garden at the Licensed Premises (including all compost tumblers, hoses and gardening tools and equipment). |
| <b>Licensee's Obligations</b>  | means all of the Licensee's obligations under this deed.   |
| <b>Licensor</b>                | means Woollahra Municipal Council.   |
| <b>Member</b>                  | means a registered member of the Licensee.   |
| <b>Member's User Agreement</b> | means the standard agreement between the Licensee and a Member specifying the terms and conditions of the Member's right to use the Licensed Premises, including all such terms specified in the Community Gardens Policy.   |
| <b>Plan of Management</b>      | means the Plan of Management in relation to the Park adopted by the Licensor (as amended from time to time).   |
| <b>Park</b>                    | Cooper Park.   |
| <b>Reference Schedule</b>      | Means the reference schedule to this deed.   |

## 1.2 Interpretation

- (a) Where used in this deed, words importing the singular number or plural number shall include the plural number and singular number respectively and words importing the masculine gender shall include the feminine or neuter gender.
- (b) The headings of the various parts of this deed have been inserted to assist the parties in the reading of this deed but must not be taken into account in the interpretation of any of the clauses of this deed.
- (c) Where a party to this deed comprises more than one person or corporation, the covenants of that party in this deed will bind the persons and/or corporations constituting that party jointly and severally.

## 2. Grant of Licence

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- 2.1 The Licensor grants to the Licensee a non-exclusive licence to use the Licensed Premises for the Licence Term.
- 2.2 The Licence is subject to the Act.
- 2.3 The Licence does not confer on the Licensee the right of exclusive possession or occupation or use of the Licensed Premises.
- 2.4 Nothing contained in this deed is intended to or will confer on the Licensee any right as tenant of the Licensed Premises or create the relationship of landlord and tenant between the parties and any such implication or inference is expressly negated.

## 3. Licence fee and service charges

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### 3.1 Licence Fee

No licence fee is payable by the Licensee for the Licence.

### 3.2 Payment for services to the Licensed Premises

- (a) The Licensee must pay during the Licence Term within fourteen (14) days after demand, all reasonable and substantiated costs, fees, expenses and charges in respect of the following during the Licence Term:
  - (i) usage of all water services in relation to the Licensed Premises;
  - (ii) provision of any security patrol, security monitoring, pest control and waste removal services in relation to the Licensed Premises; and
  - (iii) all other charges and impositions imposed by any public utility or authority for the supply of any other service (except electricity) separately supplied to the Licensed Premises.
- (b) The Licensor must pay all charges for usage of all electricity services in relation to the Licensed Premises during the Licence Term.
- (c) If there is no separate meter for recording or measuring charges for usage of water services in relation to the Licensed Premises, the Licensor shall provide free of charge to the Licensee, such quantities of water reasonably used by the Licensee in relation to the Licensed Premises from time to time during the Licence Term.



## 4. Use of the Licensed Premises

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### 4.1 Permitted use

- (a) The Licensee must not use the Licensed Premises other than as a Community Garden.
- (b) Without limiting the generality of clause 4.1(a), the Licensee must not use or permit to be used the Licensed Premises or any part thereof for:
  - (i) residential purposes (whether temporary or permanent); or
  - (ii) the keeping of livestock or poultry (except any livestock or poultry provisionally approved by the Licensor in writing).

Any such approval for provisional inclusion of livestock or poultry if granted, will initially be for a trial period with a review by the Licensor within twelve (12) months from the date of commencement of such use.
- (c) The Licensee must at all times during the Licence Term at the Licensee's expense, use all reasonable endeavours to develop, manage and operate the Licensed Premises as a Community Garden in accordance with the Members User Agreement.
- (d) The Licensee will be bound by the operating hours for use of the Licensed Premises as agreed between the Licensor and the Licensee in writing from time to time, but the Licensee must not use the Licensed Premises outside daylight hours (not before 7 am and not after 7 pm on any day (except during Daylight Savings Time) and not before 7 am or after 8pm during Daylight Savings Time without the written consent of the Licensor.
- (e) The Licensee must not generate noise that exceeds the background noise level when measured at the boundary of the Licensed Premises:
  - (i) outside the hours of 8 am to 6 pm inclusive Monday to Saturday inclusive; or
  - (ii) on Sundays and Public Holidays.
- (f) The Licensee must not park any motor vehicle or permit any motor vehicle over two tonne (2t) upon the Reserve other than for the purpose of loading and unloading of persons and goods near the main gate of the Licensed Premises and the Licensee must ensure that all such loading and unloading is undertaken between 8 am to 6 pm inclusive Monday to Saturday inclusive only and undertaken with minimum delay and that all motor vehicles used for that purpose are removed from the Reserve immediately upon completion of that purpose.



- (g) The Licensee must not at any time during the Licence Term permit any:
  - (i) noxious, immoral, noisome, offensive or illegal act, trade, business, occupation or calling to be exercised, carried on, permitted or suffered in or upon the Licensed Premises; or
  - (ii) act, matter or thing whatsoever to be done in or upon the Licensed Premises which shall or may cause unreasonable annoyance, nuisance, grievance, damage or disturbance to the occupiers or owners of adjoining or neighbouring lands or buildings.
- (h) The Licensee must at all times during the Licence Term:
  - (i) fully comply with the Plan of Management in relation to the Licensed Premises and the Licensee's use and occupation of the Licensed Premises; and
  - (ii) manage the Community Garden in accordance with:
    - (A) the Community Gardens Policy;
    - (B) the Constitution; and
    - (C) the Garden Plan.
- (i) The Licensor must during the Licence Term, notify the Licensee of any amendment to the Plan of Management which affects the Licensed Premises.
- (j) The Constitution must be consistent with the Community Gardens Policy and this deed and if there is any such inconsistency between the Constitution and the Community Gardens Policy, the provisions of the Community Gardens Policy must prevail to the extent of that inconsistency.
- (k) All produce must be chemically free or organically grown at the Licensed Premises and no produce from the Licensed Premises is to be sold for private profit (but such produce can be sold for fundraising purposes with the proceeds used to fund the Licensee's not for profit activities with respect to the Licensed Premises and/or donated).

#### 4.2 Compliance with legal requirements

- (a) Without prejudice to the obligation of the Licensee to obtain the Licensor's consent to any alterations or additions made to the Licensed Premises, the Licensee must at all times during the Licence Term comply with all statutes, ordinances, proclamations, orders and regulations present or future affecting or relating to the Licensed Premises or the use thereof and with all requirements which may be made or notices or orders which may be given by any governmental, semi governmental, city, municipal, health, licensing or any other authority having jurisdiction or authority in respect of the Licensed Premises or the use thereof and without limiting the generality of this clause the Licensee must not use the Licensed Premises without obtaining any consent permit licence or authority which the Licensee may be obliged by law to obtain and



without complying with the conditions of any such consent permit licence or authority PROVIDED THAT nothing in this clause will render the Licensee liable to make any structural alterations to the Licensed Premises nor provide any permanent fittings other than structural alterations or permanent fittings which may be rendered necessary by reason of the special nature of the activities carried on or to be carried on by the Licensee on the Licensed Premises or for repairing damage caused by the negligence of the Licensee or the Licensee's servants agents or invitees.

- (b) The Licensee must not use or permit to be used the Licensed Premises for any illegal purpose or activity and in particular without limiting the generality of this clause, must not use the Licensed Premises for any purpose for which any appropriate development consent has not been obtained. The Licensee must ensure that the conditions of any such development consent are fully complied with.

#### 4.3 Precautions against fire

The Licensee must take such precautions against fire on or in respect of the Licensed Premises as may be required under or in pursuance of any Act or Acts of Parliament now or hereafter in force or by any local or public authority and must at the Licensee's expense, do all such other acts matters and things as are or may under or in pursuance of any Act or Acts of Parliament now or hereafter to be in force be directed or required by any local or public authority to be done or executed during the Licence Term or in respect of the Licensed Premises whether by the owner or occupiers thereof PROVIDED THAT nothing in this clause will render the Licensee liable to make any structural alterations to the Licensed Premises nor provide any permanent fittings other than structural alterations or permanent fittings which may be rendered necessary by reason of the special nature of the activities carried on or to be carried on by the Licensee on the Licensed Premises and other than structural alterations or permanent fittings which may be required made by the Licensee at any time prior to or during the Licence Term.

#### 4.4 Display of signs

- (a) The Licensee must not paint, affix or exhibit or permit to be painted, affixed or exhibited onto or upon any part of the fencing or the Licensed Premises so as to be visible from outside the Licensed Premises any sign, notice, nameplate, placard, poster or other advertisement without the prior written approval of the Licensor which approval must not be unreasonably withheld and of the Council. No sign will be affixed to or exhibited on any part of the fencing or the Licensed Premises by the Licensee unless all necessary permits which must be obtained from the relevant local government authority or other appropriate authority have been obtained by the Licensee.
- (b) Immediately prior to vacating the Licensed Premises, the Licensee must remove all signs, names, advertisements or notices erected painted displayed affixed or exhibited upon or on the fencing or the Licensed Premises and must make good any damage or disfigurement caused by reason of such erection, painting, displaying, affixing, exhibiting or removal.



#### 4.5 Amenity of the Licensed Premises

- (a) The Licensee must not permit any noxious noisome or offensive trade business occupation or calling at any time during the Licence Term to be exercised carried on permitted or suffered in, upon or about the Licensed Premises and must not permit any act matter or thing whatsoever at any time during the Licence Term to be done in, upon or about the Licensed Premises which will or is likely to cause annoyance nuisance grievance damage or disturbance to occupiers or owners of adjoining or neighbouring lands or buildings.
- (b) The Licensee must ensure that all waste bins used in connection with the Licensed Premises are kept in a location approved by the Licensor.
- (c) The Licensee must not without the written consent of the Licensor (which consent must not be unreasonably withheld) erect or place upon or within or without the Licensed Premises any radio or television aerial or antenna or any loudspeakers, screens or similar devices or equipment and must not without the written consent of the Licensor use or permit to be used any musical instrument, loudspeaker, radio, gramophone, television or other similar media or equipment likely to be heard or seen from outside the Licensed Premises.

#### 4.6 Care of Licensed Premises

- (a) The Licensee must not do or permit or suffer to be done upon the Licensed Premises anything that may cause damage to the Licensed Premises.
- (b) The Licensee must not (other than in accordance with a specified use of the Licensed Premises approved by the Licensor in writing), store chemicals inflammable liquids or solids acetylene gas or alcohol volatile or explosive oils compounds or substances upon or about the Licensed Premises and must not use any such substances or fluid in or about the Licensed Premises for any purpose and must not in any way create any actual or potential fire hazard in or about the Licensed Premises. The Licensee must permit the Licensor at all times to enter upon the Licensed Premises and to abate any actual or potential fire hazard in or about the Licensed Premises and if such hazard in the reasonable opinion of the Licensor is caused by or results from the use or occupancy of the Licensed Premises by the Licensee, the Licensee must pay to the Licensor the costs and expenses incurred by the Licensor in carrying out such work.
- (c) The Licensee must at all times during the Licence Term:
  - (i) not unreasonably deny public access rights to the Licensed Premises;
  - (ii) manage safe access in and around the Licensed Premises; and
  - (iii) by the expiration of each period of twelve (12) months of the Licence Term, provide to the Licensor a written report providing details relating to the function of the Community Garden at the Licensed Premises and the Licensee's development, management and operation of the Community Garden at the Licensed Premises which reports will be

used by the Licensor to monitor performance of the Licensee's obligations meeting all Licensor's objectives including in relation to development, management and operation of the Community Garden at the Licensed Premises in accordance with this deed.

**4.7 No representation or warranty**

Subject to Section 52A of the Conveyancing Act, 1919, no representation or warranty is given by the Licensor as to:

- (a) the purpose for which the Licensed Premises may be used or not used under any law or as to the existence or non-existence of any rights in connection with any such use; or
- (b) whether or not there is any contamination in, on or under the Licensed Premises or any adjacent premises; and
- (c) the Licensee acknowledges that the Licensee has made its own enquiries and satisfied itself in that regard in all respects.

**4.8 Occupational health and safety**

The Licensee agrees, at its cost, to take all reasonable steps to ensure to the maximum extent permitted by law, that the Licensee nor any of the Licensee's employees and agents does not do or fail to do anything which may result in the Licensor being in breach of any obligation imposed on the Lessor in respect of the Licensed Premises under the Work Health and Safety Act 2011.

**4.9 Environmental laws**

The Licensee must ensure the Licensee's occupation and use of the Licensed Premises complies with the Environmental Laws.

**4.10 Licensor's right to inspect**

The Licensor may at all reasonable times during the Licence Term without giving notice to the Licensee together with the Licensor's servants and agents at its own risk and expense, enter upon the Licensed Premises to monitor performance of the Licensee's Obligations.

**4.11 Licensor's right to terminate Licence**

- (a) If at any time during the Licence Term the Licensed Premises is not used as a Community Garden in accordance with this deed, the Licensor may terminate the Licence by written notice to the Licensee.
- (b) If the Licence is terminated in accordance with clause 4.11(a) the Licensee must:
  - (i) vacate the Licensed Premises by the date required by the Licensor; and



- (ii) remove from the Licensed Premises all of the Licensee's Goods and any items of the Improvements which the Licensee requires to be removed from the Licensed Premises; and
- (iii) leave the Licensed Premises in a clean state and tidy condition.

#### 4.12 Licensors Obligations

The Licensor must during the Licence Term:

- (a) maintain the area adjacent to the Licensed Premises in accordance with the Council's maintenance schedule for that area and reasonably free of weeds, rubbish, chemicals and overhanging branches;
- (b) promote and raise community awareness of the Community Garden at the Licensed Premises through various Council promotions and Council's website;
- (c) provide contact information to the public of existing community garden contracts for the Community Garden at the Licensed Premises; and
- (d) whenever reasonably practicable, provide mulch for use on the Licensed Premises.

#### 4.13 Licensor's right to use

- (a) The Licensor reserves the right and liberty to the Licensor and all persons, claiming through or authorised by the Licensor at the Licensee's cost and risk, the right to install, maintain, use, repair, alter and replace all signs, drains, sewers, pipes, vents, flues, ducts, conduits, cables and wires passing through or along or in the Licensed Premises and to pass and run water, air, electricity, sewerage, drainage, soil, gas, smoke, fumes and other utility services through such drains, sewers, pipes, vents, glues, ducts, conduits, cables and wires and to enter upon the Licensed Premises for such purposes provided that in exercising such rights as aforesaid the Licensor shall not interfere with the Licensee in its permitted use of the Licensed Premises to any greater extent than may be reasonably necessary.
- (b) The Licensor may at all times during the Licence Term with reasonable notice to the Licensee, access and use the Licensed Premises for the purpose of undertaking environmental workshops and other educational purposes.
- (c) The Licensee must at all times during the Licence Term, ensure that one entry way to the Licensed Premises is padlocked with a standard lock as used by the Licensor.

### 5. Assignment and sub-licensing

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- 5.1 The Licence is personal to the Licensee and is not assignable by the Licensee in any circumstances whatsoever and subject to clause 5.2, the Licensee must not sub-licence

or part with or share possession of the Licensed Premises or any part of the Licensed Premises.

- 5.2 Notwithstanding clause 5.1, the Licensee may allocate to Members the right to access and use in accordance with the Members User Agreement specified garden allotments within the Licensed Premises as determined by the Licensee.

## **6. Maintenance, repair and alterations**

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### **6.1 Repairs and maintenance**

- (a) The Licensee must at all times during the Licence Term, maintain, repair, amend, replace, renew and keep the Licensed Premises together with all conveniences, amenities and appurtenances relating to the Licensed Premises in good and substantial repair order and condition in all respects reasonable wear and tear excepted and in the event of any part thereof having been replaced or renewed during the Licence Term then as nearly as possible in the same condition as at the date of such replacement or renewal having regard to the age thereof, reasonable wear and tear excepted. The Licensee will not be required to carry out work of a structural nature to so much of the Licensed Premises as has not been constructed by or on behalf of the Licensee unless the need for such work arises as a result of the particular use to which the Licensee is putting the Licensed Premises or unless the work is required as a result of damage caused to the Licensed Premises by the Licensee its servants agents or invitees.
- (b) The Licensee must during the Licence Term maintain all approved signs notices and advertisements in good repair and the Licensee indemnifies and agrees to keep indemnified the Licensor its servants and agents against all actions, claims, demands, suits solely caused by such signs, notices or advertisements.
- (c) The Licensee must promptly make good any breakage defect or damage to the Licensed Premises or to any adjoining premises or any facility or appurtenance thereof occasioned by want of care misuse or abuse on the part of the Licensee or its invitees or otherwise directly caused by any breach or default of the Licensee under this deed.
- (d) The Licensee must at all times during the Licence Term at its expense, keep and maintain the gates, locks and fittings of the Licensed Premises in good and efficient working order and at the expiration of the Licence Term or sooner determination of the Licence, return all keys of the Licensed Premises to the Licensor.
- (e) The Licensee must at its expense at all times during the Licence Term, keep the Licensed Premises clean and tidy and free from rubbish and for this purpose must store and keep all waste materials and garbage in proper receptacles and must have all such waste materials and garbage regularly removed from the Licensed Premises.



- (f) The Licensee must at its expense, at all times during the Licence Term cause the Licensed Premises to be kept free of noxious weeds and pests in accordance with the Licensor's then existing policies.
- (g) The Licensee must at its expense, maintain the Licensed premises, vegetation, fencing, signage, furniture and/or other structures to the reasonable satisfaction of the Licensor .

#### 6.2 Alterations and additions

- (a) The Licensee must not and must not permit any person to make any structural alteration or addition to the Licensed Premises without the prior written consent of the Licensor and must in the course of such alterations or additions made with the prior written consent of the Licensor observe and comply with all requirements of the Licensor and of any public and other relevant authorities.
- (b) The Licensee must not without the prior written consent of the Licensor install any partitioning and/or any equipment or other installation in the Licensed Premises and any such approved partitioning, equipment or installation must be installed at the Licensee's cost by the Licensor or such persons nominated or approved by the Licensor in writing.

#### 6.3 Licensee's fixtures

Except as otherwise provided in this deed or unless otherwise agreed in writing by the parties to this deed, all partitioning equipment and installations erected or installed in the Licensed Premises by or at the cost of the Licensee will remain the property of the Licensee who will be responsible for all maintenance thereof and in the case of plant and equipment for the repair and running costs thereof and such partitioning equipment and/or installations may and if so required by the Licensor must be removed by the Licensee at or immediately prior to the expiration of the Licence Term or any renewal of the Licence Term but the Licensee must upon such removal do no damage to the Licensed Premises and must reinstate the Licensed Premises to the condition it was in prior to such installations fair wear and tear excepted. If the Licensee fails or refuses to remove and carry away any such partitioning equipment and installations or any other articles or items belonging to the Licensee at or immediately following the determination of the Licence or any renewal thereof the Licensor may at the expense of the Licensee remove and dispose of the same and any such partitioning equipment installations and other items not removed by the Licensee as aforesaid shall become the property of the Licensor.

#### 6.4 Security

The Licensee must use its best endeavours to protect and keep the Licensed Premises and any property contained in the Licensed Premises secure from theft, robbery or vandalism and must keep all doors of any structures and gates locked.



**6.5 Notice of damage**

The Licensee must give to the Licensor written notice of any substantial or permanent damage to the Licensed Premises other services within one (1) working day of the Licensee becoming aware of such damage or malfunction.

**6.6 Supply failure**

Notwithstanding any implication or rule of law to the contrary, the Licensor must not in any circumstances be liable to the Licensee for any loss or damages suffered by the Licensee for any malfunction, failure to function of the water gas or electricity services or the appurtenances contained in the Park or the Licensed Premises or for blockage of any sewers, wasters, drains or storm water drains from any cause whatsoever.

**6.7 Ownership of Improvements and Licensee's Goods**

The Licensor and the Licensee agree:

- (a) until expiration of the Licence Term or sooner termination of the Licence;
  - (i) the Licensee will own the Improvements and the Licensee's Goods; and
  - (ii) the Licensee must at the Licensee's expense, maintain and repair the Improvements and the Licensee's Goods; and
- (b) on expiration of the Licence Term or sooner termination of the Licence:
  - (i) the Licensee must remove from the Licensed Premises all of the Licensee's Goods and any items of the Improvements which the Licensor requires to be removed from the Licensed Premises; and
  - (ii) unencumbered ownership shall vest in the Licensor of all items of the Improvements which the Licensor requires not to be removed from the Licensed Premises.
- (c) The Licensee must not mortgage, charge or otherwise encumber any of the Improvements.

**7. Insurance**

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**7.1 Public risk insurance**

- (a) The Licensee must effect and keep current during the Licence Term, a public risk insurance policy in the names of the Licensor and the Licensee for the amount specified in **Item 3** of the Reference Schedule.
- (b) The Licensor may from time to time require the amount of such policy to be increased by such amount as may be reasonable having regard to the effect of inflation.

- (c) The Licensee must by the Licence Commencement Date provide to the Licensor a certificate of currency in respect of the public risk insurance policy referred to in clause 7.1(a).

## **7.2 Licensee to maintain insurance**

- (a) The Licensee must not at any time during the Licence Term do permit or suffer to be done any act matter or thing whereby any insurances in respect of the Licensed Premises may be vitiated or rendered void or voidable or (except with the approval in writing of the Licensor) whereby the rate of premium on any such insurance may be liable to be increased.
- (b) The Licensee must from time to time as and when required by notice in writing from the Licensor, immediately pay all extra premiums of insurance on the Licensed Premises as may be required on account of extra risk caused by the use to which the Licensed Premises are put by the Licensee or by the bringing or keeping on the Licensed Premises of any materials or substances.
- (c) All policies of insurance liable or required to be effected by the Licensee under this deed whether in respect of the property or risk of the Licensor or the Licensee must be taken out with an insurance office or company approved in writing by the Licensor.
- (d) In addition to its obligations under clause 7.1(c), the Licensee must in respect of any other policy of insurance to be effected by the Licensee under this deed, if so required produce to the Licensor a certificate of currency within twenty-four (24) hours of receipt of a request for the same from the Licensor.

## **7.3 Structure, building and the Licensee's contents**

The Licensor shall not be liable for any damage to or loss or theft of any:

- (a) structure or building erected by the Licensee upon the Licensed Premises; or
- (b) plant, equipment and chattels kept or left on the Licensed Premises.

## **8. Release and indemnity**

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### **8.1 Release of Licensor**

The Licensee agrees to occupy use and keep the Licensed Premises at the risk of the Licensee and the Licensee releases to the full extent permitted by law, Licensor and its agents servants contractors and employees, in the absence of any negligence or wilful act or breach of this Deed on their part, from all claims and demands of every kind in respect of any accident damage death or injury resulting from such use by the Licensee its servants, agents, contractors or invitees occurring in, on or about the Licensed Premises and the Licensee agrees that in the absence of any such negligence or wilful act or breach of this Deed, the Licensor and its agents, servants, contractors and employees must have no responsibility or liability for any loss damage death or injury





suffered by the Licensee (whether to or in respect of the Licensee's person or property or the activities conducted by the Licensee) or any of the Licensee's servants, agents, contractors or invitees as a result of any breakage leakage accident or event in, on or about the Licensed Premises.

## 8.2 Indemnity of Licensor

The Licensee indemnifies the Licensor from and against all actions claims demands losses damages costs and expenses for which the Licensor is held liable in respect of or arising from:

- (a) the negligent use misuse or abuse by the Licensee or any servant agent contractor customer or invitee of or any other person claiming through or under the Licensee of the gas electricity lighting and other services and facilities of the Licensed Premises;
- (b) loss damage death or injury from any cause whatsoever to property or person caused or contributed to by the use of the Licensed Premises by the Licensee or any servant agent contractor or invitee of the Licensee or other person acting on behalf of the Licensee; and
- (c) loss damage death or injury from any cause whatsoever to property or person in, on or about the Licensed Premises caused or contributed to by any act omission neglect breach or default of the Licensee or any servant agent customer contractor sub contractor or invitee of the Licensee or other person acting on behalf of the Licensee.

## 8.3 Failure of services

Except in the event of negligence or wilful act of the Licensor or any servant, agent or contractor of the Licensor, the Licensor will be under no liability for any loss injury or damage sustained by the Licensee or any other person at any time as a result of or arising in any way out of the failure of the electricity or water supply or any other services or facilities provided by the Licensor or enjoyed by the Licensee in conjunction with the Licensed Premises.

## 9. Licensor's covenant

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### 9.1 Quiet enjoyment

Subject to this deed and to the Licensee duly and punctually observing and performing the covenants obligations and provisions in this deed on the part of the Licensee to be observed and performed, the Licensee may peaceably possess and enjoy the Licensed Premises during the Licence Term without any interruption or disturbance from the Licensor or any other person or persons lawfully claiming by from or under the Licensor.

## 10. Default, termination, abatement of Licence fee, etc

### 10.1 Licensor's powers on default

- (a) Subject to clause 10.2, if:
- (i) any monies payable under this deed which have not been paid by the due date remain unpaid for one (1) month after the date when the Licensor has given to the Licensee notice in writing that such other monies are outstanding;
  - (ii) the Licensee has its property seized under any distress or execution or makes any arrangement with or assignment for the benefit of creditors or makes or attempts to make any composition or arrangement for the benefit of creditors;
  - (iii) the interest of the Licensee in the Licensed Premises be attached or taken into execution or upon any legal process;
  - (iv) the Licensee being a company, an order is made or a resolution is effectively passed for the winding up of the Licensee (other than for the purposes of amalgamation or reconstruction) or the Licensee ceases or threatens to cease to carry on business; or
  - (v) the Licensee fails to perform or observe any one or more of the covenants or provisions on the part of the Licensee expressed or implied in this deed unless the non performance or non observance has been waived or excused by the Licensor in writing and such failure continues for one (1) month after the Licensee has been given notice in writing to cease the said non performance or non observance

the Licensor may at any time thereafter but without prejudice to any claim which the Licensor may have against the Licensee in respect of any breach of the covenants and provisions in this deed on the part of the Licensee to be observed and performed re enter and repossess (by force if necessary) and enjoy the Licensed Premises as of its former estate (anything herein contained to the contrary notwithstanding) and thereupon the Licence shall absolutely determine.

- (b) Acceptance by the Licensor of any monies after default by the Licensee under this deed, shall be without prejudice to the exercise by the Licensor of the power conferred upon it by clause 10.1 or any other right power or privilege of the Licensor under this deed and must not operate as an election by the Licensor either to exercise or not to exercise any such rights powers or privileges.

### 10.2 Essential terms

The following covenants by the Licensee are essential terms of this deed, namely:

- (a) the covenant as to permitted use under clause 4.1;



- (b) the covenant as to assignment and sub-licensing under clause 5.1;
- (c) the covenants as to repairs and maintenance and alterations under clause 6.1 and additions under clause 6.2 inclusive; and
- (d) the covenants as to insurance under clauses 7.1 to 7.3 inclusive.

Omission of a clause from the above list will not imply that it is not an essential term of this deed.

#### 10.3 Removal of Licensee's property on termination

Subject to clause 6.7, upon termination of the Licence for any reason whatsoever, the Licensee must within five (5) working days, remove all its goods, chattels and effects from the Licensed Premises and in the event of the Licensee failing to do so the Licensors may at the cost and expense of the Licensee remove such goods, chattels and effects in such manner and to such place as it may think fit and the Licensors will not be responsible for any loss or damage to such goods, chattels and effects caused by such removal and all costs and expenses incurred by the Licensors thereby will be recoverable from the Licensee. The Licensors will also be entitled upon expiration of the Licence Term or prior termination of the Licence to sell or otherwise dispose of any goods, chattels and effects which the Licensee has not removed from the Licensed Premises by auction sale or by private treaty and the Licensors will be entitled to apply the net proceeds of any such sale to reduction of any sums owing by the Licensee to the Licensors under this deed. Any balance of such proceeds not applied as aforesaid will be accounted for by the Licensors to the Licensee. The Licensee hereby grants the Licensors full power and authority to deal with the said goods, chattels and effects in any manner authorised by this clause and appoints the Licensors the attorney of the Licensee for such purpose. The Licensee further agrees that the Licensors will not be under any obligation to insure any such goods, chattels and effects or to otherwise ensure their safety.

#### 10.4 Condition of Licenced Premises on termination

The Licensee must immediately upon determination of the Licence, peaceably surrender and yield up to the Licensors the Licensed Premises in good and substantial repair order and condition in every case having regard to the age of what is being surrendered or yielded up fair wear and tear excepted.

#### 10.5 Resumption

If the whole of the Licensed Premises is resumed taken or acquired by any statutory authority competent in that regard the Licence will immediately cease and determine but without prejudice to any of the rights or remedies of the Licensors or the Licensee in respect of any antecedent breach of covenant on the part of the Licensee or the Licensors.



#### 10.6 Termination of Licence owing to damage to Licensed Premises

- (a) If the Licensed Premises or any part thereof which the Licensee is entitled under this deed to occupy is destroyed or damaged by fire or other risk to such an extent that the Licensed Premises are inaccessible or are wholly or partly unfit for occupation and use by the Licensee, then, until such time as the Licensed Premises are again rendered fit for occupation and use the payments in respect of outgoings payable by the Licensee under this deed or a fair proportion thereof having regard to the nature and extent of the damage sustained will be suspended.
- (b) If the Licensor notifies the Licensee in writing that the Licensor considers that damage to the Licensed Premises is such as to make repair of the damage impracticable or undesirable, the Licensor or the Licensee may terminate the Licence by giving not less than seven (7) days' notice in writing to the other of them and no compensation is payable in respect of that termination.
- (c) If the Licensor fails to repair the damage within a reasonable time after the Licensee requests the Licensor in writing to do so, the Licensee may terminate the Licence by giving not less than seven (7) days' notice in writing of termination to the Licensor.

### 11. General

---

#### 11.1 Exclusion of warranties

The Licensee acknowledges and declares that no promise representation warranty or undertaking has been given by or on behalf of the Licensor in respect of the suitability of the Licensed Premises for any purpose or any business to be carried on therein or the fittings finish facilities and amenities of the Licensed Premises or of any land or premises giving access to the same.

#### 11.2 Whole agreement

Without prejudice to the provisions of and except as provided in this deed, the covenants and provisions contained in this deed expressly or by statutory implication cover and comprise the whole of the agreement between the parties and no further or other covenants or provisions whether in respect of the Licensed Premises or otherwise will be deemed to be implied in this deed or to arise between the parties to this deed by way of collateral or other agreement or by reason of any action, omission, promise representation warranty or undertaking given or made by any party to this deed to another on or prior to the execution of this deed and the existence of any such implication or collateral or other agreement is hereby negated.

#### 11.3 Effect of waivers

No waiver by the Licensor of any one breach of any covenant obligation or provision contained or implied in this deed will operate as a waiver of another breach of the same or of any other covenant obligation or provision contained or implied in this deed.

#### 11.4 Legal costs and expenses

- (a) Each party must pay their own legal costs of or incidental to the preparation, negotiation, execution and stamping of this deed and of any application for the consent of the Licensor under this deed.
- (b) The Licensee must pay the Licensor's reasonable legal costs and all duties fees charges and expenses of or incidental to any and every breach or default by the Licensee hereunder and in or incidental to the exercise or attempted exercise of any right power privilege authority or remedy of the Licensor under or by virtue of this deed and the fees of all professional consultants properly incurred by the Licensor in consequence of or in connection with any breach or default by the Licensee under this deed.

#### 11.5 Service of notices

Every notice or other communication of any nature whatsoever required to be served, given or made under or arising from this deed:

- (a) must be in writing in order to be valid;
- (b) will be sufficient if executed by the party giving, serving or making the same or on its behalf by any attorney, director, secretary, other duly authorised officer or solicitor of such party;
- (c) will be deemed to have been duly served, given or made in relation to a party if it is delivered or posted by pre paid post to the address of a party or sent by email to the public officer, Treasurer or President of the Licensee (as notified by the Licensee to the Licensor in writing from time to time as being the then current email address for such persons). The address of a party shall be that party's last known usual place of residence or place of business or, in the case of the Licensee, the address of the public officer of the Licensee (as notified by the Licensee to the Licensor in writing from time to time)
- (d) will be deemed to be given, served or made:
  - (i) (in the case of prepaid post) on the third business day after the date of posting;
  - (ii) (in the case of email) four (4) hours after sending unless the sender receives a delivery pending or non-delivery report and on receipt of a transmission report confirming successful transmission; and
  - (iii) (in the case of delivery by hand) on delivery.

#### 11.6 Licensee's obligations to be performed at Licensee's risk and expense

Whenever the Licensee is obliged or required under this deed to do or effect any act matter or thing then the doing of such act matter or thing will, unless this deed otherwise provides, be at the sole risk and expense of the Licensee.



## 12. Goods and services tax

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- 12.1 Except as otherwise provided by this clause, the Licensee agrees that all money payable or consideration to be given by the Licensee to the Licensor under this Licence is exclusive of Goods and Services Tax (GST).
- 12.2 Liability for any GST payable in respect of any taxable supply under this deed is additional to all other money payable or consideration to be given by the Licensee to the Licensor under this deed.
- 12.3 The Licensee must without deduction or set off pay to the Licensor any GST payable in respect of any taxable supply under this deed.
- 12.4 The amount of GST payable by the Licensee will be:
- (a) calculated by multiplying the amount or consideration payable (or to be provided) for the relevant supply by the prevailing GST rate; and
  - (b) payable on the earlier to occur of the time at which:
    - (i) the other moneys payable or consideration is to be given under this deed in respect of that supply are payable; or
    - (ii) any GST in respect of that supply is payable.
- 12.5 If this deed requires the Licensee to pay, reimburse or contribute to an amount paid or payable by the Licensor in respect of an acquisition from a third party for which the Licensor is entitled to claim an input tax credit, the amount required to be paid, reimbursed or contributed by the Licensee will only be the value of the acquisition by the Licensor plus, if the Licensor's recovery from the Licensee is a taxable supply, any GST payable under this clause.
- 12.6 The Licensor will issue a tax invoice in respect of any taxable supply under this deed, which will enable the Licensee, if permitted by the A New Tax System (Goods and Services Tax) Act 1999 (the Act), to claim a credit for GST paid by the Licensee.
- 12.7 For the purpose of this clause 12 any terms used in it which have meanings under the Act, will have the meanings given by the Act.

## 13. Consent authority

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- 13.1 The Licensee acknowledges and agrees with the Licensor that the Licensor is the appropriate consent authority in respect of any development application lodged by or on behalf of the Licensee in respect of the Licensee's use of the Licensed Premises.

HWI  
EBSWORTH  
LAWYERS

- 13.2 Nothing in this deed shall be read or construed as fettering the Licensor's rights, powers and discretions as such consent authority.

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Doc ID 433183343/v1

## Reference Schedule

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|        |  |                  |
|--------|--|------------------|
| Item 1 | <b>Licence<br/>Commencement<br/>Date</b> | 15 December 2018 |
|--------|--|------------------|

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|        |                                       |  |
|--------|---------------------------------------|--|
| Item 2 | <b>Permitted Use<br/>(clause 4.1)</b> | As a non-profit community garden operated by the Licensee and its members and used for the production of produce for the personal use of its members of the public through allotments or shared plots and for demonstration of gardening or other environmental activities being undertaken and to encourage the involvement of disabled, schools, youth and aged groups and citizens in gardening activities. |
|--------|---------------------------------------|--|

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|        |  |   |
|--------|--|---|
| Item 3 | <b>Public Risk<br/>Insurance<br/>(clause 7.1(a))</b> | Not less than ten million dollars (\$10,000,000.00) or such other amount reasonably required by the Licensor in respect of any single accident or event |
|--------|--|---|

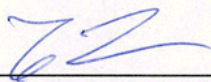
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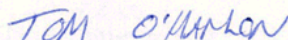
## Signing page

Executed as deed

**Signed** for and on behalf of **Woollahra Municipal Council** by the Director, Technical Services pursuant to the Delegation of Authority from the General Manager dated 23 July 2013 in the presence of:



Director Technical Services



Full name (print)

**Signed, sealed and delivered** for and on behalf of **Cooper Park Community Garden Incorporated (Incorporation No: INC 1700390)** by authority of the Committee in the presence of:



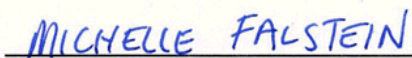
Signature of Committee Member



Full name (print)



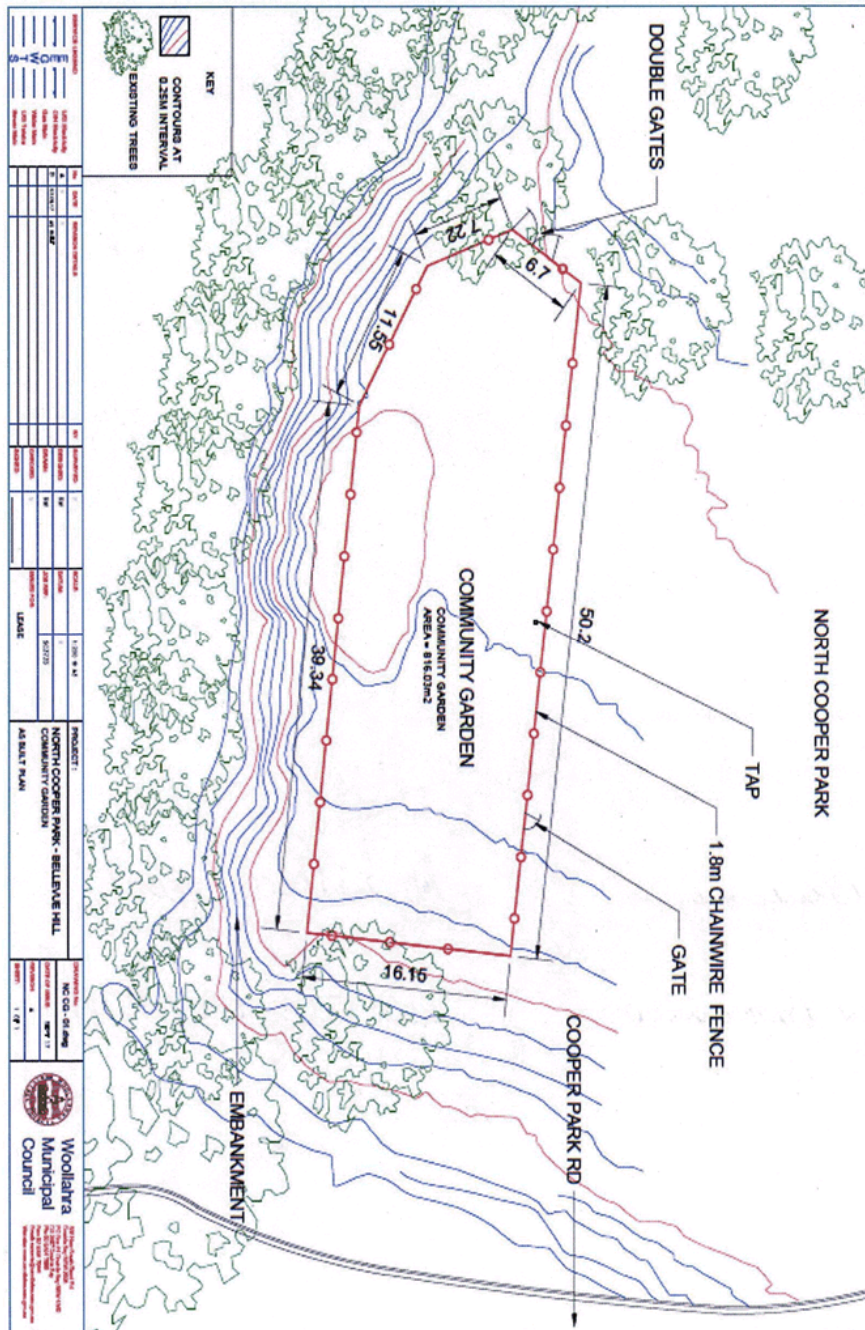
Signature of Committee Member



Full name (print)

HWL  
EBSWORTH  
LAWYERS

Annexure "A" Plan of Licensed Premises





Annexure "B" Woollahra Municipal Council Community  
Gardens Policy



## Community Gardens Policy

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|                       |  |
|-----------------------|--|
| Adoption Date:        | 12 December 2011 by Council Resolution |
| Review Date:          | 12 December 2019                       |
| Version:              | 1                                      |
| Division/Department:  | Technical Services/Open Space & Trees  |
| Responsible Officer:  | Environmental Education Officer        |
| HPE CM Record Number: | 18/128538                              |

Community Gardens Policy

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Community Gardens Policy

## What is a Community Garden?

A 'community garden' is defined as a parcel of public open space operated by the community (with Council assistance) where the site is used for:

- The production of produce for the personal use of its members through allotments or shared plots, and
- Demonstration gardening, or where other environmental activities are undertaken, also encouraging the involvement of schools, youth groups and citizens in gardening activities.

Community gardens are not-for-profit, and can provide for a wide range of environmental, social and economic benefits.

### Different Types of Community Gardens

There are different forms a community garden can take, they are:

Community Garden - a mixture of allotments for each member and some shared areas.

Verge Garden - garden beds that are established on the nature strip, or road reserve that are communally managed by a group of local residences and decisions are made jointly.

School Kitchen Garden - a community garden in a school, in which local residents outside of the school community can join and manage the garden in partnership with the school. Gardens may include individual plots for residents and communal garden beds that the school can manage and use for lessons on cooking, nutrition and the environment and provide produce for the school canteen. Council recognises that many schools in our local area have established productive and thriving school kitchen gardens. Many of these are developed like a community garden, in that the whole school community (teachers, parents and students) are involved in its development.

*Note: Should you have a connection to a school in the area, you may wish to contact them directly to volunteer to help with their garden, or to help set one up. However, the approval of outside involvement is at the discretion of each school and is not the role nor responsibility of Council.*



**Community Gardens Policy**

## **Our Policy**

Woollahra Council recognises community gardening as a valuable recreational activity that contributes to health and well-being, positive social interaction, community development, environmental education and sustainable principles, protection and use of open space.

### **Objectives**

The objectives of this policy include:

- To recognise the need and benefits of community gardens.
- To establish community gardens throughout Woollahra on public open space, where feasible and appropriate.
- To recognise the value of community gardens, as a public amenity.
- To ensure that all community gardens are managed in an efficient manner and maintained to an acceptable standard.
- To ensure all community gardens are chemical free, water efficient and sustainable.
- To acquire, share and increase knowledge and practice of organic gardening with various educational institutions and the local community.
- To offer a suitable site for Council environmental workshops and educational days.
- To standardise processes and procedures for the development of the community gardens.
- To clarify the rights and responsibilities of all stakeholders involved in community garden projects with reference to public liability, maintenance, safety and access.

### **Woollahra 2025 – Woollahra Community Strategic Plan 2010 to 2025**

This policy has been prepared in accordance with the following strategies from the Woollahra Council Delivery Program 2009 - 2013:

Goal 5: Liveable places from the Woollahra Community Strategic Plan, strategies include:

- Enhance local community, cultural and recreation facilities to become more attractive, integrated and accessible.
- Provide attractive, accessible, connected and safe parks, sportsgrounds, foreshore areas and other public spaces.

Goal 8: Sustainable use of resources:

- Provide programs and projects to reduce local greenhouse gas emissions and ecological footprint.



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Community Gardens Policy

### Council Support

Woollahra Council supports community gardens by working with community partners, in assisting to identify and contribute to site development activities. Subject to available resources Council will:

- Promote and raise awareness of community gardening
- Provide information to the public about the operation of community gardens
- Assist interested groups in searching for suitable public land for the development of community gardens
- Assist with site development such as site planning and design, surveying, and site preparation
- Provide in-kind support where feasible (i.e. water options, mulch etc.)
- Host workshops on practical skills, and group management (i.e. governance); and
- Provide grant funding opportunities and advice.

Community Gardens Policy

## Establishment of Community Gardens

Woollahra Council supports the development of community gardens, particularly in high density areas in the Municipality. Woollahra Council will assist in locating new garden sites, where available land exists, where neighbours are supportive, and where a community group demonstrates interest and commitment.

For Council to consider supporting the development of any new community garden, applicants will need to address the site selection criteria outlined below. The first step is to establish a community garden group and conduct a site assessment of the potential site. If the site meets the criteria, applicants should then discuss the proposal with Council and go through the potential issues.

### 1 Site Selection Criteria – Community Gardens

#### Location

- Consistency with relevant plans for open space
- Informed and supportive neighbours
- Proximity to high density living areas
- Close proximity to supporting infrastructure and services, such as power and water
- An area of approximately 750m<sup>2</sup>

#### Usability of site

- The site should have no major safety or health concerns
- Good passive surveillance
- Sun exposure
- Soil quality and drainage

#### Accessibility

- Should be accessible for a range of user groups
- Accessibility to public transport (where possible)
- Vehicle access

#### Multiple Use

- Community garden should be integrated without adversely conflicting with other land uses
- Community gardens can still be used as information sites for Council and School Workshops.

Upon Council review of a proposal and meeting the relevant criteria, a report to Council will be presented recommending that the proposal be exhibited to the public for comment. A follow up report will be submitted to Council for its consideration.



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Community Gardens Policy

2 Site Selection Criteria – Community Verge Gardens

Establishing verge gardens requires special consideration by Council to ensure that accessibility on footpaths, traffic and road conditions are not affected and that other environmental issues such as stormwater capture and street trees are considered in the design of new garden beds.

Applicants wanting to establish a new community garden on the nature strip will need to first speak to Council to see if their street is suitable for the inclusion of garden beds. Applicants will also need to form a community garden group and get support from neighbours.

Location

- Woollahra Council is the owner or are trust managers of the land
- Land is un-utilised or under utilised
- Community support to implement and maintain the verge garden

Usability of site

- The site should have no major safety, health or traffic concerns
- Good passive surveillance
- Sun exposure
- Soil quality and drainage

Accessibility

- Should be accessible for a range of user groups
- Access ways to be maintained at all times

Multiple Use

- Community verge gardens should be integrated without adversely conflicting with other land uses
- Community verge gardens can still be used as information sites for Council and School Workshops.

Community verge gardens where available land exists, where neighbours are supportive, and where a community group demonstrates interest and commitment will be favoured.

Where community verge gardens are proposed to be created close to adjoining residents, Council will consult with the affected residents and, where objections are raised, report on the matter to Council for its consideration.

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Community Gardens Policy

## Community Management of Gardens

Community gardens should be managed and implemented by the community, however this must be undertaken in such a way that the needs of all stakeholders are taken into account.

### Incorporation of the Garden Group

The Council encourages community garden groups to have a clear and identified legal structure. Garden groups can apply to the NSW Office of Fair Trading to become Incorporated Associations. This arrangement affords the group some flexibility in the management of funds and enables them to open a bank account, obtain public liability insurance cover and apply for government grants.

Incorporation as an association requires groups to establish a management committee with annually elected office bearers and to commit to regular meetings. This can be beneficial for the Garden as it maintains a structure that can address management issues. Having a committee also helps share the tasks of garden management and avoids excessive responsibility being placed on a few people or the garden management becoming dominated by one person.

### Insurance and Risk Management

Community Gardens will be licensed to an incorporated community group with an approved Public Liability Cover of \$10 million that indemnifies Council. Each garden group has a duty of care to the community who access the garden areas. This community group will be required to manage safe access in and around the site and, if necessary allocation of garden plots. Management of the site will also need to follow Council's direction in the issue of Environmental Sustainable Development and encourage all members, through its functions and activities, to act more sustainably.

The incorporated community group will liaise with Council staff in regards to any new infrastructure or projects planned for the garden. Prior to erection / installation of any infrastructure, written approval from Council or, where required, Development Consent may be required.

### User Agreement

A licence for use agreement must be signed between Woollahra Council and the organisation for the purpose of developing and maintaining a community garden. The licence agreement would also contain conditions for the use of the site.

At the initial set up of a new garden, a license will be granted for 12 months with an option for a 3 year agreement after this period. All community gardens will operate on a not-for-profit basis.



Community Gardens Policy

A licence or other agreement with the group could be revoked or not renewed if:

- The group disbands or ceases to function due to internal conflict;
- The garden is not maintained or becomes unsafe for public access;
- Appropriate insurance cover is not maintained.

The group will be required to report annually to Council on the function of the garden and how they are meeting Council objectives.

Council retains the capacity to use the garden as a demonstration site for community education activities such as tours and workshops. The Council will work with the garden group to ensure that organised activities do not conflict inappropriately with other garden uses, such as regular working bees.

Information regarding community gardens will be advertised through Council's website and publications. It will also be advertised to the community at Council's community centres and during Council promotions and events.

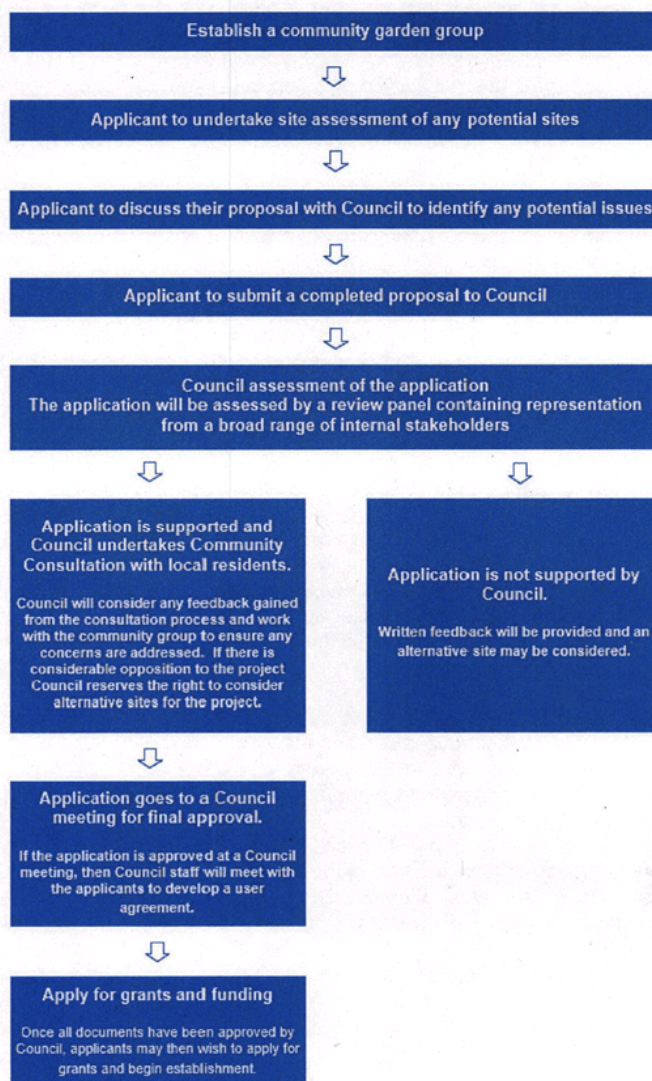
The non-profit organisation agrees to develop, manage and operate the community garden according to a user agreement with their members, which specifies the terms of use, management responsibilities, user fees and access procedures, which include the following:

- Residents of the Woollahra Municipality will be given priority for membership, however, it will be open to all on a first served basis.
- The association may set rules with the assistance of the Office of Fair Trading. Rules must not be inconsistent with Council's Community Garden Policy.
- A list of by-laws are developed by the association and must comply with Section 11 of the Associations Incorporation Act 1984 approved by Council (Staff). Members are required to sign a contract indicating their compliance.
- Membership and use of the site can be revoked for non-compliance with the organisations by-laws, the applicable user agreement or this policy.
- Gardeners need to commit to work within the communal garden and may need to undertake various courses before being allocated an individual allotment. Gardeners must be nominated by two current members.
- Allotment gardens must be maintained to a minimum standard of aesthetics and orderliness. Year-round produce is encouraged.
- Produce is to be organically grown, chemical free, and not to be sold for private commercial profit. Funds from selling produce must be invested in the garden. Excess produce can be donated.
- The organisation is to have its own Public Liability Insurance (becoming a member of a Landcare group can reduce the cost of the PLI).
- Allow monitoring and review as stipulated by the agreement.
- Allow the provisional inclusion of poultry/ livestock within community gardens that are deemed appropriate.
- Any requests for poultry/ livestock be approved by Council staff and assessed regularly.
- Any approval granted will be subject to a trial period with a review to be undertaken twelve months from commencement.

Community Gardens Policy

Procedure for Implementation

Once a preferred site has been established, applicants will need to submit a proposal to Council. If the proposal is supported, then Council will organise community consultation with local residents and work with the community garden group to address any concerns.





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Community Gardens Policy

### Want to Know More?

For further information on this policy, contact our Open Space and Trees Department.  
Advice is available from Councils:

- Environmental Education Officer on 9391 7095

Version: Final

Approval date: 12 December 2011

This part of our policy provides an overall summary of the intention and reason for a policy. Specific implementation procedures are available on request. The General Manager has approved this policy and the attached procedures.

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### Policy Amendments

| Date | Responsible Officer | Description |
|------|---------------------|-------------|
|      |                     |             |
|      |                     |             |
|      |                     |             |

Annexure "C" Constitution

**COOPER PARK COMMUNITY GARDEN INCORPORATED**  
**CONSTITUTION**

Registration Number Inc 1700390



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## Part 1 Preliminary

### 1 Definitions

(1) In this constitution:

**ordinary member** means a member of the committee who is not an office-bearer of the association, as referred to in clause 14(2).

**secretary** means:

- (a) the person holding office under this constitution as secretary of the association, or
- (b) if no person holds that office - the public officer of the association.

**special general meeting** means a general meeting of the association other than an annual general meeting.

**the Act** means the *Associations Incorporation Act 2009*.

**the Regulation** means the *Associations Incorporation Regulation 2016*

(2) In this constitution:

- (a) a reference to a function includes a reference to a power, authority and duty, and
- (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

(3) The provisions of the *Interpretation Act 1987* apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

## Part 2 Membership

### 2 Membership qualifications

(1) A person is eligible to be a member of the association if:

- (a) the person is a natural person, and
- (b) the person has applied and been approved for membership of the association in accordance with clause 3.

(2) A person is taken to be a member of the association if:

- (a) the person is a natural person, and
- (b) the person was:



- (i) in the case of an unincorporated body that is registered as the association - a member of that unincorporated body immediately before the registration of the association, or
  - (ii) in the case of an association that is amalgamated to form the relevant association - a member of that other association immediately before the amalgamation, or
  - (iii) in the case of a registrable corporation that is registered as an association - a member of the registrable corporation immediately before that entity was registered as an association.
- (3) A person is taken to be a member of the association if the person was one of the individuals on whose behalf an application for registration of the association under section 6 (1) (a) of the Act was made.

### **3 Application for membership**

- (1) An application by a person for membership of the association:
- (a) must be made in writing in the form set out in Appendix 1 to this constitution, and
  - (b) must be lodged with the secretary of the association.
- (2) As soon as practicable after receiving an application for membership, the secretary must refer the application to the committee which is to determine whether to approve or to reject the application.
- (3) As soon as practicable after the committee makes that determination, the secretary must:
- (a) notify the applicant, in writing, that the committee approved or rejected the application (whichever is applicable), and
  - (b) if the committee approved the application, request the applicant to pay (within the period of 28 days after receipt by the application of the notification) the sum payable under this constitution by a member as entrance fee and annual subscription.
- (4) The secretary must, on payment by the application of the amounts referred to in subclause (3)(b) within the period referred to in that provision, enter the application's name in the register of members and, on the name being so entered, the applicant becomes a member of the association.

### **4 Cessation of membership**

A person ceases to be a member of the association if the person:

- (a) dies, or
- (b) resigns membership, or
- (c) is expelled from the association, or
- (d) membership fees remain unpaid for more than two (2) months after they fall due under clause 8.

**5 Membership entitlements not transferable**

A right, privilege or obligation which a person has by reason of being a member of the association:

- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership.

**6 Resignation of membership**

- (1) A member of the association is not entitled to resign that membership except in accordance with this clause.
- (2) A member of the association may resign from membership of the association by first giving to the secretary written notice of at least one month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (3) If a member of the association ceases to be a member under subclause (2), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

**7 Register of members**

- (1) The secretary of the association must establish and maintain a register of members of the association (whether in written or electronic form) specifying the name and address of each person who is a member of the association together with the date on which the person became a member.
- (2) The register of members must be kept at the principal place of administration of the association and must be open for inspection, free of charge, by any member of the association at any reasonable hour.
- (3) A member of the association may obtain a copy of any part of the register on payment of a fee of \$1 for each page copied or, if some other amount is determined by the committee, that other amount.
- (4) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.
- (5) A member must not use information about a person obtained from the register to contact or send material to the person, other than for:
  - (a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the association, or
  - (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.



(6) If the register of members is kept in electronic form:

- (a) it must be convertible into hard copy, and
- (b) the requirements in subclauses (2) and (3) apply as if a reference to the register of members is a reference to a current hard copy of the register of members.

#### **8 Fees and subscriptions**

- (1) The annual membership fee shall be determined on an annual basis and ratified by the Annual General Meeting each year.
- (2) Annual membership and other fees must be paid within twenty-eight (28) days of becoming due:
  - (a) except as provided by paragraph (b), before 1 July in each calendar year, or
  - (b) if the member becomes a member on or after 1 July in any calendar year – on becoming a member and before 1 July in each succeeding calendar year.

#### **9 Members' liabilities**

The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by clause 8.

#### **10 Resolution of internal disputes**

- (1) Disputes between members (in their capacity as members) of the association, and disputes between members and the association, are to be referred to a community justice centre for mediation in accordance with the *Community Justice Centres Act 1983*.
- (2) At least 7 days before a mediation session is to commence, the parties are to exchange written statements of the issues that are in dispute between them and supply copies to the mediator.
- (3) If a dispute is not resolved by mediation within 3 months of the referral to a Community Justice Centre, the dispute is to be referred to arbitration.
- (4) The *Commercial Arbitration Act 2010* applies to a dispute referred to arbitration.

#### **11 Disciplining of members**

- (1) A complaint may be made to the committee by any person that a member of the association:
  - (a) has persistently refused or neglected to comply with a provision or provisions of this constitution, or

- (b) has persistently and wilfully acted in a manner prejudicial to the interests of the association, or
- (c) wilfully damaged the garden.
- (2) The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (3) If the committee decides to deal with the complaint, the committee:
  - (a) must cause notice of the complaint to be served on the member concerned; and
  - (b) must give the member at least 14 days from the time the notice is served within which to make written submissions to the committee in connection with the complaint, and
  - (c) must take into consideration any written submissions made by the member in connection with the complaint.
- (4) The committee may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any written submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- (5) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under clause 12.
- (6) The expulsion or suspension does not take effect:
  - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
  - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under clause;whichever is the later.

#### **12 Right of appeal of disciplined member**

- (1) A member may appeal to the association in general meeting against a resolution of the committee under clause 11, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under subclause (1), the secretary must notify the committee which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of the association convened under subclause (3):



- (a) no business other than the question of the appeal is to be transacted, and
  - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
  - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) If at the general meeting the association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

### **Part 3 The committee**

#### **13 Powers of the committee**

The committee is to be called the committee of management of the association and, subject to the Act, the Regulation and this constitution and to any resolution passed by the association in general meeting:

- (a) is to control and manage the affairs of the association, and
- (b) may exercise all such functions as may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association, and
- (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

#### **14 Composition and membership of committee**

- (1) Subject in the case of the first members of the committee to section 21 of the Act, the committee is to consist of:

- (a) the office-bearers of the association, and
- (b) 3 ordinary members one of which may be the public officer.

each of whom is to be elected at the annual general meeting of the association under clause 15.

**Note.** Section 28 of the Act contains further requirements concerning eligibility for membership and composition of the committee.

- (2) The office-bearers of the association are to be:

- (a) the president
- (b) the vice-president
- (c) the treasurer, and
- (d) the secretary.

- (3) A committee member may hold up to 2 offices (other than both the offices of president and vice-president).
- (4) Each member of the committee is, subject to this constitution, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- (5) Committee members may not serve for more than two consecutive terms in the same office.

#### **15 Election of committee members**

- (1) Nominations of candidates for election as office-bearers of the association or as ordinary members of the committee:
  - (a) must be made in writing, signed by 2 members of the association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
  - (b) must be delivered to the secretary of the association at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) The ballot for the election of office-bearers and ordinary members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
- (7) A person nominated as a candidate for election as an office-bearer or as an ordinary committee member of the association must be a member of the association.

#### **16 Secretary**

- (1) the secretary of the association must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.
- (2) It is the duty of the secretary to keep minutes (whether in written or electronic form) of:
  - (a) all appointments of office-bearers and members of the committee,



- (b) the names of members of the committee present at a committee meeting or a general meeting, and
  - (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- (4) The signature of the chairperson may be transmitted by electronic means for the purposes of subclause (3).

#### 17 Treasurer

It is the duty of the treasurer of the association to ensure:

- (a) that all money due to the association is collected and received and that all payments authorised by the association are made, and
- (b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.

#### 18 Casual vacancies

- (1) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of the appointment.
- (2) A casual vacancy in the office of a member of the committee occurs if the member:
- (a) dies, or
  - (b) ceases to be a member of the association, or
  - (c) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
  - (d) resigns office by notice in writing given to the secretary, or
  - (e) is removed from office under clause 19, or
  - (f) becomes a mentally incapacitated person, or
  - (g) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

#### 19 Removal of member

- (1) The association in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office

and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.

- (2) If a member of the committee to whom a proposed resolution referred to in subclause (1) relates, makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representation be notified to the members of the association, the secretary or the president may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

## **20 Meetings and quorum**

- (1) The committee must meet at least 4 times in each period of 12 months at such place and time as the committee may determine.
- (2) Additional meetings of the committee may be convened by the president or by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under subclause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the committee:
  - (a) the president or, in the president's absence, the vice-president is to preside, or
  - (b) if the president and the vice-president are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

## **21 Appointment of association members as committee members to constitute quorum**

- (1) If at any time the number of committee members is less than the number required to constitute a quorum for a committee meeting, the existing committee members may



appoint a sufficient number of members of the association as committee members to enable the quorum to be constituted.

- (2) A member of the committee so appointed is to hold office, subject to this constitution, until the annual general meeting next following the date of the appointment.
- (3) This clause does not apply to the filling of a casual vacancy to which clause 18 applies.

**22 Use of technology at committee meetings**

- (1) A committee meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the committee's members a reasonable opportunity to participate.
- (2) A committee member who participates in a committee meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

**23 Delegation by committee to sub-committee**

- (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the association as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
  - (a) this power of delegation, and
  - (b) a function which is a duty imposed on the committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Despite any delegation under this rule, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (7) A sub-committee may meet and adjourn, as it thinks proper.

**24 Voting and decisions**

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote.
- (3) Subject to clause 20(5), the committee may act despite any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

**Part 4 General meeting**

**25 Annual general meetings – holding of**

- (1) The association must hold its first annual general meeting:
  - (a) within the period of 18 months after its incorporation under the Act, and thereafter
  - (b) within the period of 6 months after the close of the association's financial year.
- (2) subclause (1) has effect subject to any extension or permission granted under section 37 (2) (b) of the Act.

**26 Annual general meetings – calling of and business at**

- (1) The annual general meeting of the association is, subject to the Act and to clause 25, to be convened on such date and at such place and time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
  - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
  - (b) to receive from the committee reports on the activities of the association during the last preceding financial year,
  - (c) to elect office-bearers of the association and ordinary members of the committee,
  - (d) to receive and consider the statement which is required to be submitted to members under section 44 of the Act.
- (3) An annual general meeting must be specified as such in the notice convening it.



**27 Special general meetings – calling of**

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the association.
- (2) The committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a special general meeting of the association.
- (3) A requisition of members for a special general meeting:
  - (a) must be in writing, and
  - (b) must state the purpose or purposes of the meeting, and
  - (c) must be signed by the members making the requisition, and
  - (d) must be lodged with the secretary, and
  - (e) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by a member or members as referred to in subclause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.

**28 Notice**

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under subclause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under clause 26(2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.



**29 Quorum**

- (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.
- (2) Five members present in person (being members entitled under this constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
  - (a) if convened on the requisition of members, is to be dissolved, and
  - (b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) is to constitute a quorum.

**30 Presiding member**

- (1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the association.
- (2) If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

**31 Adjournments**

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in subclauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

**32 Making of decisions**

- (1) A question arising at a general meeting of the association is to be determined by:



- (a) a show of hands or, if the meeting is one to which clause 37 applies, any appropriate corresponding method that the committee may determine, or
- (b) if on the motion of the chairperson or if 3 or more members present at the meeting decide that the question should be determined by a written ballot—a written ballot.
- (2) If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (3) Subclause (2) applies to a method determined by the committee under subclause (1) (a) in the same way as it applies to a show of hands.
- (4) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

### 33 Special resolutions

- (1) A resolution is passed by an association as a **"special resolution"** :
  - (a) at a meeting of the association of which notice has been given to its members no later than 21 days before the date on which the meeting is held, or
  - (b) in a postal or electronic ballot conducted by the association, or
  - (c) in such other manner as the Secretary may direct, if it is supported by at least three-quarters of the votes cast by members of the association who, under the association's constitution, are entitled to vote on the proposed resolution.
- (2) A notice referred to in subsection (1) (a) must include the terms of the resolution and a statement to the effect that the resolution is intended to be passed as a special resolution.
- (3) A postal or electronic ballot referred to in subsection (1) (b) may only be conducted in relation to resolutions of a kind that the association's constitution permits to be voted on by means of a postal or electronic ballot and, if conducted, must be conducted in accordance with the regulations.
- (4) A direction under subsection (1) (c) may not be given unless the Secretary is satisfied that, in the circumstances, it is impracticable to require votes to be cast in the manner provided by subsection (1) (a) or (b).

### 34 Voting

- (1) On any question arising at a general meeting of the association a member has one vote only.
- (2) All votes must be given personally or by proxy but no member may hold more than 5 proxies.

- (3) A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member or proxy to the association has been paid or if the member is under 18 years of age.

**35 Appointment of proxies**

- (1) Each member is to be entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy is to be in the form set out in Appendix 2 to this constitution.

**36 Postal or electronic ballots**

- (1) The association may hold a postal or electronic ballot (as the committee determines) to determine any issue or proposal (other than an appeal under clause 12).
- (2) A postal or electronic ballot is to be conducted in accordance with Schedule 3 to the Regulation.

**37 Use of technology at general meetings**

- (1) A general meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the association's members a reasonable opportunity to participate.
- (2) A member of an association who participates in a general meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

**Part 5 Miscellaneous**

**38 Insurance**

The association may effect and maintain insurance.

**39 Funds – source**

- (1) The funds of the association are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, such other sources as the committee determines.
- (2) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank account.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.



**40 Funds – management**

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association are to be used in pursuance of the objects of the association in such manner as the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee or employees of the association, being members or employees authorised to do so by the committee.

**41 Association is non-profit**

Subject to the Act and the Regulation, the association must apply its funds and assets solely in pursuance of the objects of the association and must not conduct its affairs so as to provide a pecuniary gain for any of its members.

**42 Distribution of property on winding up of association**

- (1) Subject to the Act and the Regulations, in a winding up of the association, any surplus property of the association is to be transferred to another organisation with similar objects and which is not carried on for the profit or gain of its individual members.
- (2) In this clause, a reference to the surplus property of an association is a reference to that property of the association remaining after satisfaction of the debts and liabilities of the association and the costs, charges and expenses of the winding up of the association.

**43 Alteration of objects and constitution**

- (1) The association's name, statement of objects or this constitution may be altered, rescinded or added to only by a special resolution of the Association.
- (2) An application for registration of a change in the association's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a committee member.

**44 Custody of books**

Except as otherwise provided by this constitution, the public officer, or a member of the association (as the committee determines), must keep in his or her custody or under his or her control all records, books and other documents relating to the association.

**45 Inspection of books**

- (1) The following documents must be open to inspection, free of charge, by a member of the association at any reasonable hour:
  - (a) records, books and other financial documents of the association,
  - (b) this constitution,

- (c) minutes of all committee meetings and general meetings of the association.
- (2) A member of the association may obtain a copy of any of the documents referred to in subclause (1) on payment of a fee of not more than \$1 for each page copied.
- (3) Despite subclauses (1) and (2), the committee may refuse to permit a member of the association to inspect or obtain a copy of records of the association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the association.

#### **46 Service of notices**

- (1) For the purpose of this constitution, a notice or application under clause 3 may be served on or given to a person:
  - (a) by delivering it to the person personally, or
  - (b) by sending it by pre-paid post to the address of the person, or
  - (c) by sending it by email, facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (2) for the purpose of this constitution, a notice or application under clause 3 is taken, unless the contrary is proved, to have been given or served:
  - (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
  - (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
  - (c) in the case of a notice sent by email facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

#### **47 Financial year**

The financial year of the association is:

- (a) the period of time commencing on the date of incorporation of the association and ending on the following 30 June, and
- (b) each period of 12 months after the expiration of the previous financial year of the association, commencing on 1 July and ending on the following 30 June.



HWL  
EBSWORTH  
LAWYERS

## Appendix 1

(Clause 3 (1))

### APPLICATION FOR MEMBERSHIP OF INCORPORATED ASSOCIATION COOPER PARK COMMUNITY GARDEN INCORPORATED Incorporated (incorporated under the *Associations Incorporation Act 2009*).

I, .....  
(full name of applicant)

of .....  
(address)

.....  
(occupation)

apply to become a member of the above-named incorporated association. In the event of my admission as a member, I agree to be bound by the constitution and any regulations of the association for the time being in force.

.....  
Signature of applicant

Date.....

I, ..... a member of the association,  
(full name)  
nominate the applicant for membership of the association.

.....  
Signature of proposer

Date.....

I, ..... a member of the association,  
(full name)  
second the nomination of the applicant for membership of the association.

.....  
Signature of seconder

Date.....



## Appendix 2

(Clause 35 (2))

### FORM OF APPOINTMENT OF PROXY

I, ..... of .....

(full name) (address)

being a member of Cooper Park Community Garden Incorporated

hereby appoint ..... of .....

(full name of proxy) (address)

being a member of that incorporated association, as my proxy to vote for me on my behalf at the general meeting of the association (annual general meeting or special general meeting, as the case may be) to be held on the

..... day of .....

(month and year)

and at any adjournment of that meeting.

\* My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).

.....  
Signature of member appointing proxy

Date .....

NOTE: A proxy vote may not be given to a person who is not a member of the association.

HWLEBSWORTH  
LAWYERS

## Annexure "D" Garden Plan

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#### **Cooper Park Community Garden Mission Statement & Plan**

The Cooper Park Community Garden has a number of broad aims. Firstly, the garden operates on sustainable, organic principles in an inner suburban space where members work and harvest fruit and vegetables together.

Secondly, the garden provides a place for members and visitors to learn and share their knowledge of sustainable, organic gardening methods.

It is a meeting place for diverse groups of people to have social interaction and form friendships.

Finally, it is a place for families to gather and for children to engage in garden activities.

Membership is open to all, with or without gardening experience. Membership requirements are the payment of the annual fee, a commitment to contributing to communal tasks in the garden and acceptance of the terms of the membership user agreement. Membership fees are directed towards construction of the garden beds and other infrastructure and educational resources, such as workshops.

Education is a priority. A proposed infrastructure and education project, planned for 2019, is a propagation/potting table and pergola which will serve as a demonstration and teaching area.

A main focus at garden events is to encourage children to learn a wholistic approach to crop and food production from planting seedlings in the garden plot, to harvesting, cooking and serving at the family table.

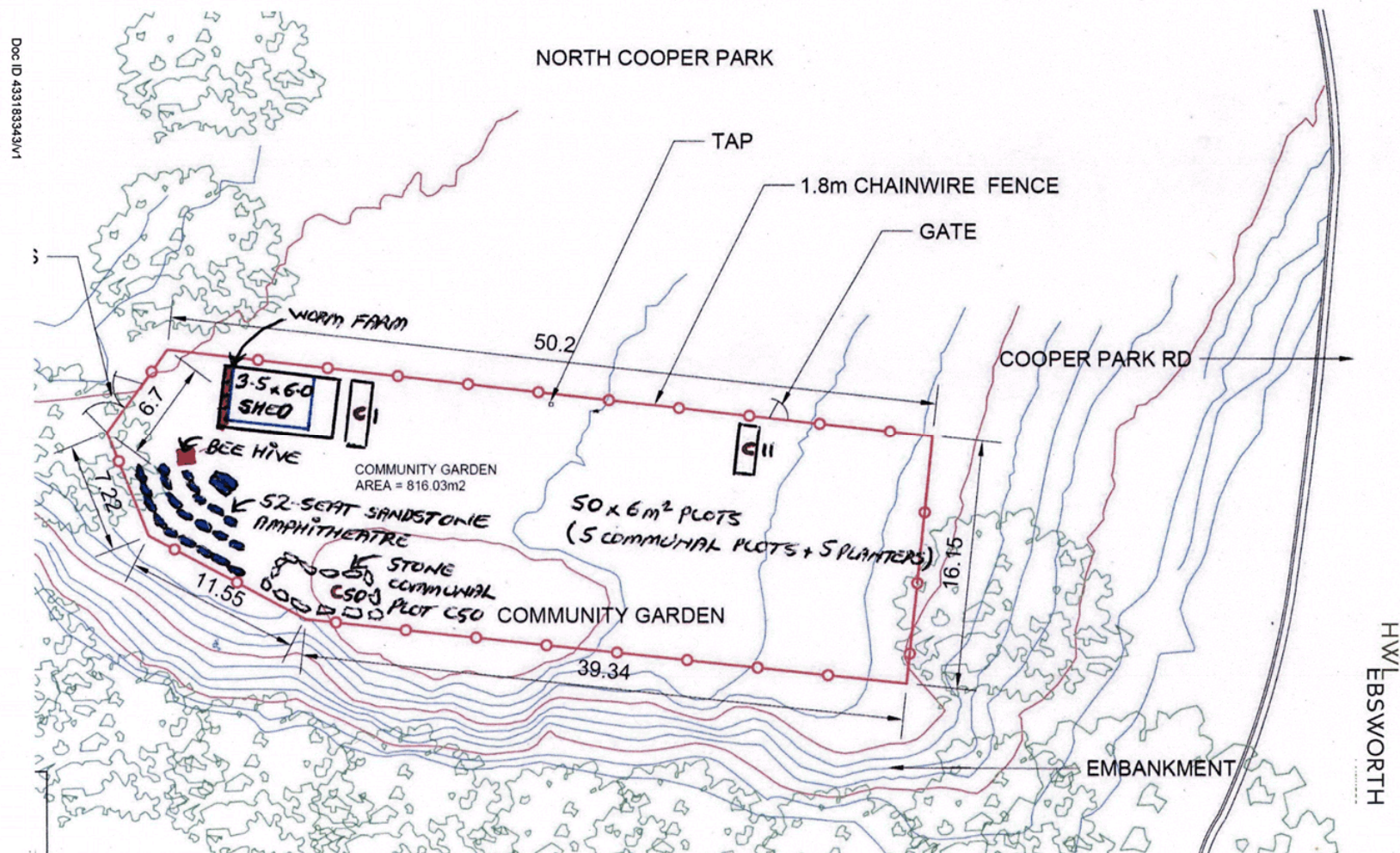
The garden, itself, consists of 50 individual garden plots, 5 of which are communal; an outdoor amphitheatre and a large shed that can accommodate workshops and meetings. For the comfort and convenience of members the shed has solar lighting, table and chairs, a communal notice board and houses a new BBQ with kettle burner.

The garden committee has established worm farms and composting; and provides dynamic lifter and other supplies for the use of members in the garden. 5 taps provide easy access for members, and hoses have spray nozzles to conserve water. Thanks to the Woollahra and Ku-ring-gai Councils we have our first thriving native bee hive in its own purpose-built home. This will eventually be divided to provide bee hives for other gardens and expand our own hives, contributing to the garden ecosystem.

The communal garden plots have a dedicated subcommittee which plans what seasonal produce is grown using principles of crop rotation. Communal beds can be utilised by members who don't have an individual garden bed and is a focal point for discussion and social interaction between members. Membership of this type continues to be promoted and expanded so that gardening is inclusive and available to many. This type of ordinary membership provides inclusion in workshops, communal gardening, mentoring, social events and the sharing in produce grown in communal areas, so that everyone can have the experience of communal gardening and sharing produce.

March 2019







**Item No:** R3 Recommendation to Council  
**Subject:** **FUNDING REQUEST APPLICATION FOR LUMIERE SCULPTURE FESTIVAL AT GAP PARK, SIGNAL HILL RESERVE AND LIGHTHOUSE RESERVE**  
**Author:** Paul Fraser, Acting Director Infrastructure & Sustainability  
**Approver:** Tom O'Hanlon, Director - Infrastructure & Sustainability  
**File No:** 22/56400  
**Purpose of the Report:** To seek Council support to assist the Lumiere Sculpture Art Festival.  
**Alignment to Delivery Program:** Strategy 1.1: Provide and facilitate a range of community projects, programs and events.

---

**Recommendation:**

- A. THAT Council note the pending submission of a Development Application to run a 10-day sculpture exhibition titled, Lumière Sculpture Festival along the coastal footpath from Gap Park to Lighthouse Reserve.
- B. That Council waive the fees and charges associated with this event (limited to park hire and waste management) and provide marketing assistance.
- C. That Council notes the considerable amount of staff time undertaken to get the proposal where it is currently at and further notes that it is expected more staff hours will be required as discussed in the report.

---

**Executive Summary:**

Council staff have been approached by *Waking Dream Incorporated* to run a 10-day sculpture exhibition titled, Lumière Sculpture Festival (previously known as LOLA – Light of Life Art and Beacon of Hope) along the coastal footpath from Gap Park to Lighthouse Reserve. The Festival is an artistic competition where artists will submit entries and be judged by a selected panel with the finalists having the opportunity to exhibit their works in various locations along the walkway.

The exhibition is proposed for the following dates; Sunday 16 April – Wednesday 26 April 2023 and will require development consent from Council. As Council is appointed as the Reserve Trust Managers of Gap Park, Signal Hill Reserve and Lighthouse Reserve we are required to provide Land Owners consent. The event is consistent with the objectives of the land. Providing this consent does not approve the development application as this will be decided through the normal planning process.

This type of event is unique for the area and has not been undertaken previously. The coastal pathway and magnificent surrounds lends itself to this type of an event. It will provide the local community and visitors to the area a unique experience which has not been undertaken at this site previously.

The organisers have provided Council with a detailed event plan and requested Council's assistance with various aspects for the event which is further discussed in the report.

**Discussion:**

The 10-day event is looking to become a highlight of Sydney's artistic calendar with the following purposes:

- 1. Illuminate the areas and walkways at night to activate the area with works of art
- 2. To provide a picturesque sculpture walkway along the coastline that can be enjoyed by all ages (free of charge)



3. Bring new participants to explore and experience this remarkable area and increase foot traffic to Watson's Bay for local businesses
4. Provide opportunities for established or emerging artists and creatives to exhibit their work and engage with new audiences, promoting mental and physical wellbeing.

The proposal consists of the following:

- Exhibition of 30 sculptures indicated on site plan (Attachment 1) from 7am – 10pm
- Illumination of the sculptures using Solar energy
- An opening event to announce finalists, winners and prizes
- Demountable for an Information Hub/ Storage
- Amenities including portaloos and additional Sulo bins
- Information signage to be inserted at various points indicated on site plan.

It was recommended by Council staff to commence small and build momentum allowing for the potential to grow. The organisers are anticipating and planning for the exhibition of 30 sculptural artworks. The coastal walkway will remain open for public access during the exhibition.

Installation of the artworks will be organised by the artists and specialist art handlers, the organisers and volunteers. All artists that will be selected will have to provide specific installation information and certification about their sculpture. It is a condition of exhibiting that all selected artists provide a written statement on how they propose to install and de-install their sculptures, together with a list of all vehicles and heavy equipment they propose to bring or require on the site. It will be a requirement that the organisers undertake an Independent Risk Assessment on the artworks and installations and consult with Council staff during this process.

It will be a further condition of this event that all artworks selected to be installed will not cause any disruption and/or permanent damage to the environment or existing walkway.

Lumière Sculpture Festival will be funded by public donation, sponsorship, grants and a small amount from artist exhibiting entry fees. They propose all artworks that are exhibited in the festival to be for sale. They will act as an agent for the artist and take a commission on any sales that take place during the exhibition period. Any commission from sales will go towards operational costs so that they may grow the festival. Waking Dream Incorporated are a not-for profit organisation.

Management issues such as parking and traffic, noise and surrounding impact, risk management and environmental impacts will be assessed as part of the Development Application.

The coastal pathway and magnificent surrounds lends itself to this type of an event. It will provide the local community and visitors to the area a unique experience which has not been undertaken at this site previously.

### **Options:**

Council may resolve in line with the recommendation/s as included in this report or Council may choose to resolve in some other manner.

### **Community Engagement and / or Internal Consultation:**

The organisers of the proposed event have met with various members of staff from Open Space & Trees, Community & Culture, Development Control and Communications.

A Councillor Briefing was held on 16 August 2021, whereby this event was identified as a potential proposal (the event was then known as the Beacon of Hope).

### **Policy Implications:**

NIL

### Financial Implications:

The organisers have stated they are committed to working with Council to achieve a successful, viable and meaningful exhibition. They have requested Council assistance as follows:

- Waiving of any associated costs to hold an event (park hire and waste management)
  - Approx. cost is \$15,000 (\$9,490 park hire fees, costs associated with waste management is unknown and dependent on the patronage of the event)
- Traffic management assistance
  - Traffic Management Plan and Traffic Control (if required approx. \$10,000)
- Environmental remediation assistance
  - (unknown however we would not permit anything that is going to harm the environmental aspects of Gap Park)
- Marketing assistance to help promote this local event
  - Approx. cost \$2,000
- Sponsorship opportunities as they hope to include the Mayor as a juror and to include a Mayors Prize in the collective prize pool.
  - Requested \$1,000

There is no current budget for the assistance of this event. As such, it is recommended that the Council resolve to approve the waiving of fees and costs associated with park hire, waste management and marketing assistance.

If a Traffic Management Plan is required as part of the development consent this should be the responsibility of the organisers as well as the management of any traffic control.

In relation to the sponsorship request, Council's Community and Culture team have advised that this request should be made through the Council's Community Grants Program.

### Resourcing Implications:

The resourcing implications of this event is unknown and it has been confirmed that the organisers do not have event experience in running a similar outdoor activity. Council staff have already expended considerable amount of time to get the proposal to where it is presently at.

To understand the resourcing required for an outdoor art festival, staff contacted Waverley Council about the *Sculpture by the Sea* event. They advised that although the event is run by experienced event organisers, a full time staff person is still allocated prior and throughout the event with various other staff involved at ad-hoc times throughout the event.

In discussions with the organisers, the various elements that staff will be required for input include:

- Guidance for artwork locations
- Guidance and review of installation methods
- Traffic management review (if approved)
- Communication elements (if approved)

The allocation of staff to assist with the event is not included in any Operational Plan. It is still unknown how much staff resourcing will be required.

### Conclusion:

The proposal by Waking Dream Incorporated to run a 10-day sculpture festival along the coastal walkway from Gap Park to Lighthouse Reserve aligns with an objective of the Gap Park Masterplan to activate the site. The walkway lends itself to a well-run event like this similar to the *Sculptures by the Sea* event. We believe the event will have a benefit for the community and visitors to the area.

There will be a resourcing and financial element for Council staff which cannot be quantified at this stage. We have expressed that all logistics, management and insurances are the responsibility of the Organiser.

### **Attachments**

1. Site Plan - Lumiere



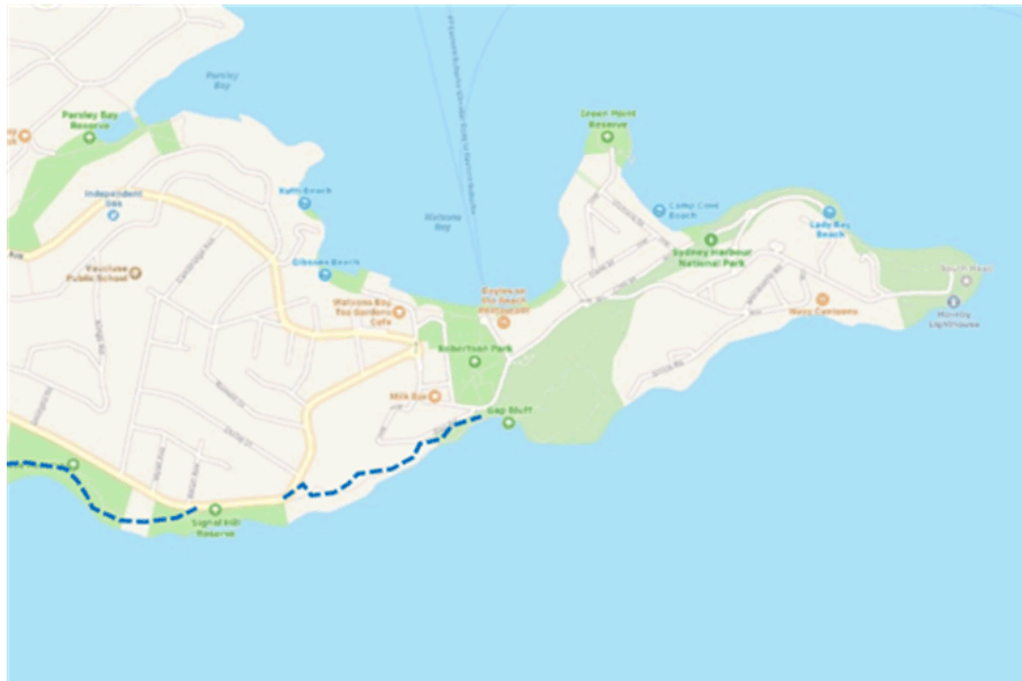


**LUMIÈRE SCULPTURE FESTIVAL**  
Potential sites for artworks

**Event Map**



Course for Sculpture Walk (approx.)



**SITES:**

1. FROM THE GAP VIEWING PLATFORM TO SIGNAL HILL
2. SIGNAL HILL TO LIGHTHOUSE RESERVE

- Map above and most images below are courtesy of THE STATEMENT OF HERITAGE IMPACT, SOLAR LIGHTING, COASTAL WALK PATHWAY, CHRISTONSON PARK TO GAP PARK document prepared by Caldis Cook Architects February 2020

Gap park viewing platform to Don Ritchie Grove potential sites:

Entry/Exit point, start/end point. Area to include signage, Info booth/hub, small to medium sized sculpture



Coastal walk with natural rock formations and grassy vegetation ideal for small hand carried/trolleyed sculptures





Natural rock formations and grassed areas throughout Gap Park ideal for small sculptural works cont



POTENTIAL SITES – LUMIERE SCULPTURE FESTIVAL

4

Gun emplacements lending as natural plinths for small to medium sized sculptures with minimal impact to heritage areas





Area around Don Ritchie Grove to house small/medium or potentially larger sized sculptures



Area leading to the Grieve Memorial ideal for small to medium sized sculptures to continue the sculpture trail into Signal Hill Reserve areas







Grassed areas and rock formations continuing on the Coastal Walk past Signal Hill perfect for medium or potentially large sized sculptures





Coastal walk leading to Lighthouse Reserve acting a start/conclusion for the Sculpture Walk







**Item No:** R4 Recommendation to Council  
**Subject:** **2021/22 BUDGET REVIEW FOR THE QUARTER ENDED 31 MARCH 2022**  
**Authors:** Henrietta McGilvray, Corporate Accountant  
Paul Ryan, Chief Financial Officer  
**Approvers:** Sue Meekin, Director Corporate Performance  
Tom O'Hanlon, Director - Infrastructure & Sustainability  
**File No:** 22/72904  
**Purpose of the Report:** To report on the review of the 2021/22 Budget for the quarter ended 31 March 2022

**Recommendation:**

- A. THAT Council receive and note the report on the Budget Review for the quarter ended 31 March 2022.
- B. THAT Council note the statement from the Responsible Accounting Officer, Council's Chief Financial Officer, that the projected financial position at 30 June 2022, based on the forecasts outlined in this report, will remain satisfactory however Council's ability to mitigate the impact of pressures on its budget as outlined in the report will reduce as Cash Reserves are drawn down and will need to be addressed longer term.
- C. THAT Council adopt the recommended variations to the 2021/22 budget as outlined in this report titled 2021/2022 Budget Review for the Quarter Ended 31 March 2022, noting the funding drawn of \$2million from the Property reserve and \$190,000 from the Domestic Waste Management Reserve to manage the working funds impact of the one-off redundancy costs associated with the staffing review.

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**Executive Summary:**

The purpose of the report is to review of the 2021/22 Budget for the quarter ended 31 March 2022 and present this to the Committee for consideration.

**Discussion:**

The requirement for a quarterly review of the budget arises from Clause 203 of the Local Government (General) Regulation 2005. It requires the responsible accounting officer of a Council to prepare and submit to the Council a budget review statement that shows, by reference to the estimates of income and expenditure set out in the Operational Plan that the Council has adopted for the relevant year, a revised estimate of the income and expenditure for that year. A budget review statement must include or be accompanied by:

- (a) a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimates of income and expenditure, and;
- (b) if that position is unsatisfactory, recommendations for remedial action.

The Quarterly Budget Review report includes the statements required under the Office of Local Government's Quarterly Budget Review Statement (QBRs) Guidelines, being:

- Income and Expenses Statement  
(contained in the body of the report – page 6)
- Capital Budget  
(contained in the body of the report – page 10)
- Cash and Investments position  
(contained in the body of the report – page 11)

- Key Performance Indicators  
(see Overall Financial Position – pages 3-5)
- Contracts and Other Expenses  
(Attachment 3)

In addition to these Statements, the Committee also receives a Balance Sheet forecast to 30 June 2022 (**Attachment 1**).

When finalising Council's 2021/22 Budget, NSW was not subject to any Stay-At-Home Orders (SAHOs) from the COVID-19 pandemic. As such, Council's budgeted income and expenditure was developed primarily based on Council's normal operations. Due to a number of COVID-19 outbreaks, SAHO's were in place at times during the financial year and for some periods when there were no SAHOs implemented, many people went into a self-imposed 'shadow lockdown'. The March Quarterly Budget Review incorporates COVID-19 related impacts that are known at the time of writing this report.

The March Quarterly Budget Review incorporates both COVID-19 related impacts as well as other items impacting on Council's budget. Aside from the COVID-19 impacts there are two significant items impacting on the March Quarterly Budget Review:

- A fair value increment on investment properties of +\$11.66m following the annual valuations of Council's investment properties. It should be noted that this is an accounting adjustment only, is a non cash item and is excluded from the calculation of Council's Operating Performance Ratio.
- Council has recently completed a staffing review and this quarterly budget review includes one- off redundancy costs of \$2.99m and salary savings of \$413k as the majority of staff impacted are leaving Council in March, April, May and June 2022. This staffing review is expected to deliver annual savings of \$2.37m.

The net forecast annual result of both COVID-19 related impacts as well as other items impacting on Council's budget, is a forecast increase in Council's Net Operating Result of \$10.65m from \$6.31m to \$16.96m. When we exclude Capital Grants & Contributions (we exclude them because capital grants and contributions can only be used on capital projects, i.e. not on Council's day to day expenses) the net result is a forecast increase in the Net Operating Result before Capital Grants & Contributions of +\$9.65m, changing the forecast from an annual deficit, last quarter, of - \$6.81m to a forecast annual surplus, this quarter, for 2021/22 of \$2.84m.

The table below shows the forecast Operating Performance Ratio, Debt Service Cover Ratio and Unrestricted Current Ratio for 2021/22 compared to 2020/21 and the OLG Benchmarks.

|                             | OLG Benchmark | 2020/21 Actual | 2020/21 Actual Adjusted* | 2021/22 Forecast | 2021/22 Adjusted Forecast* |
|-----------------------------|---------------|----------------|--------------------------|------------------|----------------------------|
| Operating Performance Ratio | > 0%          | -15.08%        | -3.45%                   | -9.44%           | -2.57%                     |
| Debt Service Cover Ratio    | > 2.00x cover | 0.14x          | 2.44x                    | 5.49x            | 6.68x                      |
| Unrestricted Current Ratio  | > 1.50x cover | 3.94x          | 3.94x                    | 3.09x            | 3.09x                      |

\* Adjusted to exclude impacts of COVID-19, the loan refinancing in 2020/21 and redundancy costs in 2021/22

This shows that the Operating Performance Ratio for 2021/22 forecast of -9.44% (unadjusted) and the -2.57% adjusted forecast ratio to be below the OLG Benchmark even when adjusted for the impacts of COVID-19 and the one-off redundancy costs from the staffing review.

Whilst we have been able to use a range of cash reserves that we had in place, to enable us to minimise the impact of the deficit position and maintain our levels of service to the community, our cash reserves are limited, so we are continuing to take proactive action to improve our financial sustainability.



At its meeting of 25 October 2021 where the audited Annual Financial Statements for the Year Ended 30 June 2021 were presented, Council resolved:

- A. THAT the General Purpose Financial Statements for the year ended 30 June 2021, as presented to the public, be received and noted.
- B. THAT as a matter of urgency Council will continue to take proactive action to address the negative impact to the Operating Performance Ratio including from recent COVID-19 related expenses, and improve Council's long term financial sustainability

Action Council has taken to improve its financial position that were incorporated in the Original 2021/22 Budget included:

- Refinancing of Council's Kiaora Lands Redevelopment Loan resulting in anticipated annual interest savings of \$0.7m
- Limited increases in discretionary expenditure across the organisation;
- Extending our passenger vehicle fleet replacement cycle from 2.5 years to 4 years, which will save approximately \$3.5 million over 10 years;
- Removal of the 30 minutes free parking on parking meters, with this being replaced by some non-metered 15-30 minutes parking bays being made available in metered parking areas;

Further initiatives currently being actioned or considered include:

- Bus Shelter Advertising – significant potential income commencing 2022/23 when fully implemented for non-heritage bus shelters and bus shelters in non-heritage areas
- Productivity Improvements/Service Review to identify other areas of the business where cost savings or income generation could be achieved without reducing our commitment to service. In relation to these, Council has undertaken a staffing review and in the March quarterly budget review includes one-off redundancy costs of \$2.99m and salary savings of \$413k as the majority of staff impacted are departing Council in March, April, May and June 2022. This staffing review is expected to deliver annual savings of \$2.37m. These savings are in addition to the \$442,000 of cost reductions factored into the December quarterly budget review (annual impact of those cost reductions is \$511,000). The expected annual savings from all of these cost reductions is \$2.88m.
- Special Rate Variation – with the specific aim of generating funding for a pre-determined and agreed outcome i.e. financial sustainability and / or things like Streetscape improvements, environmental initiatives, infrastructure upgrades etc.

### Overall Financial Position

The overall result for the March quarterly budget review is an anticipated increase in Council's 2021/22 Operating Result (including capital grants & contributions) of \$10.65m:

|  | <b>March Qtr<br/>(Favourable)/<br/>Unfavourable<br/>\$'000</b> |
|--|--|
| COVID-19 - Reductions in Income                | 347  |
| COVID-19 – Net Reduction in Expenditure        | (110)  |
| Fair value increment on investment properties  | (11,660)   |
| Redundancy Costs from Staffing Review          | 2,991  |
| Salary savings from redundant positions        | (413)  |
| Other – Increases in Income                    | (1,912)  |
| Other – Net Increase/(decrease) in Expenditure | 108  |
| <b>Change in Council's Operating Result</b>    | <b>(10,649)</b>  |

Proposed changes including the utilisation of reserve funds are detailed further in the report and in **Attachment 2**.

The resulting forecast movement in Council's working funds position is a decrease for the quarter of \$22k:

|   | (Favourable)/<br>Unfavourable<br>\$'000 |
|---|---|
| Increase in Council's Operating Result        | (10,649)                                |
| Increase in Capital Works Budget              | 246                                     |
| Transfers to/from Reserves                    | (1,228)                                 |
| Fair Value increment on investment properties | 11,660                                  |
| Decrease in Depreciation                      | (7)                                     |
| <b>Working Funds Movement for Quarter</b>     | <b>22</b>                               |

The March 2022 quarterly review forecasts an increase in Council's working funds position for 2021/22 of \$402,908 comprising of the original budget surplus including rollovers of \$147,415, a deficit in the September review of \$3,663, a surplus in the December review of \$281,253 and a deficit in the March review of \$22,097. This will result in a forecast balance of working funds at 30 June 2022 of \$2,573,021. At \$2,573,021 working funds will be below benchmark level as at 30 June 2021 (Arrears of Rates + Inventory) of \$2,619,000. It is important to remember that we maintain a level of working funds to allow us to respond to issues not foreseen in the budget, and the budget improvement initiatives outlined above will, over time, help to restore working funds to our benchmark or beyond.

A summary of the major or notable variations proposed as a result of COVID-19 in the March Review are provided below.

| <b>Budget Variations - COVID</b>  | (Favourable)/<br>Unfavourable<br>\$ |
|---|-------------------------------------|
| Mobile Bin Services Income  | 200,000                             |
| Sportsfield Lease Income (impact of COVID has been less than anticipated) | (150,000)                           |
| Carpark Income for Cross St and Cosmopolitan Centre Carparks              | 190,000                             |
| Carpark Income for Kiaora Place   | 59,000                              |

A summary of other major or notable budget variations proposed in the Budget review are provided below.

| <b>Other Budget Variations</b>  | (Favourable)/<br>Unfavourable<br>\$ |
|---|-------------------------------------|
| Fair value increment on investment properties<br>The annual valuations of Council's investment properties have been completed. The fair value increment for Kiaora Place is an increase of \$11,025k.<br>For the Grafton St & Cosmopolitan Centre Carparks the fair value increment is an increase of \$635k. This fair value increment is a non-cash item and is not included in the calculation of Council's Operating Performance Ratio. | (11,660,000)                        |
| Section 7.12 Developer Contribution Levies Income   | (1,000,000)                         |
| Transfer to the Section 7.12 Developer Contribution Reserve   | 1,000,000                           |
| Redundancy Costs  | 2,991,000                           |
| Transfer from the Property Reserve  | (2,000,000)                         |
| Transfer from the Domestic Waste Management Reserve   | (190,000)                           |
| Redundancy costs are a result of the staffing review, these costs have been funded in majority from the Property Reserve with the Domestic Waste Management portion funded from the Domestic Waste Management Reserve.  |                                     |

| Other Budget Variations   | (Favourable)/<br>Unfavourable<br>\$ |
|---|-------------------------------------|
| Salary & Wages<br>Salary savings are due to the staffing review and the majority of staff finishing in the months of March, April, May and June                     | (413,000)                           |
| Grants & Contributions – Operating<br>Streets & Shared Places grant for Placemaking (this is 50% of the total grant to be received).<br>Material: Goods expenditure | (240,000)<br>240,000                |
| Material: Goods expenditure in Cultural Development for the purchase of a Lindy Lee Sculpture.<br>Transfer from the Public Art Gallery Reserve                      | 150,000<br>(150,000)                |

Further notable movements in capital works projects are detailed on page 11.

The recommended variations to the 2021/22 Budget for the March quarter, result in a decline in the forecast unrestricted current ratio from an original budget of 3.37:1 to 3.09:1 forecast for 30 June 2022.

The unrestricted current ratio is used to assess the adequacy of working capital and the ability to satisfy obligations in the short term for the unrestricted activities of Council. The benchmark is that the ratio should not fall below 1.5:1 on an ongoing basis. Council's forecast ratio of 3.09:1 remains above the benchmark.

Overall, based on projected levels of restricted cash and liquidity, and having regard to the projected estimates of income and expenditure, Council's Responsible Accounting Officer advises that Council's projected financial position at 30 June 2022 remains satisfactory. However, as previously noted in prior quarterly budget reviews there are significant pressures on Council's budget primarily from COVID-19 impacts, and reduced income from interest earnings and increased expenditure. Council implemented a number of initiatives in the 2021/22 budget to address this, further action resulting in annual cost savings of \$511,000 were incorporated into the December quarterly budget review. Council has recently completed a staffing review and in this quarterly budget review includes one- off redundancy costs of \$2.99m and salary savings of \$413k as the majority of staff impacted are departing Council in March, April, May and June 2022. This staffing review is expected to deliver annual savings of \$2.37m. The expected annual savings from all of these cost reductions is \$2.88m. We continue to proactively identify and action other items to improve Council's financial position and long term financial sustainability.



**Income & Expenses Budget Review Statement**

**Woollahra Council  
Budget review for the quarter ended 31 March 2022  
Income & Expenses**

|   | ORIGINAL                   | Approved Changes   |                           |                          | REVISED<br>Budget<br>(000's) | Recommended<br>changes               | PROJECTED<br>year end<br>result<br>21/22<br>(000's) | ACTUAL<br>YTD<br>(000's) | % of<br>REVISED<br>Budget |
|---|----------------------------|--------------------|---------------------------|--------------------------|------------------------------|--------------------------------------|---|--------------------------|---------------------------|
|   | 21/22<br>Budget<br>(000's) | Revotes<br>(000's) | Sept<br>Review<br>(000's) | Dec<br>Review<br>(000's) |                              | for Council<br>Resolution<br>(000's) |   |                          |                           |
| <b>Income</b>   |                            |                    |                           |                          |                              |                                      |   |                          |                           |
| Rates and annual charges  | 57,730                     | 0                  | 197                       | (6)                      | 57,921                       | (7)                                  | 57,914  | 57,976                   | 100.1%                    |
| User charges and fees   | 12,629                     | 0                  | (1,360)                   | (550)                    | 10,720                       | 75                                   | 10,795  | 8,257                    | 77.0%                     |
| Other revenue   | 10,918                     | 0                  | (2,141)                   | 202                      | 8,979                        | 270                                  | 9,249   | 5,993                    | 66.7%                     |
| Grants and contributions provided for operating purposes              | 4,553                      | 113                | 471                       | 235                      | 5,372                        | 239                                  | 5,611   | 3,088                    | 57.5%                     |
| Grants and contributions provided for capital purposes                | 8,667                      | 2,313              | 1,711                     | 424                      | 13,114                       | 1,002                                | 14,117  | 5,763                    | 43.9%                     |
| Interest and investment income  | 700                        | 0                  | (207)                     | 0                        | 493                          | 23                                   | 516   | 410                      | 83.1%                     |
| Other income  | 15,789                     | 0                  | (1,085)                   | (11)                     | 14,693                       | (37)                                 | 14,656  | 10,834                   | 73.7%                     |
| Fair value increment on investment properties                         | 1,100                      | 0                  | 0                         | 0                        | 1,100                        | 11,660                               | 12,760  | 0                        | 0.0%                      |
| <b>Total Income from continuing operations</b>                        | <b>112,087</b>             | <b>2,426</b>       | <b>(2,414)</b>            | <b>294</b>               | <b>112,393</b>               | <b>13,225</b>                        | <b>125,618</b>                                      | <b>92,320</b>            | <b>82.1%</b>              |
| <b>Expenses</b>   |                            |                    |                           |                          |                              |                                      |   |                          |                           |
| Employee benefits and on-costs  | 47,809                     | 0                  | (199)                     | (374)                    | 47,235                       | 2,247                                | 49,482  | 34,786                   | 73.6%                     |
| Materials and services  | 37,180                     | 699                | (7)                       | 82                       | 37,956                       | 495                                  | 38,451  | 24,778                   | 65.3%                     |
| Borrowing costs   | 2,061                      | 0                  | 0                         | 0                        | 2,061                        | 0                                    | 2,061   | 735                      | 35.7%                     |
| Depreciation, amortisation and impairment for non-financial assets    | 14,247                     | 0                  | 2                         | 1                        | 14,250                       | (7)                                  | 14,243  | 11,103                   | 77.9%                     |
| Other expenses  | 4,270                      | 0                  | (441)                     | (6)                      | 3,823                        | 0                                    | 3,823   | 2,887                    | 75.5%                     |
| Net losses from the disposal of assets                                | 1,087                      | (51)               | (275)                     | 0                        | 761                          | (159)                                | 602   | (74)                     | -9.7%                     |
| <b>Total Expenses from continuing operations</b>                      | <b>106,654</b>             | <b>649</b>         | <b>(920)</b>              | <b>(297)</b>             | <b>106,086</b>               | <b>2,576</b>                         | <b>108,662</b>                                      | <b>74,215</b>            | <b>70.0%</b>              |
| <b>Net Operating Result from continuing operations</b>                | <b>5,433</b>               | <b>1,777</b>       | <b>(1,494)</b>            | <b>591</b>               | <b>6,306</b>                 | <b>10,649</b>                        | <b>16,955</b>                                       | <b>18,105</b>            |                           |
| <b>Net Operating Result before Capital Grants &amp; Contributions</b> | <b>(3,234)</b>             | <b>(536)</b>       | <b>(3,205)</b>            | <b>168</b>               | <b>(6,808)</b>               | <b>9,647</b>                         | <b>2,839</b>  | <b>12,342</b>            |                           |
| <b>Working Funds Reconciliation:</b>                                  |                            |                    |                           |                          |                              |                                      |   |                          |                           |
| <b>Net Operating Result from continuing operations</b>                |                            |                    |                           |                          |                              | 10,649                               |   |                          |                           |
| <b>LESS:</b>  |                            |                    |                           |                          |                              |                                      |   |                          |                           |
| Forecast increase in Capital Expenditure                              |                            |                    |                           |                          |                              | (246)                                |   |                          |                           |
| Transfers to Reserve from Operating                                   |                            |                    |                           |                          |                              | (124)                                |   |                          |                           |
| Transfers to Reserve from Capital                                     |                            |                    |                           |                          |                              | (1,000)                              |   |                          |                           |
| Fair Value increment on investment properties                         |                            |                    |                           |                          |                              | (11,660)                             |   |                          |                           |
| Decrease in Depreciation  |                            |                    |                           |                          |                              | 7                                    |   |                          |                           |
| <b>ADD:</b>   |                            |                    |                           |                          |                              |                                      |   |                          |                           |
| Transfers from Reserves for Operating                                 |                            |                    |                           |                          |                              | 2,187                                |   |                          |                           |
| Transfers from Reserves for Capital                                   |                            |                    |                           |                          |                              | 165                                  |   |                          |                           |
| <b>Working Funds Movement</b>   |                            |                    |                           |                          |                              | <b>(22)</b>                          |   |                          |                           |

Notes:

ORIGINAL Budget +/- approved budget changes in previous quarters = REVISED Budget

REVISED Budget +/- recommended changes this quarter = PROJECTED year end result

The Income & Expenses Budget Review Statement presents a revised forecast increase in Council's Net Operating Result of \$10.65m. When we exclude Capital Grants & Contributions (we exclude them because capital grants and contributions can only be used on capital projects, i.e. not on Council's day to day expenses) the net result is an increase in the Net Operating Result before Capital Grants & Contributions of \$9.65m, bringing the total forecast Surplus for 2021/22 to \$2.84m. A reconciliation between the working funds movement and operating result is provided within the Income & Expenses Statement above.

Recommended changes to the Revised Budget

Budget variations being recommended include the following material items:

|  | Proposed variation<br>Fav / (Unfav) |        | Details  |
|--|-------------------------------------|--------|--|
|  | \$'000                              | %      |  |
| <b>Income</b>  |                                     |        |  |
| Rates & Annual Charges                                 | (7)                                 | 0.0%   | No material individual items to note.  |
| User Charges & Fees                                    | 75                                  | 0.7%   | Increases in User Charges and Fees include the following items of note: <ul style="list-style-type: none"> <li>• \$90k increase in Parking Meter income</li> <li>• \$70k increase in Development Control income related to DA fees, s.4.55 amendment applications and advertising fees</li> <li>• \$50k increase in Preschool fee income</li> <li>• \$27k increase in Parks &amp; Reserves Casual Hire</li> </ul> <p>These increases have been offset by the following decrease of note:</p> <ul style="list-style-type: none"> <li>• \$200k decrease in Trade Waste Mobile Bin Services income (COVID related)</li> </ul> |
| Other Revenue  | 270                                 | 3.0%   | Increases in Other Revenue include the following items of note: <ul style="list-style-type: none"> <li>• \$155k increase in Recovered Costs from the builder of Kiaora Place in relation to Fire Damper Rectification Works. This is offset by a \$155k increase in Materials and services for the related expense.</li> <li>• \$42k increase in Recovered Costs in Infrastructure Renewal</li> <li>• \$28k increase in Fines income in Trees Management</li> <li>• \$25k increase in Recovered Costs in Property Management</li> </ul>  |
| Grants & Contributions provided for Operating Purposes | 239                                 | 4.4%   | The increase in Grants & Contributions provided for Operating Purposes is due to: <ul style="list-style-type: none"> <li>• \$240k Placemaking grant for the Streets &amp; Shared Places program. This is 50% of the total grant to be received. This is offset by a corresponding increase of \$240k in Materials and services for the related expenditure.</li> </ul>   |
| Grants & Contributions provided for Capital Purposes   | 1,002                               | 7.6%   | The increase in Grants & Contributions provided for Capital Purposes is due to: <ul style="list-style-type: none"> <li>• \$1,000k increase in section 7.12 Developer Contribution Levies. This has been transferred to the Section 7.12 Contributions Reserve.</li> </ul>  |
| Interest and investment income                         | 23                                  | 4.6%   | No material individual items to note   |
| Other Income   | (37)                                | (0.3%) | Increases in Other Income include the following items of note: <ul style="list-style-type: none"> <li>• \$150k increase in Sportsfield Lease Income (the impact of COVID has been less than anticipated)</li> <li>• \$58k increase in Sports Buildings Lease Income</li> </ul>   |

|   | Proposed variation<br>Fav / (Unfav) |              | Details  |
|---|-------------------------------------|--------------|--|
|   |                                     |              | <p>These increases have been offset by the following decrease of note:</p> <ul style="list-style-type: none"> <li>• \$190k decrease in Carpark Income for Cross St and Cosmopolitan Centre Carparks (COVID related)</li> <li>• \$59k decrease in Carpark Income for Kiaora Place (COVID related)</li> </ul>  |
| Fair value increment on investment properties     | 11,660                              | 1,060.0%     | <p>The annual valuations of Council's investment properties have been completed.</p> <p>The fair value increment for Kiaora Place is an increase of \$11,025k.</p> <p>For the Grafton St &amp; Cosmopolitan Centre Carparks the fair value increment is an increase of \$635k.</p> <p>This fair value increment is a non-cash item.</p>  |
| <b>Total Income variations</b>                    | <b>13,225</b>                       | <b>11.8%</b> |  |
| <b>Expenses</b><br>Employee benefits and on-costs | (2,247)                             | (4.8%)       | <p>The increase in Employee benefits and on-costs includes the following item of note:</p> <ul style="list-style-type: none"> <li>• \$2,991k increase in redundancy costs as a result of the staffing review. This has been partially funded with a \$2,000k transfer from the Property Reserve and \$190k transfer from the Domestic Waste Management Reserve.</li> </ul> <p>This increase has been offset by the following decreases of note:</p> <ul style="list-style-type: none"> <li>• \$413k decrease in salary costs as a result of the staffing review and the majority of staff finishing in the months of March, April, May and June.</li> <li>• \$229k transferred to Materials &amp; Services for Temporary Staff and Consultants in Customer Experience, Strategic Planning and Development Control.</li> <li>• \$92k decrease in Superannuation Contributions required to the defined benefit scheme</li> </ul> |
| Materials & Services                              | (495)                               | (1.3%)       | <p>The increase in Materials &amp; Services include the following items of note:</p> <ul style="list-style-type: none"> <li>• \$240k increase in Material: Goods in relation to expenditure for the Placemaking Streets &amp; Shared Spaces Grant. This is offset by Operating Grant Income.</li> <li>• \$229k transferred from Salary &amp; Wages to Temporary Staff and Consultants in Customer Experience, Strategic Planning and Development Control.</li> <li>• \$155k increase in Recoverable Expenses from the builder of Kiaora Place in relation to Fire Damper Rectification Works. This is offset by a \$155k increase in Recovered Costs Income.</li> <li>• \$150k increase in Material: Goods in Cultural Development for the purchase of a Lindy Lee Sculpture. This has been funded with a transfer from the Public Art Gallery Reserve.</li> </ul>   |

|   | Proposed variation<br>Fav / (Unfav) |               | Details   |
|---|-------------------------------------|---------------|---|
|   |                                     |               | <ul style="list-style-type: none"> <li>• \$100k increase in Legal Expenses in Development Control due to a higher number of appeals</li> <li>• \$60k increase in Infringement Processing Charges driven by a higher number of infringements being issued. There is a time lag between issuing an infringement and receiving the income. The full extent of the increase in the number of infringements issued will not be realised until 2022/23.</li> <li>• \$50k increase in Appeal Costs in Development Control due to a higher number of appeals</li> </ul> <p>The above increases have been offset by the following reductions of note:</p> <ul style="list-style-type: none"> <li>• \$114k reduction in Vehicle Parts &amp; Repair costs</li> <li>• \$100k reduction in Truck Washing costs in Domestic Waste Services</li> <li>• \$100k reduction in Tipping Charges in Domestic Waste Services due to a fall in tonnes collected</li> <li>• \$60k reduction in General Consultants in Communications &amp; Engagement</li> <li>• \$57k reduction in Legal Expenses in Compliance due a lower number of active matters</li> <li>• \$55k reduction in Temporary staff in Domestic Waste Services</li> </ul> |
| Depreciation, amortisation and impairment of non-financial assets | 7                                   | 0.0%          | No material individual items to note  |
| Net losses from the disposal of assets                            | 159                                 | 20.8%         | <p>The increase in Net losses from the disposal of assets is due to:</p> <ul style="list-style-type: none"> <li>• \$103k increase in net gains from the disposal of Council vehicles</li> <li>• \$55k increase in Road Sales. This has been transferred to the Property Reserve.</li> </ul>   |
| <b>Total Expenses variations</b>                                  | <b>(2,576)</b>                      | <b>(2.4%)</b> |   |
| <b>Total Recommended changes to income and operating expenses</b> | <b>10,649</b>                       | <b>168.9%</b> |   |



### Capital Budget Review Statement

The Capital Budget Review Statement below presents recommended changes to both capital expenditure and capital funding. The total increase in capital expenditure arising from recommended changes is \$246k, which is offset by a total funding increase of \$246k, resulting in no net change to general revenue.

**Woollahra Council**  
**Budget Review for the quarter ended 31 March 2022**  
**Capital Budget**

|   | ORIGINAL                   | Approved Changes   |                           |                          |                              | Recommended<br>changes<br><br>Changes | PROJECTED                              |                                   |                           |
|---|----------------------------|--------------------|---------------------------|--------------------------|------------------------------|---------------------------------------|--|-----------------------------------|---------------------------|
|   | 21/22<br>Budget<br>(000's) | Revotes<br>(000's) | Sept<br>Review<br>(000's) | Dec<br>Review<br>(000's) | REVISED<br>Budget<br>(000's) |                                       | year end<br>result<br>21/22<br>(000's) | ACTUAL<br>YTD<br>21/22<br>(000's) | % of<br>REVISED<br>Budget |
|   |                            |                    |                           |                          |                              |                                       |  |                                   |                           |
| <b>Capital Funding</b>                          |                            |                    |                           |                          |                              |                                       |  |                                   |                           |
| Rates and other untied funding                  | (1,905)                    | 0                  | (37)                      | 7                        | (1,935)                      | 46                                    | (1,889)                                | (4,831)                           | 249.7                     |
| Roads to Recovery Grant                         | (275)                      | (21)               | 0                         | 0                        | (296)                        | 21                                    | (275)                                  | (275)                             | 92.8                      |
| REPAIR Grant                                    | (297)                      | 0                  | 0                         | 0                        | (297)                        | (3)                                   | (300)                                  | 0                                 | 0.0                       |
| Block Grant ROADS                               | (73)                       | 0                  | 0                         | 0                        | (73)                         | 1                                     | (72)                                   | (72)                              | 99.1                      |
| Recovered Costs                                 | 0                          | 0                  | 0                         | 0                        | 0                            | (42)                                  | (42)                                   | (42)                              | 100.0                     |
| Transfer from Property Reserve                  | (2,342)                    | (1,651)            | 152                       | (27)                     | (3,868)                      | (115)                                 | (3,982)                                | (1,423)                           | 36.8                      |
| Transfer from Open Space & Community Facilities | (300)                      | (1,459)            | 0                         | 0                        | (1,759)                      | 0                                     | (1,759)                                | (643)                             | 36.6                      |
| Transfer from Kiaora Reserve                    | (321)                      | (167)              | 55                        | (250)                    | (683)                        | 0                                     | (683)                                  | (41)                              | 6.0                       |
| Transfer from Section 94A Levies                | (3,312)                    | (2,089)            | 46                        | 150                      | (5,205)                      | (25)                                  | (5,230)                                | (1,509)                           | 29.0                      |
| T/fr from Environmental & Infrastructure Levy   | (4,179)                    | (1,647)            | 57                        | 0                        | (5,768)                      | (43)                                  | (5,811)                                | (2,430)                           | 42.1                      |
| T/fr from Stormwater management Charge          | (565)                      | (127)              | 0                         | 0                        | (692)                        | 0                                     | (692)                                  | (237)                             | 34.3                      |
| Transfer from Computer Reserve                  | (69)                       | (87)               | 0                         | 0                        | (156)                        | 0                                     | (156)                                  | (48)                              | 30.7                      |
| Transfer from General Reserve                   | (381)                      | (29)               | 0                         | 0                        | (410)                        | 0                                     | (410)                                  | (95)                              | 23.2                      |
| Transfer from Grant Reserve                     | 0                          | (0)                | 0                         | 0                        | 0                            | 0                                     | 0                                      | 0                                 | 100.0                     |
| Transfer from Section 94                        | (20)                       | 0                  | 0                         | 0                        | (20)                         | 0                                     | (20)                                   | 0                                 | 0.0                       |
| Transfer from DWM Reserve                       | (39)                       | (17)               | 0                         | 0                        | (56)                         | 17                                    | (39)                                   | 0                                 | 0.0                       |
| T/fer from Revotes/Rollovers Reserve            | 0                          | (2,023)            | 0                         | 0                        | (2,023)                      | 0                                     | (2,023)                                | (225)                             | 11.1                      |
| Passenger Vehicles Sales                        | (137)                      | (43)               | (214)                     | 0                        | (394)                        | 28                                    | (365)                                  | (135)                             | 34.3                      |
| Light Commercial Vehicle Sales                  | (155)                      | (8)                | 13                        | 0                        | (150)                        | (6)                                   | (156)                                  | 0                                 | 0.0                       |
| Heavy Vehicles Sales                            | (150)                      | 0                  | (74)                      | 0                        | (224)                        | (126)                                 | (350)                                  | (126)                             | 56.2                      |
| Misc.Plant/Equip Sales                          | 0                          | 0                  | 0                         | 0                        | 0                            | 0                                     | 0                                      | 0                                 | 100.0                     |
| Transfer to Plant Reserve                       | 0                          | 0                  | 0                         | 0                        | 0                            | 0                                     | 0                                      | 0                                 | 100.0                     |
| <b>Total Capital Funding</b>                    | <b>(20,146)</b>            | <b>(11,681)</b>    | <b>(1,711)</b>            | <b>(543)</b>             | <b>(34,082)</b>              | <b>(246)</b>                          | <b>(34,329)</b>                        | <b>(14,723)</b>                   | <b>43.2</b>               |
| <b>Capital Expenditure</b>                      |                            |                    |                           |                          |                              |                                       |  |                                   |                           |
| Business Centres Capital                        | 43                         | 0                  | 0                         | 0                        | 43                           | 0                                     | 43                                     | 40                                | 93.9                      |
| Depot & Waste Services Capital                  | 0                          | 0                  | 0                         | 0                        | 0                            | 0                                     | 0                                      | 0                                 | 100.0                     |
| Traffic Infrastructure                          | 460                        | 2,356              | 1,300                     | 214                      | 4,330                        | 0                                     | 4,330                                  | 3,189                             | 73.6                      |
| Flood Plain Management                          | 55                         | 0                  | 0                         | 0                        | 55                           | 0                                     | 55                                     | 43                                | 77.3                      |
| Open Space Project Management                   | 50                         | 0                  | (3)                       | (13)                     | 34                           | 0                                     | 34                                     | 28                                | 81.2                      |
| Parks & Reserves                                | 3,821                      | 1,207              | (56)                      | 45                       | 5,017                        | 25                                    | 5,042                                  | 1,840                             | 36.7                      |
| Playgrounds                                     | 126                        | 535                | 0                         | 0                        | 661                          | 0                                     | 661                                    | 575                               | 87.0                      |
| Sportsfields                                    | 30                         | 98                 | 50                        | (20)                     | 158                          | 0                                     | 158                                    | 69                                | 43.5                      |
| Streetscapes                                    | 4,868                      | 1,013              | 0                         | 35                       | 5,915                        | 0                                     | 5,915                                  | 330                               | 5.6                       |
| Infrastructure Renewal Program                  | 4,313                      | 1,620              | 0                         | 0                        | 5,933                        | 66                                    | 5,999                                  | 3,478                             | 58.6                      |
| Environmental Works Program                     | 835                        | 571                | (58)                      | 0                        | 1,348                        | 0                                     | 1,348                                  | 391                               | 29.0                      |
| Stormwater Levy Works                           | 780                        | 224                | 160                       | 11                       | 1,175                        | 0                                     | 1,175                                  | 400                               | 34.0                      |
| Computers & Office Equipment                    | 554                        | 216                | 12                        | 0                        | 782                          | 0                                     | 782                                    | 132                               | 16.9                      |
| Commercial/Leased Properties                    | 190                        | 0                  | 17                        | 0                        | 207                          | 5                                     | 212                                    | 43                                | 20.8                      |
| Investment Properties                           | 141                        | 0                  | 0                         | 250                      | 391                          | 0                                     | 391                                    | 15                                | 3.9                       |
| Kiaora Lands Lease Incentives (Capital)         | 0                          | 0                  | 0                         | 0                        | 0                            | 0                                     | 0                                      | 0                                 | 100.0                     |
| Parks / Ovals Buildings                         | 110                        | 330                | 62                        | 42                       | 543                          | 1                                     | 544                                    | 462                               | 85.0                      |
| Depots  | 60                         | 0                  | 0                         | 0                        | 60                           | (2)                                   | 58                                     | 22                                | 36.1                      |
| Council Offices                                 | 80                         | 394                | 0                         | 0                        | 474                          | 0                                     | 474                                    | 233                               | 49.2                      |
| Community Facilities                            | 705                        | 1,030              | 21                        | (47)                     | 1,709                        | (3)                                   | 1,706                                  | 1,348                             | 78.9                      |
| Library Buildings                               | 55                         | 0                  | (55)                      | 0                        | 0                            | 0                                     | 0                                      | 0                                 | 100.0                     |
| Car Parks                                       | 135                        | 1,024              | 40                        | 32                       | 1,232                        | 115                                   | 1,347                                  | 1,290                             | 104.7                     |
| Library General                                 | 343                        | 38                 | 0                         | (25)                     | 356                          | 0                                     | 356                                    | 203                               | 56.9                      |
| Library - Paddington                            | 101                        | 2                  | 0                         | 0                        | 104                          | 0                                     | 104                                    | 57                                | 55.3                      |
| Woollahra Gallery at Redleaf                    | 0                          | 43                 | 31                        | 6                        | 81                           | 0                                     | 81                                     | 0                                 | 0.0                       |
| Plant Replacement Program                       | 2,292                      | 981                | 190                       | 11                       | 3,474                        | 41                                    | 3,514                                  | 536                               | 15.4                      |
| <b>Total Capital Expenditure</b>                | <b>20,146</b>              | <b>11,681</b>      | <b>1,711</b>              | <b>543</b>               | <b>34,082</b>                | <b>246</b>                            | <b>34,329</b>                          | <b>14,723</b>                     | <b>43.2</b>               |

### Details of Recommended Changes

The following table details by project proposed budget variations that are \$50k or greater recommended in the Capital Budget Review Statement. For a full listing of capital project proposed budget variations refer to **Attachment 4**.

| Project No/ Project Name   | Current Budget \$'000s | Budget Variation + INCR / (DECR) \$'000s | Revised Budget \$'000s | Detail   | Funding Source                           |
|--|------------------------|--|------------------------|--|--|
| 01653 - Federal Stimulus Road Safety Program School Zones                | 874                    | (178)                                    | 696                    | Transfer to project 01710 - Federal Stimulus Rd Safety Program – Pedestrian Lighting Upgrade   | Grants & Contributions                   |
| 01659 - Dover Road, at Carlisle Street - Traffic and Pedestrian Upgrade  | 180                    | (69)                                     | 111                    | Transfer to project 01710 - Federal Stimulus Rd Safety Program – Pedestrian Lighting Upgrade   | Grants & Contributions                   |
| 01710 - Federal Stimulus Rd Safety Program – Pedestrian Lighting Upgrade | 0                      | 286                                      | 286                    | Transferred from projects 01653 - Federal Stimulus Road Safety Program School Zones, 01658 - Glenmore Road, at Campbell Street Paddington - Traffic and Pedestrian Upgrade, 01659 - Dover Road, at Carlisle Street - Traffic and Pedestrian Upgrade. | Grants & Contributions                   |
| 01275 - Cross Street Car Park- Redevelopment                             | 298                    | 65                                       | 363                    | Budget increase requested for additional consultant advice   | Internally Restricted - Property Reserve |
| 01276 - Rose Bay Car Parks - Redevelopment                               | 884                    | 50                                       | 934                    | Budget increase requested for additional consultant advice   | Internally Restricted - Property Reserve |

In addition to the Income and Expenses and Capital Budget Review Statements above, Council's Balance Sheet and Reserve levels summarise the results of the budget review and appear as **Attachments 1 and 2** respectively.

### Cash and Investments Budget Review Statement

The Cash and Investments Budget Review Statement combines Council's restricted cash reserves with total cash and investments from the Balance Sheet to show any impact on unrestricted available cash.

The Cash and Investments Budget Review Statement shown below carries the net total of recommended changes to the Budget through to the Unrestricted and Available Cash Balances. It also shows the various movements in restricted cash recommended in the Budget Review.

As reported in the Monthly Financial Report presented to the Finance, Community & Services Committee at this meeting, Council's total investment portfolio is invested in accordance with Council's Investment Policy and the bank reconciliation to 31 March 2022 has been completed.

**Woollahra Council**  
**Budget review for the quarter ended 31 Mar 2022**  
**Cash & Investments**

|                                     | ORIGINAL             | Approved Changes |                     |                    |                        | Recommended changes            | PROJECTED                     |                    |
|-------------------------------------|----------------------|------------------|---------------------|--------------------|------------------------|--------------------------------|-------------------------------|--------------------|
|                                     | 21/22 Budget (000's) | Revotes (000's)  | Sept Review (000's) | Dec Review (000's) | REVISED Budget (000's) | for Council Resolution (000's) | year end result 21/22 (000's) | ACTUAL YTD (000's) |
| <b>Unrestricted</b>                 | 6,326                | 0                | (4)                 | 281                | 6,603                  | (22)                           | 6,581                         | 5,671              |
| <b>Externally Restricted</b>        |                      |                  |                     |                    |                        |                                |                               |                    |
| Section 7.11 Contributions          | 1,449                | 0                | 0                   | 0                  | 1,449                  | 0                              | 1,449                         | 1,468              |
| Section 7.12 Contributions          | 3,966                | (2,089)          | (10)                | 0                  | 1,867                  | 975                            | 2,843                         | 6,689              |
| Unexpended Grants                   | 17                   | (17)             | 0                   | 0                  | 0                      | 0                              | 0                             | 17                 |
| Environmental & Infrastructure Levy | 1,755                | (1,647)          | 9                   | 15                 | 132                    | (40)                           | 92                            | 3,798              |
| Stormwater Levy                     | 129                  | (127)            | 0                   | 2                  | 4                      | 0                              | 4                             | 458                |
| Domestic Waste                      | 4,045                | (17)             | 109                 | 0                  | 4,138                  | (29)                           | 4,109                         | 4,256              |
| <b>Total Externally Restricted</b>  | 11,362               | (3,898)          | 109                 | 17                 | 7,591                  | 906                            | 8,497                         | 16,686             |
| <b>Internally Restricted</b>        |                      |                  |                     |                    |                        |                                |                               |                    |
| Employee Leave Entitlements         | 2,822                | 0                | 0                   | 0                  | 2,822                  | 0                              | 2,822                         | 2,740              |
| Plant Replacement                   | 0                    | 0                | 0                   | 0                  | 0                      | 0                              | 0                             | 0                  |
| Insurance                           | 193                  | 0                | 0                   | 0                  | 193                    | 0                              | 193                           | 193                |
| Workers Compensation Insurance      | 427                  | 0                | (308)               | 0                  | 119                    | 0                              | 119                           | 119                |
| Computer                            | 61                   | (61)             | 0                   | 0                  | (0)                    | 0                              | (0)                           | 13                 |
| Library IT                          | 512                  | (26)             | 0                   | 0                  | 486                    | 0                              | 486                           | 515                |
| Election                            | 0                    | 0                | 0                   | 0                  | 0                      | 0                              | 0                             | 360                |
| Deposits                            | 30,045               | 0                | 0                   | 0                  | 30,045                 | 0                              | 30,045                        | 33,989             |
| Preschool                           | 587                  | 0                | (4)                 | 42                 | 625                    | 49                             | 675                           | 544                |
| Property                            | 13,689               | (1,681)          | (948)               | (27)               | 11,033                 | (2,060)                        | 8,973                         | 14,129             |
| Open Space & Community Facilities   | 1,508                | (1,459)          | 0                   | 0                  | 48                     | 0                              | 48                            | 853                |
| Kiaora Place Reserve                | 4,463                | (167)            | (345)               | (265)              | 3,687                  | 63                             | 3,749                         | 3,542              |
| Loan Funds                          | 1,694                | 0                | (1,694)             | 0                  | (0)                    | 0                              | (0)                           | 1,694              |
| Revotes & Rollovers                 | 2,788                | (2,584)          | 0                   | 0                  | 203                    | 0                              | 203                           | 2,827              |
| Oxford Street                       | 297                  | 0                | (12)                | 0                  | 285                    | (37)                           | 249                           | 297                |
| Open Space Projects                 | 30                   | (29)             | 0                   | 0                  | 1                      | 0                              | 1                             | 311                |
| Property Development                | 19                   | 0                | 0                   | 0                  | 19                     | 0                              | 19                            | 119                |
| General Reserve                     | 1,358                | 0                | 0                   | 0                  | 1,358                  | (150)                          | 1,208                         | 3,149              |
| <b>Total Internally Restricted</b>  | 60,492               | (6,007)          | (3,310)             | (250)              | 50,926                 | (2,134)                        | 48,792                        | 65,393             |
| <b>Total Restricted</b>             | 71,854               | (9,904)          | (3,200)             | (233)              | 58,517                 | (1,228)                        | 57,289                        | 82,078             |
| <b>Total cash and investments</b>   | 78,180               | (9,904)          | (3,204)             | 48                 | 65,119                 | (1,249)                        | 63,870                        | 87,749             |
| <b>Available Cash</b>               | 6,326                | 0                | (4)                 | 281                | 6,603                  | (22)                           | 6,581                         | 5,671              |

**Notes:**

The **available cash** position excludes restricted funds. External restrictions are funds that must be spent for a specific purpose and cannot be used by Council for general operations. Internal restrictions are funds that Council has determined will be used for a specific future purpose.

ORIGINAL Budget +/- approved budget changes in previous quarters = REVISED Budget

REVISED Budget +/- recommended changes this quarter = PROJECTED year end result

**Budget Review Contracts and Other Expenses Statement**

The Budget Review Contracts and Other Expenses Statement, provided in **Attachment 3**, requires Council to disclose 'Contracts' and 'Consultancy and Legal Expenses' as part of the Quarterly Budget Review.

As per requirements set out by the Office of Local Government, the Contracts disclosure includes:

- Contracts that were entered into during the quarter under review but have not been fully performed or completed; and
- Have a value equal to or more than \$50,000, (or, 1% of Council's estimated income from continuing operations).

Contracts for employment and contracts entered into from Council's "preferred contracts list" are not included.

The consultancy and legal expenses disclosure shows year to date budget and year to date expenditure for these items.

**Options:**

NIL

**Community Engagement and / or Internal Consultation:**

NIL

**Policy Implications:**

NIL

**Financial Implications:**

The March 2022 quarterly review forecasts an increase in Council's working funds position for 2021/22 of \$402,908 comprising of the original budget surplus including rollovers of \$147,415, a deficit in the September review of \$3,663, a surplus in the December review of \$281,253 and a deficit in the March review of \$22,097.

The March quarterly review projects a revised forecast increase in Council's Net Operating Result of \$10.65m. When we exclude Capital Grants & Contributions (we exclude them because capital grants and contributions can only be used on capital projects, i.e. not on Council's day to day expenses) the net result is an increase in the Net Operating Result before Capital Grants & Contributions of \$9.65m, bringing the total forecast Surplus for 2021/22 to \$2.84m. The Capital Budget Review Statement shows an increase in capital expenditure of \$246,099 and an increase in funding of \$246,099. Changes giving rise to these variations have been detailed in the report.

The Balance Sheet (**Attachment 1**) shows liquidity at 3.09:1 with working funds position at 30 June 2022 of \$2,573,021.

**Resourcing Implications:**

NIL

**Conclusion:**

Having regard to the original estimates of income and expenditure, and the proposed variations, the projected restricted cash levels and liquidity position indicate that Council's overall financial position will remain satisfactory at 30 June 2022, however as previously noted to Council there are a number of pressures on Council's budget including COVID-19 impacts, and reduced income from interest earnings. Council implemented a number of initiatives in the 2021/22 budget to address this, further action resulting in annual cost savings of \$511,000 were incorporated into the December quarterly budget review. Council has recently completed a staffing review and in this quarterly budget review has booked one-off redundancy costs of \$2.99m and salary savings of \$413k as the majority of staff impacted are departing Council in March, April, May and June 2022. This staffing review is expected to deliver annual savings of \$2.37m. The expected annual savings from all of these cost reductions is \$2.88m. We continue to proactively identify and action other items to improve Council's financial position and long term financial sustainability.



**Attachments**

1. Forecast Balance Sheet as at 30 June 2022
2. Forecast 30 June 2022 Reserve Levels as at 31 Mar 2022
3. Budget Review Contracts and Other Expenses Statement
4. Capital Budget Proposed Project Variations as at 31 Mar 2022

| <b>BUDGET 2021/22</b>                               |                         |                      |  |                     |  |                                   |                                   |                                  |                                  |                               |                               |
|---|-------------------------|----------------------|--|---------------------|--|-----------------------------------|-----------------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|
| <b>Balance Sheet</b>                                |                         |                      |  |                     |  |                                   |                                   |                                  |                                  |                               |                               |
|   | <b>Actual<br/>20/21</b> | <b>20/21 Revotes</b> | <b>Revote &amp;<br/>Rollovers into<br/>21/22</b> | <b>21/22 Budget</b> | <b>Original Budget<br/>&amp; Revotes</b> | <b>September<br/>Review 21/22</b> | <b>September<br/>Review 21/22</b> | <b>December<br/>Review 21/22</b> | <b>December<br/>Review 21/22</b> | <b>March Review<br/>21/22</b> | <b>March Review<br/>21/22</b> |
| <b>Current Assets</b>                               |                         |                      |  |                     |  |                                   |                                   |                                  |                                  |                               |                               |
| Cash & Investments                                  | 80,409,730              | (9,904,465)          | 70,505,265                                       | (2,229,819)         | 68,275,446                               | (3,204,119)                       | 65,071,327                        | 48,405                           | 65,119,732                       | (1,249,853)                   | 63,869,879                    |
| Receivables   | 5,243,461               |                      | 5,243,461  |                     | 5,243,461                                |                                   | 5,243,461                         |                                  | 5,243,461                        |                               | 5,243,461                     |
| Inventories   | 337,730                 |                      | 337,730  |                     | 337,730                                  |                                   | 337,730                           |                                  | 337,730                          |                               | 337,730                       |
| Other   | 1,515,069               |                      | 1,515,069  |                     | 1,515,069                                |                                   | 1,515,069                         |                                  | 1,515,069                        |                               | 1,515,069                     |
|   | <b>87,505,990</b>       | <b>(9,904,465)</b>   | <b>77,601,525</b>                                | <b>(2,229,819)</b>  | <b>75,371,706</b>                        | <b>(3,204,119)</b>                | <b>72,167,587</b>                 | <b>48,405</b>                    | <b>72,215,992</b>                | <b>(1,249,853)</b>            | <b>70,966,139</b>             |
| <b>Current Liabilities</b>                          |                         |                      |  |                     |  |                                   |                                   |                                  |                                  |                               |                               |
| Payables  | 41,658,885              |                      | 41,658,885                                       |                     | 41,658,885                               |                                   | 41,658,885                        |                                  | 41,658,885                       |                               | 41,658,885                    |
| Interest Bearing Liabilities                        | 3,530,843               |                      | 3,530,843  | 132,868             | 3,663,711                                |                                   | 3,663,711                         |                                  | 3,663,711                        |                               | 3,663,711                     |
| Provisions  | 14,335,140              |                      | 14,335,140                                       | 767,158             | 15,102,298                               |                                   | 15,102,298                        |                                  | 15,102,298                       |                               | 15,102,298                    |
| Other   | 1,212,400               |                      | 1,212,400  |                     | 1,212,400                                |                                   | 1,212,400                         |                                  | 1,212,400                        |                               | 1,212,400                     |
|   | <b>60,737,268</b>       | <b>0</b>             | <b>60,737,268</b>                                | <b>900,026</b>      | <b>61,637,294</b>                        | <b>0</b>                          | <b>61,637,294</b>                 | <b>0</b>                         | <b>61,637,294</b>                | <b>0</b>                      | <b>61,637,294</b>             |
| <b>NET CURRENT ASSETS</b>                           | <b>26,768,722</b>       | <b>(9,904,465)</b>   | <b>16,864,257</b>                                | <b>(3,129,845)</b>  | <b>13,734,412</b>                        | <b>(3,204,119)</b>                | <b>10,530,293</b>                 | <b>48,405</b>                    | <b>10,578,698</b>                | <b>(1,249,853)</b>            | <b>9,328,845</b>              |
| <b>Non-Current Assets</b>                           |                         |                      |  |                     |  |                                   |                                   |                                  |                                  |                               |                               |
| Receivables   | 85,393                  |                      | 85,393   |                     | 85,393                                   |                                   | 85,393                            |                                  | 85,393                           |                               | 85,393                        |
| Inventories & Other Assets                          | 915,210                 |                      | 915,210  | (181,517)           | 733,693                                  |                                   | 733,693                           |                                  | 733,693                          |                               | 733,693                       |
| Investment Properties                               | 168,450,000             |                      | 168,450,000                                      | 1,100,000           | 169,550,000                              |                                   | 169,550,000                       |                                  | 169,550,000                      | 11,660,000                    | 181,210,000                   |
| Property, Plant & Equipment                         | 909,538,234             | 11,681,194           | 921,219,428                                      | 3,980,442           | 925,199,870                              | 1,709,772                         | 926,909,642                       | 542,638                          | 927,452,280                      | 253,221                       | 927,705,501                   |
|   | <b>1,078,988,837</b>    | <b>11,681,194</b>    | <b>1,090,670,031</b>                             | <b>4,898,925</b>    | <b>1,095,568,956</b>                     | <b>1,709,772</b>                  | <b>1,097,278,728</b>              | <b>542,638</b>                   | <b>1,097,821,366</b>             | <b>11,913,221</b>             | <b>1,109,734,587</b>          |
| <b>Non-Current Liabilities</b>                      |                         |                      |  |                     |  |                                   |                                   |                                  |                                  |                               |                               |
| Interest Bearing Liabilities                        | 63,978,621              |                      | 63,978,621                                       | (3,663,711)         | 60,314,910                               |                                   | 60,314,910                        |                                  | 60,314,910                       |                               | 60,314,910                    |
| Provisions  | 632,299                 |                      | 632,299  |                     | 632,299                                  |                                   | 632,299                           |                                  | 632,299                          |                               | 632,299                       |
| Other   | 973,026                 |                      | 973,026  |                     | 973,026                                  |                                   | 973,026                           |                                  | 973,026                          |                               | 973,026                       |
|   | <b>65,583,946</b>       | <b>0</b>             | <b>65,583,946</b>                                | <b>(3,663,711)</b>  | <b>61,920,235</b>                        | <b>0</b>                          | <b>61,920,235</b>                 | <b>0</b>                         | <b>61,920,235</b>                | <b>0</b>                      | <b>61,920,235</b>             |
| <b>NET ASSETS</b>                                   | <b>1,040,173,613</b>    | <b>1,776,729</b>     | <b>1,041,950,342</b>                             | <b>5,432,792</b>    | <b>1,047,383,133</b>                     | <b>(1,494,347)</b>                | <b>1,045,888,786</b>              | <b>591,043</b>                   | <b>1,046,479,829</b>             | <b>10,663,368</b>             | <b>1,057,143,197</b>          |
| <b>EQUITY</b>                                       |                         |                      |  |                     |  |                                   |                                   |                                  |                                  |                               |                               |
| Opening Equity                                      | 545,867,212             |                      | 546,494,125                                      |                     | 546,494,125                              |                                   | 546,494,125                       |                                  | 546,494,125                      |                               | 546,494,125                   |
| Asset Revaluation Reserves                          | 493,679,488             |                      | 493,679,488                                      |                     | 493,679,488                              |                                   | 493,679,488                       |                                  | 493,679,488                      |                               | 493,679,488                   |
| Operating Result                                    | 626,913                 |                      | 1,776,729  |                     | 7,209,521                                |                                   | 5,715,174                         |                                  | 6,306,217                        |                               | 16,969,584                    |
| Closing Equity                                      | <b>1,040,173,613</b>    | <b>0</b>             | <b>1,041,950,342</b>                             | <b>0</b>            | <b>1,047,383,133</b>                     | <b>0</b>                          | <b>1,045,888,786</b>              | <b>0</b>                         | <b>1,046,479,829</b>             | <b>0</b>                      | <b>1,057,143,197</b>          |
| <b>Working Funds</b>                                |                         |                      |  |                     |  |                                   |                                   |                                  |                                  |                               |                               |
| Current Assets                                      | 26,768,722              |                      | 16,864,257                                       |                     | 13,734,412                               |                                   | 10,530,293                        |                                  | 10,578,698                       |                               | 9,328,845                     |
| ADD:  |                         |                      |  |                     |  |                                   |                                   |                                  |                                  |                               |                               |
| Current Prov'n for ELE                              | 14,335,140              |                      | 14,335,140                                       |                     | 15,102,298                               |                                   | 15,102,298                        |                                  | 15,102,298                       |                               | 15,102,298                    |
| Current Deposits                                    | 34,220,000              |                      | 34,220,000                                       |                     | 34,220,000                               |                                   | 34,220,000                        |                                  | 34,220,000                       |                               | 34,220,000                    |
| Current Loan Liability                              | 3,530,843               |                      | 3,530,843  |                     | 3,663,711                                |                                   | 3,663,711                         |                                  | 3,663,711                        |                               | 3,663,711                     |
| LESS:   |                         |                      |  |                     |  |                                   |                                   |                                  |                                  |                               |                               |
| External Restrictions                               | (11,766,083)            |                      | (7,868,559)                                      |                     | (7,464,368)                              |                                   | (7,573,532)                       |                                  | (7,590,544)                      |                               | (8,496,985)                   |
| Internal Restrictions                               | (62,465,508)            |                      | (56,458,567)                                     |                     | (54,485,524)                             |                                   | (51,175,904)                      |                                  | (50,926,044)                     |                               | (48,791,847)                  |
| Restricted Assets & Liabilities                     | (2,453,000)             |                      | (2,453,000)                                      |                     | (2,453,000)                              |                                   | (2,453,000)                       |                                  | (2,453,000)                      |                               | (2,453,000)                   |
|   | <b>2,170,114</b>        | <b>0</b>             | <b>2,170,114</b>                                 | <b>0</b>            | <b>2,317,529</b>                         | <b>0</b>                          | <b>2,313,866</b>                  | <b>0</b>                         | <b>2,595,119</b>                 | <b>0</b>                      | <b>2,573,021</b>              |
| <b>Movement in Working Funds</b>                    |                         |                      | <b>0</b>   |                     | <b>147,415</b>                           |                                   | <b>(3,663)</b>                    |                                  | <b>281,253</b>                   |                               | <b>-22,097</b>                |
| <b>Unrestricted Current Ratio</b>                   | <b>3.94</b>             |                      | <b>3.62</b>                                      |                     | <b>3.37</b>                              |                                   | <b>3.20</b>                       |                                  | <b>3.20</b>                      |                               | <b>3.09</b>                   |
| <b>Current Assets - External Restrictions</b>       | <b>74,474</b>           |                      | <b>68,467</b>                                    |                     | <b>66,641</b>                            |                                   | <b>63,328</b>                     |                                  | <b>63,359</b>                    |                               | <b>61,203</b>                 |
| <b>Current Liabilities - Restricted Liabilities</b> | <b>18,897</b>           |                      | <b>18,897</b>                                    |                     | <b>19,797</b>                            |                                   | <b>19,797</b>                     |                                  | <b>19,797</b>                    |                               | <b>19,797</b>                 |

WOOLLAHRA MUNICIPAL COUNCIL  
Forecast Restricted Cash Balances - 30th June 2022

| Externally Restricted Cash          |                                | REVOTES        |                        | ORIGINAL BUDGET & REVOTES |                 |                |                        | SEPTEMBER REVIEW |                 |                |                        | DECEMBER REVIEW |                 |                |                        | MARCH REVIEW |                 |                |                        |
|-------------------------------------|--------------------------------|----------------|------------------------|---------------------------|-----------------|----------------|------------------------|------------------|-----------------|----------------|------------------------|-----------------|-----------------|----------------|------------------------|--------------|-----------------|----------------|------------------------|
| Purpose                             | Restricted Cash Balance Jun 21 | Transfers From | Closing Balance Jun 22 | Transfer To               | Interest Earned | Transfers From | Closing Balance Jun 22 | Transfer To      | Interest Earned | Transfers From | Closing Balance Jun 22 | Transfer To     | Interest Earned | Transfers From | Closing Balance Jun 22 | Transfer To  | Interest Earned | Transfers From | Closing Balance Jun 22 |
| Section 7.11 Contributions          | 1,467,902                      |                | 1,467,902              | 0                         | 1,500           | 19,951         | 1,449,451              |                  |                 |                | 1,449,451              |                 |                 |                | 1,449,451              |              |                 |                | 1,449,451              |
| Section 7.12 Contributions          | 5,097,476                      | 2,089,435      | 3,008,041              | 2,700,000                 | 6,000           | 3,837,205      | 1,876,836              |                  |                 | 9,707          | 1,867,129              |                 |                 |                | 1,867,129              | 1,000,000    |                 | 24,590         | 2,842,539              |
| Unexpended Grants                   | 17,117                         | 17,117         | 0                      |                           |                 |                | 0                      |                  |                 |                | 0                      |                 |                 | (367)          | 367                    |              |                 |                | 367                    |
| Environmental & Infrastructure Levy | 1,729,926                      | 1,646,945      | 82,981                 | 4,483,767                 |                 | 4,458,543      | 108,205                |                  |                 | (9,427)        | 117,632                | 14,730          |                 |                | 132,362                | 2,202        |                 | 42,667         | 91,897                 |
| Stormwater Levy                     | 203,041                        | 126,927        | 76,114                 | 490,500                   |                 | 565,000        | 1,614                  |                  |                 |                | 1,614                  | 1,915           |                 |                | 3,529                  | 149          |                 |                | 3,678                  |
| Domestic Waste:                     |                                |                |                        |                           |                 |                |                        |                  |                 |                |                        |                 |                 |                |                        |              |                 |                |                        |
| General Reserve                     | 2,162,150                      | 17,100         | 2,145,050              | 833,623                   |                 | 38,882         | 2,939,791              | 109,444          |                 |                | 3,049,235              |                 |                 |                | 3,049,235              | (45,753)     |                 | (17,100)       | 3,020,582              |
| Employee Leave Entitlements         | 1,088,471                      |                | 1,088,471              |                           |                 |                | 1,088,471              |                  |                 |                | 1,088,471              |                 |                 |                | 1,088,471              |              |                 |                | 1,088,471              |
|                                     | 11,766,083                     | 3,897,524      | 7,868,559              | 8,507,890                 | 7,500           | 8,919,581      | 7,464,368              | 109,444          | 0               | 280            | 7,573,532              | 16,645          | 0               | (367)          | 7,590,544              | 956,598      | 0               | 50,157         | 8,496,985              |
| Internally Restricted Cash          |                                |                |                        |                           |                 |                |                        |                  |                 |                |                        |                 |                 |                |                        |              |                 |                |                        |
| Purpose                             | Restricted Cash Balance Jun 21 | Transfers From | Closing Balance Jun 22 | Transfer To               | Interest Earned | Transfers From | Closing Balance Jun 22 | Transfer To      | Interest Earned | Transfers From | Closing Balance Jun 22 | Transfer To     | Interest Earned | Transfers From | Closing Balance Jun 22 | Transfer To  | Interest Earned | Transfers From | Closing Balance Jun 22 |
| Employee Leave Entitlements         | 2,740,244                      |                | 2,740,244              | 82,223                    |                 |                | 2,822,466              |                  |                 |                | 2,822,466              |                 |                 |                | 2,822,466              |              |                 |                | 2,822,466              |
| Plant Replacement                   | 128                            |                | 128                    |                           |                 |                | 128                    |                  |                 |                | 128                    |                 |                 |                | 128                    |              |                 |                | 128                    |
| Insurance                           | 192,558                        |                | 192,558                |                           |                 |                | 192,558                |                  |                 |                | 192,558                |                 |                 |                | 192,558                |              |                 |                | 192,558                |
| Workers Compensation Insurance      | 119,012                        |                | 119,012                | 308,000                   |                 |                | 427,012                | (308,000)        |                 |                | 119,012                |                 |                 |                | 119,012                |              |                 |                | 119,012                |
| IT Reserve                          |                                |                |                        |                           |                 |                |                        |                  |                 |                |                        |                 |                 |                |                        |              |                 |                |                        |
| General Reserve                     | 61,297                         | 61,297         | (0)                    |                           |                 |                | 0                      |                  |                 |                | 0                      |                 |                 |                | 0                      |              |                 |                | 0                      |
| Library IT                          | 514,778                        | 26,000         | 488,778                | 66,000                    |                 | 68,642         | 486,135                |                  |                 |                | 486,135                |                 |                 |                | 486,135                |              |                 |                | 486,135                |
| Election                            | 360,436                        |                | 360,436                |                           |                 | 360,000        | 436                    |                  |                 |                | 436                    |                 |                 |                | 436                    |              |                 |                | 436                    |
| Deposits                            | 30,044,818                     |                | 30,044,818             |                           |                 |                | 30,044,818             |                  |                 |                | 30,044,818             |                 |                 |                | 30,044,818             |              |                 |                | 30,044,818             |
| Preschool                           |                                |                |                        |                           |                 |                |                        |                  |                 |                |                        |                 |                 |                |                        |              |                 |                |                        |
| General Reserve                     | 412,185                        |                | 412,185                | 15,566                    |                 |                | 427,751                | (4,000)          |                 |                | 423,751                | 42,317          |                 |                | 466,068                | 49,300       |                 |                | 515,368                |
| Employee Leave Entitlements         | 131,841                        |                | 131,841                | 27,580                    |                 |                | 159,421                |                  |                 |                | 159,421                |                 |                 |                | 159,421                |              |                 |                | 159,421                |
| Property                            | 15,670,573                     | 1,680,530      | 13,990,043             | 360,000                   |                 | 2,342,000      | 12,008,043             |                  |                 | 947,815        | 11,060,228             |                 |                 | 27,177         | 11,033,051             | 55,200       |                 | 2,114,967      | 8,973,284              |
| Open Space & Community Facilities   | 1,807,576                      | 1,459,369      | 348,207                |                           |                 | 299,731        | 48,476                 |                  |                 |                | 48,476                 |                 |                 |                | 48,476                 |              |                 |                | 48,476                 |
| Kiaora Place Reserve                | 3,582,492                      | 166,597        | 3,415,895              | 1,519,704                 |                 | 639,268        | 4,296,331              | (399,700)        |                 | (55,000)       | 3,951,631              | (15,000)        |                 | 250,000        | 3,686,631              | 62,790       |                 |                | 3,749,421              |
| Loan Funds                          | 1,693,585                      |                | 1,693,585              |                           |                 |                | 1,693,585              |                  |                 | 1,693,585      | 0                      |                 |                 |                | 0                      |              |                 |                | 0                      |
| Revotes & Rollovers                 | 3,052,029                      | 2,584,300      | 467,729                |                           |                 | 264,309        | 203,420                |                  |                 |                | 203,420                |                 |                 |                | 203,420                |              |                 |                | 203,420                |
| Oxford Street                       | 296,686                        |                | 296,686                |                           |                 |                | 296,686                |                  |                 | 11,520         | 285,166                |                 |                 |                | 285,166                |              |                 | 36,520         | 248,646                |
| Open Space Projects                 | 310,783                        | 28,848         | 281,935                |                           |                 | 281,167        | 768                    |                  |                 |                | 768                    |                 |                 |                | 768                    |              |                 |                | 768                    |
| Property Development                | 119,000                        |                | 119,000                |                           |                 | 100,000        | 19,000                 |                  |                 |                | 19,000                 |                 |                 |                | 19,000                 |              |                 |                | 19,000                 |
| General Reserve                     |                                |                |                        |                           |                 |                |                        |                  |                 |                |                        |                 |                 |                |                        |              |                 |                |                        |
| Public Art Gallery                  | 356,900                        |                | 356,900                |                           |                 |                | 356,900                |                  |                 |                | 356,900                |                 |                 |                | 356,900                |              |                 | 150,000        | 206,900                |
| FAG Prepayment                      | 852,664                        |                | 852,664                |                           |                 |                | 852,664                |                  |                 |                | 852,664                | 852,664         |                 | 852,664        | 852,664                |              |                 |                | 852,664                |
| Old Section 94                      | 92,140                         |                | 92,140                 |                           |                 |                | 92,140                 |                  |                 |                | 92,140                 |                 |                 |                | 92,140                 |              |                 |                | 92,140                 |
| General                             | 53,784                         |                | 53,784                 | 3,000                     |                 |                | 56,784                 |                  |                 |                | 56,784                 |                 |                 |                | 56,784                 |              |                 |                | 56,784                 |
|                                     | 62,465,508                     | 6,006,941      | 56,458,567             | 2,382,073                 | 0               | 4,355,116      | 54,485,524             | (711,700)        | 0               | 2,597,920      | 51,175,904             | 879,981         | 0               | 1,129,841      | 50,926,044             | 167,290      | 0               | 2,301,487      | 48,791,847             |
| Total Restricted Cash               | 74,231,591                     | 9,904,465      | 64,327,126             | 10,889,963                | 7,500           | 13,274,697     | 61,949,892             | (602,256)        | 0               | 2,598,200      | 58,749,436             | 896,626         | 0               | 1,129,474      | 58,516,588             | 1,123,888    | 0               | 2,351,644      | 57,288,832             |

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## Woollahra Council

Budget review for the quarter ended - 31 March 2022

### Contracts

| Contractor            | Contract detail & purpose              | Contract value (\$)<br>(Incl. GST) | Commencement<br>date | Duration of<br>contract | Budgeted<br>(Y/N) | Explanation if not<br>included in the budget |
|-----------------------|--|------------------------------------|----------------------|-------------------------|-------------------|--|
| Ozpave (Aust) Pty Ltd | Asphalt Works, Russell Street, Vacluse | \$ 76,456.63                       | 26/03/2022           | 3 months                | Y                 |  |
| State Civil Pty Ltd   | Gladswood Gardens Intersection Upgrade | \$ 86,353.30                       | 16/03/2022           | 3 months                | Y                 |  |
| State Civil Pty Ltd   | St Mervyns Avenue Intersection Upgrade | \$ 75,925.30                       | 16/03/2022           | 3 months                | Y                 |  |

#### Notes

1. Minimum reporting level is 1% of estimated income from continuing operations or \$50,000 whichever is the lesser.
2. Contracts to be listed are those entered into during the quarter and have yet to be fully performed, excluding contractors that are on Council's preferred supplier list).
3. Contracts for employment are not required to be included.
4. Where a contract for services etc was not included in the budget, an explanation is to be given (or reference made to an explanation in another Budget Review Statement).

*This disclosure forms part of Woollahra Council's Quarterly Budget Review and should be read in conjunction with other documents in the Quarterly Budget Review.*



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Woollahra Council

Budget review for the quarter ended - 31 March 2022

Consultancy and Legal expenses

| Expense                                     | Budget YTD<br>\$ | Expenditure YTD<br>\$ | Budgeted<br>(Y/N) |
|---|------------------|-----------------------|-------------------|
| Consultancies                               | 1,602,755        | 1,261,898             | Y                 |
| Legal Fees                                  | 1,150,300        | 1,109,482             | Y                 |
| <b>Total Consultancies &amp; Legal Fees</b> | <b>2,753,055</b> | <b>2,371,380</b>      |                   |

Definition of consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision-making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

NOTES:

Council engages consultants as part of delivering capital projects but does not budget specifically for them, rather budgets for the project as a whole. To avoid distorting budget and year to date expenditures above, they have been limited to Council's operating budget. Where any expenses for Consultancy or Legal fees have not been budgeted for, an explanation is provided below:

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N/A

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*This disclosure forms part of Woollahra Council's Quarterly Budget Review and should be read in conjunction with other documents in the Quarterly Budget Review.*

### Capital Budget Proposed Project Variations as at 31 March 2022

The following table details by project the proposed budget variations that are recommended in the Capital Budget Review Statement.

| Project No  | Project Name  | Budget Variation + INCR / (DECR)<br>\$'000s | Detail   | s.7.12 Developer Cont'ns<br>\$'000s | Externally Restricted<br>\$'000s | Internally Restricted<br>\$'000s | Grants & Cont'ns<br>\$'000s | Recovered Funds<br>\$'000s | Working Funds<br>\$'000s | Vehicle Sales<br>\$'000s |
|---|---|---|--|-------------------------------------|----------------------------------|----------------------------------|-----------------------------|----------------------------|--------------------------|--------------------------|
| <b>BUDGET FUNDING REALLOCATION BETWEEN PROJECTS / FUNDING SOURCES</b> |   |   |  |                                     |                                  |                                  |                             |                            |                          |                          |
| 01653   | Federal Stimulus Road Safety Program School Zones                             | (178)                                       | Transfer to project 01710 - Federal Stimulus Rd Safety Program – Pedestrian Lighting Upgrade |                                     |                                  |                                  | (178)                       |                            |                          |                          |
| 01658   | Glenmore Road, at Campbell Street Paddington - Traffic and Pedestrian Upgrade | (39)  | Transfer to project 01710 - Federal Stimulus Rd Safety Program – Pedestrian Lighting Upgrade |                                     |                                  |                                  | (39)                        |                            |                          |                          |
| 01659   | Dover Road, at Carlisle Street - Traffic and Pedestrian Upgrade               | (69)  | Transfer to project 01710 - Federal Stimulus Rd Safety Program – Pedestrian Lighting Upgrade |                                     |                                  |                                  | (69)                        |                            |                          |                          |
| 01710   | Federal Stimulus Rd Safety Program – Pedestrian Lighting Upgrade              | 286   | Transferred from projects 01653, 01658, 01659.   |                                     |                                  |                                  | 286                         |                            |                          |                          |
| 01669   | Ocean Street, Woollahra, Peaker Lane to Forth Street- Road Pavement           | 0   | Change in funding source   |                                     | (13)                             |                                  | 13                          |                            |                          |                          |
| 01670   | O'Sullivan Road btw OSH Road and 259 O'Sullivan Rd- Road pavement             | 0   | Change in funding source   |                                     | 28                               |                                  | (28)                        |                            |                          |                          |

| Project No | Project Name  | Budget Variation + INCR / (DECR) | Detail   | s.7.12 Developer Cont'ns | Externally Restricted | Internally Restricted | Grants & Cont'ns | Recovered Funds | Working Funds | Vehicle Sales |
|------------|---|----------------------------------|--|--------------------------|-----------------------|-----------------------|------------------|-----------------|---------------|---------------|
| 01671      | Old South Head Road, Salisbury Road to Robertson Pl- Pavement     | 0                                | Change in funding source   |                          | (18)                  |                       | 18               |                 |               |               |
| 01526      | Minor Capital Road Works- Minor Road & Footpath Works All Wards   | 13                               | Funding Source changed, \$12k increase from recovered funds. \$1k increase in external restricted funds transferred from project 00163.                  |                          | 1                     |                       |                  | 12              |               |               |
| 01580      | Cooper Park Road btw Streatfield Road and 27 Cooper Park Road     | 15                               | Project completed. Funding Source changed, \$30k increase from recovered funds. \$15k reduction in external restricted funds allocated to project 01582. |                          | (15)                  |                       |                  | 30              |               |               |
| 01582      | Boronia Road Bellevue Hill btw 67 and 35 Boronia Road             | 16                               | Project completed. Funding transferred from project 01580.   |                          | 16                    |                       |                  |                 |               |               |
| 01585      | Fullerton Street Woollahra btw Wellington Street and Trelawney St | 14                               | Project completed. Transfer from project 00163.  |                          | 14                    |                       |                  |                 |               |               |
| 00163      | Plan and control the E&IR Program                                 | (19)                             | Project staff cost adjustment. Transferred to other projects including 01585.  |                          | (19)                  |                       |                  |                 |               |               |
| 01601      | Rawson Road Rose Bay btw New South Head Road and the End          | 1                                | Project completed. Transfer from project 01589.  |                          | 1                     |                       |                  |                 |               |               |
| 01665      | Preston Avenue btw NSH Rd and Fairfax Rd- Stairs Reconstruction   | 1                                | Project completed. Transfer from project 01589.  |                          | 1                     |                       |                  |                 |               |               |

| Project No   | Project Name  | Budget Variation + INCR / (DECR) | Detail   | s.7.12 Developer Cont'ns | Externally Restricted | Internally Restricted | Grants & Cont'ns | Recovered Funds | Working Funds | Vehicle Sales |
|--|---|----------------------------------|--|--------------------------|-----------------------|-----------------------|------------------|-----------------|---------------|---------------|
| 01589  | Ocean Avenue Double Bay btw Holt Street and New South Head Rd | (2)                              | Project completed. Savings to be transferred to projects 01601 and 01665.  |                          | (2)                   |                       |                  |                 |               |               |
| <b>TOTAL BUDGET FUNDING REALLOCATION BETWEEN PROJECTS/ FUNDING SOURCES</b> |   | <b>40</b>                        | <b>Total increase funded through recovered funds.</b>  | <b>0</b>                 | <b>(4)</b>            | <b>0</b>              | <b>2</b>         | <b>42</b>       | <b>0</b>      | <b>0</b>      |
| <b>INCREASE IN CAPITAL WORKS BUDGET</b>                                    |   |                                  |  |                          |                       |                       |                  |                 |               |               |
| 01275  | Cross Street Car Park- Redevelopment                          | 65                               | Budget increase requested for additional consultant advice   |                          |                       | 65                    |                  |                 |               |               |
| 01276  | Rose Bay Car Parks - Redevelopment                            | 50                               | Budget increase requested for additional consultant advice   |                          |                       | 50                    |                  |                 |               |               |
| 01588  | Glendon Road Double Bay btw Carlotta Road to the End          | 47                               | Budget increase requested due to unexpected project scope change resulting from latent ground conditions.  |                          | 47                    |                       |                  |                 |               |               |
| N/A  | Vehicle Purchases   | 41                               | Increase due to Engine replacements on an Isuzu Tipper and Hino Elevated Work Platform. This has been offset by the sale of passenger vehicles no longer required. |                          | (17)                  |                       |                  |                 | (46)          | 103           |
| 01617  | Rose Bay Activation – New South Head Road                     | 19                               | Budget increase requested.   | 19                       |                       |                       |                  |                 |               |               |
| 01616  | Vaucluse War Memorial   | 6                                | Budget increase requested.   | 6                        |                       |                       |                  |                 |               |               |
| 01684  | Trumper Park Tennis- Upgrade Toilets                          | 5                                | Quotations received higher than estimated.   |                          |                       | 5                     |                  |                 |               |               |



| Project No                              | Project Name   | Budget Variation + INCR / (DECR) | Detail   | s.7.12 Developer Cont'ns | Externally Restricted | Internally Restricted | Grants & Cont'ns | Recovered Funds | Working Funds | Vehicle Sales |
|---|--|----------------------------------|--|--------------------------|-----------------------|-----------------------|------------------|-----------------|---------------|---------------|
| 01624                                   | Sir David Martin Reserve Toilets                             | 1                                | Budget increase requested.   |                          |                       | 1                     |                  |                 |               |               |
| <b>TOTAL INCREASE IN CAPITAL WORKS</b>  |  | <b>233</b>                       |  | <b>25</b>                | <b>30</b>             | <b>121</b>            | <b>0</b>         | <b>0</b>        | <b>(46)</b>   | <b>103</b>    |
| <b>DECREASE IN CAPITAL WORKS BUDGET</b> |  |                                  |  |                          |                       |                       |                  |                 |               |               |
| 01604                                   | Sutherland Avenue Paddington btw Royston Street and Cecil St | (21)                             | Project delayed due to Sydney Water works, resulting in no Road to Recovery grant funding being able to be obtained this financial year. Decision to be made on this project in next financial year. |                          |                       |                       | (21)             |                 |               |               |
| 01693                                   | Double Bay Pre-school-Internal painting                      | (3)                              | Project complete, remaining budget returned.   |                          |                       | (3)                   |                  |                 |               |               |
| 01690                                   | Fletcher St Depot-Replace sewer line                         | (2)                              | Budget reduction.  |                          |                       | (2)                   |                  |                 |               |               |
| 01696                                   | E J Ward Centre-Carpet replacement                           | (1)                              | Project complete, remaining budget returned.   |                          |                       | (1)                   |                  |                 |               |               |
| <b>TOTAL DECREASE IN CAPITAL WORKS</b>  |  | <b>(27)</b>                      |  | <b>0</b>                 | <b>0</b>              | <b>(6)</b>            | <b>(21)</b>      | <b>0</b>        | <b>0</b>      | <b>0</b>      |
| <b>TOTAL VARIATIONS</b>                 |  | <b>246</b>                       |  | <b>25</b>                | <b>26</b>             | <b>115</b>            | <b>(19)</b>      | <b>42</b>       | <b>(46)</b>   | <b>103</b>    |

**Item No:** R5 Recommendation to Council

**Subject:** **INVESTMENT POLICY REVIEW**

**Authors:** Paul Ryan, Chief Financial Officer  
Henrietta McGilvray, Corporate Accountant

**Approver:** Sue Meekin, Director Corporate Performance

**File No:** 21/137348

**Purpose of the Report:** To provide the Finance, Community & Services Committee with an opportunity to review Council's Investment Policy.

**Alignment to Delivery Program:** Strategy 11.1: Facilitate community led decision-making that is open, honest and ethical and benefits the broad community.

**Recommendation:**

THAT Council:

- A. Approve Council's Investment Policy be amended to:
- I. Include that, without compromising the risk and return profile of the investment portfolio, Council gives preference to Environmentally Responsible Investments (ERI) which can demonstrate:
    - a. the rate of return on investment is greater than or equal to the rates of other Authorised Deposit-Taking Institutions (ADIs) which comply with Council's investment policy and are available at the time of investment
    - b. the avoidance of funding fossil fuel in the investment product
    - c. that the financial institution and product are otherwise compliant with Council's policy,noting that the criteria for ERI above are all preferred and not mandatory requirements.
  - II. Allow up to 60% of the portfolio to be invested with A Category ADIs and 40% of the portfolio be invested with BBB Category ADIs
  - III. Amend the Minimum Allocation of short term funds from 20% to 10%
- B. Adopt the revised Investment Policy with changes from A above marked-up, presented as Attachment 1 to this report, as Council's Investment Policy.

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**Executive Summary:**

Council's ability to invest is governed by Section 625 of the Local Government Act 1993 (the Act) which states:

**s.625 How may councils invest?**

- (1) *A council may invest money that is not, for the time being, required by the council for any other purpose.*
- (2) *Money may be invested only in a form of investment notified by order of the Minister published in the Gazette.*
- (3) *An order of the Minister notifying a form of investment for the purposes of this section must not be made without the approval of the Treasurer.*
- (4) *The acquisition, in accordance with section 358, of a controlling interest in a corporation or an entity within the meaning of that section is not an investment for the purposes of this section.*

The Ministerial Investment Order permits the following forms of investment:

- (a) *Any public funds or securities issued by, or guaranteed by, the Commonwealth, and State of the Commonwealth or a Territory;*

- (b) *Any debentures or securities issued by a council (within the meaning of the Local Government Act 1993 (NSW));*
- (c) *Interest bearing deposits with, or any debentures or bonds issued by, and authorised deposit-taking institution (as defined by the Banking Act 1959 (Cwth)), but excluding subordinated debt obligations;*
- (d) *Any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right to recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority;*
- (e) *A deposit with the NSW Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation;*

*All investment instruments (excluding short term discount instruments) referred to above include both principal and investment income.*

Council's Investment Policy, which sets the parameters for its investments in addition to the Act and Order, was last reviewed in June 2019. This policy is now due for review.

**Investment performance under the June 2019 Policy:**

From June 2019 to February 2022, Council's weighted average return has been 1.39% compared to the benchmark 90 day AusBond Bank Bill Index average over the same period of 0.44%.

Council's portfolio is well diversified with the portfolio spread amongst the credit spectrum from the AA Rating Category to unrated ADI's. The biggest risk that Council faces over the medium-longer term in this current low interest rate environment is not the potential loss of capital (given all the banks are well capitalised and regulated by APRA), but the rapid loss of interest income as interest rates have plummeted and reinvestment risk (interest rates being lower when we are looking to reinvest).

**Inclusion of policy section on "Environmentally Responsible Investments":**

Council has included a section in the revised investment policy on Environmentally Responsible Investments (ERI). Council wishes to place its investments with financial institutions that publicly state that they do not invest in or finance the fossil fuel industry while not compromising the council's investment policy, the Local Government Act 1993, and the risk and return profile of the investment portfolio.

Council's investment adviser, Imperium Markets, has been consulted and advises that given the policy and legislative conditions under which council invests its funds, it is difficult to achieve a fossil fuel free investment portfolio. As of 28 February 2022, Imperium Markets has assessed that approximately 91% of the council investments have some form of indirect exposure to the fossil fuel industry. Any divestment campaign would be complicated. By adopting a fossil free fuel policy, the major banks rated "AA-" and some of the "A+", "A", "BBB+" and "BBB" rated banks would be eliminated. Council would be left with a smaller sub-sector of banks to choose to invest with. This would create implications of:

- a) High concentration risk – limiting Council to a selected number of banks;
- b) Increased credit/counterparty risk;
- c) May lead to a reduction in performance (most of the senior FRN issues are with the higher rated ADIs) which could result in a significant loss of income generated – could be in excess of hundreds of thousands of dollars per annum;
- d) Underperformance compared to other Councils.
- e) It may be contrary to Council's primary objective to preserve capital as the investment portfolio's risk would increase (all things being equal).
- f) Council may not be maximising its returns – this is one of the primary objectives written in the Investment Policy.

Council's exposure is summarised as follows:

| Counterparty       | Credit Rating | Funding Fossil Fuel |
|--------------------|---------------|---------------------|
| ANZ                | AA-           | Yes                 |
| CBA                | AA-           | Yes                 |
| NAB                | AA-           | Yes                 |
| WBC                | AA-           | Yes                 |
| Macquarie          | A+            | Yes                 |
| ING Bank Australia | A             | Yes                 |
| BoQ                | BBB+          | Yes                 |
| ME Bank            | BBB+          | Yes                 |
| AMP                | BBB           | Yes                 |
| Judo               | BBB-          | No                  |
| Bank of Sydney     | Unrated       | No                  |
| Community First    | Unrated       | No                  |
| Emerald MBS        | Grandfathed   | No                  |

^^The underlying exposure in these managed funds includes the domestic major banks.

Source: <https://www.marketforces.org.au/info/compare-bank-table/>

In light of the above, Council has

- Stated in its revised investment policy that the ERI criteria is preferred and not mandatory to mitigate the implications noted above.
- Amended in the investment policy, the Credit Quality Limits for "A" Category investments from 45% maximum holding to 60% maximum holding on the advice of the investment consultant to accommodate more ethical investments.
- Amended in the investment policy, the Credit Quality Limits for "BBB" Category investments from 25% maximum holding to 40% maximum holding on the advice of the investment consultant to accommodate more ethical investments.
- Amended in the investment policy, the Minimum Allocation of short term funds from 20% to 10% on the advice of the investment consultant to increase overall returns.

## Discussion

The Investment policy has been reviewed in consultation with Council's investment advisor, CPG Research & Advisory and Imperium Markets, and a number of amendments to the current Investment Policy are being recommended.

The proposed changes to the Investment Policy are outlined below and highlighted in the attachment at Attachment 1:

- Adding a new section for Environmentally Responsible Investments on page 5 of Attachment 1
- Simplifying the wording of the 'Investment Advisor' section on page 5 of Attachment 1
- Adding a new risk called 'Legal or Documentary Risk' under the Risk Management Guidelines section on page 6 of Attachment 1
- Some minor wording changes on pages 5, 6 and 7 of Attachment 1
- Amended the Credit Quality Limits for "A" Category investments from 45% maximum holding to 60% maximum holding on page 7 of Attachment 1.
- Amended the Credit Quality Limits for "BBB" Category investments from 25% maximum holding to 40% maximum holding on page 7 of Attachment 1
- Amended the rating of TCorpIM fund as their rating was downgraded to AA+ and AA- in December 2020 on page 7 of the Attachment 1
- Amended the Minimum Allocation of short term funds from 20% to 10% on page 8 of Attachment 1



- In the section called 'Review of this Policy' on page 9 of Attachment 1, the following sentence has been deleted: *The Investment Policy may also be changed as a result of other amendments that are to the advantage of the Council and in the spirit of this policy.*

**Options:**

NIL, though Council may decide to not include an ERI section in its Investment Policy.

**Community Engagement and / or Internal Consultation:**

NIL

**Policy Implications:**

Policy amendments as outlined above and highlighted in Attachment 1.

**Financial Implications:**

NIL if adopted as is, otherwise there would be financial return risks and portfolio security risks outlined above, should implementing a fossil fuel free investment policy be made mandatory and not preferred.

**Resourcing Implications:**

NIL

**Conclusion:**

Council's current Investment Policy has been effective in terms of generating good returns while maintaining an acceptable risk profile and good diversification. The current Policy has been reviewed in consultation with Council's investment advisors.

The revised Policy, presented as Attachment 1 including the recommended changes marked-up for ease of reference, is recommended for adoption.

**Attachments**

1. Investment Policy draft amendments) v2



# Investment Policy

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|                       |   |
|-----------------------|---|
| Adoption Date:        | 24 June 2019 <del>xx April 2022</del> by Council Resolution |
| Review Date:          | 24 June 2019 <del>29 March 2022</del>                       |
| Version:              | 4 <del>5</del> .1   |
| Division/Department:  | Corporate Services/Finance                                  |
| Responsible Officer:  | Chief Financial Officer                                     |
| HPE CM Record Number: | 18/180006[v2]   |

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## Objectives

The objective of the Investment Policy is to provide a framework for the investing of Council's surplus funds at the most favourable rate of interest available to it at the time whilst having due consideration of risk and security guidelines set by Council for that investment type and ensuring that its liquidity requirements are met.

While exercising the power to invest, consideration is to be given to the preservation of capital, liquidity, and the return of investment.

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be placed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- Investments should be allocated to ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale of an investment.
- Investments are expected to achieve a market average rate of return in line with the Council's risk tolerance.

## Legislative Requirements

All investments are to comply with the following:

- *Local Government Act 1993*;
- *Local Government (General) Regulation 2005*;
- Ministerial Investment Order;
- Local Government Code of Accounting Practice and Financial Reporting,
- Australian Accounting Standards; and
- Office of Local Government Circulars.

## Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the *Local Government Act 1993*.

The General Manager has in turn delegated the day-to-day management of Council's Investments to the Chief Financial Officer.



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Investment Policy

Officers providing assistance to the Chief Financial Officer in the day-to-day management of Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations in this role.

### **Prudent Person Standard**

Investments will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolio to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

### **Ethics and Conflicts of Interest**

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager.

Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

### **Approved Investments**

Local Government investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government.

The current Ministerial Investment Order, dated 12 January 2011, is attached as **Attachment 1**.

### **Prohibited Investments**

In accordance with the Ministerial Investment Order, this investment policy prohibits but is not limited to any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow other than as permitted by part (d) of the Ministerial Investment Order; and
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

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Investment Policy

This policy also prohibits the use of leveraging (borrowing to invest) of an investment. This prohibition does not extend to the investment of unexpended loan funds.

### Environmentally Responsible Investments

Where financial institutions are offering equivalent investment returns with a similar credit rating, and the investment fits within the provisions of this Investment Policy, preference will be given to placing funds with institutions that publicly state that they do not invest in or finance the fossil fuel industry.

Without compromising the risk and return profile of the investment portfolio, Council gives preference to Environmentally Responsible Investments (ERI) which can demonstrate:

- the rate of return on investment is greater than or equal to the rates of other Authorised Deposit-Taking Institutions (ADIs) which comply with Council's investment policy and are available at the time of investment
- the avoidance of funding fossil fuel in the investment product
- that the financial institution and product are otherwise compliant with Council's policy.

The criteria for ERI above are all preferred and not mandatory requirements.

### Investment Advisor

The Council's investment advisor is appointed by the General Manager and must be licensed by the Australian Securities and Investment Commission. The advisor must provide written confirmation that they are:

- be Independent with no actual or potential conflict of interest in relation to investment products being recommended or considered;
- and Free to choose the most appropriate product within the terms and conditions of the investment policy;
- Not receiving any commissions or other benefits in relation to the investments being recommended or reviewed (other than as are promptly and fully rebated to Council)

~~The independent advisor is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed (other than as are promptly and fully rebated to Council).~~

## Risk Management Guidelines

Investments obtained are to be considered in light of the following key **criteria risks**:

- *Preservation of Capital* – the requirement for preventing losses in an investment portfolio's total value (considering the time value of money);
- *Diversification* – setting limits to the amounts invested with a particular financial institution or government authority to reduce credit risk;
- *Credit risk* – the risk that a council has invested in fails to pay the interest and or repay the principal of an investment;
- *Market Risk* - the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices;
- *Liquidity Risk* - the risk an investor is unable to redeem the investment at a fair price within a timely period;
- *Maturity Risk* - the risk relating to the length of term to maturity of the investment. Generally, the larger the term, the greater the length of exposure and risk to market volatilities. It should also be noted that larger terms can also protect Council from market risks such as fluctuations in the cash rate;
- *Rollover Risk* – the risk that income will not meet expectations or budgeted forecasts because interest rates are lower than expected in the future; **and**
- **Legal or Documentary Risk – the failure to properly document or execute a transaction, leading to loss of assets or rights.**

The Minister's Order permits investment in any Approved Deposit-taking Institution, through deposits or senior (principal and interest) securities.

Short-dated investments are **favoured-preferred** for greater **certainty flexibility**; however, where appropriate Council will make longer-term investments in accordance with this Policy.

Consequently, Council investments will be placed within the following credit quality and counterparty limits:

### Credit Quality Limits

The portfolio credit guidelines to be adopted will reference the Standard & Poor's (S&P) ratings system criteria and format. However, references to the Minister's Order also recognise Moody's and Fitch ratings and any of the three may be used where available. Where one agency downgrades its rating of a particular ADI, the consensus of the other two agency ratings will be used when judging compliance with limits, however, for conservatism new investments will be judged against the lower.

The maximum holding limit in each rating category, setting the credit quality limits, shall be:

Investment Policy

| Long Term Rating**         | Maximum Holding |
|----------------------------|-----------------|
| AAA category               | 100%            |
| AA Category or Major Bank* | 100%            |
| A Category                 | 60%             |
| BBB Category               | 40%             |
| Unrated ADIs               | 10%             |

Where ADIs own multiple banking licences, rating categories are based on the parent entity even if the subsidiary is not explicitly rated.

TCorpIM Cash and Short-Term Income Funds are regarded as AA+ and AA- credit quality respectively, for the purpose of this policy.

Amounts covered by the government guarantee of \$250k for each ADI will be considered to have sovereign credit rating of the Australian Government with only non-guaranteed components counted towards counterparty exposure.

Counterparty Limits

Exposure to individual counterparties/financial institutions will be restricted by their rating so that single entity exposure is limited as set out in the table below. It excludes any government guaranteed component of investments, which are unrestricted.

| Long Term Rating**         | Maximum Holding |
|----------------------------|-----------------|
| AAA category               | 40%             |
| AA Category or Major Bank* | 30%             |
| A Category                 | 15%             |
| BBB Category               | 10%             |
| Unrated ADIs               | 5%              |

This table does not apply to any grandfathered investments.

Temporary extensions of these limits may be approved by the Chief Financial Officer in instances where not doing so would materially and adversely affect Council's returns. Such extensions can only be approved if the portfolio returns to compliance with these limits within 30 days. Any such extension will be reported to the Finance & Community Services Committee in the monthly report (refer Reporting of Investments below)

\* For the purpose of this Policy, major Banks are defined as:

ANZ Bank  
Commonwealth Bank  
National Australia Bank  
Westpac Bank

Including ADI subsidiaries and brands.



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Investment Policy

\*\* To the extent that assets are guaranteed by the State or Federal government, no counterparty limit applies, however this does not include TCorpIM Funds.

### Term to Maturity Limits

Council's investment portfolio shall be structured around the time horizon of investment to ensure that liquidity and income requirements are met.

Once the primary aim of liquidity is met, Council will diversify its maturity profile as this will ordinarily be a low-risk method of obtaining additional return as well as reducing the risks to Council's income. However, Council always retains the flexibility to invest as short as required by liquidity requirements or the economic outlook.

The factors and/or information used by Council to determine minimum allocations to the shorter terms include:

- Council's liquidity requirements to cover both regular payments as well as a sufficient buffer to cover reasonably foreseeable contingencies;
- Major capital expenditure forecasts;
- Known grants, assets sales or similar one-off inflows; and
- Seasonal patterns to Council's investment balances.

| Term Description      | Maturity Profile | Minimum Allocation | Maximum Allocation |
|-----------------------|------------------|--------------------|--------------------|
| Working capital funds | 0 – 3 months     | 10%                | 100%               |
| Short term funds      | 3 – 12 months    | 10%                | 100%               |
| Short – medium funds  | 1 – 2 years      | 0%                 | 70%                |
| Medium term funds     | 2 – 5 years      | 0%                 | 50%                |
| Long term funds       | 5 – 10 years     | 0%                 | 20%                |

Within these broad ranges, Council relies on assumptions of expected investment returns and market conditions that have been examined with its investment advisor.

Where a tradeable security is expected to be sold prior to maturity, its expected holding period will be used when assessing its maturity profile.

### Measurement

As Council continues to hold grandfathered investments such as Mortgage Backed Securities, the investment returns and credit quality for the portfolio is to be regularly reviewed by a suitably qualified person or organisation, with no conflicts in respect of the securities in question, by assessing the market value of the portfolio. The market value is to be assessed once a month.

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Investment Policy

Based on these valuations, Council will bring to account on a quarterly basis the mark-to-market valuation of its floating rate securities issued by ADIs. The valuation of floating rate securities issued by non-ADIs is to be brought to account annually at 30 June.

## Benchmarking

The performance of Council's investment portfolio will be assessed against a readily available and widely used benchmark as set out in the table below.

It is Council's expectation that the performance of each investment will be greater than or equal to the benchmark to justify the investment taking into account its risks, benefits and liquidity.

It is also expected that Council will take due steps to ensure that any investment is executed at the best pricing reasonably possible.

| Investment         | Performance Benchmark   |
|--------------------|-------------------------|
| Cash               | Official Cash Rate      |
| Direct Investments | AusBond Bank Bill Index |

## Reporting of Investments

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

The documentary evidence must provide Council legal title to the investment.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

All investments are to be appropriately recorded in Council's financial records and reconciled on a monthly basis.

A monthly report will be provided to Council's Finance & Community Services Committee. The report will detail the investment portfolio in terms of performance, credit quality exposure by percentage of total portfolio, maturity date and material changes in market value. The report will also confirm compliance with this Investment Policy and relevant legislation.

## Review of this Policy

This Investment Policy will be reviewed by Council at least once a year or as required in the event of legislative changes. The Investment Policy may also be changed as a result of

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Investment Policy

**other amendments that are to the advantage of the Council and in the spirit of this policy.**

Any amendment to the Investment Policy must be by way of Council resolution.

To the extent that the Policy becomes inconsistent with the regulatory framework, the regulations will prevail.

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## Documentation/References

|  | HPECM Reference |
|--|-----------------|
| Ministerial Investment Order – 12 January 2011 | 17/210379       |
|  |                 |
|  |                 |

## Policy Amendments

| Date                 | Responsible Officer | Description   |
|----------------------|---------------------|---|
| 30 Oct 2017          | D Johnston          | Investment Policy 15 May 2017 re-adopted by Council |
| 24 June 2019         | S Meekin            | Investment Policy 24 June 2019                      |
| <b>29 March 2022</b> | <b>P Ryan</b>       | <b>Investment Policy 29 March 2022</b>              |

## ANNEXURE 1 – Ministerial Investment Order

### LOCAL GOVERNMENT ACT 1993 – INVESTMENT ORDER

(Relating to investments by councils)

I, the Hon. Barbara Perry MP, Minister for Local Government, in pursuance of section 625(2) of the *Local Government Act 1993* and with the approval of the Treasurer, do, by this my Order, notify for the purposes of section 625 of that Act that a council or county council may only invest money (on the basis that all investments must be denominated in Australian Dollars) in the following forms of investment:

- (a) any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
- (b) any debentures or securities issued by a council (within the meaning of the *Local Government Act 1993* (NSW));
- (c) interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (as defined in the *Banking Act 1959* (Cwth)), but excluding subordinated debt obligations;
- (d) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority;
- (e) a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation;

All investment instruments (excluding short term discount instruments) referred to above include both principal and investment income.

#### Transitional Arrangements

- (i) Subject to paragraph (ii) nothing in this Order affects any investment made before the date of this Order which was made in compliance with the previous Ministerial Orders, and such investments are taken to be in compliance with this Order.
- (ii) Paragraph (i) only applies to those investments made before the date of this Order and does not apply to any restructuring or switching of investments or any re-investment of proceeds received on disposal or maturity of such investments, which for the avoidance of doubt must comply with this Order.

#### Key Considerations

An investment is not in a form of investment notified by this order unless it also complies with an investment policy of council adopted by a resolution of council.

All councils should by resolution adopt an investment policy that is consistent with this Order and any guidelines issued by the Chief Executive (Local Government), Department of Premier and Cabinet, from time to time.

The General Manager, or any other staff member, with delegated authority by a council to invest funds on behalf of a council must do so in accordance with the council's adopted investment policy.

Councils have a fiduciary responsibility when investing. Councils should exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.

When exercising the power of investment councils should consider, but not be limited by, the risk of capital or income loss or depreciation, the likely income return and the timing of income return, the length of the term of the proposed investment, the liquidity and marketability of the proposed investment, the likelihood of inflation affecting the value of the proposed investment and the costs (including commissions, fees, charges and duties payable) of making the proposed investment.

Dated this 12<sup>th</sup> day of January 2011

  
Hon BARBARA PERRY MP  
Minister for Local Government





**Item No:** R6 Recommendation to Council  
**Subject:** **LAND OWNERS CONSENT FOR DEVELOPMENT APPLICATION - EQUIPMENT SHED EXTENSION, WOOLLAHRA GOLF CLUB**  
**Author:** Zubin Marolia, Manager - Property & Projects  
**Approver:** Tom O'Hanlon, Director - Infrastructure & Sustainability  
**File No:** 22/74826  
**Purpose of the Report:** To seek Council approval to grant landowner's consent for submission of a DA.  
**Alignment to Delivery Program:** Strategy 11.4: Maintain Council's strong financial position.

### **Recommendation:**

THAT Council, in its capacity as Landowner, grants landowner consent to enable the Licensee, Woollahra Golf Club to lodge a Development Application (DA) for the alterations and additions to the equipment shed, consistent with the Plans attached as Attachment 1 to this report.

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### **Executive Summary:**

Woollahra Golf Club Ltd, as Licensee of the Woollahra Golf Course, has requested that Council grant land owner's consent for the submission of a DA to extend the existing Equipment Shed which is operated by the Golf Club under licence from Council.

For absolute clarity, this report seeks Council endorsement only for the lodgement of a DA. As such, Council is acting purely in its capacity as owner of the site and not as a planning authority. A resolution to approve lodgement of the DA should not be considered by any party to be endorsement of the proposal from a planning perspective.

### **Discussion:**

The DA will seek approval to extend the Woollahra Golf Course Equipment Shed which is used for storage of materials, vehicles and equipment including mowers. It also houses the course superintendent's office. The Golf Club has submitted a letter and attached plans (Attachment 1) showing views of the existing and proposed plan and photographs of the existing structures at the rear of the shed. The Shed is located next to the 6<sup>th</sup> fairway and surrounded by trees. There is no height increase proposed and therefore there will be no visual or other amenity impact on the surrounding residences.

Subject to receiving land owner's consent, the DA will propose to build an extension similar to the current construction, 4.0m wide, 3.5m high and 18.5m long, along the rear wall of the main equipment shed with a profile similar to the existing external facade.

The Golf Club advises that the benefits of the extension project will be as follows:

- It will overcome deficiencies identified in a recent Worksafe report;
- Rationalise equipment storage in dedicated areas;
- Improve safety by providing additional space between parked equipment;
- Provide space for a bunded area for transfer of fluids to trailer borne tankage currently done with temporary bunding;
- Permit the acquisition and storage of additional mobile green-keeping equipment; and
- Permit the storage of additional golf carts to satisfy demand from older golfers.

The existing shed also provides an area for equipment used by Council staff, Sydney Croquet Club and Easts Rugby Club for storage of equipment.

**Options:**

NIL.

**Community Engagement and / or Internal Consultation:**

Council's Open Space staff provided feedback to the Licensee's application to endorse the request for Landowner's consent.

It is noted that, should consent for lodgement of the DA be granted, the DA will be exhibited more broadly as per standard planning processes.

**Policy Implications:**

This report is in accordance with the Council resolution to seek Council approval for Council owned and managed properties where the lodgment of DA is required.

**Financial Implications:**

The project will be fully funded by the Woollahra Golf Club using Club funds. There will be no cost to Woollahra Council.

**Resourcing Implications:**

Property & Projects staff will continue to oversee as landowner, the DA process and delivery of the associated upgrade works, to ensure the Licensee's obligations under the Deed of Licence are fulfilled.

**Conclusion:**

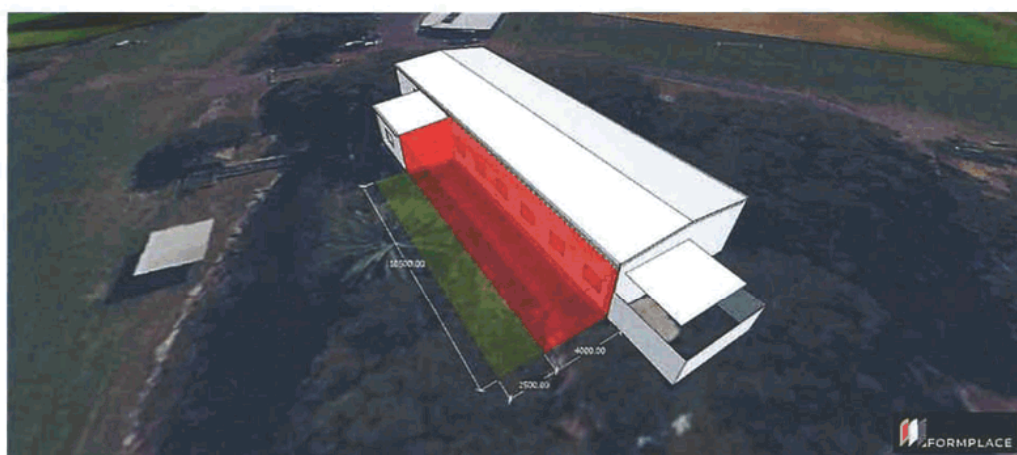
The proposal by the Woollahra Golf Club to extend the existing equipment storage shed within the Woollahra Golf Course will improve the functionality of the facility and improve safety, rationalise storage and provide additional space for storage materials, equipment including additional golf carts. The visual and noise impacts associated with proposal are considered reasonable. It is therefore recommended that, as landowner, Council grant consent to the submission of a DA for the proposed changes.

**Attachments**

1. Sketches & photos - Proposed DA for additions to existing equipment shed
2. Plans for the proposed equipment shed upgrade
3. Location of the equipment shed



**WGC Equipment Shed & WMC Annex – Current**



**WGC Equipment Shed Extension  
Proposed Extension in Red and Concrete Slab in Green**





**Equipment Shed, Forecourt and Fuel Store - View to NW  
Colleagues Dressing Rooms (blue) in Right Background**



**WMC Annex attached to Equipment Shed - View to SE**





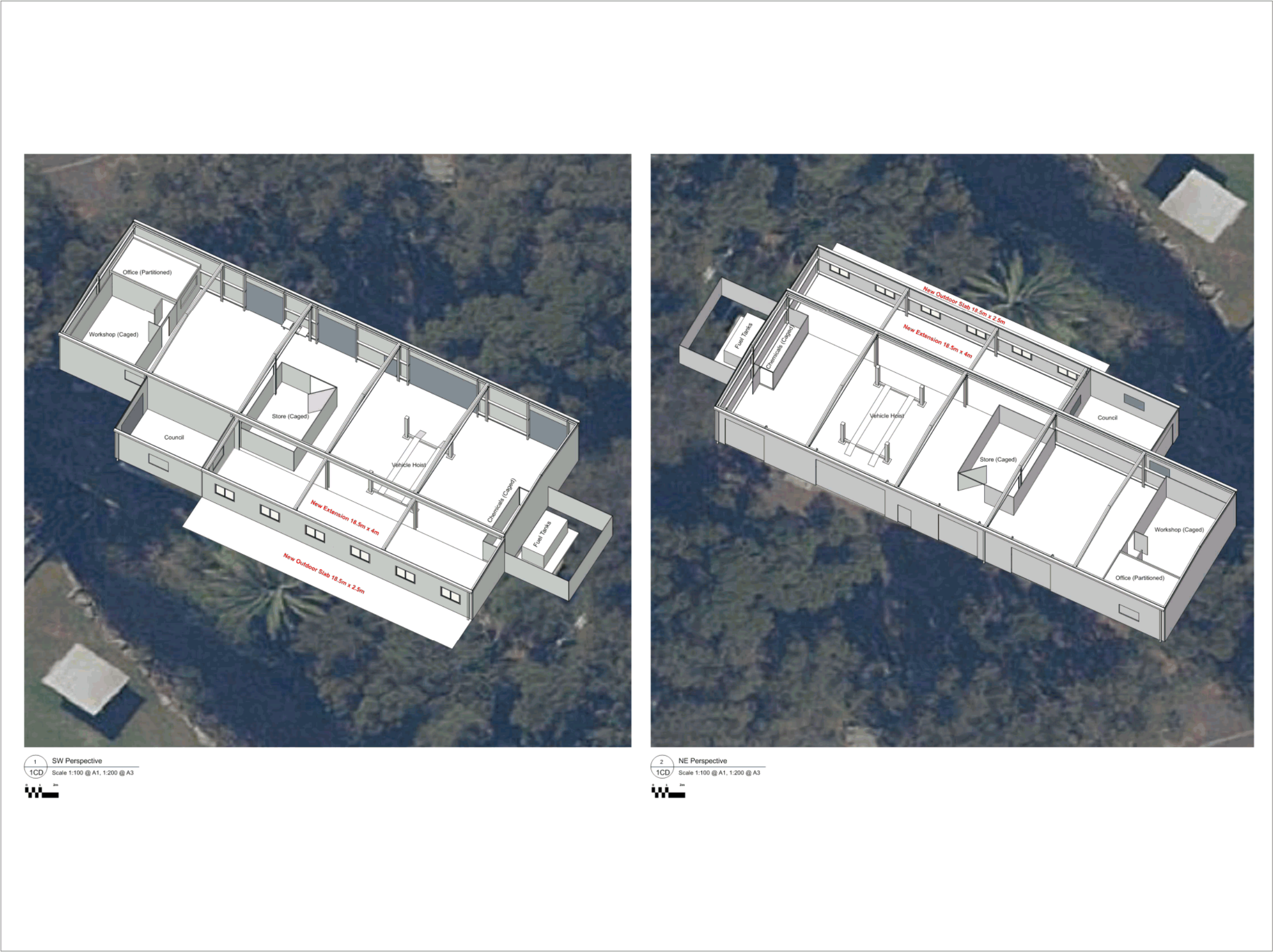
**Site of Proposed Extension - View to N**



**WMC Annex and Extension Site – View to N**







| REVISIONS |             | NO. | DATE        | BY | REMARKS     |
|-----------|-------------|-----|-------------|----|-------------|
| 1         | 16 Aug 2021 | 1   | 16 Aug 2021 | 1  | 16 Aug 2021 |
| 2         | 16 Aug 2021 | 2   | 16 Aug 2021 | 2  | 16 Aug 2021 |
| 3         | 16 Aug 2021 | 3   | 16 Aug 2021 | 3  | 16 Aug 2021 |
| 4         | 16 Aug 2021 | 4   | 16 Aug 2021 | 4  | 16 Aug 2021 |
| 5         | 16 Aug 2021 | 5   | 16 Aug 2021 | 5  | 16 Aug 2021 |

WOOLLAHRA GOLF CLUB Lot 1319, DP 1222163  
EQUIPMENT FACILITY EXTENSION  
50 O'Sullivan Road  
Rose Bay, NSW 2029

Concept Design  
Scale 1:100 @ A1  
Date: 16 Aug 2021 Rev: 0

Drawn: Nicolas Lagasse

FORMPLACE  
+61 (0)202 598 242  
info@formplace.com.au  
www.formplace.com.au  
Sydney, NSW, Australia

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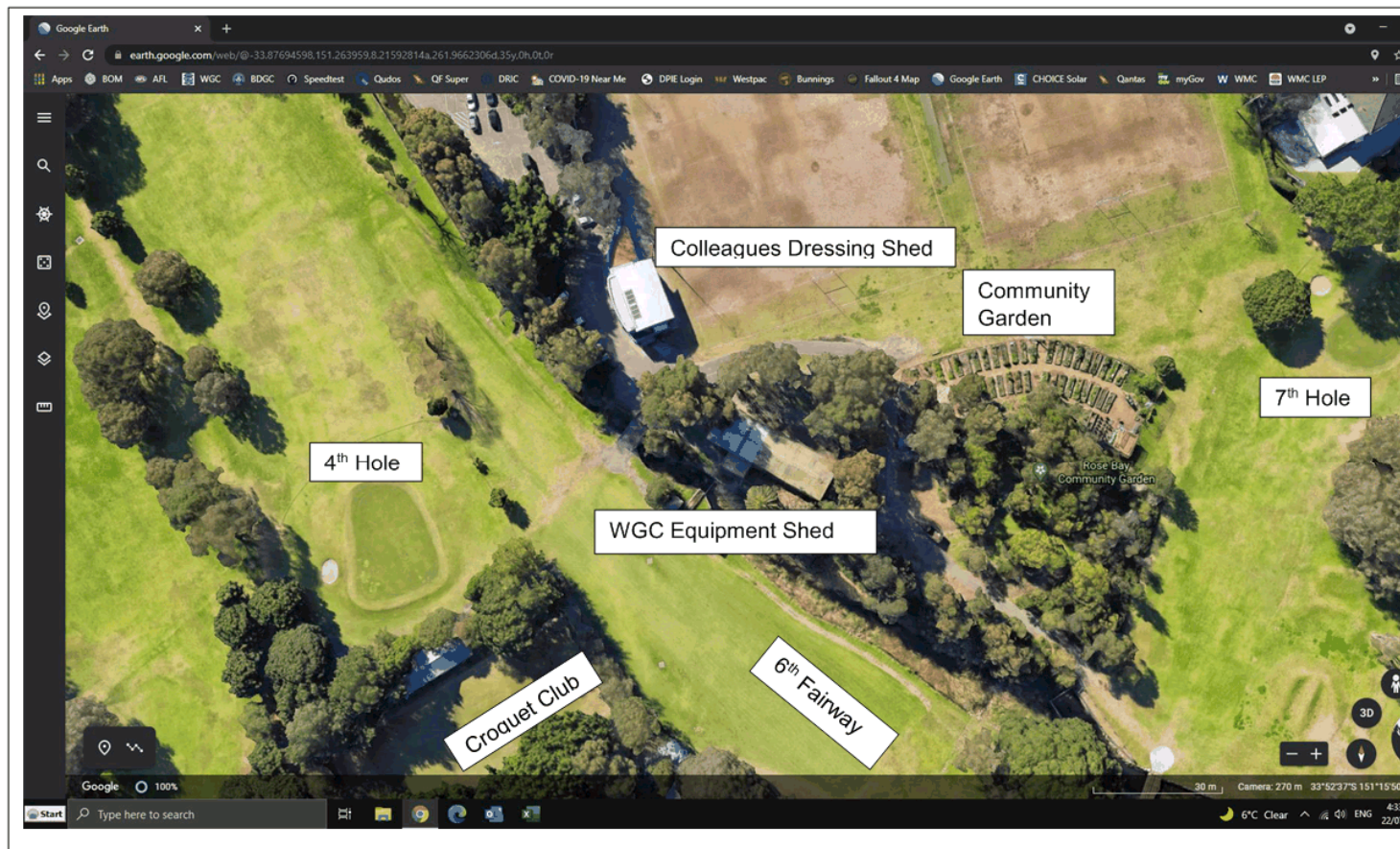
Attachment 2 Plans for the proposed equipment shed upgrade

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**WGC EQUIPMENT SHED – SITE LOCATION**



\\WMCFS1\Common\InfocouncilLive\Checkout\sueo\Attachment to report 2274826 (Title Location of the equipment shed).DOCX  
22/07/2021 4:38:17 AM



**Item No:** R7 Recommendation to Council  
**Subject:** **OWNERS CONSENT - DEVELOPMENT APPLICATION - REDLEAF KIOSK DOUBLE BAY - UPGRADE OF PREMISES**  
**Author:** Caroline Tunney, Senior Property Officer  
**Approvers:** Zubin Marolia, Manager - Property & Projects  
Tom O'Hanlon, Director - Infrastructure & Sustainability  
**File No:** 22/77442  
**Purpose of the Report:** To obtain Landowner's Consent for the purpose of lodging a Development Application (DA) consistent with Lease clause 16. Upgrade of Premises  
**Alignment to Delivery Program:** Strategy 11.4: Maintain Council's strong financial position.

**Recommendation:**

THAT Council, in its capacity as Landowner, grants landowner consent to enable the Lessee, Cafe Industries Pty Ltd, to lodge a Development Application (DA) for consent to install a new motorised retractable roof system at Redleaf Kiosk, consistent with the plans attached as Attachment 2 to this report.

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**Executive Summary:**

Following the public tender (SC3586) for the lease of Redleaf Kiosk, a tender report was submitted to Council on 8 April 2019 when it was resolved without debate to accept the tender from Café Industries Pty Ltd. (**Attachments 1 & 3**)

The Lessee is required to obtain development consent to install the retractable roof system at Redleaf Kiosk. This report seeks endorsement from Council to lodge the DA in its capacity as landowner, and not as a Planning authority.

**Discussion:**

The purpose of the DA is for Café Industries Pty Ltd to obtain development consent to install a motorised retractable roof system bracket mounted to the kiosk roof with steel posts mounted to the outside of the adjoining retaining wall.

It is envisaged that the retractable roof system installation to Redleaf Kiosk will provide better weather protection from wind and rain for staff and customers all year round. The Lessee provided the plans and elevations for the purpose of lodging the DA. (**Attachment 2**)

**Options:**

NIL.

**Community Engagement and / or Internal Consultation:**

Council's Open Space staff provided feedback to the Lessee's application to endorse the request for Landowner's consent, subject to the proposed retractable roof system being the same colour as the kiosk exterior, "Willow Primrose" as detailed in the tenderer's submission - Other Works (**Attachment 3**)

**Policy Implications:**

This report is in accordance with the Council resolution to seek Council approval for Council owned and managed properties where the lodgment of DA is required.



**Financial Implications:**

There will be no cost to Woollahra Council. The lessee is responsible for the costs associated with the DA and all costs associated with the installation of the retractable roof system. The retractable roof structure, including supply, installation and all electrical work arising was estimated to be \$33,000 including GST.

**Resourcing Implications:**

Property & Projects staff will oversee the DA process and the installation of the retractable roof system, to ensure the Lessee's obligations under the Lease are fulfilled.

**Conclusion:**

The DA plans as prepared by the Lessee's appointed Landscape Designer, are considered consistent with the tender submission, where development consent is required. It is therefore recommended that Councillors grant landowner's consent in its capacity as landowner, to enable the Lessee lodge the DA for the proposed upgrade works to Redleaf Kiosk.

**Attachments**

1. Action Memo - Council R2 Tender - Lease of Redleaf Kiosk 8 April 2019
2. DA plan and elevation - retractable roof system - Redleaf Kiosk
3. Tender Schedule F - Tenderer's submission for the awning structure - Redleaf Kiosk



## FOR ACTION

**COUNCIL**

**8/04/2019**

**TO:** Manager - Property & Projects (Marolia, Zubin)

**Subject:** Tender - Lease of Redleaf kiosk (Cafe)  
**Target Date:** 22/04/2019  
**File Reference:** IN51 19/42739

**Notes to Officer:**

**(Marano/Shapiro)**

**Resolved without debate:**

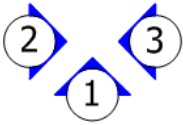
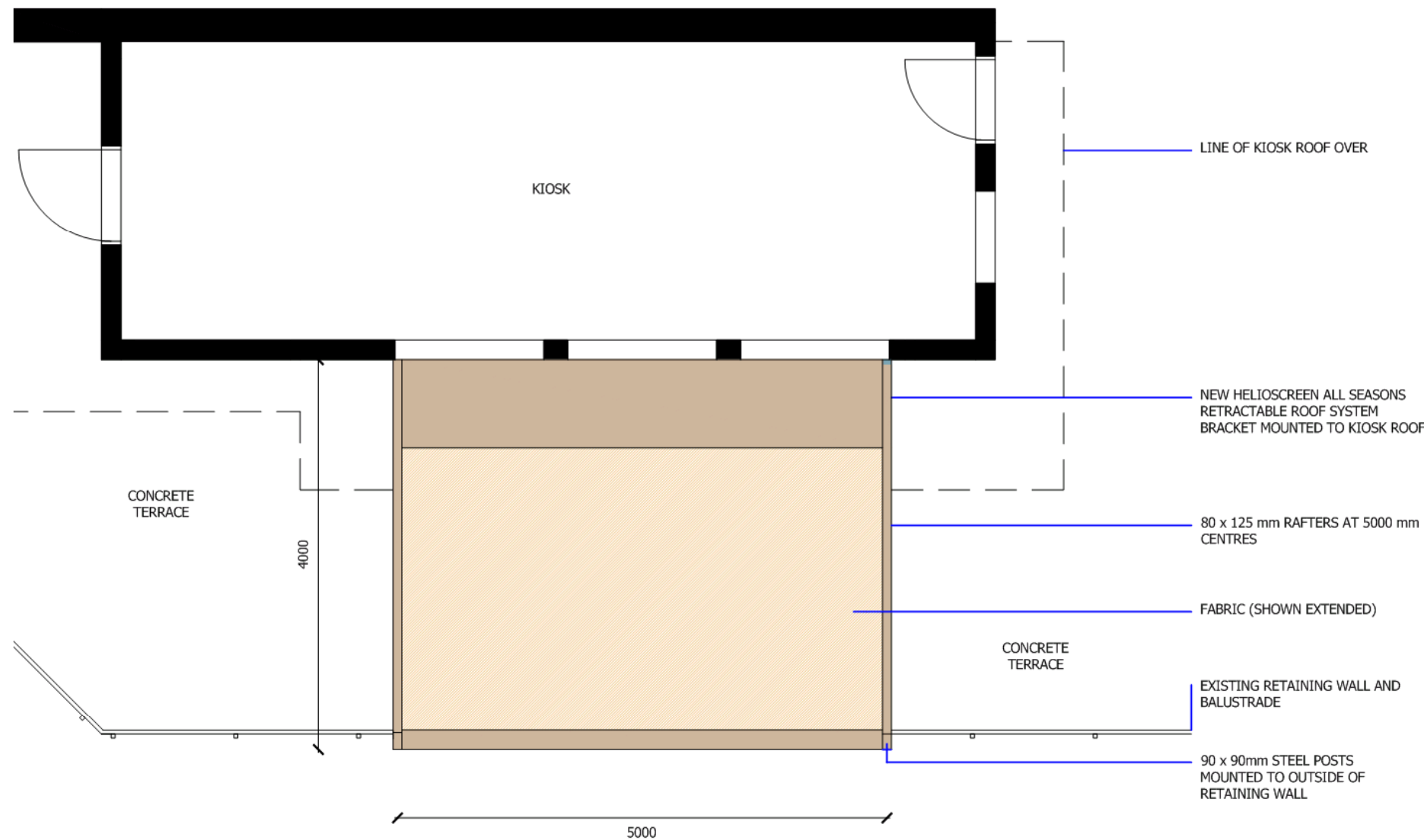
- A. THAT Council accepts the tender from Café Industry Pty Ltd and enters into a lease agreement for a five (5) year initial term plus a five (5) years option term, at a commencement rent of \$62,920 per annum plus GST, with CPI annual increases and a review to market upon exercise of the option.
- B. THAT the lease agreement includes a refurbishment commitment of \$100,200 inclusive of GST, subject to any necessary development approval.
- C. THAT Council authorise the General Manager to execute all legal agreements required to enter into a lease agreement with Café Industries Pty Ltd.
- D. THAT successful and unsuccessful tenderers be advised accordingly.

[Open Item in Minutes](#)

**NOTE:**

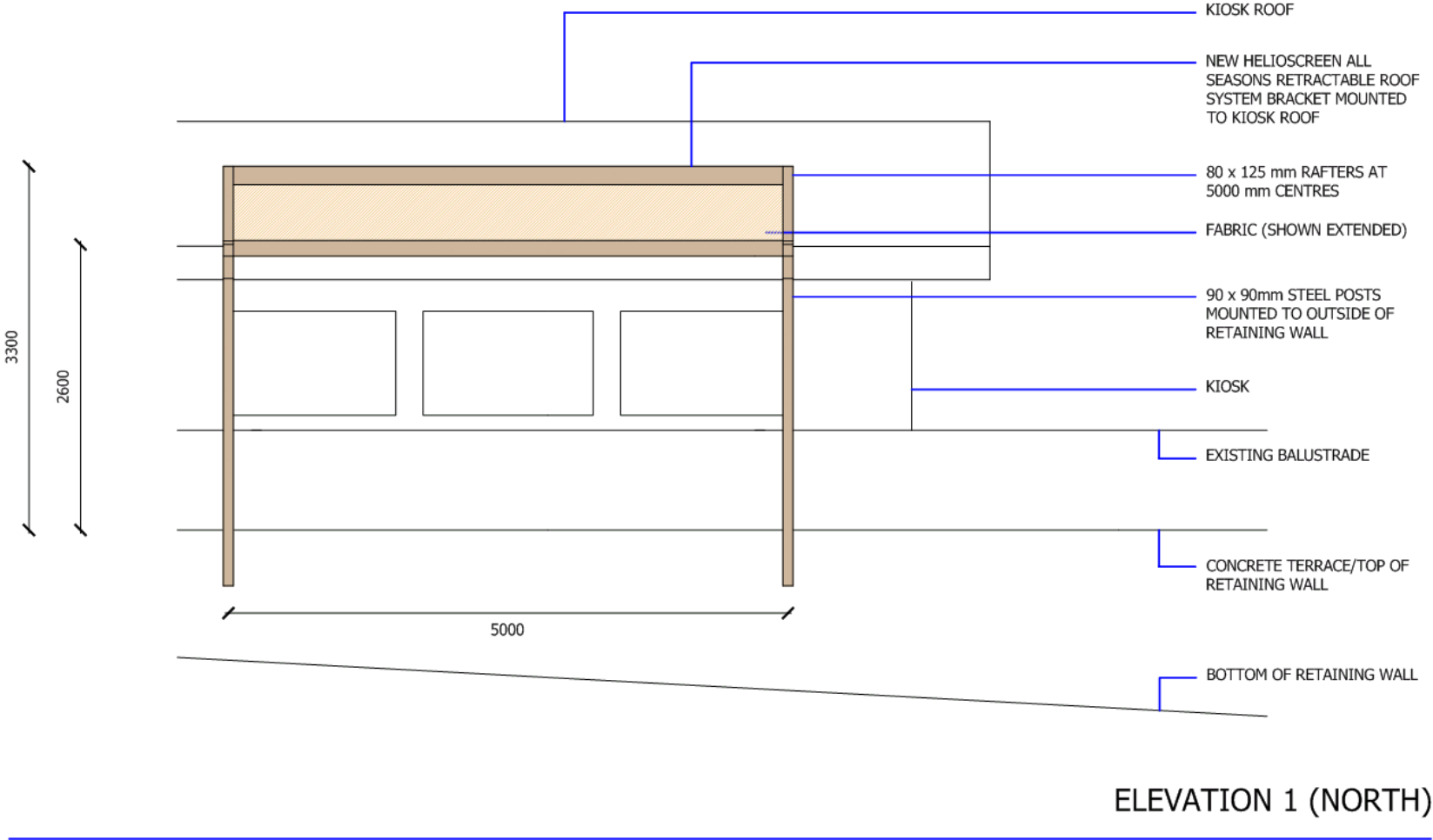
This is a notification email.  
To complete Action, open the Infocouncil ribbon in Word and click on your 'Actions' icon.  
An Actions Form will open and list all actions allocated to you.  
Use the Actions Form to Add/Edit Notes (such as progress updates) and to Finalise Actions.



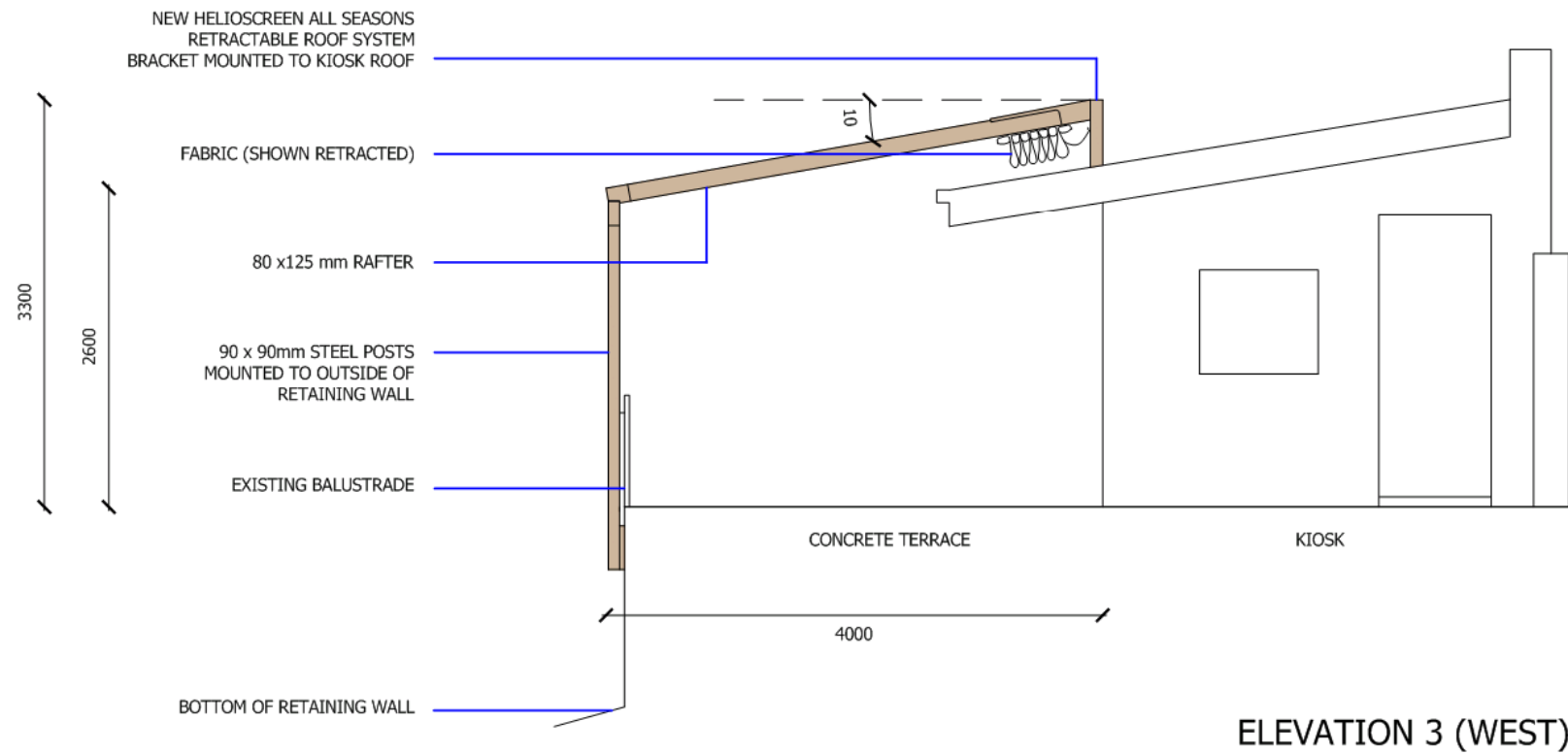
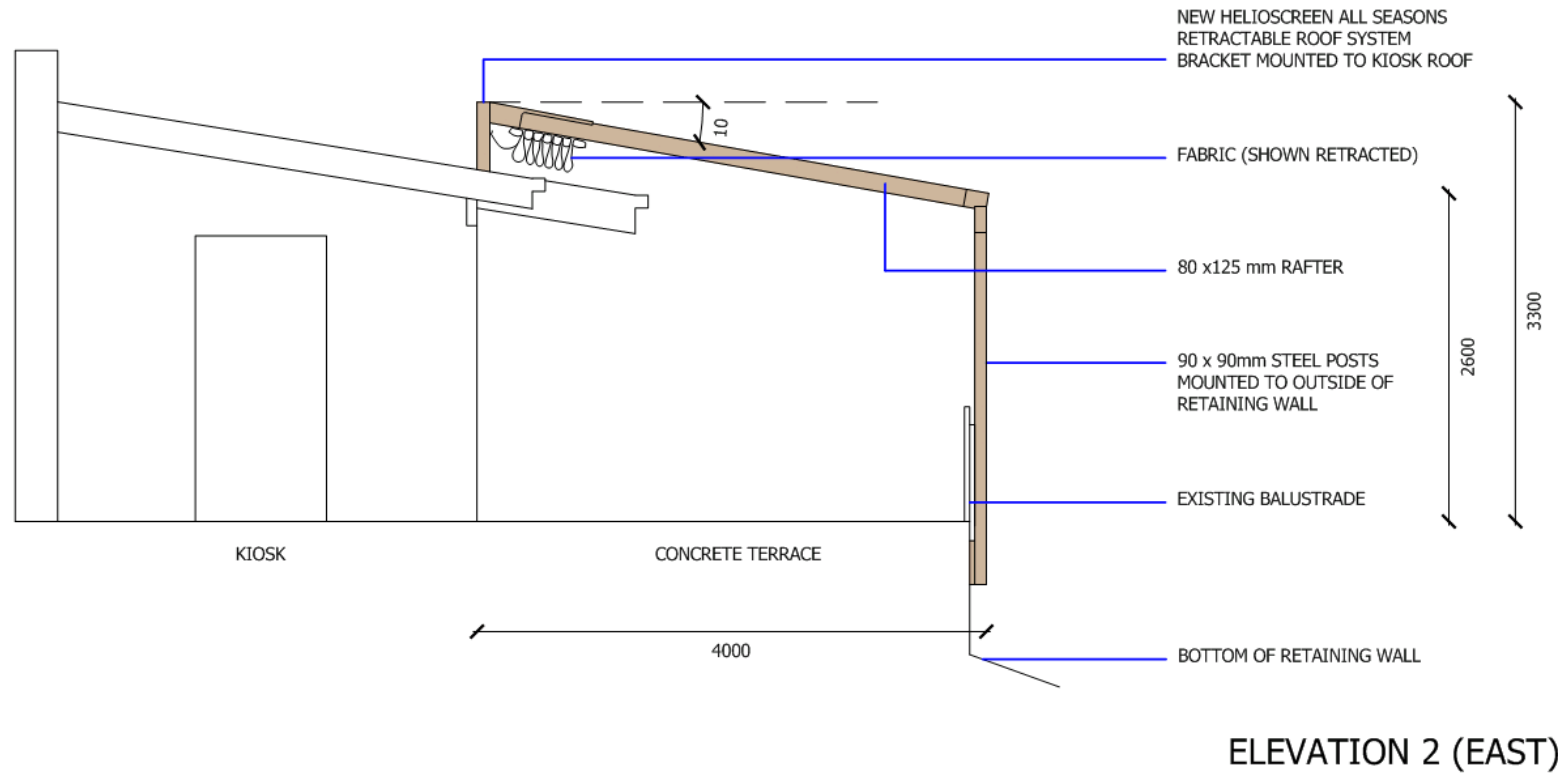



| NOTES   |  |
|---|--|
| <ul style="list-style-type: none"><li>1. DRAWING ISSUED FOR DEVELOPMENT APPLICATION PURPOSES ONLY.</li><li>2. CONTRACTOR TO VERIFY MEASUREMENTS, LEVELS, SITE CONDITIONS AND LOCATION OF ALL SERVICES PRIOR TO STARTING WORKS.</li><li>3. ALL STRUCTURAL ELEMENTS TO ENGINEER'S DETAIL.</li><li>4. ALL CONSTRUCTION TO COMPLY WITH THE BUILDING CODE OF AUSTRALIA AND AUSTRALIAN STANDARDS.</li><li>5. DO NOT SCALE FROM DRAWINGS. USE FIGURED DIMENSIONS ONLY.</li></ul> |  |
|    | <p><b>Kerrie Pook<br/>Landscape Design</b></p> <p>A.B.N. 29 513 838 316</p> <p>20 Harmston Avenue<br/>Frenchs Forest 2086</p> <p>2 9452 1517<br/>kerriepook@netscape.net</p> |
| SITE PLAN   |  |
| <p>APPLICANT: SWAVEK DANYSZ<br/>PROJECT: RED LEAF KIOSK<br/>536 NEW SOUTH HEAD ROAD<br/>WOOLLAHRA 2025</p>  |  |
| <p>DRAWN BY: KERRIE POOK<br/>DIP HORTICULTURE<br/>(LANDSCAPE DESIGN)<br/>MEMBER AILDM</p> <p>DRAWING NO: SP.01<br/>ISSUE: 5<br/>DATE: 22/4/2022<br/>SCALE: 1:50 @ A3</p>   |  |





| NOTES  |   |
|--|---|
| <div>1. DRAWING ISSUED FOR DEVELOPMENT APPLICATION PURPOSES ONLY.</div> <div>2. CONTRACTOR TO VERIFY MEASUREMENTS, LEVELS, SITE CONDITIONS AND LOCATION OF ALL SERVICES PRIOR TO STARTING WORKS.</div> <div>3. ALL STRUCTURAL ELEMENTS TO ENGINEER'S DETAIL.</div> <div>4. ALL CONSTRUCTION TO COMPLY WITH THE BUILDING CODE OF AUSTRALIA AND AUSTRALIAN STANDARDS.</div> <div>5. DO NOT SCALE FROM DRAWINGS. USE FIGURED DIMENSIONS ONLY.</div> |   |
| <div></div>   | <div><div>Kerrie Pook</div><div>Landscape Design</div><div>A.B.N. 29 513 838 316</div><div>20 Harmston Avenue</div><div>Frenchs Forest 2086</div><div>2 9452 1517</div><div>kerriepook@netscape.net</div></div> |
| ELEVATIONS   |   |
| <div>APPLICANT: SWAVEK DANYSZ</div> <div>PROJECT: RED LEAF KIOSK</div> <div>536 NEW SOUTH HEAD ROAD</div> <div>WOOLLAHRA 2025</div>  |   |
| <div>DRAWN BY: KERRIE POOK</div> <div>DIP HORTICULTURE</div> <div>(LANDSCAPE DESIGN)</div> <div>MEMBER AILDM</div> <div>DRAWING NO: EL.01</div> <div>ISSUE: 5</div> <div>DATE: 22/4/2022</div> <div>SCALE: 1:50 @ A3</div> <div></div>  |   |



| NOTES   |   |
|---|---|
| <ul style="list-style-type: none"><li>1. DRAWING ISSUED FOR DEVELOPMENT APPLICATION PURPOSES ONLY.</li><li>2. CONTRACTOR TO VERIFY MEASUREMENTS, LEVELS, SITE CONDITIONS AND LOCATION OF ALL SERVICES PRIOR TO STARTING WORKS.</li><li>3. ALL STRUCTURAL ELEMENTS TO ENGINEER'S DETAIL.</li><li>4. ALL CONSTRUCTION TO COMPLY WITH THE BUILDING CODE OF AUSTRALIA AND AUSTRALIAN STANDARDS.</li><li>5. DO NOT SCALE FROM DRAWINGS. USE FIGURED DIMENSIONS ONLY.</li></ul> |   |
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| ELEVATIONS  |   |
| <p>APPLICANT: SWAVEK DANYSZ<br/>PROJECT: RED LEAF KIOSK<br/>536 NEW SOUTH HEAD ROAD<br/>WOOLLAHRA 2025</p>  |   |
| <p>DRAWN BY: KERRIE POOK<br/>DIP HORTICULTURE<br/>(LANDSCAPE DESIGN)<br/>MEMBER AILDM</p> <p>DRAWING NO: EL.02<br/>ISSUE: 5<br/>DATE: 22/4/2022<br/>SCALE: 1:50 @ A3</p>   |   |



## Tender Schedule F: Tenderer's Other Works

Café Industries Pty Ltd proposes to install a retractable awning system custom made to size for the protection from wind and rain, fixed to the existing awning/supporting wall. It consists of an aluminium structure and a folding canvas.

The canvas is supported by intermediate tubes and terminals set parallel to one another approximately every 1 metre. The canvas moves by sliding on runners. The toothed transmission belt contains stainless steel cables which are salt water resistant. The transmission belt is inserted into each runner, controlled by the notched pulley and a single drive shaft which guarantees the smooth forward movement of the canvas. The system is set in motion by an electric motor. It is painted with certified Qualicoat cycle epoxy powders. Sanded stainless steel accessories and 10/10 aluminium protection covers matching the structure.

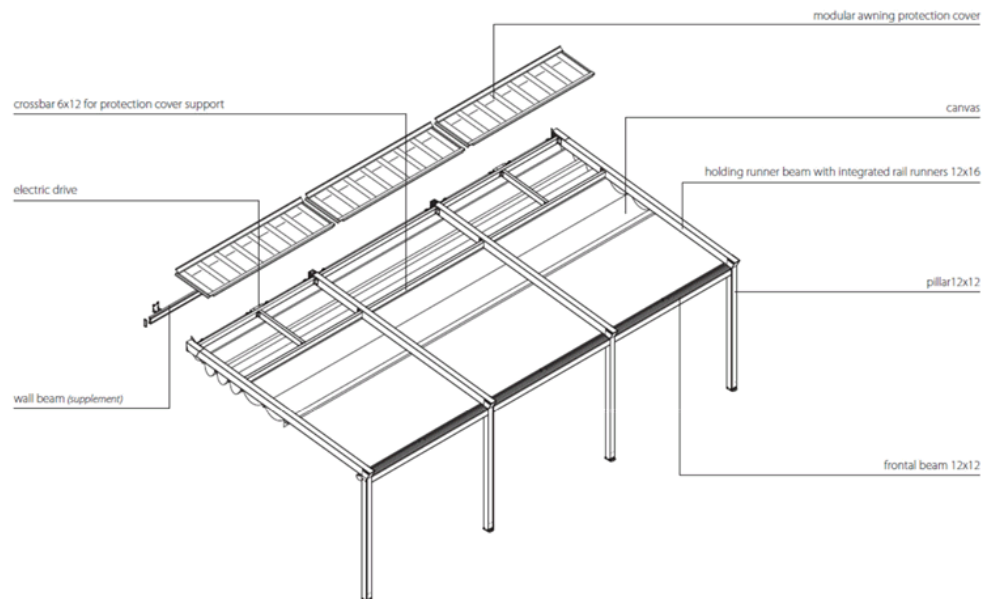
The front of the awning will also have motorised clear screens which roll down the side. These are hidden within the aluminium runners and roll out down along the side rails via remote control. This is vital during cold and wet winter days when the wind and rain can be shielded away and create a cosy 'garden oasis' inside for patrons to sit at.

Please note that when the cafe is closed, all side screens and retractable roof canvas will be rolled up/retracted. This will ensure the area will be easily accessible as a walk through area to patrons after hours, and will not promote people loitering/sleeping under its cover at night. The aluminium pillars are also sprayed with graffiti proof paint as added protection.

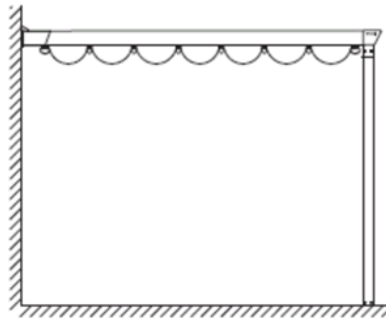


Examples of the retractable awning system installed in other locations

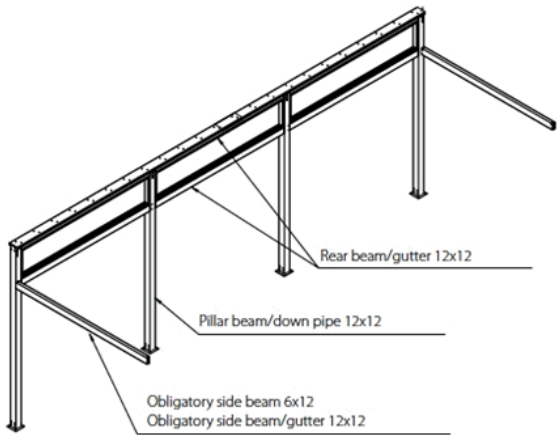




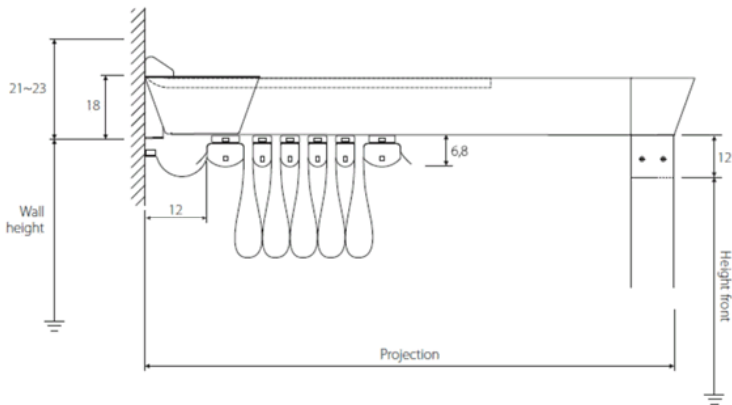
The wall beam will be attached to the existing building awning (subject to engineering advice) and will consist of three runners and a four post pillar structure at the end of the concrete slab in front of the kiosk. If under further inspection, the roof awning attachment area is not structurally sound to attach to, a pillar can be added. The roof can be opened or closed as needed in the three separate areas. This will ensure a mix of sun and shade as demanded by patrons to the cafe.



Side view of the shade awning.  
The roof is not quite closed thus the canvas slack is showing.



The front pillars will be footed near the far western concrete slab



The retractable roof canvas has solid aluminium slats to ensure durability and strength



We propose to have the awning structure painted as close to, and matching, the exterior of the cafe building and roof. We found 'Willow Tree' to suit the main structure, with the roof canvas of the colour 'Wild Primrose'.

Since we propose to create a 'garden oasis' atmosphere, with earthy colours and elements of timber and flowers/plants throughout, we also suggest 'Cookie Dough' as an alternative colour for the roof canvas.

The total cost for the awning structure, including supply, installation and all electricals has been quoted to us at \$33,000.00 (inclusive of GST), and excludes possible additional charges for brackets (subject to engineering advice).

The interior of the cafe will be painted in 'Raspberry Diva'.

This colour choice, combined with the 'Off White' tiling that is existing will create a warm, clean and hygienic environment to work in. We will have a lot of timber board displays which will further complement the colours.

**Item No:** R8 Recommendation to Council  
**Subject:** **CLOSING AND SALE OF PART ROAD RESERVE ADJOINING THE REAR OF 7 FISHER AVE, VAUCLUSE (SC1015)**  
**Author:** Caroline Tunney, Senior Property Officer  
**Approvers:** Zubin Marolia, Manager - Property & Projects  
Tom O'Hanlon, Director - Infrastructure & Sustainability  
**File No:** 22/79109  
**Purpose of the Report:** To consider the proposal for the closure and sale of part road reserve adjoining the rear of 7 Fisher Av, Vaucluse  
**Alignment to Delivery Program:** Strategy 11.4: Maintain Council's strong financial position.

**Recommendation:**

- A. THAT the proposal to permanently close part of road reserve adjoining the rear of 7 Fisher Ave, Vaucluse (Gilliver Av) be advertised, with view to proceeding to sell the portion of road reserve to the owner of 7 Fisher Ave, Vaucluse.
- B. THAT a further report be submitted to the Committee following completion of the 28 day public advertising period.

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**Executive Summary:**

The owner of 7 Fisher Av, Vaucluse made an application to purchase an adjoining portion of unmade road reserve measuring an estimated 88m<sup>2</sup>, subject to final survey. (**Attachment 1**)

In order for Woollahra Council to sell a portion of road reserve, a part permanent road closure would firstly need to be undertaken in accordance with Section 38 of the Roads Act, 1993. Section 38B of the Roads Act 1993 outlines Council requirement to formally resolve whether (or not) to proceed with the closing of the subject road reserve portion, as the 'Roads Authority'.

**Discussion:**

In 2012 FC&S resolved to formalise the existing encroachment by way of easement, however this did not eventuate as the owner of 7 Fisher Av, did not accept the easement compensation as determined by Council's registered valuer (\$119,000). Previously a road lease was granted by Council, earning \$50 per annum from 1 December 1982.

The subject road reserve adjoining the rear of 7 Fisher Av (Gilliver Av) was not previously constructed for road or footpath purposes. The area is fully landscaped, steeply sloping and it is understood that the perimeter fence along Gilliver Av has been in place since 1938. The subject portion of road reserve currently forms part of the garden used exclusively by the residents of 7 Fisher Av.

The process to permanently close part road reserve requires Woollahra Council, in accordance with Section 38B Roads Act 1993, to provide notification to the public, adjoining land owners, the 'notifiable authorities' and any other person prescribed by the regulations under the Roads Act, allowing 28 days for the receipt of public submissions.

**Options:**

The Finance, Community & Services Committee (FC&S) may resolve in line with the recommendation/s as included in this report or choose to resolve in some other manner.



### **Community Engagement and / or Internal Consultation:**

Property & Projects officers have sought feedback from Engineering Services for the proposal to close and sell the subject portion of road. Engineering Services considered whether the subject section of road reserve was earmarked for future road widening and to establish what access requirements, if any are needed for the repair or renewal of Council owned infrastructure in situ. The subject portion of road reserve is not planned for future road widening and there are no infrastructure assets in this location. In response Engineering Services officers have advised that they have no objection to the proposed part road closure and sale.

A site inspection/briefing was held on Monday 4 April 2022 at 7 Fisher Av with Councillors, nearby property owners and the applicants in attendance.

No verbal or written objections to the proposal to close and sell part road reserve were voiced at the inspection or received in writing afterwards. A neighboring property owner questioned the ownership and health of the Port Jackson Fig tree, noting previously a branch extending over part Gilliver Av fell on her car while parked.

Property & Projects officers have consulted with Open Space & Trees staff who completed a preliminary tree assessment (**Attachment 2**). Although the assessment was unable to determine ownership, the report identifies the Port Jackson Fig tree is of heritage significance being a Local Environmental Heritage Item and is listed within Council's LEP. The preliminary tree assessment recommends that a land surveyor is engaged to locate the fig tree. Upon review of Council records, it is noted that previous owners of 7 Fisher Av lodged tree pruning applications to Council, indicative that the subject tree is located on privately owned land.

The preliminary tree assessment also recommends that an aerial inspection should be undertaken to enable a comprehensive assessment of the crown, specifically the upper branches. Otherwise the tree is considered in fair health and condition.

### **Policy Implications:**

The proposal received from the owner of 7 Fisher Av is considered consistent with the Sale of Council Land Policy, subject to obtaining approval to close part road (Gilliver Av) and is also considered to be in line with the objectives of Council's Policy for Managing Encroachments on Council Road Reserves.

### **Financial Implications:**

There will be no cost to Council. The applicant will be responsible to reimburse Council for all out of pocket expenses arising from the closure and sale of the subject land, such as, arborists, legal, valuation, surveyor fees.

A valuation assessment report to be undertaken by an independent registered Valuer will determine the value of the income opportunity this proposal has to Woollahra Council.

### **Resourcing Implications:**

Property & Projects officers will manage the proposal to publically advertisement the part permanent road closure adjoining Gilliver Av, prepare FC&S and/or Council reports arising and will also work together with other Council teams such as Engineering Services and Open Space & Trees where technical expertise is required. Specialist advice will be procured for legal support, valuation report and surveyor services as and when required.

**Conclusion:**

It is recommended that the proposal to permanently close part road reserve (88m<sup>2</sup>) is publically advertised with view to selling this portion of road reserve to the owner of 7 Fisher Av, Vacluse.

**Attachments**

1. Application, plan and images of subject road reserve adjoining the rear of 7 Fisher Av
2. Preliminary Tree Assessment - 7 Fisher Av, Vacluse

**J & A KATEHOS  
7 Fisher Avenue  
VAUCLUSE NSW 2030**

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02 August 2021

The General Manager  
Woollahra Municipal Council  
536 New South Head Road  
DOUBLE BAY NSW 2028

Dear Sir/Madam,

**RE: ENCROACHMENT ON ROAD RESERVE  
7 FISHER AVENUE VAUCLUSE**

Please find attached an application to formalise an existing encroachment on the road reserve, further to Caroline Tunney's email dated 05JUL2021 and to a site meeting with Caroline, Zubin Marolia and myself of 13MAY2021.

I note that Council has previously formalised the encroachment, granting an Easement to Permit Existing Structure (fence) to remain per the council meeting of 25JUN2012, and that there was no agreement subsequently reached on monetary compensation.

Given the nature of the encroachment, we are seeking for an easement to permit the existing structure to remain, or if appropriate to purchase the land subject to determination of an independent valuation.

Yours Sincerely,



**JIM KATEHOS**

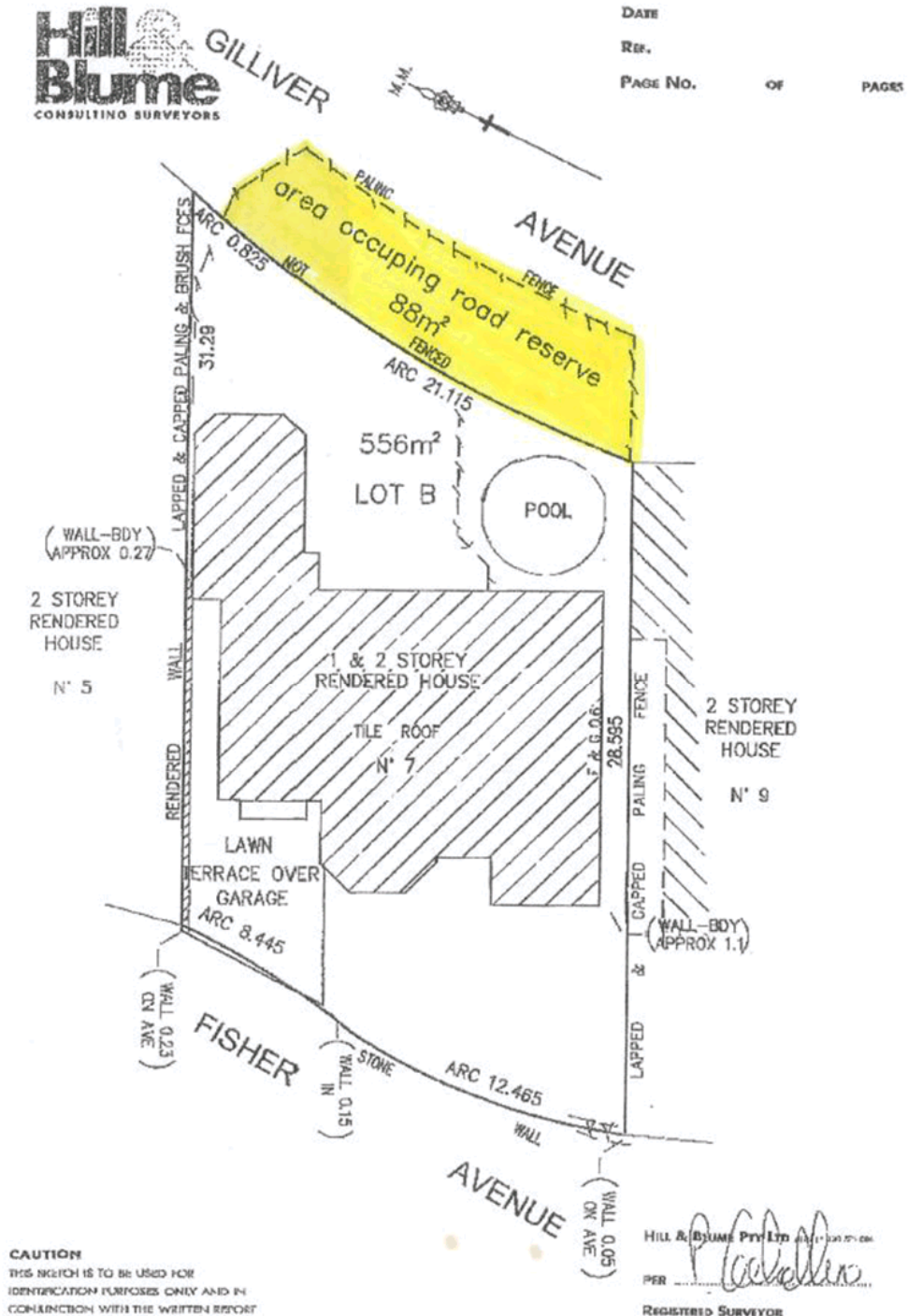










Image from Gilliver Avenue

## Memorandum

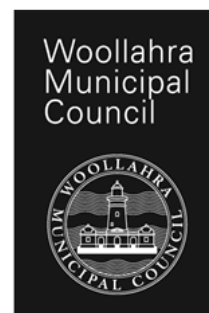
**Date** 13 April 2022

**File No.**

**To** Caroline Tunney

**From** Andrew Simpson (Tree Management Team Leader)

**Subject** TREE ASSESSMENT – ACQUISITION OF ROAD  
RESERVE 7 FISHER AVENUE VAUCLUSE



ABN 32 218 483 245

Redleaf Council Chambers  
536 New South Head Road  
Double Bay NSW 2028  
Correspondence to  
General Manager  
PO Box 61  
Double Bay NSW 1360  
DX 3607 Double Bay  
records@woollahra.nsw.gov.au  
www.woollahra.nsw.gov.au  
**Telephone (02) 9391 7000**  
**Facsimile (02) 9391 7044**

### ***Background***

Council are considering selling part of the road reserve to the owners of 7 Fisher Avenue, Vaucluse. The land subject to the acquisition is currently alienated for exclusive use by 7 Fisher Av, forming part of their garden.

The purpose of this Memorandum is to outline the findings of the preliminary assessment of the trees with the below scope.

#### **1. Map out all trees, plants and shrubs species within the subject areas -**

The Port Jackson Fig is not indicated on the survey plan and determining ownership could not be done.

There are three *Cyathea* sp. (Tree fern) adjacent to the eastern fence which are likely positioned within the road reserve.

#### **2. List all tree species/significance**

The *Ficus rubiginosa* (Port Jackson Fig) is a Local Environmental Heritage Item and is listed within Council's LEP. It is also described within Council's Significant Tree Register as:

*The Street Trees are located in a random layout along the lawn verges of the listed streets. Together with the indigenous trees listed on adjacent properties, they form significantly the largest single component of the Municipality's remaining indigenous trees outside the major parks such as Vacluse Park, Nielsen Park, Parsley Bay Reserve and Cooper Park. Many of these trees have been pruned heavily in the past in order to accommodate overhead power lines. Furthermore, trees have been lopped, poisoned and removed in the pursuit of maximising the harbour views for adjacent properties as well as for driveway construction and other associated residential development. Trees are often characterised by die-back in the crowns, severely lopped and crossed branches, disease, insect, fungal and parasitic attack as a result of unsympathetic pruning practices, filling and excavation around bases of trees and alterations to the water-table, nutrient levels and drainage.*

**Statement of Significance**

*These trees are considered significant for their contribution to the unique visual and environmental quality of this part of Vacluse. All these trees are under continued threat from the incremental affects of development in this area.*

The Cyathea have low landscape significance as they are exempt due to their dimensions.

**1. What type and frequency of maintained/pruning is recommended to ensure public & tree health into the future**

The Port Jackson Fig has fair health evidenced by the crown density of 50-75% and the majority of foliage being epicormics growth. The Ivy growing on the main stem and upper branches should be removed from the tree by cutting (the Ivy) at ground level.

There were no obvious signs of instability, however the tree is mature with an atypical habit (crown shape) which suggests there may have been historical branch failures or excessive pruning. The reduced foliage cover may have exposed the bark to sunburn which has the potential to create wounds and entry points for decay pathogens. It is difficult to determine this from a ground level inspection, as such it would be prudent to engage an arboricultural consultant to undertake an aerial (climbing) inspection for a comprehensive assessment of the tree in its entirety.

There are moderate volumes of medium sized deadwood extending from the outer crown on the eastern side which should be removed.



## **2. General comments / Recommendations**

A surveyor should be engaged to accurately mark the location of the Fig.

AN aerial inspection should be undertaken to enable a comprehensive assessment of the crown, specifically the upper branches.

**Item No:** R9 Recommendation to Council  
**Subject:** **DEVELOPMENT OF THE GRANTS PROGRAM POLICY**

**Author:** Vicki Munro, Manager Community & Culture  
**Approver:** Patricia Occelli, Director Community & Customer Experience  
**File No:** 22/77492  
**Purpose of the Report:** To present to Council for consideration a Draft Grant Policy and Draft Guidelines for the purpose of public exhibition.  
**Alignment to Delivery Program:** Strategy 2.1: Foster and build community partnerships and networks.

**Recommendation:**

THAT Council endorses the Draft Grants Policy presented as **Attachment 1** and Draft Grants Guidelines presented as **Attachment 2** for the purpose of public exhibition for a period of 28 days.

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**Executive Summary:**

Council currently has 3 established Grant programs available to the Woollahra community through an application and assessment process and report to Council. These are:

- Community and Cultural grants
- Environmental grants
- Placemaking grants

While there is some consistency between these programs, there has been no overarching policy or framework governing the allocation of grants by Woollahra Council. There has only been the Community and Cultural Grants Policy 2019 and the Placemaking Grants Policy, 2017.

At the Extraordinary Council meeting 5 July 2021, when considering the 2021/22 Community and Cultural and Environmental Grants, Council resolved that:

- A. *That a report is prepared analysing best practice and making recommendations on how we could invigorate the Community & Cultural Grants Programs to encourage a broader cross section of applicants prior to the opening of Round 2.*
- B. *THAT Council advise all past grant applicants and recipients of the upcoming Council Grants Program review.*

The aim of the Grants Review has been to:

- Align the goals of the individual grants programs and develop overarching principals for Council's Grant Programs;
- Invigorate the grants programs to encourage a broader range of applications across program streams and consider how best to manage the issue of recurrent funding;
- Consider best practice in grant making to ensure the program aligns with community needs and expectations;
- Provide a more empathetic approach to grant making and reduce barriers for community members to apply; and
- Consolidate the number of existing local events / community organisations that are funded annually across Council budgets and without governance.

The Grants Review has now been completed and has resulted in the development of a Council wide Grants Policy (**Attachment 1**) and a single set of Grants Guidelines (**Attachment 2**). A streamlined approach has been developed which is empathetic to grant applicants and reduces

barriers for community members to apply. A streamlined overarching marketing campaign with consistent branding across the grants program has already been implemented in 2021/22.

The new Draft overarching Grants Policy with the single set of guidelines for the three Grant streams, online application and acquittal forms have been prepared based on best practice in grant making, feedback from past grants recipients and Councillors as well as a review of other Council's grant programs, and taking learnings from the more recent Revitalisation Grants.

It is intended to review the new Policy and Guidelines over the next 12 months, following the first Grant funding round.

### **Discussion:**

Council's current Grant programs are as follows:

#### **1. Community and Cultural grants**

Purpose: to provide funding to 'non- profit community based organisations, groups or individuals who provide an activity or program which is of benefit to the residents of the Woollahra Municipality - or to particular target groups within Woollahra - and which strengthen community networks and self-supporting community relationships.'

Budget: \$115,000

Grant categories:

- Small grants – up to \$2,000
- Large grants - up to \$7,500

#### **2. Environmental grants**

Purpose: schools and incorporated community organisations are encouraged to apply for grants that support local projects that help protect and / or enhance Woollahra's environment.

Budget: \$12,500

Grant categories: Up to \$2,000

#### **3. Placemaking grants**

Purpose: support projects and activities which complement Council's services and identified priorities in the areas of community focused economic development.

Budget: \$80,000

Grants categories: Up to \$7,500

To progress the review of Council's Grants program:

- A small working group was established with representatives from each of the existing Grant programs, their relevant Directors and the Manager, Communication and Community Engagement.
- Community Development staff have undertaken research into best practice initiatives and reviewed other Council's Grants programs
- Two workshop sessions were held with the internal working group.
- The working group also surveyed past grant recipients from the previous 5 year period, across all Grant streams.
- A Councillor Briefing session was also held on 27 April, 2022 with input provided into the new draft policy and guidelines.

Research into Grant Making best practice revealed the following:

Optimise process:

- Provide clear and concise information about the grant writing process to applicants to include; program purpose and goals, timeframes, the types of things you fund, the application, contract, and payment process, reporting, monitoring, acquittals, review and evaluation.
- Narrow questions to get the precise answers needed for making the funding decision.
- Avoid asking for repeat information from applicants.

Empathetic grant writing:

- Relieve burden for grant seekers wherever possible by aligning the application process to the size of the actual grant.
- Likewise, align the acquittal process to size of funding.
- Provide support to applicants to maximise their projects potential for funding.

Understand your applicants

- Visit and work with grantees.
- Bring the outside in - bring community representatives onto funding boards and committees. Its important to be connected to the community served.
- Look at Council's strategies, policies, processes and requirements through grantees' eyes.

Areas for improvement identified from the survey of past grant recipients included the following:

- Simplify forms and language where possible / review the need for each question.  
*9 respondents commented on the time it takes to fill out lengthy forms, some noting this is particularly the case when there is no guarantee of success.*
- Increase efforts to encourage prospective applicants to get in touch to discuss proposed projects before committing the time to apply for a grant.  
*Respondents indicated that there was confusion identifying which grants stream they are eligible for.*
- Allow prospective applicants to subscribe to email updates when the Grant programs open.  
*Of the 22 respondents the most popular modes of communication were: Direct email letter (86%); Council's monthly e-Newsletter (36%); Council's website (36%); Council's social media (36%).*
- When asked for other suggestions for grant funding streams, respondents requested that Council needed to address recurring funding requests and encourage Indigenous projects.
- Promote grant writing workshop opportunities and further encourage unsuccessful applicants to get in touch for personalised feedback on applications.

The key improvements that have been incorporated in the above draft overarching Grants Policy and guidelines include:

- One Funding round per annum for all Grant streams with aligned opening and closing dates;
- One Grants Policy and one set of guidelines;
- Alignment of selection criteria across all categories with minor additional requirements for the specific grants categories;
- One combined Grants presentation Awards ceremony;
- Common definitions of categories for potential applicants;
- Simplification of application and acquittal to incorporate the learnings from the Revitalisation grants;
- The application form now has clearer instruction to include all Council fees and charges and other in-kind expenses;
- One streamlined overarching marketing campaign with consistent branding across the streams (implemented 2021/22);



- Use of a new single grants email address where potential applicants can register their interest on Council's webpage;
- A combined online grant information session for potential applicants across grants streams (implemented 2021/22);
- Greater encouragement for potential applicants to call to discuss their projects with relevant staff (implemented 2021/22);
- A designated Events stream under Placemaking Grants which will also include those projects previously funded outside of the Grants program namely:
  - HMAS Watson's Christmas Carols
  - Chanukah at the Bay – celebrating the festival of Lights
  - Queen St and West Woollahra Christmas Carols
- Proposed increase in budget for Environmental grants from \$12,500 to \$25,000;
- Aligned the small and large grants categories in the grant streams to be \$3,000 and \$7,500 respectively;
- Broadened the eligibility for Community and Cultural grants to include sole traders
- In addressing the issue of recurrent requests for grant funding, the following processes have been introduced:
  - All applications regardless of having received previous funding will be assessed as a new applicant in a new round.
  - Grants can be used as seed funding with the expectation that applicants will grow in skills and capacity and move to self-sustaining practices.
  - Applicants that are successful for a grant in 3 consecutive years will need to demonstrate that they are:
    - taking active and current steps to source alternate and ongoing funding and/or
    - continuing to try new and innovative ideas as part of each annual application and/or
    - continuing to attract new local participants who will benefit from their project.
- Each project funded through the Grants Program needs to demonstrate in their application and later in their acquittal that grant funds were used to achieve a clear and valuable community benefit.

The proposed Grant Program is as follows:

## **1. Community and Cultural grants**

This Grants Program supports local activities/ programs which foster a connected, liveable, vibrant and creative community. Grants may have either a community or cultural theme as defined in the accompanying guidelines which are updated annually to reflect changing community needs and aspirations.

- Small Grants of up to \$3,000, are available to community organisations, community groups, individuals or sole traders and
- Large Grants of between \$3,000 and \$7,500, are available to community organisations or community groups.

A maximum of \$7,500 can be given to any group/organisation per the annual grants round. Individuals may only apply for a Large Grant if under the auspices of a not for profit organisation.

## **2. Environmental Grants**

Environmental Grants support local environmental improvement projects. They are open to all local schools, non-profit early learning centres, school-associated organisations like Parents and

Citizens Associations and community organisations for projects that protect or enhance our local environment.

- Grants of up to \$3,000 per project.

Grants are only available to fund 'on the ground' projects, with real outcomes that protect or improve the environment in some way. Grants are not available to cover research and development, strategic plans, wages, insurance or other 'on-costs'

### **3. Placemaking Grants**

Placemaking Grants support projects, activities and events that activate and enhance public spaces, publically accessible spaces, commercial centres and suburbs within the Woollahra LGA. There are two categories under this Grant's Program stream.

Category 1 – Events

Category 2 - Place activation

- Small Grants of up to \$3,000 are available to businesses, sole traders, community organisations, community groups and individuals and
- Large Grants of between \$3,000 and \$7,500 are available to businesses, community organisations or community groups.

A maximum of \$7,500 can be given to any group/organisation per the annual grants round. Individuals may only apply for a Large Grant if under the auspices of a not for profit organisation.

The proposed timeframe is as follows:

- Grants Review report to FCS 2 May and Council 23 May, 2022 (recommendation to go to public exhibition)
- Public Exhibition – 25 May to 24 June, 2022
- Outcome of public exhibition and adoption of Council wide Grants policy report to FCS 4 July and Council 25 July, 2022
- Grants Round 2022/23: Open Wed 27 July to Sun 21 August, 2022
- Assessment of grant applications 22 August to 26 August, 2022
- Proposed grant recommendations for 22/23 to FCS 5 September and Council 26 September, 2022
- Grant 22/23 round from 1 Oct 2022 - 30 June 2023

#### **Options:**

Nil

#### **Community Engagement and / or Internal Consultation:**

Previous grant recipients from the past 5 years from each grant stream were sent the survey. There were 22 respondents (13 Community & Cultural, 7 Environmental, 1 Placemaking).

An Internal Working Party was established and included:

- Patricia Occelli – Director, Community and Customer Experience
- Vicki Munro, Manager Community and Culture
- Jacky Hony, Team Leader Community Development
- Rachel Bangoura, Community Development Officer
- Romi Fosco, Community Development Officer

- Catherine Waerner, Community Development Officer
- Tom O'Hanlon, Director, Infrastructure and Sustainability
- Micaela Hopkins, Environment and Sustainability Team Leader
- Michelle Rose, Environmental Education Officer
- Scott Pedder, Director Planning and Place
- Matthew Gollan, Manager Placemaking
- Jin Young Kim, Economic Development Officer
- Justine Henderson, Manager Communication and Community Engagement

A Councillor briefing session was held on 27 April, 2022 to discuss the draft policy and guidelines.

### **Policy Implications:**

The proposed draft overarching Grants policy for the three Grant funding streams will replace the Community and Cultural Grants Policy 2019 and Placemaking Grants policy, 2017.

### **Financial Implications:**

There are minimal financial implications as it is intended that the increase in Environmental grants from \$12,500 to \$25,000 will be covered by the existing total grant program.

There will need to be a slightly larger budget for the combined Grants Awards ceremony (yet to be determined).

### **Resourcing Implications:**

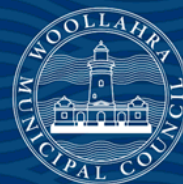
Nil.

### **Conclusion:**

Subject to consideration and feedback from Councillors, it is intended that Draft Council's Grants Policy and Draft Grants Guidelines be placed on public exhibition for a period of 28 days. Following the public exhibition it is intended that a further report would be prepared for consideration by Council prior to adoption of the Policy.

### **Attachments**

1. Draft Grants Policy
2. Draft Grants Guidelines



## DRAFT Grants Policy

|                       |                                   |
|-----------------------|-----------------------------------|
| Adoption Date:        | [date] by Council Resolution      |
| Last Reviewed:        | April 2022                        |
| Next Review Date:     |                                   |
| Division/Department:  | Community and Customer Experience |
| Responsible Officer:  | Manager, Community and Culture    |
| HPE CM Record Number: | 22/64454                          |



## 1 Policy Statement

Woollahra Council's vision is to be a thriving, inclusive, sustainable and resilient community that will benefit future generations. To support this vision and to create opportunities for community connection, engagement and partnerships, Woollahra Council provides an annual Grants Program that has three streams:

- Community and Cultural,
- Environmental,
- Placemaking.

This is Council's first overarching Grants Policy that supersedes any previous policies relating to each of the Grant Funding streams including the Community and Cultural Grants Policy 2019 and the Placemaking Grants Policy, 2017.

## 2 Application

The purpose of this Policy is to outline the overarching principles of Council's Grants Program and establish a clear framework and coordinated and uniform approach on how Council seeks, assesses and governs the allocation of its Grants Program.

Council's Grants Program aims to support individuals, community groups, organisations, education facilities and businesses through financial assistance to provide an activity or program that:

- Contributes to Woollahra Council's vision *'To be a thriving, inclusive, sustainable and resilient community that will benefit future generations'*.
- Strongly aligns with one of Council's Goals and Strategies as defined within Woollahra Council's Community Strategic Plan *'Woollahra 2030 our community, our place, our plan'* and key strategies from Council's Delivery Program and Operational Plan.
- Addresses identified community needs and aspirations as listed in Council's key strategies and plans.
- Provides an opportunity to collaborate with successful applicants and to support them through financial assistance to plan and run their own innovative projects for the benefit of the local community.
- Enables good financial management and better use of Council's limited resources by initiating and supporting new projects that meets Council's objectives and identified community needs and aspirations.

## 3 Definitions

| Term      | Meaning  |
|-----------|--|
| Grant     | A grant is a financial payment or other support provided to an applicant for a beneficial and specified project or purpose as outlined in the funding agreement between Council and the recipient.   |
| Acquittal | An acquittal is a written report submitted after the funded project is complete. It includes a detailed financial report outlining project income and expenditure and Council's contribution. It details how the grant recipient met the project outcomes and includes copies of receipts. |

DRAFT Grants Policy

|                         |  |
|-------------------------|--|
| Funding Agreement       | Is a legal document that outlines the terms, conditions and obligations of funding, project delivery, and accountability for both the funding body (Council) and the funded grant recipient.   |
| Individual              | An individual community member refers to an individual who represents a group or themselves in the grant application and who may or may not hold an ABN or be a sole trader.   |
| Auspice                 | An incorporated organisation that receives, administers and acquits the funding on behalf of an applicant.   |
| Community groups        | A group of people who act together for a shared interest or purpose. An individual representing the group will be required to sign any funding agreement, or have an auspice willing to enter into a contract on behalf of the group. This group is not required to be incorporated.   |
| Community organisations | This refers to not-for-profit organisations who do not operate for the profit or gain of its owners, members or shareholders, either directly or indirectly, as seen in the constitution. Any profit must be used to further the organisation's purpose, must not be distributed to members, share- holders or owners while the organisation is operating or when it winds up. It also covers Charities registered with the Australian Charities and Not-for-Profits Commission and incorporated community groups. |
| Education Facilities    | This refers to all local schools, non-profit early learning centres and school-associated organisations like Parents & Citizens Associations   |
| Businesses              | This refers to profit making organisations including sole traders.   |
| Sole trader             | A sole trader is an individual running a business. It is the simplest and cheapest business structure. As a sole trader, you are the only owner and you control and manage the business. You are legally responsible for all aspects of the business. Debts and losses can't be shared with other individuals. A sole trader can have one or more activities they operate.   |
| Pecuniary               | A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or your spouse or de facto partner, your relative, or your partner or employer, or a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.  |
| Non- Pecuniary          | Non-pecuniary interests are private or personal interests that do not amount to a pecuniary interest as defined above. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.  |
| Small Grant             | Grant awarded under the value of \$3,000.  |
| Large Grants            | Grants awarded between the value of \$3,001 and \$7,500.   |

## 4 Community Strategic Plan, Delivery Program and Operational Plan

This Policy relates to Themes, Goals and Strategies outlined in Council's Community Strategic Plan Woollahra 2030 and Priorities outlined in Council's Delivery Program and Operational Plan, specifically:

### Community and Cultural grants

- Goal 1 : A connected, harmonious and engaged community for all ages and abilities.  
Strategy 1.1: Provide, promote and facilitate a range of community projects, programs and events that support an inclusive, thriving and sustainable community.
- Goal 2: A supported, enabled and resilient community  
Strategy 2.1: Build strong and respectful connections with partners so that we can enhance and protect our local area and quality of life.
- Goal 3 : A creative and vibrant community  
Strategy 3.1: Promote opportunities for innovative, creative and cultural initiatives that support the community.

### Environmental grants

- Goal 7: Protecting our environment  
Strategy 7.1: Protect and maintain trees, streetscapes, natural landscapes and biodiversity including the protection and restoration of bushland areas.
- Goal 8: Sustainable use of resources  
Strategy 8.2: Provide support to the community to reduce their environmental impact.  
Strategy 8.4: Encourage and assist our community to be leaders in waste management and resource recycling.

### Placemaking grants

- Goal 4 : Well planned neighbourhoods  
Strategy 4.4: Facilitate safe and active local centres which increase local activity, balance tourism demands with the impact on the community and are in line with local character.
- Goal 9: Community focused economic development  
Strategy 9.1: Collaborating to achieve positive outcomes in our local centres which are hubs for jobs, shopping, dining and entertainment.

## 5 Relevant Legislation

Part 1 General - Section 356 of the *Local Government Act 1993*.

- (1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

## 6 Policy Content

### 6.1 Overarching Framework

Council seeks to enhance local community initiatives through the annual provision of three Grants Program streams: Community and Cultural; Environmental and Placemaking.

The overarching framework is as follows:

- a. The call for entries to the Grants Program will be held once per annum.
- b. Each grant is awarded for one year only with no guarantee of future funding.
- c. Grants can be used as seed funding with the expectation that applicants will grow in skills and capacity and move to self-sustaining practices.
- d. All applications regardless of having received previous funding will be assessed as a new applicant in a new round.
- e. Applicants that are successful for a grant in 3 consecutive years will need to demonstrate that they are:
  - i. taking active and current steps to source alternate and ongoing funding as per paragraph (c). above; and/ or
  - ii. continuing to try new and innovative ideas as part of each annual application; and/ or
  - iii. continuing to attract new local participants who will benefit from their project.
- f. Each project funded through the Grants Program needs to demonstrate in their application and later in their acquittal that grant funds were used to achieve a clear and valuable community benefit.
- g. Grant applications from community organisations, community groups, businesses, individuals and / or sole traders will be treated on equal merit.
- h. Council processes including application and acquittal, reflect the size of the grant available.
- i. The Grants Program will be widely promoted to attract a broad range of new and innovative applications.
- j. All grant applications should be delivering a project which must:
  - i. Benefit people living, working and/or studying in the Woollahra Municipality; and
  - ii. Be accessible to the target audience as detailed in the application form.
- k. The grant project should complement but not duplicate existing services/ activities in the local area unless a demonstrated need is identified.



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- l. Applicable Council Fees and Charges need to be included the grant budget of all grant submissions, if applicable. These services could include cleansing and waste, development applications fees, temporary road closure, in-house design or printing and venues / sports ground hire fees etc.
- m. The applicant is required to obtain all necessary licences, permits or approvals required to undertake the proposed activity.
- n. Grant applications will not be processed from applicants who have any outstanding acquittals for previous Council grants.
- o. The grants assessment process will be transparent and fair. Assessment criteria are listed in the Grants guidelines and this information is publically available on Council's website. Applications for grants are objectively assessed against these criteria and feedback is provided to unsuccessful applicants.
- p. Independence in decision making about all grant applications will be maintained. Any instance of potential pecuniary or non-pecuniary conflict of interest by any Councillor or Council staff member involved in grant administration, assessment or decision-making will be declared by that person, and will be assessed according to Council's Code of Conduct.
- q. No offer and acceptance of grant funding will restrict Woollahra Council's ability to carry out any of its regulatory or other functions.
- r. Grants will need to align with our Code of Conduct.

Grant proposals will not be considered if applicant/s is/are:

- Political parties.
- Groups, individuals or organisations that have not fulfilled previous Woollahra Municipal Council grant conditions, specifications or reporting procedures.

More detailed information is provided in the accompanying Grants Program Guidelines which are reviewed on an annual basis to reflect changes in priorities / grant themes.

## **6.2 Grant Streams**

### **6.2.1 Community and Cultural Grants**

This Grants Program supports local activities/ programs which foster a connected, liveable, vibrant and creative community. Grants may have either a community or cultural theme as defined in the accompanying guidelines which are updated annually to reflect changing community needs and aspirations.

- Small Grants of up to \$3,000, are available to community organisations, community groups, individuals or sole traders and

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- Large Grants of between \$3,000 and \$7,500, are available to community organisations or community groups.

A maximum of \$7,500 can be given to any group/organisation per the annual grants round. Individuals may only apply for a Large Grant if under the auspices of a not for profit organisation.

### 6.2.2 Environmental Grants

Environmental Grants support local environmental improvement projects. They are open to all local schools, non-profit early learning centres, school-associated organisations like Parents and Citizens Associations and community organisations for projects that protect or enhance our local environment.

- Grants of up to \$3,000 per project.

Grants will only be available to fund 'on the ground' projects with real outcomes that protect or improve the environment in some way. Grants are not available to cover research and development, strategic plans, wages, insurance or other on-costs'.

### 6.2.3 Placemaking Grants

Placemaking Grants support projects, activities and events that activate and enhance public spaces, publically accessible spaces, commercial centres and suburbs within the Woollahra LGA. There are two categories under this Grant's Program stream.

Category 1 – Events

Category 2 - Place activation

- Small Grants of up to \$3,000 are available to businesses, sole traders, community organisations, community groups and individuals and
- Large Grants of between \$3,000 and \$7,500 are available to businesses, community organisations or community groups.

A maximum of \$7,500 can be given to any group/organisation per the annual grants round. Individuals may only apply for a Large Grant if under the auspices of a not for profit organisation.

## 6.3 Grants Process

- a. There will be annual call for Council's Grants Program, with the grants to be awarded at the beginning of each financial year. The successful projects must be completed in accordance with the project timeframe.
- b. Approval must be sought for any variation to the purpose of the project or its timeframe.

**DRAFT Grants Policy**

- c. A selection committee comprised of relevant Council staff will assess the grant applications against the defined criteria listed in the Grant Guidelines and a report will be presented to the appropriate Committee of Council for consideration and adoption by Council.
- d. All grant applicants will be notified of the outcome of their submission, with an explanation provided for unsuccessful grants.
- e. Successful grant recipients will be invited to a Grant Awards presentation that will be held either face-to-face or online.
- f. Successful grant recipients are to notify Council of any associated events, so that the Mayor or his / her representative and Councillors can attend, as well as provide appropriate photographs and testimony to be used for promotional purposes.
- g. All promotional material must acknowledge the funding provided by Woollahra Council.
- h. If an event, program or activity is delivered through the Grant Program then appropriate signage which recognises the contribution of Woollahra must be present at the event or activity for participants to see.
- i. Successful grant recipients will be allocated a staff member to guide the process, including the provision of Council logo and grant acquittal forms.
- j. Acquittals for the project must be submitted no later than 90 days following the delivery of the program and before the end of the financial year in which the grant was awarded.
- k. Any unspent funds must be returned to Council.

## **7 Documentation/References**

|                         | <b>HPECM Reference</b> |
|-------------------------|------------------------|
| Online Application form | (being prepared)       |
| Online Acquittal form   | (being prepared)       |
|                         |                        |

## **8 Related Policies and Procedures**

|                  | <b>HPECM Reference</b> |
|------------------|------------------------|
| Grant Guidelines | 22/70343               |
|                  |                        |
|                  |                        |

This Policy will be reviewed every two years or in accordance with legislative requirements. This Policy may also be changed as a result of other amendments that are to the advantage of Council and in the spirit of this Policy.

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**DRAFT Grants Policy**

Amendments to this Policy must be by way of a Council Resolution.

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**Policy Amendments**

| Date | Responsible Officer | Description |
|------|---------------------|-------------|
|      |                     |             |
|      |                     |             |
|      |                     |             |

Draft





## DRAFT Grants Guidelines

Updated: April 2022

### Application Process

1. Read this document carefully and decide which type of grant is suitable for your project.
2. Contact Council to discuss your ideas for a project before applying
  - email: [grants@woollahra.nsw.gov.au](mailto:grants@woollahra.nsw.gov.au) or call: (02) 9391 7000
3. For examples of previous successful applications, please see Council's website – [add link](#)
4. Grant applications must be made online – application forms are on [Council's website](#)
  - Check the application form thoroughly and ensure all sections are completed.
  - The closing date and other key dates for Grant rounds will be posted on the Council website. No late applications will be considered.
5. To register for updates on future grants [click here.- add link](#)
6. Assessment of applications will be by a selection committee comprised of relevant staff. Each application will be assessed against how well the proposed project meets the selection criteria and conditions below, as well as the merit of the project in relation to other applications, and its eligibility for funding from other sources. Meeting all requirements does not give any guarantee of the outcome of any application.
7. To ensure appropriate probity in respect to grant approvals, grant applicants are not to lobby Councillors or Council staff in respect to their applications.
8. Following assessment against the selection criteria and determination of merit, a report will be presented to a Committee of Council showcasing the applications and proposing a list of successful projects.
9. Grants will only be awarded following adoption by Council after which:
  - i. Successful grant recipients will be invited to a Grant Awards presentation that will be held either face-to-face or online.
  - ii. Successful grant recipients will be required to list Woollahra Council as a funding partner on their website / all promotional material and comply with the Council's logo use guidelines.
  - iii. If an event, program or activity is delivered through the Grant Program then appropriate signage which recognises the contribution of Woollahra must be present at the event or activity for participants to see.

- iv. Successful grant recipients are to notify Council of any associated events, so that the Mayor or his / her representative and Councillors can attend, as well as provide appropriate photographs and testimony to be used for promotional purposes.
- v. Successful grant recipients will be allocated a staff member to guide the process, including the provision of Council logo and grant acquittal forms.
- vi. Acquittals for the project must be submitted no later than the end of the financial year in which the grant was awarded.
- vii. Unsuccessful applicants will be informed and provided with feedback.

## Available funding and intended outcomes

### 1. Community and Cultural Grants

This Grants Program stream supports local activities/ programs which foster a connected, liveable, vibrant and creative community. These guidelines are updated annually to reflect changing community needs and aspirations.

- Small Grants of up to \$3,000 are available to non-profit community based organisations, community groups or individuals; and
- Large Grants of between \$3,000 and \$7,500, available to non-profit community based organisations or community groups.

A maximum of \$7,500 can be given to any group/organisation per annual grants round. Individuals may only apply for a Large Grant if under the auspices of a not for profit organisation. Both Small and Large Grant projects can have either a 'community', 'culture' or 'art' theme:

Community projects support local families, children and young people, seniors, Aboriginal and Torres Strait Islander peoples and reconciliation, social isolation and loneliness, mental health, cultural diversity, people with disability, community safety, domestic violence, LGBTQIA+ or building community partnerships and networks. Examples:

- music therapy for people living with dementia.
- social and bushcare regeneration activities for LGBTQIA+ people.

Cultural development initiatives which include but are not limited to performing and visual arts and crafts, literature, film, design, history and heritage and their expression through public debate, exhibitions, performances, creative space, competitions and public celebrations of importance to communities. Examples:

- pop-up art gallery in local empty shops to highlight creativity by local people.
- contemporary choir to get people socialising again.
- A mural or public art activity to engage or invigorate a community.

## 2. Environmental Grants

Environmental Grants support local environmental improvement projects. They are open to all local schools, non-profit early learning centres and community organisations for projects that protect or enhance our local environment.

- Grants of up to \$3,000 per project.

Grants are only available to fund 'on the ground' projects, with real outcomes that protect or improve the environment in some way. Grants are not available to cover research and development, strategic plans, wages, insurance or other 'on-costs'.

Environmental Grant themes encourage schools or community organisations to:

- Identify and implement projects that protect and/or enhance the environment.
- Develop skills and knowledge in participants that equip them to play an active and ongoing role in protecting the environment.
- Develop in participants an understanding that the protection and management of the environment is everyone's responsibility.

There are many types of projects that may be suitable. Some examples of projects that may be considered for Environmental Grants include:

- Energy saving initiatives e.g. LED lighting upgrades or solar installations;
- Water saving initiatives e.g. smart sprinkler systems or water tanks;
- Waste minimisation/recycling initiatives e.g. reusable plates and cups for canteens;
- Habitat support e.g. clean-up activities on beaches or in reserves or bush regeneration;
- Small bird habitat gardens, bush tucker gardens or native bee hives; and
- Cooling your school through tree planting.

## 3. Placemaking Grants

Placemaking Grants support projects, activities and events that activate and enhance public spaces, publically accessible spaces, commercial centres and suburbs within the Woollahra LGA.

- Small Grants of up to \$3,000 are available to businesses, sole traders, community organisations, community groups and individuals and
- Large Grants of between \$3,000 and \$7,500 are available to businesses, community organisations or community groups.

A maximum of \$7,500 can be given to any group/organisation per the annual grants round. Individuals may only apply for a Large Grant if under the auspices of a not for profit organisation.

### **Category 1 – Events**

Delivery of new and / or recurring community events within public spaces or publically accessible spaces within the Woollahra Local Government Area. This grant can also cover the purchasing of event infrastructure or equipment to be used in recurring events and support to develop partners and sponsorship opportunities to deliver on the event.

Examples include:

- Community markets
- Health and wellbeing activities
- Food truck events
- Community workshops,
- Live music performances (e.g. open mic events)
- Family fun day out events.

### **Category 2 – Place Activation**

To support and encourage activation of public spaces, business areas and neighbourhoods to enliven and improve access, liveability and activity. These projects can include elements such as:

- Establishment of a business partnership or collective that enables joint delivery of events, programs and services.
- Delivery of lighting projects, installations, or other physical or digital works in public spaces or publically accessible space within the Woollahra Local Government Area.
- Initiatives that use public spaces to improve community engagement within the Woollahra LGA.
- Development and implementation of marketing campaigns and tools such as marketing collateral, digital media publications, podcasts, and media partnerships to support the project implementation.

Examples include:

- Diversification of offerings within a precinct including food and beverage offerings, art and design, entertainment and retail.
- Enable innovation such as local start up hubs, small business incubators and other innovative business developments that incentivise investment and visitation to a precinct.



## Selection Criteria

**Applications for any of Council's Grant Programs must address and meet the following generic selection criteria:**

1. Applicants should be delivering a grant project which must:
  - a. Benefit people living, working and /or studying in the Woollahra Municipality **and**
  - b. Be accessible to the target audience as detailed in the application form.
2. Demonstrates that the project has merit and addresses the local needs and aspirations and provides benefit to the chosen Council project theme to the local community.
3. The project aligns with one or more Council's Goals and Strategies.
4. The project provides opportunity for community participation, engagement or skills development to residents of Woollahra Municipality.
5. The application demonstrates how the project will deliver the desired outcomes and provide evidence.
6. Cost-effective and a clearly outlined grant budget including quotes are provided.
7. Demonstrate evaluation criteria and measures to report project success.
8. Applicants should have the demonstrated skills and expertise to deliver the project.
9. Capacity of the project to be used as a model or case study for other groups.
10. The applicant can articulate the social and economic benefits/ value associated with the proposal.
11. Preference may be given to those who have not previously received a Grant from Council.

**In addition applicants must address all criteria for the chosen grant stream and relevant category:**

### **1. Community and Cultural Grants:**

- Themes will be identified annually and endorsed through Council resolution to respond to specific community needs and listed under the Community and Cultural grants intended outcomes.

Applications which demonstrate other community needs may also be considered.

### **2. Environmental Grants:**

- Project will foster the development of skills, knowledge and awareness in the community, to encourage action to protect and enhance the environment.

### **3. Placemaking Grants:**

- Themes for the Events Category may be identified annually and endorsed through Council resolution to respond to identified event priorities and listed under the Placemaking grants intended outcomes.

Applications which demonstrate activation and enhancement of public spaces, business areas may also be considered

- The project is of a scale appropriate to the proposed area and is thoughtfully sited to create a point of interest or define a space.

- The applicant has secured external event partners or can identify how they will engage partners to ensure longer term delivery of program.
- The applicant has demonstrated that the proposed activity, promotes, and raises awareness around multiple businesses/ a business precinct rather than one single business.

Draft



**Item No:** R10 Recommendation to Council  
**Subject:** **DRAFT DONATIONS AND SPONSORSHIP POLICY**

**Authors:** Vicki Munro, Manager Community & Culture  
Helen Tola, Manager - Governance & Council Support  
**Approvers:** Patricia Occelli, Director Community & Customer Experience  
Sue Meekin, Director Corporate Performance  
**File No:** 22/78859  
**Purpose of the Report:** To present the Draft Donations and Sponsorship Policy for adoption post public exhibition.  
**Alignment to Delivery Program:** Strategy 11.1: Facilitate community led decision-making that is open, honest and ethical and benefits the broad community.

**Recommendation:**

- A. THAT Council notes that no submissions have been received during the public exhibition of the Draft Donations and Sponsorship Policy.
- B. THAT the Draft Donations and Sponsorship Policy, presented as **Attachment 1** be adopted.

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**Executive Summary:**

The Draft Donations and Sponsorship Policy was endorsed for the purpose of public exhibition at the Council meeting held on 28 March 2022 where Council resolved as follows:

*THAT Council endorses the Draft Donations and Sponsorship Policy presented as **Attachment 1** for the purpose of public exhibition for a period of 28 days, subject to the following amendments:*

- *addition of the words 'and Councillors' to the 4th dot point in the definition of Donations to read "Gifts and Benefits to individual Council staff and Councillors as covered by Council's Code of Conduct".*
- *deletion of the words 'the donation and/or sponsorship must' from the 5th bullet point in clause 6.1.*
- *deletion of the word 'where' after to the words "Donations and/or Sponsorship will not be accepted' in clause 6.1.*
- *addition of the word 'where' to the 1st bullet point after the words "Donations and/or Sponsorship will not be accepted" in clause 6.1.*
- *Adding the words 'over and' to the 2nd bullet point in clause 6.2 to read "Donations and/or sponsorship over and above \$20,000 should be approved by resolution of Council".*

The purpose of this report is to advise Council of any submissions received.



## Discussion:

Council has developed a Draft Donations and Sponsorship Policy, as an overarching policy for the assessment and acceptance of donations and/or sponsorship for Woollahra Council.

The draft policy outlines the principles of donations and/or sponsorships and establishes a coordinated and transparent approach to the way in which Woollahra Council seeks, secures, provides and manages all donations and/or sponsorships opportunities.

Specifically the draft policy outlines:

- Assessment of donations and/or sponsorships
- Approval of donations and/or sponsorships
- Recognition of a donor or sponsor
- Acceptable types of donations
- Unacceptable types of donations
- Acceptable activities for sponsorships
- Probity safeguards
- Reporting requirements; and
- Breach of the policy.

The draft policy replaces the previous Policy for the Sponsorship of Events and Activities 2006 and will apply to all donations and/or sponsorship received by Woollahra Council.

## Options:

Nil.

## Community Engagement and / or Internal Consultation:

The draft policy was approved at the Council meeting of 28 March 2022 to be placed on public exhibition. The draft policy was exhibited on the Council website, 'Your say Woollahra' for a period of 28 days from 31 March to 28 April 2022.

At the time of printing the business paper, no feedback or submissions were received.

During the exhibition period staff have further reviewed the policy and no amendments are suggested.

In the event that any submissions are received following the preparation of the Agenda these will be circulated to Councillors for the purpose of consideration at the Finance, Community & Services Committee meeting.

## Policy Implications:

The Draft Donations and Sponsorship policy is provided as **Attachment 1** for consideration and adoption by Council.

This policy will replace the Policy for the Sponsorship of Events and Activities 2006.

## Financial Implications:

Nil.

### Your Say Woollahra



**Resourcing Implications:**

Resourcing and implementation of the Policy would be achieved under current resourcing.

**Conclusion:**

The Draft Donations and Sponsorship Policy was exhibited from the 31 March to 28 April, 2022. No submissions have been received, at the time of writing of this report. Subject to consideration by Council, it is recommended that the Draft Donations and Sponsorship Policy presented as **Attachment 1** to this report be adopted and placed on Council website.

**Attachments**

1. Draft Donations and Sponsorship Policy



# **DRAFT** Donations and Sponsorship Policy

|                       |   |
|-----------------------|---|
| Adoption Date:        | [date] by Council Resolution or [date] by Approval of the General Manager |
| Last Reviewed:        | XX/XX/2022  |
| Next Review Date:     | XX/XX/2024  |
| Division/Department:  | General Manager 's Office   |
| Responsible Officer:  | General Manager   |
| HPE CM Record Number: |   |

## 1 Policy Statement

This policy defines the types of donations and/or sponsorship arrangements accepted by Woollahra Council and how they will be managed to ensure good governance.

## 2 Application

### Purpose

The purpose of this policy is to outline the principles of donations and/or sponsorships to Woollahra Council and to establish a coordinated and transparent approach to the way in which Woollahra Council seeks, secures, provides and manages all donations and/or sponsorships opportunities.

This policy replaces the previous Policy for the Sponsorship of Events and Activities 2006.

### Scope

This Policy applies to all donations and/or sponsorship received by Woollahra Council and outlines the following:

- Assessment of donations and/or sponsorship
- Approval of donations and/or sponsorship
- Recognition of a donor or sponsor
- Acceptable types of donations
- Unacceptable types of donations
- Acceptable activities for sponsorships
- Probity safeguards
- Reporting requirements; and
- Breach of the Policy.

## 3 Definitions

| Term      | Meaning   |
|-----------|---|
| Donations | <p>A donation (including unconditional gift, bequest or endowment) is a provision of cash or items of value with no return benefits expected.</p> <p>An individual or an organisation may make a donation.<br/>Only an individual can make a bequest.</p> <p>Donations <b>do not</b> include:</p> <ul style="list-style-type: none"><li>• Payment made as part of any financial or business transaction made by Council.</li><li>• Donations of time and/or human resources as covered by Council's Volunteering Guidelines.</li><li>• Community and financial assistance grants covered by the Council's Grants Policy and Programs.</li><li>• Gifts and Benefits to individual Council staff and Councillors as covered by Council's Code of Conduct.</li></ul> |



**DRAFT Donations and Sponsorship Policy**

|                                 |  |
|---------------------------------|--|
| Pledge                          | A pledge is a given as security for the fulfilment of a contract, in this policy it is a commitment to a future donation and or sponsorship.   |
| Sponsorship                     | <p>Sponsorship is a commercial and formalised arrangement in which a sponsor provides a contribution in money or in-kind to support an activity in return for certain specified benefits.</p> <p>Sponsorship can be provided:</p> <ul style="list-style-type: none"> <li>• By the corporate sector or private individuals, in support of a Council activity, service, resource, asset or event.</li> <li>• By Council in support of related and worthwhile private or public sector activities.</li> </ul> <p>Sponsorship <b>does not</b> include:</p> <ul style="list-style-type: none"> <li>• the selling of advertising space</li> <li>• joint ventures</li> <li>• consultancies</li> <li>• grants (in regard to received sponsorship)</li> <li>• unconditional gifts, donations, bequests or endowments.</li> </ul> <p>Sponsorship is not philanthropic. A sponsor expects to receive a reciprocal benefit beyond a modest acknowledgement.</p> <p><b>Source:</b> <i>Sponsorship in the Public Sector – ICAC Publication</i></p> |
| Deductible Gift Recipient (DGR) | <p>A deductible gift recipient (DGR) is an entity or fund that can receive tax deductible gifts. There are two types of DGR endorsement:</p> <ul style="list-style-type: none"> <li>• An entity that has DGR endorsement in its own right</li> <li>• An entity that is only a DGR in relation to a fund, authority or institution it operates. In this instance, only gifts to the fund, authority or institution are tax deductible.</li> </ul> <p><b>Source:</b> <a href="https://abr.business.gov.au/Tools/DgrListing">https://abr.business.gov.au/Tools/DgrListing</a></p> <p>Refer to Policy clause 7.1 below.</p>  |

#### 4 Community Strategic Plan, Delivery Program and Operational Plan

This Policy relates to Themes, Goals and Strategies outlined in Council's Community Strategic Plan Woollahra 2030 and Priorities outlined in Council's Delivery Program and Operational Plan, specifically:

|           |   |
|-----------|---|
| Theme:    | Community leadership and participation.   |
| Goal:     | 11 A well-managed Council.  |
| Strategy: | 11.2 Develop and maintain effective reporting systems that enable Council to measure and report on performance.                                   |
| Priority: | 11.2.2 Ensure Council maintains a strong governance framework by continually reviewing Council policies and procedures for adequacy and currency. |

## 5 Relevant Legislation/References

- Local Government Act 1993
- Income Tax Assessment Act 1997 (Cth)
- *Independent Commission Against Corruption (ICAC) Act 1998*
- *Independent Commission Against Corruption ICAC (2006) Sponsorship in the Public Sector – Sponsorship Policy and Guidelines*
- *Code of Conduct*

## 6 Policy Content

### 6.1 Assessment of Donations and/or Sponsorships

Any donations and/or sponsorship arrangement that is offered or sought by Woollahra Council **must:**

- Benefit Woollahra Council and the broader community within the Woollahra Local Government Area.
- Align with Woollahra Council's Community Strategic Plan, Delivery Program and Operational Plan and policies.
- Not restrict Woollahra Council's ability to carry out any of its regulatory or other functions.
- Align with Woollahra Municipal Council's adopted Code of Conduct.
- Represent an appropriate sum of money or in-kind items/goods/services for a project or activity that falls within the normal scope of Council services and activities.

Donations and/or Sponsorships **will not be accepted:**

- Where there is a conflict with Council's core business or limits the independence and role of Council;
- From an organisation or individual who has not honoured previous donation and/or sponsorship agreements;
- From an organisation or individual involved in the business of tobacco, alcohol, gambling and/or pornography or sex industry (noting that donations of alcohol for a specific event may be acceptable if served under the Responsible Service of Alcohol provision);
- From an individual or organisation who has an existing Development Application and/or has commenced discussions with Council for an impending Development Application to be lodged in the coming 12 month period from the date of the donation and/ or sponsorship offer;
- Applications for development consent or other Council approvals by a party who has a donation or sponsorship agreement with Council may be referred to an independent assessor;
- From an individual who has a criminal record for a matter in the past 10 years.

- From political parties or organisations/individuals with an identifiable political purpose/agenda (e.g. trade unions, political candidates).

Council will assess whether the donation and/or sponsorship can be used in the way the donor/sponsor has requested prior to accepting the donation or sponsorship.

Council will only accept donation of public facilities or contribution towards public facilities on public land where it is, in the opinion of Council, in the best interest of the community in general.

In assessing Donations and/or Sponsorship Council staff will consider the best interests of the public, public accountability, public perceptions and potential risks as well as the potential benefits before accepting a donation. Assessment against the above mentioned criteria must be in accordance with the Donations and Sponsorship Internal Operational Procedures.

Council retains the discretion to reject donations and/or sponsorship from any entity for any reason. If a donation and/or sponsorship offer is rejected, an explanation will be given to the interested party.

## 6.2 Approval of donations and/or sponsorship

The approval of donations and/or sponsorship is as follows:

- Donations and/or sponsorship up to the value of \$20,000 should be approved by the General Manager or officer authorised by the General Manager. The General Manager may from time-to-time set out the criteria for staff to accept donations including the acceptance of nominal donations and/or amend sponsorship opportunities.
- Donations and/or sponsorship over and above \$20,000 should be approved by resolution of Council.
- Donations made to the Woollahra Municipal Public Art Gallery are to be referred to Council (as required).

## 6.3 Recognition of a donor or sponsor

Council will recognise its donors and/or sponsors in a number of ways and the extent of such recognition will be determined in relation to the level and nature of the donations and/or sponsorship.

Benefits to the donor and/or sponsor may include:

- Invitation to selected Council functions;
- Printing of the sponsor's name and logo in Council's external publications and website;
- Event facilities, which may include hospitality, free preferential seats, event functions or award presentation;
- Media releases, mention in Mayoral Column, Woollahra eNews etc, recognising support given.
- Their name included on a donor and/or sponsor board.

## 7 Donations

### 7.1 Acceptable types of donations

Acceptable donations include but are not limited to the following:

- Cash or cash equivalents in the form of cheque, electronic bank transfer (ELT) or credit card contribution;
- Real estate including improved and unimproved land, personal residences, commercial property, or rural land. If it is the intention of the donor that Woollahra Council not immediately dispose of the real estate, a written agreement between Council and donor must be in place before Council may accept such a property;
- In-kind including works of art, furniture, rare books, manuscripts, or any other item of value;
- Pledges which commits the donor to give a specific dollar amount (or in-kind support) according to a fixed time schedule. Noting all pledges and changes to a pledge must be made in writing;
- Bequests which involves the donor transferring money or property to Woollahra Council at the donor's death through either the donor's will or trust;
- Endowment where the sum of money is provided to Council where the principal is managed in a way that seeks to preserve or grow its value in perpetuity.
- Capital contributions by sporting and community groups as part of defined leasing and facilities management arrangements.

All property donations must be referred to our Property Department to ensure that the donation is in line with Council's relevant adopted strategic plan.

Council has two Deductible Gift Recipient funds (DGR) which allows donors to receive a tax deduction for specific fund use. Donors can deduct the amount of their donation from their taxable income when they lodge their tax return. These are for the Woollahra Public Art Gallery and Woollahra Municipal Library (also known as Woollahra Libraries) Libraries. Donors are to seek legal and tax advice before making a gift. Council does not provide such advice to donors.

All DGR donations will be registered and/or recorded.

### 7.2 Unacceptable types of donations

Donations which are considered **unacceptable** may include, but not be limited to:

- Anonymous donations.
- Resources or Assets or Artworks that are deemed offensive, inappropriate or don't comply with other Council policies.
- Artworks that require care and maintenance of which Council is not in a position to provide.



- Library books unless they relate to the local history of the area or are relevant and useful to our members/the community.
- Donations that may infer excessive restrictions or exclusivity of use or benefit to only the donor.
- Materials that are political, are or could be perceived to be offensive or discriminatory in nature.

It is Council's discretion to accept or decline any offers in accordance with this Policy and internal operational procedures.

## **8 Sponsorship**

### **8.1 Acceptable activities for sponsorship**

Activities suitable for sponsorships include but are not limited to the following:

- Festivals and events.
- Competitions.
- Educational programs.
- Awards.
- Cultural or community events and programs.
- Research and publications.

## **9 Probity and Safeguards**

To ensure the highest level of probity the following principles will be adhered to:

- Every donation or sponsorship proposal will be subject to an assessment process and consideration will be made by authorised Council staff on conflict of interest issues that may arise prior to entering into negotiations with potential donor or sponsor.
- The acceptance of any donations or sponsorship by Council does not explicitly imply endorsement of other activities.
- Any donations or sponsorship received on behalf of Woollahra Public Art Gallery and Woollahra Municipal Library (also known as Woollahra Libraries) must be used for the Woollahra Municipal Public Art Gallery and Woollahra Libraries endorsed activities.
- Donations and/or sponsorships will not be entered into with individuals or corporations who conflict with Council's policies, or discriminate against any individual or group.
- Donors and sponsors will not be employed as contractors unless they have been selected through a public competitive tender process separate from the selection process for the sponsorship.
- No Councillor or Council staff member is to receive, or solicit, a personal benefit from a donation and/or sponsorship arrangement with Council.

## 10 Reporting requirements

The relevant Council Division will be responsible for the management of the donations and/or sponsorship in accordance with this policy and internal operational procedure, dependent on the type of donation and/or sponsorship.

The Governance Department will undertake the necessary assessment and manage the databases, systems and reporting to facilitate the handling of donation and sponsorship information.

All donations and/or sponsorships will be included in a specific Donations and Sponsorship Register which will be available on Council's website. All donations and/or sponsorship arrangements will be reported in the Woollahra Council Annual Report.

## 11 Breach of the Policy

A breach of the Policy as determined by the General Manager under this Policy may result in (but not limited to the following):

- Termination of agreement;
- Loss of future donations and/or sponsorship partnership opportunities with Council;
- Potential legal proceedings; and
- Referral to ICAC for investigation for corruption.

Donors and/or sponsors will be required to comply with this policy and any breach of the policy will be referred to the General Manager.

## 12 Documentation/References

|                                    | HPECM Reference |
|------------------------------------|-----------------|
| Code of Conduct                    | 19/156088       |
| Donations and Sponsorship Register | 22/57084        |

## 13 Related Policies and Procedures

|  | HPECM Reference |
|--|-----------------|
| Code of Conduct  | 19/156088       |
| Donations and Sponsorship Internal Operational Procedure | 22/57077        |
| Gifts and Benefits Policy                                | 17/183643       |

This Policy will be reviewed every two years or in accordance with legislative requirements. This Policy may also be changed as a result of other amendments that are to the advantage of Council and in the spirit of this Policy.

Any amendment to this Policy must be by way of the approval of the General Manager.

## Policy Amendments

| Date | Responsible Officer | Description |
|------|---------------------|-------------|
|      |                     |             |



**Item No:** R11 Recommendation to Council  
**Subject:** **CAPITAL WORKS PROGRAM - QUARTERLY PROGRESS REPORT  
MARCH 2022**  
**Authors:** Petrina Duffy, Coordinator Strategy & Performance  
Henrietta McGilvray, Corporate Accountant  
**Approvers:** Tom O'Hanlon, Director - Infrastructure & Sustainability  
Sue Meekin, Director Corporate Performance  
**File No:** 22/78627  
**Purpose of the Report:** To provide the Committee with an update on the status of projects in the 2021/22 Capital Works Program, for the quarter ended 31 March 2022.  
**Alignment to Delivery Program:** Theme:Goal 5.7 Renew and upgrade ageing infrastructure including roads, footpaths, stormwater drains and seawalls.

**Recommendation:**

THAT the Capital Works Program – Quarterly Progress Report for the quarter ended 31 March 2022 be received and noted.

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**Executive Summary:**

To provide the Committee with an update on the status of projects in the 2021/22 Capital Works Program, for the quarter ended 31 March 2022.

**Discussion:**

As part of Council's quarterly reporting under Council's Integrated Planning and Reporting Framework, this report is presented to the Finance, Community & Services Committee detailing the status of projects in the Capital Works Program.

Consistent with the approach adopted for progress reporting on the Priorities and Actions contained in Council's Delivery Program and Operational Plan, the Capital Works Program Status Report is presented by Theme, Goal, Strategy and Priority. Specific projects supporting the Priority are then listed in the table under the heading "Actions".

The Capital Works Program Status Report for the period ended 31 March 2022 is attached as **Attachment 1**. It includes, in the introductory pages, a snapshot of the Capital Works Program with a high level summary according to project status, budget, actual expenditure to date and budget remaining, statistics and charts.

**Options:**

This report is for noting only.

**Community Engagement and / or Internal Consultation:**

Nil.

**Policy Implications:**

Nil.



**Financial Implications:**

Capital Works actions with budgets that were rolled over from last financial year have been consolidated with the current year 2021/22 budgets. This is a consolidation of existing budget and does not represent any increases or decreases in total funding.

Projects over expended at 31 March 2022 (those with a negative in the budget remaining column) have been addressed in the March Quarterly Budget Review which also appears on tonight's agenda.

**Resourcing Implications:**

Nil.

**Conclusion:**

It is recommended the March 2022 Quarterly Capital Works Program Progress Report be received and noted.

**Attachments**

1. Finance, Community & Services Committee Report Capital Works Program - Quarterly Progress Report March 2022 - 2 May 2022



# **CAPITAL WORKS PROGRAM QUARTERLY PROGRESS REPORT JANUARY - MARCH 2021/22**



Finance, Community  
& Services Committee  
2 May 2022

Item - Annexure 1

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| <b>Goal 5: Liveable places</b>   | <b>1</b>    |
| 5.1 Enhance local community, cultural and recreation facilities to become more attractive, integrated and accessible       |             |
| 5.3 Provide attractive, accessible, connected and safe parks, sportsgrounds, foreshore areas and other public spaces       |             |
| 5.6 Reduce impacts of local flooding and improve floodplain risk management  |             |
| 5.7 Renew and upgrade infrastructure including roads, footpaths, stormwater drains and seawalls                            |             |
| <b>Goal 6: Getting around</b>  | <b>19</b>   |
| 6.1 Facilitate an improved network of accessible and safe alternate transport options                                      |             |
| 6.4 Reduce vehicle speed and traffic congestion through the introduction of traffic management facilities                  |             |
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| 7.1 Protect natural landscapes, systems and biodiversity   |             |
| 7.3 Support cleaner, healthier waterways including improved water quality and healthy water catchments, creeks and harbour |             |
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| 8.1 Reduce greenhouse gas emissions and ecological footprint   |             |
| 8.2 Monitor and strategically manage environmental risks and impacts of climate change                                     |             |
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| 11.4 Maintain Council's strong financial position  |             |
| 11.5 Deliver high quality services that meet customer expectations   |             |

# Introduction

## What is our Delivery Program & Operational Plan?

The Delivery Program 2018 to 2022 and Operational Plan 2021/22 is structured on the Community Strategic Plan – Themes and Goals. Each broad theme is supported by a number of Goals, Strategies, Priorities and Actions.

Progress reports for each of the five (5) Themes and eleven (11) Goals from our Delivery Program and Operational Plan are reported on a biannual basis,

The Priorities and Actions contained in the Delivery Program and Operational Plan are presented by Theme, Goal and Strategy.

In addition a Capital Works Program report is presented quarterly to the Finance, Community & Services Committee.

## What is the Capital Works Program – Quarterly Progress Report?

This report provides progress comments against each project in the Capital Works Program. It is designed to provide a snapshot to the Council and the community on the progress against the Capital Works Program as adopted in the Delivery Program 2018 to 2022 and Operational Plan 2021/22.

## Capital Works Program Quarterly Progress Report Statistics to end of March 2022

The Capital Works Program delivers actions which support the community priorities identified in our Community Strategic Plan, *Woollahra 2030*. This Capital Works Program progress report lists its project Actions under the theme it supports

- Goal 5: Liveable places,
- Goal 6: Getting around,
- Goal 7: Protecting our environment,
- Goal 8: Sustainable use of resources,
- Goal 9: Community focused economic development,
- Goal 11: A well managed Council.

The following table provides a snapshot of the status of the progress of all Actions as at 31 March 2022.

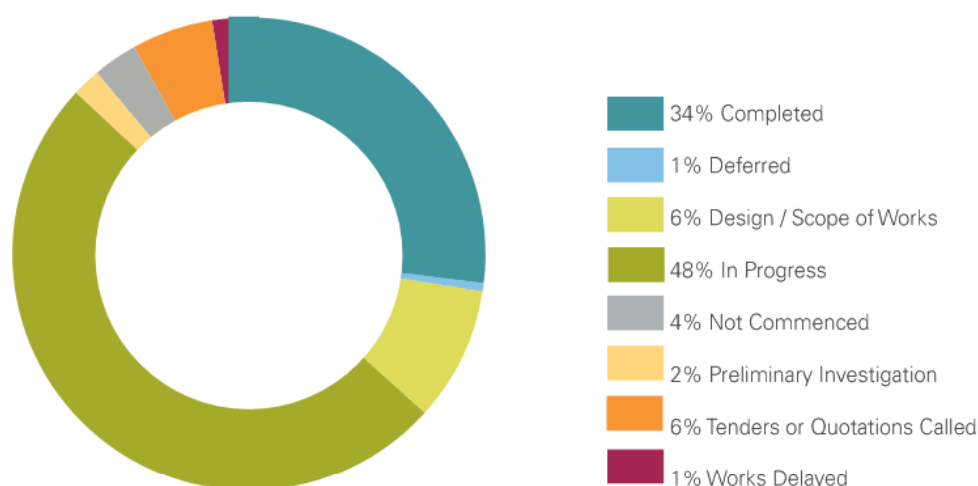


Lyne Park Playground



# Capital Works Actions

As at 31 March 2022



| Status                       | Current Quarter |             | Budget (\$)       | YTD Expenditure (\$) | Budget Remaining (\$)" |
|------------------------------|-----------------|-------------|-------------------|----------------------|------------------------|
|                              | # of Projects   | %           |                   |                      |                        |
| Completed                    | 54              | 34%         | 6,850,837         | 6,660,302            | 190,535                |
| Deferred                     | 1               | 1%          | 0                 | 0                    | 0                      |
| Design/Scope of Works        | 9               | 6%          | 912,716           | 2,124                | 910,593                |
| In Progress                  | 78              | 48%         | 18,454,767        | 6,971,661            | 11,483,107             |
| Not commenced                | 6               | 4%          | 2,168,398         | 64,981               | 2,103,417              |
| Preliminary Investigation    | 3               | 2%          | 512,326           | 15,213               | 497,113                |
| Tenders or Quotations Called | 9               | 6%          | 1,075,579         | 122,658              | 952,921                |
| Works Delayed                | 1               | 1%          | 50,000            | 41,620               | 8,380                  |
| <b>TOTAL</b>                 | <b>161</b>      | <b>100%</b> | <b>30,024,623</b> | <b>13,878,557</b>    | <b>16,146,067</b>      |

## Goal 5: Liveable places

| Actions  | Current Status               | Progress Comments  | Comment Updated | Projected Status 30 June 2022 | Budget (\$)* | YTD Expenditure (\$)** | Budget Remaining (\$) |
|--|------------------------------|--|-----------------|-------------------------------|--------------|------------------------|-----------------------|
| Strategy 5.1: Enhance local community, cultural and recreation facilities to become more attractive, integrated, and accessible. |                              |  |                 |                               |              |                        |                       |
| Priority 5.1.3: Implement a prioritised program of capital improvements to community and recreation facilities.                  |                              |  |                 |                               |              |                        |                       |
| 5.1.3.1 Playgrounds - Replace Existing (00782)   | Completed                    | The Plumb Reserve playground is now complete. The upgrade has been nominated for a Parks and Leisure Australia award, with the outcome due to be announced in the next quarter. Remaining budget proposed to be allocated to the design and documentation of the Lyne Park Playground renewal project and carried over to 2022/23. | Yes             | Completed                     | 412,048      | 384,306                | 27,742                |
| 5.1.3.2 Rose Bay Toilet - New toilet block in Rose Bay (01360)   | Completed                    | Works complete.  | Yes             | Completed                     | 328,087      | 328,087                | 0                     |
| 5.1.3.3 Fletcher St Depot - Waterproof membrane to external wall (01689)   | Tenders or Quotations Called | Site inspected with depot manager and scope finalised. Works to be undertaken in Q4.   | Yes             | Completed                     | 30,000       | 0                      | 30,000                |
| 5.1.3.4 Fletcher St Depot - Replace sewer line between depot and road (01690)  | In Progress                  | Contractor engaged. Works to be undertaken in Q4.  | Yes             | Completed                     | 30,000       | 21,660                 | 8,340                 |
| 5.1.3.5 Redleaf - replacement of fan motors & attenuators (01627)  | In Progress                  | Attenuator works completed, split system for store room installed, awaiting scope for car park exhaust fan system. Works to be undertaken in Q4.   | Yes             | Completed                     | 44,952       | 34,218                 | 10,734                |
| 5.1.3.6 Redleaf - replace air handling units (01628)   | Design/Scope of Works        | Awaiting scope finalisation of grill replacement works. Works to be undertaken in Q4.  | Yes             | Completed                     | 50,000       | 0                      | 50,000                |
| 5.1.3.7 Property management system (01629)   | Tenders or Quotations Called | Council has been to tender for this matter twice, and no suitable tenders received. Investigations underway to source a suitable software program.   | No              | In Progress                   | 90,380       | 0                      | 90,380                |

\*The budget figure includes the current year's original budget plus revotes and rollovers from previous year and any adopted quarterly variations

\*\*Actual Expenditure to end of quarter, including commitments.

| Actions  | Current Status               | Progress Comments   | Comment Updated | Projected Status 30 June 2022 | Budget (\$)* | YTD Expenditure (\$)*** | Budget Remaining (\$) |
|--|------------------------------|---|-----------------|-------------------------------|--------------|-------------------------|-----------------------|
| 5.1.3.8 St Brigid's (01371)  | Completed                    | Woollahra Gallery @ Redleaf is now operational. Discussions at senior level underway to resolve outstanding financial claim by the builder. A report will be submitted to Council in May. Until this matter is resolved no variation to the budget is required. | No              | Completed                     | 874,278      | 1,035,431               | -161,153              |
| 5.1.3.9 Sir David Martin Reserve Cottage - replacement of boundary fence (01545)               | Completed                    | Works complete.   | Yes             | Completed                     | 39,946       | 39,946                  | 0                     |
| 5.1.3.10 Trumper Park Tennis - Disabled Toilets access (01630)                                 | In Progress                  | Contractor engaged and funds committed. Works scheduled to commence after ANZAC day as requested by tenant. Works to be undertaken in Q4.   | Yes             | Completed                     | 50,000       | 50,000                  | 0                     |
| 5.1.3.11 Hugh Latimer Centre - Roofing & Guttering (01631)                                     | Works Delayed                | Works commencement delayed due to wet weather. Works to be undertaken in Q4.  | Yes             | Completed                     | 50,000       | 41,620                  | 8,380                 |
| 5.1.3.12 Keyless entry system for 2 hired venues - Cooper Park Hall & Rose Bay Cottage (01632) | In Progress                  | Keyless system installed. Contractor engaged to install screen door which was outstanding for completion of project.  | Yes             | Completed                     | 20,000       | 19,524                  | 476                   |
| 5.1.3.13 Cooper Park Community Hall - Internal & external upgrades (01633)                     | Tenders or Quotations Called | Tenders being evaluated. Project to commence in May.  | Yes             | In Progress                   | 535,199      | 85,248                  | 449,951               |
| 5.1.3.14 Woollahra Preschool - Replace vinyl floor coverings (01692)                           | Completed                    | Works complete.   | Yes             | Completed                     | 5,000        | 5,250                   | -250                  |
| 5.1.3.15 Woollahra Preschool - Internal painting (01693)                                       | Completed                    | Works complete.   | Yes             | Completed                     | 25,000       | 21,970                  | 3,030                 |
| 5.1.3.16 Gaden Reserve - Replace floor coverings (01694)                                       | Deferred                     | Only minor patchwork required which will be undertaken as maintenance. Funds transferred to Property Reserves.  | No              | Not Commenced                 | 0            | 0                       | 0                     |

\*The budget figure includes the current year's original budget plus revotes and rollovers from previous year and any adopted quarterly variations

\*\*Actual Expenditure to end of quarter, including commitments.

| Actions   | Current Status               | Progress Comments   | Comment Updated | Projected Status 30 June 2022 | Budget (\$)*       | YTD Expenditure (\$)*** | Budget Remaining (\$) |
|---|------------------------------|---|-----------------|-------------------------------|--------------------|-------------------------|-----------------------|
| 5.1.3.17 McKell Park (Canonbury Cottage) - Install awning over paving (01695)       | Tenders or Quotations Called | Scope of works to be prepared. Works to be completed in Q4.   | No              | In Progress                   | 25,000             | 0                       | 25,000                |
| 5.1.3.18 E J Ward Centre - Carpet replacement (01696)                               | Completed                    | Works complete.   | Yes             | Completed                     | 5,359              | 4,641                   | 718                   |
| 5.1.3.19 Cross St Community Centre - Replace carpet (01697)                         | Completed                    | Works complete.   | Yes             | Completed                     | 7,510              | 7,510                   | 0                     |
| 5.1.3.20 Bay Room - Replace floor coverings (01698)                                 | Completed                    | Works complete.   | Yes             | Completed                     | 5,866              | 5,866                   | 0                     |
| 5.1.3.21 Sir David Martin Reserve - Drill Hall-Decking and Roof Replacement (01699) | Tenders or Quotations Called | Decking works and roof inspection have been undertaken and scope of works being finalised. It is anticipated works will be completed in Q4. | No              | Completed                     | 35,000             | 0                       | 35,000                |
| 5.1.3.22 E J Ward Centre (01367)  | Completed                    | Contract finalised and security monies released.  | No              | Completed                     | 10,207             | 10,207                  | 0                     |
| 5.1.3.23 Preschool expansion (01446)  | Completed                    | Contract finalised and security monies released.  | No              | Completed                     | 16,000             | 16,000                  | 0                     |
| 5.1.3.24 Sherbrooke Hall refurbishment (withheld security monies) (01547)           | Completed                    | Contract finalised and security monies released.  | No              | Completed                     | 4,853              | 4,853                   | 0                     |
| 5.1.3.25 Lifeline Sign Replacements (01709)   | In Progress                  | The Lifeline sign replacement project is fully funded by a grant from Lifeline. The signs are due to be installed during May and June 2022. | Yes             | Completed                     | 12,600             | 0                       | 12,600                |
| <b>TOTAL:</b>   |                              |   |                 |                               | <b>\$2,707,285</b> | <b>\$2,116,337</b>      | <b>\$590,948</b>      |

\*The budget figure includes the current year's original budget plus revotes and rollovers from previous year and any adopted quarterly variations

\*\*Actual Expenditure to end of quarter, including commitments.



| Actions  | Current Status | Progress Comments   | Comment Updated | Projected Status 30 June 2022 | Budget (\$)* | YTD Expenditure (\$)** | Budget Remaining (\$) |
|--|----------------|---|-----------------|-------------------------------|--------------|------------------------|-----------------------|
| <b>Strategy 5.3: Provide attractive, accessible, connected and safe parks, sportsgrounds, foreshore areas and other public spaces.</b> |                |   |                 |                               |              |                        |                       |
| <b>Priority 5.3.2: Implement a prioritised program of capital improvements to public open spaces.</b>                                  |                |   |                 |                               |              |                        |                       |
| 5.3.2.1 Project Management (00054)   | In Progress    | This cost centre has been used for consultancy fees on some initial investigation works on various projects identified for the FY21/22 and FY22/23 financial years.   | Yes             | Completed                     | 34,026       | 27,613                 | 6,413                 |
| 5.3.2.3 Park furniture roll-out (LGA-wide) (00450) and (01472)   | In Progress    | Park furniture upgrades are almost complete for FY21/22 with new park bench seats and bubblers installed across the municipality.   | Yes             | Completed                     | 150,000      | 147,982                | 2,018                 |
| 5.3.2.4 Park Lighting Upgrades (00667)   | In Progress    | A low level park lighting design is currently being prepared for Royal Hospital for Women Park. Once the proposed design has been completed community consultation will be undertaken, which is expected to occur in Q4. Installation will follow in Q1 of FY22/23. Budget will need to be carried over to FY22/23.   | Yes             | In Progress                   | 76,000       | 2,680                  | 73,320                |
| 5.3.2.5 Park Signage - New and Replace (00777)   | In Progress    | Park signage throughout the LGA continues to be renewed. Redleaf wayfinding signage in conjunction with the Art Gallery has been delayed due to production issues and is now expected to be installed in Q4 FY21/22.  | Yes             | Completed                     | 160,288      | 150,964                | 9,324                 |
| 5.3.2.6 Gap Park Self Harm Minimisation-Action from Masterplan (01083)   | Completed      | Project complete.   | Yes             | Completed                     | 62,051       | 62,051                 | 0                     |
| 5.3.2.8 Rushcutters Bay Park Youth Facility (01190)  | Not Commenced  | GML Heritage have provided the final draft of the Conservation Management Strategy (CMS) for the site. The Heritage Impact Statement (HIS) has also been provided and reviewed. It requires some updates to the plans which we are currently undertaking. The CMS and HIS will be presented to the Council for endorsement. Following endorsement by Council a Section 60 application under the NSW Heritage Act will be submitted for approval to undertake the project. The Section 60 process will involve public exhibition of all documents lodged as part of the application. Budget to be carried over to FY22/23. | Yes             | Not Commenced                 | 1,180,398    | 63,756                 | 1,116,642             |

\*The budget figure includes the current year's original budget plus revotes and rollovers from previous year and any adopted quarterly variations

\*\*Actual Expenditure to end of quarter, including commitments.

| Actions  | Current Status | Progress Comments   | Comment Updated | Projected Status 30 June 2022 | Budget (\$)* | YTD Expenditure (\$) ** | Budget Remaining (\$) |
|--|----------------|---|-----------------|-------------------------------|--------------|-------------------------|-----------------------|
| 5.3.2.10 Redleaf Plan of Management - Retaining wall works (01336)   | In Progress    | Quotations for works closed mid-April. Contract expected to be awarded by mid-May, with a view to commencing works in June 2022.  | Yes             | In Progress                   | 127,400      | 718                     | 126,682               |
| 5.3.2.11 Fencing Upgrade – Various Sites (01338)   | In Progress    | The next fencing upgrade as part of this program is the Robertson Park playground fence, which is expected to be completed by the end of April. A contractor is being sought for the Cooper Park bollards and barrier fence which will be installed approximately June-July 2022. | Yes             | In Progress                   | 173,923      | 100,813                 | 73,110                |
| 5.3.2.12 Sayonara Slipway Improvements (01340)   | Not Commenced  | GML Heritage have provided the final draft of the Conservation Management Strategy for the site. A Heritage Impact Statement (HIS) for the Sayonara Slipway Improvements is to be developed in 2022/23. Budget to be carried over to FY22/23.                                     | Yes             | Not Commenced                 | 150,000      | 1,225                   | 148,775               |
| 5.3.2.13 Cooks Paddock Upgrade - Retaining Walls and play features (01395)   | Completed      | Project complete.   | Yes             | Completed                     | 38,418       | 38,417                  | 1                     |
| 5.3.2.14 Yarranabbe Park - Northern Plaza and stairs construction (01399)  | Not Commenced  | GML Heritage have provided the final draft of the Conservation Management Strategy for the site. A Heritage Impact Statement (HIS) for the Northern Plaza Stairs is to be developed in FY22/23. Budget to be carried over to FY22/23.   | Yes             | Not Commenced                 | 400,000      | 0                       | 400,000               |
| 5.3.2.15 Gap Park Tram Alignment Pathway construction (01468)  | In Progress    | The Gap Park Tramway Pathway and seating is complete and has received positive feedback from the community. Interpretative signage is currently being designed for installation in Q4.  | Yes             | Completed                     | 333,939      | 331,261                 | 2,678                 |
| 5.3.2.16 Dillon Street Reserve Landscape Upgrade (01476)   | Completed      | Project complete. Process for the renaming of the Reserve is currently underway.  | Yes             | Completed                     | 378,943      | 378,943                 | 0                     |
| 5.3.2.18 Cooper Park Creek Wall - Final stage of creek wall along Tennis Courts (01614) and Rehabilitation (01611) | Completed      | Project complete  | No              | Completed                     | 113,631      | 100,951                 | 12,680                |

\*The budget figure includes the current year's original budget plus revotes and rollovers from previous year and any adopted quarterly variations

\*\*Actual Expenditure to end of quarter, including commitments.

| Actions   | Current Status | Progress Comments  | Comment Updated | Projected Status 30 June 2022 | Budget (\$)* | YTD Expenditure (\$)*** | Budget Remaining (\$) |
|---|----------------|--|-----------------|-------------------------------|--------------|-------------------------|-----------------------|
| 5.3.2.19 Irrigation Renewal at Parsley Bay, Chiswick Gardens (01612)  | Completed      | Project complete.  | Yes             | Completed                     | 32,092       | 32,092                  | 0                     |
| 5.3.2.20 Nursery Improvements - For volunteer works (01613)   | Completed      | Project complete.  | No              | Completed                     | 3,153        | 0                       | 3,153                 |
| 5.3.2.21 Vaucluse War Memorial - Upgrade structures (01616)   | In Progress    | The overhead wires at this site require protective measures before works can be undertaken. Ausgrid has notified Council that the installation of the tiger tails on the overhead wires will occur on 28/04/22. Following this the contractor will remove the timber flagpole and canons and take them offsite for rectification and conservation works. In addition to the current expenditure a contingency allowance of \$5,500 has been allocation in case additional funding is required, as per Resolution 45/22 at the Ordinary Council Meeting held on 28/02/2022. | Yes             | In Progress                   | 43,880       | 46,206                  | -2,326                |
| 5.3.2.22 Rose Bay Activation – New South Head Road (01617)  | In Progress    | Installation of the seats is scheduled for the last week in April, which will be followed by the installation of the planter boxes and plants in early May. Additional funds will be allocated to this from Project 01682.   | Yes             | Completed                     | 141,985      | 161,075                 | -19,090               |
| 5.3.2.23 New/additional street planter boxes in business centres throughout LGA - Funded by Australian Government Grant (LRCIP) as per Council resolution (01682) | In Progress    | The rollout of 20 new planter boxes in the Rose Bay Business Centre is now complete. The remaining budget will be utilised for the purchase of additional planter boxes for business centres and plantings associated with the Rose Bay Activation project on New South Head Road (01617).   | Yes             | Completed                     | 150,000      | 59,059                  | 90,941                |
| 5.3.2.24 Multi-use sports facilities construction (01672)   | Not Commenced  | Two grant applications to match Council's funding and secure the required budget for the project have been unsuccessful. Another grant application was submitted on 15 April. Subject to successful grant funding the next steps are detailed design and community consultation.   | Yes             | Not Commenced                 | 308,000      | 0                       | 308,000               |

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\*\*\*Actual Expenditure to end of quarter, including commitments.

| Actions  | Current Status | Progress Comments  | Comment Updated | Projected Status 30 June 2022 | Budget (\$)* | YTD Expenditure (\$)** | Budget Remaining (\$) |
|--|----------------|--|-----------------|-------------------------------|--------------|------------------------|-----------------------|
| 5.3.2.25 Eastbourne Reserve upgrade - Retaining wall replacement and landscaping (01673)   | Completed      | Project complete.  | Yes             | Completed                     | 23,877       | 21,487                 | 2,390                 |
| 5.3.2.26 Bellevue Park extension of pathway and landscaping - Bellevue Park Stage 2 Design & Consultation. Construction to be funded in future budgets (01674) | In Progress    | A scope of works for the design of the second stage of pathway in Bellevue Park is complete. Concept design and cost estimates have been prepared for the construction phase of the project in the draft FY22/23 Capital Works budget. The FY21/22 budget will be used for detailed design and tender documentation in Q4. | Yes             | In Progress                   | 35,000       | 0                      | 35,000                |
| 5.3.2.27 Tingira Reserve Landscape upgrades - Pathway renewal, irrigation and landscaping improvements (01675)   | In Progress    | The irrigation renewal is complete at Tingira Reserve. Pathway and landscape improvements to be completed in Q4.   | Yes             | Completed                     | 100,000      | 48,330                 | 51,670                |
| 5.3.2.28 Lyne Park Landscape Upgrade - Improved entry garden beds to Lyne Park off New South Head Rd (01676)   | In Progress    | The garden beds to the entry of Lyne Park are to be renewed and improved. Quotations and site works are due to be undertaken in Q4.  | Yes             | Completed                     | 50,000       | 0                      | 50,000                |
| 5.3.2.29 Landscape improvements - Moncur Reserve, Plumb Reserve and Raoul Wallenburg Reserve (01677)   | In Progress    | An accessible concrete path to the two park seats and a renewal of the garden bed in Moncur Reserve will be constructed in Q4.   | Yes             | Completed                     | 100,000      | 43,724                 | 56,276                |
| 5.3.2.30 Trumper Park Pathway renewal - Pathway renewal from the Trumper Park Tennis Courts to Edgecliff Train Station (Bowes Avenue) (01678)                  | In Progress    | This project is 50% grant funded by the NSW Metropolitan Greenspace Program. Detailed design works have progressed and it is currently anticipated that community consultation will occur in May/June, followed by procurement of a contractor in June/July, with construction works to commence in Q1 FY22/23.            | Yes             | In Progress                   | 384,000      | 15,583                 | 368,417               |

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|---|----------------|---|-----------------|-------------------------------|--------------|-------------------------|-----------------------|
| 5.3.2.32 Parsley Bay cliff columns - Replacement and repair of existing supporting columns located under the western side of Parsley Bay rock shelves (01680) | In Progress    | An Aboriginal Heritage Impact Assessment has been prepared by Coast Heritage and submitted to Heritage NSW, who are expected to issue an approval permit in May . Concurrently quotations will be sought in May. The anticipated commencement date for works is mid-June 2022.  | Yes             | In Progress                   | 101,800      | 11,899                  | 89,901                |
| 5.3.2.33 Figtree Reserve landscaping - Landscaping works due to flood damage to Figtree Reserve overlooking Cooper Park (01681)                               | In Progress    | Engineering design drawings have been prepared for procuring a contractor during Q4. Works are expected to commence in Q1 FY2022/23.  | Yes             | In Progress                   | 186,000      | 11,736                  | 174,264               |
| 5.3.2.34 Softfall Renewal - various sites identified in Assets register (01086)   | In Progress    | Softfall renewal at Plumb Reserve and Dillon Reserve are complete. The remaining budget will be used for repair and upgrade on various sites in Q4, including the outdoor exercise stations in Christison Park.   | Yes             | Completed                     | 172,436      | 114,314                 | 58,122                |
| 5.3.2.35 Fitness Station Renewal - Various upgrades (01619)   | Completed      | Project complete.   | No              | Completed                     | 76,553       | 76,553                  | 0                     |
| 5.3.2.36 Christison Park sportsground irrigation - implement stage 2 of the upgrade (01402)   | In Progress    | The sportsground irrigation Stage 2 upgrade is on-hold pending the requirement for an above ground tank to be installed. The proposal to install a tank may receive some community interest. With this in mind the project is on hold until the review of the Christison Park Plan of Management has been undertaken. The remaining budget will be allocated to some improved drainage work on the embankment of Christison Park to assist with water flowing onto the pathway along Old South Head Road. | Yes             | Completed                     | 38,590       | 0                       | 38,590                |
| 5.3.2.37 Trumper Park Sightcreens (01618)   | Completed      | Project completed. Budget savings will be reallocated to fund over expenditure on other projects.   | No              | Completed                     | 39,569       | 27,666                  | 11,903                |

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|--|------------------------------|---|-----------------|-------------------------------|--------------------|-------------------------|-----------------------|
| 5.3.2.38 Synthetic Cricket wicket upgrades - Replacement of synthetic surface on Rushcutters Bay Park and Lough Playing Fields cricket pitches (01683) | In Progress                  | Renewal of the synthetic cricket wickets at Lough Playing Field and Rushcutters Bay Park are complete. The remaining budget will be used on the renewal of the cricket wicket at Christison Park. | Yes             | Completed                     | 30,000             | 7,563                   | 22,437                |
| 5.3.2.39 Croquet Club - External painting & repairs (01622)  | Completed                    | Works complete.   | No              | Completed                     | 43,433             | 43,433                  | 0                     |
| 5.3.2.40 Sir David Martin Reserve Toilets - Refurbish toilets (01624)  | Completed                    | Works complete.   | No              | Completed                     | 61,489             | 62,054                  | -565                  |
| 5.3.2.41 Lyne Park Amenities & Toilets - Upgrade change rooms (01686)  | Tenders or Quotations Called | Quotations for tiling and painting invited. It is anticipated works will be completed in Q4.  | No              | Completed                     | 30,000             | 0                       | 30,000                |
| 5.3.2.42 Lough Field Amenities - Roof, gutters & downpipes (01687)   | Tenders or Quotations Called | Quotations for gutter replacement and painting invited. It is anticipated works will be completed in Q4.  | No              | Completed                     | 30,000             | 0                       | 30,000                |
| 5.3.2.43 Trumper Park Grandstand & Amenities - Re-tile showers and toilet areas in change rooms (01688)  | Tenders or Quotations Called | A grant application has been submitted which will greatly change the scope of works for this project if successful. Awaiting outcome of grant application to determine next stage.                | No              | In Progress                   | 50,000             | 28,160                  | 21,840                |
| 5.3.2.44 Major Sports Surface Renovations (01482) and (01085)  | In Progress                  | Funds are being used to undertake repairs to the Rushcutters Bay Park bore. Further investigations continue to determine a repair solution. Anticipated completion Q4.                            | Yes             | Completed                     | 50,000             | 34,405                  | 15,595                |
| 5.3.2.45 Cooper Park Tennis Sewer Works (01707)  | In Progress                  | Contractor engaged and awaiting start date for completion in Q4.  | Yes             | Completed                     | 17,000             | 0                       | 17,000                |
| <b>TOTAL:</b>  |                              |   |                 |                               | <b>\$5,677,874</b> | <b>\$2,252,715</b>      | <b>\$3,425,159</b>    |

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|---|----------------|--|-----------------|-------------------------------|------------------|-------------------------|-----------------------|
| <b>Priority 5.3.3: Continue improvement program for horticultural sites in business centres.</b>  |                |  |                 |                               |                  |                         |                       |
| 5.3.3.1 Double Bay Commercial Centre - Double Bay Lanterns (01645) and (01481)  | In Progress    | Discussions underway with Ausgrid and Council's technical consultants regarding a solution to replacing luminaires without requiring significant trenching and expenditure. Anticipated resolution of this in 4th quarter, with construction to occur in FY22/23.  | Yes             | In Progress                   | 372,437          | 21,500                  | 350,937               |
| <b>TOTAL:</b>   |                |  |                 |                               | <b>\$372,437</b> | <b>\$21,500</b>         | <b>\$350,937</b>      |
| <b>Strategy 5.6: Reduce impacts of local flooding and improve floodplain risk management.</b>   |                |  |                 |                               |                  |                         |                       |
| <b>Priority 5.6.1: Develop &amp; implement a five year capital renewal program for stormwater drainage infrastructure and Environmental Works Program for water quality improvements.</b> |                |  |                 |                               |                  |                         |                       |
| 5.6.1.1 Inlet Capacity Increase - Multiple jobs to improve stormwater capacity (01466) and to identify and rectify small Stormwater system works (01492)                                  | Completed      | The Inlet Capacity Increase project and Stormwater Small Works Project are carried out concurrently and are on-going projects which involve improving/constructing stormwater kerb inlets or systems to improve overall stormwater capacity.<br><br>Various inlet capacity and stormwater upgrades are planned for FY2021/22 and include Dudley Road, Rose Bay and pit works in Figtree Lane, Woollahra. These works were completed in Q2. Savings on this project will be used to fund over-expenditure on other projects.                                    | No              | Completed                     | 261,500          | 244,867                 | 16,633                |
| 5.6.1.2 Watsons Bay Flood Mitigation Project (01409)  | In Progress    | This project incorporates road and stormwater upgrades to reduce flooding in the Watsons Bay catchment. It is proposed to lower the eastern side of Cliff Street to increase the drainage capacity of the road, replace the existing concrete channel with a rock-lined, landscaped swale and additional stormwater pipes and pits. Community consultation was completed in December 2021. Further investigation was undertaken to identify utility services to develop a detail design. The procurement phase will be undertaken in Q4 prior to construction. | Yes             | In Progress                   | 349,316          | 2,485                   | 346,831               |
| 5.6.1.3 Condition assessment for the stormwater network by using CCTV inspection (01493) and (00820)  | Completed      | This is an on-going project and involves undertaking CCTV inspections of Council's stormwater network in known problem areas or in critical locations to assess the condition of pipes across the LGA. Any defects identified are recorded and repair works are prioritised. This data is considered when developing Council's future capital and maintenance  | No              | Completed                     | 60,887           | 60,819                  | 68                    |

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|---|---------------------------|---|-----------------|-------------------------------|--------------|------------------------|-----------------------|
|   |                           | drainage budgets and is incorporated in Council's Asset and Defects Register.<br>CCTV of stormwater systems undertaken this FY21/22 include in Mona Lane, Darling Point; Edgecliff Road, Woollahra; Dudley Street, Rose Bay; and Figtree Lane, Woollahra.   |                 |                               |              |                        |                       |
| 5.6.1.4 Rivers Street at Victoria Road Bellevue Hill - Pipe system extension (01575)  | Completed                 | Project complete.   | Yes             | Completed                     | 26,808       | 25,826                 | 982                   |
| 5.6.1.5 Bunyula Road Bellevue Hill - New Pipe installation from O'Sullivan Road up (01576)  | Completed                 | Project complete. Savings on this project will be used to fund over-expenditure on other projects.  | Yes             | Completed                     | 7,216        | 4,545                  | 2,671                 |
| 5.6.1.6 Caledonia Road Rose Bay - Stormwater Outfall Upgrade on Rose Bay Beach (Design and Construct) (01661)   | In Progress               | Project is in detailed design phase and is being finalised. Community and stakeholder consultation will occur prior to procurement and construction and this engagement process will be held Q4. Project is due to commence construction in Q1 of FY2022/23 during the winter months.   | Yes             | In Progress                   | 400,000      | 70,299                 | 329,701               |
| 5.6.1.7 Kiaora Road cnr Forest Road Double Bay - Stormwater improvement works (01662)   | In Progress               | Project involves augmenting two stormwater pits to improve stormwater drainage. Procurement stage complete. Project is in construction stage and scheduled to be completed in Q4.   | Yes             | Completed                     | 69,500       | 33,571                 | 35,929                |
| 5.6.1.8 Pringle Place at Bellevue Garden Bellevue Hill - New stormwater pipe connection from Pringle Place to Bellevue Gardens (Construction) (01663) | In Progress               | Project is in investigation and detailed design phase. Contractors have been engaged to undertake site works for future stormwater improvements. Consultation with Council staff and local residents is underway and once negotiations are complete, this will determine next steps of the project to be undertaken in conjunction with the Pringle Place rock face stabilisation works (#01664). | Yes             | In Progress                   | 55,000       | 0                      | 55,000                |
| 5.6.1.9 Stormwater Harvesting - Christison Park (00162)   | Preliminary Investigation | Monitoring equipment has been installed at Christison Park to determine the natural flow of water around the grandstand area. Installation of an additional tank to expand stormwater harvesting capacity at Christison Park is on hold   | No              | Not Commenced                 | 280,729      | 509                    | 280,220               |

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|--|----------------|---|-----------------|-------------------------------|--------------------|------------------------|-----------------------|
| 5.6.1.10 Stormwater Harvesting (01484)   | In Progress    | pending completion of the Plan of Management (POM). The POM is currently on public exhibition.<br><br>Council is working with the Centre for Organic Research and Investigation (CORE) on a project to reduce water use for irrigation on sporting fields. Application of coring and top-dressing to reduce the water needed for irrigation will take place at Christison Park in April, with potential to roll out to additional fields.     | Yes             | In Progress                   | 70,000             | 0                      | 70,000                |
| <b>TOTAL:</b>  |                |   |                 |                               | <b>\$1,580,956</b> | <b>\$442,921</b>       | <b>\$1,138,035</b>    |
| <b>Strategy 5.7: Renew and upgrade ageing infrastructure including roads, footpaths, stormwater drains and seawalls.</b>   |                |   |                 |                               |                    |                        |                       |
| <b>Priority 5.7.2: Implement the Infrastructure Capital Works Programs for renewal for all classes of public infrastructure.</b>   |                |   |                 |                               |                    |                        |                       |
| 5.7.2.1 Plan and control the E&IR Program (00163)  | In Progress    | The project is ongoing and used to investigate, plan and design Council's Environmental & Infrastructure Renewal Program. Some works are currently being completed, and any remaining budget on this project will be used to fund over-expenditure on other projects.   | No              | Completed                     | 42,395             | 11,027                 | 31,368                |
| 5.7.2.2 Russell Street Vacluse, b/w Old South Head Road and Palmerston Street - Infrastructure Renewal Works (design, kerb & gutter, 40% of the footpath reconstruction, pavement reconstruction, reduction in camber, construction of 100m stormwater pipe) (01425) | In Progress    | Project is in construction stage and scheduled to be completed in Q4.   | Yes             | Completed                     | 445,170            | 145,759                | 299,411               |
| 5.7.2.3 Forward Design on Forward Program (01496)  | In Progress    | Project is ongoing and involves preparing designs for future capital works projects. Design consultants have been engaged to develop future capital works program designs work planned for FY2022/2023. Designs for Victoria Road, Bellevue Hill, near Rose Bay Avenue, to upgrade footpaths and kerb and gutter works near Cranbrook School; Edgecliff Road, Woollahra, near Kendall Street to upgrade stormwater and kerb and gutter works. | Yes             | Completed                     | 55,422             | 52,080                 | 3,342                 |
| 5.7.2.4 George Street Paddington b/w   | In Progress    | George Street, which is the upstream component of the stormwater line, is in design phase. An application for grant   | Yes             | In Progress                   | 619,836            | 572                    | 619,264               |

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|---|----------------|--|-----------------|-------------------------------|--------------|-------------------------|-----------------------|
| Underwood Street and Oxford Street - Kerb & gutter; road pavement, footpath and Stormwater system upgrade works (01512) |                | funding has been made to DPIE, and the grant funding was unsuccessful. In order to increase the budget to complete this project, it is proposed to roll this over and seek additional funding in the FY2022/23 Capital Works Program.  |                 |                               |              |                         |                       |
| 5.7.2.5 Hampden Street Royston Lane to Royston Road Paddington – Road pavement and footpath renewal works (01513)       | In Progress    | Designs complete. Project will be carried out in stages to ensure that the works are in coordination with Sydney Water main trunk line works. Works in Soudan Lane are now complete and the Hampden Street works will be scheduled for late 2022 noting Sydney Water have advised that they will be undertaking works over the next six months. Community notification will occur prior to construction.   | Yes             | In Progress                   | 411,542      | 68,123                  | 343,419               |
| 5.7.2.6 Retaining Wall Improvement Works - retaining walls and safety rails (01523)                                     | In Progress    | This project involves retaining wall and fence improvement works across the municipality. Projects for the FY2021/22, include retaining wall improvements in Wyuna Road, Point Piper (fence), Kambala Steps (handrail/ guard rail), 129 O'Sullivan Road, Bellevue Hill (handrail/guard rail), 22 Latimer Road, Bellevue Hill (handrail/guard rail), 18 Burrabirra Avenue, Vaucluse (handrail/guard rail), Riddell Street, Bellevue Hill (stairway reconstruction), stairs maintenance between Upper and Lower Harris Street Reserve, Paddington (complete), stairs and fence reconstruction in Bradley Avenue Reserve, Bellevue Hill, 98 Victoria Road, Bellevue Hill (retaining wall repairs) (complete), and 36 Fitzwilliam Street, Vaucluse (complete). | Yes             | Completed                     | 203,663      | 144,923                 | 58,740                |
| 5.7.2.7 Rose Bay Promenade Seawall – Conservation/Rehabilitation (01525)  | In Progress    | Council has received an Issues Paper on the Rose Bay Promenade Seawall providing Council with a direction to undertake maintenance works on a State Heritage Item. Council staff have been liaising with NSW Heritage and Council's Heritage Staff to obtain heritage approval. Heritage approval has now been granted. An on-going program of works will be developed to be undertaken the works in stages.   | Yes             | In Progress                   | 88,119       | 26,902                  | 61,217                |

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|---|----------------|--|-----------------|-------------------------------|--------------|-------------------------|-----------------------|
| 5.7.2.8 Minor Capital Road Works -Minor Road& Footpath Works All Wards (01526)  | In Progress    | This project involves minor road work improvements across the municipality.<br>A number of locations have been completed and the remaining minor road work improvements planned for FY2021/22 include works at 59-61 Wolseley Road, Point Piper; Hargrave Street, cnr Cascade St, Paddington; Darling Point Road, cnr St Marks Road, Darling Point; Loftus Road cnr Annandale Street, Darling Point, Spencer Lane at Hamilton Road, Rose Bay; Boundary Street cnr Campbell Avenue, Paddington; Galbraith Walkway in Double Bay; Edgecliff Road near Wellington Street, Woollahra; and 224-230 Edgecliff Road, Woollahra. Over-expenditure on this project will be funded from under-expenditure on other projects. | No              | Completed                     | 186,943      | 191,679                 | -4,736                |
| 5.7.2.9 Balfour Road Bellevue Hill 60 Balfour Road to Balfour Lane - Road Pavement, Kerb & Gutter Reconstruction and Stormwater upgrade (01579) | In Progress    | Project is in design stage. Design scope near the intersection at Latimer Road investigated. Construction is scheduled for Q4.   | Yes             | Completed                     | 209,246      | 29,538                  | 179,708               |
| 5.7.2.10 Cooper Park Road btw Streatfield Road and 27 Cooper Park Road - Road Pavement and Kerb & Gutter Reconstruction (01580)                 | Completed      | Project complete. Over-expenditure on this project will be funded by under-expenditure on other projects.  | Yes             | Completed                     | 112,839      | 127,473                 | -14,634               |
| 5.7.2.11 Boronia Road Bellevue Hill btw 67 and 35 Boronia Road - Road Pavement and Kerb & Gutter Reconstruction as needed (01582)               | Completed      | Project complete. Over-expenditure on this project will be funded by under-expenditure on other projects.  | Yes             | Completed                     | 351,056      | 367,093                 | -16,037               |
| 5.7.2.12 Fullerton Street Woollahra btw Wellington Street and Trelawney Street - Road Pavement Kerb & Gutter and                                | Completed      | Project complete. Over-expenditure on this project will be funded by under-expenditure on other projects.  | Yes             | Completed                     | 202,431      | 216,706                 | -14,275               |

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|---|----------------|--|-----------------|-------------------------------|--------------|-------------------------|-----------------------|
| Footpath Reconstruction (01585)   |                |  |                 |                               |              |                         |                       |
| 5.7.2.13 Court Road Double Bay btw Manning Road and Kiaora Road - Road Pavement and Kerb & Gutter Reconstruction as needed (01586)            | Completed      | Project complete.  | No              | Completed                     | 382,481      | 382,400                 | 81                    |
| 5.7.2.14 Glendon Road Double Bay btw Carlotta Road to the End - Road Pavement Kerb & Gutter Reconstruction and Stormwater upgrade (01588)     | In Progress    | Project commenced construction in Q3 however recent weather events have placed works on hold and demonstrated a need for some additional works to the project. Additional funds have been sought in this quarterly budget review for this increased scope. | Yes             | Completed                     | 171,968      | 174,830                 | -2,862                |
| 5.7.2.15 Ocean Avenue Double Bay btw Holt Street and New South Head Road - Road Pavement Kerb & Gutter and Footpath Reconstruction (01589)    | Completed      | Project complete. Savings on this project will be used to fund over-expenditure on other projects.   | Yes             | Completed                     | 2,074        | 0                       | 2,074                 |
| 5.7.2.16 Rawson Road Rose Bay btw New South Head Road and the End - Road Pavement Footpath and Kerb & Gutter Reconstruction as needed (01601) | Completed      | Project complete.  | No              | Completed                     | 308,017      | 308,793                 | -776                  |
| 5.7.2.17 The Crescent Vacluse btw Hopetoun Avenue and Hopetoun Avenue - Road Pavement Footpath and Kerb & Gutter Reconstruction               | In Progress    | Civil works relating to footpath and Kerb & Gutter reconstruction is complete. Sydney Water are undertaking works within this location and road re-sheeting expected to be completed in Q4.  | Yes             | Completed                     | 151,493      | 140,405                 | 11,088                |

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|---|----------------|--|-----------------|-------------------------------|--------------|-------------------------|-----------------------|
| including Stormwater System Upgrade (01602)   |                |  |                 |                               |              |                         |                       |
| 5.7.2.18 Sutherland Avenue Paddington btw Royston Street and Cecil Street- Road Pavement Re-sheeting (01604)  | In Progress    | Project on hold pending Sydney Water's stormwater improvement works being completed. For the road pavement re-sheeting component of this project, Reconophalt asphalt will be used. Project will be carried out in coordination with Sydney Water and with other planned works in Hampden Street, Paddington.  | No              | In Progress                   | 28,047       | 0                       | 28,047                |
| 5.7.2.19 Parsley Bay Wharf rehabilitation and improvement works (01607)   | In Progress    | Project is in investigation and design stage. Project is for design works only which will be used to seek grant funding in the future to deliver the project. Future funding has been allocated in Council's draft budget FY2022/23 to assist in the delivery of this project. Over-expenditure on this project will be funded from under-expenditure on other projects. | No              | Completed                     | 36,851       | 44,668                  | -7,817                |
| 5.7.2.20 Road Reserve Slope Stabilisation at 81-89 Wolseley Road, Point Piper (01644)   | Completed      | Project complete.  | No              | Completed                     | 81,829       | 81,827                  | 2                     |
| 5.7.2.21 Reconophelt - Accelerated program of road re-sheeting (01646)  | In Progress    | Project incorporates re-sheeting works in The Crescent. Sydney Water are undertaking works within this location and road re-sheeting expected to be completed in Q4.   | Yes             | Completed                     | 279,191      | 230,760                 | 48,431                |
| 5.7.2.22 Cranbrook Lane - Stairs Reconstruction (01666)   | In Progress    | Project is in design phase. Once the designs are complete, community engagement will occur. Construction phase for this project will be included in the FY2022/23 draft budget.  | No              | Completed                     | 14,176       | 13,364                  | 813                   |
| 5.7.2.23 Johnstons Lookout, Vaucluse, Hopetoun Ave to 63A New South Head Rd - New footpath construction from Hopetoun Ave to Bus shelter at Johnston Look out, Footpath and kerb and gutter reconstruction at | In Progress    | Project is in construction stage with majority of civil works complete and scheduled to finish in Q4. Savings on this project will be used to fund over-expenditure on other projects.   | Yes             | Completed                     | 187,230      | 172,306                 | 14,924                |

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\*\*Actual Expenditure to end of quarter, including commitments.

| Actions  | Current Status | Progress Comments   | Comment Updated | Projected Status 30 June 2022 | Budget (\$)* | YTD Expenditure (\$)** | Budget Remaining (\$) |
|--|----------------|---|-----------------|-------------------------------|--------------|------------------------|-----------------------|
| Hopetoun Ave and New South Head Rd, Handrail from Hopetoun Ave to NSH Rd (01667)   |                |   |                 |                               |              |                        |                       |
| 5.7.2.24 Bates Avenue - Stairs Reconstruction (01668)  | In Progress    | Design stage near completion and community engagement and notification will occur prior to construction in Q4.  | Yes             | Completed                     | 100,000      | 9,773                  | 90,227                |
| 5.7.2.25 Ocean Street, Woollahra, Peaker Lane to Forth Street - Road Pavement re-sheeting, asphalt footpath and gutter reconstruction (01669)  | In Progress    | Project is in construction stage and scheduled to be completed in Q4.   | No              | Completed                     | 204,000      | 174,655                | 29,345                |
| 5.7.2.26 O'Sullivan Road btw Old South Head Road and 259 O'Sullivan Rd - Road pavement re-sheeting, footpath and gutter reconstruction (01670) | In Progress    | Project is in procurement phase and construction is expected to commence in Q4.   | Yes             | In Progress                   | 320,000      | 19,516                 | 300,484               |
| 5.7.2.27 Old South Head Road, Salisbury Road to Robertson Pl - Pavement re-sheeting and reconstruction of footpath (01671)                     | In Progress    | Project is in construction stage and scheduled to be completed in Q4.   | Yes             | Completed                     | 209,000      | 163,852                | 45,148                |
| 5.7.2.28 6 Pringle Place - Stabilisation of a Council owned rock face as detailed in GHD geotechnical risk report (01664)                      | In Progress    | Project is in investigation and detailed design phase. Contractors have been engaged to undertake site works for future stormwater improvements. Consultation with the affected residents will occur prior to this project progressing to the next stage, to be undertaken in conjunction with the Pringle Place stormwater pipe works between Pringle Place and Bellevue Gardens (#01663). | Yes             | In Progress                   | 345,227      | 11,507                 | 333,720               |

\*The budget figure includes the current year's original budget plus revotes and rollovers from previous year and any adopted quarterly variations

\*\*Actual Expenditure to end of quarter, including commitments.

| Actions   | Current Status | Progress Comments | Comment Updated | Projected Status 30 June 2022 | Budget (\$)*       | YTD Expenditure (\$)*** | Budget Remaining (\$) |
|---|----------------|-------------------|-----------------|-------------------------------|--------------------|-------------------------|-----------------------|
| 5.7.2.29 Preston Avenue btw New South Head Rd and Fairfax Rd (01665)  | Completed      | Project complete. | Yes             | Completed                     | 139,733            | 140,559                 | -826                  |
| 5.7.2.32 Victoria Road Bellevue Hill btw Cranbrook Road and Ginahgull - Road Pavement Re-sheeting (01603)                                     | Completed      | Project complete. | No              | Completed                     | 256                | 256                     | 0                     |
| 5.7.2.33 Ormond St, Paddington, Olive St to Oxford St - Footpath reconstruction, including tree planting and some kerb & gutter works (01527) | Completed      | Project complete. | No              | Completed                     | 5,591              | 5,591                   | 0                     |
| <b>TOTAL:</b>   |                |                   |                 |                               | <b>\$5,895,826</b> | <b>\$3,456,936</b>      | <b>\$2,438,890</b>    |

\*The budget figure includes the current year's original budget plus revotes and rollovers from previous year and any adopted quarterly variations

\*\*Actual Expenditure to end of quarter, including commitments.

## Goal 6: Getting around

| Actions   | Current Status | Progress Comments  | Comment Updated | Projected Status 30 June 2022 | Budget (\$)*       | YTD Expenditure (\$)** | Budget Remaining (\$) |
|---|----------------|--|-----------------|-------------------------------|--------------------|------------------------|-----------------------|
| <b>Strategy 6.1: Facilitate an improved network of accessible and safe alternate transport options.</b>                             |                |  |                 |                               |                    |                        |                       |
| <b>Priority 6.1.1: Provide for sustainable, safe convenient and efficient local movement of pedestrians, cyclists and vehicles.</b> |                |  |                 |                               |                    |                        |                       |
| 6.1.1.1 New South Head Rd, William St - Norwich Rd shared path (01304)  | In Progress    | Construction of the Shared Paths are largely complete. Construction on the intersections as well as The Promenade is underway and scheduled to be completed in Q4.   | Yes             | In Progress                   | 1,478,272          | 1,274,201              | 204,071               |
| 6.1.1.2 Norwich Lane/Norwich Road cycleway - Bicycle Strategy (01465)   | In Progress    | Project is in detail design stage with procurement to commence following completion of the detail design. Project is due to commence construction in Q4.   | Yes             | In Progress                   | 225,857            | 27,699                 | 198,158               |
| 6.1.1.3 Glenmore Road at Flinton Street, Paddington - Traffic Calming works (LATM) (01463)  | Completed      | Project complete.  | No              | Completed                     | 0                  | 238                    | -238                  |
| <b>TOTAL:</b>   |                |  |                 |                               | <b>\$1,704,129</b> | <b>\$1,302,138</b>     | <b>\$401,991</b>      |
| <b>Strategy 6.4: Reduce traffic congestion, noise and speeding.</b>   |                |  |                 |                               |                    |                        |                       |
| <b>Priority 6.4.1: Reduce vehicle speed and traffic congestion through the introduction of traffic management facilities.</b>       |                |  |                 |                               |                    |                        |                       |
| 6.4.1.1 Glenmore Road Paddington at Liverpool Street - Kerb extensions (01571)  | In Progress    | Project is in procurement phase and construction is expected to commence in Q4.  | Yes             | In Progress                   | 66,819             | 2,557                  | 64,262                |
| 6.4.1.2 Gurner Street Paddington (southern side near Norfolk Lane) - Bus Shelter (01573)  | Completed      | Project is in construction stage and scheduled to be completed in Q4.  | Yes             | Completed                     | 78,291             | 78,000                 | 291                   |
| 6.4.1.3 O'Sullivan Road Cycleway - Separated Cycleway Design (01574)  | In Progress    | Transport for NSW have advised that they will not be proceeding with a temporary pop up cycleway in O'Sullivan Road. A concept design for a permanent cycleway has been developed for consideration as part of the draft Active Transport Plan. Once Council endorses the draft Active Transport Plan, design consultants will be engaged to | No              | In Progress                   | 199,582            | 0                      | 199,582               |

\*The budget figure includes the current year's original budget plus revotes and rollovers from previous year and any adopted quarterly variations

\*\*Actual Expenditure to end of quarter, including commitments.



| Actions   | Current Status | Progress Comments  | Comment Updated | Projected Status 30 June 2022 | Budget (\$)* | YTD Expenditure (\$)*** | Budget Remaining (\$) |
|---|----------------|--|-----------------|-------------------------------|--------------|-------------------------|-----------------------|
|   |                | develop detailed designs which will be used for funding submissions to TfNSW.  |                 |                               |              |                         |                       |
| 6.4.1.4 Gurner Lane, Paddington – Shared Zone – Active Transport Program 2020/2021 (01643) and (01572)  | Completed      | Project complete. Remaining budget on this project will be used to fund over-expenditure on other projects.  | Yes             | Completed                     | 103,565      | 99,661                  | 3,904                 |
| 6.4.1.5 Double Bay Centre – High Pedestrian Activity Area with Traffic Calming (01648)  | Completed      | Project complete. Remaining budget on this project will be used to fund over-expenditure on other projects.  | Yes             | Completed                     | 543,471      | 532,291                 | 11,180                |
| 6.4.1.6 Paddington Greenway – Planning & Design (01652)   | In Progress    | Feasibility Study was reported to Council on 27 September 2021. Detailed site investigations and studies are being undertaken and consultation design developed for reporting back to Council in Q4.   | No              | In Progress                   | 300,000      | 224,049                 | 75,951                |
| 6.4.1.7 Federal Stimulus Road Safety Program School Zones (01653)   | Completed      | Project complete. The Federal Stimulus Funding for these projects was expressly restricted to the relevant projects. Transport for NSW and Council staff have negotiated the use of the remaining funds and it is agreed to apply the remaining funds to upgrade the pedestrian lighting at the various crossings. These remaining grant funds will be combined under a central budget in FY22/23 to undertake the lighting works next financial year.   | Yes             | Completed                     | 874,201      | 698,053                 | 176,148               |
| 6.4.1.8 Glenmore Road, at Campbell Street Paddington - Traffic and Pedestrian Upgrade- Improve pedestrian and traffic safety by raising the existing pedestrian crossing including pedestrian lighting upgrades (01658) | Completed      | Project complete. This project was successful in receiving funds as part of the Federal Stimulus Funding program. The Federal Stimulus Funding was expressly restricted to the relevant projects. Those projects have been completed to the highest standard, and the remaining funding must be returned as part of the agreement. Transport for NSW and Council staff have negotiated the use of the remaining funds and it is agreed to apply the remaining funds to upgrade the pedestrian lighting at this crossing. These remaining grant funds will be combined under a central budget in FY22/23 to undertake the lighting works next financial year. | Yes             | Completed                     | 180,000      | 140,575                 | 39,425                |

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\*\*Actual Expenditure to end of quarter, including commitments.

| Actions   | Current Status | Progress Comments   | Comment Updated | Projected Status 30 June 2022 | Budget (\$)*       | YTD Expenditure (\$)*** | Budget Remaining (\$) |
|---|----------------|---|-----------------|-------------------------------|--------------------|-------------------------|-----------------------|
| 6.4.1.9 Dover Road, at Carlisle Street - Traffic and Pedestrian Upgrade- Improve pedestrian and traffic safety by raising the existing pedestrian crossing including pedestrian lighting upgrades (01659) | Completed      | Project complete. This project was successful in receiving funds as part of the Federal Stimulus Funding program. The Federal Stimulus Funding was expressly restricted to the relevant projects. Those projects have been completed to the highest standard, and the remaining funding must be returned as part of the agreement. Transport for NSW and Council staff have negotiated the use of the remaining funds and it is agreed to apply the remaining funds to upgrade the pedestrian lighting at the other various crossings where it is required. These remaining grant funds will be combined under a central budget in FY22/23 to undertake the lighting works next financial year. | Yes             | Completed                     | 180,000            | 111,034                 | 68,966                |
| 6.4.1.10 Woollahra Cycleways Project - Design - Priority 1 Project to be identified in Active Transport Plan (01660)  | Not Commenced  | Priority projects will progress to investigation and design stage, once Council has endorsed the Active Transport Plan. A Councillor Briefing on the Draft ATP will be scheduled in May 2022.   | Yes             | In Progress                   | 100,000            | 0                       | 100,000               |
| 6.4.1.11 Old South Head Road Vaucluse at Cambridge Avenue - Pedestrian Refuge Island (01569)  | Completed      | Project complete.   | No              | Completed                     | 0                  | -51                     | 51                    |
| 6.4.1.12 Hopetoun Avenue Vaucluse at Wentworth Road - Pedestrian Refuge Island (01570)  | Completed      | Project complete.   | No              | Completed                     | 0                  | 522                     | -522                  |
| <b>TOTAL:</b>   |                |   |                 |                               | <b>\$2,625,929</b> | <b>\$1,886,691</b>      | <b>\$739,238</b>      |

\*The budget figure includes the current year's original budget plus revotes and rollovers from previous year and any adopted quarterly variations

\*\*Actual Expenditure to end of quarter, including commitments.

## Goal 7: Protecting our environment

| Actions  | Current Status        | Progress Comments   | Comment Updated | Projected Status 30 June 2022 | Budget (\$)*     | YTD Expenditure (\$)** | Budget Remaining (\$) |
|--|-----------------------|---|-----------------|-------------------------------|------------------|------------------------|-----------------------|
| <b>Strategy 7.1: Protect natural landscapes, systems and biodiversity.</b>   |                       |   |                 |                               |                  |                        |                       |
| <b>Priority 7.1.3: Educate and partner with the community on the protection of natural areas and waterways, including Bushcare.</b>  |                       |   |                 |                               |                  |                        |                       |
| 7.1.3.1 Interpretation Signage - Signage for Nature Walks including Cooper Park Nature Wellness Trail (01704)  | In Progress           | Signage for the Cooper Park Nature Connection walk is currently being manufactured and is scheduled for installation in May. Interpretive signs have been designed and installed at Cooper Park and Trumper Park to educate about water quality and pond ecology.   | Yes             | Completed                     | 30,000           | 7,357                  | 22,643                |
| <b>TOTAL:</b>  |                       |   |                 |                               | <b>\$30,000</b>  | <b>\$7,357</b>         | <b>\$22,643</b>       |
| <b>Strategy 7.3: Support cleaner, healthier waterways including improved water quality and healthy water catchments, creeks and harbour.</b>                               |                       |   |                 |                               |                  |                        |                       |
| <b>Priority 7.3.1: Implement a five year Capital Renewal Program for stormwater drainage infrastructure and Environmental Works Program for water quality improvement.</b> |                       |   |                 |                               |                  |                        |                       |
| 7.3.1.1 Cooper Park Rehabilitation (01489)   | Completed             | Installation of a Gross Pollutant Trap at the corner of Adelaide Street and View Street to improve the water quality in the Cooper Park Creek and pond is complete. Costings are split between cost centres #01487, #01489, #01705. Over-expenditure on this project will be funded from under-expenditure on other projects in the next quarterly budget review. | Yes             | Completed                     | 50,137           | 50,642                 | -505                  |
| 7.3.1.2 Pond rehabilitation - Actions to improve ponds at Trumper and Cooper Park (01705)  | Completed             | Installation of a Gross Pollutant Trap at the corner of Adelaide Street and View Street to improve the water quality in the Cooper Park Creek and pond is complete. Costings are split between cost centres #01487, #01489, #01705. Over-expenditure on this project will be funded from under-expenditure on other projects in the next quarterly budget review. | Yes             | Completed                     | 30,000           | 29,636                 | 364                   |
| 7.3.1.3 Rose Bay Working Party Actions - Implementation of Rose Bay Beach Sand Redistribution (01706)  | Design/Scope of Works | The application submitted to the Coastal and Estuary Grants Program to undertake a sand redistribution was approved. A work plan has been submitted to DPE for approval prior to appointment of a contractor. Relevant approvals are being obtained and sediment sampling and survey work is underway. Works are anticipated to be undertaken in Q4.              | Yes             | Completed                     | 50,000           | 0                      | 50,000                |
| <b>TOTAL:</b>  |                       |   |                 |                               | <b>\$130,137</b> | <b>\$80,279</b>        | <b>\$49,858</b>       |

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\*\*Actual Expenditure to end of quarter, including commitments.

## Goal 8: Sustainable use of resources

| Actions   | Current Status            | Progress Comments   | Comment Updated | Projected Status 30 June 2022 | Budget (\$)* | YTD Expenditure (\$)** | Budget Remaining (\$) |
|---|---------------------------|---|-----------------|-------------------------------|--------------|------------------------|-----------------------|
| <b>Strategy 8.1: Reduce greenhouse gas emissions and ecological footprint.</b>  |                           |   |                 |                               |              |                        |                       |
| <b>Priority 8.1.2: Provide programs and projects to reduce local greenhouse gas emissions and ecological footprint.</b> |                           |   |                 |                               |              |                        |                       |
| 8.1.2.1 Energy Conservation & Carbon Reduction Projects (01490)   | In Progress               | Installation of solar on Redleaf Council Chambers has been completed. Installation of a public EV charger in Goodhope Street Paddington is complete. The 3 Councils Regional Environment Program projects have continued with further solar installations planned through the Solar My Club Program - this quarter an installation was completed at Emmanuel Synagogue.<br>A project has commenced to determine options to increase uptake of renewable energy in the community. A project is in development to improve the energy efficiency of lighting at the Grafton Street Carpark.<br>It is anticipated that a small amount of remaining funding from this cost centre will be allocated to Kiaora Buildings Energy Reduction (PR 01638). | Yes             | Completed                     | 178,693      | 32,048                 | 146,645               |
| 8.1.2.2 Kiaora Buildings Carbon Reduction (01637)   | In Progress               | Contractors have completed installation of the solar panels at Kiaora Place. The panels were delayed, but the project has now been completed. The remaining funds on this project will be allocated to Kiaora Buildings Energy Reduction (PR 01638).  | Yes             | Completed                     | 125,000      | 43,680                 | 81,320                |
| 8.1.2.3 Kiaora Buildings Energy Reduction (01638)   | Preliminary Investigation | Investigations are continuing to determine the feasibility of the Building Management System. Advice is being sought from experienced contractors.  | Yes             | In Progress                   | 166,597      | 0                      | 166,597               |
| 8.1.2.4 Electric Vehicles - supporting Council transition to electric fleet (01639)                                     | Completed                 | Projects for this FY supporting Councils transition to electric fleet complete, including purchase of an electric bike and storage cage, installation of electric vehicle charger for the library vehicle and purchase of an electric buggy for Parks staff.  | Yes             | Completed                     | 7,000        | 5,933                  | 1,067                 |
| 8.1.2.5 Electric Vehicle Charging - Installation of two on-street chargers and  | Preliminary Investigation | Investigations have commenced for suitable sites for a public EV charger in Vaucluse and one other location.  | Yes             | In Progress                   | 65,000       | 14,704                 | 50,297                |

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\*\*Actual Expenditure to end of quarter, including commitments.



| Actions  | Current Status | Progress Comments   | Comment Updated | Projected Status 30 June 2022 | Budget (\$)*     | YTD Expenditure (\$)*** | Budget Remaining (\$) |
|--|----------------|---|-----------------|-------------------------------|------------------|-------------------------|-----------------------|
| ranger vehicle charger (01703)   |                |   |                 |                               |                  |                         |                       |
| 8.1.2.6 Biodiversity Monitoring - Biodiversity and environmental monitoring program - rollout of monitoring undertaken every second year (01702) | In Progress    | Consultants have completed the monitoring work and a draft report has been received for staff comment. The final report will be complete next quarter.  | Yes             | Completed                     | 45,000           | 33,416                  | 11,584                |
| <b>TOTAL:</b>  |                |   |                 |                               | <b>\$587,290</b> | <b>\$129,781</b>        | <b>\$457,509</b>      |
| <b>Strategy 8.2: Monitor and strategically manage environmental risks and impacts of climate change.</b>   |                |   |                 |                               |                  |                         |                       |
| <b>Priority 8.2.1: Participate in projects that respond to the effects of climate change, including the effects of sea level rise.</b>           |                |   |                 |                               |                  |                         |                       |
| 8.2.1.1 Climate Change Risk Assessment and Action Plan (01640)   | In Progress    | Following a series of risk identification and mitigation workshops, consultants have drafted the Climate Change Risk Assessment and Adaptation Plan. A workshop for ELT and other relevant staff has been completed and workshop outcomes will inform the final plan.   | Yes             | Completed                     | 43,190           | 43,380                  | -190                  |
| 8.2.1.2 Investigation Rose Bay Channel Naturalisation (01405)  | Not Commenced  | Sydney Water has indicated that, while they support this project in principle, it is not currently on their short list of projects.   | Yes             | Not Commenced                 | 30,000           | 0                       | 30,000                |
| 8.2.1.3 Biodiversity Projects (01488)  | In Progress    | Interpretive signage has been designed and installed at Trumper Park and Cooper Park to educate the community about threatened species and the ecological value of ponds. Works to improve biodiversity at Rose Bay Park have commenced and will be completed in Q4.  | Yes             | Completed                     | 30,000           | 1,770                   | 28,230                |
| <b>TOTAL:</b>  |                |   |                 |                               | <b>\$103,190</b> | <b>\$45,150</b>         | <b>\$58,040</b>       |
| <b>Strategy 8.3: Encourage and assist our community to be leaders in waste management and resource recycling.</b>                                |                |   |                 |                               |                  |                         |                       |
| <b>Priority 8.3.1: Encourage greater community participation in waste reduction, recycling and composting initiatives.</b>                       |                |   |                 |                               |                  |                         |                       |
| 8.3.1.1 Better Waste & Recycling Fund (01485)  | In Progress    | Better Waste and Recycling Fund grant projects are underway for this financial year. Garage Sale Trail was completed in Q2, with a range of online workshops and virtual sales in addition to face-to-face. An upgraded green waste storage area for Council tree management teams has been designed and installation is anticipated in Q4. | Yes             | Completed                     | 26,412           | 2,305                   | 24,107                |

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\*\*Actual Expenditure to end of quarter, including commitments.

| Actions   | Current Status | Progress Comments  | Comment Updated | Projected Status 30 June 2022 | Budget (\$)*     | YTD Expenditure (\$)*** | Budget Remaining (\$) |
|---|----------------|--|-----------------|-------------------------------|------------------|-------------------------|-----------------------|
| <b>TOTAL:</b>   |                |  |                 |                               | <b>\$26,412</b>  | <b>\$2,305</b>          | <b>\$24,107</b>       |
| <b>Strategy 8.5: Promote and carry out water sensitive urban design.</b>                                |                |  |                 |                               |                  |                         |                       |
| <b>Priority 8.5.1 Integrate water sensitive urban design into local infrastructure and development.</b> |                |  |                 |                               |                  |                         |                       |
| 8.5.1.1 Water Sensitive Urban Design - Investigation (01091)  | Completed      | Consultants have completed a feasibility study to identify suitable locations for additional GPTs in the Cooper Park catchment. Water meter data loggers have been installed to monitor usage and detect leaks at the following locations: Christison Park, McKell Park, Rose Bay Park, Rushcutters Bay Park, Steyne Park, Parsley Bay, Lyne Park and Yarranabbe Park. | Yes             | Completed                     | 20,000           | 20,130                  | -130                  |
| 8.5.1.2 Water Sensitive Urban Design - Construction (01487)   | Completed      | Installation of a Gross Pollutant Trap at the corner of Adelaide Street and View Street to improve the water quality in the Cooper Park Creek and pond is complete. Costings are split between cost centres #01487, #01489, #01705. Over-expenditure on this project will be funded from under-expenditure on other projects in the next quarterly budget review.      | Yes             | Completed                     | 100,000          | 105,190                 | -5,190                |
| <b>TOTAL:</b>   |                |  |                 |                               | <b>\$120,000</b> | <b>\$125,319</b>        | <b>-\$5,319</b>       |

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\*\*\*Actual Expenditure to end of quarter, including commitments.

## Goal 9: Community focussed economic development

| Actions  | Current Status | Progress Comments   | Comment Updated | Projected Status 30 June 2022 | Budget (\$)*       | YTD Expenditure (\$)** | Budget Remaining (\$) |
|--|----------------|---|-----------------|-------------------------------|--------------------|------------------------|-----------------------|
| <b>Strategy 9.1: Encourage vibrant and vital local suburbs, villages and neighbourhoods that support a healthy economy.</b>                        |                |   |                 |                               |                    |                        |                       |
| <b>Priority 9.1.2: Encourage economic development in business and retail centres.</b>  |                |   |                 |                               |                    |                        |                       |
| 9.1.2.1 Cross Street Car Park-Redevelopment (01275)  | In Progress    | Report submitted to S&C on 21 February 2022 and a briefing was held with Councillors on 23rd March. Report on development partner considered by Council on 11 April 2022, and adopted. Staff now proceeding to finalise arrangements for Heads of Agreement (HoA) and Project Development Agreement (PDA) with the successful tenderer. Additional budget has been requested in this quarterly budget review to cover the over expenditure. | Yes             | In Progress                   | 297,633            | 348,100                | -50,467               |
| 9.1.2.2 Rose Bay Car Parks-Redevelopment (01276)   | In Progress    | Council has resolved to lodge DA. Required pre-DA public meetings have been held. It is anticipated that the DA will be lodged in early Q4. Additional budget has been requested in this quarterly budget review to cover the over expenditure.   | Yes             | In Progress                   | 883,975            | 926,293                | -42,318               |
| <b>TOTAL:</b>  |                |   |                 |                               | <b>\$1,181,608</b> | <b>\$1,274,393</b>     | <b>-\$92,785</b>      |
| <b>Strategy 9.3: Maintain a high quality public domain to support and promote local business.</b>  |                |   |                 |                               |                    |                        |                       |
| <b>Priority 9.3.1: Provide services to meet community expectations in relation to the presentation of business centres and high profile areas.</b> |                |   |                 |                               |                    |                        |                       |
| 9.3.1.1 Plumer Road, Rose Bay - Streetscape Upgrade (01404)  | In Progress    | Project is in detailed design stage for construction. Next stage will be to undertake procurement in order to proceed to construction in Q1 of FY2022/23 during the winter months.  | Yes             | In Progress                   | 815,720            | 21,752                 | 793,968               |

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\*\*Actual Expenditure to end of quarter, including commitments.

| Actions  | Current Status        | Progress Comments  | Comment Updated | Projected Status 30 June 2022 | Budget (\$)*       | YTD Expenditure (\$)*** | Budget Remaining (\$) |
|--|-----------------------|--|-----------------|-------------------------------|--------------------|-------------------------|-----------------------|
| 9.3.1.2 Knox St Double Bay Pedestrianisation - Open Space Legacy Grant (01649) | In Progress           | Initial Councillor workshop to discuss design options undertaken in September 2021. Community and stakeholder consultation on the ideas to inform the concept design is complete. Concept design was presented to Councillors in February 2022 prior to going on Public Exhibition and reported to Local Traffic Committee in March 2022, where it was resolved to defer the matter for further traffic investigations. Following additional investigation, a report will be presented to Local Traffic Committee and Council in April/May 2022. | Yes             | In Progress                   | 4,750,000          | 291,767                 | 4,458,233             |
| 9.3.1.3 Trumper Park Tennis - Upgrade Toilets (01684)                          | In Progress           | Contractor engaged. Works scheduled to commence after ANZAC day as requested by tenant   | Yes             | Completed                     | 40,000             | 40,953                  | -953                  |
| 9.3.1.4 Woollahra Golf Club - Replace roof, gutters & downpipes (01685)        | Design/Scope of Works | Inspection delayed due to wet weather. Works expected to commence in Q4.   | Yes             | In Progress                   | 150,000            | 2,124                   | 147,876               |
| <b>TOTAL:</b>  |                       |  |                 |                               | <b>\$5,755,720</b> | <b>\$356,595</b>        | <b>\$5,399,125</b>    |
| <b>Priority 9.3.2: Provide street furniture maintenance services.</b>          |                       |  |                 |                               |                    |                         |                       |
| 9.3.2.1 Double Bay Business Centre-CCTV installation (01196)                   | In Progress           | Upgrades are nearly complete with new CPU units installed for CCTV server. Final camera repairs pending arrival of parts. Completion of works anticipated for Q4.  | Yes             | Completed                     | 14,684             | 16,744                  | -2,060                |
| <b>TOTAL:</b>  |                       |  |                 |                               | <b>\$14,684</b>    | <b>\$16,744</b>         | <b>-\$2,060</b>       |

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\*\*Actual Expenditure to end of quarter, including commitments.



## Goal 11: A well-managed Council

| Actions   | Current Status               | Progress Comments  | Comment Updated | Projected Status 30 June 2022 | Budget (\$)*     | YTD Expenditure (\$)** | Budget Remaining (\$) |
|---|------------------------------|--|-----------------|-------------------------------|------------------|------------------------|-----------------------|
| <b>Strategy 11.4: Maintain Council's strong financial position.</b>               |                              |  |                 |                               |                  |                        |                       |
| <b>Priority 11.4.2: Manage the leasing and licensing of Council buildings.</b>    |                              |  |                 |                               |                  |                        |                       |
| 11.4.2.1 Kiaora Place - Various works (01530)                                     | In Progress                  | LED lights installed. Specifications for the Building Management System (BMS) is being finalised. Awaiting completion of air conditioning works (Project #1708) to finalise the scope of this project. | No              | In Progress                   | 141,000          | 5,970                  | 135,030               |
| 11.4.2.2 Cosmopolitan Centre Awning improvements (01636)                          | Design/Scope of Works        | Proposal for planting instead being considered by the Building Management Committee.   | Yes             | Completed                     | 15,000           | 0                      | 15,000                |
| 11.4.2.4 Kiaora Building 2 Air Conditioning works (01708)                         | Tenders or Quotations Called | Tender closes on 20 April 2022. Works to commence in Q4, subject to availability of equipment.   | Yes             | In Progress                   | 250,000          | 9,250                  | 240,750               |
| <b>TOTAL:</b>   |                              |  |                 |                               | <b>\$406,000</b> | <b>\$15,220</b>        | <b>\$390,780</b>      |
| <b>Priority 11.4.3: Implement the outcomes of the Community Facilities Study.</b> |                              |  |                 |                               |                  |                        |                       |
| 11.4.3.1 Asset Management System (00931)  | Design/Scope of Works        | No further progress  | Yes             | In Progress                   | 159,074          | 0                      | 159,074               |
| 11.4.3.2 Audio visual upgrade Redleaf (01564)                                     | In Progress                  | Works substantially completed, including refinements to assist with live minuting of Council meetings.   | No              | Completed                     | 139,988          | 133,162                | 6,826                 |
| 11.4.3.3 Redleaf refurbishment works (01641)                                      | In Progress                  | Front counter installed. Additional lighting works being scoped. It is anticipated works will be completed in Q4.  | No              | Completed                     | 128,351          | 65,754                 | 62,597                |
| 11.4.3.4 Redleaf - Replacement of external window shutters (01691)                | Design/Scope of Works        | Inspection delayed due to wet weather. Works to be undertaken in Q4.   | Yes             | Completed                     | 20,000           | 0                      | 20,000                |

\*The budget figure includes the current year's original budget plus revotes and rollovers from previous year and any adopted quarterly variations

\*\*Actual Expenditure to end of quarter, including commitments.

| Actions   | Current Status        | Progress Comments   | Comment Updated | Projected Status 30 June 2022 | Budget (\$)*        | YTD Expenditure (\$)*** | Budget Remaining (\$) |
|---|-----------------------|---|-----------------|-------------------------------|---------------------|-------------------------|-----------------------|
| 11.4.3.5 Essential Service Maintenance (01549)  | In Progress           | This budget relates to works across various Council buildings. Annual maintenance reports being examined to determine priority of works. It is anticipated works will be completed in Q4. | Yes             | Completed                     | 15,000              | 4,210                   | 10,790                |
| 11.4.3.6 Cross Street - Remedial works (01701)  | In Progress           | Structural investigations are complete. Urgent works being prioritised. It is anticipated works will be completed in Q4.  | No              | Completed                     | 20,000              | 11,140                  | 8,860                 |
| <b>TOTAL:</b>   |                       |   |                 |                               | <b>\$482,413</b>    | <b>\$214,266</b>        | <b>\$268,147</b>      |
| <b>Strategy 11.5: Deliver high quality services that meet customer expectations.</b>  |                       |   |                 |                               |                     |                         |                       |
| <b>Priority 11.5.2: Provide for the effective planning and delivery of information technology services to enable efficient services to the community.</b> |                       |   |                 |                               |                     |                         |                       |
| 11.5.2.1 Free public Wi-Fi in commercial centres (01436)  | In Progress           | EJ Ward cabling and Wi-Fi installation has been completed. Rollout to other venues subject to NBN availability.   | Yes             | In Progress                   | 20,000              | 17,932                  | 2,068                 |
| 11.5.2.2 Servers and storage refresh (01578)  | Completed             | All servers and storage infrastructure is now in place.   | No              | Completed                     | 46,333              | 46,333                  | 0                     |
| 11.5.2.3 PCs Replacement- Replace all PCs due to end of life (01654)  | Design/Scope of Works | Executive Leadership Team (ELT) Briefing paper on what is fit for purpose is ready for the ELT meeting on 27 April.   | Yes             | In Progress                   | 400,000             | 0                       | 400,000               |
| 11.5.2.4 IT Equipment for New Council - Purchase a Laptop, iPad and iPhone for new Councillors (01655)  | Completed             | All iPads have been configured and allocated to Councillors, the Executive Leadership Team and Governance.  | No              | Completed                     | 85,000              | 57,261                  | 27,739                |
| 11.5.2.5 Library all-in-one public PCs - 29 public PCs and 14 OPACs (01656)   | Design/Scope of Works | Seeking quotations for replacement of public access PCs.  | Yes             | In Progress                   | 47,300              | 0                       | 47,300                |
| 11.5.2.6 Library public laptops - 16 laptops (01657)  | Design/Scope of Works | Seeking quotations for replacement of public access Laptops.  | Yes             | In Progress                   | 21,342              | 0                       | 21,342                |
| 11.5.2.7 Laptops refresh (01577)  | Completed             | Laptops have been replaced and additional laptops provided to the art gallery.  | No              | Completed                     | 2,758               | 10,384                  | -7,626                |
| <b>TOTAL:</b>   |                       |   |                 |                               | <b>\$622,733</b>    | <b>\$131,910</b>        | <b>\$490,823</b>      |
| <b>GRAND TOTAL:</b>   |                       |   |                 |                               | <b>\$30,024,623</b> | <b>\$13,878,557</b>     | <b>\$16,146,067</b>   |

\*The budget figure includes the current year's original budget plus revotes and rollovers from previous year and any adopted quarterly variations

\*\*Actual Expenditure to end of quarter, including commitments.

Woollahra  
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## Political Donations: Matters to be considered by Councillors at Council and/or Committee Meetings

